

Richmond
Valley
Council



Minutes

Ordinary Meeting

Tuesday 20 March 2018

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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, 20 FEBRUARY 2018 AT 5.00 PM.**

Please note: these minutes are subject to confirmation at the next Council meeting. Decisions recorded in the draft minutes are subject to the Council's Code of Meeting Practice in relation to rescinding decisions.

PRESENT

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

Vaughan Macdonald (General Manager), Angela Jones (Director Infrastructure and Environment), Ryan Gaiter (Chief Financial Officer/Manager Mid-Richmond) Deborah McLean (Manager Governance and Risk) and Charlene Reeves (Project Support Officer) were also in attendance.

1 ACKNOWLEDGEMENT OF COUNTRY

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

"Richmond Valley Council recognises the people of the Bundjalung Nations as Custodians and Traditional Owners of this land and we value and appreciate the continuing cultural connection to lands, their living culture and their unique role in the life of this region in the past, present and future."

2 PRAYER

The meeting opened with a prayer by Reverend Judy Taylor (St Marks Anglican Church, Casino).

3 PUBLIC ACCESS AND QUESTION TIME

Nil.

4 APOLOGIES

Nil.

5 MAYORAL MINUTE

Nil.

6 CONFIRMATION OF MINUTES

6.1 ORDINARY MEETING MINUTES - 20 FEBRUARY 2018

A copy of the Minutes of the Ordinary Meeting, held on 20 February 2018, was distributed with the Business Paper.

RECOMMENDATION

Recommended that the Minutes of the Ordinary Meeting, held 20 February 2018 be taken as read and confirmed as a true record of proceedings.

200318/1 RESOLVED (Cr Humphrys/Cr Lyons)

That the Minutes of the Ordinary Meeting, held on 20 February 2018, 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

14.8 TENDER RVC 795009 – WOODBURN CORAKI ROAD RECONSTRUCTION

Cr Robert Mustow requested an update on the Tender regarding the resolution to direct negotiate with qualified contractors.

The General Manager advised the Project Management Office (PMO) in line with the resolution was to direct negotiate. The PMO also assessed our internal capacity to deliver this project and the outcome is that one of our staff members in the roads area has agreed to take on the project management of this project and will use our panel tender lists to procure the sub-contractors to complete the works. That option was determined to be the best value for money.

It is also an opportunity for Council to build its internal capacity for these sorts of projects. The project manager has significant experience and has been the Overseer for our Road and Construction crews for some time and is currently

acting in a higher role, so it is an opportunity for him to build his skill base as well.

8 DECLARATION OF INTERESTS

Vaughan Macdonald (General Manager) declared a pecuniary interest in Item 18.1 - General Manager's Annual Performance Review for period ending February 2018 (His performance review and he would be leaving the meeting for that item).

9 PETITIONS

Nil.

10 NOTICES OF MOTION

10.1 NOTICE OF MOTION (CR ROBERT MUSTOW) - BAN ON RECYCLABLES AND SOLID WASTE

Cr Robert Mustow submitted the following Notice of Motion.

Notice of Motion

Given the recent media about changes to the quality control placed on waste products taken by China and a ban on various categories of recyclables and solid waste, Council requests that the General Manager prepare a report for a future meeting outlining the potential impacts of these changes to Council's waste business and what Council is doing to manage the risks of these changes.

200318/2 RESOLVED (Cr Mustow/Cr Morrissey)

That the General Manager prepare a report for a future meeting outlining the potential impacts of these changes to Council's waste business and what Council is doing to manage the risks of these changes. This report is to include:

1. The impact of the recent introduction of the Container Deposit Scheme and how that is impacting on what is collected in recyclables,
2. The potential impact if the Queensland Government imposes a levy for waste disposed of in Queensland, and
3. Are there any potential sites in the Richmond Valley that could support regional waste solutions.

FOR VOTE - All Council members voted unanimously.

11 MAYOR'S REPORT

11.1 MAYOR'S ATTENDANCES – 12 FEBRUARY - 12 MARCH 2018

RECOMMENDATION

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

200318/3 RESOLVED (Cr Mustow/Cr Morrissey)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

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.

February

- 12th NRLX Operational Review Stakeholder Discussion
- 12th Woodburn Business & Community Chamber Inc meeting
- 13th Aboriginal Interagency Meeting
- 14th Rous County Council workshop
- 15th Uniting Care Transport meeting
- 15th Launch of 2018 Casino Beef Week
- 17th Coraki Healthy Town Challenge
- 19th Consular dinner
- 20th Regional NSW Investment Prospectus Launch
- 20th Beef Week Funding announcement
- 20th Chris Gulaptis presented Local Woman of the year award Evans Head
- 20th Ordinary Council Meeting
- 21st Rous Ordinary meeting
- 21st Lions Club discussions
- 22nd Business Breakfast with NSW Deputy Premier
- 22nd Probus meeting address
- 22nd Presentation of cheque to Casino Playgroup - Donations from RVC Santa Photos 2017
- 22nd Meeting with resident
- 22nd Hector Olivera performance
- 23rd St Mary's year 6 leadership talk

- 24th Judge Lions Youth of the Year competition
- 26th Attend localised flooding event in Casino
- 27th Evans Head Progress Association presentation of money to install a water bubbler at Razorback Lookout
- 27th Stronger Country Communities Fund announcements with Chris Gulaptis - Evans Head and Casino
- 27th Casino Men's Shed Regional gathering
- 27th Casino Playgroup funding announcement
- 27th Casino Military Museum funding announcement
- 27th Casino Cougars Rugby League Club funding announcement
- 27th Meeting at Coraki; Riverfront precinct programmed for the 2018
- 28th Apology Day Event Evans Head

March

- 2nd Coraki Public School
- 2nd Planet Ark Presentation
- 6th Councillor Information Session
- 7th Mountain Blue Management morning tea at Tabulam
- 7th International Women's Day Event Evans Head
- 9th BOM Community Stakeholder Education Breakfast Session Lismore
- 10th Casino & District Historical Society Inc Annual General Meeting
- 11th International Women's Day Windara

12 DELEGATES' REPORTS

12.1 DELEGATES' REPORT SUBMITTED TO THE MARCH 2018 ORDINARY MEETING

RECOMMENDATION

Recommended that the Delegates' Reports be received and noted.

200318/4 RESOLVED (Cr Humphrys/Cr Mustow)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously

Report

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

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

Rous County Council Meeting 21 February 2018

Cr Robert Mustow and Cr Sandra Humphrys have provided the following summary of the main items of business for the Rous County Council Meeting held on 21 February 2018.



Summary of main items of business for Rous County Council meeting 21 February 2018

1. Notices of Motion

The following Notices of Motion were submitted by Cr Ekins, with Council resolving as follows:

NOROC \ Joint Organisations

That Council write to each council, NOROC and the Office of Local Government (OLG) with a case for including Rous County Council as an associate member of the future Joint Organisation.

Tuckean Swamp Rehabilitation Project

That Council:

- i). Provide a statement of support outlining the scope of Rous County Council's commitment to the Tuckean Swamp Rehabilitation Project.
- ii). Receive a six-monthly report on the progress of the Project.

Cr Ekins also submitted a NoM *"That Council investigate projects that may be eligible for funding under Office of Environment and Heritage (OEI) Floodplain Risk Management Program, and leverage the Tuckean Swamp Rehabilitation Project and report options to Council"*. However, this motion was not supported by Council.

2. Quarterly Budget Review Statement as at December 2017

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

It was noted that all budget items other than those identified in the Council report had performed within the parameters set by Council in adopting the 2017/18 Operational Plan.

3. Retail water customers account assistance report

Council received two applications for financial assistance in accordance with section 356(1) under Council's 'Retail Water Customers Account Assistance' policy. The total amount of financial assistance approved by Council on this occasion equates to \$1,647.54

4. Information reports

i). Investments – December 2017 and January 2018

Total funds invested for January 2018 was \$31,725,753

This is an increase of \$759,486 compared to the November 2017 figure. This is primarily due to S64 development contributions received from constituent councils.

Return for January 2018 was 2.54%

The weighted average return on funds invested for the month of January was 2.54%, a decrease of 6 basis points compared to the November result. This rate of return is 75

basis points above Council's benchmark, the average 90 day BBSW rate of 1.79%.

Interest earned was \$468,223 year to date

Interest earned compared to the adjusted budget was \$136,723 in excess of pro-rata budget.

Ethical holdings represent 61.70% of the total portfolio

The current holdings in Ethical Financial Institutions is \$19,100,000.

ii). Water production and usage December 2017 and January 2018December 2017

Total consumption by constituent councils in December 2017 increased slightly compared to the previous year, with inland areas recording more rainfall than coastal areas.

Daily source usage for December 2017 averaged 34.154ML. This is an increase from the November 2017 daily average of 29.542ML.

For December 2017, Rocky Creek Dam recorded 236mm

January 2018

Total consumption by constituent councils in January 2018 increased by more than 11% compared to the previous year.

Daily source usage for January 2018 averaged 36.425ML. This is an increase from the December 2017 daily average of 34.154ML.

Rocky Creek Dam as at 31 January 2018 was recorded at 96.94% of full capacity.

iii). Reconciliation Action Plan (RAP) Advisory Group

Minutes of the RAP meeting 29 November 2017 were presented to Council for information. The following general matters were discussed at the RAP meeting:

- iv).** re-opening of Rocky Creek Dam
- v).** SCU Gnibi College (scholarships/cadetships)

RCC Council meeting summary 21 February 2018

- iii). cultural training
- i). local language
- ii). discount water proposal – cultural water
- iii). trainee/cadetship

iv). Delivery program progress update: 1 July to 31 December 2017Delivery program performance reporting Quarter 1: 1 July to 31 December2017

Council noted the report on the achievement of the performance targets prescribed in the Integrated Planning and Reporting Delivery Program for the period July to December 2017. The result was: *75% Acceptable* (achieved or on track according to schedule) and *20% Monitor* (in progress but behind schedule) and *5% Review* (corrective action required).

In relation to Delivery program goal '*7.1.1 Delivery functions and operations according to service level agreements in place*', the following update is provided:

Service level agreement reporting 1 July to 30 September 2017

Across the four constituent councils there are three reporting areas of bulk water, flood mitigation and weed biosecurity. There are 586 actions or deliverables for the 2017/18 year.

For the first quarter, the result was *81% Acceptable* (complete or on track according to schedule); *10% Monitor* (in progress but behind schedule); *1% Review* (corrective action required); and 8% not currently applicable as time dependent actions.

5. Risk and Audit Committee meeting update (confidential)

Council noted the minutes of the 5 February 2018 Risk and Audit Committee meeting as presented and endorsed representation by the Risk and Audit Committee at the Audit and Risk Committee Chairperson forum hosted by the Audit Office of NSW.

For a copy of the draft minutes for this meeting and the business paper please go to Council's website www.rous.nsw.gov.au

13 MATTERS DETERMINED WITHOUT DEBATE

200318/5 RESOLVED (Cr Hayes/Cr Morrissey)

That Items 14.1, 14.3, 14.6, 14.7 and 14.9 be determined without debate.

FOR VOTE - All Council members voted unanimously.

14 MATTERS FOR DETERMINATION

14.1 ADOPTION OF RICHMOND RIVER FORESHORE RESERVE, WOODBURN - PLAN OF MANAGEMENT**Responsible Officer:**

Andrew Leach (Manager Asset Planning)

RECOMMENDATION

Recommended that Council adopt the revised Plan of Management for the Richmond River Foreshore Reserve, Woodburn.

200318/6 RESOLVED (Cr Hayes/Cr Morrissey)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

Executive Summary

Council Officers have carried out a review of the 2011 Plan of Management for the Foreshore Reserve, Woodburn and made amendments to reflect the links in the Masterplan, which was adopted by Council in June 2017. The amended Plan of Management (a copy of which is attached to this report) was advertised and placed on exhibition for public comment. The Draft Plan is now presented to Council and the Reserve Trust for adoption.

Delivery Program Links

Connecting People and Places

PP1 Fresh and Vibrant Community

PP1.3 Provide clean, safe and accessible open spaces and recreational services to the community and visitors.

Budget Implications

Council currently has \$1.6million committed to the Woodburn Riverside Precinct, which includes a \$210,000 commitment from grants for works dedicated 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 Master Plan process.

Report

Council and NSW Crown Lands developed and adopted a Plan of Management for the Richmond River Foreshore Reserve, Woodburn in 2005 and a review of that document was undertaken again in 2011. The plan was due for review in late 2016, and coincided with the public consultation and development of a Woodburn Riverside Precinct Masterplan, which was adopted by Council in June 2017. The revised Plan of Management has amendments to reflect the relationship with the adopted Masterplan.

While the plans are closely associated, the Plan of Management addresses the operational and statutory aspect of the reserve, and the masterplan illustrates the landscaping and building works proposed for the strategic future of the reserve.

Consultation

The revised document was placed on public exhibition display from 12 January 2018 to 28 February 2018. Advertisements were placed in local newspapers and the Government Gazette, copies of which are attached to this report. Council also notified NSW Crown Lands requesting comment as a stakeholder to the plan. Following the public exhibition period, there were no submissions received by Council from the community or Crown Lands.

Conclusion

Due to no submissions having been received through the public exhibition period, it is recommended that the Plan of Management for the Richmond River Foreshore Reserve, Woodburn be adopted by Council. The Plan has also been forwarded to Reserve Trust for adoption.

Attachment(s)

Included in attachments;

1. Draft amended Plan of Management for the Richmond River Foreshore Reserve, Woodburn; copies of advertisements for Public Consultation and Master plan.

14.2 FINANCIAL ANALYSIS REPORT – FEBRUARY 2018**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 February 2018.

200318/7 RESOLVED (Cr Simpson/Cr Cornish)

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 28 February 2018 is shown below.

Period	Investment Portfolio
28 February 2018	\$40,192,774.44

Council compares its monthly return on investment against the 90 Day Bank Bill Index. This index is used by investment fund managers and professional advisors to judge the performance of their investment portfolios. The rate of return on Council's investments for February 2018 was 2.51% which is above the 90 Day Bank Bill Index for February of 1.79%.

Delivery Program Links

Making Council Great

CS 2 Great Support

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

Budget Implications

As at 28 February 2018, Council had earned \$269,831.35 in interest and \$228,521.97 in fair value gains for total investment revenue of \$498,353.32 against a budget of \$873,396.00 (which equates to 57.06%).

Report

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

This report includes the provision of Fair Value for all of Council's investments. Council receives indicative market valuations on these investments monthly (where available) and this can be compared to the Face Value (or original cost of the investment when purchased) where available. The notion of Fair Value is to comply with Australian Accounting Standard AASB 139. The market valuations of Fair Value valuations are an indication only of what a particular investment is worth at a point in time and will vary from month to month depending upon market conditions.

The Reserve Bank of Australia left the cash rate unchanged at its February 2018 meeting therefore the cash rate in Australia remained at 1.50% per annum as at 28 February 2018.

Council's cash and term deposit investment portfolio has maturity dates ranging from same day up to 730 days. Deposits are made considering cash flow requirements and the most beneficial investment rates available at the time of making any investment. Council does give investment preference to financial institutions which do not support the fossil fuel industry, if the investment rate quoted is equal to or greater than the most beneficial rate quoted for that investment.

Council had a term deposit portfolio of \$18,000,000 representing 44.78% of the total portfolio as at 28 February 2018. Council made three new term deposits; one with each of Westpac, ING Direct and AMP Ltd. All of these financial institutions support the fossil fuel industry. These term deposits were chosen as they offered the highest available return after diversification principles were applied. One term deposit matured during the period.

Average interest rates available for investments increased from January 2018 to February 2018 from 2.48% to 2.51%.

Council had \$14,000,000 in longer term investments being the Cash Facility Trusts with NSW Treasury Corporation as at 28 February 2018. The investment values as at 28 February 2018 are shown below.

Period	Hourglass Cash Facility Trust	Hourglass Strategic Cash Facility Trust
28 February 2018	\$6,452,102.56	\$8,487,321.71

The value of Council's Investment Portfolio as at 28 February 2018 including General Bank Accounts and Trust Funds are shown below.

Period	Investment Portfolio	Face Value	General Bank Accounts	Trust Funds
28 February 2018	\$40,192,774.44	\$39,253,350.17	\$1,943,013.43	\$120,994.55

The Investment Portfolio figure at 28 February 2018 of \$40,192,774.44 is made up of Council's Business Online Saver Account (\$7,253,350.17), Term Deposits (\$18,000,000.00) and NSW Treasury Corporation Investments (\$14,939,424.27).

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

Conclusion

Interest rates on investments have 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.

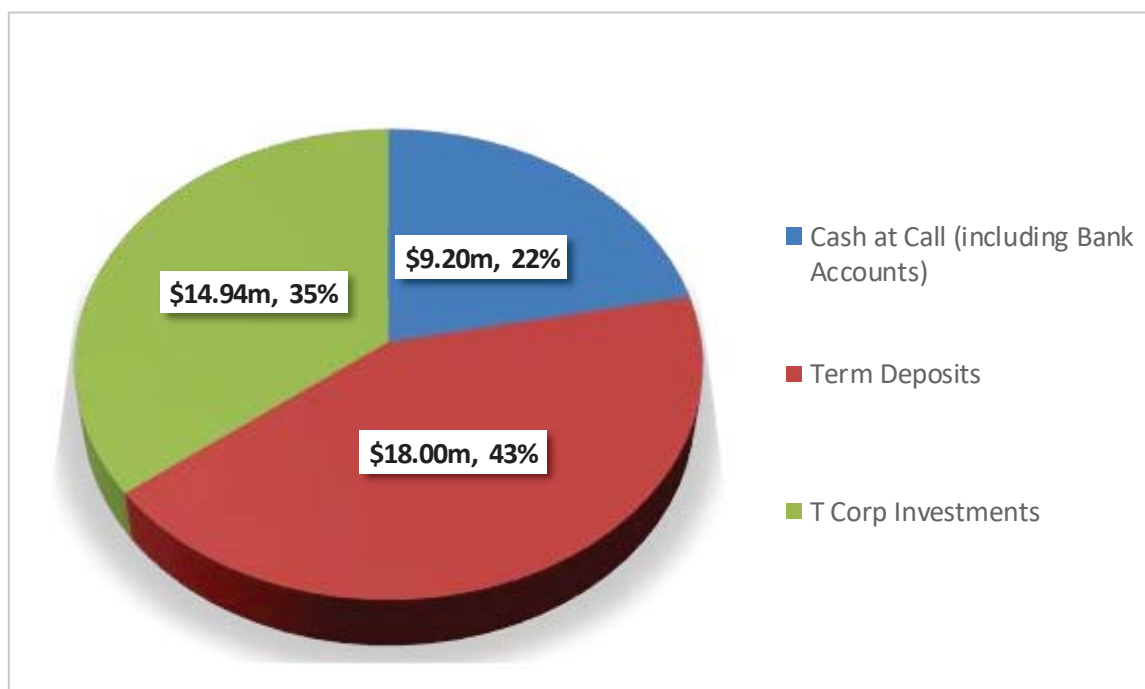
Further information has been included in this report below providing an in-depth breakdown of Council's performance.

Attachment(s)

Included below:

1. Appendix to Financial Analysis Report – February 2018.
2. Investment Portfolio as at 28 February 2018.

The following graph shows a breakup of Council's investment portfolio as at 28 February 2018.



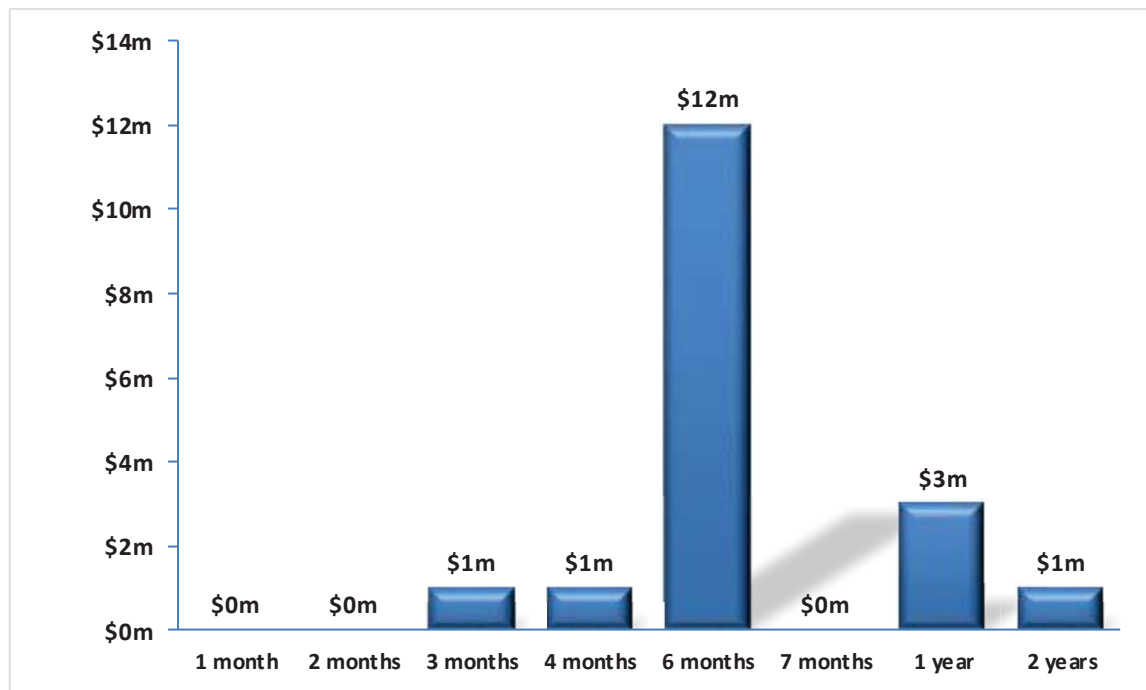
Council made three new term deposits during the month of February 2018.

Financial Institution	Investment Amounts (\$)	Maturity Date	Investment Rate per annum (%)	Days Invested
Westpac Bank	\$1,000,000	20/02/2018	2.63%	365
ING Direct	\$1,000,000	21/02/2018	2.90%	730
AMP Ltd	\$1,000,000	26/02/2018	2.80%	182

One term deposit matured during the month of February 2018.

Financial Institution	Investment Amount (\$)	Maturity Date	Investment Rate per annum (%)	Interest Received (\$)
AMP Ltd	\$1,000,000	26/02/2018	2.60%	\$12,893.16

The following graph shows the length of time of Council's term deposit maturities as at 28 February 2018.



RICHMOND VALLEY COUNCIL FINANCIAL ANALYSIS REPORT AT 28 FEBRUARY 2018												
Investment Name	Investment Source	Investment Type	Investment 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
Cash at Call												
CBA Business Online Saver	Commonwealth Bank	At Call	A1+/AA		At Call	Variable	Monthly	0.10%	N/A	7,253,350.17	28/02/2018	18.05%
Total Cash at Call										7,253,350.17	18.05%	
Term Deposits												
Term Deposit	Westpac	Term Deposit	A1+/AA-	4/09/2017	5/03/2018	Fixed for Term	Maturity	0.22%	N/A	1,000,000.00	28/02/2018	2.49%
Term Deposit	MyState Bank Limited	Term Deposit	A2/BBB	6/09/2017	6/03/2018	Fixed for Term	Maturity	0.21%	N/A	1,000,000.00	28/02/2018	2.49%
Term Deposit	AMP Ltd	Term Deposit	A1/A	13/09/2017	13/03/2018	Fixed for Term	Maturity	0.23%	N/A	1,000,000.00	28/02/2018	2.49%
Term Deposit	Bank Australia	Term Deposit	A2/BBB	27/11/2017	28/05/2018	Fixed for Term	Maturity	0.22%	N/A	1,000,000.00	28/02/2018	2.49%
Term Deposit	Bank of QLD	Term Deposit	A2/BBB+	28/11/2017	28/05/2018	Fixed for Term	Maturity	0.22%	N/A	1,000,000.00	28/02/2018	2.49%
Term Deposit	Auswide Bank	Term Deposit	A3/BBB-	28/11/2017	28/11/2018	Fixed for Term	Maturity	0.22%	N/A	1,000,000.00	28/02/2018	2.49%
Term Deposit	Auswide Bank	Term Deposit	A3/BBB-	28/11/2017	28/11/2018	Fixed for Term	Maturity	0.22%	N/A	1,000,000.00	28/02/2018	2.49%
Term Deposit	Members Equity Bank	Term Deposit	A2/BBB	29/11/2017	29/05/2018	Fixed for Term	Maturity	0.22%	N/A	1,000,000.00	28/02/2018	2.49%
Term Deposit	Defence Bank	Term Deposit	A2/BBB	1/12/2017	1/03/2018	Fixed for Term	Maturity	0.21%	N/A	1,000,000.00	28/02/2018	2.49%
Term Deposit	Defence Bank	Term Deposit	A2/BBB	1/12/2017	1/06/2018	Fixed for Term	Maturity	0.22%	N/A	1,000,000.00	28/02/2018	2.49%
Term Deposit	Bank of QLD	Term Deposit	A2/BBB+	1/12/2017	1/06/2018	Fixed for Term	Maturity	0.22%	N/A	1,000,000.00	28/02/2018	2.49%
Term Deposit	Defence Bank	Term Deposit	A2/BBB	4/12/2017	4/12/2018	Fixed for Term	Maturity	0.23%	N/A	1,000,000.00	28/02/2018	2.49%
Term Deposit	National Australia Bank	Term Deposit	A1+/AA-	7/12/2017	6/04/2018	Fixed for Term	Maturity	0.21%	N/A	1,000,000.00	28/02/2018	2.49%
Term Deposit	MyState Bank Limited	Term Deposit	A2/BBB+	11/12/2017	12/06/2018	Fixed for Term	Maturity	0.22%	N/A	1,000,000.00	28/02/2018	2.49%
Term Deposit	People's Choice Credit Union	Term Deposit	A2/BBB	12/12/2017	12/06/2018	Fixed for Term	Maturity	0.22%	N/A	1,000,000.00	28/02/2018	2.49%
Term Deposit	Westpac	Term Deposit	A1+/AA-	20/02/2018	20/02/2019	Fixed for Term	Maturity	0.22%	N/A	1,000,000.00	28/02/2018	2.49%
Term Deposit	ING Direct	Term Deposit	A2/A-	21/02/2018	21/02/2020	Fixed for Term	Maturity	0.24%	N/A	1,000,000.00	28/02/2018	2.49%
Term Deposit	AMP Ltd	Term Deposit	A1-A	26/02/2018	27/08/2018	Fixed for Term	Maturity	0.23%	N/A	1,000,000.00	28/02/2018	2.49%
Total Term Deposits										18,000,000.00	44.78%	
Fixed Interest Securities												
NSW Treasury Corporation Hourglass Investments												
Cash Facility Trust	NSW Treasury Corporation	Trust		Various	N/A		Monthly	0.15%	6,000,000.00	6,452,102.56	28/02/2018	16.05%
Strategic Cash Facility Trust	NSW Treasury Corporation	Trust		Various	N/A		Monthly	0.17%	8,000,000.00	8,487,321.71	28/02/2018	21.12%
Total Fixed Interest Securities										14,000,000.00	37.17%	
Total Investment Portfolio at Face Value										39,253,350.17		
Total Investment Portfolio at Fair Value										40,192,774.44		
Bank Accounts												
Account Name		Balance \$ 28-Feb-18										
General Fund Bank Account		1,930,649.21										
Trust Fund Bank Account		120,994.55										
NAB Cheque Account		36.40										
Evans Head Memorial Areodrome Fund		12,327.82										
Total		2,064,007.98										
Total Bank Account Portfolio												
Total Portfolio												
Overall Average Interest Rate for month - Portfolio												
0.21%												

14.3 MONTHLY BUDGET ADJUSTMENTS – FEBRUARY 2018**Responsible Officer:**Ryan Gaiter (Chief Financial Officer/Manager Mid-Richmond)

RECOMMENDATION

Recommended that Council:

1. Approve the proposed budget adjustments for the month of February 2018; and
2. Note the revised 2017/2018 budget position as at 28 February 2018.

200318/8 RESOLVED (Cr Hayes/Cr Morrissey)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

Executive Summary

This report details the proposed adjustments to the 2017/2018 budget for the month of February 2018.

The proposed changes include reallocating funding towards a priority water main replacement project at Pacific Crescent, Evans Head as well as increasing the budget on the water main replacement at Convent Parade, Casino. A reallocation of Roads to Recovery funding is also proposed to fund three culvert replacements on Spring Grove Road and a new culvert on Pratts Road.

The proposed adjustments to the 2017/2018 budget will have no impact on the projected budget surplus of \$173,007.

The report provides further details of the proposed budget changes.

Delivery Program Links

Making Council Great

CS2 Great Support

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

Budget Implications

As detailed in the report.

Report

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.

During the month of February 2018, the following budget adjustments have been proposed:

Reallocation of Funds between Projects

Water Main Replacements

Evans Head – Pacific Crescent – Ocean Drive to Riverview Street

Due to road resealing works due to commence at Pacific Crescent, it was identified that the water main replacement should be completed prior to this commencing. It is therefore proposed to reallocate funding from Carrabeen Street, along with \$40,000 in savings from the generator replacements at the Water Treatment Plant in Casino to fund this project. The Water Main on Carrabeen Street will be completed in the 2019/2020 financial year.

Project Description	Revised Budget 31-Dec-17	Proposed Adjustment	Revised Budget 28-Feb-18
Water Main Evans Head - Pacific Cres - Ocean Dr to Riverview St	0	95,129	95,129
Water Main Evans Head - Carrabeen St - Woodburn St to Cassia St	56,000	(55,129)	871
Water Treatment Plant Casino – Generator	100,000	(20,000)	80,000
Water Treatment Plant Casino - RXPS Generator	100,000	(20,000)	80,000

Casino - Convent Parade

The water main on Hickey Street, from Lennox Street South has been completed in a previous year. It is therefore proposed to transfer this funding towards over expenditure on the water main replacement at Convent Parade from Hickey to Wheat St for \$4,413 and from Centre Street to Walker Street for \$13,672. The remaining funding on Hickey Street of \$4,715 will be transferred back to Water Infrastructure Reserves.

Project Description	Revised Budget 31-Dec-17	Proposed Adjustment	Revised Budget 28-Feb-18
Water Main Casino - Hickey St - Lennox St Sth to uPVC	22,800	(22,800)	0

Project Description	Revised Budget 31-Dec-17	Proposed Adjustment	Revised Budget 28-Feb-18
Water Main Casino - Convent Pde - Hickey to Wheat St	57,200	4,413	61,613
Water Main Casino - Convent Pde - Centre to Walker St	38,088	13,672	51,760
Water Infrastructure Reserves	0	4,715	4,715

Roads to Recovery

It is proposed to reallocate the \$110,000 scheduled for the Swan Bay New Italy Road culvert replacement towards Spring Grove Road reconstruction for \$59,696, as it was identified that the three culvert extensions are now required to be full replacements, along with \$40,000 towards a new culvert on Pratts Road. The Swan Bay New Italy culvert has been completed utilising other funding sources.

Project Description	Revised Budget 31-Dec-17	Proposed Adjustment	Revised Budget 28-Feb-18
RTR - Swan Bay New Italy Rd - Culvert	110,000	(110,000)	0
Spring Grove Rd 200m East from Battistuzzi Rd	710,304	70,000	780,304
RTR - Pratts Rd - Culvert Installation	0	40,000	40,000

Revised Budget Position

The effect of the proposed adjustments on the 2017/2018 budget is summarised in the table below, with the important information for Council to note being the recommended changes for resolution.

Budget Adjustments February 2018	Revised Budget 31-Dec-17	Recommended Changes for Council Resolution	Projected Year End Result 2017/2018
Income from Continuing Operations	62,882,139	0	62,882,139
Expenses from Continuing Operations	57,528,800	0	57,528,800
Operating Result from Continuing Operations	5,353,339	0	5,353,339
Add: Non-Cash Expenses	14,040,489	0	14,040,489
Add: Non-Operating Funds Employed	5,088,816	0	5,088,816
Less: Capital Expenditure	29,280,433	(4,715)	29,275,718
Less: Loan Repayments	2,067,243	0	2,067,243
Estimated Funding Result - Surplus/(Deficit)	(6,865,032)	4,715	(6,860,317)
Restricted Funds – Increase/(Decrease)	(7,038,039)	4,715	(7,033,324)
Working Funds – Increase/(Decrease)	173,007	0	173,007

Conclusion

In conclusion, the proposed adjustments for the month of February 2018 will have no impact on the projected budget surplus of \$173,007 for 2017/2018.

14.4 EASY TO DO BUSINESS PROGRAM

Responsible Officer:

Vaughan Macdonald (General Manager)

RECOMMENDATION

Recommended that:

1. Council enter into a partnership with Service NSW to deliver the Easy to do Business initiative across the Richmond Valley.
2. Council delegates authority to the General Manager to enter into a contract with Service NSW for Easy to do Business, including delegating customer service functions to Service NSW.
3. Any necessary documents be authorised for execution under the Common Seal of Council by the General Manager.

200318/9 RESOLVED (Cr Simpson/Cr Mustow)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

Executive Summary

It is proposed that Council enter into a partnership with Service NSW to deliver the Easy to do Business initiative to the Richmond Valley which aims to streamline the processes of opening new cafes, restaurants or bar businesses.

Under the *Service NSW (One-Stop Access to Government Services) Act 2013*, a Council resolution is required to initiate this partnership and to delegate associated customer service functions to Service NSW.

Community Strategic Plan Links

Growing our Economy

EC1 Driving Economic Growth

EC1.2 Actively lobby and provide assistance for the establishment of new businesses and the expansion and/or continuing operation of existing businesses.

Budget Implications

Nil.

Report

It is proposed that Richmond Valley Council participates in the Easy to do Business program through a Service Partnership Agreement with Service NSW.

Easy to do Business was started by the Department of Premier and Cabinet, Service NSW and the Office of the NSW Small Business Commissioner to encourage investment in small business.

The initiative focuses on coordinating and navigating customers through the various government approvals required by a new business owner. The aim being to streamline the processes of opening a new business, which typically requires an owner to deal with 13 agencies, including Council, and to complete 48 forms.

The business sector focus of the program is currently the cafe, restaurant and bar sector, however it is expected the program will expand to include housing construction, clothing retail, printing and road freight sectors in the future.

Under the program, Service NSW will provide a digital platform and upfront information regarding what is required by a potential new business owner from all of the approval authorities, including Council, and includes a single digital form which replaces the 48 existing forms.

Service NSW will also provide a business concierge service, via a single phone number, to support customers through the process.

Benefits of the partnership include, improved support for the customer and a single source of information for target businesses, reduced duplication (particularly avoiding repeated entry of the same data such as name and address information by use of the single digital form and streamlining of the processes associated with opening and growing a business) and improved quality of information provided to Council, helping to reduce processing and assessment times.

In accordance with the *Service NSW (One-stop Access to Government Services) Act 2013*, a Council resolution is required to empower the Service Partnership Agreement and to delegate the relevant customer service functions related to the administration of the Easy to do Business program to the Chief Executive Officer, Service NSW.

Consultation

The areas of Council which interact with the cafe, restaurant and bar sector, including Planning Assessment, Environmental Compliance, Customer Service and Economic Development have been consulted and will participate in the development and customisation of the data used by Richmond Valley Council customers in the Easy to do Business program.

Conclusion

Small business is the engine room of the NSW economy. Over 710,000 small businesses employ half the NSW workforce and contribute around \$326 billion to the economy each year.

We need a thriving small business sector to create jobs and secure economic growth. Yet small business often struggles with considerable red tape to get up and running.

By participating in the Easy to do Business program, Richmond Valley Council is showing its commitment to reducing red tape and the complexity of business transactions so that entrepreneurs can focus on their business rather than bureaucracy.

Attachment(s)

Service NSW Easy to do Business Information Flyer is provided on the following pages.

Opening a café,
restaurant or
small bar just
got easier

Making it
easier

For more information visit
service.nsw.gov.au/business
or phone 13 77 88

Join our #EasytodoBusiness conversations on:



21760 12/03/17 A



One form, one number and a fast track to opening your business

How you benefit

With Easy to do Business, you'll:

- Get a unique digital profile that can help you fast track the approval process across local, state and federal government
- Receive step by step guidance through the application process
- Have the support of a dedicated Business Concierge who can answer your questions, liaise with council, and review your applications to ensure they are 'decision ready'
- Know upfront the time, fees and effort involved.

We're making it easier to do business in NSW

We've reduced the time it takes to open a business from up to 18 months to just 90 days or less so you can get started sooner.

To get started, all you'll need is to complete a single form. Then you'll be partnered with a dedicated Business Concierge who will fast track your application through government.

That means you spend less time on the paperwork and more time on your business.

“The team from Easy to do Business helped me liaise with Council so that I could focus on sourcing the best espresso machine for my café.”

Peter - Grounded Space



14.5 ROAD MAINTENANCE AND CONSTRUCTION SERVICES REVIEW UPDATE ON IMPLEMENTATION ACTIONS

Responsible Officer:

David Timms (Manager Infrastructure Services)

RECOMMENDATION

Recommended that:

1. Council receive and note the progress report on the implementation of the recommendations of the Road Maintenance and Construction Services Review; and
2. A further progress report be submitted to Council at the September 2018 Ordinary Meeting.

200318/10 RESOLVED (Cr Simpson/Cr Morrissey)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

Executive Summary

At the March 2017 Ordinary Meeting, Council resolved to adopt the recommendations of the Road Maintenance and Construction Services Review and to report to Council every six months on the progress of the implementation of the recommendations.

This report provides commentary on the actions undertaken in response to the recommendations made in the report, through to 28 February 2018.

Delivery Program Links

Making Council Great

CS2.1 Provide excellent customer service to all stakeholders

CS2.1.2 Completed Service Level Agreements with each department enabling tasks to be completed to assist in providing great customer service

Budget Implications

Nil.

Report

The following table represents the second six monthly update to Council on the implementation of the recommendations of the Road Maintenance and Construction Services Review.

KR = Key Recommendation from the Review

AR = Additional Recommendation from the Review

Recommendation from Report	Actions to Date
<p>KR 1. Increased communication with the Richmond Valley Council community</p>	<p>Information on works continues to be included in the regular community newsletters and on Council's Facebook page and website. Individual staff continue to provide a high level of customer service and communication with residents regarding works and any queries they might have.</p>
<p>KR 2. Improved communication, consultation and team meetings among Council administrative and field staff</p>	<p>Team meetings continue to remain in their regular format, with an increased focus to ensure that Senior staff are present to answer questions and address any concerns. Action items are attended to in between meetings and actions are being reported back to staff. Supervisors continue to communicate items which are raised in the Weekly Works Meetings to their staff. Supervisors are also responsible for undertaking the rollout of the revised policies and procedures based on the weekly supervisor's sessions with the Workplace Health & Safety Officer.</p>
<p>KR 3. In-house staff for road inspections and road conditioning</p>	<p>Council's road assets require a revaluation in the 2017/18 financial year. A select few Council staff have been very busy over the previous three months undertaking rural road and urban street asset inspections. This process is almost complete and then the project will move into the next phase of data analysis. The overall project has been very beneficial so far and will lead to a better understanding of the treatments required for future asset maintenance.</p>
<p>KR 4. Additional funding to extend design lead times</p>	<p>An additional \$200,000 was approved in the 2017/18 Operational Plan for Survey Design and Planning for Urban & Rural Roads. The Coordinator Project Development and Design has been busy securing quotes for the external design of projects and these have recently been awarded. All available funds will be expended by June 2018 and a total of four rural road projects and four urban road projects will be 'construction ready' for 2018/19. Two small bridges were also designed using the funds.</p>
<p>KR 5. Council to make a budget assessment on highlighted maintenance issues</p>	<p>The Budget preparation process for 2018/19 has identified areas where Council Officers believe preventative maintenance expenditure needs to be improved. These areas will be added to the 'wish list' with justifications for funding in the hope they will be successful.</p>
<p>KR 6. Assessment of options for increased access to Technology in the field</p>	<p>Council's Information and Technology Department continue to actively work on Council's systems with the intent of getting them ready for the increased rollout of field devices. A Business Solutions Steering Group was recently formed (chaired by the General Manager) and the inaugural meeting held. This group will be partially responsible for prioritising the development and roll out of technology, IT improvements and software solutions across the various Council areas.</p>

Recommendation from Report	Actions to Date
AR 7. Change to working hours for maintenance crews	Three trials with Council teams on 4 Day Work Weeks have concluded. One of the rural grading teams, Water & Sewer Construction Team (Casino) and the Electrical Team all participated. Feedback from the staff about the trials was, overall, very positive. These staff are continuing to work 4 day weeks while management work towards developing formal agreements and implementing them.
AR 8. Documentation provided to plant operators detailing workshop servicing	A Plant and Vehicle Management Review, undertaken by Uniqco, is near completion with the Draft Report provided on 2 March 2018. The outcomes of the Review will be communicated to staff in due course.
AR 9. Improved budgeting and reduced carry over works	This recommendation can only be actioned following the work which will be done from KR 3, KR 4 and KR 5.
AR 10. Re-allocate funding from sealing unsealed laneways to the specific problem areas in key recommendation 5	This recommendation will be actioned following the work undertaken by KR 3 and KR 5.
AR 11. Use of GPS and cameras to protect Council assets	Draft Workplace Surveillance and Workplace Surveillance Data Access procedures have been developed and discussed at the Staff Consultative Committee Meetings in January and February; they are also being discussed at team meetings. A few concerns have been raised, but overall the feedback has been receptive to the concept of workplace surveillance equipment being installed. Work will continue in the following months to move towards implementation of the procedures.
AR 12. Additional Safety Audits	The Workplace Health and Safety Officer is currently behind schedule in attending to the required safety audits on Council worksites. He has been tasked with completing the audits at an increased rate to catch up. Corrective actions from the audits continue to be entered into Council's Safehold System so implementation can be tracked and recorded.
AR 13. Morning warm ups	Council's Corporate Risk Coordinator was investigating options for how the morning warm up procedure could be changed, but is now on extended leave. Alternative actions are now being undertaken to carry on with this work in her absence. Staff, as previously reported, will be consulted and communicated with regarding any proposed changes.

Consultation

Nil.

Conclusion

This report provides progress on the implementation of the Road Maintenance and Construction Services Review and is presented for receiving and noting.

14.6 REVIEW OF COUNCIL POLICY – MANAGING COUNCIL'S COMMUNITY FACILITIES AND HALLS

Responsible Officer:

Deborah McLean (Manager Governance and Risk)

RECOMMENDATION

Recommended that Council adopt the reviewed Managing Council's Community Facilities and Halls Policy

200318/11 RESOLVED (Cr Hayes/Cr Morrissey)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

Executive Summary

Council adopted the Managing Council's Community Facilities and Halls Policy in 2007. The policy has been reviewed to encourage and promote the equitable, efficient and effective management of Councils 17 community facilities and halls.

In addition, Council provides a copy of Council's Managing Council's Community Facilities Manual to each committee member to support them in managing the day to day operation of Council's community facilities and halls. The Manual is currently under review as part of this policy review.

Delivery Program Links

Connecting People and Places

PP1 Fresh and Vibrant Community

PP1.3 Provide clean, safe and accessible open spaces and recreational services to the community and visitors

Budget Implications

There are no budget implications

Report

Council adopted the Managing Council's Community Facilities and Halls Policy at the 15 May 2007 Ordinary Meeting. The Policy allows interested community

members to assist Council with the care, control and management of specific facilities and to provide community members with guidance and direction to ensure that Council facilities and halls are managed equitably, efficiently and effectively. The Policy has been reviewed against legislative requirements.

In addition, Council adopted a Managing Community Facilities Manual in May 2007. The manual was developed to support Volunteer Committees in the management of Community Facilities and Halls and provides valuable information about Councils processes to verify the management activities of the Committees. This Manual is currently being reviewed and will be circulated to Councillors following completion.

The review of the Policy and Manual has been undertaken in accordance with the requirements of Sections 355 and 377 of the *Local Government Act 1993* and in consultation with relevant Council staff.

The amendments to the Policy are summarised below:

- Objective included to outline Council's objectives and framework for volunteer management of Council's community facilities and halls.
- Scope included to outline Council's expectations in regard to best practice management of Council's community facilities and halls.
- Composition section included to outline the requirements for board structure and the expectation by Council to be notified of newly appointed committee members.
- Procurement and Purchasing section reviewed to adhere to current practices.
- Conflict of interest section heading changed to Code of Conduct and reviewed to reflect the expectations of Volunteer Committees to adhere to Council's Code of Conduct at all times during the management of Councils facilities and halls.
- Insurance section reviewed to reflect current insurance arrangements.
- Reporting section amended to require financial records to be reported to Council upon request instead of annually.

The reviewed policy is presented to Council for adoption.

Conclusion

Council's Managing Community Facilities and Halls Policy has been reviewed in accordance with the requirements of the Local Government Act 1993 and in consultation with relevant Council staff and is presented to Council for adoption.

Attachment(s)

Included below:

1. Managing Council's Community Facilities and Halls



Council Policy

Policy Title:	Managing Council's Community Facilities and Halls
Policy Number:	1.6
Priority Area:	Making Council Great
Service Area:	Governance & Advocacy
Meeting Adopted:	<Date of Council Meeting> - <Resolution Number>

OBJECTIVE

Provide Council with a framework for the equitable, efficient and effective management of its community facilities.

The framework provides that all volunteer committees will:

1. Ensure the cleanliness, security and safety of Council owned or controlled public halls and facilities
2. Ensure Council's halls and facilities are managed in an appropriate and financially sound manner.
3. Encourage innovative and cost-effective means of improving work practices and processes to ensure Council's halls and facilities are managed in accordance with best practice principles.
4. Minimise Council's exposure to risk by having a documented formal checking procedure in place for after each hiring event
5. Ensure that Council can continue to provide high quality and cost-effective facilities for social and cultural activities

POLICY

Scope:

Council operates 17 community halls and community centres. As part of Council's commitment to community partnerships, it provides opportunities for the community to be involved with the management of the facilities and services they use. The management of Council's Community Facilities and Halls is authorised by delegation under Section 355 of the Local Government Act.

This policy provides best practice guidelines to enable volunteer committees to ensure that community facilities and halls are run efficiently, meet the needs of

locals, community groups, businesses and visitors, and are managed ethically and sustainably. It also outlines the obligations of volunteer committees under Council's Code of Conduct.

To assist the volunteer committees a Volunteer Committee Manual is available entitled "Managing Council's Community Facilities".

This policy applies to all Council owned or controlled public halls and facilities in the Richmond Valley area.

Priority for use of Council's community facilities will be given to Richmond Valley residents, locally based groups and not-for-profit organisations. Council's Community Centres will be used primarily for activities that provide community development outcomes and benefits for Richmond Valley residents.

Council will ensure fair and equitable access for all user groups to its community facilities.

1. Powers and Duties:

Council committees are regulated by Section 377 of the Local Government Act 1993, which makes the following rules:

Council committees are expressly prohibited from:

- (a) Fixing any charges, rates or fees (the committee may make recommendations to Council in relation to the fixing of charges, rates and fees for use of the facility under its control).
- (b) Adopting a Management Plan.
- (c) The borrowing of any monies without the express consent of Council on each occasion.
- (d) Adopting a Financial Statement not approved by Council.
- (e) The sale, lease or surrender of any land or other property vested in its care under the provisions of the Act.
- (f) Voting of money for expenditure on its works, services or operations unless approved by Council. The inclusion of budget items approved by Council is regarded as authority to expend such monies.
- (g) Accepting any tenders (as determined under the Act).
- (h) The payment of any reward, allowance or travelling expenses to its members, without Council's consent. The carrying out of any works on or to the facility, including alteration reconstruction or construction without the prior consent of Council. This consent may be contained within the approved annual works program and budget as advised to the committee.

- (j) Unreasonably withholding consent for the letting of the facility to any organisation which agrees to comply with Council's requirements and which is prepared to adhere to the rules adopted for use of the facility, providing an acceptable letting period is available. (In the case of specialist building, the Committee shall not approve casual or regular lettings which would unduly interfere in the use of the building for the purpose for which it was constructed, without the express approval of Council.)

Without limiting or restricting the preceding, the committee is required to:

- (a) Manage the reserve/facility in accordance with the approved plan of management. (Where plan of management does not exist these will be prepared in conjunction with Council.)
- (b) Maintain the reserve/facility to the satisfaction of Council.
- (c) Permit authorised Council officers to enter the reserve/facility at any reasonable hour for the purpose of carrying out inspections.
- (d) Comply with the requirements of relevant legislative requirements, rules and by laws and the requirements of the relevant public authorities including Council.

2. Composition

Each Council committee must elect at a minimum a Chairperson, Secretary and Treasurer. The Committee must provide Council with a list of committee members and contact details following the first quarterly meeting held at the beginning of each new financial year (or no later than 30 September each year). The Committee is also required to provide Council with details of newly appointed committee members following any meeting that committee positions are voted on and confirmed.

3. Procurement and Purchasing

All purchases should, where practical, be made at the Council Stores.

The Committee must comply with Council's purchasing policy and tender requirements when procuring goods.

4. Code of Conduct

Committee members are to adhere to Council's Code of Conduct at all times. Each member of the committee will be provided with a copy of the Code of Conduct.

The Chairman, Secretary and Treasurer must refer to the Code of Conduct at all times when acting in the capacity of the Committee's Board. The Code of Conduct is to govern the conduct of all business conducted by the committee.

The Chairman must report any breach of the code by members or staff to the General Manager for immediate investigation.

5. Insurance

Council's insurance policies cover community committees in the following areas:

Buildings and Contents – coverage extends for fire as well as extraneous peril (i.e., storm and tempest, rainwater, explosion, aircraft, riots and strikes, malicious damage, earthquake, water damage and car).

Note: Other Contents – any contents owned and stored in the building by user groups **must be insured by that group**. Contents owned by the committee only are covered

Public Liability – coverage extends to provide for public liability insurance cover.

Note: Public Liability insurance **DOES NOT** cover committee members for personal injury or property loss while acting in the capacity as a committee member.

Personal Accident – coverage extends to committee members and voluntary workers assisting Council with the care, control and management of specific facilities. Coverage to volunteers applies only in respect of those specific activities formally approved by the committee or Council.

Excesses apply to all Council insurance policies and may vary. It is the decision of Council whether to make a claim against a policy and/or repair or replace council property from its own budget.

The following requirements for volunteers working for Section 377 committees are:

1. That the volunteer has a clearly defined task and they have been briefed and understand that task.
2. That the volunteer is trained to undertake the task.
3. That volunteers are supervised.
4. That a register of volunteers' names, addresses, etc is kept.

Not complying with the requirements may affect the eligibility of a claim under this cover.

6. Reporting

At the request of Council the committee must provide to Council a copy of their monthly financial records or the minutes of each meeting. Financial data including income and expenditure records, bank statements, tax invoices and receipts should be presented to Council annually and at other times upon request.

REVIEW

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

14.7 SUPPLY AND DELIVERY OF BULK FUEL – T411718RTC

Responsible Officer:

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

RECOMMENDATION

Recommended that:

1. Caltex Australia Petroleum Ltd be awarded this contract as the supplier of Bulk Distillate and ULP to Richmond Valley Council for the period 1 April 2018 to 31 March 2020, and
2. A provision is allowed for a 12 months extension based on satisfactory supplier performance which may take this contract through to 31 March 2021.

200318/12 RESOLVED (Cr Hayes/Cr Morrissey)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

Executive Summary

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

Regional Procurement has called an open panel source by council tender for the supply and delivery of bulk fuel. The tender closed at 10:00am on 20 February 2018.

This tender was advertised in the following media:

- Tenderlink on 26 January 2018.
- Gold Coast Bulletin on 27 January 2018 and
- Sydney Morning Herald on 30 January 2018.

Delivery Program Links

Making Council Great

CS2. Great Support

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

Budget Implications

This tender is for the ongoing supply and delivery of bulk fuel. Fuel costs are factored into the Council plant charge out rates which are incorporated in specific project budgets.

Report

Richmond Valley Council through Regional Procurement has called for an open panel source by council tender for the supply and delivery of bulk fuel.

The tender evaluation was conducted on 8 March 2018 by the following panellists:

- Daniel Parker - Richmond Valley Council
- Peter Salafia - Regional Procurement

In evaluating the pricing for the tenders, a 29 day average pricing result was used; this was based on the delivered rate per litre for Distillate @ 1 - 10,000ltrs. Pricing was evaluated at 55% of total criteria. Other non-price evaluation criteria consisted of local supplier preference, quality assurance, workplace health and safety, and customer service. The weightings for the non-price criteria can be seen in the table below.

The following table sets out the evaluation results.

Tender No.: T411718RTC	Weighting	Tender Name: Bulk fuel		
Evaluation Criteria	%	Caltex Australia Petroleum Ltd	Lowes Petroleum	Park Pty Ltd
Average Price over 29 days used for evaluation. DISTILLATE 0 - 10,000ltrs	55	55.00	54.56	43.16
Local Supplier Preference	15	15.00	0.00	0.00
Quality Assurance	10	10.00	7.00	5.00
WH&S	10	10.00	6.00	6.00
Customer Service	10	10.00	10.00	10.00
Total	100	100.00	77.56	64.16

Note

- No late tenders were received.
- Caltex was identified as a local supplier due to there being a Caltex depot located in the RVC LGA. The other suppliers were not considered as 'local' and so were awarded zero points.

- Caltex is the incumbent supplier and has submitted minor contractual non-conformances in relation to freight and calculation of fuel pricing.
- No tenders were deemed non-compliant.

Consultation

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

Conclusion

Council has gone to tender through Regional Procurement for the supply and delivery of bulk fuel. Even though an open panel tender was called, Caltex Australia Petroleum Ltd's tender is significantly better value for Council so it is recommended that Caltex Australia Petroleum Ltd be awarded the tender outright.

14.8 SUPPLY AND INSTALL ROAD SAFETY BARRIERS – T421718RTC

Responsible Officer:

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

RECOMMENDATION

Recommended that:

1. For Supply & Installation of Road Safety Barriers Council appoint the following tenderers to a panel of suppliers for the period 1 April 2018 to 31 March 2020;
 - AJ & LJ Irwin Family Trust Trading as Irwin Fencing Pty Ltd,
 - GRI Road Services Pty Ltd,
 - Roadverge Pty Ltd trading as on Time Guard Rail
2. For Supply Only of Road Safety Barriers Council appoint the following tenderers to a panel of suppliers for the period 1 April 2018 to 31 March 2020;
 - Ingal Civil Products
 - GRI Road Services Pty Ltd
3. A provision is allowed for a further 12 months extension to this contract based on satisfactory supplier performance, which may take this contract through to 31 March 2021.

200318/13 RESOLVED (Cr Simpson/Cr Hayes)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

Executive Summary

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

Regional Procurement has called an open panel source by Council tender for the Supply and Install of Road Safety Barrier Systems. The tender closed at 10:00am on 20 February 2018.

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

The tender was advertised in the following:

- Tenderlink on 27 January 2018.
- Sydney Morning Herald on 30 January 2018 and
- Gold Coast Bulletin on 30 January 2018.

Delivery Program Links

Making Council Great

CS2. Great Support

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

Budget Implications

This tender is for the ongoing supply and install of road safety barriers. The costs for these purchases are included in various project budgets.

Report

Richmond Valley Council through Regional Procurement has called for a panel of tenderers for the supply and install, and the supply only of road safety barriers.

The tender evaluation was conducted on 8th March 2018 by the following panellists:

- Daniel Parker - Richmond Valley Council
- Ian Macdonald - Clarence Valley Council
- Peter Salafia - Regional Procurement

In evaluating the tenders for both the supply and installation of the road safety barriers (category one) the evaluation panel developed three different job scenarios, each tender was put through the three scenarios and the tenders were scored appropriately. Each scenario was valued at 20% of the tenderers total score. Other non-price evaluation criteria consisted of local supplier

preference, quality assurance, workplace health and safety, and customer service. These were all evaluated at 10% each.

In evaluating the tenders for supply only of road safety barriers (category two) the evaluation panel compared the tenderers pricing schedules for the pricing component, this was weighted at 60%. Again, other non-price evaluation criteria consisted of local supplier preference, quality assurance, workplace health and safety, and customer service. These were all evaluated at 10% each.

The following tables show the evaluation results for each tenderer.

Tender No.: T421718RTC Supply and Install Road Safety Barriers	Weighting			
Evaluation Criteria - Category 1	%	GRI Road Services Pty Ltd	AJ & LJ Irwin Family Trust Trading as Irwin Fencing Pty Ltd	Roadverge Pty Ltd trading as on Time Guard Rail
Price Category 1 Supply and install scenario	60			
Annexure A - 318 METERS OF G4 W-BEAM GUARDRAIL C/W LT TERMINAL AT EITHER END	20	12.31	20.00	13.57
Dollar Value		\$47,939.00	\$29,512.00	\$43,500.00
Annexure B - 88 METERS OF G4 W-BEAM GUARDRAIL C/W LT TERMINAL AT EITHER END RADIUS: 60mtr OVERALL LENGTH 12mtrs	20	13.55	20.00	12.09
Dollar Value		\$20,966.00	\$14,200.00	\$23,500.00
Annexure C - 2 X 50 METERS OF 4 STRAND WIRE ROPE FENCE FROM ANCHOR TO ANCHOR AS PER DRAWINGS (4 ANCHORS IN TOTAL)	20	10.49	20.00	9.42
Dollar Value		\$30,981.00	\$16,250.00	\$34,500.00
Total Price Category 1 supply Install scenario	60.00	36.35	60.00	35.07
Non-price criteria				
Local Supplier Preference	10.00	0.00	10.00	0.00
Quality Assurance	10.00	5.00	5.00	5.00
WH&S	10.00	6.00	6.00	6.00
Customer Service	10.00	4.00	0.00	10.00
Total: Category 1 supply Install scenario Final Score	100.00	51.35	81.00	56.07

Tender No.: T421718RTC Supply and Install Road Safety Barriers	Weighting		
Evaluation Criteria - Category 2	%	GRI Road Services Pty Ltd	Ingal Civil Products
Total Price Category 2 Supply Only	60.00	41.85	60.00
Price Category 2 Supply Only Dollar Value		\$12,871.00	\$8,978.00
Non price criteria			
Local Supplier Preference	10.00	0.00	0.00
Quality Assurance	10.00	5.00	10.00
WH&S	10.00	6.00	5.00
Customer Service	10.00	4.00	10.00
Total Category 2 Supply Only Final Score	100.00	56.85	85.00

Consultation

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

Conclusion

Council has gone to tender through Regional Procurement for the supply and install of Road Safety Barriers. It is recommended that all tenderers be added to a panel of suppliers, this gives Council maximum flexibility in any job scenario to achieve the most advantageous outcome for Council.

14.9 SUPPLY AND DELIVERY OF READY MIX CONCRETE - T441718RTC

Responsible Officer:

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

RECOMMENDATION

Recommended that:

- Council appoint the following suppliers to a panel in no order of preference for the period 1 April 2018 to 31 March 2021:
 - Boral Resources Country Pty Ltd
 - Grahams Concrete Pty Ltd
 - Holcim Pty Ltd
- A provision be allowed for a 12 months extension based on satisfactory supplier performance, which may take this contract through to 31 March 2022.

200318/14 RESOLVED (Cr Hayes/Cr Morrissey)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

Executive Summary

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

Regional Procurement has called an open panel source by council tender for the supply and delivery of ready mix concrete. The tender closed at 10:00am on 20 February 2018.

Participating Councils from RTC Group in this Tender were Clarence Valley Council, Rous County Council and Richmond Valley Council.

This tender was advertised in the following media:

- Tenderlink on 26 January 2018.
- Gold Coast Bulletin on 27 January 2018 and
- Sydney Morning Herald on 30 January 2018.

Delivery Program Links

Making Council Great

CS2. Great Support

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

Budget Implications

This tender is for the ongoing supply and delivery of ready mix concrete to be utilised in Councils future projects.

Report

Richmond Valley Council through Regional Procurement has called for a panel of tenderers for the supply of ready mix concrete.

The tender evaluation was conducted on 8 March 2018 by the following panellists:

- Daniel Parker - Richmond Valley Council
- Trevor Pate - Clarence Valley Council
- Peter Salafia - Regional Procurement

In evaluating the price, three of the most common products used by Council were picked and pricing for these products were compared. The pricing component was evaluated at 55% of the total evaluation score. Making up the 45% for non-price criteria were local supplier preference (vicinity of batching plant), quality assurance, ecologically sustainable development and customer service.

The evaluation results are shown in the following table.

Tender No.: T441718RTC	Weighting	Tender Name: Supply and Delivery of Ready Mix Concrete Richmond Valley Council		
Evaluation Criteria	%	Boral Resources Country Pty Ltd	Grahams Concrete Pty Ltd	Holcim Pty Ltd
STRENGTH GRADE N25 80MM SLUMP AGGREGATE SIZE 20MM	1.0 CU.M3	\$411.00	\$255.00	\$274.91
STRENGTH GRADE N32 80MM SLUMP AGGREGATE SIZE 10MM	1.8 CU.M3	\$408.00	\$445.67	\$430.15
S25 NON-SLURRY KERB & GUTTER MIX	3 - 10 M3	\$254.00	\$205.00	\$214.54
Combined Dollar value	\$	\$1,073.00	\$905.67	\$919.60
Total Price	55	46.42	55.00	54.17
Local Supplier Preference/ Physical Resource location of plant	15	15.00	13.00	15.00
Quality Assurance	10	10.00	5.00	10.00
Ecologically Sustainable Development	10	4.00	1.00	4.00
Customer Service	10	10.00	4.00	10.00
Total	100	85.42	78.00	93.17

Note

- No late tenders were received.
- No tenders were deemed non-compliant.

Consultation

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

Conclusion

Council has gone to tender through Regional Procurement for the supply and delivery of ready mix concrete. It is recommended that Boral, Holcim, and Grahams Concrete be added to the panel to supply the goods required. Adding all tenderers to a panel allows Council staff maximum flexibility when planning projects to get the most advantageous result for Council.

15 MATTERS FOR INFORMATION

RECOMMENDATION

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

200318/15 RESOLVED (Cr Morrissey/Cr Lyons)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

15.1 SUPPLY, DELIVERY AND COMMISSIONING OF THREE 350KVA DIESEL GENERATORS**Responsible Officer:**

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

Report

Under Section 55(3)(a) of the Local Government Act 1993, Council can procure goods and services from prescribed persons listed in regulation 163 of the Local Government (General) Regulation 2005. Local Government Procurement Partnership is one of the entities listed under this regulation as a prescribed person. This means Council's can procure goods or services by requesting quotations via Local Government Procurement (Vendor Panel) without having to bring such procurement to Council for resolution. This report is to keep Council up to date with any significant procurement purchased in this way.

Council has sought quotes from Local Government Procurement (Vendor Panel) for the Supply and Delivery of three 350KVA diesel generators to be housed at the following locations.

- Casino Water Treatment Plant
- Casino Raw Water Pump Station
- Evans Head Sewage Treatment Plant.

Quotes were received from the following companies;

- Redstar
- North Coast Construction equipment
- Energy Power Systems

These three companies were the only ones to quote from a list of 22 suppliers notified.

Redstar were the successful supplier, the generators offered were not only the most advantageous in regard to price but also displayed better whole of life costing and hourly charge rate. It should be noted that Redstar was the only company to supply a Service level agreement.

Delivery Program Links

Making Council Great

CS2 Great Support

CS2.15 To sustainably and strategically manage Council's fleet program

Budget Implications

Council has allowed for \$275,000.00 in this financial year's budget across the three locations. The quoted price for supply and delivery is \$176,640.82 exclusive of GST. It is estimated that these units will be in council for 15 years and finally have a resale value of \$31,500.00.

Council has purchased 3 new emergency Generators for \$176,640.82 exclusive of GST. This quote from Redstar offered the best value for Council, along with better whole of life costing and hourly charge out rate.

15.2 DEVELOPMENT APPLICATIONS DETERMINED UNDER THE ENVIRONMENTAL PLANNING AND ASSESSMENT ACT FOR THE PERIOD 1 FEBRUARY 2018 TO 28 FEBRUARY 2018

Responsible Officer:

Andrew Hanna (Manager Development and Environment)

Report

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

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

The total number of Development Applications and Complying Development Applications determined within the Local Government area for the period 1 February 2018 to 28 February 2018 was 21, with a total value of \$2,177,517.00.

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.

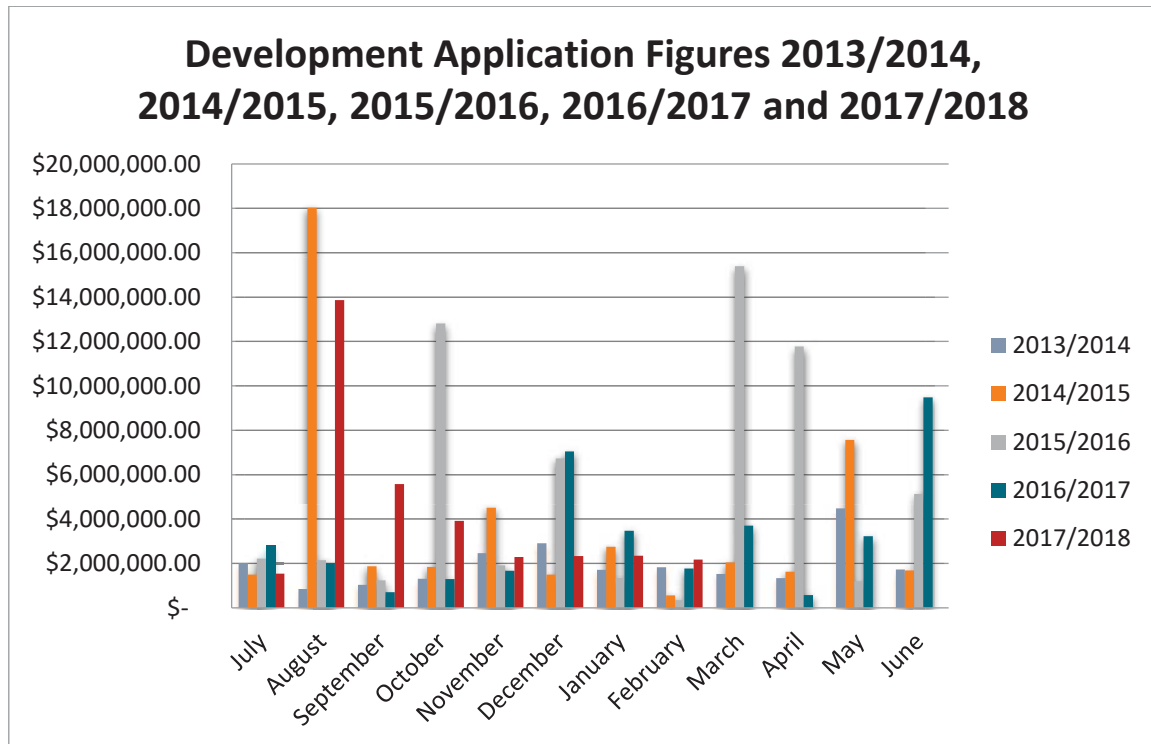


Figure 1: Monthly dollar value of development processed by Council over five financial years.

Figure 2 graph provides the annual value of Development Consents issued by Council over six financial years and Figure 3 graph provides a detailed review of the value for the reporting month of February 2018.

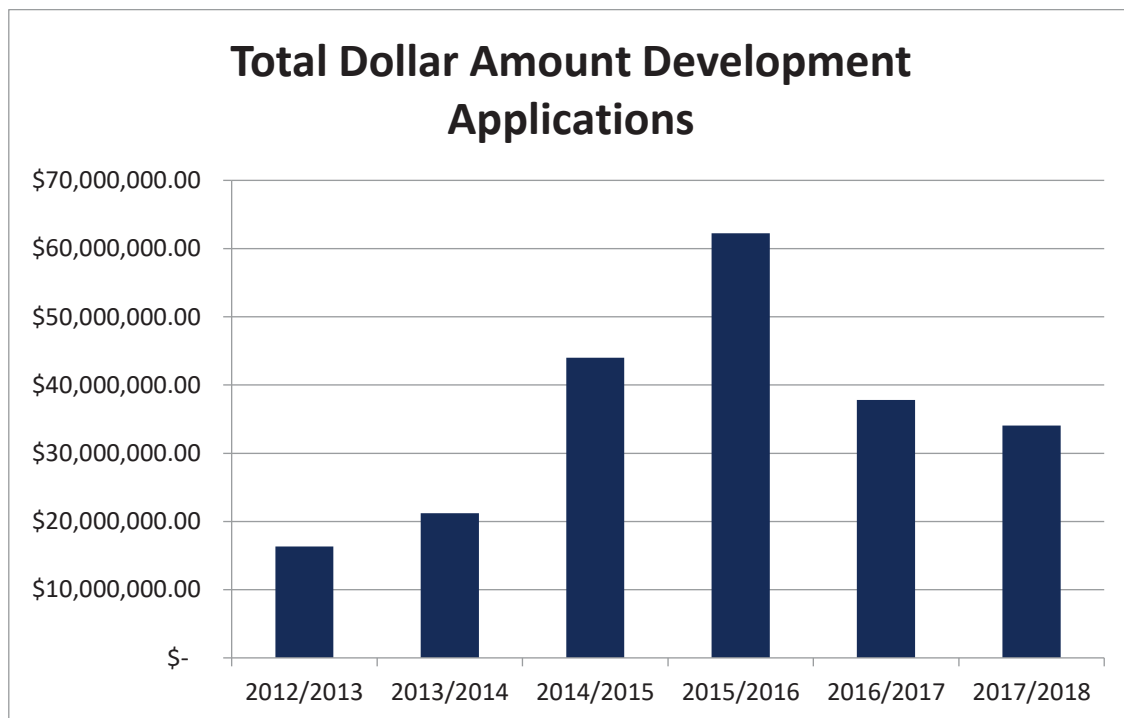


Figure 2: Annual value of development.

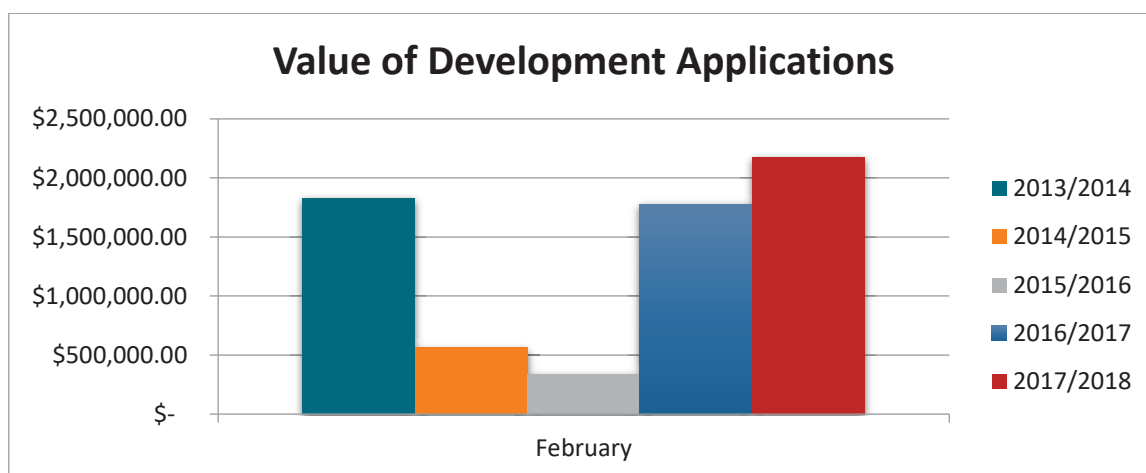


Figure 3: Value of development for the month of February.

Number of Development Applications

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

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

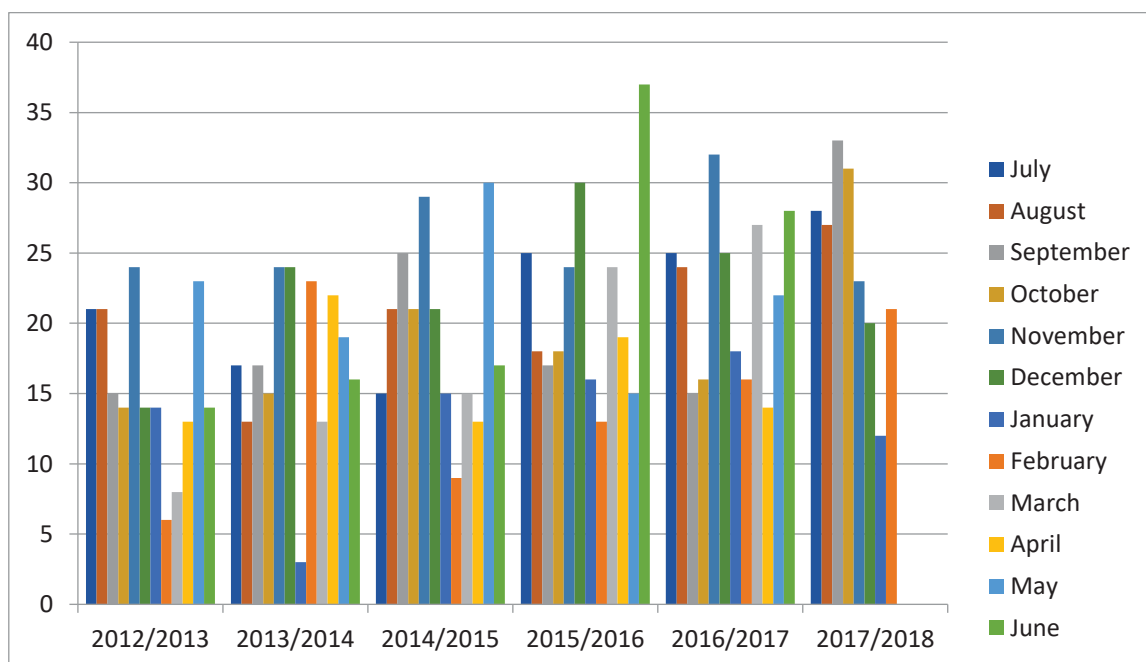


Figure 4: Number of Development Applications per month over six financial years.

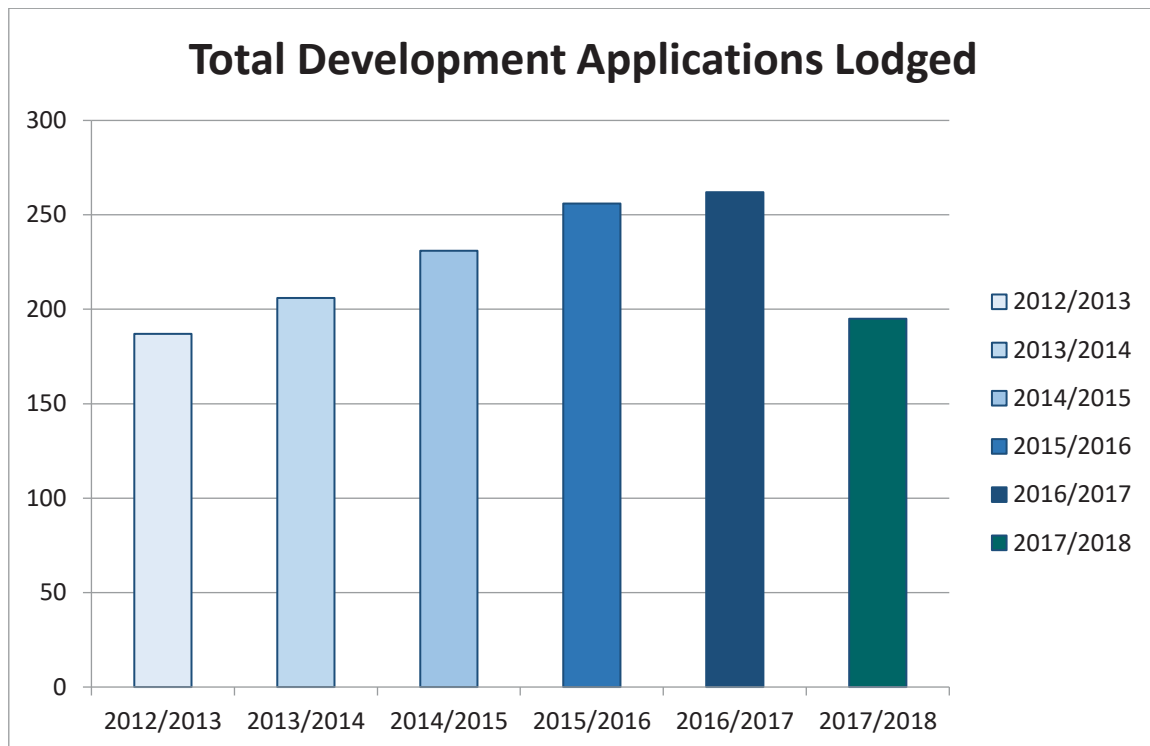


Figure 5: Number of development applications per year over six financial years.

Activity for the month of February

General Approvals (excluding Subdivisions, Section 96s)	17
Section 96 amendments to original consent	1
Subdivision	3
Refused	0
Withdrawn	3
Complying Development (Private Certifier Approved)	0
TOTAL	24

Delivery Program Links

Growing our Economy

EC1 Driving Economic Growth

EC1.6 Improved customer satisfaction with the DA process

Summary of Development Applications determined under the Environmental Planning and Assessment Act for the period 1 February 2018 to 28 February 2018							
Application ID	Applicant	Owners	Location	Parcel Description	Development	Determination Date	Estimated Cost
DA2018/0051	Newton Denny Chapelle	New Italy Museum Inc	8275 Pacific Highway, New Italy	Lot 2 DP 616005	Boundary Adjustment to Create Two (2) Lots being Lot 32 (7.7Ha) and Lot 33 (22.6Ha)	15/02/2018	\$ -
DA2018/0105	Newton Denny Chapelle	Connelly Construction Company Pty Ltd	785-865 Busby Flat Road, Monggarie	Lot 131 DP 5125 Lot 133 DP 5125 Lot 134 DP 5125 Lot 1 DP 131876 Lot 2 DP 133868 Lot 2 DP 25732	Boundary Adjustment to Create Five (5) Lots being Lot 1 (110.18ha), Lot 2 (105ha), Lot 3 (105ha), Lot 4 (101ha) and Lot 5 (103ha)	15/02/2018	\$ -
DA2018/0121	JP Caple TA Evans	JP Caple TA Evans	197 Rocky Mouth Creek Road, Woodburn	Lot 1 DP 1106903	Swimming Pool & Deck	1/02/2018	\$ 6,000.00
DA2018/0124	Newton Denny Chapelle	JL McCaughey NP McCaughey	9 Dyaaba Street, Casino	Lot 162 DP 716276	Part Change of Use from Bulk Storage to Meat Processing Industry and Internal Building Alterations	15/02/2018	\$ 140,000.00
DA2018/0127	Hayes Building Consultancy	Proprietors of SP 46548	83 Woodburn Street, Evans Head	Lot 3 Sec 10 DP 758403	Alterations and Additions to Residential Flat Buildings	6/02/2018	\$ 450,000.00
DA2018/0129	Newton Denny Chapelle	Widosea Pty Ltd	62 East Street, Casino	Lot 1 DP 1213623	Construction of 111 Self Storage Sheds including associated civil works, landscaping, fencing and business identification signage	1/02/2018	\$ 725,000.00
DA2018/0130	Newton Denny Chapelle	DC King GT King	620 McDonalds Bridge Road, Stratheden	Lot 6 DP 804211	Subdivision to create two (2) lots being Lot 1 (7.64 Ha (Clause 4.1(4A)(b) RVLEP 2012) and Lot 2 (39.57 Ha (Clause 4.2(3) RVLEP 2012)	15/02/2018	\$ -
DA2018/0135	AI Glencross TM Glencross	AI Glencross TM Glencross	110 Hotham Street, Casino	Lot 5 Sec 1 DP 17178	Shed and removal of Above Ground pool	1/02/2018	\$ 16,715.00
DA2018/0136	Dixonbuild Pty Ltd	DW Keever KJ Keever	Hotham Street, Casino	Lot 1 DP 501915 Lot 2 DP 501915	Dual Occupancy	20/02/2018	\$ 306,429.00
DA2018/0137	Dixonbuild Pty Ltd	AJ Forrester JAM Forrester	9 Daisy Place, Fairy Hill	Lot 15 DP 1083470	New Single Dwelling & Variation to Development Control Plan 2015	5/02/2018	\$ 247,133.00
DA2018/0138	JM Southern	JM Southern JW Southern	3 Wallum Drive, Doonbah	Lot 38 DP 1021682	Shade Sails	2/02/2018	\$ 8,117.00
DA2018/0139	Newton Denny Chapelle	Casino Returned Servicemen's Memorial (RSM) Club Ltd	162 Canterbury Street, Casino	Lot 1 DP 1121931	Demolition of 2 Sheds and 1 Water Tank	15/02/2018	\$ 20,000.00
DA2018/0142	TJ Lickiss TN Lickiss	TJ Lickiss TN Lickiss	18 Marigold Drive, Fairy Hill	Lot 1 DP 1083470	Shed	6/02/2018	\$ 20,945.00
DA2018/0143	AR Morris RL Morris	AR Morris RL Morris	60 Kent Street, Casino	Lot 28 DP 1170	Shed	7/02/2018	\$ 48,000.00
DA2018/0146	Ballina Pool Shop	PA Higham LK Fayers	29 Grafton Street, Woodburn	Lot 8 DP 12326	In ground Swimming Pool	13/02/2018	\$ 36,870.00
DA2018/0147	Ballina Pool Shop	TN Angel LH Angel	38 Ironbark Place, Naughtons Gap	Lot 9 DP 1176405	Swimming Pool	15/02/2018	\$ 37,670.00
DA2018/0148	Predobon Construction	S Franey RJ Franey	7 Clarence Street, Casino	Lot 5 Sec 3 DP 17120	Secondary Dwelling	15/02/2018	\$ 85,000.00
DA2018/0063.02	DW Upston KJ Upston	DW Upston KJ Upston	3 Echidna Place, Rileys Hill	Lot 2 DP 1152558	Section 96 Modification Dwelling, Garage and Front Fence	20/02/2018	\$ -
DA2018/0155	A Perry IW Perry	A Perry IW Perry	34 Gregors Road, Spring Grove	Lot 32 DP 1062466	As Built Patio Roof	20/02/2018	\$ 8,000.00
DA2018/0156	ML Peterson	ML Peterson	2 Kyogle Street, Casino	Lot 1 DP 783304	Shed	27/02/2018	\$ 11,098.00
DA2018/0160	JA Pirlo	JA Pirlo JN Pirlo	7 Light Street, Casino	Lot 4 Sec 1 DP 22359	Carport and Variation to Development Control Plan 2015	28/02/2018	\$ 10,540.00

15.3 GRANT APPLICATION INFORMATION – FEBRUARY 2018**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 February 2018.

Six grant projects were approved and Council received funding for two grants during the reporting period totalling \$609,560. Council wasn't notified as being unsuccessful with any grant application and didn't apply for any new grants during February 2018. The details of these grants are provided below.

Grants that have been approved

Modern Catering and Amenities Block for Casino Showgrounds	
Project ID	10267
Funding Body	Department of Premier and Cabinet's Office of Regional Development
Funding Name	Stronger Country Communities Fund
Government Level	State
Project Value (exc GST)	\$267,883
Grant Funding (exc GST)	\$267,883
Council Funding (exc GST)	\$ 0
Date Application Submitted	12 September 2017
Date Approved	27 February 2018
Comment (if required)	N/A

Evans Head Tennis Clubhouse Construction and Fitout	
Project ID	10268
Funding Body	Department of Premier and Cabinet's Office of Regional Development
Funding Name	Stronger Country Communities Fund
Government Level	State
Project Value (exc GST)	\$260,990
Grant Funding (exc GST)	\$101,990
Council Funding (exc GST)	\$159,000
Date Application Submitted	13 September 2017
Date Approved	27 February 2018
Comment (if required)	N/A

Broadwater Outdoor Youth Space and Park Upgrade	
Project ID	10269
Funding Body	Department of Premier and Cabinet's Office of Regional Development
Funding Name	Stronger Country Communities Fund
Government Level	State

Broadwater Outdoor Youth Space and Park Upgrade

Project Value (exc GST)	\$221,785
Grant Funding (exc GST)	\$131,785
Council Funding (exc GST)	\$ 90,000
Date Application Submitted	12 September 2017
Date Approved	27 February 2018
Comment (if required)	N/A

Casino Civic Hall

Project ID	10270
Funding Body	Department of Premier and Cabinet's Office of Regional Development
Funding Name	Stronger Country Communities Fund
Government Level	State
Project Value (exc GST)	\$152,028
Grant Funding (exc GST)	\$152,028
Council Funding (exc GST)	\$ 0
Date Application Submitted	12 September 2017
Date Approved	27 February 2018
Comment (if required)	N/A

'Fit for Parks' – Outdoor Gyms for Crawford Square Casino and Evans Head Riverside

Project ID	10271
Funding Body	Department of Premier and Cabinet's Office of Regional Development
Funding Name	Stronger Country Communities Fund
Government Level	State
Project Value (exc GST)	\$201,926
Grant Funding (exc GST)	\$201,926
Council Funding (exc GST)	\$ 0
Date Application Submitted	12 September 2017
Date Approved	27 February 2018
Comment (if required)	N/A

Improving Amenity: Casino's Community Playgroup Building

Project ID	10279
Funding Body	Department of Family and Community Services
Funding Name	Social Housing Community Improvement Fund
Government Level	State
Project Value (exc GST)	\$61,991
Grant Funding (exc GST)	\$47,791
Council Funding (exc GST)	\$14,200
Date Application Submitted	13 December 2017
Date Approved	20 February 2018
Comment (if required)	N/A

Grants that have been received

Enhancing Fish Highways, Riparian Restoration at the Junction of the Richmond and Wilsons Rivers, Coraki NSW (Stage 1)	
Project ID	10275
Funding Body	NSW Primary Industries
Funding Name	Recreational Fishing Trust Grant
Government Level	State
Project Value (exc GST)	\$57,821
Grant Amount (exc GST)	\$19,966
Council/Other (exc GST)	\$37,855
Date Application Submitted	18 September 2017
Date Approved/Received	\$4,000 received 28 February 2018
Total Funds Received To Date	\$4,000
Comment (if required)	N/A

Financial Assistance Grant Scheme 2017/18	
Project ID	N/A
Funding Body	N/A
Funding Name	NSW Local Government Grants Commission
Government Level	Federal
Project Value (exc GST)	\$4,790,987
Grant Funding (exc GST)	\$4,790,987
Council Funding (exc GST)	\$ 0
Date Application Submitted	N/A
Date Received	\$605,560 received 16 February 2018 (General Purpose Component \$411,487, Local Roads Component \$194,073)
Total Funds Received To Date	\$4,185,426.75
Comment (if required)	Approved August 2017

Delivery Program Links

Making Council Great
 CS2 Great Support
 CS2.12 Examine all revenue and expenditure reduction opportunities within legislative powers

Budget Implications

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

15.4 CORRESPONDENCE SUBMITTED TO MARCH 2018 ORDINARY MEETING

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

Rous County Council - requesting Richmond Valley Council's support for Rous County Council to be included as an associate member of the future Joint Organisation (NOROC).

- 5 MAR 2018



218-232 Molesworth Street
(PO Box 230) Lismore NSW 2480
T: (02) 6623 3800
E: council@rous.nsw.gov.au
www.rous.nsw.gov.au
ABN: 81 383 023 771

Our Ref: PR/NS: 2092/13 (49631)

27 February 2018.

Mr Vaughan Macdonald
General Manager
Richmond Valley Council
Locked Bag 10
CASINO NSW 2470

Dear Vaughan

NOROC / Joint Organisation

I write regarding the issue of joint organisations and a decision by Rous County Council to lobby for non-voting representation on the region's board. At its meeting on 21 February 2018 Council resolved "to write to each council, NOROC and the Office of Local Government (OLG) with a case for including Rous County Council as an associate member of the future Joint Organisation".

Council's functions and operations in bulk water supply, flood mitigation and weed biosecurity are delivered regionally across the four local government areas of Ballina, Byron, Lismore and Richmond Valley. We believe it is strategically important that we are recognised as a key stakeholder in establishing regional priorities and that we are formally included in future planning for the region.

Amendments to the *Local Government Act 1993* require a county council to take into account any strategic regional priorities and other plans, programs, strategies and policies of a joint organisation that apply in the counties area of operations or that are relevant to the counties operational functions. To that end, the legislation enables the board of a joint organisation to invite a county council to be a non-voting member. Furthermore, we understand that the legislation also contains a regulation making power enabling county councils to be prescribed as a 'class of persons' who may attend meetings but are not entitled to vote.

I can confirm that Rous County Council's position is to formally secure participation as an associate member (non-voting representative) on the board of the region's joint organisation. Your support is requested to effect this through the formal legislative avenues that are available.

Should you require any additional information or wish to discuss this matter further please do not hesitate to contact me.

Yours faithfully


Phillip Rudd
General Manager

SCANNED

- 5 MAR 2018

Doc. No.

■ BULK WATER SUPPLY ■ WEED BIOSECURITY ■ FLOOD MITIGATION

Minister for the Environment - response received from the Minister for the Environment, the Hon Gabrielle Upton MP, regarding a ban on plastic bags.

From: Ministerial Correspondence Mailbox

[\[mailto:Ministerial.Correspondence@environment.nsw.gov.au\]](mailto:Ministerial.Correspondence@environment.nsw.gov.au)

Sent: Monday, 12 March 2018 4:11 PM

To: Vaughan Macdonald <Vaughan.Macdonald@richmondvalley.nsw.gov.au>

Subject: A reply to your correspondence to the Minister for the Environment – MD17/3359

Dear Mr Macdonald

I refer to your email to the Minister for the Environment, the Hon Gabrielle Upton MP, about a ban on plastic bags. Your email was referred to the Environment Protection Authority (EPA) and I have been asked to reply. I am sorry it has taken so long to respond to you.

The EPA shares Richmond Valley Council's commitment to protecting our waterways and oceans from plastic litter. We recognise that when plastic bags are littered they harm the environment and can damage marine ecosystems.

As you mention in your letter Woolworths, Coles, Harris Farm Markets and IGA volunteered to phase out lightweight plastic shopping bags in their shops by the middle of 2018. The EPA commends this proactive step, which will significantly reduce plastic bag litter because supermarkets are the largest provider of bags.

Additionally, all Australian environment ministers have agreed to explore options to reduce the use of thicker plastic shopping bags, and have established a cross-jurisdictional working group to do this work. NSW is working with this group to achieve this goal.

You may also be interested to know that drink containers make up nearly half the litter in our environment. The Return and Earn scheme provides a 10 cent refund for every drink can or bottle returned to one over 400 collection points across NSW. Over the next 20 years, the scheme is expected to prevent 1.6 billion containers from being littered.

Since the scheme began on 1 December 2017 over 150 million containers have been collected, setting the scheme on track to meet NSW Government targets. More information about Return and Earn is available at www.epa.nsw.gov.au.

The NSW Government will also spend \$30 million over the next four years to help stop littering by investing in the Litter Prevention Program. This will include providing more litter bins and making it easier to catch and fine people for littering. So far, more than 150 litter prevention programs have been funded. The 'Hey Tosser!' campaign has been one of the best received NSW Government campaigns with a 94 per cent approval rating, and with more than 23,000 littering fines issued.

We are also working with the Commonwealth Government on a voluntary industry agreement to phase out microbeads, a type of microplastic, from cosmetic and cleaning products by mid-2018. This is in addition to working with the CSIRO to identify new ways to prevent microplastics from entering our oceans.

Under *Waste Less, Recycle More* the NSW Government has committed \$802 million over nine years to drive waste avoidance, business recycling, organics collections, market development, better management of problem wastes, new waste infrastructure, and programs to tackle illegal dumping and litter. It is the largest waste and recycling funding program in Australia and supports local communities, councils and businesses to reduce the impacts of waste on the environment.

We are committed to taking action to reduce plastic waste in our environment and we will continue to work across government and with the community on this important issue.

If you have any further questions about these issues, please contact Ms Molly Tregoning, Head Waste Strategy, Waste and Resource Recovery, EPA, on 9995 5738 or at molly.tregoning@epa.nsw.gov.au.

CARMEN DWYER

**Acting Executive Director Waste and Resource Recovery
Environment Protection Authority**

16 QUESTIONS ON NOTICE

Nil.

17 QUESTIONS FOR NEXT MEETING (IN WRITING)

Nil.

18 MATTERS REFERRED TO CLOSED COUNCIL

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

The matters and information are the following:

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

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

18.1 GENERAL MANAGER'S ANNUAL PERFORMANCE REVIEW FOR PERIOD ENDING FEBRUARY 2018

Reason for Confidentiality

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

- (a) personnel matters concerning particular individuals (other than councillors).

This matter is classified confidential due to its content containing personnel issues.

It is not appropriate for personnel issues to be discussed in public. As part of Council processes, the outcome of consideration of the matter will be disclosed to the public.

RECOMMENDATION

Recommended that:

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

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

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

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

The Chairman called for verbal representations from the gallery.

There were no representations from the gallery.

Vaughan Macdonald (General Manager) declared a pecuniary interest in Item 18.1 - General Manager's Annual Performance Review for period ending February 2018 (his performance review) together with the Director Infrastructure and Environment, Chief Financial Officer/Manager Mid-Richmond and Manager Governance and Risk, retired from the meeting at this stage, the time being 5.36pm.

200318/16 RESOLVED (Cr Hayes/Cr Humphrys)

That:

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

FOR VOTE - All Council members voted unanimously.

Council closed its meeting at 5.36 pm. The public and media left the Chamber.

The Open Council Meeting resumed at 5.43pm.

The General Manager and Director Infrastructure and Environment and returned to the meeting at this stage, having been absent during the Closed Council session.

19 RESOLUTIONS OF CLOSED COUNCIL

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

18.1 GENERAL MANAGER'S ANNUAL PERFORMANCE REVIEW FOR PERIOD ENDING FEBRUARY 2018

That:

1. In accordance with Clause 8.3 of the Standard Contract of Employment, General Managers of Local Government in NSW and the Guidelines for the Appointment and Oversight of General Managers, Council award a discretionary increase as set out in this report (inclusive of the Statutory and Other Offices Remuneration Tribunal (SOORT) increase) to the General Manager's Total Remuneration Package (TRP), due to the assessment of his performance being very satisfactory to excellent in all areas for the period and to bring his remuneration into line with market remuneration rates for General Managers in like sized councils.
2. That the increase be applied effective from the contract anniversary date of 16 February 2018.
3. The Mayor and General Manager are to develop a draft performance agreement for the coming year, for review and agreement by all Councillors.

The Meeting closed at 5.45 pm.

CONFIRMED - 17 April 2018

CHAIRMAN