

Richmond
Valley
Council



AGENDA

Ordinary Council Meeting

I hereby give notice that an Ordinary Meeting of Council will be held on:

Date: Tuesday, 25 June 2019

Time: 5pm

**Location: Council Chambers
10 Graham Place, Casino**

**Vaughan Macdonald
General Manager**

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ORDER OF BUSINESS

1	ACKNOWLEDGEMENT OF COUNTRY.....	5
2	PRAYER.....	5
3	PUBLIC ACCESS AND QUESTION TIME	5
4	APOLOGIES	5
5	MAYORAL MINUTES.....	5
	Nil	
6	CONFIRMATION OF MINUTES	6
6.1	Minutes Ordinary Meeting held on 21 May 2019	6
6.2	Minutes of Local Traffic Committee meeting held 23 May 2019.....	7
7	MATTERS ARISING OUT OF THE MINUTES	8
8	DECLARATION OF INTERESTS	8
9	PETITIONS.....	8
	Nil	
10	NOTICE OF MOTION	9
10.1	Notice of Motion - Cr Stephen Morrissey - Camping availability	9
11	MAYOR'S REPORT	10
11.1	Mayor's Attendances 14 May - 17 June 2019.....	10
12	DELEGATE'S REPORTS.....	12
	Nil	
13	MATTERS DETERMINED WITHOUT DEBATE	12
13.1	Matters to be Determined Without Debate.....	12
14	GENERAL MANAGER'S REPORTS	13
14.1	Draft Revised Delivery Program 2017/2021, Draft Operational Plan 2019/2020 (including Draft Financial Estimates 2019/2023), Draft Revenue Policy 2019/2020 and Draft Long Term Financial Plan 2019/2029).....	13
14.2	Code of Meeting Practice	21
14.3	Councillor Induction and Professional Development Policy	23
14.4	Northern Rivers Rail Trail (NRRT) Update.....	29
14.5	Evans Head Men's Shed	31
15	FINANCIAL REPORTS	34
15.1	Financial Analysis Report - May 2019	34
15.2	Quarry Product Prices	41
16	TENDER REPORTS.....	47
16.1	Cleaning of Council Offices and Buildings - VP142345	47
17	GENERAL BUSINESS	51
17.1	Review of Customer Service Charter	51
17.2	Review of Risk Management Policy	60
17.3	Event Support Scheme	64

17.4	Roadside Memorial Policy	66
18	MATTERS FOR INFORMATION	71
18.1	Bora Ridge Landfill Capping Update	71
18.2	Development Applications determined under the Environmental Planning and Assessment Act for the period 1 May 2019 to 31 May 2019	73
18.3	Grant Application Information Report - May 2019	80
18.4	Correspondence Submitted to June 2019 Ordinary Meeting	85
19	QUESTIONS ON NOTICE	86
	Nil	
20	QUESTIONS FOR NEXT MEETING (IN WRITING).....	86

1 ACKNOWLEDGEMENT OF COUNTRY

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

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

2 PRAYER**3 PUBLIC ACCESS AND QUESTION TIME****4 APOLOGIES****5 MAYORAL MINUTES**

Nil

6 CONFIRMATION OF MINUTES

6.1 MINUTES ORDINARY MEETING HELD ON 21 MAY 2019

Author: Vaughan Macdonald, General Manager

RECOMMENDATION

That Council confirms the Minutes of the Ordinary meeting held on 21 May 2019.

ATTACHMENT(S)

- 1. Ordinary Minutes 21 May 2019 (under separate cover)**

6.2 MINUTES OF LOCAL TRAFFIC COMMITTEE MEETING HELD 23 MAY 2019

Author: Vaughan Macdonald, General Manager

RECOMMENDATION

That Council receives and endorses the recommendations contained within the minutes of the Local Traffic Committee meeting held 23 May 2019.

ATTACHMENT(S)

1. Local Traffic Committee Meeting Minutes held 23 May 2019 (under separate cover)

7 MATTERS ARISING OUT OF THE MINUTES

8 DECLARATION OF INTERESTS

(Councillors to specify details of item and nature of interest)

9 PETITIONS

Nil

10 NOTICE OF MOTION**10.1 NOTICE OF MOTION - CR STEPHEN MORRISSEY - CAMPING AVAILABILITY**

I, Councillor Stephen Morrissey, give notice that at the next Ordinary Meeting of Council to be held on 25 June 2019, I intend to move the following motion:

NOTICE OF MOTION

That Council requests a report be prepared outlining options and timeframes for free and/or low-cost camping areas to be made available in line with Council's Tourism Development Plan actions and to capitalise on our three new Visitor Information Centres, which specifically target the growing grey nomad market across the Richmond Valley.

I commend this Notice of Motion to Council.

ATTACHMENT(S)

Nil

11 MAYOR'S REPORT**11.1 MAYOR'S ATTENDANCES 14 MAY - 17 JUNE 2019**

Author: Robert Mustow, Mayor

RECOMMENDATION

That Council receive and note the Mayor's attendance report 14 May – 10 June 2019.

REPORT**May**

- 15th DPC and local councils meeting regarding waste management
- 15th Evans Head & District Senior Citizens Club Inc
- 15th Meet the Federal Election candidates
- 16th Whiddon Garden Party – 1st anniversary
- 16th Primex Event
- 17th Up with Sparrows - Advancing Women in Business and Agriculture Breakfast
- 17th Primex Event
- 17th Red Meat and Industry Awards Clydesdale Steak Barn
- 18th Primex
- 20th Mid-Richmond Neighbourhood Centre; completion of renovations for the Scout Hall.
- 21st Meeting with Toys Change Lives group at premises
- 21st Richmond Valley Council Ordinary meeting
- 22nd Beef Week Art Show
- 23rd Beef Week Moke driving around CBD
- 23rd NSW Rural Fire Service Zone Medals Presentation
- 24th Aboriginal Elder Funeral at Coraki
- 24th Beef Week Breakfast with the Butchers
- 24th Beef Week Cup
- 25th Orchid Show
- 25th Beef Week Street Parade
- 25th Beef Week Rodeo
- 26th Evans Head Casino SLSC Annual Presentation
- 27th Evans River RSL Day Club - 10th Birthday celebrations
- 28th NCMC Beef Industry Carcass Awards
- 29th Rous County Council Site Inspection - Nightcap Tunnel
- 29th Rous County Council May Council Workshop
- 29th Loaves and Fishes Dinner with Salvation Army
- 30th National Reconciliation Week Casino Neighbourhood Centre
- 31st Cancer Council - Biggest Morning Tea Woodburn

June

- 1st Cancer Fundraiser Afternoon Tea Casino
- 4th Richmond Valley Councillor Information Session Workshop
- 5th Meeting with Toys Change Lives group
- 5th Meeting with Rappville residents regarding improvements
- 6th Meeting with Lismore City Council
- 7th Meeting with Police regarding local issues
- 11th Future Northern Rivers Lunch
- 12th Woodburn Pool Community Consultation meeting

- 13th Civic Hall Open Night
- 14th Soup Kitchen Dinner
- 17th Citizenship Ceremony

ATTACHMENT(S)

Nil

12 DELEGATE'S REPORTS

Nil

13 MATTERS DETERMINED WITHOUT DEBATE

Each Councillor is given the opportunity to indicate which items they wish to debate or question. Item numbers identified for debate or questioning will be read to the Meeting.

Following identification of the above items a motion will be moved in regard to the balance of items being determined without debate.

13.1 MATTERS TO BE DETERMINED WITHOUT DEBATE**RECOMMENDATION**

That items identified be determined without debate.

14 GENERAL MANAGER'S REPORTS**14.1 DRAFT REVISED DELIVERY PROGRAM 2017/2021, DRAFT OPERATIONAL PLAN 2019/2020 (INCLUDING DRAFT FINANCIAL ESTIMATES 2019/2023), DRAFT REVENUE POLICY 2019/2020 AND DRAFT LONG TERM FINANCIAL PLAN 2019/2029)****Author:** Vaughan Macdonald/General Manager**EXECUTIVE SUMMARY**

At its Ordinary Meeting held 21 May 2019, Council resolved to place the Draft Delivery Program, Draft Operational Plan (including Financial Estimates), Draft Revenue Policy and Draft Long-Term Financial Plan on public exhibition.

This report provides information regarding public submissions received by Council during the exhibition period, details minor amendments that have been made to the Draft Financial Estimates and recommends that Council adopt the documents.

RECOMMENDATION

That

1. Council adopt the Revised Delivery Program 2017/2021, Operational Plan 2019/2020 (including Financial Estimates 2019/2023), Revenue Policy 2019/2020 and Long-Term Financial Plan 2019/2029.
2. In respect to the general land rates contained in the 2019/2020 Draft Revenue Policy, Council in accordance with Sections 535 and 537 of the *Local Government Act 1993* make the following General Rates for the 2019/2020 financial year:

Rating Category	Base Amount	% Yield from Base Amount	Rate in Dollar (Ad Valorem)
Residential	\$310.00	30.27%	\$0.00571
Rural Residential (sub-category)	\$260.00	29.16%	\$0.00397
Business	\$360.00	12.07%	\$0.01650
Farmland	\$360.00	21.22%	\$0.00421

3. That in relation to interest on overdue rates and charges, Council make and impose the maximum charge for interest of 7.50% as determined by the Minister for Local Government, in accordance with Section 566 (3) of the *Local Government Act 1993*.
4. In respect of annual charges and user charges for Waste Management, Water, Sewerage and Stormwater Management Service Charges, in accordance with Section 535 of the *Local Government Act 1993*, Council make these charges as detailed in the 2019/2020 Draft Revenue Policy to apply to the 2019/2020 financial year.

DELIVERY PROGRAM LINKS

Making Council Great

CS1: Leading and Advocating for our Community

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

BUDGET IMPLICATIONS

As outlined in the report.

REPORT

The Draft Revised Delivery Program, Draft Operational Plan (including Financial Estimates), Draft Revenue Policy and Draft Long-Term Financial Plan were placed on public exhibition following the Ordinary Meeting of Council on 21 May 2019. The exhibition period closed 4:30pm Wednesday, 19 June 2019.

Council received 42 submissions during the exhibition period which have been provided to Councillors for their consideration (under separate cover). Of the submissions received, 39 were in response to the Woodburn choices community survey and public meeting held in Woodburn on 12 June 2019.

Council also received a petition, containing 95 signatures, in relation to the Woodburn Pool (provided to Councillors under separate cover).

Council's Long-Term Financial Plan 2019/2029 has been reviewed as part of the development of the Operational Plan 2019/2020 (including Financial Estimates 2019/2023).

There have been some minor changes made to the 2019/2020 Financial Estimates as detailed below:

- Road rehabilitation budgets have been included for Pioneer Street \$30,000 and High Street \$60,000 in Casino, funded by a reduction in the Casino reseals budget. These roads were identified as requiring significantly more heavy patching to warrant doing this kind of preparation work as part of the reseal program.
- Road rehabilitation budget of \$120,000 has been included for Bungawalbyn Whiporie Road, funded by a reduction in the rural reseals budget. This road was identified as requiring rehabilitation works rather than be included as part of the reseal program.
- Minor changes to operational budgets, affecting the budget result by \$5,629.

The impact of these changes is a decrease in the unrestricted cash surplus of \$5,629 to a revised projected surplus of \$193,256. The revised budget projections are summarised below:

Budget Estimates	2019/20 \$'000	2020/21 \$'000	2021/22 \$'000	2022/23 \$'000
Total Operating Revenue	59,648	62,119	64,723	66,916
Total Operating Expenditure	64,357	65,936	67,691	69,325
Operating Result before Capital Grants and Contributions	(4,709)	(3,817)	(2,968)	(2,409)
Add: Capital Grants and Contributions	3,546	1,883	1,349	1,371
Operating Result including Capital Grants and Contributions	(1,163)	(1,934)	(1,619)	(1,037)
Add: Non-Cash Expenses	18,447	18,142	19,275	19,721
Add: Non-Operating Funds Employed	3,072	4,799	5,198	3,866
Less: Asset Acquisitions	18,605	20,404	17,892	15,967
Less: Loan Repayments	2,486	2,810	3,192	3,463
Estimated Funding Result – Surplus/(Deficit)	(735)	(2,207)	1,771	3,120
Restricted Funds – Increase/(Decrease)	(928)	(2,414)	1,556	2,678
Unrestricted Funds – Increase/(Decrease)	193	207	215	442

CONSULTATION

Council advertised the Draft Revised Delivery Program 2017/2021, Draft Operational Plan (including Financial Estimates 2019/2023), Draft Revenue Policy 2019/2020 and Draft Long-Term Financial Plan 2019/2029 from 22 May 2019, with public submissions closing at 4:30pm Wednesday 19 June 2019.

Advertising included coverage in the Richmond River Express Examiner, the May and June RVC Valley Views newsletter, which is delivered to all post boxes in the LGA and community radio interviews.

Copies of the draft documents were made available on Council's website and available for viewing at both of Council's offices in Casino and Evans Head.

There were 42 submissions received during the exhibition period, all submissions have been provided to Councillors for consideration. Of the 42 submissions, 39 were survey responses from the Woodburn Choices Community Survey and public meeting held in Woodburn on 12 June 2019 to discuss the views and priorities on Woodburn's future.

The Woodburn Choices Community Survey responses are provided below:

1. Preferred option for allocation of \$270,000 in the 2019/2020 budget; 90% in favour of maintaining the Woodburn Pool, 5% favour of investing in Stage 2 of the Woodburn Riverside Park, 5% neutral responses.
2. Age of survey respondents; 41% over 50 years, 51% 30-50 years, 8% 18-30 years.
3. Current use of the Woodburn Pool; 87% currently use facility, 13% do not use the facility.
2. Summer season usage each year; 3% once or twice, 39% between 3-10 times, 25% more than 10 times, 18% more than 20 times, 15% Don't use the pool in the summer season.
3. Survey respondents who use the Evans Head Pool; 25% use the Evans Head Pool; 75% prefer not to use the Evans Head Pool.

Council also received a community petition on the Woodburn Pool containing 95 signatures.

In response to the submissions made on the Woodburn Pool Council will be conducting a full review of the performance of the contractor managing Council's four pools including, but not limited to, an assessment of the contractor's expenditure on infrastructure, signage and other contractual requirements that would be reasonably expected to provide a good standard of customer experience when operating a modern aquatic facility.

In addition, Council will conduct a Richmond Valley wide customer satisfaction survey of the service provided at Council's four pools to identify improvements required in the 2019/2020 summer season, and to inform the development of the new pools management arrangement that will commence on 1 July 2020 at the completion of the current contract.

A summary of all submissions received, including feedback from the Woodburn public meeting/survey, is provided with this report.

CONCLUSION

Following the public exhibition period 22 May to 19 June 2019, Council received 42 submissions. Some minor amendments have been made to the Operational Plan Financial Estimates 2019/2020 as detailed in the report. Councillors have received copies of the submissions received.

Councillors have received copies off the submissions received and a summary is available as "Annexure A" to this report.

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

ATTACHMENT(S)

1. Integrated Planning and Reporting Submissions
2. Draft Revised Delivery Program 2017/2021 (under separate cover)
3. Draft Operational Plan 2019/2020 (under separate cover)
4. Draft Operational Plan 2019/2020 (including Financial Estimates 2019/2023) (under separate cover)
5. Draft Revenue Policy 2019/2020 (under separate cover)
6. Draft Long Term Financial Plan 2019/2029 (under separate cover)

Annexure “A”



Integrated Planning and Reporting Submissions

Issue	Submission	Submission Response/amendments to plans
Evans Head Shared pathway	<ul style="list-style-type: none"> Installation of shared pathway (pedestrian & cycle) in Evans Head from Kalimna Park (cnr Ocean Dve & Evans Rd) to Chainman's Beach car park providing extension of currently shared path and provide a safe travel route by foot or bike to Chainman's Beach. 	Currently there are no plans for a shared cycleway to Chinamens Beach, Council does not own the land between the Evans Head Township and Chinamans Beach, this land is owned by Crown Lands and is managed by the Dirrawong Reserve Trust.
Woodburn Oval	<ul style="list-style-type: none"> Provide shade cover at soccer field 	Council have been approached by Woodburn Business and Community Chamber regarding improvements in an around the Woodburn soccer fields. Grant funding has been received from the State Government for improvements to the canteen, lighting for the back fields and to provide a shade sail over the existing playground.
Woodburn Pool	<ul style="list-style-type: none"> Council and the Contractors have a duty of care to inspect and ensure ongoing maintenance of the pool Current contractual conditions are not in the interest of the Woodburn Pool Pool not visually appealing Pool opening hours limited and sometimes cut short due to insufficient resourcing. Needs to open earlier in the season. 	<p>Council has \$210,000 programmed in the budget for 2019/2020 and a further \$60,000 in the 2020/2021 financial year for asset renewal at the Woodburn pool.</p> <p>The current contractor still has one year remaining on their contract for the operation of Council four aquatic centres, a decision will be made in the near future as to what model Council</p>

Issue	Submission	Submission Response/amendments to plans
	<ul style="list-style-type: none"> • Installation of a water park as a tourist attraction • Installation of a pedestrian crossing between the pool and Catholic school when by-pass complete • Pool could be utilised further if opening hours accommodated school hours for swimming activities and offered school discounts (Woodburn school has been asked to pay additional costs to have the pool opened during school hours) • Pool availability unreliable with staff often not turning up for school booking to open the facility • Pool is a community service and doesn't need to make money • Infrastructure is dated compared to the Evans Head Aquatic Centre (shade, space, facilities) forcing the Woodburn school to hold annual carnivals in Evans Head • Council should consider managing the pool • Children in Woodburn need to learn to swim with so much accessible water. If there are no pool, children will be tempted to swim in the river. • More transparency on how much is spent by Council on the pool maintenance • Staff to student ratios impact the use of the pool by the school • School intends to continue use of pool however would further utilise the facility if the pool was open and operational as per all bookings, clean and safe, greater shade available for staff who need to be poolside to run lessons/carnivals. 	<p>will move forward with in relation to the operation of its four aquatic centres. Council will also be conducting a full review of the operating income and expenditure for its four aquatic centres. Council has had an independent review done on its four aquatic centres, and is in the process of analysing the recommendation from this review.</p>

Issue	Submission	Submission Response/amendments to plans
	<ul style="list-style-type: none"> • Installation of a water park as a tourist attraction • Installation of a pedestrian crossing between the pool and Catholic school when by-pass complete • Pool could be utilised further if opening hours accommodated school hours for swimming activities and offered school discounts (Woodburn school has been asked to pay additional costs to have the pool opened during school hours) • Pool availability unreliable with staff often not turning up for school booking to open the facility • Pool is a community service and doesn't need to make money • Infrastructure is dated compared to the Evans Head Aquatic Centre (shade, space, facilities) forcing the Woodburn school to hold annual carnivals in Evans Head • Council should consider managing the pool • Children in Woodburn need to learn to swim with so much accessible water. If there are no pool, children will be tempted to swim in the river. • More transparency on how much is spent by Council on the pool maintenance • Staff to student ratios impact the use of the pool by the school • School intends to continue use of pool however would further utilise the facility is the pool was open and operational as per all bookings, clean and safe, greater shade available for staff who need to be poolside to run lessons/carnivals. 	<p>will move forward with in relation to the operation of its four aquatic centres. Council will also be conducting a full review of the operating income and expenditure for its four aquatic centres. Council has had an independent review done on its four aquatic centres, and is in the process of analysing the recommendation from this review.</p>

Issue	Submission	Submission Response/amendments to plans
	<ul style="list-style-type: none"> • Installation of a 2-storey building to replace current amenities to accommodate a gym, yoga and Pilates room • Keep pool open for future generations/families • Community raised money and lobbied for the pool to be built • Apply for Stronger Communities or another grant funding • Update toilet and shower amenities, new filtration system, more flexible hours, wheelchair access, more seating, more shade, canteen and food vending building, landscaping and BBQ facilities, signage, more attractive and inviting • Manage post By-Pass completion by retaining the little infrastructure Woodburn already has to attract visitors post by-pass completion. Worry about upgrades in the future • Advertise to increase usage. People don't know the pool is there. • Engage a separate contractor for each Council managed pool • Utilise pool for operational activities; Learn to Swim, senior exercising • Convenient for young families • Current state of pool means that a season pass is a waste of money • If Council fixes it people will use it! • Community cannot use Fitness Passport at the Woodburn Pool however can at Evans Head. • Only place in Woodburn to swim and stay cool in summer 	

Issue	Submission	Submission Response/amendments to plans
	<ul style="list-style-type: none">• Low socio economic residents with no transport within walking distance	

14.2 CODE OF MEETING PRACTICE

Author: Deborah McLean, Manager Governance & Risk

EXECUTIVE SUMMARY

At the 16 April Ordinary Meeting Council resolved to exhibit the Draft Richmond Valley Council Model Code of Meeting Practice (Draft Meeting Code) for a period of 28 days, allowing the community at least 42 days to provide feedback or comment. The exhibition and comment period has now concluded and there have been no submissions or feedback provided during this period.

RECOMMENDATION

That Council adopt the Draft Richmond Valley Council Model Code of Meeting Practice.

DELIVERY PROGRAM LINKS

Making Council Great

CS1: Leading and Advocating for our Community

CS1.3: Ensure transparency and accountability in council's operations

BUDGET IMPLICATIONS

Not applicable

REPORT

In response to the prescribed Model Code of Meeting Practice, a Draft Meeting Code has been prepared. The Draft Meeting Code incorporates the mandatory provisions of the Model Meeting Code as well as a number of non-mandatory and supplementary provisions and was presented to Council at the April Ordinary Council Meeting.

Council must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code no later than 12 months after the next ordinary council elections. If council fails to adopt a new code of meeting practice by 14 June 2019, any provisions of the council's adopted meeting code that are inconsistent with the mandatory provisions of the Model Meeting Code will automatically cease to have any effect to the extent that they are inconsistent with the mandatory provisions of the Model Meeting Code.

The Draft Meeting Code incorporates the mandatory provisions of the Model Meeting Code together with non-mandatory and other supplementary provisions.

It is proposed that Council adopt the Draft Meeting Code in accordance with the prescribed mandatory provisions set out in the prescribed Model Code of Meeting Practice.

CONSULTATION

In accordance with the *Local Government (General) Regulation 2005* the Draft Meeting Code has been placed on public exhibition for a period of 28 days and members of the community were provided at least 42 days to comment. There were no submissions or comments received during this period.

CONCLUSION

In response to the prescribed Model Code of Meeting Practice, Council has prepared a Draft Meeting Code. The Draft Meeting Code contains the prescribed mandatory provisions, together

with non-mandatory and supplementary provisions. There was no submissions or feedback received. It is recommended that Council adopt the Draft Meeting Code of Practice.

ATTACHMENT(S)

- 1. Draft Model Code of Meeting Practice (under separate cover)**

14.3 COUNCILLOR INDUCTION AND PROFESSIONAL DEVELOPMENT POLICY

Author: Deborah McLean, Manager Governance & Risk

EXECUTIVE SUMMARY

Amendments made to the *Local Government Act 1993* by the *Local Government Amendment (Governance and Planning) Act 2016* in August 2016 saw the inclusion in the prescribed role of councillors under section 232 a responsibility “to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a councillor.”

In response the Office of Local Government (OLG) has prepared guidelines to assist councils to develop and deliver induction and ongoing professional development activities for their mayor and councillors in compliance with the regulations.

At the June Councillor Information Session Council discussed Professional Development Plans and a proposed Draft Induction and Professional Development Training Policy.

RECOMMENDATION

That Council adopt the Draft Councillor Induction and Professional Development Policy.

DELIVERY PROGRAM LINKS

Making Council Great

CS1: Leading and Advocating for our Community

CS1.3: Ensure transparency and accountability in council's operations

BUDGET IMPLICATIONS

Council has set aside \$35,000 in the draft budget for 2019/2020 towards Councillor training and expenses.

REPORT

Amendments made to the *Local Government Act 1993* by the *Local Government Amendment (Governance and Planning) Act 2016* in August 2016 saw the inclusion in the prescribed role of councillors under section 232 a responsibility “to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a councillor.”

In support of the recent amendments to the *Local Government Act 1993* regulations have been made for induction and other professional development for mayors and councillors. The new requirements under the *Local Government (General) Regulation 2005* are outlined below:

- The General Manager is to ensure an induction program is delivered for newly elected and returning councillors and a specialised supplementary induction program for the Mayor within six months of their election.
- The General Manager is to ensure an ongoing professional development program is delivered for the Mayor and each Councillor over the term of the council for the purposes of assisting them to acquire and maintain the skills necessary to perform their role.
- The content of the ongoing professional development program to be delivered to the Mayor and Councillors is to be determined in consultation with the Mayor and each Councillor and is to have regard to the specific skills required by the Mayor, each individual Councillor and the governing body as a whole to perform their roles.

- Mayors and Councillors must make all reasonable efforts to participate in the activities offered to them as part of an induction or ongoing professional development program.
- Councils are to publish the following information in their annual reports:
 - the name of the mayor and each individual Councillor that completed council's induction program (where an induction program has been delivered during the relevant year)
 - the name of the Mayor and each Councillor who participated in any ongoing professional development program during the year
 - the number of training and other activities provided to the Mayor and Councillors during the year as part of a professional development program, and
 - the total cost of induction and professional development activities and any other training provided to the Mayor and Councillors during the relevant year.

In response the OLG has prepared guidelines to assist councils to develop and deliver induction and ongoing professional development activities for their Mayor and Councillors in compliance with the regulations. In support of the guidelines a Draft Councillor Induction and Professional Development Policy has been developed.

CONSULTATION

Councillors have been consulted on the OLG Guidelines and are currently assessing their knowledge, skills and personal attributes following which an assessment process will form the basis of the professional development plans for the Mayor and each Councillor.

CONCLUSION

A Professional Development Program is to be developed in consultation with councillors and delivered over the term of the council to develop the knowledge, skills and attributes necessary to be an effective Mayor or Councillor. Councils will be required to report information in their annual reports on the induction and ongoing professional development activities offered to the Mayor and each Councillor. It is recommended that to guide the ongoing development of training plans for the Mayor and each Councillor that Council adopt the Draft Councillor Induction and Professional Development Policy.

ATTACHMENT(S)

1. Draft Councillor Induction and Professional Development Policy



Council Policy

Policy Title: Councillor Induction and Professional Development
Policy Number: CPOL1.14
Priority Area: Making Council Great
Responsibility: Governance and Risk
Meeting Adopted: <Date of Council Meeting> - <Resolution Number>

OBJECTIVE

The objective of this policy is to demonstrate Richmond Valley Council's commitment to ensuring that the mayor and councillors have access to induction and ongoing professional development which will assist them to develop and maintain the skills and knowledge required to effectively perform their civic role and responsibilities under the *Local Government Act 1993* ('the Act').

SCOPE

This policy applies to all councillors of Richmond Valley Council, including the mayor.

POLICY

Statement of commitment

Richmond Valley Council is committed to developing an induction and ongoing professional development program for the mayor and councillors to ensure they can fulfil their statutory roles and responsibilities. As part of this program, the mayor and each councillor will have a professional development plan that identifies specific gaps in their capabilities (ie their knowledge, skills and attributes) and identify professional development activities to build these capabilities.

Induction program

Richmond Valley Council will develop an induction program for new and returning councillors as well as a supplementary program for the mayor to ensure they are provided all the information they need to effectively fulfil their roles in the first few months of Council's term and feel confident in their ability to do so. The induction program will cover

- an orientation to council facilities and the local government area
- an overview of the key issues and tasks for the new council including council's community strategic plan, delivery program, operational plan, resourcing strategy and community engagement plan

Richmond Valley Council - <Number Title> Policy

Adopted: <Date>

Page 1 of 4

- the legislation, rules, principles and political context under which councils operate
- the roles and responsibilities of councillors and the mayor
- Council's organisational structure, workforce management strategy and the roles and responsibilities of the general manager and council staff
- what Council does and how it operates, including an overview of integrated planning and reporting, land-use planning, natural resource management, financial management and asset management by Council
- key Council policies and procedures councillors must comply with including the code of conduct
- the role of Council meetings and how to participate effectively in them
- the support available to the mayor and councillors and where they can go to get more information or assistance, and
- information on the process for taking the oath of office and electing the mayor at the first council meeting (where applicable).

In the case of the mayor, the program will also cover:

- how to be an effective leader of the governing body and the council
- the role of the Chair and how to chair council meetings
- the mayor's role in integrated planning and reporting
- the mayor's role and responsibilities under the code of conduct
- the mayor's role and responsibilities in relation to the general manager's employment
- the mayor's role at regional and other representative bodies, and
- the mayor's civic and ceremonial role.

The mayor and councillors must have a working knowledge and understanding of these areas by the end of the induction program.

The induction program will also include team building activities to help the governing body establish itself as a cohesive and collaborative team focused on a common purpose with shared values and goals. Activities will aim to ensure mayors and councillors:

- identify how they would like to work together as a team and identify a common vision for the governing body
- build relationships with each other based on trust and mutual respect that facilitate collaboration
- contribute to a positive and ethical culture within the governing body
- work towards consensus as members of the governing body for the benefit of the community
- develop respectful negotiation skills and manage alternative views within the governing body without damaging relationships

- understand what supports or undermines the effective functioning of the governing body
- respect the diversity of skills and experiences on the governing body, and
- communicate and uphold the decisions of Council in a respectful way, even if their own position was not adopted.

Activities should also help the mayor, as the leader of the governing body, to:

- act as a stabilising influence and show leadership, and
- promote a culture of integrity and accountability within Council and when representing Council in the community and elsewhere.

The mayor and councillors, including those re-elected to office, must attend all induction sessions. Richmond Valley Council will evaluate the induction program at the end of each council term to determine whether it has achieved these outcomes, and to identify and address areas for improvement.

Ongoing professional development program

An individual ongoing professional development plan will be developed for the mayor and each councillor to address any gaps in the capabilities (ie the knowledge, skills and attributes) needed to effectively fulfil their role. Each professional development plan will span the council's term, and identify professional development activities that the mayor or councillor will participate in. Professional development activities will be prioritised according to need and approved by the general manager where council funds are required in accordance with council's councillor and expenses and facilities policy. The mayor and councillors are expected to complete all the activities included in their professional development plan.

Professional development activities will, wherever possible, follow the 70/20/10 principle. The 70/20/10 principle requires that:

- 70% of learning activities are provided via learning and developing from experience – for example, on-the-job training, self-directed learning, developmental roles, problem solving, exposure and practice
- 20% of learning activities are provided via learning and training through others – for example, personal or professional networks, coaching, mentoring, feedback, memberships and professional associations, and
- 10% of learning activities are provided via learning and developing through structured programs – for example, training courses, external or in-house workshops, seminars, webinars and other e-learning and briefing sessions conducted by the council, external training providers or industry bodies.

The timing of professional development activities for the mayor and councillors will be designed in such a way so as to not overload councillors with learning activities in the early part of council's term. The timing will reflect what knowledge and skills councillors and the mayor need at various points in council's term to undertake their roles. The mayor and councillors will be provided with as much notice as possible for upcoming induction and professional development activities.

Responsibilities

The mayor and each councillor are responsible for making themselves available to attend any development activities identified in the professional development plan. The mayor and all councillors must make all reasonable endeavours to attend and participate in the induction sessions and professional development activities arranged for them during the term of the council. The governance and risk manager is responsible for planning, scheduling and facilitating induction and professional development activities for the mayor and councillors in consultation with the general manager. The general manager has overall responsibility for Richmond Valley Council's induction and professional development program.

Budget

An annual budget allocation will be provided to support the induction and professional development activities undertaken by the mayor and councillors. Expenditure will be monitored and reported quarterly.

Approval of training and/or expenses

Professional development activities that require council funds are to be approved by the general manager in accordance with Richmond Valley Council's Councillor Expenses and Facilities Policy.

Evaluation

Council will evaluate the professional development program at the end of each council term to assess whether it was effective in assisting the mayor and councillors to develop the capabilities required to fulfil their civic roles.

Reporting

The general manager of Richmond Valley Council will publically report each year in Council's annual report:

- the name of the mayor and each individual councillor that completed council's induction program (where an induction program has been delivered during the relevant year)
- the name of the mayor and each councillor who participated in any ongoing professional development program during the year
- the number of training and other activities provided to the mayor and councillors during the year as part of a professional development program, and
- the total cost of induction and professional development activities and any other training provided to the mayor and councillors during the relevant year.

REVIEW

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

14.4 NORTHERN RIVERS RAIL TRAIL (NRRT) UPDATE

Author: Brad Birney, Project & Performance Officer

EXECUTIVE SUMMARY

The Casino to Eltham Northern Rivers Rail Trail (NRRT) Business Case has now been completed and a pre-election funding commitment of \$7.5 million has been provided by the Federal Government. The report provides information to Council on the status of the NRRT.

RECOMMENDATION

That Council:

1. Receive and note the completed Casino to Eltham Northern Rivers Rail Trail Business Case.
2. Proceed with the Casino to Bentley section of the Northern Rivers Rail Trail project with the funding commitment of the Federal Government.

DELIVERY PROGRAM LINKS

Growing our Economy

EC1: Driving Economic Growth

EC1.5: Increase visitors and overnight stayers in the Richmond Valley

BUDGET IMPLICATIONS

Nil (fully funded Federal Government grant).

REPORT

The reality of the Northern Rivers Rail Trail (NRRT), a signature project in Council's Richmond Valley Made 2030 Community Strategic Plan, has been boosted by several positive outcomes in the preceding 18 months. Most significant for Richmond Valley Council was the pre-election commitment by the National Party of Australia, of \$7.5 million towards the Casino to Bentley (Southern Rail Head) section of the trail. This funding is additional to the previous Federal and NSW Government's commitments totalling \$13 million for the Murwillumbah to Crabbe's Creek (Northern Rail Head) section of the trail in the Tweed Shire.

The NSW State Government has maintained, that the Casino to Murwillumbah line will not be re-opened for rail. The rail trail provides a safe environmentally friendly option for transport and exercise in this unused corridor. The other advantage for Council is that it will also supply a safe connection for North Casino residents to the main town centre, apart from motor vehicles. Additionally, the land remains as a rail corridor, meaning it can be used for transport in the future if required.

Northern Rivers Rail Trail Inc. (NRRT Inc.) has lobbied tirelessly for several years to make the trail a reality. They have been instrumental in much of the ground work for the trail such as Historical Reporting, Environmental Reporting and a Business Case that Lismore City Council and Richmond Valley Council both contributed \$15,000. Much of this was achieved on the back of significant crowd funding campaigns. Additionally, with help from professional volunteers they have been able to map much of the track and do some relatively thorough designs and costings for the bridges and crossings.

Processes in the development of the Southern Rail Head will be helped by the work already completed by NRRT Inc., in conjunction with Tweed Shire Council. In the initial stages of the project Council will look to take the following actions:

- Initial discussions with Tweed Shire Council whilst also continuing to work closely with Tweed throughout the project.
- Open discussions with other Local Government regions that have existing rail trails.
- Start discussions with landholders adjacent to the rail corridor plus other stakeholders.
- In conjunction with NRRT Inc. Engineers look at potential designs.
- Look at the potential of a refurbishment of the old Casino train station, acknowledging the important history of rail in Casino. The business case includes an allocation of \$490,000 to upgrade the Old Casino Station.

CONCLUSION

The Casino to Eltham Northern Rivers Rail Trail Business Case has now been completed and a copy provided with this report.

ATTACHMENT(S)

1. **Casino to Eltham Northern Rivers Rail Trail Business Case (under separate cover)**

14.5 EVANS HEAD MEN'S SHED

Author: Latoya Cooper, Coordinator Mid-Richmond

EXECUTIVE SUMMARY

The Evans Head Men's Shed may be required in the near future to vacate their current premises with the sale of the Evans Head Aerodrome. As a result of the impending sale, representatives of the Evans Head Men's Shed wrote to Council requesting support to explore other available land options within Evans Head to build a more suitable facility to allow them to continue operations. The below report details the land options available and a suitable forward planning pathway for the Evans Head Men's Shed.

RECOMMENDATION

That Council:

1. Support the Evans Head Men's Shed in their grant applications to source funding for a new Men's Shed facility in Evans Head.
2. Provide in principle support for providing the vacant land to the east of the Evans Head Council Works Depot, Transfer and Landfill Station known as Lot 10 DP 1075394 as a suitable site for a new Evans Head Men's Shed to be constructed and operate.

DELIVERY PROGRAM LINKS

Connecting People and Places

PP3: Working Together

PP3.4: Partnering with and supporting community organisations to achieve their aims

BUDGET IMPLICATIONS

The facility is proposed to be funded by the Evans Head Men's Shed through grant funding opportunities with the Australian Men's Shed Association. Once built it is proposed that the asset would be managed and maintained by the Evans Head Men's Shed and a yearly licencing agreement fee would be charged by Richmond Valley Council, as well as quarterly rates and water/sewerage charges instalments. The Evans Head Men's Shed would be responsible for their own utilities.

REPORT

As a result of Council's sale of the Evans Head Aerodrome, the Evans Head Men's Shed may be required to vacate the land upon settlement as the current facility falls within the boundary of the area contracted for sale. Evans Head Men's Shed representatives met with the Mayor and General Manager in March 2019 to commence discussions about their long-term future, post the Aerodrome sale.

The Australian Men's Shed Associations' major objective is to advance the well-being and health of their male members. Mens' Sheds provide direct and indirect opportunities for improved health and well-being for men; directly, in their ability to provide health information to men who may otherwise not access or seek such information. Indirectly; aiding and combatting the effects of social isolation, providing men with a sense of purpose and self-esteem, improving physical health and mental well-being and increasing help seeking behaviour.

A planning enquiry presented to the April Councillor Information Session provided available land options in Evans Head:

Broadwater-Evans Head Road – Lot 10 DP 1075394 – Council owned depot, transfer and landfill station. No vegetation or industrial noise impact. (Preferred option)

Canberra Road – Lot 2 DP 1217074 – Council owned vacant land within a joint residential and industrial area. Minor vegetation removal would be required and a noise impact assessment due to the close proximity of residential homes.

Stan Payne Oval Lot 7033 DP 92651 - Crown Land, Public Recreation, Community Land. This land is subject to Native Title and has close neighbouring residential properties that would be impacted by industrial noise generated from a Men's Shed.

Corner Cedar & Wattle Street – Lot 7071 DP 1109608 – Crown Land with an E2 Environmental Conservation Area to the rear of the parcel. Also within a residential area and subject to Native Title.

The most suitable site presented within the planning enquiry is within the current site of the Evans Head Council Works Depot, Transfer and Landfill Station known as Lot 10 DP 1075394.

Figure 1: Aerial overview of Lot 10 DP 1075394



Figure 2: Approximate area and location of proposal.



The above site was deemed most favourable due to it being Council owned and having no immediate neighbouring residential homes that would be impacted by industrial noise generated from the facility.

The zoning of the site is SP2 – Special Infrastructure which permits the development of health facilities within this zoning. By planning instrument, the definition of a health services facility is a building or place used to provide medical or other services relating to the maintenance or improvement of the health, or the restoration to health, of persons or the prevention of disease in or treatment of injury to persons, which includes community health service facilities

CONSULTATION

The Evans Head Men's Shed held an initial meeting with Council to discuss the options that are available to them after the sale of the Aerodrome land is complete and to determine if Council are in a position to support them by way of land use. This report to Council provides advice to the community of this proposal and the opportunity for any views to be put forward.

CONCLUSION

It is recommended Council give in principle support for the land detailed within this report; and Lot 10 DP 1075394 be identified as available for the Evans Head Men's Shed to allow them ample opportunity to secure grant funding within a reasonable timeframe.

ATTACHMENT(S)

Nil

15 FINANCIAL REPORTS

15.1 FINANCIAL ANALYSIS REPORT - MAY 2019

Author: Jono Patino, Financial Accountant

EXECUTIVE SUMMARY

The purpose of this report is to inform Council on the status and performance of its investment portfolio in accordance with the *Local Government Act 1993* (Section 625), *Local Government (General) Regulation 2005* (Clause 212), Australian Accounting Standard (AASB 139) and Council's Investment Policy.

The value of Council's Investment Portfolio as at 31 May 2019 including General Bank Accounts and Trust Funds is shown below.

Investment Portfolio	General Bank Accounts	Trust Funds	Total
\$43,082,311	\$1,159,563	\$87,050	\$44,328,924

The average rate of return on Council's investments for May 2019 was 2.61% which is above the 90 Day Bank Bill Index for May of 1.40%.

RECOMMENDATION

Recommended that Council adopt the Financial Analysis Report detailing investment performance for the month of May 2019.

DELIVERY PROGRAM LINKS

Making Council Great

CS2: Great Support

CS2.11: Examine all revenue and expenditure reduction opportunities within legislative powers

BUDGET IMPLICATIONS

As at 31 May 2019, Council had earned \$482,573 in interest and \$625,956 in fair value gains for total investment revenue of \$1,108,529 against a revised budget of \$919,669 (which equates to 120.54%). Based on the performance of Council's investments, the budget was increased to \$919,699 in the March 2019 Quarterly Budget Review Statement. Future fair value gains or losses will continue to be monitored and reported to Council.

REPORT

Reserve Bank of Australia (RBA) Cash Rate Update

The RBA left the cash rate unchanged at 1.50% per annum at its May 2019 meeting.

Rate of Return

The average rate of return on investments decreased in May 2019 to 2.61%, a decrease of 62 basis points from the previous month. This rate of return is 121 basis points above the 90 Day Bank Bill Index of 1.40% which is Council's benchmark.

Council's Investment Portfolio

The value of Council's Investment Portfolio as at 31 May 2019 including General Bank Accounts and Trust Funds are shown below.

Investment Portfolio	Face Value	General Bank Accounts	Trust Funds
\$43,082,311	\$42,221,635	\$1,159,563	\$87,050

The Investment Portfolio balance at 31 May 2019 of \$43,082,311 is made up of Council's Business Online Saver Account (\$3,718,324), Term Deposits (\$21,000,000) and NSW Treasury Corporation Investments (\$18,363,987).

Council's investment portfolio has maturity dates ranging from same day up to 732 days. Term deposits of \$21,000,000 represented 48.74% of the total portfolio as at 31 May 2019. Council didn't make any new term deposits during the month of May 2019 while three term deposits matured during the period.

Council had \$18,363,987 in longer term investments being the Cash Facility Trust and Medium Term Growth Fund with NSW Treasury Corporation as at 31 May 2019. The investment values are shown below.

Investment Holding	Fair Value 31-May-19	Fair Value Gain/(Loss) May 2019	Fair Value Gain/(Loss) YTD
Cash Facility Trust	\$9,093,742	\$9,205	\$110,460
Medium Term Growth Fund	\$9,270,245	(\$14,326)	\$265,216
Total	\$18,363,987	(\$5,121)	\$375,676

During the 2018/2019 financial year, Council withdrew from the Strategic Cash Facility Trust, which returned a fair value gain of \$56,691 as it was underperforming compared to other funds the NSW Treasury Corporation held. These funds were transferred into the better performing Cash Facility Trust and the Medium-Term Growth Fund.

Council also received one-off payments relating to historical CDO investments no longer held. These payments total \$193,589 year to date, resulting in total fair value gains of \$625,956 to 31 May 2019. The total overall loss on Council's historic CDO investments is (\$423,076) as at 31 May 2019, which includes the gains of \$193,589 year to date.

Environmentally Sustainable Investments (ESI's)

The current holdings in ESI's is \$13,000,000 or 30.17% of the total portfolio. The information for the assessment has been sourced from the website www.marketforces.org.au which is an affiliate project of the Friends of the Earth Australia.

CONCLUSION

During the month of May 2019 Council's investments have been made in accordance with the Act, the Regulations and Council's Investment Policy. As at 31 May 2019 Council's investments totalled \$43,082,311 with a further \$1,246,614 held in bank accounts. The average rate of return was 2.61% for the month of May and total investment revenue equals 120.54% of revised budgeted revenue for the year to 31 May 2019. Excluding the CDO one-off payment total investment revenue would be 99.49% of revised budgeted revenue with one month remaining in the financial year.

ATTACHMENT(S)

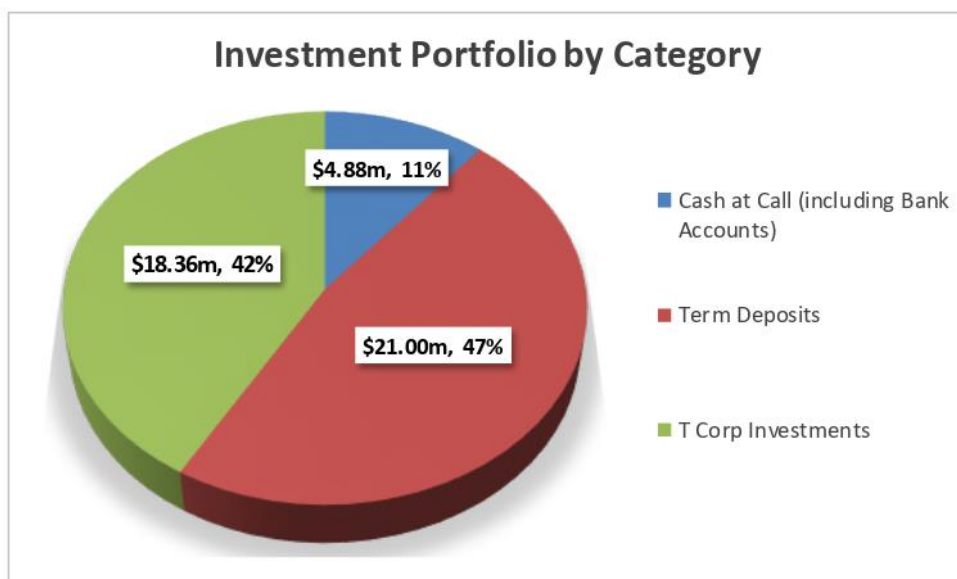
1. Financial Analysis Report Attachments

Attachment(s)

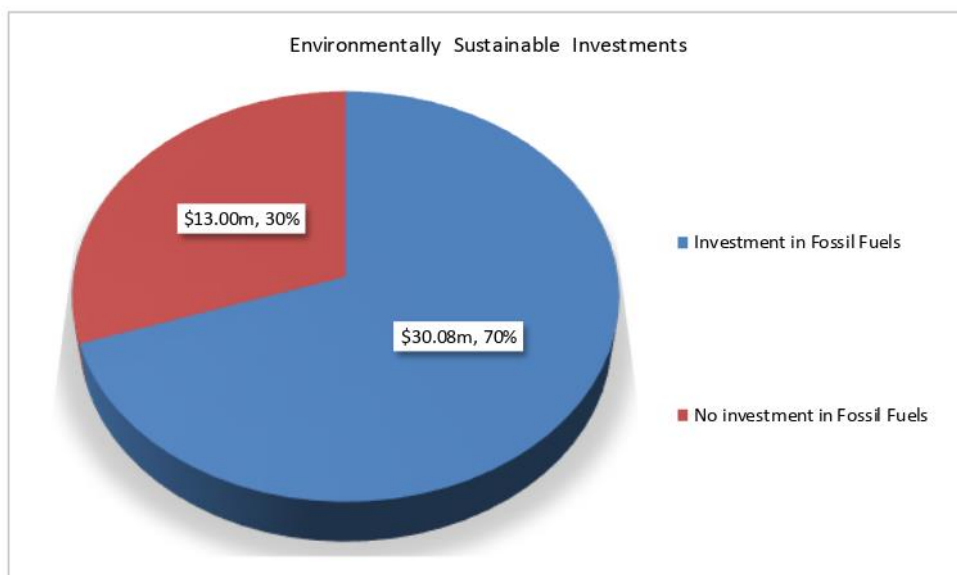
Included below:

1. Supporting Graphs; and
2. Investment Portfolio as at 31 May 2019

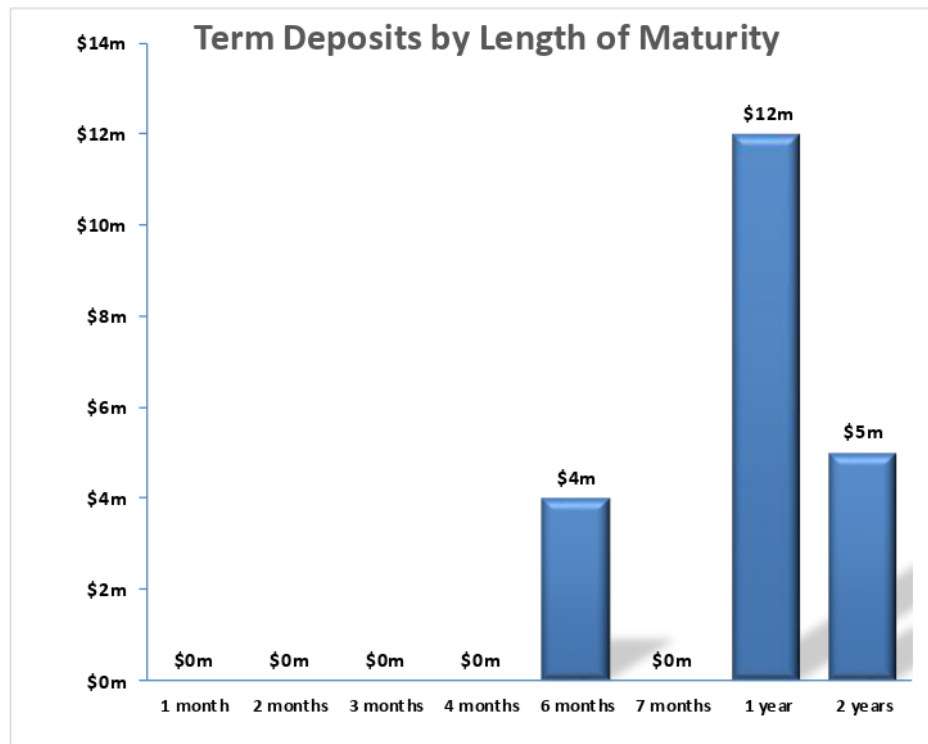
The following graph shows Council's investment portfolio by investment category as at 31 May 2019.



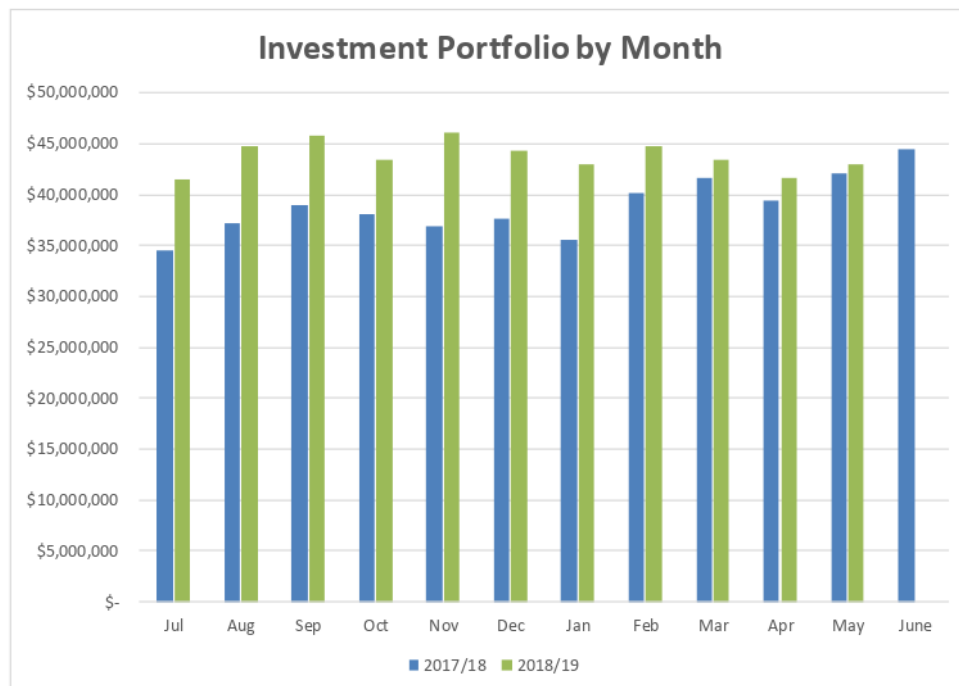
The following graph details Council's Environmentally Sustainable Investments as a percentage of Council's investment portfolio as at 31 May 2019.



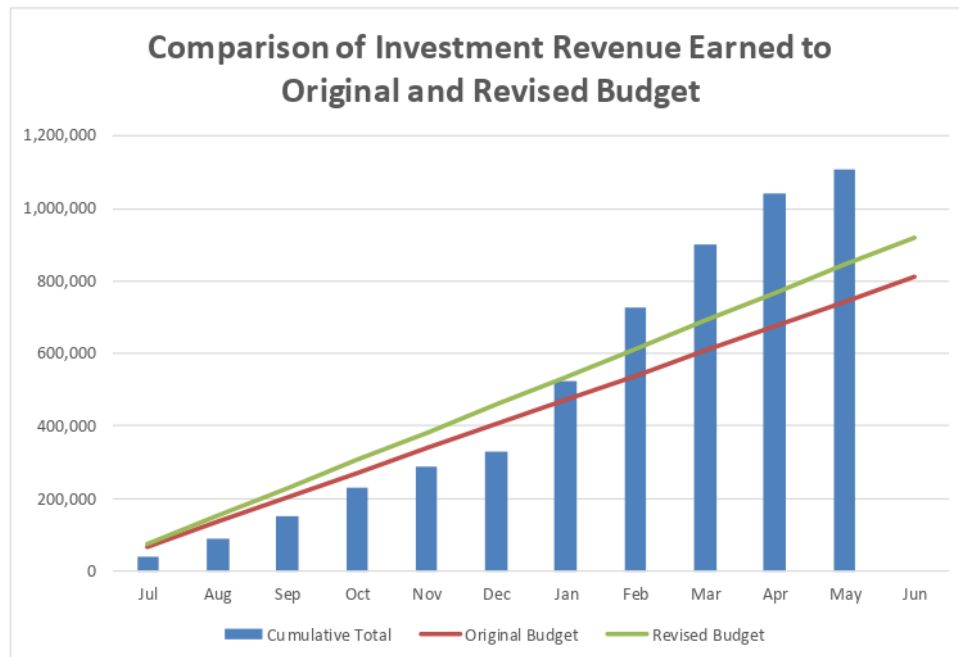
The following graph shows the length of time of Council's term deposit maturities as at 31 May 2019.



The following graph shows Council's total investment portfolio by month over the past two financial years to date.



The following graph compares Council's total investment revenue by month to both the original and revised budgeted revenue.



RICHMOND VALLEY COUNCIL FINANCIAL ANALYSIS REPORT AS AT 31 MAY 2019										
Investment Source	Investment Type	Rating	Environmentally Sustainable Investments	Investment Date	Maturity Date	Rate of Return	Original Investment Value	Current Investment Fair Value	Interest/Fair Value Gain Received	% of Total Portfolio
<u>Cash at Call</u>										
CBA Business Online Saver	At Call	A1+/AA	N	At Call		1.40%	N/A	3,718,324	3,187,453	8.63%
Interest on Other Bank Accounts										
Total								3,718,324	3,640	8.63%
<u>Term Deposits</u>										
ING Direct	Term Deposit	A2/A-	N	21/02/2018	21/02/2020	2.90%	N/A	1,000,000	0	2.32%
ING Direct	Term Deposit	A2/A-	N	1/03/2018	2/03/2020	2.88%	N/A	1,000,000	0	2.32%
ING Direct	Term Deposit	A2/A-	N	5/03/2018	5/03/2020	2.88%	N/A	1,000,000	0	2.32%
AMP Ltd	Term Deposit	A1-A	N	1/06/2018	3/06/2019	2.95%	N/A	1,000,000	0	2.32%
Peoples Choice Credit Union	Term Deposit	A2/BBB	Y	12/06/2018	12/06/2019	2.90%	N/A	1,000,000	0	2.32%
Greater Bank	Term Deposit	A2/BBB	Y	13/06/2018	12/06/2020	3.00%	N/A	1,000,000	0	2.32%
Greater Bank	Term Deposit	A2/BBB	Y	13/06/2018	13/06/2019	2.90%	N/A	1,000,000	0	2.32%
Heritage Bank	Term Deposit	A3/P2	Y	28/06/2018	28/06/2019	3.10%	N/A	1,000,000	0	2.32%
Defence Bank	Term Deposit	A2/BBB	Y	3/09/2018	2/09/2020	3.00%	N/A	1,000,000	0	2.32%
Westpac	Term Deposit	A1+/AA-	N	3/09/2018	3/09/2019	2.76%	N/A	1,000,000	0	2.32%
Bank of Us	Term Deposit	Unrated	Y	29/11/2018	29/11/2019	2.95%	N/A	1,000,000	0	2.32%
Bank of Us	Term Deposit	Unrated	Y	29/11/2018	29/11/2019	2.95%	N/A	1,000,000	0	2.32%
MyState Bank Limited	Term Deposit	A2/BBB	Y	3/12/2018	3/12/2019	2.85%	N/A	1,000,000	0	2.32%
Australian Military Bank	Term Deposit	Unrated	Y	4/12/2018	4/12/2019	2.99%	N/A	1,000,000	0	2.32%
Auswide Bank	Term Deposit	A3/BBB-	Y	12/12/2018	12/12/2019	2.90%	N/A	1,000,000	0	2.32%
Australian Military Bank	Term Deposit	Unrated	Y	20/02/2019	20/02/2020	2.90%	N/A	1,000,000	0	2.32%
AMP Ltd	Term Deposit	A1-A	N	25/02/2019	26/08/2019	3.00%	N/A	1,000,000	0	2.32%
Westpac	Term Deposit	A1+/AA-	N	1/03/2019	2/03/2020	2.63%	N/A	1,000,000	0	2.32%
MyState Bank Limited	Term Deposit	A2/BBB	Y	6/03/2019	3/09/2019	2.74%	N/A	1,000,000	0	2.32%
AMP Ltd	Term Deposit	A1-A	N	11/03/2019	9/09/2019	3.00%	N/A	1,000,000	0	2.32%
Auswide Bank	Term Deposit	A3/BBB-	Y	13/03/2019	11/09/2019	2.90%	N/A	1,000,000	0	2.32%
AMP Rebate									1,479	
Total								21,000,000	70,616	48.74%
<u>Matured Term Deposits</u>										
Bank of QLD	Term Deposit	A2/BBB+	N	28/05/2018	28/05/2019				27,500	
Auswide Bank	Term Deposit	A3/BBB-	Y	29/11/2018	28/05/2019				13,637	
Members Equity Bank	Term Deposit	A2/BBB	Y	29/05/2018	29/05/2019				28,000	
Total										
<u>NSW Treasury Corporation Hourglass Investments</u>										
Cash Facility Trust	Trust		N	Various	N/A	2.04%	8,498,282	9,093,742	9,205	21.11%
Medium Term Growth Fund	Trust		N	Various	N/A	-1.80%	9,005,029	9,270,245	-14,326	21.52%
Total							17,503,311	18,363,987	-5,121	42.63%
<u>Bank Accounts</u>										
Account Name		Balance \$ 31-May-19		Total Investment Portfolio at Face Value		42,221,635		Total Investment Portfolio at Fair Value		43,082,311
General Fund Bank Account		1,159,563		Interest Revenue Received						69,135
Trust Fund Bank Account		87,050		Overall Average Interest Rate		2.61%				
NAB Cheque Account		0		Total Bank Account Portfolio				1,246,614		
Total		1,246,614		Total Portfolio				44,328,924		

15.2 QUARRY PRODUCT PRICES

Author: Ryan Gaiter, Chief Financial Officer / Manager Mid-Richmond

EXECUTIVE SUMMARY

Council requires flexibility in managing the pricing of its quarry products. As provided by clause 201(4) of the *Local Government (General) Regulation 2005*, Council does not disclose pricing for its quarry products as part of its publicly advertised Revenue Policy. Taking this approach allows Council to adjust pricing as required without the need to amend the Revenue Policy and seek public submissions. Council still needs to formally adopt the prices it intends to charge for its quarry products for the 2019/2020 financial year.

RECOMMENDATION

That Council adopt the proposed pricing schedule for various quarry products for the 2019/2020 financial year as included in the table in this report effective from 1 July 2019.

DELIVERY PROGRAM LINKS

Making Council Great

CS2: Great Support

CS2.11: Examine all revenue and expenditure reduction opportunities within legislative powers

BUDGET IMPLICATIONS

The quarry pricing schedule included with this report has been incorporated into Council's quarry budgets for the 2019/2020 financial year.

REPORT

Quarry product prices proposed for the 2019/2020 financial year have been developed. These prices did not form part of the publicly advertised 2019/2020 Draft Revenue Policy, with Council having disclosed the following clause:

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

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

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

Council must still formally adopt the prices it intends to charge for its quarry products effective 1 July 2019.

CONSULTATION

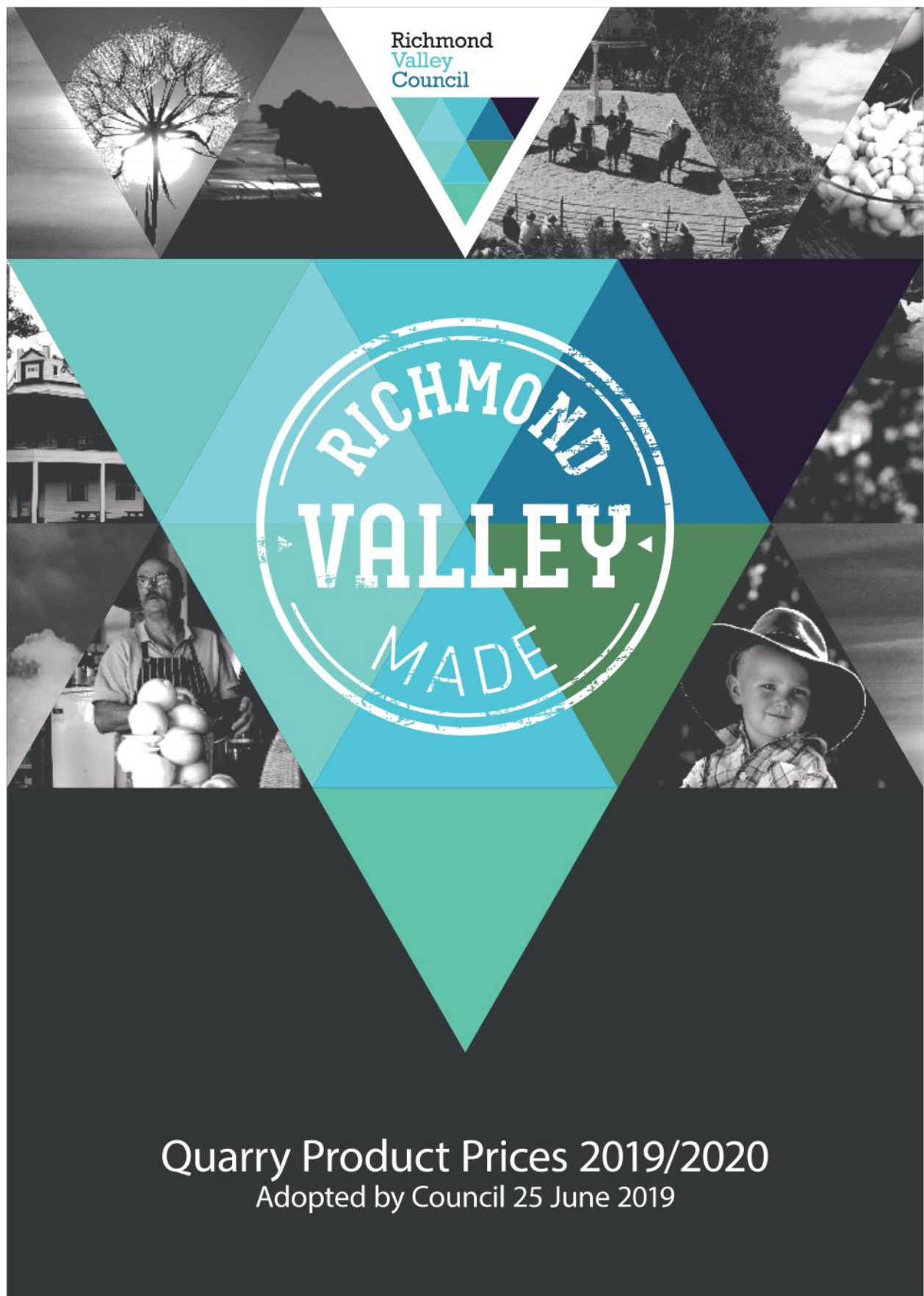
No consultation is required due to the application of Clause 201(4) of the *Local Government (General) Regulation 2005*.

CONCLUSION

It is necessary for Council to determine quarry product prices for the 2019/2020 financial year to ensure Council has endorsed the prices proposed to be charged. As indicated above, an analysis on quarry product prices has been undertaken and it may be likely that there will be further amendments to quarry product prices during the course of the 2019/2020 financial year.

ATTACHMENT(S)

- 1. Quarry Product Prices 2019/20 Adopted by Council 25 June 2019**



Quarry Product Prices 2019/2020

Adopted by Council 25 June 2019

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

Richmond Valley Council

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Cnr Walker Street and Graham Place
(Locked Bag 10)

Casino NSW 2470

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Fax: (02) 6660 1300

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Evans Head NSW 2473

Phone: (02) 6660 0365

Fax: (02) 6682 4252

Email: council@richmondvalley.nsw.gov.au

Web: www.richmondvalley.nsw.gov.au

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Unit	GST	Pricing Cat.
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Richmond Valley Council

Growing Our Economy

Quarries

1. Rates

All rates shown are amounts per tonne inclusive of GST. They include known and regularly used products currently in use and are subject to change.

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

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

3. Special Rates

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

4. Minimum Charge

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

Quarry Products – Woodview Quarry

Overburden (Stock No 401)	\$10.49	\$11.00	Per tonne	Y	D
Roadbase MB20 (Stock No 404)	\$25.00	\$26.00	Per tonne	Y	D
Roadbase DGS40 (Stock No 411)	\$25.00	\$26.00	Per tonne	Y	D
Roadbase Blend (Stock No 407)	\$33.00	\$34.00	Per tonne	Y	D
Woodview Flood Blend (Stock No 408)	\$25.00	\$26.00	Per tonne	Y	D
Select Fill (Stock No 410)	\$21.50	\$22.00	Per tonne	Y	D
Metal Dust (Stock No 415)	\$18.50	\$19.00	Per tonne	Y	D
Aggregates – 7mm (Stock No 416)	Price on application		Per tonne	Y	D
	Last YR Fee 38				
Aggregates – 10mm (Stock No 417)	Price on application		Per tonne	Y	D
	Last YR Fee 40				
Aggregates – 14mm (Stock No 418)	\$38.00	\$40.00	Per tonne	Y	D
Aggregates – 19mm (Stock No 422)	\$38.00	\$40.00	Per tonne	Y	D
Aggregates pre-coated – 7mm (Stock No 419)	\$54.00	\$64.00	Per tonne	Y	D
Aggregates pre-coated – 10mm (Stock No 420)	\$56.00	\$66.00	Per tonne	Y	D
Aggregates pre-coated – 14mm (Stock No 421)	\$54.00	\$64.00	Per tonne	Y	D
Aggregates pre-coated – 19mm (Stock No 424)	\$54.00	\$64.00	Per tonne	Y	D
Screenings Oversize (Shot Rock) (Stock No 423)	\$23.00	\$24.00	Per tonne	Y	D
Gabion Rock (Stock No 426)	\$29.00	\$30.00	Per tonne	Y	D

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Page 3 of 4

Name	Year 18/19 Fee (incl. GST)	Year 19/20 Fee (incl. GST)	Unit	GST	Pricing Cat.
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Quarry Products – Woodview Quarry [continued]

Rail Ballast (Stock No 425)	\$29.00	\$30.00	Per tonne	Y	D
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Quarry Products – Casino Depot Stockpile

Aggregates pre-coated – 7mm (Stock No 503)	\$67.00	\$78.00	Per tonne	Y	D
Roadbase MB20 (Stock No 511)	\$43.00	\$44.50	Per tonne	Y	D
Roadbase Blend (Stock No 504)	\$51.00	\$53.00	Per tonne	Y	D
Metal Dust (Stock No 512)	\$37.00	\$38.00	Per tonne	Y	D
Sand Screened (Stock No 540)	\$35.00	\$36.00	Per tonne	Y	D
Coldmix (Stock No 542)	\$210.00	\$215.00	Per tonne	Y	D
Topsoil (Stock No 550)	\$72.00	\$72.00	Per tonne	Y	D

Quarry Products – Evans Head Depot Stockpile

Roadbase Blend (Stock No 616)	\$51.00	\$53.00	Per tonne	Y	D
Metal Dust (Stock No 611)	\$37.00	\$38.00	Per tonne	Y	D
Sand Screened (Stock No 620)	\$35.00	\$36.00	Per tonne	Y	D

16 TENDER REPORTS

16.1 CLEANING OF COUNCIL OFFICES AND BUILDINGS - VP142345

Author: Daniel Parker, Coordinator Purchasing and Stores

EXECUTIVE SUMMARY

Richmond Valley Council called for Tenders for appropriately qualified and experienced contractors for the commercial cleaning services for Council Buildings and Offices. The provision of cleaning services is for a period of three years with an option to extend for up to two years at one-year intervals, or part thereof, subject to satisfactory performance. Total term of the contract shall not exceed five years.

RECOMMENDATION

That:

1. Council accept the tender from Dekazmay PTY LTD trading as Cleaning Neways which represent best value for Council at \$140,698.18 (exclusive of GST) per annum for a three-year period for the cleaning of Council's Offices and Building.
2. An option for a further two years, one year plus one year, be awarded on satisfactory performance and the yearly amount to be increased as per the Consumer Price Index (CPI).
3. The common seal of Council be affixed to any documentation where required.

DELIVERY PROGRAM LINKS

Making Council Great

CS2: Great Support

CS2.11: Examine all revenue and expenditure reduction opportunities within legislative powers

BUDGET IMPLICATIONS

Cleaning Neways is recommended as best value to Council with a cost of \$140,698.18 (exclusive of GST). Currently Council is paying \$140,647.31(excluding GST) for its cleaning contract and staff have budgeted \$166,672.00 (excluding GST) for the 2019/2020 financial year.

REPORT

Council maintains a substantial number of diverse buildings that are required to be cleaned to council satisfaction. The range of building includes:

- Offices and Administration buildings
- Libraries
- Community Centres and Visitor Information Centres
- Works Depots
- Indoor Sports Complex

Council has also collaborated with the Rural Fire Service to include two additional buildings:

- Northern Rivers Fire Control Centre
- Kyogle Headquarters Brigade Station

Tenders were called on 8 April 2019 and a compulsory site visit was conducted on the 18 April 2019. The tender was then closed at 10am on the 3 May 2019 under the provisions of the *Local Government Act 1993*, the *Local Government (General) Regulation 2005* and the requirements of the Richmond Valley Council Purchasing Policy.

The below companies submitted compliant tenders:

- Dekazmay PTY LTD Trading as Cleaning Neways.
- Advanced Cleaning
- Onescope Building Supplies
- OZK Pty Ltd

The following company submitted a non-compliant tender:

- Madolwane Security Services.

Tender Evaluation

This tender was evaluated using Council's new VendorPanel Multiparty Evaluation tool.

The Evaluation panel included staff members from a range of departments, these include:

- Andrew Leach Manager Asset Planning
- Daniel Parker Coordinator Purchasing and Stores
- Gary Ellem Manager Regional Library
- Kelly Moroney Coordinator Customer Service and Support
- Lani Hancock Engineering Assistant Asset Systems
- Lisa Edmunds Administration Officer – RFS
- Ryan Gaiter Chief Financial Officer / Manager Mid-Richmond
- Tony Scrivener Senior Storekeeper

Each member of the Panel assessed the submissions, once completed the results were compiled into a consensus report.

Tender Pricing

Vendor	Tendered Price (inc GST)
Advanced Cleaning	\$165,147.11
Cleaning Neways	\$154,768.00
Madolwane Security Services	\$80,000.00
One Scope Building Services	\$197,984.51
OZK Pty Ltd	\$603,161.00

Non-Price Criteria

Vendor response consensus categorisation

The final categorisations for each vendor response, as used in the results and selection process, as well as any notes for each response.

Vendor / response	Total score	Demonstrated capability to perform the Services as specified	Relevant experience with contracts/services of a similar nature	Appropriate systems and procedures in place to service the Contract	Bidder's meeting of Contract requirements
ADVANCED CLEANING / VPR249881	85.00	4	4	5	4
Notes: Agreed - taking into account the ISO qualifications Agreed - Price					
CLEANING NEWAYS / VPR249839	80.00	4	4	4	4
Notes: Agreed Agreed - Price					
MADOLWANE SECURITY SERVICES / VPR246239	0.00	Non-Compliant	Non-Compliant	Non-Compliant	Non - Compliant
Notes: non-compliant					
ONESCOPE BUILDING SERVICES / VPR249892	85.00	4	4	5	4
Notes: Agreed - taking into account the ISO qualifications Agreed - Price					
OZK PTY LTD / VPR249981	80.00	4	4	4	4
Notes: Agreed Daniel Tried to Contact regarding price - no one from the company returned to confirm. - Agreed					

Non-price Criteria:

Both Advanced Cleaning and Onescope Building Services scored higher in the non-price criteria of "Appropriate Systems and Procedure in place to service the Contract". This was due to the system both companies have in place for reporting complaints or issues with the services being provided.

Neways Cleaning did not have a system for reporting complaints or issues however the evaluation panel did not consider this a sufficient enough reason not to recommend Neways as the preferred tenderer, given they scored higher in other responses and on price.

Reference Checks:

Reference checks were performed on all complying tenderers. There were no concerns raised through these checks. The tender Panel considered Council's own experience with both Advanced Cleaning and Neways, both who have held commercial cleaning service contracts with Council.

The panel considered Council's recently experienced decline in service levels with its current supplier, Advanced Cleaning, as opposed to Neways Cleaning who provided a much better level of service during their contract period.

Local Preference:

Cleaning Neways are the only local supplier based in the Richmond Valley Council Local Government Area. All other tenderers stated that they would employ local people to fulfil the contract if successful.

Price:

Cleaning Neways offer best value for money for Council.

Consultation

Multiple discussions were held with key staff in the organisation to establish requirements to be included in the contract.

Discussions were also held with key personnel from the Rural Fire Service to ensure that their requirements were included.

Options

Pending satisfactory performance two one-year extensions are available.

Conclusion

Based on an overall assessment of the Non-price Criteria, Reference Checks, Local Preference and Price the Tender Panel considered that Cleaning Neways can offer the best value service to Council and recommend that Council resolve to assign the Contract for Cleaning of Council Buildings and Offices to Cleaning Neways for the price of \$140,698.18 (exclusive of GST) per annum for a minimum three-year period.

ATTACHMENT(S)

Nil

17 GENERAL BUSINESS

17.1 REVIEW OF CUSTOMER SERVICE CHARTER

Author: Kelly Moroney, Coordinator Customer Service and Support

EXECUTIVE SUMMARY

The Customer Service Framework and Charter was adopted by Council at the Ordinary Meeting held on 16 August 2016. A review was undertaken as it was necessary to ensure consistency across the organisation and to enable the standards to be clear for the community and staff.

RECOMMENDATION

That the revised Customer Service Framework and Charter be adopted by Council.

DELIVERY PROGRAM LINKS

Making Council Great

CS2: Great Support

CS2.1: Ensure the ongoing delivery of a quality customer service oriented organisation

BUDGET IMPLICATIONS

Nil.

REPORT

The Richmond Valley Customer Service Framework and Charter was adopted by Council on 16 August 2016. To ensure the document meets the needs of the community and organisation, a review has been carried out and the following changes are recommended for implementation to ensure consistency in its application:

- The action plan be removed and replaced with a continuous improvement plan ensuring the service level agreements, workflows and contact centre review are completed annually.
- The organisation wide training plan be removed, however training for all new employees by way of a customer service induction program is to remain and any identified areas which require training is provided.
- Written correspondence including emails are responded to within 21 calendar days.
- Social Media Correspondence; standard response created advising that all requests/comments are to be lodged as an enquiry on Council's website.
- Customer Request Management (CRM) response protocols; not listed within the last charter.
- The current quarterly customer service phone survey be amended to be carried out six monthly due to a low number of responses and customers appearing to be survey weary.
- The quarterly customer service report to include the number and type of development enquiries and the number of development applications assisted by the Development Concierge role. In line with the customer service survey a development assessment survey be conducted, and the results reported six monthly.

CONSULTATION

Not applicable.

CONCLUSION

The Customer Service Framework and Charter was adopted by Council in 2016 and it is timely to review its relevance to ensure it meets the needs of the community and that its application is consistently applied by staff. The recommended changes to the Richmond Valley Customer Service Framework and Charter, outlined in this report, are necessary to provide clear advice to

the community and to provide the guidance and tools to assist the organisation in striving for customer service excellence.

ATTACHMENT(S)**1. Customer Service Framework and Charter**



Customer Service Framework & Charter

Richmond Valley Council

Customer Service Framework & Charter

Table of Contents

Purpose	3
Community	3
Organisation	3
The Customer Service Framework	4
Leadership	4
The Customer Service Team	4
Customer Service Policies	4
Organisation-wide Teamwork	4
Service Level Agreements	4
Customer Service Charter	5
Service Standards	5
Continuous Improvement Plan	7
Training	7
Reporting	7

Customer Service Framework & Charter

Purpose

The purpose of this document is to outline the steps for the development and implementation of a customer service framework and charter ensuring the ongoing delivery of a quality customer service orientated organisation. There is a variety of reasons to strengthen customer service within Council. These include:

Community

- Meeting growth and changing public expectations
- Providing greater return on investment to the ratepayer
- Addressing customer complaints
- Making Council's services more accessible to the public
- Ensuring the number of communication channels with the public is adequate and meets future needs

Organisation

- Building an internal understanding of the organisation and its values
- Understanding and responding to the organisations customers and their expectations
- Reducing the number of customer complaints
- Develop an organisational culture which values, reinforces, and continuously improves customer service
- Standardisation of customer service protocols throughout the organisation
- Providing adequate training to provide staff with the correct tools to identify and provide effective customer service

Customer Service Framework & Charter

The Customer Service Framework

The customer service framework has five elements. These are explained below:

Leadership

A key component in any customer service framework is the leadership and commitment by the General Manager and Executive Team.

- Required to play an active leadership role
- Drive the implementation and resource of the plan
- Show commitment to the framework
- Promote innovation and determine priorities of innovation
- Review the progress of the framework
- Ensure all teams participate actively in implementing the plan

These actions will relay a clear message to the organisation that we need to work together to provide clear direction to achieve improved customer service outcomes.

The Customer Service Team

- Take a leadership role
- Take ownership and be involved in the process
- Participate positively and be advocates of the framework
- Review and improve contact centre

Customer Service Policies

- Complaint Handling
- Customer Service Standards
- Customer Service Charter

Organisation-wide Teamwork

- Identify areas of improvement via review of business workflows and customer service protocols

Service Level Agreements

- Development and implementation of Council wide customer service level agreements are focused on accountability, performance improvements and best practice

Customer Service Framework & Charter

Customer Service Charter

Service Standards

In support of the customer service framework, the service standards will be achieved by providing customers with:

Access to timely and efficient services by:

- Outlining policies and procedures
- Preventing unnecessary return visits to council
- Publishing information on the website
- Referring customers to other service providers in the event the query is not answerable by council

Friendly, professional service by:

- Treating customers with respect
- Displaying empathy and understanding
- Eliminating acronyms and jargon
- Offering solutions
- Valuing personal information by maintaining confidentiality
- Listening to feedback on our service

A fair decision making process by:

- Complying with relevant legislation
- Ensuring staff have appropriate knowledge
- Displaying transparent decision making processes
- Making decisions once all the information has been obtained in a timely fashion
- Notification of the outcome and reasons for the decision
- Notification of your options for an appeal

In Person

- Council's Administration office at Casino is open from 8:30 and closes at 5:00 Monday to Friday; the Evans Head office is open 9:00 and closes at 5:00 Monday to Friday, 9:30 to 12:00 Saturday

Customer Service Framework & Charter

Telephone

- In the call centre we will answer 80% of calls within 20 seconds.
- Average wait time will be less than 15 seconds
- Less than 5% of callers will hang up before the call is answered
- 80% calls resolved without further contact with the customer
- We identify ourselves as "Richmond Valley Council"
- If you call a staff member and leave a message the call will be returned within one business day and in the absence of that staff member another staff member within the team

Correspondence including emails

- General enquiries to customer service will be answered within five business days
- Enquiries referred to other departments will be answered within 21 calendar days
- If your correspondence cannot meet the above standards then an acknowledgment letter will be sent advising of the reason/s and an anticipated time frame.

Website/Social Media Correspondence

- Enquiries made via Councils website or social media will be acknowledged as being received via an automated response and be subject to the service standards as per the written correspondence standards listed above.

Customer Request Management

- Customer requests will be actioned within 80% of set timeframes.
- Customer requests will be monitored by each relevant supervisor/manager to ensure these timeframes are being met.
- Reporting to relevant stakeholders is actioned on a monthly basis.

Customer Service Framework & Charter

Continuous Improvement Plan

The continuous improvement plan to be undertaken by the Customer Service & Support Coordinator on an annual basis:

- Service Level Agreements review – meetings to be held with relevant stakeholders to review the current agreements and changes to be made if required.
- Contact Centre review to ensure the framework and support tools are supporting of providing excellent customer service both internally and to the wider community.
- Customer Service workflows are reviewed to ensure productivity goals are being met and they assist in meeting service standards.
- Customer Request timeframes are reviewed to ensure that relevant timeframes are measured against requests.

Training

- Office based staff are provided with a customer service induction within the first month of commencement of their employment. The aim of the induction process is to make staff aware of the customer service standards whilst undertaking their responsibilities of their role.

Reporting

Customer Service

- Reporting on our Customer Service standards will be done on a quarterly basis to council with areas for improvement identified and necessary strategies implemented. A customer service survey will be completed every six months and reported to Council.

Development Concierge

- Reporting on the number and type of development enquiries and lodged applications that have received assistance from the Development Concierge will be reported on a quarterly basis to Council. A development application survey will be completed every six months and reported to Council.

17.2 REVIEW OF RISK MANAGEMENT POLICY

Author: Deborah McLean, Manager Governance & Risk

EXECUTIVE SUMMARY

As part of Council's ongoing policy review process a review has been undertaken of Council's current Risk Management Policy. The review has been undertaken in consultation with relevant stakeholders and in accordance with the Australian/New Zealand Standard ISO 31000:2009.

RECOMMENDATION

That Council adopt the Draft Risk Management Policy.

DELIVERY PROGRAM LINKS

Making Council Great

CS1: Leading and Advocating for our Community

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

BUDGET IMPLICATIONS

Not applicable

REPORT

Council's Risk Management Policy has been reviewed as part of Council's ongoing policy review process.

In order to comply with risk management standards, and to develop a framework which supports a committed risk management culture, the current Risk Management Policy has been reviewed.

The draft policy is supported by a Risk Management Procedure which is reviewed on an annual basis as part of Council's Safety Management System.

CONSULTATION

The Draft Risk Management Policy has been reviewed by Managers and the Executive who have provided feedback during the review process.

CONCLUSION

The Risk Management Policy has been reviewed against ISO31000:2009 and council current Risk Management Framework. It is recommended that the Draft Risk Management Policy be adopted.

ATTACHMENT(S)

1. Draft Risk Management Policy



Council Policy

Policy Title: Risk Management
Policy Number: CPOL1.12
Priority Area: Making Council Great
Responsibility: Governance and Risk
Meeting Adopted: <Date of Council Meeting> - <Resolution Number>

OBJECTIVE

This policy has been developed to communicate Council's integrated approach for managing organisation wide risks and to establish a strong risk management culture as a key component of Council's overall corporate governance framework.

POLICY

Richmond Valley Council is committed to the management of risk as an integral part of its governance, planning and operational processes.

Risk management is a systematic process that involves establishing the context of risk management, identifying risks, analysing risk, treating risks, periodic monitoring and communication. Risk management does not eliminate all risk.

The application of risk management principles and practices aims to assist Council deliver quality services, improve decision making, minimise the impact of adversity and loss, ensure regulatory compliance and support the achievement of Councils objectives for the benefit of the Richmond Valley Community.

Risk Management Framework

Councils risk management framework comprises the people, systems, policies and processes that are directed towards managing risk.

Council is committed to maintain an effective and efficient risk management framework through:

- Adoption of a risk management approach consistent with the principles of AS/NZS ISO 31000-2009 Risk Management – Principles and Guidelines, whereby risks are identified, analysed, addressed, monitored and communicated;
- Maintain Council's Risk Management Procedures;
- Maintain Council's Risk Register
- Conduct formal risk assessments;
- Periodic review of the Risk Management framework;
- Consultation and communication with all levels of the organisation.

Richmond Valley Council - <Number Title> Policy

Adopted: <Date>

Page 1 of 3

Council and its workers will routinely exercise risk management. The aim is to enhance probity, improve decision making and optimise business continuity so as to:

- Maintain continuity and quality of service;
- Protect assets i.e. cash and investments, property (including information), infrastructure, people, environment and reputation;
- Minimise exposure to fraud and corruption;
- Minimise legal liability;
- Minimise loss from unplanned, unexpected events.

Council is committed to the full integration of Risk Management practices into Council's strategic and operational planning processes and ensuring a strong risk management culture exists within the organisation.

Responsibilities

Councilors are responsible for the adoption and commitment to this Risk Management Policy and the oversight of Council's risk management framework through the normal course of good governance.

The General Manager and Directors are responsible for ensuring risk is managed across all Council operations.

Managers at all levels are responsible for the implementation and maintenance of sound risk management processes within their area of responsibility in conformity with this policy and to create an environment where the management of risk is accepted as the personal responsibility of all employees and contractors.

All staff are to be actively involved in the management of risk and are responsible for identifying and reporting potential risks.

The Governance and Risk section is responsible for establishing and monitoring the process for the management of risk throughout the Council.

Integrated Framework

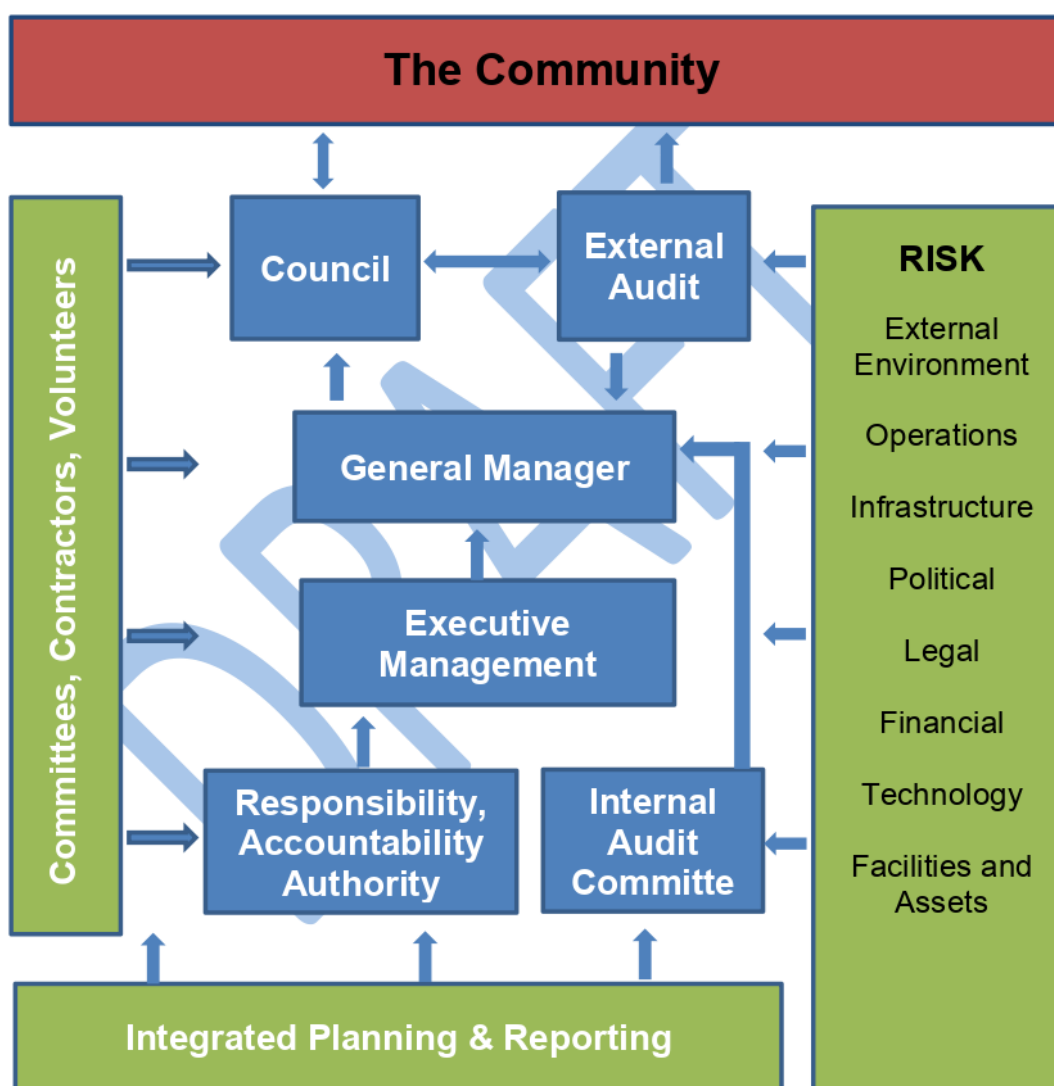
The integrated Risk Management Framework to be employed by Richmond Valley Council is graphically represented in Annexure "A". It illustrates the key inputs, drivers and relationships that will influence and in turn, be influenced by this Policy and its supporting Strategy.

REVIEW

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

Annexure "A"

**RICHMOND VALLEY COUNCIL
INTEGRATED RISK MANAGEMENT FRAMEWORK**



17.3 EVENT SUPPORT SCHEME

Author: Hayley Hancock, Events and Public Art Officer

EXECUTIVE SUMMARY

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

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

RECOMMENDATION

That \$8,000 cash and \$11,900 in-kind support is allocated from the Event Support Scheme in accordance with the recommendations outlined in this report.

DELIVERY PROGRAM LINKS

Connecting People and Places

PP1: Fresh and Vibrant Community

PP1.1: Support local Event Organisers and enhance marketing and promotion of events

BUDGET IMPLICATIONS

The Event Support Scheme budget is \$29,098. An allocation of \$19,900 is recommended. Remaining in the scheme would be \$9,198. Additional sponsorship requests are annually received from the Casino Show, Evans Head Fishing Classic, Quota Craft Fair, Northern Rivers Auto Spectacular, Casino Fun Run and others that exhaust funding by the end of the financial year.

REPORT

Applications for the 2019/2020 financial year funding scheme closed on Thursday, 28 February 2019. Eleven applications were received. Council's Policy 9.4 Event Support explains the objective, aims, and selection criteria for funding.

All of the applications received have been reviewed and evaluated in accordance with the policy.

One application was rejected due to already receiving event sponsorship. Ten applications were deemed appropriate for support. Evaluations include a recommendation from the Events Officer as to the appropriate cash and in-kind contribution to be provided.

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

A Councillor Information session was held on 4 June 2019 and applications were assessed by councillors.

The following table summarises the 10 application requests for cash and in-kind support, the Event Officer's recommendation and Councillors' feedback.

Event	Cash and in-kind support Requested	Recommendation Events Officer	Final Recommendation
Beyond Bentley	\$10,000 cash \$5000+ in-kind	Further assessment	Further assessment
Casino Golf Club Bull on the Green	\$5000 cash \$3500 in-kind	\$1000 cash \$0 in-kind	\$0 cash \$1000 in-kind
Casino Golf Club New Year's Eve	\$5000 cash \$3500 in-kind	\$1000 cash \$0 in-kind	\$0 cash \$1000 in-kind
Casino Golf Club Richmond Valley Culture Festival	\$5000 cash \$3500 in-kind	\$1000 cash \$0 in-kind	\$0 cash \$1000 in-kind
Casino Truck Show	\$2000 cash \$2700 in-kind	\$1500 cash \$2700 in-kind	\$1500 cash \$2700 in-kind
Evans Head Malibu Classic	\$1500 cash \$500 in-kind	\$1500 cash \$500 in-kind	\$1500 cash \$500 in-kind
Rappville Rodeo	\$1000 cash \$2500 in-kind	\$500 cash \$2500 in-kind	\$1000 cash \$2500 in-kind
The Great Eastern Fly In	\$3000 cash \$2200 in-kind	\$3000 cash \$2200 in-kind	\$3000 cash \$2200 in-kind
Woodburn Orchid Shows	\$1000 cash \$700 in-kind	\$1000 cash \$0 in-kind	\$1000 cash \$0 in-kind
Woodburn Riverside Festival	\$0 cash \$1000 in-kind	\$0 cash \$1000 in-kind	\$0 cash \$1000 in-kind

The final recommendation totals \$8000 cash and \$11,900 in-kind support.

CONSULTATION

The opportunity to apply for the Event Support Scheme was advertised through the Richmond River Express Examiner, Facebook, Richmond Valley Council website as well as emailing known event stakeholders within the Richmond Valley.

CONCLUSION

Events contribute to the local economy and our community strategic objectives. The events held in the valley are growing; in both number and diversity. We will continue to nurture new events, provide the knowledge and encouragement they need and support established events to diversify and grow.

ATTACHMENT(S)

Nil

17.4 ROADSIDE MEMORIAL POLICY

Author: Graeme Robertson, Coordinator Asset Management

EXECUTIVE SUMMARY

Council does not have in place a Roadside Memorial Policy. In response, a draft Roadside Memorial Policy has been prepared based on Roads and Maritime Service (RMS) Guidelines.

RECOMMENDATION

That Council adopt the proposed Roadside Memorial Policy.

DELIVERY PROGRAM LINKS

Connecting People and Places

PP2: Getting Around

PP2.1: Improve Road Management practices at Richmond Valley Council

BUDGET IMPLICATIONS

Nil.

REPORT

Over the last few years, Council staff have dealt with issues surrounding roadside memorials, affected families and adjacent neighbours. These incidents have had the potential to escalate due to the emotional nature of the issue and as a result, a suitable policy has been drafted to deal with affected families, residents and road safety concerns. Adopting the attached policy, which has been based on Roads and Maritime Services (RMS) Guidelines, as an Operational Policy will enable Council staff to deal with these events in a way that is fair and compassionate as well as reduce staff stress around decision making.

CONSULTATION

Nil.

CONCLUSION

Richmond Valley Council does not currently have an operational policy to deal with this issue. Adopting this policy will enable staff to deal with these unfortunate events and affected parties in a consistent and compassionate way. It is recommended that Council adopt the proposed Roadside Memorial Policy which will assist in the management of roadside memorials, minimise road safety hazards and reduce public liability risks.

ATTACHMENT(S)**1. Council Policy - Roadside and Reserve Memorials**



Council Policy

Policy Title:	Roadside and Reserve Memorials
Policy Number:	13.5
Focus Area:	Recreation and Open Spaces
Responsibility:	Infrastructure and Environment
Authorisation:	

OBJECTIVE

To limit Council's exposure to the potential road safety hazard and public liability risks of roadside tributes and memorials.

POLICY

This policy provides guidelines for the erection, maintenance or removal of roadside memorials that:

- provide a compassionate and consistent approach to the placement of roadside and reserve memorials.
- take in to account the safety requirements of road and reserve users, the community and the legal obligations of Council and other authorities (Roads and Maritime Services).
- limit Council's exposure to the potential road safety hazard and public liability risks by the placement of tributes and memorials.
- assist Council to manage the road and reserve assets under its care and control.
- maintain the amenity and quality of life in the local surrounding area.

1. Policy Statement

While not encouraging the practice, but recognising the reasons for roadside and reserve memorials, Council is willing to permit the erection or placement of such memorials on its roadsides and reserves subject to the conditions set out below:

1. A roadside memorial can only be located within the immediate vicinity to the site of the accident provided that all other requirements for the safety of road users are considered.
2. Only one memorial is to be erected in respect of each accident or incident.
3. A memorial must be located in a position where it will not distract a driver(s) attention from the driving task, interfere with the role of any traffic control item or present a risk to a person using the reserve.
4. No Memorial can be illuminated, and must not be reflective.

5. A memorial must not be located in a position where it will be hazardous to passing traffic (vehicles, bicycles and pedestrians) or prevent appropriate maintenance of a road reserve.
6. Roadside memorials must not be constructed of materials that may be a hazard to vehicles, bicycles and pedestrians (e.g. large metal or stone components or glass of any type or size is not permitted) and have dimensions of not more than:
 - 500mm high
 - 400mm wide
 - 400mm in ground depth.
7. Reserve memorials may be larger; however, the material composition and location of these memorials will be considered in respect to their potential risk to reserve users and the local amenity.
8. Memorials must be secured to prevent dispersion by weather conditions.
9. A memorial must not unreasonably restrict access for utility and emergency services.
10. Wherever possible, the location of a memorial should be chosen to minimise risk. Persons erecting or visiting a roadside memorial do so at their own risk.
11. The location of a memorial should not unreasonably detract from the amenity of the local area or seriously detract from the reasonable quality of life as expected by adjacent landowners or property occupiers and other members of the public.
12. Council reserves the right to remove any memorial that does not comply with these guidelines, is/or becomes a hazard or creates other problems for which Council has a responsibility to manage. Council will endeavour to contact the family, if known, and notify them of the need to remove a memorial.
13. Council reserves the right to remove any memorial that attracts complaints from the general public or adjacent property owners. Council will endeavour to contact the family, if known, and notify them of the need to remove a memorial.
14. Council reserves the right to remove any memorial that attracts unruly or antisocial behaviour. Council will endeavour to contact the family, if known, and notify them of the need to remove a memorial.
15. During road works and maintenance, Council may need to remove a roadside memorial. In such cases, Council will:
 - a) endeavour to identify memorials that may be affected by the work;
 - b) contact the family, if known, and work to safely store the memorial until work is completed; and
 - c) consider the family's views on how best to recreate or relocate the memorial.
16. If the owner or family associated with a memorial cannot be located/contacted then Council will store the memorial off-site for an appropriate length of time.

17. Roadside memorials can be temporary in nature and a transitional approach may be appropriate. Time frames may vary however some memorials may be removed after a period of 60 days.
18. In all instances Council will endeavour to contact the owner or family associated with the memorial to discuss/arrange removal.

2. Community Wellbeing

1. Should a member of the community contact Richmond Valley Council to express their concern regarding a specific roadside memorial, Council will work with the affected parties to address the concerns in a sensitive and sympathetic manner.
2. Where the memorial does not align with RVC policy principles the memorial maker may be required to modify or relocate the memorial.
3. Where the memorial does align with the policy principles, but the affected parties cannot reach an agreement on a memorial, they may elect to pursue mediation through council.
4. Where mediation is unsuccessful and the parties cannot reach an agreement Richmond Valley Council may make a decision regarding the memorial.
5. Where there are community concerns regarding the timeframe of a memorial which aligns with all the policy principles, refer to Policy Condition 15 for further guidance.

3. Definitions

A **roadside or reserve memorial** is any object to commemorate a person or group which is constructed, erected or placed within a Council road or park reserve. Memorials may include the affixing of items such as flowers, crosses or memorabilia to existing infrastructure.

Public road means any road that is opened or dedicated as a public road under the Roads Act 1993 or any other Act or Law and includes:

- (a) the land adjoining a road commonly referred to as the road verge or road side reserve,
- (b) a bridge, culvert or causeway; or
- (c) a laneway, walkway or "cycleway",

Note: *It does not include a classified road under the control of the NSW Roads and Maritime Services (RMS formally RTA)*

4. Legislative Requirements

Council has powers under the Local Government Act 1993 and Roads Act 1993 to regulate the use of its road reserves. Provided that these guidelines are followed, no consent is required from Council for the erection of a roadside memorial, however, the person erecting the memorial should advise Council in writing of the intention to erect the memorial and should include their name, address and other contact details as well as provide an accurate description of the memorial and its intended location.

REVIEW

This policy is to be reviewed bi-annually.

18 MATTERS FOR INFORMATION**RECOMMENDATION**

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

18.1 BORA RIDGE LANDFILL CAPPING UPDATE

Author: Ben Zeller, Manager Projects and Performance

RECOMMENDATION

That Council receive and note the Bora Ridge Landfill Capping Update report.

REPORT

At Councils Ordinary Meeting held on 19 February 2019, Council resolved the following pertaining to the Tender RVC 799016 – Bora Ridge Landfill Capping and Earthworks:

“That Council:

- 1. Declines to accept all submitted tenders, based on the costs substantially exceeding the budget available.*
- 2. Notes the actions to be taken to enter into direct negotiations with one or both contractors that have submitted tender proposals, or any other suitably qualified contractor that can deliver the project scope within budget.*
- 3. In the event that Recommendation 2 does not result in an acceptable outcome, investigate options for the internal delivery of the project, through project management of subcontractors.*
- 4. Authorises the General Manager to enter into and endorse relevant contracts, including affixing the seal of Council where appropriate, for the delivery of the project generally in accordance with the project scope and approved budget and other details considered by Council.*
- 5. Notes the outcome of direct negotiations will be reported back to Council.”*

Following Council's rejection of the Tenders, the Project Management Office (PMO) was tasked with the responsibility to deliver this project. An examination of the tenderer's submissions by the PMO revealed that the two main reasons for the higher than expected costs were, the cost of supply and delivery of capping materials and; the perceived risk of adhering to an onerous specification (weather and leachate control).

Negotiations with council's quality assurance consultants have resulted in amendments to the specification which reduces some of the risk.

Meetings were held with the two tenderers and an amended specification was provided to them to reprice. There was a significant price reduction from one tenderer with a small reduction offered by the second, however both tenderer's prices were still significantly in excess of the budget.

Parallel to the negotiations with the tenderers, discussions were held with suitably qualified and competent contractors and quarry operators with a view to delivering the project in-house. Based on the information gathered through these processes, a cost estimate to deliver the work in-house was developed. An initial cost estimate to deliver the project in-house is \$1,100,000 which is within Council's available budget of \$1,170,000.

A report and recommendation to manage the project in-house was provided to and accepted by the General Manager.

The project will be managed by the PMO team with support from the Waste and Resource Recovery group.

Contractors will be engaged through Council's vendor panel with materials sourced from compliant quarries.

Discussions are also occurring with the Environmental Protection Authority and Crown Lands regarding the encroachment of the landfill onto the adjacent road reserve (Myall Creek Rd).

The approved capping plan requires landfill material to be removed from the road reserve which creates the possible risk of uncovering asbestos and exposing the landfill to rainfall and subsequent leachate production.

A proposed boundary adjustment to extend the landfill site boundary is being investigated while on-site work is expected to commence in July with a 12-week construction period.

ATTACHMENT(S)

Nil

18.2 DEVELOPMENT APPLICATIONS DETERMINED UNDER THE ENVIRONMENTAL PLANNING AND ASSESSMENT ACT FOR THE PERIOD 1 MAY 2019 TO 31 MAY 2019

Author: Andy Edwards, Acting Manager Development and Environment

RECOMMENDATION

That Council receive and note the development application report for the period 1 May 2019 to 31 May 2019.

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 its community newsletter pursuant to Clause 101 of the *Environmental Planning and Assessment Act 1979* (as amended) on a monthly basis.

The total number of Development Applications and Complying Development Applications determined within the Local Government area for the period 1 May 2019 to 31 May 2019 was 22, with a total value of \$11,983,968.00.

In order to provide a better understanding of the value of Development Consents issued by Council over a 12-month period, a graph is set out in Figure 1 below.

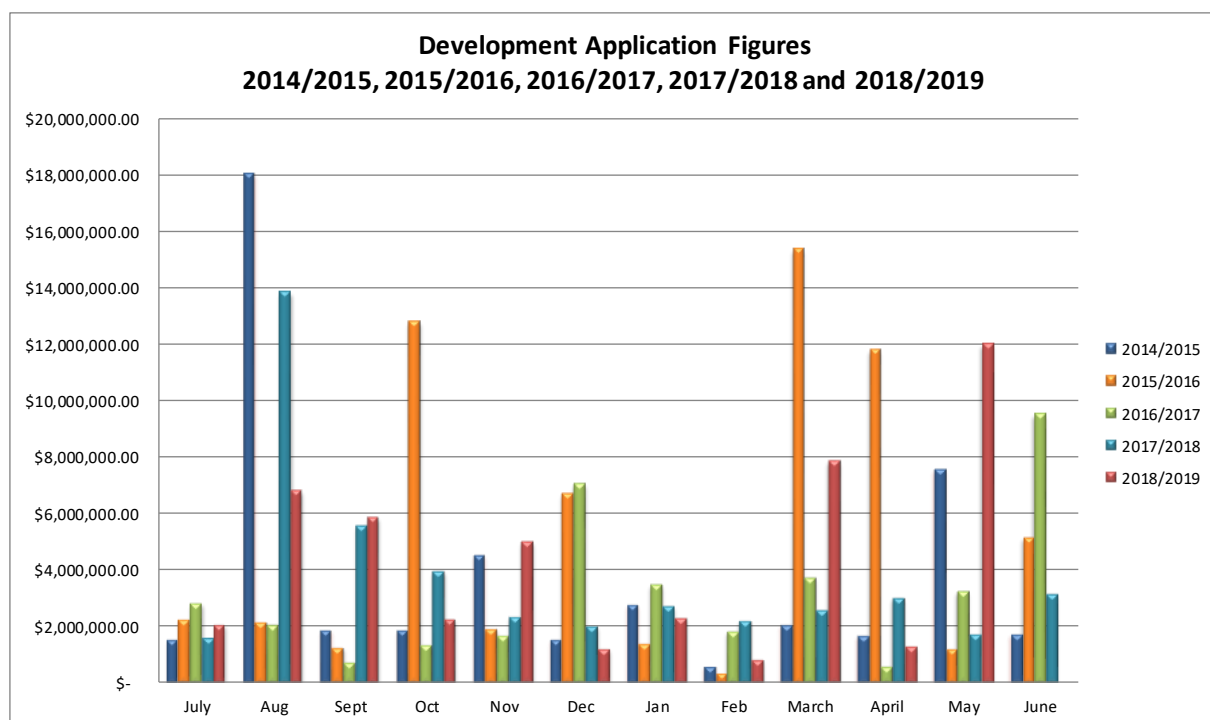


Figure 1: Monthly dollar value of development processed by Council over five financial years.

Figure 2 graph provides the annual value of Development Consents issued by Council over five financial years and Figure 3 graph provides a detailed review of the value for the reporting month of May 2019.

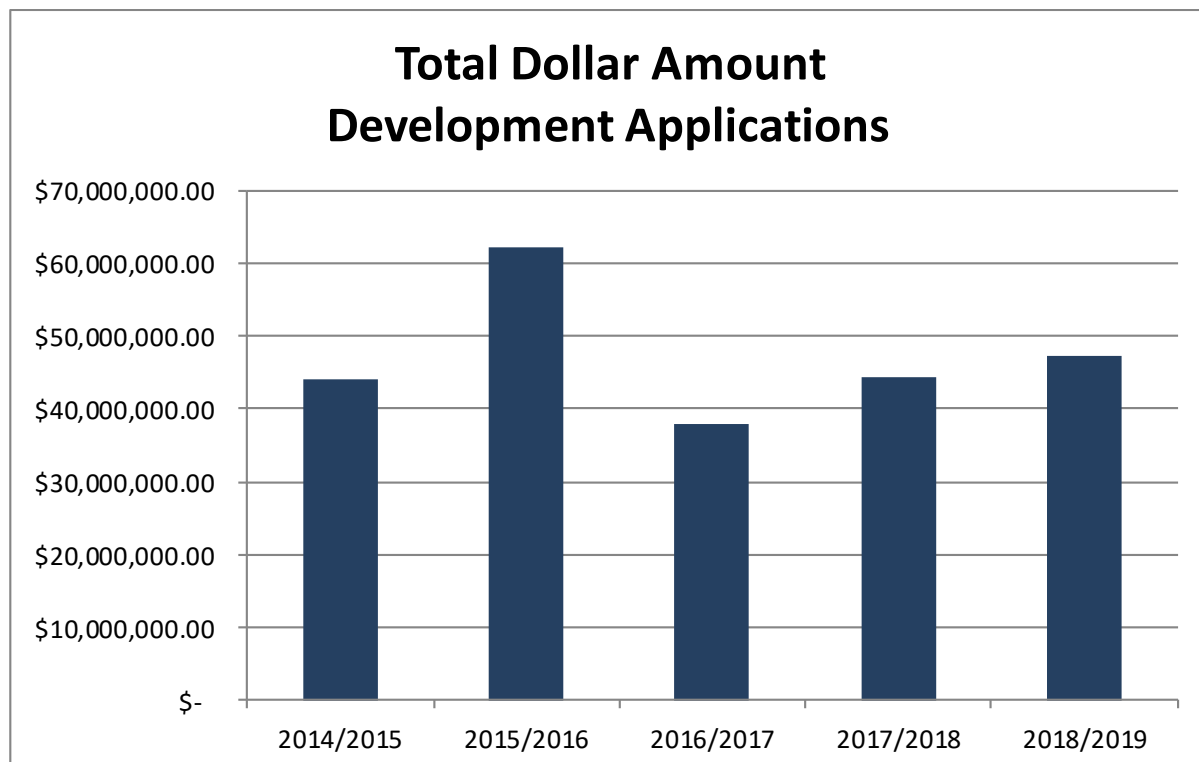


Figure 2: Annual value of development.

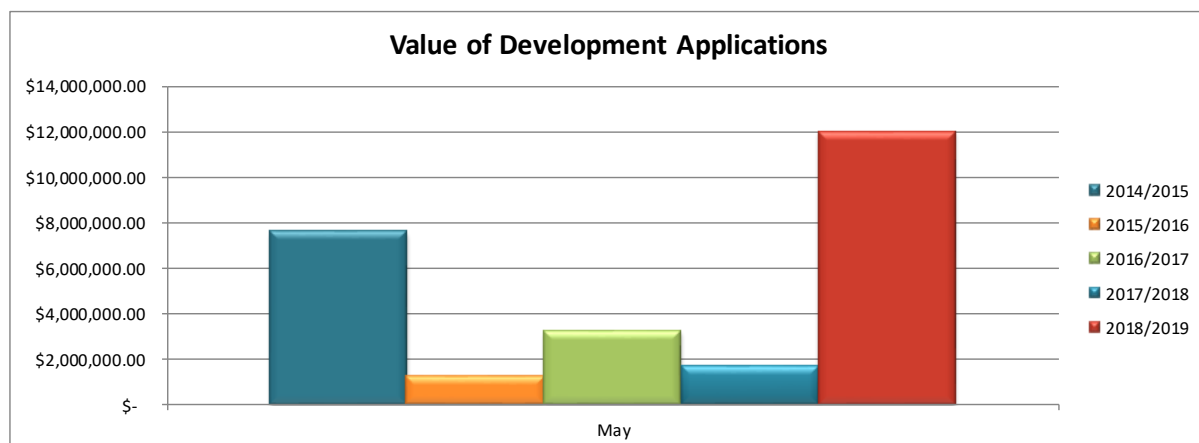


Figure 3: Value of development for the month of May.

Number of Development Applications

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

Figures 4 and 5 below detail the number of applications determined by Council.

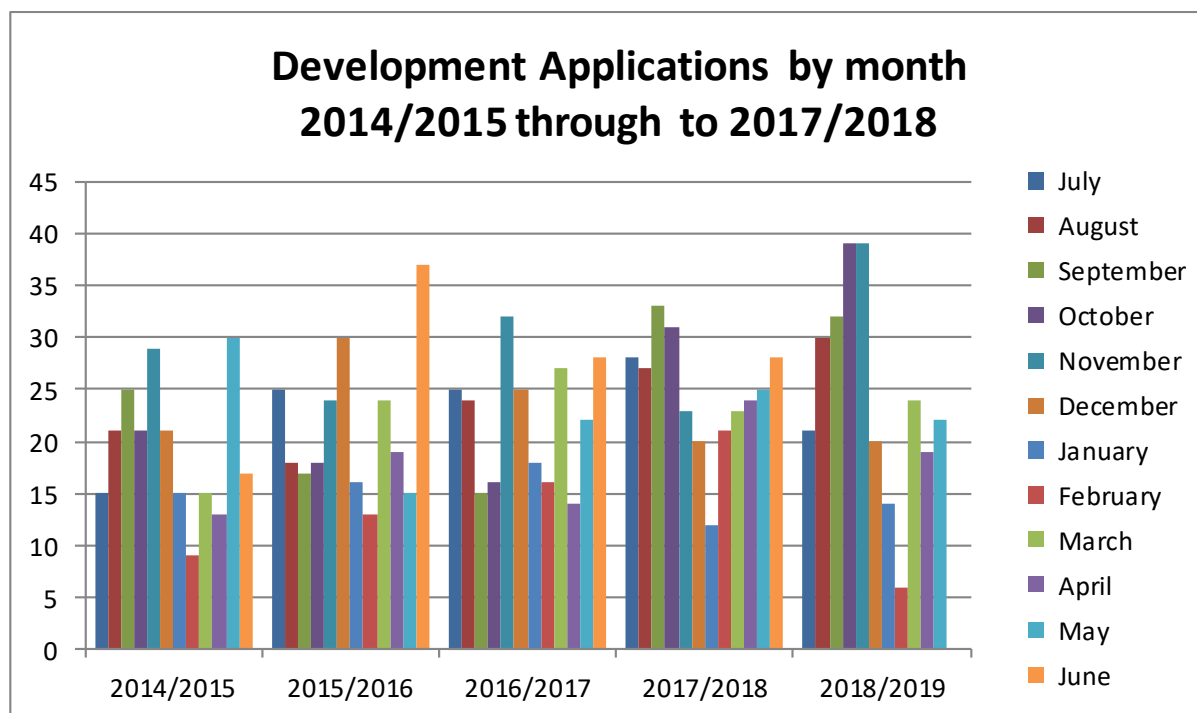


Figure 4: Number of Development Applications per month over five financial years.

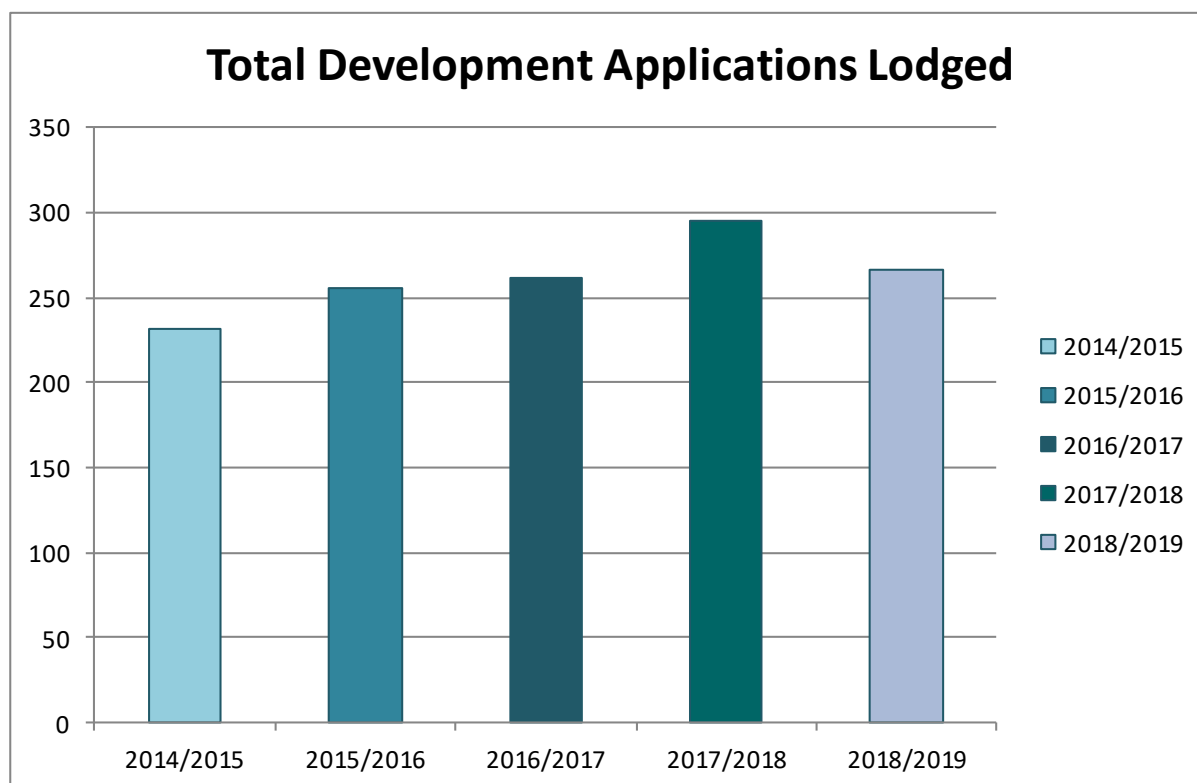


Figure 5: Number of development applications per year over five financial years.

Activity for the month of May 2019

General Approvals (excluding Subdivisions, Section 96s)	18
Section 96 amendments to original consent	3
Subdivision	1
Refused	
Withdrawn	
Complying Development (Private Certifier Approved)	
TOTAL	22

Summary of Development Applications determined under the Environmental Planning and Assessment Act for the period 1 May 2019 to 31 May 2019							
Application ID	Applicant	Owners	Location	Development	Date Lodged	Determination Date	Estimated Cost
DA2019/0082	Byron Bay Planning & Property Consultants	B M Holt	65 Woodburn Street, Evans Head	Secondary dwelling, garage & dwelling alteration and additions	25/09/2018	27/05/2019	\$ 120,000.00
DA2019/0185	S E Brown	B R Hamilton & S E Brown	1300 Coraki Ellangowan Road, West Coraki	Resited dwelling and decommission of existing shed house	1/03/2019	3/05/2019	\$ 115,000.00
DA2019/0189	Ardill Payne & Partners	United Protestant Association of NSW Limited	65-67 Barker Street, Casino	Alterations and additions to existing aged care facility (Richmond Lodge)	4/03/2019	14/05/2019	\$ 10,660,000.00
DA2019/0201	Steve Ryan Builder Pty Ltd	S M Ryan	72 Canterbury Street, Casino	Dual occupancy & strata subdivision	27/03/2019	14/05/2019	\$ 220,000.00
DA2019/0202	J P Quinn	J P Quinn	14-16 Lancaster Street, Casino	Resited dwelling - dual occupancy	28/03/2019	2/05/2019	\$ 80,000.00
CDC2019/0018	Evoke Pools	B M Jenkins & S Golding	8 Wills Place, Casino	Fibreglass swimming pool	29/03/2019	11/04/2019	\$ 60,000.00
DA2019/0205	R J & B W Hardwick	R J & B W Hardwick	14 Light Street, Casino	Inground swimming pool and associated fencing	3/04/2019	1/05/2019	\$ 32,400.00
DA2019/0208	N Brown	L Hunter, N Brown, R J Brown	17 Fergusson Street, Casino	Awning	8/04/2019	1/05/2019	\$ 6,650.00
DA2019/0209	R Rae	R & K Rae	74 North Street, Casino	Demolition of existing shed and construction of a new shed	8/04/2019	8/05/2019	\$ 20,890.00
DA2019/0210	Perry Homes (Aust) Pty Ltd	L C & M Blasche	50 Durack Circuit, Casino	Dwelling	8/04/2019	28/05/2019	\$ 257,455.00
DA2018/0013.01	GJ Gardner Homes Clarence Valley	N A & S Charters	715 Woodburn Evans Head Road, Evans Head	New single dwelling	10/04/2019	13/05/2019	\$ -
DA2019/0211	North Coast Sheds Pty Ltd	J A Wimbus & E E Windon	31 Uralba Street, Woodburn	Garage	10/04/2019	8/05/2019	\$ 19,930.00
DA2019/0213	J R W Slade	J R W Slade & K J Barker	4 Cashmore Lane, Evans Head	Shed	15/04/2019	20/05/2019	\$ 11,660.00
DA2019/0215	C J Forshaw	V D & C J Forshaw	4 Lilly Pilly Place, Evans Head	Carport	16/04/2019	15/05/2019	\$ 8,940.00

Application ID	Applicant	Owners	Location	Development	Date Lodged	Determination Date	Estimated Cost
DA2019/0216	T Claydon	NSW Trustee & Guardian	82 Johnston Street, Casino	1.8m high metal fence	17/04/2019	8/05/2019	\$ 3,493.00
DA2019/0141.01	D Polese	D Polese & H Waldron	36 Ivory Circuit, Casino	Shed and carport	18/04/2019	21/05/2019	\$ -
DA2019/0218	Newton Denny Chapelle	L P & G D Bisaro	25 Musgraves Road, North Casino	Subdivision to create five (5) lots being Lot 1 (8559m2), Lot 2 (4.94ha), Lot 5 (1.6ha), Lot 6 (1.25ha),and Lot 7 (1.03ha)	18/04/2019	21/05/2019	\$ -
CDC2019/0021	Profile Pools and Landscaping	C D & R L Chelman	725 Naughtons Gap Road, North Casino	Swimming pool & associated fencing	23/04/2019	20/05/2019	\$ 51,000.00
DA2019/0221	Apollo Patios & Decks Northern Rivers	A L Maslen	20 Sheppard Street, Casino	Patio cover & deck	24/04/2019	23/05/2019	\$ 39,680.00
DA2019/0222	Perry Homes (Aust) Pty Ltd	S M & S G Ryan	1120 Woodburn Coraki Road, Bungawalbin	Dwelling	26/04/2019	27/05/2019	\$ 252,695.00
DA2019/0227	Atlas Awnings	P & A J Clarke	37 Ivory Circuit, Casino	Install insulated flyover patio awning to rear of house	1/05/2019	28/05/2019	\$ 24,175.00
DA2019/0177.02	Hayes Building Consultancy	J M Powell	Eucalypt Drive, Swan Bay	New single dwelling	9/05/2019	17/05/2019	\$ -

ATTACHMENT(S)

Nil

18.3 GRANT APPLICATION INFORMATION REPORT - MAY 2019**Author: Dean Fordham, Principal Accountant****RECOMMENDATION**

That Council receive and note the Grant Application Information Report for the month of May 2019.

REPORT

This report provides information on grant applications that have been approved, grants that have been received, grant applications that were unsuccessful and grant applications submitted for the month of May 2019.

During the reporting period, one new grant was approved and funding was received for nine grants totalling \$2,589,760. Council wasn't notified as being unsuccessful with any grant applications and one grant was applied for.

Details of these grants are provided below:

Grants that have been approved

Richmond Valley Cultural Recreation Youth Activity	
Project ID	10314
Funding Body	Department of Family and Community Services
Funding Name	Rural and Regional Youth Participation Grant 2019
Government Level	State
Project Value (exc GST)	\$1,500
Grant Funding (exc GST)	\$1,500
Council Funding (exc GST)	\$ 0
Date Application Submitted	N/A
Date Approved	10 th May 2019
Comment (if required)	N/A

Grants that have been received

Woodburn-Coraki Road Reconstruction Works	
Project ID	10239
Funding Body	Land Transport Infrastructure Projects
Funding Name	N/A
Government Level	Federal
Project Value (exc GST)	\$2,000,000
Grant Funding (exc GST)	\$1,000,000
Council Funding (exc GST)	\$1,000,000
Date Application Submitted	N/A

Date Received	\$50,000 received 31 May 2019
Total Funds Received To Date	\$1,000,000 (total funding received)
Comment (if required)	N/A

Woodburn Riverside Precinct Upgrade

Project ID	10242
Funding Body	Department of Infrastructure and Regional Development
Funding Name	Building Better Regions Fund Infrastructure Projects Stream
Government Level	Federal
Project Value (exc GST)	\$1,510,000
Grant Funding (exc GST)	\$ 700,000
Council Funding (exc GST)	\$ 810,000
Date Application Submitted	28 February 2017
Date Received	\$401,750 received 31 May 2019
Total Funds Received To Date	\$401,750
Comment (if required)	N/A

Northern Rivers Livestock Exchange Stage 2

Project ID	10260
Funding Body	NSW Treasury
Funding Name	Restart NSW
Government Level	State
Project Value (exc GST)	\$7,000,000
Grant Funding (exc GST)	\$7,000,000
Council Funding (exc GST)	\$ 0
Date Application Submitted	Various
Date Received	\$1,332,926 received 9 May 2019
Total Funds Received To Date	\$4,453,043
Comment (if required)	N/A

Broadwater Outdoor Youth Space and Park Upgrade

Project ID	10269
Funding Body	Department of Premier and Cabinet's Office of Regional Development
Funding Name	Stronger Country Communities Fund
Government Level	State

Project Value (exc GST)	\$221,785
Grant Funding (exc GST)	\$131,785
Council Funding (exc GST)	\$ 90,000
Date Application Submitted	Various
Date Received	\$43,489 received 10 May 2019 \$44,807 received 24 May 2019
Total Funds Received To Date	\$131,785 (total funding received)
Comment (if required)	N/A

Summerland Way Shared Pathway	
Project ID	10273
Funding Body	Transport NSW
Funding Name	Active Transport, Walking and Cycling Program, Priority Cycleways
Government Level	State
Project Value (exc GST)	\$341,000
Grant Funding (exc GST)	\$341,000
Council Funding (exc GST)	\$ 0
Date Application Submitted	20 September 2017
Date Received	\$1,678 received 31 May 2019
Total Funds Received To Date	\$26,127
Comment (if required)	Original application was for \$391,000, funding approved for \$341,000.

Johnston Street, Bruxner Hwy, Shared Pathway	
Project ID	10274
Funding Body	Transport NSW
Funding Name	Active Transport, Walking and Cycling Program, Priority Cycleways
Government Level	State
Project Value (exc GST)	\$599,500
Grant Funding (exc GST)	\$599,500
Council Funding (exc GST)	\$ 0
Date Application Submitted	20 September 2017
Date Received	\$1,534 received 31 May 2019
Total Funds Received To Date	\$5,315
Comment (if required)	Original application was for \$1,015,500, funding approved for \$599,500.

Youth Basketball Development	
Project ID	10316
Funding Body	NSW Office of Sport
Funding Name	2018/19 Youth Opportunities
Government Level	State
Project Value (exc GST)	\$7,440
Grant Funding (exc GST)	\$7,440
Council Funding (exc GST)	\$ 0
Date Application Submitted	18 December 2019
Date Received	\$7,440 received 22 May 2019
Total Funds Received To Date	\$7,440 (total funding received)
Comment (if required)	N/A

Financial Assistance Grant Scheme 2018/19	
Project ID	N/A
Funding Body	N/A
Funding Name	NSW Local Government Grants Commission
Government Level	Federal
Project Value (exc GST)	\$5,030,496
Grant Funding (exc GST)	\$5,030,496
Council Funding (exc GST)	\$ 0
Date Application Submitted	N/A
Date Received	\$636,069 received 16 May 2019 (General Purpose Component \$438,281, Local Roads Component \$197,788)
Total Funds Received To Date	\$4,394,426
Comment (if required)	N/A

Roads to Recovery Program 2015-2019	
Project ID	N/A
Funding Body	Department of Infrastructure and Regional Development
Funding Name	Roads to Recovery Program
Government Level	Federal
Project Value (exc GST)	\$6,420,841
Grant Funding (exc GST)	\$6,420,841
Council Funding (exc GST)	\$ 0

Date Application Submitted	N/A – annual allocation
Date Received	\$70,067 received 16 May 2019
Total Funds Received To Date	\$6,420,841 (total funding received)
Comment (if required)	N/A

Grant Applications Submitted

Evans Head Community Recycling Centre	
Project ID	10315
Funding Body	NSW Environment Protection Authority
Funding Name	Waste Less, Recycle More - Improved Systems for Household Problem Waste – CRCs
Government Level	State
Project Value (exc GST)	\$92,549
Grant Funding (exc GST)	\$87,300
Council Funding (exc GST)	\$ 5,249
Date Application Submitted	16 May 2019
Comment (if required)	N/A

ATTACHMENT(S)**Nil**

18.4 CORRESPONDENCE SUBMITTED TO JUNE 2019 ORDINARY MEETING

Author: Vaughan Macdonald, General Manager

AUTHOR

The Office of Local Government has provided correspondence from the NSW Local Government Grants Commission regarding the review of grant methodology (general purpose).

SUMMARY OF CORRESPONDENCE

The NSW Local Government Grants Commission has been reviewing the grant methodology in line with NSW policy to direct the general-purpose component of the grant to councils with the greatest relative need.

ATTACHMENT(S)

1. **Local Government Financial Assistance Grants (under separate cover)**

19 QUESTIONS ON NOTICE

Nil

20 QUESTIONS FOR NEXT MEETING (IN WRITING)