

**Richmond**  
**Valley**  
**Council**



## **Minutes**

### **Ordinary Meeting**

**Tuesday, 21 March 2017**

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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, 21 MARCH 2017 AT 5.00 P.M.**

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**PRESENT**

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Crs Robert Mustow (Mayor), Daniel Simpson (Deputy Mayor), Sam Cornish, Robert Hayes, Sandra Humphrys, Jill Lyons and Steve Morrissey.

Vaughan Macdonald (General Manager), Simon Adcock (Chief Operating Officer), Angela Jones (Director Infrastructure and Environment), Ryan Gaiter (Chief Financial Officer/Manager Mid-Richmond) and Roslyn Townsend (Corporate Support Officer) were also in attendance.

**1 ACKNOWLEDGEMENT OF COUNTRY**

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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**

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The meeting opened with a prayer by Pastor Craig Fraser (Ariseshine Fellowship).

**3 PUBLIC ACCESS AND QUESTION TIME**

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Nil.

**4 APOLOGIES**

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No apologies were received for this meeting. However, the Mayor requested leave of absence for the next Council Meeting.

**210317/1 RESOLVED** (Cr Morrissey/Cr Humphrys)

That Cr Mustow, Mayor, be granted leave of absence for the next Council Meeting to be held on 18 April 2017.

FOR VOTE - All Council members voted unanimously.

**5 MAYORAL MINUTE**

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Nil.

**6 CONFIRMATION OF MINUTES**

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**6.1 ORDINARY MEETING MINUTES - TUESDAY, 21 FEBRUARY 2017**

A copy of the Minutes of the Ordinary Meeting, held on Tuesday, 21 February 2017, was distributed with the Business Paper.

**RECOMMENDATION**

Recommended that the Minutes of the Ordinary Meeting, held on Tuesday, 21 February 2017, be taken as read and confirmed as a true record of proceedings.

**210317/2 RESOLVED** (Cr Simpson/Cr Lyons)

That the Minutes of the Ordinary Meeting, held on Tuesday, 21 February 2017, 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**

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**7.1 CASINO DRILL HALL DRAFT MASTER PLAN CONSULTATION (ORDINARY MEETING ITEM 14.1 MINUTE 210217/6 - PAGES 9-10) AND WOODBURN RIVERSIDE PRECINCT DRAFT MASTER PLAN CONSULTATION (ORDINARY MEETING ITEM 14.2 MINUTE 210217/7 - PAGES 11-12)**

Cr Simpson enquired of the feedback in regard to the Draft Master Plans for the Woodburn Riverside Precinct and the Casino Drill Hall site.

The General Manager advised that the meeting which had been held at the CWA Rooms in Woodburn was well attended. The 20-30 people in attendance had given good feedback and ideas particularly around the building, including location of toilets and linkages from Riverside Park particularly to the south. At this stage he was aware of one submission having been received.

The meeting regarding the Casino Drill Hall site had been well attended with discussion particularly around the use of the Drill Hall itself including space for a military museum. A meeting had also been held on site with adjoining neighbours

immediately to the west. They were supportive of the Draft Master Plan however raised issues such as fencing and tree screening, which are matters that can be addressed.

Council will issue reminders of the opportunity for people to provide written submissions on the Draft Master Plans.

A summary of submissions received, together with a copy of individual submissions, will be provided to Councillors.

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## **8 DECLARATION OF INTERESTS**

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Nil.

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## **9 PETITIONS**

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Nil.

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## **10 NOTICES OF MOTION**

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Nil.

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## **11 MAYOR'S REPORT**

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### **11.1 MAYOR'S ATTENDANCES - 4 FEBRUARY TO 10 MARCH 2017**

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#### **RECOMMENDATION**

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

**210317/3 RESOLVED** (Cr Mustow/Cr Simpson)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

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#### **Report**

The Mayor attends a number of meetings/functions on behalf of Council.

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The following information has been provided by the Mayor in regard to recent attendances.

***February 2017***

- 7 - Meeting with resident
- 7 - Councillor Information Session
- 8 - Rous Information session
- 15 - Rous Ordinary meeting
- 17 - Casino Public School Leader induction ceremony
- 20 - Meeting with Deputy Premier John Barilaro
- 21 - Meeting with resident
- 22 - Bishop Ordination Lismore
- 24 - Casino Tennis Club
- 27 - Drill Hall Consultation
- 28 - Aboriginal Interagency meeting

***March 2017***

- 1 - Back to Business Event Casino
- 2 - Art Exhibition Ballina
- 3 - St Mary's Primary Leadership address
- 3 - Casino Police Station meeting
- 3 - Meeting with resident
- 6 - Woodburn Riverside Park Consultation
- 7 - Rous meeting
- 7 - Councillor Information Session
- 8 - Family History Group Annual General Meeting
- 8 - Fairy Hill Hall Senior Citizen week event
- 8 - International Women's Day Event
- 9 - Seniors Week Luncheon
- 10 - Museums North Coast Regional Meeting, Casino Drill Hall
- 10 - Whiddon Group Sensory Garden Open
- 10 - Book Launch Tweed Heads

**12 DELEGATES' REPORTS**

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**12.1 DELEGATE'S REPORT SUBMITTED TO THE MARCH 2017  
ORDINARY MEETING**

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**RECOMMENDATION**

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

**210317/4 RESOLVED** (Cr Mustow/Cr Humphrys)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

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**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.

***Rous County Council Meeting 15 February 2017***

Cr Robert Mustow and Cr Sandra Humphrys have provided the attached summary of the main items of business for Rous County Council Meeting held on 15 February 2017.





**Summary of main items of business for  
Rous County Council meeting  
15 February 2017**

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**1. Quarterly Budget Review Statement (QBRs) as at December 2016**

The result presented in the QBRs was noted and variations were authorised to the amounts from those previously estimated.

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**2. Nightcap Water Treatment Plant - Tunnel**

The contract for this project has been awarded to Bothar Boring and Tunnelling Pty Ltd for the amount of \$2,649,239.12 including GST.

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**3. Information reports**

i). Investments – December 2016 and January 2017

This report outlined all of Council's investments and borrowings for December 2016 to January 2017. As at 31 January 2017, investments totalled \$29,515,419 which is a decrease of \$1,272,200 compared to the last report figure in November 2016. This was primarily due to the distribution of member council WAP grant funds; a semi-annual loan repayment and normal creditor payments.

The weighted average return on funds invested for the month of January was 2.64% (a decrease of 4 basis points on the November 2016 result of 2.68%).

ii). Water production and usage – December 2016 and January 2017

Daily source usage during January 2017 averaged 32.555ML. This is a decrease from the December 2016 daily average of 34.136ML.

Rocky Creek Dam received 77mm of rainfall in December 2016 and 380mm in January 2017. At the time of the report Rocky Creek Dam was below full capacity at 89.25%.

iii). Delivery program: progress report July to December 2016

This report contained information about progress on achievement of the performance targets prescribed in the Integrated Planning and Reporting Delivery Program. The result for the reporting period was: 92% *Acceptable* (achieved or on track according to schedule) and 8% *Monitor* (in progress but behind schedule).

**13 MATTERS DETERMINED WITHOUT DEBATE**

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**210317/5 RESOLVED** (Cr Humphrys/Cr Morrissey)

That Items 14.1, 14.2, 14.3, 14.6 and 14.8 be determined without debate.

FOR VOTE - All Council members voted unanimously.

**14 MATTERS FOR DETERMINATION**

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**14.1 INTERNAL AUDIT COMMITTEE MEETING HELD ON TUESDAY 7 MARCH 2017**

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**RECOMMENDATION**

Recommended that the Minutes of the Internal Audit Committee Meeting held on Tuesday, 7 March 2017 be received and adopted.

**210317/6 RESOLVED** (Cr Humphrys/Cr Morrissey)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

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**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 7 March 2017 the Committee discussed the following items.

1. Actions from last Internal Audit Meeting held December 2016.
2. Internal Audit Report undertaken since the last meeting being the follow-up of Internal Audit Recommendations review.
3. Outstanding Action Items from previous report being the Customer Service Review.
4. Internal Audit Report Paper – Grant Thornton.

**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 7 March 2017, are provided below.

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**MINUTES OF THE INTERNAL AUDIT COMMITTEE MEETING HELD IN THE COUNCIL CHAMBERS, RICHMOND VALLEY COUNCIL, CNR WALKER STREET AND GRAHAM PLACE, CASINO, ON TUESDAY, 7 MARCH 2017 AT 4 PM**

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**PRESENT**

Cr Stephen Morrissey (Acting Chair), Cr Robert Hayes, Cr Sam Cornish and Cr Robert Mustow.

Jarrold Lean (Internal Auditors Grant Thornton), Vaughan Macdonald (General Manager), Simon Adcock (Chief Operating Officer), Ben Zeller (Executive Internal Audit), Ryan Gaiter (Chief Financial Officer / Manager Mid-Richmond) and Julie Clark (Personal Assistant to General Manager and Mayor) were also in attendance.

**APOLOGIES**

Cr Daniel Simpson, Cr Sandra Humphrys and Cr Jill Lyons.

**DECLARATION OF INTERESTS**

Nil

**AGENDA ITEMS****1. Actions from last Internal Audit Meeting December 2016**

- Report was presented to the meeting outlining actions from the “Closing Report to the Internal Audit Committee and Presentation of Council’s Financial Statements 30 June 2016”.

The actions referred to and the responses given were as follows:

Procedure required to highlight compliance issues (will be completed by the next internal audit meeting)

Timing of Pensioner subsidy claim (recommendation noted and claim to be finalised)

Create payroll control checklist (will be completed by the next internal audit meeting)

- A thorough review to be undertaken of signatories on bank accounts to ensure they are up to date. Undertaken, annual review conducted. This has been completed.
- Responsibility for actions in future reports be allocated at Manager level. This is now occurring.

- People Management Review outstanding item. “30 June 2016, it is recommended that Council implement a staff engagement survey”. This will be launched in March 2017.

## **2. Internal Audit Reports**

- The report for the Follow Up Review was presented by Grant Thornton. The Follow Up Review reported on RVC’s progress on implementing the recommendations of seven previous Internal Audit Reviews.

The overall result of the Follow Up review was that “Richmond Valley Council has made excellent progress in addressing the recommendations raised in the Internal Audit Reviews.”

A total of 26 ‘High’ and ‘Moderate’ recommendations were raised of which 15 have been implemented, 8 have been partially implemented and 3 have not been implemented.

Relevant managers have provided comment as to the status of the 3 recommendations yet to be implemented.

## **3. Outstanding Action Items**

- Customer Service Review 31 December 2016, a complete review of Wiki and then a periodic six monthly review to be undertaken. – 28 March 2017 a complete review will have been undertaken.

## **4. Other matters**

- Internal Audit Report Paper – The next review was scheduled to be on Emergency Preparedness. The decision was taken to postpone this review as the General Manager explained that Emergency Preparedness was in the process of being addressed on a regional basis and therefore would not be finalised in time for an appropriate review to occur.

Grant Thornton will submit a proposal for a replacement review that is similar in scale to that of the Emergency Preparedness review.

Next Internal Audit Committee meeting to be held on 6 June 2017, at 4pm

The meeting closed at 4.30 pm

**14.2 ACCESSIBILITY, LIVEABILITY AND AGED ADVISORY COMMITTEE****Responsible Officer:**Vaughan Macdonald (General Manager)

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**RECOMMENDATION**

Recommended that Council:

1. Accept nominations for the Accessibility, Liveability and Aged Advisory Committee.
2. Note the date of the first Committee meeting being Thursday, 4 May 2017.

**210317/7 RESOLVED** (Cr Humphrys/Cr Morrissey)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

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**Executive Summary**

At the 25 October 2016 Ordinary Meeting of Council, Councillors voted to merge the former Aged and Disability Advisory Committee and Transport and Infrastructure Advisory Committee into the Accessibility, Liveability and Aged Advisory Committee. This was done in order to provide a broader scope for community issues and also to promote new interest in the Committee and broaden Council's capacity for community engagement and consultation according to Council's Community Engagement Strategy. The previous two Committees had struggled to meet quorum at meetings. The General Manager was appointed as Chair to the Committee and the Mayor the Councillors' delegate.

Expressions of interest to join the committee were advertised on Council's Facebook page, in the Express Examiner, and on Council's email lists and community newsletter during February 2017. Members of the two previous committees were also notified and invited to nominate.

**Community Strategic Plan Links**

Focus Area 3 Community and Culture - Long term Goal 3.3 Community Health and Wellbeing and Social Inclusion (Strategy 3.3.1 Partner with the community to build social capacity and Strategy 3.3.2 Seek to improve services for the aged, early childhood and youth, disability, disadvantaged and multicultural sectors)

## **Budget Implications**

Advisory Committees provide feedback, specialised advice and recommendations to Council relating to their area of expertise. They may also agree to undertake projects. Where required, funds are included in project budgets.

## **Report**

Please see below for an outline of expressions of interest.

Thirteen applications have been received, all of which are eligible.

It is recommended that Councillors accept all nominations.

It is suggested that the new Committee follow the meeting structure of the former Committees, which was to have four formal meetings per year, plus additional informal meetings for any projects taken on by the group.

Once Committee members have been approved by Council, it is suggested the first meeting date be set for 10am, Thursday, 4 May 2017 at the Casino Community and Cultural Centre. In relation to this, one of the first tasks of the new Committee will be to decide on a Terms of Reference at its first meeting.

### Nominations – Accessibility, Liveability and Aged Advisory Committee

Name	Town	Representing	Why would you like to be on the Committee?	What do you feel you can contribute?	What membership of community organisations do you hold?	What involvement do you have in community issues?
Pam Bellingham	Woodburn		To represent the interests of the Woodburn area regarding accessibility and liveability, especially in the context of the forthcoming bypass.	Enthusiasm. A reasonable knowledge of the character of the Woodburn area.	Woodburn Event Team Inc. Woodburn Business & Community Chamber Inc. Woodburn Memorial Hall Committee (section 355 Committee of Council)	For many years an active member of the above organisations, all of which work in various ways for the good of the community.
Lee Clark	Alstonville	Spinal Cord Injuries Australia	I am Peer & Social Support Coordinator for Spinal Cord Injuries Australia (SCIA) and advocate for accessibility and inclusion for all who work, live and play in our communities. It is through being a member of like committees that I am able to provide support to both Council and community. I also assist other Councils across the region Tweed to Port Macquarie with accessible communities.	I have great knowledge of ongoing access and inclusion issues and how to find an answer.	Ballina Access Reference Group, Grafton Access Committee, Lismore Access Committee, Coffs Coast Access Committee, Lower Clarence Access Committee, plus many more across the region.	I have assisted in planning and providing Scooter Safe training to RVC and other Councils and would like to continue this service. I also provide Assessing Accessibility in your community basic training to Council staff and the community.
Sharla Clark-Smith	Casino	Casino Cabs	To be informed and have input into any areas of transport for our community, as I operate Casino Cabs and Hire Cars and have a large community clientele who use the taxis, and other forms of transport we offer.	Ideas and planning for public passenger transport	Nil	All transport areas.
Carol Holmes	Evans Head	Mid Richmond Neighbourhood Centre	I have been a member of the Aged and Disability Committee since its inception and would very much like to continue my association. I am very interested in all access issues within our LGA.	I have been the coordinator of MRNC's Aged and Disability Services for the past twenty years and feel that I have a lot of knowledge and experience in this role as well as the many years I have serviced on Council's Committee.	Member of the Village Players Member of Mid-Richmond neighbourhood Centre Inc Member of Community Carols Choir Volunteer for Crankfest annually	



Name	Town	Representing	Why would you like to be on the Committee?	What do you feel you can contribute?	What membership of community organisations do you hold?	What involvement do you have in community issues?
				Part of my role is also advising on home modifications for people with a disability, as well as managing a range of other support services. I am also an older woman with a passionate interest in appropriate and affordable housing issues.		
Ray Klerck	Ballina		I'm a trainer, nutrition advisor and multiple author on the subject of healthy living and exercise. Over the past 15 years I've worked for the biggest names in publishing from Men's Health to GQ, travelling the world on assignments to interview coaches, nutritionist, sports psychologists and athletes. It's my goal to impart my gained knowledge and experience to the communities I'm a part of. Living with maximised health and continued vitality is a passion of mine and I'd like to explore ways to help people realise what their bodies are capable of so they can live healthier and longer. Free exercise done in shared spaces unites a community and I'd want to help facilitate this to make sure the services available to everyone are equal and fair.	I'd like to work with various councils to catalogue the types and quantity of free exercise equipment available to each community. We can then map out any shortfalls in community exercise equipment to identify which areas need assistance. If we can raise funds to install new shared equipment I will then hold demonstrations on how to use it and create a space for a dialogue with the community on how to use it in the most efficient ways possible. The goal is to offer a free information service to all members of the public in the best practises of health and fitness based on their age and experience.	Green party member Ballina rugby club member Ballina touch rugby coach	Obesity is a crisis that's affecting our rural communities and I'd like to play my part in helping to eradicate this problem. It's something that's affecting people from all ages and is growing issue that is being left unaddressed by many councils. It makes communities progressively more insular as people are less inclined to leave the house and places a tremendous strain on local health care resources.

Name	Town	Representing	Why would you like to be on the Committee?	What do you feel you can contribute?	What membership of community organisations do you hold?	What involvement do you have in community issues?
Alex Lewers	Lismore	Social Futures	I am currently employed by Social Futures as the Transport Development Officer for the Northern Rivers. This role is involved in developing community strategies to address transport disadvantage across the region. The position is a TfNSW funded positions with issues fed directly to the regional manager.	A broad understanding of transport disadvantage, transport gaps and options across the Richmond Valley and greater Northern Rivers region.	None applicable	As the Transport Development Officer for the Northern Rivers I am frequently dealing with members of the community and transport service operators around transport and transport disadvantage. Transport is an issue that impacts all people and especially for people from lower socio-economic backgrounds. As such I have interest in issues experienced by the community at large and finding ways transport could be improved to alleviate issues.
Mark Moran	Casino		To be a voice to represent all people within the community who live with a disability. To improve their quality of everyday life by working to improve accessibility and services to meet their needs.	Experience and knowledge. I live and work with a disability (vision impairment) so understand the everyday challenges experienced by disabled people to live independently within the community.	Coordinator of Casino Vision Impaired Local Client Support Group	Interested in Council business and how Council decisions affect people in the community in creating infrastructure, employment and industry, tourism and growth to support people with a disability.
Dene Petty	Lismore	Northern Rivers Buslines	To promote and improve public transport in the Richmond Valley Council region.	Detailed knowledge of services available and the wants and needs of the transport deficient members of our region.	Lismore Sustainable Transport Reference Group Kyogle Public Transport Group	Developing and promoting public transport.
Russell Playford	Casino	Uniting Care Casino Transport Team	I feel I have something to contribute in these areas.	I have served on Council's Transport and Disability Committees in the past. I have been Chair of	Chair Uniting Care Casino Transport Team Elder of Casino Uniting Church Member of Casino Rotary	I have acquired knowledge of problems members of our community have regarding access.

Name	Town	Representing	Why would you like to be on the Committee?	What do you feel you can contribute?	What membership of community organisations do you hold?	What involvement do you have in community issues?
				Uniting Care Casino Transport Team for 15 years. I was formerly on the board of Caroonna Homes for about 20 years.		transport and health issues.
Mark Scofield	Casino		To try and improve our local environment.	Lifetime of living with a disability and the experience this brings.	COW FM 107.9 Casino Vision Impaired Support Group	Accessibility for all with a disability.
Beverley Stanton	Casino		I have lived in Casino for seven years now and have been part of the volunteers at the Library, Casino High School, the Hospital and Cultural and Community Centre and would like to continue volunteering to improve liveability in Casino.	Being a person with a disability I can offer awareness of situations others may not notice or consider. I can relate me life experiences. I am currently studying at SCU but have some spare hours to support an effort to enhance accessibility and inclusiveness in the area.	Currently no memberships. I was going to join Chamber of Commerce and Industry as a self-employed Remedial Massage Therapist until I had a car accident and can no longer massage. I have been a member of the RSM for several years on and off. I support functions held by Windara and have had them in to do some big gardening jobs for me.	I support the local markets, attend orchid and flower show, attend Beef Week celebrations. I enjoy supporting the library and the Environmental Centre. I also many of the local businesses with patronage and like to shop locally and use local tradespeople. I garden at home but am happy there is a community garden available.
Norma Thomas	Coraki		I am community minded and I feel that this committee should have representatives from the whole of the Shire area and not only Casino, as too often the areas outside Casino are forgotten.	Having been a Shire Councillor for 17 years at Richmond River Shire Council and Richmond Valley Council, 17 years at Richmond River County Council (flood mitigation) and 14 years at Rous County Council (water Supply) and understanding the working of Councils I feel I have a lot to contribute.	Life Member of Australian Local Government Women's Assoc. Life Member Far North Coast Women's Hockey Assoc. Life Member Coraki Hockey Club Treasurer of Coraki Youth and Community Hall Committee (for about past 50 years). Was member of SES Coraki unit for 40 years.	I received an OAM for services to the community of Coraki and for my work within the sport of hockey. In 1994 I was awarded the Richmond Valley Australia Day award for services to the community. As an active Councillor I have proven my interests, as I believe that if you live in a community you should be prepared to give

Name	Town	Representing	Why would you like to be on the Committee?	What do you feel you can contribute?	What membership of community organisations do you hold?	What involvement do you have in community issues?
					Am Coraki co-ordinator for HART(voluntary driving for elderly people to go to medical appointments in Lismore, Casino, Ballina and Maclean. Member Coraki Golf Club and Bowling Club	something back to it. I received a reward recently for serving as Justice of the Peace for the past 50 years and at present am the only JP available in Coraki, another service to our community. I attend public meetings in Coraki and other centres in RVC areas. I was on the Save the Campbell Hospital Committee the entire time it was in existence but we were not successful and I felt that we did not get the assistance from Council on this issue.
John Wright	Evans Head		Retired Bank Manager & Small Business consultant with a keen interest in the growth & sustainability of the Richmond Valley & in particular Evans Head.	Past corporate experience & involvement in community activities in other LGA's ( Hills Shire Council & Coolah Shire Council) Knowledge of the Richmond Valley - Born In Lismore - Raised in Woodburn - Large family ancestry's history throughout the Northern Rivers. Inaugural committee member Evans Head Business & Community Chamber Inc 2014.	Member of Evans Head Business & Community Chamber Inc Sub Committee Beef Meets Reef @ Evans Head.	Director Evans Head Business & Community Chamber Inc (Treasurer) Objectives & commitment as very sound.

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**14.3 FINANCIAL ANALYSIS REPORT - FEBRUARY 2017****Responsible Officer:**Ryan Gaiter (Chief Financial Officer/Manager Mid-Richmond)

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**RECOMMENDATION**

Recommended that Council adopt the Financial Analysis Report detailing investment performance for the month of February 2017.

**210317/8 RESOLVED** (Cr Humphrys/Cr Morrissey)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

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**Executive Summary**

The Financial Analysis Report gives an overview 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's investment balance as at 28 February 2017 is shown below:

Period	Investment Portfolio
28 February 2017	\$32,966,558.48

The rate of return on Council's investments for February 2017 was 2.59% which is above the 90 Day Bank Bill Index of 1.79%.

**Community Strategic Plan Links**

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

**Budget Implications**

As at 28 February 2017, Council had earned \$222,090.48 in interest and \$266,160.16 in fair value gains for total investment revenue of \$488,250.64 against a budget of \$878,540.00 (which equates to 55.58%).

**Report**

The Financial Analysis Report aims to disclose information regarding Council's investment portfolio in accordance with the *Local Government Act 1993* (Section 625), *Local Government (General) Regulations 2005* (Clause 212) and Council's Investment Policy.

This report includes the provision of Fair Value for all of 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 Reserve Bank of Australia left the cash rate unchanged at its February 2017 meeting therefore the cash rate in Australia remained at 1.50% per annum as at 28 February 2017.

Council's cash and term deposit investment portfolio has maturity dates ranging from same day up to 210 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 does give investment preference to financial institutions which do not support the fossil fuel industry, if the investment rate quoted is equal to or greater than the most beneficial rate quoted for that investment. Council had a term deposit portfolio of \$12,000,000.00 representing 36.40% of the total portfolio as at 28 February 2017. Council made two new term deposits for the period; one of which was with Beyond Bank which does not support the fossil fuel industry while the other was with National Australia Bank which does support the fossil fuel industry. This term deposit was chosen as it offered the highest available return after diversification principles were applied. Three term deposits matured within the period and all investments are in accordance with Council's Investment Policy.

Average interest rates available for investments decreased from January 2017 to February 2017 from 2.67% to 2.59%.

Council had \$15,000,000 in longer term investments being the Cash Facility Trusts with NSW Treasury Corporation as at 28 February 2017. The investment value as at 28 February 2017 is shown below:

<b>Period</b>	<b>Hourglass Cash Facility Trust</b>	<b>Hourglass Strategic Cash Facility Trust</b>
As at 28 February 2017	\$7,279,264.97	\$8,296,497.04

The value of Council's Investment Portfolio as at 28 February 2017 as well as our General Bank Accounts and Trust Funds is shown below:

<b>Period</b>	<b>Investment Portfolio</b>	<b>Face Value</b>	<b>General Bank Accounts</b>	<b>Trust Funds</b>
28 February 2017	\$32,966,558.48	\$32,390,796.47	\$2,727,147.40	\$120,994.55

Council staff continually look for ways to increase and improve Council's investment performance, both on a returns basis and in the way of environmentally and socially responsible investments.

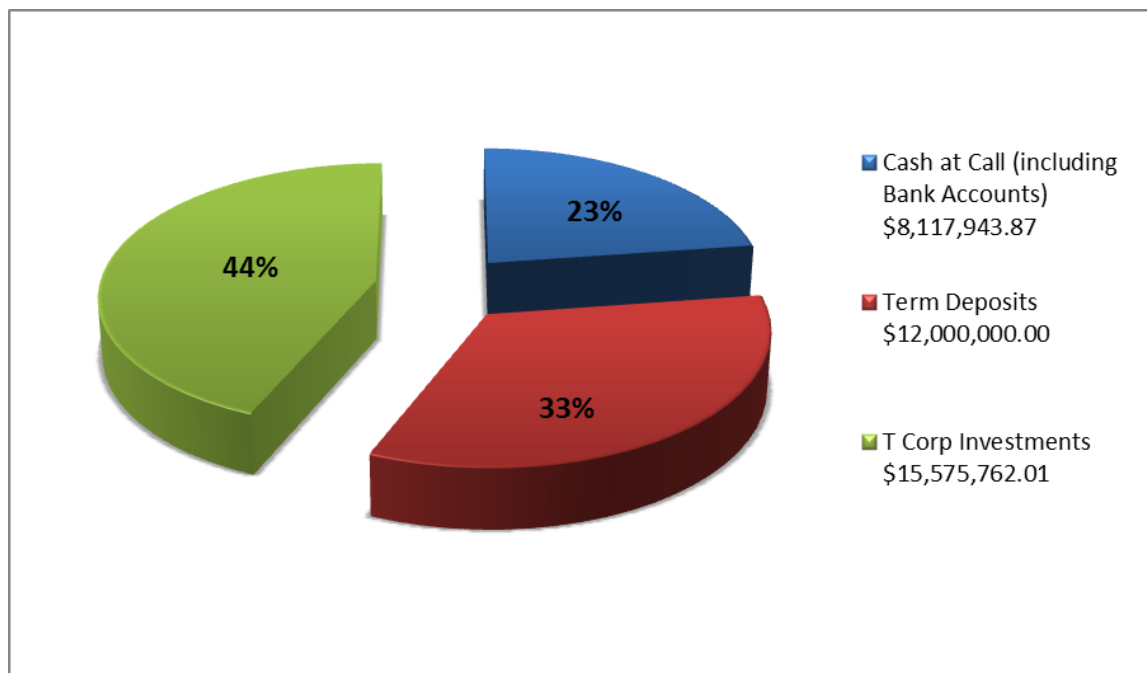
## Conclusion

Interest rates on investments have declined marginally. 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 invested with New South Wales Treasury Corporation in the Hourglass Cash Facility Trust and Hourglass Strategic Cash Facility Trust with the aim of achieving higher returns.

Further information has been included in this report below providing an in-depth breakdown of Council's performance.

The following graph shows a breakup of Council's investment portfolio as at 28 February 2017:



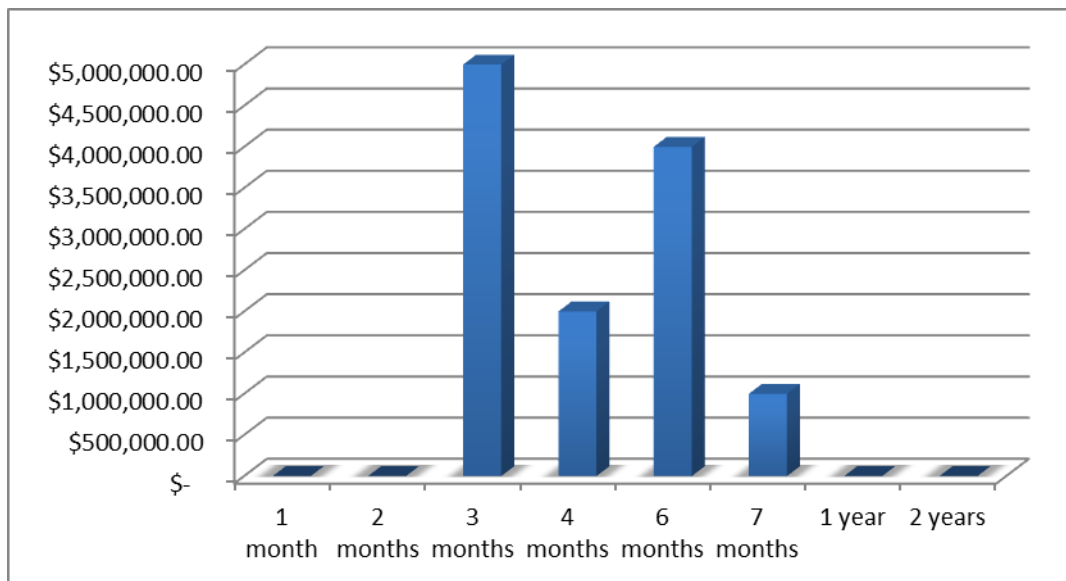
Council made two new term deposit during the month of February 2017.

Financial Institution	Investment Amounts (\$)	Maturity Date	Investment Rate per annum (%)	Days Invested
Beyond Bank	1,000,000.00	29/05/2017	2.65	91
National Australia Bank	1,000,000.00	29/05/2017	2.54	91

Total term deposit maturities during the month of February 2017 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 (\$)
Greater Bank	1,000,000.00	5/12/2016	2.75	13,636.99
National Australia Bank	1,000,000.00	5/12/2016	2.70	6,681.64
Beyond Bank	1,000,000.00	3/01/2017	2.68	6,731.51

The following graph shows the length of time of Council's term deposit maturities as at 28 February 2017.





RICHMOND VALLEY COUNCIL FINANCIAL ANALYSIS REPORT AT 28 FEBRUARY 2017													
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	0.06%	N/A	5,390,796.47	28/02/2017	16.35%	No
Total Cash at Call										5,390,796.47		16.35%	
<u>Term Deposits</u>													
Term Deposit	AMP Ltd	Term Deposit	A1+/AA-	18/08/2016	16/03/2017	Fixed for Term	Maturity	0.25%	N/A	1,000,000.00	28/02/2017	3.03%	Part
Term Deposit	Bank of QLD	Term Deposit	A2/BBB	1/09/2016	1/03/2017	Fixed for Term	Maturity	0.23%	N/A	1,000,000.00	28/02/2017	3.03%	Part
Term Deposit	Bank of QLD	Term Deposit	A2/BBB	9/11/2016	9/05/2017	Fixed for Term	Maturity	0.23%	N/A	1,000,000.00	28/02/2017	3.03%	Part
Term Deposit	Auswide Bank	Term Deposit	A2/BBB	29/11/2016	29/05/2017	Fixed for Term	Maturity	0.24%	N/A	1,000,000.00	28/02/2017	3.03%	Part
Term Deposit	Auswide Bank	Term Deposit	A2/BBB	1/12/2016	31/05/2017	Fixed for Term	Maturity	0.24%	N/A	1,000,000.00	28/02/2017	3.03%	Part
Term Deposit	Newcastle Permanent	Term Deposit	A2/BBB	5/12/2016	6/03/2017	Fixed for Term	Maturity	0.23%	N/A	1,000,000.00	28/02/2017	3.03%	Part
Term Deposit	Members Equity	Term Deposit	A2/BBB+	5/12/2016	4/04/2017	Fixed for Term	Maturity	0.23%	N/A	1,000,000.00	28/02/2017	3.03%	Part
Term Deposit	Newcastle Permanent	Term Deposit	A2/BBB	12/12/2016	13/03/2017	Fixed for Term	Maturity	0.23%	N/A	1,000,000.00	28/02/2017	3.03%	Part
Term Deposit	Beyond Bank	Term Deposit	A2/BBB+	3/01/2017	3/04/2017	Fixed for Term	Maturity	0.22%	N/A	1,000,000.00	28/02/2017	3.03%	Part
Term Deposit	Members Equity	Term Deposit	A2/BBB+	5/01/2017	5/05/2017	Fixed for Term	Maturity	0.23%	N/A	1,000,000.00	28/02/2017	3.03%	Part
Term Deposit	Beyond Bank	Term Deposit	A2/BBB+	27/02/2017	29/05/2017	Fixed for Term	Maturity	0.22%	N/A	1,000,000.00	28/02/2017	3.03%	Part
Term Deposit	National Australia Bank	Term Deposit	A1+/AA-	27/02/2017	29/05/2017	Fixed for Term	Maturity	0.21%	N/A	1,000,000.00	28/02/2017	3.03%	Part
Total Term Deposits										12,000,000.00		36.40%	
<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	0.20%	7,000,000.00	7,279,264.97	28/02/2017	22.08%	
Strategic Cash Facility Trust	NSW Treasury Corporation	Trust	Various	N/A			Monthly	0.23%	8,000,000.00	8,296,497.04	28/02/2017	25.17%	
Total Fixed Interest Securities										15,000,000.00		15,575,762.01	47.25%
Total Investment Portfolio at Face Value									32,390,796.47				
Total Investment Portfolio at Fair Value										32,966,558.48			
Overall Average Interest Rate for month - Portfolio									0.22%				
Total Bank Account Portfolio										2,848,141.95			
Total Portfolio										35,814,700.43			
<u>Bank Accounts</u>													
Account Name		Balance \$ 28-Feb-17											
General Fund Bank Account		2,714,884.19											
Trust Fund Bank Account		120,994.55											
NAB Cheque Account		-40.00											
Evans Head Memorial Areodrome Fund		12,303.21											
Total		2,848,141.95											

**14.4 WATER CONSUMPTION WRITE-OFF - PROPERTY ID 137040****Responsible Officer:**Ryan Gaiter (Chief Financial Officer/Manager Mid-Richmond)

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**RECOMMENDATION**

Recommended that:

1. Council determine what amount of concession, if any, is to be granted to the owner of property ID 137040.
2. If a consumption write-off is approved it be a once only water consumption concession with no further concessions to be granted for this property.

**210317/9 RESOLVED** (Cr Simpson/Cr Humphrys)

That:

1. Council grant a concession to the owner of property ID 137040 by agreeing to write back 50% of the water consumption charge.
2. This be a once only water consumption concession with no further concessions to be granted for this property.

FOR VOTE - All Council members voted unanimously.

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**Executive Summary**

The owners of property ID 137040 have incurred a large water consumption account due to a water leak located on the property that went undetected due to the owners being away from their home for an extended period of time. The owner of the property is a pensioner and has requested consideration be provided due to the amount of consumption incurred and impact that paying such a high account would have on their circumstances.

**Community Strategic Plan Links**

Focus Area 7 Governance and Process - Long Term Goal 7.7 Customer Service.

**Budget Implications**

Depending on the outcome an amount could be written off the account which would affect the water consumption income budget.

## Report

The owners of Property ID 137040 have incurred a large water consumption account due to a water leak located on the property that went undetected for a period of time due to the owners being away from their property for an extended period of time. On their return, they found the leak was from a flexi hose situated beneath the bathroom vanity and flooded the house causing considerable damage to the property. The consumption incurred was 792kL with the corresponding period in the previous year being 18kL.

The owner of the property is a pensioner and has requested consideration be provided due to the amount of consumption incurred and impact that paying such a high account would have on their circumstances. The repairs to the property are covered by the insurance claim but the water consumption is not.

The property owner has provided correspondence relating to the insurance claim and a statutory declaration advising of the leak and requesting due to the extreme nature of the water loss if a further allowance can be considered. The amount of consumption incurred is a total of \$2,341.66 of which the owners have paid.

Council does have an operational policy titled “Granting of Allowance for Customers with Concealed Water Leaks”, however this policy allows for a one-off concession to be granted with a maximum of 200kL approximately \$644.00 and reduction to the lower consumption rate over the financial year. Due to the size of the leak the ratepayer is requesting that further consideration of the amount of allowance may be considered by Council outside of the policy.

## Conclusion

Council can decide to grant a concession outside of the Council operational policy or it could grant a percentage concession it desires.

## 14.5 ROAD MAINTENANCE AND CONSTRUCTION SERVICES REVIEW REPORT

### Responsible Officer:

Simon Adcock (Chief Operating Officer) and Jono Patino (Financial Accountant)

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## RECOMMENDATION

Recommended that:

1. The recommendations of the Road Maintenance and Construction Services Review report be adopted.
2. The progress of the implementation of the recommendations of the Road Maintenance and Construction Services Review be reported to Council every six months.

**210317/10 RESOLVED** (Cr Simpson/Cr Morrissey)

That:

1. The recommendations of the Road Maintenance and Construction Services Review report be noted and those with budget implications be considered during the budget process.
2. The progress of the implementation of the recommendations of the Road Maintenance and Construction Services Review be reported to Council every six months.

FOR VOTE - All Council members voted unanimously.

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**Executive Summary**

The Road Maintenance and Construction Services Review was undertaken by Council's Financial Accountant under the guidance of the Chief Operating Officer and in consultation with other key stakeholders.

The purpose of the review was to assess the effectiveness of current practices and procedures and to provide opportunities for improvements in the way Council delivers its road services.

Discussions were held with various members of both field and administrative staff and key contractors. The information gathered from this process was then collated and has resulted in six key recommendations and seven additional recommendations.

A project group will be created and tasked with implementing these recommendations.

**Community Strategic Plan Links**

Focus Area 6 Transport and Infrastructure – Long Term Goal 6.1 Roads, Drainage and Other Infrastructure Asset Classes

**Budget Implications**

Recommendations 1, 2, 7, 9, 12 and 13 shouldn't have any significant budget impacts. Recommendation 3 is estimated to cost Council approximately \$206,000 against current funding of \$46,000 although it should be noted that this budget allocation issue would exist regardless of the methodology used to condition rate assets. Recommendation 4 will require funding of \$200,000 in order to extend design lead times. Recommendation 5 will result in budget adjustments and/or potential additional resources once the assessment is complete. Recommendation 10 represents a re-allocation of existing resources that will be utilised elsewhere. The budget implications of recommendations 6, 8

and 11 are unknown at this stage and will be clarified once an assessment has been performed.

## **Report**

The Road Maintenance and Constructions Services Review report identifies six key recommendations and a further seven additional recommendation for changes to be made to roads services.

The key recommendations are:

- 1) Increased communication with the Richmond Valley Council community  
This will address current gaps between expected service levels from the community and what Council can provide with current funding. Council staff will achieve this by developing a communication strategy and a consultation strategy.
- 2) Improved communication, consultation and team meetings among Council administrative and field staff  
This will be achieved by making internal communication more direct, consultative and positive. Team meetings will be modified in order to adequately review issues and provide updates on solutions.
- 3) Utilise in-house staff for road inspections and road conditioning  
This will ensure that the physical condition of road assets are identified and will improve future maintenance and capital works programs.
- 4) Additional funding to extend design lead times  
'One-off' funding injection of \$200,000 in order to extend lead times to 12 months. Shovel ready designs will improve budget accuracy, project plan flexibility and enhance consultation with other staff.
- 5) Budget assessment to be made on highlighted maintenance issues  
An assessment will be made on current funding levels for shoulder grading, roadside drainage, clear zone vegetation, line-marking and unsealed road grading.
- 6) Assessment of options for increased access to technology in the field  
Council's Information Technology department will be tasked with exploring options to connect staff with Council systems while out in the field. This will increase the efficiency of current processes.

The additional recommendations are:

- 7) Change to work hours for maintenance crews  
Council implement an 8 day fortnight for maintenance crews in order to extend daily project hours and reduce disruptions associated with setting up and closing down work sites.

- 8) Revised workshop documentation and assessment of current structure  
Requisition sheets to be modified to be more user-friendly and clear. While an assessment will be made on the resources required to enable workshop staff to improve service levels and customer service responses.
- 9) Improved budget accuracy and reduced carry over works  
Recommendations 3 and 4 will have the flow on effect of improving the accuracy of Council budgets and result in less carry over works at year end. Planned works will be made more accessible and be linked to other Council systems.
- 10) Re-allocate funding from sealing unsealed laneways  
Traffic volumes don't necessarily warrant the funds spent on sealing these laneways. Council to use these funds to address the maintenance issues in recommendation 5 as this represents a better allocation of Council resources.
- 11) Use of GPS and cameras to protect Council assets  
An assessment will be made on utilising GPS locators and cameras to monitor and protect Council assets from damage and theft.
- 12) Additional safety audits  
Staff to determine the desired level of safety audits to be performed by Council's Workplace Health and Safety Officer and implement this process.
- 13) Change the warm-up routine  
Staff to champion the warm-up process in order to achieve its intention of physically warming up the body to reduce the likelihood of injury while performing work duties.

## **Consultation**

The Road Maintenance and Construction Services Review was undertaken by Council's Financial Accountant in consultation with other key stakeholders.

## **Conclusion**

The Road Maintenance and Construction Services Review has identified 13 recommendations to be implemented in order to improve the efficiency and effectiveness of this core aspect of Council's services. A project group will be formed under the direction of the Manager Infrastructure Services to implement these changes. The group should assess the recommendations, design a timetable for them to be introduced and report to Council's Executive regularly and Council on a six monthly basis.

**14.6 TENDER RA101718RVC REVERSE AUCTION FOR SUPPLY OF ELECTRICITY FOR CONTESTABLE METERED SITES AND STREET LIGHTING (UNMETERED)****Responsible Officer:**Ryan Gaiter (Chief Financial Officer/Manager Mid-Richmond)

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**RECOMMENDATION**

Recommended that:

1. Regional Procurement Conduct a reverse auction on behalf of Richmond Valley Council for the large contestable sites and street lighting to obtain the best price for Council. This Contract would run for 24 months commencing on 1 January 2018 ending on 31 December 2019.
2. Council's General Manager is given delegation to sign and approve this contract with the most advantage cost to Council.
3. The Common Seal of Council be affixed to any documentation where required.

**210317/11 RESOLVED** (Cr Humphrys/Cr Morrissey)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

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**Executive Summary**

Council is a member of Regional Procurement's Richmond Tweed Clarence (RTC) Group. Regional Procurement runs tenders for regional Local Government member groups to aggregate the combined local tenders in order to attract greater supplier competition and lower pricing for member Councils.

Regional Procurement in conjunction with Energy Action will be calling a reverse auction specifically for Richmond Valley Council for the electricity supply of contestable sites and street lighting, in accordance with Clause 166(a) of the *Local Government (General) Regulation 2005*. The reverse auction will close at 11.00am on Thursday, 13 April 2017.

The tender will be advertised in the Sydney Morning Herald and uploaded to Tender Link.

As this is a reverse auction and conducted live over the internet the contract pricing will not be known until the reverse auction evaluation is conducted. The panel will evaluate immediately after the reverse auction is concluded. Council only has four days to sign contracts after close. The reason for the pre-emptive report to Council before the reverse auction is to allow the General Manager to act on behalf of Council for this reverse auction for Electricity Supply.

## 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

Council's electricity costs over the last fourteen months has been to the value of \$567,231.32. It is expected that the pricing for electricity will rise with the closure of a Victorian power plant towards the end of the year. The current market rates as of today are as follows:

	Peak c/p kWh	Shoulder c/p kWh	Off-Peak c/p kWh
First Year	17.000	17.000	11.000
Second Year	14.000	14.000	10.000

Energy Action completed the cost analysis for Council against similar sized Councils and organisations from Energy Actions ten-year electricity trend that they have been monitoring. This ten-year trend is included in the report.

During the auction Council may be able to achieve slightly better rates as the electricity companies will compete against each other to be able to supply Council.

## Report

In accordance with the *Local Government (General) Regulation 2005 – Part 7* Tendering, where expenditure on a tender exceeds \$150,000 over the term of the contract a council must, by resolution, adopt a report accepting the tender recommendation.

## Contract Duration

This contract will run for 24 months from 1 January 2018 to 31 December 2019.

## Tender Analysis

The tender evaluation will be conducted on Thursday, 13 April 2017 at Richmond Valley Council Chambers immediately after the auction closes by the following:

- Coordinator Purchasing & Stores (Richmond Valley Council)
- Managerial Assistant - Corporate and Community (Richmond Valley Council)
- Peter Salafia (Regional Procurement Manager)

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



Conflict of Interest Declarations will be signed by all participating evaluation panel members including the Regional Procurement facilitator. The declarations are available to be viewed if required.

### **Methodology**

The percentage weightings and criteria will be agreed upon prior to the tender closing.

The evaluation will be on the following criteria:

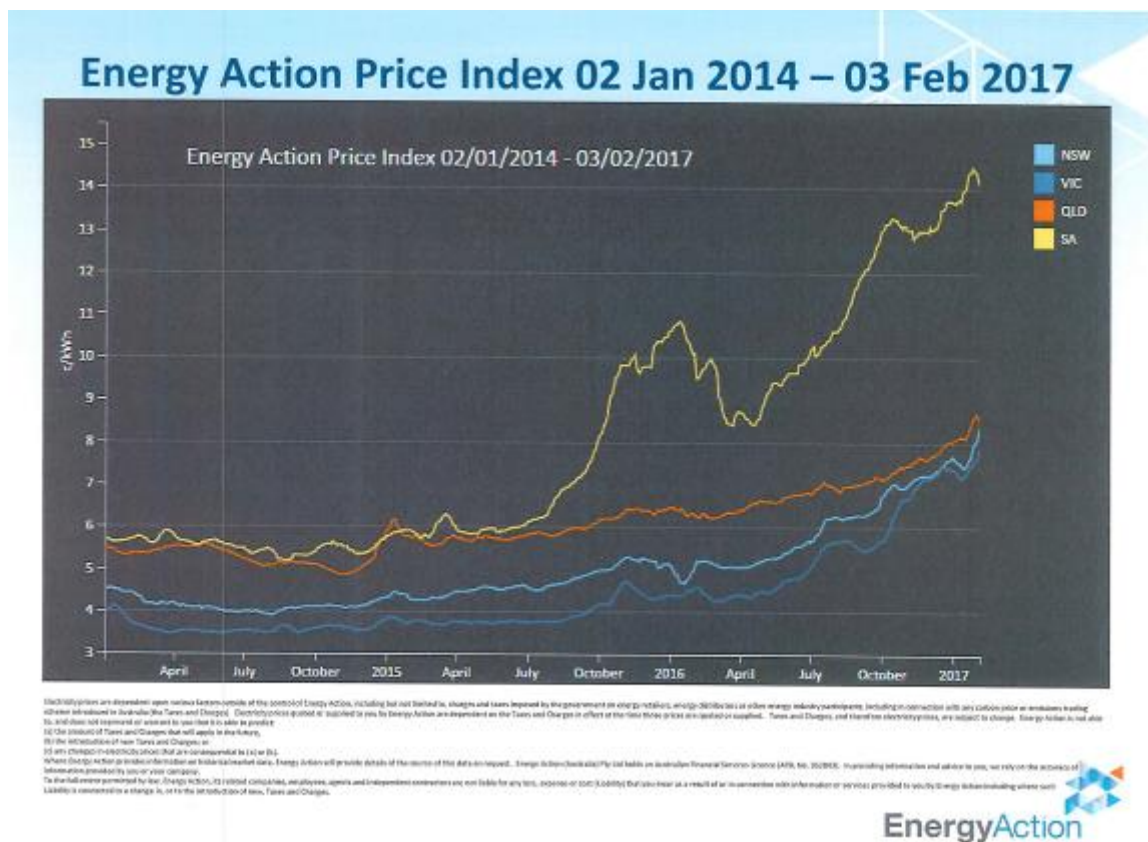
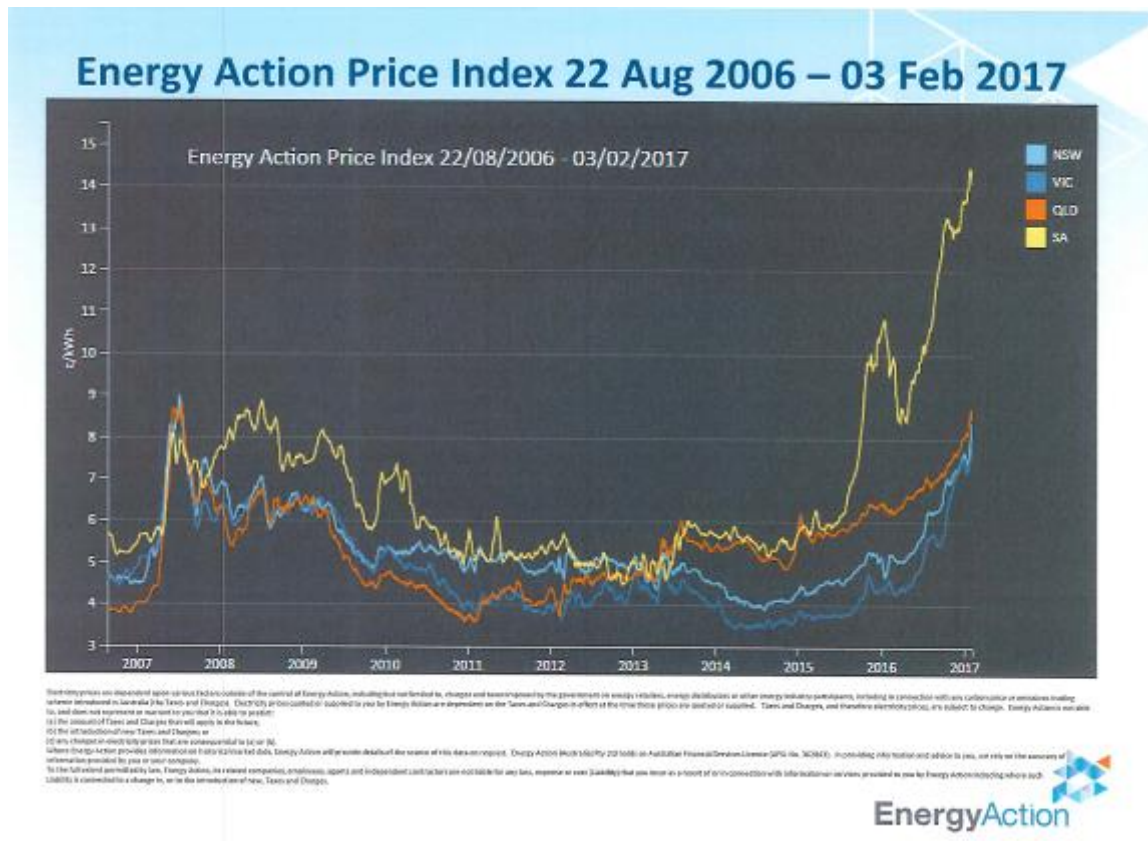
Criteria	Weighting	Scoring	
<b>Tendered rate</b>			
Total Price offered	90%		
<b>Quality Assurance – Conform/Not Conform</b>			
Retailer conforms to the Electricity Retail Suppliers License Conditions 2015	Pass/Fail	Yes	Pass
		No	Fail
<b>Customer Service</b>			
Payment Terms	2%	30+days	2
		14-29 days	1
		<14 days	0
Number of complaints on a per 10,000 customer basis received according to the Energy & Water Ombudsman NSW annual report	3%	0	3
		1-50	2
		51-100	1
		101 +	0
Electronic reporting	3%	Customer access portal with ability to self-generate custom reports (minimum requirements specified below) including a scheduling function for emailing of reports.	3
		Provision of data reports (minimum requirements specified below) in CSV format via email	2
		Electronic invoices only (e.g. pdf of bill)	1
		No electronic reporting	0
Retailer provides Direct Debit Payment Facilities	2%	Yes	2
		No	0
<b>Total</b>	<b>100%</b>		

### **Consultation**

Consultation has taken place between Council, Regional Procurement and Energy Action throughout this process.

### **Conclusion**

It is recommended that the General Manager be delegated to act on behalf of Council to determine the best outcome through this process and sign any contract agreed upon from the evaluation team.



**14.7 TENDER T361617RTC SUPPLY AND DELIVERY OF PASSENGER, TRUCK AND EARTHMOVER TYRES (INCLUDING RECAPS) AND TUBES WITH PROVISION OF FITTING AND ROADSIDE ASSISTANCE SERVICES**

**Responsible Officer:**

Ryan Gaiter (Chief Financial Officer/Manager Mid-Richmond)

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**RECOMMENDATION**

Recommended that:

1. Casino Tyre Professionals Pty Ltd (Bridgestone Franchise) be awarded this contract for the period of 1 April 2017 to 31 December 2018.
2. Provision be allowed for a 12-month extension based on satisfactory supplier performance which may take this contract through to 31 December 2019.
3. The Common Seal of Council be affixed to any documentation where required.

A **Motion** was moved by Cr Simpson and seconded by Cr Cornish

That:

1. Casino Tyre Professionals Pty Ltd (Bridgestone Franchise) be awarded this contract for the period of 1 April 2017 to 31 December 2018.
2. Provision be allowed for a 12-month extension based on satisfactory supplier performance which may take this contract through to 31 December 2019.
3. The Common Seal of Council be affixed to any documentation where required.

An **Amendment** was moved by Cr Humphrys and seconded by Cr Cornish

That this matter be deferred until the next meeting of Council.

The mover and seconder of the **Motion** sought and were granted the permission of the meeting to **withdraw** the **Motion**.

The **Amendment** then became the **Motion** and was **carried** (as follows):

**210317/12 RESOLVED** (Cr Humphrys/Cr Cornish)

That this matter be deferred until the next meeting of Council.

FOR VOTE - All Council members voted unanimously.

## **Executive Summary**

Richmond Valley Council is a member of Regional Procurement's Richmond Tweed Clarence (RTC) Group. Regional Procurement runs tenders for regional Local Government member groups to aggregate the combined local tenders in order to attract greater supplier competition and lower pricing for member Councils.

Regional Procurement has called a Single Source by Council tender for participating RTC member councils for the supply and delivery of passenger, truck and earthmover tyres including recaps and tubes, with the provision of fitting and roadside assistance services. Tenders closed at 10:00 am on 21 February 2017.

Participating Councils in this tender signing a Letter of Participation were RTC Councils:

- Richmond Valley Council
- Rous Water (Withdrew from the process after advertisement of tender)

This tender was advertised in the following media:

- Gold Coast Bulletin on 28 January 2017 and Tenderlink
- Coffs Coast Advocate on 28 January 2017.
- Advertised locally by Richmond Valley Council.

Five tenders in total were received from the following entities:

1. Casino Tyre Professionals Pty Ltd (Bridgestone Franchise),
2. Global Tyres and Mechanical (Late Tender received at 10.38am 21st February 2017),
3. Richmond Valley Tyres Pty Ltd,
4. Singhs Tyres and Mechanical, and
5. Tyres 4U Pty Ltd as trustee for TWA Trust trading as Tyres 4U.

Although Tyres 4U Pty Ltd scored the highest in the evaluation criteria, there are a number of reasons they have not been recommended as preferred tenderer. Tyres 4U Pty Ltd are a wholesale company and are not located in the Richmond Valley Council LGA and Tyres 4U Pty Ltd would distribute through Richmond Valley Tyres Pty Ltd. Council staff also have concerns due to staffing numbers whether Richmond Valley Tyres Pty Ltd would have the capabilities to service Council's fleet needs adequately.

Casino Tyre Professionals Pty Ltd have been recommended as the preferred tenderer due to it being a local based company. They have not tendered as Bridgestone therefore more economic benefits stay within the LGA. Casino Tyre Professionals also have the capability and experience to be able to adequately service Council's tyre requirements.

## **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**

This contract is for the ongoing inspection, maintenance, repair and replacement of tyres for Council's fleet. Council's spend is approximately \$202,731.30 per annum. The costs from this contract are charged to the individual fleet/plant under maintenance costs.

## **Report**

In accordance with the *Local Government (General) Regulation 2005* – Part 7 Tendering, where expenditure on a tender exceeds \$150,000 over the term of the contract a council must, by resolution, adopt a report accepting the tender recommendation.

On behalf of Council, Regional Procurement has called a Single Source by Council tender for participating RTC member councils for the supply and delivery of passenger, truck and earthmover tyres including recaps and tubes, with the provision of fitting and roadside assistance services.

## **Contract Duration**

This contract will run for 21 months from 1 April 2017 to 31 December 2018. A 12-month option may be taken up based on satisfactory performance by the successful tenderer.

## **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 including the Regional Procurement facilitator. The declarations are available to be viewed if required.

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, Regional Procurement Tendering Code of Conduct and Tendering Evaluation Principles and Process. Confidentiality and probity were maintained throughout the process.

### ***Tender Analysis***

The tender evaluation was conducted on 1 March 2017 at Richmond Valley Council Offices by:

- Craig Wade - Regional Procurement
- Colin Carey - Richmond Valley Council's Coordinator Purchasing and Stores

Rous Water withdrew from the tender process and therefore was not included on the evaluation of this tender.

### ***Methodology***

The percentage weightings and criteria were agreed upon prior to the tender closing.

CRITERIA	%
Tender Price	
Tyres	35
Fitting	20
Local Supplier Preference	15
Customer Service	15
WH&S	10
Physical Resources	5
<b>Total</b>	<b>100</b>

### ***Evaluation Results***

Price Criteria Richmond Valley	%	Casino Tyre Professionals Pty Ltd	Richmond Valley Tyres Pty Ltd	Singhs Tyre & Mechanical Lismore	Tyres4U Pty Limited	Global Tyres and Mechanical (Late Tender)
Tender Price Tyres	35	24.41	24.07	25.14	35	13.74
Tender Price Fitting	20	17.36	9.87	10.59	20	9.67
Sub Price Total	55	41.77	33.94	35.73	55	23.41
Local Supplier Preference	15	15	15	13	10	15
Customer Service	15	15	15	0	15	15
WH&S	10	7	8	0	8	2
Physical Resources	5	5	3	0	3	4
Sub Evaluation Criteria Total	45	42	41	13	36	36
<b>Total Evaluation Price + Criteria</b>	<b>100</b>	83.77	74.94	48.73	91	59.41

### ***Notes***

- A late tender was received from Global Tyres and Mechanical and has been left in for Council's information. The Evaluation Panel deemed this tender was non-conforming.
- All tenderers had been noted as active on the ASIC website.
- Singhs Tyre and Mechanical did not supply supporting information in relation to customer service, WHS and Physical Resources (Craig Wade from Regional Procurement was informed that they had been in business for 62 years and that stood them in good shape. Also, that Good Year held QA certification and that should be enough).

- Singhs Tyre and Mechanical did not supply copies of certificates of currency as requested also, they indicated that they would supply if successful.
- Tyres 4U are a wholesale business which would use Richmond Valley Tyres as the distributor.
- Council staff suggested a single source from the panel would better suit its operations due to ease of scheduling and programming works through Council's workshops.

### **Consultation**

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

### **Conclusion**

1. That Casino Tyre Professionals Pty Ltd (Bridgestone Franchise) be awarded this contract for the period of 1 April 2017 to 31 December 2018
2. That provision be allowed for a 12-month extension based on satisfactory supplier performance which may take this contract through to 31 December 2019.

## **14.8 CONNECTION OF POD BASED SEWER SYSTEMS INTO COUNCIL'S RETICULATED SEWER NETWORK**

### **Responsible Officer:**

Andrew Hanna (Manager Development and Environment)

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### **RECOMMENDATION**

Recommended that Council incorporate semi-pressurised POD based sewer systems into the existing reticulated sewer network on a case by case basis administered by the Development and Environment Section.

### **210317/13 RESOLVED** (Cr Humphrys/Cr Morrissey)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

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### **Executive Summary**

This report identifies that opportunity exists to incorporate POD based sewer systems into Council's gravity sewer. PODs are small collection wells which contain a grinder pump and can be located on private property to form part of a low pressure sewer system.

PODs are relatively new technology often suitable and economical to install in areas where gravity sewer is difficult to achieve or not feasible to install due to the terrain of an area, cost or other impediments.

Development of areas located on the fringe of the gravity sewer system or outskirts of towns can be assisted with the installation of POD systems. There are numerous locations within our Local Government Area (LGA) whereby PODs can be installed and incorporated into our gravity sewer network to enable development on lots where it is otherwise not feasible or economical to connect.

These systems can be incorporated throughout our LGA based on a case by case assessment. Two lots fronting Kent Street, Casino have been identified as being capable of connection to Council's sewer with the installation of PODs.

### **Community Strategic Plan Links**

Focus Area 3 Community and Culture – Long Term Goal 3.3 Community Health and Wellbeing and Social Inclusion and Focus Area 4 Recreation and Open Space - Long Term Goal 4.3 Manage Public Lands and Resources for the Community Benefit.

### **Budget Implications**

Costs associated with the installation and connection of PODs and their ongoing maintenance will be the responsibility of the property owner.

There will be requirements for Council to carry out compliance checks to ensure systems are being maintained and upgraded as required. These costs are readily absorbed into the existing operational plan and budget.

### **Report**

#### ***POD Systems***

As outlined in the Briefing Note presented at the December 2016 Councillor Information Session, POD systems consist of a collection tank with a grinder pump which grinds the sewage into fine slurry and pumps it to a low pressure sewer pipe located outside the property boundary on Council land and to a Council Sewage Treatment Plant (STP).

Tanks are made from tough, corrosion-resistant, moulded polyethylene and offer 989 litres of capacity in a large duplex unit and 718 litres capacity in a standard simplex unit. The units can accommodate flows of up to 3500 litres per day.

The grinder pump is automatically activated and, because it runs infrequently and for very short periods, its annual electric energy consumption is typically that of a 40 watt light bulb.



POD based systems require small diameter pipes including Council's main which is generally a 50mm or 60mm poly pipe installed at a depth of approximately 600mm. Installation costs of the main is generally much less than a traditional gravity.

They can be used in areas where it is impractical to provide gravity sewer due to the terrain or cost of extending gravity sewer.

### ***Incorporating PODs into the network***

Low pressure sewer systems (PODs) have the potential to be incorporated into Council's reticulated sewer system more generally and in conjunction with existing gravity systems. Connection of a 50mm poly-pipe main servicing PODs can be connected to a gravity main at the manhole.

Areas where there are existing lots such as the Foy Street/Country Lane area in Casino or The Glebe, Coraki have potential, as well as fringe areas of the reticulated gravity system.

### ***Kent Street, Casino***

As outlined in previous briefing notes, Council tried to negotiate a process with landowners in the Foy/Kent Street locality to enable development of their lots in the late 1990s. This included a process in which Council would construct infrastructure such as sewer, roads, water, etc. based on recovering the costs of this construction from owner contributions. The process was not successful due to the cost including the cost of installing gravity sewer.

Due to an increase in interest in the lots in recent years, Council's Planning Section identified onsite sewage systems were an option on some of the lots or on lots where they were consolidated. This ensured housing development could occur due to sufficient area being available to accommodate a dwelling and a disposal area for wastewater.

Existing infrastructure for the lots in this undeveloped area including the road network, stormwater system, water supply are poor or non-existent. This raises concerns if maximum lot yields are recognised. At this stage it is still not feasible to connect all lots in this locality to sewer due to the cost of upgrading other infrastructure.



*Country Lane Casino – Poor road standard and lack of stormwater.*



*Kent Street Casino – Lack of road and stormwater drainage*

However, two properties which adjoin Kent Street, (being lots 27 and 28) have the potential for connection to Council's main via installation of a POD (refer to aerial image below). A preliminary design has been carried out by Council for Lot 28 identifying the potential for connection.





*Lots 27 and 28 have potential for connection to Council's sewer*

### ***Other Areas where PODs may be considered***

The Glebe, an area north of Coraki has had renewed interest for development. Council has received and approved two development applications for dwellings with onsite wastewater systems in the last six months and further enquiries have come from people interested in purchasing lots in the area.

A low pressure sewer system with PODs for each dwelling provides potential in this area, however similar to the Kent Street/Country Lane area in Casino, infrastructure such as roads, water supply and stormwater are poor or non-existent and are required to be upgraded.

Bruton Street, Casino and houses in south Woodburn are other areas where there are vacant lots or dwellings with onsite systems that would benefit with connection to Council's sewer via a POD.

### **Consultation**

Nil.

### **Conclusion**

Installation of low-pressure POD based sewer systems have significant potential to help enable development in areas restricted for development due to lack of sewer and complications associated with constructing conventional gravity sewer.

Areas such as Country Lane, Casino and The Glebe, Coraki have been undeveloped for a number of years largely due to impediments related to providing gravity sewer. The alternative that owners providing an onsite sewage system limits development potential due to the area required and buffer needs associated with onsite systems.

Other areas which would benefit from connection to sewer include areas on the fringe of the reticulated sewer such as Bruton Street, Casino.

A number of other matters also need to be considered apart from a need for sewer to these areas. These areas may also need other infrastructure works such as construction of roads, stormwater drainage, water supply and other services. Constraints for development may also exist due to flooding, etc.

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## **15 MATTERS FOR INFORMATION**

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### **RECOMMENDATION**

Recommended that the following reports submitted for information be received and noted.

**210317/14 RESOLVED** (Cr Morrissey/Cr Humphrys)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

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### **15.1 NORTHERN RIVERS LIVESTOCK EXCHANGE (NRLX) BI- MONTHLY UPDATE**

#### **Responsible Officer:**

Vaughan Macdonald (General Manager)

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#### **Report**

At Council's Ordinary Meeting held on Tuesday, 17 May 2016 it was resolved that Council "*receive a bi-monthly report on the NRLX upgrade and operational issues identified in the report*" which it had considered at that meeting.

Since the last update provided to Council, Wiley & Co were awarded the tender for the Stage 1 Design and Construction of the Northern Rivers Livestock Exchange (NRLX) in December 2016.

Council received four tenders as follows (lump sum prices ex GST):

- CBC Innovations - \$6,605,845
- Ahrens - \$6,699,777
- Osborn Consulting - \$6,698,000
- Wiley - \$4,637,869

A contract was signed between Council and Wiley & Co on 21 December 2016. A feature of Wiley's tender was the option to add further design inclusions additional to the tendered price which would bring the final price for Stage 1, closer to the amount of \$7 million which Council has available for this project.

Since the execution of the contract, Council established a Saleyards Advisory Group (includes Agents, Buyers, Producers and Carriers representatives) which has been consulted on design ideas and options to inform the final design of Stage 1.

A requirement of the tender was for the successful tenderer to provide a full design of the entire NRLX site. The intention of this is that subsequent stage(s) are 'shovel ready' and the accompanying design documentation is properly costed to take advantage of future funding opportunities. Council has discussed a vision for the entire site and has instructed Wiley to begin this full site design documentation.

More recently, the inclusions for Stage 1 have been agreed and provisional costs provided by Wiley. Development Application drawings have been ratified with lodgement to occur on 20 March 2017. An assessment process will be undertaken by Council and the Joint Regional Planning Panel will determine the application as the total value of the project will exceed \$5 million.

Below are the tendered Stage 1 inclusions followed by the agreed additions that will form the entire Stage 1 Design and Construction to be undertaken once the relevant approvals have been granted:

Tender Inclusions - \$4,637,869:

- Site Survey, Design, Project Management
- Site Establishment and Demolition
- Steel Works Roof Structure, Gates and Pens
- Storm Water Drainage and Storage
- Water Infrastructure
- Electrical, Lighting, IT Cabling and Equipment
- Concrete Works
- Civil and Roadworks
- Soft Flooring
- Perimeter Fencing and Security

Additional Inclusions - \$1,828,397:

- Semi- Automated Draft System and Stacking Pens
- Extension of new roof over receivables area
- Roof design alterations to accommodate Stage 2 roof
- Demolish buyer's walkway
- Piping overflow from tank automated gate openers and gate access control
- Design improvements to existing weighbridge areas

- Complete site design drawings
- Proposed changes to existing delivery yards

Total Provisional Sum - \$6,466,266

An outcome of the Saleyards Advisory Group was the need to include improvements in the quality of the Delivery Pens at the NRLX in the short term. Council and Wiley have agreed to begin work on an improvement to these Pens with work to begin by May 2017. This work will improve the conditions for users and animals with both work health and safety (WHS) and animal welfare benefits expected.

### **Community Strategic Plan Links**

Focus Area 2 Local Economy - Long Term Goal 2.1 Business, Industry and Agriculture (Strategy 2.1.2 Promote a broad agricultural base while ensuring our current position as the beef capital of NSW is maintained).

## **15.2 GRANT APPLICATION INFORMATION - FEBRUARY 2017**

### **Responsible Officer:**

Ryan Gaiter (Chief Financial Officer/Manager Mid-Richmond)

### **Report**

This report provides information on grant applications that have been approved, grant applications that have been received, grant applications that were unsuccessful and grant applications submitted for the month of February 2017.

No grant projects were approved and Council received funding for five grants during the reporting period totalling \$1,262,298.00. Council was notified as being unsuccessful with two grant applications and applied for one new grant during February 2017. The details of these grants are provided below:

### ***Grants that have been received***

#### ***Flood Event of April-May 2015/Restoration Works***

Project ID	10199
Funding Body	NSW Roads and Maritime Services
Funding Name	Natural Disaster Funding
Government Level	State
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 Received	\$9,000.00 received 27 February 2017
Total Funds Received To Date	\$1,473,980.00

Casino Place Activation (Future Towns is designed to support place activation and digital readiness activities to foster economic growth and support small businesses in local communities in regional NSW)

Project ID	10236
Funding Body	NSW Department of Industry
Funding Name	Future Towns Program
Government Level	State
Project Value (excl GST)	\$50,000.00
Grant Amount (excl GST)	\$50,000.00
Council/Other (excl GST)	\$ 0.00
Date Application Submitted	N/A
Comment (if required)	N/A
Date Approved/Received	\$50,000.00 received 16 February 2017
Total Funds Received To Date	\$50,000.00 (total funding received)

Coraki Place Activation and Digital Readiness (Future Towns is designed to support place activation and digital readiness activities to foster economic growth and support small businesses in local communities in regional NSW)

Project ID	10237
Funding Body	NSW Department of Industry
Funding Name	Future Towns Program
Government Level	State
Project Value (excl GST)	\$50,000.00
Grant Amount (excl GST)	\$50,000.00
Council/Other (excl GST)	\$ 0.00
Date Application Submitted	N/A
Comment (if required)	N/A
Date Approved/Received	\$50,000.00 received 16 February 2017
Total Funds Received To Date	\$50,000.00 (total funding received)

Back to Business Week Event

Project ID	10238
Funding Body	NSW Department of Industry, Skills and Development
Funding Name	Back to Business
Government Level	State
Project Value (excl GST)	\$5,000.00
Grant Amount (excl GST)	\$5,000.00
Council/Other (excl GST)	\$ 0.00
Date Application Submitted	17 January 2017
Comment (if required)	N/A
Date Approved/Received	\$5,000.00 received 16 February 2017
Total Funds Received To Date	\$5,000.00 (total funding received)

*Project – Financial Assistance Grant Scheme 2016/17*

Project ID	N/A
Funding Body	N/A
Funding Name	NSW Local Government Grants Commission
Government Level	Federal
Project Value (excl GST)	\$4,593,192.00
Grant Amount (excl GST)	\$4,593,192.00
Council/Other (excl GST)	\$ 0.00
Date Application Submitted	N/A
Comment (if required)	Approved 17 August 2016
Date Approved/Received	\$1,148,298.00 received 16 February 2017 (General Purpose Component \$777,655.00, Local Roads Component \$370,643.00)
Total Funds Received To Date	\$3,444,894.00

***Unsuccessful Grant Applications****Richmond Valley Seniors Week 2017 Program*

Project ID	10222
Funding Body	Department of Family and Community Services
Funding Name	2017 NSW Seniors Festival Grants Program
Government Level	State
Project Value (excl GST)	\$3,220.00
Grant Amount (excl GST)	\$1,650.00
Council/Other (excl GST)	\$1,570.00
Date Application Submitted	9 September 2016
Comment (if required)	N/A
Date Advised Unsuccessful	Not formally advised although Seniors Week has already passed.

*Reuse of Concrete Wastes for Road Construction*

Project ID	10233
Funding Body	NSW Environmental Protection Agency
Funding Name	Circulate Civil Construction Market Program
Government Level	State
Project Value (excl GST)	\$27,665.00
Grant Amount (excl GST)	\$27,665.00
Council/Other (excl GST)	\$ 0.00
Date Application Submitted	25 November 2016
Comment (if required)	N/A
Date Advised Unsuccessful	6 February 2017



## **Grant Applications Submitted**

### Woodburn Riverside Precinct Upgrade

Project ID	10242
Funding Body	Department of Infrastructure and Regional Development
Funding Name	Building Better Regions Fund Infrastructure Projects Stream
Government Level	Federal
Project Value (excl GST)	\$1,510,000.00
Grant Amount (excl GST)	\$700,000.00
Council/Other (excl GST)	\$810,000.00
Date Application Submitted	28 February 2017
Comment (if required)	The total project value would include a co-funding amount of \$700,000 towards the project from Council's own funds along with a \$110,000 Government election commitment towards the Riverside Pontoon.

## **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 Council's budget.

## **15.3 DEVELOPMENT APPLICATIONS DETERMINED UNDER THE ENVIRONMENTAL PLANNING AND ASSESSMENT ACT FOR THE PERIOD 1 FEBRUARY 2017 TO 28 FEBRUARY 2017**

### **Responsible Officer:**

Andrew Hanna (Manager Development and Environment)

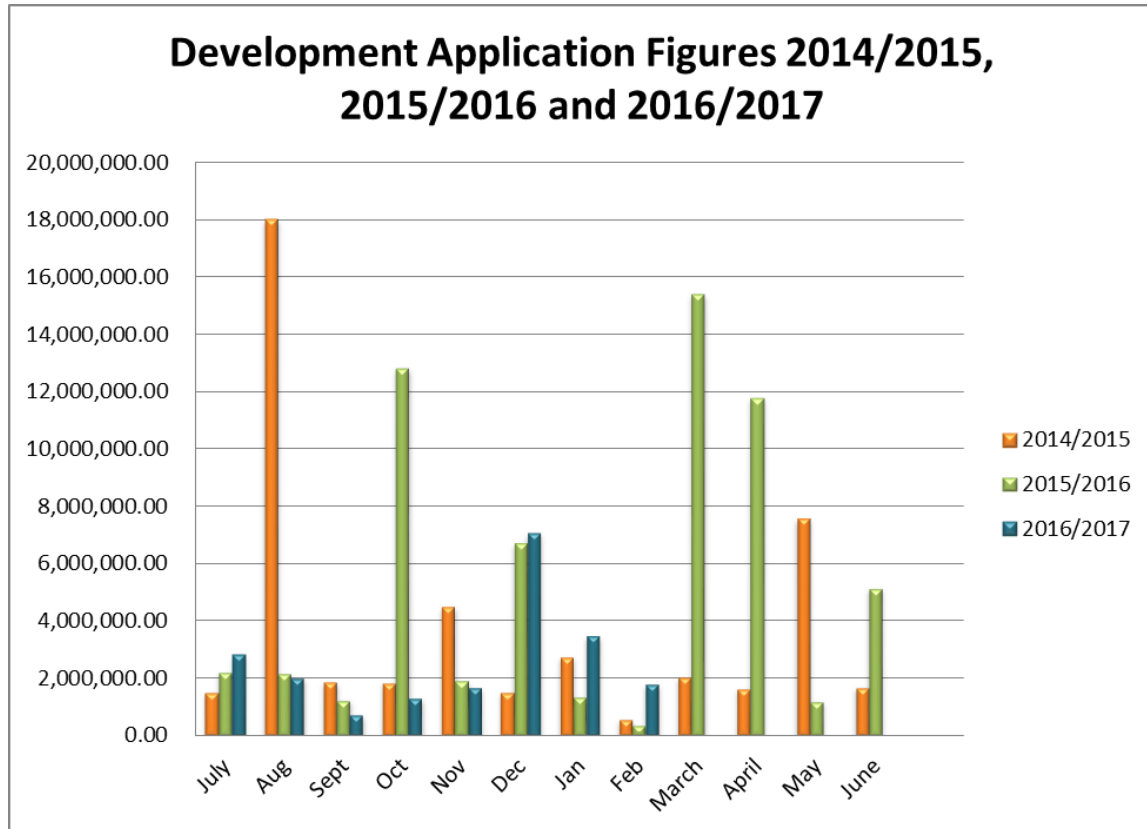
## **Report**

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.

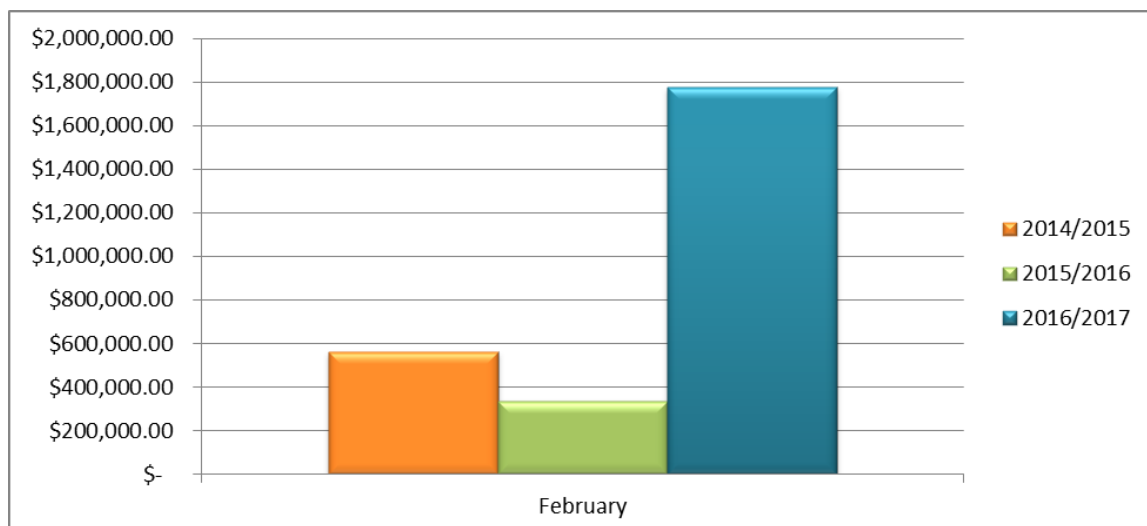
Council receives a weekly summary of the status of applications (including all received). Council notifies all determinations of Development Applications in the local newspaper pursuant to Clause 101 of the Environmental Planning and Assessment Act 1979 (as amended) on a monthly basis.

The total number of Development Applications and Complying Development Applications determined within the Local Government area for the period 1 February 2017 to 28 February 2017 was 16, with a total value of \$1,777,451.20.

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 graph provides a closer look at the value of Development Consents issued by Council for the reporting month of February.



***Activity for the month of February.***

General Approvals (excluding Subdivisions, Section 96s)	15
Section 96 amendments to original consent	1
Subdivision	0
Refused	0
Withdrawn	0
Complying Development (Private Certifier Approved)	0
<b>TOTAL</b>	<b>16</b>

**Community Strategic Plan Links**

Focus Area 5 Rural and Urban Developments – Long term Goal 5.1 Land use Development should be appropriate for the retention of a Country Atmosphere and Village Lifestyle.

Summary of Development Applications determined under the Environmental Planning and Assessment Act for the period 1 February 2017 to 28 February 2017							
Application ID	Applicant	Owners	Location	Parcel Description	Development	Determination Date	Estimated Cost
DA2017/0041	GR Pugsley	Ms C H Pugsley	3 James Lane, Rappville	Lot B DP 409870	Dwelling	6/02/2017	\$ 150,000.00
DA2017/0079	RLA Building Design	Ms S J Creasey Mr G L Deakin	34 River Street, Broadwater	Lot 223 DP 1116373	Dwelling	16/02/2017	\$ 220,000.00
DA2017/0112	MM Casey RL Organ	Mr M M Casey Ms R L Organ	Ironbark Place, Naughtons Gap	Lot 5 DP 1176405	Shed	2/02/2017	\$ 20,000.00
DA2017/0118	JC Manning LP Manning	Mrs L P Manning Mr J C Manning	145 Myrtle Forest Road, Myrtle Creek	Lot 6 DP 264440	Dwelling & Carport	2/02/2017	\$ 120,000.00
DA2017/0123	Predebon Construction	Mr B D Predebon	37 Farley Street, Casino	Lot 16 Sec 5 DP 7295	Secondary Dwelling	8/02/2017	\$ 75,000.00
DA2017/0125	JE Israel	Ms C J Stein Mr J E Israel	80 Richmond Street, Woodburn	Lot 1 DP 365970 Lot 14 DP 1715	Dwelling	15/02/2017	\$ 200,000.00
DA2017/0138	Mettricon Homes QLD Pty Ltd	Mr Z M Geldof Ms N B Anderson	19 Durack Circuit, Casino	Lot 87 DP 1154324	Dwelling & Retaining Wall	10/02/2017	\$ 274,847.20
DA2017/0139	RG McKenzie SL McKenzie	Mr R G McKenzie Mrs S L McKenzie	1465 Bentley Road, Bentley	Lot 2 DP 1196757	Farm Shed and amenities	10/02/2017	\$ 100,000.00
DA2012/0097.01	Newton Denny Chapelle	Mr C J Dwyer Mrs K E Dwyer	700 Reynolds Road, Backmede	Lot 45 DP 628875 Lot 146 DP 755727	Section 96 Modification - Boundary Adjustment to create 2 lots	23/02/2017	\$ -
DA2017/0141	Mettricon Homes QLD Pty Ltd	Mr S C Sharp Ms F F Swanbrough	5 Tullarook Grove, Spring Grove	Lot 4 DP 867422	Dwelling	14/02/2017	\$ 325,152.00
DA2017/0142	NE Newlands	Ms N E Newlands Mr B D Newlands	1990 Bruxner Highway, Clovass	Lot 23 DP 813040	Dwelling	21/02/2017	\$ 150,000.00
DA2017/0144	SJ Martin GVP Martin	Mr S J Martin Mrs G V P Martin	74 Rileys Hill Road, Broadwater	Lot 8 DP 249777	Swimming Pool and Associated Fencing	15/02/2017	\$ 41,750.00
DA2017/0145	MB Angus	Mr M B Angus	23 Little Pitt Street, Broadwater	Lot 24 DP 1164493	Shed with Variation to Development Control Plan 2015	27/02/2017	\$ 9,500.00
DA2017/0147	Woodburn Evans Head RSL Club Ltd	Woodburn Evans Head RSL Club Ltd	15 McDonald Place, Evans Head	Lot 10 DP 14089	Community Markets (Monthly Markets and Show & Shine Markets)	23/02/2017	\$ 1.00
DA2017/0149	SM Pederson	Mr S M Pederson	7 McElroy Street, Casino	Lot 17 DP 1091284	Shed	22/02/2017	\$ 7,190.00
CDC2017/0007	Epho Pty Ltd	Aldi Foods Pty Limited	133-145 Centre Street, Casino	Lot 1 DP 1135868	Installation of commercial solar system on Aldi Building	24/02/2017	\$ 84,011.00

**16 QUESTIONS ON NOTICE**

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Nil.

**17 QUESTIONS FOR NEXT MEETING (IN WRITING)**

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Nil.

**18 MATTERS REFERRED TO CLOSED COUNCIL**

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**Set out below is section 10A(2) of the *Local Government Act 1993* in relation to matters which can be dealt with in a closed part of a meeting.**

The matters and information are the following:

- (a) personnel matters concerning particular individuals (other than councillors)
- (b) the personal hardship of any resident or ratepayer
- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business
- (d) commercial information of a confidential nature that would, if disclosed:
  - (i) prejudice the commercial position of the person who supplied it, or
  - (ii) confer a commercial advantage on a competitor of the council, or
  - (iii) reveal a trade secret
- (e) information that would, if disclosed, prejudice the maintenance of law
- (f) matters affecting the security of the council, councillors, council staff or council property
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the grounds of legal professional privilege
- (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land.
- (i) alleged contraventions of any code of conduct requirements applicable under section 440.

In accordance with the *Local Government Act 1993* and the *Local Government (General) Regulation 2005*, the following business is of a kind as referred to in section 10A(2) of the Act and should be dealt with in a part of the meeting closed to the media and public.

**18.1 PROPOSED SALE OF LAND - LOT 1 DP541041 WOODBURN EVANS HEAD ROAD WOODBURN****Reason for Confidentiality**

This matter is classified CONFIDENTIAL under section 10A(2)(c) of the *Local Government Act 1993*, which permits the meeting to be closed to the public for business relating to the following:

- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business.

In accordance with section 10D(2) (b) and (c) of the *Local Government Act 1993* discussion in an open meeting would, on balance, be contrary to the public interest because Council has been approached by an applicant requesting to purchase a 474 square metre block of land on the Woodburn Evans Head Road, Woodburn. The land formerly housed a sewer pump station, however was made redundant and demolished some years ago.

**18.2 WATER SERVICE DEBT - PROPERTY ID 163405 AND ID 163400****Reason for Confidentiality**

This matter is classified CONFIDENTIAL under section 10A(2)(c) of the *Local Government Act 1993*, which permits the meeting to be closed to the public for business relating to the following:

- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business.

In accordance with section 10D(2) (b) and (c) of the *Local Government Act 1993* discussion in an open meeting would, on balance, be contrary to the public interest because disclosure at this stage would put the Council at a competitive disadvantage in its negotiations preventing it from achieving a 'best value for money' outcome for the community and could confer a commercial advantage on a person with whom Council is conducting business and if disclosed prejudice the commercial position of Council.

**RECOMMENDATION**

Recommended that:

1. Council resolve into Closed Council to consider the business identified in Items 18.1 and 18.2, together with any late reports tabled at the meeting.

2. Pursuant to section 10A(1)-(3) of the *Local Government Act 1993*, the media and public be excluded from the meeting on the basis that the business to be considered is classified confidential under the provisions of section 10A(2) as outlined above.
3. The correspondence and reports relevant to the subject business be withheld from access to the media and public as required by section 11(2) of the *Local Government Act 1993*.

*Section 10A(4) of the Local Government Act 1993 provides that members of the public be allowed to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.*

*In addition, Council's Code of Meeting Practice provides for any written representations to be read to the meeting by the General Manager.*

The General Manager reported that no written representations had been received in respect to the items listed for consideration in Closed Council.

The Mayor called for verbal representations from the gallery.

There were no representations from the gallery.

**210317/15 RESOLVED** (Cr Morrissey/Cr Hayes)

That:

1. Council resolve into Closed Council to consider the business identified in Items 18.1 and 18.2, together with any late reports tabled at the meeting.
2. Pursuant to section 10A(1)-(3) of the *Local Government Act 1993*, the media and public be excluded from the meeting on the basis that the business to be considered is classified confidential under the provisions of section 10A(2) as outlined above.
3. The correspondence and reports relevant to the subject business be withheld from access to the media and public as required by section 11(2) of the *Local Government Act 1993*.

FOR VOTE - All Council members voted unanimously.

Council closed its meeting at 5.42pm. The public and media left the Chamber.

The Open Council Meeting resumed at 6.10pm.

**19 RESOLUTIONS OF CLOSED COUNCIL**

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The following resolutions of Council, passed while the meeting was closed to the public, were read to the Open Council Meeting by the General Manager.

**18.1 PROPOSED SALE OF LAND - LOT 1 DP541041 WOODBURN EVANS HEAD ROAD WOODBURN**

That Council agree to sell Lot 1 DP 541041, Woodburn Evans Head Road, Woodburn to an interested applicant for the purchase price as detailed in the report.

**18.2 WATER SERVICE DEBT - PROPERTY ID 163405 AND ID 163400**

That:

1. Council authorise the General Manager to offer the write-off of the water service debt as indicated in the report.
2. if accepted, Council authorise the General Manager to write off the debt.
3. should the offer not be accepted by the land owners the matter be handed to Council's debt recovery specialists to pursue full debt recovery.

The Meeting closed at 6.12pm.

**CONFIRMED - 18 April 2017**

**CHAIRMAN**