

Richmond Tweed Regional Library

Meeting Notice

A meeting of the Richmond Tweed Regional Library will be held at the Lismore City Council Chambers, and Online on Wednesday, 28 February 2024 at 12:30pm

Members of the Committee are requested to attend.

Richmond Tweed Regional Library acknowledges the people of the Bundjalung nation, traditional custodians of the land on which we meet.

Sarah Sullivan
Executive Officer – RTRL

23 February 2024



ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST

A guiding checklist for councillors, staff and community committees

Ethical decision making

- Is the decision or conduct legal?
- Is it consistent with government policy, Council's objectives and Code of Conduct?
- What will the outcome be for you, your colleagues, the Council, anyone else?
- Does it raise a conflict of interest?
- Do you stand to gain personally at public expense?
- Can the decision be justified in terms of public interest?
- Would it withstand public scrutiny? Conflict of interest

A conflict of interest is a clash between private interest and public duty. There are two types of conflict:

- Pecuniary – an interest that you have in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to yourself or another person or entity defined in part 4 of the Lismore City Council Code of Conduct with whom you are associated.
- Non-pecuniary – a private or personal interest that you have that does not amount to a pecuniary interest as defined in the Lismore City Council Code of Conduct. These commonly arise out of family or personal relationships, or out of involvement in sporting, social, religious or other cultural groups and associations, and may include an interest of a financial nature.

The test for conflict of interest

- Is it likely I could be influenced by personal interest in carrying out my public duty?
- Would a fair and reasonable person believe I could be so influenced?
- Conflict of interest is closely tied to the layperson's definition of "corruption" – using public office for private gain.
- Important to consider public perceptions of whether you have a conflict of interest.

Identifying problems

- Do I have private interests affected by a matter I am officially involved in?
- Is my official role one of influence or perceived influence over the matter?
- Do my private interests' conflict with my official role?

Disclosure and participation in meetings

- A councillor or a member of a Council Committee who has a pecuniary interest in any matter with which the Council is concerned and who is present at a meeting of the Council or Committee at which the matter is being considered must disclose the nature of the interest to the meeting as soon as practicable.
- The councillor or member must not be present at, or in sight of, the meeting of the Council or Committee:
 - a. at any time during which the matter is being considered or discussed by the Council or Committee, or
 - b. at any time during which the Council or Committee is voting on any question in relation to the matter.

No Knowledge - a person does not breach this clause if the person did not know and could not reasonably be expected to have known that the matter under consideration at the meeting was a matter in which he or she had a pecuniary interest.

Non-pecuniary Interests - Must be disclosed in meetings.

There are a broad range of options available for managing conflicts & the option chosen will depend on an assessment of the circumstances of the matter, the nature of the interest and the significance of the issue being dealt with. Non-pecuniary conflicts of interests must be dealt with in at least one of the following ways:

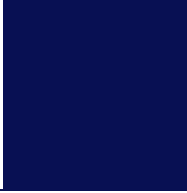
- It may be appropriate that no action be taken where the potential for conflict is minimal. However, councillors should consider providing an explanation of why they consider a conflict does not exist.
- Limit involvement if practical (eg. participate in discussion but not in decision making or vice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

Whilst seeking advice is generally useful, the ultimate decision rests with the person concerned.

Agenda

1. Acknowledgement of Country and welcome to delegates	
2. Apologies	
3. Attendance by Audio-Visual link	
4. Confirm Minutes from Previous Meetings	
Richmond Tweed Regional Library held 22 November, 2023	39
5. Disclosure of Interest	
6. Public Forum	
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7.3 Photocopy charges and fee relief for Pension and Centrelink patrons	26
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Reports/Recommendations



Reports/Recommendations

Subject	Business Managers Report
TRIM Record No	BP24/72:EF09/74-6
Prepared by	Business Manager RTRL
Item Number	7.1

Overview of Report

This report seeks the Committee's consideration and provides information on a range of matters.

Recommendation

That the Committee receive and note the report.

1. MOBILE LIBRARY STOP LOCATION CHANGE

A Mobile Library stop location change for the Lismore City Council area was implemented at the beginning of January 2024. The removal of the Goolmangar Public School stop was made, due to the school not taking enrolments from students this year. The stop was replaced with the Coffee Camp Public school. The school and students have been very happy to receive weekly (Thursday) visits. Minimal impact to the roster and Mobile Library schedule was experienced, due to the close proximity of the schools, both located on Nimbin Road.

2. STAFF ACKNOWLEDGEMENT – YEARS OF SERVICE

Helen East 35 years

Congratulations to the dedicated library staff on reaching this milestone.

3. STAFF RETIREMENT

Several staff retired from the Support Services building and the end of 2023/beginning of 2024, including Lucy Kinsley, Helen Coughlin Jacky Wells and Jenny Johnson. Three staff also resigned from their roles within RTRL Support Services: Nicole Eldridge, Peter Wallace and Amy Quitoriano. We wish all former RTRL staff well in their future endeavours and acknowledge their significant contributions and service to the Library.

4. SERVICE LEVEL AGREEMENTS – PROGRESS REPORTS

Service Level Agreement progress reports for the second quarter (October to December 2023) for all Member Councils have been prepared and are attached.

5. RTRL DRAFT 2024/25 BUDGET AND FEES & CHARGES PROCESS

The draft budget process has been a significant priority during the months of January and February 2024. Extensive analysis and investigation have been conducted to ensure an accurate budget was presented to the Senior Leadership Group at their February meetings, and to the Committee at the 28 February 2024 meeting.

Reports/Recommendations

A confidential contextual presentation was also delivered to RTRL Member Councils along with the draft budget. A copy of the confidential briefing presentation has been attached to this report and will be presented to the Committee during the meeting.

Attachment/s

1. Quarter 2 SLA Progress Report_October to December 2023 Ballina (Over 7 pages)
2. Quarter 2 SLA Progress Report_October to December 2023 Byron (Over 7 pages)
3. Quarter 2 SLA Progress Report_October to December 2023 Lismore (Over 7 pages)
4. Quarter 2 SLA Progress Report_October to December 2023 Tweed (Over 7 pages)
5. RTRL FY25 BUDGET PRESENTATION - FINAL FOR RTRL COM T BRIEFING 28 FEB 2024 - *This matter is considered to be confidential under Section 10A(2) (d ii) of the Local Government Act, as it deals with commercial information of a confidential nature that would, if disclosed confer a commercial advantage on a competitor of the Council* (Over 7 pages)

Reports/Recommendations

Subject	Draft 2024/2025 Budget and Fees and Charges
TRIM Record No	BP24/230:EF12/226-6
Prepared by	Manager Finance
Item Number	7.2

Overview of Report

A draft 2024/2025 Budget and Fees & Charges has been prepared and a full copy attached. It is based on 2023/2024 service levels, however there are some changes and cost impacts with commentary to clearly define, cost and state how it will impact a Member Council Contribution. included in the report.

In summary, Member Council Contributions revenue is increased by 12.85%. The majority of this increase relates to net staffing costs \$678,400, Cleaning, Electricity & Rates \$25,000 and information services costs \$102,900.

The Senior Leadership Group (SLG) reviewed the draft 2024/2025 Budget and Fees & Charges at its 13 February 2024 meeting and further on the 20 February 2024 meeting

Recommendation

That:

1. the draft 2024/2025 Budget and Fees & Charges is endorsed for Member Council adoption
2. the RTRL Committee resolve to defer the RTRL Strategic Plan project to 2025/26 or a later date pending completion of the organisational review
3. if a Member Council requires a reduction in its Member Council Contribution, the Executive Council will consider options from relevant member councils including a decrease in services/service levels in the Member Council Local Government Area
4. the RTRL Committee resolve that the SLG appoint an independent consultant to conduct a thorough review of Executive Council costs and risks

Background

A draft 2024/2025 Richmond Tweed Regional Library (RTRL) Budget was prepared by the Executive Council and presented to the SLG for their initial feedback on 13 February 2024. This budget proposed an additional \$1.568 Million investment to address a range of outstanding operational and strategic risks for the RTRL.

This draft budget was presented in conjunction with an organisation assessment presentation, to provide context and full transparency for member councils on the key considerations in developing the budget. This presentation highlighted key performance achievements and challenges as well as areas of strategic and operational risk for the RTRL, items not previously identified or presented to the SLG or RTRL Committee.

Resources required to support a range of mitigation measures were proposed in the initial budget. These proposed measures were designed to start to address the highest areas of risk for the RTRL and included

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the proposal to fund two project officer roles for a fixed term of 12 months to undertake the work required to address operational, structural, and financial inefficiencies and risks for the RTRL.

Following the initial SLG meeting where the first draft budget was presented, the Executive Council offered additional meetings to present the contextual report, and draft budget, one on one to member council Executive management teams and nominated Committee Councillors.

Subsequent meetings were held with: Byron Shire Council's General Manager and Manager Finance, Lismore City Council's General Manager and full Council, and Tweed Shire Council's Director Sustainable Communities and Environment.

All SLG and member council feedback was then collated and used to inform a second draft of the 2024/2025 Budget.

The efficiencies identified in this step of the process reduced the year-on-year increase by \$302,180 from \$1.568 million to \$1.265 million as represented below:

2023/2024 Adopted	\$
Removed additional 1 FTE for Byron \$63K (correction of error)	\$(80,280)
Removed strategic plan cost (\$60K) conditional upon the Committee resolving to defer this Deed requirement.	\$(63,000)
Reduced increase in Bryon resources to a 3.5% increase, noting that LPG funds will be investigated to fund the 1.29% gap	\$(1,300)
Recruitment reduced from \$20,000 to \$3,000	\$(17,000)
Income adjustment - Byron PC usage to \$6,000	\$(5,500)
Income adjustment - Byron printing to \$70,000	\$(69,000)
Income adjustment - Lismore printing \$8000	\$2,000
Income adjustment - Tweed printing to \$35000	\$(25,000)
Surplus Redistributed	\$(43,100)
	\$(302,180)

An additional and extraordinary SLG meeting was then held on February 20, 2024 to present the second draft 2024/2025 budget. This meeting was used to obtain further feedback and guidance from member councils based on the SLG consultation that had occurred within their respective councils.

Advice received at this meeting informed the final proposed RTRL budget for 2024/2025 as presented in this report for RTRL Committee endorsement.

The efficiencies identified in this step of the process reduced the year-on-year increase by a further \$215,100 from \$1.265 million to \$1.049 million to be shared across all four member councils.

The major changes being:

Change	\$
Back Fill increased to 70% from the 35% of 2023/2024	\$(95,000)
Admin project Officers	\$(115,200)
Audit Fees	\$(3,100)
Interest on Investment	\$(20,000)
	\$(233,300)

As an additional outcome from SLG discussions and consultations, it has been agreed that once the structure has been stabilised and major risks addressed, that the RTRL should:

- Develop a Long-Term Financial Plan rather than continue annual ‘survival mode’ budgeting. The benefits could include:
 - Providing sustainability and certainty around funding for Libraries, Management and Member Councils;
 - Addressing systemic undermanagement and underinvestment into RTRLs assets including the RTRL building and IT infrastructure; and
 - Address the future direction of the service.
- Review service operating hours via an analysis of activity data at the branch level to inform adjustments to service levels.
- Reconsider reservations/book club and inter-library loan fees. The Committee decision to reduce these fees in August 2023 by 20% and 44% respectively impacted the budget negatively by a minimum of \$13,000 annually. Based on the organisation assessment, it is now clear that RTRL is operating within a very constrained budget environment. Given the effective date of this decision (22 November 2023), these reductions have been maintained in this draft budget, compounding this negative budget impact.

RTRL Budget 2024/2025

The funding identified in the final draft 2024/2025 RTRL Budget is required to maintain current service levels, address strategic and operational risks associated with structural and work health and safety issues, address the increases associated with award conditions and information technology services, and to enable a more cost effective and fit for purpose service to the community.

The purpose of this report and attachments is to provide the RTRL Committee with all available contextual and financial information to enable an informed decision on the budget.

A draft 2024/2025 RTRL Budget and Fees & Charges (Budget) has been prepared and a full copy attached. It is based on 2023/2024 service levels however there are some changes and cost impacts with commentary, to clearly define, cost and state how it will impact a Member Council Contribution ,provided in the report.

The assumptions adopted for the formation of the RTRL final 2024/2025 budget draft are outlined below.

Budget Assumptions and Reference Data

Reference data

Input	%	Comment	Source
Rate pegging	4.6% to 4.8%	Apply maximum determination as advised by IPART. The amount applied is the base rate plus the population factor.	IPART Determination
Inflation	4.5%	RBA Monetary policy targets 3-4.5% long term forecast. Short term inflation is running at 5.4%.	RBA Forecast Monetary Policy November 2023
Staff Award - general	3.5%	Year 2 of 3-year award.	Based on org chart and structure as at December 2023.
Staff Award - One off Cost of Living payment	\$1000 or 0.5% per FTE	A requirement of the Award	Based on org chart for and structure as at December 2023 (with conditions)
Superannuation increase	0.5%	Superannuation Guarantee Contribution Rate Non-negotiable regulatory requirement	Based on org chart and structure as at December 2023.
Interest Rates – Investments	4.5%	Expected to stabilise as Monetary policy impacts	RBA Forecast Monetary Policy

Assumptions

Assumption	Recommended	Comment
Overall budget	4.6% to 4.8%	Apply maximum determination as advised by IPART.
Salaries	Min. 3.5%	Staff award. Note staff structure and pay scales is being reviewed by the manager and may impact costs.
Resources	4.7%	Last year plus applicable Rate Peg.
Contribution to the Executive Council (amount RTRL pays Exec Council)	TBC	Subject to required independent review in 2023/2024.
Member Council contributions	4.7% plus population increase	Change in service levels to be advised by individual member Councils
RTRL Deed	Specific forecast TBA	Deed terms and conditions requiring funding to implement: Revised RTRL strategic plan to be adopted by RTRL Committee within 1 year of commencement date.
Backfill	70%	Ballina and Tweed branches (partial correction to FY24 budget anomaly)
	90%	Byron and Lismore branches
	50%	Key person dependency roles at RTRL Support Services
Fees and charges	Up to 4.5%	Consider inflation in developing proposed fees and charges, noting the recent reversal of two charges be maintained but acknowledge cumulative impact on budget income of these reductions.

Budget risks

There is one known budget risks that warrant highlighting to the Committee:

- The 12-month project officer role is required in order to address significant risk in the organisation. Lismore City Council has offered to try to absorb the costs of this work as part of Executive Council business support to the RTRL on the condition that this is fully costed and included in an independent review of Executive Council costs. This role has been removed from the final draft RTRL budget in order to make the additional ask of member councils more palatable but further exemplifies the issues of financial sustainability and the lack of shared risk inherent in the current business model.

Financial Results

The following table shows the budgeted financial results for 2024/2025 and the 2023/2024 comparison:

Key Financial Performance	2023/2024 Original Budget	2023/2024 Forecast Budget	2024/2025 Draft Budget
Net Operating Result – Surplus/(Deficit)	(\$126,800)	(\$116,800)	(\$39,000)
Net Operating Result before Capital Grants & Contributions – Surplus/(Deficit)	(\$126,800)	(\$351,800)	(\$39,000)
Net Cash – Surplus/(Deficit)	Balanced	Balanced	Balanced

The Net Operating Result is anticipated to be a deficit of (\$39,000).

The Net Operating Result excluding Capital Revenues is also anticipated to be a deficit of (\$39,000).

The Net Cash Position is balanced. This simply means all cash expenditure is matched by a cash funding source.

Historically, a deficit budget has been adopted for RTRL. The underlying deficit for 2024/2025 is (\$39,000). This is the difference between the annual funding provided for new assets, and the annual cost of depreciating existing assets. This can be an issue when high value assets like the mobile library or support services building, require reinvestment. The historical approach to managing these situations has been to seek ad-hoc grant funding to offset the funding shortfall.

Other key financial information and compared to the 2024/2025 Original Budget includes:

- Total Income – \$9,612,400. This is an increase of \$812,600 or 9.23%.
- Total Expenditure – \$10,277,400. This is an increase of \$806,400 or 8.51%.
- Asset Expenditure – \$626,000. This is an increase of \$26,500 or 4.42%.

Member Council Contributions

The calculation of member council contributions uses the following categories and contribution drivers:

Branch Costs – Each Member Council pays for all direct staffing costs associated with the provision of library services in its local government area.

Mobile Library Costs – Each Member Council pays a percentage of all costs associated with the mobile library. The percentage is based on the number of mobile library's opening hours in their local government area over the total number of mobile library's opening hours in all Member Council local government areas.

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Library Resources Costs – Each Member Council pays a percentage of all costs associated with library resources. The percentage is based on the estimated population in their local government area over the total estimated population in all Member Council local government areas.

Computer Systems Costs – Each Member Council pays a percentage of all costs associated with computer systems. The percentage is based on the number of PC equivalents in their local government area over the total number of PC equivalents in all Member Council local government areas.

Support Services Costs – Each Member Council pays a percentage of all net costs associated with Support Services. The percentage is based on the estimated population in their local government area over the total estimated population in all Member Council local government areas.

Executive Council Costs – Each Member Council pays a percentage of the costs incurred by the Executive Council in providing executive support and administrative services such as human resources, finance, administration, property, and fleet to the RTRL. The percentage is based on the estimated population in their local government area over the total estimated population in all Member Council local government areas.

After applying the above categories and contribution drivers to the draft 2024/2025 Budget, an overall increase in Member Council Contributions of \$1,049,900 or 12.85% from the 2023/2024 Original Budget is proposed. The following table shows individual Member Council Contributions, keeping in mind the impact of population growth varies amongst member councils and is a key driver in increasing member contribution requirements as per the Deed:

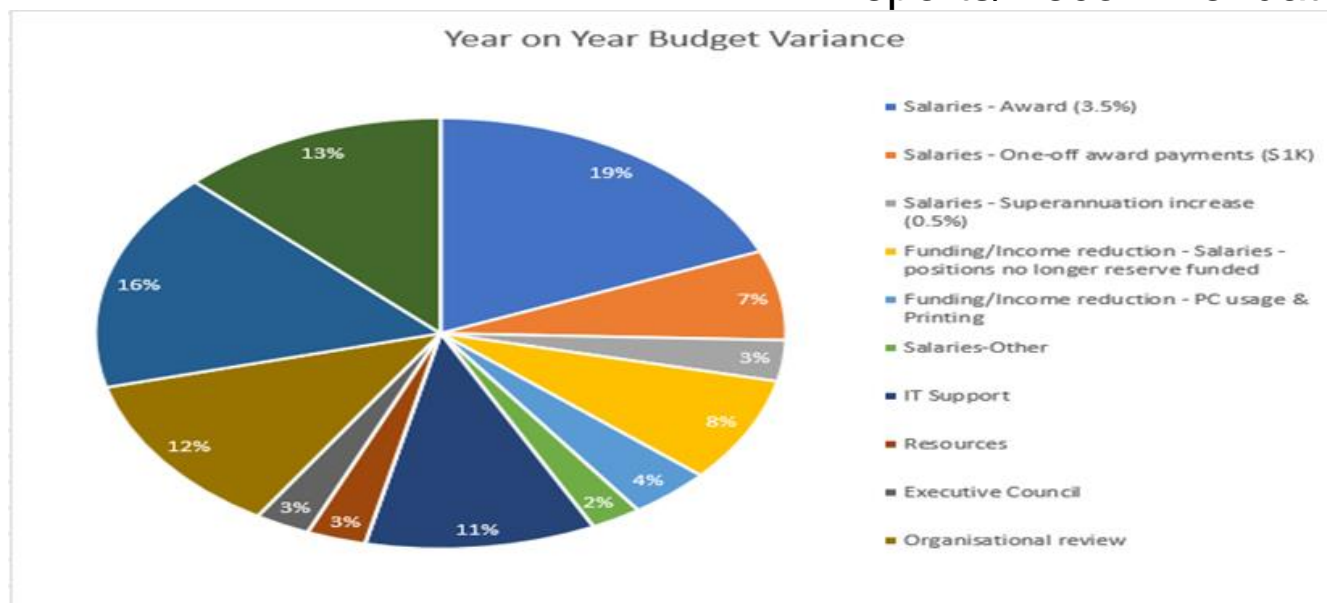
Council	2023/2024 Original Budget	Final Draft 2024/2025 Budget	Total Increase \$	Increase %
Ballina	\$1,731,800	\$2,011,500	\$279,700	16.15%
Byron	\$1,669,000	\$1,845,600	\$176,600	10.58%
Lismore	\$1,892,000	\$2,115,200	\$223,200	11.80%
Tweed	\$2,877,500	\$3,247,900	\$370,400	12.87%
Totals	\$8,170,300	\$9,220,200	\$1,049,900	12.85%

*Increase Other – includes back fill adjustment, Cost of living adjustment, lower revenues forecast, removal of flood donations revenues used to fund recurring service levels in 2023/2024, CPI operational costs increases associated with contracts/services and initiatives to address identified strategic risks.

What are the major drivers for the year on year movement:

Budget Item	Budget Variance
Salaries - Award (3.5%)	\$ 179,052
Salaries - One-off award payments (\$1K)	\$ 64,100
Salaries - Superannuation increase (0.5%)	\$ 29,300
Funding/Income reduction - Salaries - positions no longer reserve funded	\$ 75,100
Funding/Income reduction - PC usage & Printing	\$ 36,900
Salaries-Other	\$ 22,813
IT Support	\$ 102,900
Resources	\$ 26,500
Executive Council	\$ 24,700
Organisational review	\$ 115,200
WHS - backfill salaries	\$ 156,800
Salaries adjustment based on benchmarking	\$ 120,000
	\$ 953,365

The highlighted items are by controlled contracts, awards or required to address safety and staffing concerns.



Budget Commentary

The following commentary is provided on significant changes compared to the 2022/2023 Original Budget:

Note 1 – Salaries and Overhead Expenses, Grants:

An increase of \$678,400 or 10.92% is proposed.

The key factors that impact this are:

- Award Indexation – All salaries will increase by Award Indexation. An allowance of 3.5% from 1 July 2023 has been included in the Budget.
- Award – Cost of Living payments – In accordance with the award, staff employed as at the 1 July 2024 will receive a cost-of- living payment of \$1,000 or 0.5% which every is greater. This payment is subject to a pro-rata for those employers engage in part-time work. The impact across all of RTRL is \$64,095 however the impact will be different for each Council.

HQ	\$	10,771
Mobile Lit	\$	1,514
Ballina	\$	12,314
Byron	\$	11,085
Lismore	\$	11,485
Tweed	\$	16,924
	\$	64,093

- Fair Work Amendment Act 2021 – To comply with legislation, some casual staff have been converted to permanent staff. These have been funded by using vacant permanent hours or reducing casual staff hours.
- Superannuation Guarantee Contribution Rate – The employer contribution rate increases to 11.50% from 11.00%. The new rate is applicable from 1 July 2024.
- Trainees – the provision for trainees has been removed as the positions are funded through a grant that was provided to Lismore City Council. The associated grant revenue has also been removed (\$154,000) this change is cost neutral.
- Backfill of staff – casual staffing
The level of backfill has been reviewed and corrected to reflect the level required to address appropriate service levels and staff welfare.

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Summary of the proposed backfill levels and comparison to 2023/2024, the changes are highlighted.

	2025			2024		
	AL	SL	LSL	AL	SL	LSL
RTRL Casual Provision						
SS - Changes - Management	50%	50%	50%	0%	0%	0%
SS - Changes - Administration	50%	50%	50%	50%	50%	50%
SS - Changes - Systems	50%	50%	50%	25%	25%	25%
SS - Changes - Courier	100%	100%	100%	100%	100%	100%
Ballina	70%	70%	70%	35%	35%	35%
Byron	90%	90%	90%	90%	90%	90%
Lismore	90%	90%	90%	90%	90%	90%
Tweed	70%	70%	70%	45%	45%	45%
Bookmobile	100%	100%	100%	100%	100%	100%

The following table shows the weekly staffing hours in each Local Government Area:

Location	2023/2024	2023/2024	Change	Comment
Ballina	434.50	434.50	0.00	N/A
Byron	402.01	402.01	N/A	N/A
Lismore	498.00	498.00	34.50	Project Officer , Systems & Resources Librarian Trainee appointed.
Tweed	627.33	627.33	26.51	N/A
Mobile	50.66	53.00	2.34	N/A
*Support Services	563.00	633.00	70.00	Project Officer - A full time position has been created to address identified structural and systemic issues and to address strategic and operational risks to RTRL. * Systems & Resources Librarian - A full time position has been created to focus on uplifting performance and maturity of RTRL's systems management and in alignment with strategic goals and changing consumer environments. *
Totals	2,575.50	2,647.83	72.33	
Full Time Equivalent	73.59	75.65	2.07	

*Support Services:

Project Officer - Two full time temporary (12 month) positions were identified and created to conduct a full organisation review and implement approved changes. The review will include review of organisational elements such as all RTRL position descriptions across the structure, analysing and changing the structure and roles in order to solve the most pressing WHS risks and inefficiencies within the workplace, reviewing and updating all policies, procedures, delegations, accountabilities, role KPIs, KPI reporting, change consultation, management and comms, rostering workload and resourcing and system options. The second project officer is to focus on all finance-related improvement projects such as grants, finance workflows and delegations, budget management assets register, standardised/coordinated approach to LPG fund applications across the region, reviewing service offering and analysis of ROI of certain opening times with a view to improving financial sustainability etc. Both project role were presented as part of the first draft budget however, due to SLG/Member Council feedback, one of the two roles has been removed from the final draft budget. Due to the significant risks revealed as part of the organisation assessment, Lismore will look to absorb the cost of the second role as part of Executive Council business support on the condition that the full costs are included in an independent review of Executive Council costs of operating the RTRL model. This decision has been made in recognition of the risks presented as part of

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the organisation assessment and presented to council as part of the member council consultation on the RTRL Budget preparation.

The former Systems & Resources Librarian role has been split into 2 management roles – a Library Systems Manager, and a Collections Manager – effectively adding 1 FTE the ongoing RTRL staffing. The reasons for this are threefold: 1) solving for significant resource/workload issues; 2) scarcity of talent skilled in both library collection management/development as well as IT, and; 3) opportunity to optimise our entire approach to systems (especially given the spend). Just 4 weeks in to the temporary holding pattern in this space – which involves a Systems Manager on a temporary contract with us – we are seeing the benefits of this approach.

Note 2 – Contribution to Executive Council

An increase of \$24,700 or 3.75% is proposed. This increase is linked to the staff Award Indexation percentage and the cost of living payment.

Note 3 – Administration (excluding Contribution to Executive Council which has been commented on in Note 2)

Changes have been made based on 2023/2024 YTD actuals. Overall, there has been a reduction of \$7,600 or 11.67%.

Note 4 - Expenses of Providing Assets

Additional funding of \$16,500 has been included with the major change being associated with costs associated with Cleaning, Electricity and Rates of \$25,000. This has been offset by a reduction in vehicle running costs of \$11,500.

Note 5 – Library Service Working Expenses

A net increase of \$1,500 or 0.35% is proposed. This increase is significantly lower than the base rate peg increase and as savings have been identified based on YTD actuals.

Note 6 - Information Services

There is an increase of \$102,900 or 14.55%.

The main drivers are telecommunication \$16,800, Operating Lease - PC's & MFD's \$42,100 or 26.31% and Software Maintenance & Purchase \$41,600 or 10.87%. Information services budget line items are still under a detailed review and any savings identified will be reprioritised to address RTRL-specific IT asset and systems-related risks, for which there is currently \$0 budgeted.

Note 7 – Fixed Assets

An increase of \$26,500 or 4.42% is proposed.

Note 8 – Fees and Charges

A decrease of \$46,900 or -14.31% is proposed. This is primarily reflective of a decrease in printing revenues, a review has highlighted that previous budgets provisions were not reflective of actuals. The RTRL Committee also need to note that the impact of the August 2023 decision to reduce reservation/book club fees effective November 2023 from \$2.40 to \$20,00 impacted the budget negatively by \$13,000 and has an ongoing compounded negative impact to the budget year on year.

Note 9 – Interest on Investments

An increase of \$58,600 or 114% is proposed. This reflects increasing interest rates and improvement in the investment market.

Note 10 – Reserve movements.

2023/2024 included a utilisation of reserve funding to offset permanent staffing costs in relation to cataloguing of library reserves. This funding was taken from donations received in relation to the 2022 flood event. The positions are permanent positions and therefore are continuing in 2024/2025, however the use of donated funds has not been included in the draft 2024/2025 budget. There is an unfavourable impact of \$75,100 year on year.

Other Items

a) Deed – RTRL

The new Deed – RTRL (Deed) commenced from 1 July 2023. It has a number of clauses applicable to the Budget. The key clauses are:

8.9 – The Executive Council, in consultation with the SLG and Member Councils, is to prepare the RTRL Annual Budget for each financial year and is to submit it to the RTRL Committee for review and endorsement before it is adopted by the Executive Council.

14.5 – The Budget is required to be endorsed by the Committee and the Senior Leadership Group (SLG). The purpose of this report is to provide the Committee with the draft Budget and seek its endorsement. The SLG considered the Budget at its 13 February 2024 meeting and again at a special meeting on the 20 February 2024 meeting.

14.3 & 14.4 – Any increase in the Budget is required to satisfy these requirements:

- a) Any increase in the Member Council Contribution is to be based on the annual base rate peg (excluding the rate peg population factor). It is acknowledged that due to population cost driver impacts, individual Member Council Contributions may be above or below the rate peg.
- b) A proposal for a change in service or service levels which results in total Member Council Contributions increasing above the rate peg limit may also be provided however the proposal must be clearly defined, costed and state how it will impact a Member Council Contribution.

For 2024/2025, the rate peg ranges from 4.60% to 4.80%. The overall increase in Member Council Contributions is 12.85%. As the major driver of this increase are net staffing costs (10.92%) and information services costs (14.55%), and with change in service or service levels. It is recommended that if a Member Council requests a reduction in its Member Council Contribution, the Executive Council will consider options from member councils including a decrease in services/service levels in the Member Council Local Government Area.

b) Sale of Vacant Land

A report is being presented separately for Committee consideration on the sale of the vacant land (Lot 2 DP 1061931, 1 Lancaster Drive Goonellabah) adjoining the Support Services building.

This report includes independent valuation outcomes and a range of options for distribution of the proceeds.

No recognition of the net sale proceeds has been included in the RTRL 2024/2025 Budget.

c) Mobile Library Replacement

The Executive Council has received \$475,000 in funding for the mobile library and has in reserves \$495,200.

No recognition of the replacement has been included in the Budget at this time.

Staff are likely to need to continue to seek additional grant funding.

Draft 2024/2025 Fees and Charges

The Fees & Charges have been reviewed and changes recommended. Most have been increased after considering the cost increase factors such as the Based Rate Peg = 4.70%.

The complete Fees & Charges listing is attached.

Attachment/s

1. 2024 25 Draft Budget
2. 2024 25 Member Council Contributions
3. 2024 25 ABS Population Estimates

Richmond Tweed Regional Library

Meeting held 28 February 2024 - 7.2 - Draft 2024/2025 Budget and Fees and Charges

4. 2024 25 Draft Salaries
5. 2024 25 Draft Fees & Charges

RICHMOND-TWEED REGIONAL LIBRARY				
Draft 2024/25 BUDGET				
EXPENDITURE	Original Budget	Draft Budget	Percentage	
	2023/24	2024/25	Change	Notes
Salaries and Overheads Expenses				
Staff Salaries	\$4,555,000	\$5,091,900	11.79%	
Employee Leave Entitlements	\$897,700	\$942,100	4.95%	
Superannuation	\$644,600	\$733,700	13.82%	
Workers Compensation Insurance	\$68,000	\$82,000	20.59%	
Staff Training & Professional Development	\$38,000	\$34,000	-10.53%	
Recruitment Expenses	\$5,000	\$3,000	-40.00%	
Fringe Benefits Tax	\$0	\$0	NA	
Private Vehicle Reimbursement	\$2,000	\$2,000	0.00%	
	\$6,210,300	\$6,888,700	10.92%	1
Administration				
External Printing	\$1,500	\$1,500	0.00%	
Stationery	\$6,100	\$8,000	31.15%	
Postage	\$4,500	\$3,000	-33.33%	
Audit Services	\$10,800	\$12,000	11.11%	
Legal Expenses	\$5,000	\$5,000	0.00%	
Security	\$20,000	\$20,000	0.00%	
Special Projects	\$10,000	\$0	-100.00%	
NSWPLA Membership Fees	\$7,200	\$8,000	11.11%	
Contribution to Executive Council	\$657,800	\$682,500	3.75%	
	\$722,900	\$740,000	2.37%	3
EXPENDITURE	Original Budget	Draft Budget	Percentage	
	2023/24	2024/25	Change	Notes
Expenses of Providing Assets				
Building Maintenance	\$13,400	\$16,000	19.40%	
Cleaning, Electricity and Rates	\$51,000	\$76,000	49.02%	
Furniture & Equipment M & R	\$6,100	\$6,500	6.56%	
Equipment Maintenance	\$6,000	\$6,000	0.00%	
Vehicle Running	\$111,900	\$100,400	-10.28%	
	\$188,400	\$204,900	8.76%	4
Library Service Working Expenses				
Technical Aids	\$10,000	\$14,000	40.00%	
Maintenance of Books/AV Maintenance	\$37,000	\$30,000	-18.92%	
Periodicals	\$40,800	\$42,600	4.41%	
Freight	\$1,200	\$2,000	66.67%	
Insurance	\$28,800	\$33,000	14.58%	
Children's Services	\$6,400	\$7,000	9.38%	
Promotion and Advertising	\$20,000	\$10,000	-50.00%	
Consumables & Catering	\$8,500	\$6,300	-25.88%	
Inter Library Loans	\$12,000	\$5,000	-58.33%	
Libraries Australia Licence	\$9,200	\$9,200	0.00%	
Ancestry.com Expense	\$10,700	\$12,000	12.15%	
Councillors Professional Development	\$1,000	\$0	-100.00%	
Licenses & Fees	\$22,700	\$25,000	10.13%	
eResources	\$121,200	\$126,600	4.46%	
Merchandise Purchases	\$4,000	\$5,000	25.00%	
Local Priority Grants - Operational	\$0	\$0	NA	
Activities & Projects	\$0	\$0	NA	
Rental Charges	\$8,000	\$15,000	87.50%	
	\$341,500	\$342,700	0.35%	5

RICHMOND-TWEED REGIONAL LIBRARY				
Draft 2024/25 BUDGET				
EXPENDITURE	Original Budget 2023/24	Draft Budget 2024/25	Percentage Change	Notes
Information Services				
Hardware Maintenance	\$75,600	\$78,800	4.23%	
Software Maintenance & Purchase	\$382,600	\$424,200	10.87%	
Telecommunication Costs & Charges	\$56,800	\$72,800	28.17%	
Printing Equipment Expenses	\$32,200	\$32,200	0.00%	
Operating Lease - PC's & MFD's	\$160,000	\$202,100	26.31%	
	\$707,200	\$810,100	14.55%	6
Fixed Assets or Capital Items				
Library Resources	\$599,500	\$626,000	4.42%	
Local Priority Grant - Capital	\$0	\$0	NA	
	\$599,500	\$626,000	4.42%	7
Transfers to Restricted Assets (Reserves)				
Vehicle Replacement	\$30,000	\$0	-100.00%	
Surplus Funds	\$0	\$0	NA	
	\$30,000	\$0	-100.00%	
EXPENDITURE	Original Budget 2023/24	Draft Budget 2024/25	Percentage Change	Notes
Depreciation Expenses				
	\$671,200	\$665,000	-0.92%	
TOTAL EXPENDITURE	\$9,471,000	\$10,277,400	8.51%	
INCOME	Original Budget 2023/24	Draft Budget 2024/25	Percentage Change	Notes
Fees and Charges				
Lost Book Charges	\$18,500	\$18,500	0.00%	
Reservations/Registrations	\$90,000	\$80,000	-11.11%	
Inter Library Loans	\$5,000	\$5,000	0.00%	
Printing	\$189,300	\$154,800	-18.23%	
PC Usage Charges	\$9,500	\$7,100	-25.26%	
Book Club	\$10,000	\$10,000	0.00%	
Merchandise Sales	\$5,500	\$5,500	0.00%	
Sale of Second Hand Goods	\$0	\$0	NA	
	\$327,800	\$280,900	-14.31%	8
Grants				
Diesel Rebate Scheme	\$1,400	\$1,300	-7.14%	
Trainees	\$154,800	\$0	-100.00%	
	\$156,200	\$1,300	-99.17%	
Sundry Income				
Interest on Investments	\$51,400	\$110,000	114.01%	9
Leaseback Vehicle Charges	\$9,000	\$0	-100.00%	
Donations	\$0	\$0	NA	
	\$60,400	\$110,000	82.12%	

RICHMOND-TWEED REGIONAL LIBRARY				
Draft 2024/25 BUDGET				
INCOME	Original Budget 2023/24	Draft Budget 2024/25	Percentage Change	Notes
Transfers from Restricted Assets (Reserves)				
Library Resources	\$0	\$0	NA	
Funded Projects	\$0	\$0	NA	
Activities & Projects	\$0	\$0	NA	
Special Projects	\$10,000	\$0	-100.00%	
Other Positions - Funded by Reserves	\$75,100	\$0	-100.00%	
	\$85,100	\$0	-100.00%	10
Member Council Contributions				
Ballina Council	\$1,731,800	\$2,011,500	16.15%	4.60%
Byron Council	\$1,669,000	\$1,845,600	10.58%	4.80%
Lismore Council	\$1,892,000	\$2,115,200	11.80%	4.70%
Tweed Council	\$2,877,500	\$3,247,900	12.87%	4.60%
	\$8,170,300	\$9,220,200	\$1,049,900	2
TOTAL INCOME	\$8,799,800	\$9,612,400	9.23%	10
Summary				
Total Expenditure	\$9,471,000	\$10,277,400	8.51%	
Depreciation	(\$671,200)	(\$665,000)	-0.92%	
Net Expenditures	\$8,799,800	\$9,612,400	9.23%	
Total Income	(\$629,500)	(\$392,200)	-37.70%	
Total Council Contributions	(\$8,170,300)	(\$9,220,200)	12.85%	
Balance	\$0	\$0		
FINANCIAL RESULTS	Original Budget 2023/24	Draft Budget 2024/25		
Net Operating Result - Surplus/(Deficit)	(\$126,800)	(\$39,000)		
Net Operating Result before Capital Grants & Contributions - Surplus/(Deficit)	(\$126,800)	(\$39,000)		
Net Cash - Surplus/(Deficit)	\$0	\$0		

RICHMOND TWEED REGIONAL LIBRARY 2024/25 MEMBER COUNCIL CONTRIBUTIONS										
DETAILS	TOTAL	BALLINA		BYRON		LISMORE		TWEED		TOTALS
	NET COSTS	COSTS	SHARE	COSTS	SHARE	COSTS	SHARE	COSTS	SHARE	
1) Branch Costs:										
Salaries & Vehicle		\$1,112,100		\$1,050,700		\$1,202,800		\$1,461,200		
Total Branch Costs		\$1,112,100		\$1,050,700		\$1,202,800		\$1,461,200		\$4,826,800
2023/24 Comparison & % Change		\$1,008,700	10.25%	\$1,009,000	4.13%	\$1,131,600	6.29%	\$1,424,000	2.61%	
2) Mobile Library Costs:										
Salaries	\$143,500									
Vehicle Running	\$64,400									
Transfer to Reserve	\$0									
% service time	\$207,900	\$22,068	10.61%	\$40,651	19.55%	\$72,010	34.64%	\$73,172	35.20%	\$207,900
Fortnightly Hours of Service in each LGA			4.75		8.75		15.50		15.75	44.75
2023/24 Comparison & % Change		\$23,915	-7.72%	\$44,053	-7.72%	\$78,037	-7.72%	\$79,296	-7.72%	
3) Resources Costs:										
Library Resources - LGA's		\$120,800		\$104,200		\$108,700		\$258,900		
Library Resources - Other	\$23,000									
Periodicals - LGA's		\$8,800		\$8,900		\$10,100		\$11,700		
Periodicals - Other	\$3,100									
Library eResources - LGA's		\$25,700		\$22,400		\$24,800		\$53,700		
Salaries - Acquisitions	\$253,600									
Salaries - Cataloguing	\$109,300									
Technical Aids	\$14,000									
Maintenance	\$30,000									
Licences and Fees	\$34,200									
% Population - ABS Population Estimates	\$467,200	\$254,024	21.13%	\$212,209	16.42%	\$233,174	19.17%	\$526,493	43.28%	\$1,225,900
2023/24 Comparison & % Change		\$218,843	16.08%	\$186,585	13.73%	\$211,616	10.19%	\$463,656	13.55%	
4) Computer System Costs:										
Executive Council - Support Costs	\$247,500									
Hardware Maintenance & Consumables	\$78,800									
MFD & PC Leasing	\$202,100									
Software Maintenance	\$424,200									
Printing Equipment Expenses	\$32,200									
Telecommunication Costs & Charges	\$72,800									
% Terminals	\$1,057,600	\$221,311	20.93%	\$229,381	21.69%	\$242,296	22.91%	\$364,612	34.48%	\$1,057,600
No of Computer Hardware items in each LGA			39.97		41.43		43.76		65.85	191.00
2023/24 Comparison & % Change		\$171,858	28.78%	\$177,697	29.09%	\$171,298	41.45%	\$310,947	17.26%	
5) Support Services Costs:										
Salaries	\$1,442,300									
NSWPLA Membership Fees		\$1,600		\$1,600		\$1,600		\$2,400		
Net Other	\$60,600									
% Population - ABS Population Estimates	\$1,502,900	\$319,178	21.13%	\$248,360	16.42%	\$289,744	19.17%	\$652,818	43.28%	\$1,510,100
2023/24 Comparison & % Change		\$161,689	97.4%	\$129,397	91.9%	\$152,531	90.0%	\$350,884	86.0%	
6) Executive Council Costs:										
Support Costs	\$682,500									
Less: Included in 4) Computer System Costs	-\$247,500									
% Population - ABS Population Estimates	\$435,000	\$91,920	21.13%	\$71,422	16.42%	\$83,401	19.17%	\$188,257	43.28%	\$435,000
2023/24 Comparison & % Change		\$81,213	13.18%	\$64,831	10.17%	\$76,567	8.93%	\$176,888	6.43%	
Less surplus retributed	-\$43,100	-\$9,107	21.13%	-\$7,077	16.42%	-\$8,263	19.17%	-\$18,653	43.28%	-\$43,100
2024/25 MEMBER COUNCIL CONTRIBUTIONS		\$2,011,500	15.83%	\$1,845,600	10.36%	\$2,115,200	11.54%	\$3,247,900	12.64%	\$9,220,200
POPULATION		48,837	21.13%	37,946	16.42%	44,310	19.17%	100,020	43.28%	231,114
PER CAPITA		\$41.19		\$48.64		\$47.74		\$32.47		
INCREASE IN CONTRIBUTION		\$274,900		\$173,200		\$218,900		\$364,400		\$1,031,400
2023/24 COMPARISON										
Council Contributions - Adopted Budget		\$1,736,600		\$1,672,400		\$1,896,300		\$2,883,500		\$8,188,800
Population		48,165	21.05%	37,313	16.30%	44,322	19.37%	99,055	43.28%	228,854
Per Capita Costs		\$36.05		\$44.82		\$42.78		\$29.11		\$35.78

Australian Bureau of Statistics

Regional population, 2021

Population estimates by LGA and electoral division (ASGS2021), 2001 to 2021

Table 1. Estimated resident population, Local Government Areas (ASGS2021), Australia

LGA	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	Changes	2012-2022	Estimate 2022/23	Estimate 2023/24	Estimate 2024/25	Percentage Share
Ballina (A)	41,118	41,510	41,881	42,336	42,993	43,626	44,333	44,927	45,569	46,172	46,850	13.94%	5,732	47,503	48,165	48,837	21.13%
Byron (A)	31,210	31,756	32,263	32,803	33,399	33,922	34,468	34,991	35,633	36,077	36,510	16.98%	5,300	36,690	37,313	37,946	16.42%
Lismore (C)	44,388	44,408	44,327	44,212	44,122	44,113	44,147	44,167	44,230	44,344	44,276	-0.25%	-112	44,333	44,322	44,310	19.17%
Tweed (A)	89,266	90,226	91,139	92,261	93,742	94,538	95,240	95,906	96,645	97,151	97,969	9.75%	8,703	98,098	99,055	100,020	43.28%
	205,982	207,900	209,610	211,612	214,256	216,199	218,188	219,991	222,077	223,744	225,605			226,624	228,854	231,114	100.00%

Council	2023/24	2024/25	Movement	
Ballina	20.78%	21.13%	0.35%	0.35%
Byron	16.37%	16.42%	0.05%	0.05%
Lismore	19.43%	19.17%	-0.26%	-0.26%
Tweed	43.42%	43.28%	-0.14%	-0.14%
Total	100.00%	100.00%		

RICHMOND TWEED REGIONAL LIBRARY													
2024/25 SUMMARY OF AREA STAFF COSTS													
2024/25										2023/24			
LOCATION	Total Staff Hours per Week	Permanent Salaries & Allowances	Casual Salaries	Annual Leave	Sick Leave	Public Holiday	Long Service Leave	Super-annuation	Total Employment Costs	Total Staff Hours per Week	Total Employment Costs	\$ Change	% Change
Support Services	633.00	\$ 1,279,200	\$ 95,400	\$ 106,200	\$ 61,100	\$ 58,500	\$ 12,700	\$ 192,100	\$ 1,805,200	563.00	\$ 1,345,200	\$ 460,000	34.20%
FTE	18.09									16.09			
Mobile	53.00	\$ 92,700	\$ 15,300	\$ 8,500	\$ 4,900	\$ 4,700	\$ 1,800	\$ 15,600	\$ 143,500	50.66	\$ 135,500	\$ 8,000	5.90%
FTE	1.51									1.45			
Ballina	434.50	\$ 749,200	\$ 83,700	\$ 68,600	\$ 39,400	\$ 37,700	\$ 12,800	\$ 120,700	\$ 1,112,100	434.50	\$ 1,008,700	\$ 103,400	10.25%
FTE	12.41									12.41			
Byron	402.00	\$ 683,000	\$ 101,600	\$ 62,800	\$ 36,100	\$ 34,600	\$ 14,400	\$ 118,200	\$ 1,050,700	402.01	\$ 1,009,000	\$ 41,700	4.13%
FTE	11.49									11.49			
Lismore	498.00	\$ 792,900	\$ 112,400	\$ 72,700	\$ 41,800	\$ 40,000	\$ 12,500	\$ 130,500	\$ 1,202,800	498.00	\$ 1,179,900	\$ 22,900	1.94%
FTE	14.23									14.23			
Tweed	627.33	\$ 972,500	\$ 114,000	\$ 89,300	\$ 51,400	\$ 49,100	\$ 20,500	\$ 156,600	\$ 1,453,400	627.33	\$ 1,419,000	\$ 34,400	2.42%
FTE	17.92									17.92			
TOTALS	2,647.83	\$4,569,500	\$522,400	\$408,100	\$234,700	\$224,600	\$74,700	\$733,700	\$ 6,767,700	2,575.50	\$6,097,300	\$670,400	11.00%

Variance 0

Staffing Hours - Per Week			
Locations	2023/24	2024/25	Change
Ballina	434.50	434.50	0.00
Byron	402.01	402.00	-0.01
Lismore	498.00	498.00	0.00
Tweed	627.33	627.33	0.00
Mobile	50.66	53.00	2.34
Support Services	563.00	633.00	70.00
	<u>2,575.50</u>	<u>2,647.83</u>	<u>72.33</u>
FTE	73.59	75.65	2.07

RICHMOND TWEED REGIONAL LIBRARY 2024/25 Fees & Charges						
Description	GST	2022/23	2023/24	2024/25	% Increase	\$ Increase
Visitor's Membership Fee (non-refundable)	T	37.00	40.00	41.90	4.75%	1.90
Book Club per item	T	2.20	2.40	2.00	-16.67%	0.40
Reservations on Adult Richmond-Tweed Regional Library Items	N	2.20	2.00	2.00	0.00%	-
Inter-Library Loans - (Items not held by Richmond Tweed)	T	4.60	4.50	4.50	0.00%	-
Non-Public Library Inter-Library Loans: Non-public libraries charge different amounts. The actual fee payable will be 100% of the amount charged.	T	28.50+	33.00	34.60	4.85%	1.60
Lost or Damaged Items - Borrowed Item - Cost plus Processing Fee (excluding periodicals)	N	10.00+	10.50	11.00	4.76%	0.50
Lost or Damaged Items - Library Membership Card	T	2.50	3.00	3.20	6.67%	0.20
Printing/Photocopying B&W A4	T	0.40	0.50	0.60	20.00%	0.10
Printing/Photocopying Colour A4	T	0.80	1.00	1.10	10.00%	0.10
Printing/Photocopying B&W A3	T	0.80	1.00	1.10	10.00%	0.10
Printing/Photocopying Colour A3	T	1.50	2.00	2.10	5.00%	0.10
Scanning documents to email	T	0.30	0.40	0.50	25.00%	0.10
Photo Quality Prints (Ballina Local History Photos)	T	4.00	4.50	4.80	6.67%	0.30
USB Memory Stick	T	8.20	8.80	9.30	5.68%	0.50
Pens	T	0.50	0.60	0.70	16.67%	0.10
Plastic Sleeves	T	0.30	0.40	0.50	25.00%	0.10
Scanning library local history photos by staff (per photo)	T	4.00	4.20	4.40	4.76%	0.20
PC use (15 minutes) - Non-RTRL Members	T	1.50	2.00	2.10	5.00%	0.10
Headphones - per set	T	3.00	3.50	3.70	5.71%	0.20
Phone Charges - Local Call	T	0.30	0.40	0.50	25.00%	0.10
Promotional Sales - Library Bags (Basic, Blue non-woven)	T	4.00	4.20	4.40	4.76%	0.20
Promotional Sales - Library Bags (Small, Calico)	T	6.00	6.30	6.60	4.76%	0.30
Promotional Sales - Library Bags (Large, Jute)	T	10.00	10.50	11.00	4.76%	0.50
Talking Book Replacements - (CDs)	N	20.00	21.00	22.00	4.76%	1.00
Patron Research Fee - First hour is free	T	92.00+	96.60	101.20	4.76%	4.60
Lismore 150 Years Book	T	25.50	27.00	28.30	4.81%	1.30
Ballina/Byron/Lismore/Tweed/Support Services Library Room Hire						
Commercial Hirer per hour	T	33.00	35.00	36.70	4.86%	1.70
Community Hirer per hour	T	23.00	24.20	25.40	4.96%	1.20

Reports/Recommendations

Subject	Photocopy charges and fee relief for Pension and Centrelink patrons
TRIM Record No	BP24/138:EF09/74-6
Prepared by	Business Manager RTRL
Item Number	7.3

Overview of Report

The Committee resolved for a report be provided regarding a reduction of photocopy charges and options to support fee relief for Pension and Centrelink recipients.

This report provides an update to the resolution made at the 16 August 2023 meeting.

Recommendation

That:

1. Photocopy charges are maintained at the current endorsed rate, noting the year-on-year budget approval process.
2. Management continues to promote and support free access to core library services, through promotion of free services including the Home Library Service.

Introduction

At the 16 August 2023 Committee meeting, the Committee resolved from the report 'Submissions to 2023/24 RTRL Fees & Charges' that:

1. The submissions to the Richmond Tweed Regional Library 2023/24 Fees & Charges be received and noted.
2. Endorse the reduction in:
 - a) Reservation Fees from \$2.40 to \$2.00, and
 - b) Inter Library Loan Fees from \$8.00 to \$4.50
3. Management to provide a report on:
 - a) the feasibility to reduce all photocopy charges to what was charged in 2021/22, and
 - b) options to support fee relief for Pension and Centrelink recipients.

The reduction of fees was implemented from 22 November 2023.

This report recommends that the library maintains print and copy charges and provides information on why the library service is unable to support fee relief for pensioners and Centrelink recipients.

Context

The reasons investigated which support the recommendations in this report, are based on the following:

- a) The library print and copy service is a premium service used by a few compared to use of the library collections which means maintaining penalty free access to core services is a priority.
- b) Print and copy revenue is one of the few income streams for the library to help offset operational costs to deliver the service. Any revenue reduction would need to be offset by an increase in fees for another non-core service area or covered via increasing Member Council contributions.
- c) Print and copy services were increased to offset lost revenue due to the removal of overdue fines in 2020.

Reports/Recommendations

- d) Other options are available for print and copy services from commercial services at reduced prices compared to the library.
- e) As a Council service, the library avoids competing with commercial print and copy businesses for whom printing, and copy services are part of their core business.
- f) RTRL is unable to obtain data on Pensioner and Centrelink recipients in our service area and therefore is unable to assess the potential financial impact of providing fee relief to these groups and;
- g) There is no reasonable way for RTRL to determine eligibility for fee relief due to privacy laws.

Background

The RTRL Committee unanimously passed a resolution in March 2020 to abolish library overdue fees. At the time, the anticipated loss of revenue for abolishing overdue fees was \$67,700. In order to offset the anticipated loss, increases to photocopying and printing charges were endorsed. At the time library staff thoroughly researched print and copy charges across other library services as well as local commercial print services. It is important as a Council-operated service that we are not in competition with local commercial services through competitive pricing of what is considered a premium service for the library.

The Library Act 1939 requires NSW public libraries to provide core services of free membership, free access to certain materials on library premises, free loans of certain library material to members, free delivery to sick or disabled members, and free basic reference services to members to their communities (Library Act 1939 Section 10: <https://legislation.nsw.gov.au/view/html/inforce/current/act-1939-040#sec.10>). Photocopying and printing are not considered core library services, but rather offered as a premium convenience service to library users to photocopy library material and print digital files. It is not the intention of the library service to offer competitively priced print and copy services, but rather, to provide a premium convenience service. School students can print five free homework pages per day which ensures we are making this service accessible to this group.

Increasing printing charges to offset the abolishment of overdue fines provided greater equity and access to core library services regardless of ability to pay.

It is not feasible to provide fee relief for Pension and Centrelink recipients. The Federal Government does not make available who in our community is on government funded income support as this would be a breach of privacy. This does not provide us with any means to assess impact or eligibility of these people for fee relief for non-core library services. We can continue to promote free services, respond to community needs, and support the community in any way within our capacity. For example, library members who are sick or disabled are able to access the Home Library Service at no cost (this includes fee free reservations and home delivery of library items mostly by volunteers). RTRL currently services 766 Home Library Service members.

Conclusion

It is a constant challenge to responsibly and prudently balance cost of operating the library service with fees and charges levied for users, whilst providing equitable access to core services. It is the opinion of the RTRL Management Team that the current copy and print charges represent both the service as a premium library service and a way to remain fee and fine free for core services.

We are not in a financial position to waive fees across all of our services, however, we can maintain free access to core services as identified in the Library Act 1939, which includes not charging overdue fines to access library material, and the provision of free home delivery of library materials to sick or disabled members.

Attachment/s

There are no attachments for this report.

Reports/Recommendations

Subject	Sale of vacant land: report on how the net proceeds of the sale can be applied
TRIM Record No	BP24/139:EF09/74-6
Prepared by	Head Customer Experience
Item Number	7.4

Overview of Report

The Committee resolved for a report be provided regarding the proceeds from the sale of vacant land adjoining the Support Services building Goonellabah.

This report provides an update to the resolution made at the 16 August 2023 meeting.

There are four of options provided for the Committee to consider.

Recommendation

That the Committee resolve to conduct an extraordinary workshop to investigate and discuss each of the options in more detail to inform the final decision.

Introduction

After considering the report 'Feedback from Member Councils - Proposed Sale of Vacant Land' at its 16 August 2023 meeting, the Richmond Tweed Regional Library (RTRL) Committee resolved that:

1. Member Council feedback be received and noted.
2. The Committee endorse the sale of Lot 2 DP1061931, 1 Lancaster Drive Goonellabah being vacant land which is surplus to Richmond Tweed Regional Library requirements.
3. Agree to Lismore City Council's request to purchase Member Council interests in Lot 2, DP1061931 through direct negotiation and at a price based on an independent market valuation.
4. The Senior Leadership Group, excluding the Lismore City Council representative, facilitate the process and report back to the Committee for final approval.
5. Management to provide a report to the first Committee meeting in 2024 on how the net proceeds of the sale can be applied within the regional library service and/or distributed to Member Councils

The Senior Leadership Group, excluding the Lismore City Council representative, has since conducted two independent market valuations for the land, both attached to this report as confidential papers.

The Senior Leadership Group, excluding the Lismore City Council representative, have reached an agreement of price of the sale. This agreement is contained in a letter to the Executive Officer of Richmond Tweed Regional Library, attached as a confidential paper.

Richmond Tweed Regional Library management have considered options on how the net proceeds of the sale may be applied within the regional library service and/or distributed to Member Councils and are recommending options to the Committee for consideration.

Background

The matter of the vacant land (Lot 2 DP 1061931, 1 Lancaster Drive Goonellabah), adjoining the RTRL Support Services building, was first presented to the Committee as an item for consideration in the Draft 2022/23 Budget. It was proposed that an investigation be undertaken into both the Support Services

Reports/Recommendations

building in its present state, and the sale of adjoining land. At the time, possible streams for investigation included commercial letting and reconfiguration options for the Support Services building.

When Lismore City Council adopted the 2022/23 Budget, it resolved to express strong reservations regarding the divestment of land by RTRL in Goonellabah and sought further discussions prior to any such divestment.

The Draft 2023/24 Budget included in its recommendation that RTRL management would seek feedback from Member Councils on the proposed sale of the vacant land. The report 'Feedback from Member Councils - Proposed Sale of Vacant Land' presented the findings of that feedback including various options for the management of the sale, at the 16 August 2023 Committee meeting.

At this meeting, the Committee was also addressed by two members of the public in Public Forum, speaking to the report 'Feedback from Member Councils - Proposed Sale of Vacant Land'. Both were in favour of Option 3, which specified the sale be conducted via direct negotiation with RTRL and Lismore City Council and at a price based on an independent market valuation.

Committee Functions

In accordance with the Deed – Richmond Tweed Regional Library and Delegation of Function from Lismore City Council, the RTRL Committee is responsible to efficiently and effectively perform its functions including:

- a) oversee the efficient and effective functioning of the RTRL
- b) deliberate on matters concerning the affairs of the RTRL
- c) review and endorse policies and plans relating to the provision of the Library Services
- d) monitor and review the provision of the Library Services
- e) oversee the finances of the RTRL
- f) review and endorse the RTRL Annual Budget for each financial year
- g) liaise with the Executive Council relating to the provision of the Library Services
- h) consider and determine any application from a Council to become a Member Council of the RTRL
- i) exercise functions delegated to it by the Executive Council

Based on the functions listed above, the conditions of the sale of vacant land are considered to be within the Committee's functions.

Lismore City Council, as the Executive Council, is to provide full administrative services in connection with the operations of the RTRL including the implementation of decisions of the RTRL Committee without undue delay. In accordance with s377, Local Government Act 1993, a council cannot delegate its function for the purchase or sale land. As such, if the Committee resolved to endorse the sale of the land, this would be reported to the Executive Council for adoption.

Options to answer the Resolution

In response to resolution number 5 from the report 'Feedback from Member Councils - Proposed Sale of Vacant Land', the following options are recommended to the Committee. The feedback from Member Councils received prior to 16 August 2023, have been considered in the following options:

Option 1: The sale of land progress with full proceeds returned to the RTRL for the purpose of reinvestment and rectification required to address current risks associated with subpar and end of life library assets.

Rationale: A recent review into the state of RTRL hard and soft IT assets has determined that assets are subpar or near end of life. In addition, the age and condition of these assets is a point of poor customer experience in branches with many hard assets not meeting accessibility standards for members and visitors to the library. The rectification of IT assets required to address this risk and improve outcomes for staff and community is estimated at \$435,445.

This option would address a high-level risk for the RTRL but would involve sacrificing the long-term financial benefits of retaining a property asset in its portfolio.

Option 2: The sale of land progress with full proceeds returned to the RTRL for the purpose of reinvestment and rectification required to address current risks associated with the state of the RTRL management building at 6 Centenary Drive, Goonellabah NSW 2480.

The RTRL building at 6 Centenary Drive, Goonellabah NSW 2480 was assessed, and a valuation reported provided by Herron Todd White on 9 August 2022. This undertaking followed the 2022/23 budget submission to Committee, where it was resolved that an investigation be undertaken into both the Support Services building in its present state, and the sale of adjoining land.

The report included an assessment of the building. It stated: "The building suffers from a high degree of obsolescence, not only due to its age and condition but also due to the type and style of improvements, its current fit out for use with regard to its industrial location and potential future uses."

The report also states that it did not include a detailed structural survey or inspection and could not state that the building was free from defect, rot or infestation.

The RTRL building was purchased in 2001 with no significant improvements or renovations taking place since that period. At the request of staff who have reported hazards and safety matters, Lismore City Council Work Health and Safety and Property teams have attended the property for inspections and have identified hazards in the building including infestations, rot, roof leaks and deterioration of ceilings. These teams have recommended a thorough building inspection be undertaken to understand the state of disrepair and risk to the safety and well-being of staff.

It is also recommended that a full condition assessment including a comprehensive cost to repair report be undertaken to determine if the cost of refurbishing the building does not exceed the value of the property.

Option 3: The sale of the land to include the sale of the RTRL administration building at 6 Centenary Drive, Goonellabah NSW 2480 with full proceeds reinvested into a new asset for the RTRL to house the RTRL administration function.

As above this option will address identified risks associated with the current state of the RTRL administration building and retain the asset benefit for long term financial benefit.

Option 4: The sale of the land progress and proceeds be distributed appropriately amongst member councils.

This option would restrict the RTRL's ability to address identified risks.

Attachment/s

1. Herron Todd White Valuation Report 24 October 2023 - RTRL - *This matter is considered to be confidential under Section 10A(2) (d ii) of the Local Government Act, as it deals with commercial information of a confidential nature that would, if disclosed confer a commercial advantage on a competitor of the Council*
2. Frogley Tancred Valuation Report 1 November 2023 - RTRL - *This matter is considered to be confidential under Section 10A(2) (d ii) of the Local Government Act, as it deals with commercial information of a confidential nature that would, if disclosed confer a commercial advantage on a competitor of the Council*
3. Letter to Lismore City Council - RTRL sale of vacant land - 1 Lancaster Drive, Goonellabah - *This matter is considered to be confidential under Section 10A(2) (d ii) of the Local Government Act, as it deals with commercial information of a confidential nature that would, if disclosed confer a commercial advantage on a competitor of the Council*

Reports/Recommendations

Subject	Finance Related Matters
TRIM Record No	BP24/196:EF12/226-6
Prepared by	Manager Finance
Item Number	7.5

Overview of Report

The purpose of this report is to provide the Richmond Tweed Regional Library (RTRL) Committee with reporting on a range of finance related matters.

Recommendation

That the Committee endorse the budget changes reported in the 2023/2024 Budget Review.

2023/24 Budget Review

September Quarter - an amended September report has been attached for the Committee's consideration. There are no changes to the information provided to the Committee at the November 2023 meeting, the report has been reformatted and is provided for information only.

December Quarter

A detailed review of the 2023/2024 Budget compared to actual or anticipated results has been completed. No changes have been requested by the management.

Net Operating Result - There are no recommended changes to the overall result for the year, anticipated to be a deficit of (\$116,800).

Net Operating Result excluding Capital Revenues - There are no recommended changes to the overall result for the year, with the overall result for the year anticipated to be a deficit of (\$351,800).

The **Net Cash Position** is balanced. This means all cash expenditure is matched by a cash funding source.

The following table shows the budgeted financial results for 2023/24:

Key Financial Performance	2023/24 Adopted Budget	2023/24 Forecast Budget
Net Operating Result – Surplus/(Deficit)	(\$126,800)	(\$116,800)
Net Operating Result before Capital Grants & Contributions – Surplus/(Deficit)	(\$126,800)	(\$351,800)*
Net Cash – Surplus/(Deficit)	Balanced	Balanced

Reports and/or Recommendations

*RTRL received two capital grants in the September quarter being for Murwillumbah Library and Kingscliff Library. These grants total \$225,000 relate to acquisition of assets and not operational expenses. They are therefore excluded in the Net Operating Result before Capital Grants & Contributions – Surplus/(Deficit) result as this relates only to operational expenses.

Historically, RTRL has budgeted for a deficit net operating result.

The underlying surplus/ (deficit) has moved from the adopted position of deficit (\$131,700) to an underlying net operating surplus for 2023/2024 of \$454,000. This is the difference between the annual revenue provided for new assets and the annual expense of depreciating existing assets. As reported previously, this shortfall is generally funded by applying for ad-hoc grant funding for major assets such as the mobile library or support services building, when reinvestment is required.

Further detail on the movements in funding sources, including grants, reserves etc, is included in the attachment RTRL December 2023 Financial matters under sections Grants and Transfer from Reserves.

Budget Commentary

There are no proposed changes identified within the December 2023 Quarter.

2023/2024 Budget and Fees & Charges

Proposed amendments to the adopted fees have been implemented as follows:

The following fees have been altered as detailed below:

- Reservation fees reduced from \$2.40 to \$2.00.
- Inter Library Loan Fees reduced from \$8.00 to \$4.50.

Cash, Investments, and Interest on Investments

All RTRL cash and investments are consolidated with those of Lismore City Council. As such, there is not a separate bank account or separate investments held for RTRL funds.

To fully account for RTRL cash and investments, all RTRL cash transactions are processed through the Councils' General Fund bank account, and separately accounted for as RTRL's transaction in the Financial System. This allows for the reporting of RTRL funds at any time.

As of 31 December 2023, RTRL cash and investments balance was \$2,648,592.
Interest on RTRL funds is calculated on a daily basis.

The interest rate used is the average interest rate for Councils' overall investment portfolio.

For 2023/24 to date approximately \$58,374 in interest has been generated on RTRL funds at an average interest rate of 4.60%.

Member Council Contributions

All Member Councils have paid their first quarter contributions.

Attachment/s

1. September 2023 RTRL Cost Report
2. December 2023 RTRL Cost Report

RICHMOND-TWEED REGIONAL LIBRARY				Ref
2023/24 Budget				
	Adopted Budget	Sep QBRS	Forecast	
Income				
Fees and Charges	\$ 327,800	\$ -	\$ 327,800	
Operating Grants	\$ 156,200	-\$ 154,800	\$ 1,400	1
Sundry Income	\$ 60,400	\$ 8,100	\$ 68,500	2
Member Council Contributions	\$ 8,170,300	\$ -	\$ 8,170,300	3
Total Operating Income	\$ 8,714,700	-\$ 146,700	\$ 8,568,000	
Expenses				
Staff Salaries	\$ 6,210,300	-\$ 234,000	\$ 5,976,300	4
Administration	\$ 722,900	\$ 1,700	\$ 724,600	5
Expenses of Providing Assets	\$ 188,400	\$ -	\$ 188,400	
Library Service Working Expenses	\$ 341,500	\$ 310,600	\$ 652,100	6
Information Services	\$ 707,200	\$ -	\$ 707,200	
Depreciation Expenses	\$ 671,200	\$ -	\$ 671,200	
Total Operating Expenses	\$ 8,841,500	\$ 78,300	\$ 8,919,800	
Net result before Capital Grants & Contributions	-\$ 126,800	-\$ 225,000	-\$ 351,800	
Total Income for Capital Purposes	\$ -	\$ 235,000	\$ 235,000	
Net Operating Result	-\$ 126,800	\$ 10,000	-\$ 116,800	
Sources and Application of Funds				
Asset Purchased	\$ 599,500	\$ 525,700	\$ 1,125,200	8
Transfer from reserves	\$ 85,100	\$ 515,700	\$ 600,800	9
Transfer to reserves	-\$ 30,000	\$ -	-\$ 30,000	
Depreciation - non cash	\$ 671,200	\$ -	\$ 671,200	
Net cash Position	\$ -	\$ -	\$ -	

RICHMOND-TWEED REGIONAL LIBRARY 2023/24 Budget

Ref

Notes

Favourable impacts are positive

Unfavourable impacts are (-)

Only Variances >\$10,000

1	Operating Grants		
	LEAP Trainees - Grant income as LCC is recognising grant and staff for ROADMAP Projects offset by reduction in staffing costs	-\$	154,800
2	Sundry Income		
	Donation \$8,100 - Byron Friends of Library , offste by asset purchases	\$	8,100
3	Member Council Contributions		
	Net change for thE period is zero.	\$	-
4	Staff Salaries		
	a LEAP Trainees - Reduction LCC is recognising grant and staff for ROADMAP Projects offset by lower grant income and contribution from Councils	\$	161,300
	b Award Indexation -Reduction budget for 5% actual award increase was 4.5% Offset by decrease in Member Council contributions, Contribution to Executive Council and Reserves	\$	27,900
	c RTRL Manager - Increase, Manger Contract To recognise employment contract, offste by Member Council contributions	-\$	43,500
	d Savings - Budget correction	\$	10,200
	e Savings - Cfwd Offset by reserve movements	\$	79,000
5	Administration		
	Increase in audit fees offset by increase in reserve funding	-\$	4,900
	Reduction - Executive Council Contribution refer savings award indexation	\$	3,200
5	Library Service Working Expenses		
	Grant Projects - including \$54,900 DGRA for Lismore Childrens Library & \$57,500 from new Grants and reserves	-\$	128,800
	Carried Forward work from 2023 reserves	-\$	176,000
7	Other Capital Contribution		
	Murwillumbah Library - Conquering	-\$	114,500
	Kingscliff Library Kickstart	-\$	120,500
	Offset by increase in capital assets		
8	Asset Purchased		
	Tweed LGA - Furniture & Equipment (refer note 7)	-\$	235,000
	Library Resources	-\$	99,400
	Local Priority Grant - Capital	-\$	154,000
	Motor Vehicles	-\$	36,400
	Funding from grants reserves		
9	Reserve Movements		
	Funding used :		
	Award Indexation		
	Audit service costs -annual special purpose financial report audit	\$	4,900
	Motor Vehicle - AL Tweed	\$	36,400
	Various Grants Projects - From reserves a nd new grants	\$	112,400
	Budget adj	-\$	79,000
	Cfwd Projects	\$	439,500

RICHMOND-TWEED REGIONAL LIBRARY				
2023/24 Budget				
	Adopted Budget	Sep QBRS	Dec QBRS	Forecast
Income				
Fees and Charges	\$ 327,800	\$ -	\$ -	\$ 327,800
Operating Grants	\$ 156,200	-\$ 154,800	\$ -	\$ 1,400
Sundry Income	\$ 60,400	\$ 8,100	\$ -	\$ 68,500
Member Council Contributions	\$ 8,170,300	\$ -	\$ -	\$ 8,170,300
Total Operating Income	\$ 8,714,700	-\$ 146,700	\$ -	\$ 8,568,000
Expenses				
Staff Salaries	\$ 6,210,300	-\$ 234,000	\$ -	\$ 5,976,300
Administration	\$ 722,900	\$ 1,700	\$ -	\$ 724,600
Expenses of Providing Assets	\$ 188,400	\$ -	\$ -	\$ 188,400
Library Service Working Expenses	\$ 341,500	\$ 310,600	\$ -	\$ 652,100
Information Services	\$ 707,200	\$ -	\$ -	\$ 707,200
Depreciation Expenses	\$ 671,200	\$ -	\$ -	\$ 671,200
Total Operating Expenses	\$ 8,841,500	\$ 78,300	\$ -	\$ 8,919,800
Net result before Capital Grants & Contributions	-\$ 126,800	-\$ 225,000	\$ -	-\$ 351,800
Total Income for Capital Purposes	\$ -	\$ 235,000	\$ -	\$ 235,000
Net Operating Result	-\$ 126,800	\$ 10,000	\$ -	-\$ 116,800
Sources and Application of Funds				
Asset Purchased	\$ 599,500	\$ 525,700	\$ -	\$ 1,125,200
Transfer from reserves	\$ 85,100	\$ 515,700	\$ -	\$ 600,800
Transfer to reserves	-\$ 30,000	\$ -	\$ -	-\$ 30,000
Depreciation - Non cash	\$ 671,200	\$ -	\$ -	\$ 671,200
Net cash Position	\$ -	\$ -	\$ -	\$ -

Ref

Reports/Recommendations

Subject	Senior Leadership Group Meeting Minutes
TRIM Record No	BP24/135:EF09/74-6
Prepared by	Head Customer Experience
Item Number	7.6

Overview of Report

The Senior Leadership Group (SLG) meeting minutes are provided to the Committee as information. A meeting was held during the months of October and December, with the exception of November. The December meeting minutes have not yet been confirmed at the time of this report.

Recommendation

That the Committee receive and note the attached October 2023 confirmed Senior Leadership Group (SLG) meeting minutes.

Attachment/s

1. SLG Confirmed Meeting Minutes 10 October 2023

Richmond Tweed Regional Library

Connect. Discover. Escape.

MINUTES OF THE RICHMOND TWEED REGIONAL LIBRARY SENIOR LEADERSHIP GROUP (SLG) MEETING HELD AT ONLINE, TUESDAY 10 OCTOBER AT 10.02AM

Richmond Tweed Regional Library acknowledges the people of the Bundjalung nation, traditional custodians of the land on which we work.

Present

- 1.0** Eber Butron (Chief Community Officer, Lismore - Chair), Brenda Gradwell (Business Manager RTRL) Esmeralda Davis (Director Corporate and Community Services Byron), Shannon Carruth (Manager Inclusive & Creative Communities), Ellie Misdale (Administration Officer RTRL, Minute Taker)

Apologies

- 2.0** Caroline Klose (Manager Communications and Customer Service Ballina)

Welcome and Acknowledgement of Country

- 3.0** Chair acknowledged Country and welcomed members to the meeting.

Confirmation of Minutes

- 4.0** Minutes of the previous SLG Meetings held on 14 September 2023 were confirmed.

Discussion Items

5.1 WHS

All

Shannon:

- Frequency of rough sleeper incidents have lowered.
 - Actions undertaken: Tweed Council staff have issued one banning notice to one individual, rangers walk with police, improved lighting around the walkway to the library and in the carpark, security guards for staff existing the building at close of business.
- The time capsule buried underneath Murwillumbah library: during the recent closure of the library for roof repairs, the capsules were uncovered by Council staff. Mould spores posed a risk to both respiratory conditions and contamination of library collection assets. Unsure if the contents will be retrievable, due to the condition of the artifacts being contaminated.

Esmeralda:

- Closure period notification: Brunswick Heads library will be closed for a one-week period due to the replacement of the main circulation desk.

Eber/Brenda:

- A library banning notice was issued to a patron in the Lismore pop-up library due to threatening behavior towards staff. A police report was filed, and staff were supported by a Lismore Council WHS advisors visit.

DECISION:

- Receive and note

ACTION REQUIRED:

- Nil

5.2 Business Manager: update**Brenda**

Brenda provided an update to a range of topics, including her background.

Overview of first month as Business Manager:

- Visits to branches
- Learning systems and processes and developing relationships with IT, P&C and WHS
- Management team meeting and 1:1 meetings with direct reports
- Working at branches across the four LGA's either once a week or fortnight.

Recent updates:

- Recently submitted LPG funding applications.
- Mobile Library attendance at both the Lismore (North Coast National) Show and the Bangalow (Bangalow Agricultural and Industrial Society) Show.
- Lucy will continue employment for the 50th anniversary event – will also help with the archives at Support Services and the local studies collection at the Research and Family History Centre.

DECISIONS:

- Receive and note.

ACTION REQUIRED:

- Brenda to arrange 1:1 meetings with the SLG members to discuss expectations and priorities for library services in their areas.
- Brenda to bring plans of the 50th anniversary to the next SLG meeting.

5.3 Outstanding Actions**All**

Re-open the CCTV item, pending update from Lismore Council IT Manager.

6.0 Other Business

1. Sale of vacant land: Esmeralda to contact Caroline directly for a progress update.
2. Sarah Sullivan – new role as Lismore Council Head of Customer Experience and RTRL Executive Officer (Chair of the SLG) – start date 23 October.

Closure: This concluded the business and the meeting closed at 10.25am.

Upcoming Meetings: **SLG:**
Tuesday, 14 November 2023 at 10.00am – in person at Byron Council Conference Room

Tuesday, 12 December 2023 at 10.00am – online via MS Teams

COMMITTEE:

Wednesday, 22 November 2023 at 9.00am – in person, location TBA

Richmond Tweed Regional Library Minutes

22 November 2023

MINUTES OF THE RICHMOND TWEED REGIONAL LIBRARY HELD IN ONLINE OR IN PERSON AT THE SOUTH SEA ISLANDER ROOM, TWEED HEADS CULTURAL AND CIVIC CENTRE ON WEDNESDAY 22 NOVEMBER 2023 AT 9.09AM

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

Richmond Tweed Regional Library acknowledges the people of the Bundjalung nation, traditional custodians of the land on which we work.

Welcome

Chairperson Councillor Darlene Cook welcomed delegates and attendees to the meeting and made an acknowledgement of country.

Chairperson Councillor Darlene Cook also welcomed Brenda Gradwell and Sarah Sullivan to the RTRL Committee.

Present

Chairperson, Councillor Darlene Cook (Lismore), Deputy Chair Councillor Simon Chate (Ballina – Audio Visual Link), Councillors: Peter Colby (Lismore – Audio Visual Link), Asren Pugh (Byron – Audio Visual Link), Meredith Dennis (Tweed), and Eva Ramsey (Ballina)

In Attendance

Ms Sullivan (Executive Officer RTRL, Lismore), Ms Gradwell (Business Manager RTRL), Ms Klose (Manager Communications and Customer Service Ballina), Ms Davis (Director Corporate and Community Services – Audio Visual Link), Ms Carruth (Manager Inclusive & Creative Communities) Ms Arthur-Smith (Communications and Engagement Support Librarian), Ms Kelly (Area Librarian Ballina – Audio Visual Link), Ms Shepherd (Area Librarian Byron), Ms Joc (Area Librarian Tweed), Mr Dardengo (Mobile Library Officer), Mr Wallace (Systems and Resources Librarian – Audio Visual Link), Mr Lewis (Area Librarian Lismore), Ms Kinsley (Support Services Technician), Ms Misdale (Administration Officer RTRL, Minute Taker)

Apologies

The apologies be received from Councillor Mark Swivel and Councillor Rhiannon Brinsmead

Attendance by Audio-Visual Link

The attendance by Audio-Visual Link be received from Councillor Asren Pugh and Councillor Peter Colby

Confirmation of Minutes

RTRL27
362/23 **RESOLVED** that the minutes of the Richmond Tweed Regional Library held on 16 August 2023 be confirmed.

(Councillors Chate/Pugh)

Voting for: Councillors Chate, Colby, Cook, Dennis, Pugh and Ramsey

Voting against: Nil

Disclosures of Interest

Nil

Public Forum

Nil

Reports/Recommendations

5.1 Business Managers Report

RTRL27363/23 **RESOLVED** that the Committee receive and note the report.

(Councillors Colby/Dennis) (BP23/896)

Voting for: Councillors Chate, Colby, Cook, Dennis, Pugh and Ramsey

Voting against: Nil

Richmond Tweed Regional Library Minutes

22 November 2023

5.2 50 Year Anniversary - History of Richmond Tweed Regional Library Report

RTRL27364/23 **RESOLVED** that the Committee:

1. receive and note the report
2. acknowledges the 50 Year Anniversary of Richmond Tweed Regional Library
3. acknowledges the great range of staff who have served the communities of Richmond Tweed Regional Library over the past 50 years

(Councillors Dennis/Pugh) (BP23/937)

Voting for: Councillors Chate, Colby, Cook, Dennis, Pugh and Ramsey

Voting against: Nil

5.3 Submissions to PUBLIC NOTICE - RTRL - Changes to 2023-24 Fees and Charges

RTRL27365/23 **RESOLVED** that the:

1. one (1) public submission to the Richmond Tweed Regional Library 2023/24 Fees & Charges be received and noted
2. Committee note that the following changes to the 2023/24 Richmond Tweed Regional Library Fees & Charges have been adopted by the Executive Council:
 - a. Reservation Fees reduced from \$2.40 to \$2.00, and
 - b. Inter Library Loan Fees reduced from \$8.00 to \$4.50.

(Councillors Colby/Chate) (BP23/942)

Voting for: Councillors Chate, Colby, Cook, Dennis, Pugh and Ramsey

Voting against: Nil

5.4 Finance Related Matters

RTRL27366/23

RESOLVED that the Committee:

1. endorse the budget changes reported in the 2023/24 Budget Review
2. receive and note the information reported for the 2023/24 Budget and Fees & Charges, and Cash, Investments and Interest on Investments, and Member Council Contributions

(Councillors Colby/Dennis) (BP23/938)

Voting for: Councillors Chate, Colby, Cook, Dennis, Pugh and Ramsey

Voting against: Nil

5.5 2024 RTRL Committee Meeting Schedule

RTRL27367/23

RESOLVED that the Committee:

1. adopt the meeting schedule as:
 - a. Wednesday 14 February 2024, online or in person, commencing at 10am
 - b. Wednesday 15 May 2024, online or in person, commencing at 10am
 - c. Wednesday 14 August 2024, online or in person, commencing at 10am
 - d. Wednesday 13 November 2024, online or in person, commencing at 10am
2. notes all Member Council's will go into caretaker mode from Friday 16 August 2024 to Friday 13 September 2024, due to the Local Government Elections.
3. notes that councillor representatives on advisory groups and committees will be elected after Local Government Election results are announced.

(Councillors Chate/Ramsey) (BP23/931)

Voting for: Councillors Chate, Colby, Cook, Dennis, Pugh and Ramsey

Voting against: Nil

Richmond Tweed Regional Library Minutes

22 November 2023

5.6 Senior Leadership Group Meeting Minutes

RTRL27368/23 **RESOLVED** that the Committee receive and note the attached July, August and September 2023 confirmed Senior Leadership Group (SLG) meeting minutes.

(Councillors Chate/Dennis) (BP23/929)

Voting for: Councillors Chate, Colby, Cook, Dennis, Pugh and Ramsey

Voting against: Nil

Closure

This concluded the business and the meeting terminated at 9:47pm.

The Committee and those present remained present to be presented with the Area Librarian Quarterly Service Level Agreement Reports, finishing at 10.06am.