

Richmond
Valley
Council



ATTACHMENTS

Tuesday, 16 July 2019

UNDER SEPARATE COVER

Ordinary Council Meeting

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MINUTES

Ordinary Council Meeting 25 June 2019

ORDINARY COUNCIL MEETING MINUTES

25 JUNE 2019

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ORDINARY COUNCIL MEETING MINUTES

25 JUNE 2019

**MINUTES OF RICHMOND VALLEY COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS, 10 GRAHAM PLACE, CASINO
ON TUESDAY, 25 JUNE 2019 AT 5PM**

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

PRESENT: Cr Robert Mustow (Mayor), Cr Stephen Morrissey (Deputy Mayor), Cr Sam Cornish, Cr Robert Hayes, Cr Sandra Humphrys and Cr Jill Lyons.

IN ATTENDANCE: Vaughan Macdonald (General Manager), Angela Jones (Director Infrastructure & Environment), Ryan Gaiter (Chief Financial Officer/Manager Mid-Richmond), Deborah McLean (Manager Governance & Risk), Julie Clark (Personal Assistant to the General Manager and Mayor)

1 ACKNOWLEDGEMENT OF COUNTRY

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

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

2 PRAYER

The meeting opened with a prayer by the General Manager.

3 PUBLIC ACCESS AND QUESTION TIME

3.1 PUBLIC ACCESS - EVANS HEAD MENS' SHED

Mr Craig Firth referred to Item 14.5 Evans Head Mens' Shed and advised that the Group are supportive of the report's recommendation as presented to today's meeting.

Further advised the group are very happy Council is supporting the concept and members can see an improved facility at the proposed site. The shed provides support for men's mental health, operating for approximately seven years, open from Monday-Thursday 9.30-3pm and enjoyed by a growing group of members.

The Mayor thanked Mr Firth for his address.

ORDINARY COUNCIL MEETING MINUTES

25 JUNE 2019

RESOLUTION 250619/1

Moved: Cr Jill Lyons
Seconded: Cr Sam Cornish

That Council accept the late request from the Northern Rivers Railway Action Group to address Council in relation to Item 14.4 Northern Rivers Rail Trail Update.

CARRIED**3.2 PUBLIC ACCESS - NORTHERN RIVERS RAILWAY ACTION GROUP**

Ms Lydia Kindred, representative of the Northern Rivers Railway Action Group (NRRAG) and Trains on our Tracks (TOOT) referred to Item 14.4 Northern Rivers Rail Trail Update report.

Sought Council's backing to reopen the Casino to Murwillumbah railway line, suspended 15 years ago. Suggested the rail service would be supported by 90% of local businesses. Benefits would include; less pollution, improved connectivity, increased visitation numbers from the Byron coastline (2,000,000 visitors during 2018), improved social and economic issues.

NRRAG would like to undertake a survey of Casino businesses in the near future to gauge their thoughts on the matter. Further added that to bring the rail system back it would cost between \$30-\$60 million.

The Mayor thanked Lydia for her presentation to Council.

4 APOLOGIES

Cr Daniel Simpson was previously granted leave of absence for the May and June meetings.

4.1 REQUEST LEAVE OF ABSENCE - MAYOR ROBERT MUSTOW**RESOLUTION 250619/2**

Moved: Cr Robert Hayes
Seconded: Cr Sandra Humphrys

Cr Robert Mustow requested leave of absence for the July Ordinary Meeting.

CARRIED**5 MAYORAL MINUTES**

Nil

ORDINARY COUNCIL MEETING MINUTES

25 JUNE 2019

6 CONFIRMATION OF MINUTES**6.1 MINUTES ORDINARY MEETING HELD ON 21 MAY 2019****RESOLUTION 250619/3**

Moved: Cr Stephen Morrissey

Seconded: Cr Sandra Humphrys

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

CARRIED**6.2 MINUTES OF LOCAL TRAFFIC COMMITTEE MEETING HELD 23 MAY 2019****RESOLUTION 250619/4**

Moved: Cr Sam Cornish

Seconded: Cr Sandra Humphrys

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

CARRIED**7 MATTERS ARISING OUT OF THE MINUTES**

Nil.

8 DECLARATION OF INTERESTS

Cr Sandra Humphrys declared a non-significant pecuniary interest in relation to item 18.2 Development Applications Determined under the Environmental Planning and Assessment Act for the period 1 May 2019 to 31 May 2019, DA 2019/0218 (adjoining owner to subdivision, minor land swap occurring, through fencing realignment). It was noted that this is an information report with any decisions made by officers under delegation.

9 PETITIONS

Nil

10 NOTICE OF MOTION**10.1 NOTICE OF MOTION - CR STEPHEN MORRISSEY - CAMPING AVAILABILITY****RESOLUTION 250619/5**

Moved: Cr Stephen Morrissey

Seconded: Cr Robert Hayes

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.

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25 JUNE 2019

CARRIED**11 MAYOR'S REPORT****11.1 MAYOR'S ATTENDANCES 14 MAY - 17 JUNE 2019****RESOLUTION 250619/6**

Moved: Cr Robert Mustow

Seconded: Cr Stephen Morrissey

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

CARRIED**12 DELEGATE'S REPORTS**

Nil

13 MATTERS DETERMINED WITHOUT DEBATE**13.1 MATTERS TO BE DETERMINED WITHOUT DEBATE****RESOLUTION 250619/7**

Moved: Cr Jill Lyons

Seconded: Cr Sandra Humphrys

That items 14.2, 15.1, 15.2, 16.1, 17.1, 17.2, 17.3, 17.4 identified be determined without debate.

CARRIED

ORDINARY COUNCIL MEETING MINUTES

25 JUNE 2019

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)****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.

RESOLUTION 250619/8

Moved: Cr Robert Mustow

Seconded: Cr Robert Hayes

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

.CARRIED

ORDINARY COUNCIL MEETING MINUTES

25 JUNE 2019

14.2 CODE OF MEETING PRACTICE**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.

RESOLUTION 250619/9

Moved: Cr Jill Lyons

Seconded: Cr Sandra Humphrys

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

.CARRIED

14.3 COUNCILLOR INDUCTION AND PROFESSIONAL DEVELOPMENT POLICY**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.

RESOLUTION 250619/10

Moved: Cr Robert Mustow

Seconded: Cr Stephen Morrissey

That Council adopt the Draft Councillor Induction and Professional Development Policy

.CARRIED

ORDINARY COUNCIL MEETING MINUTES

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14.4 NORTHERN RIVERS RAIL TRAIL (NRRT) UPDATE**EXECUTIVE SUMMARY**

The Casino to Eltham Northern Rivers Rail Trail 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 Northern Rivers Rail Trail (NRRT).

RESOLUTION 250619/11

Moved: Cr Robert Mustow

Seconded: Cr Sandra Humphrys

That Council:

1. Receive and note the completed Casino to Eltham Northern Rivers Rail Trail Business Case.
2. Proceed with planning the Casino to Bentley section of the Northern Rivers Rail Trail project with the funding commitment of the Federal Government.
3. Pursue funding from the NSW State Government to enable the completion of the Northern Rivers Rail Trail from Casino to Eltham.

CARRIED**14.5 EVANS HEAD MEN'S SHED****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.

RESOLUTION 250619/12

Moved: Cr Robert Mustow

Seconded: Cr Robert Hayes

That Council:

1. Support the Evans Head Men's Shed in their grant application 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.

CARRIED

ORDINARY COUNCIL MEETING MINUTES

25 JUNE 2019

15 FINANCIAL REPORTS**15.1 FINANCIAL ANALYSIS REPORT - MAY 2019****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%.

RESOLUTION 250619/13

Moved: Cr Jill Lyons

Seconded: Cr Sandra Humphrys

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

CARRIED**15.2 QUARRY PRODUCT PRICES****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.

RESOLUTION 250619/14

Moved: Cr Jill Lyons

Seconded: Cr Sandra Humphrys

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.

CARRIED

ORDINARY COUNCIL MEETING MINUTES

25 JUNE 2019

16 TENDER REPORTS**16.1 CLEANING OF COUNCIL OFFICES AND BUILDINGS - VP142345****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.

RESOLUTION 250619/15

Moved: Cr Jill Lyons

Seconded: Cr Sandra Humphrys

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

CARRIED**17 GENERAL BUSINESS****17.1 REVIEW OF CUSTOMER SERVICE CHARTER****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.

RESOLUTION 250619/16

Moved: Cr Jill Lyons

Seconded: Cr Sandra Humphrys

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

CARRIED

ORDINARY COUNCIL MEETING MINUTES

25 JUNE 2019

17.2 REVIEW OF RISK MANAGEMENT POLICY**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.

RESOLUTION 250619/17

Moved: Cr Jill Lyons

Seconded: Cr Sandra Humphrys

That Council adopt the Draft Risk Management Policy.

CARRIED**17.3 EVENT SUPPORT SCHEME****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.

RESOLUTION 250619/18

Moved: Cr Jill Lyons

Seconded: Cr Sandra Humphrys

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.

CARRIED**17.4 ROADSIDE MEMORIAL POLICY****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.

RESOLUTION 250619/19

Moved: Cr Jill Lyons

Seconded: Cr Sandra Humphrys

That Council adopt the proposed Roadside Memorial Policy.

CARRIED

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ORDINARY COUNCIL MEETING MINUTES

25 JUNE 2019

18 MATTERS FOR INFORMATION**RESOLUTION 250619/20**

Moved: Cr Jill Lyons

Seconded: Cr Sam Cornish

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

CARRIED**18.1 BORA RIDGE LANDFILL CAPPING UPDATE****RESOLUTION 250619/21**

Moved: Cr Jill Lyons

Seconded: Cr Sam Cornish

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

CARRIED**18.2 DEVELOPMENT APPLICATIONS DETERMINED UNDER THE ENVIRONMENTAL PLANNING AND ASSESSMENT ACT FOR THE PERIOD 1 MAY 2019 TO 31 MAY 2019****RESOLUTION 250619/22**

Moved: Cr Jill Lyons

Seconded: Cr Sam Cornish

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

CARRIED**18.3 GRANT APPLICATION INFORMATION REPORT - MAY 2019****RESOLUTION 250619/23**

Moved: Cr Jill Lyons

Seconded: Cr Sam Cornish

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

CARRIED

ORDINARY COUNCIL MEETING MINUTES

25 JUNE 2019

18.4 CORRESPONDENCE SUBMITTED TO JUNE 2019 ORDINARY MEETING**RESOLUTION 250619/24**

Moved: Cr Jill Lyons

Seconded: Cr Sam Cornish

That Council receive and note the correspondence from the NSW Local Government Grants Commission regarding the review of the grant methodology (general purpose).

CARRIED**19 QUESTIONS ON NOTICE**

Nil

20 QUESTIONS FOR NEXT MEETING (IN WRITING)

Nil

The Meeting closed at 6.15 pm.

The minutes of this meeting are to be confirmed at the Ordinary Council Meeting held on 16 July 2019.

.....
CHAIRPERSON



RICHMOND VALLEY COUNCIL

Locked Bag 10
Casino NSW 2470
Phone (02) 6660 0300

Dear Sir/ Madam,

Notice is hereby given that a Meeting of the **Local Traffic Committee** will be held via email as the alternative meeting format in this instance in accordance with section 5.3.1 of 'Guidelines to the Operation of Traffic Committees'.

Function: The Local Traffic Committee has the role to advise Council on traffic related matters referred to it by Council. (Note: Items will be referred by Council officers and/or Council resolution.) It is an advisory body only; recommendations from the Committee are to be reported to Council.

Yours faithfully

Kelsey Carter
Engineering Assistant Road and Transport Assets

AGENDA

1. Apologies
2. Declaration of Interests
3. Reports
 1. **FORMALISATION OF WOODBURN SCHOOL BUS ZONE AND KISS AND RIDE, WOODBURN STREET, WOODBURN- Variation to LTC 4 Recommendation 23 May 2019 Meeting**
4. Other Matters

LOCAL TRAFFIC COMMITTEE MEETING

Friday 28 June 2019

**LOCAL TRAFFIC COMMITTEE MEETING TO BE HELD VIA ELECTRONIC
FORMAT (EMAIL) ON 28 JUNE 2019**

REPORTS**1. FORMALISATION OF WOODBURN SCHOOL BUS ZONE AND KISS AND
RIDE, WOODBURN STREET, WOODBURN- Variation to LTC 4
Recommendation 23 May 2019 Meeting**

As part of the 23 May 2019 Local Traffic Committee Meeting the recommendation below was made in relation to the item to formalise the Woodburn School Bus Zone and Kiss and Drop. The discussion at the meeting about this item centred around RMS preferring the bus stop times to align with the school zone signs on the highway which is 8am-9.30am and 2.30pm to 4pm.

The recommendation from the meeting reads as below:

LTC.4 RECOMMENDED that the proposed formalisation of the bus zone and kiss and ride restrictions at Woodburn School be adopted, with times of Bus Zone and No Parking Zone for Kiss and Drop altered to 8am-9.30am and 2.30pm to 4pm to match the existing School Zone Signage on the Pacific Highway

After undertaking consultation with the school and school bus drivers, we request a variation to the recommendation outlined above as Woodburn School has differing operational hours to other schools, and is an area where school buses interchange.

Woodburn School runs from 9.25am to 3.25pm, and is a main school bus interchange for school buses. Buses arrive after 3.40pm in the afternoon.

It is a school which serves a rural population, and parking resource surrounding the school is scarce due to the highway and median on the lower section of Woodburn St due to the gradient. The school uses the bus zone and pick up/ drop off area for parking during school assemblies and events and for parent helpers. Assemblies and events are typically held in the afternoon so having the bus zone and no parking operational from 2.30pm would cause issues with parking resource. The bus zone timeframe has always been aligned with the end of school day, and if people are parked in this zone during school they have had until the end of the school day to move without fear of being fined. This previous arrangement has not had operational issues as the school and community manage the area well.

The school and bus drivers are unhappy with the previous Traffic Committee proposal, and has requested that the bus zone/ no parking zone be operational between 8am-9.30am & 3.30pm-4.00pm, but they would be prepared to compromise with 3.30pm-4.30pm if signage had to be standardised to 1 hour.

LOCAL TRAFFIC COMMITTEE MEETING

Friday 28 June 2019

Discussions with RMS indicated that they would prefer signage be standardised to 1 hour from 3.30pm- 4.30pm.

A copy of a plan showing the location of the bus stop and kiss and ride area is attached as **Attachment D**.

LTC.1 RECOMMEND that the proposed formalisation of the bus zone and kiss and ride restrictions at Woodburn School be adopted, with times of Bus Zone and No Parking Zone for Kiss and Drop altered to 8am-9.30am and 3.30pm to 4.30pm