

Richmond  
Valley  
Council



**Minutes**  
**Ordinary Meeting**  
**Tuesday, 19 July 2016**

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

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**PRESENT**

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

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

**1 ACKNOWLEDGEMENT OF COUNTRY**

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

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

**2 PRAYER**

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The meeting opened with a prayer by the General Manager.

**3 PUBLIC ACCESS AND QUESTION TIME**

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**3.1 PUBLIC ACCESS - ITEMS 10.1 AND 10.5 - NOTICES OF MOTION - GREYHOUND INDUSTRY**

The Mayor acknowledged that there were quite a number of people from the greyhound industry in the gallery and suggested that Council allow a representative to speak in Public Access.

**190716/1 RESOLVED** (Cr Mustow/Cr Hayes)

That a representative from the greyhound industry be allowed to address Council.

FOR VOTE - All Council members voted unanimously.

The Mayor invited a speaker to come forward. Mr Darryl Armfield was the nominated speaker.

Mr Armfield advised that as a greyhound trainer and owner he had invested in state of the art kennels and a training facility and along with many other people who owned or trained greyhounds, would be severely impacted by the ban. He spoke of the economic and social impact the ban would have on businesses and members of the community. Mr Armfield also estimated that the greyhound industry currently brings around \$19 million annually into the community.

The Mayor thanked Mr Armfield for his presentation.

### **3.2 QUESTIONS – MS JILL LYONS**

Ms Lyons asked the following questions:

#### Question 1

*“It appears the last time any commitment to a koala plan was last considered was in June 2008 when a report and a map was prepared by Dave Mitchell from the Australian Koala Foundation. The report which was adopted by Council suggested a number of recommendations (12), which were then considered as the minimum necessary to provide for the long-term viability of koala populations within the Council planning area. I will read out just three of the recommendations.*

- 1. To amend Local Environmental Planning documents to reflect the location and significance of identified Primary and Secondary Koala Habitat areas;*
- 4. Institute a Tree Preservation Order over the following Eucalypt species - the Forest Red Gum, Tallowood, Swamp Mahogany, Grey Gum and Red Mahogany within the council Local Government Area*
- 9. Design and implement a long term program to restore and manage koala habitats, including the future possibility (given the more pressing need to secure remaining populations) of creating or enhancing ‘habitat links’ in suitable areas, in conjunction with local landholders, with a view to restoring ecological integrity and increasing the carrying capacity for koalas generally.*

*The age of this document and the possible lack of follow up causes great concern that our precious koala numbers have quite possibly been greatly diminished through previous Council’s lack of commitment to carrying out these recommendations at the time of the study undertaken in 2008.*

*Were any of the recommendations followed up and, if not, why not? When can we expect Richmond Valley Council to develop a Comprehensive Plan of Management for the koalas that live in the Richmond Valley?”*

The Director Infrastructure and Environment advised as follows:

*"In answer to the question, the recommendations which have been used as an example have not been followed up. However, Council has taken other measures to ensure our koala populations are protected.*

*The Australian Koala Foundation Habitat Atlas is considered to be a broad brush mapping exercise which contains irregularities in mapping and in some instances omits important areas where koala colonies are present.*

*Council engaged consultants to prepare a Koala Study that provides important initial baseline data which identified koala colonies which are considered as being potentially under risk or threat.*

*Council incorporated environmental overlay mapping layers within the LEP which identifies the existence of important vegetation and likely fauna corridors which trigger the need for assessment should a Development Application be received over areas identified.*

*In addition, State Environmental Planning Policy 44 – Koala Habitat Protection overrides any local planning instrument and its requirements are considered when assessing development applications.*

*Council has and will continue to seek funding to undertake a Comprehensive Koala Plan of Management."*

## Question 2

*"Last Friday a woman rang me regarding the large fig trees opposite the RTA in Casino and the removal of these trees to improve the saleability of the property. As these trees are the home of the micro bats and many of the females are pregnant, the removal of these trees would impact negatively not only on the bats hibernating in the bark but would also cause enough stress to the pregnant bats to abort or give birth to stillborn young.*

*What is Council able to do to ensure these trees are not removed and would Council be liable for any costs lost by the owners of the property if they could not sell or sold at a loss due to the presence of the bats?"*

The Director Infrastructure and Environment advised as follows:

*"The proposal is to trim the trees and to provide a buffer between the premises on the property and the fig trees in which the flying foxes roost. The trees are not being removed.*

*Council is not aware of any micro bats in the fig trees, at least in large numbers. The fig trees are used as a roost by the Little Black and Grey Headed Flying Fox*

*Advice from the Office of Environment and Heritage confirmed level 1 and 2 works such as trimming trees to provide a buffer can be done under Part 5 of the Environmental Planning and Assessment Act.*

*The Review of Environmental Factors (REF) was prepared under Part 5 of the Environmental Planning and Assessment Act and the trimming of the figs is in keeping with the existing REF.*

*The consulting ecologists who prepared the REF identify that the time to do any works where Grey Headed Flying Fox roost is in the months May–July.*

*Council has been facilitating the proposed works to create a buffer between flying fox camps and sensitive properties to ensure the process is managed appropriately.*

*Council is not aware of any liability for any costs lost by the owners of the property if they could not sell due to the presence of flying foxes."*

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#### **4 APOLOGIES**

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Nil.

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#### **5 MAYORAL MINUTE**

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Nil.

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#### **6 CONFIRMATION OF MINUTES**

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##### **6.1 ORDINARY MEETING MINUTES - TUESDAY, 28 JUNE 2016**

A copy of the Minutes of the Ordinary Meeting, held on Tuesday, 28 June 2016, was distributed with the Business Paper.

#### **RECOMMENDATION**

Recommended that the Minutes of the Ordinary Meeting, held on Tuesday, 28 June 2016, be taken as read and confirmed as a true record of proceedings.

#### **190716/2 RESOLVED (Cr Morrissey/Cr Mustow)**

That the Minutes of the Ordinary Meeting, held on Tuesday, 28 June 2016, be taken as read and confirmed as a true record of proceedings.

FOR VOTE - All Council members voted unanimously.



**7 MATTERS ARISING OUT OF THE MINUTES**

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**7.1 QUESTIONS FOR NEXT MEETING IN WRITING (ORDINARY MEETING ITEM 17 - PAGES 74-75)**

Cr Hayes sought an update on the response to the question he asked at the last meeting concerning the sand on the Main Beach at Evans Head

The General Manager advised that he had received emailed advice that day from the Department of Primary Industries and that Council staff were working with the Department on an agreed statement to release to the Richmond Valley community in the next couple of days.

**8 DECLARATION OF INTERESTS**

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**8.1 DECLARATION OF INTERESTS - ORDINARY MEETING 19 JULY 2016**

Cr Bennett declared a pecuniary interest in Item 10.1 - Notice of Motion (Cr Sandra Humphrys) Greyhound Industry and Item 10.5 - Notice of Motion (Cr Robert Mustow) Greyhound Industry (Relative owns greyhounds).

Cr Hayes declared a non-pecuniary (insignificant conflict) interest in Item 15.7 - Development Applications determined under the Environmental Planning and Assessment Act for the period 1 June to 30 June 2016 (Applicant for DA2016/0195, CDC2016/0021 and CDC2016/0022).

**9 PETITIONS**

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Nil.

The Mayor, Cr Bennett, having previously declared an interest in the following matter, retired from the meeting at this stage, the time being 5.14pm

Cr Sullivan, Deputy Mayor, assumed the chair.

**10 NOTICES OF MOTION**

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**10.1 NOTICE OF MOTION (CR SANDRA HUMPHRYS) - GREYHOUND INDUSTRY**

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Cr Humphrys submitted the following Notice of Motion.

**Notice of Motion**

That Council:

1. Write to the NSW Government to express its concern for the impact of the recently announced greyhound racing ban on those in the Richmond Valley community who participate in and/or rely on the greyhound industry for their livelihood who have been operating in line with its Codes and Standards.
2. Assesses the economic impact of the ban on greyhound racing on the Richmond Valley economy and community, including loss of jobs.
3. Offers support to the local greyhound industry members to assist them to prepare for the impact of the ban.
4. Seeks that if the ban is to remain, a longer transition time be provided to enable industry participants to adjust.

**190716/3 RESOLVED (Cr Humphrys/Cr Mustow)**

That Council write to the NSW Government and Local Members of Parliament (Mr Chris Gulaptis, Member for Clarence and the Hon Thomas George, Member for Lismore) to:

1. Express its concern for the economic and social impact the recently announced greyhound racing ban will have on the significant number of families in the Richmond Valley community who participate in and rely on the greyhound industry for their livelihood and the flow on impacts to supporting industries the ban will have, in particular loss of jobs.
2. Advise that an economic and social impact assessment will be prepared for Council's consideration at its August meeting, which will then be provided to the NSW Government to inform its consideration of the ban and the support package it has committed to provide industry participants.

FOR VOTE - All Council members voted unanimously.

ABSENT. DID NOT VOTE - Cr Bennett

Cr Mustow confirmed that he was withdrawing his Notice of Motion in Item 10.5.

The Mayor returned to the meeting at 5.29pm and assumed the chair.

**10.2 NOTICE OF MOTION (CR DANIEL SIMPSON) - RECREATIONAL VEHICLE FRIENDLY PARK WOODBURN**

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Cr Simpson submitted the following Notice of Motion.

**Notice of Motion**

That Council provide in principle support to the interest expressed by the Campervan and Motorhome Club of Australia in establishing a Recreational Vehicle (RV) Friendly Park in Woodburn on the Crown Land south-west of the corner of the Pacific Highway and the Woodburn-Coraki Road subject to Crown Lands and other planning approvals and community consultation.

**190716/4 RESOLVED** (Cr Simpson/Cr Hayes)

That Council provide in principle support to the interest expressed by the Campervan and Motorhome Club of Australia in establishing a Recreational Vehicle (RV) Friendly Park in Woodburn on the Crown Land south-west of the corner of the Pacific Highway and the Woodburn-Coraki Road subject to Crown Lands and other planning approvals and community consultation.

FOR VOTE - All Council members voted unanimously.

**10.3 NOTICE OF MOTION (CR ROBERT MUSTOW) - FIXING COUNTRY TRUCK WASHES PROGRAM**

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Cr Mustow submitted the following Notice of Motion.

**Notice of Motion**

That Council applies for funding under the Fixing Country Truck Washes program, which is a Federal and State Government joint initiative aimed at targeted key livestock routes to reduce effluent spills and improve road safety. With the forthcoming redevelopment of Council's Northern Rivers Livestock Exchange, funding to upgrade the truck wash facilities would be timely.

**190716/5 RESOLVED** (Cr Mustow/Cr Morrissey)

That Council applies for funding under the Fixing Country Truck Washes program, which is a Federal and State Government joint initiative aimed at targeted key livestock routes to reduce effluent spills and improve road safety. With the forthcoming redevelopment of Council's Northern Rivers Livestock Exchange, funding to upgrade the truck wash facilities would be timely.

FOR VOTE - All Council members voted unanimously.

**10.4 NOTICE OF MOTION (CR ROBERT MUSTOW) - MEETING WITH MEMBER FOR PAGE MR KEVIN HOGAN MP**

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Cr Mustow submitted the following Notice of Motion.

**Notice of Motion**

That Council seeks a meeting with the re-elected Member for Page, Mr Kevin Hogan MP to discuss his priorities and the election commitments he made for the next term of Government and identify other opportunities to work together for the benefit of the Richmond Valley community.

**190716/6 RESOLVED** (Cr Mustow/Cr Morrissey)

That Council seeks a meeting with the re-elected Member for Page, Mr Kevin Hogan MP to discuss his priorities and the election commitments he made for the next term of Government and identify other opportunities to work together for the benefit of the Richmond Valley community.

FOR VOTE - All Council members voted unanimously.

**10.5 NOTICE OF MOTION (CR ROBERT MUSTOW) - GREYHOUND INDUSTRY**

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Cr Mustow submitted the following Notice of Motion.

**Notice of Motion**

That a report be submitted to Council which outlines the potential impact on Council and the Richmond Valley community from the decision by the NSW Government to ban greyhound racing from 1 July 2017.

Note: Cr Mustow had advised, at the conclusion of voting on the motion in Item 10.1, that he was withdrawing this Notice of Motion; therefore, the Notice of Motion has been withdrawn.

**11 MAYOR'S REPORT**

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Nil.

## **12 DELEGATES' REPORTS**

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### **12.1 DELEGATES' REPORTS SUBMITTED TO THE JULY 2016 ORDINARY MEETING**

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#### **RECOMMENDATION**

Recommended that the Delegates' Reports be received and noted.

**190716/7 RESOLVED** (Cr Morrissey/Cr Mustow)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

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#### **Report**

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

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

#### **Submitted by Cr Mustow and Cr Sullivan**

**Subject Matter of Attendance:** Rous Water Council Meeting held at Lismore on 15 June 2016.

#### **Precis/Summary of Issues Discussed/Considered:**

Summary of the main items of business were:

1. Draft Operational Plan incorporating the 2016/17 Budget Estimates and Revenue policy

Council adopted its 2016/17 Budget estimates and Revenue policy (producing an operating surplus of \$24,600) and Operational Plan.

2. Draft Drought Management Plan

The current regional Drought Management Plan was adopted by Rous Water and the constituent councils in 2009. The plan does not reflect contemporary drought management practices that have evolved since it was adopted.

A new draft Drought Management Plan has been prepared under the guidance of staff representing the five councils with the resultant comments being utilised in the development of the draft document.

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It is not a statutory requirement for the plan to be publically exhibited but it is considered advantageous to do so. During the exhibition period, a copy is being referred to each constituent council and any organisation that the constituent councils identify as appropriate, i.e. Chamber of Commerce.

The draft Drought Management Plan is on public exhibition until 20 July 2016 and will be reported to the August Council meeting. A copy of the plan is available on Council's website.

### 3. Reconciliation Action Plan

In August this year Council agreed to develop a Reconciliation Action Plan in conjunction with relevant Aboriginal stakeholders. The plan particularly focuses on an Aboriginal employment strategy. The draft Operational Plan 2016/17 includes \$55,000 for Reconciliation Action Plan initiatives, with \$40,000 separately provided, subject to Council's future approval, in delivering Aboriginal employment strategies. The remaining \$15,000 is available for facilitating the Reconciliation Action Plan Advisory Group meetings, including sitting fees, participation in NAIDOC, and Reconciliation Weed events and cultural awareness training.

The Reconciliation Action Plan provides a practical, respectful and achievable initial platform of goals and actions for progressing reconciliation outcomes which recognise Rous Water's existing, strong relationships with Traditional Custodians of Rocky Creek Dam, and enhances our ability to establish new relationships into the future.

A copy of the final Reconciliation Action Plan is available on Council's website.

### 4. Development Servicing Plan for Bulk Water Supply 2016

Following an exhibition period, Council resolved to adopt the Development Servicing Plan for Bulk Water Supply 2016, effective 1 July 2016.

The Development Servicing Plan for Retail Water Supply Services 2009 will be revoked effective 30 June 2016.

### 5. Information reports

#### i) Investments – May 2016

This report outlined all Council's investments and borrowings as at May 2016. The total funds invested for May 2016 were \$22,523,676 with a return of 2.01%.

#### ii) Water production and usage – May 2016

This report indicated that for the May 2016 period water consumption by constituent councils had increased by 5.82% when compared to the same period last year. Daily source usage during May 2016 averaged 30.036ML which was a slight increase from the April 2016 daily average of 29.66ML. Rocky Creek Dam

received 14mm of rainfall in May 2016. As at the date of the report Rocky Creek Dam was at full capacity.

6. Woolgoolga to Ballina Pacific Highway upgrade – Rous Water pipeline relocations

As part of the Woolgoolga to Ballina Pacific Highway upgrade project, Rous Water will undertake the relocation of infrastructure that is impacted by the project. Both Rous Water and Richmond Valley Council have existing assets located within the proposed project corridor that will be impacted by these works. Rous Water has several water mains that will be impacted along the length of the Woodburn to Broadwater project boundary.

Rous Water and Richmond Valley Council have been working with Roads and Maritime Services in the design and documentation of the relocation of their respective infrastructure. This phase of the works is now complete. Rous Water has previously advised Roads and Maritime Services that it will undertake the works in association with the relocation of its infrastructure and that Roads and Maritime Services is to pay the full cost for the water pipeline relocations. Roads and Maritime Services has agreed to this arrangement.

7. Letting Contract – St Helena trunk main – corrosion repairs

The contract for this project has been awarded to Australian Prestressing Structures Pty Ltd (report dealt with in closed council).

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**Submitted by Cr Morrissey**

**Subject Matter of Attendance:** Richmond River County Council Meeting held at Lismore on 23 June 2016. (Cr Humphrys had submitted an apology for her inability to attend the meeting.)

**Precis/Summary of Issues Discussed/Considered:**

The main items of business were:

1. Adoption of Operational Plan incorporating the 2016/17 Budget Estimates and Revenue Policy - no submissions had been lodged during the public consultation process.
2. Notation of the record of investments for the month of May 2016.

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**Submitted by Cr Sullivan**

**Subject Matter of Attendance:** Far North Coast Weeds Meeting held at Lismore on 27 June 2016.

**Precis/Summary of Issues Discussed/Considered:**

The main items of business were:

1. Adoption of Operational Plan incorporating the 2016/17 Budget Estimates and Revenue Policy - no submissions had been lodged during the public consultation process.
2. Manager Weed Services report:
  - i) Council endorsed the dissolution of the North Coast Weeds Advisory Committee.
  - ii) Council noted the Operations report for April to May 2016.
3. Notation of the record of investments for the month of May 2016.

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**13 MATTERS DETERMINED WITHOUT DEBATE**

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**190716/8 RESOLVED** (Cr Humphrys/Cr Morrissey)

That Items 14.1, 14.2, 14.3, 14.4, 14.8, 14.9, 14.11 and 14.12 be determined without debate.

FOR VOTE - All Council members voted unanimously.

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**14 MATTERS FOR DETERMINATION**

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**14.1 INTERNAL AUDIT COMMITTEE MEETING HELD ON TUESDAY 5 JULY 2016**

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**RECOMMENDATION**

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

**190716/9 RESOLVED** (Cr Humphrys/Cr Morrissey)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.



**Executive Summary**

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

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

1. 2016 Audit Strategy
2. Internal Audit Reports undertaken since the last meeting being:
  - Tech One Post Implementation Review
  - Revenue Streams and Financial Controls Review
3. Outstanding Action Items from previous reports
4. Internal Audit Strategy and Plan 2016-2019
5. Next meeting date - to be confirmed, November 2016

**Community Strategic Plan Links**

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

**Budget Implications**

Nil.

**Report**

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

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

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**PRESENT**

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

Jarrold Lean & Mark Griffiths (Internal Auditor Grant Thornton), Geoff Dwyer (Thomas, Noble & Russell), Vaughan Macdonald (General Manager), Ben Zeller (Executive Internal Audit), Simon Adcock (Chief Operating Officer) and Julie Clark (Personal Assistant to General Manager and Mayor) were also in attendance.

**APOLOGIES**

Nil.

**DECLARATION OF INTERESTS**

Nil.

**AGENDA ITEMS**

**1. Internal Audit Reports**

- 2016 Audit Strategy  
Geoff Dwyer from Auditors Thomas, Noble and Russell addressed the meeting and identified key points of interest contained within the Audit Strategy report.
- Internal Audit Reports  
Mark Griffiths from Internal Auditor Grant Thornton, addressed the meeting and identified points of interest contained within the following reports:
  - Tech One Post Implementation Review
  - Revenue Streams and Financial Controls Review

Auditor's comments:

- Tech One Post Implementation Review – rating 'Needs Improvement'
- Revenue Streams and Financial Controls Review – rating 'Acceptable'

The Committee received and noted the 2016 Audit Strategy and Internal Audit Reports; TechOne Post Implementation Review and Revenue Streams and Financial Controls Review.

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## **2. Internal Audit Reviews - Outstanding action items**

The Internal Auditor presented the outstanding action items as identified within the report.

Auditor's comments:

- i. Customer service review items to be addressed immediately.
- ii. Review of Wiki ongoing.
- iii. Procurement review items to be investigated immediately.
- iv. WHS Review; actions continuing and to be complete by 31 December as required.
- v. Emergency Preparedness Plan; openly discussed at all staff meetings.
- vi. Douse Register; updated continually in our Safe-hold Risk System.

An action for the next meeting for the Executive Officer Internal Audit is to only highlight outstanding actions that have passed the required date.

The committee received and noted the Internal Audit Reviews – outstanding action items report.

## **3. Internal Audit Strategy and Plan 2016-2019**

Jarod Lean from Internal Auditor Grant Thornton, addressed the meeting and identified key points of interest contained within the following reports:

- Internal Audit Strategy 2016-2019
- Internal Audit Plan 2016-2017

Auditor's comments:

- i. Three-year strategy.
- ii. Risk Register for the Internal Audit Strategy was updated following discussions with Executive team.
- iii. Inherent risks will always occur due to Council's operations.
- iv. Identified appropriate time-frames for reviews to be undertaken.
- v. Plant and fleet audit to be brought forward in the schedule

### **Action:**

- i. A Water Supply Contamination Preparedness report to be prepared and providing to a future meeting.
- ii. Order of review should reflect the Plant and Fleet audit occurring first.

## **OTHER MATTERS**

Next Internal Audit Committee meeting to be held in November 2016, at 4pm

The meeting closed at 5.10 pm

**14.2 PRIORITY PROJECTS FOR REGIONAL DEVELOPMENT AUSTRALIA****Responsible Officer:**Vaughan Macdonald (General Manager)

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**RECOMMENDATION**

Recommended that Council nominates the Northern Rivers Livestock Exchange, the Nampoona industrial precinct, including the Casino Rail Freight Terminal, and the Northern Rivers Rail Trail as its top three projects to attract funding via Regional Development Australia, and other sources.

**190716/10 RESOLVED** (Cr Humphrys/Cr Morrissey)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

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**Executive Summary**

The new Chair of Regional Development Australia (RDA), Don Page, has requested all councils to advise RDA of their top three projects which would contribute to the regional economy. Regional Development Australia is developing a new regional plan which will identify the key priorities for the region to inform funding bids by the RDA and for councils to have RDA support when seeking funding.

Richmond Valley Council has identified the Northern Rivers Livestock Exchange, the Nampoona Industrial Precinct, including the Casino Rail Freight Terminal, and the Northern Rivers Rail Trail, as all three projects are best suited to RDA's criteria, which is focussed on regional economic activity to encourage growth and jobs.

The economic growth of the region has been identified as a key objective for the Richmond Valley community within Council's Community Strategic Plan, and these projects have been a source of significant optimism in regard to the opportunities they could bring.

A Commercial-in-Confidence briefing document has been prepared for RDA Northern Rivers to support the nominated projects.

**Community Strategic Plan Links**

Focus Area 2 Local Economy - Long-term Goal: 2.1 Business, Industry and Agriculture (Strategy 2.1.9 Create an environment for business development, growth and opportunity through innovation and entrepreneurship development funding).

## **Budget Implications**

Council will use its current budget allocations as leverage to seek additional grant funding to enhance our ability to deliver exciting projects for the community.

## **Report**

To ensure the Richmond Valley local government area is well positioned for the future - socially, environmentally and economically - Council has an important role to play in creating the right conditions for investment, employment and growth. A key to achieving this is to capitalise on as many opportunities as possible, including working with RDA to identify suitable sources of funding for local projects and initiatives.

### ***The Northern Rivers Livestock Exchange (NRLX)***

Commonly known as the Casino saleyards, the NRLX is a key business activity for Richmond Valley Council, and has been the major marketing centre for the beef industry on the Northern Rivers region since it opened in 1983. It regularly sees more than 100,000 cattle processed per year making it one of the busiest facilities in the State. The original design of the NRLX was adapted from an already 20-year-old design, which effectively makes the facility more than 50 years old design-wise. Council has been working to upgrade the facility for many years with funding being the obstacle to starting the project. Ideally, the NRLX is in need of a full upgrade as significant operational, health and safety risks exist at the facility, in addition to increasing maintenance costs and desire of Council to ensure the highest standards of animal welfare.

### ***The Nammoona Industrial Precinct***

Situated on Reynolds Road, North Casino, the Nammoona Industrial Precinct is anticipated to generate employment, business activity and revenue for the local community. The precinct has been identified as a key industrial expansion zone in the Richmond Valley Council area, and is slowly but surely taking off. Not only do we see upgrades and expansions to the Northern Rivers Livestock Exchange, the Nammoona Waste Facility and the Northern Co-operative Meat Company, the precinct is also home to Boral Timber and Riverina Stock Feed. Council is also actively pursuing new technology investments in the waste-to-energy sector for this precinct. About 60 hectares of vacant industrial land has been zoned in anticipation of opportunities which an intermodal facility could also deliver to the precinct.

### ***The Casino Rail Freight Terminal***

The Casino Rail Freight Terminal is a proposed terminal facility located about five kilometres north of the township. On completion, the facility will consist of a rail freight terminal and a grain terminal, both of which have been granted the required development consents. The Casino Rail Freight Terminal project is a key component of Council's vision for the Nammoona Industrial Precinct with projections showing 43 direct jobs and 78 flow-on jobs to the region, delivering an overall increase of \$28.2 million to the local economy.

***The Northern Rivers Rail Trail***

The Northern Rivers Rail Trail proposal provides an opportunity to develop a neglected and deteriorating local asset into a productive and attractive tourism drawcard for the local area. The rail trail will create a link between the natural attractions of the Northern Rivers whilst providing sustainable economic opportunities for the communities of the region. The proposed trail is a shared path of 132 kilometres which will connect the towns and villages of Casino, Lismore, Bangalow, Byron Bay, Mullumbimby, Mooball and Murwillumbah, and be for use by pedestrians, cyclists and horse riders. The rail corridor on which the trail will be constructed is currently disused and requires significant maintenance and provides little benefit to the community.

**Consultation**

Council gained valuable input for its signature projects by collecting ideas, information and feedback from the community, business and industry leaders, and staff via a number of reviews, meetings, and workshops.

**Conclusion**

Regional Development Australia has an important role in planning regional economic projects and Council's top three priority projects will feed into that planning.

**14.3 NORTHERN RIVERS LIVESTOCK EXCHANGE (NRLX) STATISTICS AND FINANCIAL PERFORMANCE AS AT 30 JUNE 2016****Responsible Officer:**

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

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**RECOMMENDATION**

Recommended that Council note the performance of the Northern Rivers Livestock Exchange (NRLX) as at 30 June 2016.

**190716/11 RESOLVED** (Cr Humphrys/Cr Morrissey)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

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**Executive Summary**

The throughput for the NRLX for the year ended 30 June 2016 was down 1.25% compared to 2014/2015.

Income from sales for the year is \$852,440 which is 95% of the budgeted sales income for the year. Council has also earned \$83,532 in interest from re-investing the loan funds borrowed to upgrade the complex.

Expenditure is at \$954,167 or 98% of total recommended budget expenditure. Since drawing down the \$3 million loan for the upgrade of the NRLX, Council has become liable for interest payments. These payments are made biannually, therefore the payment made in the first quarter related to both the first and second quarters. These borrowings have been re-invested until the upgrade commences therefore earning interest income as mentioned above. Council also is in receipt of the Local Infrastructure Renewal Scheme (LIRS) subsidy on this loan; that subsidy has equated to \$88,117 in income for the 2015/2016 financial year. There are no major concerns in any area of expenditure as at the end of the year.

The NRLX operating result at the end of the fourth quarter is a \$69,922 surplus including depreciation, against an adopted budget surplus of \$64,567. The cash surplus as at 30 June 2016 is \$223,272 against the anticipated year end cash result of a \$217,918 surplus.

### **Community Strategic Plan Links**

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

### **Budget Implications**

As detailed in the report.

### **Report**

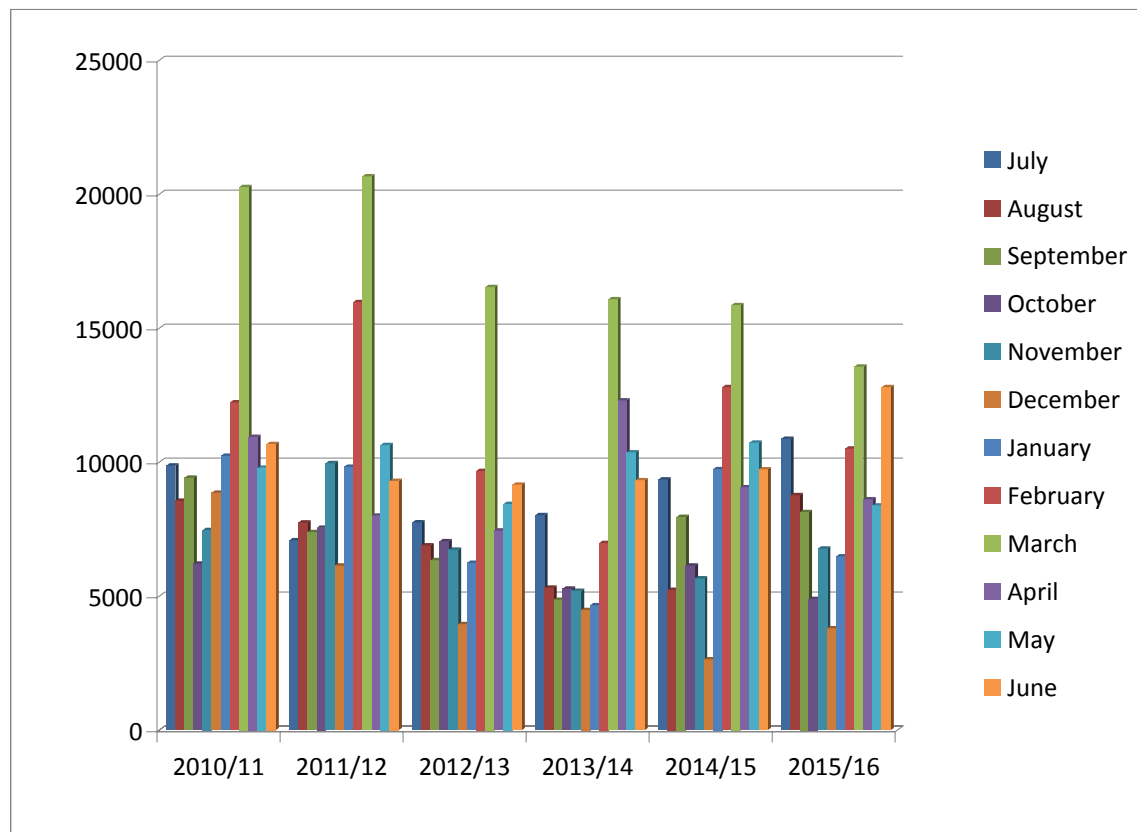
This report provides an update of Saleyard throughput as at the end of June 2016 and also monthly throughput from 2010/2011 to 2015/2016.

The graph below indicates 29,817 head were processed through sales at the NRLX in the 2015/2016 June quarter, compared with 29,537 head for the same period in 2014/2015. This is a very pleasing result, with an increase of 280 head for the quarter. This increase is mainly due to very strong prices and re-stocker demand nationally. Record prices have continued in an upward trend at the NRLX, giving confidence in ensure longevity of the NRLX as a regional facility.

Set out below are recorded figures and graphs for cattle.

	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
July	9,879	7,093	7,760	8,027	9,361	10,878
August	8,568	7,754	6,899	5,320	5,237	8,774
September	9,425	7,397	6,345	4,869	7,965	8,144
October	6,214	7,559	7,054	5,286	6,147	4,899
November	7,473	9,966	6,737	5,203	5,667	6,781
December	8,867	6,144	3,959	4,487	2,645	3,805
January	10,240	9,834	6,248	4,664	9,744	6,487
February	12,240	15,977	9,675	6,991	12,808	10,509
March	20,270	20,672	16,538	16,084	15,866	13,572
April	10,947	8,014	7,457	12,311	9,069	8,620
May	9,793	10,642	8,444	10,370	10,730	8,390
June	10,680	9,305	9,164	9,332	9,738	12,807
<b>TOTAL</b>	<b>124,596</b>	<b>120,357</b>	<b>96,280</b>	<b>92,944</b>	<b>104,977</b>	<b>103,666</b>

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





### ***Financial Implications***

The following table shows actual income and expenditure against the original budget for the financial year up to 30 June 2016.

<b>NRLX Income and Expenditure</b>	<b>Actual 30 June 2016</b>	<b>Budget</b>
<b>Income</b>		
Fees & Rent	852,440	893,726
Interest on Investment	83,532	58,500
LIRS Subsidy	88,117	84,600
<b>Expenses</b>		
Salaries and On Costs	294,343	307,788
Materials and Contracts	74,703	51,800
Interest on Loans	115,140	111,900
Depreciation	153,350	153,351
SRA Lease Agreement	0	5,125
Electricity Charges	25,917	32,000
Telephone Charges	5,422	7,100
Insurance Charges	8,772	8,825
Advertising Costs	9,224	11,993
Printing and Stationery	984	513
Licence Fees	6,100	6,458
Subscriptions	490	5,740
Security Charges	3,202	3,500
Staff Training	1,227	2,000
Software Licences	2,091	8,815
Other General Expenses	5,303	0
Internal Charges	247,899	255,351
<b>Net Operating Result</b>	<b>69,922</b>	<b>64,567</b>

As shown above, as at 30 June 2016 the NRLX operating result including depreciation is a surplus of \$69,922. With depreciation added back, the NRLX operating result is a \$223,272 surplus. Income is slightly higher than expected due to the higher than expected interest earned on monies invested. It is noted, at this stage, that these are unaudited figures and the result could vary slightly once end of year processes and audit have been completed.

In relation to expenditure there are two items that need clarification. The first item is Interest on Loans. Since drawing down the \$3 million loan for the upgrade of the NRLX, Council has become liable for interest payments. These payments are made biannually; therefore the payment made in the first quarter related to both the first and second quarters and payments made in the third quarter relate to third and fourth quarters. The LIRS subsidy shown in income directly relates to the amount of interest paid on the \$3 million loan. The majority of all other expense categories are within budget with those over being minor expenditure items. The largest category of expenditure outside of salaries is internal charges. This covers administration overheads, Council rates, internal plant charges and on-site sewerage charges.

### **Conclusion**

This report provides information on monthly throughput of cattle at the NRLX. The figures shown in the report are a pleasing result with the surplus finishing higher than the budgeted surplus. These figures could change slightly once end of year processing and audit has been finalised, although this is not expected.

**14.4 FINANCIAL ANALYSIS REPORT - JUNE 2016****Responsible Officer:**Ryan Gaiter (Chief Financial Officer/Manager Mid-Richmond)

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**RECOMMENDATION**

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

**190716/12 RESOLVED** (Cr Humphrys/Cr Morrissey)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

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**Executive Summary**

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

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

All investments are in accordance with Council's Investment Policy.

Council's cash and term deposit investment portfolio has maturity dates ranging from same day up to 181 days. Deposits are made taking into account cash flow requirements and the most beneficial investment rates available at the time of making any investment.

Council has maintained its investments with NSW Treasury Corporation during this period. The Hourglass Cash Facility Trust has \$8,000,000 invested in it and the Hourglass Strategic Cash Facility Trust has \$8,000,000 invested in it. As of 30 June 2016 the Hourglass Cash Facility Trust is valued at \$8,153,705.76 and the Hourglass Strategic Cash Facility Trust is valued at \$8,155,896.09.

Council's total Investment Portfolio at fair value as at 30 June 2016 was \$31,731,591.13 against a face value of \$31,421,989.28. Council also has \$652,684.79 in General Bank Accounts and \$120,994.55 in Trust Funds as at 30 June 2016.

**Community Strategic Plan Links**

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

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## Budget Implications

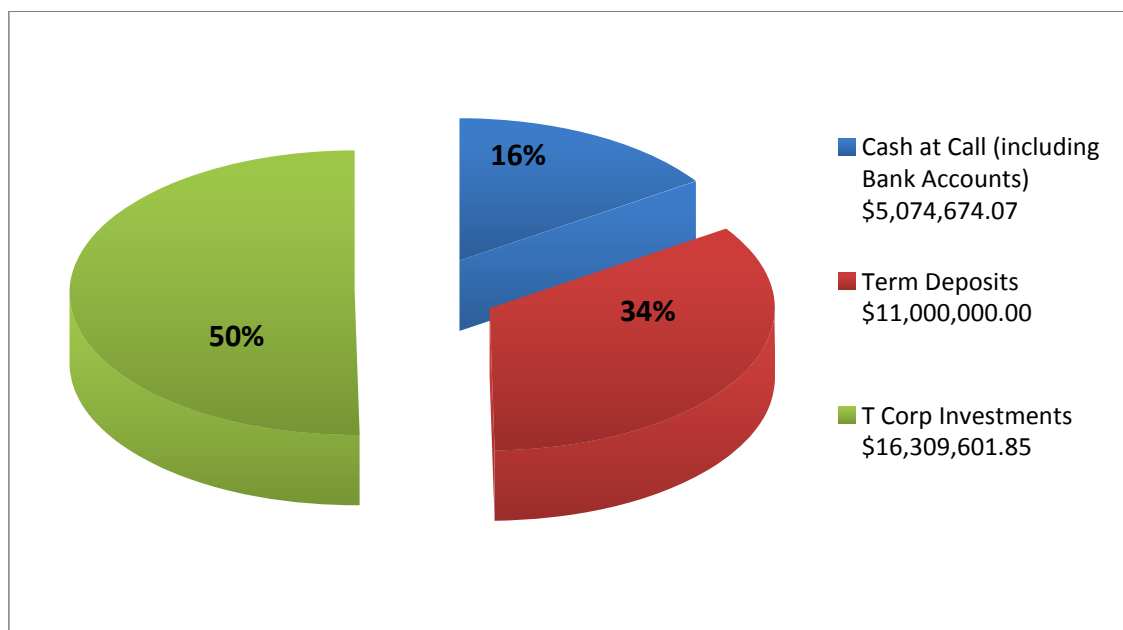
Year to date Council has earned \$476,629.08 in interest and \$316,701.85 in fair value gains for total revenue of \$793,330.93 against a budget of \$868,000.00 which equates to 91.40%.

## Report

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

This report includes the provision of fair value for all Council's investments. Council receives indicative market valuations on these investments monthly (where available) and this can be compared to the face value or original cost of the investment when purchased (where available). The notion of fair value is to comply with Australian Accounting Standard AASB 139. The market valuations of fair value valuations are an indication only of what a particular investment is worth at a point in time and will vary from month to month depending upon market conditions. The fair value of Council's Investment Portfolio as at 30 June 2016 was \$31,731,591.13 against a face value of \$31,421,989.28.

The following graph shows a breakup of Council's investment portfolio as at 30 June 2016:



The Reserve Bank of Australia (RBA) didn't adjust the cash rate at its June 2016 meeting, so the cash rate in Australia was 1.75% per annum at June 2016 month end.

Council has a term deposit portfolio of \$11,000,000 or 34.67% of the total portfolio composition. In terms of investment yields, interest rates available for investments during the period have decreased from the previous report; the average yield of the deposits decreased from 3.05% to 3.02%. The short dated

deposit and cash position of the portfolio provides excellent liquidity to Council allowing flexibility to take advantage of higher interest bearing investments as the opportunities arise. Council has invested \$16,000,000 with NSW Treasury Corporation.

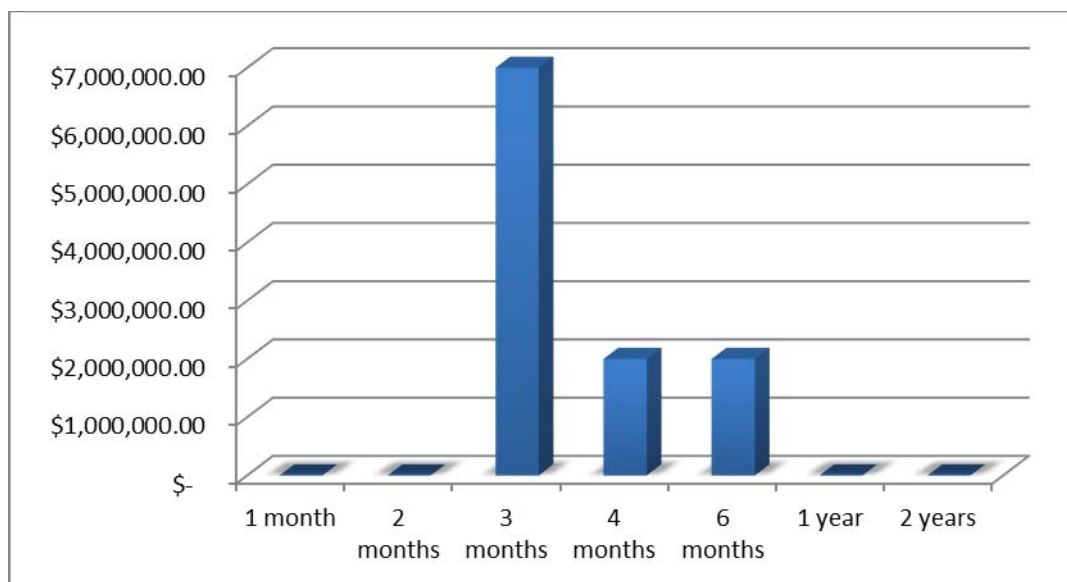
Council made four new term deposits during the month of June 2016.

Financial Institution	Investment Amounts	Maturity Date	Investment Rate per annum	Days Invested
Elders Rural Bank	\$1,000,000.00	4/10/2016	2.90%	120
AMP Ltd	\$1,000,000.00	5/12/2016	3.05%	181
Westpac Bank	\$1,000,000.00	18/10/2016	3.00%	120
Beyond Bank	\$1,000,000.00	28/09/2016	2.95%	91

Total term deposit maturities during the month ending 30 June 2016 included returning principal (in full) and interest, are shown in the following table.

Financial Institution	Investment Amount	Maturity Date	Investment Rate per annum	Interest Received
Auswide	\$1,000,000.00	6/06/2016	2.98%	\$7,429.59
ANZ Ltd	\$1,000,000.00	7/06/2016	3.05%	\$7,520.54
National Australia Bank	\$1,000,000.00	21/06/2016	3.08%	\$7,678.91
Beyond Bank	\$1,000,000.00	29/06/2016	3.03%	\$8,301.37

The following graph shows Council's term deposit maturities as at 30 June 2016.



## Conclusion

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

RICHMOND VALLEY COUNCIL FINANCIAL ANALYSIS REPORT AT 30 JUNE 2016													
Investment Name	Investment Source	Investment Type	Rating	Investment Date	Maturity Date	Interest Basis	Interest Frequency	Current Interest Rate for Month	Original Investment Value	Current Investment Fair Value	Fair Valuation Date	% of Total Portfolio	Capital Guarantee Maturity
<u>Cash at Call</u>													
CBA Business Online Saver	Commonwealth Bank	At Call	A1+/AA		At Call	Variable	Monthly	0.21%	N/A	4,421,989.28	30/06/2016	13.94%	No
Total Cash at Call										4,421,989.28		13.94%	
<u>Term Deposits</u>													
Term Deposit	Bank of QLD	Term Deposit	A2/BBB	6/04/2016	4/10/2016	Fixed for Term	Maturity	0.26%	N/A	1,000,000.00	30/06/2016	3.15%	Part
Term Deposit	Members Equity Bank	Term Deposit	A2/BBB	18/04/2016	18/07/2016	Fixed for Term	Maturity	0.26%	N/A	1,000,000.00	30/06/2016	3.15%	Part
Term Deposit	ANZ Ltd	Term Deposit	A1+/AA-	28/04/2016	27/07/2016	Fixed for Term	Maturity	0.26%	N/A	1,000,000.00	30/06/2016	3.15%	Part
Term Deposit	Auswide Bank	Term Deposit	A2/BBB	28/04/2016	27/07/2016	Fixed for Term	Maturity	0.26%	N/A	1,000,000.00	30/06/2016	3.15%	Part
Term Deposit	Members Equity Bank	Term Deposit	A2/BBB	11/05/2016	9/08/2016	Fixed for Term	Maturity	0.25%	N/A	1,000,000.00	30/06/2016	3.15%	Part
Term Deposit	Beyond Bank	Term Deposit	A2/BBB+	30/05/2016	29/08/2016	Fixed for Term	Maturity	0.25%	N/A	1,000,000.00	30/06/2016	3.15%	Part
Term Deposit	National Australia Bank	Term Deposit	A1+/AA-	30/05/2016	29/08/2016	Fixed for Term	Maturity	0.24%	N/A	1,000,000.00	30/06/2016	3.15%	Part
Term Deposit	Elders Rural Bank	Term Deposit	A2/A-	6/06/2016	4/10/2016	Fixed for Term	Maturity	0.24%	N/A	1,000,000.00	30/06/2016	3.15%	Part
Term Deposit	AMP Ltd	Term Deposit	A1+/AA-	7/06/2016	5/12/2016	Fixed for Term	Maturity	0.25%	N/A	1,000,000.00	30/06/2016	3.15%	Part
Term Deposit	Westpac Bank	Term Deposit	A1+/AA-	20/06/2016	18/10/2016	Fixed for Term	Maturity	0.25%	N/A	1,000,000.00	30/06/2016	3.15%	Part
Term Deposit	Beyond Bank	Term Deposit	A2/BBB+	29/06/2016	28/09/2016	Fixed for Term	Maturity	0.25%	N/A	1,000,000.00	30/06/2016	3.15%	Part
Total Term Deposits										11,000,000.00		34.67%	
<u>Fixed Interest Securities</u>													
Total Fixed Interest Securities										0.00	0.00		
<u>NSW Treasury Corporation Hourglass Investments</u>													
Cash Facility Trust	NSW Treasury Corporation	Trust		Various	N/A		Monthly		8,000,000.00	8,153,705.76	30/06/2016	25.70%	
Strategic Cash Facility Trust	NSW Treasury Corporation	Trust		Various	N/A		Monthly		8,000,000.00	8,155,896.09	30/06/2016	25.70%	
Total Fixed Interest Securities										16,000,000.00	16,309,601.85		51.40%
Total Investment Portfolio at Face Value										31,421,989.28			
Total Investment Portfolio at Fair Value											31,731,591.13		
Overall Average Interest Rate for month - Portfolio										0.25%			
<u>Bank Accounts</u>													
Account Name	Balance \$ 30-Jun-16												
General Fund Bank Account	640,423.39												
Trust Fund Bank Account	120,994.55												
NAB Cheque Account	-20.00												
Evans Head Memorial Areodrome Fund	12,281.40												
Total	773,679.34												
Total Bank Account Portfolio										773,679.34			
Total Portfolio										32,505,270.47			

**14.5 REVIEW OF POLICY 6.14 INVESTMENTS****Responsible Officer:**Ryan Gaiter (Chief Financial Officer/Manager Mid-Richmond)

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**RECOMMENDATION**

Recommended that Council adopt the revised Policy 6.14 Investments.

**190716/13 RESOLVED** (Cr Simpson/Cr Hayes)

That:

1. Council adopt the revised Policy 6.14 Investments.
2. Council staff provide a report on the impact of divesting away from financial institutions that invest in fossil fuel industries.

FOR VOTE - All Council members voted unanimously.

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**Executive Summary**

Council undertook a NSW Treasury Corp (TCorp) review in 2015. It included an evaluation of Council's current investment portfolio and recommended that Council consider alternative investment options allowed under the Local Government Act and the Ministerial Order to increase returns from its investments.

A number of changes were implemented following this review and adopted by Council last year. Again a full review of Council's policy has been undertaken which has resulted in the following changes/recommendations:

- The viability of investing funds in TCorp medium and long term facility trusts has been assessed. Based on the performance of the short term TCorp facility trusts over the 2015/16 financial year and the reduced liquidity of the medium and long term investments, it is recommended that Council not pursue these types of investments at this time.
  - The funds to be held in Council's higher interest bank accounts has been increased from \$1,000,000.00 to \$5,000,000.00. This amount is needed in short term funds to cover Council's regular payment runs to creditors.
  - The diversification section of the risk management guidelines has been expanded for consistency. Previously funds were stated as being limited to 25% of the portfolio with a particular institution though TCorp funds are able to hold a maximum of 40% of the portfolio.
  - Changes have been made to Council's investment advisory section to reflect the new 'needs basis' approach as Council no longer utilises a contracted financial advisor.
  - Review the policy annually and report to Council.
-

## **Community Strategic Plan Links**

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

## **Budget Implications**

With declining interest rates on term deposits it is believed that adding more flexibility to Council's Investments Policy will enable Council to improve its interest on investment earnings.

## **Report**

Council has taken a conservative approach to investments since the Global Financial Crisis (GFC) of 2007/2008 which is consistent with the industry wide response to the impact of the GFC and the tightening of the Ministerial Investment Order. Due to the weakened economy and interest rate cuts by the Reserve Bank over the last few years, interest rates on current term deposits have remained at around to between 2.5 – 2.9%. This enabled Council to pursue other investment options culminating in investing in TCorp short term facility trusts.

## ***Investment Options***

Council's approved Long Term Financial Plan 2017/26 forecasts that funds available for investment for that period will be in the range of \$25-60 million. This provides the ability to invest funds for longer periods of time.

Local Councils are required under the *Local Government Act 1993* to limit investments to those outlined in the Ministerial Order on investments. The types of investments allowed are:

- any public funds or securities issued by or guaranteed by, the Commonwealth, any State of the Commonwealth or a Territory
- any debentures or securities issued by a council
- interest bearing deposits with, or any debentures or bonds issued by, an authorised deposit-taking institution (excluding subordinated debt obligations)
- any bill of exchange with a maturity date of less than 200 days; and if purchased for value confers on the holder in due course a right of recourse against a bank which has been designated as an authorised deposit-taking institution by the Australian Prudential Regulation Authority (APRA)
- a deposit with the New South Wales Treasury Corporation or investments in an Hour-Glass Investment facility of the New South Wales Treasury Corporation.

For Council to achieve its goal of maintaining capital while achieving higher returns, the portfolio would need to include investments outside of normal banking institution term deposits as well as utilising investments that require longer terms.

While investments exist that can potentially achieve this goal, it must be noted that in doing so Council will increase its exposure to downturns in the market, increasing short term risk of capital losses.

### ***Investment Performance***

Council's investment performance for the last four years is set out in the table below.

<b>Year</b>	<b>Average Portfolio</b>	<b>Interest Revenue</b>	<b>Variance from Previous Year</b>
2013	\$30,711,270.02	\$1,150,285.20	(\$414,579.47)
2014	\$26,360,424.61	\$897,260.03	(\$253,025.17)
2015	\$26,425,370.42	\$764,523.61	(\$132,736.42)
2016 (to 31 May 2016)	\$30,723,471.26	\$732,854.15 (includes TCorp fair value gains)	(\$31,669.46)

### ***TCorp Hour-Glass Investments***

Over the past financial year Council has taken advantage of its ability under the Ministerial Order to invest funds with NSW Treasury Corporation Hour-Glass Facility Trusts. These investment products which provide a wider range of products, some with significantly higher risk but stronger performance over the last five years.

As a public sector investment manager, TCorp maintains a prudent approach to managing investment risk. The NSW TCorp Hour-Glass Investments provide a range of investment choices to suit the desired investment period, return expectations and risk appetite. Hour-Glass investments provide exposure across asset classes including cash, fixed interest, property and shares and are managed with the specific needs and risk profile of NSW public sector investors. The Hour-Glass Investments withstood the Global Financial Crisis, remaining liquid at all times.

The performance of these investments over the financial year has been slightly less than expected with the funds achieving the following returns:

- Cash Facility Trust – 2.10%
- Strategic Facility Trust – 2.08%



While this is a disappointing result for the 2016/17 financial year these funds are subject to fluctuations in value and have still performed well over a longer term (as indicated below). These investments should attract greater returns in future years:

- Cash Facility Trust - 3 year return of 2.73% p.a.  
- 5 year return of 3.40% p.a.
- Strategic Cash Facility Trust - 3 year return of 2.90% p.a.  
- 5 year return of 3.64% p.a.

While the TCorp Medium and Long Term Growth Facilities have performed significantly better, they have a higher risk profile and require a longer term investment of at least three and seven years. It should also be noted that at this time no NSW Councils are known to have invested in these Growth Facilities. It is not recommended Council consider these products due to their reduced liquidity and higher risk.

### ***Financial Advisors***

Council no longer holds grandfathered investments such as Collateralised Debt Obligations (CDOs) and as such no longer has a contracted investment advisor (previously this function was performed by Denison Financial Advisory). TCorp does offer this service to Council although this is being used on a needs basis rather than a contracted monthly arrangement and will result in a saving of approximately \$45,000 to Council's budget.

### ***Investment Holdings***

Council's Investments Policy has been previously amended so Council can broaden its investments as set out in the following table:

<b>Investment Class</b>	<b>Minimum Holding (%)</b>	<b>Maximum Holding (%)</b>
Cash	10%	30%
Bank Term Deposits	20%	90%
TCorp Cash Facility	20%	40%
TCorp Strategic Cash Facility	20%	40%

It is recommended that these investment class holdings remain the same.

### **Conclusion**

A full review of Council's Investments Policy has been undertaken as required annually. Some minor revisions have been made to the policy but the overall objective has remained the same. A copy of the revised Policy is included below.



# Council Policy

**Policy Title:** Investments  
**Policy Number:** 6.14  
**Focus Area:** Governance and Process  
**Responsibility:** Finance and Procurement  
**Meeting Adopted:**

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## OBJECTIVE

To provide a framework for investing Council's funds in order to maximise interest revenue from authorised investments, while having due consideration of risk and security of the investment; using the care, diligence and skill that a prudent person would exercise in investing Council funds.

## POLICY

### 1. Legislative Requirements

All investments are to comply with the following:

- Section 625 of the Local Government Act 1993;
- Clause 212 of the Local Government (General) Regulation 2005;
- Ministerial Investment Order;
- Local Government Code of Accounting Practice and Financial Reporting;
- Australian Accounting Standards;
- Office of Local Government Circulars; and
- Section 14A(2), 14C(1) and (2) of the Trustee Amendment (Discretionary Investments) Act 1997.

### 2. Delegation of Authority

Authority for implementation of the Investments Policy is delegated by Council to the General Manager in accordance with the Local Government Act 1993. The General Manager delegates the day-to-day management of Council's Investments to the General Manager, Chief Financial Officer/Manager Mid-Richmond, Financial Accountant, Management Accountant and Business Development Accountant. Officers' delegated authority to manage Council's investments shall be recorded and required to acknowledge they have received a copy of this policy and understand their obligations in this role.

All new investments require at least two of the above staff to approve, and evidence of such is to be kept in the Investment Folders, maintained by the Financial Accountant. These documents should specify the amount of money invested, particulars of the security or form of investment made, the term of the investment and

if appropriate the rate of interest to be paid and the amount of money that Council has earned.

### **3. Prudent Person Standard**

Council officers should act with the duty of care, skill, prudence and diligence that a prudent person would exercise when investing and managing their own funds. As trustees of public monies, officers are to manage Council's investment portfolios to safeguard the portfolio in accordance with the spirit of this Investments Policy, and not for speculative purposes.

### **4. Ethics and Conflicts of Interest**

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires officers to disclose any conflict of interest to the General Manager. Independent advisors are also required to declare that they have no actual or perceived conflicts of interest.

### **5. Approved Investments**

Investments are limited to those allowed by the most current Ministerial Investment Order that has been issued by the NSW Minister for Local Government which are:

- (a) any public funds or securities issued by or guaranteed by, the Commonwealth, any State of the Commonwealth or a Territory;
- (b) any debentures or securities issued by a council (within the meaning of the Local Government Act 1993 (NSW));
- (c) interest bearing deposits with, or any debentures or bonds issued by, an authorised deposit-taking institution (as defined in the Banking Act 1959 (Cwth)), but excluding subordinated debt obligations;
- (d) any bill of exchange which has a maturity date of not more than 200 days; and if purchased for value confers on the holder in due course a right of recourse against a bank which has been designated as an authorised deposit-taking institution by the Australian Prudential Regulation Authority;
- (e) a deposit with the New South Wales Treasury Corporation or investments in an Hour-Glass investment facility of the New South Wales Treasury Corporation.

### **6. Prohibited Investments**

In accordance with the Ministerial Investment Order, this Investments Policy prohibits but is not limited to any investment carried out for speculative purposes including:

- Derivative based instruments;
- Principal only investments or securities that provide potentially nil or negative cashflow;
- Stand alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind.

This policy also prohibits the specific use of leveraging (borrowing to invest) of an investment. However, where loan funding is obtained for a specific project and there is a time lag between receiving the funds and final expenditure, funds may be invested in the short term.

## 7. Liquidity and Maturity

Surplus funds are determined by review of Council's "Daily Cashflow" spreadsheet, which forecasts known revenues and expected expenditures. It is revised each day by Council's Financial Accountant (a detailed procedure is included in the Financial Accountants Procedure Manual). As a rule of thumb a cash balance of approximately \$500,000 is to be maintained to cover emergency situations. Funds over and above this are considered surplus however a level of cash is to be held in a separate account to cover short term payment run demands. This account is chosen in order to attract interest at a higher rate than the general fund account and should be approximately \$5,000,000.00.

In the short term, the duration of investments will be determined by analysis of the "Daily Cashflow". For the longer term, cash requirements will be determined by Council's Long Term Financial Plan. In addition the current market for interest rates must be taken into consideration and input from Council's financial advisors should be sought as to the longer term outlook.

The minimum and maximum holding percentage for each investment class is as follows:

<b>Investment Class</b>	<b>Minimum Holding (%)</b>	<b>Maximum Holding (%)</b>
Cash	10	30
Bank Term Deposits	20	90
TCorp Cash Facility	20	40
TCorp Strategic Cash Facility	20	40

## 8. Risk Management Guidelines

Investments obtained are to be considered in light of the following criteria:

- Preservation of Capital – the requirement of preventing losses in an investment portfolio's total value (considering the time value of money);
- Diversification – setting limits to the amounts invested with a particular financial institution or government authority to reduce credit risk. A particular investment must not exceed 25% of the total investment portfolio except TCorp funds which can have a maximum holding of 40% in each fund;
- Credit risk – the risk that a council has invested in, fails to pay the interest and or repay the principal of an investment;
- Market risk – the risk that the fair value or future cash flows of an investment will fluctuate due to changes in market prices;
- Liquidity risk – the risk an investor is unable to redeem the investment at a fair price within a timely period; and
- Maturity risk – the risk relating to the length of 'term to maturity' of the investment. The larger the term, the greater the length of exposure and risk to market volatilities.

**9. Investment Advisor**

Council no longer holds grandfathered investments such as Collateralised Debt Obligations (CDOs) and as such no longer has a contracted investment advisor. TCorp does offer this service to Council although this is being used on a needs basis rather than a contracted monthly arrangement

**10. Measurement**

As Council continues to hold grandfathered investments such as Collateralised Debt Obligations (CDOs), the investment returns for the portfolio are to be regularly reviewed by an independent financial advisor by assessing the market value of the portfolio. The market value is to be assessed at least once a month to coincide with monthly reporting.

**11. Benchmarking**

Benchmarks are established to evaluate investment outcomes against objectives, and they must be easily measureable. The Bank Bill Reference Rate (BBSW) is used as Council's benchmark and is included in the Monthly Financial Analysis Report to Council, converted into a one month percentage.

All investments aim to at least match or perform in excess of the BBSW.

**12. Reporting and Reviewing of Investments**

Documentary evidence must be held for each investment and details thereof maintained in an investment register, and it must provide Council legal title to the investment, i.e. a financial instrument that clearly defines the contractual arrangement in regards to any investment needs to be provided to Council. It is imperative that this financial instrument states that the investment is held in the name of Council. The Investment Register must be reconciled to Council's financial records at least on a monthly basis.

Certificates must be obtained from the financial institutions confirming the amounts of investments held on the Council's behalf as at 30 June each year and reconciled to the Investment Register.

A monthly Financial Analysis Report will be provided to Council, detailing the investment portfolio in terms of performance, percentage exposure of total portfolio, maturity date and changes in market value.

**REVIEW**

This policy will be reviewed at least once a year or as required in the event of legislative changes. Any amendment to the policy must be by way of Council resolution.

**14.6 2016/2017 REVENUE POLICY AMENDMENT - WASTE FEES AND CHARGES****Responsible Officer:**Ryan Gaiter (Chief Financial Officer/Manager Mid-Richmond)

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**RECOMMENDATION**

Recommended that Council adopt the amendments to the 2016/2017 Revenue Policy as outlined in this report and these amendments not be advertised inviting submissions.

**190716/14 RESOLVED** (Cr Simpson/Cr Humphrys)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

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**Executive Summary**

After Council adopted the 2016/2017 Revenue Policy at its Ordinary Meeting on 28 June 2016 an administrative error was discovered relating to landfill charges for commercial and industrial, general domestic and construction/demolition landfill charges. The NSW Environment Protection Authority (EPA) made changes to the classification of vehicle types and weights which required changes in the way the landfill charges were applied as reflected in the report below. The corrected charges do not represent a significant increase in the landfill charges from the 2015/2016 Revenue Policy.

In addition to this, a new fee of \$110.00 is required to be introduced for the sale of asbestos kits, which are available for sale at Council's Casino and Evans Head offices.

**Community Strategic Plan Links**

Focus Area 1 Our Natural Environment - Long term goal 1.3 Environmental Protection (Strategy 1.3.2 Provide programs and services which protect and enhance our natural and built environment) and Focus Area 7 Governance and Process - Long term Goal 7.5 Sound Governance and Legislative Practices (Strategy 7.5.3 Provide financial and management information and reporting on time and with a high degree of accuracy).

**Budget Implications**

The advertised landfill charges were incorrect due to an administrative error. These charges require amendment as detailed in this report to avoid having any significant impact on the landfill budget.

A new fee is required to be introduced for the sale of asbestos kits. The fee of \$110.00 charged for the asbestos kits covers the cost of the EPA waste levy, disposal costs up to 10m<sup>2</sup> of non-friable asbestos and items in the kit. This fee allows for full cost recovery.

## Report

Council adopted the 2016/2017 Revenue Policy at its Ordinary Meeting on 28 June 2016. Subsequently, an administrative error was discovered regarding some of the landfill charges on page 30 of the Revenue Policy document. The EPA recently changed its classification of vehicle types and weights which required changes in the way the landfill charges were applied. Green waste charges had been incorrectly disclosed for the category of commercial and industrial, general domestic and construction/demolition landfill charges.

The table below shows the landfill charges as advertised as well as the corrected charges for 2016/2017:

<b>Landfill Charges - Commercial and Industrial, General Domestic and Construction/Demolition</b>	<b>Advertised Charge (per load)</b>	<b>Corrected Charge (per load)</b>
<b>Open Trucks</b>		
Single rear axle, 2 rear wheels (or 4 small)	\$60.00	\$120.00
Single rear axle, 4 normal sized rear wheels	\$120.00	\$240.00
Tandem rear axle (bogie drive)	\$600.00	\$1,200.00
Twin steer with twin rear axles	\$1,000.00	\$2,000.00
Tipping semi-trailer	\$1,200.00	\$2,400.00
<b>Enclosed Trucks/Compacts</b>		
Single steer with single rear axle	\$300.00	\$600.00
Single steer with tandem rear axle	\$600.00	\$1,200.00
Twin steer with tandem rear axle	\$950.00	\$1,900.00

In comparison, the 2015/2016 landfill charges were classified as shown in the table below:

<b>Landfill Charges - Commercial and Industrial, General Domestic and Construction/Demolition</b>	<b>2015/2016 Charge (per load)</b>
Vehicles > 3 tonne and < 5 tonne GVM	\$195.00
Vehicles > 5 tonne and < 8 tonne GVM	\$600.00
Vehicles > 8 tonne and < 15 tonne GVM	\$1,200.00
Vehicles > 15 tonne and < 20 tonne GVM	\$2,000.00
Vehicles > 20 tonne GVM (Truck/dog-semi tippers)	\$2,400.00
Compactor vehicle – single steer/single drive	\$600.00
Compactor vehicle – single steer/bogey drive	\$1,200.00
Compactor vehicle – twin steer/bogey drive	\$1,900.00

Whilst there has been a change in vehicle classifications, there has been no significant increase in the actual landfill charges from 2015/2016 to 2016/2017. The advertised landfill charges for commercial and industrial, general domestic and construction/demolition were incorrect due to an administrative error and the

correct charges have now been updated and incorporated into the 2016/2017 Revenue Policy.

A new fee of \$110.00 is required to be introduced for the sale of asbestos kits. Council has a responsibility to educate the community about the dangers of asbestos and the safe removal when carrying out minor renovations in the household. Asbestos kits have been designed to assist householders with the safe removal of non-friable asbestos. The kits contain all the items necessary to assist the householder to be safe when removing the asbestos. Householders can legally remove up to 10m<sup>2</sup> of non-friable asbestos (also called bonded asbestos) without needing to engage a licensed removalist.

This year North East Waste (Newaste) implemented a program to assist Northern Rivers regional councils better promote the safe removal of non-friable asbestos by providing a comprehensive kit of safety gear, materials to wrap the asbestos and educational information which a householder can purchase. The kit also includes a tip voucher for the disposal of 10m<sup>2</sup> of asbestos at a total price of \$110.00 per kit. The kits can be purchased at Council's Casino or Evans Head Office.

### **Conclusion**

Adoption of this report by Council will address the amendments required to be made to the 2016/2017 Revenue Policy. This includes the correction of landfill charges due to an administrative error and the addition of a new fee of \$110.00 for the sale of asbestos kits.

### **14.7 APPLICATION FOR CHANGE OF RATING CATEGORY - PROPERTY ID 124940**

#### **Responsible Officer:**

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

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### **RECOMMENDATION**

Recommended that:

1. The rating category change application subject of this report be approved.
2. Council write-back the amount of \$3,732.61 of the general rate revenue for 2015/2016.
3. Council advise the applicant in writing of its decision.

**190716/15 RESOLVED** (Cr Simpson/Cr Hayes)

That this matter be deferred pending further information being provided.

FOR VOTE - All Council members voted unanimously.



## **Executive Summary**

Owners of rateable properties are able to apply in writing to Council at any time for a review of their rating category.

The application subject of this report meets the relevant sections of the *Local Government Act 1993*. If Council approves the application subject of this report then this will result in \$3,732.61 of the 2015/2016 general rate revenue being written-off.

## **Community Strategic Plan Links**

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

## **Budget Implications**

If Council approves the application subject of this report which meets the requirements of the *Local Government Act 1993* in regard to rating category change, this will result in \$3,732.61 of the 2015/2016 general rate revenue being written-off.

## **Report**

The application received is for the 2015/2016 rating year. The relevant sections of the *Local Government Act 1993* relating to definitions and processes applicable for categorisation of a property for rating have been assessed and the application does comply in that regard.

## **Conclusion**

The owner of the rateable property has requested that the property's rating category be amended to residential from the business category. The application meets the relevant sections of the *Local Government Act 1993* as the dominant use of the land is for residential purposes. It is recommended that Council approves the application for the change of rating category. This will result in \$3,732.61 of the 2015/2016 general rate revenue being written-off.

**14.8 QUOTATION LGP VP51427 - SUPPLY AND DELIVERY OF ONE 16,000 LITRE POLY WATER TRUCK AND SPRAY EQUIPMENT (PLANT 165)****Responsible Officer:**Ryan Gaiter (Chief Financial Officer/Manager Mid-Richmond)

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**RECOMMENDATION**

Recommended that:

1. Council accept the quotation from Isuzu Australia that represents best value for Council for \$254,374.00 (exclusive of GST).
2. The Common Seal of Council be affixed to any documentation where required.

**190716/16 RESOLVED** (Cr Humphrys/Cr Morrissey)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

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**Executive Summary**

Richmond Valley Council called for quotations through Local Government Procurement's Vendor Panel under reference number VP51427 for the supply and delivery of one 16,000 litre water truck and spray equipment. Quotations are for the replacement of one of Council's existing water tankers, being plant 165, which is utilised on Council's rural road network in both the Casino and Mid-Richmond areas.

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

Five submissions for the quotation were received with the five respondents evaluated as conforming quotations. All respondents meet the minimum quotation specification requirements.

This truck operates within the Infrastructure and Environment Department.

## Community Strategic Plan Links

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

## Budget Implications

The quotation supplied by Isuzu Australia Limited represents the best value to Council at a cost of \$254,374 excluding GST. Council has budgeted \$268,000 excluding GST for the replacement of plant 165 and this will be funded from the Plant Replacement Reserve. The existing plant item has a written down value of \$83,000 excluding GST and the estimated disposal value is \$81,000 excluding GST.

## Report

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

Quotations were called and closed on 23 June 2016. Quotations were received from the following companies:

Quotation Company	Quoted Amount (GST Inclusive)	Assessed Quoted Amount	Total Score Assessment (out of 50)	Recommended Tender Amount (GST Inclusive)
Isuzu Australia limited	\$279,811.00	\$279,811.00	50	\$279,811.00
Paccar DAF	\$314,534.90	\$314,534.90	48	
Fuso Truck and Bus	\$320,670.00	\$320,534.90	47	
Scania Australia	\$314,221.60	\$314,221.60	47	
Southside Agencies	\$375,067.00	\$375,067.00	46	

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

## Quotation Analysis

The Quotations are ranked in order and the works are awarded to the successful quotation with the best advantage and price for the specific works required.

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

### 1. Pre-Evaluation Actions

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

An Evaluation Plan was prepared and endorsed by the Evaluation Committee prior to close of quotations.

## 2. Initial Evaluation

Four quotations were received prior to the nominated closing date and time. One quotation was late due to not allowing enough time when responding electronically but was accepted by the Evaluation Panel.

All respondents submitted conforming quotations as per specifications.

## 3. Evaluation of Non-Price Criteria

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

The non-price criteria for evaluation are as follows:

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

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

<b>Tenderer</b>	<b>Total weighted score</b>	<b>Rank</b>
Isuzu Australia limited	10	1
Paccar DAF	9	2
Fuso Truck and Bus	8.8	3
Scania Australia	8.8	4
Southside Agencies	8	5

## 4. Selection of the Most Advantageous Quotation

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

The quote with the highest total score from the conforming quotes was Isuzu Australia Limited and is identified as the most advantageous at this time.

## **Consultation**

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

## **Conclusion**

It is recommended that Council accepts the quotation from Isuzu Australia Limited as it represents best value for Council, the quoted price being \$254,374.00 (exclusive of GST).

**14.9 TRANSFER OF CROWN ROAD TO COUNCIL CONTROL AND ROAD CLOSURE OF UNREQUIRED SECTIONS OF ROAD RESERVE - MOTHERSOLES ROAD, ELLANGOWAN****Responsible Officer:**Andrew Leach (Manager Asset Planning)

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**RECOMMENDATION**

Recommended that:

1. Council apply to Department of Primary Industries – Lands to transfer the Crown road reserve to Council's control.
2. Council facilitate the creation of a new road reserve along Mothersoles Road.
3. Council authorise the fixing of Council's Seal to any documents that are required to create the new road reserve.
4. Council authorise the road closure application for sections of unrequired road reserve along Mothersoles Road.
5. Council authorise the fixing of Council's Seal to any documents that are required to close the unrequired sections of Mothersoles Road at the completion of the works.
6. Council authorise the transfer of any sections of closed road as compensation to:
  - Lot 38 DP 755612
  - Lot 37 DP 755612
  - Lot 1 DP 127205
  - Lot 36 DP 755612

**190716/17 RESOLVED** (Cr Humphrys/Cr Morrissey)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

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**Executive Summary**

Access to properties along Mothersoles Road, Ellangowan has been plagued by issues and conflicts relating to legal and physical access. Following discussions both amongst themselves and with Council, the property owners have submitted a request to Council to facilitate the dedication of a new road reserve and the construction of an improved road pavement to Council's standard. The cost of these works will be shared by the property owners with the works being arranged by Council.

The existing Crown road reserve known as Mothersoles Road is required to be transferred to Council's control to enable pavement works to occur. Only sections of this road reserve are required for the new road reserve alignment. Some sections of the unrequired road reserve can be closed and transferred to the adjoining property owners as compensation for opening a new road through their property.

### **Community Strategic Plan Links**

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

### **Budget Implications**

The costs associated with this road plan and construction will be paid for by the property owners. Following the construction of the pavement to a Class C standard, Council will maintain this road in the future.

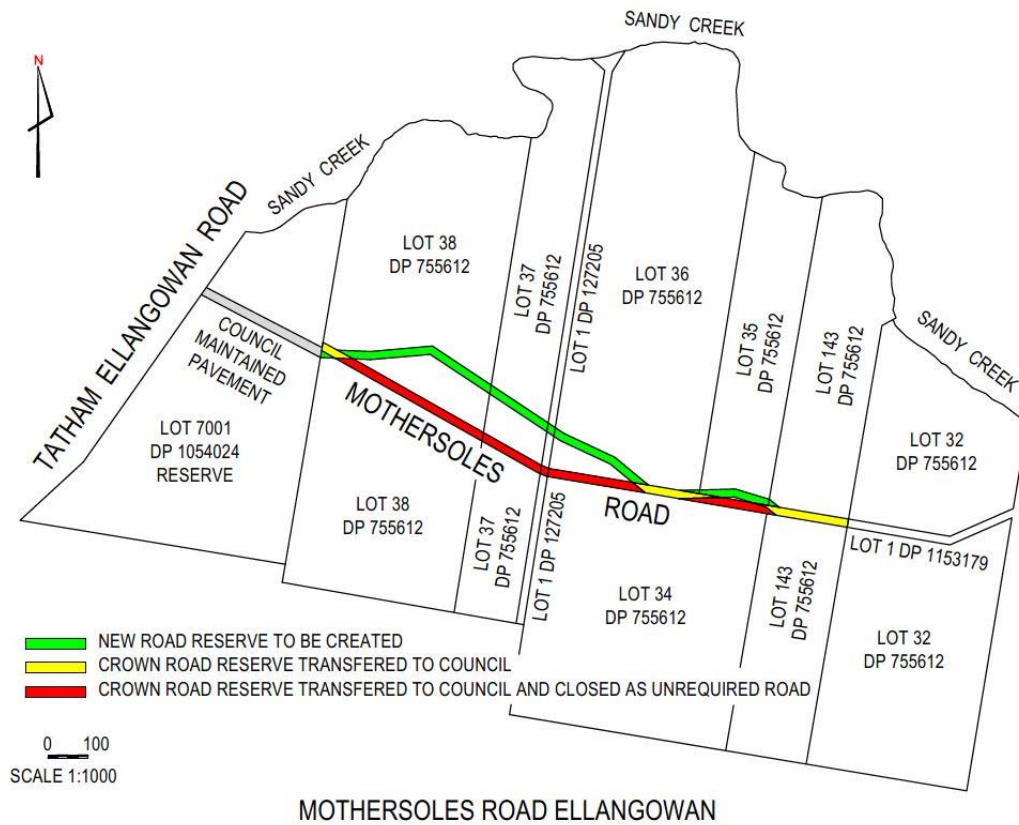
The cost for the application to transfer the road from Crown control to Council control is in the order of \$100. This is able to be funded from within the existing budget provisions.

Staff time will be utilised to project manage the road transfer and new road dedication plan.

Legal costs associated with the new road opening and future sections of road closing are able to be funded from within the existing budget provisions.

### **Report**

Mothersoles Road, Ellangowan is a Crown controlled road reserve running east off Tatham Ellangowan Road for approximately 2 km. The first 350 metres of Mothersoles Road passes through a Crown Reserve before joining with the Crown road reserve. This section of road is currently maintained by Council. Mothersoles Road continues with the majority of the road having been formed outside of the road reserve and serves as the only physical access for seven (7) properties.



Council has been in consultation with the property owners and has offered potential solutions to help achieve a suitable outcome. Following these discussions a letter has been received from the property owners requesting that Council facilitate the creation of a new road reserve and construction of an improved road formation over the existing access. The costs associated with both of these items would be borne equally by the benefitting property owners.

In order to proceed with the construction of the new road pavement, a new road reserve needs to be created and the existing Crown road reserve needs to be transferred to Council control, as the Crown does not approve any construction works on its road reserves.

Following the completion of the new Mothersoles Road reserve and roadworks, there will be sections of road reserve that will no longer be required. Some sections of the road reserve can then be closed and transferred to the adjoining property owner as compensation for the opening of the new road reserve through their properties.

These properties include:

- Lot 38 DP 755612
- Lot 37 DP 755612
- Lot 1 DP 127205
- Lot 36 DP 755612

Any sections of unrequired road reserve not closed for compensation purposes may still be closed and sold to the adjoining property owner as per the current road closure practices under the *Roads Act 1993*.

### **Consultation**

Council has been in contact with the property owners of Mothersoles Road and a letter signed by the property owners agreeing to Council facilitating the creation of the new road reserve and the construction of the improved pavement has been received.

Council has also discussed this matter with Department of Primary Industries – Lands and they have agreed that this proposal is a good solution for the area.

### **Conclusion**

The creation of a road reserve that allows physical and legal access to the properties along Mothersoles Road will resolve a longer standing issue for the area.

The closure of the unrequired sections of Mothersoles Road will rationalise the use of land in that area.

## **14.10 REQUEST TO CLOSE COUNCIL CONTROLLED ROAD RESERVE - IVY STREET, RAPPVILLE**

### **Responsible Officer:**

Andrew Leach (Manager Asset Planning)

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### **RECOMMENDATION**

Recommended that:

1. Council consent to the closure of Ivy Street, Rappville as indicated in the report.
2. All costs associated with the road closure be paid for by the applicants.

**190716/18 RESOLVED** (Cr Mustow/Cr Humphrys)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

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### **Executive Summary**

Council has received a request to close an unconstructed Council controlled road reserve, being Ivy Street, Rappville. The road is not required by Council for future use, but can be beneficially used by the applicants.

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

## Community Strategic Plan Links

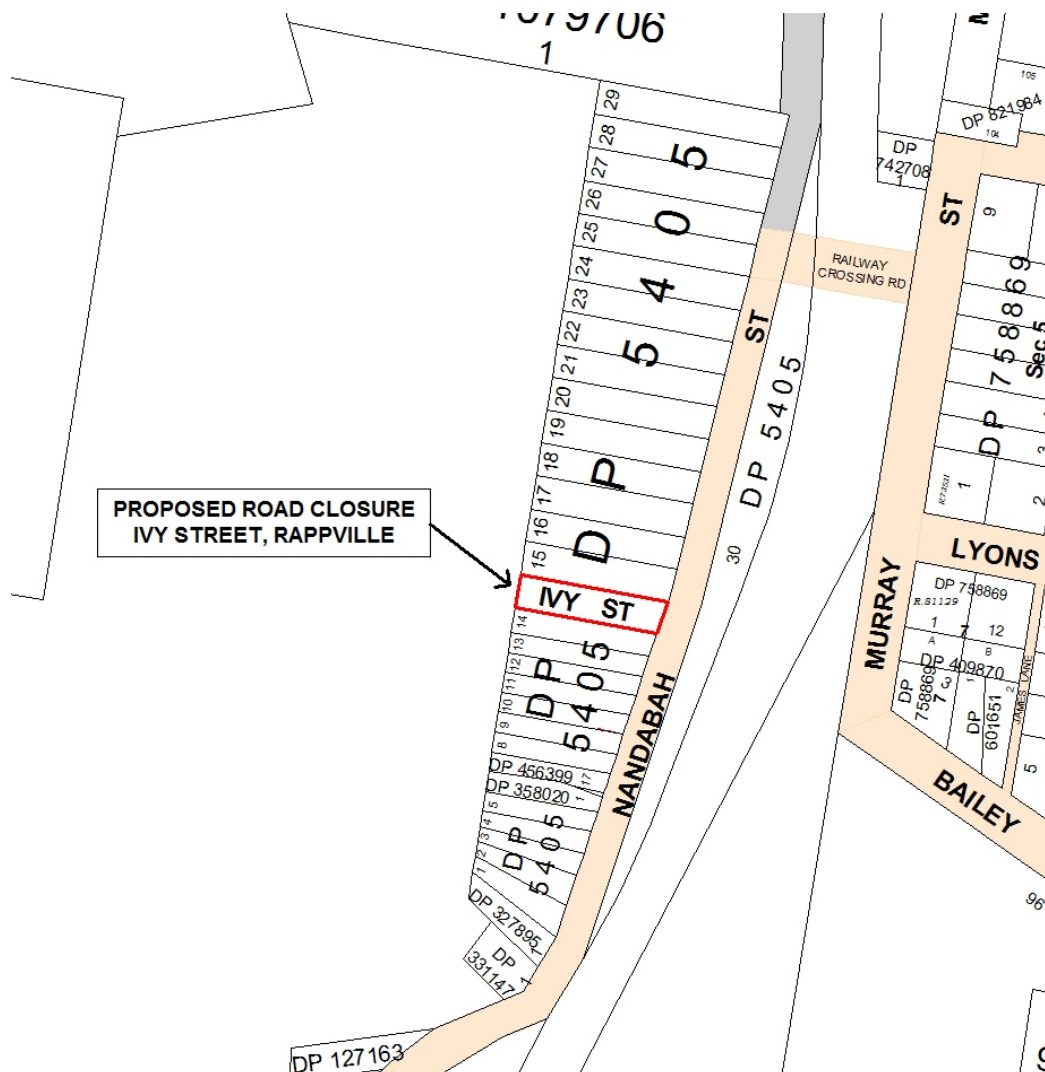
Focus Area 6 Transport and Infrastructure – Long Term Goal 6.1 Roads, Drainage and other Infrastructure Asset Classes.

## Budget Implications

The costs associated with this road closure will be paid for by the applicant. Council will not need to fund any of the expenses in relation to the road closure.

## Report

Council has received a request from Mr P St Clair and Ms J Fitzpatrick seeking to close and purchase an unformed Council controlled road reserve in Rappville known as Ivy Street. The street runs west off Nandabah Street and is located adjacent to the southern side of the Rappville Hotel. The 20.115 metre wide road reserve is approximately 91 metres long.



The applicants own property on both the northern (Lot 15 DP 5405) and southern (Lot 14 DP 5405) sides of Ivy Street, and the property owner to the west (Lot 1 DP 724193) of Ivy Street has supplied a letter offering no objections to the road closure and sale of the land.

The closure of Ivy Street will not land lock any adjacent properties.

Council has no services within the road reserve, neither do Telstra or Essential Energy based on a Dial Before You Dig search. There is a Telstra public phone box located on Nandabah Street adjacent to Ivy Street. The applicants have indicated that this phone box is not a concern for them and it does not need to be relocated at all.

In accordance with the *Roads Act 1993*, as Ivy Street has never had any formal road pavement constructed upon it, when the road reserve is closed it will vest in the Crown.

The current documentation published by the Department of Primary Industries – Lands indicates that a third party may initiate a road closure for an unconstructed Council road, as long as the application has the consent of the Council. This report forms the written consent of Council.

### **Consultation**

Council has been in contact with the applicants in relation to their request both verbally and via written correspondence.

### **Conclusion**

Ivy Street is not required as part of Council's road network and the closure of this road can be used beneficially by the applicant. The closure of this road reserve will not impact on Council's operational works.

## **14.11 RICHMOND VALLEY COUNCIL ENVIRONMENTAL CHARTER**

### **Responsible Officer:**

Angela Jones (Director Infrastructure and Environment)

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### **RECOMMENDATION**

Recommended that:

1. Council adopts the Richmond Valley Environmental Charter.
2. The Charter is to be reviewed at least every 12 months.

**190716/19 RESOLVED** (Cr Humphrys/Cr Morrissey)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

## **Executive Summary**

Richmond Valley Council undertakes a range of environmental projects and activities consistent with its Natural Environment focus area in the Richmond Valley Towards 2030 Community Strategic Plan. Following a June 2015 resolution of Council an Environmental Charter has been prepared.

The proposed Environmental Charter sets out Council's commitment to environmental sustainability in its operations and activities. There is growing demand for business, including local government, to demonstrate a responsible approach to its business activities and it is timely for Council to consider the adoption of an environmental charter.

## **Community Strategic Plan Links**

Focus Area 1 - Natural Environment - Long term Goals 1.1 Preservation of Waterways, 1.2 Respond to Climate Change and 1.3 Environmental Protection.

## **Budget Implications**

The adoption of the proposed environmental charter will not have any significant budget implications as there is no need for capital investment. The principles of the charter will be incorporated into the daily activities of the organisation.

## **Report**

Council is committed to the long-term care of the environment from which our community derives prosperity, enjoyment and quality of life. Council is also committed to its own sustainable practices and will continue to foster and support local and regional climate change initiatives in partnership with other councils and government bodies. As an organisation, we aim to ensure land use development preserves our country atmosphere and village lifestyle and we are committed to improving the region's environment, including our rivers, creeks and coastal areas.

Council does not currently have an environmental policy and/or statement which address its commitment to the environmental sustainability of its operations and activities. Given there is a growing demand for business, including local government, to demonstrate a responsible approach to business activities it is timely Council considered the adoption of an environmental charter.

An environmental charter would guide this organisation's future direction with regards to all environmental matters and demonstrate the organisation's commitment in this domain. It is an opportunity to make a difference in the way Council operates and integrate it into day to day operations. This can be achieved by simply incorporating the principles of the charter into the businesses and activities Council undertakes on a daily basis. The benefits to Council of having an environmental charter are:

- Improves information for employees about their environmental roles and responsibilities\*
- Assists in reducing incidents that may result in future liabilities
- Assists in conserving energy and raw materials
- Improves the monitoring of environmental impacts

The benefits will not just be limited to Council's internal operations though. By demonstrating commitment to environmental management, Council can develop positive relations with external stakeholders (investors, insurers, customers, suppliers, regulators and the local community) which in turn can lead to an improved corporate image, financial benefits and above all a minimisation of the impact that Council has on the environment.

The proposed environmental charter is based on the principles of sustainability, giving due consideration to the natural environment for the daily activities the Council undertakes. It is proposed to review the charter at least every 12 months to ensure it remains current and is adaptable to changing needs and desires of the community.

### **Richmond Valley Council Environmental Charter**

Richmond Valley Council is committed to the long term care of the environment from which our community derives prosperity, enjoyment and quality of life. Richmond Valley Council's activities are based on the principles of sustainability, giving due consideration to the natural environment through the following:

- Efficient use of water, energy and other resources, minimising waste and emissions where practicable and encouraging reuse and/or recycling of wastes.
- Uptake of new and alternate technology opportunities such as renewable energy options, where they are shown to be economically viable.
- Monitoring Council operations to assess potential impacts on the environment, addressing unacceptable risks in appropriate timeframes and ensuring that appropriate response plans are in place for environmental emergencies.
- Council shall show due consideration for the environmental impacts of activities when planning Council works, assessing development applications and generally within proposals by the broader community. Consideration shall be based on a balance of environmental, social and economic factors.
- Treating compliance with environmental legislation, licences and approvals as a minimum standard for Council activities and beyond that, aiming for continual improvement in environmental management.

- Keeping abreast of environmental legislation and proposed changes, and working effectively with environmental authorities to provide optimal outcomes for Council and the communities that we serve.
- Ongoing training of employees and contractors to provide understanding of their responsibilities regarding the environment including potential impacts of their activities.
- Providing education to the Richmond Valley Community to assist the community embrace continual improvement in environmental sustainability.

## **Conclusion**

This report addresses Council's resolution of 23 June 2015, which requested Council give consideration to determining a broad positioning statement on environmental issues it has responsibility for or can influence within the Richmond Valley area.

The adoption of an environmental charter would guide this organisation's future direction with regards to all environmental matters and clearly demonstrate the organisation's commitment to sustainability. It is an opportunity to make a difference in the way Council operates and integrate it into day to day operations bringing benefit to internal operations.

## **14.12 SOUTH EAST QUEENSLAND WASTE DISPOSAL OPTIONS**

### **Responsible Officer:**

David Timms (Manager Infrastructure Services)

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## **RECOMMENDATION**

Recommended that:

1. Council authorise the immediate take up of services with Veolia Environmental Services to transport mixed putrescible waste to South East Queensland under the terms and conditions of the original North Coast Regional Councils tender.
2. This will be for an interim period of three months due to extreme circumstances as per section 55 (3)(k) of the *Local Government Act 1993*.
3. The service is tendered during the interim period and the outcome considered at the October 2016 Ordinary Meeting.

**190716/20 RESOLVED** (Cr Humphrys/Cr Morrissey)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

## **Executive Summary**

In 2012 North Coast Regional Councils, of which Richmond Valley Council was a party, jointly went to the market for the transport and disposal of waste to South East Queensland. The successful tender was submitted by Veolia Environmental Services and several Councils in the region subsequently used and continue to use the service. Up until now Richmond Valley Council has not availed itself of the service.

Council is now at a critical stage where there is a need to commence taking waste to South East Queensland to preserve limited landfilling space while Council assesses future options following the recent decision not to proceed with Cell 5.

In line with section 55 (3)(k) of the *Local Government Act 1993* and the extreme circumstances identified following a recent survey of Cell 4, Council intends to commence this service in accordance with the terms and conditions of the original tender for an interim period of three months. During this period a new tender will be called and presented to the October Meeting of Council.

## **Community Strategic Plan Links**

Focus area 1 - Natural Environment - Long term goal 1.3 Environmental Protection (Strategy 1.3.2 Provide services and programs which protect and enhance our natural and built environment).

## **Budget Implications**

The true cost or benefit to the budget is complex due to the number of variables to be dealt with including how Virgin Extracted Natural Material (VENM) costs might be impacted, how the introduction of Food Organics Garden Organics (FOGO) will reduce mixed waste for transportation and changes in recyclable materials, making costings unreliable at this time. The three month interim period will allow actual data to be gathered and used to accurately show real budget impacts. This move is necessary due to the uneconomical outcome of the Cell 5 tender and aims to provide an improved business outcome than if the development of Cell 5 had proceeded.

## **Report**

The North Coast Regional Councils of Lismore, Kyogle, Ballina, Tweed, Byron and Richmond Valley jointly went to the market for the transport and disposal of waste to South East Queensland. Byron, Tweed and Ballina Councils took up their options for the disposal of waste to South East Queensland under this arrangement with the successful tender submitted by Veolia Environmental Services.

There have been a number of information sessions and discussions with Council over the past 12 months about the possible need for Richmond Valley Council to take waste to South East Queensland.

Council has held off on the Nammoona Cell 5 developments as costs to develop the site were considered too great for the limited life they would deliver. Cell 6 is now under investigation and time is needed to research and design the new landfilling footprint. In this respect Council is now at a critical stage and the interim approval to commence transporting to South East Queensland whilst preparing a new tender will save valuable landfill space.

### **Consultation**

There have been a number of information sessions and discussions about the need for Council to take waste to South East Queensland over the past 12 months.

### **Conclusion**

Council is at a critical stage due to limited landfilling space at Nammoona Waste facility and urgently needs to commence transporting waste to South East Queensland to protect current airspace

## **15 MATTERS FOR INFORMATION**

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### **RECOMMENDATION**

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

**190716/21 RESOLVED** (Cr Morrissey/Cr Sullivan)

That the above recommendation be adopted.

FOR VOTE - All Council members voted unanimously.

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

#### **Responsible Officer:**

Vaughan Macdonald (General Manager)

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### **Report**

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

As a first action from the resolutions regarding the NRLX from the Council meeting on 17 May 2016, a Project Control Group was formed to steer the high priority projects that Council will deliver. Council's Performance Management Office will coordinate and administer this group and be responsible for reporting the progress of each project.

The upgrade of the NRLX is Council's priority project and as a result the Project Control Group has directed its early effort toward initiating the project.

The actions undertaken thus far by the Project Control Group are outlined below.

A draft timeline has been created which sets out some proposed milestones over the next two years to 30 June 2018. The timeline outlines estimated dates for Tenders, Designs, Stakeholder Consultation, construction of the upgraded facility and ultimately operation of the new facility.

An Expression of Interest document for the "Supply and Delivery of Landscape Design, Architecture, Engineering and Project Management Services" (EOI 340.16) was prepared which seeks to establish a panel of suitable suppliers that can become key partners in delivering Council's signature projects. The Expression of Interest period will run for three weeks and closes on 26 July 2016. The Expression of Interest highlights the NRLX as the priority project but also considers the other projects requiring delivery.

The Expression of Interest was uploaded to Tenderlink, an online portal used by relevant design and construction companies and also advertised in major Sydney, Brisbane, Gold Coast and Lismore news publications.

A NRLX Stakeholder Advisory Group will be established and have its first meeting following the close of the Expression of Interest. The Group will include representatives from the NRLX licensed Agents, Buyers, Sellers, Truck Drivers, Site Staff and Council. Other expertise will be brought in as identified and/or required.

To ensure Council's actions during the procurement process are appropriate and can withstand internal and external scrutiny, the Project Control Group has prepared a Probity Plan that outlines the requirements and processes to be adhered to. The plan will be reviewed and signed off on by an independent Probity Advisor who is in the process of being engaged to provide ongoing advice.

### **Community Strategic Plan Links**

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



**15.2 GRANT APPLICATION INFORMATION - JUNE 2016****Responsible Officer:**

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

**Report**

This report provides information on grant applications that were unsuccessful, grant applications submitted and grants that have been approved and/or received for the month of June 2016.

Council wasn't notified as being unsuccessful with any grant applications during the month of June 2016. Council applied for four grants during the month of June 2016 which will require \$25,416.00 of Council funding towards projects costing \$209,669.00 in total if successful. One grant project was approved and Council received funding for five grants during the reporting period totalling \$708,000.00.

***Grant Applications Submitted***

Project ID	10210
Funding Body	Department of Family and Community Services
Funding Name	Social Housing Community Improvement Fund 2016
Government Level	State
Project Name	Crawford Square
Project Value (excl GST)	\$49,258.00
Grant Amount (excl GST)	\$44,258.00
Council/Other (excl GST)	\$ 5,000.00
Date Application Submitted	9 June 2016
Comment (if required)	N/A

Project ID	10211
Funding Body	Department of Family and Community Services
Funding Name	Social Housing Community Improvement Fund 2016
Government Level	State
Project Name	Woodburn Riverside Park
Project Value (excl GST)	\$69,186.00
Grant Amount (excl GST)	\$49,995.00
Council/Other (excl GST)	\$19,191.00
Date Application Submitted	9 June 2016
Comment (if required)	N/A

Project ID	10212
Funding Body	Department of Family and Community Services
Funding Name	Social Housing Community Improvement Fund 2016
Government Level	State
Project Name	Evans Head Footpath
Project Value (excl GST)	\$30,000.00
Grant Amount (excl GST)	\$30,000.00
Council/Other (excl GST)	\$ 0.00
Date Application Submitted	9 June 2016
Comment (if required)	N/A

Project ID	10213
Funding Body	Arts NSW
Funding Name	Arts & Cultural Projects
Government Level	State
Project Name	80th Anniversary of Casino Civic Hall
Project Value (excl GST)	\$61,225.00
Grant Amount (excl GST)	\$60,000.00
Council/Other (excl GST)	\$ 1,225.00
Date Application Submitted	27 June 2016
Comment (if required)	N/A

***Grants that have been approved and/or received***

Project ID	10182
Funding Body	Transport for NSW
Funding Name	NSW Road Safety Program
Government Level	State
Project Name	Naughtons Gap Road Blackspot Funding Program
Project Value (excl GST)	\$116,450.00
Grant Amount (excl GST)	\$116,450.00
Council/Other (excl GST)	\$ 0.00
Date Application Submitted	29 July 2015
Comment (if required)	N/A
Date Approved/Received	Funding approved 29 June 2016
Total Funds Received To Date	\$0.00

<b>Project ID</b>	<b>10193</b>
Funding Body	NSW Environment Protection Authority
Funding Name	Waste Less, Recycle More Initiative - Landfill Consolidation and Environmental Improvements - Funding Round 2 Stream 1 - Landfill Consolidation
Government Level	State
Project Name	Closure of Bora Ridge Landfill
Project Value (excl GST)	\$572,300.00
Grant Amount (excl GST)	\$200,000.00
Council/Other (excl GST)	\$372,300.00
Date Application Submitted	18 August 2015
Comment (if required)	The funding agreement was executed on 4 May 2016
Date Approved/Received	\$180,000.00 received 23 June 2016
Total Funds Received To Date	\$180,000.00

<b>Project ID</b>	<b>10199</b>
Funding Body	NSW Roads and Maritime Services
Funding Name	Natural Disaster Funding
Government Level	State
Project Name	Flood Event of April-May 2015/Restoration Works
Project Value (excl GST)	\$1,606,655.00
Grant Amount (excl GST)	\$1,577,655.00
Council/Other (excl GST)	\$ 29,000.00
Date Application Submitted	17 August 2015
Comment (if required)	N/A
Date Approved/Received	\$153,000.00 received 14 June 2016 \$132,000.00 received 22 June 2016
Total Funds Received To Date	\$1,170,000.00

<b>Project ID</b>	<b>N/A</b>
Funding Body	NSW Roads and Maritime Services
Funding Name	Regional Road Repair Program
Government Level	State
Project Name	MR145 Casino-Coraki Road (Ranns Road)
Project Value (excl GST)	\$308,152.00
Grant Amount (excl GST)	\$154,076.00
Council/Other (excl GST)	\$154,076.00
Date Application Submitted	N/A
Comment (if required)	Council contribution funded from Regional Roads Block Grant
Date Approved/Received	\$81,000.00 received 14 June 2016 \$41,000.00 received 22 June 2016
Total Funds Received To Date	\$134,000.00

Project ID	N/A
Funding Body	NSW Roads and Maritime Services
Funding Name	Australian Government Black Spot Funding
Government Level	State
Project Name	MR544 Bentley Road and Holmes Road
Project Value (excl GST)	\$156,000.00
Grant Amount (excl GST)	\$156,000.00
Council/Other (excl GST)	\$ 0.00
Date Application Submitted	N/A
Comment (if required)	N/A
Date Approved/Received	\$20,000.00 received 14 June 2016 \$13,000.00 received 22 June 2016
Total Funds Received To Date	\$150,000.00

Project ID	N/A
Funding Body	NSW Roads and Maritime Services
Funding Name	Traffic Route Lighting Subsidy
Government Level	State
Project Name	N/A
Project Value (excl GST)	\$88,000.00
Grant Amount (excl GST)	\$88,000.00
Council/Other (excl GST)	\$ 0.00
Date Application Submitted	N/A – Annual Allocation
Comment (if required)	N/A
Date Approved/Received	\$88,000.00 received 14 June 2016
Total Funds Received To Date	\$88,000.00 (total funding received)

### Community Strategic Plan Links

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

### Budget Implications

All Council funding required regarding the grants in this report has been included in the Richmond Valley Council budget.

## 15.3 CONTRACTUAL CONDITIONS OF SENIOR STAFF

### Responsible Officer:

Vaughan Macdonald (General Manager)

### Report

Section 339 of *The Local Government Act 2009 (The Act)* requires the General Manager to report to Council the contractual conditions of senior staff annually.

The senior staff of Council are:

1. General Manager – Vaughan Macdonald
2. Chief Operating Officer – Simon Adcock
3. Director Infrastructure and Environment – Angela Jones

Each Senior Manager is employed under the Office of Local Government's "Standard Contract of Employment for Senior Staff". None of the contracts contain exceptions or additions to the standard contract.

The contract termination dates of the senior staff are as follows:

1. General Manager – 17/02/2021
2. Chief Operating Officer – 19/06/2021
3. Director Infrastructure and Environment – 4/1/2019

### **Community Strategic Plan Links**

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

## **15.4 DISCLOSURE OF INTEREST - APPOINTMENT OF DESIGNATED PERSONS**

### **Responsible Officer:**

Deborah McLean (Manager Governance and Risk)

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### **Report**

Section 449(1) of the *Local Government Act 1993 (The Act)* provides that a councillor or designated person must complete and lodge with the General Manager, within three months after becoming a councillor or designated person, a return in the form prescribed by the *Local Government (General) Regulation 2005*.

The following are newly appointed designated person positions of Council:

- Building/Development Certifier
- Chief Operating Officer

The disclosures for the above designated person positions have been received. The disclosures are tabled for the information of Council and will be made available on request to any member of the public at Council's Casino Administration Office.

This report provides information to Council regarding the appointment of designated persons and fulfils Council's obligations under Section 449 of *The Act*.

## **Community Strategic Plan Links**

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

### **15.5 CUSTOMER REQUEST MANAGEMENT SYSTEM - QUARTERLY UPDATE 1 APRIL TO 30 JUNE 2016**

#### **Responsible Officer:**

Vaughan Macdonald (General Manager)

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## **Report**

Council is committed to providing a high level of customer service to the Richmond Valley community. The Performance Management Office has been extracting and analysing the system data regarding Council's customer requests which are entered into the Technology One platform. This is an important function as it is Council's best gauge of its interaction with the community and whether Council's response to requests meets our service level commitments.

In accordance with Council's resolution at its 27 January 2016 Extraordinary Meeting, Customer Request Management (CRM) reports will be provided to Council quarterly. A copy of the 1 April to 30 June 2016 Customer Request Management System report is included below.

## **Key Issues**

The reports presented to Council in January and April 2016, identified the following issues regarding Council's request management performance:

- System access for relevant officers
- Training
- Appropriate service levels
- Work prioritisation between scheduled work and new requests
- System limitations

The performance for the April to June 2016 period is a slight improvement compared to the previous periods. This suggests that current resourcing levels at Council will consistently result in the levels of performance reported here.

During the previous reporting period, Council was referred 1,193 requests compared to 1,240 for this period.

Requests completed within target rose 2% to 57%, requests completed outside target remained static at 30%, requests in progress inside target remained at 3% and requests in progress currently outside target reduced from 12% to 10%.

## ***Key Statistics***

### **Requests Completed**

Of the 1,240 requests entered into the CRM software during the relevant period, 1,076 have been resolved (87%):

Completed within target	704	65%
Completed outside target	372	35%
<b>Total</b>	<b>1,076</b>	<b>100%</b>

The 372 requests that were completed outside the desired target level are detailed below:

<b>No. of days past target</b>	<b>No. of requests</b>	<b>%</b>
1-10 days	263	71%
11-20 days	56	15%
21 - 30 days	24	6%
> 30 days	29	8%
<b>Total</b>	<b>372</b>	<b>100%</b>

### **Requests in Progress**

Of the 1,240 requests entered into the CRM software during the relevant period, 164 are not resolved/still in progress at 30 June 2016:

In Progress within Target	35	21%
In Progress past Target	129	79%
<b>Total</b>	<b>164</b>	<b>100%</b>

The 129 requests that were still in progress at 30 June 2016 and past the target level are detailed below:

<b>No. of days past target</b>	<b>No. of requests</b>	<b>%</b>
1-10 days	32	25%
11-20 days	16	12%
21 – 30 days	10	8%
> 30 days	71	55%
<b>Total</b>	<b>129</b>	<b>100%</b>

## ***Analysis and Recommendations***

The request management system results this quarter have shown a slight improvement from last report which also comes in a quarter with a greater volume of requests (47 more). The key issues for the CRM reporting system outlined in previous reports were:

- System access for relevant officers
- Training
- Appropriate service levels
- Work prioritisation between scheduled work and new requests
- System limitations

Since the last report, the following actions have been undertaken to improve the performance of Council's request management.

#### System Access

- A full handover of Tech One system administration duties has seen improved processes implemented regarding providing the right people the appropriate level of access.

#### Training

- The creation of the Business Process Improvement Team and its collaboration with IT has seen the introduction of procedures that new staff receive appropriate levels of system training.

#### Service Levels

- The results indicate that a review of service levels and/or resources is required to identify opportunities to continue to improve performance while a similar number of requests are received for a quarter.

#### Prioritising

- Daily and weekly reporting of CRM statistics has encouraged officers to engage in the reporting of customer requests and has highlighted the importance of accurate reporting.

#### System Limitations

- The creation of the Business Process Improvement Team and its collaboration with IT has seen an improvement in investigation and resolution of system issues.

Without a material increase in resources allocated toward resolving customer requests, the following actions may result in improved CRM results and better reporting:

- Continual review of service levels expected for each specific task (e.g. Stock Control 0 days, Overgrown Trees 14 days, etc.)
- Have Customer Request Management as an agenda item at every team meeting. This will ensure that requests are closed off correctly, and more accurately reporting of the actual status of a request. Several requests in the system have a status of "in progress" but also have a completed date entered. Correct closure of these requests is still an issue.
- Responsible officers or an administrative resource to regularly review requests overdue by 30+ days. Currently the system states that 71 requests are in progress and have missed target by greater than 30 days.

### **Community Strategic Plan Links**

Focus Area 7 Governance and Process - Long term Goal 7.4 Civic Leadership and Corporate Planning (Strategy 7.4.2 Council will ensure its workforce is appropriately sized and equipped to deliver the services as outlined in Council's Integrated Planning System).





# Richmond Valley Council

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## CRM Reporting

**Period: 1 April 2016 to 30 June 2016**

**Report Prepared: 8 July 2016**



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Richmond Valley Council, Corner Walker Street & Graham Place,  
(Locked Bag 10) Casino NSW 2470  
t: 02 6660 0300 f: 02 6660 1300 e: [council@richmondvalley.nsw.gov.au](mailto:council@richmondvalley.nsw.gov.au)  
[www.richmondvalley.nsw.gov.au](http://www.richmondvalley.nsw.gov.au) RichmondValleyCouncil ABN 54 145 907 009

## CRM Report

### 1. Summary of Data

During the period 1 April to 30 June 2016 ('relevant period'), **1,240 requests** were entered into the CRM software. The following table provides performance data for all workgroups. The subsequent tables show performance data for the ten (10) Primary Groups and Referred Officers that were referred the highest volume of requests during the relevant period:

Requests completed within target	704	57%
Requests completed outside target	372	30%
Requests in progress still within target	35	3%
Requests in progress outside target	129	10%
<b>Total</b>	<b>1,240</b>	<b>100%</b>

Workgroup	No. request referred	% of total requests	Completed outside target		In Progress outside target		Average Target days	Average completion days
			No.	% of request referred	No.	% of request referred		
Environment Regulatory Control	392	31.61%	86	21.94%	21	5.36%	5.85	5.36
Water and Sewer	236	19.03%	103	43.64%	6	2.54%	4.37	6.71
Waste and Resource Recovery	196	15.81%	34	17.35%	37	18.88%	6.60	13.56
Roads, Drainage and Quarries	173	13.95%	60	34.68%	24	13.87%	10.16	19.82
Open Spaces, Cemeteries	144	11.61%	72	50.00%	9	6.25%	8.01	18.34
Asset Management	77	6.21%	17	22.08%	11	14.29%	10.42	19.87
Development Assessment	12	0.97%	0	0.00%	11	91.67%	8.00	530.75
Asset Planning	4	0.32%	0	0.00%	4	100.00%	8.75	n/a
Workshops	3	0.24%	0	0.00%	3	100.00%	1.00	n/a
Development and Design	1	0.08%	0	0.00%	1	100.00%	14.00	n/a
Unassigned	1	0.08%	0	0.00%	1	100.00%	0.00	n/a
Finance	1	0.08%	0	0.00%	1	100.00%	2.00	n/a

**CRM Report**

Primary Group	No. request referred	% of total requests	Completed outside target		In Progress outside target		Average Target days	Average completion days
			No.	% of request referred	No.	% of request referred		
Companion Animals	239	19.27%	37	15.48%	1	0.42%	7.38	3.05
Garbage	200	16.13%	35	17.50%	37	18.50%	6.46	13.77
Roads	130	10.48%	42	32.31%	12	9.23%	10.15	15.26
Water	98	7.90%	33	33.67%	2	2.04%	3.45	3.87
Stock Control	61	4.92%	35	57.38%	0	0.00%	0.00	1.51
Sewer	57	4.60%	38	66.67%	0	0.00%	0.93	4.06
Trees	54	4.35%	23	42.59%	8	14.81%	8.83	29.48
Drainage	45	3.63%	13	28.89%	0	0.00%	13.31	25.55
Council Buildings	43	3.47%	35	81.40%	20	46.51%	21.65	11.97
Parks and Gardens	42	3.39%	27	64.29%	3	7.14%	8.00	18.08

Referred Officer	No. request referred	% of total requests	Completed outside target		In Progress outside target		Average Target days	Average completion days
			No.	% of request referred	No.	% of request referred		
Cowles, Paul	256	20.65%	50	19.53%	0	0.00%	6.27	2.29
Gill, Trevor	125	10.08%	44	35.20%	0	0.00%	3.67	3.00
Brown, Eddie	108	8.71%	33	30.56%	0	0.00%	5.03	3.26
George, Phil	104	8.39%	31	29.81%	23	22.12%	6.03	13.90
Coleman, Bruce	96	7.74%	60	62.50%	2	2.08%	8.28	19.79
Cremin, Graham	84	6.77%	31	36.90%	12	14.29%	10.51	17.29
Button, Troy	80	6.45%	28	35.00%	5	6.25%	9.58	10.63
Brown, Ian	79	6.37%	2	2.53%	5	6.33%	7.16	2.39
Lowe, Kevin	49	3.95%	22	44.90%	0	0.00%	5.16	5.05
Verrall, Rod	42	3.39%	28	66.67%	3	7.14%	5.90	14.56

## CRM Report

### 2. Key Issues

The previous quarterly reports tabled for Council, identified five key issues that if resolved should have seen an improvement in our Request Management Performance. The comments in brackets are the updates on each of the key issues.

These were:

- System Access (*improving – handover of system administration to IT has seen improved processes in place around getting the right people the appropriate access to Tech One.*)
- Training (*improving – the Business Improvement Team and IT have procedures in place to ensure that new staff get appropriate levels of system training*)
- Service Levels (*static – only minor adjustments made to service levels*)
- Prioritising (*improving – daily and weekly reporting of CRM statistics have seen officers engage in the importance of accurate reporting of performance*)
- System Shortcomings (*improving – Business Process Improvement Team and IT have been investigating any issues reported and have made changes to improve the system*)

The performance for the new review period (April to June) is a slight improvement compared to the previous periods. This suggests that current resourcing levels at Council will consistently result in the levels of performance reported here.

Requests completed within target rose 2% to 57%, requests completed outside target remained static at 30%, requests in progress inside target remained at 3% and requests in progress currently outside target reduced from 12% to 10%.

Without a material increase in resources allocated toward resolving CRM's, the following suggestions may result in improved CRM results and also accurate reporting.

- Continual review of service levels expected for each specific task (e.g. Stock Control 0 days, Overgrown Trees 14 days etc.)
- Have Customer Request Management as an agenda item at every team meeting. This will ensure that requests are closed off correctly, more accurately reporting the actual status of a request. Several requests in the system have a status of 'in progress' but also have a completed date entered. Correct closure of these requests is still an issue.
- Responsible officers or an admin resource to regularly review requests overdue by 30+ days. Currently the system states that 71 requests are in progress and have missed target by greater than 30 days.

### 3. Notable Stats

- 71% of requests completed outside target, missed by less than 10 days suggesting either unreasonable service level targets or a delay between actioning and closing a request
- 79% of in progress requests are past target. Time dedicated by responsible officers to reviewing old requests would reduce this number significantly.
- Of the 79% of in progress requests past target, 55% of these are overdue by more than 30 days. This indicates inconsistent reviewing of past requests by officers

## *CRM Report*

### Annexure 1 – Detailed Performance Data

#### 1. Requests Completed

Of the 1,240 requests entered into the CRM software during the relevant period, 1,076 have been resolved (87%):

Completed within target	704	65%
Completed outside target	372	35%
<b>Total</b>	<b>1,076</b>	<b>100%</b>

The 372 requests that were completed outside the desired target level:

No. of days past target	No. of requests	%
1-10 days	263	71%
11-20 days	56	15%
21 - 30 days	24	6%
> 30 days	29	8%
<b>Total</b>	<b>372</b>	<b>100%</b>

#### 2. Request not resolved (In progress)

Of the 1,240 requests entered into the CRM software during the relevant period, 164 are not resolved / still in progress at 30 June 2016:

In Progress within Target	35	21%
In Progress past Target	129	79%
<b>Total</b>	<b>164</b>	<b>100%</b>

The 129 requests that were still in progress at 30 June 2016 and past the target level:

No. of days past target	No. of requests	%
1-10 days	32	25%
11-20 days	16	12%
21 – 30 days	10	8%
> 30 days	71	55%
<b>Total</b>	<b>129</b>	<b>100%</b>

**15.6 WRITE-OFF OF MONIES UNDER DELEGATION - JANUARY TO JUNE 2016****Responsible Officer:**Ryan Gaiter (Chief Financial Officer/Manager Mid-Richmond)

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**Report**

At the 21 April 2015 Ordinary Meeting of Council it was resolved as follows:

*"Where the General Manager exercises his delegation in regard to refunds/write-offs that exceed \$1,000, an information summary report be submitted to Council on a six monthly basis."*

In order to comply with the resolution which requires that reports be submitted on a six monthly basis, details are provided to the first Ordinary Meeting of the new financial year and the first Ordinary Meeting held in the new calendar year.

This summary report covers the six month period commencing 1 January 2016 and ending on 30 June 2016.

As at 30 June 2016 the General Manager has not used his delegation to write off any amounts in excess of \$1,000.00.

**Community Strategic Plan Links**

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

**15.7 DEVELOPMENT APPLICATIONS DETERMINED UNDER THE ENVIRONMENTAL PLANNING AND ASSESSMENT ACT FOR THE PERIOD 1 JUNE 2016 TO 30 JUNE 2016****Responsible Officer:**Angela Jones (Director Infrastructure and Environment)

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**Report**

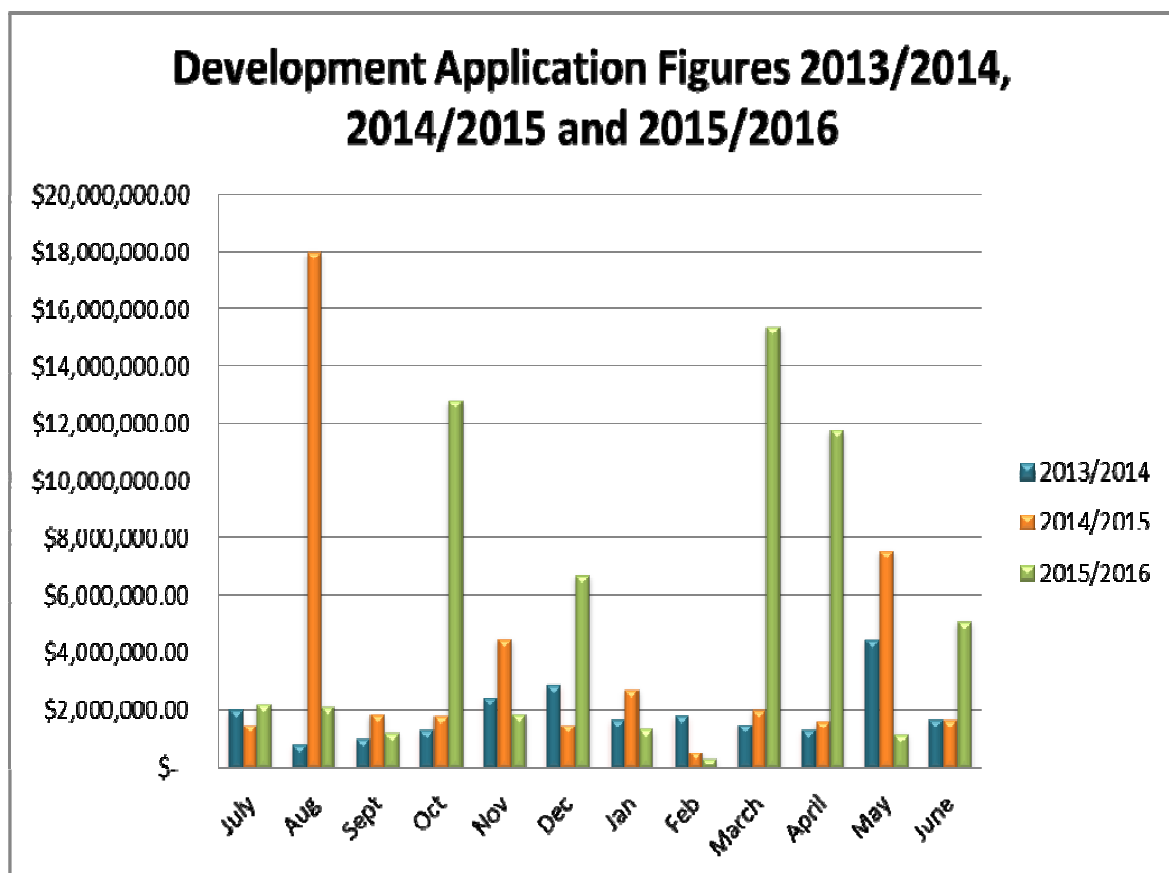
This report provides a summary of development activity on a monthly basis. All Development Applications determined in the month are outlined in this report, including Section 96 approvals, applications that are refused and withdrawn, and applications with no development value such as subdivisions.

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 Section 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 June 2016 to 30 June 2016 was 37, with a total value of \$5,135,340.00.

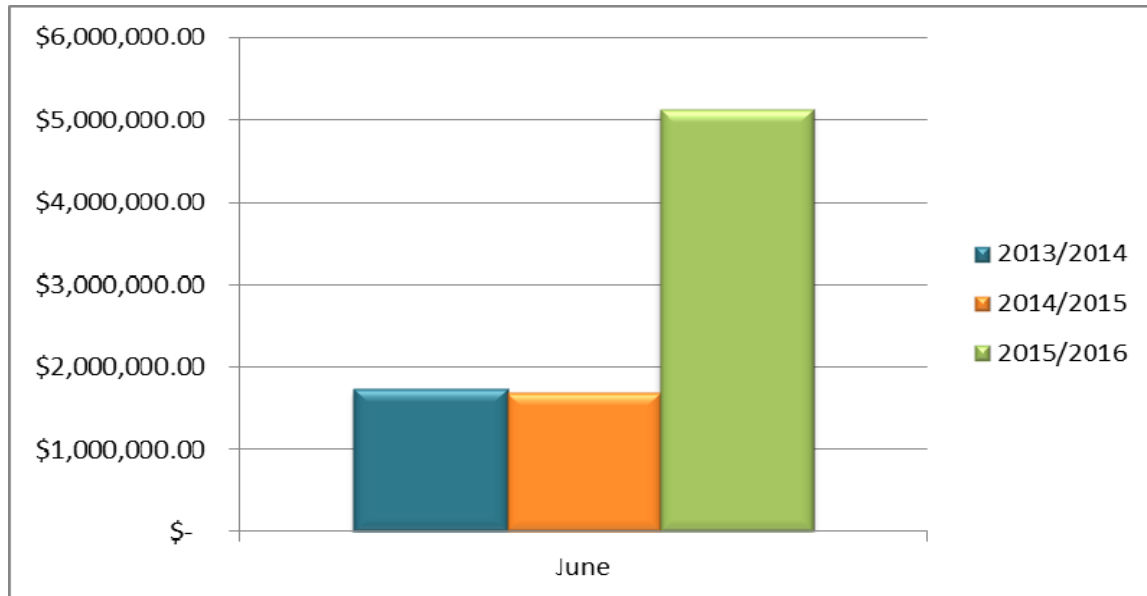
To ensure transparency, any Development Applications which council officers are aware of that are directly related to Councillors are highlighted on the Summary of Development Applications included below.

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





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



#### ***Activity for the month of June 2016***

General Approvals (excluding Subdivisions, Section 96s)	27
Section 96 amendments to original consent	8
Subdivision	2
Refused	0
Withdrawn	0
Complying Development (Private Certifier Approved)	0
<b>TOTAL</b>	<b>37</b>

#### **Community Strategic Plan Links**

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



Summary of Development Applications determined under the Environmental Planning and Assessment Act for the period 1 June 2016 to 30 June 2016							
Application ID	Applicant	Owners	Location	Parcel Description	Development	Determination Date	Estimated Cost
DA2016/0156	Newton Denny Chapelle	Northern NSW Local Health District	5 Spring Street, Coraki	Lot 1 DP 40212	Health Service Facility (Coraki HealthOne)	2/06/2016	\$ 2,350,000.00
DA2016/0182	A S Johns L R Sheppard	Mr A S Johns Ms L R Sheppard	42 Simpson Parade, Casino	Lot 12 DP 5020	Dwelling Additions, Internal Renovations, Covered Deck, Garage & Carport	22/06/2016	\$ 85,000.00
DA2016/0184	MI Johnston	Mr M I Johnston	3 Nowlan Place, North Casino	Lot 25 DP 1113025	Garage	22/06/2016	\$ 19,540.00
DA2016/0085.01	EnviroLink Consulting	Mrs S Galea Mr G Galea	9085 Summerland Way, Leeville	Lot 97 DP 650914, Lot 42 DP 755606 & Lot 48 DP 755606	Intensive Livestock Agriculture – Conversion to Breeder Chicken Farm (Construction of twelve (12) new Chicken Sheds in addition to existing six (6) Chicken Sheds), two (2) Storage Sheds, three (3) Rural Worker's Dwellings and Associated Works	7/06/2016	\$ -
DA2016/0187	Perry Homes (Aust) Pty Ltd	Mr L E Lynch Mrs L D Lynch	1665 Bruxner Highway, McKees Hill	Lot 1 DP 1218891	Dwelling	8/06/2016	\$ 332,000.00
DA2016/0188	Integrity New Homes	Mrs L Dransfield	850 Ellangowan Road, Yorklea	Lot 2 DP 788719	Dwelling	8/06/2016	\$ 369,119.00
DA2015/0201.01	Newton Denny Chapelle	Mr P F Connolly Mrs M A Connolly Mr M A Connolly Mrs A I Connolly	10 Irving Drive, Casino	Lot 2 DP 1127894	Subdivision to Create Two (2) Lots being Lot 1 (1.27ha) and Lot 2 (2340m2)	2/06/2016	\$ -
DA2016/0191	JK Aukram	Ms N J Anderson Mr J K Aukram	119 Vidlers Road, Spring Grove	Lot 21 DP 609056	Dwelling & Garage	16/06/2016	\$ 165,000.00
DA2016/0192	MG Armfield	Mr M G Armfield Mrs M A Armfield	1175 Coraki Ellangowan Road, Coraki	Lot 4 DP 708138	Dwelling	2/06/2016	\$ 305,000.00
DA2016/0193	Newton Denny Chapelle	Northern NSW Local Health District	5 Spring Street, Coraki	Lot 12 DP 1155477	Change of Use from Health Services Facility to Storage Facility	7/06/2016	\$ 5,000.00
DA2016/0194	G Foster	Mr G W Foster Mrs J B Foster	108 West Street, Casino	Lot 2 DP 984887	Demolition of Existing Dwelling & Shed	7/06/2016	\$ 32,500.00
DA2008/0174.02	L M Leeson L R Leeson	Mrs L M Leeson L R Leeson	75 West Street, Casino	Lot 13 Sec 5 DP 7295	Section 96 - Dwelling alterations - Bedrooms, Laundry & Verandah and Carport	21/06/2016	\$ -
DA2016/0195	Hayes Building Consultancy	Terraform Pty Ltd	1 McDonald Place, Evans Head	Lot B DP 343116	Demolition of Existing Dwelling and New Single Dwelling	21/06/2016	\$ 465,000.00
DA2016/0141.01	Wayne Lollback Building Co Pty Ltd	Mrs E M Butcher Mr M J Butcher	9 Dixon Place, North Casino	Lot 20 DP 1132283	Patio Roof and Swimming Pool	22/06/2016	\$ -
DA2016/0196	RCS Group Australia	Mr M R Mison	555 Sextonville Road, Dobies Blight	Part Lot 12 DP 1147975	Boundary Adjustment	9/06/2016	\$ -
CDC2016/0020	K Porter	Ms K L Porter	5 Wiangarie Street, Casino	Lot 5 DP 742942	Second Dwelling	29/06/2016	\$ 50,000.00
DA2016/0197	Trueline Patios & Extensions Northern Rivers	Mr M A Minehan Ms W L Foster	20 Rodeo Drive, North Casino	Lot 59 DP 884031	Insulated, elevated carport roof and a shed on concrete slabs	22/06/2016	\$ 40,000.00
DA2016/0200	L M Leeson L R Leeson	Mrs L M Leeson Mr L R Leeson	17 Charles Avenue, Casino	Lot 109 DP 852590	Inground Swimming Pool and Associated Fencing	22/06/2016	\$ 31,650.00
DA2016/0201	GM Project Development & Management	Mr R B Osborne Mr N Lynn	1 Cassino Drive, Casino	Lot 3 DP 255885	Change of Use to Light Industry (Repair of White Goods) and Ancillary Industrial Retail Outlet	16/06/2016	\$ -
DA2014/0172.01	Richard Lutze & Assoc	Ms S J Creasey Mr G L Deakin	34 River Street, Broadwater	Lot 223 DP 1116373	Shed & Driveway	9/06/2016	\$ -

Application ID	Applicant	Owners	Location	Parcel Description	Development	Determination Date	Estimated Cost
DA2016/0202	A McGuire	Mr A J McGuire Mrs S M McGuire	2 Coral Street, Evans Head	Lot 24 DP 43852	Granny Flats	23/06/2016	\$ 80,000.00
CDC2016/0021	Hayes Building Consultancy	Mrs J M Bell Mr J C Bell	4 Pine Lane, Evans Head	Lot B DP 101937	Housing Alterations and Additions - toilet	7/06/2016	\$ 8,000.00
DA2015/0249.01	Northern Co-Op Meat Co Ltd	Northern Co-Op Meat Co Ltd	10615 Queensland Road, Casino	Lot 3 DP 1164153	New Cold Chain Management Facility	22/06/2016	\$ -
DA2016/0204	Richmond Valley Tyres Pty Ltd	Mr B T Nicholas Mrs D Nicholas	97 Centre Street, Casino	Lot 1 DP 202046	Storage Facilities	21/06/2016	\$ 5,000.00
DA2016/0206	A Naismith	Ms A M Naismith	181 Walker Street, Casino	Lot 3 DP 14116	Carport & Front Fence	22/06/2016	\$ 8,450.00
DA2013/0147.01	S Walker	Mr C J Mackie Ms S M Walker	638 Fogwells Road, Yorklea	Lot 131 DP 755634	Dwelling	20/06/2016	\$ -
DA2016/0208	Professional Planning Group	Mr M C Thomas Mrs K L Thomas	38 Ivory Circuit, Casino	Lot 12 DP 1201423	Dwelling with attached garage	22/06/2016	\$ 307,100.00
DA2016/0209	Metrickon Homes QLD Pty Ltd	Mr M P Corcoran Mrs K L Corcoran Ms L A Corcoran	Blackwood Road, Naughtons Gap	Lot 18 DP 1176405	Dwelling	27/06/2016	\$ 246,562.00
DA2016/0210	DD McLaren	Mrs D D McLaren	42 North Street, Casino	Lot C DP 156808	Garage	27/06/2016	\$ 8,500.00
DA2016/0211	C A Ramsey A S Ramsey	Mrs C A Ramsey Mr A S Ramsey	5 Teak Street, Evans Head	Lot 3 DP 353058	Deck and Laundry	20/06/2016	\$ 50,000.00
DA2016/0212	AGS Commercial Pty Ltd	Mr B N Law	55 Brahman Way, North Casino	Lot 23 DP 1075303	Shed	20/06/2016	\$ 57,000.00
DA2016/0214	TL Knox	Mrs T L Knox	1-3 Hills Road, Rileys Hill	Lot 16 Sec B DP 250411	Awnings	29/06/2016	\$ 12,412.00
DA2016/0216	K M Waring G P Waring	Mrs K M Waring Mr G P Waring	267 McDonalds Bridge Road, Stratheden	Lot 361 DP 837173	Swimming Pool	17/06/2016	\$ 39,350.00
DA2016/0217	D G Slade E A Slade	Mr D G Slade Mrs E A Slade	10 Musgraves Road, North Casino	Lot 2 DP 1109802	Shed	20/06/2016	\$ 14,155.00
DA2016/0127.01	P J Boland J A Boland	Mrs P J Boland Mr J A Boland	59 Canterbury Street, Casino	Lot 10 DP 1212273	Dwelling and Retaining Wall	27/06/2016	\$ -
DA2016/0219	Migselv Pty Ltd	Migselv Pty Ltd	30 Cope Street, Casino	Lot 8 DP 237188	"As Built" Dwelling Extensions	20/06/2016	\$ 30,000.00
CDC2016/0022	Hayes Building Consultancy	Ms D L Clark	3 Beech Street, Evans Head	Lot 10 Sec 1 DP 758403	Housing Alterations and Additions	22/06/2016	\$ 19,000.00

**15.8 BIODIVERSITY CONSERVATION BILL AND LAND MANAGEMENT REFORMS - SUBMISSION****Responsible Officer:**Angela Jones (Director Infrastructure and Environment)

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**Report**

Submissions on the Biodiversity Conservation Bill and associated land management reforms closed on 28 June 2016.

The Biodiversity Conservation reforms were exhibited as a Bill to replace various important biodiversity and land management Acts being:

- the *Native Vegetation Act 2003*;
- the *Threatened Species Conservation Act 1995*; and
- the *Nature Conservation Trust Act 2001*.

A report was presented to Council's 28 June 2016 Ordinary Meeting which was the day submissions closed. The report outlined the main concerns Council and NOROC had with the reforms, which included resourcing and responsibility uncertainties, as well as the limited opportunity to assess and respond to the exhibited Bill. Council prepared and submitted electronically its submission based on the information provided in the report (Item 15.6).

A copy of Council's submission has been included below.

**Community Strategic Plan Links**

Focus Area 1 Natural Environment; Focus Area 2 Local Economy; Focus Area 3 Community and Culture; and Focus Area 5 Rural and Urban Development.

Council's Reference:  
**ECM1185462**  
Reference:  
**Biodiversity Bill Submission RVC**  
  
Telephone Enquiries to:  
**Craig Rideout**



28 June 2016

Biodiversity Reforms – Have Your Say  
PO Box A290  
Sydney South NSW 1232

**Submission in response to the exhibition of the proposed biodiversity conservation reform package – Richmond Valley Council.**

Richmond Valley Council welcomes the opportunity to provide comments concerning the recently exhibited biodiversity conservation reform package: the proposed Biodiversity Conservation Bill 2016, the Local Land Services Amendment Bill 2016 and the other accompanying legislative amendments and repeals (the BC reform package).

A report will be presented to the ordinary June meeting of Council to be held later today 28 June 2016, outlining potential consequences of the BC reform package on the everyday operation of Richmond Valley Council. In addition, RVC has contributed toward a combined NOROC response provided by the assembly of North Coast Councils' Natural Resource Managers Group. Council wishes to also take the opportunity to provide a submission intended to outline concerns more specific to the potential impact of the BC reforms on Richmond Valley and Council's operational responsibilities.

Consultation:

Council would like to express dissatisfaction concerning the limited consultation provided for the new Biodiversity Conservation Bill and associated Amendments to the Local Land Services Act. Following successful Far North Coast lobbying, additional Community sessions were announced to include a Far North Coast venue with a drop-in session in Lismore on 9 June. A briefing was also scheduled to be provided for 'key stakeholders' for the same day however it was to be by invitation only and was not extended to technical staff. The closest workshop was held at Coffs Harbour with limited notice and officers from the North Coast were required to travel some distance to attend.

Opportunity was provided for the general public to ask questions at the Lismore drop-in session, but there did not appear to be any real program to explain or educate the general public as to what the changes involve.

The material and information provided during the limited exhibition period was insufficient to provide practitioners with an accurate representation of how the technical aspects of the reforms will operate. The Biodiversity Assessment

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t: 02 6660 0300 f: 02 6660 1300 e: [council@richmondvalley.nsw.gov.au](mailto:council@richmondvalley.nsw.gov.au)  
w: [richmondvalley.nsw.gov.au](http://richmondvalley.nsw.gov.au)  [RichmondValleyCouncil](https://www.facebook.com/RichmondValleyCouncil) ABN 54 145 907 009



Method (BAM) is the critical nucleus of the reforms, and without knowing precise 'triggers' and methods of assessment, we are being asked to comment on a framework that lacks essential detail. The 'technical' workshops provided for Council staff left no doubt in the minds of those attending that crucial aspects and detail had not yet been decided.

In addition, detail which is to be provided within the Regulations was absent from the workshops, as was an outline of exactly how the interaction of the proposed vegetation SEPP and the rest of the assessment methods and reforms will interact.

*Recommendation (1):*

The exhibition period be extended to members of the general public and practitioners (Local Government Officers and Agency members) when the working detail of the reforms are drafted. Further opportunity should be provided for comment on the detail of the reforms, as insufficient material has been exhibited.

*Recommendation (2):*

A formal working group should be set up (to include representatives of relevant agencies and local Councils) to workshop and facilitate the drafting of the detail and provisions incorporated into the proposed reforms.

The shifting of responsibility for vegetation matters from State onto Councils:

The reforms appear to indicate a shift in responsibility away from the Office of Environment and Heritage onto local Councils for assessing the significance and 'value' of native vegetation proposed for removal through the Development Assessment process. The reforms could potentially shift overriding responsibility for a major component of Biodiversity Conservation appraisal and assessment onto Council staff, rather than be provided through referral process by the Office of Environment and Heritage. In addition, it is predicted additional costs could be borne by proponents having to provide a Biodiversity Assessment Report as a component of any Development Application. The assessment and calculation of potential offset requirements falls onto Council staff with uncertainty as to what financial assistance will be provided by the State to fund training and resource shortfalls.

The biggest area of change proposed by the Bill is the way in which any development applying for approval under Part 4 as Local Development will now be potentially subject to assessment (Biodiversity Assessment Report) in accordance with a method to be provided by the Office of Environment and Heritage.

The overriding opinion amongst those attending the technical workshops was that assessment of vegetation offset requirements should be managed by Councils as the consent authority rather than Local Land Services when the responsibilities of the reforms are reallocated. Despite the cost shifting onto Councils, to leave the matter to an external agency would not take into account strategic and developmental planning considerations.



Under the existing Biobanking scheme such assessments are currently undertaken by OEH. Under the proposed legislation the scheme will be greatly expanded and most of the burden will fall to local government. The responsibility and cost shifting transition has not been properly acknowledged in any of the BC reform exhibition materials.

*Recommendation (3):*

Local Government NSW be involved in clarifying what responsibilities should be attributed to Local Councils and determining to what degree Councils should be compensated for the transition to determining body for vegetation assessments.

Overall lack of detail as to the vegetation assessment criteria:

The workshops concentrated on discussion around the NSW Biodiversity Offsets scheme, which presented as not dissimilar to current offset negotiations for vegetation removal as part of a development proposal assessment. It was left unclear however, as to exactly how credits would be calculated, and under what circumstances the minimum threshold would be exceeded.

The Biodiversity Assessment Methodology (BAM) will necessarily be very complex and will require specialist staff with ecological expertise to carry out the necessary assessments. This will present particular difficulties for small councils such as RVC, who are unable to afford specialist staff. The BAM is likely to require specialist staff to be trained and accredited and there has been no concrete indication as to exactly what resources will be allocated to bring Council up to speed with training and qualifications. Moreover, the assessment process will take significantly more staff time.

*Recommendation (4):*

The NSW Government should provide a very real indication of commitment to financing and support for the transition of responsibility for vegetation assessment onto local government. A package should be provided and documented to compensate for additional administrative burdens as a result of the proposed reforms. Training and accreditation for council staff should be provided free of charge alongside a commitment to reimburse for all resource impacts, including travel and loss of staff time and resources.

Cost to Local Government and Proponents:

A notable potential impact of the Biodiversity Conservation Bill is the cost to the community as a whole through costs to local Councils and proponents. In order to determine whether a development 'triggers' the Biodiversity Assessment Method threshold, the proponent of a development is required to have a Biodiversity Assessment Report prepared by an accredited ecological consultant for lodgment alongside a Development Application. The Biodiversity Assessment Report will be a requirement to address whether the extent of vegetation removal proposed exceeds the threshold set.





The Bill introduces an Offset Payment Calculator whereby an 'offset' or contributory monetary payment is determined by assessing the vegetation type and quantity proposed for removal. The detail of the method used in the calculation has not been determined and so was not provided for technical appraisal during the exhibition period. In addition, the value of the offsets required could be 'reduced' by the Consent Authority by merit consideration (as advised at the Coffs Harbour workshop). The possible reduction of credit requirements by Councils presents a very precarious situation in relation to transparency and perceived fairness within the community.

*Recommendation (5):*

The Biodiversity Conservation Bill and/or the BAM should be amended to:

- a. Indicate a minimum standard for the Biodiversity Assessment Method; \*  
\*(to avoid any issues relating to fairness and transparency)
- b. clearly identify the right of the consent authority (under Section 79C of the EP&A Act) to apply local policy (consistent with Section 8 of the BAM) with regard to avoiding and minimising biodiversity impacts; and
- c. allow the consent authority to require any offsetting to occur onsite where that is considered appropriate feasible by the consent authority.

The proposed Bill has potentially significant budget implications which Council is largely unable to gauge due to a lack of detail provided through the exhibition process. Although a commitment has been offered by the Office of Premier and Cabinet to provide assistance to Councils in the administering of reforms presented by the Bill, there remains outstanding uncertainty as to the level of training and technical assistance required. Any shift in the balance of responsibility from the State onto local Councils will invariably result in significant staff resource implications for which local Councils will be required to somehow compensate for internally.

The proposed legislation is likely to have significant implications for biodiversity and local government throughout New South Wales. Whilst Council acknowledges the case for reform of biodiversity legislation set out by the Independent Biodiversity Review Panel Final Report of December 2014, it needs to abide by the original purpose:

*...recommend a simpler, streamlined and more effective legislation which improves the conservation of biodiversity and supports sustainable development thereby reducing the compliance and administrative burdens.*

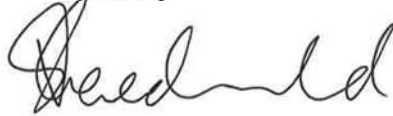
Council is concerned the proposed legislation could lead to poorer biodiversity and sustainability outcomes, as well as incurring significant additional complexity, administrative burdens and costs for local government. The reforms could additionally interfere with the legitimate strategic planning functions of councils and place undue burden and scrutiny on assessment processes.



Richmond Valley Council contends that ample opportunity has not been provided to scrutinise or contribute to the implementation of the most important aspects and working detail of the reforms. Council contends that a more appropriate consultative process needs to be followed to ensure the BC Bill and associated reforms represent a practicable step forward for Biodiversity Conservation processes in NSW.

If you would like to discuss this matter further please do not hesitate to contact Planning Officer Craig Rideout on 02 66600219 or by email at [craigrideout@richmondvalley.nsw.gov.au](mailto:craigrideout@richmondvalley.nsw.gov.au).

Yours sincerely



**Vaughan Macdonald**  
**General Manager**  
**Richmond Valley Council**





**16 QUESTIONS ON NOTICE**

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Nil.

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

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No questions were asked for next meeting.

**18 MATTERS REFERRED TO CLOSED COUNCIL**

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Nil.

**19 RESOLUTIONS OF CLOSED COUNCIL**

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Nil.

The Meeting closed at 6.00pm.

**CONFIRMED - 16 August 2016**

**CHAIRMAN**