

Richmond  
Valley  
Council



# **MINUTES**

**Ordinary Council Meeting  
16 April 2024**

**ORDER OF BUSINESS**

<b>1</b>	<b>ACKNOWLEDGEMENT OF COUNTRY</b> .....	<b>4</b>
<b>2</b>	<b>PRAYER</b> .....	<b>4</b>
<b>3</b>	<b>PUBLIC ACCESS</b> .....	<b>4</b>
<b>4</b>	<b>APOLOGIES</b> .....	<b>5</b>
<b>5</b>	<b>MAYORAL MINUTES</b> .....	<b>5</b>
5.1	Mayoral Minute - Acknowledging Local Heritage on the Northern Rivers Rail Trail.....	5
<b>6</b>	<b>CONFIRMATION OF MINUTES</b> .....	<b>5</b>
6.1	Minutes Ordinary Meeting held 19 March 2024 .....	5
<b>7</b>	<b>MATTERS ARISING OUT OF THE MINUTES</b> .....	<b>5</b>
<b>8</b>	<b>DECLARATION OF INTERESTS</b> .....	<b>5</b>
<b>9</b>	<b>PETITIONS</b> .....	<b>5</b>
	Nil	
<b>10</b>	<b>NOTICE OF MOTION</b> .....	<b>6</b>
10.1	Notice of Motion - Cr Debra McGillan, Repairs to Richmond Terrace, Coraki .....	6
<b>11</b>	<b>MAYOR'S REPORT</b> .....	<b>6</b>
11.1	Mayoral Attendance Report 14 March - 9 April 2024 .....	6
<b>12</b>	<b>DELEGATES' REPORTS</b> .....	<b>6</b>
	Nil	
<b>13</b>	<b>MATTERS DETERMINED WITHOUT DEBATE</b> .....	<b>6</b>
13.1	Matters to be Determined Without Debate.....	6
<b>14</b>	<b>GENERAL MANAGER</b> .....	<b>7</b>
14.1	Casino Showground and Racecourse Upgrade.....	7
<b>15</b>	<b>COMMUNITY SERVICE DELIVERY</b> .....	<b>8</b>
15.1	Community Engagement Strategy and Framework 2024-2025 .....	8
15.2	Draft Section 7.12 Contributions Plan (as Amended).....	8
<b>16</b>	<b>PROJECTS &amp; BUSINESS DEVELOPMENT</b> .....	<b>9</b>
	Nil	
<b>17</b>	<b>ORGANISATIONAL SERVICES</b> .....	<b>9</b>
17.1	Financial Analysis Report - March 2024 .....	9
<b>18</b>	<b>GENERAL BUSINESS</b> .....	<b>9</b>
	Nil	
<b>19</b>	<b>MATTERS FOR INFORMATION</b> .....	<b>9</b>
19.1	Development Applications Determined Under the Environmental Planning and Assessment Act for the Period 1 March 2024 - 31 March 2024 .....	10
19.2	Customer Experience Report 1 January - 31 March 2024 .....	10
19.3	Grant Application Information Report - March 2024.....	10

---

19.4	Infrastructure Reconstruction Update .....	10
19.5	Waste Management Update.....	11
<b>20</b>	<b>QUESTIONS ON NOTICE .....</b>	<b>11</b>
	Nil	
<b>21</b>	<b>QUESTIONS FOR NEXT MEETING (IN WRITING).....</b>	<b>11</b>
<b>22</b>	<b>MATTERS REFERRED TO CLOSED COUNCIL .....</b>	<b>11</b>
22.1	Tender VP391513 - Supply and Delivery of Quarry Products .....	11
22.2	Loan Borrowing Program 2023/2024.....	11
<b>23</b>	<b>RESOLUTIONS OF CLOSED COUNCIL .....</b>	<b>13</b>
22.1	Tender VP391513 - Supply and Delivery of Quarry Products .....	13
22.2	Loan Borrowing Program 2023/2024.....	13

**MINUTES OF RICHMOND VALLEY COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBERS, 10 GRAHAM PLACE, CASINO  
ON TUESDAY, 16 APRIL 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 Stephen Morrissey (Deputy Mayor), Cr Sam Cornish, Cr Robert Hayes, Cr Sandra Humphrys and Cr Debra McGillan

**IN ATTENDANCE:** Vaughan Macdonald (General Manager), Ben Zeller (Director Projects & Business Development), Sharon Banning (Acting Director Community Service Delivery), Luke Fleming (Acting Director Organisational Services), Jenna Hazelwood (Chief of Staff), Hayley Martin (Principal Accountant), 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**

Ms Jill Lyons addressed Council in relation to

- Item 19.5 Waste Management Update, encouraging Council to develop Option 2 as listed in the report, utilising Cell 6 and providing over a decade of waste disposal security.

Ms Liz Stops addressed Council in relation to:

- Item 15.1 Community Engagement Strategy and Framework 2024-2025, emphasising the importance of ensuring that public submissions providing suggestions and comments are considered in Council's decision making. Ms Stops also provided a series of questions regarding this matter, which were taken on notice at the meeting, for future response. A copy of the response is attached as **Appendix A**.
- Item 19.5 Waste Management Update, outlining reasons for supporting Option 2 as listed in the report, utilising Cell 6 and providing over a decade of waste disposal security.

The Mayor thanked Ms Lyons and Ms Stops 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****RESOLUTION 160424/1**

Moved: Cr Stephen Morrissey  
Seconded: Cr Sam Cornish

That the apology received from Cr Patrick Deegan be accepted and leave of absence granted.

**CARRIED**

**5 MAYORAL MINUTES****5.1 MAYORAL MINUTE - ACKNOWLEDGING LOCAL HERITAGE ON THE NORTHERN RIVERS RAIL TRAIL****RESOLUTION 160424/2**

Moved: Cr Robert Mustow  
Seconded: Cr Stephen Morrissey

That Council explores further opportunities to celebrate local heritage and stories along the Rail Trail, in consultation with the community, as funding becomes available.

**CARRIED**

**6 CONFIRMATION OF MINUTES****6.1 MINUTES ORDINARY MEETING HELD 19 MARCH 2024****RESOLUTION 160424/3**

Moved: Cr Robert Hayes  
Seconded: Cr Debra McGillan

That Council confirms the Minutes of the Ordinary Meeting held on 19 March 2024.

**CARRIED**

**7 MATTERS ARISING OUT OF THE MINUTES**

Nil

**8 DECLARATION OF INTERESTS**

Cr Sandra Humphrys declared a non-pecuniary interest in relation to item 14.1 Casino Showground and Racecourse Upgrade, due to being a key organiser of an upcoming event at the facility.

**9 PETITIONS**

Nil

**10 NOTICE OF MOTION****10.1 NOTICE OF MOTION - CR DEBRA MCGILLAN, REPAIRS TO RICHMOND TERRACE, CORAKI****RESOLUTION 160424/4**

Moved: Cr Debra McGillan

Seconded: Cr Robert Hayes

That Council:

1. Notes the special Anzac Day celebrations to be held at Coraki, including commemoration of Distinguished Flying Cross recipient, Mr Gordan James Percy.
2. Ensures that the Richmond Terrace civic precinct is well presented for the ceremony.

**CARRIED**

**11 MAYOR'S REPORT****11.1 MAYORAL ATTENDANCE REPORT 14 MARCH - 9 APRIL 2024****RESOLUTION 160424/5**

Moved: Cr Robert Mustow

Seconded: Cr Stephen Morrissey

That Council receives and notes the Mayoral Attendance Report for the period 14 March – 9 April 2024.

**CARRIED**

**12 DELEGATES' REPORTS**

Nil

**13 MATTERS DETERMINED WITHOUT DEBATE****13.1 MATTERS TO BE DETERMINED WITHOUT DEBATE**

Nil.

## 14 GENERAL MANAGER

### 14.1 CASINO SHOWGROUND AND RACECOURSE UPGRADE

#### EXECUTIVE SUMMARY

Richmond Valley Council has been working on a vision to upgrade and revitalise the Casino Showground and Racecourse since 2018, with the project receiving a major funding boost from the NSW and Federal Governments in November 2020. A total of \$12.8m was provided under the Bushfire Local Economic Recovery Fund to help transform the site into a regional centre for equestrian activities and major community events. Combined with additional funding from the NSW Showground Stimulus Program, Drought Communities Funding, Crown Lands and Council, this brought the total investment in the redevelopment to \$14.4m.

The upgrade is now nearing completion with an opening event planned for Saturday 20 April 2024 and Council looks forward to the many benefits it will bring to the community and the local economy. The upgrade project includes:

- A 40m x 80m undercover multipurpose arena
- An outdoor turf equestrian warm up/pony club area
- 40m x 40m outdoor sand warm up area
- 60 undercover event day horse stalls
- 80 racehorse training stables
- Centre Arena improvements including surface, lighting and stock yard improvements
- Race track and sand training track upgrades and a 50m equine exercise pool
- Amenities, truck and float accesses and associated carparking
- Power upgrades including overnight camping
- Fire safety improvements
- Internal road, landscaping and signage upgrades.

The site has huge potential for a range of activities centred around the Richmond Valley's agricultural heritage and combined with the opportunity for the Casino Race Club to expand its operations, it is set to become a major drawcard for the Northern Rivers region.

#### RESOLUTION 160424/6

Moved: Cr Robert Mustow

Seconded: Cr Sandra Humphrys

That Council:

1. Notes the significant progress on the Casino Showground and Racecourse upgrade project and the benefits this \$14.4 million investment will bring to the Richmond Valley;
2. Reaffirms its vision to position the showground and racecourse as the premier equine facility in the Northern Rivers, and a leading centre for community events and activities;
3. Writes to the Prime Minister, Premier and our local Members of Parliament to acknowledge the Federal and NSW Governments' funding contributions of \$12.88 million under the Bushfire Local Economic Recovery Fund, to this regionally significant project;
4. Extends an invitation to the Richmond Valley community and showground and racecourse stakeholders to attend the official opening at 10am on Saturday 20 April 2024;
5. Endorses the proposed collaborative arrangements with all existing stakeholders at the facility for the initial 12 months of operations, as well as promoting the opportunity for new community organisations and commercial entities to utilise the facility.

**CARRIED**

## 15 COMMUNITY SERVICE DELIVERY

### 15.1 COMMUNITY ENGAGEMENT STRATEGY AND FRAMEWORK 2024-2025

#### EXECUTIVE SUMMARY

Council recognises the importance of providing opportunities for our community to be informed and encouraging input into decisions which affect local residents' lives, community and place. Informed decision making is essential to good governance.

Like most regional communities, the Richmond Valley is a mix of different lifestyles, interests, ages and stages of life. Stakeholders also include government departments and authorities, educational institutions, community organisations, and businesses.

The 2024-2025 Richmond Valley Council Community Engagement Strategy and Framework is a guide for how Council will work with the community to engage on important projects. The Community Engagement Strategy and Framework outlines what community engagement is and how Council talks to and, importantly, listens to its community.

The engagement approach taken, including the combination of activities, is determined to be the most effective in reaching the communities and stakeholders affected.

#### RESOLUTION 160424/7

Moved: Cr Robert Mustow

Seconded: Cr Sam Cornish

That Council adopts the 2024-2025 Richmond Valley Council Community Engagement Strategy and Framework and ensures that the document is available on its website.

**CARRIED**

### 15.2 DRAFT SECTION 7.12 CONTRIBUTIONS PLAN (AS AMENDED)

#### EXECUTIVE SUMMARY

Council has undertaken a review of its current Section 94A Contributions Plan to ensure consistency with statutory requirements, update the legislation, including the title of the plan, and to update the schedule of works to enable the delivery and maintenance of local infrastructure and facilities as identified. As a result, the *Draft Richmond Valley Council Section 7.12 Contributions Plan (As Amended)* (Draft Plan) has been prepared.

The Draft Plan is proposed to be exhibited in accordance with the Richmond Valley Council Community Participation Plan 2020 for a minimum of 28 days with written submissions being received. A post exhibition report will be presented to Council for adoption and implementation of the final plan.

#### RESOLUTION 160424/8

Moved: Cr Robert Mustow

Seconded: Cr Stephen Morrissey

That Council endorses the *Draft Richmond Valley Council Section 7.12 Contributions Plan (As Amended)* for public exhibition for a minimum of 28 days.

**CARRIED**

**16 PROJECTS & BUSINESS DEVELOPMENT**

Nil

**17 ORGANISATIONAL SERVICES****17.1 FINANCIAL ANALYSIS REPORT - MARCH 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 31 March 2024 is shown below:

Bank Accounts	Term Deposits	Floating Rate Notes	Fixed Rate Bonds	TCorp IM Funds	Total
\$15,223,353	\$30,000,000	\$6,750,390	\$4,500,000	\$16,551,294	\$73,025,037

The weighted average rate of return on Council's cash and investments at 31 March 2024 was 7.69% which was above the Bloomberg AusBond Bank Bill Index for March of 0.37%, which is Council's benchmark.

**RESOLUTION 160424/9**

Moved: Cr Robert Mustow

Seconded: Cr Stephen Morrissey

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

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

Nil

**19 MATTERS FOR INFORMATION****RESOLUTION 160424/10**

Moved: Cr Stephen Morrissey

Seconded: Cr Sandra Humphrys

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

**CARRIED**

**19.1 DEVELOPMENT APPLICATIONS DETERMINED UNDER THE ENVIRONMENTAL PLANNING AND ASSESSMENT ACT FOR THE PERIOD 1 MARCH 2024 - 31 MARCH 2024****RESOLUTION 160424/11**

Moved: Cr Stephen Morrissey

Seconded: Cr Sandra Humphrys

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

**CARRIED**

**19.2 CUSTOMER EXPERIENCE REPORT 1 JANUARY - 31 MARCH 2024****RESOLUTION 160424/12**

Moved: Cr Stephen Morrissey

Seconded: Cr Sandra Humphrys

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

**CARRIED**

**19.3 GRANT APPLICATION INFORMATION REPORT - MARCH 2024****RESOLUTION 160424/13**

Moved: Cr Stephen Morrissey

Seconded: Cr Sandra Humphrys

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

**CARRIED**

**19.4 INFRASTRUCTURE RECONSTRUCTION UPDATE****RESOLUTION 160424/14**

Moved: Cr Stephen Morrissey

Seconded: Cr Sandra Humphrys

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

**CARRIED**

**19.5 WASTE MANAGEMENT UPDATE****RESOLUTION 160424/15**

Moved: Cr Stephen Morrissey

Seconded: Cr Sandra Humphrys

That Council receives and notes the Waste Infrastructure Update.

**CARRIED**

**20 QUESTIONS ON NOTICE**

Nil

**21 QUESTIONS FOR NEXT MEETING (IN WRITING)**

Councillor Stephen Morrissey commented that the Casino Courthouse flood repair works appeared to be almost complete, and enquired whether there was any indication as to when the Court would be operational again?

The General Manager advised a contact at the Lismore Court House has confirmed major repairs and upgrades have been completed at Casino Court House and it has re-opened for Registry services with a view to recommence court sittings from 9 May 2024.

**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 VP391513 - Supply and Delivery of Quarry Products**

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 Loan Borrowing Program 2023/2024**

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

**RESOLUTION 160424/16**

Moved: Cr Stephen Morrissey

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 7.11 pm.

The Open Council meeting resumed at 7.14 pm.

The resolutions of the Closed Council meeting were read by the Acting Director Organisational Services (Item 22.1) and the Principal Accountant (Item 22.2)

## **23 RESOLUTIONS OF CLOSED COUNCIL**

### **22.1 Tender VP391513 - Supply and Delivery of Quarry Products**

That Council:

1. Appoints the 11 successful tenderers for VP391513 - Supply and Delivery of Quarry Products to its panel of suppliers, accepting the rates tendered to provide various materials for works up to the value of \$149,999 (including GST) for the period 1 April 2024 to 31 March 2025; 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 Loan Borrowing Program 2023/2024**

That Council:

1. Authorises the borrowing of \$2,600,000 for the funding of the construction of Cell 6 at Nammoona Landfill and Stormwater improvements to Illawong Lane, Evans Head as previously adopted as part of Council's current Delivery Program and in line with the content of this report.
2. Authorises the General Manager to sign required contracts and documents and to affix the Council Seal as needed to any documents to execute the loan borrowings with the preferred financial institution as outlined in this report.

The Meeting closed at 7.16 p.m.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 21 May 2024.

.....  
**CHAIRPERSON**

**Appendix A: Response to questions provided by Ms Liz Stops in relation to Item 3: Public Access**

- 1) *What is the process that follows Council events where members of the community invited to comment in writing on future plans or directions? For example the events held prior to the adoption of the Community Strategic Plan.*

*Similarly, how do results of online community surveys contribute to decision-making by Council?*

The Community Consultation section of the Richmond Valley 2040 Community Strategic Plan (Pg 12-15) explains how Council uses the feedback it receives through community surveys, on-line consultation and community forums to inform the CSP. Examples of the key issues raised are included on these pages. Council uses a range of consultation methods and the feedback from each engagement activity is recorded and considered as part of the CSP review process.

- 2) *How are the results of community engagement incorporated into council policy and direction?*

Once Council has completed its first round of consultation, the draft plans are placed on public exhibition for further feedback. Everyone who makes a written submission receives an email acknowledgement from Council, so they know that their comments are being considered. In the case of the CSP, all Councillors received a copy of the 66 written submissions provided by the community, as well as a summary of the key themes from the submissions. The results of the public exhibition were reported to council in June 2023.

When considering public feedback, it is a matter for Council to determine how it will respond to the submissions and whether it considers further amendments to the draft proposals are required. There is a diverse range of opinion within our community, and the feedback Council receives often includes opposing views from various groups and individuals. Ultimately, Council needs to strike a balance in these matters. In doing so, it considers the needs of the Richmond Valley community's 23,500 residents, as well as the views of individuals.

- 3) *How can members of the community track that their contributions have been considered and be reassured that community engagement is not merely lip service to satisfy legislative requirements?*

Richmond Valley Council is committed to open engagement with the community on key issues and regularly undertakes engagement activities to inform its plans, strategies and proposals.

Community members can have confidence that their feedback is considered because the Community Strategic Plan shows a clear line of sight between the feedback received from the community and the actions in the plan. For example, one of the most common themes in the 2023 CSP feedback, expressed via the on-line ideas board and at community forums, was the need for more shade trees in public spaces. This feedback is addressed in Objective 5 of the CSP with a commitment to provide 15,000 more shade trees for the community. Similar examples in response to CSP feedback include council's commitments to increase employment opportunities and housing over the next 20 years. Council is listening to the community and responding with clear actions and improvements.

- 4) *Did RVC make a submission to the Federal Government Inquiry into Waste Reduction and Recycling Policies?*

Council considered the terms of reference for the Inquiry, in consultation with other member councils of the NEWaste group. Given the Inquiry's focus on matters that are primarily the responsibility of Federal and State Governments, member councils determined their limited resources would be better directed towards local waste management priorities.