



AGENDA

Ordinary Council Meeting

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

Date: Tuesday, 18 February 2020

Time: 5.00pm

**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 18 DECEMBER 2019

Author: Vaughan Macdonald, General Manager

RECOMMENDATION

That Council confirms the Minutes of the Ordinary meeting held on 18 December 2019.

ATTACHMENT(S)

- 1. Unconfirmed Ordinary Minutes 18 December 2019 (under separate cover)**

6.2 MINUTES OF THE INTERNAL AUDIT & RISK COMMITTEE MEETING HELD ON 4 FEBRUARY 2020

Author: Vaughan Macdonald, General Manager

RECOMMENDATION

That Council receives and adopts the minutes of the Internal Audit and Risk Committee Meeting held on 4 February 2020.

ATTACHMENT(S)

- 1. Minutes of the Internal Audit & Risk Committee Meeting held on 4 February 2020 (under separate cover)**

7 MATTERS ARISING OUT OF THE MINUTES

8 DECLARATION OF INTERESTS

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

9 PETITIONS

Nil

10 NOTICE OF MOTION

Nil

11 MAYOR'S REPORT**11.1 MAYOR ATTENDANCES 10 DECEMBER 2019 - 10 FEBRUARY 2020**

Author: Robert Mustow, Mayor

RECOMMENDATION

That Council receive and note the Mayor's attendance report 10 December 2019 – 10 February 2020.

REPORT**December**

- 10th Platypus RSL Day Club Christmas luncheon
- 10th Westpac Life Saver Christmas function
- 11th Rous County Council Meeting
- 11th Casino Art Gallery Opening
- 12th Casino West Public School presentation
- 12th Staff Christmas Function
- 12th NCMC Casino Beef Week Christmas Party
- 12th Rous Christmas party
- 13th Graduation ceremony staff member (morning)
- 13th Graduation ceremony staff member (afternoon)
- 14th Rappville Christmas party
- 15th COWFM AGM
- 15th Bushfire Fundraiser Casino RSM
- 15th Lismore Bushfire Fundraiser
- 16th Evans River K-12 School's Annual Presentation
- 16th Evans River Year 12 Formal
- 17th St Marys Year 6 Graduation
- 17th Casino High School Awards
- 18th Bushfire Community Engagement Meeting at New Italy
- 19th Bushfire Response and Recovery - Community Preparedness Forum
- 20th Meeting with constituent
- 20th Lismore City Council Wishing Tree gifts for Bushfire residents

January

- 13th Labor MPs visitation to Rappville
- 15th Rappville meeting with Chris Gulaptis MP
- 17th Richmond Police District Community Safety Precinct Committee Meeting

- 20th Rappville Advisory Group meeting
- 22nd Momentum Collective discussion
- 22nd Meet with Deputy Premier & Chris Gulaptis MP at Grafton
- 22nd Meeting with Australian Defence Force and Police at New Italy
- 22nd Book Launch Casino Library
- 23rd Australia Day Committee meeting
- 24th Blaze-Aid backpack delivery at Casino Airport
- 25th Bushfire Fundraiser Concert at Evans Head
- 26th Australia Day Celebrations 2020
- 28th Travelled to Canberra to attend meeting with Governor
- 29th Community rebuilding roundtable meeting
- 31st National Bushfire Recovery Agency discussion
- 31st State Bushfire Recovery Delegation Visit at Rappville

February

- 1st Casino Baptist Church Minister Welcome
- 1st BlazeAid Community thank you meal
- 4th Richmond Valley Council Councillor Information Session
- 5th Meeting with constituent
- 5th Rappville Advisory Group meeting
- 10th Rous Council meeting

ATTACHMENT(S)

Nil

12 DELEGATE'S REPORTS**12.1 DELEGATES' REPORT SUBMITTED TO FEBRUARY 2020 ORDINARY MEETING**

Author: Robert Mustow, Mayor

RECOMMENDATION

That Council receive and note the Delegates' report for the month of February 2020.

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.

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 11 December 2019.

ATTACHMENT(S)

- 1. Rous County Council Meeting Summary 11 December 2019**



**Summary of main items of business for
Rous County Council meeting
11 December 2019**

1. Expansion of water fill station network

As a result of the prolonged drought conditions, the demand for water from customers not connected to town water supply is very high and will continue to increase until the region receives widespread and significant rainfall.

To increase the available options for public water access, Council staff recommended the installation of two new water fill stations dedicated for this purpose. The proposed stations are from Abberfield Industries Pty Ltd and are widely used by Councils across Australia.

Council approved the installation of public access water fill stations at South Lismore and Bangalow for an estimated cost of \$90,000 excl. GST and also the installation of two additional bulk water filling stations (taking the total to 13 across the region) at North Lismore and Eureka / Bangalow for an estimated cost of \$60,000 excl. GST.

A survey of water carters has indicated that current lead times for water deliveries to customers is a minimum of 2 weeks with some booked out for up to 6 weeks. Water carters reported queue times at high demand water fill stations can be up to 2 hours. This delays water delivery turnaround times and compounds the long delays for water deliveries experienced by customers.

2. 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 \$2,026.35.

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

Council acknowledged that the audited 2018/19 financial reports were presented to the public with no submissions received.

4. Council issued delegation: General Manager

Council approved the instrument of delegation for the position of General Manager, including minor amendments to the wording to reflect recent legislative amendments.

Voting against: Cr Ekins

5. Policies for revocation

Council resolved to revoke the following policies:

- i). Richmond Hill 1(c) (ZONE) Contribution policy (Rous)
- ii). Bulk Water Supply policy (Rous); Easement Creation policy (Rous)
- iii). Water Cycle Management Policy (Rous)
- iv). Easement Creation policy (Rous)
- v). Floodgate and Drainage Management Guidelines (RRCC)
- vi). Public Access to Council Information (3 counties)

In relation to policy 'Public Access to Council Information', it was agreed that Rous County Council's website be updated with a brief description of open access, proactive and formal release information.

6. Information reports

The following reports were received and noted:

- i). Investments: November 2019
 - Total funds invested for November 2019 was \$36,052,404. This is an increase of \$1,158,339 compared to the September 2019 figure, primarily due to section 64 development contributions and quarterly constituent council contributions.
 - The weighted average return on funds invested for November 2019 was 2.23%. This represents a decrease of 29 basis points compared to the September result (2.52%) and is 132 basis points above Council's benchmark (the average 90-day BBSW rate of 0.91%).
 - Interest earned for November 2019 was \$67,795. Interest earned compared to the original budget is \$111,454 in excess of pro-rata budget.
 - Cheque account balance as at 30 November 2019 was \$124,323.
 - Ethical holdings represent 73.50% 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 which is an affiliate project of the Friends of the Earth Australia.
- ii). Water production and usage: October and November 2019
 - *October 2019*
Daily source usage for August averaged 36.358ML. This is an increase from the September 2019 daily average of 34.707ML. Rocky Creek Dam as at 31 October was 81.72% of full capacity.
 - *November 2019*
Daily source usage for September 2019 averaged 41.583ML. This is an increase from the October 2019 daily average of 36.358ML. Rocky Creek Dam as at 30 November 2019 was at 71.99% of full capacity.
- iii). Audit, Risk and Improvement Committee (ARIC): meeting update
- iv). Annual 'Mode Code of Conduct Complaints Statistics' report
- v). Reports pending

Council meeting summary December 2019

7. Confidential reports

i). Nightcap Water Treatment Plant – supply of bulk carbon dioxide

In order for Council to obtain the best value for money in the ongoing supply of bulk CO₂ and associated infrastructure, it was resolved that, noting the requirements of section 55(3)(i) of the *Local Government Act 1993*, that due to extenuating circumstances (being the absence of competitive or reliable tenderers for the periodic supply of bulk carbon dioxide and the rental or purchase of associated equipment), a satisfactory result would not be achieved by inviting tenders.

It was further resolved to authorise staff to enter direct negotiations with suppliers, in relation to a contract for the periodic supply of bulk carbon dioxide and the rental or purchase of associated equipment for Nightcap Water Treatment Plant.

ii). Perradenya Estate Release 6 – marketing strategy

Council endorsed the marketing strategy for Release 6 development at Perradenya and further that the General Manager and Chair, in consultation with the appointed marketing agents, agree to the schedule of listed selling prices per lot, in total.

For a copy of the draft minutes for this meeting and the business paper please go to Council's website www.rous.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 DELIVERY PROGRAM PROGRESS REPORT (JULY 2019 TO DECEMBER 2019)

Author: Kate Alder-Conn, Governance Officer

EXECUTIVE SUMMARY

Council adopted the revised 2017/2021 Delivery Program in June 2019. In accordance with the *Local Government Act 1993* the General Manager must ensure that progress reports are provided to the Council reporting on the progress of all principal activities detailed in the Delivery Program at least every six months. This report relates to and provides information about the achievement of the targeted outcomes prescribed in the Delivery Program.

The report is presented in a traffic light indicator format and provides commentary on the progress of all Delivery Program actions and milestones and progress against the Community Strategic Plan (CSP) performance measures for each community objective within the four priority areas of the CSP. The report represents the results at the end of the first half of the 2019/2020 Delivery Program.

A dashboard has been provided to summarise Council's overall performance in meeting its four-year targets. The percentage of on schedule and completed traffic lights (90%) demonstrates a solid performance for the first 6 months of the third year of the four-year program.

RECOMMENDATION

That Council receive and note the Progress Report (July 2019 to December 2019) on the Delivery Program 2017/2021.

DELIVERY PROGRAM LINKS

Making Council Great

CS1 Leading and Advocating for our Community

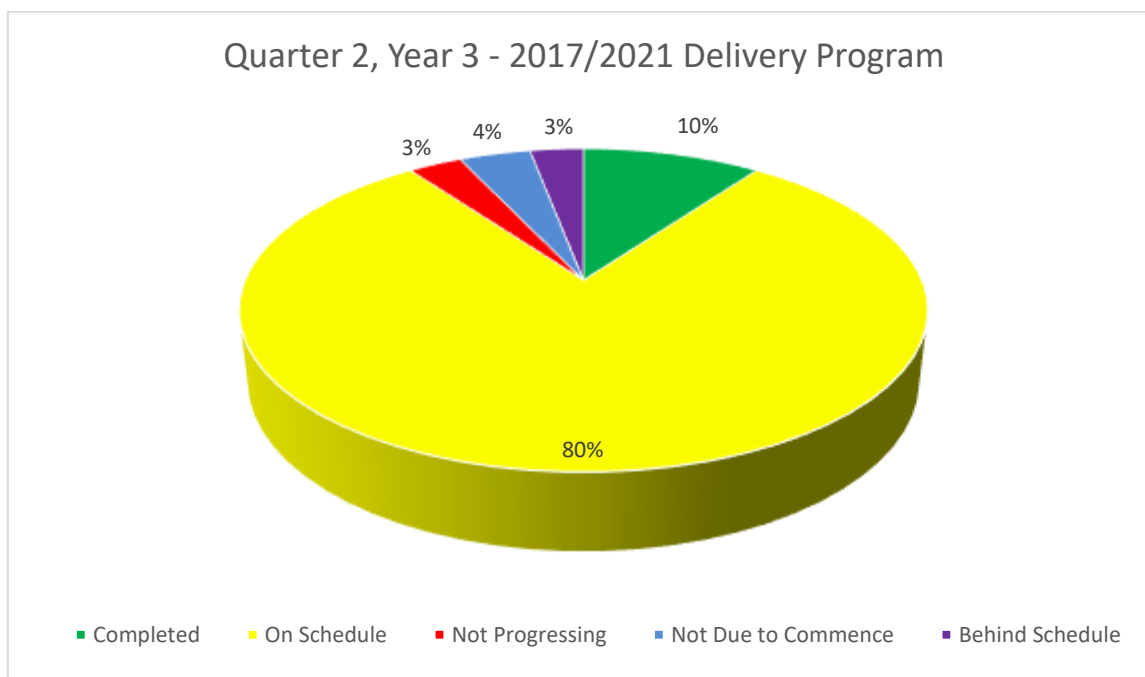
CS1.1 Improve decision making by engaging stakeholders and taking community input into account

BUDGET IMPLICATIONS

N/A

REPORT

Figure 1 represents Council's overall performance during the first 6 months of the third year of the Delivery Program 2017/2021 by providing a summary of the completion rate for each activity as reported in the accompanying table. The number of Completed Delivery Program activities demonstrates that in the first half of year three of the four-year program, Council is making solid progress in achieving the outcomes identified in the Delivery Program. Of the 178 Delivery Program activities 160 or 90% are either completed or on schedule.



The Delivery Program report is presented in individual tables containing the progress towards completion of all Delivery Program activities and targets against the four priority areas in the Community Strategic Plan.

The status is defined as:

Green: The action or milestone has been completed.

Amber: The action or milestone is on schedule and is being actively managed.

Blue: The action or target is not due to commence in the reporting period.

Purple: The action is not progressing.

Red: The action or milestone is behind schedule.

The progress report relates to quarters one and two of the 2019/2020 financial year.

LEGAL

In accordance with *the Local Government Act 1993* the General Manager must ensure that progress reports are provided to Council with respect to the principal activities detailed in Council's Delivery Program, at least every six months. The report represents the period 1 July 2019 to 31 December 2019 which is in accordance with the requirements under the Act.

CONSULTATION

The progress report has been compiled in consultation with management and staff.

CONCLUSION

Council's Integrated Planning and Reporting framework consists of a range of plans and reports, including a four-year Delivery Program. This report provides a progress report to the Council with respect to the principal activities detailed in the Delivery Program in accordance with the provisions of the Local Government Act.

ATTACHMENT(S)

1. **Delivery Program Progress Report (1 July 2019 - 31 December 2019) (under separate cover)**

14.2 LOCAL GOVERNMENT SUPERANNUATION - ADDITIONAL CONTRIBUTIONS REQUEST

Author: Vaughan Macdonald, General Manager

EXECUTIVE SUMMARY

Council has recently been advised of the additional contribution it will be required to pay to Local Government Super (LG Super) in 2020/2021 for employees that are members of the Defined Benefit Scheme (the Scheme). The Scheme was available to employees of the Local Government sector until 1991.

As a result of the Scheme being in deficit due in part to the global financial crisis, the Local Government sector have contributed around \$40 million per annum since the 2009/2010 financial year. The additional and ongoing contributions for 2020/2021 will be \$215,300, compared to \$213,200 for the current year: 2019/2020.

The Local Government sector had been advised the Scheme was in a satisfactory financial position as at 30 June 2019, yet LG Super continues to ask for additional contributions to fund the Scheme.

It to be prudent for Council to consider writing to LG Super and Local Government New South Wales (LGNSW) expressing grave concern as to why additional contributions are still required for the 2020/2021 financial year. Further, whether the request for additional contributions will cease by 30 June 2021.

This issue is a concern for the entire Local Government sector, not just Richmond Valley Council and is one that needs further support in challenging LG Super to provide sustainable management of the Scheme without the requirement for Councils to continue to make additional contributions.

RECOMMENDATION

That Council write to Local Government Super and Local Government NSW concerning:

1. The sustainability and justification for ongoing additional contributions required for employees that are members of the Scheme.
2. Clarification of when the requirement to pay the additional contributions will cease.

DELIVERY PROGRAM LINKS

Making Council Great

CS2: Great Support

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

BUDGET IMPLICATIONS

Council has been advised of the additional contributions payable to LG Super for the 2020/2021 financial year, being \$215,300 for employees that are members of the Scheme.

REPORT

LG Super has recently advised Council of additional contributions required to be paid for 17 current and several previous employees who are members of the Scheme. Council will be required to pay \$215,300 in additional contributions for the 2020/2021 financial year, which compares to \$213,200 for the current year.

LG Super advised Councils in November 2008 the global financial crisis had an impact on the Scheme's financial position. As the Scheme was in deficit and since 2009/2010, LG Super

requested Councils pay an additional monetary contribution on an annual basis until the Scheme's financial position was deemed to be in a satisfactory position.

To date the Local Government sector have collectively contributed additional funds of around \$40 million per annum. At the end of the current financial year 2019/2020, Richmond Valley Council will have made additional contributions of over \$2.8 million.

Prior to the global financial crisis, Councils were granted a contribution "holiday" period over a number of years whereby the annual contributions required to be paid were significantly less. Notwithstanding the fact that the extent of the global financial crisis could not have been predicted, the granting of a contribution "holiday" period to Councils could be said to have been a questionable and risky management decision; one which has certainly compounded the extent of the additional contributions that are now demanded on an annual basis. The ongoing requirement to make additional contributions is of grave concern for the entire Local Government sector and is a potentially unsustainable financial issue that needs to be seriously considered and addressed.

Recent correspondence from LG Super has highlighted as at 30 June 2019 the Scheme was in a satisfactory financial position. This raises questions around why Councils are still required to make additional contributions of \$40 million per annum as a sector. The LG Super Board met in December 2019 and have determined that the additional contributions are required until at least 30 June 2021.

The Northern Rivers Joint Organisation wrote to LG Super in August 2018 seeking clarification on several issues. This included seeking confirmation of an ending date for the annual contributions of \$40m as a sector. Their response in October 2018 stated that the additional contributions would continue until at least 30 June 2021. LG Super also stated that the financial position of the fund is consistently monitored, and the funding requirement may need to be reassessed, leaving the ending date uncertain.

LG Super have recently provided a Question and Answer fact sheet in regard to the Defined Benefit Scheme and the requirement for the additional contributions. This has been included as an attachment for Councillors' information.

CONCLUSION

As LG Super advised the Scheme is now in a satisfactory financial position, it would be prudent for Council to consider writing to LG Super and LG NSW seeking clarification as to why the additional contributions are still required for the 2020/2021 financial year and to try and seek an ending date for this ongoing cash contribution that is a concern for the entire Local Government sector.

ATTACHMENT(S)

1. LG Super - Q & A for Defined Benefit Contributions

Q&A for Defined Benefit Contributions



Why do Employers have to make contributions to the Defined Contributions Scheme?

Under the LGS Trust Deed, Employers are required to make certain contributions to fund the superannuation and pension obligations of both current and past employees who are members of the Defined Benefit Schemes.

The Local Government Super Board (LGS Board) is the Trustee of the Defined Benefit Scheme and the Retirement Scheme (Defined Benefit Schemes). As Trustee it is required to determine a contribution rate, or rates, that will fund the defined benefit liabilities of the Defined Benefit Schemes in a manner that meets its legal obligations, as set out in the Australian Prudential Regulation Authority (APRA) Prudential Standard SPS160-Defined Benefit Matters.

How does LGS ensure appropriate management of the Defined Benefit Schemes?

The LGS Board as Trustee manages the investments and the administration of the Defined Benefit Schemes. In doing so it utilises the services of a range of third party service providers including an independent Actuary, who assesses the level of funding required.

Currently the LGS Board has two key objectives in relation to the Defined Benefit Schemes:

1. To maintain the Defined Benefit Schemes at a satisfactory Financial Position to comply with the regulatory standards set by APRA; and
2. Where funding allows, to implement a de-risking plan to reduce the investment risk and therefore the volatility of contribution requirements.

The LGS Board is responsible for managing the business operations for LGS to ensure the best outcomes for its members. To enhance the skills and capabilities of the LGS Board, the governance structure has changed in the last six months with the appointment of three independent directors, including an independent chair. The directors on the LGS Board are as follows:

Employer Directors	Member Directors	Independent Directors
Dom Figliomeni	Gordon Brock	Claudia Bels
Karen McKeown	Greg McLean	Kyle Loades (Chair)
Bruce Miller	Craig Peate	Sandi Orleow

Who is the independent actuary?

Mercer is the appointed independent actuary for LGS.

Mercer is a wholly owned subsidiary of Marsh & McLennan (NYSE: MMC) the world's leading professional services firm in the areas of risk, strategy and people.

Q&A for Defined Benefit Contributions



What is the current financial position of the Defined Benefit Schemes?

The Defined Benefits Schemes have met their mandatory regulatory funding requirements, largely due to higher than expected investment return and the Employer's past service contributions.

	2019 Funding Update (\$m)
Employer Reserve	1,834.10
Accrued Benefits ["Past Service Liability (PSL)"]	1,822.90
PSL surplus / (deficit)	11.2
PSL index	100.6%

What are the key financial assumptions?

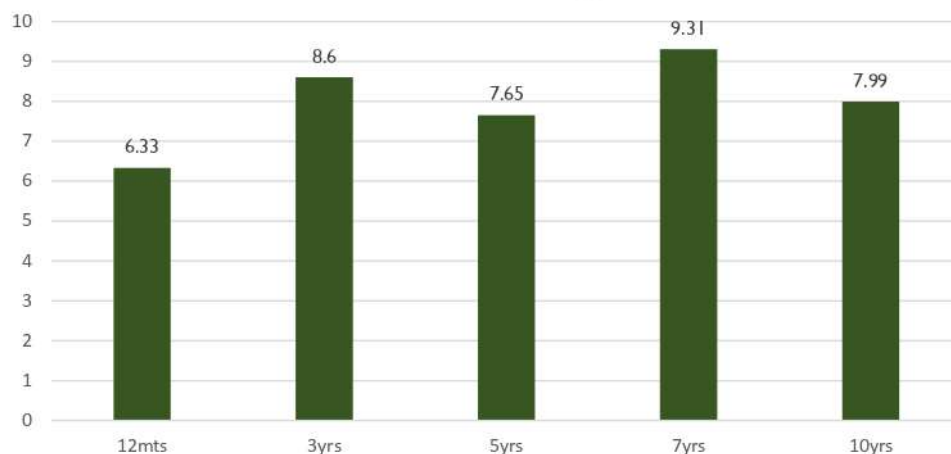
The underlying assumptions set as part of the Actuarial triennial review have not been altered for the 30 June 2019 review.

Assumption	30 June 2018 Triennial Valuation (not altered in the 30 June 2019 review)
Investment return (net of tax and investment fee):	5.75% pa
Salary increases:	3.5% pa
Rate of CPI increase:	2.5% pa

What has the investment return been over time?

Performance to June 2019

Defined Benefit Strategy



Q&A for Defined Benefit Contributions



The investment performance for the ten years since the Global Financial Crisis (GFC) has been 7.99% per annum which is higher than long-term investment return assumptions. 2019 was a strong year, with all markets producing positive returns to December 2019. The share market returns were outstanding, and shares were rebounding from a weak December quarter in 2018.

Economic growth has been weak in Australia and globally, however central banks have been trying to support growth by cutting interest rates. The Reserve Bank of Australia cut the official cash rate three times in 2019, taking the rate from 1.5% to 0.75%. The ten-year Australian government bond yield fell from 2.3% to 1.4% over the year. The Australian dollar was fairly stable, remaining at just over \$0.70 to the \$US.

How is LGS managing investment risk?

The actuarial review of the funding position as at 30 June 2019 determined that the Defined Benefit Schemes must earn at least an average of 5.75% per annum in investment return for the remaining life of the Defined Benefit Schemes.

The investment return, or discount rate, is determined by the risk profile of the assets. The Defined Benefit Schemes are presently invested in a Growth type portfolio with a 70% exposure to growth securities and a 30% exposure to defensive assets.

There remains a material risk to the contribution requirements as it would be difficult to maintain an average return of 5.75% p.a. in adverse financial market conditions.

The Trustees are therefore attempting to apply the most appropriate balance between:

- a. Taking investment risk now and leaving the current contribution plan in place; and
- b. In the future, gradually reducing exposure to equity markets to lower the investment risk and therefore limiting increases to contributions that may be required in the event of a significant market downturn.

This balance becomes harder to manage as the Defined Benefit Schemes continue to mature. In the past the Defined Benefit Schemes could ride through the ups and downs of the market cycles as most benefit payments could be met by the contributions being received. The bulk of the assets held could therefore be left largely untouched. However, now that the Defined Benefit Schemes are maturing, a greater proportion of assets are paid out to members as they retire.

These payments have to be made to members as they retire regardless of market conditions. There will therefore be periods when payments are paid out but the returns are lower than required. This crystallises any losses as once the money has left the fund the only way to make good the impact from the market downturn is through additional contributions from the employers.

To protect the funding position against adverse market conditions, the Trustee would like to implement a program of reducing the investment risk held by capturing periods of positive market performance. By reducing the level of investment risk over time, the intention is to maintain a smoother contribution pattern. By continuing the existing contribution program that is in place during periods of positive market performance and reducing investment risk, this should reduce calls for increases to contributions in the future.

Q&A for Defined Benefit Contributions



What are past service contributions?

Past service contributions are based on the estimated cost of providing benefits to members for service to Employers prior to the valuation date. This includes pensioner members, former members who are not yet retired as well as current active members.

What is the plan for past service contributions?

The following contribution plan is in place from 1 July 2020;

1. **Timeframe** - the past service contribution will continue until 30 June 2021, however it is important to note that the financial position of the Defined Benefit Schemes are consistently monitored and the funding requirement may need to be reassessed;
2. **Amount Payable** - the Actuary reviewed the financial position of the Defined Benefit Schemes as at 30 June 2019 resulting in the LGS Board resolving for the Employers to continue to make contributions in respect of past service at a rate of \$40M p.a.;
3. **Apportionment Basis** - The amount payable for the financial year commencing from 1 July 2020 is calculated based on an estimate of each Employer's proportion of the total defined benefit liabilities as at 30 June 2019, taking into account the maturing nature of the Defined Benefit Schemes.

Given the uncertainty of the cost of providing these benefits over a long period of time, contributions are required to help maintain funding levels as actual experience emerges.

What are future service contributions?

Future service contributions for the Defined Benefit Schemes are actuarially calculated, with employers billed monthly based on a multiple of the members' own contributions.

What is the plan for future service contributions?

Future service contributions will remain at the current level for the coming financial year.

Where can I obtain further information?

Further information can be obtained at www.lgsuper.com.au/corporategovernance and www.lgsuper.com.au/employerguide

15 FINANCIAL REPORTS**15.1 QUARTERLY BUDGET REVIEW STATEMENT FOR THE QUARTER ENDED 31 DECEMBER 2019**

Author: Hayley Martin, Business Development Accountant

EXECUTIVE SUMMARY

This report outlines the proposed adjustments for the 2019/2020 budget for the quarter ended 31 December 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 surplus as at 30 November 2019 of \$36,141 to a surplus of \$1,425,974. The operating result before capital grants and contributions has improved to a projected loss of \$3,754,787. There has been an increase in reserve funding of \$329,982, with a revised projected transfer from cash reserves of \$4,711,762. This improved result is largely due to additional operating revenue being transferred into reserves.

Income from continuing operations has increased by \$2,112,590, with total income now projected to be \$67,182,241. This is largely due to higher than anticipated extraction at Petersons Quarry resulting in projection income increasing \$800,000 which will go into Quarry reserves, along with Council receiving \$596,744 an insurance claim for the Rappville Hall which was destroyed in the recent fires. The insurance claim will be held in reserves until a replacement program is determined. An additional \$293,040 has also been added to the NRLX Budget as a result of a review of this program area, with \$200,000 of this expected to be revenue for the sale of biosolids.

Expenses from continuing operations have increased by \$722,757 with total operating expenses now projected to be \$65,756,267. This increase is largely due to an additional \$334,667 being added to operating expenditure for the NRLX. This includes \$160,000 for processing biosolids to be sold, as mentioned above. A further increase of \$100,000 in the waste budget is towards the preparation of a North Coast Region Waste Investment Report with contributions being received from nine local councils.

Council's capital works program has increased by \$1,189,387, to a projected total of \$24,035,053. This is largely due to the an additional \$430,715 in Water Infrastructure and \$245,057 in Sewerage Infrastructure projects. In addition, \$277,551 was added to capital works at the NRLX of which \$232,051 was approved by Council at its March 2019 meeting towards the Administration Building Upgrade.

A detailed Quarterly Budget Review Statement for the second 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 9-13.

RECOMMENDATION

That Council adopt the Quarterly Budget Review Statement as at 31 December 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 second quarter of the 2019/2020 financial year has seen Council's operating result from continuing operations improve to a projected surplus of \$1,425,974. This is an increase of \$1,389,833 from the revised surplus as at 30 November 2019 of \$36,141. Council's projected operating result before capital grants and contributions is a loss of \$3,754,787.

Council's estimated budget result (unrestricted cash result) of \$240,304 remained unchanged.

In overall cash terms, there is a decrease in the estimated funding from reserves of \$329,982, with an estimated transfer from reserves of \$4,711,762 for the 2019/2020 financial year. This decrease is predominately due to revised extraction rates at Petersons Quarry with budgeted income being increased \$800,000. This will be transferred back into Quarry reserves. A further increase to reserves was \$596,744 in insurance claim for the Rappville Hall that was destroyed in the recent fires. This insurance claim will remain in reserves until a replacement program is determined.

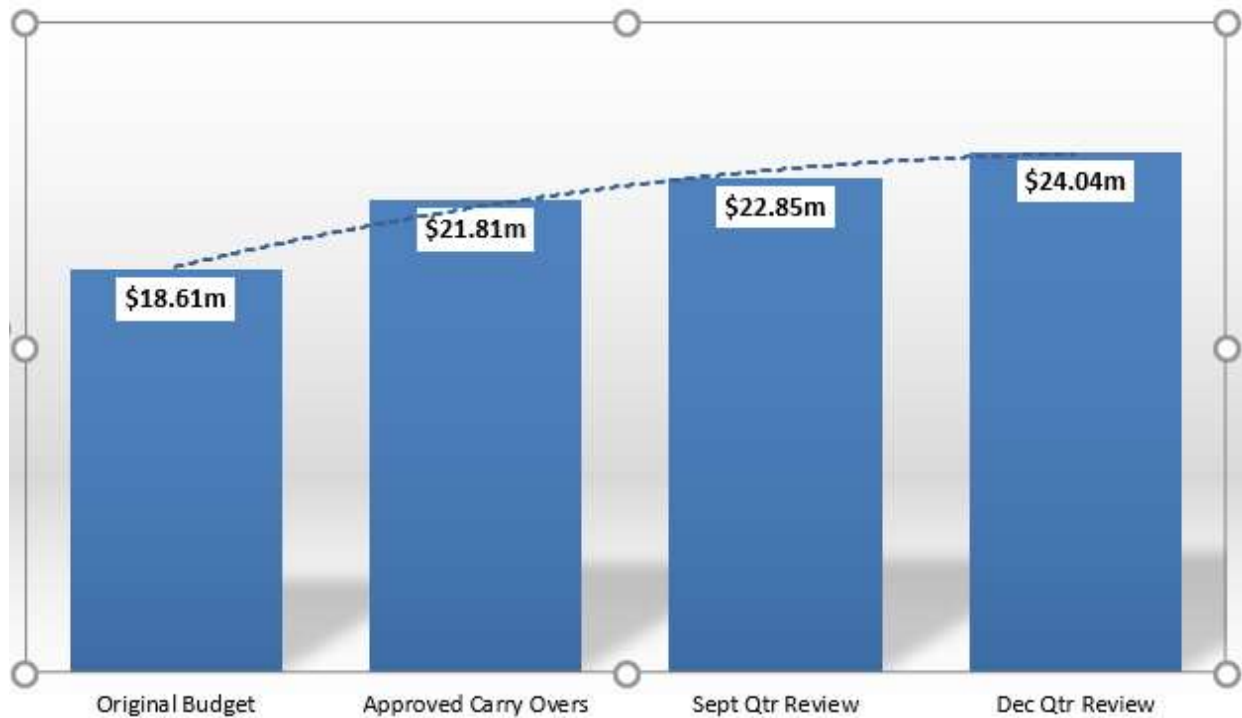
Income from continuing operations has increased by \$2,112,590, with total income now projected to be \$67,182,241. Contributing to this increase is the revised extraction at Petersons Quarry as mentioned above, along with \$596,744 in an insurance claim for the Rappville Hall. In addition, a further \$200,000 is expected to be received from the sale of biosolids at the NRLX with contractors currently processing the material for sale. All recommended changes for Council resolution of \$2,112,590 are disclosed by Priority Area on page 4 of the Quarterly Budget Review Statement and detailed explanations are provided on pages 9-13.

Expenses from continuing operations have increased by \$722,757 to a projected total of \$65,756,267. This is largely due to an additional \$334,667 in operating expenditure at the NRLX, as mentioned above. Of this increase, \$160,000 relates to the processing of biosolids for sale, which is expected to return a \$40,000 profit. In addition, \$100,000 has been added to the waste management budget for the development of a North Coast Region Waste Investment Report which is funded by contributions from each of the 10 Councils involved, including RVC. All recommended changes for Council resolution of \$722,757 are disclosed by Priority Area on page 5 of the Quarterly Budget Review Statement and detailed explanations are provided on pages 9-13.

Council's capital works budget has increased by \$1,189,387. The projected capital works program now totals \$24,035,053, with the increase largely attributed to \$430,715 in additional Water Infrastructure projects along with \$245,057 in Sewerage Infrastructure projects. Further to this, \$277,551 has been added to capital works at the NRLX of which \$232,051 was expended as part of the Administration Building Upgrade, as approved at Council's March 2019 Ordinary Meeting. 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 9-13.

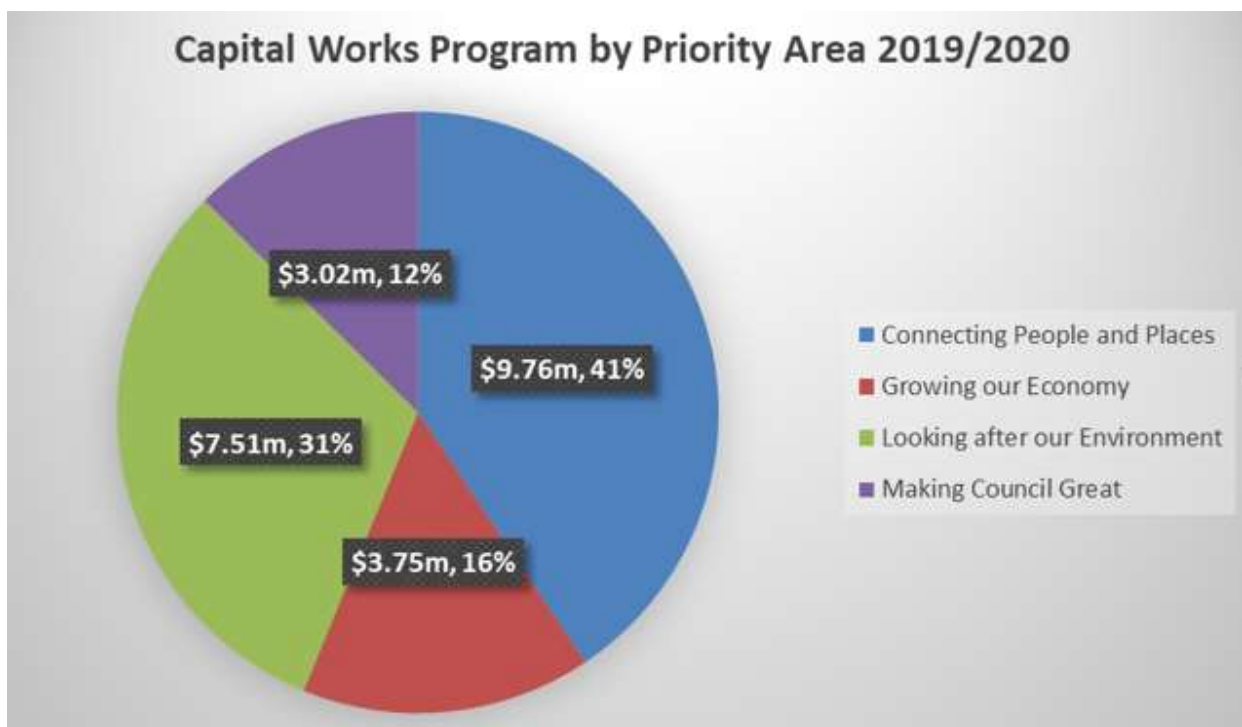
The following graph tracks the movement in the capital works program for 2019/2020 from the original budget, after the adoption of approved carry over works and other approved monthly adjustments up to the December Quarterly Budget Review.

Movement in Capital Works Program 2019/2020



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 31 December 2019	Revised Budget 30-Nov-19	Recommended Changes for Council Resolution	Projected Year End Result 2019/2020
Income from Continuing Operations	65,069,651	2,112,590	67,182,241
Expenses from Continuing Operations	65,033,509	722,757	65,756,267
Operating Result from Continuing Operations	36,141	1,389,833	1,425,974
Operating Result before Capital Income	(5,124,874)	1,370,087	(3,754,787)
Add: Non-Cash Expenses	18,446,841	0	18,446,841
Add: Non-Operating Funds Employed	2,046,891	129,537	2,176,428
Less: Capital Expenditure	22,845,665	1,189,387	24,035,053
Less: Loan Repayments	2,485,648	0	2,485,648
Estimated Funding Result – Surplus/(Deficit)	(4,801,440)	329,982	(4,471,458)
Restricted Funds – Increase/(Decrease)	(5,041,744)	329,982	(4,711,762)
Unrestricted Funds – Increase/(Decrease)	240,304	0	240,304

Pages 9 to 13 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 operating income and expenditure as a result of increased Public Library Funding from the NSW State Government of \$42,881 for RVC and \$48,659 for Kyogle Council.
- Increase in operating income for Community Halls with the receipt of the Rappville Hall insurance claim for \$596,744 which will be transferred to reserves until a replacement program is determined.

Growing our Economy

- At its November 2019 Ordinary Meeting, Council was provided with an update on the financial performance of the NRLX as at 30 September 2019. Since then, a thorough review of the NRLX budget has been undertaken as part of the Quarterly Budget Review as at 31 December 2019. It was identified that \$60,439 was expended on the upgrade of the administration building and agents office which has now been transferred from operational costs to capital expenditure. Additional revenue is anticipated from the sale of biosolids as well as a revised throughput of 110,000 for the 2019/2020 financial year, resulting in an additional \$293,040 in operating income. It is anticipated there will be increases in operational costs of \$334,667 as a result of increased salaries and wages as well as increased electricity and other operating costs. The increase in electricity costs are due to delays in the upgrade of the transformer. There was also damage caused to the solar system as a result of a number of power issues, meaning the solar system was off for the majority of the last quarter. Capital expenditure has also increased \$277,551 with \$232,051 being allocated towards the Administration Building Upgrade.
- Increase in operating income of \$800,000 for Petersons Quarry with extraction rates higher than anticipated.

Looking after our Environment

- Increase of \$430,715 in capital expenditure for Water Infrastructure projects, largely towards filters refurbishment at the Casino Water Treatment Plant.
- Increase in Sewerage Services capital expenditure of \$245,057 largely for Pump Station 10 Upgrade as well as replacement bushes and spirals at the Inlet works.
- Increase in operating income and expenditure for Waste Management with the development of a Regional Waste Strategy with 9 other local councils.

Making Council Great

- Increase in Work, Health & Safety operating income of \$42,132 as Council received its WHS Incentive entitlement for 2019/2020.

CONCLUSION

As at the end of the second quarter, Council's operating result from continuing operations is a projected surplus of \$1,425,974, with a projected loss before capital grants and contributions of \$3,754,787. Council's capital works budget has increased slightly to \$24,035,053 and this will need to be closely monitored to ensure all projects can be delivered. Council's estimated budget result (unrestricted cash result) has remained unchanged with 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 31 December 2019 (under separate cover)**

15.2 FINANCIAL ANALYSIS REPORT - DECEMBER 2019 AND JANUARY 2020

Author: Jono Patino, Financial Accountant

EXECUTIVE SUMMARY

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

The value of Council's Investment Portfolio as at 31 December 2019 and 31 January 2020 including General Bank Accounts and Trust Funds is shown below.

Month	Investment Portfolio	General Bank Accounts	Trust Funds	Total
December 2019	\$48,541,055	\$570,048	\$87,050	\$49,198,154
January 2020	\$47,941,836	\$1,079,994	\$87,050	\$49,108,881

The weighted average rate of return on Council's investments for December 2019 was 0.60% which was below the 90 Day Bank Bill Index for December of 0.907%.

The weighted average rate of return on Council's investments for December 2019 was 6.02% which was above the 90 Day Bank Bill Index for December of 0.880%.

RECOMMENDATION

That Council receive and note the Financial Analysis Report detailing investment performance for the month of December 2019 and January 2020.

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 December 2019, Council had earned \$310,786 in interest and \$313,266 in fair value gains for total investment revenue of \$624,052 against a budget of \$995,000 (which equates to 62.72%).

As at 31 January 2020, Council had earned \$316,594 in interest and \$494,047 in fair value gains for total investment revenue of \$810,641 against a budget of \$995,000 (which equates to 81.47%).

Future fair value gains or losses will continue to be monitored and reported to Council.

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

The RBA left the cash rate at 0.75% per annum at its December 2019 meeting and didn't have a meeting during January 2020.

Rate of Return

The weighted average rate of return on investments in December 2019 was 0.60%, a decrease of 381 basis points from the previous month. The rate of return is 31 basis points below the 90 Day Bank Bill Index of 0.907% which is Council's benchmark. This was due to an overall loss being incurred on Council's TCorp investments.

The weighted average rate of return on investments in January 2020 was 6.02%, an increase of 542 basis points from the previous month. The rate of return is 514 basis points above the 90 Day Bank Bill Index of 0.880% which is Council's benchmark. During January 2020 the TCorp Medium Term Growth Fund performed extremely well returning a fair value gain of \$169,512, which equates to an annual return of 21.00%. Whilst the return for the Medium Term Growth Fund for January 2020 is pleasing, it should be recognised that this is a long term investment and is subject to market fluctuations.

Council's Investment Portfolio

The value of Council's Investment Portfolio as at 31 December 2019 and January 2020 including General Bank Accounts and Trust Funds are shown below.

Month	Investment Portfolio	Face Value	General Bank Accounts	Trust Funds
December 2019	\$48,541,055	\$47,203,311	\$570,048	\$87,050
January 2020	\$47,941,836	\$46,423,311	\$1,079,994	\$87,050

The Investment Portfolio balance at 31 December 2019 of \$48,541,055 is made up of Council's Business Online Saver Account (\$5,700,000), Term Deposits (\$23,000,000) and NSW Treasury Corporation Investments (\$19,841,055).

The Investment Portfolio balance at 31 January 2020 of \$47,941,836 is made up of Council's Business Online Saver Account (\$4,920,000), Term Deposits (\$23,000,000) and NSW Treasury Corporation Investments (\$20,021,836).

Council's investment portfolio has maturity dates ranging from same day up to 732 days. Term deposits of \$23,000,000 represented 47.38% of the total portfolio as at 31 December 2019. Council made nine new term deposits during the month of December 2019; two with AMP Ltd, Australian Military Bank and Judo Bank and one with Bank of Sydney, MyState Bank and Westpac Bank. Of these funds AMP Ltd and Westpac Bank support the fossil fuel industry. These term deposits were chosen as they offered the highest available return after diversification principles were applied. Seven term deposits matured during the month.

Term deposits of \$23,000,000 represented 47.97% of the total portfolio as at 31 January 2020. No new term deposits were made in January 2020 and no term deposits matured during the period.

Council had \$19,841,055 in longer term investments being the Cash Facility Trust and Medium-Term Growth Fund with NSW Treasury Corporation as at 31 December 2019 and \$20,021,836 as at 31 January 2020. The investment values as at 31 December 2019 and 31 January 2020 are shown below.

Investment Holding	Fair Value 31-Dec-19	Fair Value Gain/(Loss) December 2019	Fair Value Gain/(Loss) YTD
Cash Facility Trust	\$10,167,785	\$8,118	\$58,857
Medium Term Growth Fund	\$9,673,270	(\$42,871)	\$254,409
Total	\$19,841,055	(\$34,752)	\$313,266

Investment Holding	Fair Value 31-Jan-20	Fair Value Gain/(Loss) January 2020	Fair Value Gain/(Loss) YTD
Cash Facility Trust	\$10,179,054	\$11,269	\$70,126
Medium Term Growth Fund	\$9,842,782	\$169,512	\$423,921
Total	\$20,021,836	\$180,781	\$494,047

Environmentally Sustainable Investments (ESI's)

The current holdings in ESI's are \$11,000,000 or 22.94% of the total portfolio. While this percentage may seem low, the reason for this is this percentage is only calculated using ESI term deposits against Council's total investment portfolio. NSW Treasury Corporation, who hold a significant proportion of Council's investments are still to release a position statement in relation to Environmentally Sustainable Investments. The information for the assessment has been sourced from the website www.marketforces.org.au which is an affiliate project of the Friends of the Earth Australia.

NSW Treasury Corporation continues to take a stewardship approach to ESI's (this policy was last updated in December 2018). The focus of this policy is on the management of Environmental, Social and Governance (ESG) risks and opportunities as well as active ownership of assets which includes proxy voting and corporate engagement. A major focus is on the materiality of ESG issues including climate change which is expected to have an impact on portfolios over the long term both from a risk and opportunity perspective. These issues are managed through investment managers and stewardship principles are embedded into investment funds. Bearing this in mind, if the NSW Treasury Corporation investments were considered to be ESI's, the current holding in ESI's would be \$31,021,836 or 64.71% of the total investment portfolio.

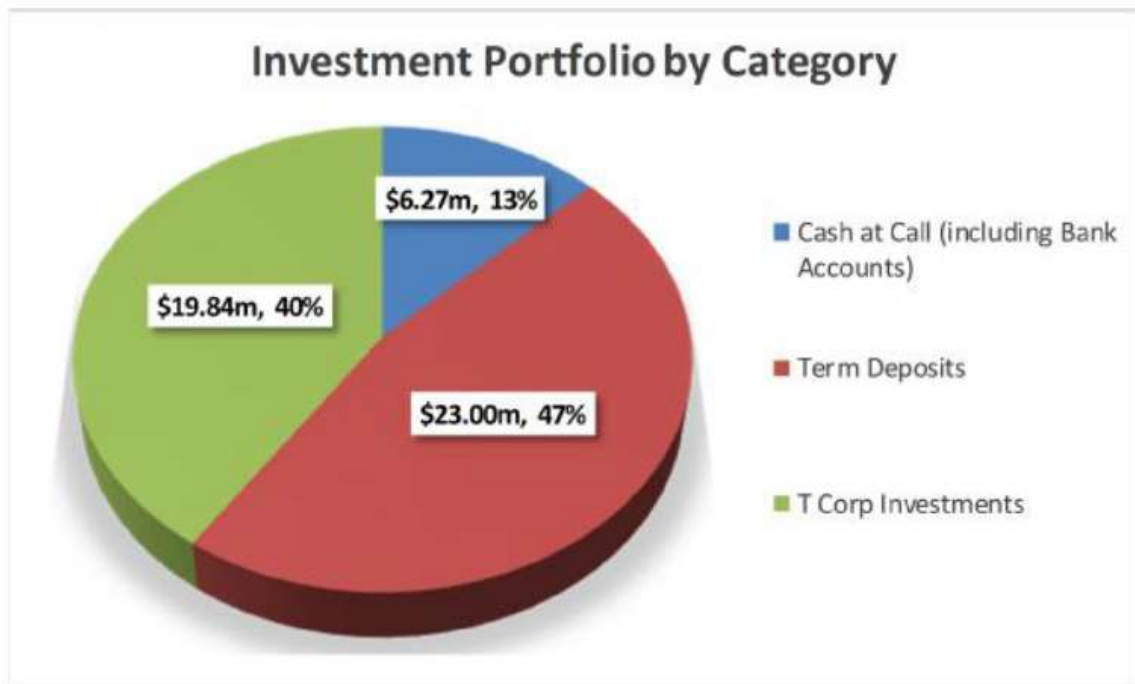
CONCLUSION

During the months of December 2019 and January 2020 Council's investments have been made in accordance with the Act, the Regulations and Council's Investment Policy. As at 31 December 2019 Council's investments totalled \$48,541,055 with a further \$657,098 held in bank accounts. The weighted average rate of return was 0.60% for the month of December and total investment revenue equals 62.72% of budgeted revenue for the year to 31 December 2019. As at 31 January 2020 Council's investments totalled \$47,941,836 with a further \$1,167,045 held in bank accounts. The weighted average rate of return was 6.02% for the month of January and total investment revenue equals 81.47% of budgeted revenue for the year to 31 January 2020.

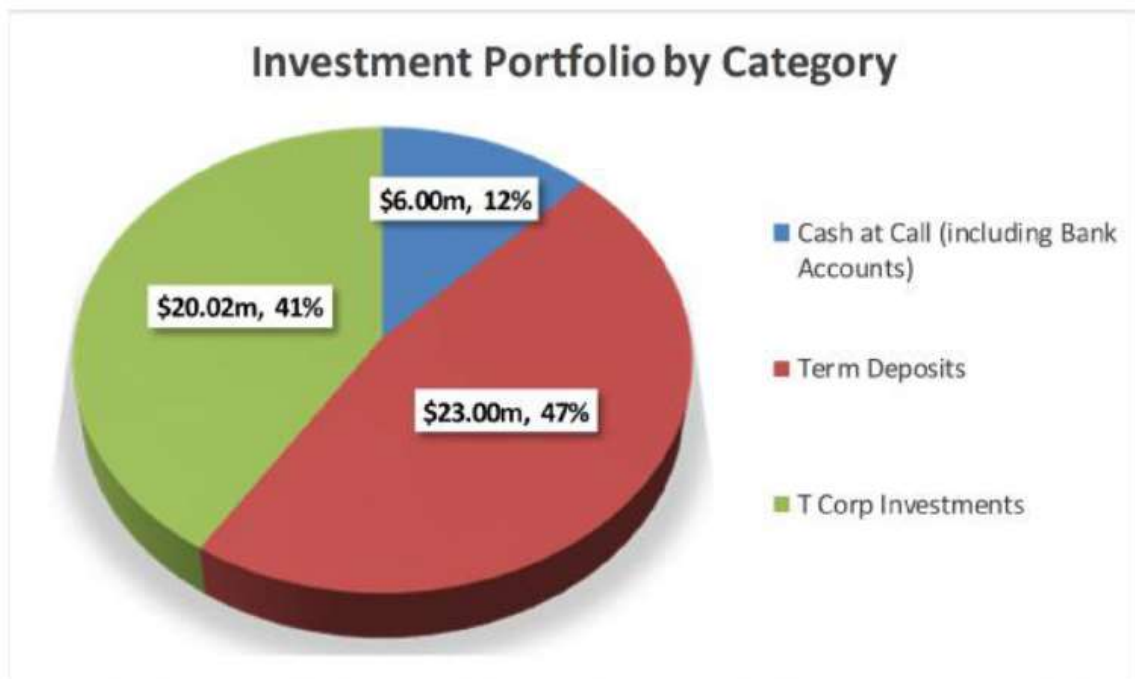
ATTACHMENT(S)

1. Financial Analysis Report Attachments

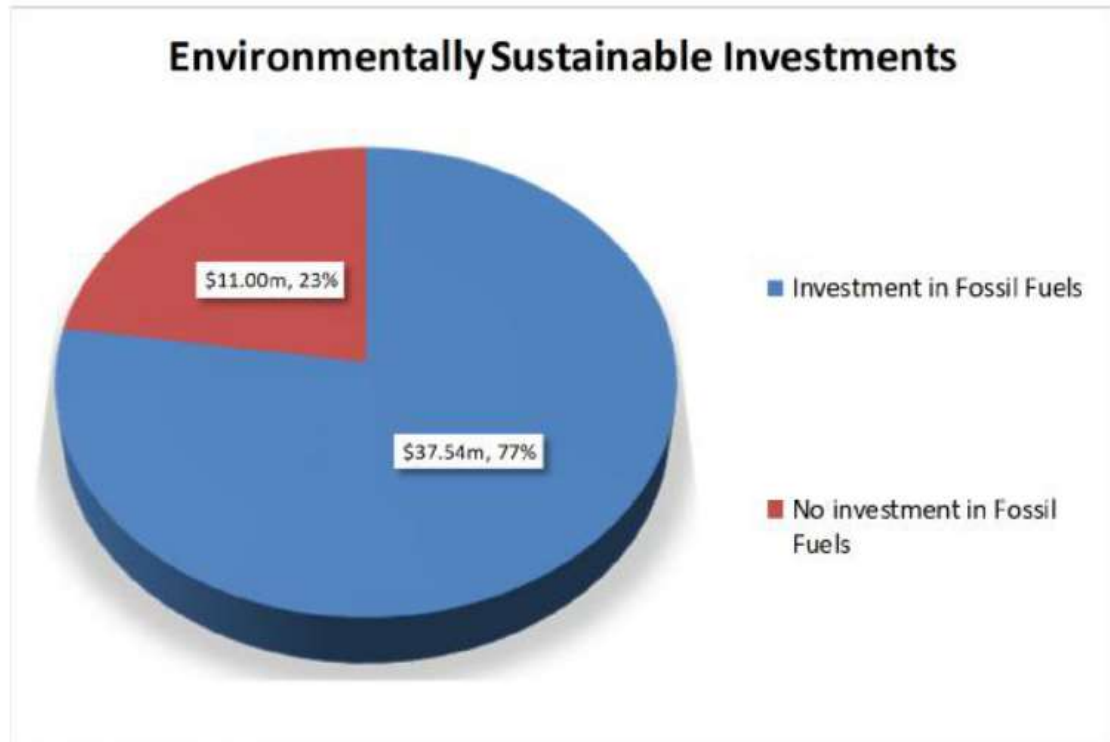
The following graph shows Council's investment portfolio by investment category as at 31 December 2019.



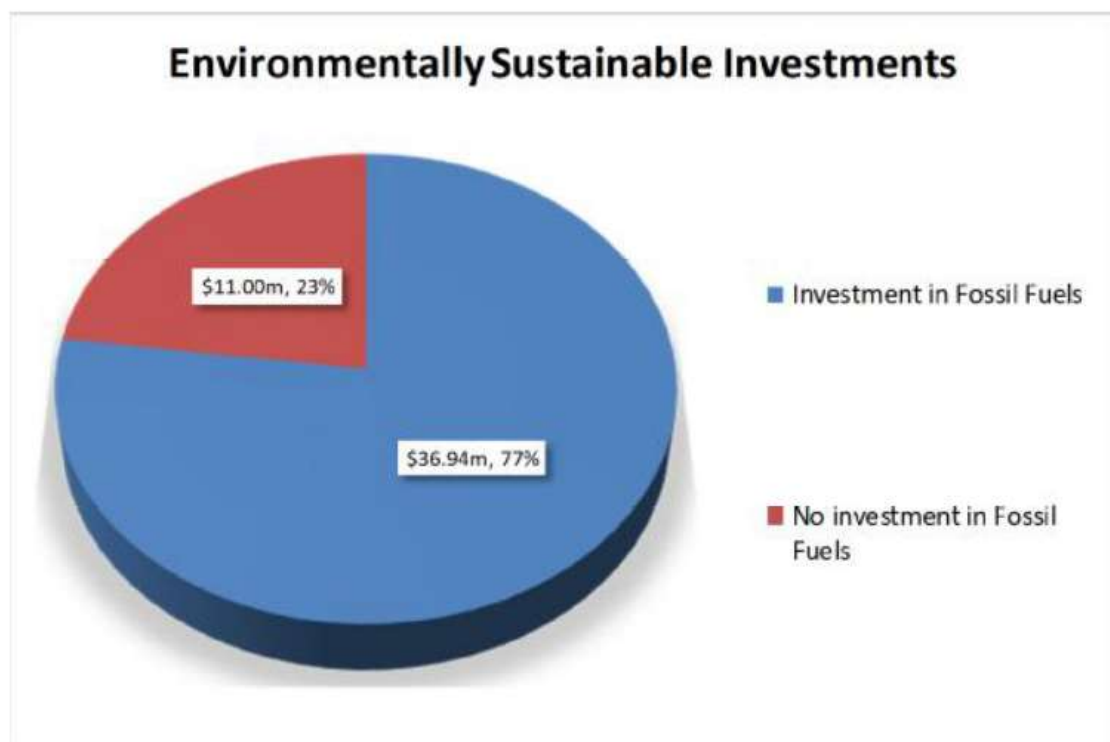
The following graph shows Council's investment portfolio by investment category as at 31 January 2020.



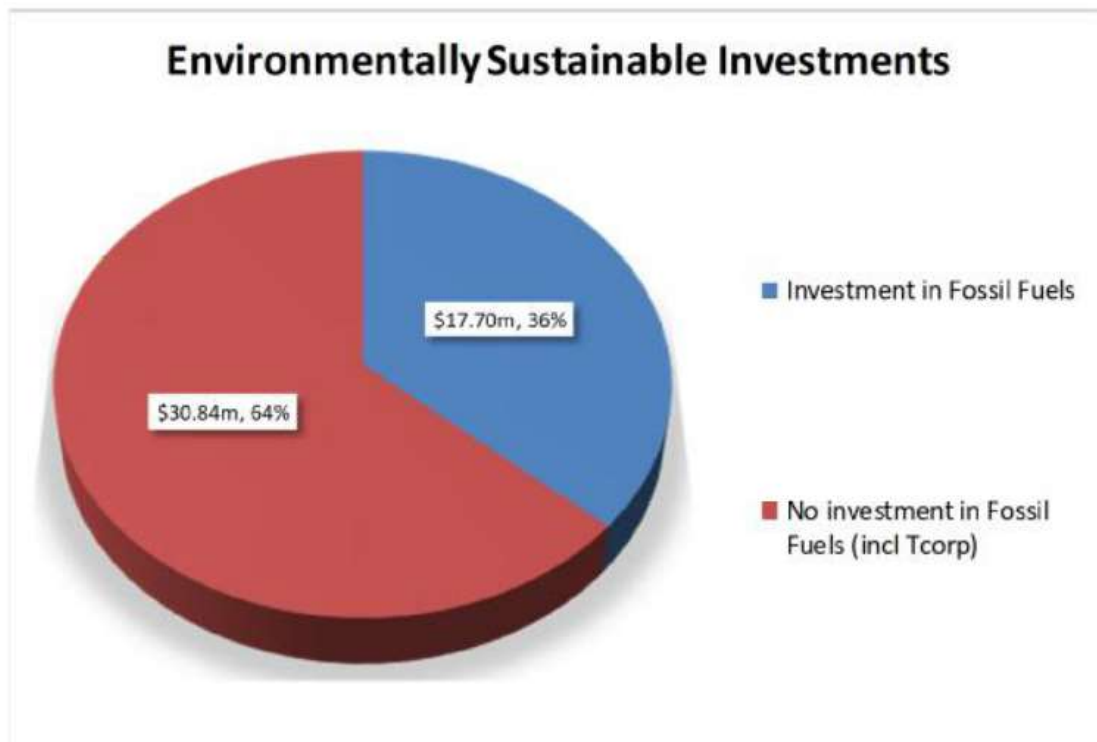
The following graph details Council's Environmentally Sustainable Investments as a percentage of Council's investment portfolio as at 31 December 2019.



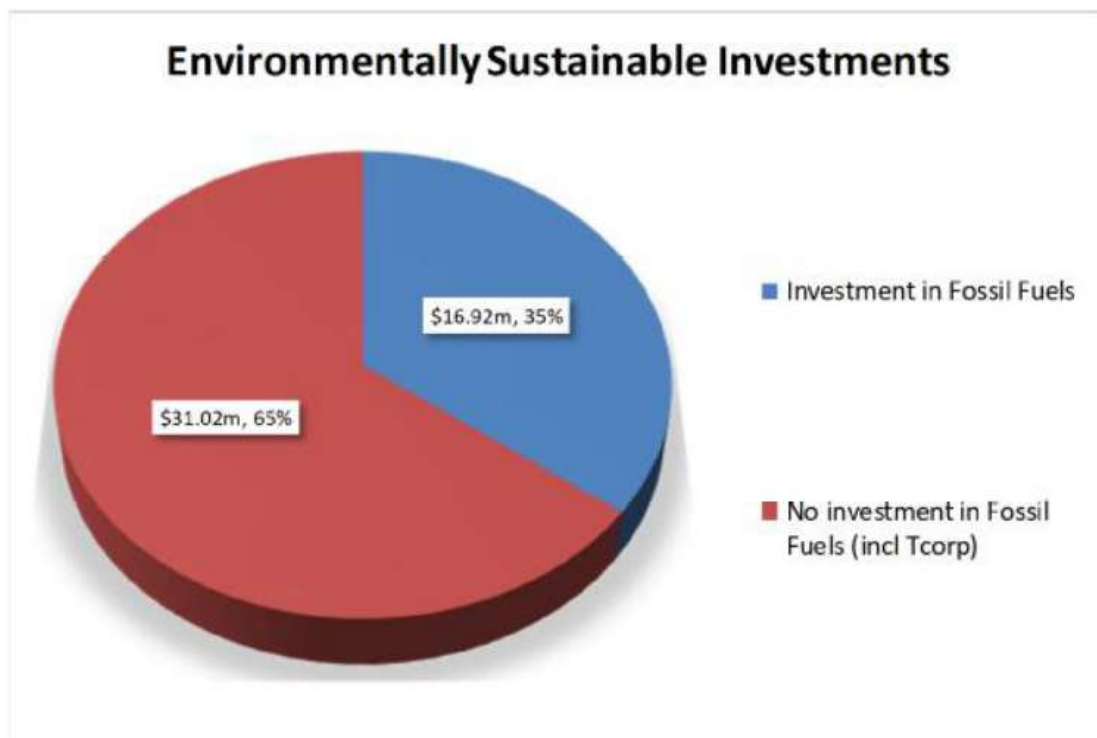
The following graph details Council's Environmentally Sustainable Investments as a percentage of Council's investment portfolio as at 31 January 2020.



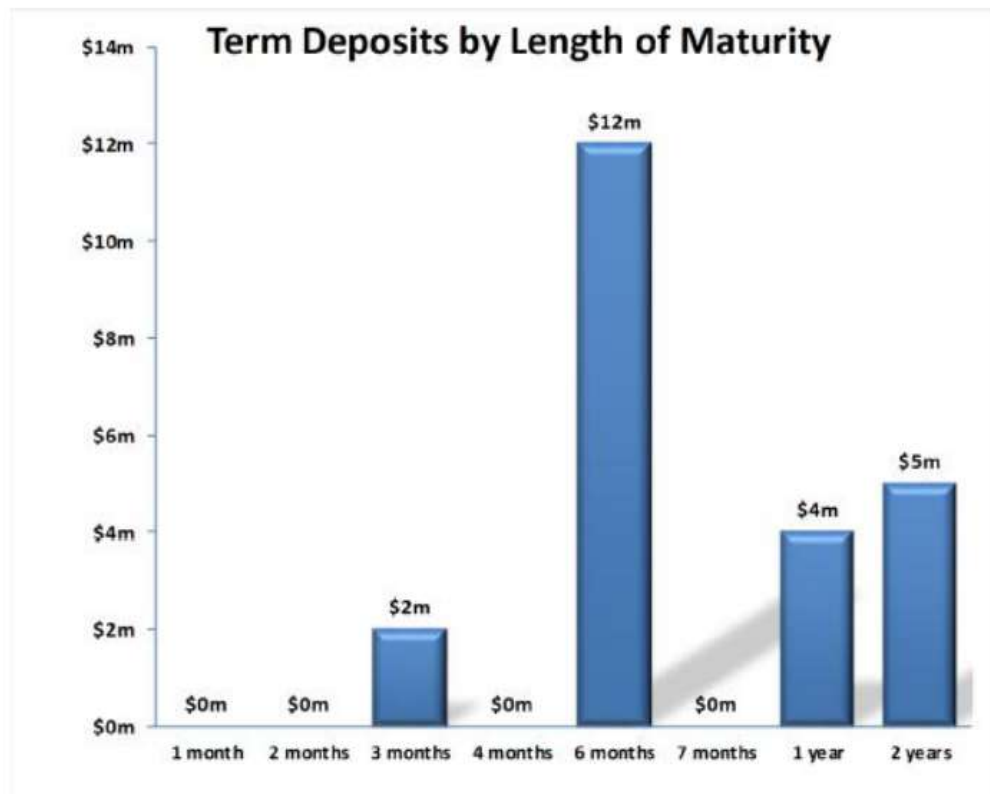
The following graph details Council's Environmentally Sustainable Investments as a percentage of Council's investment portfolio as at 31 December 2019 assuming that Council's TCorp funds were included.



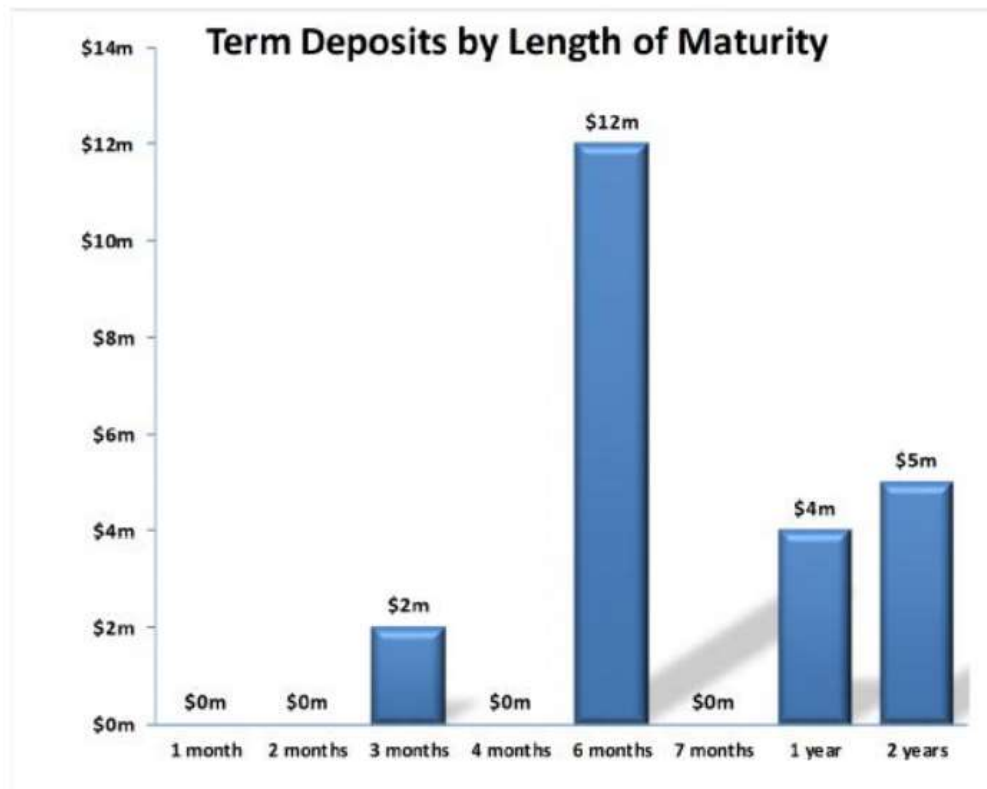
The following graph details Council's Environmentally Sustainable Investments as a percentage of Council's investment portfolio as at 31 January 2020 assuming that Council's TCorp funds were included.



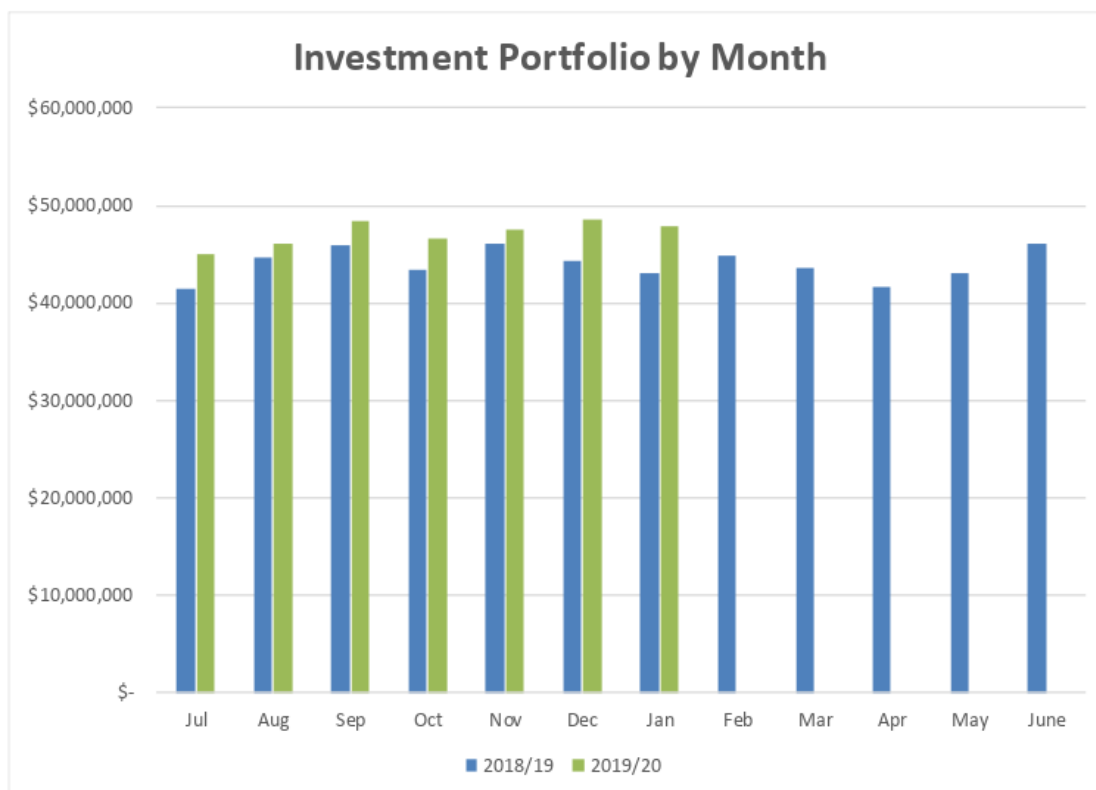
The following graph shows the length of time of Council's term deposit maturities as at 31 December 2019.



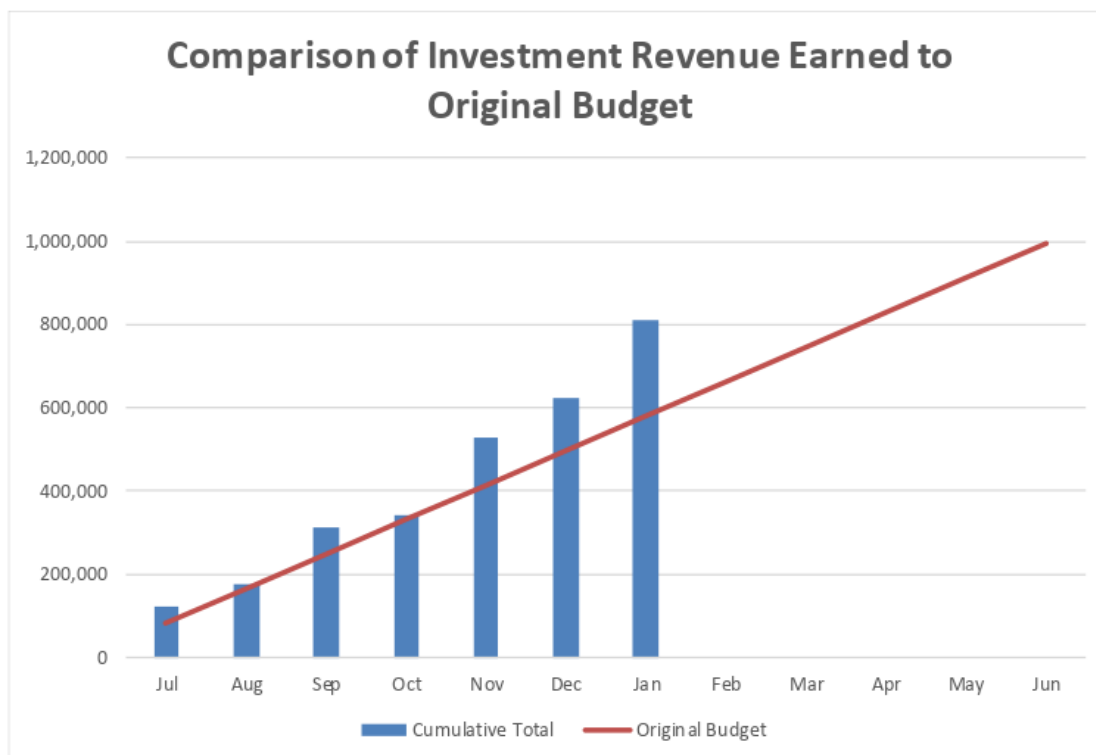
The following graph shows the length of time of Council's term deposit maturities as at 31 January 2020.



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 DECEMBER 2019										
Investment Source	Investment Type	Rating	Environmentally Sustainable Investments	Investment Date	Maturity Date	Rate of Return	Original Investment Value	Current Investment Fair Value	Interest/ Fair Value Gain Received	% of Total Portfolio
Cash at Call										
CBA Business Online Saver	At Call	A1+/AA	N	At Call		1.10%	N/A	5,700,000	3,540	11.74%
Interest on Other Bank Accounts									85	
						Total		5,700,000	3,625	11.74%
Term Deposits										
ING Direct	Term Deposit	A2/A-	N	21/02/2018	21/02/2020	2.90%	N/A	1,000,000	0	2.06%
ING Direct	Term Deposit	A2/A-	N	1/03/2018	2/03/2020	2.88%	N/A	1,000,000	0	2.06%
ING Direct	Term Deposit	A2/A-	N	5/03/2018	5/03/2020	2.88%	N/A	1,000,000	0	2.06%
Greater Bank	Term Deposit	A2/BBB	Y	13/06/2018	12/06/2020	3.00%	N/A	1,000,000	0	2.06%
Defence Bank	Term Deposit	A2/BBB	Y	3/09/2018	3/09/2020	3.00%	N/A	1,000,000	0	2.06%
Australian Military Bank	Term Deposit	A2/BBB+	Y	20/02/2019	20/02/2020	2.90%	N/A	1,000,000	0	2.06%
Westpac	Term Deposit	A1+/AA-	N	1/03/2019	2/03/2020	2.83%	N/A	1,000,000	0	2.06%
AMP Ltd	Term Deposit	A2/BBB+	N	26/08/2019	24/02/2020	2.20%	N/A	1,000,000	0	2.06%
AMP Ltd	Term Deposit	A2/BBB+	N	3/09/2019	2/03/2020	2.20%	N/A	1,000,000	0	2.06%
Judo Bank	Term Deposit	Unrated	Y	3/09/2019	3/09/2020	2.05%	N/A	1,000,000	0	2.06%
Macquarie Bank	Term Deposit	A1/A+	N	6/09/2019	6/03/2020	1.75%	N/A	1,000,000	0	2.06%
Judo Bank	Term Deposit	Unrated	Y	9/09/2019	10/03/2020	2.15%	N/A	1,000,000	0	2.06%
Macquarie Bank	Term Deposit	A1/A+	N	13/09/2019	16/03/2020	1.75%	N/A	1,000,000	0	2.06%
National Australia Bank	Term Deposit	A1+/AA-	N	18/09/2019	18/03/2020	1.75%	N/A	1,000,000	0	2.06%
AMP Ltd	Term Deposit	A2/BBB+	N	2/12/2019	1/06/2020	2.10%	N/A	1,000,000	0	2.06%
Judo Bank	Term Deposit	Unrated	Y	2/12/2019	1/12/2020	2.10%	N/A	1,000,000	0	2.06%
Bank of Sydney	Term Deposit	Unrated	Y	2/12/2019	2/03/2020	1.85%	N/A	1,000,000	0	2.06%
MyState Bank	Term Deposit	A2/BBB	Y	3/12/2019	3/03/2020	1.82%	N/A	1,000,000	0	2.06%
Westpac Bank	Term Deposit	A1+/AA-	N	3/12/2019	3/06/2020	1.53%	N/A	1,000,000	0	2.06%
Australian Military Bank	Term Deposit	A2/BBB+	Y	4/12/2019	4/06/2020	1.81%	N/A	1,000,000	0	2.06%
AMP Ltd	Term Deposit	A2/BBB+	N	9/12/2019	9/06/2020	2.00%	N/A	1,000,000	0	2.06%
Judo Bank	Term Deposit	Unrated	Y	12/12/2019	11/06/2020	2.01%	N/A	1,000,000	0	2.06%
Australian Military Bank	Term Deposit	A2/BBB+	Y	16/12/2019	16/06/2020	1.70%	N/A	1,000,000	0	2.06%
AMP Rebate									0	
						Total		23,000,000	128,558	47.38%
NSW Treasury Corporation Hourglass Investments										
Cash Facility Trust	Trust		N	Various	N/A	0.96%	9,498,282	10,167,785	8,118	20.95%
Medium Term Growth Fund	Trust		N	Various	N/A	-5.28%	9,005,029	9,673,270	-42,871	19.93%
						Total	18,503,311	19,841,055	-34,752	40.87%
Bank Accounts							47,203,311	48,541,055	97,430	
Account Name										
General Fund Bank Account							570,028			
Trust Fund Bank Account							87,050			
NAB Cheque Account							20			
Total							657,098			
Total Investment Portfolio at Face Value							47,203,311			
Total Investment Portfolio at Fair Value							48,541,055			
Interest Revenue Received							97,430			
Weighted Average Interest Rate							0.60%			
Total Bank Account Portfolio							657,098			
Total Portfolio							49,198,154			

RICHMOND VALLEY COUNCIL FINANCIAL ANALYSIS REPORT AS AT 31 JANUARY 2020										
Investment Source	Investment Type	Rating	Environmentally Sustainable Investments	Investment Date	Maturity Date	Rate of Return	Original Investment Value	Current Investment Fair Value	Interest/ Fair Value Gain Received	% of Total Portfolio
Cash at Call CBA Business Online Saver Interest on Other Bank Accounts	At Call	A1+/AA	N	At Call		0.85%	N/A	4,920,000	5,707 101	10.26%
Term Deposits						Total		4,920,000	5,808	10.26%
ING Direct	Term Deposit	A2/A-	N	21/02/2018	21/02/2020	2.90%	N/A	1,000,000	0	2.09%
ING Direct	Term Deposit	A2/A-	N	1/03/2018	2/03/2020	2.88%	N/A	1,000,000	0	2.09%
ING Direct	Term Deposit	A2/A-	N	5/03/2018	5/03/2020	2.88%	N/A	1,000,000	0	2.09%
Greater Bank	Term Deposit	A2/BBB	Y	13/06/2018	12/06/2020	3.00%	N/A	1,000,000	0	2.09%
Defence Bank	Term Deposit	A2/BBB	Y	3/09/2018	3/09/2020	3.00%	N/A	1,000,000	0	2.09%
Australian Military Bank	Term Deposit	A2/BBB+	Y	20/02/2019	20/02/2020	2.90%	N/A	1,000,000	0	2.09%
Westpac	Term Deposit	A1+/AA-	N	1/03/2019	2/03/2020	2.83%	N/A	1,000,000	0	2.09%
AMP Ltd	Term Deposit	A2/BBB+	N	26/08/2019	24/02/2020	2.20%	N/A	1,000,000	0	2.09%
AMP Ltd	Term Deposit	A2/BBB+	N	3/09/2019	2/03/2020	2.20%	N/A	1,000,000	0	2.09%
Judo Bank	Term Deposit	Unrated	Y	3/09/2019	3/09/2020	2.05%	N/A	1,000,000	0	2.09%
Macquarie Bank	Term Deposit	A1/A+	N	6/09/2019	6/03/2020	1.75%	N/A	1,000,000	0	2.09%
Judo Bank	Term Deposit	Unrated	Y	9/09/2019	10/03/2020	2.15%	N/A	1,000,000	0	2.09%
Macquarie Bank	Term Deposit	A1/A+	N	13/09/2019	16/03/2020	1.75%	N/A	1,000,000	0	2.09%
National Australia Bank	Term Deposit	A1+/AA-	N	18/09/2019	18/03/2020	1.75%	N/A	1,000,000	0	2.09%
AMP Ltd	Term Deposit	A2/BBB+	N	2/12/2019	1/06/2020	2.10%	N/A	1,000,000	0	2.09%
Judo Bank	Term Deposit	Unrated	Y	2/12/2019	1/12/2020	2.10%	N/A	1,000,000	0	2.09%
Bank of Sydney	Term Deposit	Unrated	Y	2/12/2019	2/03/2020	1.85%	N/A	1,000,000	0	2.09%
MyState Bank	Term Deposit	A2/BBB	Y	3/12/2019	3/03/2020	1.82%	N/A	1,000,000	0	2.09%
Westpac Bank	Term Deposit	A1+/AA-	N	3/12/2019	3/06/2020	1.53%	N/A	1,000,000	0	2.09%
Australian Military Bank	Term Deposit	A2/BBB+	Y	4/12/2019	4/06/2020	1.81%	N/A	1,000,000	0	2.09%
AMP Ltd	Term Deposit	A2/BBB+	N	9/12/2019	9/06/2020	2.00%	N/A	1,000,000	0	2.09%
Judo Bank	Term Deposit	Unrated	Y	12/12/2019	11/06/2020	2.01%	N/A	1,000,000	0	2.09%
Australian Military Bank	Term Deposit	A2/BBB+	Y	16/12/2019	16/06/2020	1.70%	N/A	1,000,000	0	2.09%
AMP Rebate									0	
Matured Term Deposits Nil						Total		23,000,000	0	47.97%
NSW Treasury Corporation Hourglass Investments										
Cash Facility Trust	Trust		N	Various	N/A	1.32%	9,498,282	10,179,054	11,269	21.23%
Medium Term Growth Fund	Trust		N	Various	N/A	21.00%	9,005,029	9,842,782	169,512	20.53%
						Total	18,503,311	20,021,836	180,781	41.76%
Bank Accounts										
	Balance \$									
Account Name	31-Jan-20									
General Fund Bank Account	1,079,974									
Trust Fund Bank Account	87,050									
NAB Cheque Account	20									
Total	1,167,045									
Total Investment Portfolio at Face Value							46,423,311			
Total Investment Portfolio at Fair Value								47,941,836		
Interest Revenue Received									186,589	
Weighted Average Interest Rate							6.02%			
Total Bank Account Portfolio								1,167,045		
Total Portfolio								49,108,881		

15.3 NORTHERN RIVERS LIVESTOCK EXCHANGE STATISTICS AND FINANCIAL PERFORMANCE AS AT 31 DECEMBER 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 31 December 2019, as well as monthly throughput information from 2014/2015 to 2019/2020 YTD. Comparatives of averages for periods prior to 19/20 and the adjusted averages including 19/20.

RECOMMENDATION

That Council receive and note the performance of the Northern Rivers Livestock Exchange as at 31 December 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 31 December 2019 and monthly throughput from 2014/2015 to 2019/2020.

NRLX throughput is currently at the highest levels seen since 2005. It is clear a significant influencing factor was the ongoing prolonged drought conditions compounded by the significant fire impacts across the region. Improvements in relationships with key stakeholders also influences this result and cannot be discounted as significant efforts have been made in this area.

During this period NRLX operations relocated office spaces into the new Administration Building. This process alone entailed significant planning, time and resources to relocate during an exceptionally busy period and consideration needs to be given for such significant interruptions to business operations, the staff and the customers.

NRLX has also renegotiated ongoing software support and licensing during this period that will commence from January 2020. This new agreement will improve services provided, reduce ongoing costs and allow for significant increases in the uptake of the technology across the site. This revised agreement has already demonstrated a \$12,000 saving and enabled software licences to be provided for the Agents greatly improving the services provided by NRLX to our key customers.

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 pre 19/20	Average inc 19/20
July	9,361	10,878	11,207	8,248	7,910	10,035	9,521	9,607
August	5,237	8,774	9,993	4,807	6,980	8,991	7,158	7,464
September	7,965	8,144	6,053	5,275	5,736	8,840	6,635	7,002
October	6,147	4,899	6,932	3,823	5,228	9,121	5,406	6,025
November	5,667	6,781	10,132	9,498	8,046	17,047	8,025	9,529
December	2,645	3,805	4,553	5,324	4,528	4,054	4,171	4,152
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			
TOTAL	104,977	103,666	119,572	92,010	99,887	58,088		

Financial Implications

Income from user charges and fees is currently \$744,431 and 58.2% of projected yearly budget. A budget adjustment for projected income has been revised up by \$301,930 to \$1,579,113 which includes the increased throughput and new income revenue from a Bio-Solids Project. Operating expenditure is \$887,791 as at 31 December 2019 which is 56.96% of budgeted expenditure for the financial year. Again, the budget has been revised to reflect the higher throughput, expense and associated on costs to support the increased throughput.

The following points are the reasoning behind the main expenditure budget adjustments put forward for Councils consideration in the December quarterly budget review.

- Salaries and On-Costs – Increase – additional labour has been incurred to finalise the upgrade of the Administration Building and associated works. Increased use of casual staff.
- Materials and Contracts – Increase – Increase in soft floor expenditure due to the upgrade and part of the facility being unavailable, the soft floor needed to be replaced more often due to increased 'traffic'. Also, the truck wash has seen increased usage the first half of this year which resulted in more diesel to run the generator. This is offset by an increase in the fees received from the truck wash.
- Electricity Charges – Increase – The NRLX has experienced significant power issues including blackouts during the last quarter and the solar system incurred some damage and was off for the majority of the last quarter. A transformer upgrade to rectify some of the issues was then delayed due to the Rappville fires, the upgrade was completed mid-November. As the original budget factored in solar savings which haven't yet been realised, an adjustment is required to cover the actual electricity costs.
- Advertising Costs – Decrease – The original budget allocation is not expected to be required this year with advertising expenditure only at 16% for the year. The budget has been reduced by \$5,000.
- Printing and Stationary – Increase - the budget was under budgeted.
- Internal Charges – Increase – the budget for internal plant was under budgeted.

A budget adjustment for \$160,000 in expenses for a Bio-solids project has also been included lifting expenditure to \$1,893,334.

Internal charges are at \$164,637 for the half year of the annual budgeted \$276,963. Internal charges are the operation's third highest expense item behind Depreciation (\$462,010) and Salaries (\$567,730).

Since 2012 NRLX Operations had stockpiled manure and waste from the saleyards in a large bunded area on the property. Due to EPA licence requirements directives were issued for the removal of the pile. NRLX operations had secured an arrangement to remove the pile in late 2018 however the intervention of DPI halted the removal under a Bio-Security Control Order for Tropical Soda Apple (TSA) that had been present on the property since 2010.

NRLX Operations conducted a trial from December 2018-February 2019 documenting processes for the Pasteurisation of High-Risk material in an attempt to prove pasteurisation appropriately dealt with the risks associated with potential spreading of TSA. NRLX's process and documentation was successful and this has allowed for Permits to be created for the removal, transportation and receipt of Pasteurised manure from NRLX. This was a significant achievement for our operations not only in dealing with the legacy issue but creating pathways for the future removal of ongoing and increased waste materials created from soft flooring and developing new and ongoing revenue streams.

Due to the nature of the trial and control orders ongoing monitoring will continue for a further 24 months on the receiving property and this created limitations in the sale process of the material restricting it to one site. By initiating this process, it has ensured compliance with our EPA licence and meets the requirements for DPI in issuing the required permits under the Bio-Security Control Order.

Operations are budgeting a maximum investment of approximately \$160,000 and a return of \$200,000 generating an additional \$40,000 in revenue.

The following table shows actual YTD income and expenditure against current budget for FY18/19 and also the budget adjusted as per Council December quarterly budget review.

NRLX Income and Expenditure (excludes committed orders)	Actual 31-Dec-19 (\$)	Current Budget (\$)	Percentage %	Proposed Budget Dec-19	Percentage %
Operating Income					
Fees & Rent	744,431	1,277,183	58.29%	1,579,113	47.14%
LIRS Subsidy	28,985	55,950	51.81%	55,950	51.81%
Other Contributions	9,545	2,000	477.25%	19,090	50.00%
Total Operating Income	782,961	1,335,133	58.64%	1,654,153	47.33%
Operating Expenses					
Salaries and On costs	286,027	456,688	62.63%	567,730	50.38%
Materials and Contracts	134,870	179,578	75.10%	194,703	69.27%
Interest on Loans	13,223	88,146	15.00%	88,146	15.00%
Depreciation	230,574	462,010	49.91%	462,010	49.91%
Electricity Charges	27,905	32,000	87.20%	51,000	54.72%
Telephone Charges	3,660	6,754	54.19%	6,754	54.19%
Insurance Charges	8,296	13,000	63.81%	13,000	63.81%
Advertising Costs	2,447	15,000	16.31%	10,000	24.47%
Printing and Stationery	3,565	2,800	127.32%	6,800	52.43%
Licence Fees	0	8,645	0.00%	8,645	0.00%
Subscriptions	3,374	3,700	91.19%	3,700	91.19%
Security Charges	1,381	3,844	35.93%	3,844	35.93%
Staff Training	0	0	0.00%	0	0.00%
Software Licences	3,500	7,000	50.00%	7,000	50.00%
Other General Expenses	4,332	2,539	170.62%	3,439	125.97%
Biosolids Project	0	0	0.00%	160,000	0.00%
Internal Charges	164,637	276,963	59.44%	306,563	53.70%
Total Operating Expenses	887,791	1,558,668	56.96%	1,893,334	46.89%
Operating Result	(104,830)	(223,535)	46.90%	(239,181)	43.83%
Capital Income					
Capital Grants & Contributions/Loan Funding					
Federal Grant - NRLX Upgrade	0	160,386	0.00%	160,386	0.00%
Grant - LLS Admin Building	0	30,000	0.00%	30,000	0.00%
Capital Works Levy	106,967	195,300	54.77%	204,600	52.28%
Total Capital Income	106,967	385,686	27.73%	394,986	27.08%
Capital Expenditure					
Plant Purchases	30,514	100,000	30.51%	75,000	40.69%
Technology Upgrades	35,770	50,000	71.54%	40,000	89.43%
NRLX Upgrade - Stage 2	359,551	210,038	171.18%	442,089	81.33%
Administration Building & Agents Office Upgrades	60,439	0	0.00%	70,500	85.73%
Administration Building Furniture Purchases	0	0	0.00%	10,000	0.00%
Loan Principal Repayments	166,864	336,742	49.55%	336,742	49.55%
Total Capital Expenditure	653,138	696,780	93.74%	974,331	67.03%
Total Program Result - Surplus/(Deficit)	(651,001)	(534,629)	121.77%	(818,526)	79.53%

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 very positive with the increased 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

16 TENDER REPORTS**16.1 REGPRO801920 - SUPPLY AND DELIVERY OF PASSENGER, TRUCK AND EARTHMOVER TYRES**

Author: Daniel Parker, Coordinator Purchasing and Stores

EXECUTIVE SUMMARY

Richmond Valley Council engaged the services of Regional Procurement in conjunction with 9 other councils to call for an open Panel Source Tender for the Supply and Delivery of Passenger, Truck and Earthmover Tyres.

RECOMMENDATION

That:

1. Casino Tyre Professionals Pty Ltd be awarded the contract for the Supply and Delivery of Passenger, Truck and Earthmover Tyres for a period of 36 months from 1 January 2020 to 31 December 2022
2. Provision be allowed for a 12-month extension based on satisfactory supplier performance which may take this contract through to 31 December 2023
3. The General Manager be authorised to negotiate and finalise the terms and conditions of any contract or agreement, including affixing the seal of council where necessary

DELIVERY PROGRAM LINKS

Making Council Great

CS2: Great Support

CS2.13: To sustainably and strategically manage council's fleet program

BUDGET IMPLICATIONS

This contract is for the ongoing inspection, maintenance, repair and replacement of tyres for Council's fleet. Council's spend is approximately \$200,000 per annum. The costs from this contract are charged to the individual fleet/plant under maintenance costs.

REPORT

Regional Procurement has called a Single Source by Council tender for participating RTC member councils for the supply and delivery of passenger, truck and earthmover tyres including recaps and tubes, with the provision of fitting and roadside assistance services. Tenders closed at 10:00 am on 5 November 2019.

The following council engaged in this Tender by signing a letter of participation.

- Liverpool Plains Shire
- Nambucca Shire
- Tweed Shire
- Walcha
- Kempsey Shire
- Richmond Valley Council
- Bellingen Shire
- Mid Coast
- Gunnedah Shire

This Tender was advertised in the following media

- Sydney Morning Herald and Tenderlink on 15th October 2019
- Gold Coast Bulletin on 19 October 2019

Key Issues

N/A

Tender Evaluation

The % weightings and criteria were agreed upon prior to the tender closing.

- 60% Price
- 10% WH&S and Quality Assurance
- 10% Referees
- 10% Customer Service

The Tender Evaluation was conducted on Tuesday 19 November 2019 via teleconference with the following council staff participating.

- Liz Hull, Procurement Officer Bellingen Shire
- Ross Bruce, Workshop Supervisor Bellingen Shire
- Ian Brown, Team leader Procurement Mid-Coast
- Peter Salafia, Regional Procurement – Facilitator

Evaluation Criteria	Weighting %	Bridestone Australia (Casino)	Casino Tyre Professionals	Goodyear Dunlop Tyres Australia	TYRES4U	Tyre-Max
Price	60	45.11	60.00	39.11	46.40	51.67
WH&S	10	10.00	4.50	4.50	5.00	10.00
Referees	10	2.80	10.00	0.00	9.00	6.40
Quality Assurance	10	10.00	4.00	10.00	10.00	0.00
Customer Service	10	10.00	7.00	3.00	3.00	7.00
Total	100	77.91	85.50	56.61	73.40	75.07

Consultation

Consultation took place between Regional Procurement and Richmond Valley Council throughout the tender process.

Options

12-month extension may be taken up based on satisfactory performance.

Conclusion

Based on the evaluation results, their locality (Casino) and the performance under the current contract, it is recommended that the contract for the Supply and Delivery of Passenger, truck and Earthmover tyres be awarded to Casino Tyre Professionals.

ATTACHMENT(S)

Nil

16.2 VP173918 - CONSTRUCT SHARED PATHWAY ON BRUXNER HIGHWAY TO QUEENSLAND ROAD, CASINO NSW 2470

Author: Brad Birney, Project & Performance Officer

EXECUTIVE SUMMARY

Richmond Valley Council has received funding to construct a 1.6km section of shared pathway on the Bruxner Highway (corner Walker Street and Johnston Street) to Queensland Road (Colches Street corner), Casino NSW 2470.

This project funding was available for cycleways on highways, with the project included in Council's Pedestrian Access and Mobility Plan, and therefore having community support.

The pathway construction is expected to be completed by 30 April 2020.

Council called for tenders from suitably qualified and experienced contractors to construct this section of pathway.

RECOMMENDATION

That Council:

1. Approve NRC Group Pty Ltd as the preferred tenderer for the construction of this section of the Casino Shared Pathway project for Richmond Valley Council at the tendered rate of \$321,139.00 exclusive of GST.
2. Authorise the General Manager to negotiate and finalise the terms and conditions of any contract or agreement including extension of scope of works in line with the content of this report and the available budget and affixing the seal of Council where necessary.

DELIVERY PROGRAM LINKS

Connecting People and Places

PP2: Getting Around

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

BUDGET IMPLICATIONS

Council has a budget of \$416,000.00 excluding GST provided by funding from the NSW Government's Priority Cycleway Program to deliver these works. The works are proposed to be undertaken this financial year.

REPORT

Council regularly uses contractors, determined by tender process, to undertake construction works including concrete structures, drainage crossings and shared pathways throughout the LGA.

The shared pathway consists of:

- A shared pathway that will start on Bruxner Highway (corner of Walker Street and Johnston Street), connecting to the current footpath on the same corner. The pathway will end at the Colches Street (corner on Queensland Road, Casino).



Tenders were called for on 10 January 2020 and closed at 9:00 am on 31 January 2020 under the provisions of the *Local Government Act 1993*, the *Local Government (General) Regulation 2005* and the requirements of the Richmond Valley Council Purchasing Policy.

Council received one tender submission from NRC Group Pty Ltd. NRC Group Pty Ltd tendered the following price:

Portion A - \$321,139 excluding GST

Tenderer	ABN	Tendered Amount (\$)	Assessed Tender Amount (\$)	Total Score	Recommended Tender Amount
NRC Group Pty Ltd	69 600 373 355	321,139.00	321,139.00	N/A	321,139.00

Key Issues

As part of the tender process Council staged a mandatory on-site briefing and site inspection on 17 January 2020. Three companies attended the site briefing and indicated they would be tendering. These companies were NRC Group Pty Ltd, Synergy Resource Development and Global Group. Subsequently only one company tendered.

The tendered price received highlights a gap between this price and Council's project budget. To date, Council has incurred survey and design costs of \$30,000. The table shows an estimate of the current total cost of the project:

	Price (\$)
Tendered Price	321,139.00
Survey and Design	30,000.00
Project Management and On-Costs	11,000.00
Project Total	362,139.00
Budget	416,000.00
Grant Funding Remaining	53,861.00

With the surplus identified, Council will have rectification works undertaken, between the shared pathway and the roadway. This will improve safety and help to minimise any ongoing maintenance.

The additional work has been identified as necessary for the full completion of this section of shared pathway. The works fit into the overall scope of the shared pathway.

Tender Evaluation

A thorough tender evaluation was conducted on the NRC Group Pty Ltd submission by the evaluation panel of:

- Daniel Rowlands (Project Officer)
- Brad Birney (Project Officer)
- Ben Zeller (Manager Projects and Performance)

The submission was assessed to be conforming and provided value for money and addressed the scope required by the tender documents. NRC Group Pty Ltd have successfully constructed similar projects for Council and have demonstrated the necessary capability in the construction of reinforced concrete shared cycleways including all necessary clearing, earthworks, drainage works, retaining structures, signs, etc as indicated in the construction drawings and civil works in the tender.

Consultation

Referee reports on recent contracts were incorporated into tender evaluations.

Options

Nil

Conclusion

The only tender submitted was consistent with market expectations and comparable to the recently completed Bruxner Highway and Summerland Way shared pathways. The tendered rates submitted by NRC Group Pty Ltd are considered reasonable. The recommended tender amount is \$321,139.00 exclusive of GST.

ATTACHMENT(S)

Nil

16.3 PROVISION OF SWIMMING POOLS MANAGEMENT SERVICES

Author: Ben Zeller, Manager Projects and Performance

EXECUTIVE SUMMARY

Richmond Valley Council called for tenders seeking the professional services of an aquatic contractor for the management of pools across the LGA. The tender process was not successful with two non-conforming responses received. Further to resolution 171219/11 at Council's Ordinary meeting held on 17 December 2019, staff are in the process of direct negotiations with a potential contractor. A business case has also been completed to determine the viability of Council managing the pools in the event an arrangement can't be reached with an external party.

RECOMMENDATION

That Council:

1. Acknowledge that a business case was prepared to determine the viability of Council assuming the management of the four Richmond Valley public pools as opposed to entering an agreement with an external contractor. The outcome of the business case was in favour of engaging an external contractor to manage the four pools.
2. Apply Clause 178 (3e) of the *Local Government (General) Regulation 2005* to authorise the General Manager to continue direct negotiations with prospective contractors in line with this report and execute a contract, including affixing the seal of Council where appropriate, to secure the contractor generally in accordance with the scope of the tender.

DELIVERY PROGRAM LINKS

Connecting People and Places

PP1: Fresh and Vibrant Community

PP1.4: Provide safe and well maintained Swimming Pools

BUDGET IMPLICATIONS

The current pool management contract, which expires in June 2020, has seen Council pay the Contractor for the provision of pool management services \$363,757 and \$367,626 (ex GST) in 2017/18 and 2018/19 respectively. The contract is for the management of all four of the Richmond Valleys public pools.

REPORT

The tender report Provision of Swimming Pools Management Services was presented to the December Council meeting. Two tender submissions were received with both being assessed as non-conforming – one as it was for the management of two pools only, and the other due to a lack of necessary detail for Council to accept at that time.

Council resolved to have a business case prepared, to explore the viability of Council assuming the management of the Richmond Valley's four pools on expiration of the current contract. The aim of the business case was to compare the cost of Council management to that of an external contractor, in this instance, the contractor that submitted a tender for all four pools.

The business case was prepared by the Finance team using the best available information from previous years of operation. The conclusion drawn from the business case was that due to operational, financial and resourcing reasons, it is in the community's and Council's best interests that an external contractor be sought.

Following from the resolution from the December tender report, Council staff have been conducting direct negotiations with a potential contractor.

At the time of writing, agreement on contract terms are close to being finalised. Council staff and the contractor have committed to work closely during the contract period to ensure a successful transition and to ensure a good outcome for both parties. At the end of the contracts first year, it has been recommended that a collaborative review be undertaken of the first year of operations, to evaluate the relevance and appropriateness of contract clauses.

Other items to note during negotiations:

- All utility costs for operation of the pools are the responsibility of the contractor
- Following contract execution, the Contractor will be in a position to invest funds to meet the requirements set out in the tender specification. Council will undertake detailed due diligence to ensure the contractor has all necessary systems in place by 1 July 2020 including:
 - Health, Safety, Environmental and Quality Management
 - Accreditations
 - Qualifications
 - Policies and training plans
 - Risk assessments
 - Business plans
 - Operations manual
 - Inspection timetables
 - Point of sale technology
 - Financial reporting systems and reporting
- The contractor has committed to the promotion of the pools and will continually explore options to increase patronage and community engagement.
- Both parties have acknowledged that the Casino Pool will be the subject of significant infrastructure upgrades which will require a close working relationship to minimise disruptions to normal operations.

Considerable online comment has been generated on social media platforms regarding the pool management contract. Council staff understand that the pools are a critical asset for the community and that the Richmond Valley requires the pools to operate at the highest level possible. By exploring a tender process, a business case for internal management of pools and now a direct negotiation with a potential contractor, Council has conducted the necessary due diligence to allow the General Manager to execute a contract in due course. Council is aiming to ensure that the community receives improved outcomes and services under the new arrangements.

Conclusion

Council staff developed a business case, to evaluate the viability of Council managed pools versus that of an external contractor. The outcome of the business case showed that Council should engage an external contractor, where negotiations have been ongoing. Council has identified a suitable contractor and will continue to obtain the necessary assurances that the contractor can fulfil the terms of the contract to manage all four of Council's pools.

ATTACHMENT(S)

Nil

17 GENERAL BUSINESS**17.1 REVIEW OF COUNCILLOR ACCESS TO INFORMATION POLICY**

Author: Kate Alder-Conn, Governance Officer

EXECUTIVE SUMMARY

As part of Council's ongoing policy review process a review has been undertaken of Council's current Councillor Access to Information Policy.

RECOMMENDATION

That Council adopt the Draft Councillor Access to Information Policy.

DELIVERY PROGRAM LINKS

Making Council Great

CS1: Leading and Advocating for our Community

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

BUDGET IMPLICATIONS

Not applicable

REPORT

The Councillor Access to Information Policy has been reviewed as part of Council's ongoing policy review process.

Council is required to comply with the spirit and intent of the *Government Information (Public Access) Act 2009* (GIPA Act) together with the Model Code of Conduct (adopted in February 2019) so as to provide open access to council's documents, other than where the public interest considerations against disclosure outweigh the public interest considerations in favour of disclosure. In order to maintain the accuracy of council policies and to comply with these guidelines and provisions of the *Local Government Act 1993*, the current Councillor Access to Information Policy has been reviewed.

The amended draft contains two main changes. Firstly, there is an increase in the number of days in which council has to provide documentation under a valid request, from two to ten working days. Secondly, the three options for review under the GIPA Act are now listed.

CONSULTATION

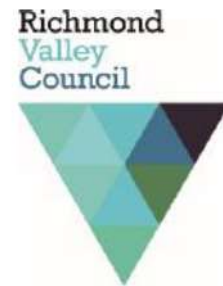
Nil

CONCLUSION

The Councillor Access to Information Policy has been reviewed against Office of Local Government recommendations. It is recommended that the Draft Councillor Access to Information Policy be adopted.

ATTACHMENT(S)**1. Draft Councillor Access to Information Policy**

Council Policy



Policy Title:	Councillor Access to Information
Policy Number:	1.16
Focus Area:	CS1 Leading and Advocating for our Community
Responsibility:	Governance and Risk
Meeting Adopted:	Date of Council Meeting – Resolution Number

OBJECTIVE

The aim of this policy is to outline the requirements for Councillor access to information. The objectives are:

1. To provide guidance for Councillors and staff in respect to access to information by Councillors;
2. To provide the basis for which access to information is provided;
3. To identify how access is obtained/provided; and
4. To outline available review/further action processes.

SCOPE

This policy applies to Councillors and staff of Richmond Valley Council.

POLICY

Framework for Providing Access

This policy has been prepared with reference to the provisions of the *Local Government Act 1993*, the Office of Local Government Circular No. 10-30 (2 December 2010), Council's Code of Conduct adopted 19 February 2019 and the *Government Information (Public Access) Act 2009* (GIPA Act).

As a general rule, Councillors will be given access to council information that is reasonably necessary for exercising the functions of their civic office and to carry out their functions.

In making access decisions it will be recognised that the General Manager is responsible for the day to day operation of the council. As such, staff, personnel, legal, operational and privacy related information may not be made available to Councillors.

When making a request for information, Councillors should outline the request carefully and should precisely detail the information, or the nature of the information, sought.

For the purpose of determining access to information, the following factors are relevant:

Information not involving access to documents

Requests for information can be made either verbally or in writing. Such requests would generally involve seeking information/clarification on matters relating to civic office. These requests are to be made in compliance with the adopted Code of Conduct.

Information involving access to documents

Requests for information need to be in writing and for purposes of ensuring proper maintenance of records, the Request to Access Building and Development Records form used as part of *Government Information (Public Access) Act 2009* processes, will be utilised. The form is available for download from Council's website. An email request is also deemed sufficient.

Requests will need to be submitted to the General Manager in the first instance.

When dealing with a request by a Councillor for information, the General Manager must act reasonably and with reference to this policy and other legislative requirements. In reaching a decision, the General Manager should take into account whether or not the document sought is required for the Councillor to perform their civic duty. If a request for access is refused, written reasons for the refusal are to be provided.

Where it is considered that significant resources will be required to respond to a request for information, the General Manager shall advise the Councillor and provide details of the estimates of time and/or costs that are likely to be incurred in providing the information. An indication of what other matters will not be able to be attended to as a result of compiling the requested information can also be given.

Documents and other information subject of a valid request will be made available to the applicant within ten working days of the application being received. If this timeframe is unable to be achieved, advice to the applicant is to be provided of the anticipated timeframe.

Should a Councillor be refused access they can request a review of the decision. In that regard the General Manager shall request the Public Officer have input into the matter prior to providing a further determination to the Councillor.

In addition, Councillors should be aware that the NSW Ombudsman and the Office of Local Government have complaint handling functions that can be utilised. Councillors who have been refused access are also entitled to lodge a request under the GIPA Act. The GIPA Act provides three options for review:

- ☐ Internal review;
- ☐ External review by the Information Commissioner; and
- ☐ External review by the Administrative Decisions Tribunal.

Councillors who have a private (as distinct from civic) interest in a document of Council have the same rights of access as any member of the public.

REVIEW

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

Version Number	Date	Reason / Comments
1	19/4/2011	New policy
2	Date	Content and format update (previously CPOL 1.1.23).

DRAFT

17.2 STORMWATER MANAGEMENT CHARGE - DISCOUNTS AND EXEMPTION

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

EXECUTIVE SUMMARY

Council adopted the stormwater management charge discount and exemption policy in June 2015. The policy has been reviewed by Council officers. The policy gives clarity to ratepayers as to what situations qualify for a discount or exemption to a stormwater management charge.

RECOMMENDATION

That Council adopt the reviewed Stormwater Management Charge – Discounts and Exemption Policy.

DELIVERY PROGRAM LINKS

Making Council Great

CS2: Great Support

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

OBJECTIVE

This policy is to determine the situations in which a discount or exemption applies to the stormwater management charge.

In accordance with the provisions of the Local Government Act 1993 Section 496A, Council may levy an annual charge for stormwater management.

SCOPE

This policy is applicable to land within an urban area that is in the residential and business categories for rating purposes (except vacant land i.e. no impervious surfaces) for which the council provides a stormwater management service.

POLICY

A discount on the stormwater management charge (excluding residential stratas and multiple occupancies) may be offered to residential properties where rainwater is reused on site through water tanks.

- | | |
|--|------------------|
| a) Tank capacity of 9,000 litres or more | \$17.00 discount |
| b) Tank capacity of between 4,500 and 8,999 litres | \$ 8.50 discount |
| c) Tank capacity of between 2,000 and 4,999 litres | \$ 4.25 discount |
| d) Tank capacity of less than 2,000 litres | No discount |

Exemptions of the stormwater management charge

- a) Crown Land
- b) Council owned Land
- c) Land held under a lease for private purposes granted under the Housing Act 2001 or The Aboriginal Housing Act 1998
- d) Vacant land with no impervious surfaces
- e) Non-urban land
- f) Land belonging to charities and public benevolent institutions

- g) Any other land exempt from the stormwater charge under Section 496A of the Local Government Act 1993 or Clauses 125A, 125AA of the Local Government (General) Regulation 2005
- h) Land that Council does not supply a stormwater management service

REVIEW

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

ATTACHMENT(S)

Nil

17.3 DRAFT LOCAL STRATEGIC PLANNING STATEMENT

Author: Tony McAteer, Coordinator Planning Services

EXECUTIVE SUMMARY

Amendments to the *Environmental Planning and Assessment Act 1979* introduced Section 3.9 requiring each NSW council to prepare a Local Strategic Planning Statement (LSPS).

Statutory requirements are for each LSPS to include:

- the basis of strategic planning in the area having regard to economic, social, and environmental matters,
- planning priorities for the area—these need to be consistent with the *North Coast Regional Plan 2036* (NCRP) and Council's *Richmond Valley Made 2030 Community Strategic Plan 2017* (CSP)
- actions required to achieve the planning priorities, and
- monitoring and reporting associated with the implementation of the actions.

Regional councils are required to have their first LSPS endorsed by the Department of Planning, Industry and Environment (DPIE) and published on the Planning Portal by 1 July 2020.

A Draft LSPS has been prepared and is presented to Council, subject to formatting changes, for a resolution to publicly exhibit it for a minimum period of 28 days.

RECOMMENDATION

That:

1. Council endorse *Draft Richmond Valley Council Local Strategic Planning Statement – Beyond 20-20 Vision* (Feb 2020) (Draft LSPS) for public exhibition purposes;
2. The Draft LSPS (subject to formatting changes) be placed on public exhibition with a minimum submission period of 28 days; and
3. Council receive a further report on the Draft LSPS following completion of the exhibition period.

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 LSPS may have financial implications to implement many of the actions.

REPORT

Amendments to the *Environmental Planning and Assessment Act 1979* (the Act) in March 2018 introduced Section 3.9 requiring each NSW council to prepare a Local Strategic Planning Statement (LSPS). This change arose out of the *NSW Planning White Paper-A New Planning System for NSW* (2013) where the NSW Government proposed, amongst other things, to incorporate a stronger focus on strategic planning into the Act.

The statutory requirements of Section 3.9 are for each LSPS to include:

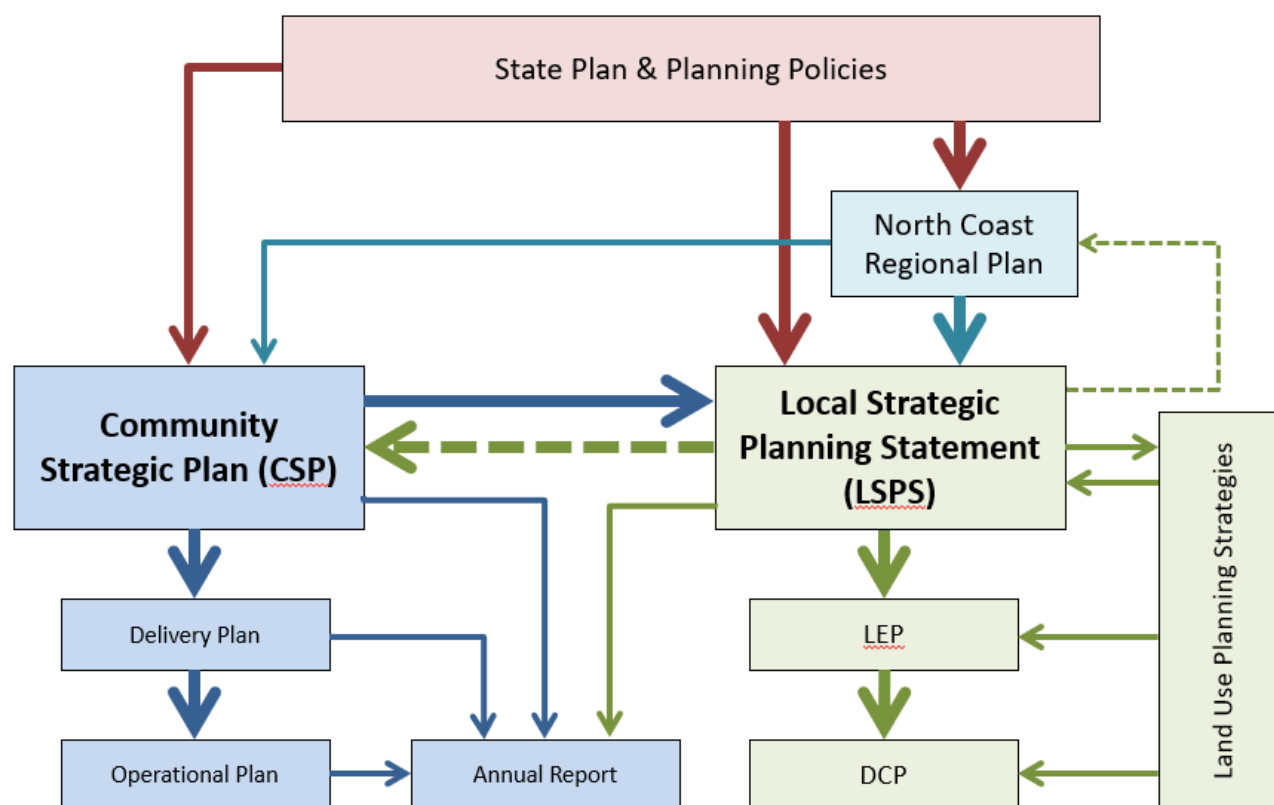
- the basis of strategic planning in the area having regard to economic, social, and environmental matters
- planning priorities for the area—to be consistent with the *North Coast Regional Plan 2036* (NCRP) and Council's *Richmond Valley Made 2030 Community Strategic Plan 2017* (CSP)
- actions required to achieve the planning priorities, and
- monitoring and reporting associated with the implementation of the actions.

Additional requirements of the Department of Planning, Industry and Environment—Planning and Assessment Division (DPIE) require the LSPS to:

- set a 20-year vision for land use in the local area;
- detail the special character and values that are proposed to be preserved;
- explain how change will be managed in the future;
- implement actions in the NCRP and Council's priorities as detailed in the CSP; and
- identify where further detailed strategic planning is needed.

Regional councils are required to have their first LSPS endorsed by the DPIE and published on the Planning Portal by 1 July 2020. To meet the delivery deadline, the following timeline is proposed:

- February 2020—Ordinary Meeting of Council—Resolution to publicly exhibit the Draft LSPS
- March 2020—Public Exhibition of Draft LSPS
- April 2020—Review submissions and update LSPS as needed, including consultation with DPIE
- May 2020—Ordinary Meeting of Council—Resolution to adopt the LSPS
- June 2020—Submit LSPS to DPIE for endorsement



Relationship between the LSPS and the Community Strategic Plan (CSP), LEP, DCP, and State and regional policies

Draft LSPS

Presented to Council is *Draft Richmond Valley Council Local Strategic Planning Statement-Beyond 20-20 Vision* (Feb 2020). This draft has been prepared using available guidelines and having regard to a wide range of local, State and regional policies and strategies including, but not limited to:

- North Coast Regional Plan 2036
- NSW Premier's Priorities
- NSW Strategic Plan for Children and Young People
- Northern Rivers Regional Economic Development Strategy (REDS)
- NRJO Strategic Regional Priorities
- Future Transport NSW
- Transport for NSW Future Transport Strategy
- Northern Rivers Transport Plan
- Regional NSW Services and Infrastructure Plan
- National Land Freight Strategy
- North Coast Enabling Regional Adaptation Report
- Adapt NSW Climate Projections
- NSW DPI Population Projections (2016)
- Northern Rivers Farmland Protection Project
- NSW Department of Primary Industries-Agriculture Right to Farm Policy
- State-wide Destination Management Plan
- Government Architect Draft Urban Design for Regional NSW
- Active Living NSW
- North Coast Settlement Planning Guidelines.

Due to time constraints for the preparation of this first Draft LSPS, it relies heavily upon community engagement undertaken during preparation of the last CSP, existing strategic planning work, and identified data gaps.

The Act requires a LSPS to be reviewed at least every seven years, however, it is proposed to synchronise future reviews with the four year Community Strategic Plan (CSP) cycle. Council will commence preparation of the next CSP for adoption in Mid-2021, therefore, the next LSPS review will commence immediately upon delivery of the first LSPS. This will give ample time to refine the themes, priorities and actions of the LSPS so they better aligned to those of the CSP.

Format of the Draft LSPS

The Draft LSPS has been divided into the three themes which are based on the three reporting requirements of the Act, and loosely aligned to themes in the CSP. Across these themes there are eight priorities summarised below:

Theme	Planning Priority	Rationale
Our Community	Planning Priority 1 - Have well planned and designed space to grow	Identifying the preparation and review of local growth management strategies as a key deliverable to guide and manage sustainable growth Have well designed, healthy and planned communities Deliver greater housing choices especially low-medium density housing that services the needs of an aging community, and provides affordable housing
	Planning Priority 2 - Align development, growth and infrastructure	Deliver infrastructure in a timely manner to service growth Collect contributions and source government grants for the delivery of services
	Planning Priority 3 – Improve the delivery of planning services	Communicate and engage better with the community Continuously strive to improve on delivering efficient planning and DA systems
Our Environment	Planning Priority 4 – Look after our environment	We have a special place on the North Coast which has a rich but vulnerable environment Council will actively participate in programs aimed at improving the health of the Richmond River
	Planning Priority 5 – Create resilient communities	Manage the risks from natural hazards Update models and mapping for hazards such as flood studies and bushfire hazard Adapt to climate change
	Planning Priority 6 – Celebrate our heritage	Promote heritage through a range of educational and incentives schemes Undertake an Aboriginal Cultural Heritage study Maintain an inventory of heritage items that are significant to the community
Our Economy	Planning Priority 7 - Protect productive agriculture land & significant resources	It is important to protect agricultural land as a significant proportion of the LGAs economy is derived from agriculture or the processing of primary products Look towards emerging agribusiness and agritourism opportunities Protect significant quarry resources from potential land use conflict

Theme	Planning Priority	Rationale
	Planning Priority 8 – Diversify the range of services and employment options	The LGA's economy and jobs base needs must be diversified if it is to remain sustainable and continue to grow

CONSULTATION

Given the tight timeframes for preparation of the LSPS, there has been insufficient time to enable additional comprehensive consultation, therefore the Draft LSPS has drawn upon the extensive community engagement undertaken during the preparation of the *Richmond Valley Council Community Strategic Plan*. It is proposed to engage the community by placing the Draft LSPS on public exhibition, with a minimum 28 days submission period.

The Act requires the LSPS to be reviewed at least every seven years. It is proposed to undertake these reviews more frequently by synchronising them with the preparation of Council's CSPs, therefore on a four-year cycle, where community engagement can be shared. The next CSP is due for delivery in Mid-2021.

CONCLUSION

A *Draft Richmond Valley Council Local Strategic Planning Statement* (Draft LSPS) has been prepared using available guidelines and in consideration of a wide range of State, regional and local policies. Council is presented with the Draft LSPS for its consideration so that it can be placed on public exhibition for a minimum submission period of 28 days. A further report will be presented to Council post exhibition.

The deadline for having the LSPS adopted by Council, endorsed by the Department of Planning, Industry and Environment (DPIE), and published on the Planning Portal, is 1 July 2020.

ATTACHMENT(S)

1. **DRAFT RVC Local Strategic Planning Statement (Feb 20) (under separate cover)**

17.4 THE RICHMOND RIVER GOVERNANCE AND FUNDING FRAMEWORK FINAL REPORT

Author: Craig Rideout, Planning Officer

EXECUTIVE SUMMARY

The final draft of the Richmond River Governance and Funding Framework Report was distributed at the Councillor Information Session held on 4 February 2020. A copy of the report is proposed to be made available for public comment for a period of 21 days. Further discussion may be held amongst the Councillors concerning the report's recommendations at the March Councillor Information Session prior to a report presented to the March Ordinary meeting outlining any public comments received.

RECOMMENDATION

That:

1. The Richmond River Governance and Funding Framework Final Report be received and noted.
2. The Richmond River Governance and Funding Framework document be made available for community feedback for an exhibition period of 21 days.
3. A report be presented to the March Ordinary meeting incorporating any public comment received which is then be forwarded to the Office of Environment, Energy and Science (EES).

DELIVERY PROGRAM LINKS

Looking after our Environment

EH2: Promoting the Protection of the Environment

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

BUDGET IMPLICATIONS

\$10,000 was initially contributed from the 2017 budget and ongoing participation in the workshopping and reporting process was absorbed through Council's ordinary position(s) and wages. Nil for this financial year.

REPORT

The Office of Environment and Heritage (OEH – now Environment, Energy and Science (EES)) proposed the Richmond River Governance and Funding Study (and report) to examine and consider future effective governance options to effectively tackle the river health issues within the Richmond River catchment. The intent was to incorporate an integrated river basin management approach, engaging public and private stakeholders to further the process and the study involved.

The health of the Richmond River has been of concern particularly since the 2014 Ecohealth Study reviewed and found the overall health of the estuarine and upper reaches of the river scored consistently poor results. The overall system scored an overall a 'D-' and in particular large parts of the floodplain scoring an 'F' (being the worst possible score). This bad health review formed the backbone of a prepared Brief OEH used to approach Richmond Valley (and other constituent Councils and agencies) to request co-contribution funds towards a collective pool making a total anticipated budget for the project of \$120,000 for the study to be undertaken towards deciding a

future governance framework. The overall process and methodology for the study was reported to Council in detail at the ordinary meeting held on 16 October 2018.

Following the successful application and funding for the project, Alluvium Consulting engaged in detailed consultation with key stakeholders including all local government (listed below), state government, as well as non-government organisations and community groups through a series of three (which was later expanded to four) targeted workshops.

The timeline of the project was extended slightly to allow for further refinement of the report, and the final with recommendations was delivered just before Christmas 2019. The first opportunity to present the report was at the Councillor Information Session held on 4 February 2020. If required, the recommendations of the report may be discussed in more detail at a March Councillor Information Session prior to report to Council Ordinary meeting alongside any public comment received. NSW Environment, Energy and Science (EES) have requested Council's feedback prior to the end of March concerning the final report.

CONSULTATION

The workshops organised and associated with the project were held on four separate occasions and involved representatives from Kyogle, Lismore, Richmond Valley, Byron and Ballina Council's as well as representatives from North Coast Local Land Services, Department of Industry – Crown Land, Department of Primary Industries – Fisheries & Agriculture, and the Office of Environment and Heritage – National Parks and Wildlife Service and Water, Floodplains and Coast.

To progress consideration of the final draft of the Richmond River Governance and Funding Report recommendations, the report is proposed to allow comment from further afield in the general public through being made available on Council's website announced by media release and Facebook. It will be requested that any public comment offered be made via Council's contact email with subject "Richmond River Governance and Funding Framework Final Report".

CONCLUSION

To accommodate public participation and invite comment on the recommendations of the Richmond River Governance and Funding Framework Final Report, any submissions received will be presented in a report to the Ordinary Meeting on 17 March 2020, and EES will be provided with a copy of the recommendation, prior to the requested date.

ATTACHMENT(S)

Nil

17.5 CUSTOMER SERVICE REPORT - 1 DECEMBER 2019 TO 31 DECEMBER 2019

Author: Sharon Banning, Acting Manager Customer Experience

RECOMMENDATION

That Council receive and note the Customer Service Report for the period 1 December 2019 to 31 December 2019.

Council is committed to providing a high level of customer service to the community. The Customer Service Framework was adopted by Council at the Ordinary Meeting on 19 July 2016 and reviewed at the Ordinary Meeting on 25 June 2019. As a result, this report detailing Council's performance against the standards in the framework has been developed. The report also contains details on the resolution of customer requests made through the Contact Centre. Analysis is undertaken to determine what strategies or areas of improvement are required.

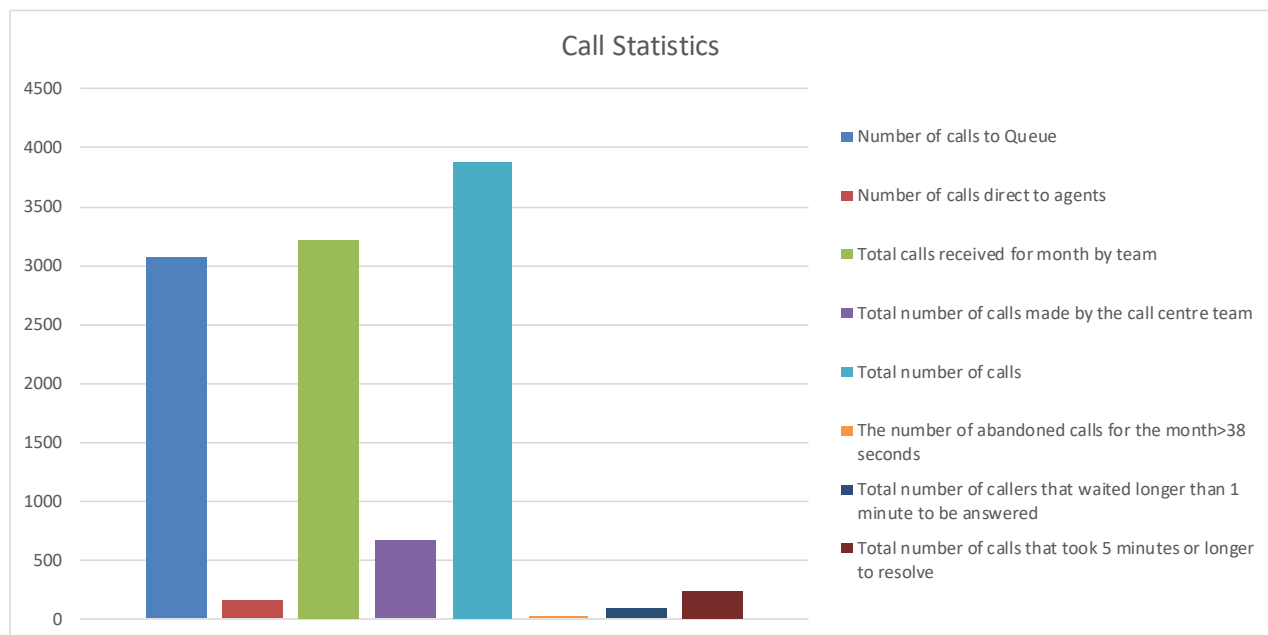
The report comprises of the following three parts:

- Customer Service Contact Centre data,
- Customer Request Management System (CRM) data, and
- Development Concierge Statistics

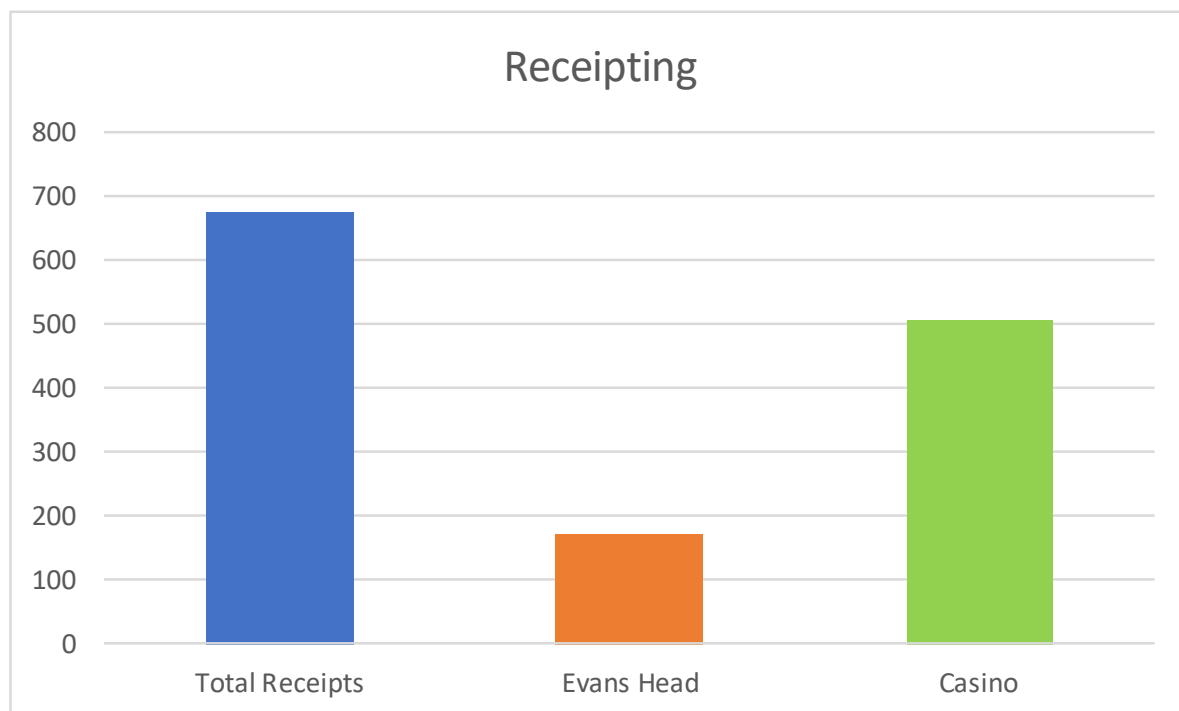
Please note that due to the bush fire emergency last year, the previous report to the Ordinary Council Meeting in December, included five months of data for the period 1 July to 30 November 2019. In order provide a full set of statistics, this report covers the period from 1 December to 31 December 2019 only, thus completing data for the last quarter of 2019.

REPORT***Customer Service Contact Centre Data - Key Statistics*****Calls Statistics**

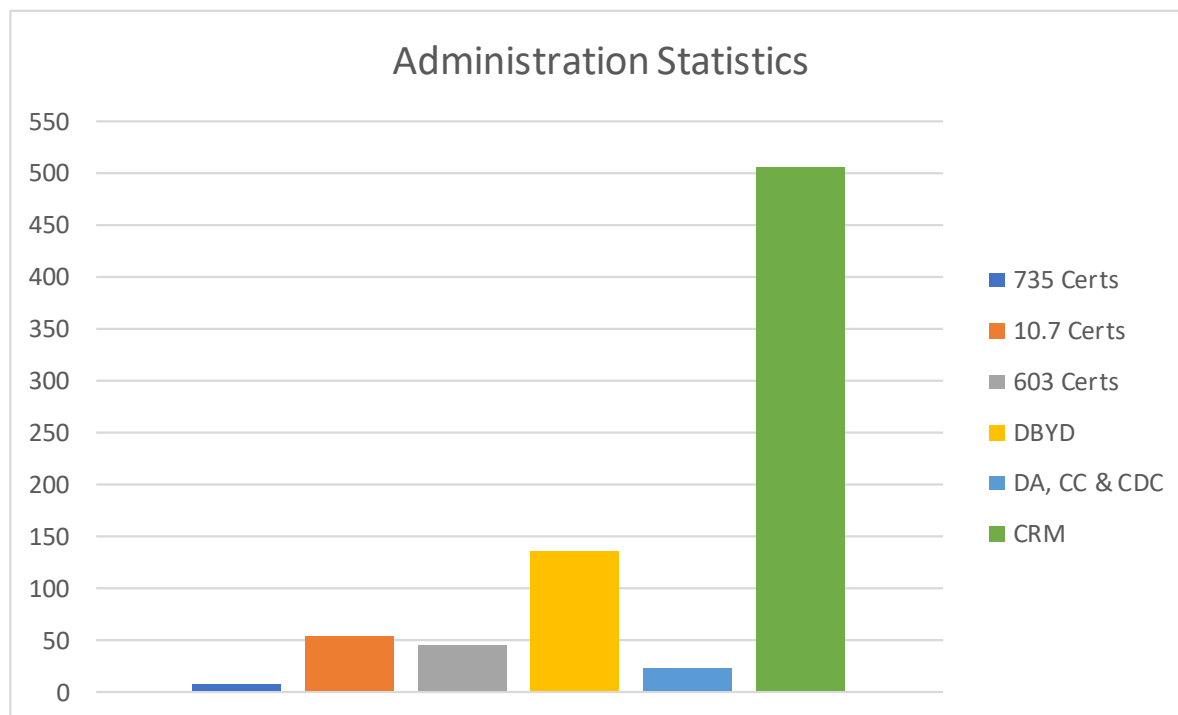
A total of 3064 calls were received during the report period which is an increase of 500 from previous comparative period. This can be directly attributed to the bush fire impacts by an increase in calls received for assistance and guidance. The Contact Centre has significantly exceeded all service targets for the report period including 91% of calls answered within 23 seconds, average time each caller spends in the queue is 16 seconds and the percentage rate for calls abandoned is less than .5%.

Figure 1. Call Statistics**Receipt and Administration Statistics**

A total of 678 receipts were actioned for the report period which is an increase of 7.45% the previous comparative period last year. December is historically a quieter month due to it being a non-rates period and the holidays.

Figure 2. Receipts

93% of Section 735A, 149, 603 certificates were completed within set timeframes in accordance with Council's service standards. When comparing the statistics from this report period to comparative period there has been a 7% increase in Dial Before You Dig Applications.

Figure 3. Administration Statistics**Customer Request Management System - Key Statistics**

This report has resulted in a total of 507 requests being lodged, an increase of 17.5% comparative to the corresponding period for the previous year. A total of 28% of requests were completed outside target which is an increase from the last comparative period result overall.

Similar to the last quarter, the majority of Council requests were referred to Environment Regulatory Control.

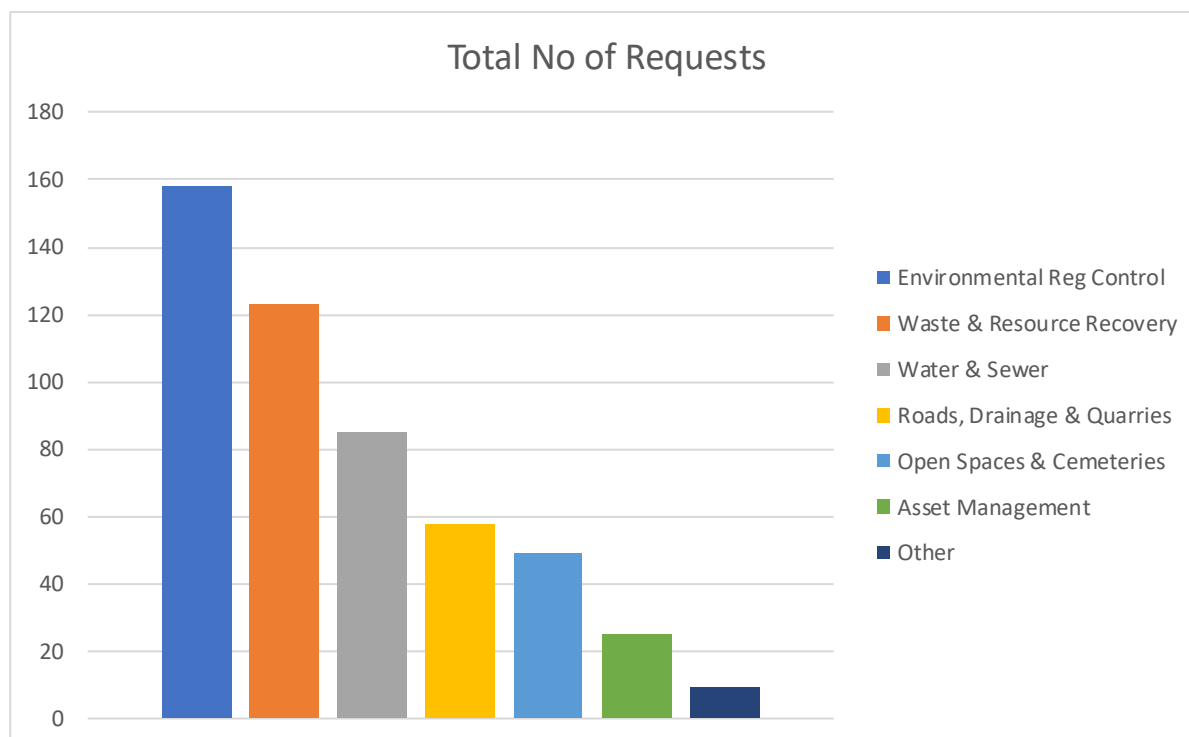
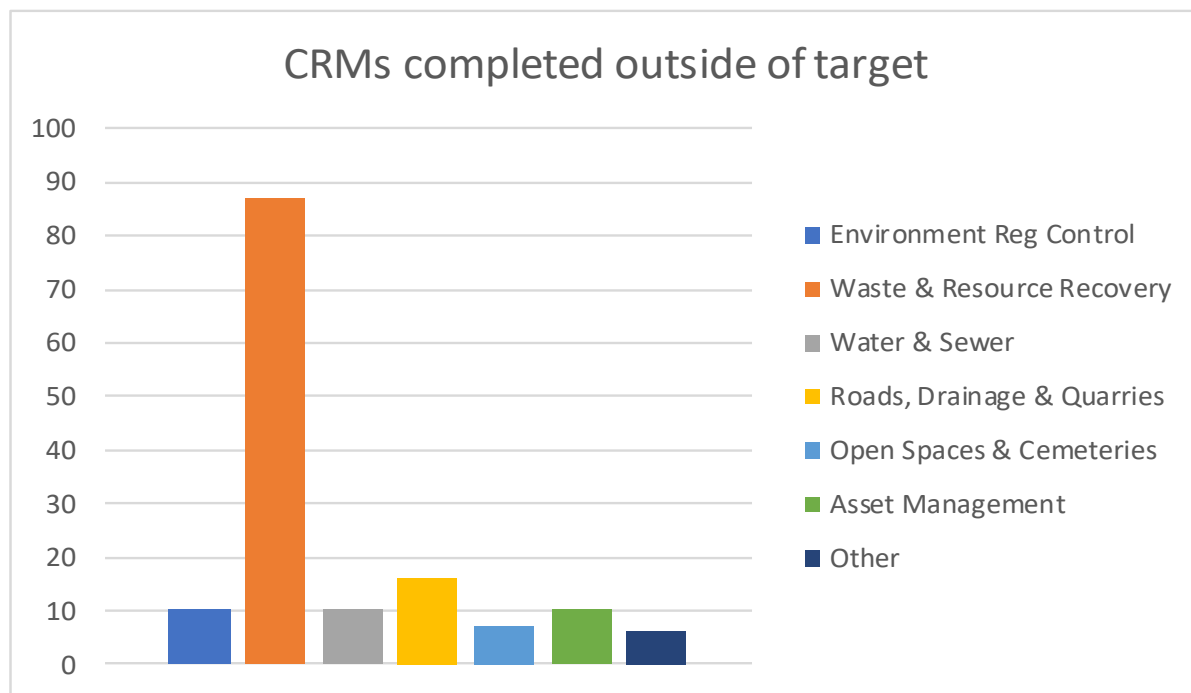
Figure 4. Number of Requests

Figure 5. Completed Outside Target

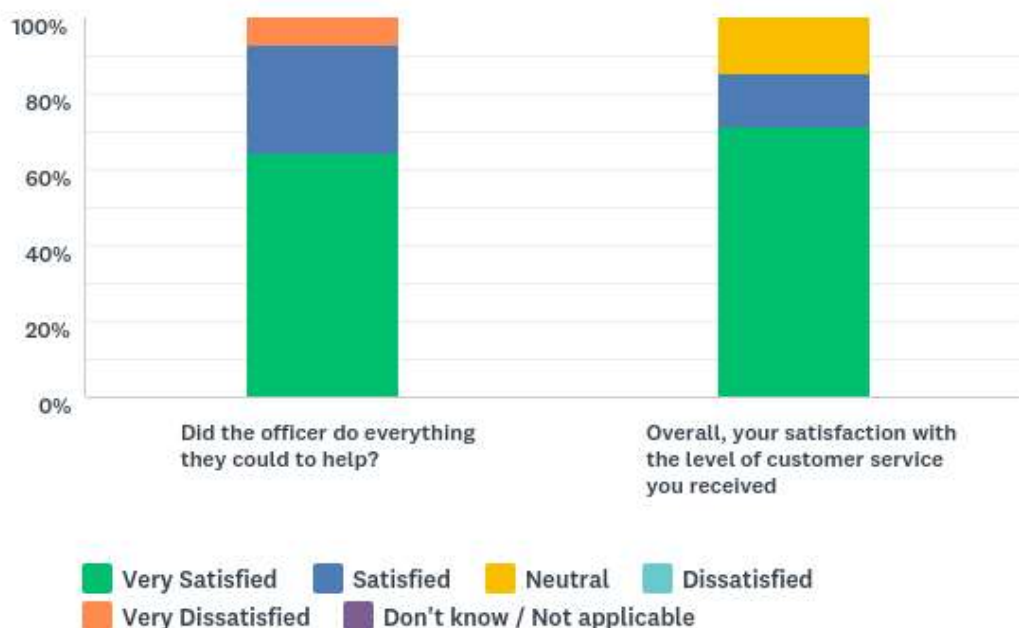


Customer Satisfaction Feedback Survey

Council recently conducted its half yearly customer satisfaction survey, seeking feedback of the customer service team's performance when dealing with our customers enquiries. 87% of our customer either contacted Council by phone or visited in person. 26% of enquiries related to building and planning and 29% to water / sewer enquiries.

85% of respondents were either satisfied or very satisfied with the customer service they received and noted that over 55% of enquiries were answered by the first point of contact.

Q8 Customer Service Experience



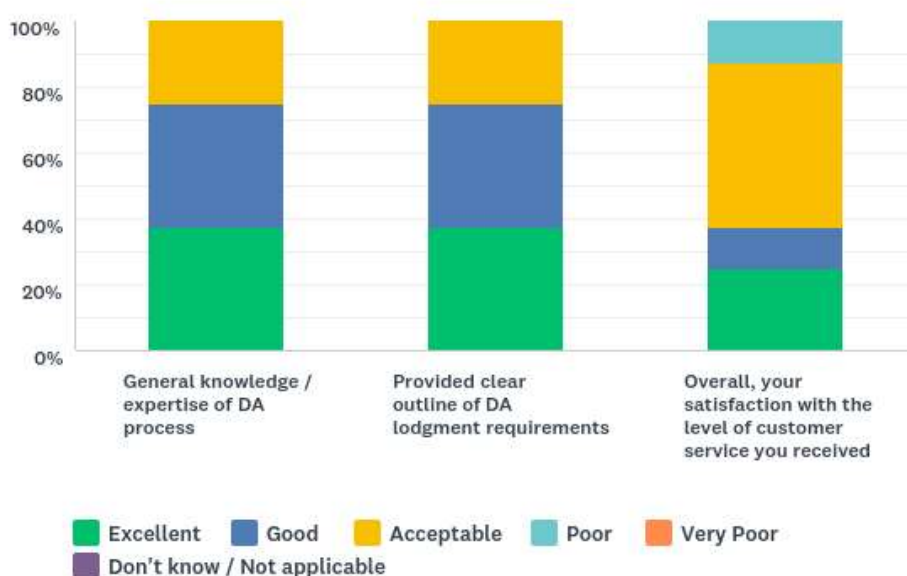
Development Concierge – Key Statistics

Council's Development Concierge role continues to be actively utilised by customers seeking information regarding proposed developments and assistance at the DA lodgement stage. A total of 124 development and planning enquiries were fielded by the Development Concierge in December, freeing up technical officers and allowing them additional time to spend assessing development applications.

Customer Satisfaction Feedback Survey – DA Concierge

Council recently added the DA Concierge role into the Customer Satisfaction survey and it revealed that overall 85% of respondents were satisfied or very satisfied with the assistance they received from the Development Concierge.

Q13 Development Concierge - Customer Satisfaction



Opportunity for Improvement

Following a review of the report results, a number of opportunities for improvement have been identified. These areas, as highlighted below, will be the focus of the customer service team in the coming months.

1. Customer Request Management System (CRM)

While the rate of requests completed within target has remained steady for this report period there are areas which require improvement. Additional monitoring and reporting of the CRM system will be utilised to identify potential efficiency gains. The customer service section will work with the relevant areas to ensure any unresolved requests are finalised and any opportunities to improve the CRM system are implemented and provide training to new staff to ensure that CRMS are processed and closed off accurately.

2. Return calls to Customers

The customer satisfaction survey highlighted this as an area for improvement. Council's follow up response times to customer enquiries are falling outside of the agreed Customer Service framework timeframes. The customer service section will work with the relevant areas to ensure that adequate information is gleaned from the customers at the initial contact to assist the responding officer to be brought up to speed and familiarised with the customers enquiry without the need for added investigation prior to returning the call.

CONCLUSION

The information contained in this report demonstrates the significant volume of tasks and actions which are required to be completed by our frontline Customer Service staff. The Customer Service standards we have set ourselves are generally met and more often than not exceeded.

Statistical analysis of Customer Service Contact Centre data, Customer Request Management System (CRM) and the Development Concierge statistics enables identification of opportunities to improve Council's Customer Service and ensure our processes are as efficient and effective as they can be.

In accordance with Council's Customer Service Framework, we continue to strive for the provision of high standards in customer service to the community. For Council to continue to provide this high level of customer service, monitoring of our performance, the implementation of strategies and constant improvements to processes are required to this area of our business.

ATTACHMENT(S)

Nil

18 MATTERS FOR INFORMATION

RECOMMENDATION

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

18.1 SHORT-TERM HOLIDAY LETTING STUDY RESULTS

Author: Navanka Fletcher, Destination Officer

RECOMMENDATION

That Council receive and note the information provided in the short-term holiday letting study results conducted by Southern Cross University.

REPORT

The recent growth and increasing popularity of online booking services, such as Airbnb and Stayz, has seen the rapid expansion of the short-term holiday letting industry.

While NSW has benefitted from this type of tourism for many years - around 67,801 properties listed with Airbnb as of November 2019 - the industry has remained largely unregulated.

Short-term holiday letting has become an increasingly significant sector within the tourism industry and has the potential to increase the appeal of destinations and provide employment opportunities both directly and indirectly through increased visitation.

For local residents, short-term holiday letting may enable them to remain in their place of residence through increased income. It also has the potential to negatively impact local residents through increased rental prices, reduced availability of rental accommodation or issues related to having short-term holiday letting properties nearby.

Destination North Coast, through Southern Cross University, has facilitated research into this subject for all local government areas within our region, including a report specific to the Richmond Valley Council area.

RVC Airbnb listings were retrieved from two short-term holiday letting data reporting services - Inside Airbnb and BnbGuard.

Airbnb listings in the Richmond Valley Council area increased 540 percent over the past three years - from five at the end of 2016 to 32 at the end of 2019. Seventy eight percent of the listings at the end of 2019 were for entire houses or apartments with an estimated occupancy of 25 percent, meaning these houses were only rented by guests for around 90 nights of the year.

Around the RVC area, Stayz and HomeAway are more popular than Airbnb, whereby most short-term holiday letting listings appear to be in Evans Head. An overview of the listings in the RVC area from BnbGuard are shown in Appendix 2 of the study.

New regulations are being developed by the NSW Government and will be designed to ensure local communities continue to gain from the benefits of short-term holiday letting, whilst protecting residents and the community from the negative impacts.

Data gained from this report will be a valuable insight for short-term holiday letting in the Richmond Valley. It is important to note the sample size for this report is 41 respondents which may not accurately represent the views of all Richmond Valley residents. Of the 41 respondents, six were Airbnb hosts, and five stated they were either owners or managers of an accommodation with DA approval.

The attached report provides extensive details and results on the research findings. Below is a summary of the findings from the research conducted on the Richmond Valley Council area.

Key overall findings for Richmond Valley Council:

1. The major positive impact of Airbnb as perceived by the majority of respondents was increased revenue for local business. Airbnb hosts also suggested that Airbnb leads to greater variety of retail service and increased local government tax revenues, but this point was not supported by the other respondents.
2. The major negative impacts perceived by less than half of respondents were: (1) reduced availability of affordable housing for residents; (2) adversely affected on neighbourhood lifestyles; (3) increased waste management problems; and (4) increased noise levels. Airbnb hosts strongly disagreed with all negative impacts.
3. The majority of respondents, particularly the Airbnb hosts, agreed with three further impacts which Airbnb generates: (1) a greater variety of accommodation for tourists; (2) increased revenues for Airbnb hosts; and (3) more visitors to the local area. Each impact has the potential to garner a mixed response as illustrated through a positive or negative attribute as raised above.
4. In terms of short-term holiday letting day limits, most respondents preferred a model which involved mandatory on-site management for any letting. Around two-thirds (64%) of respondents were supportive of having 'no restriction' on rentals of short-term holiday letting properties with on-site management, which means the host could operate 365 days per year. However, for short-term holiday letting rentals of permanently non-hosted investment properties, 24% of respondents favoured rentals capped at '0 days' (such rentals not allowed at all). For primary resident properties, holiday let while the permanent resident/owner is away, 41% of the respondents also favoured a cap of 'less than 90 days per year' (including 0-days).
5. Most respondents (except Airbnb hosts) felt that short-term holiday letting needs to be better regulated, particularly in terms of more adequate reporting avenues for complaint lodgement and improved enforcement of non-compliance. Around half of respondents (except Airbnb hosts) agreed with the need for greater public information on Airbnb-related issues within the Richmond Valley Council area.

ATTACHMENT(S)

1. **Study of resident perceptions of short-term holiday letting (STHL) in North Coast NSW council areas: Richmond Valley Council (under separate cover)**

18.2 DISCLOSURE OF INTEREST - APPOINTMENT OF DESIGNATED PERSONS

Author: Kate Alder-Conn, Governance Officer

RECOMMENDATION

That Council receive and note the newly appointed designated person positions tabled for the information of Council.

REPORT

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

The following are newly appointed designated person positions of Council:

- Building Development Certifier
- Development Assessment Planner

The disclosure for the above designated person position has been received. The disclosure is tabled for the information of Council and will be made available on request to any member of the public at Council's Casino Administration Office.

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

DELIVERY PROGRAM LINKS

Making Council Great

CS1: Leading and Advocating for our Community

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

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

BUDGET IMPLICATIONS

Not applicable

CONSULTATION

Not applicable

ATTACHMENT(S)

Nil

18.3 WRITE-OFF OF MONIES UNDER DELEGATION

Author: Kate Flynn, Revenue Coordinator

EXECUTIVE SUMMARY

At Council's Ordinary Meeting held in July 2018 it was resolved that where the General Manager exercises his delegation in regard to refunds/write-offs that exceed \$1000, an information summary report be submitted to Council on a bi-annual basis.

This summary report covers the period commencing 1 July 2019 – 31 December 2019.

RECOMMENDATION

That Council receive and note the information provided in the Write-Off Monies Under Delegation report.

DELIVERY PROGRAM LINKS

Making Council Great

CS2: Great Support

CS2.12: Ensure compliance with Accounting Standards and Local Government Legislation

BUDGET IMPLICATIONS

Write off in charges reducing Council's debt recovery percentages.

REPORT

At Council's Ordinary Meeting held in July 2018 it was resolved that where the General Manager exercises his delegation in regard to refunds/write-offs that exceed \$1000, an information summary report be submitted to Council on a bi-annual basis.

This summary report covers the period commencing 1 July 2019 – 31 December 2019.

As at the 31 December 2019 the General Manager has used his delegation to write off four amounts in excess of \$1000.

Debtors

- 501823 - \$38,595 Debtor cannot be found – extensive legal searches (Council Resolution 200819/23)
- 500315 - \$6,849.05 Debtor dispute (Council Resolution 170919/16)

Water

- Property 148050 - \$4481.29 Concealed Leak
- Property 161105 - \$1412.88 Concealed Leak

CONSULTATION

Nil

CONCLUSION

The General Manager has exercised his delegation to write off monies over \$1,000 on four occasions during the period 01 July 2019 – 31 December 2019 as detailed above.

18.4 GRANT APPLICATION INFORMATION REPORT - DECEMBER 2019 AND JANUARY 2020

Author: Jono Patino, Financial Accountant

RECOMMENDATION

That Council receive and note the Grant Application Information Report for the month of December 2019 and January 2020.

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 months of December 2019 and January 2020.

During the reporting period five grants were approved, funding was received for eight grants totalling \$1,869,520. Council was notified as being unsuccessful with one grant application and seven grants were applied for.

Grants that have been approved

Richmond Valley FOGO Composting Facility	
Project ID	10321
Funding Body	NSW Environment Protection Authority
Funding Name	Waste Less, Recycle More - Organic Infrastructure (Large and Small) Grants Program - Stream 1: Organics Processing Infrastructure
Government Level	State
Project Value (exc GST)	\$481,440
Grant Funding (exc GST)	\$240,720
Council Funding (Excl GST)	\$240,720
Date Application Submitted	29 August 2019
Date Approved	20 December 2019
Comment (if required)	N/A

Mobile Library Delivery Tech Savvy	
Project ID	10341
Funding Body	Good Things Foundation
Funding Name	Be Connected Program – Community Engagement Grant -Round 5
Government Level	Federal
Project Value (exc GST)	\$2,777
Grant Funding (exc GST)	\$1,500
Council Funding (Excl GST)	\$1,277

Date Application Submitted	20 December 2019
Date Approved	13 January 2020
Comment (if required)	N/A

2019/20 Speed Management Engineering – Stones Road, Naughtons Gap	
Project ID	10345
Funding Body	Transport for NSW
Funding Name	2019/20 Speed Management Engineering
Government Level	Federal
Project Value (exc GST)	\$1,728
Grant Funding (exc GST)	\$1,728
Council Funding (Excl GST)	\$ 0
Date Application Submitted	N/A, allocated funding
Date Approved	6 January 2020
Comment (if required)	N/A

Bushfire Disaster Recovery Project	
Project ID	10346
Funding Body	Office of Local Government. Administered by the NSW Department of Planning, Industry and Environment
Funding Name	Disaster Recovery Funding Arrangements (DRFA)
Government Level	Federal
Project Value (exc GST)	\$1,000,000
Grant Funding (exc GST)	\$1,000,000
Council Funding (Excl GST)	\$ 0
Date Application Submitted	N/A. Commonwealth Government funding provided in response to the bushfire disaster for the recovery and renewal of communities.
Date Approved	7 January 2020
Comment (if required)	N/A

Drought Recovery Project	
Project ID	10347
Funding Body	Department of Industry, Innovation and Science.

	Administered by the Business Grants Hub.
Funding Name	Drought Communities Programme (DCP)
Government Level	Federal
Project Value (exc GST)	\$1,000,000
Grant Funding (exc GST)	\$1,000,000
Council Funding (Excl GST)	\$ 0
Date Application Submitted	N/A. Commonwealth Government funding for Councils experiencing hardship due to the drought.
Date Approved	28 January 2020
Comment (if required)	N/A

Grants that have had funding received

Casino Drill Hall Revitalisation

Project ID	10241
Funding Body	NSW Office of Liquor and Gaming
Funding Name	2016/17 Clubgrants Category 3 - Arts and Culture Infrastructure Grant Round
Government Level	State
Project Value (exc GST)	\$252,000
Grant Funding (exc GST)	\$252,000
Council Funding (exc GST)	\$ 0
Date Application Submitted	10 March 2017
Date Received	\$25,200 received 20 December 2019
Total Funds Received To Date	\$252,000 (total funding received)
Comment (if required)	N/A

Woodburn Riverside Precinct Upgrade

Project ID	10242
Funding Body	Department of Infrastructure and Regional Development
Funding Name	Building Better Regions Fund Infrastructure Projects Stream (BBRF)
Government Level	Federal
Project Value (exc GST)	\$1,510,000
Grant Funding (exc GST)	\$ 700,000
Council Funding (exc GST)	\$ 810,000

Date Application Submitted	28 February 2017
Date Received	\$298,250 received 17 January 2020
Total Funds Received To Date	\$700,000 (total funding received)
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	\$7,021 received 31 January 2020
Total Funds Received To Date	\$250,202
Comment (if required)	N/A

Casino Drill Hall Project

Project ID	10280
Funding Body	Department of Infrastructure and Regional Development
Funding Name	Building Better Regions Fund (BBRF)
Government Level	State
Project Value (exc GST)	\$1,415,000
Grant Funding (exc GST)	\$ 837,500
Council Funding (exc GST)	\$ 577,500
Date Application Submitted	19 December 2017
Date Received	\$48,110 received 17 January 2020
Total Funds Received To Date	\$800,174 (total funding received). The total funding received was less than the original application due to some of the expenditure being deemed as ineligible under the funding agreement.
Comment (if required)	N/A

Broadwater Tennis Courts Upgrade (on behalf of S355 Committee)	
Project ID	10329
Funding Body	Department of Infrastructure, Transport, Cities and Regional Development
Funding Name	Stronger Communities Programme - Round 5
Government Level	Federal
Project Value (exc GST)	\$5,677
Grant Funding (exc GST)	\$2,555
Council Funding (exc GST)	\$3,122
Date Application Submitted	3 October 2019
Date Received	\$2,555 received 13 December 2019
Total Funds Received To Date	\$2,555 (total funding received)
Comment (if required)	N/A

Bushfire Disaster Recovery Project	
Project ID	10346
Funding Body	Office of Local Government. Administered by the NSW Department of Planning, Industry and Environment
Funding Name	Disaster Recovery Funding Arrangements (DRFA)
Government Level	Federal
Project Value (exc GST)	\$1,000,000
Grant Funding (exc GST)	\$1,000,000
Council Funding (exc GST)	\$ 0
Date Application Submitted	N/A. Commonwealth Government funding provided in response to the bushfire disaster for the recovery and renewal of communities.
Date Received	\$1,000,000 received 10 January 2020
Total Funds Received To Date	\$1,000,000 (total funding received)
Comment (if required)	N/A

Regional Roads Block Grant 2019/2020	
Project ID	N/A
Funding Body	Roads and Maritime Services
Funding Name	Regional Roads Block Grant 2019/2020

Government Level	State
Project Value (exc GST)	\$920,000
Grant Funding (exc GST)	\$920,000
Council Funding (exc GST)	\$ 0
Date Application Submitted	N/A – Annual allocation
Date Received	\$460,000 received 31 January 2020
Total Funds Received To Date	\$920,000 (total funding received)
Comment (if required)	N/A

Johnston Street, Bruxner Hwy, Shared Pathway	
Project ID	10274
Funding Body	Transport NSW
Funding Name	Active Transport, Walking and Cycling Program, Priority Cycleways
Government Level	State
Project Value (exc GST)	\$1,015,500
Grant Funding (exc GST)	\$1,015,500
Council Funding (exc GST)	\$ 0
Date Application Submitted	20 September 2017
Date Received	\$ 9,716 received 20 December 2019 \$18,668 received 31 January 2020
Total Funds Received To Date	\$598,222
Comment (if required)	N/A

Unsuccessful Grant Applications

Evans Head CRC	
Project ID	10315
Funding Body	NSW Environment Protection Authority
Funding Name	Waste Less, Recycle More - Improved Systems for Household Problem Waste – CRCs
Government Level	State
Project Value (exc GST)	\$92,549
Grant Funding (exc GST)	\$87,300
Council Funding (exc GST)	\$ 5,249
Date Application Submitted	16 May 2019
Date Advised Unsuccessful	27 November 2019
Comment (if required)	N/A

Grant Applications Submitted

Casino Crawford Square Park Town-Themed All Abilities Play Space	
Project ID	10340
Funding Body	Department of Planning and Environment
Funding Name	Everyone Can Play in NSW 2019-20
Government Level	State
Project Value (exc GST)	\$61,490
Grant Funding (exc GST)	\$30,745
Council Funding (exc GST)	\$30,745
Date Application Submitted	11 December 2019
Comment (if required)	N/A

Mobile Library Delivery Tech Savvy	
Project ID	10341
Funding Body	Good Things Foundation
Funding Name	Be Connected Program – Community Engagement Grant -Round 5
Government Level	Federal
Project Value (exc GST)	\$2,777
Grant Funding (exc GST)	\$1,500
Council Funding (exc GST)	\$1,277
Date Application Submitted	20 December 2019
Comment (if required)	N/A

Casino Industries Activation Project	
Project ID	10342
Funding Body	Department of Infrastructure, Transport, Cities and Regional Development
Funding Name	Building Better Regions Fund – Infrastructure Projects Stream – Round 4 – Drought Support
Government Level	Federal
Project Value (exc GST)	\$3,081,375
Grant Funding (exc GST)	\$1,540,687
Council Funding (exc GST)	\$1,540,688
Date Application Submitted	19 December 2019
Comment (if required)	N/A

Richmond Valley Destination Management Plan	
Project ID	10343
Funding Body	Department of Infrastructure, Transport, Cities and Regional Development
Funding Name	Building Better Regions Fund (BBRF) Round 4 - Community Investments Stream
Government Level	Federal
Project Value (exc GST)	\$47,217
Grant Funding (exc GST)	\$20,000
Council Funding (exc GST)	\$27,217 (In-Kind Support)
Date Application Submitted	18 December 2019
Comment (if required)	N/A

Richmond Valley Route and Bridge Assessment Stream 2019	
Project ID	10344
Funding Body	Transport for NSW
Funding Name	Restart NSW - Fixing Country Roads - Bridge and Route Load Assessment Stream
Government Level	State
Project Value (exc GST)	\$519,570
Grant Funding (exc GST)	\$519,570
Council Funding (exc GST)	\$ 0
Date Application Submitted	19 December 2019
Comment (if required)	N/A

ATTACHMENT(S)

Nil

18.5 DEVELOPMENT APPLICATIONS DETERMINED UNDER THE ENVIRONMENTAL PLANNING AND ASSESSMENT ACT FOR THE PERIOD 1 DECEMBER 2019 TO 31 JANUARY 2020

Author: Jessica Ind, Planning Support Officer

RECOMMENDATION

That Council receive and note the development application report for the period 1 December 2019 to 31 January 2020.

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 fortnightly summary of the status of applications (including all received). Council notifies all determinations of Development Applications in the local newspaper 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 December 2019 to 31 January 2020 was 42, with a total value of \$9,327,873.00.

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

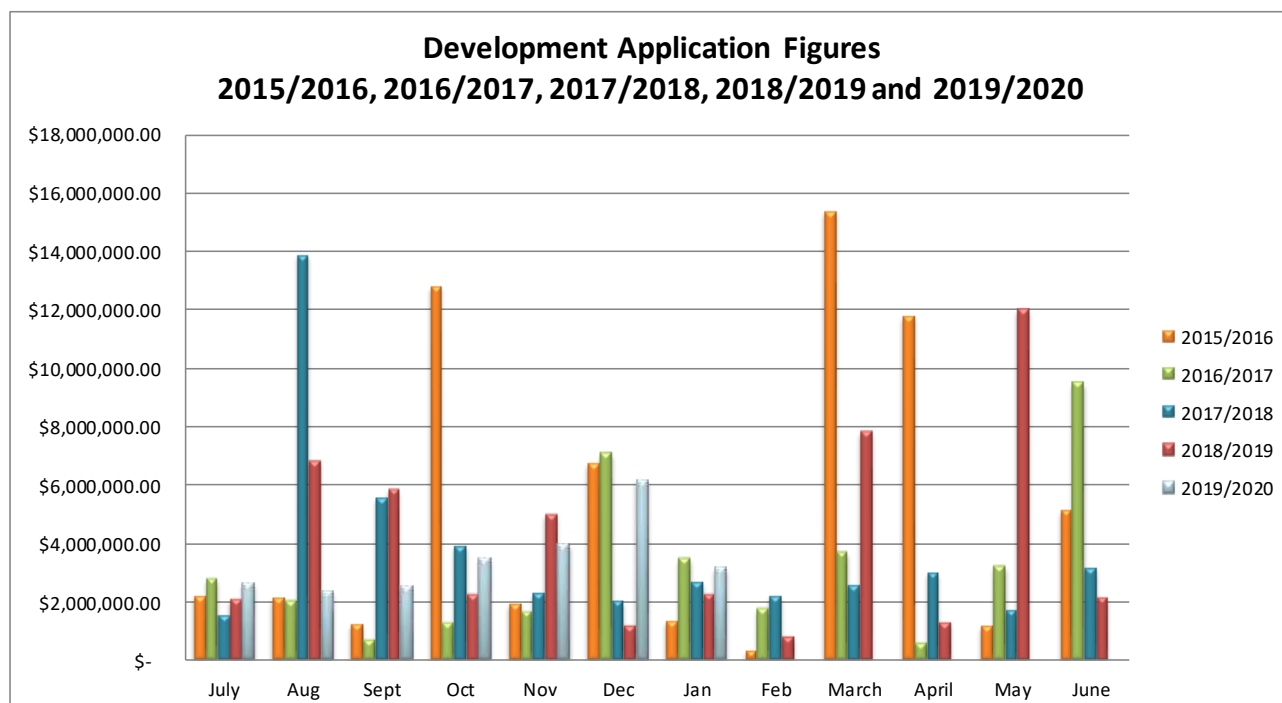


Figure 1: Monthly dollar value of development processed by Council over five financial years.

Figure 2 graph provides the annual value of Development Consents issued by Council over five financial years and Figure 3 and 4 graphs provide a detailed review of the value for the reporting months of December 2019 and January 2020.

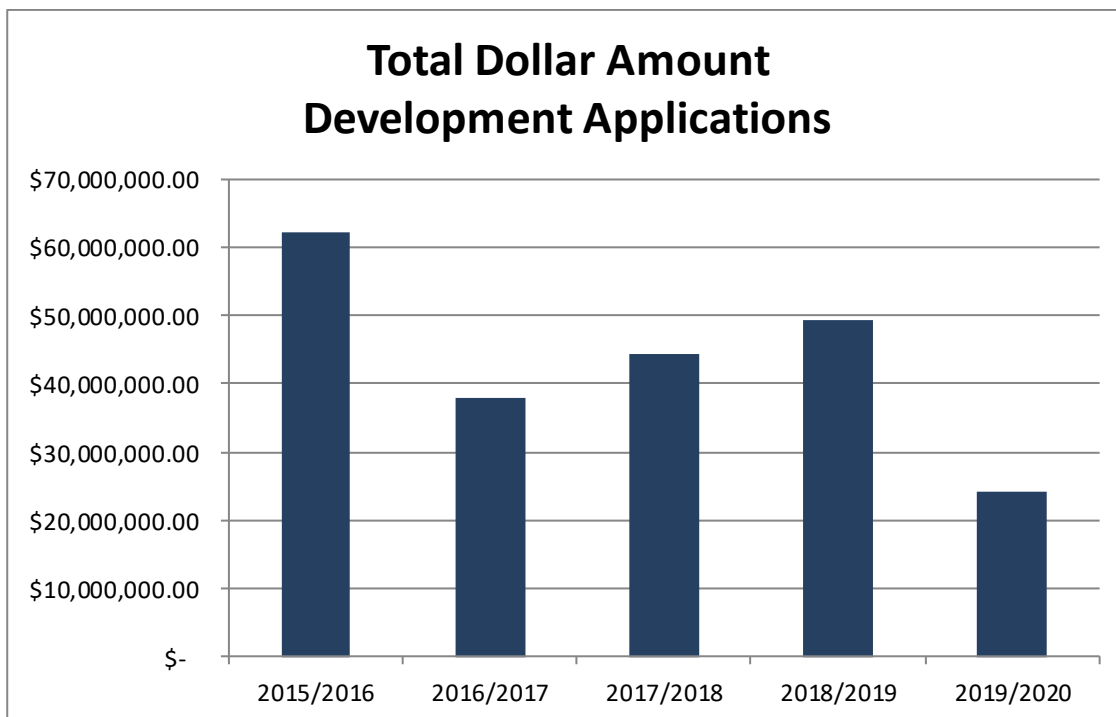


Figure 2: Annual value of development.

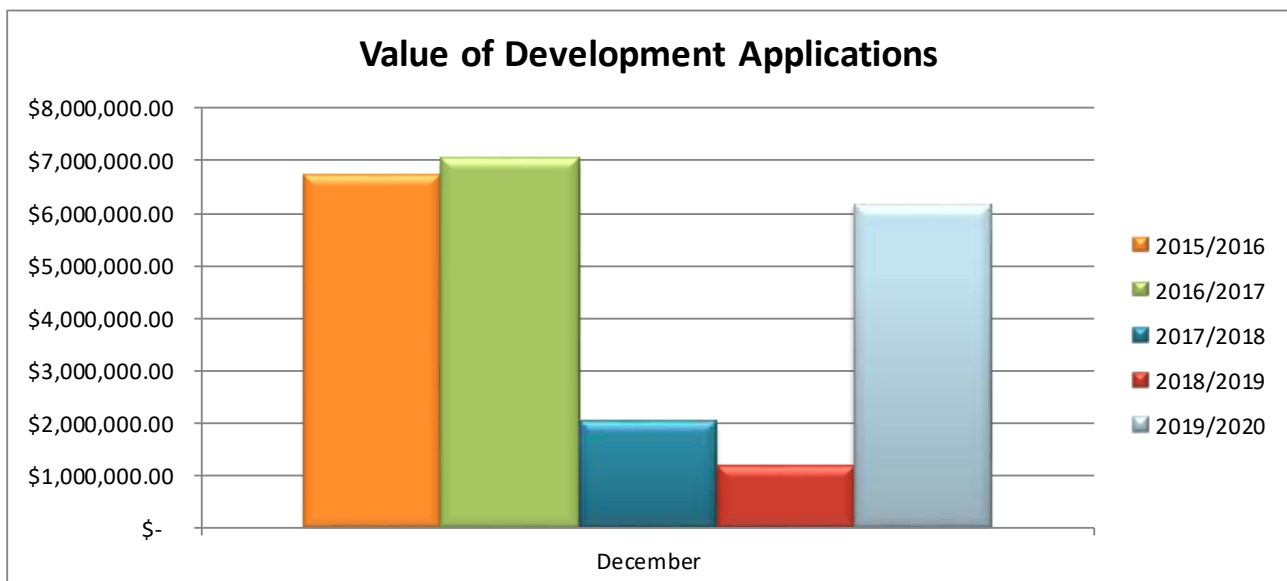


Figure 3: Value of development for the month of December.

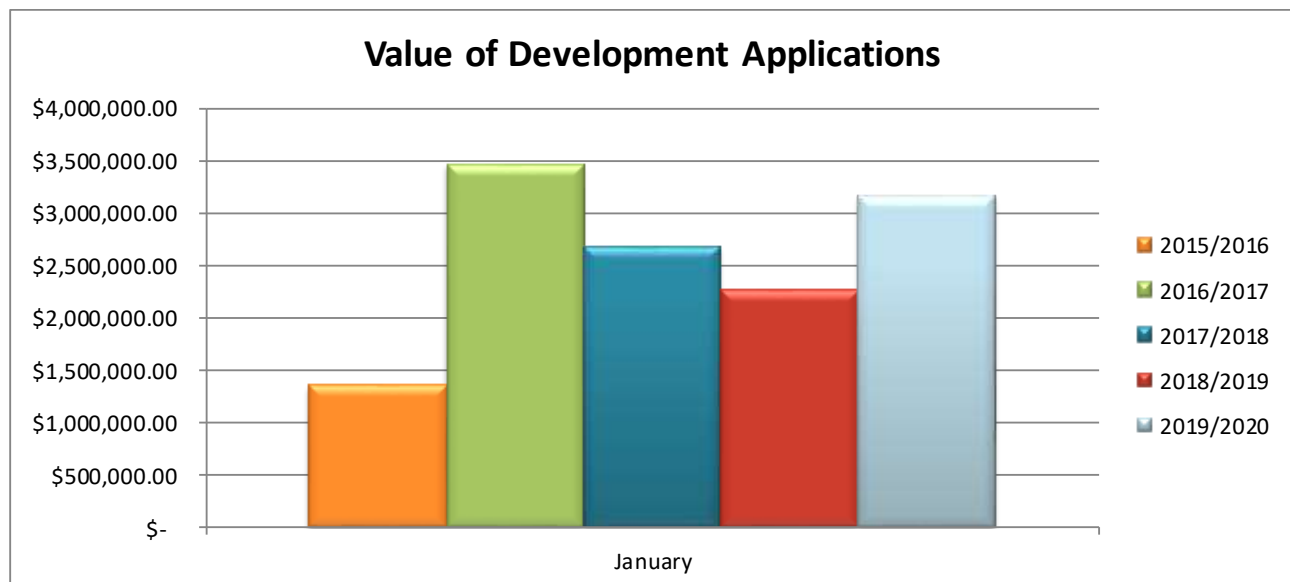


Figure 4: Value of development for the month of January.

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 5 and 6 below detail the number of applications determined by Council which, as stated above, is not necessarily reflective of the value of development.

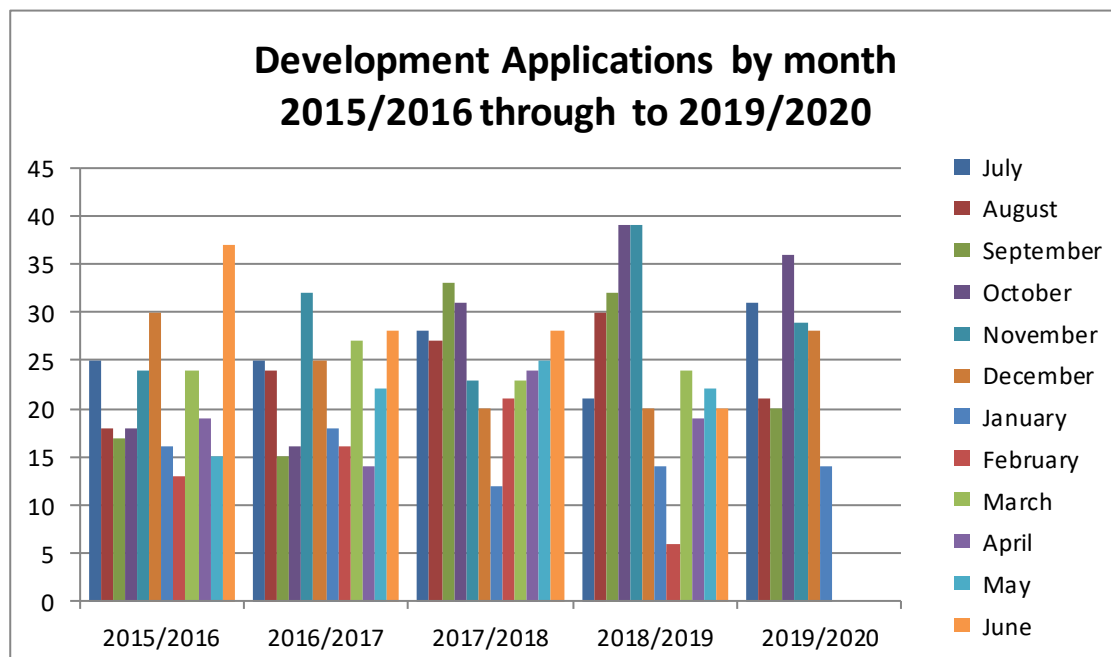


Figure 5: Number of Development Applications per month over five financial years.

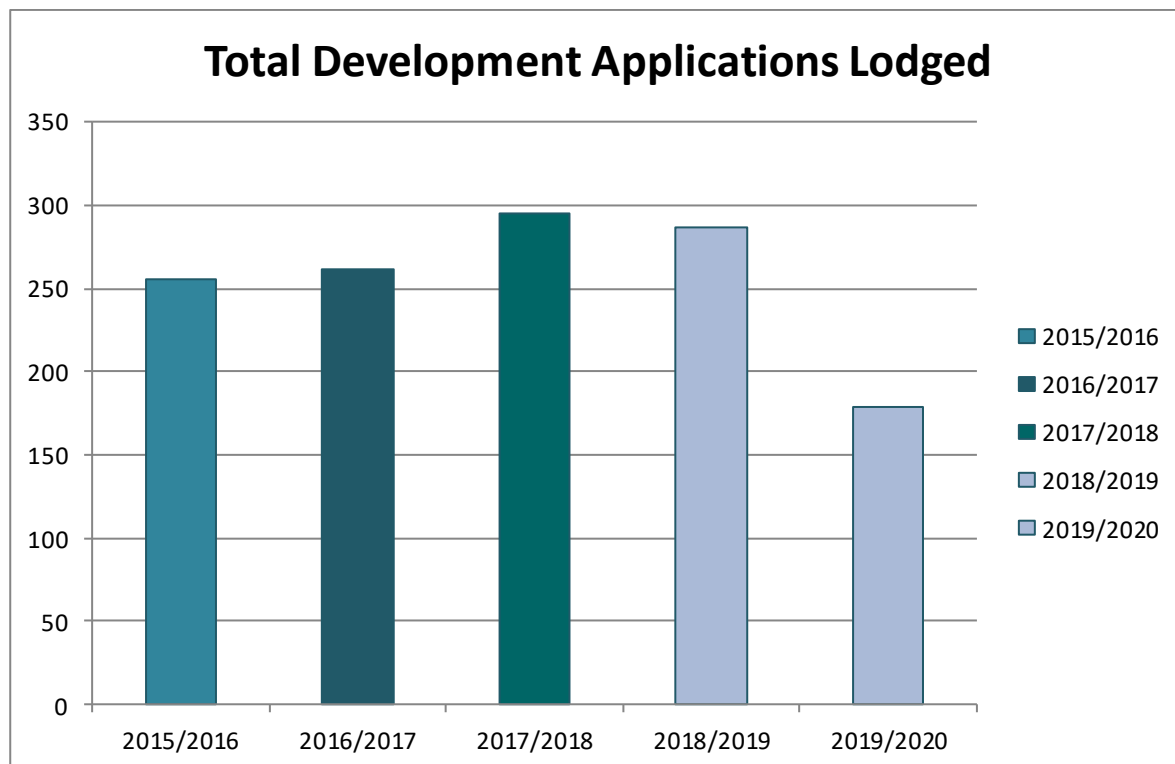


Figure 6: Number of development applications per year over five financial years.

Activity for the month of December 2019 and January 2020

General Approvals (excluding Subdivisions, Section 96s)	36
Section 96 amendments to original consent	3
Subdivision	3
Refused	0
Withdrawn	0
Complying Development (Private Certifier Approved)	0
TOTAL	42

DELIVERY PROGRAM LINKS

Growing our Economy

EC1: Driving Economic Growth

EC1.6: Improved customer satisfaction with the DA process

BUDGET IMPLICATIONS

Nil

CONSULTATION

Nil

Summary of Development Applications determined under the Environmental Planning and Assessment Act for the period 1 December 2019 to 31 December 2019							
Application ID	Applicant	Owners	Location	Development	Date Lodged	Determination Date	Estimated Cost
DA2019/0121	The Great Eastern Fly-In Inc	Richmond Valley Council	17 Memorial Airport Drive, Evans Head	Great Eastern Fly In Event	8/11/2018	19/12/2019	\$ 4,860.00
DA2019/0166	Ardill Payne & Partners	M A Gittos	55 Broadwater Quarry Road, Broadwater	Subdivision to create 69 Lots (68 x residential lots and 1 x primary production residue lot) including site filling, construction of roads and associated infrastructure	31/01/2019	17/12/2019	\$ 3,194,460.00
DA2018/0076.02	A W Maguire	A W Maguire	20 Pacific Crescent, Evans Head	Deck and dwelling alterations	18/04/2019	9/12/2019	\$ -
DA2020/0036	Casino Liquor Property Group Pty Ltd	Casino Liquor Property Group Pty Ltd	101 Walker Street, Casino	Alterations and additions to existing Hotel and accommodation, alfresco dining area, changes to approved Bottleshop	27/08/2019	3/12/2019	\$ 850,000.00
DA2020/0060	Newton Denny Chapelle	RSM Properties Pty Ltd	130 Walker Street, Casino	Change of use to registered club	26/09/2019	10/12/2019	\$ -
DA2017/0197.01	S Koerner	S Koerner	35 Allwood Street, Coraki	Dwelling	27/09/2019	2/12/2019	\$ -
DA2020/0061	AGS Commercial Pty Ltd	Z M Woodbry & E W Wise	52 Cook Street, Broadwater	Dwelling	27/09/2019	6/12/2019	\$ 215,000.00
DA2020/0080	TMMM Constructions Pty Ltd/as GJ Gardner Homes	B Gumbleton & K E Armfield	19 Robinson Avenue, Casino	Dwelling	14/10/2019	3/12/2019	\$ 501,800.00
DA2020/0084	Dixonbuild Pty Ltd	S & R J Franey	7 Clarence Street, Casino	Detached dual occupancy being existing dwelling and construction of 1x 3 bedroom dwelling	16/10/2019	4/12/2019	\$ 217,658.00
DA2020/0087	Newton Denny Chapelle	B L & D M Kennedy	43 Ocean Drive, Evans Head	Strata Subdivision to create two strata lots	17/10/2019	10/12/2019	\$ -
DA2020/0093	S J Maroney	S J & B A Maroney	11 Leilani Close, Casino	Demolition of existing shed and construction of shed with toilet	23/10/2019	9/12/2019	\$ 16,000.00
DA2020/0098	Bragg Enterprises Pty Ltd	B Gumbleton & K E Armfield	19 Robinson Avenue, Casino	Swimming pool & associated fencing	25/10/2019	3/12/2019	\$ 38,000.00
DA2020/0104	J E L Page	J E L Page	1010 Tatham Ellangowan Road, Ellangowan	Shed	1/11/2019	20/12/2019	\$ 40,375.00

Summary of Development Applications determined under the Environmental Planning and Assessment Act for the period 1 December 2019 to 31 December 2019							
Application ID	Applicant	Owners	Location	Development	Date Lodged	Determination Date	Estimated Cost
DA2020/0108	M A Bassett & A L Sullivan	M A Bassett & A L Sullivan	20 McDonald Street, Broadwater	Dwelling	8/11/2019	13/12/2019	\$ 359,000.00
DA2020/0110	B Rogers	A S Bradshaw	3 Ecles Street, Casino	Shed, carport and deck	8/11/2019	20/12/2019	\$ 122,008.00
DA2020/0111	Logalex Pty Ltd	Logalex Pty Ltd	57-61 Dyraaba Street, Casino	Vehicle repair premises - tyre fitting and repairs, dry mechanical repairs and fitting of accessories	8/11/2019	5/12/2019	\$ 120,000.00
DA2020/0113	N J Morgan	N J Morgan	41 Richmond Street, Casino	Dwelling extensions	11/11/2019	3/12/2019	\$ 100,000.00
DA2020/0114	Michael Barnes Construction Pty Ltd	J A & K A Dougherty	25 Gregors Road, Spring Grove	Solarspan roof over existing deck	11/11/2019	3/12/2019	\$ 20,000.00
DA2020/0055.01	N S Sullivan	N S Sullivan	5 Hammond Place, Casino	Shed and awning with shower & toilet	14/11/2019	4/12/2019	\$ -
DA2020/0118	Narellan Pools Northern Rivers	J Pollett	6223 Summerland Way, Camira	Swimming pool & associated fencing	19/11/2019	5/12/2019	\$ 31,000.00
DA2020/0119	K L & D J Anderson	K L & D J Anderson	15 Vidlers Road, Yorklea	Shed & carport	20/11/2019	16/12/2019	\$ 19,800.00
DA2020/0120	Evoke Pools	C J Pethers	26 Angus Place, North Casino	Swimming pool & associated fencing	20/11/2019	16/12/2019	\$ 31,500.00
DA2020/0124	S Brosnan	M D Tizard	149 Strong's Road, Fairy Hill	Carport and conversion of garage to habitable space	25/11/2019	23/12/2019	\$ 20,000.00
DA2020/0126	R W Turner	R W & B R Turner	95 Johnston Street, Casino	Carport	25/11/2019	17/12/2019	\$ 12,300.00
DA2020/0128	S M & R J Miller	S M & R J Miller	85 Johnston Street, Casino	Dwelling extensions	26/11/2019	20/12/2019	\$ 170,000.00
DA2020/0129	L E Falls	L E Falls	41 Ivory Circuit, Casino	Shed	26/11/2019	20/12/2019	\$ 9,000.00
DA2020/0131	S R Baker & R A Francis	S R Baker & R A Francis	132 Bundocks Road, Casino	Swimming pool & associated fencing	3/12/2019	23/12/2019	\$ 36,500.00
DA2020/0134	Evoke Pools	E L & K J Trustum	115 Smiths Road, Tatham	Swimming pool & associated fencing	9/12/2019	23/12/2019	\$ 40,350.00

Summary of Development Applications determined under the Environmental Planning and Assessment Act for the period 1 January 2020 to 31 January 2020							
Application ID	Applicant	Owners	Location	Development	Date Lodged	Determination Date	Estimated Cost
DA2019/0237	G G McKenna	G G McKenna	78 Colches Street, Casino	Site preparation and subdivision from 4 lots into 6 lots	13/05/2019	23/01/2020	\$ 163,000.00
DA2020/0063	J A Baildon	J A Baildon	1/2 Tuckeroo Crescent, Evans Head	Awning	30/09/2019	24/01/2020	\$ 4,500.00
DA2020/0092	I M Chapman	I M & E A Chapman	160 Purseys Road, Bungawalbin	Construction of new dwelling to create a detached dual occupancy	23/10/2019	14/01/2020	\$ 85,000.00
DA2020/0100	D P & M A Townsend	D P & M A Townsend	10 Johnston Street, Casino	Shed	28/10/2019	17/01/2020	\$ 32,400.00
DA2020/0101	D P Layland	D P Layland	48 Heath Street, Evans Head	Dwelling alterations and additions and swimming pool with associated fencing	28/10/2019	31/01/2020	\$ 320,000.00
DA2020/0109	Richmond Valley Council	Richmond Valley Council	25 Woodburn Street, Evans Head	Alterations and Additions to office space	8/11/2019	24/01/2020	\$ 882,159.00
DA2020/0112	R G Grace	R G & B C Grace	31 Surry Street, Coraki	Swimming pool and associated fencing	11/11/2019	16/01/2020	\$ 9,500.00
DA2020/0125	L B Barker	A R & L B Barker	69 Ocean Drive, Evans Head	Dwelling	25/11/2019	31/01/2020	\$ 700,000.00
DA2020/0133	Hayes Building Consultancy	K L Eggins & N J Hayes	68 Richmond Street, Woodburn	Dwelling	5/12/2019	13/01/2020	\$ 280,000.00
DA2020/0137	S E McLeod	K J & S E McLeod	127 North Street, Casino	Awning	17/12/2019	15/01/2020	\$ 4,500.00
DA2020/0138	B A Silver	B A Silver	114 Hare Street, Casino	Deck	19/12/2019	16/01/2020	\$ 30,000.00
DA2020/0142	Daniel Cowley Designs	R P & J L Tibbey	41-43 Beech Street, Evans Head	Demolition & new build	24/12/2019	21/01/2020	\$ 600,000.00
DA2020/0144	J A Wannell	J A Wannell	10 Forest Grove, Fairy Hill	Remove part shed and erect new shed	10/01/2020	30/01/2020	\$ 32,200.00
DA2020/0146	J H Snow	J H & C L Snow	36 Cumberland Street, Casino	Shed	14/01/2020	30/01/2020	\$ 15,000.00

ATTACHMENT(S)

Nil

19 QUESTIONS ON NOTICE

Nil

20 QUESTIONS FOR NEXT MEETING (IN WRITING)

21 MATTERS REFERRED TO CLOSED COUNCIL**RECOMMENDATION**

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993:

21.1 Tender for Insurance Related Services and Insurance Coverage

This matter is considered to be confidential under Section 10A(2) - (d)(i) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

22 RESOLUTIONS OF CLOSED COUNCIL