



AGENDA

Ordinary Council Meeting

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

Date: Tuesday, 15 December 2020

Time: 5.00pm

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

**Vaughan Macdonald
General Manager**

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1 ACKNOWLEDGEMENT OF COUNTRY

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

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

2 PRAYER**3 PUBLIC ACCESS AND QUESTION TIME****4 APOLOGIES****5 MAYORAL MINUTES**

Nil

6 CONFIRMATION OF MINUTES

6.1 MINUTES ORDINARY MEETING HELD ON 17 NOVEMBER 2020

Author: Vaughan Macdonald, General Manager

RECOMMENDATION

That Council confirms the Minutes of the Ordinary Meeting held on 17 November 2020.

ATTACHMENT(S)

- 1. Minutes Ordinary Meeting 17 November 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 MAYORAL ATTENDANCES 8 NOVEMBER - 7 DECEMBER 2020**

Author: Robert Mustow, Mayor

RECOMMENDATION

That Council receives and notes the Mayor's attendance report 8 November – 7 December 2020.

REPORT**November**

- 9th NAIDOC Flag raising
- 9th Woodview Rural Fire Brigade presenting citations to brigade members
- 11th NRLX film shoot - NSW Govt
- 11th Remembrance Service – Casino Drill Hall
- 12th Year 12 Graduation Assembly Casino Christian School
- 12th Casino Historical Museum Meeting
- 12th Casino High School - Year 12 students' celebration
- 13th Meeting with constituent
- 15th Woodburn/Evans Head & District Orchid & Foliage Society Inc
- 17th Richmond Valley Aboriginal Services Interagency Meeting
- 17th Richmond Valley Council Ordinary meeting
- 18th Rous County Council Workshop
- 18th Casino Christian School Year 12 Formal
- 20th NRJO Board meeting and MOU signing
- 23rd LGNSW Annual Conference (online)
- 24th Casino Water Tower group discussion
- 26th Official launch Discover Richmond Valley Campaign, 1-year anniversary of Myall Creek Road Bushfire

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December

- 1st Richmond Valley Councillor Information Session Evans Head
- 1st Evans Head Business Chamber Annual Christmas Networking Party
- 1st Evans Head lighting of the Christmas tree
- 2nd Meeting with Rappville residents
- 2nd Casino lighting of the Christmas tree
- 6th Elders of Coraki High Tea
- 6th Casino Town Tennis Club Christmas Party and presentations
- 7th Evans Head RSL Day Club Christmas Party and presentation awards

ATTACHMENT(S)

Nil

12 DELEGATES' REPORTS**12.1 DELEGATES' REPORT SUBMITTED TO DECEMBER 2020 ORDINARY MEETING**

Author: Robert Mustow, Mayor

RECOMMENDATION

That Council receives and notes the Delegates' Report for the month of November 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.

LGNSW Conference

Mayor Robert Mustow, Cr Sandra Humphrys and Cr Jill Lyons participated in the LGNSW Conference held on 23 November 2020.

The conference was presented and attended online due to regulations surrounding COVID-19. The conference was well received, despite some minor technical issues.

There were 140 various motions listed for debate, however only 58 were resolved. These included issues relating to the environment, planning, water, drought and future elections. The conference standing orders allow for the remaining 82 motions to be referred to the LGNSW Board for determination. However, given the large number of matters still outstanding, and the importance of these issues to local communities, Council has written to LGNSW, seeking further consultation before the Board makes its determination.

A summary of the record of decisions is provided in the attachments.

ATTACHMENT(S)

- 1. LGNSW Meeting 23 November 2020 - Record of Decisions (under separate cover)**

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 ADOPTION OF RAIL TRAIL MASTER PLAN

Author: Brad Birney, Project & Performance Officer

EXECUTIVE SUMMARY

Following public exhibition of the Northern Rivers Rail Trail Casino to Bentley Draft Master Plan, a final master plan has been prepared for Council's consideration. The project has attracted strong community interest, with 72 submissions received during the exhibition period and further feedback provided at stakeholder workshops. Once the Master Plan and other Phase One works are completed, Council will be ready to move to the design and construction phase of the \$7.5m project. The Rail Trail has been funded from the Federal Government's National Tourism Icons Program.

RECOMMENDATION

That Council adopts the Northern Rivers Rail Trail Casino to Bentley Final Master Plan.

DELIVERY PROGRAM LINKS

Growing our Economy

EC1: Driving Economic Growth

EC1.3: Align tourism, economic development and events to deliver economic outcomes for the Region

BUDGET IMPLICATIONS

Fully funded project from the Federal Government \$7.5m.

REPORT

Richmond Valley Council, with assistance from Planit Consulting, has been undertaking extensive community and stakeholder consultation which has helped to develop the final draft of the master plan for the Northern Rivers Rail Trail Casino to Bentley section.

The master plan was initiated as part of the \$7.5 million Northern Rivers Rail Trail Casino to Bentley project. The master plan is part of the \$1 million Phase One of the project. Phase One includes all preliminary work and environmental reports. Phase Two is the remaining \$6.5 million and includes detailed design and construction of the rail trail. The master plan is an important part of the project, as it guides all future works.

The key elements identified in the master plan included:

- Pathways, seating and infrastructure capable of handling large numbers of users and suitable for foot traffic, bicycle traffic and horses
- Refurbishment of Old Casino Station including continued use by Casino Mini Rail & Museum plus possible inclusions of additional spaces e.g. café, souvenir shop and bicycle rentals. Heritage information should be considered throughout the design.
- Refurbishment or rebuild of bridge and culvert structures
- Traffic management and off-street parking to cater for visitor and event traffic, including RV friendly features
- A versatile multi use space

- Fencing suitable to numerous uses: livestock, property security, native wildlife movements
- Crossing points for landholders with property either side of the rail corridor allowing for livestock and vehicle access
- Emergency services access points
- Information and safety signage including local tourism options and mapping
- Connection to existing pathways
- Pedestrian crossing point on Bentley Road
- Bus access and parking off Bentley Road
- Trail security features
- Tunnel access and security i.e. accounting for the protection of the localised bat colony
- Overnight camping areas
- Appropriate furniture and shade structures/BBQ pergolas
- Children's playground
- Undercover display space for markets displays or exhibits
- Access to potable water
- Inclusion of adequate toilet facilities
- Adequate waste disposal points
- Removal of invasive and noxious flora and replanting with native species suitable to the region
- Boardwalk and/or viewing platforms
- Art spaces recognising local artists, Indigenous heritage, sculpture or otherwise
- Recognition structures
- Local history museum/display space including acknowledgement of traditional owners. biodiversity features including koala habitat or potential to connect koala primary habitat trees.

CONSULTATION

The full master plan process included key stakeholder consultation conducted by Planit Consulting, followed by a 28-day public exhibition period.

Stakeholder consultation workshops were held on Tuesday 13 October over ten (10) separate sessions, including Casino RSM Club, Destinations North Coast, Friends of Koalas, Heritage Society, Casino Pony Club, Casino Mini Rail & Museum, Richmond Dairies and landholders adjacent to the corridor. A summary has been provided to all Councillors.

Following the workshops, the draft master plan was publicly exhibited. In total seventy-two (72) submissions were received relating to the master plan. Six (6) late submissions were also received. Submissions were forwarded to Planit Consulting, with relevant information considered for inclusion in the final master plan. A copy of the submissions have also been provided to Councillors.

A summary is provided below:

Total Submissions – 78

Key Feedback:

- Distance markers and usage counters to be installed at either end
- Livestock/machinery access for landholders with property either side of the rail corridor to be considered in future design processes
- All options to be explored so Naughton's Gap tunnel can be used as a key attraction
- Constructed surface should be able to support wheelchair access
- Additional planting to be considered in the planting palette, with a view to using species commonly found in the area
- Opportunity to create a significant wildlife corridor which supports existing native wildlife, along with future wildlife needs.
- Further details to be included in relation to amenities and waste management
- Opportunities to create a space that acknowledges local Aboriginal history
- Need to ensure fencing, security and biosecurity is addressed for adjacent landholders
- Submissions received were for and against dogs and horses on the rail trail. How will this be managed?
- Acknowledgment of the old station sites along the rail trail corridor
- Thirty submissions were not related to the master plan as they focussed on the return of trains to the corridor.

Many of the concerns raised will be addressed in the future concept and detailed design stages, together with further consultation opportunities. It should be noted that the NSW Government has no intention to return services to this corridor, with this position supported by the opposition. Legislation was recently been passed to enable the Rail Trail to proceed.

CONCLUSION

Completion of the Master Plan marks another key milestone for the Rail Trail project. Should Council adopt the Plan, the remaining documentation for Phase One, including the Concept Design and Bill of Schedules, will be prepared by the consultants. This will allow Council to prepare for phase two, being detailed design and construction.

ATTACHMENT(S)

- 1. Final Master Plan Northern Rivers Rail Trail Casino to Bentley (under separate cover)**

15 FINANCIAL REPORTS

15.1 FINANCIAL ANALYSIS REPORT - NOVEMBER 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* s.625, Local Government (General) Regulation 2005 cl.212, Australian Accounting Standard (AASB 9) and Council's Investment Policy.

The value of Council's Investment Portfolio as at 30 November 2020 including General Bank Accounts and Trust Funds is shown below.

Investment Portfolio	General Bank Accounts	Trust Funds	Total
\$53,802,250	\$2,492,205	\$87,050	\$56,381,505

The weighted average rate of return on Council's investments for November 2020 was 6.57% which was above the Bloomberg AusBond Bank Bill Index for November of 0.01%, which is Council's benchmark.

RECOMMENDATION

That Council adopts the Financial Analysis Report detailing investment performance for the month of November 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 30 November 2020, Council had earned \$208,037 in interest and \$408,821 in fair value gains for total investment revenue of \$616,858 against an annual budget of \$1,003,025 (which equates to 61.50%). Council's return on its Macquarie CMA Account was reduced to 0.45% on 9 November 2020 and Council's financial advisors commission was also reduced to 0.05%. Commissions for the 2020/21 financial year to 30 November 2020 total \$1,460.

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 reduced the cash rate by 15 basis points to 0.10% per annum at its November 2020 meeting.

Rate of Return

The weighted average rate of return on investments in November 2020 was 6.57%, an increase of 575 basis points from the previous month. The rate of return is 656 basis points above the Bloomberg AusBond Bank Bill Index of 0.01% which is Council's benchmark.

Council's NSW Treasury Corporation Medium Term Growth Fund returned a strong gain of \$255,990 during November 2020, bringing the total gains for the 2020/21 financial year to 30 November 2020 to \$379,687. It is important to recognise that these are long term investments that are subject to market fluctuations.

Council's Investment Portfolio

The Investment Portfolio balance at 30 November 2020 of \$53,802,250 is made up of Council's Business Online Saver Account (\$6,220,000), Macquarie Cash Management Account (\$5,753,112), Term Deposits and Floating Rate Notes (\$21,750,000) and NSW Treasury Corporation Investments (\$20,079,139).

Council's investment portfolio has maturity dates ranging from same day up to 1,096 days. Term deposits and floating rate notes of \$21,750,000 represented 40.43% of the total portfolio as at 30 November 2020.

Council made the following new investments during November 2020.

Banking Institution	Investment Type	Environmentally Sustainable Investment	Amount Invested	Investment Term
Auswide Bank	Floating Rate Note	Y	\$750,000	3 years
Greater Bank	Term Deposit	Y	\$1,000,000	1 year
AMP Ltd	Term Deposit	N	\$1,000,000	1 year

Council invested \$750,000 in a floating rate note with Auswide Bank on 5 November 2020. This investment will return 90 basis points above the 90-day Bank Bill Swap Rate (BBSW). Currently the return on this investment is 0.92%.

Council had the following investment maturities during the month of November 2020.

Banking Institution	Investment Type	Environmentally Sustainable Investment	Amount Invested	Interest Earned
Bank of Sydney	Term Deposit	Y	\$1,000,000	\$8,419
AMP Ltd	Term Deposit	N	\$1,000,000	\$7,978
Bank of Sydney	Term Deposit	Y	\$1,000,000	\$7,978

Council had \$20,079,139 in longer term investments being the Cash Facility Trust and Medium-Term Growth Fund with NSW Treasury Corporation as at 30 November 2020. The investment values are shown below.

Investment Holding	Fair Value 30-Nov-2020	Fair Value Gain/(Loss) Nov 2020	Fair Value Gain/(Loss) YTD
Cash Facility Trust	\$10,246,960	\$5,178	\$29,134
Medium Term Growth Fund	\$9,832,179	\$255,990	\$379,687
Total	\$20,079,139	\$261,168	\$408,821

Environmentally Sustainable Investments (ESIs)

Council's current portfolio of \$53,802,250 includes \$34,829,139 or 64.74% with no direct investment in the fossil fuel industry. This includes Council's investments with NSW Treasury Corporation.

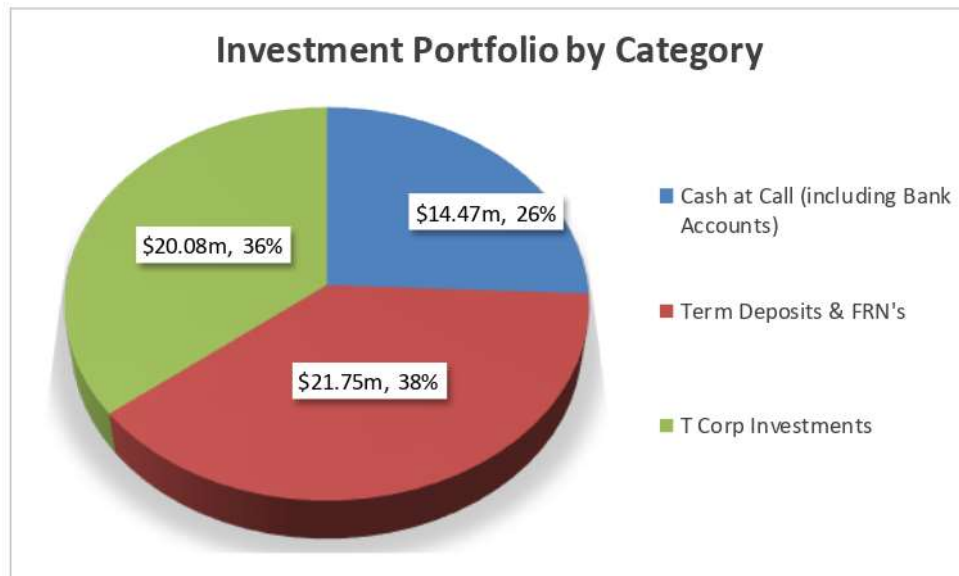
NSW Treasury Corporation has a stewardship approach to ESIs which focuses on managing environmental, social and governance (ESG) risks and opportunities, particularly climate change which is expected to impact portfolios over the long term.

CONCLUSION

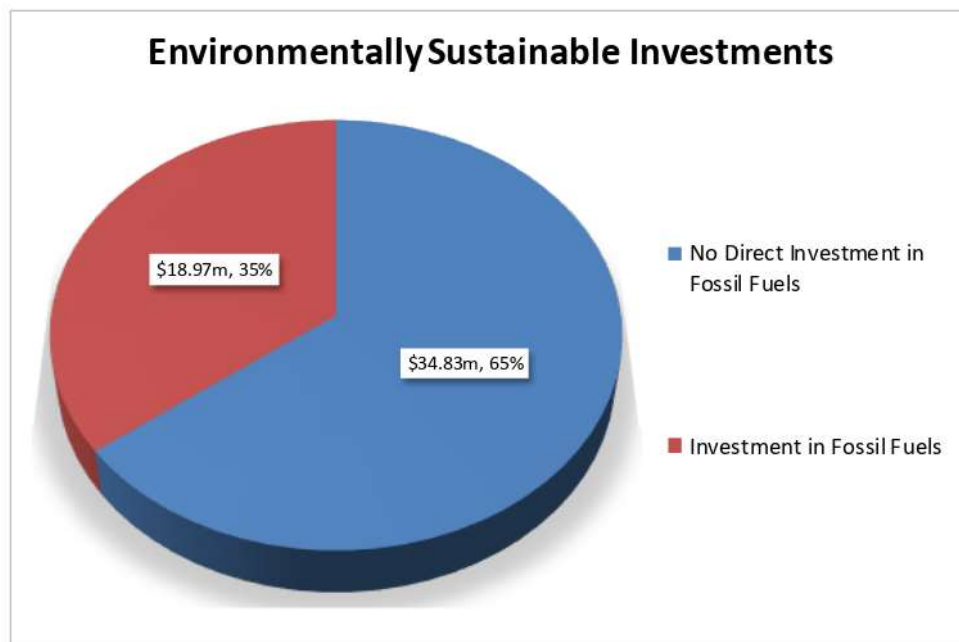
During the month of November 2020 Council's investments have been made in accordance with the Act, the Regulations and Council's Investment Policy. As at 30 November 2020 Council's investments totalled \$53,802,250 with a further \$2,579,255 held in bank accounts. The weighted average rate of return was 6.57% for the month of November and total investment revenue equals 61.50% of budgeted revenue for the year to 30 November 2020.

ATTACHMENT(S)**1. Financial Analysis Report Attachments**

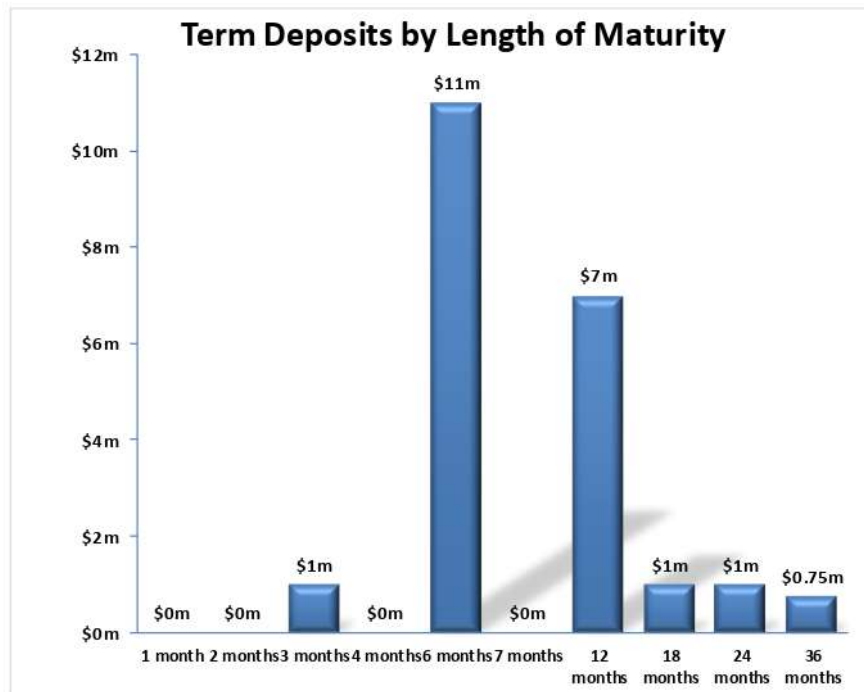
The following graph shows Council's investment portfolio by investment category as at 30 November 2020.



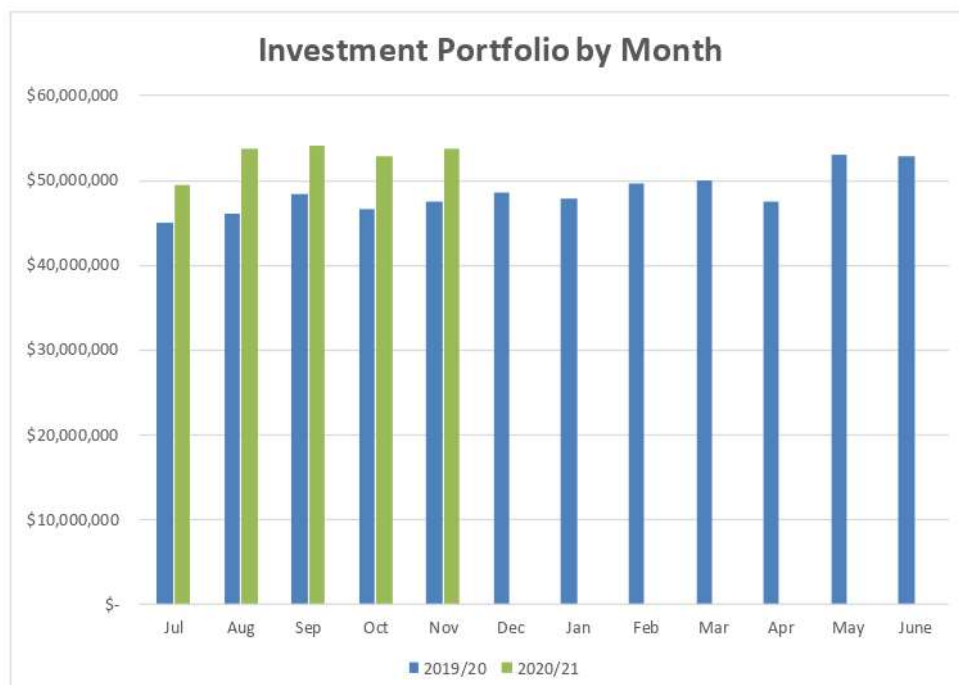
The following graph details Council's investments with no direct links to the Fossil Fuel Industry as a percentage of Council's investment portfolio as at 30 November 2020.



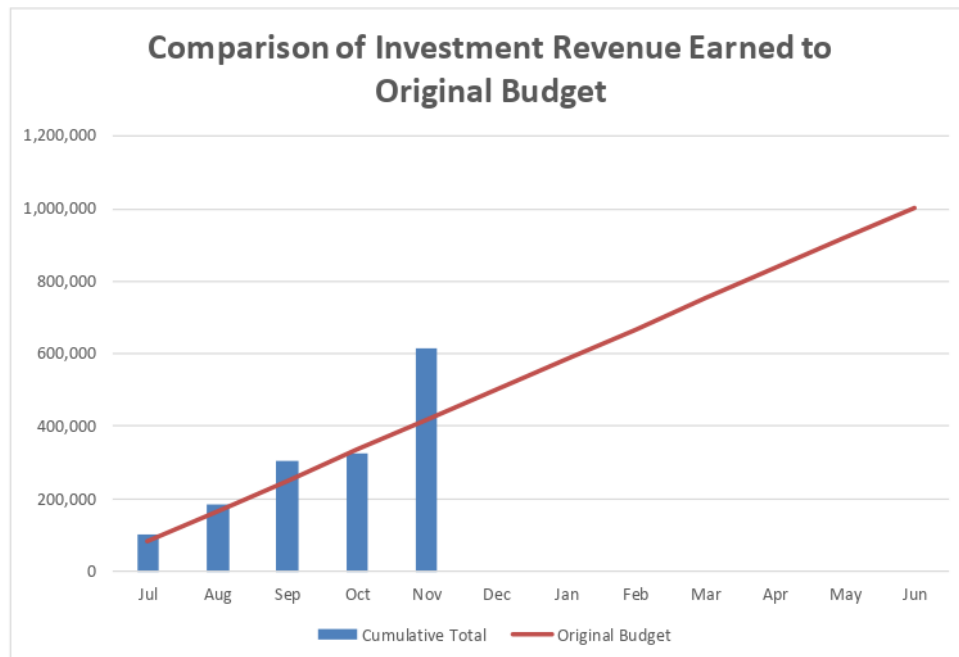
The following graph shows the length of time of Council's term deposit maturities as at 30 November 2020.



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 30 NOVEMBER 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
<u>Cash at Call</u>										
CBA Business Online Saver	At Call	A1+/AA	N	At Call		0.35%	N/A	6,220,000	1,325	11.56%
Macquarie CMA Account	At Call	A1/A	N	At Call		0.45%	N/A	5,753,112	3,112	10.69%
Interest on Other Bank Accounts									0	
Total								11,973,112	4,436	22.25%
<u>Term Deposits</u>										
Judo Bank	Term Deposit	Unrated	Y	2/12/2019	1/12/2020	2.10%	N/A	1,000,000	0	1.86%
ING Direct	Term Deposit	A1	N	2/03/2020	2/03/2021	1.50%	N/A	1,000,000	0	1.86%
AMP Ltd	Term Deposit	A2	N	4/03/2020	30/08/2021	1.80%	N/A	1,000,000	0	1.86%
Warwick Credit Union	Term Deposit	Unrated	Y	3/03/2020	3/03/2021	1.90%	N/A	1,000,000	0	1.86%
Auswide Bank	Term Deposit	Baa2	Y	3/03/2020	3/03/2022	1.75%	N/A	1,000,000	0	1.86%
Bank of Sydney	Term Deposit	Unrated	Y	2/06/2020	2/12/2020	1.54%	N/A	1,000,000	0	1.86%
Members Equity Bank	Term Deposit	A2	Y	4/06/2020	4/12/2020	1.05%	N/A	1,000,000	0	1.86%
AMP Ltd	Term Deposit	A2	N	9/06/2020	7/12/2020	1.75%	N/A	1,000,000	0	1.86%
Bank of Queensland	Term Deposit	P-2	N	9/06/2020	9/12/2020	1.05%	N/A	1,000,000	0	1.86%
Judo Bank	Term Deposit	Unrated	Y	11/06/2020	11/12/2020	1.80%	N/A	1,000,000	0	1.86%
Greater Bank	Term Deposit	A2	Y	13/06/2020	11/12/2020	1.20%	N/A	1,000,000	0	1.86%
AMP Ltd	Term Deposit	A2	N	24/08/2020	22/02/2021	1.00%	N/A	1,000,000	0	1.86%
AMP Ltd	Term Deposit	A2	N	2/09/2020	3/03/2021	1.00%	N/A	1,000,000	0	1.86%
Judo Bank	Term Deposit	Unrated	Y	3/09/2020	3/03/2021	1.06%	N/A	1,000,000	0	1.86%
Greater Bank	Term Deposit	A2	Y	3/09/2020	3/09/2021	1.00%	N/A	1,000,000	0	1.86%
Greater Bank	Term Deposit	A2	Y	3/09/2020	3/09/2021	1.00%	N/A	1,000,000	0	1.86%
Bank of Sydney	Term Deposit	Unrated	Y	7/09/2020	7/12/2020	0.90%	N/A	1,000,000	0	1.86%
MyState Bank	Term Deposit	P-2	Y	14/09/2020	15/03/2021	0.85%	N/A	1,000,000	0	1.86%
Judo Bank	Term Deposit	Unrated	Y	16/10/2020	14/04/2021	1.00%	N/A	1,000,000	0	1.86%
Auswide Bank	FRN	Baa2	Y	5/11/2020	6/11/2023	0.92%	N/A	750,000	0	1.39%
Greater Bank	Term Deposit	A2	Y	12/11/2020	12/11/2021	0.70%	N/A	1,000,000	0	1.86%
AMP Ltd	Term Deposit	A2	N	30/11/2020	30/11/2021	0.95%	N/A	1,000,000	0	1.86%
AMP Rebate									0	
<u>Matured Term Deposits</u>										
Bank of Sydney	Term Deposit	Unrated	Y	20/05/2020	20/11/2020	1.67%	N/A		8,419	
AMP Ltd	Term Deposit	A2	N	1/06/2020	30/11/2020	1.80%	N/A		7,978	
Bank of Sydney	Term Deposit	Unrated	Y	1/06/2020	30/11/2020	1.80%	N/A		7,978	
Total								21,750,000	24,375	40.43%
<u>NSW Treasury Corporation Hourglass Investments</u>										
Cash Facility Trust	Trust		N	Various	N/A	0.60%	9,498,282	10,246,960	5,178	19.05%
Medium Term Growth Fund	Trust		N	Various	N/A	32.04%	9,005,029	9,832,179	255,990	18.27%
Total								18,503,311	20,079,139	37.32%
<u>Bank Accounts</u>										
		Balance \$								
		30-Nov-20								
General Fund Bank Account		2,492,185								
Trust Fund Bank Account		87,050								
NAB Cheque Account		20								
Total		2,579,255								
Total Investment Portfolio at Face Value							52,226,423			
Total Investment Portfolio at Fair Value								53,802,250		
Interest Revenue Received									289,979	
Weighted Average Interest Rate							6.57%			
Total Bank Account Portfolio								2,579,255		
Total Portfolio								56,381,505		

16 GENERAL BUSINESS**16.1 DESTINATION MANAGEMENT PLAN 2021-2025**

Author: Sharon Davidson, Manager Communications, Events and Tourism

EXECUTIVE SUMMARY

Richmond Valley Council has an important leadership role in the strategic destination management across the local government area. This includes funding support and coordination of destination marketing initiatives, events and visitor information services, as well as strategic planning, and infrastructure development to support sustainable tourism development. We also work with other tourism bodies on the Northern Rivers and are a founding member of the Northern Rivers NSW brand initiative.

The draft Richmond Valley Destination Management Plan 2021-2025 has been prepared to support further growth of the local visitor economy and encourage tourism business investment to the area. The public consultation provides the opportunity for tourism related businesses to have input into the final Plan.

RECOMMENDATION

That Council places the draft Richmond Valley Destination Management Plan 2021 to 2025 on public exhibition for 40 days and invites the community to make submissions.

DELIVERY PROGRAM LINKS

Growing our Economy

EC1: Driving Economic Growth

EC1.3: Align tourism, economic development and events to deliver economic outcomes for the Region

BUDGET IMPLICATIONS

Nil

REPORT

The draft Richmond Valley Destination Management Plan 2021 to 2025 has been developed to create a roadmap to guide the collaborative work of Council and local stakeholders to stimulate the sustainable growth and development of the Richmond Valley visitor economy as an appealing and competitive tourism region on the North Coast of NSW.

Funding was received from the Australian Government's Building Better Regions Fund (community stream) for the development of this Plan.

This draft Destination Management Plan builds on the outcomes of the previous Richmond Valley Tourism Development Plan (2017) and proposes innovative and realistic strategies to assist in developing, managing and marketing the Richmond Valley visitor economy over the next five years.

Richmond Valley comprises the main coastal destination of Evans Head and inland destination Casino as well as the villages of Broadwater, Coraki, New Italy, Rappville and Woodburn. There are a wide variety of experiences on offer across the Richmond Valley.

In line with other North Coast local government areas, the Richmond Valley visitor economy has been growing incrementally over the past five years. Tourism is estimated to contribute \$78 million direct visitor expenditure to the Richmond visitor economy per year. Domestic daytrips account for 59 percent of visitors to the region and domestic overnight visitors account for 40 percent of visitors.

Increasing direct visitor expenditure and overnight visitation is, therefore, important to growing the area's visitor economy.

Council and local stakeholder organisations agree the time is right to kick start new ways to sustainably develop and grow the Richmond Valley visitor economy, so it can be better positioned as an appealing tourism destination on the North Coast of NSW.

Two catalyst infrastructure projects will help to drive visitor economy growth to the area – the upgrade of the Pacific Highway which will make Woodburn, Evans Head and nearby villages more accessible, and the recent NSW Government approval for the development of the Casino to Bentley section of the Northern Rivers Rail Trail.

The draft Richmond Valley Destination Management Plan 2021 to 2025 is an important outcome of comprehensive research, analysis and stakeholder engagement processes, and has been prepared to integrate and leverage with other stakeholder strategic plans across local, regional and State levels.

CONSULTATION

The draft Richmond Valley Destination Management Plan 2021 to 2025 will go on public exhibition from Wednesday 16 December for 40 days.

A workshop with tourism industry stakeholders is also planned to explain the intent and key strategies of the DMP, as well as a pre-recorded video session with the draft Plan's author Meredith Wray, of Wray Sustainable Tourism Planning and Research.

CONCLUSION

Council has planned and initiated major infrastructure developments in recent years to establish the Richmond Valley and its towns and villages as attractive places to live and visit. This has included establishing the Casino Drill Hall Precinct, upgrading the Woodburn and Coraki riverfront precincts and securing funding for the Razorback Lookout and Casino Showground and Racecourse upgrades.

The recent upgrade of the Pacific Highway and the proposed development of the Northern Rivers Rail Trail are significant catalyst infrastructure development projects which will help to drive visitor economy growth.

To take advantage of these opportunities, there is a need to adopt a strategic and whole-of-destination approach to continue to enhance Evans Head as an appealing year-round coastal destination and to activate Casino as an appealing inland destination while also encouraging visitation to our other towns and villages.

The draft Destination Management Plan 2021-2025 outlines key considerations to inform future strategic planning and infrastructure development for all Richmond Valley destinations.

ATTACHMENT(S)

1. Destination Management Plan 2021-2025 (under separate cover)

16.2 NAMING OF ROADS ASSOCIATED WITH PACIFIC HIGHWAY PROJECT

Author: Kim Anderson, GIS and Systems Officer

EXECUTIVE SUMMARY

With the Pacific Highway upgrade nearing completion, Council is required to name new service roads and rename the sections of realigned Pacific Highway for addressing purposes.

In 2018 Council resolved to adopt recommended proposed road names, however four (4) names were rejected by the Geographical Names Board of NSW and residents during the consultation process.

Council staff have researched historical associations for alternative names and obtained pre-approval on alternative proposed names from the Geographical Names Board of NSW for Council and community consideration.

RECOMMENDATION

That Council:

1. Determines a preferred name for the new service roads and realignment of the Pacific Highway. The proposed names being:
 - a) Well Road
 - b) McLaren Road
 - c) Langs Way
 - d) Paringa Drive
2. Undertakes relevant consultation for naming roads as per the Roads Regulation 2018.
3. Notes that a further report on the proposed final road names will be provided, following the consultation period.

DELIVERY PROGRAM LINKS

Connecting People and Places

PP2: Getting Around

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

BUDGET IMPLICATIONS

Not applicable

REPORT

Council is a Roads Authority, under s.7 of the *Roads Act 1993*, and is responsible for formally naming public roads in accordance with the Act and Regulation. At the April 2018 and November 2018 Ordinary Meetings, Council resolved to proceed with identified proposed road names at the completion of the Pacific Highway construction. The proposed road names, 'Old Well Road', 'Gollan Road', 'Mill Street' and 'Paddon Way' were rejected by the Geographical Names Board of NSW and/or opposed by residents.

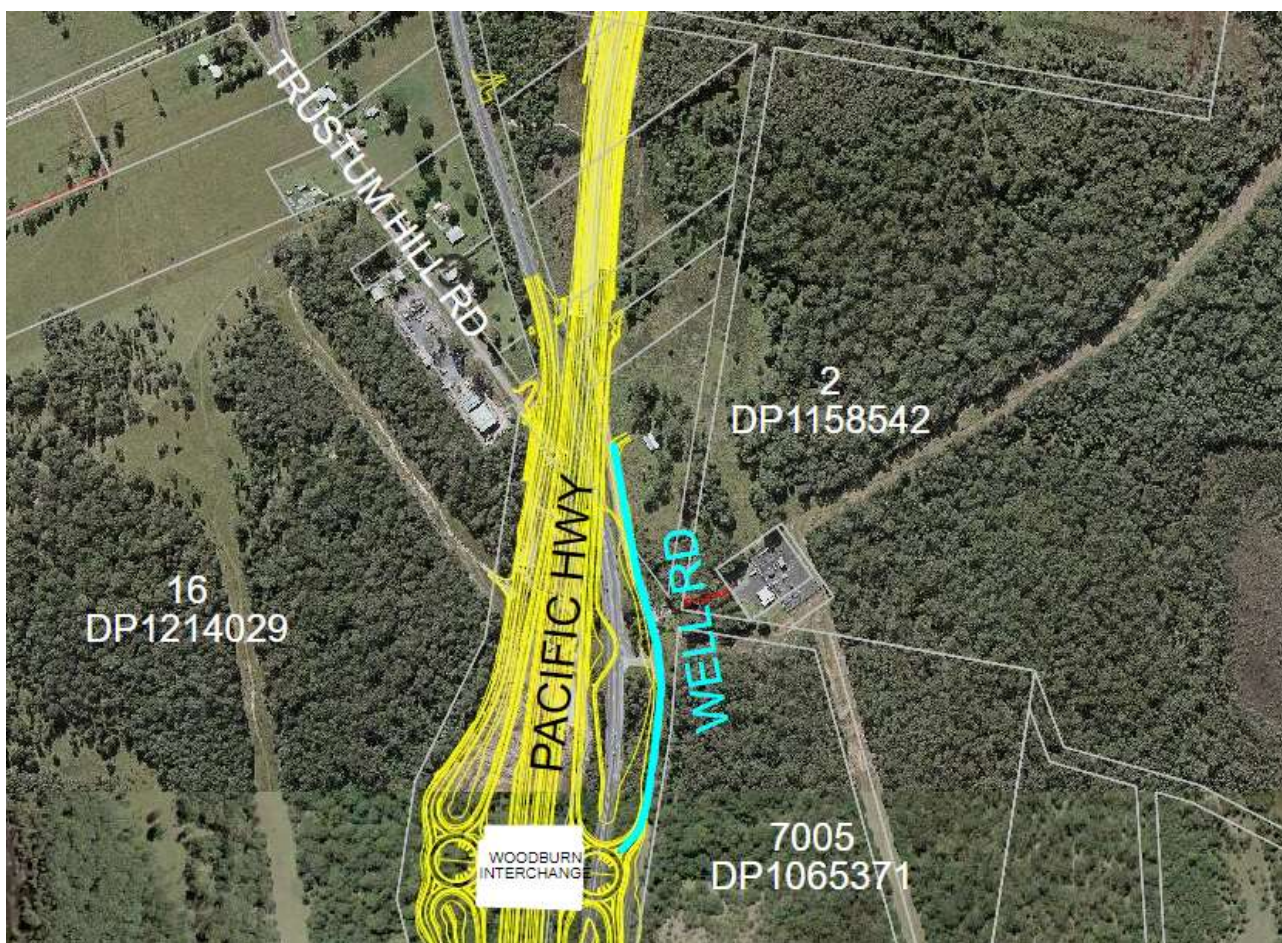
Alternative proposed road names have been identified as a replacement for the refused/rejected names.

Well Road (Woodburn)

The previously proposed name 'Old Well Road', was rejected by the Geographical Names Board of NSW.

The name is based on the road leading to the site of the old Woodburn Well. The proposal was rejected because road names must not include qualifying terminology, a cardinal indicator or a similar prefix (e.g. Upper, Lower, Old, New, East, West) unless the road name is derived from a name which includes it. (*NSW Addressing Policy and User Manual October 2019*). The location of this road is shown on Map 1.

The Geographical Names Board of NSW has pre-approved 'Well Road' as a suitable road name alternative.



Map 1 – Showing location of the proposed road name, 'Well Road, Woodburn'.

McLaren Road (New Italy)

The previously proposed name was 'Gollan Road' which was rejected by the Geographical Names Board of NSW.

Gollan Road, Marom Creek exists within a 30km rural area radius and hence is considered a duplicate road name, *NSW Addressing Policy and User Manual October 2019*.

The alternative proposed name is derived from land previously settled by the McLaren family in the vicinity. The location of this road is shown on Map 2.

The Geographical Names Board of NSW has pre-approved 'McLaren Road' as a suitable road name alternative.



Map 2 – Showing location of the proposed road name, 'McLaren Road, New Italy'.

Langs Way

A section of the existing Pacific Highway between the Woodburn and Broadwater townships is required to be renamed due to the Pacific Highway bypass.

'Paddon Way' which was proposed received opposition from members of the community during the consultation period. Residents felt the name was more associated with Evans Head, as Mr James Paddon was known for winning the professional World Sculling (rowing) Championship and Captain Thomas Paddon was involved with the fishing industry and commercial fishing practices at Evans Head.

During consultation the community presented several other ideas for consideration being: Mid Richmond Way; Richmond Valley Way; Sugar Cane Way; Darcy-McFadden, or McFadden Way). These suggested names do not comply with *NSW Addressing Policy and User Manual October 2019*.

The proposed name of 'Langs' was presented during consultation from local residents. Langs Hill is a named local hill which is located adjacent to the road. The reference name of Langs Hill, Woodburn has been used since the late 1890's, however never formally adopted as a Suburb Locality for addressing purposes.

The Geographical Names Board of NSW has pre-approved the use of 'Langs Way' as a suitable road name alternative.

Paringa Drive

The proposed road name 'Mill Street' for the road through Broadwater Village was rejected because Mill Lane, North Lismore exists within a 30km rural area radius and hence is considered a duplicate road name (*NSW Addressing Policy and User Manual October 2019*).

Council staff presented an alternative name to community groups during consultation being 'Rattle Street'. The Broadwater residents presented a petition to Council objecting (25 names) to the name 'Rattle Street'.

The community presented other alternative names including: Old Pacific Highway; Sugar Town Way; River Street; Paringa; Bargany; Nyaringam; Gabing; Burbi, and Balin).

Based upon the suggestions the preferred name of 'Paringa' was identified. The name Paringa is an Aboriginal name meaning 'big bend in the river'. Council staff will consult with the Local Aboriginal Land Council for approval to use the proposed road name during consultation. Other alternatives to consider from residents' suggestions include:

Bargany – Sweet

Nyaringa – River

Gabing – Water

Burbi Drive (Bundjalung for Koala)

Balin Drive or Way (Bundjalung for River)

CONSULTATION

In accordance with Clause 7 of the Roads Regulation 2018 and NSW Road Naming Policy, each proposed road name must undertake a process of advertising and consultation. This includes:

- Publishing a notice of the proposal in a local newspaper or Council's website.
- Serving notice of the proposal on the prescribed authorities listed in Clause 7.1.
- Considering submissions from the public and any authorities.

CONCLUSION

With the Pacific Highway upgrade nearing completion, Council is required to name new service roads and rename the sections of realigned Pacific Highway for addressing purposes

It is proposed that Council follows the procedures as per cl.7 of the Road Regulation 2018 for advertising, community consultation and engaging with relevant notifiable authorities to establish road names for sections of the old Pacific Highway.

A further report will be brought to Council following the consultation process.

ATTACHMENT(S)

Nil

17 MATTERS FOR INFORMATION

RECOMMENDATION

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

17.1 LOCAL GOVERNMENT ELECTIONS - MINISTER FOR LOCAL GOVERNMENT

Author: Julie Clark, Personal Assistant to the General Manager and the Mayor

RECOMMENDATION

That Council receives and notes the correspondence from the Minister for Local Government regarding the additional funding package secured for the upcoming Local Government Elections to be held in September 2021.

SUMMARY OF CORRESPONDENCE

Council has received the following correspondence from the Minister for Local Government.

Dear General Managers and Mayors

The COVID-19 pandemic has presented significant challenges for our local communities. The NSW Government has worked tirelessly to ensure the health and safety of our citizens throughout the pandemic including investing significant funds to support our health workforce as well as to kick start our economy.

The Government's response also involved some difficult decisions, including the postponement of the September 2020 Local Government elections. The additional time between the elections gave me the opportunity to discuss with you how best we can deliver elections for our local communities, including the consideration of a proposal from the NSW Electoral Commissioner for mandatory universal postal voting.

*I have considered your feedback on this important matter and I recognise there are many views on the best way to conduct Local Government elections. In direct response to calls from the Local Government sector, **I have instructed the NSW Electoral Commissioner to prepare for full attendance voting at the September 2021 Local Government elections.***

If COVID-19 is still impacting our communities next year, the cost of holding elections in a full attendance model will increase to meet a substantial rise in the electoral staff and polling booths needed to comply with physical distancing and sanitising requirements.

*I recognise this decision may result in significant financial challenges to councils, which is why **I have also secured a \$56.8 million funding package** as part of the NSW Government's 2020/21 Budget.*

*The Government will provide the NSW Electoral Commission with this additional funding to hold COVID-Safe elections **if required**, so councils will only be billed for the cost of holding elections in a normal environment.*

As the Minister for Local Government my job is to listen to the sector and deliver for councils so they can deliver for their communities. I will always strive to listen and deliver for you.

Yours sincerely

The Hon. Shelley Hancock MP
Minister for Local Government

ATTACHMENT(S)

Nil

17.2 GRANT APPLICATION INFORMATION REPORT - NOVEMBER 2020**Author: Jono Patino, Financial Accountant****RECOMMENDATION**

That Council receives and notes the Grant Application Information Report for the month of November 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 November 2020.

During the reporting period four grants were approved and funding was received for eight grants totalling \$2,179,328. Council was notified as being unsuccessful with one grant application and four grants were applied for.

Grants that have been approved

Whiporie Bus Shelter Upgrade	
Project ID	10322
Funding Body	Transport for NSW
Funding Name	Country Passenger Transport Infrastructure Grants Scheme 2019/21
Government Level	State
Project Value (excl GST)	\$44,000
Grant Funding (excl GST)	\$44,000
Council Funding (excl GST)	\$ 0
Date Application Submitted	24 September 2019
Date Approved	2 November 2020
Comment (if required)	N/A

Richmond River Flood Model Study	
Project ID	10362
Funding Body	NSW Department of Planning, Industry and Environment (DPIE)
Funding Name	Coastal Estuary and Floodplain Management Program 2020
Government Level	State
Project Value (excl GST)	\$201,000
Grant Funding (excl GST)	\$133,999
Council Funding (excl GST)	\$ 67,001
Date Application Submitted	30 April 2020

Date Approved	18 November 2020
Comment (if required)	N/A

Fairy Hill Hall Kitchen and Supper Room Upgrade	
Project ID	10370
Funding Body	Department of Family and Community Services
Funding Name	Community Building Partnership 2020
Government Level	State
Project Value (excl GST)	\$27,042
Grant Funding (excl GST)	\$13,521
Council Funding (excl GST)	\$13,521
Date Application Submitted	1 June 2020
Date Approved	13 November 2020
Comment (if required)	N/A

New Swing Set for Coraki Riverside Park Playground	
Project ID	10371
Funding Body	Department of Family and Community Services
Funding Name	Community Building Partnership 2020
Government Level	State
Project Value (excl GST)	\$18,605
Grant Funding (excl GST)	\$ 9,303
Council Funding (excl GST)	\$ 9,302
Date Application Submitted	5 June 2020
Date Approved	13 November 2020
Comment (if required)	N/A

Grants that have been received

Try a Trade 2020	
Project ID	10364
Funding Body	Department of Communities & Justice
Funding Name	Investing in Women Funding Program
Government Level	State
Project Value (excl GST)	\$40,000
Grant Funding (excl GST)	\$10,000
Council Funding (excl GST)	\$30,000

Date Application Submitted	29 May 2020
Date Received	\$10,000 received 18 November 2020
Total Funds Received To Date	\$10,000 (total funding received)
Comment (if required)	Council funding includes \$10,000 in in-kind funding and \$20,000 in training provided by TAFE NSW.

Australia Day 2021 COVID Safe Grants Program

Project ID	10388
Funding Body	National Australia Day Council Limited
Funding Name	Australia Day Branding Program (Round 1)
Government Level	State
Project Value (excl GST)	\$27,147
Grant Funding (excl GST)	\$20,000
Council Funding (excl GST)	\$ 7,147
Date Application Submitted	10 October 2020
Date Received	\$20,000 received 16 November 2020
Total Funds Received To Date	\$20,000 (total funding received)
Comment (if required)	These funds will be used for a number of COVID-safe measures including QR or paper sign-in, hand sanitiser, temperature checks, optional face masks and gloves, barriers and signage, additional facilities to encourage social distancing, an additional water refill station, regular PA announcements and the use of COVID Marshalls.

NSW Bushfires 31 August 2019 Onwards - Emergency Works and Immediate Reconstruction Works

Project ID	10390
Funding Body	Transport for NSW
Funding Name	Disaster Recovery Funding Arrangements (DRFA)
Government Level	State
Project Value (excl GST)	\$1,481,946
Grant Funding (excl GST)	\$1,399,618
Council Funding (excl GST)	\$ 82,328
Date Application Submitted	N/A
Date Received	\$1,399,618 received 26 November 2020
Total Funds Received To Date	\$1,399,618 (total funding received)

Comment (if required)	\$1,097,468 allocated for Local Roads Emergency Works and \$302,150 allocated for Local Roads Immediate Reconstruction Works. These funds were spent on works at Rappville and Bora Ridge.
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NSW Bushfires 31 August 2019 Onwards - Essential Public Asset Reconstruction Works

Project ID	10391
Funding Body	Transport for NSW
Funding Name	Disaster Recovery Funding Arrangements (DRFA)
Government Level	State
Project Value (excl GST)	\$2,178,500
Grant Funding (excl GST)	\$2,178,500
Council Funding (excl GST)	\$ 0
Date Application Submitted	N/A
Date Received	\$36,959 received 26 November 2020
Total Funds Received To Date	\$36,959
Comment (if required)	These funds will be spent on works at Busby's Flat Bridge, Bora Codrington Bridge, Camira Creek Bridge and Mt Marsh Bridge.

Financial Assistance Grant 2020/2021

Project ID	N/A
Funding Body	N/A
Funding Name	NSW Local Government Grants Commission
Government Level	Federal
Project Value (excl GST)	\$5,241,584
Grant Funding (excl GST)	\$5,241,584
Council Funding (excl GST)	\$ 0
Date Application Submitted	N/A
Date Received	\$632,296 received 17 November 2020 (General Purpose Component \$433,843, Local Roads Component \$198,453)
Total Funds Received To Date	\$3,976,992
Comment (if required)	N/A

Roads to Recovery Program 2020-2024

Project ID	N/A
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Funding Body	Department of Infrastructure and Regional Development
Funding Name	Roads to Recovery Program
Government Level	Federal
Project Value (excl GST)	\$5,011,072
Grant Funding (excl GST)	\$5,011,072
Council Funding (excl GST)	\$ 0
Date Application Submitted	N/A – annual allocation
Date Received	\$80,000 received 26 November 2020
Total Funds Received To Date	\$1,587,514
Comment (if required)	N/A

Speed Zone – Community – Rileys Hill Rd, Broadwater to Rileys Hill

Project ID	N/A
Funding Body	Transport for NSW
Funding Name	Speed Zone – Community
Government Level	State
Project Value (excl GST)	\$5,428
Grant Funding (excl GST)	\$5,428
Council Funding (excl GST)	\$ 0
Date Application Submitted	N/A
Date Received	\$124 received 26 November 2020
Total Funds Received To Date	\$2,316
Comment (if required)	Speed limit signage on Rileys Hill Road, Broadwater to Rileys Hill

Speed Zone – Community – Naughtons Gap Road, Casino

Project ID	N/A
Funding Body	Transport for NSW
Funding Name	Speed Zone – Community
Government Level	State
Project Value (excl GST)	\$1,932.60
Grant Funding (excl GST)	\$1,932.60
Council Funding (excl GST)	\$ 0.00
Date Application Submitted	N/A
Date Received	\$331.50 received 26 November 2020
Total Funds Received To Date	\$1,297.80

Comment (if required)	Speed limit signage (60 Ahead) Naughtons Gap Road, Casino
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Unsuccessful Grant Applications

Completion of Casino's Queen Elizabeth Park Field 1 Boundary Fencing	
Project ID	10369
Funding Body	Department of Family and Community Services
Funding Name	Community Building Partnership 2020
Government Level	State
Project Value (excl GST)	\$37,727
Grant Funding (excl GST)	\$18,864
Council Funding (excl GST)	\$18,863
Date Application Submitted	1 June 2020
Date Advised Unsuccessful	23 November 2020
Comment (if required)	N/A

Grant Applications Submitted

Casino Library Community Courtyard	
Project ID	10393
Funding Body	State Library NSW
Funding Name	Public Library Infrastructure Grants 2020/21
Government Level	State
Project Value (excl GST)	\$204,857
Grant Funding (excl GST)	\$192,830
Council Funding (excl GST)	\$ 12,027 (in-kind funding)
Date Application Submitted	5 November 2020
Comment (if required)	This project is for an extended library floor space utilising the external courtyard complete with educational gardens, seating and access to the existing free WIFI.

Mobile Library Solar Panels (Kyogle Library application)	
Project ID	10394
Funding Body	State Library NSW
Funding Name	Public Library Infrastructure Grants 2020/21
Government Level	State
Project Value (excl GST)	\$73,809
Grant Funding (excl GST)	\$46,509

Council Funding (excl GST)	\$27,300 (in-kind funding)
Date Application Submitted	4 November 2020
Comment (if required)	This project will utilise solar panels on the mobile library to provide the energy requirements for the day-to-day operations.

Crawford Square Park Cattle Themed Playspace

Project ID	10395
Funding Body	NSW Department of Planning, Industry and Environment (DPIE)
Funding Name	Everyone Can Play 2020-21 Round 3
Government Level	State
Project Value (excl GST)	\$590,000
Grant Funding (excl GST)	\$295,000
Council Funding (excl GST)	\$295,000
Date Application Submitted	3 November 2020
Comment (if required)	Installation of new inclusive playground with furniture and paths.

Resilience (Project Delivery) Officer and Disaster Preparedness and Community Resilience Programs

Project ID	10399
Funding Body	Department of Planning, Industry & Environment
Funding Name	Bushfire Community Resilience and Economic Recovery Fund (Stream One)
Government Level	State
Project Value (excl GST)	\$250,000
Grant Funding (excl GST)	\$250,000
Council Funding (excl GST)	\$ 0
Date Application Submitted	5 November 2020
Comment (if required)	Council's Resilience Officer will lead a grants program to support the community wellbeing recovery process and build resilience in the local community.

ATTACHMENT(S)

Nil

17.3 DEVELOPMENT APPLICATIONS DETERMINED UNDER THE ENVIRONMENTAL PLANNING AND ASSESSMENT ACT FOR THE PERIOD 1 NOVEMBER TO 30 NOVEMBER 2020

Author: Andy Edwards, Manager Development and Environment

RECOMMENDATION

That Council receives and notes the development application report for the period 1 November to 30 November 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 which were 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) and notifications of all determinations of Development Applications are included in the Community Newsletter on a monthly basis.

The total number of Development Applications and Complying Development Applications determined within the Local Government area for the period 1 November to 30 November 2020 was 36 with a total value of \$3,649,876.00.

The graph below shows the monthly dollar value of development applications processed by Council over five financial years.

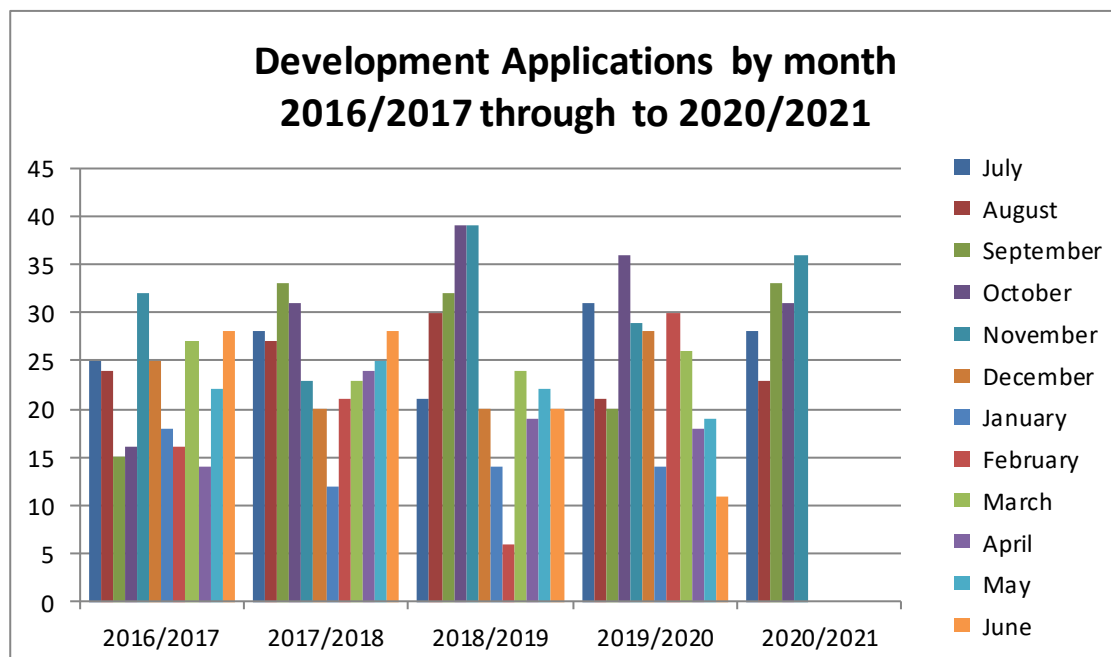


Figure 1: Monthly dollar value of development processed by Council over five financial years.

Figure 2 graph provides the annual value of Development Consents issued by Council over five financial years and Figure 3 provides a detailed review of the value for the reporting month of November 2020.

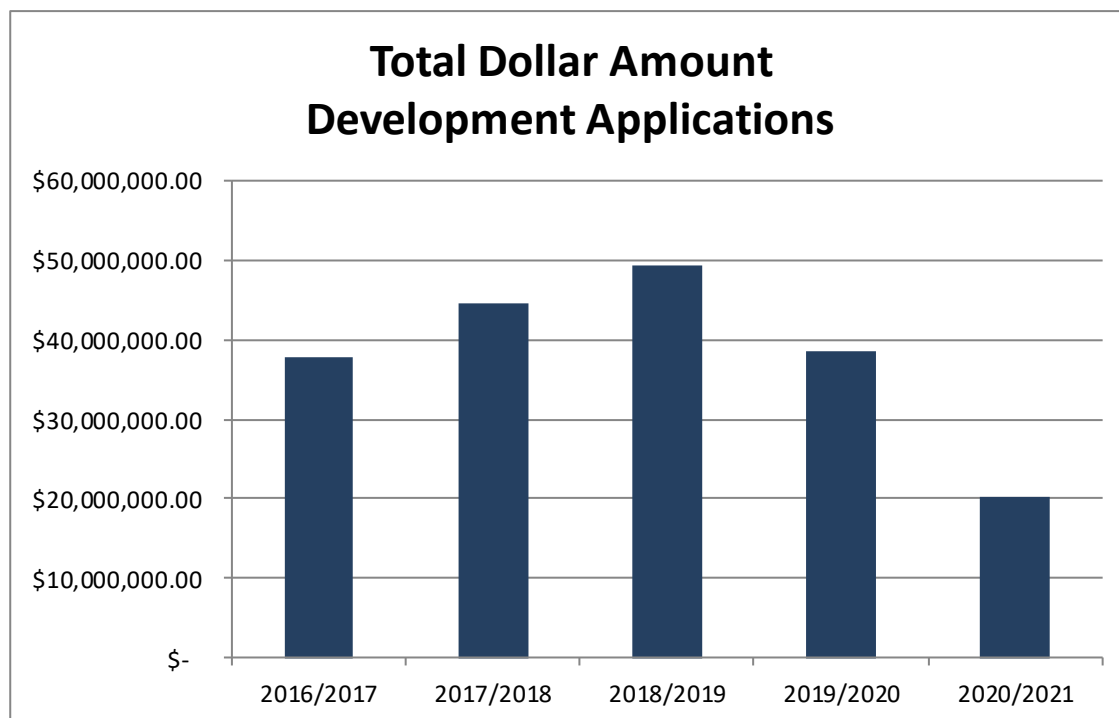


Figure 2: Annual value of development.

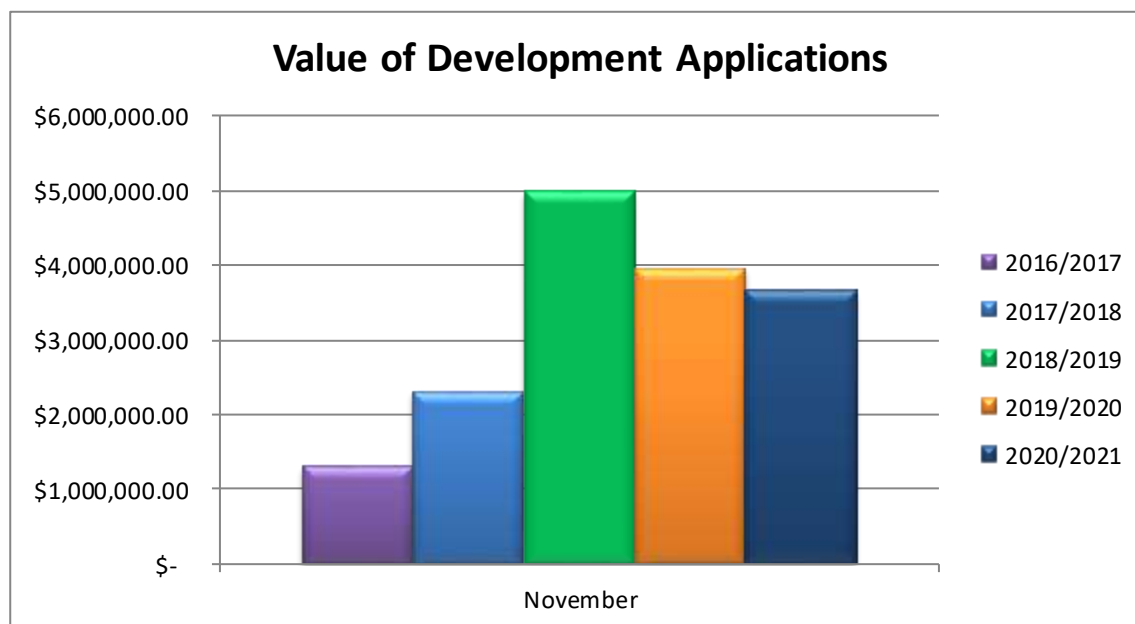


Figure 3: Value of development for the month of November.

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.

During this reporting period, Council officers assessed and approved another Development Application for a bushfire affected property. This application was determined within Council's self imposed service level target of 5 days, with the application being determined in 3 working days.

Figures 4 and 5 detail the number of applications determined by Council over the past five years.

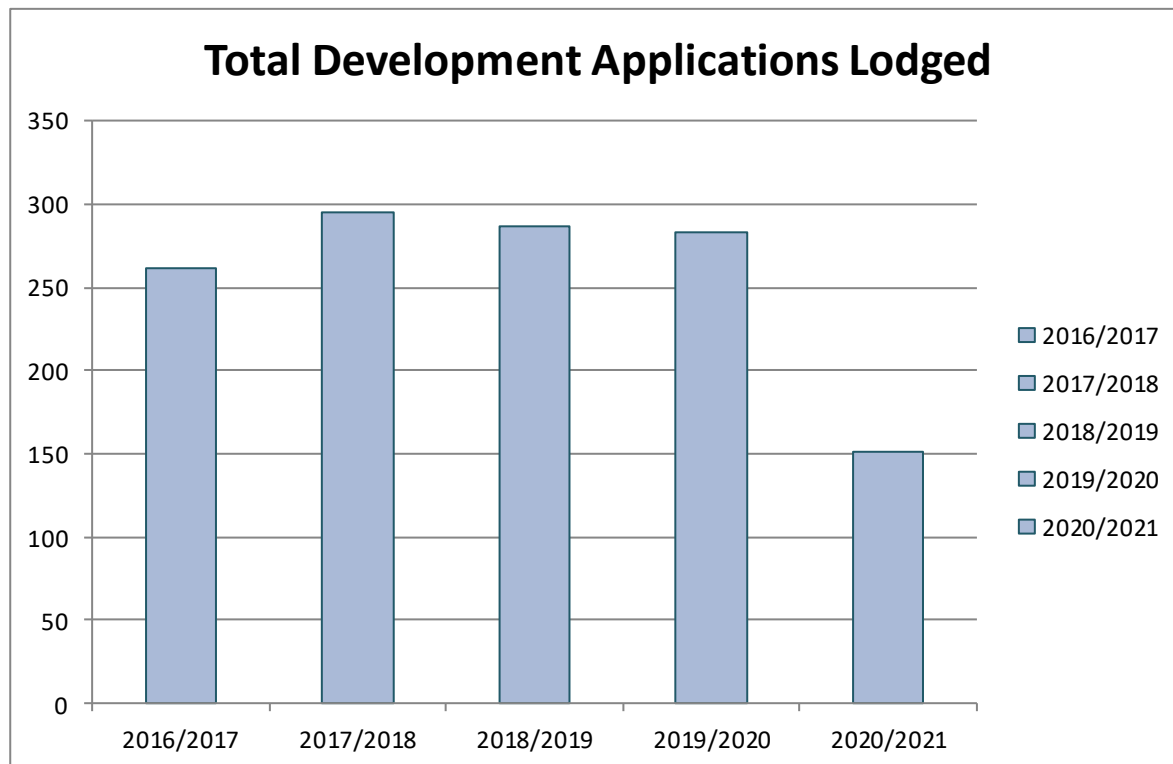


Figure 4: Number of Development Applications per month over five financial years.

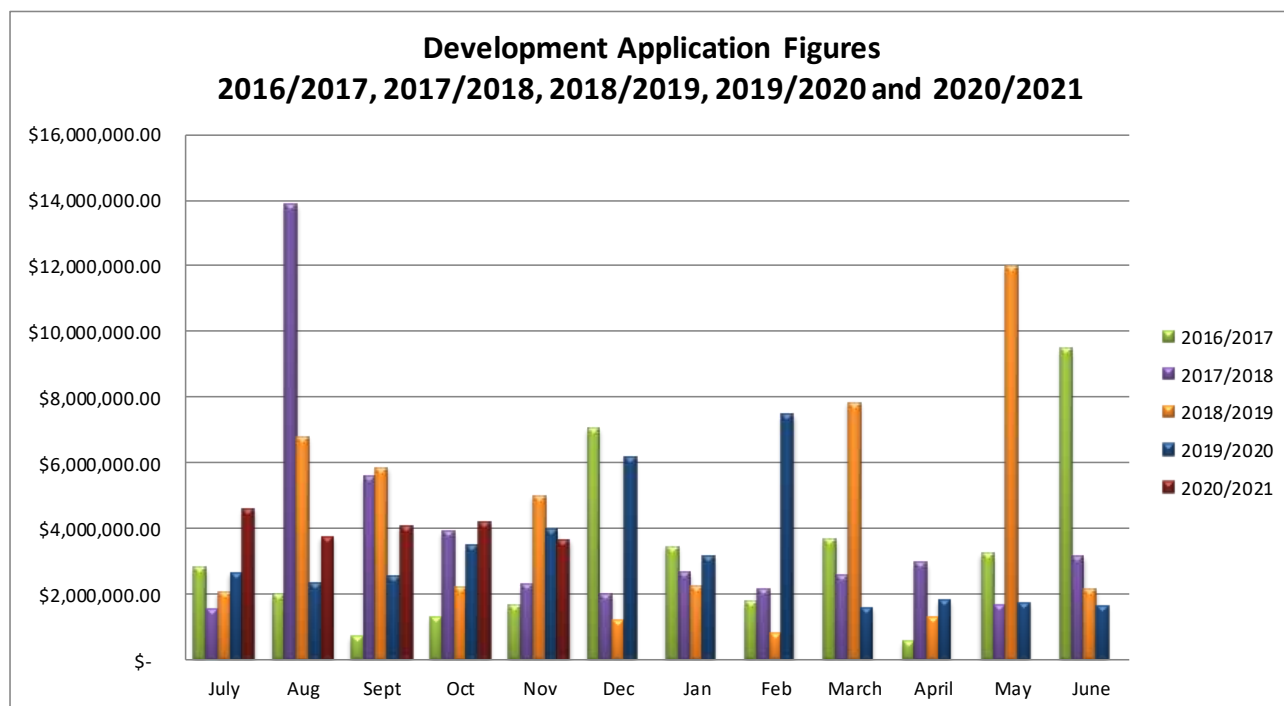


Figure 5: Value of development applications per month over five financial years.

Activity for the month of November 2020

General Approvals (excluding Subdivisions, Section 96s)	29
Section 96 amendments to original consent	4
Subdivision	1
Refused	0
Withdrawn	0
Complying Development (Private Certifier Approved)	2
TOTAL	36

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 November 2020 to 30 November 2020							
Application ID	Applicant	Owners	Location	Development	Date Lodged	Determination Date	Estimated Cost
DA2021/0006	Perry Homes (Aust) Pty Ltd	EJ & RJ Evans	80 Currajong Street, Evans Head	Construction of a single storey dwelling with an attached double garage and associated works	9/07/2020	3/11/2020	\$ 411,456.00
DA2021/0032	KN McInnes	KN McInnes	12 Lyons Street, Rappville	Shed	7/08/2020	2/11/2020	\$ 13,930.00
DA2021/0066	JM Eveston	HM Eveston	19 Beech Street, Evans Head	Plunge pool and associated fencing	4/09/2020	6/11/2020	\$ 8,250.00
DA1993/0078.01	Newton Denny Chapelle	Richmond Valley Council	Canning Drive, Casino	Section 4.55(1A) Modification to the approved subdivision to create twenty-eight (28) residential lots, public reserve and associated works seeking: - Minor realignment of Lots 146, 147, 148 & 153; - Amalgamation of part Lots 149, 150 & 151 to create total twenty-five (25) residential lots and one (1) residual Lot; - Changes to the internal road (Ferrier Ct); and - Associated changes to the Lot configuration and Lot area.	17/09/2020	12/11/2020	\$ -
DA2021/0075	Newton Denny Chapelle	Richmond Valley Council	Canning Drive, Casino	Consolidation of Lot 1 DP 1249782 (former Hotham Street) and residual Lot created under DA1993/0078.01 and re-subdivision into six (6) residential Lots and associated works	17/09/2020	12/11/2020	\$ -
DA2021/0079	Apollo Patios & Decks Northern R	MB Angus	23 Little Pitt Street, Broadwater	To supply and install hardwood deck with insulated fly over patio cover to rear of residence	22/09/2020	16/11/2020	\$ 26,630.00
DA2021/0080	AJ Anderson	NS Smith & AJ Anderson	20 Musgraves Road, North Casino	Dwelling	22/09/2020	5/11/2020	\$ 300,000.00
DA2021/0093	Richmond Valley Council	Richmond Valley Council	3 Lyons Street, Rappville	Construction of a community facility (community hall) and associated works	2/10/2020	19/11/2020	\$ 1,400,000.00
DA2021/0096	S L & A Coe	JD & KA Coe	1278 Caniaba Road, Clovass	Placement of a re-sited dwelling to create a detached dual occupancy and associated works	7/10/2020	19/11/2020	\$ 100,000.00
DA2021/0098	DS Riddle	DS Riddle	1075 Myall Creek Road, Bora Ridge	Extension to existing deck	8/10/2020	3/11/2020	\$ 40,860.00
DA2020/0182.01	RE Sevil	SG & RE Sevil	14 Grevillea Place, Swan Bay	Modification to approved shed	9/10/2020	9/11/2020	\$ -
DA2021/0100	Newton Denny Chapelle	ME McEnery	25 Roberts Road, Bentley	Installation of a manufactured home to create a detached dual occupancy and associated works.	12/10/2020	19/11/2020	\$ 60,000.00
DA2021/0101	BA Harley	TJ & CL Rankin	28 Tareeda Court, Spring Grove	Dwelling	12/10/2020	5/11/2020	\$ 375,000.00

Summary of Development Applications determined under the Environmental Planning and Assessment Act for the period 1 November 2020 to 30 November 2020							
Application ID	Applicant	Owners	Location	Development	Date Lodged	Determination Date	Estimated Cost
DA2021/0103	BH Gollan	BH Gollan & K Creighton	19 Grevillea Place, Swan Bay	Shed	13/10/2020	5/11/2020	\$ 34,500.00
DA2021/0104	G & PM Rose	G & PM Rose	12 Pacific Highway, Broadwater	Shed	13/10/2020	5/11/2020	\$ 19,800.00
DA2021/0105	Dixonbuild Pty Ltd	PJ Richardson & ZM McMahon	26-30 Cook Street, Broadwater	Dwelling	14/10/2020	9/11/2020	\$ 218,258.00
DA2021/0106	SA Hicks	SA & SA Hicks	27 Forest Street, Coraki	Shed & house veranda	14/10/2020	6/11/2020	\$ 60,000.00
DA2021/0107	B McLachlan	R Barratt	40 Cherry Street, Evans Head	Alterations & additions - new carport, living and deck extensions	16/10/2020	9/11/2020	\$ 170,000.00
DA2021/0109	B A Jarman	BA & M Jarman	42 Heath Street, Evans Head	Carport	16/10/2020	25/11/2020	\$ 10,000.00
DA2021/0110	Bennett & Robertson Construction	HJ & JM McPaul	115 Hotham Street, Casino	Dwelling alterations & additions	19/10/2020	26/11/2020	\$ 19,850.00
DA2021/0112	M Toohey	M Toohey	15 Ryans Road, Leeville	Swimming pool and associated fencing	20/10/2020	10/11/2020	\$ 50,800.00
DA2021/0113	DJ Turner	DL & DJ Turner	24 Little Pitt Street, Broadwater	Swimming pool and associated fencing	20/10/2020	10/11/2020	\$ 19,250.00
DA2021/0114	Atlas Awnings	M Korsman	3/2 Oak Street, Evans Head	Skillion patio awning attached to front and rear of house	22/10/2020	13/11/2020	\$ 21,040.00
DA2021/0115	BS Price	SN & BS Price	66 Rileys Hill Road, Broadwater	Extension of north facing verandah including concrete slab and roof	23/10/2020	10/11/2020	\$ 22,000.00
DA2020/0145.01	AGS Commercial Pty Ltd	New World Foods International Pty Ltd Property Ownership Division	6 Foy Street, Casino	Construction of new industrial warehouse (New World Foods)	23/10/2020	26/11/2020	
DA2021/0117	KI Rose	KI & KJ Rose	18 Cedar Street, Evans Head	Carport	26/10/2020	30/11/2020	\$ 7,590.00
DA2021/0122	Atlas Awnings	MT & NE Hall	21 Hartley Street, Casino	Patio awning	27/10/2020	13/11/2020	\$ 11,950.00
DA2019/0163.01	MTS Perry	MTS Perry	69 Casuarina Drive, Swan Bay	modification to approved shed being internal fit out of frames and walls	29/10/2020	13/11/2020	\$ -
DA2021/0126	D Simpson	JM & KA Harper	15-19 Oak Street, Evans Head	External alterations including replacement of existing doors/windows with bi-fold doors and	30/10/2020	24/11/2020	\$ 44,000.00
DA2021/0127	PG McKenzie	PG & GJ McKenzie	585 Myall Creek Road, Bora Ridge	Construction of a new dwelling to create a detached dual occupancy	30/10/2020	26/11/2020	\$ 70,000.00
DA2021/0130	LJ Endres	R & LJ Endres	4045 Casino Coraki Road, Greenridge	Verandah	3/11/2020	26/11/2020	\$ 30,000.00
DA2021/0133	PJ Stewart	KL & PJ Stewart	18 Fergusson Street, Casino	Shed	4/11/2020	26/11/2020	\$ 30,200.00
DA2021/0137	W Hughes	W & KM Hughes	9 Sheppard Street, Casino	Decommission swimming pool	11/11/2020	30/11/2020	\$ 3,500.00
CDC2021/0010	Coastline Building Certification G	AJ & B De Wit	135 Wallworks Road, Bentley	Swimming Pool	17/11/2020	17/11/2020	\$ 45,365.00
CDC2021/0011	Coastline Building Certification G	JR Pollard & LM Moss	428 Myall Creek Road, Bora Ridge	Installation of a patio roof	11/11/2020	18/11/2020	\$ 25,647.00

Summary of Development Applications for Bushfire Affected Properties determined under the Environmental Planning and Assessment Act for the period 1 November 2020 to 30 November 2020							
Application ID	Applicant	Owners	Location	Development	Date Lodged	Determination Date	Estimated Cost
DA2021/0132	AGS Commercial Pty Ltd	AK Robertson	23-27 Nandabah Street, Rappville	Residential 2 bedroom dwelling	4/11/2020	9/11/2020	\$ -

ATTACHMENT(S)

Nil

17.4 COMMENCEMENT OF EPLANNING

Author: Tony McAteer, Strategic Land Use Planner

RECOMMENDATION

That Council receives and notes the commencement of ePlanning at Richmond Valley Council on 1 January 2021.

REPORT

ePlanning is the electronic lodgement of:

- Development Applications (DAs, Modifications, Review of Determinations);
- Post consent certificates (Construction Certificates, Occupation Certificates, Subdivision Certificates, Principal Certifier Appointments);
- Complying Development Certificates;
- Local Government Act approvals (structures or places of public entertainment; water supply, sewerage and stormwater drainage work; management of waste; works and activities within public roads; works and activities within community lands); and
- Roads Act approvals (section 125 and 138 applications), via the NSW Planning Portal (the Portal).

Until recently the take up of ePlanning services was optional for Councils. However, from 1 January 2021 this changed, with regional Councils mandated to offer an electronic lodgement option for DA, post consent certificate, and CDC applications via the Portal. From 1 July 2021 this will again change, and the Portal will be the only means of lodging these application types.

With the commencement of ePlanning, Council will also opt to receive *Local Government Act* and *Roads Act* applications via the Portal. However, these are not bound to the mandate and may continue to be lodged via traditional methods even post 1 July 2021.

Implementation of ePlanning services requires significant changes to Council systems and procedures. These changes relate mainly to:

- Procedures to manage the Portal for applications coming in via the Portal, and all correspondence with applicants via the Portal;
- Concurrence and referral of applications to Government Agencies – this is already being used for all applications (not just those lodged via the Portal);
- Setting up corporate systems (and registers) to record additional Portal information; adding of new Portal procedures; creating new proformas (template documents); adapting existing documents to Portal requirements;
- Training for staff using the Portal, and to identify training needs to assist applicants;
- Production of guidelines and factsheets to assist applicants with file naming conventions for digital files; itemised checklists for what documents (digital records) are needed to support applications (and for these to be uploaded as separate files); guidelines to assist with lodging applications; and
- A semi paperless filing system including printing of plans, accessing digital files (especially remotely in the field).

IT Resources

ePlanning provides an opportunity for Council's application systems to go paperless. Council is working towards having the necessary software, hardware and systems setup to enable it to go

fully paperless, however this won't all be in place for commencement on 1 January 2021. Our IT team is investigating options to enable Council staff to manage digital files, digitally stamp plans, as well as access and submit records remotely from the field.

Budget estimates for these IT requirements are being prepared for next year's budget estimates.

Returning of Applications

The Portal offers applicants a large range of options to select when creating new applications. Once an application is submitted it cannot be amended by Council or the applicant. If a selection is incorrect the only option will be for Council to return the submitted application. Council will contact applicants before returning applications to explain why it is being returned and what is needed to be changed before it can be accepted. Applicants can utilise the *Copy to New Application* option in the Portal to resubmit the application and make the necessary changes.

Other instances where applications may be returned include:

- When it is likely to take an applicant more than 3 working days to provide updated or missing documentation, or
- The application is deficient in addressing standard requirements and expectations of an application of its nature.

In all other instances, Council will work with the applicant to supply the additional information.

Another reason for returning an accepted application will be if fees and charges are not paid. Council will issue invoices for all accepted Portal applications, with a BPay option, and require payment within seven (7) days or the application may be returned.

Pre-lodgement vs Stop the Clock

Applications submitted via the Portal will be given a rapid assessment to ensure compliance with legislative requirements prior to acceptance. However, once the application has been directed to assessing officers it will be given a more thorough review/check and "Stop the Clock" provisions may still be applied.

Electronic Exhibition of Applications

Applications lodged via the Portal are expected to be supported by digital files. These digital files may need to be published online, especially if the application is to be publicly exhibited. Applicants concerned with personal information or floor plans being published online should supply additional redacted records for exhibition purposes as Council will not redact these records and takes no responsibility for their publication.

Application Timeframes

A number of service levels are proposed for ePlanning applications-

- Portal applications will be accepted, or the applicant contacted, within five (5) working days of an application being submitted;
- Applications will be returned if additional information is needed and it is likely to take more than 3 working days for information to be supplied; and
- Applicants will be given seven (7) days to pay invoiced application fees or the application will be returned.

Guidelines and Library Assistance

A series of factsheets and guidelines are in production to assist applicants through the Portal application process. These include a pre-lodgement checklist and minimum application requirements, file naming conventions and guides to lodging applications via the Portal.

The Richmond-Upper Clarence Regional Library can assist applicants with lodgement of applications via the Portal through its free *Be Connected* service. This service offers friendly help and advice to develop digital skills and confidence for library users. These half-hour one-on-one sessions are provided by appointment and can be used to assist with creating email accounts,

creating a Portal account, scanning of documents, and creation of Portal applications. While the scanning service is free there is a charge for staff to email the documents.

Budget Implications

The following are financial and budgetary implications of ePlanning:

- To encourage councils to implement ePlanning, the NSW Government is requiring ePlanning as an eligibility prerequisite to securing grants, even those with little to no planning associations. It is therefore critical for Council to move towards and promote ePlanning services and make itself eligible to these grant opportunities.
- ePlanning should generally reduce lodgement costs for applicants by removing the need to provide three (3) hardcopies of applications lodged via ePlanning.
- New ePlanning fees and charges are being utilised by other councils for such things as-
 - Professional Service Fee - for occasions when Council is required to collate, combine, split, rename and/or re-orient digital files and plans lodged via the Portal.
 - Assisted lodgement of Portal Applications
 - The introduction of new fees is not proposed initially, however the situation will be monitored and may be reported to a future Council Meeting or be included in a future Revenue Policy review.
- Anecdotally, Councils using the Portal have found it significantly increases administrative workload, especially as it involves concurrently managing 2 systems. This workload will be monitored during the inception of ePlanning and a business case may be presented for additional administrative support.
- Moving to a paperless application system presents its own challenges and the need for specialised computer software, technical setup of systems and some hardware upgrades. Budget estimates for these additional IT requirements are in preparation.

CONCLUSION

Richmond Valley Council will be introducing ePlanning services from 1 January 2021. Planning has been undertaken to prepare Council's systems and procedures for the implementation of this new service. While applications may continue to be lodged via traditional methods, from the 1 July 2021 the NSW Planning Portal will be the only lodgement option.

In addition to DAs, post consent certificates and complying development certificates, Council will also accept *Local Government Act* and *Roads Act* applications via the Portal, however, their lodgement via the Portal will not be mandatory but strongly encouraged.

Council is preparing for the implementation of ePlanning services which will include systems setup, preparation of guidelines and factsheets, training and reconfiguring the Council website.

ATTACHMENT(S)

Nil

18 QUESTIONS ON NOTICE

Nil

19 QUESTIONS FOR NEXT MEETING (IN WRITING)

20 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:

20.1 Tender - Design Bridge Construction on Bora Codrington Road, Bora Ridge

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

20.2 Tender - Evans Head Library Renovation

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

20.3 Tender - Transport and Disposal of Mixed Waste

This matter is considered to be confidential under Section 10A(2) - (c) 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.

20.4 Tender - Rockface Stabilisation Manifold Road, Bentley

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

20.5 Proposed Option to Sell Council Land at Reynolds Road, Casino

This matter is considered to be confidential under Section 10A(2) - (c) 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.

21 RESOLUTIONS OF CLOSED COUNCIL