

COUNCIL MEETING AGENDA

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| Date | Wednesday, 21 August 2019 |
| Venue | Rous County Council Administration Office, Level 4, 218-232 Molesworth Street, Lismore |
| Lunch | 12.30pm |
| Meeting | 1.00pm |

AGENDA

1. Opening of the meeting

2. Acknowledgement of Country

Council would like to show its respect and acknowledge the Traditional Custodians of the Land, of Elders past and present on which this meeting takes place.

3. Public access

4. Apologies and Leave of Absence

5. Confirmation of minutes of previous meeting

i). Ordinary Council meeting 19 June 2019 1-5

6. Disclosure of Interest

7. Presentation

Brian Wilkinson, Chairperson (Audit, Risk and Improvement Committee) will be in attendance to present on his report: 'Audit, Risk and Improvement Committee Performance Review: period 2018-2019' (see report Item 13.i) – p. 88 of agenda).

8. Notices of Motion

i). Local Government NSW Annual Conference 2019: Notice of Motion 6-7

ii). Review of cost/benefit of current and recent insurance arrangements (see report 'Confidential' Item 14.i) – p. 126 of agenda)

9. General Manager reports

i). Delivery program progress update: 1 January 2019 to 30 June 2019 8-19

ii). Procurement Audit Breach (see report 'Confidential' Item 14.iv) – p.152 of agenda)

| | |
|---|---------|
| 10. Group Manager Corporate and Commercial reports | |
| i). Preliminary 2018-19 end of year financial summary | 20-33 |
| ii). Retail water customer account assistance | 34-35 |
| 11. Planning Manager reports | |
| i). Proposed ARC Linkage Research project - Natural Flood Management in the Richmond River catchment..... | 36-43 |
| ii). Review of Pesticide Notification Plan..... | 44-60 |
| 12. Policies | |
| i). Human Resources – employment conditions policy | 61-75 |
| ii). Policies for revocation..... | 76-86 |
| 13. Information reports (cover report) | 87 |
| i). Audit, Risk and Improvement Committee Performance Review: period 2018-2019 - Chairperson’s report | 88-91 |
| ii). Audit, Risk and Improvement Committee: meeting update | 92-97 |
| iii). Reconciliation Action Plan (RAP) Advisory Group: meeting update | 98-101 |
| iv). Investments – July 2019 | 102-108 |
| v). Water production and usage – June 2019 and July 2019 | 109-116 |
| vi). Fluoride plant dosing plant performance report: Quarter 2, 2019..... | 117-122 |
| vii). Reports/actions pending | 123-124 |
| 14. Confidential (move into Closed Council) | 125 |
| i). Notice of Motion: Review of cost / benefit of current and recent insurance arrangements | 126-129 |
| ii). Financial assistance for pensioners – section 582..... | 130-131 |
| iii). Perradenya Release 6 Award of contract - construction of 20 lot subdivision | 132-151 |
| iv). Procurement Audit Breach..... | 152-154 |
| 15. Matters of urgency | |
| 16. Questions on Notice | |
| 17. Close of business | |



Phillip Rudd
General Manager



ROUS COUNTY COUNCIL

MINUTES OF THE ORDINARY COUNCIL MEETING

19 June 2019

1. OPENING OF THE MEETING

Meeting commenced at 1.02pm.

In attendance:

Councillors

Keith Williams (Chair), Sharon Cadwallader, Basil Cameron, Darlene Cook, Vanessa Ekins (Deputy Chair), Sandra Humphrys, Robert Mustow and Simon Richardson.

Staff

Phillip Rudd (General Manager), Guy Bezrouchko (Group Manager Corporate and Commercial), Andrew Logan (Group Manager Operations), Natalie Woodhead-Tiernan (Finance Manager), Ben Wilson (Risk and Compliance Coordinator), Emma Fountain (Governance Officer), Peter Morgan (Project Accountant) and Noeline Smith (minute taker).

2. ACKNOWLEDGEMENT OF COUNTRY

Council showed its respect and acknowledged the Traditional Custodians of the Land, of Elders past and present, on which this meeting took place.

3. PUBLIC ACCESS

- Richmond River Cane Growers' Association: Geoff Pye (Chair), Tracey Doherty (General Manager) and Michael O'Connor.

Richmond River Cane Grower's representatives spoke in relation to the IP&R submission concerning an effective alternative to the fixed weir across the Tuckombil Canal.

RESOLVED [32/19] (Cadwallader/Cook) that an extension of five minutes public access time be granted (ended 1.17pm).

4. APOLOGIES AND LEAVE OF ABSENCE

Nil.

5. CONFIRMATION OF MINUTES

i). **Ordinary Council meeting 17 April 2019** (File 182/13)

RESOLVED [33/19] (Cadwallader/Mustow) that the minutes of the meeting held 17 April 2019 be confirmed as presented subject to amendment to resolution 18/19, i.e. removal of dot point 3.

Voting against: Crs Ekins and Richardson.

6. DISCLOSURE OF INTEREST

Cr Cook declared a non-pecuniary, non-significant interest in relation to Item 9. ii) and a non-significant, non-pecuniary interest in relation to Item 11. ii); Cr Richardson declared a non-significant, non-pecuniary interest in relation to Item 11. ii).

7. NOTICE OF MOTION

i). **Review of cost / benefit of current and recent insurance arrangements** (File 96/18(2))

RESOLVED [34/19] (Mustow/Humphrys) that management provide a report on current and recent insurance arrangements and report back to Council.

8. GENERAL MANAGER REPORTS

i). **Development of a Coastal Management Program for the Richmond River** (File 1181)

RESOLVED [35/19] (Cadwallader/Humphrys) that Council receive and note the report which provides an overview of the five stages associated with the development of a Coastal Management Program (CMP) for the Richmond River.

9. GROUP MANAGER CORPORATE AND COMMERCIAL REPORTS

i). **Final draft Delivery program / Operational plan and 2019/20 Budget** (File 2333.1/19)

RESOLVED [36/19] (Mustow/Cadwallader) that Council:

1. Receive for information the public submission lodged during the consultation process and note the staff response.
2. Receive and note the staff submissions lodged during the consultation process outlined in the report.
3. Adopt the final draft Delivery program/Operational plan (incorporating the 2019/20 Budget estimates and 'Revenue' policy), including changes arising from staff-initiated amendments.

Representatives of the Richmond River Cane Growers' Association left the meeting; the Chair thanked them for their time and detailed presentation.

ii). **Retail water customer account assistance** (File 2283/13)

RESOLVED [37/19] (Cadwallader/Richardson) that Council in accordance with section 356 (1) of the *Local Government Act 1993* and its 'Retail Water Customer Account Assistance' policy, approve financial assistance as listed in Table 1 of the report.

iii). **Innovate 2020 Reconciliation Action Plan** (File 2453/18)

RESOLVED [38/19] (Ekins/Mustow) that Council adopt the draft '*Innovate 2020 Reconciliation Action Plan*' as presented.

10. GROUP MANAGER PEOPLE AND PERFORMANCE REPORTS

i). Draft Code of Meeting Practice (File 856/15)

RESOLVED [39/19] (Humphrys/Cook) that Council:

1. Revoke Council's current Code of Meeting Practice dated 21 November 2018 and any Codes of Meeting Practice revived as a result of that revocation.
2. Adopt the draft Code of Meeting Practice attached to the report.

11. GROUP MANAGER OPERATIONS

i). Fluoride plant dosing plant performance report: Quarter 1 – 2019 (File 150.8/18)

RESOLVED [40/19] (Ekins/Cook) that Council note and receive the Fluoride Dosing Plant Performance Report for Quarter 1 – 2019, which shows that all plants are dosing in accordance with relevant guideline values.

ii). Contract for the provision of electricity for Council operations (File 2092/17)

RESOLVED [41/19] (Cadwallader/Cameron) that Council:

1. Note the proposed engagement of Regional Procurement and EnergyAction to undertake, on Council's behalf, a reverse auction for electricity (contestable sites only).
2. Note that a contract for purchase or sale at public auction is exempt from the tendering requirements under the *Local Government Act 1993* and that the General Manager has the delegated authority to execute the contract.

12. POLICIES

i). Financial Reserves (proposed) (File 172)

RESOLVED [42/19] (Cameron/Cook) that Council:

1. Adopt the attached 'Financial Reserves' policy.
2. Endorse a transfer of cash funds of \$800,000 from the Fleet Reserve to the Retail Water Reserve and a transfer of \$800,000 from the Employee Leave Entitlement Reserve to the Bulk Water Assets and Programs Reserve.
3. That Budget and IP&R documents include the following information on Reserves:
 - a) Opening and closing balances for each Reserve.
 - b) Movements in and out for each Reserve.

13. INFORMATION REPORTS

i). Investments – May 2019 (File 59/12)

RESOLVED [43/19] (Cadwallader/Cameron) that Council receive and note the investments for May 2019.

ii). **Water production and usage – April 2019 and May 2019** (File 5/12)

RESOLVED [44/19] (Mustow/Ekins) that Council receive and note the report

(Noting that the labels for April/May year-to-date totals for new connections did not align with the contents of the tables).

iii). **Audit, Risk and Improvement Committee – meeting update** (File 847)

RESOLVED [45/19] (Cook/Cadwallader) that Council receive and note the attached minutes from the Audit, Risk and Improvement Committee meeting of 27 May 2019.

iv). **Reports/actions pending** (File 1181)

RESOLVED [46/19] (Richardson/Cadwallader) that Council receive and note the report.

14. CLOSED COUNCIL

MOVE INTO CLOSED COUNCIL

RESOLVED [47/19] (Cadwallader/Richardson) that Council move into Closed Council to consider the following matters and that members of the public and press be excluded from the meeting based on the grounds detailed below.

(Voting against: Cr Ekins)

| | |
|----------------------------|--|
| 1. Report | Financial assistance for pensioners – section 582 |
| Grounds for closure | Section 10A(2)(b) the personal hardship of any resident or ratepayer. |
| Public interest | Public discussion would not be in the public interest due to disclosure of personal information. |
| 2. Report | Strategic review of Richmond Water Laboratories |
| Grounds for closure | Section 10A(2)(d) commercial information of a confidential nature that would, if disclosed: (ii). confer a commercial advantage on a competitor of the Council. |
| Public interest | Public discussion would not be in the public interest due to disclosure of commercial information. |

RESUME TO OPEN COUNCIL

RESOLVED [48/19] (Cameron/Cook) that Council resume to Open Council.

The General Manager read to the meeting the following resolutions of Council:

i). **Financial assistance for pensioners – section 582** (File 2442/15)

RESOLVED [49/19] (Cadwallader/Humphrys) that Council in accordance with section 582 of the *Local Government Act 1993* and its '*Retail Water Customer Account Assistance*' policy, consider and approve the financial assistance as listed in Table 1 of the report, subject to receipt of a valid Water Use Audit report.

ii). Strategic Review of Richmond Water Laboratories (File 1035.2/18)

RESOLVED [50/19] (Cadwallader/Humphrys) that Council:

1. In respect of IP&R 2.4.18, receive the report and Attachment 1 - *KPMG: Strategic Review of Richmond Water Laboratories (February 2019)*.
2. Endorse “Management’s position – points 1 and 2” described in the report.

15. MATTERS OF URGENCY

Nil.

16. QUESTIONS ON NOTICE

Cr Ekins enquired into relation to timing of the demand management workshop.

General Manager advised updated calendar events will be issued to Councillors for the remainder of year.

17. CLOSE OF BUSINESS

There being no further business the meeting closed at 3.41pm.

Local Government NSW Annual Conference 2019

Notice of Motion

(320)

Recommendation

That Council submit the attached Notice of Motion regarding the NSW Government's Integrated Mining Policy, to the Local Government NSW Annual Conference 2019.

Background

Councillors will recall at the last meeting it was requested that any proposed Notices of Motion (NoM) for presentation to the Local Government NSW Annual Conference 2019 be submitted to this Council meeting for endorsement.

A NoM has been submitted by Cr Cadwallader, as follows:

That LGNSW lobby the NSW Government to expand the scope of its Integrated Mining Policy to incorporate water mining (including ground water mining) to ensure:

- *Effective planning, assessment and regulation of activity in NSW with particular regard for:*
 - *regional water security (water quality and quantity)*
 - *environmental and social impact*
 - *consultation in decision making.*

A copy of the proposed NoM is attached.

Conclusion

The NoM is submitted for Councillors' consideration and endorsement for presentation to the Local Government NSW Annual Conference 2019.

Phillip Rudd
General Manager

Attachment: Notice of Motion

Council Name

Rous County Council

Contact Details of Relevant Council Officer

Phillip Rudd, General Manager

Motion Category

Environment

Motion Title

That LGNSW lobby the NSW Government to expand the scope of its Integrated Mining Policy to incorporate water mining (including ground water mining) to ensure:

- Effective planning, assessment and regulation of activity in NSW with particular regard for:
 - regional water security (water quality and quantity)
 - environmental and social impact
 - consultation in decision making.

Motion Wording

Across Australia communities continue to be affected by extreme weather conditions. Regions are reporting the most severe and lengthy drought on record and widespread water shortages. Over the next 50 years, changes to climate and rainfall patterns are expected to increase in variability and reduce the reliability of rainfall. At the same time, water use is forecast to increase as the population grows.

Water security is a critical focus area for local government as a sector to ensure that communities have adequate quality and quantity of water to meet current and future demand. It is imperative that the NSW Government implements a planning, assessment and regulatory framework that applies to emerging industries such as water mining, specifically where water is extracted and sent off site to be sold as bottled water. This is necessary to ensure appropriate governance and management mechanisms are in place to mitigate the threat posed to water security by water mining and related water extractive industries.

Delivery program progress update 1 January 2019 to 30 June 2019

(2092/10)

| | |
|-----------------------------------|-------------------------------------|
| Business activity priority | Results and sustainable performance |
| Goal 7 | Sustainable performance |

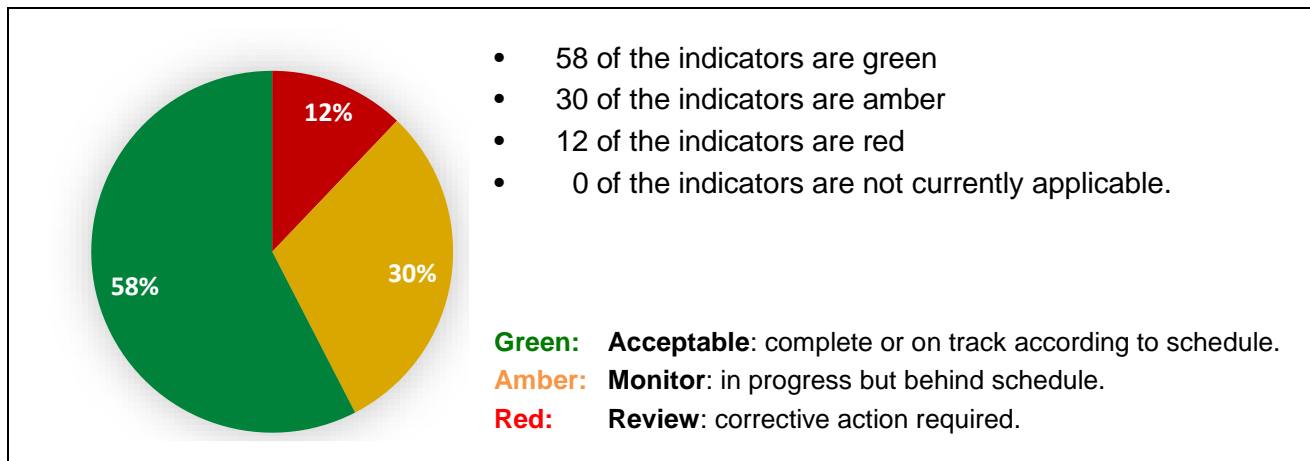
Recommendation

That Council receive and note this report and attachment regarding performance against delivery of the actions for Year 2 of the combined Delivery program/Operational plan for the period 1 January 2019 to 30 June 2019.

Background

This report relates to and provides information about Council's achievement of the performance targets in the Integrated Planning and Reporting Delivery program for 2018/19.

• Overview of Delivery program performance – 1 January 2019 to 30 June 2019



Refer to the Attachment for a traffic light indicator performance report based on exception reporting.

Governance

Legal

In accordance with the *Local Government Act 1993* the General Manager must ensure that regular reports (at least every six months) are provided to Council as to progress with respect to the achievement of the activities detailed in the Delivery program.

Consultation

This report has been compiled in consultation with management and staff.

Conclusion

This report provides a final update on the status of the actions that were to be delivered between 1 July 2018 and 30 June 2019 as set out in the combined Delivery program/Operational plan.

Phillip Rudd
General Manager

Attachment: IP&R Delivery Program / Operational Plan - 1 January 2019 to 30 June 2019

What we will do in Y1: 2018/19

IP&R Delivery Program / Operational Plan

Reporting period: 1 January to 30 June 2019

LEADERSHIP

Our goal: 1. Values based leadership and culture

What achieving our goal will look like:

1.1 Leaders are visible at all levels of the organisation and are supported to effectively lead and drive performance.

How we will achieve our goal:

1.1.1 Enhance management and leadership skills

| Activity | How we will measure our performance | Links to* | Comment | STATUS |
|--|--|-----------|---|--------|
| 1.1.1.1 Implement leadership program for the Leadership Team. | Improvement in leadership and management skills (assessed before, during and after undertaking the program). | WFMP | | ● |
| 1.1.1.2 Develop leadership program for all supervisors. | Suite of leadership and management tools/resources available and being used. | WFMP | | ● |
| 1.1.1.3 Develop a business management program for all supervisors. | Suite of leadership and management tools/resources available and being used. | WFMP | Deferred pending completion of recruitment to vacant positions post-organisation review of August 2018. | ● |
| 1.1.1.4 Continue to implement and undertake ongoing review of activities associated with embedding the mission, vision and values. | Implementation activities completed and ongoing activities reviewed by the Leadership Team at least twice. | WFMP | | ● |
| 1.1.1.5 Performance planning and management processes include discussion of individual staff member alignment with Council values. | Individual mission, vision and values discussion held with all staff members at least 6 monthly. Record of discussion made by the supervisor and reported to manager upon completion. | WFMP | | ● |

Legend:

Green: Acceptable. Complete or on track according to schedule.

Amber: Monitor. In progress but behind schedule.

Red: Review. Corrective action required.

STRATEGY AND PLANNING

Our goal: 2. Align strategic direction to core functions and sustainability

What achieving our goal will look like:

2.1 Being responsive to the impact of population growth on our core functions.

How we will achieve our goal:

2.1.1 Develop new Operational Plan (having regard to the actions outlined in the Delivery Program).

2.1.4 Subject to non-viability of key action 2., complete key action 3. of the Future Water Strategy (re-use).

What achieving our goal will look like:

2.2 Strategic partnerships/relationships supportive of our mission and vision.

How we will achieve our goal:

2.2.1 Partner with stakeholders to facilitate implementation of the Coastal Zone Management Plan for the Richmond River catchment.

2.2.2 Partner with stakeholders for the ongoing development of Flood Management Plans for the Richmond River catchment.

What we will do in Y1: 2018/19

What achieving our goal will look like:

2.3 Business activity contributes to local and regional growth and optimal environmental outcomes.

How we will achieve our goal:

2.3.1 Implement Reconciliation Action Plan.

2.3.2 Develop new Reconciliation Action Plan (informed by the Reconciliation Action Plan Advisory Group) that is endorsed by Reconciliation Australia.

2.3.4 Implement Greenhouse Gas Abatement Strategy.

2.3.5 Implement enhanced Demand Management Plan

2.3.6 Review effectiveness of energy efficiency measures (Administration building)

What achieving our goal will look like:

2.4 Converting strategy into action plans that anticipate and accommodate change and allocate accountability.

How we will achieve our goal:

2.4.2 Implement Capital Works Plan.

2.4.3 Implement Disability Inclusion Action Plan.

2.4.6 Complete operational readiness actions as identified in the Drought Management Plan.

2.4.7 Assess physical security review audit results and develop implementation plan .

2.4.8 Implement physical security review improvements.

2.4.9 Establish and embed a consistent and integrated approach to workforce planning.

2.4.10 Implementation of advanced asset management planning.

2.4.12 Staged implementation of IT Strategic Plan.

2.4.13 Staged implementation of Catchment Management activities.






2.4.14 Implement Rous County Council activities as outlined in the Coastal Zone Management Plan for the Richmond River catchment.

2.4.15 Develop a corporate properties management plan (proposed Dunoon Dam properties).

2.4.16 Service level agreement negotiation for exercise of 2 year option (Tweed Shire Council).

2.4.18 Develop Richmond Water Laboratories strategic business options paper.

2.4.24 Investigate the development of a targeted weed eradication and control plan.

| Activity | How we will measure our performance | Links to* | Comment | STATUS |
|--|---|--------------------|--|---|
| 2.1.1.1 Develop Operational Plan for 2018/19. | Operational Plan adopted by 30 June 2019. | AMP; LTFP; WFMP | |  |
| 2.1.4.1 Undertake detailed investigations to assess the suitability of increased use of groundwater as a new water source. | Complete detailed assessment on the remaining 3 shortlisted ground water investigation areas for suitability as a new groundwater source. | FWS | Drilling works have been completed and results have been reported to Council. Assessments are ongoing on the suitability of the 3 shortlisted investigation areas as a new potential source of water. |  |
| 2.2.1.1 Progress implementation of the Coastal Zone Management Plan for the Richmond River catchment through the CZMP Implementation Committee. | Progress of completion of actions under the Coastal Zone Management Plan for the Richmond River catchment. | CZMP | |  |
| 2.2.1.2 Determine a policy position governing the ownership and management of Rous County Council's non-critical flood mitigation infrastructure/assets. | Implement policy position. | AMS | Project to improve our understanding of floodplain drainage systems and our flood mitigation assets is substantially delayed and currently on-hold pending resourcing. However, substantial asset mapping and verification to the asset register has been completed. |  |
| 2.2.2.1 Undertake update of Flood Risk Management Plan inclusive of flood evacuation routes areas protected by Lismore CBD and South Lismore Levees. | Achieved. | AMS | Flood Risk Management Strategy commenced late 2018 & scheduled for completion in Nov 2019. |  |

What we will do in Y1: 2018/19

| Activity | How we will measure our performance | Links to* | Comment | STATUS |
|---|---|-----------|--|--------|
| 2.3.1.2 Develop and maintain mutually beneficial relationships with Aboriginal and Torres Strait Islander people, communities and organisations to support positive outcomes. | Establishment of communication protocol and evidence of engagement. | RAP | | ● |
| 2.3.1.3 Raise internal and external awareness of our Reconciliation Action Plan. | Evidence of internal and external awareness initiatives. | RAP | | ● |
| 2.3.1.4 Engage employees in cultural learning opportunities to increase understanding and appreciation of Aboriginal and Torres Strait Islander cultures, histories and achievements. | Implement Councillor and staff processes to encourage and support engagement in Aboriginal and Torres Strait Islander community events. | RAP | | ● |
| 2.3.1.5 Participate and celebrate National Reconciliation Week, NAIDOC, Close the Gap and other recognised events as supported via the communication protocol. | Evidence of participation. | RAP | | ● |
| 2.3.1.6 Investigate Aboriginal and Torres Strait Islander supplier diversity. | Identify Aboriginal and Torres Strait Islander businesses based in the four constituent council areas. | RAP | | ● |
| 2.3.1.7 Aboriginal and Torres Strait Islander employment outcomes within our workplace. | Successful implementation of employment outcomes. | RAP | | ● |
| 2.3.1.8 Complete the Reconciliation Action Plan Impact Measurement Report. | Report to Reconciliation Australia annually on performance against key RAP targets to track and measure the broader impact of the RAP program. | RAP | | ● |
| 2.3.2.1 Develop Reconciliation Action Plan 2018/19. | Reconciliation Action Plan endorsed by Reconciliation Australia. | RAP | Currently with Reconciliation Australia for endorsement. | ● |
| 2.3.4.1 Implement Greenhouse Gas Abatement Strategy. | Achieve year 1 actions of the Greenhouse Gas Abatement Strategy. | GGAS | Contracts for 2 sites were awarded in June 2019. | ● |
| 2.3.5.1 Enhanced Demand Management Plan actions. | Achieve year 1 actions from the enhanced Demand Management Plan. | DMP | Reasonable progress has been made in the Sustainable Water Partnership Program, Rainwater Tank Rebates and Community Engagement and Education areas. | ● |
| 2.3.6.1 Assess effectiveness of energy efficiency measures implemented in the Rous County Council Administration building. | Report to the Leadership Team. | GGAS | | ● |
| 2.4.2.1 Implement Capital Works Plan. | Less than 20% carried forward from 2018/19 capital works budget. | AMS | | ● |
| 2.4.3.1 Review staff induction process to include access awareness. | All new staff inducted in Council's Disability Inclusion Action Plan, and how it relates to them and the community. | DIAP | | ● |
| 2.4.3.2 Staff training in access awareness. | Design stage complete. | DIAP | Deferred pending the staff induction process. | ● |
| 2.4.3.3 Promote Council's Disability Inclusion Action Plan in local community. | Disability Inclusion Action Plan promoted on Council's website. | DIAP | | ● |
| 2.4.3.4 Promote Council services and events that are inclusive/accessible. | Services and events promoted on Council's website. | DIAP | | ● |
| 2.4.3.5 Establish a project team to assess accessibility reports relating to Council sites, determine priorities and resourcing for years 2-4. | Priorities determined and incorporated into the annual Operational Plan. | DIAP | | ● |
| 2.4.3.6 Install signs as a result of signage audit. | Signs installed by 30 September 2018. | DIAP | | ● |
| 2.4.3.7 Administration Centre - Level 2 (foyer) upgrade. | Level 2 (foyer) upgraded in accordance with the relevant accessibility building codes and standards (including Building Code of Australia, Australian Standard 1428.1). | DIAP | | ● |
| 2.4.3.8 Administration Centre - Level 4 (foyer) upgrade. | Level 4 foyer upgraded in accordance with the relevant accessibility building codes and standards (including Building Code of Australia, Australian Standard 1428.1, Access to Premises Standards). | DIAP | | ● |
| 2.4.3.9 Review event management documents/practices. | Event management documents/practices current and include accessibility content. | DIAP | Progress item in new financial year. | ● |

What we will do in Y1: 2018/19

| Activity | How we will measure our performance | Links to* | Comment | STATUS |
|--|---|-----------|--|--------|
| 2.4.3.10 Inclusion of accessibility requirements in 'Recruitment' procedure and related documents. | Recruitment' procedure and related documents developed and implemented by 30 June 2019. | DIAP | Progress item in new financial year. | ● |
| 2.4.3.11 Review 'Feedback' policy, procedure and other related documents. | Feedback' policy, procedure and other related documents revised, developed (where appropriate) and implemented by 31 December 2018. | DIAP | | ● |
| 2.4.3.12 Review website to ensure WCAG 2.0 AA compliance. | Website compliant to standard. | DIAP | | ● |
| 2.4.6.1 Complete Rous' operational readiness actions as identified in the Drought Management Plan. | Achieved. | DMP | | ● |
| 2.4.8.1 Finalise the review of the enterprise keying system. | Achieved. | AMS | Trial of electronic keying system completed & evaluated. Implementation deferred pending assessment of costs and effectiveness. | ● |
| 2.4.8.2 Install enterprise keying system in high risk sites. | Achieved. | AMS | Trial of electronic keying system completed & evaluated. Implementation deferred pending assessment of costs and effectiveness. | ● |
| 2.4.9.1 Review the Succession Plan for business critical roles. | Two workforce planning sessions per annum (including review of Succession Plan). | WFMP | Not progressed due to a change in business priorities (focus on progressing recruitment for multiple vacant positions). | ● |
| 2.4.9.2 Workforce planning sessions with the Leadership Team (for forecasting, assessment, challenge and review, monitoring and succession planning). | Two workforce planning sessions per annum (including review of Succession Plan and business critical roles). | WFMP | Not progressed due to a change in business priorities (focus on progressing recruitment for multiple vacant positions). | ● |
| | Biannual workforce report to the Leadership Team. | | Not progressed due to a change in business priorities (focus on progressing recruitment for multiple vacant positions). | ● |
| 2.4.10.1 Implement advanced asset management planning. | Achieved Y2 actions from the Asset Management Plan. | AMP | 50% of actions completed. Outstanding actions include review of flood mitigation assets (currently underway but unresourced), revaluation of flood mitigation assets (scheduled for second half of 2019) and reviewing NRM initiatives for flood mitigation assets. | ● |
| 2.4.12.1 Review and prioritise actions from the IT Strategic Plan in line with enterprise priorities. | Recommendations reported to the Leadership Team and future position determined. | ITSP | IT Strategic Plan has been replaced by the ICT Business Action Plan, which is in draft form, awaiting feedback and LT adoption. | ● |
| 2.4.13.1 Areas of buffer zones/catchment lands 'actively managed' for water quality control purposes through ongoing regeneration. | Develop site plans for priority areas and report to the Leadership Team for approval. | DWMS | Buffer zone management zones assigned a Management Intensity Class (MIC) based on a generalised assessment of site condition, weed composition and cover and other management requirements. Reported to Leadership team and Council workshop. | ● |
| | Priority buffer zones/catchment lands under 'active management'. | | Available bush regeneration resources assigned in accordance with Management Intensity Class. | ● |
| 2.4.13.2 Report on Catchment Management Plan outcomes. | External audit of implementation of one Catchment Management Plan reported to the Leadership Team. | DWMS | Audit scheduled for 2019/20. | ● |
| 2.4.13.3 River Reach Plan - Implement Year 3 works identified in riparian zone restoration partnerships with property owners in Emigrant Creek catchment. | Implement bed and bank stabilisation on properties within the Emigrant Creek catchment. | DWMS | Work completed involved the planting of approximately 1,000 trees, bush regeneration, weed control and planting maintenance conducted across approximately 23 ha of high priority lands identified in the plan involving 7 landholders. In-stream/bank stabilisation yet to be completed - investigations/design underway. | ● |
| 2.4.13.4 Implement Catchment Stakeholder Engagement Strategy. | Complete the planning and staging of the 20th annual Big Scrub Rainforest Day. | DWMS | | ● |
| 2.4.14.1 Develop floodgate management plans/protocols for Rous County Council's critical infrastructure sites as identified in the Rous County Council Service Level Agreements (CZMP 4b). | 5 plans developed based on the enhanced active floodgate management template | CZMP | 4 plans completed (Rocky Mouth Creek; Bora Creek; Boggy Creek; Wades Canal). In addition: 1 plan in consultation phase (Haughwood Canal); 1 plan review underway (Seelims Canal); 1 plan identified for 'close out' (Patches drain); 1 plan awaiting additional information (Keith Hall No.1 and 2). | ● |
| 2.4.14.2 Partner with constituent councils to develop educational collateral in relation to wastewater/onsite sewerage management and practices (CZMP 10b). | Achieved. | CZMP | Grant to be submitted in August 2019 for development and implementation of this material over a 3 year period. | ● |

What we will do in Y1: 2018/19

| Activity | How we will measure our performance | Links to* | Comment | STATUS |
|--|--|---------------------|--------------------------|--------|
| 2.4.16.1 Service Level Agreement two-year option agreed (Tweed Shire Council). | Option exercised and agreement in place for a further 2 years. | BAU | | ● |
| 2.4.18.1 Develop Richmond Water Laboratories strategic business options paper. | Achieved. | BAU | | ● |
| 2.4.24.1 Prepare a targeted weed eradication and control plan. | Reprioritisation of effort to achieve greatest return on investment. | Regional priorities | | ● |
| | Endorsement of plan by constituent councils. | | Draft Plan under review. | ● |

What we will do in Y1: 2018/19

| Activity | How we will measure our performance | Links to* | Comment | STATUS |
|----------|-------------------------------------|-----------|---------|--------|
|----------|-------------------------------------|-----------|---------|--------|

INFORMATION AND KNOWLEDGE

Our goal: 3. Create value through applying knowledge

What achieving our goal will look like:

3.1 We will better utilise the knowledge and expertise of our people and the knowledge embedded in our organisational systems to inform decision-making and enhance transparency, business continuity and resilience.

How we will achieve our goal:

3.1.1 Optimise current information management systems and processes.

3.1.2 Review and update the Emergency Response Plans.

3.1.3 Minimise risks and optimise efficiencies.

3.1.4 Maximise the full potential of our workforce.





3.1.5 Encourage transparency and an effective risk culture across Council.

3.1.6 Continually review Council's policies and procedures for suitability and currency.

3.1.7 Develop and implement a compliance and enforcement framework.

| Activity | How we will measure our performance | Links to* | Comment | STATUS |
|--|---|-----------|--|--------|
| 3.1.1.1 Assess level of utilisation of existing systems (Confirm, PayGlobal, NAV, PropertyWise etc) and opportunities to enhance business efficiency, reduce double handling and waste through optimisation. | System owners deliver recommendations on potential improvements to Group Manager Corporate and Commercial, in consultation with users. | BAU | | |
| 3.1.2.1 Review the Emergency Response Plans and supporting appendices to ensure currency. | Achieved. | ERP | High level review completed. | |
| 3.1.3.1 Use business analysis techniques to map key end to end processes/workflows (linked to Merger Transition Plan). | Stage 1: Map and document key processes by 30 June 2019. Stage 2: Mapping and process documentation part of business as usual by 30 June 2022. | WFMP | | |
| 3.1.3.2 Partial field exercise. | Exercise completed and lessons learned. | ERP | Desktop exercise planned before end of 2019. | |
| 3.1.3.3 Perform security focused external review of a key Information Technology system. | Review result reported to the Leadership Team (including actions arising). | BAU | | |
| 3.1.3.4 Implement the internal communications framework. | Organisational performance results accessible to all staff and discussed at Group/team meetings. | WFMP | Performance reporting is occurring through channels such as the 'Rous Connect' internal newsletter, all staff meetings, and email communication. The formation of the 'Leadership Group' forum has also provided an additional platform to communicate organisational performance results as a conduit directly to teams. The internal communications framework will be reviewed having regard to these existing communication channels (as an activity through the Communication and Engagement Strategy and Plan). | |
| 3.1.4.1 Review roster arrangements in the Water Treatment and Dam Operations teams. | Roster review completed by 30 June 2019. | WFMP | | |
| 3.1.4.2 Implementation of values-based reward and recognition program. | Outstanding values-based behaviours recognised and rewarded. | WFMP | In progress. Informed by employee engagement initiatives (Item 4.1.1.1) | |
| 3.1.5.1 Develop a fit-for-purpose and effective Governance Framework. | Leadership Team endorsed Governance Framework by 30 June 2019 which is consistent with best practice (Lighthouse Model - Audit Office of NSW). | BAU | | |

What we will do in Y1: 2018/19

| Activity | How we will measure our performance | Links to* | Comment | STATUS |
|--|---|-----------|--|---|
| 3.1.5.2 Provide regular communications and/or training to workforce covering risk and governance issues. | Release an e-bulletin and/or deliver training on a bi-monthly basis covering topical risk and governance-related issues. | BAU | |  |
| 3.1.6.1 Ongoing review of policies and procedures for suitability and currency. | Quarterly progress report on renewal status of policies and procedures to the Leadership Team. | BAU | Policy Review Schedule has been implemented. Work progressed to schedule reviews of 'expired' documents. Reporting to Audit, Risk and Improvement Committee has commenced. |  |
| 3.1.6.2 Internally review at least three categories of current policies and procedures against the Office of Local Government's <i>Promoting better practice self-assessment checklist</i> . | Review completed by 30 June 2019. | BAU | Review completed against HR related policies and procedures. All other policies and procedures are being reviewed and updated in accordance with the Policy Review Schedule. |  |
| 3.1.7.1 Develop a fit-for-purpose and effective compliance and enforcement framework for weed biosecurity actions. | Leadership Team endorsed compliance and enforcement framework by 30 March 2019 which is modern, risk-based and outcomes focussed. | BAU | |  |

What we will do in Y1: 2018/19

| Activity | How we will measure our performance | Links to* | Comment | STATUS |
|----------|-------------------------------------|-----------|---------|--------|
|----------|-------------------------------------|-----------|---------|--------|

PEOPLE

Our goal: 4. Organisational capability through our people

What achieving our goal will look like:

4.1 A high performing team enriched through diversity.

How we will achieve our goal:

4.1.1 Measure and improve employee engagement.

4.1.2 Invest in employee skill development.

4.1.3 Build and attract a diverse workforce.

What achieving our goal will look like:

4.2 A workplace where safety and wellbeing come first.

How we will achieve our goal:

4.2.1 Implement the Work Health and Safety Management System.

4.2.2 External implementation audit of Work Health and Safety Management System.

| Activity | How we will measure our performance | Links to* | Comment | STATUS |
|---|--|-----------|--|--------|
| 4.1.1.1 Conduct employee 'pulse' surveys. | Undertake a pulse survey annually (Y1, Y2, Y3). | WFMP | Organisational-wide culture survey complete as at 30 June 2019. | ● |
| | Improvements in employee engagement from initial survey results (measured using pulse survey). | | To be measured as part of employee engagement survey. | ● |
| | Monthly employee communications using a variety of channels. | | | ● |
| 4.1.2.1 Enhance the Rous three-month induction program (incl. best-fit options for electronic delivery of induction and refresher program). | At least 90% of new employees are satisfied with the three month induction program. | WFMP | Project on hold. It has been identified that completion of this action will occur post implementation of the organisation-wide position review project (OO-soft job evaluation). To be included as part of the best practice recruitment and selection methodology activity (Item 4.1.3.2) | ● |
| 4.1.2.2 Develop a technical training program for the Dams and Treatment Operators (informed by 2.3 of the WFMP). | Technical training program established (aligned to skill steps). | WFMP | Activities linked to this item commenced in January 2018. | ● |
| 4.1.3.1 Implement graduate/traineeship program (targeting people from an Indigenous heritage and under 30's)(informed by 6.1 of the WFMP). | Achieved. | WFMP | | ● |
| 4.1.3.2 Develop and implement a best practice recruitment and selection methodology. | Vacancies are filled within 90 business days (notice to acceptance). | WFMP | | ● |
| | Less than or equal to 5% turnover for new employees within first 18 months post probation. | WFMP | | ● |
| | Recruitment and selection activities promote and comply with Equal Employment Opportunity principles. | WFMP | | ● |
| 4.2.1.1 Work Health and Safety (WHS) Management reporting. | Officers (Leadership Team) informed of WHS performance and accountable for continuous improvement in workplace safety. | WHSMS | | ● |
| 4.2.1.2 Participate in National Safe Work month (October). | Program of safety related awareness raising activities undertaken. | WHSMS | | ● |
| 4.2.2.1 External implementation audit of WHS Management System and gap analysis against ISO45001. | WHS Management System that is compliant and practical for Council's business needs. | WHSMS | WHS Internal Audit was undertaken by Grant Thornton in April 2019 and preliminary report provided by auditors at the end of June. Risk and Compliance Team are reviewing the report and preparing management responses for issues raised. The management responses will be furnished to the October 2019 meeting of the Audit, Risk and Improvement Committee. | ● |

What we will do in Y1: 2018/19

| Activity | How we will measure our performance | Links to* | Comment | STATUS |
|----------|-------------------------------------|-----------|---------|--------|
|----------|-------------------------------------|-----------|---------|--------|

CUSTOMERS AND STAKEHOLDERS

Our goal: 5. Proactive management of relationships with member councils and key stakeholders

What achieving our goal will look like:

5.1 Mutual understanding of needs, priorities, expectations, functions, operations, service standards, span of control and influence.

How we will achieve our goal:

5.1.2 Participation in Performance Audits undertaken by the NSW Audit Office.

| Activity | How we will measure our performance | Links to* | Comment | STATUS |
|--|---|-----------|---|--------|
| 5.1.2.1 Participation in NSW Audit Office performance audit reviews. | Achieved. | CSP | | ● |
| 5.1.2.2 NSW Audit Office audit of fraud control. | Fraud controls assessed against the Audit Office's Fraud Control Improvement Kit. | CSP | In progress. To be reported to the Audit, Risk and Improvement Committee in October 2019. | ● |
| 5.1.2.3 NSW Audit Office audit of shared service arrangements. | Key enablers and barriers to effective and efficient shared services arrangements identified. | CSP | | ● |

PROCESS MANAGEMENT, IMPROVEMENT AND INNOVATION

Our goal: 6. Continuous improvement through process management and innovative thinking

What achieving our goal will look like:

6.1 Recognising and being open to opportunities for improvement through innovation.

How we will achieve our goal:

6.1.2 Staged digitisation of paper records.

6.1.3 Review the relevancy of tests, limits and matrices in reference to customer service level agreements (Richmond Water Laboratories).

6.1.4 Determine appropriate NATA accreditation (Richmond Water Laboratories).

6.1.7 Develop business case for any proposed non-core business activity to inform decision on whether to proceed with the activity/project.

6.1.8 Create a performance culture linked to turnaround times for key business processes.

6.1.9 Optimise efficiencies in people management processes.

6.1.10 Audit administration of the Development Servicing Plan for Bulk Water Supply.

| Activity | How we will measure our performance | Links to* | Comment | STATUS |
|--|---|-----------|--|--------|
| 6.1.2.1 Staged digitisation of paper records. | Plan for digitisation of paper records developed and costed. | BAU | As advised to Council and the Audit Risk and Improvement Committee in December 2018, original project was terminated. New project has commenced. | ● |
| 6.1.3.1 Review scope for Richmond Water Laboratories equipment renewal or purchase. | Achieved. | RWLSP | | ● |
| 6.1.4.1 Review Richmond Water Laboratories NATA accreditation and determine business requirements. | All NATA accredited tests reviewed. | RWLSP | | ● |
| 6.1.7.1 Business case developed for any proposed non-core activity and submitted to the Leadership Team or Council for consideration/determination as appropriate. | Only non-core business activities/projects that are formally approved, have an acceptable level of risk and rate of return on investment, to be undertaken. | BAU | | ● |

What we will do in Y1: 2018/19

| Activity | How we will measure our performance | Links to* | Comment | STATUS |
|---|---|-----------|---|--------|
| 6.1.8.1 Review and document Customer Service processes. | Business processes mapped and roles and responsibilities understood. | BAU | | ● |
| | Customer Service Charter reflects agreed service commitments. | BAU | Charter to be reviewed following the completion of 6.1.2.1. | ● |
| 6.1.8.2 Determine business needs for the centralised collection of customer service data to enable enhanced customer service outcomes and accurate performance measurement. | Customer relationship management resourcing solution identified and recommendation reported to the Leadership Team. | BAU | Investigations completed. Close out report to LT due. | ● |
| 6.1.9.1 Implement electronic recruitment and candidate management. | Electronic recruitment and candidate management software 'live'. | WFMP | In progress but behind schedule. Currently undertaking HR business process mapping activity to inform future system requirements. | ● |
| 6.1.10.1 Review process for Rous' administration of the Development Servicing Plan for Bulk Water Supply 2016. | Desktop audit completed and recommendations reported to the Leadership Team. | BAU | | ● |

RESULTS AND SUSTAINABLE PERFORMANCE

Our goal: 7. Sustainable performance

What achieving our goal will look like:

7.1 We are recognised as a valued regional service provider and reliable cost effective deliverer of our core functions and operations.

How we will achieve our goal:

- 7.1.1 Deliver functions and operations according to service level agreements in place.
- 7.1.2 Achieve or exceed financial budget forecast in net profit (Richmond Water Laboratories).
- 7.1.3 Deliver services according to service contracts in place (Richmond Water Laboratories).
- 7.1.4 Release Stage 5 (release 2) of the Perradenya Estate (construction and sale).

What achieving our goal will look like:

7.2 Levels of service align with agreed priorities, financial and asset capability and long-term financial plans.

How we will achieve our goal:

- 7.2.1 Water quality monitoring.
- 7.2.3 Monitor and report on actions to mitigate risk of environmental harm from activities (environmental action list).
- 7.2.4 Review water charges having regard to relevant best practice industry guidelines for non-metropolitan water utilities.

| Activity | How we will measure our performance | Links to* | Comment | STATUS |
|--|---|-----------|---------|--------|
| 7.1.1.1 Performance report issued to Service Level Agreement parties in relation to delivery of services subject to the Agreement. | Copy of performance report issued with Delivery Program report. | DP | | ● |
| 7.1.1.2 Performance report issued to Council in relation to delivery of services subject to Service Level Agreements. | Copy of performance report issued with Delivery Program report. | DP | | ● |
| 7.1.2.1 Achieve or exceed adopted financial budget forecast in net profit (Richmond Water Laboratories). | Achieved. | LTFP | | ● |

What we will do in Y1: 2018/19

| Activity | How we will measure our performance | Links to* | Comment | STATUS |
|---|---|-----------|---|--------|
| 7.1.3.1 Deliver services according to service contracts in place (Richmond Water Laboratories). | Achieved. | RWLS | | ● |
| 7.1.4.1 Complete all development and construction requirements for the marketing of Perradenya Release 5 Stage 2. | Land Title registration achieved for individual lots. | BASP | | ● |
| 7.1.4.2 Progress design, cost and construction of Perradenya cycle path in negotiation with Lismore City Council. | Construction budget and timetable adopted by Council. | BASP | Ongoing | ● |
| 7.2.1.1 Water quality monitoring report card for drinking water supply monitoring programs. | Report card produced and provided to NSW Health. | DWMS | | ● |
| 7.2.3.1 Report on progress of actions to mitigate risk of environmental harm from activities (environmental action list). | Annual report to Council until actions on the action list are closed out. | BAU | Annual report planned for October 19 meeting. | ● |
| 7.2.4.1 Undertake a review of water charge methodology (retail). | Review completed and outcome reported to the Leadership Team. | BAU | | ● |

Preliminary 2018/19 end of year financial summary

(2333/13)

| | |
|-----------------------------------|-------------------------------------|
| Business activity priority | Results and sustainable performance |
| Goal 7 | Sustainable performance |

Recommendation

That Council:

1. Receive and note the Preliminary 2018/19 end of year financial summary report, acknowledging that it is a preliminary summary prior to end of year adjustments and audit.
2. Approve the transfers to and from reserve as detailed in tables 2 - 8 of this report.
3. Approve the funds to be carried forward as detailed in tables 9 and 10 of this report.

Background

This report provides a preliminary overview of the 2018/19 financial performance of the organisation, details the transfers to and from reserve and identifies works (and therefore budget) to be carried forward to the 2019/20 financial year.

While the figures and commentary will provide a guide to financial performance, it is important to note that it is subject to change as end of year accounting adjustments are in progress and the audit has not yet commenced.

It is anticipated that any year end adjustments will not affect the cash position. Therefore, it is reasonable to adopt the transfers to and from reserves as well as the works carried forward budgets.

The attachment provides a summary of the completed capital works program as at 30 June 2019.

End of year financial summary

The end of year financial summary is presented for the whole organisation and then broken down on a Fund basis. Actual income and expenditure is compared to estimates as at the March 2019 quarterly review. The tables summarise the financial performance; accompanying commentary is high level and reflects the preliminary nature of the results.

Whole organisation

Table 1 shows income and expense for Council. It highlights that preliminary results have generally been better than anticipated with an operating deficit of \$1.26 million.

Table 1: Whole Organisation Preliminary Financial Results for 2018/19

| | 2018/19 Actual \$ | 2018/19 Estimated March Review \$ |
|---------------------------------------|----------------------|---|
| Operating income | 24,690,000 | 25,197,800 |
| Operating expense | 25,956,000 | 27,004,000 |
| Operating result (deficit) | (1,266,000) | (1,806,200) |
| Eliminate depreciation | 6,738,700 | 6,540,400 |
| Eliminate other non-cash transactions | 1,179,100 | 0 |
| Cash result | 6,651,800 | 4,734,200 |
| Capital income | 8,239,900 | 7,362,500 |
| Loan capital expense | 2,374,900 | 2,390,700 |
| Capital expense | 12,506,300 | 13,857,500 |
| Transfer to reserve | 10,500 | 0 |
| Transfer from reserve | 0 | 4,151,500 |
| Net cash movement | 0 | 0 |
| Reserve balance | 37,697,500 | 29,528,500 |

Total operating income was close to budget however some income sources did vary in comparison to the budget. For example, less grant income was received than forecast, which mainly related to the Flood Fund. Also, income from interest on funds invested exceeded forecast as the balance of the portfolio was more than expected, mainly due to capital expenditure being less than expected.

Operating expense is less than forecast by approximately \$1.048 million. Some of the variances compared to budget relates to salaries as there were unfilled positions within the organisation, from time to time. As mentioned, the Flood Fund did not receive all anticipated grant revenue, therefore expenditure was reduced accordingly.

Capital income includes section 64 developer contributions; contributions to works; and proceeds from the sale of Perradenya Release 5 stage 2 (\$2.6 million). Actual income exceeded forecast primarily due to developer contributions being more than forecast.

Capital expense was under budget with various projects not being completed in the financial year. Later in this report, Council approval is requested to roll the majority of the unexpended capital budget forward to the 2019/20 financial year.

There is a net transfer to reserve of approximately \$10,500 compared to a forecast transfer from reserve (net) of \$4.76 million. This shift is attributable to section 64 income and Perradenya land sales and savings on operational costs such as salaries and contractors.

Overall the outcome was \$540,200 better than forecast. Council continues working towards an operating surplus in coming years as shown in the Long Term Financial Plan (LTFFP).

Flood mitigation

The preliminary figures in Table 2 indicate that Flood Fund actual results vary considerably from forecast with both income and expense being less than anticipated.

The Flood Fund has recorded a preliminary operating loss of some \$1.137 million. It will be noted that depreciation includes the Lismore levee (approx. \$433,800 and exclusion of this cost reduces the loss to approximately \$742,000).

Table 2: Flood mitigation preliminary financial results for 2018/19

| | 2018/19 Actual \$ | 2018/19 Estimated March Review \$ |
|---------------------------------------|----------------------|---|
| Operating income | 1,544,900 | 2,281,300 |
| Operating expense | 2,681,900 | 3,806,800 |
| Operating result | (1,137,000) | (1,525,500) |
| Eliminate depreciation | 787,800 | 848,100 |
| Eliminate other non-cash transactions | (393,700) | 0 |
| Cash result | (742,900) | (677,400) |
| Capital expense | 165,100 | 154,300 |
| Transfer to reserve | 0 | 0 |
| Transfer from reserve | 908,000 | 831,700 |
| Net cash movement | 0 | 0 |
| Reserve balance | 1,535,000 | 1,552,600 |

Actual operating income and expense did not achieve budget as the budget assumed that grant income would be received to enable works on various levees and house raising projects.

The main grant variations from budget were:

- Lismore Levee 2017 Flood Claim (NSW Public Works Advisory (PWA))
Approved funding is for \$861,200, actual expenditure to date \$409,600, funds received nil. PWA advised that Office of Emergency Management may take up to six months (December 2019) to pay this claim.
- Rural Levees 2017 Flood Claim (NSW Public Works Advisory)
Budgeted funding for this year was \$378,500, actual expenditure was \$182,400.
- Water Quality Monitoring (Office of Environment & Heritage)
Claim is for \$29,700, actual expenditure to date \$29,700, funds were received in July 2019.
- Voluntary House Raising (Office of Environment & Heritage)
Expenditure was under budget by \$107,800 due to project delays, expected completion September 2019.

However, it should be noted that some of these projects are planned to be completed over multiple years. These projects include Lismore Levee flood claim, voluntary house raising and water quality monitoring.

Capital expense related partially to the renewal and replacement of floodgates and handrails and partially to investigation, repairs and maintenance work on the levees. The investigation and maintenance work will be relocated to operating expense as part of the end of year accounting adjustments.

There is a net transfer from reserve of \$908,000 which includes \$201,200 funded from grant revenue received in prior years and approximately \$518,700 being project works. The reserve balance of approximately \$1.5 million will be required to finance cash deficits in the short term with the LTFP predicting the operating result gradually improving over future years.

Weed biosecurity

Preliminary figures indicate that weed biosecurity has performed better than forecasted, with income approximately \$105,400 more and expense \$219,400 less than budget.

Table 3: Weed biosecurity preliminary financial results for 2018/19

| | 2018/19 Actual \$ | 2018/19 Estimated March Review \$ |
|---------------------------------|----------------------|---|
| Operating income | 1,504,000 | 1,398,600 |
| Operating expense | 1,281,200 | 1,478,800 |
| Operating result | 222,800 | (80,200) |
| Eliminate depreciation | 16,200 | 23,400 |
| Eliminate non-cash transactions | 4,000 | |
| Cash result | 243,000 | (56,800) |
| Capital expense | 51,900 | 52,000 |
| Transfer to reserve | 191,100 | 0 |
| Transfer from reserve | 0 | 108,800 |
| Net cash movement | 0 | 0 |
| Reserve balance | 1,610,300 | 1,275,400 |

Operating income has exceeded forecast due to more grant income being received than expected, coupled with an increase in interest on funds invested as compared to the budget. The grant income relates to Local Land Services 'Community land care' (\$60,000) and Weed Action Program (\$30,000) projects. The income was received late in the year and no expense was incurred.

The primary saving, in respect to operating expense, relates to salaries, contractors and materials for uncompleted grant works.

Capital expense was associated with equipment and computer renewals.

The 2018/19 reserve balance of \$1.6 million includes \$430,000 of funds that Council holds on behalf of others. These are comprised of the Biological Control Task Force (as treasurer), 'State Weed Biological Control Agent Release Program' and 'Weed Risk Intelligence and Coordination' on behalf of NSW Department of Primary Industries.

Retail water

Retail water has performed better than forecast and based on preliminary results will record an operating surplus of approximately \$873,300. This will improve the reserves available to maintain reticulation infrastructure and meet future budget shocks should they occur.

Table 4: Retail water preliminary financial results for 2018/19

| | 2018/19 Actual \$ | 2018/19 Estimated March Review \$ |
|---------------------------------|----------------------|---|
| Operating income | 3,073,200 | 3,034,200 |
| Operating expense | 2,199,900 | 2,263,400 |
| Operating result | 873,300 | 770,800 |
| Eliminate depreciation | 162,200 | 134,100 |
| Eliminate non-cash transactions | 19,700 | 0 |
| Cash result | 1,055,200 | 904,900 |
| Capital income | 21,800 | 0 |
| Capital expense | 654,100 | 350,000 |
| Transfer to reserve | 1,222,900 | 554,900 |
| Net cash movement | 800,000 | 0 |
| Reserve balance | 1,902,100 | 1,161,800 |

Operating income was very close to forecast and is comprised of retail water sales, connection fees and water filling station sales. Revenue from filling stations is well in excess of previous years and is a primary contributor to the operating surplus. This income source has benefitted from the Woodburn bypass road works.

Operating expense is \$63,500 below forecast and is due to small labour savings.

The transfer to reserve results in a reserve balance of \$1.9 million. A one-off transfer of \$800,000 from the Fleet fund was resolved [42/19] at the June 2019 meeting when the new 'Financial Reserves' policy was adopted. This places the fund in a strong position to meet future infrastructure upgrades and refurbishments.

Richmond Water Laboratories (RWL)

Income is \$31,900 greater than forecast, whilst expense is some \$24,400 less than budget. The preliminary operating result is a \$66,600 surplus which is positive given the tight margins within which the Fund operates.

Table 5: Richmond Water Laboratories preliminary financial results for 2018/19

| | 2018/19 Actual \$ | 2018/19 Estimated March Review \$ |
|--------------------------|----------------------|---|
| Operating income | 815,700 | 783,800 |
| Operating expense | 755,100 | 779,500 |
| Operating result | 60,600 | 4,300 |
| Eliminate depreciation | 13,200 | 25,000 |
| Cash result | 73,800 | 29,300 |
| Capital expense | 6,900 | 30,000 |
| Transfer to reserve | 66,900 | 0 |
| Transfer from reserve | 0 | 700 |
| Net cash movement | 0 | 0 |
| Reserve balance | 415,800 | 350,600 |

In 2018/19, approximately 63% of income was derived from external customers with the remaining income coming from internal (Rous County Council) sales.

RWL did not operate with a full complement of staff during the year which is the main reason why expense was less than budget. The plan is to operate with a similar staff cost going forward and it is expected that further cash surplus' will result.

Capital expense relates to the replacement of instruments and a recurring annual budget is available for this purpose.

Commercial property

The Commercial property Fund has recorded a preliminary operating loss of \$445,000. Operating expenditure was approximately \$345,500 greater than forecast. While, operating income was very close to forecast and is comprised of rental income from leased properties.

Table 6: Commercial Property preliminary financial results for 2018/19

| | 2018/19 Actual \$ | 2018/19 Estimated March Review \$ |
|---------------------------------------|----------------------|---|
| Operating income | 213,700 | 218,700 |
| Operating expense | 658,700 | 313,200 |
| Operating result | (445,000) | (94,500) |
| Eliminate depreciation | 62,000 | 49,400 |
| Eliminate other non-cash transactions | 379,900 | 0 |
| Cash result | (3,100) | (45,100) |
| Capital income | 2,654,200 | 2,299,500 |
| Capital expense | 2,067,000 | 2,294,600 |
| Transfer to reserve | 584,100 | 0 |
| Transfer from reserve | 0 | 40,200 |
| Net cash movement | 0 | 0 |
| Reserve balance | 1,863,500 | 1,323,300 |

Major repairs completed during the year cannot be capitalised and are expensed in accordance with accounting standards for Investment Properties (\$379,800). This figure was incurred against the approved capital budget and was transferred from capital to operating expense. Also, it is important to note that operating expense includes Perradenya maintenance of approximately \$41,400. Arguably this distorts the outcome in the sense that when income is received from sales, it will show as capital income and not be included in the operating result.

All lots in Release 5 Stage 2 at Perradenya settled in the last quarter of the 2018/19 year, resulting in capital income of \$2.6 million, which was a good result. Expenditure relating to these sales amounted to \$1.67 million (excludes land content), giving a gain on sale of \$713,100.

The reserve balance of \$1.86 million is better than forecast.

Bulk water

Overall budget forecasts were quite accurate, and the Fund achieved a preliminary operating deficit of \$732,400, which is \$152,700 better than forecast.

Table 7: Bulk water preliminary financial results for 2018/19

| | 2018/19 Actual \$ | 2018/19 Estimated March Review \$ |
|---------------------------------------|----------------------|---|
| Operating income | 17,437,500 | 17,386,900 |
| Operating expense | 18,169,900 | 18,272,000 |
| Operating result | (732,400) | (885,100) |
| Eliminate depreciation | 5,250,800 | 5,104,900 |
| Eliminate other non-cash transactions | 1,169,200 | 0 |
| Cash result | 5,687,600 | 4,219,800 |
| Capital income | 5,563,900 | 5,063,000 |
| Loan capital expense | 2,374,900 | 2,390,700 |
| Capital expense | 9,341,900 | 10,582,900 |
| Transfer from reserve | 465,300 | 3,690,800 |
| Net cash movement | 0 | 0 |
| Reserve balance | 29,605,900 | 25,149,100 |

The majority of operating income is derived from constituent council contributions which amounted to over \$16 million. Actual income was close to forecast with interest on investments and some sundry income accounting for the surplus in comparison to budget.

Operating expense was approximately \$226,100 below budget forecast. This relates to operational savings in wages for Dams and Treatment and Bush Regeneration, as both teams were without a full complement of staff for the 2018/19 year.

Capital income relates to section 64 developer contributions (\$5.56 million). This is the Council's second largest income source and a review of contribution amounts and collection practices is planned for 2019/20.

Approximately 86% of the capital works program was completed and the majority of the unexpended budget will need to be carried forward to 2019/20. The attachment to this report details all the capital projects and their expense compared to budget. The majority of the program relates to the Bulk Water Fund.

The reserve balance of \$29.6 million is better than forecast.

Fleet

Fleet operations generated a loss of \$108,300 with both income and expense exceeding budget, however, a cash surplus of \$338,000 was achieved once depreciation is eliminated.

Table 8: Fleet preliminary financial results for 2018/19

| | 2018/19 Actual \$ | 2018/19 Estimated March Review \$ |
|--------------------------|----------------------|---|
| Operating income | 101,000 | 94,300 |
| Operating expense | 209,300 | 174,700 |
| Operating result | (108,300) | (80,400) |
| Eliminate depreciation | 446,500 | 439,900 |
| Cash result | 338,200 | 359,500 |
| Capital expense | 219,400 | 393,700 |
| Transfer from reserve | 681,200 | 34,200 |
| Net cash movement | (800,000) | 0 |
| Reserve balance | 764,900 | 1,297,100 |

Operating income is made up of staff contributions for private lease vehicles and interest revenue and was slightly more than anticipated.

Operating expense includes all recurrent costs such as repairs/maintenance, depreciation, insurance, registration, fuel etc. less plant hire income. Plant hire income is an internal charge raised against those funds benefitting from the use of the fleet item. The 'expense' is debited to the benefitting Fund in the form of a plant hire rate and the 'income' is credited to Fleet.

Plant hire income presents as a negative expense in Fleet Fund, which explains why total plant expense is only \$209,300. In 2018/19 plant hire income was \$723,200, hence actual operating expense on Fleet was \$932,500 once the internal hire 'income' is excluded.

Expense exceeded budget by approximately \$34,600 as general operating expenses, including depreciation, were all slightly more than forecast and internal 'income' slightly more than budget.

The sales and purchases resulted in capital revenue to \$140,800 and capital expense to \$359,800.

The reserve balance decreased to \$764,900 and is a result of the transfer to Retail Water.

Works carried forward

This section of the report identifies those unexpended budgets that require being rolled forward to the 2019/20 financial year. The projects to which the budget relate are either not complete or in some cases not commenced. The works have been split between operational projects and capital works.

Table 9: Operating Budgets to be carried forward

| Project Name | Total (\$) | Comments |
|--|------------|--|
| Bulk Fund | | |
| P-RCD Plan (Rocky Creek Dam Master Plan) | 48,300 | Due to internal resourcing constraints, RCD master plan project did not start until early 2019. A consultant brief for future pricing has been prepared in consultation with internal stakeholders. |
| P-DWMS (Drinking Water Management System) | 58,600 | Project commencement delayed due to loss of temporary staff member late in 2018. Being reviewed subsequent to finalisation of WMDB. |
| P-RCD Flood (Flooding Modelling Bathometry & LIDAR) | 3,700 | A project to update the flood modelling for Rocky Creek Dam is in progress. Delivery of the project has been delayed as a result of additional survey data being required and contractor staff changes. Project is now expected to be delivered during 2019. |
| P-ECD Flood (Flooding Modelling Bathometry & LIDAR) | 7,200 | A project to update the flood modelling for Emigrant Creek Dam is in progress. Delivery of the project has been delayed as a result of additional survey data being required and contractor staff changes. Project is now expected to be delivered during 2019. |
| S-NCWTP (Nightcap Water Treatment Plant – ozone & zeolite media) | 40,000 | Operation and maintenance funds to be carried over to cover several outstanding purchase orders for materials and equipment where long lead times (> 20 weeks) will result in delivery and invoicing in 2019/20. |
| P-RAP (Reconciliation Action Plan – administrator trainee) | 19,700 | The 2018/19 budget contained an allocation amount which was to engage an indigenous administration trainee, for practical work experience whilst gaining a Certificate III qualification in administration. The engagement was entered in January and is scheduled for completion in December 2019. Accordingly, the committed funds are required for 2019/20 to complete the traineeship. |
| P-Emergency management (Emergency management exercise) | 5,000 | Exercise not completed due to demands elsewhere. Consultant has provided proposal for completion by November October 2019. |
| S-Admin (WHS internal audit) | 37,700 | Payment was held off to allow time to review documentation from the supplier. |
| Retail Fund | | |
| S-Admin (Emailing water billing accounts) | 30,000 | As part of Council's customer efficiency and improvements, the Property Wise development team have been working with Council staff to design and implement software enhancements that will allow Council's water billing staff to email retail water customers their quarterly accounts. |
| P-DM Smart Metering | 18,200 | Project delayed due to contractor delays, internal stakeholder review of draft report and staff change over. |
| Property Fund | | |
| S-Depot (Wyrallah Road) | 5,000 | These funds form part of those set aside in the 2018/19 financial year for Council's Mullumbimby depot. This asset has since been acquired by Byron Shire Council. It is proposed to allocate these funds for additional routine renewal projects at the Wyrallah Depot, which presently supports weeds operations. |

Table 9: Operating Budgets to be carried forward *(continued...)*

| Project Name | Total (\$) | Comments |
|--|----------------|---|
| Weeds Fund | | |
| GC-WAPLLS (LLS Community land care) | 120,000 | Funding for 2019/20 community Landcare projects. |
| GC-Alligator Weed - Evans Catchment (SPUG) | 49,500 | Additional funding was secured from Local Land Services to purchase an amphibious ATV to undertake works including Swan Bay. |
| GC-Seeded Banana | 6,200 | Works postponed at Gungas Road. Works to be undertaken in 2019/20. |
| GC-Aquatic RCC portion from Aquatic Other (SPUG) | 4,900 | Funds will be utilised to manage several high priority aquatic weed infestations. This is a two year project finishing in June 2020. |
| GC-Aquatic Other (SPUG) | 56,400 | Funds held on behalf of DPI for State Aquatic Weeds Coordination. |
| GC-Miconia | 3,700 | This project runs over three years until 30 June 2021. |
| GC-TSA (Yabbra) | 1,000 | Funds previously received will be spent in 2019/20. |
| Flood Fund | | |
| GC-Voluntary House Raising (SPUG) | 107,800 | Grant funds to be utilised by October 2019. |
| P-CZMP 6B (Catchment Zone Management Plan) | 101,100 | Council's existing water quality monitoring infrastructure is approaching the end of its design life and a review of the success of the monitoring program is required prior to continued investment in the program. An external consultant has been engaged. |
| | 724,400 | |

Table 10: Capital Budgets to be carried forward

| Capital Project Name | Total (\$) | Comments |
|---|------------|---|
| Bulk Fund | | |
| CE-NWTP ICS (replacement of optic fibre network) | 21,800 | Due to resourcing constraints this project has been delayed and re-assigned to an alternate officer for action. The plan, requirements and associated diagrams are ready to go out for Request For Quote ('RFQ'). Delivery of RFQ and contractor engagement has been re-assigned to Electrical Project Officer. |
| CE-Raw pump (Rocky Creek Dam Raw Water Pumps) | 507,800 | A pump supply contract has been awarded and the pumps are expected to arrive in September 2019. There are also engagements with consultants and NSW Public Works for design and procurement services. |
| CE-ECD Amenities | 3,800 | The water walk timber boardwalk has been damaged by vandalism and is currently closed whilst repairs are arranged. Funds also to be used for minor repair works to existing assets near the recently completed Killen Falls toilet block. |
| CE-Chem farm (Nightcap Water Treatment Plant chemical farm) | 30,000 | Council staff are currently investigating options for the upgrade of bulk chemical storage area at Nightcap Water Treatment Plant to address capacity, safety and environmental issues. Investigations will progress through to July/August 2019 at which point a preferred option will be identified. Funds will be combined with CE-Storage project for one project. |
| CE-RCD Security | 45,900 | Several options have been investigated to address security risks at Rocky Creek Dam with the current preferred option being an automatic security gate. Council staff are in the process of reviewing the risk assessment and reviewing the preferred mitigation strategy. |
| CE-RCD Aeration System | 148,100 | The dam aeration system at Rocky Creek Dam is due for renewal or major repair. Council staff have engaged the services of Hunter H2O to investigate its current performance and options for efficiency and improvements. This work commenced in May 2019 and will continue to September 2019. Remaining funds are to cover the cost of the investigations and progress the recommended upgrade options. |
| CE-RCD Recreation Area | 9,500 | The park swings at Rocky Creek Dam have been identified for renewal and some noncompliance issues have been found in recent park inspections. Council staff removed the previous swing sets in May 2019 and prepared the area for the replacement set. It is proposed to procure and install the swings in August 2019. |
| CE-Database (Water Management Database) | 80,000 | The contract for the supply and configuration of a water management database was let to SRA in March 2019. The project is currently in progress and is estimated to be completed in November 2019. Funds are required for the remaining contract milestone payments, as identified in the Council business paper. In February 2019. |
| CE-Building (Nightcap Water Treatment Plant) | 46,600 | Budgeted funds were not spent due to insufficient resources to prepare scope of works and obtain quotes earlier in 2018/19. Quotes have now been obtained and the remaining funds will be used to replace several large access doors and undertake minor roof repairs during 2019/20. |
| CE-UF System | 9,500 | Replacement pressure sensors for the Emigrant Creek Water Treatment Plant Ultra filtration membrane skids were delivered late in June 2019. Carried over funds are to be used for mechanical/electrical installation and commissioning. |

Table 10: Capital Budgets to be carried forward (continued...)

| Capital Project Name | Total (\$) | Comments |
|--|------------|--|
| Bulk Fund (continued) | | |
| CE-Control Upgrade (PLCs, Scada and Ethernet) | 17,700 | Work to relocate and consolidate electrical control equipment in Nightcap Water Treatment Plant ('WTP') server room into a new switchboard is still in progress. The project has been undertaken in multiple, small stage electrical migrations to enable ongoing operation of the WTP. The project has taken longer than expected and the contractors had limited availability leading up to the end of the financial year. The last stage of the electrical change over work is planned for early in 2019/20. Remaining funds are required to finish the electrical scope of works and will be also used to demolish redundant cabling and old switchboard frames. |
| CE-NCWTP (Nightcap Water Treatment Plant – ozone generators) | 144,500 | A new ozone destructor and replacement ozone analysers concentration analysers were ordered in late February 2019. Delivery of this equipment is expected late August 2019. |
| CE-Ozone dosing (Nightcap Water Treatment Plant – side stream dosing skid) | 76,200 | A new ozone side stream dosing skid was ordered late February 2019. Delivery of the side stream dosing skid is expected late August 2019. |
| CE-Tools (Underground service locator) | 15,000 | Funds are required to purchase an underground services locator and demonstration/training. The original supplier has had to cancel due to medical reasons, and an alternate supplier has been difficult to source. |
| CE-Tunnel | 20,700 | The Nightcap tunnel plug project is a multiyear project that will be completed in August 2019. The project is currently on time and budget. |
| CE-ST Helena 600 (St Helena 600 Stage 1) | 33,900 | The St Helena 600 project is a large multiyear project. 95% of the pipeline materials have been received at the Kyogle Street Depot. All remaining material will be received in October 2019. Construction segment 1 tenders will be called in late August 2019 for consideration at the December 2019 Council meeting. |
| CE-Greenhouse gas abatement | 94,000 | Works on Knockrow Reservoir will be complete in August 2019 and at Emigrant Creek Dam by October 2019. The remaining Greenhouse funds will be utilised in 2019/20 financial year. |
| CE-Corrosion | 32,700 | Funds have been committed for procurement management services for corrosion repair works on the 900 steel mains at Dorrroughby. Additional funding for the contract is available in 2019/20. The repair works contract is planned to be awarded in October 2019. The project is expected to be completed by April 2020. |
| CE-Reservoir | 34,000 | Contractors have been engaged to undertake refurbishment work on City View Drive reservoir. The project is 50% complete with the remainder of works to be completed by September 2019. |
| CE-St Helena 525 | 36,800 | This project was to repair significant corrosion on all above ground sections of the 525-steel main supplying water to Byron and Ballina. Works were completed in June and remaining funds are to be carried forward to pay final invoice. |
| CE-Storage (Nightcap Water Treatment Plant) | 50,100 | Council staff are investigating upgrades of the Nightcap WTP bulk chemical storage area to address chemical handling and environmental concerns. Funds are required to be carried forward to cover existing engagement for concept design services. Funds will be combined with CE-Chem Farm for the project. |
| CE-Emigrant Creek Dam | 25,600 | The budget is required for renew/repair buffer zone perimeter fencing at ECD, repair carpark assets at Killen falls car park and repair interpretive signage. |

Table 10: Capital Budgets to be carried forward (continued...)

| Capital Project Name | Total (\$) | Comments |
|---|------------------|--|
| Bulk Fund (continued) | | |
| CE-Catchment Management Plan | 74,800 | Works underway include buffer zone establishment, intensive riparian weed control, planting of riparian zones and rock protection to prevent intensification of bank erosion. Maintenance contracts are due for completion by June 2020. |
| CE-Brunswick S6 | 62,000 | Change of Project Manager during the year has delayed completion as well as need to negotiate an easement for the main. A track is required to allow all weather access to the main for maintenance, and this cannot be constructed until the easement is in place. |
| CE-Sandbox | 12,500 | The 'sandbox' is a 3D interactive topographic education tool used for engagement and extension activities. It projects an elevation colour map, topographic lines and simulated water flow on kinetic sand in a 'sandbox'. The 'sandbox' is due to be delivered by the end of August 2019. |
| CE-Digital Records | 30,000 | Investigation and implementation of a product that enables users to access information across multiple applications and present it in a logical format. |
| Property Fund | | |
| CE-Perra vos (Perradenya - Whole of subdivision) | 158,700 | To ensure development application compliance with all environmental planting related issues with DA 98/7 in accordance with AWC's Vegetation Management Plan. PO4821, PO2746, PO8410 |
| CE-Perradenya cycle (Perradenya - shared footpath/cycleway) | 20,100 | Balance of initial \$50K needed to complete the review (quote Council resolution 46/18) |
| CE-Depot (Depot upgrade - South Lismore) | 158,400 | These funds were set aside in the 2017/18 financial year as a result of recommendations made via the Depot Improvement Initiative. A new team was created whose responsibility includes Depots. Clearing works have commenced to create space for the construction of additional storage. |
| CE-Old Chambers | 39,400 | Unspent budget allocation from building upgrade. Request remaining to fund investigation into disabled access options. |
| CE-Rural Property | 30,000 | Funds were planned to be used to address issues associated with Council's rural property portfolio, including the demolition of two unoccupied houses. Due to recruitment of positions into the new team, the work has been delayed. |
| | 2,070,100 | |

Consultation

This report was prepared in consultation with the General Manager, managers and relevant staff.

Conclusion

In summary, all budget items other than those identified in the report have performed within the parameters set by Council in adopting the 2018/19 Operational Plan.

Guy Bezrouchko
Group Manager Corporate and Commercial

Attachment

1. Completed capital works program 2018/19

Rous County Council 2018/19 Capital Works

| Capital Code | Capital Project | Actual 2019 | Budget 2019 | % Consumed |
|--------------------------|---|-------------------|-------------------|------------|
| CE-BAC NCWTP | BAC Renewals | 579 | 25,000 | 2% |
| CE-BRUNSWICK S6 | St Helena to Brunswick Stage 6 - Tandy's Lane | 239,676 | 282,000 | 85% |
| CE-BUILDING | Building Renewals - NCWTP | 3,356 | 50,000 | 7% |
| CE-BULK | Bulk Flow Meters | 3,817 | 10,200 | 37% |
| CE-CHEM FARM | Chemical Farm - Concept | 7,961 | 38,000 | 21% |
| CE-CMP | Catchment Management Plan - High Priority Actio | 5,125 | 80,000 | 6% |
| CE-CONTROL | Control Upgrade (PLCs, Scada & Ethernet) | 62,302 | 80,000 | 78% |
| CE-CORROSION | Elevated Main Corrosion Repairs | 187,282 | 220,000 | 85% |
| CE-DATABASE | Water Management Database | 207,161 | 287,200 | 72% |
| CE-DEPOT | Depot Upgrade | 22,065 | 178,900 | 12% |
| CE-ECD | Emigrant Creek Dam | 4,412 | 30,000 | 15% |
| CE-ECD AMENITIES | Emigrant Creek Dam Amenities | 6,190 | 10,000 | 62% |
| CE-EGW | Extended Groundwater Investigations | 859,411 | 768,400 | 112% |
| CE-GREENHOUSE | Greenhouse Gas Abatement | 45,931 | 140,000 | 33% |
| CE-LIME | Lime Renewals | 2,563 | 30,000 | 9% |
| CE-NCWTP | Nightcap Water Treatment Plant | 88,497 | 233,000 | 38% |
| CE-NWTP ICS | Replacement of Optic Fibre Network | 18,704 | 40,600 | 46% |
| CE-OZONE DOSE | NCWTP Ozone Sidestream Dosing | 2,082 | 78,300 | 3% |
| CE-RAW PUMP | Rocky Creek Dam Raw Water Pumps | 136,176 | 644,000 | 21% |
| CE-RCD | Rocky Creek Dam | 6,835 | 155,000 | 4% |
| CE-RCD REC | Rocky Creek Dam Recreation Area | 18,452 | 28,000 | 66% |
| CE-RCD SECURITY | Rocky Creek Dam Security | 4,034 | 50,000 | 8% |
| CE-RESERVOIR | Reservoir Defect Repairs | 117,690 | 151,000 | 78% |
| CE-SANDBOX | Augmented reality sandbox | 12,500 | 25,000 | 50% |
| CE-ST HELENA525 | St Helena 525 Corrosion Repairs | 399,889 | 436,700 | 92% |
| CE-ST HELENA600 | St Helena 600 Stage 1 | 2,522,564 | 2,530,700 | 100% |
| CE-STORAGE | Bulk Storage & Tanker Unloading Bund | 29,839 | 80,000 | 37% |
| CE-TUNNEL | Tunnel Investigations | 2,588,358 | 2,600,000 | 100% |
| CE-UF SYSTEM | UF System | 9,445 | 19,000 | 50% |
| CE-PERRA CYC | Perradenya - Shared Footpath/Cycleway | 29,853 | 50,000 | 60% |
| CE-PERRA REL6 | Perradenya - Release 6 | 67,865 | 69,000 | 98% |
| CE-PERRA WOS | Perradenya - Whole of Subdivision | 134,207 | 223,900 | 60% |
| CE-RURAL PROP | Rural Property Upgrades | 0 | 55,000 | 0% |
| Works in progress | | 7,844,821 | 9,698,900 | 81% |
| CE-ACCESS | Upgrade Catchment Access Rds (oeh MOU) & PDD Access Track | 32,900 | 30,000 | 110% |
| CE-CHAMBERS | RW Admin Building | 59,118 | 73,000 | 81% |
| CE-EASEMENT | Easement Creation | 8,598 | 20,000 | 43% |
| CE-ECD | Emigrant Creek Dam - Safety Works (stairs) | 82,112 | 80,000 | 103% |
| CE-ECD ANCHORS | ECD Anchors | 307,627 | 350,000 | 88% |
| CE-ECDCMP | ECD Catchment Management Plan | 42,169 | 42,100 | 100% |
| CE-ECDWTP MISC | ECD Water Treatment Plant Miscell | 27,830 | 25,000 | 111% |
| CE-EDRMS | Electronic Data Management System | 48,173 | 35,000 | 138% |
| CE-FOYER | RW Admin Building - Foyer | 323,468 | 329,800 | 98% |
| CE-ICT COMMS | Communications | 86,086 | 86,000 | 100% |
| CE-ICT COMPUTERS | Computer Fleet | 62,742 | 63,800 | 98% |
| CE-ICT MISC | Miscellaneous | 2,635 | 2,700 | 98% |
| CE-ICT SERVERS | Servers | 119,553 | 120,000 | 100% |
| CE-ICT SOFTWARE | Software | 3,980 | 4,000 | 100% |
| CE-INSTRUMENTS | Instruments Treatment Plants | 37,226 | 33,000 | 113% |
| CE-OZONE | ECWTP Ozone System Renewal | 117,618 | 120,000 | 98% |
| CE-SIGNAGE | Signage (Reg & Info) | 16,191 | 15,000 | 108% |
| CE-SPILLWAY | Rocky Creek Dam Spillway | 18,699 | 16,000 | 117% |
| CE-STORMWATER | Stormwater Drainage Upgrade | 32,211 | 32,500 | 99% |
| CE-TOOLS | Tools & Equipment | 36,222 | 30,500 | 119% |
| CE-HARDSTAND | Depot hardstand (St Helena 600) | 151,839 | 152,000 | 100% |
| F-FLEET | Fleet Purchases | 219,389 | 241,700 | 91% |
| CE-FMI | Flood Mitigation Infrastructure | 165,448 | 200,000 | 83% |
| CE-LISMORE LEVEE | Lismore Levee | 0 | 60,000 | 0% |
| CE-LISMORE CLUB | Lismore Club | 7,785 | 14,300 | 54% |
| CE-OLD CHAMBERS | Old Chambers (Wall/Roof) | 399,082 | 438,500 | 91% |
| CE-PERRA REL5 | Perradenya - Release 5 | 1,432,993 | 1,458,600 | 98% |
| CE-RETIC | Reticulation Mains | 642,655 | 643,000 | 100% |
| CE-SERVICE | Service Relocation | 8,648 | 8,700 | 99% |
| CE-S-METERS | Smart Meters | 0 | 21,300 | 0% |
| CE-RWL RENEWALS | RWL Asset Renewals | 3,831 | 30,000 | 13% |
| Works completed | | 4,496,828 | 4,776,500 | 94% |
| Total program | | 12,341,649 | 14,475,400 | 85% |

Retail water customer account assistance

(2283/13)

Business activity priority Strategy and planning

Goal 2 Align strategic direction to core functions and sustainability

Recommendation

That Council in accordance with section 356 (1) of the *Local Government Act 1993* and its 'Retail Water Customer Account Assistance' policy, approve financial assistance as listed in Table 1 of this report.

Background

Applications for financial assistance in accordance with section 356 (1) under Council's 'Retail Water Customer Account Assistance' policy are tabled below:

Table 1

| Account | Property owners | Date application received | Nature of leak | Original water charges due | S356 financial assistance to be approved | Adjusted water charges due after approval |
|---------------|---------------------|---------------------------|---|----------------------------|--|---|
| 11494-11000-7 | GR Hogan & TA Kelly | 26-Jun-19 | Undetected leak located in cracked poly T pipe underground | \$3,813.66 | \$1,942.81 | \$1,870.85 |
| 11874-10000-8 | K H Wilson | 2-Jul-19 | Leaking poly joiner underground 50m from front of house near driveway | \$2,779.12 | \$1,169.60 | \$1,609.52 |
| Total | | | | \$6,592.78 | \$3,112.41 | \$3,480.37 |

Governance

Finance

The 2019/20 financial year budget allocation for applications made in accordance with the 'Retail Water Customer Account Assistance' policy is \$25,000.

| | | |
|--|--------------------|----------------------|
| 2019/20 financial year budget | \$25,000.00 | No. of applications: |
| S356 assistance approved financial year to date | \$0.00 | 0 |
| S582 assistance approved financial year to date | \$0.00 | 0 |
| S582 assistance approved since last Council meeting | \$0.00 | 0 |
| Proposed S356 assistance approval this Council meeting | \$3,112.41 | 2 |
| Proposed S582 assistance approval this Council meeting | \$1,891.26 | 1 |
| Budget remaining 2019/20 financial year | \$19,996.33 | |

Legal

Section 377(q) of the *Local Government Act 1993* provides that a decision under section 356 to contribute money or otherwise grant financial assistance may not be delegated and that the decision must be made by resolution of Council.

Conclusion

The total value of section 356 financial assistance equates to \$3,112.41 by application of Council's 'Retail Water Customer Account Assistance' policy. It is proposed that Council grant the recommended financial assistance.

Guy Bezrouchko
Group Manager Corporate and Commercial

Proposed ARC Linkage Research project - natural flood management in the Richmond River catchment

(1181/18)

Business activity priority

Strategy and planning

Goal 2

Align strategic direction to core functions and sustainability

Recommendation

That Council:

1. Provide conditional support for the proposed Australian Research Council Linkage Research Grant application.
2. Allocate funds of \$30,000 per year for the 3-year research program.
3. Work together with Southern Cross University to refine the research outline to ensure that it is directly aligned with key strategic initiatives of RCC.

Background

The Australian Research Council (ARC) Linkage Program promotes national and international research partnerships between researchers and business, industry, community organisations and other publicly funded research agencies. By supporting the development of partnerships, the ARC encourages the transfer of skills, knowledge and ideas as a basis for securing commercial and other benefits of research.

The National Centre for Flood Research at Southern Cross University (SCU) has proposed an ARC Linkage Research program entitled "*Can natural flood management options increase resilience in a subtropical catchment?*" ([Attachment 1](#)) aimed at evaluating the extent to which 'ecosystem functions' can alleviate pressure on conventional infrastructure arising from floods and droughts (including the increased incidence that will inevitably come as a result of climate change).

The Linkage Projects grant opportunity supports projects which initiate or develop long term strategic research alliances to apply advanced knowledge to problems, acquire new knowledge and as a basis for securing commercial and other benefits of research.

Rous County Council (RCC) has assisted SCU in the design of the research program ([Attachment 1](#)). The proposed research program is relevant to and extends the findings of the recent ARC Linkage project completed in partnership with SCU entitled "*Water, carbon, and economics: resolving complex linkages for river health.*"

Natural flood management (NFM) embodies a broad range of efforts and has been pursued in a number of countries over several decades to attenuate flood flows by restoring the natural hydraulic function of the floodplain, using a catchment-wide approach to flood control. It employs nature-based, bioengineering solutions including reintroducing woody debris to channel beds, encouraging channel sinuosity, and re-establishing riparian forest. A key aspect of the NFM approach is that whilst actively seeking to manage flood risks by undertaking action in catchment areas, these same measures will address river health issues, allowing multiple objectives to be met with the same investment.

The proposed area of research is considered directly relevant and would contribute to and guide implementation of the following key strategic priorities of Council:

- i. *Integrated Planning and Reporting priorities:* (a) development of a Coastal Management Program (CMP) for the Richmond River; (b) Catchment Management Audit and Implementation Plan.
- ii. *Northern Rivers Watershed Initiative:* The NRWI is premised on the concept of NFM that consists of a range of measures that aim to restore the natural functioning of river catchments, floodplains and rivers to retain water in the landscape in order to reduce downstream flood risks.

The proposed research program will involve strategic review of three main/broad NFM mechanisms/strategies to manage flood risk in rural catchments:

- increasing infiltration (changing agricultural practices to reduce soil compaction, improve soil quality and promote absorption of water);
- storing water (restoring functioning floodplains and wetlands); and
- slowing flows (restoring natural processes and landforms to the river corridor, riparian buffer strips, coarse woody debris).

The proposed research program would directly assist RCC's adaptive management and decision-making associated with the strategic priorities described at (i) and (ii) above in that:

- it would systematically review NFM/identify flood mitigation options and their suitability for application in the Richmond River catchments;
- it would evaluate performance of these options against a range of catchment/river health objectives;
- it would inform RCC's future catchment and floodplain investment; and
- it would assist in evaluating return on investment using a triple bottom line approach that evaluates options against environmental (river health, water quality, biodiversity), economic (farm productivity, employment, river/estuarine-related industry), and social (community, sustainable agriculture) criteria.

RCC has had the opportunity to review the draft research outline prepared by SCU and provide feedback to ensure that it is delivering on RCC's future needs. RCC would also be involved in further revision as the ARC Linkage opportunity is refined ahead of a funding application. It is for this reason that the proposed research opportunity is recommended for support.

The application is planned for submission in September 2019, with an outcome expected in early 2020, and if approved, a likely commencement in July 2020.

Governance

Finance

The ARC Linkage program is an effective way of leveraging research funds for partnerships between industry bodies and publicly funded research agencies. The proposed research project would require a \$30,000 per year contribution from RCC over each year of the 3-year research program.

Environment

Land use changes within the Richmond River catchment have placed significant pressures on natural values, leading to the compromised Ecohealth condition that has been reported. Major landscape-scale intervention is required to prevent further decline. The proposed research program is aimed at systematically evaluating a range of measures that aim to restore the natural functioning of river catchments, floodplains and rivers to retain water in the landscape in order to reduce downstream flood risks as well as secure long-term improvement to environmental values.

Legal

Not applicable.

Consultation

SCU has provided RCC with the opportunity to review key elements of the proposed research program to date. This consultation process will continue through to lodgement of the funding application ensuring that RCC maximises outcomes from its proposed contribution.

Through previous ARC projects with SCU, RCC has gained valuable experience in how to participate in an academic research project and simultaneously obtain outputs which are directly related to RCC's business needs. RCC's Natural Resource Management Planning Coordinator, Anthony Acret, will sit on the project's Steering Committee, to ensure our needs are met. A cap of 10 days per year will be established for this purpose.

Conclusion

The ARC Linkage Program that is the subject of this report is closely aligned with key strategic initiatives of RCC and is recommended for support. This report describes the nature of this proposed research program and how this is proposed to occur.

Andrew Logan
Planning Manager

Attachment:

1. Proposed ARC Linkage Research project entitled "*Can natural flood management options increase resilience in a subtropical catchment?*"

Can natural flood management options increase resilience in a subtropical catchment?

Introduction

Australia is increasingly faced by extreme events, characterised in many places by heatwaves, bushfires, droughts and floods. To address these threats to lives and livelihoods, it is essential that we recognise the many links along this continuum, and work towards the creation of a more robust approach to managing water in our diverse landscapes.

The sub-topical part of the East coast of Australia benefits from good soils, high rainfall and a high degree of human and physical capital. This makes it an important and valuable part of the nation, where population is projected in some areas to double over the next few decades. This, along with predicted rising temperatures and more variable rainfall, is putting pressure on land and water resources, highlighting and the need for more effective resource management and governance.

In recent years, considerable interest has arisen in what has come to be known as 'nature based solutions'. This means understanding how the services provided by healthy ecosystems provide widespread benefits for human communities, and how these benefits can be captured by working more closely with nature. Scientific evidence suggests that these nature-based solutions can be implemented in almost any type of ecosystem, and although such approaches have been trialled in a number of countries, notably the UK, and other parts of Europe, there has been little application of these to date in Australia.

One application of more explicit working with nature rather than against it, has come to be known as *Natural Flood Management*. This is an approach that recognises that floods (and droughts) will continue to happen, but by drawing on what we increasingly understand as 'ecosystem functions', it is possible to reduce the pressure on conventional infrastructure that will inevitably come as a result of climate change. Since water underpins all natural and human processes, by building greater resilience in the water sector, we will be better able to operate more adaptively in the face of increasingly uncertain conditions. If this can be achieved, healthy landscapes can support healthy soils and healthy rivers, and through more regenerative approaches to forestry and agriculture, this can build a more secure and sustainable future for Australian people.

Background

In the Northern Rivers area of NSW, the legacy of early colonial settlement continues to impact upon the landscape. Widespread land clearing, first for timber, and then to support livestock production, has caused a significant reduction in tree cover and natural habitats, to such an extent that just over 1% of the original 'big scrub' vegetation remains today. This change in land-use has inevitably brought about changes in the hydrological regime of the region, which most notably can be seen in increased sediment transport to the coast and diminishing water quality. Less well known are the impacts this is likely to be having on groundwater recharge and soil moisture content, both of which are crucial, both to domestic water provision, and to agriculture.

Using a catchment-wide approach to flood control, *Natural Flood Management* (NFM) embodies a broad range of efforts to attenuate flood flows by restoring the natural hydraulic function of the floodplain. Pursued in a number of countries in recent decades, this approach employs a range of nature-based, bioengineering solutions, including reinstating floodplain connectivity, reintroducing woody debris to channel beds, encouraging channel sinuosity, and re-establishing riparian forest (Kemp *et al.*, 2017). A key aspect of the NFM approach is that whilst actively seeking to manage flood risks by undertaking action in catchment areas, these same measures will address river health issues, as well as supporting habitats for both terrestrial and aquatic biodiversity.

Can natural flood management options increase resilience in a subtropical catchment?

Introduction

Australia is increasingly faced by extreme events, characterised in many places by heatwaves, bushfires, droughts and floods. To address these threats to lives and livelihoods, it is essential that we recognise the many links along this continuum, and work towards the creation of a more robust approach to managing water in our diverse landscapes.

The sub-topical part of the East coast of Australia benefits from good soils, high rainfall and a high degree of human and physical capital. This makes it an important and valuable part of the nation, where population is projected in some areas to double over the next few decades. This, along with predicted rising temperatures and more variable rainfall, is putting pressure on land and water resources, highlighting and the need for more effective resource management and governance.

In recent years, considerable interest has arisen in what has come to be known as ‘nature based solutions’. This means understanding how the services provided by healthy ecosystems provide widespread benefits for human communities, and how these benefits can be captured by working more closely with nature. Scientific evidence suggests that these nature-based solutions can be implemented in almost any type of ecosystem, and although such approaches have been trialled in a number of countries, notably the UK, and other parts of Europe, there has been little application of these to date in Australia.

One application of more explicit working with nature rather than against it, has come to be known as *Natural Flood Management*. This is an approach that recognises that floods (and droughts) will continue to happen, but by drawing on what we increasingly understand as ‘ecosystem functions’, it is possible to reduce the pressure on conventional infrastructure that will inevitably come as a result of climate change. Since water underpins all natural and human processes, by building greater resilience in the water sector, we will be better able to operate more adaptively in the face of increasingly uncertain conditions. If this can be achieved, healthy landscapes can support healthy soils and healthy rivers, and through more regenerative approaches to forestry and agriculture, this can build a more secure and sustainable future for Australian people.

Background

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Along the East coast of Australia, biodiversity loss is of increasing concern, so if NFM can contribute to strengthening wildlife corridors, improving weed control and other biodiversity measures, multiple objectives can be met with the same investment. Given the pressures on public and private investment today, multiple objectives from management strategies are increasingly essential. Furthermore, any increase in tree cover that can be implemented as part of NFM can help to reduce the high level of forest clearance currently bringing Australia into international disrepute.

As its name suggests, the Northern Rivers region is characterised by a number of large rivers cutting across the coastal plain and flowing into the Pacific Ocean. As a result, land based activities in these catchments can also have significant impacts on coastal systems and the Marine Estate. In recognition of the need to be more proactive in the way landscapes are managed at the catchment scale, the Northern Rivers Water Initiative (NWRI) has been developed and endorsed by all members of the Joint Organisation of Councils across this region. The NRWI aims to apply three broad NFM strategies to manage flood risk in rural catchments:

- Increasing infiltration (changing agricultural practices to reduce soil compaction, improve soil quality and promote absorption of water)
- Storing water in the landscape (restoring functioning floodplains and wetlands)
- Slowing flows across the floodplain and in the coastal zone (restoring natural processes and landforms to the river corridor, consolidating riparian buffer strips, and reintroducing coarse woody debris).

Although much work has been done to demonstrate the validity of these measures, most of this has been done in temperate environments overseas, and there has been no systematic review of the benefits of these approaches in the Australian context. This is a serious knowledge gap, and one which this project hopes to address.

The major objective of the project will be to systematically evaluate the potential of each technique identified through the major literature review, including the cost effectiveness of these measures. Through this process, it would identify the costs and benefits of various flood mitigation options against a range of river health objectives at the catchment scale. With this information, it will be possible to facilitate the achievement of a significant change in the Richmond River catchment with the best return on the investment of ratepayer funds.

The results of this work will provide a demonstration for other subtropical catchments in the N Rivers, and elsewhere. This will also contribute to Richmond River Coastal Management Programme, the Northern Rivers Watershed Initiative, and the possible impacts of such rivers on the NSW Marine Estate.

Other benefits that will be generated from this work will be the potential employment that will result of the onground works that will be needed in this project, and the more detailed modelling of catchment processes that will be carried out as part of the options evaluation. This will also facilitate an examination of how the various options may be impacted by climate change in future scenarios.

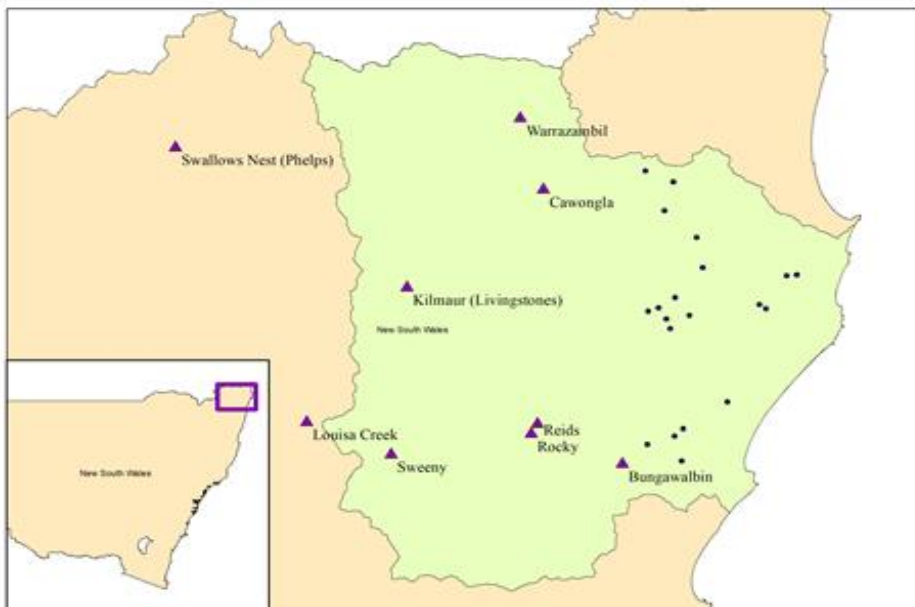
Research activities

- Collation and review of previous literature reviews of NFM techniques;
- Strategic literature review of the range of NFM mechanisms/strategies available to manage flood risk in rural catchments;
- Detailed review of the catchment characteristics of the Richmond River;
- completion of a coarse screening of what techniques may be applicable within the Richmond River catchment –supported by detailed catchment modelling techniques to assess the effectiveness of alternate NFM approaches;

- Evaluation of the extent to which selected options can deliver against the broader catchment objectives;
- Identification of a shortlist of those NFM techniques that appear most suited to the Richmond River catchment;
- prepare detailed outlines of the approaches that provide the best return on investment of alternate NFM approaches.
- Identification of specific tree species for land use options (box 1).
- Evaluation of the socioeconomic impact of alternative NFM options, including increased employment and incomes from increased vegetation management, along with potential for tourism and amenity values.
- To change landholder behaviour to promote more public benefits from ecosystem services, incentive schemes must be considered. Building on existing work, these can be calculated and targeted to get the best value (in terms of tangible deliverables), for the expenditure of public money.

Box 1. Hurford Forest Enterprises have agreed we can use their forestry areas as research plots. This can help to address the question “where in the landscape do we need trees for different roles and functions?” this will be an in-kind contribution to the project by this important local SME.

Locations of Hurford forestry operations and *micro-catchment* water monitoring points established during ARC Linkage project no.LP130100498.



Micro-catchments (dark circles) were identified to represent homogenous land use upstream of the monitoring point, facilitating an investigation of land use impacts.

Forestry plots of different types (purple triangles) will be used for monitoring hydrological impacts of different forests types. This is useful for understanding catchment recharge and transport systems, and for ground truthing hydrological and land use models.

Potential partners

ROUS, LGAs, LLS, OEH, MEMA, consultants, UNSW and overseas universities. Discussions have already taken place with most of these organisations and they have expressed interest in the project.

Note on partners:

Partners may be made up of a group of public and private sector organisations, each making its own contribution as appropriate. Contributions may be in kind or in cash. Some cash is needed to be eligible to submit these grant applications to the Australian Research Council, but it is still a very competitive process so committed partners make a difference. All partners

must be able to indicate why they would benefit from the project and how they would be engaged in it during the project period.

An opportunity exists for a partner to have a dedicated PhD student by providing 50% of a scholarship fee, while SCU provides the other 50%. This would mean a person working for 3 years on a specific issue relevant to the partner's needs. This person would be supervised by both the partner organisation and SCU and is highly valuable to the partner organisation.

All research staff identified on the proposal are ineligible for any salary support, so the time for all research staff from SCU and other universities is recorded as an in-kind contribution.

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Review of Pesticide Notification Plan

(1356/18)

| | |
|-----------------------------------|--|
| Business activity priority | Process management, improvement and innovation. |
| Goal 6 | Continuous improvement through process management and innovative thinking. |

Recommendation

That Council adopt the draft Pesticide Notification Plan.

Background

The purpose of this report is to describe the outcomes of public consultation and recommend that Council adopt the draft Rous County Council Pesticide Notification Plan.

In accordance with the *Pesticides Regulation 2017*, Rous County Council must have in place a Pesticide Notification Plan which is used to inform members of the public about its pesticide use in publicly accessible areas. The Plan has been revised to address the following:

- i). To combine the Pesticide Notification Plans of the three former Counties into a single Plan that covers all functions of Rous County Council.
- ii). To ensure that the Plan is consistent with the approach expected by the Environment Protection Authority (EPA).
- iii). To ensure that best practice is being adopted within the organisation.

Notification about the revised Pesticide Notification Plan including where copies could be obtained was included in The Northern Star and The Tweed Daily News and on Council's website from the 15 May until the 12 June 2019. Copies were sent to the four Constituent Councils and Kyogle and Tweed Shire Councils. Feedback was received from Lismore City Council only (Attachment 2). The results of the public exhibition period are discussed in the consultation section of the report.

A copy of the draft Pesticide Notification Plan is attached to this report. As there were no submissions from the public exhibition which required changes to the Plan, it is recommended the draft Pesticide Notification Plan be adopted without further alterations.

Finance

The draft Pesticide Notification Plan will not affect operational budgets as existing practices already make provision for the required measures.

Following adoption of the revised Plan, there will be staff awareness and education sessions to renew understanding of the Plan and to disseminate changes that have been made to the Pesticide Notification Plans of the three former Counties. These awareness and education sessions will be funded from Council's existing operational budgets.

Environment

Wherever possible, Rous County Council seeks to minimise pesticide application in the management and maintenance of infrastructure and public areas. However, due to the nature of Council's operations, chemical application is unavoidable. Where pesticides are applied, this is undertaken in accordance with internal operational documents such as Safe Work Method Statements and best practice guidance. The pesticide notification is only needed when no alternatives to pesticide application can be practically applied.

Legal

The *Pesticides Act 1999* controls the use of pesticides in NSW. The *Pesticides Regulation 2017* requires certain pesticide users to give notice of pesticide use. Public Authorities are obliged under clause 19 of the Regulation to maintain an up-to-date Pesticide Notification Plan. The Pesticide Notification Plan sets out how Council will notify members of the community of pesticide applications to public places that it owns and manages.

Consultation

The draft Pesticide Notification Plan was placed on public exhibition. Advertisements asking for submissions were placed in *The Northern Star*, *The Tweed Daily* and on Council's website from the 15 May until the 12 June 2019. The draft Pesticide Notification Plan was available for viewing on the Rous County Council website and at Council's office at Molesworth Street. Copies were sent to each of the constituent councils as well as Tweed Shire and Kyogle Councils.

One submission was received during the public exhibition period and is attached to this report.

Conclusion

The Rous County Council Pesticide Notification Plan requires updating to meet best practice standards and to merge the Plans of the three former Counties into one Plan that covers all three of Councils functions. There were no major changes to the overall content other than combining the three former plans into one. The draft Pesticide Notification Plan was placed on public exhibition for a 28-day period. One submission was received regarding the Plan, which did not result in any changes to the draft Plan.

Andrew Logan
Planning Manager

Attachments:

1. Draft Rous County Council Pesticide Notification Plan.
2. Submission from Lismore City Council.



DRAFT
Pesticide Notification Plan
2019-2024



| Version | Purpose and description | Date | Council resolution no. |
|---------|---|------------|------------------------|
| 1.0 | Approved by Weed Biosecurity and Bush Regeneration Manager for public exhibition. | 10/05/2019 | N/A |
| | Adopted by Council. | | |

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Pesticide Use Notification Plan

Introduction

This pesticide use notification Plan has been prepared in accordance with the requirements of the *Pesticides Regulation 2017*.

The aim of this Plan is to meet the community's general right to know about pesticide applications Rous County Council makes or allows to be made to public places that it manages. The Plan allows members of the community to take action to avoid potential contact with pesticides, if they wish.

These requirements are based on the principle that people have a basic right to know when public places are treated with pesticides. Notifying people about pesticide applications means they can make informed decisions, however it does not mean that they can prevent the use of pesticides in the area. The aim of notification is to allow people to choose to reduce their exposure to pesticides if they wish.

The Plan sets out how Rous County Council will notify members of the community of pesticide applications made to public places it manages.

The Plan describes:

- what public places are covered by the Plan,
- what public places are not covered by this Plan,
- who regularly uses these public places, and an estimate of the level of use,
- how and when Rous County Council will provide the community with information about its pesticide applications in public places,
- the special steps Rous County Council will take when pesticides are used in outdoor public places that are adjacent to sensitive places,
- how the community can access this Plan and get more information about Rous County Council's notification arrangements,
- how future reviews of the Plan will be conducted, and
- contact details for anyone wishing to discuss this Plan with Rous County Council.

Rous County Council's role and activities

County councils are different to local councils; they are specifically set up or delegated under the *Local Government Act 1993* to provide one or more functions of a local council. This means that they have quite specific functions that they undertake for the local councils of the areas within which they operate. These councils are referred to as 'constituent councils'. Rous County Council has three main functions:

Bulk water supply

Rous County Council is the regional water supply authority providing water in bulk to the local government areas of Ballina (excluding Wardell), Byron (excluding Mullumbimby), Lismore (excluding Nimbin), and Richmond Valley (excluding land to the west of Coraki).

A population of around 100,000 is serviced by this water supply system. The principal source of our supply network is Rocky Creek Dam, situated 25 kilometres north of Lismore, near the village of Dunoon.

Weed biosecurity

Rous County Council is the Local Control Authority responsible for administering the *Biosecurity Act 2015*. Rous County Council undertakes a wide range of activities to combat the spread of certain invasive weeds across the local government areas of Ballina, Byron, Lismore and Richmond Valley. Rous County Council also does this on behalf of Kyogle and Tweed Shire as part of a fee for service arrangement.

Flood mitigation

Rous County Council is also a flood mitigation authority operating across the local government areas of Ballina, Lismore and Richmond Valley. It is responsible for the construction and replacement of flood mitigation infrastructure, including the routine maintenance of various canals and floodgates and related natural resource management activities.

Overview of pesticide use across Rous County Council

Wherever possible Rous County Council adopts integrated pest management programs that will use a range of techniques, including biological, cultural, physical and chemical control. Rous County Council management programs are designed to have a minimal effect on the environment through the use of best practice techniques.

Rous County Council attempts to use the least toxic chemical option, if that is deemed adequate to achieve the intended aim, and only uses pesticides in public places:

- when necessary to eliminate invasive, nuisance and environmental weeds,
- to protect public property from pest damage, and
- to protect the users of public places from nuisance or danger.

Rous County Council ensures that pesticides are applied to public places in a safe, responsible manner, minimising harm to the community or the environment. Rous County Council will avoid applying pesticides during high use periods when possible.

Rous County Council's pesticide use differs across its three main functions.

Bulk water supply

The majority of pesticide use consists of applying herbicides for weed control and spot spraying of insecticides for insect outbreaks as required in parks and gardens, roadsides and public thoroughfares, pipeline easements, bushland, and at infrastructure sites such as pump stations.

The bulk water supply program has no set frequency of programmed pesticide applications. Bait insecticides may be used infrequently for termite control to protect structures and public safety. Other pesticides potentially used may include fungicides and rodenticides. Rous County Council may undertake vertebrate baiting on its land as required.

Weed biosecurity

Rous County Council is responsible for the control of certain invasive weeds on private property and Rous County Council-owned land, as well as some public lands such as roadsides and watercourses, rivers and inland waters as provided by the *Biosecurity Act 2015*.

Rous County Council may also conduct control works on land managed by State or Commonwealth government departments, public authorities, or constituent councils. When conducting control works on these lands the relevant Pesticide Notification Plan of that department, authority, or council will be adhered to.

Flood mitigation

The majority of pesticide use consists of the application of herbicides for weed control. Rous County Council only uses pesticides in relation to its flood mitigation infrastructure to protect public infrastructure from damage, and to protect the public from property damage, injury and loss of life relating to flooding.

Public places covered by this Plan

Rous County Council proposes to use or allow the use of pesticides in the following categories of outdoor public places that it owns, controls, or manages in the Ballina, Byron, Kyogle, Lismore, Richmond Valley and Tweed local government areas, including:

- road verges and reserves,
- drains and drainage systems (including flood mitigation drains),
- levee systems,
- rivers, streams and creeks (including creek systems regulated by Rous County Council flood mitigation infrastructure),
- wetlands and swamps,
- parks, picnic areas and gardens,
- amenity buildings (e.g. toilet blocks),
- bushland on Rous County Council-owned land,
- utility and pipeline easements,
- reservoirs and pump stations, and
- Rous County Council facilities, such as office buildings.

For each category of public place, Rous County Council has estimated the level of community use and identified the regular user groups along with types of chemical used in that location in Table 1.

Public places not covered and occasions when notification will not be provided

Places that do not have public access and thoroughfare will not be covered by this Plan. These places may include:

- private property,
- levees, drains and drainage systems not accessible to the public,
- reservoirs, pump stations and treatment Plants not accessible to the public, and
- Rous County Council land that isn't designated for public use, such as bushland.

Rous County Council does not intend to provide notification when using small quantities of herbicides (less than 20L of mixed product) that are widely available to the public from retail outlets and can be used for domestic purposes. This will also apply to minor control of indoor and outdoor insect pests using baits or aerosol spray cans.

Rous County Council will not provide notification in circumstances that pose little risk for the public to encounter pesticides, including:

- when using motorised or non-motorised equipment if the quantity to be used is less than 20L of mixed product in any one day and, where there is no danger of drift or off target damage occurring, and
- when using stem injection, cut and swab or scrape and paint application methods.

Unforeseen circumstances

Not all places advertised will receive pesticide notification application on the day stated due to unexpected delays from rain, wind, etc. Therefore, applications may be delayed, or in some extreme cases, brought forward by up to five days from the original advertised application date.

In these instances, notification would be given as soon as practicable on the website and signage would be placed in appropriate places at the application site to notify members of the public.

Notification arrangements

This section of the Plan describes how and when Rous County Council will provide notice of pesticide use in public places. These notification arrangements are based on Rous County Council's assessment of:

- the level of usage of public places where pesticides may be applied,
- the extent to which members of the public who are most likely to be sensitive to pesticides are likely to use these areas regularly,
- the extent to which activities generally undertaken in these areas could lead to some direct contact with pesticides (such as picnic areas where food is consumed; sporting or other recreational activities that result in contact with the ground), and
- the type of pesticide used.

How and when notice of pesticide use will be provided

Rous County Council will endeavour to provide a minimum of two days' notice of its intention to apply pesticides in publicly accessible areas.

Rous County Council will also adhere to any notification requirements that may be stated on the pesticide label and/or Safety Data Sheet (SDS). Special guidelines and conditions have been set out for the use of pesticides in and around waterways and are covered separately in this Plan.

Notice of pesticide use will be provided by one or a combination of:

- **Signs.** Displayed at entrances to public places or other highly used areas and on vehicles (if applicable) prior to commencement of treatment and remaining in place until the pesticide has dried on the Plant's surface, or until the application area is deemed to be safe for public access. Signs will be of a standardised design that will be easily recognisable to the general public and workers.
- **Advertisements.** In the local newspaper or on the local radio station prior to the application start date.
- **Rous County Council's website.** Information prior to the application start date stating the location, dates, pesticides to be used, and the target weeds prior to application dates. The Rous County Council website address can be found in the contact details at the end of this Plan.
- **Letters.** To known users of public places prior to the application start date.
- **Letterbox drops.** Prior to the application start date informing residents.

What information will be provided

In accordance with the Regulation, notice of pesticide use will include the following information:

- the full product name of the pesticide to be used,
- the purpose of the use, clearly setting out what pest or pests are being treated,

- the proposed dates or date range of the pesticide to be used,
- contact telephone number and email address (if applicable) of the Rous County Council representative that people can contact to discuss the notice, and
- any warnings regarding re-entry to or use of the place, if specified on the pesticide product label or the MSDS or the Australian Pesticides and Veterinary Medicines Authority (APVMA) permit.

Special measures for sensitive places

The *Pesticides Regulation 2017* defines a sensitive place to be any:

- school, pre-school or kindergarten,
- childcare centre,
- hospital,
- community health centre,
- nursing home,
- any place declared to be a sensitive place by the Environment Protection Authority, and
- any place registered on constituent council's chemical sensitive register.

Special notification measures apply for programmed herbicide use in public places at or adjacent to sensitive places. Notification will be provided a minimum of five working days prior to the application of pesticide. All due care will be taken to inform the public in and around the sensitive area before and during the application of pesticides.

Whenever possible, pesticide applications adjacent to schools, kindergarten and childcare centres will be carried out during gazetted holiday periods. All due care will be taken while applying pesticide to minimise any potential spray drift or off target damage occurring.

Locations of sensitive places can be obtained from constituent councils.

Chemical sensitive register

Rous County Council will consult the chemical sensitive register of the constituent council where control work is being carried out. This was considered the best procedure for ensuring members of the public only have to enrol on one register and not multiple registers, making it as easy as possible for chemically sensitive persons to be recognised. Persons wishing to be on this register should contact their local council. Rous County Council will request updates from the constituent councils every six months regarding persons listed as chemically sensitive in their council area.

Special arrangements for emergency pesticide use

An emergency pesticide application in a public place may be required to deal with biting or dangerous pests (such as rodents, wasps, bees, venomous spiders, fleas, bird mites, or similar creatures). In these situations, Rous County Council will, where possible, provide notice by posting signs nearby at the time of the application. If this is not possible, Rous County Council will provide information via its website.

Arrangements for government pesticide use by contractor and lessees of public places

Where Rous County Council uses contractors to apply pesticides on its behalf, Rous County Council will ensure that notification is made in accordance with the notification requirements of this Plan.

Where Rous County Council acts as a contractor for constituent councils, State or Commonwealth departments, or any public authorities, notification will occur as required by that particular body's Pesticide Notification Plan.

No lessees exist on publicly accessible Rous County Council land.

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Table 1: Public place assessment, pesticide and notification type table

| Public places owned, controlled or managed by Council | Regular user groups | Level of use of public place | Type of pesticide use | Pesticide use notification |
|--|---|--|--|---|
| Road verges and reserves (including laneways, car parks and pathways on Council owned or controlled land). | <ul style="list-style-type: none"> Local residents. Visitors walking, riding, or driving on the road. | <ul style="list-style-type: none"> High for urban areas. Low for rural roads. | <ul style="list-style-type: none"> Broadscale selective or non-selective herbicides. Spot spraying of herbicides. | One of the following: <ul style="list-style-type: none"> Advertisements. Website. Signs. |
| Drains and drainage systems (including flood mitigation drains). | <ul style="list-style-type: none"> Local residents living adjacent to drainage systems. Local residents or visitors who walk or drive past drainage systems. Children playing in drainage systems. | <ul style="list-style-type: none"> Medium to low. Low to medium for flood mitigation drains. | <ul style="list-style-type: none"> Spot spraying of herbicides. Broadscale herbicide applications of selective and non-selective herbicides. Herbicides approved for use near waterways by the APVMA. | Notification will be given on Council's website. |
| Levee systems. | <ul style="list-style-type: none"> Local residents living adjacent to levee systems. Local residents who walk or drive past or on the levees beside the drain or creek. | <ul style="list-style-type: none"> Low to medium. | <ul style="list-style-type: none"> Herbicides approved for use near waterways by the APVMA. | Notification will be given on Council's website. |
| Rivers, streams and creeks (including creek systems regulated by Council flood mitigation infrastructure). | <ul style="list-style-type: none"> Local residents living adjacent to rivers, streams and creeks. General recreational users. Social groups. Tourists. | <ul style="list-style-type: none"> High. Low to medium for regulated creeks. | <ul style="list-style-type: none"> Spot spraying of herbicides. Broadscale herbicide applications of selective and non-selective herbicides. Herbicides approved for use near waterways by the APVMA. | Notification will be given on Council's website. Signage for high visitation areas. |
| Wetlands and swamps accessible to the public. | <ul style="list-style-type: none"> Local residents living adjacent to wetlands and swamps. Bird watchers, recreational users | <ul style="list-style-type: none"> Low. | <ul style="list-style-type: none"> Spot spraying of herbicides. Broadscale herbicide applications of selective and non-selective herbicides. | Notification will be given on Council's website. |

| Public places owned, controlled or managed by Council | Regular user groups | Level of use of public place | Type of pesticide use | Pesticide use notification |
|---|--|---|--|---|
| <p>Public recreation areas, parks, picnic areas and playgrounds (including Rocky Creek Dam, Emigrant Creek Dam and Whian Whian Falls).</p> | <ul style="list-style-type: none"> • General recreational users (e.g. joggers, dog walkers, picnickers). • Other social gatherings. • Tourist and travellers. • School groups. | <ul style="list-style-type: none"> • Very high on weekends (frequent use by multiple users, short to medium length stays. Particularly public and school holidays). • Other times high. | <ul style="list-style-type: none"> • Spot spraying of herbicides or insecticides. • Broadscale selective or non-selective herbicides. • Broadscale insecticides. • Fungicides. • Spray and bait termiticides • Spray ant control. | <p>Notification will be given on Council's website.</p> <p>Signs will also be erected at entrances prior to commencement of treatment and remaining in place until the pesticide has dried on the Plant's surface, or until application area is deemed to be safe for public access.</p> <p>A visible non-toxic, biodegradable dye will be used in weed spot spray operations in external areas were appropriate.</p> |
| <p>Gardens Perradenya Estate and the Rous County Council administration office.</p> | <ul style="list-style-type: none"> • Local residents. • General recreational users (e.g. joggers, dog walkers, picnickers). • Shoppers, business people visiting CBD. | <ul style="list-style-type: none"> • Medium. | <ul style="list-style-type: none"> • Spot spraying of herbicides or insecticides. • Broadscale selective or non-selective herbicides. • Broadscale insecticides. • Fungicides. • Spray and bait termiticides. • Spray ant control. | <p>One of the following:</p> <ul style="list-style-type: none"> • Advertisements. • Website. • Signs. <p>A visible non-toxic, biodegradable dye will be used in weed spot spray operations in external areas were appropriate.</p> |

| Public places owned, controlled or managed by Council | Regular user groups | Level of use of public place | Type of pesticide use | Pesticide use notification |
|--|---|--|---|--|
| Bushland on Council-owned land accessible to the public. | <ul style="list-style-type: none"> Local residents. General recreational users (e.g. joggers, dog walkers, picnickers). Other social groups. | <ul style="list-style-type: none"> Medium to high. | <ul style="list-style-type: none"> Spot spraying of herbicides and pesticides. Broadscale selective or non-selective herbicide. Cut and paint concentrated herbicide. Vertebrate baits – irregular application of poison baits (e.g. 1,080 baits for wild dogs and foxes, Pindone for rabbits as required). | <p>One of the following:</p> <ul style="list-style-type: none"> Advertisements. Website. Signs. <p>A visible non-toxic, biodegradable dye will be used in weed spot spray operations in external areas where appropriate.</p> <p>Notification of the baiting of wild dogs, foxes and rabbits will be undertaken in accordance with the Pesticide Control Order.</p> |
| Utility and pipeline easements accessible to the public. | <ul style="list-style-type: none"> Neighbouring landholders. Local residents and people working in the area. Occasional walkers. Tourists on scenic routes. | <ul style="list-style-type: none"> Low to medium. | <ul style="list-style-type: none"> Broadscale selective or non-selective herbicide. Spot spraying of herbicides and pesticides. | <p>One of the following:</p> <ul style="list-style-type: none"> Advertisements. Letterbox drops. Website. Signs. |
| Reservoirs and pump stations accessible to the public. | <ul style="list-style-type: none"> Local residents, walkers. | <ul style="list-style-type: none"> Low. | <ul style="list-style-type: none"> Spot spraying of herbicides and insecticides. | <p>One of the following:</p> <ul style="list-style-type: none"> Advertisements. Letterbox drops. Website. Signs. |
| Rous County Council buildings (depots and interiors of public buildings). | <ul style="list-style-type: none"> Persons working in the area. Visitors. Members of the public. | <ul style="list-style-type: none"> High for interiors of public buildings. Low for depots. | <ul style="list-style-type: none"> Spot spraying of insecticides. Broadscale insecticides. Spray and bait termiticides. Spray ant control. Rodenticides. Bait ant control. Bait bird control. | <p>One of the following:</p> <ul style="list-style-type: none"> Advertisements. Website. Signs. |

Arrangements for pesticide application in and around waterways and flood mitigation drainage systems

This section of the Plan relates to the application of pesticide in and around waterways carried out in the local government areas of Ballina, Byron, Kyogle, Lismore, Richmond Valley and Tweed. Only pesticides approved by the Australian Pesticide and Veterinary Medicine Authority for usage on waterways will be used to control weeds on riverbanks and within the channels of drainage systems and regulated creeks.

Rous County Council will take all reasonable steps to warn users of waters in the vicinity of the pesticide application about any risk to human health, or of harm to the environment that may arise from the application of the pesticide in the waters.

Notification will be provided on Rous County Council's website one week prior to pesticide treatment and will include at a minimum the following details:

- what pesticide is to be applied,
- when the pesticide is to be applied,
- a warning not to use, drink, or swim in the water until further notice,
- that further information can be obtained from Rous County Council, and
- Rous County Council's name and contact phone number.

In high visitation areas, i.e. around urban boat ramps, Rous County Council will also erect a warning sign adjacent to the waters where the pesticide is applied to that:

- states at a minimum, in legible English, and in any other language as may be considered reasonably necessary:

WARNING
*Water may contain dangerous chemicals.
 The public is advised not to use, drink
 or swim until further notice.
 For further information contact
 Rous County Council on 6623 3800.*

- is maintained to ensure it remains in place and is visible to the public until the water is safe for use, and
- is not removed until the water is safe for use.

How the community was informed of the Plan

Rous County Council advised residents of this Plan and its contents over a four week period (15 May - 12 June 2019) by:

- Having a copy of the draft Plan available for viewing, free of charge, at its administration office at: Level 4, 218-232 Molesworth Street, Lismore NSW 2480.
- Placing a copy of the draft Plan on the Rous County Council website.
- Sending copies to each of the six constituent councils listed in this Plan.
- Placing a notice every two weeks in a locally distributed newspaper under the public notices section informing of this Plan.
- Placing a notice in the NSW Government Gazette.

At the end of the community consultation period all reasonable submissions were considered.

This Plan is available for viewing:

- On the Rous County Council website.
- In person at Rous the Rous County Council Administration Office at: Level 4, 218-232 Molesworth Street, Lismore NSW 2480

Future reviews of this Plan

Rous County Council will advise residents of any future reviews of this Plan and its contents over a four week period by:

- Having a copy of the draft Plan available for viewing, free of charge, at its administration office at: Level 4, 218-232 Molesworth Street, Lismore NSW 2480.
- Placing a copy of the draft Plan on the Rous County Council website.
- Sending copies to each of the six constituent councils listed in this Plan.
- Placing a notice every two weeks in a locally distributed newspaper under the public notices section informing of this Plan.
- Placing a notice in the NSW Government Gazette.

At the end of the community consultation period all reasonable submissions will be considered.

Contact details

Anyone wishing to contact Rous County Council to discuss the Plan or to obtain details of pesticide applications in public places, should contact:

Group Manager Operations
Rous County Council
218-232 Molesworth Street
Lismore NSW 2480
P: 02 6623 3800
council@rous.nsw.gov.au
www.rous.nsw.gov.au



Our ref: LW:CO19/7012
Your ref: PC/VG:1356/18 (51602)
Contact: L Walsh Environmental Strategies

6 June 2019

Mr Phillip Courtney
Manager, Weed Biosecurity and Bush Regeneration
Rous County Council
PO Box 230
LISMORE NSW 2480

Dear Mr Courtney

Draft Pesticide Notification Plan

Thank you for the opportunity to provide feedback on Rous County Council's Draft Pesticide Notification Plan (PNP).

Lismore City Council supports the content of the draft PNP. It provides a clear and concise documentation of notification requirements.

Should you require any further information, please do not hesitate to contact Environmental Strategies Coordinator, Leonie Walsh, on 6625 0415.

Yours faithfully

Leonie Walsh
Environmental Strategies Coordinator

Enclosed: >

Copy to: >

www.lismore.nsw.gov.au

43 Oliver Avenue, Goonellabah NSW 2480 • PO Box 23A, Lismore NSW 2480 • T: 1300 87 83 87 • E: council@lismore.nsw.gov.au • ABN: 60080932837
Lismore City Council acknowledges the people of the Bundjalung Nation, traditional custodians of the land on which we work.

Human Resources – employment conditions policy

(172)

| | |
|-----------------------------------|---|
| Business activity priority | Process management, improvement and innovation |
| Goal 6 | Continuous improvement through process management and innovative thinking |

Recommendation

That Council:

1. Revoke the following 10 policies attached to this report:
 - a). 'Nine-day fortnight' policy (Rous County Council) dated 21 December 2016
 - b). 'Salary system' policy (Far North Coast Weeds County Council) dated 24 October 2007
 - c). 'Salary system' policy (Rous Water) dated 17 October 2007
 - d). 'Review of salary system' policy (Richmond River County Council) dated 6 February 2008
 - e). 'Staff expenses' policy (Far North Coast Weeds County Council) dated 26 November 2003
 - f). 'Recognition of staff service' policy (Far North Coast Weeds County Council) dated 24 October 2007
 - g). 'Fringe benefits tax' policy (Rous Water) dated 19 December 2012
 - h). 'Telephone reimbursement' policy (Far North Coast Weeds County Council) dated 16 December 2003
 - i). 'Staff uniforms (office-based staff)' policy (Rous Water) dated 20 June 2007
 - j). 'Job redesign' policy (Far North Coast Weeds County Council) dated 26 November 2003,

and any policies revived as a result of their revocation.
2. Adopt the replacement standalone 'Human Resources – employment conditions' policy.

Background

A significant number of Council's policies and procedures have been identified as human resource (HR) related. Given the number of policies and procedures in this space, a project undertaking a comprehensive subject-matter review was established to remove redundant or unnecessary documents and provide staff with a centralised point of relevant information.

As a result of the review, a proposed HR Procedures Handbook has been developed, along with a single associated 'Human resources – employment conditions' policy (proposed HR policy). The proposed HR Procedures Handbook and associated standalone policy will replace 26 procedures and 10 policies.

Governance

Legal

No significant changes to current HR practices were proposed as part of the review. However, a number of policies and procedures were able to be rationalised for consolidation and to address legacy references to Rous Water, Far North Coast Weeds and Richmond River County Council.

The proposed 'Human resources – employment conditions' policy contains an administrative change to Council's current 'Salary system' policy to reflect current practice. Namely, replacing the word 'Performance' at Step 4, to read 'Skill Step 4'. The proposed change does not seek to amend any of the percentage amounts provided for each skill step or overall spread.

It is proposed that the nine-day fortnight and current salary system remain employment conditions and that they be incorporated into a standalone proposed 'HR – employment conditions' policy. All other policies listed in the table have been identified as outdated, obsolete or have been included in the HR Procedures Handbook, due to their subject matter being procedural in nature.

Upon Council's revocation of the relevant policies and making of the proposed standalone HR policy, the Leadership Team will be in a position to approve the proposed HR Procedures Handbook, which will result in the revocation of 26 associated procedures.

HR policies for revocation / replacement

| Policy | Justification for revocation |
|--|---|
| Nine-day fortnight policy (Rous County Council) (21 December 2016) | Fully incorporated into proposed HR policy. |
| Salary system policy (FNCW) (24 October 2007) | Consolidated and updated to reflect current administrative practice (amending Performance Step 4 to read Skill Step 4, as noted above) and incorporated in proposed HR policy. |
| Salary system policy (ROUS) (17 October 2007) | All policies were identical, save for some differences in terminology. |
| Salary system policy (RRCC) (6 February 2008) | |
| Staff expenses policy (FNCW) (26 November 2003) | |
| Recognition of staff service policy (FNCW) (27 October 2007) | Relevant provisions incorporated into HR Procedures Handbook This policy provided a commitment to formally recognise service milestones of staff for then FNCW staff. The relevant procedure has been retained for all staff and incorporated in the HR Procedures Handbook. |
| Fringe Benefits Tax policy (ROUS) (19 December 2012) | No longer required. This policy was specifically developed to manage a residual Fringe Benefits Tax liability for a previous General Manager and is not necessary. |

| Policy | Justification for revocation |
|--|--|
| Telephone reimbursement policy (FNCW) (16 December 2003) | No longer required. This policy provided the procedure for enabling staff to utilise a Council supplied mobile phone or access a landline allowance for then FNCW staff. Relevant council staff are provided with mobile phones for business use, which is governed by Council's 'IT Standards' and associated agreement. While no such arrangements are in place at the present time, should a landline allowance ever need to be accessed by a staff member, the Award provides appropriate guidance. |
| Staff uniforms (office-based staff) policy (ROUS) (20 June 2007) | No longer required. This 2007 policy required that the uniform from the Local Government Corporate Collection be compulsory subject to enforcement by the General Manager. Council's current practice enables staff to access the Corporate Collection alongside their professional attire. Relevant procedure incorporated into the HR Procedures Handbook. |
| Job redesign policy (FNCW) (26 November 2003) | Incorporated into HR Procedures Handbook. The policy provided definitions of job redesign, job re-evaluation and job-reclassification for then FNCW staff. These definitions are procedural in nature and have been clarified for all Council staff in the HR Procedures Handbook. |

Consultation

Widespread consultation occurred with management, staff and Council's Consultative Committee, which informed development of the proposed HR Procedures Handbook and standalone 'Human Resources – employment conditions' policy. Endorsement from the Consultative Committee in relation to the project outcomes was received on 18 July 2019.

Conclusion

In order to update and consolidate human resources policy documentation related to employment conditions, it is recommended that Council revoke 10 human resources policies (refer to the [Attachments A-J](#)) and adopt the replacement 'Human Resources – employment conditions' policy (refer to [Attachment 1](#)).

Phillip Rudd
General Manager

Attachments:

1. Proposed 'Human Resources – employment conditions' policy

For revocation:

- A. 'Nine-day fortnight' policy (Rous County Council)
- B. 'Salary system' policy (Far North Coast County Council)
- C. 'Salary system' policy (Rous Water)
- D. 'Review of Salary system' policy (Richmond River County Council)
- E. 'Staff expenses' policy (Far North Coast County Council)
- F. 'Recognition of staff service' policy (Far North Coast County Council)
- G. 'Fringe benefits tax' policy (Rous Water)
- H. 'Telephone reimbursement' policy (Far North Coast County Council)
- I. 'Staff uniforms (office-based staff)' policy (Rous Water)
- J. 'Job redesign' policy (Far North Coast County Council)

Proposed 'Human Resources – employment conditions' policy

Policy



Human Resources – employment conditions

Approved by Council: xx/xx/xxxx

This policy outlines essential human resources conditions at Council, to complement the *Local Government (State) Award*.

Safety

Teamwork

Accountability

Respect

Background

Complementary or additional benefits to the *Local Government (State) Award* (the Award) are outlined within this policy to provide certainty and consistent application to all staff of Council.

Policy statement

Council acknowledges that its staff are an integral part of operations and its success as an entity. In addition to provisions of the Award, the following matters relating to employment conditions are Council policy.

- **Nine-day fortnight**

All full-time staff are entitled to participate in a rostered day off ('RDO') system of working hours, granting one working day per fortnight absence on accumulated time.

Council's customer service levels will not be diminished or affected by the participation of staff in the nine-day fortnight arrangement.

- **Salary System**

Council endorses the Salary System requirements of the *Local Government (State) Award* which provides for a Salary System that sets out the system, design rules and salary structure applicable for all staff (excluding the General Manager).

- **Progression Steps**

In accordance with clause (ii) of Part 7 of the Award, the salary system shall have a structure that complements the entry level rates of pay and skill descriptors in the Award by identifying grades. Each grade shall have a minimum entry level and four (4) skill steps as detailed in the table below:

| Grade | Entry | Skill Step 1 | Skill Step 2 | Skill Step 3 | Skill Step 4 | Total Spread |
|---------|---------------------------------|--------------|--------------|--------------|--------------|--------------|
| 1 to 21 | Award and Salary System minimum | 5% | 4% | 3% | 4% | 16% |

Contact officer

Human Services Manager

Related documents**Policies**

N/A

Procedures

Human Resources Procedures Handbook

Legislation*Local Government Act 1993***Other***Local Government (State) Award*

| | | | |
|------------------------|-------------------------|-----------------------------|----------------|
| Office use only | File no.: 172/13 | Next review date: [2 years] | |
| Version | Purpose and description | Date adopted by Council | Resolution no. |
| | | | |

Policy



Nine-day fortnight

Adopted by Council: 21/12/2016

To make provision for a nine-day fortnight for full-time employees.

Policy statement

All full time staff are entitled to participate in a rostered day off ('RDO') system of working hours, granting one working day per fortnight absence on accumulated time.

Council's customer service levels will not be diminished or affected by the participation of staff in the nine-day fortnight arrangement.

Contact officer

Human Resources Coordinator.

Related documents

Policies

Not applicable.

Procedures

Nine-day fortnight procedure.

Legislation

Not applicable.

Other

Local Government (State) Award.

| <i>Office use only</i> | File no.: 172/13 | Next review date: 4 years. | |
|------------------------|--|----------------------------|----------------|
| Version | Purpose and description | Date adopted by Council | Resolution no. |
| 2.0 | | 20/06/2007 | 11526-07 |
| 3.0 | Minor amendments to update terminology. New format as a result of the merger of Rous County Council, Far North Coast County Council and Richmond River County Council. | 21/12/2016 | 114/16 |

| | | | | |
|------------------------------|---|------|------------|------------|
| POLICY | Salary System | | | 4.4 |
| AREA | Human Resources. | | | |
| OVERVIEW | Detail the salary steps for progression in Council's Salary System. | | | |
| AUTHORISED BY COUNCIL | ROUS | RRCC | FNCW | |
| | | | 24/10/2007 | |
| REVIEW DATE | As required. | | | |
| FILE | 172 | 843 | 1294 | |

BACKGROUND

POLICY

Policy Statement

Council endorses the requirements of Part 7 of the Far North Coast Weeds Notional Agreement Preserving the Local Government (State) Award (NAPSA) which provides for a Salary System that sets out the system and design rules and salary structure applicable for all staff (excluding the General Manager).

Progression Steps

In accordance with clause 2 of Part 7 of the NAPSA, the salary system shall have a structure that complements the entry level rates of pay and skill descriptors in the NAPSA by identifying grades. Each grade shall have a minimum entry level and three (3) skill steps and one (1) performance step or target step as detailed in the table below:

| Grade | Entry | Skill Step 1 | Skill Step 2 | Skill Step 3 | Total Spread | Performance Step | Target Step |
|----------|---------------|--------------|--------------|--------------|--------------|------------------|-------------|
| 1 to 13 | NAPSA minimum | 5% | 4% | 3% | 12% | 4% | |
| 14 to 21 | NAPSA minimum | 5% | 4% | 3% | 12% | | 4% |

Related Material

Council's Salary System as endorsed by the Consultative Committee.

PROCEDURES

LEGISLATION

RELATED DOCUMENTS

CONTACT OFFICER

| | | |
|----------------------|---------------------|---|
| Secretarial use only | Policy History | Version 3.0: 24/10/2007 |
| Rous Policy No: | RRCC Policy No: | FNCW Policy No: 4.3 |
| Authorised Council: | Authorised Council: | Authorised Council: 27/08/2004; 27/04/2005 |

| | | | |
|------------------------------|--|------|------|
| ROUS WATER POLICY 9.9 | Salary System | | |
| AREA | Human Resources | | |
| OVERVIEW | Detail the salary steps for progression in Council's Salary System | | |
| AUTHORISED COUNCIL | ROUS | RRCC | FNCW |
| | 17/10/2007 | | |
| FILE | 172 | 843 | 1294 |

POLICY

Policy statement

Council endorses the requirements of Part 7 of the Rous Water Notional Agreement Preserving the Local Government (State) Award (NAPSA) which provides for a Salary System that sets out the system and design rules and salary structure applicable for all staff (excluding Executive staff on contract).

Progression steps

In accordance with clause 2 of Part 7 of the NAPSA, the salary system shall have a structure that complements the entry level rates of pay and skill descriptors in the NAPSA by identifying grades. Each grade shall have a minimum entry level and three (3) skill steps and one (1) performance step or target step as detailed in the table below:

| Grade | Entry | Skill Step 1 | Skill Step 2 | Skill Step 3 | Total Spread | Performance Step | Target Step |
|----------|---------------|--------------|--------------|--------------|--------------|------------------|-------------|
| 1 to 13 | NAPSA minimum | 5% | 4% | 3% | 12% | 4% | |
| 14 to 21 | NAPSA minimum | 5% | 4% | 3% | 12% | | 4% |

PROCEDURES

LEGISLATION

RELATED DOCUMENTS

Council's Salary System as endorsed by the Consultative Committee.

CONTACT OFFICER

Human Resources Manager

| | | |
|---|---------------------|---------------------|
| Secretarial use only | | V. 4.0 17/10/2007 |
| Rous Policy No: 9.9 | RRCC | FNCW |
| Authorised Council: 17/12/2003; 18/02/2004; 14/09/2005; 17/10/2007 | Authorised Council: | Authorised Council: |

| | | | | |
|------------------------------|---|------------|------|------------|
| POLICY | Review of Salary System | | | 5.6 |
| AREA | Human Resources. | | | |
| OVERVIEW | Detail the salary steps for progression in Council's Salary System. | | | |
| AUTHORISED BY COUNCIL | ROUS | RRCC | FNCW | |
| | | 06/02/2008 | | |
| REVIEW DATE | As Required. | | | |
| FILE | 172 | 843 | 1294 | |

BACKGROUND

POLICY

Policy Statement

Council endorses the requirements of Part 7 of the Local Government (State) Award which provides for a Salary System that sets out the system and design rules and salary structure applicable for all staff (excluding the General Manager).

Progression Steps

In accordance with clause 2 of Part 7 of the Award, the salary system shall have a structure that complements the entry level rates of pay and skill descriptors in the award by identifying grades. Each grade shall have a minimum entry level and three (3) skill steps and one (1) performance step or target step as detailed in the table below:

| Grade | Entry | Skill Step 1 | Skill Step 2 | Skill Step 3 | Total Spread | Performance Step | Target Step |
|-----------------|---------------|---------------------|---------------------|---------------------|---------------------|-------------------------|--------------------|
| 1 to 13 | NAPSA minimum | 5% | 4% | 3% | 12% | 4% | |
| 14 to 21 | NAPSA minimum | 5% | 4% | 3% | 12% | | 4% |

PROCEDURES

LEGISLATION

RELATED DOCUMENTS

Salary System (Rous Water)

CONTACT OFFICER

| | | |
|----------------------|--------------------------------|-------------------------|
| Secretarial use only | Policy History | Version 2.0: 06/02/2008 |
| Rous Policy No: | RRCC Policy No: 5.6 | FNCW Policy No: |
| Authorised Council: | Authorised Council: 14/10/2003 | Authorised Council: |

| | | | | |
|------------------------------|---|------|------------|------------|
| POLICY | Staff Expenses | | | 4.7 |
| AREA | Human Resources. | | | |
| OVERVIEW | Outline level of expenses for employees attending conferences/training courses. | | | |
| AUTHORISED BY COUNCIL | ROUS | RRCC | FNCW – CC | |
| | | | 26/11/2003 | |
| REVIEW DATE | Term of Council. | | | |
| FILE | 172 | 843 | 1294 | |

BACKGROUND

POLICY

Policy Statement

Council recognises that whilst an employee is away from the workplace attending a conference or training program, costs will be incurred, therefore the following schedule shall apply.

Expenses

Staff attending conferences and/or training for more than a day where meals are not otherwise supplied, Council will cover an employees meal expenses whilst they are in attendance at the rate of:

| | |
|------------|---------|
| Breakfast: | \$15.00 |
| Lunch: | \$15.00 |
| Dinner: | \$30.00 |

Other expenses such as accommodation and plane fares will be booked prior to departure. In circumstances where a Council vehicle is not used and transport costs are incurred, ie: taxi, train buses or trams, Council will reimburse employee on receipt of all documentation that pertains to the cost, including GST.

Out of pocket expenses

A cash advance will be provided to a daily value of \$60.00. Any amounts in excess of this amount staff are to obtain prior approval by the relevant Senior Officer. No reimbursement will be provided for alcohol.

Travel in private time

It is often necessary that an employee may have to travel in their own time, such as an early start or late journey home. This policy is predicated on the basis the employee is prepared to accept this as their contribution to the benefit they are receiving from their attendance at the conference or training.

Procedure

Employees attending conferences and training sessions are to complete an Application for Training and obtain approval prior to attendance.

PROCEDURES

LEGISLATION

RELATED DOCUMENTS

CONTACT OFFICER

| Secretarial use only | Policy History | Version |
|----------------------|---------------------|---------------------|
| Rous Policy No: | RRCC Policy No: | FNCW Policy No: |
| Authorised Council: | Authorised Council: | Authorised Council: |

| | | | | |
|------------------------------|---|------|------------|------------|
| POLICY | Recognition of Staff Service | | | 4.3 |
| AREA | Human Resources. | | | |
| OVERVIEW | To recognise significant milestones of staff. | | | |
| AUTHORISED BY COUNCIL | ROUS | RRCC | FNCW | |
| | | | 24/10/2007 | |
| REVIEW DATE | Term of Council. | | | |
| FILE | 172 | 843 | 1294 | |

BACKGROUND

POLICY

Purpose:

To formally recognise significant service milestones of staff at Far North Coast Weeds by way of a program of staff service awards for each ten (10) years of service

Scope:

Applies to all permanent staff (both full and part time) of Far North Coast Weeds.

PROCEDURES

FNCW Procedure 1.19

LEGISLATION

RELATED DOCUMENTS

CONTACT OFFICER

| | | |
|----------------------|---------------------|--------------------------------|
| Secretarial use only | Policy History | Version 2.0: 24/10/2007 |
| Rous Policy No: | RRCC Policy No: | FNCW Policy No: 4.3 |
| Authorised Council: | Authorised Council: | Authorised Council: 23/04/2003 |

| | | | |
|---------------------------|---|------|------|
| ROUS WATER POLICY | Fringe Benefits Tax (FBT) | | |
| OVERVIEW | Articulate Council's position in relation to FBT and the General Manager's contract | | |
| AUTHORISED COUNCIL | ROUS | RRCC | FNCW |
| | 19/12/2012 | N/A | N/A |
| REVIEW DATE | 19/12/2013 | | |
| FILE | 172 | N/A | N/A |

POLICY

That any residual Fringe Benefits Tax liability, attributable to the General Manager with respect to the Standard Contract of Employment for General Managers of Local Councils in New South Wales, clause 8.2, having arisen from changes in fringe benefits taxation legislation enacted on 10 May 2012, will be met by the Council for the duration of the General Manager's current contract (19 October 2013)

PROCEDURES

Not applicable

LEGISLATION

- Fringe Benefits Tax Assessment Act 1986 incorporating Tax Laws Amendment (2012 Measures No 4) Act 2012
- *Local Government Act 1993*

RELATED DOCUMENTS

Standard Contract of Employment for General Managers of Local Councils in New South Wales

CONTACT OFFICER

Chairperson

| | | |
|------------------------------|-------------------------|-------------------------|
| Secretarial use only | | V. 1.0 19/12/2012 |
| Rous Policy No: | RRCC | FNCW |
| Authorised Council: 19/12/12 | Authorised Council: N/A | Authorised Council: N/A |

| | | | | |
|------------------------------|---|------|------------|------------|
| POLICY | Telephone Reimbursement | | | 4.9 |
| AREA | Human Resources. | | | |
| OVERVIEW | Ensure equitable and appropriate provision of telecommunications across the organisation which meets the needs of Far North Coast Weeds and staff and restrict FBT liability. | | | |
| AUTHORISED BY COUNCIL | ROUS | RRCC | FNCW – CC | |
| | | | 16/12/2003 | |
| REVIEW DATE | Term of Council. | | | |
| FILE | 172 | 843 | 1294 | |

BACKGROUND

POLICY

- 1a). Where a staff member is provided with a mobile phone a landline allowance is not applicable, except as provided in I(b).
- 1b). Staff required to be on-call or occupy Council-owned premises and who do not have mobile network coverage at their place of residence, and staff required to have a work-related dial fax and/or computer connection at home, will be offered reimbursement of one (1) landline rental at their home based on a % usage determined at the expiration of 3-month recording.
2. Far North Coast Weeds will reimburse the costs of calls based on % estimated after 3 months made from their place of residence as may be claimed and identified on a telephone account.
3. Mobile phones are provided to nominated staff to be used primarily for work-related purposes.
4. Staff may utilise phones for private use and will reimburse Far North Coast Weeds for private calls made from mobile phones if in excess of \$10 per month unless otherwise expressly agreed. Accounts will be forwarded to staff as received for confirmation of work-related calls and sign-off on applicable reimbursement of private calls.
5. Council reserves the right to review, vary or remove this policy.

PROCEDURES

LEGISLATION

RELATED DOCUMENTS

CONTACT OFFICER

| Secretarial use only | Policy History | Version |
|----------------------|---------------------|---------------------|
| Rous Policy No: | RRCC Policy No: | FNCW Policy No: |
| Authorised Council: | Authorised Council: | Authorised Council: |

| | | | |
|-------------------------------|-------------------------------------|------|------|
| ROUS WATER POLICY 9.15 | Staff Uniforms (Office based staff) | | |
| AREA | Human Resources | | |
| OVERVIEW | Establish guidelines | | |
| AUTHORISED BY COUNCIL | ROUS | RRCC | FNCW |
| | 20/06/2007 | N/A | N/A |
| FILE | 172 | 843 | 1294 |

POLICY**Policy statement**

A uniform from the Local Government corporate collection range shall be compulsory for all office-based staff that are employed for a period exceeding 12 months, subject to enforcement by the General Manager.

Related material

Staff Uniform (Office Based Staff) procedure.

PROCEDURES**LEGISLATION****RELATED DOCUMENTS****CONTACT OFFICER**

| | | |
|--------------------------------|-------------------------|-------------------------|
| Secretarial use only | | V. 2.0 20/06/2007 |
| Rous Policy No: 9.15 | RRCC | FNCW |
| Authorised Council: 17/12/2003 | Authorised Council: N/A | Authorised Council: N/A |

| | | | |
|------------------------------|---|------|------------|
| POLICY | Job Redesign | 4.6 | |
| AREA | Human Resources. | | |
| OVERVIEW | Once a position alters from the original job description, ie the skill descriptors required for the position change, a new job description will be prepared. This description will be evaluated using the Local Government OO-Soft evaluation system and process. | | |
| AUTHORISED BY COUNCIL | ROUS | RRCC | FNCW – CC |
| | | | 26/11/2003 |
| REVIEW DATE | Term of Council. | | |
| FILE | 172 | 843 | 1294 |

BACKGROUND

POLICY

What is Job Re-Design

Job Redesign

Is the alteration of the skill descriptors of the job. If the skill descriptors change this leads to:

- **Job Re-Evaluation**
Is the completion of an OO-Soft Job evaluation questionnaire, if this, as a result of Job Redesign.
- **Job Reclassification**
Is the result of job being valued in to a new Band and Level. This may be and therefore is required to be advertised (as this would be a new classification).

PROCEDURES

LEGISLATION

RELATED DOCUMENTS

CONTACT OFFICER

| Secretarial use only | Policy History | Version |
|----------------------|---------------------|---------------------|
| Rous Policy No: | RRCC Policy No: | FNCW Policy No: |
| Authorised Council: | Authorised Council: | Authorised Council: |

Policies for revocation

(172/17)

Business activity priority

Information and Knowledge

Goal 6

Create value through applying knowledge

Recommendation

That Council

1. Note this report, and in relation to the matter of 'Designated Persons' that only the General Manager is a Designated Person.
2. Revoke the following policies attached to this report and any policy revived as a result of the revocation:
 - i) Designated Persons policy dated 22 August 2012 (FNCW);
 - ii) Designated Persons policy dated 16 May 2012 (ROUS);
 - iii) Designated Persons policy dated 8 August 2012 (RRCC);
 - iv) Local Weed Management Plans policy dated 22 February 2006 (FNCW);
 - v) Motor Vehicle Agreement policy dated 27 June 2007 (FNCW); and
 - vi) Rebate to Community Organisations policy dated 15 December 2004 (ROUS).

Background

As part of the routine review of Council policy, opportunities for efficiencies and removal of redundant or unnecessary policy documents are being identified.

The following policies have been identified for revocation:

1. Designated Persons policies

Background

Council currently has three separate Designated Persons policies as a legacy from pre-June 2016 whereby Rous County Council, Richmond River County Council and Far North Coast County Council were separately constituted entities each with their own suite of policies.

The purpose of the policies was to identify positions within the respective organisations that were deemed to be Designated Persons under section 441 of the *Local Government Act 1993*, and thereby required to undertake certain actions including the submission of written returns of interest and disclosure of pecuniary interests.

The current policies identify positions within the organisation (in addition to the General Manager) with a delegation \geq \$20,000 (excl. GST) as Designated Persons. If this policy position were to be maintained, it would continue to capture position holders at the Engineer, Manager or Coordinator level and above. Applying an arbitrary dollar limit to determine positions that are Designated Persons is no longer an effective method to manage conflict of interest, particularly having regard to the disclosure requirements in the new Code of Conduct.

Under the new Code of Conduct adopted by Council at its 17 April 2019 meeting, all staff members, including those with financial delegations, are required to disclose in writing the nature of any pecuniary interest they have in a matter they are dealing with as soon as practicable after becoming aware of the interest (clause 4.11).

Comment

Section 441 of the *Local Government Act 1993*, under which the policies were made, was repealed on 14 December 2018. The Code of Conduct defines Designated Persons under clause 4.8 as being:

- (a) the General Manager
- (b) other senior staff of the council for the purposes of section 332 of the *Local Government Act 1993*
- (c) a person (other than a member of the senior staff of the council) who is a member of staff of the council or a delegate of the council and who holds a position identified by the council as the position of a Designated Person because it involves the exercise of functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the person's duty as a member of staff or delegate and the person's private interest
- (d) a person (other than a member of the senior staff of the council) who is a member of a committee of the council identified by the council as a committee whose members are Designated Persons because the functions of the committee involve the exercise of the council's functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the member's duty as a member of the committee and the member's private interest.

(Note: The General Manager is a senior staff position (section 334) and the only position employed under a performance-based contract (sections 338). Council has not determined any other positions within the organisational structure to be a senior staff position (section 332)).

On review of Council's current organisational structure and delegations of authority, it is the position of the Risk and Compliance Coordinator that:

- The General Manager is a Designated Person
- No positions have been determined by Council to be senior staff positions within the meaning of section 332 of the *Local Government Act 1993*
- There are no members of staff of Council who hold the position of a Designated Person because the exercise of functions relating to those positions would not give rise to a conflict of interest required to be disclosed
- There are no members of a committee of Council with delegated Council functions.

Whether or not a position is classified as a Designated Person a conflict of interest (actual or perceived) may arise from time to time in the normal course of duties. Such conflicts are to be managed in accordance with Council's policies and procedures including the existing process under the Code of Conduct for declaring a conflict of interest.

2. **Local weed management plans policy (Far North Coast Weeds 'FNCW')**

Purpose: To provide a consistent format to the Local Management Plan for control class 4 noxious weeds in accordance with the *Noxious Weeds Act 1993*.

Rationale for revocation: This policy is redundant as the *Noxious Weeds Act 1993* has been repealed. The Weed Biosecurity and Bush Regeneration Manager has confirmed that the relevant reference document moving forward will be the Rous County Council Local Priority Weed Management Strategy.

3. Motor vehicle agreement policy (FNCW)

Purpose: To provide a range of options for private use of FNCW motor vehicles.

Rationale for revocation: This is a pre-amalgamation legacy document that only remains relevant to one staff member of Council. The Procurement and Properties Coordinator has consulted with the Human Services Manager and confirmed that a motor vehicle agreement is in place with the staff member therefore this policy is no longer required.

4. Rebate to community organisations policy (ROUS)

Purpose: To provide a rebate to recognised community organisations.

Rationale for revocation: The Finance Manager has confirmed that this policy is no longer required as the relevant content has been incorporated into the Statement of Revenue policy (located within the combined Integrated Planning and Reporting Delivery program/Operational plan).

Consultation

Policy owners consulted with key stakeholders as noted above in this report. The Governance Officer reviewed the recommendations received by policy owners and confirmed that the revocations are appropriate and will not adversely impact Council's compliance obligations. The Leadership Team was also consulted in relation to the proposed revocation of these policies.

Conclusion

The policies identified in this report are no longer required and it is recommended that they be revoked.

Ben Wilson
Risk and Compliance Coordinator

Attachments:

1. Current Designated Persons Policy dated 22 August 2012 - FNCW (for revocation)
2. Current Designated Persons Policy dated 16 May 2012 - ROUS (for revocation)
3. Current Designated Persons Policy dated 08 August 2012 - RRCC (for revocation)
4. Local Weed Management Plans policy dated 22 February 2006 - FNCW (for revocation)
5. Motor Vehicle Agreement policy dated 27 June 2007 - FNCW (for revocation)
6. Rebate to Community Organisations policy dated 15 December 2004 - ROUS (for revocation)

| Far North Coast Weeds | | | |
|---------------------------|---|-----------------|------------|
| POLICY | Designated Persons | | |
| OVERVIEW | To identify the positions that are 'designated persons' under section 441 of the <i>Local Government Act 1993</i> . | | |
| AUTHORISED COUNCIL | ROUS | RRCC | FNCW |
| | Separate Policy | Separate Policy | 22/08/2012 |
| REVIEW DATE | 2 years from adoption | | |
| FILE | 172 | 843 | 1294 |

BACKGROUND

The *Local Government Act 1993* provides that councillors and designated persons (including the General Manager) have particular duties of disclosure.

POLICY

Section 441 of the *Local Government Act 1993* prescribes the position of General Manager as a 'designated person'. For the purposes of section 441, the following positions are also 'designated persons':

- Manager Weed Services.
- Staff with the delegated authority to incur and/or approve expenditure to a value equal to or exceeding \$20,000 (excluding GST).

LEGISLATION

Local Government Act 1993.

CONTACT OFFICER

Manager Governance.

| | | |
|--------------------------------|--------------------------------|--------------------------------|
| Secretarial use only | Policy History | Version 2 12/05//2012 |
| Rous Separate Policy | RRCC Separate Policy | FNCW Policy |
| Authorised Council: 16/05/2012 | Authorised Council: 08/08/2012 | Authorised Council: 22/08/2012 |

| | | | |
|---------------------------|---|-----------------|-----------------|
| POLICY | Designated Persons | | |
| OVERVIEW | To identify the positions that are 'designated persons' under section 441 of the <i>Local Government Act 1993</i> . | | |
| AUTHORISED COUNCIL | ROUS | RRCC | FNCW |
| | 16/05/2012 | Separate policy | Separate policy |
| REVIEW DATE | 2 years | | |
| FILE | 172 | 843 | 1294 |

BACKGROUND

The *Local Government Act 1993* provides that councillors and designated persons (including the General Manager) have particular duties of disclosure.

POLICY

Section 441 of the *Local Government Act 1993* prescribes the position of General Manager as a 'designated person'. For the purposes of section 441, the following positions are also 'designated persons':

- Technical Services Director.
- Staff with the delegated authority to incur and/or approve expenditure to a value equal to or exceeding \$20,000 (excluding GST).

LEGISLATION

Local Government Act 1993.

CONTACT OFFICER

Manager Governance.

| | | |
|---|-------------------------|-------------------------|
| Secretarial use only | | V2.0 16/05/12 |
| Rous Policy | RRCC Policy | FNCW Policy |
| Authorised Council: 15/02/2006; 16/05/2012 | Authorised Council: N/A | Authorised Council: N/A |

| | | | | |
|------------------------------|---|------------|------|------------|
| POLICY | Designated Persons | | | 3.2 |
| AREA | Corporate Governance. | | | |
| OVERVIEW | To establish criteria for determining those staff who are 'designated persons' under Section 441 of the Local Government Act, 1993. | | | |
| AUTHORISED BY COUNCIL | ROUS | RRCC | FNCW | |
| | | 08/02/2006 | | |
| REVIEW DATE | Term of Council. | | | |
| FILE | 172 | 843 | 1294 | |

BACKGROUND

POLICY

Who are "designated persons"?

For the purposes of Section 441 of the Local Government Act, 1993 Council has identified the following positions as a "designated person":

- General Manager

Senior Manager under the Council staff structure being the Floodplain Resource Manager.

PROCEDURES

LEGISLATION

RELATED DOCUMENTS

CONTACT OFFICER

| | | |
|----------------------|---------------------|-------------------------|
| Secretarial use only | Policy History | Version 1.0: 08/02/2006 |
| Rous Policy No: | RRCC Policy No: | FNCW Policy No: |
| Authorised Council: | Authorised Council: | Authorised Council: |

| | | | | |
|------------------------------|--|------|------------|------------|
| POLICY | Local Weed Management Plans | | | 2.7 |
| AREA | Administration and Finance. | | | |
| OVERVIEW | Provide consistent format to Local Management Plans. | | | |
| AUTHORISED BY COUNCIL | ROUS | RRCC | FNCW | |
| | | | 22/02/2006 | |
| REVIEW DATE | Annually. | | | |
| FILE | 172 | 843 | 1294 | |

BACKGROUND

POLICY

That a consistent format be applied to Local Management Plan as per attached template.

PROCEDURES

LEGISLATION

RELATED DOCUMENTS

CONTACT OFFICER

| | | |
|----------------------|---------------------|-------------------------|
| Secretarial use only | Policy History | Version 1.0: 22/02/2006 |
| Rous Policy No: | RRCC Policy No: | FNCW Policy No: |
| Authorised Council: | Authorised Council: | Authorised Council: |

WEED CONTROL CLASS 4 MANAGEMENT PLAN

Control class 4 noxious weeds are plants that pose a threat to primary production, the environment or human health, are widely distributed in the area to which the order applies and are likely to spread in the area or to another area. The control objective for weed control class 4 is to minimise the negative impact of those plants on the economy, community or environment of NSW.

NAME OF WEED(S):
Common Name
Scientific Name
AREA OF OPERATION:
Council(s):
CONTACT PERSON(S):
Weed Officer:
Council:
PLAN PERIOD: (not to exceed weed control order)

Starting date:
Completion date:
CONTROL MEASURES FOR THE WEED(S) AS PER ORDER 19:
CONTROL REQUIREMENTS FOR THIS WEED IN THE AREA OF OPERATION
LINKAGES TO OTHER PLANS, STRATEGIES (Local, Regional, State and National):
Check they support and don't contradict one another
SECTION 12 OBLIGATIONS (from the Noxious Weeds Act 1993)
Private occupiers of land must control noxious weeds on land.

An occupier (other than a public authority or a local control authority) of land to which a weed control order applies must control noxious weeds on the land as required under the order.

Maximum penalty: 40 penalty units

Note: If an occupier fails to comply with obligations under a weed control order, those obligations may be enforced against the owner of the land as well as the occupier by a weed control notice issued under Section 18.

PLAN ENDORSEMENT:

Signed by:

Date:

Position:

Please Note: This document is only binding when reproduced in entirety.

| | | | | |
|------------------------------|---|------|------------|-------------|
| POLICY | Motor Vehicle Agreement | | | 4.16 |
| AREA | Human Resources. | | | |
| OVERVIEW | Provide a range of options for private use of motor vehicles. | | | |
| AUTHORISED BY COUNCIL | ROUS | RRCC | FNCW | |
| | | | 27/06/2007 | |
| REVIEW DATE | Term of Council. | | | |
| FILE | 172 | 843 | 1294 | |

BACKGROUND

POLICY

Statement

Motor vehicles are a necessary tool for the efficient operation of Far North Coast Weeds and can also be an important component of employment conditions. Any arrangement or agreement regarding the use of FNCW motor vehicles by staff shall ensure that Council does not subsidise the private or commuter use.

Agreement

Council will provide nominated staff (being Noxious Weed Inspectors and the Chief Weeds Officer) with the option of one of the following private use agreements:

- Full private use
- Limited private use

Both of these options will be subject to the terms and conditions as outlined in the Motor Vehicle Agreement. Employees with access to a leaseback vehicle shall be required to acknowledge the responsibilities associated with that entitlement by signing that agreement.

PROCEDURES

LEGISLATION

RELATED DOCUMENTS

CONTACT OFFICER

| | | |
|----------------------|---------------------|--------------------------------|
| Secretarial use only | Policy History | Version 2.0: 27/06/2007 |
| Rous Policy No: | RRCC Policy No: | FNCW Policy No: 4.16 |
| Authorised Council: | Authorised Council: | Authorised Council: 02/05/2007 |

| | | | |
|-------------------------------|--|------|------|
| ROUS WATER POLICY 2.12 | Rebate to Community Organisations | | |
| AREA | Finance and Administration | | |
| OVERVIEW | Provide a rebate to recognised community organisations | | |
| AUTHORISED COUNCIL | ROUS | RRCC | FNCW |
| | 15/12/2004 | N/A | N/A |
| REVIEW DATE | Term of Council | | |
| FILE | 172 | 843 | 1294 |

POLICY

A charge equivalent to 50% of the facility charge applicable to occupied properties be allowed for premises eligible for a rebate of general rates through their respective constituent Council on the grounds of being a recognised community organisation, but with any consumption being charged at the standard unit rate.

PROCEDURES

LEGISLATION

RELATED DOCUMENTS

CONTACT OFFICER

Finance Manager

| | | |
|---|-------------------------|-------------------------|
| Secretarial use only | V. 3.0 15/12/2004 | |
| Rous Policy No: 2.13 | RRCC | FNCW |
| Authorised Council: 16/06/1999; 17/11/2004; 15/12/2004 | Authorised Council: N/A | Authorised Council: N/A |

Information reports

(1181)

| | |
|-----------------------------------|---|
| Business activity priority | Process management, improvement and innovation |
| Goal 6 | Continuous improvement through process management and innovative thinking |

Recommendation

That the following information reports be received and noted:

- i). Audit, Risk and Improvement Committee Performance Review: period 2018-2019 – Chairperson’s report
- ii). Audit, Risk and Improvement Committee: meeting update
- iii). Reconciliation Action Plan (RAP) Advisory Group: meeting update
- iv). Investments – July 2019
- v). Water production and usage – June and July 2019
- vi). Fluoride plant dosing performance report – Quarter 2, 2019
- vii). Reports/actions pending

Background

Some years ago, Council information reports were dealt with under one ‘cover report’. This process has been reinstated to assist to streamline the adoption of ‘Information reports’.

Copies of the following reports are attached for information:

- i). Audit, Risk and Improvement Committee Performance Review: period 2018-2019 – Chairperson’s report
- ii). Audit, Risk and Improvement Committee: meeting update
- iii). Reconciliation Action Plan (RAP) Advisory Group: meeting update
- iv). Investments – July 2019
- v). Water production and usage – June and July 2019
- vi). Fluoride plant dosing performance report – Quarter 2, 2019
- vii). Reports/actions pending

Governance

Finance

Not applicable.

Legal

Not applicable.

Consultation

Consultation has been undertaken with the General Manager, Group Managers and staff.

Conclusion

Copies of the reports listed are attached for information.

Phillip Rudd
General Manager

Audit Risk and Improvement Committee Performance Review - period 2018-2019

PREPARED BY: BRIAN WILKINSON
(Independent Member – Chairperson, Audit, Risk and Improvement Committee)

(847.7/18)

Purpose

To provide information in relation to the performance of the Audit, Risk and Improvement Committee.

Background

The Audit, Risk and Improvement Committee Charter provides as follows:

The chairperson of the committee will initiate a review of the performance of the committee at least once every two years. The review will be conducted on a self-assessment basis (unless otherwise determined by the chairperson of the committee), with appropriate input from management and any other relevant stakeholders, as determined by the chairperson of the Committee.

A report on the Committee Performance Review (2015-2018) was last submitted to the Audit, Risk and Improvement Committee on 15 October 2018. That report was subsequently reported to Council and included information on the Committees' activities up to 30 June 2018.

This 2019 Committee Performance report has been prepared to meet the provisions of the Committee's Charter and provide information on the role and activities of the Committee from July 2018 to June 2019.

Governance

The purpose, role and conduct of the Committee is guided by the Rous County Council Audit, Risk and Improvement Committee Charter and Internal Audit Charter.

The Rous County Council Audit, Risk and Improvement Committee Charter includes the following Mission Statement for the Committee:

- To deliver an independent, objective assurance and consulting activity designed to add value and improve Council's operations.
- To help Council accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

Attached is information that outlines meeting attendance by Committee members and also a summary of issues and reports considered by the Committee during the reporting period.

The attached information confirms that Committee members have had a strong commitment to their roles through regular meeting attendance. The role and activities of the Committee cover a diverse range of areas and has expanded to align with anticipated legislative requirements. In addition to the information attached, the Committee has (in conjunction with Management and staff) ensured that there has been a review of items to be reported to the Committee. This has occurred as an outcome of attendance of staff and Committee members at ARIC training and also to ensure compliance with the Committee Charter.

The Committee has continued to develop and maintain relationships with both the Internal Auditor and the External Auditors (including Audit Office NSW) to enable the risk management and internal audit function to be successfully integrated with the operational areas of Council i.e. so that the internal audit and risk reporting outcomes are providing a benefit to Council operations and are accepted as a supporting function that adds value to management functions.

It is considered that the role undertaken by the Committee during the current reporting period has continued to place Council in a strong position to meet the changes to and the intent of Local Government legislation in relation to Audit and Risk.

The scope of Committee activities identified in the attached information supports the view that the Committee is undertaking its required functions in an appropriate manner.

As part of the preparation of this Performance Report consideration has been given to the content of the Charters that guide the role of the Committee. As Chairperson I have been unable to identify any specific 'failings' of the Committee to meet their obligations and responsibilities.

Financial

The Audit, Risk and Improvement Committee functions and associated actions are funded from existing budget and resource allocations.

Consultation

In providing this report for Committee consideration the opportunity is available to Committee Members to review the draft Committee performance review and provide feedback and/ or suggested amendments. In addition, the General Manager and staff are also requested to provide comments as part of the process of reporting the review to the Committee.

Conclusion

As Chairperson of the Rous County Council Audit, Risk and Improvement Committee I consider that, as outlined above, the Committee has satisfactorily and appropriately undertaken and performed its role during the 2018-2019 period.

Brian Wilkinson
Chair

Attachments:

1. ARIC attendance 2018-2019
2. Reports considered

Audit, Risk and Improvement Committee attendance 2018 - 2019

| Brian Wilkinson | Cr Darlene Cook | David Yarnall |
|------------------------|------------------------|----------------------|
| July 2018 | July 2018 | Apology |
| October 2018 | October 2018 | October 2018 |
| November 2018 | November 2018 | November 2018 |
| March 2019 | March 2019 | March 2019 |
| May 2019 | May 2019 | May 2019 |
| | | |
| 100% | 100% | 80% |

| | |
|--|---|
| Thomas Noble Russell/ Audit Office of NSW in attendance or represented via Teleconference | October 2018 November 2018 March 2019 May 2019 |
|--|---|

Number of meetings held 2018 - 2019 = 5

Number of meeting hours = 7.66 hrs

Attachment 2

| Reports considered | Total |
|---|---------------|
| On-going reports: | |
| Financial Reports and Independent (external) Auditor's reports | 1 |
| Risk Registers: status of activities (aka Risk and Profile summary) | 4 |
| Internal Audit (consultant) Grant Thornton – status of agreed action plans and audits | 4 |
| Internal Audit Strategy and Plan 2019-22 | 1 |
| Audit Risk and Improvement Committee Charter | 1 |
| Internal Audit report: Audit Scope WHS Review | 1 |
| Internal Audit (Consultant) Appointment | 1 |
| Audit Office of NSW Client Services Engagement Plan | 1 |
| Finance Status Reports (Budget, Budget Review, Investments) | 1 |
| OLG Circular- Fraud and Corruption Control Checklist | 1 |
| Audit Office of NSW Management Letter- Management Response | 2 |
| Yearly reports: | |
| Audit Risk and Improvement Committee Meeting Schedule | 1 |
| Audit Risk and Audit Committee Charter | 1 |
| Audit Risk and Improvement Committee Training | 1 |
| Reports as required: | |
| Committee Performance Review 2015-2018 | 1 |
| Audit Risk and Improvement Committee Agenda Schedule | 1 |
| Termination of Electronic Document Records Management System Project | 1 |
| Active Floodgate Management Review Program | 1 |
| One-off reports: | |
| Council resolutions regarding Committee appointments | 1 |
| Nightcap Water Treatment Plant – AFM Risk Report | 1 |
| Audit Office of NSW Whitepaper on Fraud and Corruption Control | 1 |
| Presentations: | |
| Jarrold Lean (Grant Thornton) presented information and facilitated feedback on the Internal Audit Strategy | November 2018 |
| Karen Taylor (Audit Office NSW) and Adam Bradfield (TNR) presented on 2017/18 financial reports and auditor report. | October 2018 |
| Karen Taylor and Monique Bartley (Audit Office NSW) presented via teleconference on the audit tender process and general audit matters | November 2018 |
| Rieky Jang (Audit Office NSW) via teleconference, Adam Bradfield and Jodie Carter (TNR) presented on the Annual Engagement Plan and the 2018 Report on Local Government | March 2019 |

Audit, Risk and Improvement Committee – meeting update

(847.7)

| | |
|-----------------------------------|--|
| Business activity priority | Strategy and planning |
| Goal 2 | Align strategic direction to core functions and sustainability |

Background

The Audit, Risk and Improvement Committee met on 29 July 2019. A copy of the meeting minutes is attached to this report (Attachment 1).

Key messages

1. Procurement breach

The 'Compliance report' that was furnished to the Committee included details of procurement activities where it was identified that the requirements of Council's internal procurement policies were not followed. This matter is the subject of a separate report included in the agenda for this 21 August 2019 Council meeting.

2. WHS Internal Audit report

A draft WHS Internal Audit report was received from Grant Thornton on 28 June 2019 and staff are currently reviewing that document. At this stage, consistent with advice provided to the Committee at its 27 May 2019 meeting, initial staff assessments indicate that the identified non-conformances do not have the potential to substantially affect the operations of the organisation.

The draft audit report is currently being reviewed in detail by the Work Health and Safety Officer, the Risk and Compliance Coordinator, and the Group Manager People and Performance. The results from the staff review of the report, as well as a preliminary corrective action plan will be furnished to the Committee's 14 October 2019 meeting.

3. Business Continuity Plan update

Council has in place an emergency management manual which consists of a number of emergency response plans that include business continuity arrangements. While a minor review of the emergency management manual occurs periodically, other aspects of Council's emergency management documentation are reviewed and updated on a quarterly basis (for example, contact lists).

Following the organisational restructure in August 2018 and the introduction of a number of new positions as well as position title changes, the emergency management manual requires review and update. While minor amendments have been made where possible, items such as the individual emergency response plans, require a more detailed review to assess adequacy and currency.

In order to test the effectiveness of Council's emergency response capability and preparedness a mock exercise is planned for late October 2019. The planned exercise will involve an external facilitator partnering with staff to deliver a desktop emergency exercise. The intention is that the exercise will be used to identify gaps in, and changes required to the plans.

4. ICT Business Plan

The ICT Business Plan has been designed as a “living document”, as technology, resources and best practice are constantly changing in the ICT space. To date the Plan has been reviewed in detail by the ICT team and work has commenced on:

- Reviewing current internal ICT processes, procedures and gaps.
- Engaging a consultant to develop a specification for the electronic records management system project.
- A trial for electronic incident reporting.

Internal discussions are continuing on prioritisation and resourcing for other initiatives.

5. Finance management report

The Audit, Risk and Improvement Committee received financial reports that Council had previously considered in the previous quarter. This included:

- Budget 2019/2020
- Monthly Investment report – May 2019
- Financial Reserves policy

Council has been advised by the Audit Office of New South Wales that Gearoid Fitzgerald is now the lead auditor, replacing Reiky Jiang.

The Committee will meet again on 14 October 2019 to consider financial statements for year end 30 June 2019.

6. Internal Audit Plan

The Internal Audit Strategy 2019-2022 identifies Asset Management and Procure to Pay as audit areas for the 2019-2020 period. Scoping of these audits has commenced between Grant Thornton, the Risk and Compliance Coordinator and key internal stakeholders.

Timing of the Asset Management Internal Audit is yet to be finalised and will depend on the final scope of the audit. Preliminary discussions with key stakeholders have identified the potential need to ensure that auditors have suitable experience in asset management. This may impact the timing of the audit as it will depend on auditor availability.

7. Meeting dates for 2020

The Committee confirmed meeting dates for 2020 as follows:

Dates: 23 March; 25 May; 27 July; 19 October (financial statements); 23 November

Meeting start time: 10.00 am

Meeting location: Rous County Council Administration Office (or other location as determined by the Committee from time to time).

The Committee noted that the timing of the October meeting may be impacted by the local government elections scheduled to occur in September 2020.

Governance

Finance

All actions to be undertaken as a result of internal audit report recommendations are funded from existing recurrent budget and resource allocations. Where an action does not fall within an existing budget it will require a separate allocation approved by Council.

Consultation

This report was prepared in consultation with the Audit, Risk and Improvement Committee Chairperson.

Conclusion

This report provides a summary of the key messages from Council's Audit, Risk and Improvement Committee meeting of 29 July 2019. A copy of the meeting minutes is attached for information.

Phillip Rudd
General Manager

Attachment

1. Minutes from Audit, Risk and Improvement Committee meeting of 29 July 2019

Rous County Council

Audit, Risk and Improvement Committee Minutes

Monday, 29 July 2019

The Chair opened the meeting at 10.00am.

In attendance:

Voting Committee:

- Brian Wilkinson (Independent member - Chair)
- David Yarnall (Independent member)
- Cr Darlene Cook (Council member)

Rous County Council:

- Phillip Rudd (General Manager)
- Helen McNeil (Group Manager People and Performance)
- Guy Bezrouchko (Group Manager Corporate and Commercial)
- Andrew Logan (Planning Manager)
- Tom Lloyd (Group Manager Operations)
- Ben Wilson (Risk and Compliance Coordinator)
- Kris Greensill (ICT Manager)

1. APOLOGIES

Cr Basil Cameron; Mr Adam Bradfield (Thomas Noble and Russell); Gearoid Fitzgerald (Audit Office NSW); Jarrod Lean (Grant Thornton); Philip Courtney (RCC Weed Biosecurity and Bush Regeneration Manager).

2. ACKNOWLEDGEMENT OF COUNTRY

Council showed its respect and acknowledged the Traditional Custodians of the Land, of all Elders, on which this meeting took place.

3. MINUTES

Minutes of the meeting held 25 May 2019 were noted as presented.

4. DISCLOSURE OF INTEREST

Nil.

5. GENERAL MANAGER REPORTS

i). Compliance report

RECOMMENDATION (Wilkinson/Cook) that the Audit, Risk and Improvement Committee:

1. Receive and note the information presented in the report regarding:

-
- (a) Recently identified failures in relation to Council's procurement activities and corrective actions currently underway.
 - (b) Progress on updates of the review of Council's policies and procedures.
2. Receive updates on the status of actions in future Actions Pending report including an update on the HR Handbook.

(CARRIED)

ii). Risk management report

RECOMMENDATION (Yarnall/Cook) that the Audit, Risk and Improvement Committee receive and note the information presented in the report regarding:

1. Progress of the Work Health and Safety Internal Audit conducted in March 2019 including a report to the October 2019 meeting.
2. Enterprise risk management activities.
3. Business continuity planning and an upcoming emergency exercise.

(CARRIED)

iii). Fraud control report

RECOMMENDATION (Wilkinson/Yarnall) that the Audit, Risk and Improvement Committee receive and note the information presented in the report regarding:

1. Current mechanisms for fraud and corruption control, and progress on a self-assessment against the NSW Audit Office issued Fraud Control Checklist with a report back to the October 2019 meeting.
2. Current processes for the management of delegations.
3. Updates on the ICT Business Plan 2019-2021, and other items raised in the 27 May 2019 Audit, Risk and Improvement Committee meeting including reporting back to the Committee on a quarterly basis on progress against delivery of the plan.

(CARRIED)

iv). Financial management report

RECOMMENDATION (Yarnall/Cook) that the Audit, Risk and Improvement Committee receive and note the information presented in the report regarding:

1. The final adopted Delivery program/Operational plan and budget for the financial year 2019/20.
2. The interim Management letter issued by the Audit Office of NSW for the year ending 30 June 2019.
3. The update on the status of the Audit Office of NSW Management letter for the year ending 30 June 2018.
4. The investment report furnished to Council's June meeting applicable for the month of May 2019.
5. Adoption of a 'Financial Reserves' policy.

(CARRIED)

v). Governance report

RECOMMENDATION (Wilkinson/Yarnall) that the Audit, Risk and Improvement Committee receive and note the information presented in the report regarding:

1. Progress on the internal audit schedule for the 2019-2020 period.
2. The status of actions arising from internal audits completed under the internal audit strategy adopted in 2013, being one outstanding action.

(CARRIED)

vi). Committee performance review – period 2018-2019

RECOMMENDATION (Wilkinson/Yarnall) that the Audit, Risk and Improvement Committee performance review – period 2018-2019 be received and noted.

CARRIED

vii). Review of annual Agenda Schedule and meeting dates for 2020

RECOMMENDATION (Yarnall/Cook) that the Audit, Risk and Improvement Committee:

1. Confirm the annual Agenda Schedule attached to the report and authorise staff to continue to refine the wording and objectives of each report listed in the Schedule, updating the Committee as required.
2. Confirm the meeting dates for 2020 as: 23 March; 25 May; 27 July; 19 October; and 23 November.

CARRIED

viii). Actions pending

RECOMMENDATION (Wilkinson/Yarnall) that the Audit, Risk and Improvement Committee receive and note the information presented in the report and progress against actions pending.

CARRIED

6. CONFIRMATION OF MINUTES

i). Audit, Risk and Improvement Committee meeting minutes 29 July 2019

RECOMMENDATION (Cook/Yarnall) that the minutes of the Audit, Risk and Improvement Committee meeting held 29 July 2019 be confirmed.

(CARRIED)

7. NEXT MEETING

Monday, 14 October 2019.

8. CLOSE OF BUSINESS

There being no further business the meeting closed at 11.15am.

Reconciliation Action Plan (RAP) Advisory Group

(2453/17)

Business activity priority

Strategy and planning.

Goal 2

Align strategic direction to core functions and sustainability.

Information

There was a number of matters discussed at the RAP Advisory Group meeting including:

- i). Suggested change to the 'Acknowledgement of Country' wording to include "*all Elders*".
- ii). Innovate 2020 Reconciliation Action Plan – regarding Rous County Council's June 2019 meeting question concerning Action 5 from the Innovate RAP - 'support treaty campaign' (*see attached minutes for response*)
- iii). Cultural awareness training kit
- iv). National NAIDOC Week
- v). 2018 RAP Impact Measurement report
- vi). National Reconciliation Week

The minutes of the meeting are attached for Council's information.

Governance**Finance**

Financial commitments are available from within existing budgets.

Consultation

Not applicable.

Conclusion

This report is to provide Council with a copy of the RAP Advisory Group confirmed minutes from its meeting of 27 June 2019.

Guy Bezrouchko
Group Manager Corporate and Commercial

Attachment: RAP Advisory Group minutes 27 June 2019

Reconciliation Action Plan (RAP) Advisory Group

Meeting minutes 27 June 2019

1 OPENING OF THE MEETING

Meeting commenced at 10.34am.

The Chair, Cr Ekins, welcomed everyone and declared the meeting open.

2 ACKNOWLEDGEMENT OF COUNTRY

Suggestion from Roy Gordan that the 'Acknowledgement of Country' include the wording "all Elders".

Suggested alternatives:

*'Council would like acknowledge the Traditional Custodians of the land on which we meet, and recognise their continuing connection to land, water and community. We pay respect to **all** Elders past, present and emerging.'*

*'Council would like to acknowledge that this meeting is being held on the traditional lands of the Widjabul/Wiyabal people of the Bundjalung nation. We pay respect to **all** Elders past, present and emerging.'*

Legend

Bundjalung Elders Council Aboriginal Corporation (BECAC)

Local Aboriginal Land Council (LALC)

Rous County Council (RCC)

3 ATTENDANCE / APOLOGIES

In attendance:

- Cr Vanessa Ekins, Chair (RCC)
- Roy Charles Gordon (Traditional Custodian of Council catchment area on behalf of Aunty June Gordon, Widjabul Elder)
- Phillip Rudd, General Manager (RCC)
- Guy Bezrouchko, Group Manager Corporate and Commercial (RAP AG Secretary) (RCC)
- Helen McNeil, Group Manager People and Performance (RCC)
- Khaila-Rose Prior, Human Services Manager (RCC)

Additional attendees

- Cr Darlene Cook (RCC)
- Roxanne Smith, CEO Ngulingah LALC
- Chelsea Hippi, Administration Trainee (RCC)
- Stephen Parlevliet, WHS Officer (RCC)

Apologies

- Mikael Smith, CEO, Jali Aboriginal Land Council
- Mick Roberts (Bundjalung Elders Council)
- Michael Ryan (Bundjalung Elders Council)
- Anthony Acret, Natural Resource Manager Planning Coordinator (RCC)

4 MINUTES

i). Confirmation of minutes of previous meeting

RECOMMENDED that the minutes of the meeting held 28 March 2019 be confirmed as presented, subject to notation that Khaila-Rose Prior, Human Services Manager (RCC), was also in attendance.

CARRIED

5 SECRETARY REPORT

i). Innovate 2020 Reconciliation Action Plan (RAP)

At its June 2019 meeting, Rous County Council adopted the draft Innovate 2020 RAP. A question was raised at the meeting regarding **Action 5** from Innovate RAP – ‘support treaty campaign’.

As per the request from Council, the RAP AG broadly discussed what the treaty campaign was and how RAP AG could progress Action 5.

Suggested wording change: Remove ‘*Explore opportunities to support the Treaty campaign*’ and replace with ‘*Gain a mutual understanding of what a treaty means for our community within the RCC footprint*’.

ii). Additional matters

- Cultural awareness training kit

Roy Gordon and Anthony Acret have been progressing the cultural awareness training kit over the last two weeks.

- Roxanne Smith - CEO for Ngulingah LALC was introduced and welcomed to the meeting.
- Stephen Parlevliet WHSO (RCC) provided an update on the partnering with Ngulingah LALC in relation to providing WHS support and information sharing.

- Rescheduling combined RAP AG / RCC meeting 21 August 2019

On advice from the General Manager, the RAP AG agreed the combined RAP AG / RCC meeting in August be rescheduled to the 20 November 2019 Council workshop meeting.

Roxanne Smith proposed the meeting could be held at Nimbin Rocks, with a workshop and site tour with the Ngulingah Rangers. To be confirmed.

- Thank you

A special thank you from Roy Gordon to Anthony Acret and staff (Shannon, Helen) for their contribution to the cultural awareness training kit.

iii). National NAIDOC Week (7-14 July 2019)

Noted that Rous County Council will be represented the NAIDOC Week celebrations at the Lismore Showgrounds on Thursday, 4 July 2019; and further that during National Reconciliation Week, the Committee and Council staff participate in appropriate events covering all Council areas.

iv). 2018 RAP Impact Measurement Report

RECOMMENDED that the 2018 RAP Impact Measurement Report be received and noted.

CARRIED

v). National Reconciliation Week 27 May – 3 June

RECOMMENDED that during National Reconciliation Week, the Committee and Council staff participate in appropriate events covering all Council areas.

CARRIED

6 NEXT MEETING

Thursday, 29 August 2019 at 10.30am (please note change of meeting date – originally 21 August).

7 MEETING CLOSE

There being no further business the meeting closed at 11.55am.

Investments - July 2019

(59/12)

| | |
|-----------------------------------|-------------------------------------|
| Business activity priority | Results and sustainable performance |
| Goal 7 | Sustainable performance |

Background

Clause 212 of the *Local Government (General) Regulation 2005* and Council's 'Investment' policy require that a report detailing Council's investments be provided. This report has been for 31 July 2019.

Governance

Finance

The RBA cash rate decreased

At the RBA's July meeting, it was decided to decrease the cash rate from 1.25% to 1.00%. The 90-day average bank bill swap rate (BBSW) has decreased to 1.11%. This decrease will put further pressure on interest yields in the foreseeable future.

Total funds invested for July 2019 was \$35,464,938

This is a decrease of \$3,344,654 compared to the May 2019 figure. This is primarily due to processing invoice payments relating to last financial year, especially the purchase of pipes and fittings for St Helena 600 and tunnel plug progress payments.

Return for July was 2.67%

The weighted average return on funds invested for the month of July was 2.67%. This represents a decrease of three basis point compared to the May result (2.70%) and is 156 basis points above Council's benchmark (the average 90-day BBSW rate of 1.11%) (Refer: Graph D2).

Interest earned for July was \$81,916

Interest earned compared to the original budget is \$29,607 in excess of pro-rata budget (Refer: Attachment A).

Summary of indebtedness as at 31 July 2019

| Information | Loan #1 | Loan #2 | Loan #3 | Loan #4 | Loan #5 | Loan #6 | Total |
|-----------------------|--------------|--------------|---------------|---------------|---------------|---------------|---------------|
| Institution | CBA | CBA | CBA | Dexia | NAB | NAB | |
| Principal Borrowed | \$ 2,000,000 | \$ 3,000,000 | \$ 10,000,000 | \$ 10,000,000 | \$ 10,000,000 | \$ 10,000,000 | \$ 45,000,000 |
| Date Obtained | 9-Jun-04 | 31-May-05 | 31-May-06 | 21-Feb-07 | 31-May-07 | 25-Sep-07 | |
| Term (Years) | 20 | 20 | 20 | 20 | 20 | 20 | |
| Interest Rate | 6.82% | 6.25% | 6.37% | 6.40% | 6.74% | 6.85% | |
| Date Due | 10-Jun-24 | 31-May-25 | 31-May-26 | 21-Feb-27 | 31-May-27 | 25-Sep-27 | |
| Annual Commitment | \$ 184,785 | \$ 264,921 | \$ 891,595 | \$ 893,507 | \$ 917,390 | \$ 925,933 | \$ 4,078,130 |
| Principal Repaid LTD | \$ 1,228,039 | \$ 1,691,478 | \$ 5,027,881 | \$ 4,743,674 | \$ 4,386,815 | \$ 4,104,615 | \$ 21,182,501 |
| Interest Incurred LTD | \$ 1,543,738 | \$ 2,017,411 | \$ 6,562,856 | \$ 6,427,051 | \$ 6,621,860 | \$ 6,543,611 | \$ 29,716,527 |
| Principal Outstanding | \$ 771,961 | \$ 1,308,522 | \$ 4,972,119 | \$ 5,256,326 | \$ 5,613,185 | \$ 5,895,386 | \$ 23,817,499 |
| Interest Outstanding | \$ 151,964 | \$ 281,002 | \$ 1,269,047 | \$ 1,446,109 | \$ 1,746,630 | \$ 1,986,931 | \$ 6,881,683 |

Cheque account balance as at 31 July 2019 was \$75,264

Ethical holdings represent 73.31% of the total portfolio

Current holdings in Ethical Financial Institutions equals \$26,000,000. The assessment of Ethical Financial Institutions is undertaken using www.marketforces.org.au which is an affiliate project of the Friends of the Earth Australia (Refer: Graph D4).

Legal

All investments are in accordance with section 625 of the *Local Government Act 1993*, clause 212 of the *Local Government (General) Regulation 2005* and Council's 'Investment' policy.

Consultation

Nil.

Conclusion

A report on investments is required to be submitted to Council. As at 31 July 2019, investments total \$35,464,938 and the average rate of return is estimated at 2.67%.

Guy Bezrouchko

Group Manager Corporate and Commercial

Attachments:

- A. Investment analysis report 31 July 2019
- B. Investment by Type / Fund / Ethical
- C. Investment by Institution
- D. Total funds invested / Comparison to index

Rous County Council – Investment Analysis Report – 31 July 2019

Attachment A

| Funds Invested With | S & P Local Long Term Rating | Product Name | Ethical ADIs | Lodgement Date | Maturity Date | % of Portfolio | 31 Jul 19 Balance | Rate of Return | Monthly Interest | Year-to-Date Interest |
|--|------------------------------|--------------|--------------|----------------|---------------|----------------|-------------------|----------------|------------------|-----------------------|
| CBA Business Online Saver | AA- | CBA-BOS | No | At call | | 5.54 | 1,964,938.04 | 1.20 | 2,386.27 | 2,386.27 |
| ING Bank Aust Ltd | A | TD | No | 12/9/2017 | 10/9/2019 | 1.41 | 500,000.00 | 2.75 | 1,167.81 | 1,167.81 |
| ING Bank Aust Ltd | A | TD | No | 19/9/2017 | 17/9/2019 | 1.41 | 500,000.00 | 2.75 | 1,167.81 | 1,167.81 |
| Bank of Queensland | BBB+ | TD | Yes | 6/2/2018 | 4/2/2020 | 1.41 | 500,000.00 | 2.85 | 1,210.27 | 1,210.27 |
| ING Bank Aust Ltd | A | TD | No | 8/2/2018 | 11/2/2020 | 2.82 | 1,000,000.00 | 2.90 | 2,463.01 | 2,463.01 |
| Bendigo & Adelaide Bank Ltd (Rural Bank Div) | BBB+ | TD | Yes | 13/2/2018 | 18/2/2020 | 1.41 | 500,000.00 | 2.85 | 1,210.27 | 1,210.27 |
| Auswide Bank Ltd | BBB+ | TD | Yes | 27/3/2018 | 24/3/2020 | 1.41 | 500,000.00 | 2.77 | 1,176.30 | 1,176.30 |
| Bank of Queensland | BBB+ | TD | Yes | 17/7/2018 | 14/7/2020 | 1.41 | 500,000.00 | 3.00 | 1,273.97 | 1,273.97 |
| Bank of Queensland | BBB+ | TD | Yes | 24/7/2018 | 21/7/2020 | 1.41 | 500,000.00 | 3.00 | 1,273.97 | 1,273.97 |
| AMP Bank | A- | TD | No | 7/8/2018 | 6/8/2019 | 1.41 | 500,000.00 | 2.85 | 1,210.27 | 1,210.27 |
| Bank of Queensland | BBB+ | TD | Yes | 14/8/2018 | 13/8/2019 | 1.41 | 500,000.00 | 2.75 | 1,167.81 | 1,167.81 |
| ME Bank | BBB | TD | Yes | 28/8/2018 | 27/8/2019 | 2.82 | 1,000,000.00 | 2.70 | 2,293.15 | 2,293.15 |
| G & C Mutual Bank | BBB- | TD | Yes | 11/9/2018 | 10/9/2019 | 1.41 | 500,000.00 | 2.85 | 1,210.27 | 1,210.27 |
| Bendigo & Adelaide Bank | BBB+ | TD | Yes | 18/9/2018 | 17/9/2019 | 1.41 | 500,000.00 | 2.65 | 1,125.34 | 1,125.34 |
| Maitland Mutual Building Society | UNRATED | TD | Yes | 18/9/2018 | 24/9/2019 | 1.41 | 500,000.00 | 2.75 | 1,167.81 | 1,167.81 |
| AMP Bank | A- | TD | No | 25/9/2018 | 24/9/2019 | 2.82 | 1,000,000.00 | 2.80 | 2,378.08 | 2,378.08 |
| AMP Bank | A- | TD | No | 2/10/2018 | 1/10/2019 | 2.82 | 1,000,000.00 | 2.75 | 2,335.62 | 2,335.62 |
| MyState Bank Limited | BBB+ | TD | Yes | 9/10/2018 | 8/10/2019 | 1.41 | 500,000.00 | 2.70 | 1,146.58 | 1,146.58 |
| Police Credit Union SA | UNRATED | TD | Yes | 9/10/2018 | 8/10/2019 | 1.41 | 500,000.00 | 2.90 | 1,231.51 | 1,231.51 |
| Warwick Credit Union | UNRATED | TD | Yes | 16/10/2018 | 15/10/2019 | 1.41 | 500,000.00 | 2.75 | 1,167.81 | 1,167.81 |
| Railways Credit Union Ltd (T/As Move) | UNRATED | TD | Yes | 23/10/2018 | 22/10/2019 | 1.41 | 500,000.00 | 2.90 | 1,231.51 | 1,231.51 |
| Auswide Bank Ltd | BBB+ | TD | Yes | 26/10/2018 | 29/10/2019 | 1.41 | 500,000.00 | 2.76 | 1,172.05 | 1,172.05 |
| Hunter United Employees Credit Union Ltd | UNRATED | TD | Yes | 30/10/2018 | 29/10/2019 | 1.41 | 500,000.00 | 2.80 | 1,189.04 | 1,189.04 |
| MyState Bank Limited | BBB+ | TD | Yes | 2/11/2018 | 29/10/2019 | 1.41 | 500,000.00 | 2.80 | 1,189.04 | 1,189.04 |
| MyState Bank Limited | BBB+ | TD | Yes | 20/11/2018 | 12/11/2019 | 1.41 | 500,000.00 | 2.80 | 1,189.04 | 1,189.04 |
| National Australia Bank Limited | AA- | TD | No | 4/12/2018 | 26/11/2019 | 2.82 | 1,000,000.00 | 2.73 | 2,318.63 | 2,318.63 |
| MyState Bank Limited | BBB+ | TD | Yes | 7/12/2018 | 26/11/2019 | 2.82 | 1,000,000.00 | 2.80 | 2,378.08 | 2,378.08 |
| BankVic (Police Financial Services Ltd T/as) | BBB+ | TD | Yes | 11/12/2018 | 10/12/2019 | 1.41 | 500,000.00 | 2.95 | 1,252.74 | 1,252.74 |
| BankVic (Police Financial Services Ltd T/as) | BBB+ | TD | Yes | 4/1/2019 | 17/12/2019 | 1.41 | 500,000.00 | 2.80 | 1,189.04 | 1,189.04 |
| Australian Military Bank | UNRATED | TD | Yes | 4/1/2019 | 7/1/2020 | 1.41 | 500,000.00 | 2.76 | 1,172.05 | 1,172.05 |
| National Australia Bank Limited | AA- | TD | No | 8/1/2019 | 3/12/2019 | 1.41 | 500,000.00 | 2.70 | 1,146.58 | 1,146.58 |
| Queensland Country CU (formerly ECU Aust) | UNRATED | TD | Yes | 15/1/2019 | 14/1/2020 | 1.41 | 500,000.00 | 2.80 | 1,189.04 | 1,189.04 |
| The Capricornian Ltd | UNRATED | TD | Yes | 22/1/2019 | 21/1/2020 | 1.41 | 500,000.00 | 2.85 | 1,210.27 | 1,210.27 |
| Goldfields Money Ltd | UNRATED | TD | Yes | 5/2/2019 | 28/1/2020 | 1.41 | 500,000.00 | 2.85 | 1,210.27 | 1,210.27 |
| Summerland Credit Union | UNRATED | TD | Yes | 5/2/2019 | 4/2/2020 | 1.41 | 500,000.00 | 2.80 | 1,189.04 | 1,189.04 |
| QBank | BBB- | TD | Yes | 12/2/2019 | 11/2/2020 | 1.41 | 500,000.00 | 2.85 | 1,210.27 | 1,210.27 |
| BankVic (Police Financial Services Ltd T/as) | BBB+ | TD | Yes | 4/3/2019 | 25/2/2020 | 1.41 | 500,000.00 | 2.70 | 1,146.58 | 1,146.58 |
| Gateway Bank Ltd | UNRATED | TD | Yes | 5/3/2019 | 3/3/2020 | 1.41 | 500,000.00 | 2.70 | 1,146.58 | 1,146.58 |

| Funds Invested With | S & P Local Long Term Rating | Product Name | Ethical ADIs | Lodgement Date | Maturity Date | % of Portfolio | 31 Jul 19 Balance | Rate of Return | Monthly Interest | Year-to-Date Interest |
|--|------------------------------|--------------|--------------|----------------|---------------|----------------|----------------------|----------------|------------------|-----------------------|
| MyState Bank Limited | BBB+ | TD | Yes | 1/4/2019 | 17/3/2020 | 1.41 | 500,000.00 | 2.70 | 1,146.58 | 1,146.58 |
| Maitland Mutual Building Society | UNRATED | TD | Yes | 2/4/2019 | 31/3/2020 | 1.41 | 500,000.00 | 2.75 | 1,167.81 | 1,167.81 |
| Railways Credit Union Ltd (T/As Move) | UNRATED | TD | Yes | 9/4/2019 | 10/3/2020 | 1.41 | 500,000.00 | 2.60 | 1,104.11 | 1,104.11 |
| Auswide Bank Ltd | BBB+ | TD | Yes | 9/4/2019 | 7/4/2020 | 1.41 | 500,000.00 | 2.60 | 1,104.11 | 1,104.11 |
| Defence Bank | BBB | TD | Yes | 23/4/2019 | 21/4/2020 | 1.41 | 500,000.00 | 2.60 | 1,104.11 | 1,104.11 |
| AMP Bank | A- | TD | No | 23/4/2019 | 15/10/2019 | 1.41 | 500,000.00 | 2.70 | 1,146.58 | 1,146.58 |
| Southern Cross Credit Union | UNRATED | TD | Yes | 30/4/2019 | 19/11/2019 | 1.41 | 500,000.00 | 2.80 | 1,189.04 | 1,189.04 |
| Bank of Sydney Ltd | UNRATED | TD | Yes | 3/5/2019 | 5/5/2020 | 1.41 | 500,000.00 | 2.55 | 1,082.88 | 1,082.88 |
| Firstmac Ltd | UNRATED | TD | Yes | 3/5/2019 | 5/11/2019 | 1.41 | 500,000.00 | 2.75 | 1,167.81 | 1,167.81 |
| Auswide Bank Ltd | BBB+ | TD | Yes | 7/5/2019 | 28/4/2020 | 1.41 | 500,000.00 | 2.40 | 1,019.18 | 1,019.18 |
| Queensland Country CU (formerly ECU Aust) | UNRATED | TD | Yes | 21/5/2019 | 19/5/2020 | 1.41 | 500,000.00 | 2.40 | 1,019.18 | 1,019.18 |
| AMP Bank | A- | TD | No | 4/6/2019 | 10/12/2019 | 1.41 | 500,000.00 | 2.45 | 1,040.41 | 1,040.41 |
| Bendigo & Adelaide Bank Ltd (Rural Bank Div) | BBB+ | TD | Yes | 18/6/2019 | 17/12/2019 | 1.41 | 500,000.00 | 2.10 | 891.78 | 891.78 |
| Bank of Sydney Ltd | UNRATED | TD | Yes | 16/7/2019 | 22/10/2019 | 1.41 | 500,000.00 | 2.25 | 493.15 | 493.15 |
| AMP Bank | A- | TD | No | 21/8/2018 | 25/8/2020 | 1.41 | 500,000.00 | 2.95 | 1,252.74 | 1,252.74 |
| Bendigo & Adelaide Bank Ltd (Rural Bank Div) | BBB+ | TD | Yes | 6/11/2018 | 3/11/2020 | 2.82 | 1,000,000.00 | 2.85 | 2,420.55 | 2,420.55 |
| Newcastle Permanent Bldg Soc | BBB | TD | Yes | 29/1/2019 | 19/1/2021 | 1.41 | 500,000.00 | 2.95 | 1,252.74 | 1,252.74 |
| Newcastle Permanent Bldg Soc | BBB | TD | Yes | 19/2/2019 | 16/2/2021 | 1.41 | 500,000.00 | 2.95 | 1,252.74 | 1,252.74 |
| Newcastle Permanent Bldg Soc | BBB | TD | Yes | 8/3/2019 | 2/3/2021 | 2.82 | 1,000,000.00 | 2.85 | 2,420.55 | 2,420.55 |
| Auswide Bank Ltd | BBB+ | TD | Yes | 3/5/2019 | 4/5/2021 | 2.82 | 1,000,000.00 | 2.55 | 2,165.75 | 2,165.75 |
| Firstmac Ltd | UNRATED | TD | Yes | 3/5/2019 | 11/5/2021 | 1.41 | 500,000.00 | 2.75 | 1,167.81 | 1,167.81 |
| MATURED TDs | | | | | | | | | 1,812.33 | 1,812.33 |
| | | | | | | 100.00 | 35,464,938.04 | 2.67% | 81,915.72 | 81,915.72 |

Total Investment Holdings

| | | | |
|---------------|----------------------|------------------|------------------|
| 100.00 | 35,464,938.04 | 81,915.72 | 81,915.72 |
|---------------|----------------------|------------------|------------------|

| | |
|--------------------|------------------|
| Total YTD Interest | 81,915.72 |
|--------------------|------------------|

Deposits with Australian Deposit-taking institutions (ADI) are Government.

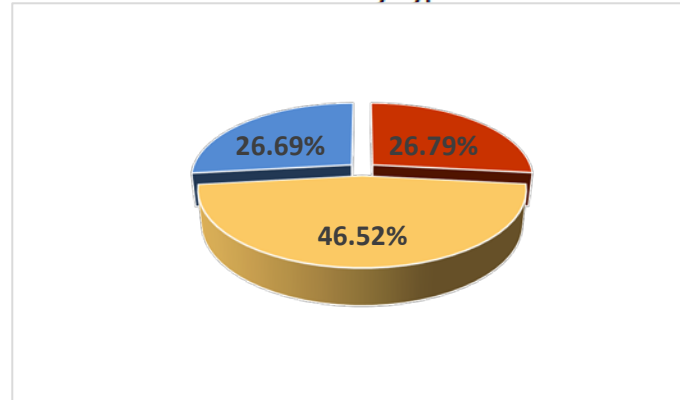
| | |
|-----------------------------|------------------|
| Budget Interest @ 31 Jul 19 | 52,308.33 |
|-----------------------------|------------------|

Guaranteed for balances totalling up to \$250,000 per customer, per institution.

| | |
|-----------------|------------------|
| Budget variance | 29,607.39 |
|-----------------|------------------|

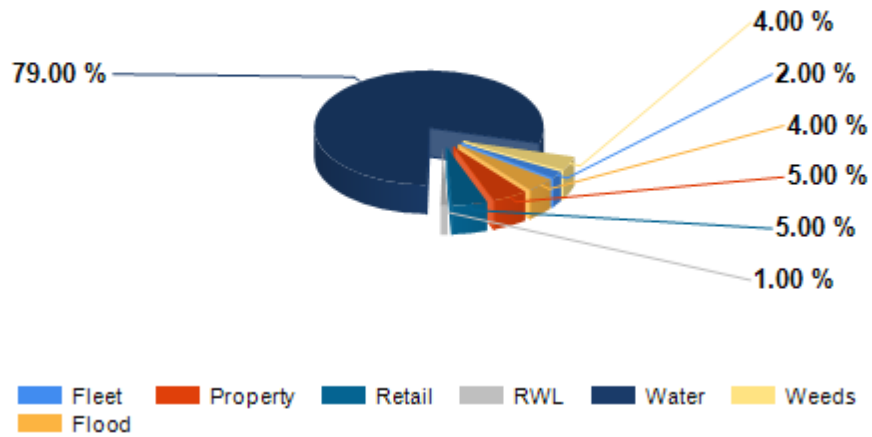
Attachment B

Investment by Type



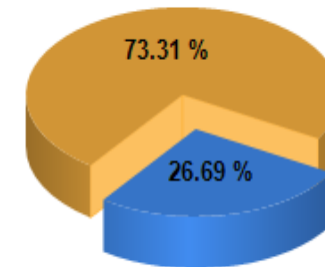
■ All A category term deposits
 ■ BBB+, BBB, BBB- category term deposits
 ■ Unrated Term Deposits

Investment by Fund

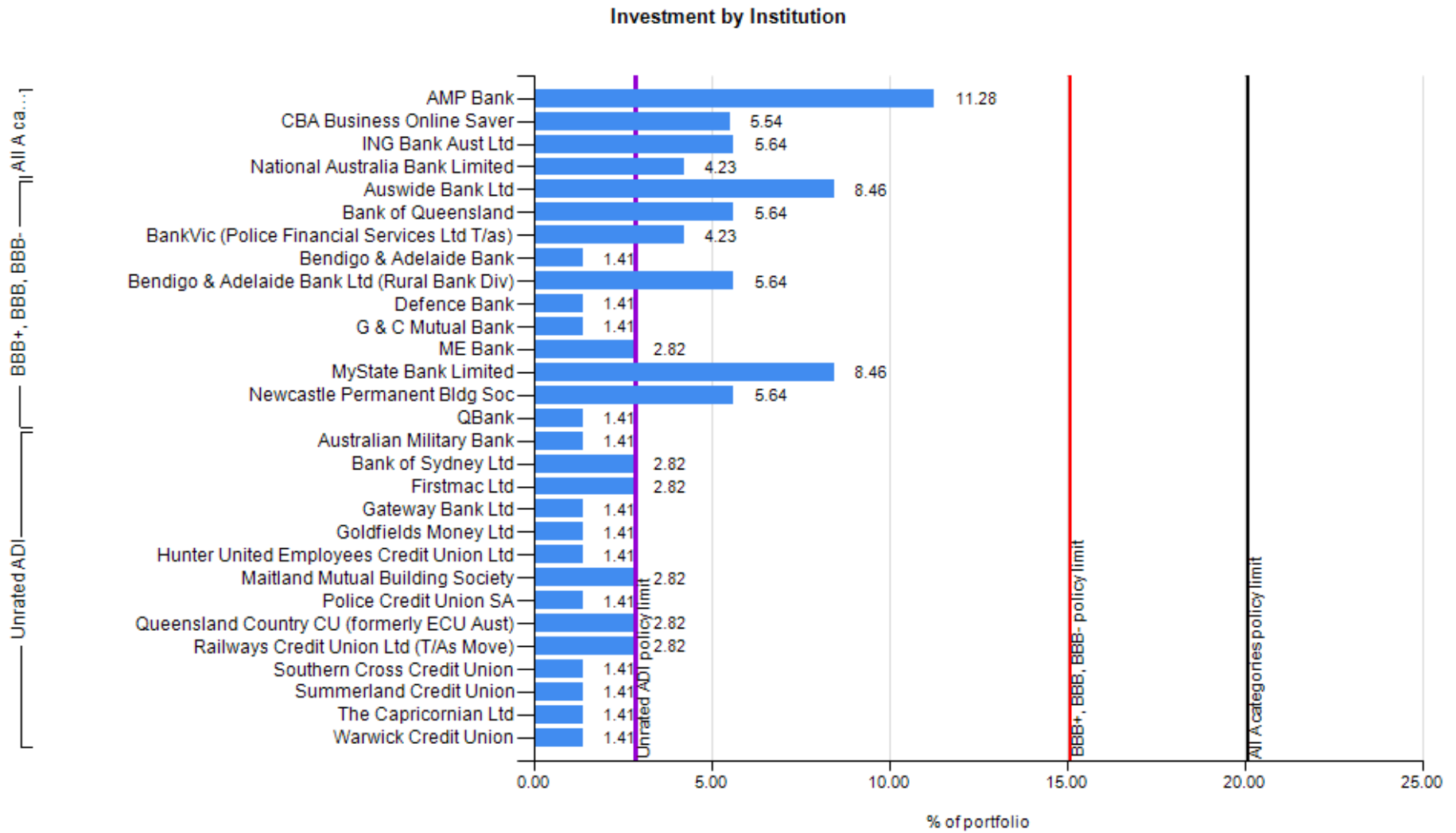


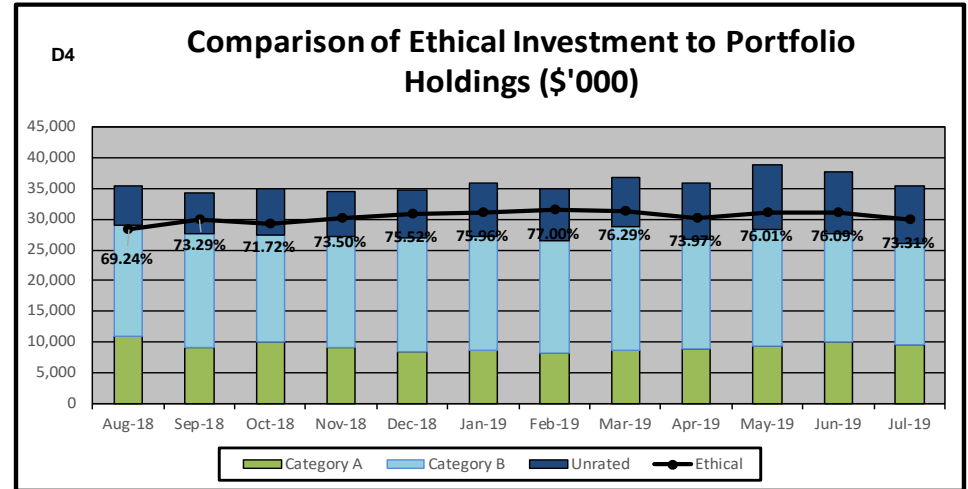
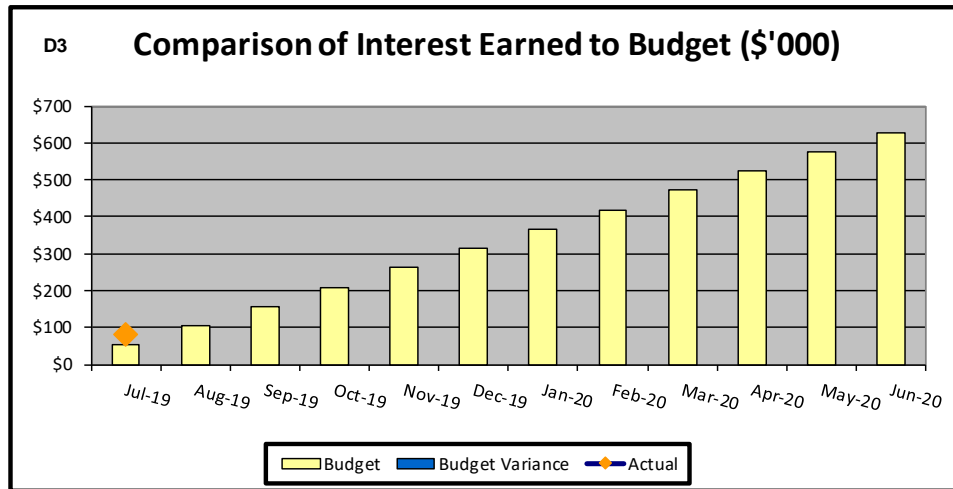
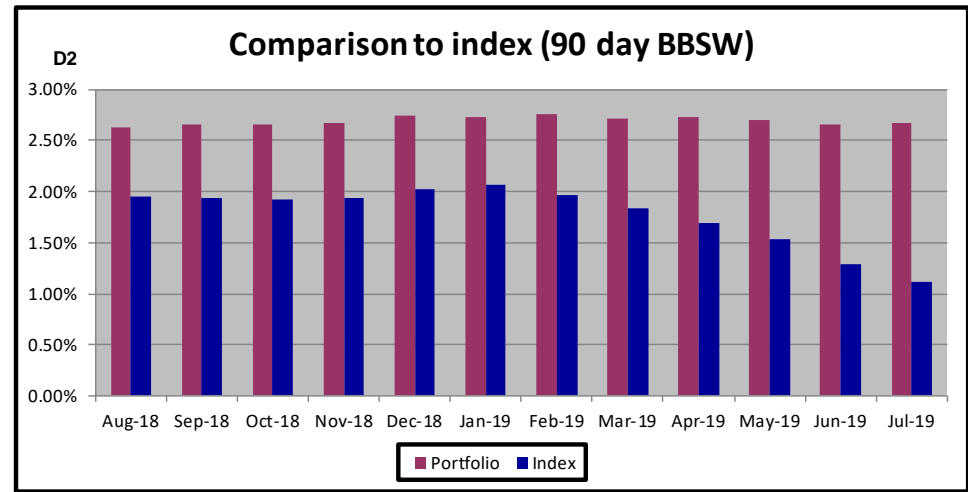
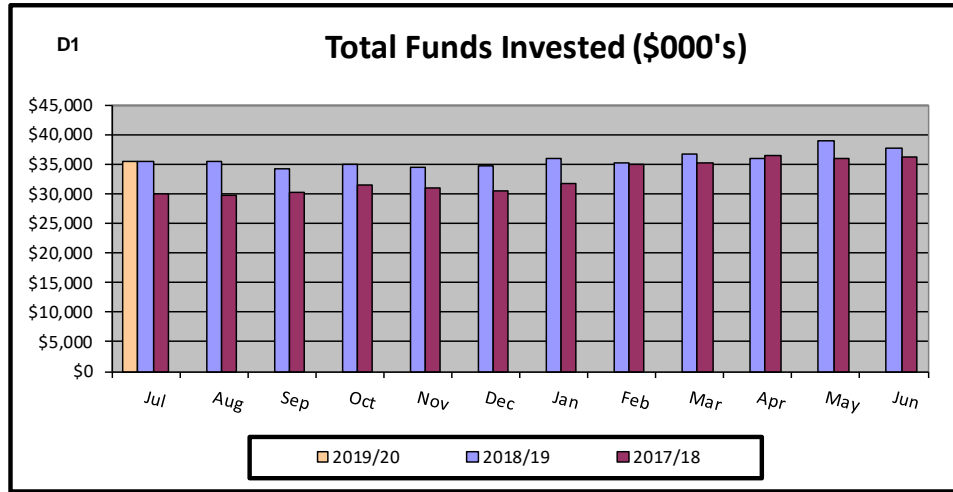
■ Fleet
 ■ Property
 ■ Retail
 ■ RWL
 ■ Water
 ■ Weeds
■ Flood

Ethical Investments as a % of Portfolio



■ Investment in fossil fuels
 ■ No investment in fossil fuels





Water production and usage - June 2019 and July 2019

(5/12)

Business activity priority

Strategy and planning

Goal 2

Align strategic direction to core functions and sustainability

Background

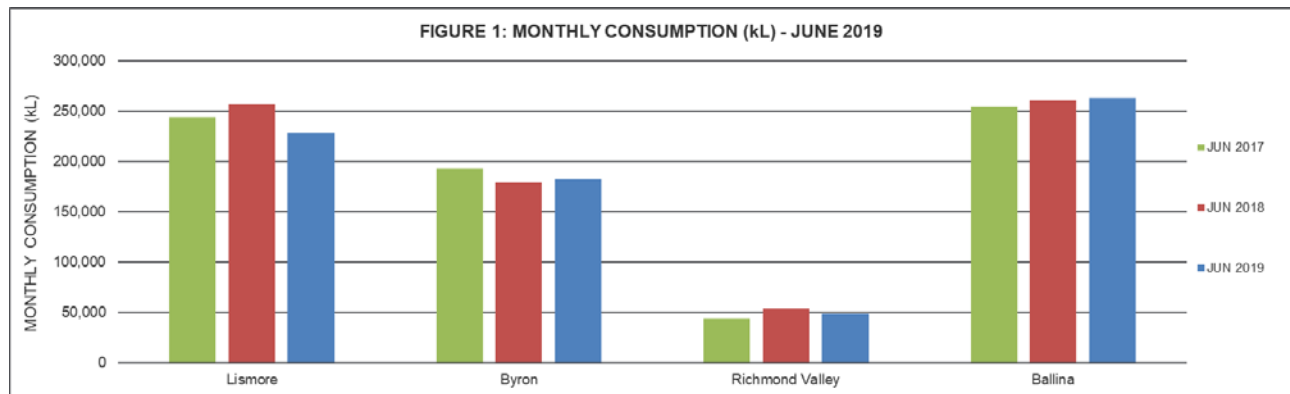
- Summary for June 2019**

The table below is the June 2019 bulk water sales to the constituent councils in kilolitres compared to May 2019 and the corresponding June for 2017 and 2018.

| Council | Council area | June 2017 | June 2018 | May 2019 | June 2019 | Change on previous year % | % of Total |
|--|------------------------|----------------|----------------|----------------|----------------|---------------------------|---------------|
| Lismore City Council | Dunoon/The Channon | 9,929 | 12,164 | 12,033 | 10,243 | | |
| | Clunes | 3,823 | 3,143 | 3,524 | 3,743 | | |
| | Pineapple Road | 446 | 407 | 375 | 356 | | |
| | Holland Street | 33,792 | 33,864 | 36,521 | 32,520 | | |
| | Ross Street | 70,667 | 77,077 | 69,546 | 67,462 | | |
| | Tullera | 1,028 | 1,467 | 1,025 | 1,685 | | |
| | No. 4 Reservoir | 38,443 | 37,482 | 45,474 | 35,968 | | |
| | No. 9 Reservoir | 81,448 | 86,191 | 75,984 | 72,019 | | |
| | Tanelawn | 3,738 | 4,497 | 4,164 | 4,015 | | |
| | North Woodburn | 522 | 540 | 609 | 606 | | |
| | TOTAL | 243,836 | 256,832 | 249,255 | 228,617 | ↓ 10.99% | 31.62 |
| Byron Shire Council | Bangalow | 16,659 | 15,776 | 13,226 | 12,172 | | |
| | Byron Bay | 42,391 | 38,726 | 44,787 | 38,680 | | |
| | Coopers Shoot | 77,604 | 66,410 | 78,766 | 72,361 | | |
| | Wategos Beach | 2,957 | 2,471 | 3,673 | 3,221 | | |
| | Brunswick Heads | 13,898 | 13,560 | 15,140 | 13,363 | | |
| | Ocean Shores | 39,498 | 42,024 | 53,998 | 42,709 | | |
| | TOTAL | 193,007 | 178,967 | 209,590 | 182,506 | ↑ 1.98% | 25.25 |
| Richmond Valley Council | Coraki | 8,736 | 8,785 | 10,317 | 9,995 | | |
| | Woodburn | 3,755 | 4,273 | 4,647 | 3,907 | | |
| | Broadwater | 8,757 | 18,092 | 13,750 | 10,530 | | |
| | Evans Head | 22,671 | 22,803 | 27,534 | 24,095 | | |
| | TOTAL | 43,919 | 53,953 | 56,248 | 48,527 | ↓ 10.06% | 6.71 |
| Ballina Shire Council | Ballina 375mm main | 90,952 | 66,062 | 102,804 | 98,913 | | |
| | Lennox Head 200mm main | 1,523 | 1,659 | 3,126 | 2,490 | | |
| | Basalt Crt 450mm main | 105,615 | 133,403 | 111,796 | 101,862 | | |
| | Ballina Heights | 9,583 | 5,217 | 6,655 | 5,543 | | |
| | Sub-Total | 207,673 | 206,341 | 224,381 | 208,808 | | |
| | Wollongbar 375mm main | 47,436 | 54,896 | 58,343 | 54,475 | | |
| | Lumley Park Bore | 0 | 0 | 0 | 0 | | |
| | Converys Lane Bore | 0 | 0 | 0 | 0 | | |
| | Sub-Total | 47,436 | 54,896 | 58,343 | 54,475 | | |
| | TOTAL | 255,109 | 261,237 | 282,724 | 263,283 | ↑ 0.78% | 36.42 |
| TOTAL MONTHLY CONSUMPTION BY CONSTITUENT COUNCILS | | 735,871 | 750,989 | 797,817 | 722,933 | ↓ 3.74% | 100.00 |

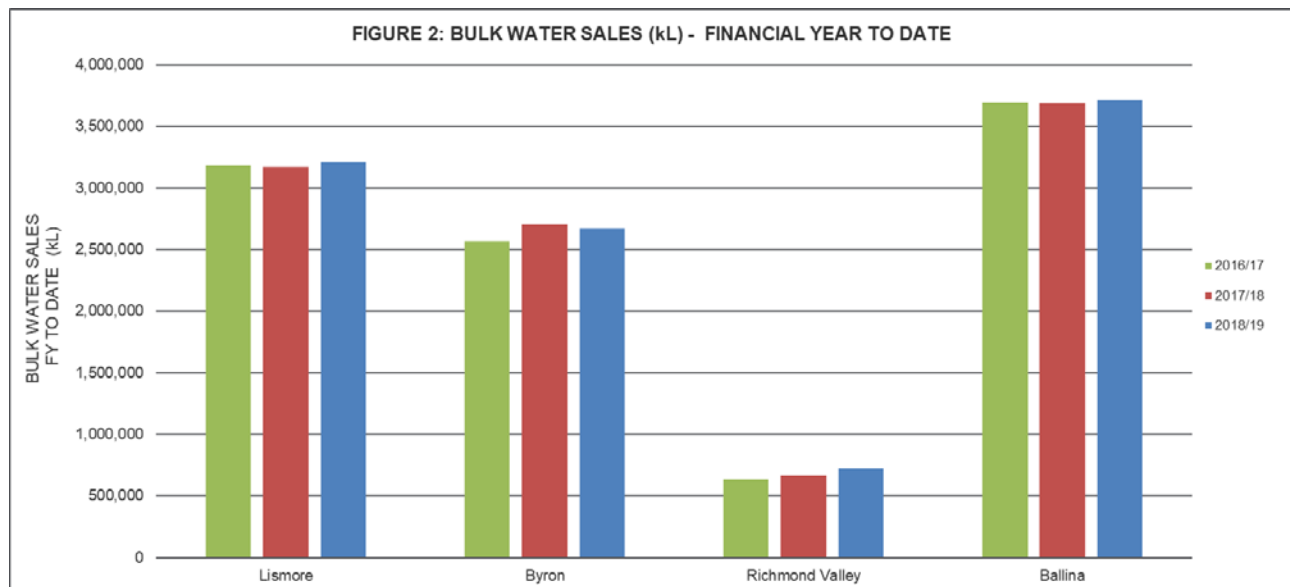
Monthly consumption by constituents

Figure 1 is the monthly consumption for each council area compared to the previous two years.



Sales to constituents – financial year to date

Figure 2 is the bulk water sales in kilolitres to the constituent councils for the financial year to date compared to previous financial years.



Source contribution

The table below is the source contributions in kilolitres for the month compared to the corresponding month of the previous two years.

Daily source usage for June 2019 averaged 28.828ML. This is an increase from the May 2019 daily average of 28.796ML. Rocky Creek Dam as at 30 June 2019 was at 91.32% of full capacity (refer Attachment 1).

| Source | June 2017 | June 2018 | May 2019 | June 2019 | Change on previous year % | % of Total |
|------------------------------------|------------------|------------------|------------------|------------------|---------------------------|---------------|
| Rocky Creek Dam | 837,227 | 866,515 | 843,910 | 740,940 | | |
| Wilson River | 0 | 0 | 0 | 0 | | |
| Emigrant Creek Dam | 0 | 0 | 48,770 | 63,890 | | |
| Alstonville Plateau Bores | 0 | 0 | 0 | 0 | | |
| Coastal Sands Bores | 0 | 0 | 0 | 0 | | |
| MONTHLY TOTAL | 837,227 | 866,515 | 892,680 | 804,830 | ↓ 7.12 | 100.00 |
| CALENDAR YEAR TO DATE TOTAL | 5,528,162 | 5,565,958 | 5,164,668 | 5,969,498 | ↑ 7.25 | |

New connections

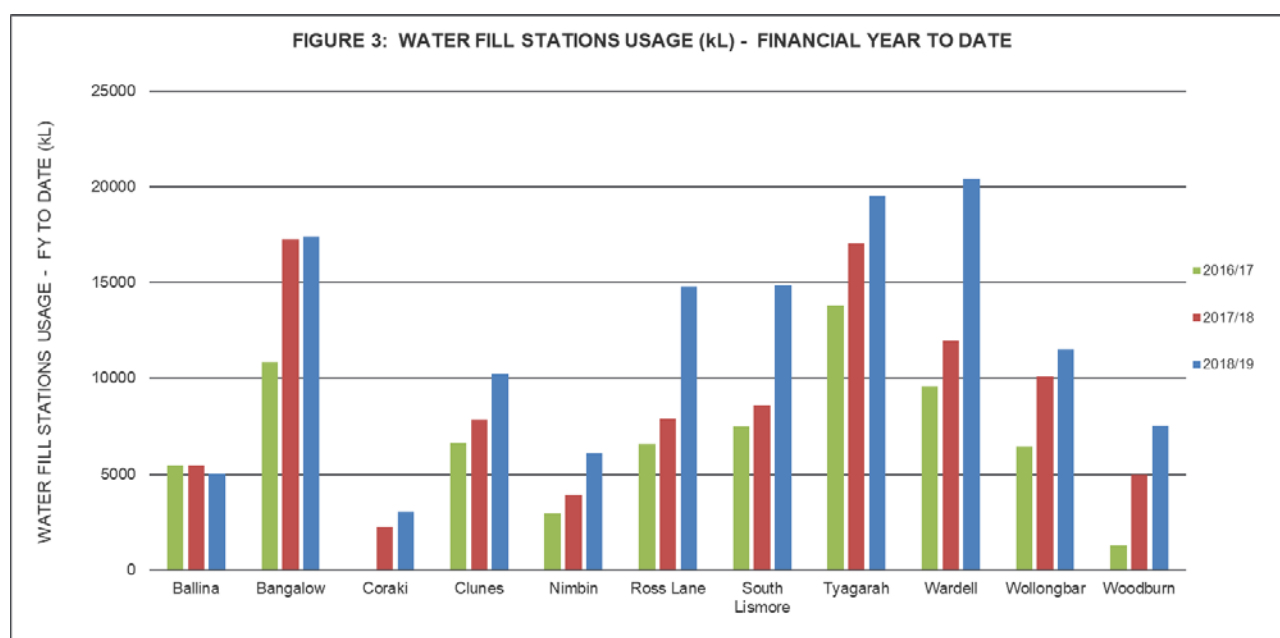
The table below is a summary of the new water connections for each council for the month. The kL/connection/day provides a comparison of the monthly consumption per connection per day.

| Supply authority | New connections for month | Calendar year to date total | Total connections | kL/Connection/Day |
|-------------------------|---------------------------|-----------------------------|-------------------|-------------------|
| Lismore City Council | 7 | 32 | 14,000 | 0.54 |
| Byron Shire Council | 10 | 44 | 10,013 | 0.61 |
| Richmond Valley Council | 4 | 11 | 2,697 | 0.60 |
| Ballina Shire Council | 34 | 158 | 15,242 | 0.58 |
| Rous County Council | 0 | 5 | 2,114 | 0.95 |
| TOTAL | 55 | 250 | 44,066 | |

Water fill stations

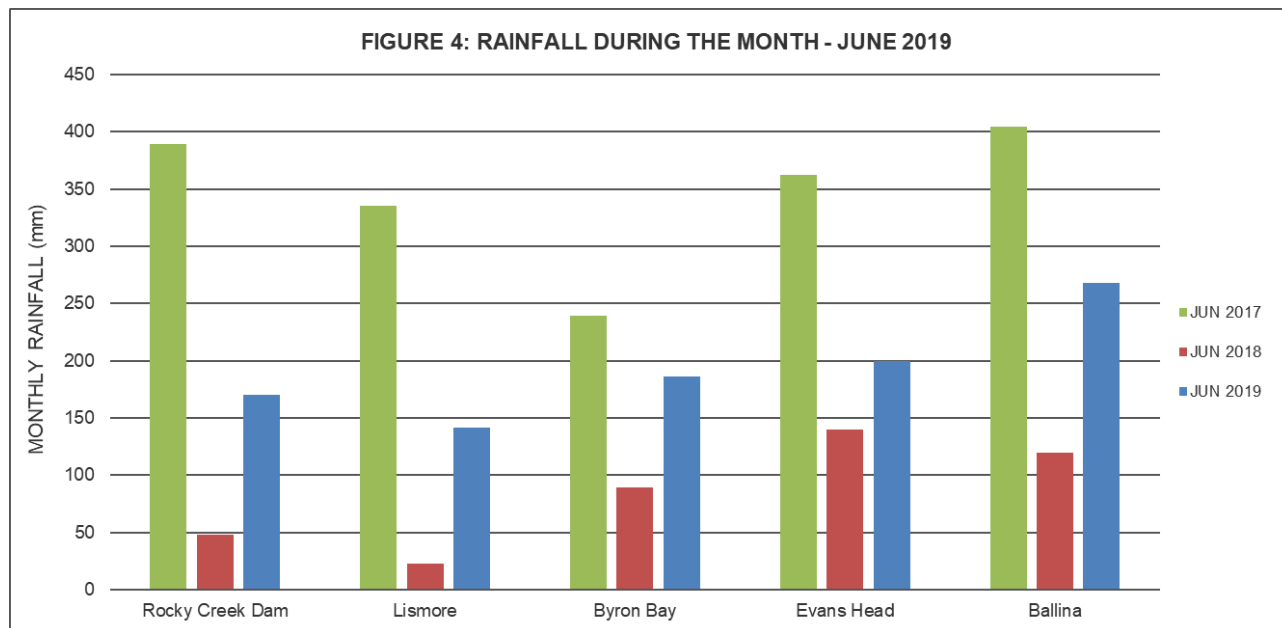
Figure 3 is the usage from the water fill stations for the financial year to date in kilolitres for each water fill station compared to previous financial years.

Total water usage for the water fill station network for June 2019 was 4,292kL, a decrease from 4,531kL in May 2019.



Rainfall by area

Figure 4 is the monthly rainfall for Rocky Creek Dam and council areas compared to the previous two years.



Note: The Rocky Creek Dam rainfall reading is from the rain gauge at Nightcap Water Treatment Plant. Other rainfall data is from the Bureau of Meteorology.

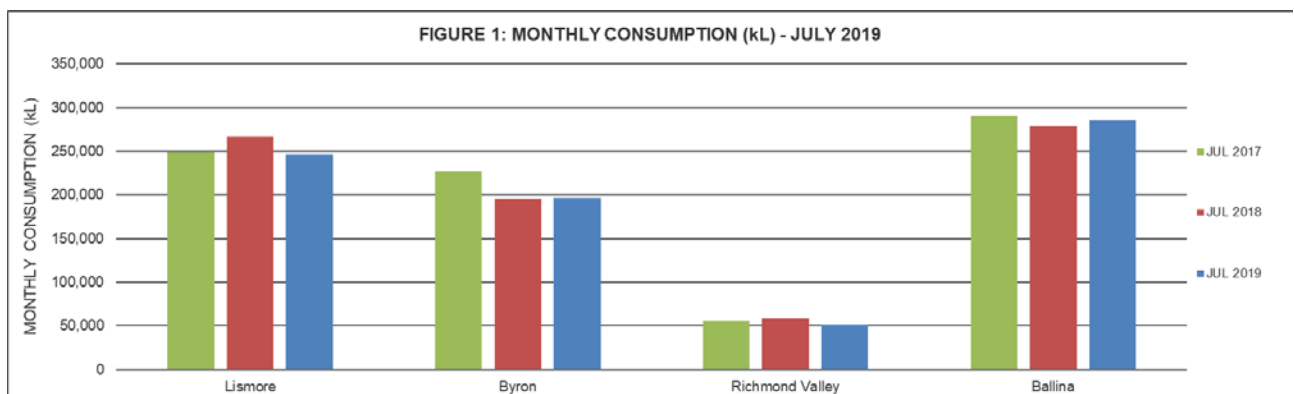
• Summary for July 2019

The table below is the July 2019 bulk water sales to the constituent councils in kilolitres compared to June 2019 and the corresponding July for 2017 and 2018.

| Council | Council area | July 2017 | July 2018 | June 2019 | July 2019 | Change on previous year % | % of Total | |
|--|------------------------|------------------|----------------|----------------|----------------|---------------------------|-----------------|--------------|
| Lismore City Council | Dunoon/The Channon | 10,600 | 12,974 | 10,243 | 11,030 | | | |
| | Clunes | 3,898 | 3,304 | 3,743 | 3,659 | | | |
| | Pineapple Road | 606 | 477 | 356 | 414 | | | |
| | Holland Street | 34,591 | 35,371 | 32,520 | 34,786 | | | |
| | Ross Street | 76,066 | 79,278 | 67,462 | 71,004 | | | |
| | Tullera | 1,261 | 1,649 | 1,685 | 1,104 | | | |
| | No. 4 Reservoir | 25,818 | 44,048 | 35,968 | 46,358 | | | |
| | No. 9 Reservoir | 91,694 | 83,905 | 72,019 | 72,375 | | | |
| | Tanelawn | 4,113 | 5,136 | 4,015 | 4,725 | | | |
| | North Woodburn | 647 | 585 | 606 | 805 | | | |
| | TOTAL | 249,294 | 266,727 | 228,617 | 246,260 | ↓ 7.67% | 31.61 | |
| Byron Shire Council | Bangalow | 15,567 | 12,942 | 12,172 | 13,034 | | | |
| | Byron Bay | 47,803 | 44,604 | 38,680 | 46,553 | | | |
| | Coopers Shoot | 100,664 | 73,524 | 72,361 | 75,308 | | | |
| | Wategos Beach | 3,891 | 3,214 | 3,221 | 3,836 | | | |
| | Brunswick Heads | 16,109 | 15,152 | 13,363 | 15,176 | | | |
| | Ocean Shores | 42,770 | 46,081 | 42,709 | 42,754 | | | |
| | | TOTAL | 226,804 | 195,517 | 182,506 | 196,661 | ↑ 0.59% | 25.24 |
| Richmond Valley Council | Coraki | 8,823 | 9,788 | 9,995 | 9,220 | | | |
| | Woodburn | 4,149 | 4,596 | 3,907 | 4,032 | | | |
| | Broadwater | 15,406 | 18,468 | 10,530 | 11,604 | | | |
| | Evans Head | 27,129 | 25,585 | 24,095 | 26,174 | | | |
| | | TOTAL | 55,507 | 58,437 | 48,527 | 51,030 | ↓ 12.68% | 6.55 |
| Ballina Shire Council | Ballina 375mm main | 90,290 | 67,766 | 98,913 | 102,952 | | | |
| | Lennox Head 200mm main | 2,229 | 1,884 | 2,490 | 2,495 | | | |
| | Basalt Crt 450mm main | 128,274 | 146,199 | 101,862 | 114,037 | | | |
| | Ballina Heights | 10,236 | 5,718 | 5,543 | 6,031 | | | |
| | | Sub-Total | 231,029 | 221,567 | 208,808 | 225,515 | | |
| | Wollongbar 375mm main | 59,826 | 57,911 | 54,475 | 59,641 | | | |
| | Lumley Park Bore | 0 | 0 | 0 | 0 | | | |
| | Converys Lane Bore | 0 | 0 | 0 | 0 | | | |
| | | Sub-Total | 59,826 | 57,911 | 54,475 | 59,641 | | |
| | | TOTAL | 290,855 | 279,478 | 263,283 | 285,156 | ↑ 2.03% | 36.60 |
| TOTAL MONTHLY CONSUMPTION BY CONSTITUENT COUNCILS | | 822,460 | 800,159 | 722,933 | 779,107 | ↓ 2.63% | 100.00 | |

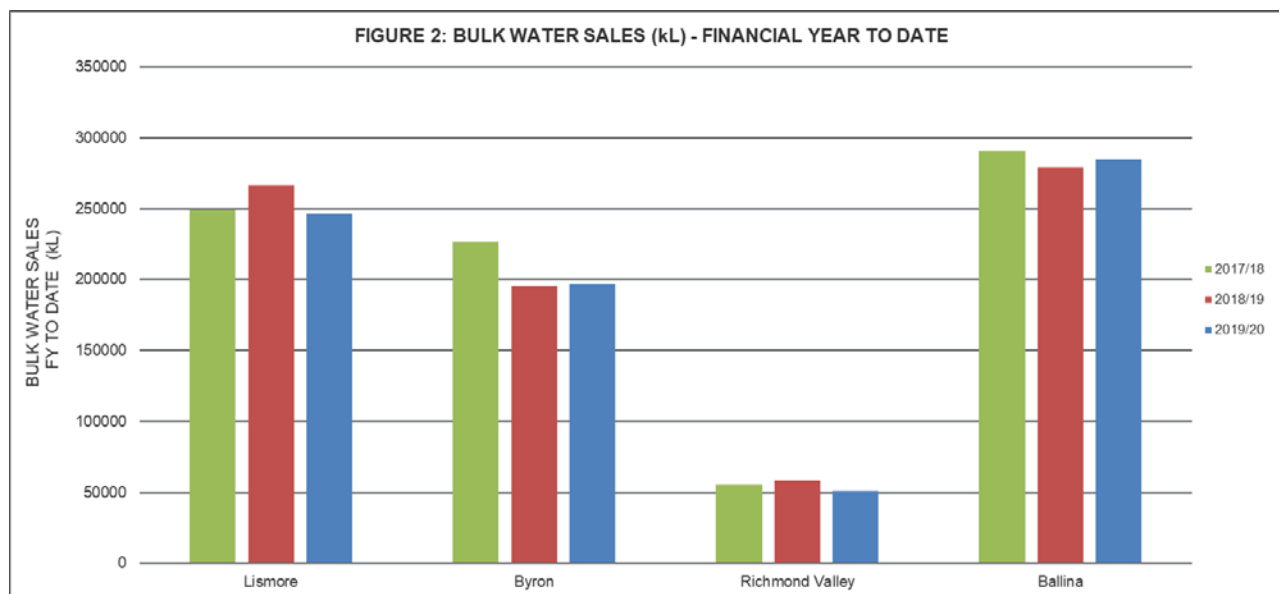
Monthly consumption by constituents

Figure 1 is the monthly consumption for each council area compared to the previous two years.



Sales to constituents – financial year to date

Figure 2 is the bulk water sales in kilolitres to the constituent councils for the financial year to date compared to previous financial years.



Source contribution

The table below are the source contributions in kilolitres for the month compared to the corresponding month of the previous two years.

Daily source usage for July 2019 averaged 26.909ML. This is a decrease from the June 2019 daily average of 28.828ML. Rocky Creek Dam as at 31 July 2019 was at 96.28% of full capacity (refer Attachment 1).

| Source | July 2017 | July 2018 | June 2019 | July 2019 | Change on previous year % | % of Total |
|------------------------------------|------------------|------------------|------------------|------------------|---------------------------|---------------|
| Rocky Creek Dam | 920,550 | 916,521 | 740,940 | 716,195 | | |
| Wilson River | 8,300 | 19,381 | 0 | 6,948 | | |
| Emigrant Creek Dam | 0 | 0 | 63,890 | 111,046 | | |
| Alstonville Plateau Bores | 0 | 0 | 0 | 0 | | |
| Coastal Sands Bores | 0 | 0 | 0 | 0 | | |
| MONTHLY TOTAL | 928,850 | 935,902 | 804,830 | 834,189 | ↓ 10.87 | 100.00 |
| CALENDAR YEAR TO DATE TOTAL | 6,457,012 | 6,501,860 | 5,969,498 | 6,803,687 | ↑ 4.64 | |

New connections

The table below is a summary of the new water connections for each council for the month. The kL/connection/day provides a comparison of the monthly consumption per connection per day.

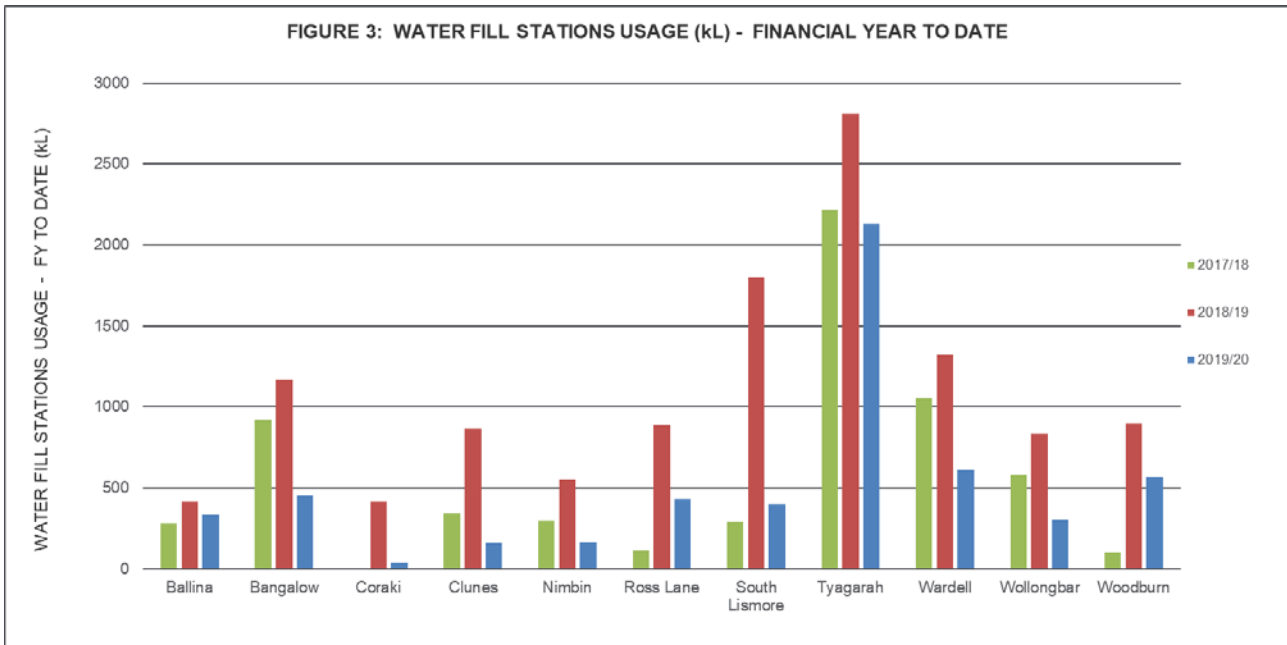
The total connections for Rous County Council decreased during this period due to disconnections. Data from Richmond Valley Council was not available at the time of reporting.

| Supply authority | New connections for month | Calendar year to date total | Total connections | kL/Connection/Day |
|-------------------------|---------------------------|-----------------------------|-------------------|-------------------|
| Lismore City Council | 7 | 39 | 14,007 | 0.57 |
| Byron Shire Council | 6 | 50 | 10,019 | 0.63 |
| Richmond Valley Council | No data | 11 | 2,697 | 0.61 |
| Ballina Shire Council | 32 | 190 | 15,274 | 0.60 |
| Rous County Council | 1 | 6 | 2,111 | 0.92 |
| TOTAL | 46 | 296 | 44,108 | |

Water fill stations

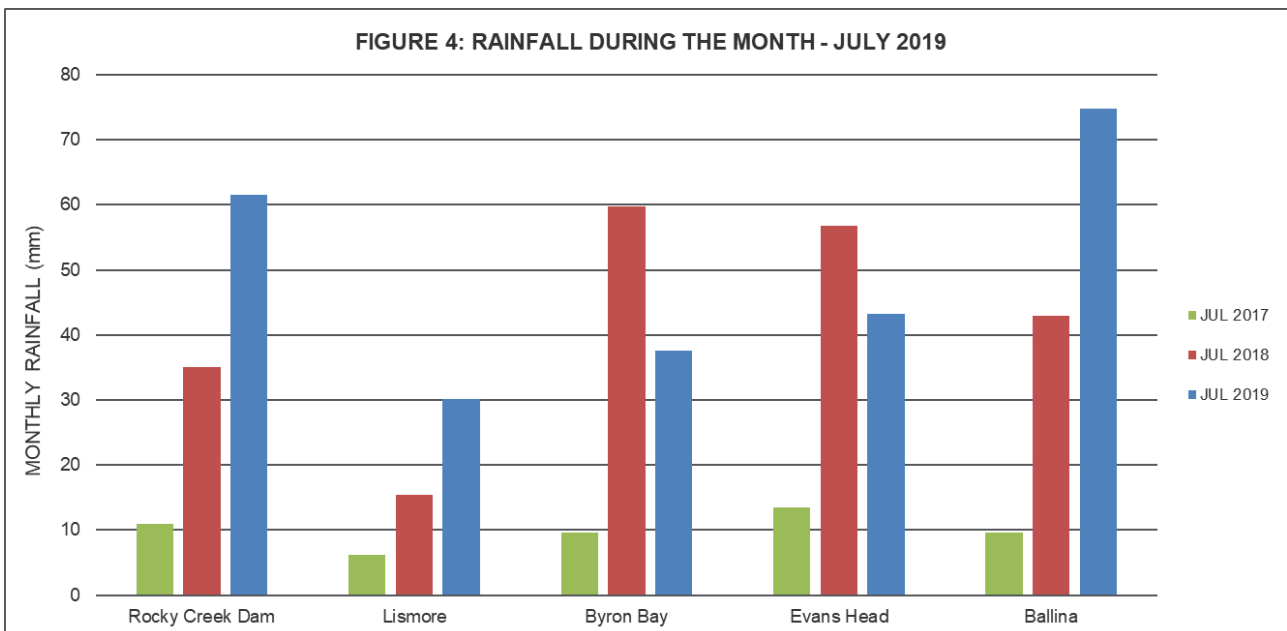
Figure 3 is the usage from the water fill stations for the financial year to date in kilolitres for each water fill station compared to previous financial years.

Total water usage for the water fill station network for July 2019 was 5,583kL, an increase from 4,292kL in June 2019.



Rainfall by area

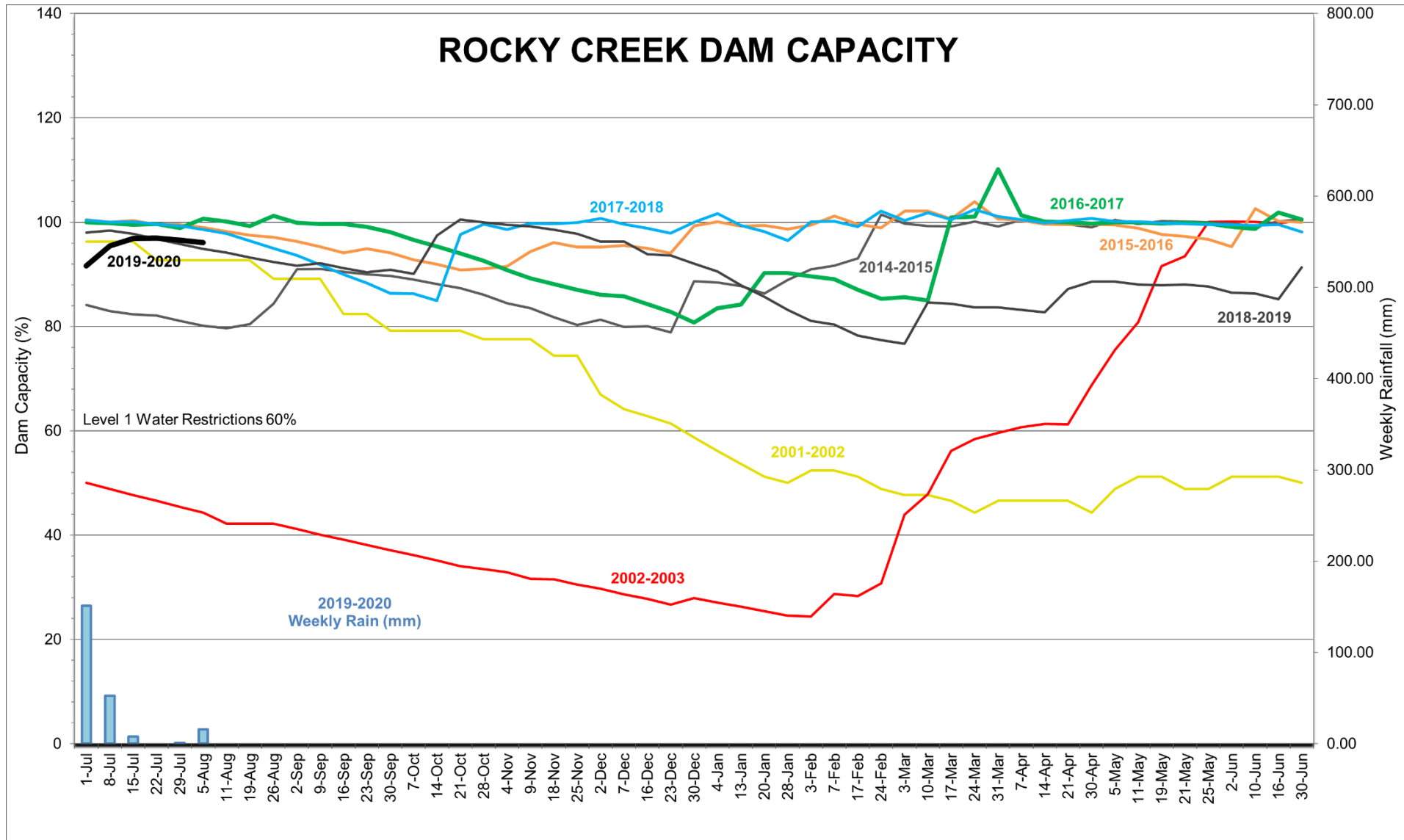
Figure 4 is the monthly rainfall for Rocky Creek Dam and council areas compared to the previous two years.



Note: The Rocky Creek Dam rainfall reading is from the rain gauge at Nightcap Water Treatment Plant. Other rainfall data is from the Bureau of Meteorology.

Andrew Logan
Planning Manager

Attachment: Rocky Creek Dam Capacity.



Fluoride plant dosing performance report – Quarter 2, 2019

(150/19)

Business activity priority Create value through applying knowledge

Goal 3 Information and knowledge

Background

At its February 2019 Council meeting it was resolved (6/19) that Council would receive a fluoride performance report incorporating chemical suppliers testing data and dosing plant performance on a quarterly basis. This is the second report under this resolution and is for the 1 April to 30 June 2019 quarter (Q2).

Fluoride plants' performance

Plant performance is measured against three criteria:

1. NSW Health Code of Practice for Fluoridation of Public Water Supplies ('Code') - consistently achieve an overall target fluoride concentration at the dosing plants of between 0.95 to 1.05 mg/L.
2. The Code - target over a calendar year that > 95% of samples (treated and distribution) are have a fluoride concentration of 0.9 and 1.5 mg/L.
3. Australian Drinking Water Guidelines (ADWG) Health guideline value upper limit for fluoride of 1.5 mg/L.

Attachments 1 to 8 are charts presenting the results for each of the four fluoride plants, in comparison to the criteria above.

The results of the analysis of samples collected during the quarter show that:

1. The monthly 95th percentile results for the daily dosing plant fluoride tests were consistently in the target range of 0.95 to 1.05 mg/l with the exception of one result recorded at Clunes on the 1st May 2019, which was 1.06 mg/L. This result is only just above our target operating range and is a consequence of dosing into a live water main with variable flows. The result is well below the ADWG limit of 1.5 mg/L.
2. Clunes, Corndale, Dorroughby and Knockrow have all operated within the Code's target range of 0.9 to 1.5 mg/L, as demonstrated by the 95th percentile for all sample results.
3. None of the plants have dosed above the ADWG guideline value of 1.5 mg/L.

Fluoride deliveries

There were no fluoride chemical deliveries during Q2.

Governance

Finance

Not applicable.

Consultation

Not applicable.

Conclusion

For the period 1 April to 30 June 2019, the four fluoride plants operated by Council have met the dosing targets prescribed in the Australian Drinking Water Guidelines and the target range within the NSW Health Code of Practice for Fluoridation of Public Water Supplies.

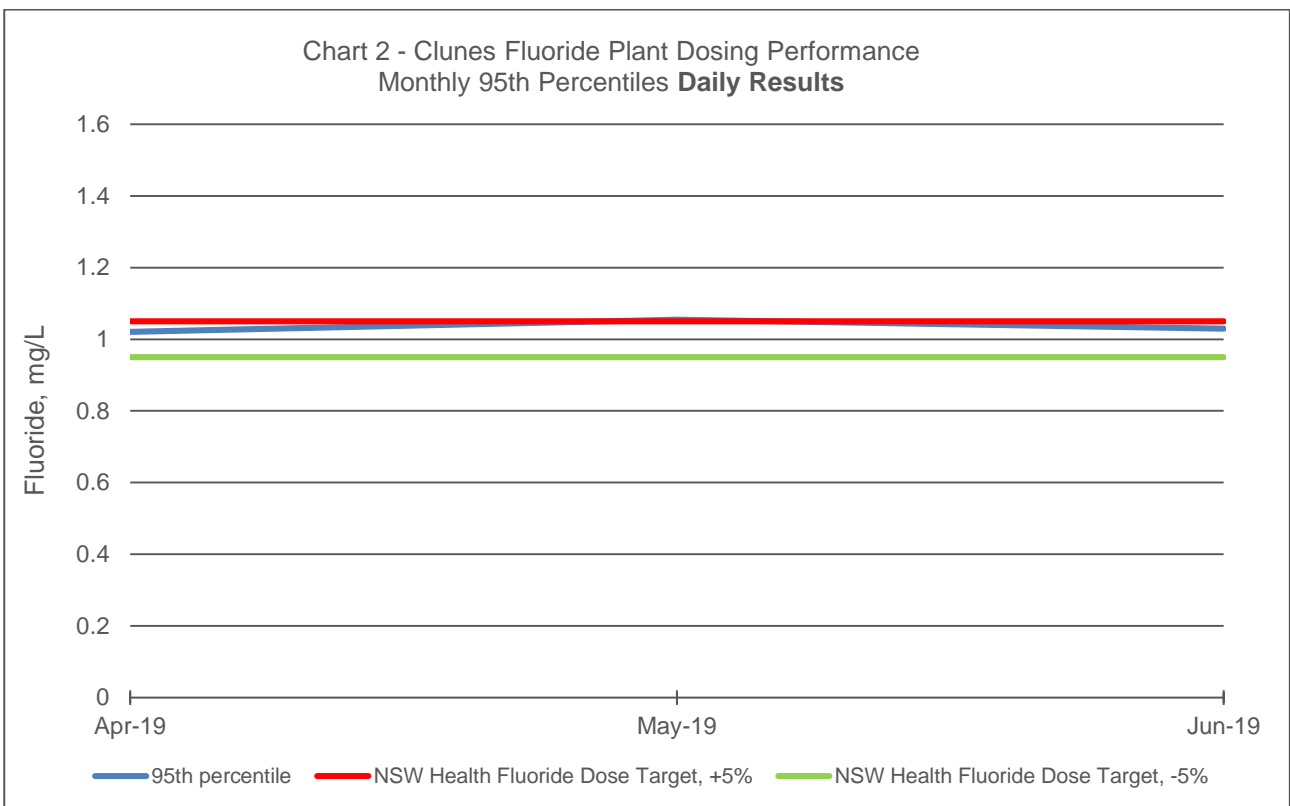
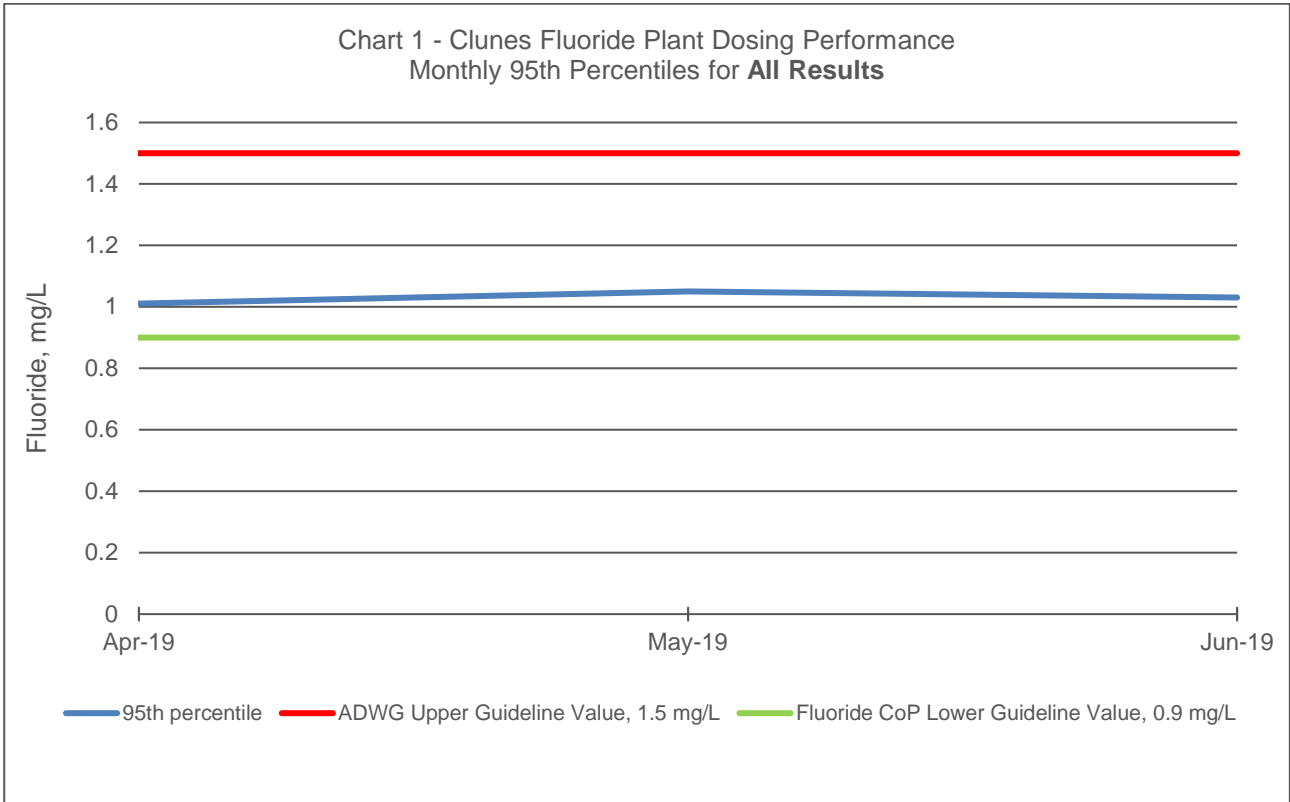
The next report will be presented at the October 2019 meeting for the July to September 2019 quarter.

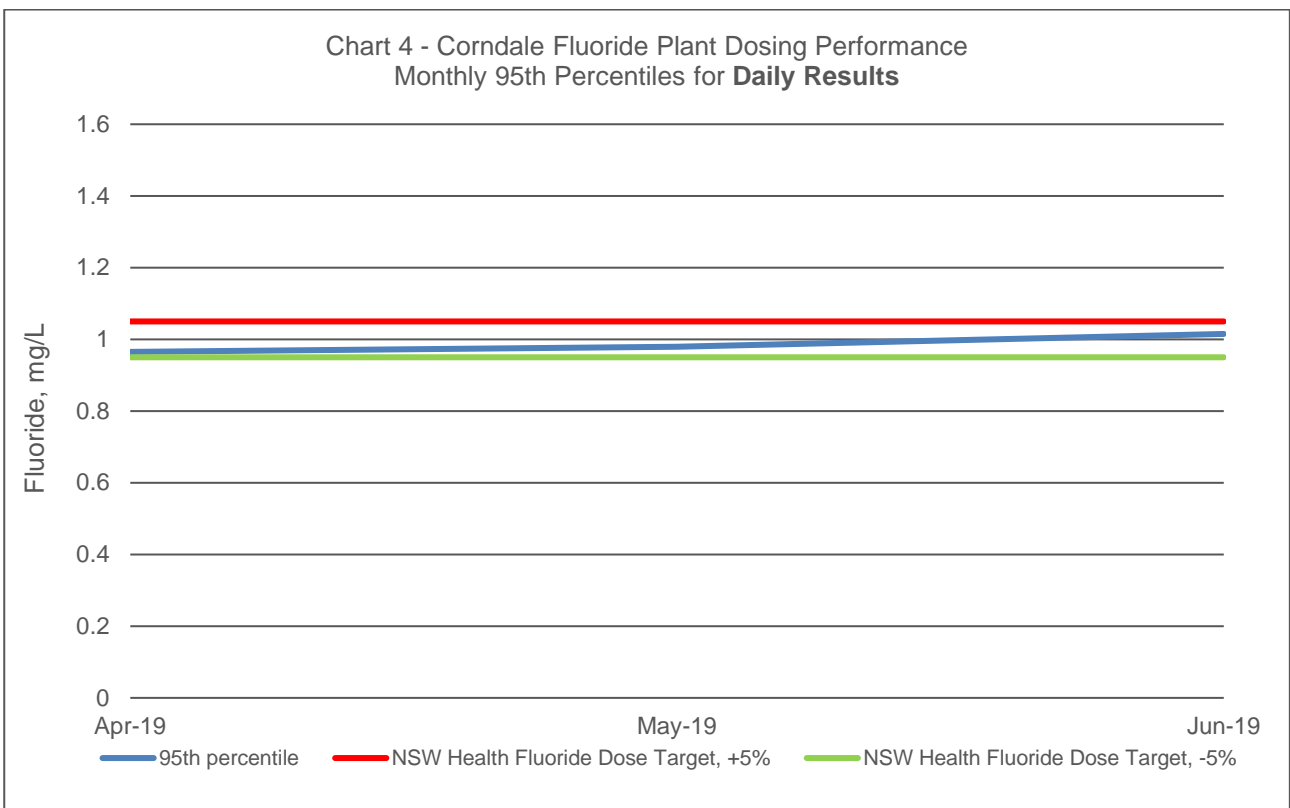
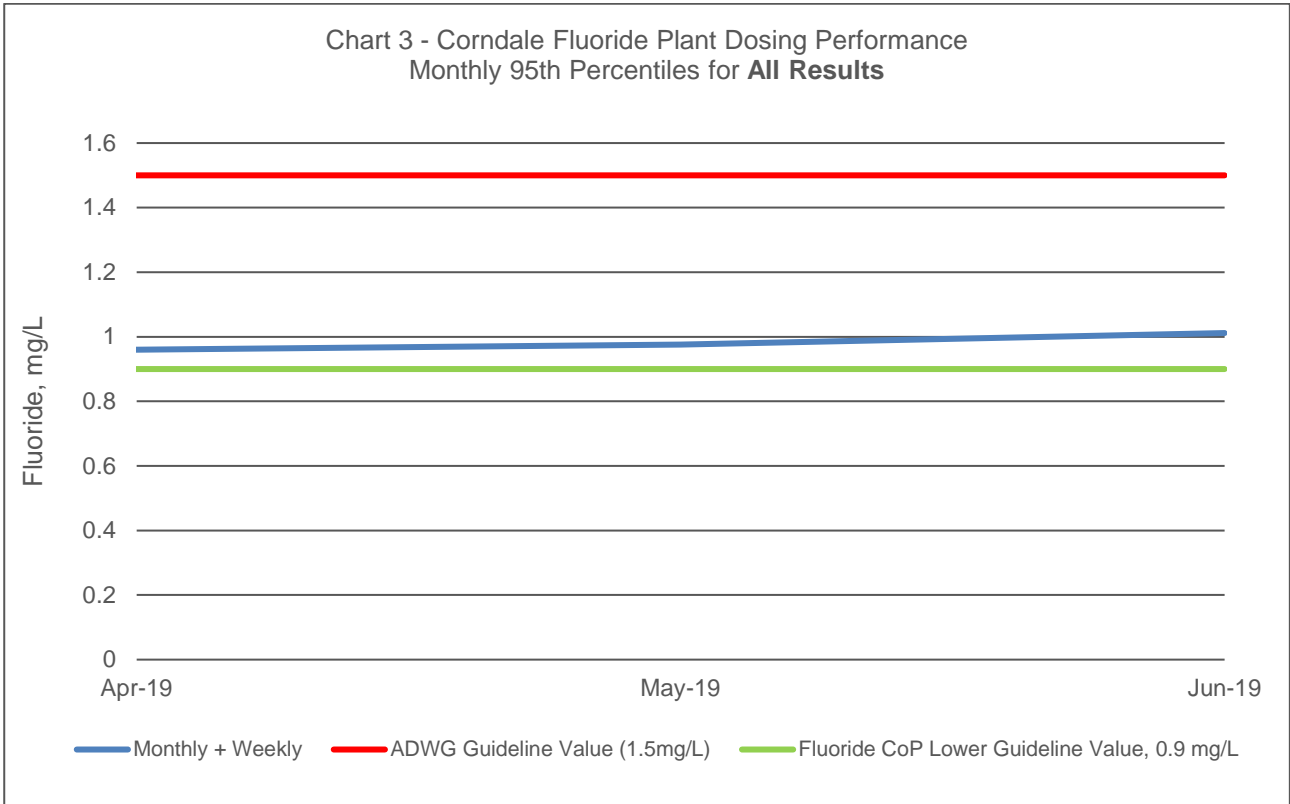
Tom Lloyd

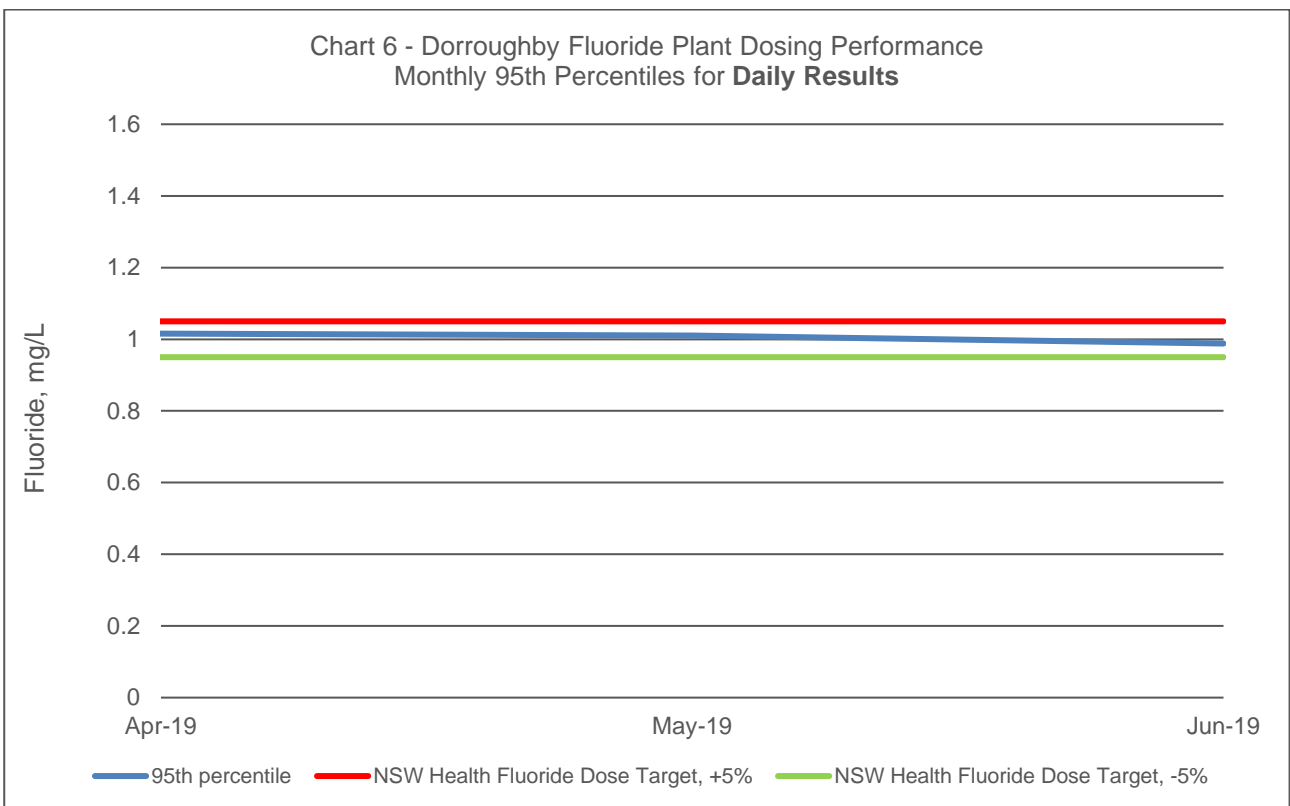
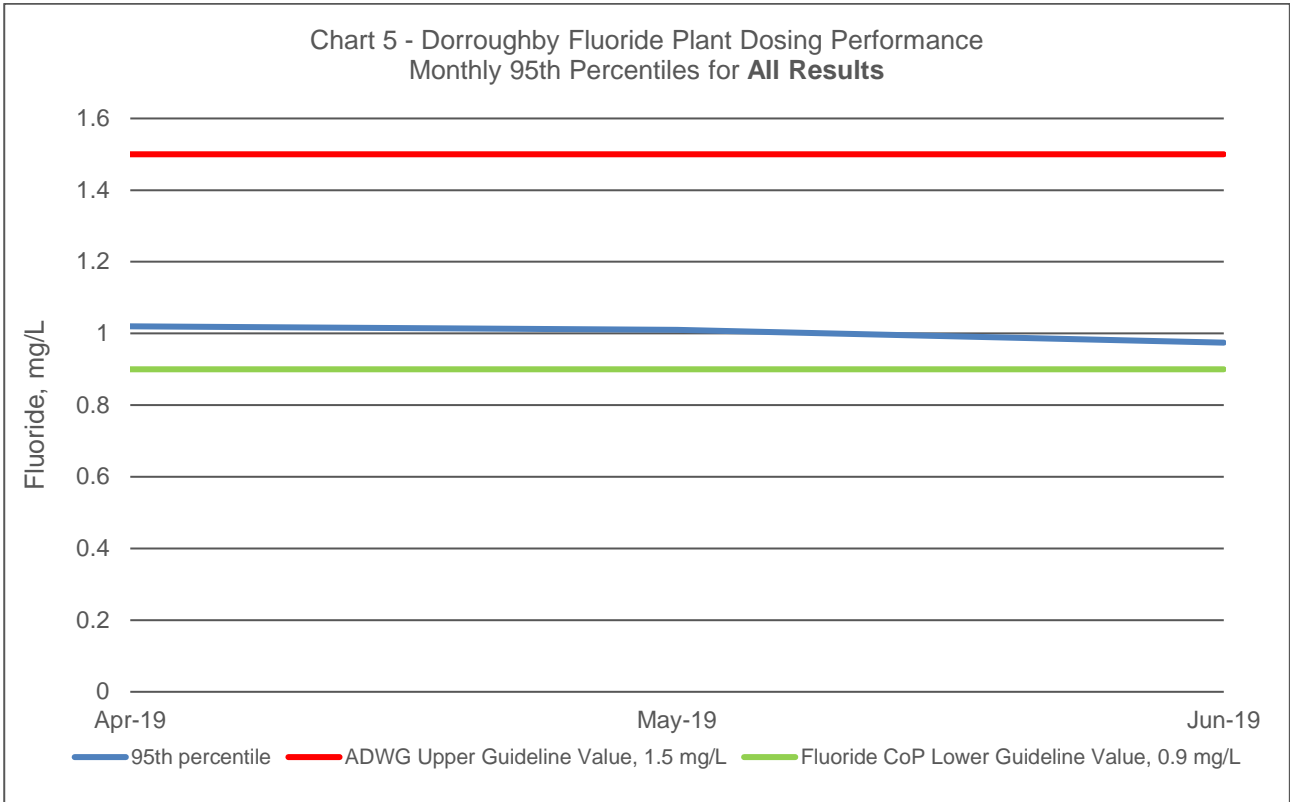
Group Manager Operations

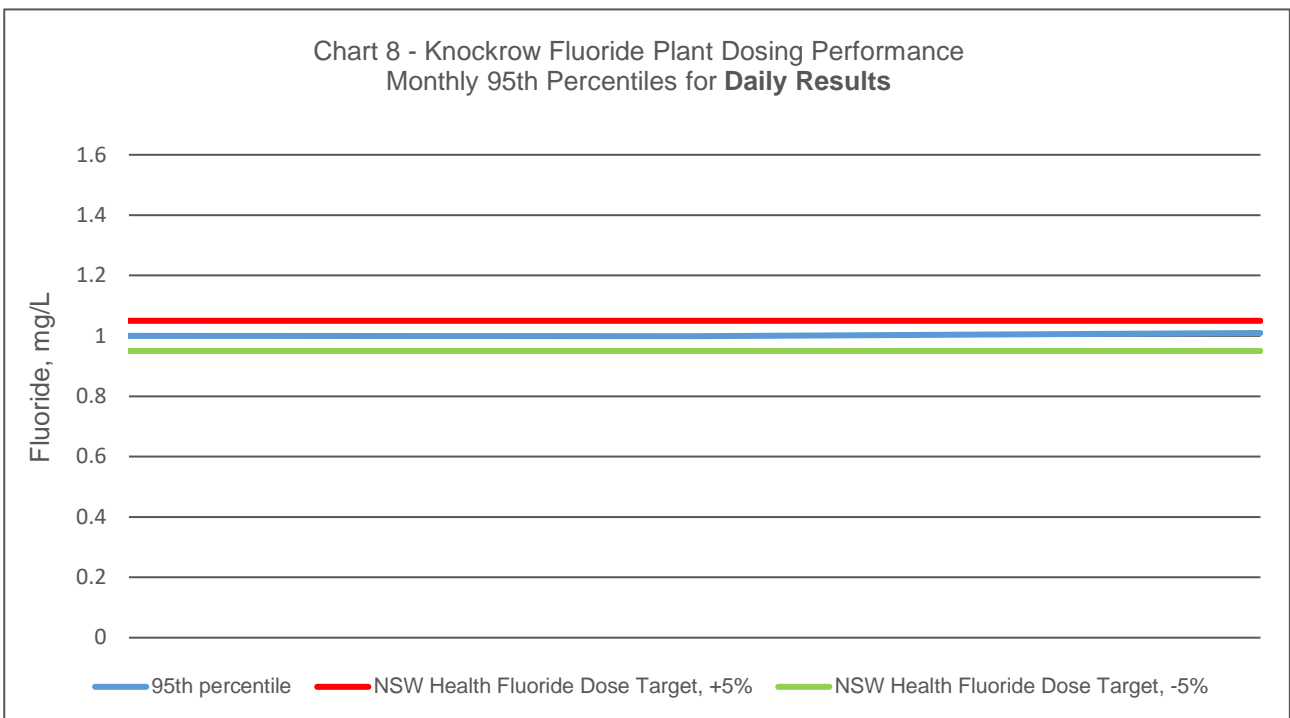
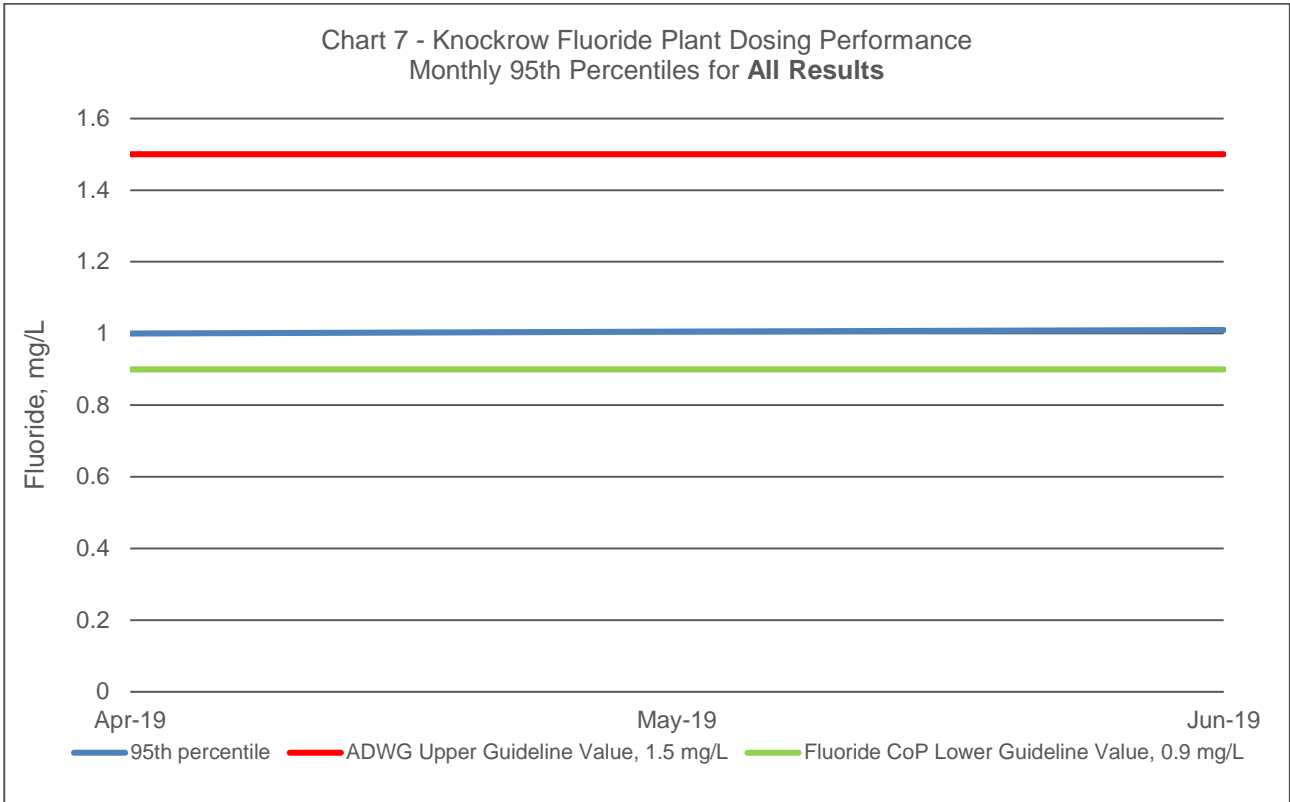
Attachments:

1. Chart 1 – Clunes Fluoride Plant Dosing Performance – Monthly 95th Percentiles - All Results
Chart 2 – Clunes Fluoride Plant Dosing Performance – Monthly 95th Percentiles - Daily Results
2. Chart 3 – Corndale Fluoride Plant Dosing Performance – Monthly 95th Percentiles - All Results
Chart 4 – Corndale Fluoride Plant Dosing Performance – Monthly 95th Percentiles - Daily Results
3. Chart 5 – Dorroughby Fluoride Plant Dosing Performance – Monthly 95th Percentiles - All Results
Chart 6 – Dorroughby Fluoride Plant Dosing Performance – Monthly 95th Percentiles - Daily Results
4. Chart 7 – Knockrow Fluoride Plant Dosing Performance – Monthly 95th Percentiles - All Results
Chart 8 – Knockrow Fluoride Plant Dosing Performance – Monthly 95th Percentiles - Daily Results









Reports/actions pending

(1181/12)

Business activity priority

Process management, improvement and innovation

Goal 6

Continuous improvement through process management and innovative thinking

Background

Following is a list of pending resolutions with individual comments provided on current position and expected completion date.

| Council meeting | Resolution | Status |
|-----------------|--|--|
| 20/06/18 | <p>Perradenya – update on shared walking path/cycling track</p> <p>RESOLVED [46/18] (Ekins/Cadwallader) that Council:</p> <ol style="list-style-type: none"> 1. Receive a further report by December 2018 detailing: <ol style="list-style-type: none"> a). the estimated cost to construct both options; b). Perradenya community and Caniaba Public School opinion on the options available; c). options available to Rous County Council under DA 98/7. | Status update provided at the May 2019 Councillor workshop. A further workshop will be scheduled for September 2019. |
| 20/02/19 | <p>Confidential report: Development Servicing Plan for Bulk Water Supply 2016 – request for deferred payment arrangement</p> <p>RESOLVED [13/19] (Mustow/Cadwallader) that Council:</p> <ol style="list-style-type: none"> 1. Receive and note this report; 2. Approve the request for deferred payment arrangements as set out in the report; 3. Receive a subsequent report on policy options for deferred payment arrangements having regard to the Development Servicing Plan for Bulk Water Supply and the policy positions of the constituent councils; and 4. Reject any further consideration of similar requests until point 3. is complete and a policy position is determined. | Scheduled for review before the expiry of the current Development Servicing Plan in 2021. |

| | | |
|----------|---|---|
| 20/02/19 | Drinking water quality: annual report card RESOLVED [6/19] that: 6. A fluoride performance report incorporating chemical suppliers testing data and dosing plant performance be provided to Council on a quarterly basis. | Fluoride performance report to be included in Council's '2018/19 Annual Report' (due November). |
|----------|---|---|

Phillip Rudd
General Manager

Confidential matters

Recommendation

That Council move into Closed Council to consider the following matters and the meeting be closed to members of the public and press based on the grounds detailed below:

| | |
|----------------------------|---|
| 1. Report | Notice of Motion: Review of cost/benefit of current and recent insurance |
| Grounds for closure | Section 10A(2)(d) commercial information of a confidential nature that would, if disclosed: (ii). prejudice the commercial position of the person who supplied it. |
| Public interest | Public discussion would not be in the public interest due to disclosure of commercial information. |
| 2. Report | Financial assistance for pensioners – section 582 |
| Grounds for closure | Section 10A(2)(b) the personal hardship of any resident or ratepayer. |
| Public interest | Public discussion would not be in the public interest due to disclosure of personal information. |
| 3. Report | Perradenya Release 6 – Award of contract for construction of 20 lot subdivision |
| Grounds for closure | Section 10A(2)(d) commercial information of a confidential nature that would, if disclosed: (ii). confer a commercial advantage on a competitor of the Council. |
| Public interest | Public discussion would not be in the public interest due to disclosure of commercial information. |
| 4. Report | Procurement Audit Breach |
| Grounds for closure | Section 10A(2)(a) commercial information of a confidential nature that would, if disclosed: (a). personnel matters concerning particular individuals (other than councillors). |
| Public interest | Public discussion would not be in the public interest due to disclosure of personal information. |

Section 10A, Local Government Act, 1993:

A Council may close to the public only so much of its meeting as comprises the receipt or discussion of any of the following:

Section 10A(2):

- (b). personnel matters concerning particular individuals (other than councillors),
- (c). the personal hardship of any resident or ratepayer,
- (d). information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business,
- (e). commercial information of a confidential nature that would, if disclosed:
 - (i). prejudice the commercial position of the person who supplied it, or
 - (ii). confer a commercial advantage on a competitor of the Council, or
 - (iii). reveal a trade secret,
- (f). information that would, if disclosed, prejudice the maintenance of law,
- (g). matters affecting the security of the council, councillors, council staff or council property,
- (h). advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
- (i). information concerning the nature and location of a place or an item of Aboriginal significance on community land.

Section 10A(4):

Council may allow members of the public to make representations to or at a meeting before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.