



ATTACHMENTS

Tuesday, 15 February 2022

UNDER SEPARATE COVER

Ordinary Council Meeting

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MINUTES

Ordinary Council Meeting 16 November 2021

ORDINARY COUNCIL MEETING MINUTES

16 NOVEMBER 2021

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ORDINARY COUNCIL MEETING MINUTES

16 NOVEMBER 2021

**MINUTES OF RICHMOND VALLEY COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS, 10 GRAHAM PLACE, CASINO
ON TUESDAY, 16 NOVEMBER 2021 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.

IN ATTENDANCE: Vaughan Macdonald (General Manager), Angela Jones (Director Community Service Delivery), Ryan Gaiter (Director Organisational Services), Ben Zeller (Director Projects & Business Development), Jenna Hazelwood (Leader Strategy), Julie Clark (Personal Assistant to the General Manager and Mayor), Kate Alder-Conn (Governance Coordinator), Simon Breeze (IT Support Officer)

Thomas, Noble & Russell, Partner Adam Bradfield— presentation of Item 15.1 Financial Statements 2020/21 (via audiolink)

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

RESOLUTION 161121/1

Moved: Cr Robert Hayes

Seconded: Cr Jill Lyons

That the apology received from Cr Daniel Simpson be accepted and leave of absence granted.

CARRIED

ORDINARY COUNCIL MEETING MINUTES

16 NOVEMBER 2021

5 MAYORAL MINUTES**5.1 MAYORAL MINUTE - NORTHERN RIVERS RAIL TRAIL****RESOLUTION 161121/2**

Moved: Cr Robert Mustow

Seconded: Cr Stephen Morrissey

That Council:

1. Notes the announcement of \$9.9 million in Federal Government funding to complete the Bentley to Lismore section of the Northern Rivers Rail Trail.
2. Writes to the Member for Page, Kevin Hogan, MP and the Member for Clarence, Chris Gulaptis MP to thank them for their continued support of the Rail Trail project.

CARRIED**5.2 MAYORAL MINUTE - ACKNOWLEDGEMENT OF RICHMOND VALLEY COUNCIL STAFF****RESOLUTION 161121/3**

Moved: Cr Robert Mustow

Seconded: Cr Stephen Morrissey

That Council extends its thanks to Richmond Valley Council staff for their support and dedication throughout the 2016-2021 Council term.

CARRIED**6 CONFIRMATION OF MINUTES****6.1 MINUTES ORDINARY MEETING HELD ON 19 OCTOBER 2021****RESOLUTION 161121/4**

Moved: Cr Stephen Morrissey

Seconded: Cr Jill Lyons

That Council confirms the Minutes of the Ordinary Meeting held on 19 October 2021.

CARRIED

Note: Cr Morrissey identified an omission from the 19 October 2021 Ordinary Meeting Minutes, wherein he had declared a non-pecuniary interest in Items 20.3 and 20.7, with only Item 20.7 being recorded.

The Minutes have been amended accordingly.

ORDINARY COUNCIL MEETING MINUTES

16 NOVEMBER 2021

6.2 INTERNAL AUDIT AND RISK COMMITTEE MINUTES 19 OCTOBER 2021 AND 3 NOVEMBER 2021**RESOLUTION 161121/5**

Moved: Cr Sandra Humphrys

Seconded: Cr Robert Hayes

That Council receives and notes the Minutes of the Internal Audit and Risk Committee meetings held on 19 October 2021 and 3 November 2021.

CARRIED**7 MATTERS ARISING OUT OF THE MINUTES**

Nil

8 DECLARATION OF INTERESTS

Nil

9 PETITIONS

Nil

10 NOTICE OF MOTION

Nil

11 MAYOR'S REPORT**11.1 MAYORAL ATTENDANCES 12 OCTOBER - 12 NOVEMBER 2021****RESOLUTION 161121/6**

Moved: Cr Robert Mustow

Seconded: Cr Stephen Morrissey

That Council receives and notes the Mayor's attendance report from 12 October – 12 November 2021.

CARRIED**12 DELEGATES' REPORTS****12.1 DELEGATES' REPORT SUBMITTED TO NOVEMBER 2021 ORDINARY MEETING****RESOLUTION 161121/7**

Moved: Cr Sandra Humphrys

Seconded: Cr Robert Mustow

That Council receives and notes the Delegates' Report for the month of November 2021.

CARRIED

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ORDINARY COUNCIL MEETING MINUTES

16 NOVEMBER 2021

13 MATTERS DETERMINED WITHOUT DEBATE**13.1 MATTERS TO BE DETERMINED WITHOUT DEBATE**

Nil

14 GENERAL MANAGER'S REPORTS**14.1 ANNUAL REPORT 2020/2021****EXECUTIVE SUMMARY**

The Annual Report is a key point of accountability between Council and its community. It reports on Council's financial performance and its progress in implementing the Delivery Program and achieving Community Strategic Plan outcomes.

The 2020/2021 financial year has been another dynamic year in the Richmond Valley marked by new challenges and opportunities. The Valley embraced a period of growth and recovery, whilst also experiencing some significant natural disasters including flooding and storms.

RESOLUTION 161121/8

Moved: Cr Robert Mustow

Seconded: Cr Robert Hayes

That Council:

1. Receives and notes the Richmond Valley Council 2020/2021 Annual Report.
2. In accordance with section 428 of the *Local Government Act 1993*, posts the Annual Report on Council's website and provides a link to the Minister for Local Government and the Office of Local Government.

CARRIED**14.2 END OF TERM REPORT****EXECUTIVE SUMMARY**

Under the NSW Government's Integrated Planning and Reporting Guidelines, Council is required to produce a report on its progress in implementing the Community Strategic Plan (CSP) during its term of office. The report must be tabled at the final meeting of the outgoing Council.

The End of Term Report provides an update to the Richmond Valley community on how the Council has progressed in achieving the objectives of the CSP and reflects on how effective the CSP has been in delivering desired outcomes for the community.

ORDINARY COUNCIL MEETING MINUTES

16 NOVEMBER 2021

RESOLUTION 161121/9

Moved: Cr Robert Mustow

Seconded: Cr Stephen Morrissey

That Council:

1. Receives and notes the End of Term Report 2016 – 2021.
2. Notes that the End of Term Report 2016 – 2021 will be appended to Council's 2020/2021 Annual Report and submitted to the Minister for Local Government.

CARRIED**15 FINANCIAL REPORTS****15.1 FINANCIAL STATEMENTS 2020/2021****EXECUTIVE SUMMARY**

Council adopted the audited financial statements for 2020/2021 at its Ordinary Meeting held 19 October 2021. At that Meeting, Council also resolved to present the audited financial statements and auditor's reports to the public at its November Ordinary Meeting. The presentation of these reports to the public is in accordance with section 419 (1) of the *Local Government Act 1993* and is the final step in complying with the legislative requirements regarding annual financial reporting.

Council's auditor, Thomas, Noble and Russell (TNR) has expressed an 'unmodified opinion' on the financial statements. This means that it was of the opinion that the financial reports present fairly the financial position of Council as at 30 June 2021 and its financial performance and cash flows were presented in accordance with Australian Accounting Standards and other legislative requirements.

A Powerpoint presentation by Council's Auditor Thomas, Noble & Russell was provided to the meeting by Mr Adam Bradfield via audio link.

RESOLUTION 161121/10

Moved: Cr Stephen Morrissey

Seconded: Cr Jill Lyons

That the audited financial statements and auditor's reports for the 2020/2021 financial year be presented to the public in accordance with section 419 (1) of the *Local Government Act 1993*.

CARRIED

ORDINARY COUNCIL MEETING MINUTES

16 NOVEMBER 2021

15.2 FINANCIAL ANALYSIS REPORT - OCTOBER 2021**EXECUTIVE SUMMARY**

The purpose of this report is to inform Council of the status and performance of its cash and investment portfolio in accordance with the *Local Government Act 1993* s.625, Local Government (General) Regulation 2021 cl.212, Australian Accounting Standard (AASB 9) and Council's Investment Policy.

The value of Council's cash and investments at 31 October 2021 is shown below:

Bank Accounts	Term Deposits	Floating Rate Notes	Fixed Rate Bonds	TCorp IM Funds	Total
\$15,429,119	\$25,000,000	\$4,750,390	\$2,000,000	\$15,458,644	\$62,638,153

The weighted average rate of return on Council's cash and investments for October 2021 was negative 1.17% which was below the Bloomberg AusBond Bank Bill Index for October of 0.00%, which is Council's benchmark.

RESOLUTION 161121/11

Moved: Cr Robert Mustow

Seconded: Cr Sandra Humphrys

That Council adopts the Financial Analysis Report detailing the performance of its cash and investments for the month of October 2021.

CARRIED**16 GENERAL BUSINESS**

Nil

17 MATTERS FOR INFORMATION**RESOLUTION 161121/12**

Moved: Cr Jill Lyons

Seconded: Cr Robert Hayes

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

CARRIED**17.1 COMMUNITY FINANCIAL ASSISTANCE PROGRAM 2021/2022 ROUND ONE****RESOLUTION 161121/13**

Moved: Cr Jill Lyons

Seconded: Cr Robert Hayes

That Council receives and notes the Community Financial Assistance Program 2021/2022 Round One allocations.

CARRIED

ORDINARY COUNCIL MEETING MINUTES

16 NOVEMBER 2021

17.2 CODE OF CONDUCT COMPLAINT STATISTICS**RESOLUTION 161121/14**

Moved: Cr Jill Lyons

Seconded: Cr Robert Hayes

That Council receives and notes the Code of Conduct Complaint Statistics for the period 1 September 2020 to 31 August 2021.

CARRIED**17.3 DEVELOPMENT APPLICATIONS DETERMINED UNDER THE ENVIRONMENTAL PLANNING AND ASSESSMENT ACT FOR THE PERIOD 1 OCTOBER 2021 TO 31 OCTOBER 2021****RESOLUTION 161121/15**

Moved: Cr Jill Lyons

Seconded: Cr Robert Hayes

That Council receives and notes the Development Application report for the period 1 October 2021 to 31 October 2021.

CARRIED**17.4 GRANT APPLICATION INFORMATION REPORT - OCTOBER 2021****RESOLUTION 161121/16**

Moved: Cr Jill Lyons

Seconded: Cr Robert Hayes

That Council receives and notes the Grant Application Information Report for the month of October 2021.

CARRIED**17.5 CORRESPONDENCE - SHARK MANAGEMENT PLAN AND EVANS HEAD AMBULANCE STATION****RESOLUTION 161121/17**

Moved: Cr Jill Lyons

Seconded: Cr Robert Hayes

That Council receives and notes correspondence forwarded in relation to the Shark Management Program and Evans Head Ambulance Station.

CARRIED

ORDINARY COUNCIL MEETING MINUTES

16 NOVEMBER 2021

17.6 CORRESPONDENCE - ROUS COUNTY COUNCIL'S FUTURE WATER PROJECT AND FAR NORTH COAST WATER SECURITY**RESOLUTION 161121/18**

Moved: Cr Jill Lyons

Seconded: Cr Robert Hayes

That Council receives and notes the correspondence received from the Hon Shelley Hancock MP and the Hon Melinda Pavey MP regarding the Rous Future Water Project and the independent review of Far North Coast water security.

CARRIED**18 QUESTIONS ON NOTICE**

Nil

19 QUESTIONS FOR NEXT MEETING (IN WRITING)**19.1 AIRFORCE BEACH EVANS HEAD BEACH ACCESS SIGNAGE**

Cr Hayes requested additional, clearer signage be placed on Evans Head beaches prior to the Christmas holidays, particularly with regard to motorcycles, to ensure drivers/riders are aware of the restrictions.

The General Manager advised that consultation would occur with Council's regulatory team with regard to appropriate signage.

The Meeting closed at 6.16pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 15 February 2022.

.....
CHAIRPERSON



MINUTES

Extraordinary Council Meeting 18 January 2022

EXTRAORDINARY COUNCIL MEETING MINUTES

18 JANUARY 2022

ORDER OF BUSINESS

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EXTRAORDINARY COUNCIL MEETING MINUTES

18 JANUARY 2022

**MINUTES OF RICHMOND VALLEY COUNCIL
EXTRAORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS, 10 GRAHAM PLACE, CASINO
ON TUESDAY, 18 JANUARY 2022 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, Cr Sam Cornish, Cr Robert Hayes, Cr Sandra Humphrys, Cr Patrick Deegan and Cr Debra McGillan.

IN ATTENDANCE: Vaughan Macdonald (General Manager), Angela Jones (Director Community Service Delivery), Ryan Gaiter (Director Organisational Services), Ben Zeller (Director Projects & Business Development), Jenna Hazelwood (Leader Strategy), Julie Clark (Personal Assistant to the General Manager and Mayor), Kate Alder-Conn (Governance Coordinator) and Simon Breeze (IT Support Officer).

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 APOLOGIES

Nil

4 DECLARATION OF INTERESTS

Nil

EXTRAORDINARY COUNCIL MEETING MINUTES

18 JANUARY 2022

5 GENERAL MANAGER'S REPORTS**5.1 OATH OR AFFIRMATION OF OFFICE BY COUNCILLORS****EXECUTIVE SUMMARY**

One of the first duties for newly elected Councillors is to take the Oath or Affirmation of Office, required under the *Local Government Act 1993*. The Oath or Affirmation is a public statement by each Councillor, affirming their commitment to undertake their duties in the best interests of the people of the Richmond Valley and to faithfully and impartially carry out their functions, powers, authorities and discretions vested under NSW legislation to the best of their ability and judgement. The General Manager must ensure that each councillor (including the mayor) makes an oath or affirmation at, or before, the first meeting of the council following the Local Government Election.

RESOLUTION 180122/1

Moved: Cr Stephen Morrissey

Seconded: Cr Sam Cornish

That, in accordance with s233A of the *Local Government Act 1993*, a record is made of the taking of the Oath or Affirmation by each of the seven newly elected Councillors at the commencement of this meeting.

The following record is made of the taking of the Oath or Affirmation by individual Councillors at the commencement of this meeting.

Cr Debra McGillan, Cr Sam Cornish and Cr Stephen Morrissey took the Oath.

Oath

I, Councillor (.... please state full name), swear that I will undertake the duties of the office of councillor in the best interests of the people of the Richmond Valley community and Richmond Valley Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the *Local Government Act 1993* or any other Act to the best of my ability and judgment.

Cr Robert Mustow (Mayor), Cr Robert Hayes, Cr Patrick Deegan and Cr Sandra Humphrys took the Affirmation.

Affirmation

I, Councillor (.... please state full name), solemnly and sincerely declare and affirm that I will undertake the duties of the office of councillor in the best interests of the people of the Richmond Valley community and Richmond Valley Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the *Local Government Act 1993* or any other Act to the best of my ability and judgment.

CARRIED

EXTRAORDINARY COUNCIL MEETING MINUTES

18 JANUARY 2022

5.2 ELECTION OF DEPUTY MAYOR**EXECUTIVE SUMMARY**

Section 231 of the *Local Government Act 1993* (The Act) provides that the Councillors may elect a deputy mayor for the mayoral term or for a shorter term. The deputy mayor may exercise any function of the mayor at the request of the mayor, or if the mayor is prevented by illness, absence or otherwise from exercising the function, or if there is a casual vacancy in the office of mayor.

Schedule 7 of the *Local Government (General) Regulation 2021* (The Regulation) outlines the method of conducting the election of Deputy Mayor. Under the Regulation, nominations for the position of Deputy Mayor are to be made in writing by two or more councillors (one of whom may be the nominee) and delivered to the returning officer.

If more than one candidate is nominated, the Regulation provides for the election to be conducted by either preferential ballot, ordinary ballot or open voting. Following public declaration of the election result, nomination forms and any ballot papers used in the election may be destroyed.

It is recommended that the method of conduct for the election of Deputy Mayor be by open voting.

RESOLUTION 180122/2

Moved: Cr Sandra Humphrys

Seconded: Cr Stephen Morrissey

Recommended that:

1. Council elects a Deputy Mayor for a one-year period.
2. Nominations for the position of Deputy Mayor be submitted in accordance with the *Local Government (General) Regulation 2021*, Schedule 7.
3. The method of conduct for the election of Deputy Mayor be by open voting.
4. Following declaration of the election result, nomination forms be destroyed.

CARRIED

The General Manager, as Returning Officer for the election, advised that he had received one nomination for the position of Deputy Mayor from Cr Morrissey. The General Manager provided an opportunity for further nominations from the floor, however none were submitted.

There being no further nominations, Cr Morrissey was declared elected as Deputy Mayor for a period of one year.

EXTRAORDINARY COUNCIL MEETING MINUTES

18 JANUARY 2022

5.3 MAYORAL DELEGATION**EXECUTIVE SUMMARY**

Section 226 of the *Local Government Act 1993* sets out the role of the Mayor. To give effect to the role of the Mayor, Council adopted the Mayoral delegation at the 17 September 2013 Ordinary Meeting and this was subsequently confirmed by the 2016-21 Council.

The 2022-24 Council may wish to continue this practice.

RESOLUTION 180122/3

Moved: Cr Stephen Morrissey

Seconded: Cr Robert Hayes

That Council endorses the following delegations to the Mayor:

1. That Council authorises the Mayor to exercise policy-making functions between meetings (in cases of necessity).
2. That Council delegates authority to the Mayor to approve leave of absences for the General Manager.
3. That Council delegates to the Mayor an allowance of \$20,000 maximum expenditure between meetings for use in the event of an emergency; and the details of such expenditure be reported at the next Council Meeting.

CARRIED

5.4 COUNCIL COMMITTEES AND DELEGATES**EXECUTIVE SUMMARY**

Richmond Valley Council has a range of committees that contribute to its operations, activities and functions. Council also has delegate commitments to external organisations.

Generally, appointments to essential committees and organisations are determined at the first meeting of the newly elected Council. This includes:

- Electing Council's two delegates to Rous County Council
- Selecting Council's representative on the Richmond Valley Council Local Traffic Committee
- Determining Council's representative on the Arts Northern Rivers Board.

County council elections are conducted under the provisions of the *Local Government Act 1993* and the Local Government (General) Regulation 2021, with the matter being determined by preferential ballot. However, a recent amendment to s285 of the Act has resulted in some unintended anomalies for county council elections for the 2022-24 term. The Office of Local Government is working to correct this problem. However, in the meantime, it will be necessary to conduct a separate ballot for each Rous delegate, should more than two nominations be received.

EXTRAORDINARY COUNCIL MEETING MINUTES

18 JANUARY 2022

RESOLUTION 180122/4

Moved: Cr Sam Cornish

Seconded: Cr Stephen Morrissey

That Council:

- 1) Appoints Councillor representatives/delegates to the following committees or organisations:
 - Rous County Council – two Councillors
 - Richmond Valley Council Local Traffic Committee – one Councillor
 - Arts Northern Rivers (one representative and alternate);
- 2) The General Manager conducts the elections for the above positions in line with the requirements of the *Local Government Act* and Regulation, as set out in this report;
- 3) Notes the appointment of the Mayor as Council's representative on the Northern Rivers Joint Organisation Board for the 2022-24 term; and
- 4) Notes that a review of other committee appointments, including Council's Internal Audit and Risk Committee, will be brought to a future meeting of Council.

CARRIED

Council proceeded to appoint Councillor representatives/delegates to Rous County Council, Richmond Valley Council Local Traffic Committee and Arts Northern Rivers.

The General Manager, as Returning Officer for the election of delegate positions on Rous County Council, advised that nominations had been received from Cr Mustow and Cr Humphrys. The General Manager provided an opportunity for further nominations from the floor, however none were received. As there were the same number of nominations as there were places on Rous County Council, Cr Mustow and Cr Humphrys were declared elected as delegates to Rous County Council.

The General Manager called for nominations for a Councillor representative on the Richmond Valley Council Local Traffic Committee. Cr Cornish was nominated, however a potential conflict of interest was identified due to Cr Cornish's employment. Cr Hayes was nominated and accepted the nomination. Following acceptance of the nomination and there being no further nominations, Cr Hayes was declared elected as Councillor representative on the Richmond Valley Council Local Traffic Committee, for a period of twelve months.

The General Manager called for nominations for a Councillor representative on the Arts Northern Rivers Board. Cr Deegan was nominated and accepted the nomination. Following acceptance of the nomination and there being no further nominations, Cr Deegan was declared elected as Councillor representative on the Arts Northern Rivers Board for the entire term of council. As has been the practice in previous terms, the alternate for Council's Arts Northern Rivers representative, has been a member of Council staff. This position will be directly appointed by the General Manager, with the appointment of both the Councillor representative and alternate to be notified to the Arts Northern Rivers Board.

The General Manager confirmed that Cr Mustow, as Mayor, will continue to represent Council on the Northern Rivers Joint Organisation Board for the 2022-2024 term.

EXTRAORDINARY COUNCIL MEETING MINUTES

18 JANUARY 2022

5.5 COUNCIL MEETINGS - ORDINARY MEETING DAY AND TIME**EXECUTIVE SUMMARY**

Under the *Local Government Act 1993*, a council is required to meet at least ten times each year, each time in a different month. Following a local government election, it has been Council's usual practice to review its meeting days and commencement times for its Ordinary Meetings.

Proposed meeting times and dates are recommended in this report.

RESOLUTION 180122/5

Moved: Cr Sandra Humphrys

Seconded: Cr Debra McGillan

That:

1. Council holds its Ordinary Meetings on the third Tuesday of the month commencing at 6.00pm.
2. There will be no Ordinary Meeting held in January each year unless a resolution is passed to the contrary.
3. Council confirms that its Ordinary Meetings for the remainder of 2022 will be held on the following dates:
 - 15 February
 - 15 March
 - 19 April
 - 17 May
 - 28 June (Budget Meeting)
 - 19 July
 - 16 August
 - 20 September
 - 18 October
 - 15 November
 - 20 December

CARRIED

EXTRAORDINARY COUNCIL MEETING MINUTES

18 JANUARY 2022

5.6 COUNTBACK ELECTIONS**EXECUTIVE SUMMARY**

Following the 2021 local government elections, councils will, for the first time, have the option of using a countback of votes cast at the last ordinary election to fill casual vacancies occurring on the Council in the first 18 months. This helps to avoid the cost of holding a by-election.

Under the new provisions, Richmond Valley Council could use the countback option if a vacancy occurred amongst the six Councillors, but not for a vacancy in the Mayoral office. In order to use the countback method, a resolution must be passed at the first meeting of the newly elected council.

RESOLUTION 180122/6

Moved: Cr Robert Hayes

Seconded: Cr Sandra Humphrys

That:

1. Pursuant to section 291A(1)(b) of the *Local Government Act 1993* (the Act), Richmond Valley Council declares that casual vacancies occurring in the office of a councillor within 18 months after the last ordinary election of councillors for the Council on 4 December 2021 are not to be filled by a countback of votes cast at that election for the office in accordance with section 291A of the Act.
2. The General Manager notifies the NSW Electoral Commissioner of the Council's decision within 7 days.

CARRIED**6 GENERAL BUSINESS****6.1 DRAFT COMMUNITY ENGAGEMENT STRATEGY****EXECUTIVE SUMMARY**

Richmond Valley Council is embarking on the development and delivery of its next Community Strategic Plan.

The Community Strategic Plan will capture the community's vision for the area and identify key social, economic and environmental priorities, along with long-term strategies for the next 10 years. It will reflect the aspirations, needs and priorities of the local community.

The purpose of this engagement strategy is to ensure the Community Strategic Plan is developed in close consultation and collaboration with our local community. It outlines the stakeholders to be engaged, proposes a range of engagement approaches, and presents key timelines to assist in the delivery of the Community Strategic Plan.

This strategy will evolve as opportunities emerge and feedback is sought from the community.

EXTRAORDINARY COUNCIL MEETING MINUTES

18 JANUARY 2022

RESOLUTION 180122/7

Moved: Cr Stephen Morrissey

Seconded: Cr Sam Cornish

That Council:

1. Receives and adopts the Draft Community Strategic Plan - Community Engagement Strategy 2021-2022; and
2. Notes the strategy will be implemented from January - June 2022 to inform the next Community Strategic Plan, which will be adopted at the June 2022 Council meeting.

CARRIED

The Meeting closed at 5.40pm.

The minutes of this meeting were confirmed at the Ordinary Meeting of the Richmond Valley Council held on 15 February 2022.

.....
CHAIRPERSON

Council Policy



Policy Title:	Event Support
Policy Number:	9.04
Focus Area:	PP1 Fresh and Vibrant Community
Responsibility:	Community Connection
Meeting Adopted:	Date of Council Meeting – Resolution Number

OBJECTIVE

To encourage and support a range of events, from local to commercially significant state, national and international events, and to ensure that all interested parties have a clear understanding of the requirements for provision of Council funding for all such events.

SCOPE

The purpose of this policy is to:

1. Facilitate a vibrant events culture within the Richmond Valley, fostering and supporting those events which reinforce the unique characteristics of the Richmond Valley.
2. Encourage the development of tourism in the Richmond Valley and increase economic development opportunities.
3. Encourage the involvement of local residents in projects and events that facilitates positive interaction, cultural activity and a strong community identity among the citizens of our diverse community.
4. Make all interested associations aware of application procedures and requirements concerning the allocation of funding and service support from the Event Support budget.
5. Ensure consistency in application for funding/service support by all associations seeking event funding within the Council.
6. Allow proposals to be objectively evaluated against each other and stated criteria to ensure the events/projects with the most merit will be funded/supported.

POLICY

Introduction

This Event Support Policy is designed to assist event organisers with the regulations and processes associated with holding an event on all public land under the ownership and/or control of Richmond Valley Council.

Council is committed to ensuring your event is sustainable, meaning your event is:

- economically beneficial to the community;
- socially and culturally responsible; and
- environmentally well managed.

This Policy and Council's Events Team are available to provide support for you to take your event through the application process to approval.

Event Support decisions comply with section 356 of the *Local Government Act 1993* in maintaining a consistent, open and equitable approach to the provision of financial assistance by Council to event organisers in the Richmond Valley community. This aim is projected at applications being advertised no less than 28 days from the first date of publication.

Richmond Valley Council will determine its provision of service support and/or financial assistance for events held in the Richmond Valley, as outlined in this policy.

Types of funding available

The Richmond Valley Council Event Support Scheme provides for two avenues of funding for events:

1. Grants

Developed to support and encourage events, this type of funding may be by way of financial contribution or in-kind support. When applying for funding, applicants will be required to meet the specific criteria outlined in the guidelines using the application form provided, supplying the required supporting documentation and received by Council by the due date.

2. Sponsorship

Sponsorship of an event could be as a cash or in-kind fee paid to an organisation in return for the commercial benefits associated with that event. Council provides this kind of assistance with the aim of gaining marketing exposure for its business enterprises. Sponsorship proposals may be received at any time of the year provided they are received three calendar months prior to the event date. Each proposal will be considered on its merits and in alignment with Council's Community Strategic Plan.

Eligibility

In order to be eligible for Event Support, an organisation must stage the event within the Richmond Valley local government area, have appropriate public liability insurance (minimum \$20 million), and have satisfactorily acquitted all previous Council grants. Funding is not available for ongoing annual organisational support, such as general operating expenses, nor projects which require retrospective funding. Funding is also not available for the purchase of plant and equipment, nor infrastructure.

Assessment criteria

All applications for Event Support will be assessed using criteria detailed in the Event Support Guidelines. This will ensure proposals will be objectively evaluated against each other and ensure the events/projects with the most merit will be funded/supported. Criteria will include, but not be limited to, economic advantages, tourism benefit, marketing exposure, community benefit, financial viability and sustainability and organisational capacity.

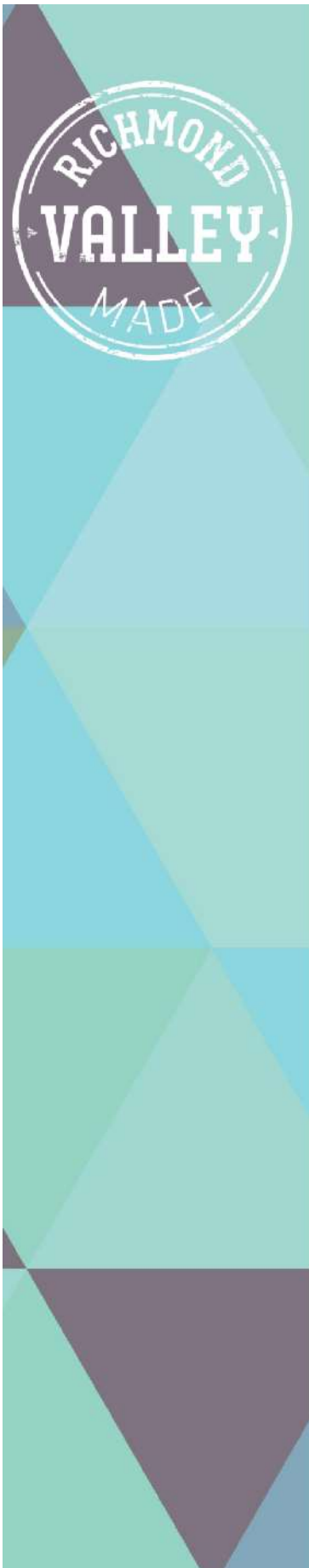
Availability of funds

The amount of financial assistance to eligible events will be limited by Council's Events Funding Scheme budget allocation in each financial year. Eligible applications received after budget allocation is exhausted will not be considered.

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	23 June 2015	New policy
2	Date	Amendments to update the funding process to comply with s356 of the <i>Local Government Act</i> , making the Event Support Policy consistent with other financial assistance programs, such as the Community Financial Assistance Program.



Richmond
Valley
Council



**RICHMOND VALLEY COUNCIL
EVENT SUPPORT SCHEME**

**FUNDING
GUIDELINES**

**FOR EVENTS HELD IN THE PERIOD
1 JULY 2022 – 30 JUNE 2023**

Adopted by Council on Date

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Purpose of the Events Support Scheme

In August 2005 Richmond Valley Council adopted a Strategic Plan for Events in the Richmond Valley.

Its goals were to:

- develop a culture and infrastructure that supports and grows a vibrant events calendar in the Richmond Valley;
- maximise the contribution events make to the tourism development of the Richmond Valley; and
- maximise the contribution events make to the social and cultural development of residents and visitors to the Richmond Valley.

The Richmond Valley Events Support Scheme is a Richmond Valley Council initiative developed to facilitate the Goals above through encouragement and support of a range of events; from local community events to commercially significant State, National and International events.

The vision of the scheme is to:

- facilitate a vibrant and innovative events culture within the Richmond Valley, fostering and supporting those events which reinforce the unique characteristics of the Richmond Valley;
- encourage the development of tourism in the Richmond Valley and increase economic development opportunities;
- encourage the involvement of local residents in projects and events that facilitate positive interaction, cultural activity and a strong community identity among the citizens of our diverse community;
- clarify for interested organisations the application procedures and requirements concerning the allocation of funding and service support from Council's Events Support Budget;
- ensure consistency in application for funding/service support by all organisations seeking event funding from Council; and
- allow proposals to be objectively evaluated against each other and stated criteria ensuring the events/projects with the most merit will be funded/supported.

Who Can Apply?

In order to be eligible for Events Support, your group/organisation must satisfy the following criteria:

- stage the event within the Richmond Valley Local Government Area;
- have appropriate public liability insurance (**please note this has now changed to \$20 million**); and
- have satisfactorily acquitted all previous Council grants.

Applications that will not be considered.

Funding is not available for:

- Ongoing annual organisational support, i.e. general operating expenses
- Projects which require retrospective funding, i.e. projects which have commenced or are completed
- The purchase of plant and equipment
- Capital Works projects, i.e. infrastructure

Applications will not be considered from past recipients who have not fully met previous funding or acquittal obligations through Richmond Valley Council's Events Support Scheme or any other of Council's grant programs.



Types of Funding Available

The Richmond Valley Council Events Support Scheme provides for two avenues of funding for events

1. Grant

Developed to support and encourage events, this type of funding may be by way of financial contribution and in-kind support. When applying for funding, applicants will be required to meet the specific criteria outlined in the guidelines using the application form provided and supplying the required supporting documentation.

2. Sponsorship

Sponsorship of an event could be as a cash or in-kind fee paid to an organisation in return for the commercial benefit(s) associated with that event. Council provides this kind of assistance with the aim of gaining marketing exposure. Application is made by a written submission addressing the criteria listed in the guidelines.

This guide contains full details, criteria and application information on each of the above funding avenues.

Other Funding Avenues?

Not all events will be suitable or eligible for funding under this policy. In some cases, funding may be available from other avenues within Council for example s356 Community Funding.

Our grants officer is also available to meet with if you are interested in other sources of funding at a regional, state and federal level.

Please don't hesitate to contact the Events Officer for more information on these options, and other ideas.

Note: Council policy states that an event may only be successful in receiving funding from one of these avenues.



Events Support Grant

EVENT SUPPORT GRANT GUIDELINES

Closing Date: **Date**

Events Support Scheme Grants can consist of:

- financial assistance by direct payment (tax invoice); and/or
- in-kind service support i.e. Council services and/or infrastructure support e.g. barricades, truck hire, garbage bins, traffic management plans, posters, printing etc.

When applying for funding, applicants will be required to meet the specific criteria outlined in these guidelines.

The amount of financial assistance to eligible events will be limited by the total grants budget allocation in each financial year.

Every application will be considered on its merits. Funding for any event will be re-assessed annually upon application. Please remember, event funding is designed to be 'seed' funding only. As such, this kind of funding is usually only available for three years however this time period should not preclude an organisation from applying for support if relevant.

Funding submissions/applications may be received at any time before the funding deadline. However, applications will only be reviewed for events taking place in the following financial year, commencing 1 July 2022.



Criteria

Event Support Scheme funding applications will be assessed on the following criteria:

Economic

- i) Level of economic impact associated with the event to the local economy by intrastate and interstate visitors (and to a lesser extent international visitors, although not essential).
- ii) Level of financial viability and sustainability as evidenced in the event's budget and or business plan.
- iii) Level of cash and in-kind support already secured from other relevant organisations (e.g. corporate sponsorship, community organisations, State or Federal Grants).
- iv) Level to which the event will attract outside visitors and encourage increased length of stay (eg. accommodation and attractions packages).
- v) Evidence that the event has potential to develop in the foreseeable future as one that will attract visitation from outside the Council area.
- vi) Level to which the event will increase the profile of the town/village/Council at a regional, state or national level.

Marketing

- i) Evidence of marketing and promotional strategies including details of the event objectives and target audience.
- ii) Documented research evaluation from previous events (if applicable) or mechanisms in place to conduct visitor/market research for the event.
- iii) Level of local, state and/or national media exposure generated by previous events.

Community

- i) Opportunities available to link or form partnerships with additional events and or organisations.



- ii) Have the potential for 'flow-on' benefits (social, cultural and community). Council will support events which provide increased opportunity for social, cultural and community activity and have the potential to develop organisers' skills and attract new external audiences.
- iii) Attract income and support from other sources (cash and in-kind sponsorship, donations, other grants, etc.)
- iv) Demonstrate community support (i.e.: audience/participant potential, eg. a strong group of volunteers who help to organise the event, as well as strong community attendance at the event).
- v) The applicant's record in providing a quality event.
- vi) Focus on issues identified as a priority under the Richmond Valley Community Strategic Plan

Other

- i) Indicators of likely level of visitation.
- ii) Level of experience of key event personal. The level of expertise should be to the extent required to successfully conduct the event within budget and to meet specified objectives.
- iii) Evidence of broad community support.
- iv) Level of cultural significance to the region and opportunities for local artist, performers and minority groups.

Council services and infrastructure support

Richmond Valley Council receives many requests from event organisers for logistical support.

Events requiring Council services and infrastructure support only (e.g. barricades, garbage bins, street cleaning, traffic management plans, etc.) are still required to complete an Application Form.



Council will provide quotes for such services, the cost of which will be incorporated into the application. (NB: Council personnel, plant and equipment may be hired at internal rates. The hired plant and equipment is ONLY operated by competent and authorised Council employees.)

Support is most common in the following areas:

- traffic management plans and street closure notification;
- health checks and advice on temporary food stalls and sanitary requirements;
- planning permits and liquor licensing advice;
- booking and information service, including ticketing facilities;
- signage, barricading, street cleaning & garbage bins;
- risk management assessments;
- truck hire; and
- venue hire.

Please remember to list all Council services your event requires in the application form. This support will then be costed and considered as part of your application.

Events Manual

To help Event Coordinators plan their event and who to contact at Council, an Events Manual has been written by Council.

This manual is a fantastic guide to help with the organisation and management of an event.

To obtain a copy of this manual, please contact the Events Officer on 02 6660 0300 or email council@richmondvalley.nsw.gov.au.



Funding Conditions

The following conditions apply to all successful applications:-

By submitting an application under the Events Funding Scheme, the applicant acknowledges and agrees to be bound by the conditions of funding detailed in this guideline.

Contact with Events Officer

Successful applicants must make contact with the Events Officer to discuss the event at least four months prior to the event and provide the Events Officer with regular updates on the event planning.

Funding Agreement

Successful applicants will be required to enter into an agreement with Richmond Valley Council which details the level of grant, benefits agreed to, payment terms and evaluation procedures.

Tax Invoice

Successful applicants will be required to provide Council with a tax invoice for 50% of the approved amount and a detailed risk assessment for the event 3 months prior to the event.

Input as to use of Funds

Council reserves the right to have input to the use of funds as outlined in Council's Event Support Policy/Funding Guidelines and the Richmond Valley Event Strategy.

Acknowledgement

Organisations that receive funds from Council are required to acknowledge Council's contribution in all advertising and promotional material associated with the event. This means the Richmond Valley Council's promotional logo should appear in a prominent position on any brochures, flyers, posters, press advertisements, invitations and programs associated with your event.

Council permission must be sought prior to using the Richmond Valley Council logo in any such acknowledgements and a proof provided to the Events Officer for approval prior to production.



Use of Council Signage

Funded events will be supplied a minimum of two Richmond Valley signs that will be required to be erected in a prominent position as agreed to by the Events Officer. Signs lost or returned damaged will be paid for from the balance of remaining funds to be invoiced after the event.

Compliance

Organisations that receive funds from Council must comply with and meet any conditions that Council or any other agency may impose relating to health, building, public order and safety. Any expense from imposed conditions will be met by the event organisers.

Acquittal Report

Successful applicants must provide to Council an evaluation report within 60 days of the completion of the event. Please use the Acquittal Report Form provided which is available from Council's website or from the Events Officer. Survey results, media clippings, copies of promotional and advertising material and final budget (detailing both income and expenditure, in-kind and cash), are to be included in the Acquittal Report.

Failure to provide a satisfactory event Acquittal Report could result in forfeiture of the remaining 50% of funds and jeopardise future funding through the Event Support Scheme.

Post Event Survey

Where possible, applicants are required to conduct a minimum of 100 surveys or 10% of the attendance (which ever is greater) at the event, in a bid to gauge the event's marketing and tourism benefits to the Richmond Valley. Survey results must be included in the event Acquittal Report. Survey template can be provided by Richmond Valley Council Events Team upon request.

Successful applicants should provide an opportunity for a Richmond Valley Council representative to speak at the event and include Richmond Valley Council in sponsor invitations. In the case of ticketed events Council should be supplied with up to seven complimentary tickets in accordance with funding contribution amount/value



Administrative Requirements

Funding Agreement

Successful applicants will be required to enter into a formal agreement with Richmond Valley Council

The agreement schedule(s) will consist of the General Conditions and any event specific Special Conditions that maybe be deemed appropriate.

Auspice bodies for unregistered groups or organisations

Proposals from applicants not registered as a legal entity or associated body will need to provide details of a sponsoring registered organisation willing to auspice, manage and acquit the granted funds. A letter of confirmation from the auspice organisation must be attached to the application.

Assessment and acquittal report

It is a condition of the grant that an acquittal report be submitted within eight weeks from the completion date of the funded event.

Funds as taxable income

Any monies received by the grant recipient will be considered to be taxable income unless the Australian Taxation Office has declared the organisation a tax-exempt body.

GST (Goods & Services Tax)

Organisations and individuals are strongly encouraged to clarify their GST status and indicate on the Application Form what that status is. For detailed information:

Phone 13 28 66 or visit <http://www.ato.gov.au/>

Legal and insurance standards

All applicants must ensure that they comply with all legal and insurance standards. For certain projects that include public participation or occur in public areas, applicants will be asked to produce proof of public liability insurance (certificate of currency) to a minimum of \$20,000,000. **Richmond Valley Council needs to be named on the insurance as an interested party.**

For any legal queries please check this website: <http://www.artslaw.com.au/>.



Other legal requirements

Successful applicants must ensure they act with fairness and equity in all matters concerning staff recruitment and management, for both paid and volunteer staff.

Funded applicants are required to comply with relevant Acts such as:

- *Industrial Relations Act 1996*
- *Anti-Discrimination Act 1977*
- Permits and local laws
- Volunteers and OH&S

Events that include the exhibition and installation of artworks or the building of temporary structures, or performances in public and open space, may need a permit application.

Please note that some permits may require a fee, which will need to be included in the project budget.

For additional information about assessing the permitting needs of your event, please call the Events Officer on 02 6660 0300.

Assessment Process

The Events Support Scheme is a limited fund and Richmond Valley Council cannot fund all the applications it receives.

The success of an application is determined by the application's merits against the funding criteria and program objectives, and in competition with assessment against other applications.

Future Funding

Funding provided in any financial year does not assure that funding will be available in future years.



How to Apply

Closing date is **Date**.

Applicants are advised that they should discuss the eligibility of their applications with the Events Officer prior to submitting their application.

Application forms are available from Council's Events Officer phone 02 6660 0300 or on our website www.richmondvalley.nsw.gov.au. All applications must be submitted on the correct application form and received by Council by the due date of **Date**.

Applications, where applicable, should include the relevant supporting documents as detailed in the application form.

Written submissions must be:

- Submitted on white A4 paper (if submitting by post)
- Printed type face (minimum 11 point)
- Print single sided only
- Presented in **loose leaf form** (paper clipped) with page numbers. **Do not** staple or hard bind any of the material

Send your application to:

Events Officer, Richmond Valley Council
Locked Bag 10
CASINO NSW 2470 Email – council@richmondvalley.nsw.gov.au

OR hand deliver to either:

Richmond Valley Council
Cnr Walker Street & Graham Place
CASINO NSW 2470

or

Richmond Valley Council
Woodburn St (Cnr School Lane)
EVANS HEAD NSW 2473

Incomplete applications will not be accepted. Late applications will not be accepted.

2. Event Sponsorship

EVENT SPONSORSHIP GUIDELINES

Sponsorship can be defined as a cash or in-kind fee paid to an organisation or individual in return for the commercial benefit(s) associated with that event.

Council provides this kind of assistance with the aim of gaining marketing.

To this end, applications will need to outline the benefits associated with sponsoring the event.

How to Apply

When applying for sponsorship for events, applicants will be required to submit a written proposal that meets the specific criteria outlined below.

All applications must be made addressed to the Events Officer and not made directly with the individual areas of Council.

Sponsorship proposals may be received at any time of the year provided they are received three (3) calendar months prior to the event date.

Once a Sponsor Proposal is assessed by the Events Officer and deemed eligible, it will be forwarded to relevant Council Officers for final determination. Each proposal will be considered on its merits and in alignment with Council's Community Strategic Plan.

The amount of financial assistance to eligible events will be limited by Council's Events Funding Scheme budget allocation in each financial year. Eligible applications received after the annual budget allocation is exhausted will not be considered.

Criteria

Event Sponsorship Proposals will be assessed on the following criteria. Please address all relevant criteria in the sponsorship proposal:

Event Details

- i) History, objectives and long term goals, staffing, date and times.

Financial Details

- i) Funding and/or Council services/infrastructure requested.
- ii) Details of how funds will be spent.
- iii) Full list of other sponsors involved in the event and their level of support.

Target Audience

- i) Number of people who will see, attend or be involved in the event.
- ii) An outline of the event's target audience.

Benefits

- i) Outline of benefits i.e.: planned publicity and media exposure, marketing and promotional plans and other benefits associated with sponsoring your event.
- ii) Outline of the synergies between Council's business enterprise and the event.
- iii) Detail how this nexus between Councils enterprises and your organisation can be further enhanced beyond the life of your event.

Conditions

By submitting an application under the Events Funding Scheme, the applicant acknowledges and agrees to be bound by the conditions of funding detailed in this guideline.

Funding Agreement

Applicants will be notified of the outcome of their application six (6) weeks after lodgement. Successful applicants will be required to enter into an agreement with Richmond Valley Council which details the level of funding, benefits agreed to, payment terms and evaluation procedures.

Payment

The sponsorship funding will be made in two payments. 50% prior to the event and 50% after the event and after receipt of the applicants post event report.

To receive payment, the applicant must provide a valid tax invoice. The tax invoice should be sent to

Richmond Valley Council Events Officer
Locked Bag 10
CASINO NSW 2470
Email – council@richmondvalley.nsw.gov.au

Acknowledgement of Support

Organisations that receive sponsorship funds from Council are required to acknowledge Council's contribution in all advertising and promotional material associated with the event. This means the Richmond Valley Council's logo must appear in a prominent position on any brochures, flyers, posters, press advertisements, invitations and programs associated with your event.

Council permission must be sought prior to using the Richmond Valley Council logo in any such acknowledgements and a proof must be provided to the Events Officer for approval prior to production. Where possible Council signs, flags or banners may be required to be erected in designated positions for prominent exposure. Signs lost or returned damaged will be paid for from the balance of remaining funds to be invoiced after the event.

Successful applicants should provide an opportunity for a Richmond Valley Council representative to speak at the event and include Richmond Valley Council in all sponsor invitations.

Post Event Report

Successful applicants must provide to Council a Sponsor's Report of the event within 60 days of the completion of the event. This report should include details of the event, media clippings, copies of all promotional and advertising material.

Please include information on how Council's sponsorship helped the sustainability of your event.

General Note

The Events Sponsorship Scheme is different to the Event Funding Grant Scheme. The criteria attached to this kind of support are significantly different to that which applies to the Event Support Scheme. Generally, sponsorship requests receive a lesser amount than the Event Funding Scheme due to the amount of money left available after the Event Funding Scheme has been allocated.

Modification to DA2021/0147: Request to further Vary LEP Height Development Standard Pursuant to Clause 4.6

The proposed modifications require further variation of the building height development standard in relation to development consent DA2021/0147 that was issued on 16 February 2021 for construction of a new building to prepare retail ready products in association with the existing livestock processing facility, signage and associated works located at 10615 Summerland Way, Casino (Lot 3 DP1164153).

NCMC require the installation of ancillary Gas Plant Infrastructure associated with the approved Retail Ready Facility (RRF). To produce the desired product for their customers and achieve industry standards, the Co-Op needs to install dedicated ancillary gas plant to support the manufacture and production process of retail ready meat products. This gas plant and infrastructure have specific requirements, including the size and format for the installation of gas vessels on site, including operational/supply needs and compliance with Australian Standards.

A variation to the provisions of Clause 4.3 (Height of Buildings) of the Richmond Valley Local Environmental Plan (RVLEP) 2012, facilitated by Clause 4.6 (Exceptions to Development Standards) of the RVLEP 2012, is sought regarding the proposed building height associated with the 50 tonne Carbon Dioxide storage vessel. This variation request is to be read in conjunction with the submitted Modification Report.

A variation to the 8.5 m maximum building height development standard was previously granted as part of DA2021/0147 as the RRF building had a height of 10.57 m above existing ground level. The addition of the Carbon Dioxide storage vessel which forms an integral part of the RRF gas plant required to support production/packaging processes needs to be installed vertically and will have a height of 11.5m above ground level, with a 3m diameter.

Exceeding the building height development standard in this context would not result in any material detriment and is justified. There would be no unreasonable or adverse amenity or environmental impact to the surrounding area or adjoining properties (which are distant from the development site), and the objectives of the IN1 General Industrial zone and Clause 4.3 (Height of Buildings) of the RVLEP 2012 would be upheld.

Clause 4.6 of the RVLEP 2012 allows for a level of flexibility and therefore variation/contravention of the development standards on the basis of a written request (Clause 4.6(3)) from the applicant that seeks to justify the variation/contravention of the development standard by demonstrating:

- 4.6(3)(a) *that compliance with the development standard is unreasonable or unnecessary in the circumstances of the case, and*
- 4.6(3)(b) *that there are sufficient environmental planning grounds to justify contravening the development standard.*

The following sections outline the variation request and provide justification as to why it is acceptable and supported by project need and sufficient planning grounds.

What is the name of the environmental planning instrument that applies to the land?

Richmond Valley Local Environmental Plan (RVLEP) 2012

What is the zoning of the land?

IN1 General Industrial

What are the objectives of the zone?

- *To provide a wide range of industrial and warehouse land uses.*
- *To encourage employment opportunities.*
- *To minimise any adverse effect of industry on other land uses.*
- *To support and protect industrial land for industrial uses.*
- *To enable development that is associated with, ancillary to, or supportive of, industry or industrial employees.*

What is the development standard and clause being varied?

Height of Buildings - pursuant to Clause 4.3 of the RVLEP 2012. The subject site has an 8.5 m building height development standard/control.

What are the objectives of the development standard?

- *To establish the maximum height for buildings.*
- *To ensure that the height of buildings complements the streetscape and character of the area in which the buildings are located.*
- *To minimise visual impact, disruption of views, loss of privacy and loss of solar access to existing development.*

What is the numeric value of the development standard in the environmental planning instrument?

Maximum building height of 8.5 m. RVLEP 2012 height of buildings map accessible online here:

<https://www.legislation.nsw.gov.au/view/pdf/map/c854dd19-af77-e982-b14e-b1931d1be845>

What is the proposed numeric value of the development standard in the development application?

The proposed maximum building height is 11.5 m above ground level (refer to modified application plans).

It is noted that the definition of maximum building height in the RVLEP 2012 includes *plant and lift overruns*, but excludes *communication devices, antennae, satellite dishes, masts, flagpoles, chimneys, flues and the like*. Accordingly, the proposed gas plant/ vessel is captured by this definition.

What is the percentage variation (between the proposal and the environmental planning instrument)?

The maximum height proposed for the Carbon Dioxide vessel (11.5m) is equivalent to approximately a 35 per cent variation to the 8.5m development standard. The approved RRF was previously granted a maximum height variation equivalent to approximately 24 per cent under the current consent.

Is the development standard a performance based control?

No, it is prescriptive.

CI4.6(3)(a): Is compliance with the development standard unreasonable or unnecessary in the circumstances of the case?

Yes. The development of the RRF involves constructing a new building at the site of the existing livestock processing facility, within which to prepare and package retail ready meat products (as per development consent DA2021/0147). The RRF is an important addition to the livestock processing facility, and provides an opportunity to value add to the existing operation. The livestock processing

Modification to DA2021/0147 (Retail Ready Facility at 10615 Summerland Way, Casino) – Request to Vary a Development Standard

2

facility is a significant employer in the region and the ongoing success of the operation is essential, with the RRF itself increasing employment and economic output and opportunities for the region.

The proposed modifications to development consent DA2021/0147 do not affect the design/height of the RRF building, however one of the proposed ancillary gas vessels (the 50 tonne Carbon Dioxide vessel) required to service the operational (processing and packaging) needs of the RRF has specific capacity and installation requirements which necessitate that the vessel is installed vertically, with a maximum height of 11.5m above ground level. This requires further variation to the building height development standard for the RRF development.

The Co-Op has investigated alternative options for the Carbon Dioxide vessel to supply the RRF. These investigations determined that the proposed option, including the specified tank size/height and format of installation, is required for the following reasons:

- Supply quantity – In order to produce the quantity of product in the Retail Ready production room, the Co-op must install the proposed volume of Carbon Dioxide gas (a 50-tonne vessel) to ensure continuous throughput. A smaller vessel which could be filled more regularly was impractical due to the Gas Suppliers distance of travel (Newcastle) and the vessel size corresponds with the size of the delivery truck.
- Locality of vessel – The vessel must be in a position that has no areas around it where Carbon Dioxide can “pool”. The Co-Op has followed AS1894-1997 for the design of this vessel, ensuring it is “proud” of any low-lying areas. (i.e. the vessel cannot be sunken into a subterranean pit).
- Footprint – Space around the site is at a premium, so having a vessel with a small footprint (diameter of 3m) is ideal. The supplier also cannot supply a horizontal vessel in any case as these vessels require vertical installation.

It would be both unreasonable and unnecessary to pursue strict compliance with the building height standard for the proposed development modification and installation of the Carbon Dioxide vessel. The facility and has particular operational requirements and the meat processing and packaging undertaken in the RRF requires Carbon Dioxide and Oxygen supply/input as follows:

- Carbon Dioxide (CO₂) in liquid form will be mixed into mince post first mince grind. By introducing the liquid, the Co-Op is able to significantly reduce the temperature of the raw material, allowing further processing, without compromising the wholesomeness of the material. The practice is industry standard, and utilises a “mince mixer” to perform the function. This method is commonly known as Cryogenic Freezing.
- Oxygen (O₂) is mixed with CO₂ at a ratio of 80:20 for the introduction to retail ready meat packages. This gas mixture is used to keep the meat fresh (extending shelf life) and assists with the aesthetics expected by the customer. This practice is industry standard, commonly known as “MAP” (Modified Atmosphere Packaging).

The proposed Carbon Dioxide vessel is a large, white, cylindrical container, purpose built for the safe storage of Carbon Dioxide. The gas vessels have been designed and placed in their location in reference to AS1894-1997 – *The storage and handling of non-flammable cryogenic and refrigerated liquids*.

The previously mentioned considerations and need for this infrastructure influence the form and height of the vessel. Existing building and site levels also influence the siting, integration and, in turn, the height of the proposed vessel.

Although the proposed Carbon Dioxide vessel is relatively tall, it's footprint and diameter at 3m is relatively modest. The height and scale of the proposed vessel is compatible with the subject site context and existing industrial built form character, some of which already exceeds the prescribed maximum building height standard. The following 3D render/perspective of the facility shows the

inclusion of the proposed ancillary gas plant and demonstrates its effective integration and compatibility with existing and previously approved built form.

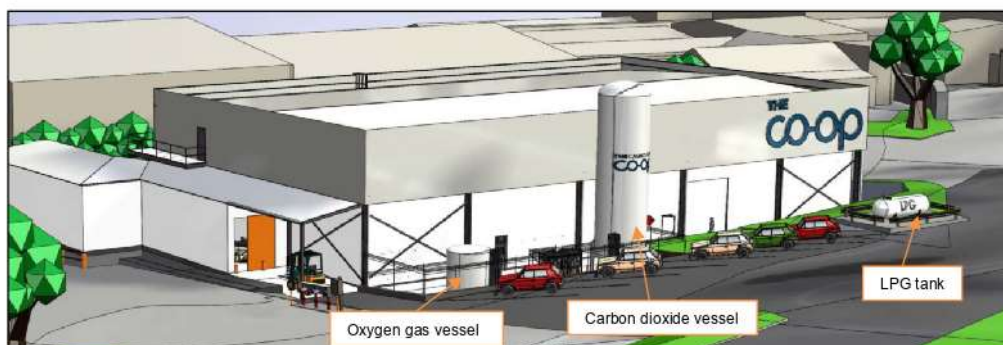


Plate 1 - 3D render of Retail Ready Facility with addition of ancillary gas infrastructure and vessels.

The RVLEP 2012 8.5 m maximum building height standard is largely a blanket control that affects most of the shire, including the subject site. It was not established with the livestock processing facility in mind and does not account for its particular activities and operational requirements. This is evidenced by several development applications and buildings at the site that have been required to seek a variation to the 8.5 m height standard to achieve their necessary design/operational requirements.

Compliance with the development standard is also unreasonable and unnecessary in the circumstances as the relevant objectives of the development standard (at Clause 4.3(1) of the RVLEP 2012) are achieved notwithstanding non-compliance with the standard (as per the methods established in *Wehbe v Pittwater Council* [2007] NSWLEC 827). This is demonstrated in Table 1.

Table 1 – Consistency with Clause 4.3 (Height of Buildings) Objectives

Consistency with Clause 4.3 (Height of Buildings) Objectives	Consistency
Objective (a) is to establish the maximum height for buildings.	The proposed height variation applies to a single gas vessel that comprises ancillary infrastructure required to service the approved RRF building. The modified proposal and application of a height variation in this particular case would not alter the broader application of the maximum building height standard prescribed by the RVLEP 2012 throughout Richmond Valley. The subject maximum building height for this the ancillary infrastructure, in the form of a gas storage vessel, has been established as a necessary requirement of the design and operational needs of the facility, including the adequate and safe supply of Carbon Dioxide.
Objective (b) is to ensure that the height of buildings complements the streetscape and character of the area in which the buildings are located.	<p>The underlying intent and purpose of the first part of this objective is not specifically relevant to the proposal as the livestock processing facility is not located in an area where there is a streetscape to which building/structure height should respond, nor is there a particular/consistent scale of building height (e.g. a residential streetscape where there is a regular pattern of development).</p> <p>The proposed structure/vessel sits within an isolated and specialised industrial site, well separated from any streetscape and other land use types/areas. The site accommodates a range of livestock processing</p>

Modification to DA2021/0147 (Retail Ready Facility at 10615 Summerland Way, Casino) – Request to Vary a Development Standard

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Consistency with Clause 4.3 (Height of Buildings) Objectives	Consistency
	and industrial infrastructure of varying scales, including buildings that already exceed the RVLEP 2012 height development standard. On this basis, the proposed structure/vessel is compatible with and complements the livestock processing facility by being similar in bulk, height and scale to the existing buildings on site and effectively integrating with the obvious industrial character and built form context. On this basis, whilst the consideration of a streetscape is not particularly relevant, the proposed additional infrastructure to the RRF development is consistent with the second component of the objective in that it complements the character of the area (i.e. a livestock processing facility within an industrial land use zone).
Objective (c) of the building height development standard is <i>to minimise visual impact, disruption of views, loss of privacy and loss of solar access to existing development.</i>	Strict compliance with the 8.5 m standard is not necessary to achieve the objective in this instance/context. The development site is substantially separated from more sensitive land uses (e.g. residential areas) and is not highly visible. As discussed in the original Statement of Environmental Effects and the accompanying Modification Report, despite the additional building/structure height, there would not be any detrimental visual impact associated with this proposal, there would be no adverse disruption of views, no loss of privacy, nor would solar access be compromised. Hence, the objective is clearly upheld notwithstanding non-compliance with the standard.

It is evident that it would be unreasonable and unnecessary to pursue strict compliance with the building height standard for the proposed additional infrastructure at the site given the above reasons. Approving the height variation is considered an environmentally, socially and economically reasonable decision, and is not antipathetic to the objectives of the height standard under the RVLEP 2012.

CI4.6(3)(b): Are there sufficient environmental planning grounds to justify contravening the development standard?

There are sufficient environmental planning grounds to justify contravening the height development standard for this modified proposal. Approval of a variation to the building height standard is integral to the installation of an adequately sized and safe Carbon Dioxide vessel which is a vital element of the RRF function and operational needs. As outlined previously, there are key design and height influencing matters that are specific to the modified proposal and necessitate exceedance of the 8.5m building height development standard.

The scale of the modified development will effectively integrate into the existing industrial context and scale of existing built form on site. The modified proposal remains consistent with the form and bulk of other industrial buildings and ancillary infrastructure present at the livestock processing facility (including the recently approved RRF that exceeds the RVLEP 2012 height standard). The design response has taken into account operational and safety needs of the facility and requirements for the installation of gas infrastructure. Whilst the height exceeds the development standard of the RVLEP 2012, this is not unreasonable in this context and would have no adverse consequences. The height has been restrained as much as practical and alternative options would not achieve the objectives of the proposal or optimal operational/safety outcomes. Strict compliance with the height standard would have implications for the operation of the RRF and affect efficiencies associated with adequate gas supply.

There would be no significant environmental, heritage, visual, privacy, solar access, or other amenity or environmental impacts. The relevant objectives of the building height standard would be upheld.

Modification to DA2021/0147 (Retail Ready Facility at 10615 Summerland Way, Casino) – Request to Vary a Development Standard

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The development will continue to achieve positive outcomes for the community and locality in terms of economic investment in the livestock processing facility and the creation of value-adding and associated economic stimulus, whilst being of an adequate height to ensure practical, safe and effective operational standards.

Considering the objectives of the IN1 General Industrial zone in which the development is located, the height variation is further justified as the development, as modified with the addition of the gas infrastructure, remains consistent with the objectives for this zone as outlined in Table 2.

Table 2 – Consistency with IN1 Industrial Zone Objectives

IN1 Industrial Zone Objectives	Consistency
<i>To provide a wide range of industrial and warehouse land uses.</i>	The modified proposal is consistent with providing a wide range of industrial and warehouse land uses, including in this instance where a higher building height is necessary to support industrial operations/processes.
<i>To encourage employment opportunities.</i>	The proposal supports the RRF that provides for value-adding and new products, providing economic stimulus and employment opportunities.
<i>To minimise any adverse effect of industry on other land uses.</i>	The proposed development is isolated from other land uses and the additional building/structure height above the standard would not result in any adverse amenity impacts to other or more sensitive land uses.
<i>To support and protect industrial land for industrial uses.</i>	The proposed building/structure height is compatible with the industrial nature of the site and reflects the industrial use and existing/approved built form. The building height exceedance would not prejudice or adversely impact industrial land or uses.
<i>To enable development that is associated with, ancillary to, or supportive of, industry or industrial employees.</i>	This proposal is for supporting ancillary infrastructure and directly aligned with this. The building/structure height is integral to the function of this operation and industry.

Based on these considerations, the Proposal and associated height variation remain consistent with the objectives and intent of the RVLEP 2012, including the objectives of the IN1 General Industrial zone and the building height standard. The variation is acceptable and supported by both the land use/physical context and sufficient environmental planning grounds. It is a reasonable request that would on balance result in a positive development/planning outcome and one that would be in the public interest (as per clause 4(a)(ii) of the RVLEP 2012 – discussed further below) given its consistency with relevant planning objectives and associated links to socio-economic benefits. Council can be confident that approval of the variation would not result in undesirable outcomes or cumulative impacts, it would not undermine the objectives of the RVLEP 2012, and it is justified on its merits and sufficient planning grounds.

Overall, the proposal does not result in any significant amenity or environmental impacts that could be avoided through a compliant form.

Clause 4.6(4)(a)(ii) - Is the proposed development in the public interest because it is consistent with the objectives of the particular standard and the objectives for development within the zone in which the development is proposed to be carried out?

In the court case *Four2Five Pty Ltd v Ashfield Council [2015] NSWLEC 90*, Commissioner Pearson stipulates that the consent authority can be satisfied that a proposed development will be in the public interest because it is consistent with:

a) the objectives of the particular standard, and

b) the objectives for development within the zone in which the development is proposed to be carried out.

As outlined in the previous sections, the proposed modification and variation are consistent with and uphold the objectives of the building height standard (Clause 4.3 of the RVLEP 2012) and the IN1 Industrial Zone and in turn the development is in the public interest. Requiring strict compliance with the development standard in this context and case is not necessary in order to achieve acceptable planning outcomes that are in the public interest.

Are there any matters of significance for State or regional environmental planning?

The contraventions of the height standard do not raise any matter of State or regional planning significance.

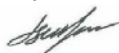
Conclusion

This Clause 4.6 variation request is well founded as it demonstrates that the proposal provides an acceptably better planning outcome with no significant adverse environmental impacts. In summary, the variation is justified because:

- Compliance with the height standard is unreasonable and unnecessary in the circumstances of the proposed development.
- There are sufficient environmental planning grounds to justify the contravention, which results in an acceptable and better planning outcome than a strictly compliant development in the circumstances of this particular case.
- The modified proposal remains consistent with the objectives of the clause 4.3 height of buildings standard and the IN1 Industrial Zone.
- The modified proposal continues to be in the public interest.
- There are no matters of State or regional planning significance, and no notable public benefits in enforcing compliance with the height standard in this case.

The consent authority is therefore justified and able to vary clause 4.3 of the RVLEP 2012 as it applies to the modified proposal.

Prepared for and on behalf of the Northern Cooperative Meat Company Pty Ltd by:



Jacob Sickinger
GeoLINK Consulting
Senior Environmental Planner
BUrb&EnvPlan (Hons 1)

ATTACHMENT 2: OFFICER'S CLAUSE 4.6 ASSESSMENT

The height of buildings applicable to the subject site is 8.5 metres pursuant to Clause 4.3 of the *Richmond Valley Local Environmental Plan (RVLEP) 2012*.

The proposed development fails to comply with the development standard as it is seeking a maximum height of approximately 11.5 metres above the relevant ground levels. The extent of noncompliance is as follows:

Permitted height	Proposed height	Extent of non-compliance	
8.5 metres	11.5 metres	3 metres	35.3%

The objectives of the Height of Buildings development standard set out in clause 4.3(1) of the *RVLEP 2012* are as follows:

- (a) to establish the maximum height for buildings,*
- (b) to ensure that the height of buildings complements the streetscape and character of the area in which the buildings are located,*
- (c) to minimise visual impact, disruption of views, loss of privacy and loss of solar access to existing development.*

It is noteworthy that the subject height exceedance is related to an ancillary gas vessel, no changes are sought to the approved height of the retail ready facility building at 10.57 metres. The proposed gas vessel has a diameter of 3 metres. Many of the surrounding buildings within the livestock processing are much larger in scale and similar or higher (14.83 metres) than the proposed gas vessel. The proposed gas vessel is consistent in height to the surrounding buildings. The development standard has been consistently abandoned previously to support operation of the existing facility.

The majority of the buildings associated with livestock processing facility are not visible from public spaces. The facility is strategically setback to ensure the buffer areas exist from public spaces. The nearest residential dwelling is over 350 metres from the site of the proposed works. The height exceedance does not contribute to any visual amenity, privacy, overshadowing or other amenity impacts.

It is considered that the objectives of the standard are met notwithstanding the non-compliance as the proposed development is in keeping with the existing character of the area.

The proposed development is located within IN1 General Industrial zone. The objectives of this zone are as follows:

- To provide a wide range of industrial and warehouse land uses.*
- To encourage employment opportunities.*
- To minimise any adverse effect of industry on other land uses.*
- To support and protect industrial land for industrial uses.*
- To enable development that is associated with, ancillary to, or supportive of, industry or industrial employees.*

The proposed gas vessel of adequate capacity is an integral part of ongoing operation and function of the approved Retail Ready Facility (RRF). The RRF supports operation of the existing livestock

processing facility. The RRF will require staff to operate, consequently generating additional employment opportunities. The proposed development is adequately separated from the surrounding uses to minimise any potential impacts.

The height exceedance associated with the gas vessel is necessary due to the operational requirements associated with the ongoing industrial use of the land. The proposed development will support the RRF, which adds value to the livestock processing facility and consequently it is likely to remain as a viable industrial use in the future.

The applicant has lodged a written request in accordance with the requirements of Clause 4.6 of *RVLEP 2012*. A full copy of the request is provided at **Attachment 1**.

Clause 4.6 - Exceptions to Development Standards within *RVLEP 2012* provides an appropriate degree of flexibility in applying certain development standards to achieve better outcomes for and from development, in particular circumstances. Clause 4.6 (3) requires that:

- (3) *Development consent must not be granted for development that contravenes a development standard unless the consent authority has considered a written request from the applicant that seeks to justify the contravention of the development standard by demonstrating -*
- (a) *that compliance with the development standard is unreasonable or unnecessary in the circumstances of the case, and*
 - (b) *that there are sufficient environmental planning grounds to justify contravening the development standard.*

The applicant's written request demonstrates that compliance with the height development standard is unreasonable or unnecessary in the circumstances of the case. The height exceedance associated with the proposed development is necessary to allow it to function within an existing industrial facility. This is demonstrated by number existing buildings on site that are above the maximum permitted height of 8.5m

The written request successfully demonstrates that there are sufficient environmental planning grounds to justify varying this development standard. As discussed above, the proposal achieves the planning objectives for promoting and supporting the existing industrial use on the site.

The proposal will retain and create new employment opportunities to ensure the facility remains viable in the future. Based on the above assessment, it is considered that the proposed development is consistent with the objectives of the Height of Buildings development standard and of IN1 General Industrial zone. The proposal is therefore in the public interest.

The proposed variation does not raise any matters of State or regional environmental planning significance. Variation from the adherence to the building height standard on this occasion is considered to be benefit to the orderly use of the site and there is no public benefit in maintaining the development standard in this instance.

In conclusion the variation to the height development standard satisfies all relevant parts of Clause 4.6 and therefore the variation can be supported.

In accordance with NSW Department of Planning, Industry and Environment Circular PS 20-002, all Development Applications where there has been a variation greater than 10% in numerical standards under Clause 4.6 of the *RVLEP 2012*, are required to be determined by full Council (rather than General Manager or nominated staff member).

ATTACHMENT 3: OFFICER'S ASSESSMENT REPORT

3.1 PROPOSAL

The original Development Application (DA2021/0147) approved construction of a new building to prepare retail ready products in association with the existing livestock processing facility, signage and associated works.

The original proposal was subsequently amended by Development Application (DA2021/0147.01) for internal and external changes including extension of mezzanine level, new service platform, awnings and window.

The subject application, DA2021/0147.02 for the installation of ancillary gas plant infrastructure in association with the approved Retail Ready Facility (RRF) was submitted on 13 October 2021. This application is required to be reported to Council for determination as the extent of height variation is greater than 10%.



Plate 1: 3D perspective of RRF Building with CO² vessel (Source: Applicant's SEE)

Due to suspension of Council Meetings during Local Government elections, a subsequent Modification Application DA2021/0147.03 was submitted on 26 November 2021. This application was substantially similar in scope to the DA2021/0147.02, with the exception of a smaller 7.34 metres high CO² tank as an interim solution (pending approval of the larger tank which is being considered under the current application DA2021/0147.02).

The subject site is zoned IN1 - General Industrial pursuant to the *Richmond Valley Local Environmental Plan (RVLEP) 2012*. The proposed development remains permissible with consent. The amended proposal remains substantially the same development as originally approved.

The approved Retail Ready Facility (RRF) is currently under construction and will operate in conjunction with the existing livestock processing facility, which processes predominantly bulk/large cuts of beef. The larger cuts are then sent offsite to be processed further. The approved facility will increase the capacity to process smaller cuts such as steak, mince, and the like, which can be directly delivered to the retail outlets. The current application does not propose any increase in the processing capacity.

The amended proposal has been submitted as an Integrated Development under Section 4.46 of the *Environmental Planning and Assessment Act (EP&A Act) 1979, (as amended)*. The existing facility is classified as a *Livestock Processing Industry* which is a scheduled activity

under the *Protection of the Environment Operation Act 1997*. The operation of the current processing facility is regulated by an Environment Protection Licence (EPL), as issued by the NSW Environment Protection Authority (EPA). In this regard, Council has received written correspondence from the EPA that the amendments proposed pursuant to DA2021/0147.02 do not trigger the integrated provisions. The current proposal therefore has not been referred to the EPA. No changes are proposed as such to the General Terms of Approval issued or the original Development Application (DA2021/0147).

A *livestock processing industry* with a production capacity of more than 5,000 tonnes per annum is defined as a *Designated Development* under the provisions of Schedule 3 Part 2 Clause 31 of the *Environmental Planning and Assessment Regulation 2021*. The current proposal is for minor alterations and additions to a development that is a *Designated Development*. The amended proposal is considered to have a minimal additional environmental impact, as the overall processing capacity of the facility remains unchanged. Council staff is therefore satisfied that the proposed works will not trigger *Designated Development* requirements.

3.2 SITE AND SURROUNDS

The subject site is located on the southern side of Summerland Way. The Casino town centre is located to the south-east of the site. The closest residential development is located approximately 350 metres to 400 metres to the east of the existing *Livestock Processing Facility* operating from the subject site. To the south and west of the site, there are predominantly rural land uses such as cattle grazing and cropping. The existing site and the surrounds are shown in Plate 2 below:



Plate 2: The site and the surrounds (Source: Council's mapping)

The site is commonly known as 10615 Summerland Way, Casio. The subject development relates to Part Lot 3 DP 1164153, as shown in Plate 2 below:



Plate 2: The location of the subject development and the surrounds (Source: Applicant's SEE)

The main access to the site is currently via Summerland Way. The site also provides a secondary rear access via Hillcrest Lane which is predominantly used for deliveries of livestock.

3.3 PREVIOUS APPROVALS AND HISTORY

The Northern Co-operative Meat Company (NMC) has been in operation since 1933. It has over 1500 primary producer shareholders who have their livestock processed at either of the processing facilities at Casino or Booyong. There are number of development consents that relate to the subject site. The most recent approvals are as follows:

- DA2015/0071 - Alterations and additions to cattle yards, entry and restraint area
- DA2015/0175 - Replacement Boiler
- DA2015/0249 - New cold chain management facility, staged development - masterplan concept & building fabric works only
- DA2016/0070 - Use and fit out of cold chain management facility
- DAs 2021/0147, 2021/0147.01 and DA2021/0147.03 - Construction of a new building to prepare retail ready products in association with the existing livestock processing facility, signage and associated works and subsequent amendments
- DA2021/0201 - Construction of a new car parking area for the existing livestock processing facility and associated works

The retail ready facility building is currently under construction.

3.4 BACKGROUND

A brief history of the development proposal is as follows:

- The current application was submitted on 13 October 2021.
- The application was placed on public exhibition from 21 October to 17 November 2021. Notification to adjoining landowners within a radius of 250 metres was undertaken. No submission has been received in response to the notification.
- Council received correspondence from NSW EPA that the subject amendments do not trigger integrated provisions.

- The development application was referred externally to the Industry Assessments (Hazards) Unit of Department of Planning, Industry and Environment (DPIE), for comments in respect to the Preliminary Hazard Analysis (PHA) submitted.
- The proposal was referred internally to Development Engineering, Building Services and Environmental Health Sections. No issues have been raised by the internal Sections.
- Hazards Unit had raised concerns with respect to the submitted PHA. The comments were forwarded to the applicant on 25 November 2021.
- The revised PHA, as submitted on 10 December 2021, is considered satisfactory by Hazards Unit, subject to Conditions.

3.5 ENVIRONMENTAL PLANNING CONSIDERATIONS

A full assessment under Section 4.15 and Section 4.55(2) of the *Environmental Planning and Assessment Act 1979 (as amended)* has been undertaken. The submitted Statement of Environmental Effects and additional information addresses the requirements of the applicable legislation and provides detailed specialist and technical reports in support of the application.

The following legislation, planning instruments and policies are relevant to the proposal and their requirements have been considered as part of the assessment process:

- *Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act)*
- *State Environmental Planning Policy No. 33 - Hazardous and Offensive Development*
- *State Environmental Planning Policy No. 55 - Remediation of Land*
- *Richmond Valley Local Environmental Plan 2012*
- *Richmond Valley Development Control Plan 2021*

3.5.1 *Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act)*

The *EPBC Act* aims to protect the environment, especially matters of national environmental significance (MNES). There are no matters of national environmental significance within the 5km radius of the site. The proposed development, as amended is therefore not considered to have any potential impacts on the MNES.

3.5.2 *State Environmental Planning Policy No. 33 - Hazardous and Offensive Development*

SEPP No. 33 applies to any proposal which falls under the definition of potentially hazardous or offensive industry. The provisions of *SEPP No. 33* are applicable to the livestock processing facility, which operates under the existing EPL. In this regard, the application was accompanied by a Preliminary Risk Screening. The current application is accompanied by a Preliminary Hazards Analysis (PHA). The revised PHA is considered acceptable by Hazards Unit of DPIE, subject to Conditions. These Conditions are included in the amended notice of determination.

3.5.3 State Environmental Planning Policy No. 55 – Remediation of Land

SEPP No. 55 requires that a consent authority must not consent to the carrying out of any development on land unless it has considered whether the land is contaminated, and if the land is contaminated, it is satisfied that the land is suitable in its contaminated state for the purpose for which the development is proposed to be carried out. In this regard, the original application was accompanied by a Preliminary Contaminated Land Assessment Report. Council's Environmental Health Section is satisfied that the amended proposal is not considered to have any additional adverse impacts.

3.5.4 Richmond Valley Local Environmental Plan (RVLEP) 2012

IN1 - General Industrial

The site is zoned IN1 - General Industrial under the provisions of RVLEP 2012. Clause 2.3 of the RVLEP 2012 requires the consent authority to have regard to the objectives for development in a zone when determining a development application. The proposed development, as amended, is consistent with the IN1 zone objectives and remains permissible with consent. The key controls that are relevant to the subject development are summarised below in the table:

RVLEP Clause	Required	Original Approval	Amended Proposal	Compliance
4.3 - Height of buildings	Max. 8.5m height	10.57m	11.5m	No – refer to Attachment 2
5.18 - Intensive livestock agriculture	Heads of consideration in Clause 5.18	Addition to an existing approved <i>livestock processing industry</i> . Assessed to be acceptable by NSW EPA and Council's Environmental Health Section	Minor alterations and additions to an existing approved <i>livestock processing industry</i> . NSW EPA advised that amended proposal remains consistent with the EPL. No issues raised by Council's Environmental Health Section.	Yes
6.2 - Essential services	Provide essential services	The development is capable of providing essential services.	The site currently provides essential services.	Yes
6.3 - Earthworks	Assess any adverse impacts due to earthworks	The approved proposal included cut and fill on site. The plans included erosion and sediment control measures.	Minor earthworks will be required to install the ancillary gas vessel.	Yes
6.6 - Terrestrial biodiversity	Heads of consideration in Clause 6.6	The mapped areas of terrestrial biodiversity are on north-east and north-western part of the site. The original proposal required	No change	Yes

		removal of eight (8) exotic trees. New native trees were proposed to be planted.		
6.9 - Drinking Water Catchment	Heads of consideration in Clause 6.9	Assessed to be acceptable by Council's Environmental Health Section.	No change	Yes

3.5.5 Richmond Valley Development Control Plan (RVDCP) 2021

The original proposal and the subsequent modification application were considered under the relevant provisions of *RVDCP 2015*, which is no longer applicable. The *RVDCP 2021* commenced operation on 1 August 2021.

The amended proposal is considered to be generally consistent with the intent and objectives of the current *RVDCP 2021*. The compliance table below contains a summary of the key *RVDCP* controls that are most relevant to the subject development:

Part/Control	Required	Original Approval	Amended Proposal	Compliance
Part C – Industrial Development				
C-2 Building height	Refer to assessment under Clause 4.3 of <i>RVLEP 2012</i>			
C-3 Building Setbacks				
Street	6m	>300m from Summerland Way	No change	Yes
Side and rear	0m-4.5m =0.9m >4.5m = (building height – 4.5m) ÷ 4 + 0.9m	>200m	No change	Yes
On-Site Car Parking	1 per 50m ² of GFA = 21	79 spaces required	No additional parking generated as there is no net increase in the floor or processing area.	Yes
Part H – Natural Resources and Hazards				
Part H Natural Resources and Hazards	The amended proposal remains consistent with the intent and objectives of Part H.			

3.6 ASSESSMENT OF AMENDMENTS

The proposed amendment generally relates to the ancillary gas vessel, which is discussed below:

CO² Gas Vessel:

Installation of a 50 tonne Carbon Dioxide (CO²) vessel is required in the manufacturing and production processing of retail ready meat products. The entire gas infrastructure is proposed to be located on a purpose built, engineered concrete pad, with a keyed access limited to only managers and secured by a 18m fence.

The CO² vessel has a diameter of 3 metres and a height of 11.5 metres. The gas is transferred to the production room to be used in the processing of mince. The O² is transferred to a mixing device to be combined with CO² at a ratio of 80:20. This mixed gas flows to the meat packaging machine.

The proposed gas vessel is considered essential in the processing of retail ready products. The SEE notes that the required gas will be delivered by a semi-trailer, approximately every 4-6 weeks from a delivery area on the eastern side of facility. The proposed ancillary gas vessel is considered acceptable on merit.

3.6.1 Section 4.55(2) – Other Modifications:

A consent authority may, on application being made by the applicant or any other person entitled to act on a consent granted by the consent authority and subject to and in accordance with the regulations, modify the consent if—

Clause	Requirement	Compliance
(2)(a)	<i>it is satisfied that the development to which the consent as modified relates is substantially the same development as the development for which consent was originally granted and before that consent as originally granted was modified (if at all), and</i>	✓
	Comment: The amended proposal remains substantially the same development as originally approved. The modification does not alter the intent of the original approval.	
(2)(b)	<i>it has consulted with the relevant Minister, public authority or approval body (within the meaning of Division 4.8) in respect of a condition imposed as a requirement of a concurrence to the consent or in accordance with the general terms of an approval proposed to be granted by the approval body and that Minister, authority or body has not, within 21 days after being consulted, objected to the modification of that consent, and</i>	Not applicable
	Comment: A written correspondence was received from EPA that the proposed modification application is not an Integrated Development by virtue of an existing EPL.	

(2)(c)	<p><i>it has notified the application in accordance with—</i></p> <p><i>(i) the regulations, if the regulations so require, or</i></p> <p><i>(ii) a development control plan, if the consent authority is a council that has made a development control plan that requires the notification or advertising of applications for modification of a development consent, and</i></p> <p>Comment: The amended proposal was subject of notification from 21 October 2021 to 17 November 2021.</p>	✓
(2)(d)	<p><i>it has considered any submissions made concerning the proposed modification within the period prescribed by the regulations or provided by the development control plan, as the case may be.</i></p> <p>Comment: No public submissions were received.</p>	Not applicable

3.7 SECTION 4.15 (79C) - EVALUATION

The most relevant matters for consideration are assessed under the following headings:

Considered and Satisfactory ✓ Considered and Unsatisfactory X and Not Relevant N/A

(a)(i)	The provisions of any environmental planning instrument (EPI)	
	• State Environmental Planning Policies (SEPP)	✓
	• Regional Environmental Plans (REP)	N/A
	• Local Environmental Plans (LEP)	✓
	Comment: The amended proposal remains permissible and is generally consistent with the aims and objectives of the <i>RVLEP 2012</i> and relevant SEPPs. A clause 4.6 request is submitted for the height exceedance. The non-compliance with height of buildings development standard is discussed in Attachment 2 .	
(a)(ii)	The provision of any draft environmental planning instrument (EPI)	
	• Draft State Environmental Planning Policies (SEPP)	N/A
	• Draft Regional Environmental Plans (REP)	N/A
	• Draft Local Environmental Plans (LEP)	N/A
	Comment: There are no draft SEPPs that apply to the subject land.	
(a)(iii)	Any development control plans	✓
	Comment: The amended proposal remains consistent with the relevant provisions of the <i>RVDCP 2021</i> .	
(a)(iv)	Any matters prescribed by the regulations	
	• Clause 92 EP&A Regulation-Demolition	N/A
	• Clause 93 EP&A Regulation-Fire Safety Considerations	N/A
	• Clause 94 EP&A Regulation-Fire Upgrade of Existing Buildings	N/A
	Comment: The amended proposal will require an Amended Construction Certificate, which will consider any additional fire safety requirements.	
(b)	The likely impacts of the development	
	• Context & setting	✓
	• Access, transport & traffic, parking	✓
	• Servicing, loading/unloading	✓
	• Public domain	✓
	• Utilities	✓
	• Heritage	N/A
	• Privacy	N/A
	• Views	N/A

	<ul style="list-style-type: none"> • Solar Access 	N/A
	<ul style="list-style-type: none"> • Water and draining 	✓
	<ul style="list-style-type: none"> • Soils 	✓
	<ul style="list-style-type: none"> • Air & microclimate 	✓
	<ul style="list-style-type: none"> • Flora & fauna 	✓
	<ul style="list-style-type: none"> • Waste 	✓
	<ul style="list-style-type: none"> • Energy 	✓
	<ul style="list-style-type: none"> • Noise & vibration 	✓
	<ul style="list-style-type: none"> • Natural hazards: Overland flowpath 	N/A
	<ul style="list-style-type: none"> • Safety, security crime prevention 	✓
	<ul style="list-style-type: none"> • Social impact in the locality 	✓
	<ul style="list-style-type: none"> • Economic impact in the locality 	✓
	<ul style="list-style-type: none"> • Site design and internal design 	✓
	<ul style="list-style-type: none"> • Construction 	✓
	<ul style="list-style-type: none"> • Cumulative impacts 	✓
	Comment: The amended proposal, subject to the recommended Conditions is not considered to have any additional impacts on the surrounding area.	
(c)	The suitability of the site for the development	
	<ul style="list-style-type: none"> • Does the proposal fit in the locality? 	✓
	<ul style="list-style-type: none"> • Are the site attributes conducive to this development? 	✓
	Comment: The proposal, as amended, remains ancillary to the existing <i>livestock processing industry</i> .	
(d)	Any submissions made in accordance with this Act or the regulations	
	<ul style="list-style-type: none"> • Public submissions 	N/A
	<ul style="list-style-type: none"> • Submissions from public authorities 	N/A
	Comment: No submissions have been received in response to notification of the amended proposal.	
(e)	The public interest	
	<ul style="list-style-type: none"> • Federal, State and Local Government interests and Community interests 	✓
	Comment: The amended proposal has been assessed to be satisfactory and has acceptable impacts. The proposed development is therefore in the public interest.	

3.8 SECTION 7.12 CONTRIBUTIONS

The amended proposal generates additional contributions levied under the Section 7.12 of the *Environmental Planning and Assessment Act 1979* and Richmond Valley Council's Revenue Policy and Contributions Plan. A new Condition is recommended in this regard.

3.9 CONCLUSION

It is considered that minor amendments to the proposal for construction of a new building to prepare retail ready products in association with the existing livestock processing facility, will have acceptable impacts on the surrounding uses. The amended proposal will create additional jobs and it is therefore in the public interest

The Development Application 2021/0147.02 has been assessed in accordance with the Heads of Consideration under *Sections 4.15 and 4.55(2) of the Environmental Planning and Assessment Act 1979, Richmond Valley Local Environmental Plan 2012, Richmond Valley Development Control Plan 2021*, and other relevant codes and policies.

The Clause 4.6 Variation request in relation to Clause 4.3 – Height of Buildings standard contained in the *Richmond Valley Local Environmental Plan 2012* is well founded and demonstrates that compliance with the height of buildings development standard is unreasonable or unnecessary in the circumstances of the case, and that there are sufficient environmental planning grounds to justify contravening the development standard.

It is considered that the proposal is acceptable, amended Conditions are outlined in **Attachment 4**. The amended proposal, subject to the recommended Conditions, is considered worthy of approval.

ATTACHMENT 4: DRAFT NOTICE OF DETERMINATION (AMENDED)

**NOTICE TO APPLICANT OF DETERMINATION OF A
DEVELOPMENT APPLICATION
Section 4.55(2) Modification
*Environmental Planning and Assessment Act, 1979***

Angela Jones – Director Infrastructure & Environments
Telephone: 02 6660 0300

To: Northern Co-Operative Meat Co Ltd
PO Box 379
CASINO NSW 2470

Being the applicant in respect of: **Development Application No. DA2021/0147.02**

S4.55(2) Modification to the approved Retail Ready Facility, seeking installation of an ancillary gas vessel and further variation of the height of building development standard

Pursuant to Section 4.16 of the Environmental Planning and Assessment Act, notice is hereby given of the determination by the Council, as Consent Authority, of the Development Application lodged **24 November 2021** relating to the land described as follows:

Lot 3 DP 1164153 - 10615 Summerland Way, Casino

The Development Application has been determined by:

GRANTING OF CONSENT subject to the conditions specified in the notice.

This consent operates from	16 February 2021	
Lapses on	16 February 2026	
Modified on	15 June 2021	(Amended condition 1 and added conditions 11a, 11b & 12a)
Modified on	21 December 2021	(Amended conditions 1, 30 and added conditions 11c, 11d, 11e, 11f, 12b & 39)
Modified on	15 February 2022	(Amended conditions 1, 30 and added conditions 11g, 12c)

ACTIVITIES ACKNOWLEDGED UNDER THE LOCAL GOVERNMENT ACT 1993, IN CONJUNCTION WITH THIS APPLICATION:

1. Carry out water supply work
2. Draw water from a Council water supply or a standpipe
3. Carry out sewerage work
4. Carry out stormwater drainage work
5. Connect a private drain under the control of Council
6. Connect a private sewer with a public sewer under the control of Council

IMPORTANT NOTICE

THIS IS A LEGAL DOCUMENT. ENSURE THAT YOU READ THE DOCUMENT CAREFULLY,
AND PARTICULARLY NOTE ALL ATTENDANT INSTRUCTIONS AND CONDITIONS

Love where we live and work



DETAILS OF CONDITIONS

The conditions of consent are set out as follows:

1. In granting this development consent, Council requires:
 - The proposed building be constructed in accordance with any amendment or modification outlined in these conditions
 - All proposed works be carried out in accordance with any amendment or modification outlined in these conditions
 - Any proposed use of building or land be in accordance with any amendment or modification outlined in these conditions

and be substantially in accordance with the Statement of Environmental Effects, supporting documents submitted with the application, and stamped Approved Plan Nos:

- Cover Sheet, prepared by AGS Commercial Pty Ltd, Project number C20-053, Drawing A01, Revision K, dated 08/12/2020,
- Site Plan - Overall, prepared by AGS Commercial Pty Ltd, Project number C20-053, Drawing A02, Revision K, dated 08/12/2020,
- Site Plan - Detail, prepared by AGS Commercial Pty Ltd, Project number C20-053, Drawing A03, Revision K, dated 08/12/2020,
- Preliminary Ground Floor Plan, prepared by AGS Commercial Pty Ltd, Project number C20-053, Drawing A04, Revision K, dated 08/12/2020,
- Preliminary Mezzanine and TOC Floor Plan, prepared by AGS Commercial Pty Ltd, Project number C20-053, Drawing A05, Revision K, dated 08/12/2020,
- Preliminary Ground Floor Plan, prepared by AGS Commercial Pty Ltd, Project number C20-053, Drawing A06, Revision K, dated 08/12/2020,
- Preliminary Elevations, prepared by AGS Commercial Pty Ltd, Project number C20-053, Drawing A07, Revision K, dated 08/12/2020,
- Preliminary Building Sections - Overall, prepared by AGS Commercial Pty Ltd, Project number C20-053, Drawing A08, Revision K, dated 08/12/2020,
- Sediment Plan - Overall, prepared by AGS Commercial Pty Ltd, Project number C20-053, Drawing A09, Revision K, dated 08/12/2020, and
- Sediment Details - Overall, prepared by AGS Commercial Pty Ltd, Project number C20-053, Drawing A10, Revision K, dated 08/12/2020.

As amended by the following stamped Approved Plan Nos for DA2021/0147.01:

- Cover Page, prepared by AGS Commercial Pty Ltd, Project number C20-053, Drawing A000, Revision no. A, dated 08-03-2021,
- Site Plan, prepared by AGS Commercial Pty Ltd, Project number C20-053, Drawing A100, Revision no. F, dated 19-04-2021,
- Ground Floor Plan, prepared by AGS Commercial Pty Ltd, Project number C20-053, Drawing A101, Revision no. F, dated 19-04-2021,
- Mezz. & Service Plan, prepared by AGS Commercial Pty Ltd, Project number C20-053, Drawing A102, Revision no. E, dated 15-04-2021,
- Ceiling Plans, prepared by AGS Commercial Pty Ltd, Project number C20-053, Drawing A103, Revision no. D, dated 12-04-2021,
- North, South & East Elevations, prepared by AGS Commercial Pty Ltd, Project number C20-053, Drawing A104, Revision no. E, dated 19-04-2021,
- Section-01, 04 & West Elevation, prepared by AGS Commercial Pty Ltd, Project number C20-053, Drawing A105, Revision no. E, dated 12-04-2021,
- Section-02 & 03, prepared by AGS Commercial Pty Ltd, Project number C20-053, Drawing A106, Revision no. E, dated 31-03-2021, and
- Link Passage Sections, prepared by AGS Commercial Pty Ltd, Project number C20-053, Drawing A109, Revision no. C, dated 25-03-2021.

As amended by the following stamped Approved Plan Nos for DA2021/0147.03:

- Cover Page, prepared by AGS Commercial Pty Ltd, Project number C20-053, Drawing A000, Revision no. B, dated 07-10-21,
- Site Plan, prepared by AGS Commercial Pty Ltd, Project number C20-053, Drawing A100, Revision no. M, dated 21-10-21,
- Ground Floor Plan, prepared by AGS Commercial Pty Ltd, Project number C20-053, Drawing A101, Revision no. P, dated 17-11-21,
- North, South & East Elevations, prepared by AGS Commercial Pty Ltd, Project number C20-053, Drawing A104, Revision no. I, dated 17-11-21,
- Section-01, 04 & West Elevation, prepared by AGS Commercial Pty Ltd, Project number C20-053, Drawing A105, Revision no. I, dated 17-11-21,
- Section 17 & 18, prepared by AGS Commercial Pty Ltd, Project number C20-053, Drawing A115, Revision no. B, dated 21-10-21, and
- Preliminary Hazard Analysis prepared by Benbow Environmental, Report No.: 201160-02_PHA, Rev. 5, dated December 2021.

As further amended by the following stamped Approved Plan Nos for DA2021/0147.02 (as amended to address Condition 11g):

- Cover Page, prepared by AGS Commercial Pty Ltd, Project number C20-053, Drawing A000, Revision no. B, dated 06-09-2021,
- Site Plan, prepared by AGS Commercial Pty Ltd, Project number C20-053, Drawing A100, Revision no. L, dated 06-09-2021,
- Ground Floor Plan, prepared by AGS Commercial Pty Ltd, Project number C20-053, Drawing A101, Revision no. N, dated 06-09-2021,
- North, South & East Elevations, prepared by AGS Commercial Pty Ltd, Project number C20-053, Drawing A104, Revision no. G, dated 11-08-2021,
- Section-01, 04 & West Elevation, prepared by AGS Commercial Pty Ltd, Project number C20-053, Drawing A105, Revision no. G, dated 16-08-2021,
- Section 17 & 18, prepared by AGS Commercial Pty Ltd, Project number C20-053, Drawing A115, Revision no. B, dated 06-09-2021, and

A copy of the Approved Plans is attached to this consent. **(Amended 15/2/2022)**

Reason: To correctly describe what has been approved

2. This consent solely relates to the construction of a "retail ready facility" building. No approval is implied or granted to increase the total production capacity of the existing livestock processing facility.

Reason: To correctly describe what has been approved

3. The "retail ready facility" shall remain ancillary to the existing livestock processing facility for the life of the development. No approval is implied or granted for it to operate as a standalone facility.

Reason: To ensure compliance

4. No approval is implied or granted for the "retail ready facility" building to operate as a retail premise that is open to public.

Reason: To correctly describe what has been approved

5. A temporary car parking area for the staff shall be provided at the following rate:

Car parking spaces lost to enable the "retail ready facility" building	58
New car parking generated by the development	21
Total	79

Architectural plan detailing the temporary car parking area and associated directional signage shall be submitted to the Certifier **prior to the issue of a Construction Certificate Application**. A copy of the temporary car parking plan shall be forwarded to Council for records.

Reason: *To ensure compliance and maintain amenity*

6. The temporary car parking area shall operate for a maximum period of two (2) years from the issue of a Construction Certificate for the "retail ready facility" building. A formalised car park is required to be constructed to facilitate the required number of parking spaces. The formalised carpark shall be constructed and finished with compacted road base or similar to an all-weather surface standard (typically minimum 150mm pavement thickness). Associated stormwater shall be designed and installed to deal with the increased run-off, including potential for increased erosion, from the formalised carpark.

Documentary evidence of completion of a formalised car park shall be submitted to Council.

Reason: *To ensure compliance and maintain amenity*

7. No approval is implied or granted for removal of any vegetation or trees to facilitate the temporary car parking area.

Reason: *To protect environment*

8. The hours of operation for the "retail ready facility" shall remain same as the existing hours of operation.

Reason: *To maintain amenity*

9. Litter and any contaminants from handstand/car park area to be decommissioned to facilitate the "retail ready facility" building must be cleaned up and disposed of as solid waste. No discharge is permitted to the stormwater system.

Reason: *To protect the environment*

10. The total number of additional staff associated with the "retail ready facility" building shall be twenty (20).

Reason: *To ensure adequate amenities are available for staff*

11. The business identification sign shall be non-illuminated

Reason: *To correctly describe what has been approved*

- 11a. The mezzanine level shall only be used for the purpose of amenities and storage. No approval is implied or granted for this area to be used as floor area. **(Added 15/6/21)**

Reason: *To ensure compliance and correctly describe what has been approved.*

- 11b. Roof water from the awnings shall be disposed by connection to the existing stormwater drainage system. Amended Plans demonstrating compliance shall be submitted to the Certifier prior to the issue of an Amended Construction Certificate Application. (Added 15/6/21)

Reason: To protect the environment

- 11c. Roof water from the new entry area shall be disposed by connection to the existing stormwater drainage system. Amended Plans demonstrating compliance shall be submitted to the Certifier prior to the issue of a revised Construction Certificate Application. (Added 21/12/2021)

Reason: To protect the environment

- 11d. **Dangerous Goods**
Dangerous goods, as defined by the Australian Dangerous Goods Code, must be stored and handled strictly in accordance with all relevant Australian Standards.

Reason: To meet the legislative requirements (Added 21/12/2021)

- 11e. **Pre-commissioning**
Prior to commissioning, the applicant/owner shall develop and implement a comprehensive Emergency Plan and detailed emergency procedures for the proposed development. The plan shall be consistent with the Department of Planning's *Hazardous Industry Planning Advisory Paper No. 1, 'Emergency Planning'* and be combined with the Emergency Plan for the entire facility of Northern Co-Operative Meat Company. A copy of the Emergency Plan and detailed emergency procedures prepared shall be forwarded to Council for comments prior to issue of an Occupation Certificate/commencement of operation of the ancillary gas plant.

Reason: To ensure safeguards and mitigation measures are adopted (Added 21/12/2021)

- 11f. **Ongoing**
The Applicant/owner shall carry out a comprehensive Hazard Audit of the proposed development consistent with the Department of Planning's Hazardous Industry Planning Advisory Paper No. 5, 'Hazard Audit Guidelines'. The audit shall be carried out by a qualified person or team, independent of the development and be undertaken in conjunction with the Hazard Audit for the entire facility of Northern Co-Operative Meat Company. A copy of the Hazard Audit shall be forwarded to Council for comments on an ongoing basis.

Reason: To ensure Hazard Audit remains current. (Added 21/12/2021)

- 11g. The plans shall be amended to ensure all ancillary gas infrastructure, as approved by DA2021/0147.03, is removed from the plans. Revised plans depicting the approved gas vessel shall be submitted to the accredited certifier prior to the issue of an amended Construction Certificate.

Reason: To correctly depict what has been approved (Added 21/12/2021)

BUILDING

12. A Construction Certificate must be obtained from Council or an accredited certifier at least two (2) days prior to any building or ancillary work commencing. Where the Construction Certificate is obtained from an accredited certifier the determination and all appropriate documents must be notified to Council within seven (7) days of the date of determination.

Reason: Required by Section 6.6 (formerly 81A) of the Environmental Planning and Assessment Act, 1979 and Part 8, Division 2 of the Environmental Planning and Assessment Regulation, 2000

- 12a. An Amended Construction Certificate must be obtained prior to any building work approved by the Modification Application DA2021/0147.01 commencing. Where the Construction Certificate is obtained from an accredited certifier the determination and all appropriate documents must be notified to Council within seven (7) days of the date of determination. **(Added 15/6/21)**

Reason: Required by Section 6.6 (formerly 81A) of the Environmental Planning and Assessment Act, 1979 and Part 8, Division 2 of the Environmental Planning and Assessment Regulation, 2000

- 12b. An Amended Construction Certificate must be obtained prior to any building work approved by the Modification Application DA2021/0147.03 commencing. Where the Construction Certificate is obtained from an accredited certifier the determination and all appropriate documents must be notified to Council within seven (7) days of the date of determination. **(Added 21/12/2021)**

Reason: Required by Section 6.6 (formerly 81A) of the Environmental Planning and Assessment Act, 1979 and Part 8, Division 2 of the Environmental Planning and Assessment Regulation, 2000

- 12c. An Amended Construction Certificate must be obtained prior to any building work approved by the Modification Application DA2021/0147.02 commencing. Where the Construction Certificate is obtained from an accredited certifier the determination and all appropriate documents must be notified to Council within seven (7) days of the date of determination. **(Added 15/2/2022)**

Reason: Required by the Environmental Planning and Assessment Act, 1979 and Environmental Planning and Assessment Regulation, 2021

13. Notification of appointment of the Principal Certifying Authority must be submitted to the Council two (2) days prior to the commencement of work.

Reason: Required by Section 6.6(2) (formerly Section 81A(2)) of the Environmental Planning and Assessment Act, 1979 and Clause 135 of the Environmental Planning and Assessment Regulation, 2000.

14. A fence must be erected between the work site and a public place.

Reason: To protect the health and safety of the public

15. All demolition work must comply with the provisions of AS 2601 - 2001 "The Demolition of Structures" as in force at 1 July 1993. Appropriate precautions shall also be taken to ensure compliance with the requirements of WorkCover Authority of NSW.

Reason: To ensure compliance with the Australian Standard and protection of the public is provided

16. All building waste must be stored in a designated waste storage area and removed from the site to an approved waste disposal facility.

Reason: To ensure the site is left in a clean condition and ensure proper disposal of waste

17. All plumbing, drainage and stormwater work must be in accordance with AS3500, All Plumbing and Drainage work must be carried out by a licensed person.

Reason: Required by the Plumbing and Drainage Act 2012 and its Regulation.

18. Roof water shall be disposed by connection to the existing drainage system.

Reason: To ensure adequate and safe disposal of stormwater.

19. Prior to commencement of any Plumbing Works a Notice to Commence Plumbing Works must be lodged with Council and required inspection fees paid. Upon completion of works a Certificate of Compliance and Sewer Service Diagram must be provided to Council for its records.

Reason: To comply with Plumbing and Drainage Act 2012.

20. Submission of a separate application under Section 68 of the Local Government Act 1993 for a Plumbing Permit. Detailed plans to be submitted and approved by Council prior to work commencing.

Reason: To ensure adequate services to the development.

21. The application for a Construction Certificate must be accompanied by;

- i. a list of any fire safety measures as are currently implemented in the building or on the land, and
- ii. a list of any fire safety measures that are proposed to be implemented in the building or on the land.

Reason: Required by the Regulation

22. The owner of the building must cause Council to be given an annual fire safety statement in relation to each fire safety measure implemented in the building. The annual fire safety statements are to be given within 12 months after which the last fire safety certificate statement was given. A copy of each statement is to be given to the Commissioner of New South Wales Fire and Rescue and a further copy is to be prominently displayed in the building.

Reason: Required by Clause 177 of the Regulation

23. The stairs must comply with the design criteria of Part D2.9, D2.13, D2.14, D2.15 and D2.18 of the Building Code of Australia, in respect of stair width, landing design and tread and riser design.

Reason: Required by Part D2 of the Building Code of Australia

24. Access is to be provided to the building and to those areas within the building to which the public would normally be expected to gain access in accordance with AS1428.1 - Design for Access Mobility.

Reason: Required by Part D3.3 of the Building Code of Australia

25. Sanitary facilities for Disabled Persons must be provided in accordance with Table F2.4 of the Building Code of Australia for:-
- every Class 3, 5, 6, 7, 8 and 9 building that is required by the deemed to satisfy provisions of Part D3 to be accessible to people with disabilities and may be calculated as part of the number of facilities required by Table F2.3; and
 - a Class 10a building to which the public will have access and which contains sanitary facilities, showers or hand basins etc.
 - The construction and layout of all facilities provided in accordance with Table F2.4 must comply with AS1428.1.
 - A unisex facility must be located so that it can be entered without crossing an area reserved for one sex only.

Reason: *Required by Part F2.4 of the Building Code of Australia*

26. Detailed working drawings for the fitout to the toilet for disabled persons shall be submitted to and approved by Council **prior to the issue of the Construction Certificate**. (Details shall be in accordance with AS 1428.1 Design for Access and Mobility).

Reason: *To ensure compliance with the Building Code of Australia*

27. The occupation or use of the building must not commence until an Occupation Certificate has been issued by the Principal Certifying Authority. Where Council is not the Principal Certifying Authority then all documentation must be forwarded to Council within seven (7) days of issue.
(N.B. All Critical Stage Inspections must have been completed prior to the issue of the Occupation Certificate).

Reason: *To monitor compliance with the Development Consent and Construction Certificate*

28. Where Council is not the Principal Certifying Authority the following inspections will be required with 48 hours notice:
- the internal and external sewer drainage lines which have been installed by a licensed plumber. A water test is required prior to drains being covered. A layout plan of the drains certified by the plumber must be submitted to Council.

Reason: *To ensure compliance with Local Government Act 1993.*

29. A **full** assessment by a person suitably qualified is to be submitted to Council to confirm compliance with Section J of the Building Code of Australia, **prior to issue of a Construction Certificate**

Reason: *To ensure the building is capable of efficiently using energy.*

ENGINEERING

30. Payment to Richmond Valley Council of contributions levied under Section 7.12 (formerly 94A) of the Environmental Planning and Assessment Act 1979 and Richmond Valley Council's Revenue Policy and Contributions Plan is required in accordance with the attached schedule. The levy is applied to all development over \$100,000.00 (with legislated exemptions). Such levies shall contribute towards the provision, extension or augmentation of public amenities or public services in accordance with Richmond Valley Council's Section 94A Development Contributions Plan. (Available on Council's website at www.richmondvalley.nsw.gov.au under Planning & Development, then Development Policies & Guidelines)

Total cost of the development shall be in accordance with Section 5 of the Richmond Valley Council Section 94A Development Contributions Plan and shall include all private and proposed Council infrastructure, and include such items as consultant fees, demolition works, excavation, site preparation, all buildings, power supply, telecommunications supply, water supply, sewerage pipelines/manholes, stormwater pipelines/pits, inter allotment drainage lines, stormwater treatment devices, driveways/roads, lighting, earthworks, retaining walls, preparing executing and registering plans of subdivision and covenants and easement, etc.. Costs shall include GST (Environmental Planning and Assessment Regulation 25J (3) (i)).

Contributions required by this condition may be adjusted at the time of payment of the contribution in accordance with the formula detailed in Section 1.2 of Richmond Valley Council's Development Contributions Plan i.e., by CPI from the date of consent, or recalculated in accordance with changes greater than CPI in the total cost as shown on the Construction Certificate(s).

All contributions shall be paid **prior to the issue of any Construction Certificate**. Personal cheques are not acceptable where the contribution exceeds \$10,000.00.

Richmond Valley Section 94A Development Contributions Plan 2010			
Environmental Planning and Assessment Act 1979 Levy area - full Richmond Valley Council		(Job No/ Receipt Code - PLD 103)	
Total Cost of Development: \$5,073,430 (as per DA application, but may be adjusted in accordance with Construction Certificate(s) where increased cost is greater than CPI)		@ % of total cost	Contribution
\$ 0 - \$ 100,000	No levy	NIL - No levy	No levy
or 100,001 - \$ 200,000	\$ N/A	0.5 %	\$ N/A
or > \$ 200,000	\$ 5,186,636	1.0 %	\$ 51,866.36

(Amended 15/2/2022)

Reason: To provide funds for the provision of services and facilities identified in Richmond Valley Council's Section 94A Development Contributions Plan.

ENVIRONMENTAL

31. The discharge of liquid trade waste into Council's sewer is not permitted.

Reason: Council requirement to protect the sewerage system

32. Building construction, including demolition and excavation, shall be restricted to within the hours of 7.00 am to 6.00 pm Monday to Friday and on Saturday to within the hours of 8.00 am to 1.00 pm inclusive, with no work on Sundays and Public Holidays. Only works that are inaudible at the boundary may be carried out outside of these hours.

Reason: To ensure that works do not interfere with reasonable amenity expectations of residents and the community

33. The builder and excavator shall display, on-site, their twenty-four (24) hour contact telephone number, which is to be clearly visible and legible from any public place adjoining the site.

Reason: To ensure that works do not interfere with reasonable amenity expectations of residents and the community

34. **Prior to the issuing of an Occupation Certificate**, a minimum of eight (8) established (>1.5m) locally endemic tree species must be planted on site. The planted trees must be maintained in perpetuity. A plan shall be submitted to Council **prior to Construction Certificate** and include the location and a list of tree species.

Reason: *To protect the amenity of the area and to satisfy the objectives of Part I of Richmond Valley Development Control Plan*

35. Only clean, uncontaminated fill may be used on the site. Documented evidence validating the fill, including the source site history confirming concentration levels are below acceptable limits prepared by a suitably qualified person shall be submitted to council for approval prior to the release of a Construction certificate.

Reason: *To protect the environment and public health*

36. The land use shall not interfere with the amenity of the locality by reason of the emission of noise, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products or grit, oil or otherwise.

Reason: *To preserve the environment and existing or likely future amenity of the neighbourhood. (EPA Act Sec 79C(b))*

37. Only clean and unpolluted storm water is to leave the site. There is to be no intensification or concentration of flows onto adjoining properties.

Reason: *To preserve and protect the environment and ensure that impacts on adjoining premises are satisfactorily managed (EPA Act Sec 789C(b)).*

38. Erosion and sediment control measures must be put in place prior to commencement of works and be maintained to prevent soil erosion and the transportation of sediment from the site and eventually into natural or constructed drainage lines or watercourses. Control measures are to remain in place until the site has been adequately revegetated or landscaped to prevent soil erosion.

Reason: *To protect the environment.*

39. Any soils to be excavated and disposed of from the site must be analysed and classified by an appropriately qualified, skilled and experienced environmental consultant, in accordance with relevant NSW EPA guidelines including the "Waste Classification Guidelines" 2014, prior to off-site disposal.

Excavated material is to be transported to an appropriately licensed waste facility by an EPA licensed waste contractor in accordance with relevant NSW EPA guidelines.
(Added 21/12/2021)

Reason: *To ensure that environmental protection measures are being adhered to.*

INTEGRATED DEVELOPMENT GENERAL TERMS OF APPROVAL

**General terms of approval for Environmental Protection Authority
under Section 4.46 Environmental Planning and Assessment Act 1979**

Administrative Conditions

A1. Information supplied to the EPA

A1.1 Except as expressly provided by these general terms of approval, works and activities must be carried out in accordance with the proposal contained in:

- Environmental Protection Licence 1461 issued to Northern Cooperative Meat Company Limited and
- Statement of Environmental Effects. To accompany a Development Application for a Retail Ready Facility at Northern Cooperative Meat Company. Geolink 23/11/2020

L6. Noise Limits

L6.1. The construction of a new building for processing meat at 10615 Summerland Way, Casino must comply with the Interim Construction Noise Guideline 2009.

L6.2. Noise from the premises is to be measured at the nearest sensitive receiver to determine compliance with this condition.

INFORMATION TO APPLICANTS**ADVISORY NOTES**

NOTE 1: Prior to commencing any construction works, the following provisions of the Environmental Planning and Assessment Act, 1979 are to be complied with:

- (i) A Construction Certificate is to be obtained from the Consent Authority or an Accredited Certifier in accordance with Section 6.7 of the Act.
- (ii) A Principal Certifying Authority is to be appointed and Council is to be notified of the appointment in accordance with Section 6.6 of the Act.
- (iii) Council is to be given at least two (2) days notice of the persons intention to commence building works, in accordance with Section 6.6 of the Act.

NOTE 2: The applicant may apply to the Council or an Accredited Certifier for the issuing of a Construction Certificate and to be the Principal Certifying Authority to monitor compliance with the approval and issue of any relevant documentary evidence or certificates.

NOTE 3: In accordance with Clause 98(1) of the Environmental Planning and Assessment Regulation, it is a condition of Development Consent for development that involves any building work, that the work must be carried out in accordance with the requirements of the Building Code of Australia.

NOTE 4: If the provision of services or the construction of any infrastructure or any other thing required by this consent occurs, and a GST is payable by Council, the applicant will pay to the Council the GST (as defined below) which is payable by the Council in respect of this consent.

NB: GST means any tax levy charge or impost under the authority of any GST law (as defined by the GST Act) and includes GST within the meaning of the GST Act.

The GST Act means a New Tax System (Goods and Services Tax) Act 1999 or any amending or succeeding legislation.

NOTE 5: This development approval does not guarantee compliance with the Disability Discrimination Act and the developer should therefore investigate their liability under the Act. Council can assist developers by directing them to Parts 2, 3 and 4 of the Australian Standard 1428 – Design for Access and Mobility (Part 1 is mandatory in the BCA).

NOTE 6: The granting of the development consent does not negate the owner/applicant's obligations under Part 6 of the *National Parks and Wildlife Act 1974*, where it is declared an offence to harm, or desecrate, an Aboriginal object or declared Aboriginal Place. The Office of Environment and Heritage's *Due Diligence Code of Practice* should be used to determine whether harm is likely, and whether consent in the form of an Aboriginal Heritage Impact Permit (AHIP) is required.

NOTE 7: Underground assets may exist in the area that is subject to your application. In the interests of health and safety and in order to protect damage to third party assets please contact Dial before you dig at www.1100.com.au or telephone on 1100 before excavating or erecting

structures (This is the law in NSW). If alterations are required to the configuration, size, form or design of the development upon contacting the Dial before You Dig service, an amendment to the development consent (or a new development application) may be necessary. Individuals owe asset owners a duty of care that must be observed when working in the vicinity of plant or assets. It is the individual's responsibility to anticipate and request the nominal location of plant or assets on the relevant property via contacting the Dial before you dig service in advance of any construction or planning activities.

NOTE 8: Telstra (and its authorised contractors) are the only companies that are permitted to conduct works on Telstra's network and assets. Any person interfering with a facility or installation owned by Telstra is committing an offence under the Criminal Code Act 1995 (Cth) and is liable for prosecution.

Furthermore, damage to Telstra's infrastructure may result in interruption to the provision of essential services and significant costs. If you are aware of any works or proposed works which may affect or impact on Telstra's assets in any way, you are required to contact: Telstra's Network Integrity Team on Phone Number 1800 810 443.

PREScribed CONDITIONS OF DEVELOPMENT CONSENT

Under the provisions of Clause 98 of the Environmental Planning and Assessment Regulation for the purposes of Section 4.17(11) of the Environmental Planning and Assessment Act the following conditions are Prescribed Conditions:

1. All building work must be carried out in accordance with the provisions of the Building Code of Australia.

Reason: *Required by Clause 98 of the Regulation.*

2. In the case of residential building work for which the Home Building Act 1989 requires there be a contract of insurance in force in accordance with Part 6 of that Act, that such a contract of insurance is in force.

Reason: *Required by Clause 98 of the Regulation.*

3. Any Development that requires building work, subdivision work or demolition work a sign must be erected on the development site in a prominent position before the commencement of any work showing:

- a) Name, address and telephone number of the Principal certifying Authority for the work.
- b) Name of the Principal Contractor (if any) for any building work and a telephone number on which that person may be contacted outside working hours.
- c) Stating that unauthorised entry to the work site is prohibited.

NOTE: The sign must be of rigid and durable material and maintained on the site until work has been completed. The sign must be easily read by anyone in any public road or public place adjacent to the site.

Reason: *To ensure compliance with Section 4.17(11) of the Environmental Planning and Assessment Act, 1979 and Clauses 98A and 227A of the Accompanying Regulation.*

4. If the development involves an excavation that extends below the level of the base of the footings of a building, structure or work (including any structure or work within a road or rail corridor) on adjoining land, the person having the benefit of the development consent must, at the person's own expense:
 - (a) protect and support the building, structure or work from possible damage from the excavation, and
 - (b) where necessary, underpin the building, structure or work to prevent any such damage.

The above requirements do not apply if the person having the benefit of the development consent owns the adjoining land or the owner of the adjoining land has given consent in writing to that condition not applying.

Reason: *To ensure compliance with Section 4.17(11) of the Environmental Planning and Assessment Act, 1979 and Clauses 98E of the Accompanying Regulation.*

DATE FROM WHICH CONSENT OPERATES

Sections 4.20 and 8.13 of the Environmental Planning and Assessment Act provides that the consent shall become effective and operate from the date endorsed upon the notice, **except** in the case of designated development to which objections have been lodged, when the consent shall become effective 28 days after the consent is issued.

Where an appeal is lodged, either by the applicant or an objector in respect of designated development, the consent shall remain in deferment and not become effective until the appeal has been determined. The consent shall be void if, on appeal, the development is refused.

COMPLIANCE

The development shall be carried out in accordance with the application, and "approved plans" as may be attached to this consent, and as amended by the foregoing conditions. **All conditions** shall be complied with prior to occupation of the development and, where appropriate, during the operating life of the development.

REVIEW OF DETERMINATION

Under the provisions of Sections 8.25 to 8.5 of the Environmental Planning and Assessment Act 1979, an applicant may request the Council to review a determination of the application. The request for a review must be made within six (6) months after the date of the determination.

RIGHT OF APPEAL

If you are dissatisfied with this decision, Sections 8.7 and 8.10 of the Environmental Planning and Assessment Act 1979 gives you the right of appeal to the Land and Environment Court within six (6) months after the date on which you receive this notice.

Where an appeal is made in the case of a designated development, each person who objected is required to be given notice of the appeal, and will have the right to be heard at that hearing.

Except in the case of designated development, there is no provision within the Act for a third party (objector) to appeal against the consent issued by the Council.

LAPSING OF CONSENT

Section 4.53 of the Environmental Planning and Assessment Act provides that a development consent lapses five years after the date from which it operates. Therefore, this consent lapses five years from the date of operation of this consent UNLESS:

- building, engineering, or construction work relating to this development is commenced on the land within the period of operation of the consent, or
- if no such works are required, the use of the premises commences within the period of operation of the consent.

MODIFICATION OF CONSENTS

Under the provisions of Section 4.55 of the Environmental Planning and Assessment Act an applicant may apply to Council for modification of the consent.

NOTICE TO COMPLETE

Where development has been commenced, but the work not completed, Schedule 5 provides that the Council may issue an order requiring completion of the work within a specified time, being not less than twelve months.

For and on behalf of Richmond Valley Council.

per: Andy Edwards
**Manager Development
and Certification**

Encl.



Concise Investment Report Pack

Richmond Valley Council

1 November 2021 to 30 November 2021



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1. Portfolio Valuation As At 30 November 2021

Fixed Interest Security	Security Rating	ISIN	Face Value Original	Face Value Current	Market Value	% Total Value	Running Yield	Weighted Running Yield
At Call Deposit								
CBA Business Online Saver Acct RVC At Call	S&P ST A1+		4,780,000.00	4,780,000.00	4,780,000.00	7.42%	0.20%	
CBA General Fund Bk Acct RVC At Call	S&P ST A1+		2,109,075.48	2,109,075.48	2,109,075.48	3.28%	0.00%	
CBA Trust Acct RVC At Call	S&P ST A1+		87,050.17	87,050.17	87,050.17	0.14%	0.00%	
MACQ 940323454 At Call	Moody's A2		10,003,287.70	10,003,287.70	10,003,287.70	15.54%	0.35%	
NAB Business Cheque Acct RVC At Call	S&P ST A1+		20.00	20.00	20.00	0.00%	0.00%	
			16,979,433.35	16,979,433.35	16,979,433.35	26.37%		0.07%
Floating Rate Note								
Auswide 0.9 06 Nov 2023 FRN	Moody's Baa2	AU3FN0057352	750,000.00	750,000.00	750,000.00	1.16%	0.95%	
Auswide 0.6 22 Mar 2024 FRN	Moody's Baa2	AU3FN0059317	1,500,000.00	1,500,000.00	1,500,000.00	2.33%	0.62%	
MACQ 0.48 09 Dec 2025 FRN	S&P A+	AU3FN0057709	1,000,390.00	1,000,390.00	1,000,390.00	1.55%	0.49%	
MYS 0.65 16 Jun 2025 FRN	Moody's Baa2	AU3FN0061024	1,500,000.00	1,500,000.00	1,500,000.00	2.33%	0.66%	
			4,750,390.00	4,750,390.00	4,750,390.00	7.38%		0.20%
Fixed Rate Bond								
NTTC 1.1 15 Dec 2025 - Issued 10 September 2021 - Richmond Council Fixed	Moody's Aa3		2,000,000.00	2,000,000.00	2,000,000.00	3.11%	1.10%	
			2,000,000.00	2,000,000.00	2,000,000.00	3.11%		0.03%
Unit Trust								
NSWTC Long Term Growth Fund UT			3,000,000.00	3,000,000.00	3,109,706.13	4.83%		0.95%
NSWTC Medium Term Growth Fund UT			11,005,029.35	11,005,029.35	12,551,880.34	19.49%		2.88%
			14,005,029.35	14,005,029.35	15,661,586.47	24.32%		3.83%



1. Portfolio Valuation As At 30 November 2021

	Fixed Interest Security	Security Rating	ISIN	Face Value Original	Face Value Current	Market Value	% Total Value	Running Yield	Weighted Running Yield
Term Deposit									
	AMP 0.95 07 Dec 2021 365DAY TD	S&P ST A2		1,000,000.00	1,000,000.00	1,000,000.00	1.55%	0.95%	
	AMP 0.95 22 Feb 2022 365DAY TD	S&P ST A2		1,000,000.00	1,000,000.00	1,000,000.00	1.55%	0.95%	
	AMP 0.7 28 Feb 2022 90DAY TD	S&P ST A2		1,000,000.00	1,000,000.00	1,000,000.00	1.55%	0.70%	
	AMP 0.7 28 Feb 2022 91DAY TD	S&P ST A2		1,000,000.00	1,000,000.00	1,000,000.00	1.55%	0.70%	
	AMP 0.95 03 Mar 2022 365DAY TD	S&P ST A2		1,000,000.00	1,000,000.00	1,000,000.00	1.55%	0.95%	
	AMP 0.65 28 Mar 2022 180DAY TD	S&P ST A2		2,000,000.00	2,000,000.00	2,000,000.00	3.11%	0.65%	
	Auswide 0.6 28 Feb 2022 90DAY TD	Moodys ST P-2		1,000,000.00	1,000,000.00	1,000,000.00	1.55%	0.60%	
	Auswide 1.75 03 Mar 2022 730DAY TD	Moodys ST P-2		1,000,000.00	1,000,000.00	1,000,000.00	1.55%	1.75%	
	SYD 0.5 01 Dec 2021 90DAY TD	Unrated ST UR		1,000,000.00	1,000,000.00	1,000,000.00	1.55%	0.50%	
	SYD 0.5 02 Dec 2021 90DAY TD	Unrated ST UR		1,000,000.00	1,000,000.00	1,000,000.00	1.55%	0.50%	
	SYD 0.55 02 Mar 2022 180DAY TD	Unrated ST UR		1,000,000.00	1,000,000.00	1,000,000.00	1.55%	0.55%	
	BNK 0.75 16 Mar 2022 181DAY TD	Unrated ST UR		2,000,000.00	2,000,000.00	2,000,000.00	3.11%	0.75%	
	GB 0.6 13 Dec 2021 367DAY TD	S&P ST A2		1,000,000.00	1,000,000.00	1,000,000.00	1.55%	0.60%	
	CACU 0.7 22 Feb 2022 90DAY TD	Unrated ST UR		1,000,000.00	1,000,000.00	1,000,000.00	1.55%	0.70%	
	JUDO 0.6 10 Feb 2022 90DAY TD	S&P ST A3		1,000,000.00	1,000,000.00	1,000,000.00	1.55%	0.60%	
	JUDO 0.7 28 Feb 2022 273DAY TD	S&P ST A3		1,000,000.00	1,000,000.00	1,000,000.00	1.55%	0.70%	
	JUDO 0.7 04 Mar 2022 270DAY TD	S&P ST A3		1,000,000.00	1,000,000.00	1,000,000.00	1.55%	0.70%	
	JUDO 0.7 11 Mar 2022 273DAY TD	S&P ST A3		1,000,000.00	1,000,000.00	1,000,000.00	1.55%	0.70%	
	JUDO 0.99 14 Apr 2022 365DAY TD	S&P ST A3		1,000,000.00	1,000,000.00	1,000,000.00	1.55%	0.99%	
	JUDO 0.86 27 Apr 2022 180DAY TD	S&P ST A3		1,000,000.00	1,000,000.00	1,000,000.00	1.55%	0.86%	
	JUDO 0.8 01 Sep 2022 365DAY TD	S&P ST A3		1,000,000.00	1,000,000.00	1,000,000.00	1.55%	0.80%	
	ME Bank 0.5 12 Jan 2022 210DAY TD	Moodys ST P-2		1,000,000.00	1,000,000.00	1,000,000.00	1.55%	0.50%	
	ME Bank 0.5 12 Jan 2022 210DAY TD	Moodys ST P-2		1,000,000.00	1,000,000.00	1,000,000.00	1.55%	0.50%	
				25,000,000.00	25,000,000.00	25,000,000.00	38.83%		0.29%
Portfolio Total				62,734,852.70	62,734,852.70	64,391,409.82	100.00%		4.42%



2. Portfolio Valuation By Categories As At 30 November 2021

Security Type	Market Value	% Total Value
Fixed Rate Bond	2,000,000.00	3.11%
At Call Deposit	16,979,433.35	26.37%
Term Deposit	25,000,000.00	38.83%
Floating Rate Note	4,750,390.00	7.38%
Unit Trust	15,661,586.47	24.32%
Portfolio Total	64,391,409.82	100.00%

Market Value by Security Type





2. Portfolio Valuation By Categories As At 30 November 2021

Issuer	Market Value	% Total Value
AMP Bank Ltd	7,000,000.00	10.87%
Auswide Bank Limited	4,250,000.00	6.60%
Bank of Sydney Ltd	3,000,000.00	4.66%
BNK Banking Corporation Ltd t/as Goldfields Money	2,000,000.00	3.11%
Commonwealth Bank of Australia Ltd	6,976,125.65	10.83%
Greater Bank Ltd	1,000,000.00	1.55%
Illawarra Credit Union Ltd	1,000,000.00	1.55%
Judo Bank	7,000,000.00	10.87%
Macquarie Bank	11,003,677.70	17.09%
Members Equity Bank Ltd	2,000,000.00	3.11%
MyState Bank Ltd	1,500,000.00	2.33%
National Australia Bank Ltd	20.00	0.00%
Northern Territory Treasury Corporation	2,000,000.00	3.11%
NSW Treasury Corporation	15,661,586.47	24.32%
Portfolio Total	64,391,409.82	100.00%

Market Value by Issuer





3. Investment Revenue Received For 1 November 2021 to 30 November 2021

Security ISIN	Security	Issuer	Settlement Date	Face Value (Basis of Interest Calculation)	Consideration Notional	Income Type
AU3FN0057352	Auswide 0.9 06 Nov 2023 FRN	Auswide Bank	8 Nov 2021	750,000.00	1,757.67	Security Coupon Interest
	GB 0.7 12 Nov 2021 365DAY TD	Greater Bank Ltd	12 Nov 2021	1,000,000.00	6,981.93	Security Coupon Interest
	ME Bank 0.45 23 Nov 2021 180DAY TD	Members Equity	23 Nov 2021	1,000,000.00	2,219.18	Security Coupon Interest
	AMP 0.5 29 Nov 2021 91DAY TD	AMP Bank Ltd	29 Nov 2021	1,000,000.00	747.95	Security Coupon Interest
	AMP 0.95 30 Nov 2021 365DAY TD	AMP Bank Ltd	30 Nov 2021	1,000,000.00	7,500.00	Security Coupon Interest
	SYD 0.5 30 Nov 2021 90DAY TD	Bank of Sydney Ltd	30 Nov 2021	1,000,000.00	1,232.88	Security Coupon Interest
	Other		30 Nov 2021		675.81	Bank Interest
	Other		30 Nov 2021		3,287.70	Bank Interest
					24,403.12	
	Medium Term Growth Fund	NSW Treasury Corporation			152,865.24	Fair Value Gain/(Loss)
	Long Term Growth Fund	NSW Treasury Corporation			50,077.31	Fair Value Gain/(Loss)
					202,942.55	
	TOTAL				227,345.67	



4. Comparison of Investment Revenue Earned to Original Budget and Investment Portfolio by Month 2021 - 2022 YTD





5. Environmentally Sustainable Investment Performance Report for the Period Ending 30 November 2021 Relative To 31 October 2021

Portfolio Summary by Fossil Fuel Lending ADIs

ADI Lending Status	% Total	Current Period	% Total	Prior Period
Fossil Fuel Lending ADIs				
AMP Bank Ltd	10.9%	7,000,000.00	11.2%	7,000,000.00
Commonwealth Bank of Australia Ltd	10.8%	6,976,125.65	8.7%	5,425,701.94
Macquarie Bank	17.1%	11,003,677.70	17.6%	11,003,787.29
National Australia Bank Ltd	0.0%	20.00	0.0%	20.00
	38.8%	24,979,823.35	37.4%	23,429,509.23
Non Fossil Fuel Lending ADIs				
Auswide Bank Limited	6.6%	4,250,000.00	5.2%	3,250,000.00
Bank of Sydney Ltd	4.7%	3,000,000.00	6.4%	4,000,000.00
BNK Banking Corporation Ltd t/as Goldfields Money	3.1%	2,000,000.00	3.2%	2,000,000.00
Greater Bank Ltd	1.6%	1,000,000.00	1.6%	1,000,000.00
Illawarra Credit Union Ltd	1.6%	1,000,000.00	1.6%	1,000,000.00
Judo Bank	10.9%	7,000,000.00	11.2%	7,000,000.00
Members Equity Bank Ltd	3.1%	2,000,000.00	3.2%	2,000,000.00
MyState Bank Ltd	2.3%	1,500,000.00	2.4%	1,500,000.00
Northern Territory Treasury Corporation	3.1%	2,000,000.00	3.2%	2,000,000.00
NSW Treasury Corporation	24.3%	15,661,586.47	24.7%	15,458,643.92
	61.2%	39,411,586.47	62.6%	39,208,643.92
Total Portfolio		64,391,409.82		62,638,153.15

All amounts shown in the table and charts are Current Face Values.

The above percentages are relative to the portfolio total and may be affected by rounding.
A fossil fuel lending ADI appearing in the non-fossil fuel related table will indicate that the portfolio contains a "green bond" issued by that ADI.

Fossil Fuel vs Non Fossil Fuel Lending ADI





Concise Investment Report Pack
Richmond Valley Council
1 November 2021 to 30 November 2021

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Concise Investment Report Pack

Richmond Valley Council

1 December 2021 to 31 December 2021



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1. Portfolio Valuation As At 31 December 2021

	Fixed Interest Security	Security Rating	ISIN	Face Value Original	Face Value Current	Market Value	% Total Value	Running Yield	Weighted Running Yield
At Call Deposit									
	CBA Business Online Saver Acct RVC At Call	S&P ST A1+		5,950,000.00	5,950,000.00	5,950,000.00	9.19%	0.20%	
	CBA General Fund Bk Acct RVC At Call	S&P ST A1+		1,168,777.45	1,168,777.45	1,168,777.45	1.80%	0.00%	
	CBA Trust Acct RVC At Call	S&P ST A1+		87,050.17	87,050.17	87,050.17	0.13%	0.00%	
	MACQ 940323454 At Call	Moodys A2		10,003,397.29	10,003,397.29	10,003,397.29	15.45%	0.35%	
	NAB Business Cheque Acct RVC At Call	S&P ST A1+		25.45	25.45	25.45	0.00%	0.00%	
				17,209,250.36	17,209,250.36	17,209,250.36	26.57%		0.07%
Floating Rate Note									
	Auswide 0.9 06 Nov 2023 FRN	Moodys Baa2	AU3FN0057352	750,000.00	750,000.00	750,000.00	1.16%	0.95%	
	Auswide 0.6 22 Mar 2024 FRN	Moodys Baa2	AU3FN0059317	1,500,000.00	1,500,000.00	1,500,000.00	2.32%	0.62%	
	MACQ 0.48 09 Dec 2025 FRN	S&P A+	AU3FN0057709	1,000,390.00	1,000,390.00	1,000,390.00	1.54%	0.49%	
	MYS 0.65 16 Jun 2025 FRN	Moodys Baa2	AU3FN0061024	1,500,000.00	1,500,000.00	1,500,000.00	2.32%	0.66%	
				4,750,390.00	4,750,390.00	4,750,390.00	7.34%		0.20%
Fixed Rate Bond									
	NTTC 1.1 15 Dec 2025 - Issued 10 September 2021 - Richmond Council Fixed	Moodys Aa3		2,000,000.00	2,000,000.00	2,000,000.00	3.09%	1.10%	
				2,000,000.00	2,000,000.00	2,000,000.00	3.09%		0.03%
Unit Trust									
	NSWTC Long Term Growth Fund UT			3,000,000.00	3,000,000.00	3,148,980.70	4.86%		0.74%
	NSWTC Medium Term Growth Fund UT			11,005,029.35	11,005,029.35	12,653,831.39	19.54%		1.90%
				14,005,029.35	14,005,029.35	15,802,812.09	24.40%		2.64%



1. Portfolio Valuation As At 31 December 2021

	Fixed Interest Security	Security Rating ISIN	Face Value Original	Face Value Current	Market Value	% Total Value	Running Yield	Weighted Running Yield
Term Deposit								
	AMP 0.95 22 Feb 2022 365DAY TD	S&P ST A2	1,000,000.00	1,000,000.00	1,000,000.00	1.54%	0.95%	
	AMP 0.7 28 Feb 2022 90DAY TD	S&P ST A2	1,000,000.00	1,000,000.00	1,000,000.00	1.54%	0.70%	
	AMP 0.7 28 Feb 2022 91DAY TD	S&P ST A2	1,000,000.00	1,000,000.00	1,000,000.00	1.54%	0.70%	
	AMP 0.95 03 Mar 2022 365DAY TD	S&P ST A2	1,000,000.00	1,000,000.00	1,000,000.00	1.54%	0.95%	
	AMP 0.85 14 Mar 2022 91DAY TD	S&P ST A2	1,000,000.00	1,000,000.00	1,000,000.00	1.54%	0.85%	
	AMP 0.65 28 Mar 2022 180DAY TD	S&P ST A2	2,000,000.00	2,000,000.00	2,000,000.00	3.09%	0.65%	
	Auswide 0.6 28 Feb 2022 90DAY TD	Moodys ST P-2	1,000,000.00	1,000,000.00	1,000,000.00	1.54%	0.60%	
	Auswide 1.75 03 Mar 2022 730DAY TD	Moodys ST P-2	1,000,000.00	1,000,000.00	1,000,000.00	1.54%	1.75%	
	SYD 0.55 02 Mar 2022 180DAY TD	Unrated ST UR	1,000,000.00	1,000,000.00	1,000,000.00	1.54%	0.55%	
	BNK 0.85 08 Mar 2022 91DAY TD	Unrated ST UR	1,000,000.00	1,000,000.00	1,000,000.00	1.54%	0.85%	
	BNK 0.75 16 Mar 2022 181DAY TD	Unrated ST UR	2,000,000.00	2,000,000.00	2,000,000.00	3.09%	0.75%	
	CCU 0.81 01 Mar 2022 90DAY TD	Unrated ST UR	1,000,000.00	1,000,000.00	1,000,000.00	1.54%	0.81%	
	CCU 0.81 02 Mar 2022 90DAY TD	Unrated ST UR	1,000,000.00	1,000,000.00	1,000,000.00	1.54%	0.81%	
	CACU 0.7 22 Feb 2022 90DAY TD	Unrated ST UR	1,000,000.00	1,000,000.00	1,000,000.00	1.54%	0.70%	
	JUDO 0.6 10 Feb 2022 90DAY TD	S&P ST A3	1,000,000.00	1,000,000.00	1,000,000.00	1.54%	0.60%	
	JUDO 0.7 28 Feb 2022 273DAY TD	S&P ST A3	1,000,000.00	1,000,000.00	1,000,000.00	1.54%	0.70%	
	JUDO 0.7 04 Mar 2022 270DAY TD	S&P ST A3	1,000,000.00	1,000,000.00	1,000,000.00	1.54%	0.70%	
	JUDO 0.7 11 Mar 2022 273DAY TD	S&P ST A3	1,000,000.00	1,000,000.00	1,000,000.00	1.54%	0.70%	
	JUDO 0.99 14 Apr 2022 365DAY TD	S&P ST A3	1,000,000.00	1,000,000.00	1,000,000.00	1.54%	0.99%	
	JUDO 0.86 27 Apr 2022 180DAY TD	S&P ST A3	1,000,000.00	1,000,000.00	1,000,000.00	1.54%	0.86%	
	JUDO 0.8 01 Sep 2022 365DAY TD	S&P ST A3	1,000,000.00	1,000,000.00	1,000,000.00	1.54%	0.80%	
	ME Bank 0.5 12 Jan 2022 210DAY TD	Moodys ST P-2	1,000,000.00	1,000,000.00	1,000,000.00	1.54%	0.50%	
	ME Bank 0.5 12 Jan 2022 210DAY TD	Moodys ST P-2	1,000,000.00	1,000,000.00	1,000,000.00	1.54%	0.50%	
			25,000,000.00	25,000,000.00	25,000,000.00	38.60%		0.30%
Portfolio Total			62,964,669.71	62,964,669.71	64,762,452.45	100.00%		3.24%



2. Portfolio Valuation By Categories As At 31 December 2021

Security Type	Market Value	% Total Value
Fixed Rate Bond	2,000,000.00	3.09%
At Call Deposit	17,209,250.36	26.57%
Term Deposit	25,000,000.00	38.60%
Floating Rate Note	4,750,390.00	7.34%
Unit Trust	15,802,812.09	24.40%
Portfolio Total	64,762,452.45	100.00%

Market Value by Security Type



2. Portfolio Valuation By Categories As At 31 December 2021

Issuer	Market Value	% Total Value
AMP Bank Ltd	7,000,000.00	10.81%
Auswide Bank Limited	4,250,000.00	6.56%
Bank of Sydney Ltd	1,000,000.00	1.54%
BNK Banking Corporation Ltd t/as Goldfields Money	3,000,000.00	4.63%
Coastline Credit Union Ltd	2,000,000.00	3.09%
Commonwealth Bank of Australia Ltd	7,205,827.62	11.13%
Illawarra Credit Union Ltd	1,000,000.00	1.54%
Judo Bank	7,000,000.00	10.81%
Macquarie Bank	11,003,787.29	16.99%
Members Equity Bank Ltd	2,000,000.00	3.09%
MyState Bank Ltd	1,500,000.00	2.32%
National Australia Bank Ltd	25.45	0.00%
Northern Territory Treasury Corporation	2,000,000.00	3.09%
NSW Treasury Corporation	15,802,812.09	24.40%
Portfolio Total	64,762,452.45	100.00%

Market Value by Issuer





3. Investment Revenue Received For 1 December 2021 to 31 December 2021

Security ISIN	Security	Issuer	Settlement Date	Face Value (Basis of Interest Calculation)	Consideration	
					Notional	Income Type
	SYD 0.5 01 Dec 2021 90DAY TD	Bank of Sydney Ltd	1 Dec 2021	1,000,000.00	1,232.88	Security Coupon Interest
	SYD 0.5 02 Dec 2021 90DAY TD	Bank of Sydney Ltd	2 Dec 2021	1,000,000.00	1,232.88	Security Coupon Interest
	AMP 0.95 07 Dec 2021 365DAY TD	AMP Bank Ltd	7 Dec 2021	1,000,000.00	7,500.00	Security Coupon Interest
AU3FN0057709	MACQ 0.48 09 Dec 2025 FRN	Macquarie Bank	9 Dec 2021	1,000,000.00	1,222.64	Security Coupon Interest
	GB 0.6 13 Dec 2021 367DAY TD	Greater Bank Ltd	13 Dec 2021	1,000,000.00	6,013.17	Security Coupon Interest
	NTTC 1.1 15 Dec 2025 - Issued 10 September 2021 - Richmond Council Fixed	Northern Territory Treasury Corporation	15 Dec 2021	2,000,000.00	5,786.30	Security Coupon Interest
AU3FN0061024	MYS 0.65 16 Jun 2025 FRN	MyState Bank Ltd	16 Dec 2021	1,500,000.00	2,478.32	Security Coupon Interest
AU3FN0059317	Auswide 0.6 22 Mar 2024 FRN	Auswide Bank Limited	22 Dec 2021	1,500,000.00	2,303.30	Security Coupon Interest
	Other		31 Dec 2021		1,058.74	Bank Interest
	Other		31 Dec 2021		3,397.29	Bank Interest
					32,225.52	
	Medium Term Growth Fund	NSW Treasury Corporation			101,951.06	Fair Value Gain/(Loss)
	Long Term Growth Fund	NSW Treasury Corporation			39,274.57	Fair Value Gain/(Loss)
					141,225.63	
	TOTAL				173,451.15	



4. Comparison of Investment Revenue Earned to Original Budget and Investment Portfolio by Month 2021 - 2022 YTD





5. Environmentally Sustainable Investment Performance Report for the Period Ending 31 December 2021 Relative To 30 November 2021

Portfolio Summary by Fossil Fuel Lending ADIs

ADI Lending Status	% Total	Current Period	% Total Prior Period	
Fossil Fuel Lending ADIs				
AMP Bank Ltd	10.8%	7,000,000.00	10.9%	7,000,000.00
Commonwealth Bank of Australia Ltd	11.1%	7,305,827.62	10.8%	6,976,125.65
Macquarie Bank	17.0%	11,003,787.29	17.1%	11,003,287.70
National Australia Bank Ltd	0.0%	25.45	0.0%	20.00
	38.9%	25,209,640.36	38.8%	24,979,433.35
Non Fossil Fuel Lending ADIs				
Auswide Bank Limited	6.6%	4,250,000.00	6.6%	4,250,000.00
Bank of Sydney Ltd	1.5%	1,000,000.00	4.7%	3,000,000.00
BANKING CORPORATION Ltd via Goldfields Money	4.6%	3,000,000.00	3.1%	2,000,000.00
Coastline Credit Union Ltd	3.1%	2,000,000.00	0.0%	0.00
Greater Bank Ltd	0.0%	0.00	1.6%	1,000,000.00
Ilwarrup Credit Union Ltd	1.5%	1,000,000.00	1.6%	1,000,000.00
Judo Bank	10.8%	7,000,000.00	10.9%	7,000,000.00
Members Equity Bank Ltd	3.1%	2,000,000.00	3.1%	2,000,000.00
MyState Bank Ltd	2.3%	1,500,000.00	2.3%	1,500,000.00
Northern Territory Treasury Corporation	3.1%	2,000,000.00	3.1%	2,000,000.00
NSW Treasury Corporation	24.4%	15,802,812.09	24.3%	15,661,586.47
	61.1%	39,552,812.09	61.2%	39,411,586.47
Total Portfolio		64,762,452.45		64,391,019.82

All amounts shown in the table and charts are Current Face Values.

The above percentages are relative to the portfolio total and may be affected by rounding.

A fossil fuel lending ADI appearing in the non-fossil fuel related table will indicate that the portfolio contains a "green bond" issued by that ADI.

Fossil Fuel vs Non Fossil Fuel Lending ADI



Fossil Fuel Lending ADIs (38.9%)

Non Fossil Fuel Lending ADIs (61.1%)



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Richmond Valley Council
1 December 2021 to 31 December 2021

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Concise Investment Report Pack

Richmond Valley Council

1 January 2022 to 31 January 2022



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1. Portfolio Valuation As At 31 January 2022

	Fixed Interest Security	Security Rating	ISIN	Face Value Original	Face Value Current	Market Value	% Total Value	Running Yield	Weighted Running Yield
At Call Deposit									
	CBA Business Online Saver Acct RVC At	S&P ST A1+		6,530,000.00	6,530,000.00	6,530,000.00	9.52%	0.20%	
	CBA General Fund Bk Acct RVC At Call	S&P ST A1+		646,274.56	646,274.56	646,274.56	0.94%	0.00%	
	CBA Trust Acct RVC At Call	S&P ST A1+		87,050.17	87,050.17	87,050.17	0.13%	0.00%	
	MACQ 940323454 At Call	Moodys A2		10,003,397.34	10,003,397.34	10,003,397.34	14.58%	0.35%	
	NAB Business Cheque Acct RVC At Call	S&P ST A1+		25.45	25.45	25.45	0.00%	0.00%	
				17,266,747.52	17,266,747.52	17,266,747.52	25.16%		0.07%
Floating Rate Note									
	Auswide 0.9 06 Nov 2023 FRN	Moodys Baa2	AU3FN0057352	750,000.00	750,000.00	750,000.00	1.09%	0.95%	
	Auswide 0.6 22 Mar 2024 FRN	Moodys Baa2	AU3FN0059317	1,500,000.00	1,500,000.00	1,500,000.00	2.19%	0.67%	
	MACQ 0.48 09 Dec 2025 FRN	S&P A+	AU3FN0057709	1,000,000.00	1,000,000.00	1,000,390.00	1.46%	0.54%	
	MYS 0.65 16 Jun 2025 FRN	Moodys Baa2	AU3FN0061024	1,500,000.00	1,500,000.00	1,500,000.00	2.19%	0.72%	
				4,750,000.00	4,750,000.00	4,750,390.00	6.92%		0.19%
Fixed Rate Bond									
	NTTC 1.1 15 Dec 2025 - Issued 10 September 2021 - Richmond Council Fixed	Moodys Aa3		2,000,000.00	2,000,000.00	2,000,000.00	2.91%	1.10%	
				2,000,000.00	2,000,000.00	2,000,000.00	2.91%		0.03%
Unit Trust									
	NSWTC Long Term Growth Fund UT			3,000,000.00	3,000,000.00	3,091,563.46	4.51%		-1.05%
	NSWTC Medium Term Growth Fund UT			11,005,029.35	11,005,029.35	12,511,026.30	18.23%		-2.56%
				14,005,029.35	14,005,029.35	15,602,589.76	22.74%		-3.61%



1. Portfolio Valuation As At 31 January 2022

	Fixed Interest Security	Security Rating	ISIN	Face Value Original	Face Value Current	Market Value	% Total Value	Running Yield	Weighted Running Yield
Term Deposit									
	AMP 0.95 22 Feb 2022 365DAY TD	S&P ST A2		1,000,000.00	1,000,000.00	1,000,000.00	1.46%	0.95%	
	AMP 0.7 28 Feb 2022 90DAY TD	S&P ST A2		1,000,000.00	1,000,000.00	1,000,000.00	1.46%	0.70%	
	AMP 0.7 28 Feb 2022 91DAY TD	S&P ST A2		1,000,000.00	1,000,000.00	1,000,000.00	1.46%	0.70%	
	AMP 0.95 03 Mar 2022 365DAY TD	S&P ST A2		1,000,000.00	1,000,000.00	1,000,000.00	1.46%	0.95%	
	AMP 0.85 14 Mar 2022 91DAY TD	S&P ST A2		1,000,000.00	1,000,000.00	1,000,000.00	1.46%	0.85%	
	AMP 0.65 28 Mar 2022 180DAY TD	S&P ST A2		2,000,000.00	2,000,000.00	2,000,000.00	2.91%	0.65%	
	AMP 1 11 Jul 2022 180DAY TD	S&P ST A2		2,000,000.00	2,000,000.00	2,000,000.00	2.91%	1.00%	
	Auswide 0.6 28 Feb 2022 90DAY TD	Moodys ST P-		1,000,000.00	1,000,000.00	1,000,000.00	1.46%	0.60%	
	Auswide 1.75 03 Mar 2022 730DAY TD	Moodys ST P-		1,000,000.00	1,000,000.00	1,000,000.00	1.46%	1.75%	
	SYD 0.55 02 Mar 2022 180DAY TD	Unrated ST		1,000,000.00	1,000,000.00	1,000,000.00	1.46%	0.55%	
	SYD 0.8 19 Apr 2022 92DAY TD	Unrated ST		2,000,000.00	2,000,000.00	2,000,000.00	2.91%	0.80%	
	SYD 0.8 28 Apr 2022 90DAY TD	Unrated ST		2,000,000.00	2,000,000.00	2,000,000.00	2.91%	0.80%	
	BNK 0.85 08 Mar 2022 91DAY TD	Unrated ST		1,000,000.00	1,000,000.00	1,000,000.00	1.46%	0.85%	
	BNK 0.75 16 Mar 2022 181DAY TD	Unrated ST		2,000,000.00	2,000,000.00	2,000,000.00	2.91%	0.75%	
	CCU 0.81 01 Mar 2022 90DAY TD	Unrated ST		1,000,000.00	1,000,000.00	1,000,000.00	1.46%	0.81%	
	CCU 0.81 02 Mar 2022 90DAY TD	Unrated ST		1,000,000.00	1,000,000.00	1,000,000.00	1.46%	0.81%	
	CACU 0.7 22 Feb 2022 90DAY TD	Unrated ST		1,000,000.00	1,000,000.00	1,000,000.00	1.46%	0.70%	
	JUDO 0.6 10 Feb 2022 90DAY TD	S&P ST A3		1,000,000.00	1,000,000.00	1,000,000.00	1.46%	0.60%	
	JUDO 0.7 28 Feb 2022 273DAY TD	S&P ST A3		1,000,000.00	1,000,000.00	1,000,000.00	1.46%	0.70%	
	JUDO 0.7 04 Mar 2022 270DAY TD	S&P ST A3		1,000,000.00	1,000,000.00	1,000,000.00	1.46%	0.70%	
	JUDO 0.7 11 Mar 2022 273DAY TD	S&P ST A3		1,000,000.00	1,000,000.00	1,000,000.00	1.46%	0.70%	
	JUDO 0.99 14 Apr 2022 365DAY TD	S&P ST A3		1,000,000.00	1,000,000.00	1,000,000.00	1.46%	0.99%	
	JUDO 0.86 27 Apr 2022 180DAY TD	S&P ST A3		1,000,000.00	1,000,000.00	1,000,000.00	1.46%	0.86%	
	JUDO 0.8 01 Sep 2022 365DAY TD	S&P ST A3		1,000,000.00	1,000,000.00	1,000,000.00	1.46%	0.80%	
				29,000,000.00	29,000,000.00	29,000,000.00	42.26%		0.34%
Portfolio Total				67,021,776.87	67,021,776.87	68,619,727.28	100.00%		-2.98%



2. Portfolio Valuation By Categories As At 31 January 2022

Security Type	Market Value	% Total Value
Fixed Rate Bond	2,000,000.00	2.91%
At Call Deposit	17,266,747.52	25.16%
Term Deposit	29,000,000.00	42.26%
Floating Rate Note	4,750,390.00	6.92%
Unit Trust	15,602,589.76	22.74%
Portfolio Total	68,619,727.28	100.00%

Market Value by Security Type





2. Portfolio Valuation By Categories As At 31 January 2022

Issuer	Market Value	% Total Value
AMP Bank Ltd	9,000,000.00	13.12%
Auswide Bank Limited	4,250,000.00	6.19%
Bank of Sydney Ltd	5,000,000.00	7.29%
BNK Banking Corporation Ltd t/as Goldfields Money	3,000,000.00	4.37%
Coastline Credit Union Ltd	2,000,000.00	2.91%
Commonwealth Bank of Australia Ltd	7,263,324.73	10.58%
Illawarra Credit Union Ltd	1,000,000.00	1.46%
Judo Bank	7,000,000.00	10.20%
Macquarie Bank	11,003,787.34	16.04%
MyState Bank Ltd	1,500,000.00	2.19%
National Australia Bank Ltd	25.45	0.00%
Northern Territory Treasury Corporation	2,000,000.00	2.91%
NSW Treasury Corporation	15,602,589.76	22.74%
Portfolio Total	68,619,727.28	100.00%

Market Value by Issuer





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Richmond Valley Council
1 January 2022 to 31 January 2022

3. Investment Revenue Received For 1 January 2022 to 31 January 2022

Security ISIN	Security	Issuer	Settlement Date	Face Value (Basis of Interest Calculation)	Consideration Notional	Income Type
	ME Bank 0.5 12 Jan 2022 210DAY TD	Members Equity Bank Ltd	12 Jan 2022	1,000,000.00	2,876.71	Security Coupon Interest
	ME Bank 0.5 12 Jan 2022 210DAY TD	Members Equity Bank Ltd	12 Jan 2022	1,000,000.00	2,876.71	Security Coupon Interest
	Other		31 Jan 2022		1,229.48	Bank Interest
	Other		31 Jan 2022		3,397.34	Bank Interest
					<u>10,380.24</u>	
	Medium Term Growth Fund	NSW Treasury Corporation			(142,805.09)	Fair Value Gain(Loss)
	Long Term Growth Fund	NSW Treasury Corporation			(57,417.24)	Fair Value Gain(Loss)
					<u>(200,222.33)</u>	
	TOTAL				<u><u>(189,842.09)</u></u>	



4. Comparison of Investment Revenue Earned to Original Budget and Investment Portfolio by Month 2021 - 2022 YTD





5. Environmentally Sustainable Investment Performance Report for the Period Ending 31 January 2022 Relative To 31 December 2021

Portfolio Summary by Fossil Fuel Lending ADIs

Fossil Fuel vs Non Fossil Fuel Lending ADI

ADI Lending Status	% Total	Current Period	% Total	Prior Period
Fossil Fuel Lending ADIs				
ANZ Bank Ltd	13.1%	9,000,000.00	10.8%	7,000,000.00
Commonwealth Bank of Australia Ltd	10.8%	7,265,324.73	11.1%	7,255,827.62
Macquarie Bank	18.0%	11,003,787.24	17.0%	11,003,787.29
National Australia Bank Ltd	0.0%	25.45	0.0%	25.45
	39.7%	27,267,137.52	38.9%	25,269,640.36
Non Fossil Fuel Lending ADIs				
Auswide Bank Limited	8.2%	4,280,000.00	8.8%	4,280,000.00
Bank of Sydney Ltd	7.3%	3,000,000.00	1.8%	1,000,000.00
BNK Banking Corporation Ltd (as Goldfields Money)	4.4%	3,000,000.00	4.8%	3,000,000.00
Coastline Credit Union Ltd	2.8%	2,000,000.00	3.1%	2,000,000.00
Seaview Credit Union Ltd	1.5%	1,000,000.00	1.8%	1,000,000.00
Judo Bank	10.2%	7,000,000.00	10.8%	7,000,000.00
Members Equity Bank	0.0%	0.00	3.1%	2,000,000.00
MyState Bank Ltd	2.2%	1,000,000.00	2.3%	1,000,000.00
Northern Territory Treasury Corporation	2.8%	2,000,000.00	3.1%	2,000,000.00
NSW Treasury Corporation	22.7%	15,802,589.78	24.4%	15,802,812.08
	60.3%	41,352,589.76	61.1%	39,552,812.08
Total Portfolio		68,619,727.28		64,822,452.44



■ Fossil Fuel Lending ADIs (39.7%)

■ Non Fossil Fuel Lending ADIs (60.3%)

All amounts shown in the table and charts are Current Face Values.
The above percentages are relative to the portfolio total and may be affected by rounding.
A fossil fuel lending ADI appearing in the non-fossil fuel related table will indicate that the portfolio contains a "green bond" issued by that ADI.



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BRISBANE OFFICE: LEVEL 15 CENTRAL PLAZA 1, 345 QUEEN STREET, BRISBANE QLD, 4000 T 61 7 3123 5370

Report Code: TRPMOR220015-001
Report Description: Concise Investment Report Pack
Report Period:
Trading Entity: Richmond Valley Council
Trading Book: Richmond Valley Council

Richmond Valley Council

QUARTERLY BUDGET REVIEW STATEMENT

for the quarter ended 31 December 2021



Richmond
Valley
Council

"A great community with a relaxed lifestyle, beautiful environment and vibrant economy."

**Richmond Valley Council Quarterly Budget Review Statement
for the quarter ended 31 December 2021**

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**Richmond Valley Council Quarterly Budget Review Statement
for the quarter ended 31 December 2021**

Report by Responsible Accounting Officer

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulation 2021:

It is my opinion that the Quarterly Budget Review Statement for Richmond Valley Council for the quarter ended 31 December 2021 indicates that Council's projected financial position at 30 June 2022 will be satisfactory, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

From a cash perspective, the projected overall cash result for 2021/2022 has improved to an estimated deficit as at 31 December 2021 of \$6,756,077. This is largely as a result of an extensive review of the capital works program for a number of focus areas with some projects now projected to carry over into 2022/2023 due to supply chain issues, COVID-19 delays and the availability of contractors. The unrestricted cash surplus has remained unchanged at \$288,588.

With approval of the special rate variation, Council has taken steps to reduce cash deficits whilst still being able to maintain adequate expenditure on capital projects and maintenance of existing assets. Delivery of capital budgets will continue to be monitored in future budgeting processes as this has a significant effect on the cash result.

Signed: 
Dean Fordham
Responsible Accounting Officer

Date: 10/02/2022

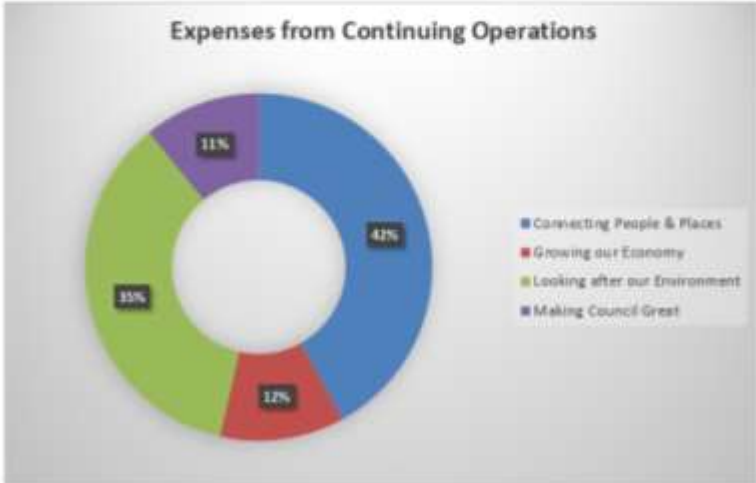
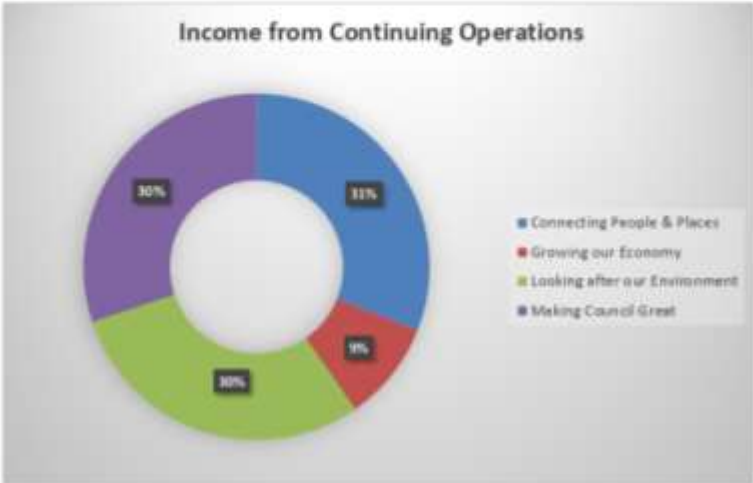
**Richmond Valley Council Quarterly Budget Review Statement
for the quarter ended 31 December 2021**

Income & Expenses Budget Review Statement

	Original Budget 2021/2022	Recommended Changes Carry-Over from 2020/21	Approved Changes Monthly Adjustments	Approved QDRS Changes Sep QDRS	Revised Budget 2021/2022	Recommended Changes for Council Resolution Dec Qtr	Projected Year End Result	Actual YTD 31 Dec 21
Summary Budget Result								
Income								
Connecting People & Places	22,156,232	1,824,590	-	2,117,666	26,098,508	1,138,711	27,237,219	9,600,560
Growing our Economy	5,540,218	16,157	-	28,500	5,584,875	2,650,000	8,234,875	3,963,032
Looking after our Environment	25,561,753	46,458	-	(15,570)	25,592,641	340,000	25,932,641	11,944,475
Making Council Great	26,485,062	-	-	7,000	26,492,062	10,000	26,502,062	19,497,484
Total Income from Continuing Operations	79,743,265	1,887,205	-	2,137,616	83,768,086	4,138,711	87,906,797	45,025,562
Expenses								
Connecting People & Places	28,234,127	922,751	-	17,683	29,174,561	931,195	30,105,756	13,344,649
Growing our Economy	6,634,533	32,150	-	149,816	6,816,499	1,489,400	8,305,899	4,040,854
Looking after our Environment	25,059,229	47,453	-	165,335	25,272,017	158,570	25,430,587	12,657,362
Making Council Great	7,767,640	-	-	55,000	7,822,640	(5,610)	7,817,030	4,333,964
Total Expenses from Continuing Operations	67,695,529	1,002,354	-	387,834	69,085,717	2,573,555	71,659,272	34,376,826
Net Operating Result from Continuing Operations	12,047,736	884,851	-	1,749,782	14,682,369	1,565,156	16,247,525	10,648,732
Net Operating Result before Capital Items	(2,229,872)	(918,847)	-	(423,843)	(3,363,892)	35,711	(3,328,171)	2,387,961
Budget Result Reconciliation:								
Add: Non-Cash Expenses								
Depreciation & Amortisation	17,673,200	-	-	-	17,673,200	-	17,673,200	7,936,900
Rehabilitation Borrowing Expenses	69,516	-	-	-	69,516	-	69,516	-
Quarry Inventory Movements	-	-	-	-	-	-	-	-
Add: Non-Operating Funds Employed								
Loan Funds Utilised	5,850,000	-	-	(1,110,000)	4,740,000	-	4,740,000	-
Deferred Debtor Repayments	1,833	-	-	-	1,833	-	1,833	-
Gross Proceeds from the Disposal of Assets	3,370,662	-	-	-	3,370,662	(152,550)	3,218,112	203,925
Less: Funds Deployed for Non-Operating Purposes								
Capital Expenditure	46,880,556	5,357,563	-	(2,898,505)	49,339,614	(3,633,146)	45,706,468	13,595,880
Loan Principal Repayments	3,047,794	-	-	-	3,047,794	(48,000)	2,999,794	1,345,439
Estimated Funding Result - Surplus/(Deficit)	(10,915,484)	(4,472,712)	-	3,536,287	(11,849,829)	5,093,752	(6,756,077)	3,848,229
Equity Movements								
Restricted Funds - Increase/(Decrease)	(11,221,993)	(4,472,712)	-	3,536,287	(12,138,418)	5,093,753	(7,044,665)	3,848,229
Working Funds - Increase/(Decrease)	306,588	-	-	(18,000)	288,588	(0)	288,588	-
Total Equity Movements	(10,915,484)	(4,472,712)	-	3,536,287	(11,849,829)	5,093,752	(6,756,077)	3,848,229

Richmond Valley Council Quarterly Budget Review Statement
for the quarter ended 31 December 2021

Income & Expenses Budget Review Statement - Summary by Priority



**Richmond Valley Council Quarterly Budget Review Statement
for the quarter ended 31 December 2021**

Income & Expenses Budget Review Statement

Income & Expenses - by Service	Original Budget 2021/2022	Recommended Changes for Council Carry-Overs from 2020/21	Approved Changes Monthly Adjustments	Approved GBRS Changes Sep GBRS	Revised Budget 2021/2022	Recommended Changes for Council Resolution Dec	Notes	Projected Year End Result	Actual YTD 31-Dec-21
Income									
Connecting People & Places									
Festivals and Events	23,289	-	-	-	23,289	10,000	1	33,289	8,507
Swimming Pools	2,200,000	-	-	-	2,200,000	20,000	2	2,220,000	1,000,000
Libraries	1,383,860	-	-	1,000	1,384,860	-		1,384,860	555,575
Emergency Management	1,449,373	242,068	-	373,668	2,065,109	(1,879)		2,063,230	1,023,097
Cemeteries	353,683	-	-	-	353,683	-		353,683	179,898
Sports Grounds, Parks and Facilities	4,735,266	231,316	-	(1,600,000)	3,366,582	76,042	3	3,442,624	1,620,461
Community Centres and Halls	589,430	-	-	30,000	589,430	12,727	6	602,157	327,985
Building and Maintaining Roads	11,451,331	1,351,206	-	3,313,018	16,115,555	1,021,821	7	17,137,376	4,885,228
Community Engagement, Consultation & Communication	-	-	-	-	-	-		-	-
Community Programs and Grants	-	-	-	-	-	-		-	-
Growing our Economy									
Economic Development	-	-	-	28,500	28,500	-		28,500	-
Tourism	319,819	16,157	-	-	335,976	1,000,000	8	1,335,976	1,013,504
Town Planning & Development Services	895,555	-	-	-	895,555	150,000	9	1,045,555	668,078
Quarries	1,394,039	-	-	-	1,394,039	-		1,394,039	958,120
Northern Rivers Livestock Exchange	2,070,420	-	-	-	2,070,420	-		2,070,420	835,446
Private Works	90,041	-	-	-	90,041	1,500,000	11	1,590,041	52,385
Real Estate Development	770,344	-	-	-	770,344	-		770,344	455,600
Looking after our Environment									
Waste Management	7,698,681	-	-	(85,151)	7,633,530	-		7,633,530	7,003,272
Stormwater Management	203,240	-	-	(443)	202,797	-		202,797	201,772
Water Supplies	7,614,119	46,458	-	73,970	7,734,547	-		7,734,547	1,817,864
Sewerage Services	9,491,612	-	-	(23,946)	9,467,666	200,000	16	9,667,666	2,531,112
Environmental Health	490,068	-	-	-	490,068	-		490,068	310,546
Environmental Management	64,033	-	-	-	64,033	140,000	18	204,033	79,910
Making Council Great									
Governance & Advocacy	425,452	-	-	-	425,452	-		425,452	25,132
Customer Service	-	-	-	-	-	-		-	-
Information Technology Services	11,536	-	-	-	11,536	-		11,536	10,609
People & Culture	21,122	-	-	25,000	46,122	10,000	20	56,122	47,414
Work, Health & Safety	-	-	-	-	-	-		-	-
Financial Services	20,671,673	-	-	(18,000)	20,653,673	-		20,653,673	16,510,693
Engineering Support & Asset Management	40,827	-	-	-	40,827	-		40,827	41,325
Fleet Management	5,314,452	-	-	-	5,314,452	-		5,314,452	2,862,321
Total Income from Continuing Operations	79,743,265	1,887,265	-	2,137,616	83,768,086	4,138,711		87,906,797	45,625,552

**Richmond Valley Council Quarterly Budget Review Statement
for the quarter ended 31 December 2021**

Income & Expenses Budget Review Statement

Income & Expenses - by Service	Original Budget 2021/2022	Recommended Changes for Council Carry-Overs from 2020/21	Approved Changes Monthly Adjustments	Approved GBRS Changes Sep GBRS	Revised Budget 2021/2022	Recommended Changes for Council Resolution Dec	Notes	Projected Year End Result	Actual YTD 31-Dec-21
Expenses									
Connecting People & Places									
Festivals and Events	281,954	2,977	-	-	284,931	10,000	1	294,931	82,706
Swimming Pools	971,012	-	-	-	971,012	-	-	971,012	432,308
Libraries	2,361,515	-	-	1,000	2,362,515	-	-	2,362,515	730,795
Emergency Management	2,426,576	244,884	-	-	2,671,460	(15,000)	4	2,656,460	1,312,858
Cemeteries	385,649	-	-	-	385,649	-	-	385,649	201,503
Sports Grounds, Parks and Facilities	3,477,231	19,207	-	-	3,496,438	2,200	-	3,498,638	1,759,753
Community Centres and Halls	851,735	-	-	-	851,735	2,900	-	854,635	465,520
Building and Maintaining Roads	17,012,739	655,683	-	16,683	17,685,105	931,095	7	18,616,200	8,267,329
Community Engagement, Consultation & Communication	187,002	-	-	-	187,002	-	-	187,002	21,943
Community Programs and Grants	278,714	-	-	-	278,714	-	-	278,714	69,934
Growing our Economy									
Economic Development	495,718	-	-	40,591	536,309	-	-	536,309	247,190
Tourism	326,733	-	-	23,000	349,733	-	-	349,733	150,647
Town Planning & Development Services	2,806,083	32,150	-	86,225	2,924,458	-	-	2,924,458	1,528,096
Quarries	418,293	-	-	-	418,293	-	-	418,293	225,635
Northern Rivers Livestock Exchange	1,994,181	-	-	-	1,994,181	(10,600)	10	1,983,581	1,021,067
Private Works	84,411	-	-	-	84,411	1,500,000	11	1,584,411	588,651
Real Estate Development	509,114	-	-	-	509,114	-	-	509,114	279,568
Looking after our Environment									
Waste Management	7,519,884	33,563	-	165,775	7,719,222	(16,650)	13	7,702,572	3,637,041
Stormwater Management	924,551	-	-	-	924,551	10,000	14	934,551	506,759
Water Supplies	6,722,393	-	-	-	6,722,393	-	-	6,722,393	3,532,707
Sewerage Services	8,238,048	-	-	-	8,238,048	-	-	8,238,048	4,126,915
Environmental Health	1,090,046	13,890	-	-	1,111,936	5,220	17	1,117,156	579,576
Environmental Management	556,307	-	-	(440)	555,867	160,000	18	715,867	274,355
Making Council Great									
Governance & Advocacy	2,685,153	-	-	-	2,685,153	-	-	2,685,153	1,467,028
Customer Service	-	-	-	-	-	-	-	-	78
Information Technology Services	179,595	-	-	-	179,595	-	-	179,595	54,058
People & Culture	-	-	-	25,000	25,000	(3,110)	-	21,890	(9)
Work, Health & Safety	-	-	-	30,000	30,000	-	-	30,000	-
Financial Services	137,570	-	-	-	137,570	-	-	137,570	55,861
Engineering Support & Asset Management	90,827	-	-	-	90,827	-	-	90,827	67,139
Fleet Management	4,674,495	-	-	-	4,674,495	(2,500)	-	4,671,995	2,689,801
Total Expenses from Continuing Operations	67,695,529	1,002,354	-	387,834	69,085,717	2,573,555		71,659,272	34,576,820
Net Operating Result from Continuing Operations	12,847,736	884,851	-	1,740,782	14,682,369	1,565,156		16,247,525	10,648,732
Net Operating Result before Capital Items	(2,220,872)	(918,667)	-	(423,943)	(3,563,482)	55,711		(3,507,771)	2,307,951

**Richmond Valley Council Quarterly Budget Review
for the quarter ended 31 December 2021**

Capital Budget Review Statement

	Original Budget 2021/2022	Recommended Changes for Council Carry-Over from 2020/21	Approved Changes Monthly Adjustments	Approved QBRs Changes Sep QBRs	Recommended Changes for Council Resolution Dec	Notes	Projected Year End Result	Actual YTD 31-Dec-21
Capital Budget								
Capital Expenditure								
<i>Connecting People & Places</i>								
Festivals and Events	-	-	-	-	-		-	-
Swimming Pools	6,085,000	1,808	-	(1,085,000)	20,000	2	5,021,808	842,555
Libraries	106,333	302,212	7,130	-	196,798	3	612,473	304,054
Emergency Management	-	238,189	-	403,668	-		641,857	530,077
Cemeteries	60,000	75,331	-	-	-		135,331	74,832
Sports Grounds, Parks and Facilities	6,962,551	528,799	-	(1,905,000)	163,842	8	5,750,192	954,582
Community Centres and Halls	1,514,578	91,758	(7,130)	3,100	109,736	6	1,712,042	530,264
Building and Maintaining Roads	10,470,527	3,298,937	-	2,789,146	(82,218)	7	16,456,392	5,890,852
Community Engagement, Consultation & Communication	-	-	-	244	-		244	244
Community Programs and Grants	-	-	-	-	-		-	-
<i>Growing our Economy</i>								
Economic Development	-	-	-	-	-		-	-
Tourism	459,330	26,725	-	(14,003)	-		472,052	17,403
Town Planning & Development Services	-	-	-	-	-		-	-
Quarries	-	-	-	-	-		-	-
Northern Rivers Livestock Exchange	70,000	-	-	-	10,600	10	80,600	54,010
Private Works	-	-	-	-	-		-	-
Real Estate Development	3,190,688	-	-	(285,000)	-		2,905,688	1,519,239
<i>Looking after our Environment</i>								
Waste Management	7,557,960	6,679	-	(2,805,960)	(1,455,000)	13	3,303,679	36,833
Stormwater Management	374,985	38,374	-	-	(310,000)	14	103,359	-
Water Supplies	2,685,804	336,960	-	196,544	(665,870)	15	2,553,458	868,363
Sewerage Services	4,188,729	198,856	-	(176,000)	(1,666,494)	16	2,545,091	990,942
Environmental Health	-	-	-	-	-		-	-
Environmental Management	-	-	-	545	-		545	545
<i>Making Council Great</i>								
Governance & Advocacy	-	-	-	1,143	429		1,572	1,572
Customer Service	10,000	-	-	(2,293)	12,681	18	20,388	21,589
Information Technology Services	-	-	-	361	-		361	361
People & Culture	-	-	-	-	-		-	418
Work, Health & Safety	-	-	-	-	-		-	-
Financial Services	-	-	-	-	-		-	-
Engineering Support & Asset Management	105,000	166,415	-	-	2,500		273,915	153,787
Fleet Management	3,039,071	46,500	-	-	29,850	21	3,115,421	800,367
Total Capital Expenditure	46,880,556	5,357,563	-	(2,896,505)	(3,633,146)		45,706,468	13,595,898

**Richmond Valley Council Quarterly Budget Review
for the quarter ended 31 December 2021**

Capital Budget Review Statement

	Original Budget 2021/2022	Recommended Changes for Council Carry-Over from 2020/21	Approved Changes Monthly Adjustments	Approved QBRs Changes Sep QBRs	Recommended Changes for Council Resolution Dec	Items	Projected Year End Result	Actual YTD 31-Dec-21
Capital Budget								
Capital Revenue								
Capital Grants and Contributions								
<i>Connecting People & Places</i>								
Festivals and Events	-	-	-	-	-		-	-
Swimming Pools	2,200,000	-	-	-	20,000	2	2,220,000	1,000,000
Libraries	45,400	-	-	-	-		45,400	20,120
Emergency Management	-	238,189	-	373,668	-		611,857	186,268
Cemeteries	-	-	-	-	-		-	-
Sports Grounds, Parks and Facilities	4,468,755	231,316	-	(1,600,000)	73,842	8	3,173,913	1,507,142
Community Centres and Halls	454,545	-	-	30,000	12,727	8	497,272	277,727
Building and Maintaining Roads	5,255,788	1,271,398	-	3,391,335	52,876	7	9,971,397	3,123,327
Community Engagement, Consultation & Communication	-	-	-	-	-		-	-
Community Programs and Grants	-	-	-	-	-		-	-
<i>Growing our Economy</i>								
Economic Development	-	-	-	-	-		-	-
Tourism	300,000	16,157	-	-	1,000,000	8	1,316,157	1,000,000
Town Planning & Development Services	198,816	-	-	-	150,000	8	348,816	326,813
Quarries	-	-	-	-	-		-	-
Northern Rivers Livestock Exchange	204,600	-	-	-	-		204,600	76,626
Private Works	-	-	-	-	-		-	-
Real Estate Development	770,344	-	-	-	-		770,344	455,589
<i>Looking after our Environment</i>								
Waste Management	120,360	-	-	(120,360)	-		-	-
Stormwater Management	-	-	-	-	-		-	-
Water Supplies	150,000	46,458	-	99,082	-		295,540	137,169
Sewerage Services	100,000	-	-	-	200,000	18	300,000	250,000
Environmental Health	-	-	-	-	-		-	-
Environmental Management	-	-	-	-	-		-	-
<i>Making Council Great</i>								
Governance & Advocacy	-	-	-	-	-		-	-
Customer Service	-	-	-	-	-		-	-
Information Technology Services	-	-	-	-	-		-	-
People & Culture	-	-	-	-	-		-	-
Work, Health & Safety	-	-	-	-	-		-	-
Financial Services	-	-	-	-	-		-	-
Engineering Support & Asset Management	-	-	-	-	-		-	-
Fleet Management	-	-	-	-	-		-	-
Total Capital Grants and Contributions	14,268,608	1,803,518	-	2,173,725	1,508,445		19,755,296	8,340,782

**Richmond Valley Council Quarterly Budget Review
for the quarter ended 31 December 2021**

Capital Budget Review Statement

	Original Budget 2021/2022	Recommended Changes for Council Carry-Over from 2020/21	Approved Changes Monthly Adjustments	Approved QBR Changes Sep QBR	Recommended Changes for Council Resolution Dec	Notes	Projected Year End Result	Actual YTD 31-Dec-21
Capital Budget								
Capital Revenue (continued)								
Loan Funds Utilised								
<i>Connecting People & Places</i>								
Sports Grounds, Parks & Facilities	-	-	-	-	-		-	-
Building and Maintaining Roads	-	-	-	-	-		-	-
<i>Looking after our Environment</i>								
Waste Management	3,350,000	-	-	(1,110,000)	-		2,240,000	-
Total Loan Funds Utilised	3,350,000	-	-	(1,110,000)	-		2,240,000	-
Deferred Debtor Repayments								
<i>Making Council Great</i>								
Financial Services	1,833	-	-	-	-		1,833	-
Total Deferred Debtor Repayments	1,833	-	-	-	-		1,833	-
Asset Sales								
<i>Connecting People & Places</i>								
Libraries	500	-	-	-	-		500	24
Building and Maintaining Roads	-	-	-	-	7,450	8	7,450	7,450
<i>Growing our Economy</i>								
Real Estate Development	2,805,000	-	-	-	(160,000)	12	2,645,000	-
<i>Looking after our Environment</i>								
Waste Management	112,000	-	-	-	-		112,000	-
Sewerage Services	-	-	-	-	-		-	-
<i>Making Council Great</i>								
Fleet Management	453,162	-	-	-	-		453,162	196,452
Total Asset Sales	3,370,662	-	-	-	(152,550)		3,218,112	203,925
Total Capital Revenue	26,991,103	1,803,518	-	1,063,725	1,356,895		25,215,241	8,544,707

**Richmond Valley Council Quarterly Budget Review Statement
for the quarter ended 31 December 2021**

**Budget Variation Explanations
Recommended changes to Revised Budget**

The following notes detail budget variations of \$5,000 or more (or if material to the overall program) from the Original Budget to the Revised Budget as at 31 December 2021, excluding monthly budget adjustments previously adopted by Council.

Notes	Details	Variation
1	Festivals and Events	
	<i>Income from Continuing Operations</i>	\$10,000
	<i>Expenses from Continuing Operations</i>	\$10,000
	Council was successful in receiving a grant towards Australia Day celebrations, increasing income and expenditure respectively.	
2	Swimming Pools	
	<i>Capital Grants and Contributions</i>	\$20,000
	<i>Capital Expenditure</i>	\$20,000
	Council was successful with grant funding of \$212,500 under the Stronger Country Communities Round 4 program towards a water play space at the Coraki Swimming Pool. \$20,000 in design costs are expected to be expended in 2021/2022, with the balance of the work to be completed in 2022/2023.	
3	Libraries	
	<i>Capital Expenditure</i>	\$196,798
	Casino Library was successful under the Public Libraries Infrastructure Grant program towards a Community Courtyard which is expected to be completed over the next 6 months. Grant funding was received in the previous financial year.	
4	Emergency Management	
	<i>Expenses from Continuing Operations</i>	(\$15,000)
	A decrease in operating expenditure due to \$15,000 being transferred to capital expenditure from the Bushfire Community Recovery and Resilience Fund Community Grants program, with the funds to be used for capital works at Coraki Hall.	
5	Sports Grounds, Parks and Facilities	
	<i>Income from Continuing Operations</i>	\$2,200
	<i>Capital Grants and Contributions</i>	\$73,842
		<u>\$76,042</u>
	An increase in operating income due to a \$2,200 contribution towards repairs at QE Park. An increase in capital grants largely as a result of \$50,000 in Stronger Country Communities Grant funding for Crawford Square play space (21/22 component) along with \$22,727 under the Community Building Partnership program for Coraki Youth Hall upgrade. An additional \$1,115 was received as a contribution from Evans Head Rotary Club towards a bench seat at Razorback Lookout.	
	<i>Capital Expenditure</i>	\$163,842
	An increase in capital expenditure largely due to \$80,000 being allocated from unspent section 94 reserves towards an upgrade of the foreshore lighting at Evans Head which came about due to the Reflections Holiday Park renovation works. The original power source came from within the park so it was determined that solar powered lights would be the most cost effective option to ensure the lighting remained along the foreshore. In addition, \$50,000 in grant funding is expected to be expended on the Crawford Square play space, along with \$22,727 for Coraki Youth Hall and \$1,115 for Razorback Lookout seat, as detailed above.	

Richmond Valley Council Quarterly Budget Review Statement
for the quarter ended 31 December 2021

Budget Variation Explanations
Recommended changes to Revised Budget

The following notes detail budget variations of \$5,000 or more (or if material to the overall program) from the Original Budget to the Revised Budget as at 31 December 2021, excluding monthly budget adjustments previously adopted by Council.

Notes	Details	Variation
6.	Community Centres and Halls	
	Capital Grants and Contributions	\$12,727
	Capital Expenditure	\$109,736
	Council was successful in receiving \$12,727 from the Community Building Partnerships program towards Rileys Hill Community Centre Shelter, increasing both capital grants and capital expenditure accordingly. Further additions to capital expenditure are \$84,509 in unexpended grants from the previous year being transferred out of reserves to the Rappville Hall project, along with a transfer of \$15,000 from the operating expenditure budget towards the kitchen upgrade at the Coraki CWA Hall and a transfer from capital to operating expenditure of \$2,900 for repairs to the fire door at the Casino Community & Cultural Centre.	
7.	Building and Maintaining Roads	
	Income from Continuing Operations	\$968,945
	Capital Grants and Contributions	\$52,876
		<u>\$1,021,821</u>
	Council was successful in receiving \$968,945 in grant funding from the NSW Environment Protection Authority (EPA) for the clean up and processing of bushfire generated green waste, increasing the operating income budget. There has also been a net increase in capital grants and contributions of \$52,876, with Council receiving funding of \$211,664 towards School Zone Infrastructure from Transport for NSW (TfNSW), along with \$250,000 (of the total \$1.039m total grant) under the Fixing Local Roads program towards Benna Road rehabilitation works and \$55,000 towards town entrance signage under the Stronger Country Communities Fund. Offsetting these increases are the removal of Willox Bridge grant funding of \$432,998 from this year's budget due to difficulties sourcing contractors for the work required meaning it is unlikely to commence prior to 30 June 2022, along with the removal of \$30,800 budgeted for Whiporie bus shelter due to a revised project scope decreasing this budget.	
	Expenses from Continuing Operations	\$931,095
	An increase in operating expenditure of \$931,095 is due to funding received towards the bushfire generated green waste clean up works as outlined above, offset by \$8,000 transferred from operating expenditure towards capital works on Budrys Flat Rd.	
	Capital Expenditure	(\$82,218)
	An overall reduction in capital expenditure of \$82,218 is detailed below:	
	Town Entrance Signs	(Grant Funded as above) \$55,000
	School Zone Infrastructure Works	(Grant Funded as above) \$211,664
	Benna Road Rehabilitation	(Grant Funded as above-remainder in 22/23) \$250,000
	Budrys Flat Road Drainage	(from operating expenditure) \$8,000
	Tatham Bridge Design	(from heavy haulage reserves) \$115,000
	Broadwater Bridge Centre Span Design	(from heavy haulage reserves) \$42,500
	Elliot's Road Bridge	(from unexpended grant reserves) \$34,206
	Willox Bridge	(btf to 22/23 as per above) (\$765,589)
	Whiporie Bus Shelter	(revised project scope as per above) (\$33,000)
		<u>(\$82,218)</u>
	Asset Sales	\$7,450
	Council identified a parcel of land that was a closed road, now surrounded by farmland and as such the land was sold resulting in an increase in asset sales of \$7,450.	

**Richmond Valley Council Quarterly Budget Review Statement
for the quarter ended 31 December 2021**

**Budget Variation Explanations
Recommended changes to Revised Budget**

The following notes detail budget variations of \$5,000 or more (or if material to the overall program) from the Original Budget to the Revised Budget as at 31 December 2021, excluding monthly budget adjustments previously adopted by Council.

Notes	Details	Variation
8	Tourism	
	Capital Grants and Contributions	\$1,000,000
	Council was successful in receiving grant funding towards phase 2 of the Northern Rivers Rail Trail of \$6.8m, with \$1,000,000 being received in December. These funds have been transferred to reserve as projected capital expenditure for 2021/2022 remains unchanged at \$445,327, being the remaining funds from phase 1 of the grant program.	
9	Town Planning & Development Services	
	Capital Grants and Contributions	\$150,000
	An increase in budgeted revenue from Section 7.11 Heavy Haulage fees based on actual revenue received year to date.	
10	Northern Rivers Livestock Exchange	
	Expenses from Continuing Operations	(\$10,600)
	Capital Expenditure	\$10,600
	A transfer from operating expenditure to capital works towards the purchase of a pump for the effluent area at NRLX.	
11	Private Works	
	Income from Continuing Operations	\$1,500,000
	Expenses from Continuing Operations	\$1,500,000
	Income and expenditure budgets have increased in line with actual works being undertaken this year as a part of the Pacific Highway upgrade and asset handover process with TfNSW.	
12	Real Estate Development	
	Asset Sales	(\$180,000)
	A net reduction in asset sales with the removal of Reynolds Road Industrial Land Sales of \$1,115,000 due to delays in the completion of construction with supply chain issues and wet weather offset by an increase in return on sales for Canning Drive Residential Land of \$937,000 for this year.	
13	Waste Management	
	Expenses from Continuing Operations	(\$16,850)
	A reduction in operating expenditure (interest) due to the decrease in proposed loan borrowings in the previous quarter for Cell Capping and Cell 6 Construction at Nammoona.	
	Capital Expenditure	(\$1,455,000)
	A decrease in capital expenditure is largely due to delays in design works for Cell 4 capping due to EPA requirements, resulting in \$800,000 being transferred to 2022/23, as well as the first stage of Cell 6 Construction required to be completed during dry weather resulting in a delay in the project commencement and \$500,000 being transferred to 2022/23. A further reduction in capital expenditure of \$45,000 due to revised plans for the Nammoona underground upgrade resulting in a simpler design along with \$10,000 being removed for the concrete walls at the Evans Head FERRIC. It is also proposed to remove \$100,000 from the POGO project this year, with the remaining \$50,000 budget to cover planning and environmental studies.	

Richmond Valley Council Quarterly Budget Review Statement
for the quarter ended 31 December 2021

Budget Variation Explanations
Recommended changes to Revised Budget

The following notes detail budget variations of \$5,000 or more (or if material to the overall program) from the Original Budget to the Revised Budget as at 31 December 2021, excluding monthly budget adjustments previously adopted by Council.

Notes	Details	Variation
14	Stormwater	
	<i>Expenses from Continuing Operations</i>	\$10,000
	<i>Capital Expenditure</i>	(\$310,000)
	An increase in operating expenditure of \$10,000 due to funding being transferred from the Casino Drainage Improvements capital budget towards the Casino Urban Drainage Study. A further reduction in capital expenditure is due to \$300,000 for the Ilawong Lane Drainage Improvements in Evans Head being transferred to 2022/23. Due to the complexity of the stormwater design and associated infrastructure that will be affected by the works, as well as the construction phasing considerations has lead to the design taking longer than anticipated. The design and an external review of the design will be completed by 30 June 2022. An external review is required to ensure that the design assumptions, principles and solution are optimal and the infrastructure will perform as intended when constructed.	
15	Water Supplies	
	<i>Capital Expenditure</i>	(\$665,870)
	A review of the water supplies capital works program has been performed and resulted in a net transfer to reserves of \$665,870, as outlined below. The major change includes a reduction of \$320,000 for the process design approvals at the Casino Water Treatment Plant due to delays with the external consultant undertaking this work. A number of other projects have been completed under budget, with savings transferred back to reserves and some projects transferred to 2022/2023 due to additional designs and work required.	
	<u>Water Mains Casino</u>	
	Colches St Nth; McDougall St South	Project completed under budget, transfer remainder to reserves (\$4,480)
	Colches St Nth; McDougall St to Wanstah	Project completed under budget, transfer remainder to reserves (\$599)
	Rayner St: Centre St to West St	Project completed under budget, transfer remainder to reserves (\$966)
	Reynolds Rd (from Rosewood Ave)	to service the new Industrial Development (transfer from new release areas) \$294,000
	Provide Water to new release areas Lower River	Transfer budget to Reynolds Rd water main (\$194,000)
	Division St; West St to Rifle Range Rd	Transfer to 22/23 - to be redesigned to reduce railway crossings (\$70,000)
	Marwick St; North St to Apsley St	Project completed, transfer additional cost from reserves \$18,405
	Shapleton Ave; Colches St to Dairy St	Project completed under budget, transfer remainder to reserves (\$14,389)
	<u>Water Mains Coraki</u>	
	Spring St; Sunny St to Union St	Project completed under budget, transfer remainder to reserves (\$21,622)
	<u>Water Mains Evans Head</u>	
	Water service separation Reflections	Project completed under budget, transfer remainder to reserves (\$48,000)
	<u>Water Treatment Plant Casino</u>	
	Emergency Source Design	Project completed, transfer additional cost from reserves \$9,231
	RWPS Slurry Pump & Control System	Project completed, transfer additional cost from reserves \$10,851
	RWPS Level & Stabilise Dosing Building	Project completed under budget, transfer remainder to reserves (\$12,533)
	Filters Investigation & Upgrades	Project completed under budget, transfer remainder to reserves (\$100,000)
	Transfer to 2022/23, linked to NSW Health Process Assessment and DRIE Funding	(\$320,000)
	Process Approvals (eg Ozone dosing WTP)	
	Renewal - PAC Slurry Dosing	Project in progress, transfer additional cost from reserves \$8,000
	Pre-settled pH probe installation	Project completed under budget, transfer remainder to reserves (\$9,342)
	Soda Ash dosing manifold & rotameter	Transfer to 2022/2023 - delayed due to process review needing completion (\$25,000)
	RWPS pump review	Transfer to 2022/2023 (\$30,000)
	Filter Turbidity Unit	Project completed under budget, transfer remainder to reserves (\$412)
	<u>Water Reservoir Casino</u>	
	Tank #3 Nth Res Directional Nozzle	Project completed, transfer additional cost from reserves \$100
	<u>Water Reservoir Evans Head</u>	
	Chlorine and pH monitor upgrade	Unplanned works, transfer from reserves \$8,886

Richmond Valley Council Quarterly Budget Review Statement
for the quarter ended 31 December 2021

Budget Variation Explanations
Recommended changes to Revised Budget

The following notes detail budget variations of \$5,000 or more (or if material to the overall program) from the Original Budget to the Revised Budget as at 31 December 2021, excluding monthly budget adjustments previously adopted by Council.

Notes	Details	Variation
	<u>Water Other</u>	
	Riley's Hill Water Network option assessment	Transfer to 22/23 to be combined in review/update of all water networks
	Meter Removal/Replacement	Additional replacements required, transfer from reserves
	Smart Metering - Mid Richmond (Broadwater)	Transfer to 22/23 project planning to proceed in conjunction with RCC
	Total Capital Works Water Supplies	(\$30,000) \$20,000 (\$44,000) (\$445,876)
16	Sewerage Services	
	Capital Grants and Contributions	\$200,000
	An increase in budgeted revenue from section 54 contributions based on actual revenue received year-to-date.	
	Capital Expenditure	(\$1,666,494)
	A review of the sewerage services capital works program has been performed which has resulted in a net reduction of \$1,666,494, as outlined below. The major changes include a reduction in the sewer relining program of \$750,000, in which Council usually has an \$800,000 budget on a two year cycle. The recent replacement of Council's CCTV camera, and assistance from an external company, is enabling more accurate condition assessments of Council's sewer mains. It is proposed to transfer \$750,000 to 2022/2023 whilst a more effective relining program is developed based on high risk mains, with the works proposed to be undertaken over the next two financial years. In addition, it is proposed to reduce the Casino Sewerage Treatment Plant desludging program by \$690,000. This is due to Council currently testing the sludge, the results of which will help determine the optimal treatment solution. It is now expected that this will involve further discussions with the EPA regarding removal and treatment options which will delay any commencement of works this financial year.	
	Junction Repairs to be allocated	Transferred towards Johnston St Works
	Relining Program to be allocated	Developing a more effective program, works to commence 2022/2023
	<u>Pump Station Casings</u>	
	PS4 Upgrade	Project completed under budget, transfer remainder to reserves
	PS8 Pump	Project completed, transfer additional cost from reserves
	SPS 9 Pump	Project completed, transfer additional cost from reserves
	PS15 Upgrade	Transfer to 2022/23 - impacted by wet weather and design of rising main
	PS8 Upgrade	Transfer to 2022/23 - impacted by wet weather and design of rising main
	Switchboard upgrades PS3	Project completed under budget, transfer remainder to reserves
	SPS408 Davit Arm Support Point	Project completed, transfer additional cost from reserves
	<u>Pump Station Broadwater</u>	
	Rising Main Air Valve Renewal	Project completed under budget, transfer remainder to reserves
	<u>Sewer Treatment Plants</u>	
	Casino - Tertiary Pond Desludging	Transfer to 2022/23
	Coraki - Automation - Switchboard and PLC	Transfer to 2022/23
	Coraki - Reuse automation	Project completed, transfer remainder to reserves
	Coraki - Inlet Works Screw Conveyor Spirals & Wear Bar	Project completed, transfer from reserves
	Evans Rd - Stage 2 Design	Project completed under budget, transfer remainder to reserves
	Rileys Hill - New Amenities Building	New project, transfer from reserves
	<u>Other</u>	
	Sew Connection - Country Lane, Casino	Project in progress, requires additional funds
	Sewer renewals various	Project in progress, transfer from reserves
	Sewer - Plant Purchases	Project in progress, transfer from reserves
	Sewer - Truck Sludge Skit Carting Truck	Project completed, transfer remainder to reserves
	Sewer - CCTV Camera	Project in progress, transfer from reserves
	Sew Main Repair - Johnston Street, Casino	Unplanned works, transfer from reserves
		(\$1,666,494)

**Richmond Valley Council Quarterly Budget Review Statement
for the quarter ended 31 December 2021**

Budget Variation Explanations

Recommended changes to Revised Budget

The following notes detail budget variations of \$5,000 or more (or if material to the overall program) from the Original Budget to the Revised Budget as at 31 December 2021, excluding monthly budget adjustments previously adopted by Council.

Notes	Details	Variation
17	Environmental Health	
	<i>Expenses from Continuing Operations</i>	\$5,220
	An increase in operating expenditure with unexpended grants from the previous year being transferred out of reserves for flying fox management.	
18	Environmental Management	
	<i>Income from Continuing Operations</i>	\$140,000
	<i>Expenses from Continuing Operations</i>	\$160,000
	An increase in income and expenditure with Council receiving grant funding for the restoration of burnt riparian areas for \$140,000, with Council also contributing \$20,000 towards the project.	
19	Customer Service	
	<i>Capital Expenditure</i>	\$12,681
	An increase in capital expenditure due to Casino Office furniture purchases and renovations of the front service area in the Casino Office Administration building.	
20	People & Culture	
	<i>Income from Continuing Operations</i>	\$10,000
	An increase in income due to long service leave being transferred from other Councils for new staff.	
21	Fleet Management	
	<i>Capital Expenditure</i>	\$29,850
	An increase in capital plant purchases due to grant funding being received under the Bushfire Generated Green Waste grant towards the purchase of a stump grinder to assist with the clean-up works.	

**Richmond Valley Council Quarterly Budget Review Statement
for the quarter ended 31 December 2021**

Cash & Investments Budget Review Statement

Comment on Cash & Investments Position

Investments

Investments have been made in accordance with Council's Investment Policy.

Fair Value of Investments as at 31 December 2021 is \$64,762,452.

Cash

As at 31 December 2021, bank statements have been reconciled up to 30 November 2021.

Richmond Valley Council Quarterly Budget Review Statement for the quarter ended 31 December 2021								
Cash & Investments Budget Review Statement								
Income & Expenses Budget Review Statement	Opening Cash and Investments 1/1/2021	Original Budget Net Transfer to/from	Recommendations Carry-Over From 2020/21	Approved Changes Monthly Adjustments	Approved Changes Sag GBRS	Recommended Changes for Council Resolution Dec	Interest Earned	Projected Cash and Investments 30/06/2022
General Fund - External Restrictions								
Unexpended Grant - Evans Head Landcare	2,020	-	-	-	-	-	-	2,020
Unexpended Grant - Roads to Recovery	294,700	-	(294,700)	-	-	-	-	-
Unexpended Grant - Industry & Investment NSW Manyweather's Weir	4,393	-	-	-	-	-	-	4,393
Unexpended Grant - Richmond Valley Floodplain Risk Management Plan	5,750	-	-	-	-	-	-	5,750
Unexpended Grant - NSW EPA Better Waste and Recycling Grant	16,123	-	(15,738)	-	-	-	-	2,388
Unexpended Grant - NSW EPA Waste Less Recycle More - Establish Coraki Transfer Station	200,000	(180,000)	-	-	180,000	-	-	200,000
Unexpended Grant - Office of Env & Heritage - Koala Survey & Habitat Mapping	3,170	-	-	-	-	-	-	3,170
Unexpended Grant - DFHCS Volunteer Grants Program Evans Head Red Hall	182	-	-	-	-	-	-	182
Unexpended Grant - Public Library Infrastructure Redesign Evans Head Library	2,816	-	-	-	-	-	-	2,816
Unexpended Grant - NSW State Library Coraki Library Redesign	4,480	-	-	-	-	-	-	4,480
Unexpended Grant - Elka Down Aboriginal Employment Funding	91,958	(5,837)	-	-	-	-	-	86,219
Unexpended Grant - LPMIA - Surf Club Grant	5,908	-	-	-	-	-	-	5,908
Unexpended Grant - NSW State Library - Expansion of Internet Equipment Access	37	-	-	-	-	-	-	37
Unexpended Grant - CPTIIS MR146 Woodburn Coraki Rd Bus Shelter	1,674	-	-	-	-	-	-	1,674
Unexpended Grant - Stronger Country Communities Fund Round 2	3,100	-	-	-	(3,100)	-	-	(0)
Unexpended Grant - Local Government Association - Flying Fox Colony QE Park	3,573	-	-	-	-	(3,573)	-	(0)
Unexpended Grant - Crown Lands - Plan of Management Implementation	1,461	-	-	-	-	-	-	1,461
Unexpended Grant - Rock Fishing Safety	1,519	-	-	-	-	-	-	1,519
Unexpended Grant - RUCRL - Art Van Gie	3,988	-	-	-	-	(3,988)	-	0
Unexpended Grant - Broadwater Net Kitchen Upgrade	283	-	-	-	-	-	-	283
Unexpended Grant - Bushfire Recovery	596,101	(451,908)	(113,868)	-	(30,000)	-	-	2,308
Unexpended Grant - Northern Rivers Rail Trail	145,327	(155,330)	-	-	14,000	1,000,000	-	1,000,000
Unexpended Grant - Waste - Ramona FOGO Compact Facility	77,888	(75,358)	-	-	(7,538)	32,888	-	32,888
Unexpended Grant - Community Building Partnerships - Farn Hill Hall Kitchen	13,521	-	(13,521)	-	-	10,861	-	(0)
Unexpended Grant - Local Roads and Community Infrastructure Program (LRCP) - Phase 2	1,118,967	(794,882)	(323,825)	-	-	-	-	(0)
Unexpended Grant - Department of Health - Casino Memorial Pool Redevelopment	535,895	(400,490)	-	-	(135,218)	-	-	(0)
Unexpended Grant - Department of Regional NSW - Casino Shapergood and Recreation Use	489,450	(500,000)	-	-	308,000	-	-	294,450
Unexpended Grant - NSW Department of Planning, Industry & Environment (DPIE) - Crown Le	918,814	(818,814)	-	-	-	-	-	0
Unexpended Grant - Department of Regional NSW - Regional Youth April Holiday Break Action	885	-	-	-	-	-	-	885
Unexpended Grant - Department of Industry (Lands and Water) - Yerrilee Community Centre	25,483	-	(23,483)	-	-	-	-	-
Unexpended Grant - Drought Funding -	90,208	-	(182,071)	-	81,869	-	-	(0)
Unexpended Grant - Flying Local Roads - Neughtons Gap	280,000	-	(280,000)	-	-	-	-	-
Unexpended Grant - Whipsaw Bus Shelter	13,300	-	(13,300)	-	-	2,300	-	2,300
Unexpended Grant - Premier's Grant - Repulse Tennis Court	24,088	-	(24,088)	-	-	-	-	0
Unexpended Grant - SCRRF - Resilience Office & Community Grants Program	241,000	-	(241,000)	-	-	-	-	-
Unexpended Grant - Planning Portal Grant	32,150	-	(32,150)	-	-	-	-	-
Unexpended Grant - North Coast Region Waste Investment Report	136,445	-	-	-	(84,333)	-	-	72,112
Unexpended Grant - Tourism Bushfire Recovery (RTSR) - Casino Scenic and Heritage Walk	80,528	-	(80,528)	-	-	-	-	-
Unexpended Grant - Casino Library Community Garden	192,830	-	-	-	-	(182,830)	-	-
Unexpended Grant - BiRebuild - Rappville Hall	84,909	-	-	-	-	(84,909)	-	0
Unexpended Grant - Flying Country Roads - Country Lane	393,485	-	-	-	(180,000)	-	-	243,485
Unexpended Grant - Flying Country Bridges	34,308	-	-	-	-	(34,308)	-	0
Unexpended Grant - NSW EPA - Bushfire Generated Green Waste	1,879	-	-	-	-	(1,879)	-	-
Unexpended Grant - DPIE - Flying Fox Colony Mandak Rd	1,647	-	-	-	-	(1,647)	-	0
Unexpended Contribution - RUCRL Mobile Library Replacement Fund	188,862	45,408	-	-	-	-	-	235,262
Unexpended Contribution - Harrigan DA 2005/188 Berra Rd	10,338	-	-	-	-	-	-	10,338
Unexpended Contribution - Stakeover WHS Incentive Works	231,552	(81,272)	-	-	(30,000)	-	-	140,280
Unexpended Contribution - Fire Fighting Infrastructure	10,000	-	-	-	-	-	-	10,000
Unexpended Contribution - Broadwater Sugar Mill DA Bridge Approaches	80,000	-	-	-	-	-	-	80,000
Unexpended Contribution - Casino Healthy Towns	2,750	-	-	-	-	-	-	2,750
Unexpended Contribution - North Coast Waste Investment Report	35,887	-	-	-	(35,887)	-	-	-
Unexpended Contribution - LEMC Technology Improvements from LCC & Kyogle Council	30,000	-	-	-	-	-	-	30,000
Unexpended Contribution - Broadwater Bridge Maintenance (LCC)	9,282	-	-	-	-	-	-	9,282
Domestic Waste Management	5,604,757	(2,542,854)	(24,507)	-	1,392,055	1,495,782	80,800	5,647,221
On-Site Sewerage Fees	201,811	-	-	-	-	-	2,300	205,211
Stormwater Management Service Charge	685,192	(171,748)	(38,374)	-	(443)	310,000	7,400	772,030
Section 7.11 - Infrastructure	38	-	-	-	-	(38)	-	(0)
Section 7.11 - Community Services	31,670	-	(1,728)	-	-	(29,944)	-	0

Richmond Valley Council Quarterly Budget Review Statement for the quarter ended 31 December 2021								
Cash & Investments Budget Review Statement								
Income & Expenses Budget Review Statement	Opening Cash and Investments 10/1/2021	Original Budget Net Transfer to/from	Recommended Changes Carry-Over From 2020/21	Approved Changes Monthly Adjustments	Approved Changes Sep GBRS	Recommended Changes for Council Resolution Dec	Interest Earned	Projected Cash and Investments 30/06/2022
Section 7.11 - Recreation & Civil Facilities	1,083	-	-	-	-	(1,083)	-	(0)
Section 7.11 - Road Network (net)	87,867	-	(25,334)	-	-	(44,194)	-	18,284
Section 7.11 - Quarry Road Contributions	75,594	5,942	-	-	-	-	800	80,308
Section 7.11 - Ex-Copmanhurst Roads	80,942	-	-	-	-	-	-	80,942
Section 7.11 - Ex-Copmanhurst Community Facilities	5,100	-	-	-	-	(5,100)	-	(0)
Section 7.11 - Ex-Copmanhurst Bushfire	9,838	-	-	-	-	(9,838)	-	(0)
Section 7.11 - Rural Development Heavy Haulage	2,500,941	(551,194)	(274,888)	-	800,000	80,000	28,400	2,300,188
Section 7.12 Development Contributions Plan	715,735	(30,000)	(49,814)	-	-	-	-	636,121
Contributors to Roadworks	77,100	-	-	-	-	-	-	77,100
Controlled Trust Funds	41,792	-	-	-	-	-	-	41,792
Bonds & Deposits (General Fund)	430,440	-	-	-	-	-	-	430,440
Total General Fund External Restrictions	17,179,582	(8,868,644)	(1,360,548)	-	1,897,160	2,479,629	88,800	12,954,791
General Fund - Internal Restrictions								
Employee Leave Entitlements	1,534,467	-	-	-	-	10,000	14,800	1,559,267
Employee Leave Entitlements - Richmond Upper Clarence Regional Library	50,287	-	-	-	-	-	800	50,887
Richmond Upper Clarence Regional Library	146,733	-	(33,603)	-	-	-	1,800	114,730
Unexpended Rates Variation	644,587	(21,000)	(584,557)	-	-	79,000	-	137,719
Financial Assistance Grant Advance Payment	2,736,486	-	-	-	-	-	30,300	2,736,486
Insurance Reserve	501,958	(587,331)	-	-	-	-	8,700	21,327
Plant Replacement	3,886,003	(866,852)	(212,915)	-	-	-	43,200	2,830,838
Rural Estate and Infrastructure	4,179,257	(350,688)	(7,800)	-	176,215	(182,560)	46,300	3,859,756
Petersons Quarry	2,580,318	(749,237)	(281,191)	-	1,195,990	-	28,300	2,652,410
Woodview Quarry	1,811,428	103,454	(575,878)	-	-	-	21,200	1,480,208
Quarry Rehabilitation	252,582	50,000	-	-	-	-	2,800	305,382
Road Rehabilitation Reserve	1,807,518	270,000	-	-	-	(187,800)	17,800	1,737,818
Northern Rivers Livestock Exchange	1,821	159,110	-	-	-	-	-	160,941
Other Waste Management	2,227,367	(58,156)	-	-	-	-	24,700	2,193,911
Other Waste Management - Plant Reserve	1,904,494	(240,000)	-	-	-	-	21,100	1,685,594
Rural Road Safety Program	91,830	-	-	-	-	-	-	91,830
RMS State Roads Maintenance Contract	5,772	-	-	-	-	-	100	5,872
Purple Cemeteries Perpetual Maintenance Reserve	180,588	(87,188)	(27,531)	-	-	-	1,800	75,889
Carry Over Works	378,380	-	(378,950)	-	187,500	332,400	-	520,100
Total General Fund Internal Restrictions	24,562,390	(2,389,914)	(2,962,722)	-	1,559,705	81,308	259,300	21,956,418
Total General Fund Restrictions	41,881,972	(9,198,558)	(4,023,270)	-	3,504,867	2,561,388	358,800	34,945,119
Sewerage Fund								
External Restrictions								
Section 54 Contributions	4,237,084	20,800	-	-	-	200,000	79,200	4,537,084
Infrastructure Replacement	7,974,108	(2,260,457)	(188,800)	-	152,054	1,886,494	146,100	7,452,440
Total Sewerage Fund Restrictions	12,211,192	(2,269,657)	(188,800)	-	152,054	1,886,494	228,300	11,989,524
Water Fund								
External Restrictions								
Section 54 Contributions	2,152,879	141,000	-	-	-	-	9,000	2,302,879
Infrastructure Replacement	5,330,568	(521,478)	(250,588)	-	(152,574)	689,870	22,300	5,162,811
Total Water Fund Restrictions	7,551,934	(380,478)	(250,588)	-	(152,574)	689,870	31,300	7,485,689
Total Restrictions (All Funds)	61,644,997	(11,849,593)	(4,472,712)	-	3,504,287	5,093,753	618,800	54,436,333

**Richmond Valley Council Quarterly Budget Review Statement
for the quarter ended 31 December 2021**

Key Performance Indicators Budget Review Statement

	Current Projection			
	General Fund	Water Fund	Sewerage Fund	Total
The Council monitors the following Key Performance Indicators:				
1. Operating Performance Ratio	-11.83%	6.68%	11.35%	-5.67%
Total Continuing Operating Revenue ⁽¹⁾				
(excl. Capital Grants & Contributions) - Operating Expenses	(5,999,946)	485,510	1,041,847	(3,482,491)
Total Continuing Operating Revenue ⁽¹⁾	45,242,290	6,968,988	9,179,470	61,390,748
(excl. Capital Grants & Contributions)				
⁽¹⁾ Excludes fair value adjustments and reversal of revaluation decrements, net gain/(loss) on sale of assets and net share of interests in joint ventures.				
Prior Periods:				
Revised Budget 2021/2022 - as at 30 September 2021	-11.84%	6.68%	11.35%	-6.02%
Original Budget 2021/2022	-8.82%	7.01%	11.58%	-3.74%
2020/2021	-8.00%	6.95%	6.38%	-4.10%
2019/2020	-4.69%	3.68%	9.67%	-1.62%

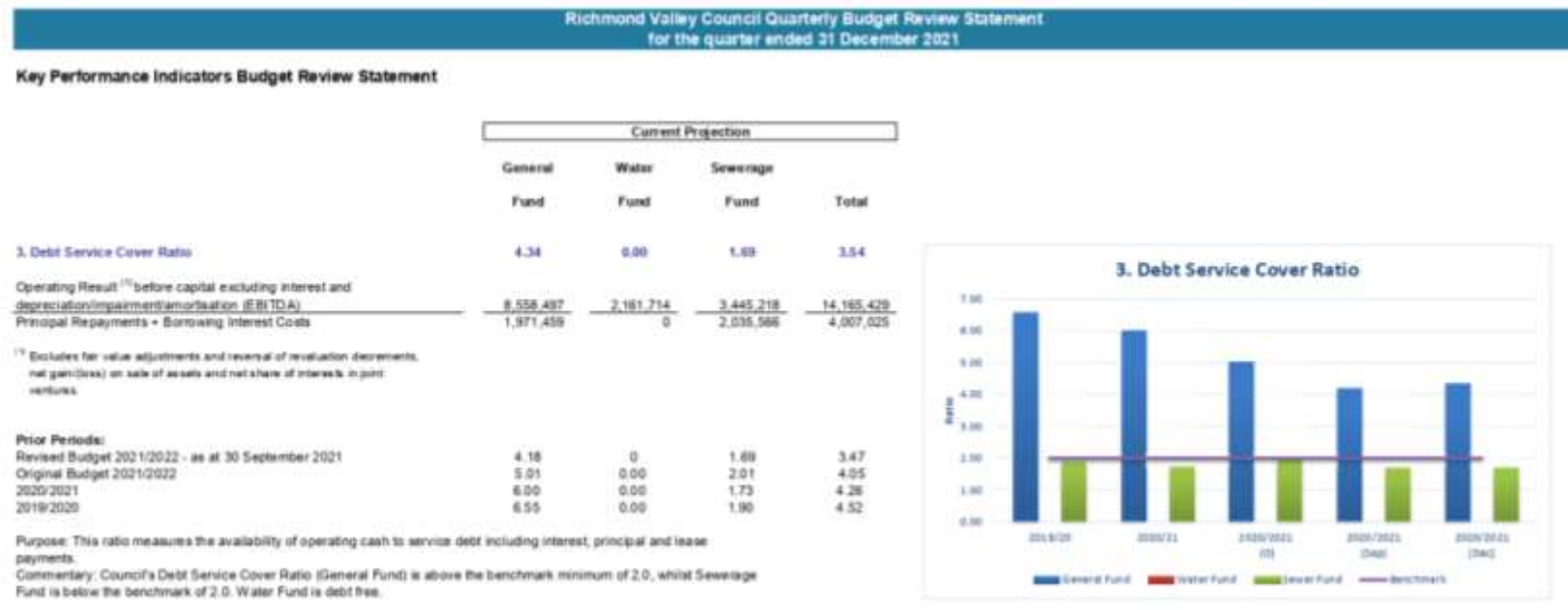
Purpose: This ratio measures Council's achievement of containing operating expenditure within operating revenue.
Commentary: Council's Operating Performance Ratio is below the benchmark of 0%. Council obtained a special rate variation over 4 years and has taken steps to address this ratio as part of the current 10 year Long Term Financial Plan.



2. Own Source Operating Revenue Ratio	71.43%	95.93%	96.83%	76.68%
Total Continuing Operating Revenue ⁽¹⁾				
(less ALL Grants & Contributions)	45,987,049	6,968,988	9,179,470	62,134,507
Total Continuing Operating Revenue ⁽¹⁾	64,376,786	7,264,528	9,479,470	81,119,784
⁽¹⁾ Excludes fair value adjustments and reversal of revaluation decrements, net gain/(loss) on sale of assets and net share of interests in joint ventures.				
Prior Periods:				
Revised Budget 2021/2022 - as at 30 September 2021	71.74%	95.93%	98.92%	77.30%
Original Budget 2021/2022	72.91%	96.77%	98.07%	78.45%
2020/2021	55.00%	95.43%	94.76%	64.26%
2019/2020	55.58%	98.57%	97.42%	65.25%

Purpose: This ratio measures fiscal flexibility. It is the degree of reliance on external funding sources such as operating grants and contributions.
Commentary: Council's Own Source Operating Revenue Ratio is above the benchmark of 60% and indicates a trend towards less reliance on grants and contributions. Council obtained a special rate variation over 4 years and this will further support an improvement in this ratio.





Richmond Valley Council Quarterly Budget Review Statement
for the quarter ended 31 December 2021

Contracts & Other Expenses Budget Review Statement

Income & Expenses Budget Review Statement

Part A - Contracts Listing - contracts entered into during the quarter

Contractor	Contract detail & purpose	Contract Value (exc GST)	Start Date	Duration of Contract	Budgeted (Y/N)
MCS Civil (NSW) Pty Ltd	Flood Works Package 4 - Ainsworth Road Embankment & Culvert	788,195	06/12/21	2 Months	Y
Somerville Excavator Hire	Flood Works Package 1 - Gores Rd Culvert/Bridge	266,186	01/12/21	7 Months	Y
MCS Civil (NSW) Pty Ltd	Design & Construct unnamed bridge, Elliotts Rd Myrtle Creek	298,723	28/02/22	6 Months	Y
Somerville Excavator Hire	Flood Works Package 5 - Barragunda & Busbys Flat Rd	63,222	30/11/21	7 Months	Y

Notes:

1. Minimum reporting level is 1% of estimated income from continuing operations of Council or \$50,000 - whatever is the lesser.
2. Contracts listed are those entered into during the quarter being reported and exclude contractors on Council's Preferred Supplier list.
3. Contracts for employment are not required to be included.

Part B - Consultancy & Legal Expenses

Expense	Expenditure YTD \$	Budgeted (Y/N)
Consultancies (including Capital Expenditure)	236,244	Y
Legal Expenses (including Capital Expenditure)	49,881	Y

Definition of a consultant:

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

Comments:

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



Richmond Valley Council Integrated Planning Reporting Framework

This Progress Report reports against the Delivery Program within the NSW Government's Integrated Planning and Reporting (IPR) framework. The IPR framework aims to improve the sustainability of local communities by encouraging councils, residents and state agencies to work together to achieve the objectives set out within these long-term plans.

To focus Council's attention to achieve this, Councillors have agreed to four strategic priorities:

- Connecting People and Places
- Growing our Economy
- Looking after our Environment
- Making Council Great

The priorities are outlined in the Revised Delivery Program 2017/2022, adopted by Council 22 June 2021, and in the Richmond Valley Made 2030 Community Strategic Plan, adopted 27 June 2017.

The Delivery Program Progress Report is presented in individual tables containing the progress towards completion of all Delivery Program activities and targets. The report also provides a status report on the progress against the Community Indicators outlined in the Community Strategic Plan for each community objective within the four priority areas.

The Delivery Program Progress Report relates to the first and second quarters of the 2021/2022 financial year. The status is defined as follows, with percentages for each category shown:






	The action or milestone has been completed	15%
	The action or milestone is on schedule and is being actively managed	81%
	The action or target is not due to commence in the reporting period	1%
	The action is not progressing at this time	1%
	The action or milestone is behind schedule	2%



Connecting People and Places

PP1: Fresh and Vibrant Community

PP1.1: Support local event organisers and enhance marketing and promotion of events







Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
PP1.1.1	Draft and implement a marketing plan	Manager Community Connection	An Event Marketing Guide was put together to provide organisers with a basic foundation of event marketing and is intended as an introductory guide to help organisers put together an event marketing plan.	Completed	
PP1.1.2	Continue to deliver the objectives outlined in the Richmond Valley Events Strategy	Manager Community Connection	Council's Events and Tourism teams continue to work with event organisers in developing, coordinating and delivering key events for the Valley, as well as manage and assist community groups to deliver smaller events.	On Schedule	
PP1.1.3	Conduct workshops with community event and local organisers to improve their marketing and promotion of events	Manager Community Connection	COVID-19 restrictions prevented many events and associated workshops from being held over the past two years. RVC's Events, Tourism and Community Grants teams continue to provide support to local organisers via phone, email, newsletters and face-to-face meetings.	On Schedule	
PP1.1.4	Increase the promotion through organisers to promote Richmond Valley events across the region and as far and wide as possible	Manager Community Connection	Local events feature on the Discover Richmond Valley website, Facebook pages and Instagram account.	On Schedule	
PP1.1.5	Maintain the RVC website as a focused information resource for events	Manager Community Connection	The corporate website is updated daily to ensure the community is kept informed of relevant information.	On Schedule	

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
PP1.1.6	Assist suitable events to gain additional support and funding where appropriate	Manager Community Connection	Council supports and encourages event organisers and not-for-profit groups to seek funding for community support services, amenities and programs. We offer the following support: Assistance with editing applications Letters of support from Council Grant writing workshops Grants Alert newsletter	On Schedule	
PP1.1.7	Ensure that Richmond Valley event practices are as accessible as possible	Manager Community Connection	Requests by the community to improve accessibility are actioned. The Discover Richmond Valley website also features an accessible tourism page, highlighting suitable access for all of our residents and visitors, whatever their individual needs.	On Schedule	
PP1.1.8	Employ a full-time Events & Tourism Officer	Manager Community Connection	Position to be reviewed.	Not Due To Commence	

PP1.2: Increase Brand Recognition





Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
PP1.2.1	Include branding as compulsory criteria to receive council support	Manager Community Connection	All event organisers are happy to display RVC-branded material, including prominently displaying our pull up banners.	On Schedule	
PP1.2.2	Maintain a collection of current and appropriate footage and photographs from the Richmond Valley, which is available to event organisers and media	Manager Community Connection	RVC's photography and video assets are added to daily.	On Schedule	

PP1.3: Provide clean, safe and accessible open spaces and recreational services to the community and visitors





Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
PP1.3.1	Implementation of recommendations included in the master plans at Woodburn Riverside, Casino Drill Hall, Casino Showgrounds subject to availability of funding	Manager Asset Planning	Works are underway at Woodburn Riverside, Casino Drill Hall and Casino Showgrounds, with the projects at various stages of construction.	On Schedule	
PP1.3.2	Establish a framework to undertake community consultation with all relevant stakeholders to develop a draft Razorback Lookout Masterplan (dependent on availability of funding)	Manager Asset Planning	Razorback Masterplan has been adopted by Council, with the project currently underway.	Completed	
PP1.3.3	Complete service standards and levels for all open spaces	Manager Infrastructure Services	The Open Spaces Coordinator has completed reviewing the service standards for open spaces and recreational areas.	Completed	
PP1.3.4	Ensure the safest possible play spaces within Richmond Valley	Coordinator Asset Management	Continued inspection and prioritisation of repairs and maintenance. Ongoing investigation for improvements in association with Coordinator Open Spaces.	On Schedule	
PP1.3.5	Completion of capital works program	Manager Asset Planning	Capital works projects programmed and being undertaken as resources become available, and seasonal weather conditions allow throughout the financial year.	On Schedule	
PP1.3.6	Develop a strategy for sports field irrigation	Manager Infrastructure Services	Opportunities to fund the upgrade of irrigation infrastructure at key high use sporting grounds continues to be pursued and applied for where there are benefits to Council, the environment and local sporting clubs.	On Schedule	

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
PP1.3.7	Develop a strategy for upgrade of town garden beds	Manager Infrastructure Services	The Coordinator Open Spaces continues to work with his team in maintaining, upgrading and rejuvenating the CBD town garden beds. This is done on a seasonal basis to ensure they look attractive for locals and visitors alike.	On Schedule	


PP1.4: Provide safe and well-maintained swimming pools

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
PP1.4.1	Develop and implement a swimming pools strategic plan	Manager Asset Planning	Strategic plan will be further developed following the completion of Stage 1 of the Casino Pool Redevelopment. Works have been identified and carried out at both Coraki Pool and Woodburn Pool following earlier investigations to make the facilities more efficient and user friendly.	Not Due To Commence	
PP1.4.2	Manage current pool contracts	Project Engineer	Regular contractor meetings are held with Richmond Valley Aquatics, with actions arising prepared following each meeting.	On Schedule	
PP1.4.3	Respond to infrastructure reporting to ensure maintenance and operation of swimming pools	Project Engineer	Reports pertaining to required pool maintenance have been actioned. During the reporting period, the 25m pool at Evans Head experienced a failure in one of its three sand filters, with repairs scheduled for mid-January (the pool remains operational). Report of a potential leak in the Woodburn Slide Pool was made, with investigation on hold until the off-season.	On Schedule	
PP1.4.4	Develop a Draft Masterplan for future development of Casino Swimming Pool Site	Manager Asset Planning	Masterplan has been completed, with work having commenced for Stage 1 of the project.	Completed	


PP1.5: Increase customer satisfaction with cemeteries in the Richmond Valley

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
PP1.5.1	Cemetery works as per capital works plan	Manager Infrastructure Services	Cemetery capital works as per the Operational Plan has been scoped and scheduled for delivery in the first half of 2022 and will be completed prior to the end of the financial year.	On Schedule	
PP1.5.2	Develop service standards for cemeteries	Manager Infrastructure Services	Based on community feedback current service standards at Council cemeteries are in-line with expectations and are subject to ongoing review in response to any concerns raised and delivered within existing budgets.	On Schedule	
PP1.5.3	Review Cemetery Strategy and deliver project plans accordingly	Manager Infrastructure Services	The Cemetery Strategy Review is ongoing. Quotes for an external review of the Cemetery Strategy are being obtained from an experienced consultant and the review will be completed by 30 June 2022.	On Schedule	
PP1.5.4	Preparation for Casino Cemetery expansion	Manager Infrastructure Services	Cemetery expansion plans are in place. The update of the Cemetery Strategy will further inform the timeframe for expansion of the cemetery. Quotes are being obtained for an external review of the Cemetery Strategy by an experienced consultant. The revised strategy will inform future expansion works.	On Schedule	

PP1.6: Provide library programs across all ages and diverse interests

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
PP1.6.1	Development of new and/or enhance existing programs to meet community needs	Manager Regional Library	Following public health restrictions that prohibited the hosting of programs, some have now been re-introduced. However, some programs are still on hold, with the Outreach program currently limited.	On Schedule	


PP1.7: Library be innovative and provide equitable community access to all library resources

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
PP1.7.1	Implement and utilise Library Management System (LMS) through upgrades	Manager Regional Library	Library Management System is continually upgraded and used to high capacity.	On Schedule	

PP1.8: Undertake the repair and maintenance of council buildings

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
PP1.8.1	Maintain current levels of availability and condition	Manager Asset Planning	Maintenance issues with buildings and facilities are considered and managed in line with available budget and resources.	On Schedule	
PP1.8.2	Development of Masterplan at Casino Civic Hall (dependent on availability of funding)	Manager Asset Planning	Masterplan for Casino Civic Hall has been completed and adopted by Council.	Completed	






PP1.9: Planning, preparedness, response and recovery to Emergency Services

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
PP1.9.1	Coordinate Council's resources and commitment to Council and regional emergency response planning and resourcing	Director Community Service Delivery	Richmond Valley Council continues to provide assistance to combat agencies and surrounding Councils, when and where possible in the event of an emergency.	On Schedule	

PP2: Getting Around**PP2.1: Improve road management practices at Richmond Valley Council**

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
PP2.1.1	Develop a Road Management Strategy which provides long-term direction and information on sustainability of road network including assessment of bridges affected by load limits	Manager Asset Planning	A work group meeting was scheduled for December 2021, with information from the Draft Asset Management Plan being utilised to develop the strategy.	On Schedule	
PP2.1.2	Review Pedestrian Access Mobility Plan (PAMP) and cycleway plan	Coordinator Asset Management	The Pedestrian Access Mobility Plan (PAMP) was adopted at the November 2020 Ordinary Meeting. The PAMP is continually referenced and reviewed to provide community satisfaction with access and mobility infrastructure projects.	Completed	

PP2.2: Striving for consistent improvement

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
PP2.2.1	Create a strategic Plan for the rehabilitation of the Woodburn Coraki Road	Coordinator Project Development and Design	Priority sections of Woodburn Coraki Road have been identified. Advanced designs have been completed and works will be carried out as funds are made available.	On Schedule	
PP2.2.2	Introduce and implement a road network condition survey	Manager Asset Planning	A road network condition survey was undertaken as part of the road revaluation process carried out in 2019.	Completed	
PP2.2.3	Deliver a targeted maintenance regime developed from the road survey	Manager Asset Planning	Information collected in the road survey is used in the development of the capital works and maintenance programs, specifically re-seals and drainage maintenance.	On Schedule	
PP2.2.4	Develop an education and awareness program including information sheets explaining road management practices	Manager Infrastructure Services	Information on Roads and Drainage continues to be regularly updated and placed in the Community Newsletters, Council website and the Council Facebook page. A dedicated roads and drainage flyer/newsletter will be published later in 2022.	On Schedule	
PP2.2.5	Completion of capital works program	Manager Infrastructure Services	The Roads and Drainage Capital Works Program is currently being revised due to the acceptance of a large project from Transport for New South Wales on the Bruxner Highway west of Casino. All projects in the revised program will be delivered by the end of the financial year.	On Schedule	

PP2.3: Create a sense of civic pride in the community

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
PP2.3.1	Plan and implement public space safety and cleaning programs (street cleaning and street lighting)	Manager Asset Planning	Safety aspects are designed and implemented in all maintenance and renewal projects undertaken by Council's Asset department.	On Schedule	
PP2.3.2	Plan and implement maintenance programs (bus shelters, carparks, cycle ways and aerodromes)	Manager Asset Planning	Maintenance programs for assets such as bus shelters and cycleways are developed as part of the budget development process. Maintenance programs are monitored through budget reporting quarterly.	On Schedule	
PP2.3.3	Advocate for expansion of public and community transport	Coordinator Asset Management	Assets staff continue to liaise with transport operators and TfNSW advocating for improved infrastructure and safety.	On Schedule	
PP2.3.4	Create attractive town entrances that create community pride and increase visitation to the Richmond Valley	Manager Infrastructure Services	All town entrances and tree plantings are being maintained to required standards and service levels in all towns and villages to provide an attractive and welcoming entrance for visitors and locals. The recent and consistent rain has resulted in some areas being difficult to access and maintain, however these are being monitored closely and works are done when the ground is dry enough not to cause damage.	On Schedule	



PP3: Working Together**PP3.1: Improve our engagement/consultation with the community**

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
PP3.1.1	Community engagement and consultation program	Manager Community Connection	A draft Community Strategic Plan Engagement Strategy is with the Executive.	On Schedule	
PP3.1.2	Conduct community surveys for relevant projects	Manager Community Connection	Surveys designed and implemented on an as-needs basis.	On Schedule	

PP3.2: Encourage and support volunteerism to contribute to the Richmond Valley Community

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
PP3.2.1	Sponsor and support national volunteer's week celebration and deliver training/ workshops to upskill volunteers	Manager Community Connection	To be discussed with other Council teams.	Not Progressing	

PP3.3: Ensure that Council is reaching all target groups for relevant community issues

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
PP3.3.1	Developing contact lists for interest groups and towns	Manager Asset Planning	Contact lists are developed and updated on an as needs basis, in line with relevant projects.	On Schedule	
PP3.3.2	Hosting and/or supporting local community events	Manager Community Connection	Following an extended period of disruption to events, Council was pleased to be able to host our Christmas events in Casino, Coraki, Woodburn and Evans Head.	On Schedule	

PP3.4: Partnering with and supporting community organisations to achieve their aims

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
PP3.4.1	Strengthening our relationships with Aboriginal communities	Manager Asset Planning	Ongoing liaison occurs with Land Councils and co-operatives on various issues.	On Schedule	
PP3.4.2	Develop and build on partnership activities with community organisations e.g. health initiatives, employment initiatives, social service initiatives, youth, education and others as identified by the community	Manager Asset Planning	Council continues to work with community groups wherever possible, in order to assist them to deliver to their members.	On Schedule	


PP3.5: Develop partnership activities that promote and improve social services and inclusion and accessibility for people with disabilities, aged, early childhood and youth, disadvantaged and multicultural sectors

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
PP3.5.1	Develop partnership activities which promote inclusion and accessibility	Manager Asset Planning	Council continues to liaise with community groups to ensure inclusion in activity and planning through the implementation of the Disability Inclusion Action Plan (DIAP).	On Schedule	
PP3.5.3	Development of Disability Inclusion Action Plan	Manager Asset Planning	The Disability Inclusion Action Plan (DIAP) will be reviewed as part of the Community Strategic Plan (CSP) development process.	On Schedule	



PP3.6: Improve our communication with the community

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
PP3.6.1	Publication and delivery of Council newsletter	Manager Community Connection	RVC's Valley Views community newsletter is distributed every four-to-five weeks throughout the year to all residents across the local government area via Australia Post.	On Schedule	
PP3.6.2	Production and distribution of online content including interactive website, video content and podcasts	Manager Community Connection	Videos designed for social media are popular with our community.	On Schedule	
PP3.6.3	Grow our online community and engage through social media	Manager Community Connection	Council's social media presence has grown substantially and now has 7.2K followers on its corporate Facebook page. Other Council-managed pages include Richmond Valley Animal Shelter (3892 followers), Discover Richmond Valley (2314), the Northern Rivers Livestock Exchange (1179), the Northern Rivers Rail Trail - Casino to Bentley (1066), and Richmond Valley Australia Day (852).	On Schedule	
PP3.6.4	Implement the "Richmond Valley Made" branding campaign	Manager Community Connection	Richmond Valley Made campaign implemented as part of the Discover Richmond Valley marketing plan.	Completed	

PP3.7: Educate and support community groups to obtain grant funding

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
PP3.7.1	Schedule Grant writing workshops - two levels, introductory and intermediate	Manager Asset Planning	An introductory workshop was held in July 2021. Options for an intermediate workshop are currently being investigated, with a view to host a workshop within the 2021/2022 financial year (pending availability).	On Schedule	



PP3.8: Maximise opportunities for community and Council to apply for grant opportunities

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
PP3.8.3	Fund a Section 356 Community Financial Assistance Program	Manager Asset Planning	Community Financial Assistance Program funding was adopted in the 2021/2022 budget, with the first round allocated at Council's November 2021 Ordinary Meeting.	On Schedule	
PP3.8.4	Facilitate a proactive Council Grant Funding application process	Manager Asset Planning	A revised grant process has been drafted and is scheduled to be presented to Council's Executive in December 2021.	On Schedule	

Growing our Economy

EC1: Driving Economic Growth

EC1.1: Review Council's existing businesses and investigate further business opportunities

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
EC1.1.1	Provide advice to Council business operations as required	Director Projects & Business Development	As a priority, Council's Coordinator Economic Development will begin to review opportunities for the Casino Showground and Rail Trail. Now that this resource is in place, there will be a renewed focus on business opportunities for Council.	On Schedule	
EC1.1.2	New technology opportunities in waste fully explored for RVC specific outcomes in either a LGA or regional context	Manager Property & Economic Projects	Regional EOI progressing and additional technology being investigated.	On Schedule	

EC1.2: Actively lobby and provide assistance for the establishment of new businesses and the expansion and/or continuing operation of existing businesses

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
EC1.2.1	Actively lobby, and provide assistance for the establishment of new businesses and the expansion and/or continuing operation of existing businesses	Manager Property & Economic Projects	Business round table for prominent businesses held in November 2021, with ongoing support continuing.	On Schedule	
EC1.2.2	Collaborate across Federal, State and Local Governments and all stakeholder groups to ensure relationships are built, maintained and effective so as to ensure we rapidly respond to both economic and job opportunities	Manager Property & Economic Projects	This action is ongoing, with engagement with departments such as Office of Regional NSW and Regional Development Australia continuing.	On Schedule	
EC1.2.3	Continue to work closely with prospective investors to capitalise on new technologies in the renewable energy and waste to energy sectors	Manager Property & Economic Projects	Leading regional EOI for establishment of regional waste facilities. Consultant engaged and project progressing.	On Schedule	

EC1.3: Align tourism, economic development and events to deliver economic outcomes for the region

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
EC1.3.1	Develop synergistic outcomes from the "Richmond Valley Tourism Plan" and "A Guide to Economic Development in the Richmond Valley"	Manager Community Connection	Many opportunities to stimulate economic growth have been identified in The Richmond Valley Destination Management Plan 2021 to 2025. These include: The Pacific Highway upgrade; the Casino to Bentley Rail section of the Northern Rivers Rail Trail; Developing and positioning the Richmond Valley as a distinct walking, cycling and mountain bike tourism destination on the North Coast; Activating nature-based tourism experiences; Encouraging and supporting private sector investors; Creating and promoting agri and cultural tourism experiences; Sustainable tourism development; Cooperation between Council and industry stakeholders to drive sustainable visitor economy growth and development.	On Schedule	
EC1.3.2	Continue to deliver the objectives outlined in the Richmond Valley Public Art Strategy	Manager Community Connection	Council's Public Art team will further develop its program through various forms of public art practice, such as: permanent and ephemeral, stand alone; and projects integrated with developments and events.	On Schedule	

EC1.4: Provide support to prospective developers regarding Council processes and requirements

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
EC1.4.1	Assist applicants of major developments to navigate Council processes via a case management approach to the lodgement and assessment of significant development applications	Manager Property & Economic Projects	This action is ongoing, with assistance provided as required.	On Schedule	


EC1.5: Increase visitors and overnight stayers in the Richmond Valley

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
EC1.5.1	Implement the Richmond Valley Tourism Development Plan	Manager Community Connection	Richmond Valley Tourism Development Plan implemented.	Completed	

EC1.6: Improved customer satisfaction with the DA process

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
EC1.6.1	Collaborate with the State Government to introduce ePlanning	Manager Development & Certification	ePlanning was launched by Council on 1 January 2021 with the mandated State Government requirements coming into force on 1 July 2021.	Completed	
EC1.6.2	Develop a Development Information Package	Manager Development & Certification	Fact Sheets have been produced by Council's Development Concierge. In addition, fact sheets are also available on the NSW Planning Portal.	On Schedule	
EC1.6.3	Open doors development project	Manager Development & Certification	This was a State Government initiative that was not pursued. This action can be removed from the next iteration of IP&R documents.	Not Progressing	
EC1.6.4	Ensure efficient planning and building application processing	Manager Development & Certification	Ongoing commitment to reducing processing times and finding efficiencies in application processing. The average processing time for a development application is 27 days, which is under Council's 30-day target.	On Schedule	

EC1.7: Provide flexible and innovative planning controls

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
EC1.7.1	Ongoing review of Development Control Policy	Manager Development & Certification	The latest Development Control Plan has been adopted by Council, with a commencement date of 1 August 2021.	Completed	
EC1.7.2	Local Environmental Plan review	Manager Development & Certification	Local Environmental Plan Health Check is ongoing with continual review of the document. Changes to the LEP are likely due to the Regional Jobs Precinct (RJP) Program. Minor amendments are scheduled to be undertaken by mid-2022 when the outcomes of the RJP are known.	On Schedule	
EC1.7.3	Process applications for Certificates under relevant legislation	Manager Development & Certification	Planning Certificates are continuously being monitored for statutory requirements and data accuracy.	On Schedule	
EC1.7.4	Deliver good urban design outcomes through heritage management	Manager Development & Certification	Site visits and pre-lodgement inspections are conducted with written advice supplied.	On Schedule	
EC1.7.5	Contributions Plan Review	Manager Development & Certification	The review of the Contributions Plan is a joint exercise between several areas of Council. Revised Asset Management Plans are being developed and when completed the information will feed into the Contributions Plan Review. The aim is to have a new Contributions Plan adopted by Council by 30 June 2022.	On Schedule	

EC1.8: Provide sustainable Urban Development Opportunities

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
EC1.8.1	Implement the Local Growth Management Plan to provide for an adequate supply of residential land	Manager Development & Certification	Consultants have been engaged to draft an Urban Growth Management Strategy. The Plan is expected to be presented to Council by mid-2022. This Plan will inform the Casino Town Plan which is part of the Regional Jobs Precinct Program.	On Schedule	
EC1.8.2	Develop growth management strategies as an input into the LEP for zoning land for the required residential, rural residential, commercial and industrial land uses whilst maintaining environmental sustainability	Manager Development & Certification	The Urban Growth Management Strategy will address the future needs of the Richmond Valley in relation to the supply of residential land and employment generating land. The strategy is scheduled to be completed by mid-2022 for consideration by Council.	On Schedule	
EC1.8.3	Prepare a Local Strategic Planning Statement (LSPS)	Manager Development & Certification	The Local Strategic Planning Statement was adopted by Council in May 2020.	Completed	

EC2: Building on our strengths**EC2.1: Operate a financially sustainable business**

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
EC2.1.1	Council will continue to provide flood blend gravel for internal works	Director Projects & Business Development	Council has leased the Woodview Quarry and no longer creates flood blend; however we purchase this from the current lessee.	Completed	
EC2.1.2	Continue with leasing of Peterson's Quarry as per agreement	Director Projects & Business Development	Lease arrangements are in place and will be reviewed. The quarry lease will be the responsibility of the Manager Commercial Services once the appointment is made in early 2022.	On Schedule	

EC2.2: The Northern Rivers Livestock Exchange returns a profit to the community

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
EC2.2.1	Stage 1 upgrade of the NRLX (upgrade of receivables and sale areas)	Director Projects & Business Development	Construction was completed in 2018.	Completed	
EC2.2.2	Stage 2 upgrade of the NRLX	Director Projects & Business Development	Construction was completed in 2020.	Completed	

EC2.3: Provide a service where appropriate to support niche community and business needs

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
EC2.3.1	Continue to provide estimates to perform private works as required and then perform works as engaged	Manager Infrastructure Services	Private works estimates continue to be provided when requested by external clients and if successful works have been delivered in accordance with the agreed scope and estimate provided. Approximately \$3M in private works are currently being undertaken for Pacific Complete on local roads associated with the Pacific Highway.	On Schedule	

EC2.4: Acquisition, management and disposal of Council land to realise commercial opportunities

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
EC2.4.1	Acquisition, management and disposal of Council Land to realise commercial opportunities	Manager Property & Economic Projects	Commercial opportunities are regularly explored and developed, for example - Canning Drive sale of land parcels are expected to settle in January 2022.	On Schedule	
EC2.4.2	Undertake review of Council's existing land holdings and develop a strategy for the acquisition and disposal of Council land for economic benefit	Manager Property & Economic Projects	Community consultation has been completed on the disposal of surplus parks with the outcome being that the matter be deferred for consideration in the development of the new CSP.	Completed	

EC2.5: Develop Council business activities around commercial, industrial and residential land development

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
EC2.5.1	Implement strategy for the acquisition and disposal of Council land for economic benefit	Manager Property & Economic Projects	Canning Drive and Reynolds Road development projects near completion, with investigations into purchase of further development sites underway.	On Schedule	
EC2.5.2	Develop and market residential land estate	Manager Property & Economic Projects	Development of residential land has progressed, with all lots in Canning Drive currently under contract, with settlement expected January 2022.	On Schedule	
EC2.5.3	Develop and market industrial land estate	Manager Property & Economic Projects	Industrial land development has progressed, with Reynolds Road on track for completion February 2022. Marketing to commence January 2022.	On Schedule	
EC2.5.4	Acquisition of development site for industrial subdivision	Manager Property & Economic Projects	Assessment of feasibility for proposed purchase being finalised.	On Schedule	
EC2.5.5	Acquisition of development site for residential subdivision	Manager Property & Economic Projects	Assessment of feasibility of proposed purchase nearing finalisation.	On Schedule	


EC2.6: Build and nurture relationships with Business Chambers and the business community at large

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
EC2.6.1	Business engagement	Manager Property & Economic Projects	This is an ongoing activity, with a business round table event held in the Richmond Valley in November 2021.	On Schedule	
EC2.6.2	Interact with local Business Chambers and work regionally with the NSW Business Chamber	Manager Property & Economic Projects	Engagement with Chambers is an ongoing activity which is being undertaken regularly. Strong relationships are in place with both local Chambers and Northern Rivers NSW Business Chamber representatives.	On Schedule	
EC2.6.3	Develop and implement an action plan for the reduction of vacant retail spaces	Manager Property & Economic Projects	This ongoing activity has been progressing in collaboration with activities being developed through the Office of Small Business Commissioner and Service NSW Easy to do Business Program.	Completed	
EC2.6.4	Maintain the database of businesses operating in the LGA and utilise this data to open communication directly with businesses	Manager Property & Economic Projects	The database of businesses is an ongoing activity which is updated and maintained on a regular basis.	On Schedule	

Looking after our Environment**EH1: Managing our Waste and Water****EH1.1: Waste and resource recovery future options**

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
EH1.1.1	Develop and implement a waste strategy including long term waste and resource recovery options which are sustainable and affordable	Director Projects & Business Development	The Waste Strategy has been completed. It will be reviewed and updated during the IP&R process.	Completed	

EH1.2: Operate waste and resource recovery as a business, including kerbside collection options for businesses

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
EH1.2.1	Review costs, resources and options for businesses and set a new fee structure	Director Projects & Business Development	Fee structure for 2021/2022 was reviewed and set during the budget review process. Resourcing and rosters are continuously reviewed and altered for efficiency purposes and new income streams are regularly investigated.	On Schedule	

EH1.3: Waste Management domestic kerbside collections

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
EH1.3.1	Review collection run frequencies and efficiencies including investigating GPS tracking systems and options	Director Projects & Business Development	Council's waste team has carried out a review of collection runs, with a view to implementation of identified efficiencies, particularly in the Broadwater and Coraki areas. New truck assets will benefit from GPS technology which will assist with training new drivers on collection routes.	On Schedule	

EH1.4: Close and cap completed waste facility cells

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
EH1.4.1	Develop and implement capping plans	Director Projects & Business Development	Bora Ridge landfill capping project successfully completed and approved by the EPA. Cell 4 capping project is in the design and planning stages.	Completed	

EH1.5: Seek and utilise grant funding to support waste infrastructure needs and new projects in line with the NSW WARR Act and Strategy

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
EH1.5.1	Research and secure Waste Less Recycle More EPA and Environmental Trust funding	Director Projects & Business Development	The Waste & Resource Recovery Team continue to look for opportunities within the Waste Less Recycle More funding and the Environmental Trust Funding throughout the financial year and projects are delivered in accordance with funding obtained.	On Schedule	







EH1.6: Deliver environmentally sustainable waste collection, disposal and recycling programs and services to the community

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
EH1.6.1	Education delivered to the community through various activities	Manager Environment, Health & Sustainability	Council's Educator Sustainability and Environment provides education and material to the community supporting sustainable and responsible management of resources through various activities such as Facebook, media and collaboration with Newaste on regional programs. Our Educator liaises closely with the waste team ensuring targeted education areas are well supported.	On Schedule	
EH1.6.2	Delivery of capital works projects	Director Projects & Business Development	Waste capital projects are on schedule as highlighted by the Cell 4 capping and Cell 6 Design and Construct projects.	On Schedule	
EH1.6.3	Delivering a waste compliance program in accordance with legislative requirements	Director Projects & Business Development	The Protection of the Environment Operations Act and other relevant regulations are regularly referenced and adhered to and considered in all waste and resource recovery decision making.	On Schedule	

EH1.7: Provide services which protect and enhance our natural and built environment

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
EH1.7.1	Operational budgets for stormwater works are set in accordance with the Revised Stormwater Management Plan and are delivered each financial year	Manager Infrastructure Services	Operational works on storm water assets are being completed in accordance with plans and budget allocations. Ardill Payne and Partners have been appointed to update the Casino Stormwater Drainage Model and provide a report on future civil works that may be able to alleviate localised flooding in Casino.	On Schedule	

EH1.8: Provide compliant, continuous and cost-effective water supplies and sewerage services

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
EH1.8.1	Continue to provide safe and secure water and sewerage networks through the implementation of Integrated Water Management Plans	Manager Infrastructure Services	The Water & Sewer team continue to provide safe and secure water and sewerage networks by performing proactive and reactive maintenance in accordance with the Operational Plan and allocated budgets.	On Schedule	
EH1.8.2	Work through network and camera surveys to develop a long term strategic works program for water and sewer assets	Water & Sewer Engineer	Continue to progress CCTV inspection of the sewage network to improve the long-term replacement program based on condition and prioritising critical assets.	On Schedule	
EH1.8.3	Energy and Carbon emission reduction program will be investigated within Water & Sewer and implemented if proven to be beneficial	Manager Infrastructure Services	Council has negotiated the acquisition of land to enable a solar system to be constructed to power the Casino Raw Water Pump Station. The land will be purchased and a Tender issued for the construction in early 2022.	On Schedule	
EH1.8.4	Review current water sewer infrastructure and develop improvement plan	Water & Sewer Engineer	Continue to review water and sewer infrastructure and develop improvement plans as required as part of the W&S Strategy Plan process.	On Schedule	
EH1.8.5	Investigate an alternative water source for water supply security to Casino in emergencies	Water & Sewer Engineer	The Jabour Weir secure yield assessment and option assessment is close to completion and will provide guidance as to preferred options to pursue, including emergency source requirements.	On Schedule	
EH1.8.6	Develop and implement strategies to improve Council's water and sewerage infrastructure as identified in the IWCM Strategy Plan	Water & Sewer Engineer	Council continues to progress actions identified in the IWCM and the RVC Water and Sewer Strategy (2018). The IWCM and W&S Strategy Plan is also currently being reviewed through a DPIE Pilot Project that strives to improve the current IWCM process.	On Schedule	

EH2: Promoting the Protection of the Environment**EH2.1: Provide services and programs which protect and enhance our natural and built environment**

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
EH2.1.1	Budgets allocated to support services and programs	Manager Environment, Health & Sustainability	A number of environmental grants and organisational commitments are underway, with the team constantly looking for funding opportunities. There are a few grant opportunities which require considerable input/resourcing which the team is considering and hopefully supported by Council as they will require commitment from Council with either in kind or cash contributions to enable the grants to proceed.	On Schedule	







EH2.2: Upgrade to the Jabiru Geneebeinga Wetlands

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
EH2.2.1	Assist with the development of Jabiru Geneebeinga Wetlands Masterplan	Manager Environment, Health & Sustainability	The Environment Health and Sustainability team are assisting with other council teams to determine what is required to ensure the organisation has a well considered masterplan for the wetlands. These wetlands are an ecologically and environmentally important asset for our community which requires long term support and protection. There are very limited funding opportunities at this time.	On Schedule	

EH2.3: Develop and use regulatory instruments to protect and manage the environment


Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
EH2.3.1	Respond to environmental incidents	Manager Environment, Health & Sustainability	Council Officers respond to environmental incidents and customer requests on a continuous basis, taking any necessary action to mitigate any harm in accordance with and as allowed by the legislation and EPA requirements. Officers attend regular meetings for many environmental activities around the region to help support the protection of our environment and to help prevent incidents now and into the future potentially impacting our air, water, noise and our soils.	On Schedule	

EH2.4: Develop programs in consultation with the community and stakeholders to minimise environmental harm through Council's own environmental practices

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
EH2.4.1	Flying Fox Management	Manager Environment, Health & Sustainability	Plantings and vegetation maintenance are continuing to take place to establish suitable habitat for the flying foxes. We are working on submitting a grant for a 9 year term to ensure the habitat is enhanced and well developed to support future flying fox colonies. A maintenance plan is proposed to be developed as part of the submission to keep the site clear of pests and invasive weeds.	On Schedule	
EH2.4.2	Conduct food shop inspections	Manager Environment, Health & Sustainability	Food premise inspections have been impacted by COVID-19 and as such inspections are programmed to resume early 2022, when businesses are fully operational again. Currently, inspections and investigations are reactive, being based on complaints and enquiries.	Behind Schedule	
EH2.4.3	Skin penetration inspections	Manager Environment, Health & Sustainability	Inspections conducted as required in accordance with relevant legislative requirements.	On Schedule	
EH2.4.4	Maintain Water Quality Inspections Schedule for public swimming pools	Manager Environment, Health & Sustainability	Council owned pools are monitored however other public pool inspections are behind schedule due to COVID-19. The majority of public pool inspections occur during summer months.	Behind Schedule	
EH2.4.5	Prompt response to general enquiries	Manager Environment, Health & Sustainability	Advice provided and inspections carried out as required. The team are prompt, professional and are customer focused when dealing with general enquiries and complaints from the public.	On Schedule	
EH2.4.6	Liquid Trade Waste Program	Manager Environment, Health & Sustainability	DPiE cancelled a number of training sessions for trade waste officer qualifications this year. Council expressed its concern in November 2021 and will continue to look for opportunities over the second half of the financial year. Due to the low number of qualified staff and conflicting workloads and priorities, the program is behind schedule. The program is a high priority to return to schedule as the discharge quality directly impacts Council's sewer infrastructure.	Behind Schedule	

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
EH2.4.7	Public health registers and response	Manager Environment, Health & Sustainability	Public Health registers are monitored and kept up to date in accordance with legislative requirements and responsibilities.	On Schedule	
EH2.4.8	Conduct OSMS audits	Manager Environment, Health & Sustainability	Although we have had COVID-19 restrictions and heavy workloads, we have managed to achieve a reasonable rate of inspections during this reporting period.	On Schedule	
EH2.4.9	Caravan Park licensing program approvals	Manager Environment, Health & Sustainability	The approvals are current however COVID-19 restrictions and staffing availability have not allowed inspections to progress at this stage. We will be looking at this early in the new year to assess the need and resourcing.	On Schedule	




EH2.5: Develop a long-term strategic plan for the Animal Shelter

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
EH2.5.1	Draft a long-term strategic plan for the animal shelter	Manager Development & Certification	The preparation of this plan has not proceeded due to lack of funding to draft the plan. Staff continue to look for funding opportunities to resource the project. In the meantime, a number of improvements to the facility are proposed to minimise dog handling and improve safety. Council will receive a further report on the proposed upgrade.	Behind Schedule	

EH2.6: Implement Council's adopted Companion Animals Management Strategy

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
EH2.6.1	Decrease in the number of dog attacks	Manager Development & Certification	Rangers continue to respond to dog attacks and take a proactive approach to education with regard to responsible pet ownership.	On Schedule	
EH2.6.2	Increase in the number of desexed animals from the previous year's statistics	Manager Development & Certification	Mail outs are undertaken periodically to companion animal owners in an attempt to increase the registration and desexing rates. In some instances, further action is required to ensure legislative requirements are being adhered to. Council's Rangers take a proactive approach by taking every opportunity to educate the community on the importance of desexing and registering companion animals.	On Schedule	
EH2.6.3	Decrease in the number of roaming animals	Manager Development & Certification	Rangers respond to calls from the public regularly. Education and advice is provided to owners when the opportunity arises. Media and social media messages are released throughout the year in relation to responsible pet ownership. Roaming animals continue to be one of the highest volumes of requests that Council receives.	On Schedule	
EH2.6.4	Increase in the number of follow ups of dangerous dogs audits	Manager Development & Certification	Annual inspections are undertaken of the enclosures of known dangerous animals.	On Schedule	
EH2.6.5	Maximise the rehousing rates in the Richmond Valley	Manager Development & Certification	Council has a very high rate of rehoming and works proactively with a number of rescue groups to achieve this rate.	On Schedule	


Making Council Great**CS1: Leading and Advocating for our Community****CS1.1: Improve decision making by engaging stakeholders and taking community input into account**

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
CS1.1.1	Encourage participation in council meetings/committee meetings	Director Organisational Services	Council meetings are advertised in community newsletters, on social media and on Council's website. Council meetings are also now live streamed on Council's Facebook page. The Mayor provides a video summary following each meeting which is posted on social media. Following relaxation of recent Public Health Orders, members of the public are again able to attend meetings in person.	On Schedule	
CS1.1.2	Develop and conduct a Councillor training program	Director Organisational Services	A councillor training program has been further developed following the December 2021 local government election. An induction session has been scheduled for 15 January 2022, with Locale Consulting to be in attendance to address Councillors with regard to Code of Conduct obligations. Council's Executive will also address key operational matters that the new Council need to be made aware of.	On Schedule	
CS1.1.3	Implementation of the Integrated Planning and Reporting Framework	Director Organisational Services	Integrated Planning and Reporting framework obligations are being met. All reports are developed and adopted by Council prior to legislated due dates.	On Schedule	

CS1.2: Facilitate Council's compliance with legal and governance requirements, including risk and insurance

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
CS1.2.1	Develop a risk management program which identifies and controls Council's Enterprise Risks	Director Organisational Services	Council adopted a new Enterprise Risk Management Framework in April 2021. This will help to guide future risk management programs and priorities. Council's Risk Register was reviewed in the second quarter of the 2020/2021 financial year, with updates to occur following Business Continuity testing in the current financial year.	On Schedule	
CS1.2.2	Place appropriate insurance in accordance with Council's insurance program	Director Organisational Services	Council awarded the tender for insurance services to CivicRisk Mutual with a commencement date of 1 July 2020. Appropriate insurance programs are in place, with renewal being finalised for the twelve-month period commencing 31 October 2021.	Completed	
CS1.2.3	Implementation of a corporate compliance program	Director Organisational Services	This is an ongoing process which is being facilitated through annual reviews of Council's Risk Register and Delegations/Policy database.	On Schedule	

CS1.3: Ensure transparency and accountability in council's operations

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
CS1.3.1	Internal audit committee meetings	Management Accountant	All meetings for this financial year have been scheduled and the August and November 2021 meetings have been held. The next meeting is scheduled for February 2022.	On Schedule	




CS1.4: Provide high level financial and business analysis advice to monitor performance

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
CS1.4.1	Monitor capital works performance	Director Projects & Business Development	Capital works performance is monitored by the Project Management Office through the PULSE system which is the required tool for project officers across Council to report on project progress.	On Schedule	
CS1.4.2	Coordination and management of major projects	Director Projects & Business Development	Large projects are being coordinated and managed by the PMO valued at approximately \$22m. Council's entire capital works program is approximately \$50m. A collaborative approach to resourcing and delivery has recently been undertaken.	On Schedule	
CS1.4.3	Identify trends in business performance and report to senior management	Director Projects & Business Development	NRLX and Waste business financial performance is monitored monthly through Cost Reports. Areas of concern are discussed by the Executive and elevated to Council as required.	On Schedule	

CS2: Great Support**CS2.1: Ensure the ongoing delivery of a quality customer service-oriented organisation**

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
CS2.1.1	Ensure that Council continues to meet the expectations of the community in delivering quality customer service	Manager Customer Experience	The customer service team have consistently exceeded the standards as set out in the Customer Service Framework and Charter reviewed against call centre reporting, customer service satisfaction survey and community feedback.	On Schedule	
CS2.1.2	Continually review and monitor the quality of customer service provision across the organisation	Manager Customer Experience	Customer service provision is monitored on a daily basis. Council's Manager Customer Experience discusses with Managers and Coordinators the service provided and ways that it can be improved to ensure that we are meeting our service levels with all departments.	On Schedule	




CS2.2: Staff have the technology and information systems required to deliver the outcomes expected by the community

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
CS2.2.1	Implement application upgrades, configuration changes, data entry screens, reports and workflow within Council's core applications	Manager Information & Technology Services	TechOne systems are patched to the current version (excluding one system). Council is in the process of reviewing a migration of TechOne systems to an environment fully hosted by the TechOne company.	On Schedule	
CS2.2.2	Utilise mobile technologies so staff can access council information and complete tasks while in the field	Manager Information & Technology Services	This quarter, Council has upgraded Apple devices used by office staff, prepared the mobility platform (mobile phone plus iPad or 2-in-1 laptop) for councillors, and launched the replacement CRM system, which puts resolution of customer requests into a mobile device. The ICT Strategy also places considerable effort on staff productivity using mobile technologies.	On Schedule	
CS2.2.3	Working documents, spreadsheets etc. are stored in an accessible document repository. Records have appropriate metadata, precis and are tagged to appropriate categories in the records management system. All email is stored in the corporate email archive.	Manager Information & Technology Services	This action was completed in the previous year. No additional actions are required this financial year.	Completed	



CS2.3: Technology in the community which promotes economic growth and community safety

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
CS2.3.1	Manage and maintain CCTV and public free Wi-Fi systems	Manager Information & Technology Services	Monitoring of CCTV system continues with issues resolved as they occur. The CCTV system is exceeding its uptime target. A current problem is CCTV is susceptible to disruption during blackouts. Next quarter will see a focus on this issue.	On Schedule	



CS2.4: Efficiency and value from IT investments

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
CS2.4.1	Systems are maintained within one version of currently released product	Manager Information & Technology Services	Core applications and servers are constantly monitored to ensure vendors currently support them. Two planned projects are moving TechOne to the cloud and upgrading Microsoft Skype for Business to Microsoft Teams will eliminate most version issues.	On Schedule	
CS2.4.2	Management of network performance	Manager Information & Technology Services	Council's network is exceeding uptime goals and is mature and stable. Current enhancements are looking to improve traffic security across our network as we move through planned equipment upgrades. A new cyber security monitoring tool automatically identifies vendor patches for network hardware to allow more timely patching of physical network hardware.	On Schedule	
CS2.4.3	Security and data protection	Manager Information & Technology Services	Data loss prevention systems are now in place. Council tracks where financial data such as bank account numbers or credit card numbers; or privacy data such as drivers licences, tax file numbers or passport numbers are sent outside the organisation. All incidents are monitored and to date no incident has been identified as an actual data loss incident. This quarter we have added monitoring of medical records leaving council. All potential data loss information is kept for future audit purposes.	On Schedule	





CS2.5: Efficient records processes

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
CS2.5.1	Efficient processing of incoming correspondence	Records & Information Coordinator	95% of all incoming letters and emails to Council are registered into ECM and allocated to appropriate staff members for action within agreed timeframes. Urgent items distributed via email in first instance as well as ECM.	On Schedule	
CS2.5.2	Records team responds to information requests within agreed service levels or statutory requirements	Records & Information Coordinator	95% of information requests are processed within agreed timeframes.	On Schedule	






CS2.6: Place-based employer of choice attracting a diverse workforce

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
CS2.6.1	Streamline recruitment and on-boarding process	Manager People & Culture	Recruitment has changed drastically since the onset of COVID. Comparable figures of total jobs advertised: 2021 - 97, 2020 - 53, 2019 - 36. This unexpected change in the recruitment industry is currently being reviewed with new service levels and processes to accommodate the massive increase in numbers going through the recruitment process.	On Schedule	
CS2.6.2	Rebrand recruitment to coincide with EVP strategies	Manager People & Culture	New Employee Value Proposition (EVP) initiatives have been submitted to Executive as part of the 2022 - 2025 Workforce Plan.	On Schedule	
CS2.6.3	Implement internal initiatives that boost morale	Manager People & Culture	End of year initiatives are currently underway.	On Schedule	






CS2.7: Develop and retain an engaged and performing workforce

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
CS2.7.1	Implement a 12-24 month leadership and culture plan	Manager People & Culture	Mid-level leaders are currently engaged in the Leading Teams program, with positive feedback having been received. Council's Emerging Leaders program finished in December with Emerging Leaders presenting their ideas and feedback to the Leadership Team.	On Schedule	
CS2.7.2	Implement a Health and Wellbeing Program	Manager People & Culture	Health and wellbeing continues to be a central focus. Programs implemented continue, with the next major event to be the staff health and wellbeing day. This is being developed with Manager Environment and Sustainability and Coordinator Parks and Gardens. The focus will be helping the individual whilst doing tasks for the community, together with doing activities that promote holistic wellbeing e.g. planting trees, eating properly, recycling and reusing.	On Schedule	
CS2.7.3	Manage strategy for YES	Manager People & Culture	The 2022 intake has been selected and the new candidates will be advised. A large Richmond Valley Careers Expo is scheduled for February 2022.	On Schedule	
CS2.7.4	Manage staff survey strategy	Manager People & Culture	Many staff have been surveyed as part of collecting data and feedback for the Workforce Plan. Information has been sent to Council's Executive and it is expected that communication responding to staff feedback will be relayed in 2022.	On Schedule	

CS2.8: Creating a contemporary workplace




Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
CS2.8.1	Review current values and behaviours	Manager People & Culture	Values and behaviours are embedded in the organisation with branded posters. Further work includes meeting with teams to discuss what the behaviours mean to them in the workplace.	Completed	
CS2.8.2	Manage the implementation of digital transformation for HR systems and process	Manager People & Culture	Onboarding is currently in final test stage. The Learning Management System and subsequent content will be the focus for 2022.	On Schedule	
CS2.8.3	Manage training plan	Manager People & Culture	The training plan has been developed and staff are six months into attending the sessions as outlined on the training plan.	On Schedule	
CS2.8.4	Manage and review policies and procedures	Manager People & Culture	Policies and procedures are regularly reviewed and updated. Current focus is reviewing recruitment in its entirety as the recruitment workload has close to tripled in the past three years as a result of COVID-19 and the changing work environment. Positive COVID in the Workplace procedures have been developed, authorised and are available to staff.	On Schedule	
CS2.8.5	Educate staff on PULSE and review process yearly	Manager People & Culture	Yearly improvement and appraisal workshops to be conducted in April.	Completed	

CS2.9: Proactive management of WHS systems to minimise safety risks

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
CS2.9.1	Continue to coordinate Council's Incident Reporting system	Manager People & Culture	Improvements are continuous and feedback is acted on swiftly. Vault updated with weekly checklists completed by workers regarding SWMS Sign Off and Plant Inductions. Training for overseers and coordinators in investigations and corrective actions. Tablets updated over the Christmas period by People & Culture for redistribution in 2022. Results continually supersede benchmarks.	On Schedule	
CS2.9.2	Annual review of Safety Management Plan	Manager People & Culture	Results for the review have been received with Council scoring 90.7% overall. Council's WHS system scored 86.8% with recommendations to include purchasing, emergency preparedness, health monitoring and an action for Managers to review. Recommendations are being reviewed. In relation to Key Priority Areas, Council scored 94.7%. This year's review results exceed Richmond Valley's results last year, all participating NSW Councils' average results and our regional Councils' (Northern Rivers) average results. The next review is scheduled for 2022. Targets were met with reductions in lost time, injury type, resulting in lower premiums and a substantial rebate from our insurer.	Completed	
CS2.9.3	Rolling audit and hazard inspection program and reporting	Manager People & Culture	Audit and inspections for the entire organisation are lodged in Vault and are actioned weekly on a rolling basis.	On Schedule	
CS2.9.4	Develop and Implement a Health Monitoring Program	Manager People & Culture	A current focus is on sun safe measures. Another current project for health monitoring is influenza and COVID booster shots planned to occur in April - May 2022.	On Schedule	
CS2.9.5	Facilitate Health and Safety Committee	Manager People & Culture	Council's People & Culture team continues to facilitate monthly HSR meetings. Feedback from the HSRs ensures Council is adhering to WHS Act requirements for ongoing consultation. Benchmark targets have again been exceeded at the time of reporting.	On Schedule	

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
CS2.9.6	Develop and implement a WHS Safety Training program	Manager People & Culture	Ongoing coaching and training has occurred with regard to utilising Vault to its full capacity. 2022 will see Emergency Management Training alongside all the required tickets and WHS compliance as per WHS standard training. APHIRM is continuing as we analyse the psychosocial effects on injury, subsequent interventions and workshops will continue in 2022. Target benchmarks have been met.	On Schedule	
CS2.9.7	Ensure Council's WHS practices are compliant with legislative requirements	Manager People & Culture	Council continues to adhere to WHS practices. No compliance breaches have been delivered.	On Schedule	

CS2.10: Provide an effective injury management program

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
CS2.10.1	Develop and implement a Return to Work program	Manager People & Culture	Council's Return to Work Program has been redesigned. Consultation with the health and safety committee has occurred. The new documentation has been approved by Council's workers compensation insurer and has subsequently been authorised by Council's Executive and the PCBU.	Completed	
CS2.10.2	Develop relationships with stakeholders to assist in managing workers compensation claims	Manager People & Culture	Relationships continue to strengthen with our insurers.	Completed	
CS2.10.3	Reporting of injury management results to council	Manager People & Culture	Council's People & Culture (P&C) team deliver weekly reports on WHS as logged by staff in Vault. Monthly reports continue and are distributed to the leadership team alongside being tabled at the HSR meetings. P&C delivers reporting to Council as requested by Executive.	On Schedule	

CS2.11: Examine all revenue and expenditure reduction opportunities that will improve Council's financial sustainability

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
CS2.11.1	Complete review of council revenue	Manager Finance & Procurement	Revenue sources and charges are reviewed whilst collating Council's Revenue Policy on an annual basis. A complete revenue review was performed in 2017/2018 and there was also an internal audit of the revenue department performed.	Completed	
CS2.11.2	Ensure council's procurement practices deliver best value for money	Manager Finance & Procurement	Council remains an active member of the Northern Rivers Joint Organisation (NRJO) Procurement Group. Council also utilises Vendor Panel procurement software, which allows for greater reach in sourcing quotations.	On Schedule	
CS2.11.3	Examine the opportunity to share regional services with other local government agencies	Manager Finance & Procurement	Council is an active member of the Northern Rivers Joint Organisation procurement group. Council also participates in joint tenders with Clarence Valley Council, Regional Procurement Australia and Local Government Procurement.	On Schedule	
CS2.11.4	Investigate different investment options to maximise Council's return on investments	Manager Finance & Procurement	Finance staff continue to investigate options in order to maximise Council's return on its investments. Current economic conditions are proving challenging with historically low interest rates, however term deposit yields are showing recent trends of a slight increase. Council's investment portfolio is diversified across cash accounts, term deposits, floating rate notes (FRNs), bonds and investments with NSW Treasury Corporation. Council utilises an online portal to compare interest rates on offer for new investments which enables returns to be maximised. Council continues to invest in accordance with the Ministerial Order and its Investment Policy.	On Schedule	

CS2.12: Ensure compliance with Accounting Standards and Local Government Legislation

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
CS2.12.1	Manage Council's finances in accordance with legislative requirements	Manager Finance & Procurement	Council's finances are managed in accordance with relevant legislation, Ministerial Orders, accounting standards and adopted policies. Council certifies the compliance of its investments each month in the Financial Analysis Report. Council's budget is prepared in accordance with relevant legislation and adopted annually, along with monthly (where required) and quarterly adjustments being reported to and adopted by Council. Council's Financial Statements are prepared in accordance with relevant legislation and accounting standards and are subject to external audit to certify their compliance. Council also complies with relevant legislation for taxation purposes including Goods and Services Tax (GST), Fringe Benefits Tax (FBT) and Payroll Tax.	On Schedule	

CS2.13: To sustainably and strategically manage Council's fleet program

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
CS2.13.1	Complete fleet procurement in accordance with the plant replacement program	Manager Finance & Procurement	Procurement of plant and vehicles has commenced in accordance with the 2021/2022 Fleet Procurement Plan and is on track after the inclusion of committed orders. Deliveries are likely to be disrupted, however, due to global shortages of components required to manufacture automotive products, plant and machinery. The allocated budget will be monitored and adjusted accordingly throughout the year as delivery timeframes become more certain.	On Schedule	

CS2.14: Maintain Strategic Asset Management focus, and provide inspection and technical information for the development of design and Capital works programs

Action Code	Action Name	Responsible Officer	Comments	Status	Traffic Lights
CS2.14.1	Development of design and capital works programs annually	Manager Asset Planning	Information regarding condition of infrastructure is currently being compiled along with maintenance records, in order to deliver a first draft of proposed Capital Works program in February 2022.	On Schedule	



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