

COUNCIL MEETING AGENDA

Date	Wednesday, 21 October 2020
Venue	Rous County Council Administration Office (Level 4) 218-232 Molesworth Street, Lismore (or Zoom)
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 meetings

i). Ordinary Council meeting 19 August 2020..... 1-4

6. General Manager reports

i). Election of chair and deputy chair..... 5-15

7. Disclosure of Interest

8. Presentations

- Geoff Dwyer (Thomas Noble Russell) to present the Annual Financial Reports and Audit Report for year ending 30 June 2020 (*refer Item 10.1 : pp. 21-30 of agenda*)
- 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 2019-2020'* (*refer Item 12.1 : pp. 57-60 of agenda*).

9. Notice of Motion

i). Increased installation of water tanks..... 16-17

ii). Increase water conversation requirements of BASIX..... 18-19

10. General Manager reports

- i). Council meeting schedule 2021 20

11. Group Manager Corporate and Commercial reports

- i). Annual Financial Report and Auditor's report for year ending 30 June 2020 21-30
- ii). Quarterly budget review statement for quarter ending 30 September 2020 31-49
- iii). Retail water customer account assistance 50-51

12. Group Manager Planning and Delivery reports

- i). Deferral and refund of developer contributions - Ballina Community Men's Shed ... 52-55

13. Information reports (cover report)

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- i). Audit, Risk and Improvement Committee Performance Review period 2019-2020:
Chairperson's report 57-60
- ii). Investments - September 2020 61-67
- iii). Water production and usage - August 2020 and September 2020 68-75
- iv). Fluoride plants dosing performance report - July to September 2020 (Quarter 3) 76-81
- v). Disclosure of Interest Returns 82
- vi). Reports pending 83-84

14. Matter of urgency

15. Questions on Notice

16. Close of business



Phillip Rudd
General Manager



Rous County Council

MINUTES OF ORDINARY COUNCIL MEETING

19 August 2020

1. OPENING OF THE MEETING

Meeting commenced at 1.06pm.

In attendance:

Councillors (at Molesworth Street, Administration Office, Lismore, NSW)

Keith Williams (Chair), Sharon Cadwallader (Deputy Chair), Darlene Cook and Vanessa Ekins.

Councillors (via video conferencing)

Basil Cameron, Simon Richardson and Robert Mustow (from 1.55pm).

Staff (at Molesworth Street, Administration Office, Lismore, NSW)

Phillip Rudd (General Manager), Guy Bezrouchko (Group Manager Corporate and Commercial), Andrew Logan (Planning Manager) and Noeline Smith (minute taker).

Staff (via video conferencing)

Helen McNeil (Group Manager People and Performance), Natalie Woodhead-Tiernan (Finance Manager) and Chrisy Clay (Floodplain Engagement Officer).

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. PUBLIC ACCESS

Nil.

4. APOLOGIES AND LEAVE OF ABSENCE

Notice of condolence

Council acknowledged the passing of Charlie Cox, paying tribute to his devoted service as a former Councillor on Richmond River County Council, and extended condolences to Mrs Cox and family.

Apologies

It was noted Councillors Mustow and Humphrys attended Mr Cox's funeral. Cr Mustow joined the meeting at 1.55pm, Cr Humphrys was an apology.

5. CONFIRMATION OF MINUTES

i). **Ordinary Council meeting 17 June 2020** (182)

RESOLVED [34/30] (Cook/Cadwallader) that the minutes of the ordinary meeting held 17 June 2020 be confirmed as presented.

ii). Extra-Ordinary Council meeting 7 August 2020

RESOLVED [35/20] (Cadwallader/Cook) that the minutes of the extra-ordinary meeting held 7 August 2020 be confirmed as presented.

6. DISCLOSURE OF INTEREST

Nil.

7. GENERAL MANAGER REPORTS

i). Delivery program progress update: 1 January 2020 to 30 June 2020

RESOLVED [36/20] (Cadwallader/Cameron) that Council receive and note the report and attachment regarding performance against delivery of the actions for Year 3 of the combined Delivery program/Operational plan for the period 1 January 2020 to 30 June 2020.

8. GROUP MANAGER CORPORATE AND COMMERCIAL REPORTS

i). Retail water customer account assistance

RESOLVED [37/20] (Cadwallader/Cook) 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.

Cr Mustow joined the meeting at 1.55pm.

ii). Preliminary 2019/20 End of Year financial summary

RESOLVED [38/20] (Cadwallader/Cameron) that Council:

1. Receive and note the Preliminary 2019/20 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 the report.
3. Approve the funds to be carried forward as detailed in Tables 9 and 10 of the report.

Cr Richardson left the meeting at 2.30pm.

9. GROUP MANAGER PLANNING REPORTS

i). Release of easements for water pipeline – Skinner Shoot Road, Skinners Shoot

RESOLVED [39/20] (Ekins/Cook) that Council:

1. Grant approval, for completion under seal, of all documents required in relation to the release of an easement for water pipeline supply 5.03 wide over Lot 13 in DP615522 located at Skinners Shoot, with the associated costs to be borne by the landowner.
 2. Delegate authority to the General Manager, to release existing easements associated with the decommissioned Byron 150mm diameter pipeline, for all future landholder requests.
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ii). **Rous County Council Asset Management Strategy 2020-2024**

RESOLVED [40/20] (Cameron/Cadwallader) Council adopt the Rous County Council *Asset Management Strategy 2020-2024*.

10. GROUP MANAGER PEOPLE AND PERFORMANCE REPORTS

i). **Re-endorsement of landowner volunteer floodgate operator program**

RESOLVED [41/20] (Cadwallader/Cameron) that Council re-endorses the activities of the landowner volunteer floodgate operator program as a committee of Council.

11. INFORMATION REPORTS

i). **Information reports** (1181)

RESOLVED [43/20] (Cook/Cadwallader) that Council receive and note the following information reports:

1. Investments – July 2020
2. Water production and usage – June 2020 and July 2020
3. Audit, Risk and Improvement Committee: meeting update (*report dealt with separately*)
4. Fluoride plants' dosing performance report April to June 2020 – Q2
5. Reports/actions pending.

RESOLVED [44/20] (Cook/Mustow) that 'Information Report' - Item 3. *Audit Risk and Improvement Committee: meeting update*, be dealt with separately.

Note: Technical difficulties were experienced at 3.06pm. Lost contact with "Zoom" participants. Back on-line at 3.13pm.

ii). **Audit Risk and Improvement Committee: meeting update**

RESOLVED [45/20] (Cook/Cadwallader) that Council:

1. Receive and note the attached minutes from the Audit, Risk and Improvement Committee meeting of 27 July 2020.
 2. Note the deferral of local government elections until 4 September 2021 due to COVID-19 and extend the appointment of the Councillor members of the Audit, Risk and Improvement Committee for a further 12 months (being Councillor Cook - primary member) and Councillor Cameron (alternate member).
-

12. MATTERS OF URGENCY

Nil.

13. QUESTIONS ON NOTICE

Nil.

14. CLOSE OF BUSINESS

There being no further business the meeting closed at 3.24pm.

Election of chairperson and deputy chairperson

(320)

Business activity priority

Strategy and planning

Goals 2

Align strategic direction to core functions and sustainability

Recommendation

That Council:

1. Note that the deferral of NSW local government elections due to COVID19 has not impacted the requirement for, or timing of election for a County Council chairperson.
2. Conduct an election for a chairperson and deputy chairperson consistent with the election process for chairpersons of county councils in the *Local Government Act 1993* and the *Local Government (General) Regulation 2005* and that:
 - (i) If there is more than one nomination, council resolve the method of election (to be either by preferential ballot, ordinary ballot or open voting); and
 - (ii) The result of the election (including the names of those elected) be declared at the meeting and that those elected hold office for one year.

Background

Schedule 8 of the *Local Government (General) Regulation 2005* makes provision for the process for electing a chairperson for a county council. An election for a chairperson is to be held:

- (a) at the first meeting of the county council after an ordinary election of members of the county council, and
- (b) at the first meeting of the county council after each anniversary of that ordinary election until the next ordinary election of members of the county council is held.

The election to which this report relates is as described at (b) above.

A copy of clause 395 and Schedule 8 of the *Local Government (General) Regulation 2005* which prescribe the procedure to be followed to elect the chairperson is attached for information (Attachment 1). A summary of that process is also set out in Attachment 1 (all references cited in the Attachment relate to the *Local Government (General) Regulation 2005*).

Election of a deputy chairperson – local rule

Council's Code of Meeting Practice contains a local rule that makes provision for the election of a deputy chairperson to occur at the same time and in the same manner as the annual election of the chairperson. This local rule is for administrative convenience given that the *Local Government Act 1993* does not make provision for the election of a deputy chairperson.

Term of office – chairperson and deputy chairperson

The chairperson holds office for one year, subject to the provisions of the *Local Government Act 1993* (section 391(2) – Attachment 2). The office of chairperson commences on the day the person elected is declared to be elected, being the day of the council meeting at which the election is held by the returning officer (section 391(3)(a)). A vacancy occurs when the person's successor is declared to be elected to the office, or on the occurrence of a casual vacancy in the office (section 391(3)(b)).

By virtue of Council's Code of Meeting Practice these arrangements also apply to the position of deputy chairperson.

LGNSW has advised that a council may not set a shorter period for the term of a member of a county council less than four years as this would breach section 233 of the *Local Government Act 1993*.

Governance

The deferral of the local government elections from September 2020 to September 2021 do not impact the elections the subject of this Council report.

This report has been prepared having regard to the requirements of the *Local Government Act 1993* and the *Local Government (General) Regulation 2005*.

Finance

The fees paid to members (including the chairperson) are in accordance with the 'Chairperson and member fees' policy and budget adopted in conjunction with the 2020/21 Operational plan. The policy provides that the fees payable to the chairperson and members are 100% of the maximum determined by the Local Government Remuneration Tribunal.

Legal

Refer to the 'Background' section of the report.

Consultation

Not applicable.

Conclusion

Council elects a chairperson and deputy chairperson each year. The election process for the chairperson is set out in Schedule 8 of the *Local Government (General) Regulation 2005* and council has determined through its Code of Meeting Practice that that process will also apply for the election of the deputy chairperson.

Phillip Rudd
General Manager

Attachment

1. Summary of election process including copies of clause 395 and Schedule 8 of the *Local Government (General) Regulation 2005*.
2. *Local Government Act 1993* - section 391(2) – term of office of chairperson.

Enclosure:

Nomination forms.

Attachment 1

Summary of election process

All references cited in the following tables relate to the *Local Government (General) Regulation 2005*.

General manager (or delegate) is the returning officer	Sch. 8 cl. 2
The general manager (or a person appointed by the general manager) is the returning officer.	
Nominations (Nomination forms enclosed)	Sch. 8 cl. 4
<p>(1) A councillor may be nominated for election as chairperson/deputy chairperson without notice.</p> <p>(2) Nominations must be in writing by two or more councillors (one of whom may be the nominee) and include the nominee's written consent to the nomination.</p> <p>(3) Nominations are to be delivered or sent to the returning officer.</p> <p>(4) The returning officer is to announce the names of the nominees at the meeting at which the election is to be held.</p>	
Resolving method of election	Sch. 8 cl. 5
<p>One nomination The nominee is elected.</p> <p>More than one nomination Council must resolve whether the election is to proceed by:</p> <p>(a) Preferential <i>ballot</i>* (Attachment 1 (Sch. 8 Part 3 clauses 10-13) refer to the green tables below), or</p> <p>(b) Ordinary <i>ballot</i>* or (Attachment 1 (Sch. 8 Part 2 clauses 6-9) refer to the red tables below), or</p> <p>(c) <i>Open voting</i>** (Attachment 1 (Sch. 8 Part 2 clauses 6-9) refer to the red tables below).</p> <p>*<i>ballot</i> has its normal meaning of secret ballot. **<i>open voting</i> means voting by a show of hands or similar means.</p>	

PREFERENTIAL BALLOT	
• Ballot-papers and voting	Sch. 8 cl. 11
<p>The ballot-papers are to contain the names of all the candidates. Place the numbers '1', '2' and so on against the names listed to indicate the order of preference for all the candidates.</p> <p>An informal ballot-paper is one that has not been initialled on the front by an election official (except where the ballot-paper bears the name of the council), or contains a mark or writing that, in the returning officer's opinion, would enable the elector to be identified (cl. 305(2); cl. 345(1)(b) and (c) and (5)).</p> <p>An informal ballot-paper must be rejected at the count.</p>	
• Count	Sch. 8 cl. 12
<p>(1) If a candidate has an <i>absolute majority</i>* of first preference votes, that candidate is elected.</p> <p>(2) If not, the candidate with the lowest number of first preference votes is excluded and the votes on the unexhausted ballot-papers counted to the person are transferred to the candidates with second preferences on those ballot-papers.</p> <p>(3) A candidate who then has an absolute majority of votes is elected, but, if no candidate then has an absolute majority of votes, the process of excluding the candidate who has the lowest</p>	

PREFERENTIAL BALLOT

number of votes and counting each of his or her unexhausted ballot-papers to the candidates remaining in the election next in order of the voter's preference is repeated until one candidate has received an absolute majority of votes. That candidate is elected.

***absolute majority** in relation to votes, means a number that is more than one-half of the number of unexhausted formal ballot-papers.

- **Tied candidates**

Sch. 8 cl. 13

- (1) If, on any count of votes, there are 2 candidates in, or remaining in, the election and the numbers of votes cast for the 2 candidates are equal - **the candidate whose name is first chosen by lot is taken to have received an absolute majority of votes and is therefore taken to be elected.**
- (2) If, on any count of votes, there are 3 or more candidates in, or remaining in, the election and the numbers of votes cast for 2 or more candidates are equal and those candidates are the ones with the lowest number of votes on the count of the votes - **the candidate whose name is first chosen by lot is taken to have the lowest number of votes and is therefore excluded.**

Count: choosing by lot

Sch. 8 cl. 14

To choose a candidate by lot, the names of the candidates who have equal numbers of votes are written on similar slips of paper by the returning officer, the slips are folded by the returning officer so as to prevent the names being seen, the slips are mixed and one is drawn at random by the returning officer and **the candidate whose name is on the drawn slip is chosen.**

**ORDINARY BALLOT
OPEN VOTING**

- **Marking of ballot-papers**

Sch. 8 cl. 7

An informal ballot-paper is one that has not been initialled on the front by an election official (except where the ballot-paper bears the name of the council), or contains a mark or writing that, in the returning officer's opinion, would enable the elector to be identified (cl. 305(2); cl. 345(1)(b) and (c) and (5)).

An informal ballot-paper must be rejected at the count.

- **Count**

Sch. 8 cl. 8-9

Count: 2 candidates

- (1) If there are only 2 candidates, the candidate with the higher number of votes is elected.
- (2) If there are only 2 candidates and they are tied, **the one elected is to be chosen by lot.**

Count: 3 or more candidates

- (1) If there are 3 or more candidates, **the one with the lowest number of votes is to be excluded.**
- (2) If 3 or more candidates then remain, a further vote is to be taken of those candidates and **the one with the lowest number of votes from that further vote is to be excluded.**
- (3) If, after that, 3 or more candidates still remain, the procedure set out at (2) above is repeated until only 2 candidates remain.
- (4) A further vote is to be taken of the 2 remaining candidates:
 - (a) The candidate with **the higher number of votes is elected.**
 - (b) If the 2 candidates are tied, **the one elected is to be chosen by lot.**

(5) If at any stage during a count under (1) or (2) above, 2 or more candidates are tied on the lowest number of votes, the one excluded is to be chosen by lot.

Count: choosing by lot

Sch. 8 cl. 14

To choose a candidate by lot, the names of the candidates who have equal numbers of votes are written on similar slips of paper by the returning officer, the slips are folded by the returning officer so as to prevent the names being seen, the slips are mixed and one is drawn at random by the returning officer and the candidate whose name is on the drawn slip is chosen.

Result

Sch. 8 cl. 15

The result of the election (including the name of the elected chairperson and deputy chairperson) must be:

- (a) declared to the councillors at the council meeting at which the election is held by the returning officer, and
- (b) delivered or sent to the Director-General and to the Secretary of the Local Government and Shires Association of New South Wales.

Local Government (General) Regulation 2005

Current version for 18 September 2020 to date (accessed 23 September 2020 at 8:45) [Part](#)

[11](#) > [Division 12](#) > [Section 395](#)

395 Election of chairpersons of county councils

The chairperson of a county council is to be elected in accordance with Schedule 8.

Local Government (General) Regulation 2005

Current version for 18 September 2020 to date (accessed 23 September 2020 at 8:45)

Schedule 8

Schedule 8 Election of chairpersons of county councils

(Clause 395)

Part 1 Preliminary

1 When election to be held

- (1) An election for chairperson of a county council is to be held—
 - (a) at the first meeting of the county council after an ordinary election of members of the county council, and
 - (b) at the first meeting of the county council after each anniversary of that ordinary election until the next ordinary election of members of the county council is held.
- (2) In subclause (1)(a), *ordinary election of members of the county council* does not include an election held in accordance with clause 1(2) of Schedule 9 to this Regulation—
 - (a) after the first election of councillors for a newly amalgamated area that is—
 - (i) held in accordance with a proclamation made for the purposes of Division 2A of Part 1 of Chapter 9 of the Act, and
 - (ii) taken by that proclamation to be an ordinary election of councillors, or
 - (b) after an ordinary election of councillors for an area that has been postponed in accordance with the provisions of Part 6A of Chapter 10 of the Act.

2 Returning officer

The general manager of the county council in respect of which an election is being held (or a person appointed by the general manager) is the returning officer.

3 Notification of vacancy

- (1) The general manager of the county council in respect of which an election is being held must give notice of the occurrence of a vacancy in the office of chairperson of the county

council to the Secretary and to the general managers of the councils of the areas part or all of which constitute the county council electorate in which the vacancy has occurred.

- (2) The general manager is to do that within 7 days of the occurrence of the vacancy.

4 Nomination

- (1) A member of a county council may be nominated without notice for election as chairperson of the county council.
- (2) The nomination is to be made in writing by 2 or more members of the county council (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.
- (3) The nomination is to be delivered or sent to the returning officer.
- (4) The returning officer is to announce the names of the nominees at the county council meeting at which the election is to be held.

5 Election

- (1) If only one member of the county council is nominated, that member is elected.
- (2) If more than one member is nominated, the county council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting.
- (3) The election is to be held at the county council meeting at which the county council resolves on the method of voting.
- (4) In this clause—

ballot has its normal meaning of secret ballot.

open voting means voting by a show of hands or similar means.

Part 2 Ordinary ballot or open voting

6 Application of Part

This Part applies if the election proceeds by ordinary ballot or by open voting.

7 Marking of ballot-papers

- (1) If the election proceeds by ordinary ballot, the returning officer is to decide the manner in which votes are to be marked on the ballot-papers.
- (2) The formality of a ballot-paper under this Part must be determined in accordance with clause 345 of this Regulation as if it were a ballot-paper referred to in that clause.
- (3) An informal ballot-paper must be rejected at the count.

8 Count—2 candidates

- (1) If there are only 2 candidates, the candidate with the higher number of votes is elected.
- (2) If there are only 2 candidates and they are tied, the one elected is to be chosen by lot.

9 Count—3 or more candidates

- (1) If there are 3 or more candidates, the one with the lowest number of votes is to be excluded.
- (2) If 3 or more candidates then remain, a further vote is to be taken of those candidates and the one with the lowest number of votes from that further vote is to be excluded.
- (3) If, after that, 3 or more candidates still remain, the procedure set out in subclause (2) is to be repeated until only 2 candidates remain.
- (4) A further vote is to be taken of the 2 remaining candidates.
- (5) Clause 8 of this Schedule then applies to the determination of the election as if the 2 remaining candidates had been the only candidates.
- (6) If at any stage during a count under subclause (1) or (2), 2 or more candidates are tied on the lowest number of votes, the one excluded is to be chosen by lot.

Part 3 Preferential ballot

10 Application of Part

This Part applies if the election proceeds by preferential ballot.

11 Ballot-papers and voting

- (1) The ballot-papers are to contain the names of all the candidates. The members of the county council are to mark their votes by placing the numbers “1”, “2” and so on against the various names so as to indicate the order of their preference for all the candidates.
- (2) The formality of a ballot-paper under this Part is to be determined in accordance with clause 345 of this Regulation as if it were a ballot-paper referred to in that clause.
- (3) An informal ballot-paper must be rejected at the count.

12 Count

- (1) If a candidate has an absolute majority of first preference votes, that candidate is elected.
- (2) If not, the candidate with the lowest number of first preference votes is excluded and the votes on the unexhausted ballot-papers counted to him or her are transferred to the candidates with second preferences on those ballot-papers.
- (3) A candidate who then has an absolute majority of votes is elected, but, if no candidate then has an absolute majority of votes, the process of excluding the candidate who has the lowest number of votes and counting each of his or her unexhausted ballot-papers to

the candidates remaining in the election next in order of the voter's preference is repeated until one candidate has received an absolute majority of votes. That candidate is elected.

- (4) In this clause, *absolute majority*, in relation to votes, means a number that is more than one-half of the number of unexhausted formal ballot-papers.

13 Tied candidates

- (1) If, on any count of votes, there are 2 candidates in, or remaining in, the election and the numbers of votes cast for the 2 candidates are equal—the candidate whose name is first chosen by lot is taken to have received an absolute majority of votes and is therefore taken to be elected.
- (2) If, on any count of votes, there are 3 or more candidates in, or remaining in, the election and the numbers of votes cast for 2 or more candidates are equal and those candidates are the ones with the lowest number of votes on the count of the votes—the candidate whose name is first chosen by lot is taken to have the lowest number of votes and is therefore excluded.

Part 4 General

14 Choosing by lot

To choose a candidate by lot, the names of the candidates who have equal numbers of votes are written on similar slips of paper by the returning officer, the slips are folded by the returning officer so as to prevent the names being seen, the slips are mixed and one is drawn at random by the returning officer and the candidate whose name is on the drawn slip is chosen.

15 Result

The result of the election (including the name of the candidate elected as chairperson of the county council) is—

- (a) to be declared to the members of the county council at the county council meeting at which the election is held by the returning officer, and
- (b) to be delivered or sent to the Secretary and the Chief Executive Officer of Local Government NSW.

16 By-elections

- (1) Subject to subclause (2), a by-election to fill a vacancy in the office of chairperson of a county council is to be held at the next meeting of the county council occurring after the vacancy occurs.
- (2) No such by-election is to be held if the vacancy occurs after an ordinary election of councillors under Chapter 10 of the Act and before an election of chairperson of the county council in accordance with clause 1(a) of this Schedule.



Local Government Act 1993 No 30

Current version for 1 July 2020 to date (accessed 23 September 2020 at 8:43)

[Chapter 12](#) > [Part 5](#) > [Section 391](#)

391 The chairperson

- (1) The chairperson of a county council is the person elected to the office of chairperson by the members of the county council from among their number.
- (2) The chairperson holds office for one year, subject to this Act.
- (3) The office of chairperson—
 - (a) commences on the day the person elected to the office is declared to be so elected, and
 - (b) becomes vacant when the person's successor is declared to be elected to the office, or on the occurrence of a casual vacancy in the office.



Notice of Motion

Council meeting 21 October 2020

Subject: Increased installation of water tanks

I hereby move the following motion:

That Rous County Council undertakes the following investigations and modelling in order to provide comparative information when considering other preferred future water strategies:

1. Increased installation of water tanks

- a).
 - i). An estimation of the number and capacity of rainwater tanks required for installation of tanks on all currently existing properties, including those properties that are connected to a recycled water scheme, and new properties within expected growth patterns.
 - ii). That this estimation includes the number and capacity required for delivery of non-potable and potable water.
- b). The level of rainwater tank installation taken into consideration as part of the demand forecast with the Future Water Project.
- c). Particulars concerning dwellings utilising a dual reticulation system.
- d). Requirements, costing and issues involved in providing a decentralised model where the entire house is completely plumbed and connected only to the rainwater tank.
- e). The issues concerning non-potable use only restrictions for water tanks.
- f). Complete modelling of offsetting the total potable and non-potable use within each property so as to not rely on the town water system.
- g). Restrictions and requirements with NSW health guidelines to meet Australian Drinking Water Guidelines and Standards.
- h). The historical work completed on rainwater tanks as a demand management option.
- i). The costs for various ownership schemes, including:
 - i). Capital and maintenance by Rous (or part of) and all maintenance and electricity, and managed by landholder
 - ii). Capital and maintenance and on-going costs by house owner
 - iii). Rous to provide the tanks and provide a periodic repayment plan
- j). Legal barriers present concerning all the issues being considered.

- k). Modelling that considers the impact of significant increases in the installation of water tanks on Rocky Creek Dam (RCD) and changes of probability of the RCD reservoir becoming empty and unable to provide the water required.

2. Demand Management

- a). Modelling effectiveness of developing further pricing structure fluidity that fluctuate in relation to Dam levels, with in-built subsidies for those in the lower economic brackets.
- b). Wider social, legal and local government implications and considerations.

3. Use of recycled (purified) water

- a). Requirements, costs (capital and operating), barriers, timeframes and general issues involved in providing purified recycled water, for drinking and non-drinking, to current and future Rous customers, and that this also consider:
- i. Restrictions, barriers and requirements with NSW Health Guidelines to meet Australian Drinking Water Guidelines and Standards.
 - ii. Legal and legislative barriers present concerning the utilisation of purified recycled water.
 - iii. Implications of the current level of decentralised sewerage sources.
4. That these reports be presented as soon as practicable and prior to any decision made on RCC's long term future water strategy priority infrastructure projects, being either the new Dunoon Dam or long-term groundwater schemes and that items 4. and 5. of Council's resolution 24/20 remains unaffected by this resolution of Council.



Councillor Simon Richardson
Date: 28 August 2020

For information:

RESOLVED [24/20] (Cadwallader/Humphrys) that Council:

1. Receive and note this report and the attached draft *Future Water Project 2060 Integrated Water Cycle Management Plan*.
2. Approve the public exhibition of the draft *Future Water Project 2060 Integrated Water Cycle Management Plan* from 1 July 2020 for a period of six weeks.
3. Receive a further written report on the adoption of the *Future Water Project 2060 Integrated Water Cycle Management Plan* at its October 2020 meeting, including feedback received during the exhibition period.
4. Authorise the General Manager, as the first key action, to progress discussions with Ballina Shire Council, in relation to the Marom Creek Water Treatment Plant and associated groundwater infrastructure, including the approval of the associated budget as outlined in the report.
5. Authorise the General Manager to commence the development of the Woodburn coastal sands groundwater scheme as an alternative to Recommendation 4, if Council is unable to secure the Marom Creek Water Treatment Plant and associated groundwater infrastructure before 31 December 2020.



Notice of Motion

Council meeting 21 October 2020

Subject: Increase water conservation requirements of BASIX

I hereby move the following motion:

1. That Rous County Council seek support from the constituent councils to increase the water conservation requirements of BASIX as outlined in this Notice of Motion.
2. Should letters of support be received from the constituent councils, that council authorises the General Manager and Chair to write to the relevant NSW Minister to seek support of the same.
3. That Council be advised on any future response received from the Minister.

Councillor comments

Outcome sought

This Notice of Motion is to ensure all new residential dwellings within our local region and across the State are required to have rainwater tanks (except where approved alternative water supplies are available, such as a connection to a recycled water supply scheme) and those rainwater tanks to be a minimum size of 10,000 litres and connected to all toilets, outdoor taps and clothes washing machines.

The Building Sustainability Index (BASIX) requirements apply to all residential dwelling types and are part of the development application process in NSW. Since the implementation of BASIX in 2004, the program has significantly reduced water demand. However, BASIX runs the risk of being too lenient into the future, with the improvements to water efficient fixtures and appliances in recent years.

In 2017, the NSW Government announced that the BASIX energy targets will increase. Typically, this increase required a 10 per cent increase for houses and low-rise units, and by 5 per cent increase for mid and high-rises units. In addition, requirement on the thermal comfort heating and cooling caps also increase.

Unfortunately, since the implementation of BASIX in 2004, the target for water efficiency has not changed. Given the unprecedented drought conditions experienced across our State in 2019, I believe now is the time to seek a modest but important increase in the water conservation requirements. I believe that by having this minimum tank size along with the mandated connections will create efficiencies in the residential construction industry leading to only small increases in residential construction costs.

A handwritten signature in blue ink, appearing to read "Sharon Cadwallader".

Councillor Sharon Cadwallader

Date: 26 August 2020

Staff comment

Based on assessments undertaken as part of the Future Water Strategy, the amount of water saved is primarily dependent on tank connectivity, the underlying water demand, the area of roof connected to the tank, and the tank volume. This Notice of Motion is seeking to increase two of these aspects.

The recommended approach will have minimal impact on Council's budget. Seeking this change to the BASIX planning instrument is more likely to succeed when lobbied as a collective regional request.

This approach is supported by staff.

Council meeting schedule 2021

320/12

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

Recommendation

That Council determine its meeting schedule for 2021 with meetings to be held at 1.00pm at Rous County Council Administration office (or via Zoom) on:

- 17 February
- 21 April
- 16 June
- 18 August
- 20 October
- 15 December

Background

Council has previously resolved that meetings be held on the third Wednesday of every second month commencing at 1.00pm. Based on the same approach, meetings for 2021 would be scheduled for:

- 17 February
- 21 April
- 16 June
- 18 August
- 20 October
- 15 December

On the third Wednesday of the month when meetings are not scheduled to be held, Council briefings or workshops will be scheduled as follows (unless, in consultation with the Chair, the General Manager determines that there is no substantial matter required for discussion):

- 17 March
- 19 May
- 21 July
- 15 September
- 17 November

Phillip Rudd
General Manager

Annual Financial Reports and Audit Report for the year ending 30 June 2020

(2196/11)

Business activity priority

Results and sustainable performance

Goal 7

Sustainable performance

Recommendation

That Council:

1. In accordance with section 413 (2c) of the *Local Government Act 1993* and clause 215 of the *Local Government (General) Regulation 2005*, adopt the 2019/20 Audited Financial Reports and "Statement by Councillors and Management" for both the General Purpose Financial Reports and the Special Purpose Financial Reports, with the Chairperson and Deputy Chairperson delegated to sign on behalf of Council.
2. Advertise the presentation of the draft 2019/20 Financial Reports to the public from Monday, 2 November 2020 and invite both inspection and submissions.
3. Forward a copy of the 2019/20 Audited Financial Reports to the Office of Local Government.
4. Present the 2019/20 Audited Financial Reports to the public at Council's 16 December 2020 meeting.

Background

Council's 2019/20 Financial Reports have now been completed and the Auditor's draft report received. In order to comply with the provisions of the *Local Government Act 1993*, the following actions must be implemented to allow for the finalisation of the year end accounts.

Geoff Dwyer (Thomas Noble and Russell) on behalf of the Audit Office of NSW will attend Council's meeting on 21 October 2020 and present the report on the audit of Council's accounts for the 2019/20 financial period.

Unless Council requires, it would not be necessary for the Auditor to attend the December Council meeting at which time Council will also deal with any public submissions on the financial reports.

The relevant sections of the *Local Government Act 1993* relating to the preparation of Council's annual financial reports are as follows:

- a) Section 413, 415 and 416 requires a council must prepare financial reports, including Financial Reports and 'Statement by Councillors and Management' for both the General Purpose Financial Reports and Special Purpose Financial Reports; for each year, and must refer them for audit and be audited by the 31 October.
- b) Section 413 requires that the financial reports must be accompanied by a statement of Council's opinion made pursuant to a resolution of Council and signed by the Chairperson, at least one other councillor, General Manager and the Responsible Accounting Officer. The content supporting Council's opinion is prescribed and both forms are attached to this report.
- c) Fix a meeting date to present the financial reports to the public; and

- d) Advertise, for a minimum of seven days prior to the meeting, that the financial reports and the auditor's report are available for public inspection.

Provided Council accepts the financial reports as presented in this report than public advertising in the prescribed format will occur from 2 to 6 November 2020.

Council, at its next meeting can then publicly present the 2019/20 financial reports.

Financial summary

In addressing the statutory requirements under the *Local Government Act 1993*, Council's Audited Financial Reports together with the Auditor's Report are presented to Council.

Council's Net Operating Result for the financial year ended 30 June 2020 was a surplus of \$2.384M, which includes Capital Income of \$4.411M. This compares to a surplus in 2019 of \$2.637M (including Capital Income of \$5.671M).

Council's financial position remains sound as is demonstrated by the following key financial indicators for the past three years:

	2019/20 (\$000's)	2018/19 (\$000's)	2017/18 (\$000's)
Operating Results			
Operating Result (deficit) before capital amounts	(2,207)	(3,034)	1,636
Operating Result adjusted for non-cash items (depreciation, impairment)	2,384	2,637	7,228
Performance Measures			
Unrestricted Current Ratio	5.25 : 1	5.43 : 1	6.30 : 1
Debt Service Cover Ratio	1.57 : 1	1.80 : 1	2.81 : 1
Building & Infrastructure Renewals Ratio	0.93 : 1	1.27 : 1	0.20 : 1
Net Working Capital			
Cash Assets	35,193	37,698	36,284
Plus: Receivables	2,598	2,427	1,901
Less: Payables	(2,386)	(3,959)	(2,367)
Sub total	35,405	36,166	35,818
Indebtedness	21,559	24,145	26,571
Restrictions			
External	3,216	3,749	3,411
Internal	30,548	32,509	29,953
Total	33,764	36,258	33,364
Equity			
Retained earnings	240,575	238,191	235,554
Asset revaluation reserves	269,517	260,722	253,062
Total Equity (including revaluations)	510,092	498,913	488,616

The yearly operating performance is monitored and reported to Council through the Quarterly Budget Review process and integrated with Council's long-term financial plan. Actual results for 2019/20 closely reflect the budget estimates.

Major income statement movements – revenue

Bulk water revenue continues to provide the majority of Council's operating revenue at 56.5% of total revenue. This is a steady, reliable cash flow and increased by 4% compared to last year.

Section 64 developer contributions revenue decreased by 20.6% when compared to 2018/19, with the majority of contributions received from Ballina Shire Council (\$2.5M) and Lismore City Council (\$1.09M):

Rous	2019/20 (\$)	ET's 2019/20	2018/19 (\$)	ET's 2018/19
TOTAL	4,402,987	509.71	5,563,883	675.57

Section 64 developer contributions received were utilised to fund Council's loan repayments and reduce the amount that is funded from operating revenue and reserves.

The COVID-19 pandemic related financial difficulty experienced by many retail water customers led to a slightly higher than normal level of outstanding collections for the financial year. Outstanding collections finished at 4.6% compared to last year's result of 4.1%.

Generally operational expenditure was in line with budgeted forecast and provided no material variances throughout the financial year.

Major statement of financial position movements - assets, revaluation and indexation

Council capitalised \$4M of assets during the year. Work was completed on tunnel project (\$3.1M), reticulation main upgrades (\$250k), water treatment upgrades (\$178k), plant & equipment upgrades (\$311k), information technology upgrades (\$106k) and flood mitigation upgrades (\$78k), while other water supply network assets accounted for the majority of the remainder. As at 30 June 2020, \$12M remained in work in progress, with the St Helena upgrade accounting for \$6.2M.

The Office of Local Government, through the Local Government Code of Accounting Practice and Financial Reporting Guidelines, has recommended that full revaluations are conducted no later than at five yearly intervals. Council's land and building and infrastructure assets are subject to annual indexation adjustments between the five-year revaluation cycles.

The NSW Department of Primary Industries provides the indexation percentage for water assets and advised that for 2019/20 the percentage was 0.95%. This has increased the value of Council's water infrastructure by \$3.128M.

Assetic Pty Ltd were engaged to conduct an independent review of Council's flood infrastructure assets as at 30 June 2020. Due to the volume and location of assets across multiple local government areas, the valuers were unable to conduct physical inspections of all assets. Instead, reliance was placed on condition assessment and attribute date maintained within Council's asset management and GIS system. A number of assets from each category were selected for physical inspections.

As a result of the revaluation, a revaluation increment of \$5.667M was recognised in the asset revaluation reserve. This increment is a result of a number of factors including revised replacement cost calculations and extended useful life estimates.

Consultation

Council's *Annual Financial Reports and Audit Report for the year ended 30 June 2020* together with the *Financial Statements year ended 30 June 2020*, have been referred to the Audit, Risk and Improvement Committee (19 October 2020). Minutes of that meeting will be tabled at the Council meeting.

Conclusion

Council remains in a sound financial position with cash and investments at satisfactory levels to ensure that all current liabilities can be met when they fall due.

Guy Bezrouchko
Group Manager Corporate and Commercial

Attachment:

1. Auditor-General NSW: Report on the Conduct of the Audit for the year ended 30 June 2020

Enclosure:

Rous County council 2019/20 Financial Statements



Keith Williams
Chair
Rous County Council
PO Box 230
Lismore NSW 2480

Contact: Gearoid Fitzgerald
Phone no: 02 9275 7392
Our ref: D/1821

21 October 2020

Dear Mr Williams

**Report on the Conduct of the Audit
for the year ended 30 June 2020
Rous County Council**

I have audited the general purpose financial statements (GPFS) of Rous County Council (the Council) for the year ended 30 June 2020 as required by section 415 of the *Local Government Act 1993* (the Act).

I expressed an unmodified opinion on the Council's GPFS.

This Report on the Conduct of the Audit (the Report) for the Council for the year ended 30 June 2020 is issued in accordance with section 417 of the Act. This Report should be read in conjunction with my audit opinion on the GPFS issued under section 417(2) of the Act.

INCOME STATEMENT

Operating result

	2020	2019	Variance
	\$m	\$m	%
User charges and fees	20.8	19.5	↑ 6.7
Grants and contributions revenue	5.7	7.2	↓ 20.8
Employee benefits and on-costs	8.4	7.5	↑ 12.0
Materials and contracts	9.9	9.0	↑ 10.0
Net losses from the disposal of assets	0.0	1.6	↓ 100.0
Operating result from continuing operations	2.4	2.6	↓ 7.7
Net Operating result before capital grants and contributions	(2.0)	(3.0)	↑ 33.3

The Council's operating surplus from continuing operations (\$2.4 million including depreciation and amortisation expense of \$7.3 million) was \$0.2 million lower than the 2018–19 result. The increase is largely attributable to the following:

- user charges revenue increased by \$1.3 million. Drought conditions increased water usage during the 2019-20 financial year
- grants and contributions revenue decreased by \$1.5 million. This decrease is largely attributable to reduced s64 contributions because of a decline in development activity (decrease of \$1.2 million)
- employee costs increased by \$0.9 million. Council filled several vacant positions during the 2019-20 financial year
- materials and contracts expenses increased by \$0.9 million. This increase is largely attributable to costs associated with extended groundwater studies (\$1.4 million)
- the Council disposed of approximately \$2.2 million in infrastructure assets in the 2018-19 year.

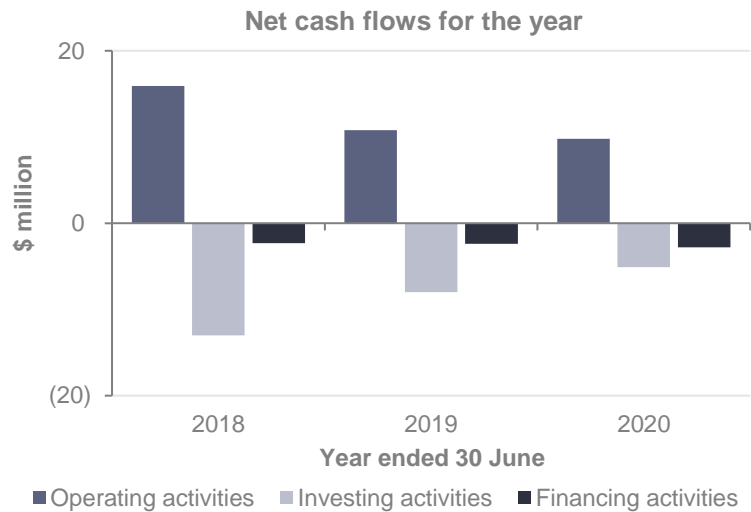
The net operating deficit before capital grants and contributions (\$2.0 million) improved by \$1.0 million from the 2018–19 result.

STATEMENT OF CASH FLOWS

Net cash provided by operating activities has decreased by \$0.9 million.

Net cash used in investing activities has decreased by \$2.9 million. This represents a shift in the composition of Council's investment portfolio, with reduced investment in term deposits.

Net cash used in financing activities has remained consistent over the 3-year period as there have been no significant changes in the current borrowing structure.



FINANCIAL POSITION

Cash and investments

Cash and investments	2020	2019	Commentary
	\$m	\$m	
External restrictions	3.2	3.8	External, internal and unrestricted cash and investments have remained reasonably consistent with the prior year.
Internal restrictions	30.6	32.5	
Unrestricted	1.4	1.4	
Cash and investments	35.2	37.7	

Debt

Council has a bank overdraft facility with an approved drawdown limit of \$0.1 million, which was unused at 30 June 2020. Council continues to repay borrowings in line with existing loan agreements.

PERFORMANCE

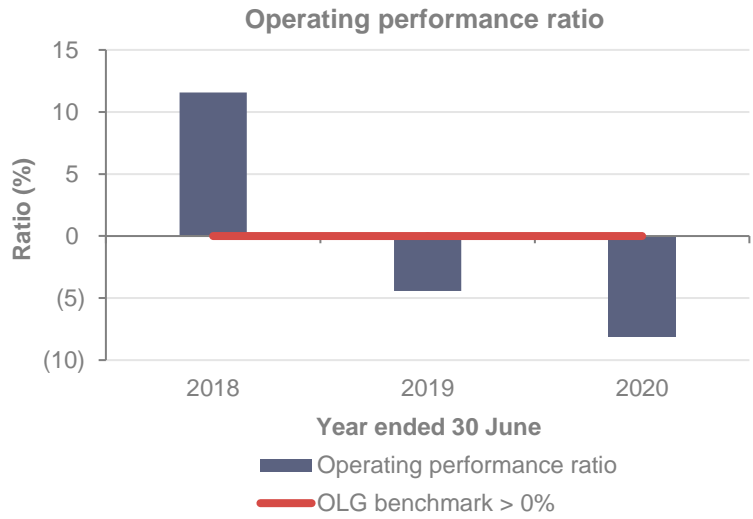
Performance measures

The following section provides an overview of the Council's performance against the performance measures and performance benchmarks set by the Office of Local Government (OLG) within the Department of Planning, Industry and Environment.

Operating performance ratio

The 'operating performance ratio' measures how well council contained operating expenditure within operating revenue (excluding capital grants and contributions, fair value adjustments, and reversal of revaluation decrements). The benchmark set by OLG is greater than zero per cent.

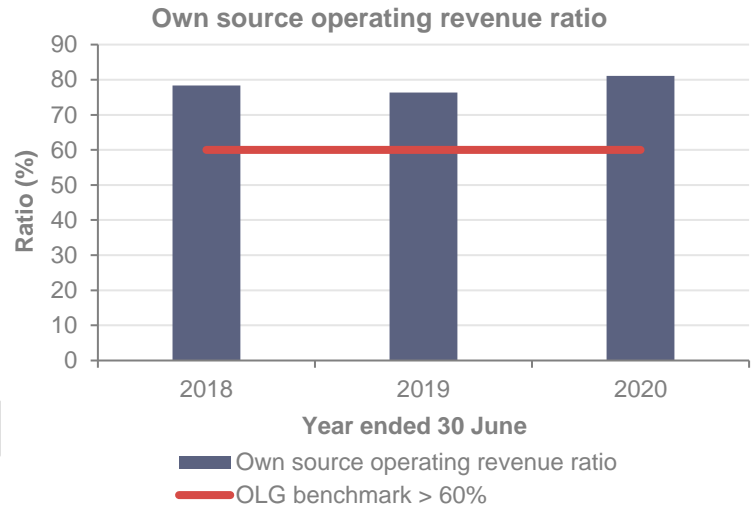
Council did not meet the OLG benchmark for the current reporting period. A deterioration in Councils 2019-20 operating result (before all capital items) led to a reduced operating performance ratio.



Own source operating revenue ratio

The 'own source operating revenue ratio' measures council's fiscal flexibility and the degree to which it relies on external funding sources such as operating grants and contributions. The benchmark set by OLG is greater than 60 per cent.

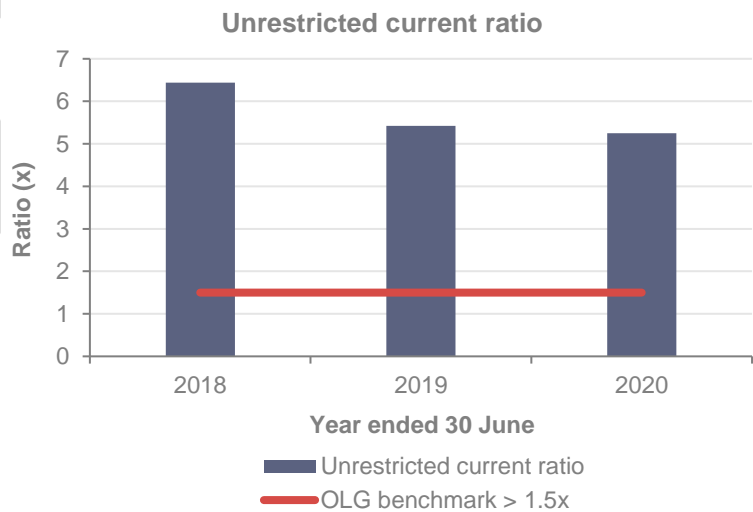
The Council exceeded the OLG benchmark for the current reporting period.



Unrestricted current ratio

The 'unrestricted current ratio' is specific to local government and represents council's ability to meet its short-term obligations as they fall due. The benchmark set by OLG is greater than 1.5 times.

The Council exceeded the OLG benchmark for the current reporting period. This ratio demonstrates that Council has \$5.25 in current liquid assets for every \$1 of current liabilities.

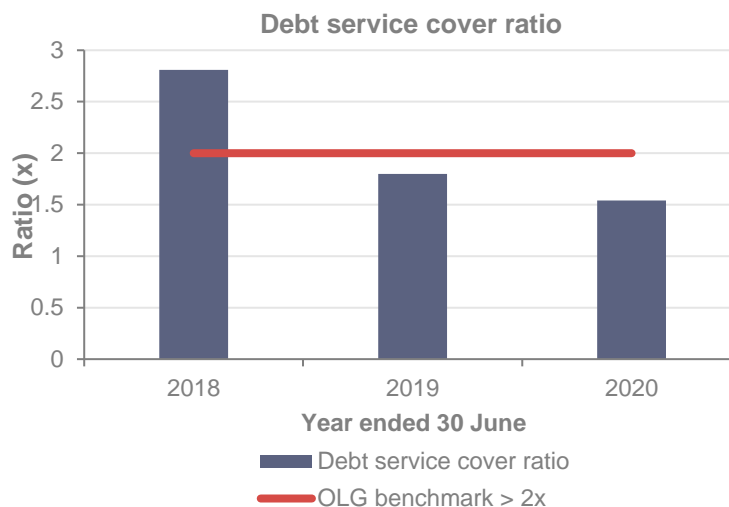


Debt service cover ratio

The 'debt service cover ratio' measures the operating cash to service debt including interest, principal and lease payments. The benchmark set by OLG is greater than two times.

Council did not meet the OLG benchmark for the current reporting period.

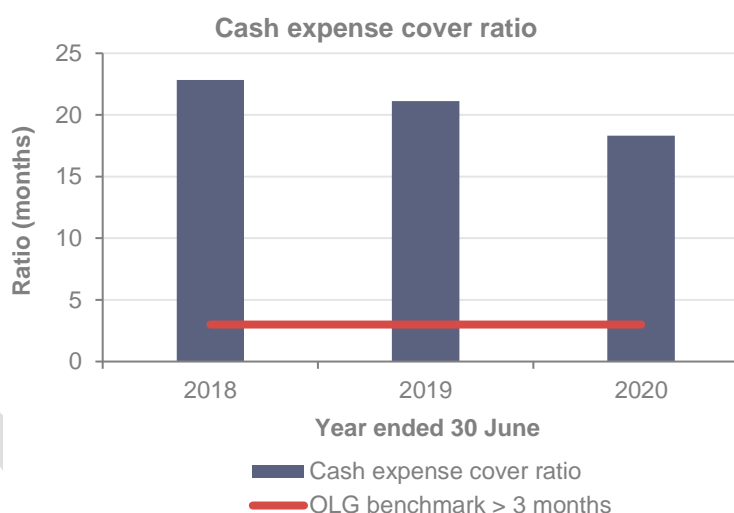
Council has not drawn any new borrowings in the 2019-20 year and loan repayments have remained comparable with the 2018-19 year.



Cash expense cover ratio

This liquidity ratio indicates the number of months the council can continue paying for its immediate expenses without additional cash inflow. The benchmark set by OLG is greater than three months.

The Council exceeded the OLG benchmark for the current reporting period.



Infrastructure, property, plant and equipment renewals

Council's asset renewal expenditure in the 2019-20 year was \$5.8 million (2018-19 - \$7.5 million). Significant renewal expenditure on the St Helena 600 and Nightcap raw pump upgrade projects occurred in the 2019-20 year.

OTHER MATTERS

Impact of new accounting standards

AASB 15 'Revenue from Contracts with Customers' and AASB 1058 'Income for Not-for-Profit Entities'

The Council adopted the new accounting standards AASB 15 'Contracts with Customers' and AASB 1058 'Income of Not-for-Profit Entities' (collectively referred to as the Revenue Standards) for the first time in their 2019-20 financial statements.

AASB 15 introduces a new approach to recognising revenue based on the principle that revenue is recognised when control of a good or service transfers to a customer. AASB 15 impacts the timing and amount of revenue recorded in a councils' financial statements, particularly for grant revenue. AASB 15 also increases the amount of disclosures required.

AASB 1058 prescribes how not-for-profit entities account for transactions conducted on non-commercial terms and the receipt of volunteer services. AASB 1058 significantly impacts the timing and amount of income recorded in a councils' financial statements, particularly for grant income and rates which are paid before the commencement of the rating period.

The Council determined no adjustment to opening accumulated surplus at 1 July 2019 on adoption of the new Revenue Standards was required.

The Council disclosed the impact of adopting the new Revenue Standards in Note 17.

AASB 16 'Leases'

The Council adopted the new accounting standard AASB 16 'Leases' for the first time in their 2019–20 financial statements.

AASB 16 changes the way lessees treat operating leases for financial reporting. With a few exceptions, operating leases will now be recorded in the Statement of Financial Position as a right-of-use asset, with a corresponding lease liability.

AASB 16 results in lessees recording more assets and liabilities in the Statement of Financial Position and changes the timing and pattern of expenses recorded in the Income Statement.

The Council recognised right-of-use assets of \$0.8 million, a sub-lease receivable of \$0.1 million and lease liabilities of \$0.9 million at 1 July 2019 on adoption of AASB 16.

The Council disclosed the impact of adopting AASB 16 in Note 17.

Legislative compliance

My audit procedures did not identify any instances of non-compliance with legislative requirements or a material deficiency in the Council's accounting records or financial statements. The Council's:

- accounting records were maintained in a manner and form to allow the GPFS to be prepared and effectively audited
- staff provided all accounting records and information relevant to the audit.

Gearoid Fitzgerald
Delegate of the Auditor-General for New South Wales

cc: Philip Rudd, General Manager
Brian Wilkinson, Chair of Audit, Risk and Improvement Committee
Jim Betts, Secretary of the Department of Planning, Industry and Environment

Quarterly Budget Review Statement for the quarter ending 30 September 2020

(2333/13)

Business activity priority	Results and sustainable performance
Goal 7	Sustainable performance

Recommendation

That Council note the results presented in the Quarterly Budget Review Statement as at 30 September 2020 and authorise the variations to the amounts from those previously estimated.

Background

The Integrated Planning and Reporting (IP&R) framework sets out minimum standards of reporting that will assist Council in adequately disclosing its overall financial position and to provide sufficient additional information to enable informed decision-making and enhance transparency.

The Quarterly Budget Review Statement (QBRS) is made up of a minimum of six key statements:

- (QBRS1) Statement by the Responsible Accounting Officer on Council's financial position
- (QBRS2) Budget Review Income and Expenses Statement
- (QBRS3) Budget Review Capital Budget
- (QBRS4) Budget Review Cash and Investments Position
- (QBRS5) Budget Review Contracts and Other Expenses
- (QBRS6) Budget Review Key Performance Indicators

For the information of Council, the original 2020/21 budget was adopted on 17 June 2020 as part of the 2020/21 Operational Plan and the 2017/21 Delivery Program.

Governance

Finance

(QBRS1) Report by Responsible Accounting Officer

The following statement is made in accordance with clause 203(2) of the *Local Government (General) Regulation 2005*.

"It is my opinion that the Quarterly Budget Review Statement of Rous County Council for the quarter ended 30 September 2020 indicates that Council's projected financial position at 30 June 2021 will be satisfactory at year end, having regard to the projected estimates of income and expenditure, the original budgeted income and expenditure and Council's short-term liquidity position."



Guy Bezrouchko
Responsible Accounting Officer

Table 1: Summary of proposed changes whole organisation – September 2020

BUDGET ITEMS	Original Budget 2020/21	2019/20 Carryovers	September	Projected year end result 2020/21
			30-Sep-20 Quarter	
Operating Income				
Flood	1,194,900	(5,000)	27,500	1,217,400
Weeds	1,379,100	0	33,600	1,412,700
Retail	2,804,500	0	0	2,804,500
RWL	821,000	0	0	821,000
Commercial Property	269,200	0	0	269,200
Fleet	93,400	0	0	93,400
Bulk	18,438,100	156,000	0	18,594,100
TOTAL OPERATING REVENUES	25,000,200	151,000	61,100	25,212,300
Operating Expenses				
Flood	2,346,400	138,900	27,500	2,512,800
Weeds	1,425,500	19,400	33,600	1,478,500
Retail	3,021,100	0	0	3,021,100
RWL	815,900	0	0	815,900
Commercial Property	367,800	0	0	367,800
Fleet	93,800	0	0	93,800
Bulk	20,183,600	658,900	0	20,842,500
TOTAL OPERATING EXPENSES	28,254,100	817,200	61,100	29,132,400
OPERATING RESULT	(3,253,900)	(666,200)	0	(3,920,100)
Exclude depreciaton	7,107,800	0	0	7,107,800
Cash result	3,853,900	(666,200)	0	3,187,700
Add: Capital Income	20,750,100	0	0	20,750,100
Less: Capital Expense	20,069,000	5,474,400	0	25,543,400
Transfer from/(to) Reserve	(1,339,100)	6,140,600	0	4,801,500
Less: Loan Repayments	3,195,900	0	0	3,195,900
Estimated cash movement	0	0	0	0

Commentary on proposed adjustments – September 2020 (Table 1)

The following notes detail proposed budget variations on a fund basis as compared to the original budget and quarterly adjustments. For reporting purposes, only changes over \$5,000 are individually referenced.

Flood Mitigation Fund

Recognition of approved grants not received in 2019/20

(QBR2) Income & Expenses - Flood

	Original Budget 2020/21	2019/20 Carryovers	Recommend changes for Council Resolution	Projected year end result 2020/21	Actual YTD
Operating Income					
Interest Income / Sundry	14,500	0	0	14,500	4,800
Lismore Loan Repayments	3,800	0	0	3,800	4,316
Operating Contributions	815,400	(5,000)	0	810,400	210,100
Operating Grants	361,200	0	27,500	388,700	0
Total Operating Income	1,194,900	(5,000)	27,500	1,217,400	219,216
Operating Expense					
Administration Expenses	201,100	0	0	201,100	46,724
Finance Costs	0	0	0	0	0
Building/Depot Expenses	16,700	0	0	16,700	2,693
Fleet Hire Expense	70,200	0	0	70,200	17,275
Training & Staff	7,500	0	0	7,500	195
Insurance	3,800	0	0	3,800	0
Salaries & Wages	445,900	0	0	445,900	103,912
Operations Purchases	766,600	138,900	27,500	933,000	41,076
Depreciation	834,600	0	0	834,600	196,475
Loss on Sale	0	0	0	0	0
Total Operating Expense	2,346,400	138,900	27,500	2,512,800	408,350
Operating Result	(1,151,500)	(143,900)	0	(1,295,400)	(189,134)
Less Depreciation	834,600	0	0	834,600	196,475
Operating Result Excl. Non Cash	(316,900)	(143,900)	0	(460,800)	7,341
Add Capital Income	0	0	0	0	0
Less Capital Expenses	171,600	0	0	171,600	16,690
Transfer from/(to) Reserve	488,500	143,900	0	632,400	9,349
Less Loan Repayments	0	0	0	0	0
Net Cash Movement	0	0	0	0	0

Lismore flood risk management project

In December 2017, Council was successful in assuring \$80,000 grant funding from the Office of Environment and Heritage (OEH) for the 'Review of Lismore's flood risk management plans following the 2017 March flood'. The original project identified using the current flood model to investigate options to improve flood protection for Lismore CBD and surrounds. The study aimed to examine a number of scenarios and offer preferred options to achieve maximum protection for the least expenditure of public monies.

The Lismore flood risk management project has experienced some delays and changes during its execution. However, the project is well advanced and expected to achieve completion during the first half of 2020/21.

The remaining funding allocation for revenue and expenditure of \$27,500 is required to be reinstated to finalise the project.

Operating income	Grants and contributions	Grant funds	\$27,500
Operating expenditure	Materials and contracts		(\$27,500)
		Impact on cash surplus	\$0

Weed Biosecurity Fund

(QBR2) Income & Expenses - Weeds

	Original Budget 2020/21	2019/20 Carryovers	Recommend changes for Council Resolution	Projected year end result 2020/21	Actual YTD
Operating Income					
Interest Income / Sundry	24,600	0	0	24,600	6,000
Operating Contributions	809,000	0	0	809,000	202,250
Operating Grants	545,500	0	33,600	579,100	33,660
Total Operating Income	1,379,100	0	33,600	1,412,700	241,910
Operating Expense					
Administration Expenses	297,500	0	0	297,500	67,682
Finance Costs	0	0	0	0	
Building/Depot Expenses	18,700	0	0	18,700	3,451
Fleet Hire Expense	140,000	0	0	140,000	34,727
Training & Staff	19,700	0	0	19,700	167
Insurance	0	0	0	0	0
Salaries & Wages	887,100	0	(27,500)	859,600	188,980
Operations Purchases	41,800	19,400	61,100	122,300	24,750
Depreciation	20,700	0	0	20,700	8,869
Loss on Sale	0	0	0	0	0
Total Operating Expense	1,425,500	19,400	33,600	1,478,500	328,626
Operating Result	(46,400)	(19,400)	0	(65,800)	(86,716)
Less Depreciation	20,700	0	0	20,700	8,869
Operating Result Excl. Non Cash	(25,700)	(19,400)	0	(45,100)	(77,847)
Add Capital Income	0	0	0	0	0
Less Capital Expenses	225,000	0	0	225,000	10,308
Transfer from/(to) Reserve	250,700	19,400	0	270,100	88,155
Net Cash Movement	0	0	0	0	0

Grant funding

Tropical Soda Apple (TSA)

In September 2020, Council received notification that it was successful in obtaining grant funding from Local Land Services for the control of TSA. This is a 12-month project that aims to assist Council control TSA in newly infested high-risk pathways in the Tweed and Kyogle Local Government Areas. These infestations occur in (or near) the riparian zones along Grady's Creek, Byrill Creek and part of the Tweed River. The funding will allow Council to engage contractors to assist with this increased workload and free up Weed Biosecurity Officers time to manage other TSA and high priority weed infestations.

A budget allocation of \$33,600 to revenue and contractors is required.

Operating income	Grants and contributions	GC-TSA Grant	\$33,600
Operating expenditure	Materials and contracts	GC-TSA Grant	(\$33,600)
		Impact on cash surplus	\$0

Contract staff

Labour hire personnel have been engaged to temporarily fill a vacant position that has arisen from staff being seconded to other roles within Council and planned leave. This has resulted in a budget saving to salary and wages, but an increase to contractors. A reallocation of \$27,500 from salary and wages to contractors is required to meet future commitments.

This adjustment has no impact on the forecast operating result.

Operating expenditure	Materials and contracts	WAP07	(\$27,500)
	Salary and wages	WAP07	\$27,500
		Impact on cash surplus	\$0

Retail Fund

(QBR2) Income & Expenses - Retail

	Original Budget 2020/21	2019/20 Carryovers	Recommend changes for Council Resolution	Projected year end result 2020/21	Actual YTD
Operating Income					
Water Sales	2,761,000	0	0	2,761,000	787,856
Interest Income / Sundry	43,500	0	0	43,500	14,964
Operating Grants	0	0	0	0	0
Total Operating Income	2,804,500	0	0	2,804,500	802,820
Operating Expense					
Administration Expenses	174,300	0	0	174,300	37,525
Administration - Bulk Water Cost	1,904,300	0	0	1,904,300	476,900
Fleet Hire Expense	81,900	0	0	81,900	19,965
Salaries & Wages	525,600	0	0	525,600	100,254
Operations Purchases	137,600	0	0	137,600	37,714
Depreciation	197,400	0	0	197,400	49,482
Loss on Sale	0	0	0	0	0
Total Operating Expense	3,021,100	0	0	3,021,100	721,840
Operating Result	(216,600)	0	0	(216,600)	80,980
Less Depreciation	197,400	0	0	197,400	49,482
Operating Result Excl. Non Cash	(19,200)	0	0	(19,200)	130,462
Add Capital Income	0	0	0	0	0
Less Capital Expenses	241,500	50,900	0	292,400	95,808
Transfer from/(to) Reserve	260,700	50,900	0	311,600	(34,654)
Net Cash Movement	0	0	0	0	0

No budget adjustments are required this quarter.

Richmond Water Laboratory Fund

(QBR2) Income & Expenses - Richmond Water Laboratory

	Original Budget 2020/21	2019/20 Carryovers	Recommend changes for Council Resolution	Projected year end result 2020/21	Actual YTD
Operating Income					
Laboratory Sales	814,600	0	0	814,600	169,554
Interest Income / Sundry	6,400	0	0	6,400	1,200
Total Operating Income	821,000	0	0	821,000	170,754
Operating Expense					
Administration Expenses	43,800	0	0	43,800	10,735
Building Expenses	58,800	0	0	58,800	10,202
Fleet Hire Expense	15,200	0	0	15,200	4,320
Salaries & Wages	484,200	0	0	484,200	100,422
Operations - Materials & Contractors	167,900	0	0	167,900	45,903
Operations - Licences/Accreditation	22,400	0	0	22,400	10,292
Operations - Equipment	8,700	0	0	8,700	1,765
Depreciation	14,900	0	0	14,900	4,640
Total Operating Expense	815,900	0	0	815,900	188,279
Operating Result	5,100	0	0	5,100	(17,525)
Less Depreciation	14,900	0	0	14,900	4,640
Operating Result Excl. Non Cash	20,000	0	0	20,000	(12,885)
Less Capital Expenses	109,500	37,500	0	147,000	4,995
Transfer from/(to) Reserve	89,500	37,500	0	127,000	17,880
Net Cash Movement	0	0	0	0	0

No budget adjustments are required this quarter.

Property Fund

(QBR2) Income & Expenses - Commercial Properties

	Original Budget 2020/21	2019/20 Carryovers	Recommend changes for Council Resolution	Projected year end result 2020/21	Actual YTD
Operating Income					
Interest Income / Sundry	14,400	0	0	14,400	0
Property Income	254,800	0	0	254,800	58,238
Profit on Sale	0	0	0	0	0
Total Operating Income	269,200	0	0	269,200	58,238
Operating Expense					
Administration Expenses	46,800	0	0	46,800	11,700
Building - Maintenance	105,200	0	0	105,200	37,189
Building - Lease	69,500	0	0	69,500	17,982
Perradenya Estate Operations	61,200	0	0	61,200	4,952
Salaries & Wages	20,500	0	0	20,500	5,170
Operations Purchases	2,600	0	0	2,600	0
Depreciation	62,000	0	0	62,000	16,513
Loss on Sale	0	0	0	0	0
Total Operating Expense	367,800	0	0	367,800	93,506
Operating Result	(98,600)	0	0	(98,600)	(35,268)
Less Depreciation	62,000	0	0	62,000	16,513
Operating Result Excl. Non Cash	(36,600)	0	0	(36,600)	(18,755)
Add Capital Income	3,250,100	0	0	3,250,100	0
Less Capital Expenses	2,527,300	1,950,000	0	4,477,300	133,139
Transfer from/(to) Reserve	(686,200)	1,950,000	0	1,263,800	151,894
Net Cash Movement	0	0	0	0	0

No budget adjustments are required this quarter.

Fleet Fund

(QBR2) Income & Expenses - Fleet

	Original Budget 2020/21	2019/20 Carryovers	Recommend changes for Council Resolution	Projected year end result 2020/21	Actual YTD
Operating Income					
Interest Income / Sundry	93,400	0	0	93,400	17,786
Profit on Sale	0	0	0	0	0
Total Operating Income	93,400	0	0	93,400	17,786
Operating Expense					
Fleet Operations	582,200	0	0	582,200	127,050
Fleet Hire Income	(948,800)	0	0	(948,800)	(214,930)
Salaries & Wages	63,100	0	0	63,100	14,844
Operations Purchases	0	0	0	0	159
Depreciation	397,300	0	0	397,300	106,361
Loss on Sale	0	0	0	0	0
Total Operating Expense	93,800	0	0	93,800	33,484
Operating Result	(400)	0	0	(400)	(15,698)
Less Depreciation	397,300	0	0	397,300	106,361
Operating Result Excl. Non Cash	396,900	0	0	396,900	90,663
Add Capital Income	0	0	0	0	0
Less Capital Expenses	413,300	0	0	413,300	173,486
Transfer from/(to) Reserve	16,400	0	0	16,400	82,823
Net Cash Movement	0	0	0	0	0

No budget adjustments are required this quarter.

Bulk Water Fund

(QBR2) Income & Expenses - Bulk

	Original Budget 2020/21	2019/20 Carryovers	Recommend changes for Council Resolution	Projected year end result 2020/21	Actual YTD
Operating Income					
Water Sales	17,923,300	0	0	17,923,300	4,480,819
Interest Income / Sundry	495,000	0	0	495,000	113,324
Property Income	17,600	0	0	17,600	4,559
Operating Contributions	0	5,000	0	5,000	1,350
Operating Grants	0	151,000	0	151,000	0
Profit on Sale	2,200	0	0	2,200	0
Total Operating Income	18,438,100	156,000	0	18,594,100	4,600,052
Operating Expense					
Administration Expenses	499,900	0	0	499,900	333,487
Administration - Retail Water Cost	(1,904,300)	0	0	(1,904,300)	(476,900)
Finance Costs	1,908,100	0	0	1,908,100	193,933
Building/Depot Expenses	529,300	0	0	529,300	150,619
Fleet Hire Expense	571,300	0	0	571,300	122,940
Training & Staff	327,800	0	0	327,800	55,041
Insurance	298,700	0	0	298,700	245,828
Members Expenses	180,600	0	0	180,600	25,542
Salaries & Wages	6,645,000	0	(91,500)	6,553,500	1,449,543
Operations Purchases	5,546,300	658,900	91,500	6,296,700	931,814
Depreciation	5,580,900	0	0	5,580,900	1,293,935
Loss on Sale	0	0	0	0	0
Total Operating Expense	20,183,600	658,900	0	20,842,500	4,325,782
Operating Result	(1,745,500)	(502,900)	0	(2,248,400)	274,270
Less Depreciation	5,580,900	0	0	5,580,900	1,293,935
Operating Result Excl. Non Cash	3,835,400	(502,900)	0	3,332,500	1,568,205
Add Capital Income	17,500,000	0	0	17,500,000	912,634
Less Capital Expenses	16,380,800	3,436,000	0	19,816,800	1,939,013
Transfer from/(to) Reserve	(1,758,700)	3,938,900	0	2,180,200	23,992
Less Loan Repayments	3,195,900	0	0	3,195,900	565,818
Net Cash Movement	0	0	0	0	0

Contract staff

Information Technology and Communications Manger

Labour hire personnel have been engaged to temporarily fill the vacant position of Information Technology and Communications Manager. This has resulted in a budget saving to salary and wages, but an increase to contractors. This position is currently being advertised and is expected to be filled by November 2020.

A reallocation of \$60,000 from salary and wages to contractors is required to meet existing commitments.

Water Sustainability Officer

The contractor engaged in the Water Sustainability Officer role since February 2020 has been very effective in the role, particularly with establishing relationships and achieving outcomes with businesses in the Sustainable Water Partnership Program. This positive progress is a key area of the Demand Management Program. The need to maintain this progress and the high recruitment activity recently in the organisation, has meant that a decision on the recruitment of the role on a permanent basis has been delayed until later in 2020.

A reallocation of \$31,500 from salary and wages to contractors is required to meet future commitments.

These adjustments have no impact on forecast operating result.

Operating expenditure	Materials and contracts	ITCM	(\$60,000)
	Materials and contracts	WSO	(\$31,500)
	Salary and wages	ITCM	\$60,000
	Salary and wages	WSO	\$31,500
		Impact on cash surplus	\$0

Budget review for the quarter ended 30 September 2020

(QBR3) Capital Budget

	Original Budget 2020/21	2019/20 Carryovers	Recommend changes for Council Resolution	Projected year end result 2020/21	Actual YTD
Capital Funding:					
Capital grants & contributions	0	0	0	0	0
Internal restrictions					
- renewals	9,043,750	3,079,500	0	12,123,250	1,138,208
- new assets	8,521,850	474,900	0	8,996,750	1,172,462
External restrictions					
- infrastructure	0	0	0	0	0
Other capital funding sources					
- operating revenue	0	0	0	0	0
Income from sale of assets					
- plant and equipment	2,100	0	0	2,100	0
- land and buildings	2,501,300	1,920,000	0	4,421,300	0
Total capital funding	20,069,000	5,474,400	0	25,543,400	2,310,670
Capital Expenditure:					
New assets					
- office equipment	701,300	313,000	0	1,014,300	137,698
- inventory (land)	2,501,300	1,920,000	0	4,421,300	133,139
- infrastructure	7,299,850	124,400	0	7,424,250	728,139
- land and buildings	0	0	0	0	0
- plant and equipment	522,800	37,500	0	560,300	173,486
Renewals (replacement)					
- land and buildings	26,000	162,000	0	188,000	5,690
- infrastructure	9,017,750	2,917,500	0	11,935,250	1,132,518
Total capital expenditure	20,069,000	5,474,400	0	25,543,400	2,310,670

Budget review for the quarter ended 30 September 2020

(QBR4) Cash & Investments

	Opening Balances 2020/21	Original Budget 2020/21	2019/20 Carryovers	Recommend changes for Council Resolution	Projected year end result 2020/21
Unrestricted:					
Flood mitigation	99,000	0	0	0	99,000
Weeds biosecurity	84,500	0	0	0	84,500
Retail water	100,000	0	0	0	100,000
Richmond water laboratories	10,000	0	0	0	10,000
Commercial properties	100,000	0	(100,000)	0	0
Fleet	50,000	0	0	0	50,000
Bulk water	986,300	0	0	0	986,300
Total unrestricted	1,429,800	0	(100,000)	0	1,329,800
Externally restricted:					
Flood grants	201,100	(20,000)	(153,300)		27,800
Weeds grants	8,500	0	(8,500)	0	0
Weeds other	56,300	0	(56,300)	0	0
Bulk water other	2,950,000	0	0	0	2,950,000
Total externally restricted	3,215,900	(20,000)	(218,100)	0	2,977,800
Internally restricted:					
Flood mitigation	804,900	(488,500)	(3,000)	0	313,400
Weeds biosecurity	842,800	(250,700)	(10,900)	0	581,200
Retail water	2,602,000	(260,700)	(50,900)	0	2,290,400
Richmond water laboratories	448,900	(89,500)	(37,500)	0	321,900
Commercial properties	1,033,200	686,200	(1,719,400)	0	0
Fleet	933,400	(16,400)	0	0	917,000
Bulk water					
- Buildings & structures	265,700	0	(132,000)	0	133,700
- Assets & programs	19,159,100	1,758,700	(3,683,900)	0	17,233,900
- Employee leave entitlement	2,090,300	0	0	0	2,090,300
- Electricity	2,577,100	0	0	0	2,577,100
- Office equipment & computer	1,125,600	0	(306,900)	0	818,700
- Greenhouse gas abatement	94,800	0	(94,000)	0	800
Total internally restricted	31,977,800	1,339,100	(6,038,500)	0	27,278,400
Total restricted	35,193,700	1,319,100	(6,256,600)	0	30,256,200

Investment and cash bank statement

The Responsible Accounting Officer certifies that all funds including those under restriction have been invested 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. Council's bank statement has been reconciled up to and including 30 September 2020.

Reconciliation

The YTD cash and investment figure reconciles to the actual balances held as follows:

	\$
Cash at Bank (as per bank statements)	211,001
Investments on Hand	34,470,583
Reconciled Cash at Bank & Investments	<u>34,681,584</u>

(QBR5) Contractors

Contractor	Contract details & purpose	Contract value (\$)	Comm. date	Duration of contract	Budgeted (Y/N)
Chandler Macleod	Communications assistance	57,817	27/07/2020	12wks	Y
Complete Staff Solutions	Engineer assistance	56,797	20/07/2020	10wks	Y
Department of Regional NSW	St Helena stage 2 - ecological and heritage assessment	70,000	30/04/2020	13wks	Y
Ledonne Construction	Supply and construct St Helen stage 2 - Friday Hut Rd	122,130	10/08/2020	8wks	Y
John R Keith	Supply and construction St Helena stage 2 - Binna Burra rd	166,888	10/08/2020	8wks	Y
University of NSW	Keith Hall drainage options study	100,000	1/09/2020	36wks	Y

Note: Minimum reporting level is 1% of estimated income from continuing operations or \$50,000 whichever is the lesser.

(QBR5) Consultancy and legal expenses**Definition of consultant**

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high-level specialist or professional advice to assist decision making by management. Generally, it is the advisory nature of the work that differentiates a consultant from other contractors.

Expense	Expenditure YTD \$	Budgeted (Y/N)
Consultancies	\$34,475	Y
Legal Fees	\$910	Y

Comment: All consultancies and legal expenses incurred to date are within budget allocations. All figures exclude GST.

Legal fees		
	Planning and Delivery - St Helena Stage 1 advice	\$910
Consultancies		
	Operations – Drinking Water Management System	\$3,500
	Planning and Delivery – Flood Review	\$15,400
	General Manager - RAP cultural awareness training	\$4,800
	Corporate and Commercial - Flood infrastructure revaluation	\$9,775

Statement of expenses for councillors

Councillor expenses for the quarter ending 30/09/20

	Other expenses	Official business of Council - excluding professional development	Official business of Council - professional development	Total by Councillor (Q1)
Councillor Cadwallader	0	98	0	98
Councillor Cameron	0	325	0	325
Councillor Cook	0	144	61	206
Councillor Ekins	0	0	61	61
Councillor Humphrys	0	0	0	0
Councillor Mustow	0	0	0	0
Councillor Richardson	0	0	0	0
Councillor Williams	0	0	0	0
Total per expense type	0	567	123	689

	Q1	Q2	Q3	Q4	Total by Councillor YTD
Councillor Cadwallader	98			0	98
Councillor Cameron	325			0	325
Councillor Cook	206			0	206
Councillor Ekins	61			0	61
Councillor Humphrys	0			0	0
Councillor Mustow	0			0	0
Councillor Richardson	0			0	0
Councillor Williams	0			0	0
Total per expense type	689	0	0	0	689

Budget 2020/21 FY 75,500

This information is provided in accordance with paragraph 6.2 of the 'Payment of expenses and provision of facilities for chairperson and councillors' policy.

(QBR56) Key performance indicators

In assessing an organisation's financial position, there are several performance indicators that can assist to easily identify whether or not an organisation is financially sound. These indicators and their associated benchmarks, as stipulated by Office of Local Government, are set out below:

	# Performance Indicator		Flood	Weeds	Retail	RWL	Property	Fleet	Bulk	Consolidated	Local Government Bench Mark
1	Operating Performance	2020/21 Budget Review	(1,295,400)	(65,800)	(216,600)	5,100	(98,600)	(400)	(2,248,400)	(3,920,100)	Surplus
		2019/20 Actual	(921,247)	(106,924)	1,285,251	70,911	(47,463)	38,607	1,285,251	4,024,030	
2	Current Ratio	2020/21 Budget Review	44.02	66.57	95.62	41.49	0.00	48.35	5.36	6.17	> 1.5
		2019/20 Actual	115.95	151.55	902.30	8.20	6.01	88.73	4.09	5.43	
3	Debt Service Cover Ratio	2020/21 Budget Review	-	-	-	-	-	-	1.89	2.18	> 2
		2019/20 Actual	-	-	-	-	-	-	1.45	1.80	
4	Own Source Operating Revenue Ratio	2020/21 Budget Review	2%	2%	100%	100%	100%	100%	52%	53%	> 60%
		2019/20 Actual	2%	2%	100%	100%	100%	100%	80%	76%	
5	Building and Infrastructure Renewals Ratio	2020/21 Budget Review	0.26 : 1	-	-	-	9.99 : 1	-	1.59 : 1	1.48 : 1	> 1:1
		2019/20 Actual	0.08 : 1	-	-	-	0.00 : 1	-	1.12 : 1	0.96 : 1	

Comments on key performance indicators

Please note that comments relate to the consolidated financial indicators.

1. Operating result before capital contributions

The operating result is the profit or loss that Council makes from normal operations excluding expenditure on capital items. A surplus is a positive financial indicator.

Comment: Council's operating result (deficit) before capital items has increased compared with the original budgeted deficit of \$3,253,900.

Original budgeted deficit	(\$3,253,900)
Projected year end result 2020/21	(\$4,070,400)
	(\$816,500)

The increase can be attributed to carry over works (\$816k) reinstated from 2019/20 and operating expenses (\$61k) offset by revenue from grant funding (\$61k).

Carryovers / reinstatements	(\$816,500)
Expenses	(\$61,100)
Revenue	\$61,100
	(\$816,500)

Note: Operating results include depreciation of \$7,107,800 which is non-cash.

2. Current ratio liquidity

The current ratio measures Council's ability to pay existing liabilities in the next 12 months. A ratio greater than one is a positive financial indicator.

Comment: The above ratio means that for every dollar Council owes in the short term, it has \$6.17 available in assets that can be converted to cash.

3. Debt service cover ratio

This ratio demonstrates the cost of servicing Council's annual debt obligations (loan repayments, both principal and interest) as a portion of available revenue from ordinary activities. A higher ratio is a positive financial indicator.

Comment: Ratio, as a percentage of ordinary revenue, is consistent with the Long Term Financial Plan. Due to the timing of loan repayments, the ratio is reduced in the first quarter as the majority of loan repayments occur in the second and fourth quarters.

4. Own source operating revenue ratio

This ratio measures fiscal flexibility. It is the degree of reliance on external funding sources such as operating grants and contributions. A Council's financial flexibility improves the higher the level of its own source revenue. A higher ratio is a positive financial indicator.

Comment: The above percentage demonstrates that the majority of Council's income is generated from user fees and charges, i.e. water sales.

5. Building and infrastructure renewal ratio

This ratio indicates the rate of renewal/replacement of existing assets against the depreciation of the same category of assets. A ratio greater than one is a positive financial indicator.

Comment: The current ratio reflects Council's normal practices.

Grant application information

This table provides information on grant applications that have been approved or submitted up to the time of preparation of the QBRs. Any grants that may have been approved after that date or that have been applied for, will be covered in future reports. The details of new grants, including grants awaiting a determination, are provided below. A financial update on existing grants has also been provided.

Note: all financial amounts are exclusive of GST.

Grant name	Fund	Synopsis	Funding body	Program	Project length	Total project value	Grant funding	Council funding	Total expenditure to date	Balance of approved funds to spend
New Grants that have been approved										
Tropical Soda Apple control in high risk pathways	Weeds	Assist Council to control TSA in newly infested high risk pathways in the Tweed and Kyogle Local Government Areas.	LLS	New weed incursion	9mths	33,660	33,660	-	-	33,660
Active Grants that have been previously reported										
Integrated Water Cycle Management (IWCM) Strategy	Water	Undertake a review of the long-term water security strategy and complete a integrated water cycle management strategy for RCC.	DPIE	Safe & secure water program	12mths	816,000	151,000	665,000	772,548	43,452
Water Quality Monitoring 2019-22	Flood	Richmond River water quality monitoring project	DPIE	Coastal & estuary grants program	36mths	199,768	99,884	99,884	-	199,768
Voluntary House Raising	Flood	Facilitate the voluntary house raising of 2 homes in the Lismore area.	DPIE	Floodplain management grants scheme	12mths	187,900	187,900	-	-	187,900
Flood Maintenance 2018-22	Flood	Third year of a four year grant. Each year \$169,200 is available to spend	DPIE	Floodplain management grants scheme	60mths	676,800	84,600 p.a.	84,600 p.a.	51,871	226,729
Review of the Lismore FRMP post March 2017 Flood	Flood	Review flood modelling post March 2017 flood event.	DPIE	Floodplain management grants scheme	18mths	206,000	104,000	102,000	206,765	(765)
Coastal Management Plan	Flood	Stage one of the Richmond River Coastal Management program scoping study	DPIE	Floodplain management grants scheme	18mths	100,000	50,000	50,000	0	100,000
Weeds Action Program 2015-20	Weeds	Funding allocated annually	LLS	North Coast weeds action program 2015-20	12mths	1,058,600	524,900	533,700	238,053	820,547
Miconia 2018-21	Weeds	Miconia weed surveillance and control services in Northern NSW	QLD Ag & Fisheries	Miconia Weed Eradication	36mths	61,740	61,740	-	44,363	17,377
Alligator Weed - Evans Catchment	Weeds	Funded under new weed incursion program	NSW DPI	WAP - New weed incursion	12mths	41,500	32,000	9,500	36,476	5,024
WAP variation Alligator Weed Swan Bay	Weeds	Funding for equipment purchase	LLS	North Coast weeds action program 2018-19	12mths	30,000	30,000	-	27,300	2,700
Community Landcare LGA	Weeds	North Coast Regional strategic weed management plan 2017-22.	NCLLS	Community Landcare	6mths	56,300	56,300	-	56,300	0

Legal

In accordance with clause 203 of the *Local Government (General) Regulation 2005*, Council's financial position is satisfactory having regard to the original estimate of income and expenditure and Council's projected short-term liquidity position.

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 2020/21 Operational Plan.

Guy Bezrouchko
Group Manager Corporate and Commercial

Retail water customer account assistance

(2283/20)

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 owner/s	Date application received	Nature of leak	Original water charges due	S356 financial assistance to be approved	Adjusted water charges due after approval
10318-10000-4	Rosebank Public School	12-Aug-20	copper pipe split underground - Western side of E Block adjacent to septic tanks	\$5,051.97	\$2,877.73	\$2,174.24
10564-10000-5	D J Morrison	25-Sep-20	leak from old pressure pipe underground just down from house.	\$3,669.30	\$1,840.73	\$1,828.57
Total				\$8,721.27	\$4,718.46	\$4,002.81

Governance

Finance

The 2020/21 financial year budget allocation for applications made in accordance with the 'Retail Water Customer Account Assistance' policy is \$25,000.

2020/21 financial year budget	\$25,000.00	<u>No. of applications</u>
S356 assistance approved financial year to date	\$3,561.17	1
S582 assistance approved financial year to date		
S582 assistance approved since last Council meeting		
Proposed S356 assistance approval this Council meeting	\$4,718.46	2
Proposed S582 assistance approval this Council meeting		
Budget remaining 2020/21 financial year	\$16,720.37	

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 \$4,718.46 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

Deferral and refund of developer contributions – Ballina Community Men’s Shed

(2524/16)

Business activity priority

Strategy and planning

Goal 2

Align strategic direction to core functions and sustainability

Recommendation

That Council, under clause 2.5 of Council’s Development Servicing Plan 2016, approve the deferral and refund of the Rous County Council developer contributions levied to Ballina Community Men’s Shed Inc. in relation to DA2020/69.

Background

The purpose of the report is to recommend to Council that it approve the deferral and refund of the bulk water developer contributions in relation to Ballina Shire Council Development Application No: 2020/69.

The proposed development of the Ballina Community Men’s Shed is to *Demolish an existing shed, change the use of an existing dwelling house and construct a new shed and associated facilities for the purposes of the Ballina Community Men’s shed, site filling and car parking* at 44 Fishery Creek Road, Ballina (Lot 1 DP572239).

In September 2020, Garry Connor, President of the Ballina Community Men’s Shed Inc., wrote to Rous County Council (RCC) requesting a deferral and refund of developer contributions in relation to Development Application number 2020/69 (a copy of this letter is attached to this report). Payment of \$6,733.85 was made to Ballina Shire Council, who act as agent for collection of RCC bulk water developer contributions. The developer contribution has not yet been remitted to RCC.

The RCC Development Servicing Plan for Bulk Water Supply 2016 makes provision for Council to defer developer contributions in certain circumstances. The applicable clause in the Plan is reproduced below:

“2.5 Exemption

Rous Water may defer developer contributions where the proponent demonstrates to Rous Water’s satisfaction that it is a non-profit and charitable organisation, which by virtue of carrying out such development, is considered by Rous Water to be making a significant and positive contribution to the community and is unable to recover the charge from the end user”.

Ballina Community Men’s Shed Inc. is a non-profit, community-based organisation registered with the Australian Charities and Not-for-profits Commission. The organisation’s Australian Business Number is 12217916846. The publicly available information on the organisation, from the Australian Charities and Not-for-profits Commission website, is included as Attachment 2.

Governance

Finance

Council’s Development Servicing Plan for Bulk Water Supply 2016 provides for the deferral of developer contributions for a non-profit and charitable organisation (clause 2.5).

Based on advice received from Ballina Shire Council staff advising the deferral of Ballina Shire Council developer contributions and publicly available information confirming the organisation’s non-profit status, granting the request for deferral would be appropriate.

Historically, the number of requests received and subsequent financial impact of deferrals granted has been low and is considered insignificant in terms of impact on Council's overall financial position.

Legal

Refer to comments in the body of the report.

Consultation

Consultation has been between Rous County Council staff, Garry Connor, President of the Ballina Community Men's Shed Inc., and Ballina Shire Council staff.

Conclusion

It is recommended that the developer contributions, payable to Rous County Council be deferred and refunded, in accordance with clause 2.5 of the RCC Development Servicing Plan, in relation to Development Application No: 2020/69 for Ballina Community Men's Shed Inc. located at 44 Fishery Creek Road, Ballina (Lot 1 DP572239).

Refund of the contributions will be processed once the funds have been remitted to Rous County Council from Ballina Shire Council. This is expected to occur during October 2020.

Andrew Logan
Group Manager Planning and Delivery

Attachments:

1. Letter from Garry Connor, the President of the Ballina Community Men's Shed Inc.
2. Australian Charities and Not-for-profits Commission Information Form - Ballina Community Men's Shed Inc.

Attachment 1

From: [Garry Connor](#)
To: [Records](#)
Subject: Waiver of development contributions – Ballina Community Men’s Shed
Date: Saturday, 26 September 2020 2:56:00 PM
Attachments: [DA 2020 69 - Consent - Notice of Determination - 44 Fishery Creek ~ Ballina community Men’s shed.pdf](#)
[Charity Status.pdf](#)
[BSC and Rous Water waiver of contributions Ballina Community Men's Shed \(002\) \(2\).pdf](#)

CYBER SECURITY WARNING – This message is from an external sender – be cautious, particularly with hyperlinks and/or attachments.

Hi Rouse Water

Further to Graham Eggins conversation with Sam Curran on our behalf. We would like to apply for an exemption from the development contributions for our Project to build a new men’s shed . The BSC has issued DA 2020 69 attached and we would like to commence construction as soon as possible as our funding is time limited. I understand that you issued us with a waiver of development contributions on the 22 January 2019 if this will help it is also attached.

Unfortunately the previous development did not proceed and we had to move the development to 44 Fishery Creek road. Also attached you will find our Not For Profit Charity status from ACNC this also gives a brief description of our activities.

If you have any further question please feel free to contact me.

Please Note. We have changed our company name from Ballina Salt and Light Inc. to **Ballina Community Men’s Shed Inc.** and there is now some new committee members and Office Bearers .

Garry Connor

President Ballina Community Men’s Shed Inc..

44 Fishery Creek rd. Ballina NSW 2478

Phone 0427990663

email. ballinamensshed2478@gmail.com



Australian
Charities and
Not-for-profits
Commission

BALLINA COMMUNITY MEN'S SHED INCORPORATED

- Charity is registered
- Charity reporting is up to date

Charity details

Also known as:

Ballina Community Men's Shed

ABN:

12217916846

Address:

44 Fishery Creek Rd
Ballina NSW 2478
Australia

Email:

ballinamensshed2478@gmail.com

Address For Service email:

crostron@bigpond.net.au

Website:

ballinamensshed.org.au

Charity Size:

Medium

Who the charity helps:

Adults - aged 25 to under 65
Adults - aged 65 and over
Males
People in rural/regional/remote communities
People with disabilities
Veterans and/or their families

Date established:

2011

Last reported:

7 January 2020

Next report due:

31 December 2020

Financial Year End:

30/06

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 2019-2020 – Chairperson’s report
- ii). Investments – September 2020
- iii). Water production and usage – August 2020 and September 2020
- iv). Fluoride plants dosing performance report: July to September 2020 – Quarter 3
- v). Disclosure of Interest Returns
- vi). Reports/actions pending

Background

Copies of the following reports are attached for information:

- i). Audit, Risk and Improvement Committee Performance Review: period 2019-2020 – Chairperson’s report
- ii). Investments – September 2020
- iii). Water production and usage – August 2020 and September 2020
- iv). Fluoride plants dosing performance report: July to September 2020 – Quarter 3
- v). Disclosure of Interest Returns
- vi). Reports/actions pending

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

Committee Performance Review - period 2019-2020

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

(847.7/20)

Recommendation

That the Audit, Risk and Improvement Committee Performance Review – period 2019-2020 be received and noted.

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 (2018-2019) was submitted to the Audit, Risk and Improvement Committee on 29 July 2019. That report was subsequently reported to Council and included information on the Committee's activities up to 30 June 2019.

This 2020 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 2019 to June 2020.

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 purpose for the Committee:

The role of the Committee is to report to Rous County Council and provide appropriate advice and recommendations on matters identified by this Charter. The Committee is independent and therefore operates independently of Council management.

The Committee has a legislated duty to keep under review the following aspects of Council's operations:

1. *Compliance*
2. *Risk management*
3. *Fraud control*
4. *Financial management*
5. *Governance*
6. *Implementation of the strategic plan, delivery program and strategies*
7. *Service reviews*
8. *Collection of performance measurement by Council*
9. *Any other matters prescribed by regulations made under the Local Government Act 1993.*

Through its activities the Committee will proactively facilitate and promote continuous improvement across Council by challenging traditional approaches. An overarching objective is to encourage innovative thinking and problem solving across the spectrum of Council function and activities.

As part of its considerations over the past 12 months the Committee has been mindful and aware of the Local Government legislation that is aimed at further defining and embedding the roles and responsibilities of Audit, Risk and Improvement Committees as part of the operations and functions of Local Government in NSW. In that regard the Committee has contributed to input on the Discussion Paper on a new risk management and internal framework for local councils in NSW. The Committee's activities and governance processes have, with the strong support and guidance of the Leadership Team at Rous County Council, been aiming to follow the intent of the relevant legislation and the proposed framework outlined in the discussion paper released in late 2019. This should place Rous County Council in a strong position to meet the requirements included in the guidelines that are expected to be adopted in the coming twelve months.

Attached is information outlining the involvement of Committee Members and the items considered at Committee Meetings in 2019-20.

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 continue to be diverse and are well informed via the comprehensive reporting provided via the Leadership Team. This ensured that Committee Meetings throughout the 2019-20 year were constructive and meaningful.

The Committee Meeting Schedule was maintained throughout the COVID-19 impact, with participants being able to attend a conference room and/or via Zoom technology to participate in meetings.

The scope of the 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 2019-2020 period.

Brian Wilkinson
Chair

Attachments:

- A. ARIC attendance 2019-2020
- B. Reports considered

Audit, Risk and Improvement Committee attendance 2019 - 2020

Brian Wilkinson Chairperson	Cr Darlene Cook Councillor member	David Yarnall Independent member
July 2019	July 2019	July 2019
October 2019	October 2019	October 2019
November 2019	November 2019	November 2019
March 2020	March 2020	March 2020
May 2020	May 2020	May 2020
100%	100%	100%

Thomas Noble Russell/ Audit Office of NSW in attendance or represented via teleconference	October 2019 November 2019 March 2020 May 2020
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Number of meetings held 2019 - 2020 = 5

Number of meeting hours = 7.38 hrs

Reports considered	Total
On-going reports:	
Compliance: Procurement failures/ corrective actions, Policies and Procedures Review, HR Handbook, OLG Calendar of Compliance	2
Risk Management: WHS Internal Audit and Actions, Enterprise Risk Management, Risk Registers, Business Continuity Planning, Workers' Compensation and WHS Performance Report	4
Fraud Control: Fraud and Corruption Control update, Delegation Management, ICT Governance Updates, Audit Office Fraud Control checklist	2
Financial Management: Management Letters External Audit, Monthly Investment Report, Financial Reserves Policy, Annual Financial Statements, Quarterly Budget Reviews, Annual Engagement Plan, Debt Management and Financial Hardship Policy, Investment Policy	5
Governance: Internal Audit Schedule, Internal Audit Reports and Status of Internal Audit Actions (WHS, Asset Management), Legislation updates	4
Implementation Of Integrated Planning and Reporting: Budget/ Delivery Program/ Operational Plan, Quarterly Reporting, Annual Report	3
Committee Governance: Committee Performance Review, Annual Agenda Schedule and Meeting Dates	2
Service Reviews: Customer Service Review and Trial	1
Collection of Performance Measurement by Council: Performance and Process Improvement (Section 64 Contributions), Continuous Improvement Pathway (Risk Management Action Plan- Contractor Management)	2
Reports as required:	
Data Breach Incident	1
EDRMS Project	1
Proposed Fraud and Corruption Control policy	1
One-off reports:	
ICT Business Plan and Progress	4
OLG Discussion Paper- a new risk management and internal audit framework for local councils in NSW	1
Audit Office NSW report on Local Government 2019	1
Presentations:	
Phil Courtney (Weed Biosecurity and Bush Regeneration Manager) - Weed Bio Security Surveillance Program	November 2019
Adam Bradfield (Audit Office/ TNR) presented on 2018/19 financial reports and auditor report.	October 2019

Investments – September 2020

(59/12)

Business activity priority Results and sustainable performance

Goal 7 Sustainable performance

Recommendation

That Council receive and note the investments for September 2020.

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 30 September 2020.

Governance

Finance

RBA cash rate

At the RBA's September meeting, it was decided to leave the cash rate at 0.25%. The 90-day average bank bill swap rate (BBSW) remains steady at 0.09%. The low rate will continue to put pressure on interest yields in the foreseeable future.

Total funds invested for September was \$34,470,583

This is a decrease of \$295,447 compared to the July 2020 figure. This is primarily due to a semi-annual loan repayment.

Return for September was 1.54%

The weighted average return on funds invested for the month of September was 1.54%. This represents a decrease of 15 basis point compared to the July result (1.69%) and is 144 basis points above Council's benchmark (the average 90-day BBSW rate of 0.09%) (Refer: Graph D2).

Interest earned for September was \$42,413

Interest earned compared to the original budget is \$721 in excess of pro-rata budget (Refer: Attachment A).

Summary of indebtedness as at 30 September 2020

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	\$ 1,362,587	\$ 1,877,697	\$ 5,612,763	\$ 5,308,806	\$ 4,933,054	\$ 4,911,919	\$ 24,006,827
Interest Incurred LTD	\$ 1,593,975	\$ 2,096,113	\$ 6,869,569	\$ 6,755,577	\$ 6,993,011	\$ 7,125,205	\$ 31,433,449
Principal Outstanding	\$ 637,413	\$ 1,122,303	\$ 4,387,237	\$ 4,691,194	\$ 5,066,946	\$ 5,088,082	\$ 20,993,173
Interest Outstanding	\$ 101,727	\$ 202,301	\$ 962,334	\$ 1,117,583	\$ 1,375,479	\$ 1,405,337	\$ 5,164,761

Cheque account balance as at 30 September 2020 was \$211,001

Ethical holdings represent 59.47% of the total portfolio

Current holdings in Ethical Financial Institutions equals \$20,500,000. The assessment of Ethical Financial Institutions is undertaken using www.marketforces.org.au which is an affiliate project of the Friends of the Earth Australia (Refer: Graph D4).

Implications of borrowing from New South Wales Corporation (TCorp)

Council staff have commenced aligning the existing maturing term deposit investments with TCorp investment guidelines. The below table shows the movement between rating categories:

Investment category rating	July 2020 term deposit %	September 2020 term deposit %	Increase/ (decrease)
All A –	9.62%	23.08%	13.46%
BBB+, BBB, BBB-	59.62%	50.00%	(9.62%)
Unrated	30.77%	26.92%	(3.85%)

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 30 September 2020, investments total \$34,470,583 and the average rate of return is estimated at 1.54%.

Guy Bezrouchko

Group Manager Corporate and Commercial

Attachments:

- A. Investment analysis
- B. Investment by type
- C. Investment by Institution
- D. Total funds invested - comparisons

Rous County Council – Investment Analysis Report – 30 September 2020

Attachment A

Funds Invested With	S & P Local Long Term Rating	Product Name	Ethical ADIs	Lodgement Date	Maturity Date	% of Portfolio	30 Sep 20 Balance	Rate of Return	Monthly Interest	Year-to-Date Interest
CBA Business Online Saver	AA-	CBA-BOS	No	At call		14.42	4,970,582.99	1.20	2,201.47	6,754.95
Bendigo & Adelaide Bank Ltd (Rural Bank Div)	BBB+	TD	Yes	6/11/2018	3/11/2020	2.90	1,000,000.00	2.85	2,342.47	7,183.56
Newcastle Permanent Bldg Soc	BBB	TD	Yes	29/1/2019	19/1/2021	1.45	500,000.00	2.95	1,212.33	3,717.81
Newcastle Permanent Bldg Soc	BBB	TD	Yes	19/2/2019	16/2/2021	1.45	500,000.00	2.95	1,212.33	3,717.81
Newcastle Permanent Bldg Soc	BBB	TD	Yes	8/3/2019	2/3/2021	2.90	1,000,000.00	2.85	2,342.47	7,183.56
Auswide Bank Ltd	BBB+	TD	Yes	3/5/2019	4/5/2021	2.90	1,000,000.00	2.55	2,095.89	6,427.40
Firstmac Ltd	UNRATED	TD	Yes	3/5/2019	11/5/2021	1.45	500,000.00	2.75	1,130.14	3,465.75
AMP Bank	BBB+	TD	No	1/10/2019	6/10/2020	2.90	1,000,000.00	1.70	1,397.26	4,284.93
Warwick Credit Union	UNRATED	TD	Yes	15/10/2019	20/10/2020	1.45	500,000.00	1.70	698.63	2,142.47
AMP Bank	BBB+	TD	No	15/10/2019	13/10/2020	1.45	500,000.00	1.60	657.53	2,016.44
The Mutual Bank (Maitland Mutual)	UNRATED	TD	Yes	29/10/2019	27/10/2020	1.45	500,000.00	1.70	698.63	2,142.47
Warwick Credit Union	UNRATED	TD	Yes	1/11/2019	27/10/2020	1.45	500,000.00	1.80	739.73	2,268.49
Australian Military Bank	UNRATED	TD	Yes	1/11/2019	20/10/2020	1.45	500,000.00	1.60	657.53	2,016.44
AMP Bank	BBB+	TD	No	5/11/2019	3/11/2020	1.45	500,000.00	1.65	678.08	2,079.45
Goldfields Money Ltd	UNRATED	TD	Yes	21/11/2019	17/11/2020	1.45	500,000.00	1.75	719.18	2,205.48
Coastline Credit Union Ltd	UNRATED	TD	Yes	26/11/2019	24/11/2020	1.45	500,000.00	1.75	719.18	2,205.48
Defence Bank	BBB	TD	Yes	3/12/2019	1/12/2020	1.45	500,000.00	1.75	719.18	2,205.48
BankVic (Police Financial Services Ltd T/as)	BBB+	TD	Yes	10/12/2019	8/12/2020	1.45	500,000.00	1.75	719.18	2,205.48
Police Credit Union SA	UNRATED	TD	Yes	14/1/2020	12/1/2021	1.45	500,000.00	1.70	698.63	2,142.47
Police Credit Union SA	UNRATED	TD	Yes	20/1/2020	2/2/2021	1.45	500,000.00	1.70	698.63	2,142.47
The Capricornian Ltd	UNRATED	TD	Yes	21/1/2020	5/1/2021	1.45	500,000.00	1.75	719.18	2,205.48
Goldfields Money Ltd	UNRATED	TD	Yes	28/1/2020	19/1/2021	1.45	500,000.00	1.65	678.08	2,079.45
ING Bank Aust Ltd	A	TD	No	3/2/2020	9/2/2021	1.45	500,000.00	1.65	678.08	2,079.45
ING Bank Aust Ltd	A	TD	No	11/2/2020	16/2/2021	2.90	1,000,000.00	1.65	1,356.16	4,158.90
ING Bank Aust Ltd	A	TD	No	18/2/2020	23/2/2021	1.45	500,000.00	1.60	657.53	2,016.44
MyState Bank Limited	BBB+	TD	Yes	3/3/2020	9/3/2021	2.90	1,000,000.00	1.65	1,356.16	4,158.90
MyState Bank Limited	BBB+	TD	Yes	16/3/2020	15/12/2020	1.45	500,000.00	1.75	719.18	2,205.48
MyState Bank Limited	BBB+	TD	Yes	17/3/2020	15/12/2020	1.45	500,000.00	1.75	719.18	2,205.48
Auswide Bank Ltd	BBB+	TD	Yes	28/4/2020	23/3/2021	1.45	500,000.00	1.55	636.99	1,953.42
Auswide Bank Ltd	BBB+	TD	Yes	28/4/2020	13/4/2021	1.45	500,000.00	1.55	636.99	1,953.42
Bank of Sydney Ltd	UNRATED	TD	Yes	5/5/2020	10/11/2020	1.45	500,000.00	1.63	669.86	2,054.25
Summerland Credit Union	UNRATED	TD	Yes	5/5/2020	10/11/2020	1.45	500,000.00	1.80	739.73	2,268.49
ME Bank	BBB	TD	Yes	12/5/2020	17/11/2020	1.45	500,000.00	1.35	554.79	1,701.37
AMP Bank	BBB+	TD	No	9/6/2020	7/12/2020	1.45	500,000.00	1.55	636.99	1,953.42
Bank of Queensland	BBB+	TD	Yes	30/6/2020	22/6/2021	2.90	1,000,000.00	1.05	863.01	2,646.58
Bank of Queensland	BBB+	TD	Yes	21/7/2020	20/7/2021	1.45	500,000.00	0.90	369.86	887.67

Funds Invested With	S & P Local Long Term Rating	Product Name	Ethical ADIs	Lodgement Date	Maturity Date	% of Portfolio	30 Sep 20 Balance	Rate of Return	Monthly Interest	Year-to-Date Interest
National Australia Bank Limited	AA-	TD	No	28/7/2020	27/7/2021	1.45	500,000.00	0.80	328.77	712.33
National Australia Bank Limited	AA-	TD	No	11/8/2020	10/8/2021	1.45	500,000.00	0.80	328.77	558.90
National Australia Bank Limited	AA-	TD	No	11/8/2020	17/8/2021	1.45	500,000.00	0.80	328.77	558.90
Bank of Queensland	BBB+	TD	Yes	18/8/2020	24/8/2021	1.45	500,000.00	0.80	328.77	482.19
National Australia Bank Limited	AA-	TD	No	25/8/2020	31/8/2021	1.45	500,000.00	0.78	320.55	395.34
National Australia Bank Limited	AA-	TD	No	25/8/2020	7/9/2021	1.45	500,000.00	0.78	320.55	395.34
Commonwealth Bank of Australia	AA-	TD	N/A	25/8/2020	25/5/2021	1.45	500,000.00	0.67	275.34	339.59
Westpac Banking Corporation	AA-	TD	No	8/9/2020	14/9/2021	1.45	500,000.00	0.74	233.15	233.15
Judo Bank	UNRATED	TD	Yes	15/9/2020	15/12/2020	1.45	500,000.00	0.95	208.22	208.22
Auswide Bank Ltd	BBB+	TD	Yes	22/9/2020	23/3/2021	1.45	500,000.00	0.75	92.47	92.47
National Australia Bank Limited	AA-	TD	No	22/9/2020	21/9/2021	2.90	1,000,000.00	0.70	172.60	172.60
Auswide Bank Ltd	BBB+	TD	Yes	29/9/2020	30/3/2021	1.45	500,000.00	0.75	20.55	20.55
MyState Bank Limited	BBB+	TD	Yes	29/9/2020	28/9/2021	1.45	500,000.00	0.80	21.92	21.92
Auswide Bank Ltd	BBB+	TD	Yes	8/10/2019	12/10/2021	1.45	500,000.00	1.65	678.08	2,079.45
Auswide Bank Ltd	BBB+	TD	Yes	22/10/2019	19/10/2021	1.45	500,000.00	1.65	678.08	2,079.45
Auswide Bank Ltd	BBB+	TD	Yes	29/10/2019	26/10/2021	1.45	500,000.00	1.65	678.08	2,079.45
MATURED TDs									3,068.49	22,504.79
						100.00	34,470,582.99	1.54	42,413.39	137,971.25

Total Investment Holdings

100.00	34,470,582.99	42,413.39	137,971.25
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Total YTD Interest **137,971.25**

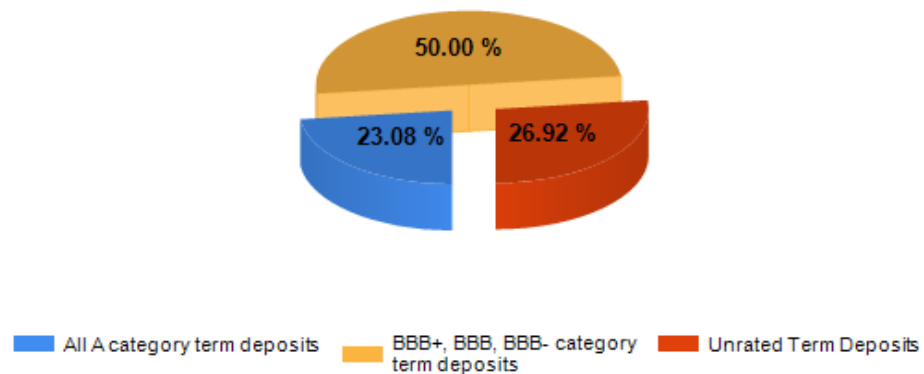
Deposits with Australian Deposit-taking institutions (ADI) are Government.

Budget Interest @ 30 Sept 20 **137,250.00**

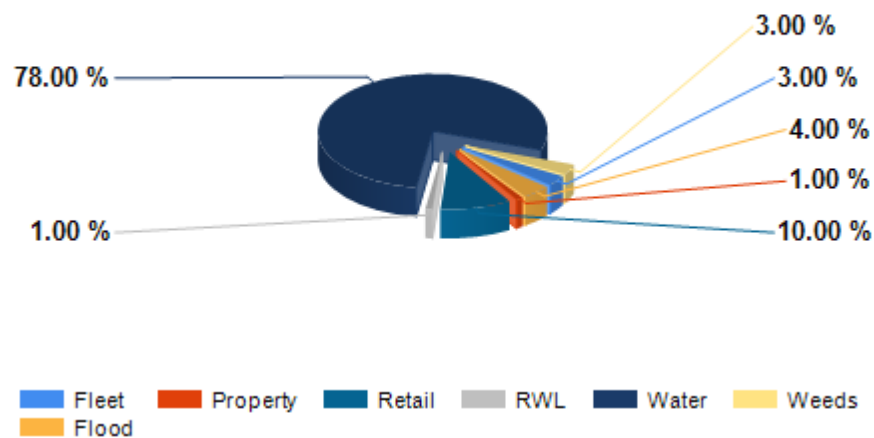
Guaranteed for balances totalling up to \$250,000 per customer, per institution.

Budget variance **721.25**

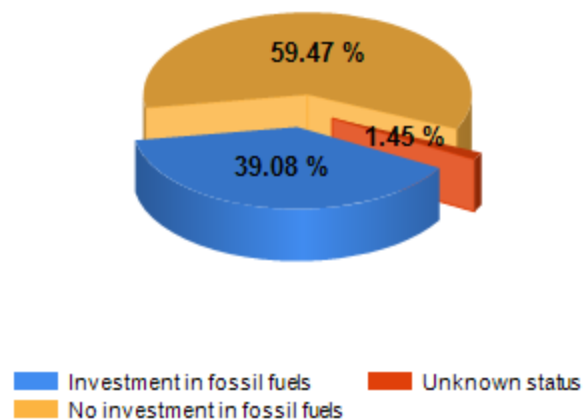
Investment by Type



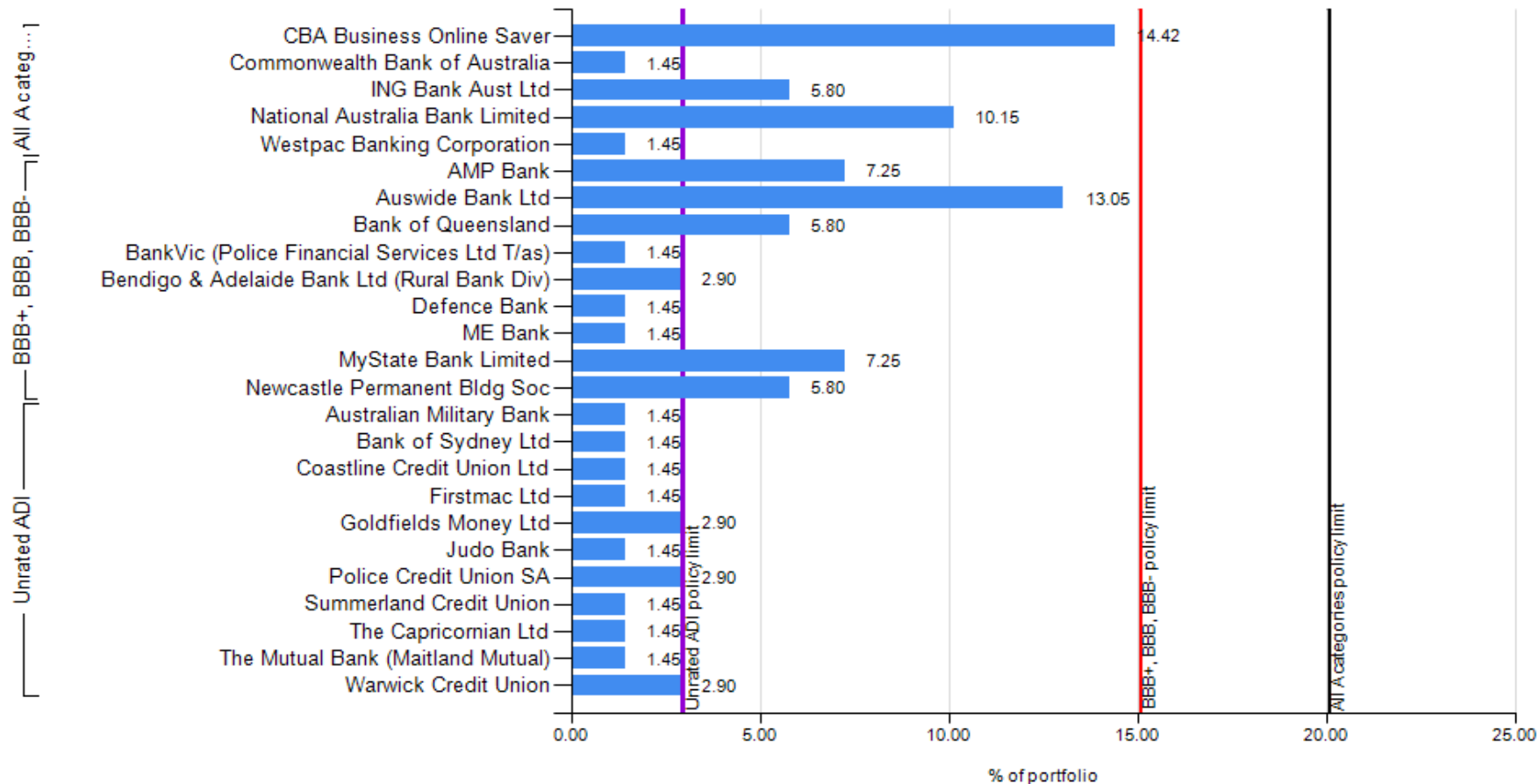
Investment by Fund



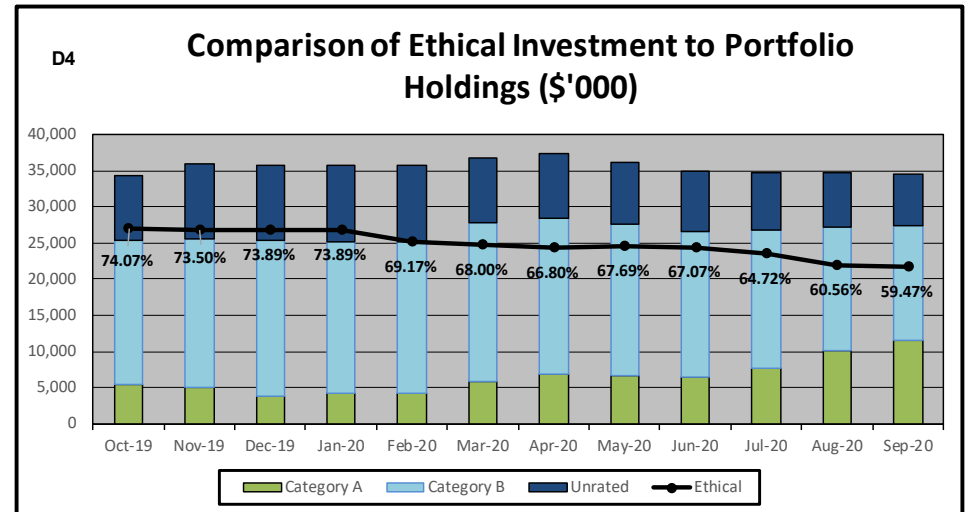
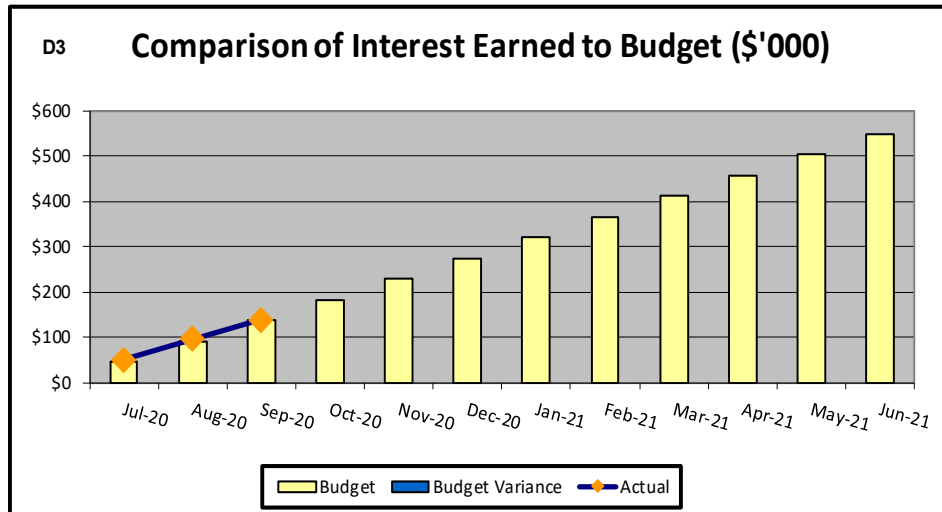
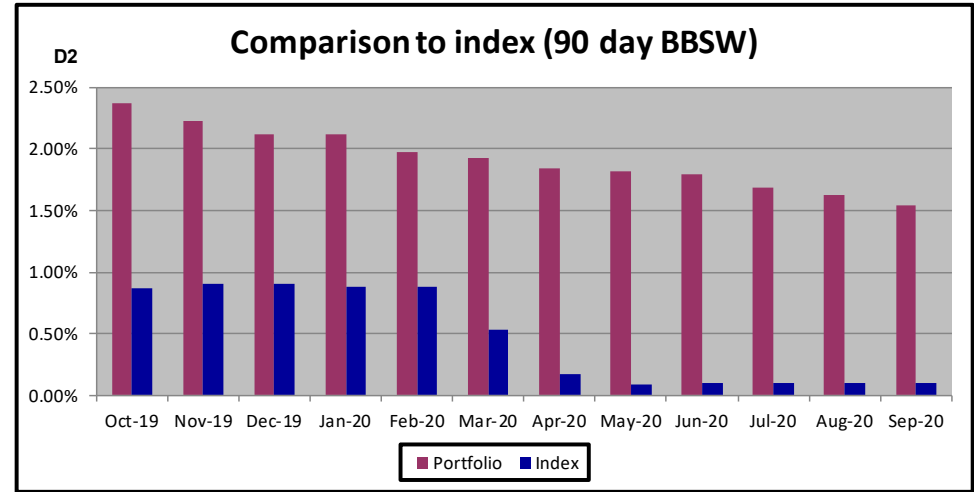
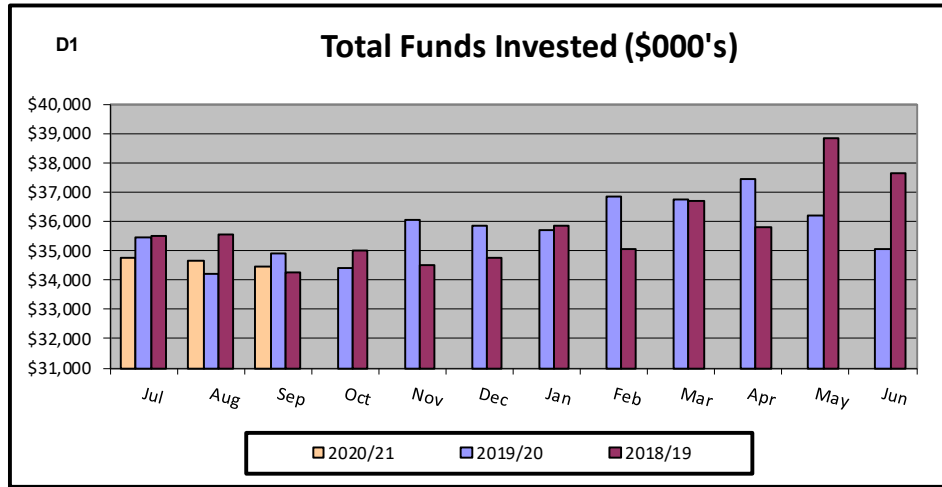
Ethical Investment as a % of Portfolio



Investment by Institution



Note: Institutions shown with *** and in red are in breach of council policy.



Water production and usage – August 2020 and September 2020

(5/12)

Business activity priority

Strategy and planning

Goal 2

Align strategic direction to core functions and sustainability

Background

- Summary for August 2020**

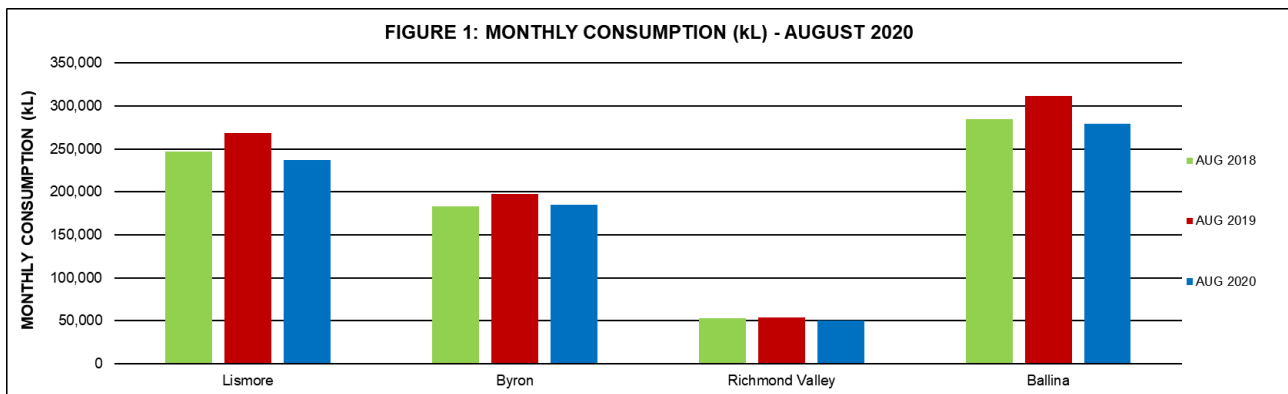
The table below is the August 2020 bulk water sales to the constituent councils in kilolitres compared to July 2020 and the corresponding August for 2018 and 2019.

Council	Council area	Aug 2018 *	Aug 2019	Jul 2020	Aug 2020	Change on previous year %	% of Total	
Lismore City Council	Dunoon/The Channon	14,620	11,871	9,655	10,772			
	Clunes	3,969	4,313	3,703	4,132			
	Pineapple Road	388	496	444	622			
	Holland Street	34,489	39,559	40,442	34,520			
	Ross Street	68,019	78,505	75,590	60,668			
	Tullera	1,776	1,302	1,170	1,374			
	No. 4 Reservoir	44,642	46,154	33,954	35,860			
	No. 9 Reservoir	74,218	80,113	79,738	84,020			
	Tanelawn	4,574	5,615	4,210	4,293			
	North Woodburn	725	744	721	773			
	TOTAL	247,420	268,672	249,627	237,034	↓	11.78	31.55
Byron Shire Council	Bangalow	12,662	15,825	13,906	14,548			
	Byron Bay	38,668	44,171	40,579	38,238			
	Coopers Shoot	69,896	71,272	75,258	72,345			
	Wategos Beach	3,079	4,165	4,421	4,194			
	Brunswick Heads	15,216	17,119	15,394	14,141			
	Ocean Shores	44,008	45,052	48,282	41,234			
	TOTAL	183,529	197,604	197,840	184,700	↓	6.53	24.58
Richmond Valley Council	Coraki	8,852	9,683	8,914	9,105			
	Woodburn	4,419	4,910	3,861	4,609			
	Broadwater	17,891	11,653	10,943	10,412			
	Evans Head	22,237	27,866	26,071	26,487			
	TOTAL	53,399	54,112	49,789	50,613	↓	6.47	6.74
Ballina Shire Council	Ballina 375mm main	76,994	92,854	77,688	78,226			
	Lennox Head 200mm main	1,778	2,281	2,340	2,076			
	Basalt Crt 450mm main	134,972	137,201	129,349	131,167			
	Ballina Heights	11,668	12,735	7,846	7,964			
	Sub-Total	225,412	245,071	217,223	219,433			
	Wollongbar 375mm main	59,011	66,520	69,979	59,621			
	Lumley Park Bore	0	0	0	0			
	Converys Lane Bore	0	0	0	0			
	Sub-Total	59,011	66,520	69,979	59,621			
	TOTAL	284,423	311,591	287,202	279,054	↓	10.44	37.14
TOTAL MONTHLY CONSUMPTION BY CONSTITUENT COUNCILS		768,771	831,979	784,458	751,401	↓	9.69	100.00

* Monthly consumption figures for August 2018 were recorded to the 28th day.

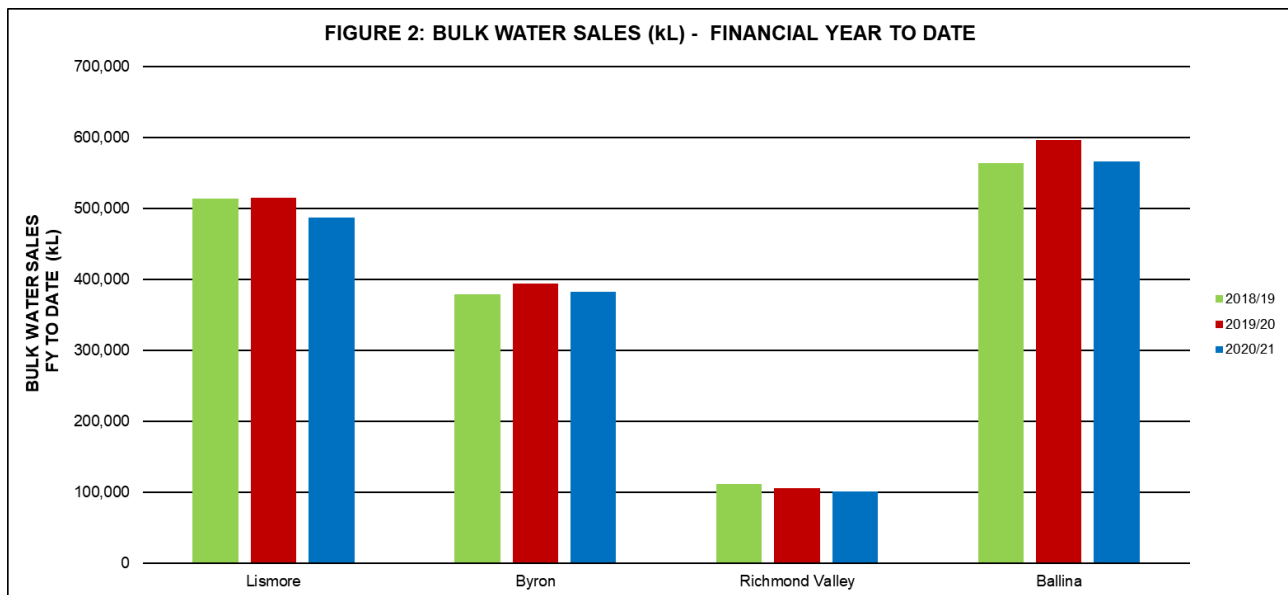
Monthly consumption by constituents

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 August 2020 averaged 26.402ML. This is a decrease from the July 2020 daily average of 27.507ML. Rocky Creek Dam as of 31 August 2020 was at 97.7% of full capacity.

Source	Aug 2018	Aug 2019	Jul 2020	Aug 2020	Change on previous year %	% of Total
Rocky Creek Dam	674,527	627,955	835,996	801,106		97.88
Wilson River	320,633	190,932	11,684	9,707		1.19
Emigrant Creek Dam	0	82,231	5,036	7,644		0.93
Alstonville Plateau Bores	0	0	0	0		
Coastal Sands Bores	0	0	0	0		
MONTHLY TOTAL	995,160	901,118	852,716	818,457	↓ 9.17	100.00
CALENDAR YEAR TO DATE TOTAL	7,497,020	7,704,805	5,704,026	6,522,483	↓ 15.35	

New connections

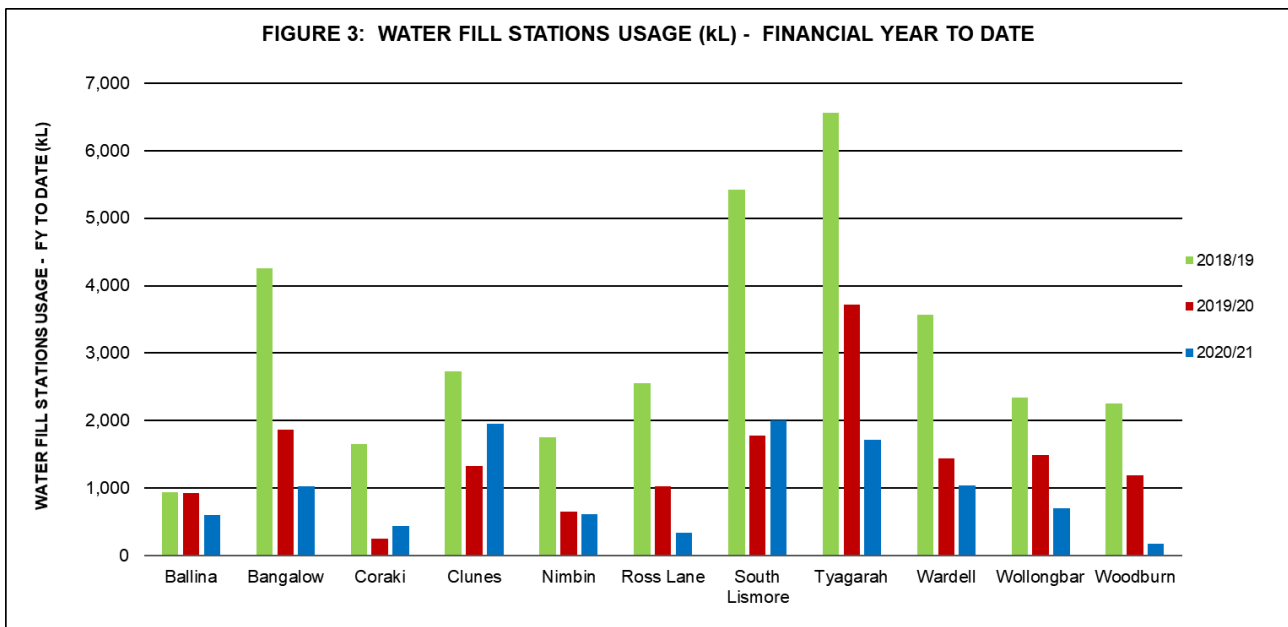
The table below is a summary of the new water connections for each council for the month. The kL/connection/day provides a comparison of the monthly consumption per connection per day.

Supply authority	New connections for month	Calendar year to date total	Total connections	kL/Connection/Day
Lismore City Council	9	69	14,091	0.54
Byron Shire Council	0	121	10,228	0.58
Richmond Valley Council	N/A	14	2,722	0.60
Ballina Shire Council	N/A	90	15,470	0.58
Rous County Council	0	5	2,127	0.91
TOTAL	9	299	44,638	

Water fill stations

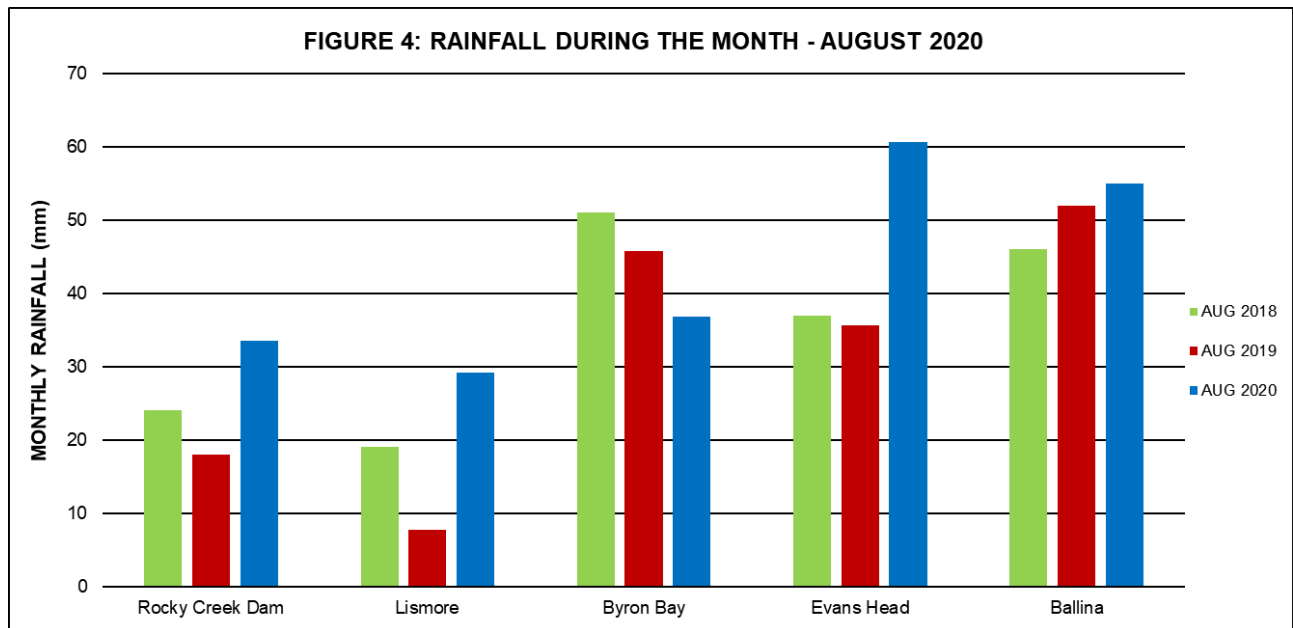
Figure 3 is the usage from the public water fill stations for the financial year to date in kilolitres for each water fill station compared to previous financial years.

Total water usage for the public water fill station network for August 2020 was 5,367kL, an increase from 5,248kL in July 2020.



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.

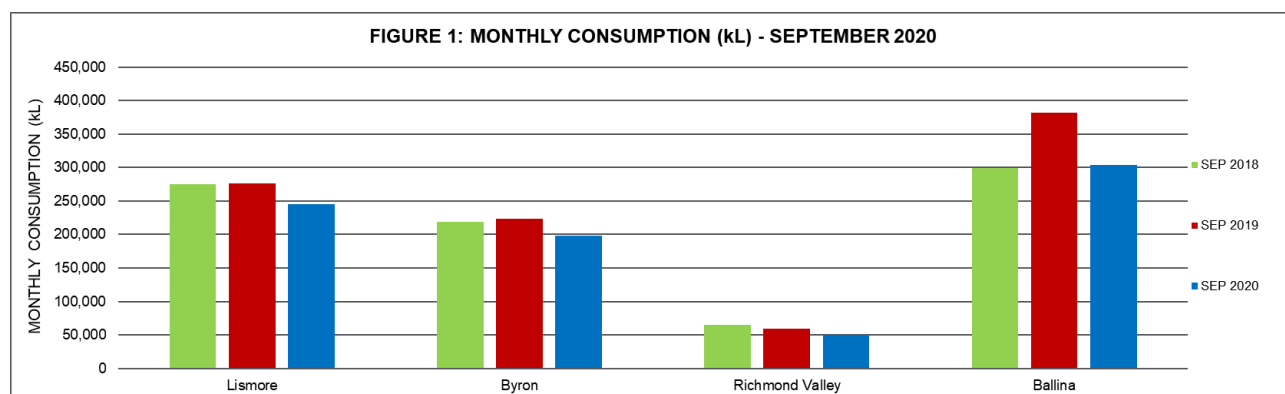
• Summary for September 2020

The table below is the September 2020 bulk water sales to the constituent councils in kilolitres compared to August 2020 and the corresponding September for 2018 and 2019.

Council	Council area	Sept 2018	Sept 2019	Aug 2020	Sept 2020	Change on previous year %	% of Total	
Lismore City Council	Dunoon/The Channon	12,005	13,213	10,772	10,670			
	Clunes	3,469	4,743	4,132	4,522			
	Pineapple Road	586	550	622	406			
	Holland Street	40,286	46,103	34,520	37,429			
	Ross Street	78,271	76,215	60,668	65,928			
	Tullera	1,534	1,556	1,374	1,398			
	No. 4 Reservoir	43,673	45,548	35,860	38,307			
	No. 9 Reservoir	89,564	81,833	84,020	80,666			
	Tanelawn	5,088	6,043	4,293	4,629			
	North Woodburn	738	778	773	813			
	TOTAL	275,214	276,582	237,034	244,768	↓ 11.50	30.72	
Byron Shire Council	Bangalow	14,899	17,266	14,548	15,246			
	Byron Bay	50,933	50,400	38,238	43,374			
	Coopers Shoot	84,023	80,836	72,345	76,706			
	Wategos Beach	3,572	4,577	4,194	4,740			
	Brunswick Heads	17,149	19,087	14,141	14,589			
	Ocean Shores	48,027	51,045	41,234	43,048			
		TOTAL	218,603	223,211	184,700	197,703	↓ 11.43	24.81
Richmond Valley Council	Coraki	10,785	10,115	9,105	10,043			
	Woodburn	5,549	5,735	4,609	4,702			
	Broadwater	20,022	14,271	10,412	9,842			
	Evans Head	28,420	29,007	26,487	25,540			
	TOTAL	64,776	59,128	50,613	50,127	↓ 15.22	6.29	
Ballina Shire Council	Ballina 375mm main	109,853	93,664	78,226	74,515			
	Lennox Head 200mm main	3,091	2,333	2,076	1,956			
	Basalt Crt 450mm main	117,950	167,639	131,167	151,399			
	Ballina Heights	6,482	43,489	7,964	7,144			
		Sub-Total	237,376	307,125	219,433	235,014		
	Wollongbar 375mm main	62,224	74,819	59,621	69,112			
	Lumley Park Bore	0	0	0	0			
	Converys Lane Bore	0	0	0	0			
		Sub-Total	62,224	74,819	59,621	69,112		
		TOTAL	299,600	381,944	279,054	304,126	↓ 20.37	38.17
TOTAL MONTHLY CONSUMPTION BY CONSTITUENT COUNCILS		858,193	940,865	751,401	796,724	↓ 15.32	100.00	

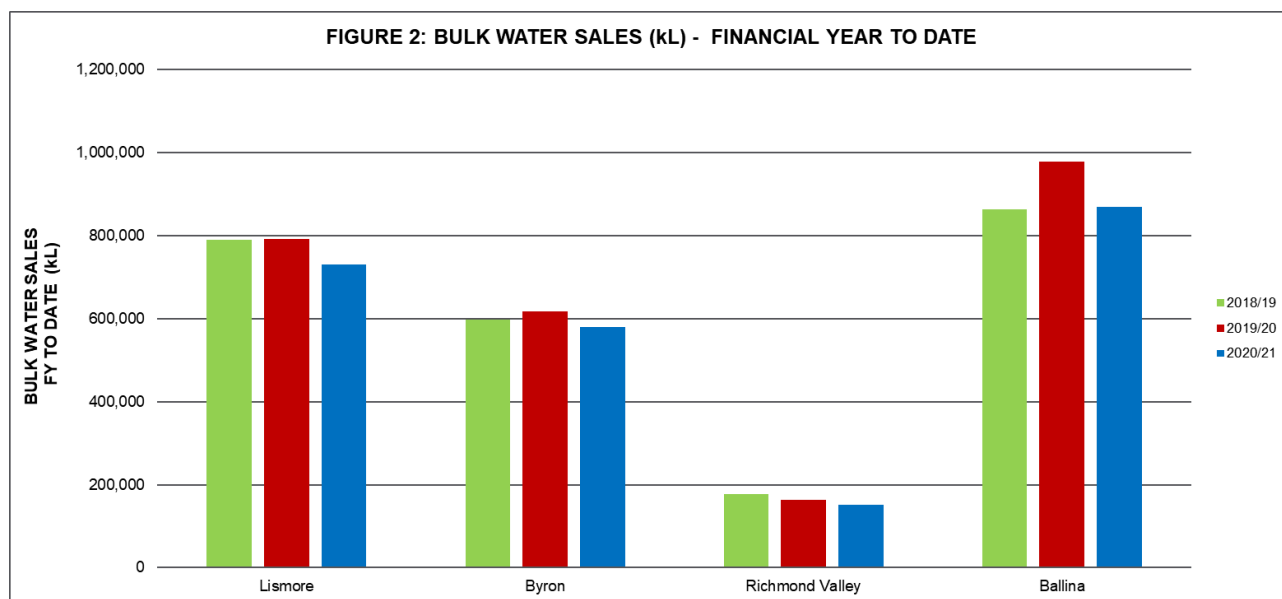
Monthly consumption by constituents

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 September 2020 averaged 30.050ML. This is an increase from the August 2020 daily average of 26.402ML. Rocky Creek Dam as of 30 September 2020 was at 94.9% full capacity.

Source	September 2018	September 2019	August 2020	September 2020	Change on previous year %	% of Total
Rocky Creek Dam	605,938	469,558	801,106	891,138		98.85
Wilson River	266,784	438,009	9,707	2,609		0.29
Emigrant Creek Dam	0	133,647	7,644	7,754		0.86
Alstonville Plateau Bores	0	0	0	0		
Coastal Sands Bores	0	0	0	0		
MONTHLY TOTAL	872,722	1,041,214	818,457	901,501	↓ 13.42	100.00
CALENDAR YEAR TO DATE TOTAL	7,497,020	8,746,019	6,522,483	7,423,984	↓ 15.12	

New connections

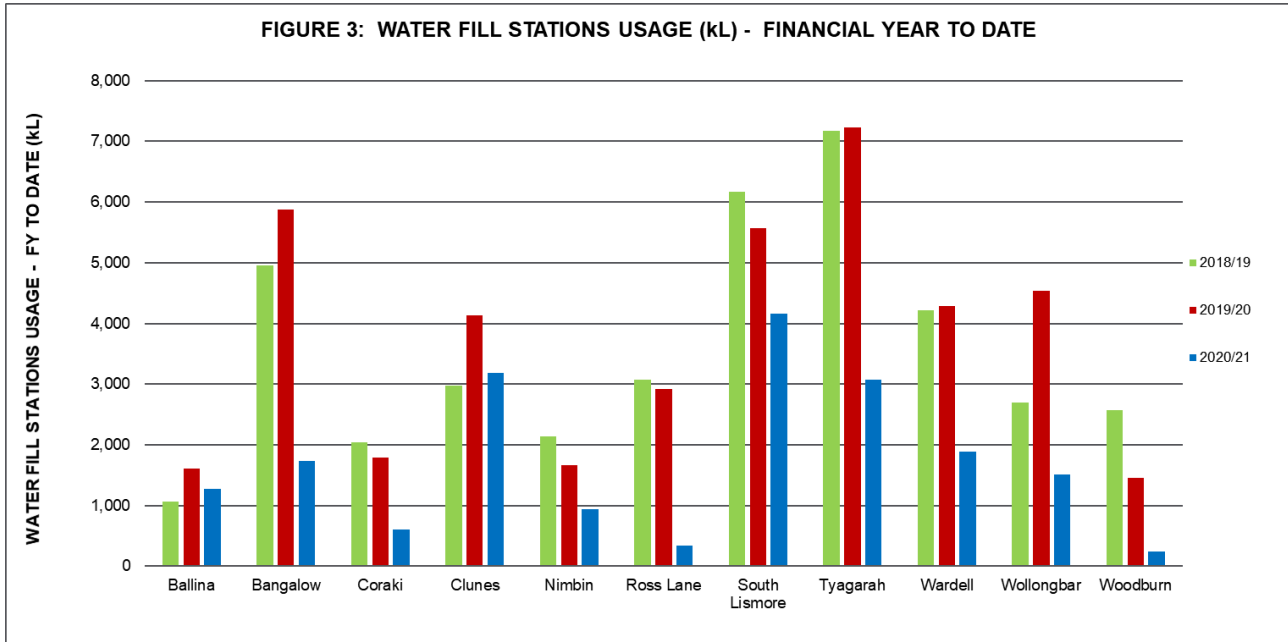
The table below is a summary of the new water connections for each council for the month. The kL/connection/day provides a comparison of the monthly consumption per connection per day.

Supply authority	New connections for month	Calendar year to date total	Total connections	kL/Connection/Day
Lismore City Council	15	84	14,106	0.58
Byron Shire Council	N/A	121	10,228	0.64
Richmond Valley Council	N/A	14	2,722	0.61
Ballina Shire Council	N/A	90	15,470	0.66
Rous County Council	0	5	2,127	0.94
TOTAL	15	314	44,653	

Water fill stations

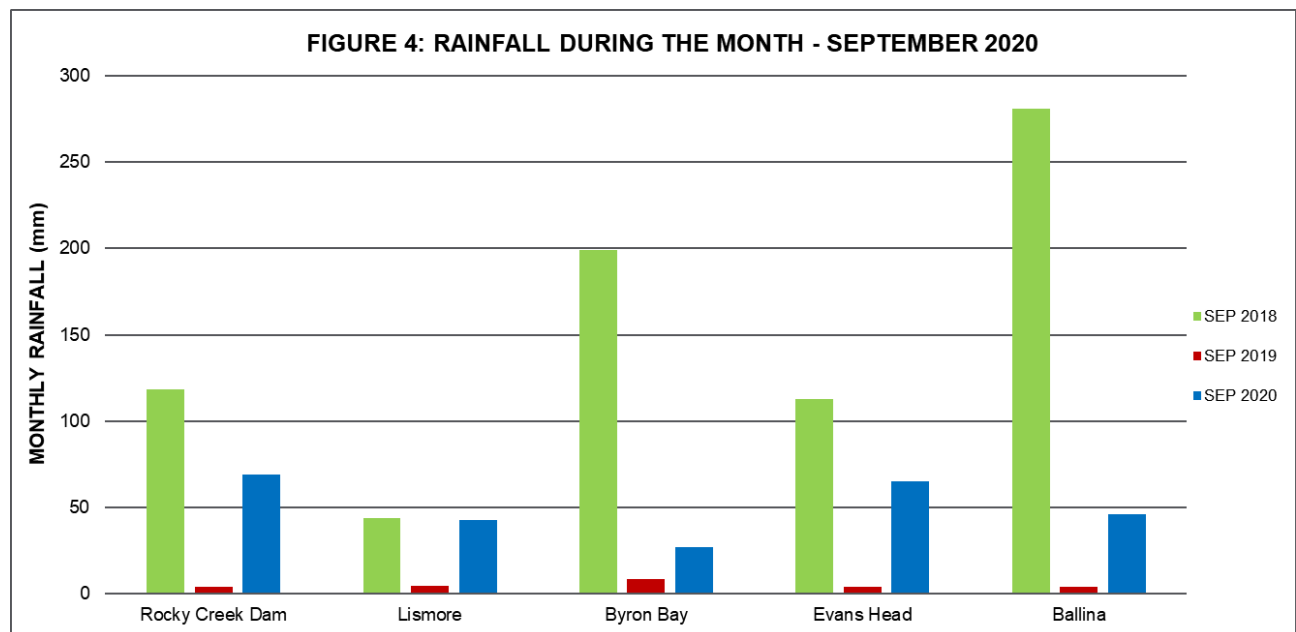
Figure 3 is the usage from the public water fill stations for the financial year to date in kilolitres for each water fill station compared to previous financial years.

Total water usage for the public water fill station network for September 2020 was 8,340kL, an increase from 5,367kL in August 2020.



Rainfall by area

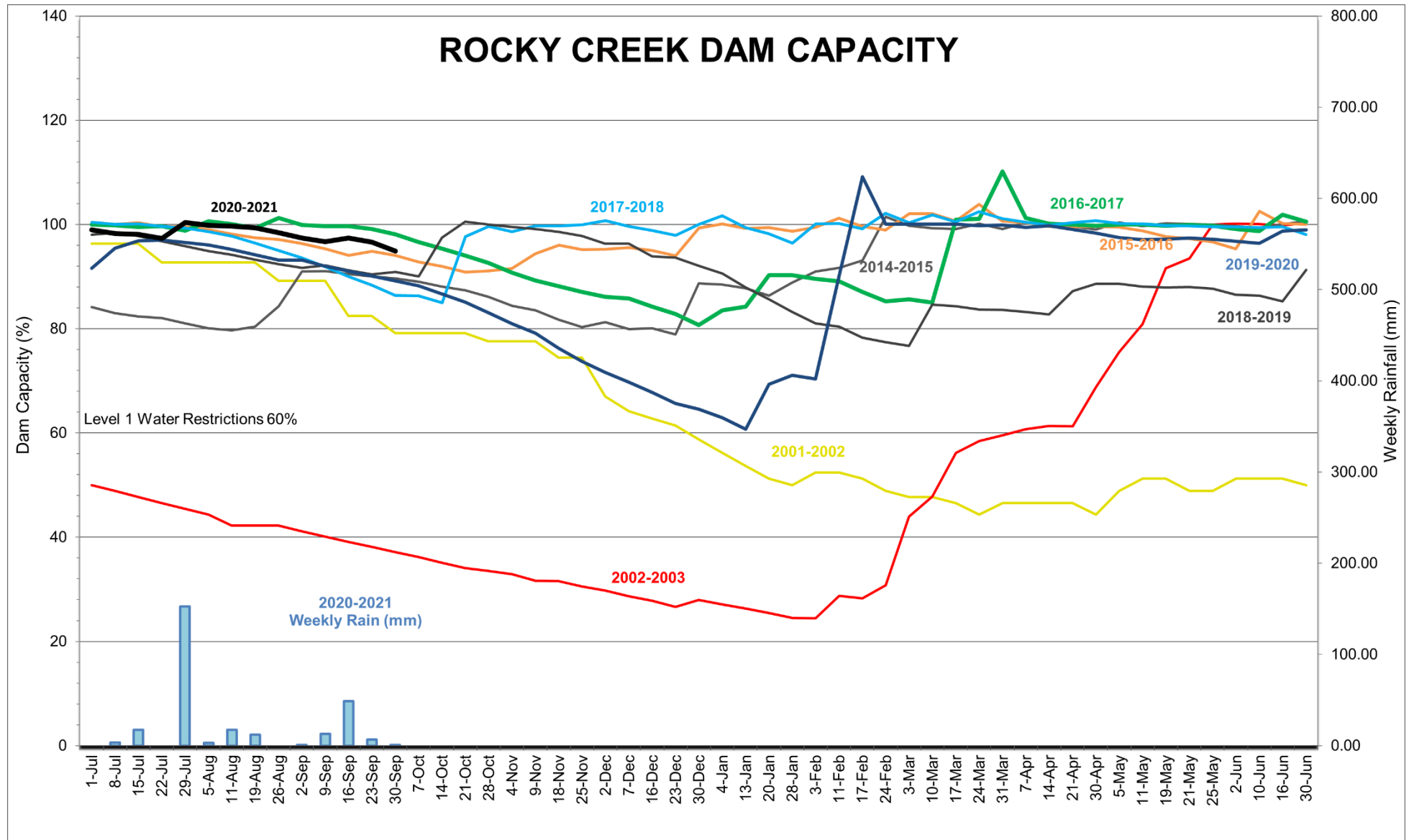
Figure 4 is the monthly rainfall for Rocky Creek Dam and council areas compared to the previous two years.



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
Group Manager Planning and Delivery

Attachment: Rocky Creek Dam Capacity.



Fluoride Plants dosing performance report: July to September 2020 - Quarter 3

(150/19)

Business activity priority Create value through applying knowledge

Goal 3 Information and knowledge

Recommendation

That Council receive and note the Fluoride Plant dosing performance report for Quarter 3 2020.

Background

In February 2019, 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 report is for the 1 July to 30 September 2020 Quarter 3 (Q3).

- **Fluoride plants performance**

Plant performance is measured against three criteria:

1. Australian Drinking Water Guidelines (ADWG) Health guideline value upper limit of 1.5 mg/L.
2. NSW Health Code of Practice for Fluoridation of Public Water Supplies ('Code') - target over a calendar year that > 95% of **all results** (dosed water and distribution) are between 0.9 and 1.5 mg/L; and
3. The Code - consistently achieve an overall fluoride dose of between 0.95 to 1.05 mg/L.

Attachments 1 to 4 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. None of the plants have dosed fluoride above the ADWG guideline value of 1.5 mg/L.
2. Monthly 95th percentile results for **all results** collected (dosed water and distribution) during the quarter are shown in Charts 1, 3, 5 and 7. Results were within the Code's target range of 0.9 to 1.5 mg/L:
3. Monthly 95th percentile results for **daily results** at each fluoride plant is shown in Charts 2, 4, 6 and 8. Results were within the Code's dosing range of 0.95 to 1.05 mg/L with exceptions are listed below:
 - a) A 95th percentile result of 1.06 mg/L in September 2020 was calculated for Dorroughby (Chart 6). The 95th percentile result was derived from two daily results of 1.06 mg/L recorded at Dorroughby on the 3/09/2020 and 19/09/2020.

- **Fluoride deliveries**

There were no deliveries of Fluoride during the Q3 reporting period.

Governance

Finance / Legal

Not applicable.

Consultation

Not applicable.

Conclusion

For the period 1 July to 30 September 2020, the four fluoride plants operated by Council have met the doing targets prescribed in the Australian Drinking Water Guidelines and the targets range within the NSW Health Code of Practice for Fluoridation of Public Water Supplies.

Philip Courtney

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

Attachments 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

Attachments 3:

Chart 5 – Dorroughby Fluoride Plant Dosing Performance – Monthly 95th Percentiles - All Results

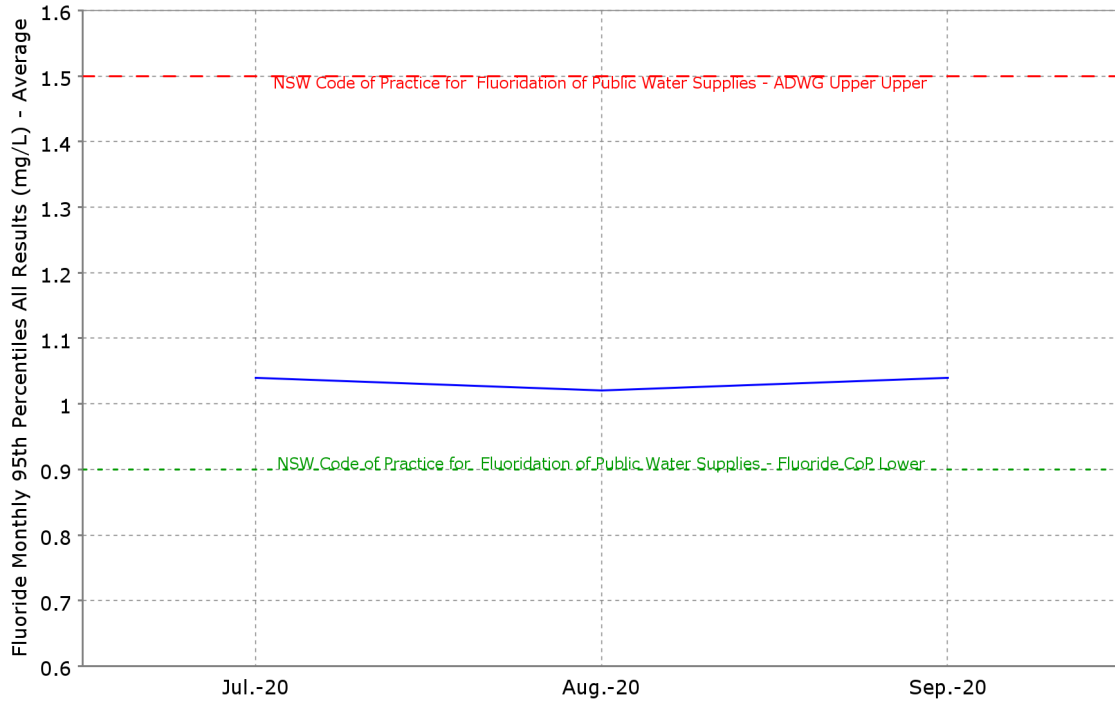
Chart 6 – Dorroughby Fluoride Plant Dosing Performance – Monthly 95th Percentiles - Daily Results

Attachments 4:

Chart 7 – Knockrow Fluoride Plant Dosing Performance – Monthly 95th Percentiles - All Results

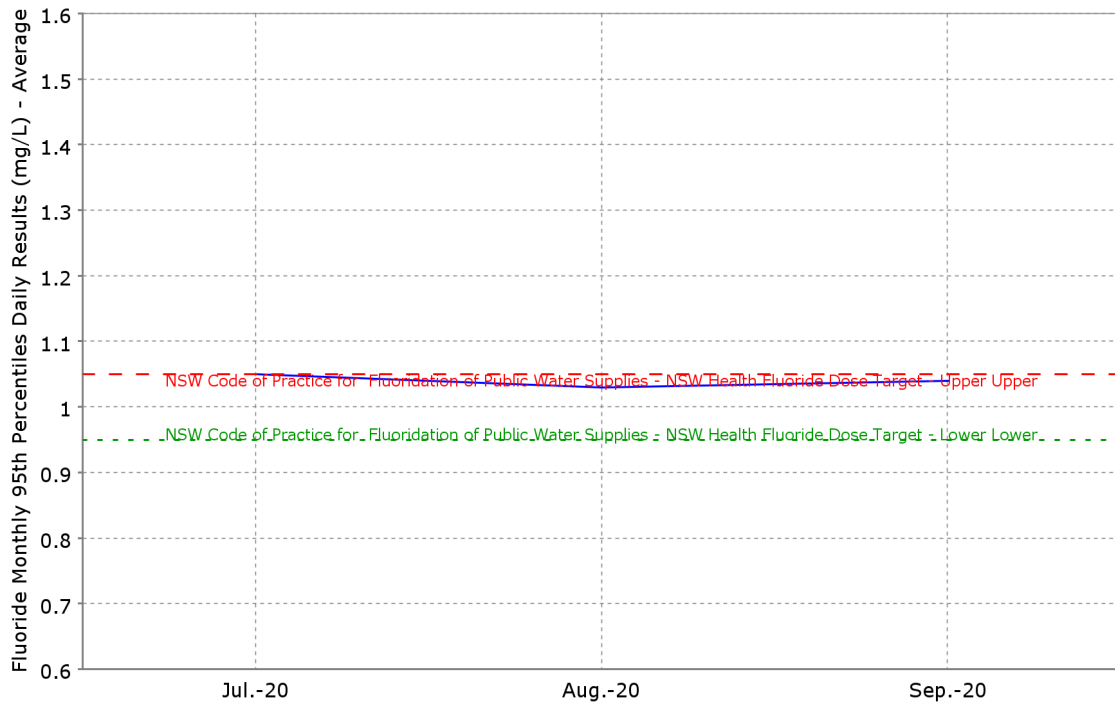
Chart 8 – Knockrow Fluoride Plant Dosing Performance – Monthly 95th Percentiles - Daily Results

Chart 1 - Clunes Fluoride Dosing Performance Monthly 95th Percentiles for All Results



Clunes Meter Pit

Chart 2 - Clunes Fluoride Dosing Performance Monthly 95th Percentiles Daily Results



Clunes Meter Pit

Chart 3 - Corndale Fluoride Dosing Performance Monthly 95th Percentiles for All Results

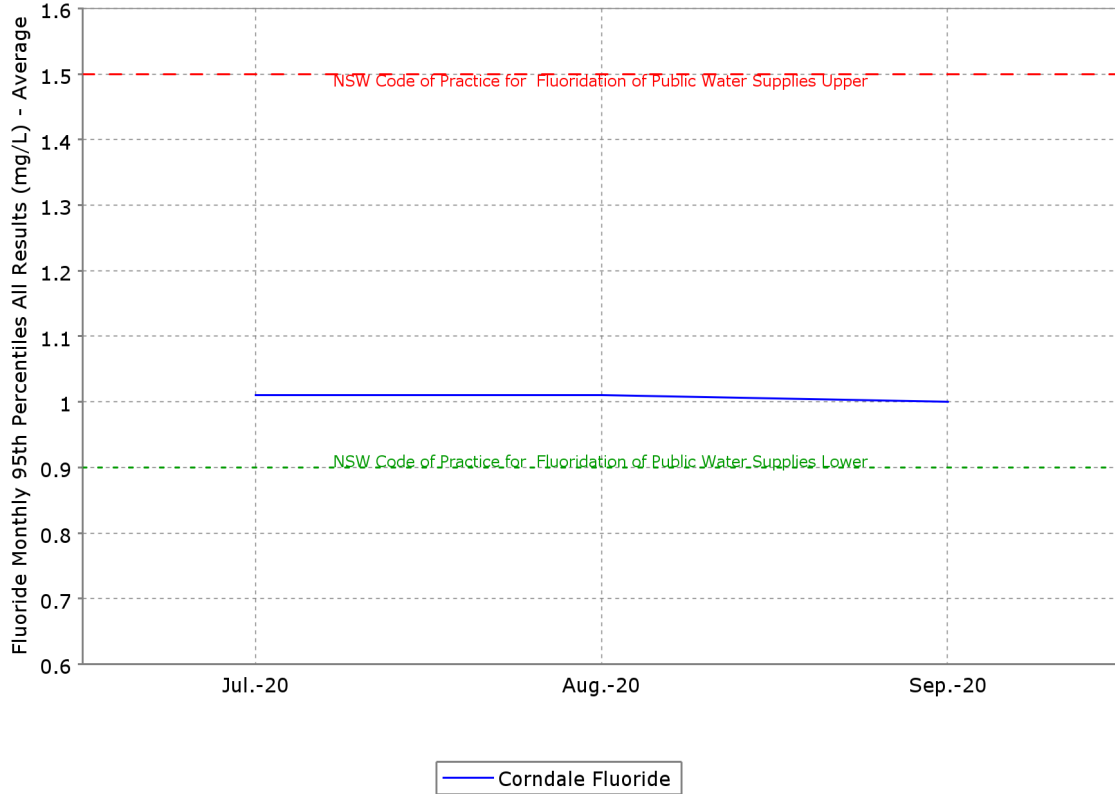


Chart 4 - Corndale Fluoride Dosing Performance Monthly 95th Percentiles for Daily Results

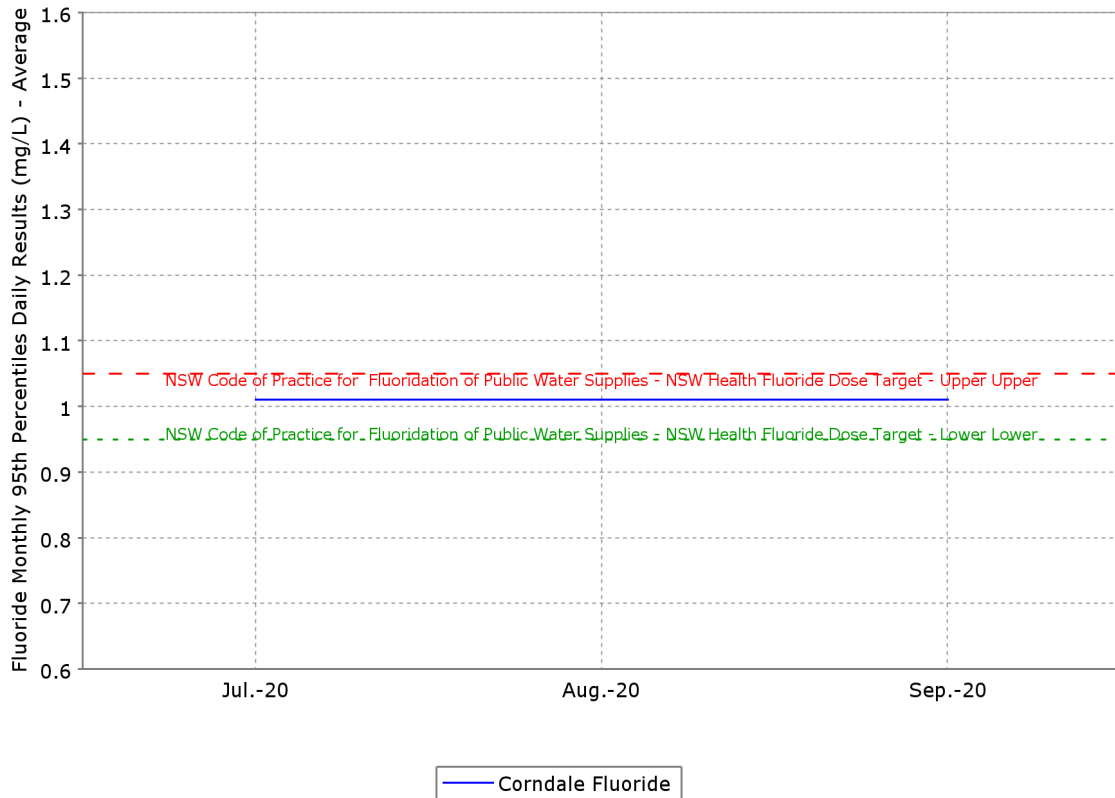


Chart 5 - Dorrroughby Fluoride Dosing Performance Monthly 95th Percentiles for All Results

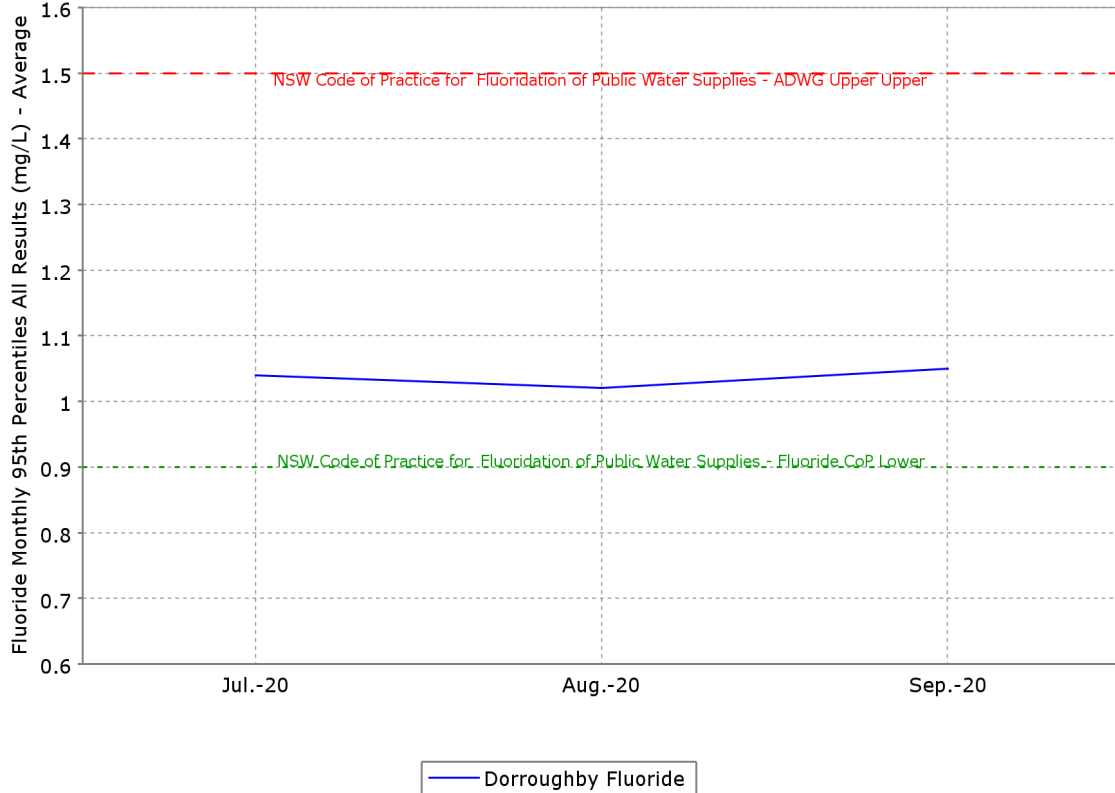


Chart 6 - Dorrroughby Fluoride Dosing Performance Monthly 95th Percentiles for Daily Results

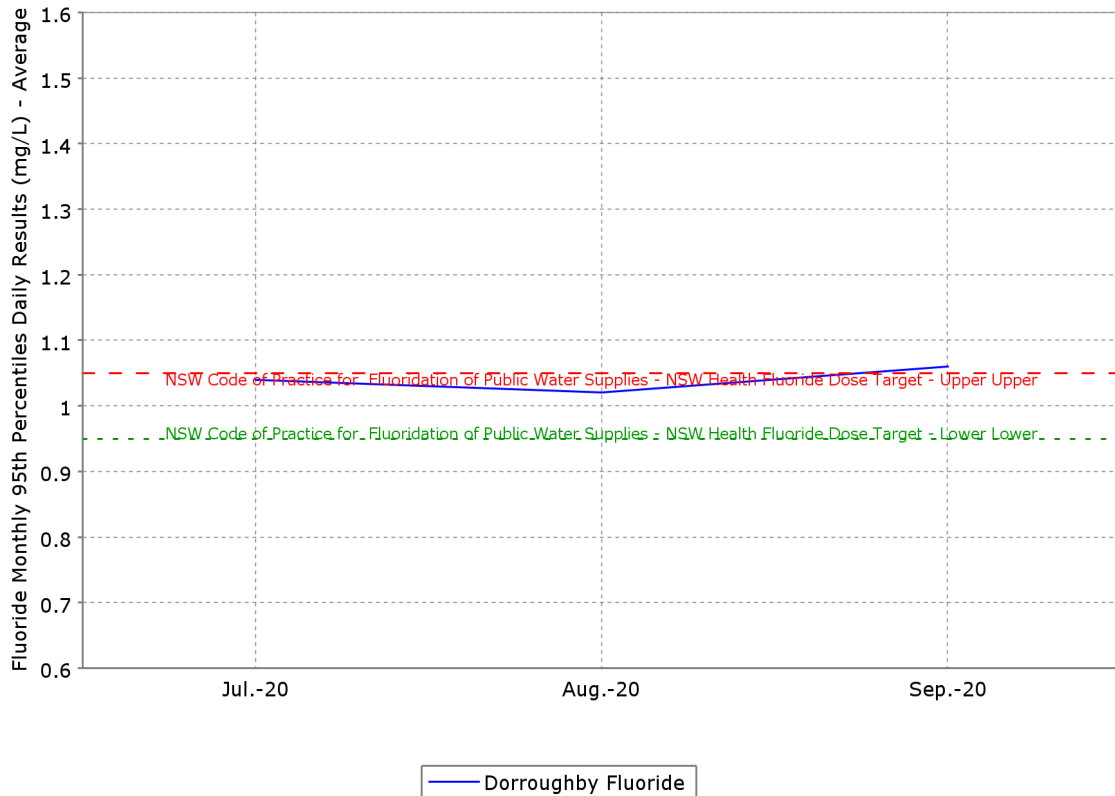


Chart 7 - Knockrow Fluoride Dosing Performance Monthly 95th Percentiles for All Results

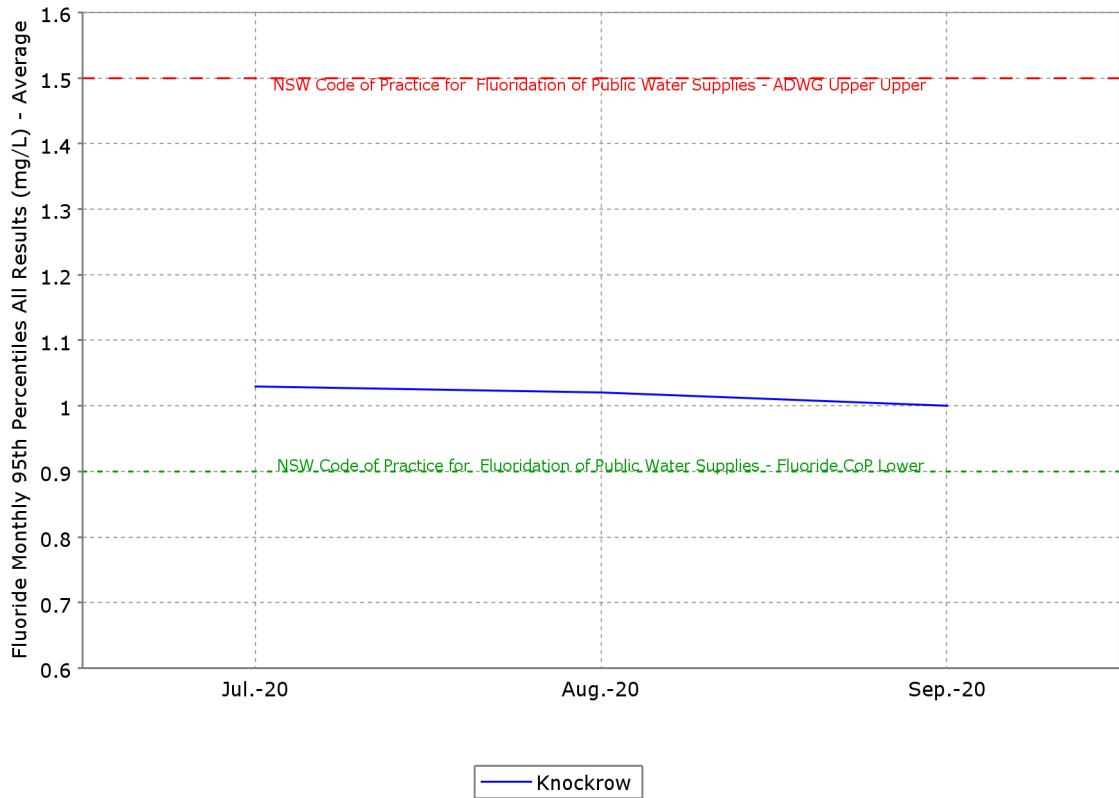
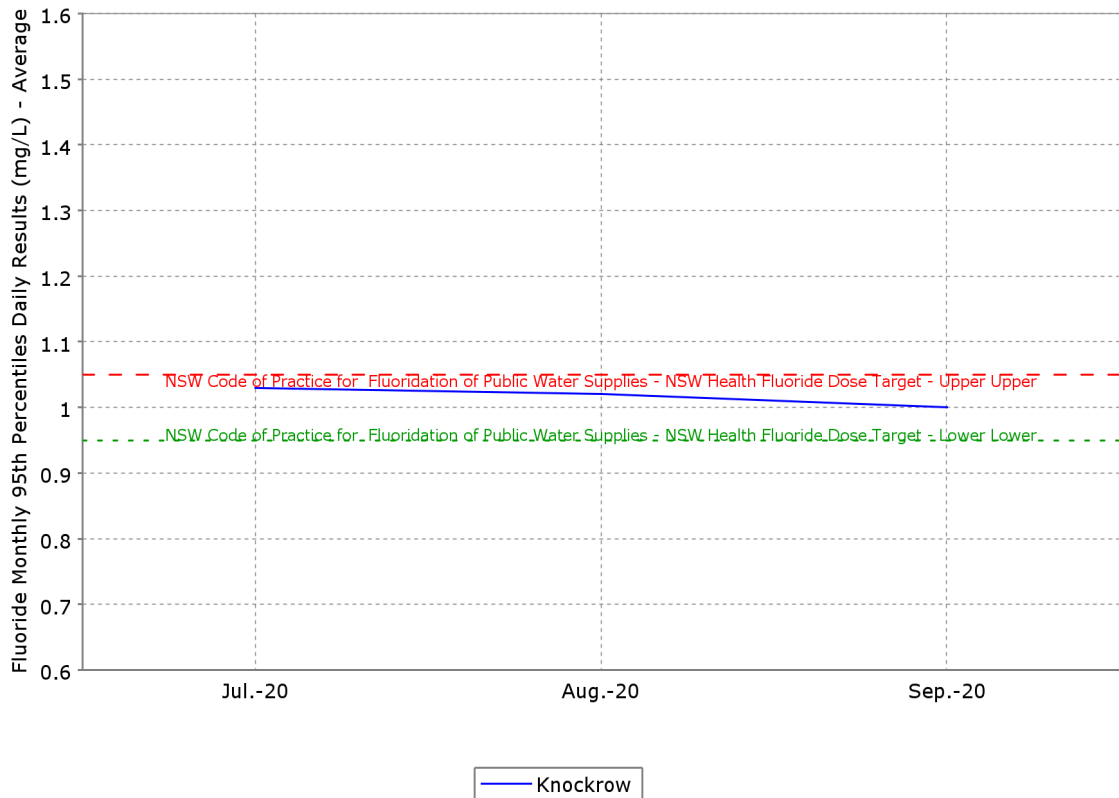


Chart 8 - Knockrow Fluoride Dosing Performance Monthly 95th Percentiles for Daily Results



Disclosure of Interests 2019/20

(320/12)

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

Recommendation

That Council receive and note the report.

Background

Councillors and designated persons are required under clause 4.21 of the Code of Conduct to lodge a completed Disclosure of Interest within three months of the end of the financial year.

It is also a requirement that the Register of Returns is tabled at the first meeting following the lodgement date. Accordingly, the Disclosure of Interest Returns Register is now tabled as a public record and is available for inspection.

Phillip Rudd
General Manager

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.

Meeting	Resolution	Status
20/02/19	Confidential report: Development Servicing Plan for Bulk Water Supply 2016 – request for deferred payment arrangement	
	<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.
21/08/19	Delivery program progress update: 1 January to 30 June 2019	
	<p>RESOLVED [55/19] (Cameron/Ekins) that Council:</p> <ol style="list-style-type: none"> 1. Receive and note the report and attachment. 2. Acknowledge that sound and effective governance requires that staff and councillors are able to participate fully in work tasks and decision making and that equitable access measures for all are essential for this and that consequently all Delivery Plan Actions be reviewed to determine that equitable access measures reflect this principle. 3. In relation to Action 2.4.3.1, that customers, staff and councillors with a disability be invited to discuss their perspectives in the development of access awareness training. 	COMPLETE (3 and 4). General Manager emailed Councillors 27/09/19 regarding Disability Awareness training, seeking feedback by 31/10/2019. The trialled training package has been rolled out to staff for completion. The release of the training coincided with the 'International Day of People with a Disability', which was on 3 December 2019.

Meeting	Resolution	Status
	<p>4. In relation to Action 2.4.3.2, customers, staff and councillors with a disability be invited to participate in the access training provided to staff.</p> <p>5. In relation to Actions 2.4.3.7/8, a review is initiated to determine the effectiveness of access measures and standards based on the feedback of staff, customers and councillors who use foyers 2 and 4.</p>	A review via way of survey to staff, customers and councillors, regarding the effectiveness of access measures and standards for Levels 2 and 4, will occur by 30 June 2021.
11/12/19	Information reports	
	A future report be provided to Council on Perradenya cycleway.	IN PROGRESS: Workshop presented at September 2020 workshop. Report to Council scheduled for April 2021.
	Richmond River Cane Growers' Association submission: <i>Review of Tuckombil Canal fixed weir (Letters 118585 / 53238)</i>	Report to Council December 2020.

Phillip Rudd
General Manager