

Richmond
Valley
Council



Minutes

Ordinary Meeting

Tuesday, 19 April 2016

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**MINUTES OF THE ORDINARY MEETING OF RICHMOND VALLEY COUNCIL,
HELD IN THE COUNCIL CHAMBERS, CNR WALKER STREET AND
GRAHAM PLACE, CASINO, ON TUESDAY, 19 APRIL 2016 AT 5.02 P.M.**

PRESENT

Crs Ernie Bennett (Mayor), Robert Hayes, Sandra Humphrys, Steve Morrissey, Robert Mustow, Daniel Simpson and Col Sullivan.

Vaughan Macdonald (General Manager), Angela Jones (Director Infrastructure and Environment), Dean Fordham (Management Accountant) and Roslyn Townsend (Corporate Support Officer) were also in attendance.

1 ACKNOWLEDGEMENT OF COUNTRY

The Mayor provided an Acknowledgement of Country by reading the following statement on behalf of Council:

"Council would like to show its respect and acknowledge all of the traditional custodians of land within the Richmond Valley Council area and show respect to elders past and present."

2 PRAYER

The meeting opened with a prayer by the General Manager.

3 PUBLIC ACCESS AND QUESTION TIME

It was acknowledged that the number of applications received from speakers had exceeded the maximum number of time slots provided for in Council's Code of Meeting Practice.

190416/ 1 RESOLVED (Cr Mustow/Cr Sullivan)

That Council extend public access and question time at the 19 April 2016 Ordinary Meeting to allow for extra speakers who had made application via Council's Code of Meeting Practice guidelines.

FOR VOTE - All Council members voted unanimously.

3.1 PUBLIC ACCESS - ITEM 14.2 - DA2016/0123 - TEMPORARY WORKERS' ACCOMMODATION FACILITY - 104-116 RICHMOND STREET AND 4-8 DUKE STREET, WOODBURN

The following persons addressed Council regarding DA2016/0123. A summary of their addresses is provided below.

Mr Roger Hong (on behalf of members of the Woodburn Bowling Club and Evans Head Bowling Club) spoke in support of the proposed development and provided background to the business arrangement with Civeo. He explained that the opportunity provided an investment in the continued operation and future of the Club, which included new kitchen facilities, and encouraged Council's support of the development. He explained that the Club would still be operating for members during the project period however when the tenure was finished the Club planned new sporting facilities, including multi function greens.

The Mayor thanked Mr Hong for his presentation.

Mr John Ritchie (Secretary/Treasurer of the combined Woodburn Mens and Womens Bowling Club) encouraged Council's support of the proposed development as the project would ensure that these recreational facilities will continue to be available for members of the Woodburn community. He provided information regarding the positive community benefits of a mining accommodation village which had been established at Boggabri. Mr Ritchie also spoke about the management of parking and traffic issues, the use of mini buses for transport of workers to and from construction sites and the possibility that some of the local workforce would travel home at night.

The Mayor thanked Mr Ritchie for his presentation.

Mr William Ferrier whose home is across the road from the proposed workers' accommodation encouraged Council's support of the proposed development as he believed that it would help to improve the town of Woodburn.

The Mayor thanked Mr Ferrier for his presentation.

Mr Mark Barlow (President of the Northern Rivers Water Ski Club and Vice President of the Woodburn Events Team) stressed the importance of this development proceeding and the benefits that it would bring to the community and businesses, including the Bowling Club. This in turn would benefit Woodburn ski events, including business sponsorship of those events.

The Mayor thanked Mr Barlow for his presentation.

Ms Katrina Horne whose residence is in Richmond Street opposite the development site expressed concern about the location of the proposed development for highway workers' accommodation in the middle of the Woodburn village. Ms Horne highlighted a range of issues which she asked Council to consider, including:

- The development will be an "eyesore" as perimeter fencing, screening and landscaping cannot hide a full block of dongas.
- Use of neighbouring streets for car parking to accommodate the shortfall in parking obligations.
- The site density needed scaling back so as to allow for more on site car parking.
- The impact on the amenity of the town and quality of life of adjoining residents and disruption caused by everyday running of a site of this density, including vehicle movements early morning and late afternoon.
- The submissions by Woodburn Chamber of Commerce and the Events Committee supported the development on the condition that Cedar and Duke Streets would not be utilised for car parking.
- The impact on local businesses and events caused by on street car parking for the compound.
- Make it a condition of consent that mini buses be used from the onset of occupation.

The Mayor thanked Ms Horne for her presentation.

Mr John Winkler whose residence is in Cedar Street expressed concern about the location of a road workers' camp which was proposed to be built across the road. He spoke about a range of issues, including:

- Site density and noise associated with the development
- The number of traffic movements and associated safety issues
- The location in a residential area
- Impact on the health of residents
- Major parking issues, including at times of events such as Anzac Day
- Effect on business vehicle parking availability
- Development needed to be scaled back to allow for more on-site parking.

The Mayor thanked Mr Winkler for his presentation.

Mr Rick Nutt (on behalf of Timothy Bunney). Mr Nutt spoke about a number of concerns regarding the proposed development which were raised by Mr Bunney, including:

- Effect on parking for the Ski Club
- Site density and vehicle parking for guests
- Unsuitable location for the development
- Impact on adjoining residents
- Impact of increased traffic movements - workers and catering staff
- Scale back size of the development and increase on-site parking
- Make it a condition to use mini buses from the onset.

The Mayor thanked Mr Nutt for his presentation.

Mr Jim Cook and Mr Geoff Campbell (on behalf of Civeo, the applicant for the proposed development) provided an overview of Civeo which was currently the largest owner operator of mining and construction camps in Australia. Civeo had

been approached to help solve some of the accommodation problems which were going to be experienced for this section of the highway construction for which Woodburn was the geographical centre. Mr Cook and Mr Campbell spoke about a range of matters, including:

- The Woodburn temporary village will provide 15 full time jobs and Civeo would be looking largely to employ locals
- The availability of accommodation was a key issue for the highway construction work
- 2,500 construction workers at various times would be starting later this year to late 2019
- The highway construction was expected to be four years unless slowed down by a major flood
- Civeo was investing \$15 million into the development and the legacy would be a revitalised Club and much improved amenity and viability which in turn would benefit the whole community
- Careful design and strict management of the temporary village would mitigate all impacts of the development.

They believed that the proposal had merit and fully supported the recommendation, and thanked Council's staff for their careful and detailed assessment of the development application.

The Mayor thanked Mr Cook and Mr Campbell for their presentation following response to and discussion around questions from Councillors relating to:

- Implications for the viability of the project if it were scaled back
- Use of a separate compound for parking
- Use of mini buses to and from a parking compound
- Whether the work vehicles would have reversing beepers.

3.2 PUBLIC ACCESS - ITEM 14.3 - DRAFT NORTH COAST REGIONAL PLAN – OVERVIEW

Ms Liz Stops and Ms Jill Lyons addressed Council on the Draft North Coast Regional Plan. A summary of their addresses is provided below.

Ms Liz Stops spoke in particular to Goal 1 of the Draft Plan "a natural environment, and Aboriginal and historic heritage that is protected, and landscapes that are productive." Her view was that the Draft Plan provided contradictory directions between preserving and exploiting the environment and that it indicated a definite push towards coal seam gas (CSG) exploitation as references to mapping or exploitation of coal seam gas appeared on a number of pages. On a positive note however the Draft Plan made a number of references to renewable energy opportunities, and potential investment and sources of renewable energy.

Ms Stops supported Council's recommendation that it prepare a submission in response to the Draft North Coast Regional Plan and asked Council to include the following points in its submission:

- Affirm Richmond Valley Council's position statement on CSG.
- Remove all references to CSG from the final version of the Plan.
- Introduce legislation to permanently protect the Northern Rivers and the entire North Coast region from invasive industrial gas fields.
- Foster and promote the development of appropriate small and large scale renewable projects.

The Mayor thanked Ms Stops for her presentation.

Ms Jill Lyons addressed Council regarding the Draft Plan and expressed concern regarding the considerable number of references to coal seam gas resources and exploitation in this region. She believed it was unacceptable that the NSW Government was identifying and planning in relation to mineral and unconventional gas resources. However, she acknowledged the Draft Plan included interesting positives for our community and the entire North Coast, including references to renewable energy opportunities and investment in renewable industries.

Ms Lyons requested Council to:

- Reaffirm its position statement on CSG.
- Join forces with other Councils across the Northern Rivers to reject the Government's support for the development and expansion of CSG or unconventional gas in the Richmond Valley and the greater Northern Rivers region.
- Request in writing that all references to the unconventional gas/CSG industry be removed from the final version of the North Coast Regional Plan.
- Request the NSW State Government and the Minister for Mineral and Energy Resources to formally legislate to protect the Northern Rivers and the entire North Coast by declaring it free and safe from any threat of CSG or unconventional gas exploration and production for now and for future generations to come.

The Mayor thanked Ms Lyons for her presentation.

3.3 PUBLIC ACCESS - ITEM 15.6 - DEVELOPMENT APPLICATIONS DETERMINED UNDER THE ENVIRONMENTAL PLANNING AND ASSESSMENT ACT FOR THE PERIOD 1 MARCH 2016 TO 31 MARCH 2016

A summary of the address by Dr Richard Gates regarding DA2016/0022 contained in the Determined Development Applications report is provided below.

Dr Richard Gates (on behalf of the Evans Head Memorial Aerodrome Committee Inc.) addressed Council detailing his concerns regarding the processes associated with the approval of Development Application 2016/0022 for a workers' village to be located on land adjacent to the Evans Head Memorial Aerodrome. Issues and questions raised by Dr Gates included:

- The development site being adjacent to the State Heritage Listed Aerodrome.
- Why hadn't the development application come before Council at a meeting?
- Town planning advice obtained by his Committee showed that the proposed development was prohibited development for this site.
- Amendments made to prelodgement meeting minutes and an explanation of the change not included in the January Statement of Environmental Effects.
- Changes to documentation after exhibition, including the removal of ten caravan park sites, and whether the removal related to the need to increase Asset Protection Zones for fire.
- The Restriction on Title precluded vehicular access to the site.
- Reliance on the 2005 Noise Exposure Forecast and not meeting revised ANEF requirement standards.

The Mayor thanked Dr Gates for his presentation following which he responded to a question from Cr Hayes.

3.4 QUESTION - KATRINA HORNE

Ms Horne asked her question regarding DA2016/0123 Temporary Workers' Accommodation Facility, Woodburn.

"The developer is only offering to provide 79 of the 293 carparks required by the DCP on-site. The draft consent permits full occupation of both sides of three residential adjoining streets (Cedar, Richmond and Duke). This includes changing the southern side of Richmond Street from parallel to angle parking for the use of the facility's guests and staff, still leaving a significant parking shortfall.

The draft consent also includes the addition of two median strips in Richmond Street to mediate the traffic hazard from narrowing the road and mass movements of a developer estimated (in their DA) extra 101 vehicles to and from guest worksites.

The developer stated in their DA that they would provide 17 mini buses if not provided by the guests' employers to transport them to and from worksites."

Question

"To reduce the impact on adjoining residences of headlights, car doors, voices and traffic noise, can Council or Councillors specify in the consent that as part of the Code of Conduct and Plan of Management that the mini bus service be provided from the onset of occupation and that guests who drive themselves must utilise the on-site carpark?"

The Mayor advised the question would be considered as part of deliberations later in the meeting.

3.5 QUESTION - DARRYL BARNES

Katrina Horne asked a question on behalf of Darryl Barnes who had been unable to attend the meeting due to work commitments. The question related to DA2016/0123 Temporary Workers' Accommodation Facility, Woodburn.

"The draft consent requires a change from parallel parking to angle parking on the southern side of Richmond Street to provide extra on street parking for the facility's guests and the addition of a median strip in front of Mr Barnes' house to mediate the traffic hazard.

Mr Barnes is employed as a truck driver and is required to bring his prime mover home while he meets his logbook rest and sleep requirements during the day and over weekends and holiday periods. The median strip and angle parking prevent access to his driveway for this vehicle so he will not be able to park the vehicle in his own driveway. He will also not be able to utilise the on street angle parking.

To access his residence for parking due to the aforementioned street changes, Mr Barnes requires new kerkside access and driveway in addition to the removal of a large camphor laurel tree (which is also a class 2 noxious weed) that is on the Council nature strip.

As Council is responsible for permitting these changes, if this goes ahead, which block Mr Barnes' access to his property he regards them as being liable to provide the aforementioned solution."

Question

"Council is proposing to make these changes as part of the consent for DA2016/0123 therefore can Council save ratepayer funds and attribute costs incurred to the developer Civeo?"

The Mayor advised the question would be considered as part of deliberations later in the meeting.

3.6 QUESTION - BRENT SYMMONDS

Sandra Wilson asked a question on behalf of Brent Symmonds regarding DA2016/0123 Temporary Workers' Accommodation Facility, Woodburn.

"The developer is only offering to provide 79 of the 293 carparks required by the DCP on-site. The draft consent permits full occupation of both sides of three residential adjoining streets (Cedar, Richmond and Duke), including changing the southern side of Richmond Street from parallel to angle parking for the use of the facility's guests and staff, still leaving a significant parking shortfall. The draft consent also includes the addition of two median strips in Richmond Street.

Residents of Woodburn put their rubbish bins on the kerb Sunday night for collection early Monday morning. The introduction of angle parking to the southern side of Richmond Street in addition to the existing angle parking being

utilised in Cedar and Duke Streets, will require residents to place their bins not on the kerb but out in front of the parked cars on the road and into the path of oncoming traffic. Residents are unable to place bins in front of their own driveways as it is illegal to block them.

Some guests will be wanting to drive the bin blocked vehicles to work these mornings while others who utilise the mini buses will leave them parked for the duration of their stay at the facility."

Question

"How does Council propose to undertake the weekly gutter/street clean when the area will be inaccessible due to parked vehicles and provide waste management services to residents without causing a safety hazard to road users?"

The Mayor advised the question would be considered as part of deliberations later in the meeting.

3.7 QUESTION - LIZ STOPS

Ms Stops asked the following questions regarding the Draft North Coast Regional Plan:

Question 1

"The NSW Government is hosting information sessions about the Draft North Coast Regional Plan at Port Macquarie, Coffs Harbour and the Tweed. There are none scheduled between the Tweed and Coffs Harbour. Could Council please write to the State Government and request a session in a more accessible location for Northern Rivers residents and Richmond Valley ratepayers to attend?"

The General Manager advised that it was important with these types of plans that everyone had an opportunity to have their say however it was recognised with State Government consultation that this was a fairly traditional method of conducting consultation; that they attend regional centres and they've selected Tweed and Coffs Harbour. Council can contact the Department of Planning however it was unlikely that the response would provide any additional sessions. Council can also utilise other opportunities to ensure that her feedback, together with that of Council's feedback, is taken into account.

Question 2

"The people of the Northern Rivers must have security from the threat of CSG. In the light of Richmond Valley Council's current position on unconventional gas and as representatives of ratepayers who when surveyed were overwhelmingly opposed to CSG, I'm asking will you write to the Minister for Planning, Rob Stokes and urge him to:

- 1. remove all references to CSG from the Final Report, and*
- 2. introduce legislation to permanently protect the Northern Rivers and all of the North Coast Region from invasive industrial gasfields?*

The General Manager advised that the report in the business paper provided a summary of the draft plan and commentary on the review to date. The comments provided at this meeting, together with feedback from Councillors, will be taken into consideration in completing the review and finalising a submission from Richmond Valley Council. This matter was also being considered by the Northern Rivers Regional Organisation of Councils (NOROC) which had agreed also to make a submission.

3.8 QUESTION - JILL LYONS

Ms Lyons asked the following questions with regard to the position of Richmond Valley Council and the people of the Northern Rivers on the unconventional gas industry:

Question 1

"Will Richmond Valley Council be writing to the Planning and Environment Minister of New South Wales to express their concern and rejection of the references made in the Draft North Coast Regional Plan that 'coal seam gas resources (in the Clarence-Moreton Basin) may be able to support the development and growth of new industries and provide economic benefits to the region'?"

Question 2

"Will the Richmond Valley Council be writing to Thomas George and Chris Gulaptis along with various other Ministers to express the Council's rejection of this proposal and ask for their support to forever protect our region from this industry once and for all?"

Question 3

"Could the Richmond Valley Council write to all other Councils on the Northern Rivers to ask them to also write to their relevant Ministers to express their concern and rejection of this proposal as a show of combined region unity against this proposal?"

Question 4

"Is it possible for Council to add to the recommendations during the discussion later on this item to include my questions?"

The General Manager advised that with respect to question one, Council was still in the process of receiving feedback including that provided by her at the meeting and obviously the Councillors would also consider that feedback. In respect to questions two and three, it was a matter for Council to consider whether it would write to Local Member, Chris Gulaptis and neighbouring Member, Thomas George and, as previously mentioned, Council was also working on a joint submission with other Councils in the Northern Rivers region. In relation to question four, this was a matter for Councillors to decide when considering this matter later in the meeting.

4 APOLOGIES

Nil.

5 MAYORAL MINUTE

Nil.

6 CONFIRMATION OF MINUTES

6.1 ORDINARY MEETING MINUTES - TUESDAY, 15 MARCH 2016

A copy of the Minutes of the Ordinary Meeting, held on Tuesday, 15 March 2016, was distributed with the Business Paper.

RECOMMENDATION

Recommended that the Minutes of the Ordinary Meeting, held on Tuesday, 15 March 2016, be taken as read and confirmed as a true record of proceedings.

190416/ 2 RESOLVED (Cr Morrissey/Cr Hayes)

That the Minutes of the Ordinary Meeting, held on Tuesday, 15 March 2016, be taken as read and confirmed as a true record of proceedings.

FOR VOTE - All Council members voted unanimously.

7 MATTERS ARISING OUT OF THE MINUTES

7.1 TOURISM DIRECTIONAL SIGNAGE (ORDINARY MEETING ITEM 7.2 - PAGE 6)

Cr Simpson enquired whether there had been any progress with identifying alternative options for tourism directional signage or whether this might be included as part of the development of a tourism plan which was an item listed for consideration in the business paper.

The General Manager advised that options for tourism directional signage would be an important part of the tourism development plan which was a project that he had activated so that Council could look at signage as a whole package across the local government area. Therefore, it was a key part of that planning.

**7.2 WATER CONSUMPTION WRITE-OFF - PROPERTY ID 161330
(ORDINARY MEETING MINUTE 150316/10 - PAGES 29-31)**

Cr Simpson enquired whether the decision had been relayed to the property owner and, if known, how that advice had been received.

The General Manager advised that the resolutions of Council had been communicated to staff following which Council's decision on this matter would have been conveyed to the owner. He had not been provided with any feedback but would make enquiries and respond to the question.

8 DECLARATION OF INTERESTS

8.1 DECLARATION OF INTERESTS - ORDINARY MEETING 19 APRIL 2016

Cr Simpson declared a non-pecuniary (significant conflict) interest in Item 14.2 - DA2016/0123 Temporary Workers' Accommodation Facility 104-116 Richmond Street and 4-8 Duke Street Woodburn (Business owner adjoining proposed development).

Cr Hayes declared a non-pecuniary (insignificant conflict) interest in Item 15.6 - Development Applications determined under the Environmental Planning and Assessment Act for the period 1 March to 31 March 2016 (Applicant and owner of the property).

9 PETITIONS

Nil.

10 NOTICES OF MOTION

10.1 NOTICE OF MOTION (CR ROBERT MUSTOW) - CASINO MEMORIAL SWIMMING POOL

Cr Mustow submitted the following Notice of Motion.

Notice of Motion

That Council conduct an inspection of the Casino Memorial Swimming Pool and in future receive a report that identifies current issues and future opportunities to upgrade the facility.

190416/ 3 RESOLVED (Cr Mustow/Cr Morrissey)

That:

1. Council conduct an inspection of the Casino Memorial Swimming Pool and in future receive a report that identifies current issues and future opportunities to upgrade the facility.
2. the report examines the reasons behind the current structure of the management of all Council's swimming pools, including the Gymnasium in Evans Head, and options available for addressing community issues that are being raised regarding the opening hours of these facilities.

FOR VOTE - All Council members voted unanimously.

11 MAYOR'S REPORT

Nil.

12 DELEGATES' REPORTS

**12.1 DELEGATES' REPORTS SUBMITTED TO THE APRIL 2016
ORDINARY MEETING**

RECOMMENDATION

Recommended that the Delegate's Report be received and noted.

190416/ 4 RESOLVED (Cr Sullivan/Cr Mustow)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

Report

Council delegates are required to report on meetings/forums attended on Council's behalf.

The following information has been provided in regard to meetings/functions attended by Councillors.

Submitted by Cr Mustow and Cr Sullivan

Subject Matter of Attendance: Rous Water Council Meeting held at Lismore on 16 March 2016.

Precis/Summary of Issues Discussed/Considered:

Summary of the main items of business were:

1. Design and construction tender for generator facility at Nightcap Water Treatment Plant

Council awarded a contract to Gongues Constructions Pty Ltd for the design and construction of an emergency generator facility at the Nightcap Water Treatment Plant. The contract price is \$855,801 including GST. The tender process resulted in three bids being received with Gongues Constructions Pty Ltd submitting the most advantageous tender.

2. Road closure (Crown Land) – easement for water supply

Council granted approval to create an easement for a water supply pipeline associated with a road closure application for Crown public road at Tyagarah. The easement is required to protect Council's 375mm and 300mm diameter bulk pipelines to Brunswick Heads and Ocean Shores which traverse the section of the proposed road closure.

3. Policies

i) Investments (revised)

A report was received in relation to the review of the Investments policy. Council determined that no changes to the policy were required and it was subsequently confirmed in its current form.

4. Information reports

i) Investments – February 2016

This report outlined all Council's investments and borrowings as at February 2016. The total funds invested for February 2016 were \$19,975,570 and receiving a return of 2.59%.

ii) Water production and usage – February 2016

This report indicated that for the February 2016 period water consumption by constituent Councils had increased by comparison to the same period last year, with an increase in coastal consumption more than that of inland areas.

Daily source usage during February 2016 averaged 31.398ML which was a slight increase from the January 2016 daily average of 31.278ML.

Rocky Creek Dam received 140mm of rainfall in February 2016. As at the date of the report Rocky Creek Dam was at full capacity, being around 102.1% due to rain received in the first three days of March 2016.

13 MATTERS DETERMINED WITHOUT DEBATE

190416/ 5 RESOLVED (Cr Hayes/Cr Mustow)

That Items 14.1, 14.5, 14.6, 14.7, 14.8, 14.9, 14.10, 14.11, 14.12, 14.13 and 14.14 be determined without debate.

FOR VOTE - All Council members voted unanimously.

Prior to the above motion being put to the vote, Councillors were given the opportunity to identify items on which they wished to ask questions.

- Item 14.10 - Cr Mustow enquired in relation to the varying prices of the rollers and whether the purchase of these plant items was within budget.

The General Manager advised that the specification requirements were different for the two rollers. The \$154,735 roller, being a lighter roller, would be used to maintain Council's rural roads and the second roller (quotation being for \$167,832) was for construction works on Roads and Maritime Services roads and so was a heavier roller which also needed to operate without vibration because it would be used for works in residential areas. The funding for the items comes from the annual allocation in the Plant Fund however he acknowledged the need for more information to be provided in future reports to indicate that the purchase was in line with Council's Plant Fund annual allocation.

- Item 14.11 - Cr Mustow enquired regarding the advice in the report which indicated that the current contract with Cleaning Neways had expired in 2006 and sought an explanation as to how Council would monitor the employment of local staff and the purchase of products from local outlets by the recommended cleaning contractor.

The General Manager advised that the current contract had expired in 2006 and the contract arrangements had operated on an annual basis since that time. However, Council's cleaning needs and its facilities had changed leading to the need to review the specification and test the market for the level of service now required. The recommended tender, compared to the other tender, would save Council and the community \$200,000 over a five year period. Council would establish a performance contract with the successful tenderer which would stipulate the requirement around local employment, as was included in the specification, with monitoring to be undertaken to ensure compliance.

- Item 14.5 - Cr Morrissey enquired of the length of the short trial with the service known as MailChimp.

The General Manager advised that feedback would be sought from Councillors during the trial and that Council's current weekly staff newsletter would move to fortnightly so that both newsletters would be coordinated together as a lot of content would be similar. It was intended that the trial service would be the method by which Council communicates in the future.

14 MATTERS FOR DETERMINATION

14.1 INTERNAL AUDIT COMMITTEE MEETING HELD ON TUESDAY 5 APRIL 2016

RECOMMENDATION

Recommended that the Minutes of the Internal Audit Committee Meeting held on Tuesday, 5 April 2016 be received and adopted.

190416/ 6 RESOLVED (Cr Hayes/Cr Mustow)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

Executive Summary

The Internal Audit Committee provides independent assurance and assistance to the Richmond Valley Council on risk management, control, governance and external accountability responsibilities. The Committee meets four times a year in accordance with the meeting plan which is adopted annually.

At the meeting held on 5 April 2016 the Committee discussed the following items:

1. Internal Audit Reports undertaken since the last meeting being Work Health and Safety and People Management Reviews
2. Outstanding Action Items from previous reports being Customer Service, Procurement and Work Health and Safety
3. Strategic Risk Register
4. Operational Risk Register
5. Next meeting date - 5 July 2016

Community Strategic Plan Links

Focus Area 7 Governance and Process - Long term Goal 7.5 Sound Governance and Legislative Practices.

Budget Implications

Nil.

Report

The Minutes of the meeting held on 5 April 2016 are provided below.

MINUTES OF THE INTERNAL AUDIT COMMITTEE MEETING HELD IN THE COUNCIL CHAMBERS, RICHMOND VALLEY COUNCIL, CNR WALKER STREET AND GRAHAM PLACE, CASINO, ON TUESDAY, 5 APRIL 2016 AT 4 PM

PRESENT

Cr Simpson (Chair), Cr Bennett, Cr Robert Mustow, Cr Robert Hayes, Cr Sullivan, Cr Humphrys.

Jarrold Lean & Adam Kim (Grant Thornton), Vaughan Macdonald (General Manager), Ben Zeller (Executive Internal Audit), Deborah McLean (Manager Governance and Risk), Pamela Sinclair (Manager Organisational Development) and Julie Clark (Personal Assistant to General Manager and Mayor) were also in attendance.

APOLOGIES

An apology was received and accepted from Cr Morrissey.

DECLARATION OF INTERESTS

Nil.

AGENDA ITEMS**1. Internal Audit Reports**

In accordance with the Internal Audit Plan, the following Reviews were undertaken since the last meeting:

- Work Health & Safety Review

Auditor's comments:

- i. Report identified moderate to high findings, however continual improvements are now being made, which is commendable,
- ii. Hazard inspections; at the time of writing the report, only 8 work inspections had been undertaken, however a program has now been introduced and all inspections undertaken.
- iii. Emergency preparedness; at the time of writing the report, there were fire warden vacancies; however these positions have now been filled.
- iv. A reduction in estimates should occur in the upcoming year. (Lost time injury was 60 days now 25 days). Inductions for contractors "deemed workers" are now being held.

- People Management Review

Auditor's comments:

- i. A positive report with an overall rating of acceptable. Matters raised have been made to assist with deficiencies. Implementation of a TechOne program will also help.
- ii. Staff engagement survey; suggested a survey be conducted during the next 2-3 years.

General Manager's/staff comments

- i. A staff survey will be developed and distributed on an annual basis.
- ii. An online recruitment process is currently being implemented which should prove beneficial.

The committee received and noted the reports.

2. Outstanding action items

The Internal Auditor presented the outstanding action items report. The committee received and noted the report.

- Customer Service Review (September 2015)

General Manager's/staff comments

- i. The Customer Service Team recently attended a ½ day training session at Windara. The session provided a valuable opportunity to plan for the future and reflect on how the team currently operates.
- ii. Call centre software will be examined to see if numbers are correct.
- iii. WIKI information will also be reviewed, to ensure information provided is up-to-date.

- Procurement Review (September 2015)

General Manager's/staff comments:

- i. Purchasing policy now updated and issued to all staff.
- ii. Purchase order and approval processes have been separated.
- iii. TechOne report being investigated to improve use of data.
- iv. Staff induction held twice yearly.
- v. Code of conduct refresher training will be provided to all existing staff prior to September elections.

- Work Health & Safety Review (October 2015)
Noted.

- WHS Management System Briefing Note/ Action Plan
Noted.

3. Strategic Risk Register

The Internal Auditor presented the Strategic Risk Register. The committee received and noted the Strategic Risk Register.

Committee comments:

- i. Registers to be updated.
- ii. Workshop with Councillors outlining changes is to be undertaken.

4. Operational Risk Register

The Internal Auditor presented the Operational Risk Register.
The committee received and noted the Operational Risk Register.

OTHER MATTERS

Next Internal Audit Committee meeting to be held on 5 July, 2016, at 4pm

The meeting closed at 4.55 pm

Cr Simpson, having previously declared an interest in the following matter, retired from the meeting at this stage, the time being 6.32pm.

14.2 DA2016/0123 - TEMPORARY WORKERS' ACCOMMODATION FACILITY - 104-116 RICHMOND STREET AND 4-8 DUKE STREET, WOODBURN

Responsible Officer:

Angela Jones (Director Infrastructure and Environment)

RECOMMENDATION

Recommended that DA2016/0123 be approved subject to:

1. Major variation to car parking and site density requirements of Part E4 Hotel and Motel Accommodation of the Richmond Valley Development Control Plan 2012.
2. Variation to the Mid Richmond Floodplain Risk Management Plan to permit the location of the facility at 200mm above the 1 in 20 year design flood level rather than a level 500mm above the 1 in 100 year flood.
3. Minor variation to Building Line Setback and Building Height Plane to Redwood Lane frontage under the Richmond Valley Development Control Plan 2012.
4. The Conditions of Consent contained in this report.

190416/ 7 RESOLVED (Cr Hayes/Cr Mustow)

That DA2016/0123 be approved subject to:

1. Major variation to car parking and site density requirements of Part E4 Hotel and Motel Accommodation of the Richmond Valley Development Control Plan 2012.
2. Variation to the Mid Richmond Floodplain Risk Management Plan to permit the location of the facility at 200mm above the 1 in 20 year design flood level rather than a level 500mm above the 1 in 100 year flood.
3. Minor variation to Building Line Setback and Building Height Plane to Redwood Lane frontage under the Richmond Valley Development Control Plan 2012.
4. The Conditions of Consent contained in this report, with the following amendments:

a) Add Condition:

Buses shall be utilised to move persons living in the facility wherever possible to alleviate car parking requirements and reduce vehicle movements from the commencement of the operation of the development.

Reason: *To preserve the amenity of the area. (EPA Act Sec 79C(b))*

b) Amend Condition 9 to read as follows:

Provision shall be made for 79 (2 being for disabled persons) onsite car parking spaces with a bitumen sealed/paved or equivalent surface constructed and landscaped in accordance with the requirements of the Australian Standard AS2890.1 Parking Facilities – Off-Street Parking and Council's Development, Design and Construction Manuals (as amended). Documentary evidence shall be submitted to the Principal Certifying Authority **prior to the release of an Occupation Certificate**. Design plans to be submitted to and approved by the Principal Certifying Authority **prior to the release of the Construction Certificate**.

Onsite car parking shall be clearly marked on the ground and a sign shall be erected and remain in place while the business is operating, to clearly indicate off-street parking is available **prior to the release of an Occupation Certificate**. Details specifying the size and location of the sign shall be submitted to and approved by Richmond Valley Council **prior to release of an Occupation Certificate**.

Car parking and traffic management shall be monitored and reviewed annually or upon request by Richmond Valley Council. Alternative arrangements, including a compound, shall be submitted to and approved by Richmond Valley Council where traffic management/car parking issues are identified by any such review.

Reason: *To provide adequate off street parking space for the anticipated traffic that will be generated by the development. (EPA Act Sec 79C(a))*

c) Amend Condition 51 to read as follows:

The developer shall provide the following road and footpath works which have been designed and constructed in accordance with Council's Northern Rivers Development and Design Manual and the Northern Rivers Local Government Construction Manual and/or the Roads and Maritime Services standards. All works shall include all signage and line marking.

1. install a central median island in Richmond Street at the Cedar Street intersection.
2. install a central median island in Richmond Street at the Duke Street intersection.

3. line marking a centre line on Richmond Street between the median islands at the Duke Street and Cedar Street intersections.
4. Line marking of parking on Richmond Street shall be undertaken in stages.
 - Stage 1 - line marking of angle parking on the northern side of Richmond Street to be completed **prior to the release of an Occupation Certificate.**
 - Stage 2 - line marking of angle parking on the southern side of Richmond Street shall be undertaken if warranted as a result of the monitoring in accordance with Condition 9.
5. A 1.5m wide concrete footpath shall be constructed along the full Richmond Street frontage of the development site. The 1.5m wide concrete footpath shall also be constructed north along the eastern side of Cedar Street from Richmond Street to Redwood Lane. The path shall also be constructed north along the western side of Duke Street from Richmond Street to meet the existing footpath beside Number 93 River Street.
6. Consideration shall be given to the ability for residents to place bins on the kerb for collection on the southern side of Richmond Street.

Design plans shall be submitted to and approved by Richmond Valley Council **prior to the issue of the Construction Certificate.**

The works shall be completed **prior to the issue of the Occupation Certificate.**

Reason: *To formalise the intersections at each end of the development and formalise all parking areas to clearly protect existing residential accesses.*

It was further resolved that the Section 94A charges to be collected from this development support the funding of projects, which include the Woodburn Riverside Park Upgrade, as listed in Council's Section 94A Contributions Plan.

FOR VOTE - All Council members voted unanimously.
ABSENT. DID NOT VOTE - Cr Simpson

Executive Summary

Civeo Pty Ltd has lodged a Development Application proposing the establishment of a temporary accommodation facility for workers associated with the Woodburn to Ballina Pacific Highway Upgrade Project. The facility is proposed at 104-116 Richmond Street and 4-8 Duke Street Woodburn and will include the installation of prefabricated portable buildings providing 278 single accommodation rooms for workers. The development is proposed to be temporary, with the estimated length of the highway construction works being five years.

The application has been placed on public exhibition with a significant number of submissions received.

The purpose of this report is to provide commentary and seek a resolution of Council to determine the application.

Community Strategic Plan Links

Focus Area 5 Rural and Urban Developments.

Budget Implications

Nil.

Report

In accordance with Council Policy No. 15.2 Development Assessment Panel (DAP) - Role, Constitution and Operation two Councillors have made a request in writing to the General Manager that the application be submitted to Council for consideration and determination.

Also in accordance with the Richmond Valley Development Control Plan 2012 – Preliminary Notes – Section 6 Departures and Variations, the application is required to be determined by Council as the application proposes “major variations to standards” contained within the DCP.

Applicant

Civeo Pty Ltd
Level 6, 10 Bond Street
SYDNEY NSW 2000

Subject Property

Lots 7-10 Section 14 DP 759110
Lots A, B and C DP 355646 and Lot 1 DP 125170
104-116 Richmond Street and 4-8 Duke Street
WOODBURN

Zoning

RU5 – Village pursuant to the Richmond Valley Local Environmental Plan 2012. The proposal is permissible with consent as Tourist and Visitor Accommodation on land zoned RU5. Tourist and Visitor Accommodation is defined as follows:

tourist and visitor accommodation means a building or place that provides temporary or short-term accommodation on a commercial basis, and includes any of the following:

- a) *backpackers' accommodation,*
 - b) *bed and breakfast accommodation,*
 - c) *farm stay accommodation,*
 - d) *hotel or motel accommodation,*
 - e) *serviced apartments,*
- but does not include:*
- f) *camping grounds, or*
 - g) *caravan parks, or*
 - h) *eco-tourist facilities.*

Specifically, the proposal is most appropriately defined as Hotel or Motel Accommodation:

hotel or motel accommodation means a building or place (whether or not licensed premises under the Liquor Act 2007) that provides temporary or short-term accommodation on a commercial basis and that:

- (a) *comprises rooms or self-contained suites, and*
- (b) *may provide meals to guests or the general public and facilities for the parking of guests' vehicles,*

but does not include backpackers' accommodation, a boarding house, bed and breakfast accommodation or farm stay accommodation.

Description of Development

The application proposes to establish a temporary accommodation facility for workers associated with the Woodburn to Ballina Pacific Highway Upgrade Project.

The proposal involves the installation of prefabricated portable buildings providing 278 single accommodation rooms for workers (including two disabled person accessible rooms), two portable refrigeration containers on the western side of the bowling club, the installation of two portable laundry blocks, landscaping, provision of utilities, perimeter fencing, 79 designated on-site car parks, as well as bus layover and loading areas. The provision of car parking also includes line marking of spaces on Richmond Street. The bowling club building will be subject to modifications so that it becomes the "mess hall" and will contain the kitchen and dining areas for the residents of the facility. The bowling club will continue to be open to club members.

All accommodation units will be raised by 2.2 metres above the ground level to locate the facility 200mm above the 1 in 20 year design flood.

The development is proposed to be temporary, with the estimated length of the highway construction works being five years. Any consent granted will require the removal of all accommodation and associated infrastructure following the conclusion of this period.

Plans showing the development proposal have been attached to the business paper.

Exhibition Period

The application was lodged on 23 December 2015. The subject proposal was advertised for a period of 30 days being from 13 January 2016 to 12 February 2016. The Statement of Environmental Effect was on display at the administration offices of Richmond Valley Council at Casino and Evans Head and placed on Council's website.

All adjoining landholders, as well as owners in the surrounding vicinity, were notified in writing of the proposed development and exhibition period in accordance with the Richmond Valley Development Control Plan 2012.

External Referrals

The application was referred to Roads and Maritime Services for concurrence as Traffic Generating Development in accordance with State Environmental Planning Policy (Infrastructure) 2007. The application was also referred to NSW Police for comment with regard to Crime Prevention through Environmental Design. The DCP2012 requires that Development Applications for "unusual developments" be referred to the NSW Police for comment. All comments received from external authorities were taken into consideration as part of the assessment process and incorporated as draft conditions of consent where appropriate.

Environmental Planning Considerations

A full assessment under Section 79C (1) of the Environmental Planning and Assessment Act 1979 (as amended) has been undertaken. The submitted Statement of Environmental Effects and additional information requested by Council addresses requirements of the applicable legislation and provides detailed specialist and technical reports in support of the application.

The following planning instruments and policies are relevant to the proposal and their requirements have been considered as part of the assessment process:

- Richmond Valley Local Environmental Plan 2012
- Richmond Valley Development Control Plan 2012
- Richmond Valley Development Control Plan 2015
- State Environmental Planning Policy (Infrastructure) 2007

The application was lodged on 23 December 2015 and was therefore subject to assessment in accordance with the Richmond Valley Development Control Plan 2012. The Richmond Valley Development Control Plan 2015 became effective on 4 January 2016. In accordance with Section 79C(1)(a)(ii) of the Environmental Planning and Assessment Act 1979 the requirements of the DCP2015 have been taken into consideration in the assessment of this application.

Appropriate conditions have been imposed on the draft consent to ensure the requirements of the planning instruments are met and no adverse environmental impacts will result from the proposed development.

Key Issues with the Application**Car Parking**

The applicant has defined the development as Tourist and Visitor Accommodation pursuant to the Richmond Valley Local Environmental Plan 2012. Within this definition the proposal is most appropriately defined as Hotel and Motel Accommodation. The DCP2012 requires that Hotel and Motel Accommodation provide one parking space per unit, plus one space per ten seats of a restaurant or convention centre plus one space per two employees.

The development will accommodate 278 workers within 278 accommodation units. The facility will employ two village managers and an assistant village manager while the bowling club will contain 130 seats. Therefore the DCP requires 293 onsite parking spaces. The application has proposed 79 onsite parking spaces and 58 spaces along the Richmond Street frontage (a total of 137 spaces).

The Traffic and Parking Assessment submitted with the application has made an assumption that 50% of the workers will be DIDO (drive-in, drive-out) with their own private vehicle while the remaining 50% will arrive either by public transport, private coach or air travel to areas such as Ballina and then bussed to the facility.

It is possible that, depending on the workforce at the time, these assumptions could be low and more parking is required. Duke Street and Cedar Street between Redwood Lane and Richmond Street are line marked on both sides of the road. These areas have not been included in the Traffic and Parking Assessment calculations. Aerial photography shows that these spaces are sufficiently distant from the business area of Richmond Street to have minimal conflict with shopper parking. There are possibly some 25-30 additional parking locations available along Duke Street and Cedar Street. It is also feasible that some overflow parking could occur on the south side of Richmond Street which could cause access issues for existing residences. In order to clearly delineate the areas for residential driveways and street parking it is proposed that the south side of Richmond Street also be line marked for angle parking. This would provide approximately 40 additional parking spaces. The marking of the parking areas on both sides of the road will have a visual effect of narrowing the road thus lessening the temptation to speed.

In order to further give the impression of the narrowing of Richmond Street it is proposed that centreline marking be undertaken between the median islands at the Duke Street and Cedar Street intersections.

Given the above, the proponent will provide 79 onsite parking spaces and approximately 98 parking spaces with line marking of both sides of Richmond Street (a total of 177 parking spaces and 116 spaces short of the requirements under the DCP). A further 25-30 spaces may be utilised along Duke and Cedar Streets.

Therefore the application requires a variation to the car parking requirements for Hotel and Motel Accommodation.

It is important to note that when the Pacific Highway Upgrade is complete, the temporary workers accommodation facility will cease to exist and the traffic and parking will return to normal.

Assessment of this variation to the DCP is included in the “Variations” section of this report.

Roads/Traffic

The Traffic and Parking Assessment December 2015 (Ardill Payne & Partners) identifies the characteristics of streets in the area, the traffic generation details and amenity impacts based on the Roads and Maritime Services Guide to Traffic Generating Development. Assumptions have been made regarding the anticipated traffic movements as not all workers will be drive in and drive out. Some will arrive by bus from fly in fly out and it is proposed to utilise mini buses to transport most employees to and from the work site (fatigue management system utilised on major works to limit distances travelled). Due to the work site work hours the generated traffic is unlikely to coincide with the existing local traffic peaks as these tend to occur around the start and finish of the school day.

- There is no vehicular access to Redwood Lane so there will be no impact on the existing usage of the laneway.
- The area is a 50kph zone
- It is proposed that the internal parking area be one way, with the entrance off Richmond Street and the exit onto Duke Street.
- Due to the increased traffic, and the very wide pavement areas it is proposed to require the developer to install median islands in Richmond Street at the Cedar Street and Duke Street intersections. This will have the benefit of separating conflicting traffic movements and slowing the turning manoeuvre into and out of the street.

A comment in a submission raised the issue of “*Pedestrian safety – lack of footpaths*”.

Council staff has assessed this issue and consider that footpaths should be provided by the developer to ensure pedestrian safety. A draft condition of consent has been prepared and is attached to this report.

Site Density

The applicant has defined the development as Tourist and Visitor Accommodation pursuant to the Richmond Valley Local Environmental Plan 2012. The most appropriate standards of the DCP to apply to the development are those contained within Part E4 Hotel and Motel Accommodation.

The DCP requires that 1 bedroom Hotel and Motel Accommodation shall have a site density of one unit per 60m². The total land area of all subject lots is

10939m² which allows for 182 one bedroom units. The application proposes 278 one bedroom units.

Therefore the application requires a variation to the site density standard required for Hotel and Motel Accommodation.

Assessment of this variation to the DCP is included in the “Variations” section of this report.

Flooding

The area is subject to flooding from the Richmond River. The existing ground levels are of the order of RL 1.7 to 3.1 m AHD.

- 1 in 20 year ARI design flood level is RL 4.0 m AHD.
- Proposed floor level of accommodation units RL 4.2 m AHD
- 1 in 50 year ARI design flood level is RL 4.6 m AHD.
- 1 in 100 year ARI design flood level is RL 5.2 m AHD.
- Permanent minimum residential development floor level RL 5.7 m AHD

A recurring question in submissions asked “*Why doesn’t the development need to comply with the 1 in 100 year flood?*”

- The development is a temporary facility for an estimated 5 years.
- The proposed floor level is 200mm above the 1 in 20 year ARI design flood.
- The 1 in 20 year ARI design flood includes Council’s adopted climate change scenario which will have a greater impact on permanent developments in later years.
- The accommodation is not a primary place of residence and during a major flood event the occupants would be sent home as the Highway works would come to a standstill.
- There will be no personal belongings left at the accommodation as each person takes everything with them each time they leave.
- The risk is carried by the owner of the property in relation to structural losses in an event.
- The combination of the floors being 200mm higher than the design flood, and the short term nature of the facility compared to the climate change time lines, effectively provides a freeboard between the design flood and the floor level.

Council staff agreed that the 1 in 20 year ARI design flood was a more appropriate level given the unique and temporary nature of the development.

If a significant flood event occurred, the accommodation would be closed and all workers would be vacated. There are approximately three days’ notice before a flood event in this location which provides ample time for the complete evacuation from the site and locality. If there is heavy rain for extended periods of time, the project sites are generally closed and thus the workers will return to their place of permanent residence.

Crime Prevention

The application was referred to NSW Police for comment with regard to Crime Prevention Through Environmental Design. The DCP2012 requires that Development Applications for “unusual developments” be referred to the NSW Police for comment.

The Police responded with a number of conditions including the provision of:

- A site number to visually identify each unit
- Perimeter fencing
- CCTV
- An appropriately trained onsite security staff/manager on site at all times
- Appropriate landscaping to minimise concealment spaces
- Security lighting
- A register of all persons names, vehicle licence number (if appropriate) primary place of residence, period of occupation at the facility, and employers company name and contact details must be kept on site at all times.

Social Impacts

The application included an assessment of social impacts of the proposed development.

The application states that Civeo produces and implements a Community Action Plan (CAP) for each local area it operates in. The plan identifies how Civeo can seek to integrate the accommodation village by highlighting key areas and specific action items. The CAP is an active document which will be continually updated, reviewed and expanded in response to on-going feedback, improvements and the evolving local conditions throughout the development, construction and operation of Civeo’s Woodburn village.

The application also states that employing local workers is a key way for Civeo to both benefit and integrate with the local community. The village will offer a range of employment opportunities for locals from hospitality management, catering, house-keeping and general maintenance roles.

It is standard practice for Civeo to join the local Chamber of Commerce in order to forge relationships with the business community and gain insight into the unique needs of the region. Civeo’s local procurement preference policy seeks to maximise the facility’s local expenditure, and communicates opportunities to local business to service the facility. Once established there will be numerous opportunities for local businesses to supply goods and services during the operational phase. Civeo does not aim to compete with existing local suppliers but rather aims to maximise the need for residents to integrate locally and utilise Woodburn’s regional businesses and services.

Civeo will establish and enforce acceptable behavioural practices through its village rules and regulations, which insists on a standard of behaviour from

residents/guests that respects Woodburn and its residents. Residents/guests agree to be bound by the guest code of conduct when they sign the facility's check-in form as a condition of their stay. The code can be reviewed with the Woodburn community (via community consultation) so that while Civeo sets the consequences, the standard of behaviour expected is set by the community. Civeo is committed to linking any breach of the code to more than the loss of accommodation, by guaranteeing it will be reported to their employer. This will increase the consequences of poor behaviour and is the standard approach at all Civeo villages.

A draft condition of consent has been prepared to ensure that the proponent develops a resident Code of Conduct in consultation with Council and NSW Police. The code is required to detail acceptable behavioural norms, measures to be taken if a breach of the code occurs, measures for receiving and recording complaints from the community and the requirement that residents are to be bound by the code.

Subject to the determination of this application Council will provide correspondence to the applicant advising of concerns raised by the public with regard to the potential social impacts of the development. The correspondence will also recommend actions to be taken by the developer to encourage social cohesion between the facility and the local community.

Use of site post completion of works

The application proposes that the facility will be located on the site for a temporary period whilst the Woodburn to Ballina Pacific Highway Upgrade Project is under construction. The estimated length of the highway upgrade construction works is five years. Draft conditions of consent have been prepared to ensure that all accommodation and associated infrastructure is removed from the site following the completion of the road upgrade project.

Visual Impact

Many of the submissions raised concern with the visual impact the proposal will have. Appropriate draft conditions of consent have been prepared including the provision of landscaping, shielding of lighting and ensuring building materials used do not create a glare nuisance so that the overall visual impact of the development is minimised.

Noise

A significant number of submissions objecting to the development raised concern with noise generated by the proposal and the potential impact this could have on the existing amenity of the area.

Council requested a noise assessment be carried out which assesses the impact of noise from plant and equipment located on the site including air conditioning units, cool room and freezer units. The report was required to assess the impact of noise on nearby sensitive receivers and to be carried out in accordance with relevant NSW EPA Guidelines and other relevant documents.

A Noise Impact Assessment was undertaken by acoustic engineering consultant Ambience Audio Services and submitted to Council for assessment and consideration.

Noise sources which have the potential to impact nearby residents as a result of the proposed development include air conditioning units mounted on the external wall of some accommodation units, two portable refrigeration containers proposed to be located on the western side of the bowling club, and noise from workers such as voice noise and car doors slamming etc.

The closest sensitive receivers are residential receivers to the north on Redwood Lane (rear of River Street / Pacific Highway). Other residential receivers are on Duke Street to the east, Richmond Street to the south and Cedar Street to the west.

It is expected that the kitchen and dining room of the bowling club would operate from approximately 5.00am to 7.00am and 5.30pm to 8.30pm. Workers are generally on-site from 6.30am which would generally mean a 5.00–5.15am wakeup, shower, breakfast, and departing the site at 6:00am–6:15am. It is expected workers would arrive back between 5.00pm and 6.00pm for shower and dinner.

Those noise generating activities occurring within the facility such as voices, closing of vehicle doors, starting of vehicles etc. will need to be managed appropriately. A draft condition of consent has been prepared requiring that a Plan of Management for the facility be prepared and implemented addressing appropriate behavioural practices of workers and to ensure such activities do not unreasonably impact the amenity of the neighbourhood.

Background noise monitoring of nearby residences conducted by the acoustic engineer revealed background levels of 41dB(A) during the day and 36dB(A) at night.

Analysis was carried out by the acoustic engineer to predict the sound level of air conditioning plant and refrigeration units on nearby residential properties. This revealed that the predicted noise levels of all air conditioning systems operating at once will not comply with the night time intrusive level for residential boundaries in Redwood Lane unless noise attenuation is provided. Analysis also identified noise mitigation methods will be required so that the two refrigeration units located on the western side of the bowling club comply with the required night time background level.

The Noise Assessment proposed three noise attenuation options for the air conditioning units fronting Redwood Lane in order to achieve compliance with the Industrial Noise Policy:

- Option 1
A solid wall with a minimum transmission loss of at least 15 decibels (9mm FCS, 12mm plywood, masonry, Hebel - **not** colorbond) be installed at the end of each building (floor of building to ground level, at least 3.3m wide) to

provide a barrier between the air conditioning units and residential boundaries. The air conditioning units to be located under the building behind this solid wall facing away from the residential boundaries. The units to be located in the centre of the wall as a block of 4 (2 over 2).

- Option 2

- North-South Aligned Buildings**

- Relocate the air conditioning units on the northern end of the north-south aligned buildings to the southern end of the building.

- East-West Aligned Buildings**

- Air conditioning units to be mounted on the southern wall facing Richmond Street at least 2 m from the end of the building and at least 500mm above the floor height.

- Option 3

- North-South Aligned Buildings**

- Install individual acoustic barriers at the northern end of the north-south aligned buildings.

- East-West Aligned Buildings**

- Air conditioning units to be mounted on the southern wall facing Richmond Street at least 2 m from the end of the building and at least 500mm above the floor height.

Council staff has advised the applicant that Council does not support Option 1 given the significant visual impact an acoustic fence would have on the Redwood Lane frontage. A draft condition of consent has been prepared to ensure that either Option 2 or 3 is completed prior to operation of the facility.

Noise mitigation methods must be designed so that a noise level of 32dB(A) LAeq, 15min will not be exceeded at the closest affected residential boundaries when both units are operating.

Draft conditions of consent have been prepared to ensure that noise mitigation measures achieve the required criteria and are completed prior to operation of the facility.

Services

Many submissions raised concern with the capacity for Council's water and sewer infrastructure to accommodate the additional 278 temporary workers.

Water

Water to this property will be provided by a metered connection from the Richmond Valley Council reticulation. All connections, metering, reading, section 64 charges (or volumetric charging) will be handled by Richmond Valley Council.

An analysis has been included in the "Development Servicing Plan Water and Sewer Services December 2015 (Ardill Payne).

Section 2.3 looks at the existing fire capacity of Council's existing reticulation. Richmond Street does not have any water main or hydrants. The houses along the southern side of Richmond Street are serviced by a main and hydrant within a narrow road reserve (unformed laneway) at the rear of those properties.

Section 3.3.2 looks at the firefighting requirements and states "*additional hydrants may be required in Richmond Street as determined by fire consultants during detailed design*". This could be a possibility with a proposed requirement for fencing along the Redwood Lane boundary that would remove access to hydrants along that street. The final arrangement will need to be determined in the detailed design. Any mains extension and hydrants will be at the developer's expense.

A "domestic" water supply can be provided at the applicant cost at any location preferred by the developer that is adjacent to an existing main, or from an extended main. An extended main with hydrants to meet fire-fighting requirements in Richmond Street could also provide a Richmond Street service for the "domestic" flows.

Sewerage

Reticulation

The development is serviced by a 225mm diameter sewer main along the full length of Redwood Lane and includes a number of existing available connections. Council has indicated a number of these may be used for the development to spread the loads along the line rather than a large single connection. This large main continues through to Pumping Station 503 less than 100 metres from the south east corner of the development. The existing large sewer main has been checked and determined to have sufficient capacity.

Pumping stations and rising mains

The existing sewer rising main from the Woodburn Pumping Station (SPS 503) receives Riverside Village discharges from a private pumping station into the rising main to the Treatment Plant. This was allowed for in the design of the rising main by the pipe size being increased from 250mm diameter to 300mm diameter where the Riverside Village connects.

However the need to increase flows from Woodburn through the existing rising main posed a number of complex uncertainties. An analysis has been undertaken by Consultants GHD into those complexities. As the main has only recently been constructed and is able to handle future growth from the Woodburn and Riverside Village areas, some impeller upgrades are required at SPS 503. In order to cope with the increased pressures in the main and maintain discharges from the Riverside Village, a larger impeller is also required on the pumps at Riverside Village to provide efficiencies under the increased loadings.

The potential of additional flows from the Woodburn workers camp proposal was considered in the design checks of the system and impeller sizes selected accordingly.

The costs for the impeller upgrades at SPS 503 and Riverside Village (preliminary estimate \$45,000) are to be met by the developer as they are a direct requirement to enable the Council to accept the sewerage loadings.

The developer of the Woodburn workers camp is responsible for the full costs of the private pumping station with pump and impeller size to be in accordance with the limits of the GHD design check.

The additional flows into SPS 503 will mean that there will be more frequent pump starts and the time to travel the length of the rising main to the treatment plant will be reduced, thereby having a positive effect on septicity of the sewage.

Treatment Plant

The existing treatment plant was upgraded in 2007 for a Stage 1 design capacity of 5,500 Equivalent Persons (EP). A future Stage 2 will take that capacity to 11,000 EP. Some components of the treatment plant were constructed to the full Stage 2 design capacity as they could not be upgraded/constructed separately at a later date eg. the inlet works, second extended aeration tank etc. Some additional pipework and pumping facilities as well as adjustments to operational management, will allow these unused components of the plant to be used as a buffer for any unexpected additional loads. The second aeration tank cannot be completed to full operational status as the loading would not be sufficient for efficient operations. These costs (preliminary estimate \$150,000) are to be met by the developer as they are a direct requirement to enable the Council to accept the sewerage loadings.

S94A levy and S64 water/sewer contributions

Section 94A levy

The Section 94A levy is collected as a means of funding local infrastructure and services identified in the contributions plan that are required as a result of new development.

A comment in a submission raised the issue of “*Contributions should be reinvested in Woodburn.*”

- Expenditure of the levy is based on the Council adopted priority list of community infrastructure.
- The levy is collected across the entire Council area, and is aggregated in order to fund projects as they reach the top of the list, wherever that may be.
- Any S94A levy collected from Woodburn projects cannot be only spent in Woodburn.

Section 64 water and sewer infrastructure contributions

Section 64 water/sewer contributions are payable for the uptake of infrastructure (mains, pumping stations, treatment plants, reservoirs, etc) provided by Council to permit growth in the area. This is usually straight forward by the calculation of the Equivalent Tenement (ET) loading on the system. Treatment Plants and the like are augmented on a major scale to be able to cater for future demands. Thus in the early years between augmentations there is spare capacity of the systems. In this instance the use of spare capacity does not impact on the longer term permanent demand capacity of the system. Consequently the standard approach of charging a contribution based on ETs is not appropriate.

If the full Section 64 contributions were applied to the development then in accordance with the DLWC Guidelines the developer would be in their rights to expect a refund of the s64 contributions paid as future growth took over the ETs that had already been paid. The developer will be contributing to the immediate capital required to get their development up and running, whilst Council will be receiving operational charges from them to allow additional maintenance to occur whilst they are using our assets. If a permanent set up evolves, Council should then apply the applicable S64 charges once they become a more permanent burden on our long term capacity requirements.

In discussions with Rous Water, they have had the same issue with temporary “developments” such as a major concrete batching plant set up only for the duration of the Pacific Highway Upgrade works. In this instance Rous charges a volumetric charge based on consumption. Richmond Valley Council has a similar charge available and this would appear to be the most appropriate way. When the development ceases, the charge stops, and the spare capacity is then returned to the system to cater for future permanent growth.

Included in the draft consent condition relating to S64 contributions is a sunset clause that this volumetric rate is only available till 31 December 2021. The current plan for the Pacific Highway Upgrade proposes to complete the work by 2020. This of course could mean December 2020, so in making some allowance for delays and finishing off works, an additional 12 months leeway has been provided.

Variations

Major DCP Variations – Car Parking and Site Density

The preliminary notes of the DCP2012 require major variations to DCP standards to have consent by resolution of Council. The variations proposed by the applicant to the car parking and site density requirements, as outlined above, are considered to be major variations to the DCP.

The applicant has stated that providing 50% of the required car parking spaces is reasonable given that half of the workforce will be DIDO (drive-in, drive-out) and the remaining half will arrive either by public transport, private coach or air travel to areas such as Ballina and then bussed to the facility. Additional line marking of

car parking spaces on the southern side of Richmond Street is required as a draft condition of consent and will provide approximately an additional 40 spaces so that around 60% of the required number of car parking spaces will be provided.

The applicant has also stated, given the temporary nature of the proposal, it is unreasonable to fully comply with the requirements of the DCP for car parking that would typically apply to a permanent Hotel and Motel Accommodation development.

Council staff have assessed the number of car parking spaces proposed for the development. The provision of 79 onsite parking spaces, approximately 98 parking spaces with line marking of both sides of Richmond Street (a total of 177 parking spaces), and the utilisation of a further 25-30 spaces along Duke and Cedar Streets is considered reasonable to provide for the proposed facility's car parking requirements.

The applicant has submitted that the request for the variation is reasonable given that, at 24m², the units are smaller than typical hotel/motel accommodation and that the use is only temporary and will be removed from the site once the highway upgrade works are complete in an estimated four to five years. The applicant has also stated that the proposal will not set an unwanted precedent due to its temporary nature.

Minor DCP Variations – Setbacks and Building Height Plane

The application also proposes some minor variations to DCP standards.

The DCP requires a minimum front building line setback of 6 metres for development other than residential accommodation or commercial premises on land zoned RU5. The DCP provides that a 50% reduction of the 6 metre building line setback may be applied to secondary and tertiary street frontages.

The primary street frontage of the development has been determined as Richmond Street. The building line setback provided by the development to Richmond Street complies with the minimum 6 metre requirement. Therefore, for any subsequent street frontage, a 3 metre building line setback may be applied.

All accommodation units adjacent to Redwood Lane are located with a setback of 1.92 metres from the boundary with the lane which requires a variation from the 3 metre setback requirement. Access stairs are located forward of the units in close proximity to the boundary with Redwood Lane. However, as the stairs are not roofed or enclosed they are not considered to be structural in accordance with the Building Code of Australia. The applicant has stated that the requested variation is reasonable given that:

- There is no vehicular access to/from the lane
- There will not be any overshadowing issues as the buildings are on the southern side of the lane
- The use is only for a short-term period (approximately five years)

- The amenity of the neighbourhood and the streetscape of the lane will not be adversely impacted
- The lane is a rear service lane that is not heavily trafficked and is not subject to any road widening

Council staff have considered the proposed variation. Given the above considerations, particularly the temporary nature of the development, staff consider the requested variation is reasonable.

The DCP provides a Building Height Plane shall apply to side and rear building setbacks. The plane is an imaginary ceiling projected above a development site under which all construction must be located.

The plane is defined by projecting a surface upward over the subject land, at an angle of 45 degrees commencing at a point 2 metres above the natural ground level at the side & rear boundaries. See Figure 1.

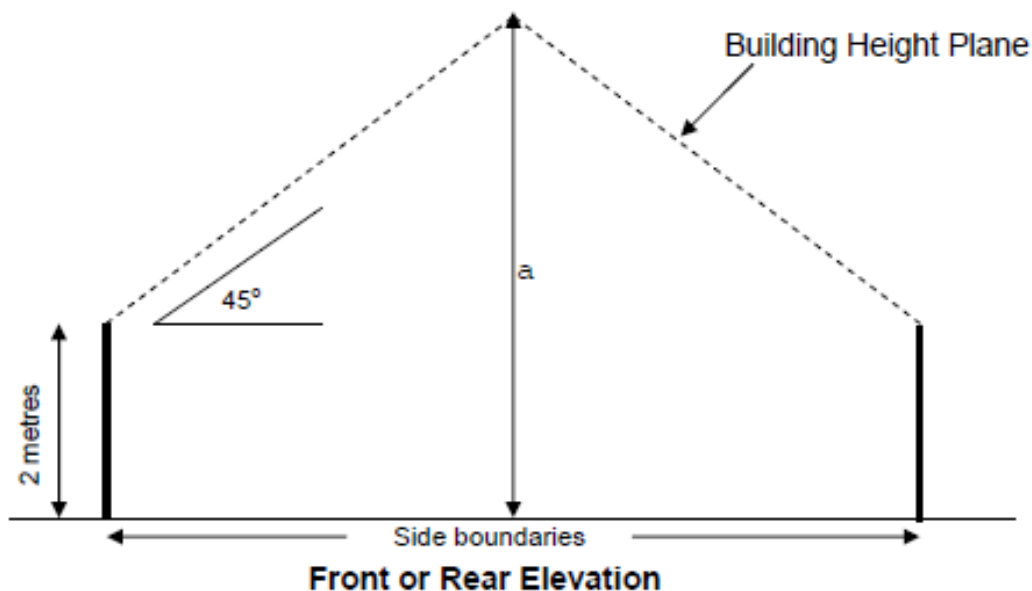


Figure 1 Illustration of Building Height Plane.

For the purposes of defining the Building Height Plane, secondary frontages will be considered as a side or rear boundary.

The proposal is contained within the Building Height Plane at the southern, eastern and western boundaries. However, there is a minor encroachment along the northern boundary which encompasses the very peak of the units and elevated walkways proposed between the sets of units fronting Redwood Lane.

The applicant has stated the requested variation is justified as the encroachment is on the northern elevation with no solar access impacts and the encroachment is purely created due to the flood prone nature of the site.

Council staff have considered the proposed variation to the Building Height Plane. Given the encroachment of the plane is minor in nature and the proposed development is temporary, staff consider the requested variation is reasonable.

Stormwater

There is very limited underground drainage in the vicinity of the development. It is proposed that the full length of the carpark will flow as a sheet flow directly across the footpath area to the existing kerb & gutter. This provides the benefit of mimicking the existing runoff by slowing the flows. It has the added benefit of the grass acting as a filter to collect sediments and oils from the carpark area rather than collecting and concentrating the discharge directly to the underground system straight to the river. The pug soils in the area have a very high coefficient of runoff, thus explaining the small difference in the pre and post runoff flows. The stormwater discharges have been sufficiently addressed by the submitted Stormwater Management Plan prepared by Ardill Payne and Partners and dated December 2015.

Submissions

Council received 53 submissions and one petition during the exhibition period. Of the submissions received during the exhibition period, 50 raised objection to the proposed development while three were supportive. The petition contained 224 signatures of objection. A further seven submissions and one petition was received shortly after the closing of the exhibition period. The seven submissions and petition containing 44 signatures were all supportive of the proposal.

	Support	Object
Combined total	54 (51 received outside notification period)	274

An assessment of these public submissions objecting to the proposed development is provided in the table below:

Issues Raised (and frequency of mentions)	Assessment comment
Visual/Amenity impact (26)	Appropriate draft conditions of consent have been prepared including the provision of landscaping, shielding of lighting, ensuring building materials used do not unreasonably impact on the amenity of the area, and noise attenuation and management practices so that the overall visual/amenity impact of the development is minimised.
Use of site post completion of works (252)	The application proposes the facility will be located on the site for a temporary period whilst the Woodburn to Ballina Pacific Highway Upgrade Project is under construction. The estimated length of the highway upgrade construction works is five years. Draft conditions of consent have been prepared to ensure that all accommodation and associated infrastructure are removed from the site following the completion of the road upgrade project.
Inappropriate location (36)	The subject site is zoned RU5 – Village pursuant to the Richmond Valley Local Environmental Plan 2012. The proposal has been lodged as Tourist and Visitor

Issues Raised (and frequency of mentions)	Assessment comment
	<p>Accommodation which is permitted with Council consent on land zoned RU5. Staff are satisfied the proposal meets the definition of Tourist and Visitor Accommodation as per the LEP.</p> <p>Draft conditions of consent have been prepared to ensure the construction and operation of the proposal is managed so that impacts on the local community are minimised.</p>
Flooding (249)	<ul style="list-style-type: none"> • The development is a temporary facility for an estimated 5 years. • The proposed floor level is 200mm above the 1 in 20 year ARI design flood. • The 1 in 20 year ARI design flood includes Council's adopted climate change scenario which will have a greater impact on permanent developments in later years. • The accommodation is not a primary place of residence and during a major flood event the occupants would be sent home as the Highway works would come to a standstill. • There will be no personal belongings left at the accommodation as each person takes everything with them each time they leave. • The risk is carried by the owner of the property in relation to structural losses in an event. • The combination of the floors being 200mm higher than the design flood, and the short term nature of the facility compared to the climate change time lines, effectively provides a freeboard between the design flood and the floor level. <p>Council staff agreed that the 1 in 20 year ARI design flood was a more appropriate level given the unique and temporary nature of the development.</p>
Capacity for electricity and telephone infrastructure to service the development (229)	<p>The existing bowling club and dwelling on the site are serviced by low voltage mains electricity. The applicant has had communication with Essential Energy and advised they can supply adequate electricity services to the proposed development. Council staff is satisfied that the proposal can be appropriately serviced with mains electricity.</p> <p>The facility proposes telephone/internet connection in the site/managers offices only. There will be no phone connections in the accommodation units. Council staff is satisfied the proposal can provide adequate telephone services.</p>
Crime/Social impacts (236)	<p>The application was referred to NSW Police who responded with a number of conditions to minimise the potential for the proposal to have crime impacts.</p> <p>A draft condition of consent has been prepared to ensure that the proponent develops a resident Code</p>

Issues Raised (and frequency of mentions)	Assessment comment
	<p>of Conduct in consultation with Council and NSW Police to manage the behaviour of residents.</p> <p>The application states that Civeo produces and implements a Community Action Plan (CAP) for each local area it operates in. The plan identifies how Civeo can seek to integrate the accommodation village by highlighting key areas and specific action items. The CAP is an active document which will be continually updated, reviewed and expanded in response to on-going feedback, improvements and the evolving local conditions throughout the development, construction and operation of Civeo's Woodburn village.</p> <p>Subject to the determination of this application Council will provide correspondence to the applicant advising of concerns raised by the public with regard to the potential social impacts of the development. The correspondence will also recommend actions to be taken by the developer to encourage social cohesion between the facility and the local community.</p>
The development will exacerbate an existing shortage of GPs (228)	<p>If a worker falls ill they could travel to larger centres such as Ballina or Lismore to receive treatment. However it is anticipated that most occupants will visit their existing doctor at their primary place of residence when not staying at the facility. The impact on local medical services is considered minimal.</p>
Is the development required to comply with BASIX?(1)	<p>The application has been lodged as Tourist and Visitor Accommodation. Within this parent land use definition the most appropriate child definition is Hotel or Motel Accommodation. The EP&A Regulation 2000 defines a "BASIX affected building" as any building that contains one or more dwellings, but does not include a hotel or motel. The DCP encourages energy and resource efficiency principles to be employed in the design of the development however this is not a legislative requirement. Given the temporary nature of the proposal Council staff considers it is unnecessary to apply BASIX requirements to the development.</p>
Car parking (258)	<p>The proponent will provide 79 onsite parking spaces and approximately 98 parking spaces with line marking of both sides of Richmond Street (a total of 177 parking spaces and 116 spaces short of the requirements under the DCP). A further 25-30 spaces may be utilised along Duke and Cedar Streets.</p> <p>The applicant has stated that providing 50% of the required car parking spaces is reasonable given that half of the workforce will be DIDO (drive-in, drive-out) and the remaining half will arrive either by public</p>

Issues Raised (and frequency of mentions)	Assessment comment
	<p>transport, private coach or air travel to areas such as Ballina and then bussed to the facility.</p> <p>Council staff has assessed the number of car parking spaces proposed for the development. The provision of 79 onsite parking spaces, approximately 98 parking spaces with line marking of both sides of Richmond Street (a total of 177 parking spaces), and the utilisation of a further 25-30 spaces along Duke and Cedar Streets is considered reasonable to provide for the proposed facilities car parking requirements.</p> <p>It is important to note that when the Pacific Highway Upgrade is complete, the temporary workers accommodation facility will cease to exist and the traffic and parking will return to normal.</p> <p>Nevertheless, a draft condition has been prepared to ensure car parking and traffic management is monitored and reviewed annually or upon request by Richmond Valley Council. Alternative arrangements shall be submitted to and approved by Richmond Valley Council where traffic management/car parking issues are identified by any such review.</p>
Noise (246)	<p>A Noise Impact Assessment was undertaken by acoustic engineering consultant Ambience Audio Services and submitted to Council for assessment and consideration.</p> <p>Noise sources have the potential to impact nearby residents as a result of the proposed development include air conditioning units mounted on the external wall of some accommodation units, two portable refrigeration containers proposed to be located on the western side of the bowling club, and noise from workers such as voice noise and car doors slamming etc.</p> <p>Those noise generating activities occurring within the facility such as voices, closing of vehicle doors, starting of vehicles etc. will need to be managed appropriately. A draft condition of consent has been prepared requiring that a Plan of Management for the facility be prepared and implemented addressing appropriate behavioural practices of workers and to ensure such activities do not unreasonably impact the amenity of the neighbourhood.</p> <p>Analysis was carried out by the acoustic engineer to predict the sound level of air conditioning plant and refrigeration units on nearby residential properties. This revealed that the predicted noise levels of all air conditioning systems operating at once will not</p>

Issues Raised (and frequency of mentions)	Assessment comment
	<p>comply with the night time intrusive level for residential boundaries in Redwood Lane unless noise attenuation is provided. Analysis also identified that noise mitigation methods will be required so the two refrigeration units located on the western side of the bowling club comply with the required night time background level.</p> <p>Draft conditions of consent have been prepared to ensure noise mitigation measures achieve the required criteria and are completed prior to operation of the facility.</p>
The proposal does not comply with the 30% open space requirement (18)	<p>The application has been assessed in accordance with the provisions of Part E4 Hotel and Motel Accommodation of the Richmond Valley Development Control Plan 2012. Part E4 does not require the application to provide 30% of the site as open space. However the DCP requires the submission of a landscaping plan to demonstrate greater aesthetic quality and amenity for both occupants and the community. Landscaping is also required to soften the visual impact of the proposal towards the streetscape. A draft condition of consent has been prepared to ensure that appropriate landscaping is provided.</p>
Traffic/Pedestrian safety (255)	<p>The Traffic and Parking Assessment identifies the characteristics of streets in the area, the traffic generation details and amenity impacts based on the Roads and Maritime Services Guide to Traffic Generating Development.</p> <p>Assumptions have been made regarding the anticipated traffic movements as not all workers will be drive in and drive out. Some will arrive by bus from fly in fly out and it is proposed to utilise mini buses to transport most employees to and from the work site (fatigue management system utilised on major works to limit distances travelled). Due to the work site work hours the generated traffic is unlikely to coincide with the existing local traffic peaks as these tend to occur around the start and finish of the school day.</p> <p>Council staff have assessed the proposal and consider footpaths shall be provided by the developer to ensure pedestrian safety and connectivity. A draft condition of consent has been prepared and is attached to this report.</p>
Capacity of Water and Sewer Infrastructure to accommodate additional loads (230)	<p>Water to this property will be provided by a metered connection from the Richmond Valley Council reticulation. All connections, metering, reading, section 64 charges (or volumetric charging) will be handled by Richmond Valley Council.</p>

Issues Raised (and frequency of mentions)	Assessment comment
	<p>A “domestic” water supply can be provided at the applicant cost at any location preferred by the developer that is adjacent to an existing main, or from an extended main. An extended main with hydrants to meet fire-fighting requirements in Richmond Street could also provide a Richmond Street service for the “domestic” flows.</p> <p>The existing treatment plant was upgraded in 2007 for a Stage 1 design capacity of 5,500 Equivalent Persons (EP). A future Stage 2 will take that capacity to 11,000 EP. Some components of the treatment plant were constructed to the full Stage 2 design capacity as they could not be upgraded/constructed separately at a later date eg. the inlet works, second extended aeration tank etc. Some additional pipework and pumping facilities, and adjustments to operational management, will allow these unused components of the plant to be used as a buffer for any unexpected additional loads. The second aeration tank cannot be completed to full operational status as the loading would not be sufficient for efficient operations. These costs (preliminary estimate \$150,000) are to be met by the developer as they are a direct requirement to enable the Council to accept the sewerage loadings.</p>
Stormwater generated by the proposal (27)	<p>There is very limited underground drainage in the vicinity of the development. It is proposed that the full length of the carpark will flow as a sheet flow directly across the footpath area to the existing kerb & gutter. This provides the benefit of mimicking the existing runoff by slowing the flows. It has the added benefit of the grass acting as a filter to collect sediments and oils from the carpark area rather than collecting and concentrating the discharge directly to the underground system straight to the river. The pug soils in the area have a very high co-efficient of runoff, thus explaining the small difference in the pre and post runoff flows. The stormwater discharges have been sufficiently addressed by the submitted Stormwater Management Plan prepared by Ardill Payne and Partners and dated December 2015.</p>
Lack of recreation provided onsite (246)	<p>The application does not propose any recreation facilities such as a gym on the site. The proposed facility is located a short distance from Woodburn Oval and Woodburn public swimming pool so residents of the facility have ease of access to public recreation facilities. Furthermore, workers are unlikely to be housed on-site during time off and will return to their places of residence.</p>
Waste management and collection (2)	<p>A waste management report was submitted with the application and will form part of any consent granted.</p>

Issues Raised (and frequency of mentions)	Assessment comment
	Civeo will engage a private contractor for all waste management services at the site. Waste will be centrally stored in a designated area near the loading dock to the west of the cool rooms/freezers which are in close proximity to the central facilities. Both Civeo and the contractor shall monitor waste volumes to ensure waste is being managed efficiently and responsibly.
The application should be referred to the State Emergency Service (3)	If a significant flood event occurred, the accommodation would be closed and all workers would be vacated. There are approximately three days' notice before a flood event in this location which provides ample time for the complete vacation from the site and locality. If there is heavy rain for extended periods of time, the project sites are generally closed and thus the workers will return to their place of permanent residence. Therefore referral of the application to the SES was considered unnecessary.
Redwood Lane should be upgraded (1)	The application does not propose vehicular access to/from Redwood Lane therefore upgrading is unnecessary.
Developer should pay for street parking and not rate payers (2)	<p>A draft condition of consent requires the developer to provide the following works</p> <ul style="list-style-type: none"> • install a central median island in Richmond Street at the Cedar Street intersection • install a central median island in Richmond Street at the Duke Street intersection • line marking a centre line between the median islands at the Duke Street and Cedar Street intersections • line mark angle parking along each side of Richmond Street between Cedar Street and Duke Street to formalise parking areas and protect residence accesses • A 1.5m wide concrete footpath shall be constructed along the full Richmond Street frontage of the development site. The 1.5m wide concrete footpath shall also be constructed north along the eastern side of Cedar Street from Richmond Street to Redwood Lane. The path shall also be constructed north along the western side of Duke Street from Richmond Street to meet the existing footpath beside Number 93 River Street.
Developer Contributions should be reinvested in Woodburn (1)	<ul style="list-style-type: none"> • A Section 94A levy of 1% of the cost of the development is applicable to the proposal. Therefore payment of a levy of \$106,000 (1% of \$10.6 million) is required by the draft conditions of consent.

Issues Raised (and frequency of mentions)	Assessment comment
	<ul style="list-style-type: none"> • Expenditure of the levy is based on the Council adopted priority list of community infrastructure • The levy is collected across the entire Council area, and is aggregated in order to fund projects as they reach the top of the list, wherever that may be • A S94A levy collected from Woodburn projects cannot be only spent in Woodburn.

All issues raised in submissions were considered during the assessment process. Where appropriate, conditions have been imposed on the consent to address these issues.

Conclusion

The proposed Temporary Workers' Accommodation facility is permissible with consent as Tourist and Visitor Accommodation pursuant to the Richmond Valley Local Environmental Plan 2012. A full assessment of the application in accordance with legislative requirements has been undertaken.

The submitted Statement of Environmental Effects adequately addresses the legal requirements and provides technical reports and recommendations in support of the development.

The Development Assessment Panel endorsed the proposed conditions at its meeting of 7 April 2016. Appropriate conditions have been imposed on the draft consent to ensure the requirements of the planning instruments are met and any potential adverse environmental impacts will be minimised.

DETAILS OF CONDITIONS

The conditions of consent are set out as follows:

1. In granting this development consent, Council requires:

- All proposed buildings be constructed in accordance with any amendment or modification outlined in these conditions
- All proposed works be carried out in accordance with any amendment or modification outlined in these conditions
- Any proposed use of buildings or land be in accordance with any amendment or modification outlined in these conditions`

and be substantially in accordance with the stamped approved plan(s), Statement of Environmental Effects, and supporting documents (including additional information requested by Council) submitted with the application as detailed in the below schedule. Copies of the approved plans are attached to this consent.

Schedule

The following documentation has been relied upon for assessment of the subject DA:

- a. Statement of Environmental Effects prepared by Ardill Payne and Partners Job No. 8004 dated December 2015.
- b. Waste Management Report prepared by Ardill Payne and Partners Job No. 8004 dated December 2015.
- c. Traffic and Parking Assessment prepared by Ardill Payne and Partners Job No. 8004 dated December 2015.
- d. Stormwater Management Plan prepared by Ardill Payne and Partners Job No. 8004 dated December 2015.
- e. Development Servicing Plan – Water and Sewer Services prepared by Ardill Payne and Partners Job No. 8004 Rev 1 dated 16/12/15.
- f. Operational Plan of Management prepared by Civeo Pty Ltd dated December 2015

Reason: *To correctly describe what has been approved. (EPA Act Sec 79C)*

- Location Plan Drawing No. DA-00 dated December 2015
- Demolition Plan Drawing No. DA-01 dated December 2015
- Site Plan Drawing No. DA-02 dated December 2015
- Soft Landscaped Plan Drawing No. DA-04 dated December 2015
- Street Elevations Plan Drawing No. DA-06 dated December 2015
- Detail Site Plan – 01 Drawing No. DA-10 dated December 2015
- Detail Site Plan – 02 Drawing No. DA-11 dated December 2015
- Detail Site Plan – 03 Drawing No. DA-12 dated December 2015
- Detail Site Plan – 04 Drawing No. DA-13 dated December 2015
- Existing Building Floor Plans Drawing No. DA-30 dated December 2015
- Existing Building Elevations Drawing No. DA-31 dated December 2015
- 412 Unit & Roof Plan Drawing No. DA-40 dated 16/12/15
- 412 Unit Elevation 1 & 3 Drawing No. DA-41 dated 16/12/15
- 412 Unit Elevation 2 & 4 Drawing No. DA-42 dated 16/12/15
- Transportable Laundry Ground Floor & Roof Plans Drawing No. DA-50 dated 16/12/15
- Transportable Laundry Elevations 01 and 03 Drawing No. DA-51 dated 16/12/15
- Transportable Laundry Elevations 02 and 04 Drawing No. DA-52 dated 16/12/15
- 224D Unit & Roof Plan Drawing No. DA-60 dated 16/12/15
- 224D Unit Elevation 1 & 3 Drawing No. DA-61 dated 16/12/15
- 224D Unit Elevation 2 & 4 Drawing No. DA-62 dated 16/12/15
- External Finishes Plan Drawing No. DA-FIN dated 16/12/15

2. No accommodation unit shall be occupied by the same person for a period exceeding 3 months in any continuous 12 month period.

Reason: To correctly describe what has been approved. (EPA Act Sec 79C)

3. **Prior to commencement of works** a guest Code of Conduct shall be prepared in consultation with Richmond Valley Council and NSW Police Service. The Code of Conduct shall;

- Detail acceptable behaviour norms which insist on a standard of behaviour for occupant of the facility that respects Woodburn and its residents; and
- Require guests agree to be bound by the Code of Conduct; and
- Be reviewed annually or upon request by Council or the NSW Police Service; and
- Detail measures to be taken if a breach of the Code of Conduct occurs; and
- Detail measures for receiving and recording complaints from members of the community or other guests and method of investigation of complaints; and
- Include measures to limit noise and light impacts to adjoining neighbours, guests consumption of alcohol and the general ongoing management of the site.
- A copy of the Code of Conduct shall be made available to Richmond Valley Council and/or NSW Police upon request.

Reason: To ensure appropriate interactions between the community and occupants of the facility.

4. The use of land for the purposes of any accommodation activity shall be limited to a maximum of 5 years from **the date of issue of any Occupation Certificate**.

All accommodation and associated infrastructure shall be removed from the site within three months following this date. After this date, this consent remains valid only for the purposes of rehabilitation works to restore the land to its pre-development form.

A decommissioning schedule/ Rehabilitation Plan shall be submitted to and approved by Richmond Valley Council (within four years from commencement/at least 12 months prior to the accommodation ceasing whichever comes first). The schedule shall provide details of;

- Measures to rehabilitate and remediate the site; and
- Justification for the retention of any component e.g. infrastructure, roadways and the like; and
- A Construction Waste Management Plan

All decommissioning works shall be undertaken and supervised by suitably qualified persons. A final site decommissioning report and surrender of this

development consent in accordance with Clause 97 of the EP & A Regulations 2000 shall be submitted to and approved by Richmond Valley Council within six months of the ceasing of the use of the facility.

Reason: *To ensure compliance with the Development Consent.*

5. Accommodation at the site shall only be provided to persons engaged in construction of the Pacific Highway and staff operating the facility

Reason: To correctly describe what has been approved. (EPA Act Sec 79C)

6. This consent does not grant approval for the demolition of the existing dwelling located on Lot 8 Section 14 DP 759110.

Reason: To correctly describe what has been approved. (EPA Act Sec 79C)

7. Building materials used shall not create a glare nuisance.

Reason: *To preserve the amenity of the area and traffic safety. (EPA Act Sec 79C(b))*

8. A detailed landscaping plan (in duplicate) shall be submitted to Richmond Valley Council. Landscaping plans shall indicate:

- location of Council's sewer/infrastructure/easements;
- proposed location for planted shrubs and trees;
- botanical name of shrubs and trees to be planted;
- mature height of trees to be planted;
- location of grassed areas;
- location of paved areas
- location of trees identified for retention in the development application plans;
- location of garden beds, small plants, shrubs and ground covers be planted within defined garden beds;

Where restricted by the provision of footpaths, landscaping shall incorporate climbing species on decorative screening/fencing.

Trees shall be planted at 1/3 of their mature height to provide sufficient screening at time of planting.

The landscaping plan shall be approved by Richmond Valley Council **prior to issue of the relevant Construction Certificate.**

Approved landscaping shall be completed prior to the release of the **Final Occupation Certificate** and maintained at all times to the satisfaction of Richmond Valley Council. The proponent shall ensure that the species used do not damage infrastructure (water and sewer infrastructure, footpaths, kerb and gutter, roads, powerlines etc).

All landscaping adjacent to pedestrian pathways and road shall be maintained to limit concealment spaces.

Reason: *To ensure that appropriate landscaping is provided. (EPA Act Sec 79C(c))*

9. Provision shall be made for 79 (2 being for disabled persons) onsite car parking spaces with a bitumen sealed/paved or equivalent surface constructed and landscaped in accordance with the requirements of the Australian Standard AS2890.1 Parking Facilities – Off-Street Parking and Council's Development, Design and Construction Manuals (as amended). Documentary evidence shall be submitted to the Principal Certifying Authority **prior to the release of an Occupation Certificate**. Design plans to be submitted to and approved by the Principal Certifying Authority **prior to the release of the Construction Certificate**.

Onsite car parking shall be clearly marked on the ground and a sign shall be erected and remain in place while the business is operating, to clearly indicate off-street parking is available **prior to the release of an Occupation Certificate**. Details specifying the size and location of the sign shall be submitted to and approved by Richmond Valley Council **prior to release of an Occupation Certificate**.

Car parking and traffic management shall be monitored and reviewed annually or upon request by Richmond Valley Council. Alternative arrangements shall be submitted to and approved by Richmond Valley Council where traffic management/car parking issues are identified by any such review.

Reason: *To provide adequate off street parking space for the anticipated traffic that will be generated by the development. (EPA Act Sec 79C(a))*

10. Signage visible from a public place shall comprise a single Business Identification Sign (Entry Statement) only. Details of the proposed Entry Statement including dimensions, construction details and any proposed lighting shall be submitted to and approved by Richmond Valley Council **prior to issue of any Construction Certificate**.

The sign must not include any animated, moving or reflective components. If illuminated must include a means to reduce the illumination. The intensity and hours of illumination of the sign must be varied if, at any time in the opinion of Council the sign impacts traffic safety or the amenity of the area.

Reason: *To preserve the amenity of the area. (EPA Act Sec 79C(b))*

11. Provision shall be made for security lighting within the facility and any access path/roads. Night time lighting of the site shall be limited to providing adequate security lighting for the occupants and where possible on timers/sensor lighting. All lighting shall satisfy CPTED principles and

Australian Standard 4282 – 1997 *The Obtrusive Effects of Outdoor Lighting*.

Reason: *To preserve the amenity of the area and ensure appropriate crime safety measures are provided.*

12. This consent has been granted for an integrated Temporary Accommodation Facility to operate over Lots 7, 8, 9 and 10 Section 14 DP 759110, Lots A, B and C DP 355646 and Lot 1 DP 125170. This consent becomes void in the event that the use of any of the lots subject to this consent ceases.

Reason: *To correctly describe what has been approved. (EPA Act Sec 79C)*

CRIME PREVENTATION - NSW POLICE

13. Each individual unit shall have a clearly visible site number. The site layout shall be provided to both Council and the police **prior to issue of an Occupation Certificate**.

Reason: *To assist with identification of residents and to locate residents efficiently.*

14. Continuous fencing other than access gates, shall be erected around the perimeter of the development **prior to issue of an Occupation Certificate**. The fence shall be at least 1.5 metres in height and be constructed of materials that camouflage the fence with the existing natural environment (i.e. black powder coated fencing). Pedestrian and vehicular access must be restricted to Richmond Street and Duke Street. There shall not be access to/from Redwood Lane.

Reason: *To assist the management of access control and to prevent loitering in Redwood Lane.*

15. The installation and operation of CCTV as a crime prevention strategy at the entrance/exit driveways, in and around the communal areas including amenities facilities shall be undertaken. High resolution cameras shall be installed to assist in identification of persons. Documentary evidence from a suitably qualified person shall be submitted to Richmond Valley Council to demonstrate compliance with this condition **prior to issue of an Occupation Certificate**.

Reason: *To ensure appropriate crime safety measures are provided in accordance with the NSW Police requirements.*

16. The facility shall have appropriately trained onsite security/site manager on site at all times during occupation.

Reason: *To ensure appropriate crime safety measures are provided in accordance with the NSW Police requirements.*

17. A register of all persons names, vehicles licence number (if appropriate), primary place of residence, period of occupation at the facility, and employers company name and contact details shall be kept on site at all times. This register shall be made available upon request of Richmond Valley Council or the NSW Police Service.

Reason: *To ensure appropriate crime safety measures are provided in accordance with the NSW Police requirements.*

BUILDING

18. A fence must be erected between the work site and a public place.

Reason: *To protect the health and safety of the public.*

19. A Construction Certificate must be obtained from Council or an accredited certifier at least two (2) days prior to any building or ancillary work commencing. Where the Construction Certificate is obtained from an accredited certifier the determination and all appropriate documents must be notified to Council within seven days of the date of determination.

Reason: *Required by Section 81A of the Environmental Planning and Assessment Act, 1979 and Part 8, Division 2 of the Environmental Planning and Assessment Regulation, 2000.*

20. Notice of Commencement of work at least two (2) days prior to any building or ancillary work being carried out must be submitted to Council on the relevant form.

Reason: *Required by Section 81A(2) of the Environmental Planning and Assessment Act, 1979 and Clause 136 of the Environmental Planning and Assessment Regulation, 2000.*

21. **Prior to any work commencing** toilet facilities must be provided at or in the vicinity of the work site.

Reason: *To provide sanitary facilities for workers.*

22. Plant equipment or materials of any kind shall not be placed or stored upon the public footpath or roadway, which is open for use by pedestrians.

Reason: *So as not to cause a public hindrance or nuisance.*

23. Construction works must not unreasonably interfere with the amenity of the neighbourhood. In particular construction noise, when audible on adjoining residential premises, can only occur:

- a) Monday to Friday - 7.00 am to 6.00 pm.
- b) Saturday – 8.00 am to 1.00 pm.

- c) No construction work which will adversely impact on the amenity of the area is to take place outside the above hours, including Public Holidays.

Reason: *To preserve the amenity of the area.*

24. Measures shall be put in place to control stormwater runoff during the construction stages. These control measures shall be in place **prior to the commencement of construction works** and shall prevent soil erosion and transport of sediments from the development site into either:

- adjoining land
- natural drainage courses
- constructed drainage systems, and
- waterways

The methods to be used shall be designed in accordance with the book **'Managing Urban Storm water: Soils & Construction' also known as 'the Blue Book' published by NSW Landcom.**

All control measures are to be maintained in an operational condition at all times during construction and until vegetation or permanent structures can satisfactorily control storm water runoff. Control measures shall be regularly cleared of sediment and debris build-up, to ensure continued operation.

During construction works all motor fuels, oils and other chemicals are to be stored and used on site in a manner which ensures no contamination of stormwater. No incidents of visible pollution leaving the construction site. No litter placed in a position where it may be blown or washed off site.

Reason: *To minimise erosion and sediment and associated impacts in accordance with the Protection of the Environment Operations Act, and to protect the capacity of downstream drainage networks (both constructed and natural)*

25. Heat pumps for hot water systems and pumps attached to rainwater tanks must not cause offensive noise. The pumps must be housed in enclosures suitably designed and installed to prevent the emission of offensive noise as defined in the Protection of the Environment Operations Act (1997).

Reason: *To protect the amenity of the area*

26. Prior to commencement of any Plumbing Works a Notice to Commence Plumbing Works must be lodged with Council and required inspection fees paid. Upon completion of works a Certificate of Compliance and Sewer Service Diagram must be provided to Council for its records.

Reason: *To comply with Plumbing and Drainage Act 2012.*

27. The stairs must comply with the design criteria of Section D of the Building Code of Australia, in respect of stair width, landing design and tread and riser design.

Reason: *Required by Section D of the Building Code of Australia.*

28. A swinging door in a required exit of any buildings with a floor area >200m², must swing in the direction of egress and where required have door hardware that is readily openable without a key from the side that faces a person seeking egress, by a single handed downward action or pushing action on a single device which is located between 900mm and 1.1m from floor level.

Reason: To satisfy part D2.20 and D2.21 of the Building Code of Australia.

29. The door to a fully enclosed sanitary compartment must;
- a) open outwards; or
 - b) slide; or
 - c) be readily removable from outside of the compartment.
 - d) unless there is a clear space of 1.2 m between the nearest part of the closet pan and the doorway.

Reason: *To ensure there are means of removing an unconscious occupant from a fully enclosed sanitary compartment.*

30. Access is to be provided to the building and to those areas within the building to which the public would normally be expected to gain access in accordance with AS1428.1 – Design for Access Mobility.

Reason: *Required by Part D3.3 of the Building Code of Australia.*

31. Sanitary facilities for people with disabilities must be provided as set out in Part D3.1 and F2.4 of the Building Code of Australia.

Reason: *Required by Parts D3.1 & F2.4 of the Building Code of Australia.*

32. The occupation or use of the building must not commence until an Occupation Certificate has been issued by the Principal Certifying Authority. Where Council is not the Principal Certifying Authority then all documentation must be forwarded to Council within seven (7) days of issue. (N.B. All Critical Stage Inspections must have been completed prior to the issue of the Occupation Certificate).

Reason: *To monitor compliance with the Development Consent and Construction Certificate.*

33. If Council is to be engaged as the Principal Certifying Authority the following progress and mandatory critical stage inspections will be required with 48 hours' notice;

- a) at the commencement of the building work, erosion control, safety signs and site toilet facilities to be erected.
- b) after excavation for, and prior to the placement of, any footings.
- c) prior to covering any storm water drainage connections.
- d) Prior to covering of frame work within the existing Bowling Club.
- e) the external drainage lines which have been installed by a licensed plumber. A water test is required prior to drains being covered. A layout plan of the house drains certified by the plumber must be submitted to Council.
- f) after the building work has been completed and prior to any occupation certificate being issued in relation to the building. Prior to final inspection being requested, all certificates required by this consent are to be submitted to Council.

Reason: *To monitor compliance with the Development Consent and Construction Certificate.*

34. Where Council is not the Principal Certifying Authority the following inspection will be required with 48 hours' notice;

- a) the external sewer drainage lines which have been installed by a licensed plumber. A water test is required prior to drains being covered. A layout plan of the house drains certified by the plumber must be submitted to Council.

Reason: *To ensure compliance with Local Government Act 1993.*

35. At completion/occupation, the following certification must be submitted to Council, if Council is to be engaged as the Principal Certifying Authority:

- a) Sewer Service diagram of external and internal drainage. A licensed plumber's certificate of completion that all plumbing and drainage complies with AS 3500 must accompany the diagram.
- b) Installation certificates in relation to essential fire safety measures.
- c) The development has been completed in accordance with the development consent and construction certificate.
- d) Installation of all stormwater and/or water sensitive urban design features from the installing Licensed plumber.
- e) Certification all buildings installed at the site satisfy the Building Code of Australia.

Reason: *To monitor compliance with the Development Consent and Construction Certificate.*

36. At completion/occupation, the following certification must be submitted to Council, if Council is not the Principal Certifying Authority:

- a) 'Works as executed' diagram of external and internal drainage. A licensed plumber's certification that 'works as executed' complies with AS 3500 must accompany the diagram.
- b) The development has been completed in accordance with the development consent.

- c) Installation of all stormwater and/or water sensitive urban design features from the installing Licensed plumber.

Reason: *To monitor compliance with the Development Consent and Construction Certificate.*

37. All plumbing and drainage is to be carried out by a licensed plumber and to be installed in accordance with the National Plumbing and Drainage Code AS 3500. In particular all fixtures used for personal hygiene are to be provided with hot water that is restricted by means of appropriate tempering valves to a maximum temperature of 50°C.

Reason: *Required by the Plumbing and Drainage Act 2012 and it's Regulation.*

38. The excavated and/or filled areas of the site are to be stabilised and drained to prevent scouring onto adjacent private or public property. The finished ground around the perimeter of and underneath the buildings is to be graded to prevent ponding of water and to ensure the free flow of water away from the building and adjoining properties.

Reason: *To ensure adequate drainage and comply with Building Code of Australia.*

39. **Prior to issue of the Construction Certificate** all lots must be consolidated into one allotment OR an alternate solution under the Building Code of Australia addressing Performance Requirement CP2 must be considered by the Principal certifying Authority.

Reason: *To satisfy the Building Code of Australia.*

INFRASTRUCTURE

40. All civil works which will become Council assets are to be carried out in accordance with the Northern Rivers Local Government Development and Design Manual, Northern Rivers Local Government Construction Manual and other Council and Roads and Maritime Services standards/policies as appropriate.

Reason: *To ensure that works are carried out to Council Standards.*

41. Works within any part of the road reserve requires the preparation of a **Traffic Control Plan**. The Plan shall comply with the provisions of the Roads and Maritime Services (formerly RTA) document “**Traffic Control at Work Sites**” manual and shall be prepared by a person who is qualified, authorised and has passed an Roads and Maritime Services (formerly RTA) approved training course. The TCP designer's certification number is to appear on the Traffic Control Plans.

The Plan shall be submitted to Richmond Valley Council **prior to the commencement of works in the road reserve.**

Any advertising required to be undertaken by Council shall be at the developer's cost.

All contractors working on such road reserve areas are to have Public Liability Cover to a minimum value of \$10,000,000. A certificate of currency is to be forwarded to Council **prior to the commencement of works**.

Reason: To ensure works carried out in the road reserve are carried out in a safe environment.

42. Any damage caused to public infrastructure (roads, footpaths, kerb and gutter, stormwater, water and sewer mains, power and telephone services etc) during construction of the development shall be repaired to the satisfaction of the infrastructure's owner. The repairs shall be carried out **prior to the issue of the Occupation Certificate**.

Council shall be notified in writing, **prior to commencement of works**, of any existing damage to roads, stormwater drainage, kerb and gutter or footpaths.

Absence of notification signifies that no damage exists, and the developer is therefore liable for the cost of reinstatement of any damage found at the completion of the works.

Reason: To protect the existing and future amenity of the locality and to formally record any pre-existing damage to existing assets.

43. Application (under Section 138 of the Roads Act) for approval to carry out any work within the road reserve shall be made to Council by any contractor proposing to carry out any such works prior to any such works commencing. This includes driveway crossings and aprons, water, sewerage, stormwater, road works, kerb and gutter, footpaths, etc.

The owner or contractor shall not undertake any work within the public road reserve without giving Council's Infrastructure and Environment Department **five (5) working days' notice of proposed commencement**. Failure to comply with this condition may result in a stop work notice being issued and/or rejection of the works undertaken.

Note: Road Closure advertisement fees will be required for road closures and are required (10) working days' notice of proposed commencement. Any advertising required to be undertaken by Council shall be at the developer's cost.

All contractors working on such areas are to have Public Liability Cover to a minimum value of \$10,000,000. A certificate of currency is to be forwarded to Council prior to the commencement of works.

Reason: To comply with Section 138 of the Roads Act 1993.

44. All building and construction work by private contractors in NSW, costing \$25,000 or more, is liable for the payment of the **Long Service Levy** to the Long Service Levy Payments Corporation. Construction work includes civil construction such as roads and bridges, pipelines, fuel gas and water storage and distribution infrastructure, sewerage drainage and treatment systems, retaining walls, electrical distribution infrastructure, etc. Confirmation of the payment to the Corporation (Council is an agent) is to be submitted to Council **prior to the issue of the Construction Certificate**. (Payments through Council are to be made payable to Richmond Valley Council. Cheques payable to the Corporation cannot be accepted by Richmond Valley Council.)

Reason: To ensure the long service levy on private

45. Prior to issue of relevant Construction Certificate payment to Richmond Valley Council of contributions levied under Section 64 of the Local Government Act, Richmond Valley Council's Revenue Policy and Development Servicing Plans is required generally in accordance with the below details of volumetric charging or the full contributions, with rates payable as applicable at the date of payment. (278 Equivalent Parsons (EP)) @ typical rate of 3EP per ET = 92.67 ET at \$19,227.95 /ET

Capital Volumetric charging for water supply and sewerage –

The developer shall submit a signed application/agreement requesting to pay a capital water charge (\$1.82/kL for 2015/16) and a capital sewer charge (\$1.81/kL for 2015/16) in addition to the normal charges for all water consumption above 300kL per annum in lieu of the up front section 64 payments. Volumetric rates will be CPI'd for each year.

The capital volumetric charging option will be undertaken by the reading of the proposed metered supply. The capital volumetric charges will vary in accordance with changes to the Section 64 charges.

NOTE 1: Rous Water has indicated to Richmond Valley Council that a similar volumetric charge for water supply for only temporary developments may be available at the current rate of \$1.98/kL (2015/2016).

NOTE 2: The volumetric charges are only available/applicable for the duration of the temporary workers camp till 30 December 2021. Any ongoing use and development of the site beyond 30 December 2021 will be required to pay the appropriate Section 64 ET based full contributions applicable at the time.

Reason: *To provide funds for the provision of services and facilities identified in Richmond Valley Council's Water and Sewer Development Servicing Plans.*

46. In accordance with Richmond Valley Council's Street Numbering System, the proponent shall place street number identification at the vehicular entry point at the front boundary. Street Number 108 has been identified as the

most appropriate number for the entrance to the camp. (Address is therefore 108 Richmond Street, Woodburn)

The street numbering shall be installed prior to the issue of the Occupation Certificate.

Reason: *To provide visual identification of the workers camp site for emergency services.*

47. Existing services/infrastructure which requires reconstruction or adjusting to suit a development (electricity, telecommunications, water, sewerage, stormwater, road works, kerb and gutter, footpaths, crossings and driveways, etc.) are to be carried out at the developer's expense. Construction is to be in accordance with Council's standards, or the affected asset owners standards, and shall be completed **prior to the issue of the Occupation Certificate**.

Reason: To protect existing services.

48. Driveway aprons (heavy duty) and kerb crossings are to be constructed in accordance with Council's standard at the applicant's cost to the Richmond Street entrance and the Duke Street exit.

The entry and exit shall be clearly marked by signs and/or pavement markings.

An "Application for the Construction of a Vehicular Accessway" is to be completed and bond arrangements completed **prior to the issue of the Construction Certificate**. (The bond amount for two (2) heavy duty concrete aprons/crossings is \$2,000.00.)

Public Liability Cover to a minimum value of \$10,000,000.00 is required for contractors working in the road reserve. A certificate of currency is required.

Inspections by Richmond Valley Council shall be carried out at apron/crossing pre pour, and apron/crossing final. The cost of inspections will be deducted from the bond money paid.

Under Section 142 of the Roads Act 1993, the property owner is responsible for all future maintenance.

Reason: *To provide adequate access for the anticipated traffic that will be generated by the development.*

49. The proponent shall provide water works to service the development. The works shall include a water service to cater for commercial, domestic and firefighting requirements as applicable, and extensions to existing reticulation.

The water supply authority for this property is Richmond Valley Council (supplied by bulk water authority Rous Water).

Details of the required size of service to accommodate commercial, domestic and fire requirements are to be submitted to Council for the determination of a current estimated cost (actual cost must be charged). The service, up to and including the water meter and backflow prevention, will be constructed by Council at the developer's cost. Water mains extensions and provision of additional hydrants will be at the developer's cost may be required following detailed hydraulic designs and fire-fighting requirements.

Installation of the water supply will be a private works order and actual cost must be charged in accordance with Council's private works policy. The developer is required to obtain an estimate of cost from Council's Operations Officer for the purpose of initial prepayment. Payment to Richmond Valley Council is required **prior to the issue of a Construction Certificate**.

Construction and acceptance by Richmond Valley Council of the water supply infrastructure is to be completed **prior to the issue of the Occupation Certificate**.

***Reason:** To provide adequate water supply and fire-fighting for the development.*

50. The developer shall provide sewerage infrastructure to service the development. Sewerage works shall be designed and constructed in accordance with WSA 02-2002 (as amended), WSA 04-2005 (as amended) AUSPEC (Northern Rivers) Design and Construction Specifications D12 and C402, and any other relevant Council Standards and/or Guidelines as applicable. Any costs shall be the responsibility of the developer.

Construction of the sewerage infrastructure is to be completed **prior to the issue of the Occupation Certificate**.

Council has undertaken preliminary design checks and costings of the system to enable discharge from the camp to the reticulation, and the pumping to and treatment at the Evans Head Sewage Treatment Plant. Some changes to existing infrastructure are required to accept the loadings from the camp, eg upgraded impellers to the existing pumping stations (Woodburn SPS 503 and Riverside Village - preliminary estimate \$45,000), and modifications to infrastructure and operations at the receiving Evans Head Sewage Treatment Plant (preliminary estimate \$150,000). The cost of these works shall be paid to Richmond Valley Council **prior to the issue of the Construction Certificate**, with the necessary works being completed **prior to the issue of the Occupation Certificate**. Detailed costings for this work will be determined at the time of finalising the design plans.

***Reason:** To provide adequate services for the development.*

51. The developer shall provide the following road and footpath works which have been designed and constructed in accordance with Council's Northern Rivers Development and Design Manual and the Northern Rivers Local Government Construction Manual and/or the Roads and Maritime Services standards. All works shall include all signage and line marking.
1. install a central median island in Richmond Street at the Cedar Street intersection
 2. install a central median island in Richmond Street at the Duke Street intersection
 3. line marking a centre line between the median islands at the Duke Street and Cedar Street intersections
 4. line mark angle parking along each side of Richmond Street between Cedar Street and Duke Street to formalise parking areas and protect residence accesses
 5. A 1.5m wide concrete footpath shall be constructed along the full Richmond Street frontage of the development site. The 1.5m wide concrete footpath shall also be constructed north along the eastern side of Cedar Street from Richmond Street to Redwood Lane. The path shall also be constructed north along the western side of Duke Street from Richmond Street to meet the existing footpath beside Number 93 River Street.

Design plans shall be submitted to and approved by Richmond Valley Council **prior to the issue of the Construction Certificate.**

The works shall be completed **prior to the issue of the Occupation Certificate.**

Reason: *To formalise the intersections at each end of the development and formalise all parking areas to clearly protect existing residential accesses.*

52. All stormwater is to be directed to Council's existing stormwater drainage system generally in accordance with the Stormwater Management Plan December 2015 (Ardill Payne) and subject to final design. Stormwater design plans (including pipe sizes, pit surface and invert levels, driveway and parking area levels and directions of flow, treatment details, etc) for urban stormwater drainage are to be prepared and shall be submitted to Richmond Valley Council. Council approval of the plans of the management of stormwater is required **prior to the issue of the Construction Certificate.**

Construction and acceptance by Richmond Valley Council of the Stormwater infrastructure is to be completed **prior to the issue of the Occupation Certificate.**

Reason: *To ensure an adequate stormwater drainage system in accordance with adopted standards.*

53. Mid Richmond Floodplain Risk Management Plan Control Measures
Council has determined that due to the temporary nature of the development, the 1 in 20 year ARI design flood is an appropriate floor level for the development. Based on the Mid Richmond Floodplain Risk Management Plan (adopted by Council 17 February 2004).

RL 4.0 m AHD (minimum floor for new temporary camp buildings)

A survey certificate signed by a practising qualified surveyor is to be submitted to Richmond Valley Council to certify that the **floor level** of the buildings is at a level equal to or higher than RL 4.0 m AHD. The certification shall include the actual floor level of the constructed habitable floor.

Certification details shall be submitted in the following format.

Mid Richmond Floodplain Risk Management Plan	
DA Number	2016.0123
Street Number	108
Street	Richmond
Town/Village	Woodburn
Lot Number	various
Deposited Plan	various
Habitable Floor Level - (m AHD) actual	
Low Ground Level of the lot - (m AHD)	
High Ground Level of the lot - (m AHD)	

Reason: *To provide some flood immunity for the temporary accommodation.*

54. Payment to Richmond Valley Council of a levy under Section 94A of the Environmental Planning and Assessment Act 1979 and Richmond Valley Council's Revenue Policy and Contributions Plan is required in accordance with the attached schedule. The levy is applied to all development over \$100,000.00 (with legislated exemptions). Such levies shall contribute towards the provision, extension or augmentation of public amenities or public services in accordance with Richmond Valley Council's Section 94A Development Contributions Plan. (Available on Council's website at www.richmondvalley.nsw.gov.au under Planning & Development, then Development Policies & Guidelines)

Total cost of the development shall be in accordance with Section 5 of the Richmond Valley Council Section 94A Development Contributions Plan and shall include all private and proposed Council infrastructure, and include such items as consultant fees, demolition works, excavation, site

preparation, all buildings, power supply, telecommunications supply, water supply, sewerage pipelines/manholes, stormwater pipelines/pits, inter allotment drainage lines, stormwater treatment devices, driveways/roads, lighting, earthworks, retaining walls, preparing executing and registering plans of subdivision and covenants and easement, etc.. Costs shall include GST (Environmental Planning and Assessment Regulation 25J (3) (i)).

Contributions required by this condition may be adjusted at the time of payment of the contribution in accordance with the formula detailed in Section 1.2 of Richmond Valley Council's Development Contributions Plan ie by CPI from the date of consent, or recalculated in accordance with changes greater than CPI in the total cost as shown on the Construction Certificate(s).

The levy shall be paid **prior to the issue of any Construction Certificate.**

Reason: To provide funds for the provision of services and facilities identified in Richmond Valley Council's Section 94A Development Contributions Plan (EPA Act Sec 94A).

Richmond Valley Section 94A Development Contributions Plan 2010			
Environmental Planning and Assessment Act 1979		(TechOne Code - DAOtherFee)	
Levy area - full Richmond Valley Council			
Total Cost of Development: \$10,600,000 (as per DA application, but may be adjusted in accordance with Construction Certificate(s) where increased cost is greater than CPI)		@ % of total cost	Contribution
\$ 0 - \$ 100,000	No levy	NIL – No levy	NIL - No levy
or if 100,001 - \$ 200,000	\$ N/A	0.5 %	\$ N/A
or if > \$ 200,000	\$ 10,600,000	1.0 %	\$ 106,000.00

ENVIRONMENTAL HEALTH

55. A written statement from the applicant confirming which of the noise attenuation works/mitigation methods for air-conditioning units shall be undertaken on the site must be submitted to and approved by Richmond Valley Council **prior to issue of the Construction Certificate.** Noise attenuation works/mitigation methods shall be in accordance with recommended *Option 2* or *Option 3* of Section 7 of the report submitted by Ambience Audio Services titled, *Mechanical Services Noise Impact Assessment Proposed Temporary Workers Accommodation* Revision 2 dated 16/03/2016.

Reason: To protect the amenity of the surrounding neighbourhood.

56. Detailed design drawings of any proposed noise attenuation barriers for air-conditioning systems must be submitted to and approved by Richmond Valley Council **prior to issue of the Construction Certificate.** The design must be in accordance with the recommendations outlined in the

Mechanical Services Noise Impact Assessment Proposed Temporary Workers Accommodation Revision 2 dated 16/03/2016. Details of the air conditioning units and their sound power level must be submitted to demonstrate that the sound level of all units operating at once will not create offensive noise on nearby sensitive receivers as outlined in Section 7, page 16 of the subject report prepared by Ambience Audio Services.

Reason: *To protect the amenity of the surrounding neighbourhood.*

57. An acoustic report prepared by a suitably qualified acoustic consultant detailing any necessary noise mitigation methods and / or works for refrigeration systems to be installed on the site must be submitted to and approved by Richmond Valley Council **prior to issue of the Construction Certificate**. The report must detail that a noise level of 32 dB(A) LAeq, 15 min will not be exceeded at the closest affected residential boundaries when all refrigeration units are operating.

Reason: *To protect the amenity of the surrounding neighbourhood.*

58. Noise attenuation works / mitigation methods required to achieve compliance with conditions 56, 57 and 58 of this consent must be completed to the satisfaction of Richmond Valley Council prior to operation of the facility. Any Construction Certificate required for noise attenuation works/mitigation methods shall be obtained **prior to any work commencing on the site**.

Reason: *To ensure necessary approvals are obtained for all structures and protect the amenity of the surrounding neighbourhood.*

59. In the event excavation on the site involves work beyond 1 meter below natural ground surface, an Acid Sulfate Soil Management Plan must be submitted to and approved by Richmond Valley Council **prior to works commencing on the site**. The Plan must be in accordance with the requirements of the *Acid Sulfate Soil Manual, prepared by the New South Wales Acid Sulfate Soil Management Advisory Committee*, dated August 1998.

Reason: *To protect the environment and comply with legislative requirements.*

Cr Simpson returned to the meeting, the time being 7.14pm.

14.3 DRAFT NORTH COAST REGIONAL PLAN - OVERVIEW**Responsible Officer:**Angela Jones (Director Infrastructure and Environment)

RECOMMENDATION

Recommended that:

1. Council prepare a submission in response to the Draft North Coast Regional Plan; and
2. Council provide a copy of the submission to NOROC and Regional Development Australia for its consideration in response to the draft Plan.

190416/ 8 RESOLVED (Cr Humphrys/Cr Mustow)

That:

1. Council prepare a submission in response to the Draft North Coast Regional Plan.
2. Council, in preparing a submission, consider the merit of affirming Richmond Valley Council's positioning statement on coal seam gas (CSG) and consider concerns and references provided by the speakers during the Public Access and Question Time session at this meeting.
3. Council's submission makes it clear that Council does not agree with Lismore being downgraded from a regional city.
4. Council provide a copy of the submission to NOROC and Regional Development Australia for its consideration in response to the draft Plan.

FOR VOTE - All Council members voted unanimously.

Executive Summary

The Draft North Coast Regional Plan is currently on exhibition with submissions closing 2 June 2016. The Draft Plan represents the blueprint for planning in the region for the next 20 years (2015-2036) and will repeal the Far North Coast Regional Strategy and Mid North Coast Regional Strategy.

The Draft Plan outlines the vision, goals and actions for a sustainable future which includes a regional population expected to grow by 97,000 people to 645,000.

The Draft Plan contains five Goals, with Directions and Actions under each. The Goal areas are:

- Goal 1 - natural environment, and Aboriginal and historic heritage that is protected, and landscapes that are productive.
- Goal 2 - focus growth opportunities to create a great place to live and work.
- Goal 3 - housing choice, with homes that meet the needs of changing communities.
- Goal 4 - a prosperous economy with services and infrastructure.
- Goal 5 - improved transport connectivity and freight networks.

This report contains a summary of the Draft Plan, along with commentary that will formulate the basis of a submission to the Department.

Community Strategic Plan Links

Focus Area 1 Natural Environment; 2 Local Economy; 3 Community and Culture; 4 Recreation and Open Space; 5 Rural and Urban Development; and 6 Transport and Infrastructure.

Budget Implications

Nil.

Report

On 2 March 2016 the Department of Planning and Environment announced the commencement of community and stakeholder consultation on the Draft North Coast Regional Plan, with submissions closing on 2 June 2016.

This Draft Plan represents the blueprint for planning in the region for the next 20 years (2015-2036) and will repeal the Far North Coast Regional Strategy and Mid North Coast Regional Strategy.

The Draft Plan outlines the vision, goals and actions for a sustainable future which includes a regional population expected to grow by 97,000 people to 645,000. 67% of this growth is expected to occur in Tweed, Coffs Harbour and Port Macquarie-Hastings LGAs, with about 90% of the region's growth to comprise of people aged over 65 years. Where currently this age cohort represents 20% of the population it is projected to rise to 31% by 2036.

The Draft Plan is summarised below with initial commentary that may form part of a submission by Council.

The Draft Plan's Vision

The Draft Plan sets its vision to a sustainable future, centralised on a prosperous community, healthy environment and attractive lifestyle choices. Five goals have been set to achieve this vision, which are set out in this report.

Future development will be directed to the least constrained areas.

The Draft Plan's Delivery

A Coordination and Monitoring Committee will be established to oversee the implementation of the Draft Plan. It will also monitor issues such as population, housing, economy and employment and natural environment and resources.

The Committee will be Chaired by the Department of Planning and Environment; and comprise two Local Government representatives (nominated by the ROCs), and a representative from the Department of Premier and Cabinet, NSW Office of Environment and Heritage, Transport for NSW, and Department of Industry. It is noted there has been some criticism of the Draft Plan's level of Local Government representation on this Committee, as there are three sub-regions but only two delegates.

Consistency with the Draft Plan will be required when reviewing or amending Planning Strategies or LEPs. There will also be a Ministerial Direction made which requires Councils to implement the Draft Plan's final local planning initiatives.

A copy of the Draft North Coast Regional Plan has been circulated separately to Councillors for information purposes and further copies can be accessed by way of the NSW Government Planning and Environment website -

<http://www.planning.nsw.gov.au/Plans-for-Your-Area/Regional-Plans/North-Coast>

Set out below is a summary of the Draft Plan with commentary on each of the five Goals. It is expected these comments will formulate a basis of a submission to the Department.

GOAL 1 – a natural environment, and Aboriginal and historic heritage that is protected, and landscapes that are productive

This Goal contains five directions. The introductory commentary is orientated solely towards the natural environment and heritage, yet the directions and further commentary under each direction expands the range of subjects to farmland protection, CSG, extractive industries, and aquaculture. This appears to be a strange combination of topics for a single goal.

- *Direction 1.1 – Protect the environment, and Aboriginal and historic heritage*

Figure 1 - High Environmental Values identifies National Parks, state forests, watercourses, NSW and Commonwealth Marine Parks, World Heritage, and 'Potential High Environmental Value' land. Action 1.1.1 requires Councils to identify and protect areas of 'high environmental value'. This action needs to be considered in context with recent E Zone reviews and 117 Directions. The 'Potential High Environmental Value' land has been captured by OEH at a regional scale of about 1:300,000. An action requiring protection of such vaguely mapped lands should be softened to a consideration roll, and protection where justified in accordance with the final recommendations of the Northern Councils E Zone Review.

- *Direction 1.2 – Protect and enhance productive farmland*
Regionally Significant Farmland (RSF) is protected from urban rezoning by Section 117 Direction 5.3. The Direction allows for inconsistency but only where it is permitted by the Far North Coast Regional Strategy or Section 4 of the report Northern Rivers Farmland Protection Project – Final Recommendations (Feb 2005). Unfortunately, neither of these options allows for consideration of errors in the original soil landscape mapping, upon which the farmland mapping is derived. The Draft Plan proposes to incorporate Variation Criteria to allow for RSF to be used for other purposes. One Variation Criteria consideration is the agricultural capability of the land because of isolation from other important farmland. However, additional criteria are needed to allow for consideration of demonstrated errors in the mapping methodology.
- *Direction 1.3 – Safeguard aquatic habitats and water catchments*
Direction 1.3 relates to aquatic habitats and water catchments but the commentary has a strong emphasis on aquaculture. This should be incorporated into the direction heading, or aquaculture included in Direction 1.2 with farmland.
- *Direction 1.4 – Adapt for natural hazards and climate change*
Direction 1.4 prevents development of hazard prone land unless the hazard can be managed appropriately. It also requires integration of climate change adaptation into planning controls by allowing for innovative and flexible farming practices; more comfortable living conditions through design and building control, as well as having greenways; and permitting large scale renewable energy projects.

The NSW Government is committed through the Draft Plan to implement the coastal reforms program; and findings from the Regional Vulnerability Assessments; as well as provide a consistent and coordinated approach to plan and manage hazards. It offers to work with Councils to develop strategic plans, risk management plans and emergency management actions, which appears to be the status quo. Commitment to funding and stronger policy around Climate Change is needed.
- *Direction 1.5 – Deliver economic growth through sustainable use of, and access to, mineral and energy resources*
Direction 1.5 comments on the importance of having locally derived extractive resources for the economic prosperity of the region. It estimates four million tonnes of material will be needed for the Pacific Motorway upgrade, which places extreme pressure on existing extractive resources and road infrastructure. There needs to be better protection for these resources, and ways to reduce red tape surrounding development of new resources.

Development of large scale renewable energy projects is generally supported by the community but unfortunately the “not in my backyard” (NIMBYism) will most likely make such projects difficult to achieve.

Stronger leadership from the NSW Government will be required if such projects are to be realised. Rightly or wrongly, the Government's commitment to CSG waived under community pressure.

Figure 6 shows CSG PELs that have been bought back by the NSW Government. At the moment the figure gives the impression that white areas on the map may still have PELs applying. This figure should show remaining PELs, if any, or clarify that there are none remaining.

Figure 7 depicts North Coast resources and farmland. The mapping contains several inconsistencies with actions elsewhere in the Draft Plan. There are instances in the Draft Plan where land is required to be protected for high environmental value land but is also identified for potential mineral resources, ie area west of Wardell has a known koala colony.

GOAL 2 – focus growth opportunities to create a great place to live and work

This Goal has a strong focus towards Planning for urban growth in Regional Cities, which is to be expected considering 67% of growth is expected in those three LGAs.

The Draft Plan proposes to support growth in Regional Centres and Towns by reinforcing transport and other linkages. In sub-regions where the regional city will be at its core this is understandable, however, the Far North Coast functions a bit different (which is mentioned on Page 46 of the Draft Plan). The Tweed has a strong relationship with the Gold Coast and residents there share higher order infrastructure. There is little interaction between Richmond Valley LGA and the Tweed for services (health, aviation, employment and housing). In this regard, Lismore's health precinct is the focus of the North Coast Area Health Service, and the Ballina-Byron Gateway airport is one of the fastest growing regional airports in the Country, defy the concepts behind defining a settlement hierarchy in the Draft Plan.

- *Direction 2.1 – Grow the North Coast's regional cities as a focus for economic activity and population growth*

The Draft Plan will reinforce links between Regional Cities and Town/Centres to help accommodate projected population and housing growth across the sub-regions. Example given is for some employment activities to be located away from the Regional Cities on land with less constraints and that's cheaper to supply. This action could result in increasing the volume of daily commutes and place higher demand on road infrastructure, and increasing energy consumption along with carbon emissions.

If Tweed is to be the Regional City for the Far North Coast Sub-Region, will this mean that additional funding will be provided to upgrade roads like the Bangalow Road which will prove to be an important linkage between Lismore and Tweed?

- *Direction 2.2 – Align cross-border Planning with South East Queensland*
The Draft Plan has a strong focus on cross border issues between Tweed and the Gold Coast, yet the Scenic Rim area around Beaudesert is emerging as the next important growth area for South-East Queensland (SEQ). The Scenic Rim and linkages via the Summerland Way need to receive stronger mention in the Draft Plan.
- *Direction 2.3 – Focus growth to the least sensitive and constrained areas to protect natural assets*
The Draft Plan steers new land releases towards less environmentally constrained land. It intends to allow variations to the Urban Growth Area mapping with consideration of variation principles. Such variations can only be minor in the coastal area. This arrangement is encouraged. The variation principles seek to avoid risk from flood, bushfire etc. Included in the list are Acid Sulfate Soils (ASS). The presence of ASS isn't a risk unless it will be disturbed, so this is a surprising inclusion.

Rezoning of land for residential, commercial or industrial uses must be consistent with a Local Growth Management Strategy (Action 2.3.2). Previous Regional Strategies have permitted rezonings to be supported by identification of Urban Growth Areas on maps in the Draft Plan. Advice given thus far by the Department was that this arrangement would continue. This action will need to be reworded to facilitate implementation of the Draft Plan's growth areas.

Rural Residential development as a housing choice is recognised in the Draft Plan. It must be located where there will be minimal impact on farming, the environment, heritage, and landscape values. The Draft Plan needs to also acknowledge other constraints such as extractive resources. Rural Residential can only be zoned if supported by a Strategy. The Variation Principles need to apply equally to Rural Residential development as they do to urban land releases.

- *Direction 2.4 – Provide great places to live through good design*
This direction aims to have better urban design, to incorporate open space, retaining foreshore and riparian lands, and to encourage use of bikes and walking. All these actions are supported.

GOAL 3 – housing choice, with homes that meet the needs of changing communities

The North Coast region is projected to have an additional 97,000 residents by 2036, to be housed in an additional 72,200 dwellings. Ninety percent (90%) of the region's growth will be predominantly older persons aged >65 years. This will see the household composition for 'lone person' and 'couple only households' increase demand for smaller and multi-dwelling housing.

- *Direction 3.1 – Provide sufficient housing supply to meet the demands of the North Coast*

The Draft Plan requires Local Growth Strategies to identify an adequate supply of residential land to accommodate the projected demand for housing. This will reduce pressure on household prices, maximise efficient use of existing infrastructure, and build confidence in the building industry (a major employer).

Richmond Valley Council is projected to need an additional 2,000 to 2,400 dwellings by 2036 (there were 10,200 dwellings in 2011). This demand projection is far more realistic in its expectations over the Far North Coast Regional Strategy's projection of 9,900 new dwellings.

A review of land supply shows Richmond Valley Council has only a small area of zoned land available for land release; however, recent work to identify future urban growth boundaries means there is more than enough land within Urban Growth Boundaries to meet the projected housing demand. However, to realise many of these future release areas there will need to be a significant injection of infrastructure funding. To this end the Draft Plan identifies residential land release at Casino, to accommodate 1,300 allotments, is a priority for infrastructure investment (see Appendix A of the Draft Plan). Unfortunately, there is no direct Treasury commitment in the Draft Plan to fund this infrastructure, but the Department is offering its assistance to facilitate sourcing funding.

To accelerate housing supply the Draft Plan offers several initiatives such as policies and provisions through precinct-based planning which can introduce site-specific complying development standards. The Codes SEPP will need to be amended to facilitate any new Complying Development types especially where it duplicates existing development types already in the Codes SEPP.

Monitoring of housing supply will be coordinated for the entire region. Although this was started many years ago, there are differences in the types of data being collected between the Far North Coast and Mid North Coast. This monitoring also has the added advantage for Council's Strategic Planning.

The Draft Plan proposes to review the North Coast Design Guidelines. The review will benchmark home design for smaller households, energy efficiency, and home adaptability so as occupants age or become disabled they can remain in their own homes longer.

- *Direction 3.2 – Deliver housing choice to suit changing needs*

This direction requires Councils to identify housing needs, a range of housing types, and necessary infrastructure within its Local Growth Management Strategy. This should include consideration of smaller lot sizes (<600m²). A target has been set to have 40% of housing demand met through multi-dwelling housing. This 40% target has been around for many years and equates to delivering 28,900 multi-dwelling units across the region, or about 960 dwellings in the Richmond Valley LGA.

The NSW Government will work with Local Aboriginal communities to strategically assess their landholdings for economic opportunities.

- *Direction 3.3 – Deliver more opportunities for affordable housing*

The Draft Plan seeks a comprehensive approach to affordable housing with provision of a range of opportunities. It acknowledges limited supply of residential land, with high demand, places upward pressure on housing prices.

The Draft Plan suggests a number of actions to improve housing affordability – through model LEP controls and incentives; development controls and reduced contributions and other incentives; and promotion of new caravan parks and manufactured home estates.

GOAL 4 – a prosperous economy with services and infrastructure

The Draft Plan acknowledges the agricultural and manufacturing industries will remain important to the region, but highlights the healthcare, education, tourism and retail sectors have great capacity to drive employment growth. This is especially so with the healthcare sector set to provide services to an ageing population.

The Draft Plan emphasises the need to have sufficient supplies of employment land available for investment, along with freight and transport networks.

The Draft Plan notes the North Coast's infrastructure services are in a strong position to meet projected growth. Growth on the Gold Coast is identified as needing 150,000 new jobs over the next 20 years. With assistance from Pacific Highway upgrades it is expected that the North Coast employment lands will assist in underpinning this demand. Unfortunately, the Draft Plan is void of any commentary regarding growth in the Scenic Rim region and the need to invest in linkages such as the Brisbane-Sydney rail corridor and the Summerland Way.

The NSW Government will continue to monitor infrastructure and growth to forecast the need for upgrades. While much of the Draft Plan's infrastructure and growth is focused on the 3 Regional Cities, it acknowledges the important health precinct, and Southern Cross University's campus at Lismore.

- *Direction 4.1 – Expand the tourism sector on the North Coast*

Tourism is worth more than \$3.4 Billion annually to the North Coast, and supports around a third of all jobs. The Draft Plan aims to provide a framework for sustainable tourism management in various localities where there is environmental capacity.

- *Direction 4.2 – Develop health services precincts*

The healthcare sector employs more than 32,000 people in the region. In the past 10 years it has grown by 37%, making it the largest and fastest growing jobs sector. This trend is set to continue as the region's population grows and ages.

Investment in healthcare infrastructure acknowledges redevelopment work at the Lismore Base Hospital. The Draft Plan proposes to work with Councils to identify land for health services precincts and infrastructure needs at the 3 Regional Cities, as well as at Lismore and Taree.

- *Direction 4.3 – Enhance education precincts*

Education is the second fastest growth sector on the North Coast. A number of major university campuses are located in the region. A strong TAFE presence is also recognised. The Department of Education is undertaking long-term strategies to 2031. By 2031 there are expected to be around 4,050 more primary school places, and 1,720 more secondary school places required in North Coast Public Schools. This growth is likely to be accommodated in existing schools.

As the healthcare worker force ages, the Draft Plan sees opportunities in the Education sector to train additional healthcare workers. This would place SCU's Lismore campus in a great position to capitalise on this growing need. Once again the Draft Plans focus is towards growing this sector in the regional cities, but also includes Lismore.

- *Direction 4.4 – Provide well-located and serviced supplies of employment land to expand industry investment opportunities*

The provision of industrial land throughout the region is recognised as an important component of a growing economy. New employment land areas will be needed in the long term to support the expansion of food processing, manufacturing, and freight and logistics operations.

Richmond Valley Council is in a good position with identified zoned and future release employment lands.

The Draft Plan identifies the need to develop freight transport routes to support emerging manufacturing. Unfortunately, the Draft Plan has little in the way of commentary on these route options other than they need to be considered when releasing new industrial areas.

The Draft Plan encourages Councils to minimise potential for land use conflict by establishing buffers, preventing sensitive uses to encroach on existing areas, and to apply design guidelines into local policies.

- *Direction 4.5 – Grow the region's commercial and business centres*

Each settlement's commercial centres are a focus for activity and support residential and employment growth. Knowledge-intensive industries (creative industries—visual arts, design, literature, publishing, screen and digital content) were one of the Far North Coast's top four growth industries. The Draft Plan suggests Councils should support this growth with flexible planning controls and provision of business park development opportunities. Rollout of the NBN is earmarked to increase this growth however there are no actions in the Draft Plan to accelerate this rollout.

The Draft Plan recognises the need to regularly review retail and commercial land supplies as the best way to support retail and business activity.

GOAL 5 – improved transport connectivity and freight networks

Based on the introductory commentary, the Pacific Highway appears to be the sole focus of the Draft Plan. There is no doubt the Highway is a key focal point for freight transport in the region, as it carries the second-highest level of freight of any road in Australia, which is set to increase by 83% in the next 20 years.

The Draft Plan, particularly in this introduction, needs to identify the other freight and transport options available throughout the region such as the Sydney-Brisbane rail corridor; Summerland Way linking the region to the western half of SEQ's growth areas (around Beaudesert); significant aviation precincts including potential aviation based industries at many smaller airports; east-west highway linkages between the coast and tablelands; and to a smaller extent shipping opportunities and maintenance of waterways for our fishing fleets. The later 2 points receive no mention in the Draft Plan at all.

- *Direction 5.1 – Strengthen the Pacific Highway's function as a key road corridor of State and national significance*

Upgrades have reduced travel times between Newcastle and Queensland by 90 minutes for road transport and 60 minutes for light vehicles. Future upgrades, scheduled to be finished by the end of the decade, at a cost of \$6.4 Billion, will reduce travel times by a further hour and increase safety. Actions within the Draft Plan aim to limit development directly accessing the highway, and to designate highway service centre (the nearest to RVC will be at Ballina and Maclean).

Guidelines have also been provided for locating additional freight transport facilities along the highway.

There is nothing in the Draft Plan about assisting bypassed communities to become economically sustainable. This is an opportunity to have this important issue flagged regionally.

- *Direction 5.2 – Expand the region's aviation services*

The focus of the Draft Plan is on the core aviation precincts at Gold Coast, Ballina-Byron, Coffs Harbour and Port Macquarie. It seeks to sustainably manage an increase in services while providing for opportunities for aviation-based business growth.

The Draft Plan acknowledges a number of other airports at Taree, Kempsey, Grafton, Casino and Lismore but should also recognise other airports in the region, such as Evans Head, as being (or having the potential to be) aviation precincts.

- *Direction 5.3 – Enhance the connectivity of the region's road and rail freight and transport services*

This direction acknowledges many of the omitted points from the Goal's introduction.

Rail is an important link between Sydney and Brisbane with infrastructure enhancements being made to increase and expand freight capacity and modernise the network. This will provide opportunities for intermodal and rail freight terminals to support the region's manufacturing and agricultural sectors. Noise from rail is considered to be an issue and LEPs will be required to incorporate development buffer measures.

Corridor Strategies are being developed for NSW State roads so that they are consistently managed and planned as a network.

Integrated public transport and services will be undertaken to improve connectivity, especially for bus routes.

Future rail opportunities are for a High-speed Rail network, under investigation by the Australian Government, and extension of the Brisbane metro rail corridor to Coolangatta Airport. The location of the metro extension has been provided in Figure 12 for the Tweed Regional City and Growth Precincts Draft Plan, but no such figure shows the proposed route of the High-speed rail corridor. Such plans do exist and would make it easier for the Draft Plan to protect this corridor.

There has been much community and Government discussion around the benefits of having the Brisbane metro extended into the Far North Coast region, yet the Draft Plan is silent on this matter.

Appendix A - Infrastructure Investigation Locations for Priority Land Release Areas

The Draft Plan identifies 14 potential growth areas in the Region. One of the identified infrastructure investment projects is to support a 1300 lot land release area at Casino. (A proposed release area to the west of Casino was identified as being heavily constrained for the need to extend water and sewer services). There is no direct commitment in the Draft Plan to fund these projects but assistance will be available from the Department to source appropriate funding.

Appendix B – Urban Growth Area Maps

This Appendix contains Urban Growth Area maps for each Local Government Area. Richmond Valley Council is shown on Page 89. This map captures all the Future Urban Growth Boundaries proposed by Council in 2015.

Consultation

The Draft Plan is on public exhibition by the Department of Planning and Environment. Submissions close 2 June 2016.

Conclusion

The Draft North Coast Regional Plan is fundamentally a revised version of the Far North Coast Regional Strategy, however, with an extended regional coverage (Tweed to Taree), a stronger emphasis on infrastructure, and more realistic housing demand projections.

Overall, the Draft Plan covers off on most of the key issues in the Region although it has come under criticism in the Far North Coast regarding:

- the settlement hierarchy of Tweed Heads being a Regional City, with Lismore and Ballina being Regional Centres.
- too much focus on cross border issues at the Gold Coast with little discussion or direction for other South-East Queensland growth areas, such as around Beaudesert.
- too much emphasis on the freight transport along the Pacific Highway and too little regard for other routes such as rail, air, and road (such as the Summerland Way and East-West corridors).

Contained within this report is a summary of the Draft Plan along with commentary on issues or improvements that could be made. A submission will be made on the Draft Plan based upon this report. However, the final content of that submission may differ based upon additional information and further review. Submissions close on 2 June 2016.

14.4 SIGNATURE PROJECTS

Responsible Officer:

Vaughan Macdonald (General Manager)

RECOMMENDATION

Recommended that Council:

1. Note the current funding allocations for the Woodburn Riverfront Project and the Casino Riverfront Amphitheatre and Footbridge Project totalling \$1.7 million.
2. Approve consultation on the Woodburn Riverfront Project, the Casino Riverfront Amphitheatre and Footbridge Project, the Casino Drill Hall and Northern Rivers Rail Trail Projects, funding allocations for each project, as well as opportunities for grant funding to boost investment in infrastructure as part of the Delivery Program and Operational Plan consultations during May/June 2016.

190416/ 9 RESOLVED (Cr Mustow/Cr Humphrys)

That Council:

1. Note the current funding allocations for the Woodburn Riverfront Project and the Casino Riverfront Amphitheatre and Footbridge Project totalling \$1.7 million.
2. Approve consultation on the Woodburn Riverfront Project, the Casino Riverfront Amphitheatre and Footbridge Project, the Casino Drill Hall and Northern Rivers Rail Trail Projects, funding allocations for each project, as well as opportunities for grant funding to boost investment in infrastructure as part of the Delivery Program and Operational Plan consultations during May/June 2016.
3. Conduct an inspection of the sites of the proposed signature projects.

FOR VOTE - All Council members voted unanimously.

Executive Summary

Council has an opportunity to improve the number and scale of its successful grant funding applications by preparing a shortlist of 'shovel-ready' signature projects.

Council has committed to deliver the following signature projects under the Community Strategic Plan and as part of the Special Rate Variation approved by the Independent Pricing and Regulatory Tribunal (IPART).

- Woodburn Riverfront Project
- Casino Riverfront Amphitheatre and Footbridge Project

Council now needs to decide on next steps for these projects in order to deliver them. Actions include:

- Consult the community on concepts and scale of the Woodburn Riverfront project
- Consult the community on whether to go ahead with the proposed amphitheatre development at Queen Elizabeth Park or investigate options for building an amphitheatre at the Casino Drill Hall site
- Consider funding to enable planning to commence on the Casino to Lismore section of the Northern Rivers Rail Trail
- Seek community input on appropriate funding allocation

These consultations can form part of Council's Delivery Program and Operational Plan consultation for the 2016/17 financial year.

It is also timely to review the current funding allocations to ensure they reflect current Council and community priorities. There is \$1.7 million available across these projects.

Community Strategic Plan Links

Focus Area 4 Recreation and Open Spaces - Long term Goal 4.2 Improved Recreational Facilities.

Budget Implications

Council has allocated \$500,000 for the Woodburn Riverfront Project, and \$1,200,000 in total to construct an amphitheatre at Queen Elizabeth Park in the 2016/17 budget. There is currently no allocation for the Casino Drill Hall site. The community must be consulted regarding any change of or addition to the current allocations. There is currently no allocation for the Northern Rivers Rail Trail project, with a suggested allocation of \$50,000 to commence planning this project. Council will need to work with Lismore City Council to plan the Casino to Lismore section of the trail.

Report

In order to take full advantage of grant funding rounds throughout the year and deliver signature projects outlined in the Community Strategic Plan, Council needs to focus on getting projects to a strong 'shovel-ready' stage, i.e. ready to be implemented. This process would include such items as accurate budgets and quotes, master plans, business cases and community consultation. This enables high quality grant applications to be submitted increasing the chances of success.

Council should note that although it is possible to reallocate funding from one project to another, this can only take place following community consultation to ensure that significant changes to Council's Delivery Program have taken the community's views into account.

The Independent Pricing and Regulatory Tribunal (IPART) approved a multi-year special rates variation from 2014/2015 under section 508A of the Local Government Act 1993 (determination made June 2014). The annual percentage increases allowed to general income are as follows (all inclusive of rate peg):

2014/2015	12.3%
2015/2016	5.5%
2016/2017	5.5%
2017/2018	5.5%
2018/2019	5.5%

As part of the approved special variation, the signature projects in question were originally programmed as follows:

Casino Riverfront Amphitheatre and Footbridge

2016/2017	\$650,000 }	Special rate variation funding allocation
2017/2018	\$400,000 }	

To initiate this project, \$150,000 was allocated in the 2015/2016 budget. However, this component is being funded from Section 94A Reserves i.e. not special variation funds.

Thus, the total special variation funds allocated to this project are \$1,050,000.

Since Council acquired the Casino Drill Hall site in July 2015, there has been further discussion of whether the site would be a suitable location for a proposed amphitheatre in preference to the site at Queen Elizabeth Park.

Queen Elizabeth Park was originally chosen for its quiet location, proximity to sporting facilities and area of land available. Its success will rely on the enhancement of a footbridge across the river to connect it to the CBD.

The Drill Hall site is closer to the centre of town. However, the amount of land required would also need to be investigated with consideration given to additional suggested uses identified by the community for the land on the Drill Hall site. Being next to the highway, an amphitheatre/stage on the Drill Hall site may also be subject to additional traffic noise.

It would thus be prudent to create a Master Plan for the Drill Hall site to examine how this could fit with other potential uses of the site (e.g. botanical garden, picnic areas, memorials) identified during community consultations on the Drill Hall in August and October 2015.

There is also currently no funding allocation for the Casino Drill Hall site.

Community consultation would thus be recommended in order to ensure that residents' and users' wishes are reflected in the amphitheatre's current, proposed Queen Elizabeth Park location, prior to commencing the project.

Woodburn Riverfront

2018/2019 \$470,000 } Special rate variation funding allocation

As part of the 2014/2015 budget process, this project was brought forward to 2017/2018 and increased to \$500,000.

Concepts have been developed for the Woodburn Riverfront upgrade. Council staff are currently undertaking community consultation with the Woodburn Business & Community Chamber Inc. prior to broader community consultation in the Woodburn area on these concepts. This will include other community groups including the CWA and Ski Club and adjacent businesses.

The consultation will explore other options to upgrade the area and if there are any additional features like a new community building which could incorporate meeting facilities, toilets, viewing deck and a visitor information centre, which could be included in future grant applications. It should be noted that any grant applications are likely to have matched funds as a requirement.

Note: Progress on this project addresses Council's resolution of 17 February 2015 requesting priority be given to planning for the Woodburn Riverfront Project.

Other Priority Projects

Council recently workshopped these key projects for updates on their status, and reflected on the importance of a major regional attraction. A potential project in the future remains the Northern Rivers Rail Trail between Casino and Lismore, and how that can be developed. This would require a joint planning project with Lismore City Council with a \$50,000 budget which would enable planning to commence. Richmond Valley Council could seek a matched \$50,000 contribution from Lismore City Council. Regional Development Australia has identified the Northern Rivers Rail Trail as a high priority project for the Northern Rivers, due to its significant economic benefits.

Consultation

Council will need to undertake community consultations to ensure that residents and users understand any proposed changes or additions to funding allocations for the Woodburn Riverfront Project and the proposed amphitheatre in Casino. Consideration must also be given to the master planning of the Casino Drill Hall site, how this key project is funded, and how this project affects other projects. Consultations will also ensure that residents and local organisations are able to give valuable input into each project, as they will be the users of each space.

Conclusion

Council must consider the options available for the Woodburn Riverfront Project and the amphitheatre in Casino. This is to include possible use of the Drill Hall site, and how it fits community aspirations. Council will need to undertake community consultation in order to inform decisions about funding allocations and next steps for the projects.

14.5 COMMUNITY NEWSLETTERS

Responsible Officer:

Vaughan Macdonald (General Manager)

RECOMMENDATION

Recommended that an electronic community newsletter be trialled, with the view of it becoming a regular communications tool.

190416/ 10 RESOLVED (Cr Hayes/Cr Mustow)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

Executive Summary

Richmond Valley Council's Communications team has been looking at a number of ways to develop a system to handle the writing and editing of an electronic newsletter for residents and stakeholders in a way that is efficient, timely and cost effective.

The online portal presently being used to communicate internally with staff, and externally with Library members, is proving to be costly and time consuming due to its incompatibility with Microsoft Outlook. The portal is HTML-dependent and works well with smartphones and iPads, but not email.

The team has researched a number of software options and will begin a short trial with a service known as MailChimp. Its features and integrations will allow Council to send marketing emails, automated messages, and targeted campaigns. The service is free for up to 2,000 subscribers and 12,000 emails per month. Although this trial will initially be for email only, there is facility to incorporate SMS messaging into Mailchimp.

If all goes to plan, it is hoped the first electronic newsletter will be distributed during the second week of May, and each fortnight thereafter.

Community Strategic Plan Links

Focus Area 7 Governance and Process – Long term Goal 7.3 Communication (Strategy 7.3.3 Ensure Council meets an appropriate level of information expected by its stakeholder agencies).

Budget Implications

Nil.

Report

As previously reported, Richmond Valley Council faces the challenges of communicating with its various audiences within a finite budget. Council has a small but active Communications team, with a strong connection to the Customer Service area. This is critical in ensuring that what Council says about itself is consistent with the customer experience.

There is a growing number of our community embracing technology and more recently emerged forms of communication, however, a large proportion of our audience is attached to traditional communication techniques.

Through its research, the Communications team has looked at the pros and cons of both types of newsletter:

E-Newsletters

The pros include:

1. With sites such as Mailchimp, it can be free to set up Council's own e-newsletter and distribute it to thousands of people.
2. Online sign-up forms grab customer details easily.
3. Free templates can make the newsletter look visually stunning, without the need for complicated desktop publishing skills or packages.
4. HTML click-throughs can bring people from emails into Council's website to a page of our choosing.
5. List management – Council can tell who reads our newsletter and clicks through. And on the flip side, Council can tell who is not opening our newsletters, and hence target our marketing accordingly.

The cons include:

1. Easy to delete email if a person is too busy.
2. Tempting to overload a newsletter with far too much information.
3. Council can lose subscribers with the click of a button.
4. People who check email on phone might not be able to read the newsletter.
5. E-newsletters can be easy to produce, and ours can be lost in the noise of everyone else's.

Print Newsletter

The pros include:

1. Able to reach an audience who are not always online.
2. Receiving 'snail mail' is becoming a novelty, which could work to Council's advantage.
3. Sending multiple copies to an office with a reception area means Council's newsletter can lay around waiting to be read by a casual passer-by.
4. Potential 'lumpy mail' opportunity.

The cons include:

1. Cost in postage and printing.
2. Once it is printed, no chance to fix any spelling or grammar errors.
3. If you must print to a certain number, and don't have enough subscribers, you will be left with a pile of unread newsletters.
4. Distribution, if not by actual mail, can be costly and time consuming.

In staff's opinion, the pros far outweigh the cons for both forms of a newsletter. With the speed of some social media these days, and the amount of content needed to feed the social media beast, sometimes it's good to slow down, pick out our strongest pieces, and let our readers digest them at a leisurely pace. The printed newsletter is now also published as an online version and posted to Facebook page and uploaded to Council's website.

With online sign up forms, Council has a marketing opportunity to give something away for free in exchange for a name and an email address, to which it can then continue to send updates, information and news to people who have chosen to follow Council.

It is proposed the community e-news bulletins will include:

- Careers at Richmond Valley Council
- Council meetings
- Development News
- Environmental News
- Events, local community and cultural information
- Library news and information
- Operational Projects

If all goes to plan, it is hoped the first electronic newsletter will be distributed the second week of May, and each fortnight thereafter.

Conclusion

This report responds to a resolution from the 15 March 2016 Ordinary Meeting that *"A report come back to Council on the preparation and distribution of a fortnightly or monthly newsletter by predominantly using electronic media."*

14.6 DEVELOPMENT OF A TOURISM PLAN

Responsible Officer:

Vaughan Macdonald (General Manager)

RECOMMENDATION

Recommended that Council note that a Richmond Valley Tourism Development Plan will be prepared with industry and community input.

190416/ 11 RESOLVED (Cr Hayes/Cr Mustow)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

Executive Summary

Tourism remains a high priority for Council, and as such, Council's tourism staff have been given the responsibility of drafting a Richmond Valley-wide Tourism Development Plan to complement strategies already in place, such as events and lower river tourism initiatives.

A key benefit of having a plan is to identify what the real needs and priorities are so that financial and human resources can be used most effectively.

The Tourism Development Plan will:

- Set a strategic direction for the destination over a period of up to five years.
- Contain prioritised actions within an annual rolling program, identifying stakeholders responsible for their delivery.

The Tourism Development Plan will not just look at promotion but will cover a whole range of activities aimed at strengthening the quality of the visitor experience. It will take into account the current and future economic, social and environmental impacts, as well as addressing the needs of visitors, the industry, the environment, and host communities.

It will take on board concerns raised post Pacific Highway upgrade, including the need for adequate signage to promote our towns and villages. This may involve Council and/or encouraging tourism operators to install signage on Council-controlled road reserves. This signage could provide visitors with direction to attractions, accommodation, and other facilities or locations of interest.

Community Strategic Plan Links

Focus Area 2 Local Economy – Long term Goal 2.3 Tourism and Promotion.

Budget Implications

The Tourism Development Plan will be prepared by Council officers and within the existing tourism budget.

Report

Tourism has demonstrated its ability to stimulate growth in jobs and is a relatively accessible sector in which to start a new business. Strengthening and promoting the image and awareness of a destination and the services available can be highly important in attracting new business and investment across all sectors.

The health of tourism-related businesses can be very important to other parts of the local economy who supply them, such as food producers, maintenance services.

By strengthening the visitor economy, services enjoyed by local people, such as restaurants, attractions, arts and entertainment will benefit. Looked at the other way, actions directly aimed at making somewhere a better place to live and work will also make it a more appealing place to visit.

Well researched, argued and presented action plans can also strengthen the case for government funding, and help to identify projects for support.

Consultation

Council works with the Casino, Evans Head and Woodburn Business Chambers to support economic development, which is a top priority in the Community Strategic Plan. These groups, tourism operators and related business owners throughout the Valley together with industry bodies like Destination NSW and the North Coast Destination Network will be consulted during the development of the Plan.

Conclusion

The Richmond Valley Tourism Development Plan will identify opportunities and ideas with industry representatives that play to our strengths, as well as recognise and develop our weaknesses and be aware of any threats/competition.

14.7 FINANCIAL ANALYSIS REPORT - MARCH 2016

Responsible Officer:

Ryan Gaiter (Manager Finance and Procurement)

RECOMMENDATION

Recommended that Council adopt the Financial Analysis Report detailing investment performance for the month of March 2016.

190416/ 12 RESOLVED (Cr Hayes/Cr Mustow)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

Executive Summary

The Financial Analysis Report gives an overview of Council's performance in regard to investment returns and investments made and also reports the balance of Council's Investment Portfolio as at the end of the reported month. This overview is both a legislative requirement and essential in keeping Council up to date on the monthly performance of Council's investments.

Council made four new term deposits for the period. Three term deposits matured within the period.

Emphasis continues to be placed on investing in accordance with Council's Investment Policy.

Council's cash and term deposit investment portfolio has maturity dates ranging from same day up to 120 days; deposits are made taking into account cash flow requirements and the most beneficial investment rates available at the time of making any investment.

Council has increased its investments with NSW Treasury Corporation during this period. The Hourglass Cash Facility Trust has \$8,000,000 invested in it and the Hourglass Strategic Cash Facility Trust has \$8,000,000 invested in it. As of 31 March 2016 the Hourglass Cash Facility Trust is valued at \$8,098,011.04 and the Hourglass Strategic Cash Facility Trust is valued at \$8,093,821.97.

Council's total Investment Portfolio at fair value as at 31 March 2016 was \$31,723,822.29 against a face value of \$31,531,989.28. Council also has \$828,006.42 in General Bank Accounts and \$120,994.55 in Trust Funds as at 31 March 2016.

Community Strategic Plan Links

Focus Area 7 Governance and Process - Long term Goal 7.5 Sound Governance and Legislative Practices.

Budget Implications

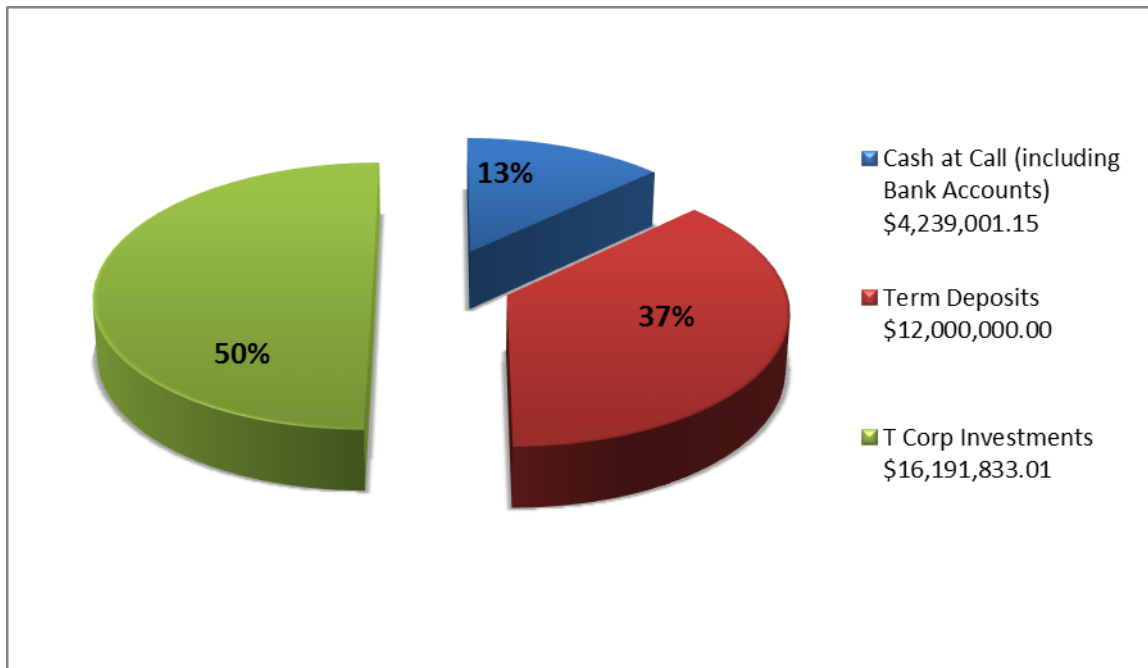
Year to date Council has earned \$362,735.27 in interest and \$198,933.01 in fair value gains for total revenue of \$561,668.28 against a budget of \$868,000.00 which equates to 64.71%.

Report

The Financial Analysis Report aims to disclose information regarding Council's investment portfolio.

This report includes the provision of fair value for all Council's investments. Council receives indicative market valuations on these investments monthly (where available) and this can be compared to the face value or original cost of the investment when purchased (where available). The notion of fair value is to comply with Australian Accounting Standard AASB 139. The market valuations of fair value valuations are an indication only of what a particular investment is worth at a point in time and will vary from month to month depending upon market conditions. The fair value of Council's Investment Portfolio as at 31 March 2016 was \$31,723,822.29 against a face value of \$31,531,989.28.

The following graph shows a breakup of Council's investment portfolio as at 31 March 2016:



The Reserve Bank of Australia (RBA) left the cash rate unchanged at its March 2016 meeting, so the cash rate in Australia was 2.00% per annum at March 2016 month end.

Council has a term deposit portfolio of \$12,000,000 or 37.83% of the total portfolio composition. In terms of investment yields, interest rates available for investments during the period have increased from the previous report; the average yield of the deposits increased from 3.01% to 3.03%. The short dated deposit and cash position of the portfolio provides excellent liquidity to Council allowing flexibility to take advantage of higher interest bearing investments as the opportunities arise. Council has invested \$16,000,000 with NSW Treasury Corporation.

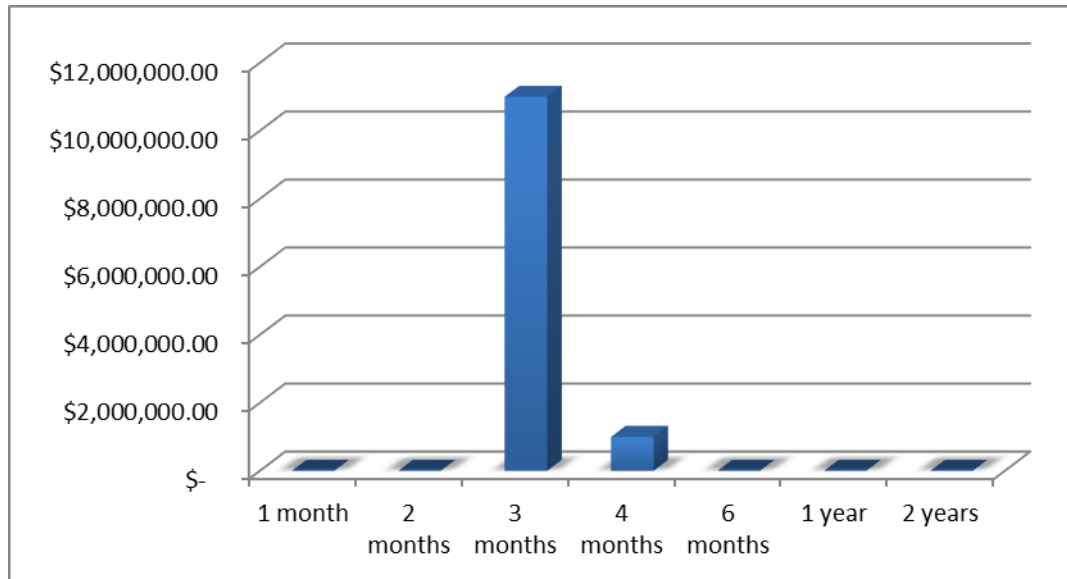
Council made four new term deposits during the month of March 2016.

Financial Institution	Investment Amounts	Maturity Date	Investment Rate per annum	Days Invested
Auswide	\$1,000,000.00	06/06/2016	2.98%	91
ANZ Ltd	\$1,000,000.00	07/06/2016	3.05%	90
National Australia Bank	\$1,000,000.00	20/06/2016	3.08%	91
Beyond Bank	\$1,000,000.00	29/06/2016	3.03%	100

Total term deposit maturities during the month ending 31 March 2016 included returning principal (in full) and interest, are shown in the following table.

Financial Institution	Investment Amount	Maturity Date	Investment Rate per annum	Interest Received
Members Equity Bank	\$1,000,000.00	07/03/2016	2.93%	\$7,304.93
ANZ Ltd	\$1,000,000.00	09/03/2016	3.00%	\$7,397.26
National Australia Bank	\$1,000,000.00	21/03/2016	3.04%	\$7,579.18

The following graph shows Council's term deposit maturities as at 31 March 2016.



Conclusion

Council is continually looking for ways to increase its investment performance. Consistent with Council's Investment Policy a significant portion of the investment portfolio is now invested with New South Wales Treasury Corporation in the Hourglass Cash Facility Trust and Hourglass Strategic Cash Facility Trust with the aim of receiving higher returns.

RICHMOND VALLEY COUNCIL FINANCIAL ANALYSIS REPORT AT 31 MARCH 2016														
Investment Name	Investment Source	Investment Type	Rating	Investment Date	Maturity Date	Interest Basis	Interest Frequency	Current Interest Rate for Month	Original Investment Value	Current Investment Fair Value	Fair Valuation Date	% of Total Portfolio	Capital Guarantee Maturity	
<u>Cash at Call</u>														
CBA Business Online Saver	Commonwealth Bank	At Call	A1+/AA	At Call	Variable		Monthly	0.21%	N/A	3,531,989.28	31/03/2016	11.13%	No	
Total Cash at Call										3,531,989.28		11.13%		
<u>Term Deposits</u>														
Term Deposit	Westpac	Term Deposit	A1+/AA-	8/12/2015	6/04/2016	Fixed for Term	Maturity	0.25%	N/A	1,000,000.00	31/03/2016	3.15%	Part	
Term Deposit	Members Equity Bank	Term Deposit	A2/BBB	11/01/2016	11/04/2016	Fixed for Term	Maturity	0.25%	N/A	1,000,000.00	31/03/2016	3.15%	Part	
Term Deposit	Bankwest	Term Deposit	A1+/AA-	18/01/2016	18/04/2016	Fixed for Term	Maturity	0.25%	N/A	1,000,000.00	31/03/2016	3.15%	Part	
Term Deposit	National Australia Bank	Term Deposit	A1+/AA-	18/01/2016	22/04/2016	Fixed for Term	Maturity	0.26%	N/A	1,000,000.00	31/03/2016	3.15%	Part	
Term Deposit	ANZ Ltd	Term Deposit	A1+/AA-	19/01/2016	28/04/2016	Fixed for Term	Maturity	0.25%	N/A	1,000,000.00	31/03/2016	3.15%	Part	
Term Deposit	Newcastle Permanent	Term Deposit	A2/BBB+	11/02/2016	11/05/2016	Fixed for Term	Maturity	0.25%	N/A	1,000,000.00	31/03/2016	3.15%	Part	
Term Deposit	Westpac	Term Deposit	A1+/AA-	29/02/2016	30/05/2016	Fixed for Term	Maturity	0.25%	N/A	1,000,000.00	31/03/2016	3.15%	Part	
Term Deposit	Newcastle Permanent	Term Deposit	A1+/AA-	29/02/2016	30/05/2016	Fixed for Term	Maturity	0.25%	N/A	1,000,000.00	31/03/2016	3.15%	Part	
Term Deposit	Auswide	Term Deposit	A2/BBB	7/03/2016	6/06/2016	Fixed for Term	Maturity	0.25%	N/A	1,000,000.00	31/03/2016	3.15%	Part	
Term Deposit	ANZ Ltd	Term Deposit	A1+/AA-	9/03/2016	7/06/2016	Fixed for Term	Maturity	0.25%	N/A	1,000,000.00	31/03/2016	3.15%	Part	
Term Deposit	National Australia Bank	Term Deposit	A1+/AA-	21/03/2016	20/06/2016	Fixed for Term	Maturity	0.26%	N/A	1,000,000.00	31/03/2016	3.15%	Part	
Term Deposit	Beyond Bank	Term Deposit	A2/BBB+	21/03/2016	29/06/2016	Fixed for Term	Maturity	0.25%	N/A	1,000,000.00	31/03/2016	3.15%	Part	
Total Term Deposits										12,000,000.00		37.83%		
<u>Fixed Interest Securities</u>														
Total Fixed Interest Securities										0.00	0.00			
<u>NSW Treasury Corporation Hourglass Investments</u>														
Cash Facility Trust	NSW Treasury Corporation	Trust	Various	N/A			Monthly		8,000,000.00	8,098,011.04	31/03/2016	25.53%		
Strategic Cash Facility Trust	NSW Treasury Corporation	Trust	Various	N/A			Monthly		8,000,000.00	8,093,821.97	31/03/2016	25.51%		
Total Fixed Interest Securities										16,000,000.00	16,191,833.01		51.04%	
Total Investment Portfolio at Face Value									31,531,989.28					
Total Investment Portfolio at Fair Value										31,723,822.29				
Overall Average Interest Rate for month - Portfolio									0.25%					
<u>Bank Accounts</u>														
Account Name	Balance \$ 31-Mar-16													
General Fund Bank Account	694,769.76													
Trust Fund Bank Account	120,994.55													
NAB Cheque Account	-20.00													
Evans Head Memorial Areodrome Fund	12,262.11													
Total	828,006.42													
Total Bank Account Portfolio										828,006.42				
Total Portfolio										32,551,828.71				

14.8 MONTHLY BUDGET ADJUSTMENTS - MARCH 2016**Responsible Officer:**

Ryan Gaiter (Manager Finance and Procurement)

RECOMMENDATION

Recommended that Council approve the budget adjustments for the month of March and note the revised budget position as at 31 March 2016.

190416/ 13 RESOLVED (Cr Hayes/Cr Mustow)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

Executive Summary

In between Quarterly Budget Reviews, circumstances arise which require adjustments to Council's budget. This can include the need to remove projects, reallocate funds between projects or the addition of new projects. This can be due to a number of factors including unforeseen delays caused from planning requirements, tendering and procurement processes, along with other factors including unplanned maintenance, weather events or Council being successful with new grant funding.

A monthly budget adjustment report is considered to be prudent financial management. It gives a more timely and accurate reflection of Council's budget position as circumstances change and provides management with additional tools to monitor and track the delivery of projects.

At the March 2016 Ordinary Meeting Council resolved to approve the budget adjustments for the month of February and note the revised budget position as at 29 February 2016, with the exception of the drainage maintenance and heavy patching adjustments. Further, that information be brought to the next Councillor Information Session on the proposed drainage maintenance and heavy patching adjustments. Information was presented to the April Information Session in regards to these adjustments.

A summary of the proposed adjustments for March 2016 is shown below:

Budget Adjustments March 2016	Proposed Budget Adjustment
Capital Grants and Contributions	(90,850)
Operating Expenditure	107,235
Capital Expenditure	(198,085)
Transfers to/(from) Reserves	0
Net Effect on Budget Result	0

Community Strategic Plan Links

Focus Area 7 Governance and Process - Long term Goal 7.5 Sound Governance and Legislative Practices.

Budget Implications

As detailed in the report.

Report

The proposed budget adjustments for March 2016 and effect on the projected budget results for the 2015/2016 financial year are summarised in the table below:

Budget Adjustments March 2016	Revised Budget 29-Feb-16	Recommended Changes for Council Resolution	Projected Year End Result 2015/2016
Income from Continuing Operations	56,741,149	(90,850)	56,650,299
Expenses from Continued Operations	52,312,758	107,235	52,419,993
Operating Result from Continuing Operations	4,428,391	(198,085)	4,230,306
Add: Non-Cash Expenses	12,020,297	0	12,020,297
Add: Non-Operating Funds Employed	2,997,800	0	2,997,800
Less: Capital Expenditure	23,386,247	(198,085)	23,188,162
Less: Loan Repayments	1,626,600	0	1,626,600
Estimated Funding Result - Surplus/(Deficit)	(5,566,359)	0	(5,566,359)
Restricted Funds – Increase/(Decrease)	(5,810,302)	0	(5,810,302)
Working Funds – Increase/(Decrease)	243,943	0	243,943

A summary of the proposed budget adjustments within each Focus Area is shown below:

Focus Area	Focus Activity	Proposed Budget Adjustment
Capital Grants and Contributions		
Transport & Infrastructure	Roads & Transport Services	(90,850)
Total Capital Grants and Contributions		(90,850)
Operating Expenditure		
Environment	Waste Management	57,235
Community & Culture	Community Facilities & Public Halls	1,423
Recreation & Open Space	Sports Grounds, Parks & Reserves	(1,423)
Governance and Process	Corporate Support Services	50,000
Total Operating Expenditure		107,235
Capital Expenditure		
Environment	Waste Management	(57,235)
Transport and Infrastructure	Roads & Transport Services	(140,850)
Total Capital Expenditure		(198,085)
Net Effect on Budget Result		0

A detailed breakdown of the proposed budget adjustments is included as an attachment to this report.

Conclusion

The report details the proposed budget adjustments for the month of March 2016. There is no impact on the projected budget surplus of \$243,943 for the 2015/2016 financial year.

Budget Adjustments March 2016

Focus Area	Focus Activity	Project	Project Description	Reason for Adjustment	Current Budget	Proposed Adjustment	Proposed Budget	Effect on Budget - Surplus/ (Deficit)
Operating Expenditure								
Environment	Waste Management	140107-3455-61001	Recycling Education Program	Transfer funds from capital for educational material	0	5,785	5,785	(5,785)
Environment	Waste Management	140111-3455-61001	Food & Garden Organics Implementation	Budget transferred from capital for stickers on bins	78,718	51,450	130,168	(51,450)
Community & Culture	Community Facilities & Public Halls	270035-3375-61129	Casino Drill Hall - restricted key system	Replacing all pad locks and mortice locks to a restricted key system	0	1,423	1,423	(1,423)
Recreation & Open Space	Sports Grounds, Parks & Reserves	300940-3455-61001	Parks - Key Audit	Transfer funds to Drill Hall maintenance works	5,400	(1,423)	3,977	1,423
Governance & Process	Corporate Support Services	600012	Information Services - Public Wi-Fi Operations	Transfer budget from capital to operating - Council pay a fixed fee per month and do not take ownership of any hardware or infrastructure	0	50,000	50,000	(50,000)
Total Operating Expenditure					84,118	107,235	191,353	(107,235)
Capital Grants & Contributions								
Transport & Infrastructure	Roads & Transport Services	739052	Sealed Roads Natural Disaster Funding - May 15 Flood	Permission has been granted by RMS to carry some works forward to 2016/2017	272,160	(60,000)	212,160	(60,000)
Transport & Infrastructure	Roads & Transport Services	741022	MR544 Bentley Road and Holmes Road Black Spot Program	Grant funding of \$156,000 allocated from RMS Black Spot Program	0	156,000	156,000	156,000
Transport & Infrastructure	Roads & Transport Services	741052	Regional Roads Natural Disaster Funding - May 15 Flood	Permission has been granted by RMS to carry some works forward to 2016/2017	84,375	(29,850)	54,525	(29,850)
Transport & Infrastructure	Roads & Transport Services	743053	Unsealed Roads Natural Disaster Funding - May 15 Flood	Permission has been granted by RMS to carry some works forward to 2016/2017	1,250,120	(157,000)	1,093,120	(157,000)
Total Capital Grants & Contributions					1,606,655	(90,850)	1,515,805	(90,850)
Capital Expenditure								
Environment	Waste Management	814017	Food & Garden Organics Implementation - Bin Lids	There was a price increase for the FOGO lids which was outside of the budget. With approval from the EPA, now proposed to apply stickers to the bins	51,450	(51,450)	0	51,450
Environment	Waste Management	814018	Recycling Bins 360L	Savings in budget transferred for use in educational material	25,000	(5,785)	19,215	5,785
Transport & Infrastructure	Public Toilets	834015	Public Toilets - Renewals to be allocated	Allocate funding to specific projects	49,302	(49,302)	0	49,302
Transport & Infrastructure	Public Toilets	834018	Airforce Beach Toilets	Refurbishment and upgrades to toilet facilities	0	27,000	27,000	(27,000)
Transport & Infrastructure	Public Toilets	834019	Coronation Park Toilets	Refurbishment and upgrades to toilet facilities	0	22,302	22,302	(22,302)
Transport & Infrastructure	Roads & Transport Services	837228	North Street Casino	Savings in completion of project - transfer to Bentley Hall Drainage	140,000	(10,000)	130,000	10,000
Transport & Infrastructure	Roads & Transport Services	837675	Urban Roads - Public Wi-Fi Implementation	Transfer budget from capital to operating - Council pay a fixed fee per month and do not take ownership of any hardware or infrastructure	50,000	(50,000)	0	50,000
Transport & Infrastructure	Roads & Transport Services	839527	Sealed Roads Natural Disaster May 15 Flood - Broadwater Bridge Abutment	Permission has been granted by RMS to carry these works forward to 2016/2017	42,500	(42,500)	0	42,500
Transport & Infrastructure	Roads & Transport Services	839529	Sealed Roads Natural Disaster May 15 Flood - Bungawalbyn Whiporie Saturated Pavement	Permission has been granted by RMS to carry these works forward to 2016/2017	17,500	(17,500)	0	17,500
Transport & Infrastructure	Roads & Transport Services	841009	MR544 Bentley Hall Drainage	Alleviate ongoing drainage issues by digging/shaping three overland flow paths (table drains) and construct asphalt berm across the front of the existing sealed car parking area	0	10,000	10,000	(10,000)

Budget Adjustments March 2016

Focus Area	Focus Activity	Project	Project Description	Reason for Adjustment	Current Budget	Proposed Adjustment	Proposed Budget	Effect on Budget - Surplus/ (Deficit)
Capital Expenditure (continued)								
Transport & Infrastructure	Roads & Transport Services	841022	MR544 Bentley Road and Holmes Road Black Spot Program	Grant funding of \$156,000 allocated from RMS Black Spot Program	0	156,000	156,000	(156,000)
Transport & Infrastructure	Roads & Transport Services	841506	Regional Roads Natural Disaster May 15 Flood - MR145	Permission has been granted by RMS to carry these works forward to 2016/2017	33,275	(29,850)	3,425	29,850
Transport & Infrastructure	Roads & Transport Services	843403	Unsealed Roads Natural Disaster May 15 Flood - Myall Creek Road	Permission has been granted by RMS to carry these works forward to 2016/2017	174,312	(100,000)	74,312	100,000
Transport & Infrastructure	Roads & Transport Services	843466	Unsealed Roads Natural Disaster May 15 Flood - Wrenches Road	Permission has been granted by RMS to carry these works forward to 2016/2017	57,000	(57,000)	0	57,000
Transport & Infrastructure	Sewerage Services	850453	Sewerage Pump Station 3 Evans Head Upgrade	Savings in completion of project - transfer funds for purchase of dosing pump	294,000	(4,234)	289,766	4,234
Transport & Infrastructure	Sewerage Services	850485	Sewerage Pump Station 3 Woodburn - Dosing Pump	Dosing pump required to dose magnesium hydroxide slurry - required to protect the Woodburn/Evans Head rising main from H2S attack	0	4,234	4,234	(4,234)
Total Capital Expenditure					934,339	(198,085)	736,254	198,085
Transfers to/from Reserves								
Nil							0	0
Total Transfers to/from Reserves					0	0	0	0
Total Budget Movements					588,198	0	588,198	0

14.9 NORTHERN RIVERS LIVESTOCK EXCHANGE STATISTICS AND FINANCIAL PERFORMANCE AS AT 31 MARCH 2016**Responsible Officer:**Ryan Gaiter (Manager Finance and Procurement)

RECOMMENDATION

Recommended that Council note the performance of the Northern Rivers Livestock Exchange (NRLX) as at 31 March 2016.

190416/ 14 RESOLVED (Cr Hayes/Cr Mustow)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

Executive Summary

The throughput for the NRLX as at 31 March 2016 was down 2.6% compared to the same period in 2014/2015.

Income from sales for the period to 31 March 2016 is \$605,620 which is 64% of the budgeted sales income for the year. Council has also earned \$40,302 in interest from reinvesting the loan funds borrowed to upgrade the complex.

Expenditure is at \$684,280 or 71% of total budgeted expenditure. Since drawing down the \$3 million loan for the upgrade of the NRLX Council has become liable for interest payments. These payments are made biannually. Insurance charges are paid annually at the beginning of the financial year, therefore the payment shown in this expense category is for the financial year in its entirety. There are no major concerns in any area of expenditure as at the end of the third quarter.

The NRLX operating result at the end of the third quarter is a \$38,358 deficit including depreciation, against an adopted budget surplus of \$38,966. The cash surplus as at 31 March 2016 is \$63,875 against the anticipated year end cash result of a \$192,317 surplus.

The NRLX has a predicted reserve balance of \$320,306 as at the end of the financial year.

Community Strategic Plan Links

Focus Area 2 Local Economy - Long term Goal 2.1 Business Industry and Agriculture (Strategy 2.1.2).

Budget Implications

As detailed in the report.

Report

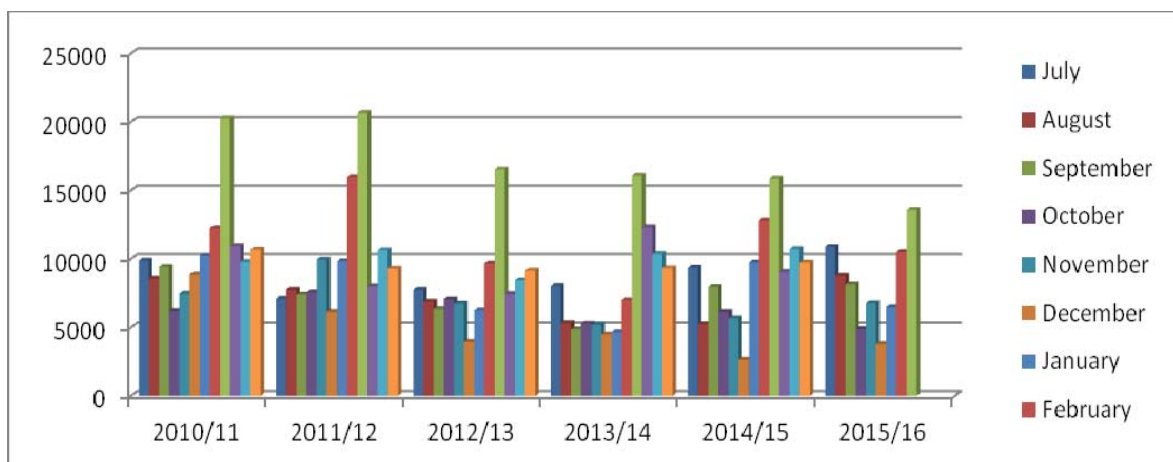
This report provides an update of Saleyard throughput as at the end of March 2016 and also monthly throughput from 2010/2011 to 2015/2016.

The graph below indicates 30,568 head were processed through sales at the NRLX in the 2015/2016 March quarter, compared with 38,418 head for the same period in 2014/2015. Numbers were down for the same period last year, partly due to the annual weaner sale being spread over two quarters (March and June). Drought and very dry conditions throughout Queensland and NSW have reduced restocking activity, however record prices have constantly been achieved at NRLX ensuring its longevity as the regional facility for the Northern Rivers and beyond.

Set out below are recorded figures and graphs for cattle.

	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
July	9,879	7,093	7,760	8,027	9,361	10,878
August	8,568	7,754	6,899	5,320	5,237	8,774
September	9,425	7,397	6,345	4,869	7,965	8,144
October	6,214	7,559	7,054	5,286	6,147	4,899
November	7,473	9,966	6,737	5,203	5,667	6,781
December	8,867	6,144	3,959	4,487	2,645	3,805
January	10,240	9,834	6,248	4,664	9,744	6,487
February	12,240	15,977	9,675	6,991	12,808	10,509
March	20,270	20,672	16,538	16,084	15,866	13,572
April	10,947	8,014	7,457	12,311	9,069	
May	9,793	10,642	8,444	10,370	10,730	
June	10,680	9,305	9,164	9,332	9,738	
TOTAL	124,596	120,357	96,280	92,944	104,977	73,849

The following graph shows total cattle figures per month by year.



Financial Implications

The following table shows actual income and expenditure against the original budget for the financial year up to 31 March 2016.

NRLX Income and Expenditure	Actual 31 March 2016	Budget
Income		
Fees & Rent	605,620	948,726
Interest on Investment	40,302	58,500
Expenses		
Salaries and On Costs	214,685	303,789
Materials and Contracts	62,515	51,800
Interest on Loans	72,611	111,900
Depreciation	102,233	153,351
SRA Lease Agreement	0	5,125
Electricity Charges	18,309	32,000
Telephone Charges	3,496	7,100
Insurance Charges	8,772	8,825
Advertising Costs	6,080	11,993
Printing and Stationery	701	513
Licence Fees	6,100	6,458
Subscriptions	490	5,740
Security Charges	1,952	3,500
Staff Training	614	2,000
Software Licences	2,091	8,815
Other General Expenses	7,382	0
Internal Charges	176,249	255,351
Net Operating Result	(38,358)	38,966

As shown above, as at 31 March 2016 the NRLX operating result including depreciation is a deficit of \$38,358. With depreciation added back, the NRLX operating result is a \$63,875 surplus. Income is slightly higher than expected due to the improved prices on last year even though throughput is down for the same period last year.

In relation to expenditure there are two items that need clarification. The first item is Interest on Loans. Since drawing down the \$3 million loan for the upgrade of the NRLX, Council has become liable for interest payments. These payments are made biannually. The other item is Insurance Charges which are paid annually at the beginning of the financial year. The majority of all other expense categories are within budget with those over being minor expenditure items. The largest category of expenditure outside of salaries is internal charges. This covers administration overheads, Council rates, internal plant charges and on-site sewerage charges.

Conclusion

This report provides information on monthly throughput of cattle at the NRLX. Throughput was up for the first half of the financial year compared to last year however the last quarter has seen the throughput drop below last year's figures. Income is better than expected due to increased cattle prices. There are no areas of real concern in expenditure.

14.10 QUOTATION VP45659 - SUPPLY AND DELIVERY OF TWO SMOOTH DRUM ROLLERS (PLANT 365 AND PLANT 366)**Responsible Officer:**Ryan Gaiter (Manager Finance and Procurement)

RECOMMENDATION

Recommended that:

1. Council accept the quotation from Westrac Pty Ltd for plant 365 that represents best value for Council for \$154,735.00 exclusive of GST.
2. Council accept the quotation from Westrac Pty Ltd for plant 366 that represents best value for Council for \$167,832.00 exclusive of GST.
3. The Common Seal of Council be affixed to any documentation where required.

190416/ 15 RESOLVED (Cr Hayes/Cr Mustow)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

Executive Summary

Richmond Valley Council called for quotations through Local Government Procurement's vendor panel under reference number VP45659 for the supply and delivery of two 12-15 tonne smooth drum rollers for replacement of two of the existing Council heavy plant.

Local Government Procurement (LGP) has been 'prescribed' by the NSW State Parliament to carry out group tenders on behalf of NSW local government. 'Prescribed' means LGP is named in the *Local Government (General) Regulation 2005* (NSW) and as such a council does not need to go to tender if that council buys from a contract already set up by LGP. Councils can therefore procure goods or services from LGP contracts for values greater than \$150,000 (inclusive of GST), without the need to tender themselves.

Five submissions for the quotation were received with only two of the five respondents evaluated as conforming quotations. Only Westrac met the minimum tender specification requirements to supply two rollers in a 6 cylinder powered machine. Atlas Copco was the only other company to meet the specification for the supply of one machine only.

Community Strategic Plan Links

Focus Area 6 Transport and Infrastructure - Long term Goal 6.1 Roads, Drainage and other Infrastructure Asset Classes.

Budget Implications

Westrac is recommended as best value to Council with a cost of \$154,735.00 exclusive of GST for plant 365 and \$167,832.00 exclusive of GST for plant 366.

Report

Council uses prescribed entities under the *Local Government Act 1993* for the purchase of heavy plant and machinery to streamline the procurement process for more efficient purchases.

Quotations were received from the following companies:

Quotation company	Quoted Amount (\$) Inclusive GST	Assessed Quoted Amount (\$)	Total Score Assessment (out of 50)	Recommended Tender Amount Inclusive GST
Westrac Pty Ltd	\$170,208.50 (Plant 365) \$184,615.20 (Plant 366)	\$170,208.50 (Plant 365) \$184,615.20 (Plant 366)	50	\$170,208.50 (Plant 365) \$184,615.20 (Plant 366)
Conplant Pty Ltd	\$164,660.00 (Plant 365) \$176,660.00 (Plant 366)	\$164,660.00 (Plant 365) \$176,660.00 (Plant 366)	N/A	Non - Conforming
Atlas – Copco Pty Ltd	\$141,028.00 (Plant 365) \$163,515.00 (Plant 366)	\$141,028.00 (Plant 365) \$163,515.00 (Plant 366)	33	Non – Conforming for plant 365
Tutt Bryant Pty Ltd	\$171,600.00 (Plant 365) \$219,835.00 (Plant 366)	\$171,600.00 (Plant 365) \$219,835.00 (Plant 366)	N/A	Non - Conforming
GCM Agencies Pty Ltd	\$135,000.00 (Plant 365) \$152,350.00 (Plant 366)	\$135,000.00 (Plant 365) \$152,350.00 (Plant 366)	N/A	Non - Conforming

Council's Manager Infrastructure Services, Plant Superintendent and Coordinator Purchasing and Stores have been involved in the development of specifications and assessment criteria.

Richmond Valley Council references the Office of Local Government Tendering Guidelines for NSW Local Government.

3.16. Report to Council of Tender Evaluation

While there is no statutory requirement that contracts that are not otherwise captured by the tendering requirements of section 55 of the Act be reported to Council, it is considered to be good practice for such contracts to be reported to Council as part of the quarterly budget review process prescribed under clause 203 of the Local Government (General) Regulation 2005. It is also expected that Councils will develop procurement procedures for contracts that are not otherwise captured under section 55 of the Act. This is monitored by the Division of Local Government as part of its Promoting Better Practice Review Program.

Quotation Analysis

The quotations are ranked in order and the heavy plant for replacement are awarded to the company that provided a quotation with the best advantage and price for the specific supply in line with the specification requirements.

Quotations were evaluated by the evaluation panel on the following 40:60 method with price being 40% and the non-priced criteria being 60%.

1. Pre-Evaluation Actions

Council decided to call for quotations through Local Government Procurement's Vendor Panel.

An evaluation plan was prepared and endorsed by the evaluation committee prior to close of quotations.

2. Initial Evaluation

All quotations were received prior to the nominated closing date and time.

Non-Conforming Quotation

All quotations other than Westrac and Atlas Copco (One Roller Only) that were submitted were assessed as non-conforming quotations as per specifications. The specification was for a six cylinder engine to be supplied.

3. Evaluation of Non-Price Criteria

The information submitted by the quotation responders was evaluated against the specified non-price criteria, in accordance with the evaluation plan.

The non-price criteria for evaluation are as follows:

- Operational Capabilities
- Mechanical assessment and Service Back up
- Work Health & Safety
- Environmental (Co2) Output/Service intervals.

The scores were weighted against each criterion and totalled as shown in the table below.

Tenderer	Total weighted score out of 10	Rank
Westrac Pty Ltd	10	1
Conplant Pty Ltd	Non - Conforming	N/A
Atlas – Copco Pty Ltd	4.8	2
Tutt Bryant Pty Ltd	Non - Conforming	N/A
GCM Agencies Pty Ltd	Non - Conforming	N/A

4. Selection of the Most Advantageous Quotation

Total weighted scores were obtained for each of the five quotationers by adding the total non-price score and price scores to multiply against each weighting.

The quote with the highest total score from the conforming quotes was Westrac Pty Ltd and is identified as the most advantageous at this time.

Consultation

Consultation was undertaken throughout the quotation process between the operator and Plant Superintendent for the suitability of the proposed plant.

Conclusion

It is recommended that Council accept the quotation from Westrac Pty Ltd for plant 365 at \$154,735.00 exclusive of GST and the quotation for plant 366 at \$167,832.00 exclusive of GST, which represent best value for Council.

14.11 TENDER RVC320.16 - CLEANING OF COUNCIL'S OFFICES AND BUILDINGS

Responsible Officer:

Ryan Gaiter (Manager Finance and Procurement)

RECOMMENDATION

Recommended that:

1. Council accept the tender from Advanced National Services Pty Ltd which represents best value for Council at \$131,012.00 (exclusive of GST) per annum for a three year period for the cleaning of Council's offices and buildings.
2. An option of a further two years, one year plus one year, be awarded on satisfactory performance and the yearly amount to be increased as per the Consumer Price Index (CPI).
3. The Common Seal of Council be affixed to any documentation where required.

190416/ 16 RESOLVED (Cr Hayes/Cr Mustow)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

Executive Summary

Richmond Valley Council called for tenders from appropriately qualified and experienced contractors for the commercial cleaning services for its Council Offices and Buildings. The provision of cleaning services is for a period of three years with an option to extend for up to two years at one year intervals, or part thereof, subject to satisfactory performance. The total term of the contract shall not exceed five years.

Council maintains a substantial number of diverse buildings that are required to be cleaned to Council's satisfaction. The range of buildings currently includes:

- Offices and Administration buildings
- Libraries
- Community centres
- Works Depots
- Indoor Sports Complex

Two submissions for the tender were received with both respondents evaluated as conforming tenders. All respondents met the minimum tender specification requirements.

Community Strategic Plan Links

Focus Area 7 Governance and Process - Long term Goal 7.1 Generate Revenue to Fund the Operations of Council (Strategy 7.1.1 Ensure Council's activities and business units operate in a financially sustainable way).

Budget Implications

Advanced National Services Pty Ltd is recommended as best value to Council with a cost of \$131,012.00 (exclusive of GST) per annum for the initial three year period.

Report

Council uses suitably qualified contractors for the provision of its cleaning requirements. The current contract with Cleaning Neways expired in 2006 and Council's cleaning needs have changed, so it was timely to prepare a new tender specification and test the market.

Tenders were called and closed on 11 March 2016. A compulsory pre-tender meeting followed by site visits to all Council sites was conducted for prospective tenderers on 29 February 2016.

Tenders were received from the following companies:

Tendering company	Tender Amount (\$) Inclusive GST	Assessed Quoted Amount (\$)	Total Score Assessment (out of 50)	Recommended Tender Amount Inclusive GST
Advanced National Services Pty Ltd	\$144,113.21	\$144,113.21	38	\$144,113.21
Cleaning Neways Casino	\$183,304.00	\$183,304.00	34	

Council's Manager Finance and Procurement, Coordinator Revenue and Customer Service and Coordinator Purchasing and Stores have been involved in the development of specifications and assessment criteria. The assessment criteria included a requirement for each prospective tenderer to show benefit to the local economy.

Tender Analysis

The tenders are ranked in order and the works are awarded to the successful tenderer that is the most advantageous for Council.

Tenders were evaluated by the evaluation panel on the following 65:35 method with price being 65% and the non-priced criteria being 35%.

Advance National Services Pty Ltd's response to the criteria to show benefit to the local economy is to promote social inclusion by endeavouring to employ cleaning staff locally to support local economic development where possible. In addition to offering local employment, where possible, all products and additional services used in Advance National Services' execution of its cleaning duties should be purchased through appropriate local outlets.

Evaluation

The evaluation was conducted in accordance with the Local Government Tendering Guidelines, Regional Procurement® Tendering Code of Conduct and Tendering Evaluation Principles and Process. Confidentiality and probity were maintained throughout the process.

1. Pre-Evaluation Actions

Council decided to call for tenders for the provision of cleaning services.

An evaluation plan was prepared and endorsed by the evaluation committee prior to close of tenders.

2. Initial Evaluation

All tenders were received prior to the nominated closing date and time.

All respondents submitted conforming tenders as per specifications.

3. Evaluation of Non-Price Criteria

The information submitted by the contractors was evaluated against the specified non-price criteria, in accordance with the evaluation plan.

The non-price criteria for evaluation are as follows:

- Proven experience in similar works
- Methodology and program of works
- Referees and references
- Satisfaction of insurance requirements.

The scores were weighted against each criterion and totalled as shown in the table below.

Tenderer	Total weighted score	Rank
Advanced National Services Pty Ltd	8.9	1
Cleaning Neways Casino	3.60	2

Note: Due to the price scoring methodology the lowest submitted price receives maximum points to be awarded and the highest the minimum points.

4. Selection of the Most Advantageous Tender

Total weighted scores were obtained for both the tenderers by adding the total non-price score and price scores to multiply against each weighting.

The tender with the highest total score from the responses was Advanced National Services Pty Ltd and is identified as the most advantageous at this time.

Contract Duration

This contract will run for three years from 1 July 2016 to 30 June 2019 (36 months). A two year option may be taken up based on satisfactory performance by the successful tenderer which will take this contract to 30 June 2021.

Probity

The tender has been conducted in accordance with Clause 166(a) of the *Local Government (General) Regulation 2005*.

Conflict of interest declarations were signed by all participating evaluation panel members.

All tenderer insurance records were checked against tender requirements and potential non-conformities were noted in the evaluation matrix for the consideration of the panel.

Consultation

Consultation was required throughout the tender process between the staff from the various locations and the evaluation panel for the suitability of the proposed cleaning contract.

Conclusion

Council has tendered for the cleaning of Council offices and buildings. Following the evaluation process the tender from Advanced National Services Pty Ltd is seen as the most advantageous for Council.

14.12 TENDER RVC/KC 322.16 - BITUMEN SURFACING**Responsible Officer:**

Ryan Gaiter (Manager Finance and Procurement)

RECOMMENDATION

Recommended that:

1. All three tenderers:

- Boral Asphalt
- NSW Spray Seal Pty Ltd
- SRS Roads Pty Ltd

be appointed to a panel to provide for the supply of bitumen surfacing at their tendered unit rates.

2. The tenderers be awarded those works in order, representing the best value for money, based on the tendered schedule of rates for a period from 1 July 2016 until 30 June 2017.

3. The Common Seal of Council be affixed to any documentation, where required.

190416/ 17 RESOLVED (Cr Hayes/Cr Mustow)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

Executive Summary

Richmond Valley Council in conjunction with Kyogle Council called for Tender RVC/KC 322.16 – Bitumen Surfacing. The tender was advertised for the supply and application of bitumen surfacing, and associated services throughout both Richmond Valley Council and Kyogle Council Local Government Areas. The tender is to provide a panel of suppliers with tendered scheduled rates for Council to access, for works from 1 July 2016 until 30 June 2017.

Three tenders in total were received from the following entities:

- Boral Asphalt
- NSW Spray Seal Pty Ltd
- SRS Roads Pty Ltd

Community Strategic Plan Links

Focus Area 6 Transport and Infrastructure - Long term Goal 6.1 Roads, Drainage and other Infrastructure Asset Classes (Strategies 6.1.1 and 6.1.2).

Budget Implications

Bitumen surfacing works are a combination of Council funded works on rural and urban roads, and Roads and Maritime Services funded works on regional and state roads. The resealing of roads is normally funded through Council's reseals budget. The Roads and Maritime Services works are funded through Roads and Maritime Services work orders to Council.

Report

Richmond Valley Council in conjunction with Kyogle Council called for Tender RVC/KC 322.16 – Bitumen Surfacing. The opportunity was available to the other four NOROC Councils but not taken up.

Council's Manager Infrastructure Services, State Roads and Contract Services Controller, and Coordinator Purchasing and Stores and Kyogle Council's Infrastructure Works Engineer have been involved in the development of specifications and assessment criteria.

Richmond Valley Council's Purchasing Policy references the *Local Government Act* Section 55 which requires that Council tenders any contract with an estimated expenditure of more than \$150,000.

Contract Duration

This contract will run for 12 months from 1 July 2016 to 30 June 2017.

Probity

The tender has been conducted in accordance with Clause 166(a) of the *Local Government (General) Regulation 2005*.

All tenderer insurance records were checked against tender requirements and potential non-conformities were noted in the evaluation matrix for the consideration of the panel.

The evaluation was conducted in accordance with the Local Government Tendering Guidelines. Confidentiality and probity were maintained throughout the process.

Tender Analysis

The tenderers are not ranked because the works will be offered to the tenderer with the best schedule of rates for the specific works required.

The tenderers were required to submit a schedule of rates for 56 different components of bitumen surfacing works, with various traffic control, seal design works, various volumes of bitumen with varying bitumen products, load, haul and spread aggregates and site establishment costs.

Tenders were evaluated by the tender evaluation panel based on the following criteria:

- Schedule of Prices/Work Gang Size
- Conformity to Specifications, including WHS, Quality Assurance and Environmental Schedules
- Referees
- Compliance with Richmond Valley Council's Specifications

The evaluation panel evaluated all tenderers as complying with the tendering requirements.

Consultation

Consultation took place between Richmond Valley Council and Kyogle Council throughout the tender process.

Conclusion

It is recommended that all three tenderers being Boral Asphalt, NSW Spray Seal Pty Ltd and SRS Roads Pty Ltd be appointed to a panel and to provide for the supply of bitumen surfacing at their tendered unit rates. It is also recommended that the tenderers be awarded those works in order, representing the best value for money to Council, based on the tendered schedule of rates for a period from 1 July 2016 until 30 June 2017.

14.13 TENDER RVC/KC 323.16 - PAVEMENT STABILISATION**Responsible Officer:**

Ryan Gaiter (Manager Finance and Procurement)

RECOMMENDATION

Recommended that:

1. All five tenderers:
 - Downer EDI Works Pty Ltd
 - Stabilised Pavements of Australia Pty Ltd
 - Sat Civil Constructions Pty Ltd

- Stabilcorp Pty Ltd
- Ellis Stabilising Pty Ltd

be appointed to a panel to provide pavement stabilisation works at their tendered unit rates.

2. The tenderers be awarded those works in order, representing best value for money to Council, based on the tendered schedule of rates for a period from 1 July 2016 until 30 June 2017.
3. The Common Seal of Council be affixed to any documentation, where required.

190416/ 18 RESOLVED (Cr Hayes/Cr Mustow)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

Executive Summary

Richmond Valley Council in conjunction with Kyogle Council called for Tender RVC/KC323.16 – Pavement Stabilisation. The tender was advertised for the supply of Pavement Stabilisation services, and associated services throughout both Richmond Valley Council and Kyogle Council Local Government Areas. The tender is to provide a panel of suppliers with tendered scheduled rates for Council to access, for works from 1 July 2016 until 30 June 2017.

Five tenders in total were received from the following entities:

- Downer EDI Works Pty Ltd
- Stabilised Pavements of Australia Pty Ltd
- Sat Civil Constructions Pty Ltd
- Stabilcorp Pty Ltd
- Ellis Stabilising Pty Ltd

Community Strategic Plan Links

Focus Area 6 Transport and Infrastructure - Long term Goal 6.1 Roads, Drainage and other Infrastructure Asset Classes (Strategies 6.1.1 and 6.1.2).

Budget Implications

Pavement Stabilisation works are a combination of Council funded works on rural and urban roads, and Roads and Maritime Services funded works on regional and state roads. The stabilisation of roads is usually associated with the rehabilitation of damaged roads. This is normally funded through Council's capital works and maintenance budget or through Roads and Maritime Services works orders to Council.

Report

Richmond Valley Council in conjunction with Kyogle Council called for Tender RVC/KC323.16 – Pavement Stabilisation. The opportunity was available to the other four NOROC Councils but not taken up.

Council uses contractors to undertake pavement stabilisation and associated services throughout the Council area. These services include the supply of various bulk additives and mixing to a designated depth using pavement stabilisers.

Council's Manager Infrastructure Services, State Roads and Contract Services Controller, and Coordinator Purchasing and Stores and Kyogle Council's Infrastructure Works Engineer have been involved in the development of specifications and assessment criteria.

Richmond Valley Council's Purchasing Policy references the *Local Government Act* Section 55 which requires that Council tenders any contract with an estimated expenditure of more than \$150,000.

Contract Duration

This contract will run for 12 months from 1 July 2016 to 30 June 2017.

Probity

The tender has been conducted in accordance with Clause 166(a) of the *Local Government (General) Regulation 2005*.

All tenderer insurance records were checked against tender requirements and potential non-conformities were noted in the evaluation matrix for the consideration of the panel.

The evaluation was conducted in accordance with the Local Government Tendering Guidelines. Confidentiality and probity were maintained throughout the process.

Tender Analysis

The tenderers are not ranked because the works will be offered to the tenderer with the best schedule of rates for the specific works required.

The tenderers were required to submit a schedule of rates for 255 different components of stabilisation works, covering various stabilising mixes, at varying depths of stabilisation, using both conventional and heavy stabilisation machinery and site establishment costs.

Tenders were evaluated by the tender evaluation panel based on the following criteria:

- Schedule of Prices/Work Gang Size
- Conformity to Specifications, including WHS, Quality Assurance and Environmental Schedules

- Referees
- Compliance with Richmond Valley Council's Specifications

The evaluation panel evaluated all tenderers as complying with the tendering requirements.

Consultation

Consultation took place between Richmond Valley Council and Kyogle Council throughout the tender process.

Conclusion

It is recommended that all five tenderers being Downer EDI Works Pty Ltd, Stabilised Pavements of Australia Pty Ltd, Sat Civil Constructions Pty Ltd, Stabilcorp Pty Ltd and Ellis Stabilising Pty Ltd be appointed to a panel to provide for the supply of pavement stabilisation at their tendered unit rates. It is also recommended that the tenderers be awarded those works in order, representing the best value for money to Council, based on the tendered schedule of rates for a period from 1 July 2016 until 30 June 2017.

14.14 TENDER RVC/KC 324.16 - SUPPLY AND LAY ASPHALT

Responsible Officer:

Ryan Gaiter (Manager Finance and Procurement)

RECOMMENDATION

Recommended that:

1. Both tenderers:

- Boral Asphalt Pty Ltd
- Clark Asphalt Pty Ltd

be appointed to a panel to provide for the supply and lay of asphalt at their tendered unit rates.

2. The tenderers be awarded those works in order, representing the best value for money to Council, based on the tendered schedule of rates for a period from 1 July 2016 until 30 June 2017.

3. The Common Seal of Council be affixed to any documentation, where required.

190416/ 19 RESOLVED (Cr Hayes/Cr Mustow)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

Executive Summary

Richmond Valley Council in conjunction with Kyogle Council called for Tender RVC/KC324.16 – Supply and Lay Asphalt. The tender was advertised for the supply and lay of asphalt, and associated services throughout both Richmond Valley Council and Kyogle Council Local Government Areas. The tender is to provide a panel of suppliers with tendered scheduled rates for Council to access, for works from 1 July 2016 until 30 June 2017.

Two tenders in total were received from the following entities:

- Boral Asphalt Pty Ltd
- Clark Asphalt Pty Ltd

Community Strategic Plan Links

Focus Area 6 Transport and Infrastructure - Long term Goal 6.1 Roads, Drainage and other Infrastructure Asset Classes (Strategies 6.1.1 and 6.1.2).

Budget Implications

Asphalt works are usually associated with Roads and Maritime Services, safety overlaying and heavy patching of roads. These works are normally funded through Roads and Maritime Services ordered works. Council does undertake some limited asphalt works.

Report

Richmond Valley Council in conjunction with Kyogle Council called for Tender RVC/KC324.16 – Supply and Lay Asphalt. The opportunity was available to the other four NOROC Councils but not taken up.

Council uses contractors to undertake the supply and laying of asphalt and associated services throughout the Council area. These services include the supply of asphalt and mixing to a designated depth using pavement stabilisers.

Council's Manager Infrastructure Services, State Roads and Contract Services Controller, and Coordinator Purchasing and Stores and Kyogle Council's Infrastructure Works Engineer have been involved in the development of specifications and assessment criteria.

Richmond Valley Council's Purchasing Policy references the *Local Government Act* Section 55 which requires that Council tenders any contract with an estimated expenditure of more than \$150,000.

Contract Duration

This contract will run for 12 months from 1 July 2016 to 30 June 2017.

Probity

The tender has been conducted in accordance with Clause 166(a) of the *Local Government (General) Regulation 2005*.

All tenderer insurance records were checked against tender requirements and potential non-conformities were noted in the evaluation matrix for the consideration of the panel.

The evaluation was conducted in accordance with the Local Government Tendering Guidelines. Confidentiality and probity were maintained throughout the process.

Tender Analysis

The tenderers are not ranked because the works will be offered to the tenderer with the best schedule of rates for the specific works required.

The tenderers were required to submit a schedule of rates for 39 different components of asphaltting works, with various traffic control, various tonnages of asphalt supply and laying, various cold milling areas, haulage distances and site establishment costs.

Tenders were evaluated by the tender evaluation panel based on the following criteria:

- Schedule of Prices/Work Gang Size
- Conformity to Specifications, including WHS, Quality Assurance and Environmental Schedules
- Referees
- Compliance with Richmond Valley Council's Specifications

The evaluation panel evaluated all tenderers as complying with the tendering requirements.

Consultation

Consultation took place between Richmond Valley Council and Kyogle Council throughout the tender process.

Conclusion

It is recommended that both tenderers being Boral Asphalt Pty Ltd and Clark Asphalt Pty Ltd be appointed to a panel to provide for the supply and lay of asphalt at their tendered unit rates. It is also recommended that the tenderers be awarded those works in order, representing the best value for money to Council, based on the tendered schedule of rates for a period from 1 July 2016 until 30 June 2017.

15 MATTERS FOR INFORMATION

RECOMMENDATION

Recommended that the following reports submitted for information be received and noted.

Cr Mustow commented in relation to Item 15.3 stating that he attended The Mikado performance with some other Councillors and that it had been well supported by the community with a great deal of positive feedback being received.

The General Manager acknowledged the efforts of Hayley Hancock (Events Officer) and her personal commitment which had assisted in making the performance a success.

Cr Humphrys also made comment on The Mikado performance noting the importance of thanking the Casino RSM Club for its contribution to the success of the performance but also believed it was imperative for Council to continue to support performances and ensure that they were held at the Civic Hall.

The General Manager advised that Hayley Hancock had commenced a project on the Civic Hall which would document its current state and identify the opportunities for its future upgrade and use.

Cr Mustow commented in relation to Item 15.6 and the allegations made by Dr Gates in his address to Council on the Outback Camps Australia development application and requested that a response be provided to Councillors on the issues raised and the processes involved in the approval of this development application.

The General Manager agreed that it was important to investigate the issues raised and that where necessary the record be corrected.

Cr Simpson sought an explanation in relation to Item 15.4 and the grant application for Woodburn-Coraki Road which stated that the application had been shortlisted for approval.

The General Manager advised that he understood it was a two stage process involving an expression of interest and through that process Council's application had been shortlisted and staff were now in the process of developing a more detailed application with the aim of securing the funding.

Cr Simpson enquired in relation to Item 15.5 regarding waste services at Bora Ridge and the inflexibility associated with the use of the \$200,000 grant and enquired whether the letter had been sent to Mr Gulaptis.

The General Manager advised that he was waiting until after the Council meeting and that the letter would be sent within the next couple of days following which he would advise the Councillors.

190416/ 20 RESOLVED (Cr Morrissey/Cr Mustow)

That the following reports submitted for information be received and noted. Further, that a letter of congratulations be provided to Hayley Hancock (Events Officer) thanking her for her efforts in making The Mikado performance a success.

FOR VOTE - All Council members voted unanimously.

15.1 REVIEW OF COMMUNITY STRATEGIC PLAN**Responsible Officer:**

Deborah McLean (Manager Governance and Risk)

Report

At the June 2013 Ordinary Meeting Council adopted the Richmond Valley Towards 2025 Community Strategic Plan. In accordance with the Local Government Act the Community Strategic Plan must be reviewed every four years with each newly elected Council completing the review by 30 June in the year following the local government elections. The planning period must be rolled forward by at least four years so that it is always a 10 year minimum plan.

A report on the progress on implementation of the Community Strategic Plan must be presented at the final meeting of an outgoing council.

In accordance with legislative requirements and the Office of Local Government Integrated Planning and Reporting Guidelines the review of the Community Strategic Plan must include the following:

- A report from the outgoing council on the implementation and effectiveness of the Community Strategic Plan in achieving its social, environmental, economic and civic leadership objectives over the past four years.
- A review of the information that informed the original Community Strategic Plan
- A Community Engagement Strategy, as prescribed by the Local Government Act and identifying relevant stakeholder groups within the community and outlining the methods that will be used to engage each group.

Report from the outgoing Council

In accordance with the Office of Local Government Planning and Reporting Guidelines the review process should commence no later than 6-12 months before the local government election. The role of the outgoing council is to oversee the review of progress in implementing the Community Strategic Plan. The report is presented to the final meeting of the outgoing council, and is published in the Annual Report.

Preparation work for the outgoing council report on implementation and effectiveness of the Richmond Valley Council Towards 2025 Community Strategic Plan has commenced.

Review of the Towards 2025 Community Strategic Plan

In order to meet the suggested timeframes for developing the suite of plans and mapping out Council's approach to the planning process, preliminary consultation with target groups and community satisfaction surveys need to be conducted to inform the information base for the Plan.

Engagement activities have been planned to commence in May 2016 to inform the outgoing council report.

Community Engagement Strategy

Council adopted the 2015 Community Engagement Strategy at the May 2015 Ordinary Meeting. The strategy provides the framework to guide Council's engagement with the community and relevant stakeholder groups and outlines the methods of engagement to be used in engaging with the community during the planning process.

An update of the Community Engagement Strategy will be completed in May 2016.

Community Strategic Plan Review proposed timeline

The following table highlights the key activities in the review of the Richmond Valley Council Towards 2025 Community Strategic Plan:

DATE	ACTION
May 2016	Update the Community Engagement Strategy
May 2016	Community survey and letter – conducted by Richmond Valley Council staff
May 2016	Adoption of Community Engagement Strategy
May 2016	Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis – staff workshops
July 2016	Community telephone survey with research consulting – follow on from survey used to inform the current Community Strategic Plan
Aug 2016	Outgoing Council report to August Ordinary meeting of Council
Sept 2016	NSW Local Government Elections
Sept-Dec 2016	Begin drafting Delivery Program - Management
Oct-Dec 2016	Community Strategic Plan outline and Key Performance Indicator (KPI) setting – Councillor workshop
Feb-Apr 2017	Draft Community Strategic Plan, Resourcing Strategy, Delivery Program and Operational Plan prepared
Mar-Apr 2017	Public consultation on draft Community Strategic Plan
May 2017	Draft Community Strategic Plan and Resourcing Strategy to April Ordinary meeting of Council

DATE	ACTION
May-June 2017	Public exhibition of draft plans
June 2017	Adoption of plans

Community Strategic Plan Links

Focus Area 7 Governance and Process – Long term Goal 7.5 Sound Governance and Legislative Practices (Strategy 7.5.5 Corporate Governance).

Budget Implications

The review and preparation of the Community Strategic Plan will be completed by Council officers with some funding to support the review allocated in the draft 2016/17 budget.

Consultation

Relevant stakeholder groups within the community are identified in the Community Engagement Strategy which outlines methods that will be used to engage each group. A draft Community Strategic Plan will be placed on public exhibition for a period of at least 28 days and comments from the community considered prior to the endorsement of the final new Community Strategic Plan. The action plan below highlights the timeframe for Community Engagement.

DATE	ACTION	PURPOSE
May 2016	Community survey and letter – conducted by Council staff	<ul style="list-style-type: none"> - Inform community of upcoming review and new Community Strategic Plan focus - Gather initial feedback and ideas
May 2016	Update of Community Engagement Strategy	<ul style="list-style-type: none"> - Ensure Community Engagement Strategy up to date
July-Aug 2016	Community telephone survey and research consulting	<ul style="list-style-type: none"> - Provide opportunity to community for in depth feedback and suggestions - Inform review of current Community Strategic Plan - Inform drafting of new Community Strategic Plan - Ensure consistency with 2013 telephone surveying and research
Mar-Apr 2017	Public consultation on draft Community Strategic Plan	<ul style="list-style-type: none"> - Reflect community feedback - Opportunity to communicate positive new messages and updated Council direction
May-June 2017	Public exhibition of draft plans	<ul style="list-style-type: none"> - Final opportunity for community feedback
June 2017	Adoption of plans	

15.2 CUSTOMER REQUEST MANAGEMENT SYSTEM - QUARTERLY UPDATE 1 JANUARY TO 31 MARCH 2016**Responsible Officer:**Vaughan Macdonald (General Manager)

Report

Council is committed to providing a high level of customer service to the Richmond Valley community. The Performance Management Office has been extracting and analysing the system data regarding Council's customer requests which are entered into the Technology One platform. This is an important function as it is Council's best gauge of its interaction with the community and whether Council's response to requests meets our service level commitments.

In accordance with Council's resolution at its 27 January 2016 Extraordinary Meeting, following consideration of the report for the 1 October 2015 to 11 January 2016 reporting period, Customer Request Management reports will be provided to Council quarterly. A copy of the 1 January to 31 March 2016 Customer Request Management System report is included below.

Key Issues

The first report tabled in January, identified the following issues regarding Council's Request Management performance:

- System access for relevant officers
- Training
- Appropriate service levels
- Work prioritisation between scheduled work and new requests
- System limitations

The performance for the new review period (January to March 2016) indicates that these issues are still relevant, as the statistics are similar to the prior period. Last period, Council were referred 1,294 request compared to 1,193 for this period. However, accurate trends are hard to establish with only two periods to compare.

Requests completed within target reduced to 55% from 58%, requests completed outside target rose to 30% from 28%, requests in progress inside target fell to 3% from 4% and requests in progress outside target grew from 10% to 12%.

Key Statistics

Requests Completed

Of the 1,193 requests entered into the Customer Request Management software during the reporting period, 1,011 have been resolved:

Completed within target	659	65%
Completed outside target	352	35%
Total	1,011	100%

The 352 requests that were completed outside the desired target level are detailed below:

No. of days past target	No. of requests	%
1-10 days	258	73%
11-20 days	52	15%
21 - 30 days	26	7%
> 30 days	16	5%
Total	352	100%

Requests in Progress

Of the 1,193 requests entered into the Customer Request Management software during the relevant period, 182 are not resolved/still in progress at 31 March 2016:

In Progress within Target	33	18%
In Progress past Target	149	82%
Total	182	100%

The 149 requests that were still in progress at 31 March 2016 and past the target level are detailed below:

No. of days past target	No. of requests	%
1-10 days	27	18%
11-20 days	22	15%
21 – 30 days	28	19%
> 30 days	72	48%
Total	149	100%

Analysis and Recommendations

The request management results this quarter have not shown any marked improvement from the last report. The key reasons for the lack of improvement are:

- Service levels have not been reviewed for over 18 months
- Referred officers are completing requests within target but are failing to update the system to reflect this
- Some requests are not being closed off correctly in the system
- Referred officers are failing to use the system to review their entire history of requests to ensure the status is accurate. Many of the requests with an in progress status are over 180 days old.

To resolve these and improve Council's customer request performance, management is undertaking:

- A full review of current service levels and an audit to see whether these are reflected in the system
- Prioritising the maintenance of the system with referred officers in team meetings
- Refresher training for referred officers in the correct closure and maintenance of the Tech One Request Management System
- A commitment to review past requests to ensure the system reflects an accurate status of closed or in progress requests.

Community Strategic Plan Links

Focus Area 7 Governance and Process - Long term Goal 7.4 Civic Leadership and Corporate Planning (Strategy 7.4.2 Council will ensure its workforce is appropriately sized and equipped to deliver the services as outlined in Council's Integrated Planning System).



Richmond Valley Council

CRM Reporting

Period: 1 January 2016 to 31 March 2016

Report Prepared: 8 April 2016



Richmond Valley Council, Corner Walker Street & Graham Place,
(Locked Bag 10) Casino NSW 2470
t: 02 6660 0300 f: 02 6660 1300 e: council@richmondvalley.nsw.gov.au
www.richmondvalley.nsw.gov.au RichmondValleyCouncil ABN 54 145 907 009

CRM Report

1. Summary of Data

During the period 1 January 2016 to 31 March 2016 ('relevant period'), **1,193 requests** were entered into the CRM software. The following table provides performance data for all workgroups. The subsequent tables show performance data for the ten (10) Primary Groups and Referred Officers that were referred the highest volume of requests during the relevant period:

Requests completed within target	659	55%
Requests completed outside target	352	30%
Requests in progress still within target	33	3%
Requests in progress outside target	149	12%
Total	1,193	100%

Workgroup	No. request referred	% of total requests	Completed outside target		In Progress outside target		Average Target days	Average completion days
			No.	% of request referred	No.	% of request referred		
Environment Regulatory Control	359	30.09%	86	23.96%	23	6.41%	5.46	6.29
Open Spaces, Cemeteries & Waste	288	24.14%	78	27.08%	62	21.53%	6.97	17.96
Water and Sewer	239	20.03%	107	44.77%	12	5.02%	3.82	7.51
Roads, Drainage and Quarries	188	15.76%	62	32.98%	20	10.64%	8.54	12.48
Asset Management	82	6.87%	15	18.29%	11	13.41%	11.18	14.08
Development Assessment	17	1.42%	2	11.76%	11	64.71%	7.53	144.66
Revenue	6	0.50%	0	0.00%	4	66.67%	6.23	78.56
Workshops	5	0.42%	1	20.00%	3	60.00%	7.13	99.93
Development and Design	3	0.25%	1	33.33%	1	33.33%	10.00	61.46
Unassigned	2	0.17%	0	0.00%	1	50.00%	0.00	0.00
Information Technology	2	0.17%	0	0.00%	2	100.00%	1.50	103.02
Asset Planning	1	0.08%	0	0.00%	1	100.00%	14.00	72.33
Governance Support	1	0.08%	0	0.00%	1	100.00%	2.51	56.93

CRM Report

Primary Group	No. request referred	% of total requests	Completed outside target		In Progress outside target		Average Target days	Average completion days
			No.	% of request referred	No.	% of request referred		
Companion Animals	229	19.20%	54	23.58%	6	2.62%	6.48	4.42
Roads	133	11.15%	37	27.82%	15	11.28%	9.64	11.70
Water	125	10.48%	53	42.40%	3	2.40%	2.58	4.57
Garbage	106	8.89%	10	9.43%	41	38.68%	6.55	32.44
Trees	88	7.38%	44	50.00%	12	13.64%	5.88	15.67
Parks and Gardens	50	4.19%	14	28.00%	7	14.00%	6.61	14.26
Council Buildings	49	4.11%	7	14.29%	6	12.24%	12.52	14.19
Sewer	48	4.02%	30	62.50%	2	4.17%	0.79	6.01
Drainage	43	3.60%	10	23.26%	11	25.58%	13.32	28.57
Environment	42	3.52%	9	21.43%	17	40.48%	3.78	40.14

Referred Officer	No. request referred	% of total requests	Completed outside target		In Progress outside target		Average Target days	Average completion days
			No.	% of request referred	No.	% of request referred		
Regulation Ranger (1)	221	18.52%	51	23.08%	1	0.45%	5.82	2.75
Operations Foreman Parks/Gardens	144	12.07%	52	36.11%	19	13.19%	7.53	14.30
Assistant Overseer Water/Sewer	121	10.14%	58	47.93%	0	0.00%	3.48	4.43
Assistant Overseer Unsealed Roads	108	9.05%	47	43.52%	16	14.81%	7.94	16.16
Regulation Ranger (2)	101	8.47%	22	21.78%	0	0.00%	5.36	2.78
Overseer Roads	75	6.29%	15	20.00%	2	2.67%	9.21	6.70
Senior Landfill Operator (1)	66	5.53%	10	15.15%	20	30.30%	6.55	22.52
Overseer Water/Sewer	55	4.61%	17	30.91%	1	1.82%	4.50	4.14
Engineering Assistant Assets	51	4.27%	9	17.65%	3	5.88%	11.58	9.42
Senior Landfill Operator (2)	29	2.43%	0	0.00%	14	48.28%	7.08	40.19

CRM Report

2. Key Issues

The previous quarterly report (Oct-Dec) tabled for Council, identified five key issues that if resolved should have seen an improvement in our Request Management Performance.

These were:

- System Access
- Training
- Service Levels
- Prioritising
- System Shortcomings

The performance for the new review period (January to March) suggests that these issues still remain, as the statistics reveal similar results to prior.

Requests completed within target reduced to 55% from 58%, requests completed outside target rose to 30% from 28%, requests in progress inside target fell to 3% from 4% and requests in progress currently outside target grew from 10% to 12%.

Investigations have revealed that the main reasons for a lack of improvement are:

- Service levels have not been reviewed for over 18 months
- Referred officers are completing requests within target but are failing to update the system to reflect this
- Some requests are not being closed off correctly in the system
- Referred officers are failing to use the system to review their entire history of requests to ensure the status is accurate. Many of the requests with an in progress status are over 180 days old.

To resolve these and ideally improve our customer request performance, Management should consider:

- A full review of current service levels and an audit to see whether these are reflected in the system
- Prioritising the maintenance of the system with referred officers in team meetings
- Refresher training for referred officers in the correct closure and maintenance of the Tech One Request Management System

3. Notable Stats

- 73% of requests completed outside target, missed by less than 10 days suggesting either unreasonable service level targets or a delay between actioning and closing a request
- 48% of unresolved requests have missed target by over 30 days. This indicates inconsistent reviewing of past requests by officers
- The Environmental and Regulatory Control workgroup have performed well due mainly to the results of the rangers who both complete requests on average well inside the target days. Companion Animal requests are the most frequent with 19.2% of all requests

CRM Report

Annexure 1 – Detailed Performance Data

1. Requests Completed

Of the 1,193 requests entered into the CRM software during the relevant period, 1,011 have been resolved:

Completed within target	659	65%
Completed outside target	352	35%
Total	1,011	100%

The 352 requests that were completed outside the desired target level:

No. of days past target	No. of requests	%
1-10 days	258	73%
11-20 days	52	15%
21 - 30 days	26	7%
> 30 days	16	5%
Total	352	100%

2. Request not resolved (In progress)

Of the 1,193 requests entered into the CRM software during the relevant period, 182 are not resolved / still in progress at 31 March 2016:

In Progress within Target	33	18%
In Progress past Target	149	82%
Total	182	100%

The 149 requests that were still in progress at 31 March 2016 and past the target level:

No. of days past target	No. of requests	%
1-10 days	27	18%
11-20 days	22	15%
21 – 30 days	28	19%
> 30 days	72	48%
Total	149	100%

15.3 THE MIKADO PERFORMANCE

Responsible Officer:

Vaughan Macdonald (General Manager)

Report

Co-Opera has appeared in Casino since at least 2003. The first three performances Richmond Valley Council acted as host only and collected ticket sales for the company. From 2006 Council paid for the performance and on one occasion had the performance co-funded by Norpa.

In a 2009 report to Council it was proposed that Richmond Valley Council host the performance free of charge to increase audience numbers and to make it accessible to all residents including those who did not have the additional funds to see a cultural arts performance. It was also suggested that Council encourage local choirs to join in the performance. It was suggested that free performances were good for community pride and bring a broad section of the community together who had an appreciation for opera and performing arts. This was agreed to and the 2009 event was held at Evans Head. Sponsorship was sought for this but proved unsuccessful. Local Choir 'One Voice Choir' has performed with Co-Opera since this time.

The Community Strategic Plan states that Richmond Valley Council is committed to ensuring regional art and cultural activities remain a strong component of Richmond Valley life and that Council will facilitate public events to promote and enhance the reputation of the Richmond Valley as a region to host events.

This year's performance, which was held on Tuesday, 29 March 2016, was booked out with additional seating added to meet the needs of the community. Comments received included "what a great opportunity for the Valley", "Thank you to Council for making this free for the community" and "I wouldn't have been able to afford to have seen a performance like this if Richmond Valley Council didn't support events like this." The response has been extremely pleasing. It may also be timely to consider having Co-Opera's next performance in a larger venue or outdoors to increase the capacity for people to witness opera in the Valley.

Attendance at Co-Opera is increasing in popularity. The 2009 performance had 228 spectators, 2014 had 277 and this year 305 people were booked to attend. Limited advertising was needed to fully book the venue and a waiting list of over 50 people was established, however the majority of these people were able to attend as cancellations occurred.

Due to the cost of the performance, the performers were billeted this year. The majority of billets were hosted by One Voice Choir members and seven people stayed at the Rappville Hotel. Eight stage crew stayed at the Casino Motor Inn at their own expense and the rest of the tour were scattered among Richmond Valley Council employees.

During their stay performers purchased fuel, accommodation, food and shopped locally.

Due to the unavailability of the Civic Hall, the Casino RSM Club was approached as a venue. This partnership included sponsorship of venue fees, chair covers and all table decorations which was a saving of \$1,200. A letter of thanks will be sent to the Casino RSM Club by the General Manager.

Feedback received highlighted the strong desire for Co-Opera performances and other cultural performances and suitable community events to be held at the Civic Hall in future and for the Co-Opera performance to occur annually rather than every two years.

Feedback from the 2014 performance in the Civic Hall was extremely positive with the lack of fans or air conditioning being the only negative comments made. Council will investigate options to address this issue to enhance the Civic Hall as a unique cultural entertainment facility for the Northern Rivers.

Community Strategic Plan Links

Focus Area 3 Community and Culture - Long term Goal 3.2 Events, Art and Culture (Strategy 3.2.1 Increase the use of public events to build social, cultural and economic capital) and Long term Goal 3.3 Community Health and Wellbeing and Social Inclusion (Strategy 3.3.1 Partner with the community to build social capacity).

Budget Implications

The 2016 Co-Opera performance was included in Council's 2015/16 budget and cost \$8,860.

15.4 GRANT APPLICATION INFORMATION - MARCH 2016

Responsible Officer:

Ryan Gaiter (Manager Finance and Procurement)

Report

This report provides information on grant applications that were unsuccessful, grant applications submitted and grants that have been approved and/or received for the month of March 2016.

Council was notified as being unsuccessful with four grant applications during the month of March 2016. Council didn't apply for any grants during this period. Five grant projects were approved, one shortlisted and another formally accepted with Council receiving funding for three grants during the reporting period totalling \$2,810,109.11.

Unsuccessful Grant Applications

Project ID	10195
Funding Body	NSW Environment Protection Authority
Funding Name	Waste Less, Recycle More Initiative - Landfill Consolidation and Environmental Improvements - Funding Round 2 Stream 1 - Landfill Consolidation
Government Level	State
Project Name	Partial Closure of Nammoona Landfill
Project Value (excl GST)	\$347,600.00
Grant Amount (excl GST)	\$200,000.00
Council/Other (excl GST)	\$147,600.00
Date Application Submitted	18 August 2015
Comment (if required)	N/A
Date Advised Unsuccessful	3 March 2016

Project ID	10202
Funding Body	State Library NSW
Funding Name	Public Library Infrastructure Grants 2015/16
Government Level	State
Project Name	Kyogle Digital Promotions
Project Value (excl GST)	\$49,842.00
Grant Amount (excl GST)	\$46,772.00
Council/Other (excl GST)	\$ 3,070.00
Date Application Submitted	30 October 2015
Comment (if required)	N/A
Date Advised Unsuccessful	24 March 2016

Project ID	10205
Funding Body	Transport for NSW
Funding Name	Fixing Country Roads Round 2 2015-16
Government Level	State
Project Name	Old Tenterfield Road
Project Value (excl GST)	\$430,000.00
Grant Amount (excl GST)	\$330,000.00
Council/Other (excl GST)	\$100,000.00
Date Application Submitted	16 December 2015
Comment (if required)	N/A
Date Advised Unsuccessful	4 March 2016

Project ID	10206
Funding Body	Transport for NSW
Funding Name	Fixing Country Roads Round 2 2015-16
Government Level	State
Project Name	Wyan Road
Project Value (excl GST)	\$480,000.00
Grant Amount (excl GST)	\$380,000.00
Council/Other (excl GST)	\$100,000.00
Date Application Submitted	16 December 2015
Comment (if required)	N/A
Date Advised Unsuccessful	4 March 2016

Grants that have been approved and/or received

Project ID	10193
Funding Body	NSW Environment Protection Authority
Funding Name	Waste Less, Recycle More Initiative - Landfill Consolidation and Environmental Improvements - Funding Round 2 Stream 1 - Landfill Consolidation
Government Level	State
Project Name	Closure of Bora Ridge Landfill
Project Value (excl GST)	\$572,300.00
Grant Amount (excl GST)	\$200,000.00
Council/Other (excl GST)	\$372,300.00
Date Application Submitted	18 August 2015
Comment (if required)	N/A
Date Approved/Received	Funding formally accepted 30 March 2016.
Total Funds Received To Date	\$0.00

Project ID	10199
Funding Body	NSW Roads and Maritime Services
Funding Name	Natural Disaster Funding
Government Level	State
Project Name	Flood Event of April-May 2015/Restoration Works
Project Value (excl GST)	\$1,606,655.00
Grant Amount (excl GST)	\$1,577,655.00
Council/Other (excl GST)	\$ 29,000.00
Date Application Submitted	17 August 2015
Comment (if required)	N/A
Date Approved/Received	\$229,000.00 received 7 March 2016
Total Funds Received To Date	\$549,000.00

Project ID	10116
Funding Body	NSW Department of Finance and Services (NSW Public Works)
Funding Name	Natural Disaster Relief and Recovery
Government Level	State
Project Name	January 2012 Flood
Project Value (excl GST)	\$2,759,322.00
Grant Amount (excl GST)	\$2,759,322.00
Council/Other (excl GST)	\$ 0.00
Date Application Submitted	24 July 2012
Comment (if required)	N/A
Date Approved/Received	\$2,564,609.11 received 16 March 2016
Total Funds Received To Date	\$2,714,471.38

Project ID	10200
Funding Body	State Library NSW
Funding Name	Public Library Infrastructure Grants 2015/16
Government Level	State
Project Name	Casino Library Re-Design
Project Value (excl GST)	\$186,870.00
Grant Amount (excl GST)	\$177,230.00
Council/Other (excl GST)	\$ 9,640.00
Date Application Submitted	30 October 2015
Comment (if required)	N/A
Date Approved/Received	Funding approved 24 March 2016
Total Funds Received To Date	\$0.00

Project ID	10201
Funding Body	State Library NSW
Funding Name	Public Library Infrastructure Grants 2015/16
Government Level	State
Project Name	RFID Implementation - RUCRL
Project Value (excl GST)	\$151,210.00
Grant Amount (excl GST)	\$108,635.00
Council/Other (excl GST)	\$ 42,575.00
Date Application Submitted	30 October 2015
Comment (if required)	N/A
Date Approved/Received	Funding approved 24 March 2016
Total Funds Received To Date	\$0.00

Project ID	10203
Funding Body	Department of Family and Community Services
Funding Name	Social Housing Community Improvement Fund 2015/2016
Government Level	State
Project Name	McCracken Park Open Space Enhancement
Project Value (excl GST)	\$40,909.09
Grant Amount (excl GST)	\$36,364.64
Council/Other (excl GST)	\$ 4,544.45
Date Application Submitted	14 December 2015
Comment (if required)	N/A
Date Approved/Received	Funding approved 24 March 2016
Total Funds Received To Date	\$0.00

Project ID	10204
Funding Body	Transport for NSW
Funding Name	Fixing Country Roads Round 2 2015-16
Government Level	State
Project Name	Woodburn-Coraki Road
Project Value (excl GST)	\$4,500,000.00
Grant Amount (excl GST)	\$3,500,000.00
Council/Other (excl GST)	\$1,000,000.00
Date Application Submitted	16 December 2015
Comment (if required)	N/A
Date Approved/Received	Application has successfully made the shortlist for approval and will be assessed in the near future.
Total Funds Received To Date	\$0.00

Project ID	N/A
Funding Body	NSW Roads and Maritime Services
Funding Name	Walking Communities – Infrastructure Projects Partnership
Government Level	State
Project Name	Woodburn St & Booyong St Intersection, Evans Head
Project Value (excl GST)	\$33,000.00
Grant Amount (excl GST)	\$16,500.00
Council/Other (excl GST)	\$16,500.00
Date Application Submitted	N/A
Comment (if required)	N/A
Date Approved/Received	\$16,500.00 received 7 March 2016
Total Funds Received To Date	\$16,500.00 (funding complete)

Project ID	N/A
Funding Body	NSW Roads and Maritime Services
Funding Name	2015/16 Australian Government Black Spot Program
Government Level	State
Project Name	MR544 Bentley Road and Holmes Road, Casino.
Project Value (excl GST)	\$156,000.00
Grant Amount (excl GST)	\$156,000.00
Council/Other (excl GST)	\$ 0.00
Date Application Submitted	N/A
Comment (if required)	N/A
Date Approved/Received	Funding approved 8 February 2016
Total Funds Received To Date	\$0.00

Project ID	N/A
Funding Body	NSW Roads and Maritime Services
Funding Name	Speed Management Engineering (Speed Zone Adjustments) 2015/16.
Government Level	State
Project Name	Speed Management Engineering – Various Roads, Fairy Hill, North Casino & Gap Road, Woodburn.
Project Value (excl GST)	\$14,492.00
Grant Amount (excl GST)	\$14,492.00
Council/Other (excl GST)	\$ 0.00
Date Application Submitted	N/A
Comment (if required)	N/A
Date Approved/Received	Funding approved 11 February 2016
Total Funds Received To Date	\$0.00

Community Strategic Plan Links

Focus Area 7 Governance and Process – Long term Goal 7.1 Generate Revenue to Fund the Operations of Council.

Budget Implications

All Council funding required regarding the grants in this report has been included in the Richmond Valley Council budget.

15.5 OPTIONS FOR WASTE SERVICES AT BORA RIDGE

Responsible Officer:

Angela Jones (Director Infrastructure and Environment)

Report

The following resolution was passed by Council at the Ordinary Meeting on the 15 March 2016:

1. Close the Bora Ridge landfill site and accept \$200,000.00 in grant funding from the NSW Environment Protection Authority (EPA) to assist in the closure of the site.
2. Note that post closure service options, including alternative sites and/or services, be provided to Council's Ordinary Meeting on 19 April 2016 for consideration prior to consultation with the current users of the Bora Ridge landfill. Further, that Council accept the \$200,000.00 grant for this purpose.

Since the Council Meeting, the Bora Ridge closure grant has been accepted and planning for the closure has commenced. However EPA's Funding Manager has advised Council cannot use the \$200,000.00 grant from the EPA for a transfer station at Bora Ridge for any other purpose including a transfer station at a more convenient location for the Coraki community. Council will write to its Local Member Chris Gulaptis MP seeking his views on this apparent inflexibility.

At the Councillor information Session on 5 April 2016, a number of post closure options in relation to future waste and resource recovery services at Bora Ridge were presented, these being:

1. Don't construct a transfer station of any sort on the existing site.
2. Construct a basic transfer station at the current service level.
3. Construct a basic transfer station at a reduced service level.
4. Don't construct a transfer station and provide an alternative service level option.

As a result of discussions, Council requested further investigation, a financial assessment and scoping of options 3 and 4 as well as the feasibility of expanding the existing transfer station at Evans Head which could include the establishment of a "tip shop".

A report outlining the findings of the investigation will be presented to Council in the near future for consideration. It should be noted that Council's current waste service levels will remain in place until the investigation of options is complete and the community has been consulted.

Community Strategic Plan Links

Focus Area 1 Natural Environment - Long Term Goal 1.3 Environmental Protection (Strategy 1.3.2 - Provide services and programs which protect and enhance our natural and built environment).

15.6 DEVELOPMENT APPLICATIONS DETERMINED UNDER THE ENVIRONMENTAL PLANNING AND ASSESSMENT ACT FOR THE PERIOD 1 MARCH 2016 TO 31 MARCH 2016

Responsible Officer:

Angela Jones (Director Infrastructure and Environment)

Report

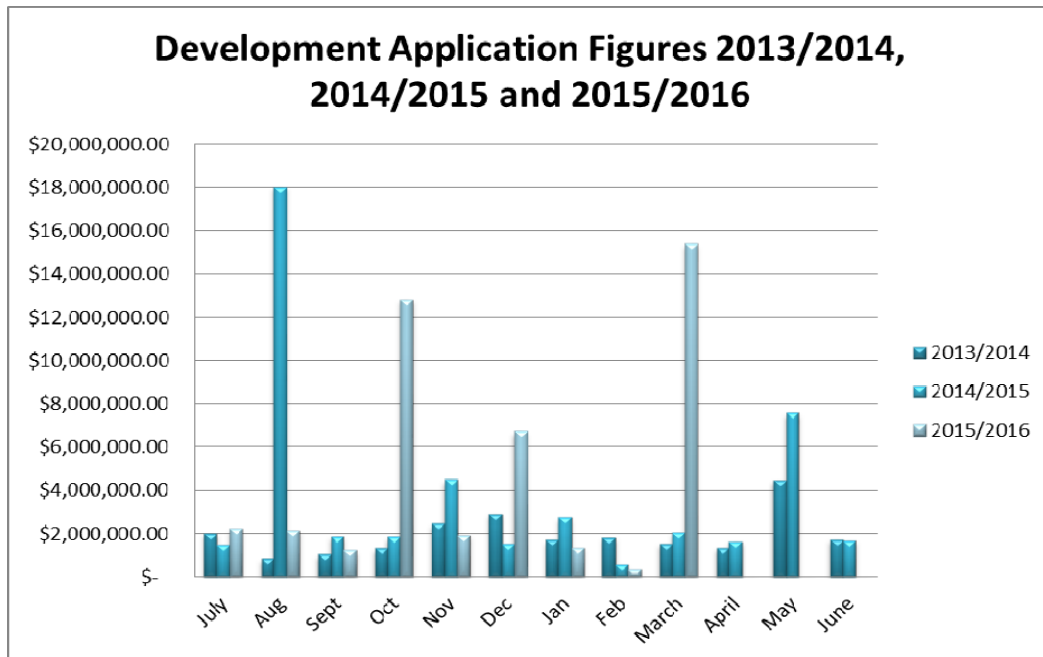
This report provides a summary of development activity on a monthly basis. All Development Applications determined in the month are outlined in this report, including Section 96 approvals, applications that are refused and withdrawn, and applications with no development value such as subdivisions.

Council receives a weekly summary of the status of applications (including all received). Council notifies all determinations of Development Applications in the local newspaper pursuant to Clause 101 of the Environmental Planning and Assessment Act 1979 (as amended) on a monthly basis.

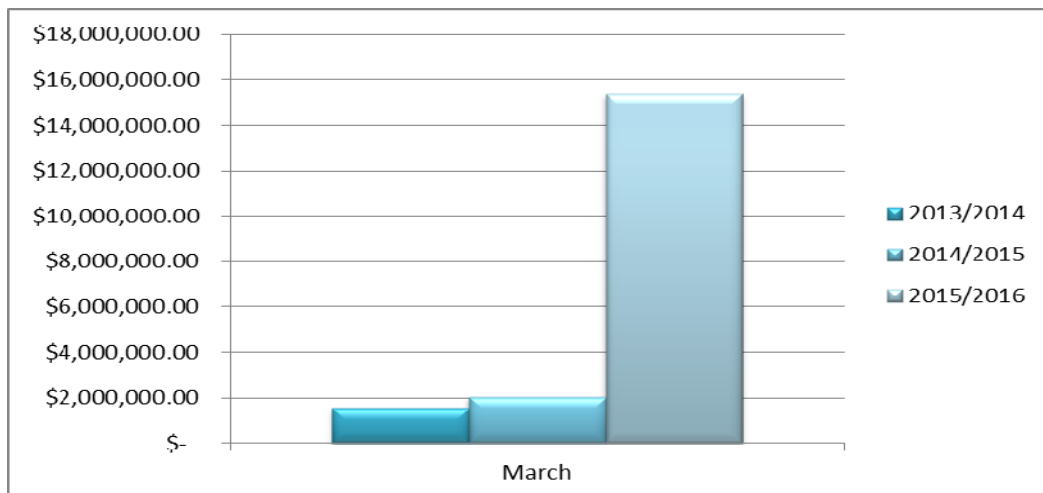
The total number of Development Applications and Complying Development Applications determined within the Local Government Area for the period 1 March 2016 to 31 March 2016 was 24, with a total value of \$15,391,070.00.

To ensure transparency, any Development Applications which council officers are aware of that are directly related to Councillors are highlighted on the Summary of Development Applications included below.

In order to provide a better understanding of the value of Development Consents issued by Council over a 12 month period, a graph is set out below detailing this information.



The following graphs provide a closer look at the value of Development Consents issued by Council for the reporting month of March.



Activity for the month of March 2016.

General Approvals (excluding Subdivisions, Section 96s)	22
Section 96	2
Subdivision	0
Refused	0
Withdrawn	0
Complying Development (Private Certifier Approved)	0
TOTAL	24

Community Strategic Plan Links

Focus Area 5 Rural and Urban Developments – Long Term Goal 5.1 (Strategy 5.1.1).

Summary of Development Applications determined under the Environmental Planning and Assessment Act for the period 1 March 2016 to 31 March 2016							
Application ID	Applicant	Owners	Location	Parcel Description	Development	Determination Date	Estimated Cost
DA2016/0022	Outback Camps Australia	Rodney Evans Pty Ltd	765 Woodburn Evans Head Road, Evans Head	Lot 4 DP 836941	Caravan Park for the purpose of temporary worker's accommodation, Carparking and Associated Works	21/03/2016	\$13,680,615.00
CDC2016/0010	RJ Hayes	Mr R J Hayes	95 Woodburn Street, Evans Head	Lot 8 Sec 10 DP 758403	Demolition	26/11/2015	\$15,000.00
DA2015/0199.02	L Knight AJ Zacharek	Ms A J Zacharek	Ellangowan Road, Ellangowan	Lot 11 DP 777053	Dwelling	30/03/2016	Standard \$96 Fee
DA2016/0128	TJ Bruggy JL Bruggy	Mr T J Bruggy Mrs J L Bruggy	16 Short Street, Casino	Lot 22 DP 807177	Shed	4/03/2016	\$19,500.00
DA2016/0129	C Lusby	Casino Pub Pty Ltd Craig Lusby Management Pty Ltd	136-138 Barker Street, Casino	Lot 23 DP 1113592	Additions and Alterations to Tattersalls Hotel	3/03/2016	\$50,000.00
DA2016/0137	Professional Planning Group	Mr R A Hampstead Ms A T Riggall	23 Ivory Circuit, Casino	Lot 4 DP 1201423	Dwelling	1/03/2016	\$250,982.00
DA2016/0138	P Moss PJ Mulherin	Mr P J Mulherin Mrs J A Mulherin	111 River Street (Pacific Hwy), Woodburn	Lot 1 DP 125575	Change of use and shop fit out for food premises	3/03/2016	\$50,000.00
DA2016/0139	Professional Planning Group	Mr J R Franey Miss R H House	13 Ivory Circuit, Casino	Lot 20 DP 1167260	Dwelling	1/03/2016	\$231,373.00
DA2016/0141	Wayne Lollback Building Co Pty Ltd	Mrs E M Butcher Mr M J Butcher	9 Dixon Place, North Casino	Lot 20 DP 1132283	New Patio Roof	17/03/2016	\$42,500.00
DA2016/0142	PE Constructions Pty Ltd	Mr B N Law	55 Brahman Way, North Casino	Lot 23 DP 1075303	New Single Dwelling	3/03/2016	\$227,000.00
DA2016/0143	P Wallace	Mr R A Oakes Ms B G Melvaine	531 Myall Creek Road, Bora Ridge	Lot 3 DP 1206322	Dwelling	30/03/2016	\$350,000.00
DA2016/0144	MP Delaney	M P Delaney	16 Wharf Street, Broadwater	Lot 17 DP 1167916	Shed Extension	1/03/2016	\$13,000.00
DA2016/0145	BA Harley	RSM Properties Pty Ltd	127 Walker Street, Casino	Lot 1 DP 1083057	Awning	10/03/2016	\$13,000.00
DA2016/0105.01	GMT McInnes RM McInnes	Mr G M T McInnes Mrs R M McInnes	54 Marigold Drive, Fairy Hill	Lot 27 DP 1083470	Section 96 Modification - Inground Fibreglass Swimming Pool and Associated Fencing	21/03/2016	Standard \$96 Fee
DA2016/0146	Townend William John	Mr P Hackett Ms R R Hemsley	63 Stapleton Avenue, Casino	Lot A DP 365931	Change of use from a dwelling house to a permanent group home	21/03/2016	\$0.00
DA2016/0147	B Carroll	Mr B T Carroll Mrs S L Carroll	Ransons Lane, Tomki	Lot 10 DP 1078577	Shed	4/03/2016	\$15,000.00
DA2016/0150	K O'Reilly H Luke	Korinderie Ridge Co-Op Ltd	The Gap Road, The Gap	Lot 72 DP 755614	Dwelling	21/03/2016	\$220,000.00

Application ID	Applicant	Owners	Location	Parcel Description	Development	Determination Date	Estimated Cost
DA2016/0151	A MacNamara	Evans Head Bowling Club Ltd	104-106 Richmond Street, Woodburn	Lot 8 Sec 14 DP 759110	Demolition of Dwelling	7/03/2016	\$10,000.00
DA2016/0152	DW Reid	Mr D W Reid	108 Pacific Highway, Broadwater	Lot 2 Sec 5 DP 2769	New Garage	22/03/2016	\$19,000.00
DA2016/0153	RH Davidson PM Davidson	R H Davidson P M Davidson	76 Hickey Street, Casino	Lot A, E & B DP 329860	Inground Fibreglass Swimming Pool	22/03/2016	\$32,900.00
DA2016/0154	TW Curran NS Curran	Mr T W Curran Mrs N S Curran	Ironbark Place, Naughtons Gap	Lot 6 DP 1176405	Farm Shed	16/03/2016	\$18,000.00
CDC2016/0019	PA Burns	Ms P A Burns	155 Duke Road, West Bungawalbin	Lot 20 DP 739475	Swimming Pool & Shade Sail	24/03/2016	\$108,000.00
DA2016/0157	BW Dendle HJ Cooke	Mr B W Dendle Ms H J Cooke	15 Te Araowa Drive, North Casino	Lot 46 DP 1039237	Shed	23/03/2016	\$16,000.00
DA2016/0158	BJ Clark MD Heath SJ Heath	Mr M D Heath Mr B J Clark Miss S J Heath	24 Heath Street, Evans Head	Lot 4 Sec 15 DP 758403	Awnings	23/03/2016	\$9,200.00

15.7 CORRESPONDENCE SUBMITTED TO APRIL 2016 ORDINARY MEETING

Council receives a range of correspondence that Councillors need to be aware of; accordingly, the following correspondence is submitted for information.

Mayor Danielle Mulholland, Kyogle Council - (ECM 1156849) - 17 March 2016 regarding the Northern Rivers Livestock Exchange, stating as follows:

"A Notice of Motion was presented and moved by Councillor Lindsay Passfield at the Monday, 14 March 2016 meeting of Kyogle Council. It read:

"That Council write to Richmond Valley Council expressing concern at the possibility of the Casino Northern Rivers Livestock Exchange (NRLX) being privatised, and support for its continued operation as a Richmond Valley Council asset".

The Notice of Motion was adopted by Council unanimously.

The major concern of Council is that the grant funding and low interest loan obtained by Richmond Valley Council to upgrade the Northern Rivers Livestock Exchange facility may be lost with Richmond Valley Council resolving to investigate privatisation of the facility. This has led to confusion and a growing fear among local farmers that a privatised operation may not be in the best long-term interests of beef producers.

Please feel free to give me a call if you would like to discuss this matter in more detail or for me to elaborate further on the resolution of Kyogle Council."

Local Government NSW - (ECM 1161069) - 23 March 2016 advising in relation to local government election dates:

"Local Government Minister Paul Toole yesterday advised Parliament that the scheduled 2016 local government elections will be split between September 2016 and March 2017 in order to accommodate the Government's merger program.

Responding in Question Time to Charlestown MP Jodie Harrison, the Minister advised as follows:

"We have made it very clear in relation to proposing council elections that if a council is a merger proposal then those council elections are scheduled for March of next year; and we have told other councils that it is business as usual and to prepare for an election in September this year ..."

The Minister's answer follows LGNSW polling of members on their election date preference. The poll, reported back to members via The Weekly on 5 February, found that more members supported all council elections being held at the same time than supported various split timing, with a very slight preference for March 2017 over September 2016."

16 QUESTIONS ON NOTICE

Nil.

17 QUESTIONS FOR NEXT MEETING (IN WRITING)

17.1 QUESTION ASKED AT THIS MEETING

The following Question for Next Meeting (in writing) was asked in accordance with Council's Code of Meeting Practice.

Cr Daniel Simpson asked:

Could the General Manager please provide an update on the progress of the State Government's \$16 million Shark Strategy for the area? Why is it that at this point Evans Head appears to have been left out? What more can be done to try and secure some of this funding and/or trials of shark barriers in our local government area?

A response to the question will be provided at the next meeting.

18 MATTERS REFERRED TO CLOSED COUNCIL

Nil.

19 RESOLUTIONS OF CLOSED COUNCIL

Nil.

The Meeting closed at 7.37 pm.

CONFIRMED - 17 May 2016

CHAIRMAN