

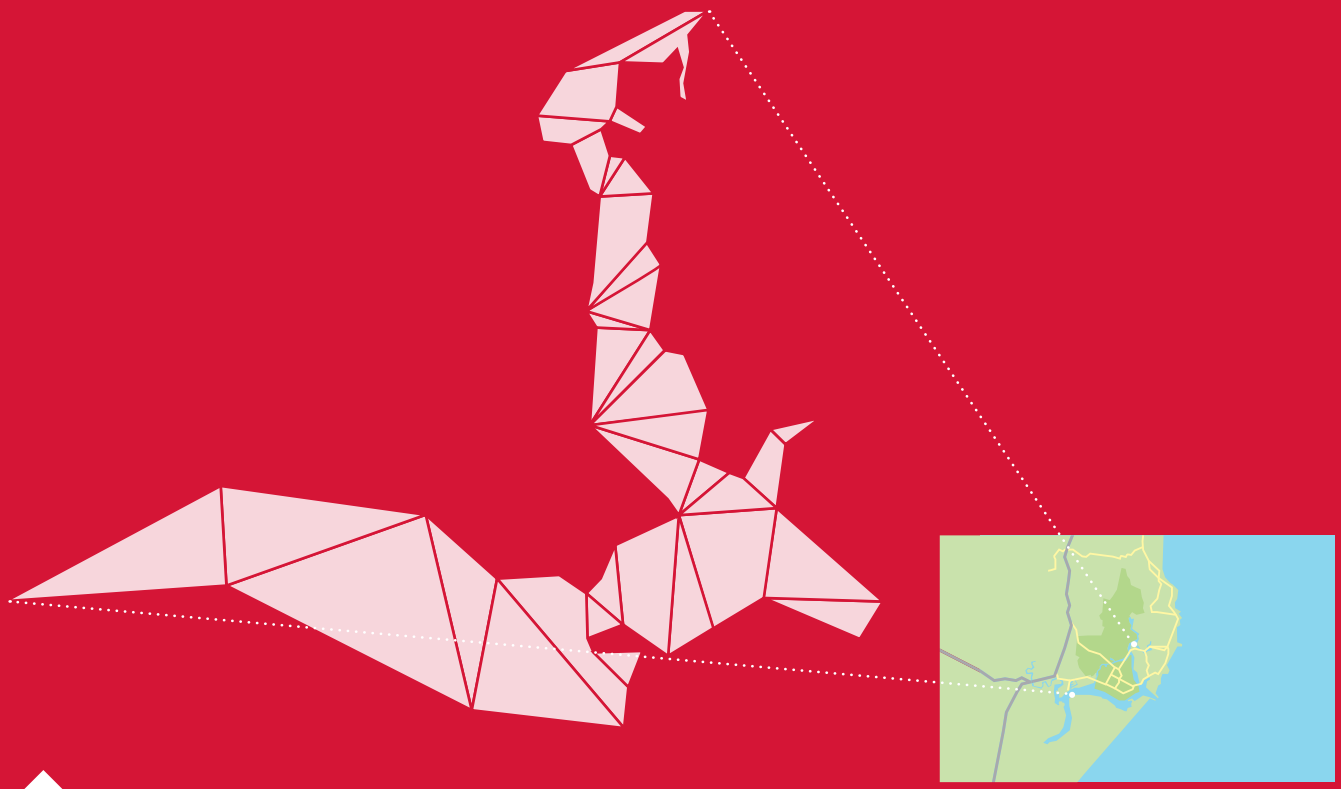
# *annual report*

2018 - 2019



**ballina**  
shire council

# annual report 2018/2019



© NSW Spatial Services 2018. This map is illustrative and not to scale.

*Our design rationale for this document is based on a conceptual interpretation of its contents. To symbolise the strategic community approach, we have used segmented shapes to represent the elements of the community that fit into the geographic focus – Ballina. Together, the shapes form the Ballina River map. Every element impacts on the challenges, direction and ultimately the future of its entire form – our community. We hope you enjoy the journey and the view. Ballina Shire Council acknowledges that we are here on the land of the Bundjalung people. The Bundjalung are the traditional owners of this land and are part of the oldest surviving continuous culture in the world.*

## OUR VISION

The Ballina Shire is safe with a connected community, a healthy environment and a thriving economy.

## OUR VALUES (CARES)

**C**reative • **A**ccessible • **R**espect • **E**nergetic • **S**afe

**ballina**  
shire council

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## mayoral message

It has been another year of progress for Council with a wide range of projects and services being delivered to support our growing community.



We have been working closely with the Australian and NSW Governments to seek their support and funding to continue our momentum in the delivery of new and upgraded infrastructure.

There are many major projects underway or completed during 2018/2019 including the:

- completion of the **Ballina Byron Gateway Airport Terminal Upgrade**.
- opening of the **Ballina Indoor Sports Centre (BISC)**. This impressive two-indoor court facility complements the existing indoor sporting facilities at Ballina Coast High School.
- commencement of the final leg of the **Coastal Shared Path** to provide continued connectivity between Ballina and Lennox Head
- commencement of the **Airport Boulevard construction project** to open up land in the Southern Cross Industrial Estate and provide a statement road to the airport.
- official opening of the redeveloped **Alstonville Aquatic Centre and Ballina War Memorial Swimming Pools**. These new facilities are very popular with the community with record numbers through the turnstiles in the first 12-months of operation.
- implementation of the **Shaws Bay Coastal Zone Management Plan** to improve the health of the ecosystem and local amenity and creating a destination hot spot.

But it's not all about tangible projects, our work also focuses on building community capacity:

- by providing **\$100,000 in Festival and Events funding** to a number of community events, and **\$90,000 in Community Donations** to various donation community and sporting groups.
- improving accessibility to our decision making, by **Live Streaming Council Meetings** to the web.
- **achieving an operating surplus and an asset renewal ratio of 100%**. Long Term Financial Plan forecasts shows that Council continues to be **Fit for the Future**.

This is just a sample of our accomplishments. I encourage you to read our annual report as it provides a snapshot of our community and what we can achieve by

A handwritten signature in black ink, appearing to read 'D Wright'.

**Cr David Wright**  
Mayor



Look to pages 14 to 15 for a snapshot of achievements for 2018/2019.



# your councillors



Cr David Wright  
phone 0415 965 403  
david.wright@ballina.nsw.gov.au

MAYOR



Cr Phillip Meehan  
phone 0408 349 833  
phil.meehan@ballina.nsw.gov.au



Cr Stephen McCarthy  
phone 0435 759 987  
stephen.mccarthy@ballina.nsw.gov.au

WARD A



Cr Nathan Willis  
phone 0434 154 782  
nathan.willis@ballina.nsw.gov.au



Cr Sharon Cadwallader  
phone 0413 091 440  
sharon.cadwallader@ballina.nsw.gov.au

WARD B



Cr Keith Williams  
phone 0418 504 644  
keith.williams@ballina.nsw.gov.au



Cr Jeff Johnson  
phone 0438 677 202  
jeff.johnson@ballina.nsw.gov.au



Cr Sharon Parry  
phone 0408 683 052  
sharon.parry@ballina.nsw.gov.au

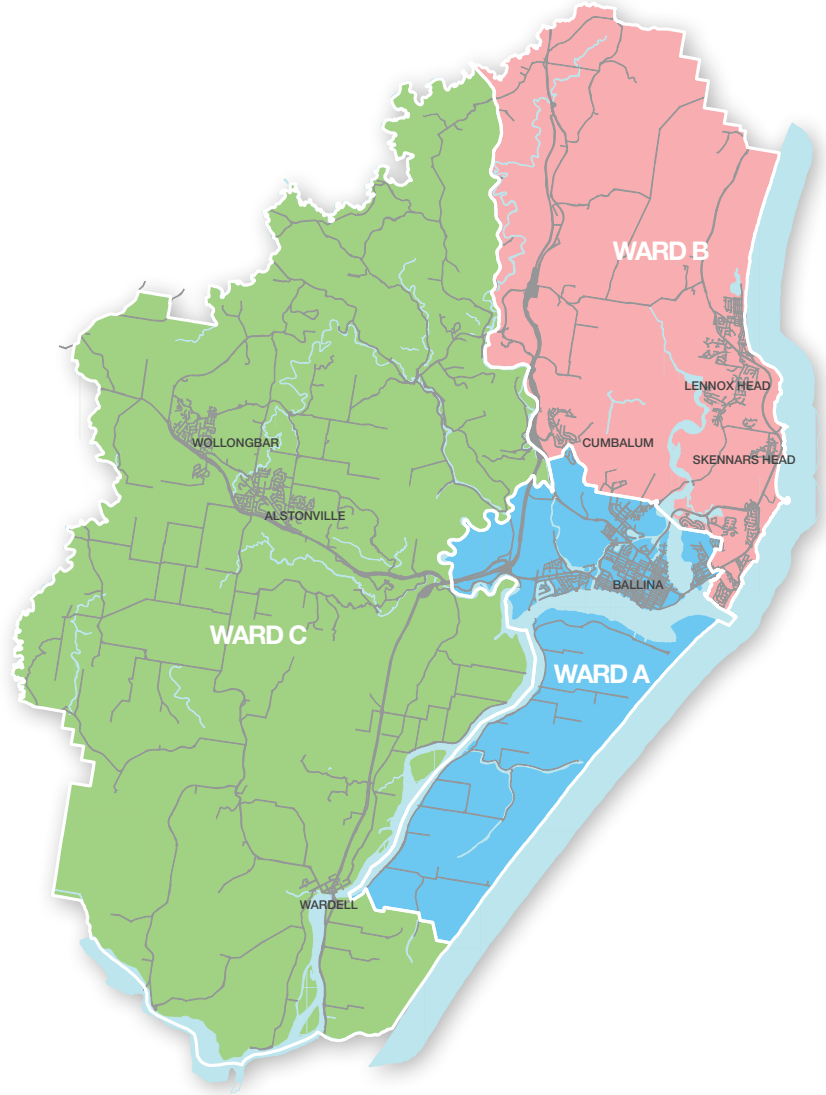
WARD C



Cr Benjamin Smith  
phone 0415 482 412  
ben.smith@ballina.nsw.gov.au



Cr Eoin Johnston  
phone 0407 416 149  
eoin.johnston@ballina.nsw.gov.au



## getting involved

There are a number of ways you can get involved and help shape decisions for our community by:

- Attending Council meetings
- Making an appointment to speak with the Mayor or Councillors
- Making an appointment to speak with the General Manager or relevant Director
- Writing or telephoning Council about the issues important to you
- Attending a public meeting or forum to discuss specific issues
- Joining a Council committee or reference group.

For further details on how you can get involved please refer to Appendix 1.

Councillors are elected in Wards, yet each Councillor represents the entire community and can be contacted on any matter. You can contact Councillors in person, by phone or email.

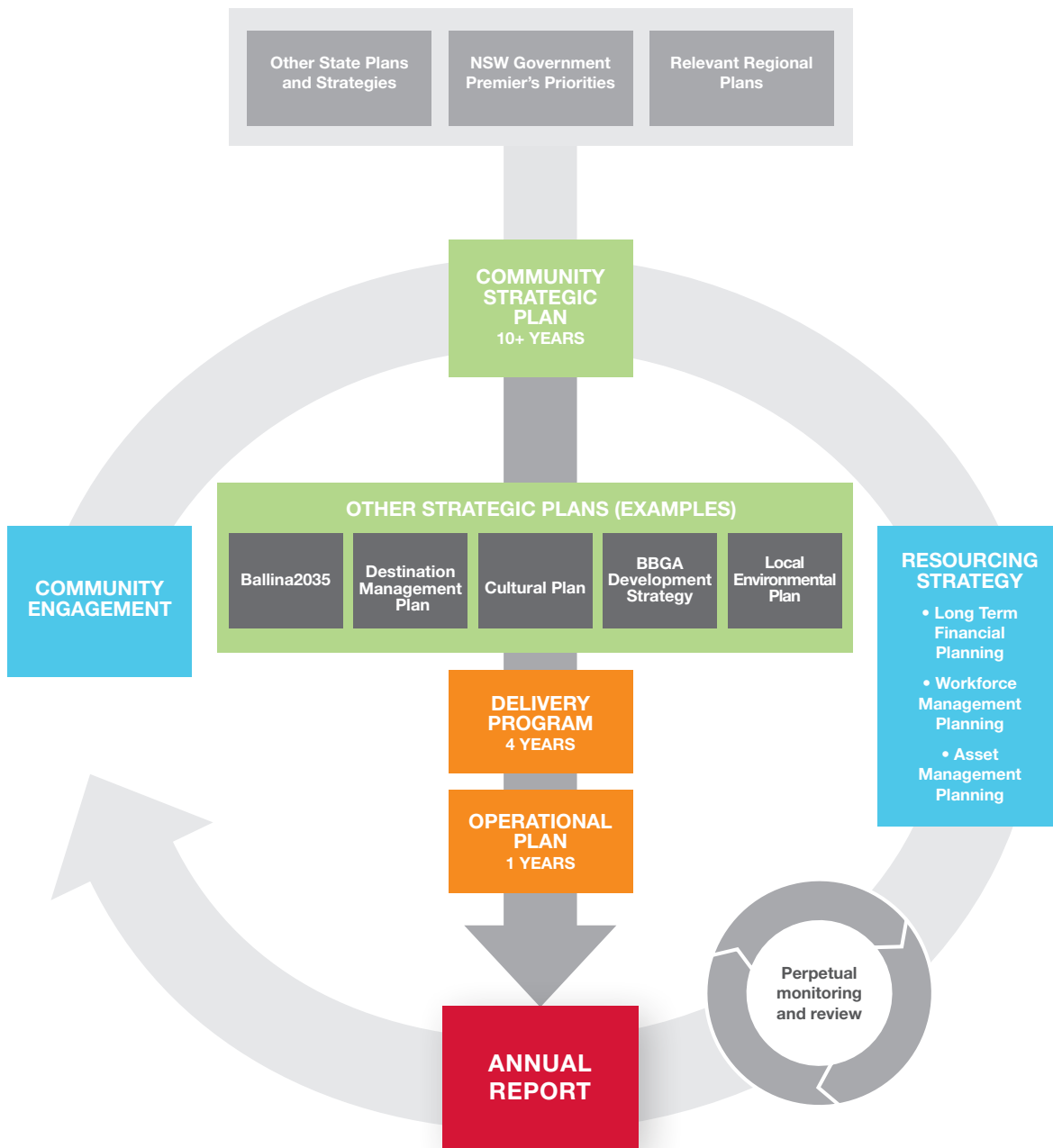
# our team

Our team includes 335 staff who are responsible for the delivery of effective and efficient services for our community and support the General Manager in implementing the Strategies and Actions identified in the Delivery Program and Operational Plan. The adopted structure is as follows.



# integrated planning + reporting framework

The Annual Report forms part of the NSW Office of Local Government's Integrated Planning and Reporting Framework. There are a number of key elements in the framework that focus on planning and reporting requirements. The diagram below illustrates where the Annual Report fits in the overall framework and how our plans interrelate. The IPR Framework is more fully explained on pages 8 and 9.

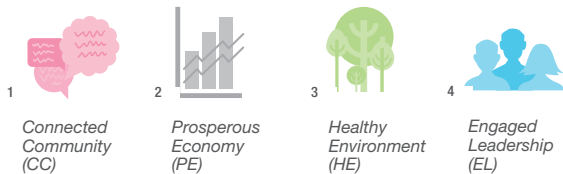


# ipr framework

*“The Ballina Shire is safe, with a connected community, a healthy environment and a thriving economy.”*

This vision, together with our priorities and aspirations for the future are encompassed in the Ballina Shire Community Strategic Plan and then translated into actions and activities in our four-year Delivery Program and annual Operational Plan.

Our Community Strategic Plan is built around four key themes:



The NSW Government’s Integrated Planning and Reporting framework (illustrated overpage) outlines how local government’s capture the community’s main priorities and aspirations for the future and outlines how these will be achieved. These documents are linked through a series of cascading actions that detail how the community’s long term aspirations and outcomes will be achieved. All councils have a:

1. Community Strategic Plan
2. Delivery Program and Operational Plan
3. Resourcing Strategy

Council reports to its community how it has progressed in achieving these plans through:

1. Quarterly Reports
2. Annual Report
3. End of Term Report.

## COMMUNITY STRATEGIC PLAN



The **Community Strategic Plan** identifies the community’s future goals, and strategies to achieve those goals by posing four key questions:

- Where are we now?
- Where do we want to be in 10 years time?
- How will we get there?
- How will we know when we’ve arrived?

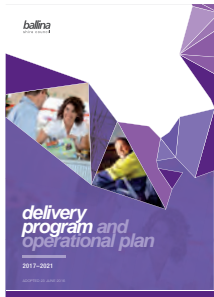
**Our Community Our Future** is supported by other plans in the planning framework which reflect the priorities and aspirations identified in the Community Strategic Plan.

The Community Strategic Plan (CSP) is the visionary long term document within the Integrated Planning and Reporting Framework. It provides the broader strategic direction for a council and outlines the key outcomes that the council, other agencies and the community will be working to achieve such as improved services for health, education, and transport, modern community infrastructure and viable businesses.

It translates the community’s key priorities and aspirations into long-term strategic goals that guide the future direction of Ballina Shire. Safe, healthy and happy communities and protection of the environment were key concerns identified during the community engagement undertaken to develop this plan.

Whilst the Community Strategic Plan is Ballina Shire Council’s work, its success inevitably depends upon collaboration and partnership with the community and State and Federal Governments.

## DELIVERY PROGRAM & OPERATIONAL PLAN (COMBINED DOCUMENT)



This is the point where the directions outlined in the CSP are systematically translated into actions. The Delivery Program & Operational Plan (combined document) is designed as a single point of reference for all key activities to be undertaken by the Council during their elected term.

This document is reviewed annually with Council receiving progress reports every quarter.

The Delivery Program Final Quarter Report for 2018/19 is attached as Appendix 2. This report provides actual results against the goals and priorities set out in the Delivery Program and the Operational Plan for the quarter ending June 2019. This information is also linked to the CSP Objectives. The traffic light indicators provide a picture of whether or not programmed actions and service delivery targets have been achieved. Commentary is also provided on project progress and any shortfalls.

## RESOURCING STRATEGY



The Community Strategic Plan can not be fulfilled without sufficient resources – time, money, assets and people – to actually carry them out.

The Resourcing Strategy has three components:

- Asset Management Planning
- Workforce Management Planning
- Long Term Financial Planning

The Resourcing Strategy assists Council to translate the outcomes identified in the CSP, for which it is responsible, into actions. Some issues will be the responsibility of Council, some will be the responsibility of other levels of government and some will rely on input from community groups or individuals.

## ANNUAL REPORT



The Annual Report focuses on our implementation of the Delivery Program & Operational Plan (combined document). The report also includes some information that is prescribed by the Local Government (General) Regulation 2005. This information has been included in the Regulation to help community members understand how council has been performing both as a business entity and a community leader.

## END OF TERM REPORTS



Councils are required every four years to produce an End of Term Report on the progress in implementing the Community Strategic Plan. The Report covers the term of office for an elected council.

The most recent End of Term Report 2012 - 2016 can be downloaded from Council's website [ballina.nsw.gov.au](http://ballina.nsw.gov.au)

## PROGRESS REPORTS

In accordance with the Integrated Planning and Reporting requirements progress reports must be provided to Council at least every 6 months. At Ballina Shire Council we present quarterly reviews to Council. This monitoring mechanism provides a snapshot of accomplishments and any shortfalls in achieving Council's goals and priorities. Council's achievements in implementing its Delivery Program are outlined in Appendix 2 of this Annual Report.



# shire profile



## LOCATION

The Ballina Shire is located in the Northern Rivers region of NSW, the traditional country of the Bundjalung people.

Our main town and commercial centre is Ballina, which is supported by other small towns and centres including Lennox Head, Alstonville, Wollongbar and Wardell. There are also a number of small villages and districts along the coast and in the hinterland.

Our coast, the Richmond River and the escarpment and plateau near Alstonville are the standout geographic features in the shire. Their associated waterways, natural habitats, farming landscape and cultural and heritage values, along with the beaches and ocean, help to define our place and communities.

The total area of the Ballina Shire is 485km<sup>2</sup> and some 93 percent is zoned rural or environmental protection. A large proportion of the remaining native vegetation is on private land.



## OUR ECONOMY

Ballina Shire's Annual Gross Regional Product is estimated at \$1.95billions and we support almost 4,472 local businesses which provide 17,621 local jobs.

The services sector accounts for the majority of jobs in the shire, with 17.7 percent of the workforce employed in health care and social assistance jobs and 12 percent employed in the retail sector.

We have a diverse industry base including construction, tourism, agriculture, forestry and fishing and manufacturing.

## OUR COMMUNITY

Between 2019 and 2036 the Ballina Shire population is forecast to increase by approximately 7,263 persons, or 16.5% growth, at an average annual change of 0.9%.

Our population in 2018 was 44,208 people and this is expected to increase to about 51,300 by 2036 when over 20% of our residents are expected to be over the age of 65 years.

We are proud of our cultural heritage, with just over three percent of our residents identifying as Aboriginal and Torres Strait Islanders.

## OUR FUTURE

In the future Ballina Shire is recognised as a place that has balanced residential growth with protection of the amenity and the environment. The shire has a more diversified economy, attractive and comparatively affordable housing and our transportation networks, road and air, are the envy of other localities. Our residents are proud to be part of the Ballina Shire and keenly participate in activities that promote and enhance our local attributes.

We have created a picture of the future based on our extensive community engagement process. To create our future we identify our vision, our values and the directions we will focus on to guide us to that future.









01

*our  
achievements +  
progress*

---

# 2018/2019 *stats & facts*

## connected *community*



**44,208**  
**POPULATION**

GROWN BY 728 FROM  
THE PREVIOUS YEAR.  
POPULATION FORECAST  
FOR 2036 IS 51,300

**54 NEW**  
**CITIZENS** FROM  
**29** DIFFERENT  
**COUNTRIES.**

**485km<sup>2</sup>**  
TOTAL **AREA**

**11%** OF PEOPLE  
IN BALLINA SHIRE WERE  
**BORN OVERSEAS.**

**0.91**  
**PEOPLE** PER  
HECTARE

**63.6%** RESIDENTS  
**LIVE AND WORK**  
**IN BALLINA SHIRE.**  
31.8% LIVE IN THE SHIRE,  
BUT WORK OUTSIDE.

**667km**  
OF **ROADS** IN BALLINA  
SHIRE

**23%** RESIDENTS  
PROVIDE **VOLUNTARY**  
**WORK** (REGIONAL NSW  
AVERAGE IS 21%)

**MEDIAN AGE**  
OF SHIRE POPULATION

**44** YEARS

**100%** OF BARKING  
DOG **COMPLAINTS**  
**RESPONDED** TO IN  
7-DAYS.

**369,571**  
**LIBRARY LOANS**

**59** **EVENTS**  
SUPPORTED/APPROVED

**253,000**

**SWIMMING**  
**POOL** PATRONS  
(25% ABOVE THE  
SET TARGET). PRIOR  
TO THE POOLS  
REDEVELOPMENTS  
164,750 PATRONS IN  
2016/17.

**27,615**  
**VISITORS** TO THE  
NORTHERN RIVERS  
COMMUNITY **GALLERY**

**19,310**  
ACTIVE **LIBRARY**  
**MEMBERS** IN BALLINA  
SHIRE

## engaged *leadership*



**93%**  
CUSTOMER  
**REQUESTS**  
**RESOLVED** WITHIN  
SERVICE DELIVERY  
TARGETS

OVER **11,000**  
**POTHOLE**  
**DEFECTS**  
**REPAIRED** (20%  
INCREASE)

**94%**  
**BUILDING**  
**CERTIFICATES**  
DETERMINED WITHIN 10  
DAYS

**99%** OF  
**MAINTENANCE**  
PROGRAMS ARE 10%  
**WITHIN BUDGET**

**85%** COMPLYING  
**DEVELOPMENT**  
**CERTIFICATES**  
ISSUED WITHIN 10 DAYS

**29** **GRANT**  
**APPLICATIONS**  
SUBMITTED TO NSW  
AND AUSTRALIAN  
GOVERNMENTS

**97%**  
**DEVELOPMENT**  
**APPLICATIONS**  
DETERMINED UNDER  
DELEGATED AUTHORITY

**264,762**  
EXTERNAL **VISITS** TO  
COUNCIL'S **WEBSITE**

**165**  
HOURS LOST DUE  
TO **WORKERS**  
**COMPENSATION**

**100%** OF  
**FOOD PREMISES**  
**AUDITED** PER YEAR.

**89%** OF  
**STAFF** UNDERTAKING  
**FORMAL**  
**TRAINING** PER  
ANNUM

**276** **FOOD**  
**PREMISES**  
**INSPECTED**

**HEALTH**  
**INSPECTIONS** OF  
**48**  
HAIR/BEAUTY/SKIN  
PENETRATION PREMISES



## prosperous economy



**533,000**  
**PASSENGERS**  
THROUGH THE BALLINA  
BYRON GATEWAY  
AIRPORT

**1,000,000**  
**DOMESTIC**  
**VISITOR** NIGHTS TO  
BALLINA SHIRE

**98%**  
**SATISFIED**  
**VISITORS** TO  
THE BALLINA VISITOR  
INFORMATION CENTRE

**\$2.243**  
**MILLION**  
GENERATED FROM  
**COMMERCIAL**  
**PROPERTY**

**36%**  
NET OPERATING  
**SURPLUS** AT  
**BALLINA BYRON**  
**GATEWAY AIRPORT**

**ZERO**  
**VACANCY**  
RATE ON  
COUNCIL OWNED  
**COMMERCIAL**  
**PROPERTIES**

**4,472**  
**LOCAL**  
**BUSINESSES**

**99.14%** OF  
**CUSTOMERS**  
**SATISFIED** WITH  
BALLINA VISITOR  
INFORMATION CENTRE

**17,621**  
**LOCAL JOBS.**  
LARGEST INDUSTRY  
- HEALTH CARE AND  
SOCIAL ASSISTANCE,  
FOLLOWED BY RETAIL  
TRADE, EDUCATION  
AND TRAINING, THEN  
CONSTRUCTION.

**20,199**  
**EMPLOYED**  
**RESIDENTS**

**\$150**  
**MILLION**  
IN **BUILDING**  
**APPROVALS**

**300** NUMBER  
OF **BUILDING**  
**APPROVALS**

## healthy environment



**38,300**  
KERBSIDE **BINS**  
**COLLECTED** EVERY  
WEEK

**190kl**  
OF **WATER** PER  
HOUSEHOLD (TARGET IS  
200KL)

**1,890**  
HOMES CONNECTED  
TO **RECYCLED**  
**WATER** (UP 30% ON  
LAST YEAR)

**100%**  
**COMPLIANCE**  
WITH **RECYCLED**  
**WATER** MONITORING

**77** NEW APPROVALS  
ISSUED FOR **ONSITE**  
**SEWERAGE**  
**SYSTEMS**

**17 years**  
JOINTLY HOSTING WITH  
GEOLINK THE LENNOX  
HEAD COMMUNITY TREE  
PLANTING DAY PLANTING  
**16,000 NATIVE**  
**SEEDLINGS**

**CO2 EMISSIONS**  
FROM COUNCIL'S  
BUILT ASSETS ENERGY  
CONSUMPTION  
ACHIEVED TARGET OF

**<9,800**  
**TONNES**

**569 kW**  
**RENEWABLE**  
**ENERGY**  
GENERATED ON COUNCIL  
SITES

**188 KL/PA**  
AVERAGE **WATER**  
**CONSUMPTION**  
PER WATER  
CONNECTION

## Want to know more

Visit the following sources:

- ▶ [forecast.id.com.au/ballina](http://forecast.id.com.au/ballina)
- ▶ [profile.id.com.au/ballina](http://profile.id.com.au/ballina)
- ▶ [economy.id.com.au/ballina](http://economy.id.com.au/ballina)
- ▶ [atlas.id.com.au/ballina](http://atlas.id.com.au/ballina)
- ▶ Ballina Shire Council  
2018/2019 Annual Report (to  
be published 30 November)
- ▶ [discoverballina.com.au](http://discoverballina.com.au)



# achievements 2018/2019

## connected community



### *We feel safe*

- ✓ Delivered three mobility scooter safety workshops
- ✓ Facilitated the Local Emergency Management Committee for Ballina
- ✓ Delivered three educational 'Safety on the Road Over 65' workshops

### *We feel connected to the community*

- ✓ Provided \$100,000 in Festival and Event funding:
  - Ballina Food and Wine Festival
  - Ballina Country Music Festival
  - Alstonville New Year's Eve Family Event
  - Skullcandy Oz Grom Open
  - Riverside Carols
- ✓ Provided public art and installed Rusty Plank on the Ross Lane roundabout
- ✓ Provided \$90,000 to various community and sporting groups with major beneficiaries being:
  - Lennox Head Christmas Carols Event
  - Ballina Shire Concert Band
  - Ballina Hockey Club
  - Christmas on the Plateau Event
  - Crawford House Museum
  - Cabbage Tree Island Rugby League Football Club
  - Land Care Groups

### *Services to meet your needs*

- ✓ Designed and constructed the Ballina Indoor Sports Centre
- ✓ Opened the upgraded Alstonville Aquatic Centre and Ballina War Memorial Swimming Pools
- ✓ Commenced the expansion of the Skennars Head Sports Fields

## prosperous economy



### *We attract new business and visitors*

- ✓ Developed unique experiences marketing activities
- ✓ Welcomed over one million visitors to our shire
- ✓ Tried one-way traffic arrangements in Lennox Head
- ✓ Awarded a tender for the Shelly Beach Café site



### *My business can grow and diversify*

- ✓ Participated in the NSW Government's Easy to do Business program
- ✓ Commenced River Street Upgrade, between Moon and Cherry Streets, Ballina.
- ✓ Sold six industrial land lots on North Creek Road in the Southern Cross Industrial Estate



### *Improve liveability in Ballina Shire*

- ✓ Completed the Ballina Byron Gateway Airport (BBGA) terminal upgrade
- ✓ Commenced the construction of Airport Boulevard (connecting road from BBGA to North Creek Rd)
- ✓ Shaws Bay access, recreational and water quality improvements





This is a snapshot of achievements in Ballina Shire for 2018/2019, it includes works commenced and completed. For a complete look at our progress refer to the Quarterly Review for June 2018 (Appendix 2)

## engaged leadership

### Council works with the community

- ✓ Continued four yearly reviews of all council policies
- ✓ Representations made to state and federal ministers regarding major projects
- ✓ Commenced live streaming of Council meetings to maintain accessibility
- ✓ Delivery Program community information sessions in Alstonville, Ballina, Lennox Head and Wardell



### Council's finances and assets are well managed

- ✓ Achieved operating surplus and an asset renewal ratio of 100%. Long Term Financial Plan (LTFP) forecasts shows that Council is Fit for the Future.
- ✓ Developing easier to understand Asset Management Plans.
- ✓ Generated operating surplus on our water and wastewater operations.



### We are all valued citizens

- ✓ Initiated a community satisfaction survey and received an overall rating of 3.46 out of 5.0
- ✓ Continued to develop council's Project Management Framework

## healthy environment

### We understand the environment

- ✓ Implement the Lake Ainsworth Coastal Management Plan (over 450 surveys complete)
- ✓ Upgraded the Chickiba wetlands weir with monitoring and rehabilitation continuing
- ✓ Installed new flood gates on Burns Point Ferry Road
- ✓ Convened a community information session for floodplain management



### We use our resources wisely

- ✓ Implemented the Koala Management Strategy, working with Office of Environment and Heritage to trial Koala Management Roadside Toolbox Talks underway
- ✓ Launched an electronic rates marketing campaign to reduce council's use of paper (with over 3,000 people registered for e-rates)
- ✓ Investigated and mapped unaccounted water loss for the shire



### Our built environment blends with the natural environment

- ✓ Prepared the Wollongbar Planning and Environmental Study and Strategic Plan
- ✓ Consulted the community on the Ocean Breeze Reserve Community Garden
- ✓ Continued with implementation of the Ballina Major Regional Centre Strategy
- ✓ Updated the Roads Contributions Plan to include the Hutley Drive north extension.

# 01

## *our progress*






Council has made significant progress against its Delivery Program and Operational Plan. Appendix 2 outlines our progress against each action which are grouped under the four directions:

- connected community
- prosperous economy
- healthy environment
- engaged leadership.

Service Delivery targets are also measured and provide a comparison of results over the previous four/five years.

The progress of our Program Actions and Service Delivery Targets are noted as either:

-  Achieved
-  Substantially achieved
-  Not achieved







02

***statutory  
information***

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# 02

## *statutory information*

### councillor attendance



COUNCILLOR	ORDINARY MEETINGS # 12	EXTRAORDINARY MEETINGS # 3
Cr David Wright	12	3
Cr Jeff Johnson	10	2
Cr Sharon Cadwallader	12	3
Cr Keith Williams	11	3
Cr Ben Smith	9	3
Cr Phillip Meehan	11	3
Cr Sharon Parry	11	2
Cr Eoin Johnston	11	3
Cr Stephen McCarthy	11	3
Cr Nathan Willis	12	1

Cr David Wright is the popularly elected Mayor from the September 2016 Local Government Election. Each September the Councillors elect a Deputy Mayor. The Deputy Mayor from September 2017 to September 2018 was Cr Keith Williams. The Deputy Mayor from September 2018 to September 2019 is Cr Nathan Willis.

# staffing profile

The table below provides details of the staffing resources available to deliver the works and services identified in the Operational Plan. The numbers are based on equivalent full-time employment (EFTs) and include permanent full-time and part-time staff. The figures exclude temporary and casual appointments and also apprentices and trainees, who are typically employed by external training providers



SECTION / FINANCIAL YEAR	2018/19
<b>CORPORATE AND COMMUNITY DIVISION</b>	
Communications / Customer Service	11
Financial Services	12
Information Services	16
Human Resources and Risk	8
Commercial Services	10
Community Facilities	10
<b>SUB TOTAL</b>	<b>67</b>
<b>PLANNING AND ENVIRONMENTAL HEALTH</b>	
Development Services	14
Building Services	10
Environmental and Public Health	16
Strategic Planning	9
<b>SUB TOTAL</b>	<b>49</b>
<b>CIVIL SERVICES</b>	
Infrastructure Planning	14
Engineering Works	70
Open Spaces	37
Water and Wastewater	45
Resource Recovery	16
Operations Support	37
<b>SUB TOTAL</b>	<b>219</b>
<b>TOTAL</b>	<b>335</b>

# 02

---

## achievements 2018/2019

lga act s428(1) and (3)

Council's achievements in implementing the Delivery Program / Operational Plan are summarised in section one of this report.

Our Operational Report for June 2019 further outlines how we are progressing in implementing the Actions in our Delivery Program. Service Delivery Targets are also measured and provide a comparison of results over the previous four/five years.

*See Appendix 2 for the June 2019 Delivery Program Report.*

## audited financial statements

LGA s428(4)(a) LG Code of Accounting Practice & Financial Reporting

Ballina Shire Council places ongoing emphasis on prudent financial management. The Audit Office of New South Wales audit Council's financial records.

*See Appendix 8 for the full set of financial reports including the auditor's report, for 1 July 2018 to 30 June 2019.*

## local government environmental upgrade agreement

s54P

Ballina Shire Council did not enter into any environmental upgrade agreements.

## overseas visits

LGA REG cl217(1)(a)

Ballina Shire Councillors and staff were not involved in any exchange projects necessitating overseas travel during the year.

# 02

## special variation to general income

lga s508A

The Minister for Local Government approved a special variations to the notional ordinary rate yield for various years. These approvals enabled Council to raise additional ordinary rate income. The tables on the following pages detail the ways in which these funds were applied in **2018/19**.

Note: The 2017/18 special variation was a temporary approval only, and was reported in the 2017/2018 Annual Report

### 2010/11 RATE RISE

expenditure items	income from special variation	actual expense to date	comment
<b>Roads Construction</b>			
Cherry Street	250,300	250,300	Reconstruction of failed pavement
Simmons Street	73,600	73,600	Reconstruction of failed pavement
Rural Roads Reseals	79,100	79,100	
Rural Roads Heavy Patching			
<b>Footpaths/Cycleways</b>			
Southern Cross Drive	74,600	74,600	Shared path
Kalinga Street	49,400	49,400	Footpath
<b>Sportsfields</b>			
Skennars Head	92,000	92,000	New sportsfields, lighting and carparking
<b>total expenditure</b>	<b>619,000</b>	<b>619,000</b>	

### 2011/12 RATE RISE

expenditure items	income from special variation	actual expense to date	comment
<b>Roads Construction</b>			
Wardell Road	414,000	414,000	Reconstruction of failed pavement
<b>Footpaths/Cycleways</b>			
Cherry Street	8,400	8,400	Footpath
<b>Buildings and Facilities</b>			
Ballina Indoor Sports Centre	77,000	77,000	New two-court indoor sports centre
<b>total expenditure</b>	<b>499,400</b>	<b>499,400</b>	

# special variation to general income (cont')

lga s508A

## 2012/13 RATE RISE

expenditure items	income from special variation	actual expense to date	comment
<b>Roads Construction</b>			
Wardell Road	188,300	188,300	Reconstruction of failed pavement
Fernleigh Road	41,200	41,200	Reconstruction of failed pavement
Burnett Street	151,900	151,900	Reconstruction of failed pavement
Simmons Street	88,600	88,600	Reconstruction of failed pavement
<b>Footpaths/Cycleways</b>			
Crane Street	8,500	8,500	Footpath
<b>Buildings and Facilities</b>			
Ballina Indoor Sports Centre	6,500	6,500	New two-court indoor sports centre
<b>total expenditure</b>	<b>485,000</b>	<b>485,000</b>	

## 2013/14 RATE RISE

expenditure items	income from special variation	actual expense to date	comment
<b>Roads Construction</b>			
Fernleigh Road	244,000	244,000	Reconstruction of failed pavement
Fawcett Lane	122,000	122,000	Reconstruction of failed pavement
Rural Roads Reseals	218,000	218,000	Reseals
<b>Footpaths/Cycleways</b>			
Bentinck Street	7,800	7,800	Footpath
<b>Buildings and Facilities</b>			
Ballina Indoor Sports Centre	4,600	4,600	New two-court indoor sports centre
<b>total expenditure</b>	<b>596,400</b>	<b>596,400</b>	



# 02

## special variation to general income (cont')

Iga s508A

### 2015/16 RATE RISE

expenditure items	income from special variation	actual expense to date	comment
<b>Pools Loan</b>			
Repayment of pools loan	520,000	520,000	Council completed the major refurbishment of Ballina and Alstonville pools during 2017/18. The first loan was taken in June 2016/17 with two subsequent loans taken during 2017/18. The special variation funds are being used to repay loans taken out to finance the work.
<b>Operating Deficit</b>			
Funding to reduce operating deficit	63,000	63,000	Council has been striving to achieve a break even operating result in General Fund, in accord with the 'Fit for the Future' requirements. Funds not applied to the pools loan repayment will be used to help Council meet the 'Fit for the Future' ratios.
<b>total expenditure</b>	<b>583,000</b>	<b>583,000</b>	

### 2016/17 RATE RISE

expenditure items	income from special variation	actual expense to date	comment
<b>Pools Loan</b>			
Repayment of pools loan	428,000	428,000	Council completed the major refurbishment of Ballina and Alstonville pools during 2017/18. The first loan was taken in June 2016/17 with two subsequent loans taken during 2017/18. The special variation funds are being used to repay loans taken out to finance the work.
<b>Operating Deficit</b>			
Funding to reduce operating deficit	41,000	41,000	Council has been striving to achieve a break even operating result in General Fund, in accord with the 'Fit for the Future' requirements. Funds not applied to the pools loan repayment will be used to help Council meet the 'Fit for the Future' ratios.
<b>total expenditure</b>	<b>469,000</b>	<b>469,000</b>	

# special variation to general income (cont')

lga s508A

## 2018/19 RATE RISE

expenditure items	income from special variation	actual expense to date	comment
<b>Roads Construction</b>			
Bagotville Road	354,900	354,900	Reconstruction of failed pavement
Crane Street	321,000	321,000	Reconstruction of failed pavement
Rural Roads Heavy Patching			
<b>Buildings and Facilities</b>			
Ballina Indoor Sports Centre	150,000	150,000	New two-court indoor sports centre
<b>Open Spaces</b>			
Fawcett Park Playground	173,760	173,760	New playground
Porter Park Multi Court	46,400	46,400	Multi Court includes Basketball court
Pop Denison	49,840	49,840	Pathways
<b>Environment</b>			
Healthy Waterways Programs	337,500	337,500	<ul style="list-style-type: none"> <li>• Completion of the Draft Lake Ainsworth Coastal Management Program</li> <li>• Scoping Study undertaken for North Creek Coastal Management Plan</li> <li>• Contribution to regional projects with the Richmond River Catchment</li> <li>• Shaws Bay and Richmond River Tidal Monitoring Survey</li> <li>• Purchase of vacant land at North Teven to development into a recreational/fishing area plus riparian revegetation along Emigrant Creek</li> <li>• Commencement of the Emigrant Creek Revegetation and bank stabilisation project</li> <li>• Erosion and Sediment Control training for builders and consultants plus council staff (outdoor and office)</li> <li>• Maguires Creek Stormwater stabilisation works (Maple Drive)</li> </ul>
<b>total expenditure</b>	<b>1,468,600</b>	<b>1,468,600</b>	

# rates and charges debt recovery

REG cl 132

The table below is a summary of rates & charges legal debt recovery action statistics from 2017/18 to 2018/19.

The 2017/18 rates, charges and interest written off totalled \$62,970.59.

	2017/18 RATES/ CHARGES	2018/19 RATES/ CHARGES	2017/18 DEBTORS	2018/19 DEBTORS
Statements of Claim issued	72	42	1	0
Number of assessments currently with debt recovery agency	123	144	4	5
Balance payable on assessments currently managed by debt recovery agency at 30 June	\$223,896	\$334,170	\$5,338.60	\$10,441.89
Total assessments referred to debt recovery agency for recovery action during financial year	424	463	10	8
Total principal amount referred to debt recovery agency for recovery action during financial year	\$814,338	\$861,414	\$87,009.95	\$12,080.79
Legal costs incurred (recoverable from ratepayers)	\$42,238	\$34,643	\$877.20 (ex GST)	\$0.00



# councillor expenses and facilities

REG cl 217 (1)(a1)

The Mayoral and Councillor fees for the reporting period totalled \$343,096. The Councillors Expenses and Facilities Policy allows for the payment of appropriate and reasonable expenses and the provision of facilities to assist Councillors in discharging their roles as elected persons and members of the governing body of the Council. Expenditure outlined in the table (excl GST) below is in accordance with Council's Councillor Expenses & Facilities Policy (Appendix 3)

	Cr D Wright	Cr J Johnson	Cr S Cadwallader	Cr K Williams	Cr B Smith	Cr P Maehan	Cr S Parry	Cr E Johnston	Cr S McCarthy	Cr N Willis	Combined	TOTAL
Councillor/Mayoral Allowance	62,960	19,936	19,790	19,790	19,790	19,790	19,790	19,790	19,790	19,790		241,217
Additional facilities for the Mayor												
<i>motor vehicle</i>	12,000											12,000
Audit Risk											2,850	2,850
Civic Activities/Functions/Meetings											19,157	19,157
Insurance											34,825	34,825
General Travel Expenses	481	381	1,949	-	80	724	1,265	1,431	46	278		6,634
Information and Communication Technology	776	1,465	1,454	842	470	1,307	-	511	996	470		8,293
Home Office	-	12	101	157	123	110	204	124	-	26		859
Incidentals/Newspapers	311	311	362	245		156	312	238	44	-		2,190
Joint Regional Planning Panel	600	-	-	600	-	-	-	600	-	600		2,400
Professional Development and Corporate Training	455	4,264	1,940	455	455	455	1,094	1,652	2,682	5,439		18,890
<b>TOTAL</b>	<b>77,582</b>	<b>26,369</b>	<b>25,597</b>	<b>22,089</b>	<b>20,962</b>	<b>22,684</b>	<b>22,661</b>	<b>24,377</b>	<b>23,557</b>	<b>26,604</b>	<b>56,832</b>	<b>349,314</b>

# contracts awarded

reg cl 217(1)(a2)

The following contracts, over \$150,000, were awarded during the reporting year:

REF	CONTRACTOR	NATURE OF GOODS/SERVICES	AMT(\$) EXCL GST
RFT1129	Bitupave Limited	Provision for Sprayed Bituminous Surfacing	Schedule of Rates
	Colas New South Wales Pty Ltd		Schedule of Rates
	Fulton Hogan Industries Pty Ltd		Schedule of Rates
	NSW Spray Seal Pty		Schedule of Rates
RFT1130	Bitupave Limited	Provision for Supply and Laying of Asphalt	Schedule of Rates
	RPQ Asphalt Pty Ltd		Schedule of Rates
	Fulton Hogan Industries Pty Ltd		Schedule of Rates
RFT1141	Australian Lifeguard Services	Provision of Surf Life Saving Services	\$327,664 per annum
RFT976	Bennett Constructions (NSW) Pty Ltd	Construction of Ballina Indoor Sports Centre	7,514,244
RFT1139	CD Excavations Pty Ltd	54 North Creek Road, Ballina - Civil Construction Works	\$842,960
RFT1144	Boral Country Concrete & Quarries	Supply and Delivery of Quarry Products	Schedule of Rates
	Holcim (Australia) Pty Ltd		Schedule of Rates
	Ballina Sands Pty Ltd		Schedule of Rates
	Quarry Solutions Pty Ltd		Schedule of Rates
	Richmond Quarry		Schedule of Rates
RFT959	Synergy Resource Management Pty Ltd	Skennars Head Playing Fields Extension	\$2,214,059
RFT1140	Australian Laboratory Services Pty Ltd	Provision of Laboratory Services	Schedule of Rates
	Environmental Analysis Laboratory		Schedule of Rates
	Tweed Laboratory Centre		Schedule of Rates
RFT1148	SAFEgroup Automation Pty Ltd	Supply of Hardware to Upgrade to Ethernet Radio	Schedule of Rates
RFT1126	GHD Services Pty Ltd	Ballina Island and West Ballina Flood Study	\$227,937
RFT1155	CD Excavations Pty Ltd	Boeing Avenue and Airport Boulevard - Earthworks and Fill	\$6,657,307
RFT1143	Alan Kneale Electrical Pty Ltd	Sports Field Lighting	\$714,356
RFT1160	Arura Constructions Pty Ltd	Under-Boring Recycled Water Main	\$268,889
RFT1160	Interflow Pty Ltd	Angels Beach Drive Sewer Rising Main Relining	\$301,633
RFT1164	A.J Bennett & V Skewes Pty Ltd	Construction of the Coastal Shared Path	\$1,092,546
	Commonwealth Bank	Banking Services	Schedule of Rates
RFT1165	Local Government Group Training	Group Training Services	Schedule of Rates
RFT1166	Spinifex Recruiting	Provision of Labour Hire Services	Schedule of Rates
	Nortec Staffing Solutions		Schedule of Rates
RFT1178	Urbanstone	Manufacture and Supply of Pavers	\$327,734
RFT1193	Polytrade Pty Ltd	Processing of Co-mingled Recyclables	Schedule of Rates
RFT1156	Drake Trailers	Tri-Axle Low Loader	\$159,387

# 02

## legal proceedings and results

reg cl 217(1)(a)3

### DEVELOPMENT REGULATORY FUNCTIONS

Proceedings related to development consents and regulatory functions, including costs for obtaining ancillary legal advice.

Detailed information regarding these proceedings were reported to the Ordinary Council Meeting 26 September 2019.

**WebLink:** [https://www.ballina.nsw.gov.au/cp\\_themes/default/res.asp?id=14467](https://www.ballina.nsw.gov.au/cp_themes/default/res.asp?id=14467)

CASE REF	COSTS 2018/19	ACTION	STATUS
Planners North v BSC	78,400	Land and Environment Court - Class 1 Appeal Proceedings. The applicant appealed the deemed refusal of the DA 2016/184.	Ongoing
BSC v The Beach	31,600	Land and Environment Court - Class 4 Civil Enforcement Proceedings.	Finalised
Palmlake Works Pty Ltd v BSC	256,600	Land and Environment Court – Class 1 Appeal Proceedings – Challenge deemed refusal of DA 2018/32. 1	Ongoing
BSC v Ballina Sands	22,100	Ballina Local Court - Class 5 Prosecution Proceedings	Finalised
Ardill Payne and Partners v BSC	9,300	Land and Environment Court – Class 1 Appeal Proceedings – Challenge refusal of development application 2017/707	Ongoing
Northern Rivers Land Solutions v BSC	35,000	Land and Environment Court - Class 1 Appeal Proceedings – Challenge deemed refusal of three modification applications to development application 2016/184 and associated construction certificate application and deemed refusal of development application 2018/616	Ongoing
BSC v Byron Highlander Estate P/L	9,500	NSW Land and Environment Court Class 1 Appeal against the Council's refusal of DA 2017/557 for a Place of Assembly (function centre) and Tourist Facility. The matter was heard by way of a s.34 conciliation conference. The appeal was upheld and consent orders issued.	Finalised
Intrapac Skennars Head P/L v BSC and Northern Regional Planning Panel	31,100	NSW Land and Environment Court Class 1 Appeal against the deemed refusal of DA 2017/244 for a 229 lot residential subdivision. The subject application was granted consent by the Northern Regional Planning Panel on 20 February 2019. The applicant in these proceedings subsequently withdrew its appeal.	Finalised
BSC v Joanne White	900	Legal proceedings in the Local Court against the landowner for undertaking development without consent. The Court found the matter proven and the defendant was ordered to pay Council's costs. This Court matter is now finalised.	Finalised
Michael Young v BSC	22,600	NSW Land and Environment Court Class 1 Appeal against the deemed refusal of a modification application to DA 2017/321. The subject modification application sought to change the approved attached dual occupancy to a detached dual occupancy and to delete conditions requiring the payment of developer contributions. The matter was heard by way of a s.34 conciliation conference. The appeal was upheld however, the requirement for payment of contributions was retained.	Finalised



## CONTRACT DISPUTES

Contract disputes, can at times involve legal action, disputes in respect to contracts are as follows:

CONTRACT	DETAILS	STATUS
Haslin Constructions	Completion of Contract not awarded for Ballina Wastewater Treatment Plant Design as works are not considered to be defect free. Contractor disputes this position and issues referred to Expert Determination.	Ongoing
Cardno Pty Ltd	Council issues contractor letter of demand for rectification costs associated with defective design of the Wollongbar Sports Fields. Contractor denies the claim. It was not commercially viable to initiate proceedings.	Finalised
Ridgemill Pty Ltd	Council issued contractor a letter of demand in respect to additional costs due to reliance on design advice with respect to electrical infrastructure for upgrade of Ballina and Alstonville Pools.	Ongoing

## PUBLIC LIABILITY AND PROFESSIONAL INDEMNITY

During this period, legal proceeding costs paid by Council (being payment of excess of claims) associated with public liability insurance claim representation was approximately \$15,000, and nil for professional indemnity.

## INDUSTRIAL RELATIONS

During this period, there were no legal costs associated with industrial relations advice and assistance provided by Local Government New South Wales (LGNSW) and Council's appointed legal services.

# private works

LGA s67(3) and REG cl 217(1)(a4)

In accordance with section 67 of the Local Government Act Council is permitted to provide, at current approved market rates, specific services on private land. Any private works carried out in 2018/2019 were charged as per Council's adopted fees and charges.

# voluntary planning agreements

ep&a s7.5(5)

A voluntary planning agreement (VPA) is an agreement entered into by a planning authority (such as Ballina Shire Council) and a developer and/or property owner. Under the agreement a developer agrees to provide or fund public amenities and public services, transport or other infrastructure. The following agreements were current in 2018/2019.

- 550 – 578 River Street West Ballina (Burns Point Ferry Road) – (June 2017).
- Teven Road Transport Precinct Planning Agreement (June 2016)
- Cumbalum B Precinct Planning Agreement - Part 1 (September 2012)
- Cumbalum B Precinct Planning Agreement - Part 2 (September 2012)
- Henderson Farm Voluntary Planning Agreement (May 2011)

# 02

## contributions and donations

LGA s356 and REG cl 217(1)(a5)

Section 356 of the Local Government Act enables Council to make donations or provide financial assistance to persons or groups. This assistance includes contributions for:

- Donations - Financial Assistance \$75,858
- Sporting Groups - Capital Assistance \$21,910
- Festival and Event funding \$120,000
- Rates and charges for community groups \$66,608 (includes estimate water and wastewater usage).

For the 2018/19 financial year Council contributions and donations are listed in the following tables.

FINANCIAL ASSISTANCE PROGRAM 2018/2019		
Ballina Junior Chamber of Commerce	Cost of building mobile 'book exchanges' and a 'boomerang bag' bay in River Street, Ballina	300
Lifeball *	Venue hire for members of Lifeball to carry out their activities	1,000
Ballina and District Local History Group	Operating costs required to incorporate and operate a new community group	500
Lennox Arts Board Inc.	Venue hire at the Lennox Community Centre to hold cultural events during 2019/20	3,600
Rotary Club of Ballina-on-Richmond Inc.	Costs for traffic control/plan required to hold White Ribbon Day Walk	500
Riding for the Disabled Association	Costs associated with sending the coaching team to a compulsory training workshop	3,000
Ballina Schools Historical Society	Costs associated with mounting student honour boards from the old Ballina High School and spotlights in the museum	500
Women in Super Mother's Day Classic - Ballina	Purchase of new banners	1,000
Ballina & District Orchid Society	Venue hire costs to hold competitions	600
Ballina & District Ministers Associations	Costs associated with holding the Riverside Carols event	5,000
Ballina Coastcare Inc.	Costs for land care maintenance and registering a new trailer	317
Ballina Bridge Club Incorporated	Costs associated with hosting the Mahjong Festival in 2020	500
Ballina Hospital Auxiliary	Venue hire at the Ballina Jockey Club for the annual craft show	1,200
Rainbow Region Dragon Boat Club	Costs to run a Level 1 Official course	400
Lennox Longboarders Club	Replace shade tents	900
Ballina Lions Club Inc.	Costs associated with running the 2019 Annual Fun Run Walk	1,000
Air Force Association Ballina Branch Inc.	Cost to provide shade for members of the public attending the Battle for Australia and Battle of Britain service	790
Ballina Jet Boat Surf Rescue Inc.	Consumables and maintenance items for rescue vehicles	3,000
<b>continued overpage</b>		

# contributions and donations (cont)

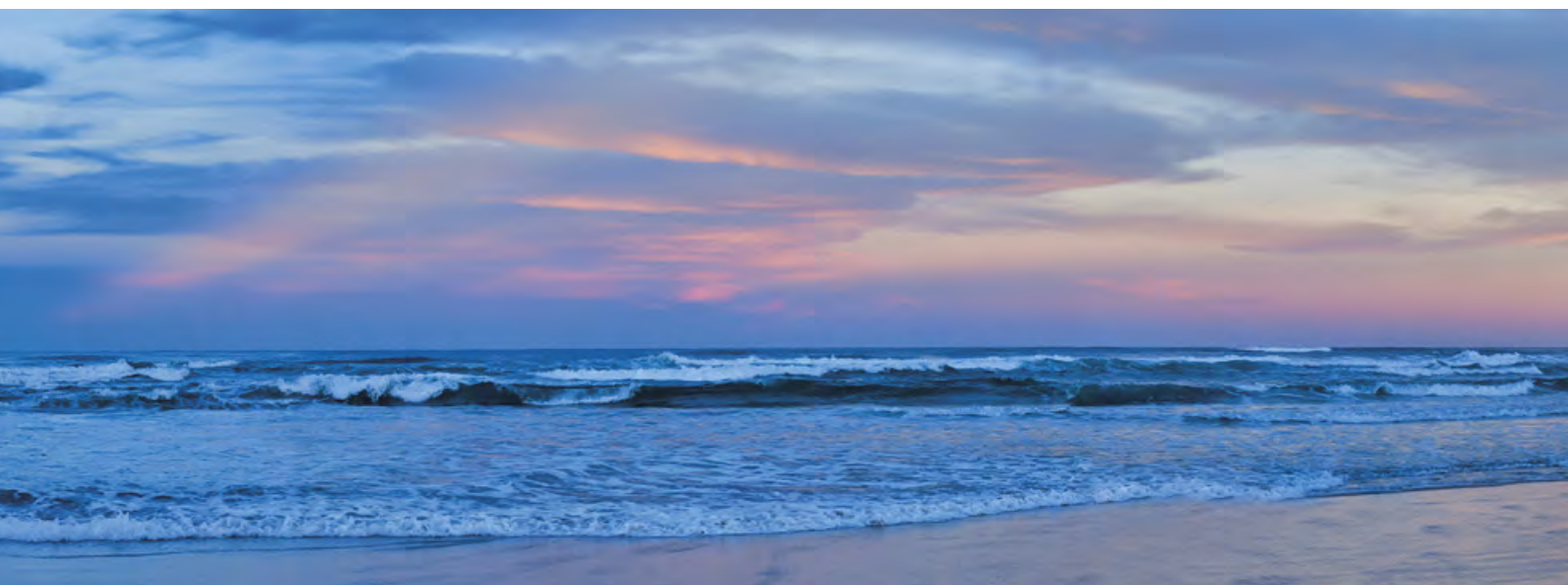
FINANCIAL ASSISTANCE PROGRAM 2018/2019		
Ballina Jet Boat Surf Rescue Inc.	Insurances and renewals for rescue vehicles	6,000
Ballina Country Music Club Inc.	Costs associated with holding fundraising events to raise funds for Ballina SES	2,000
Ballina Shire Concert Band Inc.	Purchase of two new wall mounted air conditioners for the band practice room	2,000
Ballina Al-Anon Family Group	Venue hire at the Richmond Room for meetings	780
Ballina Breast Cancer Support	Venue hire at the Kentwell Community Centre for meetings	360
Our Kids	Labour costs to provide temporary fencing for the Kids Day out event in 2020 as required by Council	1,000
Lennox Head Residents Association Inc. Boomerang Bags	Venue hire for the group to make environmental friendly bags	330
Lennox Head Residents Association Inc. Coast Care Committee	Costs associated with carrying out land care	1,950
Lennox Head Residents Association Inc. venue hire	Venue hire for monthly meetings	264
Lennox Head Combined Sports Carols Committee	Costs associated with holding the Christmas Carols in the Park at Lennox Head	5,000
Veterans Advocacy Centre Inc.	Purchase of a more cost effective telecommunication system	2,500
Lennox Head Landcare	Purchase of a gazebo for protection during community plantings	750
Lions Club of Lennox Head	Costs associated with fundraising for various charities	1,000
Alstonville Baptist Church	Costs associated with holding the Christmas on the Plateau event	5,000
Sprung Integrated Dance Theatre Inc.	Costs associated with the 2019 audit against the National Disability Insurance Scheme Practice Standards	2,000
Alstonville Plateau Historical Society Inc. (rates)	2019/20 rates and charges for Crawford House (estimate)	4,475
Lennox Head Residents Association Inc. Heritage Committee	Venue hire at the Lennox Community Centre to hold meetings	447
Westpac Life Saver Rescue Helicopter *	Costs associated with running the Lennox Head Community Markets	1,200
Wollongbar Community Preschool Inc.*	Cost of constructing and installing an outdoor shed to store equipment	1,000
Cabbage Tree Island RLFC	Accommodation and travel costs for teams selected for the Knock Out Carnival	2,000
Rous Mill & District Memorial Hall Inc.	Costs towards painting interior fixtures at the Hall	1,000
Meerschaum Vale Hall Committee	Costs towards restoring timber floor and stage in the Hall	1,000
Alstonville Maguires Creek Landcare	Costs associated with land care maintenance	1,000
Tibouchina RSL Day Club	Venue hire at the ALEC and other ongoing costs	2,500
Ballina RSL Sub Branch	Costs associated with centenary celebrations	2,000
Ballina Charity Quilters	Costs associated with venue hire Northlakes Hall	1,560
Ballina Lighthouse RSL Day Care Club	Costs associated with venue hire Richmond Room	1,920
Northlakes Sewing Group	Costs associated with venue hire Northlakes Hall	715
	<b>TOTAL</b>	<b>\$75,858</b>

## CAPITAL ASSISTANCE - SPORTING GROUPS

Ballina Hockey Club Inc.	Supply and installation of roof-top ventilators on the clubhouse roof above the canteen and storerooms	1,410
Fripp Oval Sports Club Inc.	Purchase of a 6kw solar system for the Club	3,000
Ballina Rugby Union Club	Assistance towards costs of works associated with development consent DA 2018/153	10,000
Alstonville Junior Cricket Club	Costs for various repairs and installations needed by the Club	7,500
<b>TOTAL</b>		<b>21,910</b>

## FESTIVAL AND EVENT FUNDING

Rotary Club of Ballina on Richmond	Ballina Food and Wine Festival 2018	10,000
Quota International of Alstonville/Wollongbar	Quota Club of Alstonville Craft and Garden Fair 2018	5,000
Cherry Street Sports Club	Ballina Country Music Fest 2018	20,000
Alstonville Agricultural Society Inc	New Year's Eve Family Event	20,000
Lennox Head Chamber of Commerce	Love Lennox Festival 2019	15,000
Le Ba Boardriders	Skullcandy Oz Grom Open 2018	25,000
Ballina Chamber of Commerce & Industry	Ballina Prawn Festival 2018	20,000
Ballina and District Minister's Association	Riverside Carols 2018	5,000
	<b>TOTAL</b>	<b>\$120,000</b>



RATES AND CHARGES FOR COMMUNITY GROUPS 2018/2019	
Ballina Lighthouse & Lismore SLSC	2,953
Lennox/Alstonville SLSC	5,172
Surf Life Saving FNC Branch Inc.	5,321
Ballina CWA	1,535
Marine Rescue NSW	2,063
Biala School	939
Fox St Preschool	939
Ballina Playgroup	939
River Street Childrens Centre	939
Lennox Preschool	939
Jumbunna Preschool	3,203
Wollongbar Preschool	939
Rainbow Children's Centre	6,381
Alstonville Community Preschool	1,014
Alstonville Ag Society	8,445
Meerschaum Vale Hall	1,375
McLeans Ridges Hall	2,145
Newrybar Hall	1,824
Pearces Creek Hall	1,582
Pimlico Hall	949
Rous Mill Hall	1,896
Tintenbar School of Arts Trustees	1,719
Wardell Hall	5,310
Wigmore Hall	939
Alstonville RSL Sub Branch Hall	2,752
Wollongbar Community Hall	989
Lennox Scouts	939
Alstonville Scouts	60
Ballina Scouts	939
Ballina Jetboat Surf Rescue	974
Sea Bird Rescue	735
Jehovah Witness	2,011
<b>TOTAL</b>	<b>\$68,608</b>



# 02

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## delegates external bodies

reg cl 217(1)(a6)

### **COUNTY COUNCILS**

Ballina Shire Council is a constituent member of Rous County Council which exercises Water Supply, Weed Biosecurity and Flood Mitigation functions on our behalf.

### **OTHER GROUPS**

Council has formal arrangements with several local management groups that have authority for the care, control and management of reserves, surf clubs, halls, sporting facilities, preschools, cultural facilities and youth centres. Licenses are reviewed within twelve months of each local government general election. A list of these committees together with general license conditions is available from Council's Customer Service Centre.

## controlling interest in companies

reg cl 217(1)(a7)

Council held no controlling interests in any company for the reporting period.

## corporations, partnerships, cooperatives and joint ventures

reg cl 217(1)(a8)

Council was party to the following partnerships, cooperatives and joint ventures:

### **STATEWIDE MUTUAL**

Pooling arrangement with various NSW local government authorities to acquire insurance coverage and best practice systems for risk management.

### **RICHMOND-TWEED REGIONAL LIBRARY**

A jointly funded relationship with other Councils in the Richmond-Tweed to provide library services throughout the region. Lismore City Council delivers these services on behalf of the member Councils.

### **NORTH EAST WEIGHT OF LOADS GROUPS (NEWLOG)**

Enforces vehicle weight limits, to reduce damage to council classified roads and thus decrease road maintenance costs.

### **NORTH EAST WASTE FORUM (NEWASTE)**

This cooperative pursues effective disposal of waste on a local and regional basis. This group operates in lieu of a Regional Waste Council under NSW legislation.



# equal employment opportunity

reg cl 217(1)(a9)

Ballina Shire Council has a firm commitment to the anti-discrimination laws of the Commonwealth and NSW Governments. The Local Government Act 1993 further focuses Council's attention on Equal Employment Opportunity and the implementation of an EEO Management Plan. Council's four priority target groups identified in our EEO Management Plan are women, Aboriginal and Torres Strait Islander people, people with a disability and people from non-English speaking backgrounds.

During 2018/19 Council achieved the following management plan strategies, objectives, goals and targets such as:

- Council's EEO Management Plan was reviewed with a progress report to Council in November 2018.
- Recruitment processes continued to focus on merit based strategies to increase the number of women in non-traditional field based roles and professional management positions. During this period Council successfully increased the representation of three women in management and professional positions.
- All new staff were inducted through Council's online onboarding program which included information on EEO expectations.
- Our indigenous employment in the period remained at 13 employees representing 3.8% of the workforce -
- To support our strategy to increase aboriginal employment, Council hosted 5 indigenous school based trainees to gain experience throughout Council.
- Council staff attended a school program to promote Ballina Shire Council employment opportunities within the Indigenous community
- Council provided ongoing support and achieved ongoing accreditation to provide employment to Council's Regional Works and Nursery Crew providing, employment for 11 employees with a low to medium intellectual and physical disabilities. -
- Risk and Human Resources reviewed its employment strategies to increase participation of individuals with low to medium disabilities into our workforce.
- Council has focused on embedding its core values throughout the organization, including the value of respect. This has resulted in employees' professional standards of conduct, reflecting those values. These are included in Council's recruitment processes.

# 02

## senior staff remuneration

reg cl 217(1)(b)&(c)

The number of staff designated as senior staff employed by Ballina Shire Council under the Local Government Act is four. All Senior Staff are employed under five year performance based contracts.

The total value of the remuneration package of senior staff is:

\$790,372 for the period 2018/2019 financial year.

Total remuneration packages for each senior staff member for the reporting period:

General Manager - \$321,980

Other Senior Staff (combined) \$468,391.

This remuneration figure includes the salary component, super contributions (employer or salary sacrifice), non-cash benefits and FBT for non-cash benefits for the senior staff. Note that one senior staff member was appointed in April 2019 therefore figures include two months of remuneration rather than a full financial year.

## stormwater levy and services

reg cl 217(1)(e)

Income raised from the stormwater levy in 2018/2019 replaced and upgraded stormwater networks at the following locations:

PROJECT	\$
Dodge Street, Lennox Head	158,800
Kerr Street, Ballina	132,900
Burns Point Ferry Road Tide Gates, West Ballina	65,800
Urban Lanes Drainage	40,700
Henry Phillip Avenue, Ballina	28,300
Total	\$426,500

# coastal protection services

reg cl 217(1)(e1)

Ballina Shire Council applied no annual charge for coastal protection services during the reporting period.

The coastal protection works provided and coordinated by Council included the maintenance of rock walls, groynes and replenishment of sand.

Volunteers erected dune forming shadecloth fences and planted natives to assist in sand accretion at several dune locations along the shire's coastline



# 02

## enforcement and compliance with companion animals act

reg cl 217(1)(f) & Companion Animals Act 1998

### LODGEMENT OF POUND COLLECTION DATA TO THE OFFICE OF LOCAL GOVERNMENT (OLG)

Animal Shelter collection data for the reporting period was lodged with the Office of Local Government in September 2019.

POUND DATA SUMMARY 2018/2019	CATS	DOGS	TOTAL
Seized and transferred to council's facility	31	81	112
Surrendered by owners	4	21	25
Released to owners	10	69	79
Euthanised	5	6	11
Sold	0	0	0
Released for rehoming	20	26	46
Died at council's facility	0	0	0
Stolen or escaped from council's facility	0	0	0

### LODGEMENT OF DATA RELATING TO DOG ATTACKS WITH OLG

Council notifies the OLG within 72-hours where possible when Council officers have investigated complaints of dog attacks. A total of 101 dog attacks either on a person and/or animal were reported to the OLG for the 2018/19.

### COMPANION ANIMALS FUND EXPENDED AS PER S85(1A)

Council received approximately \$45,639\* from the Companion Animals Fund for the 2018/19 year. These funds were used for companion animal management, education programs, the maintenance and upkeep of Council's Animal Shelter and towards the wages of Rangers.

The Minister for the Office of Local Government has requested local councils conduct audits of the NSW Companion Animals Register for dogs and cats not registered.

Council regularly reviews the NSW Register for Ballina Shire and every three months conducts audits of animals not registered. This has resulted in an increase in animals registered and improved the accuracy of information held.

\* accounts for three payments. Final quarter to be paid by the OLG in 2019/20.

## ANIMAL MANAGEMENT/ACTIVITIES EXPENDITURE

Expenditure for animal management/activities including wages, cleaning of animal shelter and maintenance of animal shelter, veterinary expenses totalled approximately in excess of \$345,000 for 2018/2019.

## COMPANION ANIMALS MANAGEMENT PLAN

Council reviewed its Companion Animals Management Plan in November 2017. This Plan sets out how Council will fulfill its responsibilities under the NSW Companion Animals Act.

Council is aware how important pets, particularly dogs and cats, are to many people and this plan aims to work with the community to promote responsible dog and cat ownership and to provide a healthy environment in which animals, their owners and the wider community can comfortably live.

The Management Plan also details the areas where dogs can be exercised off-leash and areas where dogs are prohibited. In order for Council to achieve the objectives of the Companion Animals Management Plan a series of actions outline how the plan will be delivered and the measures to assess the effectiveness our implementation.

So far we have implemented procedures and processes for:

- Barking dogs
- Roaming dogs
- Dangerous dog management
- Dog attack investigation
- Animal release procedure from the Animal Shelter
- Chip n' Check Program Microchip and Desexing Marketing Campaign

Council understands the joy people get from owning animals and is trying to find a balance that suits the entire community. We have continued to promote 'Pippa' the Dog Poo Fairy - a mythical creature that encourages dog owners to pick up after their pets and use bags from the dispensers publicly available at various sites around the Ballina Shire.

The Companion Animal Management Plan can be viewed on Council's website [ballina.nsw.gov.au](http://ballina.nsw.gov.au)

## OFF LEASH DOG AREAS

Council recognises the importance of dogs being allowed time to exercise unrestrained and provides seven (7) off-leash dog exercise areas in Ballina Shire.

- Bicentennial Gardens, the northern area of reserve, Ballina
- Compton Drive, East Ballina
- Gap Road, Alstonville
- Seven Mile Beach, north of Lake Ainsworth Reserve (old 4WD access point), Lennox Head
- Ballina Heights Estate, eastern reserve area, Ballina Heights
- Headlands Drive Drainage Reserve, Skennars Head
- The Spit, Ballina.

## DOG PROHIBITED AREAS

Council also has a number of beaches where dogs are not permitted to enable people to visit and enjoy these places without undesired interaction with dogs.

- Lighthouse Beach
- Shelly Beach
- Flat Rock Reef
- Sharpes Beach (when surf life saving services are provided)
- Seven Mile Beach (south of the old 4WD access point)
- Chickiba Lake, north/eastern corner surrounding the bird migratory area

Under the Act, dogs are not permitted in certain public places and Council monitors these areas for non-compliance.



# 02

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## capital expenditure

OLG Capital Expenditure Guidelines

Ballina Shire Council's capital works projects are reported in Appendix 7.

## carers recognition

carer's recognition act 2010 s8(2)

Council is not considered a 'human service agency' under the Carers Recognition Act 2010.

## fisheries management

act 1994 s.220ZT

Council has not had proposals or obligations under this act.



# disability inclusion

act 2014 s.13(1)

Council's Disability Inclusion Action Plan (DIAP) has been prepared to meet the requirements of the NSW Disability Inclusion Act 2014. The DIAP has been developed by listening to people with disabilities, their families, carers and local organisations who work with people with disabilities.

A Disability Access Reference Group has also operated in Ballina Shire Council for over 20 years. The group includes individuals with a range of abilities and lived experiences that provide Council with advice on development applications, proposed redevelopments and a broad range of access and inclusion issues.

Council has undertaken a range of projects and implemented actions that directly support the needs of people with disability. We aim to ensure that access and inclusion is a key consideration in all areas of our services and operations.

Recent projects delivered under the four key areas as identified by the NSW Government and in Council's DIAP include:

## 1. DEVELOPING POSITIVE COMMUNITY ATTITUDES AND BEHAVIOURS

- Access Reference Group meets Bi monthly and provides advice to Council on disability access issues.
- Members of Access Reference Group recognised at the annual Volunteer recognition morning tea.

## 2. CREATING LIVEABLE COMMUNITIES

- Installed accessible transfer hoist at Ballina War Memorial pool
- MLAK keys given to residents free of charge
- Accessible toilets remain unlocked throughout the day , access afterhours via use of MLAK
- Maintains network of accessible toilets
- Installed push button door openers for the accessible toilets at Ballina Airport and Ballina Indoor Sports Centre
- Council is continuing the process of expanding the shared pathway network
- Ongoing audits of pathways
- Redevelopment of Shaw's Bay included accessible features such as accessible seating areas, drinking fountains, access ramp into the water and extended pathway.

## 3. SUPPORTING ACCESS TO MEANINGFUL EMPLOYMENT

- Continue to support the employment of the individuals with low to medium physical and intellectual disabilities within Council's Open Spaces section
- Again accreditation as an employment provider under the NDIS
- Recruitment methods provide people with a disability the opportunity to apply for positions with Council.

## 4. IMPROVING ACCESS TO SERVICES THROUGH BETTER SYSTEMS AND PROCESSES

- Planning for new website to ensure it is compliant with WCAG 2.0 AA
- Auslan interpreter at Council meetings and community consultations as requested
- Council information and brochure stands accessible to people who use mobility aids
- Council design engineers are incorporating accessible design features into public space designs.

The Disability Inclusion Action Plan 2017 – 2021 can be viewed in Appendix 6.

# 02

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## swimming pool inspections

swimming pools act 1992, s.22F(2) swimming pools reg 2008 cl 18BC

Details of inspections of private swimming pools. Include:

- **101** inspections of tourist and visitor accommodation
- **149** inspections of premises with more than 2 dwellings
- **232** Compliance Certificates plus 69 Final (or Interim) Occupation Certificates (OC) as recorded in Council's DA Register (under Occupation Certificates)
- **363** inspections resulting in the issuing of certificates of non-compliance under clause 18BA of the Regulation.

## public interest disclosure

PID Act 1994

Council lodges a six-monthly return to the the NSW Ombudsman reporting any disclosures made under the Public Interest Disclosure Act 1994. Nil disclosures were made in the reporting period. The six-monthly reports are included in Appendix 4.

## public access to information

gipa act 2009 s125

Council is committed to the proactive release of information under the Government Information (Public Access) Application (GIPA Act 2009). The GIPA Act stipulates access arrangements as follows:

**MANDATORY DISCLOSURE** allows a large amount of information to be available free of charge on Council's website.

**PROACTIVE RELEASE** allows some types information not published on Council's website to be available for viewing unless there is an overriding public interest against its release.

**INFORMAL ACCESS** allows information to be released in response to an informal request unless there is an overriding public interest against its disclosure.

**FORMAL ACCESS** where informal access is not possible, formal GIPA procedures and associated fees apply.

Formal applications for information under GIPAA should be accompanied by a \$30 application fee. A \$30 per hour processing fee is charged to access documents that are not for personal information (about the applicant) and cannot be obtained under other legislation.

Council's GIPA Act Annual Report 2018/2019 developed in accordance with Section 125 of the GIPA Act outlines access requests made during the reporting period (see Appendix 5).



03










*appendices*

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# *appendices*

	<b>A1</b> GETTING INVOLVED
	<b>A2</b> DELIVERY PROGRAM FINAL REPORT JUNE 2019
	<b>A3</b> COUNCILLORS FACILITIES + EXPENSES POLICY
	<b>A4</b> PUBLIC INTEREST DISCLOSURES 2018/2019
	<b>A5</b> GIPA ACT 2009 ANNUAL REPORT 2018/2019
	<b>A6</b> DISABILITY INCLUSION ACTION PLAN REPORT
	<b>A7</b> CAPITAL EXPENDITURE
	<b>A8</b> FINANCIAL STATEMENTS
	<b>A9</b> FINANCIAL STATEMENTS

A1

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*getting involved*

# 3. PUBLIC PARTICIPATION + FEEDBACK

There are a number of ways in which the community can get involved in Council's decision making, such as attendance at Council meetings, representations to Councillors and by nominating for election to Council. Submissions and comments may also be relayed to the Council by contacting the General Manager's office.



## TALK TO YOUR COUNCILLORS

The councillors are here to represent your views, refer to the following page for their contact details.

## COUNCIL MEETINGS

Council and committee meetings are held in Council's Customer Service Centre, situated at 40 Cherry Street, Ballina. Ordinary Council Meetings are held on the fourth Thursday of each month commencing at 9.00 am. You have the opportunity to participate in the Council Meetings by:

- making a deputation on an agenda item. Deputations are allocated five minutes to address Council, and are limited to one speaker in the affirmative and one in the negative for each agenda item. Deputation requests must be lodged with the General Manager by noon on the day preceding the meeting. Deputations are held at 9.00am.

- asking questions during Public Question Time. This session is conducted at 12.45pm on the day of Council's Ordinary meetings. This is a 15-minute session for members of the public to ask a question on any topic.

### Availability of business papers

Business papers are available on the Monday preceding the Council meeting at Community Access Points:

- Council's Customer Service Centre
- Alstonville, Ballina and Lennox Head Libraries
- Council's website **[ballina.nsw.gov.au](http://ballina.nsw.gov.au)**

Meetings are live-streamed to council's website. Video recordings of meetings are also made available on council's website following the meeting.

- Council's website **[ballina.nsw.gov.au](http://ballina.nsw.gov.au)**

# PUBLIC PARTICIPATION (CON'T)

There are also avenues for members of the public to personally participate in the policy development and the functions of the Council. Several Reference Groups and Committees comprise or include members of the public.

## Standing Committees

Council has five Standing Committees, as follows:

### **Australia Day Committee**

Consisting of all Councillors to determine award recipients for Australia Day.

### **Commercial Services Committee**

Introduces, evaluates and reviews commercial proposals for Council typically related to property matters

### **Environmental and Sustainability Committee**

Considers land use planning matters of a strategic and regulatory nature

### **Facilities Committee**

Identifies priorities for community infrastructure projects and provides oversight and on-going review of approved projects from initial feasibility through to final completion and commissioning

### **Finance Committee**

Considers financial matters of a strategic nature including Council's annual budget deliberations.

*The Committees listed above have no delegated authority and minutes are submitted to Council for confirmation.*

### **Reserve Trust**

Considers Crown land matters where Council is the appointed Trust Manager. This Committee has delegated authority to determine matters where Council is the Reserve Trust Manager for the land.

## Reference Group

### **Access Reference Group**

This group identifies the major access needs of different disability groups in the Ballina Shire and makes recommendations to Council to resolve identified issues in priority order.

## A, B and C Ward Committees

Council's area is divided into three Wards. Each Ward is represented by its own Ward Committee. The Ward Committees are designed to provide Council with feedback and policy advice on matters referred by Council and/or raised by members on behalf of their community. They are made up of community organisations, councillors and community members within each Ward. The Ward Committees have no delegated authority and minutes are distributed to members for confirmation at the next meeting.

Our Senior Leadership Team provide a presentation at each Ward Committee meeting. This has been implemented to increase communication between the community representatives on the committee and council staff.

Ward Committee Application – Council reviewed membership of each Ward Committee in September so that the committees maintain relevance (we also call for nominations each term). The application for nomination to a Ward committee is also through a formal application.

## Other Committee

Council also has a range of Advisory Committees that include members of our community to assist in providing feedback to Council:

### **Donations Working Party**

Considers applications for donations and makes recommendations to Council.

### **Public Art Advisory Panel**

Provides guidance on the implementation of Council's Public Art Policy. Consists of three Councillors and a representative from Arts Northern Rivers.



### Local Traffic Committee

This Committee is a requirement of Council's statutory obligations as delegated by the Roads and Maritime Services in respect to the Roads Act 1993. The role of the Committee is to consider the technical aspects of any proposal and make a recommendation to the Council. The public perspective is the responsibility of the Council and thus residents' views should be considered by Council rather than the Local Traffic Committee.

### Port Ballina Taskforce

Consists of the Mayor and four Councillors, representatives from Ballina Chamber of Commerce, Ballina Fishermen's Co-operative, the State Department of Premier and Cabinet, Roads & Maritime Service, Recreational Fishers and three community representatives. The Taskforce's goal is to improve the overall marine infrastructure and marine environment for Ballina through promotion and lobbying.

### Audit, Risk and Improvement Committee

The Audit, Risk and Improvement Committee provide information to Council for the purpose of improving the Council's performance of its functions. The Committee aims to keep under review Council operations, such as compliance, risk management, fraud control, financial management and governance. The Committee also reviews the implementation of the strategic plan, delivery program and strategies including service reviews, collection of performance measurement data by council and any other matters prescribed by the regulations.

## Delegates

Councillors represent Ballina Shire Council on a number of external committees:

ORGANISATIONS	DELEGATES
Alstonville Wollongbar Chamber Of Commerce	Three "C" Ward Councillors plus the Mayor and Cr Sharon Cadwallader
Arts Northern Rivers	Cr Sharon Parry, Lee Mathers (as alternate delegate)
Ballina Chamber Of Commerce & Industry	Three "A" Ward Councillors plus the Mayor, Cr Sharon Cadwallader
Ballina Naval Museum	Cr Sharon Cadwallader, Cr Jeff Johnson
Cape Byron Marine Park (Authority Advisory Committee)	Cr Keith Williams
Country Mayors' Association	Mayor General Manager
Lennox Head Chamber of Commerce	Three "B" Ward Councillors plus the Mayor
Northern Rivers Joint Organisation	Cr David Wright, Mayor (As per constitution, delegate is the Mayor)
Richmond Tweed Regional Library Committee	Cr Nathan Willis Cr Sharon Cadwallader Cr Eoin Johnston (as alternate delegate)
Rural Fire Service Management Committee	Cr Sharon Cadwallader
COUNTY COUNCIL	DELEGATES
Rous County Council	Cr Keith Williams Cr Sharon Cadwallader



## COUNCIL NEWS AND INFORMATION

We aim to better inform our community about Council's activities. We do this through a number of activities:

### Using communication channels

Ballina Shire Council proactively uses traditional and digital media to relay information and seek information from the community. The General Manager has a regular program on local community radio, 101.9 Paradise FM, after each monthly Council meeting.

### Consultation Engagement

Council staff engage, consult and educate the community through various consultation channels including door knocks, pop-up shops and market stalls. Refer to Council's Community Consultation Policy.

### Council notices

Published weekly in the Ballina Shire Advocate and on occasions in the Northern Star.

### Mayoral column

Published in the Ballina Shire Advocate on the first week of the month.

### Community Connect Newsletter

Is distributed to all shire residents four times a year and is available at Council's Libraries, Community Centres, Visitor Information Centre, Ballina-Byron Gateway Airport, and website.

### Social Media

Ballina Shire Council's Facebook page  
[facebook.com/ballinashirecouncil](https://facebook.com/ballinashirecouncil)

**Media releases, advertisements and documents on exhibition** are available on Council's website [ballina.nsw.gov.au](http://ballina.nsw.gov.au) (search News and Noticeboard).

## PUBLIC SUBMISSIONS

All significant plans, strategies and policies of Ballina Shire Council are placed on exhibition in draft form so that interested members of the public may view them and make comments should they wish to.

Exhibition documents are available at Council's Community Access Points (Council's Customer Service Centre; Alstonville, Ballina and Lennox Head Libraries; and Council's website [ballina.nsw.gov.au](http://ballina.nsw.gov.au))

**Submissions should be addressed to:** The General Manager | Ballina Shire Council | PO Box 450 | Ballina NSW 2478 | Email [council@ballina.nsw.gov.au](mailto:council@ballina.nsw.gov.au)

**Online Feedback** can be made Council's website [ballina.nsw.gov.au](http://ballina.nsw.gov.au) (search Document on Exhibition).

A2

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***delivery program  
final report june 2019***

**ballina**







**shire council**

**Delivery Program and Operational Plan**

**30 June 2019 Review**

# A Connected Community (CC)



## WE FEEL SAFE






Code	Program Action	Responsible Position	Comments	On Target?
CC1.1.a	Implement Road Safety Plan to maximise road safety awareness	Manager Infrastructure Planning	Three Mobility Scooter Safety workshops (36 attendees) were held in May in partnership with the police. Two workshops for 'Over 65s' were held concluding the Local Government Road Safety Program for 2018/19.	
CC1.1.b	Implement NSW State Government Pool Barrier Inspection Program	Manager Development Services	80% of all mandatory swimming pools identified in the register (currently 245) have been inspected and are compliant. An additional 47 pools have been added to the register in the last quarter.	
CC1.1.c	Work with the NSW Cancer Council to promote initiatives that aim to reduce the incidence and impacts of cancer	Manager Communications	Cancer Council continue to meet monthly at Council's administration centre at no cost. Council ultra-violet personal protective equipment protocol also reviewed during the quarter.	
CC1.2.a	Implement proactive infrastructure asset inspection and condition assessment programs	Manager Infrastructure Planning	The latest activity is the procurement of a contractor to complete the road condition review, a project that is undertaken every four to five years.	
CC1.2.g	Implement Development Compliance Work Program	Manager Development Services	The implementation of the 2018/19 Compliance Program was reported to Council's June 2019 Ordinary meeting.	
CC1.3.a	Ensure Local Emergency Management Committee meets regularly and maintains contemporary disaster management plans	Manager Support Operations	Emergency management plans are current and have been exercised. The next formal review date of these documents is due August 2019. An audit and report on an alternate local Emergency Operations Centre (EOC) was presented to the LEMC and at the May 2019 meeting the most suitable site was confirmed.	








Code	Program Action	Responsible Position	Comments	On Target?
CC1.3d	Pursue the expansion / replacement of SES premises and Lennox Head Rural Fire Shed	Manager Support Operations	Ballina SES Headquarters - A project team is established with Council and SES representatives. A Councillor Briefing was held 27 May 2019 to discuss site options. The project team is now working to develop a concept design for the existing site.  Lennox Head RFS Shed - A project team is established with Council and RFS and Preschool representatives. The team is progressing with the concept design and preparation for the planning approval for the Byron Bay Road site. The site is being rezoned.	
CC1.3e	Ensure Business Continuity Plans (BCPs) remain contemporary	Manager People and Culture	All high priority BCP and plans are progressing within scheduled review timeframes. An internal audit of BCP system and plans completed identifying a strong performance compliance result.	


### ***WE FEEL CONNECTED TO THE COMMUNITY***

Code	Program Action	Responsible Position	Comments	On Target?
CC2.1a	Support Council initiated volunteer programs (Airport, Gallery etc)	Manager Community Facilities	The volunteer program continues to work well at both the NRCG and the Visitor Information Centre. With over 40 volunteers the NRCG program continues to provide a strong community connection point. The Gallery organised a group volunteer luncheon attended by the Gallery Services Officer as a team building social engagement opportunity for all volunteers to connect with each other. Visitor Centre Staff engaged in Volunteer Management Training hosted by DNSW.	
CC2.1b	Implement Companion Animals Management Plan	Manager Public and Environmental Health	Planning for an Open Day at the Shelter commenced and planned for 20 July 2019. Quarterly dog and cat registration audit completed. Council approved funding for an extension of the fencing at the Compton Drive off-leash area as part of the 2019/20 Operational Plan.	

Code	Program Action	Responsible Position	Comments	On Target?
CC2.2a	Implement Cultural Plan	Manager Strategic Planning	<p>The Public Art Advisory Panel met in early April to endorse selection of an artist to install murals on Banyan Hill water reservoirs, Cumbalum.</p> <p>The project was completed on 30 June.</p> <p>Lennox Head Community Tree Planting Day held at Lennox Headland on 7 June.</p>	
CC2.2b	Implement Public Art Program	Manager Strategic Planning	<p>Public Art Advisory Panel meeting was held 9 June 2019 where a concept idea was endorsed for installation of public art murals on the water reservoirs at Banyan Hill estate by the developers.</p> <p>The murals are scheduled for completion end of June 2019.</p>	
CC2.2c	Promote the Northern Rivers Community Gallery and Ignite Studio	Manager Community Facilities	<p>Ignite Studio program and services continues with positive growth.</p> <p>All three creative studio spaces are currently occupied on a lease agreement until February 2020; the Bright Sparks – After School program enrolments attracting capacity of 8-12 enrolments per session last term and is now a registered program for the NSW Government ‘Creative Kids’ initiative; successful implementation of the revised ‘LOUD Youth Week’ program into Ignite Studios offered a range of 5 activity based programs attracting 60 participants over two days in April; two visiting artists utilising the AIR space; public hire of the workshop spaces for community group pop-up exhibitions/workshops including Practising Artist Network (PAN), Australian Conservation Foundation, Screenworks and Bunjum Aboriginal Cooperative.</p>	
CC2.2d	Implement Community Gallery Services at the Fire Station (Ignite Studios)	Manager Community Facilities	<p>The staff at the NRCG and Ignite Studios have continued to promote the Ignite Studios well with a fully booked schedule now in place.</p>	
CC2.3a	Support the Access Committee	Manager Community Facilities	<p>The Access Reference Group continue to focus on wheelchair access on newly constructed footpaths.</p>	





Code	Program Action	Responsible Position	Comments	On Target?
CC2.3b	Implement Equal Employment Opportunity Management Plan	Manager People and Culture	During this quarter Council staff attended an Indigenous School program to promote employment opportunities for school based traineeship opportunities provided by Council. Council has now fully transitioned to NDIS with all internal documentation reviewed to meet new guideline requirements. The next women in leadership program scheduled in August 2019.	
CC2.3c	Implement Disability Employment Program	Manager People and Culture	Council has fully transitioned to NDIS. Now that this transition is complete the People and Culture Section is currently reviewing its employment strategies to increase participation of individuals with low to medium disabilities into our workforce.	
CC2.3d	Implement Disability Inclusion Action Plan	Manager Community Facilities	Further progress has been achieved with the implementation of the Disability Inclusion Action Plan. The new Ballina Indoor Sport Centre has automatic doors to the accessible toilet facilities and other access needs beyond Australian Standards. The new airport renovation has new facilities for those with disabilities and special access requirements. The renovated Ballina War Memorial Pool has now installed a hoist and change table in one of the accessible toilet amenities to allow for privacy when being placed in the aquatic wheelchair.	
CC2.3e	Support Aboriginal employment (number and percentage of Aboriginal Employees)	Manager People and Culture	Our indigenous employment remains at 3.8% of our workforce. Council's traineeship and apprenticeship program with designated indigenous positions continues to provide opportunities for our local aboriginal community to obtain qualifications and on the job experience. All training and support within these programs is fully funded by Council.	
CC2.3f	Undertake initiatives to improve engagement with the Aboriginal Community	Manager Strategic Planning	Two meetings have occurred between Council staff and Jali LALC representatives on rating and land use planning matters during this reporting period. Ideas to further engage between Council and the Aboriginal community were raised at these meetings.	

## THERE ARE SERVICES AND FACILITIES THAT SUIT OUR NEEDS






Code	Program Action	Responsible Position	Comments	On Target?
CC3.1a	Implement Ageing Strategy	Manager Community Facilities	A key focus has been on ensuring facilities are meeting the needs of our ageing community. The 25 metre and 50 metre heated pools have proven to be well utilised by the ageing community for exercise programs. Community groups are continuing to utilise our community halls for regular social gatherings.	
CC3.2a	Enhance sporting field facilities	Manager Open Spaces	Drainage works completed at Wollongbar Sporting Fields. Skenners Head Sporting Fields commenced with bulk earthworks progressing. Further consultation undertaken with sporting groups as part of the development of Sport and Recreation Facilities Plan. Sports field lighting contract awarded following tender.	
CC3.2b	Implement Playground Upgrade and Renewal Plan (PURP)	Manager Open Spaces	This program experienced some unexpected delays in respect of statutory approvals. These issues have now been resolved with program to continue in 2019/20. Ocean Breeze Drive playground deferred to commence upon the completion of major roadworks nearby to reduce potential safety risk.	
CC3.3e	Deliver an indoor sports centre	Manager Community Facilities	The Ballina Indoor Sports Centre is nearing completion with an expected handover date in August 2019. Usage of the facility is expected to begin end of school holidays in September 2019.	
CC3.3g	Implement Pedestrian Access and Mobility Plan (PAMP)	Manager Engineering Works	PAMP works have now been completed for the 2018/19 projects in Cherry Street, Bentinck Street, Crane Street, Tamar Street, Southern Cross Drive, Kalinga Street, River Street, Links Avenue, Pine Avenue and Joindre Street.	
CC3.3h	Implement Pop Denison Master Plan	Manager Open Spaces	Following receipt of grant and additional funds allocated by Council now enable this project to progress with the implementation of key playground components during 2019/20.	

## A Prosperous Economy (PE)


### WE ATTRACT NEW BUSINESS AND VISITORS





Code	Program Action	Responsible Position	Comments	On Target?
PE1.1a	Implement regional visitor services strategy	Manager Community Facilities	<p>Facebook is updated every week showcasing local experiences.</p> <p>Visitor requests for experiences, souvenirs etc have been documented and recorded on the Product Development spreadsheet.</p> <p>During this quarter the Northern Rivers Visitor Guide has been developed.</p>	
PE1.1b	Participate in and leverage opportunities to market the Ballina Coast and Hinterland	Manager Community Facilities	The completion of the Northern Rivers Visitor guide provides Council with the opportunity to promote the region through the strong connection with business clients across the Ballina Coast and Hinterland.	
PE1.1c	Implement Destination Management Plan	Manager Community Facilities	<p>During this quarter the Visitor services Section promoted the Tourism Awards including assisting with judging submissions.</p> <p>Weekly updates were made on social media and regular updates were made to industry via newsletter.</p> <p>The destination website has reached well over 80,000 unique users, which is a great result.</p> <p>The main audience consists of Australian residents who make up 87.06% of unique users with the top cities being Sydney 55.71%; Brisbane 20.16%; and Melbourne 7.04%.</p> <p>The usage results identify that users tend to be between the ages of 18-44 years (76.5%).</p>	
PE1.1e	Improve Promotional and Interpretative Signage	Manager Communications	Continued engagement with the Saxby family on the Kerry Saxby Junna Walk interpretative signage project. Council is also working with developers of Epiq Estate for interpretative signage.	



Code	Program Action	Responsible Position	Comments	On Target?
PE1.1f	Participate in the Roads and Maritime Services Location Marker Program for Ballina	Manager Communications	The Bypassed Town Signposting Project is underway with Ballina and now Wardell listed as priority sites. Locations for north and south bound for the Ballina signs have been selected by the RMS with installation due for end of 2019.	
PE1.1g	Implement Regional Boating Strategy	Manager Engineering Works	Report for last period recorded project 100 % complete	
PE1.2a	Progress Lennox Head Town Centre Village Renewal for completion by December 2021	Manager Strategic Planning	At the June 2019 Ordinary meeting, Council resolved to support continuation of the project through a community satisfaction and experience assessment, and to receive an report outlining financing options to enable: facilitation of a design workshop, involving key community stakeholders and representatives, to prepare a final conceptual design for the village centre renewal; and detailed engineering design of the final concept plan.	
PE1.2b	Implement Ballina Town Centre enhancement program	Manager Engineering Works	The Ballina Town Centre enhancement program comprises the upgrade of River Street between Moon Street and Grant Street. Consultation directly with businesses occurred and presentations at information sessions made during the period. Works commenced 27 May 2019 and are scheduled to continue through to end of November 2019.	
PE1.3b	Promote Ballina Marina (Trawler Harbour) Master Plan	Manager Strategic Planning	Council staff attending meetings with State agency and industry representatives as they occur.	






### **MY BUSINESS CAN GROW AND DIVERSIFY**





Code	Program Action	Responsible Position	Comments	On Target?
PE2.1c	Prepare information to assist small business engage with Council	Manager Strategic Planning	Action delayed due to Strategic Planning team work priorities. Due to commence in Q1 of 2019/20.	

Code	Program Action	Responsible Position	Comments	On Target?
PE2.1d	Implement economic development strategy	Manager Strategic Planning	Councillor briefing on the Strategy was held 7 May 2019. A number of actions from the strategy continue to be progressed including development of an investment prospectus for the shire. A report will be presented to Council in Q1 of 2019/20 seeking support to facilitate low scale commercial activities in rural areas such as rural food tourist activities.	
PE2.1f	Support Small Business Friendly Council Program	Manager Communications	Council continues to liaise with the Easy to do Business program. Council promoted the State Government's My Community Project funding program for local projects in Community Connect. Two meetings were held in the quarter with the Easy to do Business program representative.	
PE2.2a	Implement Ballina – Byron Gateway Airport upgrades	Manager Airport and Commercial Services	Terminal works largely complete. Plaza works commenced with roofing works to commence first week of July	
PE2.3a	Advance removal of overburden at Tuckombil Quarry and future of Airport sand pit	Manager Support Operations	<p>Tuckombil Quarry - The removal of overburden material, within the existing extraction limits of the development consent, is being further discussed with the successful contractor for the development of the Southern Cross Industrial Estate. Staff are also exploring a commercial opportunity that has emerged for the operation of the quarry.</p> <p>Ballina Sandpit - The development consent has been activated through surveying works of the pipeline extraction route. A tender for this project has been issued to suitably qualified contractor with appropriate equipment to be engaged, tenders close 12 July 2019. Phase 1 involves an application to amend the current development consent to change the location and use of the dredged material, Phase 2 is the preparation of management plans for submission and approval by Council, and Phase 3 is the physical construction and dredging activities.</p>	

Code	Program Action	Responsible Position	Comments	On Target?
PE2.3b	Pursue sand dredging of North Creek to provide a valuable resource and economic / tourism benefits	Manager Infrastructure Planning	This project is now being considered within the context of the Coastal Management Plan being developed for North Creek.	





### **IMPROVE LIVEABILITY IN THE SHIRE**

Code	Program Action	Responsible Position	Comments	On Target?
PE3.1b	Progress construction of Airport Boulevard and associated developments	Manager Airport and Commercial Services	CD Excavations have now been engaged and have taken possession of the site. Subject to weather, bulk earthworks are anticipated to be completed by early 2020.	
PE3.1c	Progress availability of land at the Southern Cross Industrial Estate	Manager Airport and Commercial Services	CD Excavations have now been engaged and have taken possession of the site. Subject to weather, bulk earthworks are anticipated to be completed by early 2020. Tenders to be called to provide consultancy services to prepare and lodge Development Application, Construction Certificate etc.	
PE3.2a	Prepare shire residential land and housing report	Manager Strategic Planning	Report published in March 2019.	
PE3.2b	Release land at Council's Wollongbar Residential Land Holding	Manager Airport and Commercial Services	Still awaiting Development Consent lodged early December 2018.	
PE3.2c	Monitor infrastructure to support the identified growth areas at Lennox Head, Skennars Head, Wollongbar and Cumbalum	Manager Strategic Planning	A number of major infrastructure projects are currently under construction including the expansion of Skennars Head Sports Fields and Ballina Indoor Sports Centre. Works are set to start imminently to construct the Sharpes Beach roundabout. Council adopted the Wollongbar District Park concept plan at the 27 June 2019 Ordinary meeting and staff are now proceeding to detailed design stage of the project in preparation for the planning approval process. Planning assessment is being progressed for the construction of Hutley Drive North to service Lennox Head.	






Code	Program Action	Responsible Position	Comments	On Target?
PE3.3a	Progress delivery of Hutley Drive - northern section	Manager Infrastructure Planning	<p>The review of environmental factors (REF) is still being assessed by Council's Planning and Environmental Health Division.</p> <p>There have been design changes with the acoustic wall and the final wall design is being prepared.</p> <p>Road construction is still planned to commence during 2019.</p>	
PE3.3b	Progress delivery of Hutley Drive - southern section	Manager Infrastructure Planning	<p>Tenders were called for detail design work, however the pricing result from this process is well in excess of what was planned.</p> <p>An alternate proposal to recruit a new civil design position within the Council team is being pursued, with Council approving this position in the workforce plan adopted at the June 2019 Ordinary meeting.</p>	
PE3.3c	Progress delivery of Angels Beach Drive/Bangalow Road roundabout lane extensions and additional lane for Bangalow Road	Manager Infrastructure Planning	<p>The road design for this project has been delayed due to other design priorities in the program. Efforts are being made to commence the design in the current quarter.</p>	
PE3.3d	Progress dual laning of River Street and Tamarind Drive	Manager Infrastructure Planning	<p>River and Kerr Street - The 2nd draft of concept design plans have been prepared and are being reviewed by Council's technical officers and management. The consultancy engagement is now at approximately 80% completion.</p> <p>Tamarind Drive - Council has commenced discussions with the Ballina Fair property owners regarding the four laning of the section west from Kerr Street to The Canal. Completing these discussions will allow us to progress with the concept designs for this section.</p>	

## A Healthy Environment (HE)

### WE UNDERSTAND THE ENVIRONMENT




Code	Program Action	Responsible Position	Comments	On Target?
HE1.1a	Implement Ballina Coastline Management Plan and ensure Plan remains contemporary	Manager Engineering Works	Early design work has commenced for revetment work at Boulders Beach, and it is proposed this be developed for a future OEH grant application. The early design work is being reviewed by Council's coastal consultant (previously engaged for the coastline CZMP study). Also the planning for updating of the existing coastline CZMP will be required, and has been forecast in the Delivery Program.	
HE1.1b	Implement Floodplain Management Plans and ensure Plans remain contemporary	Manager Engineering Works	An action from the Ballina Floodplain Risk Management Plan comprises a further detailed overland flow and flood study across Ballina Island and West Ballina. This is also subject of an Office of Environment & Heritage (OEH) grant. Further reporting to Council was made in February 2019 regarding the November 2018 tenders, which endorsed further negotiations with other short listed tenderers. A consultant was appointed in early April 2019 and work has now commenced on the data collection and review phase. This project is expected to take two years to complete.	
HE1.1c	Review and implement Environmental Action Plan	Manager Strategic Planning	This project is scheduled for delivery within the 2019/20 Operational Plan.	
HE1.2a	Implement Richmond River Estuary Coastal Zone Management Plan	Manager Public and Environmental Health	The draft final report for the Richmond River Governance and Funding Project has been issued by Office of Environment and Heritage to all catchment councils for comment. Fourth stakeholder workshop held to conclude the report part of the project.  A Richmond River Coastal Zone Management Plan (CZMP) meeting was held in early June 2019 and the finalisation of a grant application has been submitted to progress the advancement of the Coastal Management Program.	







Code	Program Action	Responsible Position	Comments	On Target?
HE1.2b	Implement Shaws Bay Coastal Management Plan	Manager Public and Environmental Health	<p>A grant application for funds from the Office of Environment and Heritage for dredging and other associated works at Shaws Bay has been successful.</p> <p>Progress of these works will commence with preparation of a tender document for these works.</p>	
HE1.2c	Prepare and implement Lake Ainsworth Coastal Management Plan	Manager Public and Environmental Health	<p>Stage 2 report 'detailed studies of vulnerabilities and opportunities' finalised and available for public comment. Stage 3 underway including the identification and evaluation management options. Stage 3 due for completion August 2019.</p>	
HE1.2d	Implement Urban Stormwater Management Plan	Manager Engineering Works	<p>During the last quarter staff have reviewed the current Management Plan and in response a project has been commenced to update the plan which is now seven years old. Actions completed from the current Urban Stormwater Management Plan comprise further stages of rehabilitation along Alstonville Creek, Tanamera Drive, Alstonville, and ongoing staged vegetation maintenance and planting continues for this action.</p> <p>Following the upgrade of the Chickiba wetlands weir at the start of this year, this last period has seen the completion of rehabilitation works and further monitoring including information / field sessions. This concludes the grant funded works for this project.</p> <p>The installation of new replacement flood gates along Burns Point Ferry Road has now been completed with good results. However an old blocked pipe still requires decommissioning to finalise the project.</p>	
HE1.3a	Implement a proactive street tree planting program	Manager Open Spaces	<p>Major planting project in Skennars Head completed in addition to replacement infill planting.</p>	
HE1.3b	Maintain contemporary vegetation management plans	Manager Open Spaces	<p>Councillor briefing held in May to provide further information on the progress of the Lennox Head vegetation management plan. Draft plan finalised with REF to continue into 2019/20 financial year prior to adoption.</p>	

Code	Program Action	Responsible Position	Comments	On Target?
HE1.3c	Implement a proactive fig tree management program	Manager Open Spaces	The complete failure of significant fig within Wigmore Park has impacted budget. The tree was being monitored with remedial works as part of fig tree management program undertaken prior to failure.	



### ***WE USE OUR RESOURCES WISELY***









Code	Program Action	Responsible Position	Comments	On Target?
HE2.1a	Improve collection and management of water and wastewater information	Manager Water and Wastewater	The reporting year has seen a number of projects implemented that overall have contributed to the collection of a greater quantity, and more accurate operational and asset information. This information has been used to instigate operational improvements at wastewater treatment plants, as well as in planning works, and assisting in the identification of leaks within the water supply network.	
HE2.1b	Increase the provision of recycled water to dual Reticulated Properties	Manager Water and Wastewater	Over the reporting year, there have been 201 new connections to the recycled water network, bringing the total connections from 1,447 to 1,648.	
HE2.2a	Develop and implement revised waste strategy that reflects current legislation and waste management practices	Manager Resource Recovery	The major activity this quarter has been the evaluation of tender documentation and award of a contract for the reprocessing of our recyclables. A tender has also been advertised and submissions received for the provision of five new waste collection vehicles. A resource recovery environmental protection licence application is being prepared for the waste management centre to facilitate the shift in focus to resource recovery and transfer station operations. Bin stickers have been developed to inform customers what items can be placed in bins to reduce waste stream contamination rates. These stickers are precursors to the Lift the Lid kerbside bin audit program also targeting contamination and correct recycling behavioural techniques.	

Code	Program Action	Responsible Position	Comments	On Target?
HE2.2b	Provide an effective and efficient waste management operation	Manager Resource Recovery	<p>The positions of Manager Resource Recovery and Team Leader Waste Management have been filled to finalise the implementation of the section restructure.</p> <p>Training of Ballina Waste Management Centre transfer station staff was devised and delivered by Council's technical officers on chemical handling, customer service, recycling education and a revised transfer station procedure.</p> <p>An audit of public place recycling bins has been undertaken with the findings to guide the upgrade process for bin surrounds at River Street and Lake Ainsworth.</p>	
HE2.2c	Implement water loss reduction program	Manager Water and Wastewater	<p>During the reporting quarter, planning work continued to focus on the collection of accurate flow information across the Shire, and identify non-revenue water at this more granular level. This information will be used to prioritise the 2019/20 renewal program.</p> <p>The engineering team also worked with the GIS team on reporting water consumption information through Intramaps. This information is being used in the field to add properties with very low water consumption to the 'stopped meter' inspection list. Stopped meters, or meters with a zero read for a billing quarter, are checked to ensure that the meter is operational, and that any consumption will be captured.</p> <p>The Water and Wastewater Plumbing crew is using sonic equipment to assist in the location of leaks.</p> <p>The reporting year saw a number of different initiatives undertaken, both planned and reactive in this area.</p> <p>This reflects a need for a range of activities, from data acquisition, through planning, then implementation to identify and manage water loss across the network.</p>	









Code	Program Action	Responsible Position	Comments	On Target?
HE2.2d	Reduce the volume of unaccounted water	Manager Water and Wastewater	The unaccounted water percentage for the reporting quarter is 16.2%, a small increase on the previous quarter's result. The unaccounted water percentage has decreased overall throughout the reporting year, being 17.3% in the first reporting quarter and dropping to 16.2% in the final reporting quarter. A number of projects have been undertaken during the reporting year as part of the water loss reduction program. This work will continue in the next financial year.	
HE2.3a	Implement technologies to generate efficiencies and reduce resource use	Manager Communications	A continued focus during this quarter on development of community portal and corporate website to provide additional online services to the community that will generate resource efficiencies.	








### ***OUR BUILT ENVIRONMENT BLENDS WITH THE NATURAL ENVIRONMENT***

Code	Program Action	Responsible Position	Comments	On Target?
HE3.1a	Implement Ballina Major Regional Centre Strategy	Manager Strategic Planning	Minor changes to Planning Proposal 18/001 - Residential Flat Building and Active Frontages to further encourage active frontages are proposed. Council's endorsement to finalise the Planning Proposal will be sought at Council's 25 July 2019 Ordinary meeting.	
HE3.1b	Implement Wardell Strategic Plan	Manager Strategic Planning	Planning proposal to enable dual occupancy development in Wardell was publicly exhibited from 10 April to 17 May 2019. This included consultation with the Rural Fire Service who advised they were unable to support the planning proposal without further advice determining whether properties identified for dual occupancy development are able to meet required heat thresholds. A bushfire report is currently being sought from a bushfire risk assessor.	

Code	Program Action	Responsible Position	Comments	On Target?
HE3.1c	Implement Alstonville Strategic Plan	Manager Strategic Planning	A planning proposal to enable dual occupancy development in Alstonville was exhibited from 22 May to 21 June 2019. It will be reported to Council's 25 July 2019 Ordinary meeting.	
HE3.1d	Review planning framework for Wollongbar	Manager Strategic Planning	Wollongbar Strategic Plan was adopted by Council at the 27 June Ordinary meeting.	
HE3.1g	Review environmental protection zone framework	Manager Strategic Planning	Further information relating to ecological attributes in the Shire is being compiled.	
HE3.1i	Review Development Control Plan (DCP)	Manager Strategic Planning	Draft amendments to the DCP were publicly exhibited from 22 May to 21 June 2019 and will be reported to the 25 July 2019 Ordinary Council meeting for adoption.	
HE3.1j	Review Local Growth Management Strategy	Manager Strategic Planning	Scoping for the review of the Local Growth Management Strategy has commenced. This is a high priority project for the 2019/20 period.	
HE3.1k	Manage LEP amendment requests	Manager Strategic Planning	Planning proposals, including property rezonings, are progressed within available resources. A status report concerning planning proposals is presented to the Council on a quarterly basis. As at 30 June 2019 there were 10 LEP amendments under way and one finalised since LEP amendments were last reported in February 2019.	
HE3.1l	Ensure Generic Plan of Management for Community Land remains contemporary	Manager Strategic Planning	A comprehensive review of Council's Principal Generic Plan of Management for Community Land is planned for 2019/20. The most significant reason for this deferral is to enable staff to better understand the implications (including Native Title) of transfers of parts of the Crown estate to councils under the terms of the Crown Lands Management Act.	
HE3.1m	Ensure site specific Master Plans and Plans of Management remain contemporary through timely reviews	Manager Strategic Planning	System for the tracking of management and master plan actions being developed.	








Code	Program Action	Responsible Position	Comments	On Target?
HE3.1n	Implement Crown Land Management Act reforms	Manager Strategic Planning	Internal Crown Lands reform working group continue to undertake actions to meet reform requirements. At the 27 June 2019 Ordinary meeting, Council endorsed the General Manager to seek Ministerial consent for classification and categorisation of Crown Land and also endorsed preparation of Plans of Management as required by the Crown Land Management Act (2016) by June 2021.	
HE3.1o	Implement site specific management plans for Killen and Tosha Falls	Manager Open Spaces	Construction and commission of toilet facilities at Killen Falls completed in addition to road improvement works. Additional works installing hand rails on access tracks have also been completed.	
HE3.1p	Implement site specific management plan for Ocean Breeze Reserve	Manager Open Spaces	Community garden commenced operating on site. Playground works deferred to commence following the completion of the Hutley Drive extension project.	
HE3.1q	Prepare management plan for Kingsford Smith Reserve	Manager Strategic Planning	Preference is to wait for the Sport and Recreation Plan to be completed prior to undertaking this plan to ensure the plan reflects the needs of the broader community.	
HE3.1r	Prepare management plan for Cawarra Park	Manager Strategic Planning	Preference is to wait for the Sport and Recreation Plan to be completed prior to undertaking this plan to ensure the plan reflects the needs of the broader community.	
HE3.1s	Review policy framework in relation to extractive industry	Manager Strategic Planning	This matter was reported to and determined by Council at the October 2018 Ordinary meeting, following a Councillor Briefing on 20 September.	
HE3.2a	Develop and implement a Waste Management for Multi-Unit Development Policy	Manager Public and Environmental Health	Policy report to Council and adopted at the July 2019 Ordinary meeting.	
HE3.2d	Implement on-site sewage management (OSSM) strategy	Manager Public and Environmental Health	Significant work going on to develop new processes and procedures to capture systems not in authority register and the outstanding servicing of aerated waste water treatment system. Majority of existing outstanding compliance orders have now satisfactory addressed. Further work required on resourcing as a significant backlog of audit inspections required.	

Code	Program Action	Responsible Position	Comments	On Target?
HE3.2f	Implement trade waste management program	Manager Water and Wastewater	During this reporting period, 24 Trade Waste Approvals were issued, with a further five submitted to DoI Water for concurrence. 28 inspections were undertaken this quarter. There are now 194 businesses operating with a current approval. In the previous reporting period, 129 businesses currently operating without approval were contacted to submit an application or renewal application. 55 businesses have responded to this request, and the remainder will be followed up.	
HE3.2h	Implement Ballina Shire Koala Management Strategy	Manager Strategic Planning	Koala Habitat tender process completed and awaiting advice of outcome from NSW Biodiversity Conservation Trust. Save Our Species funded projects are progressing. Trial of roadside toolbox occurred in April and training of Council roadside crews to happen in Q1 of 2019/20 period. Koala Feed Tree Plantation Project - operational land has been identified as suitable for the purpose of a leaf harvest plantation and a project brief will be distributed for quotes in Q1 of 2019/20.	
HE3.2i	Prepare a biodiversity strategy for the Shire	Manager Strategic Planning	Preparation of a discussion paper addressing the background and scope for the Biodiversity strategy has commenced and is scheduled for completion in Q1 of the 2019/20 period.	
HE3.2k	Implement Alstonville Cemetery Master Plan	Manager Open Spaces	Completion of design brief remains outstanding with the review of adopted 2006 plan continuing in 2019/20.	
HE3.3c	Maintain contemporary Developer Contribution Plan for Car Parking	Manager Infrastructure Planning	Council has endorsed changes to the Car Parking Contribution Plan for the Lennox Head area.	
HE3.3d	Maintain contemporary Developer Contribution Plan for roads	Manager Infrastructure Planning	Council adopted an update of this plan in August 2018. A number of projects to be delivered under the plan are progressing through the pre-construction phase.	
HE3.3e	Maintain contemporary Developer Contribution Plan for Heavy Haulage Plans	Manager Infrastructure Planning	The draft Heavy Haulage plan has been prepared. The plan is delayed due to court actions which may result in outcomes which affect the draft plan. It is hoped the outcomes of the court will be finalised by October 2019.	








## Engaged Leadership (EL)

### OUR COUNCIL WORKS WITH THE COMMUNITY






Code	Program Action	Responsible Position	Comments	On Target?
EL1.1a	Ensure Council policies reflect contemporary community standards (review 100% of policies of each term)	Manager Communications	Policies reviewed in the quarter include: Financial Assistance (Hardship) Rates and Charges, Backyard Burning, and Farmland Rating	
EL1.1b	Ensure land classifications reflect community standards	Manager Strategic Planning	A report was presented to Council on Crown Land Classification and Categorisation in May and June 2019 with a briefing held early in June. A Plan of Management for Crown Land managed by Council, classified as Community Land, will be prepared as required by the Crown Land Management Act (2016) by 30 June 2021.	
EL1.2a	Implement consultation methods that increase community awareness and involvement in our activities	Manager Communications	<p>Consulted with the community on the following key projects with a range of consultation strategies implemented:</p> <ul style="list-style-type: none"> <li>* Ballina Indoor Sports Centre</li> <li>* Wollongbar Strategic Plan</li> <li>* Wollongbar District Park.</li> </ul>	
EL1.2b	Prepare a Community Participation Plan in relation to land use planning functions of Council	Manager Strategic Planning	Preparation of the document has commenced. A scope and Project Management Plan for the project exists in Pulse Project Management module. Consultation with relevant managers within Council has occurred to determine what planning activities currently involve a public exhibition or community engagement activity.	

Code	Program Action	Responsible Position	Comments	On Target?
EL1.3a	Approach State and Federal Governments on local issues	Manager Communications	<p>Representations made to the following - Candidates for the seat of Richmond – Council priorities, Candidates for the seat of Page – Council priorities, Hon Justine Elliot, Member for Richmond – congratulations on re-election and advice on Council priorities for funding, Kevin Hogan, Member for Page – congratulations on re-election and advice on Council priorities for funding, Tamara Smith, Member for Ballina – congratulations on re-election and advice on Council priorities for funding, Hon John Barilaro, Deputy Premier – follow up on commitment re tiling of existing Airport Terminal, Hon Michael McCormack, Deputy Prime Minister – representations re Airport Runway Widening Project, Hon Gladys Berejiklian, Premier - representations re Airport Runway Widening Project, and increase in emergency services levy, Hon John Barilaro, Deputy Premier - representations re Airport Runway Widening Project. Kevin Hogan, Member for Page - representations re Airport Runway Widening Project, Justine Elliot, Member for Richmond - representations re Airport Runway Widening Project, Ben Franklin, Parliamentary Secretary for Energy and the Arts - representations re Airport Runway Widening Project, Tamara Smith, Member for Ballina - representations re Airport Runway Widening Project, Penny Sharpe, Interim NSW Opposition Leader – increase in emergency services levy, Victor Dominello, Minister for Customer Services – increase in emergency services levy, David Elliott, Minister for Police and Emergency Services – increase in emergency services levy, Shelley Hancock, Minister for Local Government – increase in emergency services levy, Peter Primrose, Shadow Minister for Local Government and Communities – increase in emergency services levy, Tamara Smith, Member for Ballina – enclosing representations letters re increase in emergency services levy, Hon Gladys Berejiklian, Premier – clarification on appropriate Minister re our representations re Airport Runway Widening Project.</p>	


## COUNCIL'S FINANCES AND ASSETS ARE WELL MANAGED






Code	Program Action	Responsible Position	Comments	On Target?
EL2.1a	Implement improvements to the procurement framework	Manager Support Operations	Software testing is now complete and this will enable staff and this new functionality will enable the roll-out of planned improvements to our procurement practices..	
EL2.1b	Implement Annual Procurement Plan	Manager Support Operations	Asset owners are assisting procurement staff to finalise an update to the plan which is scheduled for completion now that the 2019/20 Delivery Program has been adopted.	
EL2.1f	Enhance online employee services	Manager People and Culture	Project for implementation of on-line leave for office based staff was completed in May 2019. Learning module was released to all staff as part of the performance appraisal process in June 2019 enabling staff to access their qualifications and training history.	
EL2.1g	Pursue compliance with the Fit for the Future Program	Manager Financial Services	The Fit for the Future criteria includes achieving an operating surplus and an asset renewal ratio of 100%. The latest LTFP forecasts indicate that Council will meet the Fit for the Future criteria in the medium to longer term, however Council will need to continue to be diligent in managing expenditure. The 2019/20 adopted financial plan includes the 5.9% IPART approved increase in total rate income which is the final year of the Council's increases above the rate peg limit.	
EL2.1p	Ensure Asset Management Policy, Strategy and Plans remain contemporary	Manager Infrastructure Planning	End of year financial statement preparation work for assets has consumed the time of staff resources this quarter.	
EL2.2a	Implement technology solutions that generate productivity gains	Manager Information Services	Completed the roll-out of online leave for all office-based staff. Expanded the use of Skype organisationally and continued to fine tune Council meeting web-casting.	
EL2.2b	Enhance our core integrating platforms to improve customer service and efficiencies	Manager Information Services	Authority upgrade went live as scheduled on 16 May 2019 with minimal disruption. New platform now in place for the impending implementation of the Accounts Payable Workflow module - this will significantly reduce paper invoices and streamline the accounts payable process.	



Code	Program Action	Responsible Position	Comments	On Target?
EL2.2c	Enhance our online services provided to external customers	Manager Information Services	Work commenced on the implementation of the Authority Community Portal - over time this will enhance Council's online presence and provide an opportunity for residents and ratepayers to register and subsequently enhance their online interactions with Council.	
EL2.2d	Maintain a contemporary network infrastructure	Manager Information Services	Continued hardware refresh to ensure performance of Council systems is maintained. Development of Council's Disaster Recovery site continues.	
EL2.2e	Implement Fleet Replacement Plan	Manager Support Operations	Recent plant purchasing activities that have occurred this period includes the tendering for Low Loader and tipper trailer. Tenders have also been advertised for five new garbage trucks and five new zero turn mowers.	
EL2.3b	Risk management practices align with insurer and legislative requirements	Manager People and Culture	All actions within the Insurer's Risk Management Action Plan completed on time and to required level. A new action plan developed for next review period with a strong focus on enterprise risk management actions.	
EL2.3c	Implementation organisation wide Risk Management Framework	Manager People and Culture	All risk management actions and continuous improvement plans developed to support our risk management framework required by our Insurer were completed during this period. A new Risk Management Action Plan developed for 2019/20 and this will focus on a range of corporate enterprise risk management initiatives.	

## WE ARE ALL VALUED CITIZENS

Code	Program Action	Responsible Position	Comments	On Target?
EL3.1a	Undertake a community survey to measure perception of Council service delivery	Manager Communications	Community satisfaction survey undertaken in November 2018. Council's overall satisfaction rating was 3.46 out of 5.0, which is above regional council benchmarks, and in line with the overall satisfaction score in 2012. It was however a decrease from the 2016 rate (3.66 out of 5.0).	

Code	Program Action	Responsible Position	Comments	On Target?
EL3.2a	Implement strategies to expand staff skills and plan for the needs of the future workforce	Manager People and Culture	A strong focus on corporate technology skill development during this period to improve efficiencies within office and field. The focus in this quarter was on continually removing paper based systems and replacing with digital, examples being implementation of on-line leave and the development of the incident management module system to enable on line WHS reporting and investigation.	
EL3.2c	Complete bi-annual staff survey to measure engagement levels	Manager People and Culture	Staff engagement survey completed in June 2019 through an external company specialising in engagement surveys.	
EL3.3f	Improve corporate financial reporting	Manager Financial Services	Reports have been set up within BIS for all sections and it has been communicated to all section managers that these reports are now available and that they replace the excel wizard reports that were previously used.	
EL3.3g	Increase efficiencies for road maintenance (hand patching) asphalt for pothole repair	Manager Engineering Works	2,508 pothole defects were repaired for the quarter, which is a 7% increase over last period but remains below the long term average of 2,900 category one potholes per period. Wet days for the period were significant at almost 40%. There were 16 category two (major pothole) defects repaired, which is a 75% increase over last period. Response times were achieved being seven days for category two and 21 days for category one potholes.	
EL3.3h	Improve efficiencies for road maintenance of gravel roads	Manager Engineering Works	Unsealed rural road maintenance resulted in grading of 92,000 m2 (18%) of our gravel pavements. This is below our target of 126,250 m2 being our quartile (25%) target. The lower production this period was due to the diversion of resources towards preparation of unsealed roads for dust sealing under the Marine Estate Management Strategy grant within the Emigrant Creek catchment. The inspection and monitoring of the gravel road network remains active during the lower production periods and has resulted in maintenance responses when needed.	


**ballina**

shire council






**Service Delivery Indicators  
as at 30 June 2019**







## Planning and Environmental Health Division

### Strategic Planning

Service Delivery Indicator	14/15	15/16	16/17	17/18	18/19 Indicator	18/19 June	On Target Y/N	Comments
Usage rates for community properties (% of properties leased or regularly used)	100%	100%	98%	98%	≥ 90%	100%		








### Public and Environment Health

Service Delivery Indicator	14/15	15/16	16/17	17/18	18/19 Indicator	18/19 June	On Target Y/N	Comments
Percentage of barking dog complaints responded to within 7 days (%)	85%	99%	85%	100%	= 100%	100%		
Percentage of reported dog attacks responded to within 48 hours (%)	98%	100%	95%	92%	= 100%	95%		New process being implemented so some minor amends needed to streamline reporting.
Percentage of drinking water sites monitored per week (%)	100%	100%	99.50%	100%	= 100%	100%		
Non-compliance with National Health & Medical Research Council drinking water standards (#)	0	2	4	0	= 0	1		One failure within the last quarter on the 24 June 2019 at Hill Park Oval 1.
Percentage of food premises audited per year (%)	97%	99%	100%	100%	= 100%	100%		






Service Delivery Indicator	14/15	15/16	16/17	17/18	18/19 Indicator	18/19 June	On Target Y/N	Comments
Percentage of other commercial premises audited (% pa)	99%	99%	67%	40%	≥ 20%	48.50%		
Percentage of public pools (as defined in the Public Health Act) monitored for water quality (% pa)	100%	100%	100%	30%	= 100%	100%		
1/3 of Semi-Public Pools audited (% pa)	N/A	N/A	N/A	N/A	≥ 33%	100%		
Number of on-site sewage management system (OSSM) Approvals to Install issued (#)	N/A	68	20	32	≥ 10	79		
Number of on-site sewage management system (OSSM) effluent disposal systems inspected per annum (#)	50	176	17	65	≥ 100	115		
Number of on-site sewage management system (OSSM) Approvals to Operate issued (#)	N/A	130	103	1,313	≥ 100	202		



## Development Services


Service Delivery Indicator	14/15	15/16	16/17	17/18	18/19 Indicator	18/19 June	On Target Y/N	Comments
Record of fire safety certificates provided on time (%)	N/A	87	89	84	≥ 85	88%		
Percentage of development applications determined under delegated authority (%)	91%	91%	94%	90%	≥ 90%	97%		
Percentage of development applications determined within 40 days (excluding integrated development) (%)	73%	74%	60%	56%	≥ 50%	59%		
Percentage of Section 96 applications determined within 40 days (excluding integrated development) (%)	65%	61%	56%	35%	≥ 60%	61%		
Percentage of Section 149 certificates issued within four days of receipt (%)	93%	93%	94%	93%	≥ 90%	94%		
Time taken to determine development applications (excluding integrated development) (# days)	32	25	34	38	≤ 60	36		
Time taken to determine Section 96 applications (excluding integrated development) (# days)	35	37	43	48	≤ 40	34		

**Building Services**


Service Delivery Indicator	14/15	15/16	16/17	17/18	18/19 Indicator	18/19 June	On Target Y/N	Comments
Median days for determination of building development applications (excluding integrated development) (# days)	18	25	23	21	≤ 40	26.50		
Percentage of Building Certificates (Section 149D of EPA Act) determined within 10 working days (%)	92%	90%	94%	97%	≥ 90%	94%		49 out of 52 completed within target timeframe.
Percentage of building development applications determined within 40 days (%)	90%	86%	81%	87%	≥ 80%	72%		(489/679) High volume of applications being submitted.
Percentage of complying development certificates issued within 10 working days (%)	100%	89%	100%	100%	≥ 90%	85%		Small overall number of Complying Development applications received (11 out of 13 completed within target time).
Percentage of construction Certificates issued by Council (%)	84%	91%	82%	77%	≥ 80%	59%		(378/643) Trend has been for around 60% for some time, most likely due to large number of project builders using private certifiers for the high volume of new homes being constructed in new subdivisions.

## Civil Services Division





### Infrastructure Planning





Service Delivery Indicator	14/15	15/16	16/17	17/18	18/19 Indicator	18/19 June	On Target Y/N	Comments
Percentage of development application referrals completed within 21 days (%)	62%	71%	63%	84%	≥ 70%	79%		

### Engineering Works




Service Delivery Indicator	14/15	15/16	16/17	17/18	18/19 Indicator	18/19 June	On Target Y/N	Comments
Minimise operating deficit for Burns Point Ferry (\$)	(\$212,200)	(\$188,200)	(\$67,700)	(\$255,000)	(≤ \$60,000)	(\$32,000)		Revenues were \$55,000 above budget.
Financial management of capital programs (within 20% of budget)	77%	79%	57%	80%	≥ 80% ≤ 120%	85%		
Financial management of maintenance programs (within 10% of budget)	100%	105%	91%	98%	≥ 90% ≤ 110%	99%		

## Support Operations






Service Delivery Indicator	14/15	15/16	16/17	17/18	18/19 Indicator	18/19 June	On Target Y/N	Comments
Average fleet green star rating (light fleet grams per km) (#)	N/A	N/A	211	206	≤ 220	197		
CO2 emissions from Council's Built Assets energy consumption (# tonnes)	9,635	9,228	8,492	8,492	≤ 9,800	8,545		Represents actual bill data to 31 May 2019. This figure extrapolated to 30 June 2019 represents 9,300 tonnes.
Renewable energy generated on Council sites (kw/pa)	N/A	380	380	514	≥ 514	569		This includes the newest 55kW installation on the BISC.
Energy consumption from Council's Built Asset (MWh)	\$0	\$0	\$0	7,905	≤ 9,000	9,090		Represents actual bill data to 31 May 2019. This figure extrapolated to 30 June 2019 represents 9,420 MWh. In 2019/20, the endorsement from Council for investing in additional solar PV systems on Council buildings, along with the roll-out of the LED street lighting project, will both greatly assist with reducing Council's energy consumption into the future.




Service Delivery Indicator	14/15	15/16	16/17	17/18	18/19 Indicator	18/19 June	On Target Y/N	Comments
Operating surplus from fleet and plant operations (excluding depreciation) (\$ pa)	\$1,502,500	\$1,647,000	\$1,540,000	\$1,101,100	≥ \$1,250,000	\$1,041,000		Result of high operating expenses that occurred throughout the year.
Value of store stock control bin errors (\$)	\$8,660	\$741.15	\$31.22	\$430.84	≤ \$500	\$418		
Financial management of capital programs (within 20% of budget)	73%	71%	39%	75%	≥ 80% <120%	35%		Replacement of plant behind schedule.
Financial management of maintenance programs (within 10% of budget)	100%	92%	95%	104%	≥ 90% ≤ 110%	99%		






#### Water and Wastewater

Service Delivery Indicator	14/15	15/16	16/17	17/18	18/19 Indicator	18/19 June	On Target Y/N	Comments
Number of unplanned water supply interruptions greater than four hours in duration (#)	N/A	N/A	1	2	= 0	1		One main break on 25 June 2019
Percentage of fire hydrants inspected per annum (%)	47%	34%	0%	42%	≥ 50%	47.80%		1,368 hydrants
Number of notifiable drinking water health incidents at Marom Creek Water Treatment Plant (#)	N/A	N/A	1	1	= 0	0		No incidents in the reporting year.






Service Delivery Indicator	14/15	15/16	16/17	17/18	18/19 Indicator	18/19 June	On Target Y/N	Comments
Percentage of drinking water reticulation monitoring compliance with ADWG (Microbial) (%)	N/A	N/A	100%	100%	= 100%	100%		
Percentage of drinking water reticulation monitoring compliance with ADWG (Chemical and Physical) (%)	N/A	N/A	99.70%	99.90%	≥ 100%	99.17%		Four low chlorine readings, out of a total of 606 analyses were recorded during the reporting quarter.
Number of notifiable recycled water health incidents at Ballina and Lennox Head Wastewater Treatment Plants (#)	N/A	N/A	0	0	= 0	0		No incidents in the reporting year.
Percentage of Recycled Water Reticulation Monitoring Compliance with AGWR in Ballina and Lennox Head (Microbial) (%)	N/A	N/A	100%	100%	= 100%	100%		
Percentage of Recycled Water Reticulation Monitoring Compliance with AGWR in Ballina and Lennox Head (Chemical and Physical) (%)	N/A	N/A	95.70%	95.40%	= 100%	100%		

Service Delivery Indicator	14/15	15/16	16/17	17/18	18/19 Indicator	18/19 June	On Target Y/N	Comments
Recycled water during dry weather (% ADWF)	32%	32%	7%	20%	≥ 20%	11.29%		Overall percentage impacted by wet weather during the reporting quarter.
Water main breaks per 30km of main (#)	1.80	1.20	5.80	1.71	≤ 1	1.61		Eight main breaks occurred in the reporting quarter, bringing the total number of water main breaks for the year to 19. Six of these breaks occurred in June, and four of these breaks within the rainy period at the end of the month. Changes in soil moisture levels can create increased movement, increasing the probability of main breaks. This period of wet weather following an extended dry period at the beginning of the year reflects this, showing increased incidences of main breaks in the second half of the year.
Average water consumption per connection (# kl pa)	181	172	175	179	≤ 190	188		




Service Delivery Indicator	14/15	15/16	16/17	17/18	18/19 Indicator	18/19 June	On Target Y/N	Comments
Number of notifiable pollution incidents under the POEO Act (1997) (#)	N/A	N/A	N/A	0	= 0	5		No new reportable incidents in the reporting quarter, making the total reportable incidents for the year a total of five.
Percentage of compliance with Environmental Protection License concentration limits at all times (%)	N/A	N/A	N/A	100%	= 100%	99%		Exceedences occurred at Alstonville WWTP, (90th percentile limit for Ammonia) and Lennox Head WWTP (Oil and Grease) in the last reporting quarter.
100% Quarterly compliance license reports for water and wastewater submitted within 30 days of quarter (%)	N/A	N/A	N/A	100%	= 100%	100%		Final report for the reporting year due 31 July. Automated report from the Water Quality database is generated and accessible through the Infonet.
Financial management of capital programs (%)	82%	70%	54%	92%	≥ 80% ≤ 120%	80%		58% water and 89% wastewater with a total 92% expended when commitments are included.
Financial management of maintenance programs (%)	98%	99%	95%	96.80%	≥ 90% ≤ 110%	99%		

Open Spaces




Service Delivery Indicator	14/15	15/16	16/17	17/18	18/19 Indicator	18/19 June	On Target Y/N	Comments
Number of events supported / approved by Council (#)	42	41	44	59	≥ 45	57		Events this quarter include Love Lennox, Our Kids and Mothers Day Classic
Financial management of capital programs (within 20% of budget)	60%	48%	79%	71%	≥ 80% ≤ 120%	58%		Major projects, including Skennars Head Sporting Fields and Sportsfield Lighting upgrades continue over with progress into next financial year. Some delays to playground upgrade program to manage consent issues, which have now been resolved to allow progression.
Financial management of maintenance programs (within 10% of budget)	93%	97%	95%	103%	≥ 90% ≤ 110%	94%		

## Corporate and Community Division

### Communications

Service Delivery Indicator	14/15	15/16	16/17	17/18	18/19 Indicator	18/19 June	On Target Y/N	Comments
Comply with customer service standards for management of complaints within 15 days (%)	81%	85%	73%	80%	≥ 80%	82%		Based on 92 complaints.
Number of grant applications submitted (total Council) (#)	25	15	27	33	≥ 25	29		
Percentage of customer requests dealt with effectively and promptly (% within allocated timeframe)	88%	89%	89%	92%	≥ 85%	93%		

### Commercial Services (Airport)

Service Delivery Indicator	14/15	15/16	16/17	17/18	18/19 Indicator	18/19 June	On Target Y/N	Comments
Number of passengers for Airport (#)	434,000	469,300	503,000	528,800	≥ 526,000	533,000		
Operating revenue for Airport (\$)	\$4,709,000	\$5,112,000	\$5,494,000	\$6,402,000	≥ \$6,510,000	\$6,552,000		
Operating surplus is greater than 28% of revenue (%)	22%	27%	27%	38%	≥ 28%	36%		Based on net cash operating surplus of \$2.346m





### Commercial Services (Property)

Service Delivery Indicator	14/15	15/16	16/17	17/18	18/19 Indicator	18/19 June	On Target Y/N	Comments
Operating revenue for Tent Park (\$)	\$432,000	\$421,000	\$414,900	\$418,000	≥ \$440,000	\$475,000	●	A good result for the year.
Operating surplus – Tent Park (% of revenue)	40%	40%	38%	40%	≥ 40%	42%	●	\$197,000 surplus based on total revenues of \$475,000.
Vacancy rate for Council owned commercial properties (buildings) (% by number)	0%	0%	3.70%	0%	≤ 10%	0%	●	
Revenue generated from commercial property (\$)	\$1,944,000	\$2,060,000	\$2,197,000	\$2,215,000	≥ \$2,100,000	\$2,243,000	●	







### Financial Services

Service Delivery Indicator	14/15	15/16	16/17	17/18	18/19 Indicator	18/19 June	On Target Y/N	Comments
Investment returns greater than 90 day bank bill rate (# basis points above benchmark)	101	88	111	89	≥ 75	127	●	








## Information Services








Service Delivery Indicator	14/15	15/16	16/17	17/18	18/19 Indicator	18/19 June	On Target Y/N	Comments
Efficiently attend to employee requests for assisting with technology systems (%)	86%	87%	85%	88%	≥ 85%	88%		9,673 requests out of a total of 10,950 closed within one working day
Number of external visits to Council website (#)	209,200	215,951	268,066	250,287	≥ 250,000	264,762		






## People and Culture

Service Delivery Indicator	14/15	15/16	16/17	17/18	18/19 Indicator	18/19 June	On Target Y/N	Comments
Average number of days sick leave per employee (# days pa)	6.55	7.39	6.78	8.10	≤ 7	8.98		The result of 8.98 is due to a number of unusual long term personal illnesses during this year.
Hours of lost time due to workers' compensation claims (# hours)	217	260	204	104.40	≤ 1,000	164.90		
Number of insurance claims (#)	30	28	31	15	≤ 30	29		
Number of workers' compensation claims (#)	9	6	7	7	≤ 20	8		
Percentage of staff turnover per year (%)	6%	6%	4.48%	9.62%	≤ 10%	7.52%		
Percentage of staff undertaking formal training per year (%)	85%	89%	93%	89%	≥ 80%	88.29%		

## Community Facilities

Service Delivery Indicator	14/15	15/16	16/17	17/18	18/19 Indicator	18/19 June	On Target Y/N	Comments
Number of visits to Community Gallery (#)	15,017	19,801	23,346	24,951	≥ 25,000	27,615		This figure includes combined visitation/participation for Gallery and Ignite Studios and indicates a continual growth in visitation with a 9 percent increase from the same period last year.
Number of visits to Gallery website (#)	N/A	N/A	14,933	21,206	≥ 21,000	23,927		A continual growth of visitation during this quarter and a result of nearly 10 percent increase on last year.
Total library wireless usage per annum (#)	23,599	20,098	27,933	26,919	≥ 27,000	21,614		This figure well down on June 2018 results when usage was 26,919.
Total library loans per annum (#)	395,786	392,952	409,085	369,571	≥ 370,000	337,809		Loans continue to be below 2017/18 annual results which were 369,571.
Total library membership for Ballina Shire (excluding inactive for three years) (#)	22,652	22,604	21,130	20,212	≥ 20,000	19,310		Membership down as compared to June quarter for 2017/18, which was 20,212.
Total library PC usage per annum (#)	23,809	25,366	26,309	24,781	≥ 24,000	24,074		
Number of bookings for the Kentwell Centre (#)	1,019	1,063	986	1,073	≥ 1,000	1,026		Usage comparable to fourth quarter 2017/18.

Service Delivery Indicator	14/15	15/16	16/17	17/18	18/19 Indicator	18/19 June	On Target Y/N	Comments
Bookings for the Richmond Room (# pa)	191	199	277	376	≥ 380	333		There has been a slight decrease in the bookings when compared to the 2017/18 annual figures. A review of the current bookings and types of usage will be undertaken in 2019/20 as part of an overall marketing and development program.
Number of bookings for the Lennox Community Centre (#)	4,110	4,506	4,689	2,694	≥ 2,500	3,047		This result reflects an increase in usage of the facility during this period.
Number of bookings for the Ballina Surf Club (#)	372	399	385	406	≥ 380	414		There has been an increase in usage compared to same time in 2017/18 result of 406.
Number of swimming pool patrons (#)	157,149	158,764	164,750	0	≥ 200,000	253,000		The pool patronage is approximately 25 percent above the set target.
Proportion of satisfied visitors to Ballina Visitor Information Centre (%)	100%	99%	100%	100%	≥ 95%	99.14%		
Enquiries to Visitor Information Centre (#)	54,403	58,509	53,387	44,757	≥ 45,000	42,752		Results continue to be approximately 5% down compared to 2017/18 when the figure was 44,757 to June 2018.
Number of visits to tourism website (#)	61,382	57,903	54,691	61,952	≥ 61,000	80,401		Fourth quarter results were 18,195 unique visitors, with 22,649 page sessions.

Service Delivery Indicator	14/15	15/16	16/17	17/18	18/19 Indicator	18/19 June	On Target Y/N	Comments
Net operating deficit for swimming pools (excluding depreciation) (\$)	(\$367,100)	(\$282,700)	(\$284,000)	(\$433,000)	(≤ \$300,000)	(\$78,400)		The Ballina and Alstonville pools have operated extremely well during the 2018/19 financial year reflecting the strong response to the quality of the new pool facilities and programs such as introduction of the Fitness Passport system.
Net operating deficit for Community Facilities (excluding depreciation) (\$ pa)	(\$330,000)	(\$325,800)	(\$389,007)	(\$436,200)	(≤ \$600,000)	(\$514,200)		
Net operating deficit for Gallery (excluding depreciation) (\$)	(\$147,000)	(\$166,000)	(\$193,000)	(\$150,100)	(≤ \$240,000)	(\$290,000)		Trending high reflecting the additional costs associated with the introduction of Ignite Studios, increase in delivery of educational programs and maintenance costs for the gallery and studio.
Revenue raised from co-operative marketing (\$)	\$95,400	\$90,200	\$19,600	\$171,000	≥ \$50,000	\$110,000		The Visitor Services has achieved this target through engaging with business operators in adjacent shires to be a part of the regional marketing campaign.
Revenue generated from Visitor Services (\$)	\$44,300	\$54,600	\$44,300	\$54,859	≥ \$50,000	\$41,000		



A3

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***councillor expenses +  
facilities policy***

**POLICY NAME:** COUNCILLOR EXPENSES AND FACILITIES

**POLICY REF:** C04

**MEETING ADOPTED:** 22 March 2018  
Resolution No. 220318/17

**POLICY HISTORY:** 060917/1; 250816/21, 270815/19; 250914/14;  
260913/28; 280313/17; 281112/20



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## POLICY SUMMARY

This policy enables the reasonable and appropriate reimbursement of expenses and provision of facilities to councillors to help them undertake their civic duties. It ensures accountability and transparency, and seeks to align councillor expenses and facilities with community expectations. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.

The policy has been prepared in accordance with the *Local Government Act 1993* (the Act) and *Local Government (General) Regulation 2005* (the Regulation), and complies with the Office of Local Government's Guidelines for the payment of expenses and provision of facilities to Mayors and Councillors in NSW.

The policy sets out the maximum amounts council will pay for specific expenses and facilities. Expenses not explicitly addressed in this policy will not be paid or reimbursed. The main expenses and facilities are summarised in the table below. All monetary amounts are exclusive of GST.

Expense or facility	Maximum amount	Frequency
General travel expenses	\$3,000 per councillor \$6,000 for the mayor	Per year
Interstate, overseas and long distance intrastate travel expenses	Included in general travel expenses	Per year
Accommodation and meals	As per the Australian Taxation Office reasonable travel allowances, adjusted annually, based on the top salary threshold. Refer to Appendix III	Per meal/night
Professional development	\$5,000 per councillor inclusive of travel expenses	Per year
Conferences and seminars		Per year
ICT expenses	\$80 per councillor, excluding hardware provided by Council, as determined by the general manager	Per month
Carer expenses	\$2,000 per councillor	Per year
Home office expenses	\$1,000 per councillor	Per year
Postage stamps	Nil	Per year
Christmas or festive cards	Nil per councillor \$100 for the mayor	Per year
Access to facilities in a Councillor common room	Provided to all councillors	Not relevant
Council vehicle and fuel card	Provided to the mayor	Not relevant
Reserved parking space at Council offices	Provided to the mayor	Not relevant
Furnished office	Provided to the mayor	Not relevant
Number of exclusive staff supporting Mayor and Councillors	Provided to the mayor and councillors	Not relevant
Joint Regional Planning Panel	\$600 per councillor	Per meeting

Additional costs incurred by a councillor in excess of these limits are considered a personal expense that is the responsibility of the councillor.

Councillors must provide claims for reimbursement within three months of an expense being incurred. Claims made after this time cannot be approved.

Detailed reports on the provision of expenses and facilities to councillors will be publicly tabled at a council meeting every six months and published in full on council's website. These reports will include expenditure summarised by individual councillor and as a total for all councillors.

## PART A – INTRODUCTION

### 1. Introduction

- 1.1. The provision of expenses and facilities enables councillors to fulfil their civic duties as the elected representatives of Ballina Shire Council.
- 1.2. The community is entitled to know the extent of expenses paid to councillors, as well as the facilities provided.
- 1.3. The purpose of this policy is to clearly state the facilities and support that are available to councillors to assist them in fulfilling their civic duties.
- 1.4. Council staff are empowered to question or refuse a request for payment from a councillor when it does not accord with this policy.
- 1.5. Expenses and facilities provided by this policy are in addition to fees paid to councillors. The minimum and maximum fees a council may pay each councillor are set by the Local Government Remuneration Tribunal as per Section 241 of the Act and reviewed annually. Council must adopt its annual fees within this set range.

### 2. Policy Objectives

- 2.1 The objectives of this policy are to:
  - enable the reasonable and appropriate reimbursement of expenses incurred by councillors while undertaking their civic duties
  - enable facilities of a reasonable and appropriate standard to be provided to councillors to support them in undertaking their civic duties
  - ensure accountability and transparency in reimbursement of expenses and provision of facilities to councillors
  - ensure facilities and expenses provided to councillors meet community expectations
  - support a diversity of representation
  - fulfil the council's statutory responsibilities.

### 3. Principles

- 3.1 Council commits to the following principles:
  - **Proper conduct:** councillors and staff acting lawfully and honestly, exercising care and diligence in carrying out their functions
  - **Reasonable expenses:** providing for councillors to be reimbursed for expenses reasonably incurred as part of their role as councillor
  - **Participation and access:** enabling people from diverse backgrounds, underrepresented groups, those in carer roles and those with special needs to serve as a Councillor
  - **Equity:** there must be equitable access to expenses and facilities for all councillors
  - **Appropriate use of resources:** providing clear direction on the appropriate use of council resources in accordance with legal requirements and community expectations
  - **Accountability and transparency:** clearly stating and reporting on the expenses and facilities provided to councillors.



#### **4. Private or political benefit**

- 4.1 Councillors must not obtain private or political benefit from any expense or facility provided under this policy.
- 4.2 Private use of council equipment and facilities by councillors may occur from time to time. For example, telephoning home to advise that a council meeting will run later than expected.
- 4.3 Such incidental private use does not require a compensatory payment back to council.
- 4.4 Councillors should avoid obtaining any greater private benefit from Council than an incidental benefit. Where there are unavoidable circumstances and more substantial private use of council facilities does occur, councillors must reimburse the council.
- 4.5 Campaigns for re-election are considered to be a political benefit. The following are examples of what is considered to be a political interest during a re-election campaign:
- production of election material
  - use of council resources and equipment for campaigning
  - use of official council letterhead, publications, websites or services for political benefit
  - fundraising activities of political parties or individuals, including political fundraising events.

## **PART B – EXPENSES**

### **5. General expenses**

- 5.1 All expenses provided under this policy will be for a purpose specific to the functions of holding civic office. Allowances for general expenses are not permitted under this policy.
- 5.2 Expenses not explicitly addressed in this policy will not be paid or reimbursed.

### **6. Specific Expenses**

#### **General travel arrangements and expenses**

- 6.1 All travel by councillors should be undertaken using the most direct route and the most practicable and economical mode of transport.
- 6.2 Each councillor may be reimbursed up to a total of \$3,000 per year, and the mayor may be reimbursed up to a total of \$6,000 per year, for travel expenses incurred while undertaking official business. This includes reimbursement:
- for public transport fares
  - for the use of a private vehicle or hire car
  - for parking costs for Council and other meetings
  - for tolls
  - by Cabcharge card or equivalent
  - for documented ride-share programs, such as Uber, where tax invoices can be issued.
  - for entry fees or cover charges
  - where a partner or accompanying person could reasonably be expected to attend, Council will meet their reasonable expenses such as the entry fee or cover charge.

The general manager, in consultation with the mayor, shall prepare a weekly list of approved meetings / events / functions for which travel by councillors may be reimbursed. Councillors who wish an event to be included on this list should forward details to the general manager a minimum of one week in advance.

The general travel arrangements and expenses limits of \$3,000 and \$6,000 are separate to the \$5,000 limits as per Clauses 6.24 and 6.30.

- 6.3 Allowances for the use of a private vehicle will be reimbursed by kilometre at the rate determined by the Australian Taxation Office.
- 6.4 Councillors seeking to be reimbursed for use of a private vehicle must submit a claim to Council that records the date, distance and purpose of travel being claimed. The claim must be in the form provided by the General Manger for all travel expenses incurred.

#### **Interstate, overseas and long distance intrastate travel expenses**

- 6.5 Given Council's location near an interstate border, travel to south-east Queensland will be considered as general travel. Arrangements and expenses for this travel will be governed by Clauses 6.1-6.4.
- 6.6 In accordance with Section 4, Council will scrutinise the value and need for councillors to undertake overseas travel. Councils should avoid interstate, overseas and long distance intrastate trips unless direct and tangible benefits can be

established for the council and the local community. This includes travel to sister and friendship cities.

- 6.7 Total interstate, overseas and long distance intrastate travel expenses for all councillors will be capped at a maximum of \$3,000 per year, per councillor, which is inclusive of the \$3,000 councillor allowance and \$6,000 for the mayor in Clause 6.2. This means a total of \$3,000 per councillor and \$6,000 for the mayor is available per annum for general travel and other expenses.
- 6.8 Councillors seeking approval for any interstate and long distance intrastate travel must submit a case to, and obtain the approval of, the general manager prior to travel.
- 6.9 Councillors seeking approval for any overseas travel must submit a case to, and obtain the approval of, a full council meeting prior to travel.
- 6.10 The case should include:
- objectives to be achieved in travel, including an explanation of how the travel aligns with current council priorities and business, the community benefits which will accrue as a result, and its relevance to the exercise of the councillor's civic duties
  - who is to take part in the travel
  - duration and itinerary of travel
  - a detailed budget including a statement of any amounts expected to be reimbursed by the participant/s.
- 6.11 For interstate and long distance intrastate journeys by air of less than three hours, the class of air travel is to be economy class.
- 6.12 For interstate journeys by air of more than three hours, the class of air travel may be premium economy.
- 6.13 For international travel, the class of air travel is to be premium economy if available. Otherwise, the class of travel is to be economy.
- 6.14 Bookings for approved air travel are to be made through the general manager's office.
- 6.15 For air travel that is reimbursed as council business, councillors will not accrue points from the airline's frequent flyer program. This is considered a private benefit.

#### **Travel expenses not paid by Council**

- 6.16 Council will not pay any traffic or parking fines or administrative charges for road toll accounts.

**Accommodation and meals**

- 6.17 In circumstances where it would introduce undue risk for a councillor to travel to or from official business in the late evening or early morning, reimbursement of costs for accommodation and meals on the night before or after the meeting may be approved by the general manager. This includes where a meeting finishes later than 9.00pm or starts earlier than 7.00am and the councillor lives more than 50 kilometres from the meeting location.
- 6.18 Council will reimburse costs for accommodation and meals while councillors are attending approved professional development activities and conferences.
- 6.19 The daily limits for accommodation and meal expenses within Australia are to be consistent with those set out by the Australian Taxation Office in their annual Taxation Determination in respect to reasonable travel allowances, as adjusted annually.
- 6.20 The daily limits for accommodation and meal expenses outside Australia are to be determined in advance by the elected council, being mindful of Clause 6.19.
- 6.21 Councillors will not be reimbursed for alcoholic beverages.

**Refreshments for council related meetings**

- 6.22 Appropriate refreshments will be available for council meetings, council committee meetings, councillor briefings, approved meetings and engagements, and official council functions as approved by the general manager.
- 6.23 As an indicative guide for the standard of refreshments to be provided at council related meetings, the general manager must be mindful of Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually.

**Professional development**

- 6.24 Council will allow a total of \$5,000 (which includes funding provided for professional development, conferences and seminars as per point 6.30) per councillor annually to facilitate professional development of councillors through programs, training, education courses and membership of professional bodies. This allowance excludes induction training and corporate training as outlined in clauses 6.25 and 6.26.
- 6.25 In the first year of a new council term, Council will provide a comprehensive induction program for all councillors, as determined by the general manager, which considers any guidelines issued by the Office of Local Government (OLG). The cost of the induction program will be in addition to the ongoing professional development allowance mentioned in clause 6.24.
- 6.26 In addition to the induction program mentioned in clause 6.25, to assist Councillors in undertaking desirable training as identified in Council's Councillor Training and Development Policy, the General Manager will co-ordinate training annually, that will be provided locally to assist Councillors in attending that training. The cost of this training will be in addition to the ongoing professional development allowance mentioned in clause 6.24.
- 6.27 Annual membership of professional bodies will only be covered where the membership is relevant to the exercise of the councillor's civic duties, the councillor actively participates in the body and the cost of membership is likely to be fully offset by savings from attending events as a member.
- 6.28 Approval for professional development activities is subject to a prior written request to the general manager outlining the:

- details of the proposed professional development
  - relevance to council priorities and business
  - relevance to the exercise of the councillor's civic duties.
- 6.29 In assessing a councillor request for a professional development activity, the general manager must consider the factors set out in Clause 6.27, as well as the cost of the professional development in relation to the councillor's remaining budget.

### **Conferences and seminars**

- 6.30 Council is committed to ensuring its councillors are up to date with contemporary issues facing council and the community, and local government in NSW.
- 6.31 Council will allow \$5,000 (which includes funding provided for professional development, conferences and seminars as per point 6.24) per councillor annually to facilitate councillor attendance at conferences and seminars.
- 6.32 Approval to attend a conference or seminar is subject to a written request to the general manager. In assessing a councillor request, the general manager must consider factors including the:
- relevance of the topics and presenters to current council priorities and business and the exercise of the councillor's civic duties
  - cost of the conference or seminar in relation to the total remaining allowance per Councillor.
- 6.33 Council will meet the reasonable cost of registration fees, transportation and accommodation associated with attendance at conferences approved by the general manager. Council will also meet the reasonable cost of meals when they are not included in the conference fees. Reimbursement for accommodation and meals not included in the conference fees will be subject to Clauses 6.18-6.21.

### **Information and communications technology (ICT) expenses**

- 6.34 Council will provide or reimburse councillors for expenses associated with appropriate ICT devices and services up to a limit of \$80 per month annum for each councillor. This may include mobile phones and tablets, mobile phone and tablet services and data, and home internet costs.
- 6.35 Reimbursements will be made only for communications devices and services used for councillors to undertake their civic duties, such as:
- receiving and reading council business papers
  - relevant phone calls and correspondence
  - diary and appointment management.
- 6.36 Councillors may seek reimbursement for applications on their mobile electronic communication device that are directly related to their duties as a councillor, within the maximum limit.

### **Special requirement and carer expenses**

- 6.37 Council encourages wide participation and interest in civic office. It will seek to ensure council premises and associated facilities are accessible, including provision for sight or hearing impaired councillors and those with other disabilities.
- 6.38 Transportation provisions outlined in this policy will also assist councillors who may be unable to drive a vehicle.
- 6.39 In addition to the provisions above, the general manager may authorise the provision of reasonable additional facilities and expenses in order to allow a councillor with a disability to perform their civic duties.

- 6.40 Councillors who are the principal carer of a child or other elderly, disabled and/or sick immediate family member will be entitled to reimbursement of carer's expenses up to a maximum of \$2,000 per annum for attendance at official business, plus reasonable travel from the principal place of residence.
- 6.41 Child care expenses may be claimed for children up to and including the age of 16 years where the carer is not a relative.
- 6.42 In the event of caring for an adult person, councillors will need to provide suitable evidence to the general manager that reimbursement is applicable. This may take the form of advice from a medical practitioner.

### **Home office expenses**

- 6.43 Each councillor may be reimbursed up to \$1,000 per year for costs associated with the maintenance of a home office, such as minor items of consumable stationery and printer ink cartridges.
- 6.44 The general manager is entitled to authorise council staff to attend a councillor's residence to assist in resolving a council related matter. However this approval can only to be given in the following circumstances:
- the councillor must declare that the matter is directly related to council business; and
  - the general manager has assessed that the issue can be resolved relatively quickly; and
  - there will be no additional expense incurred by council in providing that assistance; and
  - the work environment must be considered safe from work health and safety perspective; and
  - the general manager is of the opinion that the use of the council staff resource is the quickest and most effective method to resolve the matter.

## **7. Insurances**

- 7.1 In accordance with Section 382 of the Local Government Act, Council is insured against public liability and professional indemnity claims. Councillors are included as a named insured on this Policy.
- 7.2 Insurance protection is only provided if a claim arises out of or in connection with the councillor's performance of his or her civic duties, or exercise of his or her functions as a councillor. All insurances are subject to any limitations or conditions set out in the policies of insurance.
- 7.3 Council shall pay the insurance policy excess in respect of any claim accepted by council's insurers, whether defended or not.
- 7.4 Appropriate travel insurances will be provided for any councillors travelling on approved interstate and overseas travel on council business.

## **8. Legal assistance**

- 8.1 Council may, if requested, indemnify or reimburse the reasonable legal expenses of:
- a councillor defending an action arising from the performance in good faith of a function under the Local Government Act provided that the outcome of the legal proceedings is favourable to the councillor
  - a councillor defending an action in defamation, provided the statements complained of were made in good faith in the course of exercising a function under the Act and the outcome of the legal proceedings is favourable to the councillor



- a councillor for proceedings before an appropriate investigative or review body, provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the matter has proceeded past any initial assessment phase to a formal investigation or review and the investigative or review body makes a finding substantially favourable to the councillor.
- 8.2 In the case of a code of conduct complaint made against a councillor, legal costs will only be made available where the matter has been referred by the general manager to a conduct reviewer and the conduct reviewer has commenced a formal investigation of the matter and makes a finding substantially favourable to the councillor.
- 8.3 Legal expenses incurred in relation to proceedings arising out of the performance by a councillor of his or her functions under the Act are distinguished from expenses incurred in relation to proceedings arising merely from something that a councillor has done during his or her term in office. For example, expenses arising from an investigation as to whether a councillor acted corruptly would not be covered by this section.
- 8.4 Council will not meet the legal costs:
- of legal proceedings initiated by a councillor under any circumstances
  - of a councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation
  - for legal proceedings that do not involve a councillor performing their role as a councillor.
- 8.5 Reimbursement of expenses for reasonable legal expenses must have Council approval by way of a resolution at a council meeting prior to costs being incurred.

## **PART C – FACILITIES**

### **9. General facilities for all councillors**

#### **Facilities**

- 9.1 Council will provide the following facilities to councillors to assist them to effectively discharge their civic duties:
- a councillor meeting room appropriately furnished to include telephone, computer terminal and pigeon holes and appropriate refreshments
  - a smart phone (1GB limit per month) including a suitable hands free device for the Councillor's private vehicle (one only)
  - tablet technology (ie IPAD or similar with a 3GB limit per month)
  - installation of one home telephone line
  - a laser multi-function centre device that allows scanning, copying, printing, telephone and answering machine (excluding facsimile)
  - access to shared car parking spaces while attending council offices on official business
  - personal protective equipment for use during site visits
  - a name badge which may be worn at official functions, indicating that the wearer holds the office of a councillor and/or mayor or deputy mayor
  - a council blazer
  - Northern Star newspaper delivered to their home each day or made available at a mutually convenient point should a home delivery service not be available, or an on-line subscription to the Northern Star, whichever method is chosen.
- 9.2 Councillors may book meeting rooms for official business in a specified council building at no cost. Rooms may be booked through a specified officer in the mayor's office or other specified staff member.
- 9.3 The provision of facilities will be of a standard deemed by the general manager as appropriate for the purpose.

#### **Stationery**

- 9.4 Council will provide the following stationery to councillors each year:
- letterhead, to be used only for correspondence associated with civic duties
  - business cards
  - Nil for ordinary postage stamps
  - Nil for Christmas or festive cards per year for councillors and up to \$100 for the mayor.

#### **Administrative support**

- 9.5 Council will provide administrative support to councillors to assist them with their civic duties only. Administrative support may be provided by staff in the mayor's office or by a member of council's administrative staff as arranged by the general manager or their delegate.
- 9.6 As per Section 4, council staff are expected to assist councillors with civic duties only, and not assist with matters of personal or political interest, including campaigning.

**10. Additional facilities for the mayor**

- 10.1. Council will provide to the mayor a maintained vehicle to a similar standard of other council vehicles, with a fuel card. The vehicle will be supplied for use on business, professional development and attendance at the mayor's office.
- 10.2. The mayor must keep a log book setting out the date, distance and purpose of all travel, when requested by the general manager. This must include any travel for private benefit.
- 10.3. The mayor must make a monetary contribution to cover the cost of any private travel either through the direct payment of fuel or calculated on a per kilometre basis by the rate set by the Australian Taxation Office.
- 10.4. A parking space at council's offices will be reserved for the mayor's council-issued vehicle for use on official business, professional development and attendance at the mayor's office.
- 10.5. Council will provide the mayor with a furnished office incorporating a computer configured to council's standard operating environment, telephone and meeting space.
- 10.6. In performing his or her civic duties, the mayor will be assisted by a small number of staff providing administrative and secretarial support, as determined by the general manager.
- 10.7. The number of exclusive staff provided to support the mayor and councillors will not exceed 0.2 full time equivalents.
- 10.8. As per Section 4, staff in the mayor's office are expected to work on official business only, and not for matters of personal or political interest, including campaigning.
- 10.9. Council will provide the mayor an additional home telephone line, and rental thereon, if requested.
- 10.10. Council will provide the mayor with an annual Qantas Club Membership.

## **PART D – PROCESSES**

### **11. Approval, payment and reimbursement arrangements**

- 11.1 Expenses should only be incurred by councillors in accordance with the provisions of this policy.
- 11.2 Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.
- 11.3 Up to the maximum limits specified in this policy, approval for the following may be sought after the expense is incurred:
- local travel relating to the conduct of official business
  - carer costs
  - ICT expenditure.
- 11.4 Final approval for payments made under this policy will be granted by the general manager or their delegate.

#### **Direct payment**

- 11.5 Council may approve and directly pay expenses. Requests for direct payment must be submitted to the general manager for assessment against this policy using the prescribed form, with sufficient information and time to allow for the claim to be assessed and processed.

#### **Reimbursement**

- 11.6 All claims for reimbursement of expenses incurred must be made on the prescribed form, supported by appropriate receipts and/or tax invoices and be submitted to the general manager.

#### **Advance payment**

- 11.7 Council may pay a cash advance for councillors attending approved conferences, seminars or professional development.
- 11.8 The maximum value of a cash advance is \$100 per day of the conference, seminar or professional development to a maximum of \$400.
- 11.9 Requests for advance payment must be submitted to the general manager for assessment against this policy using the prescribed form with sufficient information and time to allow for the claim to be assessed and processed.
- 11.10 Councillors must fully reconcile all expenses against the cost of the advance within one month of incurring the cost and/or returning home. This includes providing to council:
- 11.11 a full reconciliation of all expenses including appropriate receipts and/or tax invoices
- 11.12 reimbursement of any amount of the advance payment not spent in attending to official business or professional development.

#### **Notification**

- 11.13 If a claim is approved, council will make payment directly or reimburse the councillor through accounts payable.
- 11.14 If a claim is refused, council will inform the councillor in writing that the claim has been refused and the reason for the refusal.

**Reimbursement to council**

- 11.15 If council has incurred an expense on behalf of a councillor that exceeds a maximum limit, exceeds reasonable incidental private use or is not provided for in this policy:
- 11.16 council will invoice the councillor for the expense
- 11.17 the councillor will reimburse council for that expense within 14 days of the invoice date.
- 11.18 If the councillor cannot reimburse council within 14 days of the invoice date, they are to submit a written explanation to the general manager. The general manager may elect to deduct the amount from the councillor's allowance.

**Timeframe for reimbursement**

- 11.19 Unless otherwise specified in this policy, councillors must provide all claims for reimbursement within three months of an expense being incurred. Claims made after this time cannot be approved.

**12. Disputes**

- 12.1 If a councillor disputes a determination under this policy, the councillor should discuss the matter with the general manager.
- 12.2 If the councillor and the general manager cannot resolve the dispute, the councillor may submit a notice of motion to a council meeting seeking to have the dispute resolved.

**13. Return or retention of facilities**

- 13.1 All unexpended facilities or equipment supplied under this policy are to be relinquished immediately upon a councillor or mayor ceasing to hold office or at the cessation of their civic duties.
- 13.2 Should a councillor desire to keep any equipment allocated by council, then this policy enables the councillor to make application to the general manager to purchase any such equipment. The general manager will determine an agreed fair market price or written down value for the item of equipment.
- 13.3 The prices for all equipment purchased by councillors under Clause 13.2 will be recorded in Council's annual report.

**14. Publication**

- 14.1 This policy will be published on council's website.

**15. Reporting**

- 15.1 Council will report on the provision of expenses and facilities to councillors as required in the Act and Regulations.
- 15.2 Detailed reports on the provision of expenses and facilities to councillors will be publicly tabled at a council meeting every six months and published in full on council's website. These reports will include expenditure summarised by individual councillor and as a total for all councillors.

**16. Auditing**

- 16.1 The operation of this policy, including claims made under the policy, will be included in council's audit program and an audit undertaken at least every two years.

**17. Breaches**

- 17.1 Suspected breaches of this policy are to be reported to the general manager.
- 17.2 Alleged breaches of this policy shall be dealt with by following the processes outlined for breaches of the Code of Conduct, as detailed in the Code and in the Procedures for the Administration of the Code.

**PART E – APPENDICES****Appendix I: Related legislation, guidance and policies****Relevant legislation and guidance:**

- Local Government Act 1993, Sections 252 and 253
- Local Government (General) Regulation 2005, Clauses 217 and 403
- Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW, 2009
- Local Government Circular 09-36 Guidelines for Payment of Expenses and Facilities
- Local Government Circular 05-08 legal assistance for Councillors and Council Employees.

**Related Council policies:**

- Code of Conduct
- Councillor Training and Development Policy



## Appendix II: Definitions

The following definitions apply throughout this policy.

Term	Definition
accompanying person	Means a spouse, partner or de facto or other person who has a close personal relationship with or provides carer support to a councillor
appropriate refreshments	Means food and beverages provided by council to support councillors undertaking official business
Act	Means the <i>Local Government Act 1993</i> (NSW)
clause	Unless stated otherwise, a reference to a clause is a reference to a clause of this policy
Code of Conduct	Means the Code of Conduct adopted by Council or the Model Code if none is adopted
Councillor	Means a person elected or appointed to civic office as a member of the governing body of council who is not suspended, including the mayor
General Manager	Means the general manager of Council and includes their delegate or authorised representative
incidental personal use	Means use that is infrequent and brief and use that does not breach this policy or the Code of Conduct
long distance intrastate travel	Means travel to other parts of NSW of more than three hours duration by private vehicle
maximum limit	Means the maximum limit for an expense or facility provided in the text and summarised in Appendix 1
NSW	New South Wales
official business	<p>Means functions that the mayor or councillors are required or invited to attend to fulfil their legislated role and responsibilities for council or result in a direct benefit for council and/or for the local government area, and includes:</p> <ul style="list-style-type: none"> <li>• meetings of council and committees of the whole</li> <li>• meetings of committees facilitated by council</li> <li>• civic receptions hosted or sponsored by council</li> <li>• council co-ordinated events (i.e. Australia day, Citizenship ceremonies)</li> <li>• meetings where a councillor is the appointed council delegate (excluding organisations where travel expenses are paid such as Rous County Council) / representative to an external organisation</li> <li>• civic functions and meetings where asked by the mayor to represent council</li> <li>• meetings with council staff</li> <li>• meetings at the Council Chambers with constituents and</li> <li>• meetings, functions, workshops and other events to which attendance by a councillor has been requested or approved by council</li> </ul>

professional development	Means a seminar, conference, training course or other development opportunity relevant to the role of a councillor or the mayor
Regulation	Means the Local Government (General) Regulation 2005 (NSW)
year	Means the financial year, that is the 12 month period commencing on 1 July each year

## Appendix III: Australian Taxation Office Reasonable Travel Allowances



Australian Government  
Australian Taxation Office

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### Taxation Determination

Income tax: what are the reasonable travel and overtime meal allowance expense amounts for the 2017-18 income year?

**1 This publication provides you with the following level of protection:**

This publication (excluding appendixes) is a public ruling for the purposes of the *Taxation Administration Act 1953*.

A public ruling is an expression of the Commissioner's opinion about the way in which a relevant provision applies, or would apply, to entities generally or to a class of entities in relation to a particular scheme or a class of schemes.

If you rely on this determination, the Commissioner must apply the law to you in the way set out in the determination (unless the Commissioner is satisfied that the determination is incorrect and disadvantages you, in which case the law may be applied to you in a way that is more favourable for you – provided the Commissioner is not prevented from doing so by a time limit imposed by the law). You will be protected from having to pay any underpaid tax, penalty or interest in respect of the matters covered by this determination if it turns out that it does not correctly state how the relevant provision applies to you.

#### Ruling

1. This Determination sets out the amounts that the Commissioner considers are reasonable (reasonable amounts) for the substantiation exception<sup>1</sup> in Subdivision 900-B of the *Income Tax Assessment Act 1997* (ITAA 1997)<sup>2</sup> for the 2017-18 income year in relation to claims made by employees for:

- (a) overtime meal expenses – for food and drink when working overtime
- (b) domestic travel expenses – for accommodation, food and drink, and incidentals when travelling away from home overnight for work (particular reasonable amounts are given for employee truck drivers, office holders covered by the Remuneration Tribunal and Federal Members of Parliament)
- (c) overseas travel expenses – for food and drink, and incidentals when travelling overseas for work.

2. The approach outlined can only be used where you receive an allowance to cover the particular expenses you are claiming - for example, you received an accommodation allowance and are claiming accommodation expenses. This Determination is not relevant to you where you do not receive an allowance to cover your expenses.

<sup>1</sup> This Determination should be read together with Taxation Ruling TR 2004/6 *Income tax: substantiation exception for reasonable travel and overtime meal allowance expenses* which explains the substantiation exception and the way in which these expenses are able to be claimed.

<sup>2</sup> All legislative references in this Determination are to this Act, unless otherwise specified.

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3. The reasonable amounts only provide the maximum amount you can claim without being required to substantiate your expenditure (refer to paragraph 33 of TR 2004/6). If you rely on the reasonable amounts and the ATO checks your income tax return, you will still be required to show:

- you spent the money in performing your work duties (for example, in travelling away from home overnight on a work trip)
- how you worked out your claim (for example, you kept a diary)
- you spent the money yourself (for example, using your credit card statement or other banking records) and were not reimbursed (for example, a letter from your employer), and
- you correctly declared your allowance as income in your tax return.

**Reasonable amount for overtime meal expenses**

4. For the 2017-18 income year the reasonable amount for overtime meal expenses is \$30.05.

**Example 1**

5. *Samantha works for the local government. She is asked to work overtime one night to complete an urgent task. Samantha works her 8 hour day followed by 4 hours of overtime. Samantha receives an overtime meal allowance of \$14.98 pursuant to her agreement which is shown on her payment summary. During the overtime Samantha takes a rest break to get a meal and returns to continue her overtime. Samantha spends \$20 on her meal.*

6. *Because Samantha has spent less than the reasonable amount for overtime meal expenses, she can claim a deduction for the \$20 she spends and she is not required to substantiate the expenditure (for example, get and keep the receipt for the meal).*

7. *If Samantha's tax return is checked by the ATO she may be asked to explain her claim for deduction. To do this, Samantha would show that she worked overtime, that she was paid an overtime meal allowance under an industrial instrument, that she correctly declared this allowance as income in her tax return, and that she costed her meal at \$20 based on the cost of the curry and drink she purchased from a nearby Thai restaurant.*

8. *If Samantha had spent more than the reasonable amount and wanted to claim the higher amount that she spent, she would need to get and keep the receipt for the meal.*

9. *If Samantha's overtime meal allowance was not shown on her payment summary and she fully spent the allowance, she can choose to leave it out of her tax return and not claim a deduction for the meal she purchases when working overtime.*

**Reasonable amounts for domestic travel expenses**

10. The following reasonable amounts do not apply to employee truck drivers<sup>3</sup>, office holders covered by the Remuneration Tribunal<sup>4</sup>, or Federal Members of Parliament.<sup>5</sup>

<sup>3</sup> See paragraphs 23 to 30 for the rates for truck drivers.

<sup>4</sup> Paragraphs 66 to 69 of TR 2004/6 says claims made by office holders covered by the Remuneration Tribunal are considered to be reasonable amounts if they do not exceed the rate of allowances set by the Remuneration Tribunal for that office holder.

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11. Reasonable amounts are provided for 3 salary levels. Salary excludes any allowances received. Use Table 1 if your salary is \$119,650 and below. Use Table 2 if your salary is between \$119,651 and \$212,950. Use Table 3 if your salary is \$212,951 or more.
12. Reasonable amounts are given for:
- accommodation at daily rates (for domestic travel only)
  - meals (showing breakfast, lunch and dinner), and
  - expenses incidental to travel.
13. These amounts are shown for the following travel destinations:
- each Australian State and Territory capital city (see Tables 1 to 3)
  - certain specified high cost regional and country centres (see Table 4 for individual amounts)
  - other specified regional and country centres (a common amount is given for locations listed in Table 5), and
  - all other regional and country centres (a common amount is given for all locations not listed in Tables 4 or 5).
14. The reasonable amount for accommodation applies only for short stays in commercial establishments like hotels, motels and serviced apartments. If a different type of accommodation is used (for example, a hostel or caravan park), the reasonable amount cannot be used even if you receive an allowance.
15. The reasonable amount for meals depends on the period and time of travel. That is, the reasonable amounts only apply to meals (that is breakfast, lunch, dinner) that fall within the time of day from the commencement of your travel to the end of your travel that is covered by the allowance. For example, if you leave at 10am on Monday and return home at 3pm on Tuesday you can apply the reasonable amounts for lunch and dinner on Monday and breakfast and lunch on Tuesday.
16. The reasonable amount for incidentals applies in full to each day of travel covered by the allowance, without the need to apportion for any part day travel on the first and last day.
17. The reasonable amounts for domestic travel expenses, according to salary levels and destinations, for the 2017-18 income year are shown in Tables 1 to 5 as follows:

Table 1: Employee's annual salary – \$119,650 and below				
Place	Accomm. (\$)	Food and drink (\$) breakfast 27.05 lunch 30.45 dinner 51.85 (total 109.35)	Incidentals (\$)	Daily total (\$)
Adelaide	157	as above	19.35	285.70
Brisbane	205	as above	19.35	333.70
Canberra	168	as above	19.35	296.70
Darwin	216	as above	19.35	344.70

<sup>6</sup> Paragraphs 70 and 71 of TR 2004/6 says travel allowances paid to Federal Members of Parliament and Federal Parliamentary Secretaries, under the arrangements that commenced on 14 April 1998, are considered reasonable amounts for the recipients of those allowances. This includes the Capital City and Canberra travel allowance rates for domestic travel, having regard to the circumstances under which those allowances are paid.

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Table 1: Employee's annual salary – \$119,650 and below				
Place	Accomm. (\$)	Food and drink (\$) breakfast 27.05 lunch 30.45 dinner 51.85 (total 109.35)	Incidentals (\$)	Daily total (\$)
Hobart	138	as above	19.35	266.70
Melbourne	173	as above	19.35	301.70
Perth	203	as above	19.35	331.70
Sydney	185	as above	19.35	313.70
High cost country centres	see Table 4	as above	19.35	variable
Tier 2 country centres (see Table 5)	134	breakfast 24.25 lunch 27.65 dinner 47.70	19.35	252.95
Other country centres	110	breakfast 24.25 lunch 27.65 dinner 47.70	19.35	228.95

Table 2: Employee's annual salary – \$119,651 to 212,950				
Place	Accomm. (\$)	Food and drink (\$) breakfast 29.45 lunch 41.70 dinner 58.35 (total 129.50)	Incidentals (\$)	Daily total (\$)
Adelaide	208	as above	27.65	365.15
Brisbane	257	as above	27.65	414.15
Canberra	246	as above	27.65	403.15
Darwin	287	as above	27.65	444.15
Hobart	184	as above	27.65	341.15
Melbourne	228	as above	27.65	385.15
Perth	245	as above	27.65	402.15
Sydney	247	as above	27.65	404.15
High cost country centres	see Table 4	as above	27.65	variable
Tier 2 country centres (see Table 5)	152	breakfast 27.05 lunch 27.65 dinner 53.90	27.65	288.25
Other country centres	134	breakfast 27.05 lunch 27.65 dinner 53.90	27.65	270.25

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Place	Accomm. (\$)	Food and drink (\$) breakfast 34.75 lunch 49.20 dinner 68.85 (total 152.80)	Incidentals (\$)	Daily total (\$)
Adelaide	209	as above	27.65	389.45
Brisbane	257	as above	27.65	437.45
Canberra	246	as above	27.65	426.45
Darwin	287	as above	27.65	467.45
Hobart	195	as above	27.65	375.45
Melbourne	265	as above	27.65	445.45
Perth	265	as above	27.65	445.45
Sydney	265	as above	27.65	445.45
All country centres	\$195, or the relevant amount in Table 4 if higher	as above	27.65	variable

Country centre	\$	Country centre	\$
Albany (WA)	179	Horsham (VIC)	142
Alice Springs (NT)	150	Jabiru (NT)	216
Bordertown (SA)	140	Kalgoorlie (WA)	159
Bourke (NSW)	165	Karratha (WA)	250
Bright (VIC)	156	Katherine (NT)	138
Broome (WA)	260	Kununurra (WA)	195
Bunbury (WA)	155	Mackay (QLD)	161
Burnie (TAS)	160	Maitland (NSW)	152
Cairns (QLD)	153	Mount Isa (QLD)	160
Carnarvon (WA)	151	Mudgee (NSW)	135
Castlemaine (VIC)	146	Newcastle (NSW)	165
Chinchilla (QLD)	143	Newman (WA)	195
Christmas Island (WA)	180	Norfolk Island (NSW)	240
Cocos (Keeling) Islands (WA)	285	Northam (WA)	140
Colac (VIC)	138	Orange (NSW)	155
Dalby (QLD)	150	Port Hedland (WA)	200
Dampier (WA)	175	Port Lincoln (SA)	170
Derby (WA)	190	Port Macquarie (NSW)	152
Devonport (TAS)	145	Port Pirie (SA)	150
Emerald (QLD)	156	Roma (QLD)	139
Esperance (WA)	141	Thursday Island (QLD)	200
Exmouth (WA)	220	Townsville (QLD)	143
Geraldton (WA)	175	Wagga Wagga (NSW)	144



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Country centre	\$	Country centre	\$
Gladstone (QLD)	155	Weipa (QLD)	138
Gold Coast (QLD)	200	Whyalla (SA)	145
Gosford (NSW)	140	Wilpena-Pound (SA)	181
Halls Creek (WA)	170	Wollongong (NSW)	149
Hervey Bay (QLD)	157	Wonthaggi (VIC)	138
Horn Island (QLD)	200	Yulara (NT)	300

Country centre	Country centre
Albury (NSW)	Kingaroy (QLD)
Ararat (VIC)	Launceston (TAS)
Armidale (NSW)	Lismore (NSW)
Ayr (QLD)	Mildura (VIC)
Bairnsdale (VIC)	Mount Gambier (SA)
Ballarat (VIC)	Muswellbrook (NSW)
Bathurst (NSW)	Naracoorte (SA)
Bega (NSW)	Nowra (NSW)
Benalla (VIC)	Port Augusta (SA)
Bendigo (VIC)	Portland (VIC)
Broken Hill (NSW)	Queanbeyan (NSW)
Bundaberg (QLD)	Queenstown (TAS)
Ceduna (SA)	Renmark (SA)
Charters Towers (QLD)	Rockhampton (QLD)
Coffs Harbour (NSW)	Sale (VIC)
Cooma (NSW)	Seymour (VIC)
Dubbo (NSW)	Shepparton (VIC)
Echuca (VIC)	Swan Hill (VIC)
Geelong (VIC)	Tamworth (NSW)
Goulburn (NSW)	Tennant Creek (NT)
Griffith (NSW)	Toowoomba (QLD)
Gunnedah (NSW)	Tumut (NSW)
Hamilton (VIC)	Wangaratta (VIC)
Innisfail (QLD)	Warrnambool (VIC)
Kadina (SA)	Wodonga (VIC)

**Example 2:**

18. *Michelle is an accountant earning \$120,000 a year. As part of her duties, she is required to travel to and work in Sale for 4 days/3 nights each month. Michelle's employer pays for her accommodation directly and gives her a meal and incidental allowance of \$80 per day for the 4 days of travel. This allowance is shown on her payment summary.*

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**TD 2017/19**Status: **legally binding**

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*Michelle's usual pattern is to eat 3 times a day, spending \$20 on breakfast, \$25 on lunch and \$40 on dinner (that is, a total of \$85 per day). Michelle calculates the daily reasonable amount for meals and incidentals as follows:*

- *Table 2 applies because Michelle's salary is between \$119,651 and \$212,950*
- *Sale is listed as a Tier 2 country in Table 5*
- *Table 2 provides reasonable amounts for Tier 2 country centres as \$108.60 per day for meals and \$27.65 per day for incidentals (that is a total of \$136.25 per day).*

19. *Because Michelle has spent less than the reasonable amount on meals and incidentals, she can claim a deduction for the \$85 per day that she spends and she is not required to substantiate the expenditure (for example, get and keep all of the receipts for the meals and incidentals). Michelle cannot claim anything for accommodation because her employer paid for it.*

20. *If Michelle's tax return is checked by the ATO she may be asked to explain her claim for deduction. To do this Michelle would show she travelled to and worked in Sale for 4 days each month, that she received an allowance for the meals and incidentals for each day she travelled, that she correctly declared this allowance as income in her tax return, and that she typically spent \$85 a day on meals and incidental expenses (for example, by reference to diary entries, bank records and receipts that she kept for some of the trips).*

21. *If Michelle had spent more than the reasonable amount on meals and incidentals and wanted to claim the higher amount that she spent, she would need to get and keep all of the receipts.*

22. *If Michelle's meal and incidental allowance was not shown on her payment summary and she fully spent the allowance, she can choose to leave it out of her tax return and not claim any deductions for the meals and incidentals that she purchases whilst travelling and working in Sale.*

**Reasonable amount for domestic travel expenses for employee truck drivers<sup>6</sup>**

23. *Employee truck drivers who do not receive a travel allowance and truck drivers who are owner-drivers must substantiate all travel expenses with written evidence (refer to paragraphs 76 to 80 of TR 2004/6).*

24. *For the 2017-18 income year the reasonable amount for travel expenses (excluding accommodation) of employee truck drivers who have received a travel allowance and who are required to sleep (take their major rest break) away from home is \$55.30 per day.*

25. *Employee truck drivers who receive a travel allowance and spend less than the reasonable amount on food and drink they consume while travelling do not have to keep detailed written evidence of expenditure (for example, all of the receipts). On review or audit, employee truck drivers will be required to show how they calculated the amount they claimed, including evidence that they travelled for work on the relevant days and were required to sleep or take their major rest break away from home. They will also be required to show that they received a travel allowance for the relevant days, and correctly returned this allowance as income in their tax return.*

<sup>6</sup> For further information on truck drivers refer to paragraphs 72 to 75 of TR 2004/6 and to TR 95/18 *Income tax: employee truck drivers-allowances, reimbursements and work-related deductions*.

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**TD 2017/19**

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26. If an employee truck driver wants to claim more than the reasonable amount, the whole claim must be substantiated with written evidence, not just the amount in excess of the reasonable amount.

27. All accommodation expenses incurred by employee truck drivers as part of work-related travel must be substantiated with written evidence (refer to paragraph 72 of TR 2004/6).

**Example 3:**

28. *Kevin is required to travel regularly from Melbourne to Adelaide and sleep away from home in his truck cab, then return home to Melbourne the next day. Kevin is paid a travel allowance of \$40 per day for such trips. Kevin's usual pattern is to stop and eat four times at road houses over the two days. Kevin usually has a meal, a coffee and buys a drink for the road, and spends between \$25 and \$40 for each meal. In the 2017-18 income year, Kevin's records show that he made this trip 100 times, received an allowance of \$8,000, and spent \$14,000 on food and drink he consumed when travelling.*

29. *When completing his tax return, Kevin must correctly declare the travel allowance as income in his tax return. Because Kevin calculated that he spent more than the reasonable amount on food and drink when travelling, he has 2 choices, as follows:*

- *Kevin can claim \$14,000 as a travel expense if he got and kept all of his receipts for the food and drink he purchased and consumed when travelling; or*
- *Kevin can rely on the reasonable amount and claim \$11,060 (\$55.30 x 200 days) as a travel expense. If Kevin relies on the reasonable amount and his tax return is checked by the ATO, Kevin will be asked to show he travelled this route 100 times, that he received a travel allowance from his employer for the 200 days that he was required to travel, that he correctly declared this allowance as income in his tax return and that he typically spent \$55 or more a day on food and drink when making this trip (for example, by reference to diary entries, bank records and receipts that he kept for some of the trips).*

30. *If Kevin's travel allowance was not shown on his payment summary and he fully spent the allowance, he can choose to leave it out of his tax return and not claim any deductions for the meals and drinks he buys when travelling from Melbourne to Adelaide.*

**Reasonable amounts for overseas travel expenses**

31. If you are travelling overseas and are away from your usual residence for 6 or more nights in a row, you must still keep travel records even if you rely on the reasonable amounts and don't have to substantiate your expenses. Travel records may include ticketing information, diary entries or other information setting out the nature of your travel, the day and time it began, how long it lasted and where you travelled.

32. Reasonable amounts are provided for 3 salary levels. Salary excludes any allowances received. Use Table 6 if your salary is \$119,650 and below. Use Table 7 if your salary is between \$119,651 and \$212,950. Use Table 8 if your salary is \$212,951 or more.

33. Reasonable amounts are given for:

- meals (showing breakfast, lunch and dinner), and
- expenses incidental to travel.

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Any expenditure on accommodation overseas must be fully substantiated.

34. Reasonable amounts are shown for cost groups to which a country has been allocated. Table 9 sets out the cost group to which a country has been allocated.

35. If you travel to a country that is not shown in Table 9, use the reasonable amount for Cost Group 1 in the Table relevant to your salary range.

36. If you travel to two or more countries in the same day, use the cost group of the country that is in the higher cost group in determining the reasonable amount for that day.

37. The reasonable amount for incidentals applies in full to each day of travel covered by the allowance, without the need to apportion for any part day travel on the first and last day.

38. The reasonable amounts for overseas travel expenses per day according to salary levels and cost groups for the 2017-18 income year are shown in Tables 6 to 9 as follows:

<b>Cost Group</b>	<b>Meals</b>	<b>Incidentals</b>	<b>Total</b>
1	\$60	\$25	\$85
2	\$95	\$30	\$125
3	\$130	\$35	\$165
4	\$150	\$35	\$185
5	\$200	\$40	\$240
6	\$240	\$45	\$285

<b>Cost Group</b>	<b>Meals</b>	<b>Incidentals</b>	<b>Total</b>
1	\$75	\$25	\$100
2	\$110	\$35	\$145
3	\$150	\$40	\$190
4	\$170	\$45	\$215
5	\$240	\$50	\$290
6	\$295	\$50	\$345

<b>Cost Group</b>	<b>Meals</b>	<b>Incidentals</b>	<b>Total</b>
1	\$95	\$30	\$125
2	\$140	\$40	\$180
3	\$185	\$45	\$230
4	\$215	\$50	\$265
5	\$295	\$60	\$355
6	\$340	\$60	\$400

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<b>Country</b>	<b>Cost Group</b>	<b>Country</b>	<b>Cost Group</b>
Albania	2	El Salvador	3
Algeria	3	Eritrea	3
Angola	6	Estonia	3
Antigua and Barbuda	5	Ethiopia	3
Argentina	3	Fiji	3
Armenia	3	Finland	5
Austria	5	France	5
Azerbaijan	3	French Polynesia	5
Bahamas	6	Gabon	5
Bahrain	5	Gambia	2
Bangladesh	4	Georgia	3
Barbados	5	Germany	5
Belarus	2	Ghana	4
Belgium	5	Gibraltar	4
Bermuda	6	Greece	4
Bolivia	2	Guatemala	3
Bosnia	2	Guyana	3
Brazil	4	Hong Kong	5
Brunei	2	Hungary	3
Bulgaria	2	Iceland	5
Burkina Faso	3	India	3
Cambodia	3	Indonesia	3
Cameroon	3	Iran	3
Canada	4	Ireland	5
Chile	3	Israel	5
China	5	Italy	5
Colombia	3	Jamaica	4
Congo Democratic Republic	4	Japan	5
Cook Islands	4	Jordan	5
Costa Rica	3	Kazakhstan	3
Cote D'Ivoire	5	Kenya	4
Croatia	3	Korea	6
Cuba	3	Kosovo	2
Cyprus	4	Kuwait	5
Czech Republic	3	Kyrgyzstan	2
Denmark	6	Laos	3
Dominican Republic	4	Latvia	3
East Timor	3	Lebanon	5
Ecuador	4	Lithuania	3
Egypt	3	Luxembourg	5

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<b>Country</b>	<b>Cost Group</b>	<b>Country</b>	<b>Cost Group</b>
Macau	5	Saint Lucia	4
Macedonia	2	Saint Vincent	3
Malawi	2	Samoa	5
Malaysia	3	Saudi Arabia	4
Mali	4	Senegal	4
Malta	3	Serbia	2
Mauritius	3	Sierra Leone	3
Mexico	3	Singapore	5
Monaco	6	Slovakia	3
Morocco	3	Slovenia	3
Mozambique	3	Solomon Islands	4
Myanmar	3	South Africa	2
Namibia	2	Spain	4
Nepal	2	Sri Lanka	3
Netherlands	5	Sudan	3
New Caledonia	5	Surinam	2
New Zealand	4	Sweden	5
Nicaragua	3	Switzerland	6
Nigeria	5	Taiwan	5
Norway	6	Tanzania	3
Oman	5	Thailand	4
Pakistan	2	Tonga	3
Panama	3	Trinidad and Tobago	5
Papua New Guinea	4	Tunisia	2
Paraguay	2	Turkey	3
Peru	4	Uganda	3
Philippines	3	Ukraine	2
Poland	3	United Arab Emirates	5
Portugal	3	United Kingdom	5
Puerto Rico	5	United States of America	5
Qatar	5	Uruguay	3
Romania	3	Vanuatu	5
Russia	5	Vietnam	3
Rwanda	3	Zambia	3



Taxation Determination

**TD 2017/19**

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Status: **legally binding****Example 4:**

39. *Toby travels to China on business for two weeks and is paid a travel allowance of \$500 per day (made up of \$250 for meals and incidentals and \$250 for accommodation). Toby's annual salary is \$191,000. Toby usually spends \$250 per day on meals and incidentals and \$300 per night on accommodation when travelling in China. Toby calculates the daily reasonable amount for his overseas travel as follows:*

- *Table 7 applies because Toby's salary is between \$119,651 and \$212,950*
- *Table 9 lists China as Cost Group 5*
- *Table 7 provides reasonable amounts for meals and incidental expenses for Cost Group 5 as \$240 per day for meals and \$50 per day for incidentals (that is a total of \$290 per day).*

40. *Because Toby has spent less than the reasonable amount on meals and incidentals, he can claim a deduction for the \$250 per day that he spends and he is not required to substantiate the expenditure (for example, get and keep all of the receipts for the meals and incidentals). Because he has spent more than 6 nights away in a row, Toby must keep travel records for the 2 weeks he is in China. Toby can claim a deduction for the \$300 per day he spends on accommodation but he must fully substantiate this expenditure (by getting and keeping a receipt or other documentary evidence of the expenditure).*

41. *If Toby's tax return is checked by the ATO he may be asked to explain his claim for deduction. To do this Toby would show he travelled to China for work, that he received an allowance for the meals and incidentals for each day he travelled, that he correctly declared this allowance as income in his tax return, and that he typically spent \$250 a day on meals and incidental expenses (for example, by reference to diary entries, bank records and some receipts that he kept).*

42. *If Toby's travel allowances were not shown on his payment summary and he fully spent the allowance, he can choose to leave them out of his tax return and not claim any deductions for the meals and incidentals he purchases when travelling and working in China.*

**Date of effect**

43. This Determination applies to the 2017-18 income year only. However, the Determination will not apply to taxpayers to the extent that it conflicts with the terms of settlement of a dispute agreed to before the date of issue of the Determination (see paragraphs 75 to 76 of TR 2006/10).

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Commissioner of Taxation  
3 July 2017

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Taxation Determination

**TD 2017/19**Page status: **not legally binding**

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**References***Previous draft:*

Not previously issued as a draft

*Previous Rulings/Determinations:*TD 2012/17; TD 2013/16; TD 2014/19;  
TD 2015/14; TD 2016/13*Related Rulings/Determinations:*

TR 95/18; TR 2004/6; TR 2006/10

*Legislative references:*

- ITAA 1997
- ITAA 1997 Subdiv 900-B
- TAA 1953

## ATO references

NO: 1-BSN9T2A

ISSN: 2205-6211

BSL: IND

ATOlaw topic: Income tax ~ Deductions ~ Work related expenses ~ Accommodation and  
meal expenses

Income tax ~ Deductions ~ Work related expenses ~ Travel expenses

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***public interest disclosure***  
***2018/19***

# BALLINA SHIRE COUNCIL

## Report to the NSW Ombudsman

Submitted On: 22 Jan 2019

Reporting Period: July to December 2018

	Made by public officials performing their day to day functions	Under a statutory or other legal obligation	All other PIDs
No of public officials who made public interest disclosures to your public authority	0	0	0
No of public interest disclosure received by your public authority	0	0	0
Of public interest disclosures received, how many were primarily about:	0	0	0
Corrupt conduct	0	0	0
Maladministration	0	0	0
Serious and substantial waste	0	0	0
Government information contravention	0	0	0
Local government pecuniary interest contravention	0	0	0
No of public interest disclosures (received since 1 Jan 2012) that have been finalised in this reporting period		0	
Have you established an internal reporting policy?			Yes
Has the head of your public authority taken action to meet their staff awareness obligations?			Yes

If so, please select how staff have been made aware

Policy briefing from senior managers, Staff undertaking that they have read and understood your organisation's internal reporting policy, Training provided by your organisation, Links on your intranet site, Messages in staff newsletters, Messages on bulletin board, Training provided to new staff during induction

# BALLINA SHIRE COUNCIL

## Report to the NSW Ombudsman

Submitted On: 15 Jul 2019

Reporting Period: January to June 2019

	Made by public officials performing their day to day functions	Under a statutory or other legal obligation	All other PIDs
No of public officials who made public interest disclosures to your public authority	0	0	0
No of public interest disclosure received by your public authority	0	0	0
Of public interest disclosures received, how many were primarily about:	0	0	0
Corrupt conduct	0	0	0
Maladministration	0	0	0
Serious and substantial waste	0	0	0
Government information contravention	0	0	0
Local government pecuniary interest contravention	0	0	0
No of public interest disclosures (received since 1 Jan 2012) that have been finalised in this reporting period		0	
Have you established an internal reporting policy?			Yes
Has the head of your public authority taken action to meet their staff awareness obligations?			Yes

If so, please select how staff have been made aware

Policy briefing from senior managers, Staff undertaking that they have read and understood your organisation's internal reporting policy, Training provided by your organisation, Links on your intranet site, Messages in staff newsletters, Training provided to new staff during induction

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***gipa act 2009  
annual report 2018/19***

Clause 7A: Details of the review carried out by the agency under section 7 (3) of the Act during the reporting year and the details of any information made publicly available by the agency as a result of the review

Reviews carried out by the agency	Information made publicly available by the agency
Yes	Yes

Ballina Council has a proactive approach to the release of information to the public. The council website is promoted as an important source of information for the community, and it is constantly updated. We also aim to inform the community about available information via a number of other avenues: • Council notices are published weekly in the Ballina Shire Advocate. • Media releases, general advertisements and documents on exhibition are available under the noticeboard banner on Council's website. • Community Connect quarterly newsletter is distributed to all residents. • Regular information spots and interviews on the Ballina community radio station • Regular advice to the community via social media posts - facebook, intagram • Active communications team working to provide as much information as possible to the public An annual review and evaluation of available information is undertaken across the organisation as part of the Agency Information Guide review process. The review identifies any new information to be made publicly available and ensures that the existing document and information on the website is the most current version.

Clause 7B: The total number of access applications received by the agency during the reporting year (including withdrawn applications but not including invalid applications)

Total number of applications received
18

Clause 7C: The total number of access applications received by the agency during the reporting year that the agency refused either wholly or partly, because the application was for the disclosure of information referred to in Schedule 1 to the Act (information for which there is conclusive presumption of overriding public interest against disclosure)

Number of Applications Refused	Wholly	Partly	Total
	0	1	1
% of Total	0%	100%	

Schedule 2 Statistical information about access applications to be included in annual report

Table A: Number of applications by type of applicant and outcome\*

	Access Granted in Full	Access Granted in Part	Access Refused in Full	Information not Held	Information Already Available	Refuse to Deal with Application	Refuse to Confirm/Deny whether information is held	Application Withdrawn	Total	% of Total
Media	0	0	0	0	0	0	0	0	0	0%
Members of Parliament	0	0	0	0	0	0	0	0	0	0%
Private sector business	1	0	0	1	1	0	0	0	3	15%
Not for profit organisations or community groups	1	0	0	0	0	0	0	0	1	5%
Members of the public (by legal representative)	4	2	0	2	0	0	0	0	8	40%
Members of the public (other)	3	4	0	0	1	0	0	0	8	40%
Total	9	6	0	3	2	0	0	0	20	
% of Total	45%	30%	0%	15%	10%	0%	0%	0%		

\* More than one decision can be made in respect of a particular access application. If so, a recording must be made in relation to each such decision. This also applies to Table B.



Table B: Number of applications by type of application and outcome\*

	Access Granted in Full	Access Granted in Part	Access Refused in Full	Information not Held	Information Already Available	Refuse to Deal with Application	Refuse to Confirm/Deny whether information is held	Application Withdrawn	Total	% of Total
Personal information applications*	0	0	0	0	0	0	0	0	0	0%
Access applications (other than personal information applications)	9	6	0	3	2	0	0	0	20	100%
Access applications that are partly personal information applications and partly other	0	0	0	0	0	0	0	0	0	0%
Total	9	6	0	3	2	0	0	0	20	
% of Total	45%	30%	0%	15%	10%	0%	0%	0%		

\* A personal information application is an access application for personal information (as defined in clause 4 of Schedule 4 to the Act) about the applicant (the applicant being an individual).

Table C: Invalid applications

Reason for invalidity	No of applications	% of Total
Application does not comply with formal requirements (section 41 of the Act)	2	100%
Application is for excluded information of the agency (section 43 of the Act)	0	0%
Application contravenes restraint order (section 110 of the Act)	0	0%
Total number of invalid applications received	2	100%
Invalid applications that subsequently became valid applications	2	100%

Table D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 of Act

	Number of times consideration used*	% of Total
Overriding secrecy laws	0	0%
Cabinet information	0	0%
Executive Council information	0	0%
Contempt	0	0%
Legal professional privilege	1	100%
Excluded information	0	0%
Documents affecting law enforcement and public safety	0	0%
Transport safety	0	0%
Adoption	0	0%
Care and protection of children	0	0%
Ministerial code of conduct	0	0%
Aboriginal and environmental heritage	0	0%
Total	1	

\*More than one public interest consideration may apply in relation to a particular access application and if so, each such consideration is to be recorded (but only once per application). This also applies in relation to Table E

Table E: Other public interest considerations against disclosure: matters listed in table to section 14 of Act

	Number of times consideration used*	% of Total
Responsible and effective government	0	0%
Law enforcement and security	0	0%
Individual rights, judicial processes and natural justice	5	100%
Business interests of agencies and other persons	0	0%
Environment, culture, economy and general matters	0	0%
Secrecy provisions	0	0%
Exempt documents under interstate Freedom of Information legislation	0	0%
Total	5	

Table F: Timeliness

	Number of applications*	% of Total
Decided within the statutory timeframe (20 days plus any extensions)	14	88%
Decided after 35 days (by agreement with applicant)	2	13%
Not decided within time (deemed refusal)	0	0%
Total	16	

Table G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)

	Decision varied	Decision upheld	Total	% of Total
Internal review	0	0	0	0%
Review by Information Commissioner*	0	0	0	0%
Internal review following recommendation under section 93 of Act	0	0	0	0%
Review by NCAT	0	0	0	0%
Total	0	0	0	
% of Total	0%	0%		

\*The Information Commissioner does not have the authority to vary decisions, but can make recommendations to the original decision-maker. The data in this case indicates that a recommendation to vary or uphold the original decision has been made by the Information Commissioner.

Table H: Applications for review under Part 5 of the Act (by type of applicant)

	Number of applications for review	% of Total
Applications by access applicants	0	0%
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	0	0%
Total	0	

Table I: Applications transferred to other agencies.

	Number of applications transferred	% of Total
Agency-Initiated Transfers	0	0%
Applicant - Initiated Transfers	0	0%
Total	0	

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***disability inclusion  
action plan report***



# Disability Inclusion Action Plan 2017-2021

prepared by Ballina Shire Council

# Disability Inclusion Action Plan

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## Mayor's Message

I am very pleased to present Ballina Shire Council's Disability Inclusion Action Plan (DIAP) 2017-2021. I am proud of the work that Ballina Shire Council has undertaken over many years to improve access and inclusion in our shire. This DIAP formalises our actions as we continue to work at creating an accessible and inclusive Ballina Shire.

This Disability Inclusion Action Plan (DIAP) has been developed by listening to people with disabilities, their families, carers and local organisations who work with people with disabilities. We aim to ensure that access and inclusion is a key consideration in all areas of our services and operations. This includes:

- Promoting positive community attitudes and behaviours
- Working to ensuring that our built environment is accessible
- That our systems and processes deliver information and services that are accessible and inclusive; and
- Supporting employment opportunities for people with disability.

I would like to thank everyone who has taken the time to contribute his or her ideas. I would particularly like to acknowledge and thank the current and past members of Ballina Shire Council's Disability Access Reference Group (ARG).

The ARG has provided advice to Council on many projects and developments. They have had a key role in increasing Council's awareness of the importance of access and inclusion. The current members of the ARG have guided the development of our DIAP.

Our DIAP sets out actions that Council will follow to ensure that we are creating a community that is inclusive and accessible for all people regardless of ability.

**Cr David Wright**  
**Ballina Shire Council Mayor**



## Overview and Vision

The purpose of this Disability Inclusion Action Plan is to guide Council and the broader community in creating and maintaining an accessible and inclusive community for all residents and visitors, regardless of ability.



The plan has been prepared to meet the requirements of the NSW Disability Inclusion Act 2014 (DIA 2014) which requires all councils in NSW to undertake disability inclusion action planning (DIAP) by 1 July 2017. The DIA 2014 sets out four key areas that all councils must address:

- Developing positive community **attitudes and behaviours**
- Creating **liveable communities**
- Supporting access to **meaningful employment**
- Improving access to services through better **systems and processes**.

The strategies and actions set out in this plan address the key areas listed above. The actions are designed to help provide opportunities for all people, regardless of ability, to lead active fulfilling lives. Council will help to implement our strategies with the aim of increasingly accessible and inclusive Council facilities and services in the shire.

## Ballina Shire Council's Vision for Inclusion

“ Working with our community partners to make Ballina Shire accessible and inclusive for all our residents and visitors regardless of ability ”

The DIAP is focused on Council's roles and responsibilities but it is not just for Council to follow; it should be seen as a guide for developing and creating partnerships between Council, our residents, local community providers and other levels of government.

Ballina Shire Council has a strong record of promoting access and inclusion. We have our Disability Access Reference Group (ARG), operating for over 20 years. The ARG has provided Council with input and guidance on a range of access issues over the years. One of the most recent achievements of the ARG was advocating for and supporting the construction of a changing place toilet facility in the Ballina CBD.



## Summary of Consultation Methods

### Partnership with councils in the Northern Rivers region

Ballina Shire forms part of the Northern Rivers Region of NSW. There are seven local councils within this region. Council staff with responsibility for access and inclusion from each council have been meeting regularly for a number of years. Ballina Shire Council along with Byron Shire Council, Clarence Valley Council, Kyogle Shire Council, Lismore City Council and Richmond Valley Council formed a regional partnership to work collaboratively to develop a DIAP for each council. Coffs Harbour City Council also participated in the development phase.

Collaboration between the councils has enabled the sharing of information and resources, which has strengthened partnerships and increased awareness of access and inclusion across the region.

### Survey

A joint survey was developed based on the key focus areas found in the NSW DIAP guidelines. The survey was released simultaneously by each council and was available online, hard copies were placed at key locations, advertised through local media, distributed to local service organisations across the region, and promoted extensively. At the completion of the survey period, over 500 responses were received. The data collected can be analysed based on the region as a whole, or at an individual LGA level. Interestingly, similarities emerged across the region. For example, the need for continuous accessible paths of travel and the availability of accessible toilets was identified.

### Community Forum

A community forum to assist in developing the DIAP was held in Ballina in May 2016, with over 70 participants from across the region. The purpose of the forum was to gather information and feedback from the community, particularly those with disability experience, and to identify opportunities for developing partnerships within the community.

### Regional Stakeholder Analysis

A regional stakeholder analysis was undertaken which identified key groups that would need to be consulted. A targeted consultation plan was developed that saw Council staff teaming up and conducting consultations with key stakeholder groups.

Each partner council conducted local consultation with people with disabilities, carers, service providers and individuals, and the information gathered was shared by all partner councils.

In response to preparing its DIAP, Ballina Shire Council formed an internal Access and Inclusion Team made up of staff from all departments across the organisation. The team assesses current levels of services and identifies opportunities for improvement. It coordinates the delivery of inclusive services and infrastructure to meet the needs of people with disabilities.

Many of the actions listed later in this plan will form part of the ongoing work of the Access and Inclusion Team. Its role is to ensure that access and inclusion are considered to be a key factor in the delivery of Council's services and functions.



## Policy and Legislative Context

Ballina Shire Council's DIAP sits under a range of international, Commonwealth and State responses that aim to reduce barriers and increase opportunities for access and inclusion. These are the policy instruments that require Ballina Shire Council to ensure that its services and facilities are accessible and inclusive.

### International

#### United Nations Convention on the Rights of Persons with Disabilities (UNCRPD)

In 2008, the Australian Government ratified the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD) "to promote, protect and ensure the full and equal enjoyment of all human rights and fundamental freedoms by all persons with disabilities, and to promote respect for their inherent dignity." (United Nations (2006), Convention on the Rights of Persons with Disabilities).

### Commonwealth

#### Disability Discrimination Act 1992 (DDA)

The Commonwealth Disability Discrimination Act 1992 (DDA) makes it unlawful to discriminate on the basis of disability. Ballina Shire Council, along with other organisations, has an ongoing obligation to ensure that its facilities and services are accessible to all people.

#### National Disability Strategy (NDS) 2010-2020

The Commonwealth National Disability Strategy (NDS) 2010-2020 sets out a 10-year national plan for improving life for Australians with disability, their families



and carers. The NDS is underpinned by the UN human rights approach. The NDS aims to improve the life experiences of people with disability, their families and carers. The NDS seeks to develop an accessible and inclusive society that provides people with disability opportunities to participate in community life as equal citizens.

### **Disability (Access to Premises – Buildings) Standards 2010**

The national Disability (Access to Premises – Buildings) Standards 2010 aim to improve the accessibility and safety of new or upgraded buildings to address the needs of a range of people including the aged, parents and children and people with disabilities.

## **New South Wales**

### **Disability Inclusion Act 2014 (NSW)**

The Disability Inclusion Act 2014 (NSW) provides the legislative framework to guide state and local government disability inclusion and access planning. The Act supports people with disabilities to access:

- The same human rights as other members of the community, facilitated by government and the community
- Independence and social and economic inclusion within the community
- Choice and control in the pursuit of their goals and the planning and delivery of their supports and services.

In meeting the requirements under the Disability Inclusion Act 2014 for disability inclusion and access planning, Council must:

1. Specify how it will incorporate the UN human rights disability principles into

its dealings with matters relating to people with disabilities.

2. Include strategies to support people with disabilities, for example, strategies to:
  - a) Provide access to buildings, events and facilities
  - b) Provide access to information
  - c) Accommodate the specific needs of people with disabilities
  - d) Support employment of people with disabilities
  - e) Encourage and create opportunities for people with disabilities to access services and activities.
3. Include details of its consultation about the plan with people with disabilities.
4. Explain how the plan supports the goals of the State Disability Inclusion Plan, (i.e. strategies that support the four key DIAP areas).
 

Additional related legislation and standards for NSW:

  - NSW Anti-Discrimination Act 1977 (ADA)
  - Local Government Act 1993 and Local Government (General) Regulation 2005
  - Disability Standards for Accessible Public Transport 2002
  - Carers (Recognition) Act 2010 (NSW)
  - NSW Disability Inclusion Act (DIA) 2014.
  - National Disability Strategy – NSW Implementation Plan 2012 – 2014.

Ballina Shire Council has a number of plans and policies that its DIAP will work



alongside. Council's principal planning document is "Our Community Our Future", Ballina Shire's Community Strategic Plan (CSP). The CSP has a set of core values which underpin the way Council works as an organisation. Ballina Shire Council's values are: creative, accessible, respectful, energetic, safe.

These values are reflected in the strategies and actions outlined later in this plan. Council's strategies and actions will also inform Council's Delivery Program and Operational Plan.

The DIAP will also work along with a number of additional Council plans including the Active Ageing Plan, the Pedestrian Access and Mobility Plan and the Equal Employment Opportunity Plan. The linkages between Council's plans and policies will assist in ensuring that the needs of people with disability will be included in all aspects of Ballina Shire Council's services, infrastructure and resources.

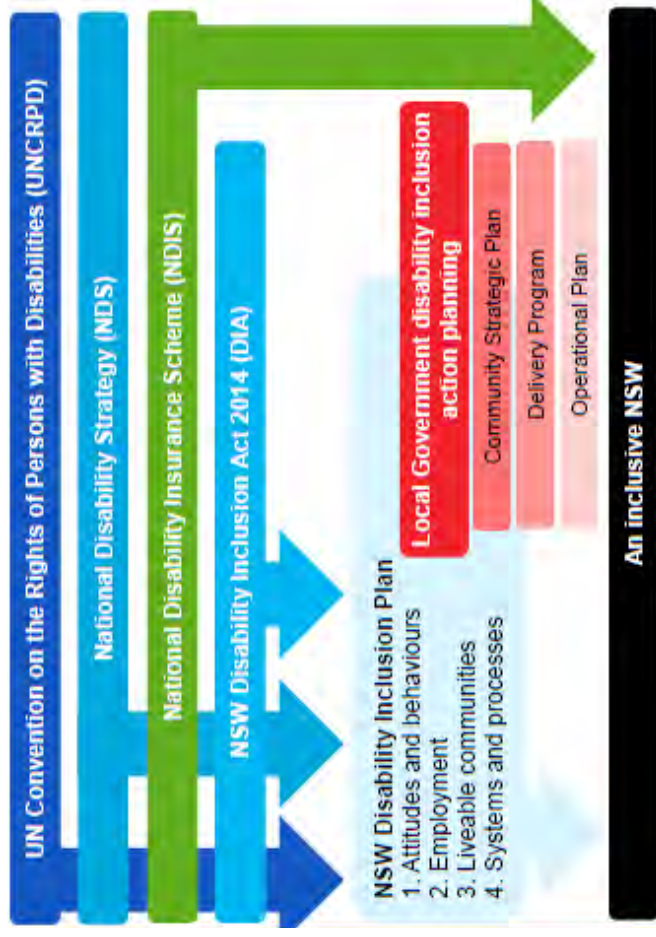


Figure 1: Relationship between the relevant policy and legislative instruments (Source NSW Disability Inclusion Action Planning Guidelines, November 2015)

# Community Profile

## What is a disability?

A disability can occur at any time in a person's life; prior to or at birth, as the result of accident, injury, chronic illness, or trauma, during childhood, adulthood or through older age. There is also a diverse range of psychological, biological, social and environmental factors which can impact on an individual's mental health, and can cause a person to experience psychiatric disability.

The Disability Discrimination Act 1992 (DDA) defines **disability** in relation to a person as:

- total or partial loss of the person's bodily or mental functions
- total or partial loss of a part of the body
- the presence in the body of organisms causing disease or illness
- the presence in the body of organisms capable of causing disease or illness
- the malfunction, malformation or disfigurement of a part of the person's body
- a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction, or
- a disorder, illness or disease that affects a person's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour.

And includes a disability that:

- presently exists
- previously existed but no longer exists
- may exist in the future (including because of a genetic predisposition to that disability), or
- is imputed to a person.





To avoid doubt, a disability that is otherwise covered by this definition includes behaviour that is a symptom or manifestation of the disability.

The Australian Bureau of Statistics conducts regular surveys to measure the incidence of disability in Australia, and the need for support for older people and people with disabilities, to provide a demographic profile of people with disability compared with the general population. The most recent survey was conducted across Australia in 2015 and this is the fourth survey of its type since 2003, and the infographic on page 17 provides a summary of the results of the survey.



## A profile of people with disability in Australia



The United Nations Convention on the Rights of Persons with Disabilities aims to enhance opportunities for people with disability to participate in all aspects of social and economic life. While there have been many improvements in the lives of people with disability, significant barriers still remain.

The results of the 2015 Survey of Disability, Ageing and Carers provide a profile of people with disability in Australia.



There were **4.3 million** Australians with disability in 2015



The likelihood of living with disability increases with age, **2 in 5** people with disability were **65 years or older**



Almost **1/3** of people with disability had a profound or severe disability



Around **3 in 5** people with disability\* needed assistance with at least one activity of daily life



Around **half** of people with disability used **aids or equipment** to help with their disability



Around **1 in 5** people with disability said their main long-term health condition was a mental or behavioural disorder



People with disability\* aged **15-24 years** were **10 times** more likely to report the experience of discrimination than those aged **65 years and over**



People with disability

**53%** of people with disability participated in the workforce\*\* compared with **83%** of people with **no reported disability**



People with no reported disability



\$465 \$950

The weekly median income\*\* of people with disability was **\$465**, which was less than half of those with **no reported disability**

\*Living in households

\*\*Labour force and income figures are for persons aged between 15 and 64 living in households

Further information is available in Disability, Ageing and Carers, Australia: Summary of Findings 2015 (cat. no. 4430.0) available from the ABS website (www.abs.gov.au). A pdf version of the information sheet is available from the Downloads tab of the publication.



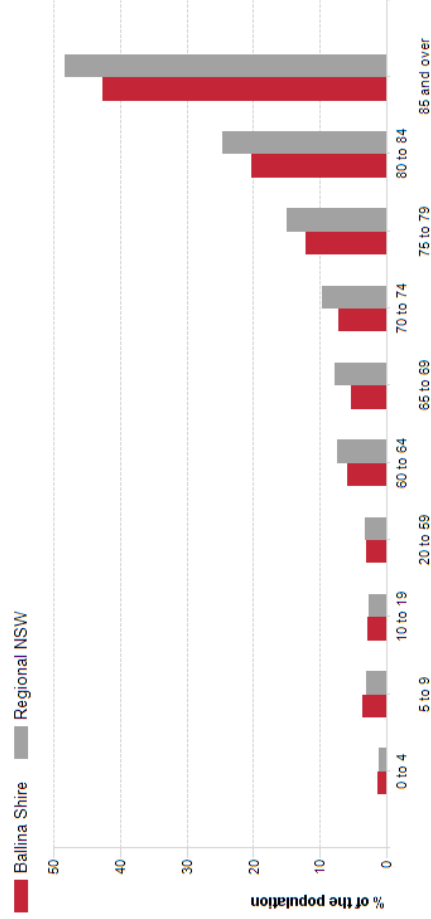
## Levels of Disability in Ballina Shire

In 2011 Ballina Shire had a total resident population of 39,273 people, living in 18,074 dwellings with an average household size of 2.35. The census identified that 2,274 residents or 5.8% of our population reported needing help in their day-to-day lives due to disability.

Analysis of the need for assistance of people in Ballina Shire compared to New South Wales shows that there was a higher proportion of people who reported needing assistance with core activities.

Overall, 5.8% of the population reported needing assistance with core activities, compared with 4.9% for New South Wales.

## Need for assistance with core activities, 2011



Persons who need assistance by age group (years)

Source: Australian Bureau of Statistics, Census of Population and Housing, 2011 (Usual residence data). Compiled and presented in profile.id by .id, the population experts.



## Need for assistance with core activities

Ballina Shire persons (usual residence)

assistance needed by age group (years)	2011			2006			change
	no.	% of total age group	% NSW	no.	% of total age group	% NSW	
0 to 4	29	1.4	1.0	28	1.4	0.9	+1
5 to 9	82	3.6	2.6	65	2.7	1.9	+17
10 to 19	143	2.9	2.2	110	2.1	1.6	+33
20 to 59	542	2.9	2.4	508	2.7	2.1	+34
60 to 64	164	5.7	6.7	98	4.6	5.8	+66
65 to 69	120	5.3	7.7	87	4.6	6.5	+33
70 to 74	132	7.2	10.6	99	6.2	9.6	+33
75 to 79	182	12.0	16.6	224	13.4	15.5	-42
80 to 84	286	20.2	26.4	332	24.7	27.0	-46
85 and over	594	42.6	48.3	482	46.6	47.7	+112
<b>total persons needing assistance</b>	<b>2,274</b>	<b>5.8</b>	<b>4.9</b>	<b>2,033</b>	<b>5.3</b>	<b>4.2</b>	<b>+241</b>

Source: Australian Bureau of Statistics, Census of Population and Housing 2006 and 2011. Compiled and presented in profile.id by .id, the population experts. (Usual residence data)

In Ballina Shire there were 4,246 carers providing unpaid assistance to a person with a disability, long term illness or old age in 2011. The proportion of people providing unpaid care can be an important indicator of the level of demand for care services and the need for local and state governments to make provision for local facilities.. An increasing proportion of carers among the population may indicate inadequate care provision, the need for in-home support, or support for the carers themselves.



## Unpaid care

### Ballina Shire persons aged 15+ (usual residence)

assistance to a person with a disability, long term illness or old age	2011			2006			change 2006 to 2011
	no.	% regional NSW	% regional NSW	no.	% regional NSW	% regional NSW	
provided unpaid assistance	4,246	13.2	12.5	3,648	11.7	11.5	+598
no unpaid assistance provided	25,616	79.5	78.9	24,881	79.6	79.0	+735
not stated	2,370	7.4	8.6	2,720	8.7	9.5	-350
<b>total persons aged 15+</b>	<b>32,232</b>	<b>100.0</b>	<b>100.0</b>	<b>31,249</b>	<b>100.0</b>	<b>100.0</b>	<b>+983</b>

Source: Australian Bureau of Statistics, Census of Population and Housing 2006 and 2011. Compiled and presented by .id, the population experts. (Usual residence data)

A Disability Access Reference Group has operated in Ballina Shire Council for over 20 years. The group includes individuals with a range of abilities and lived experiences that provide Council with advice on development applications, proposed redevelopments and a broad range of access and inclusion issues.

Council has undertaken a range of projects and implemented actions that directly support the needs of people with disability. Some of the more recent examples include:

- Construction of the first fully Accredited Changing Place toilet facility in NSW
- Alteration of the design templates for the construction of footpaths to improve accessibility
- Construction of an extensive network of accessible shared pathways
- Ongoing condition audits of the pathway network
- Employment of the regional works crew
- Alteration of the design specification for public amenities such as picnic tables, drinking fountains and garbage bins
- Redevelopment of the public swimming pools in Ballina and Alstonville incorporating accessible pool entry ramps and change facilities
- Maintaining a network of accessible unisex toilets
- Providing MLAK keys free of charge to eligible residents.



Changing Places toilet facility in Tamar Street, Ballina



# Community Consultation Outcomes

As detailed earlier in this plan, Ballina Shire Council worked collaboratively with neighbouring councils to develop a region-wide approach to consultation. A joint survey was developed which received over 500 responses from people with disabilities, carers, family and friends of people with a disability and a range of local disability service providers.

Councils also undertook additional joint consultation with regional stakeholder groups as well as groups within each LGA. Results of each consultation were shared between the councils in the region. Locally, Ballina Shire Council consulted with the Ballina Community Disability Information Alliance, St Andrews Indigenous Respite group, Ability Links, and vision impaired and deaf communities. Ballina Shire Council's Disability Access Reference Group also provided ongoing feedback in the preparation of this plan.

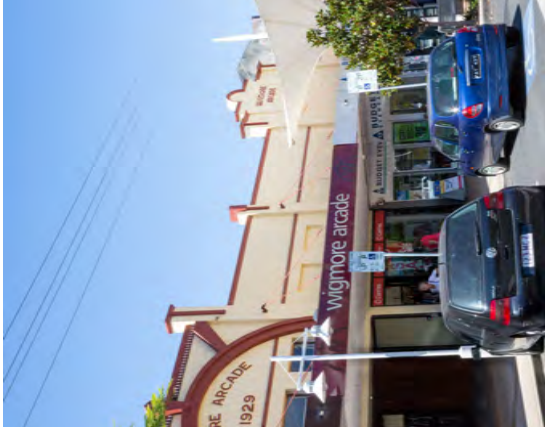
All consultations were developed to ensure that the four key areas identified by the NSW State Government were addressed, namely:

1. Developing positive community attitudes and behaviours
2. Creating liveable communities
3. Supporting access to meaningful employment
4. Improving access to services through better systems and processes

By focusing on these themes Council was able to combine the results of the survey and face-to-face meetings to identify priority areas for each theme and then formulate strategies and actions to address the identified priorities.



Throughout the consultation process, many issues were raised. Some sit within the responsibility of Council, whilst others are beyond the domain of local government. Analysis of the responses from the consultations identified a number of issues that impede the ability of a person with a disability to participate fully in community life.



There are a number of reoccurring issues raised in Ballina Shire that relate to access and inclusion, including:

- Lack of appropriate accessible paths of travel
- Inability to physically gain access into shops and cafes
- Having to ask businesses to put out ramps
- Inappropriate/limited access points along our pathway networks
- Kerb ramps not built to current standards
- Accessible parking bays that do not accommodate rear exiting passengers.



“Disability parking needs readdressing ...most (accessible) parking spots are designed for side entry... a lot of people unload from the rear of the vehicle ... we have to unload into traffic ... which is highly impracticable and dangerous”

- survey respondent

“Some of the shops down River Street cannot be accessed in my wheelchair due to there being a step or large obstacles in the doorway”

- survey respondent



The regional survey had a total of 540 responses across the seven local government areas, with 91 from the Ballina LGA. Overall, 72% of the respondents were individuals, 12% were from organisations and 16% were made on behalf of an organisation.

The majority of respondents from Ballina Shire were aged between 45-64 years. Ballina Island had the most respondents (43%) followed by residents of Lennox Head and Alstonville.

The survey asked respondents to indicate if they identified as having a type of disability. The following table provides a breakdown of what respondents from Ballina Shire identified with. (Please note that responders to the survey were able to tick more than one option and as such the results add up to more than 100%).

identify as having a/an ....	percentage of respondents
hearing impairment	10%
vision impairment	10%
user of mobility aids	40%
mental health issue	13%
intellectual disability	15%
other type of disability	30%



The majority of respondents from Ballina Shire identified that they were users of a mobility aid such as a wheelchair or a wheeled walker. This is perhaps a reflection of Ballina Island's suitability for users of mobility aids as for the most part the island itself is relatively flat and well connected via an extensive pathway network.

Respondents were asked to nominate up to three priority areas for each of the key themes. The following section provides a summary of the findings.

# 1

## developing positive community ATTITUDES AND BEHAVIOURS

The survey asked **“What is most important for changing attitudes and behaviours towards people with a disability in the community?”**

Respondents were encouraged to nominate up to three actions. Key responses were:

- Public message campaigns should be developed and supported that highlight inclusion and recognises the rights and contribution of people with disabilities in the community (68%)
- People with disability should be involved in developing communication campaigns regarding inclusion (62%)
- Public events should be accessible (55%)
- Positive images of people with disability should be included in publications and promotions (51%)
- Council staff should be provided with training on access and inclusion (49%).

**“The biggest access issue is human attitudes”**

- survey respondent





## 2

creating  
LIVEABLE COMMUNITIES

The survey asked **“What is most important for making communities liveable and accessible for people with disabilities?”**

Respondents were encouraged to nominate up to three priority areas. Key responses were:

- Encouraging promotion of accessible-for-all design (universal design) in the planning of new housing, infrastructure and buildings (70%)
- Providing continuous accessible paths of travel between facilities and services in town centres and public areas e.g. accessible matting at beaches (68%)
- Providing accessible toilets in all public buildings (62%)
- Ensuring community programs and events are accessible through early consideration of venues, transport, toilets, parking (59%)
- Providing change tables (including adult change tables and hoists) in appropriate locations (20%).

“Good access is the concern of all  
as it benefits everyone”

- survey respondent



accessible beach matting, Lennox Head

### 3

## supporting access to MEANINGFUL EMPLOYMENT

The survey asked **“What is most important for improving employment opportunities for people with disabilities?”**

Respondents were encouraged to nominate up to three priority areas. Key responses were:

- Changing people’s attitudes (75%)
- Accessible workplaces (65%)
- Designing roles suitable for people with disabilities (54%)
- Inclusive recruitment processes (50%)
- Flexible working hours and locations (39%).

“I’ve tried many times to find work, but the opportunities for me just aren’t there”

- member of the Access Reference Group



members of Ballina Shire Council Regional Works Crew



# 4

## improving access to services through SYSTEMS AND PROCESSES

We asked **“What is most important for improving accessibility of systems and processes?”**

Respondents were encouraged to nominate up to three priority areas. Key responses were:

- Ensuring all information is available in different formats for all abilities (70%)
- Access to communication supports such as hearing loops, touch screens, and translation services (55%)
- Knowing that there are ways to provide feedback and mechanisms for inclusion and accessibility e.g. Council access advisory committees (55%)
- Ensuring feedback and complaint mechanisms are accessible for people with disability (50%)
- Ensuring workplaces’ internal systems and processes are accessible (48%).

“There are so many services and activities that (most) people do and enjoy. These should be available for all folks to enjoy”

- survey respondent





# Strategies and Actions

The following section sets out the actions that Council will take to promote access and inclusion in response to:

**1**

**developing positive community  
ATTITUDES AND BEHAVIOURS**

**2**

**creating  
LIVEABLE COMMUNITIES**

**3**

**supporting access to  
MEANINGFUL EMPLOYMENT**






**4**


**improving access to services through  
SYSTEMS AND PROCESSES**








River Street, Ballina

**1. ATTITUDES AND BEHAVIOURS**




strategy	action	indicator	responsibility	estimated costs (exclusive of staff time)	time frame	CSP theme/ priority
<b>1.1</b>	Continue to support the role and function of the Ballina Shire Access Reference Group (ARG)	meetings held	Strategic and Community Facilities Group	\$ 0 integrated into existing access and inclusion activities	ongoing	 CC 2.3 Assist disadvantaged groups in our community
	Work with community event organisers to ensure that their events are inclusive and accessible	participation rates of people with disability at community events	Strategic and Community Facilities Group Events Support Officer	\$ 0 integrated into existing activities	1 year	 CC 2.3 Assist disadvantaged groups in our community
<b>1.2</b>	prepare inclusion and access guidelines for cultural and community events	images included	Corporate Communications	\$ 0 integrated into existing activities	ongoing	 CC2.2 Create events and activities that promote interaction and education as well as a sense of place
	review Council events and implement strategies to improve access					
<b>1.3</b>	Incorporate images of people with disability into plans and corporate documents	training conducted	Risk and Human Resources	\$ 0 integrated into existing training program	ongoing	 CC2.3 Assist disadvantaged groups in our community
	conduct disability awareness training for staff					
<b>1.4</b>	Increase Council staff awareness of access and inclusion	Council's Access and Inclusion Team to monitor articles in Community Connect	Strategic and Community Facilities Group	\$ 0 integrated into existing access and inclusion activities	ongoing	 CC2.3 Assist disadvantaged groups in our community
	ensure that our systems and services meet the needs of people with disabilities					
<b>1.5</b>	Promote inclusion and recognise the contribution of people with disabilities					
	utilise quarterly Community Connect publication to highlight the work of Council's Disability Access Reference Group					

2. LIVEABLE COMMUNITIES						
strategy	action	indicator	responsibility	estimated costs (exclusive of staff time)	time frame	CSP theme/ priority
<b>2.1</b>	Assess the suitability of existing community facilities					 <p>CC 1.3 Monitor the built infrastructure and service delivered to the community to ensure relevant standards are met</p>
	undertake disability access audits of Council's community facilities	audits undertaken	Strategic and Community Facilities Group	\$ 0 integrated into existing access and inclusion activities		
<b>2.2</b>	Improve awareness of accessible toilets throughout the shire	accessible toilets listed on Council's website and the national toilet map	Strategic and Community Facilities Group	\$ 0 integrated into existing access and inclusion activities	1 year	
	implement a program to promote the location of accessible public toilets					
<b>2.3</b>	Maintain a network of Continuous Accessible Paths of Travel (CAPT)	additional CAPT constructed	Civil Services Group	\$ 0 integrated into existing Civil Services works program	ongoing	
	continue to construct CAPT and repair sections as required	all new community amenities to be accessible via CAPT				
<b>2.4</b>	ensure access and inclusion outcomes are key criteria in all new infrastructure projects	universal accessible open space and streetscapes constructed	Strategic and Community Facilities Group	\$ 0 integrated into existing access and inclusion activities	ongoing	
	develop accessible design guidelines for Ballina Shire	guidelines developed	Civil Services Group		2 years	



3. MEANINGFUL EMPLOYMENT						
strategy	action	indicator	responsibility	estimated costs (exclusive of staff time)	time frame	CSP theme/ priority
<b>3.1</b>	Maintain employment opportunities for people with disabilities	continue to support the employment of the Regional Works Crew	Regional Works Crew maintained	\$ 0 integrated into existing staffing costs	ongoing	 <p>CC 2.3 Assist disadvantaged groups in our community</p>
<b>3.2</b>	Increase opportunities for people with disabilities to enter the workforce	Implement disability employment audit program	audit completed	\$ 0 integrated into planned Risk and Human Resources activity	2 years	 <p>CC 2.3 Assist disadvantaged groups in our community</p>  <p>PE 2.2 Enhance transport and other business networks</p>
		register as an employment provider under the NDIS	Ballina Shire Council registered with the NDIS			
<b>3.3</b>	Increase awareness of working with people with a disability	provide access and inclusion training to all new staff	Risk and Human Resources	\$ 0 integrated into existing training program	2 years	 <p>CC2.3 Assist disadvantaged groups in our community</p>
<b>3.4</b>	Improve opportunities for participation in Council's workforce	ensure recruitment methods provide people with a disability the opportunity to apply for positions	Risk and Human Resources	\$ 0 integrated into planned Risk and Human Resources activity	ongoing	 <p>CC2.3 Assist disadvantaged groups in our community</p>

**4. SYSTEMS AND PROCESSES**

strategy	action	indicator	responsibility	estimated costs (exclusive of staff time)	time frame	CSP theme/ priority
<b>4.1</b> Council information is accessible to all people regardless of ability	provided training to staff in the creation of accessible documents	Council information is available in a range of formats that meet the needs of people with a disability	Risk and Human Resources	\$ 0 integrated into existing training program	1 year	 EL 1.1 Facilitate and develop strong relationships and partnerships with the community
	audit of Council's website to be compliant with WCAG 2.0 AA	Council documents and websites meet the requirements of the WCAG 2.0 AA				
<b>4.2</b> People of all abilities have the opportunity to participate in community process	ensure that any new community facilities with meeting rooms incorporate hearing loops	new facilities are equipped with hearing loop systems	Strategic and Community Facilities Group	\$ 0 integrated into the building design process	ongoing	 EL 1.2 Involve our community in the planning and decision making process of Council
<b>4.3</b> Ensure that Council's community engagement processes are accessible and inclusive	provided training to staff on inclusive community engagement	people with disabilities have the opportunity to participate in community consultations interpreter provided for Council meetings and community consultations upon request	all of Council	\$ 90 per hour of interpreter services	ongoing	 EL 1.2 Involve our community in the planning and decision making process of Council

## Monitoring and Evaluation

Ballina Shire Council's Access and Inclusion Team will oversee and monitor the implementation of Council's DIAP. The actions will be integrated into Council's Delivery Program and progress on the plan will be reported each quarter.

The DIAP and its actions will become a permanent agenda item for Council's Access Reference Group (ARG). The ARG will suggest modifications of strategies and actions to ensure the anticipated outcomes are met. Council's Strategic and Community Facilities Group will continue to service the ARG and report on the actions arising out of the DIAP.

Many of the actions in the DIAP are a continuation of the work Council is already doing and will continue to do. Some of the actions listed in the DIAP are not funded and the funds will be subject to Council's annual budget process. When Council constructs new facilities or amenities the needs of people with a disability will become a key consideration in the process.

Council understands it has a legal responsibility to provide services and facilities that do not discriminate against people with a disability. Council will continue to improve access and inclusion to its services and facilities. This DIAP is a demonstration of Council's commitment to continually improving the Ballina Shire community to meet the needs of all residents regardless of ability.





***ballina***  
shire council

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*capital expenditure*

**Operational Plan Review  
Capital Expenditure - General Fund - Open Spaces - 2018/19  
30-June-2019**

Reference	Project Description	Total Project Value	Original 2018/19 Estimate	Carry Forwards	Approved Variations	Latest 2018/19 Estimate	Expended This Year	% Expended	Milestone Dates			Status
									Design / Consent	Commence	Completion	
<b>Open Spaces and Reserves</b>												
5419	Fawcett Park Playground Equipment	174,000	0	153,400		153,400	173,800	113	Complete	Complete	Complete	
2160	Wollongbar Skate Park	500,000	450,000	15,000	(450,000)	15,000	16,300	109	31-Dec-19	01-Feb-20	30-Jun-20	Concept plan endorsed by Council. Planning application in process.
5488	Crown Reserve Improvements	26,000	26,000		(26,000)	0	0	100	N/A	N/A	N/A	
5516	Ballina Skate Park - Shade Structure	45,000	0		45,000	45,000	1,300	3	31-Aug-19	01-Oct-19	31-Dec-19	Design completed. DA to be lodged.
5609	Ocean Pool - Design and Approvals	50,000	0	45,000		45,000	5,900	13	Uncertain	Uncertain	Uncertain	Project being managed by community group
6500	Porter Park Multi Purpose Court	60,000	0	48,100		48,100	44,300	92	Complete	Complete	Complete	
6501	Killen Falls - Plan of Management	0	20,000		(20,000)	0	0	100	N/A	N/A	N/A	
6503	Ocean Breeze Reserve Playground Equipment	90,000	90,000		(90,000)	0	0	100	Complete	01-Mar-20	30-Jun-20	Deferred until completion of Hutley Drive Extension
6504	Megan Crescent Playground Equipment	90,000	90,000			90,000	0	0	Complete	01-Oct-19	31-Dec-19	Preliminary design completed - propose to seek community feedback
6505	Killarney Park Playground Equipment	0	45,000		(45,000)	0	0	100	N/A	N/A	N/A	
6506	Commemoration Park (Exercise Playground)	130,000	130,000			130,000	0	0	Complete	01-Oct-19	31-Dec-19	Preliminary design completed - propose to seek community feedback
6507	Ferngrove Shade Provision	35,000	35,000			35,000	100	0	Complete	01-Sep-19	31-Dec-19	Procurement completed, awaiting installation.
6508	Shelly Beach Playground Equipment	35,000	35,000			35,000	0	0	Complete	01-Oct-19	31-Dec-19	Design completed. DA to be lodged.
2372	Pop Denison Master Plan	556,000	0	134,100	22,000	156,100	154,100	99	Complete	Complete	Complete	
2373	Captain Cook Master Plan	150,000	0			0	6,500	100	Complete	Complete	Complete	
	<b>Sub Total</b>	<b>1,941,000</b>	<b>921,000</b>	<b>395,600</b>	<b>(564,000)</b>	<b>752,600</b>	<b>402,300</b>	<b>53</b>				
<b>Sports Fields</b>												
2136	Wollongbar Sports Fields Irrigation and Drainage	400,000	0	0	200,000	200,000	93,200	47	Complete	01-Dec-18	31-Dec-19	Drainage completed - Tender being called for irrigation works
2376	Ballina Tennis Club	78,000	0	58,000		58,000	58,000	100	Complete	Complete	Complete	
2377	Skennars Head Sports Fields Expansion	2,275,000	2,150,000	35,000	(1,910,000)	275,000	602,600	219	Complete	01-May-19	31-Dec-19	Contractor appointed and works commenced in May. Ahead of schedule.
2402	Williams Reserve Lighting	414,000	0	62,000	352,000	414,000	4,700	1	Complete	01-May-19	31-Dec-19	Tender accepted at April 2019 Ordinary meeting - Works to take place during 2019/20
2414	Saunders Oval Lighting	236,000	140,000		96,000	236,000	7,800	3	Complete	01-May-19	31-Dec-19	Tender accepted at April 2019 Ordinary meeting - Works to take place during 2019/20
2415	Sports and Recreation Plan	0	35,000		(35,000)	0	0	100	N/A	N/A	N/A	
2434	Quays Reserve - Noise Attenuation	50,000			50,000	50,000	26,700	53	Complete	01-Mar-19	31-Aug-19	Clubhouse works completed, mound and vegetation works underway
2439	Kingsford Smith Reserve - Retaining Wall	30,000			30,000	30,000	700	2	Complete	01-Sep-19	31-Dec-19	Works to be carried out at end of current season.
2440	Fripp Oval Fencing	50,000			50,000	50,000	0	0	Complete	01-Sep-19	31-Dec-19	Works to be carried out at end of current season.
	<b>Sub Total</b>	<b>3,533,000</b>	<b>2,325,000</b>	<b>155,000</b>	<b>(1,167,000)</b>	<b>1,313,000</b>	<b>793,700</b>	<b>60</b>				
	<b>TOTAL - OPEN SPACES</b>	<b>5,474,000</b>	<b>3,246,000</b>	<b>550,600</b>	<b>(1,731,000)</b>	<b>2,065,600</b>	<b>1,196,000</b>	<b>58%</b>				

**Capital Expenditure - General Fund - Resource Recovery - 2018/19  
30-June-2019**

Reference	Project Description	Total Project Value	Original 2018/19 Estimate	Carry Forwards	Approved Variations	Latest 2018/19 Estimate	Expended This Year	% Expended	Milestone Dates			Status
									Design / Consent	Commence	Completion	
6487	Landfill Improvements	100,000	100,000		(96,200)	3,800	3,800	100	Complete	Complete	Complete	
6487	Landfill Levy Works	200,000	200,000		(200,000)	0	0	100	N/A	N/A	N/A	
6474	Transfer Station - Improvements	150,000	0	91,100	(20,800)	70,300	70,500	100	Complete	Complete	Complete	
6572	Transfer Station - Security Cameras	12,500	0		10,400	10,400	10,500	101	Complete	Complete	Complete	
6573	Transfer Station - Signage	13,400	0		16,000	16,000	16,000	100	Complete	Complete	Complete	
	<b>TOTAL - WASTE MANAGEMENT</b>	<b>475,900</b>	<b>300,000</b>	<b>91,100</b>	<b>(290,600)</b>	<b>100,500</b>	<b>100,800</b>	<b>100%</b>				

**Capital Expenditure - Environmental and Public Health - 2018/19  
30-June-2019**

Reference	Project Description	Total Project Value	Original 2018/19 Estimate	Carry Forwards	Approved Variations	Latest 2018/19 Estimate	Expended This Year	% Expended	Milestone Dates			Status
									Design / Consent	Commence	Completion	
2172	Shaws Bay Coastal Management Plan	1,121,000	265,000		(136,000)	129,000	60,900	47	Complete	01-Oct-18	30-Jun-20	Project expanded with dredging to occur during 2019/20.
2441	Healthy Waterways - Land Acquisition	176,000	0		176,000	176,000	76,000	43	N/A	Complete	Complete	Settlement still to occur.
	<b>TOTAL - ENVIRONMENTAL AND PUBLIC HEALTH</b>	<b>1,297,000</b>	<b>265,000</b>	<b>0</b>	<b>40,000</b>	<b>305,000</b>	<b>136,900</b>	<b>45%</b>				



**Operational Plan Review**  
**Capital Expenditure - General Fund - Commercial Services - 2018/19**  
**30-June-2019**

Reference	Project Description	Total Project Value	Original 2018/19 Estimate	Carry Forwards	Approved Variations	Latest 2018/19 Estimate	Expended This Year	% Expended	Milestone Dates			Status
									Design / Consent	Commence	Completion	
	<b>Airport</b>											
2351.3963	Miscellaneous Works	265,000	80,000	130,000	105,000	315,000	311,400	99	Complete	Complete	Complete	
2351.4165	Terminal Expansion	7,000,000	5,900,000	214,700	450,000	6,564,700	4,863,700	74	Complete	01-Aug-18	31-Aug-19	
4168	Master Plan	0	100,000		(100,000)	0	0	100	N/A	N/A	N/A	
4170	Lighting Equip Room / Pilot Activated Light	370,000	370,000			370,000	50,800	14	Complete	01-Mar-19	30-Sep-19	PAL to be completed within next two months and ALER complete
6483	Car Park, Solar and Boom Gates	1,400,000	1,400,000		(1,400,000)	0	0	100	N/A	N/A	N/A	
	<b>Sub Total</b>	<b>9,035,000</b>	<b>7,850,000</b>	<b>344,700</b>	<b>(945,000)</b>	<b>7,249,700</b>	<b>5,225,900</b>	<b>72</b>				
	<b>Camping Ground</b>											
2375	Flat Rock	180,000	180,000			180,000	101,500	56	Complete	Complete	Complete	Works planned for 2018/19 completed
	<b>Sub Total</b>	<b>180,000</b>	<b>180,000</b>	<b>0</b>	<b>0</b>	<b>180,000</b>	<b>101,500</b>	<b>56</b>				
	<b>Property - Land Development</b>											
2320	Southern Cross Industrial - Boeing Avenue	3,620,000	3,536,000	84,000	(2,262,200)	1,357,800	11,400	1	Complete	01-Jul-19	30-Jun-20	Contractor appointed and works commenced.
2335	Wollongbar Urban Expansion Area - Stage 3	2,211,300	2,286,300	100,000	(1,417,600)	968,700	540,600	56	31-Jul-19	01-Oct-19	30-Jun-20	Tenders for construction to be called during 2019/20 with consent still to be issued.
2336	54 North Creek Road	1,970,000	1,150,000	221,600	70,000	1,441,600	1,472,400	102	Complete	Complete	Complete	
	<b>Sub Total</b>	<b>1,970,000</b>	<b>6,972,300</b>	<b>405,600</b>	<b>(3,609,800)</b>	<b>3,768,100</b>	<b>2,024,400</b>	<b>54</b>				
	<b>TOTAL - COMMERCIAL SERVICES</b>	<b>11,185,000</b>	<b>15,002,300</b>	<b>750,300</b>	<b>(4,554,800)</b>	<b>11,197,800</b>	<b>7,351,800</b>	<b>66%</b>				

**Operational Plan Review**  
**Capital Expenditure - General Fund - Information Services - 2018/19**  
**30-June-2019**

Reference	Project Description	Total Project Value	Original 2018/19 Estimate	Carry Forwards	Approved Variations	Latest 2018/19 Estimate	Expended This Year	% Expended	Milestone Dates			Status
									Design / Consent	Commence	Completion	
2312.7912	Information Technology	131,500	22,000	9,500	100,000	131,500	118,800	90	Complete	Complete	Complete	
	<b>TOTAL - INFORMATION SERVICES</b>	<b>131,500</b>	<b>22,000</b>	<b>9,500</b>	<b>100,000</b>	<b>131,500</b>	<b>118,800</b>	<b>90%</b>				

**Operational Plan Review**  
**Capital Expenditure - General Fund - Community Facilities - 2018/19**  
**30-June-2019**

Reference	Project Description	Total Project Value	Original 2018/19 Estimate	Carry Forwards	Approved Variations	Latest 2018/19 Estimate	Expended This Year	% Expended	Milestone Dates			Status
									Design / Consent	Commence	Completion	
	<b>Community Facilities</b>											
2104	Community Centres - Miscellaneous	0	24,000		(24,000)	0	0	100	N/A	N/A	N/A	
	Lennox Head Community Centre - Refurbishment	2,168,800	0		187,400	187,400	92,200	49	31-Aug-19	01-Oct-19	28-Feb-20	Project deferred to 2019/20 to increase overall budget
WO547	Lennox Head Community Centre - Roofing	0	0	81,100	(81,100)	0	0	100	N/A	N/A	N/A	
7899 (WO540)	Lennox Head Community Centre - Cladding	0	82,300		(82,300)	0	0	100	N/A	N/A	N/A	
7899 (WO540)	Lennox Head Community Centre - Painting Program	25,000	25,000			25,000	0	0	N/A	01-Oct-19	28-Feb-20	Deferred until refurbishment completed
7899 (WO540)	Kentwell Centre - Painting Program	12,000	12,000			12,000	11,200	93	Complete	Complete	Complete	
7928 (WO540)	ALEC - Improvements	281,000	281,000		(200,000)	81,000	0	0	31-Dec-19	01-Feb-20	30-Jun-20	Project deferred to 2019/20 to increase overall budget
6912	Former Library - 42 Cherry Street	20,000	20,000			20,000	16,600	83	N/A	Complete	Complete	
6910	Ballina Surf Club - External Painting	25,000	25,000			25,000	20,500	82	N/A	Complete	Complete	
6910	Ballina Surf Club - Internal Painting	25,000	25,000			25,000	0	0	N/A	01-Oct-19	31-Dec-19	
6910	Ballina Surf Club - Building B	700,000	0	337,000	283,000	620,000	637,500	103	Complete	Complete	Complete	
2345.8697	Lennox Head Surf Club - Design and Approval	100,000	0	33,000		33,000	1,800	5	Uncertain	Uncertain	Uncertain	Project no longer a priority for Council.
2344.8718	Ballina Indoor Sports Centre	8,800,000	7,700,000		(530,000)	7,170,000	7,819,600	109	Complete	01-Nov-18	31-Aug-19	Project on track and expenditure ahead of budget
	<b>Sub Total</b>	<b>12,156,800</b>	<b>8,194,300</b>	<b>451,100</b>	<b>(447,000)</b>	<b>8,198,400</b>	<b>8,599,400</b>	<b>105</b>				
	<b>Community Gallery</b>											
1120	Community Gallery - Ignite Studios	66,200	66,200			66,200	71,000	107	Complete	Complete	Complete	
8920	Community Gallery - Lighting	95,700	95,700			95,700	95,200	99	Complete	Complete	Complete	
	<b>Sub Total</b>	<b>161,900</b>	<b>161,900</b>	<b>0</b>	<b>0</b>	<b>161,900</b>	<b>166,200</b>	<b>103</b>				
	<b>Swimming Pools</b>											
2220.6478	Ballina and Alstonville Swimming Pools	15,600,000	0	119,400	97,000	216,400	182,100	84	Complete	Complete	Complete	
2220	Ballina Swimming Pool - Shade Structures	120,000	0		120,000	120,000	129,700	108	Complete	Complete	Complete	
2220	Ballina Swimming Pool - Disabled Lift and Facilities	15,000	0		16,500	16,500	18,800	114	Complete	Complete	Complete	
	<b>Sub Total</b>	<b>15,735,000</b>	<b>0</b>	<b>119,400</b>	<b>233,500</b>	<b>352,900</b>	<b>330,600</b>	<b>94</b>				
	<b>TOTAL - COMMUNITY FACILITIES</b>	<b>28,053,700</b>	<b>8,356,200</b>	<b>570,500</b>	<b>(213,500)</b>	<b>8,713,200</b>	<b>9,096,200</b>	<b>104%</b>				

**Operational Plan Review**  
**Capital Expenditure - General Fund - Operations Support - 2018/19**  
**30-June-2019**

Reference	Project Description	Total Project Value	Original 2018/19 Estimate	Carry Forwards	Approved Variations	Latest 2018/19 Estimate	Expended This Year	% Expended	Milestone Dates			Status
									Design / Consent	Commence	Completion	
	<b>Administration Centre and Depot Facilities</b>											
1350	Workshop Welders Bay - Stage 1 - Fitout	332,000	332,000	20,000	(300,000)	52,000	1,000	2	31-Dec-19	01-Jan-20	30-Jun-20	Deferred to 2019/20 to maximise budget.
1351	OSR Storage Area - Stage A and B	100,000	100,000		(90,000)	10,000	0	0	31-Dec-19	01-Jan-20	30-Jun-20	Deferred to 2019/20 to maximise budget.
2200	Car Parking	187,000	187,000			187,000	178,000	95	Complete	Complete	Complete	
	<b>Sub Total</b>	<b>619,000</b>	<b>619,000</b>	<b>20,000</b>	<b>(390,000)</b>	<b>249,000</b>	<b>179,000</b>	<b>72</b>				
	<b>Asset Management</b>											
2216	Road Encroachment - Acquisition	20,000	20,000			20,000	0	0	N/A	Uncertain	Uncertain	Funding not required
	<b>Sub Total</b>	<b>20,000</b>	<b>20,000</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>0</b>	<b>0</b>				
	<b>Public Amenities</b>											
2207	Killen Falls	116,000	108,000	8,000		116,000	100,500	87	Complete	Complete	Complete	
	<b>Sub Total</b>	<b>116,000</b>	<b>108,000</b>	<b>8,000</b>	<b>0</b>	<b>116,000</b>	<b>100,500</b>	<b>87</b>				
	<b>Plant and Fleet</b>											
2215	Light Vehicles and Heavy Plant (Net)	2,509,800	1,319,800	1,190,000		2,509,800	725,400	29	N/A	On-going	On-going	Significant number of commitments made for purchases
	<b>Sub Total</b>	<b>2,509,800</b>	<b>1,319,800</b>	<b>1,190,000</b>	<b>0</b>	<b>2,509,800</b>	<b>725,400</b>	<b>29</b>				
	<b>TOTAL - OPERATIONS SUPPORT</b>	<b>3,264,800</b>	<b>2,066,800</b>	<b>1,218,000</b>	<b>(390,000)</b>	<b>2,894,800</b>	<b>1,004,900</b>	<b>35%</b>				

**Operational Plan Review**  
**Capital Expenditure - General Fund - Engineering Works - 2018/19**  
**30-June-2019**

Reference	Project Description	Total Project Value	Original 2018/19 Estimate	Carry Forwards	Approved Variations	Latest 2018/19 Estimate	Expended This Year	% Expended	Milestone Dates			Status
									Design / Consent	Commence	Completion	
	<b>Stormwater</b>											
3112	Dodge Lane ,Lennox Head	85,000	85,000		65,000	150,000	159,200	106	N/A	Complete	Complete	
3113	Alison Avenue, Lennox Head	85,000	85,000		(85,000)	0	0	100	N/A	N/A	N/A	Currently scoping (potential relining)
3115	Moon Street (Tamar Street to Holden Lane)	80,000	80,000		(80,000)	0	0	100	N/A	N/A	N/A	Budget reallocated to Kerr Street - scoping project
3116	Henry Philp Avenue, Ballina	32,000	32,000		(2,000)	30,000	28,400	95	N/A	Complete	Complete	
3136	Asset Data Collection / Stormwater Resource	123,000	123,000		(108,000)	15,000	11,400	76	N/A	Ongoing	Ongoing	
4006	Cooks Lane Culverts	132,000	0		132,300	132,300	132,500	100	N/A	Complete	Complete	
4007	Martins Lane Culverts	70,000	0		75,000	75,000	84,000	112	N/A	Complete	Complete	
4024	Urban Stormwater Management Plan	23,000	23,000		(23,000)	0	0	100	N/A	N/A	N/A	
4025	Rutherford Street / Tresise Place, Lennox Head	10,000	10,000		10,000	20,000	15,100	76	43,677	01-May-19	30-Jun-20	Approval pending - construction during 2019/20
4026	Kerr Street (Tamar Street to Richmond River)	100,000	100,000		(2,000)	98,000	132,900	136	N/A	Complete	Complete	
4027	Burns Point Ferry Road (Tidal Gates)	50,000	0	24,600	51,000	75,600	65,800	87	N/A	Ongoing	Ongoing	Final gate subject to survey / design.
2128	Urban Lanes	24,000	24,000		15,000	39,000	40,700	104	N/A	Complete	Complete	
2162	Tanamera Drive, Alstonville	63,500	43,000	35,500	(38,000)	40,500	19,000	47	N/A	01-Sep-18	31-Oct-19	Plantings have been committed.
2304	Wardell Road (Culvert Extension)	90,000	0		90,000	90,000	110,800	123	N/A	Complete	Complete	
2378	Tidal Gates to Urban Streets	51,000	51,000		(51,000)	0	3,200	100	N/A	N/A	N/A	
	<b>Sub Total</b>	<b>1,018,500</b>	<b>656,000</b>	<b>60,100</b>	<b>49,300</b>	<b>765,400</b>	<b>803,000</b>	<b>105</b>				
	<b>Roads</b>											
2046	Reseals Urban	556,000	582,000	24,300	(50,000)	556,300	527,100	49	N/A	Complete	Complete	
2047	Reseals - Section 94	191,000	191,000		85,000	276,000	185,300	97	N/A	Complete	Complete	
2048	Reseals Rural	592,000	572,000	19,900		591,900	436,700	70	N/A	Complete	Complete	
2144	Howards Road Realignment	26,000	0		8,700	8,700	12,400	143	N/A	Complete	Complete	
2146	Urban Roads Heavy Patching	464,000	356,000	108,200		464,200	433,200	36	N/A	Complete	Complete	
2148	Rural Roads Heavy Patching	220,300	182,000	38,300		220,300	261,500	105	N/A	Complete	Complete	
2156	Teven Road segments 70 and 58-60	318,000	318,000		(318,000)	0	0	100	N/A	Uncertain	Uncertain	Construction deferred to 2019/20
2157	Hutley Drive - Northern Connection	4,420,000	4,419,700	56,300	(4,300,000)	176,000	45,800	14	31-Aug-19	01-Sep-19	31-Mar-20	Part V application has been lodged and currently being assessed.
2177	Hutley Drive - Middle Section (pre-construction)	100,000	0	5,000	28,000	33,000	500	10	30-Jun-20	Uncertain	Uncertain	Detailed design to be undertaken internally
2208	Hutley Drive - Southern Connection	268,000	0		85,000	85,000	87,700	100	Complete	Complete	Complete	
2158	Airport Boulevard	6,900,000	6,900,000	46,900	(6,500,000)	446,900	300,800	4	Complete	01-May-19	30-Jun-20	
2173	Lake Ainsworth Precinct	1,783,000	1,620,000		(837,000)	783,000	953,500	28	Complete	01-Oct-18	30-Sep-19	
2176	Teven Road	180,000	180,000		(180,000)	0	0	0	N/A	Uncertain	Uncertain	Deferred to 2019/20 with part of funding transferred to Cherry Street
2179	Fawcett Lane, Ballina	122,000	0	74,100	20,000	94,100	122,100	130	N/A	Complete	Complete	
2188	Bagotville Road segment 50 (part)	293,000	285,000	8,000		293,000	351,700	0	N/A	Complete	Complete	
2193	Ballina Bypass	150,000	150,000			150,000	3,000	1	N/A	Complete	Complete	Funds retained in reserve.
2194	Ross Lane / Coast Road - Roundabout	1,958,000	0	433,600	(89,000)	344,600	142,100	25	Complete	Complete	Complete	Construction works complete. Compensatory works being developed.
2197	Ross Lane - Straightening	846,000	0	13,700	19,000	32,700	58,300	124	Complete	Complete	Complete	Property acquisition to be finalised
2217	Tintenbar to Ewingsdale - Bypass	100,000	100,000			100,000	72,800	73	N/A	Complete	Complete	
2229	Kays Lane, Alstonville Bypass	26,000	0		130,000	130,000	118,300	73	N/A	Complete	Complete	
2379	Tamar Street seg 30	146,000	146,000			146,000	109,400	75	N/A	Complete	Complete	
2380	Cherry Street seg 220-230	250,000	180,000		70,000	250,000	180,300	139	N/A	Complete	Complete	
2381	Links Avenue Seg 60	318,000	318,000			318,000	340,000	0	N/A	Complete	Complete	
2382	Simmons Street seg 20	116,000	100,000	16,000		116,000	162,200	2	N/A	Complete	Complete	
2383	Northumberland Avenue, Ballina	320,000	0		20,000	20,000	3,700	14	N/A	Uncertain	Uncertain	Drainage outlet reinstatement requires approval (possibly DA)
2384	River Drive segment 140	792,000	792,000		(600,000)	192,000	144,000	75	N/A	Complete	Complete	
2385	Burnet Street seg 80	165,000	185,000		(20,000)	165,000	151,900	92	N/A	Complete	Complete	
2387	Wardell Road segments 70 and 80	593,000	593,000			593,000	602,300	42	N/A	Complete	Complete	
2388	Fernleigh Road (Segment 10)	243,000	0	123,300		123,300	289,100	22	N/A	Complete	Complete	
2399	The Coast Road / Byron Bay Road	1,992,400	0	1,426,900	181,800	1,608,700	1,700,700	115	Complete	Complete	Complete	
2404	River Street Beautification	2,700,000	2,700,000		(2,000,000)	700,000	439,900	0	Complete	01-Jun-19	30-Nov-19	
2405	Perry Street seg 10	59,000	59,000			59,000	0	0	N/A	01-Nov-19	31-Dec-19	
2406	Regatta Avenue seg 30	86,000	86,000			86,000	1,400	2	N/A	Uncertain	Uncertain	Currently seeking concurrence with Crown Lands
2407	Gibbon Street seg 20	89,000	89,000			89,000	1,000	0	N/A	01-Oct-19	31-Oct-19	Works programmed in conjunction with stormwater improvements
2408	Martin Street seg 150	125,000	125,000		(125,000)	0	0	1	N/A	01-Sep-19	30-Sep-19	
2409	Crane Street seg 70	290,000	290,000			290,000	321,000	0	N/A	Complete	Complete	
2410	Chickiba Drive seg 10-20 and part 30	140,200	140,200		(140,200)	0	2,400	100	Complete	01-Jan-20	28-Feb-20	
2411	Bagotville Road segments 30 and 32	331,000	331,000			331,000	700	0	Ongoing	Complete	Complete	
2412	Pimlico Road segments 110 and 20	296,000	296,000		(296,000)	0	700	100		01-May-20	30-Jun-20	
2418	Newrybar Swamp Road - Dust Sealing	175,000	175,000		(9,000)	166,000	106,500	12	N/A	Complete	Complete	
2419	Martins Lane - East - Dust Sealing	71,000	71,000		9,000	80,000	80,000	110	N/A	Complete	Complete	
2436/2437	Camp Drew - Dust Sealing	190,000	0		190,200	190,200	229,400	0	N/A	Complete	Complete	
2438	River Street - Four Laning	150,000	0		150,000	150,000	82,200	26	30-Jun-20	Uncertain	Uncertain	Design only
	Pre-planning - Miscellaneous Works	0	0		0	0	216,100	26	N/A	Uncertain	Uncertain	
	<b>Sub Total</b>	<b>29,150,900</b>	<b>22,531,900</b>	<b>2,394,500</b>	<b>(14,467,500)</b>	<b>10,458,900</b>	<b>9,347,700</b>	<b>89</b>				

**Capital Expenditure - General Fund - Engineering Works - 2018/19**  
30-June-2019

Reference	Project Description	Total Project Value	Original 2018/19 Estimate	Carry Forwards	Approved Variations	Latest 2018/19 Estimate	Expended This Year	% Expended	Milestone Dates			Status
									Design / Consent	Commence	Completion	
	<b>Bridges</b>											
2079	Carrs Bridge	493,000	493,000		(450,000)	43,000	8,800	20	31-Aug-19	Uncertain	Uncertain	Options report complete. Detail design ongoing.
2211	Pearces Creek Bridge	107,000	107,000			107,000	60,100	56	Ongoing	Uncertain	Uncertain	Subject to ongoing coordination with Lismore City Council
	<b>Sub Total</b>	<b>600,000</b>	<b>600,000</b>	<b>0</b>	<b>(450,000)</b>	<b>150,000</b>	<b>68,900</b>	<b>46</b>				
	<b>Total - Roads and Bridges</b>	<b>29,750,900</b>	<b>23,131,900</b>	<b>2,394,500</b>	<b>(14,917,500)</b>	<b>10,608,900</b>	<b>9,416,600</b>	<b>89</b>				
	<b>RMS</b>											
2077	Regional Roads Reseals	182,000	182,000			182,000	187,400	103	N/A	Complete	Complete	
2077	RMS Roads Reseals	58,000	77,000		(19,000)	58,000	53,600	92	N/A	Complete	Complete	
	<b>Sub Total</b>	<b>240,000</b>	<b>259,000</b>	<b>0</b>	<b>(19,000)</b>	<b>240,000</b>	<b>241,000</b>	<b>100</b>				
	<b>Ancillary Transport Services</b>											
2206	Car Park - Commercial Road, Alstonville	200,000	200,000			200,000	82,200	41	Complete	Complete	Complete	
2030	Street Lighting - Lighthouse Parade	100,000	51,000	42,300		93,300	1,300	1	31-Jul-19	Uncertain	Uncertain	Easement required prior to completion.
	<b>Sub Total</b>	<b>300,000</b>	<b>251,000</b>	<b>42,300</b>	<b>0</b>	<b>293,300</b>	<b>83,500</b>	<b>28</b>				
	<b>Cycleways - Coastal Shared Path and Walk</b>											
2357	Coastal Path - Skennars Head to Pat Morton	1,710,000	1,710,000	21,000	(1,000,000)	731,000	512,700	70	Complete	01-Jun-19	31-Dec-19	Contractor appointed.
2397	Coastal Walk - Sharpes to Pat Morton	1,502,000	1,502,000		(1,000,000)	502,000	66,300	13	Ongoing	01-Jan-20	30-Jun-20	
	<b>Sub Total</b>	<b>3,212,000</b>	<b>3,212,000</b>	<b>21,000</b>	<b>(2,000,000)</b>	<b>1,233,000</b>	<b>579,000</b>	<b>47</b>				
	<b>Footpaths and Shared Paths</b>											
2392	Chickiba Drive, Ballina - Refuge	23,500	23,500		(23,500)	0	0	100	N/A	Complete	Complete	A temporary refuge was trialled. Decision taken not to proceed.
2395	Alston Avenue, Alstonville	30,000	0	24,300	(22,300)	2,000	2,000	100	N/A	Complete	Complete	
2420	Bentnck Street, Ballina	5,000	5,000			5,000	2,000	40	N/A	Complete	Complete	
2421	River Street / Quays Drive, West Ballina	25,000	25,000			25,000	23,200	93	N/A	Complete	Complete	
2422	Southern Cross Drive, Ballina	75,000	64,000		10,600	74,600	74,600	100	N/A	Complete	Complete	
2423	Crane Street (Martin), Ballina	12,000	5,000		6,300	11,300	11,400	101	N/A	Complete	Complete	
2424	Kalinga Street, West Ballina	107,000	105,000		2,100	107,100	96,700	90	N/A	Complete	Complete	
2425	Cherry Street, Ballina	91,000	86,000		4,500	90,500	90,500	100	N/A	Complete	Complete	
2433	River Street - Pedestrian Refuge (Shopping Ctre)	11,000	11,000			11,000	0	0	N/A	Uncertain	Uncertain	Scope currently being reviewed in light of future four lane upgrade of River
2426	Joindre Street, Wollongbar	5,000	5,000			5,000	7,300	146	N/A	Complete	Complete	
2428	Tamar and Kerr Streets, Ballina	3,000	3,000			3,000	3,200	107	N/A	Complete	Complete	
2429	Crane Street (Cherry to Moon), Ballina	26,000	11,000		14,600	25,600	25,600	100	N/A	Complete	Complete	
2430	Bentnck Street (Moon to Cherry), Ballina	17,000	24,000		(7,000)	17,000	16,100	95	N/A	Complete	Complete	
2431	Pine Avenue, Short Street, East Ballina	74,000	74,000			74,000	51,200	69	N/A	Complete	Complete	
2433	River Street - Pedestrian Refuge (Riverbend)	16,000	16,000		(16,000)	0	0	100	N/A	Uncertain	Uncertain	
2526	Links Avenue, East Ballina	40,000	25,000		14,700	39,700	39,700	100	N/A	Complete	Complete	
	<b>Sub Total</b>	<b>560,500</b>	<b>482,500</b>	<b>24,300</b>	<b>(16,000)</b>	<b>490,800</b>	<b>443,500</b>	<b>90</b>				
	<b>Total - Ancillary Services</b>	<b>4,072,500</b>	<b>3,945,500</b>	<b>87,600</b>		<b>2,017,100</b>	<b>1,106,000</b>	<b>55</b>				
	<b>Water Transport</b>											
2200.3967	Fishery Creek Pontoon	123,000	0	8,000		8,000	5,400	68	Complete	Complete	Complete	Ongoing vegetation management required
2200.4189	Brunswick Street Boat Ramp	200,000	140,000		(120,000)	20,000	8,400	42	Uncertain	Uncertain	Uncertain	Completion of project to design stage only - Hold funds in reserve
2200.419	Lennox Head North Creek Road Boat Ramp	150,000	90,000		(70,000)	20,000	9,700	49	Uncertain	Uncertain	Uncertain	Completion of project to design stage only - Hold funds in reserve
2200.6486	Keith Hall Boat Ramp	568,000	0	19,000		19,000	15,800	83	Complete	Complete	Complete	
	<b>Sub Total</b>	<b>1,041,000</b>	<b>230,000</b>	<b>27,000</b>	<b>(190,000)</b>	<b>67,000</b>	<b>39,300</b>	<b>59</b>				
	<b>TOTAL - ENGINEERING WORKS</b>	<b>36,122,900</b>	<b>28,222,400</b>	<b>2,569,200</b>	<b>(15,077,200)</b>	<b>13,698,400</b>	<b>11,605,900</b>	<b>85%</b>				

**Operational Plan Review**  
**Capital Expenditure - Water Operations - 2018/19**  
**30-June-2019**

Reference	Project Description	Total Project Value	Original 2018/19 Estimate	Carry Forwards	Approved Variations	Latest 2018/19 Estimate	Expended This Year	% Expended	Milestone Dates			Status
									Design/ Consent	Commence	Completion	
	<b>Main Renewals</b>											
7000.3946	Main Renewals - Recurrent Works	446,000	706,000		(260,000)	446,000	42,300	9	N/A	On-going	On-going	
	<b>Sub Total</b>	<b>446,000</b>	<b>706,000</b>	<b>0</b>	<b>(260,000)</b>	<b>446,000</b>	<b>42,300</b>	<b>9</b>				
	<b>Reservoirs</b>											
7001.3851	Reservoir - Ross Lane	500,000	500,000		(500,000)	0	0	100	Uncertain	Uncertain	Uncertain	Dependent on land acquisitions from RMS - Deferred to 2019/20
7001.3947	Reservoir - Access Upgrades	330,000	330,000		(325,000)	5,000	1,800	36	N/A	On-going	On-going	Deferred to 2019/20
	<b>Sub Total</b>	<b>830,000</b>	<b>830,000</b>	<b>0</b>	<b>(825,000)</b>	<b>5,000</b>	<b>1,800</b>	<b>36</b>				
	<b>Plant and Miscellaneous</b>											
7002.3860	Smart Meter Network	10,000	10,000			10,000	2,200	22	N/A	On-going	On-going	
7002.3866	Telemetry Ethernet	473,100	473,100		(100,000)	373,100	106,500	29	N/A	01-Jan-18	31-Dec-19	Installation works underway with contractor appointed.
7002.3863	Telemetry	9,000	9,000			9,000	5,600	62	N/A	On-going	On-going	
7002.5311	Water Network Master Plan	150,000	150,000		(140,000)	10,000	9,300	93	N/A	01-Jan-19	31-Dec-19	Majority of expenditure to take place during 2019/20
7008	Water Plant Replacement Program	353,000	0	353,000		353,000	352,500	100	N/A	Complete	Complete	
	<b>Sub Total</b>	<b>995,100</b>	<b>642,100</b>	<b>353,000</b>	<b>(240,000)</b>	<b>755,100</b>	<b>476,100</b>	<b>63</b>				
	<b>Pumping Stations</b>											
7005.3869	Wollongbar - Booster	362,000	0		40,000	40,000	31,000	78	Complete	Complete	Complete	
7005.3870	Basalt Court - Booster	330,000	330,000		(330,000)	0	0	100	N/A	01-Jun-19	31-Dec-19	Majority deferred to 2019/20 based on timing of works
7005.3899	East Ballina - Booster	350,000	350,000		(335,000)	15,000	19,900	133	Complete	01-Jun-19	31-Dec-19	Majority deferred to 2019/20 based on timing of works
	<b>Sub Total</b>	<b>1,042,000</b>	<b>680,000</b>	<b>0</b>	<b>(625,000)</b>	<b>55,000</b>	<b>50,900</b>	<b>93</b>				
	<b>Trunk Mains</b>											
7006.5269	Pressure Reduction Valve at Water Wheels	150,000	150,000		(150,000)	0	0	100	N/A	N/A	N/A	Deferred to 2019/20
7006.5312	Connections for Greenfield Sites	40,000	80,000		(40,000)	40,000	0	0	N/A	On-going	On-going	Expenditure as required
7006.3922	East Ballina - Booster	400,000	0	400,000	(350,000)	50,000	25,200	50	Complete	01-Jun-19	31-Dec-19	Majority deferred to 2019/20 based on timing of works
	<b>Sub Total</b>	<b>590,000</b>	<b>230,000</b>	<b>400,000</b>	<b>(540,000)</b>	<b>90,000</b>	<b>25,200</b>	<b>28</b>				
	<b>Treatment Plant (Marom Creek)</b>											
7007.3943	Marom Creek - Annual Renewals	26,000	26,000			26,000	19,600	75	N/A	Ongoing	Ongoing	
7007.3938	Marom Creek - Secure Yield	145,000	0	10,000	5,000	15,000	14,400	96	Complete	Complete	Complete	
7007.3933	Marom Creek - Upgrade	200,000	200,000		(100,000)	100,000	120,300	120	Complete	01-Jul-19	30-Sep-19	Underway
	<b>Sub Total</b>	<b>371,000</b>	<b>226,000</b>	<b>10,000</b>	<b>(95,000)</b>	<b>141,000</b>	<b>154,300</b>	<b>109</b>				
	<b>Service Connections</b>											
7009.3945	Water Meters - Replacement Connections	121,000	61,000		60,000	121,000	37,600	31	N/A	On-going	On-going	
7009.3930	Water Meters - Conversion of New Meters	20,000	0		20,000	20,000	15,900	80	N/A	On-going	On-going	
7009.3944	Water Meters - New Connections	300,000	219,000		81,000	300,000	316,100	105	N/A	On-going	On-going	
	<b>Sub Total</b>	<b>441,000</b>	<b>280,000</b>	<b>0</b>	<b>161,000</b>	<b>441,000</b>	<b>369,600</b>	<b>84</b>				
	<b>TOTAL - WATER OPERATIONS</b>	<b>4,715,100</b>	<b>3,594,100</b>	<b>763,000</b>	<b>(2,424,000)</b>	<b>1,933,100</b>	<b>1,120,200</b>	<b>58%</b>				



**Operational Plan Review  
Capital Expenditure - Wastewater Operations - 2018/19  
30-June-2019**

Reference	Project Description	Total Project Value	Original 2018/19 Estimate	Carry Forwards	Approved Variations	Latest 2018/19 Estimate	Expended This Year	% Expended	Milestone Dates			Status
									Design / Consent	Commence	Completion	
	<b>Main Renewals</b>											
7500.4847	Chickiba Rising Main Renewal	825,000	475,000		50,000	525,000	521,900	99	Complete	01-Jun-19	31-Dec-19	Tender approved and works will finish in 2019/20
7500.5282	Main Renewals	358,000	411,000		(103,000)	308,000	201,300	65	N/A	On-going	On-going	Expenditure as required
7500.5307	Angels Beach Drive Rising Main Renewal	23,000	0		23,000	23,000	21,900	95	Complete	Complete	Complete	
7500.5308	Seamist Rising Main Renewal	80,000	50,000		30,000	80,000	86,700	108	Complete	Complete	Complete	EIS works largely complete
	<b>Sub Total - Main Renewals</b>	<b>1,286,000</b>	<b>936,000</b>	<b>0</b>	<b>0</b>	<b>936,000</b>	<b>831,800</b>	<b>89</b>				
	<b>Pumping Stations</b>											
7503.4837	Airport Pump Station - Refurbishment	33,000	33,000			33,000	15,400	47	Complete	Complete	Complete	
7503.4838	Skennars Head / Tara Downs	400,000	400,000		(350,000)	50,000	59,500	119	Complete	01-Jul-19	31-Dec-19	Design contract in progress
7503.4840	North Ballina - New Pumping Station	106,000	106,000		(106,000)	0	0	100	N/A	N/A	N/A	
7503.4842	Well Protection - Swift Street	350,000	350,000		(340,000)	10,000	900	9	Complete	01-Jul-19	31-Dec-19	Majority deferred to 2019/20 based on timing of works
7503.4870	Chickiba Pump Refurbishment	200,000	0	88,000	(30,000)	58,000	59,200	102	Complete	Complete	Complete	
7503.4872	Swift Street Pump Station	687,000	0	210,000	(28,000)	182,000	181,800	100	Complete	Complete	Complete	Project savings
7503.5279	Pumping Stations - Capacity Upgrades	300,000	259,000		41,000	300,000	275,000	92	Complete	Complete	Complete	
	<b>Sub Total - Pumping Stations</b>	<b>2,076,000</b>	<b>1,148,000</b>	<b>298,000</b>	<b>(813,000)</b>	<b>633,000</b>	<b>591,800</b>	<b>93</b>				
	<b>Treatment Plants - Minor Works</b>											
7504.3931	Portable Belt Press Upgrade	20,000	20,000		(20,000)	0	0	100	N/A	N/A	N/A	
7504.3932	Security - Lennox and Ballina	75,000	75,000			75,000	0	0	N/A	N/A	N/A	
7504.3955	Wastewater Treatment Plant Ballina	19,500	22,000		(2,500)	19,500	10,500	54	N/A	Complete	Complete	Small capital works performed on ad hoc basis
7904.3956	Wastewater Treatment Plant Lennox	18,000	22,000		(4,000)	18,000	3,700	21	N/A	Complete	Complete	Small capital works performed on ad hoc basis
7904.3956	Wastewater Treatment Plant Alstonville	15,000	11,000		4,000	15,000	23,900	159	N/A	Complete	Complete	Small capital works performed on ad hoc basis
7904.3957	Wastewater Treatment Plant Wardell	13,500	11,000		2,500	13,500	12,200	90	N/A	Complete	Complete	Small capital works performed on ad hoc basis
7504.4950	Wardell - Scada	150,000	0	11,700	0	11,700	11,600	99	Complete	Complete	Complete	Project savings with part transferred to Alstonville Scada
	<b>Sub Total - Treatment Plants Minor Works</b>	<b>311,000</b>	<b>161,000</b>	<b>11,700</b>	<b>(20,000)</b>	<b>152,700</b>	<b>61,900</b>	<b>41</b>				
	<b>Treatment Plant - Ballina</b>											
7504.3936	Ballina - Kubota Membrane Turbine	200,000	200,000			200,000	47,000	24	N/A	On-going	On-going	
7526.4822	Ballina - Septic Receival	90,000	0	70,000	(70,000)	0	0	100	Complete	01-Jul-19	31-Dec-19	Deferred to 2019/20 based on timing of works
7525.4823	Ballina - Vacuum Excavated Waste	5,000	5,000		(3,000)	2,000	1,400	70	Complete	Complete	Complete	
	<b>Sub Total - Ballina</b>	<b>295,000</b>	<b>205,000</b>	<b>70,000</b>	<b>(73,000)</b>	<b>202,000</b>	<b>48,400</b>	<b>24</b>				
	<b>Treatment Plant - Alstonville</b>											
7509.4949	Alstonville - Scada	800,000	0	439,600	(44,600)	395,000	394,700	100	Complete	Complete	Complete	
7532.4846	Alstonville - Master Plan	290,000	200,000	90,000	(220,000)	70,000	42,100	60	Complete	01-Jul-19	31-Dec-19	Defer to 2019/20 based on timing of works
	<b>Sub Total - Alstonville</b>	<b>1,090,000</b>	<b>200,000</b>	<b>529,600</b>	<b>(264,600)</b>	<b>465,000</b>	<b>436,800</b>	<b>94</b>				
	<b>Lennox Head Treatment Plant</b>											
7504.4991	Lennox - EAT Decanters	100,000	100,000		(100,000)	0	0	100	N/A	On-going	On-going	Expenditure as required - reduction reflects expenditure for the year
7526.4843	Lennox - Treatment Master Plan	30,000	30,000		(30,000)	0	0	100	N/A	N/A	N/A	Deferred to 2019/20
7526.4844	Lennox - Membrane Replacement	300,000	300,000		(300,000)	0	0	100	N/A	On-going	On-going	Deferred to 2019/20 as replacement not needed this financial year
	<b>Sub Total - Lennox Head</b>	<b>430,000</b>	<b>430,000</b>	<b>0</b>	<b>(430,000)</b>	<b>0</b>	<b>0</b>	<b>100</b>				
	<b>Sub Total - Treatment Plants</b>	<b>2,126,000</b>	<b>996,000</b>	<b>611,300</b>	<b>(787,600)</b>	<b>819,700</b>	<b>547,100</b>	<b>67</b>				
	<b>Trunk Mains</b>											
7506.4894	Rising Main Rehabilitation - Swift Street	60,000	60,000		(60,000)	0	0	100	N/A	N/A	N/A	
7507.3961	Gravity Main Wollongbar - Stage Two	1,138,000	1,138,000		(1,138,000)	0	0	100	N/A	N/A	N/A	
7507.4920	WUEA Line	10,000	10,000			10,000	1,900	19	Complete	Complete	Complete	
7507.4951	Gravity Main Alstonville	700,000	340,000		240,000	580,000	580,000	100	Complete	Complete	Complete	
	<b>Sub Total - Trunk Mains</b>	<b>1,908,000</b>	<b>1,548,000</b>	<b>0</b>	<b>(958,000)</b>	<b>590,000</b>	<b>581,900</b>	<b>99</b>				
	<b>Plant and Miscellaneous</b>											
7512.4985	Plant Changeovers	302,500	104,100	198,400	(65,000)	237,500	172,000	72	Complete	Complete	Complete	
7510.4849	Wastewater Network Master Plan	150,000	150,000		(135,000)	15,000	10,600	71	N/A	1-Mar-19	31-Dec-19	Majority deferred to 2019/20 based on timing of works
7510.5283	Telemetry Program	16,000	16,000			16,000	100	1	N/A	On-going	On-going	On-going
7533.3776	Meters / Service Connections	800,000	0	41,000	39,000	80,000	70,500	88	N/A	On-going	On-going	
	<b>Sub Total - Miscellaneous</b>	<b>1,268,500</b>	<b>270,100</b>	<b>239,400</b>	<b>(161,000)</b>	<b>348,500</b>	<b>253,200</b>	<b>73</b>				
	<b>Recycled Water Reuse Program</b>											
7508.4891	Communications	10,000	10,000			10,000	8,400	84	N/A	On-going	On-going	
7508.4998	Smart Metering	10,000	0		10,000	10,000	9,400	94	N/A	On-going	On-going	
7811.4845	Lennox - Recycled Water Quality	120,000	120,000		(120,000)	0	0	100	N/A	N/A	N/A	
7811.4850	Lennox Palms Estate - Reticulation Mains	197,000	197,000		52,000	249,000	249,100	100	Complete	Complete	Complete	
7811.4851	Lennox to Angels Drive - Main	800,000	300,000		350,000	650,000	727,100	112	Complete	01-Oct-18	31-Dec-19	Tender approved and works will finish in 2019/20
7811.4953	Hydrant Installations	30,000	30,000		(20,000)	10,000	5,000	50	N/A	On-going	On-going	
7811.4955	Recycled Water Bulk Service Connections	25,000	0	25,000	(10,000)	15,000	8,300	55	N/A	On-going	On-going	
7811.5277	Alstonville Recycled Water	10,000	10,000		(10,000)	0	0	100	N/A	N/A	N/A	
	<b>Sub Total - Recycled Water Reuse</b>	<b>1,202,000</b>	<b>667,000</b>	<b>25,000</b>	<b>252,000</b>	<b>944,000</b>	<b>1,007,300</b>	<b>107</b>				
	<b>TOTAL - WASTEWATER</b>	<b>9,866,500</b>	<b>5,565,100</b>	<b>1,173,700</b>	<b>(2,467,600)</b>	<b>4,271,200</b>	<b>3,813,100</b>	<b>89%</b>				



**Operational Plan Review**  
**Capital Expenditure - General Fund - Open Spaces - 2018/19**  
**30-June-2019**

Reference	Project Description	Total Project Value	Original 2018/19 Estimate	Carry Forwards	Approved Variations	Latest 2018/19 Estimate	Expended This Year	% Expended	Milestone Dates			Status
									Design / Consent	Commence	Completion	
<b>Open Spaces and Reserves</b>												
5419	Fawcett Park Playground Equipment	174,000	0	153,400		153,400	173,800	113	Complete	Complete	Complete	
2160	Wollongbar Skate Park	500,000	450,000	15,000	(450,000)	15,000	16,300	109	31-Dec-19	01-Feb-20	30-Jun-20	Concept plan endorsed by Council. Planning application in process.
5488	Crown Reserve Improvements	26,000	26,000		(26,000)	0	0	100	N/A	N/A	N/A	
5516	Ballina Skate Park - Shade Structure	45,000	0		45,000	45,000	1,300	3	31-Aug-19	01-Oct-19	31-Dec-19	Design completed. DA to be lodged.
5609	Ocean Pool - Design and Approvals	50,000	0	45,000		45,000	5,900	13	Uncertain	Uncertain	Uncertain	Project being managed by community group
6500	Porter Park Multi Purpose Court	60,000	0	48,100		48,100	44,300	92	Complete	Complete	Complete	
6501	Killen Falls - Plan of Management	0	20,000		(20,000)	0	0	100	N/A	N/A	N/A	
6503	Ocean Breeze Reserve Playground Equipment	90,000	90,000		(90,000)	0	0	100	Complete	01-Mar-20	30-Jun-20	Deferred until completion of Hutley Drive Extension
6504	Megan Crescent Playground Equipment	90,000	90,000			90,000	0	0	Complete	01-Oct-19	31-Dec-19	Preliminary design completed - propose to seek community feedback
6505	Killarney Park Playground Equipment	0	45,000		(45,000)	0	0	100	N/A	N/A	N/A	
6506	Commemoration Park (Exercise Playground)	130,000	130,000			130,000	0	0	Complete	01-Oct-19	31-Dec-19	Preliminary design completed - propose to seek community feedback
6507	Ferngrove Shade Provision	35,000	35,000			35,000	100	0	Complete	01-Sep-19	31-Dec-19	Procurement completed, awaiting installation.
6508	Shelly Beach Playground Equipment	35,000	35,000			35,000	0	0	Complete	01-Oct-19	31-Dec-19	Design completed. DA to be lodged.
2372	Pop Denison Master Plan	556,000	0	134,100	22,000	156,100	154,100	99	Complete	Complete	Complete	
2373	Captain Cook Master Plan	150,000	0			0	6,500	100	Complete	Complete	Complete	
	<b>Sub Total</b>	<b>1,941,000</b>	<b>921,000</b>	<b>395,600</b>	<b>(564,000)</b>	<b>752,600</b>	<b>402,300</b>	<b>53</b>				
<b>Sports Fields</b>												
2136	Wollongbar Sports Fields Irrigation and Drainage	400,000	0	0	200,000	200,000	93,200	47	Complete	01-Dec-18	31-Dec-19	Drainage completed - Tender being called for irrigation works
2376	Ballina Tennis Club	78,000	0	58,000		58,000	58,000	100	Complete	Complete	Complete	
2377	Skennars Head Sports Fields Expansion	2,275,000	2,150,000	35,000	(1,910,000)	275,000	602,600	219	Complete	01-May-19	31-Dec-19	Contractor appointed and works commenced in May. Ahead of schedule.
2402	Williams Reserve Lighting	414,000	0	62,000	352,000	414,000	4,700	1	Complete	01-May-19	31-Dec-19	Tender accepted at April 2019 Ordinary meeting - Works to take place during 2019/20
2414	Saunders Oval Lighting	236,000	140,000		96,000	236,000	7,800	3	Complete	01-May-19	31-Dec-19	Tender accepted at April 2019 Ordinary meeting - Works to take place during 2019/20
2415	Sports and Recreation Plan	0	35,000		(35,000)	0	0	100	N/A	N/A	N/A	
2434	Quays Reserve - Noise Attenuation	50,000			50,000	50,000	26,700	53	Complete	01-Mar-19	31-Aug-19	Clubhouse works completed, mound and vegetation works underway
2439	Kingsford Smith Reserve - Retaining Wall	30,000			30,000	30,000	700	2	Complete	01-Sep-19	31-Dec-19	Works to be carried out at end of current season.
2440	Fripp Oval Fencing	50,000			50,000	50,000	0	0	Complete	01-Sep-19	31-Dec-19	Works to be carried out at end of current season.
	<b>Sub Total</b>	<b>3,533,000</b>	<b>2,325,000</b>	<b>155,000</b>	<b>(1,167,000)</b>	<b>1,313,000</b>	<b>793,700</b>	<b>60</b>				
	<b>TOTAL - OPEN SPACES</b>	<b>5,474,000</b>	<b>3,246,000</b>	<b>550,600</b>	<b>(1,731,000)</b>	<b>2,065,600</b>	<b>1,196,000</b>	<b>58%</b>				

**Capital Expenditure - General Fund - Resource Recovery - 2018/19**  
**30-June-2019**

Reference	Project Description	Total Project Value	Original 2018/19 Estimate	Carry Forwards	Approved Variations	Latest 2018/19 Estimate	Expended This Year	% Expended	Milestone Dates			Status
									Design / Consent	Commence	Completion	
6487	Landfill Improvements	100,000	100,000		(96,200)	3,800	3,800	100	Complete	Complete	Complete	
6487	Landfill Levy Works	200,000	200,000		(200,000)	0	0	100	N/A	N/A	N/A	
6474	Transfer Station - Improvements	150,000	0	91,100	(20,800)	70,300	70,500	100	Complete	Complete	Complete	
6572	Transfer Station - Security Cameras	12,500	0		10,400	10,400	10,500	101	Complete	Complete	Complete	
6573	Transfer Station - Signage	13,400	0		16,000	16,000	16,000	100	Complete	Complete	Complete	
	<b>TOTAL - WASTE MANAGEMENT</b>	<b>475,900</b>	<b>300,000</b>	<b>91,100</b>	<b>(290,600)</b>	<b>100,500</b>	<b>100,800</b>	<b>100%</b>				

**Capital Expenditure - Environmental and Public Health - 2018/19**  
**30-June-2019**

Reference	Project Description	Total Project Value	Original 2018/19 Estimate	Carry Forwards	Approved Variations	Latest 2018/19 Estimate	Expended This Year	% Expended	Milestone Dates			Status
									Design / Consent	Commence	Completion	
2172	Shaws Bay Coastal Management Plan	1,121,000	265,000		(136,000)	129,000	60,900	47	Complete	01-Oct-18	30-Jun-20	Project expanded with dredging to occur during 2019/20.
2441	Healthy Waterways - Land Acquisition	176,000	0		176,000	176,000	76,000	43	N/A	Complete	Complete	Settlement still to occur.
	<b>TOTAL - ENVIRONMENTAL AND PUBLIC HEALTH</b>	<b>1,297,000</b>	<b>265,000</b>	<b>0</b>	<b>40,000</b>	<b>305,000</b>	<b>136,900</b>	<b>45%</b>				

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***financial statements***

# Ballina Shire Council

ANNUAL FINANCIAL STATEMENTS  
for the year ended 30 June 2019

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*Serving the community of today while preparing for the  
challenges of tomorrow.*



# Ballina Shire Council

## GENERAL PURPOSE FINANCIAL STATEMENTS

for the year ended 30 June 2019

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*Serving the community of today while preparing for the  
challenges of tomorrow.*



# General Purpose Financial Statements

for the year ended 30 June 2019

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## Overview

Ballina Shire Council is constituted under the Local Government Act 1993 (NSW) and has its principal place of business at:

40 Cherry St  
Ballina NSW 2478

Council's guiding principles are detailed in Chapter 3 of the LGA and includes:

- principles applying to the exercise of functions generally by council,
- principles to be applied when making decisions,
- principles of community participation,
- principles of sound financial management, and
- principles for strategic planning relating to the development of an integrated planning and reporting framework.

A description of the nature of Council's operations and its principal activities are provided in Note 2(b).

Through the use of the internet, we have ensured that our reporting is timely, complete and available at minimum cost. All press releases, financial statements and other information are publicly available on our website: [www.ballina.nsw.gov.au](http://www.ballina.nsw.gov.au).

## General Purpose Financial Statements

for the year ended 30 June 2019

### Understanding Council's Financial Statements

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#### Introduction

Each year, individual Local Governments across NSW are required to present a set of audited financial statements to their council and community.

#### What you will find in the Statements

The financial statements set out the financial performance, financial position and cash flows of Council for the financial year ended 30 June 2019.

The format of the financial statements is standard across all NSW Councils and complies with both the accounting and reporting requirements of Australian Accounting Standards and requirements as set down by the Office of Local Government.

#### About the Councillor/Management Statement

The financial statements must be certified by senior staff as 'presenting fairly' the Council's financial results for the year and are required to be adopted by Council – ensuring both responsibility for and ownership of the financial statements.

#### About the Primary Financial Statements

The financial statements incorporate five "primary" financial statements:

##### 1. The Income Statement

Summarises Council's financial performance for the year, listing all income and expenses. This statement also displays Council's original adopted budget to provide a comparison between what was projected and what actually occurred.

##### 2. The Statement of Comprehensive Income

Primarily records changes in the fair value of Council's Infrastructure, property, plant and equipment.

##### 3. The Statement of Financial Position

A 30 June snapshot of Council's financial position indicating its assets, liabilities and "net wealth".

##### 4. The Statement of Changes in Equity

The overall change for the year (in dollars) of Council's "net wealth".

##### 5. The Statement of Cash Flows

Indicates where Council's cash came from and where it was spent. This statement also displays Council's original adopted budget to provide a comparison between what was projected and what actually occurred.

#### About the Notes to the Financial Statements

The Notes to the Financial Statements provide greater detail and additional information on the five primary financial statements.

#### About the Auditor's Reports

Council's financial statements are required to be audited by the NSW Audit Office.

In NSW the auditor provides 2 audit reports:

1. an opinion on whether the financial statements present fairly the Council's financial performance and position, and
2. their observations on the conduct of the audit, including commentary on the Council's financial performance and financial position.

#### Who uses the Financial Statements?

The financial statements are publicly available documents and must be presented at a Council meeting between seven days and five weeks after the date of the audit report.

The public can make submissions to Council up to seven days subsequent to the public presentation of the financial statements.

Council is required to forward an audited set of financial statements to the Office of Local Government.



## Ballina Shire Council

### General Purpose Financial Statements

for the year ended 30 June 2019

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**Statement by Councillors and Management made pursuant to Section 413(2)(c) of the Local Government Act 1993 (NSW) (as amended)**

**The attached General Purpose Financial Statements have been prepared in accordance with:**

- the *Local Government Act 1993 (NSW)* (as amended) and the regulations made thereunder,
- the Australian Accounting Standards and other pronouncements of the Australian Accounting Standards Board
- the *Local Government Code of Accounting Practice and Financial Reporting*.

**To the best of our knowledge and belief, these statements:**

- present fairly the Council's operating result and financial position for the year
- accord with Council's accounting and other records.

**We are not aware of any matter that would render these statements false or misleading in any way.**

**Signed in accordance with a resolution of Council made on 24 October 2019.**



David Wright  
Mayor  
24 October 2019



Eoin Johnston  
Deputy Mayor  
24 October 2019



Paul Hickey  
General Manager  
24 October 2019



Linda Coulter  
Responsible Accounting Officer  
24 October 2019

## Income Statement

for the year ended 30 June 2019

Original unaudited budget 2019	\$ '000	Notes	Actual 2019	Restated Actual 2018 <sup>1, 2</sup>
<b>Income from continuing operations</b>				
<u>Revenue:</u>				
49,818	Rates and annual charges	3a	50,714	48,042
22,685	User charges and fees	3b	24,254	21,537
1,792	Interest and investment revenue	3c	2,564	2,164
3,095	Other revenues	3d	4,820	5,496
8,398	Grants and contributions provided for operating purposes	3e,3f	7,744	8,374
24,686	Grants and contributions provided for capital purposes	3e,3f	39,143	40,463
<u>Other income:</u>				
1,095	Net gains from the disposal of assets	5	–	1,897
–	Fair value increment on investment properties	10	680	–
–	Net share of interests in joint ventures and associates using the equity method	15	–	55
<b>111,569</b>	<b>Total income from continuing operations</b>		<b>129,919</b>	<b>128,028</b>
<b>Expenses from continuing operations</b>				
23,515	Employee benefits and on-costs	4a	25,033	23,019
4,953	Borrowing costs	4b	4,905	5,556
29,559	Materials and contracts	4c	27,054	26,734
19,074	Depreciation and amortisation	4d	18,924	19,415
6,552	Other expenses	4e	7,461	7,072
–	Net losses from the disposal of assets	5	996	–
–	Net share of interests in joint ventures and associates using the equity method	15	5	–
<b>83,653</b>	<b>Total expenses from continuing operations</b>		<b>84,378</b>	<b>81,796</b>
<b>27,916</b>	<b>Operating result from continuing operations</b>		<b>45,541</b>	<b>46,232</b>
<b>27,916</b>	<b>Net operating result for the year</b>		<b>45,541</b>	<b>46,232</b>
27,916	Net operating result attributable to council		45,541	46,232
<b>3,230</b>	<b>Net operating result for the year before grants and contributions provided for capital purposes</b>		<b>6,398</b>	<b>5,769</b>

(1) The Council has not restated comparatives when initially applying AASB 9. The comparative information has been prepared under AASB 139 *Financial Instruments: Recognition and Measurement*

(2) See 13 b) for details regarding the restatement as a result of Prior Period Error

The above Income Statement should be read in conjunction with the accompanying notes.

## Statement of Comprehensive Income

for the year ended 30 June 2019

\$ '000	Notes	2019	Restated 2018 <sup>1,2</sup>
<b>Net operating result for the year (as per Income Statement)</b>		<b>45,541</b>	<b>46,232</b>
<b>Other comprehensive income:</b>			
Amounts which will not be reclassified subsequently to the operating result			
Gain (loss) on revaluation of IPP&E	9	26,100	27,342
<b>Total items which will not be reclassified subsequently to the operating result</b>		<b>26,100</b>	<b>27,342</b>
<b>Total other comprehensive income for the year</b>		<b>26,100</b>	<b>27,342</b>
<b>Total comprehensive income for the year</b>		<b>71,641</b>	<b>73,574</b>
Total comprehensive income attributable to Council		71,641	73,574

(1) The Council has not restated comparatives when initially applying AASB 9. The comparative information has been prepared under *AASB 139 Financial Instruments: Recognition and Measurement*

(2) See Note 13 b) for details regarding the restatement as a result of Prior Period Error

The above Statement of Comprehensive Income should be read in conjunction with the accompanying notes.

## Statement of Financial Position

as at 30 June 2019

\$ '000	Notes	2019	Restated 2018 <sup>1,2</sup>	Restated 1 July 2017 <sup>2</sup>
<b>ASSETS</b>				
<b>Current assets</b>				
Cash and cash equivalent assets	6(a)	12,246	5,625	11,989
Investments	6(b)	56,508	62,507	59,896
Receivables	7	10,786	9,219	8,310
Inventories	8a	2,411	1,472	2,420
Other	8b	391	343	341
Current assets classified as 'held for sale'		–	–	1,400
<b>Total current assets</b>		<u>82,342</u>	<u>79,166</u>	<u>84,356</u>
<b>Non-current assets</b>				
Investments	6(b)	20,907	12,664	8,022
Receivables	7	205	237	310
Inventories	8a	2,623	2,535	1,678
Infrastructure, property, plant and equipment	9	1,278,060	1,221,854	1,149,665
Investment property	10a	22,705	22,025	22,025
Investments accounted for using the equity method	15	1,154	1,159	20
<b>Total non-current assets</b>		<u>1,325,654</u>	<u>1,260,474</u>	<u>1,181,720</u>
<b>TOTAL ASSETS</b>		<u>1,407,996</u>	<u>1,339,640</u>	<u>1,266,076</u>
<b>LIABILITIES</b>				
<b>Current liabilities</b>				
Payables	11	9,941	7,063	8,538
Income received in advance	11	1,364	1,184	1,011
Borrowings	11	6,636	6,624	6,219
Provisions	12	8,489	7,972	8,091
<b>Total current liabilities</b>		<u>26,430</u>	<u>22,843</u>	<u>23,859</u>
<b>Non-current liabilities</b>				
Borrowings	11	70,418	76,870	76,078
Provisions	12	4,113	4,533	4,319
<b>Total non-current liabilities</b>		<u>74,531</u>	<u>81,403</u>	<u>80,397</u>
<b>TOTAL LIABILITIES</b>		<u>100,961</u>	<u>104,246</u>	<u>104,256</u>
<b>Net assets</b>		<u>1,307,035</u>	<u>1,235,394</u>	<u>1,161,820</u>
<b>EQUITY</b>				
Accumulated surplus	13a	765,417	719,876	673,644
Revaluation reserves	13a	541,618	515,518	488,176
<b>Council equity interest</b>		<u>1,307,035</u>	<u>1,235,394</u>	<u>1,161,820</u>
<b>Total equity</b>		<u>1,307,035</u>	<u>1,235,394</u>	<u>1,161,820</u>

(1) The Council has not restated comparatives when initially applying AASB 9. The comparative information has been prepared under *AASB 139 Financial Instruments: Recognition and Measurement*

(2) See Note 13 b) for details regarding the restatement as a result of Prior Period Error

The above Statement of Financial Position should be read in conjunction with the accompanying notes.

## Statement of Changes in Equity

for the year ended 30 June 2019

	Notes	2019 <sup>2</sup>		2018 <sup>1, 2</sup>			
		Accumulated surplus	IPP&E revaluation reserve	Total equity	Accumulated surplus	IPP&E revaluation reserve	Total equity
Opening balance		723,429	504,281	1,227,710	675,946	476,939	1,152,885
Correction of prior period errors	13b	(3,553)	11,237	7,684	(2,302)	11,237	8,935
<b>Restated opening balance</b>		<b>719,876</b>	<b>515,518</b>	<b>1,235,394</b>	<b>673,644</b>	<b>488,176</b>	<b>1,161,820</b>
Net operating result for the year		45,541	–	45,541	47,483	–	47,483
Correction of prior period errors	13b	–	–	–	(1,251)	–	(1,251)
<b>Restated net operating result for the period</b>		<b>45,541</b>	<b>–</b>	<b>45,541</b>	<b>46,232</b>	<b>–</b>	<b>46,232</b>
<b>Other comprehensive income</b>							
– Gain (loss) on revaluation of IPP&E	9	–	26,100	26,100	–	27,342	27,342
<b>Other comprehensive income</b>		<b>–</b>	<b>26,100</b>	<b>26,100</b>	<b>–</b>	<b>27,342</b>	<b>27,342</b>
<b>Total comprehensive income</b>		<b>45,541</b>	<b>26,100</b>	<b>71,641</b>	<b>46,232</b>	<b>27,342</b>	<b>73,574</b>
<b>Equity – balance at end of the reporting period</b>		<b>765,417</b>	<b>541,618</b>	<b>1,307,035</b>	<b>719,876</b>	<b>515,518</b>	<b>1,235,394</b>

(1) The Council has not restated comparatives when initially applying AASB 9. The comparative information has been prepared under AASB 139 *Financial Instruments: Recognition and Measurement*

(2) See 13 b) for details regarding the restatement as a result of Prior Period Error

The above Statement of Changes in Equity should be read in conjunction with the accompanying notes.

## Statement of Cash Flows

for the year ended 30 June 2019

Original unaudited budget 2019	\$ '000	Notes	Actual 2019	Actual 2018
<b>Cash flows from operating activities</b>				
<u>Receipts</u>				
49,818	Rates and annual charges		50,711	47,266
22,685	User charges and fees		25,416	22,605
1,792	Investment and interest revenue received		2,545	2,022
33,084	Grants and contributions		29,561	23,684
–	Bonds, deposits and retention amounts received		700	–
3,095	Other		9,099	8,246
<u>Payments</u>				
(23,515)	Employee benefits and on-costs		(24,510)	(23,052)
(29,559)	Materials and contracts		(24,871)	(30,207)
(4,953)	Borrowing costs		(4,964)	(5,374)
–	Bonds, deposits and retention amounts refunded		–	(23)
(6,552)	Other		(13,669)	(10,476)
<b>45,895</b>	<b>Net cash provided (or used in) operating activities</b>	14b	<b>50,018</b>	<b>34,691</b>
<b>Cash flows from investing activities</b>				
<u>Receipts</u>				
4,380	Sale of real estate assets		–	3,644
–	Sale of infrastructure, property, plant and equipment		641	1,637
–	Deferred debtors receipts		23	20
<u>Payments</u>				
11,942	Purchase of investment securities		(2,244)	(7,152)
(66,640)	Purchase of infrastructure, property, plant and equipment		(34,136)	(39,046)
–	Purchase of real estate assets		(1,241)	(1,355)
<b>(50,318)</b>	<b>Net cash provided (or used in) investing activities</b>		<b>(36,957)</b>	<b>(42,252)</b>
<b>Cash flows from financing activities</b>				
<u>Receipts</u>				
10,847	Proceeds from borrowings and advances		–	18,532
<u>Payments</u>				
(6,624)	Repayment of borrowings and advances		(6,440)	(17,335)
<b>4,223</b>	<b>Net cash flow provided (used in) financing activities</b>		<b>(6,440)</b>	<b>1,197</b>
<b>(200)</b>	<b>Net increase/(decrease) in cash and cash equivalents</b>		<b>6,621</b>	<b>(6,364)</b>
5,625	Plus: cash and cash equivalents – beginning of year	14a	5,625	11,989
<b>5,425</b>	<b>Cash and cash equivalents – end of the year</b>	14a	<b>12,246</b>	<b>5,625</b>
Additional Information:				
77,415	plus: Investments on hand – end of year	6(b)	77,415	75,171
<b>82,840</b>	<b>Total cash, cash equivalents and investments</b>		<b>89,661</b>	<b>80,796</b>

The above Statement of Cash Flows should be read in conjunction with the accompanying notes.



## Notes to the Financial Statements

for the year ended 30 June 2019

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## Notes to the Financial Statements

for the year ended 30 June 2019

### Note 1. Basis of preparation

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These financial statements were authorised for issue by Council on 24 October 2019.

Council has the power to amend and reissue these financial statements.

The principal accounting policies adopted in the preparation of these consolidated financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

#### Basis of preparation

These general purpose financial statements have been prepared in accordance with Australian Accounting Standards and Australian Accounting Interpretations, the *Local Government Act 1993 (NSW)* and Regulations, and the Local Government Code of Accounting Practice and Financial Reporting. Council is a not-for-profit entity for the purpose of preparing these financial statements.

Council is a not-for-profit entity.

The financial statements are presented in Australian dollars and are rounded to the nearest thousand dollars.

#### (a) New and amended standards adopted by Council

Council adopted the following Australian accounting standard amendments for these financial statements:

- *AASB 9 Financial Instruments*

This replaces AASB 139 Financial Instruments: Recognition and Measurement, and addresses the classification, measurement and disclosure of financial assets and liabilities.

The standard introduces a new impairment model that requires impairment provisions to be based on expected credit losses, rather than incurred credit losses.

The impact on the reported position, performance and/or disclosures have been discussed in Note 13(c).

#### (b) Historical cost convention

These financial statements have been prepared under the historical cost convention, as modified by the revaluation of certain financial assets and liabilities and certain classes of infrastructure, property, plant and equipment and investment property.

#### (c) Significant accounting estimates and judgements

The preparation of financial statements requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying the Council's accounting policies.

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that may have a financial impact on the Council and that are believed to be reasonable under the circumstances.

#### Critical accounting estimates and assumptions

Council makes estimates and assumptions concerning the future. The resulting accounting estimates will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year include:

- (i) estimated fair values of investment properties –refer Note 10,
- (ii) estimated fair values of infrastructure, property, plant and equipment – refer Note 9,
- (iii) estimated asset remediation provisions – refer Note 12,
- (iv) employee benefit provisions – refer Note 12.

## Notes to the Financial Statements

for the year ended 30 June 2019

### Note 1. Basis of preparation (continued)

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#### Monies and other assets received by Council

##### (a) The Consolidated Fund

In accordance with the provisions of Section 409(1) of the *Local Government Act 1993 (NSW)*, all money and other assets received by Council is held in the Council's Consolidated Fund unless it is required to be held in the Council's Trust Fund.

Cash and other assets of the following entities have been included as part of the Consolidated Fund:

- General Purpose Operations
- Water Supply
- Wastewater Service

##### (b) The Trust Fund

In accordance with the provisions of Section 411 of the *Local Government Act 1993 (NSW)* (as amended), a separate and distinct Trust Fund is maintained to account for all money and other assets received by the Council in trust which must be applied only for the purposes of, or in accordance with the trusts relating to those monies. Trust monies and other assets subject to Council's control have been included in these reports.

A separate statement of monies held in the Trust Fund is available for inspection at the Council office by any person free of charge.

#### Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of associated GST, unless the GST incurred is not recoverable from the taxation authority. In this case it is recognised as part of the cost of acquisition of the asset or as part of the expense.

Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to the taxation authority is included with other receivables or payables in the Statement of Financial Position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities that are recoverable from, or payable to, the taxation authority are presented as operating cash flows.

#### New accounting standards and interpretations issued not yet effective

Certain new accounting standards and interpretations have been published that are not mandatory for 30 June 2019 reporting periods (and which have not been early adopted by Council).

Council's assessment of these new standards and interpretations (where they have been deemed as having a material impact on Council's future financial performance, financial position and cash flows) are set out below:

##### AASB 16 Leases

AASB 16 will result (for YE 19/20 and beyond) in almost all operating leases being recognised on the balance sheet by Council (alongside existing finance leases) with the distinction between operating and finance leases removed.

Under the new standard, a financial liability (ie. a lease liability) and an asset (ie. a right to use the leased item) will be recognised for nearly all arrangements where Council commits itself to paying a rental fee for the use of a specific asset.

The only exceptions are short-term and low-value leases which are exempt from the accounting (but not disclosure) requirements of AASB 16 - Leases.

Council staff have reviewed all of Council's leasing arrangements over the last 12 months taking into consideration the new lease accounting rules in AASB 16 (applicable from 1/7/19).

AASB 16 will (on the whole) affect Council's accounting for existing operating lease agreements that are in place as at 30/6/19.

At the end of this reporting period, Council has non-cancellable operating lease commitments of \$6,218,000 - refer Note 16.

Council has calculated that as at 1 July 2019 the lease commitments will be \$3,504,540.

## Notes to the Financial Statements

for the year ended 30 June 2019

### Note 1. Basis of preparation (continued)

Of these commitments, approximately \$209,971 relate to short-term leases, \$217,938 to low value leases and \$6,804 relates to peppercorn leases.

For these lease types and amounts will continue to be accounted for as they currently are (being expensed on a straight-line basis within the Income Statement).

Council anticipates it will recognise lease liabilities (on its balance sheet) of \$3,069,827 (after adjustments for prepayments and accrued lease payments recognised as at 30 June 2019) and also recognise complimentary right-of-use assets (on its balance sheet) totalling \$3,069,827.

#### **AASB 15 Revenue from Contracts with Customers and associated amending standards.**

AASB15 introduces a five-step process for revenue recognition, with the core principle of the new standard being for entities to recognise revenue to depict the transfer of goods or services to customers in amounts that reflect the consideration (that is, payment) to which the entity expects to be entitled in exchange for those goods or services.

Accounting policy changes will arise in the timing of revenue recognition, treatment of contracts costs and contracts which contain a financing element.

Councils should assess each revenue stream but particular impact is expected for grant income and rates which are paid before the commencement of the rating period.

The changes in revenue recognition requirements in AASB15 may cause changes to the timing and amount of revenue recorded in the financial statements as well as additional disclosures.

There is expected to be no impact by transition to this standard.

#### **AASB 1058 Income of NFP Entities**

AASB 1058 supersedes all the income recognition requirements relating to councils, previously in AASB 1004 Contributions.

Under AASB 1058 the future timing of income recognition will depend on whether the transaction gives rise to a liability or other performance obligation (a promise to transfer a good or service) related to an asset (such as cash or another asset) received by an entity.

AASB 1058 also applies when a council receives volunteer services or enters into other transactions in which the consideration to acquire an asset is significantly less than the fair value of the asset, and where the council's objective is principally to enable the asset to further the council's objectives.

Upon initial recognition of the asset, this standard requires council to consider whether any other financial statement elements (called 'related amounts') should be recognised in accordance with the applicable accounting standard, such as:

- (a) contributions by owners
- (b) revenue, or a contract liability arising from a contract with a customer
- (c) a lease liability
- (d) a financial instrument, or
- (e) a provision.

If the transaction is a transfer of a financial asset to enable council to acquire or construct a recognisable non-financial asset to be controlled by council (i.e. an in-substance acquisition of a non-financial asset), the council recognises a liability for the excess of the fair value of the transfer over any related amounts recognised. Council will then recognise income as it satisfies its obligations under the transfer similarly to income recognition in relation to performance obligations under AASB 15.

If the transaction does not enable council to acquire or construct a recognisable non-financial asset to be controlled by council, then any excess of the initial carrying amount of the recognised asset over the related amounts is recognised as income.

The specific impacts of AASB1058 for Council are expected to be:

As at 30 June 2019 Council has received \$989,000 of grant funding in advance where works have not commenced or been finalised.

## Notes to the Financial Statements for the year ended 30 June 2019

### Note 1. Basis of preparation (continued)

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The 2019/20 impact can be summarised as follows:

1 July 2019

Contract Liability	\$989,000 Increase
Accumulated Surplus	\$989,000 Decrease

During 2020 as performance obligations are met:

Contract Liability	\$989,000 Decrease
Grant Income	\$989,000 Increase

Council will continue to assess when income is received and will recognise income in accordance with this standard.

#### **AASB 2018-8 Amendments to Australian Accounting Standards – Right-of-Use Assets of Not-for-Profit Entities**

This Standard provides a temporary option for not-for-profit entities to not apply the fair value initial measurement requirements for right-of-use assets arising under leases with significantly below market terms and conditions, principally to enable the entity to further its objectives (for example, concessionary or peppercorn leases).

The Standard requires an entity that elects to apply the option (i.e. measures a class or classes of such right-of-use assets at cost rather than fair value) to include additional disclosures in the financial statements to ensure users understand the effects on the financial position, financial performance and cash flows of the entity arising from these leases

As per a NSW Office of Local Government recommendation, Council has elected to measure right-of-use assets (under a concessionary or peppercorn lease) at cost. The standard requires additional disclosures be provided in relation to below market-value leases measured at cost.

Council considers that this standard is not expected to have a material impact overall.

Council has not applied any pronouncements before its operative date in the annual reporting period beginning 1 July 2018.

## Notes to the Financial Statements

for the year ended 30 June 2019

### Note 2(a). Council functions/activities – financial information <sup>1, 2</sup>

	Income, expenses and assets have been directly attributed to the following functions or activities. Details of those functions or activities are provided in Note 2(b).									
	Income from continuing operations		Expenses from continuing operations		Operating result from continuing operations		Grants included in income from continuing operations		Total assets held (current and non-current)	
\$ '000	2019	2018	2019	2018	2019	2018	2019	2018	2019	2018
Corporate and Community Division	49,021	–	14,655	–	34,366	–	12,650	–	172,109	–
Civil Services Division	38,132	–	33,135	–	4,997	–	1,623	–	878,544	–
Planning and Environmental Health Division	3,608	–	8,625	–	(5,017)	–	68	–	2,510	–
Strategic and Community Facilities Group	–	7,365	–	6,780	–	585	–	419	–	56,859
Development and Environmental Health Group	–	2,867	–	5,237	–	(2,370)	–	265	–	2,337
Civil Services Group (General Fund)	–	39,746	–	33,879	–	5,867	–	1,525	–	884,456
General Manager's Group	–	37,398	–	8,367	–	29,031	–	5,013	–	57,067
Water Operations	14,692	14,818	11,026	10,805	3,666	4,013	2	–	106,949	101,020
Wastewater Operations	24,466	25,834	16,937	16,728	7,529	9,106	–	–	247,884	237,901
<b>Total functions and activities</b>	<b>129,919</b>	<b>128,028</b>	<b>84,378</b>	<b>81,796</b>	<b>45,541</b>	<b>46,232</b>	<b>14,343</b>	<b>7,222</b>	<b>1,407,996</b>	<b>1,339,640</b>

(1) See 2 b) Council adopted a new organisation structure in 2019

(2) See 13 b) for details regarding the restatement as a result of Prior Period Error



## Ballina Shire Council

### Notes to the Financial Statements

for the year ended 30 June 2019

#### Note 2(b). Council functions/activities - component descriptions

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In 2019 Council adopted a new organisation structure as follows:

##### Corporate and Community Division covers the following programs:

###### Governance

This program relates to expenses associated with the General manager's office, the elected Council and the Corporate and Community Division.

###### Community Facilities

This program includes revenues and expenses for the operation of the Kentwell Centre, Lennox Head Cultural and Community Centre, Alstonville Leisure and Entertainment Centre, the Richmond Room, the Ballina Surf Club, the Northern Rivers Community Gallery, Naval Museum and a number of small halls.

###### Library Services

Costs associated with the operation of the Council owned libraries, which are managed by the Richmond Tweed Regional Library, through Lismore City Council.

###### Swimming Pools

Revenues and expenses associated with the operation of the Ballina and Alstonville swimming pools.

###### Tourism

Includes costs associated with the management of a range of activities including visitor services, marketing and grant administration.

###### Communications

Includes costs associated with the elected councillors and the General Manager's office, which includes the corporate communications function.

###### Financial Services

This program covers financial services such as creditors, debtors, statutory/management reporting, purchasing, rates and customer service.

###### Information Services

This program comprises the expenses associated with the provision of information services to Council. This includes computer equipment, software and geographical information services.

###### Human Resources and Risk Management

Costs associated with the human resource management function, payroll and risk management such as insurance premiums.

###### Property Management

Includes costs associated with Council's commercial property portfolio.

###### Ballina Byron Gateway Airport

Revenue and expenses associated with the operation of the airport.

##### Civil Services Division covers the following programs:

###### Asset Management

Includes costs related to the supervision and administration of the programs provided by Civil Services.

###### Procurement Depot and Ancillary Building management

Includes costs to manage and maintain a number of corporate and community buildings including the Council Administration Centre and the Council depot, along with costs associated with Council's procurement functions.

###### Stormwater and Environmental Management

Relates to services such as flood plain management and pollution control activities such as stormwater drainage.

###### Roads and Bridges

Provision of urban and rural road services and the maintenance and improvement of bridges.

###### Ancillary Transport Services

Includes ancillary transport services such as street lighting, footpaths, kerb and gutter and parking.

## Notes to the Financial Statements

for the year ended 30 June 2019

### Note 2(b). Council functions/activities - component descriptions (continued)

---

#### **Roads and Maritime Services (RMS)**

All revenues and expenses related to works funded through the RMS for RMS controlled roads.

#### **Open Spaces and Reserves**

Costs associated with the maintenance of all Council parks, reserves, public amenities, cemeteries, beaches and sporting grounds.

#### **Fleet Management and Workshop**

Revenues and expenses related to the management of Council's fleet and workshop.

#### **Rural Fire Service**

Costs associated with the provision of rural fire services.

#### **Quarries and Sandpit**

Revenues and expenses associated with the lease and operation of the quarries owned by Council.

#### **Landfill and Resource Management**

This represents the operation of the Ballina landfill site, along with other waste initiatives.

#### **Domestic Waste Management**

Provision of domestic waste collection services to residential properties.

#### **Planning and Environmental Health Division covers the following programs:**

##### **Strategic Planning**

This program includes all revenues and expenses related to strategic planning projects such as planning proposals (land rezonings), local environmental plans, development control plans, heritage studies and economic development programs.

##### **Development Services**

Revenues and expenses associated with the assessment and management of development applications.

##### **Building Services**

Revenues and expenses associated with the provision of building certification services and the assessment of the building application section of development applications.

##### **Environmental and Public Health Services**

Revenues and expenses associated with the provision of services such as environmental health, food premise inspections and licences required under the Local Government Act.

##### **Public Order**

Revenues and expenses associated with the delivery of ranger services and a parking officer.

##### **Water Operations**

This program includes the revenue raised to finance the water programs and management and operational expenses associated with the delivery of those programs.

##### **Wastewater Operations**

This program includes the revenue raised to finance the wastewater programs, management expenses and expenses associated with the delivery of wastewater services to the local government area.

#### **In 2018 Council had the following organisation structure:**

##### **Strategic and Community Facilities Group covered the following programs:**

##### **Strategic Planning**

This program includes all revenues and expenses related to strategic planning projects such as planning proposals (land rezonings), local environmental plans, development control plans, heritage studies and economic development programs.

##### **Community Facilities**

This program includes revenues and expenses for the operation of the Kentwell Centre, Lennox Head Cultural and Community Centre, Alstonville Leisure and Entertainment Centre, the Richmond Room, the Ballina Surf Club, the Northern Rivers Community Gallery, Naval Museum and a number of small halls.

## Notes to the Financial Statements

for the year ended 30 June 2019

### Note 2(b). Council functions/activities - component descriptions (continued)

---

#### **Library Services**

Costs associated with the operation of the Council owned libraries, which are managed by the Richmond Tweed Regional Library, through Lismore City Council.

#### **Swimming Pools**

Revenues and expenses associated with the operation of the Ballina and Alstonville swimming pools.

#### **Tourism**

Includes costs associated with the management of a range of activities including visitor services, marketing and grant administration.

#### **Development and Environmental Health Group covered the following programs:**

##### **Development Services**

Revenues and expenses associated with the assessment and management of development applications.

##### **Building Services**

Revenues and expenses associated with the provision of building certification services and the assessment of the building application section of development applications.

##### **Environmental and Public Health Services**

Revenues and expenses associated with the provision of services such as environmental health, food premise inspections and licences required under the Local Government Act.

##### **Public Order**

Revenues and expenses associated with the delivery of ranger services and a parking officer.

#### **Civil Services Group (General Fund) covered the following programs:**

##### **Engineering Management**

Includes costs related to the supervision and administration of the programs provided by Civil Services.

##### **Procurement and Building Management**

Includes costs to manage and maintain a number of corporate and community buildings including the Council Administration Centre and the Council depot, along with costs associated with Council's procurement functions.

##### **Stormwater and Environmental Management**

Relates to services such as flood plain management and pollution control activities such as stormwater drainage.

##### **Roads and Bridges**

Provision of urban and rural road services and the maintenance and improvement of bridges.

##### **Ancillary Transport Services**

Includes ancillary transport services such as street lighting, footpaths, kerb and gutter and parking.

##### **Roads and Maritime Services (RMS)**

All revenues and expenses related to works funded through the RMS for RMS controlled roads.

##### **Open Spaces and Reserves**

Costs associated with the maintenance of all Council parks, reserves, public amenities, cemeteries, beaches and sporting grounds.

##### **Fleet Management and Workshop**

Revenues and expenses related to the management of Council's fleet and workshop.

##### **Rural Fire Service**

Costs associated with the provision of rural fire services.

##### **Quarries and Sandpit**

Revenues and expenses associated with the lease and operation of the quarries owned by Council.

## Notes to the Financial Statements

for the year ended 30 June 2019

### Note 2(b). Council functions/activities - component descriptions (continued)

---

#### **Landfill and Resource Management**

This represents the operation of the Ballina landfill site, along with other waste initiatives.

#### **Domestic Waste Management**

Provision of domestic waste collection services to residential properties.

#### **The General Manager's Group consisted of the following programs:**

##### **Communications**

Includes costs associated with the elected councillors and the General Manager's office, which includes the corporate communications function.

##### **Financial Services**

This program covers financial services such as creditors, debtors, statutory/management reporting, purchasing, rates and customer service.

##### **Information Services**

This program comprises the expenses associated with the provision of information services to Council. This includes computer equipment, software and geographical information services.

##### **Human Resources and Risk Management**

Costs associated with the human resource management function, payroll and risk management such as insurance premiums.

##### **Property Management**

Includes costs associated with Council's commercial property portfolio.

##### **Ballina Byron Gateway Airport**

Revenue and expenses associated with the operation of the airport.

##### **Water Operations**

This program includes the revenue raised to finance the water programs and management and operational expenses associated with the delivery of those programs.

##### **Wastewater Operations**

This program includes the revenue raised to finance the wastewater programs, management expenses and expenses associated with the delivery of wastewater services to the local government area.

## Notes to the Financial Statements

for the year ended 30 June 2019

## Note 3. Income from continuing operations

\$ '000	2019	2018
<b>(a) Rates and annual charges</b>		
<b>Ordinary rates</b>		
Residential	17,406	15,963
Farmland	1,569	1,551
Business	4,243	4,008
Less: pensioner rebates (mandatory)	(632)	(625)
<b>Rates levied to ratepayers</b>	<b>22,586</b>	<b>20,897</b>
Pensioner rate subsidies received	348	344
<b>Total ordinary rates</b>	<b>22,934</b>	<b>21,241</b>
<b>Annual charges</b>		
<small>(pursuant to s.496, s.496A, s.496B, s.501 &amp; s.611)</small>		
Domestic waste management services	6,465	6,386
Stormwater management services	384	380
Water supply services	3,910	3,774
Wastewater services	16,855	16,112
Waste management services (non-domestic)	540	521
Less: pensioner rebates (mandatory)	(831)	(827)
<b>Annual charges levied</b>	<b>27,323</b>	<b>26,346</b>
Pensioner subsidies received:		
– Water	159	157
– Sewerage	159	156
– Domestic waste management	139	142
<b>Total annual charges</b>	<b>27,780</b>	<b>26,801</b>
<b>TOTAL RATES AND ANNUAL CHARGES</b>	<b>50,714</b>	<b>48,042</b>

Council has used 2016 year valuations provided by the NSW Valuer General in calculating its rates.

**Accounting policy for rates and charges**

Rates, annual charges, grants and contributions (including developer contributions) are recognised as revenue when the Council obtains control over the assets comprising these receipts.

Pensioner rebates relate to reductions in rates and certain annual charges for eligible pensioners' place of residence in the local government council area that are not subsidised by the NSW Government.

Pensioner rate subsidies are received from the NSW Government to provide a contribution towards the pensioners rebates.

Control over assets acquired from rates and annual charges is obtained at the commencement of the rating year as it is an enforceable debt linked to the rateable property or, where earlier, upon receipt of the rates.

\$ '000	2019	2018
<b>(b) User charges and fees</b>		
<b>Specific user charges</b>		
<small>(per s.502 - specific 'actual use' charges)</small>		
Water supply services	7,902	7,290
Wastewater services	1,475	1,336
Waste management services (non-domestic)	1,129	1,275
<b>Total specific user charges</b>	<b>10,506</b>	<b>9,901</b>

## Notes to the Financial Statements

for the year ended 30 June 2019

## Note 3. Income from continuing operations (continued)

\$ '000	2019	2018
<b>Other user charges and fees</b>		
<b>(i) Fees and charges – statutory and regulatory functions (per s.608)</b>		
Planning and building regulation	2,348	2,160
Private works – section 67	67	182
<b>Total fees and charges – statutory/regulatory</b>	<b>2,415</b>	<b>2,342</b>
<b>(ii) Fees and charges – other (incl. general user charges (per s.608))</b>		
Aerodrome	6,727	6,536
Cemeteries	394	396
Swimming centres	1,094	–
Waste disposal tipping fees	1,059	1,263
Ferry tolls	553	493
Plant hire	317	267
Other	1,189	339
<b>Total fees and charges – other</b>	<b>11,333</b>	<b>9,294</b>
<b>TOTAL USER CHARGES AND FEES</b>	<b>24,254</b>	<b>21,537</b>

**Accounting policy for user charges and fees**

User charges and fees are recognised as revenue when the service has been provided.

## (c) Interest and investment revenue (including losses)

**Interest on financial assets measured at amortised cost**

– Overdue rates and annual charges (incl. special purpose rates)	48	55
– Cash and investments	2,516	2,008

**Fair value adjustments**

– Movements in investments at fair value through profit and loss	–	101
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<b>TOTAL INTEREST AND INVESTMENT REVENUE</b>	<b>2,564</b>	<b>2,164</b>
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**Interest revenue is attributable to:****Unrestricted investments/financial assets:**

Overdue rates and annual charges (general fund)	48	55
General Council cash and investments	2,516	2,109

<b>Total interest and investment revenue</b>	<b>2,564</b>	<b>2,164</b>
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**Accounting policy for interest and investment revenue**

Interest income is recognised using the effective interest rate at the date that interest is earned.



## Notes to the Financial Statements

for the year ended 30 June 2019

## Note 3. Income from continuing operations (continued)

\$ '000	Notes	2019	2018
<b>(d) Other revenues</b>			
Rental income – investment property	10	1,872	1,851
Rental income – other council properties		1,469	1,482
Fines – parking		227	199
Fines – other		113	171
Legal fees recovery – rates and charges (extra charges)		37	74
Commissions and agency fees		35	51
Insurance claims recoveries		123	259
Recycling income (non-domestic)		159	108
Miscellaneous sales		51	75
Reassessment of provision for remediation		484	–
Initial recognition of share in joint ventures and associate		–	1,084
Other		250	142
<b><u>TOTAL OTHER REVENUE</u></b>		<b><u>4,820</u></b>	<b><u>5,496</u></b>

**Accounting policy for other revenue**

Council recognises revenue when the amount of revenue can be reliably measured, it is probable that future economic benefits will flow to the Council and specific criteria have been met for each of the Council's activities as described below. Council bases its estimates on historical results, taking into consideration the type of customer, the type of transaction and the specifics of each arrangement.

Parking fees and fines are recognised as revenue when the service has been provided, or when the penalty has been applied, whichever occurs first.

Rental income is accounted for on a straight-line basis over the lease term.

Miscellaneous sales are recognised when physical possession has transferred to the customer which is deemed to be the point of transfer of risks and rewards.

Other income is recorded when the payment is due, the value of the payment is notified, or the payment is received, whichever occurs first.

## Notes to the Financial Statements

for the year ended 30 June 2019

## Note 3. Income from continuing operations (continued)

\$ '000	Operating 2019	Operating 2018	Capital 2019	Capital 2018 <sup>1</sup>
<b>(e) Grants</b>				
<b>General purpose (untied)</b>				
<b>Current year allocation</b>				
Financial assistance	2,255	2,171	–	–
<b>Payment in advance - future year allocation</b>				
Financial assistance	2,339	2,221	–	–
<b>Total general purpose</b>	<b>4,594</b>	<b>4,392</b>	<b>–</b>	<b>–</b>
<b>Specific purpose</b>				
Bushfire and emergency services	74	74	–	–
Library	108	124	–	–
LIRS subsidy	200	241	–	–
NSW rural fire services	113	115	–	–
Street lighting	98	100	–	–
Natural disaster funding	185	104	–	–
Shaws Bay management plan	–	–	12	182
Airport	–	–	3,232	449
Northern Rivers Business Recovery	–	150	–	–
Coastal Shared Path East	–	–	–	290
Keith Hall Boat Ramp	–	–	13	229
Stronger Country - Ballina Indoor Sports Centre	–	–	3,500	–
Lennox Community Centre Enhancement Project	–	–	700	–
Gallery Cultural Fund	22	–	121	–
Stronger Country - Skennars Head	–	–	327	–
Wollongbar sportsfields	–	–	132	–
Federal Regional Grant - Coastal Path	–	–	253	–
Noise attenuation Quays Reserve	–	–	50	–
Ballina Surf Club	–	–	115	–
Williams Reserve lighting	–	–	72	–
Pop Denison Master Plan	–	–	83	–
Other	219	273	120	499
<b>Total specific purpose</b>	<b>1,019</b>	<b>1,181</b>	<b>8,730</b>	<b>1,649</b>
<b>Total grants</b>	<b>5,613</b>	<b>5,573</b>	<b>8,730</b>	<b>1,649</b>
<b>Grant revenue is attributable to:</b>				
– Commonwealth funding	4,594	4,395	–	–
– State funding	1,019	1,178	8,668	1,649
– Other funding	–	–	62	–
	<b>5,613</b>	<b>5,573</b>	<b>8,730</b>	<b>1,649</b>

(1) This column has been restated

## Notes to the Financial Statements

for the year ended 30 June 2019

## Note 3. Income from continuing operations (continued)

\$ '000	Notes	Operating 2019	Operating 2018	Capital 2019	Capital 2018 <sup>1</sup>
<b>(f) Contributions</b>					
<b>Developer contributions: (s7.4 &amp; s7.11 - EP&amp;A Act, s64 of the LGA):</b>					
<b>Cash contributions</b>					
S 7.11 – contributions towards amenities/services		–	–	7,873	4,680
S 64 – water supply contributions		–	–	1,175	1,031
S 64 – wastewater service contributions		–	–	2,456	2,077
<b>Total developer contributions – cash</b>		<b>–</b>	<b>–</b>	<b>11,504</b>	<b>7,788</b>
<b>Non-cash contributions</b>					
S 7.11 – contributions towards amenities/services		–	–	–	4,912
<b>Total developer contributions non-cash</b>		<b>–</b>	<b>–</b>	<b>–</b>	<b>4,912</b>
<b>Total developer contributions</b>	22	<b>–</b>	<b>–</b>	<b>11,504</b>	<b>12,700</b>
<b>Other contributions:</b>					
<b>Cash contributions</b>					
RMS contributions (regional roads, block grant)		1,000	954	671	4,297
Wastewater (excl. section 64 contributions)		–	–	25	40
Employment and training studies		295	335	–	–
Management plans and studies		85	21	–	–
Roadworks		198	1,211	1,508	54
Contaminated Lands Officer		140	–	–	–
Richmond River Governance		91	–	–	–
Killen Falls Toilets		–	–	65	–
Private dust sealing contributions		–	–	136	–
Ballina Indoor Sports Centre		–	–	140	–
Other		322	280	35	60
<b>Total other contributions – cash</b>		<b>2,131</b>	<b>2,801</b>	<b>2,580</b>	<b>4,451</b>
<b>Non-cash contributions</b>					
Dedications – subdivisions (other than by s7.11)		–	–	16,209	21,663
Other		–	–	120	–
<b>Total other contributions – non-cash</b>		<b>–</b>	<b>–</b>	<b>16,329</b>	<b>21,663</b>
<b>Total other contributions</b>		<b>2,131</b>	<b>2,801</b>	<b>18,909</b>	<b>26,114</b>
<b>Total contributions</b>		<b>2,131</b>	<b>2,801</b>	<b>30,413</b>	<b>38,814</b>
<b>TOTAL GRANTS AND CONTRIBUTIONS</b>		<b>7,744</b>	<b>8,374</b>	<b>39,143</b>	<b>40,463</b>

(1) This column has been restated. Refer to Note 13(b) for details regarding the restatement as a result of prior period error.

**Accounting policy for grants and contributions**

Control over grants and contributions is normally obtained upon their receipt (or acquittal) and is valued at the fair value of the granted or contributed asset at the date of transfer.

Where grants or contributions recognised as revenues during the financial year were obtained on condition that they be expended in a particular manner, or used over a particular period, and those conditions were un-discharged at reporting date, the unused grant or contribution is disclosed below.

## Notes to the Financial Statements

for the year ended 30 June 2019

## Note 3. Income from continuing operations (continued)

A liability is recognised in respect of revenue that is reciprocal in nature to the extent that the requisite service has not been provided at reporting date.

Council has obligations to provide facilities from contributions revenues levied on developers under the provisions of sections 7.4, 7.11 and 7.12 of the *Environmental Planning and Assessment Act 1979*.

While Council generally incorporates these amounts as part of a Development Consents Order, such developer contributions are only recognised as income upon receipt by Council, due to the possibility that individual development consents may not be acted upon by the applicant and, accordingly, would not be payable to Council.

Developer contributions may only be expended for the purposes for which the contributions were required, but the Council may apply contributions according to the priorities established in work schedules

\$ '000	2019	2018
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## (g) Unspent grants and contributions

**Certain grants and contributions are obtained by Council on condition that they be spent in a specified manner:**

**Operating grants**

Unexpended at the close of the previous reporting period	569	453
<b>Add:</b> operating grants recognised in the current period but not yet spent	1,427	305
<b>Less:</b> operating grants recognised in a previous reporting period now spent	(342)	(189)
<b>Unexpended and held as restricted assets (operating grants)</b>	<b>1,654</b>	<b>569</b>

Unexpended operating grants are included as externally restricted cash at Note 6(c). The majority of this balance relates to grant funding received for community facilities.

**Contributions**

Unexpended at the close of the previous reporting period	23,668	20,457
<b>Add:</b> contributions received for the provision of goods and services in a future period	12,731	9,222
<b>Less:</b> contributions recognised in a previous reporting period now spent	(6,402)	(6,011)
<b>Unexpended and held as restricted assets (contributions)</b>	<b>29,997</b>	<b>23,668</b>

Unexpended contributions are summarised at Note 22.

## Notes to the Financial Statements

for the year ended 30 June 2019

## Note 4. Expenses from continuing operations

\$ '000	2019	2018
<b>(a) Employee benefits and on-costs</b>		
Salaries and wages	20,093	18,762
Employee leave entitlements (ELE)	4,208	3,718
Superannuation – defined contribution plans	1,937	1,757
Superannuation – defined benefit plans	533	582
Workers' compensation insurance	426	285
Fringe benefit tax (FBT)	17	18
Payroll tax	320	303
Training costs (other than salaries and wages)	130	88
Other	68	81
<b>Total employee costs</b>	<b>27,732</b>	<b>25,594</b>
Less: capitalised costs	(2,699)	(2,575)
<b>TOTAL EMPLOYEE COSTS EXPENSED</b>	<b>25,033</b>	<b>23,019</b>
Number of 'full-time equivalent' employees (FTE) at year end	319	306

**Accounting policy for employee benefits and on-costs**

Employee benefit expenses are recorded when the service has been provided by the employee.

*Retirement benefit obligations*

All employees of the Council are entitled to benefits on retirement, disability or death. Council contributes to various defined benefit plans and defined contribution plans on behalf of its employees.

*Superannuation plans*

Contributions to defined contribution plans are recognised as an expense as they become payable. Prepaid contributions are recognised as an asset to the extent that a cash refund or a reduction in the future payments is available.

Council participates in a defined benefit plan under the Local Government Superannuation Scheme, however, sufficient information to account for the plan as a defined benefit is not available and therefore Council accounts for its obligations to defined benefit plans on the same basis as its obligations to defined contribution plans, i.e. as an expense when it becomes payable – refer below for more information.

**Superannuation – defined benefit plans**

Council is party to an Industry Defined Benefit Plan under the Local Government Superannuation Scheme, named The Local Government Superannuation Scheme – Pool B (the Scheme) which is a defined benefit plan that has been deemed to be a 'multi-employer fund' for purposes of AASB119 Employee Benefits. Sufficient information is not available to account for the Scheme as a defined benefit plan in accordance with AASB119 because the assets to the Scheme are pooled together for all councils.

Pooled employers are required to pay standard employer contributions and additional lump sum contributions to the Scheme. The standard employer contributions were determined using the new entrant rate method under which a contribution rate sufficient to fund the total benefits over the working life-time of a typical new entrant is calculated.

The current standard contribution rates are:

Division B 1.9 times employee contributions  
 Division C 2.5% salaries  
 Division D 1.64 times employee contributions

The additional lump sum contribution for each Pooled Employer is a share of the total additional contributions of \$40.0 million per annum from 1 July 2018 for 4 years to 30 June 2021, apportioned according to each employer's share of accrued liabilities as at 30 June 2018. These additional lump sum contributions are used to fund the deficit of assets to accrued liabilities as at 30 June 2018.

## Notes to the Financial Statements

for the year ended 30 June 2019

## Note 4. Expenses from continuing operations (continued)

The adequacy of contributions is assessed to each triennial actuarial investigation and monitored annually between triennials.

The expected contributions to the Scheme by Council for the next annual reporting period are \$447,546.

The estimated employer reserves financial position for the Pooled Employers at 30 June 2019 is:

Employer reserves only*	\$millions	Asset Coverage
Assets	1,798.7	
Past Service Liabilities	1,784.2	100.8%
Vested Benefits	1,792.0	100.4%

\*excluding member accounts and reserves in both assets and liabilities.

The key economic long term assumptions used to calculate the present value of accrued benefits are:

Investment return	5.75% per annum
Salary inflation**	3.5% per annum
Increase in CPI	2.5% per annum

\*\* plus promotional increase

The contribution requirements may vary from the current rates if the overall sub-group experience is not in live with the actuarial assumptions in determining the funding program; however, any adjustment to the funding program would be the same for all sponsoring employers in the Pooled Employer group.

Based on a Past Service Liabilities methodology, the share of the surplus that can be attributed Council is 0.64%. Additional contributions are estimated to remain in place until 30 June 2021, it is estimated that there are \$516,000 additional past service contributions remaining. However, the Trustee will be reviewing the financial position of the Scheme on an annual basis and will provide updates to Council accordingly. The amount of employer contributions to the defined benefit section of the Scheme and recognised as an expense for the year ended 30 June 2019 was \$432,087. The last valuation of the Scheme was performed by the Actuary, Mr Richard Boyfield, FIAA on 31 December 2018, relating to the period ending 30 June 2018.

There is no relief under the Scheme's trust deed for employers to walk away from their defined benefit obligations. Under limited circumstances, an employer may withdraw from the plan when there are no active members, on full payment of outstanding additional contributions. There is no provision for allocation of any surplus which may be present at the date of withdrawal of the entity. There are no specific provisions under the Scheme's trust deed dealing with deficits or surplus on wind-up. There is no provision for allocation of any surplus which may be present at the date of withdrawal of an employer.

## (b) Borrowing costs

## (i) Interest bearing liability costs

Interest on loans	4,635	5,212
<b>Total interest bearing liability costs expensed</b>	<b>4,635</b>	<b>5,212</b>

## (ii) Other borrowing costs

Unwinding of present value discounts and premiums	270	344
<b>Total other borrowing costs</b>	<b>270</b>	<b>344</b>

**TOTAL BORROWING COSTS EXPENSED**

<b>4,905</b>	<b>5,556</b>
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**Accounting policy for borrowing costs**

Borrowing costs incurred for the construction of any qualifying asset are capitalised during the period of time that is required to complete and prepare the asset for its intended use or sale. Other borrowing costs are expensed.



## Notes to the Financial Statements

for the year ended 30 June 2019

## Note 4. Expenses from continuing operations (continued)

\$ '000	2019	2018
<b>(c) Materials and contracts</b>		
Raw materials and consumables	25,638	24,883
Contractor and consultancy costs	233	204
Auditors remuneration <sup>2</sup>	148	138
<b>Legal expenses:</b>		
– Legal expenses: planning and development	466	863
– Legal expenses: other	118	198
<b>Operating leases:</b>		
– Operating lease rentals: minimum lease payments <sup>1</sup>	451	448
<b>Total materials and contracts</b>	<u>27,054</u>	<u>26,734</u>
<b>TOTAL MATERIALS AND CONTRACTS</b>	<u>27,054</u>	<u>26,734</u>

**Accounting policy for operating leases**

Leases in which a significant portion of the risks and rewards of ownership are not transferred to Council as lessee are classified as operating leases. Payments made under operating leases (net of any incentives received from the lessor) are charged to the income statement on a straight-line basis over the period of the lease.

**1. Operating lease payments are attributable to:**

Computers	150	193
Motor vehicles	301	255
	<u>451</u>	<u>448</u>

**2. Auditor remuneration**

During the year, the following fees were incurred for services provided by the auditor of Council, related practices and non-related audit firms

**Auditors of the Council - NSW Auditor-General:****(i) Audit and other assurance services**

Audit and review of financial statements	75	75
<b>Remuneration for audit and other assurance services</b>	<u>75</u>	<u>75</u>
<b>Total Auditor-General remuneration</b>	<u>75</u>	<u>75</u>

**Non NSW Auditor-General audit firms****(i) Audit and other assurance services**

Internal auditing (Grant Thornton Australia)	73	63
<b>Remuneration for audit and other assurance services</b>	<u>73</u>	<u>63</u>
<b>Total remuneration of non NSW Auditor-General audit firms</b>	<u>73</u>	<u>63</u>
<b>Total Auditor remuneration</b>	<u>148</u>	<u>138</u>

## Notes to the Financial Statements

for the year ended 30 June 2019

## Note 4. Expenses from continuing operations (continued)

\$ '000	Notes	2019	2018
<b>(d) Depreciation, amortisation and impairment of intangible assets and IPP&amp;E</b>			
<b>Depreciation and amortisation</b>			
Plant and equipment		1,701	1,674
Office equipment		27	136
Furniture and fittings		5	5
Land improvements (depreciable)		95	357
<b>Infrastructure:</b>			
– Buildings		2,612	2,943
– Bulk earthworks		138	132
– Other structures		503	624
– Roads		6,177	5,933
– Bridges		618	613
– Footpaths		444	413
– Stormwater drainage		1,627	1,532
– Water supply network		1,399	1,413
– Sewerage network		3,494	3,495
<b>Reinstatement, rehabilitation and restoration assets:</b>			
Future reinstatement costs – tips	9,12	19	134
Future reinstatement costs – quarries	9,12	65	11
<b>Total gross depreciation and amortisation costs</b>		<b>18,924</b>	<b>19,415</b>
<b>Total depreciation and amortisation costs</b>		<b>18,924</b>	<b>19,415</b>
<b><u>TOTAL DEPRECIATION, AMORTISATION AND IMPAIRMENT / REVALUATION DECREMENT FOR INTANGIBLES AND IPP&amp;E</u></b>		<b><u>18,924</u></b>	<b><u>19,415</u></b>

**Accounting policy for depreciation, amortisation and impairment expenses of intangibles and IPP&E****Depreciation and amortisation**

Depreciation and amortisation are calculated using the straight line method to allocate their cost, net of their residual values, over their estimated useful lives. Useful lives are included in Note 9 for IPPE assets.

**Impairment of non-financial assets**

Council assets held at fair value that are not held primarily for their ability to generate net cash flow, and that are deemed to be specialised, are no longer required to be tested for impairment under AASB 136. This is because these assets are assessed on an annual basis to ensure that the carrying amount is not materially different from fair value and therefore an impairment loss would be captured during the assessment.

Impairment losses for revalued assets are firstly offset against the amount in the revaluation surplus for the class of asset, with only the excess to be recognised in the Income Statement.

## Notes to the Financial Statements

for the year ended 30 June 2019

## Note 4. Expenses from continuing operations (continued)

\$ '000	2019	2018
<b>(e) Other expenses</b>		
Advertising	157	114
Bad and doubtful debts	11	–
Bank charges	127	118
Contributions/levies to other levels of government		
– Department of planning levy	123	144
– Emergency services levy (includes FRNSW, SES, and RFS levies)	58	71
– Waste levy	95	108
– Other contributions/levies	209	215
Councillor expenses – mayoral fee	43	42
Councillor expenses – councillors' fees	198	193
Councillors' expenses (incl. mayor) – other (excluding fees above)	47	46
Donations, contributions and assistance to other organisations	2,314	2,304
Electricity and heating	1,696	1,452
Insurance	1,282	1,261
Street lighting	687	588
Subscriptions and publications	76	75
Telephone and communications	228	235
Other	110	106
<b>Total other expenses</b>	<b>7,461</b>	<b>7,072</b>
<b>TOTAL OTHER EXPENSES</b>	<b>7,461</b>	<b>7,072</b>

**Accounting policy for other expenses**

Other expenses are recorded on an accruals basis as the Council receives the goods or services.

## Notes to the Financial Statements

for the year ended 30 June 2019

## Note 5. Gains or losses from the disposal, replacement and de-recognition of assets

\$ '000	Notes	2019	2018
<b>Property (excl. investment property)</b>			
Proceeds from disposal – property		346	12
Less: carrying amount of property assets sold/written off		(271)	(140)
<b>Net gain/(loss) on disposal</b>		<b>75</b>	<b>(128)</b>
<b>Plant and equipment</b>			
	9		
Proceeds from disposal – plant and equipment		295	198
Less: carrying amount of plant and equipment assets sold/written off		(84)	(40)
<b>Net gain/(loss) on disposal</b>		<b>211</b>	<b>158</b>
<b>Infrastructure</b>			
	9		
Less: carrying amount of infrastructure assets sold/written off		(1,282)	(635)
<b>Net gain/(loss) on disposal</b>		<b>(1,282)</b>	<b>(635)</b>
<b>Real estate assets held for sale</b>			
	8		
Proceeds from disposal – real estate assets		–	3,860
Less: carrying amount of real estate assets sold/written off		–	(1,487)
<b>Net gain/(loss) on disposal</b>		<b>–</b>	<b>2,373</b>
<b>Non-current assets classified as ‘held for sale’</b>			
Proceeds from disposal – non-current assets ‘held for sale’		–	1,427
Less: carrying amount of ‘held for sale’ assets sold/written off		–	(1,298)
<b>Net gain/(loss) on disposal</b>		<b>–</b>	<b>129</b>
<b>NET GAIN/(LOSS) ON DISPOSAL OF ASSETS</b>		<b>(996)</b>	<b>1,897</b>

**Accounting policy for disposal of assets**

Gains and losses on disposals are determined by comparing proceeds with carrying amount. These are included in the Income Statement.

The gain or loss on sale of an asset is determined when control of the asset has irrevocably passed to the buyer and the asset is de-recognised.

## Notes to the Financial Statements

for the year ended 30 June 2019

## Note 6(a). Cash and cash equivalent assets

\$ '000	2019	2018
<b>Cash and cash equivalents</b>		
Cash on hand and at bank	3,246	5,625
Cash-equivalent assets		
– Short-term deposits	9,000	–
<b>Total cash and cash equivalents</b>	<b>12,246</b>	<b>5,625</b>

**Accounting policy for cash and cash equivalents**

For Statement of Cash Flow presentation purposes, cash and cash equivalents include: cash on hand; deposits held at call with financial institutions; other short-term, highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value; and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities on the Statement of Financial Position.

## Note 6(b). Investments

\$ '000	2019 Current	2019 Non-current	2018 Current	2018 Non-current
<b>Investments</b>				
a. 'Financial assets at fair value through profit and loss'				
– 'Designated at fair value on initial recognition'	–	–	2,007	6,664
b. 'Financial assets at amortised cost' / 'held to maturity' (2018)	56,508	20,907	60,500	6,000
<b>Total Investments</b>	<b>56,508</b>	<b>20,907</b>	<b>62,507</b>	<b>12,664</b>
<b>TOTAL CASH ASSETS, CASH EQUIVALENTS AND INVESTMENTS</b>	<b>68,754</b>	<b>20,907</b>	<b>68,132</b>	<b>12,664</b>
<b>Financial assets at fair value through the profit and loss</b>				
NCD's, FRN's (with maturities > 3 months)	–	–	2,007	6,664
<b>Total</b>	<b>–</b>	<b>–</b>	<b>2,007</b>	<b>6,664</b>
<b>Financial assets at amortised cost / held to maturity (2018)</b>				
Long term deposits	53,500	13,000	60,500	6,000
NCD's, FRN's (with maturities > 3 months)	3,008	7,907	–	–
<b>Total</b>	<b>56,508</b>	<b>20,907</b>	<b>60,500</b>	<b>6,000</b>

**Accounting policy for investments****Accounting policy under AASB 9 – applicable from 1 July 2018**

Financial instruments are recognised initially on the date that the Council becomes party to the contractual provisions of the instrument.

On initial recognition, all financial instruments are measured at fair value plus transaction costs (except for instruments measured at fair value through profit or loss where transaction costs are expensed as incurred).

**Financial assets**

All recognised financial assets are subsequently measured in their entirety at either amortised cost or fair value, depending on the classification of the financial assets.

**Classification**

On initial recognition, Council classifies its financial assets into the following categories – those measured at:

- amortised cost
- fair value through profit and loss (FVTPL)

## Notes to the Financial Statements

for the year ended 30 June 2019

### Note 6(b). Investments (continued)

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- fair value through other comprehensive income – equity instrument (FVOCI-equity)

Financial assets are not reclassified subsequent to their initial recognition.

#### **Amortised cost**

Assets measured at amortised cost are financial assets where:

- the business model is to hold assets to collect contractual cash flows, and
- the contractual terms give rise on specified dates to cash flows that are solely payments of principal and interest on the principal amount outstanding.

Council's financial assets measured at amortised cost comprise term deposits, trade and other receivables and cash and cash equivalents in the Statement of Financial Position.

Subsequent to initial recognition, these assets are carried at amortised cost using the effective interest rate method less provision for impairment.

Interest income, impairment and gains or loss on de-recognition are recognised in profit or loss.

#### **Financial assets through profit or loss**

All financial assets not classified as measured at amortised cost or fair value through other comprehensive income as described above are measured at fair value through profit or loss.

Net gains or losses, including any interest or dividend income, are recognised in profit or loss.

### **Accounting policy under AASB 139 – applicable for 2018 comparatives only**

#### **Classification**

Council classifies its financial assets in the following categories: financial assets at fair value through profit or loss; loans and receivables; held-to-maturity investments; and available-for-sale financial assets. The classification depends on the purpose for which the investments were acquired. Management determines the classification of its investments at initial recognition and, in the case of assets classified as held-to-maturity, re-evaluates this designation at each reporting date.

#### **(a) Financial assets at fair value through profit or loss**

Financial assets at fair value through profit or loss are financial assets held for trading. A financial asset is classified in this category if acquired principally for the purpose of selling in the short-term. Assets in this category are held at fair value with changes in value taken through profit or loss at each reporting period.

#### **(b) Held to maturity investments**

Held-to-maturity investments are non-derivative financial assets with fixed or determinable payments and fixed maturities that Council's management has the positive intention and ability to hold to maturity. Assets in this category are measured at amortised cost.

#### **Recognition and de-recognition**

Regular purchases and sales of financial assets are recognised on trade-date: the date on which Council commits to purchase or sell the asset. Investments are initially recognised at fair value plus transaction costs for all financial assets not carried at fair value through profit or loss. Financial assets carried at fair value through profit or loss are initially recognised at fair value and transaction costs are expensed in the income statement. Investments are derecognised when the rights to receive cash flows from the financial assets have expired or have been transferred and Council has transferred substantially all the risks and rewards of ownership.

When securities classified as available-for-sale are sold, the accumulated fair value adjustments recognised in equity are included in the Income Statement as gains and losses from investment securities.

#### **Impairment of available for sale investments**

In the case of equity investments classified as available-for-sale, a significant or prolonged decline in the fair value of the security below its cost is considered an indicator that the assets are impaired.



## Notes to the Financial Statements

for the year ended 30 June 2019

## Note 6(c). Restricted cash, cash equivalents and investments – details

\$ '000	2019 Current	2019 Non-current	2018 Current	2018 Non-current
Total cash, cash equivalents and investments	68,754	20,907	68,132	12,664
<b>attributable to:</b>				
External restrictions	31,625	20,907	29,199	12,664
Internal restrictions	31,637	–	34,389	–
Unrestricted	5,492	–	4,544	–
	<u>68,754</u>	<u>20,907</u>	<u>68,132</u>	<u>12,664</u>

\$ '000	2019	2018
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## Details of restrictions

**External restrictions – included in liabilities**

Deposits and retentions	2,834	2,134
Water and wastewater ELE's	868	719

**External restrictions – included in liabilities**

	<u>3,702</u>	<u>2,853</u>
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**External restrictions – other**

Developer contributions – general	12,575	9,059
Developer contributions – water fund	10,182	8,766
Developer contributions – wastewater fund	7,240	5,843
RMS contributions	77	77
Specific purpose unexpended grants	1,654	467
Water supplies	10,479	8,728
Wastewater services	2,261	2,317
Domestic waste management	3,251	2,474
Other	1,111	1,279

**External restrictions – other**

	<u>48,830</u>	<u>39,010</u>
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**Total external restrictions**

	<u>52,532</u>	<u>41,863</u>
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## Notes to the Financial Statements

for the year ended 30 June 2019

## Note 6(c). Restricted cash, cash equivalents and investments – details

\$ '000	2019	2018
<b>Internal restrictions</b>		
Plant and vehicle replacement	1,302	1,155
Employees leave entitlement	3,133	3,013
Carry over works	2,579	2,794
Bypass maintenance funding	3,632	3,747
Cemeteries	338	266
Crown land rentals	115	172
Financial assistance grant in advance	2,339	2,221
Property reserves	5,692	3,521
Landfill and resource management	71	1,712
Management plans and studies	842	491
Quarries	857	833
Rental properties refurbishment	787	899
Road works	4,008	5,521
Sports centre	767	2,963
Strategic studies	550	452
Swimming pools	–	119
Skennars Head Sportfields	1,009	1,250
Healthy Waterways	260	363
Other sportsfields	737	382
Other	2,619	2,515
<b>Total internal restrictions</b>	<b>31,637</b>	<b>34,389</b>
<b>TOTAL RESTRICTIONS</b>	<b>84,169</b>	<b>76,252</b>

## Notes to the Financial Statements

for the year ended 30 June 2019

## Note 7. Receivables

\$ '000	2019 Current	2019 Non-current	2018 Current	2018 Non-current
<b>Purpose</b>				
Rates and annual charges	1,456	61	1,453	61
Interest and extra charges	70	30	100	43
User charges and fees	2,725	114	2,646	110
Private works	21	–	52	–
Accrued revenues				
– Interest on investments	714	–	652	–
Airport charges	923	–	1,469	–
Amounts due from other councils	48	–	54	–
Deferred debtors	18	–	18	23
Government grants and subsidies	3,378	–	1,790	–
Net GST receivable	721	–	78	–
Waste centre fees	36	–	30	–
Other debtors	727	–	930	–
<b>Total</b>	<b>10,837</b>	<b>205</b>	<b>9,272</b>	<b>237</b>
<b>Less: provision of impairment</b>				
User charges and fees	(51)	–	(53)	–
<b>Total provision for impairment – receivables</b>	<b>(51)</b>	<b>–</b>	<b>(53)</b>	<b>–</b>
<b>TOTAL NET RECEIVABLES</b>	<b>10,786</b>	<b>205</b>	<b>9,219</b>	<b>237</b>
<b>Externally restricted receivables</b>				
<b>Water supply</b>				
– Specific purpose grants	–	–	6	–
– Rates and availability charges	–	–	290	12
– Other	2,262	94	2,018	82
<b>Sewerage services</b>				
– Rates and availability charges	–	–	401	17
– Other	1,270	76	885	62
<b>Domestic waste management</b>	<b>164</b>	<b>6</b>	<b>188</b>	<b>8</b>
<b>Stormwater management</b>	<b>9</b>	<b>–</b>	<b>12</b>	<b>–</b>
<b>Total external restrictions</b>	<b>3,705</b>	<b>176</b>	<b>3,800</b>	<b>181</b>
<b>Unrestricted receivables</b>	<b>7,081</b>	<b>29</b>	<b>5,419</b>	<b>56</b>
<b>TOTAL NET RECEIVABLES</b>	<b>10,786</b>	<b>205</b>	<b>9,219</b>	<b>237</b>
<b>Movement in provision for impairment of receivables</b>				
Balance at the beginning of the year (calculated in accordance with AASB 139)			53	91
+ new provisions recognised during the year			10	31
– amounts already provided for and written off this year			(12)	–
– amounts provided for but recovered during the year			–	(69)
<b>Balance at the end of the period</b>			<b>51</b>	<b>53</b>

## Notes to the Financial Statements

for the year ended 30 June 2019

### Note 7. Receivables (continued)

#### Accounting policy for receivables

##### Recognition and measurement

Receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. They are included in current assets, except for those with maturities greater than 12 months after the reporting date which are classified as non-current assets. Receivables are included in receivables (Note 7) in the Statement of Financial Position. Receivables are recognised initially at fair value and subsequently measured at amortised cost using the effective interest method, less provision for impairment.

Receivables are generally due for settlement within 30 days.

Cash flows relating to short-term receivables are not discounted if the effect of discounting is immaterial.

##### Impairment

##### Accounting policy under AASB 9 applicable from 1 July 2018

Impairment of financial assets measured at amortised cost is recognised on an expected credit loss (ECL) basis.

When determining whether the credit risk of a financial asset has increased significantly since initial recognition, and when estimating ECL, the Council considers reasonable and supportable information that is relevant and available without undue cost or effort. This includes both quantitative and qualitative information and analysis based on Council's historical experience and informed credit assessment, and including forward-looking information.

When considering the ECL for rates debtors, Council takes into account that unpaid rates represent a charge against the rateable property that will be recovered when the property is next sold. For non-rates debtors, Council uses the presumption that an asset which is more than 30 days past due has seen a significant increase in credit risk.

The Council uses the presentation that a financial asset is in default when:

- the other party is unlikely to pay its credit obligations to the Council in full, without recourse by the Council to actions such as realising security (if any is held) or
- the financial assets (for non-rates debtors) are more than 90 days past due.

Credit losses are measured as the present value of the difference between the cash flows due to the entity in accordance with the contract, and the cash flows expected to be received. This is applied using a probability weighted approach.

On initial recognition of the asset, an estimate of the expected credit losses for the next 12 months is recognised. Where the asset has experienced significant increase in credit risk then the lifetime losses are estimated and recognised.

There has been no change in the estimation techniques or significant assumptions made during the current reporting period.

The Council writes off a trade receivable when there is information indicating that the debtor is in severe financial difficulty and there is no realistic prospect of recovery, e.g. when the debtor has been placed under liquidation or has entered into bankruptcy proceedings.

None of the receivables that have been written off are subject to enforcement activity.

Where the Council renegotiates the terms of receivables due from certain customers, the new expected cash flows are discounted at the original effective interest rate and any resulting difference to the carrying value is recognised in profit or loss.

##### Accounting policy under AASB 139 – applicable for 2018 comparatives only

For loans and receivables the amount of the loss is measured as the difference between the asset's carrying amount and the present value of estimated future cash flows (excluding future credit losses that have not been incurred) discounted at the financial asset's original effective interest rate. The carrying amount of the asset is reduced and the amount of the loss is recognised in profit or loss.

Collectability of receivables is reviewed on an on-going basis. Debts that are known to be uncollectible are written off by reducing the carrying amount directly. An allowance account (provision for impairment of receivables) is used when there is objective evidence that Council will not be able to collect all amounts due according to the original terms of the receivables.

Significant financial difficulties of the debtor, probability that the debtor will enter bankruptcy or financial reorganisation, and default or delinquency in payments (more than 30 days overdue) are considered indicators that the receivable is impaired. When a receivable for which an impairment allowance had been recognised becomes uncollectable in a subsequent period it is written off against the allowance account. Subsequent recoveries of amounts previously written off are credited against other expenses in the Income statement.

## Notes to the Financial Statements

for the year ended 30 June 2019

### Note 8. Inventories and other assets

\$ '000	2019 Current	2019 Non-current	2018 Current	2018 Non-current
<b>(a) Inventories</b>				
<b>(i) Inventories at cost</b>				
Real estate for resale	1,713	2,623	762	2,535
Stores and materials	677	–	689	–
Trading stock	21	–	21	–
<b>Total inventories at cost</b>	<b>2,411</b>	<b>2,623</b>	<b>1,472</b>	<b>2,535</b>
<b><u>TOTAL INVENTORIES</u></b>	<b><u>2,411</u></b>	<b><u>2,623</u></b>	<b><u>1,472</u></b>	<b><u>2,535</u></b>

### (b) Other assets

Prepayments	391	–	343	–
<b><u>TOTAL OTHER ASSETS</u></b>	<b><u>391</u></b>	<b><u>–</u></b>	<b><u>343</u></b>	<b><u>–</u></b>

### Externally restricted assets

\$ '000	2019 Current	2019 Non-current	2018 Current	2018 Non-current
<b>Water</b>				
Prepayments	170	–	–	–
<b>Total water</b>	<b>170</b>	<b>–</b>	<b>–</b>	<b>–</b>

\$ '000	2019 Current	2019 Non-current	2018 Current	2018 Non-current
<b>Total externally restricted assets</b>	<b>170</b>	<b>–</b>	<b>–</b>	<b>–</b>
<b>Total internally restricted assets</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>–</b>
<b>Total unrestricted assets</b>	<b>2,632</b>	<b>2,623</b>	<b>1,815</b>	<b>2,535</b>
<b><u>TOTAL INVENTORIES AND OTHER ASSETS</u></b>	<b><u>2,802</u></b>	<b><u>2,623</u></b>	<b><u>1,815</u></b>	<b><u>2,535</u></b>

## Notes to the Financial Statements

for the year ended 30 June 2019

## Note 8. Inventories and other assets (continued)

## (i) Other disclosures

\$ '000	Notes	2019 Current	2019 Non-current	2018 Current	2018 Non-current
<b>(a) Details for real estate development</b>					
Residential		–	641	–	518
Industrial/commercial		1,713	1,982	762	2,017
<b>Total real estate for resale</b>		<b>1,713</b>	<b>2,623</b>	<b>762</b>	<b>2,535</b>
(Valued at the lower of cost and net realisable value)					
<b>Represented by:</b>					
Acquisition costs		–	–	–	202
Development costs		1,713	2,623	762	2,333
<b>Total costs</b>		<b>1,713</b>	<b>2,623</b>	<b>762</b>	<b>2,535</b>
<b>Total real estate for resale</b>		<b>1,713</b>	<b>2,623</b>	<b>762</b>	<b>2,535</b>
<b>Movements:</b>					
Real estate assets at beginning of the year		762	2,535	1,751	1,678
– Purchases and other costs		951	290	1,243	112
– Transfers in from (out to) Note 10		–	(202)	–	–
– WDV of sales (expense)	5	–	–	(1,487)	–
– Transfer between current/non-current		–	–	(745)	745
<b>Total real estate for resale</b>		<b>1,713</b>	<b>2,623</b>	<b>762</b>	<b>2,535</b>

## Accounting policy for inventories and other assets

**Raw materials and stores, work in progress and finished goods**

Raw materials and stores, work in progress and finished goods are stated at the lower of cost and net realisable value. Costs are assigned to individual items of inventory on the basis of weighted average costs. Costs of purchased inventory are determined after deducting rebates and discounts. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

**Trading stock**

Trading stock is stated at the lower of cost and net realisable value. Costs are assigned to individual items of inventory on basis of weighted average costs. Costs of purchased inventory are determined after deducting rebates and discounts. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

**Inventory held for distribution**

Inventory held for distribution is held at cost, adjusted where applicable for any loss of service potential.

**Land held for resale/capitalisation of borrowing costs**

Land held for resale is stated at the lower of cost and net realisable value. Cost is assigned by specific identification and includes the cost of acquisition, and development and borrowing costs during development. When development is completed, borrowing costs and other holding charges are expensed as incurred.

Borrowing costs included in the cost of land held for resale are those costs that would have been avoided if the expenditure on the acquisition and development of the land had not been made. Borrowing costs incurred while active development is interrupted for extended periods are recognised as expenses.



## Notes to the Financial Statements for the year ended 30 June 2019

### Note 9. Infrastructure, property, plant and equipment

\$ '000	Asset movements during the reporting period										as at 30/6/2019			
	Gross carrying amount	Accumulated depreciation	Net carrying amount	Additions renewals <sup>2</sup>	Additions new assets	Carrying value of disposals	Depreciation expense	WIP transfers	Adjustments and transfers	Tires from/(to) real estate assets (Note 8)	Revaluation movement to equity (ARR)	Gross carrying amount	Accumulated depreciation	Net carrying amount
Capital work in progress	47,084	–	47,084	14,011	14,704	–	–	(32,049)	(919)	–	44	42,875	–	42,875
Plant and equipment	22,213	(14,269)	7,944	4	1,607	(84)	(1,701)	153	–	–	–	23,892	(15,969)	7,923
Office equipment	1,519	(1,424)	95	–	–	–	(27)	–	–	–	–	1,519	(1,451)	68
Furniture and fittings	423	(399)	24	–	–	–	(5)	–	–	–	–	423	(404)	19
<b>Land:</b>														
– Operational land	46,513	–	46,513	–	35	–	–	–	2,754	202	16,381	65,885	–	65,885
– Community land	112,492	–	112,492	–	323	(250)	–	–	(2,754)	–	(27,141)	82,670	–	82,670
– Land under roads (post 30/6/08)	1,646	–	1,646	–	74	–	–	65	–	–	218	2,003	–	2,003
Land improvements – non-depreciable	12,504	–	12,504	7	–	(21)	–	1,417	11	–	636	14,554	–	14,554
Land improvements – depreciable	15,903	(11,933)	3,970	–	–	–	(95)	8	–	–	(6)	7,602	(3,725)	3,877
<b>Infrastructure:</b>														
– Buildings	133,411	(57,046)	76,365	279	63	(384)	(2,612)	4,476	(11)	–	21,768	151,434	(51,490)	99,944
– Other structures	19,533	(7,310)	12,223	188	255	(98)	(503)	11,682	191	–	9,789	44,598	(10,871)	33,727
– Roads	446,464	(103,684)	342,780	2,794	4,937	(159)	(6,177)	3,779	(6)	–	–	457,809	(109,861)	347,948
– Bridges	51,035	(18,702)	32,333	–	–	–	(618)	–	–	–	–	51,035	(19,320)	31,715
– Footpaths	34,285	(8,340)	25,945	98	1,051	(31)	(444)	604	–	–	–	36,007	(8,784)	27,223
– Bulk earthworks	138,503	(528)	137,975	107	965	(83)	(138)	631	–	–	–	140,123	(666)	139,457
– Stormwater drainage	129,044	(47,476)	81,568	94	3,873	–	(1,627)	646	–	–	–	133,657	(49,103)	84,554
– Water supply network	115,256	(41,979)	73,277	62	1,247	–	(1,399)	1,149	–	–	1,150	119,558	(44,072)	75,486
– Sewerage network	278,193	(71,436)	206,757	567	4,039	(527)	(3,494)	7,439	(185)	–	3,261	293,972	(76,115)	217,857
<b>Reinstatement, rehabilitation and restoration assets (refer Note 12):</b>														
– Tip assets	1,737	(1,586)	151	–	–	–	(19)	–	–	–	–	1,737	(1,605)	132
– Quarry assets	1,050	(842)	208	–	–	–	(65)	–	–	–	–	1,050	(907)	143
<b>Total infrastructure, property, plant and equipment</b>	<b>1,608,808</b>	<b>(386,954)</b>	<b>1,221,854</b>	<b>18,211</b>	<b>33,173</b>	<b>(1,637)</b>	<b>(18,924)</b>	<b>–</b>	<b>(919)</b>	<b>202</b>	<b>26,100</b>	<b>1,672,403</b>	<b>(394,343)</b>	<b>1,278,060</b>

(1) See Note 13 (b) for details regarding the restatement as a result of prior period errors

(2) Renewals are defined as the replacement of existing assets (as opposed to the acquisition of new assets).

## Notes to the Financial Statements for the year ended 30 June 2019

### Note 9. Infrastructure, property, plant and equipment (continued)

\$ '000	as at 30/6/2017 <sup>1</sup>					Asset movements during the reporting period					as at 30/6/2018			
	Gross carrying amount	Accumulated depreciation	Net carrying amount	Additions renewals <sup>2</sup>	Additions new assets	Carrying value of disposals	Depreciation expense	Adjustments and transfers	Other movements <sup>3</sup>	Tfirs from/(to) 'held for sale' category	Revaluation increments to equity (ARR)	Gross carrying amount	Accumulated depreciation	Net carrying amount
Capital work in progress	24,483	–	24,483	21,003	15,374	–	–	(13,776)	–	–	–	47,084	–	47,084
Plant and equipment	21,598	(13,162)	8,436	–	1,221	(39)	(1,674)	–	–	–	–	22,213	(14,269)	7,944
Office equipment	1,519	(1,288)	231	–	–	–	(136)	–	–	–	–	1,519	(1,424)	95
Furniture and fittings	423	(394)	29	–	–	–	(5)	–	–	–	–	423	(399)	24
<b>Land:</b>														
– Operational land	46,411	–	46,411	–	–	–	–	–	–	102	–	46,513	–	46,513
– Community land	112,492	–	112,492	–	–	–	–	–	–	–	–	112,492	–	112,492
– Land under roads (post 30/6/08)	1,507	–	1,507	–	139	–	–	–	–	–	–	1,646	–	1,646
Land improvements – non-depreciable	9,486	–	9,486	–	–	–	–	3,018	–	–	–	12,504	–	12,504
Land improvements – depreciable	15,903	(11,576)	4,327	–	–	–	(357)	–	–	–	–	15,903	(11,933)	3,970
<b>Infrastructure:</b>														
– Buildings	127,204	(52,728)	74,476	296	–	(140)	(2,943)	3,008	–	–	1,668	133,411	(57,046)	76,365
– Other structures	18,084	(6,448)	11,636	–	230	–	(624)	609	–	–	372	19,533	(7,310)	12,223
– Roads	546,305	(94,746)	451,559	2,721	7,711	(466)	(5,933)	4,120	(127,817)	–	10,885	446,464	(103,684)	342,780
– Bridges	49,362	(17,470)	31,892	12	13	–	(613)	–	(40)	–	1,069	51,035	(18,702)	32,333
– Footpaths	30,915	(7,651)	23,264	–	1,611	–	(413)	687	9	–	787	34,285	(8,340)	25,945
– Bulk earthworks (non-depreciable)	4,121	(8)	4,113	236	1,251	(158)	(132)	313	127,848	–	4,504	138,503	(528)	137,975
– Stormwater drainage	117,671	(44,375)	73,296	58	6,093	–	(1,532)	1,198	–	–	2,455	129,044	(47,476)	81,568
– Water supply network	111,388	(39,738)	71,650	–	1,407	(12)	(1,413)	1,170	–	–	1,475	115,256	(41,979)	73,277
– Sewerage network	266,410	(66,472)	199,938	53	5,481	–	(3,495)	653	–	–	4,127	278,193	(71,436)	206,757
<b>Reinstatement, rehabilitation and restoration assets (refer Note 12):</b>														
– Tip assets	1,720	(1,452)	268	–	17	–	(134)	–	–	–	–	1,737	(1,586)	151
– Quarry assets	1,002	(831)	171	–	48	–	(11)	–	–	–	–	1,050	(842)	208
<b>Total infrastructure, property, plant and equipment</b>	<b>1,508,004</b>	<b>(358,339)</b>	<b>1,149,665</b>	<b>24,379</b>	<b>40,596</b>	<b>(815)</b>	<b>(19,415)</b>	<b>–</b>	<b>–</b>	<b>102</b>	<b>27,342</b>	<b>1,608,808</b>	<b>(386,954)</b>	<b>1,221,854</b>

(1) See 13(b) for details regarding the restatement as a result of Prior Period Error

(2) Renewals are defined as the replacement of existing assets (as opposed to the acquisition of new assets).

(3) During the year Council reviewed the classification of a number of assets. This majority of this movement (\$127,848,000) relates to the reclassification of the bulk earthworks component of road and bridge assets into bulk earthworks. Council considers this component to be more appropriately classified as bulk earthworks and provide more relevant information

## Notes to the Financial Statements

for the year ended 30 June 2019

## Note 9. Infrastructure, property, plant and equipment (continued)

**Accounting policy for infrastructure, property, plant and equipment**

Infrastructure, property, plant and equipment are held at fair value. Independent comprehensive valuations are performed at least every five years, however the carrying amount of assets is assessed at each reporting date to confirm that it is not materially different from current fair value.

Water and sewerage network assets are indexed at each reporting period in accordance with the Rates Reference Manual issued by Department of Industry (DOI) - Water.

Increases in the carrying amounts arising on revaluation are credited to the revaluation reserve. To the extent that the increase reverses a decrease previously recognising profit or loss relating to that asset class, the increase is first recognised as profit or loss. Decreases that reverse previous increases of assets in the same class are first charged against revaluation reserves directly in equity to the extent of the remaining reserve attributable to the class; all other decreases are charged to the Income Statement.

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to Council and the cost of the item can be measured reliably. All other repairs and maintenance are charged to the Income Statement during the financial period in which they are incurred.

Land is not depreciated. Depreciation on other assets is calculated using the straight-line method to allocate their cost, net of their residual values, over their estimated useful lives as follows:

<b>Plant and equipment</b>	Years	<b>Other equipment</b>	Years
Office equipment	10 to 20	Playground equipment	10 to 20
Office furniture	10 to 20	Benches, seats etc.	10 to 20
Computer equipment	3 to 8		
Vehicles	3 to 5	<b>Buildings</b>	
Heavy plant/road making equipment	8 to 15	Buildings: masonry	80 to 100
Other plant and equipment	2 to 20	Buildings: other	30 to 40
		<b>Stormwater assets</b>	
<b>Water and sewer assets</b>		Drains	80 to 100
Dams and reservoirs	80 to 100	Culverts	60 to 80
Bores	30 to 40	Flood control structures	80 to 100
Reticulation pipes: PVC	80		
Reticulation pipes: other	60 to 100		
Pumps and telemetry	10 to 40		
		<b>Other infrastructure assets</b>	
<b>Transportation assets</b>		Bulk earthworks	1000
Sealed roads: surface	10 to 30	Swimming pools	40 to 60
Sealed roads: structure	20 to 40	Other open space/recreational assets	20
Unsealed roads	100 to 1000	Other infrastructure	20
Bridge: concrete	80 to 100		
Bridge: other	40 to 80		
Road pavements	60 to 100		
Kerb, gutter and footpaths	60 to 100		

The assets' residual values and useful lives are reviewed, and adjusted if appropriate, at each reporting date.

Gains and losses on disposals are determined by comparing proceeds with carrying amount. These are included in the Income Statement.

**Land under roads**

Land under roads is land under roadways and road reserves including land under footpaths, nature strips and median strips.

Council has elected not to recognise land under roads acquired before 1 July 2008 in accordance with AASB 1051 Land Under Roads.

Land under roads acquired after 1 July 2008 is recognised in accordance with AASB 116 Property, Plant and Equipment.

## Notes to the Financial Statements

for the year ended 30 June 2019

### Note 9. Infrastructure, property, plant and equipment (continued)

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#### **Crown reserves**

Crown reserves under Council's care and control are recognised as assets of the Council. While ownership of the reserves remains with the Crown, Council retains operational control of the reserves and is responsible for their maintenance and use in accordance with the specific purposes to which the reserves are dedicated.

Improvements on Crown reserves are also recorded as assets, while maintenance costs incurred by Council and revenues relating to the reserves are recognised within Council's Income Statement.

#### **Rural Fire Service assets**

Under Section 119 of the *Rural Fire Services Act 1997 (NSW)*, "all firefighting equipment purchased or constructed wholly or from money to the credit of the Fund is to be vested in the council of the area for or on behalf of which the firefighting equipment has been purchased or constructed".

In previous years Council only recognised Rural Fire Service building assets. During 2019 Council also recognised Rural Fire Service equipment for the first time. Refer to Note 13(b) for further details.

## Notes to the Financial Statements

for the year ended 30 June 2019

## Note 10. Investment property

\$ '000	2019	2018
<b>(a) Investment property at fair value</b>		
<b>Investment property on hand</b>	22,705	22,025
<b>Reconciliation of annual movement:</b>		
<b>Opening balance</b>	22,025	22,025
– Net gain/(loss) from fair value adjustments	680	–
<b>CLOSING BALANCE – INVESTMENT PROPERTY</b>	<b>22,705</b>	<b>22,025</b>

**(b) Contractual obligations at reporting date**

Refer to Note 16 for disclosures relating to any capital and service obligations that have been contracted.

**(c) Leasing arrangements – Council as lessor**

The investment properties are leased to tenants under long-term operating leases with rentals payable monthly.

Future minimum lease payments receivable under non-cancellable investment property operating leases not recognised in the financial statements are receivable as follows:

Within 1 year	1,682	1,709
Later than 1 year but less than 5 years	1,221	3,171
Later than 5 years	941	–
<b>Total minimum lease payments receivable</b>	<b>3,844</b>	<b>4,880</b>

**(d) Investment property income and expenditure – summary**

<b>Rental income from investment property:</b>		
– Minimum lease payments	1,646	1,628
– Outgoings recouped	226	223
<b>Direct operating expenses on investment property:</b>		
– that generated rental income	(229)	(241)
<b>Net revenue contribution from investment property</b>	<b>1,643</b>	<b>1,610</b>
plus:		
<b>Fair value movement for year</b>	680	–
<b>Total income attributable to investment property</b>	<b>2,323</b>	<b>1,610</b>

**Accounting policy for investment property**

Investment property, principally comprising freehold office and retail buildings, is held for long-term rental yields and is not occupied by the Council. Changes in fair values are recorded in the income statement as part of other income.

Properties that are under construction for future use as investment property are regarded as investment property. These are also carried at fair value unless the fair value cannot yet be reliably determined. Where that is the case, the property will be accounted for at cost until either the fair value becomes reliably determinable or construction is complete.

## Notes to the Financial Statements

for the year ended 30 June 2019

### Note 11. Payables and borrowings

\$ '000	2019 Current	2019 Non-current	2018 Current	2018 Non-current
<b>Payables</b>				
Goods and services	6,347	–	4,176	–
Accrued expenses:				
– Borrowings	244	–	265	–
– Salaries and wages	516	–	488	–
Security bonds, deposits and retentions	2,834	–	2,134	–
<b>Total payables</b>	<b>9,941</b>	<b>–</b>	<b>7,063</b>	<b>–</b>
<b>Income received in advance</b>				
Payments received in advance	1,364	–	1,184	–
<b>Total income received in advance</b>	<b>1,364</b>	<b>–</b>	<b>1,184</b>	<b>–</b>
<b>Borrowings</b>				
Loans – secured <sup>1</sup>	6,636	70,418	6,624	76,870
<b>Total borrowings</b>	<b>6,636</b>	<b>70,418</b>	<b>6,624</b>	<b>76,870</b>
<b><u>TOTAL PAYABLES AND BORROWINGS</u></b>	<b><u>17,941</u></b>	<b><u>70,418</u></b>	<b><u>14,871</u></b>	<b><u>76,870</u></b>

(1) Loans are secured over the general rating income of Council.

Disclosures on liability interest rate risk exposures, fair value disclosures and security can be found in Note 18.

\$ '000	2019 Current	2019 Non-current	2018 Current	2018 Non-current
<b>(a) Payables and borrowings relating to restricted assets</b>				
<b>Externally restricted assets</b>				
Water	24	–	21	–
Sewer	3,676	49,483	3,529	52,885
Other	–	–	2,900	–
Payables and borrowings relating to externally restricted assets	3,700	49,483	6,450	52,885
<b>Total payables and borrowings relating to restricted assets</b>	<b>3,700</b>	<b>49,483</b>	<b>6,450</b>	<b>52,885</b>
<b>Total payables and borrowings relating to unrestricted assets</b>	<b>14,241</b>	<b>20,935</b>	<b>8,421</b>	<b>23,985</b>
<b><u>TOTAL PAYABLES AND BORROWINGS</u></b>	<b><u>17,941</u></b>	<b><u>70,418</u></b>	<b><u>14,871</u></b>	<b><u>76,870</u></b>



## Notes to the Financial Statements

for the year ended 30 June 2019

## Note 11. Payables and borrowings (continued)

\$ '000	2019	2018
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**(b) Current payables and borrowings not anticipated to be settled within the next twelve months**

The following liabilities, even though classified as current, are not expected to be settled in the next 12 months.

Payables – security bonds, deposits and retentions	1,815	914
<b>Total payables and borrowings</b>	<b>1,815</b>	<b>914</b>

**(c) Changes in liabilities arising from financing activities**

\$ '000	as at 30/6/2018					as at 30/6/2019
	Opening Balance	Cash flows	Non-cash acquisitions	Non-cash fair value changes	Other non-cash movements	Closing balance
Loans – secured	83,494	(6,440)	–	–	–	77,054
<b>TOTAL</b>	<b>83,494</b>	<b>(6,440)</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>77,054</b>

\$ '000	as at 30/6/2017					as at 30/6/2018
	Opening Balance	Cash flows	Non-cash acquisitions	Non-cash fair value changes	Other non-cash movements	Closing balance
Loans – secured	82,297	1,197	–	–	–	83,494
<b>TOTAL</b>	<b>82,297</b>	<b>1,197</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>83,494</b>

\$ '000	2019	2018
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**(d) Financing arrangements****(i) Unrestricted access was available at balance date to the following lines of credit:**

Loan Facilities	77,054	83,494
Credit cards/purchase cards	750	575
<b>Total financing arrangements</b>	<b>77,804</b>	<b>84,069</b>

**Drawn facilities as at balance date:**

– Loan Facilities	77,054	83,494
– Credit cards/purchase cards	140	142
<b>Total drawn financing arrangements</b>	<b>77,194</b>	<b>83,636</b>

**Undrawn facilities as at balance date:**

– Credit cards/purchase cards	610	433
<b>Total undrawn financing arrangements</b>	<b>610</b>	<b>433</b>

**Accounting policy for payables and borrowings**

Council measures all financial liabilities initially at fair value less transaction costs, subsequently financial liabilities are measured at amortised cost using the effective interest rate method.

The financial liabilities of the Council comprise trade payables, bank and other loans and finance lease liabilities.

## Notes to the Financial Statements

for the year ended 30 June 2019

### Note 11. Payables and borrowings (continued)

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#### **Payables**

These amounts represent liabilities for goods and services provided to the council prior to the end of financial year that are unpaid. The amounts are unsecured and are usually paid within 30 days of recognition.

#### **Borrowings**

Borrowings are initially recognised at fair value, net of transaction costs incurred. Borrowings are subsequently measured at amortised cost. Any difference between the proceeds (net of transaction costs) and the redemption amount is recognised in the Income Statement over the period of the borrowings using the effective-interest method. Fees paid on the establishment of loan facilities are recognised as transaction costs of the loan to the extent that it is probable that some or all of the facility will be drawn down. In this case, the fee is deferred until the drawdown occurs. To the extent that there is no evidence that it is probable that some or all of the facility will be drawn down, the fee is capitalised as a prepayment for liquidity services and amortised over the period of the facility to which it relates.

Borrowings are removed from the Statement of Financial Position when the obligation specified in the contract is discharged, cancelled or expired. The difference between the carrying amount of a financial liability that has been extinguished or transferred to another party and the consideration paid, including any non-cash assets transferred or liabilities assumed, is recognised in other income or finance cost.

Borrowings are classified as current liabilities unless Council has an unconditional right to defer settlement of the liability for at least 12 months after the reporting date.

## Notes to the Financial Statements

for the year ended 30 June 2019

### Note 12. Provisions

\$ '000	2019 Current	2019 Non-current	2018 Current	2018 Non-current
<b>Provisions</b>				
<b>Employee benefits</b>				
Annual leave	2,556	–	2,298	–
Sick leave	1,990	–	2,086	–
Long service leave	3,943	361	3,588	383
<b>Sub-total – aggregate employee benefits</b>	<b>8,489</b>	<b>361</b>	<b>7,972</b>	<b>383</b>
<b>Asset remediation/restoration:</b>				
Asset remediation/restoration (future works)	–	3,752	–	4,150
<b>Sub-total – asset remediation/restoration</b>	<b>–</b>	<b>3,752</b>	<b>–</b>	<b>4,150</b>
<b><u>TOTAL PROVISIONS</u></b>	<b><u>8,489</u></b>	<b><u>4,113</u></b>	<b><u>7,972</u></b>	<b><u>4,533</u></b>

#### (a) Provisions relating to restricted assets

<b>Externally restricted assets</b>				
Water	207	9	143	6
Sewer	627	25	591	26
Domestic waste management	157	6	169	8
Provisions relating to externally restricted assets	991	40	903	40
<b>Total provisions relating to restricted assets</b>	<b>991</b>	<b>40</b>	<b>903</b>	<b>40</b>
<b>Total provisions relating to unrestricted assets</b>	<b>7,498</b>	<b>4,073</b>	<b>7,069</b>	<b>4,493</b>
<b><u>TOTAL PROVISIONS</u></b>	<b><u>8,489</u></b>	<b><u>4,113</u></b>	<b><u>7,972</u></b>	<b><u>4,533</u></b>

\$ '000	2019	2018
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#### (b) Current provisions not anticipated to be settled within the next twelve months

The following provisions, even though classified as current, are not expected to be settled in the next 12 months.

Provisions – employees benefits	5,345	4,997
	<u>5,345</u>	<u>4,997</u>

## Notes to the Financial Statements

for the year ended 30 June 2019

## Note 12. Provisions (continued)

## (c) Description of and movements in provisions

\$ '000	Other provisions	
	Asset remediation	Total
<b>2019</b>		
At beginning of year	4,150	4,150
<b>Changes to provision:</b>		
– Revised costs	(370)	(370)
– Revised life	10	10
– Revised discount rate	(124)	(124)
Unwinding of discount	86	86
Total other provisions at end of period	3,752	3,752
<b>2018</b>		
At beginning of year	4,006	4,006
– Revised life	3	3
– Revised discount rate	62	62
Unwinding of discount	79	79
Total other provisions at end of period	4,150	4,150

## Nature and purpose of non-employee benefit provisions

**Asset remediation**

Asset remediation, reinstatement and restoration provisions represent the present value estimate of future costs Council will incur in order to remove, restore and remediate assets and/or activities as a result of past operations.

**Accounting policy for provisions**

Provisions are recognised when Council has a present legal or constructive obligation as a result of past events, it is probable that an outflow of resources will be required to settle the obligation, and the amount has been reliably estimated.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one item included in the same class of obligations may be small.

Provisions are measured at the present value of management's best estimate of the expenditure required to settle the present obligation at the reporting date. The discount rate used to determine the present value reflects current market assessments of the time value of money and the risks specific to the liability. The increase in the provision due to the passage of time is recognised as interest expense.

**Employee benefits****Short-term obligations**

Liabilities for wages and salaries (including non-monetary benefits, annual leave and accumulating sick leave expected to be wholly settled within 12 months after the end of the period in which the employees render the related service) are recognised in respect of employees' services up to the end of the reporting period and are measured at the amounts expected to be paid when the liabilities are settled. The liability for annual leave and accumulating sick leave is recognised in the provision for employee benefits. All other short-term employee benefit obligations are presented as payables.

**Other long-term employee benefit obligations**

The liability for long-service leave and annual leave that is not expected to be wholly settled within 12 months after the end of the period in which the employees render the related service is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the end of the reporting period using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures, and periods of service. Expected future payments are discounted using market yields at the end of the reporting period on national government bonds with terms to maturity and currency that match, as closely as possible, the estimated future cash outflows.

## Notes to the Financial Statements

for the year ended 30 June 2019

### Note 12. Provisions (continued)

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#### **On-costs**

The employee benefit provisions include the aggregate on-cost liabilities that will arise when payment of current employee benefits is made in future periods.

These amounts include superannuation, payroll tax and workers compensation expenses which will be payable upon the future payment of certain leave liabilities which employees are entitled to at the reporting period.

The obligations are presented as current liabilities in the Statement of Financial Position if the Council does not have an unconditional right to defer settlement for at least 12 months after the reporting date, regardless of when the actual settlement is expected to occur.

#### **Provisions for close-down and restoration, and environmental clean-up costs – tips and quarries**

##### **Restoration**

Close-down and restoration costs include the dismantling and demolition of infrastructure, and the removal of residual materials and remediation of disturbed areas. Estimated close-down and restoration costs are provided for in the accounting period when the obligation arising from the related disturbance occurs, whether this occurs during the development or during the operation phase, based on the net present value of estimated future costs.

Provisions for close-down and restoration costs do not include any additional obligations which are expected to arise from future disturbance. The costs are estimated on the basis of a closure plan. The cost estimates are calculated annually during the life of the operation to reflect known developments, e.g. updated cost estimates and revisions to the estimated lives of operations, and are subject to formal review at regular intervals.

##### **Rehabilitation**

Where rehabilitation is conducted systematically over the life of the operation, rather than at the time of closure, provision is made for the estimated outstanding continuous rehabilitation work at each reporting date, and the cost is charged to the Income Statement.

Provision is made for the estimated present value of the costs of environmental clean-up obligations outstanding at the reporting date. These costs are charged to the Income Statement. Movements in the environmental clean-up provisions are presented as an operating cost, except for the unwinding of the discount which is shown as a borrowing cost.

Remediation procedures generally commence soon after the time the damage, remediation process, and estimated remediation costs become known, but may continue for many years depending on the nature of the disturbance and the remediation techniques.

As noted above, the ultimate cost of environmental remediation is uncertain and cost estimates can vary in response to many factors, including changes to the relevant legal requirements, the emergence of new restoration techniques, or experience at other locations. The expected timing of expenditure can also change, for example in response to changes in quarry reserves or production rates. As a result, there could be significant adjustments to the provision for close down and restoration and environmental clean-up, which would affect future financial results.

Other movements in the provisions for close-down and restoration costs, including those resulting from new disturbance, updated cost estimates, changes to the estimated lives of operations, and revisions to discount rates, are capitalised within property, plant and equipment. These costs are then depreciated over the lives of the assets to which they relate.

Close-down and restoration costs are a normal consequence of tip and quarry operations, and the majority of close-down and restoration expenditure is incurred at the end of the life of the operations. Although the ultimate cost to be incurred is uncertain, Council estimates the respective costs based on feasibility and engineering studies using current restoration standards and techniques.

## Notes to the Financial Statements

for the year ended 30 June 2019

**Note 13. Accumulated surplus, revaluation reserves, changes in accounting policies, changes in accounting estimates and errors****(a) Nature and purpose of reserves****Infrastructure, property, plant and equipment revaluation reserve**

The infrastructure, property, plant and equipment revaluation reserve is used to record increments / decrements of non-current asset values due to their revaluation.

**(b) Correction of errors relating to a previous reporting period****Nature of prior-period error**

As a result of the revaluation of Land, Buildings, Structures and Land under Roads performed during 2018/19, the following prior period errors have been identified:

<b>Summary of prior year items impacting on IPPE</b>	<b>\$'000</b>
Land under roads (1)	(13,795)
Operational land (3)	1,892
Operational land (4)	2,918
Community land (3)	2,166
Buildings (3)	5,451
Buildings (5)	5,108
Non-depreciable land improvements (3)	1,084
Non-depreciable land improvements (4)	3,211
Plant and equipment (6)	900
<b>Total for correction of prior period errors at 1 July 2017</b>	<b>8,935</b>
Land under roads (2)	(1,251)
<b>Total for correction of prior period errors at 30 June 2018</b>	<b>7,684</b>

<b>Summary of prior year items impacting on Accumulated Surplus</b>	<b>\$'000</b>
Incorrect valuation of land under roads (1)	(13,795)
New found assets as a result of developer provided assets not previously recorded (3)	10,593
Fire equipment that council controls and not previously recorded (6)	900
<b>Total for correction of prior year errors 1 July 2017</b>	<b>(2,302)</b>
Land under roads additions in 2017/18 (2)	(1,251)
<b>Total for correction of prior year errors 30 June 2018</b>	<b>(3,553)</b>

**Summary of prior year items impacting on Revaluation Reserve**

New found assets not previously recorded (4)	6,129
Water and wastewater buildings as a result of incorrect componentisation of the treatment plants (5)	5,108
<b>Total for correction of prior year errors 1 July 2017</b>	<b>11,237</b>
<b>Total for correction of prior year errors 30 June 2018</b>	<b>11,237</b>

Each of the above line items are discussed in further detail below.

**1. Incorrect Valuation of Land under Roads in previous years (error to Accumulated Surplus)**

During the revaluation undertaken during 2018/19, Council identified that Land Under Roads balances were overstated by 90% as an incorrect rate for valuation had been used in previous years. As Council considers the error to be material and it is practicable to do so, balances as at 1 July 2017 have been adjusted as follows:

Accumulated Surplus	\$13,795,000 Decrease
Land under Roads	\$13,795,000 Decrease



## Notes to the Financial Statements

for the year ended 30 June 2019

**Note 13. Accumulated surplus, revaluation reserves, changes in accounting policies, changes in accounting estimates and errors (continued)****2. Land under Roads Additions in 2017/2018 (error to Accumulated Surplus)**

The land under roads additions capitalised in 2017/18 were also overstated by 90% as the incorrect rate for valuation had been used in that year. As Council considers this error to be material the error has been corrected by restating each of the affected financial statement line items for 2017/18 as follows:

Non-cash capital grants and contributions in Note 3(f)	\$1,251,000 Decrease
Land Under Roads purchases in Note 10	\$1,251,000 Decrease
Accumulated Surplus as shown in Statement of Changes in Equity	\$1,251,000 Decrease

**3. New found assets as a result of Developer Provided Assets not previously recorded (error to Accumulated Surplus)**

During the revaluation undertaken during 2018/19, Council identified assets previously dedicated by developers and also improvements to those buildings by tenants that were not previously recorded in the Council's balance Sheet. As Council considers the error to be material and it is practicable to do so, balances as at 1 July 2017 have been adjusted as follows:

Operational Land	\$1,892,000 Increase
Community Land	\$2,166,000 Increase
Buildings	\$5,451,000 Increase
Non-depreciable land improvements	\$1,084,000 Increase
Accumulated Surplus	\$10,593,000 Increase

**4. New found assets not previous recorded (error to Revaluation Reserve)**

During the revaluation undertaken during 2018/19, Council identified other operational land and non-depreciable land improvements that were not previously recorded in the Council's balance Sheet. As Council considers the error to be material and it is practicable to do so, balances as at 1 July 2017 have been adjusted as follows:

Operational Land	\$2,918,000 Increase
Non-depreciable land improvements	\$3,211,000 Increase
Revaluation reserve	\$6,129,000 Increase

**5. Water and wastewater buildings prior period errors are a result of incorrect componentisation of the treatment plants (error to Revaluation Reserve)**

When the water and wastewater treatment plants were originally capitalised, the buildings components were not separately identified.

Water and wastewater infrastructure assets were revalued in 2016/17. At that time, an adjustment of the valuation of those assets was put to the revaluation reserve in error. As Council considers the error to be material and it is practicable to do so, balances as at 1 July 2017 have been adjusted as follows:

Buildings	\$5,108,000 Increase
Revaluation reserve	\$5,108,000 Increase

**6. Fire equipment that Council controls and not previously recorded (error to Accumulated Surplus)**

In previous years, Council had recognised RFS buildings as Council controlled assets, however had not recognised the fire equipment. It has been assessed that the fire equipment is council controlled and should have been previously recognised. As Council considers the error to be material and it is practicable to do so, balances as at 1 July 2017 have been adjusted as follows:

Plant and equipment	\$ 900,000 Increase
Accumulated Surplus	\$ 900,000 Increase

## Notes to the Financial Statements

for the year ended 30 June 2019

## Note 13. Accumulated surplus, revaluation reserves, changes in accounting policies, changes in accounting estimates and errors (continued)

## Changes to the opening Statement of Financial Position at 1 July 2017

## Statement of Financial Position

\$ '000	Original Balance 1 July, 2017	Impact Increase/ (decrease)	Restated Balance 1 July, 2017
Infrastructure, property, plant and equipment	1,140,730	8,935	1,149,665
<b>Total assets</b>	<b>1,257,141</b>	<b>8,935</b>	<b>1,266,076</b>
<b>Total liabilities</b>	<b>104,256</b>	<b>–</b>	<b>104,256</b>
Accumulated Surplus	675,946	(2,302)	673,644
Revaluation reserves	476,939	11,237	488,176
<b>Total equity</b>	<b>1,152,885</b>	<b>8,935</b>	<b>1,161,820</b>

## Adjustments to the comparative figures for the year ended 30 June 2018

## Statement of Financial Position

\$ '000	Original Balance 30 June, 2018	Impact Increase/ (decrease)	Restated Balance 30 June, 2018
Infrastructure, property, plant and equipment	1,214,170	7,684	1,221,854
<b>Total assets</b>	<b>1,331,956</b>	<b>7,684</b>	<b>1,339,640</b>
<b>Total liabilities</b>	<b>104,246</b>	<b>–</b>	<b>104,246</b>
Accumulated Surplus	723,429	(3,553)	719,876
Revaluation reserves	504,281	11,237	515,518
<b>Total equity</b>	<b>1,227,710</b>	<b>7,684</b>	<b>1,235,394</b>

## Notes to the Financial Statements

for the year ended 30 June 2019

**Note 13. Accumulated surplus, revaluation reserves, changes in accounting policies, changes in accounting estimates and errors (continued)****Income Statement**

\$ '000	Original Balance 30 June, 2018	Impact Increase/ (decrease)	Restated Balance 30 June, 2018
Grants and contributions provided for capital purposes	41,714	(1,251)	40,463
<b>Total income from continuing operations</b>	<b>129,279</b>	<b>(1,251)</b>	<b>128,028</b>
<b>Total expenses from continuing operations</b>	<b>81,796</b>	<b>–</b>	<b>81,796</b>
<b>Net operating result for the year</b>	<b>47,483</b>	<b>(1,251)</b>	<b>46,232</b>

**Statement of Comprehensive Income**

\$ '000	Original Balance 30 June, 2018	Impact Increase/ (decrease)	Restated Balance 30 June, 2018
<b>Net operating result for the year</b>	<b>47,483</b>	<b>(1,251)</b>	<b>46,232</b>
<b>Total comprehensive income for the year</b>	<b>74,825</b>	<b>(1,251)</b>	<b>73,574</b>

**(c) Changes in accounting policies due to adoption of new accounting standards (not-retrospective)**

During the year, Council adopted a number of new accounting standards. The impact of the adoption and associated transition disclosures are shown below.

The Council has adopted AASB 9 Financial Instruments for the first time in the current year with a date of initial adoption of 1 July 2017. As part of the adoption of AASB 9, the Council adopted consequential amendments to other accounting standards arising from the issue of AASB 9 as follows:

- AASB 101 Presentation of Financial Statements requires the impairment of financial assets to be presented in a separate line item in the income statement. In prior year, this information was presented as part of other expenses.
- AASB 7 Financial Instruments: Disclosures requires amended disclosures due to changes arising from AASB 9. These disclosures have been provided for the current year.

Changes in accounting policies resulting from the adoption of AASB 9 have been applied retrospectively except Council has not restated any amounts relating to classification and measurement requirements, including impairment, which have been applied from 1 July 2018.

The financial assets of Council have been reclassified into financial assets measured at amortised cost on adoption of AASB 9, based primarily on the business model in which a financial asset is managed and its contractual cash flow characteristics are.

**Measurement of equity instruments**

All equity instruments of the Council are measured at fair value under AASB 9 whereas there was a cost exception under AASB 139 that allowed certain unlisted investments to be carried at amortised cost in the absence of a reliable measurement of fair value. Any difference in the previous carrying amount and the fair value is recognised in the opening retained earnings (or other component of equity, as appropriate) at 1 July 2018.

Equity instruments are no longer subject to impairment testing and therefore all movements on equity instruments, classified as fair value through other comprehensive income, are taken to the relevant reserve.

## Notes to the Financial Statements

for the year ended 30 June 2019

**Note 13. Accumulated surplus, revaluation reserves, changes in accounting policies, changes in accounting estimates and errors (continued)****Impairment of financial assets**

The incurred loss model from AASB 139 has been replaced with an expected credit loss model in AASB 9 for assets measured at amortised cost. This has resulted in the earlier recognition of credit loss (bad debt provisions).

**Transition adjustments**

The impacts to reserves and retained earnings on adoption of AASB 9 at 1 July 2018 are nil.

The table below illustrates the classification and measurement of financial assets and liabilities under AASB 9 and AASB 139 at 1 July 2018.

\$ '000	Classific- ation under AASB 139	Classific- ation under AASB 9	Carrying amount under AASB 139	Reclassi- fication	Remeasu- rements	Carrying amount under AASB 9
<b>Financial assets</b>						
Trade and other receivables	Loans and receivables	Amortised cost	9,456	–	–	9,456
Cash and cash equivalents	Loans and receivables	Amortised cost	5,625	–	–	5,625
Term deposits	Held to maturity	Amortised cost	66,500	–	–	66,500
NCD's, FRN's (with maturities > 3 months)	Held to maturity	Amortised cost	–	8,761	–	8,761
NCD's, FRN's (with maturities > 3 months)	FVTPL	Amortised cost	8,761	(8,761)	–	–
<b>Total financial assets under AASB 9 at 1 July 2018</b>			<b>90,342</b>	<b>–</b>	<b>–</b>	<b>90,342</b>
<b>Financial liabilities</b>						
Trade payables	Other financial liabilities	Other financial liabilities	7,063	–	–	7,063
Secured bank loans	Other financial liabilities	Other financial liabilities	83,494	–	–	83,494
<b>Total financial liabilities under AASB 9 at 1 July 2018</b>			<b>90,557</b>	<b>–</b>	<b>–</b>	<b>90,557</b>

## Notes to the Financial Statements

for the year ended 30 June 2019

## Note 14. Statement of cash flows - additional information

\$ '000	Notes	2019	2018
<b>(a) Reconciliation of cash assets</b>			
Total cash and cash equivalent assets	6(a)	12,246	5,625
<b>Balance as per the Statement of Cash Flows</b>		<b>12,246</b>	<b>5,625</b>
<b>(b) Reconciliation of net operating result to cash provided from operating activities</b>			
<b>Net operating result from Income Statement</b>		45,541	46,232
<b>Adjust for non-cash items:</b>			
Depreciation and amortisation		18,924	19,415
Net losses/(gains) on disposal of assets		996	(1,897)
Non-cash capital grants and contributions		(16,329)	(27,724)
Losses/(gains) recognised on fair value re-measurements through the P&L:			
– Investments classified as 'at fair value' or 'held for trading'		–	(101)
– investment property		(680)	–
Unwinding of discount rates on reinstatement provisions		(38)	141
Share of net (profits)/losses of associates/joint ventures using the equity method		5	(55)
<b>+/- Movement in operating assets and liabilities and other cash items:</b>			
Decrease/(increase) in receivables		(1,556)	(602)
Increase/(decrease) in provision for impairment of receivables		(2)	(38)
Decrease/(increase) in inventories		12	(41)
Decrease/(increase) in other current assets		(48)	(2)
Increase/(decrease) in payables		2,171	(759)
Increase/(decrease) in accrued interest payable		(21)	41
Increase/(decrease) in other accrued expenses payable		28	(23)
Increase/(decrease) in other liabilities		880	150
Increase/(decrease) in provision for employee benefits		495	(49)
Increase/(decrease) in other provisions		(360)	3
<b>Net cash provided from/(used in) operating activities from the Statement of Cash Flows</b>		<b>50,018</b>	<b>34,691</b>
<b>(c) Non-cash investing and financing activities</b>			
Developer contributions 'in kind'		16,329	26,575
Estimated future reinstatement, etc costs		–	65
<b>Total non-cash investing and financing activities</b>		<b>16,329</b>	<b>26,640</b>

## Notes to the Financial Statements

for the year ended 30 June 2019

## Note 15. Interests in other entities

\$ '000	Council's share of net income		Council's share of net assets	
	2019	2018	2019	2018
Associates	(5)	55	1,154	1,159
<b>Total</b>	<b>(5)</b>	<b>55</b>	<b>1,154</b>	<b>1,159</b>

## (a) Associates

Council has incorporated the following associates into its consolidated financial statements.

## (a) Summarised financial information for individually immaterial associates

Council has interests in a number of individually immaterial joint ventures and associates that have still been accounted for using the equity method.

\$ '000	2019	2018
<b>Individually immaterial associates</b>		
Aggregate carrying amount of individually immaterial associates	1,154	1,159
<b>Aggregate amounts of Council's share of individually immaterial associates:</b>		
Profit/(loss) from continuing operations	(5)	55
<b>Total comprehensive income – individually immaterial associates</b>	<b>(5)</b>	<b>55</b>

## (b) The nature and extent of significant restrictions relating to associates

Council signed a new Richmond Tweed Regional Library (RTRL) deed with 3 other local Councils on 29 November 2017 resulting in RTRL becoming an associate of Council. Council cannot access the assets of RTRL, but is entitled to on termination of this deed equal share of the total equity at 30 June 2017, and a share of the changes in equity from this date in the same proportion as Council's financial contributions over the duration of the agreement.

## Accounting policy for associates

Interests in associates are accounted for using the equity method in accordance with *AASB128 Investments in Associates and Joint Ventures*.

Under this method, the investment is initially recognised as a cost and the carrying amount is increased or decreased to recognise the Council's share of the profit or loss and other comprehensive income of the investee after the date of acquisition. If the Council's share of losses of an associate equals or exceeds its interest in the associate, the Council discontinues recognising its share of further losses.

The Council's share in the associates gains or losses arising from transactions between itself and its associate are eliminated. Adjustments are made to the associates accounting policies where they are different from those of the Council for the purposes of the consolidated financial statements.

## (b) Subsidiaries, joint arrangements and associates not recognised

The following subsidiaries, joint arrangements and associates have not been recognised in this financial report.

Name of entity/operation	Principal activity/type of entity	2019 Net profit	2019 Net assets
<b>North East Weight of Loads Group (NEWLOG)</b>	Enforcement of load weights carried by heavy vehicles. Joint Venture	(378)	20

## Reasons for non-recognition

Councils share of NEWLOG net assets is 17.71%, Council considers this immaterial to the consolidated financial statements.



## Notes to the Financial Statements

for the year ended 30 June 2019

## Note 16. Commitments

\$ '000	2019	2018
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## (a) Capital commitments (exclusive of GST)

Capital expenditure committed for at the reporting date but not recognised in the financial statements as liabilities:

**Property, plant and equipment**

Buildings and other structures	3,620	5,756
Plant and equipment	–	598
Infrastructure	5,661	830

**Inventory**

Real estate for resale	3,399	178
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**Total commitments**

<u>12,680</u>	<u>7,362</u>
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**These expenditures are payable as follows:**

Within the next year	12,680	7,362
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**Total payable**

<u>12,680</u>	<u>7,362</u>
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**Details of capital commitments**

Capital expenditure commitments relate to the Airport terminal upgrade, Airport Boulevard, Ballina Indoor Sports Centre, Coastal path and other various projects.

## (b) Operating lease commitments (non-cancellable)

**a. Commitments under non-cancellable operating leases at the reporting date, but not recognised as liabilities are payable:**

Within the next year	549	602
Later than one year and not later than 5 years	5,669	5,874
<b>Total non-cancellable operating lease commitments</b>	<u>6,218</u>	<u>6,476</u>

**b. Non-cancellable operating leases include the following assets:**

Various items of information technology, plant and equipment.

Contingent rentals may be payable depending on the condition of items or usage during the lease term.

**Conditions relating to finance and operating leases:**

– All operating agreements are secured only against the leased asset.

– No lease agreements impose any financial restrictions on Council regarding future debt etc.

## Notes to the Financial Statements

for the year ended 30 June 2019

### Note 17. Contingencies and other assets/liabilities not recognised

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The following assets and liabilities do not qualify for recognition in the Statement of Financial Position, but their knowledge and disclosure is considered relevant to the users of Council's financial report.

#### LIABILITIES NOT RECOGNISED

##### 1. Guarantees

###### (i) Statewide Limited

Council is a member of Statewide Mutual, a mutual pool scheme providing liability insurance to local government.

Membership includes the potential to share in either the net assets or liabilities of the fund depending on its past performance. Council's share of the net assets or liabilities reflects Council's contributions to the pool and the result of insurance claims within each of the fund years.

The future realisation and finalisation of claims incurred but not reported to 30 June this year may result in future liabilities or benefits as a result of past events that Council will be required to fund or share in respectively.

###### (ii) StateCover Limited

Council is a member of StateCover Mutual Limited and holds a partly paid share in the entity.

StateCover is a company providing workers compensation insurance cover to the NSW local government industry and specifically Council.

Council has a contingent liability to contribute further equity in the event of the erosion of the company's capital base as a result of the company's past performance and/or claims experience or as a result of any increased prudential requirements from APRA.

These future equity contributions would be required to maintain the company's minimum level of net assets in accordance with its licence requirements.

###### (iii) Other guarantees

Council has provided no other guarantees other than those listed above.

##### 2. Other liabilities

###### (i) Third party claims

The Council is involved from time to time in various claims incidental to the ordinary course of business including claims for damages relating to its services.

Council believes that it is appropriately covered for all claims through its insurance coverage and does not expect any material liabilities to eventuate.

###### (ii) Potential land acquisitions due to planning restrictions imposed by Council

Council has classified a number of privately owned land parcels as local open space or bushland.

As a result, where notified in writing by the various owners, Council will be required to purchase these land parcels.

At reporting date, reliable estimates as to the value of any potential liability (and subsequent land asset) from such potential acquisitions has not been possible.

#### ASSETS NOT RECOGNISED

##### (i) Land under roads

As permitted under AASB 1051, Council has elected not to bring to account land under roads that it owned or controlled up to and including 30 June 2008.

## Notes to the Financial Statements

for the year ended 30 June 2019

## Note 18. Financial risk management

## Risk management

Council's activities expose it to a variety of financial risks including **(1)** price risk, **(2)** credit risk, **(3)** liquidity risk and **(4)** interest rate risk.

The Council's overall risk management program focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the financial performance of the Council.

Council does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by Council's finance section under policies approved by the Council.

A comparison by category of the carrying amounts and fair values of Council's financial assets and financial liabilities recognised in the financial statements is presented below.

\$ '000	Carrying value 2019	Carrying value 2018	Fair value 2019	Fair value 2018
<b>Financial assets</b>				
<b>Measured at amortised cost</b>				
Cash and cash equivalents	12,246	5,625	12,246	5,625
Receivables	10,991	9,456	10,991	9,456
Investments				
– 'Financial assets at amortised cost' / 'held to maturity' (2018)	77,415	66,500	77,415	66,500
<b>Fair value through profit and loss</b>				
Investments				
– 'Designated at fair value on initial recognition'	–	8,671	–	8,671
<b>Total financial assets</b>	<b>100,652</b>	<b>90,252</b>	<b>100,652</b>	<b>90,252</b>
<b>Financial liabilities</b>				
Payables	9,941	7,063	9,941	7,063
Loans/advances	77,054	83,494	104,683	105,036
<b>Total financial liabilities</b>	<b>86,995</b>	<b>90,557</b>	<b>114,624</b>	<b>112,099</b>

Fair value is determined as follows:

- **Cash and cash equivalents, receivables, payables** – are estimated to be the carrying value that approximates market value.
- **Borrowings and held-to-maturity investments** – are based upon estimated future cash flows discounted by the current mkt interest rates applicable to assets and liabilities with similar risk profiles, unless quoted market prices are available.
- Financial assets classified (i) **'at fair value through profit and loss'** or (ii) **'available-for-sale'** – are based upon quoted market prices (in active markets for identical investments) at the reporting date or independent valuation.

Council's objective is to maximise its return on cash and investments whilst maintaining an adequate level of liquidity and preserving capital.

Council's finance area manages the cash and Investments portfolio with the assistance of independent advisors.

Council has an investment policy which complies with the Local Government Act 1993 and Minister's investment order 625. This policy is regularly reviewed by Council and it's staff and an investment report is tabled before Council on a monthly basis setting out the portfolio breakup and its performance as required by Local Government regulations.

The risks associated with the instruments held are:

- **Price risk** – the risk that the capital value of Investments may fluctuate due to changes in market prices, whether these changes are caused by factors specific to individual financial instruments or their issuers or are caused by factors affecting similar instruments traded in a market.

## Notes to the Financial Statements

for the year ended 30 June 2019

## Note 18. Financial risk management (continued)

- **Interest rate risk** – the risk that movements in interest rates could affect returns and income.
- **Liquidity risk** – the risk that Council will not be able to pay its debts as and when they fall due.
- **Credit risk** – the risk that the investment counterparty will not complete their obligations particular to a financial instrument, resulting in a financial loss to Council – be it of a capital or income nature.

Council manages these risks (amongst other measures) by diversifying its portfolio and only purchasing investments with high credit ratings or capital guarantees.

## (a) Market risk – price risk and interest rate risk

The impact on result for the year and equity of a reasonably possible movement in the price of investments held and interest rates is shown below. The reasonably possible movements were determined based on historical movements and economic conditions in place at the reporting date.

\$ '000	Increase of values/rates		Decrease of values/rates	
	Profit	Equity	Profit	Equity
<b>2019</b>				
Possible impact of a 10% movement in market values	1,092	1,092	(1,092)	(1,092)
Possible impact of a 1% movement in interest rates	852	852	(852)	(852)
<b>2018</b>				
Possible impact of a 10% movement in market values	867	867	(867)	(867)
Possible impact of a 1% movement in interest rates	797	797	(797)	(797)

## Notes to the Financial Statements

for the year ended 30 June 2019

## Note 18. Financial risk management (continued)

## (b) Credit risk

Council's major receivables comprise (i) rates and annual charges and (ii) user charges and fees.

Council manages the credit risk associated with these receivables by monitoring outstanding debt and employing stringent debt recovery procedures. Council also encourages ratepayers to pay their rates by the due date through incentives.

There are no significant concentrations of credit risk, whether through exposure to individual customers, specific industry sectors and/or regions.

Council received detailed reports where appropriate.

Council makes suitable provision for doubtful receivables as required and carries out credit checks on most non-rate debtors.

There are no material receivables that have been subjected to a re-negotiation of repayment terms.

## Credit risk profile

## Receivables – rates, annual charges and user fees

Credit risk on rates and annual charges is minimised by the ability of Council to secure a charge over the land relating to the debts – that is, the land can be sold to recover the debt. Council is also able to charge interest on overdue rates and annual charges at higher than market rates which further encourages the payment of debt.

\$ '000	Not yet overdue	< 1 year overdue	1 - 2 years overdue	2 - 5 years overdue	> 5 years overdue	Total
<b>2019</b>						
Gross carrying amount	2,825	1,631	–	–	–	4,456
<b>2018</b>						
Gross carrying amount	2,754	1,659	–	–	–	4,413

## Receivables - non-rates, annual charges and user fees

Council applies the simplified approach for non-rates and annual charges debtors to provide for expected credit losses prescribed by AASB 9, which permits the use of the lifetime expected loss provision. To measure the expected credit losses, non-rates and annual charges debtors have been grouped based on shared credit risk characteristics and the days past due.

The loss allowance provision as at 30 June 2019 is determined as follows. The expected credit losses incorporate forward-looking information.

\$ '000	Not yet overdue	0 - 30 days overdue	31 - 60 days overdue	61 - 90 days overdue	> 91 days overdue	Total
<b>2019</b>						
Gross carrying amount	4,871	194	160	132	132	5,489
Expected loss rate (%)	0.00%	1.00%	1.00%	2.00%	2.00%	0.16%
<b>ECL provision</b>	–	2	2	3	3	10
<b>2018</b>						
Gross carrying amount	3,349	610	182	10	292	4,443
Expected loss rate (%)	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>ECL provision</b>	–	–	–	–	–	–

## Notes to the Financial Statements

for the year ended 30 June 2019

## Note 18. Financial risk management (continued)

## (c) Liquidity risk

Payables and borrowings are both subject to liquidity risk – the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due.

Council manages this risk by monitoring its cash flow requirements and liquidity levels and maintaining an adequate cash buffer.

Payment terms can (in extenuating circumstances) also be extended and overdraft facilities utilised as required.

Borrowings are also subject to interest rate risk – the risk that movements in interest rates could adversely affect funding costs and debt servicing requirements. Council manages this risk through diversification of borrowing types, maturities and interest rate structures. The finance team regularly reviews interest rate movements to determine if it would be advantageous to refinance or renegotiate part or all of the loan portfolio.

The timing of cash flows presented in the table below to settle financial liabilities reflects the earliest contractual settlement dates. The timing of expected outflows is not expected to be materially different from contracted cashflows.

The amounts disclosed in the table are the undiscounted contracted cash flows and therefore the balances in the table may not equal the balances in the statement of financial position due to the effect of discounting.

\$ '000	Weighted average interest rate	Subject to no maturity	payable in:			Total cash outflows	Actual carrying values
			≤ 1 Year	1 - 5 Years	> 5 Years		
<b>2019</b>							
Trade/other payables	0.00%	2,834	7,107	–	–	9,941	9,941
Loans and advances	5.97%	132	11,006	36,097	67,674	114,909	77,054
<b>Total financial liabilities</b>		<b>2,966</b>	<b>18,113</b>	<b>36,097</b>	<b>67,674</b>	<b>124,850</b>	<b>86,995</b>
<b>2018</b>							
Trade/other payables	0.00%	2,134	4,929	–	–	7,063	7,063
Loans and advances	5.68%	–	11,281	39,048	75,730	126,059	83,494
<b>Total financial liabilities</b>		<b>2,134</b>	<b>16,210</b>	<b>39,048</b>	<b>75,730</b>	<b>133,122</b>	<b>90,557</b>

## Loan agreement breaches

Detail here any breaches to loan agreements which have occurred during the reporting year.



## Notes to the Financial Statements

for the year ended 30 June 2019

## Note 19. Material budget variations

Council's original financial budget for 2018/19 was adopted by the Council on 28/06/2018 and is unaudited.

While the Income Statement included in this General Purpose Financial Statements must disclose the original budget adopted by Council, the Local Government Act 1993 requires Council to review its financial budget on a quarterly basis, so that it is able to manage the various variations between actuals versus budget that invariably occur throughout the year.

This note sets out the details of **material variations** between Council's original budget and its actual results for the year as per the Income Statement – even though such variations may have been adjusted for during each quarterly budget review.

Material variations represent those variances between the original budget figure and the actual result that amount to **10%** or more.

**Variation Key:** **F** = Favourable budget variation, **U** = Unfavourable budget variation.

\$ '000	2019 Budget	2019 Actual	2019 ----- Variance -----	
<b>REVENUES</b>				
Rates and annual charges	49,818	50,714	896	2% <b>F</b>
User charges and fees	22,685	24,254	1,569	7% <b>F</b>
Interest and investment revenue	1,792	2,564	772	43% <b>F</b>
Higher than projected investment holdings resulted in an increase in investment revenue.				
Other revenues	3,095	4,820	1,725	56% <b>F</b>
Reassessment of provision for remediation resulted in recognising other income of \$483,000 in 2019.				
Operating grants and contributions	8,398	7,744	(654)	(8)% <b>U</b>
Capital grants and contributions	24,686	39,143	14,457	59% <b>F</b>
Council received \$2,328,000 of developer contributed assets during the year above what was forecast and the remaining movement is due to timing of capital projects completion and receipt of funding.				
Net gains from disposal of assets	1,095	–	(1,095)	100% <b>U</b>
There were no sales in land development works in 2019 and the variance is due to the timing of projects.				
Fair value increment on investment property	–	680	680	∞ <b>F</b>
Investment properties were revalued in 2019 resulting in recognising a gain on revaluation of \$680,000..				
<b>EXPENSES</b>				
Employee benefits and on-costs	23,515	25,033	(1,518)	(6)% <b>U</b>
Borrowing costs	4,953	4,905	48	1% <b>F</b>
Materials and contracts	29,559	27,054	2,505	8% <b>F</b>
Depreciation and amortisation	19,074	18,924	150	1% <b>F</b>
Other expenses	6,552	7,461	(909)	(14)% <b>U</b>
Some of the expenses that contributed to the variance were street lighting and utility bills.				
Net losses from disposal of assets	–	996	(996)	∞ <b>U</b>
There were no sales in land development works in 2019 and the variance is due to the timing of projects.				
Joint ventures and associates – net losses	–	5	(5)	∞ <b>U</b>

## Notes to the Financial Statements

for the year ended 30 June 2019

### Note 20. Fair Value Measurement

The Council measures the following asset and liability classes at fair value on a recurring basis:

- Infrastructure, property, plant and equipment
- Investment property
- Financial assets

The fair value of assets and liabilities must be estimated in accordance with various accounting standards for either recognition and measurement requirements or for disclosure purposes.

AASB 13 Fair Value Measurement requires all assets and liabilities measured at fair value to be assigned to a 'level' in the fair value hierarchy as follows:

**Level 1:** Unadjusted quoted prices in active markets for identical assets or liabilities that the entity can access at the measurement date.

**Level 2:** Inputs other than quoted prices included within level 1 that are observable for the asset or liability, either directly or indirectly.

**Level 3:** Inputs for the asset or liability that are not based on observable market data (unobservable inputs).

#### (1) Assets and liabilities that have been measured and recognised at fair values

2019	Notes	Fair value measurement hierarchy			Total	
		Date of latest valuation	Level 1 Quoted prices in active mkts	Level 2 Significant observable inputs		Level 3 Significant unobservable inputs
<b>Investment property</b>	10					
Land and buildings			–	22,705	–	22,705
<b>Total investment property</b>			–	22,705	–	22,705
<b>Infrastructure, property, plant and equipment</b>	9					
Plant and equipment *			–	–	7,923	7,923
Office equipment			–	–	68	68
Furniture and fittings			–	–	19	19
Operational land *			–	65,885	–	65,885
Community land *			–	–	82,670	82,670
Land under roads *			–	–	2,003	2,003
Land improvements – non-depreciable *			–	–	14,554	14,554
Land Improvements – depreciable			–	–	3,877	3,877
Buildings – non-specialised			–	9,324	–	9,324
Buildings – specialised *			–	–	90,620	90,620
Other structures			–	–	33,727	33,727
Roads			–	–	347,948	347,948
Bridges			–	–	31,715	31,715
Footpaths			–	–	27,223	27,223
Bulk earthworks			–	–	139,457	139,457
Stormwater drainage			–	–	84,554	84,554
Water supply network			–	–	75,486	75,486
Wastewater network			–	–	217,857	217,857
Tip remediation			–	–	132	132
Quarries remediation			–	–	143	143
<b>Total infrastructure, property, plant and equipment</b>			–	75,209	1,159,976	1,235,185

## Notes to the Financial Statements

for the year ended 30 June 2019

### Note 20. Fair Value Measurement (continued)

2018	Notes	Date of latest valuation	Fair value measurement hierarchy			Total
			Level 1 Quoted prices in active mkts	Level 2 Significant observable inputs	Level 3 Significant unobservable inputs	
Held at fair value through profit or loss			–	8,671	–	8,671
<b>Total financial assets</b>			<b>–</b>	<b>8,671</b>	<b>–</b>	<b>8,671</b>
<b>Investment property</b>	10					
Land and buildings			–	22,025	–	22,025
<b>Total investment property</b>			<b>–</b>	<b>22,025</b>	<b>–</b>	<b>22,025</b>
<b>Infrastructure, property, plant and equipment</b>	9					
Plant and equipment *			–	–	7,944	7,944
Office equipment			–	–	95	95
Furniture and fittings			–	–	24	24
Operational land *			–	46,513	–	46,513
Community land *			–	–	112,492	112,492
Land under roads *			–	–	1,646	1,646
Land improvements – non-depreciable *			–	–	12,504	12,504
Land Improvements – depreciable			–	–	3,970	3,970
Buildings – non-specialised			–	6,081	–	6,081
Buildings – specialised *			–	–	70,284	70,284
Other structures			–	–	12,223	12,223
Roads			–	–	342,780	342,780
Bridges			–	–	32,333	32,333
Footpaths			–	–	25,945	25,945
Bulk earthworks			–	–	137,975	137,975
Stormwater drainage			–	–	81,568	81,568
Water supply network			–	–	73,277	73,277
Wastewater network			–	–	206,757	206,757
Tip remediation			–	–	151	151
Quarries remediation			–	–	208	208
<b>Total infrastructure, property, plant and equipment</b>			<b>–</b>	<b>52,594</b>	<b>1,122,176</b>	<b>1,174,770</b>

(\*) See Note 13 (b) for details regarding restatement of prior period errors

### (2) Transfers between level 1 and level 2 fair value hierarchies

During the year, there were no transfers between level 1 and level 2 fair value hierarchies for recurring fair value measurements.

### (3) Valuation techniques used to derive level 2 and level 3 fair values

Where Council is unable to derive fair valuations using quoted market prices of identical assets (ie. level 1 inputs) Council instead utilises a spread of both observable inputs (level 2 inputs) and unobservable inputs (level 3 inputs).

The fair valuation techniques Council has employed while utilising level 2 and level 3 inputs are as follows:

#### Investment property

Council obtains valuations of its investment property on a bi-annual basis and reviews this at the end of each reporting period to ensure the financial statements reflect the most up-to-date valuation. The fair value of the investment property is determined by a qualified valuer who has experience in the location of the properties.

## Notes to the Financial Statements

for the year ended 30 June 2019

### Note 20. Fair Value Measurement (continued)

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A valuation was completed as at 9 May 2019 by Taylor Burne, AAPI, for all investment properties except of Norfolk Homes at 67, Piper Drive, Ballina. The latter was valued in-house by an experienced and qualified Council employee, Mr Paul Tsikleas, AAPI as at 30 June 2019.

The valuations are based on the capitalisation of estimated net rental returns. The key unobservable input to the valuation is the price per square metre and expected rates of return determined by the market.

#### Infrastructure, property, plant and equipment (IPP&E)

##### Operational Land

This asset class comprises all of Council's land classified as Operational land under the NSW Local Government Act 1993.

Council obtains its fair values for operational land from an external valuer every 3 to 5 years (last valuation being 2019) using predominantly Level 2 inputs.

Level 1 and Level 2 inputs were used to value land held in freehold title and those with special use, which are restricted under the zoning objectives. Sale prices of comparable land parcels in close proximity were adjusted for differences in key attributes such as size and configuration.

The key unobservable inputs to the valuation are the rate per square metre and the description of the land. There has been no change to the valuation process during the reporting period.

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##### Buildings - Non-Specialised

Non-specialised buildings were valued by Scott Fullerton Valuations Pty Ltd in 2019 using the "Market approach" utilising Level 2 inputs.

The properties fair values have been derived from sales prices of comparable properties after adjusting for differences in key attributes such as property size. The most significant inputs into this valuation approach are price per square metre.

There has been no change to the valuation process during the reporting period.

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##### Plant and Equipment, Office Equipment, Furniture and Fittings

Plant and equipment, office equipment and furniture and fittings are valued at cost but are disclosed at fair value in the notes.

The carrying value of these assets is assumed to approximate fair value due to the nature of the items

The key unobservable inputs to the valuation are the remaining useful life and residual value. There has been no change to the valuation process during the reporting period.

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##### Community Land

Council's "Community" land (including owned by Council, the Crown and various other Government Agencies that is managed by Council) by definition is land intended for public access and use or where other restrictions applying to the land create some obligation to maintain public access (such as a trust deed, dedication under section 7.11 of the Environment Planning and Assessment Act 1979). This gives rise to the restrictions in the Act, intended to preserve the qualities of the land

The Office of Local Government has determined that community land and controlled Crown land may be valued as follows: The NSW Valuer General's valuations may be used under the revaluation model to represent fair value for land under clause 31 of AASB 116.

Valuations of all Council's Community land and Council controlled land were based on either the land values provided by the Valuer-General or an average unit rate based on the land values for similar properties where the Valuer-General did not provide

## Notes to the Financial Statements

for the year ended 30 June 2019

### Note 20. Fair Value Measurement (continued)

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a land value having regard to the highest and best use for this land. As these rates were not considered to be observable market evidence they have been classified as Level 3.

There has been no change to the valuation process during the reporting period.

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#### Land under Road

Council has elected to recognise land under roads where the road was acquired on or after 1 July 2008. Land under roads have been valued using the Englobo methodology which applies the square metre rates applicable for nearby or adjacent Community land having regard to the highest and best use for this land, with a 90% discount.

Changes to the valuation process during the reporting period have been disclosed at Note 13(b).

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#### Land Improvements- Depreciable and Non-Depreciable

This asset class comprises land improvements such as spectator mounds, mulched areas, streetscaping and landscaping.

These assets were valued in-house using the cost approach by experienced Council staff. The cost approach has been utilised whereby the replacement cost was estimated for each asset taking into account a range of factors including but not limited to construction rates and industry construction cost benchmarks such as Rawlinson's Australian Construction handbook.

The unobservable Level 3 inputs used include gross replacement cost, asset condition, residual value and remaining useful life.

There has been no change to the valuation process during the reporting period.

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#### Buildings - Specialised and Other Structures

Specialised buildings and other structures were valued by Scott Fullerton Valuations Pty Ltd in 2019 using the "Cost approach" utilising Level 3 inputs.

The approach estimated the replacement cost of each building/other structure and componentising of significant parts with different useful lives and taking into account a range of factors. The unit rates could be supported by market evidence, other inputs (such as estimates of residual value, useful life and asset condition) required extensive professional judgement and impacted significantly on the final determination of fair value. As such, these assets have been valued using Level 3 inputs.

There has been no change to the valuation process during the reporting period.

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#### Roads (including Bridges, Footpaths, Bulk Earthworks) and Stormwater Drainage

Roads are valued in-house by suitably qualified engineers and requires extensive professional judgement. All roads and stormwater assets are valued using Level 3 valuation inputs using the "Cost approach". Council staff completed the valuation of these assets internally using replacement cost approach and the last valuation was completed in 2015.

The approach estimated the replacement cost for each asset by componentising the assets into significant parts with different useful lives and taking into account a range of factors. While the unit rates based on square metres or similar capacity could be supported from market evidence such as recently completed road constructions and industry construction cost data (Level 2), unobservable inputs (such as estimates of useful life, pattern of consumption and asset condition) required extensive professional judgement and impacted significantly on the final determination of fair value. As such, these assets were classified as having been valued using Level 3 valuation inputs.

During the year there were a number of new projects completed where the actual cost was recorded and the impact of depreciation at year end was negligible. While these could be classified as valued at Level 2, given the low proportion of the total portfolio that these represented and the likelihood that in future valuations they would most likely be valued at Level 3, we have adopted a policy that all road and stormwater assets are deemed be valued at Level 3.

## Notes to the Financial Statements

for the year ended 30 June 2019

### Note 20. Fair Value Measurement (continued)

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There has been no change to the valuation process during the reporting period.

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#### **Water Supply Network and Wastewater Network**

Water and wastewater infrastructure assets were valued by APV Valuers & Asset Management in 2017 using the "Cost approach" utilising Level 2 and 3 inputs. The approach estimated the replacement cost for each asset by componentising the assets into significant parts with different useful lives and taking into account a range of factors. While the unit rates based on square metres or similar capacity could be supported from market evidence such as recently completed constructions and industry construction cost data (Level 2), unobservable inputs (such as estimates of useful life, pattern of consumption and asset condition) required extensive professional judgement and impacted significantly on the final determination of fair value. As such, these assets were classified as having been valued using Level 3 valuation inputs.

During the year there were a number of new projects completed where the actual cost was recorded and the impact of depreciation at year end was negligible. While these could be classified as valued at Level 2, given the low proportion of the total portfolio that these represented and the likelihood that in future valuations they would most likely be valued at Level 3, we have adopted a policy that all water and wastewater infrastructure assets are deemed to be valued at Level 3.

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#### **Tip and Quarries Remediation Assets**

It has been recognised that there will be significant costs associated with the closure and post closure management of tip and quarries sites.

Evaluation of costs for tips and quarries closure and post closure management is prepared internally. The key unobservable inputs are the discount rate, cost escalation rate, actual timing of costs and future environmental management requirements.

There has been no change to the valuation process during the reporting period.



## Notes to the Financial Statements

for the year ended 30 June 2019

## Note 20. Fair Value Measurement (continued)

## (4) Fair value measurements using significant unobservable inputs (level 3)

a. The following tables present the changes in level 3 fair value asset classes.

\$ '000	Plant and equipment <sup>*</sup>	Office equipment	Furniture and fittings	Community land <sup>*</sup>	Land under roads <sup>*</sup>
<b>2018</b>					
<b>Opening balance</b>	8,437	231	29	112,492	1,507
Purchases (GBV)	1,220	–	–	–	139
Disposals (WDV)	(39)	–	–	–	–
Depreciation and impairment	(1,674)	(136)	(5)	–	–
<b>Closing balance</b>	<b>7,944</b>	<b>95</b>	<b>24</b>	<b>112,492</b>	<b>1,646</b>
<b>2019</b>					
<b>Opening balance</b>	7,944	95	24	112,492	1,646
Transfers from/(to) another asset class	–	–	–	(2,754)	–
Purchases (GBV)	1,764	–	–	323	139
Disposals (WDV)	(84)	–	–	(250)	–
Depreciation and impairment	(1,701)	(27)	(5)	–	–
Revaluation increments/(decrements)	–	–	–	(27,141)	218
<b>Closing balance</b>	<b>7,923</b>	<b>68</b>	<b>19</b>	<b>82,670</b>	<b>2,003</b>

(\*) See Note 13 (b) for details regarding restatement of prior period errors

\$ '000	Land improvements <sup>*</sup>	Buildings – specialised <sup>*</sup>	Other structures	Roads	Bridges
<b>2018</b>					
<b>Opening balance</b>	13,813	68,204	11,636	451,559	31,892
Transfers from/(to) another asset class	–	–	609	(127,817)	(40)
Purchases (GBV)	3,018	3,305	230	14,552	25
Disposals (WDV)	–	(140)	–	(466)	–
Depreciation and impairment	(357)	(2,591)	(624)	(5,933)	(613)
Revaluation increments/(decrements)	–	1,506	372	10,885	1,069
<b>Closing balance</b>	<b>16,474</b>	<b>70,284</b>	<b>12,223</b>	<b>342,780</b>	<b>32,333</b>
<b>2019</b>					
<b>Opening balance</b>	16,474	70,284	12,223	342,780	32,333
Transfers from/(to) another asset class	11	(11)	191	(6)	–
Purchases (GBV)	1,432	4,587	12,125	11,510	–
Disposals (WDV)	(21)	(216)	(98)	(159)	–
Depreciation and impairment	(95)	(2,343)	(503)	(6,177)	(618)
Revaluation increments/(decrements)	630	18,319	9,789	–	–
<b>Closing balance</b>	<b>18,431</b>	<b>90,620</b>	<b>33,727</b>	<b>347,948</b>	<b>31,715</b>

(\*) See Note 13 (b) for details regarding restatement of prior period errors

## Notes to the Financial Statements

for the year ended 30 June 2019

## Note 20. Fair Value Measurement (continued)

\$ '000	Footpaths	Bulk earthworks	Stormwater drainage	Water supply network	Wastewater network	
<b>2018</b>						
<b>Opening balance</b>	23,264	4,113	73,296	71,650	199,938	
Transfers from/(to) another asset class	9	127,848	–	–	–	
Purchases (GBV)	2,298	1,800	7,349	1,577	6,187	
Disposals (WDV)	–	(158)	–	(12)	–	
Depreciation and impairment	(413)	(132)	(1,532)	(1,413)	(3,495)	
Revaluation increments/ (decrements)	787	4,504	2,455	1,475	4,127	
<b>Closing balance</b>	<b>25,945</b>	<b>137,975</b>	<b>81,568</b>	<b>73,277</b>	<b>206,757</b>	
<b>2019</b>						
<b>Opening balance</b>	25,945	137,975	81,568	73,277	206,757	
Transfers from/(to) another asset class	–	–	–	–	(185)	
Purchases (GBV)	1,753	1,703	4,613	2,458	12,045	
Disposals (WDV)	(31)	(83)	–	–	(527)	
Depreciation and impairment	(444)	(138)	(1,627)	(1,399)	(3,494)	
Revaluation increments/ (decrements)	–	–	–	1,150	3,261	
<b>Closing balance</b>	<b>27,223</b>	<b>139,457</b>	<b>84,554</b>	<b>75,486</b>	<b>217,857</b>	
<b>Tip and quarry remediation</b>						
\$ '000					Total	
<b>2018</b>						
<b>Opening balance</b>					439	1,072,500
Transfers from/(to) another asset class					–	609
Purchases (GBV)					65	41,765
Disposals (WDV)					–	(815)
Depreciation and impairment					(145)	(19,063)
Revaluation increments/ (decrements)					–	27,180
<b>Closing balance</b>					<b>359</b>	<b>1,122,176</b>
<b>2019</b>						
<b>Opening balance</b>					359	1,122,176
Transfers from/(to) another asset class					–	(2,754)
Purchases (GBV)					–	54,452
Disposals (WDV)					–	(1,469)
Depreciation and impairment					(84)	(18,655)
Revaluation increments/ (decrements)					–	6,226
<b>Closing balance</b>					<b>275</b>	<b>1,159,976</b>

## Notes to the Financial Statements

for the year ended 30 June 2019

## Note 20. Fair Value Measurement (continued)

**b. Significant unobservable valuation inputs used (for level 3 asset classes) and their relationship to fair value.**

The following table summarises the quantitative information relating to the significant unobservable inputs used in deriving the various level 3 asset class fair values.

\$ '000	Fair value (30/6/19)	Valuation technique/s	Unobservable inputs
<b>Infrastructure, property, plant and equipment</b>			
Plant & equipment, office equipment and furniture & fittings	8,018	Cost used to approximate fair value	Gross replacement cost, useful lives and residual value
Community land	82,670	Land values obtained from the NSW Valuer- General	Land value, land area
Land under roads	2,003	Unimproved capital value provided by NSW Valuer-General	Land value, land area
Land improvements	18,430	Cost used to approximate fair value	Asset condition and remaining useful lives
Buildings	99,944	Cost used to approximate fair value	Asset condition and remaining useful lives
Other structures	33,727	Cost used to approximate fair value	Asset condition and remaining useful lives
Roads	347,948	Unit rates per m2 or length	Asset condition and remaining useful lives
Bridges	31,715	Unit rates per item, m2 or length	Asset condition and remaining useful lives
Footpaths	27,223	Unit rates per m2	Asset condition and remaining useful lives
Bulk earthworks	139,457	Unit rates per m3	Asset condition and remaining useful lives
Stormwater drainage	84,554	Unit rates per item, m2 or length	Asset condition and remaining useful lives
Water supply network	75,486	Unit rates per item, m2 or length	Asset condition and remaining useful lives
Wastewater network	217,857	Unit rates per item, m2 or length	Asset condition and remaining useful lives
Tip and quarry remediation	275	Discounted remediation cost	Discount rate, cost escalation rate and timing of costs

**(5) Highest and best use**

All of Council's non-financial assets are considered as being utilised for their highest and best use.

# Ballina Shire Council

## Notes to the Financial Statements

for the year ended 30 June 2019

### Note 21. Related Party Transactions

#### (a) Key management personnel

Key management personnel (KMP) of the council are those persons having the authority and responsibility for planning, directing and controlling the activities of the council, directly or indirectly.

The aggregate amount of KMP compensation included in the Income Statement is:

	2019	2018
<b>Compensation:</b>		
Short-term benefits	1,061	1,197
Post-employment benefits	98	72
Other long-term benefits	26	100
<b>Total</b>	<b>1,185</b>	<b>1,369</b>

#### (b) Other transactions with KMP and their related parties

Council has determined that transactions at arm's length between KMP and Council as part of Council delivering a public service objective (e.g. access to library or Council swimming pool by KMP) will not be disclosed. There have been no other material transactions between KMP and Council during the year.

#### (c) Other related party transactions

	Ref	Value of transactions during year	Outstanding balance (incl. loans and commitments)	Terms and conditions	Provisions for impairment of receivables outstanding	Expense recognised for impairment of receivables
<b>2019</b>						
Associate - Richmond Tweed Regional Library	1	1,387	-	Contributions based on deed	-	-
<b>2018</b>						
Associate - Richmond Tweed Regional Library	1	1,354	-	Contributions based on deed	-	-

1 Contributions to the Richmond Tweed Regional Library are based on formula parameters set in the Richmond Tweed Regional Library Deed of Agreement.

## Notes to the Financial Statements for the year ended 30 June 2019

### Note 22. Statement of developer contributions

Under the *Environmental Planning and Assessment Act 1979*, Council has significant obligations to provide Section 7.11 (contributions towards provision or improvement of amenities or services) infrastructure in new release areas.

It is possible that the funds contributed may be less than the cost of this infrastructure, requiring Council to borrow or use general revenue to fund the difference.

#### Summary of contributions and levies

	as at 30/6/2018			as at 30/6/2019			Cumulative internal borrowings due/(payable)
	Opening Balance	Contributions received during the year		Interest earned in year	Expenditure during year	Internal borrowing (to)/from	
\$ '000		Cash	Non-cash				
Roads	5,529	5,310	-	159	(1,808)	-	9,190
Parking	769	-	-	22	-	-	791
Open space	1,081	2,056	-	58	(117)	(1,778)	1,300
Community facilities	849	560	-	30	-	(1,021)	418
Community facilities (old)	2	-	-	-	-	(2)	-
Heavy vehicles	676	352	-	22	(185)	(130)	735
Wollongbar expansion	153	14	-	5	-	(110)	62
CURA	-	79	-	-	-	-	79
<b>S7.11 contributions – under a plan</b>	<b>9,059</b>	<b>8,371</b>	<b>-</b>	<b>296</b>	<b>(2,110)</b>	<b>(3,041)</b>	<b>12,575</b>
<b>Total S7.11 and S7.12 revenue under plans</b>	<b>9,059</b>	<b>8,371</b>	<b>-</b>	<b>296</b>	<b>(2,110)</b>	<b>(3,041)</b>	<b>12,575</b>
S64 contributions	14,609	3,632	-	432	(1,251)	-	17,422
<b>Total contributions</b>	<b>23,668</b>	<b>12,003</b>	<b>-</b>	<b>728</b>	<b>(3,361)</b>	<b>(3,041)</b>	<b>29,997</b>
<b>S7.11 Contributions – under a plan</b>							<b>4,563</b>
<b>CONTRIBUTION PLAN – ROADS</b>							
Roads (2002)	1,533	28	-	59	(8)	-	1,612
Roads (2010)	3,996	5,282	-	100	(1,800)	-	7,578
<b>Total</b>	<b>5,529</b>	<b>5,310</b>	<b>-</b>	<b>159</b>	<b>(1,808)</b>	<b>-</b>	<b>9,190</b>

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## Notes to the Financial Statements for the year ended 30 June 2019

### Note 22. Statement of developer contributions (continued)

	as at 30/6/2018		as at 30/6/2019				Cumulative internal borrowings due/(payable)	
	Opening Balance		Cash	Non-cash	Interest earned in year	Expenditure during year		Internal borrowing (to)/from
<b>CONTRIBUTION PLAN – OPEN SPACE</b>								
Ballina District	221	34	–	–	12	(71)	(184)	12
Lennox District	194	12	–	–	12	–	–	218
Old Plan	153	–	–	–	4	(46)	–	111
OSR Other	513	2,010	–	–	30	–	(1,594)	959
<b>Total</b>	<b>1,081</b>	<b>2,056</b>	<b>–</b>	<b>–</b>	<b>58</b>	<b>(117)</b>	<b>(1,778)</b>	<b>1,300</b>
<b>CONTRIBUTION PLAN – CAR PARKING</b>								
Ballina	745	–	–	–	22	–	–	767
Lennox Head	11	–	–	–	–	–	–	11
Alstonville Village Centre	13	–	–	–	–	–	–	13
<b>Total</b>	<b>769</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>22</b>	<b>–</b>	<b>–</b>	<b>791</b>
<b>CONTRIBUTION PLAN – COMMUNITY FACILITIES (OLD)</b>								
Ballina	2	–	–	–	–	–	(2)	–
<b>Total</b>	<b>2</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>(2)</b>	<b>–</b>
<b>CONTRIBUTION PLAN – COMMUNITY FACILITIES</b>								
Cumalalum	–	65	–	–	–	–	–	65
Regional	–	381	–	–	–	–	(381)	–
Lennox district	–	18	–	–	–	–	–	18
Ballina district	651	65	–	–	24	–	(445)	295
Plateau district	186	31	–	–	6	–	(192)	31
Wardell district	12	–	–	–	–	–	(3)	9
<b>Total</b>	<b>849</b>	<b>560</b>	<b>–</b>	<b>–</b>	<b>30</b>	<b>–</b>	<b>(1,021)</b>	<b>418</b>
<b>CONTRIBUTION PLAN – HEAVY VEHICLES</b>								
Shire Wide	676	352	–	–	22	(185)	(130)	735
<b>Total</b>	<b>676</b>	<b>352</b>	<b>–</b>	<b>–</b>	<b>22</b>	<b>(185)</b>	<b>(130)</b>	<b>735</b>

Notes to the Financial Statements  
for the year ended 30 June 2019

Note 22. Statement of developer contributions (continued)

	as at 30/6/2018		Contributions received during the year		Interest earned in year	Expenditure during year	Internal borrowing (to)/from	as at 30/6/2019	
	Opening Balance		Cash	Non-cash				Held as restricted asset	Cumulative internal borrowings due/(payable)
<b>CONTRIBUTION PLAN – WOLLONGBAR URBAN EXPANSION AREA</b>									
Link road	18		4	-	1	-	(6)	17	2,005
Transport works	135		10	-	4	-	(104)	45	-
<b>Total</b>	<b>153</b>		<b>14</b>	<b>-</b>	<b>5</b>	<b>-</b>	<b>(110)</b>	<b>62</b>	<b>2,005</b>
<b>CONTRIBUTION PLAN - CURA</b>									
CURA	-		79	-	-	-	-	79	-
<b>Total</b>	<b>-</b>		<b>79</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>79</b>	<b>-</b>
<b>S64 contributions</b>									
<b>Section 64 – Water</b>									
Shire Wide	8,766		1,176	-	260	(20)	-	10,182	-
<b>Total</b>	<b>8,766</b>		<b>1,176</b>	<b>-</b>	<b>260</b>	<b>(20)</b>	<b>-</b>	<b>10,182</b>	<b>-</b>
<b>Section 64 – Wastewater</b>									
Shire Wide	5,843		2,456	-	172	(1,231)	-	7,240	-
<b>Total</b>	<b>5,843</b>		<b>2,456</b>	<b>-</b>	<b>172</b>	<b>(1,231)</b>	<b>-</b>	<b>7,240</b>	<b>-</b>



## Notes to the Financial Statements

for the year ended 30 June 2019

## Note 23. Financial result and financial position by fund

\$ '000	General <sup>1</sup> 2019	Water 2019	Wastewater 2019
<b>Income Statement by fund</b>			
<b>Income from continuing operations</b>			
Rates and annual charges	29,933	3,622	17,159
User charges and fees	14,002	8,818	1,434
Interest and investment revenue	1,721	564	279
Other revenues	4,216	–	604
Grants and contributions provided for operating purposes	7,126	459	159
Grants and contributions provided for capital purposes	31,480	2,114	5,549
<b>Other income</b>			
Fair value increment on investment property	680	–	–
<b>Total income from continuing operations</b>	<b>89,158</b>	<b>15,577</b>	<b>25,184</b>
<b>Expenses from continuing operations</b>			
Employee benefits and on-costs	18,623	2,218	4,192
Borrowing costs	1,262	–	3,643
Materials and contracts	15,728	7,027	4,299
Depreciation and amortisation	13,747	1,501	3,676
Other expenses	5,394	634	1,433
Net losses from the disposal of assets	465	–	531
Share of interests in joint ventures and associates using the equity method	5	–	–
<b>Total expenses from continuing operations</b>	<b>55,224</b>	<b>11,380</b>	<b>17,774</b>
<b>Operating result from continuing operations</b>	<b>33,934</b>	<b>4,197</b>	<b>7,410</b>
<b>Net operating result for the year</b>	<b>33,934</b>	<b>4,197</b>	<b>7,410</b>
<b>Net operating result attributable to each council fund</b>	<b>33,934</b>	<b>4,197</b>	<b>7,410</b>
<b>Net operating result for the year before grants and contributions provided for capital purposes</b>	<b>2,454</b>	<b>2,083</b>	<b>1,861</b>

NB. All amounts disclosed above are gross – that is, they include internal charges and recoveries made between the funds.

(1) General fund refers to all of Council's activities except for its water and sewer activities which are listed separately.

## Notes to the Financial Statements

for the year ended 30 June 2019

## Note 23. Financial result and financial position by fund (continued)

\$ '000	General <sup>1</sup> 2019	Water 2019	Wastewater 2019
<b>Statement of Financial Position by fund</b>			
<b>ASSETS</b>			
<b>Current assets</b>			
Cash and cash equivalents	12,246	–	–
Investments	32,926	15,866	7,716
Receivables	7,254	2,262	1,270
Inventories	2,411	–	–
Other	221	170	–
<b>Total current assets</b>	<b>55,058</b>	<b>18,298</b>	<b>8,986</b>
<b>Non-current assets</b>			
Investments	13,459	5,011	2,437
Receivables	35	94	76
Inventories	2,623	–	–
Infrastructure, property, plant and equipment	957,958	83,717	236,385
Investments accounted for using the equity method	1,154	–	–
Investment property	22,705	–	–
Other	(8)	8	–
<b>Total non-current assets</b>	<b>997,926</b>	<b>88,830</b>	<b>238,898</b>
<b>TOTAL ASSETS</b>	<b>1,052,984</b>	<b>107,128</b>	<b>247,884</b>
<b>LIABILITIES</b>			
<b>Current liabilities</b>			
Payables	9,777	24	140
Income received in advance	1,364	–	–
Borrowings	3,100	–	3,536
Provisions	7,655	207	627
<b>Total current liabilities</b>	<b>21,896</b>	<b>231</b>	<b>4,303</b>
<b>Non-current liabilities</b>			
Borrowings	20,935	–	49,483
Provisions	4,079	9	25
<b>Total non-current liabilities</b>	<b>25,014</b>	<b>9</b>	<b>49,508</b>
<b>TOTAL LIABILITIES</b>	<b>46,910</b>	<b>240</b>	<b>53,811</b>
<b>Net assets</b>	<b>1,006,074</b>	<b>106,888</b>	<b>194,073</b>
<b>EQUITY</b>			
Accumulated surplus	599,194	50,712	115,511
Revaluation reserves	406,880	56,176	78,562
<b>Council equity interest</b>	<b>1,006,074</b>	<b>106,888</b>	<b>194,073</b>
<b>Total equity</b>	<b>1,006,074</b>	<b>106,888</b>	<b>194,073</b>

NB. All amounts disclosed above are gross – that is, they include internal charges and recoveries made between the funds. Assets and liabilities shown in the water and sewer columns are restricted for use for these activities.

(1) General fund refers to all of Council's activities except for its water and sewer activities which are listed separately.

## Notes to the Financial Statements

for the year ended 30 June 2019

## Note 24(a). Statement of performance measures – consolidated results

\$ '000	Amounts 2019	Indicator 2019	Prior periods		Benchmark
			2018 <sup>3</sup>	2017	
<b>1. Operating performance ratio</b>					
Total continuing operating revenue excluding capital grants and contributions less operating expenses <sup>1,2</sup>	<b>6,235</b>				
Total continuing operating revenue excluding capital grants and contributions <sup>1</sup>	<b>89,612</b>	<b>6.96%</b>	3.12%	8.88%	>0.00%
<b>2. Own source operating revenue ratio</b>					
Total continuing operating revenue excluding all grants and contributions <sup>1</sup>	<b>81,063</b>				
Total continuing operating revenue <sup>1</sup>	<b>128,755</b>	<b>62.96%</b>	60.26%	64.59%	>60.00%
<b>3. Unrestricted current ratio</b>					
Current assets less all external restrictions	<b>46,842</b>				
Current liabilities less specific purpose liabilities	<b>14,579</b>	<b>3.21x</b>	4.82x	4.88x	>1.50x
<b>4. Debt service cover ratio</b>					
Operating result before capital excluding interest and depreciation/impairment/amortisation <sup>1</sup>	<b>30,064</b>				
Principal repayments (Statement of Cash Flows) plus borrowing costs (Income Statement)	<b>11,345</b>	<b>2.65x</b>	2.38x	2.73x	>2.00x
<b>5. Rates, annual charges, interest and extra charges outstanding percentage</b>					
Rates, annual and extra charges outstanding	<b>1,617</b>				
Rates, annual and extra charges collectible	<b>51,651</b>	<b>3.13%</b>	3.38%	3.56%	<10.00%
<b>6. Cash expense cover ratio</b>					
Current year's cash and cash equivalents plus all term deposits	<b>78,746</b>				
Monthly payments from cash flow of operating and financing activities	<b>6,204</b>	<b>12.69 mths</b>	10.01 mths	12.00 mths	>3.00 mths

(1) Excludes fair value adjustments, reversal of revaluation decrements, net gain on sale of assets, and net loss of interests in joint ventures and associates.

(2) Excludes impairment/revaluation decrements, net loss on sale of assets, and net loss on share of interests in joint ventures and associates

(3) The 2018 ratios have been restated as a result of prior period errors. Refer note 13 (b) for details.

## Notes to the Financial Statements

for the year ended 30 June 2019

## Note 24(b). Statement of performance measures – by fund

	General Indicators <sup>3</sup>		Water Indicators		Wastewater Indicators		Benchmark
	2019	2018	2019	2018	2019	2018	
<b>\$ '000</b>							
<b>1. Operating performance ratio</b>							
Total continuing operating revenue excluding capital grants and contributions less operating expenses <sup>1,2</sup>	<b>3.11%</b>	0.41%	<b>15.47%</b>	10.71%	<b>12.18%</b>	5.89%	>0.00%
Total continuing operating revenue excluding capital grants and contributions <sup>1</sup>	<b>55.57%</b>	54.14%	<b>82.46%</b>	78.90%	<b>76.70%</b>	68.38%	>60.00%
<b>2. Own source operating revenue ratio</b>							
Total continuing operating revenue excluding capital grants and contributions <sup>1</sup>	<b>3.11x</b>	4.60x	<b>94.28x</b>	117.77x	<b>0.89x</b>	0.99x	>1.50x
<b>3. Unrestricted current ratio</b>							
Current assets less all external restrictions	<b>4.03x</b>	3.86x	<b>∞</b>	∞	<b>1.30x</b>	1.14x	>2.00x
Current liabilities less specific purpose liabilities							
<b>4. Debt service cover ratio</b>							
Operating result before capital excluding interest and depreciation/impairment/amortisation <sup>1</sup>	<b>2.79%</b>	3.11%	<b>9.08%</b>	8.61%	<b>2.43%</b>	2.68%	<10.00%
Principal repayments (Statement of Cash Flows) plus borrowing costs (Income Statement)	<b>12.16 mths</b>	11.25 mths	<b>25.37 mths</b>	21.99 mths	<b>6.97 mths</b>	3.74 mths	>3.00 mths
<b>5. Rates, annual charges, interest and extra charges outstanding percentage</b>							
Rates, annual and extra charges outstanding							
Rates, annual and extra charges collectible							
<b>6. Cash expense cover ratio</b>							
Current year's cash and cash equivalents plus all term deposits							
Payments from cash flow of operating and financing activities							

(1) - (2) Refer to Notes at Note 24a above.

(3) General fund refers to all of Council's activities except for its water and sewer activities which are listed separately.

## Notes to the Financial Statements

for the year ended 30 June 2019

### Note 25. Council information and contact details

---

**Principal place of business:**

40 Cherry St  
Ballina NSW 2478

**Contact details**

**Mailing Address:**

PO Box 450  
Ballina NSW 2478

**Telephone:** 02 6686 1257

**Internet:** [www.ballina.nsw.gov.au](http://www.ballina.nsw.gov.au)

**Email:** [council@ballina.nsw.gv.au](mailto:council@ballina.nsw.gv.au)



## INDEPENDENT AUDITOR'S REPORT

### Report on the general purpose financial statements

#### Ballina Shire Council

To the Councillors of the Ballina Shire Council

### Opinion

I have audited the accompanying financial statements of Ballina Shire Council (the Council), which comprise the Income Statement and Statement of Comprehensive Income for the year ended 30 June 2019, the Statement of Financial Position as at 30 June 2019, the Statement of Changes in Equity and Statement of Cash Flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the Statement by Councillors and Management.

In my opinion:

- the Council's accounting records have been kept in accordance with the requirements of the *Local Government Act 1993*, Chapter 13, Part 3, Division 2 (the Division)
- the financial statements:
  - have been presented, in all material respects, in accordance with the requirements of this Division
  - are consistent with the Council's accounting records
  - present fairly, in all material respects, the financial position of the Council as at 30 June 2019, and of its financial performance and its cash flows for the year then ended in accordance with Australian Accounting Standards
- all information relevant to the conduct of the audit has been obtained
- no material deficiencies in the accounting records or financial statements have come to light during the audit.

My opinion should be read in conjunction with the rest of this report.

### Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under the standards are described in the 'Auditor's Responsibilities for the Audit of the Financial Statements' section of my report.

I am independent of the Council in accordance with the requirements of the:

- Australian Auditing Standards
- Accounting Professional and Ethical Standards Board's APES 110 'Code of Ethics for Professional Accountants' (APES 110).

I have fulfilled my other ethical responsibilities in accordance with APES 110.

Parliament promotes independence by ensuring the Auditor-General and the Audit Office of New South Wales are not compromised in their roles by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General
- mandating the Auditor-General as auditor of councils
- precluding the Auditor-General from providing non-audit services.

I believe the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

### **Other Information**

The Council's annual report for the year ended 30 June 2019 includes other information in addition to the financial statements and my Independent Auditor's Report thereon. The Councillors are responsible for the other information. At the date of this Independent Auditor's Report, the other information I have received comprise the special purpose financial statements and Special Schedules (the Schedules).

My opinion on the financial statements does not cover the other information. Accordingly, I do not express any form of assurance conclusion on the other information. However, as required by the *Local Government Act 1993*, I have separately expressed an opinion on the special purpose financial statements and Special Schedule - Permissible income for general rates.

In connection with my audit of the financial statements, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude there is a material misstatement of the other information, I must report that fact.

I have nothing to report in this regard.

### **The Councillors' Responsibilities for the Financial Statements**

The Councillors are responsible for the preparation and fair presentation of the financial statements in accordance with Australian Accounting Standards and the *Local Government Act 1993*, and for such internal control as the Councillors determine is necessary to enable the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Councillors are responsible for assessing the Council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting except where the Council will be dissolved or amalgamated by an Act of Parliament, or otherwise cease operations.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

My objectives are to:

- obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error
- issue an Independent Auditor's Report including my opinion.

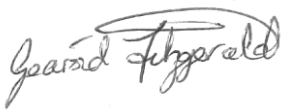
Reasonable assurance is a high level of assurance, but does not guarantee an audit conducted in accordance with Australian Auditing Standards will always detect material misstatements. Misstatements can arise from fraud or error. Misstatements are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions users take based on the financial statements.



A description of my responsibilities for the audit of the financial statements is located at the Auditing and Assurance Standards Board website at: [www.auasb.gov.au/auditors\\_responsibilities/ar4.pdf](http://www.auasb.gov.au/auditors_responsibilities/ar4.pdf). The description forms part of my auditor's report.

My opinion does not provide assurance:

- that the Council carried out its activities effectively, efficiently and economically
- on the Original Budget information included in the Income Statement, Statement of Cash Flows, and Note 19 Material budget variations
- on the Special Schedules. A separate opinion has been provided on Special Schedule - Permissible income for general rates
- about the security and controls over the electronic publication of the audited financial statements on any website where they may be presented
- about any other information which may have been hyperlinked to/from the financial statements.



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

24 October 2019  
SYDNEY



Cr David Wright  
 Mayor  
 Ballina Shire Council  
 PO Box 450  
 BALLINA NSW 2478

Contact: Gearoid Fitzgerald  
 Phone no: 9275 7392  
 Our ref: D1925625/1686

24 October 2019

Dear Mayor

**Report on the Conduct of the Audit  
 for the year ended 30 June 2019  
 Ballina Shire Council**

I have audited the general purpose financial statements (GPFS) of the Ballina Shire Council (the Council) for the year ended 30 June 2019 as required by section 415 of the *Local Government Act 1993* (the Act).

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

This Report on the Conduct of the Audit (the Report) for the Council for the year ended 30 June 2019 is issued in accordance with section 417 of the Act. This Report should be read in conjunction with my audit opinion on the GPFS issued under section 417(2) of the Act.

**INCOME STATEMENT**

**Operating result**

	<b>2019</b>	<b>2018</b>	<b>Variance</b>
	<b>\$m</b>	<b>\$m</b>	<b>%</b>
Rates and annual charges revenue	50.7	48.0	↑ 5.6
User charges and fees revenue	24.3	21.5	↑ 13.0
Grants and contributions revenue	46.9	48.8	↓ 3.9
Operating result for the year	45.5	46.2	↓ 1.5
Net operating result before capital grants and contributions	6.4	5.8	↑ 10.3

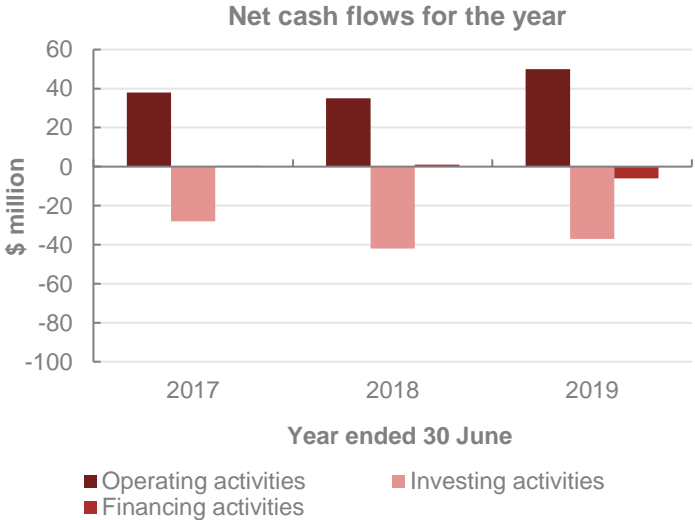
Council’s operating result (\$45.5 million including the effect of depreciation and amortisation expense of \$18.9 million) was \$0.7 million lower than the 2017–18 result.

The decrease is largely attributable to the following:

- Rates and annual charges revenue (\$50.7 million) increased by \$2.7 million (5.6 per cent) in 2018–2019. Council had an approved Special Rate Variation which resulted in an increase in general rates revenue of 7.9 per cent in 2018–19
- User charges and fees revenue (\$24.3 million) increased by \$2.8 million (13.0 per cent) in 2018–2019. Swimming pool income increased by \$1.1m as the facilities were closed for redevelopment in 2018–19. Water user charges increased by \$0.6 million in 2018–19
- Grants and contributions revenue (\$46.9 million) decreased by \$1.9 million (3.9 per cent) in 2018–2019 due to mainly to:
  - \$1.0 million decrease in Roads to Recovery funding received
  - \$7.0 million increase in capital grants. The increase largely relates to funding received for upgrading the Ballina Byron Gateway Airport and the construction of the Ballina Indoor Sports Centre
  - In both 2017–18 and 2018–19, developer contributions and dedications were well in excess of previous years, however 2018–19 saw a net decrease of \$6.7 million
- Employee benefits and on costs (\$25.0 million) increased by \$2.0 million (8.7 per cent) in 2018–2019
- Loss on disposal of assets (\$1.0 million) increased by \$1.0 million in 2018–2019. In 2017–2018 Council made a \$1.9 million gain on disposal of assets, largely due to the sale of real estate assets. There were no real estate asset sales in 2018–2019.

## STATEMENT OF CASH FLOWS

- Net cash provided by operating activities increased by \$15.3 million. This was predominantly due to higher rates and annual charges, user charges and fees and capital grants received (as set out above).
- Net cash used in investing activities decreased by \$5.3 million. Capital expenditure reduced by \$4.9 million and was \$34.1 million for 2018–2019.
- Net cash used in financing activities increased by \$7.6 million. There were no new loans drawn in 2018–19.



## FINANCIAL POSITION

### Cash and investments

Cash and investments	2019	2018	Commentary
	\$m	\$m	
External restrictions	52.5	41.9	<ul style="list-style-type: none"> <li>The increase in externally restricted cash and investments of \$10.6 million is predominantly due to increases of \$6.3 million for developer contributions, \$1.7 million for water supplies and \$1.2 million for specific purpose unexpended grants.</li> </ul>
Internal restrictions	31.6	34.4	
Unrestricted	5.5	4.5	
<b>Cash and investments</b>	<b>89.6</b>	<b>80.8</b>	<ul style="list-style-type: none"> <li>Internally restricted cash and investments has decreased by \$2.8 million. A decrease in the sports centre reserve of \$2.2 million was most significant.</li> <li>Unrestricted balances provide liquidity for day-to-day operations.</li> </ul>

## PERFORMANCE

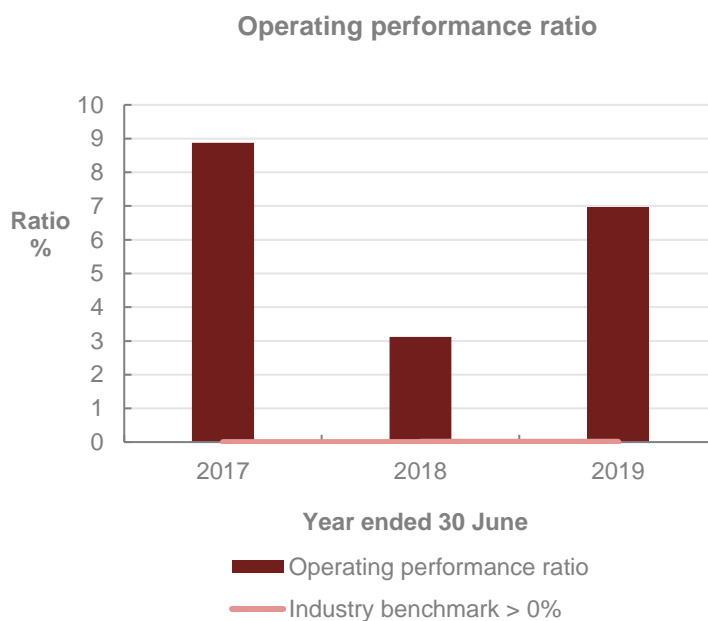
### Operating performance ratio

Council's has exceeded the industry benchmark in 2018–19.

The improvement is reflective of an increase in Council's operating surplus before capital items for 2018–19.

The 2016–17 year was impacted by Council receiving a one-off RMS operating contribution for maintenance of the Hinterland Way (previously the Pacific Highway).

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



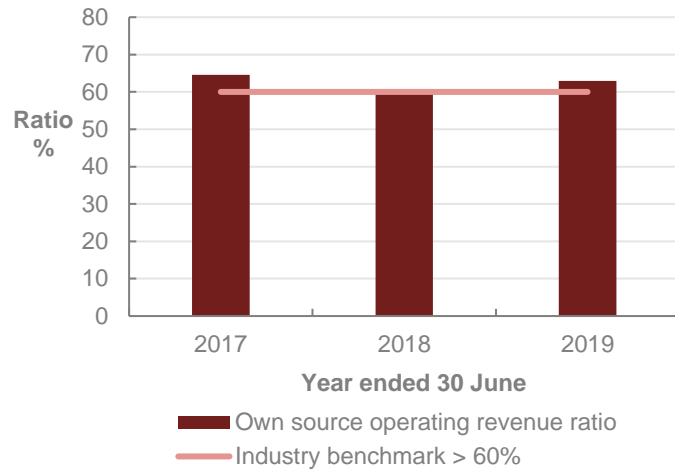
## Own source operating revenue ratio

Council has exceeded the industry benchmark, which illustrates that revenue streams, such as rental income from investment properties, reduce Council's reliance on government funding.

The ratio has been negatively impacted in recent years due to higher levels of capital grants and contributions.

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

Own source operating revenue ratio



## Unrestricted current ratio

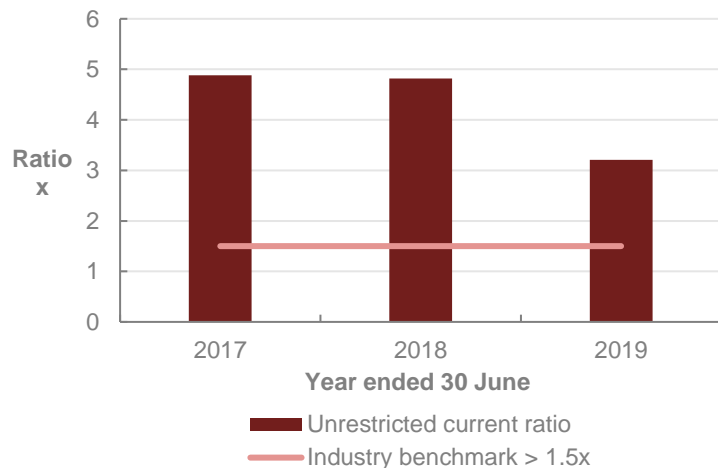
Council has exceeded the industry benchmark, but the ratio has declined over the last year. The reduction from the prior year is due to an increase in current payables as at 30 June 2019. The increase in payables is largely attributable to amounts outstanding for the Ballina Indoor Sports Centre construction.

Council has \$3.21 in liquid current assets for every \$1 of current liabilities.

Wastewater funds 'unrestricted current ratio' as at 30 June 2019 is 0.89x.

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

Unrestricted current ratio



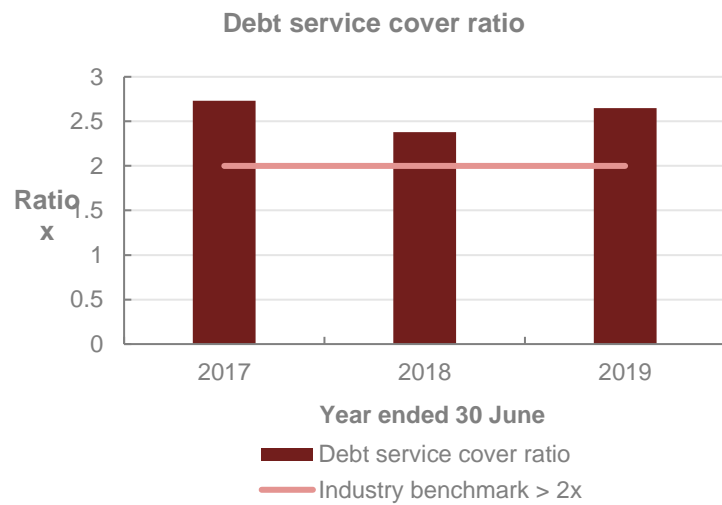
## Debt service cover ratio

Council continues to exceed the industry benchmark.

Debt service levels have remained consistent with previous years.

The wastewater fund achieved a ratio of 1.30, being an increase of 0.16 from 2017–18. Council should continue to monitor the wastewater fund position to ensure cash flow over the short to medium term is sufficient to service debt repayment obligations.

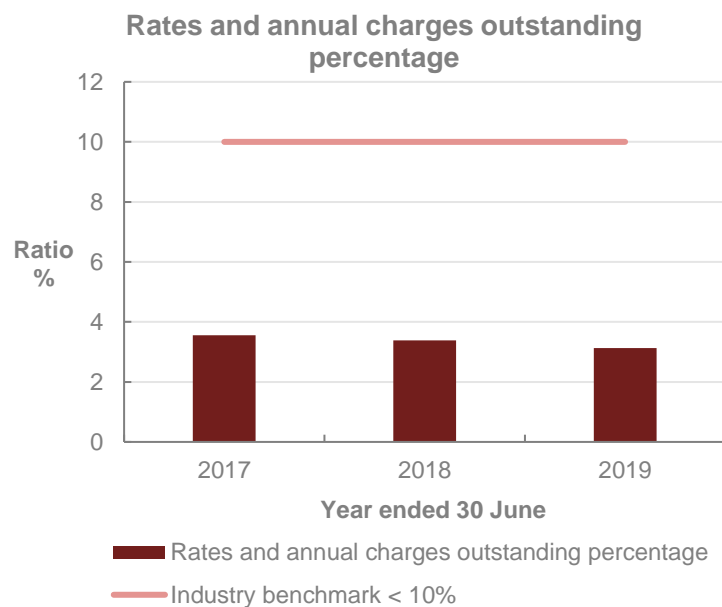
The 'debt service cover ratio' measures the operating cash to service debt including interest, principal and lease payments. The benchmark set by the former OLG is greater than two times.



## Rates and annual charges outstanding percentage

Council has consistently achieved the industry benchmark for this ratio as it continues to improve debt collection outcomes.

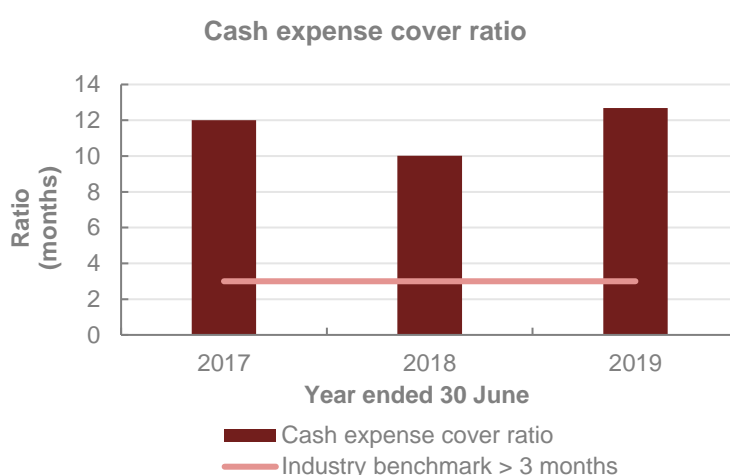
The 'rates and annual charges outstanding percentage' assesses the impact of uncollected rates and annual charges on council's liquidity and the adequacy of debt recovery efforts. The benchmark set by the former OLG is less than 10 per cent for regional and rural councils.



## Cash expense cover ratio

Council has improved its ratio and is well above the industry benchmark. Council has increased cash reserves whilst maintaining expenditure levels.

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



## Infrastructure, property, plant and equipment renewals

Council's total asset renewals in the 2018–19 year was \$18.2 million, compared to \$24.4 million in 2017–18. In 2018–19 there was a decrease in asset renewals, with major renewal of the Ballina and Alstonville swimming pools having occurred in 2017–18.

Despite the decrease in capital expenditure, renewals continue to exceed the rate at which these assets are depreciating.

## OTHER MATTERS

### New accounting standards implemented

Application period	Overview
<b>AASB 9 'Financial Instruments' and revised AASB 7 'Financial Instruments: Disclosures'</b>	
For the year ended 30 June 2019	<p>AASB 9 replaces AASB 139 'Financial Instruments: Recognition and Measurement' and changes the way financial instruments are treated for financial reporting.</p> <p>Key changes include:</p> <ul style="list-style-type: none"> <li>• a simplified model for classifying and measuring financial assets</li> <li>• a new method for calculating impairment</li> <li>• a new type of hedge accounting that more closely aligns with risk management.</li> </ul> <p>The revised AASB 7 includes new disclosures as a result of AASB 9.</p> <p>Council's disclosure of the impact of adopting AASB 9 is disclosed in Note 14.</p>

### Prior period error

Council revalued its land (including improvements), buildings and other structures as at 1 July 2018. In completing this revaluation, it was identified that:

- discounting factors had not previously been applied to values to reflect the restrictions placed on land under roads
- Council controlled assets existed that were not previously recorded in its fixed asset registers.

Council's disclosure of the impact of correcting this prior period error is disclosed in Note 13(b).



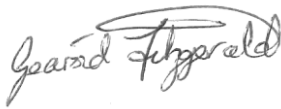
## Legislative compliance

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

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

The Council's:

- accounting records were maintained in a manner and form that facilitated the preparation and the effective audit of the general purpose financial statements
- staff provided all accounting records and information relevant to the audit.



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

cc: Paul Hickey, General Manager  
John Rutledge, Chair of Audit, Risk and Improvement Committee  
Jim Betts, Secretary of the Department of Planning, Industry and Environment

# Ballina Shire Council

## SPECIAL PURPOSE FINANCIAL STATEMENTS

for the year ended 30 June 2019

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*Serving the community of today while preparing for the  
challenges of tomorrow.*



## Special Purpose Financial Statements

for the year ended 30 June 2019

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Income Statement – Quarry	6
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**Background**

- i. These Special Purpose Financial Statements have been prepared for the use by both Council and the Office of Local Government in fulfilling their requirements under National Competition Policy.
- ii. The principle of competitive neutrality is based on the concept of a 'level playing field' between persons/entities competing in a market place, particularly between private and public sector competitors.

Essentially, the principle is that government businesses, whether Commonwealth, state or local, should operate without net competitive advantages over other businesses as a result of their public ownership.

- iii. For Council, the principle of competitive neutrality and public reporting applies only to declared business activities.

These include **(a)** those activities classified by the Australian Bureau of Statistics as business activities being water supply, sewerage services, abattoirs, gas production and reticulation, and **(b)** those activities with a turnover of more than \$2 million that Council has formally declared as a business activity (defined as Category 1 activities).

- iv. In preparing these financial statements for Council's self-classified Category 1 businesses and ABS-defined activities, councils must **(a)** adopt a corporatisation model and **(b)** apply full cost attribution including tax-equivalent regime payments and debt guarantee fees (where the business benefits from Council's borrowing position by comparison with commercial rates).

## Ballina Shire Council

### Special Purpose Financial Statements

for the year ended 30 June 2019

#### Statement by Councillors and Management made pursuant to the Local Government Code of Accounting Practice and Financial Reporting

The attached Special Purpose Financial Statements have been prepared in accordance with:

- the NSW Government Policy Statement '*Application of National Competition Policy to Local Government*',
- the Division of Local Government Guidelines '*Pricing and Costing for Council Businesses – A Guide to Competitive Neutrality*',
- the Local Government *Code of Accounting Practice and Financial Reporting*,
- the NSW Office of *Water Best-Practice Management of Water and Sewerage Guidelines*.

To the best of our knowledge and belief, these statements:

- present fairly the operating result and financial position for each of Council's declared business activities for the year, and
- accord with Council's accounting and other records.
- present overhead reallocation charges to the water and wastewater businesses as fair and reasonable.

We are not aware of any matter that would render these statements false or misleading in any way.

Signed in accordance with a resolution of Council made on 24 October 2019.



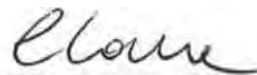
David Wright  
Mayor  
24 October 2019



Eoin Johnston  
Deputy Mayor  
24 October 2019



Paul Hickey  
General Manager  
24 October 2019



Linda Coulter  
Responsible Accounting Officer  
24 October 2019

## Income Statement – Water Supply Business Activity

for the year ended 30 June 2019

\$ '000	2019	2018
<b>Income from continuing operations</b>		
Access charges	3,622	3,489
User charges	7,952	7,538
Fees	866	785
Interest	564	436
Grants and contributions provided for non-capital purposes	459	157
Profit from the sale of assets	–	6
<b>Total income from continuing operations</b>	<b>13,463</b>	<b>12,411</b>
<b>Expenses from continuing operations</b>		
Employee benefits and on-costs	2,218	2,051
Materials and contracts	1,084	837
Depreciation, amortisation and impairment	1,501	1,482
Water purchase charges	5,943	5,978
Calculated taxation equivalents	30	31
Other expenses	634	729
<b>Total expenses from continuing operations</b>	<b>11,410</b>	<b>11,108</b>
<b>Surplus (deficit) from continuing operations before capital amounts</b>	<b>2,053</b>	<b>1,303</b>
Grants and contributions provided for capital purposes	2,114	3,118
<b>Surplus (deficit) from continuing operations after capital amounts</b>	<b>4,167</b>	<b>4,421</b>
<b>Surplus (deficit) from all operations before tax</b>	<b>4,167</b>	<b>4,421</b>
Less: corporate taxation equivalent (27.5%) [based on result before capital]	(565)	(358)
<b>SURPLUS (DEFICIT) AFTER TAX</b>	<b>3,602</b>	<b>4,063</b>
<b>Plus accumulated surplus</b>	<b>46,545</b>	<b>42,124</b>
<b>Plus adjustments for amounts unpaid:</b>		
– Taxation equivalent payments	30	31
– Corporate taxation equivalent	565	358
<b>Less:</b>		
– Tax equivalent dividend paid	(30)	(31)
<b>Closing accumulated surplus</b>	<b>50,712</b>	<b>46,545</b>
<b>Return on capital %</b>	<b>2.5%</b>	<b>1.6%</b>
<b>Subsidy from Council</b>	<b>–</b>	<b>–</b>
<b>Calculation of dividend payable:</b>		
Surplus (deficit) after tax	3,602	4,063
Less: capital grants and contributions (excluding developer contributions)	(302)	(176)
<b>Surplus for dividend calculation purposes</b>	<b>3,300</b>	<b>3,887</b>
<b>Potential dividend calculated from surplus</b>	<b>1,650</b>	<b>1,943</b>

## Income Statement – Wastewater Business Activity

for the year ended 30 June 2019

\$ '000	2019	2018
<b>Income from continuing operations</b>		
Access charges	17,159	16,175
User charges	1,260	1,167
Liquid trade waste charges	174	164
Interest	279	253
Grants and contributions provided for non-capital purposes	159	156
Other income	604	456
<b>Total income from continuing operations</b>	<b>19,635</b>	<b>18,371</b>
<b>Expenses from continuing operations</b>		
Employee benefits and on-costs	4,192	4,392
Borrowing costs	3,643	4,248
Materials and contracts	4,299	4,196
Depreciation, amortisation and impairment	3,676	3,674
Loss on sale of assets	531	–
Calculated taxation equivalents	37	38
Debt guarantee fee (if applicable)	565	596
Other expenses	1,433	779
<b>Total expenses from continuing operations</b>	<b>18,376</b>	<b>17,923</b>
<b>Surplus (deficit) from continuing operations before capital amounts</b>	<b>1,259</b>	<b>448</b>
Grants and contributions provided for capital purposes	5,549	8,265
<b>Surplus (deficit) from continuing operations after capital amounts</b>	<b>6,808</b>	<b>8,713</b>
<b>Surplus (deficit) from all operations before tax</b>	<b>6,808</b>	<b>8,713</b>
Less: corporate taxation equivalent (27.5%) [based on result before capital]	(346)	(123)
<b>SURPLUS (DEFICIT) AFTER TAX</b>	<b>6,462</b>	<b>8,590</b>
<b>Plus accumulated surplus</b>	<b>108,138</b>	<b>98,829</b>
<b>Plus adjustments for amounts unpaid:</b>		
– Taxation equivalent payments	37	38
– Debt guarantee fees	565	596
– Corporate taxation equivalent	346	123
<b>Less:</b>		
– Tax equivalent dividend paid	(37)	(38)
<b>Closing accumulated surplus</b>	<b>115,511</b>	<b>108,138</b>
<b>Return on capital %</b>	<b>2.1%</b>	<b>2.1%</b>
<b>Subsidy from Council</b>	<b>–</b>	<b>–</b>
<b>Calculation of dividend payable:</b>		
Surplus (deficit) after tax	6,462	8,590
Less: capital grants and contributions (excluding developer contributions)	(25)	(40)
<b>Surplus for dividend calculation purposes</b>	<b>6,437</b>	<b>8,550</b>
<b>Potential dividend calculated from surplus</b>	<b>3,218</b>	<b>4,275</b>

## Income Statement – Quarry

for the year ended 30 June 2019

\$ '000	2019 Category 2	2018 Category 2
<b>Income from continuing operations</b>		
User charges	65	64
Interest	–	25
Other income	70	–
<b>Total income from continuing operations</b>	<b>135</b>	<b>89</b>
<b>Expenses from continuing operations</b>		
Borrowing costs	30	27
Materials and contracts	51	57
Depreciation, amortisation and impairment	67	17
Calculated taxation equivalents	22	23
<b>Total expenses from continuing operations</b>	<b>170</b>	<b>124</b>
<b>Surplus (deficit) from continuing operations before capital amounts</b>	<b>(35)</b>	<b>(35)</b>
<b>Surplus (deficit) from continuing operations after capital amounts</b>	<b>(35)</b>	<b>(35)</b>
<b>Surplus (deficit) from all operations before tax</b>	<b>(35)</b>	<b>(35)</b>
<b>SURPLUS (DEFICIT) AFTER TAX</b>	<b>(35)</b>	<b>(35)</b>
<b>Plus accumulated surplus</b>	366	616
<b>Plus adjustments for amounts unpaid:</b>		
– Taxation equivalent payments	22	23
<b>Less:</b>		
– Dividend paid	–	(238)
<b>Closing accumulated surplus</b>	<b>353</b>	<b>366</b>
<b>Return on capital %</b>	(0.3)%	(0.6)%
<b>Subsidy from Council</b>	24	45



## Income Statement – Airport

for the year ended 30 June 2019

\$ '000	2019 Category 1	2018 Category 1
<b>Income from continuing operations</b>		
User charges	6,927	6,750
<b>Total income from continuing operations</b>	<b>6,927</b>	<b>6,750</b>
<b>Expenses from continuing operations</b>		
Employee benefits and on-costs	813	755
Borrowing costs	307	369
Materials and contracts	3,238	2,921
Depreciation, amortisation and impairment	782	864
Calculated taxation equivalents	6	6
Debt guarantee fee (if applicable)	72	75
<b>Total expenses from continuing operations</b>	<b>5,218</b>	<b>4,990</b>
<b>Surplus (deficit) from continuing operations before capital amounts</b>	<b>1,709</b>	<b>1,760</b>
Grants and contributions provided for capital purposes	3,232	449
<b>Surplus (deficit) from continuing operations after capital amounts</b>	<b>4,941</b>	<b>2,209</b>
<b>Surplus (deficit) from all operations before tax</b>	<b>4,941</b>	<b>2,209</b>
Less: corporate taxation equivalent (27.5%) [based on result before capital]	(470)	(484)
<b>SURPLUS (DEFICIT) AFTER TAX</b>	<b>4,471</b>	<b>1,725</b>
<b>Plus accumulated surplus</b>	<b>17,305</b>	<b>14,991</b>
<b>Plus adjustments for amounts unpaid:</b>		
– Taxation equivalent payments	6	6
– Debt guarantee fees	72	75
– Corporate taxation equivalent	470	484
<b>Add:</b>		
– Subsidy paid/contribution to operations	(100)	24
<b>Closing accumulated surplus</b>	<b>22,224</b>	<b>17,305</b>
<b>Return on capital %</b>	<b>4.4%</b>	<b>5.2%</b>

## Income Statement – Wigmore Arcade

for the year ended 30 June 2019

\$ '000	2019 Category 2	2018 Category 2
<b>Income from continuing operations</b>		
User charges	635	608
<b>Total income from continuing operations</b>	<b>635</b>	<b>608</b>
<b>Expenses from continuing operations</b>		
Materials and contracts	244	255
Revaluation decrement on investment property	240	–
Calculated taxation equivalents	102	109
<b>Total expenses from continuing operations</b>	<b>586</b>	<b>364</b>
<b>Surplus (deficit) from continuing operations before capital amounts</b>	<b>49</b>	<b>244</b>
<b>Surplus (deficit) from continuing operations after capital amounts</b>	<b>49</b>	<b>244</b>
<b>Surplus (deficit) from all operations before tax</b>	<b>49</b>	<b>244</b>
Less: corporate taxation equivalent (27.5%) [based on result before capital]	(13)	(67)
<b>SURPLUS (DEFICIT) AFTER TAX</b>	<b>36</b>	<b>177</b>
<b>Plus accumulated surplus</b>	6,966	6,916
<b>Plus adjustments for amounts unpaid:</b>		
– Taxation equivalent payments	102	109
– Corporate taxation equivalent	13	67
<b>Less:</b>		
– Dividend paid	(321)	(303)
<b>Closing accumulated surplus</b>	<b>6,796</b>	<b>6,966</b>
<b>Return on capital %</b>	0.8%	3.6%
<b>Subsidy from Council</b>	37	–

## Income Statement – Land development

for the year ended 30 June 2019

\$ '000	2019 Category 1	2018 Category 1
<b>Income from continuing operations</b>		
User charges	681	5,349
Interest	43	66
<b>Total income from continuing operations</b>	<b>724</b>	<b>5,415</b>
<b>Expenses from continuing operations</b>		
Materials and contracts	551	3,920
Calculated taxation equivalents	136	145
<b>Total expenses from continuing operations</b>	<b>687</b>	<b>4,065</b>
<b>Surplus (deficit) from continuing operations before capital amounts</b>	<b>37</b>	<b>1,350</b>
<b>Surplus (deficit) from continuing operations after capital amounts</b>	<b>37</b>	<b>1,350</b>
<b>Surplus (deficit) from all operations before tax</b>	<b>37</b>	<b>1,350</b>
Less: corporate taxation equivalent (27.5%) [based on result before capital]	(10)	(371)
<b>SURPLUS (DEFICIT) AFTER TAX</b>	<b>27</b>	<b>979</b>
<b>Plus accumulated surplus</b>	12,103	13,704
<b>Plus adjustments for amounts unpaid:</b>		
– Taxation equivalent payments	136	145
– Corporate taxation equivalent	10	371
<b>Less:</b>		
– Dividend paid	(640)	(3,096)
<b>Closing accumulated surplus</b>	<b>11,636</b>	<b>12,103</b>

## Income Statement – Private works

for the year ended 30 June 2019

\$ '000	2019 Category 2	2018 Category 2
<b>Income from continuing operations</b>		
User charges	67	182
<b>Total income from continuing operations</b>	<u>67</u>	<u>182</u>
<b>Expenses from continuing operations</b>		
Materials and contracts	70	162
<b>Total expenses from continuing operations</b>	<u>70</u>	<u>162</u>
<b>Surplus (deficit) from continuing operations before capital amounts</b>	(3)	20
<b>Surplus (deficit) from continuing operations after capital amounts</b>	<u>(3)</u>	<u>20</u>
<b>Surplus (deficit) from all operations before tax</b>	<b>(3)</b>	<b>20</b>
Less: corporate taxation equivalent (27.5%) [based on result before capital]	–	(6)
<b>SURPLUS (DEFICIT) AFTER TAX</b>	<u><b>(3)</b></u>	<u><b>14</b></u>
<b>Plus adjustments for amounts unpaid:</b>		
– Corporate taxation equivalent	–	6
<b>Add:</b>		
- Subsidy paid/contribution to operations	3	–
<b>Less:</b>		
– Dividend paid	–	(20)
<b>Closing accumulated surplus</b>	<u>–</u>	<u>–</u>
<b>Subsidy from Council</b>	<b>3</b>	<b>–</b>

## Income Statement – Landfill and resource recovery

for the year ended 30 June 2019

\$ '000	2019 Category 1	2018 Category 1
<b>Income from continuing operations</b>		
User charges	5,056	5,272
Interest	55	82
Grants and contributions provided for non-capital purposes	82	82
Other income	340	–
<b>Total income from continuing operations</b>	<b>5,533</b>	<b>5,436</b>
<b>Expenses from continuing operations</b>		
Employee benefits and on-costs	982	963
Borrowing costs	–	6
Materials and contracts	3,522	3,216
Depreciation, amortisation and impairment	120	420
Calculated taxation equivalents	16	25
Debt guarantee fee (if applicable)	–	2
Other expenses	–	186
<b>Total expenses from continuing operations</b>	<b>4,640</b>	<b>4,818</b>
<b>Surplus (deficit) from continuing operations before capital amounts</b>	<b>893</b>	<b>618</b>
<b>Surplus (deficit) from continuing operations after capital amounts</b>	<b>893</b>	<b>618</b>
<b>Surplus (deficit) from all operations before tax</b>	<b>893</b>	<b>618</b>
Less: corporate taxation equivalent (27.5%) [based on result before capital]	(246)	(170)
<b>SURPLUS (DEFICIT) AFTER TAX</b>	<b>647</b>	<b>448</b>
<b>Plus accumulated surplus</b>	644	2,081
<b>Plus adjustments for amounts unpaid:</b>		
– Taxation equivalent payments	16	25
– Debt guarantee fees	–	2
– Corporate taxation equivalent	246	170
<b>Less:</b>		
– Dividend paid	(2,240)	(2,082)
<b>Closing accumulated surplus</b>	<b>(687)</b>	<b>644</b>
<b>Return on capital %</b>	<b>7.4%</b>	<b>8.7%</b>

## Statement of Financial Position – Water Supply Business Activity

as at 30 June 2019

\$ '000	2019	2018
<b>ASSETS</b>		
<b>Current assets</b>		
Investments	15,866	14,820
Receivables	2,262	2,170
Other	170	148
<b>Total current assets</b>	<b>18,298</b>	<b>17,138</b>
<b>Non-current assets</b>		
Investments	5,011	2,823
Receivables	94	90
Other	8	–
Infrastructure, property, plant and equipment	83,717	80,935
<b>Total non-current assets</b>	<b>88,830</b>	<b>83,848</b>
<b>TOTAL ASSETS</b>	<b>107,128</b>	<b>100,986</b>
<b>LIABILITIES</b>		
<b>Current liabilities</b>		
Payables	24	21
Provisions	207	143
<b>Total current liabilities</b>	<b>231</b>	<b>164</b>
<b>Non-current liabilities</b>		
Provisions	9	6
<b>Total non-current liabilities</b>	<b>9</b>	<b>6</b>
<b>TOTAL LIABILITIES</b>	<b>240</b>	<b>170</b>
<b>NET ASSETS</b>	<b>106,888</b>	<b>100,816</b>
<b>EQUITY</b>		
Accumulated surplus	50,712	46,545
Revaluation reserves	56,176	54,271
<b>TOTAL EQUITY</b>	<b>106,888</b>	<b>100,816</b>

## Statement of Financial Position – Wastewater Business Activity

as at 30 June 2019

\$ '000	2019	2018
<b>ASSETS</b>		
<b>Current assets</b>		
Investments	7,716	7,333
Receivables	1,270	1,286
<b>Total current assets</b>	<b>8,986</b>	<b>8,619</b>
<b>Non-current assets</b>		
Investments	2,437	1,397
Receivables	76	79
Infrastructure, property, plant and equipment	236,385	222,700
<b>Total non-current assets</b>	<b>238,898</b>	<b>224,176</b>
<b>TOTAL ASSETS</b>	<b>247,884</b>	<b>232,795</b>
<b>LIABILITIES</b>		
<b>Current liabilities</b>		
Payables	140	142
Borrowings	3,536	3,387
Provisions	627	591
<b>Total current liabilities</b>	<b>4,303</b>	<b>4,120</b>
<b>Non-current liabilities</b>		
Borrowings	49,483	52,885
Provisions	25	26
<b>Total non-current liabilities</b>	<b>49,508</b>	<b>52,911</b>
<b>TOTAL LIABILITIES</b>	<b>53,811</b>	<b>57,031</b>
<b>NET ASSETS</b>	<b>194,073</b>	<b>175,764</b>
<b>EQUITY</b>		
Accumulated surplus	115,511	108,138
Revaluation reserves	78,562	67,626
<b>TOTAL EQUITY</b>	<b>194,073</b>	<b>175,764</b>



## Statement of Financial Position – Quarry

as at 30 June 2019

\$ '000	2019 Category 2	2018 Category 2
<b>ASSETS</b>		
<b>Current assets</b>		
Cash and cash equivalents	824	810
Other	143	208
<b>Total current assets</b>	<u>967</u>	<u>1,018</u>
<b>Non-current assets</b>		
Infrastructure, property, plant and equipment	1,456	1,421
<b>Total non-current assets</b>	<u>1,456</u>	<u>1,421</u>
<b>TOTAL ASSETS</b>	<u>2,423</u>	<u>2,439</u>
<b>LIABILITIES</b>		
<b>Non-current liabilities</b>		
Provisions	1,396	1,436
<b>Total non-current liabilities</b>	<u>1,396</u>	<u>1,436</u>
<b>TOTAL LIABILITIES</b>	<u>1,396</u>	<u>1,436</u>
<b>NET ASSETS</b>	<u>1,027</u>	<u>1,003</u>
<b>EQUITY</b>		
Accumulated surplus	353	366
Revaluation reserves	674	637
<b>TOTAL EQUITY</b>	<u>1,027</u>	<u>1,003</u>

## Statement of Financial Position – Airport

as at 30 June 2019

\$ '000	2019 Category 1	2018 Category 1
<b>ASSETS</b>		
<b>Current assets</b>		
Cash and cash equivalents	424	1,150
<b>Total current assets</b>	<u>424</u>	<u>1,150</u>
<b>Non-current assets</b>		
Infrastructure, property, plant and equipment	46,250	40,707
<b>Total non-current assets</b>	<u>46,250</u>	<u>40,707</u>
<b>TOTAL ASSETS</b>	<u>46,674</u>	<u>41,857</u>
<b>LIABILITIES</b>		
<b>Current liabilities</b>		
Borrowings	1,251	1,189
Provisions	130	116
<b>Total current liabilities</b>	<u>1,381</u>	<u>1,305</u>
<b>Non-current liabilities</b>		
Borrowings	3,930	5,181
<b>Total non-current liabilities</b>	<u>3,930</u>	<u>5,181</u>
<b>TOTAL LIABILITIES</b>	<u>5,311</u>	<u>6,486</u>
<b>NET ASSETS</b>	<u>41,363</u>	<u>35,371</u>
<b>EQUITY</b>		
Accumulated surplus	22,224	17,305
Revaluation reserves	19,139	18,066
<b>TOTAL EQUITY</b>	<u>41,363</u>	<u>35,371</u>

## Statement of Financial Position – Wigmore Arcade

as at 30 June 2019

\$ '000	2019 Category 2	2018 Category 2
<b>ASSETS</b>		
<b>Current assets</b>		
Cash and cash equivalents	296	226
<b>Total current assets</b>	<u>296</u>	<u>226</u>
<b>Non-current assets</b>		
Infrastructure, property, plant and equipment	6,500	6,740
<b>Total non-current assets</b>	<u>6,500</u>	<u>6,740</u>
<b>TOTAL ASSETS</b>	<u>6,796</u>	<u>6,966</u>
<b>NET ASSETS</b>	<u>6,796</u>	<u>6,966</u>
<b>EQUITY</b>		
Accumulated surplus	6,796	6,966
<b>TOTAL EQUITY</b>	<u>6,796</u>	<u>6,966</u>

## Statement of Financial Position – Land development

as at 30 June 2019

\$ '000	2019 Category 1	2018 Category 1
<b>ASSETS</b>		
<b>Current assets</b>		
Cash and cash equivalents	(137)	1,911
<b>Total current assets</b>	<u>(137)</u>	<u>1,911</u>
<b>Non-current assets</b>		
Inventories	5,943	4,112
Other	5,830	6,080
<b>Total non-current assets</b>	<u>11,773</u>	<u>10,192</u>
<b>TOTAL ASSETS</b>	<u>11,636</u>	<u>12,103</u>
<b>NET ASSETS</b>	<u>11,636</u>	<u>12,103</u>
<b>EQUITY</b>		
Accumulated surplus	11,636	12,103
<b><u>TOTAL EQUITY</u></b>	<u>11,636</u>	<u>12,103</u>

## Statement of Financial Position – Landfill and resource recovery

as at 30 June 2019

\$ '000	2019 Category 1	2018 Category 1
<b>ASSETS</b>		
<b>Current assets</b>		
Cash and cash equivalents	792	2,444
Other	132	151
<b>Total current assets</b>	<u>924</u>	<u>2,595</u>
<b>Non-current assets</b>		
Infrastructure, property, plant and equipment	11,993	7,148
<b>Total non-current assets</b>	<u>11,993</u>	<u>7,148</u>
<b>TOTAL ASSETS</b>	<u>12,917</u>	<u>9,743</u>
<b>LIABILITIES</b>		
<b>Non-current liabilities</b>		
Provisions	2,355	2,714
<b>Total non-current liabilities</b>	<u>2,355</u>	<u>2,714</u>
<b>TOTAL LIABILITIES</b>	<u>2,355</u>	<u>2,714</u>
<b>NET ASSETS</b>	<u>10,562</u>	<u>7,029</u>
<b>EQUITY</b>		
Accumulated surplus	(687)	644
Revaluation reserves	11,249	6,385
<b>TOTAL EQUITY</b>	<u>10,562</u>	<u>7,029</u>

## Notes to the Special Purpose Financial Statements for the year ended 30 June 2019

### Note 1. Significant Accounting Policies

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A statement summarising the supplemental accounting policies adopted in the preparation of the Special Purpose Financial Statements (SPFS) for National Competition Policy (NCP) reporting purposes follows.

These financial statements are SPFS prepared for use by Council and the Office of Local Government. For the purposes of these statements, the Council is a non-reporting not-for-profit entity.

The figures presented in these Special Purpose Financial Statements have been prepared in accordance with the recognition and measurement criteria of relevant Australian Accounting Standards, other authoritative pronouncements of the Australian Accounting Standards Board (AASB) and Australian Accounting Interpretations.

The disclosures in these Special Purpose Financial Statements have been prepared in accordance with the Local Government Act 1993 (NSW), the *Local Government (General) Regulation 2005*, and the Local Government Code of Accounting Practice and Financial Reporting.

The statements are prepared on an accruals basis. They are based on historic costs and do not take into account changing money values or, except where specifically stated, current values of non-current assets. Certain taxes and other costs, appropriately described, have been imputed for the purposes of the National Competition Policy.

The Statement of Financial Position includes notional assets/liabilities receivable from/payable to Council's general fund. These balances reflect a notional intra-entity funding arrangement with the declared business activities.

#### National Competition Policy

Council has adopted the principle of 'competitive neutrality' in its business activities as part of the National Competition Policy which is being applied throughout Australia at all levels of government.

The framework for its application is set out in the June 1996 NSW government policy statement titled 'Application of National Competition Policy to Local Government'.

The *Pricing and Costing for Council Businesses, A Guide to Competitive Neutrality* issued by the Office of Local Government in July 1997 has also been adopted.

The pricing and costing guidelines outline the process for identifying and allocating costs to activities and provide a standard for disclosure requirements.

These disclosures are reflected in Council's pricing and/or financial reporting systems and include taxation equivalents, Council subsidies, return on investments (rate of return), and dividends paid.

#### Declared business activities

In accordance with Pricing and Costing for Council Businesses – A Guide to Competitive Neutrality, Council has declared that the following are to be considered as business activities:

##### Category 1

(where gross operating turnover is over \$2 million)

##### a. Water Supplies

The supply of water to households and businesses in Ballina Shire.

##### b. Wastewater Service

The collection and treatment of sewerage from households and businesses in Ballina Shire.

##### c. Landfill & Resource Recovery

The Waste Management Centre is located at Southern Cross Drive Ballina. The Waste Management Centre receives, disposes and recycles waste that is brought to the centre from private and commercial sources. It also includes the collection of commercial waste in the Ballina Shire by Council but does not include the collection of domestic waste in Ballina Shire by Council.

##### d. Airport

The provision of aerodrome infrastructure and facilities for commercial and private air traffic. The airport is situated at Southern Cross Drive Ballina.

## Notes to the Special Purpose Financial Statements for the year ended 30 June 2019

### Note 1. Significant Accounting Policies (continued)

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#### e. Land Development

The construction of industrial and residential land estates. Council is progressively developing an industrial estate at Wollongbar and another in Ballina. Council also has residential land inventory at Wollongbar.

#### Category 2

(where gross operating turnover is less than \$2 million)

#### f. Quarries

Extraction and sale of sand, gravel and shale from Tuckombil Quarry, 'Airport Sandpit' and 'Stokers Shale Quarry'.

#### g. Wigmore Arcade

The provision of attractive and competitive shopping centre in central Ballina.

#### h. Private Works

Various works conducted on private land.

#### Monetary amounts

Amounts shown in the financial statements are in Australian dollars and rounded to the nearest thousand dollars.

#### (i) Taxation equivalent charges

Council is liable to pay various taxes and financial duties. Where this is the case, they are disclosed as a cost of operations just like all other costs.

However, where Council does not pay some taxes which are generally paid by private sector businesses, such as income tax, these equivalent tax payments have been applied to all Council-nominated business activities and are reflected in Special Purpose Financial Statements.

For the purposes of disclosing comparative information relevant to the private sector equivalent, the following taxation equivalents have been applied to all Council-nominated business activities (this does not include Council's non-business activities):

#### Notional rate applied (%)

Corporate income tax rate – 27.5%

Land tax – the first \$692,000 of combined land values attracts 0%. For the combined land values in excess of \$692,001 up to \$4,231,000 the rate is 1.6% + \$100. For the remaining combined land value that exceeds \$4,231,000 a premium marginal rate of 2.0% applies.

Payroll tax – 5.45% on the value of taxable salaries and wages in excess of \$850,000.

In accordance with the Department of Industry (DoI) – Water guidelines, a payment for the amount calculated as the annual tax equivalent charges (excluding income tax) must be paid from water supply and sewerage business activities.

The payment of taxation equivalent charges, referred to in the DoI – Water guidelines as a 'dividend for taxation equivalent', may be applied for any purpose allowed under the *Local Government Act, 1993*.

Achievement of substantial compliance to the DoI – Water guidelines is not a prerequisite for the payment of the tax equivalent charges, however the payment must not exceed \$3 per assessment.

#### Income tax

An income tax equivalent has been applied on the profits of the business activities.

Whilst income tax is not a specific cost for the purpose of pricing a good or service, it needs to be taken into account in terms of assessing the rate of return required on capital invested.

Accordingly, the return on capital invested is set at a pre-tax level - gain/(loss) from ordinary activities before capital amounts, as would be applied by a private sector competitor. That is, it should include a provision equivalent to the corporate income tax rate, currently 27.5%.



## Notes to the Special Purpose Financial Statements

for the year ended 30 June 2019

### Note 1. Significant Accounting Policies (continued)

Income tax is only applied where a gain/ (loss) from ordinary activities before capital amounts has been achieved.

Since the taxation equivalent is notional – that is, it is payable to Council as the ‘owner’ of business operations - it represents an internal payment and has no effect on the operations of the Council. Accordingly, there is no need for disclosure of internal charges in the SPFS.

#### Local government rates and charges

A calculation of the equivalent rates and charges payable on all category 1 businesses has been applied to all land assets owned or exclusively used by the business activity.

#### Loan and debt guarantee fees

The debt guarantee fee is designed to ensure that council business activities face ‘true’ commercial borrowing costs in line with private sector competitors.

In order to calculate a debt guarantee fee, Council has determined what the differential borrowing rate would have been between the commercial rate and Council’s borrowing rate for its business activities.

#### (ii) Subsidies

Government policy requires that subsidies provided to customers, and the funding of those subsidies, must be explicitly disclosed.

Subsidies occur when Council provides services on a less-than-cost-recovery basis. This option is exercised on a range of services in order for Council to meet its community service obligations.

Accordingly, ‘subsidies disclosed’ (in relation to National Competition Policy) represents the difference between revenue generated from ‘rate of return’ pricing and revenue generated from prices set by Council in any given financial year.

The overall effect of subsidies is contained within the Income Statement of each reported business activity.

#### (iii) Return on investments (rate of return)

The NCP policy statement requires that councils with Category 1 businesses ‘would be expected to generate a return on capital funds employed that is comparable to rates of return for private businesses operating in a similar field’.

Such funds are subsequently available for meeting commitments or financing future investment strategies.

The actual rate of return achieved by each business activity is disclosed at the foot of each respective Income Statement.

The rate of return is calculated as follows:

**Operating result before capital income + interest expense**

**Written down value of I,PP&E as at 30 June**

As a minimum, business activities should generate a return equal to the Commonwealth 10 year bond rate which is 1.32% at 30/6/19.

#### (iv) Dividends

Council is not required to pay dividends to either itself (as owner of a range of businesses) or to any external entities.

Local government water supply and sewerage businesses are permitted to pay an annual dividend from its water supply or sewerage business surplus.

Each dividend must be calculated and approved in accordance with the Department of Industry-Water guidelines and must not exceed:

## Notes to the Special Purpose Financial Statements for the year ended 30 June 2019

### Note 1. Significant Accounting Policies (continued)

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- 50% of this surplus in any one year, or
- the number of water supply or sewerage assessments at 30 June 2019 multiplied by \$30 (less the payment for tax equivalent charges, not exceeding \$3 per assessment).

In accordance with the Department of Industry -Water guidelines a Dividend Payment form, Statement of Compliance, Unqualified Independent Financial Audit Report and Compliance Audit Report are required to be submitted to the Department of Industry - Water.



**INDEPENDENT AUDITOR'S REPORT**  
**Report on the special purpose financial statements**  
**Ballina Shire Council**

To the Councillors of the Ballina Shire Council

### **Opinion**

I have audited the accompanying special purpose financial statements (the financial statements) of Ballina Shire Council's (the Council) declared business activities, which comprise the Income Statement of each declared business activity for the year ended 30 June 2019, the Statement of Financial Position of each declared business activity as at 30 June 2019, Note 1 Significant accounting policies for the business activities declared by Council, and the Statement by Councillors and Management.

The declared business activities of the Council are:

- Water supply
- Wastewater service
- Quarries
- Airport
- Wigmore Arcade
- Land development
- Private works
- Landfill and resource recovery.

In my opinion, the financial statements present fairly, in all material respects, the financial position of the Council's declared business activities as at 30 June 2019, and its financial performance for the year then ended, in accordance with the Australian Accounting Standards described in Note 1 and the Local Government Code of Accounting Practice and Financial Reporting – update number 27 (LG Code).

My opinion should be read in conjunction with the rest of this report.

### **Basis for Opinion**

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under the standards are described in the 'Auditor's Responsibilities for the Audit of the Financial Statements' section of my report.

I am independent of the Council in accordance with the requirements of the:

- Australian Auditing Standards
- Accounting Professional and Ethical Standards Board's APES 110 'Code of Ethics for Professional Accountants' (APES 110).

I have fulfilled my other ethical responsibilities in accordance with APES 110.

Parliament promotes independence by ensuring the Auditor-General and the Audit Office of New South Wales are not compromised in their roles by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General
- mandating the Auditor-General as the auditor of councils
- precluding the Auditor-General from providing non-audit services.

I believe the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

### **Emphasis of Matter - Basis of Accounting**

Without modifying my opinion, I draw attention to Note 1 to the financial statements which describes the basis of accounting. The financial statements have been prepared for the purpose of fulfilling the Council's financial reporting responsibilities under the LG Code. As a result, the financial statements may not be suitable for another purpose.

### **Other Information**

The Council's annual report for the year ended 30 June 2019 includes other information in addition to the financial statements and my Independent Auditor's Report thereon. The Councillors are responsible for the other information. At the date of this Independent Auditor's Report, the other information I have received comprise the general purpose financial statements and Special Schedules (the Schedules).

My opinion on the financial statements does not cover the other information. Accordingly, I do not express any form of assurance conclusion on the other information. However, as required by the *Local Government Act 1993*, I have separately expressed an opinion on the general purpose financial statements and Special Schedule 'Permissible income for general rates'.

In connection with my audit of the financial statements, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude there is a material misstatement of the other information, I must report that fact.

I have nothing to report in this regard.

### **The Councillors' Responsibilities for the Financial Statements**

The Councillors are responsible for the preparation and fair presentation of the financial statements and for determining that the accounting policies, described in Note 1 to the financial statements, are appropriate to meet the requirements in the LG Code. The Councillors' responsibility also includes such internal control as the Councillors determine is necessary to enable the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Councillors are responsible for assessing the Council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting, unless it is not appropriate to do so.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

My objectives are to:

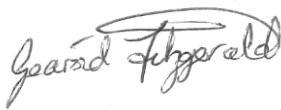
- obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error
- issue an Independent Auditor's Report including my opinion.

Reasonable assurance is a high level of assurance, but does not guarantee an audit conducted in accordance with Australian Auditing Standards will always detect material misstatements. Misstatements can arise from fraud or error. Misstatements are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions users take based on the financial statements.

A description of my responsibilities for the audit of the financial statements is located at the Auditing and Assurance Standards Board website at: [www.auasb.gov.au/auditors\\_responsibilities/ar4.pdf](http://www.auasb.gov.au/auditors_responsibilities/ar4.pdf). The description forms part of my auditor's report.

My opinion does not provide assurance:

- that the Council carried out its activities effectively, efficiently and economically
- about the security and controls over the electronic publication of the audited financial statements on any website where they may be presented
- about any other information which may have been hyperlinked to/from the financial statements.



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

24 October 2019  
SYDNEY

# Ballina Shire Council

SPECIAL SCHEDULES  
for the year ended 30 June 2019

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*Serving the community of today while preparing for the  
challenges of tomorrow.*



**Special Schedules**  
for the year ended 30 June 2019

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## Permissible income for general rates for the year ended 30 June 2019

\$ '000		Calculation 2019/20	Calculation 2018/19
<b>Notional general income calculation <sup>1</sup></b>			
Last year notional general income yield	a	22,868	21,510
Plus or minus adjustments <sup>2</sup>	b	240	168
<b>Notional general income</b>	c = a + b	<b>23,108</b>	<b>21,678</b>
<b>Permissible income calculation</b>			
Special variation percentage <sup>3</sup>	d	5.90%	9.10%
Less expiring special variation amount	g	–	(697)
Plus special variation amount	h = d x (c + g)	1,363	1,909
<b>Sub-total</b>	k = (c + g + h + i + j)	<b>24,471</b>	<b>22,890</b>
Plus (or minus) last year's carry forward total	l	12	(14)
Less valuation objections claimed in the previous year	m	(6)	(2)
<b>Sub-total</b>	n = (l + m)	<b>6</b>	<b>(16)</b>
<b>Total permissible income</b>	o = k + n	<b>24,477</b>	<b>22,874</b>
Less notional general income yield	p	24,469	22,868
<b>Catch-up or (excess) result</b>	q = o – p	<b>9</b>	<b>6</b>
Plus income lost due to valuation objections claimed <sup>4</sup>	r	–	6
<b>Carry forward to next year <sup>6</sup></b>	t = q + r + s	<b>9</b>	<b>12</b>

### Notes

- (1) The notional general income will not reconcile with rate income in the financial statements in the corresponding year. The statements are reported on an accrual accounting basis which include amounts that relate to prior years' rates income.
- (2) Adjustments account for changes in the number of assessments and any increase or decrease in land value occurring during the year. The adjustments are called 'supplementary valuations' as defined in the Valuation of Land Act 1916.
- (3) The 'special variation percentage' is inclusive of the rate peg percentage and where applicable Crown land adjustment.
- (4) Valuation objections are unexpected changes in land values as a result of land owners successfully objecting to the land value issued by the Valuer-General. Councils can claim the value of the income lost due to valuation objections in any single year.
- (6) Carry forward amounts which are in excess (an amount that exceeds the permissible income) require ministerial approval by order published in the NSW Government Gazette in accordance with section 512 of the Local Government Act 1993. The OLG will extract these amounts from Council's Permissible income for general rates Statement in the financial data return (FDR) to administer this process.



**INDEPENDENT AUDITOR'S REPORT**  
**Special Schedule - Permissible income for general rates**  
**Ballina Shire Council**

To the Councillors of Ballina Shire Council

### **Opinion**

I have audited the accompanying Special Schedule – Permissible income for general rates (the Schedule) of Ballina Shire Council (the Council) for the year ending 30 June 2020.

In my opinion, the Schedule is prepared, in all material respects in accordance with the requirements of the Local Government Code of Accounting Practice and Financial Reporting – update number 27 (LG Code), and is in accordance with the books and records of the Council.

My opinion should be read in conjunction with the rest of this report.

### **Basis for Opinion**

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under the standards are described in the 'Auditor's Responsibilities for the Audit of the Schedule' section of my report.

I am independent of the Council in accordance with the requirements of the:

- Australian Auditing Standards
- Accounting Professional and Ethical Standards Board's APES 110 'Code of Ethics for Professional Accountants' (APES 110).

I have fulfilled my other ethical responsibilities in accordance with APES 110.

Parliament promotes independence by ensuring the Auditor-General and the Audit Office of New South Wales are not compromised in their roles by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General
- mandating the Auditor-General as auditor of councils
- precluding the Auditor-General from providing non-audit services.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

### **Emphasis of Matter - Basis of Accounting**

Without modifying my opinion, I draw attention to the special purpose framework used to prepare the Schedule. The Schedule has been prepared for the purpose of fulfilling the Council's reporting obligations under the LG Code. As a result, the Schedule may not be suitable for another purpose.

## Other Information

The Council's annual report for the year ended 30 June 2019 includes other information in addition to the Schedule and my Independent Auditor's Report thereon. The Councillors are responsible for the other information. At the date of this Independent Auditor's Report, the other information I have received comprise the general purpose financial statements, special purpose financial statements and Special Schedule 'Report on infrastructure assets as at 30 June 2019'.

My opinion on the Schedule does not cover the other information. Accordingly, I do not express any form of assurance conclusion on the other information. However, as required by the *Local Government Act 1993*, I have separately expressed an opinion on the general purpose financial statements and the special purpose financial statements.

In connection with my audit of the Schedule, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the Schedule or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude there is a material misstatement of the other information, I must report that fact.

I have nothing to report in this regard.

## The Councillors' Responsibilities for the Schedule

The Councillors are responsible for the preparation of the Schedule in accordance with the LG Code. The Councillors' responsibility also includes such internal control as the Councillors determine is necessary to enable the preparation of the Schedule that is free from material misstatement, whether due to fraud or error.

In preparing the Schedule, the Councillors are responsible for assessing the Council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting, unless it is not appropriate to do so.

## Auditor's Responsibilities for the Audit of the Schedule

My objectives are to:

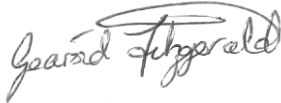
- obtain reasonable assurance whether the Schedule as a whole is free from material misstatement, whether due to fraud or error
- issue an Independent Auditor's Report including my opinion.

Reasonable assurance is a high level of assurance, but does not guarantee an audit conducted in accordance with Australian Auditing Standards will always detect material misstatements. Misstatements can arise from fraud or error. Misstatements are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions users take based on the Schedule.

A description of my responsibilities for the audit of the Schedule is located at the Auditing and Assurance Standards Board website at: [www.auasb.gov.au/auditors\\_responsibilities/ar8.pdf](http://www.auasb.gov.au/auditors_responsibilities/ar8.pdf). The description forms part of my auditor's report.

My opinion does not provide assurance:

- that the Council carried out its activities effectively, efficiently and economically
- about the security and controls over the electronic publication of the audited Schedule on any website where it may be presented
- about any other information which may have been hyperlinked to/from the Schedule.

A handwritten signature in black ink, reading "Gearoid Fitzgerald". The signature is written in a cursive style with a large, sweeping flourish over the first name.

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

24 October 2019  
SYDNEY

## Report on Infrastructure Assets as at 30 June 2019

Asset Class	Asset Category	Estimated cost to bring assets to satisfactory standard	Estimated cost to bring assets agreed level of service set by Council	2018/19 Required maintenance <sup>a</sup>	2018/19 Actual maintenance	Net carrying amount	Gross replacement cost (GRC)	Assets in condition as a percentage of gross replacement cost											
								1	2	3	4	5							
<b>Buildings</b>																			
	Council Offices	90	21	75	77	11,127	16,468	31.0%	63.0%	6.0%	0.0%	0.0%	0.0%						
	Works Depot	128	94	100	112	13,636	18,306	55.0%	38.0%	5.0%	2.0%	0.0%	0.0%						
	Halls	314	63	20	14	2,579	5,789	5.0%	41.0%	41.0%	13.0%	0.0%	0.0%						
	Dwellings	274	125	-	-	858	2,508	0.0%	30.0%	32.0%	38.0%	0.0%	0.0%						
	Airport	30	-	50	55	5,323	8,058	36.0%	57.0%	7.0%	0.0%	0.0%	0.0%						
	Shops/Offices	231	125	40	36	4,892	9,476	8.0%	46.0%	45.0%	1.0%	0.0%	0.0%						
	Library	13	5	20	21	4,823	7,064	40.0%	56.0%	4.0%	0.0%	0.0%	0.0%						
	Community Centres	103	21	200	165	20,368	27,265	63.0%	30.0%	7.0%	0.0%	0.0%	0.0%						
	Childcare Centres	212	10	20	-	4,594	8,758	21.0%	31.0%	48.0%	0.0%	0.0%	0.0%						
	Waste Centre	72	10	60	156	3,610	5,645	29.0%	53.0%	15.0%	3.0%	0.0%	0.0%						
	Amenities/Toilets	530	156	275	284	28,134	40,437	47.0%	34.0%	17.0%	2.0%	0.0%	0.0%						
	<b>Sub-total</b>	<b>1,997</b>	<b>630</b>	<b>860</b>	<b>920</b>	<b>99,944</b>	<b>149,774</b>	<b>41.1%</b>	<b>40.7%</b>	<b>16.0%</b>	<b>2.1%</b>	<b>0.1%</b>	<b>0.1%</b>						
<b>Other structures</b>																			
	Other structures	-	-	80	79	9,479	9,593	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%						
	Other	513	321	400	406	24,248	35,005	36.0%	47.0%	15.0%	2.0%	0.0%	0.0%						
	<b>Sub-total</b>	<b>513</b>	<b>321</b>	<b>480</b>	<b>485</b>	<b>33,727</b>	<b>44,598</b>	<b>49.8%</b>	<b>36.9%</b>	<b>11.8%</b>	<b>1.6%</b>	<b>(0.1%)</b>	<b>(0.1%)</b>						
<b>Roads</b>																			
	Sealed roads	533	568	772	795	279,219	367,752	67.0%	26.0%	7.0%	0.0%	0.0%	0.0%						
	Unsealed roads	218	103	475	474	20,816	24,107	2.0%	2.0%	1.0%	95.0%	0.0%	0.0%						
	Bridges	653	257	16	15	31,715	51,035	63.0%	14.0%	22.0%	1.0%	0.0%	0.0%						
	Footpaths/Cycleways	46	51	128	130	27,223	36,081	69.0%	29.0%	1.0%	1.0%	0.0%	0.0%						
	Kerb & Gutter	16	10	-	-	29,716	42,867	69.0%	30.0%	1.0%	0.0%	0.0%	0.0%						
	Bulk earthworks	-	-	-	-	139,457	140,123	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%						
	Road Furniture	143	53	50	53	18,197	22,989	71.0%	17.0%	12.0%	0.0%	0.0%	0.0%						
	<b>Sub-total</b>	<b>1,609</b>	<b>1,042</b>	<b>1,441</b>	<b>1,467</b>	<b>546,343</b>	<b>684,954</b>	<b>71.5%</b>	<b>19.0%</b>	<b>6.0%</b>	<b>3.5%</b>	<b>0.0%</b>	<b>0.0%</b>						
<b>Water supply network</b>																			
	Treatment Plants	162	151	25	23	2,669	5,615	3.0%	19.0%	74.0%	4.0%	0.0%	0.0%						
	Pump Stations	54	47	50	25	1,705	2,266	76.0%	2.0%	16.0%	6.0%	0.0%	0.0%						
	Reservoirs	1,787	1,740	50	41	13,241	18,868	10.0%	0.0%	79.0%	0.0%	11.0%	0.0%						
	Water Connections	234	207	300	380	1,851	3,530	24.0%	22.0%	39.0%	9.0%	6.0%	0.0%						
	Pipelines	4,742	3,806	575	605	56,020	89,279	13.0%	42.0%	36.0%	8.0%	1.0%	0.0%						
	<b>Sub-total</b>	<b>6,979</b>	<b>5,951</b>	<b>1,000</b>	<b>1,074</b>	<b>75,486</b>	<b>119,558</b>	<b>13.6%</b>	<b>32.9%</b>	<b>44.3%</b>	<b>6.5%</b>	<b>2.7%</b>	<b>2.7%</b>						

Report on Infrastructure Assets (continued)  
as at 30 June 2019

Asset Class	Asset Category	Estimated cost				2018/19 Actual maintenance	Net carrying amount	Gross replacement cost (GRC)	Assets in condition as a percentage of gross replacement cost				
		Estimated cost to bring assets to satisfactory standard	to bring assets to agreed level of service set by Council	2018/19 Required maintenance <sup>a</sup>	2018/19 Actual maintenance				1	2	3	4	5
<b>Sewerage network</b>	Treatment	2,988	940	1,000	1,107	61,339	89,295	49.0%	2.0%	46.0%	3.0%	0.0%	
	Pumping Stations	2,856	2,095	900	819	32,943	55,337	14.0%	8.0%	70.0%	4.0%	4.0%	
	Mains	592	470	250	261	106,916	129,683	19.0%	74.0%	6.0%	0.0%	1.0%	
	Recycled Water	—	—	100	155	16,659	18,802	79.0%	21.0%	0.0%	0.0%	0.0%	
	<b>Sub-total</b>	<b>6,436</b>	<b>3,505</b>	<b>2,250</b>	<b>2,342</b>	<b>217,857</b>	<b>293,117</b>	<b>31.0%</b>	<b>36.2%</b>	<b>29.9%</b>	<b>1.7%</b>	<b>1.2%</b>	
<b>Stormwater drainage</b>	Pollution Control	—	—	25	16	2,819	3,148	100.0%	0.0%	0.0%	0.0%	0.0%	
	Outfall Structures	4	5	10	—	169	344	35.0%	47.0%	16.0%	2.0%	0.0%	
	Reticulation – Pipe	7	—	350	393	55,689	85,227	59.0%	41.0%	0.0%	0.0%	0.0%	
	Reticulation – Pit	8	10	10	—	18,837	30,854	53.0%	47.0%	0.0%	0.0%	0.0%	
	Culverts	173	180	10	—	7,040	14,084	28.0%	48.0%	24.0%	0.0%	0.0%	
	<b>Sub-total</b>	<b>192</b>	<b>195</b>	<b>405</b>	<b>409</b>	<b>84,554</b>	<b>133,657</b>	<b>55.3%</b>	<b>42.2%</b>	<b>2.6%</b>	<b>0.0%</b>	<b>(0.1%)</b>	
	<b>TOTAL - ALL ASSETS</b>	<b>17,726</b>	<b>11,644</b>	<b>6,436</b>	<b>6,697</b>	<b>1,057,911</b>	<b>1,425,658</b>	<b>52.9%</b>	<b>28.7%</b>	<b>15.0%</b>	<b>2.8%</b>	<b>0.6%</b>	

(a) Required maintenance is the amount identified in Council's asset management plans.

Infrastructure asset condition assessment 'key'

- 1 **Excellent/very good** No work required (normal maintenance)
- 2 **Good** Only minor maintenance work required
- 3 **Satisfactory** Maintenance work required
- 4 **Poor** Renewal required
- 5 **Very poor** Urgent renewal/upgrading required

## Report on Infrastructure Assets (continued)

as at 30 June 2019

\$ '000	Amounts 2019	Indicator 2019	Prior periods		Benchmark
			2018 <sup>3</sup>	2017	
<b>Infrastructure asset performance indicators (consolidated) *</b>					
<b>Buildings and infrastructure renewals ratio <sup>1</sup></b>					
Asset renewals <sup>2</sup>	<b>18,207</b>	<b>107.02%</b>	142.58%	84.21%	>=100.00%
Depreciation, amortisation and impairment	<b>17,012</b>				
<b>Infrastructure backlog ratio <sup>1</sup></b>					
Estimated cost to bring assets to a satisfactory standard	<b>17,726</b>	<b>1.68%</b>	1.90%	1.98%	<2.00%
Net carrying amount of infrastructure assets	<b>1,057,911</b>				
<b>Asset maintenance ratio</b>					
Actual asset maintenance	<b>6,697</b>	<b>104.06%</b>	96.90%	82.91%	>100.00%
Required asset maintenance	<b>6,436</b>				
<b>Cost to bring assets to agreed service level</b>					
Estimated cost to bring assets to an agreed service level set by Council	<b>11,644</b>	<b>0.82%</b>	0.86%	0.86%	
Gross replacement cost	<b>1,425,658</b>				

(\*) All asset performance indicators are calculated using classes identified in the previous table.

(1) Excludes Work In Progress (WIP)

(2) Asset renewals represent the replacement and/or refurbishment of existing assets to an equivalent capacity/performance as opposed to the acquisition of new assets (or the refurbishment of old assets) that increases capacity/performance.

(3) The 2018 ratios have been restated as a result of prior period errors. Refer note 13 (b) for details.



Report on Infrastructure Assets (continued)  
as at 30 June 2019

	General fund		Water fund		Sewer fund		Benchmark
	2019	2018	2019	2018	2019	2018	
<b>\$ '000</b>							
<b>Infrastructure asset performance indicators (by fund)</b>							
<b>Buildings and infrastructure renewals ratio <sup>1</sup></b>							
Asset renewals <sup>2</sup>	<b>136.13%</b>	161.25%	<b>26.83%</b>	14.72%	<b>42.18%</b>	135.28%	>=100.00%
Depreciation, amortisation and impairment							
<b>Infrastructure backlog ratio <sup>1</sup></b>							
Estimated cost to bring assets to a satisfactory standard	<b>0.53%</b>	0.63%	<b>9.16%</b>	9.21%	<b>2.94%</b>	3.55%	<2.00%
Net carrying amount of infrastructure assets							
<b>Asset maintenance ratio</b>							
Actual asset maintenance	<b>103.01%</b>	97.14%	<b>107.19%</b>	101.70%	<b>104.08%</b>	94.82%	>100.00%
Required asset maintenance							
<b>Cost to bring assets to agreed service level</b>							
Estimated cost to bring assets to an agreed service level set by Council	<b>0.21%</b>	0.23%	<b>4.90%</b>	5.00%	<b>1.17%</b>	1.22%	
Gross replacement cost							

(1) Excludes Work In Progress (WIP)

(2) Asset renewals represent the replacement and/or refurbishment of existing assets to an equivalent capacity/performance as opposed to the acquisition of new assets (or the refurbishment of old assets) that increases capacity/performance.

***ballina***  
shire council

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