



# **AGENDA**

## **Ordinary Council Meeting**

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

**Date: Tuesday, 17 March 2020**

**Time: 5.00pm**

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

**Vaughan Macdonald  
General Manager**

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**ORDER OF BUSINESS**

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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 FEBRUARY 2020**

**Author: Vaughan Macdonald, General Manager**

**RECOMMENDATION**

That Council confirms the Minutes of the Ordinary meeting held on 18 February 2020.

**ATTACHMENT(S)**

- 1. Unconfirmed Ordinary Minutes 18 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 11 FEBRUARY - 10 MARCH 2020**

**Author:** Robert Mustow, Mayor

**RECOMMENDATION**

That Council receive and note the Mayor's attendance report 11 February – 10 March 2020.

**REPORT****February**

- 11<sup>th</sup> Opening of Evans Head HealthOne and Community Open Day
- 11<sup>th</sup> Australian Defence Force visit to the Military Museum
- 11<sup>th</sup> Chris Gulaptis MP visit to Casino Water Treatment Plant
- 11<sup>th</sup> Chris Gulaptis MP and constituent meeting
- 11<sup>th</sup> Rappville Community Bushfire Recovery Meeting
- 12<sup>th</sup> Meeting with Local Government Grants Commission (FAGS Grants)
- 12<sup>th</sup> NCMC Casino Beef Week 100 Day Launch 2020
- 14<sup>th</sup> Pacific Consultants meeting at Rappville visit
- 15<sup>th</sup> Australian Defence Force meeting Casino
- 17<sup>th</sup> Regional NSW - Community Consult Rail Trail
- 18<sup>th</sup> Richmond Valley Aboriginal Services Interagency Meeting
- 19<sup>th</sup> Rous County Council meeting
- 19<sup>th</sup> Rappville Advisory Group meeting
- 20<sup>th</sup> Seniors Week Concert Casino RSM
- 20<sup>th</sup> Meeting with constituent
- 21<sup>st</sup> Senior Week Concert at Evans Head RSL
- 22<sup>nd</sup> NSW Bushfire State Memorial Service in Sydney
- 25<sup>th</sup> OEM Recovery Presentation
- 25<sup>th</sup> New Italy Bushfire Recovery Community Meeting
- 27<sup>th</sup> Orange Van visit - Casino Drill Hall
- 28<sup>th</sup> Red Cross Director Visit
- 28<sup>th</sup> The Oaks Centre Community Hub Grand Opening.

**March**

- 2<sup>nd</sup> Small Business Bushfire Information Session
- 5<sup>th</sup> National & State Bushfire Recovery Agency Coordinators' visit (Casino and Rappville)
- 5<sup>th</sup> Farewell Dinner – BlazeAid



- 6<sup>th</sup> Jets
- 6<sup>th</sup> St Mary's Student Leadership Induction Assembly
- 7<sup>th</sup> Foodies Night Market
- 9<sup>th</sup> BlazeAid Visit
- 10<sup>th</sup> Reflections Managers Seminar
- 10<sup>th</sup> Information Session: Drought and Water Security Casino RSM

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

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

**Author: Robert Mustow, Mayor**

**RECOMMENDATION**

That Council receive and note the Delegates' report for the month of March 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 19 February 2020.

**ATTACHMENT(S)**

- 1. Rous County Council Meeting Summary 19 February 2020**



**Summary of main items of business for  
Rous County Council meeting  
19 February 2020**

**1. Richmond River Governance Funding Project**

Over the past 18 months Rous has worked together with the Department of Planning, Industry and Environment (DPIE), local councils and stakeholders throughout the Richmond River catchment to co-develop a recommendation to the NSW Government regarding the *Richmond River Governance and Funding Framework (RRGFF)*. It has recommended the preferred governance framework that will establish responsibility for delivering improved river health outcomes in the Richmond River catchment.

Council agreed to receive and note the Final Report of RRGFF Project prepared by Alluvium and NCEconomics on behalf of the funding partners (inclusive of Rous County Council), and authorised the General Manager to lodge a submission to DPIE, subject to the outcome of a council workshop in March 2020.

**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 \$4,563.54.

**4. Quarterly Budget Review Statement for quarter ending 31 December 2019**

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

It was noted that all budget items, other than those identified in the Council report, had performed within the parameters set by Council in adopting the 2019/20 Operational plan.

**5. Policy revocation – Dunoon Dam Catchment**

Council agreed to revoke the policy as it was no longer required given the operation of the Lismore Local Environment Plan (LEP). The LEP was updated in 2000 and in 2012 which has resulted in the policy being outdated and redundant.

**6. Information reports**

The following reports were received and noted:

- i). Investments: January 2020
  - Total funds invested for January 2020 was \$35,695,000. This is a decrease of \$357,404 compared to the November 2019 figure, primarily due to semi-annual loan repayments.

- The weighted average return on funds invested for January was 2.12%. This represents a decrease of 11 basis points compared to the November result (2.23%) and is 123 basis points above Council's benchmark (the average 90-day BBSW rate of 0.89%).
- Interest earned for January was \$65,230. Interest earned compared to the original budget is \$138,369 in excess of pro-rata budget.
- Cheque account balance as at 31 January 2020 was \$642,357.
- Ethical holdings represent 74.24% of the total portfolio: Current holdings in Ethical Financial Institutions equals \$26,500,000. The assessment of Ethical Financial Institutions is undertaken using [www.marketforces.org.au](http://www.marketforces.org.au) which is an affiliate project of the Friends of the Earth Australia.

ii). Water production and usage: December 2019 and January 2020

- *December 2019*  
Daily source usage for December averaged 33.558ML. This is a decrease from the November 2019 daily average of 41.583ML. Rocky Creek Dam as at 31 December 2019 was at 64.19% of full capacity.
- *January 2020*  
Daily source usage for January 2020 averaged 31.452ML. This is a decrease from the December 2019 daily average of 33.558ML. Rocky Creek Dam as at 31 January 2020 was at 70.66% of full capacity.

iii). Delivery program progress report update – 1 July 2019 to 31 December 2019 (Y3)

This report contained information about progress on achievement of the performance targets prescribed in the Integrated Planning and Reporting Delivery Program. The result for the reporting period were: 78% *Acceptable* (achieved or on track according to schedule); 17% *Monitor* (in progress but behind schedule); and 5% *Review* (corrective action required).

iv). Fluoride plant dosing performance report – Q4 - 2019

Council noted the Fluoride Dosing Plant Performance Report for Q4 – 2019 (1 October 2019 – 31 December 2019), which shows that none of the plants have dosed above the Australian Drinking Water Guidelines upper limit of 1.5mg/L. Clunes, Corndale, Dorrroughby and Knockrow have all operated within the target range in the NSW Health Code of Practice for Fluoridation of Public Water Supplies. During Q4, there were no deliveries of sodium fluorosilicate or sodium fluoride.

v). Reports pending

Noted as presented.

**7. Confidential reports**

i). St Helena trunk main augmentation – construction contract

As part of the augmentation of the existing bulk water supply to the Byron Bay and Ballina areas, Rous County Council (RCC) is in the process of upgrading the existing 300mm trunk main from Dorrroughby to the St. Helena Reservoir, Byron Bay.

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Council accepted a tender from Ledonne Constructions Pty Ltd of \$6,349,475 (ex GST) for Stage 1 - 4.4km (chainage 0m to 4400m), and delegated approval to the General Manager to approve a variation to construct additional pipe chainage 4400m to 5400m if this is found to be the most cost-effective option.

An additional amount of \$952,400 (being 15% of the contract amount) was also approved as contingency for Schedule of Rate items and/or variations due to latent conditions/unforeseen circumstances.

ii). Chair's minute: Annual performance review - General Manager

Council noted the Performance Review Panel's rating of the General Manager at the annual performance review to 31 December 2019 and agreed to recommended changes to the General Manager's total remuneration package (TRP).

*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](http://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 DEVELOPMENT PRINCIPLES AND DEVELOPMENT ASSESSMENT PANEL POLICY**

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

**EXECUTIVE SUMMARY**

The current Development Assessment Panel (DAP) Policy was adopted in 2015. It has recently been amended to include a development principles component that reflects how Council will encourage and promote sustainable development within Council's local government area.

**RECOMMENDATION**

That Council adopt the amended Development Principles and Development Assessment Panel Policy.

**DELIVERY PROGRAM LINKS**

Growing our Economy

EC1: Driving Economic Growth

EC1.7: Provide flexible and innovative planning controls

**BUDGET IMPLICATIONS**

Nil

**REPORT**

The new policy provides development principles which details what Council will do to work with the community to encourage and promote sustainable development. It provides a turnaround target for DA approvals and clear expectations on how the organisation will liaise with the community to make development as easy as is practically possible.

The role of the Development Assessment Panel (DAP) is to provide a peer review mechanism to encourage solution focused assessment and consistent application of development standards and requirements. Richmond Valley Council encourages and promotes sustainable development within Council's local government area in line with its vision to create "A great community with a relaxed lifestyle, beautiful environment and vibrant economy".

**CONSULTATION**

The updated policy incorporates development principles and includes suggested improvements by staff and Councillors.

**ATTACHMENT(S)**

- 1. Draft Development Principles and Development Assessment Panel (DAP) Policy**

## Council Policy



<b>Policy Title:</b>	<b>Development Principles and Development Assessment Panel (DAP)</b>
<b>Policy Number:</b>	15.2
<b>Focus Area:</b>	Growing our Economy
<b>Responsibility:</b>	Development & Environment Group
<b>Meeting Adopted:</b>	TBA

### DEVELOPMENT PRINCIPLES

Richmond Valley Council encourages and promotes sustainable development within its local government area in line with its vision to create “A great community with a relaxed lifestyle, beautiful environment and vibrant economy”.

Council will do this by:

- Facilitating an environment which encourages investment.
- Working in partnership with existing and prospective businesses to create new economic opportunities.
- Encouraging appropriate development in line with legislation and Council’s Local Strategic Planning Statement, Local Environment Plan and Development Control Plan.
- Providing a Development Concierge service to support applicants through the development application and assessment process.
- Providing a free pre-lodgement development application advisory service.
- Streamlining application, assessment and approvals processes in line with NSW Government requirements.
- Prioritising significant development applications which stimulate economic activity in line with Council’s Community Strategic Plan.
- Enhancing relationships with the planning and development industry to ensure continuous improvement in the standard of development and the applications lodged.
- Our target is to approve applications within 40 days. It should be noted that depending on the complexity of the development and the information provided in the development application, this can take longer. If a development requires referral to government agencies including the Rural Fire Service, Department of Planning, Infrastructure & Environment, the Environment Protection Authority or the Heritage Office, it will take longer.
- Providing responsive building certification, environmental health and engineering services which builds relationships with its customers and delivers a practical and commonsense approach to ensure the safety and public health requirements of developments are delivered during the approvals and construction phases.

Richmond Valley Council – CPOL 15.2 Development Principles and Development Assessment Panel (DAP)

Adopted: **Date**

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## DEVELOPMENT ASSESSMENT PANEL

### 1. PURPOSE

To support Council's stated priorities as set out above, a Development Assessment Panel (DAP) will be established to provide a peer review mechanism to encourage solution-focused assessments and consistent application of development standards and requirements.

### 2. OBJECTIVE

To consider all aspects of specified development and modification applications lodged to Richmond Valley Council.

To provide an internal forum for technical comments for the review of environmental factors (REFs) prepared for Council projects.

### 3. CONSTITUTION

- 3.1 The DAP will have a membership of qualified professional staff involved in the assessment of Development Applications.
- 3.2 The General Manager and/or Director Infrastructure and Environment will determine appropriate delegated officers to represent the following technical functions required in development assessment:
  - Planning
  - Building Services
  - Environmental Health
  - Engineering
- 3.3 The quorum shall comprise of a Chairperson and two officers, all from different technical functions.
- 3.4 The Manager Development & Environment shall hold the position of Chairperson or appoint an alternate as necessary.
- 3.5 The assessing officer shall not participate as a member of DAP in any recommendations made. However, may attend the meeting for the purpose of explaining the development application and answering any questions.
- 3.6 Any other Council officer may attend as an observer.

### 4. POLICY/ROLE OF DEVELOPMENT ASSESSMENT PANEL (DAP):

- 4.1 To review all lodged Development and modification Applications except for the ones specified below:

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Richmond Valley Council – CPOL 15.2 Development Principles and Development Assessment Panel (DAP)

Adopted: Date

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- New single dwellings, alterations and additions to dwellings and any ancillary developments which are not heritage listed;
  - Minor alterations and additions and fit-out works to the existing commercial buildings which are not heritage listed;
  - Secondary dwellings and dual occupancies which are not heritage listed.
- 4.2 To consider the completeness of applications, determine if the application can progress to the assessment stage, or to advise the applicant further information is required.
- 4.3 To review any other development and modification applications at the discretion of the Manager Development & Environment.
- 4.4 Identify notification requirements for applications in accordance with the Community Participation Plan, identify external and internal referrals and provide recommendations on the allocation of the application to an officer for assessment.
- 4.5 Undertake a preliminary review to highlight any obvious issues for further investigation during assessment and to offer possible solutions.
- 4.6 The Chair may determine an application initially reviewed by DAP may not need to be returned to DAP prior to completion of a Notice of Determination.
- 4.7 To provide advice on the recommendations of the Development Assessment Officer(s) prior to final determination of applications under delegated authority.
- 4.8 DAP will review the recommendations and proposed conditions for any application lodged with Council which cannot be determined under delegated authority including the following:

Applications which cannot be determined under delegated authority as identified in legislation.	<p>Examples</p> <ul style="list-style-type: none"> <li>• Regionally Significant Development</li> <li>• Clause 4.6 (RVC LEP) variations where the Director's concurrence cannot be assumed</li> <li>• Section 4.55(2) (EP&amp;A Act) modifications to Regionally Significant Development</li> </ul>
Applications called up by at least two Councillors, or where there is significant public interest, or where determination may result in major policy implications.	<p>Examples</p> <ul style="list-style-type: none"> <li>• Significant applications submitted on behalf of Council or where Council is the landowner.</li> <li>• Any Application generating <i>objections of a significant nature</i>, which cannot be addressed by conditions of consent.</li> </ul>
A modification application under section 4.55 (2) (EP&A Act) to a consent previously determined by Council.	

Richmond Valley Council – CPOL 15.2 Development Principles and Development Assessment Panel (DAP)

Adopted: **Date**

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- 4.9 To provide an internal forum for technical comments for REFs prepared for Council projects as requested. It should be noted that DAP has no role in approving REFs and does not sign off on REFs.

## 5. OPERATION

- 5.1 The DAP shall meet twice weekly or as needed unless otherwise determined by the Manager Development & Environment.
- 5.2 Applications requiring DAP review and advice should be submitted in a timely way to avoid assessment and determination delays.
- 5.3 Minutes shall be kept of each meeting, signed by the Chairperson and countersigned.
- 5.4 Where a unanimous DAP consensus on recommendations cannot be achieved, the assessing officer may refer the application to the Manager Development & Environment for determination.

## 6. 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	25 June 2015	New policy
2	17 March 2020	Review

## 15 FINANCIAL REPORTS

### 15.1 MONTHLY BUDGET ADJUSTMENTS REPORT - FEBRUARY 2020

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

#### EXECUTIVE SUMMARY

This report details the proposed budget adjustments for the month of February 2020. The main adjustment includes the removal of \$670,894 from the waste management capital works program, largely due to the transfer of \$578,894 for Nammoona cell capping to the 2020/2021 financial year. In addition, Council has been granted funding towards the Northern Rivers Rail Trail project of which \$500,000 is expected to be spent this financial year. Further adjustments include the reallocation of \$104,400 in funding towards the trial of a new stabilising and waterproofing product on three unsealed roads that are constantly subject to corrugation, along with \$87,000 being allocated towards the replacement of playground equipment at Lilly Pilly Park.

The proposed changes see Council's capital works program decrease slightly by \$2,713 to a projected total of \$24,032,340. Council's projected surplus of \$240,304 for 2019/2020 will remain unchanged as all the proposed changes are fully funded from reserves or reallocations from other project budgets. The report provides further details of the proposed changes as well as the revised budget position as at 29 February 2020.

#### RECOMMENDATION

That Council:

1. Approve the proposed budget adjustments for the month of February 2020.
2. Note the revised budget position for 2019/2020 as at 29 February 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 detailed in the report.

#### REPORT

During the month of February 2020, the following adjustments have been proposed.

#### Reallocation of funds between projects

*Community Centres and Halls*

It is proposed to allocate \$4,000 in unspent heritage grant funding towards the renewal of weatherboards and painting of the Woodburn Hall.

Project Description	Revised Budget 30-Dec-19	Proposed Adjustment	Revised Budget 29-Feb-20
Heritage Small Grants	24,330	(4,000)	20,330
Woodburn Hall – Renew Weatherboards & Paint	26,091	4,000	30,091

**Removal of existing projects from budget***Waste Management*

Following a review of the waste management budget, several projects are to be removed from the current year's program as they have been completed utilising the existing operational budget, being the impound shelter, drum muster relocation and glass stockpile removal. The Nammoona cell capping is also being removed this year, leaving \$50,000 for planning. This project will be factored into next year's budget as a part of the review of Council's 10 year plan. All adjustments see a net transfer to waste reserves of \$670,894.

Project Description	Revised Budget 30-Dec-19	Proposed Adjustment	Revised Budget 29-Feb-20
Nammoona – Impound Shelter	15,000	(15,000)	0
Nammoona – Drum Muster Relocation	7,000	(7,000)	0
Nammoona – Glass Stockpile Removal	70,000	(70,000)	0
Nammoona - Cell Capping	628,894	(578,894)	50,000

**Addition of new projects***Tourism*

Council was successful in receiving funding towards the development of the Northern Rivers Rail Trail from Casino to Bentley. This project will commence this year with an estimated \$500,000 in expenditure and continue over the following 2 years.

Project Description	Revised Budget 30-Dec-19	Proposed Adjustment	Revised Budget 29-Feb-20
NR Rail Trail (Casino to Bentley) Capital Project	0	500,000	500,000
NR Rail Trail (Casino to Bentley) Grant Funding	0	(500,000)	(500,000)

*Sports Grounds, Parks & Facilities*

It is proposed to transfer surplus funding from the Stan Payne Oval playground replacement project, along with funding from the park renewals budget allocation, towards Lilly Pilly Park playground replacement.

Project Description	Revised Budget 30-Dec-19	Proposed Adjustment	Revised Budget 29-Feb-20
Stan Payne Oval – Playground Replacement	33,178	(33,178)	0
Park Renewals	80,043	(53,822)	26,221
Lilly Pilly Park Playground Replacement	0	87,000	87,000

*Building and Maintaining Roads*

It is proposed to trial a new stabilising/waterproofing product, TERRA 3000, on unsealed roads to seek longevity in sections that continually unravel and corrugate. It is proposed to reallocate funding from the unsealed re-sheeting budget towards trials on three roads that are continually corrugated.

Project Description	Revised Budget 30-Dec-19	Proposed Adjustment	Revised Budget 29-Feb-20
Old Dyraaba Road	0	41,000	41,000
Crawfords Road	0	30,200	30,200
Elliotts Road	0	33,200	33,200
Unsealed Re-sheets – Unallocated	119,246	(104,400)	14,846

### *Sewerage Services*

A number of adjustments are proposed for the sewerage services capital works program with an additional \$32,661 being funded from sewerage infrastructure reserves. These adjustments are outlined in the table below.

Project Description	Revised Budget 30-Dec-19	Proposed Adjustment	Revised Budget 29-Feb-20
Sewer Pump Station 2 Woodburn – Replace two pumps	0	11,180	11,180
Sewer Pump Station 5 Casino – Submersible Pump	7,775	11,180	18,995
Sewer Treatment Plant Evans Head – EAT Ammonia Probe & controller replacement	0	10,301	10,301

The existing pumps at pump station 2 in Woodburn and pump station 5 Casino have reached the end of their life and are no longer working. The proposed adjustment will allow replacement of these pumps to be funded from sewerage infrastructure reserves. In addition, the existing ammonia probe and controller in the extended aeration tank at the Evans Head Sewerage Treatment Plant are not working and require replacement. This is also proposed to be funded from sewerage infrastructure reserves.

### *Water Supplies*

A raw water pump at the Casino Water Treatment Plant requires an overhaul. It is proposed to fund this \$61,520 project from water infrastructure reserves which includes removal, transport, overhaul, installation and commissioning of the pump.

Project Description	Revised Budget 30-Dec-19	Proposed Adjustment	Revised Budget 29-Feb-20
Water Treatment Plant Casino	0	61,520	61,520

### **Revised Budget Position**

The effect of the proposed adjustments on the 2019/2020 budget is summarised in the table below, with the important information for Council to note being the recommended changes for resolution.

Budget Adjustments February 2020	Revised Budget 30-Dec-19	Recommended Changes for Council Resolution	Revised Budget 29-Feb-20
Income from Continuing Operations	67,182,241	500,000	67,682,241
Expenses from Continuing Operations	65,756,267	(74,000)	65,682,267
<b>Operating Result from Continuing Operations</b>	<b>1,425,973</b>	<b>574,000</b>	<b>1,999,974</b>
Add: Non-cash Expenses	18,446,841	0	18,446,841
Add: Non-Operating Funds Employed	2,176,428	0	2,176,428
Less: Capital Expenditure	24,035,053	(2,713)	24,032,340
Less: Loan Repayments	2,485,648	0	2,485,648
<b>Estimated Funding Result - Surplus/(Deficit)</b>	<b>(4,471,458)</b>	<b>576,713</b>	<b>(3,894,745)</b>
Restricted Funds - Increase/(Decrease)	(4,711,762)	576,713	(4,135,049)
<b>Working Funds - Increase/(Decrease)</b>	<b>240,304</b>	<b>0</b>	<b>240,304</b>

## CONCLUSION

In conclusion, the proposed budget adjustments for the month of February 2020 will have no impact on the projected budget surplus of \$240,304 for 2019/2020 as all works are fully funded from reserves or the reallocation of funding from other project budgets.

## ATTACHMENT(S)

Nil

**15.2 FINANCIAL ANALYSIS REPORT - FEBRUARY 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 29 February 2020 including General Bank Accounts and Trust Funds is shown below.

Investment Portfolio	General Bank Accounts	Trust Funds	Total
\$49,689,607	\$1,136,831	\$87,050	\$50,913,489

The weighted average rate of return on Council's investments for February 2020 was -2.90% which was below the 90 Day Bank Bill Index for February of 0.810%.

**RECOMMENDATION**

That Council adopt the Financial Analysis Report detailing investment performance for the month of February 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 29 February 2020, Council had earned \$419,340 in interest and \$326,819 in fair value gains for total investment revenue of \$746,159 against a budget of \$995,000 (which equates to 74.99%).

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 February 2020 meeting.

**Rate of Return**

The weighted average rate of return on investments in February 2020 was -2.90% a decrease of 892 basis points from the previous month. The rate of return is 371 basis points below the 90 Day Bank Bill Index of 0.810% which is Council's benchmark. During February 2020 the TCorp Medium Term Growth Fund performed poorly returning a fair value loss of -\$175,891, which equates to an annual return of -21.48%. Whilst this loss for the Medium Term Growth Fund for February 2020 is disappointing, it should be recognised that this is a long term investment and is subject to market fluctuations. The Medium Term Growth Fund has performed reasonably well for the year to date with an overall return of 3.95% which is still well above other Council investments such as term deposits.



### Council's Investment Portfolio

The value of Council's Investment Portfolio as at 29 February 2020 including General Bank Accounts and Trust Funds are shown below.

Investment Portfolio	Face Value	General Bank Accounts	Trust Funds
\$49,689,607	\$48,338,311	\$1,136,831	\$87,050

The Investment Portfolio balance at 29 February 2020 of \$49,689,607 is made up of Council's Business Online Saver Account (\$7,835,000), Term Deposits (\$22,000,000) and NSW Treasury Corporation Investments (\$19,854,607).

Council's investment portfolio has maturity dates ranging from same day up to 732 days. Term deposits of \$22,000,000 represented 44.27% of the total portfolio as at 29 February 2020. Council made two new term deposits during the month of February 2020; with AMP Ltd and Bank of Sydney. Of these funds only AMP Ltd support the fossil fuel industry. These term deposits were chosen as they offered the highest available return after diversification principles were applied. Three term deposits matured during the month.

Council had \$19,854,607 in longer term investments being the Cash Facility Trust and Medium-Term Growth Fund with NSW Treasury Corporation as at 29 February 2020. The investment values are shown below.

Investment Holding	Fair Value 29-Feb-20	Fair Value Gain/(Loss) February 2020	Fair Value Gain/(Loss) YTD
Cash Facility Trust	\$10,187,717	\$8,663	\$78,789
Medium Term Growth Fund	\$9,666,891	-\$175,891	\$248,030
<b>Total</b>	<b>\$19,854,607</b>	<b>-\$167,229</b>	<b>\$326,819</b>

### Environmentally Sustainable Investments (ESI's)

The current holdings in ESI's are \$11,000,000 or 22.14% 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](http://www.marketforces.org.au) which is an affiliate project of the Friends of the Earth Australia.

NSW Treasury Corporation continues to take a stewardship approach to ESI's (this policy was last updated in December 2018). The focus of this policy is on the management of Environmental, Social and Governance (ESG) risks and opportunities as well as active ownership of assets which includes proxy voting and corporate engagement. A major focus is on the materiality of ESG issues including climate change which is expected to have an impact on portfolios over the long term both from a risk and opportunity perspective. These issues are managed through investment managers and stewardship principles are embedded into investment funds. Bearing this in mind, if the NSW Treasury Corporation investments were considered to be ESI's, the current holding in ESI's would be \$30,854,607 or 62.09% of the total investment portfolio.

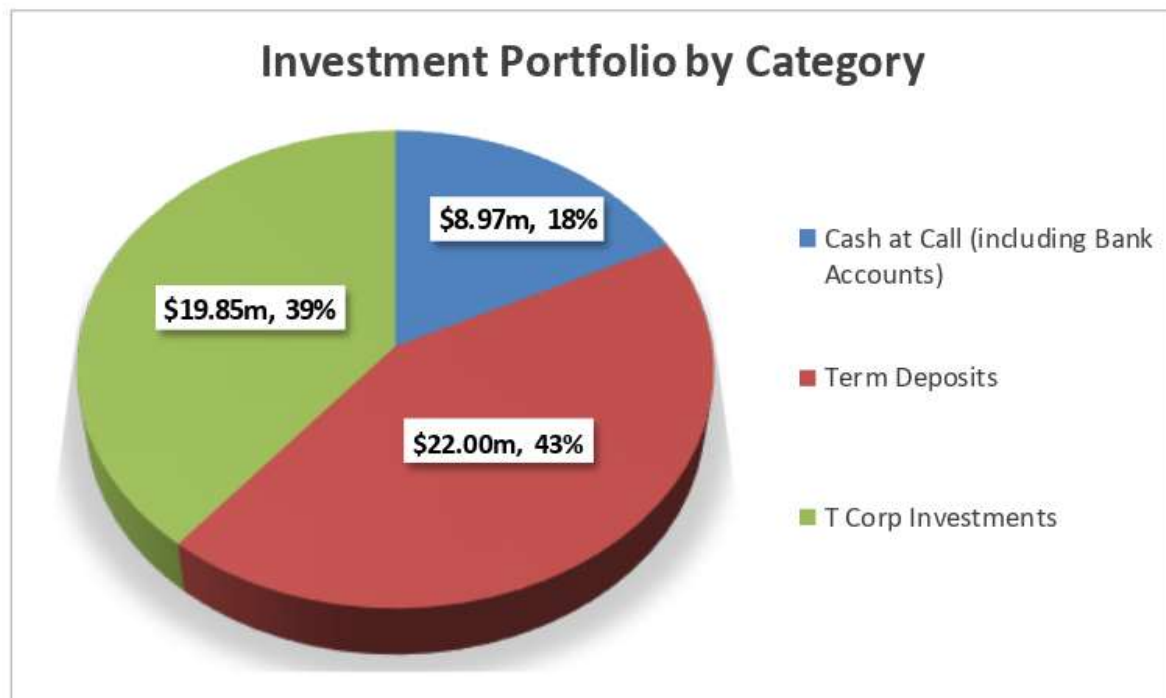
### CONCLUSION

During the month of February 2020 Council's investments have been made in accordance with the Act, the Regulations and Council's Investment Policy. As at 29 February 2020 Council's investments totalled \$49,689,607 with a further \$1,223,881 held in bank accounts. The weighted average rate of return was -2.90% for the month of February and total investment revenue equals 74.99% of budgeted revenue for the year to 29 February 2020.

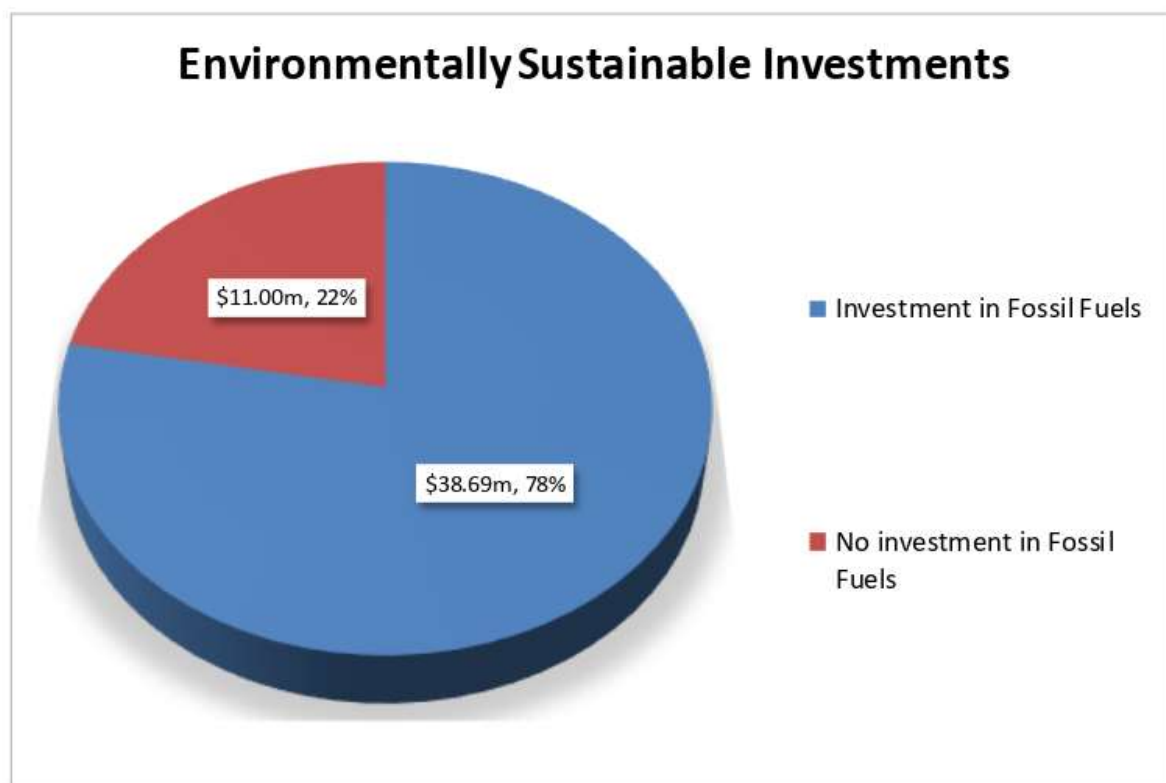
**ATTACHMENT(S)**

**1. Financial Analysis Report Attachments**

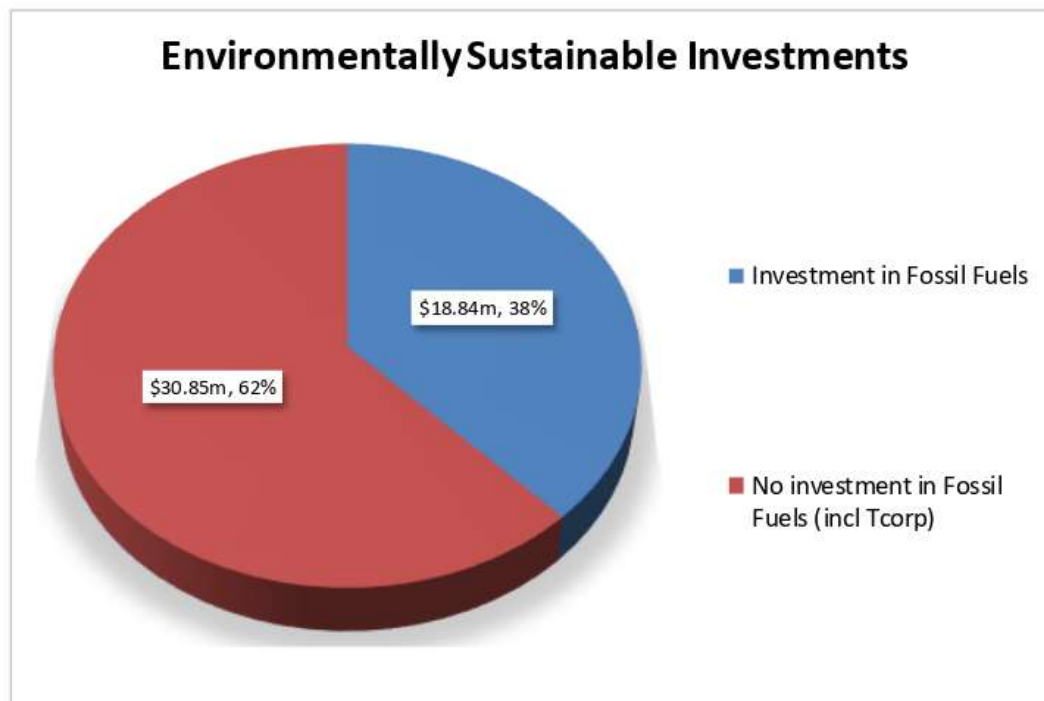
The following graph shows Council's investment portfolio by investment category as at 29 February 2020.



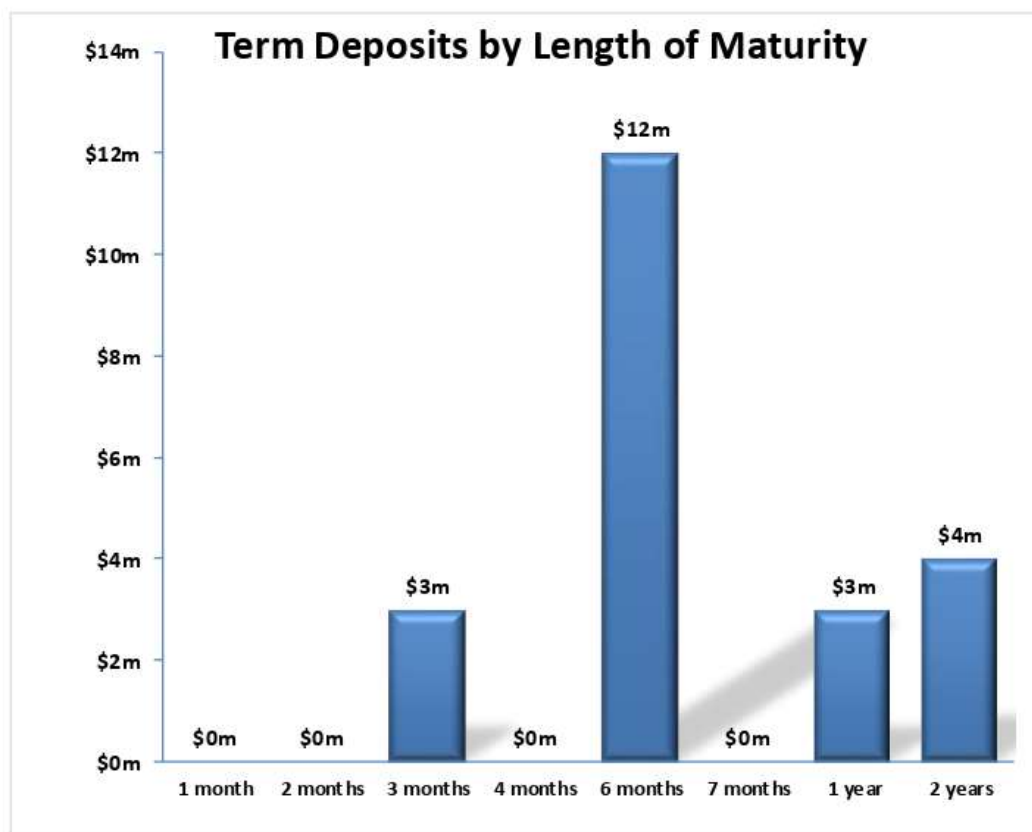
The following graph details Council's Environmentally Sustainable Investments as a percentage of Council's investment portfolio as at 29 February 2020.



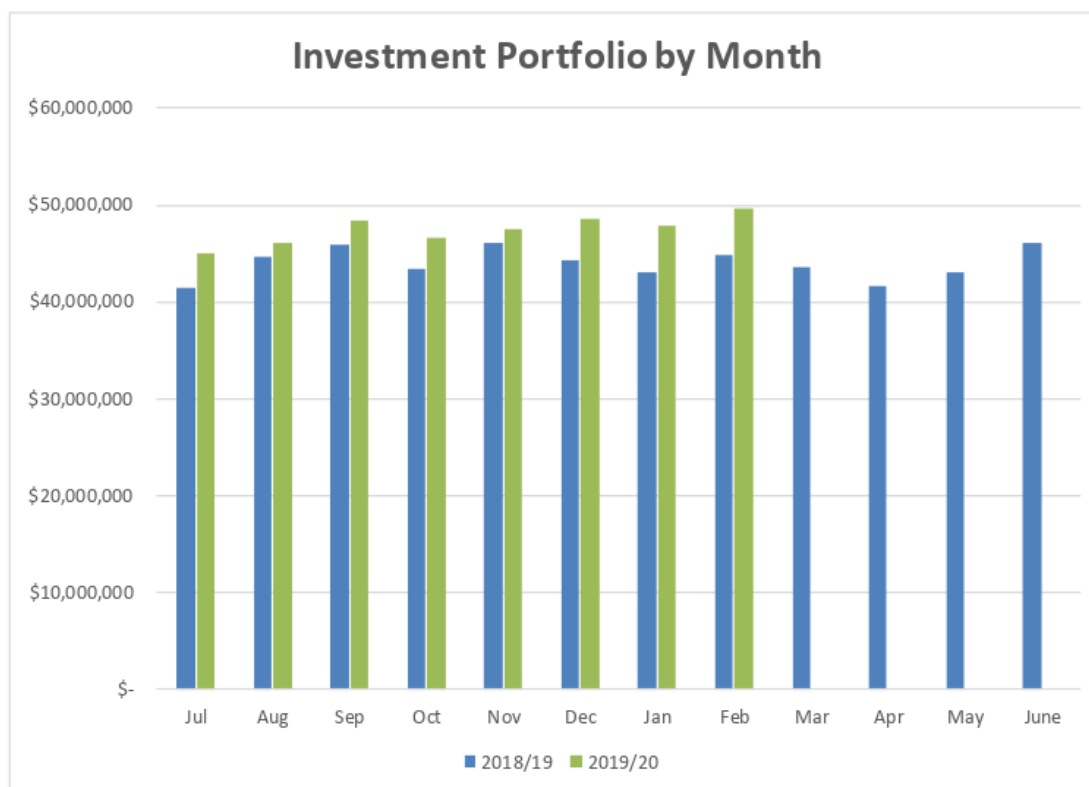
The following graph details Council's Environmentally Sustainable Investments as a percentage of Council's investment portfolio as at 29 February 2020 assuming that Council's TCorp funds were included.



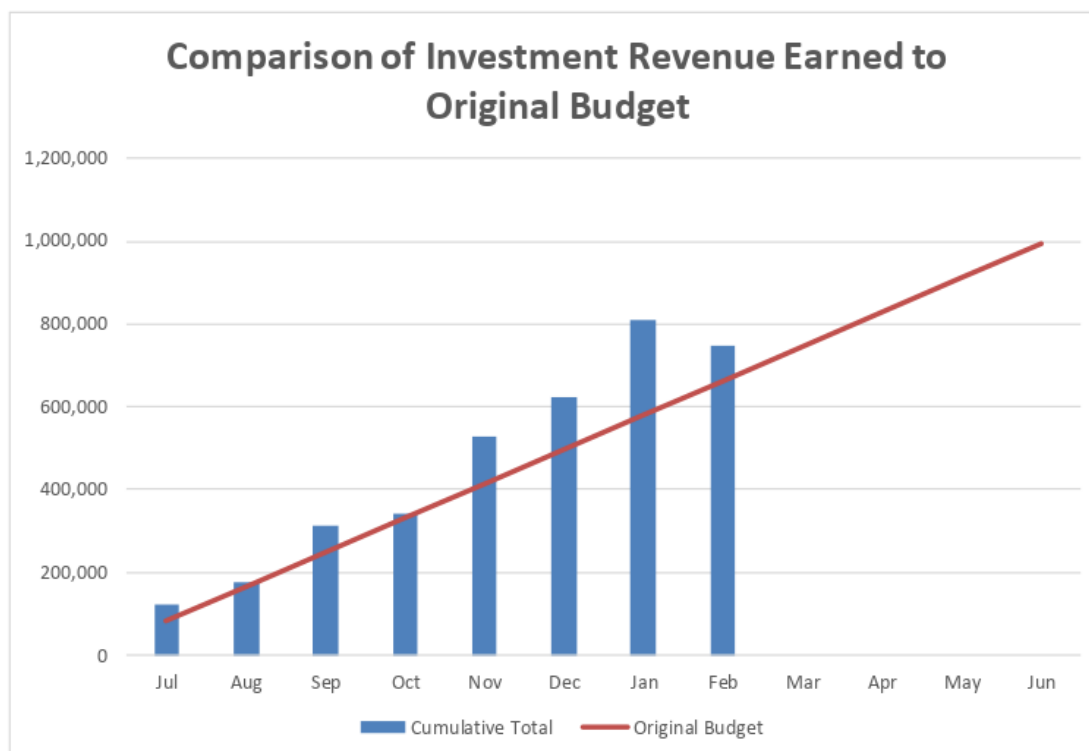
The following graph shows the length of time of Council's term deposit maturities as at 29 February 2020.



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 29 FEBRUARY 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
<b>Cash at Call</b>										
CBA Business Online Saver	At Call	A1+/AA	N	At Call		0.85%	N/A	7,835,000	4,388	15.77%
Interest on Other Bank Accounts									49	
<b>Total</b>								<b>7,835,000</b>	<b>4,437</b>	<b>15.77%</b>
<b>Term Deposits</b>										
ING Direct	Term Deposit	A2/A-	N	1/03/2018	2/03/2020	2.88%	N/A	1,000,000	0	2.01%
ING Direct	Term Deposit	A2/A-	N	5/03/2018	5/03/2020	2.88%	N/A	1,000,000	0	2.01%
Greater Bank	Term Deposit	A2/BBB	Y	13/06/2018	12/06/2020	3.00%	N/A	1,000,000	0	2.01%
Defence Bank	Term Deposit	A2/BBB	Y	3/09/2018	3/09/2020	3.00%	N/A	1,000,000	0	2.01%
Westpac	Term Deposit	A1+/AA-	N	1/03/2019	2/03/2020	2.63%	N/A	1,000,000	0	2.01%
AMP Ltd	Term Deposit	A2/BBB+	N	3/09/2019	2/03/2020	2.20%	N/A	1,000,000	0	2.01%
Judo Bank	Term Deposit	Unrated	Y	3/09/2019	3/09/2020	2.05%	N/A	1,000,000	0	2.01%
Macquarie Bank	Term Deposit	A1/A+	N	6/09/2019	6/03/2020	1.75%	N/A	1,000,000	0	2.01%
Judo Bank	Term Deposit	Unrated	Y	9/09/2019	10/03/2020	2.15%	N/A	1,000,000	0	2.01%
Macquarie Bank	Term Deposit	A1/A+	N	13/09/2019	16/03/2020	1.75%	N/A	1,000,000	0	2.01%
National Australia Bank	Term Deposit	A1+/AA-	N	18/09/2019	18/03/2020	1.75%	N/A	1,000,000	0	2.01%
AMP Ltd	Term Deposit	A2/BBB+	N	2/12/2019	1/06/2020	2.10%	N/A	1,000,000	0	2.01%
Judo Bank	Term Deposit	Unrated	Y	2/12/2019	1/12/2020	2.10%	N/A	1,000,000	0	2.01%
Bank of Sydney	Term Deposit	Unrated	Y	2/12/2019	2/03/2020	1.85%	N/A	1,000,000	0	2.01%
MyState Bank	Term Deposit	A2/BBB	Y	3/12/2019	3/03/2020	1.82%	N/A	1,000,000	0	2.01%
Westpac Bank	Term Deposit	A1+/AA-	N	3/12/2019	3/06/2020	1.53%	N/A	1,000,000	0	2.01%
Australian Military Bank	Term Deposit	A2/BBB+	Y	4/12/2019	4/06/2020	1.81%	N/A	1,000,000	0	2.01%
AMP Ltd	Term Deposit	A2/BBB+	N	9/12/2019	9/06/2020	2.00%	N/A	1,000,000	0	2.01%
Judo Bank	Term Deposit	Unrated	Y	12/12/2019	11/06/2020	2.01%	N/A	1,000,000	0	2.01%
Australian Military Bank	Term Deposit	A2/BBB+	Y	16/12/2019	16/06/2020	1.70%	N/A	1,000,000	0	2.01%
Bank of Sydney	Term Deposit	Unrated	Y	20/02/2020	20/05/2020	1.90%	N/A	1,000,000	0	2.01%
AMP Ltd	Term Deposit	A2/BBB+	N	24/02/2020	24/08/2020	2.05%	N/A	1,000,000	0	2.01%
AMP Rebate									1,337	
<b>Total</b>								<b>22,000,000</b>	<b>98,310</b>	<b>44.27%</b>
<b>Matured Term Deposits</b>										
Australian Military Bank	Term Deposit	A2/BBB+	Y	20/02/2019	20/02/2020	2.90%	N/A		29,000	
ING Direct	Term Deposit	A2/A-	N	21/02/2018	21/02/2020	2.90%	N/A		58,000	
AMP Ltd	Term Deposit	A2/BBB+	N	26/08/2019	24/02/2020	2.20%	N/A		9,973	
<b>Total</b>										
<b>NSW Treasury Corporation Hourglass Investments</b>										
Cash Facility Trust	Trust		N	Various	N/A	0.96%	9,498,282	10,187,717	8,663	20.50%
Medium Term Growth Fund	Trust		N	Various	N/A	-21.48%	9,005,029	9,666,891	-175,891	19.45%
<b>Total</b>							<b>18,503,311</b>	<b>19,854,607</b>	<b>-167,229</b>	<b>39.96%</b>
<b>Bank Accounts</b>										
Account Name		Balance \$ 29-Feb-20		Total Investment Portfolio at Face Value		48,338,311		Total Investment Portfolio at Fair Value		
General Fund Bank Account		1,136,811		Interest Revenue Received				-64,482		
Trust Fund Bank Account		87,050		Weighted Average Interest Rate		-2.90%				
NAB Cheque Account		20		Total Bank Account Portfolio		1,223,881				
Total		1,223,881		Total Portfolio		50,913,489				

**16 TENDER REPORTS****16.1 VP177662 - CONSTRUCTION OF FACILITY & AMENITIES BLOCK - CORAKI RIVERSIDE CARAVAN PARK**

**Author:** Daniel Parker, Coordinator Purchasing and Stores

**EXECUTIVE SUMMARY**

Richmond Valley Council has received funding from the Federal Government as part of the Community Development Grants Program. This program focuses on delivering crucial infrastructure to improve the quality of life for people in regional NSW.

One of the projects funded from the Community Development Grants Program is the Construction of a Facility and Amenities block at the Coraki Caravan Park.

Council called for tenders from suitably qualified and experienced contractors for the construction of a facility and amenities block at Coraki Riverside Caravan Park.

**RECOMMENDATION**

That:

1. AGS Commercial Pty Ltd be approved as the preferred tenderer for the Construction of Facilities and Amenities block at the Coraki Caravan Park project valued at \$583,647.51 (ex GST).
2. The General Manager be authorised to negotiate and finalise the terms and conditions of any contract or agreement, including reducing or extending the 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

PP1: Fresh and Vibrant Community

PP1.3: Provide clean, safe and accessible open spaces and recreational services to the community and visitors

**BUDGET IMPLICATIONS**

Council received \$550,000.00 (ex GST) from the Federal Government as a part of the Community Development Grants Program. Council is also contributing \$12,000.00 (ex GST).

This totals \$562,000.00 (ex GST) available for this project and Council is looking to negotiate the lowest possible price with AGS Commercial Pty Ltd, through any efficiencies and materials consideration. If the final cost exceeds the allocated budget, (identified currently at \$20,000) the shortfall will come from the 2020/2021 Halls and Community Centres and Park Renewals budgets.

**REPORT**

Tenders were called for on 14 February 2020 and closed at 9:00 am on 9 March 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 three tender submissions from the following companies;

- AGS Commercial Pty Ltd
- Arrow Concrete Cutting Pty Ltd

- Quick Safety Pty Ltd

Both submissions from Arrow Concrete Cutting Pty Ltd and Quick Safety Pty Ltd were deemed non-compliant as they did not meet the tender specifications.

The Tender was advertised in multiple newspapers as per below.

- Sydney Morning Herald – 18 February 2020
- Northern Star – 19 February 2020
- Brisbane Courier Mail – 15 February 2020

### **Key Issues**

Nil.

### **Tender Evaluation**

The advertised tender was being evaluated on 60% price, 40% non-price criteria. The non-price criteria was weighted as follows:

- Previous experience – 15%
- Capacity to complete - 15%
- Referees – 10%

Even though Council received only one conforming tender, a thorough tender evaluation was conducted on the AGS Commercial Pty Ltd submission by the following evaluation panel members:

- a) Neil Schneider (Engineering Assistant - Assets)
- b) Graeme Robertson (Coordinator Asset Management)
- c) Andrew Leach (Manager Asset Planning)

The submission was assessed to be conforming and provided value for money and addressed the scope required by the tender documents. AGS Commercial Pty Ltd has successfully constructed similar projects for Council and has demonstrated the necessary capability to complete the works.

### **Consultation**

Referee reports on recent contracts were incorporated into tender evaluations.

### **Options**

Nil.

### **Conclusion**

Council called for tenders for the construction of a facility and amenities block at Coraki Riverside Caravan Park. Three tenders were received, but only one tender from AGS Commercial Pty Ltd was complying. The compliant tender submitted was consistent with market expectations and was put through a thorough evaluation process. The tendered rates submitted by AGS Commercial Pty Ltd are considered reasonable. The recommended tender amount is \$583,647.51 exclusive of GST.

### **ATTACHMENT(S)**

Nil



**17 GENERAL BUSINESS****17.1 BUSHFIRE RECOVERY ASSISTANCE FUNDING**

**Author:** Kelly Moroney, Recovery Manager

**EXECUTIVE SUMMARY**

The National Bushfire Recovery Agency has advised the Federal Government will provide a total of \$1,416,667 to support recovery projects within the Richmond Valley Council area following the bush fires which have severely impacted our community which started in October 2019.

The fires resulted in 48% of our local government area and more than 350 homes, outbuildings and facilities being destroyed or damaged. This large-scale bushfire burnt 142,741 hectares of land within the LGA and severely impacted key industries including primary producers and the forestry and timber industry.

These impacts have had an immediate ripple effect throughout the regional economy and economic stimulus is urgent required.

Funding guidelines for the National Bushfire Recovery Grant require a program of works be developed within three months of the announcement which is 10 April 2020 and then report back to the Commonwealth within 12 months.

Projects and activities which have been identified as essential for the recovery and renewal of communities include:

- Rebuilding damaged or destroyed Council assets such as key local roads, bridges and community facilities;
- Employing additional local staff to take on specialist recovery or planning roles to help coordinate and plan the rebuilding effort;
- Hosting new public activities and events to bring communities together and attract visitors back to affected regions; and
- Immediate maintenance and repairs to relief and evacuation centres.

**RECOMMENDATION**

That:

1. Council approve the projects identified in the following table and outlined in this report in relation to bushfire recovery and funding.

<b>Project</b>	<b>Amount</b>	<b>Program of Works</b>
Rappville Hall	\$500,000	Rebuilding of hall and additional funds for a community precinct providing improved space and outdoor covered areas.
Rappville Pedestrian/Cycle Access	\$230,000	Pedestrian/cycle access from the school to the post office.
Rappville Master Plan and investigations	\$50,000	Develop a master plan aimed at expanding the scale of the village
New Italy Mountain Bike Trails	\$50,000	Rebuild trails Located in the Tabbimoble and Doubleduke State Forests.
Recovery resourcing including staff and administrative support	\$110,000	Staff resources costs during recovery process.
New Italy Museum	\$100,000	Provide emergency infrastructure and upgrading of facilities the hall.
Rappville Sportsground	\$220,000	Replace burnt infrastructure and allow for upgraded facilities.
Music Event	\$60,000	To aid in the wellbeing and recovery of the community (1 <sup>st</sup> anniversary of event).
Local Emergency Management Centre	\$10,000	Technical improvements to the local emergency operating centre
Portable Shower/toilet facilities	\$80,000	Purchase portable shower/toilet facilities for community.
Recovery items	\$6,667	Contribution to commencement of study for pedestrian pathway design and Rappville Masterplan
<b>Total</b>	<b>\$1,416,667</b>	

2. The National Bushfire Recovery Agency be notified of the program of works prior to 10 April 2020.
3. A report be prepared within 12 months detailing the projects and their expenditure as per the funding guidelines.

**DELIVERY PROGRAM LINKS**

Connecting People and Places

PP3: Working Together

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

## REPORT

The devastating fires that burnt almost 48% of our local government area in late 2019 resulted in 62 homes and 165 outbuildings being destroyed and further damaged several other residences and outbuildings. The Rappville Hall and the Tarmac Sawmill were destroyed impacting further economically and socially on the community. The timber and beef industry have also been heavily impacted and will take many years to recover.

Council has been involved in the response phase since the first day of the devastating Busbys Flat Road bushfire and remains committed to the community through the response and is now in the recovery phase of the disaster. Council has hosted many visits from all levels of government Federal, State, Regional and other agencies detailing our community's devastation and outlining our plans for our region's recovery which is outlined in our *Rebuilding the Richmond Valley - Community Revitalisation Plan from the 2019 Bushfires*. Council is ready to implement plans for recovery and has made a commitment to the community to undertake what it is able to assist with dependant on funding.

In response to the devastating fires, Prime Minister Scott Morrison announced on 9 January 2020 funding via the National Bush Fire Recovery Agency for the most severely impacted local government areas. The amounts announced are to fund projects Council has identified as being necessary for the recovery and renewal of its community. In response to this funding, Council has facilitated several community engagement activities to seek feedback on recovery initiatives/projects. These activities included calling for public submissions, holding two community meetings in the fire impacted areas; one in Rappville and the second meeting in New Italy.

Ideas from consultation are listed below:

- Public water access points
- Sealing the remaining 4km of gravel road on the Tatham Ellangowan Road
- Free water play area installed in a park in the valley
- New Italy Museum, remediation of dams and selective clearing of the surrounding area for conversion to parkland and installation of a 34,000-litre water tank
- Assist owners of buildings in the Casino and Coraki township to carry out maintenance and conservation works to buildings of historical significance
- Repair mountain bike trails at New Italy which were damaged by fire
- Provide assistance to a manufacturer of "Tiny" homes to assist bush fire impacted residents
- Works to Tomki RFS station including an undercover area and concrete slab for fire truck maintenance
- Roadworks to Coraki Woodburn Road
- Fund Chaplain services
- Harvesting and reuse of stormwater
- Fire risk signage showing banned activities
- Improvements to the Casino showground facilities including air conditioning, insulation and upgrade of kitchen facilities at the Ray Mison pavilion
- Remediation of bush fire impacted lands, clear vegetation on road verges and install fire breaks around villages
- Queen Elizabeth Park – irrigation pipeline from the tidal pool to irrigate sporting fields which are used by a number of sporting groups
- Tourism events and attractions including a big bull statue and murals including the water tower
- Developing a neighbourhood safe place in the event of fire
- Redevelopment of Queen Elizabeth Park
- Development of a Platypus viewing facility
- Beef Week musical event
- Provision of a charging station for electric cars
- Upgrade of community halls to ensure they are able to be used as evacuation centres if required
- Arts and cultural trail

- Portable shower toilet block facilities
- Mental health programs for farmers and their families
- Music concert event
- Richmond Park – Casino golf course & Jabiru wetlands, Colley Park & Casino High School water management and irrigation project

Council has the challenge of identifying projects that meet the aims of the funding and satisfy the many suggestions put forward by the community.

As a result of this, Council staff have identified a number of recovery projects via the community revitalisation plan which lists economic, community and social, infrastructure and environment recovery projects.

Listed below are the recommended projects identified as being of medium to long-term benefit to the community in its recovery process:

- Rappville Hall - \$500,000  
The Rappville Hall was completely destroyed by fire, this is a valued community asset, a basic hall can be rebuilt with the insurance payout, however by providing additional funds the hall can become a community precinct providing improved space and outdoor covered areas. Community feedback will be sought on the rebuild design to aid the community's recovery and sense of ownership over the recovery in the village.
- Rappville Pedestrian/Cycle Access - \$230,000  
Currently there is limited paved pedestrian/cycle access in the Rappville Village. It has been identified that a pedestrian/cycle access from the school to the post office would be beneficial as it will improve the safety, health and wellbeing of the community.
- Rappville Master Plan and investigations - \$50,000  
At present the village doesn't have the scale to support public facilities and small businesses. Investment in a master plan aimed at expanding the scale of the village will enable the community to rebuild with confidence and aim to attract new families.
- New Italy Mountain Bike Trails - \$50,000  
Located in the Tabbimoble and Doubleduke State Forests, the New Italy Mountain Bike Trails were established by volunteers and are an important tourist attraction for the region. The bushfires have destroyed the trails and re-establishment is essential to tourism in the area and sport and health benefits for the community.
- Recovery resourcing including staff and administrative support - \$110,000  
To enable Council to facilitate the recovery process effectively, staff resources have been required.
- New Italy Museum - \$100,000  
To assist with providing emergency infrastructure and upgrading of facilities at the hall to enhance the community desire to use the site. The majority of feedback at the community meeting indicated that the New Italy Museum precinct contributes to the Richmond Valley tourism offer, provides some local jobs and has significant historical value to the wider community.
- Rappville Sportsground - \$220,000  
To replace burnt infrastructure and allow for an upgrade to the current facilities. The current site has been impacted by fire and is also under-utilised and with improvements can provide an opportunity for tourism and benefits to local sporting and community groups.

- Music Event - \$60,000  
To aid in the wellbeing and recovery of the community by bringing people together to provide a shared sense of community by hosting or engaging with a promoter to stage a music event. It is anticipated this may be held on the first anniversary of the start of the 2019 bushfires.
- Local Emergency Management Centre - \$10,000  
Funding to be provided for technical improvements to the local emergency operating centre (EOC) to assist disaster response capability in the future.
- Portable Shower/toilet facilities - \$80,000  
It was identified during the disaster the need for portable shower/toilet facilities to assist impacted communities and at other times such a facility can also be utilised for events held in the Valley.

The remaining funds have been expended on recovery items thus far including the commencement of a study for the pedestrian pathway design and the Rappville master plan.

In addition to the above funding and in accordance with the joint commonwealth-state disaster recovery funding arrangements, \$250,000 is available for community resilience and economic recovery. Council has identified the following Richmond Valley wide projects to be applied for in accordance with the grant guidelines:

- Business resilience programs - \$20,000
- Regener8 – Help change how Australian kids see the world in fire devastated communities - \$50,000
- Event & tourism Initiatives - \$80,000
- Renewable energy study - \$50,000
- Regional branding & marketing - \$50,000

It should also be noted that Council will workshop options to utilise the \$1 million Drought Assistance funding received from the Federal Government in April. It will consider the feedback from this consultation in making decisions on the allocation of those funds with a report to be brought to the April Council meeting.

## **CONCLUSION**

Our local government area has experienced devastating bush fires, drought and most recently flooding disasters. Grant funding has been provided to commence addressing recovery and rebuilding projects. The rebuild process will be long and Council needs to confidently make commitments and decisions to help address the impacts on its community.

## **ATTACHMENT(S)**

**Nil**

**17.2 RENAMING OF ROAD - COOK STREET, BROADWATER**

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

**EXECUTIVE SUMMARY**

The current road naming issue of Cook Street in Broadwater has arisen due to a local resident being declined a pension rebate due to addressing issues. There are currently 2 sections of Cook Street; an east/west portion and north/south portion that meet and form a T-intersection. One section of Cook Street is required to be renamed to minimise any addressing issues in the future. As the east/west section has no residents formally addressed off it, it is proposed to be renamed.

**RECOMMENDATION**

That Council approves:

1. Renaming the east/west section of Cook Street to Maloney Street; and
2. In the event Maloney Street is rejected by the Geographic Names Board (GNB), then the east/west section of Cook Street be renamed Henry Street.

**DELIVERY PROGRAM LINKS**

Connecting People and Places

PP2: Getting Around

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

**BUDGET IMPLICATIONS**

Costs to Council include:

- Supply and installation of 2 sign posts and street signs (either end of renamed street)
- Supply and mailing of reflectorised street number(s) to affected resident(s)

**REPORT**

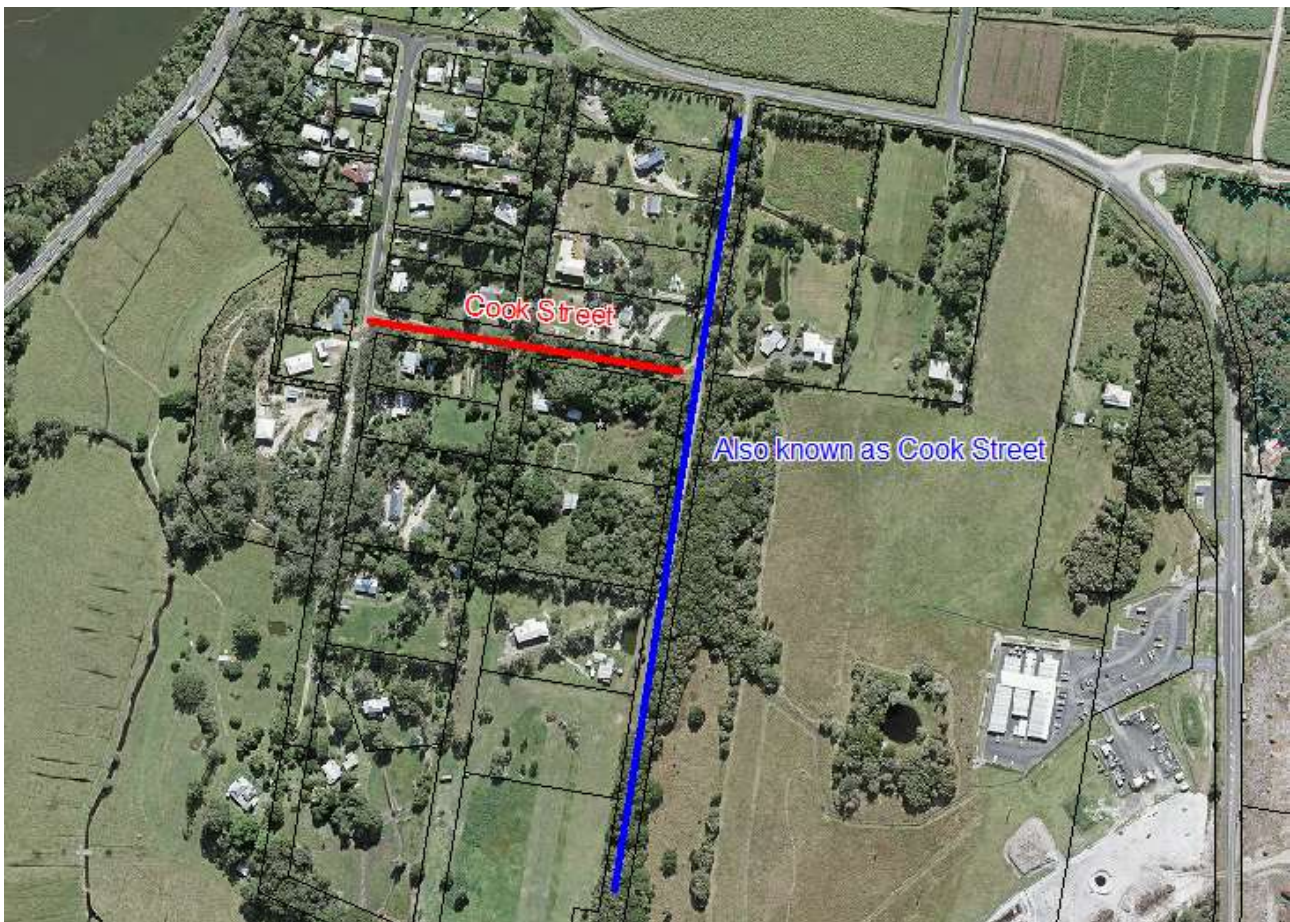
Richmond Valley Council has been made aware that a resident living on Cook Street, Broadwater is unable to receive a rates pension rebate due to addressing issues. The resident's property is located adjacent to Cook Street but has never been officially numbered and is currently addressed as Simmons Street (which is an unformed road reserve at the rear of the property).

Cook Street was originally created via a subdivision of Henry Cook's land in 1882. The section of Cook Street that was created by this subdivision ran east from River Street and discontinued at an unnamed road reserve. The unnamed road reserve is now known as Cook Street, effectively creating a T-intersection of Cook Streets.

The east/west section currently has no residents formally addressed off it, while the in-use north/south section currently has 6 residents formally addressed off it. As this is the case, it is proposed to rename the east/west section of Cook Street to Maloney Street (if concurred with by Geographic Names Board) with a back-up name of Henry Street.

- Maloney Street – named after James Maloney, original land owner of property adjacent to the south (Parish of Riley, County of Richmond Map of 1898).
- Henry Street – to continue the connection to Henry Cook, original land owner of the subdivision which created Cook Street.

Resolving the road name confusion assists in navigation, emergency response, and service delivery which directly impacts on residents in this affected area.



## CONSULTATION

If the renaming of the east/west road reserve is endorsed by Richmond Valley Council and concurred with by the Geographic Names Board then the new road name will be advertised in the local newspaper for a period of 15 days and a formal letter will go out to all affected residents regarding the proposed name change and their new road number on said road.

Once the notification period is completed, any submissions made will need to be addressed. If there are no issues from the submissions the road renaming process will be completed in the NSW Place and Road Naming Proposal System. Gazettal of the north/south section of road reserves as Cook Street can also be formalised.

## CONCLUSION

An addressing issue on Cook Street has arisen and Council staff believe the best approach would be to rename the east/west section of Cook Street to minimise potential future addressing issues. To do this endorsement by Council and concurrence from the Geographic Names Board along with an appropriate notification period to the public, is required.

## ATTACHMENT(S)

Nil



**17.3 RAZORBACK LOOKOUT MASTER PLAN**

**Author:** Andrew Leach, Manager Asset Planning

**EXECUTIVE SUMMARY**

Council has undertaken a master plan process to provide a strategic direction for the future development and layout of the Razorback Lookout at Evans Head. Following initial requests from the Evans Head Business and Community Chamber a draft document was prepared for public comment. Following submissions, consideration of the ideas was compiled, and this final draft master plan has been provided to Council for adoption.

**RECOMMENDATION**

That Council adopt the Razorback Lookout Master Plan for use when future suitable funding opportunities arise.

**DELIVERY PROGRAM LINKS**

Connecting People and Places

PP1: Fresh and Vibrant Community

PP1.3: Provide clean, safe and accessible open spaces and recreational services to the community and visitors

**BUDGET IMPLICATIONS**

There currently is no funding for any of the works described in the draft master plan.

**REPORT**

At the request of the Evans Head Business and Community Chamber, Council undertook a review of the facilities and layout of the Razorback Lookout at Evans Head. It was suggested a strategic master plan be drafted to document the future infrastructure needs of the site which would promote tourism and improve the visiting experience. With the site adjoining the Dirrawong Reserve, Council Officers met with Trust Board members to discuss links to any proposed development. It was made clear to Council the Trust did not want any promotion of the Dirrawong Reserve through signage and path mapping at the boundary of the reserve, so none of the linkage suggestions were included in the master plan process.

A draft document was prepared by Integrated Site Design, which was approved by Council and placed on public display in late 2019. The community submissions received were compiled and summarised in the table below

**CONSULTATION**

Feedback/submission	Comment
Repaint entrance signage with correct identification for Marine Rescue - Not Coast Guard	Can be undertaken as part of works or earlier maintenance
Traffic/parking improvements, parking	Addressed in draft; traffic entry / exits to be designed as part of final construction to appropriate standards.
Remove exit turning right, or change the exit shape, it has been used as an entry point. Issues with cars fishtailing out of the exit	Traffic entry and exits to be designed as part of final construction to appropriate standards.
More binoculars for whale watching	To be considered as part of funding submission.



Feedback/submission	Comment
Would like to see a set of stairs down to Shark Bay along the rock area and boardwalk around the headland to support young indigenous people doing guided tours	This is seen as an outer expansion of the plan and a separate project. Foresee native title consideration on any construction works in the area described.
Disappointed first stage of walkway up to Dirrawong and boundary of Wirraway Avenue not included in plan and would like to know why it has been dropped from initial input from EHBCC	Dirrawong Reserve Trust were consulted separately about the proposed concept plan and it was their wish that there was no signage or pathways promoting the Dirrawong Reserve.
<ul style="list-style-type: none"> <li>• Carpark for longer vehicles further along Ocean Dr and signage.</li> <li>• Carpark on the right of left side entrance reserved for Marine Rescue.</li> <li>• Stairs replaced with ramps for disabled access.</li> <li>• More parking along Ocean Drive, the proposed number of parks are inadequate.</li> <li>• Delete right exit into Ocean Drive, (inadequate time for cars to exit turning right)</li> <li>• Storm water drainage in new carpark needs addressing</li> </ul>	<ul style="list-style-type: none"> <li>• Longer vehicles to be catered for in parallel parking area in Ocean Drive.</li> <li>• Specific Marine rescue parking to be considered, however prime viewing parking spots in reserve to remain available for disabled / tourist access.</li> <li>• Disabled access is considered throughout the site and will correspond with designated locations.</li> <li>• Parking and traffic management into Ocean Drive will be considered at time of final design.</li> </ul>
<ul style="list-style-type: none"> <li>• Two parking spaces to be allocated to Marine Rescue - right hand side of entry</li> <li>• Garbage bin closer to MR base</li> <li>• Allocate parking for larger campervans and a sign indicating 'not suitable for caravans'</li> <li>• Improved lighting</li> <li>• Shade over picnic tables</li> <li>• Seat in area closest to MR base</li> <li>• Guard rail to protect pedestrians at carpark at entry on left hand side</li> <li>• Request for trees and veg kept low to ensure clear line of vision to river, Shark Bay and the bar - and be incorporated into yearly budget and works</li> <li>• Also replace copper logs under the lookout on the MR side</li> <li>• Clarification on whether the green railing will be repainted and what the timber bollards will be replaced with.</li> <li>• Redo the stencilled surface on top of the MR area.</li> </ul>	These issues will be considered both long term and as operational maintenance relative to Marine Rescue.
<ul style="list-style-type: none"> <li>• Consider changing toilets to unisex</li> <li>• Change entry and exit points to T intersections</li> <li>• Signage improvements for clarity of traffic direction</li> <li>• Stairs onto BBQ area changed to disabled access</li> </ul>	<ul style="list-style-type: none"> <li>• Toilet renovation will consider unisex layout at time of construction.</li> <li>• Traffic entry and exits to be designed as part of final construction to appropriate standards.</li> <li>• Disabled access is considered throughout the site and will correspond with designated parking locations.</li> </ul>
<ul style="list-style-type: none"> <li>• Seek advice on revegetating Dirrawong</li> </ul>	<ul style="list-style-type: none"> <li>• Dirrawong Reserve is not part of the scope</li> </ul>

Feedback/submission	Comment
area going up the hill on right hand side <ul style="list-style-type: none"> <li>• Leave Dirrawong Reserve out of it - it is not meant to be a tourism hotspot</li> <li>• Get Evans Head Chamber of Commerce to fund it - it is their idea</li> </ul>	of this project. <ul style="list-style-type: none"> <li>• Chamber will be contacted as part of this project for their input.</li> </ul>
<ul style="list-style-type: none"> <li>• Nature walk with viewing platforms and information covering Aboriginal cultural heritage, landmarks and directions.</li> <li>• Children's play equipment</li> <li>• EHBCC recommended inclusion of experienced cultural heritage consultant on design team to deal with Indigenous Representative Consultants.</li> <li>• Lost opportunity to enhance Aboriginal Cultural Heritage in current plan</li> </ul>	<ul style="list-style-type: none"> <li>• Aboriginal Cultural Heritage art and information to be researched and engagement of appropriately qualified and locally informed members of the Bandjalang or their agents as part of this project. Scope of works and detail to be developed further when funding available.</li> </ul>
<ul style="list-style-type: none"> <li>• More shade over picnic tables</li> <li>• Shade fenced playground</li> <li>• High lookout tower similar to MR tower for public use</li> <li>• Information board with info from traditional owners</li> <li>• Bike stand</li> <li>• Enclose the area completely so there is no driving, and increase parking area either side</li> </ul>	<ul style="list-style-type: none"> <li>• Shade areas are included in this concept.</li> <li>• Public viewing tower not a priority at this stage as view is unobstructed now.</li> <li>• Cultural education issues will be addressed as listed above.</li> <li>• Bike rack can be included.</li> <li>• Area will remain open to allow vehicle access through the viewing drive and access to picnic area and toilets.</li> </ul>
Original sculpture artist concerned that relocation of wave sculpture is a high risk to damage.	Reassess the parking plan to allow sculpture to remain in current location.

From these submissions a revised final draft masterplan reflecting the Council agreed changes has been prepared and is attached.

## CONCLUSION

Following a successful feedback period, and the documented changes are reflected in the attached Draft Master Plan is provided to Council for adoption.

## ATTACHMENT(S)

### 1. Razorback Presentation Plan (A3)



**KEY:**  
● PROPOSED PARK UPGRADES



**1. NEW ENTRY SIGNAGE & MARINE RESCUE PARKING**  
Construct 2 new car spaces for Marine Rescue & replace existing sign with new entry sculpture in Goanna Headland sculpture style.

**2. REPLACE EXISTING PUBLIC TOILETS**  
Replace existing toilets with new Landmark accessible toilet building (1 male & 1 female).

**3. RETAIN EXISTING LOOKOUT INFRASTRUCTURE**  
Retain Evans Head Marine Rescue & flagpole, communication tower, carparking & public binoculars & bike rack

**4. RETAIN HISTORIC ANCHOR**

**5. RELOCATE CENTRAL CAR PARKING**  
Relocate 5 existing car spaces in centre of lookout area to expanded eastern carpark. Reclaim area for new picnic shelters with ocean outlook.

**6. REPLACE TIMBER RETAINING WALLS**  
Replace existing timber retaining walls with 'sandstone log' units like Woodburn Park. Replace existing timber handrails.

**7. REPLACE EXISTING PICNIC SHELTERS & BBQ'S**  
Locate 5 new picnic shelters to provide ocean outlook, with 2 new BBQ shelters behind.

**8. UPGRADE PEDESTRIAN PATHWAYS**  
Replace existing pathways to access new shelter locations and ensure accessibility compliance.

**9. RESTORE GOANNA HEADLAND SCULPTURE**

**10. REPLACE EXISTING BOLLARD & CHAIN BARRIERS**

**11. INSTALL NEW SEATING**  
Install new seating to take in ocean views.

**12. EXPAND EASTERN CARPARK**  
Reconfigure parking to provide 8 additional car spaces from central car parking area. Include one accessible space. Modify exit for one-way traffic flow.

**13. CONSTRUCT PARKING AROUND WAVE SCULPTURE**

**14. UPGRADE OCEAN DRIVE STAIR ACCESS**  
Replace existing timber retaining walls with 'sandstone log' units like Woodburn Park. Replace existing timber handrails.

**15. MAINTAIN EXISTING VEGETATION**  
Replace existing timber retaining walls with 'sandstone log' units like Woodburn Park.

## RAZORBACK RESERVE LOOKOUT - EVANS HEAD Redevelopment Plan

**17.4 RICHMOND RIVER GOVERNANCE AND FUNDING FRAMEWORK FINAL REPORT**

**Author:** Craig Rideout, Planning Officer

**EXECUTIVE SUMMARY**

The Richmond River Governance and Funding Framework Final Report has been presented to Councillors for endorsement, and in accordance with Council's Ordinary Meeting 18 February, 2020, resolution, any submissions from the general public received via Council's website be passed onto the managing State Department - Environment, Energy and Science (formerly Office of Environment and Heritage).

**RECOMMENDATION**

That Council:

1. Endorse the Richmond River Governance and Funding Framework Final Report and forward any submissions received during the 21-day exhibition of the report onto the Department of Environment, Energy and Science for their consideration; and
2. support the intent of the recommendations of the report to appoint a NSW Government agency to have responsibility to drive the improvement of Richmond River Health outcomes.

**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 2017-2018 budget and the project was subject to ongoing participation and Council staff resources. In total the project was funded with a pool of \$120,000 from all Councils involved and matched by state funding.

**REPORT**

The health of the Richmond River has been of concern, highlighted by the 2014 Ecohealth Study that reviewed and found the overall health of the estuarine and upper reaches of the river as particularly poor. Funding was matched by the Office of Environment and Heritage (OEH) to add to contributions from involved Councils in the Richmond River catchment. The project aimed to deliver an improved governance and funding framework for increased investment into the health and productivity of the Richmond River into the future.

The Final Draft of the Richmond River Governance and Funding Framework Report was distributed to Councillors and at the February Ordinary Meeting where it was resolved to make the document available for comment on Council's website, for a period of 21 days to allow members of the public to make comment.

Nil submissions were received.

**CONSULTATION**

Consultation throughout the project process and the report was comprehensive. A series of three (extended to four) workshops were attended by Lismore, Ballina, Byron, Kyogle and Richmond Valley Council staff representatives, as well as a contingent of community and state government agency representatives. After much discussion and review of the draft (which involved the



extension of the deadline set for the release of the final draft), the final draft was received in December 2019.

As per Council's resolution, the document was exhibited on Council's website 'On Exhibition' section for a period of 21 days, providing opportunity for submissions to be received and forwarded to the Department.

## **CONCLUSION**

The Richmond River Governance and Funding Framework Final Report delivers a main and a back-up recommendation toward more effective governance of the Richmond River.

The main recommendation is that the State Government appoint a Richmond River Coordinator, hosted by the newly formed Department of Planning and Industry and Environment (DPIE) who works with stakeholders to create an independent collaborative partnership.

An alternative pathway is that a Richmond River Coordinator works with a NSW agency lead to improve its capacity to deliver agreed outcomes for the Richmond River. Agency options include the North Coast LLS or MEMA (led by EES).

The Richmond River Governance and Funding Framework process was initially reported to Council in October 2018 detailing the project's intent and methodology. OEH Representative, Suzanne Acret took the opportunity to workshop the project with Councillors last year and this report seeks to culminate the process and seek endorsement from Richmond Valley Council to allow for this document to be acknowledged for its recommendations toward better future management of the Richmond River and its catchment.

## **ATTACHMENT(S)**

**Nil**

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

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

**18.1 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 position/s of Council:

- Compliance Officer
- 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

## 18.2 DEVELOPMENT APPLICATIONS DETERMINED UNDER THE ENVIRONMENTAL PLANNING AND ASSESSMENT ACT FOR THE PERIOD 1 FEBRUARY TO 29 FEBRUARY 2020

**Author:** Jessica Ind, Planning Support Officer

### RECOMMENDATION

That Council receive and note the development application report for the period 1 February to 29 February 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 February to 29 February 2020 was 30, with a total value of \$7,488,427.09.

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.

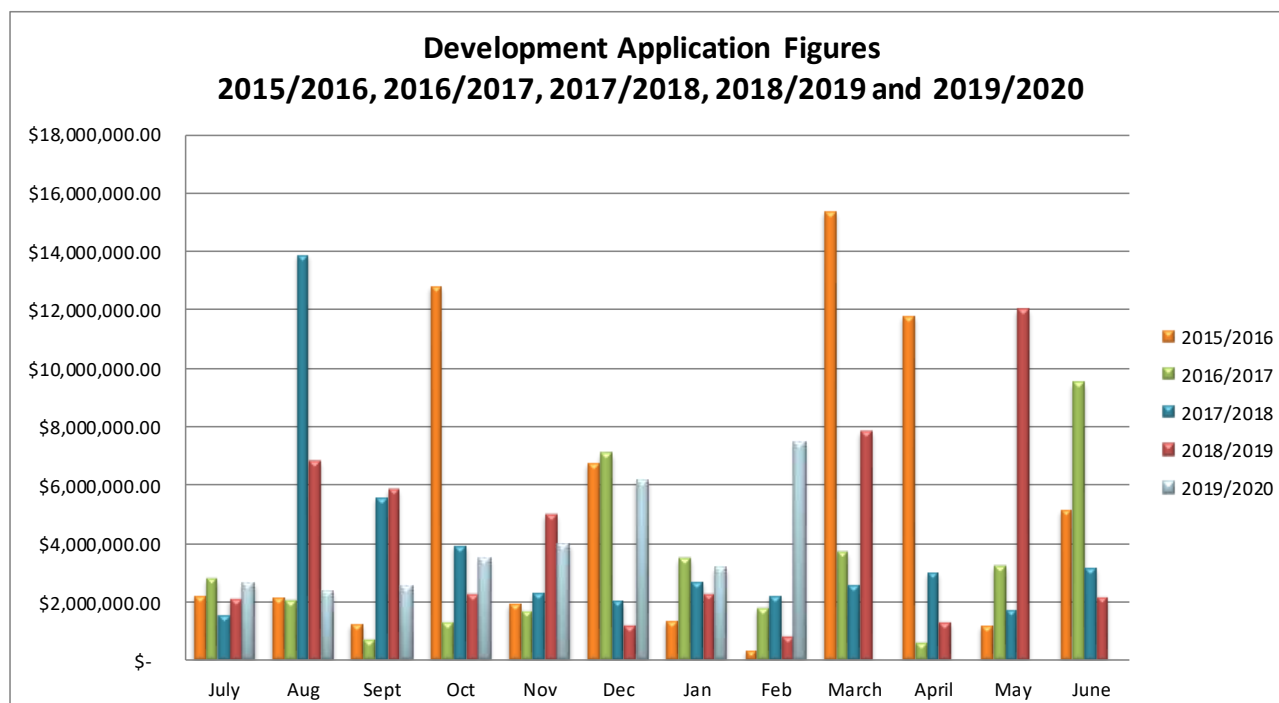


Figure 1: Monthly dollar value of development processed by Council over five financial years.

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 month of February 2020.

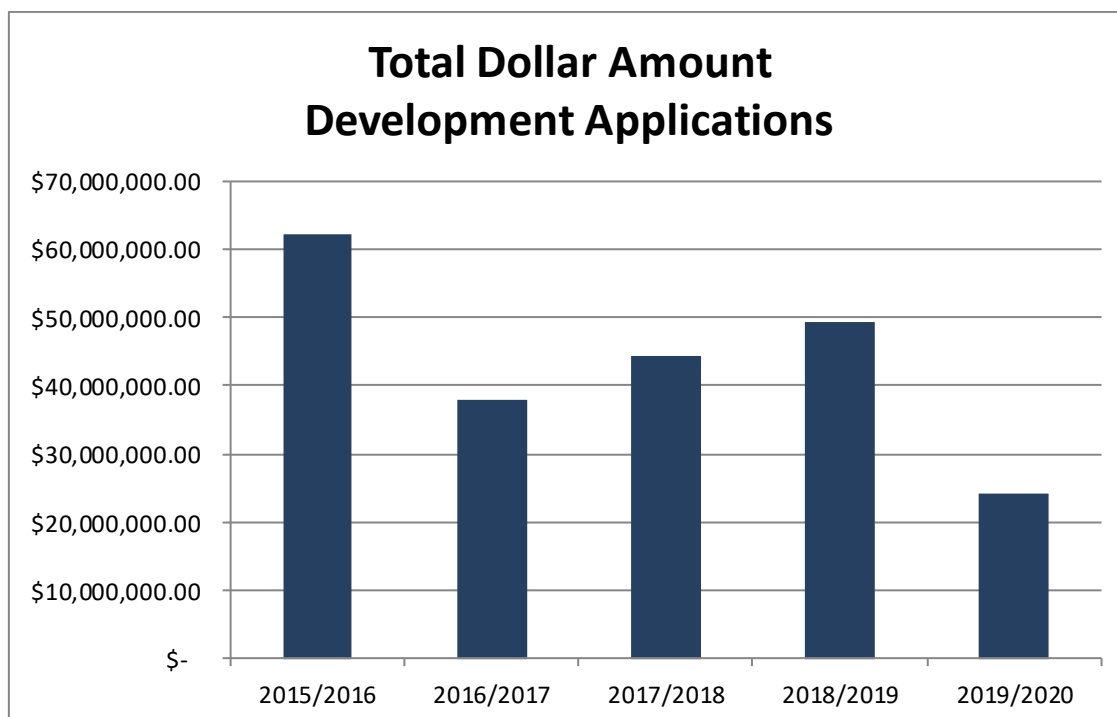


Figure 2: Annual value of development.

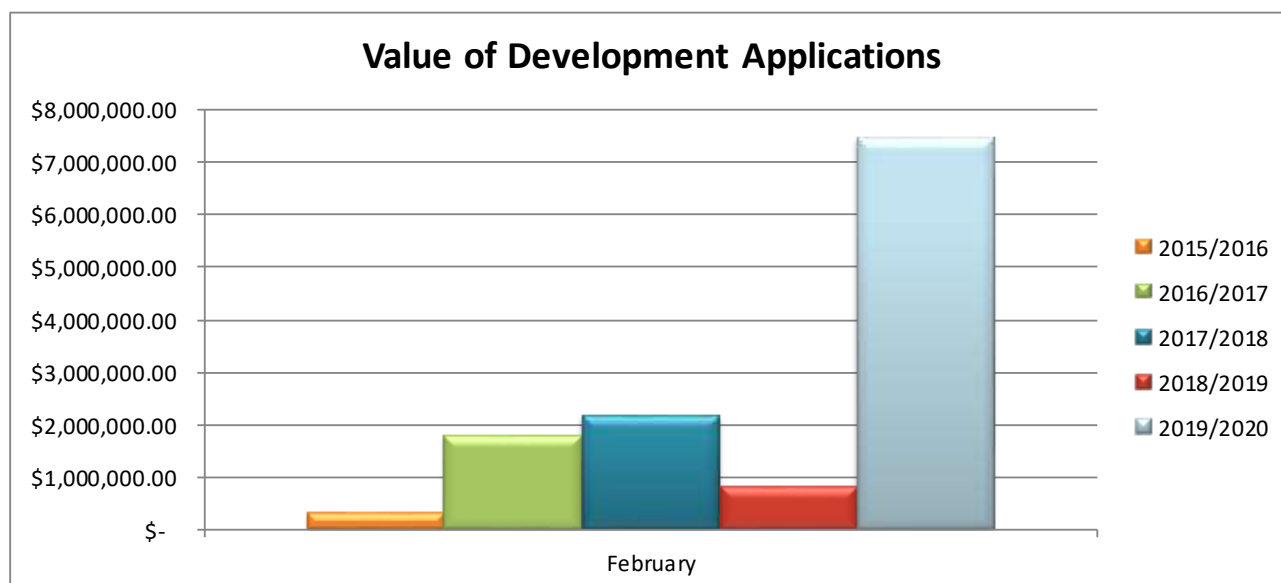


Figure 3: Value of development for the month of February.

### **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 following, detail the number of applications determined by Council which, as stated above, is not necessarily reflective of the value of development.



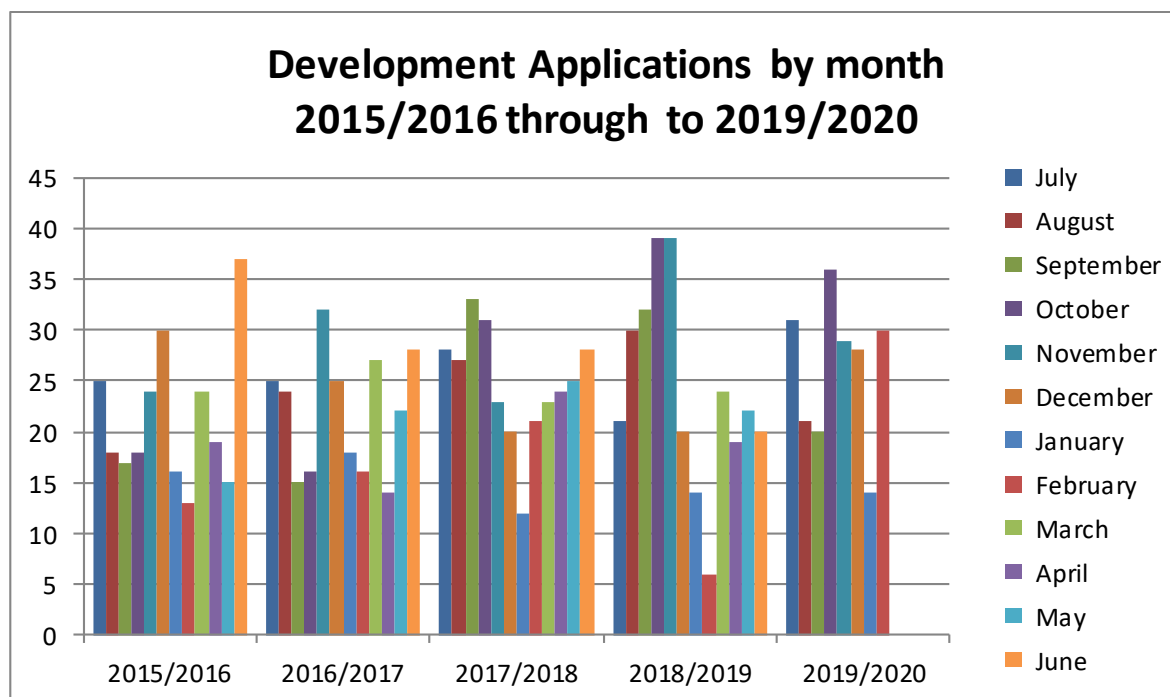


Figure 5: Number of Development Applications per month over five financial years.

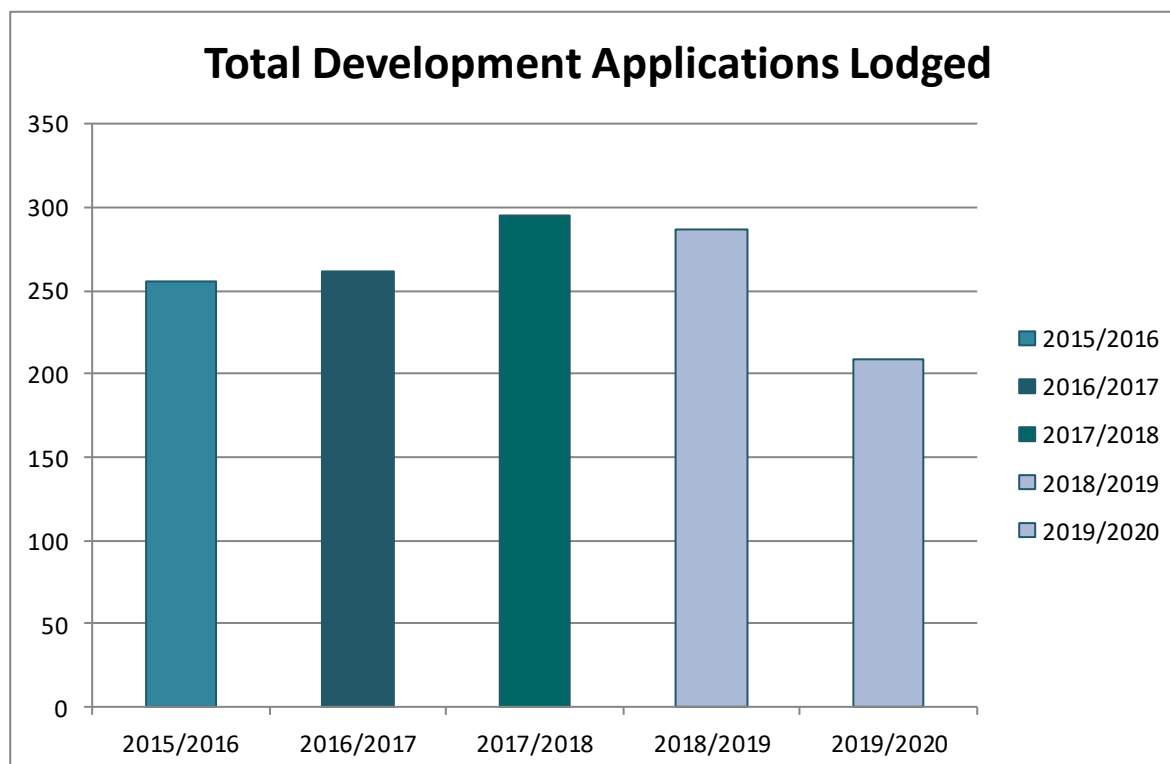


Figure 6: Number of development applications per year over five financial years.

**Activity for the month of February 2020**

General Approvals (excluding Subdivisions, Section 96s)	27
Section 96 amendments to original consent	1
Subdivision	0
Refused	0
Withdrawn	0
Complying Development (Private Certifier Approved)	2
<b>TOTAL</b>	<b>30</b>

**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 February 2020 to 29 February 2020							
Application ID	Applicant	Owners	Location	Development	Date Lodged	Determination Date	Estimated Cost
DA2019/0219	Pplan	V B & J A Allsopp	50 Currajong Street, Evans Head	Dwelling	23/04/2019	6/02/2020	\$ 297,697.00
DA2019/0220	Hayes Building Consultancy	J S Hancock	58 Currajong Street, Evans Head	Attached dual occupancy (2 x 3 bedroom dwellings)	24/04/2019	6/02/2020	\$ 500,000.00
DA2019/0276	Meticon Homes QLD Pty Ltd	D R & L T Hamill	46 Currajong Street, Evans Head	Dwelling	25/06/2019	6/02/2020	\$ 244,869.09
DA2020/0020	Groundwork Plus Pty Ltd	Gearee Pty Ltd	92 Brickella Road, Woodburn	Concrete batching plant	7/08/2019	20/02/2020	\$ 325,000.00
DA2020/0022	K M Russell & M J Quirk	K M Russell & M J Quirk	56 Currajong Street, Evans Head	Dwelling	13/08/2019	6/02/2020	\$ 400,000.00
DA2020/0028	Pplan	T J & J P Kelly	52 Currajong Street, Evans Head	Dwelling	6/08/2019	6/02/2020	\$ 311,658.00
CDC2020/0007	P R M Ludlow	P R M Ludlow	345 Stratheden Road, Stratheden	Inground swimming pool and associated fencing	26/09/2019	9/10/2019	\$ 46,200.00
DA2020/0068	Gateway Lifestyle Investments Holdings Pty Ltd	Gateway Lifestyle Investments Holdings Pty Ltd	69 Light Street, Casino	Extension to existing shed	8/10/2019	6/02/2020	\$ 9,280.00
DA2020/0086	Newton Denny Chapelle	J W Coveney, A M Coveney, L M Cheli, R Cheli	60 Woodburn Street, Evans Head	Construction of a new dwelling to create a dual occupancy and Torrens Title Subdivision	17/10/2019	20/02/2020	\$ 330,000.00
DA2020/0115	RLA Building Design	C M Wainwright	20 Duke Road, West Bungawalbin	Dwelling- as built including additions	14/11/2019	6/02/2020	\$ 80,000.00
DA2020/0116	J L Stibbard	J G & J L Stibbard	1/16 Anson Avenue, Evans Head	Deck	15/11/2019	18/02/2020	\$ 19,500.00
DA2020/0121	GeoLink Environmental Management & Design	Northern Co-Operative Meat Co Ltd	Reynolds Road, Casino	Storage dam for treated effluent and waste water from Casino abattoir and tannery	22/11/2019	27/02/2020	\$ 300,000.00
DA2020/0122	Newton Denny Chapelle	Coraki Pharmacy Building Pty Ltd	55 Queen Elizabeth Drive, Coraki	Change of use from shop to Pharmacy including skin penetration procedures	25/11/2019	13/02/2020	\$ 25,000.00
DA2020/0130	S N Banks	K I & S N Banks	1 Coral Street, Evans Head	Carport	27/11/2019	11/02/2020	\$ 8,000.00

Summary of Development Applications determined under the Environmental Planning and Assessment Act for the period 1 February 2020 to 29 February 2020							
Application ID	Applicant	Owners	Location	Development	Date Lodged	Determination Date	Estimated Cost
DA2020/0136	GM Project Development & Management	K L Hayward, W O Lollback, G Hancock, J J Hancock	9 Cypress Street, Evans Head	Retention of existing dwelling, demolition of the existing outbuilding/garage, construction of a new two storey dwelling to the rear to create a detached dual occupancy development and associated Strata title subdivision	13/12/2019	25/02/2020	\$ 375,850.00
DA2020/0139	D Cope	S H Jacobson	7 Currajong Street, Evans Head	Dwelling Extensions and fence	20/12/2019	19/02/2020	\$ 600,000.00
DA2020/0143	J M Smith	J M Smith	3945 Bruxner Highway, Woodview	Installation of a portable dwelling to create a detached dual occupancy development and associated works	9/01/2020	11/02/2020	\$ 49,000.00
DA2020/0145	Newton Denny Chapelle	Greentel Pty Ltd	6 Foy Street, Casino	Construction of new Industrial Warehouse (New World Foods)	13/01/2020	4/02/2020	\$ 2,000,000.00
DA2020/0147	Trueline Patios & Extensions Northern Rivers	D J & M L Smith	31 Bottlebrush Crescent, Evans Head	Carport	15/01/2020	20/02/2020	\$ 16,950.00
DA2020/0148	M E Torrance	M C & M E Torrance	3 Cashmore Street, Evans Head	Dwelling extensions	17/01/2020	14/02/2020	\$ 82,000.00
DA2020/0149	P J Lowndes	P J Lowndes	77 Naughtons Gap Road, Casino	Swimming pool and associated fencing	30/01/2020	19/02/2020	\$ 19,500.00
DA2020/0150	Atlas Awnings	B N & J L Law	55 Brahman Way, North Casino	Awning	31/01/2020	20/02/2020	\$ 28,670.00
DA2020/0151	L J Turner	L J & C E Turner	36 Canterbury Street, Casino	Dwelling extensions	31/01/2020	26/02/2020	\$ 120,000.00
DA2020/0153	S P Carlton	Y T O'Reilly & S P Carlton	12 Ivory Circuit, Casino	Awning	3/02/2020	12/02/2020	\$ 17,590.00
DA2020/0154	Pplan	L F R & B C Hancock	37 Verulam View, Spring Grove	Dwelling	6/02/2020	24/02/2020	\$ 373,980.00
DA2020/0155	B A Harley	W R Donaldson	634 Spring Grove Road, Spring Grove	Dwelling	7/02/2020	27/02/2020	\$ 427,900.00
DA2020/0092.01	I M & E A Chapman	I M & E A Chapman	160 Purseys Road, Bungawalbin	Construction of additional dwelling to create a detached dual occupancy	10/02/2020	20/02/2020	\$ -
CDC2020/0014	SRS Capital Pty Ltd	R Mahajan	7-9 Pacific Highway, Broadwater	Demolish existing damaged awning construction and reconstruct awning as per existing	11/02/2020	20/02/2020	\$ 75,000.00
CDC2020/0015	Professional Certification Group	K Mr & L S Barber	16 Verulam View, Spring Grove	Dwelling	13/02/2020	31/01/2020	\$ 379,983.00
CDC2020/0018	Coastline Building Certification Group Pty Ltd	K L & L S Clapham	12 Dixon Place, North Casino	Fly over patio roof	27/02/2020	20/02/2020	\$ 24,800.00

**ATTACHMENT(S)**

**Nil**

**18.3 GRANT APPLICATION INFORMATION REPORT - FEBRUARY 2020****Author: Jono Patino, Financial Accountant****RECOMMENDATION**

That Council receive and note the Grant Application Information Report for the month of February 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 month of February 2020.

During the reporting period three (3) grants were approved, funding was received for seven (7) grants totalling \$1,219,107. Council wasn't notified as being unsuccessful with any grant applications and two (2) grants were applied for.

**Grants that have been approved**

<b>Richmond Valley FOGO Composting Facility</b>	
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

<b>Bushfire Disaster Recovery Project</b>	
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)	\$1,416,667
Grant Funding (exc GST)	\$1,416,667

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. Additional funding of \$416,667 was announced on 12 February 2020 bringing the total funds to \$1,416,667.
Comment (if required)	N/A

Northern Rivers Rail Trail NSW Phase 1	
Project ID	10348
Funding Body	Department of Industry, Science, Energy and Resources
Funding Name	National Tourism Icons Program
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	Funding was initially announced as a pre-election promise in April 2019. A formal application was required and submitted on 12 December 2020.
Date Approved	29 January 2020
Comment (if required)	N/A

### Grants that have had funding received

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	\$9,313 received 26 February 2020
Total Funds Received To Date	\$607,535
Comment (if required)	N/A

Woodburn Riverside Park Development - Playground and Central Hub Area	
Project ID	10283
Funding Body	Office of Regional Development
Funding Name	Stronger Country Communities Fund (SCCF)
Government Level	State
Project Value (exc GST)	\$573,528
Grant Funding (exc GST)	\$551,776
Council Funding (exc GST)	\$ 21.752
Date Application Submitted	3 May 2018
Date Received	\$187,604 received 4 February 2020
Total Funds Received To Date	\$551,776 (total funding received)
Comment (if required)	N/A

Stan Payne Oval Sporting Facility Enhancement with Grandstand Upgrade and Security Bollards	
Project ID	10284
Funding Body	Office of Regional Development
Funding Name	Stronger Country Communities Fund (SCCF)
Government Level	State
Project Value (exc GST)	\$309,884
Grant Funding (exc GST)	\$309,884
Council Funding (exc GST)	\$ 0
Date Application Submitted	3 May 2018
Date Received	\$102,262 received 4 February 2020
Total Funds Received To Date	\$204,262
Comment (if required)	N/A

Queen Elizabeth Park Sporting Complex Enhancement	
Project ID	10286
Funding Body	Office of Regional Development
Funding Name	Stronger Country Communities Fund (SCCF)
Government Level	State
Project Value (exc GST)	\$479,717
Grant Funding (exc GST)	\$479,717
Council Funding (exc GST)	\$ 0



Date Application Submitted	3 May 2018
Date Received	\$158,307 received 4 February 2020
Total Funds Received To Date	\$316,614
Comment (if required)	N/A

#### 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 (exc GST)	\$240,720
Date Application Submitted	29 August 2019
Date Received	\$120,360 received 20 February 2020
Total Funds Received To Date	\$120,360
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	State
Project Value (exc GST)	\$2,777
Grant Funding (exc GST)	\$1,500
Council Funding (exc GST)	\$1,277
Date Application Submitted	20 December 2019
Date Received	\$1,500 received 4 February 2020
Total Funds Received To Date	\$1,500 (total funding received)
Comment (if required)	N/A

#### Financial Assistance Grant 2019/2020

Project ID	N/A
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Funding Body	N/A
Funding Name	NSW Local Government Grants Commission
Government Level	Federal
Project Value (exc GST)	\$5,234,436
Grant Funding (exc GST)	\$5,234,436
Council Funding (exc GST)	\$ 0
Date Application Submitted	N/A
Date Received	\$639,761 received 18 February 2020 (General Purpose Component \$439,700, Local Roads Component \$200,061)
Total Funds Received To Date	\$4,557,630
Comment (if required)	N/A

**Grant Applications Submitted**

Bruxner Highway - Colches St to Centre St Shared Pathway	
Project ID	10349
Funding Body	Transport for NSW
Funding Name	Active Transport Program - 2020/21 Walking and Cycling Program
Government Level	State
Project Value (exc GST)	\$487,993
Grant Funding (exc GST)	\$487,993
Council Funding (exc GST)	\$ 0
Date Application Submitted	25 February 2020
Comment (if required)	N/A

West St Shared Path Connection	
Project ID	10350
Funding Body	Transport for NSW
Funding Name	Active Transport Program - 2020/21 Walking and Cycling Program
Government Level	State
Project Value (exc GST)	\$181,832
Grant Funding (exc GST)	\$143,332
Council Funding (exc GST)	\$ 38,500
Date Application Submitted	25 February 2020
Comment (if required)	N/A

**ATTACHMENT(S)**

**Nil**

**18.4 GOVERNMENT INFORMATION (PUBLIC ACCESS) ACT 2009 AGENCY INFORMATION GUIDE**

**Author:** Kate Alder-Conn, Governance Officer

**EXECUTIVE SUMMARY**

Under Division 2 of the *Government Information (Public Access) Act 2009* (GIPA Act) agencies are required to adopt and maintain an Agency Information Guide (AIG). A review of the current 2015 version of Council's AIG has now taken place.

**RECOMMENDATION**

That Council receive and note the updated Government Information (Public Access) Act 2009 Agency Information Guide.

**DELIVERY PROGRAM LINKS**

Making Council Great

CS1: Leading and Advocating for our Community

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

**BUDGET IMPLICATIONS**

Nil.

**REPORT**

Division 2 of the *Government Information (Public Access) Act 2009* (GIPA Act) requires agencies to adopt and maintain an Agency Information Guide (AIG). The guide is to be reviewed annually, however may be amended at any time.

The AIG must:

- a) describe the structure and functions of the agency;
- b) describe the ways in which the functions (in particular, the decision-making functions) of the agency affect members of the public;
- c) specify any arrangements that exist to enable members of the public to participate in the formulation of the agency's policy and the exercise of the agency's functions;
- d) identify the various kinds of government information held by the agency;
- e) identify the kinds of government information held by the agency that the agency makes (or will make) publicly available;
- f) specify the manner in which the agency makes (or will make) government information publicly available; and
- g) identify the kinds of information that are (or will be) made publicly available free of charge and those kinds for which a charge is (or will be) imposed.

A review of Richmond Valley Council's current Agency Information Guide has been conducted. The amendments include an update of position names and titles, together with the inclusion of Council's objectives under the Community Strategic Plan (CSP). Following adoption at the March Ordinary Meeting, the AIG will be submitted to the Information Commissioner for approval.

**CONSULTATION**

Nil

**CONCLUSION**

In order to comply with Council's obligations under the GIPA Act, a review of Council's Agency Information Guide has been conducted. Following adoption at the March Ordinary Meeting, the AIG will be submitted to the Information Commissioner for approval.

**ATTACHMENT(S)**

1. **Draft Agency Information Guide (under separate cover)**

**18.5 REVIEW OF DISCLOSURE OF INTEREST PROCEDURE AND DESIGNATED PERSONS LIST**

**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 Disclosure of Interest Procedure, together with the positions Council nominates as designated persons. Going forward, Council will be required to publish designated persons' returns of interest on Council's website. This report details the approach Council will take to fulfilling this obligation.

**RECOMMENDATION**

That Council:

1. Adopt the revised List of Designated Persons, together with the revised Disclosure of Interest Procedure;
2. Acknowledge that from 1 July 2020, Council will publish redacted versions of designated persons' returns of interest on Council's website.

**DELIVERY PROGRAM LINKS**

Making Council Great

CS1: Leading and Advocating for our Community

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

**BUDGET IMPLICATIONS**

Nil.

**REPORT**

In September 2019, the Office of Local Government issued Council Circular 19-21 Release of Information and Privacy Commission (IPC) Guideline 1 Returns of Interest. This circular outlines an obligation for Councils to publish designated persons' returns of interest on their website. In circumstances where Council believes there is an overriding public interest against the disclosure of some of the information contained in the return, Council can elect to redact some information prior to publishing. It is recommended that all signatures and references to addresses should be redacted in order to maintain the privacy of designated persons.

The requirement to publish designated persons' returns of interest has prompted a review of the positions that Council nominates as designated persons. A review of delegated persons is suggested by the Office of Local Government in the aforementioned Circular. The list has been revised to ensure it includes key decision makers and to move away from positions encompassing low-level administrative or regulatory functions that carry limited or no discretion or financial delegations.

The following positions have been removed from the position of designated person:

- Coordinator Environment and Regulatory Services
- Coordinator Waste and Resource Recovery
- Coordinator Economic Development
- Senior Storekeeper
- Planning Officer

- Environmental Health Officer
- Regulation Ranger
- Waste and Resource Recovery Project Officer
- Saleyards Administrator
- Scholarship Regional and Urban Planning
- Trainee Building Certifier/Compliance Officer
- Trainee Building Development Certifier

Reviewing the list of designated persons has necessitated a review of the Disclosure of Interest Procedure. The review has been conducted in light of the new requirement to publish returns of interest.

## **CONSULTATION**

Nil.

## **CONCLUSION**

In order to comply with the Office of Local Government's Council Circular 19-21 Release of IPC Guideline 1 Returns of Interest, Council will be publishing designated persons' returns of interest on Council's website from 1 July 2020. However, due to an overriding public interest against the disclosure of some of the information contained in the return, it is recommended that Council authorise that signatures and addresses be redacted prior to publishing.

In light of the obligation to publish designated person's returns of interest, Council has reviewed the list of positions deemed to be designated persons. This list is contained within Council's Disclosure of Interest Procedure, which has been updated to reflect the changes.

## **ATTACHMENT(S)**

1. **Revised Disclosure of Interest Procedure (under separate cover)**

**18.6 CORRESPONDENCE SUBMITTED TO MARCH 2020 ORDINARY MEETING**

**Author:** Vaughan Macdonald, General Manager

**SUMMARY OF CORRESPONDENCE**

Council received a letter of support from Strathfield Council expressing sadness and sympathy to the communities devastated by the recent bushfires. The Chief Executive of Strathfield Council advised staff have recently visited the area and have been working directly with various regional Councils and providing support. A copy of the correspondence follows.

**ATTACHMENT(S)**

1. Letter from Strathfield Council expressing support following bushfires





65 Homebush Road, Strathfield NSW 2135  
PO Box 120, Strathfield NSW 2135 | P 02 9748 9999 | F 02 9764 1034  
E council@strathfield.nsw.gov.au | www.strathfield.nsw.gov.au | ABN 52 719 940 20

- 2 MAR 2020

SCANNED

- 2 MAR 2020

Doc. No. ....

Richmond Valley Council  
General Manager, Mr Vaughan Macdonald  
Cnr Walker Street and Graham Place  
Casino NSW 2470

**RE: BUSHFIRE CRISIS**

Dear Mr Macdonald,

A handwritten signature in black ink, appearing to read "Vaughan", written over the printed name "Dear Mr Macdonald,".

I am writing on behalf of Strathfield Council to express our deep sadness and sympathy to the communities devastated by the recent bushfires.

The bushfires have resulted in heavy losses of life, flora and fauna and extensive damage to property at an unprecedented and tragic level. Yet, it was inspiring in these terrible circumstances to see how communities came together and fought bravely to protect their neighbours, and the local areas they treasured.

I understand that once the threat has passed, the task of recovery and rebuilding is considerable. To assist with this process, staff from Strathfield Council have recently visited and have been working directly with various regional Councils and providing support.

I send you our best wishes and support.

Yours faithfully,

A handwritten signature in black ink, appearing to read "Henry T Wong", written over the printed name and title.  
**HENRY T WONG**  
**CHIEF EXECUTIVE**

**19 QUESTIONS ON NOTICE****19.1 QUESTIONS WITH NOTICE, PROVIDED AT ORDINARY MEETING 18 FEBRUARY 2020**

**Author:** Vaughan Macdonald, General Manager

The following questions on notice were received from Councillor Jill Lyons in relation to Item 12.1 Delegates' Report Submitted to February 2020 Ordinary Meeting, which referred to a summary of the Rous County Council 11 December 2019 Ordinary meeting:

**Questions:**

1. Why was the Floodgate and Drainage Management Guidelines Policy revoked?
2. Shouldn't the policy be maintained to reduce any negative impacts on the river quality as they have been previously by the flood migration communities system as per the NSW Floodplain Developer Guidelines and NSW Fisheries Management Act 1994 and NSW Local Government Act 1993?
3. Who asked for this decision and who prepared the report that recommended this decision?
4. Is this decision supported by Department of Primary Industry, Fisheries and other relevant agencies?
5. With the revoking of this policy what has been put in place instead? Who will be responsible for maintaining and monitoring the floodgates now?
6. Does this decision go against Rous County Council's duty of care?

**Responses:**

The following information was provided from Rous Water General Manager:

The guidelines that the policy was written on are out of date, and do not reflect current leading practice. Rous have active flood gate management plans for these assets. Details of the active floodgate management plans can be found on the following link: [https://www.rous.nsw.gov.au/cp\\_themes/default/page.asp?p=DOC-BXC-08-83-64](https://www.rous.nsw.gov.au/cp_themes/default/page.asp?p=DOC-BXC-08-83-64)

Revoking this policy in no way removes Rous responsibility under our proclamation, the recommendation to revoke this policy was undertaken in consultation with Operations and Planning teams. Our flood mitigation team within operations is responsible for all flood mitigation related maintenance activities.

The Department of Primary Industry is a key stakeholder with active floodgate management plans.

The governance and funding review of which Rous was a key stakeholder did not cover floodgate operation, only governance structures.

**RECOMMENDATION**

That the responses to the questions regarding, Rous County Council 11 December 2019 Ordinary meeting, raised by Councillor Jill Lyons, be received and noted.

Attachment(s)

**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 Evans Head Aerodrome Existing Contract for Sale**

This matter is considered to be confidential under Section 10A(2) - (c) and (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 information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business and 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**