



AGENDA

Ordinary Council Meeting

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

Date: Tuesday, 22 October 2019

Time: 5.00 pm

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

**Vaughan Macdonald
General Manager**

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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 17 SEPTEMBER 2019

Author: Vaughan Macdonald, General Manager

RECOMMENDATION

That Council confirms the Minutes of the Ordinary meeting held on 17 September 2019.

ATTACHMENT(S)

- 1. Ordinary Meeting Minutes 17 September 2019 (under separate cover)**

6.2 MINUTES OF THE LOCAL TRAFFIC COMMITTEE MEETING (HELD ELECTRONICALLY) ON 4 SEPTEMBER 2019

Author: Graeme Robertson, Coordinator Asset Management

RECOMMENDATION

That Council receives and notes the recommendation contained within the minutes of the Local Traffic Committee meeting held electronically on 4 September 2019.

REPORT

A request was raised to consider providing a “No Trucks” restriction on the section of Redwood Lane between Duke Street and Cedar Street, Woodburn to prevent on-going damage to multiple services within the carriageway including water, sewer and stormwater, and the associated disruption required to undertake emergency works to underground services. Urgent repairs to water services which have been impacted by heavy vehicles using Redwood Lane have been required five times within the past 15 months.

A “No Truck” restriction would prevent drivers of heavy vehicles greater than 4.5 tonne driving past the sign unless the driver’s destination lies beyond the sign, and it is the only route.

LTC.1 RECOMMENDED the Committee consider the ongoing services impact and urgent repair work necessitated by truck access to Redwood Lane and the request for a “No Trucks” restriction to the section of Redwood Lane between Duke Street and Cedar Street, Woodburn.

ATTACHMENT(S)

1. Local Traffic Committee Meeting - Electronic Minutes 4 September 2019 (under separate cover)
2. Attachment A - Redwood Lane No Trucks (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

Nil

11 MAYOR'S REPORT**11.1 MAYOR ATTENDANCES 10 SEPTEMBER - 16 OCTOBER 2019**

Author: Robert Mustow, Mayor

RECOMMENDATION

That Council receive and note the Mayor's attendance report 10 September – 16 October 2019.

REPORT**September**

- 10th Casino Vision Impaired - Guide Dog visitation
- 10th St Mary's Annual Showcase event
- 12th Southern Cross University 25th Anniversary Student Achievement Celebration
- 14th FRNSW Retirement - Deputy Captain Robert Cox - 40 years dinner
- 15th Casino Fun Run
- 15th Woodburn - Evans Head & District Orchid Society
- 17th Healthy Towns discussion
- 17th Richmond Valley Council Ordinary meeting
- 18th Rous County Council workshop/briefing
- 20th Presentation by Arcadis on the Multi-Use Rail Corridor (Rail Trail)
- 21st Spring Orchid Show
- 21st Woodburn Pony Club 50th Celebration
- 21st Soccer 2019 Senior Presentation Evening
- 22nd Walk for the Chopper at Evans Head
- 22nd Best of One Voice Concert
- 23rd Richmond Police District Community Safety Precinct Committee Meeting
- 23rd Performing Arts Festival – Small schools
- 24th Citizenship Ceremony
- 25th St Mary's School
- 25th Farewell - Supt Greg Martin APM
- 26th Richmond District Command Awards Presentation Ceremony
- 27th Prayer and Pancake Breakfast for Year 12 students
- 27th St Mary's Graduation ceremony
- 27th Casino High School - Year 12 Farewell Assembly
- 29th Auto Show and Shine Casino
- 30th Police Remembrance Day Ceremony – Lismore
- 30th Frontier Pets manufacturing facility in Evans Head

October

- 1st Richmond Valley Council - Councillor Information Session
- 3rd NSW Volunteer of the Year Awards
- 3rd Official opening of the revitalised Casino Drill Hall site and new Visitor Information Centre
- 8th Casino Rescue Squad Inc meeting
- 12th Woodburn Riverside Festival
- 12th Quota - 70th Anniversary Luncheon
- 12th Casino Show
- 12th Casino & District Hospital Ball
- 13th Travel to Sydney to LGNSW Conference
- 14th LGNSW Conference
- 15th LGNSW Conference
- 16th LGNSW Conference

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 OUTCOME OF THE INDEPENDENT PRICING AND REGULATORY TRIBUNAL (IPART) REVIEW INTO THE COST OF THE 2020 NSW GOVERNMENT ELECTIONS**

Author: Vaughan Macdonald, General Manager

EXECUTIVE SUMMARY

Following a tender process for the administration of the 2020 Local Government Elections, Council resolved at the February 2019 Ordinary Meeting to enter into an election arrangement by contract with the NSW Electoral Commissioner and delegated authority to the General Manager to negotiate and execute the contract with the NSW Electoral Commissioner, subject to the outcomes of the Independent Pricing and Regulatory Tribunal (IPART) review into the cost of Local Government Elections.

IPART's final report has now been released, together with the NSW Government response to the report and subsequent advice from the NSW Electoral Commission (NSWEC), on the 2020 Local Government Election cost estimate. The General Manager is now in a position to negotiate and execute the contract with the NSWEC.

There are anomalies that have been identified in relation to the final IPART report, the NSW Government response to the report and advice received from the NSWEC on the 2020 Local Government Election – Cost Estimate. Under IPART's new funding model, costs will be assigned as either direct or core costs and allocated to councils or the NSW Government accordingly. The NSW Government has announced it intends to fund the NSWEC's core costs in relation to the administration of local government elections, thereby reducing councils' election costs, however the NSWEC cost estimate is much higher than expected.

The proposed cost estimate for the 2020 Local Government Election received by the NSWEC is an increase of 34% on the actual cost of the 2016 Local Government election.

The NSW Government's response to the final IPART report includes a commitment in identifying further opportunities for reducing council's election costs.

RECOMMENDATION

That Council write to the Member for Clarence, Chris Gulaptis MP seeking his support to lobby on behalf of Local Government to reduce the cost per elector for future elections through endorsing and encouraging a more cost-effective voting system in accordance with the NSW Government response to the IPART review.

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

There are no budget implications for the 2019/2020 budget however the NSWEC cost estimate for the 2020 Local Government Elections is \$175,000 (excluding GST) which is a 34% increase on the actual 2016 election costs.

REPORT

Under the IPART approach outlined in the final report, councils are being requested to pay the NSWEC for a share of fixed NSWEC costs (such as capital costs, executive salaries, electoral roll maintenance etc.) that the electoral commission would incur regardless of whether or not it

conducted local government elections. Whilst it is noted and appreciated that the NSW Government has agreed to meet these costs for the 2020 election through the subsidy, the communication surrounding it can give the impression that election costs are decreasing for councils when in fact the average cost per elector for Richmond Valley has increased from \$7.76 to \$10.37 (Northern Rivers election costs comparison 2020 provided by NSWEC). This cost would have been significantly greater if the State had not funded the \$19.9 million subsidy.

NSWEC 2020 Local Government Election – Cost Estimate

In response to this new funding model the NSWEC has provided a cost estimate of \$192,438 (\$175,000 excluding GST) to conduct Council's 2020 election. This cost is very close to the IPART Report Full Cost Recovery estimate of \$197,000 which was provided in the IPART report (page 106). It was understood, having examined the report, that this estimate excluded the proposed government subsidy which would be applied to give a Net bill (page 110 of the IPART final report), resulting in a subsidised estimate of \$145,000 to be met by Council. The NSWEC have confirmed in writing that the \$197,000 is a net cost to Council, that is with the NSW Government subsidy already applied.

The Director Service and Relationship Management at the NSWEC has been contacted to clarify the proposed cost estimate and whilst he acknowledges that the increase is significant for small to medium sized councils, he advises that the increases are due to additional costs in the compliance requirements of conducting the elections such as staffing, venues, ballot paper printing and the call centre.

The estimate of \$192,438 (\$175,000 excluding GST) results in a 34% increase on the actual cost of the 2016 Local Government election and 25% above the Net bill (including subsidy amount of \$145,000 as per Table F.1 (Page 110) provided in the IPART report which was the expected cost estimate based on the IPART report.

This raises concerns as to the accuracy of the IPART report.

NSW Government response to the IPART review

Whilst the \$19.9 million subsidy announcement by the NSW Government to fund core costs is welcomed, it has given an impression that election costs were to decrease for Councils. Whilst it is acknowledged that elections are costly to run, and Council appreciates the professional manner in which the NSWEC undertake their core services, it is recommended that council lobby the NSW Government to reduce the cost per elector for future elections.

The NSW Government has committed to making amendments to the electoral provisions of the Regulation to modernise and align them with the more contemporary and efficient practices used at State elections in time for the September 2020 council elections. Further the NSW Government's response identifies further opportunities for reducing councils' election costs and will be consulting with the local government sector early next year on extending to all councils the option of conducting their elections by universal postal voting instead of attendance voting from the 2024 election. It is recommended that Council endorse and encourage a more efficient and cost-effective voting system.

CONSULTATION

In response to the final IPART report the NSW Government will carry out further consultation with the Local Government Sector in relation to further reducing the cost of local government elections.

CONCLUSION

As Council has already resolved to enter into an election arrangement with the NSW Electoral Commissioner, to administer its 2020 Local Government elections, the General Manager is now in a position to negotiate and execute a contract under delegated authority with the NSWEC. The NSWEC has notified Council of the requirement to enter into a contract by 1 January 2020.

In response to the anomalies identified in the final IPART report, and the NSW Government's response to committing to further reductions in the cost of local government elections, it is recommended that Council write to its Local Member for Clarence, Chris Gulaptis, to lobby for

Local Government to reduce the cost per elector for future elections through endorsing and encouraging a more cost-effective voting system.

ATTACHMENT(S)

1. **IPART final report Review of Local Government Election Costs August 2019 (under separate cover)**
2. **IPART Review of Local Government Election Costs Government Response 2019 (under separate cover)**

15 FINANCIAL REPORTS

15.1 2018/2019 RICHMOND VALLEY COUNCIL FINANCIAL STATEMENTS

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

EXECUTIVE SUMMARY

Council's financial statements for the year ended 30 June 2019 have been prepared and subjected to external audit by the Audit Office of New South Wales. A copy of the draft financial statements and the draft Auditor's Report have been provided separately to Councillors for their information.

Council's external auditor, the Audit Office of New South Wales has advised that their representative firm, Thomas, Noble and Russell will be attending the Ordinary Meeting of Council and will provide a presentation on the 2018/2019 financial statements.

Council achieved a surplus from continuing operations of \$10.312 million for the 2018/2019 financial year, compared to a surplus of \$5.68 million in the previous year. Council recorded a loss before capital grants and contributions of \$7.335 million for 2018/2019, compared to a loss of \$5.877 million for the 2017/2018 financial year. The main contributing factor for the decline in this result was an increase of \$3.114 million in net losses from the disposal of assets, this was considerably higher this financial year due to the construction of several new assets where the old assets value is required to be written off.

Council received \$17.647 million in capital grants and contributions during 2018/2019, an increase of \$6.09 million from the previous year. This included funding for a number of significant projects including stage two upgrade works at the Northern Rivers Livestock Exchange and upgrade works at the Woodburn Riverside Precinct. These works involved disposing of some of Council's existing assets so new assets could be constructed. The remaining book value of these assets is required to be written off in accordance with accounting standards. In addition, Council disposed of \$0.893 million in Crown Land not under the control of Council, as part of a reconciliation process undertaken in 2018/2019.

Total revenue increased to \$70.137 million, from \$60.008 million in 2017/2018. The main changes included increases in user charges and fees of \$1.431 million, interest and investment revenue of \$0.672 million and capital grants and contributions of \$6.09 million.

Total operating expenditure was \$59.825 million, an increase from \$54.328 million in the previous year. The main changes included increases in employee benefits and on costs of \$1.644 million with the main contributing factors being a 2.5% award increase and an additional \$0.330 million in provisions for leave entitlements. Materials and contracts increase of \$0.778 million, depreciation and amortisation increase of \$1.241 million, and net losses from the disposal of assets of \$3.114 million. These increases were partially offset by a decrease in borrowing costs of \$1.691 million as a result of recognising loan break costs in 2017/2018, due to refinancing of three loans during that year.

Council's total cash, cash equivalents and investments increased by \$1.684 million to \$46.7 million as at 30 June 2019.

Council has achieved improvements in some of its key performance measures, with the majority of the ratios remaining above the industry benchmark. A notable improvement was in the Buildings and Infrastructure Renewals Ratio for general fund, increasing from 101.07% to 134.59%. This is above the benchmark of $\geq 100.00\%$. Another notable improvement was in the Rates, Annual Charges, Interest and Extra Charges Outstanding Percentage for general fund, improving from 6.31% to 5.03%. This is well below the benchmark of $< 10.00\%$ and demonstrates Council's progress in addressing its outstanding rates and annual charges.

To finalise the financial reporting process, Council must follow the legislative steps as detailed in the report.

RECOMMENDATION

That:

1. Council adopt the general purpose financial statements, special purpose financial statements and special schedules for the year ended 30 June 2019.
2. Council certify the following in respect of the general purpose financial statements and special purpose financial statements for the year ended 30 June 2019:
 - (a) Council's general purpose financial statements and special purpose financial statements have been prepared in accordance with:
 - (i) The *Local Government Act 1993 (NSW)* and the regulations made thereunder, and
 - (ii) The Australian Accounting Standards and other pronouncements of the Australian Accounting Standards Board, and
 - (iii) The Local Government Code of Accounting Practice and Financial Reporting.
 - (b) The general purpose financial statements and special purpose financial statements present fairly Council's financial position and operating result for the year ended 30 June 2019 and:
 - (i) The reports are in accordance with Council's accounting and other records,
 - (ii) The signatories to this statement being the Mayor, a Councillor, General Manager and Responsible Accounting Officer are not aware of anything that would make the financial statements false or misleading in any way,
 - (iii) Council fix Tuesday 19 November 2019 as the date for the meeting to present the financial statements for the year ended 30 June 2019 to the public and invite submissions in writing. Council provide appropriate public notice of this meeting
 - (iv) Council receive and note the Auditor's reports and thank the Auditors, Thomas, Noble and Russell and the Audit Office of New South Wales for their presentation, and
 - (v) Council adopt the restricted assets (reserves) schedule as detailed in this report.

DELIVERY PROGRAM LINKS

Making Council Great

CS2 Great Support

CS2.13 Ensure compliance with Accounting Standards and Local Government legislation.

BUDGET IMPLICATIONS

Nil.

REPORT

Council's operating result from continuing operations for 2018/2019 was a surplus of \$10.312 million, compared to a surplus of \$5.68 million in 2017/2018. Excluding capital grants and contributions, there was a loss of \$7.335 million in 2018/2019, compared to a loss of \$5.877 million in the previous year. Council's total cash, cash equivalents and investments increased by \$1.684 million to \$46.7 million as at 30 June 2019 and Council's key performance indicators remain strong. In terms of the Auditor's Report, Council has received an unmodified audit opinion.

There was a decline in the operating result before capital grants and contributions, from a loss of \$5.877 million in 2017/2018 to a loss of \$7.335 million in 2018/2019. The main contributing factor for the decline in this result was an increase of \$3.114 million in net losses from the disposal of assets. Council received \$17.647 million in capital grants and contributions during 2018/2019, an

increase of \$6.09 million from the previous year. This included funding for a number of significant projects including stage two upgrade works at the Northern Rivers Livestock Exchange and upgrade works at the Woodburn Riverside Precinct. These works involved disposing of some of Council's existing assets so new assets could be constructed. The remaining book value of these assets is required to be written off in accordance with accounting standards, this was a major contribution to the increase in loss on disposal of asset figure. In addition, Council disposed of \$0.893 million in Crown Land not under the control of Council as part of a reconciliation process undertaken in 2018/2019.

The summarised financial results for the year ended 30 June 2019 are as follows:

Income Statement	Actual 2019 \$'000	Actual 2018 \$'000
Total Income from Continuing Operations	70,137	60,008
Total Expenses from Continuing Operations	59,825	54,328
Operating Result from Continuing Operations	10,312	5,680
Net Operating Result before grants and contributions provided for capital purposes	(7,335)	(5,877)

Statement of Financial Position	Actual 2019 \$'000	Actual 2018 \$'000
Total Current Assets	59,251	51,752
Total Non-Current Assets	792,099	754,770
Total Assets	851,350	806,522
Total Current Liabilities	14,650	12,562
Total Non-Current Liabilities	27,680	27,517
Total Liabilities	42,330	40,079
Net Assets	809,020	766,443
Equity		
Accumulated Surplus	353,793	343,332
Revaluation Reserves	455,227	423,111
Total Equity	809,020	766,443

Statement of Cash Flows	Actual 2019 \$'000	Actual 2018 \$'000
Cash Flows from Operating Activities - receipts	64,753	59,209
Cash Flows from Operating Activities - payments	(34,944)	(36,880)
Net Cash provided (or used in) Operating Activities	29,809	22,329
Cash Flows from Investing Activities - receipts	2,748	5,175
Cash Flows from Investing Activities - payments	(29,084)	(36,067)
Net Cash provided (or used in) Investing Activities	(26,336)	(30,892)
Cash Flows from Financing Activities - receipts	1,000	13,855
Cash Flows from Financing Activities - payments	(2,289)	(12,238)
Net Cash provided (or used in) Financing Activities	(1,289)	1,267

Statement of Cash Flows	Actual 2019 \$'000	Actual 2018 \$'000
Net Increase/(Decrease) in Cash Held	2,184	(6,946)
Cash and Cash Equivalents - beginning of year	5,988	12,934
Cash and Cash Equivalents - end of year	8,172	5,988
Plus: Investments on Hand - end of year	38,528	39,028
Total Cash, Cash Equivalents and Investments	46,700	45,016

Council's key performance measures remain strong, with the majority of these being above the industry benchmark. These are summarised below:

Consolidated Performance Measures	2018/2019	2017/2018	Benchmark
Operating Performance Ratio	-4.51%	-7.31%	> 0.00%
Own Source Operating Revenue Ratio	59.84%	64.04%	> 60.00%
Unrestricted Current Ratio	3.05x	3.40x	> 1.5x
Debt Service Cover Ratio	4.20x	0.93x	> 2.00x
Rates, Annual Charges, Interest & Extra Charges Outstanding Percentage*	11.78%	13.29%	< 10.00%
Cash Expense Cover Ratio	9.08	7.81	> 3.00
Buildings and Infrastructure Renewals Ratio	117.78%	86.18%	≥ 100.00%
Infrastructure Backlog Ratio	1.73%	1.92%	< 2.00%
Asset Maintenance Ratio	107.1%	119.15%	> 100.00%
General Fund Ratios			
Operating Performance Ratio	-11.58%	-9.88%	> 0.00%
Own Source Operating Revenue Ratio	49.86%	53.45%	> 60.00%
Unrestricted Current Ratio	3.05x	3.40x	> 1.5x
Debt Service Cover Ratio	5.67x	2.12x	> 2.00x
Rates, Annual Charges, Interest & Extra Charges Outstanding Percentage	5.03%	6.31%	< 10.00%
Cash Expense Cover Ratio	6.99	8.67	> 3.00
Buildings and Infrastructure Renewals Ratio	134.59%	101.07%	≥ 100.00%
Infrastructure Backlog Ratio	1.67%	2.01%	< 2.00%
Asset Maintenance Ratio	111.53%	122.83%	> 100.00%

Council's Operating Performance Ratio has improved to -4.51% on a consolidated basis, from -7.31% in 2017/2018. This is due to Council's revenue (excluding capital grants and contributions) having increased more in proportion to its operating expenditure (excluding losses from the disposal of assets).

The Debt Service Cover Ratio for 2018/2019 has improved to 4.20 from 0.93 in the previous year which is above the benchmark of > 2.0. In 2017/2018, this ratio was impacted by the refinancing of three loans during that year. In adjusting for the effect of refinancing, this ratio would have been 4.28 in that year.

Council's Rates, Annual Charges Interest and Extra Charges Outstanding Percentage has improved to 11.78% on a consolidated basis, which is above the benchmark of 10.00%. This is

due to the fact that Council levies its water and sewerage annual charges in arrears, meaning one quarter of those annual charges are outstanding at year end. The positive for this ratio, is the general fund result of 5.03%, which is below the benchmark and has improved from 6.31% in 2017/2018 and 8.31% in 2016/2017. This demonstrates Council has focussed on its debt recovery processes and aims to further improve this going forward.

Another pleasing result is the general fund Buildings and Infrastructure Renewals Ratio of 134.59%, which is both above the benchmark of $\geq 100.00\%$ and an improvement from 101.07% in 2017/2018. To consistently meet this benchmark, it is important for Council to focus on directing expenditure towards the renewal of existing assets and balance this with the construction of new assets.

Council's Infrastructure Backlog Ratio also improved to 1.73% on a consolidated basis and 1.67% for general fund, which is below the benchmark of 2.00%. This is an improvement from 1.92% on a consolidated basis and 2.01% for general fund from the previous year. This demonstrates that the majority of Council's infrastructure assets are in a satisfactory condition or better.

As at 30 June 2019, Council had \$46.7 million in cash, cash equivalents and investments, an increase of \$1.684 million from the previous year ended 30 June 2018. The schedule of restricted assets (reserves) held by Council as at 30 June 2019 is as follows:

Restricted Asset	30 June 2019 \$'000	30 June 2018 \$'000
External Restrictions		
Specific Purpose Unexpended Loans - General Fund	0	338
Bonds and Deposits	574	564
Developer Contributions - General Fund	2,568	1,894
Developer Contributions - Water Fund	1,841	1,697
Developer Contributions - Sewerage Fund	3,606	3,207
Specific Purpose Unexpended Grants	935	1,309
Water Supplies	4,769	3,672
Sewerage Services	7,799	7,412
Domestic Waste Management	5,152	4,397
Stormwater Management	569	485
Other	880	670
Total External Restrictions	28,693	25,645
Internal Restrictions		
Employee Leave Entitlements	1,158	1,125
Richmond Upper Clarence Regional Library	221	292
Other Waste Management	3,307	2,585
Insurance Reserve	97	95
Plant Replacement	1,478	930
Real Estate and Infrastructure	2,855	4,831
Petersons Quarry	2,183	2,063
Woodview Quarry	1,538	1,254
Quarry Rehabilitation	166	152
Road Rehabilitation Reserve	897	458
Northern Rivers Livestock Exchange	61	555

Restricted Asset	30 June 2019 \$'000	30 June 2018 \$'000
Rural Road Safety Program	114	112
Unexpended Special Rates Variations	705	1,633
Financial Assistance Grant Advance Payment	2,638	2,486
RMS State Roads Maintenance Contract	5	5
Public Cemeteries Perpetual Maintenance Reserve	333	427
Carry Over Works	243	360
Revolving Energy and Sustainability Fund	8	8
Total Internal Restrictions	18,007	19,371
Total Restrictions	46,700	45,016
Total Cash, Cash Equivalents and Investments	46,700	45,016
Unrestricted Cash, Cash Equivalents and Investments	0	0

CONSULTATION

Council will advertise the financial statements for the year ended 30 June 2019 to the public and invite submissions in writing, with submissions closing at 4:00pm, Tuesday 26 November 2019. Any submissions will be reported to the December 2019 Ordinary Meeting. Council must also make available copies of the financial statements for inspection by the public from the date public notice is given until the day after the meeting where the financial statements were presented.

CONCLUSION

To formalise the financial reporting process, there are legislative steps Council must follow. In accordance with Section 413 2(c) of the *Local Government Act 1993*, the following statements are required to be included in the resolution of this report to enable Council to adopt the financial statements for the year ended 30 June 2019:

(a) Council's general purpose financial statements and special purpose financial statements have been prepared in accordance with:

- (i) The *Local Government Act 1993 (NSW)* and the regulations made thereunder, and
- (ii) The Australian Accounting Standards and other pronouncements of the Australian Accounting Standards Board, and
- (iii) The Local Government Code of Accounting Practice and Financial Reporting.

(b) The general purpose financial statements and special purpose financial statements present fairly Council's financial position and operating result for the year ended 30 June 2019 and:

- (i) The reports are in accordance with Council's accounting and other records,
- (ii) The signatories to this statement being the Mayor, a Councillor, General Manager and Responsible Accounting Officer are not aware of anything that would make the financial statements false or misleading in any way

In accordance with Section 418 of the *Local Government Act 1993*, Council must fix a date for a meeting to be held where the financial statements for the year ended 30 June 2019 are presented to the public. Council must also give public notice of this date and invite submissions in writing from the public within seven days of the financial statements being presented to the public. Council must also make available copies of the financial statements for inspection by the public from the date public notice is given until the day after the meeting where the financial statements were presented.

ATTACHMENT(S)

- 1. 2018/2019 Draft Financial Statements (under separate cover)**

15.2 FINANCIAL ANALYSIS REPORT - SEPTEMBER 2019

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

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 30 September 2019 including General Bank Accounts and Trust Funds is shown below.

Investment Portfolio	General Bank Accounts	Trust Funds	Total
\$48,486,536	\$621,742	\$87,050	\$49,195,329

The weighted average rate of return on Council's investments for September 2019 was 2.82% which is above the 90 Day Bank Bill Index for September of 0.95%.

RECOMMENDATION

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

DELIVERY PROGRAM LINKS

Making Council Great

CS1: Leading and Advocating for our Community

CS1.4: Provide high level financial and business analysis advice to monitor performance

BUDGET IMPLICATIONS

As at 30 September 2019, Council had earned \$108,646 in interest and \$205,424 in fair value gains for total investment revenue of \$314,070 against a budget of \$995,000 (which equates to 31.56%). Future fair value gains or losses will continue to be monitored and reported to Council.

REPORT**Reserve Bank of Australia (RBS) Cash Rate Update**

The RBA left the cash rate at 1.00% per annum at its September 2019 meeting.

Rate of Return

The weighted average rate of return on investments in September 2019 was 2.82%, an increase of 53 basis points from the previous month. The rate of return is 187 basis points above the 90 Day Bank Bill Index of 0.95% which is Council's benchmark.

Council's Investment Portfolio

The value of Council's Investment Portfolio as at 30 September 2019 including General Bank Accounts and Trust Funds are shown below.

Investment Portfolio	Face Value	General Bank Accounts	Trust Funds
\$48,486,536	\$47,256,635	\$621,742	\$87,050

The Investment Portfolio balance at 30 September 2019 of \$48,486,536 is made up of Council's Business Online Saver Account (\$6,753,324), Term Deposits (\$23,000,000) and NSW Treasury Corporation Investments (\$18,733,213).

Council's investment portfolio has maturity dates ranging from same day up to 732 days. Term deposits of \$23,000,000 represented 47.44% of the total portfolio as at 30 September 2019. Council made seven new term deposits during the month of September 2019; two with each of Judo Bank and Macquarie Bank and one with each of AMP Ltd, National Australia Bank and Westpac. Of these AMP Ltd, Macquarie Bank, National Australia Bank and Westpac support the fossil fuel industry while Judo Bank does not. These term deposits were chosen as they offered the highest available return after diversification principles were applied in what has become a very low return market. Five term deposits matured during the period.

Council had \$18,733,213 in longer term investments being the Cash Facility Trust and Medium-Term Growth Fund with NSW Treasury Corporation as at 30 September 2019. The investment values are shown below.

Investment Holding	Fair Value 30- September-19	Fair Value Gain/(Loss) September 2019	Fair Value Gain/(Loss) YTD
Cash Facility Trust	\$9,140,431	\$8,075	\$31,503
Medium Term Growth Fund	\$9,592,782	\$45,873	\$173,921
Total	\$18,733,213	\$53,948	\$205,424

Environmentally Sustainable Investments (ESI's)

The current holdings in ESI's is \$11,000,000 or 22.69% of the total portfolio. This percentage may seem low, the reason for this is this percentage is only calculated using ESI term deposits against Council's total investment portfolio. NSW Treasury Corporation, who hold a significant proportion of Council's investments are still to release a position statement in relation to Environmentally Sustainable Investments. 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.

NSW Treasury Corporation continues to take a stewardship approach to ESI's (this policy was last updated in December 2018). The focus of this policy is on the management of Environmental, Social and Governance (ESG) risks and opportunities as well as active ownership of assets which includes proxy voting and corporate engagement. A major focus is on the materiality of ESG issues including climate change which is expected to have an impact on portfolios over the long term both from a risk and opportunity perspective. These issues are managed through investment managers and stewardship principles are embedded into investment funds. Bearing this in mind, if the NSW Treasury Corporation investments were considered to be ESI's, the current holding in ESI's would be \$29,733,213 or 61.32% of the total investment portfolio.

CONCLUSION

During the month of September 2019 Council's investments have been made in accordance with the Act, the Regulations and Council's Investment Policy. As at 30 September 2019 Council's investments totalled \$48,486,536 with a further \$708,792 held in bank accounts. The weighted average rate of return was 2.82% for the month of September and total investment revenue equals 31.56% of budgeted revenue for the year to 30 September 2019.

ATTACHMENT(S)

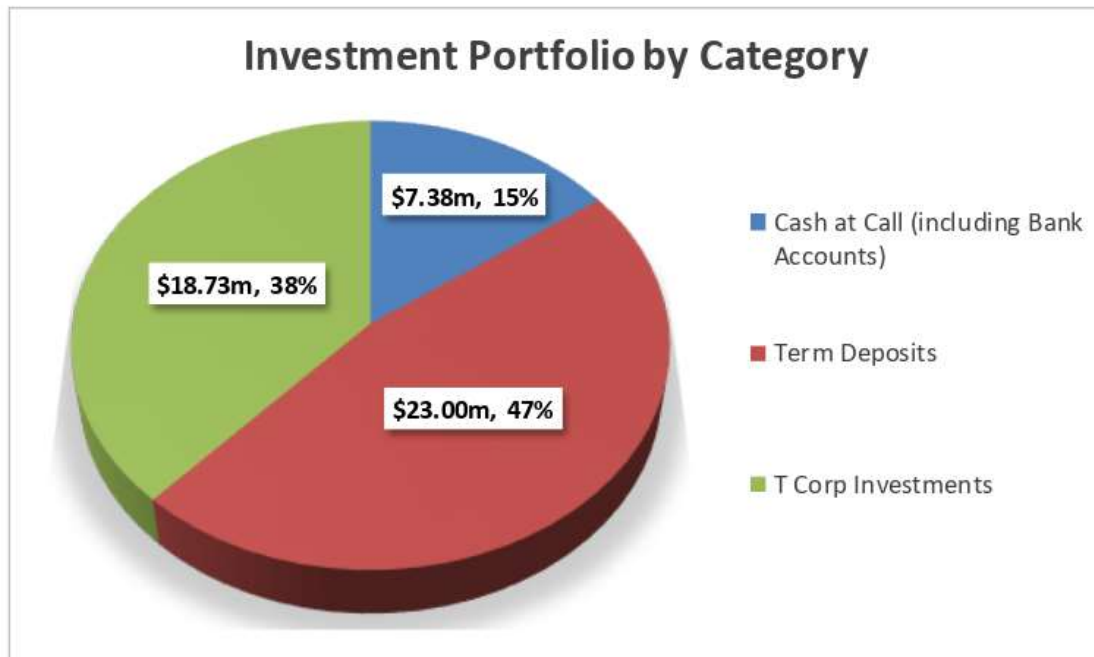
1. Financial Analysis Report Attachments

Attachment(s)

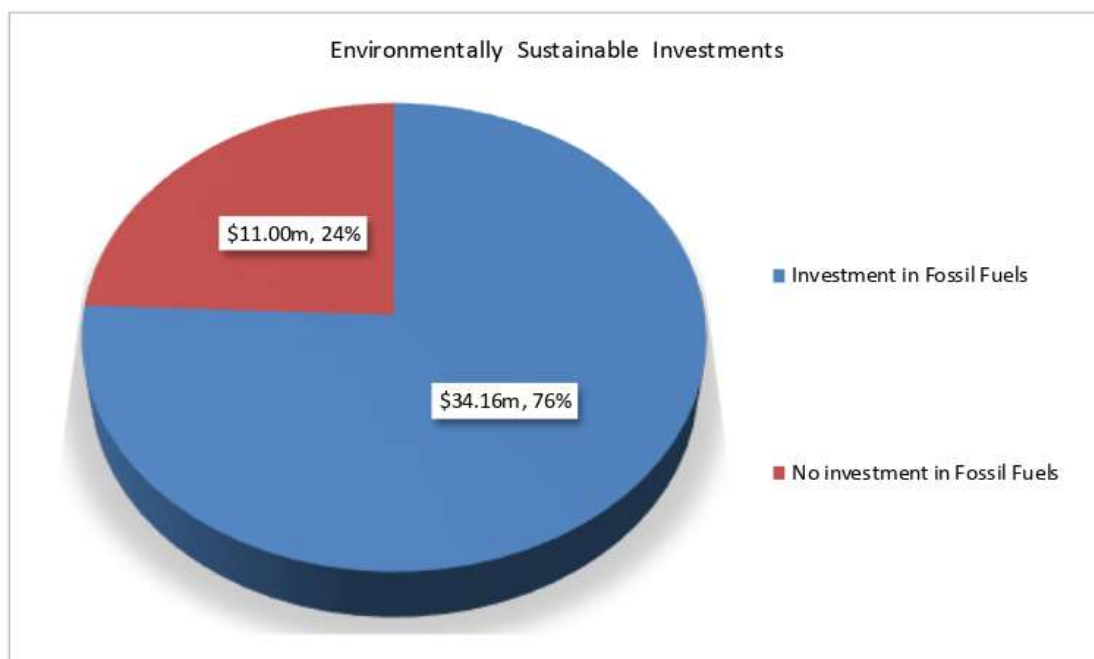
Included below:

1. Supporting Graphs; and
2. Investment Portfolio as at 30 September 2019

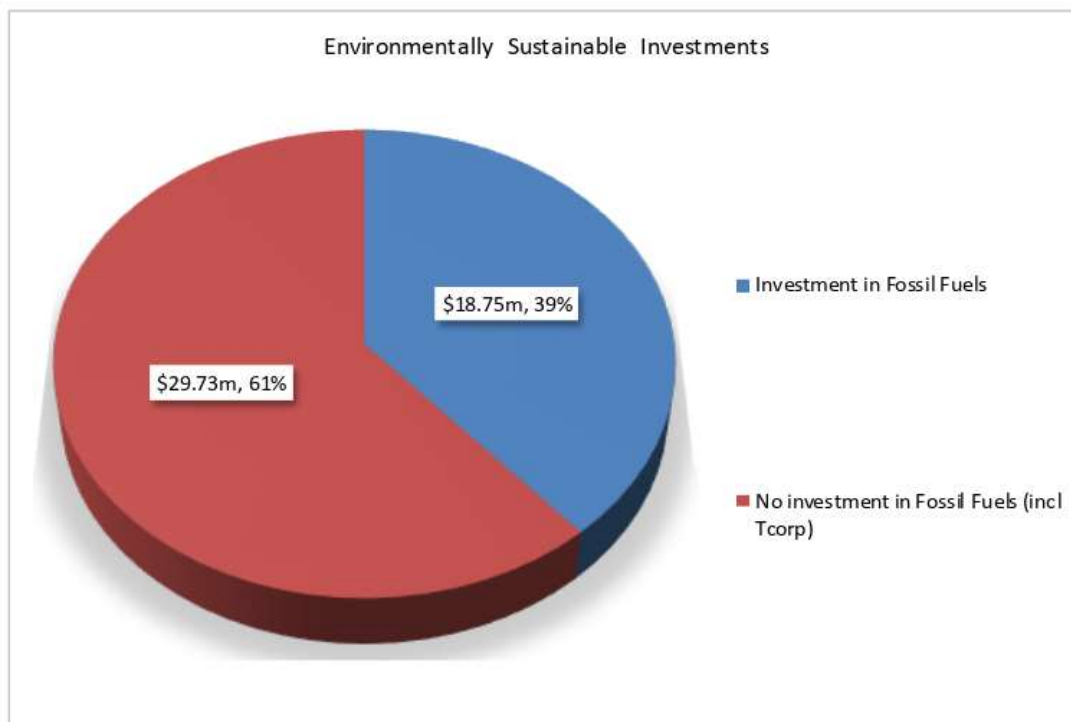
The following graph shows Council's investment portfolio by investment category as at 30 September 2019.



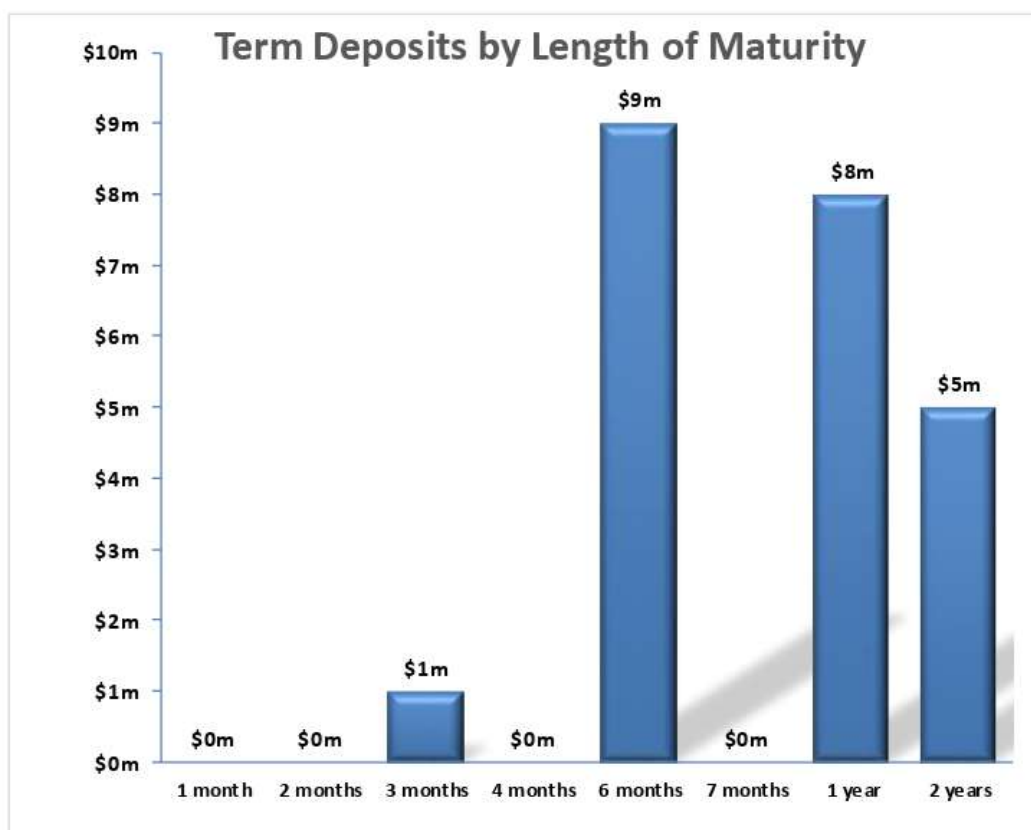
The following graph details Council's Environmentally Sustainable Investments as a percentage of Council's investment portfolio as at 30 September 2019.



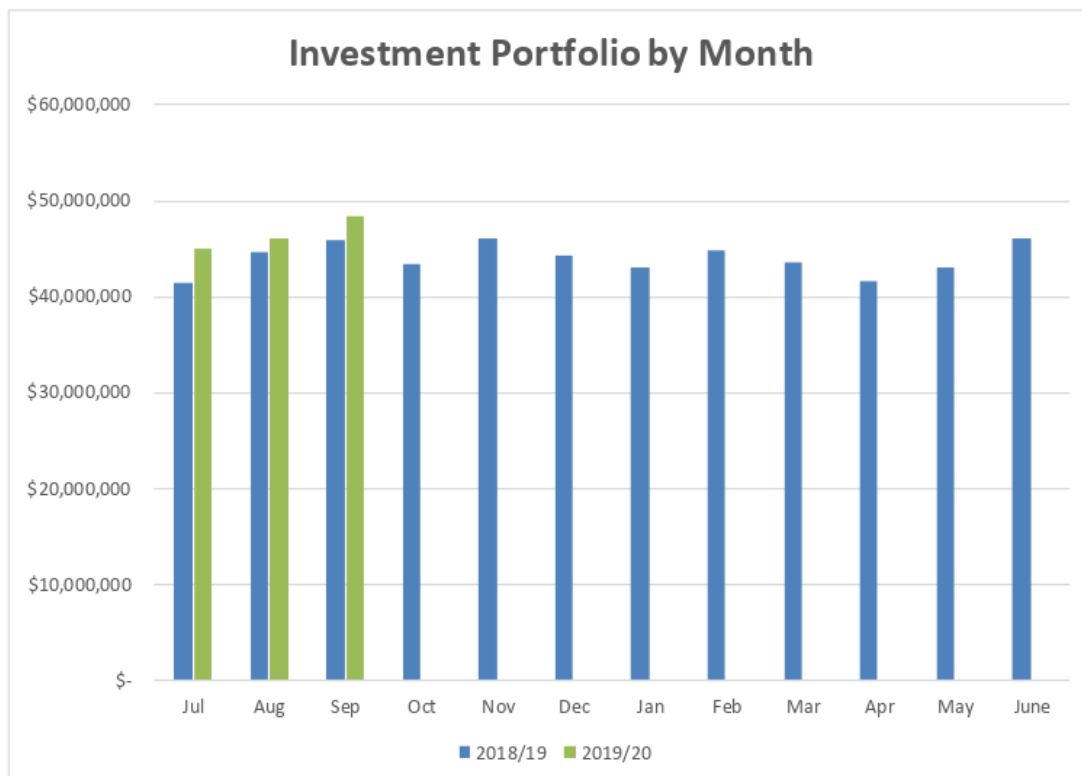
The following graph details Council's Environmentally Sustainable Investments as a percentage of Council's investment portfolio as at 30 September 2019 assuming that Council's TCorp funds were included.



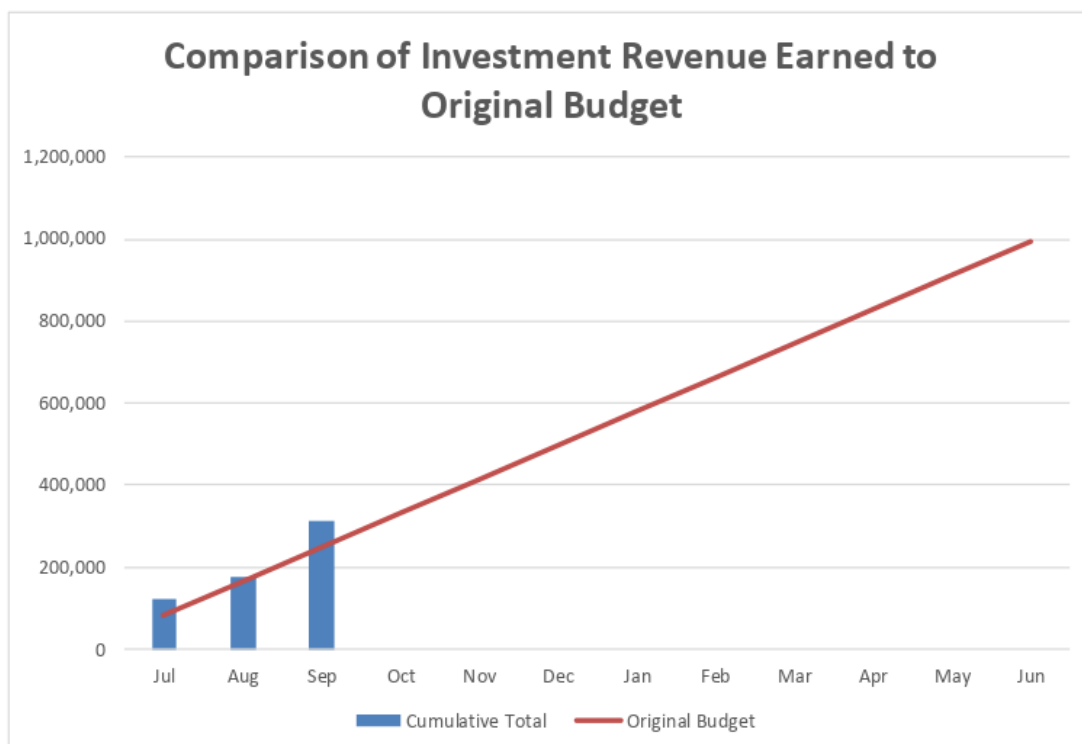
The following graph shows the length of time of Council's term deposit maturities as at 30 September 2019.



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 the original budgeted revenue.



RICHMOND VALLEY COUNCIL FINANCIAL ANALYSIS REPORT AS AT 30 SEPTEMBER 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
Cash at Call										
CBA Business Online Saver	At Call	A1+/AA	N	At Call		1.10%	N/A	6,753,324	4,308	13.93%
Interest on Other Bank Accounts									139	
						Total		6,753,324	4,447	13.93%
Term Deposits										
ING Direct	Term Deposit	A2/A-	N	21/02/2018	21/02/2020	2.90%	N/A	1,000,000	0	2.06%
ING Direct	Term Deposit	A2/A-	N	1/03/2018	2/03/2020	2.88%	N/A	1,000,000	0	2.06%
ING Direct	Term Deposit	A2/A-	N	5/03/2018	5/03/2020	2.88%	N/A	1,000,000	0	2.06%
Greater Bank	Term Deposit	A2/BBB	Y	13/06/2018	12/06/2020	3.00%	N/A	1,000,000	0	2.06%
Defence Bank	Term Deposit	A2/BBB	Y	3/09/2018	2/09/2020	3.00%	N/A	1,000,000	0	2.06%
Bank of Us	Term Deposit	Unrated	Y	29/11/2018	29/11/2019	2.95%	N/A	1,000,000	0	2.06%
Bank of Us	Term Deposit	Unrated	Y	29/11/2018	29/11/2019	2.95%	N/A	1,000,000	0	2.06%
MyState Bank Limited	Term Deposit	A2/BBB	Y	3/12/2018	3/12/2019	2.85%	N/A	1,000,000	0	2.06%
Australian Military Bank	Term Deposit	Unrated	Y	4/12/2018	4/12/2019	2.99%	N/A	1,000,000	0	2.06%
Auswide Bank	Term Deposit	A3/BBB-	Y	12/12/2018	12/12/2019	2.90%	N/A	1,000,000	0	2.06%
Australian Military Bank	Term Deposit	Unrated	Y	20/02/2019	20/02/2020	2.90%	N/A	1,000,000	0	2.06%
Westpac	Term Deposit	A1+/AA-	N	1/03/2019	2/03/2020	2.63%	N/A	1,000,000	0	2.06%
AMP Ltd	Term Deposit	A2/BBB+	N	4/06/2019	2/12/2019	2.65%	N/A	1,000,000	0	2.06%
AMP Ltd	Term Deposit	A2/BBB+	N	12/06/2019	11/12/2019	2.60%	N/A	1,000,000	0	2.06%
Judo Bank	Term Deposit	Unrated	Y	13/06/2019	12/12/2019	2.52%	N/A	1,000,000	0	2.06%
AMP Ltd	Term Deposit	A2/BBB+	N	26/08/2019	24/02/2020	2.20%	N/A	1,000,000	0	2.06%
Westpac	Term Deposit	A1+/AA-	N	3/09/2019	3/12/2019	1.82%	N/A	1,000,000	0	2.06%
AMP Ltd	Term Deposit	A2/BBB+	N	3/09/2019	2/03/2020	2.20%	N/A	1,000,000	0	2.06%
Judo Bank	Term Deposit	Unrated	Y	3/09/2019	3/09/2020	2.05%	N/A	1,000,000	0	2.06%
Macquarie Bank	Term Deposit	A1/A	N	6/09/2019	6/03/2020	1.75%	N/A	1,000,000	0	2.06%
Judo Bank	Term Deposit	Unrated	Y	9/09/2019	10/03/2020	2.15%	N/A	1,000,000	0	2.06%
Macquarie Bank	Term Deposit	A1/A	N	13/09/2019	16/03/2020	1.75%	N/A	1,000,000	0	2.06%
National Australia Bank	Term Deposit	A1+/AA-	N	18/09/2019	18/03/2020	1.75%	N/A	1,000,000	0	2.06%
AMP Rebate									1,419	
Matured Term Deposits										
Westpac	Term Deposit	A1+/AA-	N	3/09/2018	3/09/2019				27,600	
MyState Bank Limited	Term Deposit	A2/BBB	Y	6/03/2019	3/09/2019				13,662	
AMP Ltd	Term Deposit	A2/BBB+	N	11/03/2019	9/09/2019				13,962	
Auswide Bank	Term Deposit	A3/BBB-	Y	13/03/2019	11/09/2019				14,619	
Judo Bank	Term Deposit	Unrated	Y	28/06/2019	27/09/2019				6,233	
						Total		23,000,000	77,495	47.44%
NSW Treasury Corporation Hourglass Investments										
Cash Facility Trust	Trust		N	Various	N/A	1.08%	8,498,282	9,140,430	8,075	18.85%
Medium Term Growth Fund	Trust		N	Various	N/A	5.76%	9,005,029	9,592,782	45,872	19.78%
						Total	17,503,311	18,733,213	53,948	38.64%
Bank Accounts							Total Investment Portfolio at Face Value			
							47,256,635			
							Total Investment Portfolio at Fair Value			
							48,486,536			
							Interest Revenue Received			
							135,890			
							Weighted Average Interest Rate			
							2.82%			
							Total Bank Account Portfolio			
							708,792			
							Total Portfolio			
							49,195,329			

15.3 INVESTMENT POLICY UPDATE

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

EXECUTIVE SUMMARY

Council reviews its Investment Policy on an annual basis or whenever it is deemed necessary to effect a change in the policy. The policy was presented to Council in July 2019 but has since been revised to include important information about Environmentally Sustainable Investments (ESI's). These changes are detailed within this report.

RECOMMENDATION

That Council note the recommended change and adopt the revised Investment 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

Nil.

REPORT

Following on from further information regarding Council's investments that were discussed at the August and September 2019 Councillor Information Sessions, the Investment Policy has been updated to include important information regarding ESI's. Council is committed to investing in these investments as per the attached updated policy which states that Council will:

- Give preference to ESI's where their rate of return is equal or greater to other investment options
- Monitor the % of ESI's held in our portfolio and seek to increase this % over time
- Continually scan the market for ESI products that are compliant with the LG investment framework
- Report on our progress towards achieving the abovementioned objectives

This issue has been further complicated for Council by the Stewardship Approach adopted by NSW Treasury Corporation (TCorp) and the fact that the significant funds that are invested with TCorp are not specifically ESI compliant. However, Council staff are now including this information in the monthly Financial Analysis Report presented to the Ordinary Council meeting.

CONSULTATION

Nil

CONCLUSION

A review of Council's Investment Policy has been undertaken in order to include important information about ESI's. A copy of the revised Investment Policy is included as an attachment to this report.

ATTACHMENT(S)

1. Revised Investment Policy 2019/2020 (under separate cover)

16 TENDER REPORTS

Nil

17 GENERAL BUSINESS**17.1 RICHMOND VALLEY COUNCIL - REVIEW OF ENVIRONMENTAL CHARTER**

Author: Andy Edwards, Manager Development and Environment

EXECUTIVE SUMMARY

Council adopted an Environmental Charter in July 2016. The Charter sets out Council's commitment to environmental sustainability in its operation and activities. The resolution to adopt the Charter in 2016 also included for it to be reviewed annually, however at the Ordinary Council meeting held on 15 August 2017, it was resolved to amend this requirement so that the Charter would be reviewed every two years.

In accordance with the above resolution, the charter was presented to the Ordinary Council meeting held on 20 August 2019 however was deferred until Council workshopped potential changes, prior to it being adopted.

Richmond Valley Council undertakes a range of environmental projects and activities consistent with the Community Strategic Plan and the adopted Environmental Charter helps establish Council's future direction and commitment to all environmental matters.

There is a growing demand for business, including local government, to demonstrate a responsible approach to its business activities. There are also several legislative responsibilities placed on Councils to meet environmental standards and comply with certain requirements.

The Environmental Charter adopted in 2016 has been reviewed in line with Council's Community Strategic Plan and it is recommended for adoption with no amendments.

RECOMMENDATION

That Council adopt the Environmental Charter for a further review in two years.

DELIVERY PROGRAM LINKS

Looking after our Environment

EH2: Promoting the Protection of the Environment

EH2.1: Provide services and programs which protect and enhance our natural and built environment

BUDGET IMPLICATIONS

The Environmental Charter does not have any significant budget implications as there is no need for capital investment. The principles of the charter are incorporated into the daily activities of the organisation.

REPORT

Councils have several environmental responsibilities contained within a legislative framework. This includes requirements imposed on any organisation or business to ensure its activities and operations minimise impacts on the environment and do not cause pollution.

It also includes the need to rigorously assess environmental impacts on proposed developments within the planning and development framework and promote sustainable development. As an organisation we aim to ensure land use development preserves our country atmosphere and village lifestyle and we are committed to improving the Local Government Areas and region's environment, including our rivers, creeks, biodiversity and coastal areas.

Council's Community Strategic Plan includes 'Looking after our Environment' as one its four priority areas, with a focus on managing our waste and water and promoting the protection of the environment.

In addition to this, there is also a growing demand for local government to demonstrate a responsible environmental approach to business activities.

The current Environmental Charter guides this organisation's future direction with respect to all environmental matters and demonstrates the organisation's commitment in this domain. It is providing the opportunity to make a difference in the way Council operates by simply incorporating the principles of the charter into the business and activities Council undertakes on a daily basis.

A review of the current charter and the environmental initiatives being carried out by Council has identified that it does;

- Improve information for employees about their environmental roles and responsibilities,
- Assists in reducing incidents,
- Assists in conserving energy and raw materials,
- Improves the monitoring of environmental impacts.

CONSULTATION

Nil

CONCLUSION

A review of Council's Environmental Charter has been carried out in line with a resolution of Council in July 2016.

The Environmental Charter is assisting to guide Council's future direction with respect to all environmental matters and demonstrates its commitment to sustainability. It is also providing a method to ensure our practices and outcomes consider all environmental matters and good environmental practice is included in our daily operations. It is recommended that Council adopt the Environmental Charter as attached.

ATTACHMENT(S)

Nil

Richmond Valley Council Environmental Charter

Richmond Valley Council is committed to the long-term care of the environment and acknowledges the impacts of climate change as a global issue to which Council needs to plan for.

Council acknowledges the community's desire for it to invest in Environmentally Sustainable Investments (ESI) through responsible actions and commitment. Council's Investment Policy addresses ESI considerations and processes.

Richmond Valley Council's activities are based on the principles of sustainability and regenerative practices, giving due consideration to the natural environment through the following:

- Efficient use of water, energy and other resources, minimising waste and emissions and strongly advocating and facilitating reuse and/or recycling of waste.
- Uptake of new and alternate technology opportunities such as renewable energy options, where they are shown to be economically viable into the future and compatible with this charter.
- Ensure there are procedures in place to monitor all Council operations, assess potential impacts on the environment and address unacceptable risks in specified timeframes prior to commencement of work to avoid any detrimental environmental impacts.
- Ensure that appropriate emergency management plans are in place and reviewed regularly for environmental emergencies, including but not limited to, floods, tsunamis, storms, extreme temperatures and fire.
- Council shall exercise due consideration for environmental impacts when planning Council works and assessing development applications and proposals by the broader community.
- Keeping abreast of environmental legislation and proposed changes and work effectively with environmental authorities to provide optimal outcomes for Council and the communities we serve.
- Ongoing training of employees and induction of contractors to provide understanding of their responsibilities and potential liabilities regarding the environment, including positive and negative impacts of their activities.
- Providing education opportunities to the Richmond Valley Community to foster understanding of environmental principles, with a view to minimising personal impacts and encouraging behaviours and habits which will lead to positive environmental outcomes at a local level.
- Report on our environmental objectives and compliance with the Environmental Charter in our annual report.

17.2 NORTHERN REGIONAL PLANNING PANEL - NOMINATION OF TECHNICAL EXPERT REPRESENTATIVE

Author: Tony McAteer, Coordinator Planning Services

EXECUTIVE SUMMARY

On 16 July 2019, Councillor Hayes was nominated as one of Council's representatives on the Northern Regional Planning Panel. Council's second (technical expert) representative position, formally held by the Director of Planning at Kyogle Council, was held over pending continued enquiries with adjoining Councils.

Since that time, Council has made further enquiries with neighbouring Councils resulting in the General Manager of Lismore City Council (LCC) formally seeking to enter into a reciprocal expert Panel Membership arrangement with Richmond Valley Council (RVC).

The purpose of this report is to outline the negotiations undertaken with LCC and to seek authorisation for the General Manager to enter into a reciprocal Panel membership arrangement to provide technical expert representation on the Panel.

RECOMMENDATION

Recommended that:

1. Delegation be granted to the General Manager to enter into a resource sharing (reciprocal) arrangement with an adjoining Council to ensure Richmond Valley Council has a Northern Regional Planning Panel member which meets the technical expertise requirements of the *Environmental Planning and Assessment Act 1979*, and
2. Delegation be granted to the General Manager to subsequently appoint an appropriate technical member (and an alternative, as required) to the Northern Regional Planning Panel.

DELIVERY PROGRAM LINKS

Growing our Economy

EC1: Driving Economic Growth

EC1.4: Provide support to prospective developers regarding Council processes and requirements

BUDGET IMPLICATIONS

The Northern Regional Planning Panel (the Panel) would usually meet at Richmond Valley Council no more than twice a year. Therefore, the budget implications to Council should be less than \$1,000 per annum, with larger savings to be made where a reciprocal Council member is appointed.

REPORT

As reported on 16 July 2019, Council is entitled to nominate 2 local members to the Northern Regional Planning Panel. Councillor Hayes was nominated as Council representative, with Councillor Simpson as his alternate, but a decision on appointing the second (technical expert) member was deferred pending continued enquiries with adjoining Councils.

Formerly, Richmond Valley Council (RVC) had a reciprocal arrangement with Kyogle Shire Council which worked exceptionally well and represented a small financial saving for each Council, but more importantly, it enabled each council to maintain representation on the Panel at times when a Councillor or Council staff member would have to declare a conflict of interest, ie. because Council

was the Applicant for the development proposal or it had an interest in the land on which the application was proposed. The current arrangement faulted due to the resignation of the nominated Director of Planning at Kyogle.

Following the resolution on 16 July 2019, Council became aware that LCC was reviewing its Panel membership. Council approached LCC about a reciprocal technical expert membership arrangement which resulted in LCC presenting a report to its Ordinary Council Meeting on 13 August 2019, whereby it was resolved to grant delegated authority to the General Manager to *“enter into a resource sharing (reciprocal) arrangement with an adjoining Council to ensure Lismore City Council has a Northern Regional Planning Panel member that meets the technical expertise requirements of the Environmental Planning and Assessment Act 1979”*. Additionally, the General Manager for LCC, wrote to RVC seeking to enter into a reciprocal Panel membership arrangement.

This report now seeks authorisation for the General Manager to enter into formal negotiations with Lismore City Council to secure a reciprocal technical expert Panel membership arrangement, and for the nominated delegate to be appointed to the Northern Regional Planning Panel.

CONCLUSION

Richmond Valley Council currently has a Northern Regional Planning Panel membership vacancy. This vacancy was previously filled on a reciprocal arrangement with Kyogle Shire Council's Director of Planning. This arrangement has not been renewed and discussions have been held with LCC resulting in correspondence to RVC seeking to enter into a reciprocal Panel membership arrangement. Authority is sought for the General Manager to enter into negotiations with an adjoining Council, such as LCC, to secure a technical expert Panel member on a reciprocal arrangement.

ATTACHMENT(S)

Nil

17.3 CORAKI RURAL TRANSACTION CENTRE

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

EXECUTIVE SUMMARY

Council has been approached by Coraki Rural Transaction Centre (CRTC) requesting financial support. The request states that the CRTC is currently running at an operating loss of approximately \$4,000.00 each year which is being funded from their reserves and is not sustainable in the long term. The request goes on to recommend a solution where Council either reduces or eliminates the CRTC land and sewerage rates. Council at this point in time does not have any specific policy for allowing financial assistance on general land rates for not-for-profit or other community organisations.

RECOMMENDATION

That:

1. Council note the consultation which has taken place between Council staff and the Coraki Rural Transaction Centre to try and assist with reducing their operational costs.
2. Council consider whether a policy should be written to assist not-for-profit and community organisations suffering financial hardship.

DELIVERY PROGRAM LINKS

Connecting People and Places

PP3: Working Together

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

BUDGET IMPLICATIONS

If Council were to offer a discount of any kind to Coraki Rural Transaction Centre, Council itself would need to fund this discount.

REPORT

Council, from time to time, is approached by various charities, community organisations and not-for-profit organisations for financial assistance in relation to rates, fees and charges.

Council has received a request from the Coraki Rural Transaction Centre (CRTC) for financial support. The CRTC are a not-for-profit organisation which provides the Coraki community with the following services:

- A free Australian Government access point via telephone, internet, facsimile and scanning services
- An authorised Centrelink access point
- Free computer, internet and email access for pensioners, students and the unemployed
- An at cost computer, internet and email access point for any other member of the community
- Low cost printing services
- The CRTC also support both financially and in-kind community events, community groups and they have various sub-committees

The CRCT own the building at 121 Richmond Terrace Coraki where they occupy unit two of the three-unit complex. Both other units are rented as an income source for the organisation which grosses them approximately \$12,700.00 per annum. CRTC have supplied Council with their income statement for the last two financial years and this current financial year to date it shows the CRTC losses approximately \$4,000.00 each year.

Council at this point in time does not have any specific policy for allowing financial assistance on general land rates for not-for-profit charities or other community organisations.

Council's Waste Education Officer has visited the CRTC and found that they are already using methods to reduce waste, and the bin services currently paid for on the rates account is utilised by the café' and not the CRTC. Council has an operational policy for waiving waste fees for charities however this policy does not include annual waste bin charges, it only covers charges at the landfill sites.

The CRTC is also eligible to apply for financial assistance grants with Council which could go towards upgrade services already provided at the CRTC. The organisation has been added to Council's grant notification system to receive emails when community financial assistance becomes available. Guidelines for these grants and detailed instructions regarding the application process have been forwarded to the CRTC to help them prepare any applications they wish to apply for.

Discussions have also taken place with CRTC volunteers in relation to increasing their fee structure to cost recovery, instead of supplying a number of their services for free, and also increasing the annual rent they charge their tenants. These suggestions were not supported by the CRTC volunteers on the belief that the community members that use their services and their tenants both could not afford a price increase.

CONSULTATION

Council staff have consulted both in writing and in person with volunteers from the Coraki Rural Transaction Centre.

CONCLUSION

Council has been approached by CRTC regarding financial assistance. There is currently no policy to assist the CRTC, and other suggestions have been made to reduce operational costs.

ATTACHMENT(S)

Nil

17.4 ACCESSIBILITY, LIVEABILITY AND AGED ADVISORY COMMITTEE

Author: Andrew Leach, Manager Asset Planning

EXECUTIVE SUMMARY

Council Officers have assessed the functionality of the current Accessibility, Liveability and Aged Advisory Committee of Richmond Valley Council and identified that the demand and support for this group has not been sufficient to substantiate the ongoing facilitation. The functions which formed part of the original purpose of the committee are well covered in other community committees which also currently exist.

RECOMMENDATION

That:

1. Council disband the Accessibility, Liveability and Aged Advisory Committee and;
2. Council ensure that accessibility and liveability remain agenda items on other relevant community forums;
3. The Members of the Committee be formally thanked for their contribution and encouraged to remain engaged with Council through the consultation opportunities outlined in this report.

DELIVERY PROGRAM LINKS

Connecting People and Places

PP3: Working Together

PP3.1: Improve our Engagement/Consultation with the Community

BUDGET IMPLICATIONS

Nil

REPORT

At the 25 October 2016 Ordinary Meeting of Council, Councillors voted to merge the former Aged and Disability Advisory Committee and Transport and Infrastructure Advisory Committee into the Accessibility, Liveability and Aged Advisory Committee. This was done to provide a broader scope for community issues and also to promote new interest in the Committee and broaden Council's capacity for community engagement and consultation according to Council's Community Engagement Strategy. The previous two Committees had struggled to meet quorum at meetings. The General Manager was appointed as Chair to the Committee and the Mayor the Councillors' delegate.

The structure of the Committee is to have four formal meetings per year, plus additional informal meetings for any projects taken on by the group. To date, no additional projects have been taken on by the group and no additional meetings have been undertaken.

The committee consists of 13 community members. Since the original instigation of the committee, members have been contacted multiple times with invitations to provide feedback on Council plans on exhibition, to attend town meetings, and to organise events or activities with support from Council. The response from the members during this time has been passive.

During the corresponding time there have been other very active community groups and individuals who have worked in partnership with the Councils' Coordinator Community Programs and Grants Officer to help organise several events such as Seniors Week, International Women's Day, Youth Week, Reconciliation Week and NAIDOC Week, including working through a new Aboriginal Events Committee. Community groups such as these have also attended two Get That

Grant! Workshops in Casino and Evans Head (5 and 12 March) and have started to apply for their first grants. These groups have also taken part in community CPR workshops.

Alternative means of Community Engagement.

Since the instigation of the Committee, Council's Community Programs and Grants staff have significantly expanded community contacts and engagement. This has occurred as part of the community consultations for the Richmond Valley Made 2030 Community Strategic Plan. However, it has also continued beyond this phase during 2018 and 2019, for the Delivery Plan to 2021, and in a significant expansion, on community projects related to increased grant funding availability for Council.

Therefore, there is strong engagement with Council issues from the 150+ community groups signed up to the Grants Alert and also through consultation surveys put out for key documents on exhibition, including draft master plans and for the recent special rate variation. Staff have taken the opportunity to take feedback via online surveys and through relationships built with community service providers over the past five years, including disability advocacy groups, aged care services, homelessness and domestic violence services, and employment services. Staff have also built good relationships with many sports associations and not for profit charity focused groups.

An assessment of Council's community engagement shows that this current process remains relevant, timely, and flexible. It is responsive to issues and ideas presented by community members and groups, and it is proactive in planning for liveable communities. It focuses on direct relationships with relevant groups for specific projects. This is in contrast to the advisory committee model, where a selection of community members are bound by the formal committee structure.

CONSULTATION

In the interest of providing the group an opportunity to re-engage and discuss the direction of the committee, all were recently contacted for feedback. Only six of the thirteen responded to the request for information and continuance. It should also be noted that the issues, such as path maintenance, trees overhanging, and pedestrian hazards, which were raised to be dealt with by the committee are best handled through the Customer Request Management system, not as a function of the committee.

CONCLUSION

Considering the above information and that the function of the current Accessibility, Liveability and Aged Advisory committee is being undertaken through strong relationship management with other existing community groups elsewhere, it is recommended that the committee be disbanded and members be thanked for their contribution and encouraged to continue to engage with Council's activities in the other forums mentioned in this report.

ATTACHMENT(S)

Nil

18 MATTERS FOR INFORMATION**RECOMMENDATION**

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

18.1 LAUNCH OF YOUR COUNCIL WEBSITE - MINISTER FOR LOCAL GOVERNMENT

Author: Ben Zeller, Manager Projects and Performance

RECOMMENDATION

That Council receive and note the Launch of Your Council Website – Minister for Local Government Report.

REPORT

The NSW Government has recently launched its Your Council website. The website allows local communities access to detailed information about their local council along with the wide range of services that it provides. Ratepayers can gain an insight into the statistics and the operations of their council.

All 128 NSW Local Government Authorities (LGA's) have been included in the data, with each council being benchmarked against the average of like Councils. Richmond Valley Council is grouped with 25 other LGA's including Northern Rivers Councils Lismore, Ballina, Byron Bay and Clarence Valley. There are also other Councils like Bathurst and Wagga Wagga in the group. This group is small to medium sized regional towns and cities with 0 – 30,000 and 30,001 – 70,000 residents, that are not classified as either Metropolitan or Rural populations.

The data is relevant up until the end of 2017/18, with the 2018/19 results not available at this stage. At the time Richmond Valley Council had a population of 23,317.

There is a sizeable difference between the 25 LGA's that Richmond Valley Council has been compared to. A couple of key statistics that show this is in the revenue with Council at \$48,451M and the group average at \$87,319M. Additionally the population density (residents per km²) for Council is 8 when compared to 34 within the group.

It is of notable interest that although Richmond Valley Council is one of the smaller LGA's within its group, it still has more public swimming pools, more public halls and more public libraries than its comparison group average. Whilst these services increase Council's overall expenditure, it is also a good indication of our commitment to the community.

Richmond Valley Council also has an older population than the NSW State average with 29% of residents over 60, compared to 21% for NSW. Interestingly Council's population of residents 19 and under is higher than the comparison group. However, this is reversed in ages 20 to 59. These statistics indicate residents are moving outside of the Council area following school for either work, study or to raise a family, with more people then retiring to the Richmond Valley. A direct correlation may be the result of a higher unemployment rate and half as many active businesses in the Richmond Valley compared to the group averages.

In rates and charges Richmond Valley Council sits well below the group average with residential rates approximately 18% lower, business rates around 39% lower, and farmland rates close to 36% under. Domestic Waste charges however are slightly higher at \$385, compared to a group average of \$324. Outstanding rates & charges in 2017/18 sat relatively higher than the group average with Council at 13.3% and the group average at 5.7%.

Council also rate well against the comparison group when it comes to Councillors' expenses and Mayoral and Councillor fees and travel expenses sitting well under the average in all areas.

Richmond Valley Council has a high “Road Length Per Capita” with 46.2m of road per person compared to 39.5m for the comparison group. This is reflected in the higher expenditure per person for roads, bridges and footpaths. Whilst this highlights the difficulties in managing these assets with a lower rate revenue, it is also a reflection of Council’s commitment to infrastructure improvements within the Richmond Valley.

A review of the comparison of Council’s spend on services is shown in the below table. The table looks at the spend per capita for each service and shows the Councils services expenditure as a percentage of the comparison group average. For comparison purposes the benchmark for the group is 100%. For example, Council expends 38% of the benchmark on Governance & Administration while it expends 139% of the benchmark on Roads, Bridges & Footpaths.

COUNCIL SERVICES	% against benchmark
Governance & Administration	38%
Public Order, Safety, Health, Water & Sewer	130%
Environment (incl. Waste)	111%
Community Services, Education, Housing & Amenities	69%
Recreational & Cultural	54%
Roads, Bridges & Footpaths	139%
Other Services	111%
OVERALL	101%

The report does not investigate the reasons for differences in expenditure, and groups Richmond Valley Council with some much larger LGA’s. However, it is a good summary for ratepayers to understand some of the wider workings of Council and a brief understanding of Council’s operations. However, the comparison group includes some significantly different size Councils which should be kept in mind when making comparisons.

The Your Council website is a good source of information for the NSW community to assess the performance of their Council and the community should be encouraged to use it.

ATTACHMENT(S)

- 1. Email from the Minister for Local Government providing the link to the Your Council website (under separate cover)**

18.2 DISCLOSURE OF INTERESTS - COUNCILLORS AND DESIGNATED PERSONS

Author: Deborah McLean, Manager Governance & Risk

RECOMMENDATION

That the Disclosure of Interest Pecuniary Interest Returns for the period 1 July 2018 to 30 June 2019 be received and noted.

REPORT

In accordance with the Model Code of Conduct and Council's Disclosure of Interest Procedure Councillors and Designated Persons were required to lodge their completed disclosure of pecuniary interest returns by 30 September 2019.

A Councillor or Designated Person must make and lodge with the General Manager a return in the form set out in schedule 2 of the Code of Conduct, disclosing the Councillor's or Designated Person's interests as specified in schedule 1 to the Code of Conduct within 3 months after becoming a Councillor or Designated Person, and 30 June each year, and the Councillor or Designated Person becoming aware of an interest they are required to disclose under Schedule 1 of the Code of Conduct that has not been previously disclosed in a return.

A review of the list of Designated Person positions held at 30 June 2019 was conducted with the staff holding those positions being required to complete a return.

All of the required disclosures have been received from Councillors and Designated Persons.

The disclosures are tabled for the information of Council and will be made available on request to any member of the public at Council's Casino Administration Office. The Information Privacy Commission has also recently released Guidelines requiring the disclosures to be made available on Council's website. This requirement is currently being reviewed and Councillors and Designated Persons will be consulted following an assessment of the new requirements.

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

Nil

CONSULTATION

Nil

ATTACHMENT(S)

Nil

18.3 DEVELOPMENT APPLICATIONS DETERMINED UNDER THE ENVIRONMENTAL PLANNING AND ASSESSMENT ACT FOR THE PERIOD 1 SEPTEMBER 2019 TO 30 SEPTEMBER 2019

Author: Andy Edwards, Manager Development and Environment

RECOMMENDATION

That Council receive and note the development application report for the period 1 September 2019 to 30 September 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 and withdrawn within the Local Government area for the period 1 September 2019 to 30 September 2019 was 20, with a total value of \$2,526,334.00.

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.

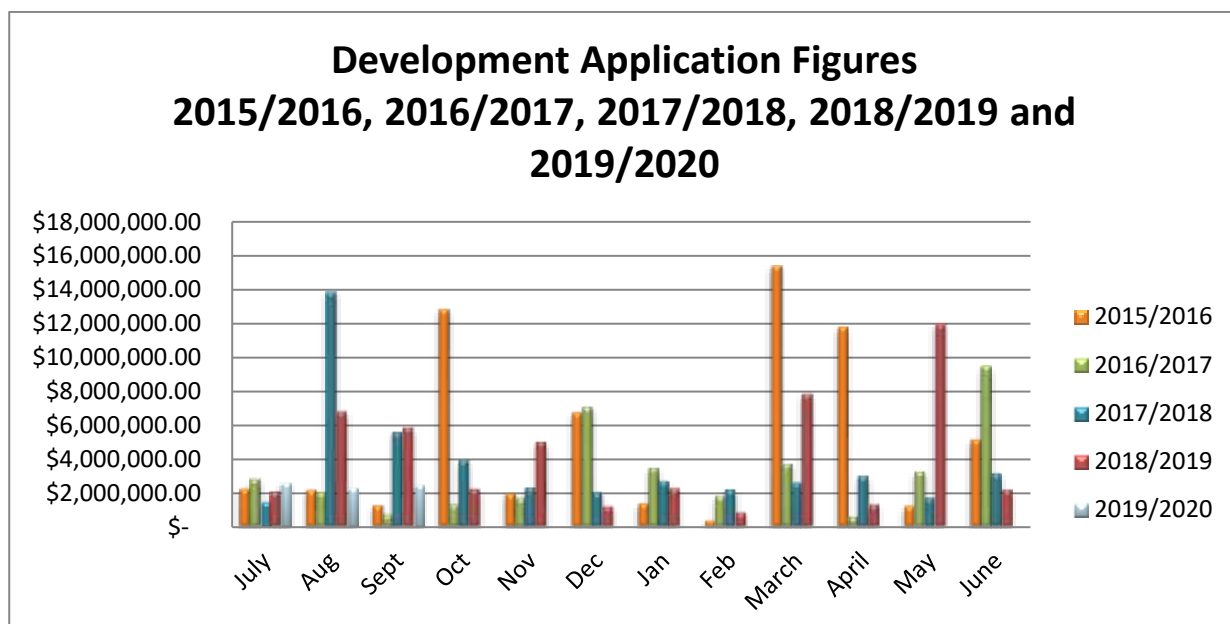


Figure 1: Monthly dollar value of development processed by Council over five financial years.

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 September 2019.

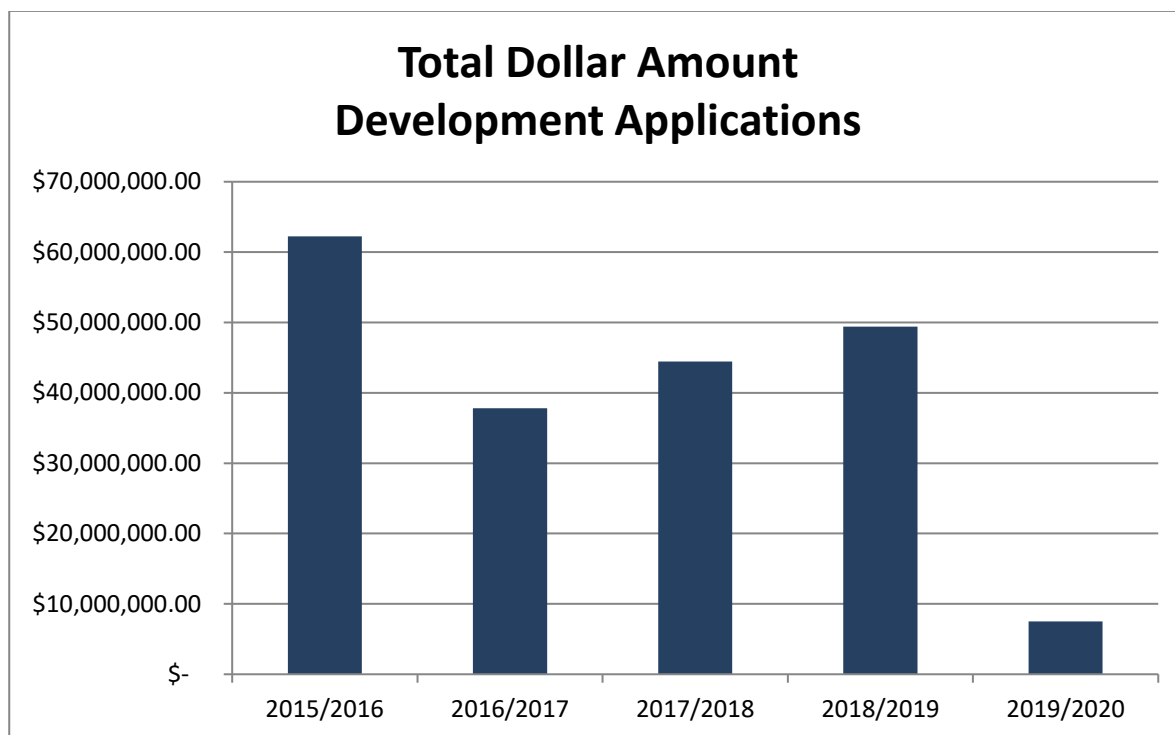


Figure 2: Annual value of development.

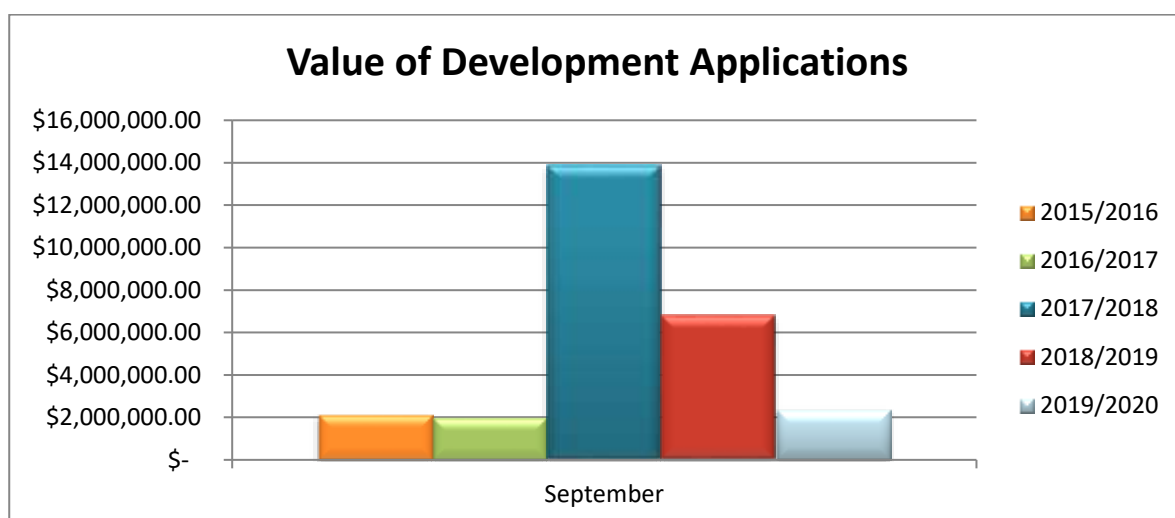


Figure 3: Value of development for the month of September.

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.

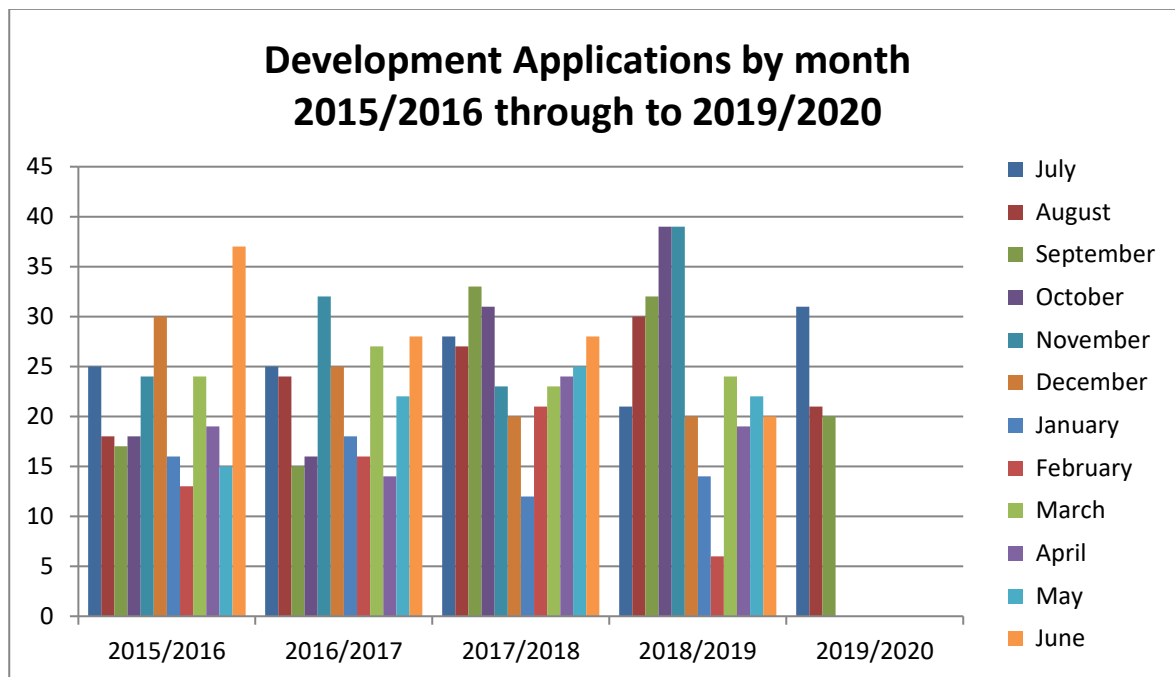


Figure 4: Number of Development Applications per month over five financial years.

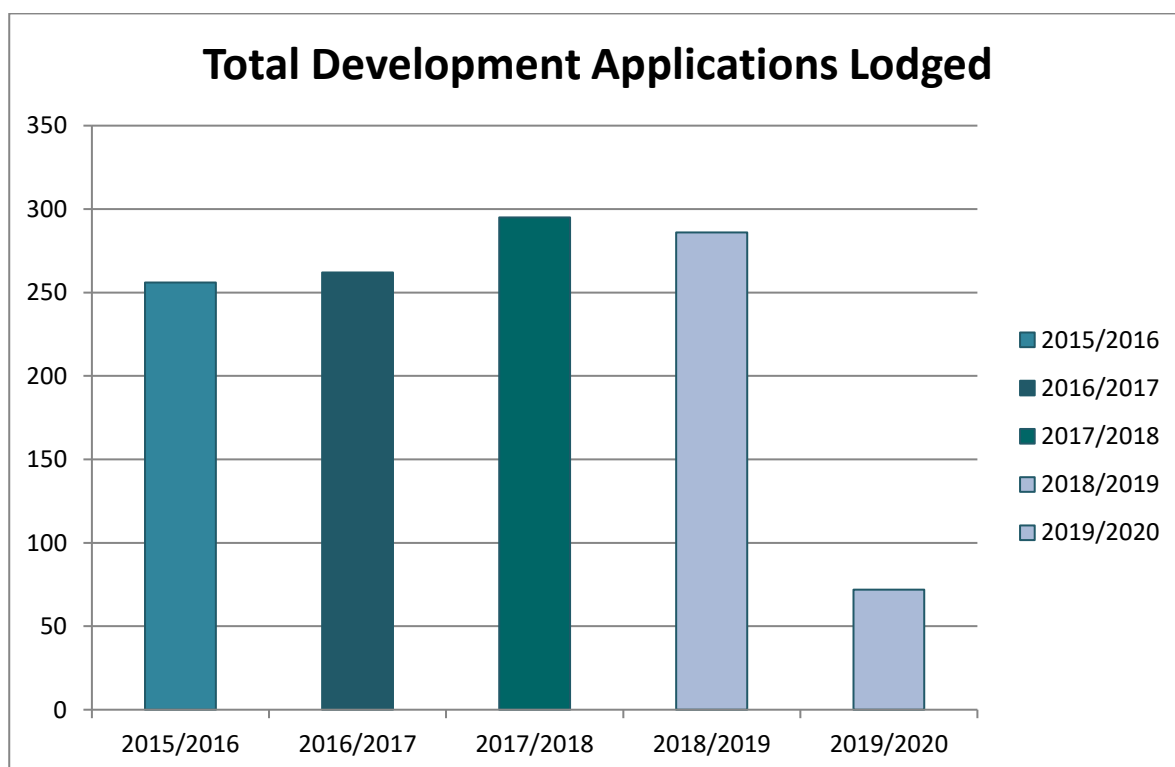


Figure 5: Number of development applications per year over five financial years.

Activity for the month of September 2019

General Approvals (excluding Subdivisions, Section 96s)	16
Section 96 amendments to original consent	3
Subdivision	0
Refused	0
Withdrawn	0
Complying Development (Private Certifier Approved)	1
TOTAL	20

DELIVERY PROGRAM LINKS

Growing our Economy

EC1: Driving Economic Growth

EC1.6: Improved customer satisfaction with the DA process

BUDGET IMPLICATIONS

Nil

Summary of Development Applications determined under the Environmental Planning and Assessment Act for the period 1 September 2019 to 30 September 2019					
Application ID	Applicant	Owners	Location	Development	Date Lodged
DA2019/0223	Newton Denny Chapelle	S Jose	141 Canterbury Street, Casino	Subdivision to create two Lots being Lot 1 (540m2 (Clause 4.6 RVLEP) and Lot 2 (1537m2) and construction of medical centre and associated works including carparking and demolition of existing structures	26/04/2019
DA2019/0241	Riverina (Australia) Pty Ltd	Riverina (Australia) Pty Ltd	175 Reynolds Road, Casino	Install a new lunch room, ablution building, deck, awning & disabled ramp	20/05/2019
DA2019/0244	AGS Commercial Pty Ltd	Northern Rivers Tea Tree Pty Limited	840 Main Camp Road, Myrtle Creek	"As Built" slab and associated concreting works	21/05/2019
DA2019/0257	Senica Consultancy Group	D G & W Heath	48 Currajong Street, Evans Head	Dwelling and attached garage	3/06/2019
DA2019/0258	Newton Denny Chapelle	Pagotto Superannuation Fund Pty Ltd	104-106 Richmond Street, Woodburn	Subdivision to create two (2) Lots being Lot 1 (1011.5m2) and Lot 2 (1011.5m2)	3/06/2019
CDC2019/0025	East Coast Building Consultants	A W & E M Willows	53 Eucalypt Drive, Swan Bay	Dwelling	6/06/2019
DA2020/0011	Reeves Building	D F Bennett	8A Ecles Street, Casino	Dwelling	24/07/2019
DA2020/0016	C C Clark	C C Clark	Myall Creek Road, West Bungawalbin	Dwelling	31/07/2019
DA2019/0140.01	AGS Commercial Pty Ltd	C A Wiggins	188-192 Pacific Highway, Broadwater	Dwelling	2/08/2019
DA2019/0083.01	Richmond Valley Council	Richmond Valley Council	10095 Summerland Way, Casino	Casino Showgrounds - demolition of existing canteen and construction of new canteen facility and amenities	2/08/2019
DA2020/0019	Steve Ryan Builder Pty Ltd	S G & G M Masters	951 Spring Grove Road, Spring Grove	Dwelling and shed	6/08/2019
DA2020/0023	B A Harley	Pevara Pty Ltd	100 Centre Street, Casino	Commercial alterations/additions being redevelopment of bathroom facilities, wall removal, access ramp and	14/08/2019
DA2020/0026	A E Rice	A E Rice	9210 Summerland Way, Leeville	Shed	15/08/2019
DA2020/0029	P D & L M J Glasby	P D & L M J Glasby	830 Spring Grove Road, Spring Grove	"As built" carport & patio	20/08/2019
DA2020/0031	AGS Commercial Pty Ltd	M L Wilson	36 Frances Street, Casino	Dwelling extensions	23/08/2019
DA2020/0033	D J McPhie	D J McPhie	11 Echidna Place, Rileys Hill	Swimming pool and associated fencing	23/08/2019
DA2019/0238.01	Apollo Patios & Decks Northern Rivers	R W & C Allen	16 Moonem View Drive, Swan Bay	Deck	23/08/2019
DA2020/0037	Tranquil Pools Pty Ltd	H M Jackson & P G Doolan	314 Manifold Road, North Casino	Swimming pool and associated fencing	9/08/2019
DA2020/0038	N J Armitage	N J Armitage	50 Carrabeen Street, Evans Head	Carport	29/08/2019
DA2020/0043	AGS Commercial Pty Ltd	T J MacDonald	7 Dixon Place, North Casino	Shed	4/09/2019

ATTACHMENT(S)

Nil

18.4 GRANT APPLICATION INFORMATION REPORT - SEPTEMBER 2019**Author: Jono Patino, Financial Accountant****RECOMMENDATION**

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

During the reporting period, one grant was approved, and funding was received for six grants totalling \$486,316. Council wasn't notified as being unsuccessful with any grant applications and six grants were applied for.

Grants that have been approved

Environmental & Security Improvements for Operating Landfill and Transfer	
Project ID	10308
Funding Body	NSW Environment Protection Agency
Funding Name	Waste Less, Recycle More
Government Level	State
Project Value (exc GST)	\$50,000
Grant Funding (exc GST)	\$37,500
Council Funding (exc GST)	\$ 0
Date Application Submitted	14 March 2019
Date Approved	6 September 2019
Comment (if required)	N/A

Grants that have been received

Naughtons Gap Road at Rambaldinis Road Safety Works	
Project ID	10255
Funding Body	Roads and Maritime Services
Funding Name	Safer Roads Program
Government Level	State
Project Value (exc GST)	\$310,500
Grant Funding (exc GST)	\$310,500
Council Funding (exc GST)	\$ 0
Date Application Submitted	31 July 2017
Date Received	\$34,217 received 30 September 2019

Total Funds Received To Date	\$154,368
Comment (if required)	N/A

Woodburn Riverside Jetty

Project ID	10264
Funding Body	Transport NSW
Funding Name	NSW Boating Now Round 2
Government Level	State
Project Value (exc GST)	\$141,880
Grant Funding (exc GST)	\$101,880
Council Funding (exc GST)	\$ 40,000
Date Application Submitted	17 August 2017
Date Received	\$101,880 received 27 September 2019
Total Funds Received To Date	\$101,880 (total funding complete)
Comment (if required)	N/A

Modern Catering and Amenities Block for Casino Showgrounds

Project ID	10267
Funding Body	Department of Premier and Cabinet's Office of Regional Development
Funding Name	Stronger Country Communities Fund (SCCF)
Government Level	State
Project Value (exc GST)	\$267,883
Grant Funding (exc GST)	\$267,883
Council Funding (exc GST)	\$ 0
Date Application Submitted	13 September 2017
Date Received	\$91,081 received 20 September 2019
Total Funds Received To Date	\$267,883 (total funding complete)
Comment (if required)	N/A

Johnston Street, Bruxner Hwy, Shared Pathway (Stage 1 & 2)

Project ID	10274
Funding Body	Transport NSW
Funding Name	Active Transport, Walking and Cycling Program, Priority Cycleways

Government Level	State
Project Value (exc GST)	\$1,015,500
Grant Funding (exc GST)	\$1,015,500
Council Funding (exc GST)	\$ 0
Date Application Submitted	20 September 2017
Date Received	\$10,828 received 30 September 2019
Total Funds Received To Date	\$184,788
Comment (if required)	The original funding application requested \$1,015,500 in grant funds however only stage 1 for \$599,500 was approved. Stage 2 has now been approved bringing the total funding for both stages of the project to \$1,015,500.

Woodburn Riverside Park Development - Playground and Central Hub Area

Project ID	10283
Funding Body	Office of Regional Development
Funding Name	Stronger Country Communities Fund (SCCF)
Government Level	State
Project Value (exc GST)	\$573,528
Grant Funding (exc GST)	\$551,776
Council Funding (exc GST)	\$ 21,752
Date Application Submitted	4 May 2018
Date Received	\$182,086 received 19 September 2019
Total Funds Received To Date	\$364,172
Comment (if required)	N/A

Better Waste and Recycling Fund

Project ID	N/A
Funding Body	NSW Environment Protection Authority (EPA)
Funding Name	Better Waste & Recycling – education on avoidance and contamination
Government Level	State
Project Value (exc GST)	\$66,224
Grant Funding (exc GST)	\$66,224
Council Funding (exc GST)	\$ 0
Date Application Submitted	N/A – annual allocation
Date Received	\$66,224 received 27 September 2019

Total Funds Received To Date	\$66,224
Comment (if required)	

Grant Applications Submitted

Whiporie Bus Shelter Upgrade	
Project ID	10322
Funding Body	Transport for NSW
Funding Name	Country Passenger Transport Infrastructure Grants Scheme 2019/21
Government Level	State
Project Value (exc GST)	\$44,000
Grant Funding (exc GST)	\$44,000
Council Funding (exc GST)	\$ 0
Date Application Submitted	24 September 2019
Comment (if required)	N/A

Construction of a Modern Clubhouse for Colley Park Soccer Grounds	
Project ID	10323
Funding Body	Office of Regional Development
Funding Name	Stronger Country Communities Fund (SCCF)
Government Level	State
Project Value (exc GST)	\$533,818
Grant Funding (exc GST)	\$533,818
Council Funding (exc GST)	\$ 0
Date Application Submitted	27 September 2019
Comment (if required)	N/A

Completion of Broadwater Outdoor Youth Space – Installation of Rope Climber and Seesaw Rocker	
Project ID	10324
Funding Body	Office of Regional Development
Funding Name	Stronger Country Communities Fund (SCCF)
Government Level	State
Project Value (exc GST)	\$107,315
Grant Funding (exc GST)	\$107,315
Council Funding (exc GST)	\$ 0
Date Application Submitted	27 September 2019
Comment (if required)	N/A

Colley Park Premier Soccer Field Enhancement	
Project ID	10325
Funding Body	Office of Regional Development
Funding Name	Stronger Country Communities Fund (SCCF)
Government Level	State
Project Value (exc GST)	\$205,166
Grant Funding (exc GST)	\$205,166
Council Funding (exc GST)	\$ 0
Date Application Submitted	27 September 2019
Comment (if required)	N/A

Revitalise Casino's Outdoor Basketball Court for Youth Activities	
Project ID	10326
Funding Body	Office of Regional Development
Funding Name	Stronger Country Communities Fund (SCCF)
Government Level	State
Project Value (exc GST)	\$81,059
Grant Funding (exc GST)	\$81,059
Council Funding (exc GST)	\$ 0
Date Application Submitted	27 September 2019
Comment (if required)	N/A

Woodburn Riverside Precinct – Construction of Riverside Boardwalk	
Project ID	10327
Funding Body	Office of Regional Development
Funding Name	Stronger Country Communities Fund (SCCF)
Government Level	State
Project Value (exc GST)	\$445,970
Grant Funding (exc GST)	\$445,970
Council Funding (exc GST)	\$ 0
Date Application Submitted	27 September 2019
Comment (if required)	N/A

ATTACHMENT(S)**Nil**

19 QUESTIONS ON NOTICE

Nil

20 QUESTIONS FOR NEXT MEETING (IN WRITING)