



# **ATTACHMENTS**

**Tuesday, 18 August 2020**

**UNDER SEPARATE COVER**

**Ordinary Council Meeting**



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# **MINUTES**

## **Ordinary Council Meeting 21 July 2020**



## ORDINARY COUNCIL MEETING MINUTES

21 JULY 2020

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21 JULY 2020

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## ORDINARY COUNCIL MEETING MINUTES

21 JULY 2020

**MINUTES OF RICHMOND VALLEY COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBERS, 10 GRAHAM PLACE, CASINO  
ON TUESDAY, 21 JULY 2020 AT 5.00PM**

*Please note: these minutes are subject to confirmation at the next Council Meeting. Decisions recorded in the draft minutes are subject to the Council's Code of Meeting Practice in relation to rescinding decisions.*

**PRESENT:** Cr Robert Mustow (Mayor), Cr Stephen Morrissey (Deputy Mayor), Cr Sam Cornish, Cr Robert Hayes, Cr Sandra Humphrys, Cr Jill Lyons, Cr Daniel Simpson

**IN ATTENDANCE:** Vaughan Macdonald (General Manager), Angela Jones (Director Infrastructure & Environment), Ryan Gaiter (Chief Financial Officer/Manager Mid-Richmond), Scott Walters (Manager Information Technology Services), Daniel Goulding (IT Support Officer), Julie Clark (Personal Assistant to the General Manager and Mayor) and Latia Sawyer (Acting Managerial Assistant).

## **1 ACKNOWLEDGEMENT OF COUNTRY**

The Mayor provided an Acknowledgement of Country by reading the following statement on behalf of Council:

*"Richmond Valley Council recognises the people of the Bundjalung Nations as Custodians and Traditional Owners of this land and we value and appreciate the continuing cultural connection to lands, their living culture and their unique role in the life of this region in the past, present and future."*

## **2 PRAYER**

The meeting opened with a prayer by the General Manager.

## **3 PUBLIC ACCESS AND QUESTION TIME**

Nil

## **4 APOLOGIES**

Nil

## ORDINARY COUNCIL MEETING MINUTES

21 JULY 2020

**5 MAYORAL MINUTES****5.1 MAYORAL MINUTE - PROPOSED ELECTORAL BOUNDARIES REDISTRIBUTION****RESOLUTION 210720/1**

Moved: Cr Robert Mustow  
Seconded: Cr Stephen Morrissey

That Council receives and notes the information on proposed electoral boundaries redistribution for the Clarence and Lismore electorates.

**CARRIED****6 CONFIRMATION OF MINUTES****6.1 MINUTES ORDINARY MEETING HELD ON 23 JUNE 2020****RESOLUTION 210720/2**

Moved: Cr Daniel Simpson  
Seconded: Cr Robert Hayes

That Council confirms the Minutes of the Ordinary meeting held on 23 June 2020.

**CARRIED****7 MATTERS ARISING OUT OF THE MINUTES****7.1 MAYORAL ATTENDANCES 12 MAY - 15 JUNE 2020 (ORDINARY MEETING 23 JUNE 2020)****RECOMMENDATION**

Cr Stephen Morrissey referred to a meeting with Minister Toole (10 June) and sought an update on the discussions in relation to funding of Woodburn/Coraki Road upgrade.

The General Manager advised subsequent meetings have been held between Transport for NSW and Council on various matters, including the NSW Government's election commitment to contribute \$10 million to upgrade Woodburn/Coraki Road.

**8 DECLARATION OF INTERESTS**

Nil

**9 PETITIONS**

Nil

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## ORDINARY COUNCIL MEETING MINUTES

21 JULY 2020

**10 NOTICE OF MOTION**

Nil

**11 MAYOR'S REPORT****11.1 MAYOR ATTENDANCES 15 JUNE - 13 JULY 2020****RESOLUTION 210720/3**

Moved: Cr Robert Mustow

Seconded: Cr Stephen Morrissey

That Council receives and notes the Mayor's attendance report 15 June – 13 July 2020

**CARRIED****12 DELEGATE'S REPORTS**

Nil

**13 MATTERS DETERMINED WITHOUT DEBATE****13.1 MATTERS TO BE DETERMINED WITHOUT DEBATE****RESOLUTION 210720/4**

Moved: Cr Robert Hayes

Seconded: Cr Jill Lyons

That items 14.2 and 15.1 identified be determined without debate.

**CARRIED**

## ORDINARY COUNCIL MEETING MINUTES

21 JULY 2020

**14 GENERAL MANAGER'S REPORTS****14.1 RESOURCE RECOVERY AND WASTE STRATEGY****EXECUTIVE SUMMARY**

A draft Resource Recovery and Waste Management Strategy has been prepared to guide the future direction of Council's waste business from 2020-2030. The Strategy will help Council to navigate complex and ever-changing issues in the waste management industry and further develop resource recovery in the Richmond Valley.

The Strategy aims to provide a reliable, efficient, cost effective and environmentally sustainable resource recovery and waste management service for the community. It will provide a pathway for planning essential services and infrastructure investment.

**RESOLUTION 210720/5**

Moved: Cr Robert Mustow

Seconded: Cr Sandra Humphrys

That Council adopts the draft Strategy for Resource Recovery and Waste Management.

**CARRIED****14.2 APPOINTMENT OF NATIVE TITLE MANAGER****EXECUTIVE SUMMARY**

Council is required to give notice to the Department of Planning, Industry and Environment of the name and contact details of any person the council has engaged as a Native Title Manager. Council's Manager Asset Planning has attended the one-day training required for qualifying as a Native Title Manager. This staff member has been a Native Title Manager since November 2018 and it is proposed to continue this appointment.

**RESOLUTION 210720/6**

Moved: Cr Robert Hayes

Seconded: Cr Jill Lyons

That:

1. Council give notice to the relevant Minister, in accordance with the *Crown Land Management Act 2016* requirements (s.8.8), that Council's Manager Asset Planning, Mr Andrew Leach, has been retained as Council's Native Title Manager.
2. That a copy of the resolution be provided to the Department of Planning Industry and Environment.

**CARRIED**

## ORDINARY COUNCIL MEETING MINUTES

21 JULY 2020

**15 FINANCIAL REPORTS****15.1 FINANCIAL ANALYSIS REPORT - JUNE 2020****EXECUTIVE SUMMARY**

The purpose of this report is to inform Council on the status and performance of its investment portfolio in accordance with the *Local Government Act 1993* (Section 625), *Local Government (General) Regulation 2005* (Clause 212), Australian Accounting Standard (AASB 9) and Council's Investment Policy.

The value of Council's Investment Portfolio as at 30 June 2020 including General Bank Accounts and Trust Funds is shown below.

Investment Portfolio	General Bank Accounts	Trust Funds	Total
\$52,820,318	\$512,191	\$87,050	\$53,419,559

The weighted average rate of return on Council's investments for June 2020 was 1.84% which was above the 90 Day Bank Bill Index for June of 1.015%.

**RESOLUTION 210720/7**

Moved: Cr Robert Hayes

Seconded: Cr Jill Lyons

That Council adopt the Financial Analysis Report detailing investment performance for the month of June 2020.

**CARRIED****16 TENDER REPORTS****16.1 DESIGN OF CASINO MEMORIAL SWIMMING POOL UPGRADE (VP191367)****EXECUTIVE SUMMARY**

Richmond Valley Council called for tenders seeking appropriately qualified and experienced contractors to prepare design documentation for the upgrades to the Casino Memorial Pool. The successful tenderer will be responsible for developing and documenting all necessary drawings, specifications and amendments needed for a staged development including concept design, final design, development approvals and construction certification, tender/contract period and, construction period.

**RESOLUTION 210720/8**

Moved: Cr Sandra Humphrys

Seconded: Cr Stephen Morrissey

That Council refer this matter as Item 21.3 Tender – Design of Casino Memorial Swimming Pool Upgrade VP191367, to Closed Council pursuant to Section 10A(2) - (c) of the *Local Government Act 1993*.

**CARRIED**

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## ORDINARY COUNCIL MEETING MINUTES

21 JULY 2020

**17 GENERAL BUSINESS****17.1 ROCK FISHING SAFETY UPDATE****EXECUTIVE SUMMARY**

Council resolved to opt-in to the *Rock Fishing Safety Act 2016* from 26 January 2019. Initially, there was a six-month educational period to help phase in the Act. However, in May 2019, Administration of the Act was changed to transfer responsibility to the Minister for Police and Emergency Services and the Minister for Local Government. Due to this change in Ministerial duties, Council resolved on 26 August 2019 to further extend the educational period until 26 July 2020. This report outlines the next steps in implementing the *Rock Fishing Safety Act 2016* following the end of the education period.

**RESOLUTION 210720/9**

Moved: Cr Robert Mustow

Seconded: Cr Sandra Humphrys

That

1. Council notes the closure of the extended period of education for the *Rock Fishing Safety Act 2016*, with enforcement action to commence as at 27 July 2020.
2. Council will continue to promote safe fishing practices through education and notify the public when the enforcement period commences.
3. A report is to be presented to Council every twelve months providing an update on the *Rock Fishing Safety Act 2016*, including regulatory action taken within the period.

**CARRIED****18 MATTERS FOR INFORMATION****RESOLUTION 210720/10**

Moved: Cr Daniel Simpson

Seconded: Cr Jill Lyons

Recommended that the following reports submitted for information be received and noted.

**CARRIED****18.1 CUSTOMER SERVICE REPORT 1 APRIL 2020 - 30 JUNE 2020****RESOLUTION 210720/11**

Moved: Cr Daniel Simpson

Seconded: Cr Jill Lyons

That Council receives and notes the Customer Service Report for the period 1 April 2020 to 30 June 2020.

**CARRIED**



## ORDINARY COUNCIL MEETING MINUTES

21 JULY 2020

**18.2 GRANT APPLICATION INFORMATION REPORT - JUNE 2020****RESOLUTION 210720/12**

Moved: Cr Daniel Simpson

Seconded: Cr Jill Lyons

That Council receives and notes the Grant Application Information Report for the month of June 2020.

**CARRIED****18.3 WRITE-OFF OF MONIES UNDER DELEGATION****RESOLUTION 210720/13**

Moved: Cr Daniel Simpson

Seconded: Cr Jill Lyons

That Council receives and notes the information provided in this report.

**CARRIED****18.4 DEVELOPMENT APPLICATIONS DETERMINED UNDER THE ENVIRONMENTAL PLANNING AND ASSESSMENT ACT FOR THE PERIOD 1 JUNE TO 30 JUNE 2020****RESOLUTION 210720/14**

Moved: Cr Daniel Simpson

Seconded: Cr Jill Lyons

That Council receives and notes the development application report for the period 1 June to 30 June 2020.

**CARRIED****18.5 CORRESPONDENCE - ROUS COUNTY COUNCIL'S PROPOSED FUTURE WATER PROJECT 2060****RESOLUTION 210720/15**

Moved: Cr Daniel Simpson

Seconded: Cr Jill Lyons

Council receives and notes the correspondence from Rous County Council's Proposed Future Water Project 2060.

**CARRIED**

## ORDINARY COUNCIL MEETING MINUTES

21 JULY 2020

**18.6 CORRESPONDENCE - TARGET STORE CASINO CLOSURE****RESOLUTION 210720/16**

Moved: Cr Daniel Simpson

Seconded: Cr Jill Lyons

That Council receives and notes the correspondence regarding the proposed closure of Target Store in Casino.

**CARRIED****19 QUESTIONS ON NOTICE**

Nil

**20 QUESTIONS FOR NEXT MEETING (IN WRITING)**

Nil

**21 MATTERS REFERRED TO CLOSED COUNCIL**

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993:

**21.1 Woodview Quarry Lease Tender VP186832**

This matter is considered to be confidential under Section 10A(2) - (d)(ii) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if disclosed, confer a commercial advantage on a competitor of the council.

**21.2 Plant Hire Service Tender - VP186847**

This matter is considered to be confidential under Section 10A(2) - (d)(i) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

**21.3 Tender - Design of Casino Memorial Swimming Pool Upgrade VP191367**

This matter is considered to be confidential under Section 10A(2) - (d)(i) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

These matters are considered to be confidential under Section 10A(2) - (d)(ii) and 10A(2) - (d)(i), of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

The General Manager reported that no written representations had been received in respect to the item listed for consideration in Closed Council.

The Chair called for verbal representations from the gallery.

There were no representations from the gallery.

The Chair advised under section 10A of the Local Government Act 1993, the media and public are

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## ORDINARY COUNCIL MEETING MINUTES

21 JULY 2020

to be excluded from the meeting on the basis that the business to be considered is classified confidential under the provisions of section 10A(2) as outlined above

**RESOLUTION 210720/17**

Moved: Cr Stephen Morrissey

Seconded: Cr Jill Lyons

That:

1. Council resolved to enter Closed Council to consider the business identified in Items 21.1, 21.2 and 21.3 together with any late reports tabled at the meeting.
2. Pursuant to Section 10A(2) - (c) of the *Local Government Act 1993*, the media and public be excluded from the meeting on the basis that the business to be considered is classified confidential under the provisions of section 10A(2) as outlined above.
3. The correspondence and reports relevant to the subject business be withheld from access to the media and public as required by section 11(2) of the *Local Government Act 1993*.

Council closed its meeting at 5.35pm. The public left the Chamber.

**CARRIED**

**RESOLUTION 210720/18**

Moved: Cr Stephen Morrissey

Seconded: Cr Sam Cornish

That Council moves out of Closed Council into Open Council.

**CARRIED**

## ORDINARY COUNCIL MEETING MINUTES

21 JULY 2020

**22 RESOLUTIONS OF CLOSED COUNCIL**

The following resolutions of Council, passed while the meeting was closed to the public, were read to the Open Council Meeting by the Director Infrastructure and Environment.

**21.1 WOODVIEW QUARRY LEASE TENDER VP186832**

1. That the General Manager be authorised to negotiate a commercial outcome for the lease of Woodview Quarry in accordance with the information contained in the Woodview Quarry Lease Tender Report and discussions by Council.
2. That a report be brought to Council on the outcome of the negotiations for a commercial agreement to lease the quarry prior to any lease being finalised.

**21.2 PLANT HIRE SERVICE TENDER – VP186847**

That:

1. Council appoint all compliant tenderers to a panel to provide various plant hire services for the period 1 July 2020 until 30 June 2022.
2. Provision be allowed for two x one-year extensions to the contract based on satisfactory contractor performance.
3. The General Manager be authorised to negotiate and finalise the terms and conditions of any contract or agreement, including affixing the seal of Council where necessary.

## ORDINARY COUNCIL MEETING MINUTES

21 JULY 2020

**21.3 TENDER – DESIGN OF CASINO MEMORIAL SWIMMING POOL UPGRADE VP191367 (DETAILED REPORT)**

That Council:

1. Declines all submissions received for Tender VP191367 – Design of Casino Memorial Swimming Pool Upgrade due to all submissions being higher than the budget allocated for the works.
2. Determines not to call fresh Tenders, as submissions received were of sufficient number and quality to make a new tender process unwarranted.
3. Apply Clause 178 (3e) of the *Local Government (General) Regulation 2005* to authorise the General Manager to enter into direct negotiations with nominated tenderers, with a view to obtaining works within the available budget, and to finalise the terms of the contract or agreement, including affixing the seal of Council where necessary.
4. Note that the outcomes of the negotiations will be reported to Council for information.

The Meeting closed at 6.00 pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 18 August 2020.

.....  
CHAIRPERSON



# **MINUTES**

## **Internal Audit and Risk Committee Meeting 4 August 2020**

## INTERNAL AUDIT AND RISK COMMITTEE MEETING MINUTES

4 AUGUST 2020

**ORDER OF BUSINESS**

<b>1</b>	<b>WELCOME.....</b>	<b>3</b>
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## INTERNAL AUDIT AND RISK COMMITTEE MEETING MINUTES

4 AUGUST 2020

**MINUTES OF RICHMOND VALLEY COUNCIL  
INTERNAL AUDIT AND RISK COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBERS, 10 GRAHAM PLACE, CASINO  
ON TUESDAY, 4 AUGUST 2020 AT 4:00PM**

**PRESENT:** Cr Daniel Simpson (Chair), Cr Robert Mustow, Cr Sam Cornish, Cr Robert Hayes, Cr Jill Lyons (arrived at 4.09pm), Cr Sandra Humphrys (arrived at 4.32pm).

**IN ATTENDANCE:** Vaughan Macdonald (General Manager), Ryan Gaiter (Chief Financial Officer/Manager Mid-Richmond), Ben Zeller (Manager Projects and Performance), Charlene Reeves (Project Support Officer).

**PRESENT:** Jarrod Lean (Grant Thornton) (via telephone)

**1 WELCOME**

Cr Daniel Simpson welcomed everyone to the meeting.

**2 APOLOGIES**

**COMMITTEE RESOLUTION IA040820/1**

Moved: Cr Daniel Simpson

Seconded: Cr Sam Cornish

That the apologies received from Cr Stephen Morrissey, Adam Bradfield (Thomas Noble Russell), Mahesha Rubasinghe (Grant Thornton) and Angela Jones (Director Infrastructure & Environment) be accepted.

**CARRIED**

**3 DECLARATION OF INTERESTS**

Nil.

**4 MATTERS FOR CONSIDERATION**

**4.1 STATUS OF THE 2019/2020 INTERNAL AUDIT PLAN**

**COMMITTEE RESOLUTION IA040820/2**

Moved: Cr Sam Cornish

Seconded: Cr Robert Hayes

That the Committee received and noted the contents of the Status of the 2019/2020 Internal Audit Plan report.

**CARRIED**



## INTERNAL AUDIT AND RISK COMMITTEE MEETING MINUTES

4 AUGUST 2020

**4.2 PROGRESS OF OUTSTANDING INTERNAL AND EXTERNAL AUDIT ITEMS****COMMITTEE RESOLUTION IA040820/3**

Moved: Cr Daniel Simpson

Seconded: Cr Jill Lyons

That:

1. The Committee received and noted the contents of the Progress of Outstanding Internal and External Audit Items report.
2. The long standing action items are to be reported back to the committee every six months.
3. Action Item IA201811.01 – Disparate Management of Compliance Activities; be included in the long standing action items report.

**CARRIED****4.3 CEMETERIES MANAGEMENT REVIEW****COMMITTEE RESOLUTION IA040820/4**

Moved: Cr Jill Lyons

Seconded: Cr Sam Cornish

That

1. The Committee received and noted the Cemeteries Management Review conducted by Grant Thornton.
2. The recommendations for improvement are implemented within the agreed timeframes.

**CARRIED****4.4 2020/2021 INTERNAL AUDIT PLAN AND SCHEDULE OF MEETINGS****COMMITTEE RESOLUTION IA040820/5**

Moved: Cr Sandra Humphrys

Seconded: Cr Robert Hayes

That:

1. The Committee received and noted the contents of the 2020/2021 Internal Audit Plan and Schedule of Meetings.
2. The rescheduled timing of the Cyber Security Review to be reported back to the Committee.

**CARRIED**

## INTERNAL AUDIT AND RISK COMMITTEE MEETING MINUTES

4 AUGUST 2020

**4.5 MANAGEMENT LETTER ON THE INTERIM PHASE OF THE EXTERNAL AUDIT FOR YEAR ENDING 30 JUNE 2020****COMMITTEE RESOLUTION IA040820/6**

Moved: Cr Sandra Humphrys

Seconded: Cr Sam Cornish

That the Committee received and noted the Management Letter on the Interim Phase of the External Audit for year ending 30 June 2020 report.

**CARRIED****5 GENERAL BUSINESS****COMMITTEE RESOLUTION IA040820/7**

Moved: Cr Daniel Simpson

Seconded: Cr Robert Hayes

Cr Daniel Simpson opened the meeting to allow discussion in General Business.

**CARRIED****5.1 MANAGERS KEY PERFORMANCE INDICATORS (KPI'S)**

The Chair requested clarification whether the Action Items from the Internal and External Audit Reviews are included in the Managers KPI's. The Manager Projects and Performance confirmed from this year's staff annual reviews they will become part of the Managers KPI's.

**5.2 BENCHMARKING OF INTERNAL AUDIT & RISK COMMITTEE (IARC)**

The Manager Projects and Performance provided an update to the Committee regarding the benchmarking exercise undertaken, whereby a comparison was sought with councils if their IARC functions are managed by a dedicated resource or incorporated into existing roles and; what their IARC committee members consist of.

Lismore, Kyogle, Ballina and Clarence Councils consist of independent committee members (apart from Kyogle who have two Councillors in their committee) who are paid a meeting fee for attendance. Of the Councils contacted, the IARC function is incorporated into existing roles.

The group noted the current structure of Richmond Valley's Committee, is functioning well.

**The Meeting closed at 4:48 pm.**

.....  
**CHAIRPERSON**

Richmond  
Valley  
Council



## Planning Agreement to secure Biodiversity Offset Credits for the removal of High Environmental Value vegetation

### Explanatory Note

**Lennox Street Casino — Lots 85, 86 &  
87 DP 755627 and Lots 1 & 2 DP 545750**

### INTRODUCTION

This Explanatory Note has been prepared in accordance with clause 25E of the *Environmental Planning & Assessment Regulation 2000*.

The purpose of this Explanatory Note is to provide a plain English summary to support the notification of a draft Planning Agreement (**PA**) between the parties under s7.4 of the *Environmental Planning & Assessment Act 1979* (the **Act**).

### 1 PARTIES TO THE PA

The parties to the PA are:

- (1) Richmond Valley Council (**Council**);
- (2) Peter Croke Holdings Pty Ltd (**Landowner**).

### 2 DESCRIPTION OF THE SUBJECT LAND

The **Land** to which the PA relates is set out in the table below:

Legal Description	Location
Lots 85, 86 & 87 DP 755627 and Lots 1 & 2 DP 545750	Lennox Street, Casino (and bound by Lennox, Hare, East and Boundary Streets)

### 3 DESCRIPTION OF THE PROPOSED DEVELOPMENT

The PA relates to the clearing of High Environmental Value (HEV) native vegetation on the Land, which was identified during preparation of a Planning Proposal to rezone the Land as Zone R1 General Residential, under the *Richmond Valley Local Environmental Plan 2012*, so it may be developed, including its subdivision into 46 residential lots.

PA between Wombat Developments #1 Pty Ltd and  
Richmond Valley Council – Explanatory Note

#### **4 SUMMARY OF OBJECTS, NATURE AND EFFECT OF THE VPA**

The objective of the PA is to secure the minimum Biodiversity Offset Credits (also referred to as Biodiversity Credits or Credits in the PA) for the removal of High Environmental Value (HEV) native vegetation located on the Land.

The Biodiversity Offset Credits to be provided under the PA are described in the attached Report prepared by Geolink and summarised in the table below:

<b>Description of Biodiversity Offset Credits</b>
<p>The Voluntary Planning Agreement (VPA) between Richmond Valley Council and the proponent must include the requirement that six (6) credits for PCT 837 shall be retired for the proposed subdivision and development of the site on the basis that all native vegetation will be removed. The credits may be retired by either:</p> <ol style="list-style-type: none"><li>1. paying into the Biodiversity Conservation Fund (BCF) to fulfil all offset obligations.</li><li>2. purchasing the required credits in the market.</li><li>3. developing a Biodiversity Stewardship Agreement (BSA) for a suitable offset site.</li></ol> <p>However, should a Biodiversity Development Assessment Report (BDAR) be required as part of any future development application for the Land, and this BDAR requires a larger credit requirement than six (6) credits, the larger credit requirement will form part of any development consent conditions.</p>

#### **5 ASSESSMENT OF THE MERITS OF THE PA**

##### **5.1 The planning purposes served by the PA**

In accordance with section 7.4(2) of the Act, the PA promotes the following public purpose:

- (1) the establishment of minimum credits required to offset biodiversity impacts associated with the future development of the Land; and
- (2) the conservation or enhancement of the natural environment.

##### **5.2 How the PA promotes the public interest**

In accordance with the objects of the Act, the PA promotes the public interest in the following manner:

- (1) The proper management, development and conservation of land.

PA between Wombat Developments #1 Pty Ltd and  
Richmond Valley Council – Explanatory Note

- (2) The provision to secure minimum Biodiversity Offset Credits for the removal of High Environmental Value (HEV) native vegetation on the Land.
- (3) The PA will not preclude the public being provided with the opportunity for involvement and participation when it is concurrently exhibited with Planning Proposal PP2018/0001. The public will be provided the opportunity to comment on the PA and Planning Proposal, particularly with regard to the public interest.
- (4) The provision of paying into the Biodiversity Conservation Fund (BCF); and/or purchasing the required credits in the market; and/or developing a Biodiversity Stewardship Agreement (BSA) for a suitable offset site, will offset/compensate for the removal of HEV native vegetation located on the Land.

#### **5.3 How the VPA promotes the objectives of the *Local Government Act 1993* (LG Act)**

The PA is consistent with the following purposes of the LG Act:

- (1) to give councils the ability to provide goods, services and facilities, and to carry out activities, appropriate to the current and future needs of local communities and the wider public; and
- (2) To give councils a role in the management, improvement and development of the resources of their areas.

#### **5.4 How the PA promotes the elements of Council's charter**

The PA promotes a number of elements of Council's Charter under section 8 of the LG Act, as follows:

- (1) the exhibition of the PA facilitates the involvement of members of the public, while council staff were involved in the development of the PA;
- (2) this explanatory note is prepared for the purposes of keeping the local community and the State government (and through it, the wider community) informed about its activities; and
- (3) the PA makes it clear that Council has a statutory role as consent authority for development and that the PA is not intended to unlawfully influence the exercise of its regulatory functions, ensuring that Council will act consistently and without bias, particularly where an activity of the Council is affected.

**DRAFT PLANNING AGREEMENT**

Under section 7.4 of the *Environmental Planning and Assessment Act 1979*

***Lennox Street Casino — Lots 85, 86 & 87 DP  
755627 and Lots 1 & 2 DP 545750***

**THE COUNCIL OF RICHMOND VALLEY**

**(Council)**

**AND**

**PETER CROKE HOLDINGS PTY LTD**

**(Landowner)**

Richmond Valley Council

Locked Bag 10

CASINO NSW 2470

Planning Agreement between  
Richmond Valley Council and Peter Croke Holdings Pty Ltd

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Planning Agreement between  
Richmond Valley Council and Peter Croke Holdings Pty Ltd

## PLANNING AGREEMENT

**DATED** <<Insert day>> day of <<Insert Month>> 20<<Insert Year>>

### PARTIES

**RICHMOND VALLEY COUNCIL (ABN 54 145 907 009)** of 10 Graham Place, CASINO, New South Wales, 2470 (**Council**); and

**PETER CROKE HOLDINGS PTY LTD (ACN 001 319 651)** of Brisbane QLD 4000 (**Landowner**)

### BACKGROUND

- A. The Landowner owns the Land which is the subject of the LEP Amendment.
- B. The Developer has the Landowner's consent to seek a rezoning of the Land.
- C. On 9 February 2018 the Developer lodged (or authorised to be lodged, as the case may be) Planning Proposal PP2018/0001 with Council to rezone the Land so it may be developed for residential purposes, including subdivision.
- C. A small fragmented area of woodland dominated by Forest Red Gum (*Eucalyptus tereticornis*) form part of High Environmental Value (**HEV**) native vegetation on the Land.
- D. As the area of vegetation is small, lacking connectivity and degraded, its future loss is supported by the Biodiversity and Conservation Division (**BCD**), of the NSW Department of Planning, Industry and Environment (formerly part of the NSW Office of Environment and Heritage), by offsetting the loss using the Biodiversity Assessment Method (**BAM**) and securing the retirement of a minimum number of biodiversity credits via a Planning Agreement (**PA**).
- E. GeoLink Consulting was engaged to prepare a BAM report (12 August 2019) (**GeoLink BAM Report**) which concluded the PA must include a requirement to retire a minimum of six (6) credits for Plant Community Type PCT 837.
- F. It is noted, that should a Biodiversity Development Assessment Report (**BDAR**) be required as part of any future development application for the Land, and this BDAR requires a larger credit requirement than six (6) credits, the larger credit requirement will form part of any development consent conditions. The retirement of such larger number of credits will satisfy the requirements of this PA.
- G. Credits must be retired prior to the removal of any part of the HEV native vegetation on the Land.
- H. The Owner is responsible for retiring the credits.
- I. The Owner has agreed to have this PA registered on the Land to facilitate its residential rezoning under the *Richmond Valley Local Environmental Plan 2012 (LEP)*.
- J. On <<Insert date>> the Council made *Richmond Valley Local Environmental*



Planning Agreement between  
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*Plan 2012 (Amendment No. 10) (LEP Amendment)* pursuant to section 3.36 of the Act, as authorised by Gateway Determination PP\_2018\_RICHM\_002\_00 issued on 21 September 2018.

- K. The LEP Amendment becomes effective upon its Notification on the NSW Legislation Website. This will cause the Land's Zoning to change from Zone RU1 Primary Production to Zone R1 General Residential and for its Minimum Lot Size (MLS) to be reduced from 40ha to 600m<sup>2</sup>.
- L. Notification of the LEP Amendment shall not take place until after this Agreement has been executed and registered.

Planning Agreement between  
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## OPERATIVE PROVISIONS

### 1 PLANNING AGREEMENT UNDER THE ACT

The parties agree that this **Agreement** is a Planning Agreement (**PA**) governed by Part 7 of the *Environmental Planning and Assessment Act 1979* (**the Act**).

### 2 SCOPE AND APPLICATION OF THIS AGREEMENT

- (a) This Agreement binds the parties and applies to the Land to be rezoned under *Richmond Valley Local Environmental Plan 2012 (Amendment No.10 (LEP Amendment))*. This Agreement does not include and does **not** in any way reduce or satisfy obligations to pay monies under:
  - (i) sections 7.11 or 7.12 of the Act; or
  - (ii) any other statute or instrument that may apply to the land or to a development application.
- (b) For the purposes of section 7.4(3)(d) of the Act, the parties expressly agree that this PA does not exclude the operation of section 7.11 or 7.12 of the Act, and conditions may be imposed in respect of the contributions identified in (a) to (b) inclusive.
- (c) For the purposes of section 7.4(3)(e) of the Act, the parties expressly agree that the Credits to be provided under this PA are not to be taken into consideration when determining obligations to pay monies under sections 7.11 or 7.12 of the Act.

### 3 OPERATION OF THIS AGREEMENT

This Agreement takes effect upon Notification of the LEP Amendment on the NSW Legislation Website, which must not happen prior to the execution of this Agreement by all parties, and its registration on the Title(s) for the Land.

### 4 DEFINITIONS AND INTERPRETATION

#### 4.1 Definitions

In this Agreement, the following definitions apply:

**Act** means the *Environmental Planning and Assessment Act 1979* (NSW) (as amended) and includes any regulations made under that Act.

**BC Act** means the *Biodiversity Conservation Act 2016* (NSW) (as amended) and includes any regulations made under that Act.

**Biodiversity Offset Credits** or **Biodiversity Credits** or **Credits** means Biodiversity Credits under the BC Act, which includes payment into the Biodiversity Conservation Fund (the BCF); purchasing credits in the market; and/or developing a Biodiversity Stewardship Agreement (a BSA) for a suitable offset site.

**Council's Representative** means the person specified in Item 2 of Schedule 1 who is duly authorised to give approval under this Agreement or such other

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person as may be nominated by the person occupying the role of Council's General Manager (**GM**) from time to time.

**Dealing** means selling, transferring, assigning, mortgaging, charging, encumbering or otherwise dealing with the Land.

**Developer** means *Wombat Developments #1 Pty Ltd* (ACN 620 689 063) represented by Mr Graeme McKenna, and whom at the time of making this Agreement had an option to purchase the Land.

**Development Contribution** means the contribution, being material public benefits, set out in clause 5 of this PA.

**HEV** means High Environmental Value native vegetation, and relates to the Plant Community Type (PCT) No. 837 *Forest Red Gum - Swamp Box of the Clarence Valley lowlands of the NSW North Coast Bioregion*.

**GeoLink BAM Report** means Annexure 1 to this PA.

**Land** means the land identified in Item 3 of Schedule 1, comprising the Land on which the HEV is located.

**LEP Amendment** means the *Richmond Valley Local Environmental Plan 2012 (Amendment No. 10)*.

**Planning Proposal** means the Planning Proposal, registered with Richmond Valley Council as PP2018/0001, which aims to rezone the Land under the *Richmond Valley Local Environmental Plan 2012* to permit its development for a residential subdivision.

**Party or Parties** means a party, or the parties, to this agreement, and includes their successors and assigns.

**Removal** in regards to vegetation, means the cutting, thinning, damaging, destroying, pruning or otherwise removal of the vegetation.

**Retire** means the retirement of Biodiversity Credits under the BC Act.

#### 4.2 Interpretation

In the interpretation of this Agreement, the following provisions apply unless the context otherwise requires:

- (a) headings are inserted for convenience only and do not affect the interpretation of this Agreement.
- (b) a reference in this Agreement to a business day means a day other than a Saturday or Sunday on which banks are open for business generally.
- (c) a reference in this Agreement to dollars or \$ means Australian dollars and all amounts payable under this Agreement are payable in Australian dollars.
- (d) a reference in this Agreement to any law, legislation or legislative provision includes any statutory modification, amendment or re-enactment, and any subordinate legislation or regulations issued under that legislation or legislative provision.
- (e) a reference to a clause, part, schedule, attachment or annexure is a

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reference to a clause, part, schedule, attachment or annexure of or to this Agreement.

- (f) a word which denotes the singular denotes the plural, a word which denotes the plural denotes the singular.
- (g) references to the word 'include' or 'including' are to be construed without limitation.
- (h) a reference to a party to this Agreement includes a reference to the servants, agents and contractors of the party, and the party's successors and assigns.
- (i) any schedules, attachments and annexures form part of this Agreement.
- (j) a word defined in the Act or BC Act has the same meaning in this Agreement.

## 5 DEVELOPER CONTRIBUTION TO BE MADE UNDER THIS AGREEMENT

### 5.1 Retirement of Biodiversity Credits

- (a) It is agreed that a minimum of six (6) biodiversity credits, under the BC Act, for Plant Community Type PCT 837 shall be retired prior to the removal of any part of the High Environmental Value (HEV) native vegetation on the Land.
- (b) The Landowner is responsible for retirement of the credits.
- (c) Credits may be retired by either:
  - i. paying into the Biodiversity Conservation Fund (the **BCF**) to fulfil its offset obligations; and/or
  - ii. purchasing the credits in the market; and/or
  - iii. developing a Biodiversity Stewardship Agreement (BSA) for a suitable offset site.
- (b) However, should a Biodiversity Development Assessment Report (a **BDAR**) be required as part of any future development application for the Land, and that BDAR requires a larger credit requirement than six (6) Credits, the larger Credit requirement will form part of any development consent conditions. The retirement of such larger Credit requirements will be taken to satisfy the Credit retirement requirements of this PA.

### 5.2 Penalty

- (a) It is agreed that failure to retire the minimum biodiversity credits prior to removal of the HEV native vegetation, shall cause the minimum credit offset requirement of this PA to increase ten (10) fold to sixty (60) credits.
- (b) Subdivision certificates, construction certificates, and occupation certificates for the Land shall not be released until such time as the minimum credits, including the penalty, have been retired.
- (c) Furthermore, failure to comply with this Agreement will be a breach of the Act, and may be a breach of the BC Act, and could be subject to legal action.

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### 5.3 No Trust

The parties expressly acknowledge and agree that nothing in this Agreement will be read or construed as creating any form of trust arrangement, or fiduciary duty as and between the Developer/Owner and the Council. Without limiting any other part of this Agreement, the Council is not obliged or required to separately account for, or in any manner trace, the Developer's credits at the request of or for the benefit of the Developer/Owner.

## 6 REGISTRATION OF AGREEMENT

### 6.1 Registration of Agreement

- (a) The Owner warrants that it is the registered owner of the Land.
- (b) The Owner warrants that it has obtained all consents to the registration of this Agreement on the title to the land as are necessary and in particular the consent of any mortgagee or Lessee registered on the Certificate of Title to the land.
- (c) The Developer/Owner must on execution of this Agreement produce to the Council together with this Agreement for execution by the Council: the written consent of all persons who have an interest in the Land, including any mortgagee and Lessee, confirming their consent to the registration of this Agreement on the title of the Land.
- (d) The Developer/Owner agrees to procure the registration of this Agreement under the *Real Property Act 1900* in the relevant folios of the Register for the Land.
- (e) The Developer/Owner will notify the Council following registration of the Agreement on the title of the Land and forward a copy of the Agreement to the Council.
- (f) Upon receipt of a registered copy of the Agreement, and at Council's earliest convenience, it will cause the LEP Amendment to be notified on the NSW Legislation Website.

### 6.2 Caveat

The Owner acknowledges and agrees that:

- (1) when this Agreement is executed by the Owner of the Land the Council is deemed to have acquired and the Owner has deemed to have granted an equitable estate in interest in the Land for the purpose of section 74F(1) of the *Real Property Act 1900*; and
- (2) it will not seek to remove any such caveat registered in favour of the Council without first having the consent of Council.

### 6.3 Consent of Mortgagee

The Owner warrants to the Council that it has obtained and is in possession of a written consent from the mortgagee in which the mortgagee consents to:

- (a) the Developer/Owner entering into and performing its obligations under this Agreement and the lodgement of a caveat notifying of Council's interest in the relevant folio of the register for the Land under the *Real*

Planning Agreement between  
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*Property Act 1900* and agrees that;

- (b) it will only exercise its rights under any mortgage, charge, lien, trust, power or retention of deposit arrangement in relation to the Land subject to the rights of Council and promptly upon request lodge at NSW Land Registry Services (LRS) the relevant Certificate(s) of Title to enable registration of this Agreement under the *Real Property Act* in the relevant folios of the register of the Land.

#### **6.4 Removal of Registration of the Agreement and Caveat**

After the minimum number of Biodiversity Credits has been retired, the Council will execute any form, and supply such other information reasonably required, to the Owner to remove the Agreement and caveat from the title to the Land.

### **7 DISPUTE RESOLUTION**

#### **7.1 Reference to Dispute**

If a dispute arises between the parties in relation to this Agreement, then either party may seek to resolve in accordance with this clause 7.

#### **7.2 Notice of Dispute**

The party wishing to commence dispute resolution processes must notify the other in writing of:

- (a) the nature, or subject matter, of the dispute, including a summary of any efforts made to resolve matter other than by way of this clause 7;
- (b) the intent to involve this clause 7;
- (c) (if practicable) the outcomes which the notifying party wishes to achieve;
- (d) any material impact which the dispute has upon the completion of the Developer's Works.

The contents of a notice issued under the clause 7.2 are deemed to be confidential. The party issuing the notice may (but is not obliged) to assert legal professional privilege in respect of the contents.

#### **7.3 Principals of Parties to Meet**

The principals of the parties (and in the case of the Council, the principal may include the person acting the role of General Manager, or such other person as is nominated by the person holding that role in writing) must promptly (and in any event within 14 days of written notice) meet in good faith to attempt to resolve the notified dispute. The parties may, without limitation:

- (a) resolve the dispute during the course of that meeting;
- (b) agree that further material, expert opinion, or consideration is needed to effectively resolve the dispute (in which event the parties will in good faith agree to a timetable for resolution);
- (c) agree that the parties are unlikely to resolve the dispute and in good faith agree to a form of alternative dispute resolution (including expert determination, arbitration, or mediation) which is appropriate for the resolution of the relevant dispute.

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#### **7.4 Neither Party May Constrain**

If:

- (a) at least one meeting has been held in accordance with clause 7.3; and
- (b) the parties have been unable to reach an outcome identified in 7.3(a) to (c); and
- (c) either of the parties (acting in good faith) forms the view that the dispute is reasonably unlikely to be resolved in accordance with a process agreed under clause 7.3;

then that party may, by 14 days notice in writing to the other(s), terminate the dispute resolution process in respect of that dispute. The termination of the process set out in this clause 7 does not of itself amount to a breach of the Agreement.

### **8 NOTICES**

#### **8.1 Service of Notice**

Any notice, consent, information, application or request that must or may be given or made to a Party under this Agreement is only given or made if it is in writing and sent in one of the following ways:

- (a) delivered or posted to that Party at its address set out in Item 6 of Schedule 1 or (if such delivery is not accepted) then to the registered office or principal place of business of the Party.
- (b) emailed to that Party at its email address set out in Item 6 of Schedule 1.

#### **8.2 Change of Address**

If a Party gives the other Party 10 business days notice of a change of its address or email address, any notice, consent, information, application or request is only given or made by that other Party if it is delivered, posted or emailed to the latest address or email address.

#### **8.3 Time of Service of Notice**

Any notice, consent, information, application or request is to be treated as given or made at the following time:

- (a) if it is delivered, when it is left at the relevant address.
- (b) if it is sent by post, 4 business days after it is posted.
- (c) if it is sent by email, the sender does not receive an email undeliverable reply.

#### **8.4 Service after hours, on Weekends and Holidays**

If any notice, consent, information, application or request is delivered or emailed on a day that is not a business day, or if on a business day, after 5pm on that day in the place of the Party to whom it is sent, it is to be treated as having been given or made at the beginning of the next business day.

Planning Agreement between  
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## **9 APPROVALS AND CONSENT**

Except as otherwise set out in this Agreement, a party may give or withhold an approval or consent to be given under this Agreement in that Party's absolute discretion and subject to any conditions determined by the Party. A Party is not obliged to give its reasons for giving or withholding consent or for giving consent subject to conditions.

## **10 ASSIGNMENT AND DEALINGS**

### **10.1 Dealings with Land**

The Landowner must not have any Dealings with the Land unless the Landowner first informs the proposed assignee, purchaser or other party (the **Incoming Party**) of this Agreement and provides the Incoming Party with a copy of this Agreement and transfers the obligations of this Agreement to that party.

## **11 COSTS**

### **11.1 Legal and Administrative Costs**

The Landowner must pay all reasonable legal and administrative costs and expenses in relation to:

- (a) the negotiation, preparation and execution of this Agreement; and
- (b) any enforcement of the rights under this Agreement;

and the Council may claim monies in payment of the legal and administrative costs from the Landowner as a debt due and owing.

### **11.2 Stamp Duty**

The Landowner is liable for and must pay all stamp duty (including any fine or penalty) on or relating to this Agreement.

## **12 ENTIRE AGREEMENT**

This Agreement sets out the whole agreement of the Parties in respect of the subject matter. There are no other agreements, warranties or undertakings.

## **13 FURTHER ACTS**

Each Party must promptly execute all documents and do all things that another Party from time to time reasonably requests to affect, perfect or complete this Agreement and all transactions incidental to it.

## **14 GOVERNING LAW AND JURISDICTION**

This Agreement is governed by the law of New South Wales. The Parties submit to the jurisdiction of the courts of that State.



Planning Agreement between  
Richmond Valley Council and Peter Croke Holdings Pty Ltd

**15 NO FETTER**

Nothing in this Agreement will be construed as requiring Council to do anything that would cause it to be in breach of any of its obligations at law, or fettering in any way the exercise of any statutory discretion or duty.

**16 REPRESENTATIONS AND WARRANTIES**

The Parties represent and warrant that they have power to enter into this Agreement and comply with their obligations under the Agreement and that entry into this Agreement will not result in the breach of any law.

**17 SEVERABILITY**

If a clause or part of a clause of this Agreement can be read in a way that makes it illegal, unenforceable or invalid, but can also be read in a way that makes it legal, enforceable and valid, it must be read in the latter way. If any clause or part of a clause is illegal, unenforceable or invalid, that clause or part is to be treated as removed from this Agreement, but the rest of this Agreement is not affected.

**18 MODIFICATION**

No modification of this Agreement will be of any force or effect unless it is in writing and signed by the parties to this Agreement.

**19 WAIVER**

The fact that a Party does not do, or delays in doing, something the Party is entitled to do under this Agreement, does not amount to a waiver of any obligation of, or breach of obligation by, another Party.

A waiver by a Party is only effective if it is in writing. A written waiver by a Party is only effective in relation to the particular obligation or breach in respect of which it is given. It is not to be taken as an implied waiver of any other obligation or breach or as an implied waiver of that obligation or breach in relation to any other occasion.

**20 EXPLANATORY NOTE**

The Explanatory Note must not be used to assist in construing this deed.

Planning Agreement between  
Richmond Valley Council and Peter Croke Holdings Pty Ltd

#### SCHEDULE 1 - REFERENCE SCHEDULE

Item	Name	Description
1.	Owner's Name  Owner's ACN  Owner's Address	<i>Peter Croke Holdings Pty Ltd</i>  <i>ACN 001 319 651</i>  <i>12 Bay Street BYRON BAY NSW 2481</i>
2.	Council's Representative	<i>Mr Vaughan Macdonald</i> <i>General Manager - Richmond Valley Council</i>
3.	Land	<i>Lots 85, 86 &amp; 87 DP755627, and Lots 1 &amp; 2 DP545750,</i> <i>Lennox Street Casino (and bound by Lennox, Hare, East &amp; Boundary Streets)</i>
4.	Development	<i>Cutting, pruning, clearing or otherwise removal of any native vegetation on the Land</i>
5.	Biodiversity Credits	<i>Minimum of Six (6)</i>
6.	Notices <b>Council</b> Attention Address  Email <b>Developer</b> Attention Address  Email <b>Owner</b> Attention Address Email	<i>General Manager</i> <i>10 Graham Place</i> <i>Locked Bag 10</i> <i>CASINO NSW 2470</i> <a href="mailto:council@richmondvalley.nsw.gov.au"><i>council@richmondvalley.nsw.gov.au</i></a>  <i>Wombat Developments #1 Pty Ltd</i> <i>Mr Graeme McKenna</i> <i>PO Box 6 CASINO NSW 2470</i> <a href="mailto:gm@daysmachinery.com.au"><i>gm@daysmachinery.com.au</i></a>  <i>Peter Croke Holdings Pty Ltd</i> <i>12 Bay Street BYRON BAY NSW 2481</i> <i>-</i>

Planning Agreement between  
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**EXECUTED** as an Agreement by:

\_\_\_\_\_  
**RICHMOND VALLEY COUNCIL** )  
**(ABN 54 145 907 009)** )

\_\_\_\_\_  
**General Manager**

(signature & date):

\_\_\_\_\_  
**Witness**

\_\_\_\_\_  
**Mayor**

(signature & date):

\_\_\_\_\_  
**Witness**

\_\_\_\_\_  
**Peter Croke Holdings Pty Ltd** )  
**(ACN 001 319 651)** )  
**in accordance with section 127 of** )  
**the Corporations Law:** )

\_\_\_\_\_  
**Signature & date:**

\_\_\_\_\_  
**Signature & date:**

\_\_\_\_\_  
**Full Name (Printed):**

\_\_\_\_\_  
**Full Name (Printed):**

\_\_\_\_\_  
**Position:**

\_\_\_\_\_  
**Position:**

Planning Agreement between  
Richmond Valley Council and Peter Croke Holdings Pty Ltd

## ANNEXURE 1 – GeoLink BAM Report



12 August 2019  
Ref No.: 3319-1003

Graeme McKenna  
C/- Newton Denny Chapelle  
PO Box 1138  
LISMORE NSW 2480

Attn: Adrian Zakaras

Dear Adrian

### Lennox St, Casino – Biodiversity Offsets

ABN 79 896 839 729  
ACN 101 084 557

Return address:  
PO Box 119  
LENNOX HEAD  
NSW 2478

LENNOX HEAD  
T 02 6687 7666  
F 02 6687 7782

COFFS HARBOUR  
T 02 6651 7666

ARMIDALE  
T 0488 677 666

LISMORE  
T 02 6621 6677

[www.geolink.net.au](http://www.geolink.net.au)

I refer to the letter from the Office of Environment and Heritage (OEH) dated 11 February 2019 with regard to the proposed rezoning of Lots 85,86 and 87 DP 755627 and Lots 1 and 2 DP 545750 Lennox Street Casino ('the site'). OEH noted that small fragmented patches of woodland dominated by Forest Red Gum (*Eucalyptus tereticornis*) form part of High Environmental Value (HEV) lands, however as the area of subject vegetation is small, lacking connectivity and degraded, its future loss could be supported by offsetting using the Biodiversity Assessment Method ('BAM': OEH, 2017).

On this basis, as an accredited assessor for application of the BAM, I have completed vegetation assessment and data collation to determine credit requirements for the loss of vegetation for the future development of the site. I have reviewed the Ecological Assessment prepared for the rezoning (Blackwood Ecological Services, August 2017) and note the following conclusions:

- Small patches of fragmented Forest Red Gum woodland are degraded examples of the threatened ecological community (TEC) *Subtropical Coastal Floodplain Forest of the New South Wales North Coast Bioregion*.
- No threatened flora species were recorded at the site.
- No threatened fauna species were recorded at the site and the site provides limited resources for opportunistic use by several threatened fauna species.

### Field Assessment and BAM

Field assessment was completed on 16 April 2019 and a single 20 x 50 metre vegetation integrity plot was completed in the south-west portion of the site where eucalypt woodland was in best condition. The plot was completed in accordance with BAM requirements and all data entered in the BAM Calculator (BAM-C). The following supporting information was entered into the BAM-C as follows:

- The site is within the South-eastern Queensland region and Clarence Lowlands subregion as per the Interim Biogeographic Regionalisation for Australia (IBRA), version 7.
- The site lies within the Clarence - Richmond Alluvial Plains Mitchell Landscape.
- Approximately 5% of native vegetation cover occurs within a 1500 m radius of the site.



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- Forest Red Gum woodland at the site is characteristic of the plant community type (PCT) 837 *Forest Red Gum - Swamp Box of the Clarence Valley lowlands of the NSW North Coast Bioregion*, which is analogous with the *TEC Subtropical Coastal Floodplain Forest of the New South Wales North Coast Bioregion*.
- The total area of PCT 837 (derived from 2017 imagery) and calculated across several polygons is approximately 0.3 hectares. It was decided to use the slightly higher area of 0.3370 ha in the BAM-C as per the GIS calculation derived by Blackwood Ecological Services (2017) to maintain consistency (refer to **Attachment A**).
- Data collected for PCT 837 returned a vegetation integrity score of 36.5. Plot data is provided at **Attachment B**.
- For the purposes of the BAM-C several ecosystem credit species were assumed as having potential to utilise the site for opportunistic foraging (Hoary Wattled Bat, Little Bentwing-bat, Eastern Bentwing-bat, Eastern Freetail-bat, Koala, Grey-crowned Babbler, Grey-headed Flying-fox) broadly consistent with the Ecological Assessment.
- No species credit species were assumed likely to utilise the site. Threatened flora species were discounted on the basis that they were not detected in the Ecological Assessment and given the highly degraded and modified nature of the site.

On the basis of removing all of the fragmented patches of PCT 837 from the site, the BAM-C determined that retirement of six (6) credits was required (refer to Attachment C).

#### Conclusion

The Voluntary Planning Agreement (VPA) between Richmond Valley Council and the proponent must include the requirement that six (6) credits for PCT 837 shall be retired for the proposed subdivision and development of the site on the basis that all native vegetation will be removed. The single credit may be retired by either:

1. Paying into the Biodiversity Conservation Fund (BCF) to fulfil all offset obligations.
2. Purchasing the required credits in the market.
3. Developing a Biodiversity Stewardship Agreement (BSA) for a suitable offset site.

This outcome will satisfy the requirements of OEH and no further assessment or reporting is required. If you have any queries please contact me on phone 02 6687 7666 or email [icolvin@geolink.net.au](mailto:icolvin@geolink.net.au).

Yours sincerely

GeoLINK

**Ian Colvin**  
Senior Ecologist  
Biodiversity Accredited Assessor (BAAS18055)

Attach: Attachment A: Vegetation Zones Report  
Attachment B: Vegetation Plot Data  
Attachment C: BAM Calculator Credit Summary Report

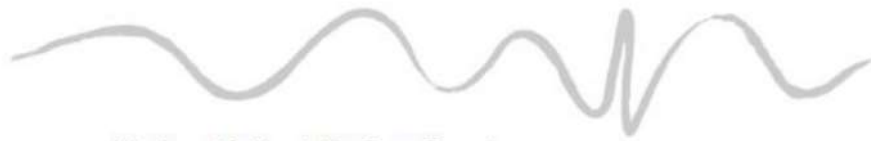
#### References

Blackwood Ecological Services (2017). *Ecological Assessment. Proposed Rezoning of Lots 85,86 and 87 DP 755627 & Lots 1 and 2 DP 545750 Lennox Street, Casino, NSW*. Report to Graeme McKenna.

OEH (2017). *Biodiversity Assessment Method*. Published by the Office of Environment and Heritage on behalf of the NSW Government.

Lennox St, Casino – Biodiversity Offsets  
3319-1003

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**Attachment A: Vegetation Zones Report**

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## BAM Vegetation Zones Report

### Proposal Details

Assessment Id  
00015249/BAA517014/13/00015250

Assessor Name  
Ian Colvin

Assessor Number  
BAA518055

Assessment name  
Lennox Street Casino

Report Created  
04/07/2019

\* Disclaimer: BAM data last updated may indicate either complete or partial update of the BAM calculator database. BAM calculator database may not be completely aligned with Bionet.

BAM data last updated \*  
12/06/2019

BAM Data version \*  
11

### Vegetation Zones

#	Name	PCT	Condition	Area	Minimum number of plots	Management zones
1	837_Low	837-Forest Red Gum - Swamp Box of the Clarence Valley lowlands of the NSW North Coast Bioregion	Low	0.34	1	

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**Attachment B: Vegetation Plot Data**



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Summary of data from 20 plots

PLOT	PCT	Condition	PCT / Condition	Patch size	Count of Native Richness				Sum of cover species observed plots by growth form (Pct)												HTE cover trees	Midline-bearing	L. size cover	Total log length
					Trees	Shrubs	Grasses etc.	Forbs	Ferns	Other	Trees	Shrubs	Grasses etc.	Forbs	Ferns	Other								
Pct 1	337	Low	337 / Low	0.337	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
Pct 2	337	Low	337 / Low	0.337	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
Pct 3	337	Low	337 / Low	0.337	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
Pct 4	337	Low	337 / Low	0.337	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
Pct 5	337	Low	337 / Low	0.337	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
Pct 6	337	Low	337 / Low	0.337	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
Pct 7	337	Low	337 / Low	0.337	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
Pct 8	337	Low	337 / Low	0.337	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
Pct 9	337	Low	337 / Low	0.337	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
Pct 10	337	Low	337 / Low	0.337	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
Pct 11	337	Low	337 / Low	0.337	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
Pct 12	337	Low	337 / Low	0.337	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
Pct 13	337	Low	337 / Low	0.337	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
Pct 14	337	Low	337 / Low	0.337	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
Pct 15	337	Low	337 / Low	0.337	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
Pct 16	337	Low	337 / Low	0.337	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
Pct 17	337	Low	337 / Low	0.337	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
Pct 18	337	Low	337 / Low	0.337	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
Pct 19	337	Low	337 / Low	0.337	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					
Pct 20	337	Low	337 / Low	0.337	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0					

Pct 1	TOTAL area
Condition 337 Low	0.337
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**Attachment C: BAM Calculator Credit Summary Report**



Lennox St, Casino – Biodiversity Offsets  
3319-1003

Planning Agreement between  
Richmond Valley Council and Peter Croke Holdings Pty Ltd



## BAM Credit Summary Report

### Proposal Details

Assessment Id	00015249/BAAS17014/19/00015250	Proposal Name	Lennox Street Casino	BAM data last updated *	12/06/2019
Assessor Name	Ian Colvin	Report Created	04/07/2019	BAM Data version *	11
Assessor Number	BAAS18055	* Disclaimer: BAM data last updated may indicate either complete or partial update of the BAM calculator database. BAM calculator database may not be completely aligned with Bionet.			
Revision No	0				

### Ecosystem credits for plant communities types (PCT), ecological communities & threatened species habitat

Zone	Vegetation zone name	Vegetation integrity loss / gain	Area (ha)	Constant	Species sensitivity to gain class (for BRW)	Biodiversity risk weighting	Potential SAI	Ecosystem credits
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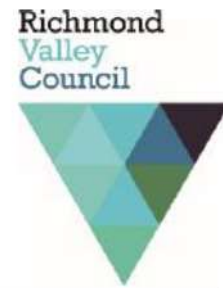
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BAM Credit Summary Report						
						
Forest Red Gum - Swamp Box of the Clarence Valley lowlands of the NSW North Coast Bioregion						
1 837_Low	35.6	0.3	0.25 High Sensitivity to Potential Gain	2.00		6
					Subtotal	6
					Total	6
Species credits for threatened species						
Vegetation zone name	Habitat condition (HC)	Area (ha) / individual (HL)	Constant	Biodiversity risk weighting	Potential SAI	Species credits

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## Council Policy

<b>Policy Title:</b>	<b>Cemeteries and Burial</b>
<b>Policy Number:</b>	14.17
<b>Focus Area:</b>	PP2: Getting Around
<b>Responsibility:</b>	Infrastructure and Environment
<b>Meeting Adopted:</b>	



### OBJECTIVE

- To provide equitable and consistent administration and control of all Council cemeteries;
- To provide the community with a dignified and responsive cemetery and memorial service;
- To ensure that the Council's cemeteries are managed in accordance with statute and common law regulation; and
- To ensure the conduct of those working in the Council's cemeteries is in accordance with appropriate Work Health and Safety (WHS) standards.

### POLICY

#### 1. Introduction

The operation of cemeteries is regulated through the provision of the *Cemeteries and Crematoria Act 2013* and the associated *Public Health Act 2010* and Public Health Regulation 2012.

The cemeteries are managed by Richmond Valley Council with all bookings for burials, placement of ashes, reservations for graves or niches to be made direct to Council.

Richmond Valley has four operating cemeteries and two closed cemeteries. The cemeteries are:

- Casino Lawn Cemetery
- Coraki Cemetery
- Evans Head Cemetery
- Wyan Cemetery
- Woodburn Cemetery (closed)
- West Street Cemetery, Casino (closed)

Council acknowledges that the cemeteries are special places that require sensitive and sympathetic management. Council staff will, at all times, be mindful of this and work towards a sympathetic and consultative management of the cemeteries. There are circumstances where this may not be possible and so the following notice is provided.

**Council, in its role as Cemetery Manager, reserves the right to determine what is appropriate, hazardous and acceptable. Every attempt will be made to liaise with families prior to any action being taken, however Council staff may take action to rectify situations without prior consultation with families if required.**

## 2. Hours of Operation and Funeral Booking Times

Burials will be carried out between the hours of 9.00am and 4.00pm, Monday to Friday. Burials which require a booking time after 3.00pm will incur an additional cost to cover overtime hours that staff are required to work to service these burials. Additional fees will apply to burials taking place on Saturdays and public holidays.

Burial times have to be confirmed with Council prior to any arrangements being formalised to prevent conflicting times between ceremonies and to ensure adequate time is provided for graves to be prepared and filled during normal working hours. In most instances 48 hours (two business days) notice must be given for all burials.

The time allocated for placement of ashes or burials with no service is 30 minutes, a graveside funeral is 90 minutes, a church funeral 120 minutes and a funeral involving a requiem mass 150 minutes.

After hours burials will be considered and will depend on staff availability and conditions. Council will make every attempt to accommodate requests for burial times. There may be times when requests cannot be accommodated due to staff availability. Additional fees will apply, to cover additional costs such as the payment of overtime wages to staff.

## 3. Additional Services Available

Plaques and ashes will be placed in niches, memorial gardens and graves and the family/applicant will be notified when placement is completed.

Should a family wish to be present at the following times:

- when ashes are placed in a grave;
- when ashes and plaque are placed in a niche wall;
- when plaques are attached to graves in the lawn cemetery, or
- when ashes or ashes and plaque are placed in memorial gardens

Council will make every attempt to accommodate this service. However, staff availability, weather, burials and other unforeseen circumstances may mean there are times such requests cannot be accommodated.

A fee will be charged for this service in accordance with Council's Fees and Charges.

## 4. Planning and Layout of Cemeteries

Council will determine the layout of cemeteries and prepare a master plan.

## 5. Cemetery Register

A register of burial allotments detailing each section and allotment with its appropriate plot identification shall be kept and maintained up to date by the Council in accordance with the *Cemeteries and Crematoria Act 2014*.



The register may be kept in electronic or hard copy format. The location of each burial place must be identified on a plan or map that shows the sections, rows and grave numbers or other locations of remains. The register will include a current record of all burial rights.

The information contained in the burial register shall be made available to any person. A copy of any entry is available on request for which an administration charge may apply.

The following information shall be entered in the register immediately after each burial:

- the name, age, gender and late address of the deceased;
- the date of burial;
- the date of death;
- the description of the allotment in which the burial was made;
- the name of person (if any) who continues to hold any right of burial in that allotment;
- the name of the undertaker concerned; and
- details of burial fees paid.

## 6. Bookings for Burials

In most instances 48 hours (two business days) notice must be given for all burials within Council's cemeteries. Greater notice may be required to allow for the hand digging of graves in difficult sites.

Bookings made over the weekend cannot be made for the morning of the following working day; the afternoon of the following working day is the earliest booking available.

A burial must not take place in a cemetery unless Council has issued an Order of Burial memorandum to field staff for the burial.

Advice of coffin/casket size must be notified to Council at time of a burial booking and detailed on the application for burial.

## 7. Burial Permits

Permission to conduct a burial at any cemetery is issued to a funeral director in the form of a "Burial Permit". A Burial Permit must be obtained for each burial. The Burial Permit specifies the cemetery, time, date, burial site, undertaker and deceased for the particular burial.

## 8. Allocation of Burial Plots, Garden and Niches

If the applicant wishes to select an allotment for burial an appointment time must be arranged with cemetery administration staff, otherwise cemetery administration staff will allocate the next available plot, garden or niche.

## 9. Reservation of Burial Plots and Niches

An appointment time is to be arranged with cemetery administration staff to meet with the family/applicant to choose an allotment. Reservation fees must be paid at time of application.



The location of the reserved plot will be as per Council's requirements. Requests to be located adjacent to a family member will be accommodated where possible, subject to suitable available plots/niches.

### 10. Fees and Charges

Council will review the fees and charges for the cemeteries under its control annually. The schedule of any fees and charges will be available at any Council office or on Council's website.

### 11. Refund of Fees (Reservations)

If the purchaser of a Perpetual Interment Right (reservation) wishes to relinquish the Interment Right to Council, Council will refund 50% of the fee paid at the time of purchase. The original Perpetual Interment Right previously known as Licence for Burial, Right of Burial or Reservation must be returned to Council along with a written request for a refund, signed by the holder(s) of the Licence.

### 12. Religious/Denomination Sections within Cemeteries

Existing religious/denomination areas within cemeteries are available for general use and there are no restrictions or special requirements for the use of plots within these areas. The setting apart of various religious sections does not entitle the authorities or members of any religious group to control in any manner the making of interments in any division so set apart, or to exclude anybody from being buried therein.

The lawn cemeteries have a Catholic section and all other denominations are combined in a section. The Coraki Cemetery contains an Aboriginal section.

### 13. Depth of Burials

The dual depth system of burial will apply to all cemeteries under Council's control unless specifically requested by an Undertaker for single depth only.

Burial depth for single depth graves is a minimum of 1.5 metres and for dual depth graves is to a minimum of 2.1 metres. The upper surface of the coffin is to be at least 900 millimetres below natural ground surface level.

Council recognises a standard size coffin to be no greater than 1800mm in length, 600mm in width and 450mm in depth, anything greater than this is considered oversize and dimensions must be provided in the specified area of the burial application.

### 14. General and Lawn Cemetery Sections

#### a) Flowers

Flowers may be placed in vases that are securely attached to the beam or headstone and meet Council's specifications. The placement of flowers must not extend onto the lawn area or adjoining graves.

Fresh flowers, wreaths and artificial flowers will be removed from grave sites by Council staff if in their opinion they have deteriorated to such an extent as to detract from the appearance of the cemetery.

The planting of trees, shrubs or flowers in Council cemeteries by the public is not permitted.

b) Vases

Glass or ceramic containers are not be used as vases. Vases are permitted as per Council's specifications.

c) Trinkets/Ornaments

Trinkets/ornaments must be placed on the beam and should not cause offence or nuisance to other cemetery users. These items must be secured and non-breakable so that they do not cause a hazard to Council staff and other patrons.

Should items be deemed excessive, inappropriate or hazardous, these items will be removed.

## 15. Memorial Gardens

Council's memorial gardens have been constructed to facilitate extra availability for the community with a comparative pricing schedule. Consideration has been given for a cost effective and alternate style of interment with several options available.

a) Rose Garden – Casino Lawn

Multiple ashes to a maximum of four are permitted to be placed in existing or new plots. Fees must be paid prior to placement of each ashes and perpetual maintenance must be paid at the time of the first use of the plot.

Selected ornamental rocks may be installed in single plots however must meet an acceptable standard in line with aesthetics of the gardens ensuring specific height and width diameters are met – ornamental rocks must be no larger than 300mm x 300mm per ashes interment or 500mm x 500mm per 1 metre square plot.

A maximum of 4 (four) ashes may be interred in a new plot of the rose gardens. These numbers will enable the placement of corresponding small plaques on the concrete fascia/rock. The plaques for memorial plots must comply with standard sizes and designs set by Council. (See Specifications for Approved Headstones, Plaques and Fittings).

b) Camellia Garden – Casino Lawn

Multiples ashes to a maximum of two are permitted to be placed in existing or new plots. Fees must be paid prior to placement of each ashes and perpetual maintenance must be paid at the time of the first use of the plot.

A maximum of 2 (two) ashes may be interred in a new plot of the camellia gardens. These numbers will enable the placement of corresponding small plaques on the concrete fascia/rock.

The plaques for memorial plots must comply with standard sizes and designs set by Council. (See Specifications for Approved Headstones, Plaques and Fittings).

c) Magnolia Gardens – Casino Lawn

Multiples ashes to a maximum of two are permitted to be placed in existing or new plots. Fees must be paid prior to placement of each ashes and perpetual maintenance must be paid at the time of the first use of the plot.

A maximum of 2 (two) ashes may be interred in a new plot of the camellia gardens. These numbers will enable the placement of corresponding small plaques on the concrete facia/rock. The plaques for memorial plots must comply with standard sizes and designs set by Council. (See Specifications for Approved Headstones, Plaques and Fittings).

Note: Council will not be held responsible for any unapproved additional items placed in memorial garden plots. Consultation with Council is required for any additional items, materials, structures or ornaments before placement.

d) Gardens – Evans Head Cemetery

Multiples ashes to a maximum of two are permitted to be placed in existing or new plots. Fees must be paid prior to placement of each ashes and perpetual maintenance must be paid at the time of the first use of the plot.

A maximum of 2 (two) ashes may be interred in a new plot of the gardens. These numbers will enable the placement of corresponding small plaques on the concrete facia/rock. The plaques for memorial plots must comply with standard sizes and designs set by Council. (See Specifications for Approved Headstones, Plaques and Fittings).

## 16. Niche Walls

a) Flowers

Flowers may be placed in bud vases that are securely attached to the niche wall and comply with Council's specifications. Council staff will remove flowers when they have deteriorated.

b) Vases

Only bronze bud vases provided by the applicant/family may be used on niche walls and these vases must be installed by Council.

c) Trinkets/Ornaments

Trinkets/ornaments are not permitted on or adjacent to niche walls.

d) Ashes

The mixing of ashes is permitted prior to the initial immurement of the ashes and placement of the plaque. The removal of the plaque and urn from the niche wall to add second ashes into the urn and the re-immurement of ashes back into the wall is permitted.

Arrangement for the immurement or removal of ashes may only be made by the Perpetual Interment Right Holder or authorised representative.

Only one (1) ashes urn is permitted into "old" niche walls, up to two (2) urns may be placed into the new niche walls provided smaller containers are used.

### 17. Ashes – Placement in Graves

Multiple ashes are permitted to be placed in existing or new graves. Fees must be paid prior to the placement of each ashes and perpetual maintenance must be paid at the time of the first use of the plot.

A maximum of six (6) ashes may be interred into a reserved new grave and a maximum of two (2) ashes interred into an existing grave. These numbers will enable the placement of corresponding small plaques on the beam. The plaques for lawn graves must comply with standard sizes and designs set by Council. (See Specifications for Approved Headstones, Plaques and Fittings).

### 18. Removal of Ashes

Applications to have cremated remains removed from any cemetery under Council's control for any reason must be made in writing. The application must be signed by all applicants or their rightful successor, or a Statutory Declaration may be submitted stating that all near relations of the deceased have been advised of the request of the removal.

An exhumation fee will apply for the removal of ashes as per Council's fees and charges and must be paid prior to removal of ashes.

The holder of the Burial Licence may relinquish the Burial Licence to Council in writing after the removal of the ashes.

### 19. Placement of Headstones and Monuments in General Sections

The installation of headstones and monuments can only be undertaken by persons/companies that have been approved and hold the appropriate level of public liability insurance and have satisfactory Work Health and Safety procedures in place. A list of approved Monumental Masons is available from any Council office and Council's website.

Monuments and headstones must be constructed and placed wholly within the assigned burial plot.

Council may direct the removal/relocation of any monument, gravestone or other marker that has been incorrectly positioned within a cemetery.

Removal of slabs/headstones or any other monument placed on a grave site to allow the grave to be dug is the responsibility of the family of the deceased at their cost.

## 20. Placement of Headstones and Memorial Plaques in Lawn Cemeteries

The installation of headstones and memorial plaques can only be undertaken by persons/companies that have been approved and hold the appropriate level of public liability insurance and have satisfactory Work Health and Safety procedures in place. A list of approved Monumental Masons is available from any Council office and Council's website.

Headstones and plaques must be constructed and placed wholly within the assigned burial plot or niche lot.

Council has in place specifications for the size and style of headstones and plaques for graves and plaques for memorial gardens and niche walls within its Lawn Cemeteries. (See Specifications for Approved Headstones, Plaques and Fittings).

## 21. Headstones/Monuments Maintenance and Repair

Headstones and monuments in the general section of the Council's cemeteries are the responsibility of the holder of the burial licence. Should these items be damaged, vandalised or fall into disrepair it is the responsibility of the burial licence holder to make repairs.

If the headstones or monuments are dangerous, Council may conduct works to make the area safe. This work may involve the placement of a headstone on the ground to prevent it from falling and will not ordinarily include repairs or reinstatement of the headstone.

The placement of headstones or monuments may only be made by monumental masons that have been approved and hold the appropriate level of public liability insurance and have satisfactory Work Health and Safety procedures in place. A list of approved Monumental Masons is available from any Council office and Council's website.

Council does not carry any liability for damage caused by vandals.

## 22. Plaques – Lawn, Memorial Gardens and Niche Walls

All memorial plaques affixed to niche walls and lawn graves must comply with standard sizes and designs set by Council. (See Specifications for Approved Headstones, Plaques and Fittings).

Plaques and vases placed on niche walls and lawn graves that do not comply with Council specifications may be removed by Council without notice.

## 23. Burials on Private Property

Council may approve burials on private property subject to the following provisions:

- The payment of a fee in accordance with Council's Fees and Charges;
- The private land having a minimum area of 5 hectares;



- The inspection of a gravesite prior to burial by a Council Environmental Health Officer;
- The granting and registration of a right-of-way on the property from the nearest public road to the gravesite. The right-of-way should provide future visitor access to the grave site and shall be sufficient area to allow any future service requirements;
- The submission of a location plan of the gravesite prepared by a registered surveyor;
- An 88B instrument to be implemented to provide the long-term location of the grave site.

Detailed requirements are contained in *Guidance on Burying Body on Private Land – Public Health Regulation 2012* and the Public Health Regulation 2012.

Clause 66(1)(c) of the Public Health Regulation 2012 provides that:

*“a person must not place a body in a grave or vault unless that grave or vault is located on private land where the area of landholding is five hectares or more and the location has been approved for that purpose by the local authority”.*

Richmond Valley Council will assess such applications based on the process and requirements of the *Guidance on Burying Body on Private Land – Public Health Regulation 2012* and the Public Health Regulation 2012.

Council will endeavor to process applications as expeditiously as possible. It is noted that the extent of information and assessment required would not normally allow an approval to be achieved within days of the death of a person.

#### 24. Funeral Ceremonies on Beaches, Parks and Public Reserves

Applications for funeral ceremonies on beaches, in parks and public reserves will be considered and where such requests can be accommodated, without inconveniencing or causing distress to the wider community, consent will be provided.

Such applications/requests will be considered on an individual basis and conditions may apply to approvals.

A bond fee (as per Council's Fees and Charges) will be charged for the use of public land for a funeral or memorial ceremony. General maintenance of public areas is carried out in accordance with Council's maintenance schedule and cannot be changed to accommodate special requests such as funeral services.

#### 25. Exhumations

Exhumations may not take place unless:

- Prior written approval has been obtained from the Director General of NSW Health and in accordance with the regulations under the *Public Health Act 2010* and the Public Health Regulation 2012;
- Exhumations shall be carried out in accordance with “Exhumations of Human Remains 2013 produced by Health NSW;
- All necessary applications and approvals are to be provided by the Funeral Home;
- An Order for exhumation has been issued by Council.

This section does not apply if an exhumation order has been issued by a Coroner or a Court.

## 26. Contractors Working at Cemeteries

All contractors undertaking work within Council's cemeteries must prior to undertaking work, furnish Council with the following documents/information:

- Company name if applicable
- Names of employees that represent you at Council Cemeteries
- Copy of Certificate of Currency for Public Liability Insurance which specifically indemnifies Council of works carried out on the site to a minimum value of \$20,000,000.

## 27. Perpetual Interment Right (Reservation)

Council only issues perpetual interment rights (in perpetuity), Council does not offer renewable interment rights.

A Perpetual Interment Right (reservation) is issued for an upper depth of a grave when a burial in the lower depth of new grave or interment or immurement of ashes occurs or a new reservation for a grave, memorial garden or niche right is made.

The Interment Right entitles the holder to request the erection of monuments, placement of plaques and additional interments at the specified allotment.

The arrangement of the erection of monuments, headstones, placement of plaques or additional burials, can only be done by the person who holds the Interment Right.

The Interment Right is issued to the person identified as the holder of the Interment Rights on the Burial Application – which is completed when arranging the funeral.

### a) Who should hold the Exclusive Perpetual Interment Right?

Consideration should be given to who will be named the holder of the Interment Right. The holder of the Interment Right will be granted the right to place a memorial, headstone or plaque and the wording to be placed on the grave. The holder also has the right to determine how a second burial will be managed and must provide consent for any exhumations.

Typically, it is recommended that the executor of an estate be nominated as the holder of the Interment Right.

When making reservation arrangements joint names may be applied to an Interment Right, this will ensure that the right passes to the person that the holder wishes to manage their affairs.

### b) Transfer of Interment Right

Council may on application transfer an exclusive burial licence from one or more persons to one or more other persons.

The written application must be made by the holder(s) of the interment right and be signed by the holder(s) of the interment right.

**c) Right to refuse to grant or transfer a Burial Licence**

Council may refuse to grant or transfer an exclusive interment right if, in its opinion, the grant or transfer would tend to create a monopoly or encourage dealing in such rights as a business.

**d) Exclusive Perpetual Interment Right to pass to surviving joint holder**

On the death of a joint holder of an exclusive interment right, the remaining joint holder(s) will be entitled to the exclusive interment right.

**e) Exclusive Perpetual Interment Right may be bequeathed**

An unused interment right can be bequeathed as part of a personal estate. If the holder dies and has not used or bequeathed the interment right, it forms part of the estate. The person(s) to whom a burial licence devolves does not become the holder of the right until the register has been amended. An application with the appropriate documentation, must be received by Council notifying the change.

If the holder of the interment right dies and has not used or bequeathed the interment right, it is dealt with as the personal property of an estate (that is a deceased estate with no legal will).

**f) Revocation of Exclusive Rights of Burial**

The rights of Council and the holder of an interment right where Council wishes to revoke an interment right are covered in the *Cemeteries and Crematoria Act 2013*.

**THE 'INTERMENT RIGHT' IS A LEGAL DOCUMENT AND SHOULD BE KEPT IN A SAFE PLACE.**

## **28. Vaults and Crypts**

The construction of vaults and crypts in Richmond Valley Council cemeteries is not permitted.

## **29. Vehicle Control**

Vehicles, unless otherwise authorised, are restricted to formed roads and carparking areas. Authorised vehicles include Funeral Director's vehicles, Council and other Statutory Authority vehicles. Those vehicles with a disabled parking permit attached or a funeral director's vehicle, are permitted to drive off formal roads and carparks to facilitate access for persons with disabilities or the transport of the deceased, at the direction of Council staff.

## **30. Activities Not Permitted in Cemeteries**

- Buying or selling of goods;
- Distributing handbills, circulars, advertisements and the like;
- Take part in any meeting other than a religious or commemorative nature related to a burial or placement of ashes;
- Discharge any firearms, except at a military funeral;
- Wantonly damage or disturb any gravesite;
- The placement of ashes in existing grave (see prohibited actions);



- Filming (unless approval has been provided by Council and the undertaker conducting the service);
- Walk an unleashed dog;
- Carrying out any work within a cemetery.

### 31. Prohibited Actions

A person must not, without lawful authority, in a cemetery:

- Disturb or interrupt any service, procession or cortege; or
- Inter any human remains (whether cremated or not).

Penalty units will apply as per the *Cemeteries and Crematoria Act 2013*.

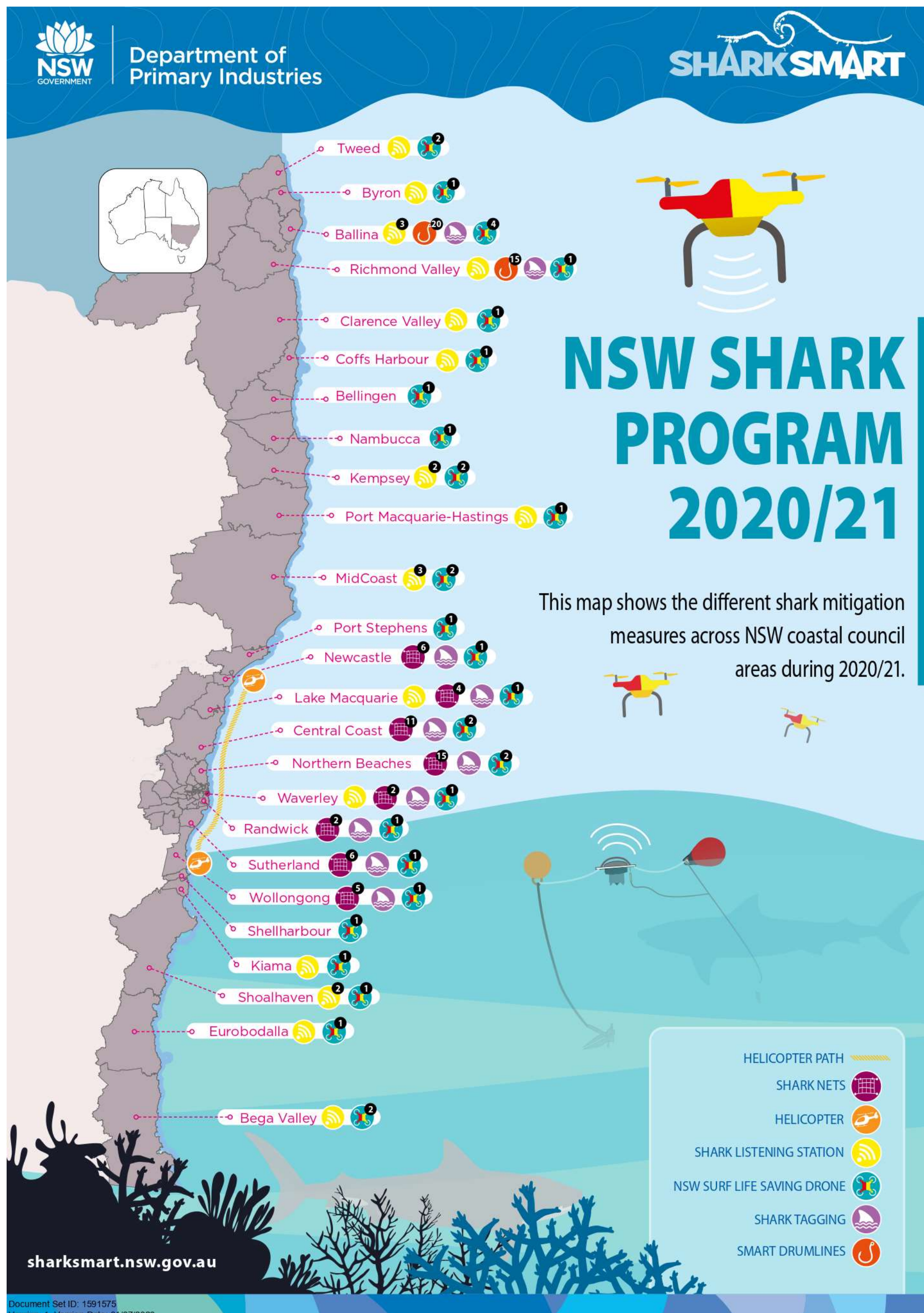
### 32. ANZAC Memorial

The Commemoration Section of the Office of Australian War Graves provides bronze plaques and terrazzo crosses for eligible war veterans. The Department of Veteran Affairs advises the Office of Australian War Graves of the veteran's entitlement.

### REVIEW

This policy will be reviewed by Council at the time of any relevant legislative changes, compliance requirements or at least every four years.

Version Number	Date	Reason / Comments
1	Date	New policy





# NSW SHARK PROGRAM 2020/21

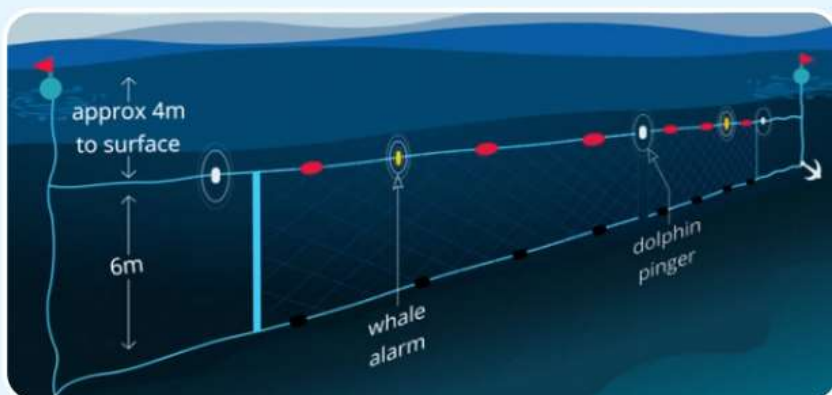
The **NSW Shark Program** aims to increase protection for beachgoers whilst minimising harm to sharks and other marine life.

The Program in 2020/21 includes the most effective and popular components of the **Shark Management Strategy**, including drones, SMART drumlines, and listening stations. The Program also includes the existing **Shark Meshing Program** using shark nets and helicopters between Newcastle and Wollongong.

## SHARK NETS

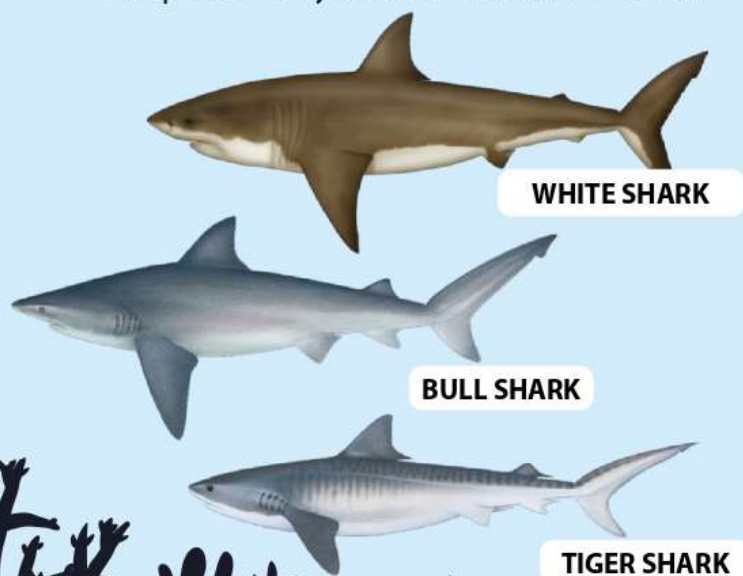
Since 1937, shark nets have been placed at the State's most popular beaches under the **NSW Shark Meshing (Bather Protection) Program**. Shark nets are installed at 51 beaches from 1 September to 30 April annually between Newcastle and Wollongong, and complemented by helicopters on weekends during school holidays and public holidays.

Shark nets are 150m long by 4-6m deep with a mesh size of 60cm. They are set in about 10-12m of water, roughly 500m from shore. Shark nets are fitted with 'whale alarms' and 'dolphin pingers' to warn marine mammals of the presence of nets.



## TARGET SHARKS

'Target sharks' are White, Bull and Tiger sharks as they are the species mainly involved in shark bites in NSW.



For more information visit  
[sharksmart.nsw.gov.au](http://sharksmart.nsw.gov.au)

## DRONES

Unmanned aerial vehicles (UAVs), often known as drones, provide aerial surveillance of coastal waters and real-time vision of the area to detect sharks and other hazards. Surf Life Saving NSW is working towards making drones a standard part of their beach safety service delivered by their volunteer lifesavers and professional UAV pilots.



## HELICOPTERS

Helicopters fly over Shark Meshing Program beaches to alert beach authorities and beachgoers to the presence of dangerous sharks. If a dangerous shark is sighted, a siren is sounded and a PA is used to alert beachgoers, and beach authorities are notified.



## SMART DRUMLINES

'SMART' stands for Shark-Management-Alert-In-Real-Time.

SMART drumlines are new technology that allow target sharks to be intercepted beyond the surf break. Once caught, they are tagged and relocated 1km offshore. SMART drumlines are set every morning (weather dependent) approximately 500m offshore at a depth between 6-25m of water. They are collected at the end of each day and are not left overnight.



## SHARK LISTENING STATIONS

Shark listening stations also known as VR4Gs are satellite linked receivers that detect tagged sharks. When a tagged shark swims within 500m of one of the 21 listening stations along the NSW coast, an instant alert is sent to the public and beach authorities through DPI's **SharkSmart** website, mobile app and Twitter @NSWSharkSmart.







Department of  
Primary Industries



## NSW SHARK PROGRAM 2020/21

### Funding drones to assist Surf Life Saving NSW in monitoring ocean beaches

During the 2019/20 trial, drones:

- flew 20,000km
- undertook 11,038 flights
- observed 254 Sharks (36 white sharks, 30 bull sharks, 3 hammerhead sharks, 185 unknown species)
- led to beaches cleared on 97 occasions

# A

### DRONE SURVEILLANCE



### Maintaining SMART drumlines on the Far North Coast

SMART drumlines in the Ballina and Richmond Valley council areas were effective at catching target sharks, especially White Sharks. They are strongly supported by the local councils and communities, and help deter sharks from coastal areas for a period of time.

# B

### SMART DRUMLINE



### Continuing community engagement and education, communication, and research

Providing regional education officers to consult local councils and communities about the results of the trials and research of the Shark Management Strategy, maintaining SharkSmart app and website, and the network of VR4G listening stations, shark tagging and research activities.

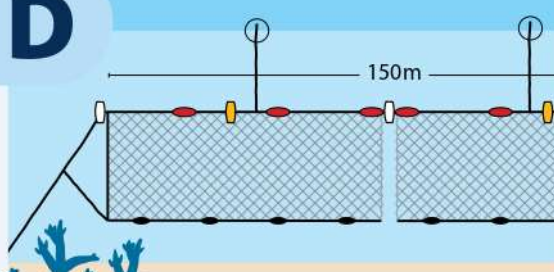
# C



### Continuing the Shark Meshing Program at 51 beaches from Newcastle to Wollongong

Nets are deployed for eight months of the year from 1st September to 30th April. The aim is to increase protection for swimmers and surfers from sharks, while reducing the impact on marine life. Also includes helicopters in school holidays and the Shark Observation Grant Program.

# D



sharksmart.nsw.gov.au

1079

Document Set ID: 1391373  
Version: 1 Version Date: 01/07/2020

## Procedure

<b>Procedure Title:</b>	<b>Naming of Public Parks, Reserves, Sporting Fields and Council Facilities</b>
<b>Procedure Number:</b>	13.01
<b>Focus Area:</b>	PP1 Fresh & Vibrant Community
<b>Responsibility:</b>	Asset Planning
<b>Authorisation:</b>	DATE



### Purpose

To enable a better identification of public land; locality names are important navigation tools, not only to residents but for Council, emergency services and mapping services.

### Scope

To provide a systematic approach stating all guidelines and requirements that are required to be followed when naming a new or existing public park, reserve, sporting field or Council facility.

### Procedure

Council welcomes community proposals for additions to the list of preferred local place names referred to in Attachment A of this procedure.

Suggestions can be made by the community on the form entitled "*Geographical Names Board of New South Wales background information – Proposed geographical name commemorating a person application form*" which can be obtained from the Geographical Names Board website along with a Fact Sheet at:

[http://www.gnb.nsw.gov.au/data/assets/pdf\\_file/0008/58841/Commemorative\\_Naming.pdf](http://www.gnb.nsw.gov.au/data/assets/pdf_file/0008/58841/Commemorative_Naming.pdf)

The form should be submitted to Council with a letter of endorsement and upon receipt of the form, the following process will be undertaken:

- (a) Council staff will check that the proposal complies with the Policy.
- (b) Council will advertise in the local newspaper for a period of one month prior to its agreement.
- (c) Council will seek approval from stakeholders such as the local resident groups.
- (d) Assuming the name is acceptable, the proposal application form and map along with evidence of community support will be submitted to the Geographical Names Board of NSW.
- (e) The Geographical Names Board of NSW will consider the proposal and if approved the proposed name will be advertised in the local newspaper and the NSW Government Gazette.

Richmond Valley Council – 13.01 Naming of Public Parks, Reserves, Sporting Fields and Council Facilities

Authorisation: Date

Page 1 of 4

- (f) The community has one month to comment or object to the proposal.
- (g) If there are no objections, the name will be formalised by way of notice in the NSW Government Gazette.
- (h) If objections are received, Council will be asked to provide feedback and the Geographical Names Board will either readvertise the proposal, abandon the proposal or make a recommendation to the Minister for Lands for a final determination. Once the Minister makes a decision it will be formalised by way of notice in the gazette.
- (i) If the change is approved, Council will notify the community of the new name by advertising in the local newspaper for one month and organise the naming plaque.
- (j) The Geographical Names Board will notify and send electronic and paper maps to Council, Australia Post, the Australian Electoral Commission, Department of Lands and the Public Sector Mapping Agencies Ltd.

### Internal Features Within Reserves

It is recognised that within the boundaries of such an appropriately named reserve that there are features which may be named in honour of long serving community members who have made a significant contribution relevant to that feature.

Such features may include:

- Playgrounds
- Grandstands
- Clubroom facilities
- Individual playing fields
- Scoreboards

Naming of such internal features would not be required to meet the earlier criteria listed in this procedure and would remain at the discretion of Council. The nomination for naming would need to have demonstrated support from relevant clubs, organisations or associations informing Council of the significance of the nomination presented. Council would need to consider any nomination request and be determined at a Council meeting.

The responsibility for any naming signage or plaques remain with the nominating club for ongoing maintenance and upkeep.

### References

- Geographical Names Board
- AS/NZS 4819:2011

### Review

This procedure is to be reviewed as required and at least four (4) yearly.

Version Number	Date	Reason / Comments
1	11 May 2015	New procedure
2	XX August 2020	Review

DRAFT



## Attachment A

### Preferred Local Place Names

This list has been grouped alphabetically, according to theme.

- Aboriginal
- Architects, Surveyors
- Botanical
- Ecological, Naturalists
- Educational, Cultural
- Miscellaneous Historical
- Medical Associations
- Religious Associations
- Vietnam Veterans
- World War I Ex-Servicemen
- World War II
- Zoological





# 2019/2020 Annual Report



Richmond  
Valley  
Council



## RICHMOND-UPPER CLARENCE REGIONAL LIBRARY MANAGER REGIONAL LIBRARY'S ANNUAL REPORT FOR 2019/20

I am pleased to present the Annual Report of the Richmond-Upper Clarence Regional Library, providing a summary of activities for the period 1 July 2019 to 30 June 2020. **The Regional Library wishes to acknowledge the traditional landowners and pay respect to elders both past and present.**

### Regional Administration and Physical Activities

As it was for the rest of the world it was an extremely different year for the Richmond-Upper Clarence Regional Library. **COVID-19** had a major impact on the library services. All libraries were closed for a 10-week period closing 24 March 2020 and re-opening on 1 June 2020. The re-opening of the libraries came with a few restrictions imposed by the NSW State Government. The library in partnership with Richmond Valley Council People and Culture Department developed a COVID-19 Safety Plan.



**Manager Regional Library, Gary Ellem and the re-opening of the Casino Library 1 June 2020**

Throughout the 10-week closure, the library was still able to provide a library service. A **“Click and Collect Service”** was greatly appreciated by the library customers, with 11,007 Items borrowed, 62 new members joined, and 3,339 reserves were satisfied during this period.



**Library Assistant, Tamara Patino and the protective screens as part of the COVID-19 Safety Plan**



**Social Distancing markers at the Kyogle Library**

A couple of big projects were undertaken during the year. **The Kyogle Library refurbishment** was carried out by Quantum Libraries. This project was funded by a 2017-18 Public Library Infrastructure Grant. The Kyogle Library project was enhanced by Kyogle Council also contributing \$163,664 to improve the building and redesign the outside.

The library went “live” with the **new library app** (on a Solus platform) in April 2020. It was planned that a new internet booking system and print management system would also be installed but this has been deferred to 2020/21.

1







**The newly refurbished Kyogle Library**

When the libraries closed on the 24 March 2020 due to COVID-19 library staff decided it would be a great opportunity to undertake some big projects which would have been difficult with the libraries open. Like a lot of other public libraries in Australia, the Richmond-Upper Clarence Regional Library undertook a **stocktake**. This was a big job and involved staff scanning every item on the shelves at the Casino, Evans Head, Coraki, Kyogle and Mobile Library and involved physically scanning over 41,000 items.



**Mayor Danielle Mulholland and Library Assistant Cheryl Thompson and the soft launch of the library app**

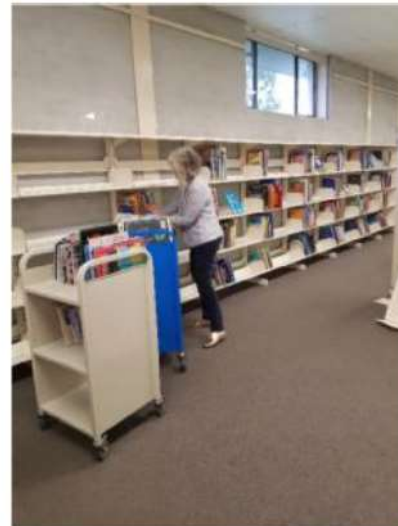
It was also decided it would be an ideal time to separate the non-fiction collections at the Casino Library, so there is now an adult non-fiction collection and junior non-fiction collection. The two non-fictions collections were first interfiled back in 1991.



**Mayor Robert Mustow and Gary Ellem and the soft launch of the library app**

The library previously had the adult fiction and paperback adult fiction shelved separately but tackled the big job of shelving all the fiction together and relabelling the paperbacks. This has resulted in a better-looking collection making browsing and selecting much easier for our patrons.

The easy junior fiction also received new genre labels and are now shelved by genre but still in alphabetical order within each genre.



**Library Assistant, Linda Clark and the reorganisation of the Junior Non-Fiction**

In June 2020 it was announced that a successful 2019/20 **Public Library Infrastructure Grant** application for \$399,053 had been submitted to "Rejuvenate, remodel, renew, and refresh the Evans Head Library". Richmond Valley Council is also contributing \$480,000 to the project.

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**Mayor Robert Mustow, Casino Library Coordinator, Ngarie Macqueen, Manager Regional Library, Gary Ellem and Member for Clarence Chris Gulaptis on NBN News at the announcement of the successful grant funding for the Evans Head Library project**

The Library continued to play an essential role in developing an educated community by providing access to materials in many formats to meet the many varied needs of individuals and groups; be that for education, information, or personal development, through learning, recreation and leisure. The library service is thriving, and membership and visitation continue to increase.

Our libraries are welcoming spaces that remain central to service delivery in their respective communities. Richmond-Upper Clarence Regional Library prides itself on providing an environment in which everyone is comfortable and accepted.

All branches welcome travellers and visitors who regularly visit our libraries to access the free internet and Wi-fi facilities to stay in touch with family and friends as well as access online services such as banking while they are away from home.

In 2019/20:

The Regional Library had 88,379 **patrons and visitors** walk through the doors to use the library facilities. This comprised of:

Casino – 45,257

Kyogle – 25,556

Evans Head – 12,479

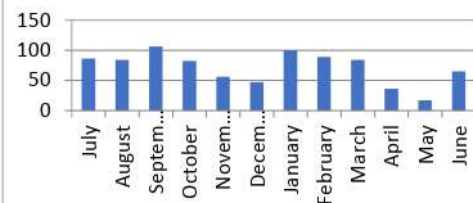
Mobile Library – 3,576

Coraki – 1,511

This does not include the 5,773 library members who took advantage of the click and collect service for the 10-week period the libraries were closed.

The Regional Library had **16,657 members** with **852 new members** joining during the year. The Library has over **53% of the population being members of the Library** which is higher than the **state average**. Our membership also includes 972 non-residents as members. The total weekly opening time of all the libraries was 139.5 hours.

**Monthly Membership 2019/20**



The library facilitated, hosted and conducted an enriching and a diverse range of programs and activities meeting the needs of the community. The Regional Library ran **752 programs during the year. Prior to the 10-week closures due to COVID-19 the library was on track to smash the previous year's number of programs.** A very pleasing and rewarding outcome of our program and events schedule is the library easing social exclusion in the community.

The libraries were continually used as a **meeting hub**, providing a free public space in comfortable, friendly and safe surroundings. They were also used throughout the year for exams and tutoring, and as a meeting place. The libraries were often the first point of call for families who moved to the area and the free Wi-Fi and internet service was also used heavily by visitors passing through the area.

The library continues to experience high demand for access to the computers by the public. **Internet usage for the year was 15,210 while Wi-Fi usage was 9,620.**

**eResources** and **online databases** were made available to patrons via the library website 24/7. The eService comprising of eBooks, eAudiobooks, eMagazines and eComics had 9,789 loans during the year, which was a massive increase of 65% on the previous year. Richmond-Upper Clarence Regional Library and Clarence Regional Library formed a **Borrowbox consortia** which gave library members access to a wider range of eBooks and

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eAudiobooks. Due to lack of use the subscription to eComics was not renewed in January 2020.

**Beamafilm** documentary and film viewings amounted to 1,131 views during the year. The State Library online databases was another method of providing the community with a valuable resource which is available from the comfort of their own home. Good use of the Health, Medical, eBooks and digital newspapers were recorded.

The **Story Box Library** had 968 stories downloaded during the year. The Library also provided **Haynes Online**. This is a subscription to online motor car and motorcycle repair manuals.

**TheComputerSchool**, which is an Interactive Online Computer and Technology Training Centre, was used 1,783 times. Microsoft Office and Computer Basics were the most popular training modules. The Library also provided **Good Reading** – an online magazine for book lovers with 591 online viewings.

**RFID technology** continued to be used successfully throughout the region. The use of self-serve kiosks at Casino, Kyogle and Evans Head Libraries continued to grow in popularity, with 7,973 customers borrowing and/or renewing 25,477 items during the year.

There was 892 uses of the **laptop dispensers** at Casino, Kyogle and Evans Head Libraries, proving to a popular and valuable library resource. The laptops were also used by several council staff who worked remotely during May-June 2020.

**School holiday activities** attracted a great number of participants. Everything from Story Box, mini cinema, playdough, friendship bead bracelets, Lego, Zentangle beeswax, fork creatures, paper helicopters, and macramé key chains plus more was on offer. There were also some money advice sessions.

The **pop-up libraries** at the Casino Railway Station, Kyogle Swimming Pool and Visitor Information Centre, and the Evans Head Library proved popular with visitors and travellers.

The library also participated in **Share the Dignity** and **In the bag** charitable programs. The Library also participated as a collection location **Lids for Kids** and **Aussie Bread Tags for Wheelchairs** which really caught the attention of the community and other councils/libraries throughout NSW. Both these were coordinated by **Taryn Kelly**.

## Branches

The **Casino Library** had a busy year with many promotions that engaged the community and promoted both library, and community services. The feedback was very positive with requests for more programs.

The Casino Library has **9,098 registered members** with 420 new members joining during the year. Many community members from our indigenous population used the library every day, including the public internet and wifi service.

Staff at Casino Library, headquarters of the Regional Library, were responsible for the purchasing and processing of new items for the region, as well as serving the needs of the customers each day. Library Assistants all had core duties they were responsible for as well as several rostered duties.

The Casino Library hosted monthly meetings of the **Book Discussion Group**, and **Adult Colouring-in**. There was an author visit by Jenn J. McLeod, who also spoke at the Kyogle Library.



**Rendering of interior walls at Casino Library**

Casino Library hosted another successful and well attended **book launch**. **Gwen Gray**, a local from Casino selected the library as the venue to launch her third children's book "**Bucket the naughty ducklings new best friend**" on 22 January 2020. The 40 people in attendance were entertained with a reading of the book by **Claire Macqueen**.

4





**Claire Macqueen reading at the Book Launch of "Bucket the naughty ducklings new best friend"**

Up until the library closures on the 24 March 2020 a local **Casino craft group** also held their Tuesday fortnightly get-togethers at the Casino Library while the Casino Writers Group held monthly meetings.

The **Book Discussion Group**, supervised by **Taryn Kelly**, again enjoyed good numbers at their monthly sessions with 60 people attending 8 sessions before 10 attended 3 online book club sessions.

The **children's literacy programs**, run by **Sylvia Cooling**, continue to be popular and the outreach services were welcomed by St Mary's Pre-school and Primary School, Kookaburra Early Learning, Bentley Pre-school, Baptist Pre-school, Rainbow Station Day Care Centre, Jumbunna and Stratheden School. With this, the library now provides an early literacy program to all preschool and day care centres in Casino. **Tamara Patino** ran two storytime sessions each week with classes that visited Casino Library from Kookaburra Early Learning to help support the learning outcomes for their students.

The library was also fortunate to have **Shelley and Frankie** – a pets for therapy dog who participated in both Tamara and Sylvia's children's programs (Kookaburra Early Learning visits and Bookworms).

**Sylvia** also conducted 32 **Create Make Share programs** at the Casino Library with 287 attending.

**Sue Bland** continued to supervise the successful **Adult Colouring-in** sessions at the Casino Library with 130 people attending 12 sessions.

The **Monthly Lego Club** and the **Family Lego** days at the Casino Library, organised **Tamara Patino** were also very successful with 72 kids attending 7 Lego sessions.

**Tamara Patino** also introduced a new session of **Playdough Playtime** with 73 kids attending 8 sessions. Tamara also led a groups of local family day care educators and their children, coordinated by Clarence Family Day Care, attended storytime and playdough sessions at Casino Library.



**Lego Club at Casino Library**

**Linda Clark** also continued running the popular **Recipe Club** at the Casino Library with 48 people attending 8 sessions. This was held with a monthly theme, and participants creating and sharing some wonderful cooking and recipes.

The **Kyogle Library** also conducted many programs for its 3,927 members including 185 new members. The Kyogle Library was also the venue for many meetings for community groups throughout the year. The feedback from the patrons at Kyogle Library was again very positive.







**Playdough Playtime at the Casino Library**

The **Kyogle Library** hosted regular Adult Colouring-in, Literacy Club, Book Discussion Group, Pizza and Pages, Lego Club and the Saturday parents'n'kids. The Kyogle Library was also the place that hosted many community groups and their functions. This included the Mah-Jong Club, Start Storytime, Italian Language Group and Red Inc. A total of 310 people attended 221 such meetings.

**Cheryl Thompson** continued to supervise the very popular **Adult Colouring-in** at the Kyogle Library with 122 people attending 17 sessions. **Sylvia Cooling** conducted 6 **Create Make Share** workshops at Kyogle with 62 in attendance.



**Author visit with Jenn J. McLeod at Kyogle Library**

**Corinne Hughes** ran 8 **Kyogle Book Club** sessions with 30 attending as well as hosting an author visit from Jenn J. McLeod

The **Evans Head Library** had 181 new members to make a total of 2,251 registered members. **Sylvia Cooling** conducted 5 successful monthly **Create Make Share** craft sessions at the Evans Head Library with 46 in attendance. Customers continued to make great use of the free internet while Wi-Fi also proved to be a very popular service, especially with visitors.

The **Coraki Library** had 262 members including 13 new customers. There were 45 Internet usages and **Aaron Wilkes** made a concerted effort to keep the collection up-to-date and relevant to the customers. There were 22 programs with 127 attending at the Coraki Library

The **Mobile Library** had 1,119 members with 53 new customers enjoying the unique service. It has been designed to provide high quality, equitable library services to rural and remote patrons. The mobile library operates on a fortnightly schedule with the schedule being reviewed and updated every quarter. The Mobile Library ceased operating for 10 weeks when libraries were forced to close. During this time the Mobile Library Operator, Steve Locke was able to use **Art Van Go** to provide a drop-off service to the villages of Bonalbo, Woodenbong, Woodburn, Broadwater, Rappville and Whiporie.



**Art Van Go providing a service to mobile library customers**



Customers of the mobile library service included community patrons, single teacher schools and central schools.

The mobile library also participated in the 2019 Casino Truck show and was present at the special community meetings held at Rappville after the bushfires.



**The mobile library featured in the Casino Truck Show**

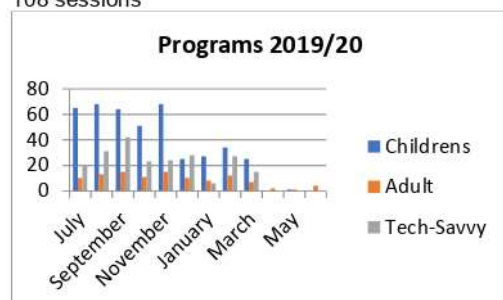
### Promotions and Extension Services

Programming has become a focal point of the library service and continues to increase each year. The 752 programs conducted at the libraries consisted of:

Children's – 6,665 attending 428 sessions

Tech Savvy for seniors – 216 sessions

Adult education/craft and hobby – 911 attending 108 sessions



Library staff made a concentrated effort to increase and improve library programs and engage the community. These programs were promoted through the local media, social media and within the libraries. The monthly **eNewsletter** supervised by Library Technician, **Taryn Kelly** proved to be a very successful and effective means of informing the community of library events and programs.

The Library was also a regular contributor to the Richmond Valley Council staff eNewsletter and the Community Newsletter and featured in stories in The Northern Star, Richmond River Express Examiner, Heartland Magazine and Coraki & District News. The library also featured on some Richmond Valley Council videos with one featuring Taryn Kelly talking about the lids and bread tags going viral. It also created interest with other libraries and councils wishing to participate.

The Kyogle Library was also regularly promoted in the Kyogle Council Newsletter. The Manager Regional Library also spoke about library services on **Cow FM** on the first Monday of the month until COVID-19 put these sessions on hold. The library was also featured on Prime News on the 1 June featuring a story on the libraries re-opening and on NBN News on 10 June 2020 with the announcement of the successful funding bid for the Evans Head Library project. The library also had an Instagram regrammed by ALIA.

The library **Facebook** page and Instagram pages also played an important role in the promotion of the library. The social media content was created by **Taryn Kelly** and **Tamara Patino** with regular input from other staff. The Library webpage and Google Calendar for Library events were both maintained and regularly updated by **Taryn Kelly**.

The year saw the continuation of the “**Our Digital Perspective**” digital photo competition created and supervised by **Ngarie Macqueen**. Each month had a theme with the photos posted to the Library Facebook page and **the photo with the most likes** was that month's winner. The overall 2019/20 winner was Jackson Whitney.



**The winning Digital Photography photo**

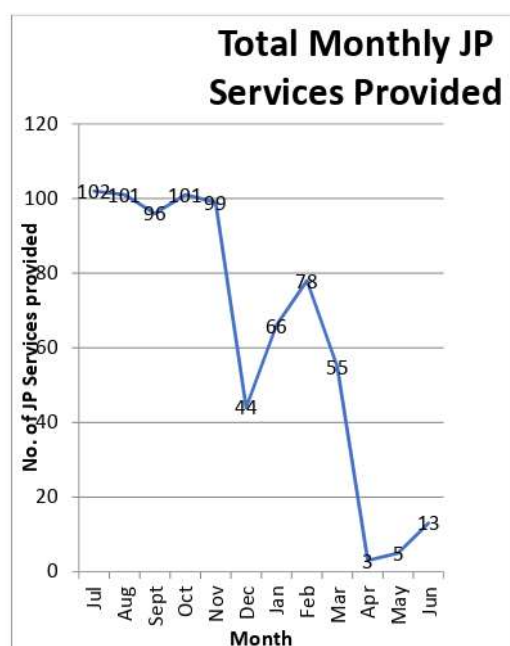




**Displays** continued to play a large part in promoting the collection and brightening the interior of the libraries.

**Adult Colouring-in** sessions coordinated by **Cheryl Thompson** at Kyogle Library and **Sue Bland** at Casino Library proved to be very popular creating great opportunities for community engagement and interaction.

**The Justice of the Peace service** was a well-used resource at Casino, Kyogle, Evans Head and Coraki Libraries. The staff JPs consisting of **Sue-Ellen Little, Corinne Hughes, Linda Clark, Sue Bland, Tamara Patino and Aaron Wilkes** between them provided 768 JP services during the year. Of these 743 JP services were provided prior to 24 March 2020 when the libraries closed.



A library creative event program instigated by **Sylvia Cooling** was the “**Create Make Share**” craft sessions. These proved very popular at the Casino, Kyogle and Evans Head Libraries with requests for more. 395 ladies attended 43 sessions at the 3 libraries. After 24 March 2020 Sylvia filmed some Create Make Share sessions that were made available on-line.

In April 2019 **Art Van Go** finally had the wrap completed. Unfortunately, due to COVID-19 there were no outreach programs conducted after this. However, the bright new van was seen around the Richmond Valley and Kyogle Council communities as it was used as a drop off service to some of the larger villages on the mobile library schedule. It was also used to deliver the Housebound items in Kyogle.



**Art Van Go**

Pre COVID-19 the **Tech Savvy for Senior's Program** continued to be successful and well attended with 216 people involved in one-on-one sessions. Most of the training was conducted by **Taryn Kelly**. Other staff that assisted were **Laura Ramstadius, Ngarie Macqueen, Trenell Williams and Linda Clark**. **Gary Ellem** was also successful in gaining \$1,500 in funds to assist with the Tech Savvy program.

Weeded library stock and donations were included in a book sale. Some of this stock also went to the **pop-up library** that was set-up for travellers at the Casino Railway Station. Some books were also given to charities. **Ngarie Macqueen** supervised the new arrangement with **James Bennett – Sustainability Project** which was used for the first time in June 2020. This initiative helps the Library reach sustainability goals by ensuring books do not go into landfill but are sold or go responsibly into pulp to produce new books. This project also supports not-for-profit organisations as well.

The library also celebrated **National Chocolate Day** and besides having some fun with some delicious food there was also \$932 raised to support “buy a bale” drought relief fund.





**Library Assistant, Laura Ramstadius and the James Bennett Sustainability Project**



**Talk Like a Pirate Day Lego Club**

### Children's Services

The quality of children's/youth services continues to be maintained at an exceptionally high standard. Attendance records and the number of established programs would have increased significantly except for COVID-19. The high standard of children's services was highlighted by various community-based organisations approaching the library to learn more about these programs.

During the year(pre-COVID-19) **6,665 children/youth participated in 428 scheduled events across the region.** This is a great reflection on the library's aim to both increase programming, as well as encourage children/youth to use the library and increase overall literacy levels.

**The Casino Library hosted 300 children's programs/events. There were 5,465 attendees.** This included regular Bookworms programs, after school activities, visits from local schools, community group visits, Lego clubs, and the Baby Bounce program. The school holiday activities continued to be very popular.

While there were many great children's programs conducted pre COVID-19 one highlight was when in early December 2019 the Richmond-Upper Clarence Regional Library organised to have **Stig Weymss, Australia's most loved narrator of Andy Griffiths audio books for children, come to Casino.**

Over three days Stig did five shows for our local schools, with a special show at Rappville School on Wednesday at which Stig gave his time free of charge. Stig made a small documentary while at the Rappville school where he spoke to some of the children and teachers affected by the fires

Stig's performances in libraries and schools around the country have become notorious with children and adults alike. His shows are wildly entertaining, cleverly irreverent and chocked full of fun.

Children at the Casino Library were also entertained in July 2019 with some **Action Reaction Superhero workshops.**

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**Stig at Stratheden School**

The Library was also a winner in the Innovation in Outreach Services with the project "collaboration for an inclusive future" which including funding of \$1,000. This award was in recognition of the Outreach program Sylvia Cooling and Corinne Hughes created.



**Gary Ellem with the Innovation in Outreach Service Award at the Switch Conference**

The library continued to support weekly visits from **Kookaburra Early Learning** and visits from **Casino High School Special Education Unit**. **Jumbunna Community Preschool** continued Library visits to participate in the Bookworms program and Playdough Sensory program.

Visits to **Baptist Community Preschool** continued to provide four story time sessions per week, supporting their nominated area of learning. Visits to **Jumbunna Community Preschool** continued to provide three storytime sessions per week and **Jumbunna Mobile Playgroup** continued to welcome the library into their programming with fortnightly outreach visits.

Fortnightly storytime visits continued with **Bentley Community Preschool**, including one fortnight in conjunction with the Mobile Library.

Children's Book Week continued to be celebrated with **Leeville Primary School**. Visits to **Stratheden Primary School** continued to include separate junior and senior room programs. Several visits were made to **St Mary's Primary School** throughout the year to promote reading and literacy, including The Reading Hour, Children's Book Week and National Simultaneous Storytime. Fortnightly storytime visits to **St Mary's Primary School K-1** commenced in support of their reading program. Visits to **Casino West Primary School** commenced with two year 3-4 and one year 4-5 class on a weekly basis. This facilitated reading, literacy and **STEM** activities and a strong rapport with both teachers and students developed in a short time.



**Coordinator Programs and Events, Sylvia Cooling at Casino West School**

Storytime visits to the **Northern Rivers Family Day-care Playgroup** continued at Casino and Kyogle, along with Family Day Care storytime visits at the Casino Library. Outreach storytime at **Family Day-care Provider** premises commenced.

The **Kyogle Library** hosted **110 children's programs** during the year with 1,080 attendees. Programs included Lego Club, school holiday activities, preschool visits, day-care storytime, Pizza and Pages for youth and the Parents 'n' Kids group.

**Coraki Library** hosted **93** children attending 17 children's activities including 7 Lego Club while **Evans Head** hosted 1 storytime with **27** attending.

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Monthly visits to the **Bentley Preschool** to present storytime continued as well as monthly visits from the mobile library.

The library also participated in the **First Lego League Challenge**. The team was called Casino Construction Crew and competed in the regional heats in Ballina where they came 3<sup>rd</sup> out of 20 teams for the robot mission challenge but didn't place overall and so didn't go onto the next level of the competition.



**First Lego League Challenge**

## Information Services

During the year the Regional Library staff successfully supplied **22,178 information requests and 24,492 customer service requests**. This total of 46,670 recorded a completion rate of 89.18%. The ability to provide relevant, timely resources is increasingly supported by the ability to access materials via the Internet.

The **Document Delivery Service** (Inter-Library Loans) under the management of **Sue Bland** was a well-used service with **143 requests being satisfied with an 92% success rate**. The 8% unsuccessful included very hard to locate books and customers deciding not to pay the additional costs for the requests from the National, Academic or Specialist Libraries. 190 items were loaned to other libraries from this library service.

Until March 2020 the **home library service** and deliveries to the **Aged Care facilities** continued to function smoothly thanks to the wonderful efforts of the volunteers at the Casino, Kyogle and Evans Head libraries. Other volunteer duties included

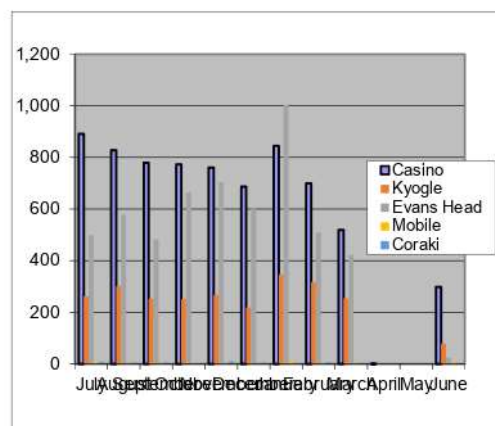
book shelving, preparing books for sale, disc cleaning and covering new books.

From March-June 2020 no volunteers were used in any of the libraries. Housebound deliveries at Casino and Kyogle were delivered by library staff.

**Free public Internet access** continues to be a major draw card for all libraries with **15,210 bookings** made to use the Internet at the five libraries that provide the service. The wifi service was also an extremely popular service with **9,260 Wi-Fi connections**. This service was particularly well-used during school holidays.

A large portion of staff time was spent on IT assistance and ranged anywhere from 5 to 30 minutes. This included among other things – passport renewal, registering a business name and ABN, wi-fi issues, email setup on phones, setting up iPads and tablets, installing apps, scanning, printing, and the set-up and use of the Library's many eResources. Later in the year many border passes were printed for customers wishing to enter Queensland.

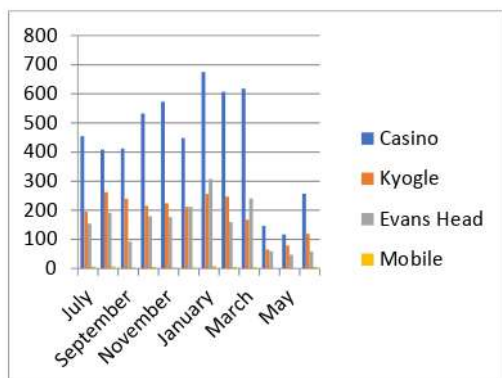
When the libraries re-opened on 1 June 2020 there were some **restrictions** placed on the public internet PCs. Casino and Evans Head only provided 3 of the 8 internet pcs while Kyogle only 2 of 4 and the mobile library 1 of 2. There was a limit of 20 minutes per use and there was no staff assistance.



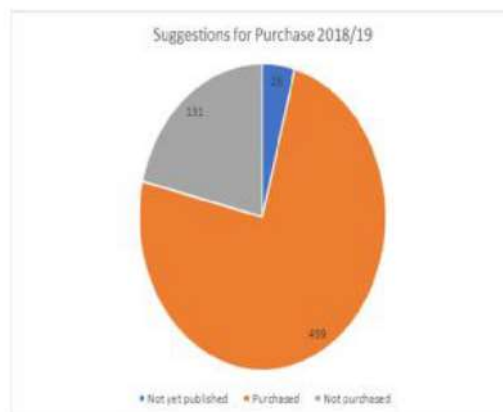
**Public Internet usage 2019/20**







Wi-Fi usage 2019/20



### Technical Service Maintenance

**Because LIBERO, the Library Management System was cloud based any upgrades were received automatically**

Kyogle Library continued to experience regular IT issues with network problems and slow internet and Wi-fi speed. There were also some issues with the changeover to NBN. All libraries logged regular support calls.

The **public Internet** was a popular facility with the public continuing to place high demands on staff seeking technical advice in the use of Internet facilities.

The internet and Wi-Fi services were very popular amongst the indigenous community. These services were also heavily used by many youths during school hours.

The Regional Library had a successful year purchasing new library items, which were of high quality. While many items were purchased from visiting book suppliers, more on-line purchasing was conducted throughout the year with all staff being involved in ordering new resources for the collection and many suggestions for purchase from patrons were satisfied.

**The Standing Orders** for the more popular authors also continued to be a successful purchasing tool. **Suggestions for purchase was managed by Library Technician, Taryn Kelly** with a high success rate and resulted in many satisfied patrons.

The library collection continued to evolve with **5,527 titles added** and **5,940 items discarded**. Due to time, space and a preference for new books only a few donations were added to the collection during the year.

Many books were donated to charities and to the pop-up libraries in Casino, Kyogle and Evans Head. The storage of discarded books and donations was an issue throughout the year. This was resolved later in the year with the James Bennett Sustainability Project.

**12,231 reserves** were satisfied from within the Regional collection. The increase in reserves can be contributed in part to the "Click and Collect Service".

The Regional Library continued membership with Public Libraries NSW, Libraries Australia and Libero User Group as well as being part of a Borrowbox consortia arrangement with Clarence Regional Library.

The rotation of stock between the Regional Library's service points continued with regular exchanges taking place. **Ngarie Macqueen** supervised and liaised with branch staff to ensure an effective exchange of collections between the libraries. **CollectionHQ** (a web-based software for analysis of library collections) also played a significant role in the rotation of stock between branches as well as assisting keeping the collection modern and relevant.

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## Staffing

The library staff comprised of eight full-time, four permanent part-time staff, three library/customer service, a shared trainee, a school-based trainee, three casual library assistants, and two casual backup mobile library drivers.

**Cheryl Thompson's** working hours were increased to fulltime in January 2020. **Nancy Van Iersel** hours were increased to 15 hours per fortnight in 2020. **Laura Ramstadius** was the successful applicant to the Part-time Library Assistant Position (20 hours per week). **Mikayla Cribb** joined the team at Evans Head. The staff consisted of:

<b>Gary Ellem</b>	Manager Regional Library
<b>Ngarie Macqueen</b>	Casino Library Coordinator
<b>Sylvia Cooling</b>	Coordinator Programs and Events January
<b>Corinne Hughes</b>	Kyogle Branch Librarian
<b>Taryn Kelly</b>	Library Technician
<b>Sue Bland</b>	Library Assistant (Casino)
<b>Linda Clark</b>	Library Assistant (Casino)
<b>Tamara Patino</b>	Library Assistant (Casino)
<b>Laura Ramstadius</b>	Library Assistant (Part-time) March 2020 (Casino)
<b>Steve Locke</b>	Mobile Library Operator
<b>Cheryl Thompson</b>	Library Assistant – Part time (Kyogle) Fulltime January 2020
<b>Michelle Popp</b>	Library Assistant/Customer Service and Support Officer – Job Share (Evans Head)
<b>Terrie Costello</b>	Library Assistant/Customer Service and Support Officer – Job Share (Evans Head)
<b>Sue-Ellen Little</b>	Richmond Valley Council Customer Service Officer – (Evans Head)
<b>Mikayla Cribb</b>	Casual Customer Service Officer – (Evans Head)
<b>Aaron Wilkes</b>	Library Assistant – Part-Time (Coraki)
<b>Nancy Van Iersel</b>	Library Assistant – Part-time

<b>Trenell Williams</b>	School Based Trainee – 1 day a week finished December 2019
<b>Kate Benecke</b>	Casual Library Assistant
<b>Laura Ramstadius</b>	Casual Library Assistant
<b>Amy Boyd</b>	Casual Library Assistant
<b>Sophie Drew</b>	Casual Mobile Library Operator and Library Assistant
<b>Ian McLean</b>	Casual Library Assistant (March 2020)
<b>Emma Walsh</b>	Casual Library Assistant (March 2020)

During the year when the Mobile Library Operator was unavailable, the mobile library was operated by casual staff member **Sophie Drew**. A few staff also worked at other libraries during the year due to staff shortages and assisted with stock rotations and exchanges. **Aaron Wilkes**, **Kate Benecke** and **Laura Ramstadius** worked at the Casino, Evans Head, Kyogle and Coraki Libraries while **Nancy Van Iersel** and **Sophie Drew** worked at the Casino and Kyogle Libraries. Just prior to the libraries closing on 24 March 2020, Ian McLean and Emma Walsh commenced as Casual Library Assistants at the Kyogle and Casino Libraries respectively.

The Casino, Kyogle and Evans Head Libraries are indebted to the fantastic work of the **library volunteers**. These people volunteer to deliver library service to house bound customers, aged home facilities while others arrive at the library each week and shelve returned items.

The volunteers were thanked with a Christmas Party which was a small way of acknowledging their wonderful assistance.

## Staff Training/Meetings

Staff attended many training courses and meetings throughout the year.

Regular **fortnightly team meetings** were held at the Casino Library where library policies, procedures and promotions were discussed. The Kyogle Branch Librarian was a regular participant at these meetings. In the last quarter the Team Meetings were held monthly and there were regular Casino Library workroom meetings. A couple of **Skype for Business Team meetings**

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were held to discuss COVID-19 and the re-opening of the libraries.

**Gary Ellem** also attended regular Manager Meetings at Richmond Valley Council as well as numerous other meetings with other council staff.



**Casino Library staff participating in a Skype for Business meeting to plan the re-opening of the libraries during COVID-19**

**Gary Ellem** and **Ngarie Macqueen** attended the **Public Libraries NSW Conference (Switch)** at Penrith in November 2019. **Gary** attended a **North-East Zone Library Managers** Meeting in Coffs Harbour in March 2020 as well as Full North-East Zone meeting via Bluejeans in May 2020.



**Casino Library staff practising social distancing during a team meeting**

**Aaron Wilkes** attended **Reader Advisory Training** in Sydney in November 2019 and then commenced training other library staff in February 2020. Unfortunately, the training was put on hold due to COVID-19. The online **Homeless** training package was purchased for the library staff and

several staff commenced and some completed the training.

In September 2019 **Sylvia** and **Gary** represented the Library at the YES Career Expo. **Gary, Ngarie, Linda and Sue** participated in a training session in **CollectionHQ**. Several staff were involved in webinars throughout the year.

**Ngarie Macqueen** attended a **Libero User Group** meeting at Twin Towns in October 2019 where she was appointed Libro User Group secretary staff. Ngarie had ensured the LMS is being used at a high capacity.

**Gary Ellem** participated in **Leading Teams** training with the other Richmond Valley Council Managers with monthly sessions in 2019 followed by regular catchups in 2020. **Ngarie Macqueen** commenced **Leadership training** in 2020 with other Richmond Valley Council Co-ordinators.

**Corinne Hughes** represented the Regional Library on the **Richmond Valley Council WH&S Committee** and regularly attended these meetings. Throughout the year Corinne also met and liaised frequently with several Kyogle community groups. She also attended fortnightly **Kyogle Council Corporate Services** meetings.

The Manager Regional Library regularly offered and sought advice/suggestions to other libraries in NSW, sharing library procedures, policies and grants as well as answering regular surveys.

The Manager Regional Library was also in frequent contact with Library Managers in the North-East Zone as well as Consultants from the State Library of NSW. In October 2019 he submitted the **2018/19 NSW Public Libraries Statistical Return** and in October 2019 both Richmond Valley Council and Kyogle Council submitted their **2018/19 Public Library Funding**.

The Casino and Kyogle Libraries received visits from Richmond-Tweed Regional Library staff who inspected the libraries to gain ideas.

The library also gave RFID and laptop dispenser demonstrations and advice to other library services.

Library staff was also in regular contact with the various suppliers with whom the library was associated.

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Most staff attended the Richmond Valley Council all-staff gatherings and the Christmas party.

### Conclusion

I would like to sincerely thank the relevant Council staff for their continued support and assistance throughout the year.

I wish to acknowledge and congratulate all library staff on their dedication, commitment and enthusiasm in providing personal service to library patrons of all ages. They have all contributed in a positive manner to ensure the library service's continuing success. This was never more evident when the libraries were forced into a 10-week closure due to COVID19 when all library staff accepted and met the new challenge.

Gary Ellem

**Manager Regional Library**



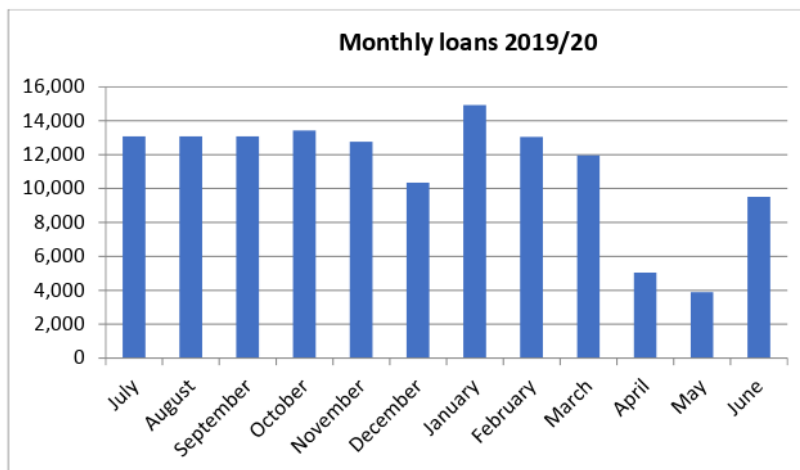
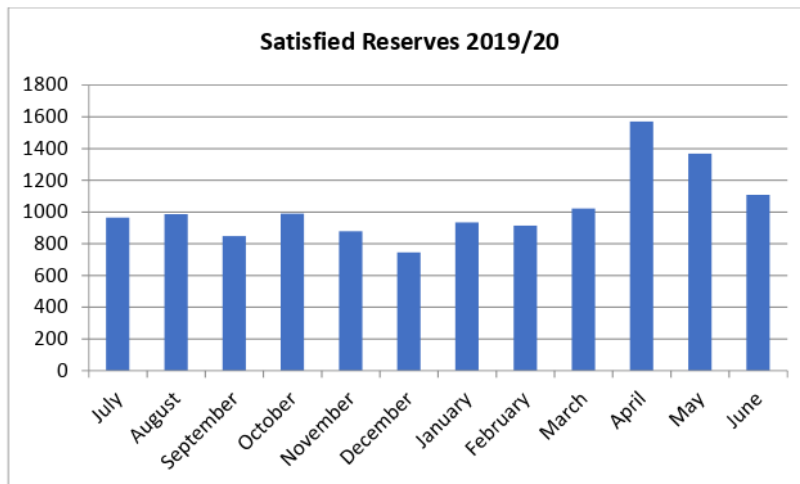
**Taryn Kelly, Tamara Patino, Laura Ramstadius and Ngarie Macqueen as Diva's during National Simultaneous Story at the Casino Library during the "click and collect" service**



**Stig at the Rappville School**







**TABLE 1. LIBRARY COLLECTION STATISTICS**

\*Not included in Book Vote

Collection	As at 30/6/20	Added 1/7/19- 30/6/20	Discarded 1/7/19- 30/6/20	Expenditure 1/7/19 - 30/6/20
Picture Books	4,110	498	988	5,641
Easy Junior Fiction	1,961	222	256	1,818
Junior Fiction	2,459	279	219	3,686
Teen Fiction	1,702	183	46	2,698
Music CDs	576	29	160	396
Junior Audio Books	76	3	8	102
Junior CD and Text	42	0	3	0
Junior Non-Fiction	2,797	178	36	2,870
Junior DVD	801	221	145	2,086
Junior Music	19	0	3	0
Teen Magazines*	59	29	6	0
Teen Audio	11	0	11	0
Teen Non-fiction	10	63	0	New collection created
Adult Fiction	13,802	1,694	2,382	30,065
Large Print	2,694	337	345	10,917
Adult Non- Fiction	10,721	768	360	15,443
Reference	459	42	30	91
Magazines *	861	382	494	0
DVD	2,461	491	335	5,336
Audio Books	1,135	108	108	5,951
Software	7	0	5	0
Total	46,763	5,527	5,940	87,100
E-Books	9,731	1,573	25	9,750
E-Audio Books	2,331	591	0	10,912
E-Magazines*	385	385	0	1,795
eTotal	12,447	2,549	25	22,457
Grant total	59,210	8,076	5,965	109,557

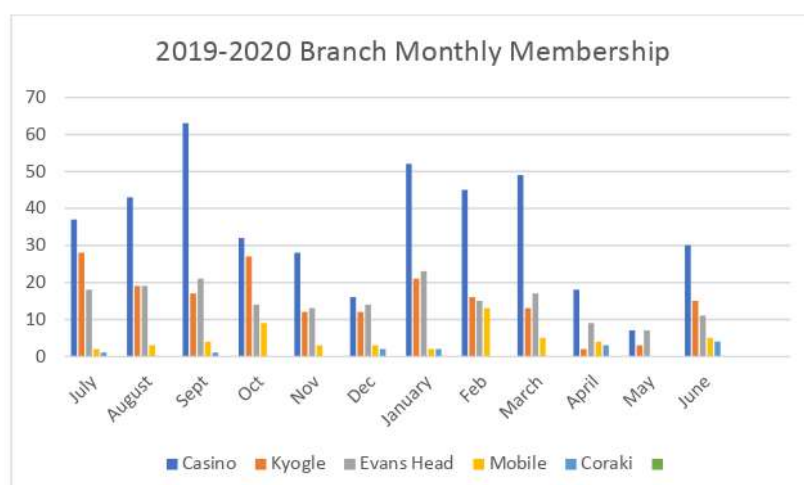
**Also:****Cake tins – 41****Crochet hooks – 26****Knitting needles – 41****Jigsaw puzzles - 55**

**TABLE 2. BORROWERS REGISTRATON STATISTICS AT 30 JUNE 2020**

Library	TOTAL	Adult	Young Adult	Junior	Richmond Valley	Kyogle	Lismore	Other
Casino	9,098	8,136	248	714	8,251	350	181	316
Kyogle	3,927	3,523	104	300	20	3,699	67	141
Evans Head	2,251	2,065	46	140	2,079	1	13	158
Mobile	1,119	714	79	326	517	514	38	50
Coraki	262	205	17	40	254	0	0	8
<b>REGIONAL TOTALS</b>	<b>16,657</b>	<b>14,643</b>	<b>494</b>	<b>1,520</b>	<b>11,121</b>	<b>4,564</b>	<b>299</b>	<b>673</b>

\* Young Adult borrowers are aged between 14 years and 16 years.

10,345 females, 6,254 males and 58 organizations



**TABLE 3. CIRCULATION STATISTICS**

Library	Casino	Kyogle	Evans Head	Mobile	Coraki	REGIONAL TOTALS
Adult Fiction	25,809	9,430	7,868	2,767	612	46,486
Bulk Loans	9,290	1,008	198	3,966	690	15,152
Picture Book	5,999	2,961	1,694	1,044	244	11,942
Adult Non- Fiction	7,054	2,903	1,316	642	192	12,107
DVDs	6,253	3,530	1,410	595	251	12,039
Large Print	4,473	1,389	700	834	68	7,464
Magazines & Newspapers	2,781	968	494	198	32	4,473
Junior Fiction	2,098	1,323	409	342	32	4,204
Junior DVD	2,008	1,017	402	538	30	3,995
Easy Junior	1,390	899	454	332	28	3,103
Audiobooks	1,263	1,013	324	98	49	2,747
Junior Non- Fiction	1,133	568	129	236	62	2,128
Teen Fiction	1,197	465	232	64	40	1,998
Music CD	801	197	119	58	12	1,187
Junior CD & Text	20	10	53	0	0	83
Junior Audiobooks	45	23	10	16	0	94
Teen Magazines	32	2	0	82	0	116
Junior Music CD	8	4	1	0	0	13
Teen Audiobooks	8	8	4	1	0	21
<b>TOTAL</b>	<b>71,662</b>	<b>27,718</b>	<b>15,817</b>	<b>11,813</b>	<b>2,342</b>	<b>129,352</b>



**Library Assistant, Sue Bland during stock take**

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**TABLE 4. STOCK/SERVICES ACTIVITIES****(i) Stock Movement within Region**

LOCALITY	DISTRIBUTION OF STOCK AT 30/6/2020
Casino	21,952
Kyogle	11,982
Evans Head	6,118
Coraki	1,873
Mobile Library	3,357

Also:

Processing - 338

Stack – 1,318

In-transit - 282

Repairs -20

James Bennett Sustainability - 388

eResources – 12,447

**(ii) Inter-Library Loans (Document Delivery)**

Successful requests - 143

Unsuccessful requests - 12

Specific requests sent to other libraries -190

**(iii) Satisfied reserves – 12,231****(iv) Internet services – 15,210**

Casino- 7,085; Kyogle-2,550; Evans Head-5,485; Mobile Library-45; Coraki-45

**(v) Wi-Fi services – 9,620**

Casino –5,426; Kyogle –2,275; Evans Head –1,872; Mobile –47

**(vi) RFID Self-Serve –customers (7,973) and items (25,477)**

Casino 2,257 and 7,803, Kyogle 4,631 and 14,260, Evans Head 1,085 and 3,414

**(vii) Laptops – 892**

Casino – 528; Kyogle- 318, Evans Head 46

**(viii) Seed Library – 3,418**

Casino- 2,013; Kyogle -883, Evans Head – 385, Mobile Library – 69, Coraki- 68

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Library Assistant, Tamara Patino during National Simultaneous Storytime



Frankie with his owner

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**Recipe Club at Casino Library**



**Talk like a Pirate Day at Evans Head Library**

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Lids for kids' collection point at Casino Library







**Action Reaction Superhero workshop at the Casino Library**





**Library customer, Barbara Dunn borrowing part  
the new cake tin collection**



**First customer borrowing a cake  
tin at Coraki Library, Renee  
Brown and daughter Frankie**



**Casino Book Club Christmas Party**





**The Library entry in the BorrowBox display competition**



**Zentangle workshop at Kyogle Library**

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**Adult Colouring-in at Casino Library**



**School based trainee, Trenell Williams at Kookaburra Early Learning**

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**Cupcake making at Coraki Library**



**New Carpet at Kyogle Library**

