

Richmond  
Valley  
Council



## **Minutes**

### **Ordinary Meeting**

**Tuesday, 21 November 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 NOVEMBER 2017 AT 5.02 P.M.**

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**PRESENT**

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

Vaughan Macdonald (General Manager), Angela Jones (Director Infrastructure and Environment), Ryan Gaiter (Chief Financial Officer/Manager Mid-Richmond), Julie Clark (Personal Assistant to Mayor and General Manager) 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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Nil.

**5 MAYORAL MINUTE**

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Nil.

**6 CONFIRMATION OF MINUTES**

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**6.1 RESERVE TRUST MEETING MINUTES - TUESDAY, 17 OCTOBER 2017**

A copy of the Minutes of the Reserve Trust Meeting, held on Tuesday, 17 October 2017, was distributed with the Business Paper.

**RECOMMENDATION**

Recommended that the Minutes of the Reserve Trust Meeting, held on Tuesday, 17 October 2017, be taken as read and confirmed as a true record of proceedings.

**211117/1 RESOLVED** (Cr Morrissey/Cr Simpson)

That the Minutes of the Reserve Trust Meeting, held on Tuesday, 17 October 2017, be taken as read and confirmed as a true record of proceedings.

FOR VOTE - All Council members voted unanimously.

**6.2 ORDINARY MEETING MINUTES - TUESDAY, 17 OCTOBER 2017**

A copy of the Minutes of the Ordinary Meeting, held on Tuesday, 17 October 2017, was distributed with the Business Paper.

**RECOMMENDATION**

Recommended that the Minutes of the Ordinary Meeting, held on Tuesday, 17 October 2017, be taken as read and confirmed as a true record of proceedings.

**211117/2 RESOLVED** (Cr Morrissey/Cr Simpson)

That the Minutes of the Ordinary Meeting, held on Tuesday, 17 October 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 PUF VENTURES AUSTRALIA - MEDICAL CANNABIS FACILITY (ORDINARY MEETING - ITEM 14.3 MINUTE 171017/8 - PAGES 32-34)**

Cr Mustow requested an update on the project referring to a recent media article which stated that the project could increase by 20%.

The General Manager advised that since the last Council meeting PUF Ventures Australia have submitted their applications to the Office of Drug Control, the Federal Agency from which they need to obtain their licences to carry out the project. The process being undertaken by PUF Ventures in preparing and progressing the project has identified the opportunity to scale the glasshouse a little larger in the design stage, hence the reference to the 20% increase. It is proposed that the planning process, which is required to establish the site, will commence in the new year.

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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 - 9 OCTOBER TO 12 NOVEMBER 2017**

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#### **RECOMMENDATION**

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

**211117/3 RESOLVED** (Cr Mustow/Cr Morrissey)

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.

**October 2017**

- 11<sup>th</sup> - State Resilience Award Ceremony planning discussion
- 12<sup>th</sup> -View Club luncheon
- 14<sup>th</sup> - Woodburn Riverside Festival
- 14<sup>th</sup> - Casino Show
- 14<sup>th</sup> - Casino RSM Cobras dinner
- 15<sup>th</sup> - Peach and Nectarine festival, Hogarth Range
- 16<sup>th</sup> - Domacom Forum
- 17<sup>th</sup> - Ordinary Meeting
- 18<sup>th</sup> - Rous County Council meeting
- 19<sup>th</sup> - State Resilience Award Ceremony
- 21<sup>st</sup> - Misery Loves Company
- 24<sup>th</sup> - Casino Quota Club Friendship Dinner
- 25<sup>th</sup> - Northern Region Industry Forum – Lismore
- 27<sup>th</sup> – Rous Information Session
- 28<sup>th</sup> - Far North Coast Group of the Country Women’s Association
- 28<sup>th</sup> - Regional Gallery Opening Lismore
- 28<sup>th</sup> - Coraki Art Prize
- 29<sup>th</sup> - Windara Rock n Roll event
- 31<sup>st</sup> - Touch football season opener launch - QE Park

**November 2017**

- 1<sup>st</sup> - NRLX facility upgrade site inspection with Kevin Hogan MP
- 3<sup>rd</sup> - NOROC group meeting Murwillumbah
- 4<sup>th</sup> - Official Opening - QE 2 Cricket Practice Nets
- 6<sup>th</sup> - Northern Co-operative Meat Company AGM
- 6<sup>th</sup> - NSW flag presentation by Chris Gulaptis
- 6<sup>th</sup> - Chris Gulaptis - Community Building Partnership Project completion photo -Casino Baseball Club
- 8<sup>th</sup> - meeting with the Evans Head Chamber of Commerce
- 8<sup>th</sup> - Rous Interviews
- 8<sup>th</sup> - Councillor Information Session
- 8<sup>th</sup> - Casino Christian School Year 12 formal
- 10<sup>th</sup> - Rous Interviews
- 10<sup>th</sup> - Year 12 graduation Evans River K-12 School
- 11<sup>th</sup> - Remembrance Day Ceremony Casino
- 11<sup>th</sup> - St Mary's Graduation ceremony
- 12<sup>th</sup> - BMX Track Casino presentation of funding from Holden

**12 DELEGATES' REPORTS**

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**12.1 DELEGATES' REPORT SUBMITTED TO THE NOVEMBER 2017 ORDINARY MEETING**

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**RECOMMENDATION**

Recommended that the Delegates' Report be received and noted.

**211117/4 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 18 October 2017***

Cr Robert Mustow and Cr Sandra Humphrys have provided the following summary of the main items of business for the Rous County Council Meeting held on 18 October 2017.

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**Summary of main items of business for  
Rous County Council meeting  
18 October 2017**

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**1. Chair's minute: Coastal Zone Management Plan for the Richmond River Estuary**

Council agreed that a report be referred to its next meeting on the status of implementation of the Coastal Zone Management Plan for the Richmond River Estuary (CZMP) as it relates to accountable actions for Rous County Council (RCC), with the report to address existing governance arrangements for the implementation of the CZMP.

It also agreed to a further report being provide to Council, following the appointment of the General Manager, on the status of all CZMP assigned actions (in consultation with stakeholders) and a resourcing strategy for the implementation of RCC outstanding actions.

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**2. Annual Financial Reports and Audit Report for the year ending 30 June 2017**

Council's external auditor and Audit Office of NSW representative presented on the financial results for 2017/16. The reports were endorsed and are now being advertised for public comment.

Council congratulated and expressed its appreciation to the financial department for their effort in achieving an unmodified report.

Council remains in a sound financial position with cash and investments at satisfactory levels to ensure that all current liabilities can be met when they fall due.

The Financial reports will be resubmitted to Council in November following public consultation.

**3. Quarterly Budget Review Statement for the quarter ending 30 September 2017**

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

Council also agreed to contact the Office of Environment and Heritage, in light of the recent floods, noting the increased level of community interest in the voluntary house raising grant program and urging them to consider adequate funding of the program as soon as possible.

**4. Information reports****i) Investments September 2017**

Total funds invested for September 2017 was \$30,190,556

This is an increase of \$546,847 compared to the August 2017 figure. This is primarily due to the receipt of Section 64 (developer contributions) and constituent council contributions.

Return for September 2017 was 2.59%

The weighted average return on funds invested for the month of September was 2.59%, consistent with the August result (2.59%). This rate of return is 87 basis points above Council's benchmark the average 90 day BBSW rate of 1.72%.

Interest earned was \$197,405 year to date

Interest earned compared to the original budget is \$80,705 in excess of pro-rata budget.

Ethical holdings represent 61.36% of the total portfolio

The current holdings in Ethical Financial Institutions is \$17,800,000.

**ii) Water production and usage September 2017**

Total consumption by constituent councils in September 2017 has increased considerably when compared to the previous year with many areas recording no rainfall.

Rocky Creek Dam received 26mm of rainfall for the September quarter and was 86.29% of full capacity.

Daily source usage during August 2017 averaged 39.560ML. This is an increase from the August 2017 daily average 32.640ML.

**5. Risk and Audit Committee September meeting update (Confidential)**

Council noted the minutes of the Risk and Audit Committee meeting held on 13 September 2017 and expressed thanks to the Chair and Committee members for their help and assistance.

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**13 MATTERS DETERMINED WITHOUT DEBATE**

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**211117/5 RESOLVED** (Cr Humphrys/Cr Lyons)

That Items 14.4, 14.5 and 14.6 be determined without debate.

FOR VOTE - All Council members voted unanimously.

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**14 MATTERS FOR DETERMINATION**

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**14.1 INTERNAL AUDIT COMMITTEE MEETING HELD ON TUESDAY 17 OCTOBER 2017**

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**RECOMMENDATION**

Recommended that the Minutes of the Internal Audit Committee Meeting held on Tuesday, 17 October 2017 be received and adopted.

**211117/6 RESOLVED** (Cr Simpson/Cr Humphrys)

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 17 October 2017 the Committee discussed the following items.

1. Internal Audit Report - Billings and Collections (September 2017) presented by Grant Thornton
2. Annual Risk Register - presented by Deborah McLean
3. Client Service Report as at 10 October 2017 – presented by Geoff Dwyer, Thomas Noble and Russell
4. Report on the Conduct of the Audit – presented by Geoff Dwyer, Thomas Noble and Russell

### **Community Strategic Plan Links**

Making Council Great

CS1 Leading and advocating for our community

CS1.3 Ensure transparency and accountability in Council's operations

### **Budget Implications**

Nil.

### **Report**

The Minutes of the meeting held on Tuesday, 17 October 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, 17 OCTOBER 2017 AT 4PM**

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### **PRESENT**

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

Jarrold Lean (Internal Auditors Grant Thornton), Geoff Dwyer (Thomas, Noble and Russell), Reiky Jiang (Audit Office of NSW), Vaughan Macdonald (General Manager), Angela Jones (Director Infrastructure and Environment), Ben Zeller (Executive Internal Audit), Ryan Gaiter (Chief Financial Officer/Manager Mid-Richmond), Deborah McLean (Manager Governance and Risk), Sue Parle (Corporate Risk Coordinator) 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 provided apologies to the meeting.

### **DECLARATION OF INTERESTS**

Nil.

**AGENDA ITEMS****1. Internal Audit Report – Billings and Collections (September 2017)** presented by Grant Thornton.

- Review rating was 'Needs Improvement'
- The auditors noted no fraudulent transactions were discovered but some material errors related to levy miscalculations were present
- The material weaknesses noted related to a lack of exception reporting and limited reporting capability out of Tech One
- Another issue noted was the appropriateness of system access and the need to segregate duties
- Identified issues should be resolvable within twelve months
- The improvement in Council's Debt recovery from \$2 million outstanding down to \$700,000 was noted.

**2. Annual Risk Register -** presented by Deborah McLean.

The Annual Risk Register was tabled which identifies and collates the current risks faced by Council and includes an assessment of associated controls and actions related to the risks.

Council's new insurers have required a risk profile exercise be undertaken that will inform future updating of the risk register.

**3. Client Service Report** as at 10 October 2017 – presented by Geoff Dwyer, Thomas Noble and Russell.

The Client Service Report was tabled and presented by Geoff Dwyer. Council received an unmodified audit opinion on the both the General and Special Purpose Financial Statements.

**4. Report on the Conduct of the Audit** – presented by Geoff Dwyer, Thomas Noble and Russell (also presented at the Ordinary meeting today).

The Report on the Conduct of the Audit was tabled and presented by Geoff Dwyer. The report stated that no significant audit issues were observed during the audit of Council's financial statements.

Next Internal Audit Committee meeting to be held on 6 February 2018, at 4pm.

The meeting closed at 4.45pm.

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**14.2 2016/2017 RICHMOND VALLEY COUNCIL FINANCIAL STATEMENTS****Responsible Officer:**

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

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**RECOMMENDATION**

Recommended that in accordance with Sections 418 and 419 of the Local Government Act 1993, Council present the financial statements of Richmond Valley Council for the financial year ended 30 June 2017 to the public.

**211117/7 RESOLVED (Cr Mustow/Cr Morrissey)**

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

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**Executive Summary**

At the Ordinary Meeting held on 17 October 2017, Council was required by Section 413 of the *Local Government Act 1993* to adopt the financial statements for the 2016/2017 financial year as a result of the completion of the audit of these financial statements. At this meeting Council also resolved to present to the public the audited financial statements for the 2016/2017 financial year at the Ordinary Meeting to be held on 21 November 2017.

Council's operating result from continuing operations for the 2016/2017 year has increased to a surplus of \$7,507,000 compared to a surplus of \$1,727,000 in 2015/2016. The main reasons for the increase were an increase in operating grants and contributions, an increase in user charges and fees and a decrease in loss on disposal of assets. There was also an increase in the operating result before capital grants and contributions; the deficit of \$2,271,000 for 2015/2016 has increased to a surplus of \$3,424,000 in 2016/2017.

Council's revenue has increased significantly from \$49,353,000 to \$56,458,000. The main areas of change are an increase in operating grants and contributions, and an increase in user charges and fees.

Council's expenditure had a moderate increase from \$47,626,000 to \$48,951,000. The main areas of change in expenditure are increases in employee costs and materials and contracts, and a decrease in loss on sale of assets.

Council's cash, cash equivalents and investments have increased by \$6,269,000 to \$38,645,000 at year end.

Council has achieved some improvements in its key performance indicators.

Note: The indicators published in the financial statements are stand-alone ratios for each year, as opposed to the ratios used in the Fit for the Future assessment, which in most cases are averaged over a number of years.

	2016/2017	2015/2016
<b>Consolidated Ratios:</b>		
Operating Performance Ratio	7.50%	0.00%
Own Source Operating Revenue Ratio	68.13%	69.65%
Unrestricted Current Ratio	3.48	2.51
Debt Service Cover Ratio	5.02	3.85
Rates, Annual Charges, Interest & Extra Charges Outstanding Ratio	14.94%	17.00%
Cash Expense Cover Ratio	6.99	5.44
Building, Infrastructure & Other Structures Renewals Ratio	82.94%	98.97%
Infrastructure Backlog Ratio	3.80%	1.32%
Asset Maintenance Ratio	1.14	1.09
<b>General Fund Ratios:</b>		
Operating Performance Ratio	5.12%	-5.68%
Own Source Operating Revenue Ratio	58.08%	58.98%
Unrestricted Current Ratio	3.48	2.70
Debt Service Cover Ratio	9.79	7.13
Rates, Annual Charges, Interest & Extra Charges Outstanding Ratio	8.25%	10.28%
Cash Expense Cover Ratio	6.36	4.15
Building, Infrastructure & Other Structures Renewals Ratio	79.15%	78.77%
Infrastructure Backlog Ratio	4.25%	0.37%
Asset Maintenance Ratio	1.15	1.12

The performance indicators as at 30 June 2017 show that Council has made some progress in terms of improving its Financial Sustainability. The Operating Performance Ratio 7.50%, is considerably higher than last financial year and exceeds the benchmark of 0% on a consolidated basis.

Whilst there has been improvement in nearly all of Council's ratios this financial year, both the Infrastructure Backlog Ratio and the Infrastructure Renewals Ratios have decreased.

The improvements in the key performance indicators demonstrate that Council is taking significant steps forward in the area of financial sustainability and has taken on board the recommendations of the NSW Treasury Corporation review.

### Delivery Program Links

Making Council Great

CS2 Great Support

CS2.13 Ensure compliance with Accounting Standards and Local Government Legislation

### Budget Implications

Not Applicable.

## Report

Section 418(1)(a) of the *Local Government Act 1993* requires Council to fix a date for a meeting where the financial statements are to be presented to the public, and Section 419(1) of the *Local Government Act 1993* requires Council to present the financial reports and Auditors reports to the meeting on the date fixed. Council resolved at the Ordinary Meeting held on 17 October 2017 that the financial statements would be presented at the meeting to be held on 21 November 2017.

The summarised financial results for the year are as follows:

<b>Income Statement</b>	<b>Actual 2017 \$'000</b>	<b>Actual 2016 \$'000</b>
Total Income from Continuing Operations	56,458	49,353
Total Expenses from Continuing Operations	48,951	47,626
<b>Operating Result from Continuing Operations</b>	<b>7,507</b>	<b>1,727</b>
Net Operating Result from Discontinued Operations	0	0
<b>Net Operating Result for the Year</b>	<b>7,507</b>	<b>1,727</b>
Net Operating Result before Grants and Contributions provided for Capital Purposes	3,424	(2,271)

<b>Balance Sheet</b>	<b>Actual 2017 \$'000</b>	<b>Actual 2016 \$'000</b>
Total Current Assets	49,973	41,780
Total Non-Current Assets	677,134	666,531
<b>Total Assets</b>	<b>727,107</b>	<b>708,311</b>
Total Current Liabilities	10,416	10,514
Total Non-Current Liabilities	26,747	27,209
<b>Total Liabilities</b>	<b>37,163</b>	<b>37,723</b>
<b>Net Assets</b>	<b>689,944</b>	<b>670,588</b>
<b>Equity</b>		
Retained Earnings	337,652	330,145
Asset Revaluation Reserve	352,292	340,443
<b>Total Equity</b>	<b>689,944</b>	<b>670,588</b>

<b>Cash Flow Statement</b>	<b>Actual 2017 \$'000</b>	<b>Actual 2016 \$'000</b>
Cash Flows from Operating Activities - Receipts	52,711	52,636
Cash Flows from Operating Activities - Payments	(35,877)	(33,795)
<b>Net Cash provided by (or used in) Operating Activities</b>	<b>16,834</b>	<b>18,841</b>
Cash Flows from Investing Activities - Receipts	2,224	990
Cash Flows from Investing Activities - Payments	(17,648)	(29,127)
<b>Net Cash provided by (or used in) Investing Activities</b>	<b>(15,424)</b>	<b>(28,137)</b>
Cash Flows from Financing Activities - Receipts	1,260	1,240
Cash Flows from Financing Activities - Payments	(1,802)	(1,627)
<b>Net Cash provided by (or used in) Financing Activities</b>	<b>(542)</b>	<b>(387)</b>

<b>Cash Flow Statement</b>	<b>Actual 2017 \$'000</b>	<b>Actual 2016 \$'000</b>
<b>Net Increase (Decrease) in Cash Assets Held</b>	<b>868</b>	<b>(9,683)</b>
Cash and Cash Equivalents – beginning of year	12,066	21,749
<b>Cash and Cash Equivalents – end of year</b>	<b>12,934</b>	<b>12,066</b>
Plus: Investments on Hand – end of year	25,711	20,310
<b>Total Cash, Cash Equivalents &amp; Investments</b>	<b>38,645</b>	<b>32,376</b>

In terms of the Auditor's Report, the Audit Office of New South Wales has expressed an unmodified opinion.

The operating result for the 2016/2017 financial year details a surplus of \$7.507 million. Excluding capital grants and contributions, there was an operating surplus of \$3.424 million, representing an increase of \$5.695 million over the 2015/2016 financial year result. The major contributing factors to the increase in result are the increase in operating grants and contributions, namely the financial assistance grant; an increase in user charges and fees, namely private works charges; and Roads and Maritime charges. Total income from continuing operations increased by \$7.105 million, whereas total expenditure from continuing operations only increased by \$1.325 million.

As at 30 June 2017, Council has \$38.645 million in cash, cash equivalents and investments, an increase of \$6.269 million compared to 30 June 2016.

The schedule of restricted assets (reserves) held by Council as at 30 June 2017 compared to total cash, cash equivalents and investments are as follows with restricted assets (reserve) levels from 30 June 2016 shown in comparison:

<b>Restricted Asset</b>	<b>30 June 2017 \$</b>	<b>30 June 2016 \$</b>
<b>External Restricted Assets</b>		
Bonds and Deposits	449,456.60	476,840.38
Developer Contributions - General	662,688.95	547,674.43
Developer Contributions – Sewerage	3,025,399.26	2,959,716.52
Developer Contributions – Water	1,583,302.48	1,492,111.74
RTA Contributions	0.00	0.00
Unexpended Grants	3,910,843.29	1,259,133.98
Water Supply	2,427,764.84	1,618,219.75
Sewerage Services	6,122,959.93	6,418,760.00
Stormwater Management	300,706.80	202,445.14
Specific Purpose Unexpended Loans General Fund	2,980,145.03	3,089,227.63
Domestic Waste Management	3,834,017.55	3,506,185.57
Unearned Revenue	0.00	0.00
Other	965,380.53	563,896.03
<b>Total External Restricted Assets</b>	<b>26,262,665.26</b>	<b>22,134,211.17</b>
<b>Internal Restricted Assets</b>		
Employee Leave Entitlements	1,041,239.87	970,782.50
Unexpended Rates Special Variation	820,571.00	221,085.00
Plant Replacement	1,469,163.22	1,542,095.19
Petersons Quarry	1,958,229.88	1,038,615.43
Woodview Quarry	999,274.06	905,036.82
Quarry Rehabilitation	123,047.63	113,135.20
Insurance Reserve	92,151.09	89,501.86
Real Estate and Infrastructure	1,363,288.25	1,529,024.41
Road Rehabilitation Reserve	490,810.63	213,417.96



<b>Restricted Asset</b>	<b>30 June 2017</b> <b>\$</b>	<b>30 June 2016</b> <b>\$</b>
Other Waste Management	2,211,042.37	1,880,499.45
Casino Saleyards	622,298.15	308,688.52
Rural Road Safety Program	64,762.79	43,978.79
Richmond Upper Clarence Regional Library	363,558.43	263,850.75
RMS State Roads Maintenance Contract	5,218.85	202,816.23
Public Cemeteries Perpetual Maintenance	502,474.89	467,382.27
Revolving Energy and Sustainability Fund	8,225.30	8,225.30
Carry Over Works	246,977.00	90,832.00
<b>Total Internal Restrictions</b>	<b>12,382,333.40</b>	<b>9,889,057.67</b>
<b>Total Restrictions</b>	<b>38,644,998.66</b>	<b>32,023,268.84</b>
<b>Available Cash Assets and Investments</b>	<b>38,644,998.66</b>	<b>32,023,268.84</b>
<b>Unrestricted Cash and Investments</b>	<b>0.00</b>	<b>0.00</b>

Council has seen significant improvements in relation to its key performance indicators.

In the most recent review by NSW Treasury Corporation, Council's Financial Sustainability rating was changed to be rated Moderately Sustainable with a Neutral Outlook. This was a significant improvement on the previous review in April 2013 which found Council to have a Financial Sustainability Rating of Weak with an outlook of Negative. Council was advised the areas to focus on were improving its Operating Performance Ratio to be as close to breakeven as possible. The Operating Performance Ratio (7.5%) continues to meet the benchmark of 0% on a consolidated basis. Whilst there has been improvement in nearly all of Council's ratios this financial year, both the Infrastructure Backlog Ratio and the Infrastructure Renewals Ratios have decreased. Improving these two ratios is difficult especially when making significant investment in new assets, which is one of Council's focuses at the moment.

The improvements in the key performance indicators demonstrate that Council is taking significant steps forward in the area of Financial Sustainability and has taken on board the recommendations of the TCorp review.

### **Consultation**

Council is currently advertising the financial statements for the year ended 30 June 2017 to the public and invite submissions in writing; submissions closing at 4:00pm, Tuesday, 28 November 2017. Any submission will be reported to the December 2017 Ordinary Meeting. Council has also made available copies of the financial statements for inspection by the public from the date public notice was given until the day after the meeting where the financial statements were presented.

### **Conclusion**

Presentation of Council's Financial Statements to the public is the last step in complying with the legislative requirements regarding annual financial reporting. Council has also advertised the Financial Statements for the year ended 30 June 2017 stating that they will be presented to the public at this Ordinary Meeting and inviting submissions. Section 420 of the Local Government Act 1993 invites submissions from the public on the Financial Statements, and Section 420(3)

requires Council to refer any submissions it may receive to the Auditor. Submissions close at 4.00pm, Tuesday, 28 November 2017. If any submissions are received, these will be reported to Council at its Ordinary Meeting to be held on 19 December 2017.

### **14.3 QUARTERLY BUDGET REVIEW OF RICHMOND VALLEY COUNCIL AS AT 30 SEPTEMBER 2017**

**Responsible Officer:**

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

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#### **RECOMMENDATION**

Recommended that Council adopt the Quarterly Budget Review Statement as at 30 September 2017 and approve the variations thereto.

The Chief Financial Officer provided a presentation to the meeting on the 30 September 2017 Quarterly Budget Review Statement and responded to questions.

#### **211117/8 RESOLVED** (Cr Simpson/ Cr Humphrys)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

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#### **Executive Summary**

This report outlines the proposed adjustments to the 2017/2018 budget for the quarter ended 30 September 2017. These adjustments exclude all previously adopted Monthly Budget Adjustments.

The proposed changes see Council's projected operating surplus from continuing operations for 2017/2018 decrease from the revised budget operating surplus as at 31 August 2017 of \$4,263,878 to \$2,755,414. This is mainly due to a reduction of \$2,368,745 in the Financial Assistance Grant (FAG) with a 50% advance payment being received in June 2017, offset by further adjustments to carry over works as part of the finalisation of Council's 2016/2017 Financial Statements. There is now a projected transfer from cash reserves of \$9,197,154, which is an increase in reserve funding of \$3,189,838.

Income from continuing operations has decreased by \$867,106, with total income now projected to be \$58,893,004. This is mainly due to the decrease in the Financial Assistance Grant of \$2,368,745, with 50% having been received in June 2017. This was partially offset by an increase from the original budget of \$165,987 due to higher than estimated funding being granted.

Expenses from continuing operations have increased by \$641,358, with total operating expenses now projected to be \$56,137,590. This is largely attributed to \$620,219 in contract crushing at Woodview Quarry.

Council's Capital Works program has increased by \$1,615,388 to a projected total of \$28,830,178 due to being successful in many grant funded projects such as the \$1,000,000 shared cycleway from Broadwater to Broadwater Beach.

A detailed Quarterly Budget Review Statement for the first quarter of the 2017/2018 year has been circulated separately to each Councillor. These changes are disclosed by Priority on pages 2-8 of the Quarterly Budget Review Statement and detailed explanations are provided on pages 9-10.

### **Delivery Program Links**

Making Council Great

CS2 Great Support

CS2.14 Provide efficient, effective and highly valued financial services to the organisation

### **Budget Implications**

As detailed in the report.

### **Report**

The budget review for the first quarter of the 2017/2018 financial year has seen Council's operating surplus from continuing operations decrease to a projected surplus of \$2,755,414. This is a decrease of \$1,508,464 from the revised budget as at 31 August 2017 of \$4,263,878. This is partly due to a decrease of \$2,368,745 in the Financial Assistance Grant due to the 50% advance payment received in June 2017. In addition, the operating expenditure budget has increased by \$620,219 due to the approved contract for crushing at Woodview Quarry.

Council's estimated budget result (unrestricted cash result) has increased slightly, from \$114,131 to a projected surplus of \$180,118. Council received higher than originally estimated Financial Assistance funding of \$165,987, of which \$100,000 has been allocated to Signature Project Master Planning.

In overall cash terms, there is an estimated decrease in cash of \$9,017,036 for the 2017/2018 financial year. This has increased from a projected decrease of \$5,893,185 in the revised budget as at 31 August 2017. This is predominately due to further carry forward of funding for works not completed in 2016/2017 as part of the finalisation of the 2016/2017 Financial Statements and accounting for 50% of the Financial Assistance Grant having been received in advance in June 2017.

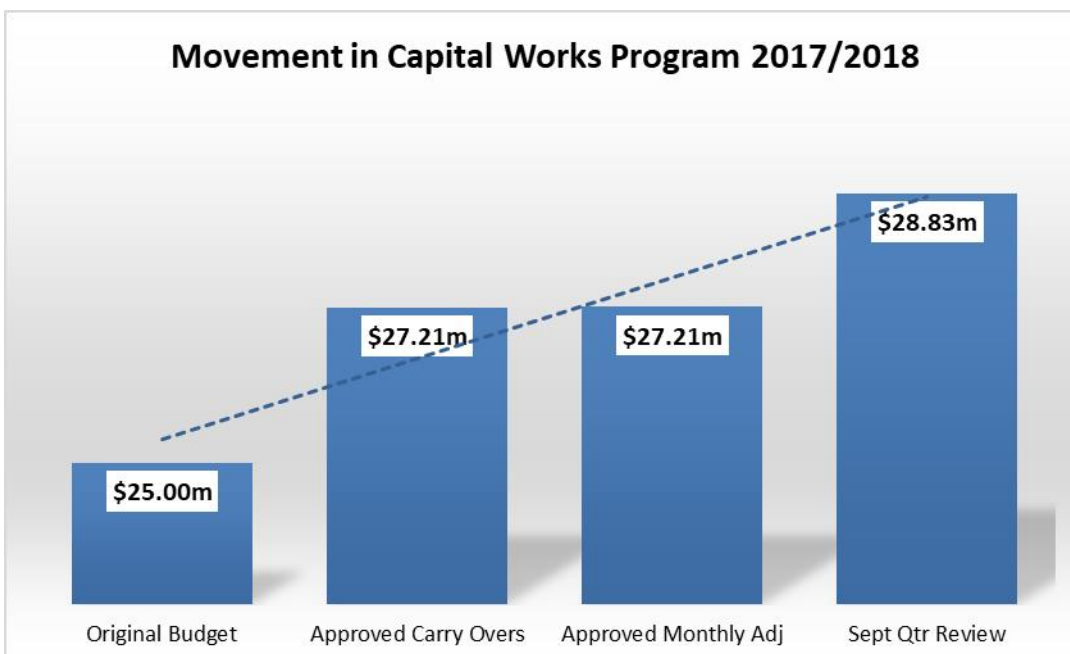
Income from continuing operations has decreased by \$867,106 from the revised budget as at 31 August 2017, with total income now projected to be \$58,893,004. This is partially due to an increase in grants and contributions of \$2,169,956, largely made up of \$1,000,000 being attributed to the shared

cycleway to Broadwater Beach, \$700,000 for the Woodburn Riverside Precinct Upgrade and \$252,000 towards Casino Drill Hall Revitalisation. This is offset by a reduction in FAG funding as previously mentioned in this report. All recommended changes for Council resolution of \$867,106 are disclosed by Priority on page 4 of the Quarterly Budget Review Statement and detailed explanations are provided on pages 9-10.

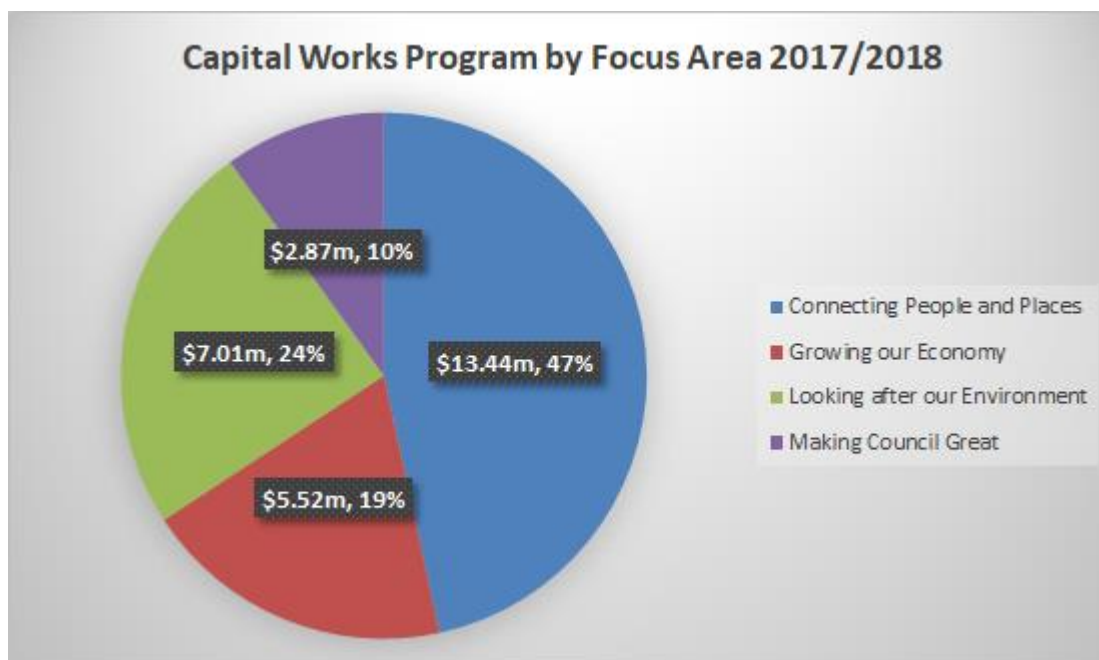
Expenses from continuing operations have increased by \$641,358 from the revised budget as at 31 August 2017, with total operating expenses now projected to be \$56,137,590. \$620,219 of this relates to contract crushing at Woodview Quarry, along with \$37,700 being drawn from the Plant Replacement Reserve towards the Plant & Vehicle Management Review. These increases have been offset by savings of \$15,900 in property insurance for Water & Sewer Funds. All recommended changes for Council resolution of \$641,358 are disclosed by Priority on page 5 of the Quarterly Budget Review Statement and detailed explanations are provided on pages 9-10.

Council's Capital Works program has increased by \$1,615,388 to a projected total of \$28,830,178. This increase is significantly due to Council being successful in receiving grant funding for the shared cycleway to Broadwater Beach for \$1,000,000, \$700,000 towards the Woodburn Riverside Precinct Upgrade, \$252,000 to revitalise the Casino Drill Hall along with \$40,235 for an Accessible Carousel at Crawford Square. Along with other grants, an offset in the reduction to the original estimate for the NRLX upgrade of \$668,605 is due to more works being completed in the 2016/2017 year than first estimated. All recommended changes to the capital works program are disclosed by Priority on page 6 of Council's Quarterly Budget Review Statement and detailed explanations are provided on pages 9-10.

The following graph tracks the movement in Council's Capital Works program for 2017/2018 from the original budget, after the adoption of approved carry over works and other approved monthly adjustments up to the September Quarterly Budget Review.



The following graph provides a summary of the capital works program by Priority.



Council's projected budget position and recommended changes for Council resolution are summarised in the table below with detailed explanations contained in the attachment to the Business Paper.

Quarterly Budget Review Statement for the quarter ended 30 September 2017	Revised Budget 31-Aug-17	Recommended Changes for Council Resolution	Projected Year End Result 2017/2018
Income from Continuing Operations	59,760,110	(867,106)	58,893,004
Expenses from Continuing Operations	55,496,232	641,358	56,137,590
<b>Operating Result from Continuing Operations</b>	<b>4,263,878</b>	<b>(1,508,464)</b>	<b>2,755,414</b>
<b>Operating Result before Capital Income</b>	<b>(1,932,198)</b>	<b>(2,775,796)</b>	<b>(4,707,994)</b>
Add: Non-Cash Expenses	14,040,489	0	14,040,489
Add: Non-Operating Funds Employed	5,084,481	0	5,084,481
Less: Capital Expenditure	27,214,790	1,615,388	28,830,178
Less: Loan Repayments	2,067,243	0	2,067,243
<b>Estimated Funding Result – Surplus/(Deficit)</b>	<b>(5,893,185)</b>	<b>(3,123,851)</b>	<b>(9,017,036)</b>
Restricted Funds – Increase/(Decrease)	(6,007,316)	(3,189,838)	(9,197,154)
<b>Unrestricted Funds – Increase/(Decrease)</b>	<b>114,131</b>	<b>65,987</b>	<b>180,118</b>

Pages 9 to 10 of the attached Quarterly Budget Review Statement contain the budget variation explanations. A summary of the main contributing factors within each Priority is as follows:

#### Connecting People & Places

- Increase in capital grants and contributions of \$2,084,135 due to Council being successful in numerous grant applications, largely made up of \$1,000,000 for the shared cycleway Broadwater to Beach, \$700,000 towards the Woodburn Riverside Precinct Upgrade & \$252,000 for the Casino Drill Hall Revitalisation project.

### Growing our Economy

- An adjustment to the NRLX Upgrade project income and expenditure to bring the budget back in line with the actual amount remaining after accounting to actual income and expenditure in 2016/2017. This resulted in a decrease in capital grants and contributions of \$834,303 and \$668,605 in capital expenditure.
- An increase in operating expenditure of \$620,219 due to contract crushing at Woodview Quarry.

### Looking after our Environment

- Waste Management program income has increased due to being granted \$66,685 under the Better Waste and Recycling Funding as well as a \$17,500 non-cash contribution by way of variable message board for use at the Nammoona Landfill.
- Decrease in operating expenditure due to savings in property insurance under the Water & Sewerage funds.
- A reduction in capital expenditure of \$88,907 due to projects being completed in the prior year resulting in less funding being carried forward, offset by an increase of \$17,500 due to the contribution from NE Waste as mentioned above.

### Making Council Great

- Decrease in income of \$2,202,759 due to the advance payment of the FAGs in June 2017, offset by an increase from the original budget of \$165,987 due to higher than estimated funding being granted.
- Increase in operating expenditure due to \$37,700 being allocated from Plant Replacement Reserve towards the Plant & Vehicle Management Review.
- \$100,000 has been allocated from additional FAG Funding above the original budget towards Signature Project Master Planning.

### **Conclusion**

As at the end of the first quarter, the estimated budget result (unrestricted cash result) has increased slightly to a surplus of \$180,118. Whilst the cash deficit has increased, this is predominantly due to the carry forward of funding for works not completed in 2016/2017 as part of the finalisation of the 2016/2017 Financial Statements. Overall, Council's projected financial position at year end remains satisfactory.

Note: A copy of the adopted Quarterly Budget Review Statement as at 30 September 2017 was attached to the archived Minutes of this Meeting.

#### 14.4 FINANCIAL ANALYSIS REPORT – OCTOBER 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 October 2017.

**211117/9 RESOLVED** (Cr Humphrys/Cr Lyons)

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 31 October 2017 is shown below.

Period	Investment Portfolio
31 October 2017	\$38,062,885.68

The rate of return on Council's investments for October 2017 was 2.50% which is above the 90 Day Bank Bill Index of 1.69%.

#### Delivery Program Links

Making Council Great

CS 2 Great Support

CS2.14 Provide efficient, effective and highly valued financial services to the organisation

#### Budget Implications

As at 31 October 2017, Council had earned \$129,261.71 in interest and \$122,162.72 in fair value gains for total investment revenue of \$251,424.43 against a budget of \$873,396.00 (which equates to 28.79%).

#### 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 October 2017 meeting therefore the cash rate in Australia remained at 1.50% per annum as at 31 October 2017.

Council's cash and term deposit investment portfolio has maturity dates ranging from same day up to 182 days. Deposits are made considering 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 \$16,000,000 representing 42.04% of the total portfolio as at 31 October 2017. Council did not make any new term deposits and no term deposits matured during the period. All investments are in accordance with Council's Investment Policy

Average interest rates available for investments increased from September 2017 to October 2017 from 2.42% to 2.50%.

Council has \$16,000,000 in longer term investments being the Cash Facility Trusts with NSW Treasury Corporation as at 31 October 2017. The investment value as at 31 October 2017 is shown below.

Period	Hourglass Cash Facility Trust	Hourglass Strategic Cash Facility Trust
31 October 2017	\$8,404,115.05	\$8,428,949.97

The value of Council's Investment Portfolio as at 31 October 2017 including General Bank Accounts and Trust Funds is shown below.

Period	Investment Portfolio	Face Value	General Bank Accounts	Trust Funds
31 October 2017	\$38,062,885.68	\$37,229,820.66	\$1,001,374.02	\$120,994.55

The Investment Portfolio figure of \$38,062,885.68 is made up of Council's Business Online Saver Account (\$5,229,820.66), Term Deposits (\$16,000,000.00) and NSW Treasury Corporation Investments (\$16,833,065.02).

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.



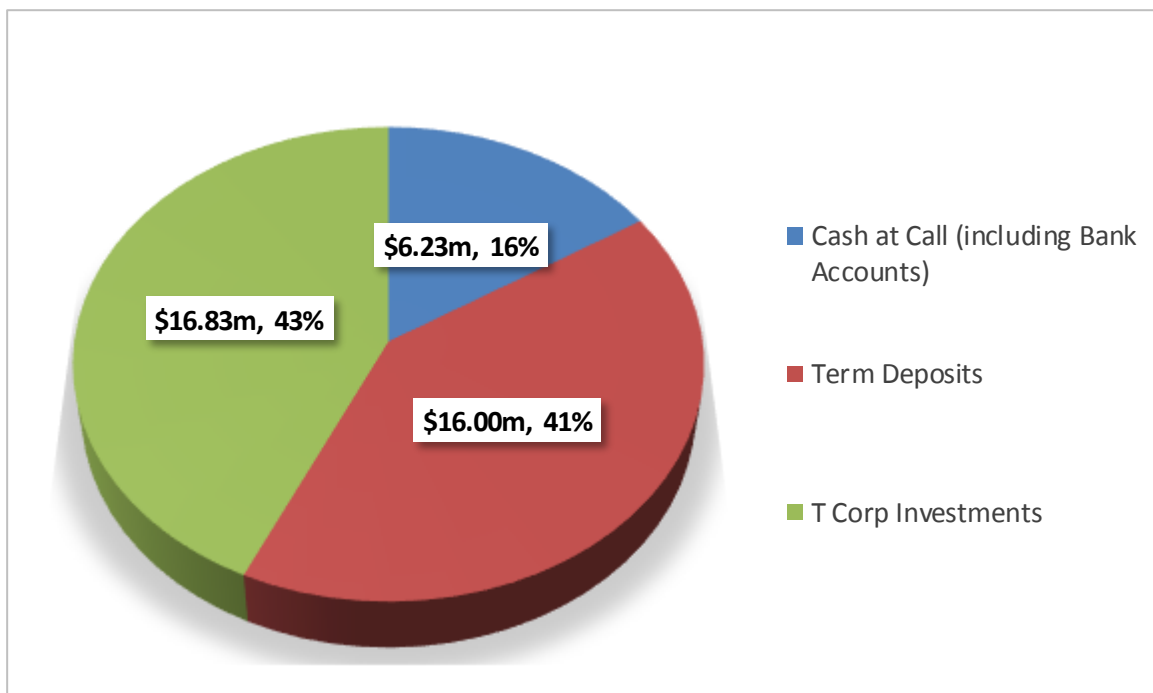
## Conclusion

Interest rates on investments have decreased 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.

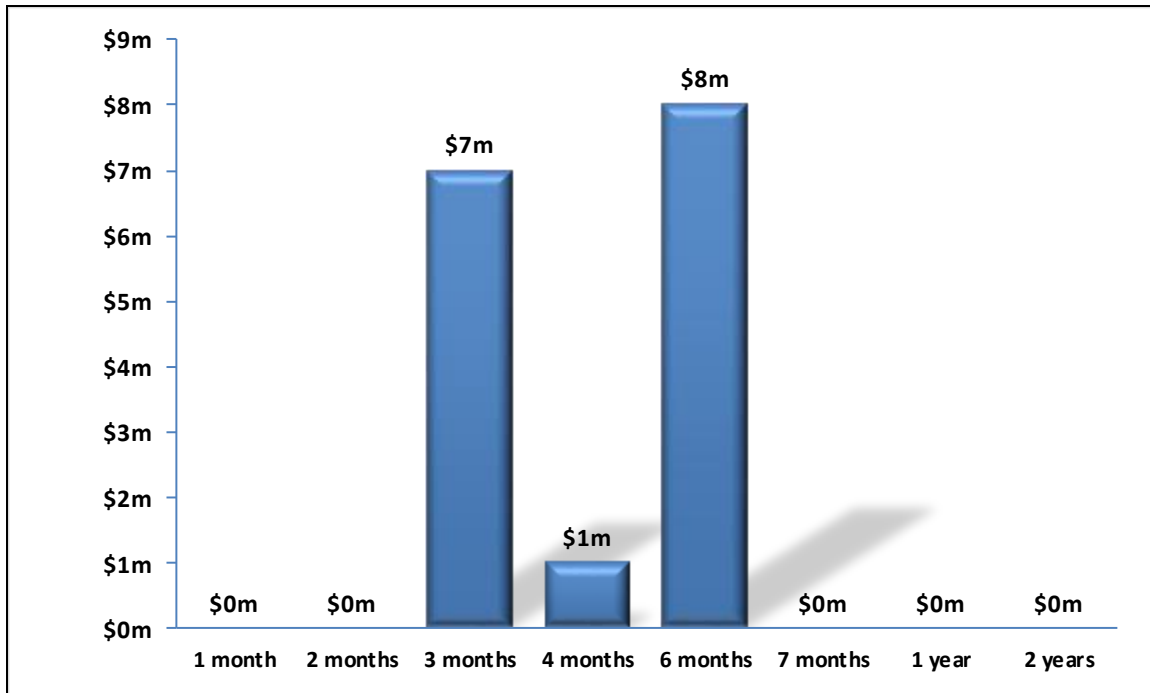
The following graph shows a breakup of Council's investment portfolio as at 31 October 2017.



Council did not make any new term deposits during the month of October 2017.

No term deposits matured during the month of October 2017.

The following graph shows the length of time of Council's term deposit maturities as at 31 October 2017.



RICHMOND VALLEY COUNCIL FINANCIAL ANALYSIS REPORT AT 31 OCTOBER 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
<b>Cash at Call</b>													
CBA Business Online Saver	Commonwealth Bank	At Call	A1+/AA	At Call	Variable		Monthly	0.05%	N/A	5,229,820.66	31/10/2017	13.74%	No
<b>Total Cash at Call</b>										<b>5,229,820.66</b>		<b>13.74%</b>	
<b>Term Deposits</b>													
Term Deposit	Auswide Bank	Term Deposit	A3/BBB-	29/05/2017	27/11/2017	Fixed for Term	Maturity	0.23%	N/A	1,000,000.00	31/10/2017	2.63%	Part
Term Deposit	Bank Australia	Term Deposit	A2/BBB	30/05/2017	27/11/2017	Fixed for Term	Maturity	0.23%	N/A	1,000,000.00	31/10/2017	2.63%	Part
Term Deposit	Auswide Bank	Term Deposit	A3/BBB-	31/05/2017	28/11/2017	Fixed for Term	Maturity	0.24%	N/A	1,000,000.00	31/10/2017	2.63%	Part
Term Deposit	Greater Bank	Term Deposit	A2/BBB	9/06/2017	7/12/2017	Fixed for Term	Maturity	0.24%	N/A	1,000,000.00	31/10/2017	2.63%	Part
Term Deposit	AMP Ltd	Term Deposit	A1/A	29/08/2017	26/02/2018	Fixed for Term	Maturity	0.22%	N/A	1,000,000.00	31/10/2017	2.63%	Part
Term Deposit	National Australia Bank	Term Deposit	A1+/AA-	30/08/2017	28/11/2017	Fixed for Term	Maturity	0.21%	N/A	1,000,000.00	31/10/2017	2.63%	Part
Term Deposit	Members Equity Bank	Term Deposit	A2/BBB	31/08/2017	29/11/2017	Fixed for Term	Maturity	0.21%	N/A	1,000,000.00	31/10/2017	2.63%	Part
Term Deposit	National Australia Bank	Term Deposit	A1+/AA-	31/08/2017	29/11/2017	Fixed for Term	Maturity	0.21%	N/A	1,000,000.00	31/10/2017	2.63%	Part
Term Deposit	Westpac	Term Deposit	A1+/AA-	4/09/2017	5/03/2018	Fixed for Term	Maturity	0.22%	N/A	1,000,000.00	31/10/2017	2.63%	Part
Term Deposit	Bankwest	Term Deposit	A1+/AA-	4/09/2017	4/12/2017	Fixed for Term	Maturity	0.20%	N/A	1,000,000.00	31/10/2017	2.63%	Part
Term Deposit	MyState Bank Limited	Term Deposit	A2/BBB	6/09/2017	6/03/2018	Fixed for Term	Maturity	0.21%	N/A	1,000,000.00	31/10/2017	2.63%	Part
Term Deposit	Greater Bank	Term Deposit	A2/BBB	7/09/2017	6/12/2017	Fixed for Term	Maturity	0.20%	N/A	1,000,000.00	31/10/2017	2.63%	Part
Term Deposit	Westpac	Term Deposit	A1+/AA-	12/09/2017	11/12/2017	Fixed for Term	Maturity	0.22%	N/A	1,000,000.00	31/10/2017	2.63%	Part
Term Deposit	AMP Ltd	Term Deposit	A1/A	13/09/2017	13/03/2018	Fixed for Term	Maturity	0.23%	N/A	1,000,000.00	31/10/2017	2.63%	Part
Term Deposit	Members Equity Bank	Term Deposit	A2/BBB	13/09/2017	12/12/2017	Fixed for Term	Maturity	0.20%	N/A	1,000,000.00	31/10/2017	2.63%	Part
Term Deposit	Bankwest	Term Deposit	A1+/AA-	19/09/2017	17/01/2018	Fixed for Term	Maturity	0.21%	N/A	1,000,000.00	31/10/2017	2.63%	Part
<b>Total Term Deposits</b>										<b>16,000,000.00</b>		<b>42.04%</b>	
<b>Fixed Interest Securities</b>													
<b>Total Fixed Interest Securities</b>										<b>0.00</b>	<b>0.00</b>		
<b>NSW Treasury Corporation Hourglass Investments</b>													
Cash Facility Trust	NSW Treasury Corporation	Trust		Various	N/A		Monthly	0.21%	8,000,000.00	8,404,115.05	31/10/2017	22.08%	
Strategic Cash Facility Trust	NSW Treasury Corporation	Trust		Various	N/A		Monthly	0.22%	8,000,000.00	8,428,949.97	31/10/2017	22.14%	
<b>Total Fixed Interest Securities</b>										<b>16,000,000.00</b>	<b>16,833,065.02</b>		<b>44.22%</b>
<b>Total Investment Portfolio at Face Value</b>									<b>37,229,820.66</b>				
<b>Total Investment Portfolio at Fair Value</b>										<b>38,062,885.68</b>			
<b>Overall Average Interest Rate for month - Portfolio</b>								<b>0.21%</b>					
<b>Total Bank Account Portfolio</b>										<b>1,122,368.57</b>			
<b>Total Portfolio</b>										<b>39,185,254.25</b>			

<b>Bank Accounts</b>	
Account Name	Balance \$ 31-Oct-17
General Fund Bank Account	989,048.10
Trust Fund Bank Account	120,994.55
NAB Cheque Account	6.40
Evans Head Memorial Areodrome Fund	12,319.52
<b>Total</b>	<b>1,122,368.57</b>

**14.5 REVIEW OF COUNCIL POLICY – FINANCIAL HARDSHIP****Responsible Officer:**Ryan Gaiter (Chief Financial Officer / Manager Mid-Richmond)

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**RECOMMENDATION**

Recommended that Council adopt the reviewed Financial Hardship Policy to assist ratepayers in applying for financial hardship measures.

**211117/10 RESOLVED** (Cr Humphrys/Cr Lyons)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

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**Executive Summary**

Council adopted the Financial Hardship Policy in its current form on 19 September 2017. The policy has been reviewed a second time by Council's Revenue Section as the stipulation that the Financial Hardship Policy is for the benefit of a ratepayer's principal place of residence only, in relation to rates and charges, was omitted from the last review. This stipulation needs to be added back into the policy.

**Delivery Program Links**

Making Council Great

CS2 Great Support

CS2.1 Provide excellent customer service to all stakeholders

**Budget Implications**

The reviewed Financial Hardship Policy will not increase costs and will have no impact on the budget.

**Report**

Council adopted the Financial Hardship Policy in its current form on 19 September 2017. A reviewed policy has been drafted and is attached (changes shown in red). When reviewed last time the stipulation that the policy is for the benefit of ratepayers for their principal place of residence only, was omitted. This has been added back into the draft policy. This is the only change to the policy adopted on 19 September 2017 and the reviewed draft is presented to Council for adoption.

## Conclusion

Council's Financial Hardship Policy has been amended to stipulate that the policy is for the benefit of a ratepayer's principal place of residence only, in relation to rates and charges.

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## Council Policy

<b>Policy Title:</b>	<b>Financial Hardship</b>
<b>Policy Number:</b>	6.8
<b>Priority Area:</b>	Making Council Great
<b>Service Area:</b>	Financial Services
<b>Meeting Adopted:</b>	

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### OBJECTIVE

This policy is to determine the process for considering applications of financial hardship in payment of rates and charges (including water, sewerage, waste and stormwater).

### POLICY

The Policy - Financial Hardship is to establish provisions to assist in the application of financial hardship that may be experienced by ratepayers in the payment of rates and charges. A Financial Hardship application if approved and an arrangement for payment adhered to, may result in any of the following:

- Interest not being charged on arrears for a set period of time
- Write-off interest on rates and charges already incurred either in full or part
- Enter into an arrangement for payment of outstanding rates and/or charges
- Any combination of the above

#### 1. Application Conditions/Procedure

- The applicant must be the owner or part owner of the property and be liable for the payment of rates on the property.
- **The applicant can only apply for Financial Hardship in relation to rates and charges levied on their principal place of residence. Owning multiple properties may have a negative impact on the resident's application.**
- The application for financial hardship must be accompanied with supporting documentation which may include but not limited to:
  - Letter from a recognised financial counsellor or financial planner confirming financial hardship or a Statutory Declaration from ratepayer outlining reasons for applying for hardship
  - Copy of recent bank statements of all accounts
  - Details of income and expenditure.

Council staff to provide to applicants at the time of/or prior to receipt of a financial hardship application the contact details of Government and Charity organisations who offer financial assistance. The application will be reviewed by the Senior Revenue Officer, Revenue Coordinator and/or the Chief Financial Officer and in accordance with Council policy Write-Off of Rates and Charges and the General Manager's delegated authority. A recommendation to be made to the General Manager for amounts less than \$2,000. For amounts greater than \$2,000 a report to be prepared for resolution in Closed Council to protect the applicant(s) privacy in accordance with Section 10A(2)(b) of the Local Government Act 1993.

The General Manager or Council will review the information provided and determine if financial hardship will be granted.

### **3. Guidelines when Granting Financial Hardship**

- Interest is charged and then written-off where a repayment schedule is adhered to and the arrangement provides for accrued interest to be waived.
- Where a scheduled repayment default occurs, the levying of interest charges are to be reactivated from the last payment made in accordance with the repayment schedule. The ratepayer will be contacted via correspondence and advised of the repayment default.

### **4. Continuing Financial Hardship**

If the ratepayer continues to experience hardship after the period approved by Council has expired, a new application must be made by the ratepayer with new supporting documentation required as outlined above.

### **5. Cancellation of Financial Hardship Arrangement**

The financial hardship arrangement may be cancelled as a result of the following:

- Defaulting on the payment arrangement
- The ratepayer no longer owns the land
- The ratepayer advises Council that financial hardship no longer applies
- Council receives information that the financial hardship no longer exists

Such cancellation will be at the discretion of the General Manager.

### **6. Privacy of the Applicant**

Personal information collected as a result of this policy will only be used for the purpose of assessing eligibility under the policy and will not be used for any other purpose, or disclosed to any other person, unless required by law to do so, or authorised to do so by the person to whom that personal information relates.

## **REVIEW**

This policy will be reviewed by Council at the time of any relevant legislative changes, compliance requirements or at least every four years.

**14.6 TENDER T271718TC SUPPLY AND DELIVERY OF TRAFFIC SAFETY SIGNAGE****Responsible Officer:**Ryan Gaiter (Chief Financial Officer/ Manager Mid-Richmond)

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**RECOMMENDATION**

Recommended that:

1. Both Barrier Signs Pty Ltd and Artcraft Pty Ltd be added to the panel for the supply and delivery of Traffic Safety Signage for the period 1 January 2018 to 31 December 2019.
2. A provision be allowed for a six month extension based on satisfactory supplier performance, which may take this contract through to 30 June 2020.

**211117/11 RESOLVED** (Cr Humphrys/Cr Lyons)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

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**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 local tenders in order to attract greater supplier competition and lower pricing for member Councils.

Regional Procurement has called an open Panel Source by Council tender for the Supply and Delivery of Traffic Safety Signage. The tender closed at 10:00am on 10 October 2017.

Participating Councils from RTC Group in this tender were Clarence Valley Council and Richmond Valley Council.

The tender was advertised in the following:

1. 16 September 2017 - Uploaded to Tenderlink.
2. 16 September 2017 - Sydney morning Herald.
3. 16 September 2017 - Gold Coast Bulletin.

**Delivery Program Links**

Making Council Great

CS2. Great Support

CS2.12 Examine all revenue and expenditure reduction opportunities within legislative powers

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## Budget Implications

This tender is for the ongoing supply of Traffic Safety Signage. The hardware items are purchased as a part of stock items within Council's Stores section and issued to specific projects within Council's adopted budgets.

## Report

Regional Procurement has called an open Panel Source by Council tender for the Supply and Delivery of Traffic Safety Signage.

Three (3) tenders in total were received from:

- Artcraft Pty Ltd
- Barrier Signs Pty Ltd
- Hi-Vis Group

The tender price was divided into selected sign categories; these include:

Warning signs
Regulatory Signs
Hazard and Guide signs
Temporary Warning Signs
Temporary Warning Signs Diamond
Regulatory Signs Non-Reflective
G series signs

Further information is provided in the evaluation results section.

## Contract Duration

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

The tender evaluation was conducted on 30 October 2017 at Clarence Valley Council by:

- Trevor Pate - Clarence Valley Council
- Daniel Parker - Richmond Valley Council
- Facilitator: Craig Wade - Regional Procurement

### Evaluation Results

CRITERIA	%	Barrier Signs Pty Ltd	Artcraft Pty Ltd	Hunter Valley Signs trading as Hi Vis
Tender Price	55			
Warning signs 1-9	10	10.00	6.03	7.24
Regulatory Signs 1-9	5	5.00	4.64	3.65
Hazard and Guide signs 1-9	5	5.00	3.91	3.37
Temporary Warning Signs 1-9	15	12.89	15.00	9.62
Temporary Warning Signs Diamond 1-9	10	9.90	10.00	7.36
Regulatory Signs Non-Reflective 1-9	5	5.00	2.80	2.95
G series signs 1-9	5	5.00	2.91	3.21
Referees	20	18.67	17.87	19.33
Quality Assurance	15	15.00	15.00	15.00
Customer Service	10	10.00	10.00	10.00
<b>Total</b>	100	96.46	88.15	81.74

Barrier Signs Pty Ltd is being recommended as they are the most competitive and offer the best value to Council in all areas except for temporary warning signs.

Artcraft Pty Ltd are being recommended as they offer the best value in temporary warning signs and other miscellaneous items.

### **Consultation**

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

### **Conclusion**

Council has gone to tender through Regional Procurement for the supply and delivery of traffic safety signage. It is recommended that both Barrier Signs Pty Ltd and Artcraft Pty Ltd be added to the panel to supply the goods required as their pricing delivers best value to Council.

**14.7 PLANNING PROPOSAL PP2016/0006 - REZONE LAND AT RILEYS HILL****Responsible Officer:**Andrew Hanna (Manager Development and Environment)

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**RECOMMENDATION**

Recommended that Council:

1. Support Planning Proposal PP2016/0006 proposing to amend the *Richmond Valley Local Environmental Plan 2012* by rezoning Lot 100 DP1201719 from Zone *RU1 – Primary Production* to Zone *RU5 – Village* and by amending the subdivision minimum lot size from 40 Ha to 600 m<sup>2</sup>;
2. Submit Planning Proposal PP2016/0006 to the NSW Department of Planning and Environment for a Gateway Determination; and
3. Seek delegation of Ministerial plan making functions for Council and the General Manager.

**211117/12 RESOLVED** (Cr Simpson/Cr Hayes)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

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**Executive Summary**

Ardill Payne and Associates have prepared and submitted a Planning Proposal to rezone land at Riley's Hill on behalf of the owner Monal Pty Ltd. The land is identified within the Richmond Valley Local Government Area for 'Future Urban Growth' and therefore is within a recognised immediate future release area, as identified in the North Coast Regional Plan. Some additional assessment relative to the site's attributes is anticipated as a requirement of a Gateway Determination.

**Delivery Program Links**

Growing our Economy

EC1 Driving Economic Growth

EC1.8 Provide sustainable Urban Development Opportunities

**Budget Implications**

The staged progression of the Planning Proposal is subject to Council's Revenue Policy to cover staff resources for processing and assessment. The overall budget implications for this reason are expected to be 'nil', however an

investigation for all future provision of essential infrastructure for Rileys Hill should be undertaken.

## Report

Council received Planning Proposal PP2016/0006 to rezone Lot 100 DP1201719, Hills Road, Rileys Hill in early June this year. The property is wholly located within an area identified to be immediately adjacent to existing RU5 (Village) zoned land at Rileys Hill and is identified in the North Coast Regional Plan as potential Urban Growth Area. The Rileys Hill village area currently comprises around 70 residential lots and the 8.268 Hectare area proposed for rezoning could potentially double the suburban Rileys Hill village area with a potential yield of around a further 70 lots.

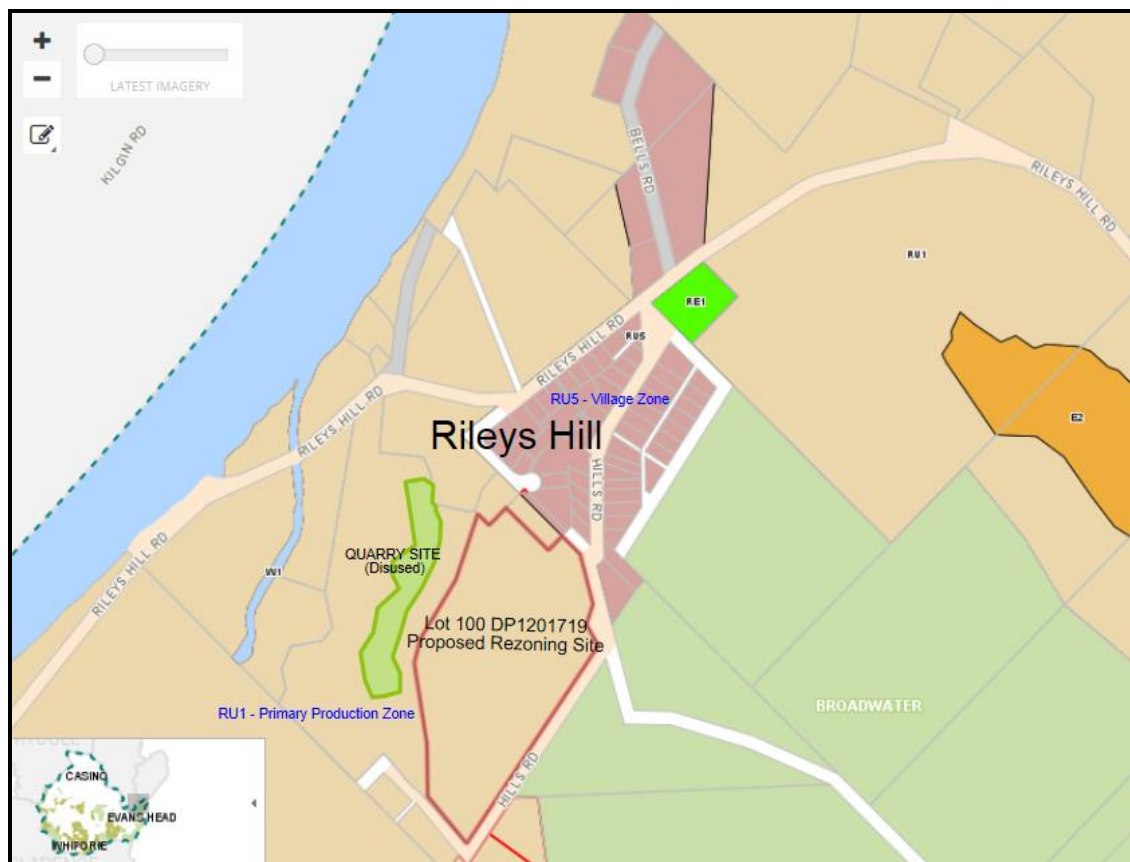


Figure 1: Map of Rileys Hill locality showing land proposed rezoning site.

A conceptual plan for the proposal has been provided, but is indicative only as the potential estimated yield will be subject to more detailed constraints investigations as well as accurate survey and design in accordance with Gateway Determination requirements. The minimum lot size of 600m<sup>2</sup> generally attributed to RU5 – Village zoned land will apply, and the attached conceptual Subdivision Layout indicates a yield of 70 lots with some variance allowing conceptual lots up to 1000m<sup>2</sup>.

The lower portion of the property is identified as marginally flood prone (as affected by a one-in-one-hundred year (1/100 ARI) average return interval flood event). The flood risk mapping categorises the site as 'Rare Low Hazard' (above a 100-year design flood). Indicative ground levels indicate that the levels are

borderline, with some areas being at a similar level as a 1/100 year flood event. The proponent has supplied 0.5 metre interval height contours with the proposal as an indicative tool.

A more detailed survey would be able to provide for a road layout and stormwater design that could provide fill and drainage to make developable areas 'flood-free'. Stormwater collection and treatment will be required onsite prior to discharge under the adjoining Council road reserve through a possibly upgraded culvert. The natural drainage route will continue offsite toward the adjoining National Park opposite the site.

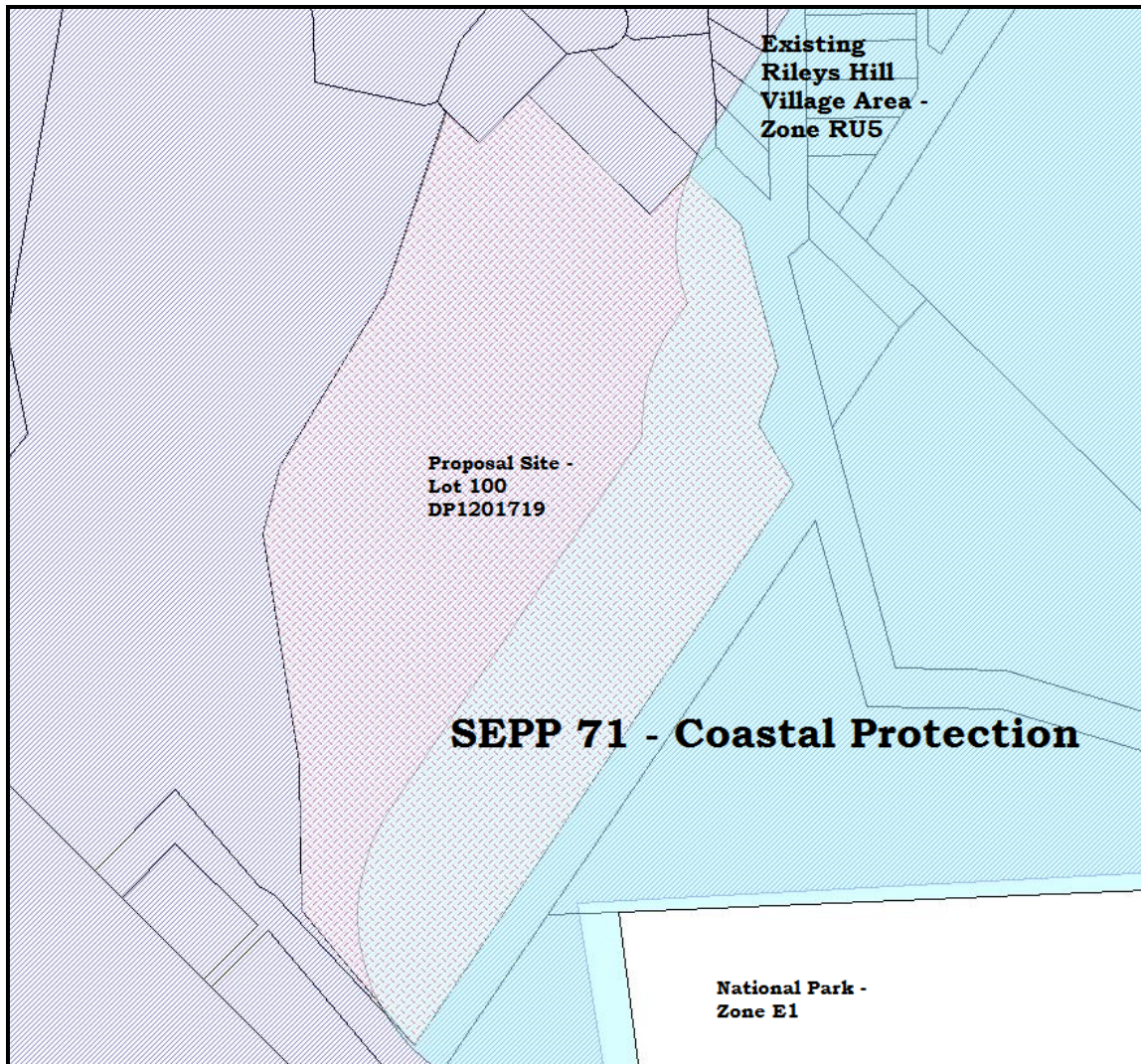


Figure 2: Map showing SEPP 71 – Coastal Protection area buffer to National Park (E1) across from the proposed rezoning site Rileys Hill.

## Consultation

All adjoining property owners will be notified for consultation purposes following a Gateway Determination and National Parks and Wildlife Service (NPWS) will be given an opportunity to provide comment.

An initial review of the property revealed the land to be located within a required buffer distance (at 1 km), or within the 'Transition Area' of the Rileys Hill quarry. The old quarry is indicated within identified land mapping for the purpose of

section 117 Ministerial Direction as a Regional resource. The rezoning matter was immediately referred to the Department of Primary Industries (DPI – Minerals) for a response concerning the status of the potential resource as it had not been known to have been actively worked for in excess of 50 years.

An electronic correspondence received on 4 July 2017 from the Senior Geoscientist – Land Use Assessment, Division of Resources and Geoscience stated: “We do not have any information that the resource at this site is likely to be extracted in the future.” A 1 km influence buffer to the site of past quarrying activity includes the land proposed for rezoning.

It is expected that a Gateway Determination will require consultation with the following agencies:

- DPI - Minerals (Land Use Assessment). A more formal response requested to verify there will be no future potential impact from the Rileys Hill quarry site.
- OEH - referral to verify vegetation (as subject to new Biodiversity Assessment) for residual vegetation on site, National Parks and Wildlife Service, Cultural Heritage and for comment concerning flooding, and
- RFS - for potential bushfire requirements for residential development on the site.
- DoPE - Department of Planning and Environment – referral to seek advice as to whether the proposal is required to provide a Masterplan pursuant to the current SEPP 71 – Coastal Protection, or as otherwise required under the soon to be legislated Coastal SEPP. The lower portion of the property, Lot 100 DP1201719 is mapped to be within SEPP 71 area possibly due to the proximity to the National Park across Hills Road from the proposal site (see Figure 2).

### **Infrastructure – Rileys Hill**

An Infrastructure Servicing Plan should be undertaken to determine what upgrades may be required over time to the existing Sewage Treatment Works and/or water supply system at Rileys Hill. The proponent may be required to enter into a voluntary agreement to enable future upgrades to treatment works and reticulated water services to provide for the increased number of lots and persons in the locality.

### **Conclusion**

The Planning Proposal to rezone land identified for future village (Urban Growth area) in the North Coast Regional Plan from the existing RU1 – Primary Production zoning, has merit to progress through to the Department of Planning and Environment (DoPE) for a Planning Proposal Gateway Determination.

The determination will provide scope for any additional consultation and studies to progress this zone RU5 – Village rezoning. The Planning Proposal and the content of this report serve to inform the Department and LEP Panel on this rezoning proposal.



## 15 MATTERS FOR INFORMATION

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### RECOMMENDATION

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

**211117/13 RESOLVED** (Cr Morrissey/Cr Lyons)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

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### 15.1 COMMUNITY FINANCIAL ASSISTANCE PROGRAM

#### Responsible Officer:

Vaughan Macdonald (General Manager)

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#### Report

Council allocates an amount of financial assistance each year for requests from individuals, groups and organisations seeking financial assistance. Council's Policy 1.2 Community Financial Assistance Program provides for two rounds of funding allocations each year. The policy also sets out the method of determining allocations in accordance with the strategies, eligibility and selection criteria outlined in the policy.

Council has allocated \$70,000 in the 2017/18 budget for financial assistance funding. The policy provides for two approximately equal funding rounds. There is currently \$35,000.00 worth of funding available. The first round of funding was advertised in September 2017 and Council received 21 applications.

All of the applications received have been reviewed in accordance with the policy. All 21 of the applications fit the eligibility requirements and selection criteria. Eighteen of these were able to be partially or fully funded.

In determining eligibility, consideration has been given to Council's Community Strategic Plan and the deliverables in the Delivery Program and Operational Plan, as well as eligibility requirements and selection criteria.

A Councillor Workshop was held on 8 November 2017 and applications were assessed, with the General Manager approving the allocation of funds for Section 356 Community Financial Assistance funds as indicated in the following tables under delegation from Council as resolved at Council's 15 November 2016 Ordinary Meeting.

## Delivery Program Links

Connecting People and Places

PP3 Working Together

PP3.8 Maximise opportunities for community and Council to apply for grant opportunities

## Budget Implications

Council has allocated \$70,000 in the 2017/18 budget for financial assistance. The total amount of current funds available is \$35,000.00. The policy provides for two rounds of funding in the budget period. The proposed allocation of \$34,012.50 is within budgetary constraints.

## Summary of Applications

The following table summarises the applications which did meet the eligibility criteria and have been partially or fully funded.

Organisation	Requested allocation	Proposed Use	Amount allocated
3SA T/A Casino Neighbourhood Centre	\$2,500.00	Voice and Movement Workshops for disability and mental health clients facilitated by Co-Opera Australia.	\$2,500.00
Broadwater Koala Reserve Trust	\$962.60	Safe Pathways - we aim to provide safe walking areas for both people and koalas.	\$962.60
Broadwater Rileys Hill Community Centre Tennis Courts	\$1,859.00	Due to age and constant use the synthetic surfaces has tears and serious damage, which is becoming a safety hazard. One net has deteriorated beyond repair and needs replacing.	\$1,859.00
Casino & District Family History Group Inc.	\$1,257.90	We have been given permission by Richmond Valley Council to index the many years of early Casino and Tomki Rate Books.	\$1,257.90
Casino Community Soup Kitchen	\$2,500.00	We aim to make our service more efficient by way of installing a compact size Bain-marie.	\$2,000.00
Casino District Cricket Association Inc	\$3,000.00	Overhaul and maintenance of turf pitch roller to get to acceptable operational standard.	\$3,000.00
Casino Eagle Archers Inc.	\$3,500.00	Field Target Butts construction for utilising our Field Target Range along the river.	\$3,500.00
Casino Poultry Club Inc.	\$1,100.00	Provide additional pens at Casino Showground for the exhibition of poultry.	\$1,100.00
Casino Vision Impaired Local Client Support Group	\$925.00	To subsidise bus hire for social outings To subsidise the production of the monthly newsletter to clients	\$925.00
Casino's Own Wireless Association Inc	\$2,500.00	Supply and installation of new CD players and microphones for the broadcasting studio.	\$2,500.00
Community Radio Coraki Association Incorporated	\$4,383.00	Volunteers' bushfire protection at our transmission facility and an upgrade of two studio computers.	\$2,500.00



Organisation	Requested allocation	Proposed Use	Amount allocated
Evans River Rugby Club	\$6,000.00	Provide stools, seating and tables for players, supporters and helpers. Storage for equipment in canteen at Stan Payne	\$2,000.00
Grow	\$1,500.00	The fund will be used to support a mental health peer support group at no cost to participants in the Richmond Valley.	\$700.00
Northern Rivers Dirty Wheels Mountain Bike Club Incorporated	\$4,950.00	Rough-in of 2.5km of new cross country mountain bike single track trail - 'Choice Bro'.	\$3,000.00
Pacific Coast Railway Society Inc. (Casino Miniature Railway and Museum)	\$1,750.00	Infrastructure improvements.	\$1,750.00
2nd Casino Scout Group	\$728.00	Portable hot water system and GPS device.	\$728.00
The Village Players Amateur Theatre Inc. (Evans Head)	\$5,000.00	The Village Players Revitalised – connecting with community members of all ages via community theatre.	\$1,500.00
UnitingCare Casino Transport Team	\$5,000.00	Project is for medical transport assistance for low income, disabled and aged pensioners who do not have transport to attend medical appointments.	\$2,500.00
<b>TOTAL</b>			<b>\$34,012.50</b>

The following table summarises the three applications which did meet the eligibility criteria but were not funded.

Organisation	Requested allocation	Proposed Use	Comments
Casino BMX Club	\$6,624.50	Purchase and installation of a 2 tiered grandstand seat.	Not recommended. Amount requested exceeds the recommended \$5,000. Organisation indicated project could not be partially funded.
Evans Head Business & Community Chamber	\$3,000.00	Purchase computer equipment and specific software to enable the Chamber to undertake their work on behalf of their members and the broader Evans Head community.	Council has previously not funded similar requests from other organisations as benefit to the wider community is limited. Council provides secretarial support to Chamber.
Mid Richmond Neighbourhood Centre Inc	\$4,900.00	Food Recovery - redistribution of food goods to community members experiencing financial hardship.	Council is supportive of the overall project, but judged that the purchase of 18,600 takeaway containers would not be an efficient use of funds. Organisation indicated project could not be partially funded. Organisation has received significant funding in recent funding rounds.

**15.2 GRANT APPLICATION INFORMATION – OCTOBER 2017****Responsible Officer:**

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

**Report**

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

No grant projects were approved and Council received funding for four grants during the reporting period totalling \$1,324,750. Council wasn't notified as being unsuccessful with any grant applications and didn't apply for any grants during October 2017. The details of these grants are provided below.

***Grants that have been received***

<b>Expansion of Northern Rivers Livestock Exchange, Casino Project</b>	
Project ID	10240
Funding Body	Department of Infrastructure and Regional Development
Funding Name	N/A
Government Level	Federal
Project Value (exc GST)	\$7,000,000
Grant Funding (exc GST)	\$3,500,000
Council Funding (exc GST)	\$3,500,000
Date Application Submitted	N/A
Date Received	\$1,050,000 received 21 October 2017
Total Funds Received To Date	\$1,750,000
Comment (if required)	Approved 14 December 2016

<b>Flood Event of 12 March 2017 Restoration Works</b>	
Project ID	10256
Funding Body	Roads and Maritime Services
Funding Name	Natural Disaster Funding
Government Level	State
Project Value (exc GST)	\$1,582,118
Grant Funding (exc GST)	\$1,553,118
Council Funding (exc GST)	\$ 29,000
Date Application Submitted	Various
Date Received	\$53,000 received 30 October 2017
Total Funds Received To Date	\$811,000
Comment (if required)	\$1,553,118 in funding has been approved as at 31 October 2017 for Local Roads

<b>Flood Event of 28 March 2017 Restoration Works</b>	
Project ID	10258
Funding Body	Roads and Maritime Services
Funding Name	Natural Disaster Funding
Government Level	State
Project Value (exc GST)	\$1,867,511
Grant Funding (exc GST)	\$1,838,511
Council Funding (exc GST)	\$ 29,000
Date Application Submitted	Various
Date Received	\$4,000 received 30 October 2017
Total Funds Received To Date	\$88,000
Comment (if required)	\$1,783,842 in funding has been approved as at 31 October 2017 for Local Roads and \$54,669 for Regional Roads

<b>Regional Roads Block Grant 2017/2018</b>	
Project ID	N/A
Funding Body	Roads and Maritime Services
Funding Name	Regional Roads Block Grant 2017/2018
Government Level	State
Project Value (exc GST)	\$871,000
Grant Funding (exc GST)	\$871,000
Council Funding (exc GST)	\$ 0
Date Application Submitted	N/A – Annual allocation
Date Received	\$217,750 received 30 October 2017
Total Funds Received To Date	\$435,500
Comment (if required)	N/A

### **Delivery Program Links**

Making Council Great

CS2 Great Support

CS2.12 Examine all revenue and expenditure reduction opportunities within legislative powers

### **Budget Implications**

All Council funding required regarding the grants in this report has been included in Council's budget.

### **15.3 DISCLOSURE OF INTERESTS – COUNCILLORS AND DESIGNATED PERSONS**

**Responsible Officer:**Deborah McLean (Manager Governance and Risk)

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**Report**

In accordance with Section 449 of the *Local Government Act 1993* No 30 (*The Act*) and the *Local Government (General) Regulation 2005*, Councillors and Designated Persons were required to lodge their completed disclosure of pecuniary interest returns by 30 September.

All of the required disclosures were received from Councillors and Designated Persons with the exception of one staff member holding a Designated Person position who was on extended leave and was unable to complete the return by 30 September. That disclosure has now been received and is tabled for the information of Council and will be made available on request to any member of the public at Council's Casino Administration Office.

**Delivery Program Links**

Making Council Great

CS1 Leading and Advocating for our Community

CS1.2 Facilitate Council's compliance with legal and governance requirements, including risk and insurance.

### **15.4 DEVELOPMENT APPLICATIONS DETERMINED UNDER THE ENVIRONMENTAL PLANNING AND ASSESSMENT ACT FOR THE PERIOD 1 OCTOBER 2017 TO 31 OCTOBER 2017**

**Responsible Officer:**Andrew Hanna (Manager Development and Environment)

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**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.

The number of applications submitted to Council as well as the dollar value of development is outlined below for the current financial year and previous four and five financial years.

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 October 2017 to 31 October 2017 was 31, with a total value of \$3,923,605.00.

**Dollar Value of Development**

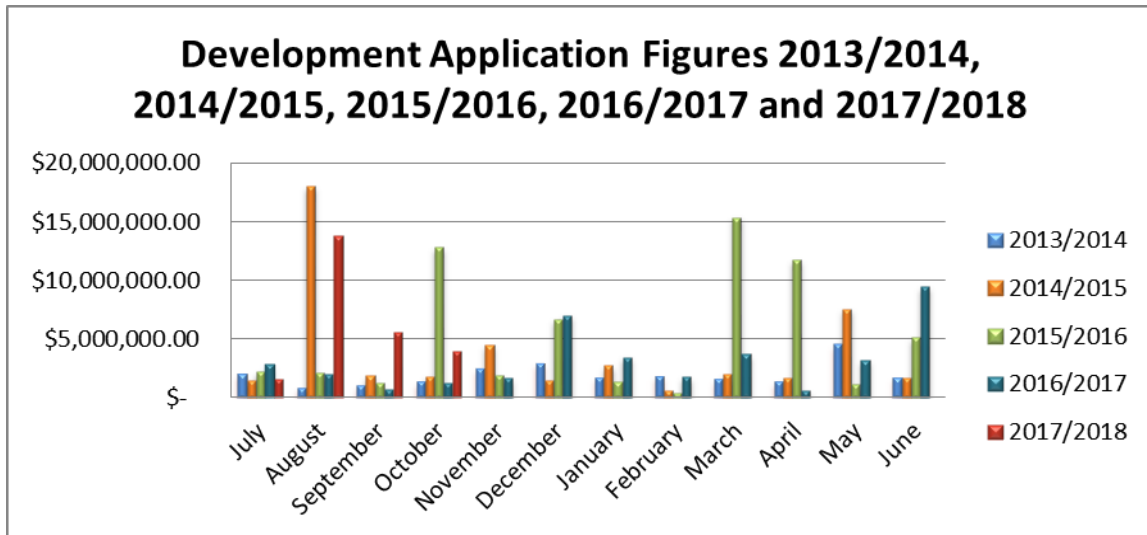


Figure 1: Monthly dollar value of development processed by Council over five financial years.

Figure 2 graph provides the annual value of Development Consents issued by Council over six financial years and Figure 3 graph provides a detailed review of the value for the reporting month of October 2017.

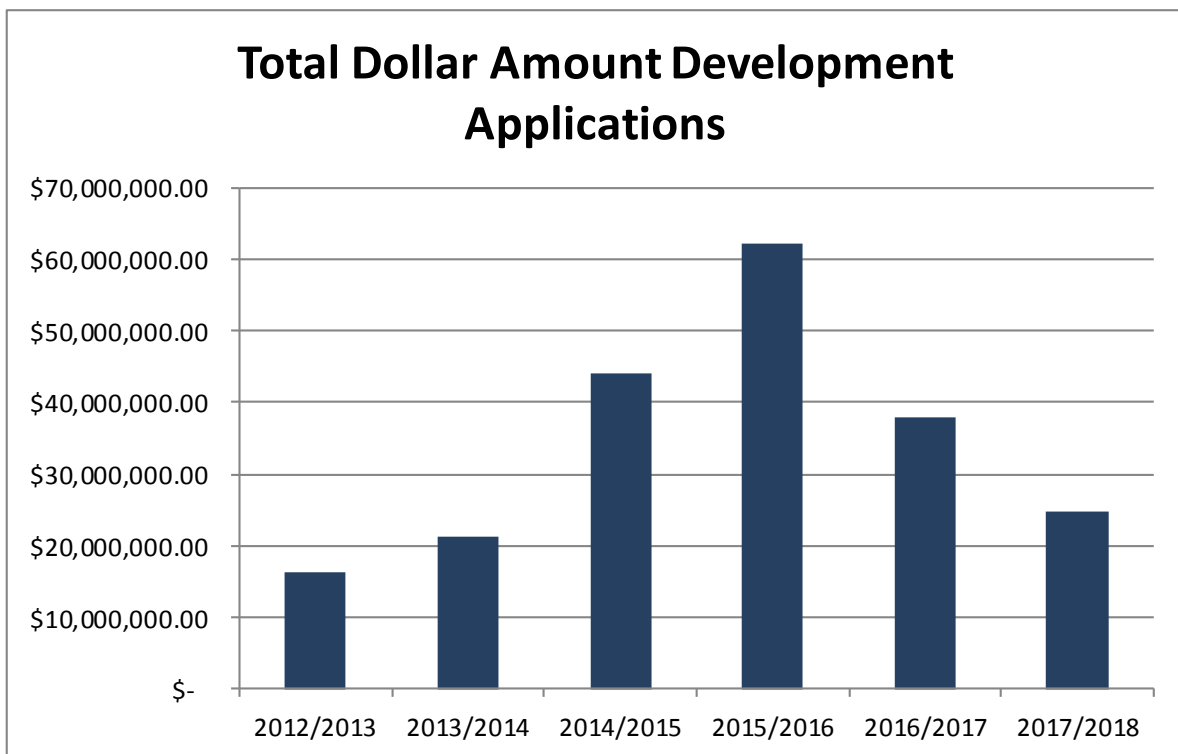


Figure 2: Annual value of development.

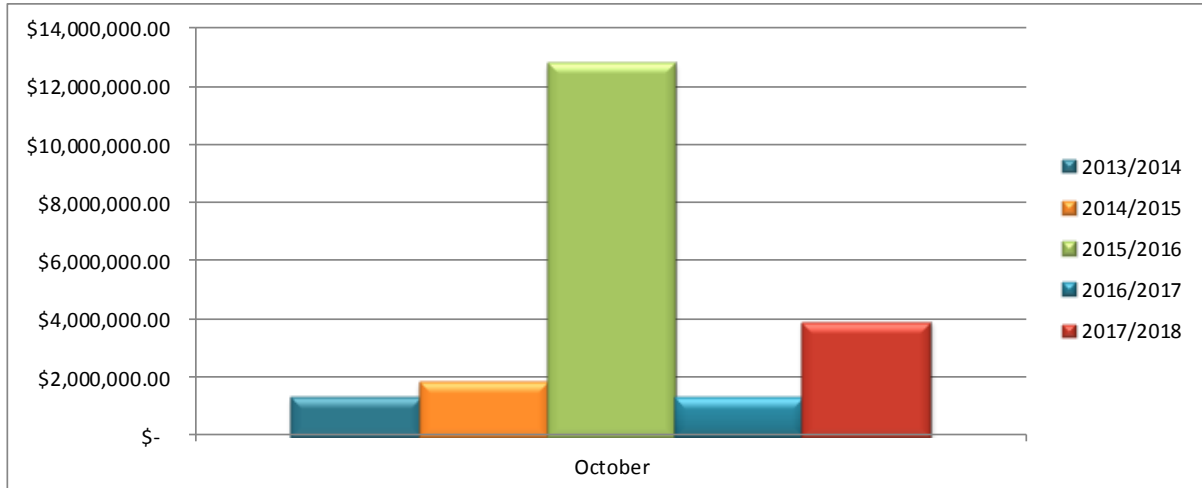


Figure 3: Value of development for the month of October.

**Number of Development Applications**

The number of applications received by Council does not necessarily reflect the value of development as single large developments can be equivalent in value to a large number of more standard type developments such as sheds, dwellings and small commercial developments.

Figures 4 and 5 below detail the number of applications determined by Council which, as stated above, is not necessarily reflective of the value of development.

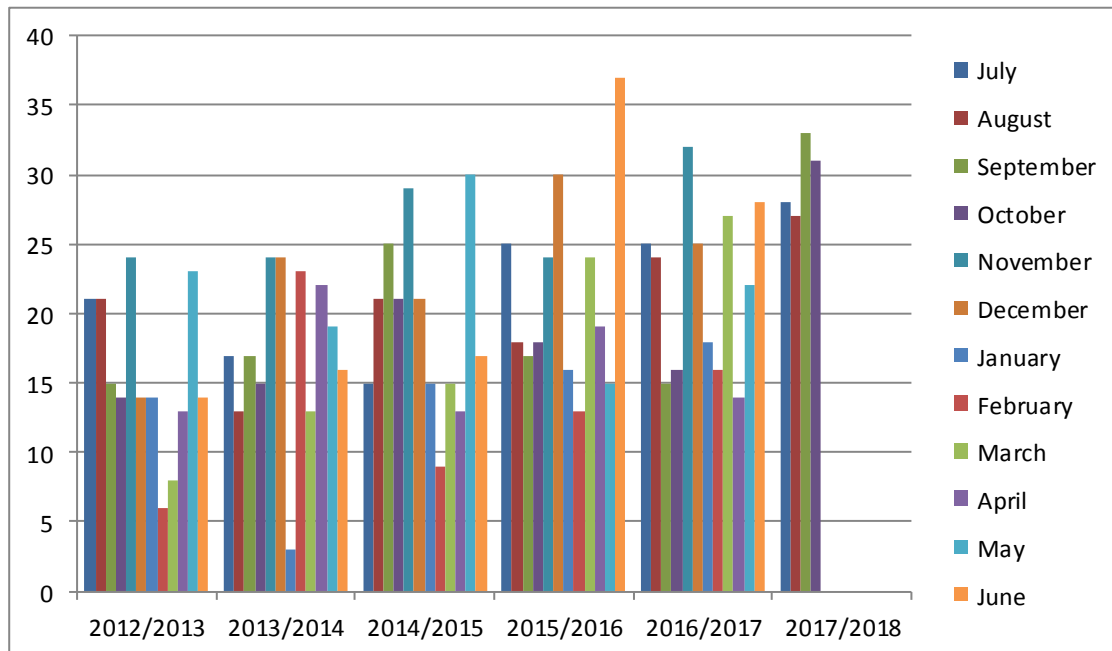


Figure 4: Number of development applications per month over six financial years.

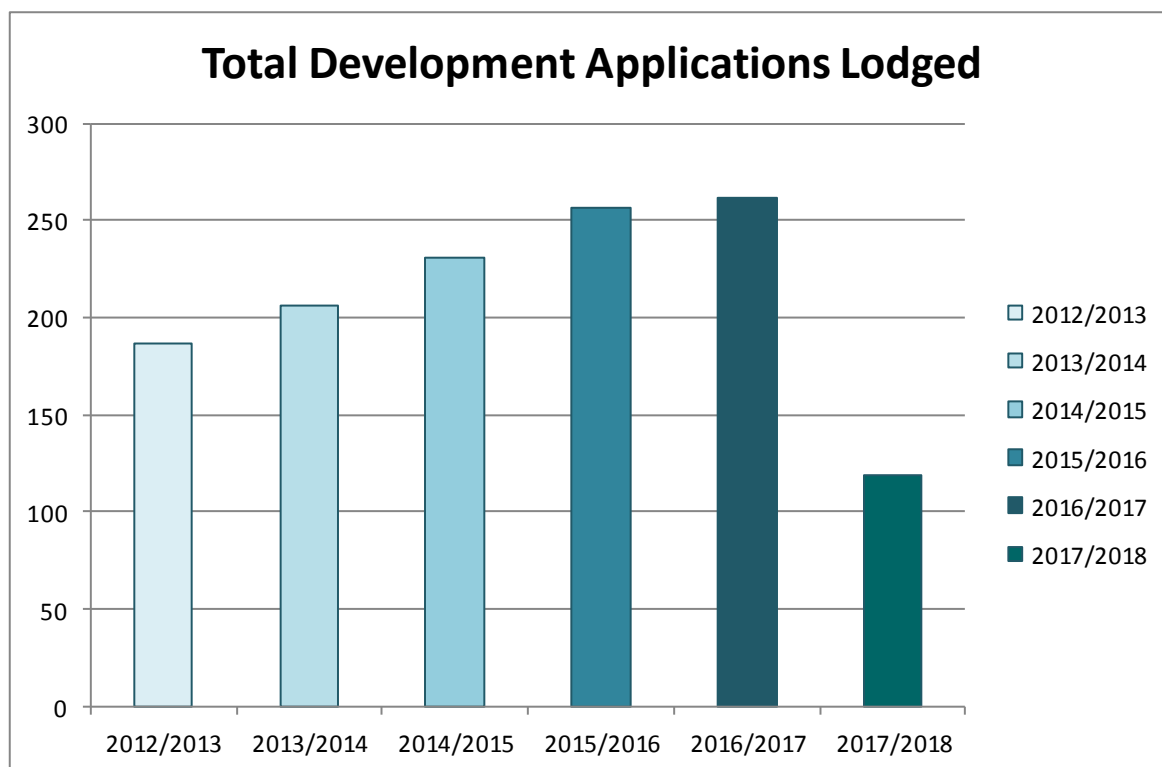


Figure 5: Number of development applications per year over six financial years.

**Activity for the month of October**

General Approvals (excluding Subdivisions, Section 96s)	30
Section 96 amendments to original consent	3
Subdivision	0
Refused	0
Withdrawn	1
Complying Development (Private Certifier Approved)	0
<b>TOTAL</b>	<b>34</b>

Larger high cost developments involve considerable staff time, to assess and determine due to their complexity, however smaller standard developments of much lesser value can also be time consuming for staff.

Lower cost developments often involve local business people and ratepayers submitting applications who do not have a good understanding of requirements and processes associated with planning and building legislation. Council’s Development and Environment Section is highly customer focussed in accordance with Council’s values and Community Strategic Plan and significant time is spent assisting proponents, visiting sites and providing technical advice.

**Delivery Program Links**

- Growing our Economy
- EC1 Driving Economic Growth
- EC1.6 Improved customer satisfaction with the DA process

Application ID	Applicant	Owners	Location	Parcel Description	Development	Determination Date	Estimated Cost
DA2017/0197	Frog Building	S Koerner	35 Allwood Street, Coraki	Lot 1 DP 100118	Dwelling	27/10/2017	\$ 125,000.00
DA2017/0219	GM Project Development & Management	GD Russell Super Pty Ltd	10 Sir Valston Hancock Drive, Evans Head	Lot 77 DP 877481	Self Storage Sheds (68 units), a Car/Truck Wash, and Temporary Depot (Hire Premises)	12/10/2017	\$ 600,000.00
DA2018/0006	Hayes Building Consultancy	AJ Scells	6 Durack Circuit, Casino	Lot 11 DP 843559	Dual Occupancy	3/10/2017	\$ 400,000.00
DA2018/0021	North Coast Petroleum	MD McKinlay	70 Woodburn Street, Evans Head	Lot 10 Sec 4 DP 758403	Additional Fuel Storage Tank	17/10/2017	\$ 30,000.00
DA2018/0035	Newton Denny Chapelle	Baltmac Pty Ltd	41 Walker Street, Casino	Lot 1 DP 780195	Change of Use to Funeral Home (including alterations to existing building and business signage)	26/10/2017	\$ 210,000.00
DA2018/0040	PJ Roselen	PJ Rosolen	16 Clay Avenue, Casino	Lot 5 DP 400526	Shed	9/10/2017	\$ 13,175.00
DA2015/0236.02	RLA Building Design	Dr FH Newman MO Wilsmore	235 Reardons Lane, Swan Bay	Lot 3 DP 703190	Section 96 Modification Construction of Dwelling with Pool and Retaining Walls to	9/10/2017	\$ -
DA2018/0054	Ardill Payne & Partners	AT O'Neill	11 Wharf Street, Casino	Lot 5 DP 8194 Lot 4 DP 8194	Detached Dual Occupancy	17/10/2017	\$ 240,000.00
DA2018/0056	BS Johnston	BS Johnston	300 Tatham Greenridge Road, Greenridge	Lot 1 DP 1201091	Dwelling	25/10/2017	\$ 248,000.00
DA2018/0058	LB Barker	NGD Enterprises Pty Ltd	1 Sir Valston Hancock Drive, Evans Head	Lot 84 DP 877481	Light Industrial Sheds (4)	17/10/2017	\$ 450,000.00
DA2018/0062	PM Bishop	CM Bishop PM Bishop	12 Heathwood Place, North Casino	Lot 2 DP 1132283	Shed	27/10/2017	\$ 23,070.00
DA2018/0063	MJ Handford SJ King	MJ Handford SJ King	35 Woodburn Street, Woodburn	Lot 3 Sec 3 DP 759110	Shed and covered area	11/10/2017	\$ 19,800.00
DA2018/0064	R D Hanby	Scarrabelotti Holdings Pty Ltd	Bentley Road, Bentley	Lot 257 DP 755742 Lot 10 DP 1065523	Farm Shed	4/10/2017	\$ 180,000.00
DA2018/0065	CT Gillespie KM Gillespie	CT Gillespie KM Gillespie	18 Ash Street, Evans Head	Lot 9 Sec 16 DP 758403	Dwelling Extensions	16/10/2017	\$ 250,000.00
CDC2018/0002	AG Holdsworth CA Holdworth	AG Holdsworth CA Holdworth	75 Pratt Street, Casino	Lot 8 DP 386360	Granny Flat	26/09/2017	\$ 80,000.00
DA2018/0066	Hayes Building Consultancy	Evans Head Beachside Developments Pty Ltd	4 Cedar Street, Evans Head	Lot 5 DP 1225427	Detached Dual Occupancy	17/10/2017	\$ 460,000.00



Application ID	Applicant	Owners	Location	Parcel Description	Development	Determination Date	Estimated Cost
DA2018/0067	JM Black RT Black	JM Black RT Black	3820 Bruxner Highway, Casino	Lot E DP 381663 Lot 102 DP 1041174	Detached Dwelling Extension	10/10/2017	\$ 48,500.00
DA2018/0068	Narellan Pools Northern Rivers	EL Vidoz TY Deys	49 Richmond Terrace, Coraki	Lot 5 DP 4912	Inground Swimming Pool	9/10/2017	\$ 38,150.00
DA2018/0069	S Gaiter	S Gaiter	14 Wharf Street, Broadwater	Lot 18 DP 1167916	Shade Structure	27/10/2017	\$ 15,500.00
DA2018/0070	SW Lancaster	SW Lancaster DW Lancaster	Forest Street, Coraki	Lot 4 Sec 12 DP 758291	New Single Dwelling	27/10/2017	\$ 325,000.00
DA2017/0039.02	M Dalsanto	M Dalsanto	47-63 Martin Street, Coraki	Lot 1 Sec 71 DP 758291 Lot 2 Sec 71 DP 758291	Section 96 Modification Dwelling	5/10/2017	\$ -
DA2018/0074	DL Ward MA Ward	DL Ward MA Ward	75 Heath Street, Evans Head	Lot 1 Sec 31 DP 758403	Carport	18/10/2017	\$ 2,000.00
DA2018/0075	Sarwood Timbers Pty Ltd	GD Scofield HM Gray	32 Ivory Circuit, Casino	Lot 11 DP 1201423	Shed	24/10/2017	\$ 19,900.00
DA2018/0076	Hayes Building Consultancy	AW Maguire	20 Pacific Crescent, Evans Head	Lot 5 DP 243721	Deck and Dwelling Alterations	18/10/2017	\$ 30,000.00
DA2018/0077	Hayes Building Consultancy	DP Long BM Long	11 Wirraway Avenue, Evans Head	Lot 8 Sec 47 DP 253218	Deck	27/10/2017	\$ 19,000.00
DA2018/0078	DW Schneider KM Schneider	DW Schneider KM Schneider	11 Ivory Circuit, Casino	Lot 19 DP 1167260	Inground Pool	24/10/2017	\$ 36,600.00
DA2018/0079	BW Symonds LM Symonds	BW Symonds LM Symonds	3 Duke Street, Woodburn	Lot 1 DP 337888	Deck	27/10/2017	\$ 19,500.00
DA2018/0081	MG Allen	MG Allen	15 Leilani Close, Casino	Lot 14 DP 262584	Shed	27/10/2017	\$ 11,410.00
DA2018/0082	DI Webb SA Ashen	DI Webb SA Ashen	2100 Myall Creek Road, West Bungawalbin	Lot 26 DP 739475	As Built' Above Ground Swimming Pool	27/10/2017	\$ 2,000.00
DA2011/0158.01	S Anderson	S Anderson	12 Beith Street, Casino	Lot 3 Sec 5 DP 3835	Section 96 Modification Dwelling Alterations/Additions	19/10/2017	\$ -
DA2018/0087	S Jose	S Jose	141 Canterbury Street, Casino	Lot 2 DP 331732	New Deck, Steps, Landing & Demolition of Existing Deck	20/10/2017	\$ 27,000.00

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**16 QUESTIONS ON NOTICE**

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Nil.

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

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Nil.

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**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 WRITE-OFF OF WATER CONSUMPTION CHARGES – PROPERTY ID 160770****Reason for Confidentiality**

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

- (b) the personal hardship of any resident or ratepayer.

This matter is classified confidential because it contains personal matters relating to the hardship of a ratepayer.

It is not in the public interest to reveal the personal details of a ratepayer's financial position and private matters.

**RECOMMENDATION**

Recommended that:

1. Council resolve into Closed Council to consider the business identified in Item 18.1, 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.

**211117/14 RESOLVED** (Morrissey/Hayes)

That:

1. Council resolve into Closed Council to consider the business identified in Item 18.1, 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 5.39pm. The public and media left the Chamber.

The Open Council Meeting resumed at 5.55pm.

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**19 RESOLUTIONS OF CLOSED COUNCIL**

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

**18.1 WRITE-OFF OF WATER CONSUMPTION CHARGES - PROPERTY ID 160770**

That:

1. Approve the write-off of water rates and interest as recommended in the report.
2. Advise the applicant in writing of its decision.

The Meeting closed at 5.56 pm.

**CONFIRMED - 19 December 2017**

**CHAIRMAN**