Richmond Valley Council

MINUTES

Ordinary Council Meeting

19 August 2025

ORDER OF BUSINESS

MINUTES OF RICHMOND VALLEY COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS, 10 GRAHAM PLACE, CASINO
ON TUESDAY, 19 AUGUST 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), Ryan Gaiter (Director Organisational Services), Ben Zeller (Director Infrastructure Services and Projects), Jenna Hazelwood (Chief of Staff), Julie Clark (Personal Assistant to the General Manager and Mayor), Simon Breeze (IT Support Coordinator)

1 ACKNOWLEDGEMENT OF COUNTRY

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

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

2 PRAYER

The meeting opened with a prayer by the General Manager.

3 PUBLIC ACCESS

Nil

4 APOLOGIES

Nil

5 MAYORAL MINUTES

Nil

6 CONFIRMATION OF MINUTES

6.1 MINUTES ORDINARY MEETING HELD 15 JULY 2025

RESOLUTION 190825/1

Moved: Cr Robert Hayes
Seconded: Cr Stephen Morrissey

That Council confirms the Minutes of the Ordinary Meeting held on 15 July 2025.

CARRIED

7 MATTERS ARISING OUT OF THE MINUTES

Nil

8 DECLARATION OF INTERESTS

Nil

9 PETITIONS

Nil

10 NOTICE OF MOTION

Nil

11 MAYOR'S REPORT

11.1 MAYORAL ATTENDANCE REPORT 8 JULY - 11 AUGUST 2025

RESOLUTION 190825/2

Moved: Cr Robert Mustow
Seconded: Cr Stephen Morrissey

That Council receives and notes the Mayoral Attendance Report for the period 8 July – 11 August 2025.

CARRIED

12 DELEGATES' REPORTS

Nil

13 MATTERS DETERMINED WITHOUT DEBATE

13.1 MATTERS TO BE DETERMINED WITHOUT DEBATE

RESOLUTION 190825/3

Moved: Cr Stephen Morrissey
Seconded: Cr John Walker

That items 14.1, 14.2, 16.1, 17.1, 17.2, 17.3, 17.4, 17.5, 17.6, 17.7, 17.8 identified be determined without debate.

CARRIED

14 GENERAL MANAGER

14.1 RICHMOND VALLEY ECONOMIC DEVELOPMENT STRATEGY

EXECUTIVE SUMMARY

The Richmond Valley Economic Development Strategy will be a foundational tool for delivering the goals of *Richmond Valley 2040 - Community Strategic Plan*. Informed by data and extensive community consultation, it provides Council with a strong evidence base to guide investment decisions and support and promote economic success.

A published strategy signals to investors, businesses, and government agencies that the region is serious about growth and has a plan to support it. The strategy also amplifies the voices of local businesses and residents, demonstrating Council's responsiveness to community needs and priorities.

RESOLUTION 190825/4

Moved: Cr Stephen Morrissey
Seconded: Cr John Walker

That Council adopts the Richmond Valley Economic Development Strategy 2025 – 2030.

CARRIED

14.2 DELIVERY PROGRAM PROGRESS REPORT: JANUARY - JULY 2025

EXECUTIVE SUMMARY

Richmond Valley Council has completed the final six months of its 2023-2025 Delivery Program, and the final year of its 2022-2025 Rebuilding the Richmond Valley Recovery Plan, with significant progress being achieved in all areas. This marks a major milestone in the Valley's flood recovery journey and provides an opportunity to reflect on community achievements and finalisation of flood repairs. Council will now move to supporting the next phase of recovery with a stronger emphasis on adaptation and resilience works. Remaining actions from the Recovery Plan, including completion of the $100m road repair program, continued work with the NSW Reconstruction Authority to complete its programs and finalisation of essential resilience planning, have been carried forward into Council's new Delivery Program for 2025-2029.

Of the 80 principal activities in the 2023-2025 Delivery Program, 69 have been fully completed and 11 will be carried forward.

RESOLUTION 190825/5

Moved: Cr Stephen Morrissey
Seconded: Cr John Walker

That Council:

1. Receives the January – July 2025 Progress Report on the 2023-2025 Delivery Program and notes the completion of the program, the significant progress across the four Key Directions and Council's successful advocacy to secure community funding over the past two years.
2. Notes the completion of the 2023-2025 Rebuilding the Richmond Valley Recovery Plan and the progress achieved in the first three years of community flood recovery, including successful advocacy for $110m for repair and betterment projects.

3. Continues to work with the community and the NSW Reconstruction Authority through the next stage of flood recovery and adaptation and to advocate strongly for continued government support and funding.

CARRIED

14.3 CASINO TRUCK SHOW 2025 - SUCCESS AND IMPACT ON LOCAL BUSINESS

EXECUTIVE SUMMARY

The 2025 North Coast Petroleum Casino Truck Show proved to be an overwhelming success, drawing record-breaking attendance, exceeding exhibitor expectations, and setting a new benchmark for community involvement. Held over two days in the Casino CBD, the event attracted thousands of visitors, including industry professionals, truck enthusiasts, families, and key stakeholders from across the region.

Key highlights:

- **Unprecedented attendance:** This year's NCP Casino Truck Show saw a 33 percent increase in attendance compared to the previous year, with an estimated 40,000 attendees.
- **Strong industry participation:** More than 40 exhibitors showcased the latest in truck technology, equipment, and services, including several major industry leaders.
- **Economic impact:** The event delivered a significant boost to the local economy, with increased activity in the hospitality and retail sectors.
- **Community engagement:** Family-friendly activities, live entertainment, and interactive exhibits created a welcoming environment for all ages, strengthening community ties and public interest in the trucking industry.
- **Media coverage and social reach:** The NCP Casino Truck Show gained extensive media coverage and strong engagement across social media platforms, amplifying its visibility and reinforcing its reputation as a flagship industry event.

The success of this year's NCP Casino Truck Show reflects the strength and vitality of the trucking sector and highlights the importance of continued innovation, collaboration, and community engagement.

RESOLUTION 190825/6

Moved: Cr Robert Mustow
Seconded: Cr Stephen Morrissey

That Council:

1. Receives and notes the information contained in the Success of the 2025 Casino Truck Show and its impact on local businesses report;
2. Acknowledges the important financial support of sponsors, the ongoing involvement of industry leaders, the invaluable contribution of volunteers, and the strengthening of community ties; and
3. Writes to the NSW Premier, the Minister for Jobs and Tourism, the Minister for Roads and Regional Transport and the Minister for the North Coast, our local MP's and relevant Federal Government Ministers, seeking funding to enable Council to further boost the Casino Truck Show's vibrancy, sustainability and to support the significant contribution that volunteers and the transport and trucking industry have made to create a highly successful Australia-wide visited event.

CARRIED

15 PLANNING AND SUSTAINABLE COMMUNITIES

Nil

16 INFRASTRUCTURE SERVICES & PROJECTS

16.1 STRATEGIC ASSET PLANNING, ASSET MANAGEMENT STRATEGY AND ASSET MANAGEMENT PLANS 2025-2035

EXECUTIVE SUMMARY

Council is required under the Integrated Planning and Reporting (IP&R) framework, to prepare an Asset Management Policy, Asset Management Strategy and Asset Management Plans as part of the Resourcing Strategy supporting the Community Strategic Plan and Delivery Program.

Under the IP&R guidelines, Council must review its Asset Policy, Strategy and Plans following a Local Government election. The Asset Management Strategy and Plans must be for a minimum timeframe of ten years.

This report presents the Asset Management Policy, Strategy and five correlating Plans for adoption.

RESOLUTION 190825/7

Moved: Cr Stephen Morrissey
Seconded: Cr John Walker

That Council adopts the following asset planning documents:

1. Asset Management Policy [CPOL 11.01]
2. Asset Management Strategy 2025-2035
3. Sewer Asset Management Plan 2025-2035,
4. Stormwater Asset Management Plan 2025-2035,
5. Water Supply Network Asset Management Plan 2025-2035
6. Roads and Transport Asset Management Plan 2025-2035,
7. Land, Buildings and Other Structures Asset Management Plan 2025-2035.

CARRIED

17 ORGANISATIONAL SERVICES

17.1 EVANS HEAD MEN'S SHED FUTURE SITE

EXECUTIVE SUMMARY

In June 2019, Council resolved to support the relocation of the Evans Head Men’s Shed by providing in principle support for construction of a new facility at the Evans Head Council Depot site. This site is no longer considered to be the most suitable location, and as such an alternative site at Canberra Road Evans Head is considered a more favoured option for development.

RESOLUTION 190825/8

Moved: Cr Stephen Morrissey
Seconded: Cr John Walker

That Council:

1. Provides in principle support for the construction of a new Evans Head Men’s Shed on part of Lot 2 DP 1217074 at Canberra Road, Evans Head and;
2. Assists the Men’s Shed through the administrative processes of applying for funding and approval.

CARRIED

17.2 REVIEW OF RELATED PARTY DISCLOSURE POLICY

EXECUTIVE SUMMARY

Council undertakes regular reviews of policies and procedures to ensure they remain compliant with relevant legislation and reflect best practice measures. The Related Party Disclosure Policy has been reviewed and is now presented to Council for adoption

RESOLUTION 190825/9

Moved: Cr Stephen Morrissey
Seconded: Cr John Walker

That Council adopts the revised Related Party Disclosure Policy.

CARRIED

17.3 REVIEW OF COUNCILLOR EXPENSES AND FACILITIES POLICY

EXECUTIVE SUMMARY

Section 252 of the *Local Government Act 1993* (the Act) requires adoption of a Councillor Expenses and Facilities Policy within twelve months of the commencement of a new council term. The existing policy has been reviewed resulting in amendments made. The amendments aim to improve alignment with the Office of Local Government's suggested template and the *Guidelines for the payment of expenses and provision of facilities for Mayors and Councillors in NSW*.

RESOLUTION 190825/10

Moved: Cr Stephen Morrissey
Seconded: Cr John Walker

That Council

1. Notes that after the required period of public exhibition, no community submissions in relation to the draft updated Councillor Expenses and Facilities Policy have been received.
2. Adopts the updated Councillor Expenses and Facilities Policy to ensure compliance with *Section 252 of the Local Government Act 1993.*

CARRIED

17.4 CODE OF CONDUCT REVIEW

EXECUTIVE SUMMARY

Section 440(7) of the *Local Government Act 1993* (the Act) requires a Council to review and adopt its Code of Conduct within 12 months of a local government election, in this instance being September 2024.

The Office of Local Government (OLG) most recently amended the Model Code of Conduct for NSW Councils (the Model Code) in late 2020, together with the Procedures for the Administration of the Model Code of Conduct for NSW Councils (the Procedures). The Model Code and Procedures are prescribed under the Act and the *Local Government (General) Regulation 2021* (the Regulation).

This report fulfils Council's requirement as prescribed under s440 of the Act, to review and adopt a Code of Conduct.

RESOLUTION 190825/11

Moved: Cr Stephen Morrissey
Seconded: Cr John Walker

That Council:

1. Notes the draft (unchanged) Code of Conduct incorporates the Model Code of Conduct for NSW Councils and the Procedures for the Administration of the Model Code of Conduct for NSW Councils, and that no changes are recommended as outlined
2. Notes that after a period of public exhibition, to date, no community submissions in relation to the draft Code of Conduct have been received; and
3. Proceeds with re-adoption of Council's current Code of Conduct to ensure compliance with *Section 440 of the Local Government Act 1993.*

CARRIED

17.5 CODE OF MEETING PRACTICE REVIEW

EXECUTIVE SUMMARY

Section 360(3) of the *Local Government Act 1993* (the Act) requires a Council to adopt a code of meeting practice no later than 12 months after a local government election, in this instance held in September 2024.

Under section 360 of the Act, the *Local Government (General) Regulation 2021* (the Regulation) may prescribe a model code of meeting practice which may contain bother mandatory and non-mandatory provisions.

The Model Code of Meeting Practice for Local Councils in NSW 2021 (the Code) as prescribed by section 232 of the Regulation applies to all meetings of councils and committees of which all members are councillors. Council committees whose members include persons other than councillors may adopt their own rules for meetings unless the Council determines otherwise.

Council must adopt a code of meeting practice which incorporates the mandatory provisions of the Code after community consultation, including a public exhibition period of not less than 28 days, allowing for a total community feedback period of not less than 42 days.

RESOLUTION 190825/12

Moved: Cr Stephen Morrissey
Seconded: Cr John Walker

That Council:

1. Notes the draft Code of Meeting Practice does not contain any amendments as outlined in this report
2. Notes that after the required period of public exhibition and feedback for community consultation, to date, no community submissions in relation to the draft Code of Meeting Practice have been received; and
3. Proceeds with re-adoption of Council’s current (and draft) Code of Meeting Practice to ensure compliance with section 360 of the *Local Government Act 1993*.

CARRIED

17.6 FINANCIAL ANALYSIS REPORT - JULY 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 July 2025 is shown below:

Bank Accounts	Term Deposits	Floating Rate Notes	Fixed Rate Bonds	TCorp IM Funds	Total
$14,567,161	$31,000,000	$6,750,390	$4,500,000	$18,063,800	$74,881,351

The weighted average rate of return on Council's cash and investments at 31 July 2025 was 5.46% which was above the Bloomberg AusBond Bank Bill Index for July of 3.61% (annualised), which is Council's benchmark.

RESOLUTION 190825/13

Moved: Cr Stephen Morrissey
Seconded: Cr John Walker

That Council adopts the Financial Analysis Report detailing the performance of its cash and investments for the month of July 2025.

CARRIED

17.7 REVIEW OF AGENCY INFORMATION GUIDE (GIPA ACT)

EXECUTIVE SUMMARY

Under the *Government Information (Public Access) Act 2009* (GIPA Act), agencies are required to adopt and maintain an Agency Information Guide (AIG). A review of the current version, adopted by Council in March 2024, has been undertaken, with amendments to update the guide incorporated into the document.

RESOLUTION 190825/14

Moved: Cr Stephen Morrissey
Seconded: Cr John Walker

That Council:

1. Notes the draft Agency Information Guide incorporating relevant updates; and
2. Adopts the updated Agency Information Guide.

CARRIED

17.8 MONTHLY BUDGET ADJUSTMENTS REPORT - AUGUST 2025

EXECUTIVE SUMMARY

This report details proposed budgeted carry forwards and revotes for the 2024/2025 financial year.

Carry forwards represent the unspent portion of budgeted projects that were either started or contracted to be started prior to 30 June 2025. Revotes represent the unspent portion of budgeted projects that were not underway in the 2024/2025 year.

Both carry forwards and revotes are an annual occurrence which can be due to several factors including repurposing savings on completed projects for new or additional projects, wet weather delays, contractor availability, material availability, timing of grant funding and the associated expenditure of those funds.

The proposed carry forwards total $3,279,540 comprising $786,899 in operating expenditure and $2,492,641 in capital expenditure. This represents 0.89% of revised budgeted operating expenditure and 4.11% of revised budgeted capital expenditure for 2024/2025.

The proposed revotes total $1,839,482 comprising $411,360 in operating expenditure and $1,428,122 in capital expenditure. This represents 0.47% of revised budgeted operating expenditure and 2.35% of revised budgeted capital expenditure for 2024/2025.

Council’s annual financial statements are currently being prepared for audit and as such, the final carry forward and revote budgets are still subject to change. Any changes will be included in the quarterly budget review statement as at 30 September 2025, once unexpended grants and reserve balances have been finalised.

At this stage the proposed changes will have no impact on the projected budget surplus of $301,339 for 2025/2026 as the carry over works are fully funded from unexpended grants and contributions or previously budgeted from cash reserves.

RESOLUTION 190825/15

Moved: Cr Stephen Morrissey
Seconded: Cr John Walker

That Council:

1. Notes the carry forwards for the financial year ended 30 June 2025 as detailed in the report.
2. Adopts the revotes for the financial year ended 30 June 2025 as detailed in the report.
3. Notes the revised budget for 2025/2026, including carry forwards and revotes.

CARRIED

18 GENERAL BUSINESS

Nil

19 MATTERS FOR INFORMATION

RESOLUTION 190825/16

Moved: Cr Stephen Morrissey
Seconded: Cr John Walker

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 JULY 2025 - 31 JULY 2025

RESOLUTION 190825/17

Moved: Cr Stephen Morrissey
Seconded: Cr John Walker

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

CARRIED

19.2 GRANT APPLICATION INFORMATION REPORT - JULY 2025

RESOLUTION 190825/18

Moved: Cr Stephen Morrissey
Seconded: Cr John Walker

That Council receives and notes the Grant Application Information Report for the month of July 2025.

CARRIED

19.3 WRITE OFF OF MONIES UNDER DELEGATION

RESOLUTION 190825/19

Moved: Cr Stephen Morrissey
Seconded: Cr John Walker

That Council receives and notes the write-off of monies totalling $13,607.01 under the General Manager’s delegation.

CARRIED

19.4 CONSTRUCT HALSTEAD DRIVE ACCESS RESTORATION (STAGE 3) - OUTCOME OF NEGOTIATIONS

RESOLUTION 190825/20

Moved: Cr Stephen Morrissey
Seconded: Cr John Walker

That Council receives and notes the report *Construct Halstead Drive Access Restoration (Stage* *three) – outcome of negotiations* and notes the engagement with Northern Rivers Concreting (NRC) for $1,843,269.00 exclusive GST.

CARRIED

19.5 CASINO SEWERAGE TREATMENT PLANT DETAILED DESIGN - OUTCOME OF NEGOTIATIONS

RESOLUTION 190825/21

Moved: Cr Stephen Morrissey
Seconded: Cr John Walker

That Council receives and notes the report *Casino Sewage Treatment Plant Detailed Design – outcome of negotiations* and notes the engagement of Ganden Pty Ltd for $1,223,807.50 (ex GST).

CARRIED

20 QUESTIONS ON NOTICE

Nil

21 QUESTIONS FOR NEXT MEETING (IN WRITING)

Nil

22 MATTERS REFERRED TO CLOSED COUNCIL

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

22.1 Tender VP466589 - Airforce Beach Carpark and Access Improvements

22.2 Tender VP466588 - Construction of Woodburn-Evans Head Shared Pathway

These 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 relates to 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 190825/22

Moved: Cr Stephen Morrissey
Seconded: Cr Robert Hayes

That:

1. Council enters Closed Council to consider the business identified in Item 22.1, together with any late 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 6.15pm

The open Council meeting resumed at 6.25pm

23 RESOLUTIONS OF CLOSED COUNCIL

The resolution of the Closed Council meeting were read by the General Manager (Item 22.1) and Director Infrastructure Services and Projects (Item 22.2)

22.1 Tender VP466589 - Airforce Beach Carpark and Access Improvements

That

1. Council accepts the tender from Hannigan Civil Pty Ltd which represents the best value for Council at $355,417.00 (exclusive of GST) for the Airforce Beach Car Park and Access Improvements Project; 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 VP466588 - Construction of Woodburn-Evans Head Shared Pathway

That

1. Council accepts the tender from CivilCS Pty Ltd which represents the best value for Council at $5,264,435.30 (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.

The Meeting closed at 6.27pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 16 September 2025.

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CHAIRPERSON