



# **AGENDA**

## **Ordinary Council Meeting**

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

**Date: Tuesday, 19 November 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 22 OCTOBER 2019**

**Author:** Vaughan Macdonald, General Manager

**RECOMMENDATION**

That Council confirms the Minutes of the Ordinary meeting held on 22 October 2019.

**ATTACHMENT(S)**

- 1. Ordinary Meeting Minutes 22 October 2019 (under separate cover)**

**6.2 MINUTES OF INTERNAL AUDIT AND RISK COMMITTEE MEETINGS HELD ON 22 OCTOBER 2019 AND 6 NOVEMBER 2019**

**Author:** Vaughan Macdonald, General Manager

**RECOMMENDATION**

That Council receives and adopts the minutes of the Internal Audit and Risk Committee meetings held on 22 October 2019 and 6 November 2019.

**ATTACHMENT(S)**

- 1. Minutes of the Internal Audit and Risk Committee Meeting held on 22 October 2019 (under separate cover)**
- 2. Minutes of the Internal Audit and Risk Committee Meeting held on 6 November 2019 (under separate cover)**

**7        MATTERS ARISING OUT OF THE MINUTES**

**8        DECLARATION OF INTERESTS**

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

**9        PETITIONS**

Nil

**10      NOTICE OF MOTION**

Nil



**11 MAYOR'S REPORT****11.1 MAYOR ATTENDANCES 17 OCTOBER - 11 NOVEMBER 2019**

**Author:** Robert Mustow, Mayor

**RECOMMENDATION**

That Council receive and note the Mayor's attendance report 17 October – 11 November 2019.

**REPORT****October**

- 17<sup>th</sup> Community meeting Fire response at Casino Golf Club
- 17<sup>th</sup> Rappville community meeting and BBQ
- 19<sup>th</sup> Jumbana Community Preschool & Early Intervention Centre
- 19<sup>th</sup> Casino RSM - Opening of Solar Power Plant
- 19<sup>th</sup> 2019 Northern Rivers Regional Business Awards at Ballina
- 22<sup>nd</sup> Richmond Valley Council Ordinary Council Meeting
- 22<sup>nd</sup> Quota Ladies Friendship Dinner
- 23<sup>rd</sup> Art exhibition in honour of International Children's Day
- 23<sup>rd</sup> Grand Opening Williams Group Bathroom and Kitchen Showroom
- 24<sup>th</sup> Far North Coast Country Women's Association AGM
- 26<sup>th</sup> Pop Culture - Halloween event at the Sports Stadium
- 26<sup>th</sup> Coraki Art Prize 2019
- 26<sup>th</sup> Dinner in the Park - Rotary Fundraiser for Rappville Fire victims
- 27<sup>th</sup> Peach Festival Southview Orchard
- 27<sup>th</sup> Charity Golf Day for Rappville Fire victims
- 28<sup>th</sup> Official opening of revitalised Woodburn Riverside Park by Kevin Hogan MP and Chris Gulaptis MP
- 28<sup>th</sup> Luncheon/meeting with Chris Gulaptis MP
- 28<sup>th</sup> St Mary's Preschool function
- 30<sup>th</sup> Meeting with resident
- 30<sup>th</sup> Rous County Council workshop/briefing
- 31<sup>st</sup> Busby Flat Fires – thank you BBQ
- 31<sup>st</sup> Rappville Community meeting

**November**

- 1<sup>st</sup> Governor General of Australia – visit to Casino Rural Fire Service
- 2<sup>nd</sup> Aranyani Bison Adventure Tourist Park
- 4<sup>th</sup> Finalise draft agreement Joint Organisation at Kyogle Council
- 4<sup>th</sup> Rappville Fire Bunnings BBQ
- 5<sup>th</sup> Variety Club Postie Bike dash
- 5<sup>th</sup> Future Dreaming Careers Days at Casino West Public School
- 5<sup>th</sup> Richmond Lodge Melbourne Cup
- 5<sup>th</sup> Melbourne Cup Function – Casino
- 6<sup>th</sup> Reflections Holiday Parks Funding Announcement by Chris Gulaptis MP
- 6<sup>th</sup> Internal Audit & Risk Committee Meeting
- 6<sup>th</sup> Councillor Information Session
- 7<sup>th</sup> Hosting of Mayoral Book Launch
- 8<sup>th</sup> Northern Rivers Joint Organisation – AGM
- 8<sup>th</sup> Coraki Bowling Club (Evacuation centre)

- 9<sup>th</sup> Coraki Bowling Club (Evacuation centre)
- 9<sup>th</sup> Cow Town Chow Down event
- 9<sup>th</sup> NCMC Fire Appeal announcement
- 11<sup>th</sup> Remembrance Day ceremony Casino
- 11<sup>th</sup> Casino RSL Sub-branch Centennial celebration luncheon
- 11<sup>th</sup> Rappville School Remembrance Service
- 11<sup>th</sup> Rappville Community Remembrance Service
- 11<sup>th</sup> Rappville Advisory Group meeting (inaugural)
- 11<sup>th</sup> Pacific Consultants / Mitsui Corporation Dinner

**ATTACHMENT(S)**

**Nil**

## **12 DELEGATE'S REPORTS**

### **12.1 DELEGATES' REPORT SUBMITTED TO NOVEMBER 2019 ORDINARY MEETING.**

**Author:** Robert Mustow, Mayor

#### **RECOMMENDATION**

That Council receive and note the Delegates' report for the month of November 2019.

#### **REPORT**

Council delegates are required to report on meetings/forums attended on Council's behalf. The following information has been provided regarding meetings/functions attended by Councillors.

##### **LGNSW Annual Conference Warwick Farm 14-16 October 2019**

The Mayor and Councillor Sandra Humphrys attended the LGNSW Annual Conference at Warwick Farm from 14-16 October 2019. The conference was attended by delegates from across NSW, primarily Mayors, Councillors and General Managers. It provided the opportunity for the NSW Local Government sector to debate motions to determine the policy platform for the sector and hear from NSW Government Ministers.

It was a good chance to hear about the challenges being faced by councils throughout NSW and identified opportunities to work together to improve outcomes for our communities. It also highlighted the important work all councils do in providing services for our communities

The Conference commenced with a "Meet The Politicians Breakfast" which was well received by delegates and included the following speakers:-

- President of the Association Cr Linda Scott.
- The Hon Gladys Berejiklian MP, Premier of NSW
- The Hon, Shelley Hancock MP, Minister for Local Government &
- Ms Jodi McKay MP, Leader of the Opposition

A Politicians Panel consisting of the following persons, addressed delegates for three minutes which was followed by a question and answer session:-

- The Hon, Shelley Hancock MP,
- The Hon John Barilaro MP, Deputy Premier, Minister for Regional NSW, Trade and Industry,
- The Hon Melinda Pavey MP, Minister for Water, Property and Housing,
- The Hon Adam Marshall MP, Minister for Agriculture and Western NSW.
- Mr David Shoebridge MLC and
- Mr Greg Warren MP, Shadow Minister for Local Government.

Details of the resolutions and the outcomes from the conference are available on the LGNSW website at <https://www.lgnsw.org.au/events-training/local-government-nsw-annual-conference-2019/local-government-nsw-annual-conference>

The following resolution "81 Tenterfield Shire Council" was of relevance to Richmond Valley Council due to the fire disasters currently being experienced. The Chairperson, Cr Linda Scott made an exemption to Standing Orders and invited Mayor Cr Mustow to speak to the below motion:-

- *81 Tenterfield Shire Council – Increased hazard reduction and water infrastructure That Local Government NSW lobbies the NSW Government to request that NSW National Parks & Wildlife Service, NSW Forestry Corporation and NSW Local Land Services, as a duty of care, undertake an increased level of park and forest fire management activities, including increased hazard reduction burns and increased numbers of dams and water infrastructure points for firefighting purposes into the future.*

Thank you for the opportunity to attend this important conference.

### **Rous County Council**

Cr Robert Mustow and Cr Sandra Humphrys have provided the following summary of the main items of business for the Rous County Council meeting held on 22 October 2019.

### **ATTACHMENT(S)**

#### **1. Rous County Council Meeting Summary 22 October 2019**



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**Summary of main items of business for  
Rous County Council meeting  
22 October 2019**

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**1. Election of chairperson and deputy chairperson**

Elections were held for the positions of chair and deputy chair which resulted in Cr Keith Williams elected as Chair and Cr Sharon Cadwallader as Deputy Chair for the ensuing 12 months.

**2. Council meeting schedule 2020**

Council determined its meeting schedule for 2020 with meetings to be held at 1.00pm at Rous County Council Administration office on:

- 19 February
- 15 April
- 17 June
- 19 August
- 21 October
- 16 December

**3. Annual Financial Reports and Audit Report for the year ending 30 June 2019**

Council's external Auditor presented on the financial results for 2018/19. The reports were endorsed and are now being advertised for public comment.

Council congratulated and expressed its appreciation to staff for their effort in achieving an unqualified report.

The financial reports will be resubmitted to Council in December 2019 following public consultation.

**4. Quarterly budget review statement for the quarter ending 30 September 2019**

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

It was noted that all budget items, other than those identified in the Council report, had performed within the parameters set by Council in adopting the 2018/19 Operational plan.

**5. Retail water customer account assistance**

In accordance with section 356 (1) of the *Local Government Act 1993* and its 'Retail Water Customer Account Assistance' policy, Council approved financial assistance in the amount of \$3,919.39.

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**6. Award of contract – replacement of raw water pumps and associated electrical works**

Council resolved to the award of Contract No. 10021851 for the replacement of four vertical turbine pumps and associated electrical works at the Nightcap Water Treatment Plant to EMT Pty Ltd for \$997,734.97 excl. GST, subject to a Variation being issued on Award of Contract for the deletion or modification of a number of contract items, for a saving of \$175,002.22, and a revised Contract Price of \$822,732.75 excl. GST.

The existing pumps have reached their service life. To improve the electrical efficiency of the pump station and increase the flexibility of WTP operations, the upgrade of the raw water pump station will include Variable Speed Drives (VSDs), which will enable the pumps to deliver a wider range of flows into the WTP. This will deliver benefits in high demand scenarios and will alleviate internal treatment process issues relating to rapid changes in flow rates through the WTP.

**7. Award of contract – Lismore 900mm trunk main corrosion repairs**

Council approve the award of Contract No. 10023651 for the Lismore 900mm Trunk Main Corrosion Repairs to Advanced Concrete Engineering Ltd for a lump sum price of \$436,540.91 excl. GST.

The scope of works in the tender is for repairs to the steel pipeline at every concrete support pier and headwall and an optional work item for re-painting of all elevated sections.

**8. Policies for revocation and adoption**

Council noted the report recommending the revocation of a number of policies and approved adoption of the 'Fraud, Corruption and Control' policy. This policy has been revised to align with key attributes identified in the Audit Office's Fraud Control Improvement Kit including risk management principles, formal and consistent investigation processes, training and education, and the development of a Fraud and Corruption Control Plan.

**9. Information reports**

The following reports were received and noted:

i). Investments: September 2019

- Total funds invested for September 2019 was \$34,894,065. This is a decrease of \$480,873 compared to the July 2019 figure, primarily due to semi-annual loan repayment.
- The weighted average return on funds invested for September 2019 was 2.52%. This represents a decrease of 15 basis points compared to the July result (2.67%) and is 154 basis points above Council's benchmark (the average 90-day BBSW rate of 0.98%).
- Interest earned for September 2019 was \$73,383. Interest earned compared to the original budget is \$76,413 in excess of pro-rata budget.
- Cheque account balance as at 30 September 2019 was \$128,016
- Ethical holdings represent 73.08% of the total portfolio: Current holdings in Ethical Financial Institutions equals \$26,500,000. The assessment of Ethical Financial Institutions is undertaken using [www.marketforces.org.au](http://www.marketforces.org.au) which is an affiliate project of the Friends of the Earth Australia.

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Council meeting summary October 2019

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ii). Water production and usage: August and September 2019

- August 2019

Daily source usage for August averaged 29.068ML. This is an increase from the July 2019 daily average of 26.909ML. During August there were several pipeline breaks on the St Helena 300mm pipeline.

- September 2019

Daily source usage for September 2019 averaged 37.707ML. This is an increase from the August 2019 daily average of 29.068ML. Rocky Creek Dam as at 30 September 2019 was at 89.18% of full capacity.

iii). Audit, Risk and Improvement Committee (ARIC): meeting update

iv). Reports pending

v). Disclosure of Interest 2018/19

**10. Matters of urgency**

Council resolved to provide a submission to the proposed guidelines for Audit, Risk and Improvement Committees.

*For a copy of the draft minutes for this meeting and the business paper please go to Council's website [www.rou.s.nsw.gov.au](http://www.rou.s.nsw.gov.au)*

**13 MATTERS DETERMINED WITHOUT DEBATE**

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

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

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

That items identified be determined without debate.



## **14 GENERAL MANAGER'S REPORTS**

### **14.1 DRAFT ANNUAL REPORT 2018/2019**

**Author:** Deborah McLean, Manager Governance & Risk

#### **EXECUTIVE SUMMARY**

The Annual Report is one of the key points of accountability between Council and its community reporting on the progress being made on implementation of the Delivery Program, progress towards achievement of Community Strategic Plan outcomes, and financial performance against the annual and long-term financial plan.

#### **RECOMMENDATION**

That Council:

1. Endorses the Richmond Valley Council 2018/2019 Annual report.
2. In accordance with s.428 of the Local Government Act 1993, posts the finalised Annual Report on Council's website and provide a copy to the Minister.

#### **DELIVERY PROGRAM LINKS**

Making Council Great

CS1 Leading and Advocating for our Community

CS1.2 Facilitate Council's compliance with legal and governance

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

#### **BUDGET IMPLICATIONS**

Not applicable

#### **REPORT**

Council is required under S428 of the *Local Government Act 1993* to prepare an Annual Report. The document reports on the achievements in implementing the Delivery Program, and the effectiveness of the principal activities undertaken in achieving the objectives in the Community Strategic Plan, at which those activities are directed.

The *Local Government (General) Regulation 2005* also prescribes additional information for inclusion in the Annual Report including Council's audited financial statements and notes, and any information required by the Office of Local Government Guidelines.

The achievements outlined in the Annual Report are for year three of the 2017-2021 Delivery Program.

A copy of the 2018/2019 Draft Annual Report has been circulated separately to each Councillor.

The Report will be posted on Council's website and advice of this provided to the Minister for Local Government by the required deadline of 30 November 2019.

#### **CONSULTATION**

Notification of the reports will be made in local media and the next Community Newsletter.

#### **CONCLUSION**

The Richmond Valley Council 2018/2019 Annual Report has been prepared in accordance with the *Local Government Act* and associated Regulations and Guidelines and is presented to Council to receive and note.

## **14.2 BUSHFIRE RECOVERY UPDATE**

**Author:** Vaughan Macdonald, General Manager

### **EXECUTIVE SUMMARY**

Council continues to provide significant support to both the emergency response and recovery efforts due to the impacts of the Busbys Flat Road fire of 8 October and now the Myall Creek Road fire of 8 November 2019, which continues to burn in the Bungawalbin and new Italy areas of the Valley. The details of Council's response to date are set out in this report.

### **RECOMMENDATION**

That Council:

1. Note the Bushfire Recovery Update report,
2. Place the Draft Financial Hardship – Natural Disaster policy on public exhibition for a period of 28 days,
3. Provide in principle agreement to waive the council levied Development Assessment fees for properties that are directly affected by the 8 October and 8 November 2019 Natural Disasters for a two-year period from 8 October 2019 in line with section 610E of the Local Government Act, and
4. Advertise its intention to waive fees for properties destroyed in the October and November 2019 Natural Disasters as required by section 610F of the Local Government Act.

### **DELIVERY PROGRAM LINKS**

Making Council Great

CS1: Leading and Advocating for our Community

CS1.1: Improve decision making by engaging stakeholders and taking community input into account

### **BUDGET IMPLICATIONS**

The rates relief option will delay revenue from this area but in the scale of our rating income this can be managed across the next three years budgets. The fee relief for development assessment will need to be absorbed by Council's operational budgets and will have an impact on our operational result the scale of which will be spread over two to three years and can be managed within existing resources.

### **REPORT**

### **DISCUSSION**

An update is provided on the matters which were covered in the Mayoral Minute at the October Council meeting.

The high priority issue we have been focussed on is the waste clean-up process and the funding arrangements for this. This has required significant resources working through arrangements with the Office of Emergency Management, EPA, Public Works and the Insurance Council of Australia. These arrangements have now been confirmed and communicated to the affected community.

We continue to provide support and coordination for the support organisations including Blaze Aid, Team Rubicon, Samaritans Purse, Givit and Casino Golf Club.

**Council's response**

Council has been involved in the response to the emergency through the activation of the Emergency Operations Centre which operated from Tuesday 8 October through to Monday 14 October. Council staff were involved in response activities including support for RFS administration, traffic control, water cart support for RFS operations, road clearing of trees and debris, waste management operations and communication support.

There are many challenges in responding to the devastation this fire has caused for our community, from Busbys Flat through to Rappville and east to Bungawalbin Creek. A Local Recovery Committee has been established with the General Manager being Chair and Council is working closely with a number of NSW Government agencies led by the Office of Emergency Management to respond to the impacts on our community.

A further fire on Friday 8 October in the Myall Creek area has destroyed more property with Impact Assessments underway. It is estimated that at least two residential dwellings have been destroyed, a number of other structures and a tea tree distillery. Fires are continuing to spread east towards Swan Bay and New Italy with the Emergency Operations Centre activated from 8 November and is likely to remain in place until at least Monday 18 November.

The response to the disaster is having resource impacts on Council and may cause some delays with planned projects and responses to business as usual activities with staff stepping up to minimise these impacts..

***Emergency Response and Natural Disaster funding***

The recent Busbys Flat/Long Gully Fire and now the Myall Creek Road fires have been declared a Section 44. A 'Section 44' refers to the New South Wales Rural Fires Act 1997, specifically section 44, Commissioner's responsibility. Essentially it is used to describe when the Rural Fire Service Commissioner declares a localised "State of Emergency" for a specific district suffering severe fire conditions that cannot be managed without drawing in extensive resources from other areas. Once declared by the Commissioner, the district has access to any and all fire-fighting personnel/equipment from across the State at no cost to the district or RFS, with the State Government footing the bill of all related Section 44 declared operations. The Section 44 operations are still in place at the time of drafting of this report.

As a result of the significant impact of this fire, a Notice of Natural Disaster Declaration for Richmond Valley was issued on 9 October 2019. This declaration activates Natural Disaster Relief and Recovery Arrangements (NDRRA). NDRRA is the Australian Government's response to natural disasters and includes the provision of relief and recovery assistance to disaster affected communities. Through the NDRRA, the Australian Government provides financial assistance directly to the states to assist them with costs associated with certain disaster relief and recovery assistance measures. The NDRRA makes provisions for state governments to activate relief and recovery assistance immediately following a disaster without seeking approval from the Australian Government.

Where the NDRRA is activated, the Australian Government may fund up to 75 per cent of the assistance available to individuals and communities. This contribution is delivered through a number of NDRRA measures and may include:

- personal hardship and distress assistance
- counter disaster operations
- concessional loans or interest subsidies for small businesses and primary producers
- transport freight subsidies for primary producers
- loans and grants to voluntary non-profit organisations
- the restoration or replacement of essential public assets
- community recovery funds.

The Natural Disaster has also been declared a catastrophe by the Insurance Council of Australia which means that insurance companies will prioritise claims and assessment from properties in the natural disaster area.

The Federal Government is providing one-off disaster payments to those worst affected by the devastating bushfires that have swept through Northern New South Wales and Southern Queensland. The Government has activated the Australian Government Disaster Recovery Payment (AGDRP) which provides a non-means tested payment of \$1000 for eligible adults and \$400 for eligible children.

### ***Support for affected Businesses***

Council continues to work with business support services including Business Connect, the Office of the Small Business Commissioner and Service NSW to provide support to businesses affected by the fires.

### ***Supporting local charity groups to support the community***

Council continues to provide support to community led groups who are assisting with the recovery. The Casino Golf Club has led the way by coordinating the distribution of donated non-perishable goods from the Rappville Showground facilities. It has also promoted cash donations which have enabled fuel vouchers and funding at local rural suppliers to support the purchase of replacement items.

Blaze Aid has now provided in excess of 90kms of fencing in the fire affected area. Their operation at the Casino Showground is operating smoothly and the NCMC donation of \$50,000 of cash and in-kind support has been a massive contribution. Local community groups continue to support the volunteers through daily catering.

There are a number of community-based organisations who have provided support and there are numerous fundraising events planned into the future to support the recovery process.

### **Potential relief options for residents and resource impacts for Council**

### ***Financial Hardship – Natural Disaster Policy***

Attached is a draft Financial Hardship – Natural Disaster Policy which was discussed at the most recent Councillor Information Session held on Wednesday 6 November 2019. In developing this policy, staff consulted with Lismore City Council to enquire what it did for ratepayers suffering hardship after the most recent Lismore flood events. Lismore City Council gave relief under their standard hardship policy which gives the following twelve months for the rates to be paid up to date.

The draft policy grants financial relief by deferring the due date for payment of rates and charges allowing the ratepayer/property owners the following two years to pay the outstanding rates and charges, including withholding of interest on outstanding monies for that period. A payment plan would then be put in place to recover the outstanding debt over the following two years. As the bushfires have impacted even more areas of Council's LGA, adoption of this policy will be more widely used than first anticipated.

### ***Insurance Claim – Rappville Hall***

Council has made a claim through our insurers for the replacement of the Rappville Community Hall. A scope of works based on the information provided by Council has been prepared and we are negotiation with the insurer to have the site cleaned up and to commence planning for re-building the Hall.

### ***Water supply – emergency tank cleaning***

Due to the impacts of the fire and the risk of contamination to water tank supplies and given the urgency of enabling people to return to their homes, Council coordinated a local contractor to provide an emergency tank clean and supply of approximately 3,000L of water for those properties that request this assistance. This service cost was provided in the interests of public health risk

and cost Council \$38,000 with recovery of this amount to be sought through the Natural Disaster Recovery funding arrangements.

### ***File requests***

Council has had requests to view files from property owners and insurance companies. Where this is directly related to the impacts of the natural disaster we have waived the \$30 fee.

### ***Waste management***

The damage from the natural disaster is significant and has generated significant waste management challenges. Council is working closely with NSW Public Works and Services and the EPA to put a plan in place. Many of the affected properties are confirmed to have asbestos contamination which will need to be carefully managed and options for disposal are being investigated. Council is working hard to minimise the cost of this to Council and also advocating for NSW Government assistance where possible for this task. Where properties are insured, clean up should be covered by the insurers who are also in discussion with the Office of Emergency Management.

These arrangements have now been confirmed and communicated to the affected community.

### ***Development Application requirements***

Council has started to receive calls from people wanting to understand the Development Application requirements for demolition and re-building.

There are many people who wish to return to their properties, and we will need to enable them to have somewhere to reside. An option for this may be Temporary Occupation and having a working Onsite Sewage Management System (OSMS) is onsite.

The temporary occupation could be limited to caravans and converting sheds to liveable spaces by adding wet areas. Temporary occupation permits are usually issued for a period of 12 months with the option of extending for a further 12 months if the applicant wishes to reapply. Council could offer temporary occupation permits for 2 years up front, to allow residents time and not having to reapply as some people may need longer than 12 months.

Some owners may wish to build a shed under the Exempt Provisions, however they will not be able to be approved as habitable for temporary purposes. Council will need to inspect and ensure a functioning OSMS is connected.

Significant effort will need to be invested in determining the best approval pathway to enable the re-building of the dwellings in the Rappville village. With small lot sizes and the fact that the village relies on tank water supply and On-site Sewage Management Systems, some flexibility to modern standards needs to be investigated.

If Council decides to waive fees to enable people to get back to how they were prior to the disaster, the following fees are what could be waived. It should be noted that the Long Service Levy will be applicable and will be calculated at the time of lodgement of any application as it is not a Council fee and therefore cannot be waived by Council. Based on an estimated assumed value of \$250,000 per property, the Long Service Levy would be \$875.00 per application.

The section 7.12 Levy is for increased demand on community infrastructure as per Council's adopted program and due to no increase in demand this fee could be waived.

The following fees are based on the rebuild of 44 dwellings with an average value of \$250,000.

Development Application Fees	Construction Certificate Fees	Temporary Occupation	OSMS	Section 68	7.12 Levy
\$1,268.00	\$1,927.00	\$250.00	\$400.00	\$150.00	1%
\$55,792.00	\$84,788.00	\$11,000.00	\$17,600.00	\$6,600.00	\$110,000.00

The total of the above fees if all fees were waived is \$285,780.00.

***Investing in the Rappville community***

It will be important that significant support is provided to support the Rappville community to rebuild and enhance its community facilities to support the recovery from the devastating impact of the fire.

A Rappville community advisory group has been established and will be consulted with to inform the recovery process.

**CONSULTATION**

Regular community meetings and communications are being provided to the affected community. A Rappville community advisory group has been established and will be consulted with to inform the recovery process.

**CONCLUSION**

Council continues to manage both the ongoing emergency situation with the NSW Government's emergency services agencies and the recovery process that is underway in many areas of the Busbys Flat Road fire area. It is important that Council continues this commitment to support the community to recover from these disastrous fires.

**ATTACHMENT(S)**

1. **Draft Financial Hardship - Natural Disaster Policy**

## Council Policy

<b>Policy Title:</b>	<b>Financial Hardship – Natural Disaster</b>
<b>Policy Number:</b>	Policy Number (if unknown, refer to Governance)
<b>Focus Area:</b>	Refer Revised Delivery Program 2017-2021 Page 4
<b>Responsibility:</b>	Finance and Procurement
<b>Meeting Adopted:</b>	Draft - October 2019

Richmond  
Valley  
Council



### OBJECTIVE

This policy is to determine the process for considering applications for Financial Hardship – Natural Disaster suffered as result of a declared natural disaster. This policy covers Council rates and charges (this includes water, sewerage, waste and storm water).

### SCOPE

This policy is applicable to all ratepayers/property owners who have been affect by a declared natural disaster (fire, flood, drought). Council will grant financial relief by deferring the due date for payment of rates and charges allowing the ratepayer/property owners the following two years to pay the outstanding rates and charges off, including withholding of interest on outstanding monies for that period. A payment plan would then be put in place to recover the outstanding debt over the following two years.

### POLICY

This policy, Financial Hardship – Natural Disaster is to establish provisions to assist ratepayers that may be experiencing financial hardship due to a declared natural disaster. Financial hardship is reflected by limited means to pay for necessary goods and services.

If the application is granted this may result in the following:

- (a) Council will withhold charging interest on all accounts for the agreed period
- (b) Council will not commence debt recovery action for the agreed period
- (c) Council will halt any debt recovery action that has commenced on outstanding payments
- (d) Council will continue to post or email notices with accumulating balances to last known address

### APPLICATION CONDITIONS AND PROCEDURES

- (a) The applicant must be the owner or part owner of the property and be liable for the payment of rates and charges on the property

Richmond Valley Council - Insert Policy Number & Policy Title

Adopted: Date

Page 1 of 3

- (b) The application provided by Council must be completed and submitted
- (c) The application must be accompanied with the correct supporting documentation as requested by Council
- (d) If the application is granted, Council will withhold interest for the period of the remainder of the current financial year and the following two financial years.
- (e) The applicant must complete a Council Payment Arrangement form.  
The payment arrangement will allow the applicant to delay payment of the current years rates and charges.  
At the commencement of the following financial year, after the levy and charges are raised, Council will notify the applicant of the payments required to have all rates for that year paid including half of the postponed years rates, Council will do the same for the following year. This allows the ratepayer the next two financial years to pay off the postponed rates, including the rates for those years.

### CANCELLATION OF FINANCIAL HARDSHIP AGREEMENT

The Financial Hardship agreement may be cancelled by Council due to the following:

- (a) Defaulting on payment arrangement (defaulting on the payment arrangement will mean interest will be re-instated on all outstanding payments)
- (b) Ratepayer no longer owns the property
- (c) Ratepayer advises Council that financial hardship no longer applies
- (d) Council receives information that financial hardship no longer exists

Such cancellation will be at the discretion of the General Manager

### PRIVACY OF THE APPLICANT

Personal information collected as a result of this policy and application will only be used for the purpose of assessing eligibility and will not be used for any other purpose, or disclosed to any other person, unless required by law to do so, or authorised by the applicant to disclose.

### REVIEW

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



Version Number	Date	Reason / Comments
1	October 2019	New policy

DRAFT

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Richmond Valley Council - Insert Policy Number & Policy Title

Adopted: Date

Page 3 of 3

**14.3 FREE CAMPING OPTIONS IN THE RICHMOND VALLEY**

**Author:** Sharon Davidson, Manager Communications, Events and Tourism

**EXECUTIVE SUMMARY**

The Recreational Vehicle (RV) travel market continues to grow in Australia with new research revealing RV ownership is at an all-time high, with close to 680,000 vehicles registered in 2018 - 612,767 caravans and 66,611 campervans. This equates to one in 13 households in Australia having a registered RV.

Council's aim is to find the correct balance between capturing the economic opportunities available through the RV market and supporting the needs of local businesses in the region including accommodation providers, in particular caravan parks.

**RECOMMENDATION**

That Council:

1. Seeks approval through Crown Lands to utilise the Casino Showground as an RV Friendly site.
2. Submits an application to CMCA for the Casino Showground to become an RV Friendly Town.
3. Continues to investigate suitable locations for short-stay parking for RVs in Woodburn, and New Italy.

**DELIVERY PROGRAM LINKS**

Growing our Economy

EC1: Driving Economic Growth

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

**BUDGET IMPLICATIONS**

Nil

**REPORT**

The Recreational Vehicle (RV) travel market continues to grow in Australia with new research revealing RV ownership is at an all-time high, with close to 680,000 vehicles registered in 2018 - 612,767 caravans and 66,611 campervans. This equates to one in 13 households in Australia having a registered RV.

Council's aim is to find the correct balance between capturing the economic opportunities available through the RV market and supporting the needs of local businesses in the region including accommodation providers, in particular caravan parks.

There are eight caravan parks in the Richmond Valley which provide a full range of products and services.

Council's Tourism and Economic Development teams consulted with local industry groups and business chambers to get their feedback and input into suitable alternative sites which are capable of achieving Campervan and Motorhomes Club of Australia (CMCA) guidelines to become RV Friendly, as well as complying with Council's standards, with an emphasis on finding sites in Casino, Woodburn and New Italy.

Staff also sought feedback from neighbouring councils who had become RV Friendly, or were contemplating joining, to see what positive or negative impacts it had caused.

Solid support was received from Casino businesses for the town to become RV Friendly, excluding Gateway Lifestyle and the Travel Shoppe. The Discovery Park managers are open to trialling lower-cost sites for CMCA members, providing certain criteria is met. Reflections is against Evans Head becoming RV Friendly. New Italy is keen to become RV Friendly.

Site identification in Woodburn has proven a little difficult with the first option being under a native title claim, and no others have been put forward.

We have seen how successful the RV Friendly Town accreditation has been for Grafton and Kyogle, however, Lismore City Council has said it was not interested in “becoming an RV Friendly Town which must provide free services for one section of the tourism market”.

There are two programs on offer – the Campervan and Motorhome Club of Australia Limited’s (CMCA) RV Friendly Town and the Caravan and Camping Industry Association of NSW Ltd’s (CCIA NSW) Community Welcomes Recreational Vehicles.

The target market for RV Friendly Towns, as identified by the CMCA, is owners of self-contained RV vehicles who want options of where to stay rather than traditional caravan parks.

The major growth area in RVs is in self-contained vehicles; those which have power and amenities on board.

There are two categories - RV Friendly Town and RV Friendly Destination, which is aimed at assisting small towns and villages which are not able to meet the criteria of the CMCA RV Friendly Town program.

An RV Friendly Town is one that has met a set of guidelines to ensure they provide a certain amount of amenities, and a certain level of services for these travellers. When RV tourists enter a town displaying the RV Friendly Town sign, they know they will be welcome, that certain services will be provided for them which may not be available in other centres, and they will have access to a safe place to stay overnight, and possibly for a longer period.

CMCA offers the council two 600mm x 690mm roadside RV Friendly signs free of charge. These signs will display the abbreviated RV symbol, followed by the words Friendly Town.

CMCA will promote the RV Friendly Town online at [GeoWiki](#), in The Wanderer magazine and on its website and social platforms.

A one-off article about the town, accompanied by an image, will be published in one edition of The Wanderer.

Before any town can be appointed to the program, there is a set of guidelines which must be met, which includes:

**Essential criteria:**

- Provision of appropriate parking within the town centre, with access to a general shopping area for groceries and fresh produce
- Provision of short-term, low-cost overnight parking (24/48 hours) for self-contained recreational vehicles, as close as possible to the CBD
- Access to potable water
- Access to a free dump point at an appropriate location

**Desirable criteria:**

- Provision of long-term parking for self-contained recreational vehicles
- Access to medical facilities or an appropriate emergency service
- Access to a pharmacy or a procedure to obtain pharmaceutical products
- Visitor information centre with appropriate parking facilities
- VIC to provide a town map showing essential facilities, such as short- and long-term parking areas, dump point and potable water
- RV Friendly Town signs to be erected within the town precinct

CCIA NSW's Community Welcomes Recreational Vehicles program was developed by the national and state caravan and camping industry associations, to assist councils to attract and welcome RV travellers to their towns and cities.

CCIA NSW is the peak not-for-profit industry body in NSW and has more than 700 member businesses, including 370 caravan and holiday parks throughout the State.

Participation in the Community Welcomes Recreational Vehicles program is free for councils which:

- Have commercial caravan park facilities for travellers, and do not allow overnight stays to take place in their local government area without the required approvals
- Provide long-vehicle parking within the town centre; easily accessible parking by anyone travelling with a recreational vehicle is always a sought-after service and ideally within walking distance of attractions and facilities
- Have directional signage to the local information centre where visitors can get information on local caravan parks and the location of dump point facilities

Participating councils will be provided with:

Two signs (personalised or generic) for installation on entry points to your town to convey participation in the national program.

- A free listing on [www.communitywelcomesrv.com.au](http://www.communitywelcomesrv.com.au) which details all towns, regions and communities participating in the Community Welcomes Recreational Vehicles program.
- Councils already involved with the CMCA RV Friendly Town program, or want to be, are not excluded from participating in the CCIA NSW's scheme, provided the criteria is met.

This may mean having two sets of signs at entry points, or Council making a choice between the programs as they see fit.

If an application is approved, a Memorandum of Understanding (MOU) will be sought between Council and a relevant community group to manage the RV Friendly site.

Drafting and implementing the MOU will be the responsibility of Council's Tourism team, with assistance from Council's Governance team.

## **CONSULTATION**

Consultation has occurred with local Chambers of Commerce and some accommodation providers, with the majority supporting the initiative.

## **CONCLUSION**

That Council moves forward with its plans to apply for Casino to become RV friendly and continues investigating options in Woodburn and New Italy.

## **ATTACHMENT(S)**

**Nil**

**15 FINANCIAL REPORTS****15.1 QUARTERLY BUDGET REVIEW STATEMENT FOR THE QUARTER ENDED 30 SEPTEMBER 2019**

**Author:** Hayley Martin, Business Development Accountant

**EXECUTIVE SUMMARY**

This report outlines the proposed adjustments for the 2019/2020 budget for the quarter ended 30 September 2019. These adjustments exclude all previously adopted Monthly Budget Adjustments.

The proposed changes see Council's projected operating surplus from continuing operations for 2019/2020 improve from the revised budget deficit as at 31 July 2019 of \$312,798 to a surplus of \$36,141. The operating result before capital grants and contributions has decreased however to a projected loss of \$5,124,874. There has been a decrease in reserve funding of \$1,174,207, with a revised projected transfer from cash reserves of \$4,687,216. This is primarily due to the removal of \$1,025,000 in capital revenue which was for the sale of land in Evans Head, this land ended up settling last financial year.

Income from continuing operations has increased by \$660,841, with total income now projected to be \$65,069,651. This is largely due to the approval of several infrastructure projects under the Rural Fire Fighting Fund for \$265,000 along with the approval of stage 2 of the Johnston Street, Bruxner Highway Shared Pathway. Council also received notification of its Financial Assistance Grant entitlement for 2019/2020 which was \$104,436 higher than originally budgeted.

Expenses from continuing operations have increased by \$311,902 with total operating expenses now projected to be \$65,033,509. This increase is largely due to the approval of several infrastructure projects under the Rural Fire Fighting Fund for \$155,000, as mentioned above, along with \$66,224 in projects funded from Better Waste and Recycling grant funding.

Council's capital works program has increased by \$451,098, to a projected total of \$22,491,137. This is largely due to the approval of stage 2 of the Johnston Street, Bruxner Highway Shared Pathway, along with \$110,000 in infrastructure projects under the Rural Fire Fighting Fund. In addition, a review of the sewerage services capital works program has resulted in an additional \$92,914 being allocated towards the capital works program.

A detailed Quarterly Budget Review Statement for the first quarter of the 2019/2020 year has been circulated separately to each Councillor. These changes are disclosed by Priority Areas on pages 2-8 of the Quarterly Budget Review Statement and detailed explanations are provided on pages 9-11.

**RECOMMENDATION**

That Council adopt the Quarterly Budget Review Statement as at 30 September 2019 and approve the recommended variations.

**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 detailed in the report.

**REPORT**

The budget review for the first quarter of the 2019/2020 financial year has seen Council's operating result from continuing operations improve to a projected surplus of \$36,141. This is an increase of \$348,939 from the revised deficit as at 31 July 2019 of \$313,798. Council's projected operating result before capital grants and contributions is a loss of \$5,124,874.

Council's estimated budget result (unrestricted cash result) has improved marginally from \$193,256 to a projected surplus of \$240,304.

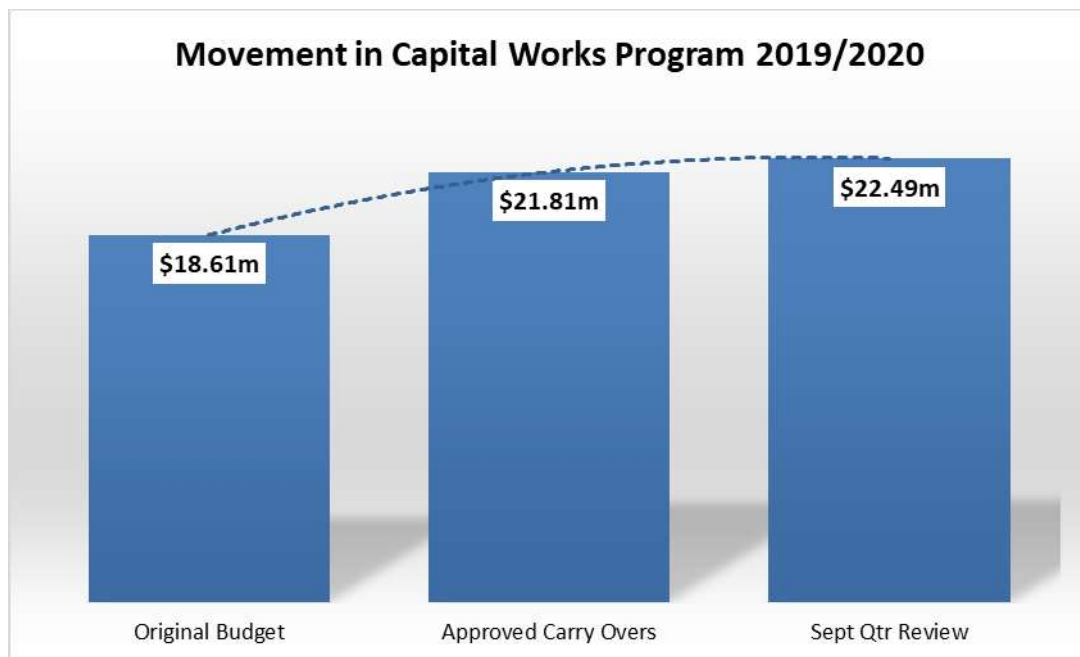
In overall cash terms, there is an increase in the estimated funding from reserves of \$1,174,207, with an estimated transfer from reserves of \$4,687,216 for the 2019/2020 financial year. This increase is predominately due the removal of capital revenue from the original budget associated with the sale of land in Evans Head which occurred in the previous year.

Income from continuing operations has increased by \$660,841, with total income now projected to be \$65,069,651. Contributing to this increase is the approval of \$265,000 in infrastructure projects under the Rural Fire Fighting Fund, along with \$416,000 in grant funding for Stage 2 of the Johnston Street, Bruxner Highway Shared Pathway. In addition, Council also received notification of its Financial Assistance Grant entitlement for 2019/2020 resulting in an increase to the original budget allocation of \$104,436. Offsetting these increases was the removal of \$163,505 from the original budget in Regional Roads REPAIR program funding which was expended in the previous year. All recommended changes for Council resolution of \$660,841 are disclosed by Priority Area on page 4 of the Quarterly Budget Review Statement and detailed explanations are provided on pages 9-11.

Expenses from continuing operations have increased by \$311,902 to a projected total of \$65,033,509. This is largely due to \$155,000 in infrastructure projects under the Rural Fire Fighting Fund, along with an additional \$66,224 in Better Waste & Recycling funded projects. In addition, \$40,000 has been allocated towards the development of a Pedestrian Access and Mobility Plan. All recommended changes for Council resolution of \$311,902 are disclosed by Priority Area on page 5 of the Quarterly Budget Review Statement and detailed explanations are provided on pages 9-11.

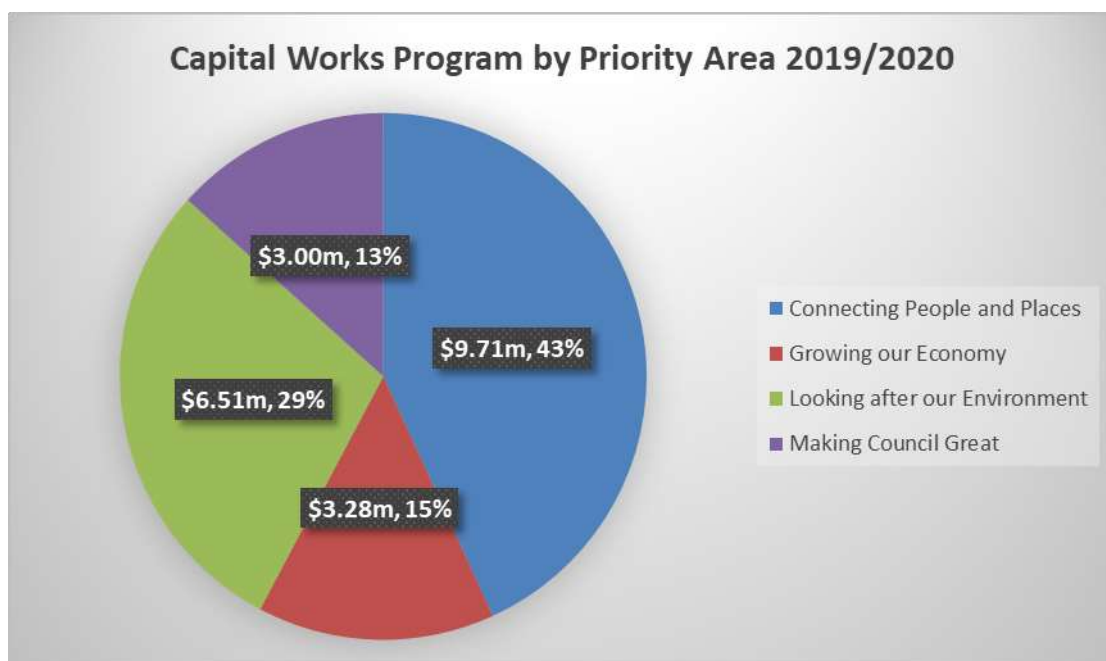
Council's capital works budget has increased by \$451,098. The projected capital works program now totals \$22,491,137, with the increase largely attributed to \$416,000 in funding for stage 2 of the Johnston Street, Bruxner Highway Shared Pathway. This was offset slightly by the removal of \$163,505 in Regional Roads REPAIR program funding from the original budget due to the funding being spent in the previous year. A further increase was associated with \$110,000 in infrastructure projects under the Rural Fire Fighting Fund. All recommended changes to the Capital Works Program are disclosed by Priority Area on page 6 of Council's Quarterly Budget Review Statement and detailed explanations are provided on pages 9-11.

The following graph tracks the movement in the capital works program for 2019/2020 from the original budget, after the adoption of approved carry over works and other approved monthly adjustments up to the September Quarterly Budget Review.



Council's capital works program will need to be closely monitored and further reviewed throughout the year to ensure all projects are able to be delivered.

The following graph provides a summary of the capital works program by Priority Area:



Council's projected budget position and recommended changes for Council resolution are summarised in the table below:

Quarterly Budget Review Statement for the quarter ended 30 September 2019	Revised Budget 31-Jul-19	Recommended Changes for Council Resolution	Projected Year End Result 2018/2019
Income from Continuing Operations	64,408,810	660,841	65,069,651
Expenses from Continuing Operations	64,721,607	311,902	65,033,509
<b>Operating Result from Continuing Operations</b>	<b>(312,798)</b>	<b>348,939</b>	<b>36,141</b>
<b>Operating Result before Capital Income</b>	<b>(5,073,818)</b>	<b>(51,056)</b>	<b>(5,124,874)</b>
Add: Non-Cash Expenses	18,446,841	0	18,446,841
Add: Non-Operating Funds Employed	3,071,891	(1,025,000)	2,046,891
Less: Capital Expenditure	22,040,039	451,098	22,491,137
Less: Loan Repayments	2,485,648	0	2,485,648
<b>Estimated Funding Result – Surplus/(Deficit)</b>	<b>(3,319,753)</b>	<b>(1,127,159)</b>	<b>(4,446,912)</b>
Restricted Funds – Increase/(Decrease)	(3,513,009)	(1,174,207)	(4,687,216)
<b>Unrestricted Funds – Increase/(Decrease)</b>	<b>193,256</b>	<b>47,048</b>	<b>240,304</b>

Pages 9 to 11 of the attached Quarterly Budget Review Statement contain the detailed budget variation explanations. A summary of the main contributing factors within each Priority Area is as follows:

#### Connecting People & Places

- Increase in Emergency Management operating income of \$265,000, operating expenditure of \$155,000 and capital expenditure of \$110,000 due to the approval of infrastructure projects under the Rural Fire Fighting Fund.
- Increase in Swimming Pools capital expenditure with the proposal to bring forward \$50,000 from the 2020/2021 budget for the development of the Casino Swimming Pool masterplan.
- Increase in Building and Maintaining Roads capital expenditure due to the approval of grant funding for Stage 2 of the Johnston Street, Bruxner Highway Shared Pathway.

#### Growing our Economy

- Decrease in Real Estate capital revenue of \$1,025,000 due to the removal of the sale of land in Evans Head from the original budget as the sale occurred in the previous financial year.

#### Looking after our Environment

- Increase in Waste Management capital expenditure of \$76,224. This is largely due to the allocation of grant funding under the Better Waste and Recycling fund.
- Increase in Sewerage Services capital expenditure after a review of the program resulted in \$92,914 in additional projects.

#### Making Council Great

- Increase in Financial Services operating income of \$104,436 as Council received notification of its Financial Assistance Grant entitlement for 2019/2020.

### **CONCLUSION**

As at the end of the first quarter, Council's operating result from continuing operations is a projected surplus of \$36,141, with a projected loss before capital grants and contributions of \$5,124,874. Council's capital works budget has increased slightly to \$22,491,137 and this will need to be closely monitored to ensure all projects can be delivered. Council's estimated budget result (unrestricted cash result) has improved to a projected surplus of \$240,304 and overall, Council's projected financial position at year end remains satisfactory.



**ATTACHMENT(S)**

- 1. Quarterly Budget Review Statement for the Quarter ended 30 September 2019 (under separate cover)**

**15.2 FINANCIAL ANALYSIS REPORT - OCTOBER 2019**

**Author:** Dean Fordham, Principal Accountant

**EXECUTIVE SUMMARY**

The purpose of this report is to inform Council on the status and performance of its investment portfolio in accordance with the *Local Government Act 1993* (Section 625), *Local Government (General) Regulation 2005* (Clause 212), Australian Accounting Standard (AASB 9) and Council's Investment Policy.

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

Investment Portfolio	General Bank Accounts	Trust Funds	Total
\$46,621,670	\$454,813	\$87,050	\$47,163,533

The weighted average rate of return on Council's investments for October 2019 was 2.10% which is above the 90 Day Bank Bill Index for October of 0.925%.

**RECOMMENDATION**

Recommended that Council adopt the Financial Analysis Report detailing investment performance for the month of October 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 31 October 2019, Council had earned \$114,444 in interest and \$228,881 in fair value gains for total investment revenue of \$343,325 against a budget of \$995,000 (which equates to 34.51%). Future fair value gains or losses will continue to be monitored and reported to Council.

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

The RBA lowered the cash rate by 25 basis points to 0.75% per annum at its October 2019 meeting.

**Rate of Return**

The weighted average rate of return on investments in October 2019 was 2.10%, a decrease of 72 basis points from the previous month. The rate of return is 118 basis points above the 90 Day Bank Bill Index of 0.925% which is Council's benchmark.

**Council's Investment Portfolio**

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

Investment Portfolio	Face Value	General Bank Accounts	Trust Funds
\$46,621,670	\$44,368,311	\$454,813	\$87,050

The Investment Portfolio balance at 31 October 2019 of \$46,621,670 is made up of Council's Business Online Saver Account (\$3,865,000), Term Deposits (\$23,000,000) and NSW Treasury Corporation Investments (\$19,756,670).

Council's investment portfolio has maturity dates ranging from same day up to 732 days. Term deposits of \$23,000,000 represented 49.33% of the total portfolio as at 31 October 2019. Council did not invest in any new term deposits during the month of October 2019 and no term deposits matured during the month. This was mainly due to cashflow requirements for October as well as Council having recently invested in some term deposits that are maturing over longer terms. A transfer of \$1 million to the NSW Treasury Corporation Cash Facility Trust was made during the month as this fund has generally been yielding higher returns than the Commonwealth Bank's Business Online Saver (BOS) account.

Council had \$19,756,670 in longer term investments being the Cash Facility Trust and Medium-Term Growth Fund with NSW Treasury Corporation as at 31 October 2019. The investment values are shown below.

Investment Holding	Fair Value 31-Oct-19	Fair Value Gain/(Loss) October 2019	Fair Value Gain/(Loss) YTD
Cash Facility Trust	\$10,149,441	\$9,011	\$40,513
Medium Term Growth Fund	\$9,607,229	\$14,447	\$188,368
<b>Total</b>	<b>\$19,756,670</b>	<b>\$23,458</b>	<b>\$228,881</b>

### Environmentally Sustainable Investments (ESI's)

The current holdings in ESI's is \$11,000,000 or 23.59% 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](http://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 \$30,756,670 or 65.97% of the total investment portfolio.

### NSW Treasury Corporation Update

#### *Annual Investment Strategy Review*

NSW Treasury Corporation has undertaken an annual investment strategy review for the TCorpIM Medium Term Growth Fund. Changes will be introduced in 2 key areas being: -

- 1) Strategic Asset Allocations (SAA)
- 2) Benchmarks

SAA changes include:

- Reduced exposure to Australian shares
- Introducing a wider range of strategies for diversifying growth assets and
- Reducing exposure to defensive assets

The benchmark for the Alternative assets class has changed from a variety of benchmarks to one single benchmark. This change has been made to reflect the strategic approach and performance objectives of this asset class.

These changes are effective from 14 November 2019.

### ***Sustainability Bonds***

#### **TCorp Green Bonds**

In November 2018 NSW Treasury Corporation started the NSW Sustainability Bond Program with the issue of the 10 year \$1.8b Green Bond. This was the largest Green Bond in Australia's history as of 2018. Assets earmarked against the Green Bond were the Sydney Metro Northwest, the Newcastle Light Rail and the Lower South Creek Water Treatment Programme. This bond was very popular (oversubscribed) and saw several NSW councils invest. They also were certified as being compliant with the Climate Bonds Standard and won three key awards including the Sustainability deal of the year by Kanga News. These bonds are AAA rated and sold through a panel of banks.

#### **TCorp Green Term Deposits**

This was launched this year for NSW councils after NSW Treasury Corporation worked with Inner West Council to launch a pilot green deposit. Deposits have subsequently been taken up by other councils. The assets are the same as the Green Bonds and have a maximum tenor of 6 months. Returns on these investments are expected to be approximately 0.4% less than the four major banks.

#### **TCorp Sustainability Bonds**

This issue is coming up shortly. These bonds will be issued through panel banks and are rated AAA. They will be Climate Bond Certified and will be made up of light rail, sustainable water and wastewater management assets, support an initiative for better accessibility to wharves and train stations for people with disabilities and limited mobility and support the schools program. This initiative will build 9 new and upgrade 19 schools providing 15,000 extra places for students.

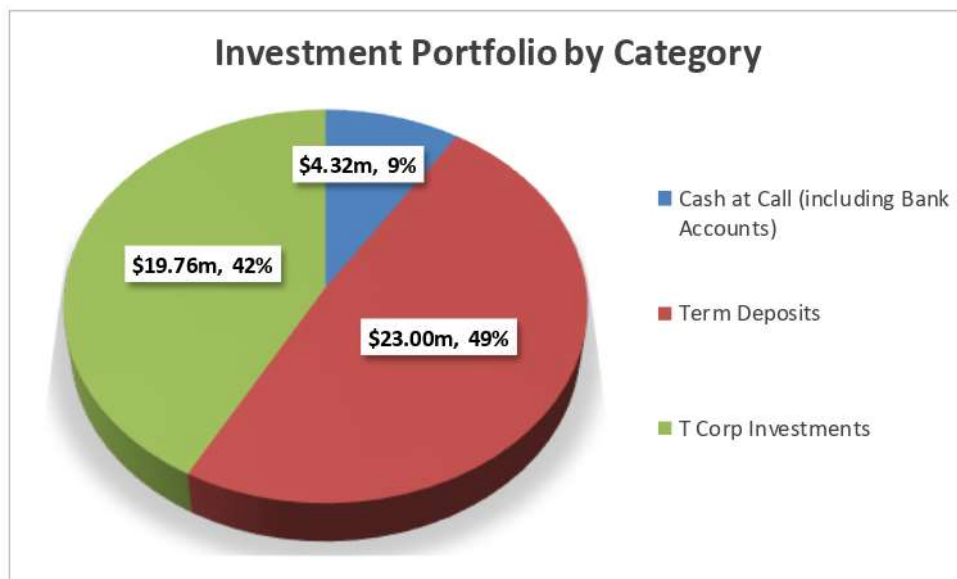
### **CONCLUSION**

During the month of October 2019 Council's investments have been made in accordance with the Act, the Regulations and Council's Investment Policy. As at 31 October 2019, Council's investments totalled \$46,621,670 with a further \$541,863 held in bank accounts. The weighted average rate of return was 2.10% for the month of October and total investment revenue equals 34.51% of budgeted revenue for the year to 31 October 2019.

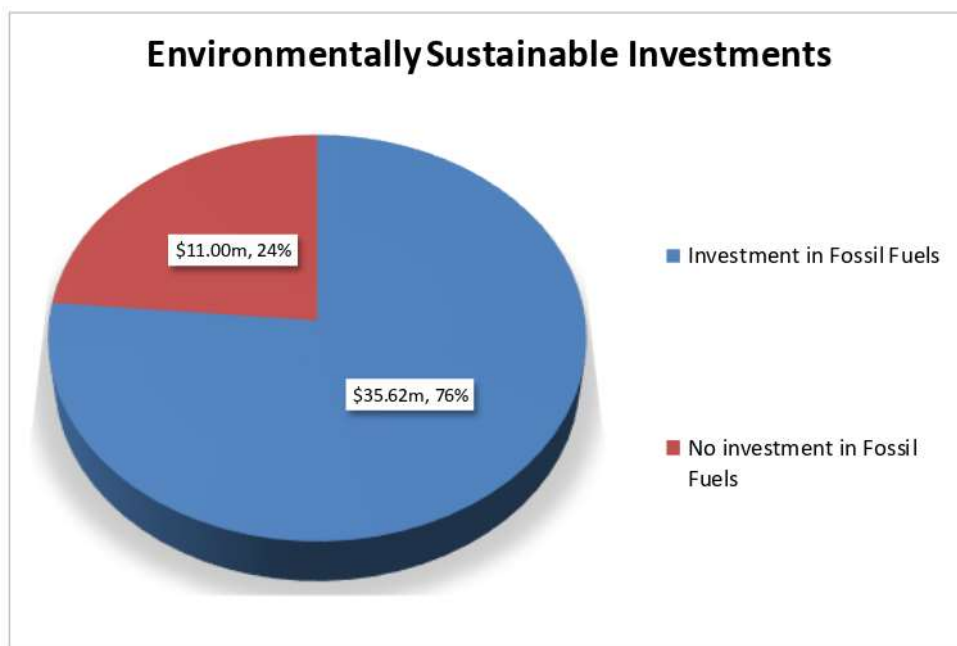
### **ATTACHMENT(S)**

1. **Financial Analysis Report Attachments**
2. **TCorp Annual Investment Strategy Review Update**

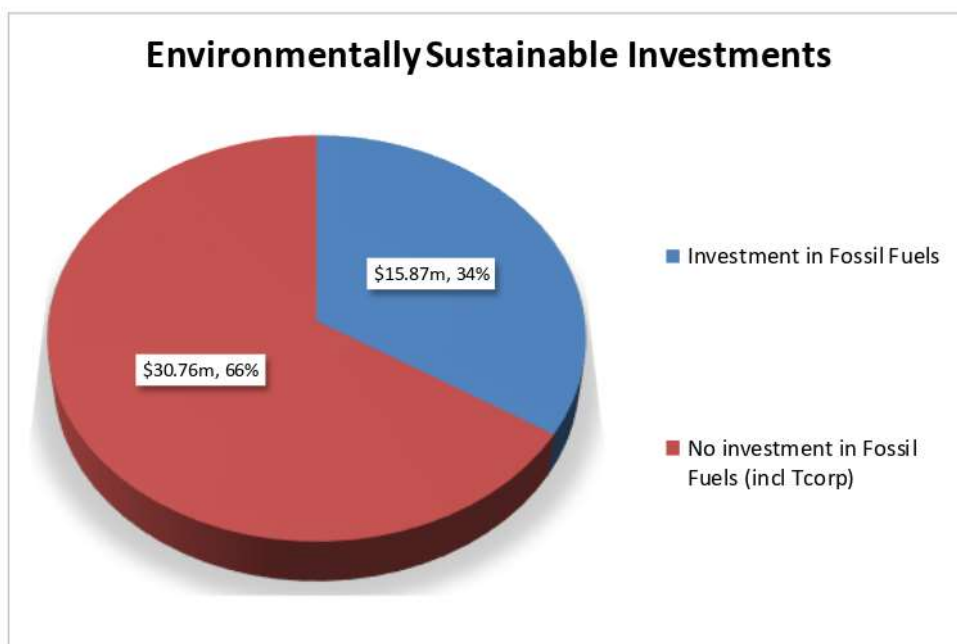
The following graph shows Council's investment portfolio by investment category as at 31 October 2019.



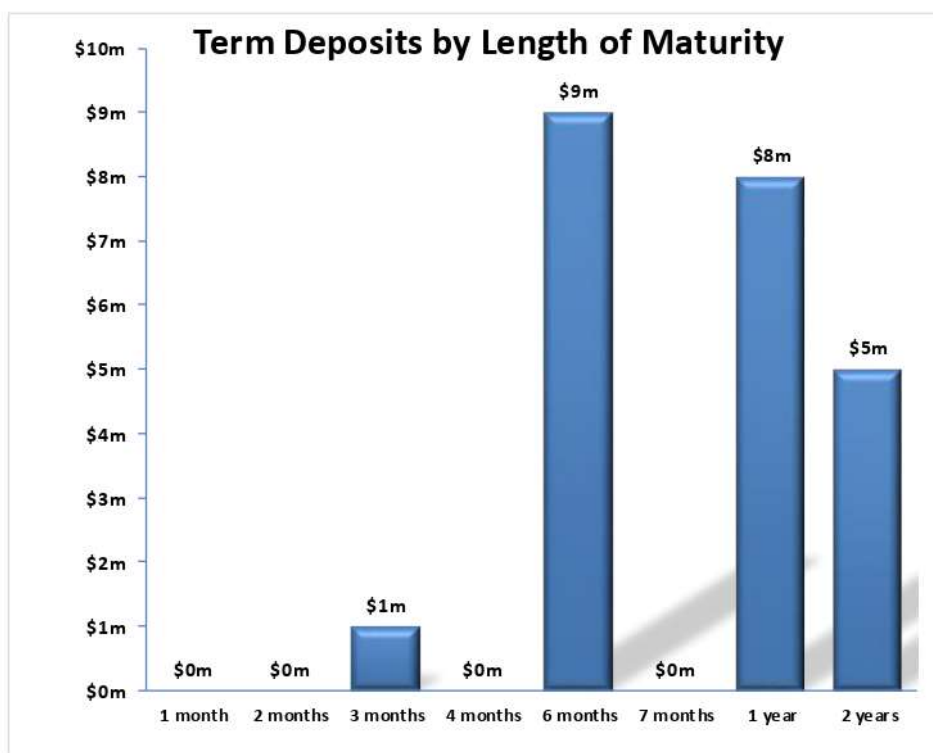
The following graph details Council's Environmentally Sustainable Investments as a percentage of Council's investment portfolio as at 31 October 2019.



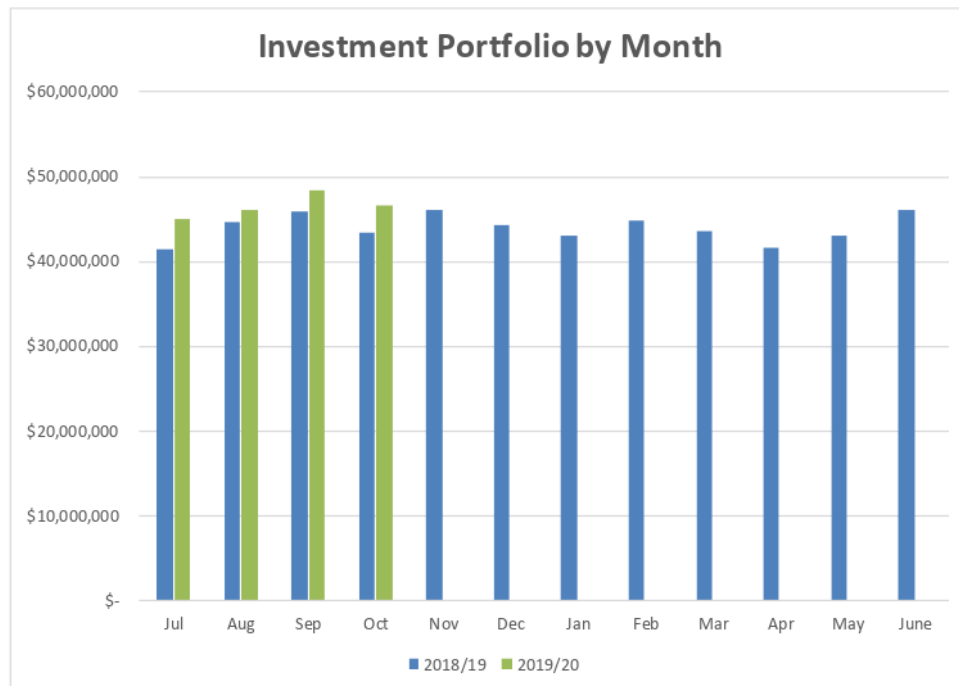
The following graph details Council's Environmentally Sustainable Investments as a percentage of Council's investment portfolio as at 31 October 2019 assuming that Council's TCorp funds were included.



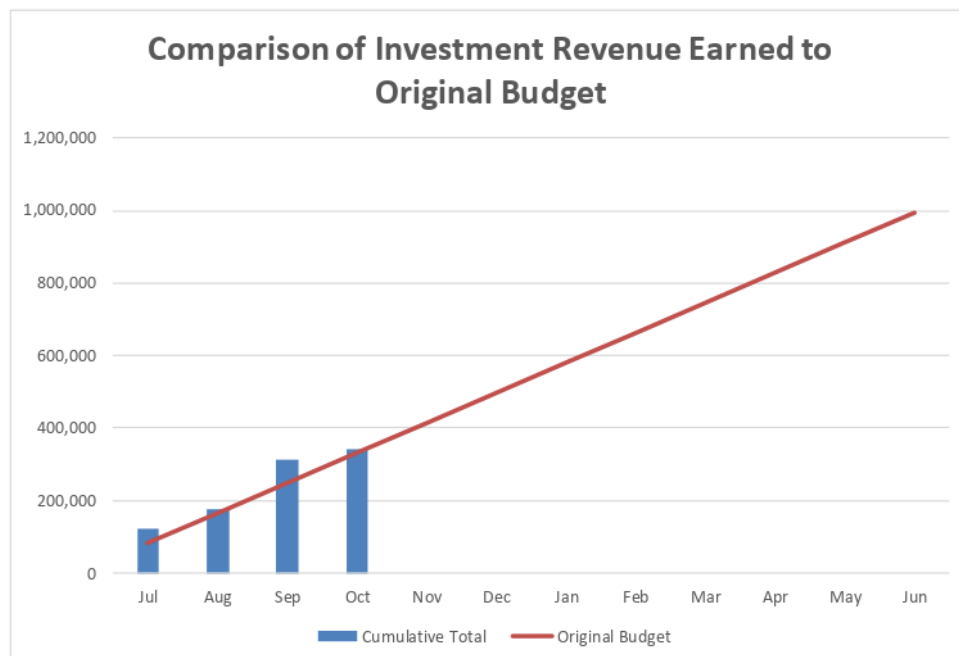
The following graph shows the length of time of Council's term deposit maturities as at 31 October 2019.



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 31 OCTOBER 2019										
Investment Source	Investment Type	Rating	Environmentally Sustainable Investments	Investment Date	Maturity Date	Rate of Return	Original Investment Value	Current Investment Fair Value	Interest / Div Received	% of Total Portfolio
Cash at Call CBA Business Online Saver Westpac Other Bank Accounts	At Call	A1+AA	N	At Call		1.10%	N/A	3,885,200	5,529,270	8.21
Total								3,843,868	5,795	8.2
<b>Term Deposits</b>										
RAG Direct	Term Deposit	A2-A	N	21/02/2018	21/02/2020	2.80%	N/A	1,000,000	0	2.1
RAG Direct	Term Deposit	A2-A	N	1/02/2018	3/03/2020	2.88%	N/A	1,000,000	0	2.1
RAG Direct	Term Deposit	A2-A	N	5/03/2018	5/03/2020	2.88%	N/A	1,000,000	0	2.1
Greater Bank	Term Deposit	A2-BBB	Y	13/06/2018	12/06/2020	3.00%	N/A	1,000,000	0	2.1
Defence Bank	Term Deposit	A2-BBB	Y	3/06/2018	2/06/2020	3.00%	N/A	1,000,000	0	2.1
Bank of Qld	Term Deposit	Unrated	Y	28/11/2018	28/11/2019	2.99%	N/A	1,000,000	0	2.1
Bank of Qld	Term Deposit	Unrated	Y	28/11/2018	28/11/2019	2.99%	N/A	1,000,000	0	2.1
MyState Bank Limited	Term Deposit	A2-BBB	Y	3/12/2018	3/12/2019	2.89%	N/A	1,000,000	0	2.1
Australian Military Bank	Term Deposit	Unrated	Y	4/12/2018	4/12/2019	2.98%	N/A	1,000,000	0	2.1
Auswide Bank	Term Deposit	A3-BBB	Y	12/12/2018	12/12/2019	2.98%	N/A	1,000,000	0	2.1
Australian Military Bank	Term Deposit	Unrated	Y	28/02/2018	28/02/2020	2.96%	N/A	1,000,000	0	2.1
Westpac	Term Deposit	A1+AAA	N	1/02/2018	2/03/2020	2.82%	N/A	1,000,000	0	2.1
AMP Ltd	Term Deposit	A2-BBB+	N	4/06/2018	2/12/2019	2.85%	N/A	1,000,000	0	2.1
AMP Ltd	Term Deposit	A2-BBB+	N	12/06/2018	11/12/2019	2.86%	N/A	1,000,000	0	2.1
Judo Bank	Term Deposit	Unrated	Y	13/06/2018	12/12/2019	2.62%	N/A	1,000,000	0	2.1
AMP Ltd	Term Deposit	A2-BBB+	N	28/06/2018	24/02/2020	2.20%	N/A	1,000,000	0	2.1
Westpac	Term Deposit	A1+AAA	N	3/06/2018	3/12/2019	1.82%	N/A	1,000,000	0	2.1
AMP Ltd	Term Deposit	A2-BBB+	N	3/06/2018	2/03/2020	2.20%	N/A	1,000,000	0	2.1
Judo Bank	Term Deposit	Unrated	Y	3/06/2018	3/09/2020	2.05%	N/A	1,000,000	0	2.1
Macquarie Bank	Term Deposit	A1-A	N	6/08/2018	6/03/2020	1.75%	N/A	1,000,000	0	2.1
Judo Bank	Term Deposit	Unrated	Y	8/08/2018	10/03/2020	2.10%	N/A	1,000,000	0	2.1
Macquarie Bank	Term Deposit	A1-A	N	13/06/2018	16/03/2020	1.75%	N/A	1,000,000	0	2.1
National Australia Bank	Term Deposit	A1+AAA	N	16/06/2018	16/03/2020	1.75%	N/A	1,000,000	0	2.1
AMP Future									0	
Total								23,690,868	0	49.3
<b>KSW Treasury Corporation Renewable Investments</b>										
Cash Facility Trust	Trust		N	Various	N/A	1.20%	8,468,282	10,148,441	9,011	21.7
Medium Term Growth Fund	Trust		N	Various	N/A	1.80%	9,069,028	9,907,229	14,447	26.8
Total								17,537,311	19,756,670	48.3
<b>Bank Accounts</b>										
Balance \$		44,368,311								
31 Oct 19		456,21670								
Account Name		29,256								
General Fund Bank Account		424,782								
Trust Fund Bank Account		87,050								
NAB Cheque Account		20								
Total		541,883								
Total Investment Portfolio at Face Value						44,368,311				
Total Investment Portfolio at Fair Value						456,21670				
Interest Revenue Received						29,256				
Weighted Average Interest Rate						2.10%				
Total Bank Account Portfolio						541,883				
Total Portfolio						47,163,333				





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14 October 2019

Dear Investor

**TCorpIM Medium Term Growth Fund and TCorpIM Long Term Growth Fund  
Changes to the Product Brochure (TCorpIM Funds Offer Document)**

We have recently completed the annual investment strategy review for the TCorpIM Medium and Long Term Growth Funds (the Funds). This investment strategy review analyses the Funds' long term return objectives and risk frameworks, to determine the Fund's investment strategy.

As a result, some changes are being made to the Funds' Strategic Asset Allocation (SAA) ranges, and we are also changing the benchmark for the Alternatives asset class. These changes take account of the investment market landscape and are expected to improve risk adjusted returns.

Therefore, we will be updating the following sections of the offer document;

1. Strategic Asset Allocation and range changes; and
2. Investment opportunity enhancements – changes to the Alternative asset class name and benchmark.

**Strategic Asset Allocation and range changes**

The changes to the Funds' investment strategy aim to improve the risk-adjusted returns of the portfolios and this is being achieved through the following:

- **Reducing the home country bias in shares:** We are reducing exposure to Australian shares. This will moderate the concentration risk to Australia and provide a better balance of equity risks in the portfolios.
- **Increasing exposure to diversifying growth assets:** We are introducing a wider range of strategies in the Alternatives asset class, including strategies which have a low correlation to equity markets. We are also increasing the allocation to global listed property, which provides increased access to property returns.
- **Reducing exposure to defensive asset sectors:** We will reduce the allocation to defensive asset sectors such as cash and bonds, where returns have fallen because of today's low interest rate environment. This also provides funding to increase the allocation to other diversified growth assets.

**Table 1: TCorpIM Medium Growth Fund****Current and new SAA and ranges**

<b>Strategic Asset Allocation</b>	<b>Current %</b>	<b>New %</b>	<b>Change %</b>
<b>Growth Assets</b>	<b>42.0</b>	<b>48.0</b>	<b>+6.0</b>
• Equities	22.0	21.0	-1.0
• Real assets	3.0	5.0	+2.0
• Credit	13.0	13.0	-
• Alternatives	4.0	9.0	+5.0
<b>Defensive Assets</b>	<b>58.0</b>	<b>52.0</b>	<b>-6.0</b>
• Fixed Income	18.0	15.0	-3.0
• Cash	40.0	37.0	-3.0
• Foreign currency overall	16.5	15.5	-1.0

**Table 2: TCorpIM Long Term Growth Fund****Current and new SAA and ranges**

<b>Strategic Asset Allocation</b>	<b>Current %</b>	<b>New %</b>	<b>Change %</b>
<b>Growth Assets</b>	<b>80.0</b>	<b>83.0</b>	<b>+3.0</b>
• Equities	59.0	54.0	-5.0
• Real assets	2.0	6.0	+4.0
• Credit	14.0	14.0	-
• Alternatives	5.0	9.0	+4.0
<b>Defensive Assets</b>	<b>20.0</b>	<b>17.0</b>	<b>-3.0</b>
• Fixed Income	10.0	10.0	
• Cash	10.0	7.0	-3.0
Foreign currency overall	40.0	40.0	-

Further summaries which provide greater detail of asset class changes are outlined in Appendix One and Two.

### **Benchmark change for the Alternatives asset class (previously the Multi-Asset class sector)**

Alternatives are differentiated from other asset classes because their returns are mainly driven by manager skill, rather than the overall direction of equity and bond markets. Alternatives strategies provide further diversification and perform differently under different investment market environments.

The planned change to the Alternatives allocation will require a change to the benchmark, which will be now become a long-term "cash plus" hurdle. This new benchmark reflects the multiple strategy approach and the performance objective of the Alternatives asset class.

This changed benchmark is outlined in Table 3 below:

**Table 3: Alternatives asset class benchmark change**

<b>Fund</b>	<b>Current benchmark</b>	<b>New benchmark</b>
<b>TCorpIM Medium Term Growth</b>	<ul style="list-style-type: none"> <li>• 20% MSCI World (ex-tobacco) Index \$A Hedged;</li> <li>• 15% MSCI World (ex-tobacco) Index \$A Unhedged;</li> <li>• 5% MSCI Emerging Markets (ex-tobacco) Index \$A Unhedged; and,</li> <li>• 60% Barclays Global Aggregate Index \$A Hedged.</li> </ul>	Bloomberg AusBond Bank Bill Index + 3.00% p.a. over rolling five-year periods.
<b>TCorpIM Long Term Growth</b>	<ul style="list-style-type: none"> <li>• 20% MSCI World (ex-tobacco) Index \$A Hedged;</li> <li>• 15% MSCI World (ex-tobacco) Index \$A Unhedged;</li> <li>• 5% MSCI Emerging Markets (ex-tobacco) Index \$A Unhedged; and,</li> <li>• 60% Barclays Global Aggregate Index \$A Hedged</li> </ul>	Bloomberg AusBond Bank Bill Index + 3.25% p.a. over rolling five-year periods.

## Timing

These changes will be made from the 14 November 2019.

We will be updating the TCorpIM Funds Offer Document in the coming months and this letter is to inform you of the current planned changes, in the interim.

We look forward to continuing to enhance our investment fund offerings and if you would like to discuss this further, please contact your Client Services Representative at TCorp:

<u>Christine Evers</u>	9325 9332
<u>Ali Parker</u>	9338 9196
<u>Eva Alexandratos</u>	9325 9227
<u>Laurence Trinca</u>	9325 9307
<u>Yvonne Blunt</u>	9325 9305
<u>Sheridan Hopkins</u>	9325 9251

Yours sincerely

*p.p. Vivian Lee*

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## Appendix One -TCorpIM Medium Term Growth Fund

### Strategic asset allocation changes by asset class

	Current	Current SAA Ranges		New SAA	New SAA ranges	
	Strategic Asset Allocation (%)	Min (%)	Max (%)	SAA (%)	Min (%)	Max (%)
<b>Equities</b>	<b>22.0</b>			<b>21.0</b>	<b>5</b>	<b>35</b>
• Australian shares	7.5	0	15	7.5	0	17.5
• Global shares	14.5	0	28	13.5	3.5	23.5
<b>Real Assets</b>	<b>3.0</b>			<b>5.0</b>	<b>0</b>	<b>20</b>
• Global listed property	3.0	0	7	5.0	0	15
<b>Credit</b>	<b>13.0</b>			<b>13.0</b>	<b>5</b>	<b>25</b>
• Bank loans	5.0	0	10	5.0	0	12
• Global high yield	2.0	0	8	2.0	0	12
• Global credit	2.0	0	7	2.0	0	6
• Emerging market debt	4.0	0	9	4.0	0	12
<b>Alternatives</b>	<b>4.0</b>	<b>0</b>	<b>9</b>	<b>9.0</b>	<b>0</b>	<b>20</b>
<b>Growth Assets</b>	<b>42.0</b>	<b>32</b>	<b>52</b>	<b>48.0</b>	<b>35</b>	<b>65</b>
<b>Fixed Income</b>	<b>18.0</b>			<b>15.0</b>	<b>0</b>	<b>30</b>
• Australian bonds	18.0	5	30	15.0	0	35
<b>Cash</b>	<b>40.0</b>	<b>30</b>	<b>60</b>	<b>37.0</b>	<b>20</b>	<b>60</b>
<b>Defensive Assets</b>	<b>58.0</b>	<b>48</b>	<b>68</b>	<b>52.0</b>	<b>35</b>	<b>65</b>
<b>Foreign currency</b>	<b>16.5</b>	<b>-</b>	<b>-</b>	<b>15.5</b>	<b>0</b>	<b>30</b>



**Appendix two - TCorpIM Long Term Growth Fund**  
**Strategic Asset Allocation changes by asset class**

	Current Strategic Asset Allocation (%)	Current SAA ranges		New SAA  SAA (%)	New SAA ranges	
		Min (%)	Max (%)		Min (%)	Max (%)
<b>Equities</b>	<b>59.0</b>			<b>54.0</b>	<b>35</b>	<b>75</b>
• Australian shares	22.0	15	35	14.0	0	34
• Global shares	37.0	20	52	40	13	70
<b>Real Assets</b>	<b>2.0</b>			<b>6.0</b>	<b>0</b>	<b>20</b>
• Global listed property	2.0	0	7	6.0	0	16
<b>Credit</b>	<b>14.0</b>			<b>14.0</b>	<b>5</b>	<b>25</b>
• Bank loans	6.0	0	10	6.0	0	16
• Global high yield	3.0	0	8	3.0	0	9
• Global credit	-	0	7	-	0	10
• Emerging market debt	5.0	0	9	5.0	0	15
<b>Alternatives</b>	<b>5.0</b>	<b>0</b>	<b>10</b>	<b>9.0</b>	<b>0</b>	<b>20</b>
<b>Growth Assets</b>	<b>80.0</b>	<b>70</b>	<b>90</b>	<b>83.0</b>	<b>60</b>	<b>100</b>
<b>Fixed Income</b>	<b>10.0</b>			<b>10.0</b>	<b>0</b>	<b>30</b>
• Australian bonds	20.0	0	17	10.0	0	40
<b>Cash</b>	<b>10.0</b>	<b>5</b>	<b>20</b>	<b>7.0</b>	<b>5</b>	<b>30</b>
<b>Defensive Assets</b>	<b>20.0</b>	<b>10</b>	<b>30</b>	<b>17.0</b>	<b>0</b>	<b>40</b>
<b>Foreign currency</b>	<b>40.0</b>	<b>-</b>	<b>-</b>	<b>40.0</b>	<b>20</b>	<b>60</b>

**15.3 2018/2019 RICHMOND VALLEY COUNCIL FINANCIAL STATEMENTS**

**Author:** Dean Fordham, Principal Accountant

**EXECUTIVE SUMMARY**

At the Ordinary Meeting held on 22 October 2019, Council was required by Section 413 of the *Local Government Act 1993* to adopt the financial statements for the 2018/2019 financial year as a result of the completion of the audit process. At this meeting, Council also resolved to present the audited financial statements to the public at the Ordinary Meeting to be held on 19 November 2019.

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.

## RECOMMENDATION

Recommended that in accordance with Sections 418 and 419 of the *Local Government Act 1993*, Council present the financial statements of Richmond Valley Council for the financial year ended 30 June 2019 to the public.

## DELIVERY PROGRAM LINKS

Making Council Great

CS2 Great Support

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

## BUDGET IMPLICATIONS

Detailed within this report.

## REPORT

Section 418 (1) (a) of the *Local Government Act 1993* requires Council to fix a date for a meeting where the financial statements are to be presented to the public and Section 419 (1) requires Council to present the financial reports and Auditor's Reports to the meeting on the date fixed. Council resolved at the Ordinary Meeting held on 22 October 2019 that the financial statements would be presented at the meeting to be held on 19 November 2019.

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 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
<b>Operating Result from Continuing Operations</b>	<b>10,312</b>	<b>5,680</b>
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
<b>Total Assets</b>	<b>851,350</b>	<b>806,522</b>
Total Current Liabilities	14,650	12,562
Total Non-Current Liabilities	27,680	27,517
<b>Total Liabilities</b>	<b>42,330</b>	<b>40,079</b>
<b>Net Assets</b>	<b>809,020</b>	<b>766,443</b>
<b>Equity</b>		
Accumulated Surplus	353,793	343,332
Revaluation Reserves	455,227	423,111
<b>Total Equity</b>	<b>809,020</b>	<b>766,443</b>

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)
<b>Net Cash provided (or used in) Operating Activities</b>	<b>29,809</b>	<b>22,329</b>
Cash Flows from Investing Activities - receipts	2,748	5,175
Cash Flows from Investing Activities - payments	(29,084)	(36,067)
<b>Net Cash provided (or used in) Investing Activities</b>	<b>(26,336)</b>	<b>(30,892)</b>
Cash Flows from Financing Activities - receipts	1,000	13,855
Cash Flows from Financing Activities - payments	(2,289)	(12,238)
<b>Net Cash provided (or used in) Financing Activities</b>	<b>(1,289)</b>	<b>1,267</b>
<b>Net Increase/(Decrease) in Cash Held</b>	<b>2,184</b>	<b>(6,946)</b>
Cash and Cash Equivalents - beginning of year	5,988	12,934
<b>Cash and Cash Equivalents - end of year</b>	<b>8,172</b>	<b>5,988</b>
Plus: Investments on Hand - end of year	38,528	39,028
<b>Total Cash, Cash Equivalents and Investments</b>	<b>46,700</b>	<b>45,016</b>

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%

Consolidated Performance Measures	2018/2019	2017/2018	Benchmark
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%
<b>General Fund Ratios</b>			
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 ≥ 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
<b>External Restrictions</b>		
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
<b>Total External Restrictions</b>	<b>28,693</b>	<b>25,645</b>
<b>Internal Restrictions</b>		
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
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
<b>Total Internal Restrictions</b>	<b>18,007</b>	<b>19,371</b>
<b>Total Restrictions</b>	<b>46,700</b>	<b>45,016</b>
<b>Total Cash, Cash Equivalents and Investments</b>	<b>46,700</b>	<b>45,016</b>
<b>Unrestricted Cash, Cash Equivalents and Investments</b>	<b>0</b>	<b>0</b>

**CONSULTATION**

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

**CONCLUSION**

The presentation of Council's financial statements to the public is the last step in complying with the legislative requirements regarding annual financial reporting. Council has also advertised the financial statements for the year ended 30 June 2019 stating that they will be presented to the public at this Ordinary Meeting and is inviting submissions. Section 420 of the *Local Government Act 1993* invites submissions from the public on the financial statements and Section 420 (3) requires Council to refer any submissions it may receive to the Auditor. Submissions close at 4:00pm Tuesday, 26 November 2019. If any submissions are received, these will be reported to Council at its Ordinary Meeting to be held 17 December 2019.

**ATTACHMENT(S)**

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

**15.4 NORTHERN RIVERS LIVESTOCK EXCHANGE STATISTICS AND FINANCIAL PERFORMANCE AS AT 30 SEPTEMBER 2019**

**Author:** Bradley Willis, NRLX Redevelopment & Operations Manager

**EXECUTIVE SUMMARY**

This report provides an update on the Northern Rivers Livestock Exchange (NRLX) financial performance as at 30 September 2019, as well as monthly throughput information from 2014/2015 to 2019/2020 YTD.

NRLX throughput is currently at the highest levels seen in the past five years. It is clear a significant influencing factor is the ongoing prolonged drought conditions. Notwithstanding, the NRLX throughput is 19.52% higher than its own five-year average and 35.1% higher than 2018/2019 YTD throughput. This sets NRLX apart from the remainder of the state which has only seen a 10.2% increase in throughput from the 2018/2019 Q1 throughput. This figure includes NRLX's increase, therefore the state average would actually be lower.

Income from user charges and fees is currently \$328,994 and 25.76% of projected yearly budget. This figure is \$82,596 higher than Q1 2018/2019 due to the increased throughput.

Operating expenditure is \$500,281 as at 30 September 2019 which is 32.10% of budgeted expenditure for the financial year. Operational expenditure is higher than anticipated for YTD due to ongoing construction works that have recently been completed. NRLX operations are investing higher levels of labour and operational budget to complete improvements that were not included in the capital build budget such as landscaping, concreting works including footpaths, agent's office surrounds, air conditioning, and ongoing technology improvements including improving mobile phone coverage given the ongoing delay in the completion of a phone tower to service the Nampoona precinct. Some of these costs are in the process of being transferred to capital budgets which will improve the NRLX operational result.

Internal charges are at \$88,217 for the quarter. Internal charges are the operation's third highest expense item behind Depreciation (\$462,010) and Salaries (\$456,688). Internal charges cover things like Council insurances, support costs, internal plant charges and rates. Council insurances are paid in full in the first quarter of each year, this obviously inflates internal charges for the first three quarters of the financial year, also there are certain plant charges that will need to be transferred to capital expenditure as they are for plant used in the NRLX construction works, bearing this in mind internal plant charges are slightly higher than anticipated for the first quarter.

It's important to note that NRLX has embarked on new ground with the employment and training of additional personnel during the intervening period to ensure business continuity while addressing excess leave for longer term existing staff. A concerted effort has been made to reduce leave liabilities during the same period.

It is imperative that the NRLX supports the \$100 Million plus industry with succession planning, modernised selling techniques through use of technology and systems, along with business continuity planning which has previously not been adequately addressed.

**RECOMMENDATION**

That Council note the performance of the Northern Rivers Livestock Exchange as at 30 September 2019.

**DELIVERY PROGRAM LINKS**

Making Council Great

CS2: Great Support

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

**BUDGET IMPLICATIONS**

As detailed in the report.

**REPORT**

This report provides an update on Saleyard throughput as at 30 September 2019 and monthly throughput from 2014/2015 to 2019/2020.

Set out below are recorded figures and graphs for total cattle sold at the NRLX.

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	Average
July	9,361	10,878	11,207	8,248	7,910	10,035	9,521
August	5,237	8,774	9,993	4,807	6,980	8,991	7,158
September	7,965	8,144	6,053	5,275	5,736	8,840	6,635
October	6,147	4,899	6,932	3,823	5,228		
November	5,667	6,781	10,132	9,498	8,046		
December	2,645	3,805	4,553	5,324	4,528		
January	9,744	6,487	6,602	5,877	8,077		
February	12,808	10,509	10,464	9,571	9,590		
March	15,866	13,572	17,302	17,321	11,814		
April	9,069	8,620	4,625	7,406	8,755		
May	10,730	8,390	13,667	8,208	13,129		
June	9,738	12,807	11,042	6,652	10,094		
<b>TOTAL</b>	<b>104,977</b>	<b>103,666</b>	<b>119,572</b>	<b>92,010</b>	<b>99,887</b>	<b>27,866</b>	<b>23,314</b>

**Market Information:**

## Australia Cattle yardings Quarterly

Unit of measure: head		Source: MLA						
Year	Quarter	NSW	Queensland	SA	Tasmania	Victoria	WA	Total
2018	September	292,116	265,150	26,333	993	112,777	26,101	723,470
	December	220,339	214,657	40,358	749	131,966	40,480	648,549
2019	March	294,472	218,059	33,352	674	106,984	38,693	692,234
	June	299,798	257,328	21,356	1,266	116,936	28,610	725,294
	September	325,304	275,367	23,353	823	101,109	30,755	756,711
Last available data are for 30 September 2019								

Winter and early spring offered no reprieve from widespread dry conditions for the majority of Australian cattle producers, who continue to contend with scarce water availability, skyrocketing feed costs and growing financial pressure. High processor throughput, in particular the elevated female slaughter, reflects ongoing herd liquidation and impacts forecasted beef production. On a 12-month rolling basis, the female percentage of adult slaughter remains at 54%, keeping the national herd firmly locked in a contraction phase. The excess turnoff of breeding stock and poor

rainfall outlook has resulted in adult cattle slaughter for 2019 being revised higher to 8.4 million head, up 7% on last year.

September marked 17 consecutive months of above year-ago levels of adult cattle slaughter. The national herd forecast for the end of June 2020 has been adjusted lower to 25.5 million head, reflecting higher slaughter levels in the second half of 2019 and estimated branding rates running well-below trend, as feed availability and water deficiencies advance to critical levels

Rainfall deficiencies through winter and the start of spring delivered below average rainfall for most of Australia. Higher than average temperatures further depleted scarce water storages and soil moisture. NSW remains the worst affected state, with 99% of the state drought declared and receiving very much below average rainfall over the past three months. The reality of 'day zero' – when water reserves are completely exhausted – is fast approaching for many regional towns.

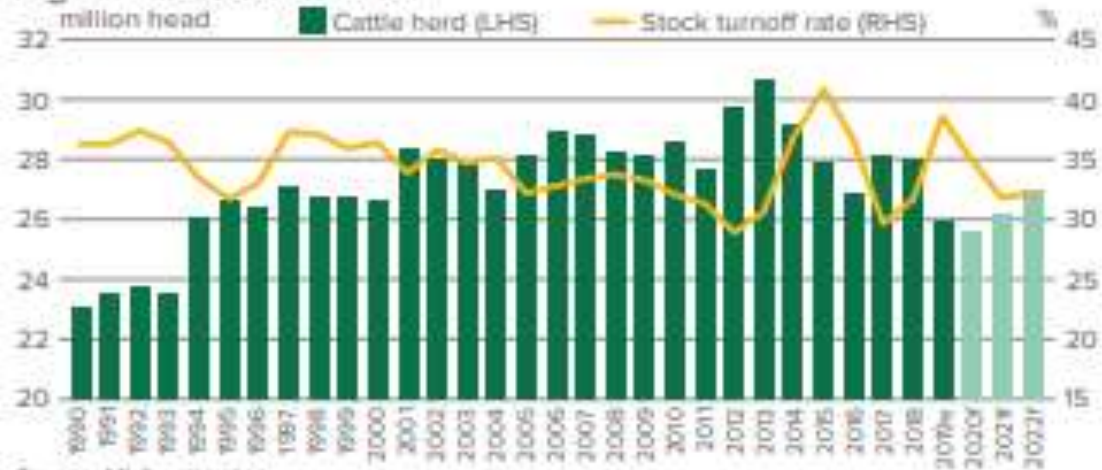
This year's bushfire season began earlier than usual, with Queensland and NSW reporting bushfires in August and September, driven by strong winds, higher than average temperatures and below average rainfall. For the remainder of the southern dry season, there is elevated bushfire potential as we have already seen and experienced in the Richmond Valley.

Figure 4: Female slaughter



Source: ABS, MLA

Figure 5: Stock turnoff



Source: MLA estimates



**Financial Implications**

The following table shows actual YTD income and expenditure against budget for FY18/19.

NRLX Income and Expenditure (includes committed orders)	Actual			Actual
	30-Sep-19 (\$)	Budget (\$)	Percentage %	30-Sep-18 (\$)
<b><u>Operating Income</u></b>				
Fees & Rent	328,994	1,277,183	25.76%	246,398
LIRS Subsidy	0	91,230	0.00%	0.00
Other Contributions	0	2,000	0.00%	0.00
<b>Total Operating Income</b>	<b>328,994</b>	<b>1,370,413</b>		<b>246,398</b>
<b><u>Operating Expenses</u></b>				
Salaries and On costs	151,961	456,688	33.27%	131,770
Materials and Contracts	102,320	179,578	56.98%	59,728
Interest on Loans	13,223	88,146	15.00%	15,186
Depreciation	115,287	462,010	24.95%	82,344
Electricity Charges	11,927	32,000	37.27%	9,334
Telephone Charges	1,292	6,754	19.12%	1,125
Insurance Charges	8,296	13,000	63.81%	8,296
Advertising Costs	460	15,000	3.07%	5,746
Printing and Stationery	1,443	2,800	51.52%	1,268
Licence Fees	0	8,645	0.00%	3,696
Subscriptions	3,374	3,700	91.19%	520
Security Charges	586	3,844	15.25%	623
Staff Training	0	0	0.00%	1,745
Software Licences	1,750	7,000	25.00%	2,199
Other General Expenses	146	2,539	5.76%	121
Internal Charges	88,217	276,963	31.85%	75,364
<b>Total Operating Expenses</b>	<b>500,281</b>	<b>1,558,668</b>	<b>32.10%</b>	<b>399,065</b>
<b>Operating Result</b>	<b>(171,287)</b>	<b>(188,255)</b>		<b>(152,667)</b>
<b><u>Capital Income</u></b>				
<b>Capital Grants &amp; Contributions/Loan Funding</b>				
Federal Grant - NRLX Upgrade	0	160,386	0.00%	105,964
Grant - LLS Admin Building	0	30,000	0.00%	0
Capital Works Levy	45,040	195,300	23.06%	30,795
<b>Total Capital Income</b>	<b>45,040</b>	<b>385,686</b>	<b>11.68%</b>	<b>136,759</b>
<b><u>Capital Expenditure</u></b>				
Effluent Management Review	0	0	0.00%	20,366
Plant Purchases	0	100,000	0.00%	0
Technology Upgrades	33,650	50,000	67.30%	2,974
NRLX Upgrade - Stage 2	306,014	210,038	145.69%	113,664
Truckwash Upgrade	0	0	0.00%	48,864
Loan Principal Repayments	166,864	336,742	49.55%	139,408
<b>Total Capital Expenditure</b>	<b>506,528</b>	<b>696,780</b>	<b>72.70%</b>	<b>325,276</b>
<b>Total Program Result - Surplus/(Deficit)</b>	<b>(632,775)</b>	<b>(499,349)</b>	<b>126.72%</b>	<b>(341,184)</b>



**CONSULTATION**

Nil.

**CONCLUSION**

This report provides information on the quarterly financial performance and monthly throughput of cattle at the NRLX. The results for this period are sound, with the ongoing drought influencing the throughput. The NRLX will always be subject to seasonal fluctuations which can change results quite quickly. The NRLX financial performance will need to be continually monitored.

**ATTACHMENT(S)**

**Nil**

**15.5 SECTION 64, SECTION 7.11 AND SECTION 7.12 CONTRIBUTIONS****Author: Dean Fordham, Principal Accountant****EXECUTIVE SUMMARY**

Council recovers contributions, raises levies and enters into planning agreements on development works that are subject to a development consent issued by Council.

Council collected \$2,306,459 in contributions in the last financial year and expended \$1,298,750. Current reserves total \$8,014,721 as at 30 June 2019.

**RECOMMENDATION**

That Council receive and note the Section 64, Section 7.11 and Section 7.12 contributions for the 2018/2019 financial year.

**DELIVERY PROGRAM LINKS**

Growing our Economy

EC 1 Driving Economic Growth

EC 1.8 Provide sustainable Urban Development Opportunities

**BUDGET IMPLICATIONS**

These funds are managed within Council's reserves.

**REPORT**

Council recovers contributions, raises levies and enters into planning agreements on development works that are subject to a development consent issued by Council.

All contributions received must be spent/utilised for the specific purpose for which they were levied and any interest earned on these funds must also be utilised for the same purpose. These funds cannot be used for ongoing operational and maintenance costs.

Local councils or other consent authorities levy these contributions for public amenities and services required as a consequence of increased demand caused by development. Developer contributions are essential in maintaining access to the facilities and services that support the high quality of life that residents of Richmond Valley Council enjoy.

The following table shows what was received in Section 64, Section 7.11 and Section 7.12 contributions by Council last financial year.

<b>Contributions Received 2018/2019</b>		<b>\$</b>
Section 7.11		1,641,850
Section 7.12		269,423
Section 64		395,186
<b>Total</b>		<b>2,306,459</b>

The following table shows expenditure of Section 7.11 and 7.12 contributions last financial year. There was no expenditure of Section 64 funds last financial year.

Expenditure of Contributions 2018/2019		\$
<b>Section 7.11</b>		
Rural Heavy Haulage		1,200,630
<b>Section 7.12</b>		
Total		98,120
<b>Total</b>		<b>1,298,750</b>

As at 30 June 2019, Council held \$5,446,994 in Section 64 reserves, \$2,181,439 in Section 7.11 reserves and \$386,288 in Section 7.12 reserves.

### CONSULTATION

Not applicable

### CONCLUSION

Council collected \$2,306,459 in contributions in the last financial year and expended \$1,298,750. Current reserves total \$8,014,721. Council will have the opportunity to inform and determine the allocation of these funds during the draft budget process for the 2020/21 which will commence early in 2020, while also taking into consideration commitments in the long-term financial plan.

### ATTACHMENT(S)

Nil

**16 TENDER REPORTS****16.1 TENDER - STAGE 1 CANNING DRIVE SUBDIVISION - VP165363**

**Author:** Ben Zeller, Manager Projects and Performance

**EXECUTIVE SUMMARY**

Richmond Valley Council called for tenders for appropriately qualified and experienced contractors for the construction of Stage 1 of a residential subdivision at Canning Drive, Casino. The works include but are not limited to; erosion and sedimentation works, traffic management, earthworks, drainage, road and pavement construction, water and sewer reticulation, electrical and telecommunications services.

**RECOMMENDATION**

For Council's consideration.

**DELIVERY PROGRAM LINKS**

Growing our Economy

EC1: Driving Economic Growth

EC1.8: Provide sustainable Urban Development Opportunities

**REPORT**

Due to the tender closing on 12 November 2019 and the evaluation having not been finalised at the time of printing the business paper, further detailed information will be provided to Council prior to the Ordinary meeting.

**ATTACHMENT(S)**

Nil

**17 GENERAL BUSINESS****17.1 CROWN ROAD TRANSFER - THE GAP**

**Author:** Matt Kinkead, Coordinator Project Development and Design

**EXECUTIVE SUMMARY**

Council has received a request from the property owner of Lot 6 DP 261664 for Council to take control of a crown road reserve that provides access to the property. Access to the applicant's property is via a Crown Road that comes off The Gap Road, adjacent to 240 The Gap Road, Woodburn. Department of Planning, Industry and Environment (Crown Lands) have advised the applicant that if future construction approvals are required for construction of a driveway to this property, the control of the road should be transferred to Council.

**RECOMMENDATION**

That Council:

1. Apply to Department of Planning, Industry and Environment (Crown Lands) to transfer the crown road reserve to Council's control as shown in the diagram.
2. Record in its Asset database the limits of the road to be maintained.

**DELIVERY PROGRAM LINKS**

Connecting People and Places

PP2: Getting Around

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

**BUDGET IMPLICATIONS**

The estimated costs incurred in the transfer of the crown road reserve to Council control is approximately \$100, which will be funded by the applicant. Staff time will be required to prepare the necessary documentation for the transfer.

**REPORT**

Council has been approached by the owner of Lot 6 DP 261664, requesting the Crown Road that provides access to his property to be transferred to Council. The land does not directly front a Council maintained road but is accessed from The Gap Road via the Crown Road reserve adjacent to the western side boundary of 240 The Gap Road, Woodburn (Lot 4 DP 261664). This Crown Road reserve also serves as legal access for several other rural properties.

The applicant is seeking to construct an access to his property. Crown Lands are not a constructing authority and does not approve such requests. The purpose of the road transfer to Council is so approval for construction works can be provided. Preliminary discussions with the applicant indicate that an unsealed driveway standard is proposed, with future maintenance being the responsibility of the applicant.

Transfer of the road reserve would not involve the maintenance or construction of any additional road pavement by Council. If the road reserve is transferred to Council's control, approval for access works can be approved into the future. Council's asset database would need to be updated to reflect that this road reserve will not contain a Council maintained road pavement.



## CONSULTATION

Council has been in consultation with the applicant and has reviewed Department of Planning, Industry and Environment (Crown Lands) correspondence on the matter. Council wrote to the other adjoining property owners seeking their comments on the proposed transfer.

Council staff discussed the proposal with a representative for the local land holders. Following this discussion, it was agreed that the road would not be closed and that the full length of the Crown road reserve should be transferred to Council's control. This will allow for other property owners further along the road to extend the road formation with Council's permission in the future.

Department of Planning, Industry and Environment (Crown Lands) have indicated that they would be agreeable to this road transfer.

**CONCLUSION**

Transfer of this road reserve from Crown will allow Council to control the standard of any future construction activities within the road reserve. It will also ensure that access is maintained for the other properties that rely on this road reserve for legal access.

**ATTACHMENT(S)**

**Nil**

**17.2 DA2019/0034 – SUBDIVISION TO CREATE TWO LOTS (LOT 1 - 334.8M2 AND LOT 2 - 398.1M2) – 135 AND 137 RIVER STREET, WOODBURN**

**Author:** Cherie Smith, Development Assessment Planner

**EXECUTIVE SUMMARY**

A Development Application has been received for the re-subdivision of two existing lots to create two new lots at 135 and 137 River Street, Woodburn. The purpose of the subdivision is to realign the properties common boundary in order to rectify existing encroachments. The existing lots are both currently below minimum lot size.

The site is zoned RU5 – Village. Clause 4.1 of the *Richmond Valley Local Environmental Plan 2012* (RVLEP) designates a 600 m<sup>2</sup> minimum lot size for the land. The subdivision will result in both lots being below the prescribed minimum lot size standard. Proposed Lot 1 being 334.8m<sup>2</sup> and proposed Lot 2 being 398.1m<sup>2</sup>.

The applicant has requested, pursuant to Clause 4.6 of the RVLEP a variation to the minimum lot size to permit the creation of both lots. The variation is in excess of 10% of the development standard and therefore must be determined by the Council in accordance with the notification of assumed concurrence issued by the Secretary of the Department of Planning and Environment.

**RECOMMENDATION**

That Council:

1. Pursuant to clause 4.6 of Richmond Valley Local Environmental Plan 2012 approve a variation in respect of clause 4.1 Minimum subdivision lot size, and
2. Approve Development Application No. 2020.0034 subject to the recommended conditions contained within the conditions of consent notice.

**DELIVERY PROGRAM LINKS**

Growing our Economy

EC1: Driving Economic Growth

EC1.6: Improved customer satisfaction with the DA process

**BUDGET IMPLICATIONS**

Nil

**REPORT**

Development Application DA2020.0034 seeks consent for a subdivision to create two lots below the required minimum lot size prescribed by RVLEP. The application is submitted to Council for determination in order to comply with the assumed concurrence notification of the Secretary of the Department of Planning and Environment. The assumed concurrence notification requires a variation in excess of 10% of a numerical standard be determined by full Council rather than individual Council Officers.

**Applicant**

Vision Town Planning  
PO Box 1444  
BALLINA NSW 2478



### Subject Property

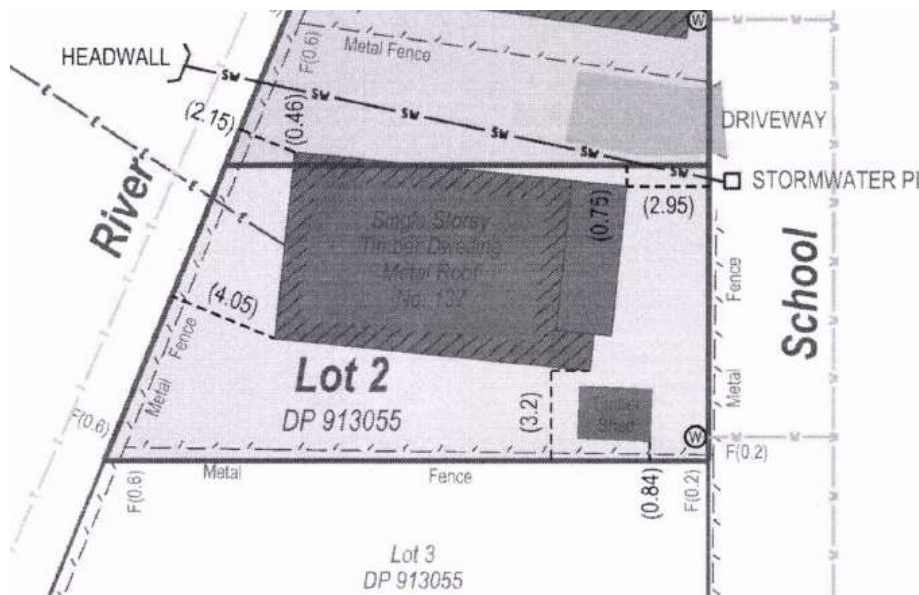
Lots 1 and 2 DP 913055  
135 and 137 River Street, Woodburn

### Zoning

The subject site is zoned RU5 Village under the Richmond Valley Local Environmental Plan (LEP) 2012.

### Description of Development

The application seeks consent for a subdivision to create two lots below minimum lot size. The proposal involves the re-subdivision of two existing lots, both of which are currently below minimum lot size. Currently the dwelling, driveway and on-site carparking for Lot 2 are located over the boundary as shown in the following survey.



It is proposed to adjust the lot areas and re-subdivide the lots by transferring 94.2m<sup>2</sup> in the following manner.

Address	Current Lot	Existing Area	Proposed Area
135 River Street	Lot 1	429m <sup>2</sup>	334.8m <sup>2</sup>
137 River Street	Lot 2	303.9m <sup>2</sup>	398.1m <sup>2</sup>

The proposed Lot arrangement including the proposed new boundary location, lot areas, dwellings, access and parking areas is shown below.



Clause 4.6 of the Richmond Valley Local Environment Plan 2012 provides an appropriate degree of flexibility for certain development standards to be varied to achieve better outcomes from development. It requires Consent must not be granted to a development application that contravenes a standard unless a written request addressing the matters under Clause 4.6 is submitted and the concurrence of the Director-General is obtained.

Councils are notified that only a full council can assume the Secretary's concurrence where the variation to a numerical standard is greater than 10%, or the variation is to a non-numerical

standard. The determination of such applications cannot be made by individual council officers under delegation.

As the application proposes creation of two lots both exceeding the minimum lot size standard by greater than 10% the application must be determined by Council.

#### **Clause 4.6 Request to vary the Minimum Lot Size**

A request has been received with DA2020.0034 to vary the 600m<sup>2</sup> minimum lot size as required under clause 4.1 of RVLEP for both of the proposed lots. The applicants request is included as Attachment B.

Clause 4.6 sets out strict criteria which enable such a variation to be considered and approved. The consent authority must consider matters prescribed under Clause 4.6 as detailed below.

Clause 4.6 Exceptions to Development Standards
<p>(1) The objectives of this clause are as follows:</p> <ul style="list-style-type: none"> <li>(a) to provide an appropriate degree of flexibility in applying certain development standards to particular development,</li> <li>(b) to achieve better outcomes for and from development by allowing flexibility in particular circumstances.</li> </ul> <p><u>Comment:</u> The development is seeking flexibility in the application of the minimum lot size in order to rectify existing encroachments and provide suitable lots with provision for access, parking and open spaces to the existing dwellings.</p>
<p>(2) Development consent may, subject to this clause, be granted for development even though the development would contravene a development standard imposed by this or any other environmental planning instrument. However, this clause does not apply to a development standard that is expressly excluded from the operation of this clause.</p> <p><u>Comment:</u> The minimum lot size clause 4.13 is not excluded pursuant to subclause (8) below.</p>
<p>(3) Development consent must not be granted for development that contravenes a development standard unless the consent authority has considered a written request from the applicant that seeks to justify the contravention of the development standard by demonstrating:</p> <ul style="list-style-type: none"> <li>(a) that compliance with the development standard is unreasonable or unnecessary in the circumstances of the case, and</li> <li>(b) that there are sufficient environmental planning grounds to justify contravening the development standard.</li> </ul> <p><u>Comment:</u> The applicant has provided the required a written request. Justification of the variation is given in subclause (4) below.</p>
<p>(4) Development consent must not be granted for development that contravenes a development standard unless:</p> <ul style="list-style-type: none"> <li>(a) the consent authority is satisfied that: <ul style="list-style-type: none"> <li>(i) the applicant's written request has adequately addressed the matters required to be demonstrated by subclause (3), and</li> <li>(ii) the proposed development will be in the public interest because it is consistent with the objectives of the particular standard and the objectives for development within the zone in which the development is proposed to be carried out, and</li> </ul> </li> <li>(b) the concurrence of the Secretary has been obtained.</li> </ul> <p><u>Comment</u> (a)(i): The applicant's written request is considered to comprehensively demonstrate and justify that strict compliance with the Minimum Lot size standard in this instance is both</p>

unnecessary and unreasonable.

- Both the existing lots are below minimum lot size and will remain below minimum lot size. Due to their existing size it is not possible for the lots to comply with the minimum lot size standard.
- The proposal rectifies the existing boundary encroachment of the existing dwelling, stormwater system and driveway servicing Lot 2.
- The dwelling on proposed Lot 2 will be provided with improved areas of north facing open space.
- The dwelling on proposed Lot 1 retains compliant setbacks and maintains its current north facing private open space.
- The proposed subdivision does not create any additional lots or the opportunity for additional lots.

Comment (a)(ii): The proposed development is in the public interest as it is consistent with objectives of the minimum lot size standard and the objectives for development in the zone.

The minimum lot size clause has the following objectives:

- (a) to ensure that lot sizes have a practical and efficient layout to meet their intended use, and
- (b) to prevent the fragmentation of rural lands.

The land is zoned RU5 Village with the following objectives:

- (a) To provide for a range of land uses, services and facilities that are associated with a rural village.
- (b) To minimise conflict between land uses within the zone and land uses within adjoining zones.

The proposed subdivision is demonstrated to be consistent with these objectives because;

- The subdivision is a practical and efficient design. It provides a solution to the encroachments, equitable distribution of the available space, vehicular access to each lot, on-site parking, essential services and open spaces to each of the existing dwellings.
- The proposed subdivision reflects the existing physical structures and use of the land currently.
- No structures or land uses are proposed therefore land use conflict is not caused by the proposed subdivision.
- All services, and facilities are existing to the dwellings and are not impacted by the subdivision. As part of the registration of the subdivision a new easement will be created over the existing public stormwater pipe.

Comment (b): Concurrence of the Secretary.

As detailed above Planning Circular PS 18-003 contains notification to consent authorities of arrangements for when Secretary's concurrence may be assumed. Subclause 3a. of the notification requires only full council (rather than individual council officers) can determine applications where the variation of a development standard is greater than 10%.

Determination of the variation by Council is required as precondition of the assumed concurrence and is sought in this Report to Council.

5) In deciding whether to grant concurrence, the Secretary must consider:

- (a) whether contravention of the development standard raises any matter of significance for State or regional environmental planning, and
- (b) the public benefit of maintaining the development standard, and

- (c) any other matters required to be taken into consideration by the Secretary before granting concurrence.

Comment: Contravention of the standard in this instance is not of significance for the region or state. The unique circumstance of this instance being that both existing lots are currently below minimum lot size as well as the physical structures and encroachments demonstrate there is not diminishing of the public benefit should a variation be granted in this instance.

- (7) After determining a development application made pursuant to this clause, the consent authority must keep a record of its assessment of the factors required to be addressed in the applicant's written request referred to in subclause (3).

Comment: The required records are to be kept.

- (8) This clause does not allow development consent to be granted for development that would contravene any of the following:

- (a) a development standard for complying development,
- (b) a development standard that arises, under the regulations under the Act, in connection with a commitment set out in a BASIX certificate for a building to which State Environmental Planning Policy (Building Sustainability Index: BASIX) 2004 applies or for the land on which such a building is situated,
- (c) clause 5.4,
- (ca) clause 6.1.

Comment: The application is not in respect of complying development, or in connection with BASIX commitments. The variation relates to a standard under clause 4.1 and is not excluded.

### Environmental Planning Considerations

A full assessment under Section 4.15 (1) of the *Environmental Planning and Assessment Act 1979* has been undertaken. The submitted Statement of Environmental Effects and clause 4.6 Development Standard Variation Report address requirements of the applicable legislation.

The following legislation, planning instruments and policies are relevant to the proposal and their requirements have been considered as part of the assessment process:

- Environmental Planning & Assessment Act 1979
- Environmental Planning & Assessment Regulation 2000
- State Environmental Planning Policy (Coastal Management) 2018
- Richmond Valley Local Environmental Plan 2012
- Richmond Valley Development Control Plan 2015
- Planning Circular PS 18-003 Variations to Development Standards

A full copy of the assessment report is provided in the attachments.

### Exhibition Period

The subject proposal was not required to be advertised or notified.

### External Referrals

No external referrals apply to the proposal.

**Internal Referrals**

Department	Comment
<b>Development Engineer</b>	Senior Administration Officer – Acceptable. No conditions required.
<b>Building Certifier</b>	Coordinator Building Services – Acceptable. Recommended an advisory note be added to the consent to notify that any future works or development to the existing dwellings will require the dwellings to be brought into compliance with the Building Code of Australia. This is due to the existing dwellings being located in close proximity to the existing road boundary.

**Key Issues with the Application**

The proposed development relates to the re-subdivision of two existing lots only and does not have any environmental impacts. There are no building works, new lots or dwellings. There are no changes to the existing pattern of land use. The proposed re-subdivision enables correction of the existing physical encroachments and reflects the existing arrangement of structures on the land.

The only matter of significance with the application is that it proposes two lots both being below the minimum lot size standard as required by clause 4.1 of Richmond Valley Local Environmental Plan 2012. The proposed variation exceeds 10% and therefore the application must be determined by Council. This has been addressed and considered by way of the above clause 4.6 variation request and this report.

**CONCLUSION**

DA2020/0034 proposes to subdivide Lots 1 & 2 DP 913055 to create two new lots in order to rectify existing encroachments. Both of the proposed lots do not comply with the minimum lot size of 600m<sup>2</sup> established by clause 4.1 of the *Richmond Valley Local Environmental Plan 2012*. A written request has been submitted by the applicant (under clause 4.6 of the LEP) that seeks a variation to the minimum lot size to permit the proposed lots.

Because the variation request exceeds 10% it must be determined by full Council. The legislative requirements of the Variation Request are considered in this report.

The proposed development is permissible with consent pursuant to the Richmond Valley Local Environmental Plan 2012. A full assessment of the application in accordance with legislative requirements has been undertaken.

The submitted Statement of Environmental Effects and additional information adequately addresses the legal requirements and provides recommendations in support of the development.

Council's Development Assessment Panel endorsed the draft proposed conditions at its meeting of 24 October 2019.

**ATTACHMENT(S)**

- 1. Recommended Conditions of Consent (under separate cover)**
- 2. Proposed Subdivision Plans (under separate cover)**
- 3. Applicant's request to vary a development consent (under separate cover)**
- 4. Assessment Report (under separate cover)**

**17.3 DRAFT COMMUNITY PARTICIPATION PLAN AND DRAFT DEVELOPMENT CONTROL PLAN AMENDMENT - POST EXHIBITION REPORT**

**Author:** Tony McAteer, Coordinator Planning Services

**EXECUTIVE SUMMARY**

Community Participation Plans (CPP) are a new requirement under the *Environmental Planning and Assessment Act 1979* (the Act) aimed at outlining how and when the community will be engaged by NSW Planning Authorities across a range of development assessment and strategic planning functions under the Act.

All NSW Planning Authorities, including councils, are required to prepare CPPs for their respective planning functions and have a final version published on the NSW Planning Portal by 1 December 2019.

Richmond Valley Council's draft CPP and a consequential Development Control Plan amendment, were publicly exhibited from 29 August 2019 to 27 September 2019 (a total of 29 days). One submission, generally supportive of the document, was received.

A number of minor changes have been made to the Draft CPP, with the final version presented for adoption by Council.

**RECOMMENDATION**

That Council:

1. Adopt:
  - (a) Richmond Valley Council Community Participation Plan 2019 (dated Nov 2019); and
  - (b) Richmond Valley Council Development Control Plan 2015 (Amendment No.1) – Community Participation Plan (dated Nov 2019); and
2. Publish these documents on Council's website and the NSW Planning Portal by 1 December 2019.

**DELIVERY PROGRAM LINKS**

Connecting People and Places

PP3: Working Together

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

**BUDGET IMPLICATIONS**

Nil

**REPORT**

Community Participation Plans (CPP) are a new requirement under Section 2.23 of the *Environmental Planning and Assessment Act 1979* (the Act) for all Planning Authorities, including councils, having functions under the Act.

The aim of the new CPPs is to set out when and how the relevant planning authority will engage the community across the range of development assessment and strategic planning functions it performs under the Act.

The minimum community participation requirements are set out in Schedule 1 to the Act, including additional requirements provided by the Regulation. A CPP must meet minimum engagement standards, however, Schedule 1 provides that additional engagement standards can be applied,



and in the case of DAs they can be reduced from 14 days, or not be exhibited, as provided in the CPP.

In the case of the Richmond Valley CPP:

- Minimum standards have been adopted, for everything but DAs.
- DAs have been set at minimum 14 days, as a default, and provides a table of development types split into 4 categories:
  - 1A) Informal adjoining landowner notification (for minor developments with minimal environmental impact);
  - 1B) Formal adjoining landowner notification—14 days;
  - 1C) Published notification and formal adjoining landowner notification—14 days; and
  - 1D) Published notification and formal adjoining landowner notification—28 days.

CPPs become effective once published on the NSW Planning Portal, with the first required by 1 December 2019.

A Draft CPP was presented to Council on 20 August 2019, along with a consequential Draft Development Control Plan Amendment, all aimed at preparing the new CPP and removing the current consultation requirements from Part J of the *Richmond Valley Council Development Control Plan 2015*. Council resolved to exhibit the documents for a minimum of 28 days.

The Draft documents were concurrently exhibited from 29 August 2019 to 17 September 2019, a period of 29 days inclusive. Details of the exhibition period are provided under the Consultation heading below.

### Amendments to the CPP

A review of the draft CPP was undertaken with Council's Development Assessment staff with a couple of minor changes being proposed. These changes are itemised below:

Section Amended	Nature of Amendment	Reason for Amendment
Contents	Include Annexures in Table of Contents	Annexures were missing
Chapter 1.5 – Paper Subdivisions	Replace “Schedule 5” with “Schedule 7”	Correct typographical error Incorrect Schedule# identified
Chapter 3.3 item 6.B – Modifications involving minimal environmental impact	Only require a “Written Notice” when the original application had been notified/advertised	Published notices are expensive and unnecessary given this item only applies to modifications having minimal environmental impact. It is sufficient to just give Written Notice to adjoining landowners and anyone whom made a submission to the original application.
Chapter 3.5 – List of Development Types and how they should be exhibited	Minor change to wording in preamble to Chapter 3.5	Improved wording to better explain the table to Chapter 3.5 relates to local development types to be exhibited in accordance with Items 1.A, 1.B, 1.C & 1.D of the table to Chapter 3.3 of the CPP



Section Amended	Nature of Amendment	Reason for Amendment
	<p>Add new category for "Minor Alterations having minimal environmental impact"</p> <p>Provide for Written Notification for 14 days</p>	<p>Some types of development in the table contain reduced engagement for minor alterations but this isn't consistent for all categories. Rather than add this to every development type, it is proposed to create a new entry for "Minor alterations".</p>
	<p>Add notation for 'Restaurants/Cafes/Kiosks' under the heading for 'Commercial premises'</p> <p>This category has a 14 day advertising and notification period</p>	<p>Adding a note so there is little confusion over how 'Restaurants/Cafes/Kiosks' will be exhibited</p>
	<p>Add 'Telecommunications infrastructure (other than low impact facilities)' to the table</p> <p>This category has a 14-day advertising and notification period</p>	<p>There was no development type in the table for 'Telecommunication infrastructure'.</p> <p>Low Impact Facilities are exempt from development consent</p>
	Delete 'Dual occupancy within zones R1, R5 and RU5'	Duplicate category.
Chapter 5.5 – Submissions to be Public Documents	<p>Add the following paragraph immediately before the subheading 'Request to Withhold Personal Information'-</p> <p>"Council will do its best to redact the personal details (name and contact details) of submitters from submissions prior to their viewing by the public.</p> <p>Note. Council may be required to supply unaltered copies of submissions under subpoena or to Government Agencies. As such the personal details of the submitter will be retained on the submission. Once Council forwards the submission it will have no control over how these submissions will be handled, or what access the public may have to the submission."</p>	<p>Ensure the personal details of submitters are protected where submissions are to be viewed by the public.</p> <p>Include a note that Council may be required to circulate unaltered copies of submissions in certain circumstances.</p>

Section Amended	Nature of Amendment	Reason for Amendment
	Remove the subsection headed 'Request to Withhold Personal Information'	The redacting of personal information from submissions, for public viewing, will be undertaken as a standard practice
Chapter 5.7 – How Council deals with Submissions	Add “the submitter will be” at the beginning of the second dot point	Correction to clarify the submitter will be notified and not the submission

There are no proposed changes to the Development Control Plan Amendment.

## CONSULTATION

The Draft CPP and Draft DCP Amendment were publicly exhibited for 29 days from 29 August 2019 to 17 September 2019. A published notice appeared in *The Richmond River Express Examiner* on Wednesday, 28 August 2019, and was displayed along with a copy of the Draft documents at each of Council's Customer Services Centres in Casino and Evans Head, and on the Richmond Valley Council on-exhibition webpage.

One submission was received during the exhibition period which was generally in support of the document, but would like to see the following amendments considered:

- for Part 5 Activities, include nominating a clear set of 'opt-in' triggers to identify when assessment of Biodiversity Offsets Scheme (BOS) is required by authorities. It is currently unclear and open to a wide variety of conditions under which it could commence, largely determined by an officer of council. The Biodiversity Offsets Scheme Entry Tool (BOSET) should be notionally used to treat council in a similar manner to other applicants. The CPP should require a published notice where the BOSET is used, but the activity is considered to not require use of the BOS to address any environmental impact.
- Likewise, the BOSET should be applied when undertaking works to develop Paper Subdivisions.

### Comments-

It is acknowledged the Biodiversity Conservation legislation is complex, but the suggestions are outside the scope of a Community Participation Plan under the EP&A Act. Notwithstanding, the 'opt-in' process for Part 5 (Development Without Consent) matters doesn't avoid the need to assess whether there may be a significant impact on the environment, or whether appropriate biodiversity offsets should be provided. Public authorities, under Part 5, have 2 pathways available to address biodiversity offsetting: They can 'opt-in' to the new Biodiversity Offsets Scheme (BOS) to calculate offsets (as would be used for regular DAs), or they can 'opt-out' of the BOS but are then required to prepare a Species Impact Statement (SIS) with nominated offsets, and negotiate these offsets with the Biodiversity and Conservation Division of the Department of Planning, Industry and Environment.

Paper subdivisions are not exempt from biodiversity offset assessments and still need to be assessed for impacts and offsets, which should be documented in the development proposal and costed for inclusion in a Development Contract.

No changes to the CPP are proposed from this submission.

## CONCLUSION

Council is required to have a Community Participation Plan (CPP) in place by 1 December 2019. The Plan must identify how and when Council will engage the community on a variety of town planning functions it performs under the *Environmental Planning and Assessment Act 1979*.

The Draft CPP was publicly exhibited for a 29 day period concurrently with the Draft Development Control Plan (DCP) Amendment. One (1) submission was received that generally supported the documents and suggested several amendments relating to notification of Biodiversity Assessments for Part 5 (Development Without Consent) matters and Paper Subdivisions. Both suggested amendments are outside the scope of a CPP, however, a review of the Draft CPP has identified several minor amendments that have been itemised in this report and are included in the attached CPP.

The purpose of this report is to present for adoption the final version of the CPP and DCP Amendment, which are attached to this report.

**ATTACHMENT(S)**

- 1. Richmond Valley Council Community Participation Plan 2019 (under separate cover)**
- 2. Richmond Valley Development Control Plan 2015 (Amendment No.1) - Community Participation Plan (under separate cover)**

**18 MATTERS FOR INFORMATION****RECOMMENDATION**

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

**18.1 COMMUNITY FINANCIAL ASSISTANCE PROGRAM ROUND ONE 2019/2020**

**Author:** Marie Cullen, Grants Officer

**RECOMMENDATION**

That Council receive and note the allocation under the Community Financial Assistance Program Round 1 2019/2020.

**REPORT**

Under section 356 of the *Local Government Act 1993* (The Act) Council may by resolution contribute financial assistance to individuals, groups and organisations seeking financial assistance. At the November 2016 Ordinary Meeting Council resolved to delegate authority to the General Manager to approve the allocation of funds in accordance with Council's Policy 1.2 Community Financial Assistance Program.

Council has allocated \$75,000 in the 2019/2020 budget for financial assistance. The policy provides for two approximately equal funding rounds, allowing for \$37,500 to be allocated in this first round. The first round of funding was advertised in September 2019 and Council received 24 applications.

All applications received have been reviewed in accordance with the policy. Of the applications, 22 fit the eligibility requirements and selection criteria, and 16 were able to be partially or fully funded.

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

A Councillor Workshop was held on 6 November 2019 and applications were assessed and feedback from Councillors considered, with the General Manager approving, under delegation, the allocation of funds as indicated in the following tables.

The following table summarises the applications which did meet the eligibility criteria and have been partially or fully funded.

Organisation	Requested allocation	Proposed Use	Amount allocated
Broadwater Rileys Hill Community Centre	\$249.00	Purchase a semi-commercial vacuum cleaner (Pullman) for the Broadwater Hall.	\$249.00
Casino Community Soup Kitchen	\$500.00	Purchase a Commercial Bistro Contact Grill to prepare and cook quick, healthy and economical food.	\$500.00
Casino Croquet Club	\$1,480.00	Purchase new balls & hoops suitable for competition games and to attract new members.	\$1,480.00
Casino District Cricket Association	\$3,000.00	Build slidable sight screens at both Northern and Southern end of QE7 cricket field.	\$752.00
Casino Sport and Recreation Association Inc	\$3,150.00	Purchase an inflatable obstacle course for Inclusion Games.	\$3,150.00
Casino Town Tennis Club Inc	\$5,000.00	Upgrade the kitchen facilities in the Clubhouse, including flooring, cupboards, benchtops, sink and stove to meet safety standards.	\$5,000.00
Evans Head District Cricket Club Inc	\$1,500.00	Purchase second-hand roller to maintain new turf wicket.	\$1,000.00
Evans Head Mens Shed Inc	\$4,616.60	Purchase laptop, laser photocopier/printer for training/ administration, and shade cloth for open days and events.	\$3,828.60
Evans Head Recreation Hall	\$2,000.00	Purchase projector and screen for use by people hiring the hall.	\$2,000.00
Evans Head Wardell Presbyterian Churches	\$4,000.00	New outdoor play space for community playgroup at Evans Head.	\$4,000.00
Greenridge Memorial Hall and Social Activities Club Inc.	\$3,680.00	Replace and increase the number of tables and chairs in the hall, urn, new sign at front of the hall and a weather resistant community noticeboard.	\$3,000.00
Mid Richmond Neighbourhood Centre	\$4,234.96	Purchase equipment only to support food literacy program for NDIS participants.	\$2,500.00
Rileys Hill Community Hall	\$2,004.44	Installation of 3 lockable metal cabinets to improve hall storage.	\$2004.44
Rotary Club of Casino Inc	\$2,500.00	Continued support of weekly Breakfast Program at Casino West Public School.	\$1,250.00
Scouts Australia NSW Branch 2nd Casino Scout Group	\$1,437.00	Purchase a high-quality esky and vandal-proof outdoor noticeboard.	\$1,437.00
St Mark's Anglican Church Parish of Casino	\$3,999.51	Replace two aged domestic refrigerators in St Mark's Main Hall kitchen	\$3,999.51
		<b>TOTAL</b>	<b>\$36,150.55</b>

The following applications were also received but have not been allocated funding in this round.

Organisation	Requested allocation	Proposed Use	Reason given
Broadwater Koala Reserve	\$551.00	Maintain equipment and on-hand funds to purchase petrol, herbicide, replacement mower blades.	Ongoing operating expenses are not eligible for funding.
Casino & District Historical Society Inc	\$1,622.00	Install 5 surveillance cameras and monitor inside the Museum to monitor the valuable historical collection on display.	Connection to community outcome not as strong as other applications.
Community Radio Coraki Association Inc. trading as 88.9FM, Richmond Valley Radio	\$2,600.00	Purchase portable toilet unit for 88.9 FM Mount Moonimba Transmission Facility.	Connection to community outcome not as strong as other applications.
Northern Rivers Dirty Wheels Mountain Bike Club Inc	\$5,000.00	Professional construction of purpose-built single-track trail (approx 1.2 kms) called Wookie's Milk.	Provided \$4,120 in previous round. Eligible to apply again in the next round.
Pacific Coast Railway Society Inc (Casino Miniature Railway and Museum)	\$1,850.00	Professional removal of an unsafe tree from the complex at Old Casino Station.	Connection to community outcome not as strong as other applications. This will be as considered as part of the Rail Trail Project.
RSM Community Transport Incorporated	\$4,935.00	Health and medical transport for Richmond Valley residents	Recently received \$110,000 grant from NSW government - RSMCT have sufficient funding from other sources to support current needs. Eligible to apply for transport costs in next round.
Village Hall Players Inc	\$300.00	Production and performance of Village Hall Player's 2019 play "lower case".	Events not eligible for funding through this program. Recommend they apply for Council Event funding/ sponsorship instead.
Woodburn-Evans Head Golf Club Limited	\$2,000.00	Upgrade current SLICE program to make competition registration and handicap checking easier.	Connection to community outcome not strong. Suggest they review guidelines and apply in the next round for a project more in line with the funding criteria.

## ATTACHMENT(S)

Nil

**18.2 GRANT APPLICATION INFORMATION REPORT - OCTOBER 2019****Author: Dean Fordham, Principal Accountant****RECOMMENDATION**

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

During the reporting period, one grant was approved, and funding was received for four grants totalling \$626,721. Council wasn't notified as being unsuccessful with any grant applications and one grant was applied for.

**Grants that have been approved**

<b>Casino Secure Water Supply</b>	
Project ID	10330
Funding Body	Infrastructure NSW
Funding Name	Restart NSW Safe and Secure Water Program
Government Level	State
Project Value (exc GST)	\$160,000
Grant Funding (exc GST)	\$ 80,000
Council Funding (exc GST)	\$ 80,000
Date Application Submitted	26 March 2019
Date Approved	1 October 2019
Comment (if required)	N/A

**Grants that have been received**

<b>Mongogarrie Road Safety Works</b>	
Project ID	10253
Funding Body	Roads and Maritime Services
Funding Name	Safer Roads Program
Government Level	State
Project Value (exc GST)	\$31,100
Grant Funding (exc GST)	\$31,100
Council Funding (exc GST)	\$ 0
Date Application Submitted	31 July 2017
Date Received	\$31,100 received 30 October 2019

Total Funds Received To Date	\$31,100
Comment (if required)	N/A

#### 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	\$88,813 received 30 October 2019
Total Funds Received To Date	\$243,181
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	\$385,050 received 30 October 2019
Total Funds Received To Date	\$569,838
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.

#### Public Library Subsidy 2019/2020

Project ID	N/A
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Funding Body	State Library of NSW
Funding Name	Public Library Subsidy
Government Level	State
Project Value (exc GST)	\$121,758
Grant Funding (exc GST)	\$121,758
Council Funding (exc GST)	\$ 0
Date Application Submitted	N/A
Date Received	\$121,758 received 24 October 2019
Total Funds Received To Date	\$121,758
Comment (if required)	Per Capita Subsidy of \$57,328 and Subsidy Adjustment of \$64,430

***Grant Applications Submitted***

<b>Broadwater Tennis Courts Upgrade (on behalf of the S355 Committee)</b>	
Project ID	10329
Funding Body	Department of Infrastructure, Transport, Cities and Regional Development
Funding Name	Stronger Communities Program – Round 5
Government Level	Federal
Project Value (exc GST)	\$5,677
Grant Funding (exc GST)	\$2,555
Other Funding (exc GST)	\$3,122
Date Application Submitted	3 October 2019
Comment (if required)	Application submitted on behalf of the Broadwater Rileys Hill Community Centre Section 355 Committee. If successful, no contribution is required from Council.

**ATTACHMENT(S)****Nil**

### 18.3 DEVELOPMENT APPLICATIONS DETERMINED UNDER THE ENVIRONMENTAL PLANNING AND ASSESSMENT ACT FOR THE PERIOD 1 OCTOBER 2019 TO 31 OCTOBER 2019

**Author:** Andy Edwards, Manager Development and Environment

#### RECOMMENDATION

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

#### REPORT

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

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

The total number of Development Applications and Complying Development Applications determined within the Local Government area for the period 1 October 2019 to 31 October 2019 was 36, with a total value of \$3,499,122.91.

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.

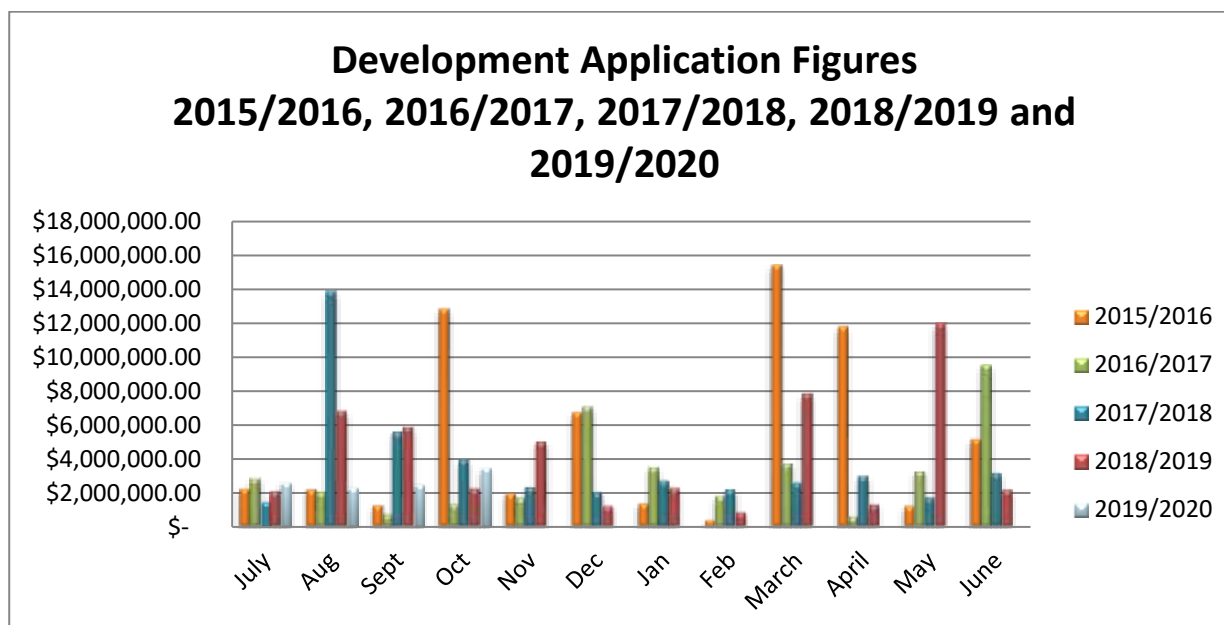


Figure 1: Monthly dollar value of development processed by Council over five financial years.

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 October 2019.

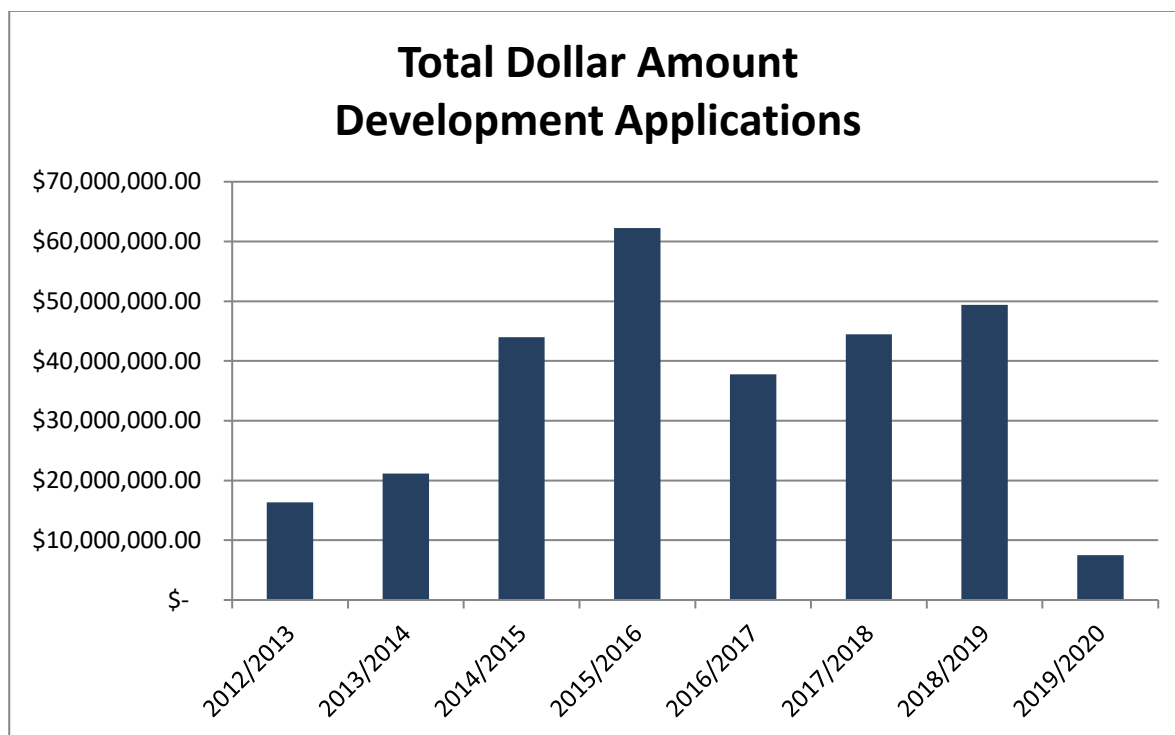


Figure 2: Annual value of development.

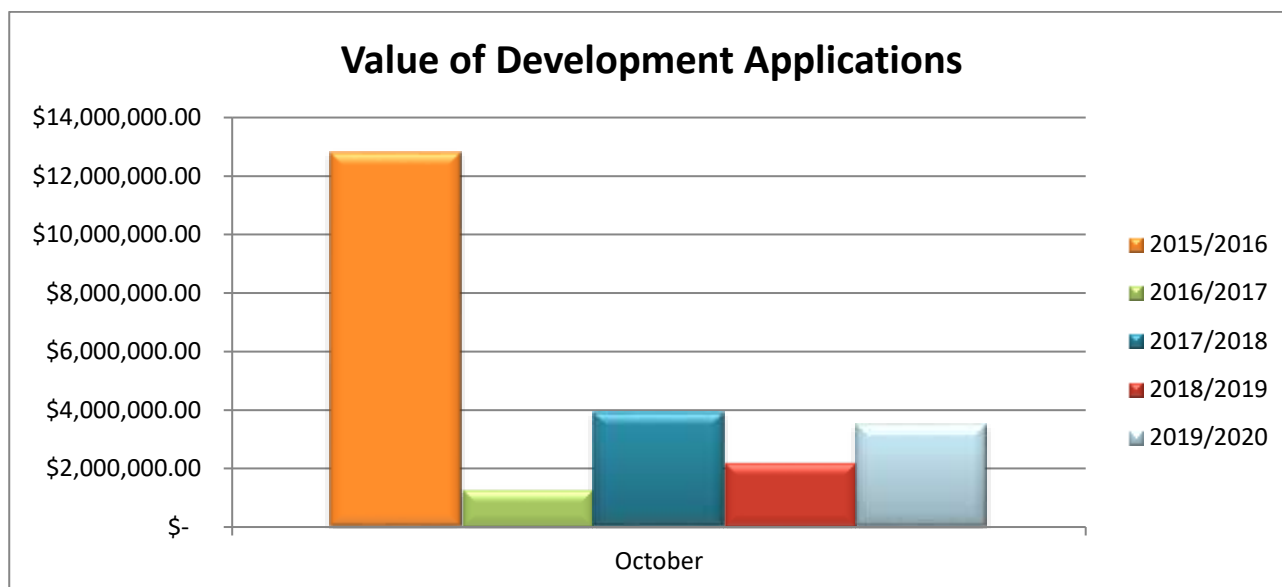


Figure 3: Value of development for the month of October.

### **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.

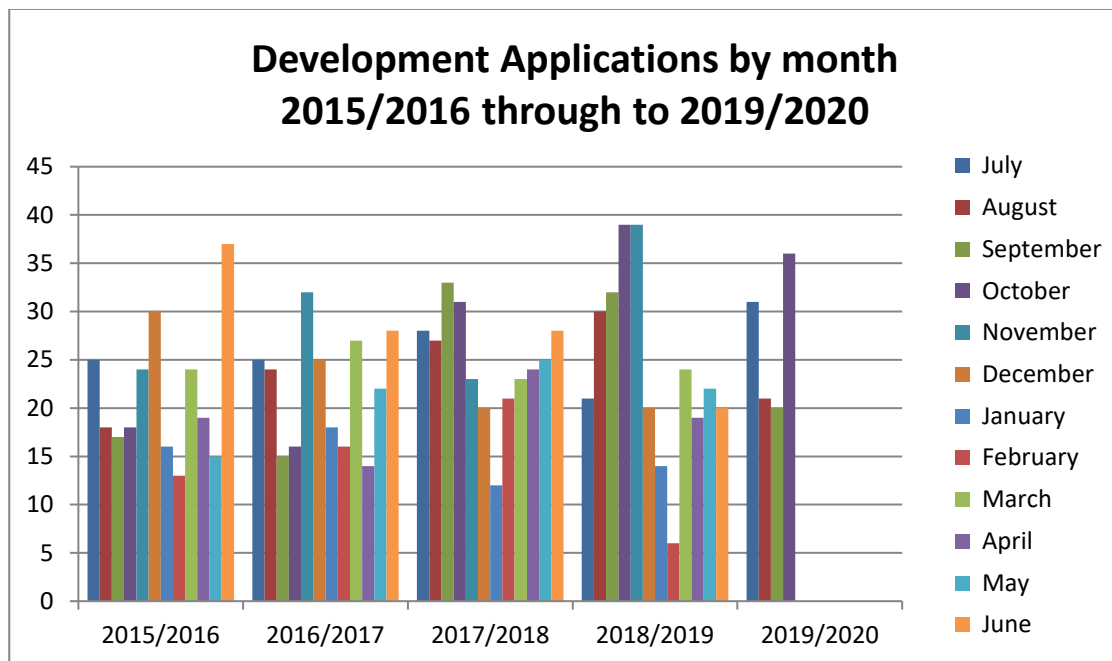


Figure 4: Number of Development Applications per month over five financial years.

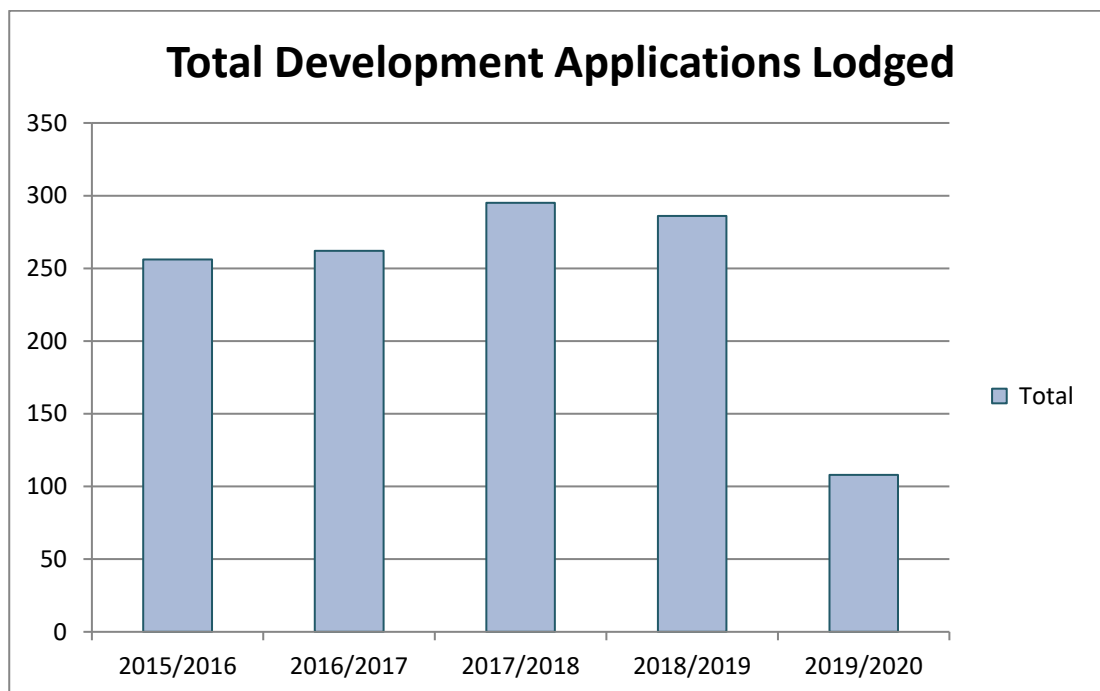


Figure 5: Number of development applications per year over five financial years.

#### Activity for the month of October 2019

General Approvals (excluding Subdivisions, Section 96s)	32
Section 96 amendments to original consent	2
Subdivision	2
Refused	0
Withdrawn	0
Complying Development (Private Certifier Approved)	0
<b>TOTAL</b>	<b>36</b>

**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 October 2019 to 31 October 2019							
Application ID	Applicant	Owners	Location	Development	Date Lodged	Determination Date	Estimated Cost
DA2019/0252	Newton Denny Chapelle	B A & A L Hannigan	7 Benns Road, Casino	Boundary adjustment to create two (2) lots being Lot 1 (75.02ha) and Lot 2 (6001.4m2)	30/05/2019	1/10/2019	\$ -
DA2019/0256	Senica Consultancy Group	CHJ J & I J Conte	62 Currajong Street, Evans Head	Dwelling with attached garage	3/06/2019	3/10/2019	\$ 276,507.000
DA2019/0263	Hayes Building Consultancy	MJ & J J Scutt	42 Currajong Street, Evans Head	Attached dual occupancy	11/06/2019	31/10/2019	\$ 600,000.000
DA2019/0264	Dixonbuild Pty Ltd	J L & M E Sauer	64 Currajong Street, Evans Head	Dwelling	11/06/2019	3/10/2019	\$ 276,858.000
DA2019/0265	B L Day	M A & C C Findlay	103-105 Barker Street, Casino	Change of use to barber shop	12/06/2019	3/10/2019	\$ -
DA2019/0266	J T Ihlainen	H Zenzmaier & J T Ihlainen	45-47 Queen Elizabeth Drive, Coraki	Change of use to funeral home, construction of additional building for use as garage, office and funeral preparation area, and minor alterations to existing buildings	13/06/2019	3/10/2019	\$ 120,000.000
DA2019/0268	S Hamel	T A & J S Smith	2 Cassino Drive, Casino	Change of use to recreation facility (indoor) (personal training studio and small group classes)	17/06/2019	3/10/2019	\$ -
DA2020/0004	Meticon Homes QLD Pty Ltd	T L Butler & M K Brunson	60 Currajong Street, Evans Head	Dwelling and attached garage	5/07/2019	29/10/2019	\$ 318,010.910
DA2019/0082.01	Byron Bay Planning & Property Consultants	B M Holt	65 Woodburn Street, Evans Head	Secondary dwelling, garage & dwelling alteration and additions	2/08/2019	25/10/2019	\$ -
DA2020/0024	B A Harley	Casino Returned Servicemen's Memorial (RSM) Club Ltd	162 Canterbury Street, Casino	Commercial additions (cool room)	14/08/2019	22/10/2019	\$ 59,200.000
DA2020/0027	F L Talu	F L Talu	27 Johnston Street, Casino	Granny flat	19/08/2019	25/10/2019	\$ 80,000.000
DA2020/0032	Trueline Patios & Extensions Northern Rivers	J W & J M Southon	3 Wallum Drive, Doonbah	Patio roof	23/08/2019	1/10/2019	\$ 20,000.000
DA2020/0039	Dixonbuild Pty Ltd	B H Gollan & K Creighton	19 Grevillea Place, Swan Bay	Dwelling	30/08/2019	23/10/2019	\$ 300,530.000
DA2020/0044	Newton Denny Chapelle	B R & L S Moffat	830 Woodburn Coraki Road, Swan Bay	Subdivision to create two lots being Lot 1 (15.92ha) & Lot 2 (1.086ha)	5/09/2019	29/10/2019	\$ -
DA2020/0045	L P Hurst	L P Hurst	56 East Street, Casino	Shed	9/09/2019	25/10/2019	\$ 28,514.000
DA2020/0046	A L Kearney	A L Kearney	13 Marsh Place, Casino	Swimming pool & associated fencing	5/09/2019	21/10/2019	\$ 55,000.000
DA2020/0047	Wayne Lollback Building Co Pty Ltd	K L Hayward, W O Lollback, G Hancock & J J Hancock	9 Cypress Street, Evans Head	Alterations/additions to existing dwelling	12/09/2019	16/10/2019	\$ 155,300.000
DA2020/0048	S A Pardon	S A Pardon & D E Opdam	6 Little Pitt Street, Broadwater	Construction of a covered deck	13/09/2019	31/10/2019	\$ 39,750.000
DA2020/0049	B J Wright	B J Wright	29 Jersey Drive, North Casino	Swimming pool & associated fencing	13/09/2019	2/10/2019	\$ 26,220.000
DA2020/0050	L A Charnock	L A & L M Charnock	890 Manifold Road, Bentley	Swimming Pool & skillion roof	16/09/2019	10/10/2019	\$ 80,000.000
DA2020/0053	Mondoro Pty Ltd	Mondoro Pty Ltd	1125 Sextonville Road, Dobies Bight	Farm shed	18/09/2019	8/10/2019	\$ 79,000.000

Summary of Development Applications determined under the Environmental Planning and Assessment Act for the period 1 October 2019 to 31 October 2019							
Application ID	Applicant	Owners	Location	Development	Date Lodged	Determination Date	Estimated Cost
DA2020/0055	AGS Commercial Pty Ltd	N S Sullivan	5 Hammond Place, Casino	Shed and awning	18/09/2019	31/10/2019	\$ 24,050.000
DA2020/0056	H L & A T Martin	H L & A T Martin	2 Musgraves Road, North Casino	Fibreglass swimming pool & associated fencing	19/09/2019	14/10/2019	\$ 18,000.000
DA2020/0058	R J Lee	R J Lee	210 Coraki Ellangowan Road, West Coraki	Farm storage shed with meal room, ablution block and wash up area	24/09/2019	31/10/2019	\$ 60,000.000
DA2020/0059	G W Galvan	G W Galvan	42 Diary Street, Casino	Carport	25/09/2019	25/10/2019	\$ 7,660.000
CDC2020/0007	P R M Ludlow	P R M Ludlow	345 Stratheden Road, Stratheden	Inground swimming pool and associated fencing	26/09/2019	9/10/2019	\$ 46,200.000
DA2020/0062	Narellan Pools Northern Rivers	E J Matheson & G M Hooton	9 Ivory Circuit, Casino	Inground swimming pool and associated pool fencing	27/09/2019	14/10/2019	\$ 37,800.000
DA2020/0064	Dixonbuild Pty Ltd	B C & D W Willis	Verulam View, Spring Grove	Dwelling	1/10/2019	21/10/2019	\$ 345,283.000
DA2020/0065	Northern Rivers Sheds	P J & L G Chilton	21 Heathwood Place, North Casino	Shed	2/10/2019	25/10/2019	\$ 42,250.000
DA2020/0066	R W Brooker	R W Brooker	4855 Bruxner Highway, Piora	House extension and deck	2/10/2019	31/10/2019	\$ 214,000.000
DA2020/0067	K A & G A Alder-Conn	K A & G A Alder-Conn	31 North Street, Casino	Dwelling extension	4/10/2019	30/10/2019	\$ 75,780.000
DA2020/0069	Profile Pools and Landscaping	M J & N P Lord	15 Wirraway Avenue, Evans Head	Swimming pool and associated fencing	8/10/2019	10/10/2019	\$ 35,000.000
DA2020/0070	S T Gray	Mr S T Gray & Ms R C Gray	4 Harvest View Place, Fairy Hill	Swimming pool and associated fencing	9/10/2019	25/10/2019	\$ 36,000.000
DA2020/0072	Sarwood Sheds & Garages	Mr R J Hughes	50 Flatley Place, North Casino	Shed	10/10/2019	31/10/2019	\$ 23,210.000
DA2020/0073	L F R & B C Hancock	Mrs L F R Hancock & Mr B C Hancock	Verulam View, Spring Grove	Shed	10/10/2019	25/10/2019	\$ 19,000.000
DA2017/0239.01	B A Lee & K J Evans	Mr B A Lee & Miss K J Evans	199 Reardons Lane, Swan Bay	Modification to approved storage and farm shed	11/10/2019	22/10/2019	\$ -

**19 QUESTIONS ON NOTICE****19.1 QUESTIONS WITH NOTICE, PROVIDED BY CR JILL LYONS AT ORDINARY MEETING 22 OCTOBER 2019.**

**Author:** Vaughan Macdonald, General Manager

The following questions on notice were received from Councillor Jill Lyons.

**Questions**

1. Regarding the sinking road problem in Coraki at the intersection of Richmond Terrace and Allwood St is the council considering what action to take?  
If action is being considered what might be included in that consideration?
2. Regarding the recently re-fenced area along the riverside behind Windsor Park Coraki does the Council propose to maintain a mowing schedule and how that would be implemented?  
With regard to that area the dual use by people and animals would seem to be undesirable both for people and animals.  
Has the council excluded the area's use for animal grazing?

**Responses**

1. Council has engaged Regional Geotechnics to review all relevant geotechnical investigations of Richmond Terrace, Coraki that have been undertaken by Council as far back as 2003 to the current day. The work will provide Council with short- and long-term options to rectify the pavement failure. A draft report has been received which is currently being reviewed. The Report will be finalised and then inform Council's planning and decision making on the allocation of funding or to seek grant funding when opportunities arise to enable rectification works on Richmond Terrace to be planned, and when funding is confirmed, undertaken.
2. The Windsor Park area will be maintained either by mowing or at times selected cattle grazing. The paddock fencing has been constructed in a manner which allows people to walk through adjacent to cattle paddocks. Signage will be placed on the gates, and at times the space may be "dog on leash" to ensure safety when cattle are grazing in the reserve area. If people use common-sense when there are cattle in the area, it has been assessed as a low risk co-habitation. Council has a good relationship with the grazier and is keen to ensure a co-habitation in the area wherever possible. Council will monitor usage of this area and any issues that arise.

**RECOMMENDATION**

That the responses to the questions raised by Councillor Jill Lyons were received and noted.

**ATTACHMENT(S)**

Nil



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