

Richmond  
Valley  
Council



# **ATTACHMENTS**

**Tuesday, 18 July 2023**

**UNDER SEPARATE COVER**

**Ordinary Council Meeting**



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Richmond  
Valley  
Council



# MINUTES

**Ordinary Council Meeting  
20 June 2023**

## ORDINARY COUNCIL MEETING MINUTES

20 JUNE 2023

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ORDINARY COUNCIL MEETING MINUTES

20 JUNE 2023

**MINUTES OF RICHMOND VALLEY COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBERS, 10 GRAHAM PLACE, CASINO  
ON TUESDAY, 20 JUNE 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 Sam Cornish, Cr Robert Hayes, Cr Sandra Humphrys, Cr Debra McGillan and Cr Patrick Deegan.

**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**

Nil

## **5 MAYORAL MINUTES**

Nil

**6 CONFIRMATION OF MINUTES****6.1 MINUTES ORDINARY MEETING HELD 16 MAY 2023****RESOLUTION 200623/1**

Moved: Cr Debra McGillan

Seconded: Cr Robert Hayes

That Council confirms the Minutes of the Ordinary Meeting held on 16 May 2023.

**CARRIED**

**7 MATTERS ARISING OUT OF THE MINUTES****7.1 NORTHERN RIVERS RECONSTRUCTION AUTHORITY RESPONSE**

Cr Robert Hayes referred to Item 7.1 Northern Rivers Reconstruction Corporation (NRRC) Response, and the letter provided to the Corporation's CEO David Witherdin seeking assistance for the Woodburn IGA, and asked if a response had been received?

The General Manager advised a response letter had been received from the NRRC, which would be forwarded to Councillors. In summary, the letter states the focus of the NRRC is housing recovery and it currently does not have any programs which would fit the Woodburn IGA's business request. The Woodburn IGA's owner, Ms Hundy has also received a similar response from the NRRC and was thankful for Council's support in bringing this matter to the government's attention.

**7.2 WOODBURN RIVERSIDE STREETScape DESIGN**

Cr Robert Hayes referred to Item 19.1 Woodburn Riverside Streetscape Design; and the approaches made to Janelle Saffin MP and Minister for Planning and Public Spaces Mr Paul Scully who were following up on the issue, and asked if there was a timeline.

Director Projects & Business Development advised the contract for the works was executed on 19 June 2023 with a timeline of consultation with the public commencing in the upcoming weeks and the designs to be commenced within two months.

**8 DECLARATION OF INTERESTS**

Cr Robert Mustow declared a pecuniary interest in relation to Item 14.1 Release of Draft Resilient Lands Strategy and Flood Hazard Mapping, due to owning a flood impacted property.

Ryan Gaiter Director Organisational Services declared a pecuniary interest in relation to Item 14.1 Release of Draft Resilient Lands Strategy and Flood Hazard Mapping, due to owning a flood impacted property.

Cr Debra McGillan declared a pecuniary interest in relation to Item 14.1 Release of Draft Resilient Lands Strategy and Flood Hazard Mapping, due to owning a flood impacted property.



## ORDINARY COUNCIL MEETING MINUTES

20 JUNE 2023

Cr Robert Hayes declared a non-pecuniary interest in relation to Item 19.3 Development Applications Determined Under the Environmental Planning and Assessment Act for the period 1 May 2023 – 31 May 2023, due to being the applicant for listed development applications.

**9 PETITIONS**

Nil

**10 NOTICE OF MOTION**

Nil

**11 MAYOR'S REPORT****11.1 MAYORAL ATTENDANCE REPORT 11 MAY - 12 JUNE 2023****RESOLUTION 200623/2**

Moved: Cr Robert Mustow  
Seconded: Cr Stephen Morrissey

That Council receives and notes the Mayoral Attendance Report for the period 11 May – 12 June 2023.

**CARRIED****12 DELEGATES' REPORTS**

Nil

**13 MATTERS DETERMINED WITHOUT DEBATE****13.1 MATTERS TO BE DETERMINED WITHOUT DEBATE****RESOLUTION 200623/3**

Moved: Cr Stephen Morrissey  
Seconded: Cr Sandra Humphrys

That items 16.1, 16.3, 16.4, 17.1 and 17.2 be determined without debate.

**CARRIED**

At 6:13 pm, Cr Robert Mustow, Cr Debra McGillan and Director Organisational Services left the meeting.

The Mayor vacated the position of Chair.

The Deputy Mayor assumed the position of Chair.

## ORDINARY COUNCIL MEETING MINUTES

20 JUNE 2023

**14 GENERAL MANAGER****14.1 RELEASE OF DRAFT RESILIENT LANDS STRATEGY AND FLOOD HAZARD MAPPING****EXECUTIVE SUMMARY**

The Northern Rivers Reconstruction Corporation has achieved two major milestones in its Flood Recovery Programs with the release of the Draft Northern Rivers Resilient Lands Strategy - identifying suitable lands for future flood-safe development - and the provision of flood hazard mapping, to support the Resilient Homes program.

While the draft Resilient Lands Strategy provides some hope for future large-scale residential development in the Richmond Valley, the Resilient Homes announcements are a disappointing result for flood-affected communities in the Mid-Richmond. The flood hazard maps show that most investment in housing buy-backs will be centred on Lismore, with very few properties in Coraki, Woodburn, Broadwater and Riley's Hill identified for priority consideration.

Council will continue to work with the Northern Rivers Reconstruction Corporation to achieve better outcomes for these communities. It will also continue to support investigations into future residential land releases, in consultation with the NRRC, Regional NSW and landowners.

**RESOLUTION 200623/4**

Moved: Cr Robert Hayes

Seconded: Cr Sam Cornish

That Council:

1. Notes the release of the Northern Rivers Resilient Lands Strategy and Flood Hazard Mapping
2. Makes a submission to the public exhibition of the draft Resilient Lands Strategy, supporting the identification of land at Fairy Hill for priority investigation, and seeking further development of affordable housing on Crown Lands in the Richmond Valley
3. Writes to the Northern Rivers Reconstruction Corporation, expressing its disappointment at the outcomes of the Resilient Homes Program for communities in the Mid-Richmond, and seeking further support for flood recovery in these communities.

**CARRIED**

At 6:21 pm, Cr Robert Mustow, Cr Debra McGillan and Director Organisational Services returned to the meeting.

The Mayor resumed the position of Chair.

## ORDINARY COUNCIL MEETING MINUTES

20 JUNE 2023

**15 COMMUNITY SERVICE DELIVERY****15.1 DRAFT RICHMOND VALLEY FLOOD STUDY****EXECUTIVE SUMMARY**

BMT Commercial Australia Pty Ltd was commissioned in early 2021 to prepare a new flood model and study for the Richmond Valley LGA's floodplains. The scope of the project was to replace a number of smaller, often inconsistent, and dated flood studies with a single much larger modern flood model and study. A Draft Report was presented to Council on 25 February 2022 but required review almost immediately due to the significant flood events that occurred during late February and March 2022.

BMT was subsequently commissioned to update the model and study to incorporate data from the 2022 flood event and to undertake additional calibration. This update has now been completed and the revised Draft Richmond Valley Flood Study Report (2023) is presented for Council's consideration.

**RESOLUTION 200623/5**

Moved: Cr Robert Hayes

Seconded: Cr Stephen Morrissey

That Council:

1. Receives the Draft Richmond Valley Flood Study;
2. Provides in-principle support for the study; and
3. Authorises the public exhibition of the study in accordance with Council's Community Participation Plan.

**CARRIED****16 PROJECTS & BUSINESS DEVELOPMENT****16.1 LANDS, BUILDINGS AND OTHER STRUCTURES ASSET MANAGEMENT PLAN****EXECUTIVE SUMMARY****RESOLUTION 200623/6**

Moved: Cr Stephen Morrissey

Seconded: Cr Sandra Humphrys

That Council considers and adopts the Land, Buildings and Other Structures 2023-2032 Asset Management Plan.

**CARRIED**

## ORDINARY COUNCIL MEETING MINUTES

20 JUNE 2023

**16.2 STAN PAYNE OVAL MASTER PLAN****EXECUTIVE SUMMARY**

Council staff have been liaising with stakeholders over the past 12 months to establish a draft Master Plan for the future development of Stan Payne Oval, Evans Head. Council has conducted various workshops and undertaken public consultation. A final draft Master Plan is presented to Council for consideration and adoption.

**RESOLUTION 200623/7**

Moved: Cr Robert Hayes

Seconded: Cr Stephen Morrissey

That Council adopts the draft Stan Payne Oval Master Plan.

**CARRIED****16.3 PROPOSED PART ROAD CLOSURE - FOY STREET, CASINO****EXECUTIVE SUMMARY**

Council is undertaking road upgrades within Foy Street, Country Lane, and Kent Street Casino to improve road access and drainage to support a safer road network. Due to the existing road width constraints, larger vehicles (garbage trucks, buses etc) are unable to easily turn around.

Preliminary discussions with the owners of 6 Foy Street (Applicant), explored the opportunity to construct a cul-de-sac with a radius suitable for a larger turning circle that would encroach into their property. The Applicant has requested the unformed portion of Foy Street to be closed in compensation providing opportunity for additional car parking facilities (see *Map 1*). The severed land, i.e., southern part of Foy Street not required for the Applicant would be proposed to become Council operational land.

Council is required to undertake relevant consultation in accordance with Section 38B of the *Roads Act 1993* to close the public road. The land is zoned RE1 Public Recreation. A rezoning of the land to include an additional permitted use for the provisions of car parking facilities would be required for this development. The rezoning process would be proposed to run in conjunction with the exhibition of the road closure.

**RESOLUTION 200623/8**

Moved: Cr Stephen Morrissey

Seconded: Cr Sandra Humphrys

That:

1. Council undertakes formal notification to close the council public road in accordance with Section 38B of the *Roads Act 1993*.
2. Council commences the process to rezone the proposed closed road land with an additional permitted use to include provisions for car parking facilities.
3. A further report be submitted to Council at the completion of the consultation.

**CARRIED**

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**16.4 TRANSFER OF CROWN ROAD TO COUNCIL - LAGOON ROAD, CORAKI****EXECUTIVE SUMMARY**

NSW Crown Lands has approached Council to transfer the ownership of the crown road sections of Lagoon Road to Council.

The residents of Lagoon Road have requested that Council undertakes the maintenance responsibility of Lagoon Road, and the additional adjoining formed unmaintained Council public road.

This report outlines the community benefits, costs and maintenance responsibilities involved in transferring part of Lagoon Road, Coraki to Council and recommends that the transfer takes place.

**RESOLUTION 200623/9**

Moved: Cr Stephen Morrissey

Seconded: Cr Sandra Humphrys

That:

1. Council accepts the transfer of ownership of the unsealed Lagoon Road Coraki from NSW Crown Lands to Council as a dedicated public road.
2. The residents are required to upgrade private driveways located within the road reserve at their own cost to adhere to relevant safety and road standard requirements.
3. The residents of Lagoon Road are required to financially contribute a total combined sum of \$46,000 towards the upgrade of the road (drainage, culverts, and headwalls) to meet Council's minimum road standard.
4. Following payment in full and completion of road upgrade works Council accepts Lagoon Road and the adjoining road into Council's unsealed road maintenance program as a class C gravel road.
5. The road naming process is undertaken to formally name the road adjoining Lagoon Road.

**CARRIED**

## ORDINARY COUNCIL MEETING MINUTES

20 JUNE 2023

**17 ORGANISATIONAL SERVICES****17.1 COUNCILLOR REMUNERATION 2023/2024****EXECUTIVE SUMMARY**

Each financial year, the Local Government Remuneration Tribunal determines the minimum and maximum remuneration payable to Mayors and Councillors for carrying out their duties. The determination by the Local Government Remuneration Tribunal is pursuant to Sections 239 and 241 of the *Local Government Act 1993*.

Council has received notification that the Local Government Remuneration Tribunal has determined that the Mayoral and Councillor Fees are to increase 3% for the 2023/2024 financial year.

**RESOLUTION 200623/10**

Moved: Cr Stephen Morrissey

Seconded: Cr Sandra Humphrys

That Council:

1. Notes the Local Government Remuneration Tribunal determination for the 2023/24 financial year.
2. Sets the Mayoral Allowance for the 2023/2024 financial year effective from 1 July 2023 at \$47,420.00 per annum or \$3,951.67 per month.
3. Sets the Councillor Fee for the 2023/2024 financial year effective from 1 July 2023 at \$21,730.00 per annum or \$1,810.83 per month.

**CARRIED****17.2 FINANCIAL ANALYSIS REPORT - MAY 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 31 May 2023 is shown below:

Bank Accounts	Term Deposits	Floating Rate Notes	Fixed Rate Bonds	TCorp IM Funds	Total
\$19,603,032	\$34,000,000	\$5,750,390	\$2,000,000	\$15,260,721	\$76,614,143

The weighted average rate of return on Council's cash and investments as at 31 May 2023 was 2.74% which was above the Bloomberg AusBond Bank Bill Index for May of 0.29%, which is Council's benchmark.

**RESOLUTION 200623/11**

Moved: Cr Stephen Morrissey

Seconded: Cr Sandra Humphrys

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## ORDINARY COUNCIL MEETING MINUTES

20 JUNE 2023

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

**CARRIED****18 GENERAL BUSINESS**

Nil

**19 MATTERS FOR INFORMATION****RESOLUTION 200623/12**

Moved: Cr Stephen Morrissey  
Seconded: Cr Sam Cornish

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

**CARRIED****19.1 IPART - DRAFT REPORT ON THE RATE PEG METHODOLOGY REVIEW****RESOLUTION 200623/13**

Moved: Cr Stephen Morrissey  
Seconded: Cr Sam Cornish

That Council receives and notes the information on IPART's draft review of the rate peg methodology.

**CARRIED****19.2 OUTCOME OF NEGOTIATIONS OF TENDER VP339938 - SUPPLY & DELIVERY OF FOUR MOBILE CARAVANS****RESOLUTION 200623/14**

Moved: Cr Stephen Morrissey  
Seconded: Cr Sam Cornish

That Council receives the report on the Outcome of Negotiations of Tender VP339938 - Supply & Delivery of four Mobile Caravans and notes the engagement of:

1. Work Caravans Pty Ltd to deliver two mobile amenities vans for \$102,000 (ex GST) each, and one mobile office and lunchroom for \$109,090.91 (ex GST), and;
2. The Food Trailer King Pty Ltd to deliver one mobile kitchen van and cool room for \$83,127 (ex GST).

**CARRIED**

## ORDINARY COUNCIL MEETING MINUTES

20 JUNE 2023

**19.3 DEVELOPMENT APPLICATIONS DETERMINED UNDER THE ENVIRONMENTAL PLANNING AND ASSESSMENT ACT FOR THE PERIOD 1 MAY 2023 - 31 MAY 2023****RESOLUTION 200623/15**

Moved: Cr Stephen Morrissey  
Seconded: Cr Sam Cornish

That Council receives and notes the Development Application report for the period 1 May 2023 – 31 May 2023.

**CARRIED****19.4 GRANT APPLICATION INFORMATION REPORT - MAY 2023****RESOLUTION 200623/16**

Moved: Cr Stephen Morrissey  
Seconded: Cr Sam Cornish

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

**CARRIED****19.5 INTERNAL AUDIT AND RISK COMMITTEE MINUTES 3 MAY 2023****RESOLUTION 200623/17**

Moved: Cr Stephen Morrissey  
Seconded: Cr Sam Cornish

That Council receives and notes the Minutes of the Internal Audit and Risk Committee Meeting held on 3 May 2023.

**CARRIED****19.6 CORRESPONDENCE - CASINO COURT HOUSE CLOSURE****RESOLUTION 200623/18**

Moved: Cr Stephen Morrissey  
Seconded: Cr Sam Cornish

That Council:

1. Receives and notes the correspondence forwarded to the Attorney General and Member for Clarence, as resolved at Council's May Ordinary meeting; Mayoral Minute: Casino Court House – Flood Damage Ongoing Closure.
2. Notes that Council is yet to receive a response from the Attorney General
3. Notes the address delivered by Mr Richie Williamson (Member for Clarence) on 23 May 2023 to NSW Parliament in response to this matter.

**CARRIED**



**19.7 CORRESPONDENCE - EMERGENCY SERVICES LEVY****RESOLUTION 200623/19**

Moved: Cr Stephen Morrissey

Seconded: Cr Sam Cornish

That Council receives and notes the correspondence forwarded to the Treasurer, Minister for Emergency Services, the Minister for Local Government and the Member for Clarence regarding concerns with the Emergency Services Levy.

**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 Northern Rivers Livestock Exchange Agent Licence Procurement Process**

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

The General Manager reported that no written representations had been received in respect of the item 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 provision of section 10(2) outlined above.

## ORDINARY COUNCIL MEETING MINUTES

20 JUNE 2023

**RESOLUTION 200623/20**

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**

Council closed its meeting at 6.33 pm.

The Open Council meeting resumed at 7.04 pm.

The resolution of the Closed Council meeting were read by the Director Projects and Business Development.

**23 RESOLUTIONS OF CLOSED COUNCIL****Item 22.1 Northern Rivers Livestock Exchange Agent Licence Procurement Process**

That Council:

1. Notes the progress and outcomes of the Expression of Interest Agent Licence Procurement process,
2. Reaffirms its endorsement of the NRLX fees and charges as resolved by Council at its March 2023 Ordinary meeting and included in the Draft Revenue Policy 2023/24, and
3. Authorises the General Manager to establish an ongoing EOI process as outlined in this report to secure agencies for up to seven licences and report the outcomes back to Council.

The Meeting closed at 7.05 pm

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 18 July 2023.

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**CHAIRPERSON**

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Richmond  
Valley  
Council



# MINUTES

**Extraordinary Council Meeting  
29 June 2023**

## EXTRAORDINARY COUNCIL MEETING MINUTES

29 JUNE 2023

**ORDER OF BUSINESS**

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## EXTRAORDINARY COUNCIL MEETING MINUTES

29 JUNE 2023

**MINUTES OF RICHMOND VALLEY COUNCIL  
EXTRAORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBERS, 10 GRAHAM PLACE, CASINO  
ON THURSDAY, 29 JUNE 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 Sam Cornish, Cr Robert Hayes, Cr Sandra Humphrys, Cr Patrick Deegan, Cr Debra McGillan (arrived 6.02pm)

**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), Lewis Martin (IT Support Officer)

## **1 ACKNOWLEDGEMENT OF COUNTRY**

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

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

## **2 PRAYER**

The meeting opened with a prayer by the General Manager.

### **2.1 PUBLIC ACCESS**

#### **RESOLUTION 290623/1**

Moved: Cr Robert Mustow  
Seconded: Cr Stephen Morrissey

That Council includes Public Access on the Agenda at this Extraordinary meeting.

**CARRIED**

## EXTRAORDINARY COUNCIL MEETING MINUTES

29 JUNE 2023

The Mayor welcomed the Public Access speakers

**Ms Pat Bastow**, addressed Council on behalf of herself and Mr Ern Bright, in relation to 5.1 Draft Community Strategic Plan 2040 and Draft Delivery Program 2023-25.

Ms Bastow raised concerns regarding energy from waste facilities and potential impacts on human health and the environment. She called for Council to oppose energy from waste facilities in the Richmond Valley.

Ms Bastow also outlined her support for the railtrail, however raised concerns with the maintenance of drains and pipes along the rail corridor.

**Ms Jill Lyons**, addressed Council in relation to 5.1 Draft Community Strategic Plan 2040 and Draft Delivery Program 2023-25.

Ms Lyons congratulated Council on the Draft Plan, however raised concerns regarding Energy from Waste issues. She suggested Council should meet with the Residents Against the Richmond Valley Incinerator group (RARVI) to work together for a positive future.

**Mrs Maree Beek**, Residents Against the Richmond Valley Incinerator (RARVI) addressed Council in relation to 5.1 Draft Community Strategic Plan 2040 and Draft Delivery Program 2023-25.

Mrs Beek noted that Council had no commitment to building an energy from waste facility, but raised concerns regarding potential impacts on the Valley, should an energy from waste proposal come to fruition in the future.

She advocated for the Plan to be amended to include the statement, that "Richmond Valley Council has a commitment neither to build nor support the building of an energy from waste facility".

**Dr Jurriaan Beek**, addressed Council in relation to 5.1 Draft Community Strategic Plan 2040 and Draft Delivery Program 2023-25.

Dr Beek raised concerns regarding energy from waste facilities and potential impacts on human health. He advocated for Council to not set up such a facility and to maintain the pristine nature of the area.

The Mayor thanked all speakers for their attendance and addresses to the meeting.

A full recording of the public address segment is available at:

<https://richmondvalley.nsw.gov.au/council/council-meetings/council-meeting-videos/>

### 3 APOLOGIES

Nil

### 4 DECLARATION OF INTERESTS

Nil

## EXTRAORDINARY COUNCIL MEETING MINUTES

29 JUNE 2023

**5 GENERAL MANAGER****5.1 DRAFT COMMUNITY STRATEGIC PLAN 2040 AND DRAFT DELIVERY PROGRAM 2023-25****EXECUTIVE SUMMARY**

Richmond Valley Council has been developing its new Community Strategic Plan and supporting documents since October 2022, following delays due to the Covid pandemic and Northern Rivers floods. The draft documents were placed on public exhibition for the required 28-day period and a total of 66 community submissions were received in relation to the CSP. No submissions were received in relation to the Delivery Program. This report addresses the key issues raised in the community submissions and presents the final plans for Council's endorsement.

**MOTION**

Moved: Cr Debra McGillan

Seconded: Cr Sam Cornish

That Council:

1. Notes the public exhibition of the Draft Community Strategic Plan and Draft Delivery Program for the required 28-day period.
2. Notes community feedback in response to the exhibition and the issues raised in the 66 submissions received.
3. Endorses the Richmond Valley 2040 Community Strategic Plan, as presented
4. Adopts the 2023-25 Delivery Program, as presented.

**AMENDMENT**

Moved: Cr Patrick Deegan

Seconded: Cr Debra McGillan

That Council:

1. Notes the public exhibition of the Draft Community Strategic Plan and Draft Delivery Program for the required 28-day period.
2. Notes community feedback in response to the exhibition and the issues raised in the 66 submissions received.
3. Amends the Richmond Valley 2040 Community Strategic Plan, to oppose Energy from Waste within the Richmond Valley.
4. Adopts the 2023-25 Delivery Program, as presented.

The amendment was put to the vote and was lost.

In Favour: Crs Patrick Deegan and Debra McGillan

Against: Crs Robert Mustow, Stephen Morrissey, Sam Cornish, Robert Hayes and Sandra Humphrys

**LOST 2/5**

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EXTRAORDINARY COUNCIL MEETING MINUTES

29 JUNE 2023

The motion was put to the vote and was carried.

**RESOLUTION 290623/2**

Moved: Cr Debra McGillan

Seconded: Cr Sam Cornish

That Council:

1. Notes the public exhibition of the Draft Community Strategic Plan and Draft Delivery Program for the required 28-day period.
2. Notes community feedback in response to the exhibition and the issues raised in the 66 submissions received.
3. Endorses the Richmond Valley 2040 Community Strategic Plan, as presented
4. Adopts the 2023-25 Delivery Program, as presented.

**CARRIED**

In Favour: Crs Robert Mustow, Stephen Morrissey, Sam Cornish, Robert Hayes, Sandra Humphrys, Patrick Deegan and Debra McGillan

Against: Nil

**CARRIED 7/01**



## 6 ORGANISATIONAL SERVICES

### 6.1 DRAFT OPERATIONAL PLAN 2023/2024 (INCLUDING DRAFT FINANCIAL ESTIMATES 2023/2027), DRAFT REVENUE POLICY 2023/2024 AND DRAFT LONG TERM FINANCIAL PLAN 2023/2033

#### EXECUTIVE SUMMARY

At its Ordinary Meeting on 16 May 2023, Council resolved to place the Draft Operational Plan (including Financial Estimates), Draft Revenue Policy and Draft Long-Term Financial Plan on public exhibition.

This report provides information regarding public submissions received by Council during the exhibition period and details minor amendments that have been made to the Draft Financial Estimates.

#### RESOLUTION 290623/3

Moved: Cr Sam Cornish  
Seconded: Cr Robert Hayes

That

1. Council adopts the Draft Operational Plan 2023/2024 (including Financial Estimates 2023/2027), Revenue Policy 2023/2024 and Long-Term Financial Plan 2023/2033 the subject of this report.
2. In respect to the general land rates contained in the 2023/2024 Draft Revenue Policy, Council in accordance with Sections 535 and 537 of the *Local Government Act 1993* makes the following General Rates for the 2023/2024 financial year:

Residential	\$310.00	24.91%	\$0.00332
Rural Residential (sub-category)	\$310.00	28.17%	\$0.00232
Business	\$360.00	9.66%	\$0.01104
Farmland	\$360.00	17.94%	\$0.00259

3. In relation to interest on overdue rates and charges, Council makes and imposes the maximum charge for interest, as determined by the Minister for Local Government and in accordance with Section 566 (3) of the *Local Government Act 1993*, as follows:
  - (i) for the 2023/2024 financial year; 9.0% per annum
4. In respect of annual charges and user charges for Waste Management, Water, Sewerage and Stormwater Management Service Charges, in accordance with Section 535 of the *Local Government Act 1993*, Council makes these charges as detailed in the 2023/2024 Draft Revenue Policy to apply to the 2023/2024 financial year.

**CARRIED**

EXTRAORDINARY COUNCIL MEETING MINUTES

29 JUNE 2023

The Meeting closed at 7pm.

The minutes of this meeting were confirmed at the Ordinary Meeting of the Richmond Valley Council held on 18 July 2023.

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**CHAIRPERSON**



## **INFLOW & INFILTRATION STRATEGY**

**28 APRIL 2023**

Version 1.0

## INTRODUCTION

The Sewer network in Richmond Valley Council (RVC) experiences high levels of inflow and infiltration (I&I) from rainwater and groundwater. This poses a risk to the wastewater infrastructure. The purpose of this strategy is to plan, prioritise, investigate, and then undertake repair and renewal works to reduce the inflow and infiltration. Although this strategy focuses on addressing I&I challenges in Casino, the approach proposed in it will be applied across all towns.

I&I is a widespread problem affecting sewer systems across Australia and around the world. Ideally, sewer systems would only convey sewage from connected pipes to the sewage treatment facilities and no external sources of water would inflow or infiltrate into the system. The causes of I&I are many and varied. While older pipes and manholes are often very likely to be contributing to I&I, new infrastructure can also be a significant source.

A certain amount of I&I is unavoidable due to factors such as soil and groundwater conditions, imperfect design, and materials and workmanship issues.

Deterioration of piping, connections and maintenance holes can also result in I&I, however with the correct asset management and maintenance practices in place these can be minimised. Connection of stormwater and foundation drainage sources to the sewer system, unintentional and otherwise are avoidable sources of I&I and need to be actively managed to avoid them.

It is not practically possible to maintain a perfectly watertight sewer system over its life cycle and attempting to do so would be a costly exercise. However, it is possible to cost effectively manage I&I within acceptable limits.

## WHAT IS INFLOW AND INFILTRATION?

In the simplest terms, inflow involves the entry of stormwater from rainfall entering the sewer system directly from the surface or indirectly from stormwater drainage system connections. Infiltration involves the entry of groundwater into the buried sanitary sewer system. The more comprehensive definitions are provided below.

**Inflow** – Water, other than sewerage flow, that enters a sewer system intentionally or unintentionally from sources that include but are not limited to roof downpipes, built-up areas, driveways, manhole lids and surface runoff. Note that in some cases, intentional connection of stormwater to the sewer system is referred to as an illegal connection.

Inflow is typically characterised by a rapid increase in sewerage flow during a rain event, followed by a relatively quick return to Average Dry Weather Flow (ADWF) after the rain event has passed. ADWF is the average sewerage flow that occurs during a dry weather period. It is essentially the flow pattern observed when it is not raining or has not been raining. Dry weather flow may contain both inflow and infiltration but is more typically associated with infiltration.

**Infiltration** – Groundwater that enters a sewer system, directly or indirectly, through means such as: defective pipes, leaky pipe joints, connections between sewer system components and damaged, deteriorated, or defective maintenance holes.

Infiltration is typically characterised by an increase in sewerage flow during rain events, followed by a much slower return to ADWF. ADWF may also be constantly elevated due to higher groundwater table or tidal impacts (in coastal areas).

Problems caused by I&I include:

- Taking up valuable capacity of the sewerage collection and transfer network
- Overloading wastewater treatment plants. Due to higher than design or acceptable flows through the wastewater treatment plants the effluent from the treatment plants may not meet EPA prescribed quality

- Dilution of sewage decreases the efficiency of treatment plants, and may cause sewage volumes to exceed design capacity
- Sewage overflows, which have social, financial and environmental impacts
- Prosecution by regulators (extreme case)
- Additional cost of pumping and treatment of I&I
- Increased wear and tear on pump stations
- Increased emissions due to pump operations and treatment
- Deterioration of underground assets
- Soil ingress and deposits reducing network capacity, blocking sewers and exacerbating pump wear
- Formation of voids in and around sewer, stormwater pipes and manholes resulting in surface damage and road collapse
- Increased insurance and litigation risks

All costs associated with I&I management in sewer infrastructure is borne by our community through fees and charges.

#### **CAUSES OF INFLOW AND INFILTRATION**

The majority of inflow is caused by:

- Illegal connections into the sewer network through roof and property connections
- Unsealed or damaged manhole lids
- Damaged sewer network ancillary structures located on properties, which include boundary shafts, inspection outlets and overflow relief gullies. These structures when damaged will allow inflow of stormwater and/or
- Stormwater drainage issues leading to flash flooding during heavy rains may result in the ingress of stormwater through overflow relief gullies

The majority of infiltration is caused by:

- Damaged (broken or cracked), deteriorated or faulty underground sewer pipes (likelihood of deterioration increases with the age of pipes) and connections. Tree roots are one of major contributors to damaged underground sewer assets
- Age of houses and standard of drainage works on private properties
- Damaged or deteriorated manholes

Figure 1 shows typical sources of inflow and infiltration into the sewer network.

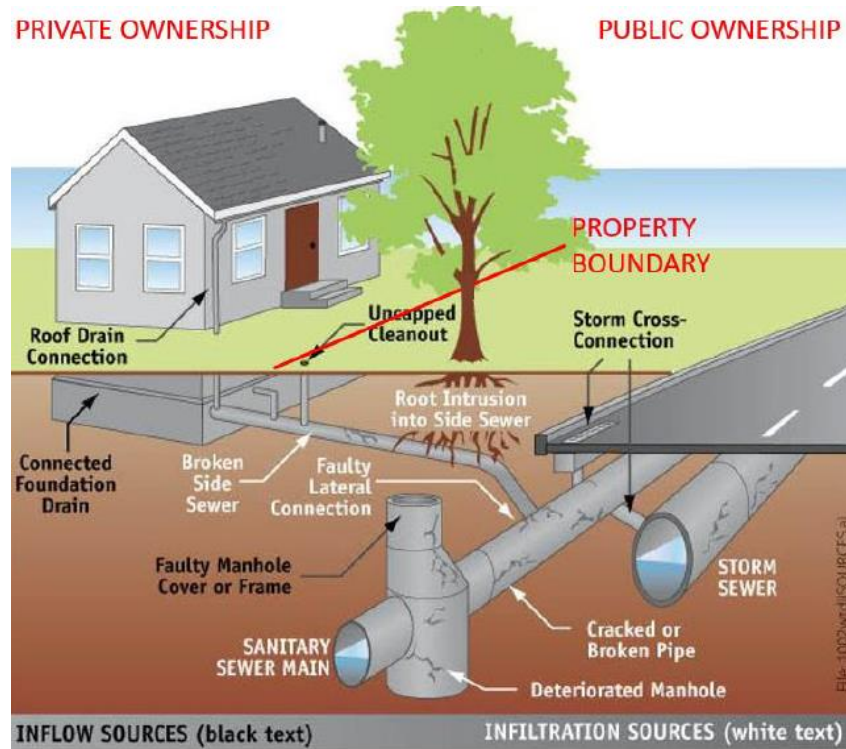


Figure 1 - Typical sources of inflow and infiltration into sewer network

#### INFLOW & INFILTRATION IN CASINO

I&I management has been an issue for Richmond Valley Council (RVC) for some time. High levels of I&I occur within the Casino sewage system, with storm inflows regularly exceeding pump station and treatment plant capacities, which often results in sewerage overflow into the environment and adjoining properties. Casino Wastewater Treatment Plant receives more than 12 times the volume of sewerage during wet weather events, compared to the Average Dry Weather Flow (ADWF). This amount of I&I is unacceptable. The amount of acceptable I&I varies, but approximately 10-15 per cent of the total flow volume is commonly considered to be acceptable during ADWF. The peak wet weather flow (PWWF) of 5 times of the ADWF is accepted as normal.

RVC is in the process of putting together a business case for the replacement of the Casino Sewage Treatment Plant (STP). The new STP will accept higher throughput of sewerage to accommodate the industrial and residential growth and it will also produce better quality treated effluent. However, the STP will not be capable of accommodating I&I, without impacting the treated effluent quality. If RVC builds the new STP to accommodate I&I the cost of the new STP will be substantially higher. Based on the experiences of other water authorities that have renewed or replaced their STPs, it is likely that the EPA will introduce tighter controls for treated effluent for the new STP and therefore, it is imperative the I&I challenges are resolved.

In December 2022 the NSW Environment Protection Authority issued a variation for the Casino WWTP's Environment Protection Licence (EPL), which included a Pollution Reduction Program (PRP) to address I&I in Casino. The details of the PRP are in Figure 2. The Water and Sewer (W&S) team is collating the information to respond to the EPA.

<p><b>8 Pollution Studies and Reduction Programs</b></p> <p><b>U1 PRP U1 - Stormwater Infiltration and Inflow Abatement Program</b></p> <p>U1.1 Initial Report</p> <p>The license must produce and submit a report to the EPA email address EPA.Northopsregional@epa.nsw.gov.au, which includes a map which identifies the conditions of all sewerage mains across the Casino Sewerage Reticulation System (CSRS). The report must:</p> <ol style="list-style-type: none"> <li>1. Detail the criteria and any reference document used to establish the condition classification of sewerage mains;</li> <li>2. Identify the mains relining and CCTV inspection schedule and timeframes for specific sewer main;</li> <li>3. Include details of the timeline for actions to be taken by the licensee to remove illegal stormwater connections to the CSRS;</li> <li>4. Identify flow volume monitoring systems and measures the licensee will implement to monitor and report on the reduction in infiltration and inflow as a result of the relining program.</li> </ol> <p>Compliance Date: 28 April 2023</p>
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**Figure 2 – PRP for Casino WWTP (Stormwater Infiltration and Inflow Abatement Program)**

#### **CASINO STORMWATER NETWORK CHALLENGES**

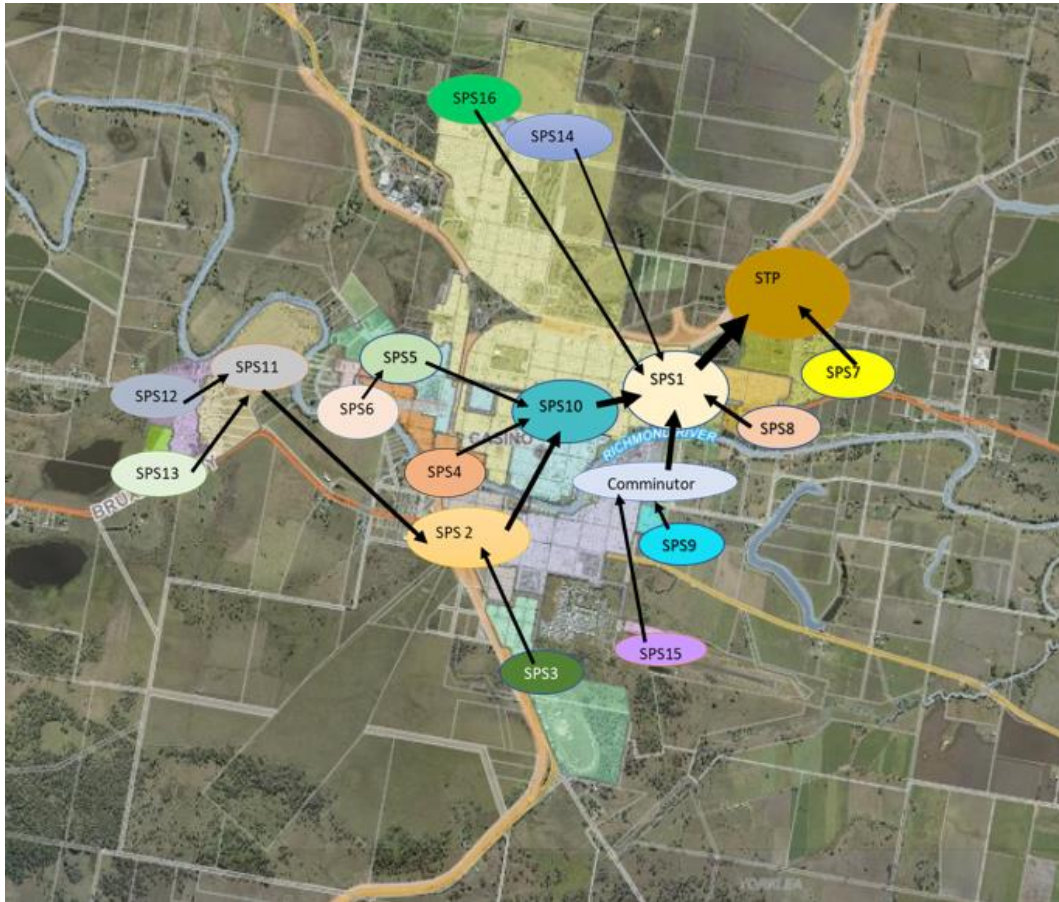
Casino has an aged and undersized stormwater network that contributes to the sewerage system inflow. Over the previous two years, Council has been investigating the above and below ground stormwater network and has recently been provided with a report that details the shortcomings. The report concludes that the town's stormwater drainage is significantly under capacity and most of the stormwater ponding areas are located within the catchment for the main stormwater drainage trunk.

Any stormwater that ponds in residential areas where it can flow into ORRG's, manholes or inspection shafts will contribute to the sewerage system inflow and will exacerbate the problems being experienced.

Council is at the stage where the consultant is working through engineering solutions for the problem stormwater locations in Casino. Based on what is already known, the solutions will be expensive (tens of millions of dollars) and there is currently no known funding source for the works.

It is critical to understand that the I&I problem in Casino is inextricably linked to its stormwater problems and the following section will further highlight this.

Figures 3 and 4 show the details of the sewage pump station (SPS) network for Casino. The SPS network is intricate and interdependent. The SPS network is required to work synergistically under normal conditions. If a SPS that is receiving sewage from multiple SPS's fails or there is a blockage within the sewer network, the flow on effect can result in sewage build up in the network and may result in a sewage overflow. During wet weather conditions, when I&I peaks the chances of an individual SPS or the network not being able to keep up with the volume of stormwater contaminated sewage is high, which increases the probability of a sewerage overflow.



**Figure 3 – Casino Sewage Pump Station Network Layout**

To demonstrate the current impact of I & I on Casino’s sewer infrastructure, the data from a recent rainfall event has been analysed. Casino received 55mm of rainfall on 30 January 2023 and 45mm on 31 January 2023. Figures 5, 6 and 7 show pump operating durations and the level of sewage in the wells at Casino SPS 603, 606 and 610 respectively. The spikes in both level and pump operating time occurs immediately following the rainfall events, with these trends tapering off soon after the event. This shows that the surge in sewage volume is mainly due to inflow because if infiltration was the main reason for the surge, the increase would be steady and long lasting. It should be noted that this data is a snapshot of only three sewer pump station catchments. However, the impact of I&I in Casino is widespread and not just restricted to these catchments. The cumulative impact of I&I on all catchments is demonstrated in Figure 8, which shows the increase of sewage volumes at Casino WWTP.



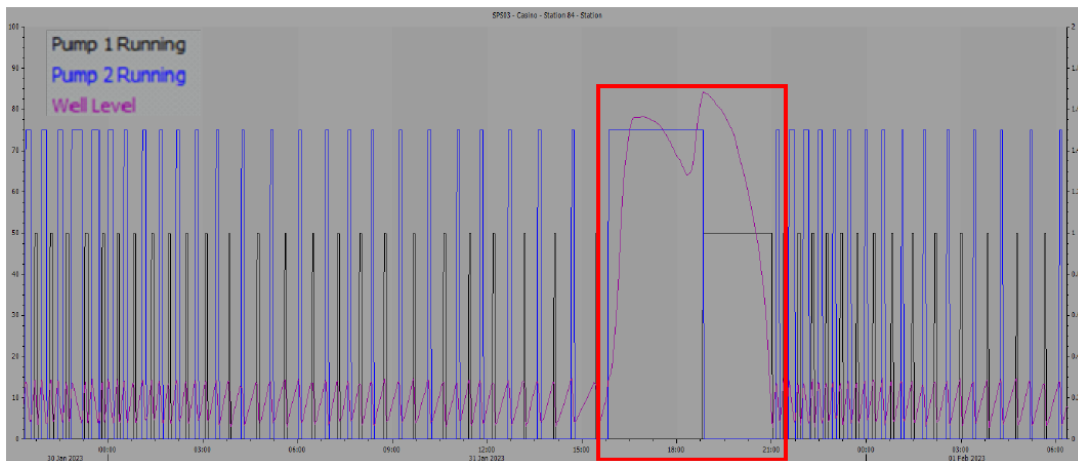


Figure 5 – I&I Impact on Casino Sewage Pump Station 603

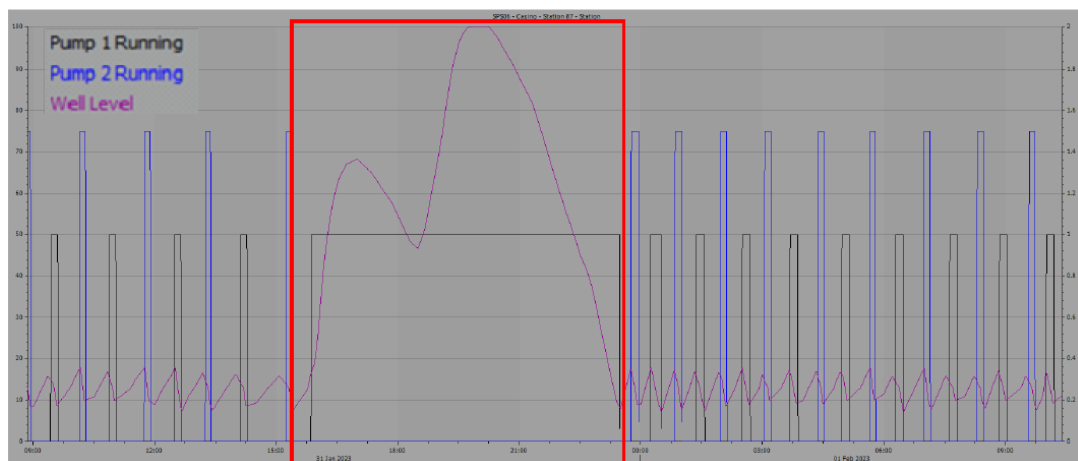


Figure 6 – I&I Impact on Casino Sewage Pump Station 606

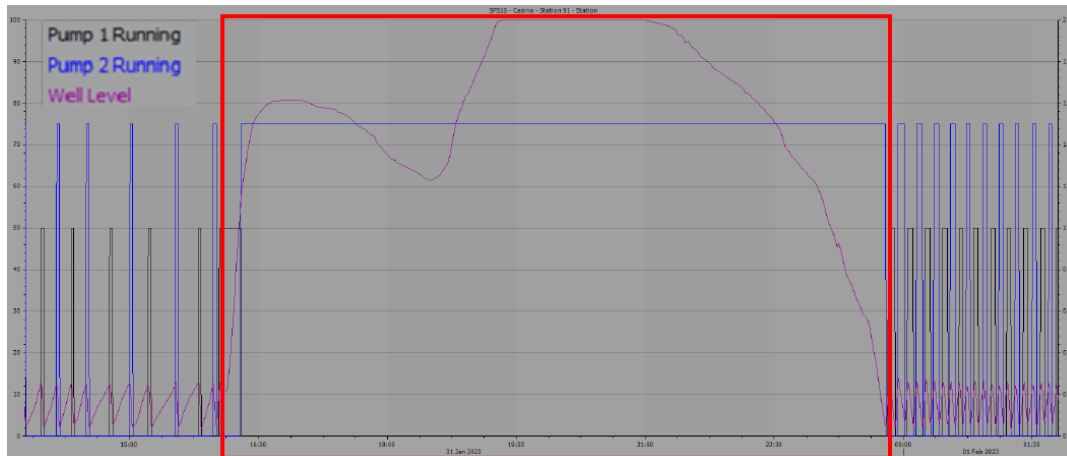


Figure 7 – I&I Impact on Casino Sewage Pump Station 610

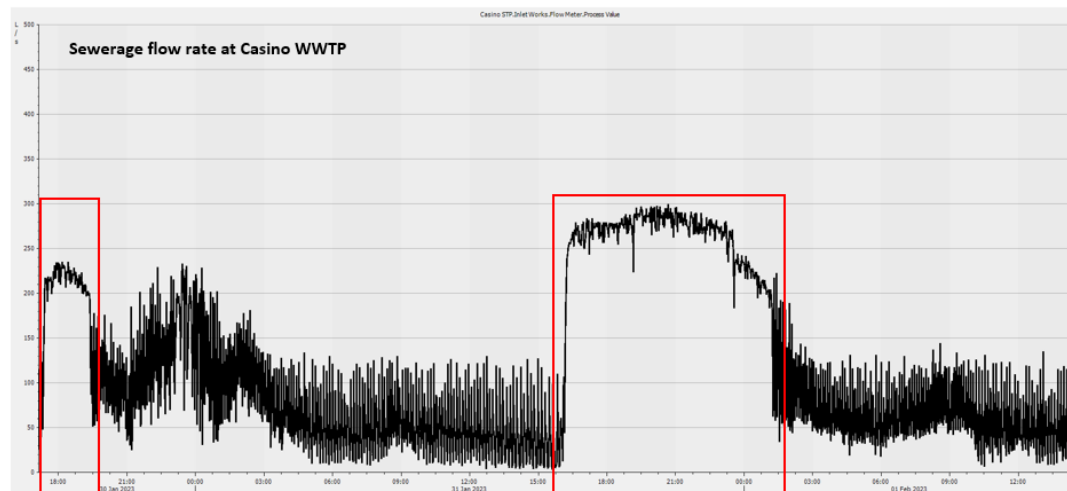


Figure 8 – I&I Impact on Casino Wastewater Treatment Plant

**CASINO NETWORK DESCRIPTION**

The total length of sewerage mains in Casino is 102.3 km. Based upon the current information within Councils’ Asset Register, approximately 32.5 km of Asbestos Cement (AC) sewer mains and 15.1 km of concrete sewer mains are in service and still unlined.

The W&S team undertakes a CCTV inspection and maintenance program for the reticulation network, the goal being to inspect at least 1 km per week, however achieving this has been difficult due to unplanned maintenance work. Recent unprecedented weather has exacerbated the situation. Council is aiming to have all backlog sewer mains inspections completed within the next 3.5 years.

Council also undertakes a relining program for its sewer mains. The relining is generally based on CCTV inspection results and criticality of a sewer main, including material, condition, pipe diameter, location, and age. The program aims to reline 4 - 5km of sewer mains every two years at a cost of

approximately \$800,000. While undertaking inspections the CCTV team also identifies damaged sewer junctions. A sewer junction is a connection point for a property's sewer to discharge into Council's sewer main. A damaged sewer junction allows stormwater ingress into the sewer. The Water & Sewer team undertakes about 30 to 40 sewer junction repairs annually.

### **INFLOW & INFILTRATION STRATEGY**

In 2009 and 2011 RVC contracted Regional Australian Infiltration Network (R.A.I.N) to carry out investigations into Casino's sewer catchments to determine the source of inflow and infiltration. The investigation involved the inspection and reporting of all access chambers in the network as well as the smoke testing/visual inspection of all exterior plumbing on every property in Casino. The investigation identified defects, however the success of any follow up works on the overall I & I have not been well measured or quantified.

In July 2021 RVC contracted Willow + Sparrow Pty Ltd to undertake a Pilot Study to investigate inflow and infiltration for the Casino network, which resulted in prioritisation of sewer pump stations 604, 606, 607 and 609 catchments. The aim of the study was to develop an effective procedure for inspections and ascertain options for the rectification of defects identified. Willow + Sparrow have extensive experience in investigating I&I and have been working with Byron Shire Council for the past 3 years not only investigating I&I, but also managing the works to rectify the defects. In November 2022 RVC contracted Willow + Sparrow to undertake an I&I investigation for Casino sewer pump station 608 and the Comminutor catchment.

Based on lessons learned from the two recent investigations completed by Willow + Sparrow the W&S team has prepared this strategy. The strategy presents a methodology for prioritising I&I investigations, developing a program for field investigations, identifying defects causing I&I, repairing 'easy to rectify' defects, and reviewing the remaining defects for asset renewals or future upgrades.

The strategy is separated into different sub-strategies for privately owned infrastructure and Council owned infrastructure. Repairs to Council owned infrastructure is simpler for the Council to implement as we own the infrastructure and have access to it. Repairs to privately owned infrastructure is more difficult because Council relies on legislation to enforce property owners to undertake repairs or in the event this does not happen to undertake the repairs and then seek to recover costs. Repairs are dependent on the owner's compliance.

### **ACTIONS**

#### **Public Education**

- Update RVC's Inflow & Infiltration factsheet. The factsheet was developed in 2021 and posted to all residents and business owners. The updated factsheet will include notice that:
  - (i) A person who undertakes any water supply work, sewerage work or stormwater drainage work that is in contravention of any requirement or specification contained in the regulations or other prescribed standard can be fined \$2,200 by Council under s634 of the Local Government Act
  - (ii) A person who discharges any prohibited matter, in this case stormwater into a public sewer or a fitting connected to a public sewer can be fined \$2,200 by Council under s638 of the Local Government Act
- Update RVC's sewer connection standards for all properties to include a concrete-surround for all inspection openings and overflow relief gullies
- Outline who is responsible for payment for I&I repairs on private property

### **Identify Priority Catchments**

This requires categorising of the sewer pump station catchments to plan the program of investigation works. This will be determined by:

- Assessing flows, sewer pump station well levels and pump run times. This will be done using data from SCADA
- Review rainfall data for inflow and saturated ground conditions for infiltration
- Review existing network information (design, capacity, wet weather flows and dry weather flows)
- Further assessment of flows, if required, by installing temporary flow meters

### **Field Investigations**

#### RVC Network

Typical field investigations of the RVC network will consist of:

- Inspection of manholes
- CCTV inspection of pipes and laterals/house connections
- Smoke testing
- Dye testing

Inspections of manholes and the CCTV inspection of pipes and connections are considered higher priority as they are non-invasive investigations. In addition, these inspections provide condition assessments of the assets that might require updating and adding to the asset renewal program. A manhole with an I&I issue generally has tell-tale signs of water ingress, especially during and after a rainfall event.

The W&S team is developing a procedure for manhole inspections. Although Council's asset monitoring tool, Fulcrum, has a manhole inspection form, it will be reviewed and if required, updated to ensure that it captures all relevant information. A standard form will be used because manhole inspections tend to be extremely subjective. By using a standard inspection form information collected at each manhole will be consistent and the potential for missing data will be minimised. In manholes, wall staining, deposits and growths at joints, root intrusion along with accumulation of sediment on benches is commonly seen when I&I is occurring. Manhole inspections provide data on manhole size, construction method and condition, inlet(s) and outlet(s), the presence of infiltration, the potential for inflow, and debris accumulation at the inspection locations.

The W&S team will continue to identify sewer junction repairs and where the repair work is Council's responsibility, prioritise and subsequently undertake the work. Due to excessive workload and shortage of staff there is an existing backlog of sewer junction repairs. To help reduce this backlog, some repairs have been outsourced to local plumbers.

#### Privately Owned Assets

Most of the inflow is caused by illegal rainwater connections into the sewer network; and/or landscaping that diverts stormwater into manholes or overflow relief gullies (ORGs). It is illegal to:

- direct stormwater into an overflow relief gully
- direct a rainwater tank overflow into an overflow relief gully
- direct rainwater runoff from paving or landscaping into an overflow relief gully
- connect stormwater drains to the sewer system.

Typical field investigations of privately owned assets consist of:

- Property inspections to identify downpipes discharging to the overflow relief gully, broken or damaged overflow relief gullies, and broken or damaged inspection openings

- Smoke testing and CCTV inspections (to locate cracked sewer junctions in house connections)
- Dye testing

Dye testing will be required if the repair work undertaken in a catchment does not reduce I&I for the catchment, which will be evident from the monitoring of the catchment's sewage pump station. Some property owners have stormwater connected to the sewer using a P-trap. A P-trap is shaped like a "P" that is used in sewer connections and can be found under sinks, tubs, and showers. A P-trap holds just enough water to create an airtight seal that prevents sewer gas and odour from backing up into a property. When stormwater is connected into sewer with a P-trap the illegal connection cannot be identified by smoke testing because water in a P-trap will prevent smoke coming out of the gutters on the house/structure.

### **Undertaking Rectification Works**

#### RVC Network

- Collate the defects highlighted in the investigations and record these in Fulcrum and/or Intramaps
- Separate rectification works; Water & Sewer (W&S) team and contractors
- Select contractor(s) through RFQ process
- Continue to undertake sewer junction repairs as they are identified
- Undertake and monitor rectification works completed
- Monitor the sewage flow and sewer pump station data (pump runtime, well levels etc.) before and after the rectification work, during wet weather events

#### Privately Owned Assets

- Issue notification to property owner for rectification and follow the I&I Breach Procedure (the procedure prescribes the timeframes for the rectification)
- Upload the communication into ECM and Asset Master
- Send reminder notices to property owner
- If no response received after the prescribed period, undertake rectification work at owner's cost
- If a property owner completes rectification, W&S team member inspects the work
- Completed work uploaded into ECM and Asset Master
- Monitor the sewage flow and sewer pump station data (pump runtime, well levels etc.) before and after the rectification work, during wet weather events

Achieving measurable reductions in I&I through work on private property will depend on public engagement. Strong communication will be critical in achieving this. Educating residents on the causes and effects of I&I, and the consequent environmental and public health benefits and savings to ratepayers from reduced capital and operating expenditure at least will help motivate some residents to implement works. The W&S team will work with the Communications, Events and Tourism team to develop communications, which would include:

- Web page on Council's website
- I & I Brochure

### **RECOMMENDATIONS**

- 1 Undertake inspection of manholes for the sewer pump station catchments that have already been investigated by Willow + Sparrow:
  - Hire FITT Resources under Local Government Procurement Contract LGP420. FITT Resources will use RVC's Fulcrum software to inspect and log the manhole inspections.
  - Prioritise manholes for repair/renewal

- Hire FITT Resources to complete repair work for 20 manholes at a time. The W&S team will inspect the repair work and if repair work is deemed acceptable, progressively release 20 manholes for repair/renewal
- 2 Undertake detailed I&I investigation of Discovery Parks, Glen Villa Resort, at 115 Johnston Street, Casino. An I&I investigation completed by Willow + Sparrow in November 2022 identified this business as a major contributor of I&I
    - Hire Willow + Sparrow, under a Procurement Exemption, to undertake an ongoing I&I investigation.
    - Based on the outcomes of the investigation, issue rectification works notice to Discovery Parks
    - W&S team will inspect the work completed
  - 3 Undertake desktop study of sewer pump station catchments progressively to prioritise for I&I investigation
  - 4 Employ Willow + Sparrow, under a Procurement Exemption, to undertake ongoing I&I investigations.

#### **TIMEFRAME**

The strategy will focus on I&I investigations and rectification until the end of FY 2023/2024. It will be difficult to commit to a timeline after that because of too many unknowns. It is imperative that rectification works are undertaken as soon as an investigation is complete as most of the effort will be required in rectification works. Therefore, the immediate focus is on undertaking rectification works in the catchments where I&I investigations have been completed, which include the Comminutor, SPS608, SPS604, SPS606, SPS607 & SPS609. It is expected that this will be completed by end FY 2023/2024.

The W&S team will review catchment data in February-March 2024 to prioritise other catchment(s) to release for I&I investigations. This will generate further work for rectification. The W&S team anticipates that I&I work will take up to 5 years to complete.

#### **FY 2022/2023**

##### (1) RVC Network

###### a) Manholes

- Undertake manhole inspections for Catchments SPS 604, 606, 607, 608, 609 and the Comminutor catchment– The aim is to inspect 200-230 manholes in a catchment at a time. Based on the outcome of the inspections, prioritise the manholes in terms of repair works required.
- Undertake manhole repair progressively
- Monitor repair work

###### b) CCTV inspections

- Undertake routine CCTV inspections in accordance with the schedule put together by Assets team and Water & Sewer engineering team
- Prioritise repair work identified
- Undertake repair work or if renewal required, include in capital projects program

###### c) Undertake desktop study to identify catchments for future investigations

(2) Privately Owned Assets

- a) Undertake an investigation at Discovery Parks, Glen Villa Resort, at 115 Johnston Street, Casino
- Issue notice of repair work
  - Monitor repair work
- b) Property Owners
- Issue notices of repair work required to property owners for Catchments SPS 604, 606, 607, 608, 609 and the Comminutor catchment
  - Monitor repair work

**FY 2023/2024**

(1) RVC Network

- a) Manholes
- Continue manhole inspections for Catchments SPS 604, 606, 607, 608, 609 and the Comminutor catchment – The aim is to inspect 200-230 manholes in a catchment at a time. Based on the outcome of the inspections, prioritise the manholes in terms of repair works required.
  - Undertake manholes repair progressively
  - Monitor repair work
- b) CCTV inspections
- Undertake routine CCTV inspections in accordance with the schedule put together by Assets team and Water & Sewer engineering team
  - Prioritise repair work identified
  - Undertake repair work or if renewal required, include in capital projects program
- (2) Privately Owned Assets (Property Owners)
- Issue notices of repair work required
  - Monitor repair work for the notices sent to property owners for Catchments SPS 604, 606, 607, 608, 609 and the Comminutor catchment Privately Owned Assets

**SUMMARY**

The strategy presents a methodology for prioritising investigations; identifying defects causing I&I; developing a program of investigations; repairing defects, implementing asset renewals or upgrades, and quantifying the effectiveness of reduction measures.

The strategy has been separated into private and public side infrastructure. Repairs to the public side will be simpler for the Council to implement as they own and have greater access to the assets. Repairs to the private side will be more difficult as, although Council can enforce repairs and recover costs if necessary, repairs are dependent on public compliance.

The steps in the strategy are presented as a flow chart in Figure 9.

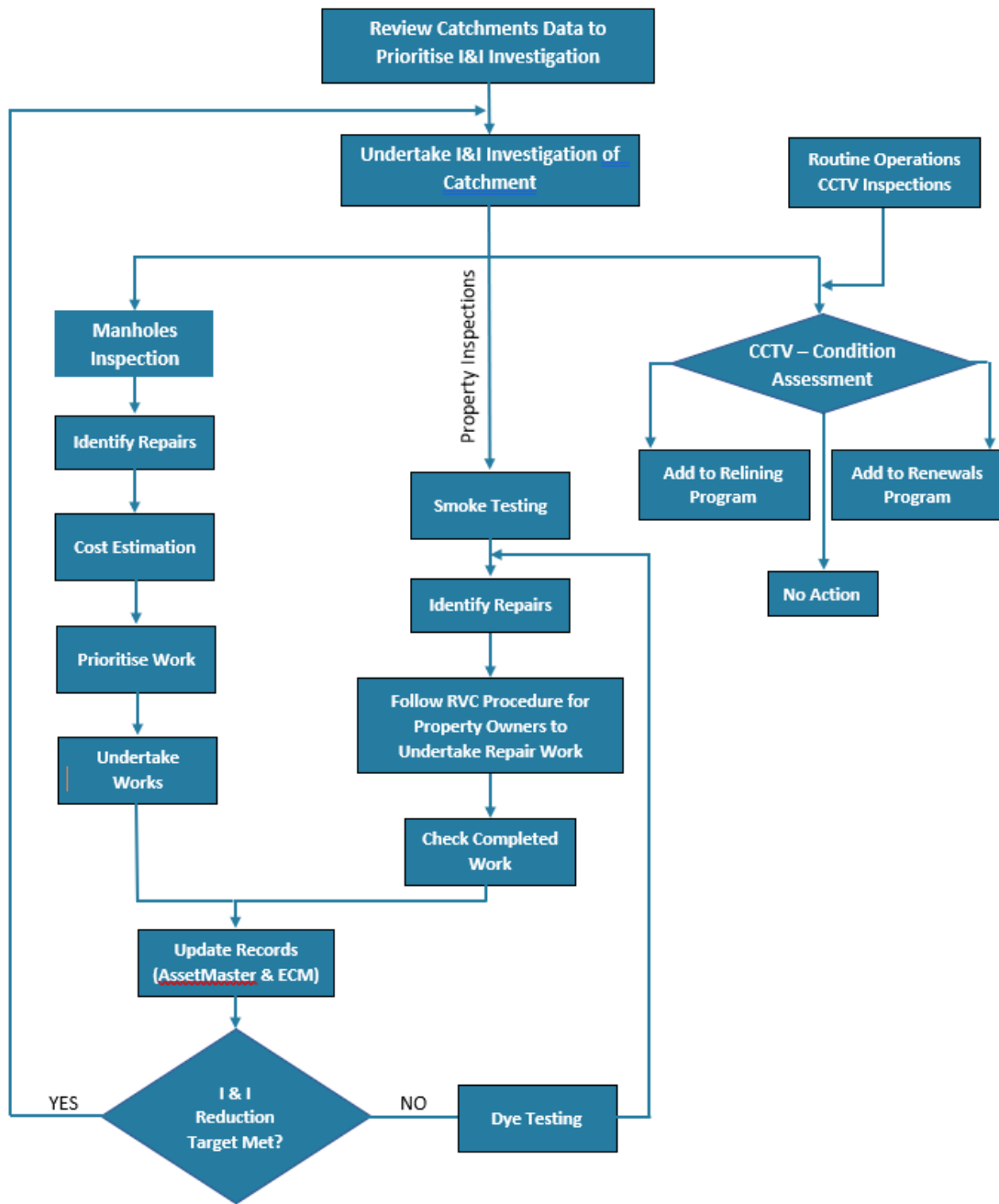


Figure 9 – Flow Chart of I&I Work



**BUDGET**

Given the nature of the I & I Strategy, it is difficult to quantify the exact budget costs for investigations and repairs during the scoping stage of the project. The actual condition of the assets can only be assumed until such a point when inspections are complete. The W&S team will be prioritising and undertaking the repairs of infrastructure after work is identified, sequentially. Therefore, the repairs identified throughout the investigation and prioritisation process will determine the forward works and workload.

As the W&S team will be undertaking inspections on a staged approach, overall workload and therefore budgets to achieve a targeted reduction of the I & I with the Casino system (as well as the other sewer systems) cannot yet be determined. The budgets will be refined as investigations are complete, with more accuracy for repairs likely to be applied within the 3-year budget horizon, following the initial investigations and prioritisations of repairs works.

The tables below show the approximate budget for FY 2022/2023 and FY 2023/2024.

**FY 2022/2023**(1) RVC Network

<b>Activity</b>	<b>Budget FY 2022/2023</b>	<b>Actuals FY 2022/2023</b>
Infiltration Survey/Inspection <i>Works to be allocated from this account</i>	\$67,558	\$11,120
Manholes Maintenance	\$33,104	\$17,644
Manholes Repair <i>Works to be allocated from this account</i>	\$200,000	\$7,150
CCTV Inspections (Internal)	\$166,419	\$111,358
Sewer Junction Repairs	\$80,000	\$46,010
<b>TOTAL</b>	<b>\$547,081</b>	<b>\$193,282</b>

**FY 2023/2024**RVC Network

<b>Activity</b>	<b>Budget FY 2023/2024</b>
Infiltration Survey/Inspection <i>Works to be allocated from this account</i>	\$100,107
Manholes Maintenance	\$34,162
Manholes Repair <i>Works to be allocated from this account</i>	\$200,000
Relining	\$1,600,000
CCTV Inspections (Internal)	\$171,674
Catchment Desktop Study	-
CCTV Inspections (External)	-
Sewer Junction Repairs	\$100,000
<b>TOTAL</b>	<b>\$2,205,943</b>



# Concise Investment Report Pack

Richmond Valley Council

1 June 2023 to 30 June 2023



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## 1. Portfolio Valuation As At 30 June 2023

	Security Rating	Face Value Original	Face Value Current	Market Value	% Total Value	Running Yield	Weighted Running Yield
<b>Fixed Interest Security</b>							
<b>At Call Deposit</b>							
CBA Business Online Saver Acct RVC At Call	S&P ST A1+	15,955,000.00	15,955,000.00	<b>15,955,000.00</b>	17.60%	4.20%	
CBA General Fund Bk Acct RVC At Call	S&P ST A1+	8,538,321.95	8,538,321.95	<b>8,538,321.95</b>	9.42%	3.10%	
CBA Trust Acct RVC At Call	S&P ST A1+	87,050.17	87,050.17	<b>87,050.17</b>	0.10%	2.80%	
NAB Business Cheque Acct RVC At Call	S&P ST A1+	24.71	24.71	<b>24.71</b>	0.00%	0.00%	
		<b>24,580,396.83</b>	<b>24,580,396.83</b>	<b>24,580,396.83</b>	<b>27.11%</b>		<b>1.03%</b>
<b>Floating Rate Note</b>							
Auswide 0.9 06 Nov 2023 FRN	Moody's	750,000.00	750,000.00	<b>750,000.00</b>	0.83%	5.19%	
Auswide 0.6 22 Mar 2024 FRN	Moody's	1,500,000.00	1,500,000.00	<b>1,500,000.00</b>	1.65%	4.89%	
Auswide 1.5 17 Mar 2026 FRN	Moody's	1,000,000.00	1,000,000.00	<b>1,000,000.00</b>	1.10%	5.79%	
MACQ 0.48 09 Dec 2025 FRN	Moody's A2	1,000,390.00	1,000,390.00	<b>1,000,390.00</b>	1.10%	4.76%	
MYS 0.65 16 Jun 2025 FRN	Moody's	1,500,000.00	1,500,000.00	<b>1,500,000.00</b>	1.65%	4.94%	
		<b>5,750,390.00</b>	<b>5,750,390.00</b>	<b>5,750,390.00</b>	<b>6.34%</b>		<b>0.32%</b>
<b>Fixed Rate Bond</b>							
NTTC 1.1 15 Dec 2025 - Issued 10 September 2021 - Richmond Council Fixed	Moody's Aa3	2,000,000.00	2,000,000.00	<b>2,000,000.00</b>	2.21%	1.10%	
		<b>2,000,000.00</b>	<b>2,000,000.00</b>	<b>2,000,000.00</b>	<b>2.21%</b>		<b>0.02%</b>
<b>Unit Trust</b>							
NSWTC Long Term Growth Fund UT		3,000,000.00	3,090,306.65	<b>3,090,306.65</b>	3.41%	23.04%	
NSWTC Medium Term Growth Fund UT		11,005,029.35	12,247,017.05	<b>12,247,017.05</b>	13.51%	1.80%	
		<b>14,005,029.35</b>	<b>15,337,323.70</b>	<b>15,337,323.70</b>	<b>16.92%</b>		<b>1.03%</b>



## 1. Portfolio Valuation As At 30 June 2023

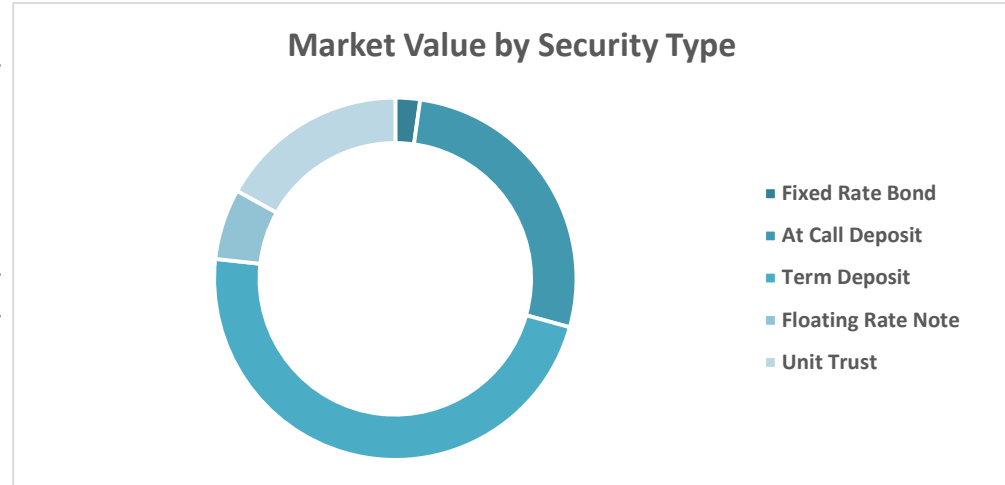
### Term Deposit

AMP 4.65 12 Sep 2023 182DAY TD	S&P ST A2	1,000,000.00	1,000,000.00	<b>1,000,000.00</b>	1.10%	4.65%
AMP 4.95 24 Oct 2023 183DAY TD	S&P ST A2	2,000,000.00	2,000,000.00	<b>2,000,000.00</b>	2.21%	4.95%
AMP 5.05 22 Nov 2023 184DAY TD	S&P ST A2	1,000,000.00	1,000,000.00	<b>1,000,000.00</b>	1.10%	5.05%
AMP 5.15 29 Nov 2023 184DAY TD	S&P ST A2	2,000,000.00	2,000,000.00	<b>2,000,000.00</b>	2.21%	5.15%
AMP 5.15 30 Nov 2023 184DAY TD	S&P ST A2	2,000,000.00	2,000,000.00	<b>2,000,000.00</b>	2.21%	5.15%
AMP 5.3 07 Dec 2023 183DAY TD	S&P ST A2	2,000,000.00	2,000,000.00	<b>2,000,000.00</b>	2.21%	5.30%
AUBANK 4.55 22 Aug 2023 181DAY TD	S&P ST A2	2,000,000.00	2,000,000.00	<b>2,000,000.00</b>	2.21%	4.55%
Auswide 4.55 05 Jul 2023 92DAY TD	Moody's ST	2,000,000.00	2,000,000.00	<b>2,000,000.00</b>	2.21%	4.55%
Auswide 4.75 28 Aug 2023 182DAY TD	Moody's ST	1,000,000.00	1,000,000.00	<b>1,000,000.00</b>	1.10%	4.75%
Auswide 5 05 Sep 2023 90DAY TD	Moody's ST	2,000,000.00	2,000,000.00	<b>2,000,000.00</b>	2.21%	5.05%
Auswide 5 05 Sep 2023 90DAY TD	Moody's ST	2,000,000.00	2,000,000.00	<b>2,000,000.00</b>	2.21%	5.05%
BOQ 4.45 27 Jul 2023 150DAY TD	Moody's ST	2,000,000.00	2,000,000.00	<b>2,000,000.00</b>	2.21%	4.45%
BOQ 4.45 31 Jul 2023 152DAY TD	Moody's ST	1,000,000.00	1,000,000.00	<b>1,000,000.00</b>	1.10%	4.45%
BOQ 4.55 24 Aug 2023 182DAY TD	Moody's ST	2,000,000.00	2,000,000.00	<b>2,000,000.00</b>	2.21%	4.55%
BOQ 4.55 24 Aug 2023 182DAY TD	Moody's ST	2,000,000.00	2,000,000.00	<b>2,000,000.00</b>	2.21%	4.55%
JUDO 5.35 26 Sep 2023 90DAY TD	S&P ST A3	3,000,000.00	3,000,000.00	<b>3,000,000.00</b>	3.31%	5.35%
JUDO 5.35 27 Sep 2023 90DAY TD	S&P ST A3	3,000,000.00	3,000,000.00	<b>3,000,000.00</b>	3.31%	5.35%
JUDO 4.85 28 Sep 2023 120DAY TD	S&P ST A3	2,000,000.00	2,000,000.00	<b>2,000,000.00</b>	2.21%	4.85%
JUDO 5.4 28 Sep 2023 90DAY TD	S&P ST A3	3,000,000.00	3,000,000.00	<b>3,000,000.00</b>	3.31%	5.40%
SCC 4.8 29 Aug 2023 92DAY TD	Unrated ST	1,000,000.00	1,000,000.00	<b>1,000,000.00</b>	1.10%	4.80%
SCC 4.8 29 Aug 2023 92DAY TD	Unrated ST	1,000,000.00	1,000,000.00	<b>1,000,000.00</b>	1.10%	4.80%
Summerland 5.2 21 Sep 2023 92DAY TD	Unrated ST	1,000,000.00	1,000,000.00	<b>1,000,000.00</b>	1.10%	5.20%
Summerland 5.55 21 Dec 2023 183DAY TD	Unrated ST	1,000,000.00	1,000,000.00	<b>1,000,000.00</b>	1.10%	5.55%
TMC 4.9 23 Nov 2023 273DAY TD	Unrated ST	2,000,000.00	2,000,000.00	<b>2,000,000.00</b>	2.21%	4.90%
		<b>43,000,000.00</b>	<b>43,000,000.00</b>	<b>43,000,000.00</b>	<b>47.43%</b>	<b>2.34%</b>
<b>Portfolio Total</b>		<b>89,335,816.18</b>	<b>90,668,110.53</b>	<b>90,668,110.53</b>	<b>100.00%</b>	<b>4.75%</b>



## 2. Portfolio Valuation By Categories As At 30 June 2023

Security Type	Market Value	% Total Value
Fixed Rate Bond	2,000,000.00	2.21%
At Call Deposit	24,580,396.83	27.11%
Term Deposit	43,000,000.00	47.43%
Floating Rate Note	5,750,390.00	6.34%
Unit Trust	15,337,323.70	16.92%
<b>Portfolio Total</b>	<b>90,668,110.53</b>	<b>100.00%</b>





**2. Portfolio Valuation By Categories As At 30 June 2023**

Issuer	Market Value	% Total Value
AMP Bank Ltd	10,000,000.00	11.03%
Australian Unity Bank	2,000,000.00	2.21%
Auswide Bank Limited	10,250,000.00	11.30%
Bank of Queensland Ltd	7,000,000.00	7.72%
Commonwealth Bank of Australia Ltd	24,580,372.12	27.11%
Judo Bank	11,000,000.00	12.13%
Macquarie Bank	1,000,390.00	1.10%
MyState Bank Ltd	1,500,000.00	1.65%
National Australia Bank Ltd	24.71	0.00%
Northern Territory Treasury Corporation	2,000,000.00	2.21%
NSW Treasury Corporation	15,337,323.70	16.92%
Southern Cross CU	2,000,000.00	2.21%
Summerland Credit Union	2,000,000.00	2.21%
Transport Mutual Credit Union Limited	2,000,000.00	2.21%
<b>Portfolio Total</b>	<b>90,668,110.53</b>	<b>100.00%</b>

