



# NAMBUCCA SHIRE COUNCIL

---

## SPECIAL COUNCIL MEETING AGENDA ITEMS 21 MAY 2019

Council has adopted the following Vision and Mission Statements to describe its philosophy and to provide a focus for the principal activities detailed in its Management Plan.

### *Our Vision*

Nambucca Valley ~ Living at its best.

### *Our Mission Statement*

'The Nambucca Valley will value and protect its natural environment, maintain its assets and infrastructure and develop opportunities for its people.'

### *Our Values in Delivery*

- Effective leadership
- Strategic direction
- Sustainability of infrastructure and assets
- Community involvement and enhancement through partnerships with Council
- Enhancement and protection of the environment
- Maximising business and employment opportunities through promotion of economic development
- Addressing social and cultural needs of the community through partnerships and provision of facilities and services
- Actively pursuing resource sharing opportunities

### **Council Meetings: Overview and Proceedings**

Council meetings are held on the **last Thursday** of each month AND on the Thursday two weeks before the Thursday meeting. Both meetings commence at **5.30 pm**. Meetings are held in the Council Chamber at Council's Administration Centre—44 Princess Street, Macksville (unless otherwise advertised).

### **How can a Member of the Public Speak at a Council Meeting?**

#### 1 *Addressing Council with regard to an item on the meeting agenda:*

Members of the public are welcome to attend meetings and address the Council. Registration to speak may be made by telephone or in person before 2.00 pm on a meeting day. The relevant agenda item will be brought forward at 5.30 pm in agenda order, and dealt with following preliminary business items on the agenda. Public addresses are limited to five (5) minutes per person with a limit of two people speaking for and two speaking against an item.

#### 2 *Public forum address regarding matters not on the meeting agenda:*

Nambucca Shire Council believes that the opportunity for any person to address the Council in relation to any matter which concerns them is an important demonstration of local democracy and our values. Accordingly Council allows members of the public to address it on matters not listed in the agenda provided the request is received before publication of the agenda (registration to speak may be made by telephone or in person before 2.00 pm on a meeting day) and the subject of the address is disclosed and recorded on the agenda.

In relation to regulatory or enforcement matters it needs to be understood that the Council has certain legal obligations which will generally prevent the Council from providing an immediate response to any concerns or grievances which may be raised in the public forum. In particular the Council has to provide procedural fairness and consider all relevant information.

Generally this cannot be done with matters which have come direct to Council via the public forum. So the fact that the Council may not immediately agree to the representations and seek a report instead should not be taken to indicate disagreement or disinterest.

Where the subject matter concerns an on-going complaint which has been the subject of previous investigation by Council staff and/or external bodies such as the NSW Ombudsman, the General Manager in consultation with the Mayor will decide on whether or not the person will be allowed to speak in the public forum.

Speakers should address issues and refrain from making personal attacks or derogatory remarks. You must treat others with respect at all times.”

### **Meeting Agenda**

These are available Council's website: [www.nambucca.nsw.gov.au](http://www.nambucca.nsw.gov.au)



**NAMBUCCA SHIRE COUNCIL**

**SPECIAL COUNCIL MEETING - 21 MAY 2019**

***AGENDA***

***Page***

**Acknowledgement of Country** (Mayor)

I would like to acknowledge the Gumbaynggirr people who are the Traditional Custodians of this Land. I would also like to pay respect to the elders both past and present and extend that respect to any Aboriginal People present.

- 1 APOLOGIES
- 2 DISCLOSURE OF INTEREST
- 3 ASKING OF QUESTIONS WITH NOTICE
- 4 ASSISTANT GENERAL MANAGER CORPORATE SERVICES REPORT
  - 5.1 Draft 2019-20 Operational Plan, Four Year Delivery Program, Long Term Financial Plan and Fees and Charges (Revenue Policy) .....8

NEXT MEETING DATE

CLOSURE

# NAMBUCCA SHIRE COUNCIL



## DISCLOSURE OF INTEREST AT MEETINGS

Name of Meeting: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

Item/Report Number: \_\_\_\_\_

Item/Report Title: \_\_\_\_\_

I \_\_\_\_\_ declare the following interest:  
(name)

**Pecuniary** – must leave chamber, take no part in discussion and voting.

**Non Pecuniary – Significant Conflict** – Recommended that Councillor/Member leaves chamber, takes no part in discussion or voting.

**Non-Pecuniary – Less Significant Conflict** – Councillor/Member may choose to remain in Chamber and participate in discussion and voting.

For the reason that \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Council's Email Address – [council@nambucca.nsw.gov.au](mailto:council@nambucca.nsw.gov.au)

Council's Facsimile Number – (02) 6568 2201

(Instructions and definitions are provided on the next page).

## Definitions

(Local Government Act and Code of Conduct)

**Pecuniary** – An interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person or another person with whom the person is associated.

*(Local Government Act, 1993 section 442 and 443)*

A Councillor or other member of a Council Committee who is present at a meeting and has a pecuniary interest in any matter which is being considered must disclose the nature of that interest to the meeting as soon as practicable.

The Council or other member must not take part in the consideration or discussion on the matter and must not vote on any question relating to that matter. *(Section 451)*.

**Non-pecuniary** – A private or personal interest the council official has that does not amount to a pecuniary interest as defined in the Act (for example; a friendship, membership of an association, society or trade union or involvement or interest in an activity and may include an interest of a financial nature).

If you have declared a non-pecuniary conflict of interest you have a broad range of options for managing the conflict. The option you choose will depend on an assessment of the circumstances of the matter, the nature of your interest and the significance of the issue being dealt with. You must deal with a non-pecuniary conflict of interest in at least one of these ways.

- It may be appropriate that no action is taken where the potential for conflict is minimal. However, council officials should consider providing an explanation of why they consider a conflict does not exist.
- Limit involvement if practical (for example, participate in discussion but not in decision making or visa-versa). Care needs to be taken when exercising this option.
- Remove the source of the conflict (for example, relinquishing or divesting the personal interest that creates the conflict or reallocating the conflicting duties to another officer).
- Have no involvement by absenting yourself from and not taking part in any debate or voting on the issue as if the provisions in section 451(2) of the Act apply (particularly if you have a significant non-pecuniary conflict of interest).

**NAMBUCCA SHIRE COUNCIL**

**MINUTES OF THE SPECIAL COUNCIL (BUDGET) MEETING HELD ON  
23 MAY 2018**

**PRESENT**

Cr Rhonda Hoban (Mayor)  
Cr Martin Ballangarry OAM  
Cr Susan Jenvey  
Cr Janine Reed  
Cr John Wilson

Cr John Ainsworth  
Cr Brian Finlayson (left at 6.45pm)  
Cr David Jones  
Cr Anne Smyth

**ALSO PRESENT**

Michael Coulter (General Manager)  
Craig Doolan (Manager Finance)  
Coral Hutchinson (Manager Community  
Development)  
Wayne Lowe (Manager Business  
Development)  
Daniel Walsh (Manager Development and  
Environment)

Paul Gallagher (AGM Engineering Services)  
Clint Fitzsummons (Manager Assets)  
Matthew Leibrandt (Manager Infrastructure Services)  
  
Richard Spain (Manager Water and Sewerage)  
  
Keith Williams (Manager Technical Services)

**APOLOGIES**

Simon Chapman (Civic Services Coordinator)  
Tim Shields (Manager ICT)

Joanne Hudson (Manager Human Resources)

**DISCLOSURE OF INTEREST**

There were no Disclosures of Interest declared.

**ASKING OF QUESTIONS WITH NOTICE**

There was no Asking of Questions with Notice.

---

SF2358      230518      Committee of the Whole

---

1/18 **RESOLVED:** (Ainsworth/Reed)

**That Council go into Committee of the Whole for the purpose of discussing the Draft budget.**

---

---

SF2358      230518      Resumption of Council Meeting

---

2/18 **RESOLVED:** (Ainsworth/Reed)

That Council come out of the Committee of the Whole for the purpose of adopting a motion.

---

## NAMBUCCA SHIRE COUNCIL

### MINUTES OF THE SPECIAL COUNCIL MEETING HELD ON 23 MAY 2018

Councillor Brian Finlayson left the meeting at 6.45pm and prior to the commencement of this item.

## GENERAL MANAGER REPORT

---

ITEM 5.1    SF2358                    230518    Draft 2018-19 Operational Plan (Budget)

---

3/18 **RESOLVED:** (Ainsworth/Ballangarry)

**Council adopt the 2018-2019 Draft Operational Plan (Budget) with the agreed changes and place it on public exhibition for 28 days.**

---

---

SF2358    230518    Councillor Submissions on the Draft 2018-19 Operational Plan  
(Budget)

---

4/18 **RESOLVED:** (Ainsworth/Ballangarry)

**Any Councillor who would like to make a submission on the Draft 2018-19 Operational Plan (Budget) should do so during the exhibition period for consideration when Council finally determines the matter on 28 June 2018.**

---

---

SF2358    230518    Water and Sewer Charges for 2018/2019.

---

5/18 **RESOLVED:** (Ainsworth/Ballangarry)

**That Council adopt the list of Water and Sewer Changes for 2018/2019.**

---

## CLOSURE

There being no further business the Mayor then closed the meeting the time being 9.00 pm.

(CHAIRPERSON)

**ASSISTANT GENERAL MANAGER CORPORATE SERVICES REPORT****ITEM 5.1 SF2575 210519 DRAFT 2019-20 OPERATIONAL PLAN, FOUR YEAR DELIVERY PROGRAM, LONG TERM FINANCIAL PLAN AND FEES AND CHARGES (REVENUE POLICY)**

**AUTHOR/ENQUIRIES:** Robert Hunt, Assistant General Manager Corporate Services; Matthew Sykes, Chief Financial Officer

**SUMMARY:**

Following a Council workshop held on the 2<sup>nd</sup> May 2019 a number of adjustments were made to the draft budget prepared by staff. Those adjustments along with others made by managers are attached with the resulting consolidated budget being a deficit of \$16,800.

The CFO has extrapolated the Operational Plan and made a number of assumptions to refine the Delivery Program and the Long Term Financial Plan. These assumptions are included in the LTFP which has been distributed in paper form.

In order to meet the 28 day public exhibition period and allow time for consideration of any submissions the draft Operational Plan, fees and charges, Delivery Program and Long Term Financial Plan (LTFP) are recommended for adoption by Council, subject to any further changes by Council.

Council can still recommend further changes during the 28 day exhibition period and submit these to the June 27 Council Meeting in the form of a submission.

**RECOMMENDATION:**

**THAT Council adopt the Draft 2019-20 Operational Plan, updated four year Delivery Program, updated ten year Long Term Financial Plan and the Draft 2019/20 Fees and Charges (Revenue Policy) and place them on public exhibition for 28 days.**

**OPTIONS:**

The Council has discretion in determining the various Plans. The Council is scheduled to meet on 27 June and it is proposed that Council finally determine the various documents after considering any submissions which might be received during the 28 day exhibition period.

**DISCUSSION:**

Council's financial planning responsibilities are set out in the Integrated Planning and Reporting Manual for local government in NSW. The planning requirements are set out in the following table.

<b>Plan/Strategy</b>	<b>Requirements</b>	<b>Due Dates/Frequency</b>
<b>Community Engagement Strategy</b>	Strategy based on social justice principles for engagement with community when developing the Community Strategic Plan	For use during development of the Community Strategic Plan and councils' other planning activities
<b>Community Strategic Plan</b>	Plan which identifies the main priorities and aspirations for the future of the local government area. Minimum 10 years.	Endorsed by 30 June in year following election. Review every four years, and roll forward so remains at least 10 year horizon. Exhibit for at least 28 days, copy of plan and amendments to plan to OLG within 28 days of endorsement.
<b>Long Term Financial Planning</b>	Included in the council's Resourcing Strategy for the provision of resources required to implement the community strategic plan.	Review in detail every 4 years as part of the Community Strategic Plan review. Update annually when developing the Operational Plan.



---

**ITEM 5.1 DRAFT 2019-20 OPERATIONAL PLAN, FOUR YEAR DELIVERY PROGRAM, LONG TERM FINANCIAL PLAN AND FEES AND CHARGES (REVENUE POLICY)**


---

<b>Workforce Management Planning</b>	Included in the council's Resourcing Strategy for the provision of resources required to implement the Community Strategic Plan. Minimum 4 years.	None but suggest it be reviewed each year and assess whether targets have been achieved.
<b>Asset Management Planning</b>	Including in the council's Resourcing Strategy for the provision of resources required to implement the Community Strategic Plan. Comprises an Asset Management Strategy and Plan/s. Minimum 10 years.	None but Council's approach has been a rolling review of plans. Given the huge network of infrastructure which this Council is responsible for, asset management planning is arguably the most critical aspect of this Council's financial planning. With the possible handover of the old Pacific Highway and associated new local roads there will need to be a thorough assessment of the impact of this on Council's long term financial sustainability.
<b>Delivery Program</b>	Details the principal activities to be undertaken by the council to implement strategies established by the Community Strategic Plan. Four years duration.	Adopt by 30 June in year following an election. Exhibit for at least 28 days.
<b>Operational Plan</b>	Details the activities to be engaged in by the council during the year, and annual budget. Annual sub-plan of Delivery Program.	Adopt prior to beginning of financial year. Exhibit for at least 28 days. Post copy on website within 28 days of council endorsement.

As Councillors would be aware the Council operates with three (3) separate funds being the General Fund, Water Supplies and Sewerage Services. Also whilst Domestic Waste is included in the General Fund it is regarded as a self-funding activity. Each of these funds has its own budget and there is also a consolidated budget for all three funds. The water and sewer funds are generally balanced by virtue of transfers to or from reserve depending on whether there are surpluses or deficits in a particular year.

Rate revenue coming to the General Fund operates under the State Government's imposed rate pegging legislation whilst there is no pegging of revenue in the Water Supplies and Sewerage Services funds. The latter two funds utilise Best Practice Water and Sewer Guidelines and other strategic plans to determine fees and charges.

The Councillor Workshop on the 2<sup>nd</sup> May 2019 resulted in a number of adjustments to the draft Budget. Several further amendments by staff have also been made in an effort to reduce the deficit and these are shown at Appendix A. The result is a deficit consolidated budget amounting to \$16,800.

This report will be accompanied by revised spread sheets in paper form showing the revised budgets for the ten year LTFP which incorporates the budgets for the annual Operational Plan and the Four Year Delivery Program. A number of assumptions have been made in the LTFP and these are listed at the front of the document. Apart from the deficit in 2019/20 in General Fund the following years all show balanced budgets.

The Fees and Charges (Revenue Policy) is also submitted in paper form and now includes a Rates Table showing the various rating categories and their estimated income. The draft 2019/20 Plant Replacement Schedule remains unchanged from the one presented at the workshop.

It should be noted that the draft budget does not contain revenue and expenditure associated with the Pacific Highway handover. It is recommended that Council deal with the handover (when and if it finally occurs) via a budget variation. This will afford a greater opportunity for scrutiny of what will be a very significant change to the LTFP.

---

**ITEM 5.1 DRAFT 2019-20 OPERATIONAL PLAN, FOUR YEAR DELIVERY PROGRAM, LONG TERM FINANCIAL PLAN AND FEES AND CHARGES (REVENUE POLICY)**

---

The 2019/20 budget **does** include the promised \$8m grant for the Valla Urban Growth Area along with development costs of \$8m resulting in a nil net effect on the draft budget.

At this stage no funds have been allocated in 2019/20 for the Nambucca library /cultural precinct expansion which has been deferred to 2020/21 apart from \$50,000 for design and investigation. Also there are no funds allocated in 2019/20 for the promised \$3.7m Bowraville Sports Hub of which Council has agreed to contribute \$700k. However Council's contribution to both projects (\$1.2m) has been included in the 2020/21 budget by deferring other capital works in roads and parks.

The LTFP Capital Works is lacking in detail in the latter years however this will be addressed in the coming 12 months when the asset management plans are finalised and linked with the LTFP. This will then indicate any shortfall or surplus in asset maintenance and/or renewal and whether additional funds need to be raised through a Special Rate Variation in the future.

**CONSULTATION:**

Staff  
Council

**SUSTAINABILITY ASSESSMENT:****Environment**

The implications for the environment are set out in the budget.

**Social**

The social implications are set out in the budget.

**Economic**

The implications for the local economy are set out in the budget.

**Risk**

There are many risks pertaining to budgeting including accurate cost estimates, revenue estimates and aligning capital works projects with asset management plans.

**FINANCIAL IMPLICATIONS:****Direct and indirect impact on current and future budgets**

As indicated in the draft budget documents.


**Source of fund and any variance to working funds**

As indicated in the draft budget documents.

**Service level changes and resourcing/staff implications**

As indicated in the draft budget documents.

**ATTACHMENTS:**

[1](#)  18363/2019 - Budget Adjustments

COUNCILOR WORKSHOP & STAFF GENERAL FUND ADJUSTMENTS							Resolved at Councilor Workshop Y/N	
Account No.	Project Type	Variation Requested \$/mt	Reserve Funding	Name of Reserve	Grant Funding	Name of Grant	General Fund Working Fund Impact (negative is increased working funds impact)	Reason for Variation
W1817	Operating Expenditure	\$ 2,400	\$ -	\$4K Domestic Waste & \$1K Other Waste Management	-	-	2,400	To hold Similar Citizens Week at Nambucca Heads also
NEW	Operating Expenditure	\$ 50,000	\$ 50,000	Management	-	-	-	Legal Costs Additional \$9K Nambucca Heads Library Redevel-
NEW	Operating Expenditure	\$ 30,000	\$ 30,000	Unexpended Grant Reserve	-	-	-	Investigation allocation this increase bring the proposed
3142,355,538	Operating Expenditure	-\$ 53,000	-\$ 53,000	-	-	-	53,000	from 200K. Full \$50K is now to be grant funded. \$3K is to be used for the purchase of 3000000 \$3K is to be used for the purchase of 3000000
3142,355,538	Operating Expenditure	-\$ 28,000	-\$ 28,000	-	-	-	-	Online Certificate purchase removed to Computer Software Maintenance
3142,355,538	Operating Expenditure	-\$ 27,300	-\$ 27,300	-	-	-	-	Mobile App for Insect, Wozik, Advance, Web Service
3142,355,538	Operating Expenditure	-\$ 18,700	-\$ 18,700	-	-	-	-	Correction of field software costings
W11046	Capital Expenditure	-\$ 80,000	-\$ 80,000	-	-	-	-	Server purchase brought forward to 2019/16 \$285 new dispensary to service beaches not currently provided. \$7,432 - out of bag - next couple of years. Buying per pellet results in cheaper price per unit. Demand for bags increased due to supermarket shopping bag ban, with proposed additional dispensary adding to this demand. Now 100% Levy/Environmental Levy funded instead of working funds. To enable Council staff to offer per owners who reside within the Council area the ability to have their alternate disposed at no cost. Now 100% Environmental Levy funded instead of working funds.
W1084	Operating Expenditure	\$ -	\$ 4,700	Environmental Levy	-	-	4,700	Introduction of Eco health - road signs Changed from subsidy to Environmental Levy funded - flood risk Charter for ready to Environmental Levy funded - climate change adapter App Changed from subsidy to Environmental Levy funded - Aviation medical agency relocation Changed from subsidy to Environmental Levy funded - mechanical aerial systems - Ballwood Geotechnical Investigation and Conceptual Design for Drainage Channel and Embankment Stabilisation for Macksville Industrial
W1085	Operating Expenditure	\$ -	\$ 10,000	Environmental Levy	-	-	10,000	Now 100% Environmental Levy funded instead of working funds.
NEW	Operating Expenditure	-\$ 20,000	-\$ 20,000	Environmental Levy	-	-	-	Introduction of Eco health - road signs Changed from subsidy to Environmental Levy funded - flood risk Charter for ready to Environmental Levy funded - climate change adapter App Changed from subsidy to Environmental Levy funded - Aviation medical agency relocation Changed from subsidy to Environmental Levy funded - mechanical aerial systems - Ballwood Geotechnical Investigation and Conceptual Design for Drainage Channel and Embankment Stabilisation for Macksville Industrial
NEW	Operating Revenue	\$ -	\$ 10,000	Environmental Levy	-\$	10,000	-	Now 100% Environmental Levy funded instead of working funds.
NEW	Operating Revenue	\$ -	-\$ 20,000	Environmental Levy	-\$	20,000	-	Introduction of Eco health - road signs Changed from subsidy to Environmental Levy funded - flood risk Charter for ready to Environmental Levy funded - climate change adapter App Changed from subsidy to Environmental Levy funded - Aviation medical agency relocation Changed from subsidy to Environmental Levy funded - mechanical aerial systems - Ballwood Geotechnical Investigation and Conceptual Design for Drainage Channel and Embankment Stabilisation for Macksville Industrial
NEW	Operating Revenue	\$ -	-\$ 12,500	Environmental Levy	-\$	12,500	-	Now 100% Environmental Levy funded instead of working funds.
NEW	Operating Revenue	\$ -	-\$ 20,500	Environmental Levy	-\$	20,500	-	Now 100% Environmental Levy funded instead of working funds.
NEW	Capital Expenditure	\$ 65,700	\$ -	-	-	-	65,700	Estate
3050,306,330	Operating Expenditure	-\$ 13,100	-\$ -	-	-	-	13,100	Long Service Leave contribution
W1042	Operating Expenditure	-\$ 4,000	-\$ -	-	-	-	4,000	Rebalance Stormwater Levy
W1044	Operating Expenditure	-\$ 42,000	-\$ 42,000	-	-	-	42,000	Reduction in recruitment costs per HR Manager
NEW	Operating Expenditure	\$ 61,100	\$ -	-	-	-	61,100	21 Revenue for Heritage Work
4C70,408,623	Operating Expenditure	\$ 4,600	\$ -	-	-	-	4,600	increase SES & Rescue contribution
4C70,408,623	Operating Expenditure	\$ 3,400	\$ -	-	-	-	3,400	increase SES contribution
4C50,408,623	Operating Expenditure	-\$ 65,000	-\$ -	-	-	-	65,000	Remove additional Grace & Eby Finance Officer Payo-internal loan for Valla Urban Growth from Current Liquid Equity
8100,300,300	Operating Expenditure	-\$ 18,600	-\$ -	-	-	-	18,600	increase income for Animal Release Fees due to fee increase
4100,945,702	Operating Revenue	\$ 4,000	\$ -	-	-	-	4,000	Community Survey reduced
3C50,440,422	Operating Revenue	\$ 4,000	\$ -	-	-	-	4,000	increase income for Animal Release Fees due to fee increase
3350,945,702	Operating Expenditure	\$ 34,600	-\$ -	-	-	-	34,600	increase income for Animal Release Fees due to fee increase
7270,945,945	Capital Expenditure	\$ 32,200	\$ -	-	-	-	32,200	increase income for Animal Release Fees due to fee increase
W1522	Operating Expenditure	-\$ 50,000	-\$ -	-	-	-	50,000	One off SES reduction in expense allowance Provision for Legals & Commission costs for Valla Urban Growth regulation & land sales Provision for Land Promotion & Maintenance Valla Urban Growth recitation & land sales
W1012	Operating Expenditure	\$ 75,000	\$ 75,000	Land Development Reserve	-	-	-	Provision for Legals & Commission costs for Valla Urban Growth regulation & land sales Provision for Land Promotion & Maintenance Valla Urban Growth recitation & land sales
W1513	Operating Expenditure	\$ 20,000	\$ 20,000	Land Development Reserve	-	-	-	Provision for Legals & Commission costs for Valla Urban Growth regulation & land sales Provision for Land Promotion & Maintenance Valla Urban Growth recitation & land sales
W1016	Capital Expenditure	\$ 8,000,000	\$ -	-	-	-	8,000,000	Development Costs - Valla Growth Area Purchase
NEW	Capital Expenditure	\$ 3,000	\$ -	-	-	-	3,000	Regional Growth Fund Grant - Valla Urban Growth Area Reduction in interest on investments
-1101,120,150	Operating Income	\$ -	-\$ 148,300	-	-\$	-	-	Regional Growth Fund Grant - Valla Urban Growth Area Reduction in interest on investments
	Total		\$ 243,700	\$ 53,000	-\$	-\$	37,400	