



# **ATTACHMENTS**

**Tuesday, 19 December 2023**

**UNDER SEPARATE COVER**

**Ordinary Council Meeting**



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Richmond  
Valley  
Council



# MINUTES

## Ordinary Council Meeting 21 November 2023



## ORDINARY COUNCIL MEETING MINUTES

21 NOVEMBER 2023

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## ORDINARY COUNCIL MEETING MINUTES

21 NOVEMBER 2023

**MINUTES OF RICHMOND VALLEY COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBERS, 10 GRAHAM PLACE, CASINO  
ON TUESDAY, 21 NOVEMBER 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 and Cr Debra McGillan.

**IN ATTENDANCE:** Vaughan Macdonald (General Manager), Ryan Gaiter (Director Organisational Services), Ben Zeller (Director Projects & Business Development), Jenna Hazelwood (Chief of Staff), Andy Edwards (Manager Development & Certification), Hayley Martin (Principal Accountant), Julie Clark (Personal Assistant to the General Manager and Mayor), Simon Breeze (IT Support Coordinator).

Council noted the apology received from Director of Community Service Delivery, Angela Jones.

## **1 ACKNOWLEDGEMENT OF COUNTRY**

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

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

## **2 PRAYER**

The meeting opened with a prayer by the General Manager.

## **3 PUBLIC ACCESS**

Nil

## **4 APOLOGIES**

### **RESOLUTION 211123/1**

Moved: Cr Stephen Morrissey

Seconded: Cr Sam Cornish

That the apologies received from Cr Patrick Deegan and Cr Sandra Humphrys be accepted and leave of absence granted.

**CARRIED**

## ORDINARY COUNCIL MEETING MINUTES

21 NOVEMBER 2023

**Presentation – Richmond Valley Council's Financial Report 2023**

At this point in the meeting, the Mayor invited Council's Auditor, Mr Adam Bradfield, of Thomas Noble and Russell to address the meeting.

Mr Bradfield provided a presentation on the Report on the Conduct of the Audit for the year ended 30 June 2023, noting an unmodified audit opinion on Council's Financial Statements, an improved operating result along with improvements in key benchmark ratios for the 2022-23 financial year.

**5 MAYORAL MINUTES****Service to Council**

The Mayor thanked and acknowledged staff member Roslyn Townsend for her 50 years of dedicated service to Council and the community.

**6 CONFIRMATION OF MINUTES****6.1 MINUTES ORDINARY MEETING HELD 17 OCTOBER 2023****RESOLUTION 211123/2**

Moved: Cr Robert Hayes

Seconded: Cr Debra McGillan

That Council confirms the Minutes of the Ordinary Meeting held on 17 October 2023.

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

Nil

**8 DECLARATION OF INTERESTS**

Cr Robert Hayes declared a pecuniary interest in relation to item 15.1 Modification of Approved Overheight Raising of Dwelling, due to being the applicant for the development application, and indicated that he would leave the meeting while this matter was being debated.

**9 PETITIONS**

Nil

**10 NOTICE OF MOTION**

Nil

## ORDINARY COUNCIL MEETING MINUTES

21 NOVEMBER 2023

**11 MAYOR'S REPORT****11.1 MAYORAL ATTENDANCE REPORT 10 OCTOBER - 14 NOVEMBER 2023****RESOLUTION 211123/3**

Moved: Cr Robert Mustow

Seconded: Cr Stephen Morrissey

That Council receives and notes the Mayoral Attendance Report for the period 10 October 2023 – 14 November 2023.

**CARRIED****12 DELEGATES' REPORTS****12.1 DELEGATES' REPORT NOVEMBER 2023 - ROUS COUNTY COUNCIL****RESOLUTION 211123/4**

Moved: Cr Robert Mustow

Seconded: Cr Stephen Morrissey

That Council receives and notes the Delegates' Report – Rous County Council for November 2023.

**CARRIED****13 MATTERS DETERMINED WITHOUT DEBATE****13.1 MATTERS TO BE DETERMINED WITHOUT DEBATE****RESOLUTION 211123/5**

Moved: Cr Stephen Morrissey

Seconded: Cr Sam Cornish

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

**CARRIED**

## ORDINARY COUNCIL MEETING MINUTES

21 NOVEMBER 2023

**14 GENERAL MANAGER****14.1 ANNUAL REPORT 2022/2023****EXECUTIVE SUMMARY**

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

**RESOLUTION 211123/6**

Moved: Cr Robert Mustow

Seconded: Cr Robert Hayes

That Council:

1. Receives and notes the Richmond Valley Council 2022/2023 Annual Report.
2. In accordance with section 428 of the *Local Government Act 1993*, posts the Annual Report on Council's website and provides a link to the Minister for Local Government and the Office of Local Government.

**CARRIED****14.2 RICHMOND VALLEY COUNCIL DISABILITY INCLUSION ACTION PLAN****EXECUTIVE SUMMARY**

Council has been working with key stakeholders over the past few months to remake its Disability Inclusion Action Plan, in accordance with legislative requirements. The draft Plan is now presented for Council's consideration.

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

It is proposed to exhibit the draft document for a period of 21 days before presenting the final Plan to Council's December meeting.

**RESOLUTION 211123/7**

Moved: Cr Robert Mustow

Seconded: Cr Sam Cornish

That Council endorses the Draft Richmond Valley Council Disability Inclusion Action Plan 2023-25 for public exhibition for a period of 21 days.

**CARRIED**

## ORDINARY COUNCIL MEETING MINUTES

21 NOVEMBER 2023

**14.3 TRANSPORT FOR NSW EXECUTIVE SAFETY LEADERSHIP SUMMIT****EXECUTIVE SUMMARY**

Representatives of local councils throughout Regional NSW gathered in Sydney last month for the Transport for NSW Executive Safety Leadership Summit. The Summit was part of an Enforceable Undertaking under the Work Health and Safety Act, which was agreed between Safework NSW and Transport for NSW, in response to a workplace fatality experienced by a regional road maintenance crew. The Summit aimed to build a shared commitment to improving safety culture throughout the local government sector, in partnership with Transport for NSW.

The key speakers at the Summit included the Minister for Regional Transport & Roads the Hon. Jenny Aitchison along with the Secretary Josh Murray and Deputy Secretary Matt Fuller from Transport for NSW. Those attending the Summit were asked to support a Statement of Common Commitment and it will be recommended that Council endorses this Statement and continues to build a positive safety culture for all members of its workforce. A number of actions are proposed in response to the key messages of the Summit and these are outlined in the report.

**RESOLUTION 211123/8**

Moved: Cr Robert Mustow

Seconded: Cr Robert Hayes

That Council

1. Receives and notes the Transport for NSW Executive Safety Leadership Summit Report;
2. Reaffirms its ongoing commitment to supporting the General Manager to improve safety culture and performance in Council's operations;
3. Endorses the Statement of Common Commitment to take reasonable steps to provide a healthy and safe workplace for all workers, contractors, suppliers and visitors involved in Council's work sites and facilities;
4. Notes the four key directions to support the Statement of Common Commitment and the actions outlined in this report to continue to develop a positive safety culture.

**CARRIED**

At 6:45 pm, Cr Robert Hayes left the meeting.

## ORDINARY COUNCIL MEETING MINUTES

21 NOVEMBER 2023

**15 COMMUNITY SERVICE DELIVERY****15.1 MODIFICATION OF APPROVED OVERHEIGHT RAISING OF DWELLING****EXECUTIVE SUMMARY**

Council has received a development application for alternations and additions to a flood-affected home at Woodburn. This includes raising the dwelling by 2.6m to help avoid future inundation. The proposal would result in the building being more than 10% above the permissible height limit and, therefore, it must be referred to Council for determination. As the home is located on a large rural lot and there will be no impacts on neighbouring properties, the variation is recommended for approval.

**RESOLUTION 211123/9**

Moved: Cr Stephen Morrissey

Seconded: Cr Sam Cornish

That pursuant to Clause 4.6 of *Richmond Valley Local Environmental Plan 2012* a variation in respect of Clause 4.3 Height of Buildings be granted for DA2023/0076.01, as outlined in this report.

**CARRIED**

At 6:48 pm, Cr Robert Hayes returned to the meeting.



## ORDINARY COUNCIL MEETING MINUTES

21 NOVEMBER 2023

**16 PROJECTS & BUSINESS DEVELOPMENT****16.1 CASINO STORMWATER DRAINAGE STUDY****EXECUTIVE SUMMARY**

Richmond Valley Council engaged Ardill Payne & Partners to develop a stormwater hydraulic model to study the impacts of stormwater flooding issues in Casino and the surrounding area.

Casino's main trunk and supporting stormwater infrastructure was constructed in the 1950's and 1960's, to relieve local flooding from stormwater drains during heavy rain. Since then, increased rain frequency, quantity, urban surface density and development has placed increasing pressure on the system, and some areas of Casino are experiencing localised flooding from minor events.

The Casino Stormwater Flooding Assessment Report 2023 details the model setup and outputs including stormwater flow, restrictions, and ponding locations. The Stormwater Flooding Assessment includes the attached report and spatial mapping which will be made available for display to the community via Council Public IntraMaps. The mapping represents flow depths from the critical storm events (90-120 minutes) over a 20-100% Annual Exceedance Probability (AEP).

The Casino Stormwater Flooding Mitigation Options Evaluation Report 2023 provided six mitigation options and consideration of improvements in the overland flow paths. Five (Options 1,3,4,5,6) relate to improving the performance of the main trunk main while the other option (Option 2) relates to stormwater performance west of the railway line.

It should be noted that similar studies for stormwater modelling are to be undertaken within other communities in the Mid-Richmond, with this work being included in the 2023-25 Delivery Program.

**RESOLUTION 211123/10**

Moved: Cr Stephen Morrissey

Seconded: Cr Sam Cornish

That Council:

1. Notes the *Casino Stormwater Flooding Assessment Report 2023* and *Casino Stormwater Flooding Mitigation Options Evaluation Report 2023* by Ardill Payne & Partners;
2. Undertakes further detailed planning and investigations into the recommendations of the *Casino Stormwater Flooding Mitigation Options Evaluation Report 2023*; and
3. Actively explores and applies for funding opportunities to implement the recommended options.

**CARRIED**

## ORDINARY COUNCIL MEETING MINUTES

21 NOVEMBER 2023

**17 ORGANISATIONAL SERVICES****17.1 FINANCIAL STATEMENTS 2022/2023****EXECUTIVE SUMMARY**

Council adopted the audited financial statements for 2022/2023 at its Ordinary Meeting, on 17 October 2023, and resolved to present the audited financial statements and auditor's reports to the public at its November Ordinary Meeting. This is the final step in complying with the legislative requirements regarding annual financial reporting.

Council's external auditor, the Audit Office of New South Wales has advised that its representative firm, Thomas, Noble and Russell (TNR) will provide a presentation on the auditor's reports in relation to the 2022/2023 financial statements at this meeting. The Auditor has expressed an 'unmodified opinion' on the financial statements. This means that it was of the opinion that the financial reports present fairly the financial position of Council as at 30 June 2023 and its financial performance and cash flows were presented in accordance with Australian Accounting Standards and other legislative requirements.

As reported to the October Ordinary Meeting, Council achieved a surplus from continuing operations of \$44.257 million for the 2022/2023 financial year, compared to a surplus of \$19.987 million in the previous year. Council recorded a surplus before capital grants and contributions of \$2.954 million for 2022/2023, compared to a loss of \$5.595 million for the 2021/2022 financial year. The improvement in this result is positive and was one of the objectives of Council's special rate variation in moving towards a break-even result before capital grants and contributions over the medium term. It is important to note that this result is prone to fluctuations due to the level of grant funding received by Council and other economic factors.

**RESOLUTION 211123/11**

Moved: Cr Robert Mustow

Seconded: Cr Stephen Morrissey

That Council presents the financial statements of Richmond Valley Council for the financial year ended 30 June 2023 to the public in accordance with Sections 418 and 419 of the *Local Government Act 1993*.

**CARRIED**

## ORDINARY COUNCIL MEETING MINUTES

21 NOVEMBER 2023

**17.2 FINANCIAL ANALYSIS REPORT - OCTOBER 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 October 2023 is shown below:

Bank Accounts	Term Deposits	Floating Rate Notes	Fixed Rate Bonds	TCorp IM Funds	Total
\$17,658,528	\$32,000,000	\$7,500,390	\$4,500,000	\$15,166,329	\$76,825,247

The weighted average rate of return on Council's cash and investments at 31 October 2023 was 1.66% which was above the Bloomberg AusBond Bank Bill Index for October of 0.33%, which is Council's benchmark.

**RESOLUTION 211123/12**

Moved: Cr Stephen Morrissey

Seconded: Cr Sam Cornish

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

**CARRIED**

## ORDINARY COUNCIL MEETING MINUTES

21 NOVEMBER 2023

**17.3 QUARTERLY BUDGET REVIEW STATEMENT FOR THE QUARTER ENDED 30 SEPTEMBER 2023****EXECUTIVE SUMMARY**

This report outlines the proposed adjustments for the 2023/2024 budget for the quarter ended 30 September 2023. These adjustments exclude previously adopted revotes and carry forwards.

Council's projected operating result from continuing operations for 2023/2024 is proposed to increase by \$17,701,956 to a surplus of \$30,755,573 after all prior adjustments. The net operating result before capital grants and contributions has improved slightly from a deficit of \$2,186,415 to a deficit of \$1,929,065.

Income from continuing operations has increased by \$18,026,011, with total income now projected to be \$106,301,768. This is largely due to an increase in natural disaster grant funding being approved in 2023/2024 for recovery and reconstruction efforts due to the flood events of February 2022. Expenses from continuing operations have increased by \$324,056 to a projected cost of \$75,546,194.

Council's capital works program has been reviewed, resulting in a projected program for 2023/2024 of \$71,731,194, increasing the 2023/2024 programmed works by \$20,801,964. This program of works is largely focused on disaster recovery works and the restoration of essential public infrastructure following the February 2022 flood event along with betterment projects announced under the Northern Rivers Recovery and Resilience funding to ensure Council's assets are more resilient for future disasters. The delivery of this program of works will be heavily reliant on the availability of contractors and materials. Council will continue to ensure its capital works program is closely monitored, with any adjustments required to be included in future quarterly budget reviews or monthly budget adjustment reports to Council.

Council's unrestricted cash surplus has remained unchanged at \$212,574 as of 30 September 2023.

A detailed Quarterly Budget Review Statement for the first quarter of 2023/2024 has been circulated separately to each Councillor. These changes are disclosed by priority areas on pages 4-8 of the Quarterly Budget Review Statement and detailed explanations are provided on pages 9-16.

**RESOLUTION 211123/13**

Moved: Cr Stephen Morrissey

Seconded: Cr Sam Cornish

That Council:

1. Receives the Quarterly Budget Review Statement as at 30 September 2023; and
2. Approves the recommended budget variations.

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

Nil

## ORDINARY COUNCIL MEETING MINUTES

21 NOVEMBER 2023

**19 MATTERS FOR INFORMATION****RESOLUTION 211123/14**

Moved: Cr Robert Hayes  
Seconded: Cr Debra McGillan

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

**CARRIED****19.1 INFRASTRUCTURE RECONSTRUCTION UPDATE****RESOLUTION 211123/15**

Moved: Cr Robert Hayes  
Seconded: Cr Debra McGillan

That Council receives and notes the information provided in the Infrastructure Reconstruction update.

**CARRIED****19.2 OUTCOME OF THE COMMUNITY FINANCIAL ASSISTANCE PROGRAM 2023/2024 ROUND ONE FUNDING****RESOLUTION 211123/16**

Moved: Cr Robert Hayes  
Seconded: Cr Debra McGillan

That Council receives and notes the allocations under the Community Financial Assistance Program 2023/2024 Round One.

**CARRIED****19.3 DEVELOPMENT APPLICATIONS DETERMINED UNDER THE ENVIRONMENTAL PLANNING AND ASSESSMENT ACT FOR THE PERIOD 1 OCTOBER 2023 - 31 OCTOBER 2023****RESOLUTION 211123/17**

Moved: Cr Robert Hayes  
Seconded: Cr Debra McGillan

That Council receives and notes the Development Application report for the period 1 October 2023 to 31 October 2023.

**CARRIED**

## ORDINARY COUNCIL MEETING MINUTES

21 NOVEMBER 2023

**19.4 GRANT APPLICATION INFORMATION REPORT - OCTOBER 2023****RESOLUTION 211123/18**

Moved: Cr Robert Hayes  
Seconded: Cr Debra McGillan

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

**CARRIED****19.5 LETTER TO MINISTER FOR PLANNING & PUBLIC SPACES - WOODBURN VILLAGE: IMPACTS OF RESILIENT HOMES BUY-BACK SCHEME****RESOLUTION 211123/19**

Moved: Cr Robert Hayes  
Seconded: Cr Debra McGillan

That Council notes the correspondence provided to the Minister for Planning and Public Spaces regarding Woodburn Village and the impacts of the Resilient Homes buy-back scheme.

**CARRIED****19.6 CODE OF CONDUCT COMPLAINT STATISTICS****RESOLUTION 211123/20**

Moved: Cr Robert Hayes  
Seconded: Cr Debra McGillan

That Council receives and notes the Code of Conduct Complaint Statistics for the period 1 September 2022 to 31 August 2023.

**CARRIED****19.7 AUDIT, RISK AND IMPROVEMENT COMMITTEE MINUTES****RESOLUTION 211123/21**

Moved: Cr Robert Hayes  
Seconded: Cr Debra McGillan

That Council receives and notes the Minutes of the Audit, Risk and Improvement Committee held on 12 October 2023.

**CARRIED****20 QUESTIONS ON NOTICE**

Nil

## ORDINARY COUNCIL MEETING MINUTES

21 NOVEMBER 2023

**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 Industrial Land Development Update**

This matter relates to (c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

**22.2 Open Panel Source Tender - Supply & Delivery of Concrete Pipes - REGPRO222324**

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

**22.3 Open Panel Source Tender - Supply and Delivery of passenger, truck and earth moving tyres - REGPRO342324**

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

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

The Chair called for representations from the gallery.

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

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

## ORDINARY COUNCIL MEETING MINUTES

21 NOVEMBER 2023

**RESOLUTION 211123/22**

Moved: Cr Stephen Morrissey

Seconded: Cr Sam Cornish

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 7.01pm

The Open Council meeting resumed at 7.05pm

The resolutions of the Closed Council meeting were read by the Director Projects & Business Development (Item 22.1) and the Director Organisational Services (Items 22.2 and 22.3).

**23 RESOLUTIONS OF CLOSED COUNCIL****22.1 Industrial Land Development Update**

That

1. Noting the considerations set out in the report and subject to the satisfactory negotiation and agreement of the funding and planning matters raised, Council re-affirms its resolution approving the purchase of land suitable for development into an industrial subdivision in Precinct Three of the Regional Jobs Precinct;
2. The General Manager be authorised to negotiate and finalise the terms and conditions of any contract or agreement, including the direct negotiation for sale of a developed lot, in line with the content of this report and the available budget and affixing the seal of Council where necessary;
3. Council authorises the General Manager to explore existing and future funding pathways to activate and develop an industrial subdivision as set out in this report, located in Precinct Three of the Regional Jobs Precinct

**22.2 Open Panel Source Tender – Supply & Delivery of Concrete Pipes – REGPRO222324**

That Council:

1. Awards the contract for the Supply and Delivery of Concrete Pipes to Holcim (Australia) T/A Humes, on an ongoing basis until 30 September 2025, noting that provision has been allowed for a 12-month extension to the contract to 30 September 2026, subject to satisfactory supplier performance; and



## ORDINARY COUNCIL MEETING MINUTES

21 NOVEMBER 2023

2. Authorises the General Manager to negotiate and finalise the terms and conditions of any contract or agreement, in line with the content of this report and the available budget and affixing the seal of Council where necessary.

**22.3 Open Panel Source Tender – Supply and Delivery of Passenger Truck and Earth Moving Tyres - REGPRO342324**

That Council:

1. Awards the contract for the Supply and Delivery of Passenger, Truck and Earthmoving Tyres to Lismore Tyre and Mechanical/Tyrepower, for a period of 36 months from 1 January 2024 to 31 December 2026, noting that provision has been allowed for a 12-month extension to 31 December 2027, subject to satisfactory supplier performance.
2. Authorises the General Manager to negotiate and finalise the terms and conditions of any contract or agreement, in line with the content of this report and the available budget and affixing the seal of Council where necessary

The Meeting closed at 7.10pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 19 December 2023.

.....  
**CHAIRPERSON**



# Disability Inclusion Action Plan

## 2023-2025





Richmond Valley Council recognises the people of the Bundjalung nation 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.

**RICHMOND VALLEY COUNCIL**

**Casino Office:**  
Cnr Walker Street and Graham Place  
(Locked Bag 10)  
Casino NSW 2470  
Phone: (02) 6660 0300

**Evans Head Office:**  
Cnr Woodburn Street and School Lane  
Evans Head NSW 2473  
Phone: (02) 6660 0365

**Email:** [council@richmondvalley.nsw.gov.au](mailto:council@richmondvalley.nsw.gov.au)  
**Web:** [www.richmondvalley.nsw.gov.au](http://www.richmondvalley.nsw.gov.au)

Image: Opening the Casino Memorial Pool Stage 1 upgrade, which has been designed to improve accessibility.  
Front cover: Windara team members at work in the nursery.

*Introduction*

In 2022-23 Council worked with the community to create our Community Strategic Plan, Richmond Valley 2040. This Plan includes a long-term vision and a set of principles to guide the future growth and prosperity of our valley.

**Our vision for the future is:**  
A growing sustainable community, with a relaxed lifestyle, beautiful environment and thriving economy.

**We want everyone in our community to share in this future, to be valued, supported and included. Our six guiding principles reflect this:**

- Everyone in our community should feel safe, valued and respected
- People should be proud of where they live
- Everyone should be treated fairly and have the same opportunities in life
- Everyone should have a home
- People should be able to live here all their life – they shouldn’t have to move away to get an education, find a home, or get a job
- All of us should leave this place better than we found it for the generations to come

Achieving these goals for every member of our community, including those who live with disability, will require a strong commitment to change and inclusion from everyone who lives, works and invests in the Richmond Valley.

Council has developed the Richmond Valley Disability Inclusion Action Plan, to explore what we can do, as a local government organisation, to support people with disability to share in our community's vision for the future and participate fully in community life.

# Contents



Participating in the Casino Fun Run.

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# Listening, Learning and Leading Change

## A message from the Mayor

I am pleased to present Richmond Valley Council's 2023 Disability Inclusion Action Plan. This Plan reflects the vision and values in our Community Strategic Plan, which was adopted by our Council earlier this year. One of our key values is the belief that everyone in our community should be treated fairly and have the same opportunities in life. Council has been working towards that goal in the way we design and manage our community assets, provide essential services and advocate for our community. But we still have a lot more to do to encourage understanding and inclusion. Over the past years I've been privileged to attend community awareness days, such as White Cane Day, where I've spoken directly with people living with disability and had an opportunity to explore first-hand what it is like to try and navigate our town and use our facilities in these circumstances. It altered the way that I thought about our footpaths, parking, community buildings, parks and services. Listening to the stories of those living with disability, being willing to learn, share and view the world through the experiences of others is one of the most important things that we can do as a community to encourage inclusion.

I'm pleased that our Council is improving the way it considers these issues and that new and upgraded community facilities are incorporating more inclusive design, such as tactile aids on our footpaths and road crossings to assist those with visual impairment. We are also improving accessibility in our sports facilities, with the newly upgraded Casino Memorial Pool featuring an all-ability access ramp and accessible amenities, so that everyone can share this wonderful venue together. We want to continue this theme in the future, and this plan includes actions across the four key inclusion themes of: Community attitudes and behaviours; Liveable communities; Employment, and Council systems and processes.

As the second-largest employer in the Richmond Valley, Council has a role to play in providing a range of employment opportunities for our community members. Our Youth Employment Scheme and Try a Trade Programs have helped local people of all abilities to get a start in their career and explore new possibilities. I'm proud of the progress we have made in these areas and this plan includes actions to open further

direct employment within Council and to help build understanding within our workforce of the needs and experiences of people living with disability.

I look forward to more opportunities to listen, learn and lead change in our community to make it a more inclusive, safe and enjoyable place for people of all abilities.



Richmond Valley Mayor Robert Mustow.



# About This Plan

In 2014, the NSW Government passed the Disability Inclusion Act, which aimed to enshrine the principle of inclusion in legislation and hold all levels of government – both State and local – accountable for making real change in this area. The Act includes a requirement for all government agencies, including local councils, to prepare a Disability Inclusion Action Plan (DIAP). The NSW Government prepares the state-wide DIAP and local councils prepare their own inclusion plans, based on the key directions of the State plan. The local plans focus on what Councils can do, within their range of responsibilities, to help ensure that people with disability have a better opportunity to participate in community life. The State DIAP focuses on four key areas for inclusion. This plan explains what Council will do towards improving outcomes in these four areas:

## ATTITUDES & BEHAVIOURS

Government, business and the general community are aware of and demonstrate positive attitudes and actions to inclusion for people with disability.

## LIVEABLE COMMUNITIES

All people, including those with disability, are able to exercise their rights, live, learn, work and play, feel safe, raise a family and grow old, within their own community.

## EMPLOYMENT

People with disability have the opportunity to gain, retain, contribute effectively and experience the positive self and social benefits of employment.

## SYSTEMS & PROCESSES

People with disability can access information, systems, processes and services, and supporting their right to exercise choice and control.

# What Have We Achieved So Far?

Council's last Disability Inclusion Action Plan was prepared in 2017. Since that time, we have made good progress in improving the accessibility of our assets and community facilities. This has included providing wheelchair accessible picnic tables, upgrading facilities to include accessible toilets, providing Tactile Ground Surface Indicators at major pedestrian crossings and designing accessibility into all new assets and major upgrades. Council has continued to implement its Pedestrian Access Mobility Plan (PAMP) to provide more shared walkways connected to key public spaces, such as the CBD, schools and sports fields. The recently completed Casino Memorial Pool upgrade includes an all-ability access ramp to the 50m pool, accessible amenities and play areas and Stage 2 of the improvements will feature an indoor hydrotherapy pool. Council's libraries also provide services such as programs for socially isolated people, specialist software, large print and audio books for people with impaired vision and home delivery services for those who cannot attend a library. Our customer experience team offers direct assistance with tasks, such as completing

forms and accessing services and Council has recently introduced automated subtitles for council meeting broadcasts, to assist those with hearing impairment. Work is also progressing on improving housing options within the Richmond Valley for those living with disability. This includes working with not-for-profit organisations to progress housing developments, as well as planning for a broader range of housing options in Council's Growth Management Strategy. Council will shortly commence a Housing Strategy for the Richmond Valley, to identify suitable locations for a diverse range of housing in each community. However, there is still more to be done to support a more accessible and inclusive community, such as offering more employment opportunities within Council for those living with disability. Currently only 1% of Council's workforce declares that they have a disability, compared to some 17.7% of the population. Our new Disability Inclusion Action Plan 2023-25 continues our focus on improved community infrastructure and services and builds on Council's commitment to open further employment opportunities within our workforce.



Enjoying the new Casino Pool splash play area.



Council's mobile library service visits remote communities.



# Connecting with IP&R

All Councils in NSW use the Integrated Planning and Reporting Framework (IP&R) to plan for the future of the community, identify long-term projects and deliver meaningful change. Our Community Strategic Plan, Richmond Valley 2040, was developed in consultation with the community and sets out our vision for a growing sustainable community, with a relaxed lifestyle, beautiful environment and thriving economy. The Plan is based on four key directions:

- 1. Strengthening our role in the region**  
This focuses on opportunities for our community to grow, strengthening our economy, build back better after the 2022 floods, and provide more housing, jobs and services for the future.
- 2. Creating great places to live**  
This focuses on creating vibrant, liveable and safe communities. It includes enhancing our town centres and ensuring that our parks, playgrounds, sports fields and community facilities are well maintained. It also looks at strategies to adapt to a changing climate and build resilience against future natural disasters.

- 3. Protecting our unique environment**  
This direction focuses on preserving our native bushland and biodiversity, maintaining healthy rivers, beaches and waterways, and helping our Valley transition to a circular economy.
- 4. Delivering for our community**  
This direction focuses on the role that Richmond Valley Council will play in helping to deliver the community's plan. It includes Council's civic leadership as well as our responsibilities for managing community resources and providing great service.

The Community Strategic Plan is supported by a Delivery Program, which outlines what each elected Council will do during its term of office to deliver the goals in the CSP. Council reports to the community on its success in completing the Delivery Program actions every six months. Once Council adopts the new DIAP, the actions from the Plan will be included in our new Delivery Program and Operational Plans. The diagram (right) shows how the plans all fit together.





# What is Disability?

**The Disability Inclusion Act 2014 defines disability as:**

‘The long-term physical, mental, intellectual or sensory impairment which in interaction with various barriers may hinder the full and effective participation in society on an equal basis with others.’

This definition is also reflected in the United Nations Convention on the Rights of Persons with Disabilities, which was ratified by Australia in 2008.

In the national Survey of Disability, Ageing and Carers, the **Australian Bureau of Statistics** defines disability as:

‘Any limitation, restriction or impairment which restricts everyday activities and has lasted, or is likely to last, for at least six months’.

In terms of the census, the ABS collects data on ‘severe or profound disability, defining it as:

‘People who need assistance in their day to day lives with any or all of the following activities – self-care, body movements or communication – because of a disability, long-term health condition, or old age.

**The Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability**, conducted over four years from 2019-2023, explored the concepts of disability and inclusion in detail. The Commission’s final report includes the following definition of disability:

‘An evolving concept that results from the interaction between a person with impairment(s) and attitudinal and environmental barriers that hinder their full and effective participation in society on an equal basis with others’.

The Royal Commission’s final report also looked at how perceptions of disability had changed in Australia over the past 50 years and the impact that this had had on the way our society responded. The report concluded that:

‘The path to the Royal Commission opened up in the 1970s and 1980s, when disability theorists rejected the medical model of disability in favour of the social model. The medical model saw disability as an individual defect to be eliminated, cured, or hidden away. The social model focuses on the environment in which a person with disability lives. This model sees people being disabled by social barriers, including discriminatory attitudes, inaccessible physical environments and forms of communication, and failures to provide adjustments needed to enable people with disability to participate in education, workplaces and the wider community.’

Council also explored the concepts of disability and inclusion with local people and service providers during the consultation for this Plan. It became clear from these discussions that different people perceive disability in different ways. It is a personal and evolving concept.

Some regard disability as part of human diversity and ‘just another way of being’. They argue that it is not so much a person’s physical or psychological impairment, but the way society responds to it that determines the impact on their daily life.

Other people acknowledge that some members of our community may face more physical or psychological challenges than others . Some may regard this as ‘impairment’, others may regard it as ‘disability’. Some will choose not to identify as having a disability for fear of being disadvantaged in employment or treated differently in society.

There are many definitions of disability, depending on personal perspective and experience, but our priority within this Plan remains the same: Everyone in our community should feel safe, valued, respected and included, regardless of how they identify or define their abilities.





# How Many People Live With Disability?

Because there are many different perspectives in our community, it is difficult to quantify exactly how many people in the Richmond Valley are living with disability.

Official statistics provide a guide, but largely focus on those who need help with core activities, or are connected to national support schemes, such as the NDIS, or the aged care system. There are many people in our community who live with disability without being counted as such in the census or connected to service providers.

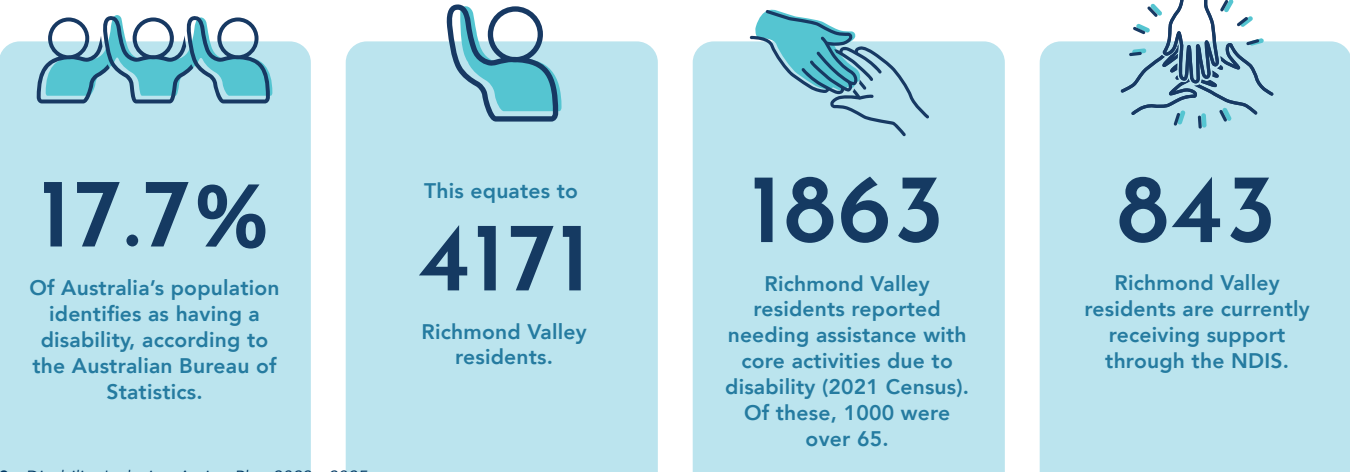
According to the Australian Bureau of Statistics Survey of Disability, Ageing and Carers, there were **4.4 million** Australians living with disability in 2018 (most recent figures available).

This represents **17.7%** of the total population, which equates to some **4,171** Richmond Valley residents.

The prevalence of disability increased with age, according to the Survey - **one in nine (11.6%)** people aged 0-64 years and **one in two (49.6%)** people aged 65 years and over experienced disability.

Disability prevalence was similar for **males (17.6%)** and **females (17.8%)**.

Almost **one-quarter (23.2%)** of all people with disability reported a mental or behavioural disorder as their main condition.





# Assistance, Support and Employment

The National Disability Insurance Scheme mainly caters for people under the age of 65. There are currently 610,500 Australians receiving support from the NDIS. This includes 182,920 in NSW and 843 participants in the Richmond Valley local government area.

The most represented age range in NSW is children under 15yrs, with a total of 77,974 children currently receiving support from NDIS, including 362 children in the Richmond Valley LGA.

The most represented primary disabilities amongst NDIS recipients are autism, intellectual disability, developmental delay and psychosocial disability.

## Older people

The Australian Bureau of Statistics Survey of Disability, Ageing and Carers found that one in six Australians (or 3.9 million people) were aged over 65 and that nearly half of them (49.6%) identified as having a disability. There are currently 5,921 Richmond Valley residents aged over 65 and, based on the ABS statistics, some 2,960 of these older residents may be living with disability.

The survey found that only a small percentage (4.6%) of older Australians lived in care accommodation. The majority (95.3%) lived at home, with 1.3 million requiring some form of assistance with everyday activities.

Two-thirds (68.1%) of older Australians lived in a low-income household (earning less than \$756 per week).

## Carers

The ABS Survey found that there were 2.65 million carers supporting those with disability and in need of aged care - representing 10.8% of all Australians.

Females were more likely to be carers (12.3% of all females) than males (9.3% of all males), with 71.8% of primary carers being female.

- There were 235,300 young carers (under the age of 25)
- Over one-third (37.4%) of primary carers had disability, twice the rate of non-carers (15.3%).
- The most common reason primary carers gave for taking on a caring role was a sense of family responsibility

## Employment

The ABS survey found that labour force participation for people living with disability had remained stable since the previous survey in 2015, with participation rates for those aged 15-64 years at 53.4%. In contrast, participation rates for people without disability had increased to 84.1% over the same period.

Of those living with disability, 37.9% of those aged 15-64 years said their main source of personal income was a government pension or allowance

- 11.4% of those with a profound or severe disability (aged 15-64 years) were working full-time
- One-third of those aged 15 years and over had completed Year 12 or equivalent
- One in six aged 15 years and over had a Bachelor degree or above
- One in 10 aged 15 years and over had experienced discrimination in the previous 12 months because of their disability



HART Services clients enjoying an outing.

# What Does Inclusion Look Like?

## NATIONAL STRATEGY

**Australia's Disability Strategy 2021-2031** sets out a vision for an inclusive Australian society that ensures people with disability can fulfil their potential as equal members of the community.

The Strategy drives change in seven outcome areas:

### Employment and financial security:

Providing jobs and career opportunities for people with disability and making sure they have enough income to meet their needs.

### Inclusive homes and communities:

Increasing the number of accessible, affordable and well-designed homes and creating a community that is inclusive and accessible.

### Safety, rights and justice:

Ensuring the rights of people with disability are promoted, upheld and protected, and people with disability feel safe and enjoy equality before the law.

### Personal and community support:

Providing people with disability access to support so they can live independently and engage in their communities.

### Education and learning:

Supporting people with disability to access education and learning throughout their lives so they reach their full potential.

### Health and wellbeing:

Increasing support and capability in the healthcare sector to meet the needs of people with disability, and ensuring disaster preparedness and emergency responses include the needs of people with disability.

### Community attitudes:

Recognising the positive contribution people with disability make to society and building confidence in the community to work and engage with people with disability.

The NSW Disability Inclusion Plan aligns with the National Strategy.





## What Did Our Community Say?

In preparing this Plan, Council has engaged with local people living with disability, as well as support services and carers to explore some of the main issues of the four key inclusion themes. We recognise that this consultation is only the start of a much longer and ongoing conversation that needs to occur, as our community moves to a greater understanding of how we can all contribute to better shared outcomes.

Feedback from the consultation is included in discussion of the four key themes on the following pages, however the over-riding response from participants was the need for greater awareness and understanding of those living with disability.

Being willing to reach out, engage and learn from the lived experience of others leads to better decision-making, better design and better services for everyone. Participants spoke of their hope that those planning new communities, organising public events, designing infrastructure and services would automatically consider the needs of all users and all abilities and seek guidance and feedback on the best approach.

Another key theme was the need to involve people living with disability in decision-making in all aspects of community life, by improving accessibility to information and community consultation.

There was also a wide range of feedback on the design of key community assets, such as footpaths, public spaces, parks, sporting facilities and community buildings, and insights into how to reduce barriers to mobility and encourage inclusion.

Improving access to suitable housing and increasing employment opportunities for people living with disability were also key themes of the consultation. There were many suggestions as to how Council could increase participation in its workforce.

Based on the community feedback, we have developed 25 key actions to help support inclusion for people of all abilities in our community. These actions will be incorporated into our Council plans and processes over the next three years.

### Observations from the 2023 Royal Commission

*“Throughout our work, people with disability clearly, persuasively and passionately described their vision for a more inclusive Australia...This is a vision of a future where people with and without disability:*

- *Live, learn, work, play, create and engage together in safe and diverse communities.*
- *Have the power of choice, independence and the dignity to take risks.*
- *Make significant contributions to communities that value their presence and treat them with respect.*
- *Are culturally safe and belong in families, communities and peer networks.*

*Realising an inclusive society is the responsibility of the whole of Australia. Witnesses in public hearings and others who engaged with us emphasised the importance of all Australians hearing the voices of people with disability, learning from their experiences and expertise, and recognising their capacity to be leaders of change.”*

- Final Report Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability



FOCUS AREA 1:

Improving Attitudes and Behaviours

One of the key objectives of our Community Strategic Plan is providing opportunities for everyone in our community to learn, create and celebrate together as we enjoy the unique lifestyle of the Richmond Valley.

Community attitudes and awareness of disability issues have changed over the past 50 years, but there is still more to be done to encourage greater inclusion and participation.

Supporting improved awareness includes challenging the traditional view of disability as being ‘a person in a wheelchair’ and openly acknowledging the non-visible or hidden

disabilities within our community. People living with conditions such as depression and anxiety, autism, deafness, dementia, or chronic pain may suffer greater barriers to inclusion than those with more visible disabilities, but there is often limited understanding of their needs.

Council can play a role in supporting improved understanding by actively promoting and participating in community awareness days, such as White Cane Day, Hearing Awareness Week and International Day of People with Disability. We can also offer opportunities for Council staff to undertake awareness training, volunteering and ‘meet and greet’ sessions with local people living with disability, and engage directly with local groups and service providers to help improve our understanding of key issues and needs.

Council will also support positive perceptions by including images of people of all abilities in our community publications, social media and employment advertising and promoting inclusive messaging in community information.

We will also actively encourage local people living with disability to consider standing for election as a Councillor in the local government elections and ensure that our council meeting live-streaming services are accessible. Currently, only 3% of the State’s 1259 elected Councillors identify as having a disability, compared to 17.7% of the Australian community.



Mayor Robert Mustow (right) joins members of the Casino Richmond Valley Blind Citizens Australia branch on White Cane Day to learn about the experiences of local people living with visual impairment.

What will council do?

- We will build understanding and awareness in our workforce and the wider community by:
- Promoting and encouraging participation in community awareness programs, such as White Cane Day
  - Providing awareness training for our staff and opportunities to engage in shared activities with people living with disability
  - Inviting people with disability to share their experiences of interacting with council services and assets, so we can improve design and service delivery
  - Ensuring Council’s communications, social media and publications promote positive images of those with disability and messages of inclusion
  - Encouraging people with disability to stand for election as Councillors

FOCUS AREA 2:

Creating Liveable Communities

Creating great places to live is one of the four key directions in our Community Strategic Plan.

Everyone should have the opportunity to access services and facilities and participate in community life. One of the main issues raised in our consultation was the need to provide more accessible housing options, near key community services. Council has recently completed its Growth Management Strategy to identify where future housing will be developed. The next step is to complete a Housing Strategy for the Richmond Valley to plan for a diverse range of housing options in each community. In preparing the strategy, we will consider the needs of those living with disability and consult with community housing providers.

The consultation also highlighted the need to carefully consider the design of our community infrastructure and the experiences of those who use our assets and facilities. This included considering choice of materials, asset design, ease of use and safety. It also included thinking about the journeys people would need to make to public places such as the CBD, schools and sports facilities and ensuring there were accessible and connected pathways to get there, as well as appropriate disabled parking spaces in key areas.

One of the actions Council will undertake to improve accessibility in future is to encourage people living with disability to be involved in the design of major upgrades to our CBD areas and community buildings.

During the consultation, people also shared their experience of participating in community gatherings such as Australia Day and Christmas celebrations and other events and festivals. There were many suggestions as to how we could make these events more accessible for those living with disability and Council will consider these ideas when designing future activities.

Council's libraries also play an important role in community life, including our library bus service and outreach programs. We will continue to consult with library service users on new programs, activities and resources for people of all ages and abilities.

Opportunities to care for and connect with our environment also received a high priority in our Community Strategic Plan. Council is currently planning new tree planting and habitat restoration projects for our community and will consult with local service providers and people living with disability on how they would like to be involved in these programs.

It is also important that everyone in our community feels safe and well-prepared for emergencies such as fires, storms and floods. Council has been working with emergency service agencies to ensure that community Get Ready campaigns and information are available to people living with disability and that special needs are considered in emergency response.



Having fun at a Disabled Surfers Association event in Evans Head

What will council do?

Build on our Community Strategic Plan commitment to create vibrant, liveable and safe communities by:

- Continuing to implement Council's Pedestrian Access Mobility Plan.
- Involving people with disability in the design of major public assets and spaces, including the CBD upgrades for Casino and Evans Head and design of public playgrounds
- Planning for a diverse range of housing in the Richmond Valley and supporting options for accessible housing near key services
- Providing more opportunities for people with disability to participate in Council's community events
- Continuing to provide programs and resources through our regional library service and consulting on new proposals
- Providing opportunities for people with disability to be involved in community greening programs and habitat restoration
- Supporting people with disability to be better prepared for emergencies, such as bushfire and flood through community education programs



FOCUS AREA 3:

Increasing Employment Opportunities

With more than 270 staff, Council is the second largest employer in the Richmond Valley, offering a range of different job opportunities.

There are six key behaviours that guide everything we do as Council employees

- We are community focused
- We take responsibility
- We lead by example
- We embrace change
- We do what we say
- We are in this together

To apply these principles in the workplace, Council will lead the way in offering employment opportunities to a wide range of community members, being inclusive in the way we recruit and welcome people to our workforce, and being willing to embrace new ideas and ways of working together.

Currently only 1% of Council's workforce declares that they have a disability, compared to 17.7% of the Australian community. So it is important that we offer more opportunities for people living with disability to gain employment with Council and that we work to create a safe and inclusive environment where people feel comfortable to disclose their disability and discuss workplace adjustments.

Increasing staff awareness and understanding is the first step in this journey. Council will also partner with local disability service providers and recruitment agencies to help make our recruitment practices more accessible, provide opportunities for work experience and support employees with disability to develop and progress their careers.

We will also continue to offer our entry-level employment programs, such as the Youth Employment Scheme and Try a Trade to support local school leavers and those entering the workforce to start their career at Council.

Additionally, Council currently purchases a range of services and products from local disability employment organisations and we will continue to explore options to expand our procurement in this area.



RVC roads crew members Brad and Cameron completing a road patching job.

What will council do?

- Build on the key directions in our Workforce Strategy by:
- Proactively increasing employment opportunities within Council for people with disabilities
  - Supporting people with disabilities to work effectively and safely with dignity and mobility across the workplace through appropriate workplace adjustments
  - Improving our recruitment practices to make it easier for people with disabilities to engage with our processes
  - Partnering with Disability Services and Recruitment Agencies to provide people with disabilities greater opportunity within the workplace to continually develop their careers
  - Promoting a safe and inclusive environment where employees feel comfortable to disclose their disability and discuss workplace adjustments
  - Proactively applying the Local Government Tendering provisions to support more opportunities for the purchase of goods and services from approved Disability Employment Organisations.

FOCUS AREA 4:

Improving Systems and Processes

Council provides a wide range of services to our community, and it is important that everyone can access the information and support they need to engage with these processes.

This includes ensuring that our customers can access information and services through a variety of options, including on-line, via telephone and in person. To help support greater inclusion, Council will review its website, publications and communications regularly to improve accessibility and keep up to date with emerging technologies.

We will also consider our key customer contact points and how we might improve accessibility in our customer service centres. Supporting people living with disability to engage with council processes, such as lodging a development application, paying rates or registering their pets was one of the key focus areas of the consultation. We will continue to explore new approaches to our customer services, based on feedback from those who use our facilities and receive information from Council. This could include working with local service providers to conduct client surveys.

Ensuring that, wherever possible, people have adequate notice of service interruptions, such as water supply repairs and roadworks, is also important so that those living with disability can plan ahead for these changes and receive any extra support they may need.

Council regularly conducts community satisfaction surveys, to gather feedback on what is important to the community, what we are doing well and what we could improve. When designing our surveys and community consultation exercises, we will consider how to improve accessibility for those living with disability.



Celebrating Anzac Day in Casino.

What will council do?

- Council will promote inclusion through its systems and processes by:
- Reviewing our Customer Service Charter to ensure it recognises the needs of people living with disability
  - Extending and improving Council's on-line services
  - Inviting customer feedback from those engaging with our services and processes
  - Considering the needs of those living with disabilities when designing our community consultation activities
  - Reviewing our website and corporate communications to improve accessibility
  - Considering the needs of those with disabilities during planned and unplanned service disruptions
  - Improving accessibility at our customer service centers





Windara team members at work in the nursery.

## Implementing Our Plan & Measuring Success

Consulting on issues and developing actions to support improvement is just the beginning of the planning process. The next step is to integrate these actions into our operational plans, allocate funds in our annual budget, or seek government grants and assistance to deliver them. We also need to monitor and measure the success of key actions in improving inclusion within our community.

Over the life of this Plan, council will use its Integrated Planning and Reporting processes to allocate resources, deliver the actions and measure success. This will include quantitative and qualitative measures.

Quantitative measures will tell us whether we are increasing participation or accessibility. For example, whether we have increased the number of people living with disability who

are employed by Council, or the number of community facilities that have been upgraded to improve accessibility.

Qualitative measures tell us whether these actions have made a positive difference in improving outcomes for those living with disability in our community. To gather this feedback we will use direct engagement with service users and community surveys.

Integrating the actions from our process ensures that our elected members and members of our community receive regular reports on progress. Council will undertake a comprehensive review of the Disability Inclusion Action Plan as part of the process of developing a new plan to measure the progress we have made.

Local volunteers and participants enjoying a Disabled Surfers Association event at Evans Head.



<div><h2>Summary of Actions</h2><div><p>Focus Area 1:</p><h3>Improving Attitudes and Behaviour</h3><ol style="list-style-type: none"><li>1. Encourage participation in awareness programs, such as White Cane Day.</li><li>2. Provide disability awareness training for Council staff.</li><li>3. Invite people with disability to share their experiences of interacting with council services and assets, so we can improve design and service delivery.</li><li>4. Ensure Council's communications, social media and publications promote positive images of those with disability and promote messages of inclusion.</li><li>5. Encourage people with disability to stand for election as Councillors.</li></ol></div></div>	<div><p>Focus Area 2:</p><h3>Creating Liveable Communities</h3><ol style="list-style-type: none"><li>1. Continue to implement Council's Pedestrian Access Mobility Plan.</li><li>2. Involve people with disability in the design of major public assets and spaces, including the CBD upgrades for Casino and Evans Head, and design of public playgrounds.</li><li>3. Plan for a diverse range of housing in the Richmond Valley and support options for accessible housing near key services.</li><li>4. Provide more opportunities for people with disability to participate in Council's community events.</li><li>5. Continue to provide programs and resources through our regional library service and consulting on new proposals.</li><li>6. Provide opportunities for people with disability to be involved in community greening programs and habitat restoration.</li><li>7. Support people with disability to be better prepared for emergencies, such as bushfire and flood through community education programs.</li></ol></div>	<div><p>Focus Area 3:</p><h3>Increasing Employment Opportunities</h3><ol style="list-style-type: none"><li>1. Proactively increase employment opportunities within Council for people with disabilities.</li><li>2. Support people with disability to work effectively and safely with dignity and mobility across the workplace through appropriate workplace adjustments.</li><li>3. Improve our recruitment practices to make it easier for people with disability to engage with our processes.</li><li>4. Partner with Disability Services and Recruitment Agencies to provide people with disabilities greater opportunity within the workplace to continually develop their careers.</li><li>5. Promote a safe and inclusive environment where employees feel comfortable to disclose their disability and discuss workplace adjustments.</li><li>6. Proactively apply the Local Government Tendering provisions to support more opportunities for purchase of goods and services from approved Disability Employment Organisations.</li></ol></div>	<div><p>Focus Area 4:</p><h3>Improving Council Systems and Processes</h3><ol style="list-style-type: none"><li>1. Review our Customer Service Charter to ensure it recognises the needs of people living with disability.</li><li>2. Extend and improve Council's on-line services.</li><li>3. Invite customer feedback from those engaging with our services and processes.</li><li>4. Consider the needs of those living with disability when designing our community consultation activities.</li><li>5. Review our website and corporate communications to improve accessibility.</li><li>6. Consider the needs of those with disability during planned and unplanned service disruptions.</li><li>7. Improve accessibility at our customer service centres.</li></ol></div>
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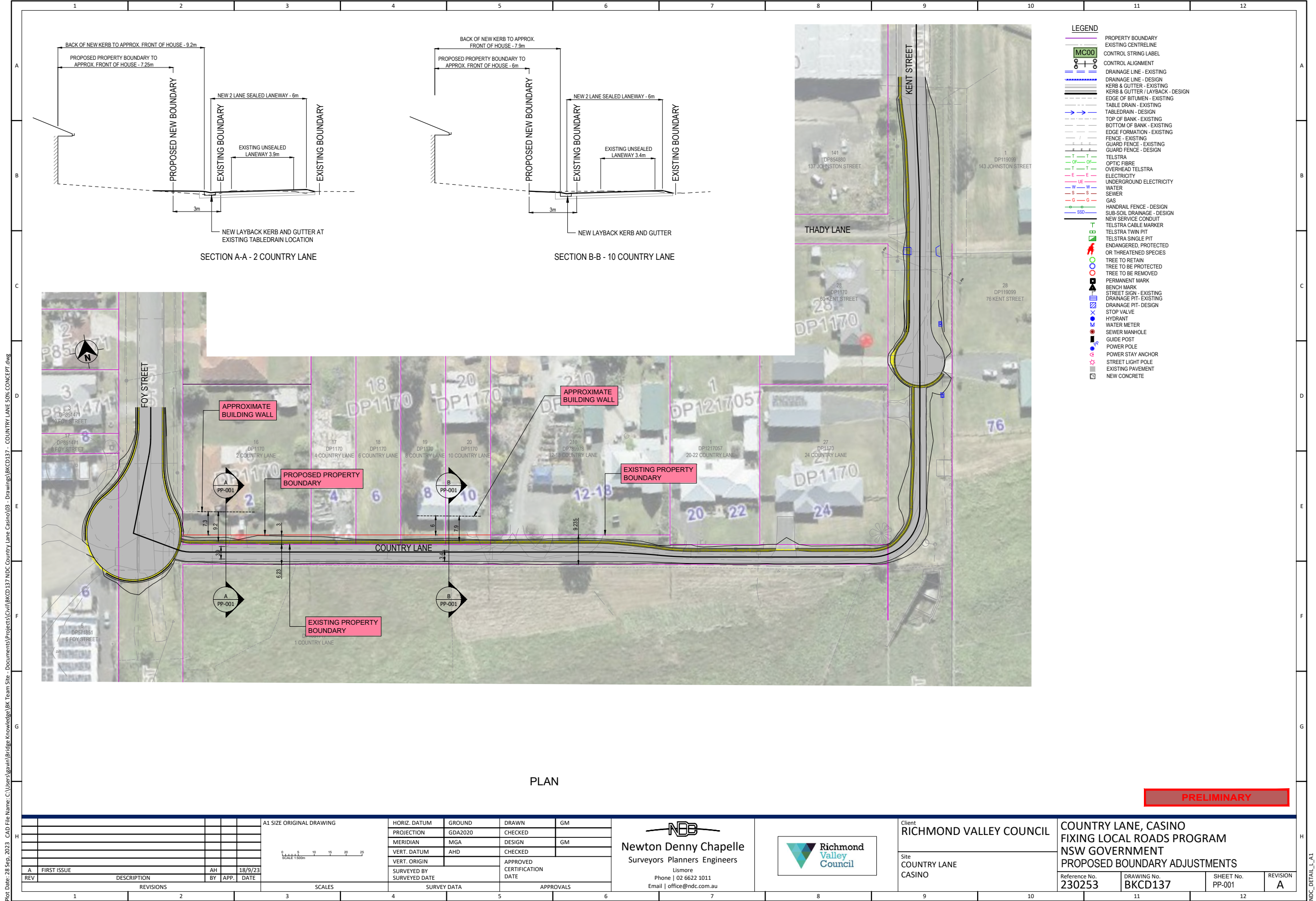
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## Council Policy

Policy Title:	Investments
Policy Number:	6.14
Focus Area:	Manage resources responsibly
Responsibility:	Finance
Meeting Adopted:	[TBC]



### OBJECTIVE

To provide a framework for investing Council's funds to maximise revenue from authorised investments, while having due consideration of risk and security of the investment; using the care, diligence and skill that a prudent person would exercise in investing Council funds.

### POLICY

#### 1. Legislative Requirements

All investments are to comply with the following:

- § Section 625 *Local Government Act 1993*;
- § Clause 212 *Local Government (General) Regulation 2021*;
- § Ministerial Investment Order;
- § *Local Government Code of Accounting Practice and Financial Reporting*;
- § *Australian Accounting Standards*;
- § *Office of Local Government Circulars*; and
- § Section 14A(2), 14C(1) and (2) *Trustee Amendment (Discretionary Investments) Act 1997*.

#### 2. Definitions

**Authorised Deposit-taking Institutions (ADI's)** - are corporations authorised under the *Bank Act 1959 (Cth)* to take deposits from customers. ADI's include banks, building societies and credit unions, all of which are regulated by the Australian Prudential Regulation Authority (APRA).

**Bank Bill Swap Rate** - is the compilation and average rate of market rates supplied by domestic banks relating to multiple maturities of bank bills.

**Bills of Exchange** - is an unconditional order in writing, addressed by one person to another, signed by the person giving it, requiring the person to whom it is addressed to pay on demand, or at a fixed or determinable future time, a sum certain in money to or to the order of a specified person, or to bearer.

**Debentures** - are a debt security usually secured by a fixed or floating charge over an underlying asset or pool of assets. Debentures are normally issued by companies in return for medium and long-term investment funds.

**Floating Rate Note** - are securities that (in Australia) pay a coupon normally priced at a fixed margin above the Bank Bill Swap Rate.

TCorp - NSW Treasury Corporation

Term Deposits - are non-tradeable investments offered by ADI's with varying maturity dates (normally from one month to 60 months) and a rate set at the outset. Interest is normally payable upon maturity or if the term is longer than 12 months, annually from the investment date. Penalties apply if the funds are withdrawn before maturity and a notice period of 31 days is usually required.

90 Day Bank Bill Reference Rate (BBSW) - is the wholesale interbank rate within Australia and is published by the Australian Securities Exchange (ASX). It is the borrowing rate among the country's top market makers and is widely used as the benchmark interest rate for financial instruments.

### 3. Delegation of Authority

Authority for implementation of the Investments Policy is delegated by Council to the General Manager in accordance with the *Local Government Act 1993*. The General Manager delegates the day-to-day management of Council's investments to the Director Organisational Services, Financial Accountant, Principal Accountant and Management Accountant with assistance in collating data from other finance staff. Officers' delegated authority to manage Council's investments shall be recorded and required to acknowledge they have received a copy of this policy and understand their obligations in this role.

All new investments require at least two of the above staff to approve and evidence of such is to be kept in the Investment Folders, maintained by the Financial Accountant. These documents should specify the amount of money invested, the security or form of investment made, the term of the investment and if appropriate the rate of interest to be paid and the amount of money that Council has earned.

### 4. Prudent Person Standard

Council Officers should act with the duty of care, skill, prudence and diligence that a prudent person would exercise when investing and managing their own funds. As trustees of public monies, Officers are to manage Council's investment portfolios to safeguard the portfolio in accordance with the spirit of this Investments Policy, and not for speculative purposes.

### 5. Ethics and Conflicts of Interest

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires Officers to disclose any conflict of interest to the General Manager. Independent advisors are also required to declare that they have no actual or perceived conflicts of interest.

### 6. Approved Investments

Investments are limited to those allowed by the most current Ministerial Investment Order that has been issued by the NSW Minister for Local Government:



- (a) any public funds or securities issued by or guaranteed by, the Commonwealth, any State of the Commonwealth or a Territory;
- (b) any debentures or securities issued by a council (within the meaning of the *Local Government Act 1993 (NSW)*);
- (c) interest bearing deposits with, or any debentures or bonds issued by, an authorised deposit-taking institution (as defined in the *Banking Act 1959 (Cth)*), but excluding subordinated debt obligations;
- (d) any bill of exchange which has a maturity date of not more than 200 days; and if purchased for value confers on the holder in due course a right of recourse against a bank which has been designated as an authorised deposit-taking institution by the Australian Prudential Regulation Authority;
- (e) a deposit with the New South Wales Treasury Corporation or investments in an Hour-Glass investment facility (now known as TCorpIM Fund) of the New South Wales Treasury Corporation.

## 7. Prohibited Investments

In accordance with the Ministerial Investment Order, this investment policy prohibits but is not limited to any investment carried out for speculative purposes including:

- § Derivative based instruments;
- § Principal only investments or securities that provide potentially nil or negative cashflow;
- § Stand-alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind;

This policy also prohibits the specific use of leveraging (borrowing to invest) of an investment. However, where loan funding is obtained for a specific project and there is a time lag between receiving the funds and final expenditure, funds may be invested in the short term.

## 8. Liquidity and Maturity

Surplus funds are determined by review of Council's "Daily Cashflow" spreadsheet, which forecasts known revenues and expected expenditures. It is revised each day by Council's Financial Accountant (a detailed procedure is included in the Financial Accountant's Procedure Manual). Generally, a cash balance of approximately \$500,000 is to be maintained to cover emergency situations. Funds over and above this are considered surplus however a level of cash is to be held in other at call accounts to cover short term payment demands. These accounts are chosen to attract interest at a higher rate than the general fund account and should be approximately \$3,000,000 - \$5,000,000. During periods of low returns on other investments, additional levels of cash may be held in these at call accounts where they offer equivalent or greater rates of return.

In the short term, the duration of investments will be determined by analysis of the "Daily Cashflow". For the longer term, cash requirements will be determined by Council's Long-Term Financial Plan. In addition, the current market for interest rates must be taken into consideration and input from Council's financial advisors should be sought as to the longer-term outlook.

## 9. Credit Rating, Portfolio and Counterparty Limits

The minimum and maximum holding percentage for each investment class and the counterparty limits for each institution are as follows:

Investment Class	Minimum Holding	Maximum Holding	Counterparty Limit
AAA Rated	0%	100%	40%
AA+ to AA- Rated (including the four major banks)	0%	100%	40%
A+ to A- Rated	0%	70%	30%
BBB+ to BBB- Rated	0%	50%	20%
Unrated	0%	20%	10%
TCorpIM Cash Fund	0%	100%	100%
TCorpIM Short Term Income Fund	0%	40%	100%
TCorpIM Medium Term Growth Fund	0%	25%	100%
TCorpIM Long Term Growth Fund	0%	10%	100%

Cash assets are no longer subject to any minimum or maximum holding.

Standard & Poor's (or equivalent Moody's or Fitch) ratings attributed to each individual institution will be used to determine maximum holdings. In the event of a disagreement between two agencies as the rating band ("split ratings") Council shall use the lower of the ratings. Where more than two ratings exist, Council shall discard the lowest rating and then use the lower of the higher two ratings when assessing new purchases. This is an industry standard methodology that is widely used.

## 10. Risk Management Guidelines

Investments obtained are to be considered using the following criteria:

- § Preservation of capital – the requirement of preventing losses in an investment portfolio's total value (considering the time value of money);
- § Diversification – setting limits to the amounts invested with a financial institution or government authority to reduce credit risk. An investment must not exceed 40% of the total investment portfolio;
- § Credit risk – the risk that an institution that Council has invested in fails to pay the interest and or repay the principal of an investment;
- § Market risk – the risk that the fair value or future cash flows of an investment will fluctuate due to changes in market prices;
- § Liquidity risk – the risk an investor is unable to redeem the investment at a fair price within a timely period; and
- § Maturity risk – the risk relating to the length of 'term to maturity' of the investment. The larger the term, the greater the length of exposure and risk to market volatilities both gains and losses.

### 11. Term to Maturity Framework

The investment portfolio is to be invested within the following terms to maturity constraints: -

Overall Portfolio Term to Maturity	Maximum Portfolio % Limit
< 12 months	100%
> 12 months < 36 months	40%
> 36 months < 60 months	25%

### 12. Investment Advisor

Council utilises Laminar Capital for its financial advisory services and for the use of its online investment platform Treasury Direct for a monthly fee. TCorp also offers this service free to Council although this is being used on as needs basis rather than a contracted monthly arrangement.

### 13. Measurement

As Council no longer holds grandfathered investments such as Collateralised Debt Obligations (CDOs), the investment returns for the portfolio are easily identifiable. This measurement of the market value is to be assessed at least once a month to coincide with monthly reporting.

### 14. Environmentally Sustainable Investments (ESI's)

Council is committed to investing in Environmentally Sustainable Investments (ESI's) and will:

- § Give preference to ESI's where their rate of return is equal or greater to other investment options;
- § Monitor the % of ESI's held in our portfolio and seek to increase this % over time;
- § Continually scan the market for ESI products that are compliant with the LG investment framework; and
- § Report on our progress towards achieving these objectives.

### 15. Benchmarking

Benchmarks are established to evaluate investment outcomes against objectives, and they must be easily measurable. The Bloomberg AusBond Bank Bill Index is used as Council's benchmark and is included in the Monthly Financial Analysis Report to Council.

### 16. Reporting and Reviewing of Investments

Documentary evidence must be held for each investment and details thereof maintained in an Investment Register, and it must provide Council legal title to the investment, i.e. a financial instrument that clearly defines the contractual arrangement needs to be provided to Council. It is imperative that this financial instrument states that the investment is held in the name of Council. The Investment Register must be reconciled to Council's financial records monthly.

Certificates must be obtained from the financial institutions confirming the amounts of investments held on the Council's behalf as at 30 June each year and reconciled to the Investment Register.

A monthly Financial Analysis Report will be provided to Council, detailing the investment portfolio in terms of performance, percentage exposure of total portfolio, maturity date and changes in market value. Where Council invests in debt securities that have a movement in their capital value, a monthly valuation report will be obtained.

## 17. Safe Custody Arrangements

Where necessary, investments may be held in safe custody on Council's behalf, if the following criteria are met: -

- § Council must retain beneficial ownership of all investments;
- § Adequate documentation is provided, verifying the existence of the investments;
- § The custodian conducts regular reconciliations of records with relevant registries and/or clearing systems; and
- § The institution or custodian recording and holding the assets will be: -
  - The Custodian nominated by TCorp;
  - Austraclear;
  - An institution with an investment grade Standard and Poor's or Moody's rating; or
  - An institution with adequate insurance, including professional indemnity insurance and other insurances considered prudent and appropriate to cover its liabilities under any agreement.

## REVIEW

This policy will be reviewed at least once a year or as required in the event of legislative changes. Any amendment to the policy must be by way of Council resolution.

Version Number	Date	Reason / Comments
1	16 July 2019	Review
2	22 October 2019	Review
3	20 October 2020	Review and update to format
4	18 May 2021	Review, add new investment class and update to maximum holdings
5	20 December 2022	Review, update titles to match organisation structure
6	[TBC]	Review, no changes





# Concise Investment Report Pack

Richmond Valley Council

1 November 2023 to 30 November 2023



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## 1. Portfolio Valuation As At 30 November 2023

		Security Rating	Face Value Original	Face Value Current	Market Value	% Total Value	Running Yield	Weighted Running Yield
Fixed Interest Security								
At Call Deposit								
	CBA Business Online Saver Acct RVC At Call	S&P ST A1+	8,140,000.00	8,140,000.00	<b>8,140,000.00</b>	9.75%	4.35%	
	CBA General Fund Bk Acct RVC At Call	S&P ST A1+	8,428,127.52	8,428,127.52	<b>8,428,127.52</b>	10.09%	3.35%	
	CBA Trust Acct RVC At Call	S&P ST A1+	87,050.17	87,050.17	<b>87,050.17</b>	0.10%	3.05%	
	MACQ 940323454 At Call	Moodys A2	10,037,945.26	10,037,945.26	<b>10,037,945.26</b>	12.02%	4.70%	
	NAB Business Cheque Acct RVC At Call	S&P ST A1+	24.71	24.71	<b>24.71</b>	0.00%	0.00%	
			26,693,147.66	26,693,147.66	<b>26,693,147.66</b>	31.96%		1.33%
Floating Rate Note								
	Auswide 0.6 22 Mar 2024 FRN	Moodys	1,500,000.00	1,500,000.00	<b>1,500,000.00</b>	1.80%	4.95%	
	Auswide 1.5 17 Mar 2026 FRN	Moodys	1,000,000.00	1,000,000.00	<b>1,000,000.00</b>	1.20%	5.85%	
	CACU 1.7 21 Sep 2026 FRN	S&P BBB-	1,750,000.00	1,750,000.00	<b>1,750,000.00</b>	2.10%	6.05%	
	MACQ 0.48 09 Dec 2025 FRN	Moodys A2	1,000,390.00	1,000,390.00	<b>1,000,390.00</b>	1.20%	4.82%	
	MYS 0.65 16 Jun 2025 FRN	Moodys	1,500,000.00	1,500,000.00	<b>1,500,000.00</b>	1.80%	5.00%	
			6,750,390.00	6,750,390.00	<b>6,750,390.00</b>	8.08%		0.43%
Fixed Rate Bond								
	NTTC 1.1 15 Dec 2025 - Issued 10 September 2021 - Richmond Council Fixed	Moodys Aa3	2,000,000.00	2,000,000.00	<b>2,000,000.00</b>	2.39%	1.10%	
	JUDO 6.4 26 Sep 2025 Fixed	S&P BBB-	1,500,000.00	1,500,000.00	<b>1,500,000.00</b>	1.80%	6.40%	
	BOQ 4.7 27 Jan 2027 Fixed	S&P BBB+	1,000,000.00	1,000,000.00	<b>1,000,000.00</b>	1.20%	5.60%	
			4,500,000.00	4,500,000.00	<b>4,500,000.00</b>	5.39%		0.24%
Unit Trust								
	NSWTC Long Term Growth Fund UT		3,000,000.00	3,134,196.52	<b>3,134,196.52</b>	3.75%	45.24%	
	NSWTC Medium Term Growth Fund UT		11,005,029.35	12,429,817.85	<b>12,429,817.85</b>	14.88%	28.08%	
			14,005,029.35	15,564,014.37	<b>15,564,014.37</b>	18.64%		5.88%



## 1. Portfolio Valuation As At 30 November 2023

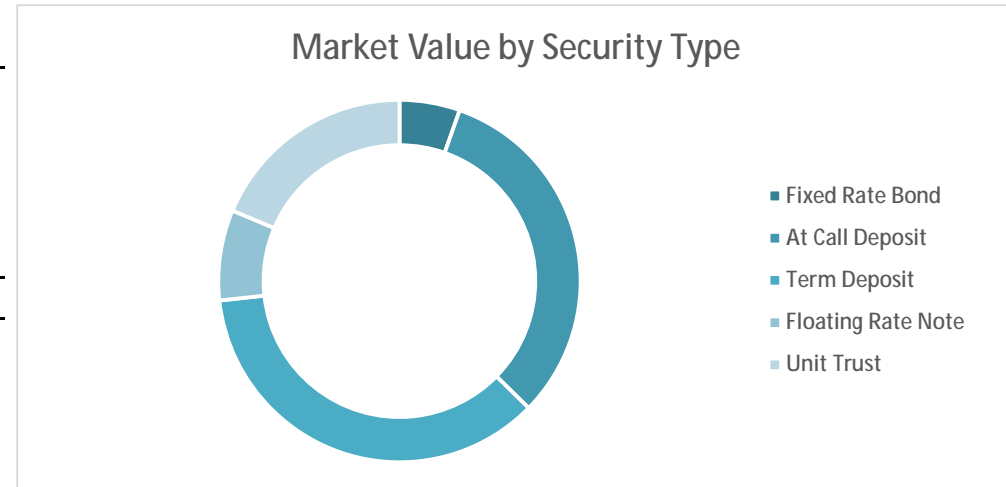
### Term Deposit

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>	2.39%	5.30%
Auswide 4.8 05 Dec 2023 91DAY TD	Moodys ST	2,000,000.00	2,000,000.00	<b>2,000,000.00</b>	2.39%	4.80%
Auswide 4.8 05 Dec 2023 91DAY TD	Moodys ST	2,000,000.00	2,000,000.00	<b>2,000,000.00</b>	2.39%	4.80%
Auswide 5.2 28 Mar 2024 120DAY TD	Moodys ST	2,000,000.00	2,000,000.00	<b>2,000,000.00</b>	2.39%	5.20%
BOQ 4.95 26 Feb 2024 122DAY TD	Moodys ST	2,000,000.00	2,000,000.00	<b>2,000,000.00</b>	2.39%	4.95%
BOQ 5.15 03 Apr 2024 183DAY TD	Moodys ST	2,000,000.00	2,000,000.00	<b>2,000,000.00</b>	2.39%	5.15%
BOQ 5.15 22 Apr 2024 181DAY TD	Moodys ST	2,000,000.00	2,000,000.00	<b>2,000,000.00</b>	2.39%	5.15%
BENAU 5.05 22 Jan 2024 153DAY TD	Moodys ST	2,000,000.00	2,000,000.00	<b>2,000,000.00</b>	2.39%	5.05%
BENAU 4.95 30 Jan 2024 154DAY TD	Moodys ST	2,000,000.00	2,000,000.00	<b>2,000,000.00</b>	2.39%	4.95%
BENAU 4.95 30 Jan 2024 154DAY TD	Moodys ST	2,000,000.00	2,000,000.00	<b>2,000,000.00</b>	2.39%	4.95%
ING 5.41 21 Nov 2024 366DAY TD	S&P ST A1	1,000,000.00	1,000,000.00	<b>1,000,000.00</b>	1.20%	5.41%
JUDO 4.9 03 Jan 2024 92DAY TD	S&P ST A3	2,000,000.00	2,000,000.00	<b>2,000,000.00</b>	2.39%	4.90%
JUDO 4.9 05 Jan 2024 91DAY TD	S&P ST A3	2,000,000.00	2,000,000.00	<b>2,000,000.00</b>	2.39%	4.90%
JUDO 5.1 28 Feb 2024 92DAY TD	S&P ST A3	1,000,000.00	1,000,000.00	<b>1,000,000.00</b>	1.20%	5.10%
JUDO 5.1 29 Feb 2024 91DAY TD	S&P ST A3	2,000,000.00	2,000,000.00	<b>2,000,000.00</b>	2.39%	5.10%
NAB 5 30 Jan 2024 91DAY TD	S&P ST A1+	1,000,000.00	1,000,000.00	<b>1,000,000.00</b>	1.20%	5.00%
Summerland 5.55 21 Dec 2023 183DAY TD	Unrated ST	1,000,000.00	1,000,000.00	<b>1,000,000.00</b>	1.20%	5.55%
	UR					
		30,000,000.00	30,000,000.00	<b>30,000,000.00</b>	35.92%	1.82%
<b>Portfolio Total</b>		<b>81,948,567.01</b>	<b>83,507,552.03</b>	<b>83,507,552.03</b>	100.00%	9.70%



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

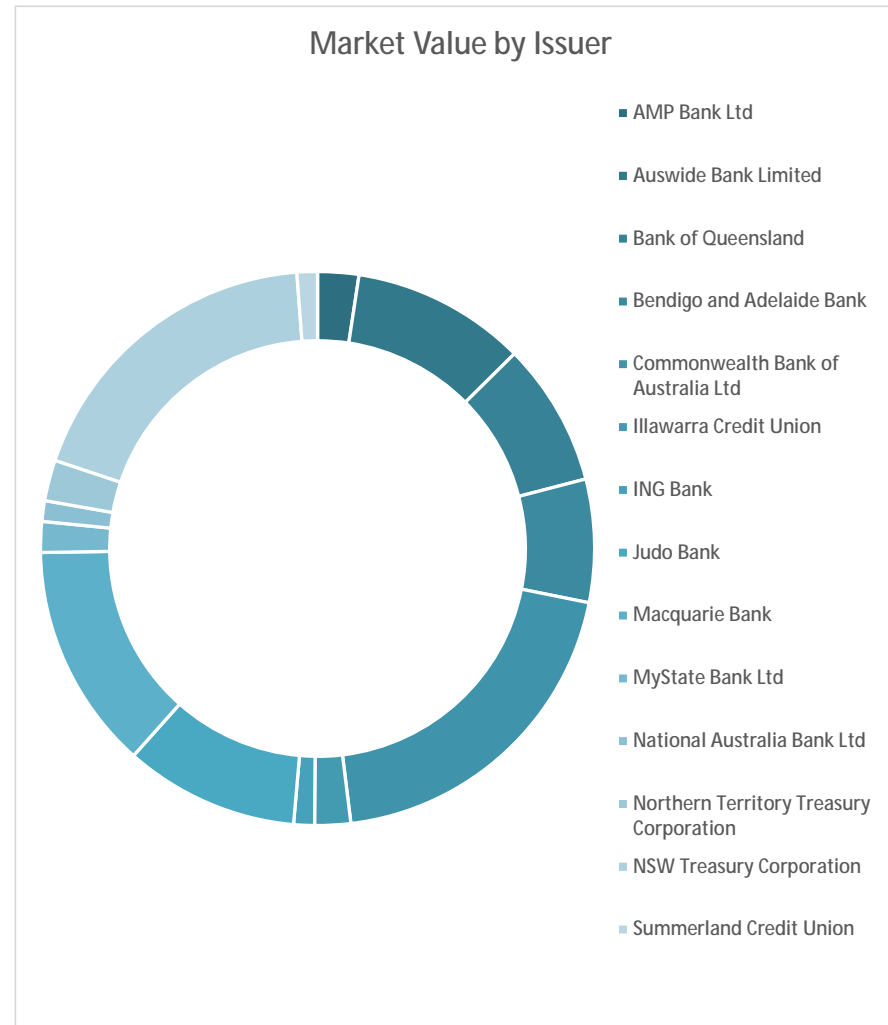
Security Type	Market Value	% Total Value
Fixed Rate Bond	4,500,000.00	5.39%
At Call Deposit	26,693,147.66	31.96%
Term Deposit	30,000,000.00	35.92%
Floating Rate Note	6,750,390.00	8.08%
Unit Trust	15,564,014.37	18.64%
Portfolio Total	83,507,552.03	100.00%





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

Issuer	Market Value	% Total Value
AMP Bank Ltd	2,000,000.00	2.39%
Auswide Bank Limited	8,500,000.00	10.18%
Bank of Queensland	7,000,000.00	8.38%
Bendigo and Adelaide Bank	6,000,000.00	7.18%
Commonwealth Bank of Australia Ltd	16,655,177.69	19.94%
Illawarra Credit Union	1,750,000.00	2.10%
ING Bank	1,000,000.00	1.20%
Judo Bank	8,500,000.00	10.18%
Macquarie Bank	11,038,335.26	13.22%
MyState Bank Ltd	1,500,000.00	1.80%
National Australia Bank Ltd	1,000,024.71	1.20%
Northern Territory Treasury Corporation	2,000,000.00	2.39%
NSW Treasury Corporation	15,564,014.37	18.64%
Summerland Credit Union	1,000,000.00	1.20%
<b>Portfolio Total</b>	<b>83,507,552.03</b>	<b>100.00%</b>



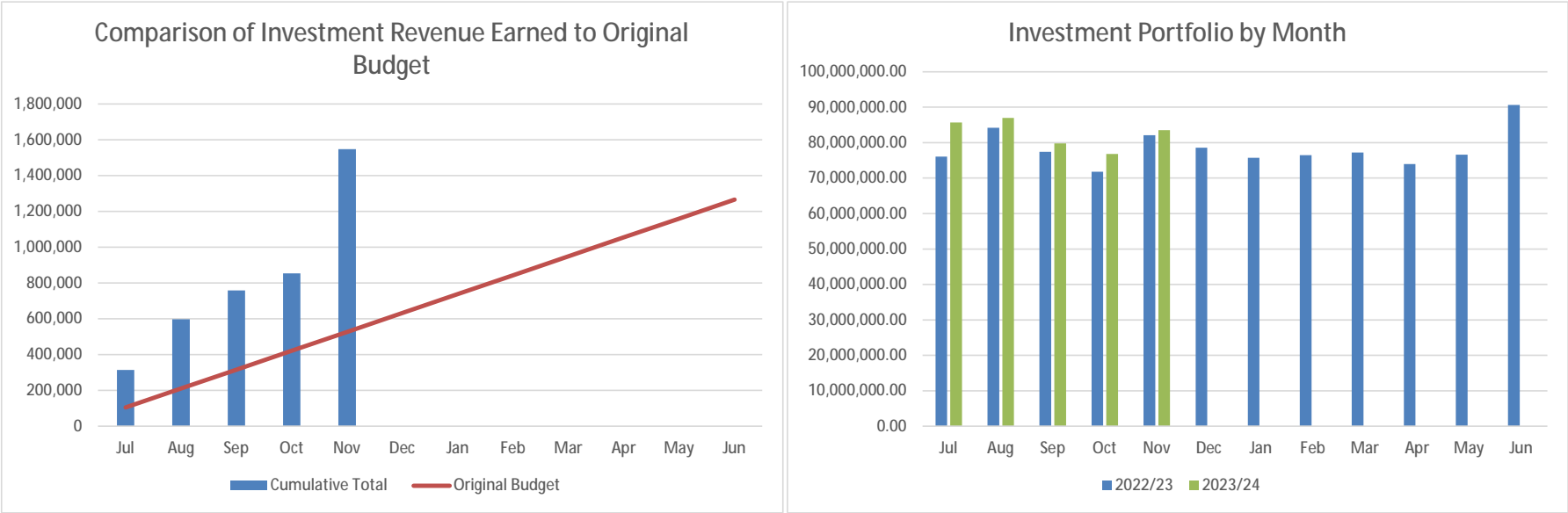


### 3. Investment Revenue Received For 1 November 2023 to 30 November 2023

Security	Issuer	Settlement Date	Face Value (Basis of Interest Calculation)	Consideration Notional	Income Type
Auswide 0.9 06 Nov 2023 FRN	Auswide Bank Limited	6 Nov 2023	750,000.00	<b>9,517.42</b>	Security Coupon Interest
AMP 5.05 22 Nov 2023 184DAY TD	AMP Bank Ltd	22 Nov 2023	1,000,000.00	<b>25,457.53</b>	Security Coupon Interest
TMC 4.9 23 Nov 2023 273DAY TD	Transport Mutual Credit Union Limited	23 Nov 2023	2,000,000.00	<b>73,298.63</b>	Security Coupon Interest
Auswide 4.75 28 Nov 2023 92DAY TD	Auswide Bank Limited	28 Nov 2023	1,000,000.00	<b>11,972.60</b>	Security Coupon Interest
AMP 5.15 29 Nov 2023 184DAY TD	AMP Bank Ltd	29 Nov 2023	2,000,000.00	<b>51,923.29</b>	Security Coupon Interest
AMP 5.15 30 Nov 2023 184DAY TD	AMP Bank Ltd	30 Nov 2023	2,000,000.00	<b>51,923.29</b>	Security Coupon Interest
Other		30 Nov 2023		<b>37,945.26</b>	Bank Interest
Other		30 Nov 2023		<b>18,839.00</b>	Bank Interest
Other		30 Nov 2023		<b>4,091.94</b>	Bank Interest
Other		30 Nov 2023		<b>214.05</b>	Bank Interest
				<b>285,183.01</b>	
Medium Term Growth Fund	NSW Treasury Corporation			<b>283,875.89</b>	Fair Value Gain/(Loss)
Long Term Growth Fund	NSW Treasury Corporation			<b>113,809.27</b>	Fair Value Gain/(Loss)
				<b>397,685.16</b>	
<b>TOTAL</b>				<b>682,868.17</b>	



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







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

### Portfolio Summary by Fossil Fuel Lending ADIs

ADI Lending Status	% Total	Current Period	% Total	Prior Period
<b>Fossil Fuel Lending ADIs</b>				
AMP Bank Ltd	2.4%	2,000,000.00	9.1%	7,000,000.00
Bank of Queensland	8.4%	7,000,000.00	9.1%	7,000,000.00
Commonwealth Bank of Australia Ltd	19.9%	16,655,177.69	9.9%	7,619,027.58
ING Bank Australia Limited	1.2%	1,000,000.00	0.0%	0.00
Macquarie Bank	13.2%	11,038,335.26	14.4%	11,039,865.71
National Australia Bank Ltd	1.2%	1,000,024.71	1.3%	1,000,024.71
	<b>46.3%</b>	<b>38,693,537.66</b>	<b>43.8%</b>	<b>33,658,918.00</b>
<b>Non Fossil Fuel Lending ADIs</b>				
Auswide Bank Limited	10.2%	8,500,000.00	10.7%	8,250,000.00
Bendigo and Adelaide Bank	7.2%	6,000,000.00	7.8%	6,000,000.00
Illawarra Credit Union	2.1%	1,750,000.00	2.3%	1,750,000.00
Judo Bank	10.2%	8,500,000.00	7.2%	5,500,000.00
MyState Bank Ltd	1.8%	1,500,000.00	2.0%	1,500,000.00
Northern Territory Treasury Corporation	2.4%	2,000,000.00	2.6%	2,000,000.00
NSW Treasury Corporation	18.6%	15,564,014.37	19.7%	15,166,329.21
Summerland Credit Union	1.2%	1,000,000.00	1.3%	1,000,000.00
Transport Mutual Credit Union Limited	0.0%	0.00	2.6%	2,000,000.00
	<b>53.7%</b>	<b>44,814,014.37</b>	<b>56.2%</b>	<b>43,166,329.21</b>
Total Portfolio		<b>83,507,552.03</b>		<b>76,825,247.21</b>

Fossil Fuel vs Non Fossil Fuel Lending ADI



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



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Richmond  
Valley  
Council



# **MINUTES**

## **Audit, Risk & Improvement Committee Meeting**

**29 November 2023**

## AUDIT, RISK &amp; IMPROVEMENT COMMITTEE MEETING MINUTES

29 NOVEMBER 2023

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## AUDIT, RISK &amp; IMPROVEMENT COMMITTEE MEETING MINUTES

29 NOVEMBER 2023

**MINUTES OF RICHMOND VALLEY COUNCIL  
AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBERS, 10 GRAHAM PLACE, CASINO  
ON WEDNESDAY, 29 NOVEMBER 2023 AT 4PM**

**PRESENT:** Chairperson Ron Gillard, Member Jesse Jo, Member Emma Fountain

**IN ATTENDANCE:** Vaughan Macdonald (General Manager), Ryan Gaiter (Director Organisational Services), Ben Zeller (Director Projects & Business Development), Jenna Hazelwood (Chief of Staff), Angela Jones (Director Community Service Delivery), Hayley Martin (Principal Accountant), Latoya Cooper (Executive Assistant), Ben Rogers (Thomas Noble Russell)

**1 WELCOME**

**2 APOLOGIES**

Adam Bradfield (Thomas Noble Russell), Quentin Wong (Audit Office NSW)

**3 DECLARATION OF INTERESTS**

Nil

**4 CONFIRMATION OF MINUTES**

**4.1 MINUTES OF THE AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING HELD ON 12 OCTOBER 2023**

**COMMITTEE RESOLUTION IA291123/1**

Moved: Member Emma Fountain

Seconded: Member Jesse Jo

That the Minutes of the Audit, Risk & Improvement Committee Meeting, held on 12 October 2023, be taken as read and confirmed as a true record of proceedings.

**CARRIED**

**6.3 DRAFT FINANCIAL MANAGEMENT LETTER**

**COMMITTEE RESOLUTION IA291123/2**

Moved: Member Emma Fountain

Seconded: Member Jesse Jo

That the Committee receives and notes the Draft Financial Management letter with the final letter to be emailed once issued and included in the next ARIC meeting on 21 February 2024.

**CARRIED**

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## AUDIT, RISK &amp; IMPROVEMENT COMMITTEE MEETING MINUTES

29 NOVEMBER 2023

**5 MATTERS FOR CONSIDERATION****5.1 UPDATE ON THE PROGRESS OF THE INTERNAL AND EXTERNAL AUDIT ACTIONS AS AT 30 SEPTEMBER 2023****COMMITTEE RESOLUTION IA291123/3**

Moved: Member Jesse Jo

Seconded: Member Emma Fountain

That the Committee receives and notes the contents of the Progress of Internal and External Audit Action Items report.

Notes:

- IA202206.03 || The matter of formalisation of procedures for planning certificates was discussed, and the Committee noted this action referring to the succession planning of a long serving staff member and the un-documented knowledge factor of the role, acknowledging the shortage and availability of skilled planning staff in the region making it difficult to succession plan.

**CARRIED****5.2 GAP ANALYSIS - FINANCIAL MANAGEMENT AND GOVERNANCE****COMMITTEE RESOLUTION IA291123/4**

Moved: Member Emma Fountain

Seconded: Member Jesse Jo

That the Committee receives and notes the information as presented in the gap analysis, with an update of considering undertaking the 'desired state' options to be presented to the 29 May 2024 ARIC meeting.

Notes:

- Strategic risks to be linked to the Delivery Plan.
- No analysis completed on the Asset Management item
- Risk Management Committee currently working on a response to the Continuous Risk Improvement Program audit completed recently by Councils Insurer, Civic Risk Mutual.

**CARRIED**

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AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING MINUTES

29 NOVEMBER 2023

**5.3 PHYSICAL ASSET SECURITY AUDIT SERVICES - REQUEST FOR QUOTE****COMMITTEE RESOLUTION IA291123/5**

Moved: Member Jesse Jo

Seconded: Member Emma Fountain

That the Committee supports councils proposed Request for Quote for the Physical Asset Security Audit Services.

## Notes:

- Confidentiality clauses to be documented within the RFQ
- Council to identify shared facilities for inclusion
- Confirmation on 'all' vs 'some' plant items
- A report on modern slavery was provided to the ARIC at the meeting on 3 May 2023, including a draft policy that was later adopted by Council.

**CARRIED****6 GENERAL BUSINESS – SUPPLEMENTARY REPORTS****6.1 DEVELOPMENT OF A FOUR YEAR WORKPLAN****COMMITTEE RESOLUTION IA291123/6**

Moved: Member Jesse Jo

Seconded: Member Emma Fountain

Note the discussion that the Chair will prepare and distribute a draft Four Year Workplan document to ARIC members for review prior to the 21 February 2024 meeting.

**CARRIED****6.2 MANDATORY AUDITS FOR THE FINANCIAL YEAR****COMMITTEE RESOLUTION IA291123/7**

Moved: Member Emma Fountain

Seconded: Member Jesse Jo

Note the discussion on the mandatory audits and request council to present any significant findings and recommendations from the StateCover self audit to the ARIC.

**CARRIED**

## AUDIT, RISK &amp; IMPROVEMENT COMMITTEE MEETING MINUTES

29 NOVEMBER 2023

**6.4 NRLX UPDATE****COMMITTEE RESOLUTION IA291123/8**

Moved: Member Jesse Jo

Seconded: Member Emma Fountain

That the Committee receives and notes the report and verbal update provided by the General Manager on the Northern Rivers Livestock Exchange matter.

## Notes:

- A tender process is currently being independantly managed by JLL, which closes at 5pm on Thursday 30 November 2023. A report is expected to be presented to the December Ordinary Council meeting, with an update to be provided to the ARIC following Councils resolution.

**CARRIED****6.5 GENERAL BUSINESS**

1. *Public Interest Disclosure Act 2022* commenced on 1 October 2023, repealing the *Public Interest Disclosure Act 1994*. All Disclosure Officers of Richmond Valley Council have commenced mandatory training, which will be completed by 31 January 2024, the process is being managed by Councils Coordinator, Governance.
2. Director Ryan Gaiter provided an update on the recent migration to TechOne Cloud SAS.  
*Action:* A report to be presented to the February meeting regarding the issues experienced during the migration process, and any ongoing issues through the implementation process.
3. The Committee discussed the outcome of the IPART Rate Peg review, noting the positive outcome from Councils submission, resulting in a 4.6% rate peg which is made up of 0.1% population growth factor, 4.5% base rate peg, estimating \$690,000 in revenue.

**The Meeting closed at 5:15pm.**.....  
**CHAIRPERSON**