

Richmond
Valley
Council



ATTACHMENTS

Tuesday, 16 April 2024

UNDER SEPARATE COVER

Ordinary Council Meeting

Table of Contents

6.1	Minutes Ordinary Meeting held 19 March 2024	
	Attachment 1 Unconfirmed Minutes 19 March 2024	4
15.1	Community Engagement Strategy and Framework 2024-2025	
	Attachment 1 Community Engagement Strategy and Framework 2024-2025.....	16
15.2	Draft Section 7.12 Contributions Plan (as Amended)	
	Attachment 1 Section 7.12 Contributions Plan.....	36
17.1	Financial Analysis Report - March 2024	
	Attachment 1 RVC Investment Pack - March 2024.....	63

Richmond
Valley
Council



MINUTES

**Ordinary Council Meeting
19 March 2024**

ORDINARY COUNCIL MEETING MINUTES

19 MARCH 2024

ORDER OF BUSINESS

1	ACKNOWLEDGEMENT OF COUNTRY	4
2	PRAYER	4
3	PUBLIC ACCESS	4
4	APOLOGIES	4
5	MAYORAL MINUTES	5
5.1	Opening of the Northern Rivers Rail Trail - Casino to Bentley Section	5
6	CONFIRMATION OF MINUTES	5
6.1	Minutes Ordinary Meeting held 20 February 2024	5
7	MATTERS ARISING OUT OF THE MINUTES	5
8	DECLARATION OF INTERESTS	5
9	PETITIONS	6
	Nil	
10	NOTICE OF MOTION	6
	Nil	
11	MAYOR'S REPORT	6
11.1	Mayoral Attendance Report 13 February 2024 - 13 March 2024	6
12	DELEGATES' REPORTS	6
12.1	Delegates' Report March 2024 - Rous County Council.....	6
13	MATTERS DETERMINED WITHOUT DEBATE	6
13.1	Matters to be Determined Without Debate.....	6
14	GENERAL MANAGER	7
14.1	NSW Disaster Mitigation Plan	7
15	COMMUNITY SERVICE DELIVERY	7
	Nil	
16	PROJECTS & BUSINESS DEVELOPMENT	7
	Nil	
17	ORGANISATIONAL SERVICES	8
17.1	Financial Analysis Report - February 2024	8
17.2	Audit, Risk and Improvement Committee, Updated Terms of Reference	8
17.3	Monthly Budget Adjustments Report - February 2024	9
18	GENERAL BUSINESS	9
	Nil	
19	MATTERS FOR INFORMATION	9
19.1	Agency Information Guide (GIPA Act)	9
19.2	Development Applications Determined Under the Environmental Planning and Assessment Act for the Period 1 February 2024 - 29 February 2024	10
19.3	Greening Program Update	10

Page 2

ORDINARY COUNCIL MEETING MINUTES	19 MARCH 2024
19.4 Grant Application Information Report - February 2024.....	10
19.5 Audit, Risk and Improvement Committee Minutes.....	10
20 QUESTIONS ON NOTICE	11
Nil.	
21 QUESTIONS FOR NEXT MEETING (IN WRITING).....	11
22 MATTERS REFERRED TO CLOSED COUNCIL	11
22.1 General Manager's Annual Performance Review - 2023/24	11
23 RESOLUTIONS OF CLOSED COUNCIL	12

ORDINARY COUNCIL MEETING MINUTES

19 MARCH 2024

**MINUTES OF RICHMOND VALLEY COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS, 10 GRAHAM PLACE, CASINO
ON TUESDAY, 19 MARCH 2024 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 Sam Cornish, Cr Robert Hayes, Cr Sandra Humphrys, Cr Patrick Deegan, Cr Debra McGillan

IN ATTENDANCE: Vaughan Macdonald (General Manager), Carla Dzendolet (Acting Director Community Service Delivery), Ryan Gaiter (Director Organisational Services), Ben Zeller (Director Projects & Business Development), Jenna Hazelwood (Chief of Staff), Charlene Reeves (Executive Assistant Projects & Business Development), Simon Breeze (IT Support Coordinator)

1 ACKNOWLEDGEMENT OF COUNTRY

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

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

2 PRAYER

The meeting opened with a prayer by the General Manager.

3 PUBLIC ACCESS

Nil.

4 APOLOGIES

RESOLUTION 190324/1

Moved: Cr Debra McGillan
Seconded: Cr Sandra Humphrys

That the apology received from Cr Stephen Morrissey be accepted and leave of absence granted.

CARRIED

ORDINARY COUNCIL MEETING MINUTES

19 MARCH 2024

5 MAYORAL MINUTES**5.1 OPENING OF THE NORTHERN RIVERS RAIL TRAIL - CASINO TO BENTLEY SECTION****RESOLUTION 190324/2**

Moved: Cr Robert Mustow
Seconded: Cr Patrick Deegan

That Council:

1. Notes the completion of the Casino-Bentley section of the Northern Rivers Rail Trail and its official opening on 23 March 2024;
2. Commends all those involved in delivering this quality facility for the benefit of the Richmond Valley community;
3. Explores options and encourages complementary activities, such as trishaw usage, to enable people of all abilities to enjoy this new community asset;
4. Pursues funding opportunities to enable the completion of all elements of the Master Plan for the Casino to Bentley section of the Rail Trail;
5. Continues to advocate to all levels of government for the ultimate funding and completion of the full 132km length of the Northern Rivers Rail Trail from Casino to Murwillumbah.

CARRIED**6 CONFIRMATION OF MINUTES****6.1 MINUTES ORDINARY MEETING HELD 20 FEBRUARY 2024****RESOLUTION 190324/3**

Moved: Cr Robert Hayes
Seconded: Cr Sam Cornish

That Council confirms the Minutes of the Ordinary Meeting held on 20 February 2024.

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

Nil.

8 DECLARATION OF INTERESTS

In accordance with Clause 4.21 of the Code of Conduct, the Mayor has submitted an updated Declaration of Interest (Designated Persons) Return to the General Manager. The updated Return has been published on Council's website, as required under the *Government Information (Public Access) Act 2009*. The General Manager tabled the updated Return.

The General Manager declared a pecuniary interest in relation to item 22.1 – General Manager's Annual Performance Review 2023/2024, due to being the person the item is in relation to and indicated that he would leave the meeting while this matter was being considered and determined.

Page 5

ORDINARY COUNCIL MEETING MINUTES

19 MARCH 2024

9 PETITIONS

Nil

10 NOTICE OF MOTION

Nil

11 MAYOR'S REPORT**11.1 MAYORAL ATTENDANCE REPORT 13 FEBRUARY 2024 - 13 MARCH 2024****RESOLUTION 190324/4**

Moved: Cr Robert Mustow
Seconded: Cr Debra McGillan

That Council receives and notes the Mayoral Attendance Report for the period 13 February – 13 March 2024.

CARRIED**12 DELEGATES' REPORTS****12.1 DELEGATES' REPORT MARCH 2024 - ROUS COUNTY COUNCIL****RESOLUTION 190324/5**

Moved: Cr Sandra Humphrys
Seconded: Cr Robert Mustow

That Council receives and notes the Delegates' Report – Rous County Council for March 2024.

CARRIED**13 MATTERS DETERMINED WITHOUT DEBATE****13.1 MATTERS TO BE DETERMINED WITHOUT DEBATE****RESOLUTION 190324/6**

Moved: Cr Sandra Humphrys
Seconded: Cr Sam Cornish

That items 17.1, 17.2, 17.3 identified be determined without debate.

CARRIED

14 GENERAL MANAGER**14.1 NSW DISASTER MITIGATION PLAN****EXECUTIVE SUMMARY**

The NSW Government has released the State's first Disaster Mitigation Plan to help reduce the impacts of future disaster events, such as floods, bushfire and storms, on communities throughout NSW. The Plan, prepared by the NSW Reconstruction Authority, links with regional and local planning and will help to guide Council's future direction for adapting to a changing climate. Council is currently facing a \$150-200m repair bill for public infrastructure damaged in the 2022 floods and the new Plan sets out ways to reduce communities' exposure to disaster risks, as well as , increasing resilience to support faster recovery from future events. Council will draw on the key directions of the Plan in preparing its future place management strategies.

RESOLUTION 190324/7

Moved: Cr Robert Mustow

Seconded: Cr Debra McGillan

That Council

1. Notes the release of the NSW State Disaster Mitigation Plan 2024-2026.
2. Continues to work with the NSW Reconstruction Authority to develop appropriate options for regional and local disaster mitigation planning that reflect the long-term needs and priorities of the Richmond Valley community.

CARRIED

15 COMMUNITY SERVICE DELIVERY

Nil

16 PROJECTS & BUSINESS DEVELOPMENT

Nil

ORDINARY COUNCIL MEETING MINUTES

19 MARCH 2024

17 ORGANISATIONAL SERVICES**17.1 FINANCIAL ANALYSIS REPORT - FEBRUARY 2024****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 29 February 2024 is shown below:

Bank Accounts	Term Deposits	Floating Rate Notes	Fixed Rate Bonds	TCorp IM Funds	Total
\$18,429,247	\$34,000,000	\$6,750,390	\$4,500,000	\$16,319,611	\$79,999,248

The weighted average rate of return on Council's cash and investments at 29 February 2024 was 7.10% which was above the Bloomberg AusBond Bank Bill Index for February of 0.34%, which is Council's benchmark.

RESOLUTION 190324/8

Moved: Cr Sandra Humphrys

Seconded: Cr Sam Cornish

That Council adopts the Financial Analysis Report detailing the performance of its cash and investments for the month of February 2024.

CARRIED**17.2 AUDIT, RISK AND IMPROVEMENT COMMITTEE, UPDATED TERMS OF REFERENCE****EXECUTIVE SUMMARY**

In July 2023 Council adopted the Audit, Risk and Improvement Committee (ARIC) Terms of Reference in line with the Office of Local Governments update on the *Guidelines for Risk Management and Internal Audit for Local Government in NSW*. Since then, the Local Government Regulation 2021 has been amended to give statutory force to key elements of the Office of Local Government's Guidelines for Risk Management and Internal Audit for Local Government in NSW. The amended regulation commences on 1 July 2024 and as such the ARIC was required to update its Terms of Reference to reflect these minor modifications.

RESOLUTION 190324/9

Moved: Cr Sandra Humphrys

Seconded: Cr Sam Cornish

That Council adopts the updated Audit, Risk and Improvement Committee Terms of Reference.

CARRIED

Page 8

17.3 MONTHLY BUDGET ADJUSTMENTS REPORT - FEBRUARY 2024**EXECUTIVE SUMMARY**

This report details the proposed budget adjustments for the month of February 2024.

Council's projected operating result from continuing operations for 2023/2024 is proposed to increase by \$114,491 to a surplus of \$33,257,840. The net operating result before capital grants and contributions has decreased slightly from a deficit of \$1,986,917 to a deficit of \$2,103,436.

Income from continuing operations has increased by \$425,600 from the revised budget at 31 December 2023, with total income now projected to be \$109,812,337.

Expenses from continuing operations have increased by \$311,109 to a projected total of \$76,554,497 and Council's capital works program has increased \$221,328, resulting in a projected program for 2023/2024 of \$70,995,695.

Council's unrestricted cash surplus has remained unchanged at \$212,574 as at 29 February 2024.

The report provides further details of the proposed changes as well as the revised budget position as at 29 February 2024.

RESOLUTION 190324/10

Moved: Cr Sandra Humphrys

Seconded: Cr Sam Cornish

That Council:

1. Approves the proposed budget adjustments for the month of February 2024.
2. Notes the revised budget position for 2023/2024 as at 29 February 2024.

CARRIED

18 GENERAL BUSINESS

Nil

19 MATTERS FOR INFORMATION**RESOLUTION 190324/11**

Moved: Cr Robert Hayes

Seconded: Cr Debra McGillan

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

CARRIED

19.1 AGENCY INFORMATION GUIDE (GIPA ACT)**RESOLUTION 190324/12**

Moved: Cr Robert Hayes

Seconded: Cr Debra McGillan

That Council receives and notes the updated Agency Information Guide, as required under the

ORDINARY COUNCIL MEETING MINUTES

19 MARCH 2024

Government Information (Public Access) Act 2009 (GIPA Act).

CARRIED**19.2 DEVELOPMENT APPLICATIONS DETERMINED UNDER THE ENVIRONMENTAL PLANNING AND ASSESSMENT ACT FOR THE PERIOD 1 FEBRUARY 2024 - 29 FEBRUARY 2024****RESOLUTION 190324/13**

Moved: Cr Robert Hayes
Seconded: Cr Debra McGillan

That Council receives and notes the Development Application report for the period 1 February 2024 to 29 February 2024.

CARRIED**19.3 GREENING PROGRAM UPDATE****RESOLUTION 190324/14**

Moved: Cr Robert Hayes
Seconded: Cr Debra McGillan

That Council receives and notes the Greening Program Update report.

CARRIED**19.4 GRANT APPLICATION INFORMATION REPORT - FEBRUARY 2024****RESOLUTION 190324/15**

Moved: Cr Robert Hayes
Seconded: Cr Debra McGillan

That Council receives and notes the Grant Application Information Report for the month of February 2024.

CARRIED**19.5 AUDIT, RISK AND IMPROVEMENT COMMITTEE MINUTES****RESOLUTION 190324/16**

Moved: Cr Robert Hayes
Seconded: Cr Debra McGillan

That Council receives and notes the Minutes of the Audit, Risk and Improvement Committee held on 21 February 2024 along with the Audit, Risk and Improvement Committee Annual Report to Council.

CARRIED

ORDINARY COUNCIL MEETING MINUTES

19 MARCH 2024

20 QUESTIONS ON NOTICE

Nil.

21 QUESTIONS FOR NEXT MEETING (IN WRITING)

Nil.

22 MATTERS REFERRED TO CLOSED COUNCIL**RECOMMENDATION**

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 General Manager's Annual Performance Review - 2023/24

This matter is considered to be confidential under Section 10A(2) - (a) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with personnel matters concerning particular individuals (other than councillors).

RESOLUTION 190324/17

Moved: Cr Robert Hayes

Seconded: Cr Sandra Humphrys

That:

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

CARRIED

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

The Chair called for representations from the gallery.

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

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

Council closed its meeting at 6.47 pm.

The Open Council meeting resumed at 6.55 pm.

The Resolution of the Closed Council Meeting was read by the Cr Robert Mustow.

23 RESOLUTIONS OF CLOSED COUNCIL

That Council approves:

1. In accordance with Clause 8.3 of the Standard Contract of Employment, General Managers of Local Government in NSW and the Guidelines for the Appointment and Oversight of General Managers, a discretionary increase as outlined in the report be awarded to the General Manager's total remuneration package in recognition of:
 - a. the results achieved for the period.
 - b. the high standards set and achieved by the General Manager, and
 - c. in the absence of any Statutory and Other Offices Tribunal (SOORT) increase this financial year.
2. The discretionary increase to take effect from the General Manager's most recent anniversary date, being 16 February 2024.
3. The Mayor, General Manager and Facilitator to develop a draft performance agreement for the coming year, for review and agreement by all Councillors.

The Meeting closed at 6.56 pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 16 April 2024.

.....
CHAIRPERSON

COMMUNITY ENGAGEMENT STRATEGY & FRAMEWORK

2024-2025

Richmond
Valley
Council



TABLE OF CONTENTS

THE IMPORTANCE & PURPOSE OF COMMUNITY ENGAGEMENT	3
Goals and Aspirations	4
Objectives	5
Specific Community Engagement Objectives	5
Statement of Principles	6
COMMUNITY ENGAGEMENT FRAMEWORK	7
When We Engage	7
Who is Responsible for Engagement	7
What We Engage On	8
Councillor Involvement	10
Richmond Valley Community Engagement Strategy Team	10
How We Engage	11
PROTOCOLS	11
Issues Analysis, Mitigation and Management	12
Tools and Activities	13
WHO WE ENGAGE WITH	14
Key Stakeholders	14
Stakeholder Database	15
APPENDIX A	16
Community Engagement Tools	16
Tools in use	16

THE IMPORTANCE & PURPOSE OF COMMUNITY ENGAGEMENT

Richmond Valley Council believes in open and accountable governance. We are passionate about the future of the region; harmonising the needs of the community, stakeholders and policy directions from State and Commonwealth governments is key to achieving balanced decision making in delivering the community's vision of growing a sustainable relaxed lifestyle in a beautiful environment with a thriving economy.

In 2022 Council adopted its Community Strategic Plan Engagement Strategy. This strategy describes how Richmond Valley Council will engage with the community and acknowledges the desire of Council to share information and experiences to develop a shared vision for the future of our community. This Community Engagement Strategy and Framework aims to strengthen that commitment by providing a best-practice approach in all community engagement activities. Our engagement process recognises diversity within the community and incorporates a variety of tools and techniques to reach our wide range of community members and stakeholders.

Further in support of this the Richmond Valley Council implemented the Richmond Valley Council Community Participation Plan 2020 (the CPP) prepared under Section 2.23 of the NSW *Environmental Planning and Assessment Act 1979* (the Act). Section 1.1 of the CPP states: "a Community Participation Plan (CPP) sets out when and how Council will engage its community across the range of town planning functions it performs under the Act. A CPP must meet the minimum requirements for community participation set out in Schedule 1 to the Act, including any additional requirements provided in the Environmental Planning and Assessment Regulation 2000 (the Reg)".

This CPP identifies:

- The mandatory community engagement requirements of the Act, including variations to those requirements (where permitted);
- How community engagement will be undertaken;
- The minimum period for community engagement; and
- How the community can make submissions.

Community engagement does not replace the final decision-making power of Council, but provides valuable opportunities for the community to be involved in designing key directions for the future and supporting well-informed, sustainable decisions.

GOALS & ASPIRATIONS

Council wants to engage with the community, to understand it's needs and priorities and involve local people in designing the future of the Richmond Valley. This Strategy reflects and supports our commitment to:



Inform the community about Council activities and services.



Meet our statutory responsibilities for public consultation.



Promote community interest in Council activities and services



Provide opportunities for the community to be involved in designing key directions and public places.



Define pathways for the community to provide comment and feedback.



Facilitate improved relationships between Councillors and the broad community of Richmond Valley Council.

OBJECTIVES

This strategy and supporting documents will:



Provide a framework to guide Council's engagement with the community in a meaningful and appropriate way.



Provide a consistent and flexible process for staff to guide the selection of the most appropriate method and level of engagement for projects or decisions



Support the environment of trust and confidence established with community and stakeholders to engender a long-term sustainable and productive relationship and commitment to a shared vision for Richmond Valley.



Strengthen Council initiatives which involve community and stakeholder partnerships, particularly to involve the community in the co-creation of Council's Community Strategic Plan.

SPECIFIC COMMUNITY ENGAGEMENT OBJECTIVES



Involve community and stakeholders in the development of Richmond Valley Council's Community Strategic Plan and supporting plans and strategies.



Provide opportunities for feedback on issues or proposals which affect the community.



Upskill Richmond Valley Council staff in community engagement techniques, tools and ideas to improve community participation.



Identify councillor participation opportunities at community events and campaigns.



Improve communication with the community using new technologies.

STATEMENT OF PRINCIPLES

Richmond Valley Council will apply the following principles for community engagement and communications.

▶ PARTNERSHIP & RESPECT

We seek to partner with our community and key stakeholders and will engage respectfully at all times.

▶ ACCESSIBILITY

We will provide access to information which is both easily obtained and understood by people of all abilities.

▶ RIGHT TO BE INFORMED

Our stakeholders have a right to be informed about Richmond Valley Council decisions which affect them.

▶ PROPORTIONATE

We will involve the community to participate in decisions in a way which is proportionate to the significance or impact of an activity on them.

▶ TRANSPARENCY

Richmond Valley Council will make decisions in an open and transparent way and provide stakeholders with reasons for decisions, including how views have been taken into account.

COMMUNITY ENGAGEMENT FRAMEWORK

The Community Engagement Framework is guided by Richmond Valley Council's Community Engagement Strategy. The Framework provides the following:

- Outlines the procedures and mechanisms required to engage effectively with the Richmond Valley community;
- Outlines the tools currently available, and those to be considered for engagement programs; and
- Details the activities required in projects to ensure the community engagement component of everything we do is planned and executed in accordance with the requirements of Council.

WHEN WE ENGAGE

Council staff should consider community engagement at any time depending on Council's program of work.

Each time there is a project to be developed, or a decision to be made there is an opportunity for a community engagement process. Early notice of emerging issues puts Council in a better position to respond in a proactive way.

In a successful engagement planning process, Council staff should consider the impact and complexity of the issue and the optimal time and tools needed for people to engage and respond. Whilst the *Local Government Act 1993* sets out minimum requirements for some specific consultations, each engagement process is considered on its individual basis and merit.

Council's approach to community engagement draws from the best practice principles of community engagement as promoted by the International Association for Public Participation (IAP2), which provides a guide for undertaking engagement activities based on the required outcome (attached). This approach underpins Council's engagement focus and provides a clear reference for all staff considering community engagement.

WHO IS RESPONSIBLE FOR ENGAGEMENT

Although Community and Communications staff play a key role in engagement, community engagement is a key component in all Council projects at all levels of activity.

WHAT WE ENGAGE ON

PROJECT	LEVEL OF ENGAGEMENT	TIMEFRAME
Integrated Planning & Reporting Documents	 Involve	28 days
Council Policies	 Consult	28 days, or 42 days as specified by legislative requirements or Council resolution.
Master plans to inform future works such as playgrounds, pedestrian access, coastal management	 Involve	At least 28 days
Council Strategies	 Involve	At least 28 days
Reclassification of Land	 Consult	28 days
Development Applications	 Consult	14 days; Council may extend the public exhibition period without further notification to those already advised
Project & Service Delivery	 Inform	Seven days
Emergency Notifications	 Inform	As soon as practicable - weather events impacting roads and services, water outages
Road Naming Proposals	 Consult	21 days with a further 21 days after Council and Geographical Names Board approval
Donation Requests	 Inform	28 days
Australia Day Nominations	 Inform	At least three months

WHAT WE ENGAGE ON

PROJECT	LEVEL OF ENGAGEMENT	TIMEFRAME
Leases, Tenders, EOI	 Inform	14 days
Committee Representation	 Inform	28 days
Local Strategic Planning Statement	 Involve	At least 28 days
Planning Proposal to Modify Local Environment Plan (LEP)	 Consult	28 days or as specified by the gateway determination, which may find that no exhibition is required for a minor proposal
Development Control Plan	 Consult	28 days
Developer Contribution Plans	 Consult	28 Days
Voluntary Planning Agreements	 Consult	28 Days

COUNCILLOR INVOLVEMENT

Council staff will raise opportunities for Councillors to be involved throughout the year. These opportunities will be offered according to local geography and issues. Councillor involvement opportunities include but may not be limited to:

COUNCILLOR APPOINTMENTS	MOBILE LIBRARY
POP UP & WALK SHOPS	SPECIFIC PROJECT-BASED OPPORTUNITIES

RICHMOND VALLEY COMMUNITY ENGAGEMENT STRATEGY TEAM

This group will oversee the delivery of the Strategy. Participants will include the following with the involvement of the General Manager and other relevant staff as may be required:

- Chief of Staff
- Manager Community Connection
- Officer Communications and Digital Experience

HOW WE ENGAGE

In accordance with our principles as outlined in the Community Engagement Strategy, all our engagements reflect our commitments of:

- Partnership and respect
- Accessibility
- Right to be informed
- Proportionality
- Transparency

Community engagements will be undertaken at various times, however, they must all align with the Community Engagement Strategy, and be guided by an engagement plan. Appropriate support and guidance will be provided to deliver effective and appropriate community engagement activities and initiatives which align with Council’s Strategy

PROTOCOLS

PROJECT REQUIREMENT	PROTOCOL
Official spokespeople for Richmond Valley Council	<ul style="list-style-type: none"> • Mayor and General Manager
Written Communications Protocol	<ul style="list-style-type: none"> • All material for public distribution will be approved and signed off prior to distribution • All media releases and responses must be approved in line with established media protocol.
Communications protocol for receiving and responding to enquires such as: emails, community enquiries, complaint letters	<ul style="list-style-type: none"> • All written responses will be approved • All calls and enquiries, along with responses, are recorded in a contact database. The database will record names, contact details, query, and response. • Enquiries received by phone to be responded to within two working days.
Media Protocol	<ul style="list-style-type: none"> • All media engagement is managed by Manager Community Connection. The media spokesperson is the Mayor and General Manager.

ISSUES ANALYSIS, MITIGATION & MANAGEMENT

Each project will have its own unique set of issues, which could affect the delivery of a project or result in negative or incorrect information being distributed. Thus, it is imperative to identify any potential issues before a project commences.

Early identification of issues, along with the establishment of agreed responses and communications tools, will enable the staff involved to manage issues before they have the potential to become major risks. To define issues, it is important to hold a roundtable discussion or workshop with key project personnel from management through to support staff, to identify issues at all levels of a project.

Example:

KEY ISSUES	ACTION/ RESPONSE/ MITIGATION MEASURE	COMMUNICATIONS TOOL
Traffic	<ul style="list-style-type: none"> A traffic report has been prepared to support the development application. 	<ul style="list-style-type: none"> Letter Information sheet Q&A to resource staff
Impact on local services	<ul style="list-style-type: none"> Working with the service provider to gain clear information about the causes, impacts and future benefits. 	<ul style="list-style-type: none"> Letterbox drop Social media post Newsletter article Onsite staff
Construction Impacts	<ul style="list-style-type: none"> Early notification Identification of key stakeholders Easy access to information 	<ul style="list-style-type: none"> Door knock 24/7 information phone line Social media post Newspaper article

TOOLS & ACTIVITIES

The community engagement tools and activities outlined below will ensure stakeholders have access to information and can provide feedback on Council projects.

A range of traditional and modern communication, methods will be used to inform residents and gain feedback on Council activities, services and products. This includes, but is not limited to, those listed below. Some of these are already in use and others will be introduced as appropriate (see Appendix A: Community Engagement Tools for detailed descriptions).



Pop up shops



Mobile Library



Councillor appointments



Community information number



Letterbox drops



Print media and newsletters - newspapers, community newsletters



Install wall mounted TV screens/monitors in high-visibility local buildings



Install community noticeboards



Partnerships with schools, such as student workshops and notices in school newsletters



Online channels - Council website, Facebook, Mailchimp, Twitter, an App, or other community engagement-specific software

WHO WE ENGAGE WITH

We prioritise community engagement as a vital aspect of our outreach, fostering strong connections within our diverse communities to collectively shape a better, shared future.

KEY STAKEHOLDERS

Identification of stakeholders is a key component in creating and implementing successful communications and engagements. Council must meet the needs of a variety of stakeholders; those who have an interest in Council's decision-making and those who are affected by Council's decisions.

Richmond Valley Council engages with a broad range of people who make up the Richmond Valley community. An effective plan seeks to understand their stake in a project, how they will affect or interact in a project, and the most appropriate people and methods for managing these stakeholders, as well as the best method of communicating with each stakeholder. The stakeholder groups outlined below may vary by project based on local geography, interest and issues.

STAKEHOLDER	CONSULTATION METHODS
Richmond Valley residents	<ul style="list-style-type: none"> Newsletters, letters, and any other method below as appropriate
Residents impacted by project or issue	<ul style="list-style-type: none"> Online - via Facebook and website Letterbox drops Pop-up shops Walk shops
Aboriginal community - The traditional owners of the land in the Richmond Valley LGA	<ul style="list-style-type: none"> Aboriginal corporations and land councils
Ageing community - People 55+	<ul style="list-style-type: none"> Place-based groups
People with disabilities	<ul style="list-style-type: none"> Place-based groups
Migrant community	<ul style="list-style-type: none"> Representative groups
Youth and children/schools	<ul style="list-style-type: none"> Council staff contacts
Business	<ul style="list-style-type: none"> Chambers of Commerce RDA and industry groups

STAKEHOLDER	CONSULTATION METHODS
Government (Federal, State & Agencies)	<ul style="list-style-type: none"> Regional-based agencies Local Members of Parliament Inter-agency groups
Heritage/ Environmental	<ul style="list-style-type: none"> Council staff contacts
Peak Community Organisations	<ul style="list-style-type: none"> Hall committees, informal contacts Inter-agency groups
Interest/action groups specific to project	<ul style="list-style-type: none"> As appropriate contacts to Council
Media	<ul style="list-style-type: none"> Communications staff contacts

STAKEHOLDER DATABASE

A stakeholder database records details of stakeholders and community members interested or involved in each project as outlined above. A range of databases are maintained by different operating areas in Council to manage various tasks. Information in the database includes name of organisation/individual, phone number, email contact and/or mailing address as required. Relevant database information should be accessed appropriate to each project. Maintenance of contact information should be included as part of any engagement plan.

TYPES OF DATABASE	RESPONSIBILITY
Ratepayers' database	<ul style="list-style-type: none"> Rates team
Community engagement contacts	<ul style="list-style-type: none"> Community Engagement team
ECM electronic records management customer database	<ul style="list-style-type: none"> Customer Experience team
Mailchimp communications database	<ul style="list-style-type: none"> Communications team

APPENDIX A

COMMUNITY ENGAGEMENT TOOLS

Engagement tools and activities may include, but are not limited to, the following. Some of these are already in use and others will be introduced as appropriate.

Council is interested in engaging with residents in ways which make information provision and gathering of feedback/input more accessible for time-poor residents. Some of these are already in use and others will be introduced as appropriate.

TOOLS IN USE

TOOLS IN USE
<ul style="list-style-type: none"> • Print media <ul style="list-style-type: none"> a. Advertising in newspapers b. Paper and email community newsletters and other newsletters as appropriate
<ul style="list-style-type: none"> • Established tools including newsletters, letterbox drops, website content, stakeholder letters
<ul style="list-style-type: none"> • Mobile Library <ul style="list-style-type: none"> a. councilors and staff travelling with the Mobile Library b. More targeted information displays on the Mobile Library
<ul style="list-style-type: none"> • Councillor appointments These would be for residents to meet and discuss specific issues with councillors, for example <ul style="list-style-type: none"> a. 15 minute face-to-face meetings scheduled during day or evenings b. 15 minute online meetings scheduled during day or evenings via Facebook
<ul style="list-style-type: none"> • Facebook Already in use as a means of letting residents know about events and other relevant information and Council will continue to expand its reach. It is also a potential source of informal feedback and track how many users are seeing the posts.
<ul style="list-style-type: none"> • Advisory committees Support Council in carrying out its functions and provide comment on specific issues <ul style="list-style-type: none"> a. Richmond Valley Aboriginal Services Interagency b. Richmond Valley Youth Network c. Discover Richmond Valley Tourism Advisory Committee

Council is using and/or actively investigating the following tools for introduction to the toolkit.

TOOLS UNDER INVESTIGATION	
<ul style="list-style-type: none"> • Mailchimp 	<p>This is a coordinated platform which allows Council to email residents. Council will:</p> <ol style="list-style-type: none"> a. Ask as many residents as possible to sign up with an email address to receive newsletters, emergency response information, notification of big events b. Use Mailchimp to get feedback on items open for community consultation via email c. An App which has a comments section and survey function
<ul style="list-style-type: none"> • Ideas board 	<ol style="list-style-type: none"> a. An online community engagement tool where residents are able to leave comments on specific Council projects b. Residents can write things they like, things they don't like, an idea, a traffic problem, or any custom item desired. Council can also post projects for comment. c. An App which would have functionality across different areas of Council such as rates, maintenance, surveys
<ul style="list-style-type: none"> • Install wall-mounted TV screens/monitors in high-visibility local buildings 	<ol style="list-style-type: none"> a. These would be installed in high-traffic areas in well-patronised buildings. Potential locations are the local shopping complexes.
<ul style="list-style-type: none"> • Install community noticeboards 	<ol style="list-style-type: none"> a. Council could install community noticeboards in Casino and Evans Head where staff are based to be able to put information up regularly. A suggestion for Casino has been the side of the automatic toilet in Walker Street.
<ul style="list-style-type: none"> • School newsletters 	<ol style="list-style-type: none"> a. Parents and teachers are time-poor and students are difficult to reach. Approach schools to put notices in school newsletters.

Project specific activities could also include place-based community consultation groups: geographically-based consultation groups for community consultation on specific Council projects relevant to the particular area. These would not be a town hall or free for all, rather would invite input on a range of specific issues most relevant to the geographical area.

PROJECT SPECIFIC ACTIVITIES

- **Pop-up shops**
Opportunity for councillors and staff to get spontaneous feedback from the community. These could be easily facilitated using Council resources of a marquee, fold up tables and chairs.
- **Walk shops**
This is an innovative approach for the community to get involved on specific Council projects. Community stakeholders either walk around taking notes with clip board or iPad and relevant Council staff or project experts accompany them to say what they want for an area or stimulate group discussions on what is envisaged for the area during the planning process.

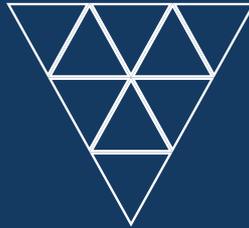
IAP2's Public Participation Spectrum

Increasing Level of Public Involvement

	Inform	Consult	Involve	Collaborate	Empower
Public participation goal	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on various alternatives under decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public.
Promises to the public	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and opinions, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and opinions are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.
Examples techniques	<ul style="list-style-type: none"> ■ Fact sheets ■ Web sites ■ Open houses 	<ul style="list-style-type: none"> ■ Public comment ■ Focus groups ■ Surveys ■ Public meetings 	<ul style="list-style-type: none"> ■ Workshops ■ Consensus building 	<ul style="list-style-type: none"> ■ Citizen advisory committees ■ Commune building ■ Participatory decision-making 	<ul style="list-style-type: none"> ■ Citizen juries ■ Ballots ■ Referendum decisions

2004-2008

Richmond
Valley
Council



Casino Office:
10 Graham Place
(Locked Bag 10)
Casino NSW 2470
Phone: (02) 6660 0300

Evans Head Office:
25 Woodburn Street
Evans Head NSW 2473
Phone: (02) 6660 0365

Email: council@richmondvalley.nsw.gov.au

Web: www.richmondvalley.nsw.gov.au

**Richmond
Valley
Council**



**CERTIFIED IN ACCORDANCE WITH THE
ENVIRONMENTAL PLANNING AND
ASSESSMENT ACT 1979
AND REGULATION 2021**

**RICHMOND VALLEY COUNCIL
SECTION 7.12 CONTRIBUTIONS PLAN
(FORMERLY S.94A CONTRIBUTIONS PLAN)
(AS AMENDED)**

VERSION	DATE EFFECTIVE	COMMENTS	APPROVED BY COUNCIL
Version 1	1 July 2010		15 June 2010
Version 2	8 January 2014		17 December 2013
Version 3	<<add new date>>	2024 Revision of the plan	<<add new date>>

TABLE OF CONTENTS

1. ADMINISTRATION AND OPERATION OF THE PLAN	6
1.1 Overview of Section 7.12 (formerly s.94A) of the Environmental Planning and Assessment Act 1979	6
1.2 Name of this contributions plan	6
1.3 What are the purposes of this contributions plan?	6
1.4 Application of this plan	7
1.5 What does Section 7.12 (formerly s.94A) of the Act provide?	9
1.6 When does this development contributions plan commence?	9
1.7 Pooling of levies	10
1.8 Complying development and the obligation of accredited certifiers	10
1.9 Construction certificates and the obligation of accredited certifiers	10
1.10 How will the levy be calculated?	11
1.11 When is the levy payable?	12
1.12 How will the levy be adjusted?	12
1.13 Circumstances where Section 7.12 (formerly s.94A) Contributions may be waived	12
2. EXPECTED DEVELOPMENT AND DEMAND FOR PUBLIC FACILITIES	13
3. WORKS SCHEDULE	14
4. WORKS SCHEDULE MAPS	17
5. PROCEDURE FOR ESTIMATING THE COST OF DEVELOPMENT	23

ILLUSTRATIONS

Illustration 1.1 - Richmond Valley Council Area	8
Illustration 4.1 - Works Schedule Map of Greater Casino	17
Illustration 4.2 - Works Schedule Map for Rappville	18
Illustration 4.3 - Works Schedule Map for Broadwater/ Rileys Hill	19
Illustration 4.4 - Works Schedule Map for Coraki	20
Illustration 4.5 - Works Schedule Map for Woodburn	21
Illustration 4.6 - Works Schedule Map for Evans Head	22

TABLES

Table 1.1 - Summary schedule for indirect contributions plan	3
Table 1.2 - Public amenities for which levies will be sought	4

SUMMARY TABLES

The following summary tables are included in this plan:

- Percentage levy by category; and
- Public facilities for which contributions will be sought.

Subject to the provisions of this Plan and any direction issued by the Minister for Planning under section 7.17 (formerly s.94E) of the *Environmental Planning and Assessment Act 1979* (the Act 1979), a levy will be imposed as a condition of development consent on all relevant applications, where the proposed cost of development exceeds \$100,000.

The levy will be based on a fixed rate percentage of the proposed cost of the development. Table 1.1 indicates the applicable rate.

Table 1.1 Summary schedule for maximum 7.12 contributions.

PROPOSED COST OF DEVELOPMENT	LEVY (%)
Up to \$100,000	Nil
\$100,001 - \$200,000	0.5%
More than \$200,000	1.0%

Table 1.2 lists the proposed public amenities or public services to be funded by the contributions. These public amenities and public services will be provided by Council over the next five to ten years, subject to adequate income being collected from development levied under this Plan.

Table 1.2 Public amenities for which levies will be sought

The schedule of works outlines the proposed works associated with the life of this Plan. The actual timing of works during the ten-year life will depend on the quantum of contributions collected.

CORAKI		
PUBLIC FACILITIES	ESTIMATED COST (\$)	APPROX. YEAR OF CONSTRUCTION
Coraki Riverside Park	\$25,000	2024/2025
Coraki Museum	\$45,000	2024/2025
Coraki	\$100,000	2025/2026
Coraki Riverside Park	\$100,000	2029/2030
Windsor Park	\$250,000	2029/2030
Coraki Community Centre (Old SES Shed)	\$500,000	2033/2034

CASINO		
PUBLIC FACILITIES	ESTIMATED COST (\$)	APPROX. YEAR OF CONSTRUCTION
Colley Park	\$150,000	2024/2025
Elsmer Jones Park	\$35,000	2024/2025
NRRT	\$150,000	2024/2025
Casino Band Hall	\$60,000	2024/2025
Crawford Square	\$130,000	2024/2025
Casino Drill Hall	\$30,000	2024/2025
Footpath/bike path Connection	\$230,000	2024/2025
Crawford Square	\$35,000	2025/2026
Richmond Park - Geenibeinga Jabiru Wetlands	\$400,000	2025/2026
Casino Indoor Sports Stadium	\$150,000	2026/2027
Crawford Square	\$275,000	2026/2027
Casino Drill Hall	\$650,000	2027/2028
Civic Hall	\$350,000	2028/2029
Albert Park	\$250,000	2031/2032

RAPPVILLE		
PUBLIC FACILITIES	ESTIMATED COST (\$)	APPROX. YEAR OF CONSTRUCTION
Rappville Hall	\$50,000	2024/2025

BROADWATER/RILEYS HILL		
PUBLIC FACILITIES	ESTIMATED COST (\$)	APPROX. YEAR OF CONSTRUCTION
Broadwater	\$60,000	2024/2025
Rileys Hill Community Centre	\$50,000	2024/2025

EVANS HEAD		
PUBLIC FACILITIES	ESTIMATED COST (\$)	APPROX. YEAR OF CONSTRUCTION
Evans Head Scout Hall & Community Garden	\$65,000	2024/2025
Evans Head Senior Citizen Hall Improvement	\$100,000	2024/2025
Airforce Beach access upgrade	\$200,000	2024/2025
Evans Head Recreation Hall	\$65,000	2024/2025
Evans Head - Park Street	\$200,000	2025/2026
Stan Payne Oval	\$200,000	2027/2028
Paddon Park	\$150,000	2028/2029
Reserve behind co-op	\$150,000	2030/2031

WOODBURN		
PUBLIC FACILITIES	ESTIMATED COST (\$)	APPROX. YEAR OF CONSTRUCTION
Woodburn Oval	\$130,000	2025/2026
Woodburn CBD	\$200,000	2026/2027
Woodburn Boxing Club	\$200,000	2031/2032

THROUGHOUT THE LOCAL GOVERNMENT AREA		
PUBLIC FACILITIES	ESTIMATED COST (\$)	APPROX. YEAR OF CONSTRUCTION
PAMP (Pedestrian Mobility Access Plan)	\$60,000	Annually
Civic Pride	\$60,000	Annually from 2024-2032

1. ADMINISTRATION AND OPERATION OF THE PLAN

1.1 Overview of Section 7.12 (formerly 94A) of the Environmental Planning and Assessment Act 1979

Section 7.12 (formerly 94A) of the *Environmental Planning and Assessment Act 1979* (the Act 1979) allows Council to adopt a contributions plan that enables the consent authority to apply a fixed percentage levy on the cost of development.

Section 7.12 (formerly 94A) allows the consent authority to impose, as a condition of development consent, a requirement that the applicant pay a levy of the percentage, authorised by this contribution plan, of the proposed cost of carrying out the development.

The levy required to be paid by a condition imposed under section 7.12 is to be collected as a means of providing, extending, or augmenting public amenities or public services (or towards recouping the cost of their provision, extension, or augmentation). The application of the money is subject to any relevant provision of this contributions plan.

1.2 Name of this contributions plan

This contributions plan is called the Richmond Valley Council Section 7.12 Contributions Plan (as Amended) (formerly the Richmond Valley Council Section 94A Development Contributions Plan). The Plan has been drafted to include all public amenities and public services deemed to be required to meet the demands of development within the Richmond Valley Council Local Government Area, for the life of this Plan. This Plan repeals the following previous contributions plans:

- The Council of Casino Contributions Plan 1995; and
- Richmond River s.94 Contributions Plan 2000

The plan also repeals the following three contributions plans, to the extent that they operate over land now located within Richmond Valley Council:

- Copmanhurst s.94 Contributions Plan - Bushfire;
- Copmanhurst s.94 Contributions Plan - Community Facilities and Roads; and
- Copmanhurst s.94 Contributions Plan - Heavy Haulage.

1.3 What are the purposes of this contributions plan?

The primary purposes of this contributions plan are:

- to authorise the imposition of a condition on certain development consents and complying development certificates requiring the payment of a levy determined in accordance with this plan pursuant to section 7.12 of the Act 1979;
- to assist the Council to provide the appropriate public amenities which are required to maintain and enhance amenity and service delivery within the area;
- to ensure that the existing community is not burdened by the provision of public amenities required as a result of future development;
- to publicly identify the purposes for which the levies are required; and
- to govern the application of money paid to the Council under a condition authorised by this plan.

1.4 Application of this plan

This plan applies to all land within the local government area (LGA) of Richmond Valley Council, as shown on **Illustration 1.1** below.

This Plan applies to all applications for development consent and complying development certificates required to be made by or under Part 4 of the Act 1979 in respect of development on land to which this Plan applies, and that is not excluded in accordance with Part 1.13 of this Plan.

It is noted that pursuant to clause 1(d) of section 7.17 (formerly s.94E) of the Act 1979, the Minister for Planning may issue a direction in relation to "the type or area of development in respect of which a condition under section 7.12 (formerly 94A) may be imposed and the maximum percentage of that levy".

Relevant directions can be found at:

[Local infrastructure contributions policy | Planning \(nsw.gov.au\)](#)

At the time this Plan was made the Minister had issued directions exempting certain development from section 7.12 (formerly s.94A) levies. For the sake of clarity, levies will not be imposed on development:

- a. where the proposed cost of carrying out the development is \$100,000 or less
- b. for the purpose of disabled access; or
- c. for the sole purpose of providing affordable housing; or
- d. for the purpose of reducing a building's use of potable water (where supplied from water mains) or energy; or
- e. for the sole purpose of the adaptive reuse of an item of environmental heritage; or
- f. on land that was earlier subdivided in accordance with a development consent that contained a requirement for a section 7.11 (formerly s.94) contribution; or
- g. seniors housing, as defined in the State Environmental Planning Policy (Housing) 2021, which is undertaken by a social housing provider; or
- h. any other Ministerial direction released following the adoption of this plan.

In addition, the following types of development are exempted from making a contribution under this Plan:

- a. Public amenities or infrastructure proposed by a public authority; and
- b. Industrial, retail or commercial development where there is no increase in floor space within an existing building.

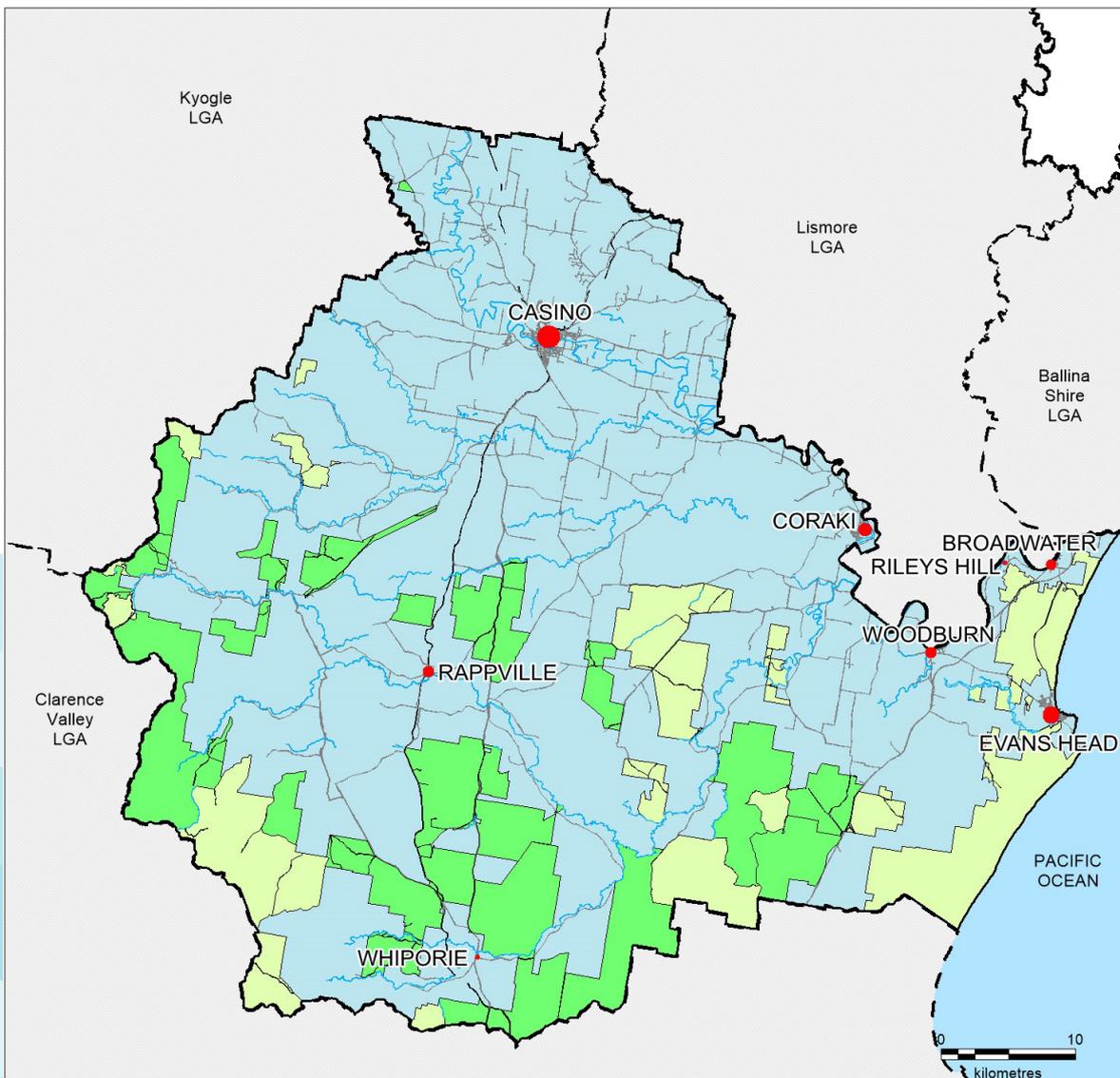


Illustration 1.1 Richmond Valley Council Area

1.5 What does Section 7.12 (formerly s.94A) of the Act provide?

Section 7.12 (formerly s.94A) of the Act 1979 provides as follows:

7.12 Fixed development consent levies (cf previous s.94A)

1. A consent authority may impose, as a condition of development consent, a requirement that the applicant pay a levy of the percentage, authorised by a contributions plan, of the proposed cost of carrying out the development.
2. A consent authority cannot impose as a condition of the same development consent a condition under this section as well as a condition under section 7.12.
- 2A. A consent authority cannot impose a condition under this section in relation to development on land within a special contributions area without the approval of-
 - a. the Minister, or
 - b. a development corporation designated by the Minister to give approvals under this subsection.
3. Money required to be paid by a condition imposed under this section is to be applied towards the provision, extension or augmentation of public amenities or public services (or towards recouping the cost of their provision, extension or augmentation). The application of the money is subject to any relevant provisions of the contributions plan.
4. A condition imposed under this section is not invalid by reason only that there is no connection between the development the subject of the development consent and the object of expenditure of any money required to be paid by the condition.
5. The regulations may make provision for or with respect to levies under this section, including-
 - a. the means by which the proposed cost of carrying out development is to be estimated or determined, and
 - b. the maximum percentage of a levy.

1.6 When does this development contributions plan commence?

This Plan has been prepared pursuant to the provisions of the Act 1979, and the *Environmental Planning and Assessment Regulation 2021 (the Regulation 2021)*.

This Plan came into effect from the date on which public notice of the Council's decision to approve the Plan was published pursuant to the former cl. 31(4)) of the *EP&A Regulation 2000*. Subsequent plans or amendments come into effect upon notice of the Council's decision to approve that plan or amendment being published on the Council's website or such later date specified in the notice pursuant to clause 214(4) of the *Regulation 2021*.

This Amended Plan was adopted by Council at its Meeting of <<add new date>> and came into force on <<add new date>>.

1.7 Pooling of levies

This Plan expressly authorises section 7.11 (formerly s.94) contributions or section 7.12 (formerly s.94A) levies paid for different purposes under this Plan or any other contributions plan applying to land in the Richmond Valley LGA to be pooled and applied progressively for those purposes. The priorities for the expenditure of the levies are shown in the works schedule in this Plan.

Pursuant to clause 212(6) (formerly cl.27(3)) of the *Regulation 2021*, a contributions plan may authorise monetary development contributions or development levies for different purposes to be pooled and applied progressively for the different purposes only if the Council is satisfied that the pooling and progressive application will not unreasonably prejudice the carrying into effect, within a reasonable time, of the purposes for which the money was originally paid.

1.8 Complying development and the obligation of accredited certifiers

Accredited certifiers must impose a condition on a Complying Development Certificate, requiring monetary contributions in accordance with this plan which satisfies the following criteria:

- The levy charged is calculated in accordance with Table 1.1 of this Contributions Plan; and
- Where a development consent for a subdivision was issued by the Council prior to the adoption of a Section 7.11 (formerly s.94) Contributions Plan, and no Section 7.11 (formerly s.94) contribution was paid, any development application for a new dwelling will be required to pay a contribution in accordance with this Plan.

The conditions imposed must be consistent with Council's standard Section 7.12 (formerly s.94A) consent conditions and be strictly in accordance with this Contributions Plan. It is the professional responsibility of accredited certifiers to accurately calculate the contribution and to apply the Section 7.12 (formerly s.94A) condition correctly.

1.9 Construction certificates and the obligation of accredited certifiers

In accordance with clause 20 of the *Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021* (the *Certification Regulation 2021*) (formerly cl.146 of the *EP&A Regulation 2000*), a certifying authority must not issue a construction certificate for building work or subdivision work under a development consent unless it has verified that each condition requiring the payment of levies has been satisfied. In particular, the certifier must ensure that the applicant provides a receipt(s) confirming that levies have been fully paid and copies of such receipts must be included with copies of the certified plans provided to Council in accordance with clause 13 of the *Certification Regulation 2021* (formerly cl.142(2) of the *Regulation 2000*). Failure to follow this procedure may render such a certificate invalid.

1.10 How will the levy be calculated?

The levy will be determined on the basis of the rate as set out in the summary schedule. The levy will be calculated as follows:

Levy payable = %C x \$C

Where:

%C is the levy rate applicable

\$C is the proposed cost of carrying out the development

For example, a development valued at \$350,000 would require the following calculation:

Levy payable = 1% x \$350,000.00

Levy payable = \$3,500.00

For example, a development valued at \$150,000 would require the following calculation:

Levy payable = 0.5% x \$150,000.00

Levy payable = \$750.00

Calculating the cost of work

The proposed cost of carrying out the development will be determined in accordance with clause 208 (formerly cl.25J) of the Regulation 2021. The procedures set out in Section 5 of this Plan must be followed to enable Council to determine the amount of the levy to be paid.

The proposed cost may be adjusted before payment of a development levy, as specified in the contributions plan, to reflect annual variations to readily accessible index figures adopted by the Plan between the day on which the proposed cost was determined by the consent authority and the day by which the development levy must be paid.

The value of the works must be provided by the applicant at the time an application is lodged. When determining the estimated cost of works, applicants must have regard to [Planning circular - PS 21-022 - Calculating the genuine estimated cost of development \(nsw.gov.au\)](#).

Consistent with this circular, development applications are to be estimated in accordance with the following:

- for development up to \$100,000, the estimated cost be estimated by the applicant or a suitably qualified person 1, with the methodology used to calculate that cost submitted with the Development Application;
- for development between \$100,000 and \$3 million, a suitably qualified person should prepare the cost estimate and submit it, along with the methodology, with the Development Application; or
- for development more than \$3 million, a detailed cost report prepared by a registered quantity surveyor who is registered with the Australian Institute of Quantity Surveyors or a person who can demonstrate equivalent qualification to verify the cost of the development should be submitted with the Development Application.

Without limitation to the above, council may review the valuation of works and may seek the services of an independent person to verify the costs. In these cases, all costs associated with obtaining such advice will be at the expense of the applicant and no construction certificate will be issued until such time that the levy has been paid.

1.11 When is the levy payable?

A levy must be paid to the Council at the time specified in the condition that imposes the levy. If no such time is specified, the levy must be paid prior to the issue of a construction certificate or complying development certificate.

1.12 How will the levy be adjusted?

Contributions required as a condition of consent under the provisions of this Plan will be adjusted at the time of payment of the contribution in accordance with the following formula:

$$\text{Contribution at time of payment} = \frac{\$Co \times \text{Current Index}}{\text{Base Index}}$$

Where:

\$Co is the original contribution as set out in the consent or complying development certificate
Current Index is the *Consumer Price Index (All Groups Index)* for Sydney as published by the Australian Statistician at the time of the payment of the contribution; and

Base Index is the *Consumer Price Index (All Groups Index)* for Sydney as published by the Australian Statistician which applied at the time of the issue of the development consent or complying development certificate.

The Australian Bureau of Statistics updates the index value on a quarterly basis.

Note: The contribution payable will not be less than the contribution specified on the development consent or complying development certificate.

1.13 Circumstances where Section 7.12 (formerly 94A) Contributions may be waived

Section 7.12 (formerly s.94A) Contributions may be waived when there are exceptional circumstances such as compassionate grounds, for example where the development is a replacement due to storm, flood, or fire.

The General Manager is authorised by this Plan to waive contributions where satisfactory written evidence has been presented that demonstrates exceptional circumstances exist.

The General Manager will inform the Council of any concessions granted at the earliest opportunity.

Note. Section 7.17 (formerly s.94E) of the *Act 1979* authorises the Minister to direct a consent authority as to the type or area of development in respect of which a condition under section 7.12 (formerly s.94A) may be imposed and the maximum percentage of the levy.

The Minister has issued several directions relating to the maximum levy percentage and to types of development that cannot be levied. These directions are subject to change and can be viewed on the Department of Planning Housing and Infrastructure's website - [Local infrastructure contributions policy | Planning \(nsw.gov.au\)](https://www.planning.nsw.gov.au/local-infrastructure-contributions-policy)

2. EXPECTED DEVELOPMENT AND DEMAND FOR PUBLIC FACILITIES

The Richmond Valley Council works program, as it appears in this Plan, has been developed based on population projections undertaken by the Council, the Australian Bureau of Statistics and the NSW State Government.

The Richmond Valley Council Growth Management Strategy 2023 predicts that over the next 20 years, there could be a further 4,100 persons populating the Richmond Valley LGA.

The majority of this growth will occur in Richmond Valley's major town, Casino, and in the coastal village of Evans Head. As a result, there will be increased demands on a range of infrastructure that the Council provides, which in turn will necessitate the provision of road upgrades, new parks, sports grounds, community centres, walkways, and cycleways.

Accordingly, the majority of public works proposed to be funded by this Plan will occur in Casino and Evans Head. The works proposed to occur in Casino include upgrades to Colley Park, Richmond Park, Casino Indoor Sports Stadium and Crawford Square, and construction of additional footpath and bikeway.

Works proposed to occur in Evans Head include upgrades to Airforce Beach, Stan Payne Oval, Paddon Park, construction of additional footpath and bikeway, and additional car parking facilities.

In addition, it is proposed to construction of new footpaths and cycleways, the provisions of disability access ramps and similar structures, and the capital improvements to open space recreations and greening program for landscaping and tree planting throughout Richmond Valley LGA.

It is expected that these infrastructure upgrades will ameliorate the pressures of the increasing population.

3. WORKS SCHEDULE

The schedule of works outlines the works proposed associated with the life of this Plan. The actual timing of works during the ten-year life will depend on the quantum of contributions collected.

CASINO			
PUBLIC FACILITIES	ESTIMATED COST (\$)	APPROX. YEAR OF CONSTRUCTION	COMMENT
Colley Park	\$150,000	2024/2025	Master Plan Implementation, Footpaths, playgrounds, building connections
Elsmer Jones Park	\$35,000	2024/2025	Basketball Court & Landscaping
NRRT	\$150,000	2024/2025	Embellishments (Chairs, Shelters, Signage)
Casino Band Hall	\$60,000	2024/2025	Toilet & Kitchen Installation
Crawford Square	\$130,000	2024/2025	Shade Structures
Casino Drill Hall	\$30,000	2024/2025	New Lighting throughout facility
Footpath/bike path Connection	\$230,000	2024/2025	Queen Elizabeth Park, Northern Rivers Rail Trail to Casino CBD
Crawford Square	\$35,000	2025/2026	Small Basketball Court & Landscaping
Richmond Park - Geenibeinga Jabiru Wetlands	\$400,000	2025/2026	Implementation from Masterplan, including toilets, landscaping, environmental protection
Casino Indoor Sports Stadium	\$150,000	2026/2027	Climbing Wall, Acoustic Treatment
Crawford Square	\$275,000	2026/2027	Carpark
Casino Drill Hall	\$650,000	2027/2028	New building with amenities for relocation of Historical Society
Civic Hall	\$350,000	2028/2029	Building facade and amenities including kitchen
Albert Park	\$250,000	2031/2032	Masterplan Implementation

RAPPVILLE			
PUBLIC FACILITIES	ESTIMATED COST (\$)	APPROX. YEAR OF CONSTRUCTION	COMMENT
Rappville Hall	\$50,000	2024/2025	Acoustic Treatment

CORAKI			
PUBLIC FACILITIES	ESTIMATED COST (\$)	APPROX. YEAR OF CONSTRUCTION	COMMENT
Coraki Riverside Park	\$25,000	2024/2025	Footpaths, picnic shelters, seating, landscaping.
Coraki Museum	\$45,000	2024/2025	Toilet Upgrades
Coraki	\$100,000	2025/2026	Public Toilet Upgrade
Coraki Riverside Park	\$100,000	2029/2030	Public Toilet Upgrade
Windsor Park	\$250,000	2029/2030	Tennis Wall and Amenities
Coraki Community Centre (Old SES Shed)	\$500,000	2033/2034	Augmentation of building as community neighbourhood centre.

WOODBURN			
PUBLIC FACILITIES	ESTIMATED COST (\$)	APPROX. YEAR OF CONSTRUCTION	COMMENT
Woodburn Oval	\$130,000	2025/2026	Masterplan Implementation
Woodburn CBD	\$200,000	2026/2027	Place Plan Implementation
Woodburn Boxing Club	\$200,000	2031/2032	Landscaping, Carpark, Community Garden

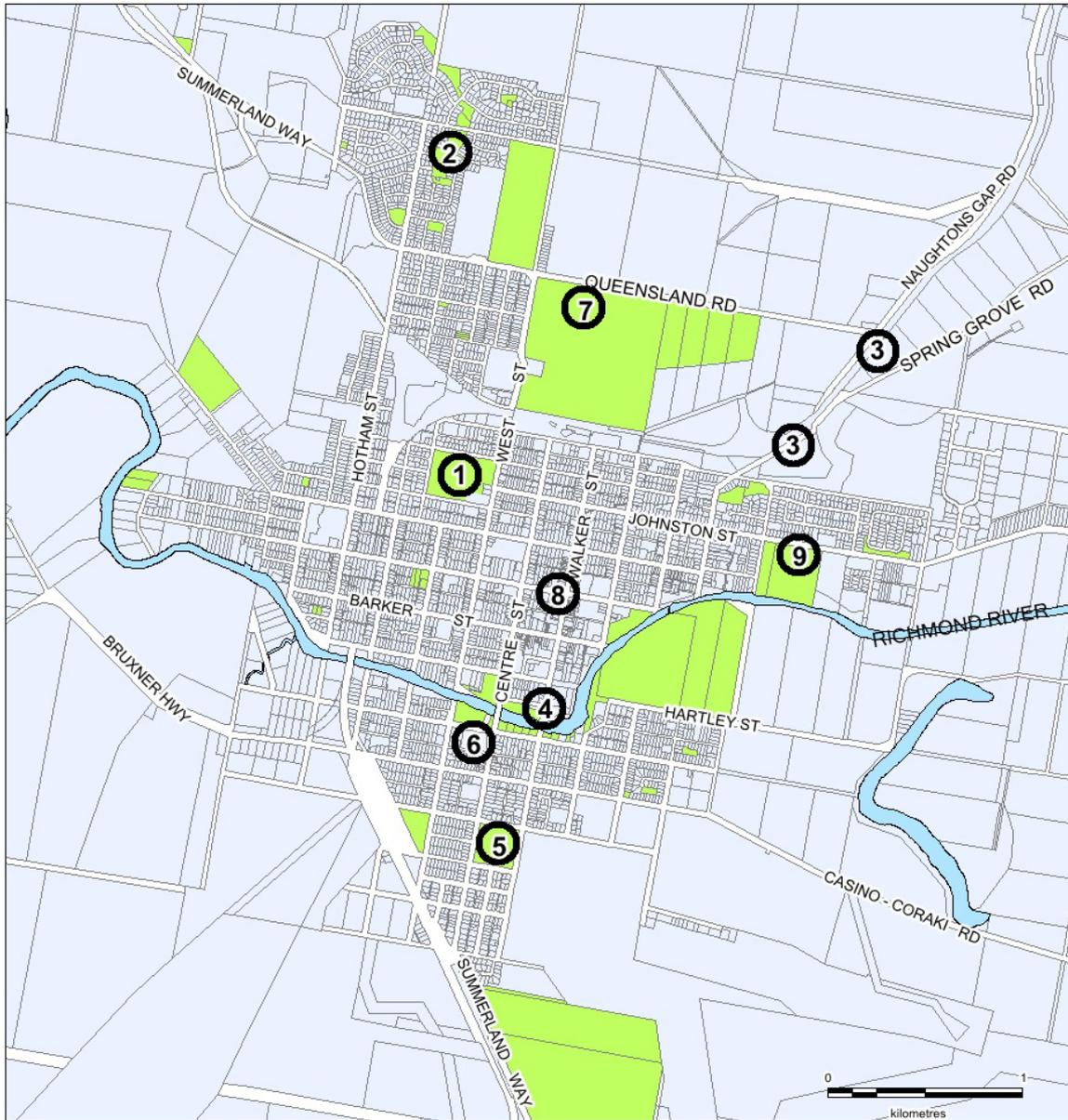
BROADWATER/ RILEYS HILL			
PUBLIC FACILITIES	ESTIMATED COST (\$)	APPROX. YEAR OF CONSTRUCTION	COMMENT
Broadwater	\$60,000	2024/2025	Place Plan Implementation
Rileys Hill Community Centre	\$50,000	2024/2025	Playground Facilities

EVANS HEAD			
PUBLIC FACILITIES	ESTIMATED COST (\$)	APPROX. YEAR OF CONSTRUCTION	COMMENT
Evans Head Scout Hall & Community Garden	\$65,000	2024/2025	Toilet Renewals
Evans Head Senior Citizen Hall Improvement	\$100,000	2024/2025	Augmentation, toilet facilities upgrade, security upgrades
Airforce Beach Access Upgrade	\$200,000	2024/2025	Access Upgrades
Evans Head Recreation Hall	\$65,000	2024/2025	Toilet Renewal
Evans Head - Park Street	\$200,000	2025/2026	Parking Facilities
Stan Payne Oval	\$200,000	2027/2028	Masterplan Implementation, Grandstand fencing
Paddon Park	\$150,000	2028/2029	Shelters, picnic tables, landscaping, parking improvements
Reserve Behind Co-op	\$150,000	2030/2031	Formalise and upgrade access, bollards, amenities, shelters

THROUGHOUT THE LOCAL GOVERNMENT AREA			
PUBLIC FACILITIES	ESTIMATED COST (\$)	APPROX. YEAR OF CONSTRUCTION	COMMENT
PAMP (Pedestrian Mobility Access Plan)	\$60,000	Annually	New footpaths and cycleways. Provision of disability access ramps and similar structures.
Civic Pride	\$60,000	Annually from 2024-2032	Capital Improvements to open space recreations and greening program for landscaping and tree planting within the LGA, Total \$480,000.

4. WORKS SCHEDULE MAPS

Casino



1	Colley Park and Casino Indoor Stadium	6	Casino Drill Hall
2	Elsmer Jones Park	7	Richmond Park - Geenibeinga Jabiru Wetlands
3	NRRT	8	Civic Hall
4	Casino Band Hall	9	Albert Park
5	Crawford Square		

Illustration 4.1 - Works Schedule Map for Greater Casino

Rappville



1	Rappville Hall		

Illustration 4.2 - Works Schedule Map for Rappville

Broadwater/ Rileys Hill



1	Broadwater		
2	Rileys Hill Community Centre		

Illustration 4.3 - Works Schedule Map for Broadwater/ Rileys Hill

Coraki



1	Coraki Riverside Park		
2	Mid Richmond Museum		
3	Coraki Amenities		
4	Windsor Park		
5	Coraki Community Centre		

Illustration 4.4 - Works Schedule Map for Coraki

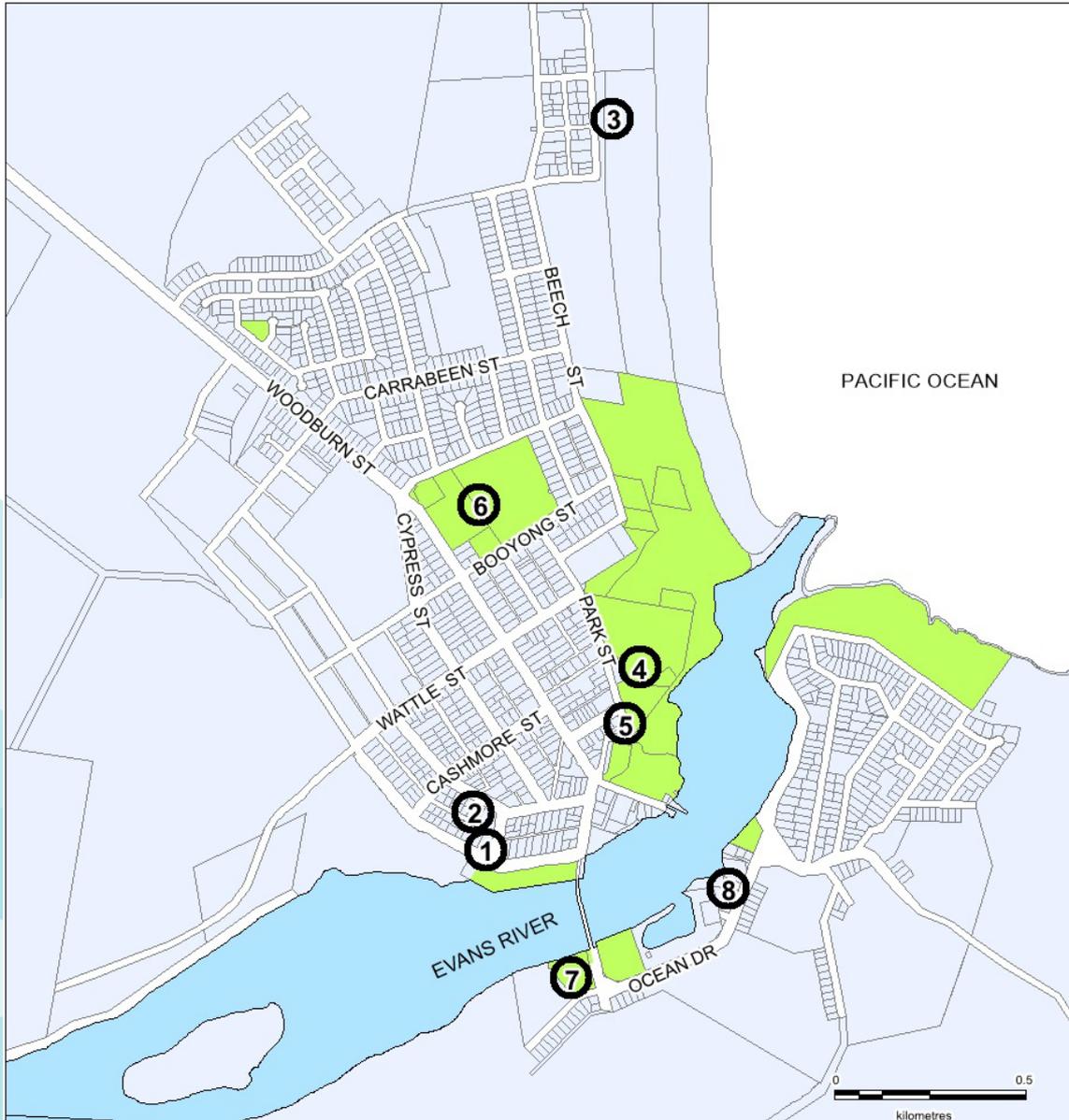
Woodburn



1	Woodburn Oval		
2	Woodburn CBD		
3	Woodburn Boxing Club		

Illustration 4.5 - Works Schedule Map for Woodburn

Evans Head



1	Evans Head Scout Hall	6	Stan Payne Oval
2	Evans Head Senior Citizens Hall	7	Paddon Park
3	Airforce Beach Access	8	Reserve behind Co-op
4	Evans Head Recreation Hall		
5	Park Street		

Illustration 4.6 - Works Schedule Map for Evans Head

5. PROCEDURE FOR ESTIMATING THE COST OF DEVELOPMENT

A cost summary report is required to be submitted with each development application, to allow Council and / or an accredited certifier to determine the contributions that will be required.

For works with a value less than \$3,000,000 the cost summary report must be completed by a person who, in the opinion of the Council / accredited certifier, is suitably qualified. A Quantity Surveyor's Detailed Cost Report must be completed by a registered Quantity Surveyor for works with a value greater than \$3,000,000.

To avoid doubt, section 208 (formerly cl. 25J) of the Regulation 2021 sets out the things that are included in the estimation of the construction costs by adding up all the costs and expenses that have been or are to be incurred by the applicant in carrying out the development, including the following:

- a) if the development involves the erection of a building or the carrying out of engineering or construction work—
 - i. erecting the building or carrying out the work, and
 - ii. demolition, excavation and site preparation, decontamination or remediation,
- b) if the development involves a change of use of land—doing anything necessary to enable the use of the land to be changed,
- c) if the development involves the subdivision of land—preparing, executing and registering—
 - i. the plan of subdivision, and
 - ii. the related covenants, easements or other rights.

Note, pursuant to clause 208(4) of the Regulations 2021, the following costs and expenses must not be included in an estimate or determination of the proposed costs-

- a. the cost of the land on which the development will be carried out,
- b. the costs of repairs to a building or works on the land that will be kept in connection with the development,
- c. the costs associated with marketing or financing the development, including interest on loans,
- d. the costs associated with legal work carried out, or to be carried out, in connection with the development,
- e. project management costs associated with the development,
- f. the cost of building insurance for the development,
- g. the costs of fittings and furnishings, including refitting or refurbishing, associated with the development, except if the development involves an enlargement, expansion or intensification of a current use of land,
- h. the costs of commercial stock inventory,
- i. the taxes, levies or charges, excluding GST, paid or payable in connection with the development by or under a law,
- j. the costs of enabling access by people with disability to the development,
- k. the costs of energy and water efficiency measures associated with the development,
- l. the costs of development that is provided as affordable housing,
- m. the costs of development that is the adaptive reuse of a heritage item.

Examples of the required Cost Summary Reports are included below.

COST SUMMARY REPORT

(Development Cost no greater than \$3,000,000.00)

Development Application No. Reference:

Complying Development Certificate Application No.

Construction Certificate No. Date:

Applicant's Name: _____

Applicant's Address: _____

Development Name: _____

Development Address: _____

Analysis of Development Costs:

Demolition and Alterations	\$	Hydraulic Services	\$
Structure	\$	Mechanical Services	\$
External walls, windows and doors	\$	Fire Services	\$
Internal walls, screens, and doors	\$	Lift Services	\$
Wall Finishes	\$	External Works	\$
Floor Finishes	\$	External Services	\$
Ceiling Finishes	\$	Other Related Work	\$
Fittings and Equipment	\$	Sub-total	\$

Sub-total above carried forward	\$
Preliminaries and margin	\$
Sub-total	\$
Consultant Fees	\$
Other related development costs	\$
Sub-total	\$
Goods and Services Tax	\$
Total Development Cost	\$

I certify that I have:

- Inspected the plans the subject of the application for development consent or construction certificate.
- Calculated the development costs in accordance with the definition of development costs in clause 208 of the *Environmental Planning and Assessment Regulation 2021* at current prices.
- Included GST in the calculation of development cost.

Signed: _____

Name: _____

Position & Qualifications: _____

Date: _____



REGISTERED* QUANTITY SURVEYOR'S DETAILED COST REPORT

(Development Cost in excess of \$3,000,000.00)

*A member of the Australian Institute of Quantity Surveyors

Development Application No. Reference:

Complying Development Certificate Application No.

Construction Certificate No. Date:

Applicant's Name: _____

Applicant's Address: _____

Development Name: _____

Development Address: _____

Development Details:

Gross Floor Area - Commercial	m ²	Gross Floor Area - Other	m ²
Gross Floor Area - Residential	m ²	Total Gross Floor Area	m ²
Gross Floor Area - Retail	m ²	Total Site Area	m ²
Gross Floor Area - Car Parking	m ²	Total Car Parking Spaces	
Total Development Cost	\$		
Total Construction Cost	\$		
Total GST	\$		

Estimate Details:

Professional Fees	\$	Excavation	\$
% of Development Cost	%	Cost /m ² of site area	\$ /m ²
% of Construction Cost	%	Car Park	\$
Demolition and Site Preparation	\$	Cost /m ² of site area	\$ /m ²
Cost /m ² of site area	\$ /m ²	Cost per space	\$ /space
Construction - Commercial	\$	Fit-out - Commercial	\$
Cost /m ² of commercial area	\$ /m ²	Cost /m ² of commercial area	\$ /m ²
Construction - Residential	\$	Fit-out - Residential	\$
Cost /m ² of residential area	\$ /m ²	Cost /m ² of residential area	\$ /m ²
Construction - Retail	\$	Fit-out - Retail	\$
Cost /m ² of retail area	\$ /m ²	Cost /m ² of retail area	\$ /m ²

I certify that I have:

- Inspected the plans the subject of the application for development consent or construction certificate.
- Prepared and attached an elemental estimate generally prepared in accordance with the Australian Cost Management Manuals from the Australian Institute of Quantity Surveys.
- Calculated the development costs in accordance with the definition of development costs in the s.7.12 Contributions Plan of Council of Richmond Valley at current prices.
- Included GST in the calculation of development costs.
- Measured gross floor areas in accordance with the Method of Measurement of Building Area in the AIQS Cost Management Manual Volume 1, Appendix A2.

Signed: _____

Name: _____

Position & Qualifications: _____

Date: _____



Concise Investment Report Pack

Richmond Valley Council

1 March 2024 to 31 March 2024



Contents

1. Portfolio Valuation As At 31 March 2024
2. Portfolio Valuation By Categories As At 31 March 2024
3. Investment Revenue Received For 1 March 2024 to 31 March 2024
4. Comparison of Investment Revenue Earned to Original Budget and Investment Portfolio by Month 2023 - 2024 YTD
5. Environmentally Sustainable Investment Performance Report for the Period Ending 31 March 2024 Relative To 29 February 2024



1. Portfolio Valuation As At 31 March 2024

	Security Rating	Face Value Original	Face Value Current	Market Value	% Total Value	Running Yield	Weighted Running Yield
Fixed Interest Security							
At Call Deposit							
CBA Business Online Saver Acct RVC At Call	S&P ST A1+	4,530,000.00	4,530,000.00	4,530,000.00	6.20%	4.35%	
CBA General Fund Bk Acct RVC At Call	S&P ST A1+	2,577,819.32	2,577,819.32	2,577,819.32	3.53%	3.35%	
CBA Trust Acct RVC At Call	S&P ST A1+	87,050.17	87,050.17	87,050.17	0.12%	3.05%	
MACQ 940323454 At Call	Moodys A2	8,028,458.92	8,028,458.92	8,028,458.92	10.99%	4.70%	
NAB Business Cheque Acct RVC At Call	S&P ST A1+	24.71	24.71	24.71	0.00%	0.00%	
		15,223,353.12	15,223,353.12	15,223,353.12	20.85%		0.91%
Floating Rate Note							
Auswide 1.5 17 Mar 2026 FRN	Moodys Baa2	1,000,000.00	1,000,000.00	1,000,000.00	1.37%	5.84%	
Auswide 1.6 22 Mar 2027 FRN	Moodys Baa2	1,500,000.00	1,500,000.00	1,500,000.00	2.05%	5.94%	
CACU 1.7 21 Sep 2026 FRN	S&P BBB-	1,750,000.00	1,750,000.00	1,750,000.00	2.40%	6.04%	
MACQ 0.48 09 Dec 2025 FRN	Moodys A2	1,000,390.00	1,000,390.00	1,000,390.00	1.37%	4.81%	
MYS 0.65 16 Jun 2025 FRN	Moodys Baa2	1,500,000.00	1,500,000.00	1,500,000.00	2.05%	4.99%	
		6,750,390.00	6,750,390.00	6,750,390.00	9.24%		0.51%
Fixed Rate Bond							
NTTC 1.1 15 Dec 2025 - Issued 10 September 2021 - Richmond Council Fixed	Moodys Aa3	2,000,000.00	2,000,000.00	2,000,000.00	2.74%	1.10%	
JUDO 6.4 26 Sep 2025 Fixed	S&P BBB-	1,500,000.00	1,500,000.00	1,500,000.00	2.05%	6.40%	
BOQ 4.7 27 Jan 2027 Fixed	S&P BBB+	1,000,000.00	1,000,000.00	1,000,000.00	1.37%	5.60%	
		4,500,000.00	4,500,000.00	4,500,000.00	6.16%		0.27%
Unit Trust							
NSWTC Long Term Growth Fund UT		3,000,000.00	3,432,790.52	3,432,790.52	4.70%	25.44%	
NSWTC Medium Term Growth Fund UT		11,005,029.35	13,118,503.32	13,118,503.32	17.96%	14.88%	
		14,005,029.35	16,551,293.84	16,551,293.84	22.67%		3.87%



1. Portfolio Valuation As At 31 March 2024

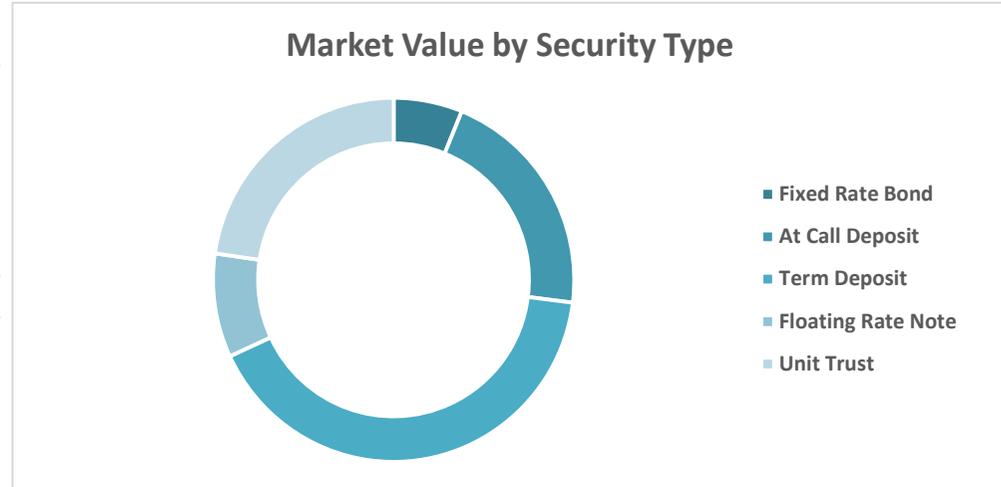
Term Deposit

BOQ 5.2 02 Apr 2024 123DAY TD	Moody's ST P-2	3,000,000.00	3,000,000.00	3,000,000.00	4.11%	5.20%
BOQ 5.15 03 Apr 2024 183DAY TD	Moody's ST P-2	2,000,000.00	2,000,000.00	2,000,000.00	2.74%	5.15%
BOQ 5.15 22 Apr 2024 181DAY TD	Moody's ST P-2	2,000,000.00	2,000,000.00	2,000,000.00	2.74%	5.15%
CCU 5.5 05 Dec 2024 366DAY TD	Moody's ST P-3	2,000,000.00	2,000,000.00	2,000,000.00	2.74%	5.50%
CACU 5.1 05 Jun 2024 92DAY TD	S&P ST A3	2,000,000.00	2,000,000.00	2,000,000.00	2.74%	5.10%
ING 5.41 21 Nov 2024 366DAY TD	S&P ST A1	1,000,000.00	1,000,000.00	1,000,000.00	1.37%	5.41%
ING 5.22 22 Jan 2025 366DAY TD	S&P ST A1	2,000,000.00	2,000,000.00	2,000,000.00	2.74%	5.22%
JUDO 5.1 05 Apr 2024 91DAY TD	S&P ST A3	2,000,000.00	2,000,000.00	2,000,000.00	2.74%	5.10%
JUDO 5.1 28 Aug 2024 182DAY TD	S&P ST A3	1,000,000.00	1,000,000.00	1,000,000.00	1.37%	5.10%
JUDO 5.1 29 Aug 2024 182DAY TD	S&P ST A3	2,000,000.00	2,000,000.00	2,000,000.00	2.74%	5.10%
JUDO 5.45 02 Dec 2024 367DAY TD	S&P ST A3	2,000,000.00	2,000,000.00	2,000,000.00	2.74%	5.45%
NAB 5.05 30 Apr 2024 91DAY TD	S&P ST A1+	3,000,000.00	3,000,000.00	3,000,000.00	4.11%	5.05%
NAB 5.05 28 May 2024 92DAY TD	S&P ST A1+	2,000,000.00	2,000,000.00	2,000,000.00	2.74%	5.05%
NAB 5.1 30 Jul 2024 182DAY TD	S&P ST A1+	2,000,000.00	2,000,000.00	2,000,000.00	2.74%	5.10%
SCC 5.05 05 Jun 2024 92DAY TD	Unrated ST UR	2,000,000.00	2,000,000.00	2,000,000.00	2.74%	5.05%
		30,000,000.00	30,000,000.00	30,000,000.00	41.08%	2.13%
Portfolio Total		70,478,772.47	73,025,036.96	73,025,036.96	100.00%	7.69%



2. Portfolio Valuation By Categories As At 31 March 2024

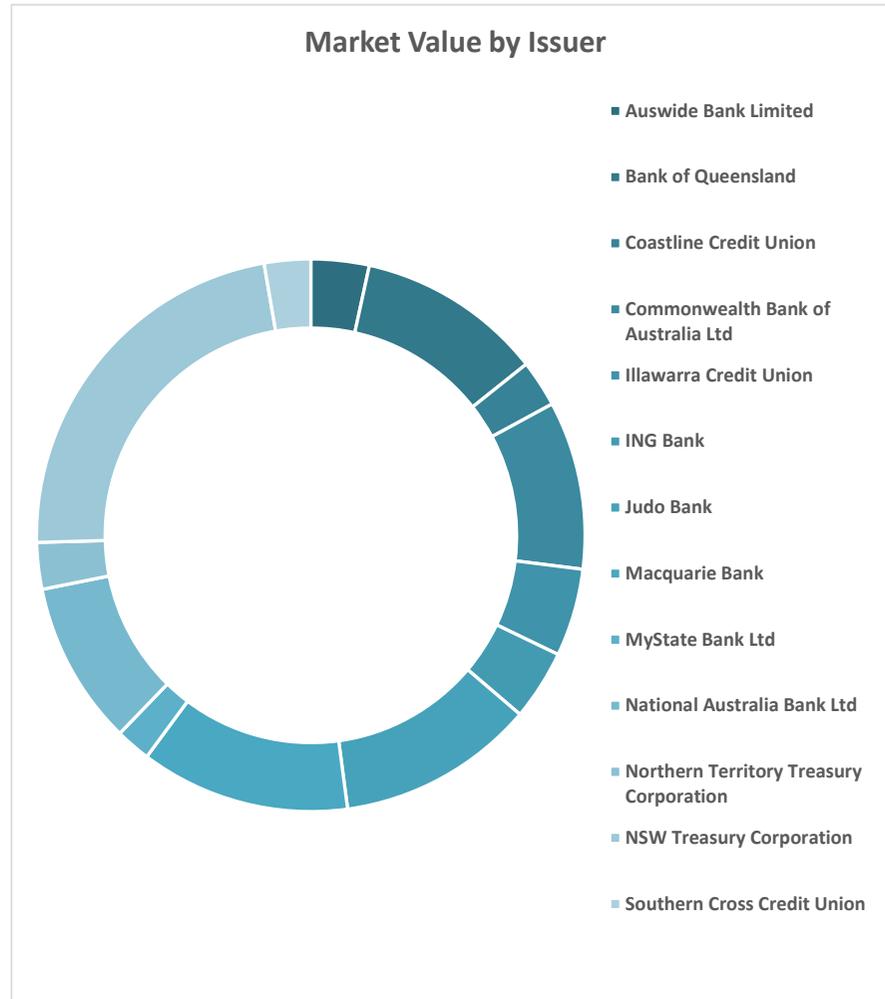
Security Type	Market Value	% Total Value
Fixed Rate Bond	4,500,000.00	6.16%
At Call Deposit	15,223,353.12	20.85%
Term Deposit	30,000,000.00	41.08%
Floating Rate Note	6,750,390.00	9.24%
Unit Trust	16,551,293.84	22.67%
Portfolio Total	73,025,036.96	100.00%





2. Portfolio Valuation By Categories As At 31 March 2024

Issuer	Market Value	% Total Value
Auswide Bank Limited	2,500,000.00	3.42%
Bank of Queensland	8,000,000.00	10.96%
Coastline Credit Union	2,000,000.00	2.74%
Commonwealth Bank of Australia Ltd	7,194,869.49	9.85%
Illawarra Credit Union	3,750,000.00	5.14%
ING Bank	3,000,000.00	4.11%
Judo Bank	8,500,000.00	11.64%
Macquarie Bank	9,028,848.92	12.36%
MyState Bank Ltd	1,500,000.00	2.05%
National Australia Bank Ltd	7,000,024.71	9.59%
Northern Territory Treasury Corporation	2,000,000.00	2.74%
NSW Treasury Corporation	16,551,293.84	22.67%
Southern Cross Credit Union	2,000,000.00	2.74%
Portfolio Total	73,025,036.96	100.00%



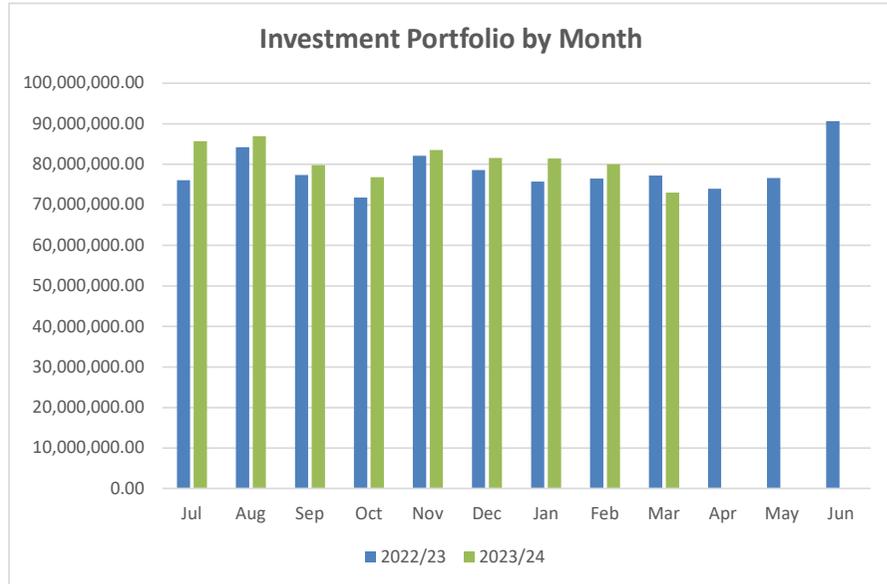
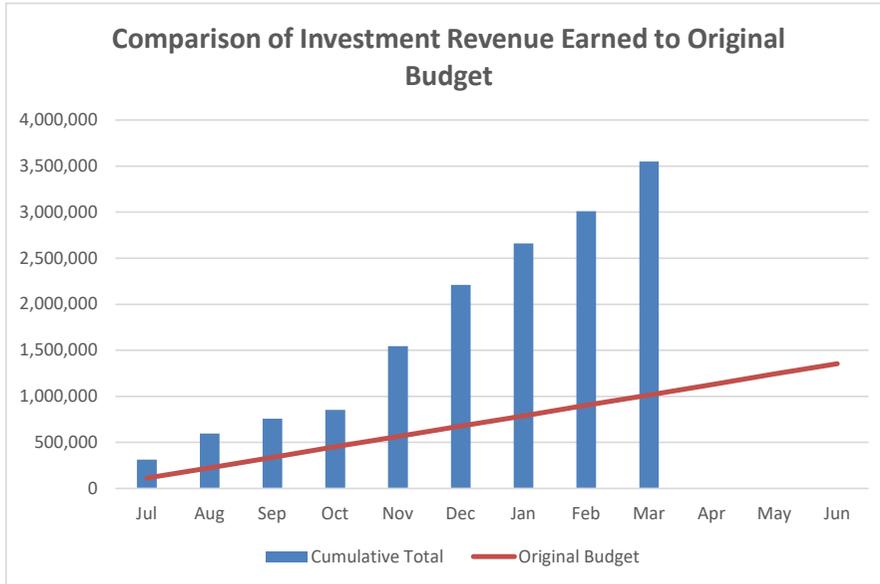


3. Investment Revenue Received For 1 March 2024 to 31 March 2024

Security	Issuer	Settlement Date	Face Value (Basis of Interest Calculation)	Consideration Notional	Income Type
CACU 5.15 05 Mar 2024 91DAY TD	Illawarra Credit Union Ltd	5 Mar 2024	2,000,000.00	25,679.45	Security Coupon Interest
SCC 5.15 05 Mar 2024 91DAY TD	Southern Cross CU	5 Mar 2024	2,000,000.00	25,679.45	Security Coupon Interest
MACQ 0.48 09 Dec 2025 FRN	Macquarie Bank Ltd	11 Mar 2024	1,000,000.00	12,067.32	Security Coupon Interest
SCC 5.25 12 Mar 2024 91DAY TD	Southern Cross CU	12 Mar 2024	2,000,000.00	26,178.08	Security Coupon Interest
Auswide 1.5 17 Mar 2026 FRN	Auswide Bank Limited	18 Mar 2024	1,000,000.00	14,616.10	Security Coupon Interest
MYS 0.65 16 Jun 2025 FRN	MyState Bank Ltd	18 Mar 2024	1,500,000.00	18,745.38	Security Coupon Interest
CACU 1.7 21 Sep 2026 FRN	Illawarra Credit Union Ltd	21 Mar 2024	1,750,000.00	26,454.26	Security Coupon Interest
Auswide 0.6 22 Mar 2024 FRN	Auswide Bank Limited	22 Mar 2024	1,500,000.00	18,583.82	Security Coupon Interest
JUDO 6.4 26 Sep 2025 Fixed	Judo Bank	26 Mar 2024	1,500,000.00	48,000.00	Security Coupon Interest
Auswide 5.2 28 Mar 2024 120DAY TD	Auswide Bank Limited	28 Mar 2024	2,000,000.00	34,191.78	Security Coupon Interest
Other	Macquarie Bank	29 Feb 2024		28,458.92	Bank Interest
Other	Commonwealth Bank	29 Feb 2024		28,425.16	Bank Interest
Other	Commonwealth Bank	29 Feb 2024		3,100.98	Bank Interest
Other	Commonwealth Bank	29 Feb 2024		225.50	Bank Interest
				310,406.20	
Medium Term Growth Fund	NSW Treasury Corporation			160,396.25	Fair Value Gain/(Loss)
Long Term Growth Fund	NSW Treasury Corporation			71,286.09	Fair Value Gain/(Loss)
				231,682.34	
TOTAL				542,088.54	



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





5. Environmentally Sustainable Investment Performance Report for the Period Ending 31 March 2024 Relative To 29 February 2024

Portfolio Summary by Fossil Fuel Lending ADIs

ADI Lending Status	% Total	Current Period	% Total	Prior Period
Fossil Fuel Lending ADIs				
Bank of Queensland	11.0%	8,000,000.00	10.0%	8,000,000.00
Commonwealth Bank of Australia Ltd	9.9%	7,194,869.49	13.0%	10,399,724.80
ING Bank Australia Limited	4.1%	3,000,000.00	3.8%	3,000,000.00
Macquarie Bank	12.4%	9,028,848.92	11.3%	9,029,887.17
National Australia Bank Ltd	9.6%	7,000,024.71	8.8%	7,000,024.71
	46.9%	34,223,743.12	46.8%	37,429,636.68
Non Fossil Fuel Lending ADIs				
Auswide Bank Limited	3.4%	2,500,000.00	5.6%	4,500,000.00
Coastline Credit Union	2.7%	2,000,000.00	2.5%	2,000,000.00
Illawarra Credit Union	5.1%	3,750,000.00	4.7%	3,750,000.00
Judo Bank	11.6%	8,500,000.00	10.6%	8,500,000.00
MyState Bank Ltd	2.1%	1,500,000.00	1.9%	1,500,000.00
Northern Territory Treasury Corporation	2.7%	2,000,000.00	2.5%	2,000,000.00
NSW Treasury Corporation	22.7%	16,551,293.84	20.4%	16,319,611.50
Southern Cross Credit Union	2.7%	2,000,000.00	5.0%	4,000,000.00
	53.1%	38,801,293.84	53.2%	42,569,611.50
Total Portfolio		73,025,036.96		79,999,248.18

Fossil Fuel vs Non Fossil Fuel Lending ADI



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



Disclaimer:

Laminar Capital Pty Ltd ABN 33 134 784 740 (AFSL 476686), its officers, employees, agents and associates ("Associates") from time to time hold interests in securities of, or earn brokerage, fees and other benefits from, corporations or investment vehicles referred to in documents provided to clients. All information contained herein is confidential and proprietary to Laminar Capital and, accordingly, this material is not to be reproduced in whole or in part or used for any purpose except as authorised by Laminar Capital. It is to be treated as strictly confidential and not disclosed directly or indirectly to any other person, firm or entity.

Distribution of this information to anyone other than the original recipient and that party's advisers is unauthorised. Any reproduction of these materials, in whole or in part, or the divulgence of any of its contents, without the prior consent of Laminar Capital is prohibited. Any securities recommendation or comments (including an opinion) contained in this document is general advice only and does not take into account your personal objectives, financial situation or needs. Laminar Capital is not acting in a fiduciary capacity. Recommendations or statements of opinion expressed may change without notice. You should not act on a recommendation or statement of opinion without first considering the appropriateness of the general advice to your personal circumstances or consulting your investment advisor to determine whether the recommendation or statement of opinion is appropriate for your investment objectives, financial situation or needs.

Laminar Capital believes that the information contained in this document is accurate when issued. Laminar Capital does not warrant that the information contained herein is accurate, reliable, complete or up-to-date, and, to the fullest extent permitted by law, disclaims all liability of Laminar Capital and its Associates for any loss or damage suffered by any person by reason of the use by that person of, or their reliance on, any information contained in this document or any error or defect in this document, whether arising from the negligence of Laminar Capital or its Associates or otherwise. No action should be taken on the basis of or in reliance on the information, opinions or conclusions contained in this document.

Laminar Capital acts as principal when we buy and sell fixed interest securities in the secondary markets. The yield that we quote to you incorporates any margin that we may receive. The margin is the difference between the price at which we, as principal, buy the security and the price at which we sell the security to you. Laminar Capital may also receive placement fees from Issuers for distributing securities on their behalf.

This document is not, and is not intended to be, an offer or invitation for subscription or sale, or a recommendation, with respect to any securities, nor is it to form the basis of any contract or commitment. This document does not purport to identify the nature of the specific market or other risks associated with these products. Before entering into any transaction in relation to the products, the investor should ensure that it fully understands the terms of the products and the transaction, relevant risk factors, the nature and extent of the investor's risk of loss and the nature of the contractual relationship into which the investor is entering. Prior to investing in these products, an investor should determine, based on its own independent review and such professional advice as it deems appropriate, the economic risks and merits, the legal, tax accounting characteristics and risk, and the consequences of an investment in them. This is not a substantive commentary or analysis by Laminar Capital and has not been prepared as a research product or comments by a research analyst.

LAMINAR CAPITAL PTY LTD
ACN 134 784 740
WWW.LAMINARCAPITAL.COM.AU

MELBOURNE OFFICE: LEVEL 5 RIALTO NORTH, 525 COLLINS STREET, MELBOURNE, VIC 3000 T 61 3 9001 6990 F 61 3 9001 6933
SYDNEY OFFICE: LEVEL 18 ANGEL PLACE, 123 PITT STREET, SYDNEY NSW, 2000 T 61 2 8094 1230
BRISBANE OFFICE: LEVEL 15 CENTRAL PLAZA 1, 345 QUEEN STREET, BRISBANE QLD, 4000 T 61 7 3123 5370