

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



## **Minutes**

### **Ordinary Meeting**

**Tuesday, 27 June 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, 27 JUNE 2017 AT 5.02 P.M.**

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**PRESENT**

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

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

**1 ACKNOWLEDGEMENT OF COUNTRY**

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

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

**2 PRAYER**

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

**3 PUBLIC ACCESS AND QUESTION TIME**

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**3.1 PUBLIC ACCESS - MS DONNA MARIA COLBRELLI ADAMS - ITEM 14.2 - ADOPTION OF COMMUNITY STRATEGIC PLANNING DOCUMENTS**

Ms Colbrelli Adams, organiser of the recently initiated Save our Wetlands, addressed the meeting regarding the group's plans to assist with facilitating the conservation and upgrading of the Jabiru Geneebeinga Wetlands to reinstate them to pristine condition for the benefit of both ecology and tourism.

The Mayor thanked Ms Colbrelli Adams for her presentation.

**3.2 PUBLIC ACCESS - MS LIZ STOPS - ITEM 14.5 - CASINO TO ELTHAM RAIL TRAIL**

Ms Stops addressed the meeting encouraging Council to be proactive in lobbying the state government to ensure that the existing rail corridor is

preserved and to reinstate the commuter service between Casino and Murwillumbah. Ms Stops stated however that she did not have any issue with a bike trail being developed in conjunction with the rail line.

The Mayor thanked Ms Stops for her presentation.

### **3.3 QUESTIONS - MS LIZ STOPS**

Ms Stops asked the following questions:

#### Question 1

*"From page 25 of the business papers, where do the figures of 'an expected increase of 17,480 visitors per annum' and 'an expected increase of 4,560 visitors per annum staying overnight' and 'an expected increase in visitor expenditure of \$4.10 million per annum' come from?"*

The Chief Operating Officer advised that Tweed Shire Council completed an extensive study on visitor numbers and associated income as part of their detailed study into the Tweed Shire section of rail trail. Council has used Tweed's methodology and applied it to the visitor numbers in Richmond Valley and Lismore. It is fair to say that, at this early stage, these figures are estimates and as we go through any business case (if we were to get funding through the Expression of Interest) then the visitor numbers and associated income would be revised in more detail.

#### Question 2

*"Has Council considered the multiple benefits that a reinstated railway line would bring, particularly between Casino and Lismore, including attracting tourists but also providing a public transport option for those too young, old, or infirm, or simply preferring not to drive?"*

The Chief Operating Officer stated that he was sure Council had considered the matters raised and that it is important to note that Council is not making a decision about rail trail versus rail but whether it makes use of an existing asset; this is a decision for Council.

#### Question 3

*"If the conversion of the rail line to a bike trail were to proceed, what would Council's liability be should maintenance costs escalate over time?"*

The Chief Operating Officer stated that the proposal at the moment is for maintenance to be carried out by a trust that would be formed if the rail trail does proceed. Should it not proceed then we would be looking through the business case process to ask the state government for the funding that it is currently using to maintain the line. We believe that the rail trail can be maintained for that funding, which is hopefully available. The details of the project will become clearer if we move to a business case stage.

**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 ORDINARY MEETING MINUTES - TUESDAY, 16 MAY 2017**

A copy of the Minutes of the Ordinary Meeting, held on Tuesday, 16 May 2017, was distributed with the Business Paper.

**RECOMMENDATION**

Recommended that the Minutes of the Ordinary Meeting, held on Tuesday, 16 May 2017, be taken as read and confirmed as a true record of proceedings.

**270617/ 1 RESOLVED** (Cr Hayes/Cr Humphrys)

That the Minutes of the Ordinary Meeting, held on Tuesday, 16 May 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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Nil.

**8 DECLARATION OF INTERESTS**

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Nil.

**9 PETITIONS**

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Nil.

**10 NOTICES OF MOTION**

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Nil.

**11 MAYOR'S REPORT**

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**11.1 MAYOR'S ATTENDANCES - 13 MAY TO 18 JUNE 2017**

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**RECOMMENDATION**

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

**270617/ 2 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.

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

***May 2017***

- 14<sup>th</sup> Jabiru Geneebeinga Wetlands visit
- 14<sup>th</sup> Working Dog Trials, Tatham
- 14<sup>th</sup> Orchid Show presentation at Woodburn
- 15<sup>th</sup> Barnaby Joyce visit, Beef Week announcement
- 15<sup>th</sup> Heartland magazine official opening
- 15<sup>th</sup> Casino Tennis Club Alicia Molik
- 15<sup>th</sup> Community Strategic Plan consultation Casino
- 16<sup>th</sup> RVC Ordinary meeting
- 17<sup>th</sup> Casino Library re-design and launch of RFID
- 17<sup>th</sup> Opening of Toys Changing Lives Casino
- 17<sup>th</sup> Rous meeting
- 18<sup>th</sup> Community Strategic Plan consultation Woodburn
- 19<sup>th</sup> Community Safety Precinct Committee meeting
- 20<sup>th</sup> Beef Week judging panel
- 20<sup>th</sup> Official Opening Beef Week Ball
- 21<sup>st</sup> Beef Meets Reef
- 22<sup>nd</sup> Manifold Public School
- 24<sup>th</sup> Beef Week Art Show
- 26<sup>th</sup> Opening of Karam's Healthy Choices Casino
- 26<sup>th</sup> Breakfast with the Butchers
- 26<sup>th</sup> Book launch
- 26<sup>th</sup> Casino Beef Week Cup
- 27<sup>th</sup> Beef Week Parade
- 28<sup>th</sup> Beef Week Family Fun day Casino
- 28<sup>th</sup> Evans Head-Casino Surf Lifesaving Club

- 29<sup>th</sup> Cancer Council Morning tea Evans Head
- 29<sup>th</sup> Meeting with resident
- 30<sup>th</sup> Peace Run – Casino Public School
- 30<sup>th</sup> Box Ridge Reconciliation Day Coraki
- 30<sup>th</sup> Citizenship Ceremony

**June 2017**

- 1<sup>st</sup> Meeting with Casino business
- 1<sup>st</sup> Meeting with Casino Lions Club representative
- 1<sup>st</sup> Reconciliation Black and White Ball Casino
- 4<sup>th</sup> Reconciliation Sports day Casino
- 6<sup>th</sup> Military Museum meeting
- 6<sup>th</sup> Meeting with Casino resident
- 6<sup>th</sup> Internal Audit Committee
- 6<sup>th</sup> Councillor Information Session
- 8<sup>th</sup> Accessibility, Liveability and Aged Advisory Committee Meeting
- 9<sup>th</sup> Saleyards - Truck Wash Announcement
- 13<sup>th</sup> Life Education Van at Casino Public School
- 15<sup>th</sup>, 16<sup>th</sup>, 17<sup>th</sup> Primex
- 16<sup>th</sup> NSW Training Awards 2017 Byron Bay
- 18<sup>th</sup> Casino Rescue Squad Open Day

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**12 DELEGATES' REPORTS**

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

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**RECOMMENDATION**

Recommended that the Delegates' Report be received and noted.

**270617/ 3 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 17 May 2017***

Cr Robert Mustow and Cr Sandra Humphrys have provided the attached summary of the main items of business for the Rous County Council Meeting held on 17 May 2017.





## Summary of main items of business for Rous County Council meeting 17 May 2017

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### 1. Draft Integrated Planning and Reporting (IP&R) framework and 2017/18 budget

Council resolved to confirm its budget estimates and 'Revenue' policy, which produces an operating surplus of \$20,900 for 2017/18, with the draft Business activity strategic plan; Resource strategy; and Delivery program/Operational plan to be advertised for public comment prior to adoption at Council's June meeting.

The draft documentation is available on Council's website at: [www.rous.nsw.gov.au](http://www.rous.nsw.gov.au)  
Submissions can be made up until 9.00am Thursday 15 June 2017.

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### 2. Draft Disability Inclusion Action Plan

Council resolved to undertake a period of public consultation in relation to the proposed Disability Inclusion Action Plan (to align with the public consultation for the IP&R framework), prior to consideration for adoption at Council's June meeting.

The draft Disability Inclusion Action Plan is available on Council's website at:  
[www.rous.nsw.gov.au](http://www.rous.nsw.gov.au)

Submissions about the Plan can be made up until 9.00am Thursday 15 June 2017.

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### 3. Release of easement for water supply – Paterson Street, Byron Bay

Council granted approval (following a request by the owner) to release of an easement for water supply at Paterson Street, Byron Bay. Council no longer requires the easement as the pipeline has been decommissioned as part of the upgrade of the pipelines between Coopers Shoot and Paterson Street reservoirs.

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### 4. Related party disclosure policy

Council adopted a 'Related party disclosure' policy to comply with *Australian Accounting Standards Board 124* (AASB 124). The policy was prepared after extensive research and is based on examples being applied by Queensland and NSW councils.

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### 5. Information reports

#### i). Investments - April 2017

This report outlined all of Council's investments and borrowings for April 2017. As at 30 April 2017, investments totalled \$31,719,349 which was an increase of \$1,033.46 compared to the March 2017 figure. This is primarily due to receipt of section 64 bulk headworks contributions from constituent councils and no loan or large capital creditor payments.

The weighted average return on funds invested for the month was 2.62%, consistent with the March 2017 result.

ii). Water production and usage - April 2017

Total consumption by constituent councils in April decreased when compared to the same period in 2016. Reservoirs servicing the Lismore basin had an increase in consumption due to the March 2017 flood, which increased overall consumption for the Lismore City Council area.

Rocky Creek Dam received 91mm of rainfall in April and has remained at full capacity for the month.

Daily source usage during April 2017 averaged 30.593ML. This is an increase from the March 2017 daily average of 28.816ML.

iii). Weed biosecurity operations report: January to April 2017

This report provides an update on achievements/outputs carried out during the January-April 2017, against the 2016/17 Operational plan objectives. Council has continued to deliver high-value, targeted weed control in the region during the period.

Some specific achievements are detailed below:

- Tropical soda apple and Cats claw creeper bio-control project.
- Alligator weed infestations in the Evans River.
- Awareness-raising events conducted at locations around the region, including field days, three media releases and targeted audience information sessions.
- Update on the new Biosecurity legislation and Regional Strategic Weed Management Strategy.

*For a copy of the draft minutes for this meeting and the business paper please go to Council's website [www.rou.s.nsw.gov.au](http://www.rou.s.nsw.gov.au)*

**13 MATTERS DETERMINED WITHOUT DEBATE**

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**270617/ 4 RESOLVED** (Cr Morrissey/Cr Humphrys)

That Items 14.1, 14.3, 14.4, 14.10 and 14.13 be determined without debate.

FOR VOTE - All Council members voted unanimously.

**14 MATTERS FOR DETERMINATION**

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**14.1 INTERNAL AUDIT COMMITTEE MEETING HELD ON TUESDAY 6 JUNE 2017**

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**RECOMMENDATION**

Recommended that the Minutes of the Internal Audit Committee Meeting held on Tuesday, 6 June 2017 be received and adopted.

**270617/ 5 RESOLVED** (Cr Morrissey/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 6 June 2017 the Committee discussed the following items.

1. The Internal Audit Report; Attractive Asset Review report was presented.
2. The draft Internal Audit Plan for 2017/18 was presented.
3. Outstanding Action Items from previous reviews;
  - Compliance with laws & regulations (now completed)
  - Payroll control procedures and checklist (now completed)
4. Client Services Plan and key changes
5. Related Party Transactions Report was presented.

**Community Strategic Plan Links**

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

**Budget Implications**

Nil.

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## Report

The Minutes of the meeting held on 6 June 2017, are provided below.

**MINUTES OF THE INTERNAL AUDIT COMMITTEE MEETING HELD IN THE COUNCIL CHAMBERS, RICHMOND VALLEY COUNCIL, CNR WALKER STREET AND GRAHAM PLACE, CASINO, ON TUESDAY, 6 JUNE 2017 AT 4 PM**

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### PRESENT

Cr Stephen Morrissey (Acting Chair), Cr Robert Hayes, Cr Jill Lyons, Cr Sandra Humphrys and Cr Robert Mustow.

Jarrod Lean (Internal Auditors Grant Thornton), Geoff Dwyer (Thomas Noble Russell) Vaughan Macdonald (General Manager), Simon Adcock (Chief Operating Officer), Ben Zeller (Executive Internal Audit), Angela Jones (Director Infrastructure and Environment) and Jessica Ind (Acting Personal Assistant to General Manager and Mayor) were also in attendance.

### APOLOGIES

Cr Daniel Simpson and Cr Sam Cornish.

### DECLARATION OF INTERESTS

Nil

### AGENDA ITEMS

#### 1. Internal Audit Report

- The report for the Attractive Asset Review was presented to the committee by Grant Thornton. The review result was rated as Needs Improvement which can mean “significant control weaknesses were noted which if not addressed, may result in material exposure”.

A total of six Recommendations were made to Council, five of which were considered high or moderate. The recommendations related to:

- Asset register
- Attractive Asset Policy
- Mobile usage/data and monitoring
- Mobile Device Management
- Employee Off boarding

Management comments and timeframes to address the recommendations will be discussed by the Executive.

ACTION: none required

#### 2. 2017/18 Internal Audit Plan

- The draft Internal Audit Plan for 2017/18 was presented to the committee by Grant Thornton.

The Plan was drafted with reference to the Three Year Internal Audit Strategy, adopted by the committee last year. Four reviews are planned in 2017/18:

- Billings and collections
- Waste Management
- Accounts Payable
- Commercial projects / IT General Controls

For the completion of the reviews and the attendance at audit meetings the fee will be \$65,800 (ex gst).

*ACTION: none required*

### **3. Outstanding Action Items**

- Action items from previous reviews that were in progress but outside the stated action date were:
  - Compliance with laws & regulations (Now completed)
  - Payroll control procedures and checklist (Now completed)

*ACTION: none required*

### **4. Client Services Plan**

- Geoff Dwyer from Thomas Noble and Russell facilitated a conference call between the audit committee and Reiky Jiang from the Audit Office of NSW to discuss the Client Services Plan for the audit of Council's 2017 financial statements.

Reiky Jiang provided a summary of key changes to the audit process, and highlighted the key focus areas for the coming audit being:

- Revaluation of land, water and sewer infrastructure assets
- Fair value assessment of infrastructure, property plant and equipment
- Capital expenditure
- Related parties

The Audit Office of NSW has contracted Thomas Noble and Russell to complete Council's audit. As an action, the executive officer internal audit Ben Zeller will forward a briefing note to the executive when it is received from the Audit Office.

*ACTION: The executive officer internal audit Ben Zeller will forward a briefing note to the executive when it is received from the Audit Office.*

**5. Related Party Transactions Report**

- The Chief Operating Officer presented the Council policy for Related Party Disclosures. Accounting standard AASB 124 requires Council to report on the material transactions between Council's key management personnel and the organisations that these people also control external to Council. The policy outlines the procedure that Council will follow to comply with the obligations under AASB 124.

Next Internal Audit Committee meeting to be held on Tuesday 5 September 2017.

The meeting closed at 4.55 pm

**14.2 ADOPTION OF COMMUNITY STRATEGIC PLANNING DOCUMENTS****Responsible Officer:**Vaughan Macdonald (General Manager)

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**AMENDED RECOMMENDATION**

Recommended that:

1. Council adopt the Richmond Valley Made 2030 Community Strategic Plan, Delivery Program 2017/2021, Operational Plan 2017/2018 (including Financial Estimates 2017/2021), Revenue Policy 2017/2018 and Resourcing Strategy 2017/2021.
2. Council adopt the Community Consultation Report.
3. In respect to the general land rates contained in the 2017/2018 Draft Revenue Policy, Council in accordance with Sections 535 & 537 of the *Local Government Act 1993* make the following General Rates for the 2017/2018 financial year.
  - a) Residential – a base amount of \$310.00 yielding 33.85% of the general rate income for this rating category plus an ad valorem rate of \$0.00484.
  - b) Rural Residential – a base amount of \$240.00 yielding 23.69% of the general rate income for this rating sub-category plus an ad valorem rate of \$0.00488.
  - c) Business – a base amount of \$360.00 yielding 13.64% of the general rate income for this rating category plus an ad valorem rate of \$0.01450.
  - d) Farmland – a base amount of \$360.00 yielding 24.05% of the general rate income for this rating category plus an ad valorem rate of \$0.00356.
4. In respect of annual charges and user charges for Waste Management, Water, Sewerage and Stormwater Services Management Charges, in accordance with Section 535 of the *Local Government Act 1993*, Council make these charges as detailed in the 2017/2018 Revenue Policy to apply for the 2017/2018 financial year.

The above amended recommendation was issued to Councillors prior to the meeting.

**270617/ 6 RESOLVED** (Cr Mustow/Cr Morrissey)

That:

1. Council adopt the Richmond Valley Made 2030 Community Strategic Plan, Delivery Program 2017/2021, Operational Plan 2017/2018 (including Financial Estimates 2017/2021), Revenue Policy 2017/2018 (as amended)

and Resourcing Strategy 2017/2021. The Revenue Policy 2017/2018 amendments (Page 33 - Waste Management - Small Loads and Trailers) include:

- Small trailer up to and including 6 x 4 with waste depth of 1 metre or less - \$41.00 per load
- Medium trailer greater than 6 x 4 and up to and including 8 x 5 with waste depth of 1 metre or less - \$67.00 per load
- Large trailer greater than 8 x 5 - \$103.00 per load

Further, that usage be monitored for three months for report back to Council.

2. Council adopt the Community Consultation Report.
3. In respect to the general land rates contained in the 2017/2018 Draft Revenue Policy, Council in accordance with Sections 535 & 537 of the *Local Government Act 1993* make the following General Rates for the 2017/2018 financial year.
  - a) Residential – a base amount of \$310.00 yielding 33.85% of the general rate income for this rating category plus an ad valorem rate of \$0.00484.
  - b) Rural Residential – a base amount of \$240.00 yielding 23.69% of the general rate income for this rating sub-category plus an ad valorem rate of \$0.00488.
  - c) Business – a base amount of \$360.00 yielding 13.64% of the general rate income for this rating category plus an ad valorem rate of \$0.01450.
  - d) Farmland – a base amount of \$360.00 yielding 24.05% of the general rate income for this rating category plus an ad valorem rate of \$0.00356.
4. In respect of annual charges and user charges for Waste Management, Water, Sewerage and Stormwater Services Management Charges, in accordance with Section 535 of the *Local Government Act 1993*, Council make these charges as detailed in the 2017/2018 Revenue Policy to apply for the 2017/2018 financial year.
5. The General Manager and relevant staff be thanked for their excellent effort in developing the Community Strategic Plan, Delivery Program, Operational Plan and associated documents.

FOR VOTE - All Council members voted unanimously.

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### **Executive Summary**

At the 18 April 2017 Ordinary Meeting Council endorsed the Draft Community Strategic Plan, Draft Community Consultation Report, Draft Delivery Program,



Draft Operational Plan (including Financial Estimates) and the Draft Revenue Policy for public exhibition purposes.

This report provides information regarding public submissions received by Council during the exhibition period, and responds to necessary changes. It also provides details of some minor changes made to the 2017/2018 Draft Financial Estimates and Draft Revenue Policy 2017/2018.

In addition to these reports a Draft Resourcing Strategy, which includes long-term financial planning, workforce management planning and asset management planning, has been prepared and is recommended for adoption by Council.

### **Community Strategic Plan Links**

Focus Area 7 Governance and Process - Long Term Goal 7.5 Sound Governance and Legislative Practices (Strategy 7.5.3)

### **Budget Implications**

As outlined in the report

### **Report**

The Draft Community Strategic Plan, Draft Delivery Program, Draft Operational Plan (including Financial Estimates) and the Draft Revenue Policy were placed on public exhibition following the 18 April Ordinary Meeting for public exhibition purposes. The exhibition period closed at 5.00pm. on Friday, 2 June 2017.

There were 116 submissions received across the five main towns and villages of the Richmond Valley. All written submissions have previously been distributed to each Councillor. Formal oral representations were also accepted during the Visiting Tours conducted in Broadwater/Rileys Hill, Casino, Coraki, Evans Head, Rappville and Woodburn in May.

A summary of the submissions received by Council, including changes made in response to the submissions, have been circulated separately to each Councillor.

A draft Community Consultation Report has also been prepared detailing the consultation efforts of Council during the engagement period in drafting the Community Strategic Plan.

In essence the majority of responses were in support of Council's draft plans. Some minor adjustments have been made to the draft plans to reflect the priorities of Council and the community following the exhibition period.

The Draft Resourcing Strategy sets out the resources which will be required to implement the strategies established by the Community Strategic Plan and comprises the Long-term Financial Plan, Organisational Development Strategy and Asset Management Plans.

There have been some minor changes made to the 2017/2018 Financial Estimates as follows:

- Electricity costs have been increased in line with the new rates received in the recent tender. The net effect on the budget result is a cost of approximately \$58,000.
- An increase of \$25,000 for projects in Council's Information Technology department.
- A decrease of approximately \$23,000 in interest on Council's reserves. This is due to a reduction in the projected reserve balances as at 30 June 2017 per the Quarterly Budget Review Statement as at 31 March 2017.
- A number of adjustments to Council's salary budget resulting in a salary saving of approximately \$20,000.
- Councillor Fees adjusted in line with the adopted figures as per the Local Government Remuneration Tribunal Annual Determination; an increase of approximately \$72,000.
- A transfer of \$5,000 from the 2018/2019 budget in the Economic Development department for a Retail Space Action Plan.

The end result of these changes is a decrease in the unrestricted cash surplus; this surplus was predicted at \$221,114 but is now a predicted surplus of \$114,131.

There have been some minor changes made to Council's Revenue Policy for the 2017/2018 financial year as follows:

#### Statutory Changes

- On page 18 the interest rate for overdue rates and charges has been set at 7.50% by the NSW Minister for Local Government and needs to be updated.
- On page 20 the Section 603 Certificate fees have been set at \$80.00 by the NSW Minister for Local Government and needs to be updated. This will also see the urgent fee (within 24 hours) go to \$160.00.

#### Recommended Changes

- On page 30 under the headings Waste Management, Products for Sale the title Wheelie Bins (only for RVC Customers) has been requested to be changed to Wheelie Bins (RVC kerbside collection customers only).
- On page 40 under the heading Public Halls – it is proposed to remove the day and night hire block amounts and replace with an hourly rate. This brings the charging in line with the Indoor Sports Stadium. The hourly fees for the Civic Hall will be \$29.00 per hour during the day (8am to 6pm) and \$43.00 per hour during the night (after 6pm).
- On page 78 the Special Water Meter Reading fee is to be set to \$80.00. Each year we match this fee to the fee for Section 603 Certificates.

#### **Consultation**

Council advertised the Draft Community Strategic Plan, Draft Delivery Program 2017/2021, Draft Operational Plan (including Financial Estimates 2017/2021)

and Draft Revenue Policy 2017/2018 for a minimum 28 days closing at 5.00pm. Friday, 2 June 2017 calling for submission from the public. Copies of the draft documents were made available on Council's website and available for viewing at both Council's Casino and Evans Head offices and the Casino library.

### **Conclusion**

After the exhibition period call for submissions from the public, Council has received 116 submissions. The submissions are in relation to Council's Draft Community Strategic Plan, Draft Delivery Program, Draft Revenue Policy and Draft Operational Plan (including Financial Estimates) 2017/2018. Amendments have been made to the Draft Community Strategic Plan, Draft Delivery Program, Draft Financial Estimates and Draft Revenue Policy 2017/2018 as provided in the report and circulated submission summary. Copies of the Community Strategic Planning documents have been circulated separately to each Councillor.

A written response has been provided to all community members who provided a written submission.

It is recommended that Council adopt the draft plans as presented with this report.

Note: Copies of the following adopted documents were attached to the archived Minutes of this Meeting.

- Richmond Valley Made 2030 Community Strategic Plan
- Community Consultation Report
- Delivery Program 2017-2021
- Operational Plan 2017-2018 (including financial estimates 2017-2021)
- Revenue Policy 2017-2018
- Resourcing Strategy 2017-2027

### **14.3 DISABILITY INCLUSION ACTION PLAN**

#### **Responsible Officer:**

Vaughan Macdonald (General Manager)

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### **RECOMMENDATION**

Recommended that Council adopt the Disability Inclusion Action Plan.

**270617/ 7 RESOLVED** (Cr Morrissey/Cr Humphrys)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

## **Executive Summary**

Under the *Disability Inclusion Act 2014*, all councils are required to develop Disability Inclusion Action Plans by 1 July 2017.

After extensive community consultation in 2016, Council's inaugural Disability Inclusion Action Plan outlining actions against State Government priorities has now undergone the required exhibition period and has been finalised for Council approval.

## **Community Strategic Plan Links**

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

## **Budget Implications**

The majority of actions outlined in Council's Disability Inclusion Action Plan will be covered within existing plans and resources. Where required, funds are included in project budgets.

## **Report**

Under the *Disability Inclusion Act 2014*, all councils are required to develop Disability Inclusion Action Plans by 1 July 2017.

Disability Inclusion Action Plans demonstrate local government's commitment to people with a disability in four focus areas:

- Changing attitudes and behaviours towards people with disabilities in the community
- Making communities liveable and accessible for all
- Improving employment opportunities for people with disabilities
- Improving accessibility of systems and processes

Council has previously been advised of the process in a report to the 18 April 2017 Ordinary Meeting at which the document was approved for exhibition and an information report at the 16 February 2016 Ordinary Meeting.

Council staff have now finalised the Disability Inclusion Action Plan, for approval, a copy of which has been circulated separately to each Councillor for information.

Councils without existing Disability Inclusion Action Plans had the option to create standalone plans or integrate new plans with their Community Strategic Plan. Richmond Valley Council staff have drafted a standalone plan which is aligned with Council's new Community Strategic Plan. Actions have been integrated into Council's new Delivery Program and Operational Plan.

Disability Inclusion Action Plans are required to be reviewed and updated on an annual basis. Richmond Valley Council's Plan will be able to be updated every year in line with Operational Plans and review / new plans undertaken in line with the Delivery Program process.

### Consultation

Priorities for Richmond Valley Council's Disability Inclusion Action Plan have been identified through an extensive community consultation process undertaken by Council staff, outlined below.

Name of Consultation	Date	Description
Combined Councils Disability Inclusion Action Plan Survey	May 2016	Joint survey headed by Richmond Valley Council, supported by Lismore City Council and Ballina Shire Council, including Byron Shire Council, Clarence Valley Council, Coffs Harbour City Council and Kyogle Council
Micromex Telephone Poll	July 2016	Question asked on disability service provision
AbilityLinks Meeting	September 2016	Joint consultation with Ballina Shire Council for perspective of service providers
Casino Vision Impaired Local Client Support Group Meeting	September 2016	Joint consultation with Lismore City Council for perspective of Vision Impaired and Deaf communities

Overall, a priority for each focus area was identified through the consultations, particularly through the combined Councils survey. These are as follows:

Focus Area	Name	Priority
1	Changing attitudes and behaviours towards people with disabilities in the community	Ensuring public events are accessible
2	Making communities liveable and accessible for all	Providing continuous accessible paths of travel between facilities and services in town centres and public areas
3	Improving employment opportunities for people with disabilities	Changing people's attitudes
4	Improving accessibility of systems and processes	Ensuring all information is available in different formats for all abilities

Actions in Council's Disability Inclusion Action Plan come from these four priorities.

### **Exhibition Period**

The Disability Inclusion Action Plan was available on Council's On Exhibition webpage from 27 April to 2 June 2017 and advertised in Council notices. It was also distributed to the following groups for comment.

Aged and Disability Interagency Meeting	May 2017	Plan distributed to 50+ organisations
Community Strategic Plan Viewing Tour	May 2017	Documents and staff available for information at six Viewing Tour evenings for the Community Strategic Plan in Broadwater, Casino, Coraki, Evans Head, Rappville and Woodburn
Accessibility, Liveability and Aged Advisory Committee	May – June 2017	Plan distributed to 10 members representing community organisations, businesses and individuals with lived experience of disability

During the Exhibition period, the following submissions and comments were received:

- Submission from the Northern NSW Local Health District in favour of all actions of the Disability Inclusion Action Plan.
- Two comments from individuals via the Viewing Tour in support of the inclusion focus of the Disability Inclusion Action Plan.
- Members of the Accessibility, Liveability and Aged Advisory Committee in support of the Disability Inclusion Action Plan, with specific comments for Council to examine points of access for public events, and accessibility of Council documents, specifically provisions for people with vision impairment.

### **Conclusion**

Richmond Valley Council's inaugural Disability Inclusion Action Plan will consolidate a number of actions Council already takes to promote inclusion and support for people with disabilities, their carers and families to make a more accessible community for all. The benefits of this will also flow beyond these groups to assist older residents with accessibility. The consultation process undertaken to prepare for the Disability Inclusion Action Plan has also been valuable in strengthening relationships with local advocacy groups and services, and in strengthening collaboration with other Northern Rivers Councils.

Note: A copy of the adopted Disability Inclusion Action Plan was attached to the archived Minutes of this Meeting.

**14.4 WOODBURN RIVERSIDE MASTERPLAN****Responsible Officer:**Andrew Leach (Manager Asset Planning)

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**RECOMMENDATION**

Recommended that Council adopt the Masterplan of the Woodburn Riverside Precinct as presented at this meeting.

**270617/ 8 RESOLVED** (Cr Morrissey/Cr Humphrys)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

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**Executive Summary**

Council, in conjunction with Localé Consulting and through various community forums have prepared a Draft Masterplan for adoption of the Woodburn Riverside Precinct. The ideals of the Masterplan include the renewal of toilet infrastructure, the consolidation of existing facilities, the development of playground facilities, the enhancement of water sport options, and park and streetscape improvements. The plan once adopted will provide strategic direction for the development of the Woodburn town centre into the future and allow Council to pursue funding to assist with these works.

**Community Strategic Plan Links**

Focus Area 3 Community and Culture - Long Term Goal 3.2 (Strategy 3.2.1) and Focus Area 4 Recreation and Open Spaces - Long Term Goal 4.2 Improved Recreational Facilities.

**Budget Implications**

Council currently has \$810,000 committed to the Woodburn Riverside Precinct, which includes \$110,000 thousand commitment from the Federal Government for works dedicate to a new jetty/pontoon structure. Council officers will continue to explore and pursue any available grant funding deemed appropriate to complete works described in the Final Masterplan.

**Report**

Following extensive community and business consultation within the locality of Woodburn, a Final Draft Masterplan is prepared to present to Council for adoption. This plan will form the basis of the redevelopment of the Woodburn Riverside Park, the streetscape, and future proposals of riverside walks and a possible RV short stay park.

Earlier workshops, a public forum, and an exhibition period of 28 days allowed submissions to be lodged with Council. The Final Draft Masterplan has been prepared which takes into account feedback from Councillors and the community, along with a summary table of submissions, copies of which have been circulated to each Councillor.

### **Consultation**

Council has undertaken extensive community consultation regarding the Woodburn Riverside Precinct at various forums, including a public information session in September 2016, a stall at the Woodburn Riverside Market, a Signature Projects Night in Evans Head, and presentations to the Local Chamber of Commerce. The Draft Masterplan was displayed for public consultation for a period of 28 days, and the feedback gathered during this period was considered in compiling this Final Draft Masterplan for Council adoption.

### **Conclusion**

That Council formally resolves to adopt the Final Draft Masterplan of the Woodburn Riverside Precinct.

## **14.5 CASINO TO ELTHAM RAIL TRAIL**

### **Responsible Officer:**

Simon Adcock (Chief Operating Officer)

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### **RECOMMENDATION**

Recommended that:

1. Should the Expression of Interest for the Casino to Eltham Rail Trail be successful that Council commit \$50,000 to fund a detailed business case for the project.
2. A further \$240,000 over three years be committed should the full funding for the rail trail be received from the State Government following the approval of the detailed business case.

### **270617/ 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**

In May 2013, the not for profit community group, Northern Rivers Rail Trail Association Inc, was formed by local philanthropists known as the Sourdough



Group comprising of community volunteers, local government councillors and staff and leaders of the tourist industry. The group came together with a common vision to preserve this very valuable community asset, the 130 kilometres of disused rail corridor between Murwillumbah and Casino; and converting it to a modern cycle and walking trail through the region's spectacular landscapes.

The Rail Trail will be for the local community to use for getting to school, work and sport, shopping and recreation; and by visitors seeking either a new way to experience the region's scenery, food and culture or a more adventurous experience.

In March 2017 the State Government announced \$300 million of funding through the Regional Growth – Environment and Tourism Fund available for eligible projects and organisations.

On the 20 April 2017, a joint expression of interest (EOI) was submitted by Richmond Valley Council and Lismore City Council for the funding of the Casino Lismore Eltham section of the proposed Northern Rivers Rail Trail. The total value of the funding proposal is \$23.1 million.

The result of the EOI will be known shortly. Those organisations that have successful EOIs will be asked to develop a detailed business case. The business cases will then go into a second round of consideration with successful projects being given funding.

Should this EOI be successful Council would need to contribute \$50,000, matched by the same commitment from Lismore Council, for the development of a detailed business case that would include detailed plans for the construction of the rail trail. Should the business case be approved Council would need to contribute in the form of staff time to the value of \$240,000 over the three years of construction.

### **Community Strategic Plan Links**

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

### **Budget Implications**

The total estimated cost of the Casino Lismore Eltham trail is \$23.1 million. This is the amount requested from the Regional Growth – Environment and Tourism Fund. The cost to the Council budget is \$50,000 for the development of the business case if the EOI is successful and \$240,000 over the three years of construction should the business case be successful in gaining funding.

### **Report**

The Casino Lismore Eltham trail section of the Northern Rivers Rail Trail (NRRT) is to be constructed on a section of the disused Casino to Murwillumbah rail corridor. The full length of the corridor is 130 kilometres and will start/finish at the Casino and Murwillumbah rail stations. It passes through four local government areas: Tweed Shire, Byron Shire, Lismore City and Richmond Valley Councils.

The Casino Lismore Eltham section passes through Richmond Valley and Lismore City local government areas.



The Casino Lismore Eltham trail covers 45 kilometres from the Old Casino Railway Station to Eltham. Stage 1: Casino to Lismore is 30 kilometres and Stage 2: Lismore to Eltham is 15 kilometres.

The NRRT provides an extraordinary opportunity to develop a neglected and deteriorating State asset into a productive and high quality NSW tourism icon. The NRRT will celebrate the natural beauty of the Northern Rivers and unveil hidden regional treasures, while providing a sustainable economic platform for the regional community.

The whole NRRT will be built in stages. The Tweed Shire section is 'shovel ready' and Tweed Shire Council have applied for funding from the Australian Government's National Stronger Regions Fund, potentially matched by NSW State government funding. This plus the Casino Lismore Eltham section would open up 70 kilometres of the NRRT. Tourism operators will provide a link service so visitors could spend at least three days on the trail, perhaps with a day in Byron Bay in between. While the full 130 kilometres will attract even more users,

these two initial sections will start to deliver the sort of tourism income and employment needed in the region.

The Casino Lismore Eltham trail will provide the following benefits for the Richmond Valley and Lismore Communities:

- An expected increase of 17,480 visitors per annum to the area
- An expected increase of 4,560 visitors per annum staying overnight
- An expected increase in visitor expenditure of \$4.10 million per annum comprising \$1.22 million from overnight visitors, \$2.88 million from day/international visitors
- Form the infrastructure to support business enterprise
- Generate jobs that are interesting, fulfilling and career-oriented
- Distribute tourism dollars inland to revitalise towns and villages
- Capture high-yielding tourism customers
- Showcase a World Heritage listed area to the world
- Help differentiate and brand our region for tourism marketing purposes
- Enhance village life by converting rail yards into public spaces
- Encourage social interaction and participation to build community connectivity and wellbeing
- Provide a new experience to local residents
- Reactivate an increasingly sedentary and isolated society
- Revive a traditional link between local towns and villages
- Provide habitat for wildlife and reconnect remnant forest sections
- Preserve the rail corridor for future generations

### ***Schedule***

Should the business case for the Casino Lismore Eltham rail trail be approved construction would start in 2017/18 and take approximately three years to complete

Here are the milestones provided in the EOI:

May 2017	Response to EOI and detailed submission
July 2017	Detailed design Phase 1
January 2018	Start construction Phase 1 Casino-Lismore
October 2018	Detailed design Phase 2
December 2018	Complete construction Phase 1
January 2019	Start construction Phase 2
December 2019	Complete construction Phase 2

It should be noted that these are very broad estimates at this early stage and are subject to change as the project moves into its more detailed planning stages.

### ***Maintenance costs***

The *Casino to Murwillumbah Rail Trail Study 2014* calculated maintenance costs at \$6,800 to \$8,900 per kilometre per year. This includes vegetation and litter management, grading and pothole repair and bridge structure, road crossing and

drainage maintenance, totalling \$0.9 million to \$1.2 million per year for the full Northern Rivers Rail Trail.

In contrast, advice from Tweed Shire Council suggested costs of \$2,030 per kilometre for sealed sections and \$4,690 for the unsealed sections giving a total of \$270,000 to \$620,000 per year for the full trail.

Estimates of maintenance costs vary depending on inclusions and assumptions. The above costs are for the full 130 kilometre of trail. The Casino Lismore Eltham project will initially rely on access to a proportion of the full \$750,000 we understand is presently allocated by the State Government for maintenance funding on the rail corridor. This represents a maintenance cost per kilometre of \$5,770. That would mean that the proportion of the \$750,000 available maintenance funding, assuming maintenance spending is uniform across the whole NRRT, for the 45 kilometres of the Casino Lismore Eltham rail trail would be \$260,000.

There are two risks for Council here, the first is that the State Government may not provide the full funds currently allocated to maintenance for the rail corridor to the rail trail. Secondly the \$750,000 is not adequate to cover the maintenance cost. The first risk will be covered in the business case. Council would not need to commit to the project if the funding from the State Government was not guaranteed. For the second there is a significant variation in the maintenance cost estimates, from \$2,030 per kilometre to \$8,900 per kilometre. At the high estimate the total cost of maintenance for the 45 kilometres of the Casino Lismore Eltham rail trail would be \$401,000. This would leave a shortfall in maintenance costs of \$141,000 which would need to be funded from another source.

### ***Asset renewal***

Asset replacement is an issue for the future. All bridges will be made compliant for cycle/pedestrian use and light maintenance traffic at the time of construction. Structures will be built/repared to provide a useful life of at least 20 years. Many of the existing structures are ageing and will eventually need either major repair work or replacement. An asset replacement strategy will be prepared as part of the detailed business plan.

### **Consultation**

The consultation for the 2017-2027 Community Strategic Plan showed considerable community support for the rail trail. As we move forward with the planning and then construction of the rail trail we will consult and engage with all the stakeholders.

### **Conclusion**

This report outlines the Casino Lismore Eltham rail trail EOI recently submitted to the State Government. It requests a commitment of funding for the rail trail of \$50,000 for the completion of a detailed business case and \$240,000 for the construction phase if the business case successfully receives funding.

**14.6 QUARRY PRODUCT PRICES - 2017/2018 REVENUE POLICY****Responsible Officer:**Ryan Gaiter (Chief Financial Officer/Manager Mid-Richmond)

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**RECOMMENDATION**

Recommended that Council adopt the proposed prices for various quarry products for the 2017/2018 financial year as included in the table in this report effective from 1 July 2017.

**270617/ 10 RESOLVED** (Cr Mustow/Cr Humphrys)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

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**Executive Summary**

Council requires flexibility in managing the pricing of its quarry products. As provided by clause 201(4) of the *Local Government (General) Regulation 2005*, Council does not disclose pricing for its quarry products as part of its publicly advertised Revenue Policy. Taking this approach allows Council to adjust prices as required without the need to amend the Revenue Policy and seek public submissions. Council still needs to formally adopt the prices it intends to charge for its quarry products for the 2017/2018 financial year.

**Community Strategic Plan Links**

Focus Area 7 Governance and Process - Long Term Goal 7.1 Generate Revenue to Fund the Operations of Council.

**Budget Implications**

The quarry pricing included with this report has been used when formulating Council's 2017/2018 quarry budgets.

**Report**

Quarry product prices proposed for the 2017/2018 financial year have been developed. These prices did not form part of the publicly advertised 2017/2018 Draft Revenue Policy, with Council having disclosed the following clause:

*'In accordance with Clause 201(4) of the Local Government (General) Regulation 2005, the statement of fees and structure of the pricing methodology does not include information that could confer a commercial advantage on a competitor of Council.'*

The relevant legislative provisions regarding commercial in confidence pricing is covered by Section 405(2) of the *Local Government Act 1993* and Clause 201(4) of the *Local Government (General) Regulation 2005* regarding the Revenue Policy.

Council requires flexibility in setting the pricing of its quarry products. This is due to being able to respond quickly to changes in costs of production, sales quantities and other market influences. The legislative provisions detailed above allow Council to adjust prices as required without the need to amend the Revenue Policy and seek public submissions.

Council still needs to formally adopt the prices it intends to charge for its quarry products effective from 1 July 2017.

### **Consultation**

No consultation is required due to the application of Clause 201(4) of the *Local Government (General) Regulation 2005*.

### **Conclusion**

It is necessary for Council to determine quarry product prices for the 2017/2018 financial year to ensure Council has endorsed the prices proposed to be charged. As indicated above, an analysis on quarry product prices has been undertaken and it may be likely that there will be further amendments to quarry product prices during the course of the 2017/2018 financial year.

## **FEES AND CHARGES – QUARRIES 2017/2018**

### **Quarry Products (not for public distribution)**

#### **1. Rates**

All rates shown are amounts per tonne inclusive of GST. They include known and regularly used products currently in use and are subject to change. The rates include production costs, loading costs and royalties. The rates that Council intends to change are contained within the table below:

<b>FEE/CHARGE DESCRIPTION</b>	<b>2016/17 FEE/ CHARGE LEVIED \$</b>	<b>2017/18 FEE/ CHARGE LEVIED \$</b>	<b>UNIT</b>	<b>GST INCLUDED</b>	<b>PRICING CAT.</b>
<b>Quarry Products – Woodview Quarry</b>					
Overburden (Stock No 401)	5.00	10.00	Per tonne	Y	D
Roadbase MB20 (Stock No 404)	24.00	24.00	Per tonne	Y	D
Roadbase DGS40 (Stock No 411)	27.50	24.00	Per tonne	Y	D
Roadbase Blend (Stock No 407)	32.00	32.00	Per tonne	Y	D
Woodview Flood Blend (Stock No 408)	27.50	24.00	Per tonne	Y	D
Select Fill (Stock No 410)	20.50	20.50	Per tonne	Y	D
Metal Dust (Stock No 415)	18.00	18.00	Per tonne	Y	D
Aggregates – 7mm (Stock No 416)	36.00	37.00	Per tonne	Y	D
Aggregates – 10mm (Stock No 417)	38.00	39.00	Per tonne	Y	D
Aggregates – 14mm (Stock No 418)	36.00	37.00	Per tonne	Y	D
Aggregates – 19mm (Stock No 422)	36.00	37.00	Per tonne	Y	D
Aggregates pre-coated – 7mm (Stock No 419)	52.00	53.00	Per tonne	Y	D
Aggregates pre-coated – 10mm (Stock No 420)	54.00	55.00	Per tonne	Y	D
Aggregates pre-coated – 14mm (Stock No 421)	52.00	53.00	Per tonne	Y	D
Aggregates pre-coated – 19mm (Stock No 424)	52.00	53.00	Per tonne	Y	D
Screenings Oversize (Shot Rock) (Stock No 423)	22.00	22.00	Per tonne	Y	D
Gabion Rock (Stock No 426)	28.00	28.00	Per tonne	Y	D
Rail Ballast (Stock No 425)	28.00	28.00	Per tonne	Y	D

FEE/CHARGE DESCRIPTION	2016/17 FEE/ CHARGE LEVIED \$	2017/18 FEE/ CHARGE LEVIED \$	UNIT	GST INCLUDED	PRICING CAT.
<b>Quarry Products – Casino Depot Stockpile</b>					
Aggregates pre-coated – 7mm (Stock No 503)	65.00	66.00	Per tonne	Y	D
Roadbase MB20 (Stock No 511)	42.00	42.00	Per tonne	Y	D
Roadbase Blend (Stock No 504)	50.00	50.00	Per tonne	Y	D
Metal Dust (Stock No 512)	36.00	36.00	Per tonne	Y	D
Sand Screened (Stock No 540)	29.00	35.00	Per tonne	Y	D
Coldmix (Stock No 542)	198.00	204.00	Per tonne	Y	D
Topsoil (Stock No 550)	60.00	70.00	Per tonne	Y	D
<b>Quarry Products – Evans Head Depot Stockpile</b>					
Roadbase Blend (Stock No 616)	50.00	50.00	Per tonne	Y	D
Metal Dust (Stock No 611)	36.00	36.00	Per tonne	Y	D
Sand Screened (Stock No 620)	29.00	35.00	Per tonne	Y	D

## 2. Royalties – for information only (included in Rates)

Woodview Quarry - \$0.50 per tonne to be used for rehabilitation.

## 3. Special Rates

The Director Infrastructure and Environment has the authority to, in specific instances (large quantities, unique product, contract works, etc.) to set an individual rate for that product and vary (reduce) haul charges in that instance.

## 4. Minimum Charge

The minimum charge payable inclusive of GST is \$50.00 for any purchase of gravels from Council quarries.



**14.7 EVENT FUNDING SCHEME 2017/2018****Responsible Officer:**Sharon Davidson (Manager Communications, Events and Tourism)

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**RECOMMENDATION**

Recommended that \$14,900 be allocated to the Event Funding Scheme.

**270617/ 11 RESOLVED** (Cr Simpson/Cr Lyons)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

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**Executive Summary**

Richmond Valley Council provides community groups and organisations with an annual opportunity to apply for financial assistance towards the cost of funding a variety of events within and from across the Richmond Valley area.

The Event Funding Scheme has been operating for a number of years and contributes positively to the quality of life and the economy of the Richmond Valley, meeting a number of the goals outlined in Council's Community Strategic Plan and Guide to Economic Development in the Richmond Valley.

**Community Strategic Plan Links**

Focus Area 3 Community and Culture - Long term Goal 3.2 Events, Art and Culture (Strategy 3.2.1 Increase the use of public events to build social, cultural and economic capital)

**Budget Implications**

The Event Funding Scheme budget is \$34,513 cash and \$7,795 for in kind support. Events applications requested \$22,500 of this. A recommendation of \$10,900 cash and \$4,000 in kind support has been made to put towards these applications. The left over funds in the Event Funding Scheme go towards event sponsorship requests made throughout the year.

**Report**

Applications for the 2017/18 financial year Event Funding Scheme closed on Friday, 7 April 2017.

Ten applications were received. All applications have been assessed for essential criteria and evaluations completed by the Events team.

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Not all applications were deemed appropriate for support. Evaluations include a recommendation from the Events team as to the appropriate cash and in kind contribution to be provided.

The recommendation is based on the overall evaluation including important features such as:

- Relevance to the Richmond Valley Community Strategic Plan goals with regard to events, community and tourism.
- Ability to host the event and extend the activities held.
- Quality of financial reporting and information provided.
- Marketing plan and media exposure.

The following Event Funding Scheme requests were made:

<b>Event Name</b>	<b>Cash Requested</b>	<b>Recommended</b>	<b>In Kind Requested</b>	<b>Recommended</b>
Casino Truck Show	\$2,200.00	\$2,200.00	\$1,500.00	\$1,500.00
Great Eastern Fly In	\$3,000.00	\$3,000.00		
Evans Head Malibu Classic	\$1,500.00	\$900.00	\$500.00	\$500.00
Quota Craft Fair	\$1,000.00	\$400.00		
Woodburn Riverside Festival	\$2,500.00	\$2,000.00	\$1,000.00	\$1,000.00
Northern Rivers Auto Spectacular	\$5,000.00	\$1,500.00	\$ 500.00	\$500.00
Family Fun Day – MRNC	\$1,000.00	\$0.00		
Crankfest Youth Festival - MRNC	\$2,500.00	\$900.00	\$500.00	\$500.00
Naidoc Family Fun Day – MRNC	\$2,750.00	\$0.00		
Evans Head Community Carols	\$1,100.00	\$0.00		
<b>Totals</b>	<b>\$22,550.00</b>	<b>\$10,900.00</b>	<b>\$4,000.00</b>	<b>\$4,000.00</b>

## Conclusion

Events contribute to the local economy, our strategic objectives and to policy. The events held in the valley are growing; in both number and diversity. We will continue to nurture new events to provide the knowledge and encouragement they need as well as supporting long term events to diversify and grow.

**14.8 MONTHLY BUDGET ADJUSTMENTS - MAY 2017****Responsible Officer:**Ryan Gaiter (Chief Financial Officer/Manager Mid-Richmond)

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**RECOMMENDATION**

Recommended that:

1. Council approve the proposed budget adjustments for the month of May 2017.
2. Council note the revised budget position as at 31 May 2017.

**270617/ 12 RESOLVED** (Cr Mustow/Cr Humphrys)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

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**Executive Summary**

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

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

The proposed changes including reallocating savings from the Lennox Street Road Rehabilitation project to an RV Parking area at McAuliffe Park. Along with this, it is proposed to reallocate funds between urban and rural reseals and Casino heavy patching as micro surfacing and preparation was higher than expected and it was identified that there is an urgent need for heavy patching in Casino. The remaining adjustments are for the removal of projects that are not being completed in 2016/2017.

In summary, the proposed changes will have no impact on the projected budget surplus of \$100,005.

The report provides further details of the proposed adjustments to the 2016/2017 budget for the month of May 2017.

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## Community Strategic Plan Links

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

## Budget Implications

As detailed in the report.

## Report

During the month of May, the following budget adjustments have been proposed:

### *Removal of Existing Projects from the Budget*

The water mains listed below may not be completed by end of financial year due to Cyclone Debbie and the resulting delays for resources allocated to the Pacific Complete work for Evans and Broadwater. However, these are relatively small jobs and will be completed in the 2017/2018 financial year without impacting on the Capital Program for 2017/2018. The funds will be transferred back to Water Infrastructure Reserves:

- Water Mains Casino – Convent Parade – Hill Lane to West Street - \$23,370
- Water Mains Evans Head – Evans River Crossing - \$32,700
- Water Mains Evans Head – Booyong Street – Cypress Street Road Crossing - \$6,540
- Water Mains Coraki – Yabsley to Bridge Street - \$20,000

Project Description	Reason for Adjustment	Current Budget	Proposed Adjustment	Revised Budget
Water Mains Casino – Convent Parade – Hill Lane to West Street	Project not being completed in 2016/2017	23,370	-23,370	0
Water Mains Evans Head – Evans River Crossing	Project not being completed in 2016/2017	32,700	-32,700	0
Water Mains Evans Head – Booyong St – Cypress St Road Crossing	Project not being completed in 2016/2017	6,540	-6,540	0
Water Mains Coraki – Yabsley to Bridge Street	Project not being completed in 2016/2017	20,000	-20,000	0

### *Reallocation of Funds between Projects*

#### Urban & Rural Reseals and Heavy Patching

It is proposed that surplus funds of \$34,200 from Urban Reseals are reallocated to Rural Reseals to cover higher than expected micro surfacing and preparation. An additional \$8,900 is also required towards urgent heavy patching in Casino.

Water Loss Program

Additional funds of \$2,987 are needed for water loss monitors due to the increased scope of replacement. It is proposed that this additional funding be transferred from Water Infrastructure Reserves.

Project Description	Reason for Adjustment	Current Budget	Proposed Adjustment	Revised Budget
Urban Reseals – Casino	Surplus funds	261,113	-43,100	218,013
Rural Reseals	Micro surfacing and preparation was higher than expected	952,925	34,200	987,125
Casino – Heavy Patching	Need for urgent heavy patching in Casino	15,375	8,900	24,275
Water Loss Program	Increased scope of replacement	27,013	2,987	30,000

***Addition of New Projects***

Proposed adjustments include the addition of one new project to the budget.

RV Parking area at McAuliffe Park

An opportunity arose in the area of the road shoulder at McAuliffe Park following the removal of some hazardous trees. This has allowed sealing/pavement works to be undertaken in an area which is heavily trafficked for tourist and visitor traffic, but was unsealed and a dust hazard in the middle of town.

Project Description	Reason for Adjustment	Current Budget	Proposed Adjustment	Revised Budget
RV Parking area McAuliffe Park	Surplus funds from Lennox Street Rehab	0	40,000	40,000

***Revised Budget Position***

The important information for Council to note in the table below is the recommended changes for resolution.

Decreases to Capital Expenditure of \$79,623 include \$82,610 in water projects being removed, offset by an increase of \$2,987 in the water loss program. These projects also account for the net increase in Restricted Funds of \$79,623.

The proposed budget adjustments for May 2017 and the effect on the projected budget results for the 2016/2017 financial year are summarised in the table below:

Budget Adjustments May 2017	Revised Budget 31-Mar-17	Recommended Changes for Council Resolution	Projected Year End Result 2016/2017
Income from Continuing Operations	58,665,117	0	58,665,117
Expenses from Continued Operations	55,492,703	0	55,492,703
<b>Operating Result from Continuing Operations</b>	<b>3,172,414</b>	<b>0</b>	<b>3,172,414</b>
Add: Non-Cash Expenses	12,747,045	0	12,747,045
Add: Non-Operating Funds Employed	3,778,300	0	3,778,300
Less: Capital Expenditure	15,412,576	(79,623)	15,332,953
Less: Loan Repayments	1,850,414	0	1,850,414
<b>Estimated Funding Result - Surplus/(Deficit)</b>	<b>2,434,769</b>	<b>79,623</b>	<b>2,514,392</b>
Restricted Funds – Increase/(Decrease)	2,334,764	79,623	2,414,387
<b>Working Funds – Increase/(Decrease)</b>	<b>100,005</b>	<b>0</b>	<b>100,005</b>

## Conclusion

The report details the proposed budget adjustments for the month of May 2017. There is no impact on the projected budget surplus of \$100,005.

## 14.9 FINANCIAL ANALYSIS REPORT - MAY 2017

### Responsible Officer:

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

## RECOMMENDATION

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

**270617/ 13 RESOLVED** (Cr Humphrys/Cr Morrissey)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

## Executive Summary

The Financial Analysis Report gives an overview of Council's 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 May 2017 is shown below:

Period	Investment Portfolio
31 May 2017	\$35,822,293.32

The rate of return on Council's investments for May 2017 was 2.53% which is above the 90 Day Bank Bill Index of 1.74%.

### **Community Strategic Plan Links**

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

### **Budget Implications**

As at 31 May 2017, Council had earned \$360,827.74 in interest and \$367,870.81 in fair value gains for total investment revenue of \$728,698.55 against a budget of \$878,540.00 (which equates to 82.94%).

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

Council's cash and term deposit investment portfolio has maturity dates ranging from same day up to 182 days. Deposits are made taking into account cash flow requirements and the most beneficial investment rates available at the time of making any investment. Council does give investment preference to financial institutions which do not support the fossil fuel industry, if the investment rate quoted is equal to or greater than the most beneficial rate quoted for that investment. Council had a term deposit portfolio of \$13,000,000.00 representing 36.29% of the total portfolio as at 31 May 2017. Council made seven new term deposits for the period; two of which were with Auswide Bank, two were with Bank Australia, one was with Beyond Bank, one was with Members Equity Bank and one was with Newcastle Permanent Building Society. None of these banking institutions support the fossil fuel industry. These term deposits were chosen as they offered the highest available returns after diversification principles were applied. Six term deposits matured within the period and all investments are in accordance with Council's Investment Policy.

Average interest rates available for investments increased from April 2017 to May 2017 from 2.48% to 2.53%.

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

<b>Period</b>	<b>Hourglass Cash Facility Trust</b>	<b>Hourglass Strategic Cash Facility Trust</b>
As at 31 May 2017	\$8,328,468.26	\$8,349,004.40

The value of Council's Investment Portfolio as at 31 May 2017 as well as our General Bank Accounts and Trust Funds is shown below:

<b>Period</b>	<b>Investment Portfolio</b>	<b>Face Value</b>	<b>General Bank Accounts</b>	<b>Trust Funds</b>
31 May 2017	\$35,822,293.32	\$35,144,820.66	\$1,501,913.13	\$120,994.55

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

On 22 May 2017, the ratings agency Standard & Poor's (S & P's) downgraded the long-term issuer credit ratings of 23 banking institutions in Australia by one notch each. This downgrade has largely occurred due to "strong growth in private sector debt and residential property prices (mainly Sydney and Melbourne) over the past four years" which has contributed to the view that these institutions "face an increased risk of a sharp correction in property prices and, if that were to occur, a significant rise in credit losses". This downgrade excluded the four major domestic banks ANZ, CBA, NAB and Westpac as well as Macquarie Bank. It is S & P's view that they are "too big to fail" and would be supported by the government in the event of a financial crisis. Despite this, their longer-term credit ratings remain on a negative outlook.

Alternatively, the Reserve Bank of Australia have been quite optimistic about the banking system despite focusing on household prices and debt in recent times stating that "Australian banks are resilient and they are soundly capitalised" and acknowledging that recent supervisory measures imparted by Australian Prudential Regulation Authority (APRA) would address the risks "associated with high and rising levels of indebtedness".

## **Conclusion**

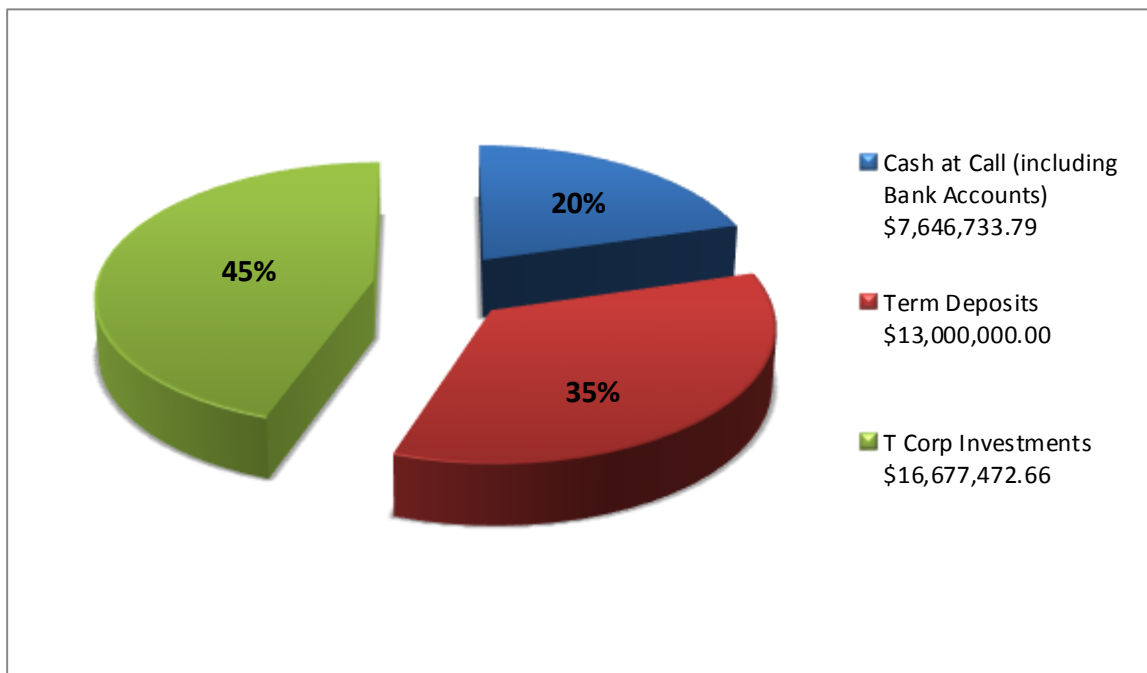
Interest rates on investments have increased marginally. Council is continually looking for ways to increase its investment performance consistent with Council's Investment Policy.



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 May 2017:



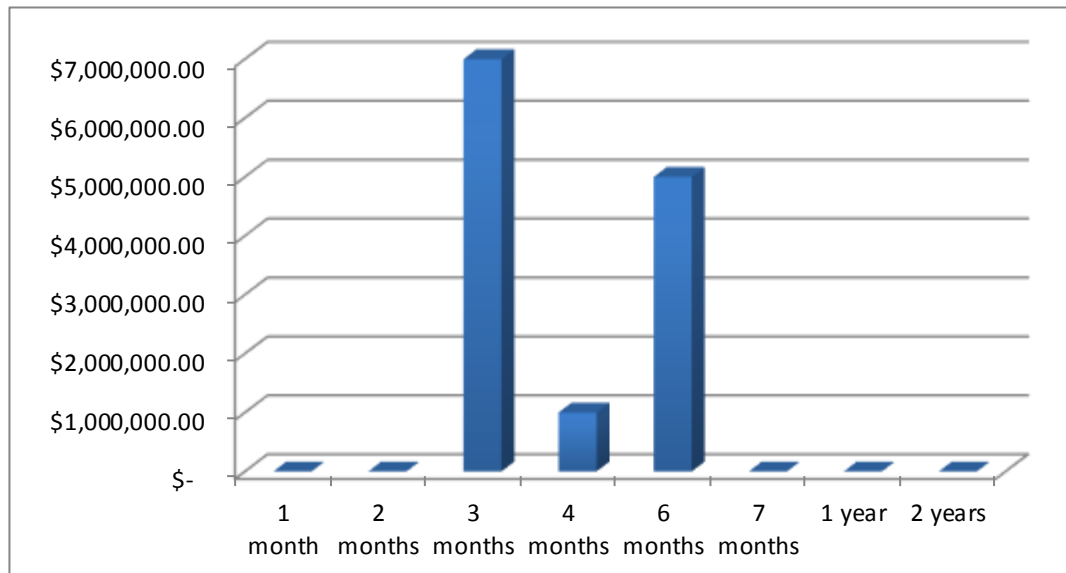
Council made seven new term deposit during the month of May 2017 as shown in the following table:

Financial Institution	Investment Amounts (\$)	Maturity Date	Investment Rate per annum (%)	Days Invested
Members Equity Bank	1,000,000.00	8/08/2017	2.54	91
Beyond Bank	1,000,000.00	28/08/2017	2.65	91
Auswide Bank	1,000,000.00	27/11/2017	2.80	182
Newcastle Permanent	1,000,000.00	07/09/2017	2.60	100
Bank Australia	1,000,000.00	27/09/2017	2.70	120
Bank Australia	1,000,000.00	27/11/2017	2.80	181
Auswide Bank	1,000,000.00	28/11/2017	2.82	181

Total term deposit maturities during the month of May 2017 included returning principal (in full) and interest, are shown in the following table:

Financial Institution	Investment Amount (\$)	Maturity Date	Investment Rate per annum (%)	Interest Received (\$)
Members Equity Bank	1,000,000.00	05/05/2017	2.78	9,139.73
Bank of QLD	1,000,000.00	09/05/2017	2.80	6,731.51
Auswide Bank	1,000,000.00	29/05/2017	2.83	14,033.70
Beyond Bank	1,000,000.00	29/05/2017	2.65	6,605.85
National Australia Bank	1,000,000.00	29/05/2017	2.54	6,332.61
Auswide Bank	1,000,000.00	31/05/2017	2.83	14,033.70

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



RICHMOND VALLEY COUNCIL FINANCIAL ANALYSIS REPORT AT 31 MAY 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><u>Cash at Call</u></b>													
CBA Business Online Saver	Commonwealth Bank	At Call	A1+/AA		At Call	Variable	Monthly	0.05%	N/A	6,144,820.66	31/05/2017	17.15%	No
Total Cash at Call										6,144,820.66		17.15%	
<b><u>Term Deposits</u></b>													
Term Deposit	AMP Ltd	Term Deposit	A1/A	1/03/2017	29/08/2017	Fixed for Term	Maturity	0.23%	N/A	1,000,000.00	31/05/2017	2.79%	Part
Term Deposit	National Australia Bank	Term Deposit	A1+/AA-	2/03/2017	1/06/2017	Fixed for Term	Maturity	0.21%	N/A	1,000,000.00	31/05/2017	2.79%	Part
Term Deposit	Westpac	Term Deposit	A1+/AA-	6/03/2017	5/06/2017	Fixed for Term	Maturity	0.22%	N/A	1,000,000.00	31/05/2017	2.79%	Part
Term Deposit	Westpac	Term Deposit	A1+/AA-	13/03/2017	12/06/2017	Fixed for Term	Maturity	0.23%	N/A	1,000,000.00	31/05/2017	2.79%	Part
Term Deposit	AMP Ltd	Term Deposit	A1/A	16/03/2017	13/09/2017	Fixed for Term	Maturity	0.23%	N/A	1,000,000.00	31/05/2017	2.79%	Part
Term Deposit	Beyond Bank	Term Deposit	A2/BBB+	3/04/2017	6/07/2017	Fixed for Term	Maturity	0.22%	N/A	1,000,000.00	31/05/2017	2.79%	Part
Term Deposit	Members Equity Bank	Term Deposit	A2/BBB	9/05/2017	8/08/2017	Fixed for Term	Maturity	0.21%	N/A	1,000,000.00	31/05/2017	2.79%	Part
Term Deposit	Beyond Bank	Term Deposit	A2/BBB+	29/05/2017	28/08/2017	Fixed for Term	Maturity	0.22%	N/A	1,000,000.00	31/05/2017	2.79%	Part
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	31/05/2017	2.79%	Part
Term Deposit	Newcastle Permanent	Term Deposit	A2/BBB	30/05/2017	7/09/2017	Fixed for Term	Maturity	0.22%	N/A	1,000,000.00	31/05/2017	2.79%	Part
Term Deposit	Bank Australia	Term Deposit	A2/BBB	30/05/2017	27/09/2017	Fixed for Term	Maturity	0.23%	N/A	1,000,000.00	31/05/2017	2.79%	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	31/05/2017	2.79%	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	31/05/2017	2.79%	Part
Total Term Deposits										13,000,000.00		36.29%	
<b><u>Fixed Interest Securities</u></b>													
Total Fixed Interest Securities									0.00	0.00			
<b><u>NSW Treasury Corporation Hourglass Investments</u></b>													
Cash Facility Trust	NSW Treasury Corporation	Trust		Various	N/A		Monthly	0.20%	8,000,000.00	8,328,468.26	31/05/2017	23.25%	
Strategic Cash Facility Trust	NSW Treasury Corporation	Trust		Various	N/A		Monthly	0.21%	8,000,000.00	8,349,004.40	31/05/2017	23.31%	
Total Fixed Interest Securities									16,000,000.00	16,677,472.66		46.56%	
Total Investment Portfolio at Face Value									35,144,820.66				
Total Investment Portfolio at Fair Value										35,822,293.32			
Overall Average Interest Rate for month - Portfolio									0.21%				
Total Bank Account Portfolio										1,622,907.68			
Total Portfolio										37,445,201.00			
<b><u>Bank Accounts</u></b>													
Account Name	Balance \$ 31-May-17												
General Fund Bank Account	1,489,623.92												
Trust Fund Bank Account	120,994.55												
NAB Cheque Account	-20.00												
Evans Head Memorial Areodrome Fund	12,309.21												
Total	1,622,907.68												

**14.10 POLICY - RELATED PARTY DISCLOSURE****Responsible Officer:**Ryan Gaiter (Chief Financial Officer/Manager Mid-Richmond)

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**RECOMMENDATION**

Recommended that the draft Related Party Disclosure Policy be adopted.

**270617/ 14 RESOLVED** (Cr Morrissey/Cr Humphrys)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

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**Executive Summary**

Section 334 of the *Corporation Act 2001* gives the Australian Accounting Standards Board the power to make Australian Accounting Standards. Under this power the Australian Accounting Standards Board has made the standard AASB 124 Related Party Disclosures.

The objective of this accounting standard is to ensure that annual financial statements contain disclosures necessary for stakeholders to draw attention to the possibility that the financial position and financial performance may have been affected by transactions and outstanding balances with related parties of Key Management Personnel (KMP).

The standard took effect from 1 July 2016, therefore will be reported in the 2016/2017 Financial Statements for the first time.

**Community Strategic Plan Links**

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

**Budget Implications**

Nil.

**Report**

The Australian Accounting Standard Board has released Australian Accounting Standard AASB 124 Related Party Disclosures, which deals with the disclosure of material related party transaction in Council's Financial Statements and the requirement of reporting such transaction. A copy of the draft Related Party Disclosure Policy is included in this report.

Related party relationships are a normal feature of commerce and business. For example, entities frequently carry on parts of their activities through subsidiaries,

joint ventures and associates. In those circumstances, there is the possibility of the entity having the ability to affect the financial and operating policies of Council through the presence of control, joint control or significant influence.

A related party relationship could influence the normal business operations of Council. In some instances, Council may enter into transactions with a related party that unrelated parties would not. For example, goods are supplied to Council on terms that might not be offered to other customers. Also, transactions between related parties may not be made on the same terms as between unrelated parties.

The normal business operations of Council may be affected by a related party relationship even if Related Party Transactions do not occur. The mere existence of the relationship may be sufficient to affect the transactions of the Council with other parties. Alternatively, one party may refrain from trading with Council because of the significant influence of another - for example, a local supplier may be instructed by its parent not to engage in supplying goods to Council.

For these reasons, knowledge of Council's transactions and outstanding balances (including commitments and relationships with related parties) may affect assessments of Council's operations by users of Financial Statements, including assessments of the risks and opportunities facing the Council.

Transactions with related parties of Council which are of a nature that any ordinary citizen would undertake will not be captured and reported. These transactions are not material transactions because of their nature. However, if one of these transactions occurs on terms and conditions that are different to those offered to the general public, the transaction may become material and subsequently disclosed.

KMP are those persons having authority and responsibility for planning, directing and controlling the activities of Council, directly or indirectly. For Richmond Valley Council, the KMP that have been identified include Mayor, Councillors, General Manager, Director Infrastructure and Environment and the Chief Operating Officer.

A related person includes KMP and close family members of KMPs. Close family members of a KMP are those family members who may be expected to influence, or be influenced by, that person in their dealings with Council.

A related entity is a subsidiary, associate or joint venture or any other entity that is controlled or jointly controlled by related persons.

Council's Chief Financial Officer will have the responsibility of deciding on materiality, and which transactions are reported. All disclosures will be subject to audit by Councillor's Auditors.

## **Conclusion**

Council must adopt a Related Party Disclosure Policy before 30 June 2017 to comply with AASB 124 and disclose all transactions caught under this standard going forward.



# Council Policy

<b>Policy Title:</b>	<b>Related Party Disclosure</b>
<b>Policy Number:</b>	1.10
<b>Focus Area:</b>	Governance and Process
<b>Responsibility:</b>	Finance and Procurement
<b>Meeting Adopted:</b>	

## POLICY

The accounting standard AASB 124 requires Councils to report on the material transactions between, on one side, Council's Key Management Personnel (KMP) and their close family members, and the organisations (entities) that these people control, and on the other side, Council and Council subsidiaries.

The KMP are defined as those people who have authority and responsibility for planning, directing and controlling the activities of the Council. There are two groups at Council that fall into this definition they are:

- The Councillors,
- The Executive Management Team (General Manager, Director of Infrastructure and Environment and the Chief Operating Officer).

Close family members of the KMP are:

- Spouse/Partner,
- Children of dependents,
- Children or dependents spouse,
- Any other family member who influences or are influenced by the KMP.

A related party transaction is the transfer of resources, services or obligations between Council and a related party regardless whether a price is charged. AASB 124 requires Council to report on 'material' transactions between Council and the related party. This includes all employee benefits and remuneration.

The decision on what is material rests with the Chief Financial Officer (CFO). In deciding whether a transaction is material the CFO will consider what requirements are set out in AASB 124 and the following:

- Whether the value of the transaction is over \$50,000,
- Whether the transaction was conducted on non-market terms,
- Whether the transaction is outside normal day to day operations,
- Whether the transaction provides a financial benefit which is not available to the general public, and
- Whether it is in the public interest to know about the transaction.

Information in relation to related party disclosures will be subject to audit by Council's external auditors.

**REVIEW**

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

**14.11 QUOTATION VP71802 - SUPPLY AND DELIVERY OF A DIESEL POWERED 6 X 4 CAB OVER STYLE BOGGIE DRIVE FULLY AUTOMATIC TIPPING TRUCK (PLANT 144)****Responsible Officer:**Ryan Gaiter (Chief Financial Officer/Manager Mid-Richmond)

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**RECOMMENDATION**

Recommended that:

1. Council accept the quotation from Northern Rivers Isuzu for a Tipping Truck (Plant 144) that represents best value for Council for \$190,423.20 (excl GST).
2. The Common Seal of Council be affixed to any documentation where required.

**270617/ 15 RESOLVED** (Cr Cornish/Cr Simpson)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

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**Executive Summary**

Council called for Quotations through Local Government Procurement Vendor Panel under reference number VP71802 for the supply and delivery of a Diesel Powered 6 x 4 Cab Over Style Boggie Drive Fully Automatic Tipping Truck.

Local Government Procurement (LGP) has been 'prescribed' by the NSW State Government to carry out group tenders on behalf of NSW Local Government. 'Prescribed' means LGP is named in the *Local Government (General) Regulation 205 (NSW)* and as such, a Council does not need to go to tender if that Council buys from a contract already set up by LGP. Councils can therefore procure good or services from LGP contracts for values greater than \$150,000 (incl. GST) without the need to tender themselves.

Eight Submissions for the quotation were received and all of the eight respondents were evaluated as conforming quotes.

The replacement tipping truck will operate within the Infrastructure and Environment Department.

**Community Strategic Plan Links**

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



## Budget Implications

In the 10-year plant replacement budget, the replacement cost for Plant 144 was allocated at \$245,000.00 (incl GST). The recommended purchase from Northern Rivers Isuzu is \$209,465.52 (incl GST) which is within the allocated budget that was set.

## Report

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

Quotations were received from the following companies:

Quotation company	Quoted Amount (\$) incl. GST	Assessed Quoted Amount (\$)	Total Score Assessment (out of 50)	Recommended Tender Amount incl. GST
Northern Rivers Isuzu Pty Ltd	\$209,465.52	\$209,465.52	49.8	\$209,465.52 (Plant 144)
Murwillumbah Truck Centre Pty Ltd	\$205,400.00	\$205,400.00	48	
Volvo Trucks Pty Ltd	\$269,857.50	\$269,857.50	48	
MAN Automotive imports Pty Ltd	\$264,099.99	\$264,099.99	48	
UD Trucks (a division of Volvo Group Australia) Lismore	\$244,288.00	\$244,288.00	48	
Scania Australia	\$262,825.10	\$262,825.10	45	
PACCAR DAF	\$245,792.00	\$245,792.00	48	
Hino Motor Sales Australia Pty Ltd	\$219,245.00	\$219,245.00	48	

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

While there is no statutory requirement for contracts such as this, which has been procured through LGP to be reported to Council, it is considered to be good practice to do so. Reporting of such procurement keeps Council informed.

### ***Quotation Analysis***

The quotations are ranked and the company that provided the quotation which was accessed as the most advantageous to Council in regards to both price and non-price criteria as stipulated in the specification is recommended.

Quotations were evaluated by the Evaluation Panel on a 50:50 basis with price being 50% and the non-priced criteria being 50%.

#### **Evaluation of Non-Price Criteria**

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

The non-price criteria for evaluation are as follows:

- Operational capabilities.
- Mechanical assessment and Service back-up, including locality.
- Work Health and Safety.
- Environmental (CO2) output/service intervals.

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

<b>Tenderer</b>	<b>Total weighted score out of 10</b>	<b>Rank</b>
Northern Rivers Isuzu Pty Ltd	9.8	1
Murwillumbah Truck Centre Pty Ltd	9	3
Volvo Trucks Pty Ltd	9	3
MAN Automotive imports Pty Ltd	9	3
UD Trucks (a division of Volvo Group Australia) Lismore	9	3
Scania Australia	8.4	4
PACCAR DAF	9	3
Hino Motor Sales Australia Pty Ltd	9.6	2

#### **Selection of the Most Advantageous Quotation**

Total weighted scores were obtained for each of the eight quotations by adding the total non-price score and price cores to multiply against each weighting. The quote with the highest total score from the quotes was Northern Rivers Isuzu Pty Ltd and is identified as the most advantageous to Council.

As can be seen from the table the scores were very close. The Northern Rivers Isuzu submission was considered to be the most advantageous quotation. It was very nearly the lowest price option, only missing out to the Murwillumbah Truck Centre Pty Ltd by \$4,000. The service centre for Northern Rivers Isuzu Pty Ltd is in Lismore and this makes for easy warrantee repairs. The Northern Rivers Isuzu Pty Ltd submission also had the lowest cost of life assessment.

## Consultation

Consultation was required throughout the quote process between Council's Plant Operator who uses this plant on a day to day basis; and Council's Plant Superintendent for the suitability of the proposed plant.

## Conclusion

It is recommended that Council accepts the quotation from Northern Rivers Isuzu Pty Ltd for the replacement of Plant 144 which represents best value for Council for \$190,423.20 (excl. GST). Northern Rivers Isuzu is located in Lismore which offers a complete workshop. With this close proximity, this will allow better scheduling for service and repairs throughout the warranty period. It will also help prevent extended downtime when service and/or repaired are required. The tipping truck offered by Northern Rivers Isuzu offers a better whole of life cost and meets all requirements set down in the specification.

### **14.12 QUOTATION VP70560 - SUPPLY AND DELIVERY OF ONE ONLY REAR LOADING GARBAGE COMPACTOR (PLANT 159)**

#### **Responsible Officer:**

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

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## RECOMMENDATION

Recommended that:

1. Council accept the quotation from Superior Pak Pty Ltd for a Rear Loading Garbage Compactor (Plant 159) that represents best value for Council for \$276,368.45 (excl. GST).
2. The Common Seal of Council be affixed to any documentation where required.

### **270617/ 16 RESOLVED** (Cr Mustow/Cr Humphrys)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

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## Executive Summary

Council called for Quotations through Local Government Procurement's Vendor Panel under reference number VP70560 for the Supply and Delivery of one Rear Loading Garbage Compactor for the replacement of the existing Council garbage compactor.

Local Government Procurement (LGP) has been 'prescribed' by the NSW State Government to carry out group tenders on behalf of NSW Local Government. 'Prescribed' means LGP is named in the *Local Government (General) Regulation 205 (NSW)* and as such, a Council does not need to go to tender if that Council buys from a contract already set up by LGP. Councils can therefore procure goods or services from LGP contracts for values greater than \$150,000 (incl. GST) without the need to tender themselves.

Six submissions for quotation were received with all the six respondents evaluated as conforming quotes.

The replacement garbage compactor will operate within the Infrastructure and Environment Department.

### Community Strategic Plan Links

Focus Area 1 Natural Environment - Long term Goal 1.3 Environmental Protection

### Budget Implications

In the 10-year plant fund budget, it was planned to purchase a second-hand truck with a budget allocation of \$172,727.00 excl. GST. With operational changes to this compactors' working requirements, it was agreed to reconfigure the unit from a 10m<sup>3</sup> body to a 12m<sup>3</sup> body, this required the purchase of a new vehicle. The deficit of \$103,641.45 between the budgeted amount (\$172,727.00 excl. GST) and the cost of the new compactor (\$276,368.45 excl. GST) will be funded from the waste reserve. This new garbage compactor will perform the street bin collections throughout all locations in the LGA, meaning the replacement of Plant 160 (Street Bin Garbage Compactor) in 2017/2018, with a budgeted replacement cost of \$181,818.20 excl. GST, will not be required.

### Report

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

Quotations were received from the following companies:

Quotation company	Quoted Amount (\$) Inclusive GST	Assessed Quoted Amount (\$)	Total Score Assessment (out of 50)	Recommended Tender Amount Inclusive GST
Superior Pak Pty Ltd	\$304,005.30	\$304,005.30	49	\$304,005.30 (Plant 159)
Hino Motor Sales Australia Pty Ltd	\$277,524.70	\$277,524.70	46	
Iveco Trucks Australia Limited	\$280,840.70	\$280,840.70	46	
UD Trucks (a division of Volvo Group Australia) Lismore	\$281,945.69	\$281,945.69	46	

Quotation company	Quoted Amount (\$) Inclusive GST	Assessed Quoted Amount (\$)	Total Score Assessment (out of 50)	Recommended Tender Amount Inclusive GST
UD Trucks (a division of Volvo Group Australia) Coffs Harbour	\$330,970.70	\$330,970.70	47	
Bucher Municipal Pty Ltd (MacDonald Johnston)	\$310,697.21	\$310,697.21	47	

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

While there is no statutory requirement for contracts such as this (which has been procured through LGP) to be reported to Council, it is considered to be good practice to do so. Reporting such procurement keeps Council informed.

### ***Quotation Analysis***

The quotations are ranked and the company that provided the quotation which was assessed as the most advantageous to Council in regards to both price and non-price criteria as stipulated in the specification is recommended.

Quotations were evaluated by the Evaluation Panel on a 50:50 basis with price being 50% and the non-priced criteria being 50%.

### **Evaluation of Non-Price Criteria**

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

The non-price criteria for evaluation are as follows:

- Operational capabilities.
- Mechanical assessment and service back-up, including locality.
- Work Health and Safety.
- Environmental (CO2) output/service intervals.

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

Tenderer	Total weighted score out of 10	Rank
Superior Pak Pty Ltd	9.5	1
Hino Motor Sales Australia Pty Ltd	9.2	2
Iveco Trucks Australia Limited	8.9	3
UD Trucks (a division of Volvo Group Australia) Lismore	8.9	3
UD Trucks (a division of Volvo Group Australia) Coffs Harbour	8.8	4
Bucher Municipal Pty Ltd (MacDonald Johnston)	8.8	4

### Selection of the Most Advantageous Quotation

Total weighted scores were obtained for each of the six quotations by adding the total non-price score and price scores to multiply against each weighting. The quote with the highest total score from the quotes was Superior Pak Pty Ltd and is identified as the most advantageous to Council.

The truck that has been recommended from Superior Pak with an Isuzu Truck has scored above the other respondents with a better overall Whole of Life Costs. The respondents that submitted a lower price did not include operational requirements set down in the specification. Superior Pak has configured the truck with air bag suspension, this will offer better operational value with less downtime due to not having the requirement to replace spring suspension. The truck provides local servicing and repairs for warranty periods which in turn means less downtime.

The other respondent that offered an Isuzu truck option was Bucher Municipal Pty Ltd this response only included an 11 cubic meter body. The Superior Pak has offered a 12 cubic meter body which means the ability to carry a greater payload which will result in less trips to landfills to dispose of the waste. Less trips means less fuel which is a cost saving to Council.

### **Consultation**

Consultation was required throughout the quotation process between Council's Plant Operation (who uses the plant on a day to day basis) and Council's Plant Superintendent for the suitability of the proposed plant.

### **Conclusion**

It is recommended that Council accept the quotation from Superior Pak Pty Ltd for the replacement of Plant 159 that represents best value for Council for \$276,368.45 excl. GST.

## **14.13 CODRINGTON - COUNCIL ROAD RESERVE CLOSURES**

### **Responsible Officer:**

Andrew Leach (Manager Asset Planning)

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### **RECOMMENDATION**

Recommended that:

1. Council consent to the closure of the Council controlled road reserves as indicated in the report.
2. All costs associated with the road closure are to be paid for by the applicant.

**270617/ 17 RESOLVED** (Cr Morrissey/Cr Humphrys)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

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**Executive Summary**

Council has received a request from Department of Industry - Lands seeking approval to close two sections of unformed Council controlled road reserve at Codrington. The request is in conjunction with five (5) sections of Crown controlled road reserve also being considered for closure. These sections of Council controlled road reserve are not required by Council for future use, but can be beneficially used by the applicants.

As the road has never been constructed, the road reserves will vest in the Crown upon closure.

**Community Strategic Plan Links**

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

**Budget Implications**

This proposal will not require Council to do anything beyond the writing of this report. As the roads were never constructed, when they are closed they will revert to the Crown for them to be sold to the respective road closure applicants.

Any costs associated with this road closure will be paid for by the applicant.

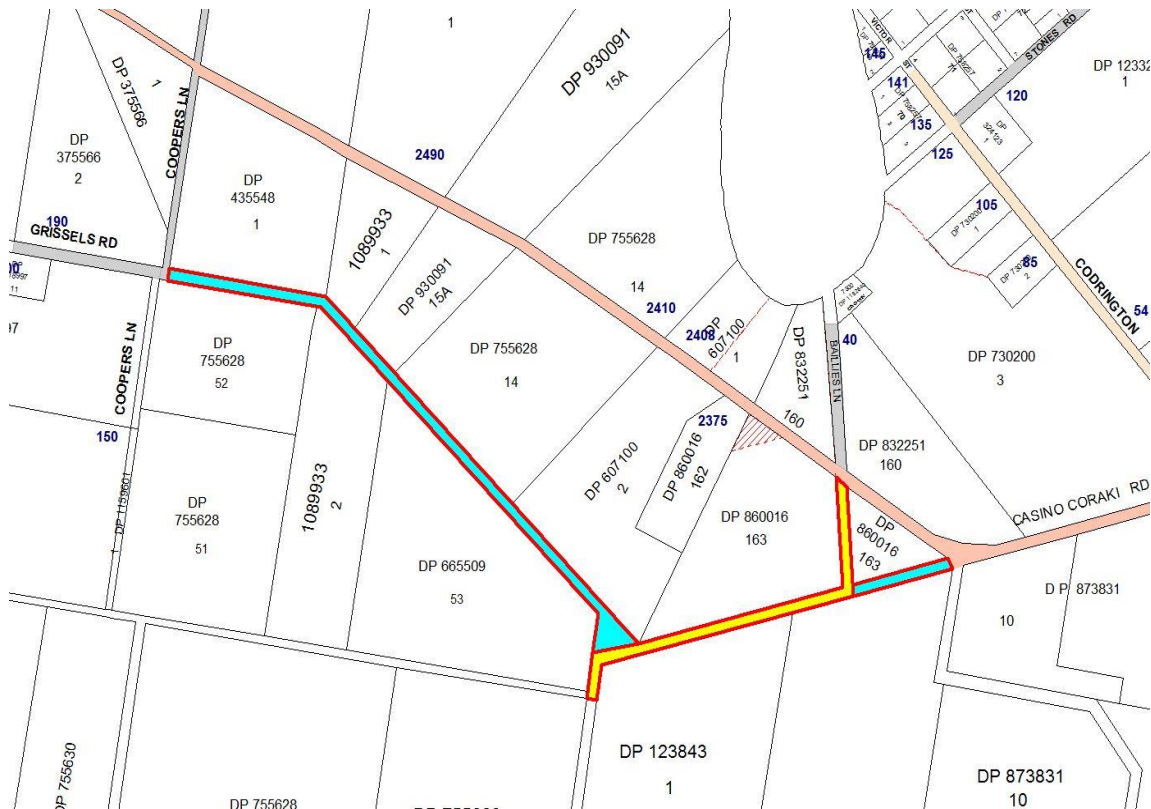
**Report**

Department of Industry – Lands originally received a request to close a section of Crown road reserve located between Lot 2 DP 1089933, Lot 1 DP 1089933 and Lot 15A DP 930091 at Codrington. During their consultation with adjoining property owners it was found that these owners also wished to close additional sections of Crown road reserves in the vicinity. One of these property owners has both Crown and Council controlled road reserves through and adjoining their property. Lands have written to Council seeking permission to include the Council controlled road reserves through Lot 163 DP 860016 and adjacent to its southern boundary as well as the part adjoining the eastern boundary of Lot 53 DP 665509.

The sections of Council controlled road reserve in question are not formed and appear to be grazed and cropped in conjunction with the adjoining property.

The closure of these sections of road reserve will not create any land locked property as the existing lots have access to other road reserves either directly, or through property held in the same ownership.

The network of road reserves proposed to be closed start near the intersection of Grissels Road and Coopers Lane, Codrington and continue through to Casino Coraki Road approximately 400m south west of Baileys Lane.



COUNCIL CONTROLLED ROAD RESERVE PROPOSED TO BE CLOSED



CROWN CONTROLLED ROAD RESERVE PROPOSED TO BE CLOSED

## Consultation

Council has only had discussions with Department of Industry – Lands of whom have been consulting with the affected property owners as well as advertising the proposal in the local newspaper.

## Conclusion

The closure of these two sections of Council controlled road reserve will not negatively affect land access in the area. These two sections of Council controlled road reserve can be beneficially used by the applicant. The closure of these road reserves will not impact on Council's operational works.



**14.14 MOTHERSOLES ROAD ELLANGOWAN OPENING UPDATE****Responsible Officer:**Andrew Leach (Manager Asset Planning)

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**RECOMMENDATION**

Recommended that, following Officers having exhausted the possibilities of a fully supported payment scheme, Council return all monies paid by the respective property owners and inform all of the affected parties the project cannot be completed due to insufficient private funding.

**270617/ 18 RESOLVED** (Cr Simpson/Cr Hayes)

That this item be deferred pending further information and investigation into the issue and that the matter be considered at a future meeting.

FOR VOTE - All Council members voted unanimously.

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**Executive Summary**

At the July 2016 Ordinary Meeting, Council resolved to facilitate the creation of a new road reserve along Mothersoles Road at the request of six (6) of the seven (7) property owners along Mothersoles Road. This work was to be funded by equal contributions from the seven (7) property owners along Mothersoles Road.

Following requests to the properties owners for payment of the contributions, only two (2) property owners have paid in full. Three (3) other property owners have expressly indicated they will not be making any contributions towards this work.

**Community Strategic Plan Links**

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

**Budget Implications**

The costs associated with the road dedication plan and any pavement improvements were to be paid for by the property owners who stood to benefit from this work. As of 1 June 2017, only \$3,600 of the required \$12,600 estimated for the road dedication plan has been received. The original estimate was based on quotations received from the Land and Property Information's 2016/2017 fees and charges.

Council does not have any funds allocated in any budget year for the creation of new road reserves. New road reserves are normally created through development applications and paid for by the developer.

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## **Report**

Following the resolution of the July 2016 Ordinary Meeting, quotations for the road dedication plan were obtained from Registered Surveyors, Council's Solicitor and Land and Property Information for the plan registration fees. The total of this estimate was divided into equal portions, with invoices generated and sent out to the property owners.

One property owner immediately paid their contribution in full. A second property owner who had recently purchased one of the subject properties was making regular payments towards the contribution and has since completed making payments. Three (3) property owners contacted Council by phone or in writing expressly indicating they will not be paying their respective contributions.

The reasons provided for not wanting to pay the invoice include:

- Not being able to afford it.
- They had previously paid to improve the road before adjacent to their own property.
- They had been "forced" to sign the original agreement when they didn't want to.

The remaining two (2) property owners had made no response to any correspondence from Council.

The creation of this road reserve is not a Council project and without receiving all the funds for this project from the property owners, the project is unfunded and cannot progress. As this work was instigated at the request of the property owners, there is no way to force the property owners to pay their outstanding contribution.

## **Consultation**

Council was acting in response to correspondence received from the property owners to help resolve the legal physical access issue. Following the creation of invoices requesting payment of the contribution, some owners have contacted Council by phone to discuss the payment request.

The option of not proceeding with the project has not been raised with the two (2) people who have paid their contributions in full; this is planned to be done subject to Council's resolution in this matter.

## **Conclusion**

This project is not a Council project and was being undertaken following a written request from the property owners along Mothersoles Road, Ellangowan. As all of the funds were not received from the owners, the works cannot be progressed due to the lack of funding.

## 15 MATTERS FOR INFORMATION

### RECOMMENDATION

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

**270617/ 19 RESOLVED** (Cr Morrissey/Cr Simpson)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

### 15.1 GRANT APPLICATION INFORMATION - MAY 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 May 2017.

Two grant projects were approved and Council received funding for six grants during the reporting period totalling \$2,223,930.00. Council wasn't notified as being unsuccessful with any grant applications and applied for four new grants during May 2017. The details of these grants are provided below:

#### ***Grants that have been approved***

##### *Richmond Valley Reconciliation Week Ball and Awards*

Project ID	10245
Funding Body	Department of Prime Minister and Cabinet
Funding Name	Indigenous Advancement Strategy - National Reconciliation Week 2017
Government Level	State
Project Value (excl GST)	\$6,000.00
Grant Amount (excl GST)	\$5,000.00
Council/Other (excl GST)	\$1,000.00
Date Application Submitted	28 April 2017
Comment (if required)	N/A
Date Approved	19 May 2017

*Elsa Dixon Aboriginal Employment Program – School Based Element x 5*

Project ID	10247
Funding Body	NSW Government Department of Industry
Funding Name	Elsa Dixon Aboriginal Employment Program
Government Level	State
Project Value (excl GST)	\$50,000.00
Grant Amount (excl GST)	\$50,000.00
Council/Other (excl GST)	\$ 0.00
Date Application Submitted	19 March 2017
Comment (if required)	Council has been approved for 4 out of the 5 requested positions under this program at a total value of \$40,000.00.
Date Approved	29 May 2017

***Grants that have been received****Flood Event of April-May 2015/Restoration Works*

Project ID	10199
Funding Body	NSW Roads and Maritime Services
Funding Name	Natural Disaster Funding
Government Level	State
Project Value (excl GST)	\$1,606,655.00
Grant Amount (excl GST)	\$1,577,655.00
Council/Other (excl GST)	\$ 29,000.00
Date Application Submitted	17 August 2015
Comment (if required)	N/A
Date Received	\$900.00 received 31 May 2017
Total Funds Received To Date	\$1,507,680.00

*Project Connect - Expansion of Internet Equipment Access at Casino, Evans Head and Kyogle Libraries (RUCRL Library Submission)*

Project ID	10231
Funding Body	State Library NSW
Funding Name	Public Library Infrastructure Grants 2016/17
Government Level	State
Project Value (excl GST)	\$129,589.00
Grant Amount (excl GST)	\$113,243.00
Council/Other (excl GST)	\$ 16,346.00
Date Application Submitted	27 October 2017
Comment (if required)	N/A
Date Approved/Received	\$113,243.00 received 15 May 2017
Total Funds Received To Date	\$113,243.00 (total funding received)

*Richmond Valley Reconciliation Week Ball and Awards*

Project ID	10245
Funding Body	Department of Prime Minister and Cabinet
Funding Name	Indigenous Advancement Strategy - National Reconciliation Week 2017
Government Level	State
Project Value (excl GST)	\$6,000.00
Grant Amount (excl GST)	\$5,000.00
Council/Other (excl GST)	\$1,000.00
Date Application Submitted	28 April 2017
Comment (if required)	N/A
Date Approved/Received	\$5,000.00 received 24 May 2017
Total Funds Received To Date	\$5,000.00 (total funding received)

*Financial Assistance Grant Scheme 2016/17*

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

*Roads to Recovery Program 2015-2019*

Project ID	N/A
Funding Body	Department of Infrastructure and Regional Development
Funding Name	Roads to Recovery Program
Government Level	Federal
Project Value (excl GST)	\$6,420,841.00
Grant Amount (excl GST)	\$6,420,841.00
Council/Other (excl GST)	\$ 0.00
Date Application Submitted	N/A – annual allocation
Comment (if required)	4 <sup>th</sup> Instalment 2016/2017
Date Approved/Received	\$867,489.00 received 30 May 2017
Total Funds Received To Date	\$5,018,297.00

MR145 Casino-Coraki Road 2016-17 - Ranns Road (Reconstruction and realignment of road pavement)

Project ID	N/A
Funding Body	NSW Roads and Maritime Services
Funding Name	Regional Road Repair Program 2016/17
Government Level	State
Project Value (excl GST)	\$314,322.00
Grant Amount (excl GST)	\$156,161.00
Council/Other (excl GST)	\$156,161.00
Date Application Submitted	N/A
Comment (if required)	Council contribution funded from Regional Roads Block Grant
Date Approved/Received	\$89,000.00 received 31 May 2017
Total Funds Received To Date	\$126,000.00

**Grant Applications Submitted**

Accessible Carousel for Crawford Square

Project ID	10248
Funding Body	Department of Family and Community Services
Funding Name	Social Housing Community Improvement Fund 2017 - Round Three
Government Level	State
Project Value (excl GST)	\$45,235.00
Grant Amount (excl GST)	\$40,235.00
Council/Other (excl GST)	\$ 5,000.00
Date Application Submitted	8 May 2017
Comment (if required)	N/A

Indoor Rock Climbing Wall for Casino Indoor Sports Stadium

Project ID	10249
Funding Body	Department of Family and Community Services
Funding Name	Social Housing Community Improvement Fund 2017 - Round Three
Government Level	State
Project Value (excl GST)	\$45,400.00
Grant Amount (excl GST)	\$45,400.00
Council/Other (excl GST)	\$ 0.00
Date Application Submitted	9 May 2017
Comment (if required)	N/A

*Try a Trade Week and Women's Leadership Training*

Project ID	10250
Funding Body	NSW Department of Health - Women
Funding Name	Investing in Women Funding Program
Government Level	State
Project Value (excl GST)	\$24,726.00
Grant Amount (excl GST)	\$16,900.00
Council/Other (excl GST)	\$ 7,826.00
Date Application Submitted	24 May 2017
Comment (if required)	N/A

*Promoting the Richmond Valley: Attracting New Business and Skilled Workers*

Project ID	10251
Funding Body	Office of Regional Development, Department of Premier and Cabinet
Funding Name	Regional Growth – Marketing and Promotion Fund 2017 - Round Three
Government Level	State
Project Value (excl GST)	\$19,109.00
Grant Amount (excl GST)	\$14,109.00
Council/Other (excl GST)	\$ 5,000.00
Date Application Submitted	31 May 2017
Comment (if required)	N/A

**Community Strategic Plan Links**

Focus Area 7 Governance and Process – Long Term Goal 7.1 Generate Revenue to Fund the Operations of Council.

**Budget Implications**

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

**15.2 CASINO INDOOR SPORTS STADIUM NOISE ASSESSMENT****Responsible Officer:**

Andrew Hanna (Manager Development and Environment)

**Report*****Background***

As outlined in the report to Council's February 2017 meeting, during 2016 some residents living in close proximity to the Casino Indoor Sports Stadium raised issues about noise from activities being held at the stadium. This was largely in

relation to noise from balls hitting the walls of the stadium, particularly from sports such as futsal and basketball. Other concerns reported to have less impact but still cause a nuisance related to balls bouncing on the floor, voice noise and other general noises such as whistles.

These issues were investigated and Council's initial response to minimise noise impacts was to manage activities and educate sporting groups. Complaints continued to be received despite residents acknowledging that by managing activities and groups, some positive reduction in noise had occurred. The main concern still related to the noise created by balls hitting the walls, (largely the tin cladding) and balls being bounced on the floor.

A noise assessment was undertaken by Council Officers, which identified noise was clearly audible at nearby dwellings. This assessment concluded acoustic work needed to be undertaken to reduce noise impacts. Due to the construction of the stadium being a large open structure with metal clad walls on a raised timber sprung floor, opportunities to significantly reduce noise impacts are limited and are costly.

Acoustic work which was recommended as part of the noise assessment aimed to reduce the noise impact on nearby residents of which occurs when balls hit the metal clad walls and bounce on the floor. There was also expected to be some reduction in other general noises such as voice noise and whistles.

### ***Acoustic Work***

Acoustic work carried out involved the following:

- Boards have been attached to the western subfloor end and partially along the north and south subfloor area to muffle foot noise generating from under the stadium.
- The interior of the western wall has had 150mm thick sound absorbent insulation installed, under a 15mm thick ply board veneer. This is to reduce the sound from within, as well as absorb ball impact. The large external vents have had offset baffles constructed to further eliminate noise transferring directly to the outside. The two roller doors on the western end have been removed and filled in similar to the wall.
- Nets have been placed along the northern wall to stop balls hitting the metal cladding.
- Council Officers have taken noise readings both before and after the treatment at the western wall of the stadium with the results in Table 2 below.

### ***Noise Impacts***

Noise measurements were carried out on 3 and 5 April 2017 which was prior to sound attenuation works being done in the stadium and again on 15 and 17 May 2017 after completion of the works. The measurements were taken on the front balcony of houses whose residences are affected by the noise from the stadium.



The results indicate a reduction of approximately 8 - 10dB(A) for the “equivalent continuous noise energy” over a 15 minute period. This is a very noticeable reduction being a 10 fold decrease in sound.

The noise level at affected residential premises now that the acoustic work has been completed is approximately 41 – 50 dB(A) depending on the type of noise or whether it is an average over a measurement period of 15 minutes.

Typical sound levels for different types of activities are outlined in table 1 below;

Table 1

<b>Sounds</b>	<b>dB</b>
Rocket Launching	180
Jet Engine	140
Thunderclap	130
Jet takeoff (200 ft)	120
Rock Concert	110
Firecrackers, Subway Train	100
Heavy Truck (15 Metre), City Traffic	90
Alarm Clock (1 Metre), Hair Dryer	80
Noisy Restaurant, Business Office	70
Air Conditioning Unit, Conversational Speech	60
Light Traffic (50 Metre), Average Home	50
Living Room, Quiet Office	40
Library, Soft Whisper (5 Metre)	30
Broadcasting Studio, Rustling Leaves	20
Hearing Threshold	0

The type of noise emitted from the stadium fluctuates as it is composed of a number of high impact noises such as balls bouncing, whistles, balls hitting walls, shoes screeching and voice noise. Measurements showed a noticeable reduction in noise from this type of high impact noise.

Table 2 below provides measurement results pre and post installation of acoustic works.

	<b>Pre acoustic work</b>		<b>Post acoustic work</b>	
	<b>3 April 2017</b>	<b>5 April 2017</b>	<b>15 May 2017</b>	<b>17 May 2017</b>
<b>Equivalent continuous noise (15 min)</b>	51.4 dB(A)	53.6 dB(A)	44.4 dB(A)	41.2 dB(A)
<b>Impact noise (ball bouncing)</b>	58.2 dB(A)	56 dB(A)	47.1 dB(A)	50 dB(A)
<b>Impact Noise (ball hitting wall)</b>	78 dB(A)	86.5 dB(A)	56 dB(A)	65 dB(A)

Noise legislation and guidelines provide acceptable noise levels or recognised amenity criteria. The amenity criteria for a residence in a suburban area during the evening (7.00pm – 10.00pm) is 45dB(A) with a recommended maximum of 50dB(A) based on the equivalent continuous noise. Post-acoustic works identify this criteria is met.

### ***Ongoing Noise Management***

Council Officers will initiate a procedure to respond to any noise complaints in future with the initial contact being the Stadium Manager.

The Manager maintains relationships with local residents by responding to their concerns and dealing with any complaints in a timely manner. In the case of special events, letters are put in neighbours' letterboxes acknowledging there will be a potential increase in noise and management will be doing everything within its power to minimise the noise and rectify any problems. A mobile phone number is included for residents to call anytime. Residents are also advised their complaints can be submitted to the Customer Service Call Centre, where they are formally recorded, actioned and monitored.

There remains some dissatisfaction with any noise being audible at neighbouring residences. As stated above due to the stadium being a large structure with a number of large ventilation openings, metal clad walls and raised sprung timber floor, achieving further significant noise reduction is difficult and expensive.

If further acoustic work was to be carried out some benefit may be achieved by installing sound insulation behind the existing ply-board along the northern wall. This extends to a height of approximately 2.5m and above this is netting to prevent balls hitting the walls. As identified in Table 2 above a reduction of approximately 20 dB(A) is achieved when balls hit the ply walls that have been insulated compared to when there is no insulation.

### **Community Strategic Plan Links**

Focus Area 4.1 Improved Sporting Facilities - Long term Goal 4.1.2 Develop multi-use sporting for the Richmond Valley community.

### **Budget Implications**

To date, Council has spent \$60,999.54 on the noise attenuation works. In the event further acoustic work was carried out as identified above, the work would need to be costed but is estimated to be in the range of \$15,000 - \$20,000.

### 15.3 DEVELOPMENT APPLICATIONS DETERMINED UNDER THE ENVIRONMENTAL PLANNING AND ASSESSMENT ACT FOR THE PERIOD 1 MAY 2017 TO 31 MAY 2017

**Responsible Officer:**

Andrew Hanna (Manager Development and Environment)

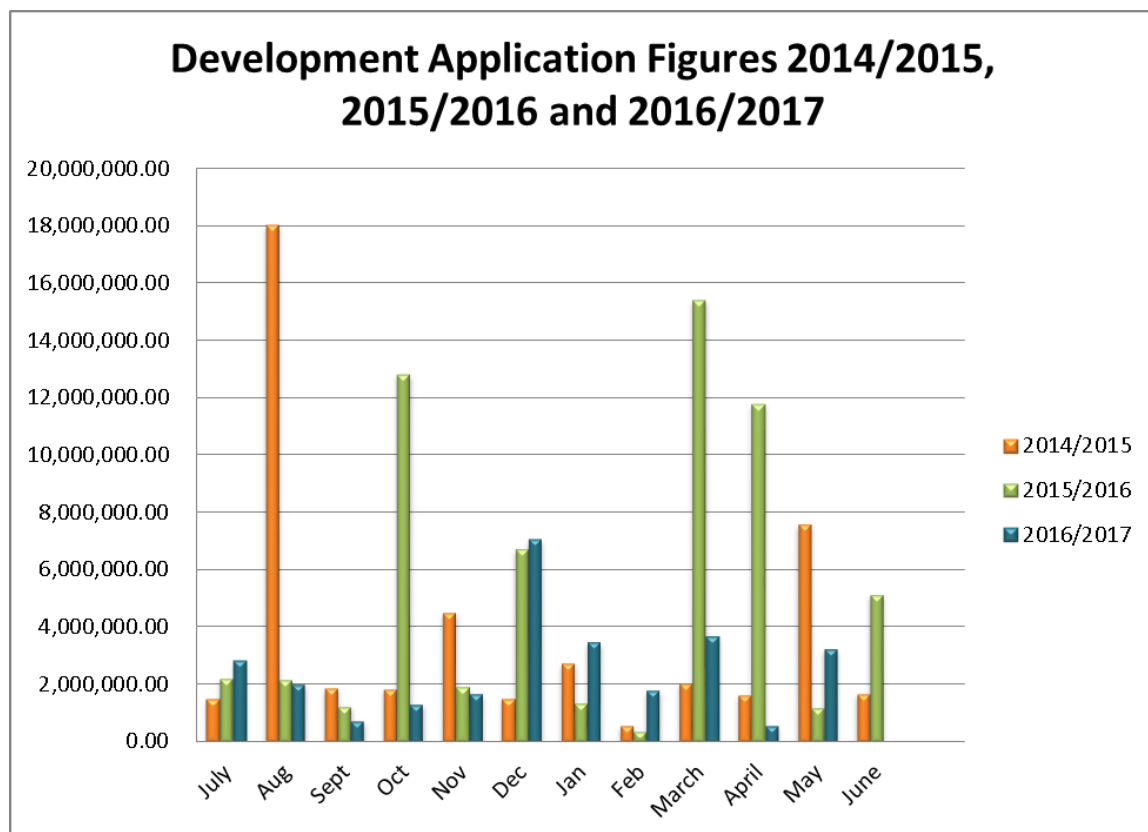
#### Report

This report provides a summary of development activity on a monthly basis. All Development Applications determined in the month are outlined in this report, including Section 96 approvals, applications that are refused and withdrawn, and applications with no development value such as subdivisions.

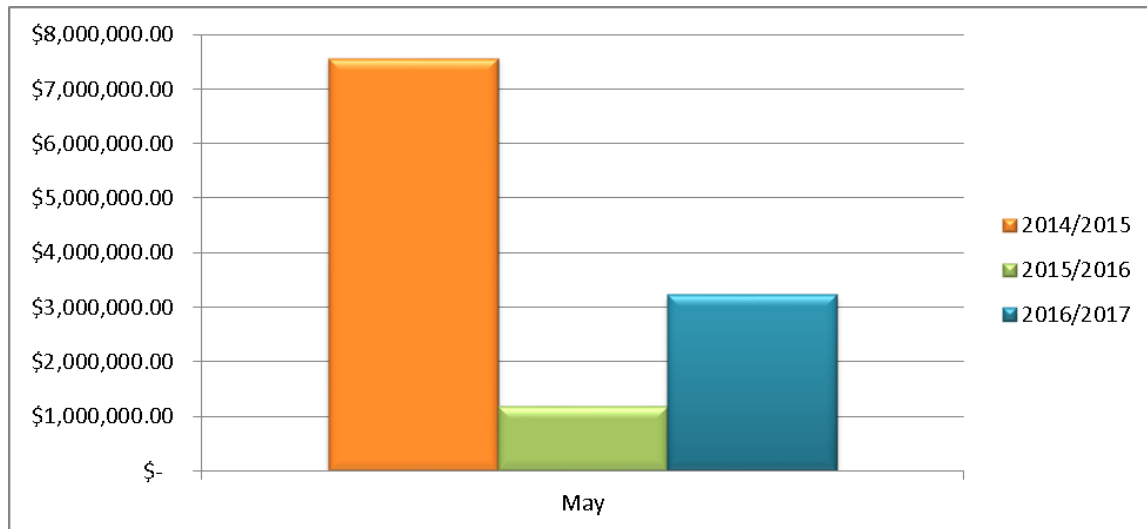
Council receives a weekly summary of the status of applications (including all received). Council notifies all determinations of Development Applications in the local newspaper pursuant to Clause 101 of the Environmental Planning and Assessment Act 1979 (as amended) on a monthly basis.

The total number of Development Applications and Complying Development Applications determined within the Local Government area for the period 1 May 2017 to 31 May 2017 was 22, with a total value of \$3,234,016.00.

In order to provide a better understanding of the value of Development Consents issued by Council over a 12 month period, a graph is set out below detailing this information.



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



### ***Activity for the month of May***

General Approvals (excluding Subdivisions, Section 96s)	17
Section 96 amendments to original consent	4
Subdivision	1
Refused	0
Withdrawn	0
Complying Development (Private Certifier Approved)	0
<b>TOTAL</b>	<b>22</b>

### **Community Strategic Plan Links**

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

Summary of Development Applications determined under the Environmental Planning and Assessment Act for the period 1 May 2017 to 31 May 2017							
Application ID	Applicant	Owners	Location	Parcel Description	Development	Determination Date	Estimated Cost
DA2017/0171	RG McKenzie SL McKenzie	RG McKenzie SL McKenzie	1465 Bentley Road, Bentley	Lot 1 DP 1173124 Lot 1 DP 1196757 Lot 2 DP 1196757	Dwelling, Garage & Inground Concrete Swimming Pool	19/05/2017	\$ 450,000.00
DA2017/0174	D Simpson	Deneti Pty Ltd	99-103 River Street (Pacific Hwy), Woodburn	Lot 4 Sec 14 DP 759110 Lot 1 DP 361175	Alterations and Additions (Awning) to Existing Commercial Premises (Rod N Reel Hotel)	25/05/2017	\$ 35,000.00
DA2017/0178	Newton Denny Chapelle	Nev Savins Pty Ltd	147 Centre Street, Casino	Lot 4 DP 2661	Change of Use to Vehicle Repair Station (Caravan Repairs Station) and Fencing	2/05/2017	\$ 15,000.00
DA2017/0039.01	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	3/05/2017	\$ -
DA2017/0183	Newton Denny Chapelle	The Presbyterian Church (NSW) Property Trust	93 Manifold Road, North Casino	Lot 191 DP 1157751	Additions to Existing Educational Facility (Classroom and Overflow Carpark)	11/05/2017	\$ 990,000.00
DA2017/0184	Newton Denny Chapelle	Mr M J Webber	575 Swan Bay New Italy Road, Swan Bay	Lot 2 DP 1191719	Subdivision to Create Two (2) Lots being Lot 1 (43.7ha) and Lot 2 (64.2ha)	30/05/2017	\$ -
DA2017/0126.01	SE Pendrith	SE Pendrith	920 Tomki Tatham Road, Tatham	Lot 1 DP 706888	Section 96 Modification Resited Dwelling	4/05/2017	\$ -
DA2017/0187	TS Higgins	T S Higgins N S Higgins	26 Tareeda Court, Spring Grove	Lot 115 DP 1133540	Dwelling	5/05/2017	\$ 220,000.00
DA2017/0188	B & T Garages & Sheds Pty Ltd	R Knox GP O'Brien-Knox	Broadwater Beach Road, Broadwater	Lot 4 DP 818940	Farm Shed with Toilet and Shower	10/05/2017	\$ 65,900.00
DA2017/0189	ML Yates TK Yates	ML Yates TK Yates	33 Flatley Place, North Casino	Lot 6 DP 1140721	Shed	10/05/2017	\$ 15,410.00
DA2017/0190	DJ Davies EA Davies	DJ Davies EA Davies	986 Coraki Ellangowan Road, Coraki	Lot 4 DP 816682	As Built' Swimming Pool	4/05/2017	\$ 7,374.00
DA2017/0192	Professional Planning Group	MJ Adams	9 Echidna Place, Rileys Hill	Lot 5 DP 1152558	Dwelling	29/05/2017	\$ 170,291.00
DA2017/0193	Coral Homes Pty Ltd	MM Casey RL Organ	25 Ironbark Place, Naughtons Gap	Lot 5 DP 1176405	Dwelling and Variation to Development Control Plan 2015	29/05/2017	\$ 383,561.00
DA2017/0194	Northern Rivers Pools	JT Dunn BV Galvan-Hall	35 Ivory Circuit, Casino	Lot 2 DP 1167260	Swimming Pool and Associated Fencing	31/05/2017	\$ 30,980.00
DA2017/0195	JL Connolly HT Pratt	JL Connolly HT Pratt	26 Convent Parade, Casino	Lot B DP 387689	Alterations and Additions - Bedroom and Deck	18/05/2017	\$ 25,000.00
DA2015/0167.01	DM King	DM King	3 Tomki Drive, Casino	Lot 18 DP 260501	Section 96 Modification Site Filling	31/05/2017	\$ 65,000.00

Summary of Development Applications determined under the Environmental Planning and Assessment Act for the period 1 May 2017 to 31 May 2017							
Application ID	Applicant	Owners	Location	Parcel Description	Development	Determination Date	Estimated Cost
DA2017/0199	LG Porter	JM Rigg LG Porter	30 Convent Parade, Casino	Lot 8 DP 357148	Secondary Dwelling	25/05/2017	\$ 80,000.00
DA2017/0201	Casino Golf Club	Casino Golf Club	147 West Street, Casino	Lot 24 DP 1150149	Unisex Toilet Facility	24/05/2017	\$ 15,500.00
DA2017/0202	Perry Homes (Aust) Pty Ltd	Richmond Valley Council	5 Walsh Place, Casino	Lot 12 DP 1230663	Dwelling	26/05/2017	\$ 220,000.00
DA2017/0203	Perry Homes (Aust) Pty Ltd	Richmond Valley Council	3 Walsh Place, Casino	Lot 13 DP 1230663	Dual Occupancy	30/05/2017	\$ 410,000.00
DA2013/0160.01	DM Jenkins PC Nielsen	DM Jenkins PC Nielsen	6 Little Pitt Street, Broadwater	Lot 1 DP 949913 Vol 2683 Fol 6	Section 96 Modification Shed	18/05/2017	\$ -
DA2017/0207	Hayes Building Consultancy	KL England J Schultz	65 River Street (Pacific Hwy), Woodburn	Lot 8 DP 309601	Shed	29/05/2017	\$ 35,000.00

#### **15.4 CORRESPONDENCE SUBMITTED TO JUNE 2017 ORDINARY MEETING**

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Council receives a range of correspondence that Councillors need to be aware of; accordingly, the following correspondence is submitted for information.

**UnitingCare Casino Transport Team** - (ECM 1315673) - 26 May 2017 stating as follows:

*"I write on behalf of all the committee, staff and our team of wonderful volunteers in appreciation and thanks for your support and financial assistance of \$3,000 granted to us from Richmond Valley Council's recent Community Financial Assistance Program.*

*This will greatly help to assist us to continue our mission to provide medical transport services to the elderly, disabled and disadvantaged people within our community as without ongoing financial support through donations from people in the community, businesses and organisations we could not continue this vital community service."*

#### **16 QUESTIONS ON NOTICE**

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Nil.

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

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The following Question for Next Meeting (in writing) was asked in accordance with Council's Code of Meeting Practice.

**Cr Daniel Simpson asked:**

Recently Richmond Valley has been subject to three floods in as many months leaving our road network in a very poor condition. Given that a Natural Disaster Declaration has been made, can the General Manager please outline how Richmond Valley Council is addressing the state of our roads by providing an outline of the works to be undertaken with expected delivery dates?

**18 MATTERS REFERRED TO CLOSED COUNCIL**

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Nil.

**19 RESOLUTIONS OF CLOSED COUNCIL**

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Nil.

The Meeting closed at 6.19pm.

**CONFIRMED - 18 July 2017**

**CHAIRMAN**