

Richmond
Valley
Council



ATTACHMENTS

Tuesday, 18 March 2025

UNDER SEPARATE COVER

Ordinary Council Meeting

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Richmond
Valley
Council



MINUTES

Ordinary Council Meeting 18 February 2025

ORDINARY COUNCIL MEETING MINUTES

18 FEBRUARY 2025

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ORDINARY COUNCIL MEETING MINUTES

18 FEBRUARY 2025

**MINUTES OF RICHMOND VALLEY COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS, 10 GRAHAM PLACE, CASINO
ON TUESDAY, 18 FEBRUARY 2025 AT 6PM**

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

PRESENT: Cr Robert Mustow (Mayor), Cr Stephen Morrissey (Deputy Mayor), Cr Sam Cornish, Cr Robert Hayes, Cr Sandra Humphrys, Cr Lyndall Murray, Cr John Walker

IN ATTENDANCE: Vaughan Macdonald (General Manager), Angela Jones (Director Community Service Delivery), Ryan Gaiter (Director Organisational Services), Ben Zeller (Director Projects & Business Development), Jenna Hazelwood (Chief of Staff), Julie Clark (Personal Assistant to the General Manager and Mayor), Simon Breeze (IT Support Coordinator)

1 ACKNOWLEDGEMENT OF COUNTRY

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

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

2 PRAYER

The meeting opened with a prayer by the General Manager.

3 PUBLIC ACCESS

Mr Daniel Simpson, addressed Council in relation to

- Item 10.1 Notice of Motion – Flood Buybacks and New Home Approvals for Flood Prone Land in the Mid-Richmond, asking Council to support the Woodburn community in maintaining the sustainability of river towns and their future growth. Mr Simpson raised concerns about the potential impacts of flood buybacks on the local economy and Woodburn community and sought Council's support in advocating to Government and the NSW Reconstruction Authority to reconsider the current approach.

Mr David Sly on behalf of Sly Brothers Pty Ltd, addressed Council in relation to

- Item 10.1 Notice of Motion – Flood Buybacks and New Home Approvals for Flood Prone Land in the Mid-Richmond, raising concerns about the impacts of the flood buy-back scheme on villages such as Woodburn. Mr Sly pointed out that the Woodburn community had been growing prior to the flood, but now, with fewer homes available it was difficult for local businesses to attract and retain employees. He asked Council to support more opportunities for housing growth, to ensure that lower river towns such as Woodburn could continue to recover.

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The Mayor thanked Mr Simpson and Mr Sly for their attendance and address to the meeting.

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

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

4 APOLOGIES

Nil

5 MAYORAL MINUTES

The Mayor noted that the Director of Community Service Delivery, Ms Angela Jones, was leaving Richmond Valley Council, after 19 years of service. He thanked Ms Jones for her service to the community and wished her well in her future endeavors.

6 CONFIRMATION OF MINUTES**6.1 MINUTES ORDINARY MEETING HELD 17 DECEMBER 2024****RESOLUTION 180225/1**

Moved: Cr Stephen Morrissey

Seconded: Cr Lyndall Murray

That Council confirms the Minutes of the Ordinary Meeting held on 17 December 2024.

CARRIED

7 MATTERS ARISING OUT OF THE MINUTES

Nil

8 DECLARATION OF INTERESTS

Cr Lyndall Murray declared a non-pecuniary – insignificant conflict in relation to Item 10.1 – Notice of Motion – Flood Buybacks and New Home Approvals for Flood Prone Land in the Mid-Richmond, due to the Rod N Reel Hotel in Woodburn being a client of her business, and also having been a volunteer of flood recovery and advocacy since 2022.

9 PETITIONS

Nil

ORDINARY COUNCIL MEETING MINUTES

18 FEBRUARY 2025

10 NOTICE OF MOTION**10.1 NOTICE OF MOTION - FLOOD BUYBACKS AND NEW HOME APPROVALS FOR FLOOD PRONE LAND IN THE MID-RICHMOND****RESOLUTION 180225/2**

Moved: Cr Robert Hayes

Seconded: Cr Lyndall Murray

That:

1. Council seeks urgent clarification from the NSW Reconstruction Authority on future uses and restrictions to be applied to buy-back lands within the Richmond Valley.
2. A report be presented to the March 2025 Ordinary meeting outlining:
 - i. The Reconstruction Authority's response to the above.
 - ii. Council's current planning requirements for new, upgraded and replacement development on flood affected lands in the Mid-Richmond villages.

CARRIED**11 MAYOR'S REPORT****11.1 MAYORAL ATTENDANCE REPORT 11 DECEMBER 2024 - 12 FEBRUARY 2025****RESOLUTION 180225/3**

Moved: Cr Robert Mustow

Seconded: Cr Stephen Morrissey

That Council receives and notes the Mayoral Attendance Report for the period 11 December 2024 – 12 February 2025.

CARRIED**12 DELEGATES' REPORTS****12.1 DELEGATES' REPORT FEBRUARY 2025 - ROUS COUNTY COUNCIL****RESOLUTION 180225/4**

Moved: Cr Sandra Humphrys

Seconded: Cr Robert Mustow

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

CARRIED

ORDINARY COUNCIL MEETING MINUTES

18 FEBRUARY 2025

13 MATTERS DETERMINED WITHOUT DEBATE**13.1 MATTERS TO BE DETERMINED WITHOUT DEBATE****RESOLUTION 180225/5**

Moved: Cr Stephen Morrissey

Seconded: Cr Lyndall Murray

That items 15.3, 17.3 as identified be determined without debate.

CARRIED**14 GENERAL MANAGER****14.1 DELIVERY PROGRAM PROGRESS REPORT JULY - DECEMBER 2024****EXECUTIVE SUMMARY**

Richmond Valley Council has completed the first eighteen months of its 2023-2025 Delivery Program and has entered the third and final year of its Rebuilding the Richmond Valley Recovery Plan, with significant progress being achieved in all areas.

The majority of Recovery Plan actions have been finalised, with Council attracting more than \$61m in community flood recovery grants for local sports facilities, community buildings, infrastructure replacement and community events. A further \$53m has also been secured in Disaster Recovery Funding to repair the remaining flood damaged roads and bridges in the network over the next 2-3 years. Completion of the \$15.8m Naughton's Gap landslip remediation, in December, was a significant milestone in the road repair program and work is underway on other major works, including replacement of the twin Tatham Bridges.

Work has also progressed on the 80 Principal Activities in Council's Delivery Program, with all activities either completed or on schedule for completion. Achievements during the reporting period include activation of the new Cell 6 at the Nammoona Resource Recovery Centre, finalisation of the concept designs and environmental studies for replacement of the Casino Sewage Treatment Plant, further progress on the Evans Head STP augmentation, commencement of a new industry activation project for Casino, commencement of a new Floodplain Risk Management Plan for the Richmond Valley, further increases to library membership and programs and record attendance numbers at the Casino Truck Show. This report outlines progress in delivering the program for the July - December 2024 reporting period.

RESOLUTION 180225/6

Moved: Cr Robert Hayes

Seconded: Cr Lyndall Murray

That Council:

1. Receives and notes the July – December 2024 Progress Report on the 2023-2025 Delivery Program.
2. Notes the significant progress across the Program's four Key Directions and Council's successful advocacy to secure community funding during this period.
3. Notes the urgency of finalising the Floodplain Risk Management Plan.

CARRIED

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18 FEBRUARY 2025

14.2 MODEL CODE OF MEETING PRACTICE - PROPOSED AMENDMENTS**EXECUTIVE SUMMARY**

The Office of Local Government (OLG) has released a consultation draft of proposed amendments to the Model Code of Meeting Practice for Local Councils in NSW and is inviting feedback from the local government sector, key stakeholders and the community.

The reform of the Code, governing how councillors conduct debate and make decisions at meetings, was previously flagged by the Minister for Local Government in a discussion paper in September last year. Council made a detailed submission in response to the paper, outlining its strong concerns with the proposed changes. These concerns were echoed by the local government sector, with particular opposition to proposals to ban councillor briefing sessions and implement new powers for the Mayor to issue fines for misconduct in meetings. Despite the response, it would appear that most of the sector's concerns have not been addressed in preparing the new draft Model Code.

It is proposed that Council makes a submission to the Office of Local Government, expressing its disappointment that the revised Code does not reflect the feedback received from the local government sector and highlighting issues of particular concern.

The proposed amendments to the Model Meeting Code are the first component of the NSW Government's council meeting reform agenda. The second component will be legislated in 2025, with new provisions to manage councillor misbehaviour at meetings.

RESOLUTION 180225/7

Moved: Cr Sandra Humphrys

Seconded: Cr Sam Cornish

That Council endorses the draft response to the proposed amendments to the Model Code of Meeting Practice for submission to the Office of Local Government.

In Favour: Crs Robert Mustow, Stephen Morrissey, Sam Cornish, Robert Hayes, Sandra Humphrys and Lyndall Murray

Against: Cr John Walker

CARRIED 6/1

ORDINARY COUNCIL MEETING MINUTES

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15 COMMUNITY SERVICE DELIVERY**15.1 DRAFT BUSH FIRE PRONE LAND MAP****EXECUTIVE SUMMARY**

Bush Fire Prone Land maps are required, by section 10.3 of the *Environmental Planning and Assessment Act 1979*, and are prepared for each Local Government Area using mapping guidelines established by the Commissioner of the NSW Rural Fire Service (RFS). The maps provide guidance on the level of bushfire risk and are used as a reference when assessing new developments.

Council's current map was certified by the Commissioner of the RFS on 17 February 2015 and requires updating by the RFS to meet the requirements of subsequent mapping guideline updates.

The Draft Richmond Valley Council Bush Fire Prone Land Map (2 December 2024) is now presented for Council's consideration and endorsement for public exhibition. This map is a result of Council's review of an initial Draft Map provided by the RFS, which includes three bush fire hazard categories, mapping of grassland (comprising of grazing and cropping lands which were previously excluded), and changes to colour symbology used to depict hazard categories.

RESOLUTION 180225/8

Moved: Cr Robert Mustow

Seconded: Cr Stephen Morrissey

That Council endorses the *Draft Richmond Valley Council Bush Fire Prone Land Map (2 December 2024)* for public exhibition for a minimum period of 28 days.

CARRIED**15.2 PLANNING PROPOSAL - 70 MANIFOLD ROAD NORTH CASINO - RURAL RESIDENTIAL****EXECUTIVE SUMMARY**

Council has received a Planning Proposal application (PP2025/0001) (Portal Case No. PP-2024-2355) seeking to amend the *Richmond Valley Local Environmental Plan 2012* (the LEP) by rezoning 9.68ha of land at 70 Manifold Road North Casino to enable its subdivision into potentially 9 rural residential lots (Zone R5 Large Lot Residential) having a minimum lot size of 7500m².

This proposal is supported by Council's Growth Management Strategy (2023) which identifies a corridor of potential large lot residential development along Manifold Road, including this land.

Council's support for the Planning Proposal is required prior to seeking a Gateway Determination from the Department of Planning, Housing and Infrastructure (DPHI).

RESOLUTION 180225/9

Moved: Cr Stephen Morrissey

Seconded: Cr Sandra Humphrys

That

1. Council supports Planning Proposal PP2025/0001 [Portal Case No. PP-2024-2355], which proposes to amend the *Richmond Valley LEP 2012*, as it applies to 70 Manifold Road North

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18 FEBRUARY 2025

Casino, being Lot 21 DP601461, by rezoning the land to facilitate its development for rural residential;

2. PP2025/0001 [Portal Case No. PP-2024-2355] be submitted to the Department of Planning, Housing and Infrastructure for a Gateway Determination; and
3. Council seeks Local Plan-making authority for this Planning Proposal and delegates this function to the General Manager.

CARRIED**15.3 COMMUNITY FINANCIAL ASSISTANCE PROGRAM POLICY REVIEW****EXECUTIVE SUMMARY**

Council allocates an amount of money each year in Financial Assistance to support local community organisations and groups that provide services, programs, or activities in the Richmond Valley. The funding is managed in accordance with the financial assistance provisions of Section 356 of the *Local Government Act 1993*, and the Community Financial Assistance Program Policy provides a guide to the application process.

RESOLUTION 180225/10

Moved: Cr Stephen Morrissey

Seconded: Cr Lyndall Murray

That Council adopts the revised Community Financial Assistance Program Policy in accordance with Section 356 of the *Local Government Act 1993*.

CARRIED**16 PROJECTS & BUSINESS DEVELOPMENT**

Nil

ORDINARY COUNCIL MEETING MINUTES

18 FEBRUARY 2025

17 ORGANISATIONAL SERVICES**17.1 FINANCIAL ANALYSIS REPORT - DECEMBER 2024 AND JANUARY 2025****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 December 2024 and 31 January 2025 is shown below:

Month	Bank Accounts	Term Deposits	Floating Rate Notes	Fixed Rate Bonds	TCorp IM Funds	Total
December 2024	\$12,680,969	\$34,000,000	\$6,750,390	\$4,500,000	\$17,217,961	\$75,149,320
January 2025	\$11,258,310	\$34,000,000	\$6,750,390	\$4,500,000	\$17,439,813	\$73,948,513

The weighted average rate of return on Council's cash and investments at 31 December 2024 was 4.79% which was above the Bloomberg AusBond Bank Bill Index for December of 4.52% (annualised), which is Council's benchmark.

The weighted average return on Council's cash and investments for January was 7.37% which was above the Bloomberg AusBond Bank Bill Index for January of 4.58% (annualised).

RESOLUTION 180225/11

Moved: Cr Lyndall Murray

Seconded: Cr Robert Hayes

That Council adopts the Financial Analysis Report detailing the performance of its cash and investments for the months of December 2024 and January 2025.

CARRIED

ORDINARY COUNCIL MEETING MINUTES

18 FEBRUARY 2025

17.2 QUARTERLY BUDGET REVIEW STATEMENT FOR THE QUARTER ENDED 31 DECEMBER 2024**EXECUTIVE SUMMARY**

The budget review report for the quarter ended 31 December 2024 has been prepared to provide Council and the community with information regarding Council's financial performance and proposed amendments to the 2024/2025 budget.

Council's projected operating result including capital grants and contributions for 2024/2025 has reduced by \$38,286, excluding previously approved adjustments, to a surplus of \$42.36 million. The net operating deficit before capital grants and contributions has decreased \$180,175 to a deficit of \$9.23 million. Largely impacting this result was a revision of operational income in line with updated forecasts such as a reduction in quarry royalties.

Income from continuing operations has increased \$287,288, to \$83.04 million and expenses from continuing operations have increased \$467,463 to \$92.28 million. Significant adjustments include grant funding of \$245,000 from the NSW Reconstruction Authority as part of the Resilient Lands Program. Council's, actual revenue is tracking at 63.3% of the projected year-end result which is 7.9% higher than this time last year and expenditure from continuing operations is on track with 48.8% of the projected year end result expended as at 31 December 2024.

Council's capital works program has been reviewed, resulting in a projected program for 2024/2025 of \$85.09mil, reducing the programmed works by \$870,273 after previously approved adjustments. Current actual expenditure for the capital program is at 33.4% of the projected year-end result and forecast to increase significantly over the March and June 2025 quarters with the commencement of some significant projects to maximise outcomes for the community. The capital budget will continue to be 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 \$272,799 as of 31 December 2024.

RESOLUTION 180225/12

Moved: Cr Lyndall Murray

Seconded: Cr Robert Hayes

That Council:

1. Receives the Quarterly Budget Review Statement as at 31 December 2024; and
2. Approves the recommended budget variations.

CARRIED

ORDINARY COUNCIL MEETING MINUTES

18 FEBRUARY 2025

17.3 DATA BREACH POLICY**EXECUTIVE SUMMARY**

Amendments to the *Privacy and Personal Information Protection Act 1998* (PPIP Act) came into effect in November 2023. The amendments impacted responsibilities of agencies under the PPIP Act, and established a requirement for agencies to provide notifications to affected individuals in the event of an eligible data breach of their personal or health information by a NSW public sector agency subject to the PPIP Act.

The amendments to the PPIP Act include the creation of a Mandatory Notification of Data Breach (MNDB) Scheme, which requires agencies to adopt a publicly available data breach policy.

RESOLUTION 180225/13

Moved: Cr Stephen Morrissey

Seconded: Cr Lyndall Murray

That Council adopts the Data Breach Policy in order to comply with requirements under the Mandatory Notification of Data Breach (MNDB) Scheme established under the *Privacy and Personal Information Protection Act 1998* (PPIP Act).

CARRIED**18 GENERAL BUSINESS**

Nil

19 MATTERS FOR INFORMATION**RESOLUTION 180225/14**

Moved: Cr Stephen Morrissey

Seconded: Cr Robert Hayes

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

CARRIED**19.1 PROPOSED ROAD NAMING****RESOLUTION 180225/15**

Moved: Cr Stephen Morrissey

Seconded: Cr Robert Hayes

BREIFING

That Council receives and notes the information contained in the proposed road naming information report.

CARRIED

ORDINARY COUNCIL MEETING MINUTES

18 FEBRUARY 2025

19.2 CUSTOMER EXPERIENCE REPORT 1 OCTOBER - 31 DECEMBER 2024**RESOLUTION 180225/16**

Moved: Cr Stephen Morrissey

Seconded: Cr Robert Hayes

That Council receives and notes the Customer Experience Report for the period 1 October – 31 December 2024.

CARRIED**19.3 DEVELOPMENT APPLICATIONS DETERMINED UNDER THE ENVIRONMENTAL PLANNING AND ASSESSMENT ACT FOR THE PERIOD 1 DECEMBER 2024 - 31 JANUARY 2025****RESOLUTION 180225/17**

Moved: Cr Stephen Morrissey

Seconded: Cr Robert Hayes

That Council receives and notes the Development Application report for the period 1 December 2024 to 31 January 2025.

CARRIED**19.4 GRANT APPLICATION INFORMATION REPORT - DECEMBER 2024 AND JANUARY 2025****RESOLUTION 180225/18**

Moved: Cr Stephen Morrissey

Seconded: Cr Robert Hayes

That Council receives and notes the Grant Application Information Report for the months of December 2024 and January 2025.

CARRIED**19.5 PLANNING INSTITUTE OF AUSTRALIA - NSW PLANNING EXCELLENCE AWARD FOR MID RICHMOND PLACE PLAN****RESOLUTION 180225/19**

Moved: Cr Stephen Morrissey

Seconded: Cr Robert Hayes

That Council notes the NSW Planning Institute of Australia Award received for the Mid-Richmond Place Plan.

CARRIED

ORDINARY COUNCIL MEETING MINUTES

18 FEBRUARY 2025

19.6 WRITE OFF OF MONIES UNDER DELEGATION**RESOLUTION 180225/20**

Moved: Cr Stephen Morrissey

Seconded: Cr Robert Hayes

That Council receives and notes the write-off of monies totalling \$14,503.27 under the General Manager's delegation.

CARRIED**20 QUESTIONS ON NOTICE**

Nil

21 QUESTIONS FOR NEXT MEETING (IN WRITING)**21.1 2022 FLOOD IMPACT UPDATE**

Cr Lyndall Murray asked that the following questions be answered at Council's March Ordinary meeting. The questions relate to the NSW Reconstruction Authority's Resilient Homes Program for the Northern Rivers:

1. Will all priority homes mapped 1-4 receive a grant and what is the timeline to deliver these in full?
2. Of the total number of homes affected by the 2022 flood, how many promised grants have been approved and distributed across the three Resilient Homes Grant streams?
Additionally, provide a breakdown by grant stream and postcode for Richmond Valley residents.
3. How much of the \$790 million has been distributed, with a breakdown by postcode, priority level, and the average time taken for approval?
4. Can the Authority provide clear details about the retreat program, including how people can apply and the timeline for its rollout across properties over five hectares. Will the funding be equivalent to the house raise grant stream? If not, why?
5. What is the process for RA agents in connecting applicants to mental health services, and how many individuals have been referred to the police for welfare checks in the Richmond Valley?
6. Can we follow up with the relevant agency to confirm the revised date for the outcome of the Woodburn IGA's business grant application, which was supposed to be yesterday?

ORDINARY COUNCIL MEETING MINUTES

18 FEBRUARY 2025

22 MATTERS REFERRED TO CLOSED COUNCIL

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

22.1 Tender VP436928 - Evans Head Bridge 250mm Pipe Replacement

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

22.2 Tender VP439251 – Legal and Probity Advisory Services Panel

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.

RESOLUTION 180225/21

Moved: Cr Stephen Morrissey

Seconded: Cr John Walker

That:

1. Council enters Closed Council to consider the business identified in Item 22.1, together with any late reports 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. 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 7.20pm

The open Council meeting resumed at 7.27pm

ORDINARY COUNCIL MEETING MINUTES

18 FEBRUARY 2025

23 RESOLUTIONS OF CLOSED COUNCIL

The resolutions of the Closed Council meeting were read by the Director Community Service Delivery (Items 22.1 and 22.2).

22.1 Tender VP436928 - Evans Head Bridge 250mm Pipe Replacement

That

1. Council accepts the tender from JSN Civil Pty Ltd for the replacement of the Evans Head Bridge 250mm pipe replacement, as it represents the best value for Council at \$192,866.00 (exclusive of GST); and
2. The General Manager be authorised to negotiate and finalise the terms and conditions of any contract or agreement, in line with the content of this report and the available budget and affixing the seal of Council where necessary.

22.2 Tender VP439251 – Legal and Probity Advisory Services Panel

That Council accepts the tenders from all nine (9) respondents to the Legal and Probity Advisory Services Tender and appoints them to the Panel to be eligible to provide services to Council.

The Meeting closed at 7.30pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 18 March 2025.

.....
CHAIRPERSON

Richmond
Valley
Council



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

***RICHMOND VALLEY COUNCIL
SECTION 7.11 HEAVY HAULAGE
CONTRIBUTIONS PLAN
(AS AMENDED)
(FORMERLY S.94 HEAVY HAULAGE
CONTRIBUTIONS PLAN)***

Version	Date Effective	Comments	Approved by Council
Version 1	23 October 2013		15 October 2013
Version 2	19 March 2025	Revised road construction costs; Revised loading factor which includes combination trucks & dogs; Rename plan, update logo and reformat; Updated legislation; Clarify when returns and payments are due.	18 March 2025

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1. Executive Summary and Introduction

This plan enables Richmond Valley Council to levy developer contributions under section 7.11 (formerly Section 94) of the *Environmental Planning and Assessment Act 1979* where the anticipated development will, or is likely to, generate additional heavy haulage vehicle movements, such as from mines and extractive industries.

As a consequence of anticipated development, and having regard to the level of facilities currently available, there is likely to be an accelerated decline in life of the road network due to increased heavy haulage, a cost which would otherwise be borne by the wider community.

Richmond Valley Council has a Section 7.12 Contributions Plan that levies contributions based upon the proposed cost of development. However, due to the nature of developments such as mines and extractive industries the levying of contributions based upon cost of development would not yield sufficient finances to effectively meet the increased demand on the road network. As such this Plan will be applied in lieu of the *Richmond Valley Council Section 7.12 Contributions Plan* on developments identified by Council as Heavy Haulage developments and ongoing contribution will be based upon haulage loads and travel distance.

1.1. Summary of Works

The monies collected will fund pavement rehabilitation works on roads (including regional roads) within the nominated haulage distance for the development. The pavement rehabilitation required as a result of heavy haulage vehicle movements is directly proportionate to the mass of the load transported, the number of vehicle axles, and the volume of material transported. All contributions collected under this Plan will be spent on improvements to the haulage routes within the specified travel distance of the development from which it has been collected.

Where it can be demonstrated that damage (excessive road pavement consumption) present on roads beyond the designated haul distance has a direct nexus to that development, the monies collected under this Plan for that development may be spent on improvements and rectification of the damaged pavement sections.

1.2. Summary of Contributions

The following developer contributions may be conditioned on development consents within the Richmond Valley Council area, or those of neighbouring Local Government Areas where it can be demonstrated that the haulage routes will travel into the Richmond Valley Council area.

A detail of methodology for calculating the following contributions is contained within the schedules to this Plan.

The following developer contribution rates for heavy haulage development will apply:

Development Type	\$Levy/Tonne/Km	Travel Distance	Developer Contribution/tonne
Mines, Extractive Industries, and/or development processing quarried/mined material -			
with the following annual extraction:			
≤20,000 m ³	\$0.18	10 km	\$1.80
>20,000 m ³	\$0.18	15 km	\$2.70
Other Heavy Haulage Traffic Generating Developments -			
	\$0.18	Based on travel distance and equivalent standard axles generated by development	

Note¹ Contributions under this Plan shall be levied annually and based upon lodgement of annual returns itemising extraction rates for the previous financial year.

Note². Rates provided were correct at the time this Plan was adopted and are subject to variation based upon CPI.

2. Administration and Operation of this Plan

This Plan has been prepared in accordance with the provisions of Section 7.11 (formerly Section 94) of the *Environmental Planning and Assessment Act 1979* (EP&A Act) and the Regulation thereto.

2.1. Name of Plan

This development contributions plan is called *Richmond Valley Council Section 7.11 Heavy Haulage Contributions Plan*.

2.2. Land to which this Plan applies

This Plan applies to all land within the Richmond Valley Local Government Area.

This Plan may be applied to development located outside the Richmond Valley Council area where it can be demonstrated that heavy haulage routes will enter the Council area.

2.3. Purpose of the Plan

This Plan enables Richmond Valley Council to levy section 7.11 developer contributions on heavy haulage traffic generating development, including mines and extractive industries.

The purpose of the contribution is to recover the cost of consumption of pavement strength associated with increased axle loadings generated from heavy haulage traffic.

The purpose of the Plan is to:

- (a) to ensure that an adequate level of public road infrastructure is provided throughout the Richmond Valley LGA to handle heavy haulage;
- (b) provide an administrative framework for the levying of contributions against development involving heavy haulage;
- (c) authorise Council to impose conditions under section 7.11 (formerly s 94) of the *Environmental Planning and Assessment Act 1979* when granting consent to development on land to which this Plan applies;
- (d) ensure that the existing community is not burdened by the accelerated provision of local, distributor and regional road infrastructure resulting from the decreased life of road infrastructure due to developments involving heavy haulage;
- (e) provide a comprehensive strategy for the assessment, collection, expenditure, accounting and review of development contributions on an equitable basis; and
- (f) provide for contributions levied under this Plan to be increased annually based upon the Australian Consumer Price Index (CPI).

2.4. Commencement of this Plan

The Plan (Version 1) was first adopted by Council on 15 October 2013 and commenced when public notice was published on 23 October 2013 pursuant to clause 31(4) of the former *Environmental Planning and Assessment Regulation 2000*.

This version of the Plan (Version 2) was adopted by Council on 18 March 2025 and commences from the date on which notice is published on Council's website, pursuant to section 214(4) of the *Environmental Planning & Assessment Regulation 2021*.

Note. A notice was published on 19 March 2025.

2.5. Relationship to other Council plans

This development contributions plan operates in conjunction with the *Richmond Valley Council Section 7.12 Contributions Plan*. The *Environmental Planning and Assessment Act 1979* prevents development being levied a contribution under both a 7.12 & 7.11 Plan. As such the Section 7.12 Plan will apply unless:

- the development involves heavy haulage traffic generation, and
- the Council determines that the best outcome for the community would be to levy a contribution under this Plan.

The Plan also supplements the provisions of the *Richmond Valley Local Environmental Plan 2012*, and *Richmond Valley Development Control Plan 2021*.

This Plan furthermore has links to key strategies within the *Richmond Valley Council Community Strategic Plan* regarding the provision of services and road infrastructure.

2.6. Development forms to which the Plan applies

This Plan may apply to developments identified by Council as generating heavy haulage traffic.

2.7. Relationship between expected development and demand for infrastructure

In most cases it is difficult to make a precise assessment of the impact of heavy haulage vehicles on the road network arising from proposed developments, because the destination and travel route of heavy haulage vehicles varies depending on a wide range of factors. The purchase of materials by third parties also makes determining the precise impact on the road network problematic.

This Plan could require travel routes for every heavy haulage truck movement to be logged with the information used to calculate the precise cost of the road pavement damage and commensurate reconstruction needs attributable to those movements. For accuracy this would need to be accompanied by a requirement that each development has a weighbridge to determine the weight of each loaded truck, and keeping of travel logs to document each travel route.

This is considered an unnecessarily onerous approach to calculating a reasonable contribution that should be reimbursed to Council to fund pavement rehabilitation works.

A more reasonable approach is to estimate the likely cost of pavement consumption caused by a typical heavy haulage vehicle (per tonne per kilometre), and multiplying this cost with an assumed average trip length of a tonne of hauled material. The average trip length is also been assumed based upon the scale of the development.

2.8. Cost of Road Reconstruction as a result of the expected development

Schedule 1 contains typical costs associated with pavement damage caused by a typical truck used to transport material on the road network. It assumes the design traffic of a section of sealed road is 1×10^6 Equivalent Standard Axles (ESA) and the replacement value of a kilometre of road being \$1,000,000.

For mines and extractive industries, the typical cost per tonne of material transported is \$0.233 per km, see Schedule 3.

For other heavy haulage generating developments the same rates can be assumed, however, length of haulage and resultant contribution per tonne will be calculated at the time of development assessment.

2.9. Savings and transitional arrangements

A development application which has been lodged prior to the adoption of this Plan, but not determined, shall be determined in accordance with the provisions of the Plan, or version of the Plan, which applied at the date the application was lodged.

2.10. How will contributions be imposed?

This Plan authorises Council, when determining a development application relating to development to which this Plan applies, to impose a condition under section 7.11 of the EP&A Act requiring payment of a monetary contribution to the Council towards the reconstruction of roads infrastructure to meet the demands of the development.

Methodology for the calculation of contributions payable is provided within the schedules to this Plan.

2.11. Indexation

Developer contributions provided for within this Plan are to be adjusted to reflect the increased cost of road construction that applies at the time consent is granted and subsequently indexed to generate annual payments.

The Council will, without the necessity of preparing a new or amending contributions plan, make changes to the monetary contribution rates set out in this Plan to reflect quarterly changes to the Consumer Price Index (CPI).

The contribution rates will be indexed as follows:

$$\text{\$C}_B = \frac{\text{\$C}_A \times \text{Current CPI}}{\text{Base CPI}}$$

Where:

\\$C_A = the contribution rate at the time of adoption of this Plan, or if the rate and costing has been reviewed, at that review date.

\\$C_B = the indexed contribution rate at the time development consent is to be issued or at a subsequent date of payment.

Current CPI = the *Consumer Price Index (Sydney All Groups)* as published by the Australian Bureau of Statistics at the time the rate is being indexed.

Base CPI = the *Consumer Price Index (Sydney All Groups)* as published by the Australian Bureau of Statistics at the date of adopting this Plan, or at the review date, if rates and costings have been reviewed. At the time this Plan was produced the Base CPI was 139.8 (September Quarter 2024).

Note¹. The Bureau of Statistics periodically adjusts the reference base (ie the period in which the index is set equal to 100). The index number levels for all periods will be changed by this process and it may also result in differences, due to rounding, between the percentage changes published on the old base and those on the new base.

Note². The same methodology will be applied to indexation of any costing contained within this Plan.

A condition requiring payment of a monetary contribution under this Plan must include a statement that payment rates will be subject to increase based upon indexation at the time of payment.

2.12. Timing of payment and Annual Returns

Developer contributions are to be paid on an annual basis at the applicable indexed rates based upon tonnage hauled for that period, multiplied by the set haulage distance established for the development.

The operator of the development, subject of a condition of consent requiring payment of monetary developer contributions under this Plan, shall submit an annual return by the end of September each year (the reporting period) for the preceding financial year (1 July to 30 June)(the annual return period). The return shall disclose information including total quantities of material, in tonnes, hauled for the reporting period. Where there has been no heavy haulage during the return period a nil return is required to be submitted.

Council will calculate the appropriate developer contribution payable for the annual return period, including indexation, and create a debtors account and invoice the amount payable. Payment of the contributions are to be received within 3 months of calculating the rate.

More frequent developer contribution payments may be arranged upon request and by agreement with Council. For any development with return periods and payment arrangements more frequent than annually, the following is applicable:

- Returns shall be detailed and lodged to Council, within the agreed reporting period, to calculate the developer contributions applicable for the agreed return period.
- Developer contributions for each return period shall be paid prior to the completion of the following return period.

2.13. Failure to lodge Annual Returns or Payments

If-

- reporting returns are not received within the reporting period—Council may commence formal compliance action against the development, which may include a stop use order and/or compliance order under Schedule 5 of the EP&A Act, or
- payment is not received within the required timeframe—Council may commence debt recovery procedures and/or formal compliance action against the development, which may include a stop use order and/or compliance order under Schedule 5 of the EP&A Act.

2.14. Nexus

Anticipated increases in heavy haulage transport will continue to place greater demands on the existing road infrastructure.

Traffic generating developments, such as mines and extractive industries, provide a significant role in meeting the resource needs of the community. However, they also have the potential to generate significant heavy vehicle movements with consequential impacts upon the road network.

Heavy vehicles are the primary contributor to the consumption of a road pavements structural capacity. The consumption of a road pavements structural capacity has a direct correlation to the number of equivalent standard axles [ESA] applied to the road. Therefore the consumption of structural capacity can be directly related to the ESA's generated by the vehicle and hence a development.

3. Schedules

3.1. Typical costing for construction of road infrastructure

Council's typical costs for the construction of a kilometre of sealed road is \$1,000,000.00 (@2024).

3.2. Methodology for calculating contribution rates

Assumptions

1. Design traffic volume averaged across Richmond Valley Council's road network is 1.0×10^6 Equivalent Standard Axles (Design ESAs) (based on the *Northern Rivers - Design Manual*).
2. The standard heavy haulage vehicle assumes use of Class 4 heavy rigid vehicles (3-axle truck) with a payload of 13 tonnes, and combination vehicles (3-axle truck and 3-axle dog) with a payload of up to 33 tonnes. The number of ESAs per truck payload is determined by a load factor equal to 1.9 for a standard truck & 7.7 for a truck & dog combination (assuming a full payload). The load factor for the standard truck is unchanged from the previous plan and the load factor for the truck and dog combination has been obtained from the Truck Impact Chart Technical Advisory Procedure 2.2 edition March 2018 prepared by the Australian Trucking Association.
3. The average construction cost for a local or regional road is estimated at \$1,000,000 per kilometre.

Calculation

1 truck (3-axle rigid GML) = 13 tonne payload & load factor of 1.9

1 truck & dog (6-axle) = 33 tonne payload & load factor of 7.7 (100% loaded)

Tonnes per ESA = payload / load factor

Average tonnes per ESA = $13 / 1.9$ & $33 / 7.7 = 6.84$ & 4.29 tonnes per ESA
= 5.565 tonnes per ESA (average)

$$\text{\$/Levy/tonne/kilometre} = \frac{\text{\$ Cost of 1 kilometre of road}}{(\text{Design ESAs}) \times \text{Tonnes per ESA}}$$

Therefore,

$$\text{\$0.180/tonne/km} = \frac{\$1,000,000}{(1.0 \times 10^6) \times 5.565}$$

The result is a rate per tonne per kilometre of haulage.

3.3. Contributions Rates for Mines and Extractive Industries

For the purposes of calculating the contributions for mines and extractive industries the following table is used:

Development Type	\$Levy/Tonne/Km	Travel Distance	Developer Contribution/tonne
Mines, Extractive Industries, and/or development processing quarried/mined material -			
with the following annual extraction:			
≤20,000 m ³	\$0.18	10 km	\$1.80
>20,000 m ³	\$0.18	15 km	\$2.70



Concise Investment Report Pack

Richmond Valley Council

1 February 2025 to 28 February 2025



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1. Portfolio Valuation As At 28 February 2025

	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+	7,187,000.00	7,187,000.00	7,187,000.00	9.09%	3.98%	
CBA General Fund Bk Acct RVC At Call	S&P ST A1+	1,523,605.40	1,523,605.40	1,523,605.40	1.93%	3.10%	
CBA Trust Acct RVC At Call	S&P ST A1+	87,050.17	87,050.17	87,050.17	0.11%	2.80%	
MACQ 940323454 At Call	Moodys A2	11,508,090.03	11,508,090.03	11,508,090.03	14.56%	4.65%	
NAB Business Cheque Acct RVC At Call	S&P ST A1+	20.00	20.00	20.00	0.00%	0.00%	
		20,305,765.60	20,305,765.60	20,305,765.60	25.69%		1.10%
Floating Rate Note							
Auswide 1.5 17 Mar 2026 FRN	Moodys Baa2	1,000,000.00	1,000,000.00	1,000,000.00	1.27%	4.59%	
Auswide 1.6 22 Mar 2027 FRN	Moodys Baa2	1,500,000.00	1,500,000.00	1,500,000.00	1.90%	4.77%	
CACU 1.7 21 Sep 2026 FRN	S&P BBB-	1,750,000.00	1,750,000.00	1,750,000.00	2.21%	5.62%	
MACQ 0.48 09 Dec 2025 FRN	Moodys A2	1,000,390.00	1,000,390.00	1,000,390.00	1.27%	5.02%	
MYS 0.65 16 Jun 2025 FRN	Moodys Baa2	1,500,000.00	1,500,000.00	1,500,000.00	1.90%	4.72%	
		6,750,390.00	6,750,390.00	6,750,390.00	8.54%		0.42%
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	2.53%	1.10%	
JUDO 6.4 26 Sep 2025 Fixed	S&P BBB-	1,500,000.00	1,500,000.00	1,500,000.00	1.90%	6.40%	
BOQ 4.7 27 Jan 2027 Fixed	S&P BBB+	1,000,000.00	1,000,000.00	1,000,000.00	1.27%	5.60%	
		4,500,000.00	4,500,000.00	4,500,000.00	5.69%		0.25%
Unit Trust							
NSWTC Long Term Growth Fund UT		3,000,000.00	3,723,667.17	3,723,667.17	4.71%	-3.96%	
NSWTC Medium Term Growth Fund UT		11,005,029.35	13,756,719.60	13,756,719.60	17.41%	4.68%	
		14,005,029.35	17,480,386.77	17,480,386.77	22.12%		0.63%



1. Portfolio Valuation As At 28 February 2025

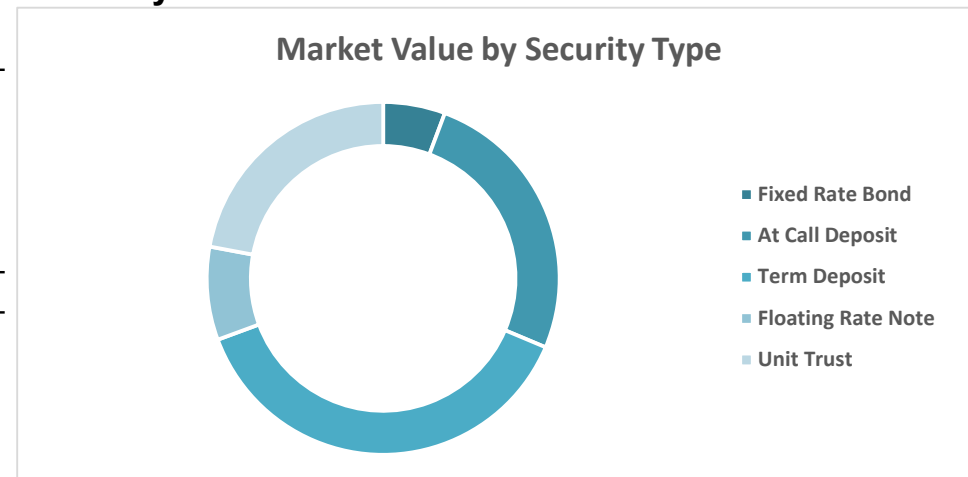
Term Deposit

AMP 5 04 Mar 2025 92DAY TD	Moody's ST P-2	2,000,000.00	2,000,000.00	2,000,000.00	2.53%	5.00%
AMP 5 30 Apr 2025 92DAY TD	Moody's ST P-2	1,000,000.00	1,000,000.00	1,000,000.00	1.27%	5.00%
AMP 5.1 23 Jul 2025 182DAY TD	Moody's ST P-2	2,000,000.00	2,000,000.00	2,000,000.00	2.53%	5.10%
AMP 5.05 31 Jul 2025 182DAY TD	Moody's ST P-2	3,000,000.00	3,000,000.00	3,000,000.00	3.80%	5.05%
AMP 5 30 Oct 2025 273DAY TD	Moody's ST P-2	2,000,000.00	2,000,000.00	2,000,000.00	2.53%	5.00%
BOQ 5.05 31 Mar 2025 181DAY TD	S&P ST A2	2,000,000.00	2,000,000.00	2,000,000.00	2.53%	5.05%
BOQ 5 07 May 2025 181DAY TD	S&P ST A2	2,000,000.00	2,000,000.00	2,000,000.00	2.53%	5.00%
BOQ 5.15 28 May 2025 181DAY TD	S&P ST A2	2,000,000.00	2,000,000.00	2,000,000.00	2.53%	5.15%
CCU 5.15 05 Jun 2025 182DAY TD	Moody's ST P-3	2,000,000.00	2,000,000.00	2,000,000.00	2.53%	5.15%
ING 5.31 04 Jun 2025 365DAY TD	S&P ST A1	2,000,000.00	2,000,000.00	2,000,000.00	2.53%	5.31%
ING 5.17 21 Nov 2025 365DAY TD	S&P ST A1	1,000,000.00	1,000,000.00	1,000,000.00	1.27%	5.17%
JUDO 5.05 10 Apr 2025 182DAY TD	S&P ST A2	2,000,000.00	2,000,000.00	2,000,000.00	2.53%	5.05%
NAB 5 04 Mar 2025 184DAY TD	S&P ST A1+	2,000,000.00	2,000,000.00	2,000,000.00	2.53%	5.00%
NAB 4.95 30 Apr 2025 90DAY TD	S&P ST A1+	1,000,000.00	1,000,000.00	1,000,000.00	1.27%	4.95%
NAB 5.05 07 May 2025 181DAY TD	S&P ST A1+	2,000,000.00	2,000,000.00	2,000,000.00	2.53%	5.05%
RCU 5.1 12 Mar 2025 90DAY TD	Unrated ST UR	2,000,000.00	2,000,000.00	2,000,000.00	2.53%	5.10%
		30,000,000.00	30,000,000.00	30,000,000.00	37.96%	1.92%
Portfolio Total		75,561,184.95	79,036,542.37	79,036,542.37	100.00%	4.32%



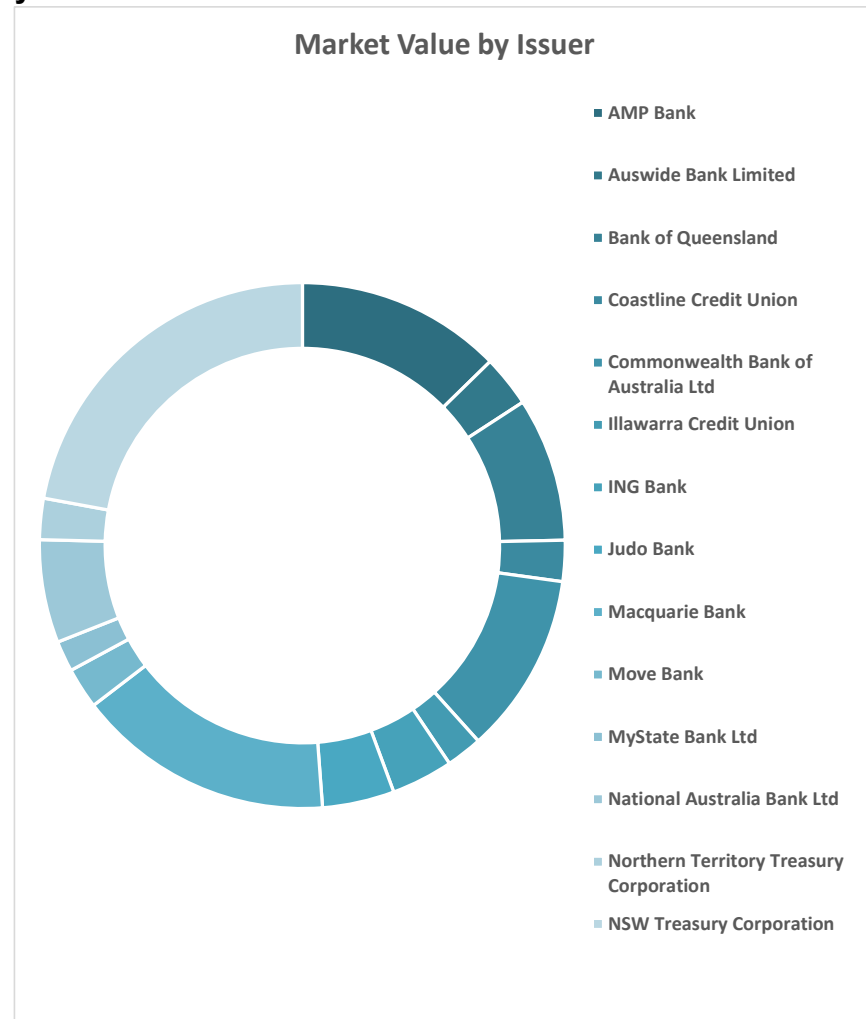
2. Portfolio Valuation By Categories As At 28 February 2025

Security Type	Market Value	% Total Value
Fixed Rate Bond	4,500,000.00	5.69%
At Call Deposit	20,305,765.60	25.69%
Term Deposit	30,000,000.00	37.96%
Floating Rate Note	6,750,390.00	8.54%
Unit Trust	17,480,386.77	22.12%
Portfolio Total	79,036,542.37	100.00%



2. Portfolio Valuation By Categories As At 28 February 2025

Issuer	Market Value	% Total Value
AMP Bank	10,000,000.00	12.65%
Auswide Bank Limited	2,500,000.00	3.16%
Bank of Queensland	7,000,000.00	8.86%
Coastline Credit Union	2,000,000.00	2.53%
Commonwealth Bank of Australia Ltd	8,797,655.57	11.13%
Illawarra Credit Union	1,750,000.00	2.21%
ING Bank	3,000,000.00	3.80%
Judo Bank	3,500,000.00	4.43%
Macquarie Bank	12,508,480.03	15.83%
Move Bank	2,000,000.00	2.53%
MyState Bank Ltd	1,500,000.00	1.90%
National Australia Bank Ltd	5,000,020.00	6.33%
Northern Territory Treasury Corporation	2,000,000.00	2.53%
NSW Treasury Corporation	17,480,386.77	22.12%
Portfolio Total	79,036,542.37	100.00%



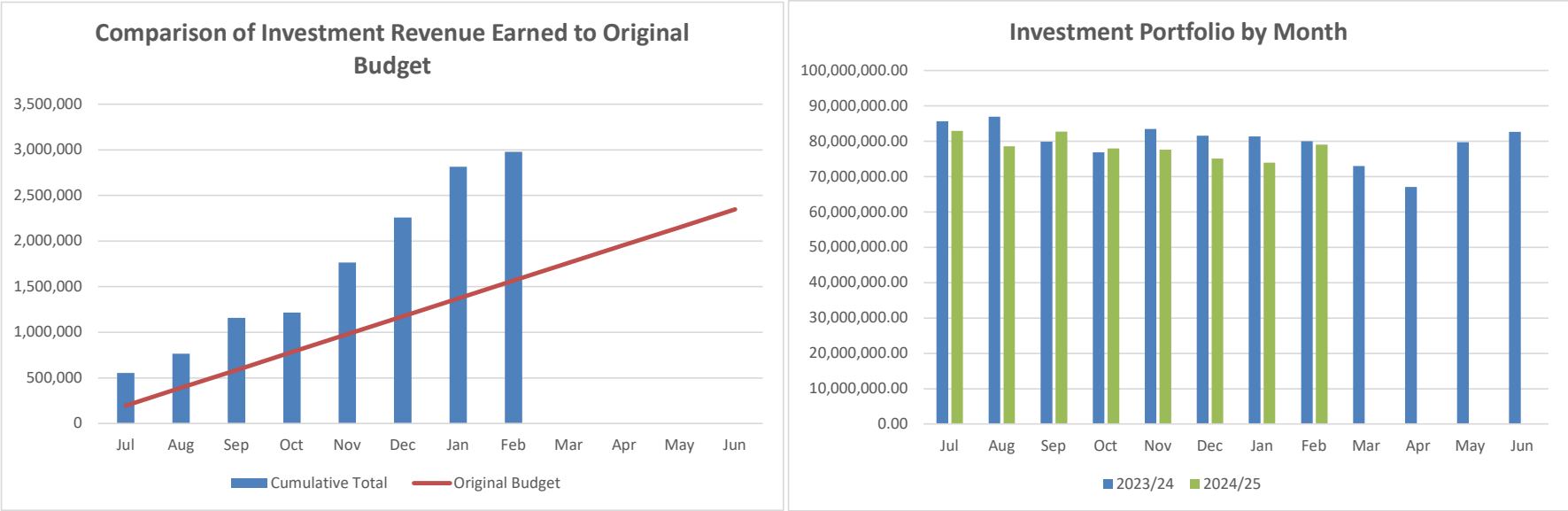


3. Investment Revenue Received For 1 February 2025 to 28 February 2025

Security	Issuer	Settlement Date	Face Value (Basis of Interest Calculation)	Consideration Notional	Income Type
JUDO 5 25 Feb 2025 180DAY TD	Judo Bank	25 Feb 2025	2,000,000.00	49,315.07	Security Coupon Interest
NAB 5 27 Feb 2025 120DAY TD	National Australia Bank	27 Feb 2025	2,000,000.00	32,876.72	Security Coupon Interest
Other	Macquarie Bank Ltd	28 Feb 2025		8,090.64	Bank Interest
Other	Commonwealth Bank	28 Feb 2025		20,460.94	Bank Interest
Other	Commonwealth Bank	28 Feb 2025		3,148.15	Bank Interest
Other	Commonwealth Bank	28 Feb 2025		197.71	Bank Interest
				114,089.23	
Medium Term Growth Fund	NSW Treasury Corporation			52,878.66	Fair Value Gain/(Loss)
Long Term Growth Fund	NSW Treasury Corporation			(12,304.84)	Fair Value Gain/(Loss)
				40,573.82	
TOTAL				154,663.05	



4. Comparison of Investment Revenue Earned to Original Budget and Investment Portfolio by Month 2024 - 2025 YTD





5. Environmentally Sustainable Investment Performance Report for the Period Ending 28 February 2025 Relative To 31 January 2025.

Portfolio Summary by Fossil Fuel Lending ADIs

ADI Lending Status	% Total	Current Period	% Total	Prior Period
Fossil Fuel Lending ADIs				
AMP Bank	12.7%	10,000,000.00	4.0%	3,000,000.00
Bank of Queensland	1.3%	1,000,000.00	1.3%	1,000,000.00
Commonwealth Bank of Australia Ltd	11.1%	8,797,655.57	14.2%	10,672,811.49
ING Bank Australia Limited	3.8%	3,000,000.00	6.7%	5,000,000.00
Macquarie Bank	15.8%	12,508,480.03	4.0%	3,008,522.86
National Australia Bank Ltd	6.3%	5,000,020.00	16.0%	12,000,024.71
	51.0%	40,306,155.60	46.1%	34,681,359.06
Non Fossil Fuel Lending ADIs				
Auswide Bank Limited	3.2%	2,500,000.00	3.3%	2,500,000.00
Bank of Queensland	7.6%	6,000,000.00	8.0%	6,000,000.00
Coastline Credit Union	2.5%	2,000,000.00	2.7%	2,000,000.00
Illawarra Credit Union	2.2%	1,750,000.00	2.3%	1,750,000.00
Judo Bank	4.4%	3,500,000.00	7.3%	5,500,000.00
Move Bank	2.5%	2,000,000.00	2.7%	2,000,000.00
MyState Bank Ltd	1.9%	1,500,000.00	2.0%	1,500,000.00
Northern Territory Treasury Corporation	2.5%	2,000,000.00	2.7%	2,000,000.00
NSW Treasury Corporation	22.1%	17,480,386.77	22.9%	17,217,961.22
	49.0%	38,730,386.77	53.9%	40,467,961.22
Total Portfolio		79,036,542.37		75,149,320.28

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

Fossil Fuel vs Non Fossil Fuel Lending ADI





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Richmond
Valley
Council



MINUTES

Audit, Risk & Improvement Committee Meeting 26 February 2025

AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING MINUTES

26 FEBRUARY 2025

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AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING MINUTES

26 FEBRUARY 2025

**MINUTES OF RICHMOND VALLEY COUNCIL
AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBERS, 10 GRAHAM PLACE, CASINO
ON WEDNESDAY, 26 FEBRUARY 2025 AT 4:30PM**

PRESENT: Chairperson Ron Gillard, Member Jay Jo, Member Emma Fountain

IN ATTENDANCE: Ryan Gaiter (Director Organisational Services), Hayley Martin (Manager Finance), Latoya Cooper (Executive Assistant), Jan-Michael Perez (Audit Office NSW), Joan Uyanguran (Audit Office NSW)

1 WELCOME

2 APOLOGIES

Vaughan Macdonald (General Manager), Angela Jones (Director Community Service Delivery), Jenna Hazelwood (Chief of Staff), Ben Zeller (Director Project and Business Development)

3 DECLARATION OF INTERESTS

Nil.

4 CONFIRMATION OF MINUTES

4.1 MINUTES OF THE AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING HELD ON 4 DECEMBER 2024

RECOMMENDATION

1. That the Minutes of the Audit, Risk & Improvement Committee Meeting, held on 4 December 2024, be taken as read and confirmed as a true record of proceedings.

CARRIED

5 MATTERS FOR CONSIDERATION

5.1 ANNUAL ENGAGEMENT PLAN 2025

RECOMMENDATION

That the Committee:

1. receives the Annual Engagement Plan for the audit of Councils financial statements for the year ended 30 June 2025 and
2. notes capital expenditure, CiA system migration and infrastructure property and equipment as key focus areas for the year.

CARRIED

AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING MINUTES

26 FEBRUARY 2025

5.2 UPDATE ON THE PROGRESS OF THE INTERNAL AND EXTERNAL AUDIT ACTIONS AS AT 31 DECEMBER 2024**RECOMMENDATION**

That the Committee receives and notes the Progress of Internal and External Audit Action Items report and the Meeting Actions update.

CARRIED**5.3 PHYSICAL ASSETS SECURITY AUDIT****RECOMMENDATION**

That the Committee:

1. endorses the outcome of the Physical Assets Security Audit completed by Securetel, and
2. recognises the effort of staff involved in delivering this audit.

CARRIED**6 GENERAL BUSINESS****6.1 ANNUAL REPORT****RECOMMENDATION**

That the Committee receives and notes the Draft Annual Report provided by the Chairperson, with the report to be presented to a future Council Meeting for endorsement.

CARRIED**6.2 TECHONE CIA MIGRATION UPDATE****RECOMMENDATION**

That the Committee receives and notes the TechOne CiA Migration Update report and commend staff involved in the project for the smooth transition and minimal lost time.

CARRIED

AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING MINUTES

26 FEBRUARY 2025

6.3 QUARTERLY BUDGET REVIEW STATEMENT FOR THE QUARTER ENDED 31 DECEMBER 2024**RECOMMENDATION**

That the Committee receives and notes the information provided in the Quarterly Budget Review Statement for the Quarter Ended 31 December 2024, as presented to the Council at the Ordinary February 2025 Council Meeting.

CARRIED**6.4 GENERAL BUSINESS**

1. Meeting actions to be tabled in business arising for future meetings
2. 17% increase in fees and charges from the NSW Audit Office for the end of year audit.
3. Removal of the major project report update from the meeting actions, as is it already listed in the audit plan.
4. The Committee acknowledged Ron Gillards departure from the Committee and his position as Chair, thanking him for his commitment to the role and contribution to the team.
5. The Council staff acknowledged Ron Gillard for his tireless effort, support and willingness to guide council staff through the transition process under the new ARIC guidelines. The value added through Rons leadership is appreciated, and we wish him well in his future role in Local Government.

Next Meeting – Wednesday, 28 May 2025, Via Microsoft Teams at 4pm

The Meeting closed at 5:36pm

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CHAIRPERSON