



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

**Date:** Tuesday, 14 April 2020  
**Time:** 5pm  
**Location:** Kyogle Council Chambers, Stratheden Street, Kyogle

# **AGENDA**

## **Ordinary Council Meeting**

**14 April 2020**

**Graham Kennett  
General Manager**



Dear Councillor,

In accordance with the provisions of the Local Government (General) Regulation 2005, you are hereby notified of the following Ordinary Council Meeting to be held at the Kyogle Council Chambers, on Monday 13 April 2020, at 5pm.

**DECLARATION OF PECUNIARY INTEREST**

Councillors and Senior Staff are reminded to consider whether a Pecuniary Interest exists in any matter on the Agenda for this Meeting or raised during the course of the Meeting. The term "Pecuniary Interest" should be extended to include possible "conflicts of interest" and immediately declared prior to discussion of the Agenda item. Where a direct or indirect pecuniary interest exists, the member must refrain from commenting on or voting on the subject matter and must leave the Chamber.

**BUSINESS**

- Item 1           Open Meeting
- Item 2           Apologies and applications for a leave of absence by councillors
- Item 3           Opening Prayer
- Item 4           Acknowledgement of Country
- Item 5           Declaration of Interests
- Item 6           Public Forum
- Item 7           Confirmation of Minutes
- Item 8           Mayoral Minute(s)
- Item 9           Notices of Motion
- Item 10          Questions with Notice from Councillors
- Item 11          Reports from Delegates
- Item 12          Information Reports
- Item 13          Staff Reports
- Item 14          Urgent Business Without Notice
- Item 15          Questions from Councillors for the Next Ordinary Meeting
- Item 16          Confidential Business Paper
- Item 17          Close of Meeting

GRAHAM KENNETT  
GENERAL MANAGER

## OPENING STATEMENT

Kyogle Council meetings are webcast (the meetings are recorded and the recording is later uploaded to Council's website). People in attendance at Council meetings are advised to refrain from making defamatory statements.

## COUNCIL PRAYER

"Almighty God, Ruler of all the Nations, we ask for your blessing upon this Meeting of Council.

Give us your wisdom to work in harmony and direct and prosper all that we do to the advancement of your glory and the true welfare of the People of the Council Area.

AMEN

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Adopted by Council on October 21, 1991.  
Resolution 91 /G 1159

Note: Council Policy is for the Mayor or Chairperson to lead the Council Meeting in the Prayer at the start of the first Meeting of the day.

**Council acknowledges that this meeting is being held on the Traditional Lands of the Bundjalung people and we acknowledge elders, past and present and future.**

Adopted by Council on 11 December 2006.  
Resolution 111206/21

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DISCLAIMER

The advice or information contained within the Minutes enclosed with this Business Paper is given by the Council without liability or responsibility for its accuracy. Reliance cannot be placed on this advice or information until the Minutes have been duly accepted as an accurate record and confirmed by Resolution of Council.

GRAHAM KENNETT  
GENERAL MANAGER

**Public Forum (Council Policy)**

The council may hold a public forum as part of the ordinary meeting of the council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting.

To speak at a public forum, a person must first make an application to the council in writing. Applications must be received by midday one working day before the date on which the meeting is to be held, and must identify the item of business on the agenda of the council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item. Applications can left with Customer Service staff at Council's Administration Centre, sent to PO Box 11, Kyogle, NSW, 2474, or emailed to [council@kyogle.nsw.gov.au](mailto:council@kyogle.nsw.gov.au).

A person may apply to speak on no more than two items of business on the agenda of the council meeting.

Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.

The general manager or their delegate may refuse an application to speak at a public forum. The general manager or their delegate must give reasons in writing for a decision to refuse an application.

No more than two speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the council meeting.

Approved speakers at the public forum are to register with the council any written, visual or audio material to be presented in support of their address to the council at the public forum, and to identify any equipment needs no more than two working days before the public forum. The general manager or their delegate may refuse to allow such material to be presented.

The general manager or their delegate is to determine the order of speakers at the public forum.

Each speaker will be allowed five minutes to address the council. This time is to be strictly enforced by the chairperson. A councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at a public forum. Answers by the speaker, to each question are to be limited to two minutes.

Speakers are under no obligation to answer questions put to them by councillors and cannot ask questions of the council, councillors or council staff.

Speakers at public forums must not digress from the item on the agenda of the council meeting they have applied to address the council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.



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- 1 OPEN MEETING**
- 2 APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE BY COUNCILLORS**
- 3 OPENING PRAYER**
- 4 ACKNOWLEDGEMENT OF COUNTRY**
- 5 DECLARATION OF INTERESTS**
- 6 PUBLIC FORUM**

**7 CONFIRMATION OF MINUTES****7.1 COUNCIL REPORT - 9 MARCH 2020**

**Author:** Executive Assistant

**Authoriser:** General Manager

**Attachments:** 1. Minutes 9 March 2020 Ordinary Council meeting (under separate cover) [↓](#) 

**SUMMARY / PURPOSE**

This report presents the minutes of the Ordinary Council meeting held on 9 March 2020 to Council for confirmation.

**RECOMMENDATION**

That Council confirms the minutes of the Council meeting of the 9 March 2020.

**8 MAYORAL MINUTE**

Nil

**9 NOTICES OF MOTION**

Nil

**10 QUESTIONS WITH NOTICE FROM COUNCILLORS****10.1 QUESTIONS FROM THE LAST COUNCIL MEETING**

**Author:** General Manager

**Authoriser:** General Manager

**Attachments:** Nil

The following questions on notice were received from Councillors Janet Wilson, John Burley, Kylie Thomas, Lindsay Passfield and Robert Dwyer.

**Question Cr Janet Wilson**

Can Council write to NSW Premier to ask for the rationale on the harvesting of timber in the native hardwood forests which were felled during the recent bushfires when the advice has been that post fire forest salvaging increases the likelihood of more intense future fires?

**Response**

*The following information on this matter has been published by the NSW EPA and updated as at March 31, 2020;*

***Bushfire-affected forestry operations***

*This season's unprecedented bushfires have had a major impact on native forests, the environment, wildlife, local forestry industries and the community.*

*Five million hectares in NSW have been burnt, including more than 890,000 hectares of native State Forests. This is approximately half of the coastal and tablelands native State Forests in NSW.*

*The EPA has been working with other NSW Government agencies and the Forestry Corporation of NSW to understand the impact of the fires on the environment and wildlife, local communities and the forestry industry. Forestry operations will be permitted in selected areas to assist in bushfire recovery efforts for fire-affected regional communities.*

*Forestry Corporation of NSW will be granted regulatory approval on a case by case basis to harvest in some fire-affected State Forests where it can be determined that the environmental risk associated with harvesting operations can be reasonably mitigated. The Forestry Corporation of NSW has been provided a set of site-specific conditions to be applied in addition to the [Coastal Integrated Forestry Operations Approvals](#).*

*These site-specific operating conditions are being tailored to apply to individual fire-damaged sites. They are designed to reduce further to soils, waterways, plants animals and their habitats.*

*For further information on site-specific operating conditions and other details of the proposed regulatory arrangements, visit the NSW EPA website at the following location;*

<https://www.epa.nsw.gov.au/your-environment/native-forestry/bushfire-affected-forestry-operations>

**Question Cr John Burley**

Does Council need to liaise with any health organisation about the Corona virus?

**Response**

*Director Assets and Infrastructure Services provided the following response at the meeting: Not at this point. The Local Emergency Management Committee is across the situation and Council is keeping abreast of measures that are in place. At present, people are advised to go about their daily business but are advised to implement standard hygiene practices such as washing your hands regularly. There is no need for panic at the present.*

*Since the date of the meeting when this question was asked, there have been considerable developments in relation to the overall government response to the COVID-19 pandemic. Council has had some of its operations directly affected by restrictions applied by the Australian and NSW Governments, and information is updated on Council's web site and social media to keep the community informed of any changes.*

*Council continues to liaise with NSW Health, NSW police and all other emergency response and support agencies through the established emergency management processes in relation to the response to this pandemic.*

**Question Cr Kylie Thomas**

Can I have an update, in writing, about the status of horse riding and wildlife signage on Roseberry Creek Road?

**Response**

*The signage was installed on 5 November 2019, approximately 100m from rural address 596 Roseberry Creek Road and about 300m from rural address 911 on Roseberry Creek Road.*

**Question Cr Lindsay Passfield**

How much was spent on the residence, cabins and maintenance of the Kyogle caravan park since Council took on its management?

**Response**

*The residence and cabins total spend is \$359,410 with \$276,095 in external funding, so a total Council contribution of \$83,315. The total maintenance and operating costs for the Kyogle caravan park since Council took on its management in 2015/16 (including rates, services and electricity) is \$563,764, income received during the same period was \$432,607, so a total cost to Council of \$131,157 over that five-year period. During this period there has been a significant backlog of works to attend to due to the lack of maintenance and upkeep under the previous management of the site, following Council's decision to hand the site back to the NSW Government in 2002.*

*For the last financial year (2018/19) the operational expenses were \$102,534 and the income \$115,896 or a total profit of \$13,362. The current year has included the eviction of a number of undesirable tenants, and the current COVID-19 restrictions are expected to reduce rental income figures. The income figures quoted here exclude any income from the new cabins and the house, both of which are currently being furnished and will be available for rent as soon as the current COVID-19 related restrictions are lifted, which is expected to increase rental income for the 2020/21 period and offset some of the expected rental income losses for the 2019/20 period.*

*The Woodenbong campgrounds are operated by the Woodenbong Progress Association under a Village maintenance Agreement. For the same five-year period, the total maintenance and operating costs for this arrangement (excluding the costs associated with the provision of the mower to the Association) were \$46,845. All income from the campground is retained by the Association under the VMA. The Woodenbong campground amenities extension was completed during this period at a cost of \$106,351 with \$100,000 of external funding, so a cost to Council of \$6,351.*

*The Bonalbo caravan park is also operated under a Village Maintenance Agreement, and the total maintenance and operating costs for the same five-year period (again excluding the costs associated with the provision of the mower) were \$76,897. All income from the campground is retained under the VMA. The Bonalbo Caravan Park also has a \$50,000 budget for improvements in the current year's budget, which is funded 100% through external grants.*

**Question Cr Lindsay Passfield**

Council is only taking applications for the bushfire recovery community financial assistance grants online. Many people can't apply online or don't have access to computers. Can Council extend the applications so that they can be submitted in hard copy?

**Response**

*Council staff have made themselves available to assist any organisations or businesses with the application process, including helping complete forms over the phone where required. There have also been some applications submitted in hard copy, which will still be considered by Council.*

**Question Cr Robert Dwyer**

A person has raised innuendos and allegations in regard to the operation of the Cedar Point Quarry. When council responds to these questions, can we have a full report to Council?

**Response**

*The General Manager provided the following response at the meeting: You are referring to an email Council received from an individual who has been advised that Council will no longer correspond with them on those matters. There will be no response to that email.*

**RECOMMENDATION**

That Council receives and notes the report, *Questions From The Last Council Meeting*.

**11 REPORTS FROM DELEGATES****11.1 DELEGATE'S REPORT: CR DANIELLE MULHOLLAND - NORTHERN RIVERS JOINT ORGANISATION**

**Author:** Councillor Danielle Mulholland

**Authoriser:** General Manager

**Attachments:** 1. Draft minutes NRJO 7 February 2020 (under separate cover) 

**SUMMARY / PURPOSE**

The purpose of this report is to provide councillors with the minutes of the ordinary meeting of the Northern Rivers Joint Organisation (NRJO) which was held at Ballina Shire Council Chambers on 7 February 2020.

**REPORT**

Kyogle Council Mayor Cr Danielle Mulholland and General Manager Graham Kennett attended the 7 February 2020 Ordinary Meeting of the NRJO at Ballina on 7 February 2020.

The unconfirmed minutes of the meeting are attached for the information of councillors.

**RECOMMENDATION**

That Council receives and notes the report, *Delegates's Report: Cr Danielle Mulholland – Northern Rivers Joint Organisation*.

**11.2 DELEGATE'S REPORT: CR DANIELLE MULHOLLAND - JOINT ORGANISATION CHAIRS' FORUM**

**Author:** Councillor Danielle Mulholland

**Authoriser:** General Manager

- Attachments:**
1. Draft minutes JO Chairs' Forum 5 March 2020 (under separate cover) 
  2. Joint Organisation Chairs' Forum Terms of Reference (under separate cover) 

**SUMMARY / PURPOSE**

The purpose of this report is to provide councillors with the minutes of the NSW Joint Organisation (JO) Chairs' Forum held on Thursday, 5 March 2020.

**REPORT**

As Chair of the Northern Rivers Joint Organisation (NRJO), Cr Danielle Mulholland attended the 5 March, 2020 NSW JO Chairs' Forum held in the Preston Stanley Room at NSW Parliament House, Sydney.

The draft minutes of the forum are attached for the information of councillors.

**RECOMMENDATION**

That Council receives and notes the report, *Delegate's Report: Cr Danielle Mulholland – Joint Organisation Chairs' Forum*.



**11.3 DELEGATE'S REPORT: CR DANIELLE MULHOLLAND - COUNTRY MAYORS' ASSOCIATION**

**Author:** Councillor Danielle Mulholland

**Authoriser:** General Manager

**Attachments:** 1. Draft minutes Country Mayors' Association 6 March 2020 (under separate cover) 

**SUMMARY / PURPOSE**

This report provides Councillors with the minutes of the most recent meeting of the Country Mayors' Association of NSW (CMA) which was held in Sydney on Friday, 6 March 2020 and attended by Council's Mayor Cr Danielle Mulholland and General Manager Graham Kennett.

**BACKGROUND INFORMATION**

The CMA is an organisation of mayors from rural and regional councils who lobby government. The Chair is Mayor of Moree Plains Shire Council Katrina Humphries. The CMA lobby around a range of issues, which include but are not limited to, transport, community welfare and social capital, unrateable land, infrastructure and broad-based productivity funding as opposed to population funding to assist already productive communities.

The CMA meets four times a year and meetings are held in the Parliamentary Annex, Parliament House, Sydney. Meetings with relevant Ministers are coordinated around the CMA's quarterly meetings.

**REPORT**

The draft minutes of the 6 March 2020 CMA meeting are attached for the information of Councillors.

**RECOMMENDATION**

That Council receives and notes the report, *Delegates Report: Cr Danielle Mulholland – Country Mayors' Association*.

**11.4 DELEGATES REPORT: CR LINDSAY PASSFIELD - BLAZE Aid WOODENBONG CAMP**

**Author:** Councillor Lindsay Passfield

**Authoriser:** General Manager

**Attachments:** Nil

**SUMMARY / PURPOSE**

The purpose of the report is to provide councillors with details of BlazeAid's contribution to the bushfire recovery effort in the Woodenbong area.

**REPORT**

Immediately after the Border Trail bushfire event, Kevin Butler, founder and Chief Executive Officer (CEO) of BlazeAid agreed to consider a request for assistance to restore fire damaged fences in the Woodenbong area. Woodenbong BlazeAid Camp was established with community and Council support on 27 December 2019 and continued operations until 27 March 2020.

This report details the BlazeAid contribution to the bushfire recovery effort in the Woodenbong area. On arrival, Woodenbong BlazeAid Camp Coordinators Kevin and Shirley Jones were given an orientation tour of the local area to view fire damaged fencing, meet affected property owners, and make contact with local business operators.

During the ensuing three months, BlazeAid cleared 12.7km of damaged fencing and erected 30.03km of new fence on local properties. This work involved 98 volunteers ranging in age from 18 to 78 years (average age 56 years). Many of these volunteers returned multiple times. A small contingent of army reservists from Lismore also took part early in the operation. The BlazeAid camp was open for 89 days, worked on properties for 71 days, and lost 16 days due to inclement weather.

Accommodation at the Woodenbong Showground was highly rated by the camp coordinators and volunteers. More than 3,300 meals were provided included 1,111 dinners. I understand that meals, gas, electricity and water usage at the BlazeAid Camp will be paid for by Council out of Bushfire Recovery Grant funds.

BlazeAid left all facilities clean and tidy. Surplus drinks were distributed to registered BlazeAid property owners and other local people who were directly affected by the fires. Some BlazeAid tools and equipment have been left at the campsite secured in a shipping container. A number of fully equipped trailers have been stored on private property. All the BlazeAid assets will be looked after locally until Covid-19 movement restrictions are lifted.

In summary, the contribution of BlazeAid to the Woodenbong district Border Trail Bushfire Recovery has been significant and timely. The coordinators Kevin and Shirley Jones ran a very efficient and safe camp and achieved excellent results under adverse conditions whilst maintaining harmonious relationships within the camp and the local community.

**RECOMMENDATION**

That Council:

1. Receives and notes the Delegates Report on BlazeAid Woodenbong Camp.
2. Writes to the BlazeAid CEO Kevin Butler and Woodenbong BlazeAid coordinators Kevin and Shirley Jones expressing its appreciation for their contribution to the bushfire recovery.
3. Issues a media release in relation to BlazeAid at Woodenbong and include an article in the Council newsletter.

## 12 INFORMATION REPORTS

### 12.1 MONTHLY FINANCE REPORT - MARCH 2020

**Author:** Manager Financial Services

**Authoriser:** General Manager

**Attachments:** 1. Monthly Finance Report - March 2020  

#### **SUMMARY / PURPOSE**

This report presents financial reports to Council for information.

#### **BACKGROUND INFORMATION**

##### Legislative Requirements

Clause 212 of the Local Government Act (General) Regulation 2005 states that:

- (1) *The responsible accounting officer of a council:*
  - (a) *Must provide the council with a written report (setting out details of all money that the council has invested under section 625 of the Act) to be presented:*
    - (i) *if only one ordinary meeting of the council is held in a month, at that meeting,*  
*or*
    - (ii) *if more than one such meeting is held in a month, at whichever of those meetings the council by resolution determines, and*
  - (b) *Must include in the report a certificate as to whether or not the investment has been made in accordance with the Act, the regulations and the council's investment policies.*
- (2) *The report must be made up to the last day of the month immediately preceding the meeting.*

#### **REPORT**

The following information is presented for information only.

##### (A) Finance Reports

Summary reports outlining Council's financial position. The reports presented include:

- Rates statement and graph
- Statement of bank balances
- Summary of investments

It should be noted that these reports do not include accounting adjustments to be brought to account on an annual basis. The reports also remain unaudited as at the date of presentation to Council.

##### (B) Councillors' Travel Expenses Report

Included as an attachment to this report is a schedule showing payments to Councillors for travel claims made during the month. As stated in the notes, some Councillors may have outstanding claims that cover more than one period.

#### **RECOMMENDATION**

That Council receives and notes the information contained in the report, *Monthly Finance Report – March 2020*.

# Kyogle Council



**Financial Reports**

**31 March 2020**

**Rates Statement**

**Rates/Charges – Write Off's**

**Statement of Bank Balances**

**Summary of Investments**

**Councillor Travel**

**NOTE: All Financial Data presented is unaudited at the date of presentation to Council**

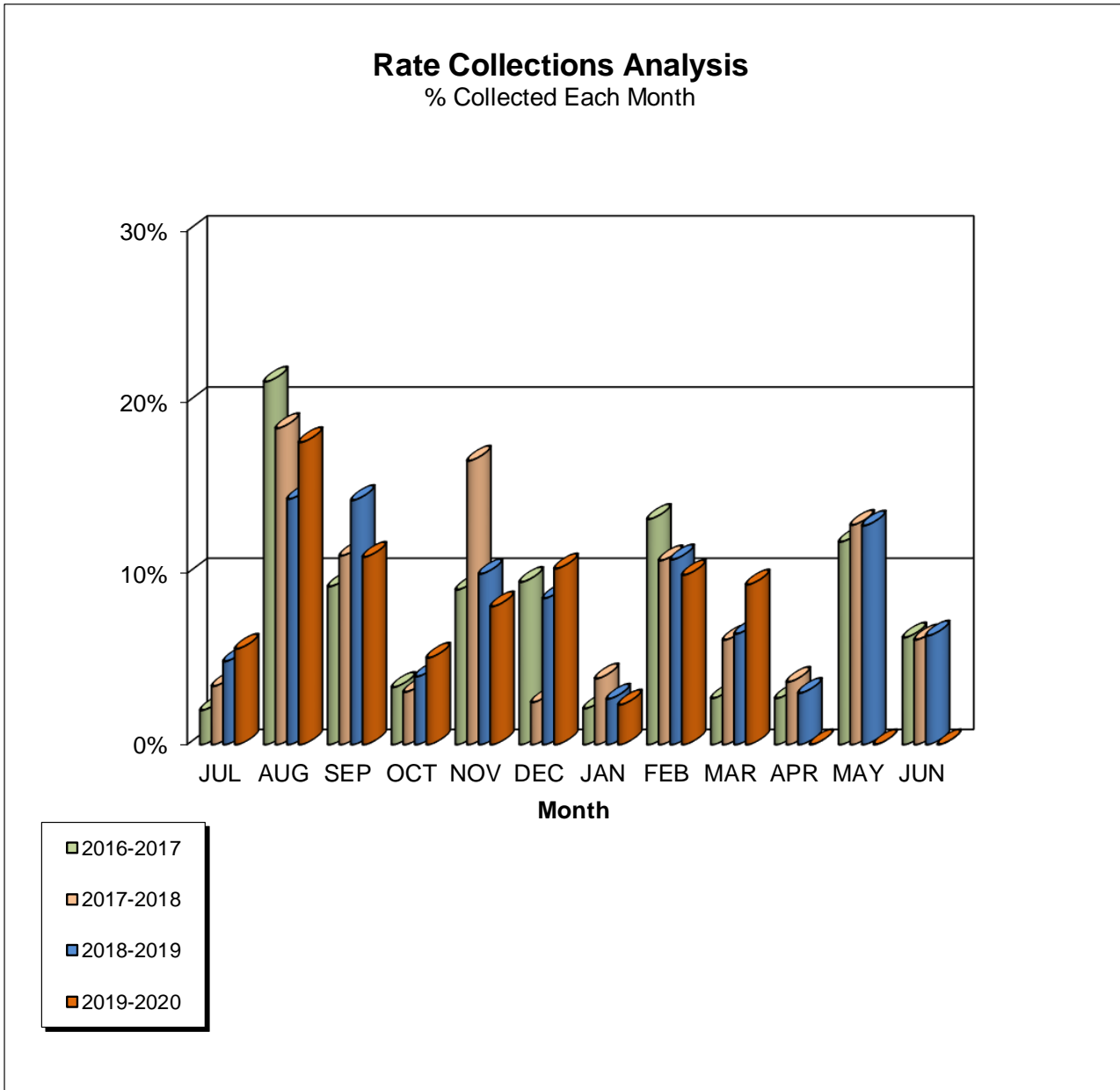
**KYOGLÉ COUNCIL RATES STATEMENT AS AT 31 MARCH 2020**

|                                    | ARREARS<br>1-Jul-2019 | NET<br>CHARGES<br>2019-2020 | PAYMENTS     | OUTSTANDING<br>BALANCE<br>31/3/2020 | ARREARS<br>31/3/2020 | % TOTAL<br>COLLECTED<br>incl. ARREARS | % ARREARS<br>COLLECTED<br>2019-2020 |
|------------------------------------|-----------------------|-----------------------------|--------------|-------------------------------------|----------------------|---------------------------------------|-------------------------------------|
| RATES,<br>SERVICES AND<br>INTEREST | 731,375.12            | 10,902,465.48               | 9,206,005.61 | 2,427,834.99                        | 267,678.28           | 79.13%                                | 63.40%                              |

PRESENTED TO COUNCIL APRIL 2020

**Note:**

Some ratepayers have made arrangements, whilst others are at different stages of legal action.



**Write offs under delegated authority - Rates and Charges 2019-2020**

| July | August | September | October     | November     | December | January | February | March | April | May | June | Total Write Offs |
|------|--------|-----------|-------------|--------------|----------|---------|----------|-------|-------|-----|------|------------------|
| \$ - | \$ -   | \$ 280.27 | \$ 4,220.99 | \$ 12,871.00 | \$ -     | \$ -    | \$ 5.81  | \$ -  |       |     |      | \$ 17,378.07     |

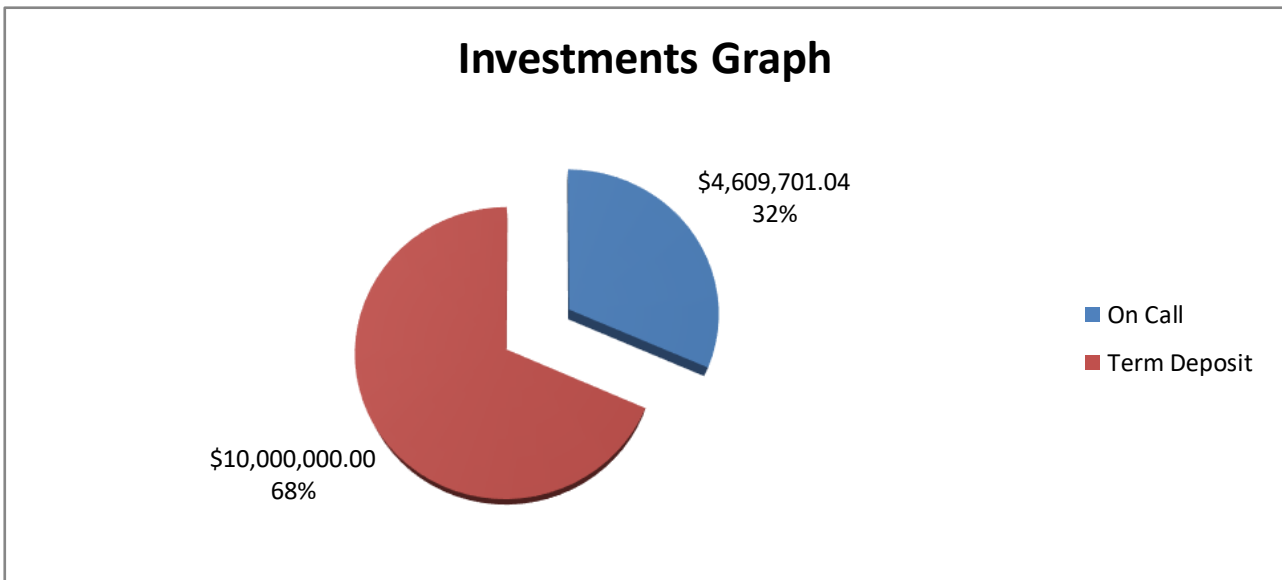
| <b><u>Kyogle Council</u></b>                          |                      |
|---|----------------------|
| <b>STATEMENT OF FUND BALANCES as at<br/>31-Mar-20</b> |                      |
| Fund  | Closing Balance      |
| <b>General Fund</b>                                   |                      |
| Unrestricted  | 5,388,283.86         |
| Internally Restricted                                 | 3,468,701.00         |
| State Highways  | 1,285,331.83         |
| Quarries  | 1,353,725.20         |
| Plant   | 1,930,067.21         |
| Externally Restricted                                 | 609,902.57           |
| <b>Total General Fund</b>                             | <b>14,036,011.67</b> |
| <b>Restricted</b>                                     |                      |
| Water Supplies  | 330,900.41           |
| Sewerage Systems                                      | 470,753.07           |
| Domestic Waste  | (265,610.16)         |
| Trust Fund  | 37,646.05            |
| <b>Total Restricted</b>                               | <b>573,689.37</b>    |
| <b>Total Consolidated Funds at Bank</b>               | <b>14,609,701.04</b> |

| KYOGLE COUNCIL FINANCIAL ANALYSIS REPORT AS AT 31/03/2020 |                 |                 |               |               |                    |               |                               |                |
|---|-----------------|-----------------|---------------|---------------|--------------------|---------------|-------------------------------|----------------|
| Institution   | Investment Type | Investment Date | Maturity Date | Interest Type | Interest Frequency | Interest rate | Investment Amount             | % of Portfolio |
| CBA   | On Call         | At Call         | At Call       | Variable      | Monthly            |               | 4,609,701.04                  | 31.55%         |
| <b>Total Cash at Call</b>                                 |                 |                 |               |               |                    |               | <b>4,609,701.04</b>           | <b>31.55%</b>  |
| Bankwest  | Term Deposit    | 30-Jan-20       | 31-Mar-20     | Fixed         | Maturity           | 1.25%         | 1,000,000.00                  | 6.84%          |
| NAB   | Term Deposit    | 06-Feb-20       | 09-Apr-20     | Fixed         | Maturity           | 1.25%         | 1,000,000.00                  | 6.84%          |
| Suncorp   | Term Deposit    | 13-Feb-20       | 23-Apr-20     | Fixed         | Maturity           | 1.24%         | 1,000,000.00                  | 6.84%          |
| CBA   | Cash Deposit    | 27-Feb-20       | 30-Apr-20     | Fixed         | Maturity           | 1.39%         | 1,000,000.00                  | 6.84%          |
| NAB   | Term Deposit    | 05-Mar-20       | 07-May-20     | Fixed         | Maturity           | 1.01%         | 1,000,000.00                  | 6.84%          |
| Suncorp   | Term Deposit    | 19-Mar-20       | 21-May-20     | Fixed         | Maturity           | 0.85%         | 1,000,000.00                  | 6.84%          |
| CBA   | Cash Deposit    | 26-Mar-20       | 28-May-20     | Fixed         | Maturity           | 0.97%         | 1,000,000.00                  | 6.84%          |
| CBA   | Cash Deposit    | 30-Mar-20       | 04-Jun-20     | Fixed         | Maturity           | 0.89%         | 1,000,000.00                  | 6.84%          |
| NAB   | Term Deposit    | 30-Mar-20       | 18-Jun-20     | Fixed         | Maturity           | 1.15%         | 1,000,000.00                  | 6.84%          |
| Suncorp   | Cash Deposit    | 30-Mar-20       | 25-Jun-20     | Fixed         | Maturity           | 1.35%         | 1,000,000.00                  | 6.84%          |
| <b>Total Cash at Call</b>                                 |                 |                 |               |               |                    |               | <b>10,000,000.00</b>          | <b>68.45%</b>  |
| <b>Total Investment Portfolio</b>                         |                 |                 |               |               |                    |               | <b><u>\$14,609,701.04</u></b> |                |

I hereby certify that the above investments have been made in accordance with section 625 of the Local Government Act, 1993, the Local Government ( General ) Regulation 2005 and Councils Investment Policy.

Glenn Rose

Responsible Accounting Officer



## COUNCILLORS TRAVEL EXPENSES

### Mar-20

| Councillor Name | Kilometres Claimed |               | Current Rate per Kilometre | Amount Reimbursed |                    |
|-----------------|--------------------|---------------|----------------------------|-------------------|--------------------|
|                 | Mar-20             | YTD           |                            | Mar-20            | YTD                |
| K. Thomas       | 0                  | 0             | \$0.78                     | \$0.00            | \$0.00             |
| H. Doolan       | 0                  | 0             | \$0.78                     | \$0.00            | \$0.00             |
| J. Wilson       | 0                  | 0             | \$0.78                     | \$0.00            | \$0.00             |
| J. Burley       | 0                  | 1,716         | \$0.78                     | \$0.00            | \$1,338.48         |
| R. Dwyer        | 0                  | 0             | \$0.78                     | \$0.00            | \$0.00             |
| D. Mulholland   | 0                  | 7,493         | \$0.78                     | \$0.00            | \$5,844.54         |
| L. Passfield    | 492                | 2,147         | \$0.78/\$0.68              | \$334.56          | \$1,520.66         |
| M. May          | 0                  | 0             | \$0.78                     | \$0.00            | \$0.00             |
| E. Grundy       | 1,600              | 5,090         | \$0.78                     | \$1,248.00        | \$3,970.20         |
| <b>Total</b>    | <b>2,092</b>       | <b>16,446</b> |                            | <b>\$1,582.56</b> | <b>\$12,673.88</b> |

### Notes

- (1) The above figures represent amounts actually paid.
- (2) The amounts paid in the current month will relate to claims for travel in prior months
- (3) Some councillors may have claims outstanding for more than one month.



**12.2 WORKS PROGRAM PROGRESS REPORT - MARCH 2020**

**Author:** Manager Financial Services

**Authoriser:** General Manager

**Attachments:** 1. Works Program Progress Report March 2020 (under separate cover) 

**SUMMARY / PURPOSE**

This report provides an update on the progress of Council's capital works program, plant replacement program, quarry operations, and RMS ordered works for the information of Council.

**BACKGROUND INFORMATION**

This report is intended to present to Council information on the progress of the implementation of the annual works programs across all departments of Council, as well as the performance of the quarry and State Highways operations.

**REPORT**

The report is provided as a separate attachment covering four main areas;

**1. Capital Works Report**

This section of the report shows all capital works projects and provides a brief status report and expenditure year-to-date for each project, including any external funding which applies.

**2. Plant Acquisition and Sales**

This section of the report shows the plant replacement program and the year-to-date income and expenditure associated with the program.

**3. State Highways' Ordered Works**

This section of the report shows the status of the Ordered Works under the Roads and Maritime Road Maintenance Council Contract (RMS RMCC) which is included in the State Highway's budget area. The report shows each approved Works Order and the approved income and expenditure year-to-date.

**4. Quarries Report**

This section of the report shows the income and expenditure for each of the four operational quarries for the year-to-date, including stock on hand and a brief description of current activities relating to quarries.

**BUDGET AND FINANCIAL IMPLICATIONS**

This report is provided for information only and any budgetary issues that may be identified as a result of these reports will be dealt with during the regular budget review process.

**RECOMMENDATION**

That Council receives and notes the information contained in the report, *Works Program Progress Report – March 2020*.

## 13 STAFF REPORTS

### 13.1 FEDERAL BUSHFIRE RECOVERY GRANT

**Author:** Strategic Initiatives Coordinator

**Authoriser:** General Manager

**Attachments:** Nil

#### SUMMARY / PURPOSE

The following report provides Council with an update on the administration of the Federal Bushfire Recovery Grant announced on 9 January, 2020 and a summary of applications received for the Community Assistance Grants and Visit our Villages Fund.

#### BACKGROUND INFORMATION

In January 2020 the Australian Government announced that Kyogle Council had been granted an immediate payment of \$1 million drawn from the \$2 million allocated to the National Bushfires Recovery Agency.

In February 2020, the NSW Government notified Kyogle Council that \$100,000 was immediately available to Kyogle Council under the joint NSW and Commonwealth Government funded Bushfire Community Resilience and Economic Recovery Funds: Phase 1.

In March 2020, an additional \$300,000 was allocated to Kyogle Council from the Federal Government to assist with the recovery effort.

The intent of these programs is to implement local activities that support community and economic recovery.

#### PREVIOUS COUNCIL CONSIDERATION

At its meeting of February 10, 2020 Council resolved;

*That Council:*

1. *Receives and notes the report Federal Bushfire Recovery Grant.*
2. *Approves the expenditure of the bushfire recovery grant for the following activities, as outlined in the body of this report*
  - (a) *Stock restoration for rural land owners*
  - (b) *Improvements to evacuation centres*
  - (c) *Approvals for reconstruction of lost dwellings and structures*
  - (d) *Economic stimulus activities*
3. *Includes the additional \$1,000,000 in operational income and expenditure in the Emergency Services current year budget.*

The distribution of funds across the program areas of stock restoration, evacuation centres, lost dwellings, and activities to stimulate the tourism and visitor economy were to be administered and determined by Council staff.

As part of the Economic Stimulus Activities component, an additional round of the Community Assistance Grants was called, and a new grant program for local businesses in the village areas called the Visit our Villages fund was established.

#### REPORT

Council has been liaising with Disaster Recovery Officers, BlazeAid and the broader community since the fires commenced in an attempt to understand, advocate and address the needs of community members, local organisations and businesses.

Council staff have been promoting opportunities for the community to access funds, and working with those affected to assess their needs and support a community lead recovery. The summary of the current roll out of the bushfire recovery package is as follows;

| <b>Stock restoration for rural landholders</b> |                  |   |
|--|------------------|---|
| <b>Item</b>                                    | <b>Amount</b>    | <b>Notes</b>  |
| Amount approved to date                        | \$45,448         | Amounts approved to land holders  |
| Estimated amount remaining                     | \$111,778        | Estimated based on consultation to date, pending submission of required evidence before approval, plus allowances for additional claims |
| <b>Estimated Sub-Total</b>                     | <b>\$157,226</b> | Original indicative allocation \$200,000  |

| <b>Improvements to Evacuation Centres</b> |                  |  |
|---|------------------|--|
| <b>Item</b>                               | <b>Amount</b>    | <b>Notes</b>   |
| Volunteer training and inductions         | \$35,000         | External provider to be engaged to facilitate formal emergency evacuation centre training for key volunteers in each village |
| Evacuation centre essential kits          | \$25,000         | Basic evacuation centre kits with minimum requirements as per the Community Lead Evacuation Plan                             |
| Building improvements                     | \$190,000        | To be determined once audit and inspections have been completed, and Hall Managers consulted                                 |
| <b>Estimated Sub-Total</b>                | <b>\$250,000</b> | Original indicative allocation \$250,000   |

| <b>Approvals for reconstruction of lost dwellings and structures</b> |                 |   |
|--|-----------------|---|
| <b>Item</b>  | <b>Amount</b>   | <b>Notes</b>  |
| External Planning Consultant   | \$30,000        | GeoLink engaged and included discounted fees for bushfire recovery contribution |
| Other specialist reports   | \$10,000        | As required, engineering and bushfire assessment reports etc                    |
| Development Application Fees   | \$10,000        | Estimate based on investigations to date  |
| <b>Estimated Sub-Total</b>   | <b>\$50,000</b> | Original indicative allocation \$50,000   |

| <b>Economic Stimulus Activities: marketing, signage, event sponsorship, promotions, activities to stimulate the visitor economy</b> |               |  |
|---|---------------|--|
| <b>Item</b>   | <b>Amount</b> | <b>Notes</b>   |
| Kyogle Council Visitor Attraction and Investment  | \$20,000      | Kyogle Culture Visitor Guide                               |
| Kyogle Council Visitor Attraction and Investment  | \$4,600       | BP Gateway Ballina   |
| Kyogle Council Visitor Attraction and Investment  | \$20,000      | Kyogle and Villages Place brand messaging – banner project |
| Kyogle Council Visitor Attraction and Investment  | \$50,000      | Tourism activation pathway strategy and action plan        |

|   |                  |   |
|---|------------------|---|
| Southern Cross University/NSW National Parks and Wildlife Service   | \$15,000         | NPWS Visitor Experiences and Gaps Audit - Nature Based  |
| Northern Rivers Joint organisation/NSW Department of Premier and Cabinet/Regional Development Australia Northern Rivers | \$50,000         | Contribution to the launch of the new Northern Rivers Brand developed in partnership with local industries  |
| Tabulam CWA   | \$1,000          | Buffet luncheon "Women in community" lifting our spirits event  |
| Mummulgum Hall  | \$3,000          | Hall 90 year celebrations, catering \$15 pp. for 200 people   |
| Woodenbong Show Society   | \$1,000          | Sponsorship of 29th Woodenbong Show   |
| Kyogle Golf Club  | \$1,000          | Sponsorship for fire fund raiser to support other clubs.  |
| KYAC  | \$2,000          | Sponsorship launch of KYAC  |
| Tabulam School  | \$1,000          | Sponsorship of 2020 Tabulam School NAIDOC Week  |
| Bonalbo SOS   | \$3,000          | Bonalbo website and marketing material  |
| <b>Estimated Sub-Total</b>  | <b>\$171,600</b> | Included as part of the original indicative \$500,000 Economic Stimulus Package that included the Community Assistance Grants and Visit our Villages fund |
| <b>Total Estimate All Activities excluding grant funding</b>  | <b>\$628,826</b> |   |
| <b>Total available for grant funding</b>  | <b>\$771,174</b> |   |

Businesses and community groups were encouraged to apply for funding through two online grants programs, a Bushfire Recovery Round of the Community Assistance Grants, and the Visit the Villages Fund. Both funds were advertised from 4 March, 2020 and closed on 6 April, 2020. The grant programs have been well subscribed.

The following applications were received under the Bushfire Round of the Community Assistance Grants:

| Applicant group  | Project   | Amount   |
|--|---|----------|
| Woodenbong Golf Club                                   | Re-roof the golf club, attach new gutter and insulate.    | \$25,000 |
| Jubul Aboriginal Co-operative                          | Clean up day at Jubul                                     | \$5,000  |
| Richmond Valley Volunteer Health Transport Inc.        | Purchase of a bar fridge and hot water urn for volunteers | \$1,000  |
| Friends of the Labyrinth                               | Interpretive signage, bench seat, paving; mulch           | \$7,500  |
| Border Tourism Group - Woodenbong Progress Association | Signage for new tourism group in Tenterfield area         | \$1,470  |
| Ettrick Hall   | Chairs and pergola  | \$4,778  |

| <b>Applicant group</b>   | <b>Project</b>   | <b>Amount</b> |
|--|--|---------------|
| Kyogle FC club   | Concrete slab  | \$2,200       |
| Hanging Rock Hall - Wadeville Reserve Land Manager                           | Stage and internal renovations   | \$24,960      |
| Bundgeam Preschool   | Fence for bush tucker garden   | \$10,000      |
| Swoopin Season - Kyogle Together   | Employing 2 x young people as mentees  | \$5,000       |
| Bonalbo RFS  | Demountable RFS training / operations room   | \$21,610      |
| Kyogle Show Trust  | The existing boundary fence 449 meters long adjacent to the Queensland Road  | \$25,000      |
| Kyogle Youth Action - Kyogle Together  | Music program  | \$3,000       |
| Tabulam Campdraft  | New amenities building at Tabulam Racecourse   | \$25,000      |
| Woodenbong Common Trust  | Fencing Woodenbong common  | \$7,000       |
| Woodenbong Reserve Land Manager  | Tractor and slasher for use in showground and other community maintenance activities   | \$25,000      |
| Kyogle and District Arts Council   | Undertaking maintenance and structural repair to the Unity Arch sculptures at Sandilands Triangle on the Bruxner Highway.      | \$10,000      |
| Sine Cera  | Bathroom renovation in chalet, stairs and deck replacements  | \$5,000       |
| Traditional Shotokan Karate-Do Federation NSW - Far North Coast Incorporated | Purchase uniforms for competition  | \$5,000       |
| Mallanganee Hall Committee   | Dishwasher, stove, instant hot water   | \$5,000       |
| Woodenbong RSL Hall  | Internal and external works, painting, lining and bathroom   | \$25,000      |
| Real Art Works   | Hold creative arts workshops over six weeks in Kyogle, Bonalbo, Tabulam and production of resilience cards for participants    | \$20,000      |
| Kyogle Community Gym   | Funding to run a Lift from Life Course - resistance training program for people with or at risk of developing type 2 diabetes. | \$5,000       |
| Collins Creek Hall   | Road sealing between school and hall   | \$25,000      |
| Kyogle Golf Club   | Renovations, assistance with payment of bills  | \$5,000       |
| Belinda Carlilie   | Contribution towards Diploma of Counselling  | \$500         |
| Bazaar - Kyogle Together   | Part-time coordinator, entertainment budget, volunteer support items, promotion  | \$25,000      |
| Kyogle Together  | Server capacity to enable a mobile workforce   | \$5,270       |

| Applicant group                      | Project  | Amount           |
|--------------------------------------|--|------------------|
| Woodenbong Amateur Swimming Club     | Provision of initial training and ongoing training for volunteer lifeguards for the safe and efficient running of swimming club each week during the swimming season.  | \$3,000          |
| Kyogle Landcare Inc                  | Follow up maintenance of weed control along Fawcett's Creek walking track. This will maintain the work completed in 2019 under a Public Reserve Trust Fund grant.  | \$4,998          |
| Sandra Davie                         | Photography equipment including camera upgrade, tripod and lighting to photograph stained glass to develop online profile.   | \$500            |
| Kyogle Track and Trail MTB Club      | Improvements to the Kyogle MTB Park including 1. reconstruct trails damaged during park closure due to fire danger, 2. construct additional trails, 3. install signs 4. install seats and bike racks 5. operational cost (fees to Forest Corp NSW) | \$19,189         |
| Kyogle Fairymount Festival Committee | Puppet making workshop and parade expenses for 2021 Kyogle Fairymount Festival   | \$5,000          |
| Kyogle Tidy Towns Committee          | LED information sign for Kyogle Visitor Information Centre   | \$23,870         |
| Woodenbong Progress Association      | Image library for Woodenbong   | \$5,000          |
| Kyogle Foodbank - SDA                | Funds to cover cost of food given to Kyogle and surrounding villages persons, unable to cover part or whole of their basic food purchases  | \$4,000          |
| Kyogle Bowling Club                  | Purchase children's bowls set for junior competitions  | \$1,000          |
|                                      | <b>TOTAL</b>   | <b>\$395,845</b> |

The following applications were received under the Visit our Villages Fund:

| Location                             | Project                                    | Amount   |
|--------------------------------------|--|----------|
| Bloodwood Gallery                    | Mural of the local mountains on shop front | \$5,000  |
| Woodenbong Hotel                     | Disabled bathroom and painting             | \$25,000 |
| Woodenbong B&B                       | Signage, landscaping and grading           | \$1,701  |
| Clarence River Wilderness Lodge      | Pull-over bay and viewing platform         | \$5,000  |
| Mitre 10 Woodenbong                  | Pay bills to keep business open            | \$5,000  |
| Cawongla Store                       | Handrail and deck                          | \$25,000 |
| Bonalbo Service Station              | External works to upgrade food service     | \$25,000 |
| Urbenville and District Bowling Club | Solar panels                               | \$24,944 |

| Location                            | Project  | Amount           |
|-------------------------------------|--|------------------|
| Tabulam News                        | Pay for fuel for locals and visitors and to stay open  | \$5,000          |
| Lynda's Pitstop                     | Visitor economy stimulation  | \$5,000          |
| Woodenbong Driveway                 | Roof repairs   | \$5,000          |
| Sine Cera                           | Painting buildings externally, stairways and deck replacement, access roads                            | \$25,000         |
| Wiangaree General store             | Roofing repairs  | \$5,000          |
| Cougal Park B&B                     | Replace fence  | \$5,000          |
| Thrifty T Woodenbong                | Painting building  | \$5,000          |
| Gateway Fine Foods                  | Safeguarding jobs  | \$5,000          |
| Mallanganee Pub                     | Safeguarding jobs  | \$5,000          |
| Ripples on the Creek                | Repairs to cabins, signage, fruit trees, painting  | \$12,000         |
| R&R Farmstay                        | Animal shelter   | \$5,000          |
| Bonalbo Post Office                 | Repairs to fencing and building  | \$5,000          |
| Upper Clarence Trading Co-operative | Painting inside and outside coop, toilet facilities painting   | \$15,000         |
| Bonalbo B&B                         | Painting and floor coverings   | \$5,000          |
| Bonalbo Hardware                    | Mural on side of shop, installation of laundromat, fix external doors, refurbish ornate internal doors | \$18,000         |
| Tabulam Hotel                       | Pay bills to keep business open  | \$5,000          |
| Wild West Store Mallanganee         | Fixing the cold room floor, re-cover the main shop floor, fix trims, replace shelving. Repaint inside  | \$25,000         |
| Bonalbo Bowling Club                | Solar panels and painting the outside of the building  | \$25,000         |
| CK Café and Catering                | Repairs and repainting of the shop front and the side wall where the customer seating area is.         | \$11,000         |
| Dog and Bull                        | Refurbish drive through including local artwork, bar and kitchen floor                                 | \$25,000         |
| Woodenbong Engineering              | Pay bills to keep business open  | \$5,000          |
| GL & RL Baker                       | Conversion of old convent in Mallanganee to accommodation.   | \$4,984          |
| Rosewood Farm Enterprises           | Driveway access, onsite parking, visitor amenities (intending to run Farm Tours STCA)                  | \$25,000         |
| Little Cambridge                    | Air conditioner in kitchen, outside arbour x 2; outdoor lighting                                       | \$7,700          |
|                                     | <b>TOTAL</b>   | <b>\$375,329</b> |

**BUDGET AND FINANCIAL IMPLICATIONS**

With the additional funding announced for the program by both the NSW and Australian Governments, the total budget available to distribute through the four program areas resolved by Council in February, 2020 for the bushfire recovery package has increased to \$1.4 million.

The value of the various elements of the Bushfire Recovery Package is summarised as follows;

- (a) *Stock restoration for rural land owners - \$157,226*
- (b) *Improvements to evacuation centres - \$250,000*
- (c) *Approvals for reconstruction of lost dwellings and structures \$50,000*
- (d) *Economic stimulus activities (excluding grants) - \$171,600*
- (e) *Economic stimulus activities (Community Assistance Grants) - \$395,845*
- (d) *Economic stimulus activities (Visit our Villages Grants) - \$375,329*

**Total - \$1,400,000**

The activities proposed under the recovery package, and the full amount of the applications under the Community Assistance Grants and the Visit our Villages Fund, are able to be covered by the available funding and, as such, do not impact on the Council budget.

**RECOMMENDATION**

That Council:

1. Receives and notes the report, *Federal Bushfire Recovery Grant*.
2. Acknowledges the additional funding from the NSW Government of \$100,000 and the Australian Government of \$300,000 to bring the total funding for Bushfire Recovery to \$1,400,000 and incorporate these additional funds into the current year budget.
3. Approves all applications received under the;
  - (i) Bushfire Round Community Assistance Grants, and
  - (ii) Visit our Villages Fund



## 13.2 COVID-19 - PROPOSED BUSINESS SUPPORT MEASURES

**Author:** Director Planning & Environmental Services

**Authoriser:** General Manager

**Attachments:** 1. **NSW Government Small Business Grants Media Release 3 April, 2020** [↓](#) 

### SUMMARY / PURPOSE

This report sets out a range of measures that Council could consider introducing in order to support local businesses and the community of the Kyogle Local Government Area (LGA) as the full impacts of the COVID-19 (Novel Coronavirus) outbreak emerge.

### BACKGROUND INFORMATION

The World Health Organisation declared the COVID-19 outbreak as a pandemic on 11 March 2020. This development signifies that the virus is growing in multiple global locations, and that unified action is required to arrest its growth.

In considering its response to the pandemic, the Australian Federal Government has introduced a range of emergency measures and powers designed to contain the virus and support the national health system. These necessary, temporary measures have severely impacted upon day-to-day life across the country and, in particular, are having a profound impact on the business sector.

### REPORT

Against the backdrop outlined above, it is incumbent upon Council to consider a range of support measures that can assist in sustaining the local economy and safeguarding jobs whilst normal activities have been suspended by many businesses.

The following temporary support measures have been identified:

1. **Rent relief for Council's commercial tenants** – Council has five tenants (three in ground floor units at the Kyogle Memorial Institute, Grove House and the café/restaurant unit at the Kyogle Visitor Information Centre). It is proposed that rental collection be suspended for an initial period of three months (from 1 March 2020), to assist in reducing business overheads at a time when turnover is either significantly reduced or entirely eliminated.
2. **Suspension of debt recovery activity** – It is proposed that debt recovery activity associated with existing and emerging arrears is suspended, pending review of the situation at the end of the current calendar year.
3. **Waive interest on overdue rates and charges** - It is further proposed to waive interest on outstanding rates and charges until December 2020 – with the need for any potential extension to this arrangement to be considered by Council at this time. This arrangement will allow people who may be struggling financially to defer payment of their rates until they are better able to pay.
4. **Suspension of routine food premises inspections** – The Food Authority has advised that routine food premises inspections can be delayed under the current circumstances. This will effectively save each food business the annual inspection fee associated with these inspections. However, officers will continue to carry out visits to these premises, and service associated customer requests, to ensure that hygiene standards are maintained – there is no charge payable for such visits. It should be noted that many of these businesses are currently closed and/or observing the requirements of recent government Orders.
5. **Online digital marketing training** – Council has access to \$1,644 of unexpended funds from previous Small Business Month programs. Given the impact on sales and retail activity associated with the current pandemic, officers are investigating the provision of training by a local provider to support the development of online digital marketing capacity for local small businesses to assist them to boost income through online sales and retailing.

In addition to the proposed measures outlined above, officers will continue to review and develop further business support initiatives for consideration by Council as the pandemic continues and, in due course, as businesses move into the post-pandemic recovery phase.

Council is also 'signposting' other support measures and funding opportunities that are being offered by other tiers of government and associate agencies as they become available. In this regard, it should be noted that the NSW Government has announced a Small Business Support Grant program, which will be open for applications for sums up to \$10,000 from 17 April 2020. The program will support those small businesses directly impacted by recent public health Orders. Council officers have started raising awareness of this program with local businesses and will assist as required in the completion and submission of application forms.

### **BUDGET AND FINANCIAL IMPLICATIONS**

The measures outlined above are intended as a temporary support program whilst the impact of the current COVID-19 pandemic impacts upon communities and businesses. It will be reviewed as required in light of developments.

The combined rental income from the five tenancies outlined above is \$4,336 per month. The proposed suspension of debt recovery activity will result in deferred income for Council, rather than lost income. The proposed support for online digital marketing training can be wholly delivered from existing small business grant funding.

Any changes required to the current year budget will be included in the next quarterly budget review.

### **RECOMMENDATION**

That Council:

1. Notes the report, *COVID-19 – Proposed Business Support Measures*;
2. Adopts the following package of support measures;
  - (a) Suspend commercial rents for a period of three months from 1 March 2020
  - (b) Suspend debt recovery activity until the end of the December 2020
  - (c) Waive interest on outstanding debts from 1 April 2020 until December 2020
  - (d) Waive the fees and charges associated with routine food premises inspections until such time as the Food Authority mandates their continuation.
  - (e) Training for local businesses in the development of online digital marketing capacity.



**Gladys Berejiklian**

Premier of NSW

**Dominic Perrottet**

Treasurer

**Damien Tudehope**

Minister for Finance and Small Business

## MEDIA RELEASE

Friday, 3 April 2020

### **\$10,000 GRANTS TO PROVIDE FAST RELIEF FOR NSW SMALL BUSINESSES BATTLING COVID-19**

Thousands of small businesses across NSW struggling to cope with the COVID-19 shutdown will receive grants of up to \$10,000 under a new assistance scheme announced today by Premier Gladys Berejiklian, Treasurer Dominic Perrottet and Minister for Finance and Small Business Damien Tudehope.

The NSW Government will put \$750 million into the Small Business Support Fund as the centrepiece of a third wave of support measures to keep small businesses afloat.

Ms Berejiklian said the new fund was based on the hugely successful scheme rolled-out during the recent NSW bushfires, which provided \$42 million to 4,200 businesses within the first ten days of launching.

“This is about getting cash into small businesses when they are struggling right now in the face of an unprecedented situation,” Ms Berejiklian said.

These grants will provide a big boost, and we will make the application process easy to ensure small businesses can receive some cash-flow as soon as possible to meet pressing needs.”

Mr Perrottet said the fund was designed to provide help fast and would benefit tens of thousands of businesses across NSW.

“Many local cafés, restaurants, corner shops, gyms and small accommodation providers will be eligible to apply,” Mr Perrottet said.

“We have the structures in place after the bushfires and expect to see this money rolling out the door shortly.”

“This is real, rapid relief for tens of thousands of businesses and it will help ensure many businesses that are not eligible for payroll tax waivers and deferrals can live to trade another day.”

Mr Tudehope said the fund would offer a vital lifeline for businesses across NSW.

“This is the largest support package for small businesses in the history of NSW, it will make a huge difference to many lives,” Mr Tudehope said.

**To be eligible, businesses will need to:**

- Have between 1-19 employees and a turnover of more than \$75,000;
- A payroll below the NSW Government 2019-20 payroll tax threshold of \$900,000;
- Have an Australian Business Number as at 1 March 2020, be based in NSW and employ staff as at 1 March 2020;
- Be highly impacted by the *Public Health (COVID-19 Restrictions on Gathering and Movement) Order 2020* issued on 30 March 2020;
- Use the funding for unavoidable business costs such as utilities, overheads, legal costs and financial advice;
- Provide appropriate documentation upon application.

Applications for a small business grant of up to \$10,000 will be available through Service NSW within a fortnight and remain open until 1 June 2020.

This latest move follows two assistance packages from NSW in the past fortnight, whose combined value far exceeds the support offered by any other state, including:

- More than \$5 billion in payroll tax waivers, deferrals and other tax deferrals;
- A \$1 billion Working for NSW fund to create jobs;
- \$700 million in additional funding for the health system;
- \$250 million to bring forward capital works and maintenance on public assets;
- \$500 million to bring forward capital works, maintenance and shovel ready infrastructure projects;
- \$80 million to waive a range of fees and charges;
- \$80 million to help the vulnerable through a range of measures.

**MEDIA: Sean Berry | Premier | 0416 243 252  
Trevor Seymour | Treasurer | 0427 253 927  
Kylie Adoranti | Minister Tudehope | 0439 085 013**

**13.3 SIX MONTHLY REVIEW DELIVERY PROGRAM AND OPERATIONAL PLAN**

**Author:** Manager Corporate Services

**Authoriser:** General Manager

**Attachments:** 1. Six Monthly Report for the period July 2019 to December 2019  
(under separate cover) 

**SUMMARY / PURPOSE**

This report presents the six monthly review, 1 July 2019 to 31 December 2019, of the Delivery Program and Operational Plan to Council for information.

**BACKGROUND INFORMATION**

Integrated Planning and Reporting requirements, Section 404(5) of the Local Government Act 1993, states as follows:

*Delivery Program*

*“The General Manager must ensure that regular progress reports are provided to council reporting as to its progress with respect to the principal activities detailed in its delivery program. Progress reports must be provided at least every six months”.*

**REPORT**

The attached report provides an overview of programs included in the Delivery Program and the Operational Plan.

Council continues to report monthly on the Capital Works program and other initiatives contained within the Delivery Program and Operational Plan, going above the six monthly minimum reporting requirement.

**RECOMMENDATION**

That Council receives and notes the attached Six Monthly Review of the Delivery Program and Operational Plan.

**13.4 INTERNAL AUDIT COMMITTEE REPORT - 10 MARCH 2020**

**Author:** Manager Corporate Services

**Authoriser:** General Manager

**Attachments:** 1. Internal Audit Committee minutes for 10 March 2020 [↓](#) 

**SUMMARY / PURPOSE**

This report presents the minutes of the Internal Audit Committee Meeting held 10 March 2020.

**REPORT**

The minutes appear following this report.

**RECOMMENDATION**

That Council receives and notes the minutes of the 10 March 2020 Internal Audit Committee meeting.

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**INTERNAL AUDIT COMMITTEE MEETING MINUTES****10 MARCH 2020**

**MINUTES OF KYOGLE COUNCIL  
INTERNAL AUDIT COMMITTEE MEETING  
HELD AT THE KYOGLE COUNCIL CHAMBERS, STRATHEDEN STREET, KYOGLE  
ON TUESDAY, 10 MARCH 2020 AT 9AM**

**PRESENT:** Cr Janet Wilson, Mr Andrew Stevens, Ms Debbie Johnston, Mr Steve Klassen, Ms Mel Serone.

**IN ATTENDANCE:** The General Manager, Manager Corporate Services, Finance Manager, Adam Bradfield of Thomas Noble and Russell, Gearoid Fitzgerald of the Auditor General's Office (via phone).

The meeting opened at 9.05am.

**1 APOLOGIES**

Nil

**2 OPENING PRAYER**

Cr Janet Wilson read the opening prayer.

**3 TRADITIONAL LANDS ACKNOWLEDGEMENT**

Cr Janet Wilson acknowledged that the meeting was being held on the traditional lands of the Bundjalung people and acknowledged elders past, present and emerging.

**4 DECLARATION OF INTERESTS**

Nil

**5 REPORTS**

**5.1 CONFIRMATION OF MINUTES**

**RESOLVED IAC/0320/1**

Moved by Ms Debbie Johnston, seconded by Ms Mel Serone

That the Committee confirm the minutes of the meeting held on 28 October 2019.

**CARRIED**

FOR VOTE - Unanimous vote

ABSENT. DID NOT VOTE – Cr Kylie Thomas

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**INTERNAL AUDIT COMMITTEE MEETING MINUTES****10 MARCH 2020****5.2 AUDITOR'S ANNUAL ENGAGEMENT PLAN****RESOLVED IAC/0320/2**

Moved by Ms Mel Serone, seconded by Ms Debbie Johnston

That the Committee receives and notes the report on the Auditors Annual Engagement Plan.

**CARRIED**

FOR VOTE - Unanimous vote

ABSENT. DID NOT VOTE – Cr Kylie Thomas

**5.3 MANAGEMENT LETTER YEAR ENDED 2019 STATUS REPORT****RESOLVED IAC/0320/3**

Moved by Ms Debbie Johnston, seconded by Mr Steve Klassen

That the Internal Audit Committee receive and note the status report on the attached Management Letter year ended 2019.

**CARRIED**

FOR VOTE - Unanimous vote

ABSENT. DID NOT VOTE – Cr Kylie Thomas

Adam Bradfield and Gearoid Fitzgerald left the meeting at 9.53am.

**5.4 PERFORMANCE AND CHARTER REVIEW****RESOLVED IAC/0320/4**

Moved by Cr Janet Wilson, seconded by Mr Steve Klassen

That the Committee await the results of the consultation process and release of a finalised, *New Risk Management and Internal Audit Framework for Local Councils in NSW*, before performing a self-assessment and reviewing the current Charter.

**CARRIED**

FOR VOTE - Unanimous vote

ABSENT. DID NOT VOTE – Cr Kylie Thomas



**INTERNAL AUDIT COMMITTEE MEETING MINUTES**

**10 MARCH 2020**

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**5.5 A NEW RISK MANAGEMENT AND INTERNAL AUDIT FRAMEWORK FOR LOCAL COUNCILS IN NSW**

**RESOLVED IAC/0320/5**

Moved by Cr Janet Wilson, seconded by Mr Debbie Johnston

That the committee receive and note the report on a new risk management and internal audit framework for local councils in NSW.

**CARRIED**

FOR VOTE - Unanimous vote

ABSENT. DID NOT VOTE – Cr Kylie Thomas

**The Meeting closed at 10.20am.**

**The minutes of this meeting were confirmed at the Internal Audit Committee Meeting held on .**

.....  
**CHAIRPERSON**

**13.5 SEPTEMBER MEETING DATE**

**Author:** Manager Corporate Services

**Authoriser:** General Manager

**Attachments:** Nil

**SUMMARY / PURPOSE**

To set a meeting date for Council's September 2020 Ordinary meeting.

**BACKGROUND INFORMATION**

Under the Local Government Act 1993, Council is required to hold at least 10 monthly Ordinary meetings per year. Council determines its meeting dates and times for the upcoming 12 months at its September Ordinary meeting each year.

At its 9 September 2019 meeting, Council resolved to hold its Ordinary meetings for the upcoming 12 months on the second Monday of each month, with the exception of January where no Ordinary meeting is held due to the Christmas/New Year holiday period and June when it is held on the Tuesday after the second Monday due to the Queen's birthday long weekend.

As Local Government elections were to be held in September 2020, no Ordinary Meeting date was set for September this year. Rather, Council resolved to delegate authority to the General Manager to call a post-election Extraordinary meeting of Council once the election result was known.

**REPORT**

In the wake of the coronavirus pandemic, the Federal and NSW Governments have introduced a suite of measures aimed at limiting the spread of COVID-19. As part of its response to the pandemic, the State Government announced on Wednesday, 25 March that the September 2020 Local Government elections would be postponed for at least one year.

In its 25 March COVID-19 newsletter, the Office of Local Government said:

*To provide certainty to councils, communities and potential candidates, the NSW Government has made the decision to postpone the September local government elections in the face of the COVID-19 crisis.*

*The decision to postpone the elections is necessary to ensure the health and safety of voters, NSW Electoral Commission staff and election candidates.*

*It follows Parliament passing amendments to the Local Government Act last night to provide the Minister with the power to postpone the elections for 12 months with a possible further extension to 31 December 2021 should the need arise.*

*The Minister intends to make an order which will be published in the Government Gazette to postpone the 2020 local government elections. It is the Government's intention that these council elections will be held in September 2021.*

*Current councillors and popularly elected mayors will continue to hold their civic offices until the rescheduled local government elections are held.*

*Mayoral elections will need to be held for mayors elected by councillors in September 2018 when their two-year terms expire this year. Mayors elected in September 2019 will continue to hold office until September 2021 once the new election date is gazetted.*

*The postponement of the next elections will not change the future schedule of council elections, and the subsequent elections will still proceed in September 2024.*

In accordance with the NSW Local Government Act 1993, in September 2018 Council elected a Mayor and Deputy Mayor, each for two years.

As local government elections will not be held this year, Council must now set a date for a meeting in September, and at that meeting elect a Mayor and Deputy Mayor. In keeping with the decision made at its 9 September 2019 meeting to hold its Ordinary meetings on the second Monday of each month, it is recommended that 2020 September Ordinary Meeting be held on Monday, 14 September, starting at 5pm.

**RECOMMENDATION**

That Council:

1. Receives and notes the report, *September Meeting Date*;
2. Holds its September 2020 Ordinary Meeting on Monday, 14 September 2020, with the meeting to start at 5pm.

**13.6 COUNCILLOR SUPERANNUATION DISCUSSION PAPER**

**Author:** General Manager

**Authoriser:** General Manager

**Attachments:** Nil

**SUMMARY / PURPOSE**

To determine Council's response to a discussion paper issued by the Office of Local Government on whether councillors should receive superannuation payments.

**REPORT**

Under the Commonwealth Superannuation Guarantee (Administration) Act 1993, councils across Australia are not required to make superannuation contributions in relation to the fees they pay to mayors and councillors.

This is because mayors and councillors are elected to a civic office in a council and are not employees of the council.

The release of the discussion paper has been prompted by concerns raised within the local government sector that the ineligibility of councillors to receive superannuation payments is inequitable and is a deterrent to more women and younger people standing as candidates at council elections.

The discussion paper can be viewed here;

<https://www.olg.nsw.gov.au/wp-content/uploads/2020/03/Councillor-superannuation-discussion-paper-march-2020.pdf>

The discussion paper seeks the views of councils and others on the following four options:

- maintaining the status quo – mayors and councillors can continue to voluntarily contribute a portion of their fees to a complying superannuation fund of their choice
- mandate the current voluntary situation – amend the Local Government Act 1993 (the Act) to make it compulsory for councils to pay a portion of the mayors' and councillors' fees equivalent to the superannuation guarantee amount into a complying superannuation fund nominated by the mayor and councillor
- amend the Act to allow councils to voluntarily pay an amount equivalent to the superannuation guarantee into a complying superannuation fund nominated by the mayor and councillors in addition to the mayor's and councillors' fees – this means that the payment of councillor superannuation in addition to their fee would be at each council's discretion, allowing the council to take into account the council's resources and the local community's views, or
- amend the Act to make it compulsory for councils to pay an amount equivalent to the superannuation guarantee into a complying superannuation fund nominated by the mayor and councillors in addition to the mayor's and councillors' fees.

Submissions should be made before close of business Friday, 8 May, 2020.

**BUDGET AND FINANCIAL IMPLICATIONS**

At this stage, the decision of Council is limited to the identification of a preferred option as part of the consultation process, and as such there are no immediate financial implications.

**RECOMMENDATION**

That Council:

1. Receives and notes the report on the *Councillor Superannuation Discussion Paper*;
2. Authorises the General Manager to lodge a submission identifying the option to  
*amend the Act to make it compulsory for councils to pay an amount equivalent to the superannuation guarantee into a complying superannuation fund nominated by the mayor and councillors in addition to the mayor's and councillors' fees.*

as its preferred option.

### 13.7 REVIEW OF THE LONG TERM FINANCIAL PLAN

**Author:** General Manager

**Authoriser:** General Manager

**Attachments:** 1. **Draft Long Term Financial Plan 2021/2034 (under separate cover)**



#### SUMMARY / PURPOSE

This report is to present to Council the draft review of the Long Term Financial Plan for consideration of placing on public display.

#### BACKGROUND INFORMATION

As part of the Integrated Planning and Reporting (IP&R) Framework Council is required to prepare and review a Long Term Financial Plan (LTFP) for a minimum 10 year period. Council currently has a LTFP covering the period 2015/2034 which can be accessed here;

<https://www.kyogle.nsw.gov.au/wp-content/uploads/2017/07/Long-Term-Financial-Plan-2015-2034-Updated-Feb-9-2015.pdf>

As part of the ongoing review of the IP&R documents, the LTFP is up for review in 2020.

#### PREVIOUS COUNCIL CONSIDERATION

Local councils in NSW are required to undertake their planning and reporting activities in accordance with the Integrated Planning and Reporting (IP&R) Framework set down by the NSW Government. The highest-level element in the framework is the Community Strategic Plan. The Kyogle Council Community Strategic Plan 2016-2026 "Ready to Grow" was last adopted in December 2016.

As part of the IP&R Framework Council is required to prepare and review a Long Term Financial Plan (LTFP) for a minimum 10 year period. Council has a LTFP covering the period 2015/2034 which was adopted in December 2014 and amended in February 2015. In addition to the LTFP, the Resourcing Strategy component of the IP&R Framework for Kyogle Council consists of the following discrete documents;

- Workforce Management Strategy (last adopted May 2017)
- Asset Management Plans covering Roads, Bridges, Buildings, Sewer, Water, Stormwater (adopted May 2019)
- Asset Management Strategy updated (adopted August 2019)
- Core Infrastructure Risk Management Plan (adopted August 2019)

#### REPORT

This review of the LTFP is founded on the detailed information contained in these Resource Strategy documents. In addition to these, planning assumptions and action plans from a range of other strategic documents were considered in this review of the LTFP, including;

- Sustainable Councils and Communities Action Plan (June 2019)
- Climate Change Assessment and Adaptation Initiatives (July 2019)
- Tabulam Floodplain Risk Management Study and Plan (Dec 2019)
- Integrated Water Cycle Management Strategy Issues Paper (Jan 2020)
- Local Strategic Planning Statement (draft Feb 2020)
- Visions of Village Life Master Plans (July 2018) for the villages of Woodenbong, Wiangaree, Bonalbo, Old Bonalbo, Tabulam and Mallanganee

This review consolidates the delivery of the first five years of the 20-year LTFP adopted by Council in 2014. The plan provided Council and the community with a robust strategic direction to ensure the long-term financial sustainability of the area. The plan included an above rate pegging Special Rate Variation that was approved by IPART, had a heavy reliance on external grant funding, and required the delivery of an ambitious capital works program over the first few years to address the infrastructure backlog. At this point, Council has exceeded expectations in relation to levels of external funding, and has delivered on an ambitious capital works program, and is well on the way to reducing its infrastructure backlog to the target levels in the coming years.

The next phase in the delivery of the LTFP is focused on the long-term sustainability of Council without the need for further above rate pegging increases, minimal borrowings, and a reduction in the reliance on external grant funding. The Base Case developed as part of this review has been established on these foundations. The Base Case still includes a conservative level of ongoing external grant funding, and some major projects are subject to assumed levels of funding in order to be completed. Council will continue to focus on the planning and preparation required to ensure that we are ready to deliver for our community and funding partners when opportunities arise.

The draft LTFP includes the following highlights;

- Investigation and construction for the Tabulam, Mallanganee and Wiangaree sewerage schemes projects, with detailed design included in 2019/20 and construction planned to commence in 2022/23 and finish in 2025/26 at a total cost of \$8.98 million with assumed 75% subsidy as per NSW Governments Safe & Secure Water program.
- Investigation and construction for the Tabulam water supply project, with options investigations included in 2019/20 and construction planned to commence in 2021/22 and finish in 2023/24 at a total cost of \$2.6 million with assumed 75% subsidy as per NSW Governments Safe & Secure Water program.
- Funding for a new indoor sports complex in Kyogle in 2022/23, with \$5 million allocated at 50% external funding to allow for gym, indoor basketball/netball court, and indoor pool in complex.
- Additional capital works budgets of \$410,000 per year from 2020/21 and ongoing, across the community infrastructure and parks and gardens budgets to help with delivery of the Visions of Village Life plans, the site-specific Master Plans, and projects identified in the Review of Climate Change Assessment and Adaptation Initiatives.
- Funding for the Kyogle main street landscaping and beautification project in 2021/22, with \$3 million allocated at 50% external funding.
- Funding for Kyogle Memorial Institute Hall improvements in 2022/23 with \$800,000 allocated at 50% external funding for stage 2 of the redevelopment of the hall to allow for new amenities and improvements to the supper room.
- An initial sealing program targeted to reduce the cost of maintaining sections of unsealed road and to remove isolated sections of sealed road worth \$2 million over the next four years from 2020/21, and \$500,000 per year from 2029/30 and ongoing.
- Funding of \$140,000 in 2022/23 to allow for LED changeover for street lighting to help Council meet its renewable energy targets and reduce operating costs.
- Additional funding of \$520,000 in footpath renewals over the four years from 2020/21, to address backlog by replacing existing footpaths in poor condition.
- Increased budget allocation for delivery of action plans included in adopted floodplain risk management plans, including voluntary house purchases, with \$250,000 per year added for the life of the plan, at the current 80% external subsidy level.

- Additional funding of \$400,000 in stormwater renewals over the next four years from 2020/21, to address backlog of poor condition stormwater in urban areas.
- Funding to allow Council to meet the renewable energy targets included in the Sustainable Council and Community Action Plan, following delivery of \$400,000 of solar PV installations in 2020, with the 2030 target of 100% renewables to be funded from energy savings over the period from 2020/21 to 2029/30.

### **BUDGET AND FINANCIAL IMPLICATIONS**

The draft LTFP has been used to frame the draft budget for the 2020/21 financial year, which is presented separately in this month's business paper. The current year's budget is not affected by the draft LTFP.

### **RECOMMENDATION**

That Council:

1. Receives and notes the report, *Review of the Long Term Financial Plan*.
2. Places the *draft Long Term Financial Plan 2021/2034* on public exhibition for a minimum of 28 days and seek submissions from the community on its content.



**13.8 DRAFT OPERATIONAL PLAN 2020/2021 AND DELIVERY PROGRAM 2020/2024**

**Author:** Manager Corporate Services

**Authoriser:** General Manager

**Attachments:**

1. **Draft Operational Plan 2020/2021 and Delivery Program 2020/2024 (under separate cover)** 
2. **Draft 2020/21 Fees and Charges (under separate cover)** 

**SUMMARY / PURPOSE**

This report presents the following Integrated Planning and Reporting documents to be placed on public exhibition;

- *Draft Operational Plan 2020/2021 and Delivery Program 2020/2024*
- *Draft Fees and Charges 2020/2021*

**REPORT**

The Delivery Program directly addresses the objectives and strategies of the Community Strategic Plan (CSP), identifying the principal activities Council will undertake within available resources.

The Operational Plan includes a Statement of Revenue Policy, estimated income and expenditure, statement of rates and charges, proposed fees and charges and a statement of proposed borrowings.

This budget has been informed by analysis and public consultation as part of the Fit for the Future process and the Long Term Financial Plan (LTFP).

The majority of fees and charges for 2020/2021 have been indexed by three per cent in line with the assumptions included in the LTFP and rounded for practical purposes. Others remain at statutory levels set by the NSW Government.

Sections 404 and 405 of the Local Government Act require public exhibition of these documents for at least 28 days. Comments from the community during the draft exhibition period are to be considered by Council prior to the endorsement of the final program/plan.

The draft documents will be placed on Council's website and hard copies will be available at various locations throughout the Local Government Area (LGA) to ensure comprehensive consultation.

Advertisements will be placed in the Richmond River Express Examiner, Council's Newsletter, and Council's website advising that the documents are on display and calling for submissions.

The closing date for submissions is proposed to be 13 May 2020. The final document will be considered by Council at the Ordinary Meeting on 9 June 2020. All submissions received will be provided to Councillors for their consideration.

**RECOMMENDATION**

That Council:

1. Receives and notes the report, *Draft Operational Plan 2020/2021 and Delivery Program 2020/2024*.
2. Places the *Draft Operational Plan 2020/2021 and Delivery Program 2020/2024* on public exhibition for a minimum of 28 days and seek submissions from the community on its content.
3. Places the *Draft Fees and Charges 2020/2021* on public exhibition for a minimum of 28 days and seek submissions from the community on its content.

- 14 URGENT BUSINESS WITHOUT NOTICE**
- 15 QUESTIONS FOR NEXT ORDINARY MEETING**
- 16 CONFIDENTIAL BUSINESS PAPER**  
Nil
- 17 CLOSE OF MEETING**