

Richmond
Valley
Council



ATTACHMENTS

Tuesday, 20 February 2024

UNDER SEPARATE COVER

Ordinary Council Meeting

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Richmond
Valley
Council



MINUTES

**Ordinary Council Meeting
19 December 2023**

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ORDINARY COUNCIL MEETING MINUTES

19 DECEMBER 2023

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ORDINARY COUNCIL MEETING MINUTES

19 DECEMBER 2023

**MINUTES OF RICHMOND VALLEY COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS, 10 GRAHAM PLACE, CASINO
ON TUESDAY, 19 DECEMBER 2023 AT 6PM**

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 Robert Hayes, Cr Sandra Humphrys, Cr Patrick Deegan, 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 (Chief of Staff), Julie Clark (Personal Assistant to the General Manager and Mayor), Simon Breeze (IT Support Coordinator)

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

Nil

4 APOLOGIES

RESOLUTION 191223/1

Moved: Cr Stephen Morrissey

Seconded: Cr Robert Hayes

That the apology received from Cr Sam Cornish be accepted and leave of absence granted.

CARRIED

5 MAYORAL MINUTES

ORDINARY COUNCIL MEETING MINUTES

19 DECEMBER 2023

Presentation of Civic Risk Mutual Award

The General Manager presented a Risk Management Award from Council's insurer, CivicRisk Mutual, to acknowledge Richmond Valley Council's response to the 2022 floods and the work it is undertaking to improve the flood resilience of its assets and prepare for future events.

The WTW Risk Management Award is supported by \$2000 in grant funding, which will be used towards further flood resilience projects.

In presenting the Award, CivicRisk Mutual noted that *"This Award highlights exemplary commitment shown by staff to the residents of Richmond Valley during the 2022 flood event and Council's ongoing support to better prepare the community for any future flooding events"*.

The Mayor asked the General Manager to pass on Councillors' congratulations to staff for the work which was been undertaken to receive this Award.

6 CONFIRMATION OF MINUTES**6.1 MINUTES ORDINARY MEETING HELD 21 NOVEMBER 2023****RESOLUTION 191223/2**

Moved: Cr Robert Hayes
Seconded: Cr Debra McGillan

That Council confirms the Minutes of the Ordinary Meeting held on 21 November 2023.

CARRIED**6.2 MINUTES EXTRAORDINARY MEETING HELD 11 DECEMBER 2023****RESOLUTION 191223/3**

Moved: Cr Robert Hayes
Seconded: Cr Debra McGillan

That Council confirms the Minutes of the Extraordinary Meeting held on 11 December 2023.

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 ATTENDANCE REPORT 15 NOVEMBER - 12TH DECEMBER 2023****RESOLUTION 191223/4**

Moved: Cr Robert Mustow
Seconded: Cr Stephen Morrissey

That Council receives and notes the Mayoral Attendance Report for the period 15 November – 12 December 2023.

CARRIED**12 DELEGATES' REPORTS****12.1 DELEGATES' REPORT DECEMBER 2023 - LGNSW CONFERENCE****RESOLUTION 191223/5**

Moved: Cr Robert Mustow
Seconded: Cr Sandra Humphrys

That Council receives and notes the Delegates' Report – LGNSW Conference, November 2023.

CARRIED**13 MATTERS DETERMINED WITHOUT DEBATE****13.1 MATTERS TO BE DETERMINED WITHOUT DEBATE****RESOLUTION 191223/6**

Moved: Cr Patrick Deegan
Seconded: Cr Sandra Humphrys

That items 14.2, 16.1, 17.2, 17.3 be determined without debate.

CARRIED

14 GENERAL MANAGER**14.1 RICHMOND VALLEY COUNCIL - KEY DIRECTIONS 2024****EXECUTIVE SUMMARY**

The 2021-24 Council term has been one of the shortest on record for local government in NSW, and one of the most challenging for the Richmond Valley community, with the ongoing impacts of the Covid pandemic, catastrophic regional flooding and global economic unrest.

Council has been working throughout 2023 to support the community's recovery from these events and lay the foundations for a stronger future for the Richmond Valley. This report provides an outline of the key directions for Council in 2024, with a number of positive initiatives to be rolled out early in the new year.

RESOLUTION 191223/7

Moved: Cr Robert Hayes

Seconded: Cr Sandra Humphrys

That Council:

1. Notes the progress on supporting continued flood recovery and growth in the Richmond Valley in 2023, including Council's success in securing record levels of government funding for community projects;
2. Supports the continued development of its signature projects, which are scheduled for completion in 2024;
3. Continues to advocate strongly for further government investment across the whole of the Richmond Valley.

CARRIED

14.2 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. Council resolved in January 2022 to hold its meetings on the third Tuesday of the month, with no meeting in January, except by resolution. Proposed meeting dates for the remainder of the Council term are recommended in this report.

RESOLUTION 191223/8

Moved: Cr Patrick Deegan
Seconded: Cr Sandra Humphrys

That Council confirms that its ordinary meetings for the 2024 calendar year will be held on the following dates, with the meetings commencing at 6.00 pm:

- 20 February
- 19 March
- 16 April
- 21 May
- 25 June (Budget Meeting)
- 16 July
- 20 August

CARRIED

14.3 RICHMOND VALLEY COUNCIL - DISABILITY INCLUSION ACTION PLAN 2023-25**EXECUTIVE SUMMARY**

Council has been working with key stakeholders over the past few months to remake its Disability Inclusion Action Plan, in accordance with legislative requirements. The draft Plan was presented to Council's November Ordinary meeting and endorsed for public exhibition.

The Plan includes 25 proposed actions, across four key areas, to help improve awareness, open more employment opportunities at Council and support local people living with disability to participate more fully in community life.

The draft plan was exhibited for 21 days, with two community submissions being received. Both submissions provided valuable suggestions on how Council might apply the key recommendations of the Plan to its ongoing operations. This feedback will help to inform future planning for programs and projects, including the design or modification of Council facilities.

RESOLUTION 191223/9

Moved: Cr Robert Mustow
Seconded: Cr Stephen Morrissey

That Council adopts the Richmond Valley Council Disability Inclusion Action Plan 2023-25 as presented, noting the results of the public exhibition period and the community feedback received.

CARRIED

15 COMMUNITY SERVICE DELIVERY**15.1 NORTHERN REGIONAL PLANNING PANEL - COUNCIL APPOINTED DELEGATES****EXECUTIVE SUMMARY**

The NSW Department of Planning and Environment's *Sydney and Regional Planning Panel Operational Procedures* require Council to appoint two members to appear on behalf of Council at Northern Regional Planning Panel (NRPP) hearings. At least one member must have expertise in one or more of the following areas: Planning, architecture, heritage, the environment, urban design, land economics, traffic and transport, law, engineering, or tourism.

Council previously resolved to nominate Councillor Hayes as one of Council's representatives, with Councillor Cornish as his alternate. These nominations are valid for up to three years which would serve for the remainder of this term of Council.

Council also established a reciprocal arrangement with Lismore City Council (LCC) for the second NRPP appointment. A Lismore City Council representative was appointed to represent RVC, however this person has now taken up other employment and LCC has nominated a replacement representative, and an alternate, for Council's consideration.

RESOLUTION 191223/10

Moved: Cr Stephen Morrissey

Seconded: Cr Sandra Humphrys

That Council:

1. Reaffirms the appointment of Councillor Hayes as one of Council's delegates on the Northern Regional Planning Panel, along with Councillor Cornish as his alternate; and
2. Appoints Mr Eber Butron as Council's second delegate to the Panel, along with Mr Brendan Logan as his alternate.

CARRIED

16 PROJECTS & BUSINESS DEVELOPMENT**16.1 COUNTRY LANE LAND ACQUISITION FOR PUBLIC ROAD WIDENING****EXECUTIVE SUMMARY**

Council is planning road upgrades within Foy Street, Country Lane, and Kent Street in Casino to improve road access and drainage to support a safer road network. It is proposed to acquire 3 metres of land fronting property numbers 2-10 Country Lane to widen the road, supporting a 6m wide carriageway and the relocation of water pipeline infrastructure into the road reserve.

Preliminary onsite consultation has been undertaken with the affected properties, and the owners have indicated that they are willing to enter into an agreement with Council regarding the land acquisition and are supportive of the road improvements adjoining their property.

RESOLUTION 191223/11

Moved: Cr Patrick Deegan

Seconded: Cr Sandra Humphrys

That Council:

1. Negotiates by agreement with the affected property owners to acquire a 3-metre-wide frontage of 2-10 Country Lane (Lot 16,17,18,19, 20 Deposited Plan 1170);
2. Dedicates the required land as public road in accordance with the *Roads Act 1993*;
3. Authorises the General Manager to negotiate the terms of the acquisition, signing of contracts and other documents, and affixing the Council seal as necessary.

CARRIED

17 ORGANISATIONAL SERVICES**17.1 SECTION 7.11, 7.12 AND SECTION 64 DEVELOPMENT CONTRIBUTIONS AND EXPENDITURE UPDATE****EXECUTIVE SUMMARY**

Council receives contributions, raises levies and enters into planning agreements on development works that are subject to a development consent issued by Council. This report provides an update on developer contributions income and expenditure for the year ended 30 June 2023.

Council collected a total of \$2,092,487 in developer contributions during the 2022/2023 financial year and expended \$993,683. Unexpended developer contributions held in cash reserves totalled \$12,281,126 as at 30 June 2023.

Details of the different types of contributions are provided in the report.

RESOLUTION 191223/12

Moved: Cr Robert Hayes
Seconded: Cr Debra McGillan

That Council receives and notes the update on Section 7.11, Section 7.12 and Section 64 developer contributions for the 2022/2023 financial year.

CARRIED**17.2 REVIEW OF COUNCIL'S INVESTMENTS POLICY****EXECUTIVE SUMMARY**

Council reviews its Investments Policy on an annual basis to ensure it remains appropriate in changing economic, investment and legislative environments. Following a major review in 2020 and some refinements to the policy last year, it is recommended that no further changes be made to the policy, as there have been no legislative or gazetted changes requiring the policy to be amended, with the policy supporting positive investment portfolio results.

RESOLUTION 191223/13

Moved: Cr Patrick Deegan
Seconded: Cr Sandra Humphrys

That Council:

1. Adopts the 2024 Investments Policy.
2. Continues to utilise Laminar Capital as its financial advisory service provider and the Treasury Direct online investment platform for another 12 months.

CARRIED

17.3 FINANCIAL ANALYSIS REPORT - NOVEMBER 2023**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 30 November 2023 is shown below:

Bank Accounts	Term Deposits	Floating Rate Notes	Fixed Rate Bonds	TCorp IM Funds	Total
\$26,693,148	\$30,000,000	\$6,750,390	\$4,500,000	\$15,564,014	\$83,507,552

The weighted average rate of return on Council's cash and investments at 30 November 2023 was 9.70% which was above the Bloomberg AusBond Bank Bill Index for November of 0.35%, which is Council's benchmark.

RESOLUTION 191223/14

Moved: Cr Patrick Deegan

Seconded: Cr Sandra Humphrys

That Council adopts the Financial Analysis Report detailing the performance of its cash and investments for the month of November 2023.

CARRIED

18 GENERAL BUSINESS

Nil

19 MATTERS FOR INFORMATION**RESOLUTION 191223/15**

Moved: Cr Stephen Morrissey

Seconded: Cr Patrick Deegan

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

CARRIED

19.1 OUTCOME OF NEGOTIATIONS OF TENDER VP374503 - OLD CASINO STATION LANDSCAPE & CONSTRUCTION WORKS**RESOLUTION 191223/16**

Moved: Cr Stephen Morrissey

Seconded: Cr Patrick Deegan

That Council receives the report on the Outcome of Negotiations of Tender VP374503 – Old Casino Station Landscape & Construction Works, noting that the contract for the revised works has been awarded to Boyds Bay Landscaping for \$359,637.93 (ex GST).

CARRIED

19.2 GRANT APPLICATION INFORMATION REPORT - NOVEMBER 2023**RESOLUTION 191223/17**

Moved: Cr Stephen Morrissey

Seconded: Cr Patrick Deegan

That Council receives and notes the Grant Application Information Report for the month of November 2023.

CARRIED

19.3 DEVELOPMENT APPLICATIONS DETERMINED UNDER THE ENVIRONMENTAL PLANNING AND ASSESSMENT ACT FOR THE PERIOD 1 NOVEMBER 2023 - 30 NOVEMBER 2023**RESOLUTION 191223/18**

Moved: Cr Stephen Morrissey

Seconded: Cr Patrick Deegan

That Council receives and notes the Development Application report for the period 1 November to 30 November 2023.

CARRIED

19.4 AUDIT, RISK AND IMPROVEMENT COMMITTEE MINUTES**RESOLUTION 191223/19**

Moved: Cr Stephen Morrissey

Seconded: Cr Patrick Deegan

That Council receives and notes the Minutes of the Audit, Risk and Improvement Committee held on 29 November 2023.

CARRIED

19.5 OUTCOME OF NEGOTIATIONS: TENDER VP367264 - SOUTH CASINO SEWAGE TRANSFER STATION (PUMPING STATION)**RESOLUTION 191223/20**

Moved: Cr Stephen Morrissey

Seconded: Cr Patrick Deegan

That Council receives the report of the outcome of negotiations for Tender VP367264 – South Casino Sewage Transfer Station (Pumping Station), noting that the contract for the works has been awarded to Newlands Civil Construction for \$1,525,198.07 (exc. GST).

CARRIED

19.6 CORRESPONDENCE - MINISTER FOR PLANNING AND PUBLIC SPACES - IMPACTS OF THE RESILIENT HOMES PROGRAM ON WOODBURN**RESOLUTION 191223/21**

Moved: Cr Stephen Morrissey

Seconded: Cr Patrick Deegan

That Council receives and notes the response from the Minister for Planning and Public Spaces regarding Woodburn village and the impacts of the Resilient Homes buy-back scheme.

CARRIED

20 QUESTIONS ON NOTICE

Nil

21 QUESTIONS FOR NEXT MEETING (IN WRITING)

Nil

22 MATTERS REFERRED TO CLOSED COUNCIL

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

22.1 Tender VP384760 - Woodburn Coraki Road - Thearles Canal Culvert Upgrade

This matter relates to (d)(i) commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

22.2 Tender VP384759 - Dairy Flat Culvert Construction - Woodburn-Coraki Road

This matter relates to (d)(i) commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

22.3 Tender VP387562 - Albert Park Carpark Construction

This matter relates to (d)(i) commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

22.4 Tender VP378549 - Plant Hire Services

This matter relates to (d)(i) commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

22.5 Tender VP379059 - Trade Services

This matter relates to (d)(i) commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

22.6 Tender VP389461 Supply and Maintenance of Multi-function Print Devices

This matter relates to (d)(i) commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

22.7 Write Off Bad Debt: Hardship - D502789

This matter relates to (b) discussion in relation to the personal hardship of a resident or ratepayer.

22.8 Write Off Bad Debt: Hardship - P138240

This matter relates to (b) discussion in relation to the personal hardship of a resident or ratepayer.

22.9 Tender for Lease - Northern Rivers Livestock Exchange - Update

This matter relates to a (d)(i) commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

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

ORDINARY COUNCIL MEETING MINUTES

19 DECEMBER 2023

RESOLUTION 191223/22

Moved: Cr Stephen Morrissey

Seconded: Cr Robert Hayes

That:

1. Council enters Closed Council to consider the business identified in Item 22.1, together with any late reported tabled at the meeting.
2. Pursuant to section 10A(2) of the *Local Government Act 1993*, the media and public be excluded from the meeting on the basis the business to be discussed is classified confidential under the provisions of section 10(2) as outlined above.
3. The correspondence and reports relevant to the subject business be withheld from access to the media and public as required by section 11(2) *Local Government Act 1993*

CARRIED

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

The Chair called for representations from the gallery.

There were no verbal representations from the gallery in respect of this item.

The Chair advised that under section 10A Local Government Act 1993, the media and public are to be excluded from the meeting on the basis that the business to be discussed is classified confidential under the provisions of section 10(2) as outlined above.

Council closed its meeting at 6.47 pm

The Open Council meeting resumed at 7.21 pm

The resolutions of the Closed Council meeting were read by the Director Projects & Business Development (Items 22.1, 22.2, 22.3), the Director Organisational Services (Items 22.4, 22.6, 22.8), Director Community Service Delivery (Items 22.5, 22.7,) and the General Manager (Item 22.9).

23 RESOLUTIONS OF CLOSED COUNCIL**22.1 Tender VP384760 - Woodburn Coraki Road - Thearles Canal Culvert Upgrade**

That:

1. Council accepts the tender from Somerville Excavator Hire for the upgrade of Thearles Canal Culvert, on the Woodburn-Coraki Road, which represents the best value at \$694,386.00 (exclusive of GST); and
2. The General Manager be authorised to negotiate and finalise the terms and conditions of any contract or agreement, in line with the content of this report and the available budget and affixing the seal of Council where necessary.

22.2 Tender VP384759 - Dairy Flat Culvert Construction - Woodburn-Coraki Road

That:

1. Council accepts the tender from McNamara & Tierney Pty Ltd for construction of the Dairy Flat Culvert on the Woodburn-Coraki Road, which represents the best value at \$1,296,924.00 (exclusive of GST); and
2. The General Manager be authorised to negotiate and finalise the terms and conditions of any contract or agreement, in line with the content of this report and the available budget and affixing the seal of Council where necessary.

22.3 Tender VP387562 - Albert Park Carpark Construction

That:

1. Council accepts the tender from McNamara & Tierney Pty Ltd for the Albert Park carpark reconstruction, which represents the best value at \$470,354.34 (exclusive of GST); and
2. The General Manager be authorised to negotiate and finalise the terms and conditions of any contract or agreement, in line with the content of this report and the available budget and affixing the seal of Council where necessary.

22.4 Tender VP378549 - Plant Hire Services

That:

1. Council appoints the 55 successful tenderers for VP378549 - Plant Hire Services to its panel of suppliers, accepting the rates tendered to provide various plant hire services for the period 1 January 2024 to 31 December 2027; and
2. The General Manager be authorised to negotiate and finalise the terms and conditions of any contract or agreement, in line with the content of this report and the available budget and affixing the seal of Council where necessary.

22.5 Tender VP379059 - Trade Services

That:

1. Council appoints the 26 successful tenderers for VP379059 – Trade Services to its panel of suppliers, to provide various services, as outlined in this report, for the period 1 January 2024 to 31 December 2027; and
2. The General Manager be authorised to negotiate and finalise the terms and conditions of any contract or agreement, in line with the content of this report and the available budget and affixing the seal of Council where necessary.

22.6 Tender VP389461 Supply and Maintenance of Multi-function Print Devices

That:

1. Council accepts the tender from Colourworks for Supply and Maintenance of Multi-function Print devices, which represents the best value at \$336,201.18 (inclusive of GST) and
2. The General Manager be authorised to negotiate and finalise the terms and conditions of any contract or agreement, in line with the content of this report and the available budget and affixing the seal of Council where necessary.

22.7 Write Off Bad Debt: Hardship - D502789

That Council accepts the application for financial hardship and writes off the debt of \$17,412.49, due to the circumstances detailed in the report.

22.8 Write Off Bad Debt: Hardship - P138240

That Council:

1. Writes off the interest charges and fees as provided in the report.
2. Increases the flow of the water restrictor from 1L per minute to 3L per minute.
3. Accepts the application for financial hardship withholding interest charges on the remaining outstanding amount for a period of twelve months.
4. Enters into a direct debit payment arrangement plan for the arrears and future instalments.

22.9 Tender for Lease - Northern Rivers Livestock Exchange - Update

That Council:

1. Receives and notes the detailed independent tender assessment and the updated campaign summary and final recommendations from JLL Agribusiness for the Tender for Lease – Northern Rivers Livestock Exchange;
2. Continues to apply Clause 178 (3e) of the Local Government (General) Regulation 2021 to authorise the General Manager to finalise negotiations and the terms and conditions of the lease agreement, as recommended by JLL Agribusiness, and in line with the content of this report, and sign the lease and any other relevant documents including affixing the seal of Council where necessary;
3. Notes the outcomes of the lease negotiations will be publicly announced when finalised and Council will receive a further report at its 20 February 2024 meeting.

ORDINARY COUNCIL MEETING MINUTES

19 DECEMBER 2023

The Meeting closed at 7.30pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 20 February 2024.

.....
CHAIRPERSON



DELIVERY PROGRAM PROGRESS REPORT

JULY - DECEMBER 2023



**Richmond
Valley
Council**

Integrated Planning & Reporting

This Progress Report details action taken against the Delivery Program 2023-2025, adopted by Council in June 2023. This report relates to the first and second quarters of the 2023/2024 year.



Council has developed four key directions for its future plans based on the feedback we received from our community consultation program. These directions also reflect the work we have completed for our key strategic plans, such as the Richmond Valley Growth Management Strategy and Sustainable Communities Strategy. Together, they create the framework for the objectives, strategies and actions that will help to deliver our goals and priorities.

Direction One

Strengthening our role in the region

This direction is based on the Richmond Valley Growth Management Strategy and the remaining actions of the Rebuilding the Richmond Valley Recovery Plan. It also includes strategies from the Key Directions in Economic Development paper presented to the local business community for consultation. The direction focuses on building back better after the floods, identifying opportunities for our community to grow, strengthening our economy and providing more housing, jobs and services.

Direction Two

Creating great places to live

This direction is based on direct consultation with the community, including our two community surveys and the community on-line ideas board. It focuses on creating vibrant, liveable and safe communities – providing opportunities to learn, create and celebrate, enhancing our town centres and retail precincts and ensuring that our parks, playgrounds, sports fields and community facilities are well maintained. It also looks at strategies to adapt to a changing climate and build resilience against future natural disasters.

Direction Three

Protecting our unique environment

This direction is based on our Sustainable Communities Strategy, adopted by Council following community consultation. It focuses on preserving our native bushland and biodiversity, maintaining healthy rivers, beaches and waterways, and helping our Valley transition to a circular economy in the way we manage our future resources.

Direction Four

Delivering for our community

This direction focuses on the role that Richmond Valley Council will play in helping to deliver this plan. It includes Council's civic leadership in engaging with and advocating for our community, as well as our responsibilities for managing community resources and providing great service.

Strengthening our role in the region

OBJECTIVE 1: Rebuild and reconnect our communities

Principal Activity 1A1: Restore and reconnect social infrastructure
Responsible Officer: Director Projects & Business Development
Council's recovery efforts have focused on restoring the Richmond Valley road network. This has been undertaken firstly via emergency works funding, and now complemented by Essential Public Asset Reconstruction and other grant applications. Successful grant and EPAR claims for key infrastructure like Naughtons Gap Road, Spring Grove Road, Manifold Road and the Tatham Bridges has seen reconstruction commence. Repairs to other Council assets such as water and sewer infrastructure, community halls and sporting precincts has ensured community groups can recommence their activities. Works will continue for the foreseeable future as the post-flood reconstruction task is expected to take some three years.
On Schedule
Principal Activity 1A2: Prepare long-term plans for Mid-Richmond villages
Responsible Officer: Director Community Service Delivery
Consultants have been engaged to draft Mid Richmond Place/Adaptation Plans. The NSW Reconstruction Authority is co-funding the plans as they will now include an Adaption Plan component. A draft Discussion Paper was received late December 2023, with community consultation to take place in January-February 2024. The proposed timeframe for public exhibition of the plans is May/June 2024 with the final plans proposed to be presented to Council in July 2024 for adoption.
On Schedule
Principal Activity 1B1: Deliver Disaster Recovery Roadworks and water/sewer repairs
Responsible Officer: General Manager
All emergency repair works to flood-damaged water and sewer assets have been completed and Council is now concentrating on resilience works to make these facilities more flood-proof in future. This includes raising electrical switchboards at sewage pump stations, improving back-up power supplies for water and sewerage assets and replacing and relocating the South Casino sewage transfer system further away from the riverbank. Work on this project is scheduled to commence in Q1 2024. Work is also progressing on flood repairs to roads, bridges and culverts throughout the Richmond Valley. Council is currently finalising its claims for Disaster Relief Funding for the repairs, with a total of 78 claims, totalling more than \$100m being submitted. Key restoration projects, such as the Naughton's Gap landslip are already underway and further road repairs will progress as government funding is received over the next two years.
On Schedule
Principal Activity 1C1: Continue to work with the Northern Rivers Reconstruction Corporation & other agencies to support regional recovery
Responsible Officer: General Manager
Council continues to strengthen working relationships with the NSW Reconstruction Authority to support the community's continued flood recovery. This includes participating in the Northern Rivers Reconstruction Steering Committee and liaising with the Infrastructure Co-ordination Office on essential flood repairs. Council has also partnered with the Reconstruction Authority to pilot a combined Place Planning/Adaptation Planning project for the Mid Richmond communities. The Place Plans will include future options for housing, economic development and community facilities in Evans Head, Broadwater, Rileys Hill, Woodburn and Coraki. They will also explore opportunities to build resilience against future flooding and adapt to a changing climate. Community consultation for these Plans will be conducted in earl 2024.
On Schedule

OBJECTIVE 2: Establish the Richmond Valley as a regional growth centre

Principal Activity 2A1: Undertake long-term planning for the Valley's future
Responsible Officer: Director Community Service Delivery
Council is progressing with the implementation of its Growth Management Strategy, with preparation of a Housing Strategy for the Richmond Valley being a priority action. The Woodburn CBD Master Plan process has commenced and funding is currently being sourced to undertake the Casino CBD Master Plan. Work has commenced for scoping of essential infrastructure assets required to facilitate growth.
On Schedule
Principal Activity 2A2: Develop and implement the Richmond Valley Masterplan
Responsible Officer: General Manager
Council is currently still completing the eight strategic plans that will ultimately inform the RV Masterplan. This includes the Mid Richmond Place Plans, CBD masterplans for Casino and Evans Head and the RV Economic Development Strategy. The other three key components: The Community Strategic Plan, Richmond Valley Growth Management Strategy and the Casino Place Plan have been completed. These will be supported by the Regional Jobs Precinct Masterplan, due to be finalised in early 2024. Formation of the new Live and Invest team will support this process. The Masterplan is due to be completed in the final quarter of 2024-25.
On Schedule
Principal Activity 2A3: Deliver the Community Strategic Plan
Responsible Officer: General Manager
Council adopted the Richmond Valley 2040 Community Strategic Plan, and supporting IP&R plans, at its 29 June 2023 meeting. The first six months of the 2023-25 Delivery Program have been delivered, with quarterly reporting tracking progress. The majority of Principal Activities from the Delivery Program are progressing on schedule.
On Schedule
Principal Activity 2B1: Activate the Richmond Valley Regional Jobs Precinct
Responsible Officer: Director Projects & Business Development
The Regional Jobs Precinct process is behind schedule based on original estimate timeframes. Council teams have reviewed the technical documents that make up the RJP Masterplan which is proposed to go on public exhibition from February 2024. Council is keen to implement the strategies and actions from the Masterplan and continue with the activation of the RJP. With the final Masterplan due to be released in June 2024, it is expected that this activity will return to schedule next quarter.
Behind Schedule
Principal Activity 2C1: Increase educational opportunities
Responsible Officer: Director Projects & Business Development
Council has explored several potential outcomes through working with the Northern Rivers Reconstruction Corporation. Introductory sessions with proponents of a trade school, potentially based out of a former school site in Casino, have been undertaken.
On Schedule
Principal Activity 2C2: Grow Government-led services
Responsible Officer: Director Projects & Business Development
Council has previously worked with Government to establish services in the Richmond Valley with the most recent example being the partnership between Local Land Services to provide their services from a Council facility. The recent Economic Development Study paper identified that our LGA is under-represented when it comes to government services being based here.
On Schedule

Principal Activity 2D1: Activate residential development on flood-safe land
Responsible Officer: Director Community Service Delivery
Council is playing a key advocacy role supporting the activation of flood free residential land in the region. The NSW Governments "Resilient Lands Program" has identified a large site in the Richmond Valley which is capable of supporting significant residential development. Council Officers continue to work with proponents and state agencies to facilitate the approvals process. Council is currently reviewing and updating a number of development servicing and contributions plans which will support residential growth in the Richmond Valley. On Schedule
Principal Activity 2D2: Provide a range of housing to suit all needs
Responsible Officer: Director Community Service Delivery
A number of strategic projects are underway which aim to address and explore the available mechanisms to provide a range of housing options. The provision of flexible planning requirements afford quality design outcomes for new and in-fill development. Funding has been sought to develop a housing strategy for Richmond Valley. Council Officers support NGOs thorough the planning process to develop inclusive affordable housing options. On Schedule
Principal Activity 2E1: Work with regional partners to deliver the Northern Rivers Rail Trail
Responsible Officer: Director Projects & Business Development
The Casino-Bentley section of the Northern Rivers Rail Trail is expected to open in April 2024. Council has undertaken a collaborative approach with other Northern Councils to establish the full Tweed-Casino trail. RVC in particular have supported Lismore in their efforts to secure funding for their section. The next focus for the partnership will be to establish a governance model for the full trail to assist with the optimal leveraging of the trails potential. On Schedule
Principal Activity 2E2: Establish Casino Showground as the premier equine facility in the Northern Rivers
Responsible Officer: Director Projects & Business Development
Council commissioned a racing industry expert to undertake a strategic review of opportunities for the Showground precinct in 2021. This consultant has been re-engaged to provide advice on potential governance models and fee structures and to provide advice on resourcing and management structures for the precinct. The aim is to provide a regional facility that caters for the needs and resources of local community-based groups but also to expand and encourage the growth of racing and equestrian pursuits. On Schedule



Casino Showground progress

Principal Activity 2E3: Upgrade regionally significant infrastructure
Responsible Officer: Director Community Service Delivery
<p>Council continues to focus on major infrastructure investments to promote future growth and economic prosperity of the Richmond Valley. This includes establishing the Woodburn-Casino Road as a major transport and tourism link, with \$10m of upgrade works on the Woodburn-Coraki section of the road now completed. Further funding has been received to improve the flood resilience of the road, including replacement of the two Tatham Bridges. This work will progress in 2024. Pre-planning has also commenced to replace the ageing Casino STP with a modern plant that will cater for future industrial and residential growth in the town. Consultants have been engaged to assist Council with the scoping, design and procurement processes. Funding opportunities for this significant project are being sought.</p> <p>On Schedule</p>

OBJECTIVE 3: Grow and diversify our economy

Principal Activity 3A1: Encourage new manufacturing and processing industries to relocate to the Richmond Valley
Responsible Officer: Director Projects & Business Development
The Reynolds Road industrial estate has seen Council negotiate with several new manufacturing and processing industries. Contracts for land sale with one of these proponents has been executed with other discussions ideally leading to new business establishment later in the year. On Schedule
Principal Activity 3A2: Strengthen supply chains for key manufacturing industries
Responsible Officer: Director Projects & Business Development
Council has leveraged significant government investment in repairing and upgrading damaged road and bridge infrastructure which is critical to efficient supply chains. MR145 has been upgraded to the value of over \$10m. Challenging infrastructure repairs on Naughtons Gap Road and the Tatham Bridges have had funding committed whilst funding options are being pursued for the Broadwater Bridge - all critical industry supply chain routes. On Schedule
Principal Activity 3B1: Improve visitor accommodation options throughout the Valley
Responsible Officer: Director Community Service Delivery
A review of visitor accommodation in the Richmond Valley has commenced. This will inform the strategy which will include a focus on emerging opportunities such as the rail trail. Work continues with improving and promoting the Coraki Caravan Park which includes collaborations with Kui Parks and other relevant tourism platforms. On Schedule
Principal Activity 3B2: Explore new opportunities for visitor experiences
Responsible Officer: Director Community Service Delivery
The review of the Destination Management Plan has commenced. The aim is to have the reviewed plan presented to Council in April 2024. The review will include a comprehensive audit of tourism experiences in the Richmond Valley to determine opportunities for growth and the creation of new experiences. Council is collaborating with Lismore and Tweed Councils to build on the existing success of the Northern Rivers Rail Trail as a premier nature-based tourism opportunity in the region. The Richmond Valley Section of the Rail Trail is due for completion early 2024. On Schedule
Principal Activity 3C1: Identify key service industry growth areas
Responsible Officer: Director Projects & Business Development
Council commissioned an Economic Development Discussion Paper in 2023 that identified primary industries and manufacturing continue to drive growth in the region. The study noted that due to demand, a shift toward population enabling services like construction, education/training and health care is occurring. Further work will be carried out to establish how continued growth in these emerging industries can be encouraged and supported in future. On Schedule
Principal Activity 3D1: Support emerging and value-add agricultural industries
Responsible Officer: Director Projects & Business Development
Council has held numerous discussions with an existing agricultural sales business to expand and relocate their operations which would provide value-add opportunities to their current services. With the leasing of the NRLX operations to an industry specialist, further discussions with interested agricultural-based businesses can occur offline to fully explore entrance into the Richmond Valley agricultural market. On Schedule

Principal Activity 3D2: Support continued productivity on significant agricultural lands
Responsible Officer: Director Community Service Delivery
The proposed drafting of a Rural Lands Strategy and review of the LEP will support the protection and continued productivity of significant agricultural lands. The Sustainable Communities & Environment team engage with agricultural industries to educate them on reducing carbon footprint and encourage protection of environmentally sensitive areas such as riparian zones.
On Schedule
Principal Activity 3D3: Establish the NRLX as the premier livestock exchange in Northern NSW
Responsible Officer: Director Projects & Business Development
The NRLX had established itself as the second largest saleyard operation in NSW with further actions to realise potential growth identified in the 2022 Business Plan. An unsuccessful EOI process for stakeholders to partner in the future growth of the NRLX resulted in the temporary closure of the facility in late 2023. Council's decision to lease the facility to a market operator will ideally resolve these issues and ensure the facility can achieve the required financial, operational and WHS outcomes. This will set the NRLX back on the path to being a key feature of the NSW agricultural industry.
Behind Schedule

Inaugural rail trail business engagement workshop

Richmond Valley Council, in partnership with Lismore City Council, held its first business engagement workshop at the Casino Golf Club in November 2023 to bring together industry experts and entrepreneurs to explore innovative strategies to capitalise on the Northern Rivers Rail Trail.

The workshop, facilitated by leading regional tourism expert, Dr Meredith Wray, attracted 30 participants, and provided a platform for attendees to engage in interactive discussions, gain valuable insights and establish important networks.

Workshop attendees had the chance to connect with peers, industry leaders, and potential partners through the structured networking session.


The diverse range of topics covered during the event included an update on the Casino to Bentley section, discussion around creating rail trail experiences and lessons from the business development program on the Tweed section, including an overview of the Connect Program.



Regional tourism expert, Dr Meredith Wray, leads the discussion on rail trail business opportunities

Creating great places to live

OBJECTIVE 4: Celebrate our local identity and lifestyle

Principal Activity 4A1: Celebrate our diverse community and increase inclusion and understanding
Responsible Officer: Director Community Service Delivery
A new Disability Inclusion Action Plan was adopted by Council at the December 2024 Ordinary Meeting. Council regularly participates in the Aboriginal inter-agency meetings and provides funding and support to cultural events such as NAIDOC Week and Reconciliation Week.
On Schedule

<i>Naidoc Week 2023</i>
Principal Activity 4A2: Support and deliver local events and festivals
Responsible Officer: Director Community Service Delivery
Council committed to a new 3-year sponsorship and support packages for Primex and Beef Week at the beginning of 2023. The Casino Truck Show broke all records last year and Buckin' by the Beach was a huge success. Festival of the Waters is a new initiative which Council worked with the local communities of Coraki and Woodburn to deliver. The drafting of an Arts and Cultural Plan has commenced which will provide a framework to support public art and cultural events in the Richmond Valley. This draft plan is due mid-2024.
On Schedule



Casino Truck Show 2023

Principal Activity 4A3: Enhance local libraries to be culturally enriching and informative spaces

Responsible Officer: Director Organisational Services

The library has conducted over 500 programs since 1 July 2023. These include programs held within the library as well as a very successful outreach program and target groups from babies to the elderly. The library collection is continually enhanced with a focus on diversity. eResources are also frequently updated and with the library involved in a consortium with other public libraries, there is a greater range of eResources to select from.

On Schedule

Principal Activity 4B1: Implement community Place Plan actions

Responsible Officer: Director Community Service Delivery

Casino Place Plan has been adopted by Council. Consultants have been engaged to draft place/adaptation plans for the Mid Richmond. These plans are scheduled to be presented to Council mid 2024 for endorsement. An appropriate funding source is being investigated to develop a CBD masterplan for Casino which is a key action from the Place Plan.

On Schedule

Principal Activity 4B2: Maintain town centres, local parks and cemeteries to a high standard

Responsible Officer: Director Community Service Delivery

A proactive and adaptable approach is taken with regard to service levels to ensure Richmond Valley's open spaces are maintained to the highest levels and are safe. Service levels set for responding to customer requests and urgent issues are being met. A draft scope for the Cemeteries Strategy has been prepared which incorporates the new Internment Industry Scheme legislation with the aim of engaging a consultant early 2024 to undertake this work.

On Schedule

Principal Activity 4C1: Provide well-maintained public recreation, sports facilities & swimming pools

Responsible Officer: Director Projects & Business Development

Major upgrades to the Casino, Evans Head and Woodburn pools have all recently been completed. Funding programs for sports facilities in the wake of the weather event have been taken advantage of with significant work being undertaken in Evans Head, Woodburn, Coraki and Casino. Most recently the splash pad completion at Coraki and a successful grant for the swimming club building in Casino has been announced which continues a positive trend for the RV pools network.

On Schedule



Casino Pool Reopening September 2023



Casino Pool Reopening September 2023

Principal Activity 4C2: Provide safe family-friendly play spaces and outdoor meeting areas

Responsible Officer: Director Projects & Business Development

Major Park upgrades to Crawford Square, the creation of the Barker Street pop-up park and shade replacement programs at Coraki, Woodburn and Evans Head were completed this year. Focus will now shift to creating a masterplan for Woodburn Oval and delivering elements of the Stan Payne Oval masterplan. Broadwater Park and Albert Park, Casino will also benefit from upgrade works in the coming months.




On Schedule

OBJECTIVE 5: Live sustainably in a changing climate

Principal Activity 5A1: Support regional disaster planning, response and recovery
Responsible Officer: Director Community Service Delivery
Richmond Valley continues to be an active member of the Northern Rivers Local Emergency Management Committee and provides the executive administration support to the committee. Planning and preparedness has been the focus of the Committee post the 2022 flood events with the suite of emergency management plans and procedures under review. Council is participating in a number of state and federal government projects such as the spontaneous volunteers' guideline, early warning flood height monitoring and evacuation centre audits. On Schedule
Principal Activity 5A2: Partner with agencies to deliver community education programs and resilience initiatives
Responsible Officer: Director Community Service Delivery
Council Officers work with local agencies such as Red Cross to deliver education programs which will build capacity within the community to better respond and recover from disasters. Council Chairs the Richmond Valley Community Resilience Network which meets monthly. On Schedule
Principal Activity 5B1: Complete Richmond Valley Flood Study and Floodplain Risk Management Plan
Responsible Officer: Director Community Service Delivery
The new Flood Study, incorporating levels from the 2022 floods, has been completed and endorsed by Council. Funding is currently being sought to undertake a Floodplain Risk Management Plan. On Schedule
Principal Activity 5B2: Implement the Richmond Valley Adverse Event Plan
Responsible Officer: Director Community Service Delivery
The review of the Adverse Event Plans actions has commenced. Actions which have not been completed will be incorporated into other strategic plans of Council to reduce duplication of effort. On Schedule
Principal Activity 5C1: Implement demand management programs to reduce water consumption
Responsible Officer: Director Community Service Delivery
Council has a number of internal initiatives in place, with further options being developed to address demand management and reduction in water consumption. There are initiatives such as replacement of water saving hardware (taps, toilets), drought tolerant species selection for plantings and network leak detection survey. Discussions have commenced with Rous County Council with the aim of delivering collaborative water education projects in 2024. On Schedule
Principal Activity 5D1: Develop street-tree planting, shade and greening programs
Responsible Officer: Director Community Service Delivery
Work is progressing on development of the street-tree planting program, with positive response from the community. The program will include a community survey and scoping for a number of pilots so initiatives can be tested and implemented in 2024. Council also continues to pursue opportunities for greening programs at local parks and facilities and to partner with local groups and agencies to develop and deliver greening programs to protect habitat, improve biodiversity and offset the impacts of climate change. The Community Strategic Plans sets a target of 15,000 additional shade trees by 2040 and Council is well on the way to achieving and exceeding that target. On Schedule

Principal Activity 5E1: Promote awareness of sustainability programs and options
Responsible Officer: Director Community Service Delivery
Council's planning and building controls address energy efficiency and urban design requirements which need to be applied to development proposals. Council staff regularly update the website to promote current sustainability information and programs which address energy and water efficiency initiatives. Water efficiency initiatives are often in conjunction with Rous County Council.
On Schedule

OBJECTIVE 6: Provide infrastructure that meets community needs

Principal Activity 6A1: Develop and maintain asset management systems
Responsible Officer: Director Projects & Business Development
Council has implemented a new suite of Asset Management Plans and has recently undertaken an Asset Delivery resourcing realignment. The resourcing and framework review has provided the Assets team with the necessary direction to plan, maintain, upgrade, and dispose of assets based on inspection regimes, condition ratings, asset criticality and financial modelling. Asset management is now scoped and planned by the team and handed over to delivery teams where quality assurance and adherence to scope is regularly monitored. The collaborative approach between the assets and infrastructure departments of Council is providing better asset management outcomes for the Richmond Valley. On Schedule
Principal Activity 6B1: Maintain regionally significant infrastructure and advocate for long-term investment
Responsible Officer: Director Projects & Business Development
Key relationships have been formed with State Government agencies to continue the Richmond Valley's recovery journey. Close liaison with the Reconstruction Authority, the Infrastructure Coordination Office, Regional NSW and Transport for NSW, has seen a steady flow of funding to enable critical repairs but also betterment upgrades to key infrastructure. A reset of our Disaster Recovery approach has enabled Council to obtain essential asset and betterment funding for critical projects such as Naughtons Gap landslip, the Tatham Bridges, and the Casino to Woodburn Road. Council advocacy for better repair claim approval systems by TfNSW has been actioned with outcomes beginning to be realised through successful EPAR approvals. On Schedule
<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p><i>Coraki-Woodburn roadworks</i></p> </div> <div style="text-align: center;">  <p><i>Coraki Ellangowan roadworks</i></p> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;">  <p><i>Tatham Bridge, due for reconstruction in 2024</i></p> </div> <div style="text-align: center;">  <p><i>Jacky Bulbin Bridge works</i></p> </div> </div>



Naughtons Gap Road early works

Principal Activity 6C1: Deliver local infrastructure maintenance and renewal programs
Responsible Officer: Director Projects & Business Development
Maintenance and renewal programs for the RV's network of local roads, bridges, footpaths and cycleways are in place and being actioned. These programs have improved in accuracy due to the investment in a dedicated Asset Inspector resource and a change in Council's asset management philosophy. The network is assessed for its condition and criticality and then prioritised for regular maintenance and renewal programs that are regularly tested and reviewed.
On Schedule
Principal Activity 6D1: Plan for future water/sewer services and upgrades
Responsible Officer: Director Community Service Delivery
Richmond Valleys future growth is aligned with the ability to provide suitable infrastructure. Water and Sewer has a number of significant infrastructure projects planned to be delivered in the next 8 years. These include the construction of a new STP for Casino, upgrades to Casino's WTP and an upgrade of Evans Head STP to double its capacity. To support this infrastructure planning and delivery, a consultant has been engaged to draft new Development Servicing Plans with this body of work due to be finalised early 2024.
On Schedule
Principal Activity 6D2: Deliver water capital works program
Responsible Officer: Director Community Service Delivery
Council continues to plan and deliver significant upgrade works for its water networks. Investigations have commenced into the upgrade to the Casino Raw Water Pump Station which will address options for renewal of the Powder Activated Carbon system, to protect water quality. Upgrades to the Casino WTP electrical distribution board have commenced. The electrical upgrade is crucial and will enable further upgrade works to be completed at the plant.
On Schedule
Principal Activity 6D3: Deliver quality water supply services
Responsible Officer: Director Community Service Delivery
Asset inspections are undertaken in accordance with scheduled programs to ensure the ongoing supply of quality potable water. A review of the Drinking Water Quality Management System is due to commence in 2024.
On Schedule

Principal Activity 6D4: Deliver sewer capital works program
Responsible Officer: Director Community Service Delivery
Significant sewer capital works need to be scoped and delivered in the next 5 years. Projects such as the Evans Head STP augmentation, new STP for Casino as well as annual program of pipe replacement, pump station upgrades and the like are being prioritised in accordance with risk and funding availability. Consultants have been engaged to project manage the Casino STP project. Council will continue to engage consultants and construction companies to assist with the delivery of the capital program. On Schedule
Principal Activity 6D5: Manage our water/sewer business effectively
Responsible Officer: Director Community Service Delivery
Water and Sewer services are meeting and often exceeding community service levels and performance standards. The Inflow and Infiltration Strategy has been completed and the water servicing/pricing review has commenced. A review of the liquid trade waste program has been conducted and alterations to the regulatory and enforcement process have resulted. On Schedule
Principal Activity 6D6: Improve local stormwater and drainage networks
Responsible Officer: Director Projects & Business Development
In 2023, Council engaged a consultant to produce a storm water hydraulic model that studied the impacts of storm water flooding issues in the Casino area. The model identified the water flows, restrictions and ponding locations that sow increased pressure on the storm water infrastructure system due to increased rain frequency, quantity, urban surface density and development. The report has provided six options for mitigation options which Council resolved to explore funding opportunities for. Similar studies for other localities are identified in the 2023-25 delivery program. On Schedule

Casino Truck Show smashes records

With the doubling of entrants, the 2023 North Coast Petroleum Casino Truck Show claimed the title of the biggest truck show in the southern hemisphere, previously held by TMC Trailers Trucking Industry Show in Christchurch, New Zealand.

The official number of trucks judged was 580, however, around 40 missed the registration deadline so all up 620 bangers of all shapes and sizes filled the streets of Casino. This equates to more than \$300,000,000 in value. Calculating attendees via the density check method found the 2023 NCP Casino Truck Show has eclipsed all records for attendance at a Richmond Valley single-day event, attracting a record turnout of 14,000.


The Casino Truck Show was started in 2011 by locals Darren Goodwin and the late Tiny Lollback, who both loved the industry and their hometown of Casino. The idea was borne following the demise of the Lismore Show. The inaugural show was held in the Primex grounds and remained there for three years before moving to the town centre.



Casino Truck Show 2023


Protecting our unique environment

OBJECTIVE 7: Preserve native bushland and biodiversity

Principal Activity 7A1: Deliver community education programs on habitat protection and responsible land management
Responsible Officer: Director Community Service Delivery
Council officers regularly participate in group forums and educational workshops to remain up to date with new initiatives and funding opportunities. Council collaborates with various government departments, industry bodies and NGO's to develop and deliver educational programs for the community which aim to protect and enhance habitat and responsible land management. On Schedule
Principal Activity 7B1: Lead and support local habitat restoration programs
Responsible Officer: Director Community Service Delivery
Council participates in and delivers a number of habitat restoration initiatives across the Richmond Valley. The flying fox habitat restoration program has been very successful with approximately 5,500 trees planted to date. Fish habitat projects and partnerships with the Northern Rivers Koala Network will benefit and protect local flora and fauna. On Schedule

<i>Queen Elizabeth Park river planting</i>
Principal Activity 7C1: Preserve and enhance biodiversity in local wetlands
Responsible Officer: Director Community Service Delivery
Council in partnership with Landcare are seeking opportunities to support wetland precincts by raising community and cultural awareness. Funding is being sought to develop a masterplan for the Jabiru Wetlands in Casino which will guide future enhancement and protection of wetland biodiversity. On Schedule

OBJECTIVE 8: Maintain healthy rivers, beaches and waterways

Principal Activity 8A1: Secure Casino's water supply
Responsible Officer: Director Community Service Delivery
Casino Water Security Options Study has commenced. NSW Public Works have been engaged to undertake this work which is now expected to be delivered in the first quarter of 2024. Investigation of the "dead storage" in the Jabour Weir pool is underway and if found feasible, pre-construction planning and costings will be commenced. On Schedule
Principal Activity 8A2: Secure the Mid-Richmond's water supply
Responsible Officer: Director Community Service Delivery
Rous County Council supplies potable water to the Mid Richmond communities. Council continues to work closely with Rous to ensure its Future Water Strategy provides for appropriate water quality and long-term water security in these communities. On Schedule
Principal Activity 8B1: Work with government agencies to improve the health of the Richmond River catchment
Responsible Officer: Director Community Service Delivery
Council continues to work with regional groups and agencies to identify opportunities to protect the Richmond River catchment. However, in the absence of a whole-of-catchment governance model, led by State and Federal governments, it is challenging to achieve a consistent, strategic approach. Council will continue to advocate for the catchment management recommendations of the Regional Water Strategy to be implemented. On Schedule
Principal Activity 8B2: Work with stakeholders to address water quality risks
Responsible Officer: Director Community Service Delivery
An On-site sewage management system (OSMS) inspection and approval program is in place and Underground Petroleum Storage System (UPSS) register has been created to facilitate compliance activities. Council has partnered with Rous County Council and NSW Fisheries to establish fish habitat and riparian zone improvements in Casino and Coraki. Water samples are taken year-round to monitor water quality in high recreational use areas as part of the continued beach watch program. On Schedule
Principal Activity 8C1: Improve connection between Casino CBD and the river
Responsible Officer: Director Projects & Business Development
The link between the Casino CBD and the Richmond River will be explored during the consultation process for the upcoming Casino CBD Masterplan. Funding has been secured to upgrade the footbridge to Queen Elizabeth Park with a signature suspension bridge that will improve river access and connectivity to the southeast of the CBD. The Halstead Drive reconstruction project will be commenced in full in 2024 and will re-establish access to the river area under the Irving Bridge. On Schedule

Principal Activity 8C2: Seek funding to continue to upgrade the Evans Head foreshore and improve access to the river
Responsible Officer: Director Projects & Business Development
Council's place planning initiative for Evans Head will gather community ideas for the future development of the beach and river accesses. Upcoming upgrades at the Surf Club foreshore and major carpark and access upgrades at Airforce Beach and access improvements to Sharks Bay will begin in 2024.
On Schedule
Principal Activity 8C3: Maintain and protect local beaches
Responsible Officer: Director Community Service Delivery
Council Rangers regularly patrol beaches to ensure compliance with regulations. A review of public access arrangements to our beaches is being undertaken. Factors such as beach safety, enforcement guidelines and protection of the environment are being considered. Mechanisms such as the implementation of permits and the expansion of exclusion zones could assist in monitoring and controlling 4WD movements and protect the coastal environment.
On Schedule

<i>Evans Head Malibu Classic</i>

OBJECTIVE 9: Transition to a circular economy

Principal Activity 9A1: Develop and implement the Richmond Valley Circular Economy Strategy
Responsible Officer: Director Projects & Business Development
Following a detailed review in November 2023 it was determined to not wholly revamp the Waste Management & Resource Recovery Strategy as it is still relevant given its adoption in 2020 and timeframe of 2020-2030. The Strategy will be reviewed in Q3 to include circular economy principles and make reference to future residual waste disposal options. The optimal use of the new Cell 6 landfill and long-term landfilling options at regional facilities will need to be considered in the updated strategy. On Schedule
Principal Activity 9B1: Encourage manufacturers and consumers to take responsibility for managing recyclates and residual materials
Responsible Officer: Director Projects & Business Development
Council is providing ongoing support for North East Waste and the Waste Management and Resource Recovery Association's advocacy for product stewardship, where the onus is on manufacturers to maintain an ongoing responsibility for their product over its useful life. Education programs are initiated by Council and target schools and social media (both current and future producers of residual waste). On Schedule
Principal Activity 9B2: Support new recycling/re-use industries to establish in the Richmond Valley
Responsible Officer: Director Projects & Business Development
Continued engagement with NEWaste and ReCirculator (Southern Cross Universities Circular Economy Group). Cooperation with NEWaste, Clarence Valley and Tweed Councils has been scheduled for landfill operator training in January 2024. Discussion with Clarence Valley regarding their interest in the FOGO RFQ, and with Lismore regarding the possibility of RVC supplying recyclates to the Lismore MRF are progressing. The adopted strategy and ideal outcome from the development of the Reynolds Road Industrial Estate was to support the circular economy, with stated support for recycling and re-use industries. A development application has been approved for a recycling business to establish at the site. On Schedule
Principal Activity 9C1: Complete expansion and upgrade works at Nammoona Resource Recovery Facility
Responsible Officer: Director Projects & Business Development
The construction of the leachate pond is completed and commissioned. The construction of Cell 6A is nearing completion with the final drainage layer currently being placed. Commissioning will take place through February 2024 with an early March opening date expected. Capping of existing cells will commence when their capacity has been exhausted, likely in 2025. The new cell under a full use regime is likely to provide 10-12 years of airspace. On Schedule

Principal Activity 9C2: Manage resource recovery facilities effectively
Responsible Officer: Director Projects & Business Development
Nammoona Landfill and Evans Head transfer station are both managed in compliance with legislation and site licences with no breaches reported. Recovery rates at both facilities have improved with new targets to be set as part of the Waste Strategy review in 2024. Site infrastructure and plant and equipment is currently adequate but is regularly monitored and serviced to ensure minimal downtime. It has been challenging to maintain full employment levels at these facilities in the current market, but the team have shown resilience and dedication to continue high quality operations whilst under-staffed.
On Schedule
Principal Activity 9C3: Manage kerbside collection services effectively
Responsible Officer: Director Projects & Business Development
New side arm, street bin truck, loader and trailer are all on schedule for delivery in January 2024. Post the delivery of these items, there are no immediate plant replacement requirements in the fleet. Collection routes are regularly reviewed and extensions assessed for viability. The CRM system is providing an adequate control for missed bin pickups with minimal occurrences being recorded.
On Schedule

Solar panels on Council building

Richmond Valley Council has installed a 99kW solar power system on the administration building, marking a significant move towards sustainability. This initiative is a demonstration of Council's commitment to environmental responsibility and serves as a positive example for others to follow.

The solar system is expected to make a substantial impact by reducing up to 113 tonnes of CO₂ emissions, contributing to global efforts to combat climate change. In addition to its environmental benefits, the installation is a strategic decision to cut down on internal bills for Council. Solar power is not only clean, but also cost-effective, providing long-term financial savings.


This initiative also offers an opportunity for community awareness and education, encouraging residents and businesses to consider the benefits of renewable energy. By actively embracing solar power, the Richmond Valley Council is leading by example and building a more sustainable tomorrow for the entire community.



View via drone of the new solar panels on the Council administration building in Casino

Delivering for our community

OBJECTIVE 10: Lead and advocate for our community

Principal Activity 10A1: Develop and deliver the Richmond Valley Community Engagement Strategy
Responsible Officer: Director Community Service Delivery
Council continues to deliver a comprehensive program of community engagement. This includes working with community and advisory groups, such as the newly-formed Discover Richmond Valley Advisory Group to explore emerging issues and opportunities. Council's engagement team also keeps the community up to date with regular posts of social media, community newsletters and information on Council's website. Work is nearing completion on RVC's new Community Engagement Strategy and Framework, which will be presented to Council in 2024.
On Schedule
Principal Activity 10B1: Advocate to federal and state government for community priorities and seek grant funding
Responsible Officer: General Manager
Council continues to advocate strongly for community priorities and to seek government funding for key infrastructure and facilities. In the past six months some \$57.5m in government funding has been secured for essential community projects. Highlights include: \$18m to replace the twin bridges at Tatham, \$4.6m additional funding to complete the Casino Showground redevelopment project, \$5.5m to improve flood resilience of the Woodburn-Coraki Road at Thearles Canal and Dairy Flat, \$8.1m across six community asset projects and \$15m to repair the landslip at Naughton's Gap. In the next six months, Council will continue to actively pursue funds for key infrastructure upgrades, including replacement of the Casino Sewage Treatment Plant, completion of the Woodburn CBD upgrade and further progress on the Three Villages Cycleway project for the Mid Richmond.
On Schedule
 <p><i>Concept Suspension Bridge – Concept artwork of the proposed Suspension Bridge across the Richmond River in Casino</i></p>



*Pictured Left: Representatives from Casino Netball, Casino Swimming Club & Casino Junior and Senior Rugby League, celebrating funding for their new clubhouses.
At right: Woodburn Pony Club and Woodburn Tennis Club will also receive funding for a new shared clubhouse, with Woodburn Hall receiving funds for a carpark upgrade.*

Principal Activity 10C1: Provide representative and accountable community governance

Responsible Officer: Director Organisational Services

Council's elected body are a cohesive group who maintain a community presence by being visible and accessible to the community. Members of the community are invited to attend Council meetings and submit applications for public access on items listed for resolution. All Council Meetings are live streamed via Councils Facebook page and recordings are accessible through Councils website.

Matters such as public liability claims are considered by relevant Council Officers on a merit basis with the claimant kept informed of progress and outcomes during the assessment process.

On Schedule

OBJECTIVE 11: Manage resources responsibly

Principal Activity 11A1: Undertake long-term financial planning and ensure compliance with financial regulation
Responsible Officer: Director Organisational Services
Council reviews and updates its long-term financial plan each quarter in-line with the preparation of the quarterly budget review statement. In doing this, future capital works programs are reviewed as well as projections on operating income and expenditure. On Schedule
Principal Activity 11A2: Strengthen procurement systems
Responsible Officer: Director Organisational Services
Council's procurement department recently underwent a staffing restructure process which included the addition of two new positions: Fleet Procurement Officer and a Depot Supervisor. These key positions will provide a more strategic approach for the procurement department, improving the oversight and delivery of plant and vehicles and taking a lead in responsibility for depots - compliance, safety, and forward planning. On Schedule
Principal Activity 11A3: Maintain efficient rating and revenue systems
Responsible Officer: Director Organisational Services
Each year when Council staff are forecasting revenue, different scenarios are run based on current land value and property numbers. The advalorem is corrected at each forecast to allow for even, fair and equitable movement between rating categories. On Schedule
Principal Activity 11B1: Implement the Richmond Valley Council Workforce Management Strategy
Responsible Officer: Director Organisational Services
As part of Councils Workforce Plan, we have delivered our Youth Employment Scheme, Careers Expo, continued our local recruitment and indigenous engagement by signing up two Elsa Dixon sponsored roles. We continue to encourage woman into our workplace within non-traditional male dominated positions by promotion of our try a trades program. We are also delivering on our commitment to offer diversity and inclusiveness for marginalised and peoples living with disabilities, created actions and a pathway within our Disability Inclusion Action Plan. Richmond Valley Council were again finalists for the NSW training awards and had two nominees for Trainee of the Year North Coast. We continue to attract skilled workers to our Local Government Area by offering an attractive Employee Value proposition equal to the market and above our direct competitors. On Schedule
Principal Activity 11B2: Continue to provide local employment schemes and development opportunities
Responsible Officer: Director Organisational Services
The Youth Employment Scheme Program and Careers Expo have been run again this year with continued success, these initiatives demonstrate to the community career pathways and opportunities within Local Government. The 2024 Youth Employment Scheme has successfully recruited 13 young local people into our organisation. On Schedule

Principal Activity 11C1: Implement Richmond Valley Council's Enterprise Risk Management Framework
Responsible Officer: General Manager
Work continues on implementing and further developing Council's Enterprise Risk Management Framework and associated risk management systems and processes. Council participated in its first formal Continuous Risk Improvement Program assessment, in association with our insurer, CivicRisk Mutual and received a rating of "Developing" in its risk management processes, supported by a series of recommendations for system improvements. These recommendations are now being integrated into a three-year program, with a view to improving Council's risk management rating to "Proficient" at the next review. Council's Audit, Review and Improvement Committee continues to operate within its Charter and to provide valuable insights on process and systems improvements. On Schedule
Principal Activity 11D1: Use energy and resources more efficiently in council operations
Responsible Officer: Director Community Service Delivery
Opportunities to implement sustainable practices in our core business activities are continually being considered. Council has purchased software packages which will assist in the tracking of expenditure, especially energy bills, that will highlight opportunities to improve efficiencies and reduce costs. Solar panels have been installed on the Casino Administration Building to reduce energy costs. Further analysis will be undertaken on a number of Council assets which are high energy users to explore opportunities to implement more sustainable measures. On Schedule
Principal Activity 11E1: Identify opportunities for strategic investment and business development
Responsible Officer: Director Projects & Business Development
Recruitment for a new Invest and Live RV team commenced in 2024. The team will be accountable for enabling economic development in the Richmond Valley, but to also leverage initiatives such as the Casino Showground and the Rail Trail. Council has actively identified investment opportunities, for example Reynolds Road Industrial, and has further plans to invest strategically to attract business to the area including nationally established retailers. On Schedule

OBJECTIVE 12: Provide great service

Principal Activity 12A1: Implement Council's Customer Service Charter
Responsible Officer: Director Community Service Delivery
Quarterly reports are provided to Council which outline the performance of customer service functions in accordance with service levels and expectations. Investigation into the use of technology for online services to improve the customer experience and accessibility are continually being assessed. Service levels will be reviewed following the commencement of a new Council term. On Schedule
Principal Activity 12B1: Provide transparent and timely development assessment and planning services
Responsible Officer: Director Community Service Delivery
Council aims to provide quality and timely development and certification services to the community and industry which meet legislative requirements. Regular reviews of internal processes, policies and procedures are undertaken to ensure agreed services levels are met. Regular reports are provided to Council which detail processing timeframes, number of inspections carried out as well as the deliverables of the development concierge services. On Schedule
Principal Activity 12B2: Provide community-focused Ranger and regulatory services
Responsible Officer: Director Community Service Delivery
Ranger activities focus on education and proactive engagement with the community. Upgrades to current animal impounding facilities have commenced with funding provided by a grant. On Schedule
Principal Activity 12B3: Maintain public health and safety inspections requirements
Responsible Officer: Director Community Service Delivery
Council is responsible for maintaining various regulatory registers and undertaking compliance inspections. Rolling programs are in place to deliver regulatory functions in areas such as food shops, public swimming pools and air-conditioning units. On Schedule
Principal Activity 12C1: Use technology to support a modern, mobile workforce
Responsible Officer: Director Organisational Services
Council will continue to deliver actions as part of the ICT strategy, this includes ongoing server upgrades to support the growing modern, mobile workforce. The actions implemented in Quarter Two were migration of TechOne to the cloud securing our key crown jewels database, improving patch management at the workstation level (Essential 8 item), improving email security through DMARC tools, and eliminating all out-of-support server operating systems through either upgrade or retirement. From a hardware perspective, we completed the upgrade of staff laptops, commenced a review of a new mobile phone for field staff, and signed off a tender to replace our printer/copier fleet. On Schedule

Principal Activity 12C2: Provide efficient corporate support services
Responsible Officer: Director Organisational Services
Council continues to look for efficiencies in technology which included the recent Laptop fleet upgrade and the roll out of Techone migration to the cloud. Staff are now able to access Techone from their smart phone or tablet device when away from the office. We went live with integration with the NSW Planning Portal using APIs directly into TechOne. AssetMaster is being updated, allowing integration with our GIS/Mapping solution. The Records team is meeting its key performance indicators. Audit reporting is being monitored to ensure good quality precis are being prepared and data capture is complete. Procedure reviews are ongoing to streamline processes. On Schedule
Principal Activity 12C3: Provide efficient operational support services
Responsible Officer: Director Projects & Business Development
Council depot facilities, mechanical and fabrication workshops are vital resources for the provision of efficient delivery of operational services. Master planning for Council's three depots is underway with Casino Depot masterplan ready for adoption. A depots supervisor has been appointed to take responsibility for the efficient operation of the depots. On Schedule

Library receives Diversity & Inclusion Award

Forward-thinking by the library cataloguing team has been recognised with the announcement of Richmond-Upper Clarence Regional Library as the winner of the 2023 Knosys Libero Diversity & Inclusion Award.

The library made a connection with the Evans Head Living Museum and catalogued their book collection into the library catalogue. This has provided visibility and connection between the library and the museum in the community. The library team also reimagined how MARC tags could be used to better identify authors in their collection, celebrating diversity by highlighting cultural/national identity, and making them more easily discoverable.



Regional Library Manager displaying the Knosys Libero Library Award for Excellence in Diversity and Inclusion 2023



Council Policy



Policy Title:	Section 355 Committees
Policy Number:	1.6
Focus Area:	Refer to Council's Delivery Program (or Governance)
Responsibility:	Department
Meeting Adopted:	Date of Council Meeting – Resolution Number

OBJECTIVE

The objective of this policy is to establish a framework for the delegation of Council functions to Section 355 Committees in accordance with Section 355 of the *Local Government Act 1993*. This policy outlines the respective responsibilities of Council and Section 355 Committees, ensuring effective collaboration in the management and operation of community facilities.

SCOPE

This policy applies to all Section 355 Committees established by Richmond Valley Council for the purpose of managing community facilities as delegated by Council under the *Local Government Act 1993*.

POLICY

Under Section 355 of the *Local Government Act 1993*, Council may delegate some of its functions to a Committee of Council. Council may use this delegation to appoint community members to manage a community facility through a Section 355 Committee. The main purpose of the Committee is to manage the hiring of the community facility; ensuring such facilities are readily accessible to the community whilst raising funds for its maintenance and future improvements.

Responsibilities of Council

- a) Funding Major Improvements - Council shall fund and undertake major improvement works to the facility as per the Annual Operational Plan and budgetary considerations.
- b) Insurance of Assets - Council shall ensure comprehensive insurance coverage for all Council-owned facilities and contents.
- c) Insurance of Committee Members - Council shall provide insurance coverage for volunteer Committee members, including Public Liability, Professional Indemnity, Community Support Liability, and Workers Compensation.
- d) Notification of Fees and Charges - Council will inform the Committee of any proposed changes to hire fees for the upcoming year.
- e) Improvement Recommendations - Council will consider proposed facility improvements during the annual budget process.
- f) Induction and Training of Committees - Council will arrange training for Committee office bearers to ensure understanding of their roles and responsibilities.

Richmond Valley Council - Insert Policy Number & Policy Title

Adopted: Date

Page 1 of 3

Responsibilities of Section 355 Committees

- a) Care - The Committee is responsible for the overall care, safety, and welfare of facility users, including maintenance, security, and insurance compliance.
- b) Control - The Committee will hold regular meetings, maintain financial records, submit annual reports, and administer facility use by community.
- c) Management - The Committee will manage funds equitably, adhere to this policy and the Section 355 Committee Manual, and be accountable for its actions.
- d) Limitations of Powers - The Committee shall not make decisions beyond the specified limitations, as outlined in Section 377 of the *Local Government Act 1993*.

Accountability

Committees must:

- a) Hold an Annual General Meeting (AGM) to elect office bearers.
- b) Provide reports, minutes, and annual financial statements to Council.
- c) Ensure all committee members receive meeting notices and copies of minutes and agendas.

Code of Conduct

Committee members must adhere to Richmond Valley Council's Code of Conduct, with a particular focus on conflict of interests. Failure to comply may result in removal from the Committee.

Delegation and Oversight

The Committee's exercise of powers is subject to legal requirements, Council resolutions, and conditions imposed by Council staff. Council retains the right to revoke powers if the Committee operates outside the delegated function.

Section 355 Committee Manual

The Committee and its members are required to adopt and adhere to the conditions set out in the Section 355 Committee Manual, which has been designed to:

- Implement the requirements of the *Local Government Act* and other Acts, Regulations, and Guidelines to ensure Council and the Section 355 Committees are complying with legislation.
- Provide a comprehensive guide on the management responsibilities, functions, and operations of community facilities.
- Provide good practices and operational procedures for the Committee; and
- Clarify Council's and the Committee members' role in this partnership.

DEFINITIONS

Community facility – any Council owned facility available for community use, be it community hall, sporting field or showground, and the associated grounds and building(s).

REFERENCES

Local Government Act 1993

Section 355 Committee Manual: Managing Council's Community Facilities

REVIEW

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

Version Number	Date	Reason / Comments
1	Date	New policy / review

Richmond
Valley
Council



Section 355 Committee Manual

Managing Council's Community Facilities
Adopted:

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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.

1 INTRODUCTION

Richmond Valley Council currently has several Section 355 Committees performing functions of Council including management of halls, facilities and recreation grounds, and this document is provided for the guidance of these committees.

Section 355 Committees and their members are required to adopt and adhere to the conditions set out in this Manual and the supporting documents. Adherence will ensure Committee members are aware of their responsibilities and adequately covered by insurance. This Manual has been designed to:

- Implement the requirements of the *Local Government Act* and other Acts, Regulations, and Guidelines to ensure Council and the 355 Committees are complying with legislation.
- Provide a comprehensive guide on the management responsibilities, functions, and operations of community facilities.
- Provide good practices and operational procedures for the Committee; and
- Clarify Council's and the Committee members' role in this partnership.

Council recognises the important role volunteers and community groups play in maintaining and managing Council facilities and services for the community.

1.1 What is a Section 355 Committee?

Under Section 355 of the *Local Government Act 1993*, Council is able to delegate some of its functions to a Committee of Council. Council uses this delegation and appoints community members to manage facilities or functions through a Section 355 Committee.

The *Local Government Act 1993* can be accessed online at <https://legislation.nsw.gov.au/view/html/inforce/current/act-1993-030>.

1.2 Why does Council have Section 355 Committees?

Section 355 Committees are a great asset to Council. The committees have an active role in the running/management of Council facilities. This provides a two-fold benefit by giving protection to the Committee operating under the banner of Council, and by providing Council with assistance in the carrying out of its functions.

As the Committee are acting on behalf of Council, it is important to uphold the principles of equity, accessibility, and inclusivity, providing for the whole community. Research shows that community involvement in managing community facilities provides better outcomes for locals whilst engaging and including local people and providing an opportunity to participate in local community life.

1.3 Current Section 355 Committees

Under Section 355 of the *Local Government Act 1993*, Richmond Valley Council designates the following committees as 355 committees for the care, control and management of Council halls or sporting facilities:

- Broadwater Community Hall Committee
- Coraki Youth Hall Committee
- Evans Head Recreation Hall Committee

- Fairy Hill Hall Committee
- Rappville Hall Committee
- Rappville Sporting Facilities Committee
- Riley's Hill Community Centre Committee
- Stan Payne Memorial Oval Committee
- Woodburn Memorial Hall Committee
- Woodview Piara Hall Committee

1.4 Where to Find up-to-date Resources

All documents mentioned within this manual are available on Council's website <https://richmondvalley.nsw.gov.au/community-services/committees/section-355-committees/>.

Please visit this site for the most up-to-date policies, information and documents related to the operation of a 355 Committee and Council Facilities.

These resources will continue to be updated, and additional forms and templates added from time to time. Committees are encouraged to ask questions and provide feedback that can be used to update these resources. Council staff will arrange for each update to be redistributed to all current committees, and this will also assist with the sharing of information and ideas.

As Committees review and update their processes over time, Council staff will be available to provide advice and support, and to assist with the sharing of tools and templates.

Or contact Council:

Phone 6660 0300

Email council@richmondvalley.nsw.gov.au



2 RESPONSIBILITIES

Legally, the Committee is a representative of Council and any action which the Committee undertakes is Council's responsibility. Council delegates its authority to the Committee to act on Council's behalf. The responsibilities of Council and the Committee are outlined below.

2.1 Responsibilities of Council

a) Funding Major Improvements

Council shall be responsible for the funding and erection of all major improvement works in the facility in accordance with the adopted Annual Operational Plan and availability of funds.

b) Insurance of Assets

Council shall fully insure all Council owned buildings, fixtures, fittings and contents.

c) Insurance of Committee Members

Council shall insure the Committee in respect of Public Liability, Professional Indemnity, Community Support Liability and Workers Compensation.

d) Notification of Fees and Charges

Council shall notify the Committee of any proposed variation of hire fees recommended for the ensuing year.

e) Improvement Recommendations

Council shall consider with its annual budget process all improvements suggested by the Committee, as per their Proposed Projects List.

f) Induction and Training of Committees

Training to advise Office Bearers of the requirements of their positions will be arranged and conducted by Council where appropriate or requested by the Committee.

2.2 Responsibilities of Section 355 Committees

The Committee will be responsible for the **care, control and management** of the facility, including hiring, cleaning, maintenance, minor repairs and operations and the purchase of furniture and fittings. The Committee is empowered to use sums for expenditure as is necessary from amounts received from fees and charges to meet costs resulting from the delegated function to the satisfaction of Council.

a) Care includes:

- Duty of care to ensure the health, safety and welfare of persons using the facility or participating in a function of the Committee;
- Maintaining the facility and protecting the physical assets from damage, misuse and deterioration;
- Ensuring the security of the facility;
- Advising Council of any potential insurance risks that may arise in regard to the facilities and users;
- Attaining sufficient funds to maintain the facility as a going concern;
- Ensuring sufficient and equitable access of the facility by the community; and
- Ensuring all users of the facility conform to the insurance requirements set out in this manual.

b) Control includes:

- Holding regular meetings with recorded minutes;
- Monitoring and maintaining financial records;
- Submitting an annual report and all records for an annual audit;
- Submitting financial reports in accordance with GST requirements;
- Recommending hire fee structures for determination by Council;
- Administering and overseeing the use of facilities by other groups;

- Submitting a current list of all assets belonging to the Committee for inclusion in Council's Insurance Policy, by 14 February each year; and
- Submitting a current list of all Committee members to Council immediately following nominations of the Committee and where there are changes.

c) Management includes:

- Ensuring all monies received will be used for the benefit of the facility in an equitable, honest and consistent manner;
- Ensuring that the facility is not used for the financial gain of individual members;
- Ensuring all written material provided to potential hirers or used to promote the facility or program acknowledges the Committee's status as a Section 355 Committee of Richmond Valley Council;
- Ensuring the standard hire forms and terms and conditions are used;
- Developing and updating the [Proposed Projects List](#);
- Recommending policies and procedures which contribute to the effective management of the facility; and
- Being accountable to the community and the Council for the Committee's actions and initiatives in respect of the facility.

d) Limitations of Powers

According to Section 377 of the *Local Government Act*, the Committee may not make decisions concerning the following:

- Fixing of charges or fees (the Committee may submit recommendations for approval by Council in relation to the fixing of hire fees for use of the facility under its control), including a policy for exemption from fees and charges (exemption of hire fees must be approved by Council);
- Borrowing of money;
- The sale, lease, sub-lease or surrender of any land or other property vested in its care under the provision of the *Local Government Act 1993*;
- The acceptance of tenders which are required to be called by Council (the Committee may invite and accept quotations for minor works, goods and services covered within the scope of its authority or as agreed with Council);
- A decision under Section 356 of the *Local Government Act 1993* to contribute or donate money to individuals or organisations, unless prior approval has been granted from Council;
- The carrying out of any works on or to the facility including alterations, reconstruction or construction without the prior written consent of Council (this does not include minor maintenance work);
- The payment or making of a gift (other than a token gift), to its members, regarding the payment of Honorariums to committee members. This includes the payment of allowances or travelling expenses incurred whilst attending Committee meetings.
- The payment of money outside the scope of the Committee's function; and
- Unreasonably withholding consent for the hiring of the facility to any individual or organisation which agrees to comply with and adhere to the terms and conditions adopted for the use of the facility, providing the acceptable hiring period is available.

Additionally, Committee members are not permitted to speak to the media on any Council matters in their capacity as a committee member. All such requests received must be referred to the General Manager or their representative.

The exercise by the Committee of its powers and functions will be subject to such limitations and conditions as may from time to time be imposed by law, specified by resolution of Council, or in writing by Council staff to the Committee. The Committee will observe any rules and regulations determined by Council, in relation to the facility/function under its management and control.

If at any time the Committee is deemed to be functioning outside the limits of its delegated function as described herein, all powers may be revoked by written notice to the Committee signed by the General Manager or the General Manager's representative.

2.3 Accountability

The Committees need to be aware that accountability to Council, user groups and the general community is required. To facilitate this accountability, the Committees are required to:

- a) Hold an Annual General Meeting (AGM) to elect office bearers. The AGM needs to be advertised widely;
- b) Provide reports, minutes and annual financial statements to Council;
- c) Ensure that all committee members are given notice of meeting details and are provided with copies of minutes and agendas.

2.4 Code of Conduct

Richmond Valley Council has adopted a [Code of Conduct](#) that is applicable to elected Councillors, employed staff, volunteers and Committee members. This Code of Conduct sets out the principles to ensure the business of Council is carried out in an efficient, honest, and impartial way.

As Committees are operating on behalf of Council, it is important that Committees are aware of the Code of Conduct and adhere to this Code of Conduct. When appointed as a community member on a Committee you will receive a copy of Council's Code of Conduct Policy and are to agree when carrying out your duties as a Committee member, to comply with the Code of Conduct.

The area of the Code of Conduct which will most likely affect Committee members is in respect to conflict of interests. A conflict of interest exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your public duty.

Note the failure to comply with the Code of Conduct could result in your removal from the Committee.

3 APPOINTMENT AND MEMBERSHIP

Committees work best when the workload is shared amongst committee members and there is evident goodwill and cooperation amongst members.

3.1 Formation of a Section 355 Committee

- a) The formation and appointment of Section 355 Committees is at the discretion of Council.
- b) Committees are appointed in accordance with the provisions of Section 355 and Section 377 of the *Local Government Act 1993*.
- c) Council aims to form Committees that are representative of the local community or interest group of the facility or function, which the Committee manages.
- d) Council, at its discretion, will choose to hold either a public inaugural meeting or call for Expressions of Interest from the community to gain membership for a new Committee.
- e) Council must appoint new members before being able to vote or take part in the meetings of the Committee.
- f) The Committee must elect Office Bearers at its first meeting, and thereafter at each Annual General Meeting.

3.2 Section 355 Committee Membership

The recruitment of Committee members is a public process with the aim of encouraging optimum community input. To this end, the Committee should advertise casual vacancies.

Committee members are to be appointed in accordance with the following guidelines:

- a) The membership numbers of Section 355 Committees shall not be less than four members and no more than nine members, including office bearers, unless otherwise decided by Council.
- b) Members should be residents of the Richmond Valley Council Local Government Area (LGA), however in certain circumstances it may be pertinent to appoint members from outside the LGA.
- c) Membership should reflect the community organisations which use the facility and must be open to representatives of user groups and interested community members.
- d) Whilst no qualifications are necessary, a positive commitment to the activities of the Committee and a willingness to be actively involved in Committee issues is essential.
- e) Members are volunteers and therefore do not receive payment or pecuniary benefit for their involvement. The Committee may by resolution reimburse Committee members for phone calls, printing and stationery in relation to the hire of the facility. No other payment is to be made to Committee members without the prior written approval of Council.
- f) All nominations as members of a Committee are required to be formally submitted in writing to Council for appointment. Noting the recommendation in the Committee minutes and forwarding the minutes to Council will satisfy this requirement.
- g) Committee members must not have a criminal record.
- h) All Committee members must [register with Council as a volunteer](#).
- i) Committee members are required to adhere to Council's [Code of Conduct](#). A Section 355 Committee member who acts outside the delegated function of the Committee, or in a way that contravenes Council's Code of Conduct or, who behaves in a manner that is found to be contrary to the expectations of Council, will be subject to an investigation where warranted, and action as required and deemed necessary.

3.3 Committee Positions

Section 355 Committees consist of office bearers and other Committee members. The Office bearers of the Section 355 Committee will consist of:

CHAIRPERSON	The Chairperson is responsible for convening and chairing meetings, preparing agendas, ensuring accurate minutes are kept and accurate procedures are followed.
SECRETARY	The Secretary is responsible for attending to correspondence and keeping minutes.
TREASURER	The Treasurer is responsible for recording accurate records on income, expenditure, banking transactions and preparing monthly statements to the Committee.
BOOKINGS OFFICER	The Bookings Officer is responsible for taking bookings and liaising with hirers.

Deputy Chairperson is optional depending on the Committee's needs.

3.4 Election of Office Bearers

- a) An Annual General Meeting (AGM) is to be held each year. At the AGM, Office Bearers of the Committee stand down and their positions are declared vacant. A Returning Officer, appointed by Council, takes the chair and calls for nominations for the positions of office bearers and Committee members.
- b) The Committee must, from its own members, elect at least four office bearers of the Committee:
 - a) Chairperson;
 - b) Secretary;
 - c) Treasurer; and
 - d) Booking Officer/ Deputy Chairperson, depending on the Committee's needs.
- c) Nominations can be accepted in two ways:
 - in writing, duly seconded, and signed by nominee, prior to the AGM; or
 - verbally from the floor to the Returning Officer.
- d) If two or more persons are nominated for a single position a vote must be taken. Persons nominated for election are entitled to vote for themselves. If a tied ballot occurs, the name of each candidate is written on a separate, identical piece of paper, and drawn 'from the hat' by the Returning Officer (or an impartial observer). The first name drawn is elected to the Office.
- e) Office bearer positions must be held by individuals 18 years or over.
- f) At the discretion of the Council, office bearer positions may be combined.
- g) The Committee may, at its discretion and with Council approval, elect or appoint additional positions from among its members such as a Publicity Officer or Grants Officer.
- h) A maximum of two relatives of any one family can be office bearers on the same Committee at the same time. Only one of those office bearers is to sign cheques on behalf of the Committee at the same time. This means that relatives of the same family can be appointed to the same Committee simultaneously but only two can be office bearers, and only one can sign cheques during the time they are members.
- i) All Committees are required to advise Council of the details of the persons who are authorised signatories of the Committee's bank account.
- j) A list of elected office bearers and Committee members must be recorded together with the names of nominators and seconders. Minutes of the AGM with the list of duly elected Office Bearers and Committee members must be sent to Council for approval.

3.5 Dissolution of Section 355 Committee

Council by resolution may dissolve a Committee at any time:

- a) To carry out the control of the facility itself.
- b) If the Committee is not complying with the roles and responsibilities of the Committee.
- c) The Committee can also be dissolved by a vote of 75% of members entitled to vote present at an Ordinary or Extraordinary Meeting convened to consider this option.
- d) In the event of membership dropping to less than four persons, in this respect Council may:
 - Give the Committee six months to be re-established to a viable membership.
 - Dissolve the Committee and take over the responsibilities, consideration will need to be given to the long-term viability of the facility or function.

Upon a resolution being passed in accordance with item 3.5 and confirmation by Council, all assets and funds of the Committee will, after payment of all expenses and liabilities, be handed over to Council.

3.6 Vacation of Office

- a) A person will cease to be a member of a Committee if the member resigns from office by notification in writing to the Committee and Council. Notation in the minutes forwarded to Council is acceptable.
- b) The Committee can recommend the removal of members who are absent for more than three meetings without leave of absence through the following procedure:
 - Inform the individual in writing of the lapse of membership and impending removal. The Committee must then allow a two-week period for a response from the member to indicate any interest to continue as a member.
 - Should no response be received, the Committee can then vote to remove the member at the next Ordinary Meeting and verify outgoing correspondence in the minutes of meeting.
 - Removal of membership must be noted by the Secretary in the Minutes of the Committee meeting to be forwarded to Council. Failure of the Committee to do this may result in those members being able to vote at AGM's and Ordinary Meetings. Council has the right to refuse the recommendation.
- c) Council reserves the right to remove a member from the Committee at any time.
- d) Should a member fail to disclose any pecuniary interest in any matter with which the Committee is concerned and takes part in the consideration, discussion or votes on any question relating to the matter, they may be removed from the Committee at the discretion of Council. For the purposes of this provision "pecuniary interest" has the same meaning given to that term in Section 442 of the *Local Government Act 1993*.
- e) If the member was a representative from a user group, upon receipt of the resignation the Committee members will call for nominations from the user group with which the member was affiliated and refer this nomination to Council for concurrence.

3.7 Sub-Committees

Subject to Council approval Sub-Committees may be created to address individual Committee functions of the Section 355 Committee, for example the establishment of a community garden. A request from the Committee must be forwarded to Council for approval.

Sub-Committees must report back to the relevant Section 355 Committee and any recommendations need to be supported by that Committee and noted in their minutes. Similarly, the Sub-Committee's financial income and expenditure and a list of their assets, needs to be documented by the Section 355 Committee and included in their Annual Report.

4 COMMITTEE MEETINGS

The Committee shall meet at least once during each quarter of the calendar year, however, if required Ordinary Meetings of the Committees may occur more regularly to ensure that any outstanding matters are dealt with.

Matters for discussion include:

- Bookings
- Maintenance
- Collections of fees
- Paying expenses
- The effective and efficient operation of the facility.

4.1 Quorum

A quorum will normally consist of half the total number of voting members plus one. However, a request for approval to have a quorum of a differing number may be submitted to Council. Should a quorum of members not be in attendance, the meeting will be adjourned until the next meeting.

4.2 Voting

At all Committee meetings, each member present is entitled to one vote. In the event of tied voting the Chairperson shall have a casting vote as well as the deliberative one.

Council may nominate staff as the Council liaison and/or to provide services such as professional advice. Council staff are considered observers and advisors to the Committee. They are allowed to participate in Committee discussions and deliberations but do not have voting rights.

4.3 Agenda

The agenda of a meeting should be forwarded to all Committee members giving at least one week's notice of the proposed meeting.

Only items listed on the agenda are to be discussed and voted on at the meeting.

4.4 Minutes of Meeting

Minutes should be an accurate recording on what happened at the meeting. Keep them short, clear and consistent. It is not required to record every statement made at the meeting. Accurately record each motion/resolution – note mover and seconder.

A copy of the minutes should be made available to all Committee members and forwarded to Council within a reasonable timeframe.

Council will not act on Minutes recommendation/motions alone. Any items requiring action by Council are to be the subject of a separate letter or email to Council.

4.5 Extraordinary Meeting

An Extraordinary Meeting requested by two members of the Committee may be called to discuss urgent business and matters outside the scope of a scheduled Ordinary Meeting.

Minutes outlining the reason for the Extraordinary Meeting will be kept and a copy forwarded to Council within a reasonable timeframe.

4.6 Annual General Meeting (AGM)

Section 355 Committees must hold an Annual General Meeting (AGM) on a day set by the Committee between March and May each year. At the meeting, the Committee reports to the local community on the management of the facility over the past year. As mentioned in clause 3.4 the appointment of the Office Bearers takes place at the AGM.

Points to remember when planning an Annual General Meeting:

- An invitation to attend the AGM must be forwarded to Council along with a copy of the agenda.
- Four weeks prior to the date of the AGM, the Secretary of the Committee shall advertise the meeting online and in other suitable media.
- The AGM is to be a public meeting and persons may only be excluded by consent of the meeting if they are disruptive.
- An Annual Report prepared by the Chairperson, and the audited Financial Report should be presented in writing to the AGM and accepted by the meeting.

Once the AGM has taken place the Section 355 Committee must forward a copy of the minutes, annual report and Office Bearers to Council within 28 days.

The Annual Report is to include:

- a) Financial Statements (audited by Council) which include a statement of:
 - The expenses incurred by the Committee during that year;
 - The revenue raised by the Committee during that year;
 - The assets acquired by the Committee during that year.
- b) An inventory of all movable assets including tables and chairs is to be completed annually using the [Asset Inventory List](#) and forwarded to Council for insurance purposes. All plant and equipment including fixtures, fittings and prime cost items within the building shall remain the property of Council. Equipment, which belongs to hirers, shall remain separate from the Council inventory.
- c) A report on the condition of the land and building/s managed by the Committee, including:
 - Details of the programs undertaken by the Committee during that year to preserve, protect, restore and enhance the facility.
 - Any proposed expenditure programs of a capital nature including the source of funds, whether such source is the expenditure of accrued surplus income or a request for financial assistance.



TIPS FOR A WELL FUNCTIONING COMMITTEE

- Share the big picture/vision for the Committee
- Seek out new activities, new ways to engage with the community
- Encourage diversity (of people and skills) within the Committee
- Share the load – don't let one or two people burn out
- Acknowledge everyone's contribution and celebrate your achievements

TIPS FOR PRODUCTIVE MEETINGS

- Come to the meeting with a positive attitude
- Set ground rules e.g. respect each other's opinions
- Stay on point and on time (keep to the agenda)
- Encourage everyone to participate (share time so that all can participate)
- Close decisions and identify action items
- Record issues discussed, decisions made, and tasks assigned

5 FINANCIAL MANAGEMENT

Section 355 Committees are subject to the same standards of financial accountability as Richmond Valley Council and managing finances well is of the utmost importance. All funds and assets held by the Committee belong to Council and get audited along with all Richmond Valley Council's financial transactions.

The overall responsibility for keeping accurate financial records is with the Committee Treasurer who should record financial transactions by using an electronic system (or paper-based). All electronic records are to be backed up. Records to be kept by the Committee include:

- Tax invoice/receipt book
- Cash book/electronic record
- Cheque book/electronic record
- Petty cash book/electronic record
- Petty cash vouchers/electronic record
- Bank deposit book/electronic record
- Bank statement folder
- Quarterly GST Summary returns
- Booking diary/electronic system
- [Asset Inventory List](#)

5.1 Banking

Council requires the following conditions to be met by all Section 355 Committees:

- A bank account must be opened at any branch of a recognised financial institution (preferably within the Richmond Valley Council local government area). Such account will be in the name of the Committee.
- Details of accounts held by the Committee including the name of the account, the account number, the name of the financial institution and all signatories on the account must be provided to Council.
- All accounts need to be dual signature accounts (office bearers) and can be cheque book or internet banking accounts. Only one family member can sign cheques on behalf of the Committee.
- All monies received by the Committee must be banked within 24 hours of receipt or as soon as practicable.
- The Committee is authorised to draw on its account for such sums as it may require in the performance of delegated function but under no circumstances will the account be overdrawn.

5.2 Financial Year for Committees

The financial year for committee purposes is 1 January until 31 December. This is to enable all financial records to be incorporated into Richmond Valley Council's financial records before the end of Council's financial year (30 June) as per the *Local Government Act 1993*.

- Information on income and expenditure must be kept either electronically (preferable) or hard copy. An excel spreadsheet or suitable accounting software should be used. If the accounts must be kept manually, a suitable cashbook, receipt book and bank deposit book will be maintained and kept up to date.
- Receipting: Preferably, payments are accepted via direct deposit into the Committee's bank account. Where cash or cheque are received, receipts, in the name of the Committee, will be issued for charges and other monies received and duplicates of receipts will be retained for auditing.

- Purchasing: Payment should be made by EFT (electronic funds transfer) or, only when necessary, can be made by cheque. In every case evidence of the need for the payment is to be documented. A tax Invoice is required to be obtained and attached to payment records. Ensure receipts say, 'Tax Invoice' and clearly show any GST charged.
- The Committee may authorise its Chairperson, Treasurer and one other person to sign on its behalf on the basis that two signatures are required for each payment.
- All records and books will be made available for inspection whenever required by any inspector of local government accounts, Council's auditor or an authorised officer of Council.
- It is recommended the financial report summarising the income and expenditure and including a bank reconciliation be reported (where available), to each ordinary meeting of the Committee.
- An annual report of the financial affairs must be provided to Council. This report should include the cashbook and bank reconciliations. All supporting documentation should also be provided to Council, including bank statements, the deposit book and receipt books, and copies of all tax invoices that support payments made. This information should be submitted to Council by 14 February each year.
- The Committee will be entitled to spend all monies raised in the management of the facilities under their control. These monies can only be expended strictly in accordance with conditions prescribed in this Manual, by Council, and their delegations, and only upon the facility/function of the Council for which the Committee has been constituted.

5.3 Purchasing

Section 355 Committees must follow Council's [Purchasing Policy](#) where possible when purchasing goods and services. If the committee can't follow this Policy this must be discussed with Council before purchasing takes place. Council has a list of approved contractors that can be accessed when seeking a tradesperson.

In summary regarding purchasing:

- Health and safety legislation, risk management and Australian Standards are to be considered when purchasing goods and services.
- Only contractors approved by Council are to be considered when procuring goods and services unless prior approval has been granted by Council (e.g. if there is no contractor on Council's list, in an emergency or where something is under warranty).
- The Committee is authorised to approve the purchases/ payments up to \$4999. For purchases of less than \$4,999 one verbal quote is required.
- For purchases over \$5,000 please contact Council for written approval and information on purchasing requirements (e.g. for purchases between \$5000 and \$29,999 two written quotes are required).
- The highest standards of honesty, integrity, probity and equity are to be observed by the Committee.

5.4 Purchase and Sale of Assets

Assets are the resources owned by a Council or business which benefit its future operations and are convertible to cash. Examples are land, building, vehicles, plant and equipment. The Committee is not permitted to sell any assets without the written approval of Council.

An inventory of all movable assets including tables and chairs owned by the Committee is to be completed annually using the [Asset Inventory List](#) and forwarded to Council for insurance purposes by 14 February. All plant and equipment including fixtures, fittings and prime cost items within the building shall remain the property of Council. Equipment, which belongs to hirers, shall remain separate from the Council inventory.

5.5 Budgeting and Documentation

Committees are required to keep the following records:

- Treasurers Report;
- Annual Budget;
- Annual Statements;
- Statement of Financial Performance (summary of income/expenditure for the year).

5.6 Audit of Accounts

The following financial records must be available for audit after the end of the Committee financial year (31 December). The following records need to be provided to Council's Finance team, by 14 February each year:

- Bank statements covering period from 1 January to 31 December;
- Cheque books for cheques used in the last 12 months;
- Receipt books or electronic records;
- Copies of invoices or electronic records received for the year;
- Expenditure and income records;
- Petty cash book/vouchers or electronic records;
- Utilities and other bills records;
- Certificates of investment;
- Booking diary or electronic record of bookings;
- Deposit books used in the last 12 months.

5.7 Recommending Fees and Charges

Section 355 Committees can recommend fees and charges to Council by 14 February each year for approval. These fees will come into effect from 1 July each year (following adoption of the fees and charges by Council). Fees should be increased in line with inflation or CPI increases each year and the goal is that income received by the Committee, including fees and charges, should cover Committee expenses for maintenance and repairs of the facility/reserve.

Suggested categories for hiring fees and charges are as follows:

- Commercial;
- Community/non-profit;
- Regular users;
- Hourly/daily/weekly/evening/penalty rate;
- Cleaning fee;
- Bond/deposit requirements;
- Minimum number of hours required to hire;
- Use of lights.

Fees set should be inclusive of GST. Bonds do not incur GST.

5.8 Committee Expenses

It is expected the Committee will use fees collected to cover expenses such as:

- Electricity;
- Waste and hygiene services;
- Water and sewer charges;
- Cleaning and cleaning supplies;
- Provision and maintenance of furniture and equipment;
- Small maintenance and safety tasks.

It is also reasonable for Committee members to claim expenses incurred carrying out their role:

- Postage and printing supplies (supported by receipt);
- Telephone calls (supported by a log of calls made – date and purpose);
- Reasonable expenses for the operation of a Committee member's own equipment for Committee purposes (e.g. petrol for mower) (supported by receipts).

5.9 ABN

Section 355 Committees are covered under Council's ABN - 54 145 907 009.

5.10 GST

GST is a tax of 10% on the supply of most goods, services and anything else consumed in Australia. These are defined as taxable supplies. There are other types of supplies that are not subject to GST (including fresh food, education and childcare).

GST is a Federal Government tax and Council must ensure all guidelines are followed or Council could get fined at audit. Legally, a Section 355 Committee is part of Council and Council must account for all GST transactions on a quarterly basis.

The Committee must pay the total amount on an invoice to its supplier/contractor and then any GST adjustments will be finalised during the annual audit.

5.11 Donations

Section 355 Committees are not permitted to make donations without the prior written consent of Council. Committees can accept donations, which are to go to the care, maintenance and improvements of the facility.

5.12 Fundraising

Section 355 Committees may embark on fundraising activities to support their role in managing their facility or reserve or to promote the activities of the Committee.

When planning a fundraising activity or event, the Committee must make contact with Council to discuss the event or activity and to determine what the requirements are. Examples of fundraising activities include:

- Market stalls;
- Sausage sizzles;
- Raffles;
- A community event.

The following points should be kept in mind if the Committee engages in fundraising activities and/or public events:

- a) Any fundraising activities must be carried out in accordance with the *Charitable Fundraising Regulation 2021*. Local councils including committees of councils are exempt from obligation to hold an authority to conduct fundraising.
- b) Make sure when organising an activity or event that all fees, charges and donations comply with GST legislation.
- c) Ensure that all necessary Public Liability Insurance cover is arranged/provided. Council's Public Liability Insurance covers Committee members and the activities of the Committee. It may not, for instance, cover stall holders or participants (e.g. jumping castle) at an event organised by the Committee.

- d) If you are organising a major event, please check whether you need to apply to Council for approval via a Section 68 which may attract a fee.
- e) Richmond Valley Council provides a range of information on successful event planning. For further information, go to <https://richmondvalley.nsw.gov.au/community-services/events-in-the-valley/>

5.13 Applying for Grants

If the Committee are interested in applying for a grant, it is important that contact is made with Council in the first instance to discuss the project.

Some things to think about:

- What do you want to do (provide as much detail as possible on the description of the project)?
- Why do you want to do it?
- What do you hope your project will achieve?
- How much will it cost? – quotes need to be sourced in line with Council's Purchasing Procedures
- How much do you want and from whom?
- How much can you contribute yourselves (always better to include some funding from your own sources and remember in-kind contributions)?
- How long will it take and when will you need to start?
- Do you have a plan for the project if it requires building works?

Any grant sought for modifications or maintenance for the facility or reserve managed by a Committee requires Council's signed consent as the property owner.

It is essential that the decision to apply for any external funding is approved by the Committee at a General Meeting and that this is minuted.

Eligibility requirements vary depending on the funding source. If Section 355 Committees are ineligible to apply in their own right, they could consider applying under the auspices of another group (e.g. a facility user group) in the community or in partnership with Council.

Be proactive towards grants; be aware of what grants are available to your Committee and what their applicable timeframes are.

It is recommended Committee's subscribe to the Richmond Valley Grants Hub, to receive regular updates on upcoming grants - <https://richmondvalley.grantguru.com.au/>

6 RISK MANAGEMENT

Risk Management is a method of taking preventative and precautionary measures to avoid injury, loss and damage, to either persons or property.

The Committee has a duty of care to ensure the health, safety and welfare of persons attending a Committee meeting, using a facility managed by the Committee or attending an event or activity organised by the Committee. This involves regular maintenance, to keep the facility and grounds safe, clean and tidy, as well as a system of inspection to detect faults and hazards at an early stage.

6.1 Work, Health & Safety

The *Work Health and Safety Act 2011* and the *Work Health and Safety Regulations 2017* requires Council and the Committee to identify, assess and control hazards which could harm any person using the premises.

With the ever-increasing awareness by the public and claims for compensation, there is a need for vigilance, respect and safety. No matter how new a building is, people can still trip over loose objects on the floors, get hit by falling objects, or bump into projecting or badly placed furniture. In fact, almost fifty per cent of fatal and disabling injuries come from these types of accidents. Be on the alert to situations that could cause potential accidents to facility volunteers and hirers.



DUTY OF CARE

The Committee must take all possible care to ensure the health, safety and welfare of people within the facility.

NEGLIGENCE

The Committee is seen as negligent if it fails to act upon a known problem, or knowingly fails to complete an action to the best of its ability.

CAPABILITIES

The Committee is only expected to have a duty of care at the level of competence that one would be reasonably expected to have. The Committee may be seen as negligent if, for example, a piece of equipment had not been regularly serviced and sparks were visible, and they chose not to report the matter.

REASONABLE REACTION TIME

The Committee must take steps immediately the problem is identified.

6.2 Identifying Hazards

The identification of hazards is an essential component of managing risk. By knowing the appropriate steps to managing risk, you are more likely to identify and correct the most common hazards.

There are three steps used to manage health and safety at work (work being the work you undertake at a facility on Council's behalf): Remember **SAM**.

Spot the Hazard (Hazard Identification)

Assess the Risk (Risk Assessment)

Make it Safe (Risk Control)

When undertaking work at a facility you can use these three steps to help prevent accidents.

1. Spot the Hazard

Examples of workplace hazards include:

- frayed electrical cords (could result in electrical shock);
- boxes stacked precariously (they could fall on someone);
- noisy machinery (could result in damage to your hearing);
- a wet area on the floor (could result in someone slipping).

Whilst working, you must remain alert to anything that may be dangerous. If you see, hear or smell anything odd, take note. If you think it could be a hazard, tell someone.

KEY POINT - A hazard is anything that could hurt you or someone else.

2. Assess the Risk

Whenever you spot a hazard, assess the risk by asking yourself two questions:

- How likely is it that the hazard could harm me or someone else?
- How badly could I or someone else be harmed?

KEY POINT - Always advise Council about hazards the Committee cannot fix, especially if the hazard could cause serious harm to anyone.

3. Make it Safe

The best way to fix a hazard is to get rid of it altogether. This is not always possible, but you should try to make hazards less dangerous by looking at the following options (in order from most effective to least effective):

- Elimination - sometimes hazards - equipment, substances, or work practices can be avoided entirely (e.g. clean high windows from the ground with an extendable pole cleaner, rather than by climbing a ladder and risking a fall).
- Substitution - sometimes a less hazardous thing, substance or work practice can be utilised (e.g. use non-toxic glue instead of toxic glue).
- Isolation - separate the hazard from people, by marking the hazardous area, fitting screens, or putting up safety barriers (e.g. welding screens can be used to isolate welding operations from other workers. Barriers and/or boundary lines can be used to separate areas where forklifts operate near pedestrians in the workplace).
- Safeguards - safeguards can be added by modifying tools or equipment, or fitting guards to machinery. These must never be removed or disabled by workers using the equipment.
- Instructing workers in the safest way to do something - this means developing and enforcing safe work procedures. All workers must be given information and instruction and must follow agreed procedures to ensure their safety.
- Using Personal Protective Equipment and clothing (PPE) - if risks remain after the options have been tried, it may be necessary to use equipment such as safety glasses, gloves, helmets and earmuffs. PPE can protect you from hazards associated with jobs such as handling chemicals or working in a noisy environment.

Sometimes, it will require more than one of the risk control measures above to effectively reduce exposure to hazards.

KEY POINT - It is Council's responsibility to fix hazards.
Sometimes you may be able to fix simple hazards yourself, as long as you do not put yourself or others at risk. For example, you can pick up things from the floor and put them away to eliminate a trip hazard.

6.3 Accident/Incident Reports

Report all accidents, incidents and near misses to Council on (02) 6660 0300 within 24 hours.

Incidents, commonly called a "near miss", should also be reported, as they are a warning of a situation that may cause injury to a person or serious damage to property or the environment if action is not taken. This is the best type of risk management prevention. All accidents and incidents occurring within Council community facilities must be reported as soon as possible.

6.4 First Aid Kit

As per the [Community Facility Terms of Hire](#), Hirers should provide their own first aid kit appropriate for the event they are hosting.

A back-up First Aid Kit should be located in the kitchen of the facility. Committee members are to monitor and replenish the contents as required.

6.5 Electrical Safety

Electrical safety should receive high priority to avoid exposure to the risk of electric shock. All electrical equipment and appliances must be tested and tagged by a qualified electrician in accordance to *AS/NZS 3760:2004*.

6.6 Facility Inspections

Regular inspections are essential to identify potential risks, and may be either formal or informal:

- Informal Inspections: Informal inspections are incidental during Committee business. Smaller items requiring repair should be addressed by the Committee, whilst larger defects or problems should be reported to Council.
- Safety Inspections by Hirers: It is the responsibility of the user groups/hirers to ensure that any facilities are safe for use immediately before and during its use e.g. ensuring sporting fields are level and any broken glass and other hazardous matter is removed.
- Formal Council Inspections: Council will also conduct annual inspections of facilities.

6.7 Fire Protection

Council provides all Council facilities with fire and safety equipment and arranges frequent inspections and servicing of all fire equipment in community facilities. All fire equipment is sign-posted with a coloured disc. The disc has valuable information that should be read before using the equipment.

Advise Council immediately if you discover any damaged or stolen fire prevention equipment. Emergency replacement of fire equipment should be done through Council. If fire prevention equipment is used irresponsibly by a hirer this cost should be deducted from the hirer's bond.

All emergency exits must be identified by an illuminated exit sign and inspected by a Council contractor annually. Emergency exit routes must be kept clear at all times. Exit doors should not be barred or locked at any time while the facilities are in use. Paths of travel to the exits are to remain open and clear at all times (minimum clearance is 1.0 metre).

Steps to be taken in the event of an emergency must be clearly displayed in the facility.

6.8 No Smoking

Smoking, including the use of e-cigarettes, vapes and electronic nicotine delivery devices, is prohibited at all Council-owned community halls, facilities and recreation grounds.

6.9 Consumption of Alcohol

Committees are responsible for advising hirers of the conditions relating to the consumption of alcohol, as outlined in the [Community Facility Terms of Hire](#). The consumption of alcohol by persons under the age of 18 years and the sale of alcohol on the premises without a liquor licence is prohibited.

6.10 Child Protection

Hirers are required to meet the legislative provision of the NSW Government's *Child Protection (Prohibited Employment) Act 1998*. It is the Hirer's responsibility to have a background check carried out on any volunteers or employees who whilst in the Hirer's employ (including volunteers), have direct and unsupervised contact with children and young people, and to ensure that all workers in child related positions hold a current WWCC number.



7 INSURANCE

Insurance should be a last resort in the implementation of good risk management.

Richmond Valley Council is responsible for insurance policies to cover Council's liability as a consequence of Council's business activities. Committee members are protected under the insurance policies taken out by Council so long as they act reasonably and with the scope of the delegation. Unauthorised negligent or illegal acts may attract personal liability.

The Committee is responsible for advising all user groups that it is the user groups responsibility to insure against public liability and for loss or damage to any property brought to or left at the facility.

For more information, please contact Council's Governance team.

7.1 Reporting an Incident

Committees and hirer/user groups are instructed that any matter or incident which may give rise to a claim against Council must be reported to Council as soon as it occurs (within 24 hours) by phoning (02) 6660 0300.

It should be noted that no admission of liability should be made to any potential claimant as this is a breach of insurance policy conditions and may result in loss of cover.

The Committee may receive notification of an incident either verbally, in writing, by telephone or through observation. Once the committee becomes aware of a potential claim it must notify Council by the next business day. Council has a responsibility to notify its insurer as soon as a potential claim is known. This will ensure that investigations and remedial actions can be undertaken to prevent further occurrences.

7.2 Public Liability Insurance

Public liability insurance provides cover for its legal liability to the public for Council's business activities.

The Committee is responsible for the care, control and management of the facility or function under Section 355 of the *Local Government Act*. If a third party suffers property damage or personal injury because of Council or Committee negligence, they are covered under the Public Liability Policy.

Public Liability claims often end up in Court and it is most important that accurate details are taken down immediately after an incident/accident. This information may be used by Council for their investigation and in Court should the matter proceed to that step. The volunteer involved may also be called upon as a witness.

7.3 Property Insurance

Council's property insurance covers properties and assets belonging to Council. Any new equipment purchased by the Committee must be notified to Council for inclusion under the policy. Property insurance covers damage resulting from such occurrences as storm, fire, impact, malicious damage, theft, and burglary, subject to the policies terms, conditions and exclusions. Each claim carries an excess (the amount not covered by the insurer).

The Committee must provide to Council annually a list of all assets - known as the [Asset Inventory List](#). The policy does not extend to property owned by third parties such as facility hirers, Committee members or volunteers (i.e. property in which Council does not hold an insurable interest). Such groups should be advised to obtain their own cover for any items stored at the facility.

Burglary and malicious damage incidents MUST be reported to the Police Assistance Line (13 14 44) immediately upon discovery and a Police Report Number and the name of the Police Officer recorded. All incidents, regardless of value must be reported to Council as soon as possible.

7.4 Personal Accident Insurance

Personal accident insurance covers bodily injury for Committee members whilst engaged in an activity directly or indirectly connected with or on behalf of the Council, including whilst travelling directly to and from such activity. This cover extends to those people who have been authorised by Committee members, as suitable volunteers to act on the Committee's behalf for work related to the facility.

7.5 Insurance for Hirers

All hirers of the facility are required to take out a public liability insurance policy, with an approved insurer, for a minimum sum insured of \$20,000,000. The purpose of this policy is to protect the hirer against claims made by another party against the hirer for bodily injury or property damage.

Evidence that the policy is in force should be presented to the Section 355 Committee prior to the first booking or whenever requested. This evidence could be a recently issued certificate of currency, provided by the insurer.

COMMUNITY SUPPORT LIABILITY INSURANCE

This policy provides insurance coverage for casual hirers for nominated Council facilities. A casual hirer is a person or group of persons (other than a sporting body, club, association, corporation, or incorporated body) which uses the facility less frequently than once a month or 12 times per calendar year.

Council may also provide insurance cover for groups who may want to use a facility more frequently if they are not charging fees, are non-profit making or for fundraising purposes providing they are not incorporated.

All hirers of Council facilities are responsible for insuring contents or equipment belonging to them. Council will not accept responsibility for property that is damaged or stolen.

7.6 Insurance for Committee Organised Events

Committees may wish to conduct fundraising activities and community events. Each activity must be endorsed by Council and Council's insurer to ensure that insurance cover is extended to the activity and the Committee members organising/participating in the activity. The event may attract an additional premium which will need to be met by the Committee.

If the fundraising involves other community groups in, for example, a fete situation where each group has a stall to sell goods, then each group is responsible for its own Public Liability Insurance (minimum cover \$20,000,000).

8 MANAGEMENT OF THE FACILITY

The main purpose of the Committee is to manage the hiring of community facilities. Making such facilities readily accessible to the community, whilst at the same time, raising funds for its maintenance and future improvements are some of the main objectives of such Committees.

8.1 Hire of a Community Facility

Each Committee should have a Bookings Officer to keep track of bookings and liaise with hirers.

- An application form is required to be completed prior to use of the facility including acknowledgment by the hirer of the terms of hire – refer to the [Community Facility Terms of Hire](#)
- Regular hirers/users must submit a hire application form each year nominating the dates and times of facility use.
- Allocation of the facilities will be made according to the applications received with regular seasonal hirers given priority.
- All applicants will be advised of allocations and payment of the appropriate charges.
- The Committee should undertake pre and post event inspections of the facility noting the condition of the facility.

8.2 Terms of Hire

Hirers must sign a Hire Agreement which shows that they abide by the Terms of Hire set out by the Committee and in accordance with Council policies. Committees are encouraged to adopt the [Community Facility Terms of Hire](#) for this purpose.

It is a good idea for the Committee Bookings Officer or another Committee member to ensure each hirer understands their obligations when hiring the facility, going over the conditions with the hirer if required.

8.3 Fees and Charges

The schedule of fees and charges is set by Council, taking into consideration recommendations from the Committee and the operating requirements of the facility.

Only Council has the power under the *Local Government Act* to set fees and charges. Committees are to review their fees annually and make recommendations to Council. The Committee will be contacted by Council each year prior to the adoption of the Revenue Policy regarding the fees and bonds applicable for the following financial year.

Fees may include hiring of facilities and equipment and post event cleaning of the facility. All fees and charges attract GST.

The Committee is not able to provide subsidies or waive hire fees. All requests concerning fee reduction must be referred to Council. Fees and charges may not be varied without the prior written approval of Council.

8.4 Bonds

As a safeguard against possible damage, the Committee should hold a hirer's bond to cover damage to the facility or equipment, or to cover the need for additional cleaning, where appropriate.

Hirers should be advised the bond will be refunded if the facility is left in a clean, secure, undamaged condition and all Terms of Hire are adhered to.

Any abnormal costs associated with the hire of the facility will be deducted from the bond. This may include removal of excess rubbish, additional cleaning, etc.

8.5 Keys and Security

Committees are encouraged to manage keys, access and security of the facility in an efficient manner. The Office Bearers of the Committee may hold keys to the facility and the Booking Officer will hold additional keys for casual hirers.

The Bookings Officer must maintain a [Community Facility Key Register](#) of all key holders, coordinate bookings, collect fees, distribute keys to user groups, and arrange for the return of keys at the end of the hire period.

Regular hirers may hold a key for their continued use.

Should a casual hirer or member of a group fail to return key/s, the Bookings Officer must contact Council to arrange for an invoice to be raised to recover the cost of cutting new keys for the facility or re-keying the facility if necessary.

Requests for additional keys for the facility need to be made through Council.



MARKETING AND PROMOTIONAL IDEAS

Section 355 Committees are expected to maximise facility use, collecting hire fees to effectively maintain and enhance the facility, for the benefit of the community.

It is therefore beneficial for Section 355 committees to actively promote the facility as a venue for hire.

Below are some ideas and points to consider:

- How would you like to engage with your local community?
- Who are the target groups for your facility?
- Advertise in local newsletters
- Develop flyers for local noticeboards and to place in local businesses
- Have community open days and allow hall users to showcase their activity
- Organise a community event, such as a bush dance or trivia night
- Consider Facebook and other social media avenues

Council would like to work with Committees on promoting your facilities, so please contact Council with your ideas or for assistance.

9 MAINTENANCE OF THE FACILITY

The Committee has responsibility for the overall cleanliness, safety and maintenance of the facilities under their control, including the grounds directly surrounding the facility.

Communication between the Committee and Council is essential to adequately maintain the facility.

The Committee is responsible for:

- Undertaking safety inspections;
- Immediately reporting urgent structural and/or safety concerns to Council;
- Developing an annual maintenance schedule and carry out items within funding constraints;
- Ensuring the kitchen and amenities are maintained to a clean and healthy standard;
- Ensuring fire escapes and extinguishers are regularly checked and access is clear;
- Ensuring graffiti and vandalism is dealt with by the Committee, or report to Council if structural damage has occurred;
- Ensuring that current Work Health & Safety Standards are known and adhered to;
- Arranging to have light globes, fuses and tap washers replaced as required;
- Maintaining, servicing and replacing all electrical equipment including fridges, ovens, projectors and defibrillators;
- Arranging to have gutters cleared of leaves;
- Keeping all storage areas tidy with no obstacles in front of cupboards, doorways and access points;
- Ensuring furniture and equipment is safe and well maintained;
- Ensuring the grounds immediately surrounding the facility are well maintained, including community garden (where applicable); and
- The disposal of all waste from the facility.

All other maintenance requirements should be referred to Council for discussion, including annual pest and fire safety inspections.

9.1 Contracting

Committees may need to engage the services of a contractor to undertake maintenance works. It is recommended that for maintenance of less than \$1000, the Committee use the list of Approved Contractors for Richmond Valley Council and arrange their own maintenance where possible.

Committee responsibilities which require engagement of a contractor must:

- Ensure the contractor is registered and licensed;
- Ensure the contractor is inducted on to the site; and
- Ensure a copy of the contractor's Public Liability Insurance (\$20,000,000 cover) is provided prior to being engaged. Council's insurance does not cover the contractor.

9.2 Maintenance Advice

Council acknowledges that for some of its facilities, income received in the day to day running of the facility will not cover all the expenses associated with the maintenance of the facility or reserve.

Council requests that Committees cover maintenance requirements where possible but will work in partnership with Committees to maintain and improve the facilities for the benefit of the community. To this end Council will perform annual inspections of facilities so that they are aware of issues and can investigate funding opportunities.

9.3 Capital Works/Special Projects

Any proposed expenditure of a capital nature (whether the source of funds is a surplus held by the Committee or a request for financial assistance from Council) must be submitted to Council, and include the following information:

- A brief description of the proposed project;
- Benefits of the project for the community; and
- The amount of funds held by the Committee that will be contributed to the project.

Council is required to ensure effective use of funds available for all its service and works throughout the community. In setting priorities, Council identifies needs, which are then funded in an annual budget developed in February each year, adopted in June and implemented in the ensuing financial year (i.e., 1 July – 30 June).

The Committee is encouraged to submit a [Proposed Projects List](#) annually to Council. The proposed projects will be considered by Council for future improvements to the facility. Council may choose to allocate funds or assist with grant applications for Council approved projects.





Redesign Boundary and Town Entry Signage Final Presentation

WILD HONEY CREATIVE

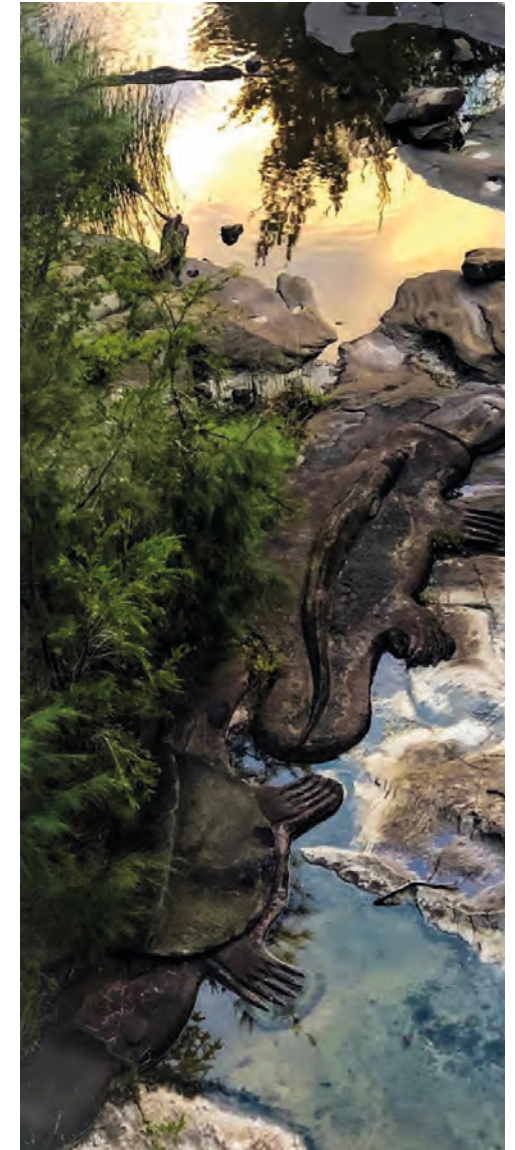
Presented by Jasmine Phillips
February 15th, 2024



DESIGN CONSIDERATIONS

Importance of Effective Signage:

- Effective signage is a visual ambassador for the Richmond Valley, shaping its identity and inviting exploration in alignment with the Discover Richmond Valley brand.
- In our close-knit community, well-designed signage serves as a shared symbol, fostering belonging and offering guidance as a direct touchpoint with both locals and visitors.
- Strategically designed signage aligns seamlessly with Council objectives, conveying information, promoting local landmarks and features, and contributing to the creation of a cohesive and welcoming environment.
- Impactful signage in the Richmond Valley reflects the collective pride of residents, showcasing the richness of history, the beauty of landscapes, and the vibrancy of the local community.



WHERE WE'VE BEEN...

Project Overview

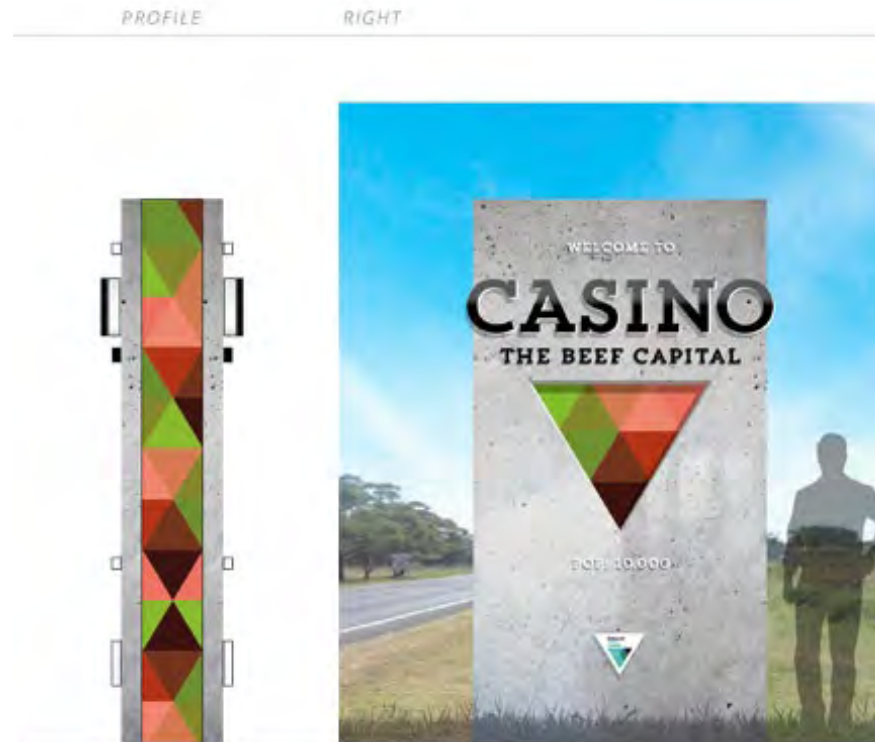
The RVC Brand was developed in 2014 by Sydney design agency Dynamix, and town signage concepts were approved and installed.

These were often a target of vandalism (not uncommon for town entry signage both here and in other regions).

Lighting installed in the signs was difficult to repair and replace, as were the signs themselves.

Previous designs did not align with the communities feeling of place or promote the features of the region to those passing through.

*Previous town entry signage mock up
(<https://dynamix.com.au>)*



WHERE WE'VE BEEN...

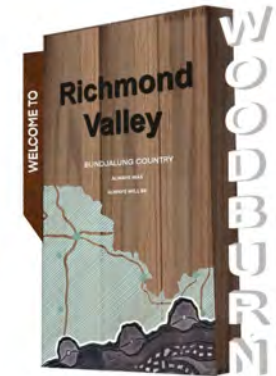
Previous In-House Design Suggestions

In 2022, after extensive damage, it was determined that Council remove existing town entry signs (including frames) and move forward with alternative downscaled designs.

A round of design concepts was developed in house and presented to Councillors earlier this year, from which feedback was sought.

The project was delayed due to natural disaster, however additional NSW Government funding was secured to upgrade the existing town entry signs in Casino, Coraki, Evans Head, Broadwater and Woodburn. These new signs would also pay respect to and acknowledge the traditional custodians in the Richmond Valley Council Local Government Area.

Previous in-house design suggestions presented to Council (2022 – In house)



Previous Feedback

After reviewing the latest design concepts, several key themes and preferences have emerged for future iterations:

Wording and Acknowledgment of Country:

Signs should include the wording 'Welcome to the Richmond Valley', and the Acknowledgment of Country is to read "Bundjalung Country"

Scaled-Down Sign Size:

The community has expressed a preference for smaller sign sizes, approximately 2m high by 1m wide. Boundary signage to be approximately 60 cm wide. Preference for no lighting (difficult to maintain).

Simplified Designs that Offer Value For Money:

Simplicity is key; there is a preference for designs that are less intricate to avoid a cluttered appearance, and easy legibility. The community is likely to prefer cost-effective designs, considering the necessity to allocate budgets strategically in the aftermath of the floods.

Previous Feedback continued...

Vandal-Resilient Design:

Focus on creating designs that are relatively resilient to vandalism, that are easy to maintain and replace if damage does occur (either deliberate damage or due to fires, floods etc).

Incorporate More Colour:

Emphasis on introducing additional colours, with a primary focus on the RVC blue colour palette.

Create a Sense of Place:

Signs should align with Discover Richmond Valley Brand to create a cohesive sense of identity and place for locals, as well as a recognisable destination for visitors.

DESIGN CONSIDERATIONS

Key Design Principles For All Concepts

Key Design Principles

- Simplicity in Both Design and Construction
- Attractiveness & Legibility
- Cost-Effectiveness
- Easy Maintenance
- Brand Consistency
- Placemaking & Community Pride for Both Locals and Visitors
- Inclusion of Discover Richmond Valley Logo to unify all signage and strengthen the place brand
- Use of curved 'hill, valley and wave' elements in signage shape in all concepts

New Concepts...

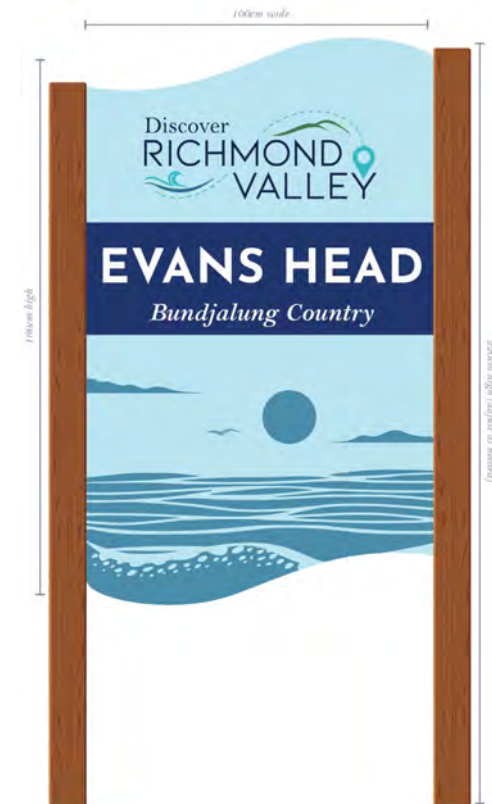
Council contracted Wild Honey Creative to lead a new creative direction in late 2023.

Councillors met in workshop in December to view three different concepts. At this workshop, Councillors chose a preferred concept (shown right) to continue with.

It was agreed that this be developed for each Town Entry sign, and that some options be shown for Boundary Signs.

It was workshopped that imagery should:

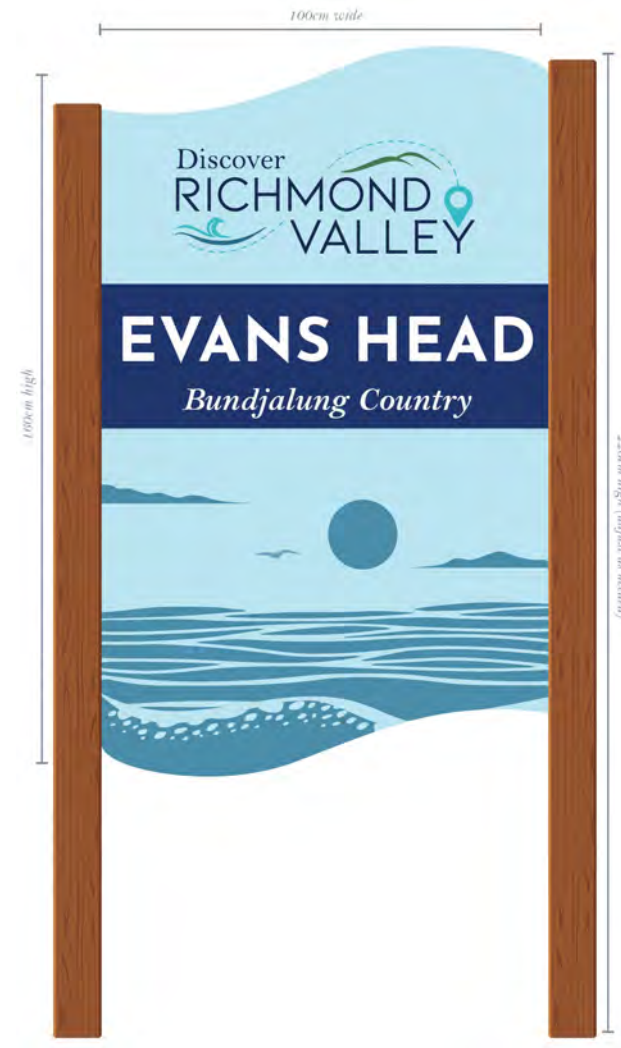
- Focus on place, rather than people and have a sense of a pathway or leading into the scene.
- Consistency in colour and style.
- Represent well know landmarks and features of each area, recognisable by locals or visitors.
- Stay simple, removing any possible elements that can be willfully damaged or will show wear and tear more readily.
- Use 'wood look' laminated gal posts with a curved bottom and top of the signs



REVISION 1 - TOWN ENTRY: EVANS HEAD

Evans Head

An inviting seaside scene that welcome locals and visitors to enjoy the peaceful, laid-back lifestyle and beautiful coastal scenery of Evans Head.

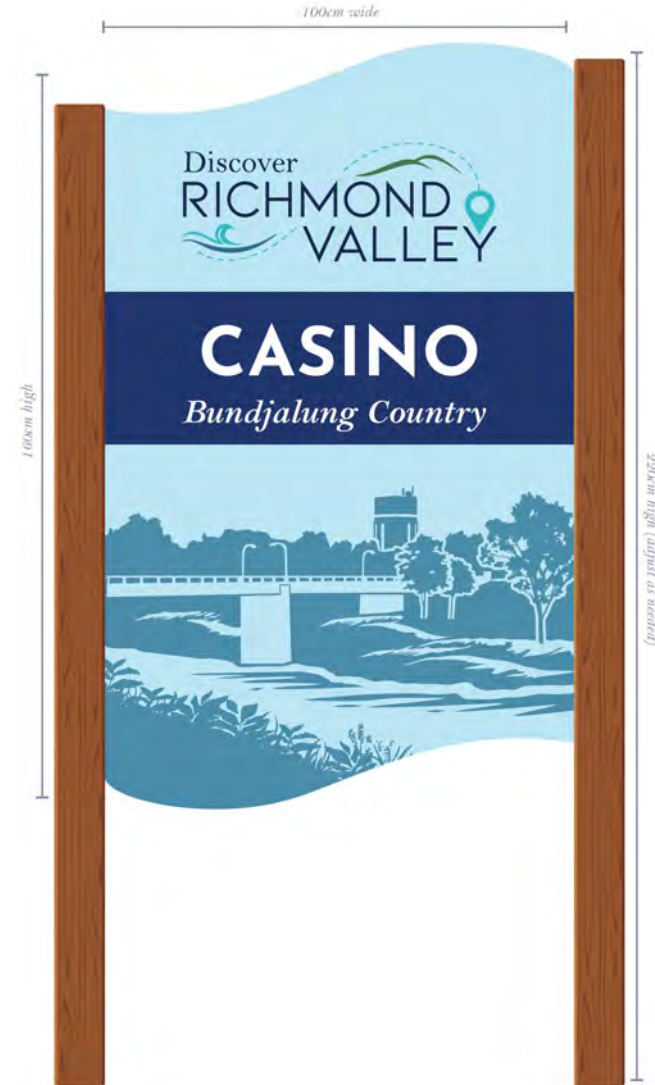


REVISION 1 - TOWN ENTRY:

Casino

An iconic view from the banks of the river near Irving Bridge.

The water tower features in the distance.

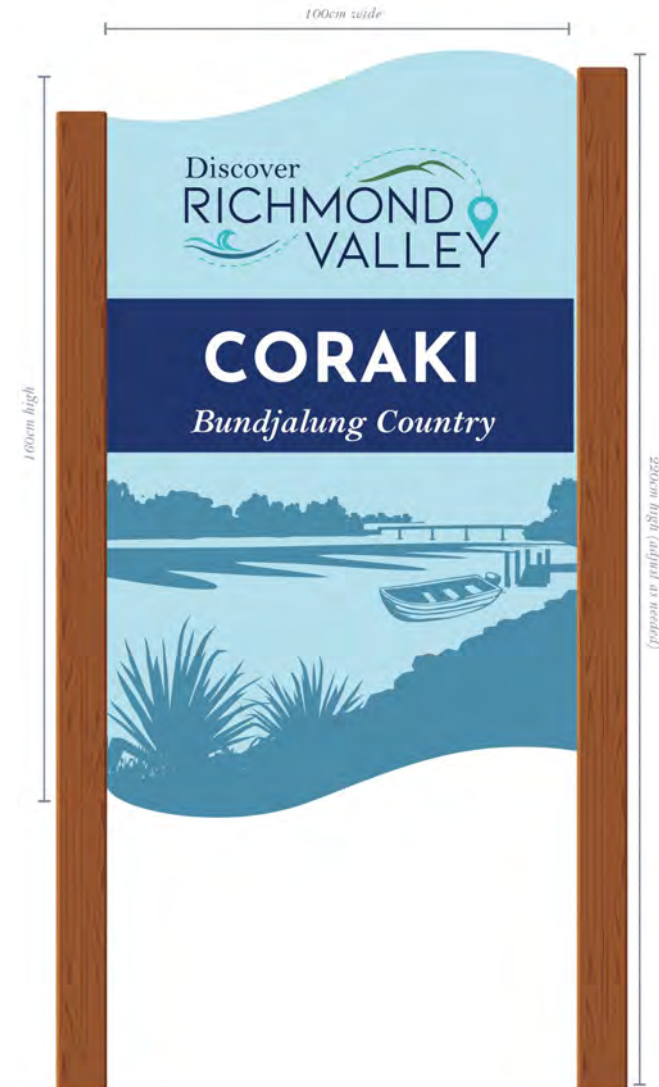


REVISION 1 - TOWN ENTRY:

Coraki

The design draws inspiration from the scenic view across the river observed from the park.

A boat icon pays homage to the local fishing and marine lifestyle, capturing one of the key attractions that entice tourists to peaceful Coraki.

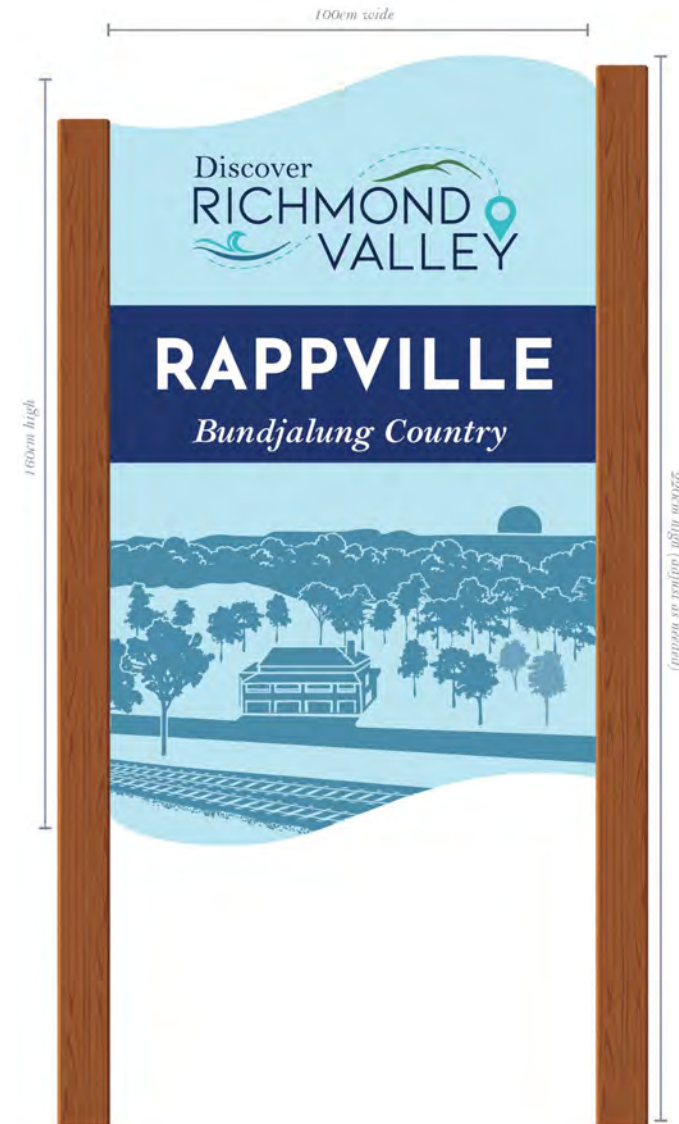


REVISION 1 – TOWN ENTRY:

Rappville

The Rappville sign showcases an aerial view of the iconic Rappville pub, the railway line, and many trees (representing the ties the community has to land and the forestry industry).

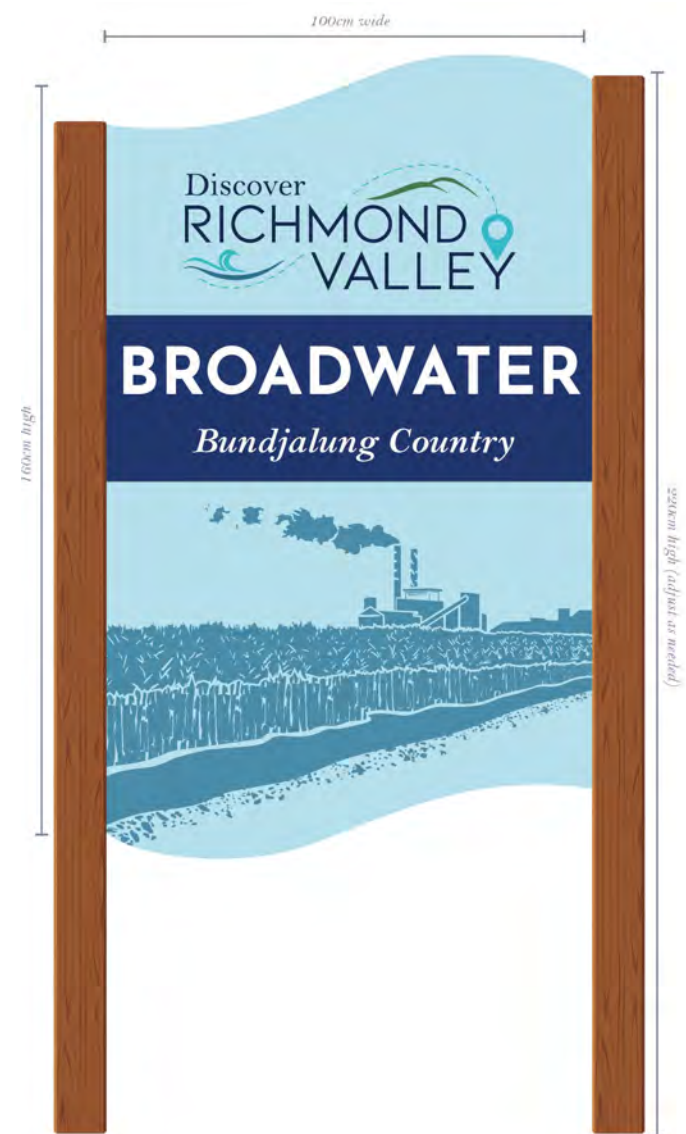
Set against the backdrop of the mountain range.



REVISION 1 - TOWN ENTRY:

Broadwater

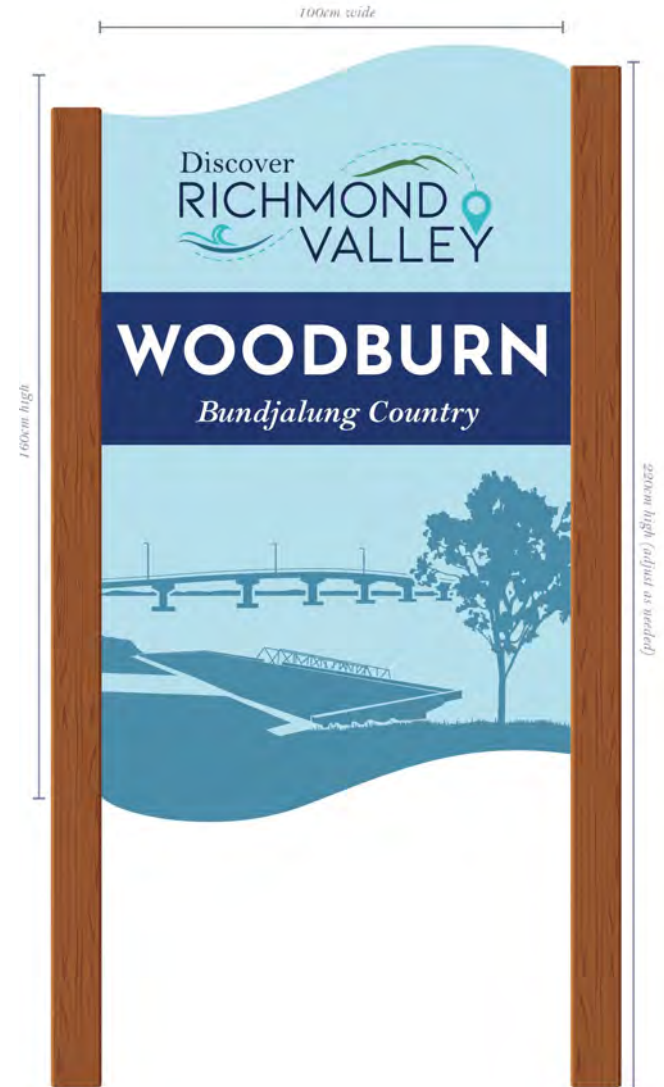
The Broadwater signs depicts the Sugar Cane mill and expansive fields of sugarcane, capturing the area's rich agricultural heritage.



REVISION 1 - TOWN ENTRY:

Woodburn

The Woodburn sign offers a view from Woodburn Riverside Park, featuring the jetty in the foreground, capturing the tranquility and natural beauty of Woodburn's riverside setting.



TOWN ENTRY SIGN - MOCK UP IN SITU



Boundary Signs

An peaceful river scene welcomes people to the Richmond Valley and into Bundjalung Country.

The reverse side bid farewell, and features the logo motifs of hills and waves to reinforce the destination brand.

Updated Dimensions:

- Tallest post approx. 2.2 meters high by 100cm wide (metal sheeting)
- Double sided design with wood-look metal posts



Front

Reverse of sign

BOUNDARY SIGN IN SITU: Front & Reverse



NEXT STEPS

What's Next?

NEXT:

Review these designs and provide any final feedback.

Source quotes from suitable signage manufacturers / installation experts

MARCH/ APRIL:

Installation across the region

IN PROVIDING FEEDBACK

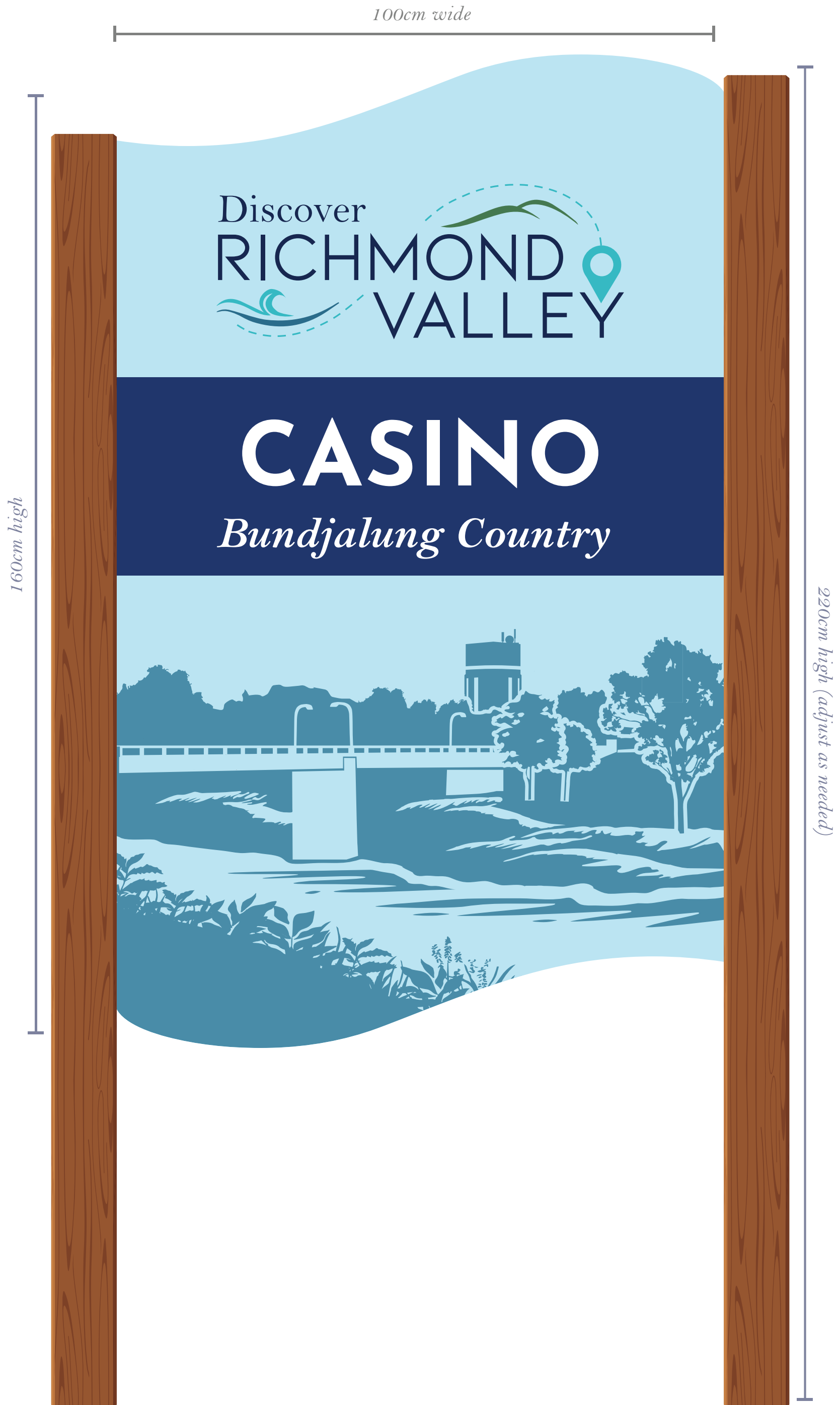
Please Consider...

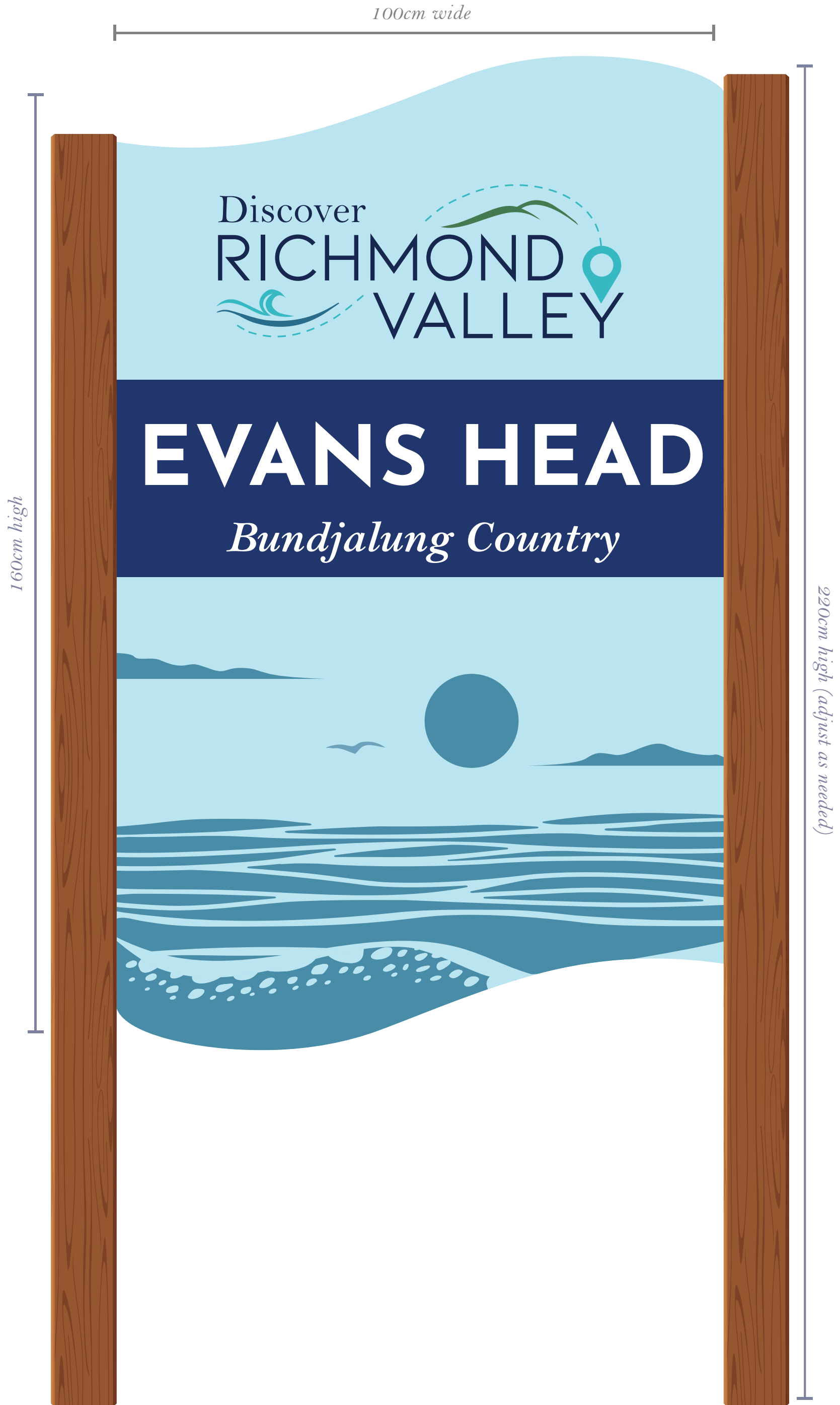
- 1. Brand Alignment:** Ensure the design aligns with the Discover Richmond Valley brand, promoting consistency and recognition.
- 2. Community Relevance:** Assess how well the design reflects the needs and desires of the community at this time.
- 3. Inclusivity:** Consider if the signage is inclusive and respectful, incorporating the acknowledgment of Bundjalung Country.
- 4. Cost-Effectiveness:** Evaluate the proposed design's cost-effectiveness in terms of materials, installation, and long-term maintenance.
- 5. Visibility and Legibility:** Confirm that the signage is easily visible and legible from a distance, contributing to its effectiveness.
- 6. Vandalism Resilience:** Assess the design's resilience to vandalism, ensuring durability and longevity.
- 7. Community Pride:** Consider the potential impact of the design on community pride, fostering a positive perception of the region.
- 8. Cohesion and Consistency:** Evaluate the design's contribution to creating a cohesive and consistent visual identity throughout the Richmond Valley.
- 9. Impact on Objectives:** Examine how well the proposed signage fulfills the objectives set by the Council

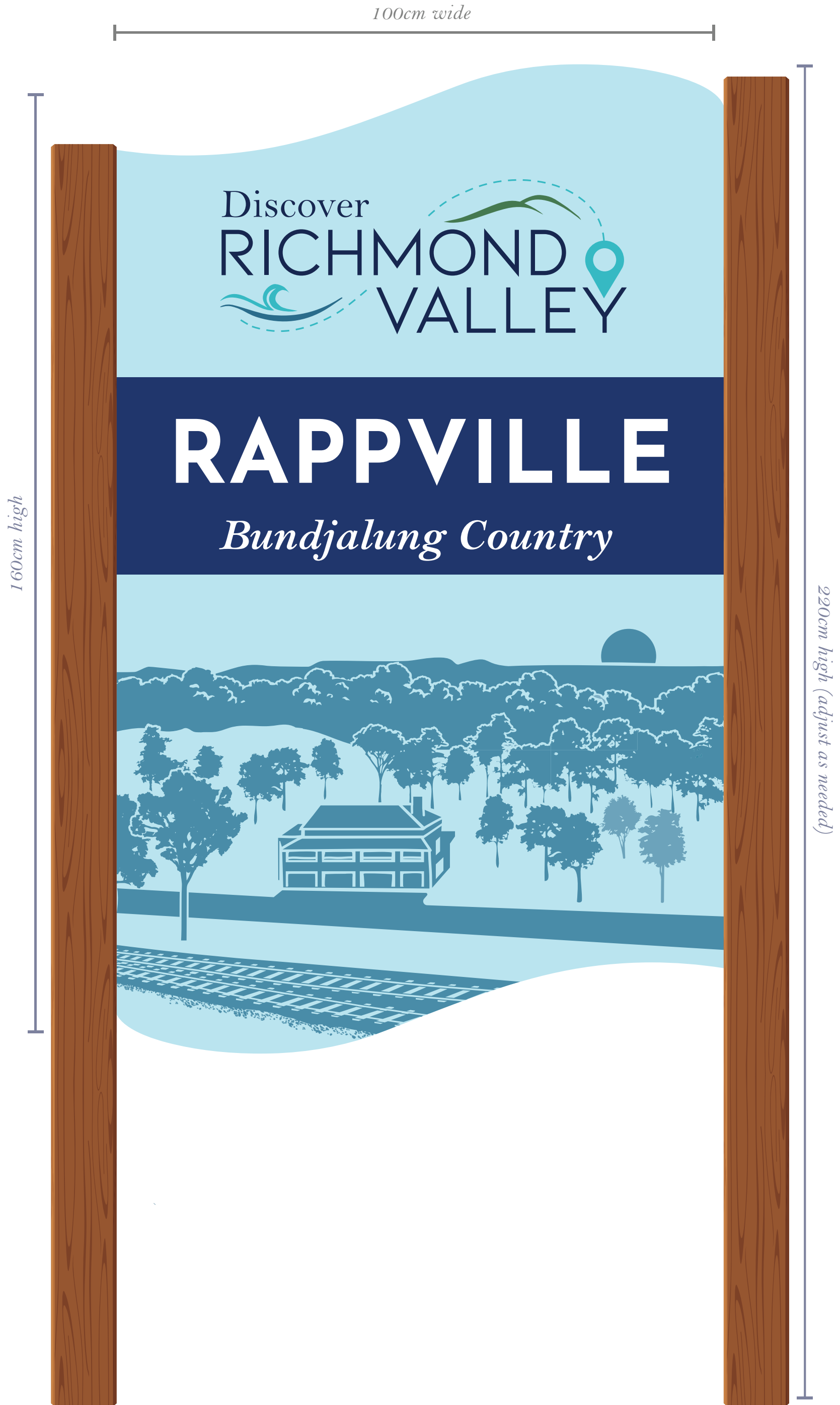
IN CLOSING

Any questions?

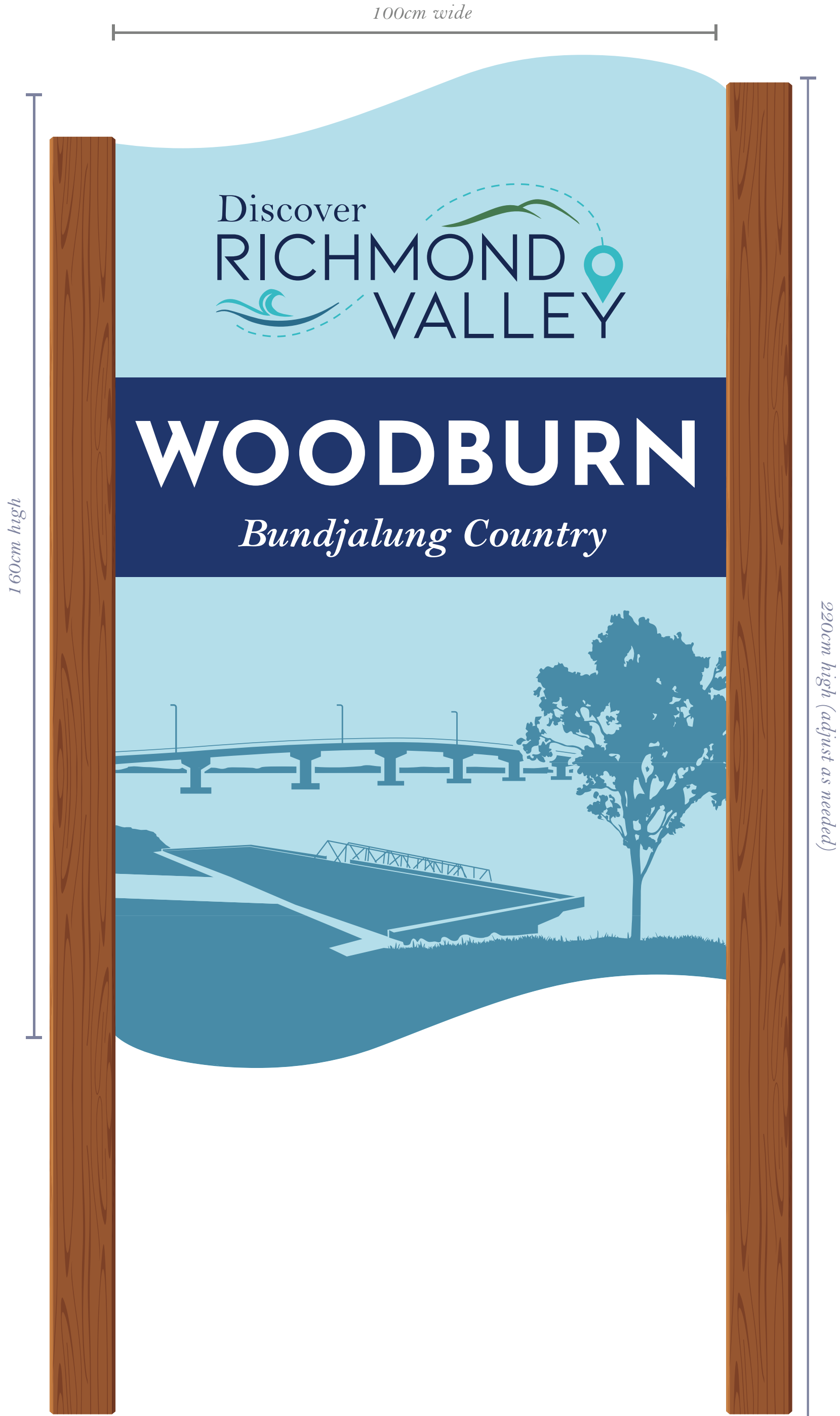
Feel free to contact me on jasmine@wildhoneycreative.com

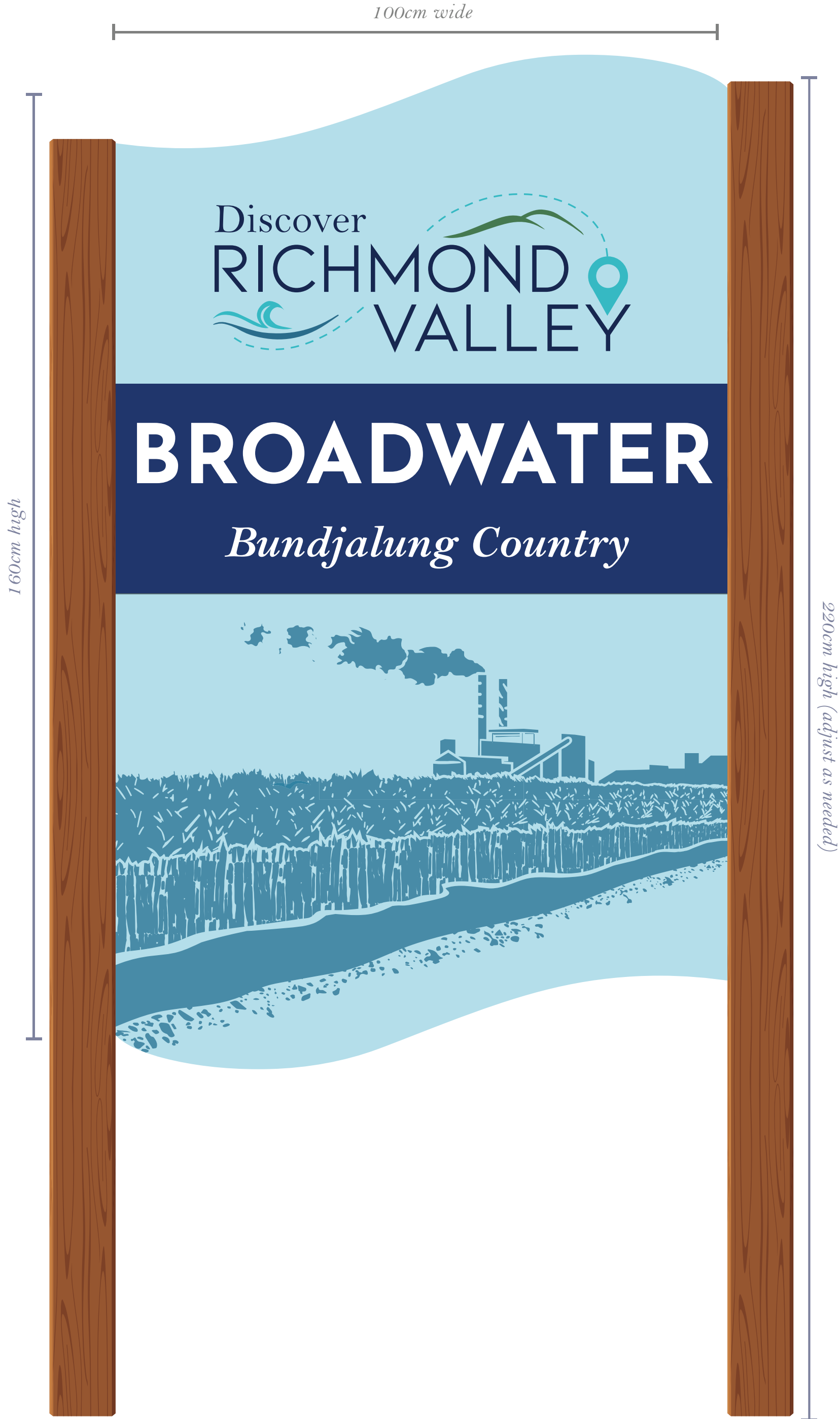






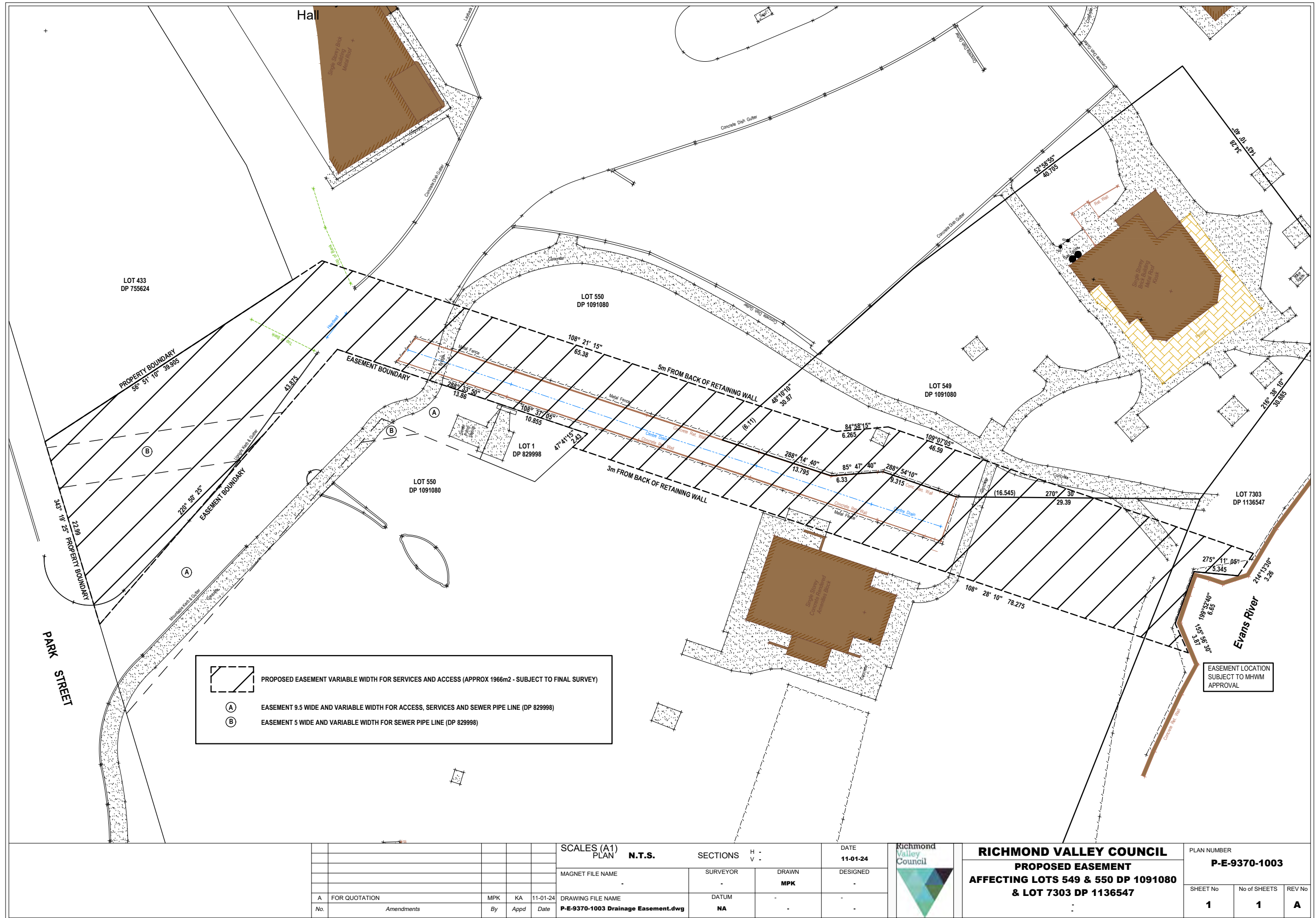


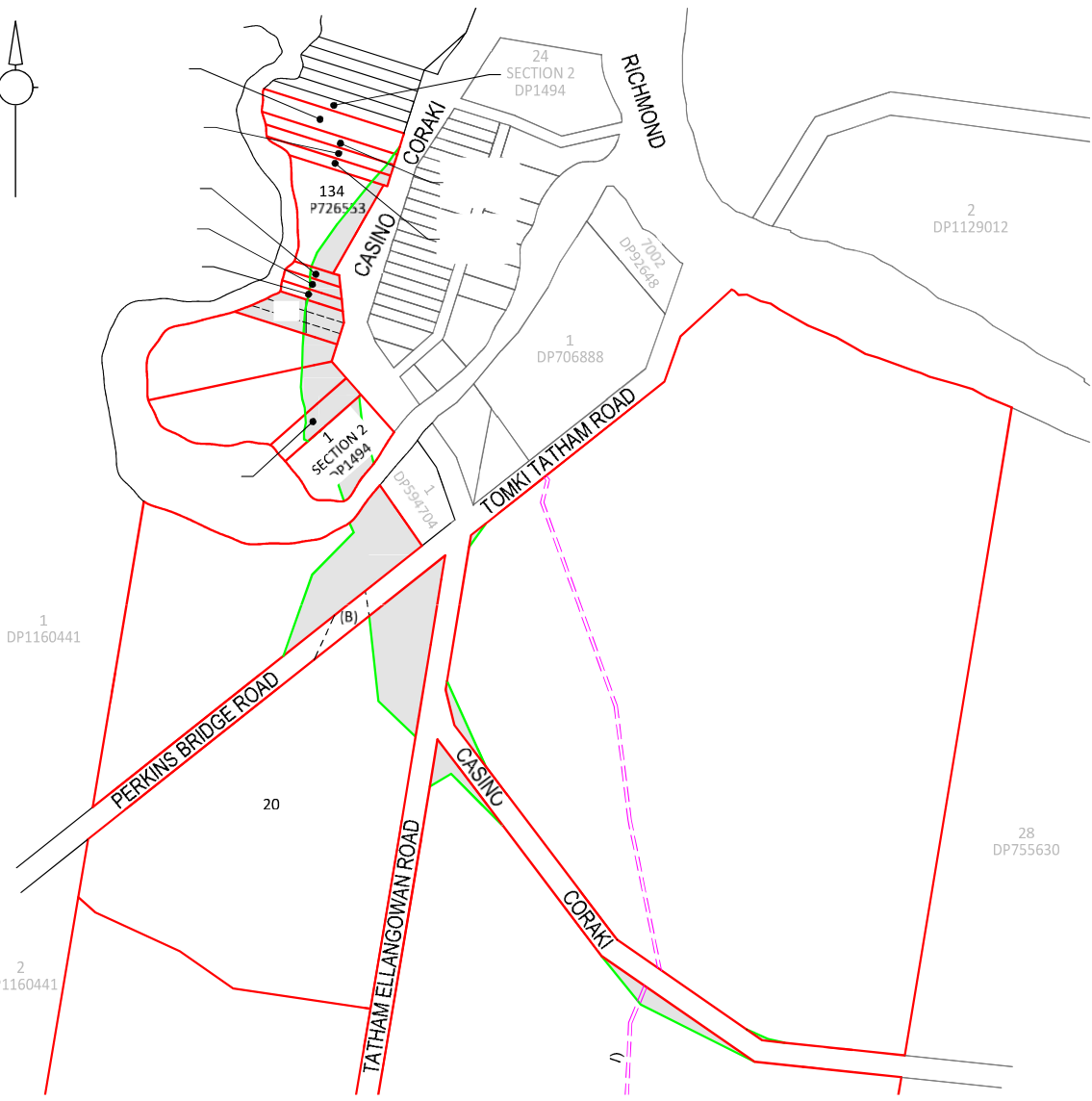
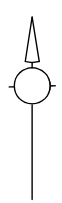










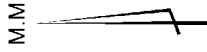


CURRENT LAND OWNERSHIP

		n
	2	

- DENOTES SUBJECT LOT BOUNDARY (INDICATIVE)
- DENOTES LOT BOUNDARY (INDICATIVE)
- DENOTES (W) EASEMENT FOR WATER SUPPLY 3 WIDE (DP706888)
- DENOTES LOT BOUNDARY DERIVED FROM GIS DATA (INDICATIVE)
- DENOTES PROPOSED ROAD WIDENING - ACQUISITION BOUNDARY
- DENOTES ENTIRE LOT PROPOSED TO BE ACQUIRED (LOTS 5-7 SECTION 2 DP1494)
- DENOTES PROPOSED ROAD TO BE CLOSED
- DENOTES LAND PROPOSED ROAD WIDENING - ACQUISITION

		A3 SIZE ORIGINAL DRAWING							
			HORIZ. DATUM	GROUND	DRAWN	C.D.	 Newton Denny Chapelle Surveyors Planners Engineers Email: office@ndc.com.au License: 31 Carrington St, Lismore 2480 PH: 4622 1011 (A/Member Surveyors & Planners NSW, Geomatics 2007)		
			PROJECTION	GDA2020	CHECKED	T.D.			
			MERIDIAN	MGA	DESIGN				
			VERT. DATUM		CHECKED				
			VERT. ORIGIN		APPROVED	CERTIFICATION	Client RICHMOND VALLEY COUNCIL Site LOTS 1-8 & LOTS 20-23 IN SECTION 2 DP1494 LOTS 20 & 21 DP1125446, LOTS 201 & 202 DP815264 AND LOTS 2 & 3 DP706888		
			SURVEYED BY		DATE				
			SURVEY DATE		DATE		Reference No. 220411 Drawing No. 220411-02-SU-SK		
			APPROVALS						

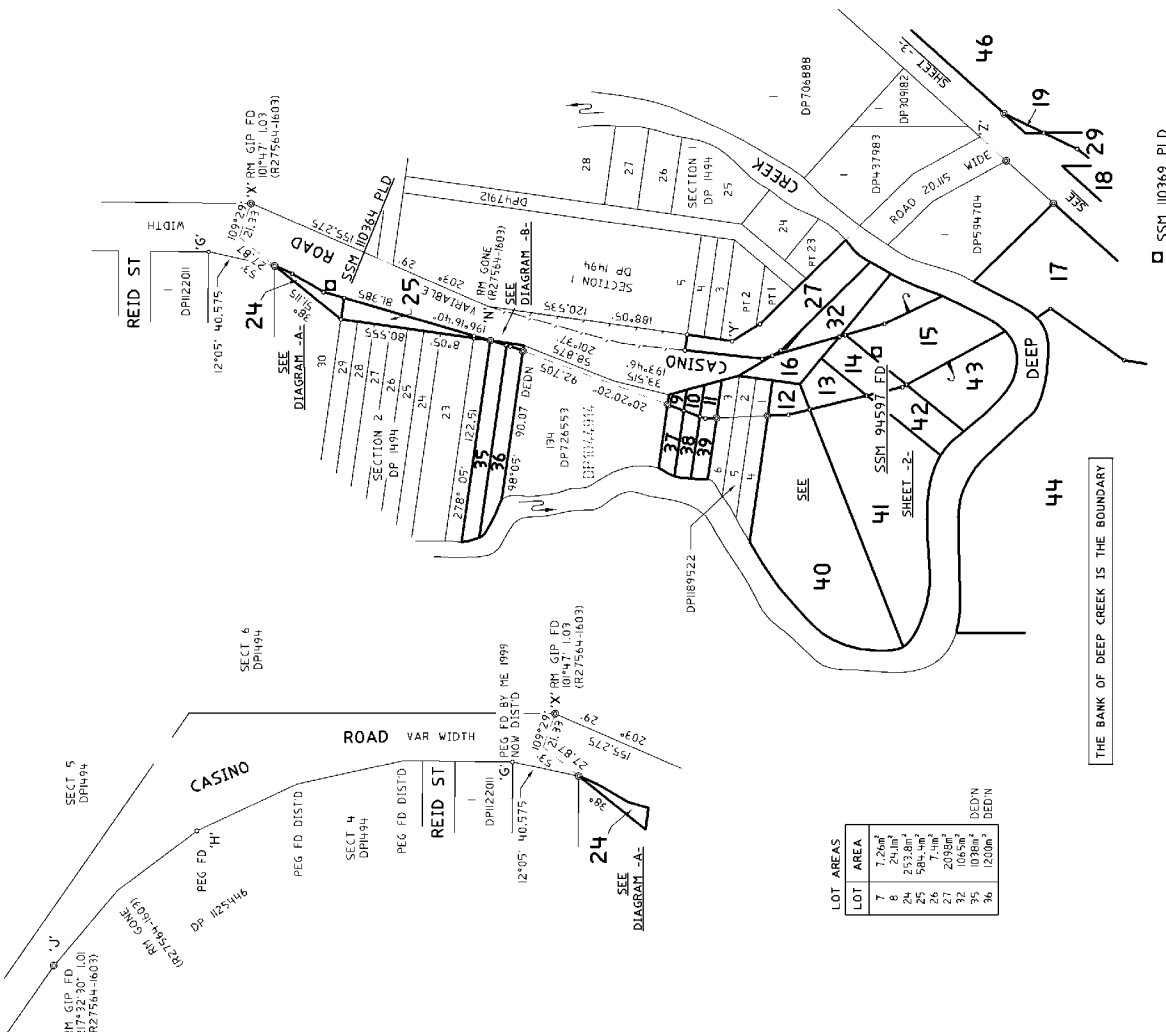
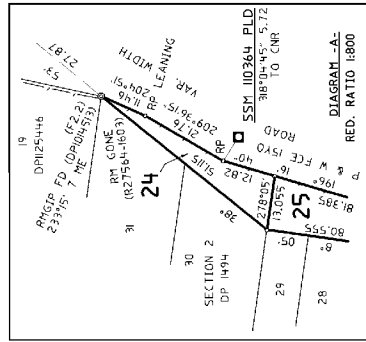
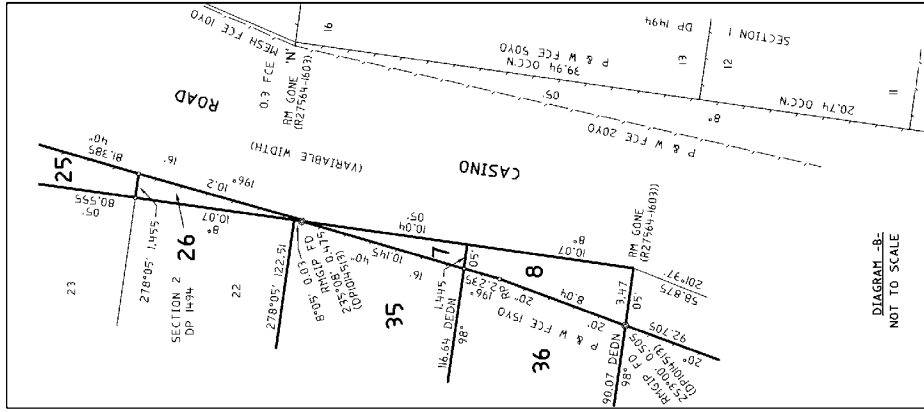


SURVEYING & SPATIAL INFORMATION REGULATION 2012: CLAUSES 6(2) & 35(1)(B)						
MARK	MGA CO-ORDINATES	ZONE	CLASS	ORDER	METHOD	ORIGIN
SSM 100364	515467	56	U	U	HAND HELD GNSS PLACED	
SSM 100365	515748	56	U	U	HAND HELD GNSS PLACED	
SSM 100369	515399	56	U	U	HAND HELD GNSS PLACED	
SSM 94597	515441	56	U	U	HAND HELD GNSS PLACED	
PM 72518	6799779	56	A	1	HAND HELD GNSS FOUND	

CONNECTIONS

- 'X' - 'Y' 195°58'20" 300.32 ME & DP101513
195°58'20" 300.32 R27564-1603
- 'Y' - 'Z' 110°29'05" 92.685 ME
110°28'40" 92.66 R2793-1744
- 'C' - 'H' 317°44'3" 191.305 ME
317°44'3" 191.295 R27564-1603
- 'H' - 'J' 316°44'00" 181.655 ME
316°38'40" 181.655 R27564-1603
- 'N' - 'M' (SHEET 2) 188°05' 180.795 ME
188°00' 181.05 DP1494
- SSM 100364 - SSM 94597
186°58'05" 324.675
- SSM 94597 - SSM 100369
187°46'40" 119.85

NOTE: ALL REF ON EACH SHEET MARKED WITH GAL NAIL



LOT	AREA
7	7.26m ²
8	24.1m ²
24	253.8m ²
25	94.7m ²
26	106.5m ²
27	203.8m ²
32	106.5m ²
35	103.6m ²
36	120.0m ²

Registered

 17.6.2014

LGA: RICHMOND VALLEY
 Locality: TATHAM
 Subdivision No. N/A

PLAN UNDER THE ROADS ACT 1993 OF
 LOTS 1 TO 4, PT 8, 20 & 21 SEC.2 DP1494
 AND LOTS 20 & 21 IN DP125446 AND
 LOTS 20 & 202 IN DP15264 AND LOTS 2

Surveyor: GLEN JOHN HEATH
 Date of Survey: 21/02/2014
 Surveyor's Ref: HM1302L-2A

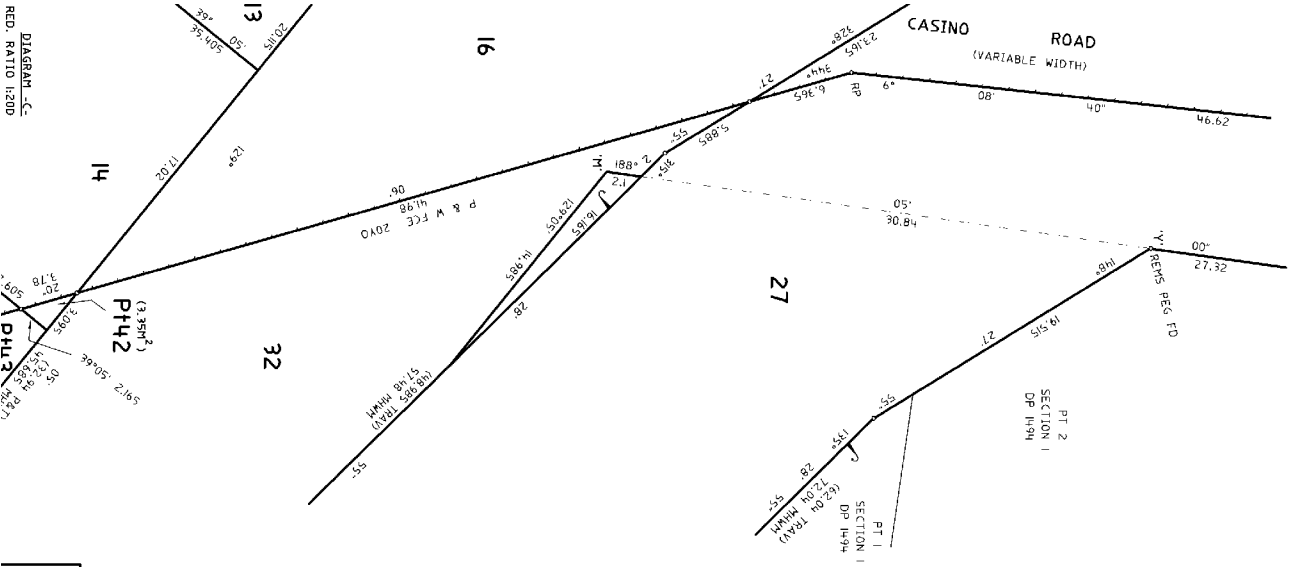


DIAGRAM - C
RED. RATIO 1:200

Surveyor: GLEN JOHN HEATH
Date of Survey: 18/07/1999 &
Supervisor's Ref: H13022/21A

PLAN UNDER THE ROADS ACT 1993 OF
LOTS 1 TO 4, PT 8, 20 & 21 SEC.2 DP1494
AND LOTS 20 & 21 IN DP125446 AND
LOTS 201 & 202 IN DP15284 AND LOTS 2

LGA: RICHMOND VALLEY
Locality: TATHAM
Subdivision No. N/A

Registered
17.6.2014
DP1189548

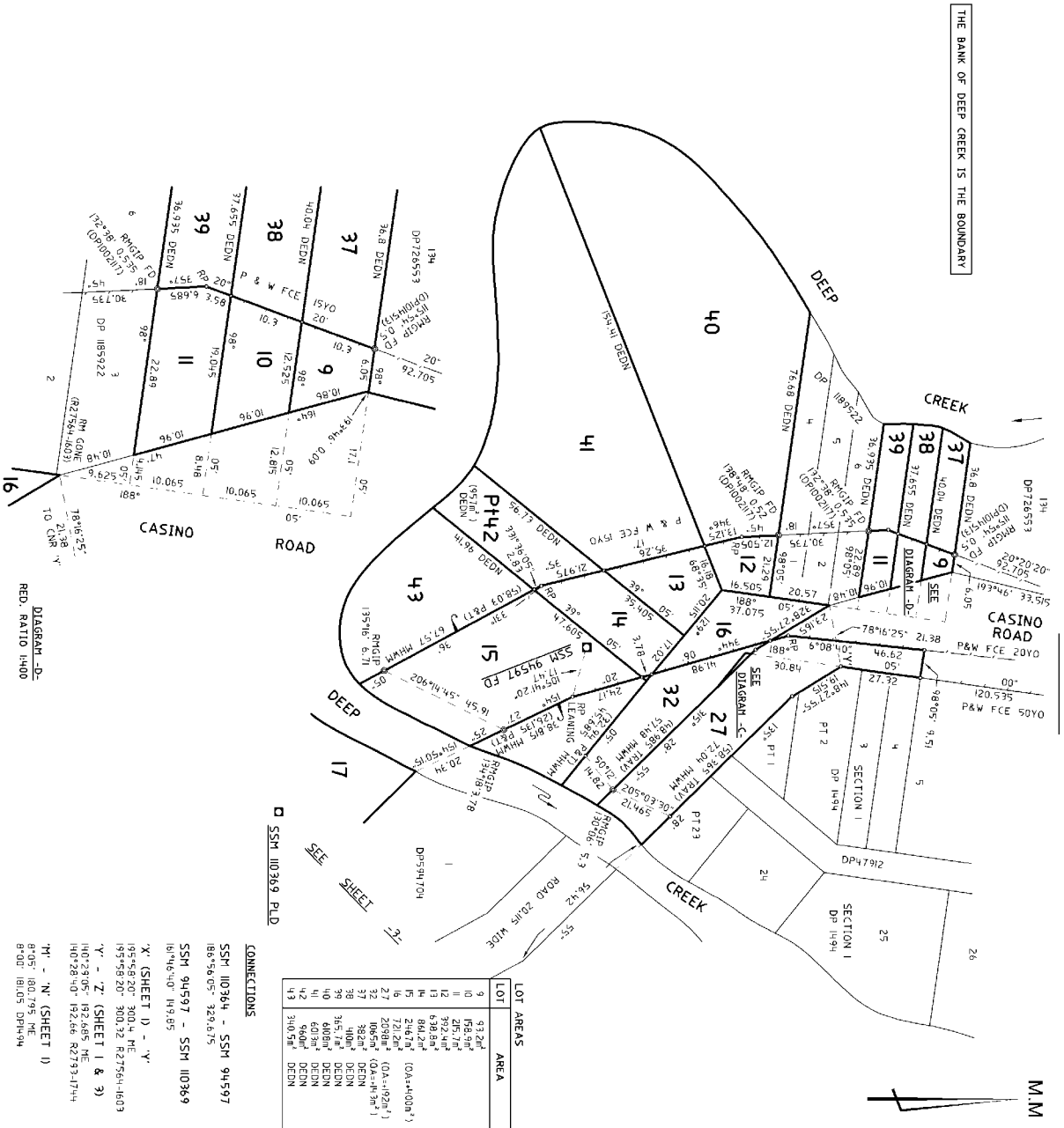


DIAGRAM - D
RED. RATIO 1:400

Surveyor: GLEN JOHN HEATH
Date of Survey: 18/07/1999 &
Supervisor's Ref: H13022/21A

LGA: RICHMOND VALLEY
Locality: TATHAM
Subdivision No. N/A

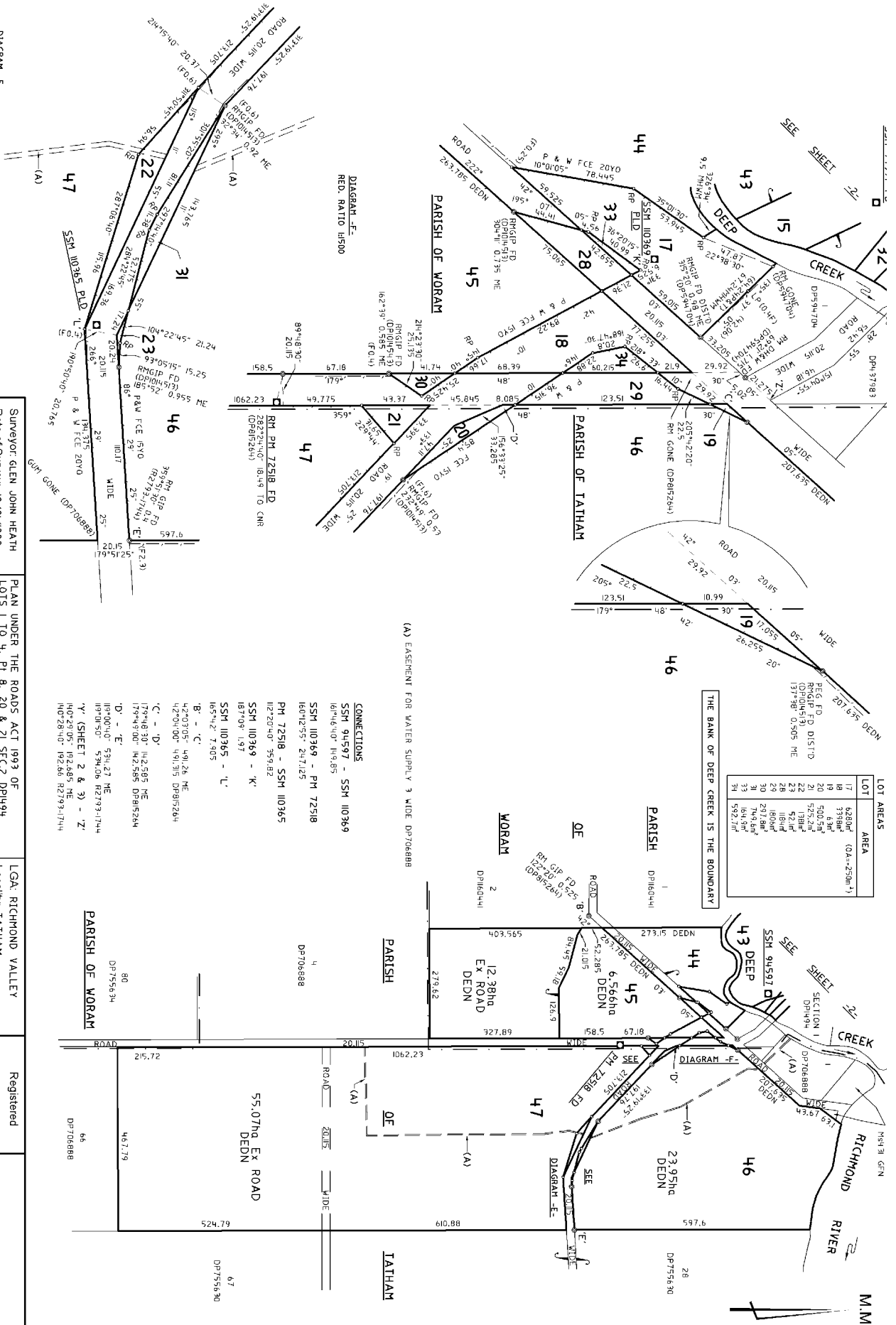
Registered
17.6.2014
DP1189548

LOT	AREA
9	93.2m ²
10	158.5m ²
11	215.7m ²
12	392.7m ²
13	638.5m ²
14	638.5m ²
15	214.7m ² (0.1+440m ²)
16	721.2m ²
17	2098m ² (0.1+192m ²)
27	1065m ² (0.1+4m ²)
32	382m ² DEEN
37	345m ² DEEN
38	400m ² DEEN
39	400m ² DEEN
40	403m ² DEEN
41	403m ² DEEN
42	960m ² DEEN
43	3105m ² DEEN

CONNECTIONS
SSM 10364 - SSM 94597
188°56'05" 221.615
SSM 94597 - SSM 10369
161°46'40" 119.85

'X' - SHEET 1) - 'Y'
195°58'20" 300.4 ME
195°58'20" 300.32 R27561-1603
'Y' - 'Z' (SHEET 1 & 2)
140°23'05" 182.68 ME
140°28'40" 182.68 R27393-1744
'T' - 'N' (SHEET 1)
81°05' 180.795 ME
81°05' 180.5 DPH94

DIAGRAM -E-
RED. RATIO 1:1500



LOT AREAS

LOT	AREA	BEARING
17	6280m ²	(34-230m ²)
18	3398m ²	
19	6.9m ²	
20	520.5m ²	
21	522.3m ²	
22	522.3m ²	
23	522.3m ²	
24	522.3m ²	
25	522.3m ²	
26	522.3m ²	
27	522.3m ²	
28	522.3m ²	
29	522.3m ²	
30	522.3m ²	
31	522.3m ²	
32	522.3m ²	
33	522.3m ²	
34	522.3m ²	

(A) EASEMENT FOR WATER SUPPLY 3 WIDE DPT06888

THE BANK OF DEEP CREEK IS THE BOUNDARY

- CONNECTIONS**
- SSM 94597 - SSM 10369
 - 161m² 40° 14' 9.85"
 - SSM 10369 - PH 72518
 - 16072.95° 217.125'
 - PH 72518 - SSM 10365
 - 112° 20' 40" 55.82'
 - SSM 10369 - 'K'
 - 187° 09' 1.97'
 - SSM 10365 - 'L'
 - 165° 42' 7.405'
 - 'B' - 'C'
 - 42° 03' 05" 49.26 NE
 - 42° 04' 00" 49.315 DP015264
 - 'C' - 'D'
 - 17° 48' 30" 42.585 NE
 - 17° 49' 00" 42.595 DP015264
 - 'D' - 'E'
 - 119° 00' 40" 59.427 NE
 - 119° 01' 50" 59.406 R2793.7144
 - 'Y' (SHEET 2 & 3) - 'Z'
 - 140° 29' 05" 192.265 NE
 - 140° 28' 40" 192.86 R2793.7144

Surveyor GLEN JOHN HEATH
Date of Survey 18/10/1999
Surveyor's Ref HM13021-2A

PLAN UNDER THE ROADS ACT 1993 OF
LOTS 1 TO 4, PI 8, 20 & 21 SEC.2 DP1494
AND LOTS 20 & 21 IN DP125446 AND
LOTS 201 & 202 IN DP015264 AND LOTS 2

LGA: RICHMOND VALLEY
Locality: TATHAM
Subdivision No. N/A

Registered
17.6.2014

DP1189548


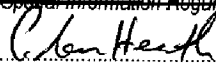
PLAN FORM 6 (2012)

WARNING: Creasing or folding will lead to rejection

ePlan

DEPOSITED PLAN ADMINISTRATION SHEET

Sheet 1 of 2 sheet(s)

<p>Registered:  17.6.2014</p> <p>Title System: TORRENS</p> <p>Purpose: ROADS ACT, 1993</p>	<p style="text-align: center;">Office Use Only</p> <p style="text-align: center; font-size: 24pt;">DP1189548</p> <p style="text-align: right;">Office Use Only</p>																		
<p>PLAN UNDER THE ROADS ACT 1993 OF LOTS 1 TO 4, Pt 8, 20 & 21 SEC.2 DP1494 AND LOTS 20 & 21 IN DP1125446 AND LOTS 201 & 202 IN DP815264 AND LOTS 2 & 3 IN DP706888 AND CROWN LAND</p>	<p>LGA: RICHMOND VALLEY</p> <p>Locality: TATHAM</p> <p>Parish: WORAM & TATHAM</p> <p>County: RICHMOND</p>																		
<p style="text-align: center;">Crown Lands NSW/Western Lands Office Approval</p> <p>I, (Authorised Officer) in approving this plan certify that all necessary approvals in regard to the allocation of the land shown herein have been given.</p> <p>Signature:</p> <p>Date:</p> <p>File Number:</p> <p>Office:</p>	<p style="text-align: center;">Survey Certificate</p> <p>I, GLEN JOHN HEATH HEATH & McPHAIL SURVEYING of PO BOX 502, THE CHANNON NSW 2480. a surveyor registered under the <i>Surveying and Spatial Information Act 2002</i>, certify that:</p> <p>*(a) The land shown in the plan was surveyed in accordance with the <i>Surveying and Spatial Information Regulation 2012</i>, is accurate and the survey was completed on</p> <p>*(b) The part of the land shown in the plan (*being^{*excluding}..... LOTS 7 TO 34 Inc. & CONNECTIONS.....) was surveyed in accordance with the <i>Surveying and Spatial Information Regulation 2012</i>, is accurate and the survey was completed on, 18/01/1999...& 21/02/2014 the part not surveyed was compiled in accordance with that Regulation.</p> <p>*(c) The land shown in this plan was compiled in accordance with the <i>Surveying and Spatial Information Regulation 2012</i>.</p> <p>Signature:  Dated: 3/3/2014</p> <p>Surveyor ID: 1278</p> <p>Datum Line: X - Y</p> <p>Type: *Urban/*Rural</p> <p>The terrain is *Level-Undulating / *Steep Mountainous.</p> <p>*Strike through if inapplicable. ^Specify the land actually surveyed or specify any land shown in the plan that is not the subject of the survey.</p>																		
<p style="text-align: center;">Subdivision Certificate</p> <p>I, *Authorised Person/*General Manager/*Accredited Certifier, certify that the provisions of s.109J of the <i>Environmental Planning and Assessment Act 1979</i> have been satisfied in relation to the proposed subdivision, new road or reserve set out herein.</p> <p>Signature:</p> <p>Accreditation number:</p> <p>Consent Authority:</p> <p>Date of endorsement:</p> <p>Subdivision Certificate number:</p> <p>File number:</p> <p>*Strike through if inapplicable.</p>	<p>Plans used in the preparation of survey/compilation.</p> <table style="width:100%; border: none;"> <tr> <td>DP 1494</td> <td>RI40-1744</td> <td>R2793-1744</td> </tr> <tr> <td>DP 128349</td> <td>RI50-1744</td> <td>R27564-1603</td> </tr> <tr> <td>DP 706888</td> <td>R389-1744</td> <td></td> </tr> <tr> <td>DP 726553</td> <td>R392-1744</td> <td>Ms431 GFN</td> </tr> <tr> <td>DP 815264</td> <td>R411-1744</td> <td></td> </tr> <tr> <td>DP 104513</td> <td></td> <td></td> </tr> </table> <p style="text-align: center;">If space is insufficient continue on PLAN FORM 6A</p>	DP 1494	RI40-1744	R2793-1744	DP 128349	RI50-1744	R27564-1603	DP 706888	R389-1744		DP 726553	R392-1744	Ms431 GFN	DP 815264	R411-1744		DP 104513		
DP 1494	RI40-1744	R2793-1744																	
DP 128349	RI50-1744	R27564-1603																	
DP 706888	R389-1744																		
DP 726553	R392-1744	Ms431 GFN																	
DP 815264	R411-1744																		
DP 104513																			
<p>Statements of intention to dedicate public roads, public reserves and drainage reserves.</p> <p>IT IS INTENDED TO OPEN LOTS 7 TO 23 FOR ROAD PURPOSES.</p> <p>IT IS INTENDED TO CLOSE LOTS 24 TO 32</p> <p>IT IS INTENDED TO ACQUIRE LOTS 33 & 34</p> <p>RESIDUE WILL COMPRISE LOTS 35 TO 47</p>	<p>Surveyor's Reference: HMI3021-2A LASRA EXEMPTION POLICY</p>																		
<p>Signatures, Seals and Section 88B Statements should appear on PLAN FORM 6A</p>	<p>Surveyor's Reference: HMI3021-2A LASRA EXEMPTION POLICY</p>																		


PLAN FORM 0A (2012)

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DEPOSITED PLAN ADMINISTRATION SHEET

Sheet 2 of 2 sheet(s)

Registered:  17.6.2014 Office Use Only

Office Use Only

DP1189548

PLAN UNDER THE ROADS ACT 1993 OF
LOTS 1 TO 4, Pt 8, 20 & 21 SEC.2 DPI494
AND LOTS 20 & 21 IN DPI125446 AND
LOTS 201 & 202 IN DP815264 AND LOTS 2
& 3 IN DP706888 AND CROWN LAND

This sheet is for the provision of the following information as required:

- A schedule of lots and addresses - See 60(c) *SSI Regulation 2012*
- Statements of intention to create and release affecting interests in accordance with section 88B *Conveyancing Act 1919*
- Signatures and seals- see 195D *Conveyancing Act 1919*

Any information which cannot fit in the appropriate panel of sheet 1 of the administration sheets.

Subdivision Certificate number: N/A

Date of endorsement: N/A

THE LOCATION OF MEAN HIGH WATER MARK SHOWN HEREON HAS BEEN APPROVED BY THE DEPUTY DIRECTOR-GENERAL, REGIONAL AND COMMERCIAL SERVICES, DEPARTMENT OF LAND AND WATER CONSERVATION IN FILE GF 00 H0047 ON 12/10/2000 (SEE DPI014513)

If space is insufficient use additional annexure sheet

Surveyor's Reference: HMI3021-2A
LASRA EXEMPTION POLICY

Richmond Valley Council

QUARTERLY BUDGET REVIEW STATEMENT

for the quarter ended 31 December 2023



"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 2023**

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**Richmond Valley Council Quarterly Budget Review Statement
for the quarter ended 31 December 2023**

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 2023 indicates that Council's projected financial position at 30 June 2024 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 2023/2024 has improved slightly to an estimated deficit as at 31 December 2023 of \$19,416,882. This is largely as a result of a revision of the projected capital works for 2023/2024 by \$956,826. The unrestricted cash surplus has remained unchanged at \$212,574.

Council continually focuses on taking 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:



Hayley Martin
Responsible Accounting Officer

Date: 15/02/2024

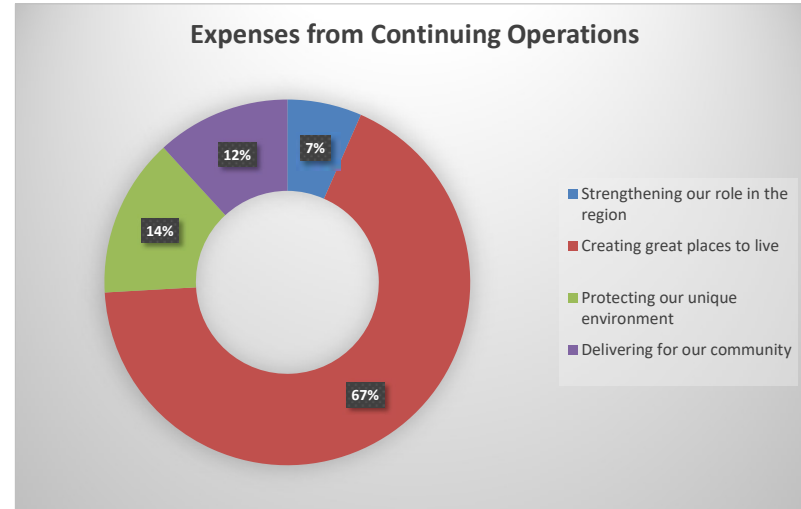
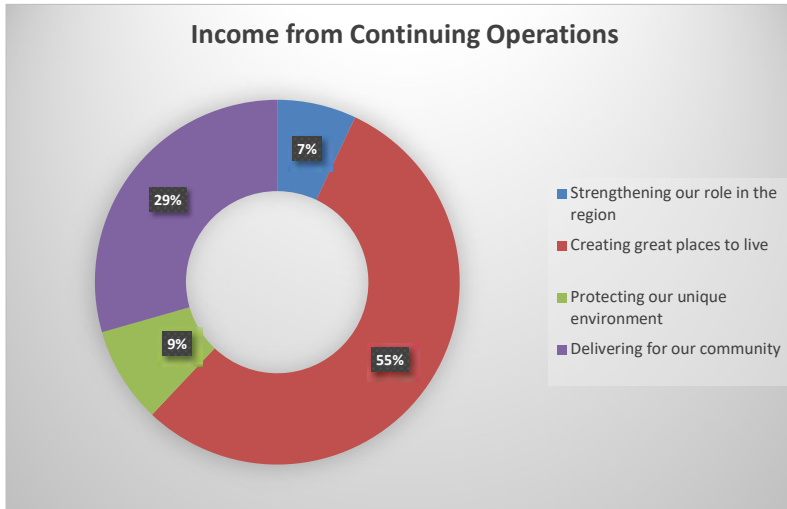
**Richmond Valley Council Quarterly Budget Review Statement
for the quarter ended 31 December 2023**

Income & Expenses Budget Review Statement

Summary Budget Result	Original Budget 2023/2024	Approved Changes for Council	Approved Changes	Approved QBRs	Revised Budget 2023/2024	Recommended Changes for Council Resolution	Projected Year End Result	Actual YTD 31-Dec-23
		Carry-Overs from 2022/23	Monthly Adjustments	Sep QBRs		Dec Qtr		
Income								
Strengthening our role in the region	8,336,784	-	91,401	(915,431)	7,512,754	175,437	7,688,191	526,459
Creating great places to live	37,565,842	-	1,436,274	18,486,058	57,488,174	2,710,759	60,198,933	29,202,006
Protecting our unique environment	9,070,837	104,603	40,456	56,801	9,272,697	43,253	9,315,950	8,530,924
Delivering for our community	31,629,560	-	-	398,583	32,028,143	155,520	32,183,663	22,331,590
Total Income from Continuing Operations	86,603,023	104,603	1,568,131	18,026,011	106,301,768	3,084,969	109,386,737	60,590,980
Expenses								
Strengthening our role in the region	4,724,689	-	101,827	-	4,826,516	199,800	5,026,316	2,113,589
Creating great places to live	50,384,335	401,059	-	263,366	51,048,760	429,228	51,477,988	27,781,701
Protecting our unique environment	10,428,167	145,520	68,515	49,700	10,691,902	18,950	10,710,852	5,329,907
Delivering for our community	8,890,220	77,807	-	10,990	8,979,017	49,215	9,028,232	5,662,595
Total Expenses from Continuing Operations	74,427,411	624,386	170,342	324,056	75,546,194	697,193	76,243,388	40,887,792
Net Operating Result from Continuing Operations	12,175,612	(519,783)	1,397,789	17,701,956	30,755,573	2,387,776	33,143,349	19,703,187
Net Operating Result before Capital Items	(1,628,147)	(519,783)	(38,485)	257,351	(1,929,065)	(57,852)	(1,986,917)	3,435,388
Budget Result Reconciliation:								
Add: Non-Cash Expenses								
Depreciation & Amortisation	18,575,508	-	-	-	18,575,508	-	18,575,508	8,378,525
Rehabilitation Borrowing Expenses	73,036	-	-	-	73,036	-	73,036	-
Quarry Inventory Movements	-	-	-	-	-	-	-	-
Add: Non-Operating Funds Employed								
Loan Funds Utilised	2,600,000	-	-	-	2,600,000	-	2,600,000	-
Deferred Debtor Repayments	1,910	-	-	-	1,910	-	1,910	-
Gross Proceeds from the Disposal of Assets	3,680,678	-	-	54,609	3,735,287	(3,172,500)	562,787	246,260
Less: Funds Deployed for Non-Operating Purposes								
Capital Expenditure	43,878,654	227,754	6,822,822	20,801,964	71,731,194	(956,826)	70,774,367	27,400,227
Loan Principal Repayments	3,599,103	-	-	-	3,599,103	-	3,599,103	1,741,965
Estimated Funding Result - Surplus/(Deficit)	(10,371,013)	(747,537)	(5,425,033)	(3,045,399)	(19,588,983)	172,102	(19,416,881)	(814,220)
Equity Movements								
Restricted Funds - Increase/(Decrease)	(10,583,587)	(747,537)	(5,425,033)	(3,045,399)	(19,801,566)	172,102	(19,629,454)	(814,220)
Working Funds - Increase/(Decrease)	212,574	-	-	-	212,574	-	212,574	-
Total Equity Movements	(10,371,013)	(747,537)	(5,425,033)	(3,045,399)	(19,588,983)	172,102	(19,416,881)	(814,220)

Richmond Valley Council Quarterly Budget Review Statement
for the quarter ended 31 December 2023

Income & Expenses Budget Review Statement - Summary by Priority



Richmond Valley Council Quarterly Budget Review Statement
for the quarter ended 31 December 2023

Income & Expenses Budget Review Statement

Income & Expenses - by Service	Original Budget 2023/2024	Approved Changes for Council	Approved Changes	Approved QBRs	Revised Budget 2023/2024	Recommended Changes for Council Resolution	Notes	Projected Year End Result	Actual YTD 31-Dec-23
		Carry-Overs from 2022/23	Monthly Adjustments	QBRs		Dec			
Income									
Strengthening our role in the region									
Recovery	210,000	-	91,401	(10,339)	291,062	-		291,062	22,853
Economic Development	-	-	-	-	-	-		-	-
Real Estate Development	-	-	-	99,908	99,908	537		100,445	100,445
Strategic Planning	12,500	-	-	-	12,500	174,900	2	187,400	187,400
Tourism	4,821,027	-	-	(1,005,000)	3,816,027	-		3,816,027	50,316
Northern Rivers Livestock Exchange	3,293,257	-	-	-	3,293,257	-		3,293,257	165,445
Creating great places to live									
Festivals and Events	100,708	-	-	10,000	110,708	-		110,708	59,946
Libraries	1,507,283	-	-	-	1,507,283	7,690	4	1,514,973	553,114
Community Programs and Grants	-	-	-	-	-	1,259		1,259	1,015
Sports Grounds, Parks and Facilities	6,229,498	-	537,152	1,353,682	8,120,332	333,200	5	8,453,532	6,298,502
Community Centres and Halls	111,271	-	-	-	111,271	27,273	6	138,544	89,121
Swimming Pools	-	-	477,562	30,000	507,562	218,750	7	726,312	366,245
Cemeteries	382,433	-	-	-	382,433	-		382,433	185,099
Planning & Development Services	926,696	-	-	49,212	975,908	80,689	8	1,056,597	646,627
Emergency Management	1,492,744	-	-	(27,764)	1,464,980	239,909	9	1,704,889	1,015,082
Building and Maintaining Roads	8,306,284	-	421,560	16,564,493	25,292,337	1,542,163	10	26,834,500	9,926,734
Stormwater Management	205,277	-	-	1,896	207,173	-		207,173	206,592
Water Supplies	7,943,053	-	-	91,229	8,034,282	50,000	12	8,084,282	4,184,137
Sewerage Services	10,328,694	-	-	409,266	10,737,960	163,644	13	10,901,604	5,589,331
Engineering Support & Asset Management	31,901	-	-	4,044	35,945	46,182	14	82,127	80,462
Protecting our unique environment									
Environmental Health	484,095	-	-	17,580	501,675	-		501,675	359,595
Environmental Management	-	104,603	40,456	-	145,059	43,253	16	188,312	83,709
Waste Management	8,586,742	-	-	39,221	8,625,963	-		8,625,963	8,087,621
Delivering for our community									
Governance & Advocacy	631,010	-	-	-	631,010	-		631,010	22,104
Community Connection	-	-	-	-	-	-		-	-
Financial Services	23,337,123	-	-	350,156	23,687,279	-		23,687,279	18,299,405
People & Culture	22,409	-	-	43,762	66,171	-		66,171	54,054
Work Health & Safety	-	-	-	-	-	152,020	19	152,020	152,020
Fleet Management	5,657,156	-	-	-	5,657,156	-		5,657,156	2,881,918
Quarries	1,867,595	-	-	4,665	1,872,260	-		1,872,260	874,751
Private Works	95,524	-	-	-	95,524	-		95,524	30,367
Customer Service	6,552	-	-	-	6,552	-		6,552	2,991
Information Technology Services	12,191	-	-	-	12,191	3,500		15,691	13,980
Total Income from Continuing Operations	86,603,023	104,603	1,568,131	18,026,011	106,301,768	3,084,969		109,386,737	60,590,980

**Richmond Valley Council Quarterly Budget Review Statement
for the quarter ended 31 December 2023**

Income & Expenses Budget Review Statement

Income & Expenses - by Service	Original Budget 2023/2024	Approved Changes for Council	Approved Changes	Approved QBRS	Revised Budget 2023/2024	Recommended Changes for Council Resolution	Notes	Projected Year End Result	Actual YTD 31-Dec-23
		Carry-Overs from 2022/23	Monthly Adjustments	Sep QBRS		Dec			
Expenses									
<i>Strengthening our role in the region</i>									
Recovery	419,319	-	91,401	-	510,720	-		510,720	111,328
Economic Development	536,929	-	-	-	536,929	-		536,929	262,518
Real Estate Development	565,268	-	-	-	565,268	-		565,268	300,106
Strategic Planning	188,645	-	-	-	188,645	199,800	2	388,445	11,064
Tourism	369,212	-	10,426	-	379,638	-		379,638	124,784
Northern Rivers Livestock Exchange	2,645,316	-	-	-	2,645,316	-		2,645,316	1,303,789
<i>Creating great places to live</i>									
Festivals and Events	346,873	-	-	19,000	365,873	14,204	3	380,077	258,991
Libraries	2,577,196	-	-	12,207	2,589,403	7,690	4	2,597,093	901,521
Community Programs and Grants	224,279	-	-	25,996	250,275	1,259		251,534	133,030
Sports Grounds, Parks and Facilities	3,802,326	102,749	-	954	3,906,029	27,500	5	3,933,529	1,915,954
Community Centres and Halls	923,110	-	-	-	923,110	22,393	6	945,503	535,784
Swimming Pools	1,283,908	-	-	117,000	1,400,908	-		1,400,908	718,732
Cemeteries	423,236	-	-	-	423,236	-		423,236	248,264
Planning & Development Services	3,124,777	100,000	-	-	3,224,777	-		3,224,777	1,864,950
Emergency Management	2,713,175	-	-	-	2,713,175	210,000	9	2,923,175	1,475,582
Building and Maintaining Roads	17,777,366	198,310	-	9,492	17,985,167	-		17,985,167	10,444,838
Stormwater Management	1,037,120	-	-	498	1,037,618	-		1,037,618	518,939
Water Supplies	7,378,345	-	-	40,250	7,418,595	-		7,418,595	4,173,783
Sewerage Services	8,740,723	-	-	40,250	8,780,973	100,000	13	8,880,973	4,500,130
Engineering Support & Asset Management	31,901	-	-	(2,281)	29,620	46,182	14	75,802	91,203
<i>Protecting our unique environment</i>									
Environmental Health	1,439,506	-	-	21,380	1,460,886	(7,000)	15	1,453,886	919,468
Environmental Management	513,765	145,520	40,456	-	699,741	25,950	16	725,691	346,557
Waste Management	8,474,896	-	28,059	28,320	8,531,275	-		8,531,275	4,063,882
<i>Delivering for our community</i>									
Governance & Advocacy	2,761,332	25,250	-	-	2,786,582	-		2,786,582	1,811,391
Community Connection	204,042	-	-	-	204,042	-		204,042	22,805
Financial Services	147,046	-	-	-	147,046	-		147,046	47,393
People & Culture	0.00	-	-	6,325	6,325	-		6,325	6,325
Work Health & Safety	0.00	34,557	-	-	34,557	-		34,557	137,346
Fleet Management	5,031,745	-	-	-	5,031,745	-		5,031,745	3,236,946
Quarries	464,410	-	-	4,665	469,075	-		469,075	280,485
Private Works	90,892	-	-	-	90,892	-		90,892	70,661
Customer Service	6,552	18,000	-	-	24,552	-		24,552	7,603
Information Technology Services	184,201	-	-	-	184,201	49,215	21	233,416	41,640
Total Expenses from Continuing Operations	74,427,411	624,386	170,342	324,056	75,546,194	697,193		76,243,388	40,887,792
Net Operating Result from Continuing Operations	12,175,612	(519,783)	1,397,789	17,701,956	30,755,573	2,387,776		33,143,349	19,703,187
Net Operating Result before Capital Items	(1,628,147)	(519,783)	(38,485)	257,351	(1,929,065)	(57,852)		(1,986,917)	3,435,388

**Richmond Valley Council Quarterly Budget Review
for the quarter ended 31 December 2023**

Capital Budget Review Statement

Capital Budget	Original Budget 2023/2024	Approved Changes for Council	Approved Changes	Approved QBRs	Revised Budget 2023/2024	Recommended Changes for Council Resolution Dec	Notes	Projected Year End Result	Actual YTD 31-Dec-23
		Carry-Overs from 2022/23	Monthly Adjustments	Sep QBRs					
Capital Expenditure									
<i>Strengthening our role in the region</i>									
Recovery	-	-	-	-	-	-	-	-	-
Economic Development	-	-	-	-	-	-	-	-	-
Real Estate Development	2,767,500	-	25,951	(34,369)	2,759,082	(18,958)	1	2,740,124	5,124
Strategic Planning	-	-	-	-	-	-	-	-	-
Tourism	5,514,003	-	348,461	(40,163)	5,822,302	-	-	5,822,302	4,555,187
Northern Rivers Livestock Exchange	185,455	-	-	-	185,455	-	-	185,455	22,194
<i>Creating great places to live</i>									
Festivals and Events	-	-	-	-	-	-	-	-	-
Libraries	130,605	59,809	14,590	169,959	374,963	35,000	4	409,963	65,264
Community Programs and Grants	-	-	-	-	-	-	-	-	-
Sports Grounds, Parks and Facilities	9,961,713	-	1,297,653	1,022,175	12,281,541	(125,265)	5	12,156,276	5,864,827
Community Centres and Halls	47,918	-	-	50,456	98,374	(17,446)	6	80,928	58,757
Swimming Pools	-	-	742,868	524,834	1,267,702	120,012	7	1,387,714	1,076,992
Cemeteries	30,000	-	40,000	-	70,000	-	-	70,000	7,076
Planning & Development Services	-	-	-	362	362	-	-	362	362
Emergency Management	-	-	-	269,431	269,431	48,461	9	317,892	295,725
Building and Maintaining Roads	8,556,756	30,000	1,223,288	19,340,285	29,150,329	444,865	10	29,595,194	8,687,859
Stormwater Management	2,209,189	-	-	7,000	2,216,189	(1,400,000)	11	816,189	154,539
Water Supplies	3,150,000	-	862,333	(702,106)	3,310,227	(224,221)	12	3,086,006	623,143
Sewerage Services	4,071,400	15,000	1,210,260	39,845	5,336,505	60,801	13	5,397,306	1,012,928
Engineering Support & Asset Management	35,000	77,945	63,000	23,085	199,030	-	-	199,030	33,621
<i>Protecting our unique environment</i>									
Environmental Health	-	-	-	-	-	-	-	-	-
Environmental Management	-	-	-	-	-	-	-	-	-
Waste Management	4,635,970	45,000	273,090	-	4,954,060	95,137	17	5,049,197	4,176,602
<i>Delivering for our community</i>									
Governance & Advocacy	-	-	-	9,353	9,353	3,560	-	12,913	11,348
Community Connection	-	-	-	-	-	647	-	647	647
Financial Services	-	-	-	-	-	1,415	-	1,415	1,415
People & Culture	-	-	-	1,817	1,817	7,896	18	9,713	9,714
Work Health & Safety	-	-	-	-	-	-	-	-	-
Fleet Management	2,573,145	-	721,328	-	3,294,473	-	-	3,294,473	642,498
Quarries	-	-	-	-	-	-	-	-	-
Private Works	-	-	-	-	-	-	-	-	-
Customer Service	10,000	-	-	120,000	130,000	11,270	20	141,270	94,406
Information Technology Services	-	-	-	-	-	-	-	-	-
Total Capital Expenditure	43,878,654	227,754	6,822,822	20,801,964	71,731,194	(956,826)		70,774,367	27,400,227

**Richmond Valley Council Quarterly Budget Review
for the quarter ended 31 December 2023**

Capital Budget Review Statement

Capital Budget	Original Budget 2023/2024	Approved Changes for Council	Approved Changes	Approved QBRs Changes	Revised Budget 2023/2024	Recommended Changes for Council Resolution Dec	Notes	Projected Year End Result	Actual YTD 31-Dec-23
		Carry-Overs from 2022/23	Monthly Adjustments	Sep QBRs					
Capital Revenue									
Capital Grants and Contributions									
<i>Strengthening our role in the region</i>									
Recovery	-	-	-	-	-	-	-	-	-
Economic Development	-	-	-	-	-	-	-	-	-
Real Estate Development	-	-	-	99,908	99,908	-	-	99,908	99,908
Strategic Planning	-	-	-	-	-	-	-	-	-
Tourism	4,800,000	-	-	(1,005,000)	3,795,000	-	-	3,795,000	-
Northern Rivers Livestock Exchange	195,300	-	-	-	195,300	-	-	195,300	416
<i>Creating great places to live</i>									
Festivals and Events	-	-	-	-	-	-	-	-	-
Libraries	45,400	-	-	-	45,400	-	-	45,400	20,070
Community Programs and Grants	-	-	-	-	-	-	-	-	-
Sports Grounds, Parks and Facilities	5,952,237	-	537,152	1,353,682	7,843,071	333,200	5	8,176,271	6,107,987
Community Centres and Halls	-	-	-	-	-	27,273	6	27,273	27,273
Swimming Pools	-	-	477,562	30,000	507,562	218,750	7	726,312	366,245
Cemeteries	-	-	-	-	-	-	-	-	-
Planning & Development Services	200,788	-	-	49,212	250,000	80,689	8	330,689	318,235
Emergency Management	-	-	-	-	-	29,909	9	29,909	15,909
Building and Maintaining Roads	2,360,034	-	421,560	16,457,490	19,239,084	1,542,163	10	20,781,247	8,622,202
Stormwater Management	-	-	-	-	-	-	-	-	-
Water Supplies	150,000	-	-	74,045	224,045	50,000	12	274,045	233,287
Sewerage Services	100,000	-	-	385,268	485,268	163,644	13	648,912	456,268
Engineering Support & Asset Management	-	-	-	-	-	-	-	-	-
<i>Protecting our unique environment</i>									
Environmental Health	-	-	-	-	-	-	-	-	-
Environmental Management	-	-	-	-	-	-	-	-	-
Waste Management	-	-	-	-	-	-	-	-	-
<i>Delivering for our community</i>									
Governance & Advocacy	-	-	-	-	-	-	-	-	-
Community Connection	-	-	-	-	-	-	-	-	-
Financial Services	-	-	-	-	-	-	-	-	-
People & Culture	-	-	-	-	-	-	-	-	-
Work Health & Safety	-	-	-	-	-	-	-	-	-
Fleet Management	-	-	-	-	-	-	-	-	-
Quarries	-	-	-	-	-	-	-	-	-
Private Works	-	-	-	-	-	-	-	-	-
Customer Service	-	-	-	-	-	-	-	-	-
Information Technology Services	-	-	-	-	-	-	-	-	-
Total Capital Grants and Contributions	13,803,759	-	1,436,274	17,444,605	32,684,638	2,445,628		35,130,266	16,267,799

Richmond Valley Council Quarterly Budget Review
for the quarter ended 31 December 2023

Capital Budget Review Statement

Capital Budget	Original Budget 2023/2024	Approved Changes for Council	Approved Changes	Approved QBRs Changes	Revised Budget 2023/2024	Recommended Changes for Council Resolution Dec	Notes	Projected Year End Result	Actual YTD 31-Dec-23
		Carry-Overs from 2022/23	Monthly Adjustments	Sep QBRs					
Capital Revenue (continued)									
Loan Funds Utilised									
<i>Creating great places to live</i> Stormwater Management	1,600,000	-	-	-	1,600,000	-		1,600,000	-
<i>Protecting our unique environment</i> Waste Management	1,000,000	-	-	-	1,000,000	-		1,000,000	-
Total Loan Funds Utilised	2,600,000	-	-	-	2,600,000	-		2,600,000	-
Deferred Debtor Repayments									
<i>Delivering for our community</i> Financial Services	1,910	-	-	-	1,910	-		1,910	-
Total Deferred Debtor Repayments	1,910	-	-	-	1,910	-		1,910	-
Asset Sales									
<i>Creating great places to live</i> Libraries	500	-	-	-	500	-		500	1,489
<i>Strengthening our role in the region</i> Real Estate Development	3,172,500	-	-	54,609	3,227,109	(3,172,500)	1	54,609	54,609
Northern Rivers Livestock Exchange	2,727	-	-	-	2,727	-		2,727	-
<i>Protecting our unique environment</i> Waste Management	68,727	-	-	-	68,727	-		68,727	2,273
<i>Delivering for our community</i> Fleet Management	436,224	-	-	-	436,224	-		436,224	103,699
Total Asset Sales	3,680,678	-	-	54,609	3,735,287	(3,172,500)		562,787	246,260
Total Capital Revenue	20,086,347	-	1,436,274	17,499,214	39,021,835	(726,872)		38,294,963	16,514,059

**Richmond Valley Council Quarterly Budget Review Statement
for the quarter ended 31 December 2023**

**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 Revised Budget as at 30 September 2023 to the Revised Budget as at 31 December 2023, excluding monthly budget adjustments previously adopted by Council.

Notes	Details	Variation
1	Real Estate Development	
	<i>Capital Expenditure</i>	(\$18,958)
	Proposed transfer of Tuckerroo Ct land clearing and filling budget of \$20,951 to 2024/2025 offset by \$1,993 addition from the real estate reserves for Canning Drive residential land construction budget in line with actuals.	
	<i>Asset Sales</i>	(\$3,172,500)
	Proposed transfer of \$3,172,500 in land sales into the 2024/2025 budget year in line with revised contract timeframes.	
2	Strategic Planning	
	<i>Income from Continuing Operations</i>	\$174,900
	<i>Expenses from Continuing Operations</i>	\$199,800
	Increase of \$174,900 in income and expenditure budgets in line with grant funding received from the NSW Reconstruction Authority to deliver place and adaptation plans for Mid Richmond communities. Further increase of \$24,900 in funding to the place adaptation plans for Mid Richmond communities budget from the Office of Local Government flood recovery grant program.	
3	Festivals and Events	
	<i>Expenses from Continuing Operations</i>	\$14,204
	It is proposed to increase the Casino Truck Show budget by \$14,204 from event funding reserves to bring the budget in line with actual expenditure incurred during the 2023 event.	
4	Libraries	
	<i>Income from Continuing Operations</i>	\$7,690
	<i>Expenses from Continuing Operations</i>	\$7,690
	Proposed increase of income and expenditure budget of \$7,690 in line with actuals received from State Library of NSW for the 2023/2024 library subsidy.	
	<i>Capital Expenditure</i>	\$35,000
	Proposed increase in capital expenditure of \$35,000 for the Coraki Library/Museum building structural repairs to be funded from insurance reserves.	

**Richmond Valley Council Quarterly Budget Review Statement
for the quarter ended 31 December 2023**

**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 Revised Budget as at 30 September 2023 to the Revised Budget as at 31 December 2023, excluding monthly budget adjustments previously adopted by Council.

Notes	Details	Variation
5	Sports Grounds, Parks and Facilities	
	<i>Capital Grants and Contributions</i>	\$333,200
	Council was successful in receiving grant funding of \$333,200 from the Department of Industry, Science, Energy and Resources for the upgrade of the Rappville sports ground.	
	<i>Expenses from Continuing Operations</i>	\$27,500
	Proposed \$25,000 reallocation of unexpended revegetation funding to address maintenance of Jabiru wetlands and reallocation from the parks renewal budget of \$2,500 to replace transition plates at the bottom of Evans Head skate park jumps.	
	<i>Capital Expenditure</i>	(\$125,265)
	A review of sports grounds, parks and facilities capital works program has been undertaken resulting in a overall decrease of \$125,265, largely due to the revised program of works for the Sports Priority Needs grant and Multi Sports Facility grant, offset by an increase in the budget due to the upgrade of the Rappville sports ground as above.	
6	Community Centres and Halls	
	<i>Capital Grants and Contributions</i>	(\$27,273)
	Council was successful in receiving funding of \$27,273 under the Community Rebuilding Trust for an accessibility chair lift to the stage of the Rappville Hall.	
	<i>Expenses from Continuing Operations</i>	\$22,393
	Proposed reallocation of \$5,000 from the halls renewal budget to fund the Civic Hall wall lights along with \$17,393 towards the Coraki Youth Hall budget for repairs as a result of the February 2022 flood funded from the insurance reserve.	
	<i>Capital Expenditure</i>	(\$17,446)
	Proposed \$5,000 reallocation from the halls renewal budget for the Civic Hall as mentioned along with a further \$40,000 reallocation for the replacement of the Casino Drill Hall roof. In addition \$281 allocated from the insurance reserves towards Broadwater Hall repairs due to the February 2022 flood in line with actuals along with an increase of \$27,273 for the Community Rebuilding Trust grant received as noted above.	
7	Swimming Pools	
	<i>Capital Grants and Contributions</i>	\$218,750
	<i>Capital Expenditure</i>	\$120,012
	Council was successful in receiving funding of \$218,750 for the Betterment of the Casino Memorial Swimming Pool Clubhouse of which \$120,012 is expected to be expended in 2023/2024 in line with the grants program of works.	

**Richmond Valley Council Quarterly Budget Review Statement
for the quarter ended 31 December 2023**

**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 Revised Budget as at 30 September 2023 to the Revised Budget as at 31 December 2023, excluding monthly budget adjustments previously adopted by Council.

Notes	Details	Variation
8	Planning and Development Services	
	<i>Capital Grants and Contributions</i>	\$80,689
	Proposed increase in the budget of Section 7.11 Heavy Haulage fees of \$27,954 and Section 7.12 fees of \$52,735 in line with actuals received year-to-date.	
9	Emergency Management	
	<i>Income from Continuing Operations</i>	\$210,000
	<i>Capital Grants and Contributions</i>	\$29,909
		\$239,909
	NSW Rural Fire Services has announced the Rural Fire Fighting Fund allocations for 2023/2024 in which \$14,000 has been allocated to the Shannonbrook Rural Fire Brigade driveway, \$10,000 for the Wiangaree driveway upgrade, \$50,000 for Caniaba station repairs and \$150,000 for the completion of Toonumbar station. A further \$15,909 was received from NSW State Emergency Service for repairs to the Rural Fire Service Shed in Broadwater.	
	<i>Expenses from Continuing Operations</i>	\$210,000
	<i>Capital Expenditure</i>	\$48,461
		\$258,461
	An increase in the expenditure budget in line with income as discussed above plus a further increase of the capital expenditure budget by \$18,552 from unexpended grant reserves for State Emergency Services security system upgrades.	
10	Building and Maintaining Roads	
	<i>Capital Grants and Contributions</i>	\$1,542,163
	A review of the roads capital works program has been undertaken resulting in a proposed increase to the capital grants and contributions budget of \$1,542,163. Largely contributing to this increase is grant funding being announced for road reconstruction works under the Regional Emergency Road Repair Fund, Community Asset Program Betterment Funding and Essential Public Asset Reconstruction Works funding streams which have been adjusted to align with the proposed schedule of works. Further details are provided below:	
	Regional Emergency Road Repair Fund - Rural Local Roads	Grant funded \$2,719,484
	Regional Roads and Transport Recovery Package - Betterment of Naughtons Gap	Grant funded \$1,521,840
	AGRN960 EPAR Natural Disaster Mar 21 Sealed Bridges	Grant funded \$342,014
	Fixing Local Roads - Naughtons Gap Road	Grant funded \$120,000
	AGRN1012 EPAR Natural Disaster Feb 22 Sealed Roads	Grant funded (\$3,110,062)
	Halstead's Drive - Crown Land Flood Recovery Program (AGRN1012) - Stage 1	Grant funded (\$35,113)
	Halstead's Drive - Crown Land Flood Recovery Program (AGRN1012) - Stage 2	Grant funded (\$16,000)
		\$1,542,163

**Richmond Valley Council Quarterly Budget Review Statement
for the quarter ended 31 December 2023**

**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 Revised Budget as at 30 September 2023 to the Revised Budget as at 31 December 2023, excluding monthly budget adjustments previously adopted by Council.

Notes	Details	Variation
	<i>Capital Expenditure</i>	\$444,865
<p>A review of the roads capital works program has resulted in a number of proposed adjustments due to competing priorities taking into consideration the ongoing extensive work involved with disaster recovery restoration works and other key grant funded projects that are currently underway, resulting in a net increase of \$444,865, as detailed below:</p>		
	Colches Street - Regional and Local Roads Repair Program	Unexpended Grant \$100,000
	McDonalds Bridge Road - Regional and Local Roads Repair Program	Unexpended Grant \$94,649
	Spring Grove Road - Regional and Local Roads Repair Program	Unexpended Grant \$440,000
	MR145 (Smiths Rd to Coopers Ln) - Regional and Local Roads Repair Program	Unexpended Grant \$20,000
	Manifold Road - Regional and Local Roads Repair Program	Unexpended Grant \$410,000
	Roads To Recovery - Coraki Ellangowan Road CH 0 to 2.57 (from ellangowan rd)	Unexpended Grant \$855,475
	Regional Roads and Transport Recovery Package - Betterment of Naughtons Gap	Grant Funded (As Above) \$1,521,840
	AGRN960 EPAR Natural Disaster Mar 21 - Jackybulbin Bridge	Grant Funded (As Above) \$342,014
	Fixing Local Roads - Naughtons Gap Road	Grant funded & SRV funded \$483,728
	Rappville Rd - CH TBA	Funded from the Carry Over Reserve \$32,000
	MR145 Woodburn-Coraki Rd Major Upgrade (\$10m)	Funded from Heavy Haulage Reserve \$16,334
	Reseal - Spring Grove Rd Asphalt (Comm Lagoon Bdge Approach)	Funded from the Carry Over Reserve \$60,000
	Reseal - Spring Grove Rd Asphalt (Petersons Bdge Approach)	Funded from the Carry Over Reserve \$50,000
	AGRN 1012 EPAR - Naughtons Gap Landslip	Transfer to 2024/2025 (\$3,110,062)
	Halstead's Drive - Crown Land Flood Recovery Program (AGRN1012) - Stage 3	Transfer to 2024/2025 (\$600,000)
	Halstead's Drive - Crown Land Flood Recovery Program (AGRN1012) - Stage 1	Reconciliation of Grant Program (\$35,113)
	Halstead's Drive - Crown Land Flood Recovery Program (AGRN1012) - Stage 2	Reconciliation of Grant Program (\$16,000)
	Sextonville Rd - Regional and Local Roads Repair Program	Reconciliation of Grant Program (\$60,000)
	MR153 (Golf Links Rd to Blue Pools Rd) Regional and Local Roads Repair Program	Reconciliation of Grant Program (\$40,000)
	MR4058 (Broadwater Beach Rd to Sewage Rd) Regional and Local Roads Repair Progr	Reconciliation of Grant Program (\$50,000)
	Reg Rds - MR145 (Oakey Ck to Lees Ln) RLRRP	Reconciliation of Grant Program (\$70,000)
		\$444,865
11	Stormwater Management	
	<i>Capital Expenditure</i>	(\$1,400,000)
	Reallocate \$1,400,000 to 2024/2025 year in line with revised project plan for Illawong Lane drainage improvements.	
12	Water Supplies	
	<i>Capital Grants and Contributions</i>	\$50,000
	Increase to the income budget of \$50,000 in line with actual funding received for the Casino Water Security Project.	
	<i>Capital Expenditure</i>	(\$224,221)
<p>A review of the water supplies capital works program has been performed and resulted in an overall decrease of the capital program by \$224,221 as outlined below:</p>		
	Water Main Casino - Pratt St; Hickey St to Wheat St	Transfer to Reserve (\$3,167)
	Water Main Casino - Division St; West St to Centre St	Transfer to Reserve (\$4,826)
	Water Reservoir Coraki - Reservoir High Level Sensor Upgrade	Transfer to Reserve (\$9,413)
	Water Treatment Plant Casino - RWPS Solar Installation	Transfer to Reserve (\$150,000)
	Water Reservoir Casino - South Booster Station Upgrade	Transfer to 2024/2025 (\$50,000)
	Water Reservoir Casino - North Reservoir Backbone Comms Upgrade	Transfer to 2024/2025 (\$23,000)
	Water Treatment Plant Casino - Sed Tanks Drain Valves	Transfer to 2024/2025 (\$33,549)
	Water Treatment Plant Casino - Soda Ash dosing manifold & rotameter	Transfer from Reserve \$34,875
	Water Treatment Plant Casino - Electrical Room Air Conditioner	Transfer from Reserve \$6,500
	Water Reservoir Broadwater - Low Zone Reservoir Pump VSD	Transfer from Reserve \$8,359
		(\$224,221)

**Richmond Valley Council Quarterly Budget Review Statement
for the quarter ended 31 December 2023**

**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 Revised Budget as at 30 September 2023 to the Revised Budget as at 31 December 2023, excluding monthly budget adjustments previously adopted by Council.

Notes	Details	Variation
13	Sewerage Services	
	<i>Capital Grants and Contributions</i>	\$163,644
	Proposed increase of Section 64 Sewer contributions budget by \$146,000 to bring the budget in line with actuals received along with an increase of \$17,644 in line with grant funding to be received towards the Casino Sewage Treatment Plant Business Case and Strategy Development.	
	<i>Expenses from Continuing Operations</i>	\$100,000
	<i>Capital Expenditure</i>	\$60,801
		\$160,801
	A review of the sewerage expenditure budget has been performed and resulted in an overall increase of \$160,801 as outlined below:	
	Sewer Treatment Plant Rileys Hill - Spare Lift Pump	Transfer to Reserve (\$414)
	Sewer Junction Casino - 58 Johnson Street	Transfer to Reserve (\$3,283)
	Sewer Treatment Plant Casino - Replacement Planning	Transfer from Reserves \$100,000
	Sewer Pod - 26 Little Pitt Street Broadwater	Transfer from Reserves \$17,000
	Sewer Junction Evans Head - 26 Booyong Street	Transfer from Reserves \$310
	Sew Pump Station Casino - 601 Pump 1 VSD	Transfer from Reserves \$7,725
	Sewer Pump Station Casino - 601 Spare VSD	Transfer from Reserves \$7,725
	Sewer Pump Station Evans Head - 304 Pump 2 VSD	Transfer from Reserves \$5,150
	Sew Junc Casino - 83 Stapleton Avenue Casino	Transfer from Reserves \$2,730
	Sew Junc Casino - 85 Stapleton Avenue Casino	Transfer from Reserves \$2,080
	Sew Junc Casino - 34 East Street Casino	Transfer from Reserves \$2,609
	Sew Junc Evans Head - 34 Cashmore Street	Transfer from Reserves \$1,525
	Sewer Treatment Plant Casino - Business Case Regional NSW	Grant Funded (As Above) \$17,644
		\$160,801
14	Engineering Support and Asset Management	
	<i>Income from Continuing Operations</i>	\$46,182
	<i>Expenses from Continuing Operations</i>	\$46,182
	Proposed increase of engineering support services operational income and expenditure in line with wage subsidies received of \$46,182.	
15	Environmental Health	
	<i>Expenses from Continuing Operations</i>	(\$7,000)
	Proposed increase of \$18,000 towards the implementation of the Emissions Data Management System funded by the Financial Assistance Grant offset by a decrease of \$25,000 being reallocated towards Jabiru Wetland maintenance.	
16	Environmental Management	
	<i>Income from Continuing Operations</i>	\$43,253
	<i>Expenses from Continuing Operations</i>	\$25,950
	Increase in income budget by \$43,253 and expenditure budget by \$25,950 in line with the grant program of works for the Richmond Valley Flood Study.	
17	Waste Management	
	<i>Capital Expenditure</i>	\$95,137
	Proposed increase of \$89,580 for replacement of the Front-end Resource Recovery Facility roof at Evans Head Waste Transfer Station and a further proposed increase of \$5,557 towards office and furniture renewals.	

**Richmond Valley Council Quarterly Budget Review Statement
for the quarter ended 31 December 2023**

**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 Revised Budget as at 30 September 2023 to the Revised Budget as at 31 December 2023, excluding monthly budget adjustments previously adopted by Council.

Notes	Details	Variation
18	People and Culture	
	<i>Capital Expenditure</i>	\$7,896
	Proposed increase of \$7,896 towards office and furniture renewals.	
19	Work Health and Safety	
	<i>Income from Continuing Operations</i>	\$152,020
	Proposed increase of \$152,020 in line with actuals received for safety and wellbeing incentive from StateCover.	
20	Customer Service	
	<i>Capital Expenditure</i>	\$11,270
	Proposed increase of \$11,270 for the Evans Head office automatic door funded from the Financial Assistance Grant.	
21	Information Technology Services	
	<i>Expenses from Continuing Operations</i>	\$49,215
	Proposed increase of the expenditure budget by \$3,500 in line with wage subsidy received from the Department of Education. Further increase of \$45,715 to the operating expenditure budget in line with the Department of Planning and Environment funded grant for the delivery of planning portal integration to TechOne.	

**Richmond Valley Council Quarterly Budget Review Statement
for the quarter ended 31 December 2023**

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 2023 is \$81,605,377.

Cash

As at 31 December 2023, bank statements have been reconciled up to 30 November 2023.

**Richmond Valley Council Quarterly Budget Review Statement
for the quarter ended 31 December 2023**

Cash & Investments Budget Review Statement

	Opening Cash and Investments 1/07/2023	Original Budget Net Transfer to/(from)	Approved Changes Carry-Overs from 2022/23	Approved Changes Monthly Adjustments	Approved Changes Sep QBRs	Recommended Changes for Council Resolution Dec	Interest Earned	Projected Cash and Investments 30/06/2024
General Fund - External Restrictions								
Unexpended Grant - Evans Head Landcare	741	-	-	-	-	-	-	741
Unexpended Grant - Roads to Recovery	329,418	-	-	(329,418)	-	-	-	0
Unexpended Grant - Industry & Investment NSW Manyweathers Weir	4,393	-	-	-	-	-	-	4,393
Unexpended Grant - Richmond Valley Floodplain Risk Management Plan	6,750	-	-	-	-	-	-	6,750
Unexpended Grant - NSW EPA Better Waste and Recycling Grant	50,239	-	(32,020)	-	-	-	-	18,219
Unexpended Grant - Office of Env & Heritage - Koala Survey & Habitat Mapping	3,170	-	-	-	-	-	-	3,170
Unexpended Grant - NSW RFS Subsidy Northern Rivers Zone	121,397	-	-	-	-	-	-	121,397
Unexpended Grant - LPMA - Surf Club Grant	24,543	-	-	(16,268)	-	-	-	8,275
Unexpended Grant - CPTIGS MR145 Woodburn Coraki Rd Bus Shelter	1,674	-	-	-	-	-	-	1,674
Unexpended Grant - Stronger Country Communities Fund	1,075,870	(970,400)	-	(70,939)	(34,531)	-	-	0
Unexpended Grant - Local Government Association - Flying Fox Colony QE Park	3,059	-	-	-	-	-	-	3,059
Unexpended Grant - Crown Lands - Plan of Management Implementation	1,461	-	-	-	-	-	-	1,461
Unexpended Grant - Northern Rivers Rail Trail	2,027,302	(714,003)	-	(348,461)	(964,838)	-	-	0
Unexpended Grant - Waste - Nambucca FOGO Compost Facility	77,888	-	-	-	-	-	-	77,888
Unexpended Grant - Local Roads and Community Infrastructure Program (LRCP)	686,234	-	-	(686,234)	0	-	-	0
Unexpended Grant - Department of Regional NSW - Casino Showground and Racecourse Upgrade	698,157	(600,000)	-	-	(98,157)	-	-	0
Unexpended Grant - Fixing Local Roads - Naughtons Gap	260,679	-	-	-	19,321	(280,000)	-	0
Unexpended Grant - BCRRF - Resilience Officer & Community Grants Program	17,195	-	-	-	(17,195)	-	-	0
Unexpended Grant - North Coast Region Waste Investment Report	79,135	-	-	-	-	-	-	79,135
Unexpended Grant - Fixing Country Roads - Country Lane	393,495	(393,495)	-	-	-	-	-	0
Unexpended Grant - Fixing Country Bridges	1,538,812	(747,881)	-	-	(790,932)	-	-	0
Unexpended Grant - DPIE - Flying Fox Colony Manifold Rd	380	-	-	-	-	-	-	380
Unexpended Grant - Resilience NSW - Flood Recovery \$3mil	1,828,044	(914,319)	-	(88,279)	(309,431)	(174,900)	-	341,115
Unexpended Grant - Mobile Library Solar	46,509	-	(46,509)	-	-	-	-	0
Unexpended Grant - Heritage Advisory Grant	163	-	-	-	-	-	-	163
Unexpended Grant - Libraries Backyard Cricket	466	-	-	-	(466)	-	-	0
Unexpended Grant - Department Planning & Environment - Flood response planning grant	78,559	-	-	-	-	-	-	78,559
Unexpended Grant - DPIE - Crown Lands Flood Clean-up 2022	31,429	-	-	-	-	-	-	31,429
Unexpended Grant - Foundation for Rural Regional Renewal - Rappville Military History	2,273	-	-	-	-	-	-	2,273
Unexpended Grant - A Sporting Chance - Rappville Sporting Grounds	80,652	-	-	-	-	(35,652)	-	45,000
Unexpended Grant - PWA - Rappville Sewerage	27,609	-	-	-	-	-	-	27,609
Unexpended Grant - Reconnecting NSW Community Events	50,399	-	-	-	-	-	-	50,399
Unexpended Grant - Sporting Priority Needs Program	1,057,356	(837,201)	-	(220,153)	-	280,328	-	280,330
Unexpended Grant - Multi Sports Community Facility Fund	821,875	(821,875)	-	-	407,795	260,276	-	668,071
Unexpended Grant - Crown Lands Flood Recovery Program	-	-	-	-	-	600,000	-	600,000
Unexpended Grant - Public Library Infrastructure Grant 2022/23	173,803	-	-	-	(173,803)	-	-	0
Unexpended Grant - DPI Fishing Trust - McDonald Park Riparian	8,000	-	(8,000)	-	-	-	-	0
Unexpended Grant - DPIE - Bushfire Affected Coastal Waterways	8,897	-	(8,897)	-	-	-	-	0
Unexpended Grant - BLERF - Casino Industrial Precincts	24,418	-	-	-	(3,131)	-	-	21,287
Unexpended Grant - SES - Unit Building Grant	18,552	-	-	-	-	(18,552)	-	0
Unexpended Grant - TNSW - Regional and Local Road Repair Program	1,914,269	-	-	-	(1,050,000)	1,874,835	-	2,739,104
Unexpended Grant - Fixing Local Roads - Pothole Repair Program	84,261	-	-	-	(84,261)	-	-	0
Unexpended Grant - Fixing Local Roads - Coraki Ellangowan Rd	1,470,001	-	-	-	(614,526)	(855,475)	-	0
Unexpended Grant - NSW Regional Housing Fund - South Casino Sewage Transfer System	1,342,959	-	-	(242,959)	(1,100,000)	-	-	0
Unexpended Grant - Evans Head Sewage Treatment Project - SSWP412	87,500	-	-	-	262,500	-	-	350,000
Unexpended Grant - Casino Water Security Project - SSWP410	50,000	-	-	-	-	50,000	-	100,000
Unexpended Grant - Casino Sewerage Treatment Plan Business Case	56,241	-	-	(56,241)	-	-	-	0
Unexpended Grant - Flying Fox Habitat Restoration Grant	58,187	-	-	-	14,989	-	-	73,176
Unexpended Grant - NRJO Flood Anniversary Events	27,764	-	-	-	(27,764)	-	-	0
Unexpended Grant - Planning Portal Integration to T1	45,715	-	-	-	-	(45,715)	-	0
Unexpended Grant - Betterment of Casino Pool Clubhouse Upgrade	-	-	-	-	-	98,750	-	98,750
Unexpended Grant - Richmond River Flood Model	-	-	-	-	-	17,303	-	17,303

**Richmond Valley Council Quarterly Budget Review Statement
for the quarter ended 31 December 2023**

Cash & Investments Budget Review Statement

	Opening Cash and Investments 1/07/2023	Original Budget Net Transfer to/(from)	Approved Changes	Approved Changes	Approved Changes	Recommended Changes for Council Resolution Dec	Interest Earned	Projected Cash and Investments 30/06/2024
			Carry-Overs from 2022/23	Monthly Adjustments	Sep QBRs			
Unexpended Contribution - RUCRL Mobile Library Replacement Fund	257,501	36,400	-	-	-	-	-	293,901
Unexpended Contribution - Hannigan DA 2005/188 Benns Rd	10,338	-	-	-	-	-	-	10,338
Unexpended Contribution - Statecover WHS Incentive Works	256,113	(11,200)	(34,557)	-	-	152,020	-	362,376
Unexpended Contribution - Fire Fighting Infrastructure	10,000	-	-	-	-	-	-	10,000
Unexpended Contribution - Broadwater Sugar Mill DA Bridge Approaches	90,000	-	-	-	-	-	-	90,000
Unexpended Contribution - Casino Healthy Towns	2,700	-	-	-	-	-	-	2,700
Unexpended Contribution - North Coast Waste Investment Report	35,667	-	-	-	-	-	-	35,667
Unexpended Contribution - LEMC Technology Improvements from LCC & Kyogle Council	20,000	-	-	-	-	-	-	20,000
Unexpended Contribution - Broadwater Bridge Maintenance (LCC)	8,838	-	-	-	-	-	-	8,838
Unexpended Contribution - Pacific Complete Asset Handover	1,819,450	-	-	-	(451,628)	-	-	1,367,822
Unexpended Loan - Illawong Lane	-	-	-	-	-	900,000	-	900,000
Domestic Waste Management	7,137,304	(2,586,801)	(45,000)	(53,329)	10,901	(95,137)	122,100	4,490,038
On-Site Sewerage Fees	217,319	-	-	-	(3,800)	-	3,700	217,219
Stormwater Management Service Charge	1,095,775	(480,356)	-	-	(5,602)	500,000	18,800	1,128,617
Section 7.11 - Quarry Road Contributions	76,523	6,415	-	-	-	-	1,300	84,238
Section 7.11 - Rural Development Heavy Haulage	1,825,426	50,788	-	-	(491,294)	11,620	31,200	1,427,740
Section 7.12 Development Contributions Plan	1,768,663	88,900	-	-	(52,345)	52,735	30,600	1,908,553
Controlled Trust Funds	41,792	-	-	-	-	-	-	41,792
Bonds & Deposits (General Fund)	494,494	-	-	-	-	-	-	494,494
Total General Fund External Restrictions	31,985,789	(8,895,028)	(174,983)	(2,112,281)	(5,558,196)	3,292,436	207,700	18,745,439
General Fund - Internal Restrictions								
Employee Leave Entitlements	1,428,544	-	-	-	43,762	-	24,400	1,496,706
Employee Leave Entitlements - Richmond Upper Clarence Regional Library	52,432	-	-	-	-	-	900	53,332
Richmond Upper Clarence Regional Library	139,163	(10,284)	(13,300)	(14,590)	(7,897)	-	2,400	95,492
Unexpended Rates Variation	865,065	(267,110)	(30,000)	(268,063)	(19,321)	(83,728)	-	196,843
Financial Assistance Grant Advance Payment	6,396,721	-	-	-	39,086	(29,270)	-	6,406,537
Insurance Reserve	2,454,597	-	-	-	(82,761)	(61,300)	42,000	2,352,536
Plant Replacement	4,199,348	(336,127)	(77,945)	(784,328)	-	(361)	71,900	3,072,486
Real Estate and Infrastructure	3,038,086	(522,685)	-	(25,951)	197,341	(3,016,523)	52,000	(277,732)
Petersons Quarry	2,502,887	394,642	-	-	(500,642)	(12)	42,800	2,439,675
Woodview Quarry	2,439,675	316,501	-	-	-	-	41,800	2,797,976
Quarry Rehabilitation	514,850	50,000	-	-	-	-	8,800	573,650
Road Rehabilitation Reserve	2,271,875	312,120	-	-	-	-	38,900	2,622,895
Northern Rivers Livestock Exchange	160,501	601,347	-	-	-	-	2,700	764,548
Other Waste Management	4,362,254	581,287	-	-	-	-	74,700	5,018,241
Other Waste Management - Plant Reserve	1,903,689	(500,364)	-	(159,541)	-	-	32,600	1,276,384
Rural Road Safety Program	91,103	-	-	-	-	-	-	91,103
RMS State Roads Maintenance Contract	6,018	-	-	-	-	-	100	6,118
Public Cemeteries Perpetual Maintenance Reserve	186,256	(14,747)	-	(10,000)	-	-	3,200	164,709
Northern Rivers Rail Trail Maintenance Reserve	655,011	-	-	-	-	-	-	655,011
Events Funding	74,692	9,000	-	-	(9,000)	(14,204)	-	60,488
Carry Over Works	3,034,951	(232,548)	(436,309)	(261,886)	932,473	(142,000)	-	2,894,681
Total General Fund Internal Restrictions	36,777,719	381,032	(567,554)	(1,524,359)	593,041	(3,347,398)	439,200	32,761,681
Total General Fund Restrictions	68,763,508	(8,513,996)	(732,537)	(3,636,640)	(4,965,155)	(54,962)	646,900	51,507,120

**Richmond Valley Council Quarterly Budget Review Statement
for the quarter ended 31 December 2023**

Cash & Investments Budget Review Statement

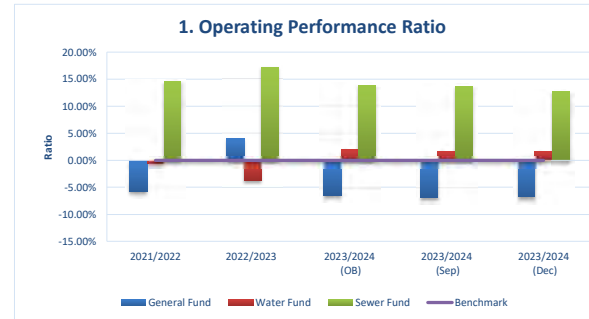
	Opening Cash and Investments 1/07/2023	Original Budget Net Transfer to/(from)	Approved Changes	Approved Changes	Approved Changes	Recommended Changes for Council Resolution Dec	Interest Earned	Projected Cash and Investments 30/06/2024
			Carry-Overs from 2022/23	Monthly Adjustments	Sep QBRs			
Sewerage Fund								
External Restrictions								
Section 64 Contributions	5,738,655	(105,503)	-	-	-	146,000	105,503	5,884,655
Infrastructure Replacement	7,432,452	(1,786,521)	(15,000)	(918,561)	1,166,671	(143,157)	136,700	5,872,585
Total Sewerage Fund Restrictions	13,171,107	(1,892,024)	(15,000)	(918,561)	1,166,671	2,843	242,203	11,757,240
Water Fund								
External Restrictions								
Section 64 Contributions	2,851,859	138,500	-	-	-	-	11,500	3,001,859
Infrastructure Replacement	5,483,876	(1,238,670)	-	(869,833)	753,085	224,221	22,000	4,374,678
Total Water Fund Restrictions	8,335,735	(1,100,170)	-	(869,833)	753,085	224,221	33,500	7,376,538
Total Restrictions (All Funds)	90,270,350	(11,506,190)	(747,537)	(5,425,034)	(3,045,399)	172,102	922,603	70,640,897

**Richmond Valley Council Quarterly Budget Review Statement
for the quarter ended 31 December 2023**

Key Performance Indicators Budget Review Statement

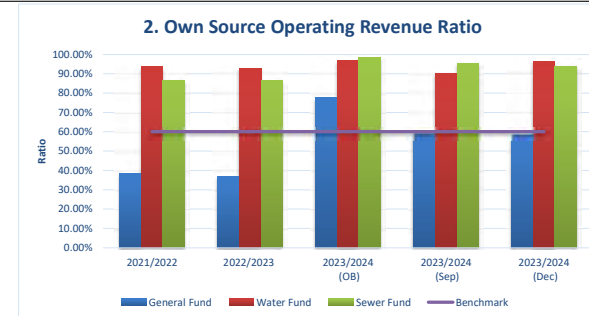
	Current Projection			
	General	Water	Sewerage	
	Fund	Fund	Fund	Total
The Council monitors the following Key Performance Indicators:				
1. Operating Performance Ratio	-6.76%	1.57%	12.72%	-2.93%
Total Continuing Operating Revenue ⁽¹⁾ (excl. Capital Grants & Contributions) - Operating Expenses	(3,353,884)	114,224	1,278,078	(1,961,582)
Total Continuing Operating Revenue ⁽¹⁾ (excl. Capital Grants & Contributions)	49,577,900	7,292,036	10,048,095	66,918,031
⁽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 2023/2024 - as at 30 September 2023	-6.94%	1.57%	13.71%	-2.87%
Original Budget 2023/2024	-6.51%	1.89%	13.91%	-2.45%
2022/2023	4.07%	-3.76%	17.24%	4.94%
2021/2022	-5.83%	-0.63%	14.56%	-2.80%

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	58.76%	96.38%	93.93%	65.24%
Total Continuing Operating Revenue ⁽¹⁾ (less ALL Grants & Contributions)	49,218,555	7,292,036	10,048,095	66,558,686
Total Continuing Operating Revenue ⁽¹⁾	83,759,875	7,566,081	10,697,007	102,022,963
⁽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 2023/2024 - as at 30 September 2023	59.58%	90.34%	95.39%	65.73%
Original Budget 2023/2024	77.67%	96.85%	98.19%	82.09%
2022/2023	37.00%	92.90%	86.57%	45.20%
2021/2022	38.37%	93.58%	86.48%	47.54%

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%. Council obtained a special rate variation over 4 years and this will further support an improvement in this ratio.



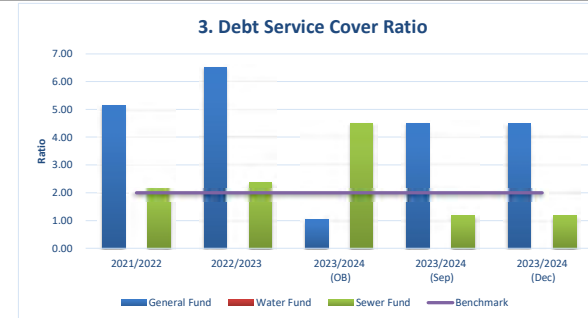
**Richmond Valley Council Quarterly Budget Review Statement
for the quarter ended 31 December 2023**

Key Performance Indicators Budget Review Statement

	Current Projection			
	General Fund	Water Fund	Sewerage Fund	Total
3. Debt Service Cover Ratio	4.48	0.00	1.19	3.65
Operating Result ⁽¹⁾ before capital excluding interest and depreciation/impairment/amortisation (EBITDA)	11,244,445	2,921,807	2,422,339	16,588,591
Principal Repayments + Borrowing Interest Costs	2,512,444	0	2,035,565	4,548,009
Prior Periods:				
Revised Budget 2023/2024 - as at 30 September 2023	4.50	0.00	1.19	3.66
Original Budget 2023/2024	1.03	0.00	4.50	1.45
2022/2023	6.51	0.00	2.38	5.11
2021/2022	5.16	0.00	2.14	4.03

⁽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.

Purpose: This ratio measures the availability of operating cash to service debt including interest, principal and lease payments.
 Commentary: Council's Debt Service Cover Ratio (General Fund) is above the benchmark minimum of 2.0, whilst Sewerage Fund is below the benchmark of 2.0. Water Fund is debt free.



**Richmond Valley Council Quarterly Budget Review Statement
for the quarter ended 31 December 2023**

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)
Ozwide Bridge & Rail Civil Pty Ltd	Design & Construct Willox Bridge	\$ 1,197,851.00	03/10/23	12 months	Y
Frontier Assembly Pty Ltd	Design & Construct Rail Trail Bridges - Casino to Bentley	\$ 1,579,365.00	01/11/23	12 months	Y
Civil Mining & Construction Pty Ltd	Design & Construct Naughtons Gap Road Landslip Remediation	\$ 9,932,342.10	01/11/23	12 months	Y
JMFC Pty Ltd	Queen Elizabeth Park Fencing Upgrades	\$ 382,130.00	16/11/23	12 months	Y
Stralis Energy Pty Ltd	Supply & install transformer & switchboard at Rappville Oval	\$ 56,363.64	01/01/24	3 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)	153,799	Y
Legal Expenses (including Capital Expenditure)	195,343	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.



Concise Investment Report Pack

Richmond Valley Council

1 December 2023 to 31 December 2023



Contents

1. Portfolio Valuation As At 31 December 2023
2. Portfolio Valuation By Categories As At 31 December 2023
3. Investment Revenue Received For 1 December 2023 to 31 December 2023
4. Comparison of Investment Revenue Earned to Original Budget and Investment Portfolio by Month 2023 - 2024 YTD
5. Environmentally Sustainable Investment Performance Report for the Period Ending 31 December 2023 Relative To 30 November 2023



1. Portfolio Valuation As At 31 December 2023

	Security Rating	Face Value Original	Face Value Current	Market Value	% Total Value	Running Yield	Weighted Running Yield
Fixed Interest Security							
At Call Deposit							
CBA Business Online Saver Acct RVC At Call	S&P ST A1+	9,360,000.00	9,360,000.00	9,360,000.00	11.47%	4.35%	
CBA General Fund Bk Acct RVC At Call	S&P ST A1+	904,568.42	904,568.42	904,568.42	1.11%	3.35%	
CBA Trust Acct RVC At Call	S&P ST A1+	87,050.17	87,050.17	87,050.17	0.11%	3.05%	
MACQ 940323454 At Call	Moodys A2	8,035,137.03	8,035,137.03	8,035,137.03	9.85%	4.70%	
NAB Business Cheque Acct RVC At Call	S&P ST A1+	24.71	24.71	24.71	0.00%	0.00%	
		18,386,780.33	18,386,780.33	18,386,780.33	22.53%		1.00%
Floating Rate Note							
Auswide 0.6 22 Mar 2024 FRN	Moodys	1,500,000.00	1,500,000.00	1,500,000.00	1.84%	4.96%	
Auswide 1.5 17 Mar 2026 FRN	Moodys	1,000,000.00	1,000,000.00	1,000,000.00	1.23%	5.86%	
CACU 1.7 21 Sep 2026 FRN	S&P BBB-	1,750,000.00	1,750,000.00	1,750,000.00	2.14%	6.06%	
MACQ 0.48 09 Dec 2025 FRN	Moodys A2	1,000,390.00	1,000,390.00	1,000,390.00	1.23%	4.83%	
MYS 0.65 16 Jun 2025 FRN	Moodys	1,500,000.00	1,500,000.00	1,500,000.00	1.84%	5.01%	
		6,750,390.00	6,750,390.00	6,750,390.00	8.27%		0.44%
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	2.45%	1.10%	
JUDO 6.4 26 Sep 2025 Fixed	S&P BBB-	1,500,000.00	1,500,000.00	1,500,000.00	1.84%	6.40%	
BOQ 4.7 27 Jan 2027 Fixed	S&P BBB+	1,000,000.00	1,000,000.00	1,000,000.00	1.23%	5.60%	
		4,500,000.00	4,500,000.00	4,500,000.00	5.51%		0.24%
Unit Trust							
NSWTC Long Term Growth Fund UT		3,000,000.00	3,230,580.29	3,230,580.29	3.96%	36.96%	
NSWTC Medium Term Growth Fund UT		11,005,029.35	12,737,625.89	12,737,625.89	15.61%	29.76%	
		14,005,029.35	15,968,206.18	15,968,206.18	19.57%		6.11%



1. Portfolio Valuation As At 31 December 2023

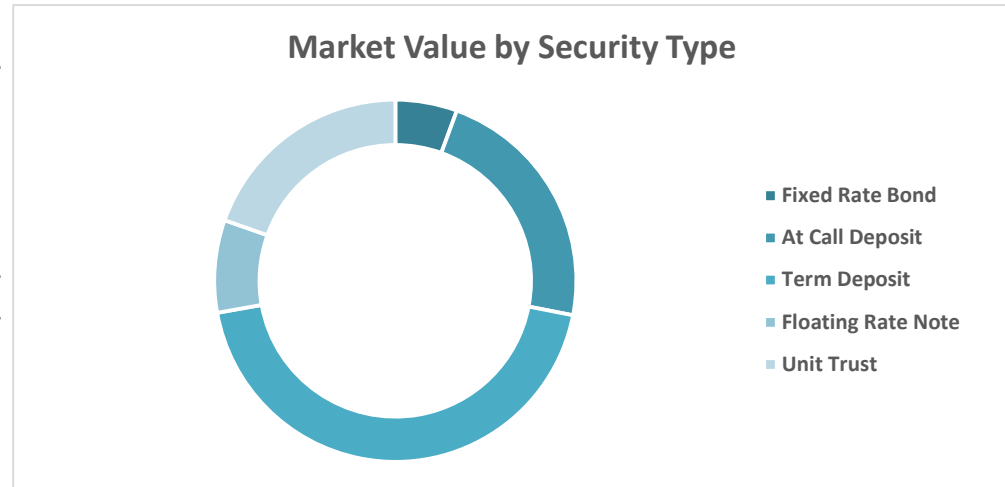
Term Deposit

Auswide 5.2 28 Mar 2024 120DAY TD	Moody's ST	2,000,000.00	2,000,000.00	2,000,000.00	2.45%	5.20%
BOQ 4.95 26 Feb 2024 122DAY TD	Moody's ST	2,000,000.00	2,000,000.00	2,000,000.00	2.45%	4.95%
BOQ 5.2 02 Apr 2024 123DAY TD	Moody's ST	3,000,000.00	3,000,000.00	3,000,000.00	3.68%	5.20%
BOQ 5.15 03 Apr 2024 183DAY TD	Moody's ST	2,000,000.00	2,000,000.00	2,000,000.00	2.45%	5.15%
BOQ 5.15 22 Apr 2024 181DAY TD	Moody's ST	2,000,000.00	2,000,000.00	2,000,000.00	2.45%	5.15%
BENAU 5.05 22 Jan 2024 153DAY TD	Moody's ST	2,000,000.00	2,000,000.00	2,000,000.00	2.45%	5.05%
BENAU 4.95 30 Jan 2024 154DAY TD	Moody's ST	2,000,000.00	2,000,000.00	2,000,000.00	2.45%	4.95%
BENAU 4.95 30 Jan 2024 154DAY TD	Moody's ST	2,000,000.00	2,000,000.00	2,000,000.00	2.45%	4.95%
CCU 5.5 05 Dec 2024 366DAY TD	Moody's ST	2,000,000.00	2,000,000.00	2,000,000.00	2.45%	5.50%
CACU 5.15 05 Mar 2024 91DAY TD	S&P ST A3	2,000,000.00	2,000,000.00	2,000,000.00	2.45%	5.15%
ING 5.41 21 Nov 2024 366DAY TD	S&P ST A1	1,000,000.00	1,000,000.00	1,000,000.00	1.23%	5.41%
JUDO 4.9 03 Jan 2024 92DAY TD	S&P ST A3	2,000,000.00	2,000,000.00	2,000,000.00	2.45%	4.90%
JUDO 4.9 05 Jan 2024 91DAY TD	S&P ST A3	2,000,000.00	2,000,000.00	2,000,000.00	2.45%	4.90%
JUDO 5.1 28 Feb 2024 92DAY TD	S&P ST A3	1,000,000.00	1,000,000.00	1,000,000.00	1.23%	5.10%
JUDO 5.1 29 Feb 2024 91DAY TD	S&P ST A3	2,000,000.00	2,000,000.00	2,000,000.00	2.45%	5.10%
JUDO 5.45 02 Dec 2024 367DAY TD	S&P ST A3	2,000,000.00	2,000,000.00	2,000,000.00	2.45%	5.45%
NAB 5 30 Jan 2024 91DAY TD	S&P ST A1+	1,000,000.00	1,000,000.00	1,000,000.00	1.23%	5.00%
SCC 5.15 05 Mar 2024 91DAY TD	Unrated ST	2,000,000.00	2,000,000.00	2,000,000.00	2.45%	5.15%
SCC 5.25 12 Mar 2024 91DAY TD	Unrated ST	2,000,000.00	2,000,000.00	2,000,000.00	2.45%	5.25%
		36,000,000.00	36,000,000.00	36,000,000.00	44.11%	2.26%
Portfolio Total		79,642,199.68	81,605,376.51	81,605,376.51	100.00%	10.06%



2. Portfolio Valuation By Categories As At 31 December 2023

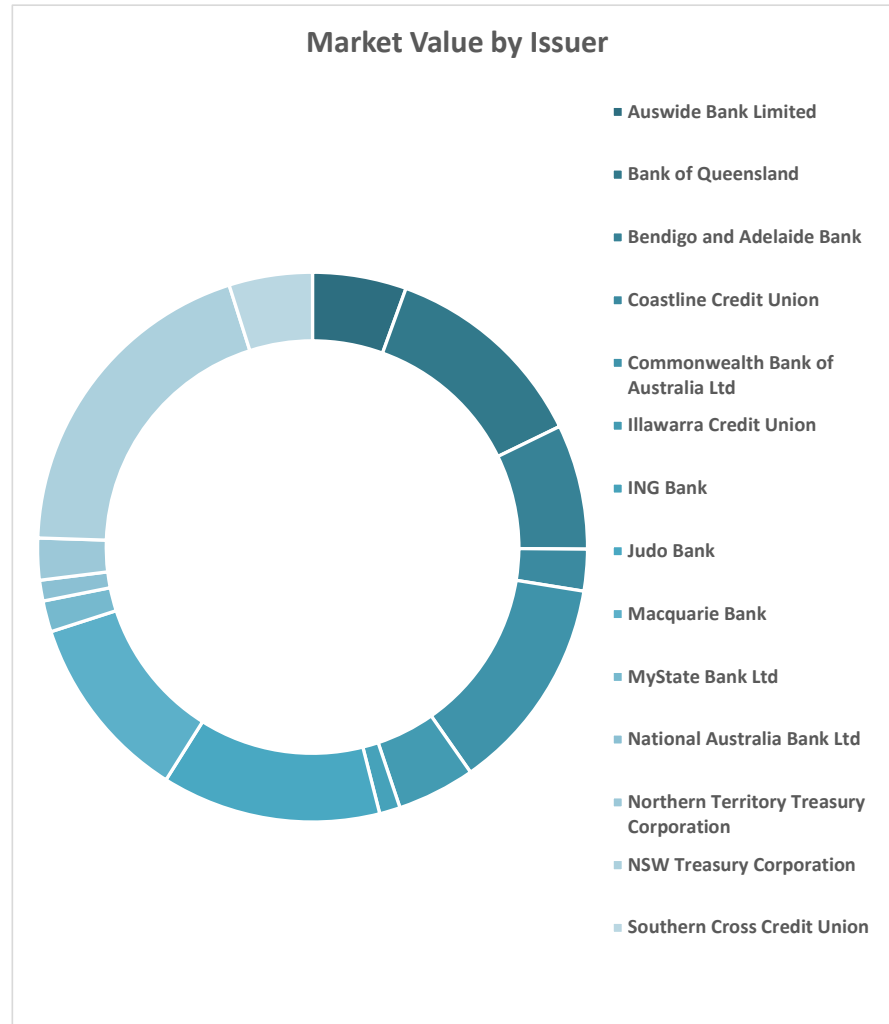
Security Type	Market Value	% Total Value
Fixed Rate Bond	4,500,000.00	5.51%
At Call Deposit	18,386,780.33	22.53%
Term Deposit	36,000,000.00	44.11%
Floating Rate Note	6,750,390.00	8.27%
Unit Trust	15,968,206.18	19.57%
Portfolio Total	81,605,376.51	100.00%





2. Portfolio Valuation By Categories As At 31 December 2023

Issuer	Market Value	% Total Value
Auswide Bank Limited	4,500,000.00	5.51%
Bank of Queensland	10,000,000.00	12.25%
Bendigo and Adelaide Bank	6,000,000.00	7.35%
Coastline Credit Union	2,000,000.00	2.45%
Commonwealth Bank of Australia Ltd	10,351,618.59	12.68%
Illawarra Credit Union	3,750,000.00	4.60%
ING Bank	1,000,000.00	1.23%
Judo Bank	10,500,000.00	12.87%
Macquarie Bank	9,035,527.03	11.07%
MyState Bank Ltd	1,500,000.00	1.84%
National Australia Bank Ltd	1,000,024.71	1.23%
Northern Territory Treasury Corporation	2,000,000.00	2.45%
NSW Treasury Corporation	15,968,206.18	19.57%
Southern Cross Credit Union	4,000,000.00	4.90%
Portfolio Total	81,605,376.51	100.00%



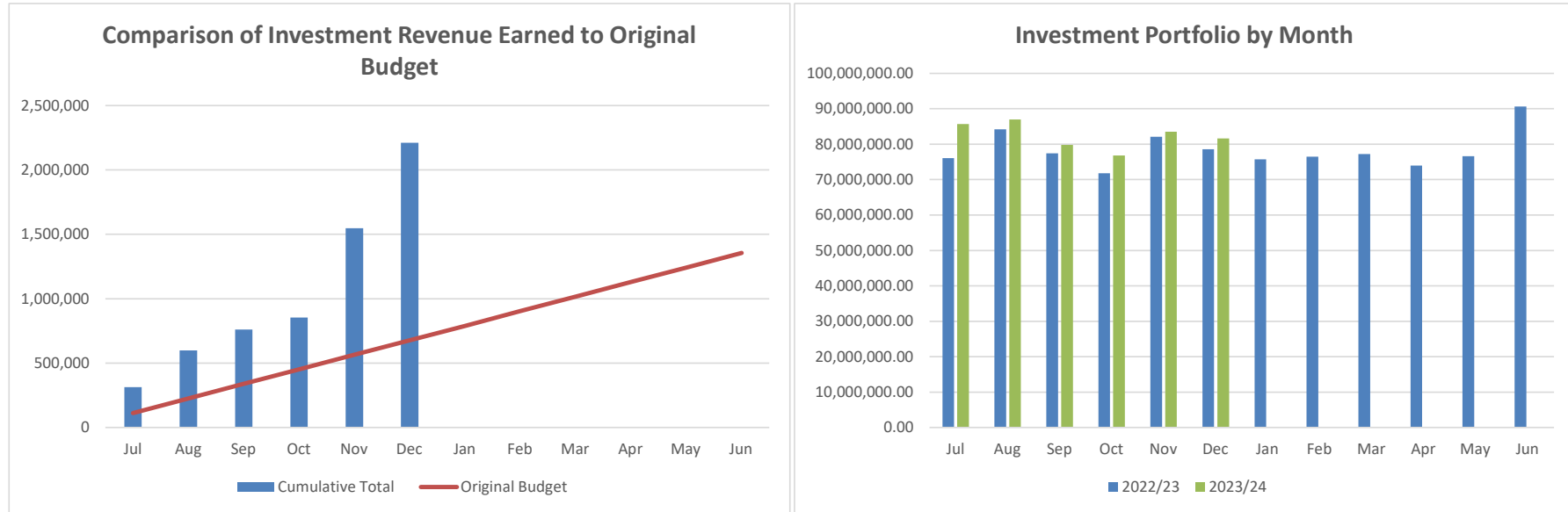


3. Investment Revenue Received For 1 December 2023 to 31 December 2023

Security	Issuer	Settlement Date	Face Value (Basis of Interest Calculation)	Consideration Notional	Income Type
Auswide 4.8 05 Dec 2023 91DAY TD	Auswide Bank Limited	5 Dec 2023	2,000,000.00	23,934.25	Security Coupon Interest
Auswide 4.8 05 Dec 2023 91DAY TD	Auswide Bank Limited	5 Dec 2023	2,000,000.00	23,934.25	Security Coupon Interest
AMP 5.3 07 Dec 2023 183DAY TD	AMP Bank Ltd	7 Dec 2023	2,000,000.00	53,145.21	Security Coupon Interest
MACQ 0.48 09 Dec 2025 FRN	Macquarie Bank	11 Dec 2023	1,000,000.00	11,485.95	Security Coupon Interest
NTTC 1.1 15 Dec 2025	Northern Territory Treasury Corporation	15 Dec 2023	2,000,000.00	11,000.00	Security Coupon Interest
Auswide 1.5 17 Mar 2026 FRN	Auswide Bank Limited	18 Dec 2023	1,000,000.00	14,010.01	Security Coupon Interest
MYS 0.65 16 Jun 2025 FRN	MyState Bank Ltd	18 Dec 2023	1,500,000.00	17,836.25	Security Coupon Interest
Summerland 5.55 21 Dec 2023 183DAY TD	Summerland Financial Services Limited t/as Summerland Bank	21 Dec 2023	1,000,000.00	27,826.03	Security Coupon Interest
Auswide 0.6 22 Mar 2024 FRN	Auswide Bank Limited	22 Dec 2023	1,500,000.00	17,746.87	Security Coupon Interest
Other		31 Dec 2023		35,137.03	Bank Interest
Other		31 Dec 2023		32,225.75	Bank Interest
Other		31 Dec 2023		3,482.58	Bank Interest
Other		31 Dec 2023		225.50	Bank Interest
				271,989.68	
Medium Term Growth Fund	NSW Treasury Corporation			307,808.04	Fair Value Gain/(Loss)
Long Term Growth Fund	NSW Treasury Corporation			96,383.77	Fair Value Gain/(Loss)
				404,191.81	
TOTAL				676,181.49	



4. Comparison of Investment Revenue Earned to Original Budget and Investment Portfolio by Month 2023 - 2024 YTD

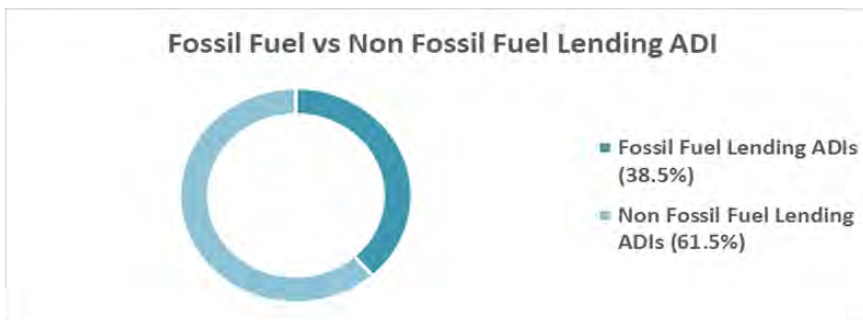




5. Environmentally Sustainable Investment Performance Report for the Period Ending 31 December 2023 Relative To 30 November 2023

Portfolio Summary by Fossil Fuel Lending ADIs

ADI Lending Status	% Total	Current Period	% Total	Prior Period
Fossil Fuel Lending ADIs				
AMP Bank Ltd	0.0%	0.00	2.4%	2,000,000.00
Bank of Queensland	12.3%	10,000,000.00	8.4%	7,000,000.00
Commonwealth Bank of Australia Ltd	12.7%	10,351,618.59	19.9%	16,655,177.69
ING Bank Australia Limited	1.2%	1,000,000.00	1.2%	1,000,000.00
Macquarie Bank	11.1%	9,035,527.03	13.2%	11,038,335.26
National Australia Bank Ltd	1.2%	1,000,024.71	1.2%	1,000,024.71
	38.5%	31,387,170.33	46.3%	38,693,537.66
Non Fossil Fuel Lending ADIs				
Auswide Bank Limited	5.5%	4,500,000.00	10.2%	8,500,000.00
Bendigo and Adelaide Bank	7.4%	6,000,000.00	7.2%	6,000,000.00
Coastline Credit Union	2.5%	2,000,000.00	0.0%	0.00
Illawarra Credit Union	4.6%	3,750,000.00	2.1%	1,750,000.00
Judo Bank	12.9%	10,500,000.00	10.2%	8,500,000.00
MyState Bank Ltd	1.8%	1,500,000.00	1.8%	1,500,000.00
Northern Territory Treasury Corporation	2.5%	2,000,000.00	2.4%	2,000,000.00
NSW Treasury Corporation	19.6%	15,968,206.18	18.6%	15,564,014.37
Southern Cross Credit Union	4.9%	4,000,000.00	0.0%	0.00
Summerland Credit Union	0.0%	0.00	1.2%	1,000,000.00
	61.5%	50,218,206.18	53.7%	44,814,014.37
Total Portfolio		81,605,376.51		83,507,552.03



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



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Concise Investment Report Pack

Richmond Valley Council

1 January 2024 to 31 January 2024



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1. Portfolio Valuation As At 31 January 2024
2. Portfolio Valuation By Categories As At 31 January 2024
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4. Comparison of Investment Revenue Earned to Original Budget and Investment Portfolio by Month 2023 - 2024 YTD
5. Environmentally Sustainable Investment Performance Report for the Period Ending 31 January 2024 Relative To 31 December 2023



1. Portfolio Valuation As At 31 January 2024

	Security Rating	Face Value Original	Face Value Current	Market Value	% Total Value	Running Yield	Weighted Running Yield
Fixed Interest Security							
At Call Deposit							
CBA Business Online Saver Acct RVC At Call	S&P ST A1+	9,360,000.00	9,360,000.00	10,770,000.00	13.23%	4.35%	
CBA General Fund Bk Acct RVC At Call	S&P ST A1+	904,568.42	904,568.42	1,130,233.92	1.39%	3.35%	
CBA Trust Acct RVC At Call	S&P ST A1+	87,050.17	87,050.17	87,050.17	0.11%	3.05%	
MACQ 940323454 At Call	Moodys A2	8,035,137.03	8,035,137.03	8,034,275.93	9.87%	4.70%	
NAB Business Cheque Acct RVC At Call	S&P ST A1+	24.71	24.71	24.71	0.00%	0.00%	
		18,386,780.33	18,386,780.33	20,021,584.73	24.60%		1.09%
Floating Rate Note							
Auswide 0.6 22 Mar 2024 FRN	Moodys	1,500,000.00	1,500,000.00	1,500,000.00	1.84%	4.94%	
Auswide 1.5 17 Mar 2026 FRN	Moodys	1,000,000.00	1,000,000.00	1,000,000.00	1.23%	5.84%	
CACU 1.7 21 Sep 2026 FRN	S&P BBB-	1,750,000.00	1,750,000.00	1,750,000.00	2.15%	6.04%	
MACQ 0.48 09 Dec 2025 FRN	Moodys A2	1,000,390.00	1,000,390.00	1,000,390.00	1.23%	4.81%	
MYS 0.65 16 Jun 2025 FRN	Moodys	1,500,000.00	1,500,000.00	1,500,000.00	1.84%	4.99%	
		6,750,390.00	6,750,390.00	6,750,390.00	8.29%		0.44%
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	2.46%	1.10%	
JUDO 6.4 26 Sep 2025 Fixed	S&P BBB-	1,500,000.00	1,500,000.00	1,500,000.00	1.84%	6.40%	
BOQ 4.7 27 Jan 2027 Fixed	S&P BBB+	1,000,000.00	1,000,000.00	1,000,000.00	1.23%	5.60%	
		4,500,000.00	4,500,000.00	4,500,000.00	5.53%		0.24%
Unit Trust							
NSWTC Long Term Growth Fund UT		3,000,000.00	3,230,580.29	3,276,395.97	4.03%	17.04%	
NSWTC Medium Term Growth Fund UT		11,005,029.35	12,737,625.89	12,835,136.62	15.77%	9.24%	
		14,005,029.35	15,968,206.18	16,111,532.59	19.80%		2.14%



1. Portfolio Valuation As At 31 January 2024

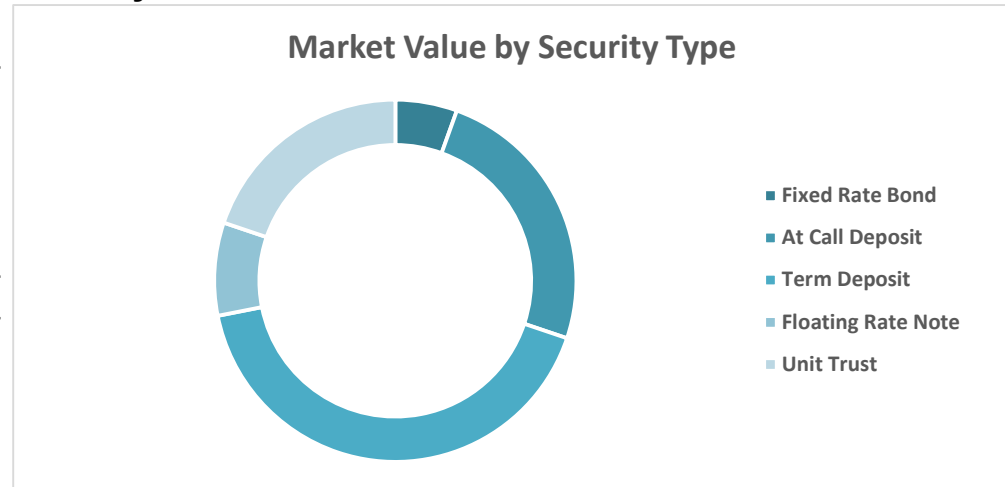
Term Deposit

Auswide 5.2 28 Mar 2024 120DAY TD	Moody's ST	2,000,000.00	2,000,000.00	2,000,000.00	2.46%	5.20%
BOQ 4.95 26 Feb 2024 122DAY TD	Moody's ST	2,000,000.00	2,000,000.00	2,000,000.00	2.46%	4.95%
BOQ 5.2 02 Apr 2024 123DAY TD	Moody's ST	3,000,000.00	3,000,000.00	3,000,000.00	3.69%	5.20%
BOQ 5.15 03 Apr 2024 183DAY TD	Moody's ST	2,000,000.00	2,000,000.00	2,000,000.00	2.46%	5.15%
BOQ 5.15 22 Apr 2024 181DAY TD	Moody's ST	2,000,000.00	2,000,000.00	2,000,000.00	2.46%	5.15%
CCU 5.5 05 Dec 2024 366DAY TD	Moody's ST	2,000,000.00	2,000,000.00	2,000,000.00	2.46%	5.50%
CACU 5.15 05 Mar 2024 91DAY TD	S&P ST A3	2,000,000.00	2,000,000.00	2,000,000.00	2.46%	5.15%
ING 5.41 21 Nov 2024 366DAY TD	S&P ST A1	1,000,000.00	1,000,000.00	1,000,000.00	1.23%	5.41%
ING 5.22 22 Jan 2025 366DAY TD	S&P ST A1	2,000,000.00	2,000,000.00	2,000,000.00	2.46%	5.22%
JUDO 5.1 28 Feb 2024 92DAY TD	S&P ST A3	1,000,000.00	1,000,000.00	1,000,000.00	1.23%	5.10%
JUDO 5.1 29 Feb 2024 91DAY TD	S&P ST A3	2,000,000.00	2,000,000.00	2,000,000.00	2.46%	5.10%
JUDO 5.1 05 Apr 2024 91DAY TD	S&P ST A3	2,000,000.00	2,000,000.00	2,000,000.00	2.46%	5.10%
JUDO 5.45 02 Dec 2024 367DAY TD	S&P ST A3	2,000,000.00	2,000,000.00	2,000,000.00	2.46%	5.45%
NAB 5.05 30 Apr 2024 91DAY TD	S&P ST A1+	3,000,000.00	3,000,000.00	3,000,000.00	3.69%	5.05%
NAB 5.1 30 Jul 2024 182DAY TD	S&P ST A1+	2,000,000.00	2,000,000.00	2,000,000.00	2.46%	5.10%
SCC 5.15 05 Mar 2024 91DAY TD	Unrated ST	2,000,000.00	2,000,000.00	2,000,000.00	2.46%	5.15%
SCC 5.25 12 Mar 2024 91DAY TD	Unrated ST	2,000,000.00	2,000,000.00	2,000,000.00	2.46%	5.25%
		34,000,000.00	34,000,000.00	34,000,000.00	41.78%	2.17%
Portfolio Total		77,642,199.68	79,605,376.51	81,383,507.32	100.00%	6.08%



2. Portfolio Valuation By Categories As At 31 January 2024

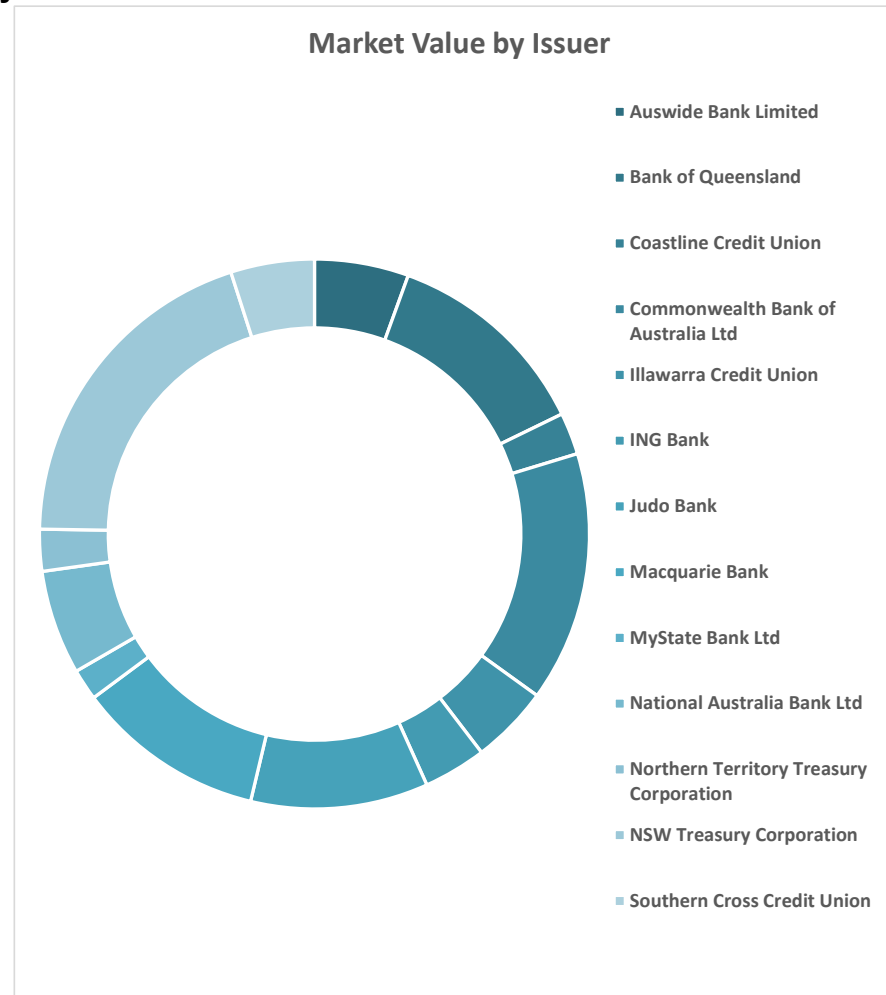
Security Type	Market Value	% Total Value
Fixed Rate Bond	4,500,000.00	5.53%
At Call Deposit	20,021,584.73	24.60%
Term Deposit	34,000,000.00	41.78%
Floating Rate Note	6,750,390.00	8.29%
Unit Trust	16,111,532.59	19.80%
Portfolio Total	81,383,507.32	100.00%





2. Portfolio Valuation By Categories As At 31 January 2024

Issuer	Market Value	% Total Value
Auswide Bank Limited	4,500,000.00	5.53%
Bank of Queensland	10,000,000.00	12.29%
Coastline Credit Union	2,000,000.00	2.46%
Commonwealth Bank of Australia Ltd	11,987,284.09	14.73%
Illawarra Credit Union	3,750,000.00	4.61%
ING Bank	3,000,000.00	3.69%
Judo Bank	8,500,000.00	10.44%
Macquarie Bank	9,034,665.93	11.10%
MyState Bank Ltd	1,500,000.00	1.84%
National Australia Bank Ltd	5,000,024.71	6.14%
Northern Territory Treasury Corporation	2,000,000.00	2.46%
NSW Treasury Corporation	16,111,532.59	19.80%
Southern Cross Credit Union	4,000,000.00	4.92%
Portfolio Total	81,383,507.32	100.00%



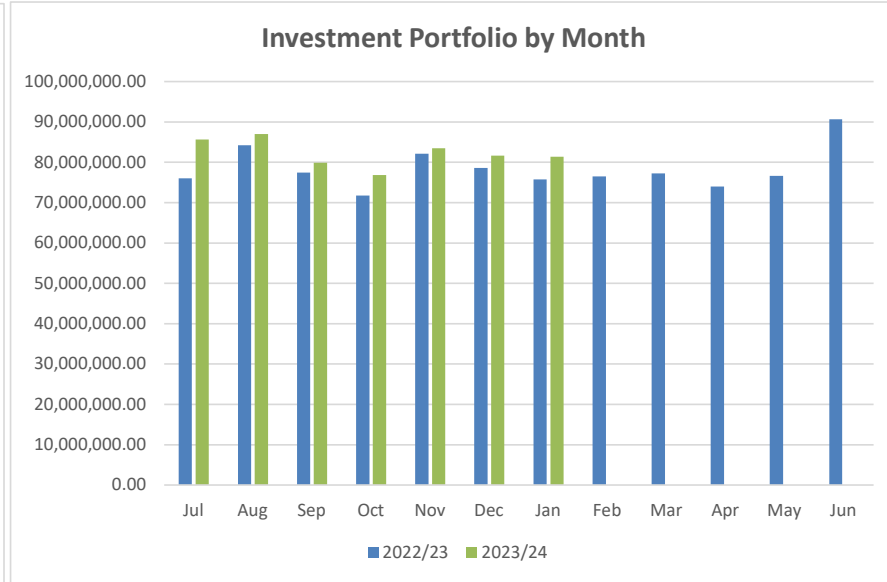
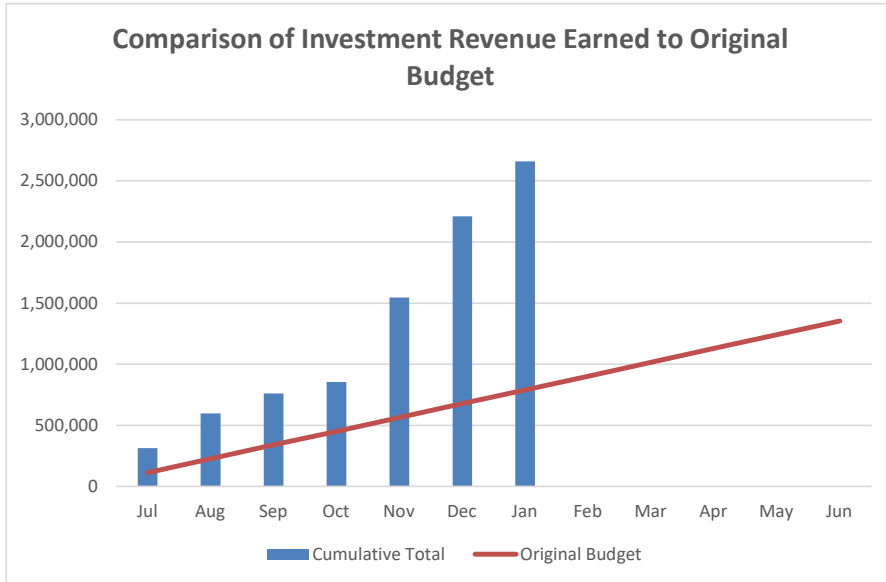


3. Investment Revenue Received For 1 January 2024 to 31 January 2024

Security	Issuer	Settlement Date	Face Value (Basis of Interest Calculation)	Consideration Notional	Income Type
JUDO 4.9 03 Jan 2024 92DAY TD	Judo Bank	3 Jan 2024	2,000,000.00	24,701.37	Security Coupon Interest
JUDO 4.9 05 Jan 2024 91DAY TD	Judo Bank	5 Jan 2024	2,000,000.00	24,432.88	Security Coupon Interest
CACU 1.7 21 Sep 2026 FRN	Illawarra Credit Union Ltd	18 Jan 2024	1,750,000.00	25,738.83	Security Coupon Interest
BENAU 5.05 22 Jan 2024 153DAY TD	Bendigo & Adelaide Bank Ltd	22 Jan 2024	2,000,000.00	42,336.99	Security Coupon Interest
BOQ 4.7 27 Jan 2027 Fixed	Bank of Queensland Ltd	27 Jan 2024	1,000,000.00	23,500.00	Security Coupon Interest
BENAU 4.95 30 Jan 2024 154DAY TD	Bendigo & Adelaide Bank Ltd	30 Jan 2024	2,000,000.00	41,769.86	Security Coupon Interest
BENAU 4.95 30 Jan 2024 154DAY TD	Bendigo & Adelaide Bank Ltd	30 Jan 2024	2,000,000.00	41,769.86	Security Coupon Interest
NAB 5 30 Jan 2024 91DAY TD	National Australia Bank Ltd	30 Jan 2024	1,000,000.00	12,465.75	Security Coupon Interest
Other		31 Jan 2024		34,767.17	Bank Interest
Other		31 Jan 2024		37,360.21	Bank Interest
Other		31 Jan 2024		2,555.27	Bank Interest
Other		31 Jan 2024		225.50	Bank Interest
				311,623.69	
Medium Term Growth Fund	NSW Treasury Corporation			97,510.73	Fair Value Gain/(Loss)
Long Term Growth Fund	NSW Treasury Corporation			45,815.68	Fair Value Gain/(Loss)
				143,326.41	
TOTAL				454,950.10	



4. Comparison of Investment Revenue Earned to Original Budget and Investment Portfolio by Month 2023 - 2024 YTD





5. Environmentally Sustainable Investment Performance Report for the Period Ending 31 January 2024 Relative To 31 December 2023

Portfolio Summary by Fossil Fuel Lending ADIs

ADI Lending Status	% Total	Current Period	% Total	Prior Period
Fossil Fuel Lending ADIs				
Bank of Queensland	12.3%	10,000,000.00	12.3%	10,000,000.00
Commonwealth Bank of Australia Ltd	14.7%	11,987,284.09	12.7%	10,351,618.59
ING Bank Australia Limited	3.7%	3,000,000.00	1.2%	1,000,000.00
Macquarie Bank	11.1%	9,034,665.93	11.1%	9,035,527.03
National Australia Bank Ltd	6.1%	5,000,024.71	1.2%	1,000,024.71
	47.9%	39,021,974.73	38.5%	31,387,170.33
Non Fossil Fuel Lending ADIs				
Auswide Bank Limited	5.5%	4,500,000.00	5.5%	4,500,000.00
Bendigo and Adelaide Bank	0.0%	0.00	7.4%	6,000,000.00
Coastline Credit Union	2.5%	2,000,000.00	2.5%	2,000,000.00
Illawarra Credit Union	4.6%	3,750,000.00	4.6%	3,750,000.00
Judo Bank	10.4%	8,500,000.00	12.9%	10,500,000.00
MyState Bank Ltd	1.8%	1,500,000.00	1.8%	1,500,000.00
Northern Territory Treasury Corporation	2.5%	2,000,000.00	2.5%	2,000,000.00
NSW Treasury Corporation	19.8%	16,111,532.59	19.6%	15,968,206.18
Southern Cross Credit Union	4.9%	4,000,000.00	4.9%	4,000,000.00
	52.1%	42,361,532.59	61.5%	50,218,206.18
Total Portfolio		81,383,507.32		81,605,376.51

Fossil Fuel vs Non Fossil Fuel Lending ADI



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



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Council Policy

Policy Title:	Child Safety and Wellbeing
Policy Number:	1.21
Focus Area:	Lead and advocate for our community
Responsibility:	Governance
Meeting Adopted:	[Date] [Resolution]



OBJECTIVE

This Policy has been developed in alignment with state and federal legislation and outlines Council's requirements to minimise risk to children and young people and to ensure their safety and wellbeing across all areas of Richmond Valley Council's operations.

It also informs Councillors, staff and volunteers of Richmond Valley Council about their obligations to act to protect the rights of children and young people and the important role they play in ensuring their safety and wellbeing.

SCOPE

This Policy applies to all Council Officials and all activities and facilities which involve contact with children and young people, including but not limited to:

- Community events;
- Community programs;
- Community engagement activities;
- Richmond-Upper Clarence Regional Library;
- Casino Indoor Sports Stadium;
- Visitor Information Centres;
- Public facilities, including parks and reserves;
- Community spaces hired out by Council;
- Attendance at external facilities, such as visits to schools;
- Attendance at private residences; and
- Traineeships, work experience, under-age employees and volunteer programs.

STATEMENT OF COMMITMENT

Richmond Valley Council is committed to be a child safe organisation and share the understanding that children's safety is a universal responsibility. The Child Safety and Wellbeing Policy demonstrates Council's commitment to the safety and wellbeing of children and young people in our local government area.

The Policy reflects a culture of shared responsibility for child safety and will help to ensure that every person who works for or with Council is aware of their responsibilities for upholding child safety principles. Council recognises its duty to ensure children and young people who access our services are safeguarded from harm, recognising that *feeling safe* can be as important as being safe.

DEFINITIONS

<i>Abuse</i>	A term that is used to describe different types of harm or maltreatment. In this document it refers to types of harm or maltreatment that children and young people may experience.
<i>Child</i>	A person aged under 18 years. Note that under child protection legislation a child is defined as aged under 16 years for mandatory reporting purposes, and as aged under 18 years for the reportable conduct scheme.
<i>Child-related Position</i>	Positions involving work with children and/or young people where the work normally involves being face to face or where contact is more than incidental.
<i>Council Official</i>	Councillors, employees, volunteers, consultants and contractors.
<i>Mandatory Reporting</i>	The legal requirement for any person delivering a service to children or young people, or in management of a service for children or young people, to report concerns for a child at risk of significant harm.
<i>Reportable Conduct</i>	Any offensive behaviour or misconduct committed against, with or in the presence of a child or young person, including but not limited to: <ul style="list-style-type: none"> - Ill treatment of a child; - Assault against a child; - Neglect or failure to protect a child from abuse or a harmful environment; - Inflicting psychological harm on a child; and - Sexual offence or misconduct, with or in the presence of a child.
<i>Wellbeing</i>	A sense of comfort, happiness and health.
<i>Working with Children Check (WWCC)</i>	An official clearance to work with children and young people provided by the NSW Office of the Children's Guardian in relation to anyone in a position classified as one involving child-related work.
<i>Young Person</i>	A person that is 16 or 17 years of age.

BACKGROUND

In 1990, Australia was one of 194 countries that committed to the United Nations Convention on the Rights of the Child. The outcome being that organisations and people working with children in NSW share responsibility for keeping children safe.

In 2017, the Royal Commission into Institutional Responses to Child Sexual Abuse highlighted the need for action to make organisations across Australia safe for children. Among the recommendations, was the development of standards to ensure a nationally consistent approach to embedding child safe cultures within organisations that engage with children and young people, and to act as a vehicle to give effect to the Royal Commission recommendations.

DEFINITION OF A CHILD-SAFE ORGANISATION

The Office of the Children’s Guardian (OCG) was appointed to provide oversight of the provision of safety, welfare and wellbeing of children via implementation of the *Children’s Guardian Act 2019*.

The OCG provides the following definition of a child-safe organisation:

Child-safe organisations create cultures, adopt strategies and act to prevent harm to children, including sexual abuse.

The Australian and New Zealand Children’s Commissioners and Guardians (ANZCCG) define a child-safe organisation as one that systematically:

- *Creates conditions to reduce the likelihood of children being harmed*
- *Creates conditions that increase the likelihood of identifying and reporting harm*
- *Responds appropriately to disclosures, allegations and suspicions of harm.*



CHILD SAFE STANDARDS

Richmond Valley Council is committed to implementing the Child Safe Standards:

STANDARD 1:

Child safety is embedded in organisational leadership, governance and culture

STANDARD 2:

Children participate in decisions affecting them and are taken seriously

STANDARD 3:

Families and communities are informed and involved

STANDARD 4:

Equity is upheld and diverse needs are taken into account

STANDARD 5:

People working with children are suitable and supported

STANDARD 6:

Processes to respond to complaints of child abuse are child focused

STANDARD 7:

Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training

STANDARD 8:

Physical and online environments minimise the opportunity for abuse to occur

STANDARD 9:

Implementation of the Child Safe Standards is continuously reviewed and improved

STANDARD 10:

Policies and procedures document how the organisation is child safe

IMPLEMENTATION OF THE CHILD SAFE STANDARDS

Richmond Valley Council aims to embed the 10 Child Safe Standards into organisational leadership, culture and practice through the actions outlined below.

STANDARD 1:

Child safety is embedded in organisational leadership, governance and culture

- Leaders and staff champion a set of adopted behaviours:
 - We lead by example
 - We take responsibility
 - We do what we say
 - We embrace change
 - We are community focused
 - We are in this together.
- Leaders incorporate risk management of child abuse into decision making and actively monitor risk to child safety.
- Leaders promote a culture of reporting.
- Provide professional development opportunities for Councillors and Council Officers.
- Build awareness of child protection through Council's communication channels.
- Promotion of Child Protection Week and associated initiatives.
- Requirement for staff working in child-related positions to have a current Working with Children Check (WWCC).
- Induction and ongoing training to address Child Safety and Wellbeing Policy.

STANDARD 2:

Children participate in decisions affecting them and are taken seriously

- Consult with children when Council is developing plans, strategies and events.
- Commitment to developing communication initiatives that use child-friendly language.
- Display child-friendly posters in key Council sites where children visit, for example, libraries, so that they know who to reach out to if they feel uncomfortable.

STANDARD 3:

Families and communities are informed and involved

- Council's Code of Conduct and Child Safety and Wellbeing Policy to be readily available on Council's website.
- Distribute child safety information through relevant communication channels.
- Use of child-friendly language where possible.

STANDARD 4:*Equity is upheld and diverse needs are taken into account*

- Work to increase knowledge amongst staff with regard to elements that increase a child's vulnerability to harm.
- Leaders and staff adapt activities and services to ensure all children feel included.
- Information is presented in a variety of formats to support and enable improved accessibility.
- Review Disability Inclusion Action Plan (DIAP) to ensure children are included.
- Partner with relevant community and government organisations to ensure we have the most current knowledge and understanding of children's needs.
- Liaise with Council's Aboriginal Liaison Officer in the review of policies to ensure diversity in representation of views.
- Display a commitment (through communication and action) to the principles of equity creating opportunities for all community members regardless of age, race, gender, ethnicity or disability to participate in community and civic life.

STANDARD 5:*People working with children are suitable and supported*

- Leaders expect that recruitment does not rely solely on the WWCC; with the provision of ongoing training opportunities for staff seen as critical.
- Recruitment processes involve a range of interview questions to establish staff suitability, with reference checks carried out on prospective employees.
- Promotion of Council's Statement of Commitment during recruitment.

STANDARD 6:*Processes to respond to complaints of child abuse are child focused*

- Leaders create a culture where complaints are taken seriously, and all adults take responsibility for the safety of children.
- Leaders clearly explain that breaches of Council's Code of Conduct may result in disciplinary action.
- Accessible procedures are provided to enable children, staff and others to make complaints.
- Confidentiality in complaint-handling processes.
- Review of policies and procedures to enhance child safety processes where applicable.
- Regular review of Council's Complaints Management and Mandatory Reporting Policy, ensuring clarity of information regarding the appropriate reporting channels.
- Provide ongoing support to a child or young person during the complaint process.

STANDARD 7:

Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training

- Leaders provide ongoing education and training opportunities for staff.
- Raise awareness of the Complaints Management and Mandatory Reporting Policy, together with the Child Safety and Wellbeing Policy.
- Leaders encourage young employees to participate in decisions that affect them.

STANDARD 8:

Physical and online environments minimise the opportunity for abuse to occur

- Leaders set clear expectations for behavioural standards for staff interacting with children and young people in physical and online settings.
- Risk assessments to be undertaken to identify areas where adults have opportunities to interact with children unsupervised.
- Add child protection as a risk to relevant business units within Council's Risk Management Framework.
- Regional libraries membership of eSafe Library program. Posters are displayed with information on who young people can contact if they feel unsafe when they are in the library buildings.

STANDARD 9:

Implementation of the Child Safe Standards is continuously reviewed and improved

- Leaders maintain and promote a culture of continuous improvement to ensure that policies and procedures are implemented.
- Children are supported to provide feedback and this information is acted upon.
- Review of Council Policies every four years, or sooner if legislative changes warrant it.

STANDARD 10:

Policies and procedures document how the organisation is child safe





- Child Safety and Wellbeing Policy, together with Council's Code of Conduct and complaint handling procedures are publicly accessible.
- Documents are maintained in accordance with NSW record keeping requirements.
- Identification of workplace 'champions' to take the lead in implementation of child safety initiatives and principles.

CHILD SAFE CODE OF CONDUCT

This Code of Conduct applies to:

- Councillors;
- Staff (including full-time, part-time, casual, temporary, term and agency staff);
- Volunteers; and
- Contractors engaged by Richmond Valley Council.

WE WILL

-  Treat children and young people with respect and value their ideas and opinions
-  Act as positive role models in our conduct with children and young people
-  Avoid any unnecessary physical contact with children and young people
-  Report any misconduct or inappropriate behaviour
-  Contact police if a child is at immediate risk of abuse, by phoning 000
-  Encourage young people to access resources for their overall health and wellbeing
-  Report any suspicions based on reasonable grounds that a child or young person is at risk of significant harm to a supervisor or the Child Protection Helpline on 132 111.
-  Report any cyberbullying of a young person to www.esafety.gov.au/

WE WILL NOT

-  Shame, humiliate, oppress or degrade children or young people
-  Unlawfully discriminate against any child
-  Engage in an activity with a child or young person that is likely to harm them
-  Initiate unnecessary contact with a child or young person
-  Be alone with a child or young person unnecessarily
-  Show favouritism through the provision of gifts or inappropriate attention
-  Arrange contact, including online contact, outside of Richmond Valley Council's approved services, programs and activities
-  Photograph or video a child or young person without the consent of the child and their parent or guardian
-  Engage in discussions of a mature or adult nature in the presence of a child or young person
-  Use inappropriate language in the presence of a child or young person

KEY RESPONSIBILITIES

Position	Responsibility
General Manager	To lead Councillors and staff (either directly or through delegated authority) in their understanding of and compliance with this policy.
Leadership Group	To communicate, implement and comply with this policy; whilst promoting principles of child safety.
People and Culture	To encourage and implement recruitment and employment related processes that comply with this policy.
All Council Staff, Volunteers and Contractors	To comply with and follow the requirements of this policy.

STAFF TRAINING

Council will provide ongoing training and education (as deemed appropriate) in child safety and protection to staff and representatives that provide direct services to children and young people.

Child safety training and inductions will also be provided to all staff to ensure staff are aware of their legal responsibilities and are confident to identify, respond to and report child abuse.

This policy is available on Council's Intranet, together with the public-facing website: www.richmondvalley.nsw.gov.au.

REFERENCES

Council policies & plans

- Code of Conduct
- Complaints Management and Mandatory Reporting Policy
- Community Strategic Plan
- Community Engagement Policy
- Disability Inclusion Action Plan
- Library Code of Conduct

Legislation

- *Children’s Guardian Act 2019*
- *Children and Young Persons (Care and Protection) Act 1998*
- *Child Protection (Working with Children) Act 2012*
- *Government Information (Public Access) Act 2009*
- *Local Government Act 1993*

Resources

- NAPCAN www.napcan.org.au
- Australian Human Rights Commission <https://childsafe.humanrights.gov.au>
- SNAICC - National Voice for our Children www.snaicc.org.au/resources
- Office of the Children’s Guardian <https://ocg.nsw.gov.au>

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	18/10/2022	New policy
2	[Date]	Review incorporating the addition of the following: <ul style="list-style-type: none"> • Key Responsibilities • Staff Training • Appendix A – Positions that require a WWCC • Appendix B – Office of the Children’s Guardian Online Child Safety Self-Assessments

The Child Safe Standards

STANDARD 1
Child safety is embedded in organisational leadership, governance and culture

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APPENDIX A – POSITIONS REQUIRING A WORKING WITH CHILDREN CHECK (WWCC)

Council has identified the following roles that that require a working with children check, due to the nature of their work involving interaction with children on more than an incidental basis.

Position
General Manager
Manager Regional Library
Casino Library Coordinator
Library Technician – Collection and Marketing
Library Assistant / Branch Librarian
Coordinator Programs and Events
Mobile Library Operator
Sports Stadium Coordinator
Sport & Recreation Officer
Sports Stadium Assistant
People Engagement Coordinator
Training and Development Officer

APPENDIX B – OFFICE OF THE CHILDREN’S GUARDIAN ONLINE SAFETY SELF-ASSESSMENTS

Self-Assessments are completed by a number of staff across Council from time to time, to check the organisation’s performance and progress towards embedding the Child Safe Standards into practice. The reports from the assessments offer suggestions on what we, as Council, can do next, and into the future, to make our organisation safer for children.

Assessments were last carried out in January 2024 by the following staff:

- Manager Regional Library
- Sports Stadium Coordinator
- People Engagement Coordinator
- Governance Administration Officer.

Outcome of self-assessments

- Council is emerging and growing in capabilities to implement the Child Safety Standards. We are working towards a more proactive and resilient approach.
- Council is performing strongly in the following areas:
 - Leadership, culture and governance;
 - Family and community involvement;
 - Physical and online environments;
 - Equity and diversity; and
 - Human resource management.
- The areas identified for improvement include:
 - Participation and empowerment;
 - Child-focused complaints process;
 - Training;
 - Continuous review and improvement; and
 - Policies and procedures.

The Office of the Children’s Guardian has resources available such as videos, handbooks, guides and free training: www.ocg.nsw.gov.au.