

Richmond
Valley
Council



AGENDA

Ordinary Council Meeting

I hereby give notice that an Ordinary Meeting of Council will be held on:

Date: Tuesday, 21 October 2025

Time: 6pm

**Location: Council Chambers
10 Graham Place, Casino**

**Ben Zeller
Acting General Manager**

Statement of Ethical Obligations

In accordance with Clause 3.23 of the Model Code of Meeting Practice, Councillors are reminded of their Oath or Affirmation of Office made under section 233A of the *Local Government Act 1993* and their obligations under Council's Code of Conduct to disclose and appropriately manage conflicts of interest.

Oath or affirmation of office

The Oath or Affirmation is taken by each Councillor whereby they swear or declare to:

Undertake the duties of the office of Councillor in the best interests of the people of the Richmond Valley and Richmond Valley Council, and that they will faithfully and impartially carry out the functions, powers, authorities and discretions vested in them under the Local Government Act 1993 or any other Act to the best of their ability and judgment.

Conflicts of interest

All Councillors must declare and manage any conflicts of interest they may have in matters being considered at Council meetings in accordance with Council's Code of Conduct.

All declarations of conflicts of interest and how the conflict of interest was managed will be recorded in the minutes of the meeting at which the declaration was made.

ORDER OF BUSINESS

1	ACKNOWLEDGEMENT OF COUNTRY.....	5
2	PRAYER.....	5
3	PUBLIC ACCESS	5
4	APOLOGIES	5
5	MAYORAL MINUTES.....	5
	Nil	
6	CONFIRMATION OF MINUTES	6
6.1	Minutes Ordinary Meeting held 16 September 2025.....	6
7	MATTERS ARISING OUT OF THE MINUTES	7
8	DECLARATION OF INTERESTS.....	7
9	PETITIONS.....	7
	Nil	
10	NOTICE OF MOTION.....	8
10.1	Notice of Motion - 4WD Access to Airforce Beach - Future Management Options	8
10.2	Notice of Motion - Water Charges Casino Food Company Ltd	9
11	MAYOR'S REPORT	11
11.1	Mayoral Attendance Report 9 September - 13 October 2025	11
12	DELEGATES' REPORTS.....	12
	Nil	
13	MATTERS DETERMINED WITHOUT DEBATE	12
13.1	Matters to be Determined Without Debate.....	12
14	GENERAL MANAGER.....	12
	Nil	
15	PLANNING AND SUSTAINABLE COMMUNITIES	12
	Nil	
16	INFRASTRUCTURE SERVICES & PROJECTS	13
16.1	Proposed Part Road Closure Petersons Quarry Road & Springhill Road Coraki	13
17	ORGANISATIONAL SERVICES	15
17.1	Code Of Meeting Practice	15
17.2	Financial Analysis Report - September 2025.....	20
17.3	Draft Financial Statements 2024/2025	23
17.4	Fraud Prevention Policy	31
18	GENERAL BUSINESS	32
	Nil	
19	MATTERS FOR INFORMATION	33
19.1	Customer Service Report July - September 2025.....	33

19.2	Development Applications Determined Under the Environmental Planning and Assessment Act for the Period 1 September 2025 - 30 September 2025	43
19.3	Grant Application Information Report - September 2025	51
19.4	Audit, Risk and Improvement Committee Minutes - 15 October 2025.....	55
20	QUESTIONS ON NOTICE	60
20.1	Response to Questions on Notice - Cr Robert Hayes - Provision of sporting facilities in new development.....	60
21	QUESTIONS FOR NEXT MEETING (IN WRITING).....	61
22	MATTERS REFERRED TO CLOSED COUNCIL	62
22.1	Tender VP464381 - Design & Construction of the NRLX Effluent Management System.....	62
23	RESOLUTIONS OF CLOSED COUNCIL	63

1 ACKNOWLEDGEMENT OF COUNTRY

The Mayor will provide 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**3 PUBLIC ACCESS****4 APOLOGIES****5 MAYORAL MINUTES**

Nil

6 CONFIRMATION OF MINUTES**6.1 MINUTES ORDINARY MEETING HELD 16 SEPTEMBER 2025****RECOMMENDATION**

That Council confirms the Minutes of the Ordinary Meeting held on 16 September 2025.

REPORT

Refer attached Minutes.

ATTACHMENT(S)

- 1. Unconfirmed Minutes Ordinary Meeting 16 September 2025 (under separate cover)**

7 MATTERS ARISING OUT OF THE MINUTES

8 DECLARATION OF INTERESTS

(Councillors to specify details of item and nature of interest)

9 PETITIONS

Nil

10 NOTICE OF MOTION**10.1 NOTICE OF MOTION - 4WD ACCESS TO AIRFORCE BEACH - FUTURE MANAGEMENT OPTIONS**

Author: Councillor Lyndall Murray

I, Councillor Lyndall Murray, give notice that at the next Ordinary Meeting of Council to be held on 21 October 2025, I intend to move the following motion:

NOTICE OF MOTION

That Council, within a reasonable timeframe, receives a comprehensive report to a future Council Meeting, outlining three costed management options to address ongoing environmental degradation, user conflict, and compliance challenges at Airforce Beach.

The report should include:

- a. Consultation feedback from relevant agencies and the community, including social media summaries
- b. Historical data on fines, patrols, and enforcement costs
- c. Environmental and cultural risk assessment outcomes
- d. Consideration of comparative case studies from Ballina, Tweed and Kempsey Councils

RATIONALE

Airforce Beach has long been a valued community recreation area and a significant natural asset for Evans Head. Over the years, Council has trialled and reviewed multiple strategies to manage, competing interests between beach access, environmental protection, and public safety, including permit system investigations (2019), joint patrols and compliance operations (2020–2022), and ongoing consultation with NSW Police, NPWS, Crown Lands, and community groups.

Recent works to formalise the Airforce Beach access point have prompted renewed community concern regarding increased 4WD traffic, dune degradation, and environmental impacts. Comments from residents and visitors highlight issues including:

- Excessive off-track driving and dune damage causing accelerated erosion.
- Disturbance of nesting and feeding grounds for endangered species such as the Pied Oystercatcher.
- Conflicts between responsible local users and a small number of non-compliant visitors.
- Perceptions that improved access without enforcement may worsen the problem.

While many locals support continued access for responsible users, there is widespread agreement that stronger management and compliance measures are necessary to protect the beach's long-term environmental and cultural values.

Purpose

To develop a balanced, evidence-based management framework that safeguards Airforce Beach's environmental, cultural, and social values while providing fair, regulated access for responsible users.

I commend this Notice of Motion to Council.

ATTACHMENT(S)

Nil

10.2 NOTICE OF MOTION - WATER CHARGES CASINO FOOD COMPANY LTD**Author: Councillor Robert Hayes**

I, Councillor Robert Hayes, give notice that at the next Ordinary Meeting of Council to be held on 21 October 2025, I intend to move the following motion:

NOTICE OF MOTION

That a report be brought back to the November 2025 ordinary council meeting, addressing the following:

1. The results of the water and sewerage pricing structure review, undertaken in response to Council's 20th December 2022 resolution, including pricing equity and the impacts of major water users on the Casino water supply.
2. An outline of current water supply arrangements between Council and the Casino Food Company Ltd, including the charges adopted in Council's 2025-2026 Revenue Policy and proposed future price paths.

RATIONALE

At its December 2022 meeting, the previous Council resolved the following:

Resolution 201222/4 - Moved: Cr Robert Hayes Seconded: Cr Sam Cornish

That Council:

1. *Notes the significant capital works program that will be required over the next 10 years to ensure Casino's long-term water security and improve water supply and sewerage services throughout the Richmond Valley.*
2. *Notes that the NSW Government's new Regulatory Assurance framework for Local Water Utilities requires Councils to implement sound pricing and prudent financial management in their water and sewerage operations.*
3. *Undertakes a comprehensive review of Council's water and sewerage pricing structure inclusive of all existing water supply agreements in Quarter 1 of 2023, with a view to:*
 - *Achieve full cost recovery of water and sewer operations*
 - *Ensure equity amongst all classes of water/sewer customers*
 - *Encourage efficient water usage and improved environmental performance.*
4. *Receives a further report on water and sewerage pricing at the April 2023 Ordinary Meeting.*

This review raised several significant issues around water pricing equity and the impacts of larger users, such as the (then) Casino Food Co-op, on Casino's water supply. I believe it is important that the community is aware of these issues and has the opportunity to respond to them.

As noted in 2022, we are facing significant investment in capital works over the next 10 years to improve water supply and sewerage services throughout the Richmond Valley. It is essential that we have the right pricing structures in place to support our community's future needs and that the cost of these improvements is shared equitably.

There are long-standing pricing arrangements with the Casino Food Company which may require review if we are to provide the infrastructure our community needs for the future. I believe the report proposed will provide the community with a clear understanding of the issues.

I commend this Notice of Motion to Council.

ATTACHMENT(S)

Nil

11 MAYOR'S REPORT**11.1 MAYORAL ATTENDANCE REPORT 9 SEPTEMBER - 13 OCTOBER 2025****RECOMMENDATION**

That Council receives and notes the Mayoral Attendance Report for the period 9 September – 13 October 2025.

September

- 14th Lifeline Out of the Shadows Walk - Casino
- 15th Oz Harvest Lemon Launch – Woodburn
- 16th Richmond Valley Council Ordinary Meeting
- 17th ROUS County Council Information Session
- 19th Woodburn Water Treatment Plant Inspection
- 21st Casino Fun Run
- 21st Millie's Kids Cancer Morning Tea - Greenridge Hall
- 21st Woodburn/Evans Head & District Orchid Show
- 22nd Public School – Performing Arts Festival, Casino
- 23rd Northern Rivers Resilience Initiative (CSIRO)
- 23rd CSIRO Public Information Session – Casino
- 24th St Mary's Catholic College Year 12 Graduation – Casino
- 24th CSIRO Public Information Session – Woodburn
- 25th Momentum Red Bench Launch – Casino
- 25th Casino High School Year 12 Graduation Assembly
- 26th Casino & District Orchid Society 60th Anniversary Show – Casino
- 26th Casino Christian School Year 12 Graduation Ceremony
- 26th Casino RSM FC Cobras Senior Presentation
- 27th Woodburn Riverside Festival
- 27th 2025 Tooheys Sportsman's Function – Evans Head
- 29th NSW Police National Remembrance Service - Lismore

October

- 2nd Riverfest Tinnie Trip – Casino
- 2nd Evans Head Living Museum AGM
- 6th Evans Head Malibu Classic Presentation
- 7th Richmond Valley Council Information Session
- 8th Reconstruction Authority update on RHP data breach
- 9th NSW Volunteer of the Year Awards – Tweed Heads
- 10th Casino Suspension Bridge Sod Turning
- 10th Casino Show Opening
- 13th LGNSW Flood Recovery Forum Sydney

ATTACHMENT(S)

Nil

12 DELEGATES' REPORTS

Nil

13 MATTERS DETERMINED WITHOUT DEBATE

Each Councillor is given the opportunity to indicate which items they wish to debate or question. Item numbers identified for debate or questioning will be read to the Meeting.

Following identification of the above items a motion will be moved in regard to the balance of items being determined without debate.

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

That items identified be determined without debate.

14 GENERAL MANAGER

Nil

15 PLANNING AND SUSTAINABLE COMMUNITIES

Nil

16 INFRASTRUCTURE SERVICES & PROJECTS**16.1 PROPOSED PART ROAD CLOSURE PETERSONS QUARRY ROAD & SPRINGHILL ROAD CORAKI**

Director: Ben Zeller

Responsible Officer: Kim Anderson

EXECUTIVE SUMMARY

This report seeks approval to formally close a section of Petersons Quarry Road and Springhill Road, Coraki, and to classify the land as operational land to support the continued operation and expansion of the Petersons Quarry facility.

Development Application DA2022/0250 has been approved for the expansion of the extractive industry at Petersons Quarry, permitting extraction of up to 4,900,000 tonnes over the life of the quarry. The approved development includes expansion of the quarry footprint over the existing road reserves known as Petersons Quarry Road and adjoining Springhill Road. A condition of this development approval is the formal closure of the road reserves located within the quarry's operational area and the consolidation of the affected land parcels.

Petersons Quarry is owned by Richmond Valley Council and is operated by KIS Plant Pty Ltd (trading as KIS Quarries) under a lease agreement. Upon closure, the subject section of road reserve will be incorporated into the adjoining Council-owned quarry land and classified as operational land, enabling its continued use as part of the quarry operations.

RECOMMENDATION

That

1. In accordance with Section 38D of the *Roads Act 1993*, Council supports the application to close part Petersons Quarry Road, and Springhill Road Coraki (as shown in Attachment 1).
2. The General Manager be granted delegated authority to execute all necessary documentation and to affix the Council Seal, as required, to give effect to this resolution.
3. Upon closure the land is classified as Operational Land.

DELIVERY PROGRAM LINKS

Objective 11: Manage resources responsibly

11E Manage Council's commercial activities for community benefit

11E1 Identify opportunities for strategic investment and business development

BUDGET IMPLICATIONS

All costs associated with the road closure including survey and plan registrations will be the responsibility of KIS Plant Pty Ltd as the lease holder of Petersons Quarry.

REPORT

Petersons Quarry, located approximately 2.5 kilometres northwest of the Coraki village, has been in operation since 1916. The quarry is owned by Richmond Valley Council and operated by KIS Plant Pty Ltd (trading as KIS Quarries) under a lease agreement.

In July 2023, Development Application DA2022/0250 was approved for the expansion of the quarry as an Extractive Industry. The approval allows for extraction of up to 350,000 tonnes per annum,

with a maximum total of 4,900,000 tonnes over the life of the quarry. The expansion includes the incorporation of the Coraki Quarry disturbance area, and the existing road reserve known as Petersons Quarry Road and Springhill Road within the operational footprint of the quarry.

A condition of the development approval requires the formal closure of the road reserve located within the quarry site, along with the consolidation of the individual land parcels. The section of road proposed for closure is not currently used by the public and is fully fenced within the operational area of the quarry, serving as internal access.



Map 1 – Showing location of proposed road closure as operational land.

Following the closure, it is proposed that the subject land will be incorporated into the quarry property and classified as operational land under Council ownership, supporting the ongoing and approved quarry activities.

CONSULTATION

Statutory advertising of the proposal has been completed inviting public submissions. During this period Council did not receive any public submissions.

Adjoining landholders were notified. Council received one submission with no objection to the closure.

Relevant authorities were notified. Council received two responses of no objection to the closure.

NSW Department of Planning, Industry & Environment – Crown Lands provided no objection to the closure of the Council public road, and vesting ownership in Council upon closure.

CONCLUSION

That Council supports the road closure in accordance with this report. There is no known public use as public road for the part Petersons Quarry Road and Springhill Road Coraki.

ATTACHMENT(S)

1. (Unregistered) DP1317188, Survey plan of proposed road closure (under separate cover)

17 ORGANISATIONAL SERVICES

17.1 CODE OF MEETING PRACTICE

Director: Ryan Gaiter

Responsible Officer: Catherine Davis

EXECUTIVE SUMMARY

The Model Code of Meeting Practice for Local Councils in NSW (the “Model Code”) is made under section 360 of the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2021* (the Regulation). Each Council in NSW is required to adopt a Code of Meeting Practice which includes the mandatory provisions of the Model Code.

The Office of Local Government (OLG) has now released an updated Model Code which has introduced substantial changes to current mandatory provisions.

A review of Council’s current Code has been undertaken, with significant amendments made to align the current Code with the new Model Code mandatory provisions. Section 361 of the Act provides that prior to adopting a Code of Meeting Practice, the draft document must be placed on public exhibition for 28 days, with a community feedback period of not less than 42 days.

RECOMMENDATION

That Council:

1. Notes the updated Draft Richmond Valley Council Code of Meeting Practice, revised by reference to The Model Code of Meeting Practice for Local Councils in NSW issued by the Office of Local Government in August 2025.
2. Publicly exhibits the Draft Code of Meeting Practice for a minimum of 28 days following the October 2025 Ordinary Meeting.
3. Notes that following a 42-day period to allow for community feedback, the Draft Code of Meeting Practice will be brought before Council at a future meeting for adoption.

DELIVERY PROGRAM LINKS

Objective 8: Lead and advocate for our community

8C1 Provide representative and accountable community governance

8C1.2 Review and update Council’s Code of Meeting Practice

BUDGET IMPLICATIONS

Nil.

REPORT

The Model Code of Meeting Practice for Local Councils in NSW (the “Model Code”) is made under section 360 of the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2021* (the Regulation).

The Office of Local Government (OLG) has now released its updated Model Code of Meeting Practice for Local Councils in NSW, following consultation with councils earlier this year. A copy of the new Model Code is attached for Councillors’ information. Councils are required to adopt a code of meeting practice which incorporates the mandatory provisions of the 2025 Code no later than 31 December 2025. They are also free to include any of the non-mandatory provisions in the new

Model Code, and to add supplementary provisions, as long as they are not inconsistent with the mandatory clauses.

A review of Council's current Code has been undertaken, with significant amendments required to bring the current code into alignment with the new Model Code. A copy of the proposed draft Richmond Valley Council Code of Meeting Practice is attached. Key changes to the 2025 Model Code are outlined below.

Key changes to mandatory provisions

Extraordinary meetings

- The mayor may now call an extraordinary meeting without the need to obtain the signature of two councillors

Dealing with urgent business at meetings

The aim of the changes to the mandatory provisions is to simplify the process for dealing with urgent business at both ordinary and extraordinary meetings and include:

- Business may be considered at a meeting at which all councillors are present, even though due notice has not been given of the business, if the council resolves to deal with the business on the grounds that it is urgent and requires a decision by the council before the next scheduled ordinary meeting of the council. The resolution must state the reasons for the urgency
- If all councillors are not present at the meeting, the chairperson must also rule that the business is urgent and requires a decision by the council before the next scheduled ordinary meeting

Prohibition on pre-meeting briefing sessions

- The 2025 Model Code prohibits briefing sessions being held to brief councillors on business listed on the agenda for meetings of the council or committees of the council
- The prohibition on briefing sessions does not prevent a councillor from requesting information from the general manager about a matter to be considered at a meeting, provided the information is also available to the public. The information must be provided in a way that does not involve any discussion of the information

Public forums

- The Model Code allows councils to determine whether they will hold public forums before council and committee meetings to hear oral submissions from members of the public on items to be considered at the meeting
- Councils are also free to determine the rules under which public forums are to be conducted and when they are to be held. OLG will be issuing model best practice public forum rules that councils can use if they choose to, however these are not available at this time
- Public forums are to be livestreamed

Councillors' attendance at meetings by audio-visual link

- The provisions governing attendance by councillors at meetings by audio-visual link have been made mandatory
- The option to attend meetings by audio-visual link has been restricted to where councillors are prevented from attending a meeting in person because of ill-health or other medical reasons or because of unforeseen caring responsibilities

Absences from council meetings

- Where councillors are unable to attend one or more meetings of the council or committees of the council, the new provisions encourage them to:
 - i. submit an apology for the meetings they are unable to attend
 - ii. state the reasons for their absence from the meetings, and

iii. request that the council grant them a leave of absence from the relevant meeting

- Where a councillor makes an apology, the council is required to determine by resolution whether to grant the councillor a leave of absence for the meeting. Councils are required to act reasonably when deciding whether to grant a leave of absence to a councillor. To ensure accountability, if the council resolves not to grant a leave of absence for the meeting, it must state the reasons for its decision in its resolution.

Livestreaming meetings

- As of 1 January 2026, councils are required to livestream their meetings using an audio-visual recording. (noting Council currently provides this facility via Facebook link)
- Recordings of meetings are required to be published on the council's website for the balance of the council's term or for 12 months, whichever is the later date

New rules of etiquette at meetings

- Councils may determine standards of dress for councillors when attending meetings
- Where physically able to, councillors and staff are encouraged to stand when the mayor enters the chamber and when addressing the meeting
- The 2025 Model Meeting Code prescribes amended modes of address

Mayoral minutes

- The restrictions on mayoral minutes under the previous code have been removed. A mayoral minute may be put to a meeting without notice on any matter or topic that the mayor determines should be considered at the meeting

Rules of debate

- The rules of debate have been simplified and the rules governing the foreshadowing of motions and amendments have been removed. It remains open to councillors to foreshadow that they intend to move an amendment during the debate, but there are no longer formal rules governing this
- An amendment has been made to clarify that there is nothing to prevent a further motion from being moved at a meeting on the same item of business where the original motion is lost, provided the motion is not substantially the same as the one that was lost
- The mandatory clause providing councils with the option of reducing the duration of speeches to less than 5 minutes has been removed. Councils continue to have other options to expedite business at meetings such as moving that a motion be put where the necessary conditions have been satisfied and to resolve to deal with items by exception

Voting on planning decisions

- Consistent with the Independent Commission Against Corruption's (ICAC) recommendations, a council or a council committee must not make a final planning decision at a meeting without receiving a staff report containing an assessment and recommendation in relation to the matter put before the council for a decision
- Where the council or a council committee makes a planning decision that is inconsistent with the recommendation made in a staff report, it must provide reasons for its decision and why it did not adopt the staff recommendation

Representations by the public on the closure of meetings

- In the interests of simplifying the code, the rules governing representations by the public on the closure of meetings have been removed. However, there is nothing to prevent councils from adopting their own rules on this. OLG will be issuing model best practice rules for public representations that councils can use if they choose to, however, these are unavailable at this time

Making information considered at closed meetings public

- Consistent with ICAC's recommendation, the General Manager is required to publish business papers for items of business considered during meetings that have been closed to public on the council's website as soon as practicable after the information contained in the business papers ceases to be confidential
- Before publishing this information, the general manager is required to consult with the council and any other affected persons and provide reasons for why the information has ceased to be confidential.

Dealing with disorder

- Councils will be required to determine on the adoption of the new code and at the commencement of each council term, whether to authorise the person presiding at a meeting to exercise a power of expulsion
- The definition of acts of disorder by councillors has changed. The following constitute acts of disorder under the Regulation and the 2025 Model Code:
 - i. contravening the Act, the Regulation, or the council's code of meeting practice
 - ii. assaulting, or threatening to assault, another councillor or person present at the meeting
 - iii. moving or attempting to move a motion or an amendment that has an unlawful purpose, or deals with a matter that is outside the jurisdiction of the council or committee or addressing or attempting to address the council or committee on or such a motion, amendment or matter
 - iv. using offensive or disorderly words
 - v. making gestures or otherwise behaving in a way that is sexist, racist, homophobic or otherwise discriminatory, or if the behaviour occurred in the Legislative Assembly, would be considered disorderly
 - vi. imputing improper motives, or unfavourably personally reflecting, on another council official or a person present at the meeting, or
 - vii. saying or doing anything that would promote disorder at the meeting or is otherwise inconsistent with maintaining order at the meeting
- Where a councillor fails to remedy an act of disorder at the meeting at which it occurs, they can be required to do so at each subsequent meeting until they remedy the act of disorder. On each occasion the councillor fails to comply with a direction by the chairperson to remedy an act of disorder, they can be expelled from the meeting and each subsequent meeting until they comply
- Members of the public can be expelled from meetings for engaging in disorderly conduct. Disorderly conduct includes:
 - i. speaking at meetings without being invited to
 - ii. bringing flags, signs or protest symbols to meetings
 - iii. disrupting meetings
 - iv. making unauthorised recordings of meetings
- The 2025 Model Code notes that failure by a councillor or members of the public to leave a meeting when expelled is an offence under section 660 of the Act. Section 660 provides that a person who wilfully obstructs a council, councillor, employee of a council or a duly authorised person in the exercise of any function under the Act, or Regulation is guilty of an offence. An offence under section 660 carries a maximum fine of \$2,100

The Richmond Valley Council Draft Code has been amended to reflect the Model Code's mandatory provisions.

The Draft Code numerous current provisions which are no longer mandatory or are already particular to this Council. The rationale with respect to retention of non-mandatory provisions is to ensure Council's existing processes and meetings continue to reflect the values and unique identity of our community, while upholding the principles of transparency, accountability and public participation in the decision-making process.

Numerous minor amendments have been made throughout the Draft Code for administrative and recording purposes to meet the new mandatory requirements.

In accordance with section 361 of the Act, prior to adopting a new code of meeting practice councils are required to first exhibit a draft of the code for a period of at least 28 days and provide members of the community at least 42 days in which to comment on the draft code.

Accordingly, it is anticipated that the finalised Draft Code will be presented at the December 2025 ordinary meeting to allow for compliance with the Act and Regulation.

CONSULTATION

The Draft Code will be placed on public exhibition for a period of at least 28 days, with a period of at least 42 days for the community to comment on the document.

CONCLUSION

Councils are required to adopt a code of meeting practice which incorporates the mandatory provisions of the 2025 updated Model Code no later than 31 December 2025. A review of the 2025 Model Code has prompted significant amendments to Council's current Code to incorporate the new mandatory provisions. Additionally, the updated Draft Code retains provisions that remain particular to the existing practices, values and embraced conduct of the Richmond Valley Council. The Draft Code is now presented for Council's consideration.

ATTACHMENT(S)

- 1. OLG Model Code of Meeting Practice August 2025 (under separate cover)**
- 2. Draft RVC Code of Meeting Practice 2025 (under separate cover)**

17.2 FINANCIAL ANALYSIS REPORT - SEPTEMBER 2025

Director: Ryan Gaiter

Responsible Officer: Rylee Vidler

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 30 September 2025 is shown below:

Bank Accounts	Term Deposits	Floating Rate Notes	Fixed Rate Bonds	TCorp IM Funds	Total
\$22,898,691	\$45,000,000	\$6,750,390	\$3,000,000	\$18,510,186	\$96,159,267

The weighted average rate of return on Council's cash and investments at 30 September 2025 was 6.34% which was above the Bloomberg AusBond Bank Bill Index for September of 3.39% (annualised), which is Council's benchmark.

RECOMMENDATION

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

DELIVERY PROGRAM LINKS

Objective 11: Manage resources responsibly

11A Manage finances responsibly and provide value for money

11A1 Undertake long-term financial planning and ensure compliance with financial regulation

BUDGET IMPLICATIONS

As at 30 September 2025, Council has earned \$709,187 in interest and \$580,291 in fair value gains from funds held in TCorp, for a total investment income of \$1,289,478. This equates to 52.76% of the annual budget for interest and investment income of \$2,444,032.

Future fair value gains or losses will continue to be monitored and reported to Council.

REPORT**Reserve Bank of Australia (RBA) Cash Rate Update**

The RBA did not meet in September.

Rate of Return

The weighted average rate of return on cash and investments in September was 6.34%, a decrease in 26 basis points from the previous month. The rate of return is 295 basis points above the Bloomberg AusBond Bank Bill Index of 3.39% (annualised) which is Council's benchmark.

Council's NSW Treasury Corporation IM Funds returned net gains of \$237,200 during the month of September. The Medium-Term Growth Fund (MTGF) returned a gain of \$168,371 and the Long-Term Growth Fund (LTGF) returned a gain of \$68,829.

During September, most equity markets continued to rise and market volatility was low. Investor opinions remain positive despite ongoing geopolitical tensions and a continued focus on tariffs.

The MTGF has a recommended investment timeframe of seven or more years (original investment was October 2018) and the LTGF has a recommended investment timeframe of 10 or more years (original investment was June 2021) during which time it is expected that there will be ups and downs in fair value gains. However, it should be noted that, despite the variation in returns, there has been no impact on the principal sum originally invested by Council.

Term deposits and floating rate notes continue to offer increasing rates of return, which is positive, however, some banking institutions are still limiting the number of deposits they will accept, and others are not accepting any deposits at present.

Council's Investment Portfolio

Council held cash and investments of \$96,159,267 at 30 September 2025. This was made up of Council's Business Online Saver Account (\$10,985,000), Macquarie Cash Management Account (\$10,025,657), Term Deposits (\$45,000,000), Floating Rate Notes (\$6,750,390), Bonds (\$3,000,000), NSW Treasury Corporation Investments (\$18,510,186) and other bank accounts (\$1,888,034).

Council's investment portfolio had maturity dates ranging from same day up to 1,742 days. Term deposits, floating rate notes and bonds of \$54,750,390 represented 56.94% of the total portfolio as at 30 September 2025.

Council made the following new investments during September 2025:

Banking Institution	Investment Type	Environmentally Sustainable Investment	Amount Invested	Investment Term	Interest Rate
Beyond Bank	Term Deposit	Y	\$4,000,000	6 months	4.15%
Bank of Sydney	Term Deposit	Y	\$2,000,000	6 months	4.25%
Move Bank	Term Deposit	Y	\$2,000,000	6 months	4.30%
Southern Cross Credit Union	Term Deposit	Y	\$2,000,000	6 months	4.30%
Auswide Bank	Term Deposit	Y	\$2,000,000	12 months	4.20%
Move Bank	Term Deposit	Y	\$2,000,000	6 months	4.30%
Beyond Bank	Term Deposit	Y	\$3,000,000	5 months	4.30%
National Australia Bank	Term Deposit	N	\$2,000,000	12 months	4.30%
Bank of Queensland	Term Deposit	Y	\$2,000,000	6 months	4.25%
Heartland Bank	Term Deposit	Y	\$1,000,000	12 months	4.35%
Total			\$22,000,000		

Council had the following investment maturities during the month of September 2025:

Banking Institution	Investment Type	Environmentally Sustainable Investment	Amount Invested	Interest Earned
Beyond Bank	Term Deposit	Y	\$4,000,000	\$94,219
Move Bank	Term Deposit	Y	\$2,000,000	\$47,868
Judo Bank	Fixed Rate Bond	Y	\$1,500,000	\$192,000*
Bank of Queensland	Term Deposit	Y	\$2,000,000	\$48,132
AMP Bank	Term Deposit	Y	\$1,000,000	\$18,653
Total			\$10,500,000	\$400,872

* Total interest earned across the life of the investment. Interest was paid quarterly whilst held.

Council had \$18,510,186 in longer term investments being the MTGF and LTGF held with NSW Treasury Corporation as at 30 September 2025. The investment values and fair value returns are shown below:

Investment Holding	Fair Value 30 September 2025	Fair Value Gain/(Loss) at 30 September 2025	Fair Value Gain/(Loss) YTD	Fair Value Gain/(Loss) Life of Investment
Medium Term Growth Fund	\$14,491,359	\$168,371	\$406,039	\$3,486,330
Long Term Growth Fund	\$4,018,827	\$68,829	\$174,252	\$1,018,827
Total	\$18,510,186	\$237,200	\$580,291	\$4,505,157

Environmentally Sustainable Investments (ESI's)

Council's cash and investments portfolio of \$96,159,267 at 30 September 2025 includes \$66,260,186 or 68.9% with no direct investment in the fossil fuel industry.

These percentages include Council's investments with NSW Treasury Corporation and Northern Territory Treasury Corporation.

NSW Treasury Corporation has a stewardship approach to ESIs which focuses on managing environmental, social and governance (ESG) risks and opportunities, particularly climate change which is expected to impact portfolios over the long term. The stewardship policy states NSW Treasury Corporation believes incorporating these principles into investment decisions results in better risk-adjusted financial outcomes. Even though NSW Treasury Corporation takes this stewardship approach, its monthly reporting only highlights the different asset classes, not individual investments, and the level of investment in the fossil fuel industry.

Northern Territory Treasury Corporation utilises funds to assist with its infrastructure requirements such as housing, transport, health, and education services. While no statement has been provided on its investment strategy, it has been assumed that providing funding towards its own infrastructure will not involve direct investment in the fossil fuel industry.

CONCLUSION

During the month of September 2025, Council's investments have been made in accordance with the Act, the Regulations and Council's Investment Policy.

As at 30 September 2025 Council's cash and investments totalled \$96,159,267 with \$22,898,691 of this being funds held in bank accounts. The weighted average rate of return was 6.34% and total investment revenue equals 52.76% of budgeted revenue for the year.

ATTACHMENT(S)

- 1. RVC Investment Pack - September 2025 (under separate cover)**

17.3 DRAFT FINANCIAL STATEMENTS 2024/2025**Director:** Ryan Gaiter**Responsible Officer:** Hayley Martin**EXECUTIVE SUMMARY**

Council's draft financial statements for the year ended 30 June 2025 have been prepared and subjected to external audit by the Audit Office of New South Wales. A copy of the draft financial statements and draft auditor's report have been provided separately to Councillors for information.

Council's external auditor, the Audit Office of New South Wales will be attending the Ordinary Meeting of Council 21 October 2025 to provide an update on the audit of the 2024/2025 financial statements.

Council's operating result from continuing operations for 2024/2025 was a surplus of \$16.111 million, with a deficit before capital grants and contributions of \$15.768 million for 2024/2025.

Council experienced several challenges this year with increased depreciation, loss on disposal of assets and the ongoing challenges facing the economy with escalating cost of living, materials and labour.

Total revenue decreased slightly to \$104.039 million, from \$109.782 million in 2023/2024 with \$31.879 million in capital grants and contributions. Council received \$15.286 million in operating grants and contributions during 2024/2025, which was slightly higher than the previous year which largely comprised of disaster recovery funding.

Total operating expenditure, excluding depreciation, was \$61.876 million, a slight increase from \$59.457 million in the previous year.

Council's overall financial position remains strong with net assets of \$1.208 billion, including cash and cash equivalents of \$80.141 million. Council has met the benchmark in five out of nine of its key performance ratios.

RECOMMENDATION

That Council:

1. Adopts the general purpose financial statements, special purpose financial statements and special schedules for the year ended 30 June 2025.
2. Certifies the following in respect of the general purpose financial statements and special purpose financial statements for the year ended 30 June 2025:
 - (a) Council's general purpose financial statements and special purpose financial statements have been prepared in accordance with:
 - (i) The *Local Government Act 1993 (NSW)* and the regulations made thereunder, and
 - (ii) The Australian Accounting Standards and other pronouncements of the Australian Accounting Standards Board, and
 - (iii) The Local Government Code of Accounting Practice and Financial Reporting.
 - (b) The general purpose financial statements and special purpose financial statements present fairly Council's financial position and operating result for the year ended 30 June 2025 and:
 - (i) The reports are in accordance with Council's accounting and other records;
 - (ii) The signatories to this statement being the Mayor, a Councillor, Acting General Manager and Responsible Accounting Officer are not aware of anything that would make the financial statements false or misleading in any way;
3. Fixes Tuesday 18 November 2025 as the date for the meeting to present the financial statements for the year ended 30 June 2025 to the public, invites submissions in writing and provides appropriate public notice of this meeting;
4. Adopts the restricted assets (reserves) schedule as detailed in this report.

DELIVERY PROGRAM LINKS

Objective 11: Manage resources responsibly

11A Manage finances responsibly and provide value for money

11A1 Undertake long-term financial planning and ensure compliance with financial regulation

BUDGET IMPLICATIONS

Nil.

REPORT

Council's operating result from continuing operations for 2024/2025 was a surplus of \$16.111 million, compared to a budgeted surplus of \$35.740 million. Council received \$15.286 million in operating grants and contributions during 2024/2025 and \$31.879 million in capital grants and contributions during 2024/2025.

Council's operating result before capital grants and contributions was a deficit of \$15.768 million, compared to the original budgeted deficit of \$2.456 million. This is reflective of the challenges facing the economy with escalating cost of materials and labour and is heavily influenced by natural disaster recovery and the availability of operating grants.

The Federal Government's advance payment of the Financial Assistance Grant was only 50% in 2024/2025, compared to 85% in the previous year, resulting in income from operating grants being \$2 million below budget.

Further impacting on this result was an increase in depreciation expense, much of which is due to accounting standards requiring Council to index its asset values annually to reflect the fair value of the asset. These indexation rates, released by the Australian Bureau of Statistics in July, after the end of the financial year, reflect the increasing cost of replacing those assets in line with current market conditions. As the cost of construction is increasing, so is the cost to replace our assets, hence the increase. Council adjusted the original budget in the September 2024 Quarterly Budget Review, adding an additional \$3.97 million, which isn't reflected in the financial statements (original budget).

Similarly, net loss on disposal of assets was adjusted at the September Quarterly Budget Review to \$2.2 million with the accounting for these net loss on disposal of assets, further impacting the operating result. Again, this accounting process has been impacted by the current economic market in terms of resale values for assets along with the increased indexation rates being applied annually and will be addressed in Council's budget moving forward.

Councils across the sector are continuing to face challenges in funding the needs of their communities and maintaining the required level of service. Council relies heavily on external funding to meet its existing service levels and continue to renew its infrastructure. The cost of supplies, materials, and everyday operating expenses, such as electricity and fuel, have continued to rise at a rate much greater than Council's revenue, which has impacted on Council's bottom line. Council had several long-term staff members conclude their employment with the organisation during the year, resulting in excess leave balances being paid out on termination, further attributing to the increased operating costs above budget.

Over the past 10 years council's operations have increased substantially, with operating expenditure increasing from \$47m in 2015/2016 to \$88m in 2024/2025, operating income (excluding capital grants) from \$45m to \$72mil and capital works program from \$18m to \$85m in 2024/2025. That represents an investment in our community increasing from \$65m to \$173m per annum. Whilst council has only achieved two operating surpluses (excluding capital grants) over the past 10 years, most of council's key performance indicators remain above the industry benchmark.

The summarised financial results for the year ended 30 June 2025 are as follows:

Income Statement	Actual 2025 \$'000	Actual 2024 \$'000
Total Income from Continuing Operations	104,039	109,782
Total Expenses from Continuing Operations	87,928	82,827
Operating Result from Continuing Operations	16,111	26,955
Net Operating Result before grants and contributions provided for capital purposes	(15,768)	(14,446)

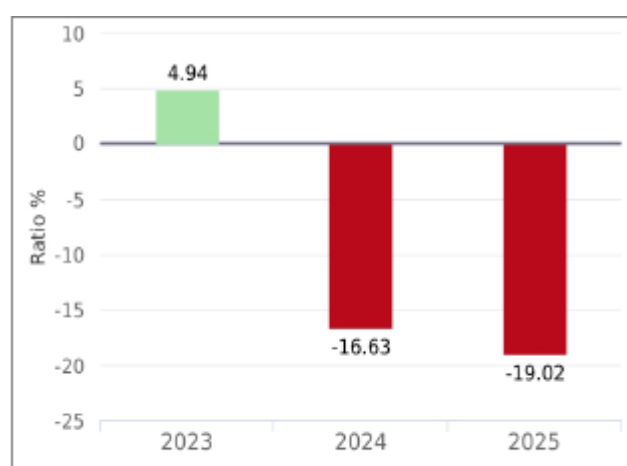
Statement of Financial Position	Actual 2025 \$'000	Actual 2024 \$'000
Total Current Assets	94,925	89,846
Total Non-Current Assets	1,171,935	1,125,927
Total Assets	1,266,860	1,215,773
Total Current Liabilities	37,591	30,836
Total Non-Current Liabilities	20,729	21,020
Total Liabilities	58,320	51,856
Net Assets	1,208,540	1,163,917
Equity		

Statement of Financial Position	Actual 2025 \$'000	Actual 2024 \$'000
Accumulated Surplus	476,963	460,852
Revaluation Reserves	731,577	703,065
Total Equity	1,208,540	1,163,917

Statement of Cash Flows	Actual 2025 \$'000	Actual 2024 \$'000
Cash Flows from Operating Activities - receipts	117,620	104,628
Cash Flows from Operating Activities - payments	(62,244)	(55,140)
Net Cash provided (or used in) Operating Activities	55,376	49,488
Cash Flows from Investing Activities - receipts	951	836
Cash Flows from Investing Activities - payments	(66,895)	(66,859)
Net Cash provided (or used in) Investing Activities	(65,944)	(66,023)
Cash Flows from Financing Activities - receipts	-	2,600
Cash Flows from Financing Activities - payments	(4,071)	((3,962)
Net Cash provided (or used in) Financing Activities	(4,071)	(1,362)
Net Increase/(Decrease) in Cash & Cash Equivalents	(14,639)	(17,897)
Cash and Cash Equivalents - beginning of year	37,600	55,497
Cash and Cash Equivalents - end of year	22,961	37,600
Plus: Investments on Hand - end of year	57,180	44,696
Total Cash, Cash Equivalents and Investments	80,141	82,296

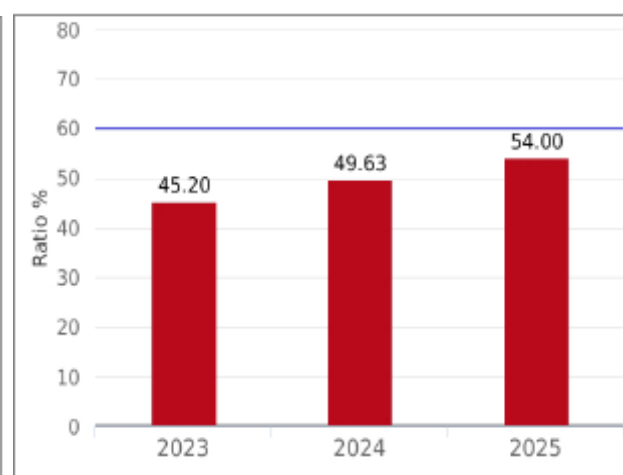
Council's key performance measures remain satisfactory, with the majority of these being above the industry benchmark. These are summarised below:

Operating performance ratio



Benchmark: — > 0.00%

Own source operating revenue ratio



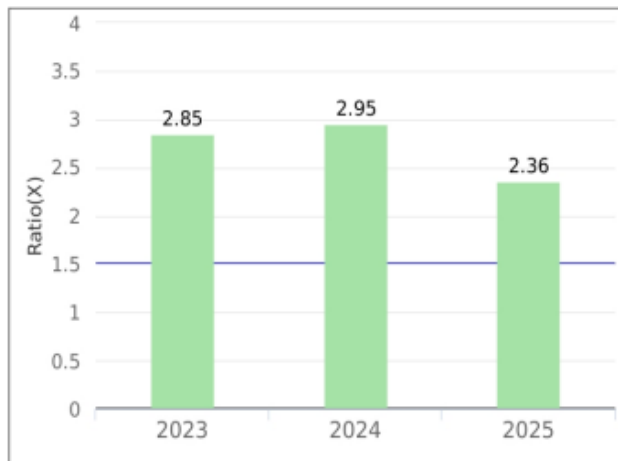
Benchmark: — > 60.00%

Council's operating performance ratio on a consolidated basis was -19.02% for 2024/2025. This ratio excludes fair value gains on investments which increased from 2023/2024 and has further been impacted by changes in the advance payment amount of the financial assistance grant from the Federal Government, with 85% being advance paid in 2023/2024 and only 50% in 2024/2025, resulting in a decrease in operating income relative to operating expenditure and is heavily

impacted by natural disaster funding. The industry benchmark for this ratio is $> 0.00\%$ and achieving this will remain as a key focus moving forward.

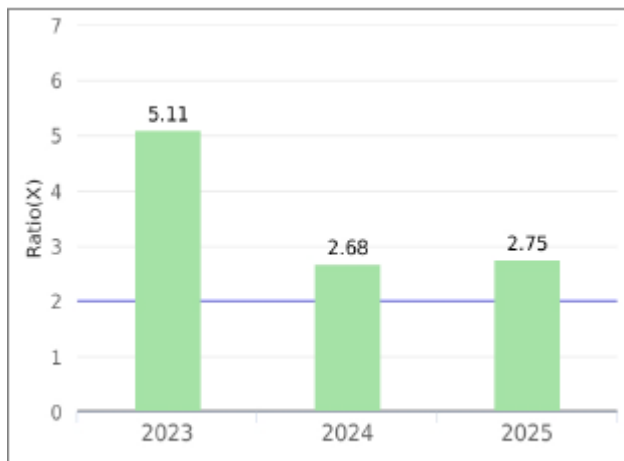
Council's own source operating revenue ratio has increased slightly to 54.00% . This ratio is heavily impacted by grant funding which has been quite high over the past few years. The industry benchmark is $> 60.00\%$.

Unrestricted current ratio



Benchmark: — $> 1.50x$

Debt service cover ratio

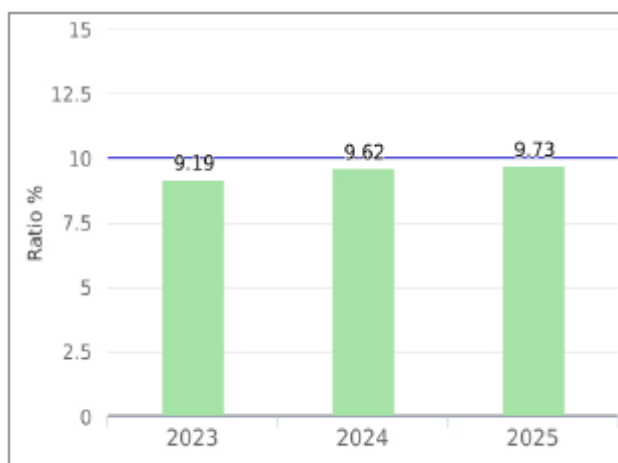


Benchmark: — $> 2.00x$

Council's unrestricted current ratio has remained consistent with previous years at 2.36, meaning Council now has \$2.36 in unrestricted current assets for every \$1 of current liabilities. This ratio is well above the benchmark of $> 1.50x$.

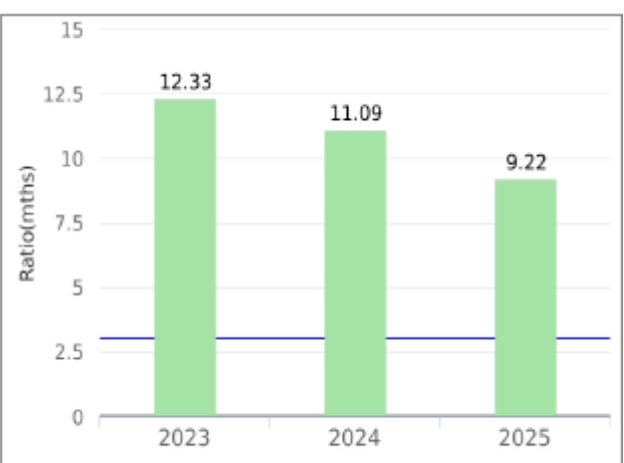
The debt service cover ratio was 2.75 for 2024/2025. This ratio measures the availability of operating cash to service debt including interest, principal and lease payments. This ratio is above the benchmark of $> 2.00x$.

Rates and annual charges outstanding percentage



Benchmark: — $< 10.00\%$

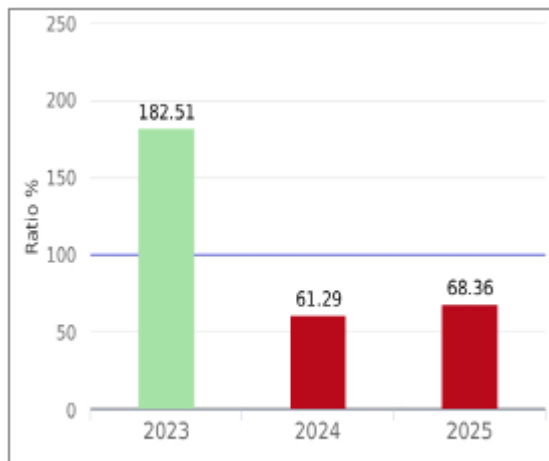
Cash expense cover ratio



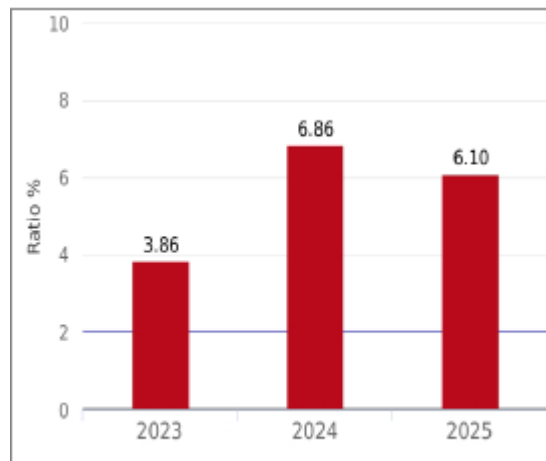
Benchmark: — $> 3.00\text{months}$

Council's rates and annual charges outstanding percentage remains comparable to the previous year at 9.73% on a consolidated basis. This ratio meets the industry benchmark of $< 10.00\%$, however is still impacted by the fact that Council levies its water and sewerage annual charges in arrears. Given the number of challenges with cost-of-living pressures facing households over the last 12 months, this is a positive result and demonstrates that Council continues to actively monitor and pursue outstanding balances through its debt recovery practices.

The cash expense cover ratio has decreased to 9.22 months for 2024/2025. This ratio indicates the number of months Council can continue paying for its immediate expenses without additional cash inflow and is well above the benchmark of > 3 months.

Building and infrastructure renewals

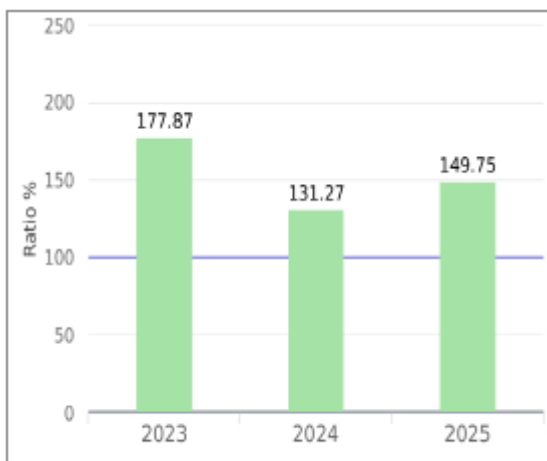
Benchmark: — > 100.00%

Infrastructure backlog ratio

Benchmark: — < 2.00%

Council's buildings and infrastructure renewals ratio has improved slightly to 68.36%. This ratio was largely impacted this year by additional impairment being raised on council's infrastructure assets following the March Natural Disaster and essential public asset restoration applications. The industry benchmark is $\geq 100.00\%$.

Council's infrastructure backlog ratio was 6.10% for 2024/2025. This is again impacted by the revised amount of impairment on infrastructure assets due to disaster restoration works and will continue to be impacted by any future natural disasters. The industry benchmark is $< 2.00\%$.

Asset maintenance ratio

Benchmark: — > 100.00%

Council's asset maintenance ratio was 149.75% for 2024/2025. This is above the benchmark of $> 100.00\%$, which indicates that Council is investing sufficient funds to stop its infrastructure backlog growing.

Overall, Council's financial position is sound with net assets of \$1.208 billion, including cash and cash equivalents of \$80.141 million. Available working capital is sufficient to manage Council's day-to-day operations and provide a safeguard against unforeseen and unbudgeted expenditures after considering the level of internally restricted reserves. The balance of these reserves remains satisfactory, despite continued disaster recovery works and the completion of consecutive large capital works programs and is sufficient to fund future budgeted works. During the year, unexpected expenses were funded from higher-than-expected interest income, including the leave paid out on terminations and additional materials and services costs.

The schedule of restricted assets (reserves) held by Council as at 30 June 2025 is as follows:

Restricted Asset	30 June 2025 \$'000	30 June 2024 \$'000
External Restrictions		
Bonds and Deposits	456	535
Developer Contributions - General Fund	3,884	3,478
Developer Contributions - Water Fund	3,615	3,203
Developer Contributions - Sewerage Fund	7,424	6,480
Specific Purpose Unexpended Grants	19,936	13,642
Specific Purpose Unexpended Loans – General Fund	-	1,052
Water Supplies	7,060	6,056
Sewerage Services	4,065	6,141
Domestic Waste Management	8,029	4,912
Stormwater Management	844	1,330
Other	2,364	2,957
Total External Restrictions	57,677	49,786
Internal Restrictions		
Employee Leave Entitlements	1,706	1,631
Richmond Upper Clarence Regional Library	121	44
Other Waste Management	1,051	4,382
Insurance Reserve	313	1,848
Plant Replacement	643	2,388
Real Estate and Infrastructure	3,131	4,288
Petersons Quarry	1,756	1,449
Woodview Quarry	1,698	1,693
Quarry Rehabilitation	699	634
Road Rehabilitation Reserve	2,834	2,649
Northern Rivers Livestock Exchange	-	-
Rural Road Safety Program	115	121
Unexpended Special Rates Variations	1,213	833
Financial Assistance Grant Advance Payment	3,581	5,767
TfNSW State Roads Maintenance Contract	6	6
Public Cemeteries Perpetual Maintenance Reserve	59	114
Carry Over Works	2,862	3,780
Event Funding	44	43
Northern Rivers Rail Trail Maintenance	562	640
Total Internal Restrictions	22,394	32,310
Total Restrictions	80,071	82,096
Total Cash, Cash Equivalents and Investments	80,141	82,296
Unrestricted Cash, Cash Equivalents and Investments	70	200

CONSULTATION

Council will advertise the financial statements for the year ended 30 June 2025 to the public and invite submissions in writing, with submissions closing at 4:00pm, Tuesday 25 November 2025. Any submissions will be reported to the December 2025 Ordinary Meeting.

Council must also make available copies of the financial statements for inspection by the public from the date public notice is given until the day after the meeting where the financial statements were presented.

CONCLUSION

To formalise the financial reporting process, there are legislative steps that Council is required to follow. In accordance with Section 413 2(c) of the *Local Government Act 1993*, the following statements are required to be included in the resolution of this report to enable Council to adopt the financial statements for the year ended 30 June 2025:

- a) Council's general purpose financial statements and special purpose financial statements have been prepared in accordance with:
 - (i) The *Local Government Act 1993 (NSW)* and the regulations made thereunder, and
 - (ii) The Australian Accounting Standards and other pronouncements of the Australian Accounting Standards Board, and
 - (iii) The Local Government Code of Accounting Practice and Financial Reporting.
- b) The general purpose financial statements and special purpose financial statements present fairly Council's financial position and operating result for the year ended 30 June 2025 and:
 - (i) The reports are in accordance with Council's accounting and other records,
 - (ii) The signatories to this statement being the Mayor, a Councillor, Acting General Manager and Responsible Accounting Officer are not aware of anything that would make the financial statements false or misleading in any way

In accordance with Section 418 of the *Local Government Act 1993*, Council must fix a date for a meeting to be held where the financial statements for the year ended 30 June 2025 are presented to the public. Council must also give public notice of this date and invite submissions in writing from the public, with copies of the financial statements available for inspection until 4pm on Tuesday 25 November 2025.

ATTACHMENT(S)

Nil

17.4 FRAUD PREVENTION POLICY

Director: Ryan Gaiter

Responsible Officer: Catherine Davis

EXECUTIVE SUMMARY

As part of Council's continuing policy review process, a review has been undertaken of Council's Fraud Prevention Policy to ensure compliance and contemporary resources have been considered.

RECOMMENDATION

That Council receives and adopts the updated Fraud Prevention Policy.

DELIVERY PROGRAM LINKS

Objective 11: Manage resources responsibly

11C Manage organisational risks responsibly

11C1 Implement Richmond Valley Council's Enterprise Risk Management Framework

BUDGET IMPLICATIONS

Nil.

REPORT

A review of Council Policy 1.13 Fraud Prevention has been undertaken to ensure currency of the policy, together with consideration of Australian Standard AS 8001:2021 Fraud and Corruption Control, and general advice from Council's Audit, Risk and Improvement Committee. Changes to the policy include the addition/amendment of the following sections:

- Definitions – new definitions have been inserted having regard to the definitions of fraud and corruption under Australian Standard AS 8001:2021 Fraud and Corruption Control;
- Audit, Risk and Improvement Committee (ARIC) – this new section outlines the appointment of ARIC, the committee's key roles and reporting requirements; and
- Minor amendments have been made for improvement in readability.

In addition to the review of the policy, Council is currently undertaking a review of its Fraud and Corruption Control Plan, to be presented to Council at a later meeting.

CONSULTATION

Consultation has been carried out with relevant council departments.

CONCLUSION

In order to comply with Council's ongoing policy review process, the Fraud Prevention Policy has been reviewed and updated to ensure best practice

ATTACHMENT(S)

1. Draft Fraud Prevention Policy (under separate cover)

18 GENERAL BUSINESS

Nil

19 MATTERS FOR INFORMATION**RECOMMENDATION**

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

19.1 CUSTOMER SERVICE REPORT JULY - SEPTEMBER 2025

Director: Ryan Gaiter

Responsible Officer: Ngarie Macqueen

RECOMMENDATION

That Council receives and notes the Customer Service Report for the period 1 July – 30 September 2025.

REPORT**Customer Service Delivery**

The team is committed to consistently delivering professional and caring customer service to the Richmond Valley community through all areas of works performed. The information contained within this quarterly report demonstrates the significant variety and volume of tasks completed by Council's customer-facing staff working within several different teams throughout the organisation. Relevant benchmarks as outlined in the Customer Service Charter and Standards are discussed below where appropriate.

CUSTOMER EXPERIENCE TEAM**Call Statistics**

A total of 10,608 calls were handled by the contact centre team during the reporting period. This includes 6,670 calls received through the queue, 143 calls directly to Customer Experience (CE) agents and 3,795 outbound calls made by CE staff. The contact centre has exceeded all service targets for the reporting period, including 87.20 percent of calls answered within industry standard of 30 seconds. The average time each caller spends in the queue is 17 seconds, 0.47 percent average of abandoned calls, and an average call time of 2:44 minutes.

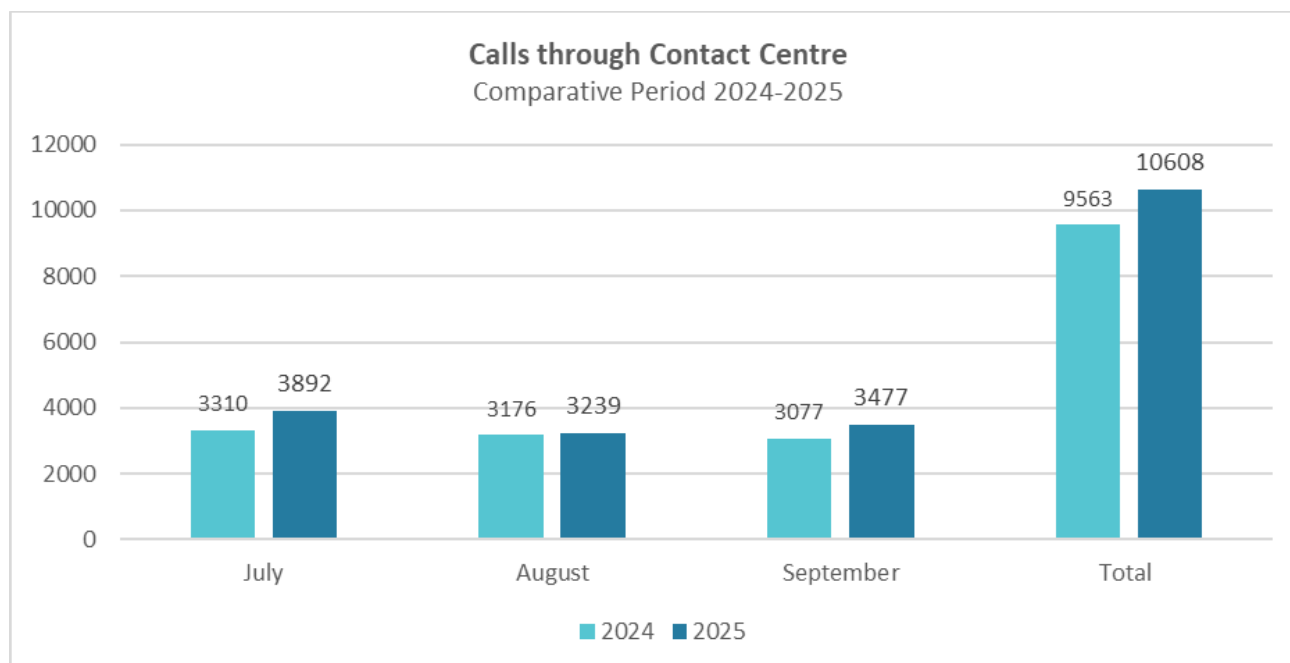


Figure 1: Calls received into the call centre

Receipt and Administration Statistics

A total of 3,065 receipts were processed for the reporting period. August saw an increase in the number of receipts processed, which can be attributed to the rates instalment period.

Customers preferred payment methods are as follows:

- 58 % EFTPOS
- 26% as cash payments
- 11 % were paid via direct bank transfer.
- 5 % by cheque

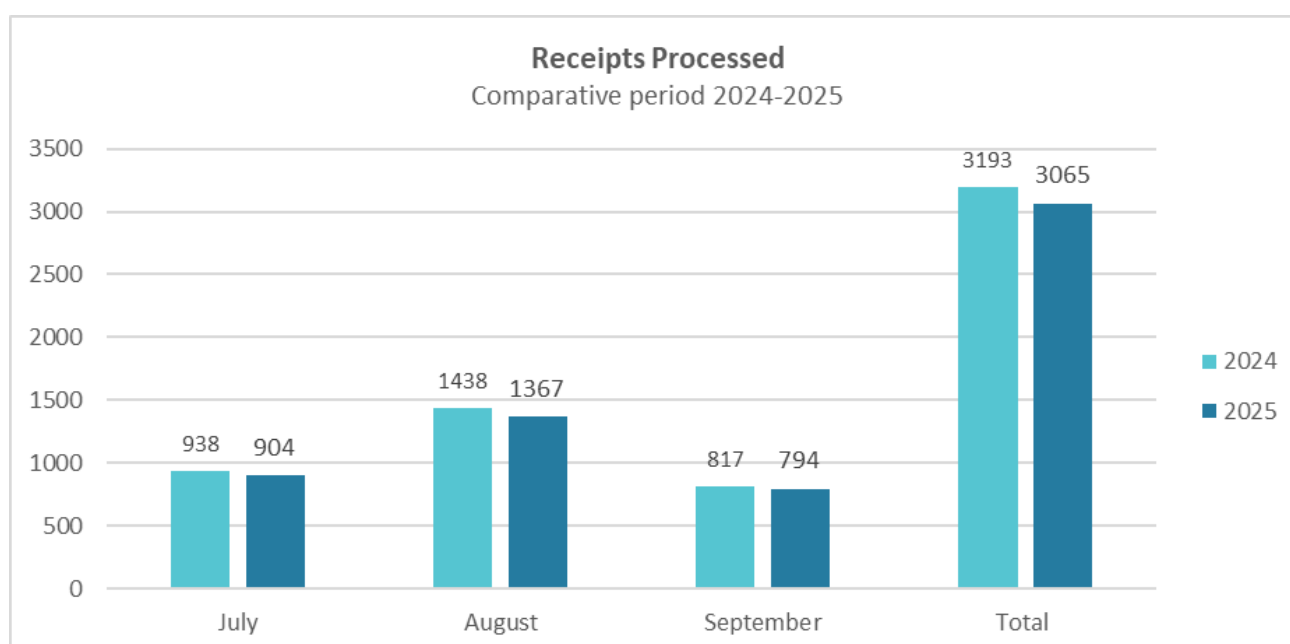


Figure 2: Total number of receipts

Certificates and Customer Requests

A total of 421 Section 735A, 10.7, and 603 Certificates were received in the reporting period with 97.15 % completed within set timeframes in accordance with Council's service standards.

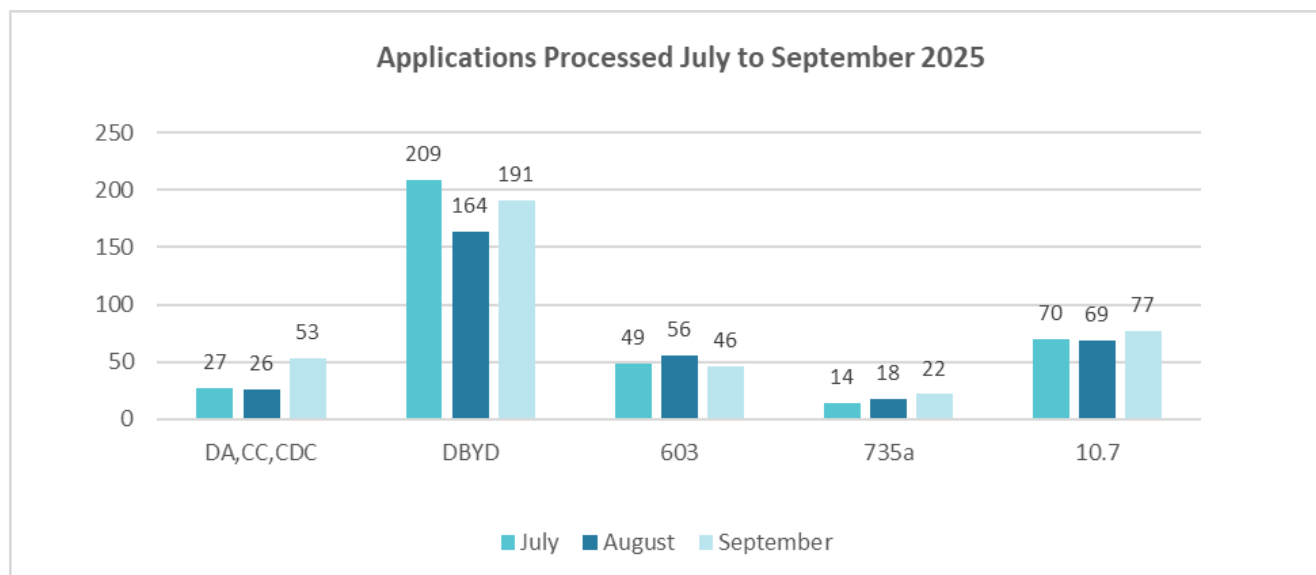


Figure 3. Applications received

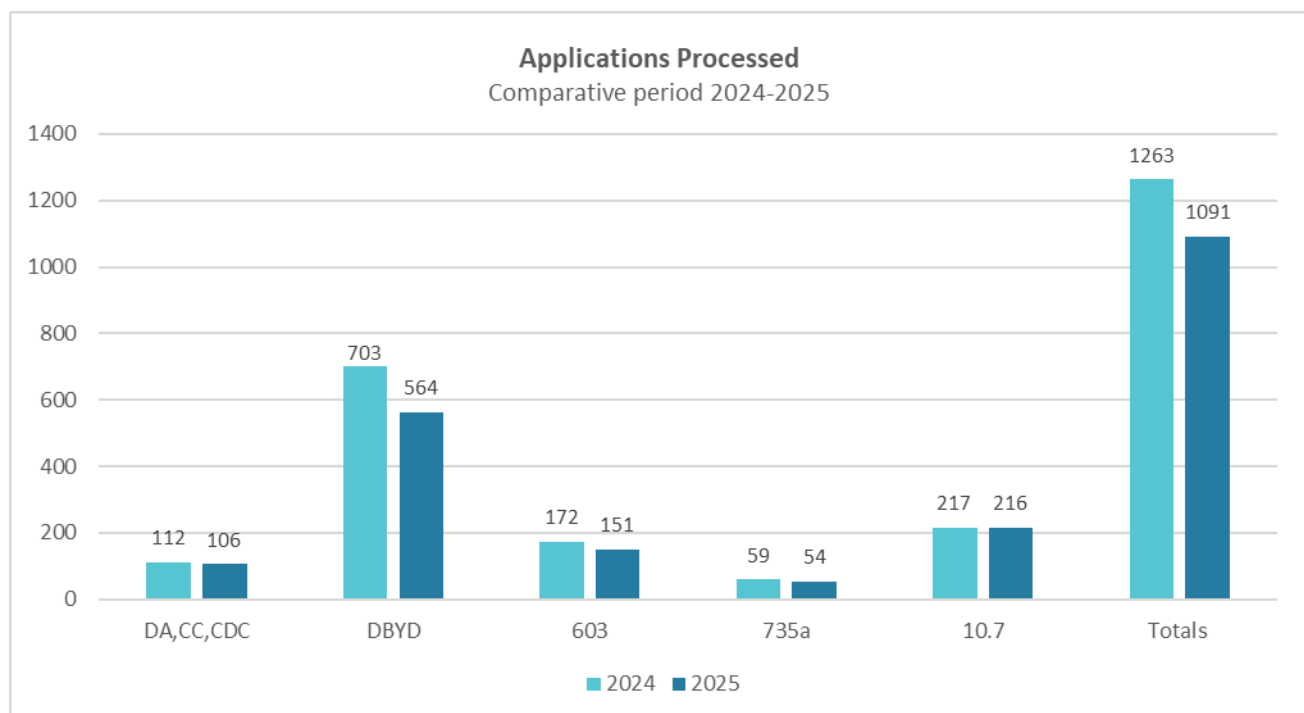


Figure 4. Applications comparison

OneRoad – Key Statistics

Members of the CE team collaborate with Roads and Drainage, Events, and Assets teams, as well as Emergency Services to ensure all scheduled and unplanned road incidents are entered through the One Road portal in a timely manner. Road users can be confident conditions and closures on Live Traffic app are current and are regularly updated to include details of expected delays and alternative routes to minimise disruptions.

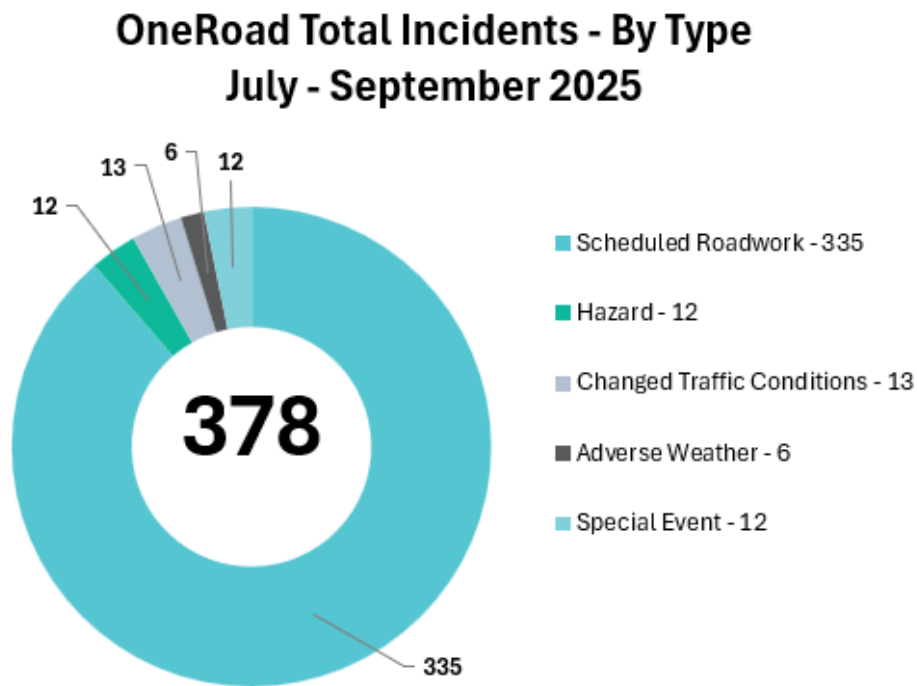


Figure 5: Total planned and unplanned road incidents recorded

Cemeteries – Key Statistics

Cemeteries are a vital component of our CE team's service delivery, providing personalised, and compassionate support to families during times of grief and loss. As part of its regulatory obligations, Council prepares and submits an annual activity report to Cemeteries and Crematoria NSW. This report outlines key statistics across seven cemeteries within our LGA including data on burials, ashes interments, and plaque placements.

	Burial - Single Depth	Burial - Double Lower	Burial - Double Upper	Ashes into Grave	Ashes into Wall	Ashes into Garden	Memorial Plaques	Total
Casino Lawn	7	40	23	15	14	9	4	112
Coraki	0	2	3	1	1	2	0	9
Evans Head	3	9	7	4	0	6	0	29
Tatham	0	0	0	0	0	0	0	0
West St Casino	0	0	0	7	0	0	0	7
Woodburn	0	0	0	1	0	0	0	1
Wyan	0	0	0	0	0	0	0	0
Totals	10	51	33	28	15	17	4	158

Figure 6: Cemetery key statistics 2024-2025 financial year

PLANNING AND DEVELOPMENT SUPPORT TEAM

Development Concierge

The Development Concierge fielded 601 enquiries during the reporting period. Most of the enquiries for the reporting period were in relation to residential alterations and additions, including swimming pools and sheds.

The Development Concierge remains committed to customer response service levels, by end of the next business day. Complex enquiries may require greater research which is generally done with the assistance of technical staff. Customer enquiries are answered with verbal and email correspondence.

The first responders continue to offer a portal assist service to applicants, providing full case management throughout the assessment process to ensure customers receive quality support and imposed timeframes are achieved.

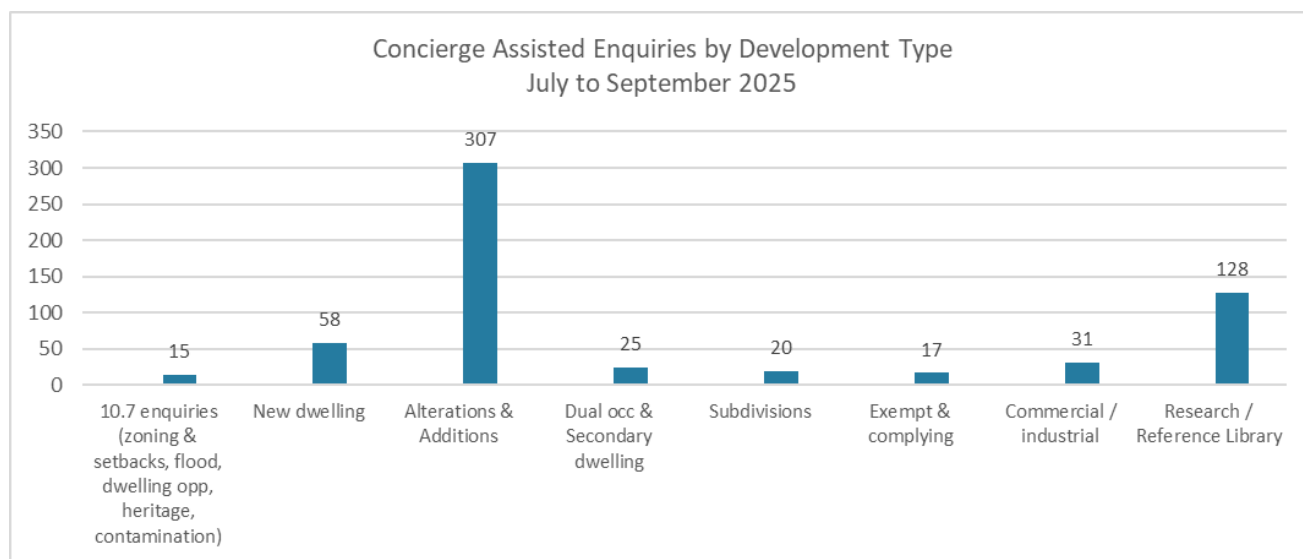


Figure 7: Concierge enquiries by type

E-Planning Portal – Key Statistics

To combat the national housing crisis, the NSW Government has set a target for an additional 377,000 homes in NSW by 2029. To achieve this, all councils have been given notice to reduce assessment times in line with the Minister's expectations, in the aim of fast tracking the approval process and achieving the new home target within the tight timeframe. Councils' pre-assessment and assessment times will be monitored monthly by the Department of Planning to ensure they are maintaining their assigned assessment times.

Council regularly delivers the most efficient assessment times across all development types, in comparison to all councils in the Northern Rivers area.

Council Summary Development Applications (DAs, Mods & Reviews)								
1,357 Submitted applications	862 Lodged applications	763 Determined applications	13 Lodgement average days	80 Determined average days	746 Approved applications	\$401M Cost of development	339 Dwellings† Approved	955 Under Assessment(*)
Overview	Development Category	Submitted	Lodged	Determined	Cost of Dev / New Dwellings			
Regional classification, Council Name	Submitted applications	Lodged applications	Lodgement average days	Determined applications	Determined average days	Median of determination days	Dwellings† Approved	
Regional NSW	1,357	862	13	763	80	43	339	
Ballina	217	128	5	103	60	40	45	
Byron	266	169	17	132	57	46	72	
Clarence Valley	195	187	16	182	124	45	54	
Kyogle	27	22	21	21	68	43	10	
Lismore	125	97	12	95	45	16	83	
Richmond Valley	78	46	11	46	45	41	8	
Tweed	449	213	13	184	94	65	67	
Total	1,357	862	13	763	80	43	339	

Figure 8: NSW Planning Portal Council summary comparison

Application Type	Totals	July	August	September
Total DA Received	78	21	20	37
Total CC Received	25	6	5	14
Complying Development	3	0	1	2
Subdivision Certificate	7	2	4	1
S138 - Road Reserve Activities	23	9	9	5
S68 - Plumbing Permits and Events	108	31	38	39
PC Appointments	18	5	7	6
Occupation Certificate	31	4	13	14
Building Certificate	6	2	3	1
Private Certificate	20	8	6	6

Figure 9: Applications received via the NSW Planning Portal

REGIONAL LIBRARY TEAM

New Members and Visitation – Key Statistics

The figures below display a comparison of newly joined members to the Regional Library service, and visits to all Regional Library branches throughout the July-September period. There was a 11.28% decrease in the number of new members joining the Regional Library as compared to the same period in 2024, with overall visitation down by 23.10%. However, the visitation data has been impacted by an issue with the gates that register visits to Evans Head building which meant there was no data collected at the Evans Head building from 10 August to 30 September 2025.

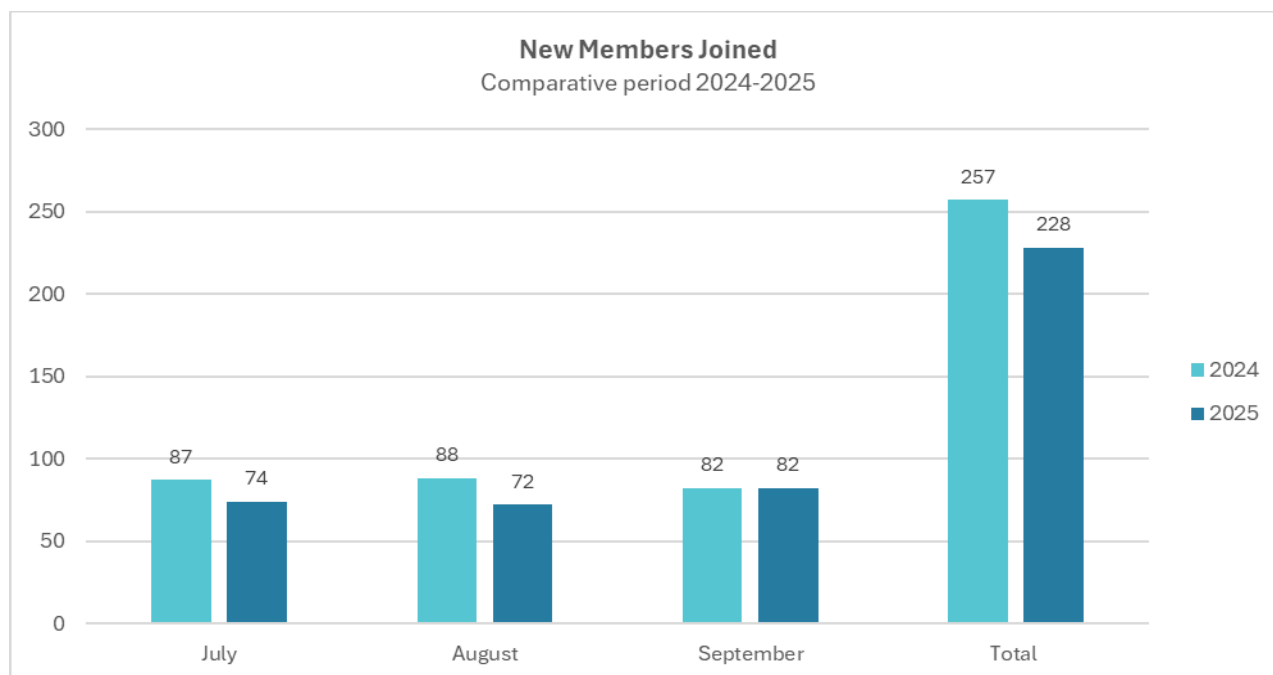


Figure 10: The number of new members to join the Regional Library

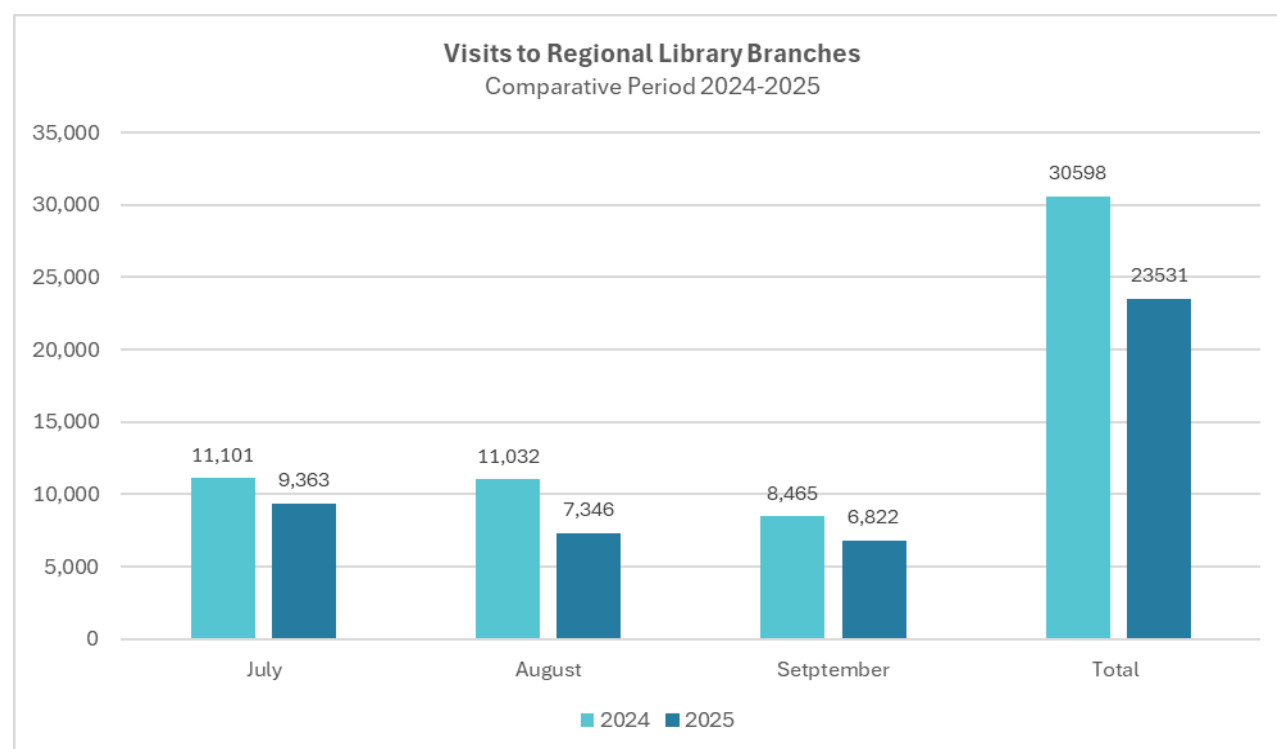


Figure 11: Visits to Regional Library branches

Loans for the Regional Library – Key Statistics

The figures below display the number of loans for the Regional Library's physical and digital collections for the July-September period. As compared to the same period for the previous year there has been a 16.92% increase in digital loans, and a 10.4% decrease in physical loans.

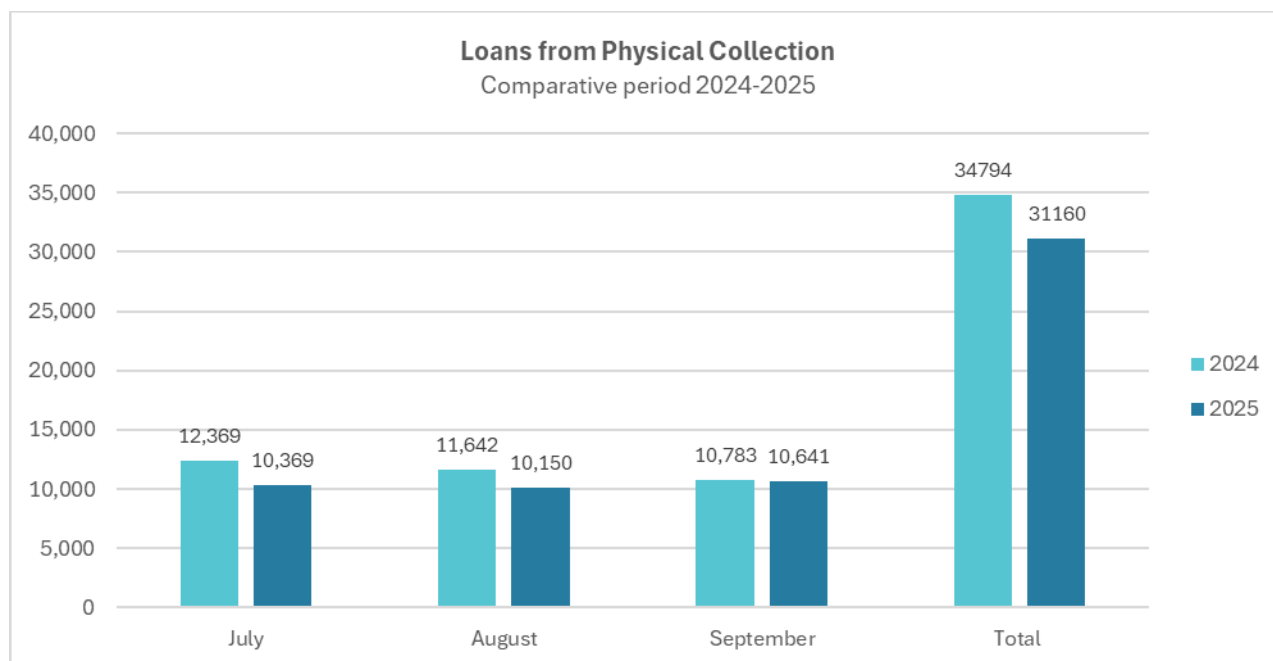


Figure 12: Loans from the Regional Library's physical collection

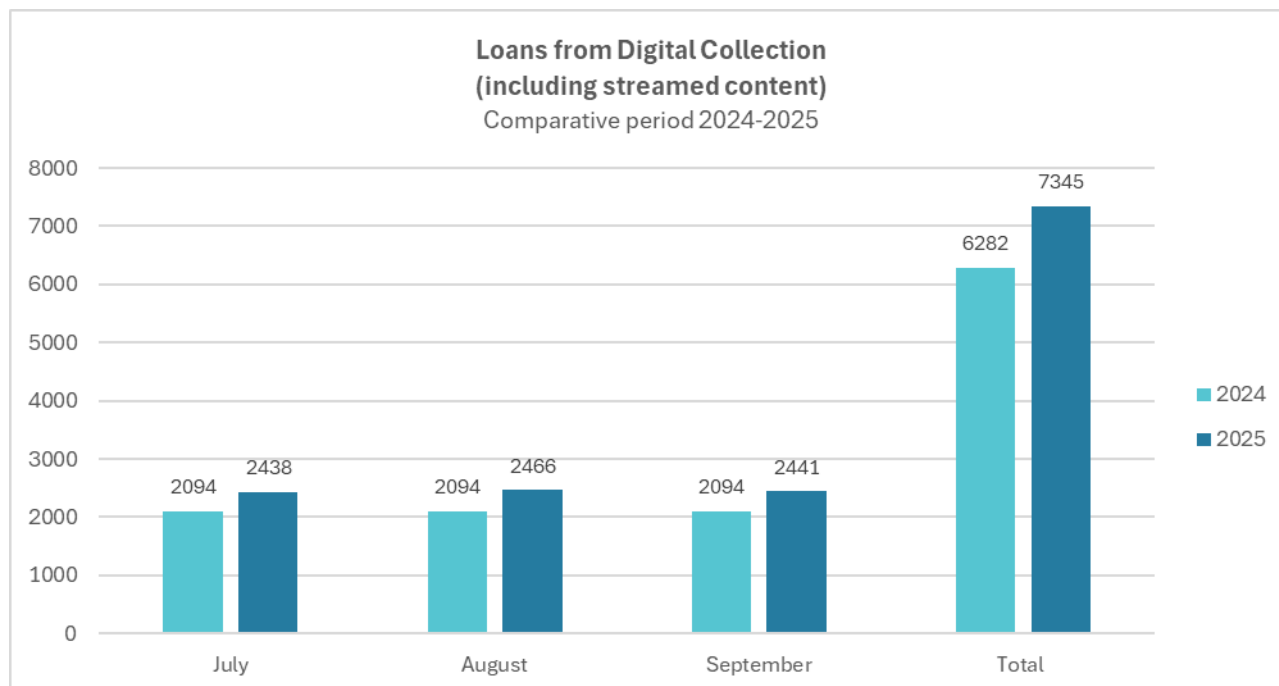


Figure 13: Loans from the Regional Library's digital collection

Regional Library Programs and Events – Key Statistics

The Regional Library team continues to develop and run a range of programs and events for community members of all ages both onsite at library branches and in an outreach capacity within the community. During the July-September period there was a 23.55% increase in the number of programs and events held and a 33.66% increase in the number of attendees as compared to the same period in 2024.

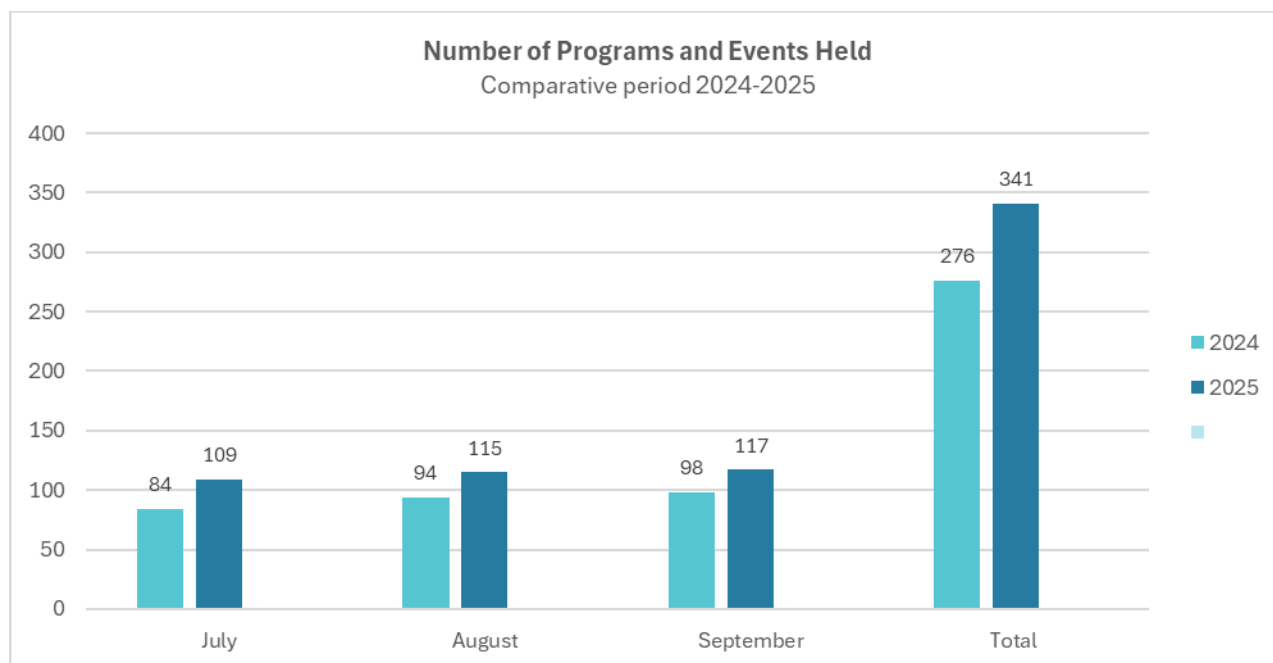


Figure 14: Number of programs and events held by the Regional Library

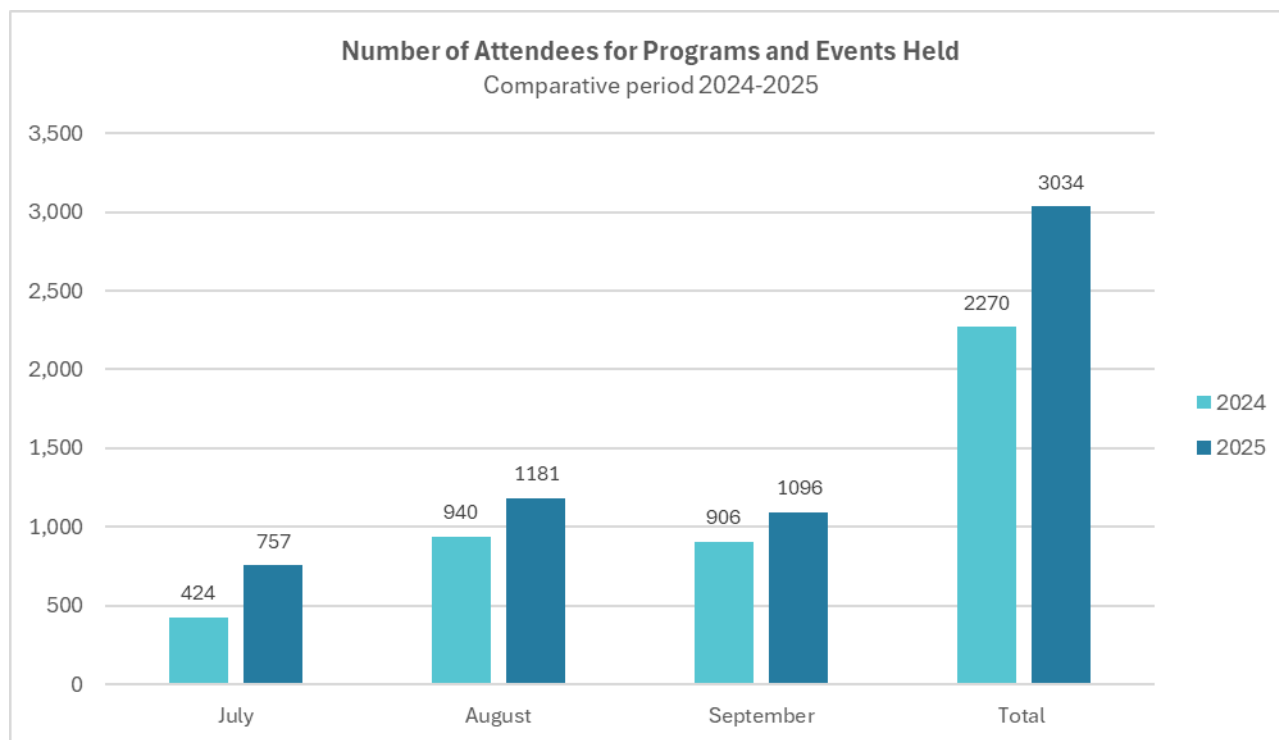


Figure 15: Number of attendees for programs and events held by the Regional Library

RICHMOND VALLEY COUNCIL TEAM

Customer Request Management System - Key Statistics

During the reporting period, 2,104 new requests were logged. Roads and Drainage continue to remain the highest percent of requests received, which can be attributed to continuous wet weather events delaying maintenance programs on the rural road network and the accelerated deterioration of road surfaces.

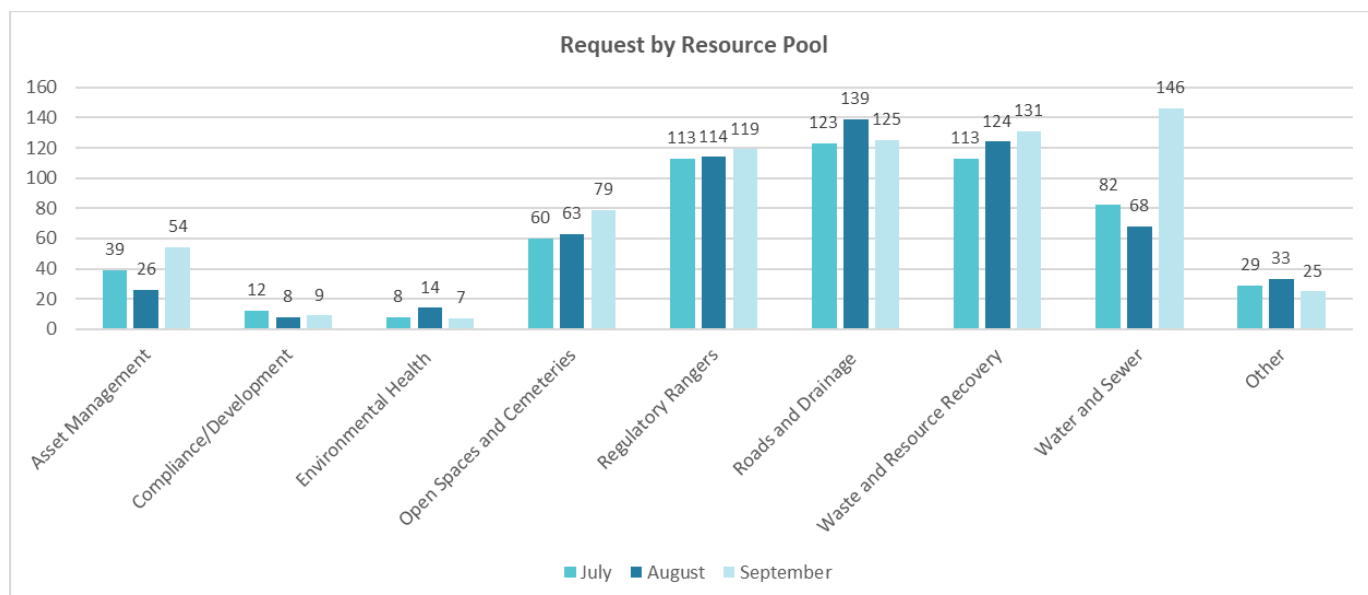


Figure 16: Number of customer requests received



Figure 17. Customer requests comparison

CONCLUSION

The data presented in this report reflects the breadth of work continuously being performed by Richmond Valley Council's customer-facing staff; from facilitating the dissemination of Council and community information, supporting Development Applications, responding to direct community requests, through to facilitating access to literature, research, and a place to relax in our Regional Library branches.

ATTACHMENT(S)

Nil

19.2 DEVELOPMENT APPLICATIONS DETERMINED UNDER THE ENVIRONMENTAL PLANNING AND ASSESSMENT ACT FOR THE PERIOD 1 SEPTEMBER 2025 - 30 SEPTEMBER 2025

Director: Tina Kao

Responsible Officer: Andy Edwards

RECOMMENDATION

That Council receives and notes the Development Application report for the period 1 September 2025 to 30 September 2025.

REPORT

This report provides a summary of development activity on a monthly basis. All Development Applications determined in the month are outlined in this report, including Section 4.55 approvals, applications which were refused and withdrawn, and applications with no development value, such as subdivisions.

Councillors receive a fortnightly summary of the status of applications (including all received) and notifications of all determinations of Development Applications are included in the Community Newsletter.

The total number of Development Applications and Complying Development Applications determined within the Local Government Area for the period 1 September 2025 to 30 September 2025 was 17 with a total value of \$1,660,895.82.

The graph below shows the number of development applications processed by Council over five financial years.

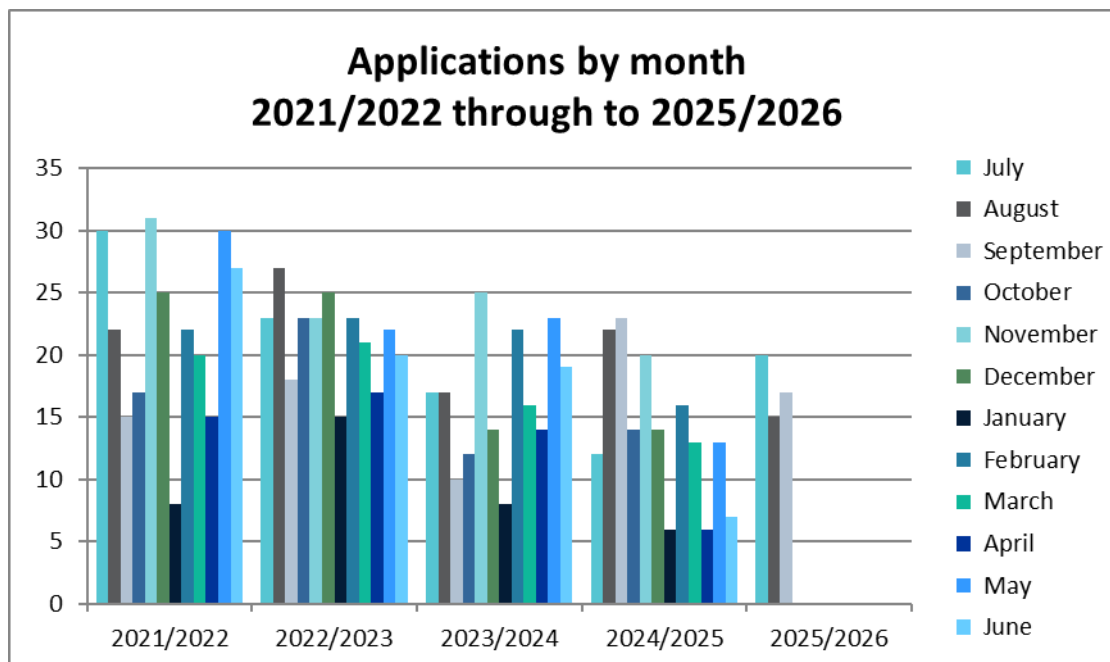


Figure 1: Monthly number of development applications and CDC's processed by Council over five financial years.

Figure 2 provides the annual value of Development Consents including CDCs issued by Council and private certifiers over five financial years. Figure 3 provides a detailed review of the value for the reporting month of September 2025.

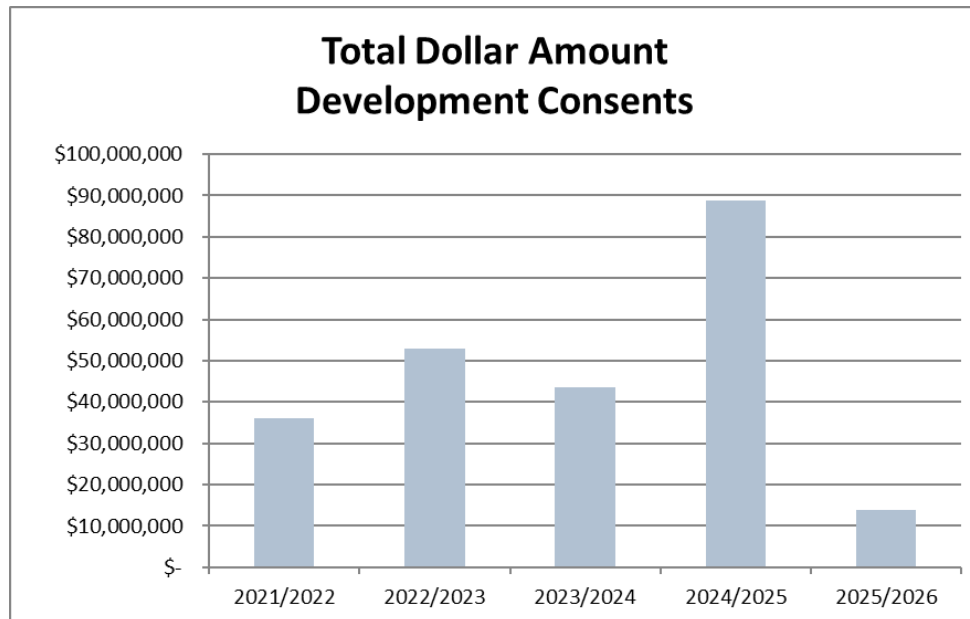


Figure 2: Annual value of development

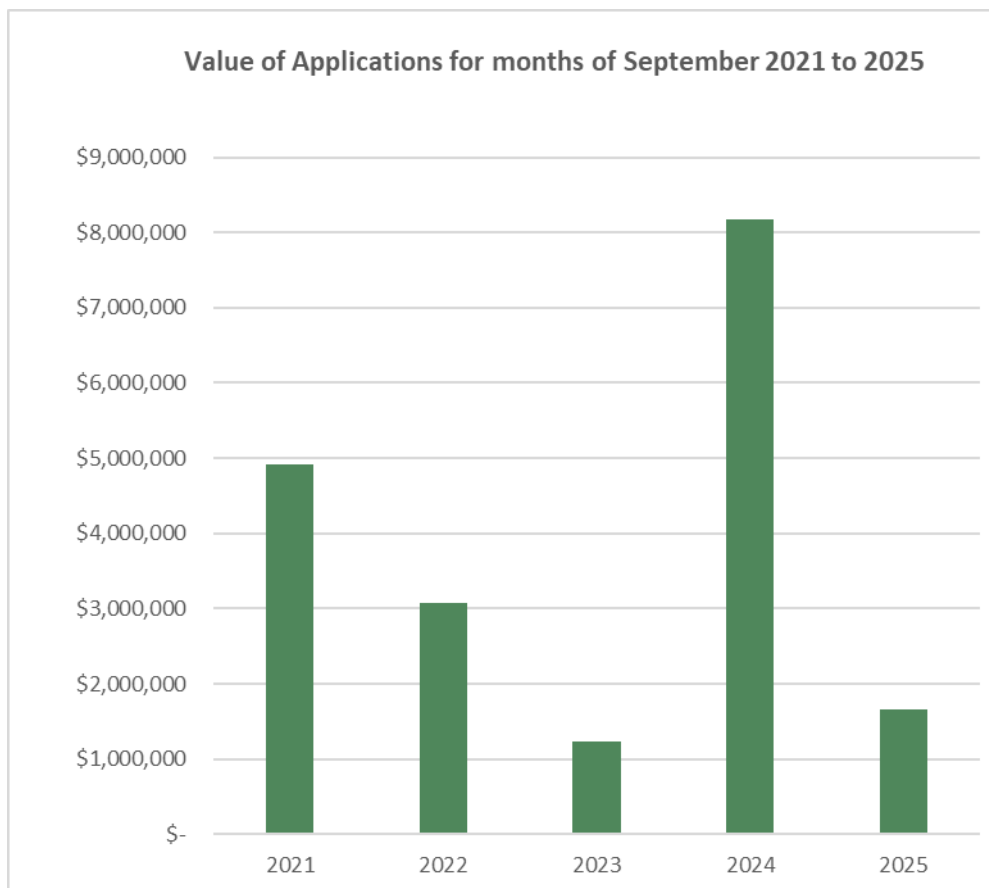


Figure 3: Value of development for the months of September 2021 to 2025

2021	2022	2023	2024	2025
15	18	10	23	17

Table 1: Number of Applications for the months of September 2021 to 2025

Number of Development Applications

The number of applications received by Council does not necessarily reflect the value of developments, as single large developments can be equivalent in value to a large number of more standard type developments such as sheds, dwellings and small commercial developments.

Figures 4 and 5 detail the value and number of applications determined by Council over the past five years.

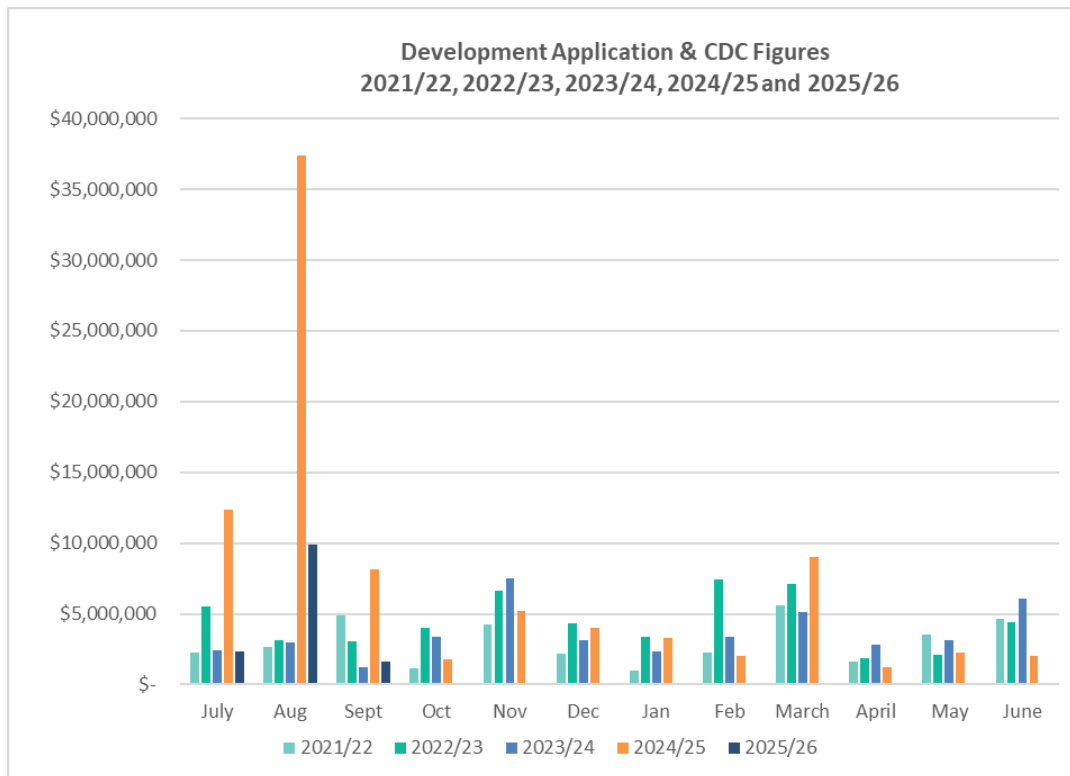


Figure 4: Value of development applications per month over five financial years.

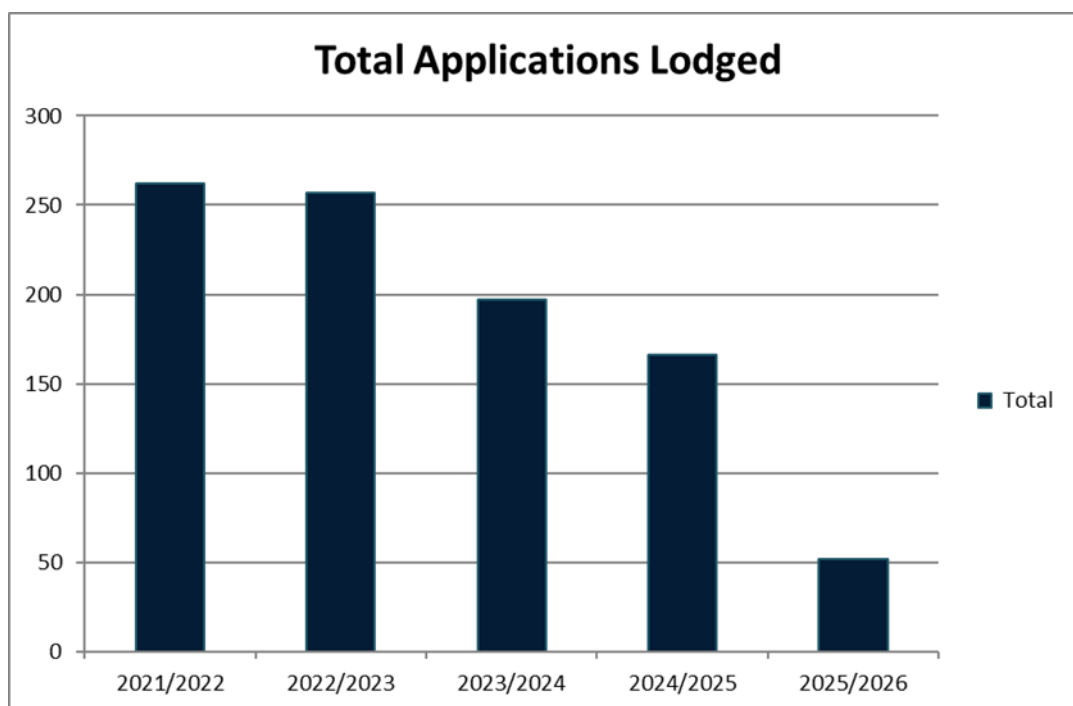


Figure 5: Number of Development Applications & CDCs per annum over five financial years

Activity for the month of September 2025

General Approvals (excluding Subdivisions, Section 4.55)	13
Section 4.55 amendments to original consent	2
Operational Consent	-
Deferred Consent	-
Subdivision	2
Refused	-
Complying Development (Council Approved)	-
Complying Development (Private Certifier Approved)	-
Amended Complying Development (Private Certifier Approved)	-
TOTAL NUMBER OF DEVELOPMENT APPLICATIONS DETERMINED	17
Rejected	-
Withdrawn	-
Average assessment days for applications determined in September 2025 (Planning & Building Combined)	35
No. of Integrated development applications determined in September 2025	-
No. of Designated development applications determined in September 2025	-

ATTACHMENT(S)

Nil

Summary of Development Applications determined under the Environmental Planning and Assessment Act for the period 1 September 2025 to 30 September 2025								
Application ID	Applicant	Owners	Location	Development	Date Received (In Portal)	Date Accepted (In Portal)	Determination Date	Estimated Cost \$
DA2025/0207	GeoLink Consulting Pty Ltd - Coffs Harbour	S & P J Felsch	7 Cassino Drive, Casino	The proposal is for strata subdivision to create four strata lots plus common property area, and minor demolition and works (installation of a fence).	26/06/2025	8/07/2025	4/09/2025	84,177.50
MA2026/0001	GeoLINK - Lennox Head	Richmond Valley Council	Victory Camp Road, Casino	S4.55-1A - Modification to reduce APZ Easements	2/07/2025	29/07/2025	11/09/2025	0.00
MA2026/0003	Barker Studio Pty Ltd	P R & J J Wotherspoon	23 Riverview Street, Evans Head	S4.55(2) Modification - Alterations and additions to existing dwelling and alterations to swimming pool	3/07/2025	10/07/2025	5/09/2025	0.00
DA2026/0009	C Crook	N H & C D Simpkins	6 Charles Avenue, Casino	16m x 5m shed	16/07/2025	24/07/2025	2/09/2025	49,500.00
DA2026/0012	S J Posselt	S J Posselt & L B Thomson	65 Eucalypt Drive, Swan Bay	As-built covered patio and carport	23/07/2025	29/07/2025	3/09/2025	31,550.00
DA2026/0013	RCS Group Australia	DBK Wealth Pty Ltd	4355 Bruxner Highway, Piora	Torrens Title Subdivision of an Existing Lot into Two (2) New Lots	24/07/2025	12/08/2025	25/09/2025	6,820.00
DA2026/0014	C Crook	C M Walsh & J L Benn	26 Centre Street, Casino	7.5m x 4m shed extension to match existing shed	25/07/2025	30/07/2025	2/09/2025	19,900.00
DA2026/0015	Play Design Studio	M E & M T Unsworth	14 Banksia Street, Evans Head	New steel framed carport and driveway works	28/07/2025	31/07/2025	9/09/2025	14,998.50
DA2026/0017	C M L Cole & C G Cole	C M L & C G Cole	16 Tatham Greenridge Road, Greenridge	Alterations to existing dwelling including house raise	2/08/2025	11/08/2025	16/09/2025	268,922.00
DA2026/0018	Newton Denny Chapelle	A A Bunn	968 Swan Bay New Italy Road, New Italy	Proposed change of use of an existing structure to a dwelling.	4/08/2025	13/08/2025	17/09/2025	363,628.00
DA2026/0019	R J Hayes	C McLeod & M L Wadsworth	11 Bottlebrush Crescent, Evans Head	Carport attached to the existing house including a request to vary the DCP.	5/08/2025	13/08/2025	12/09/2025	19,800.00

Summary of Development Applications determined under the Environmental Planning and Assessment Act for the period 1 September 2025 to 30 September 2025								
DA2026/0022	Newton Denny Chapelle	A R Mitchell & A R Meyers	4947 Bruxner Highway, Piora	Proposed single storey dwelling with request to vary the DCP.	8/08/2025	25/08/2025	24/09/2025	126,718.00
DA2026/0024	A M Simpkins	A M Aspery	20 Fairway Drive, Casino	Extension to an existing shed	15/08/2025	20/08/2025	15/09/2025	9,141.82
DA2026/0028	R J Hayes	A G & M J Underhill	3/51 Cassia Street, Evans Head	Renovations and additions to an existing brick veneer detached unit including new front entry deck and ancillary works.	22/08/2025	27/08/2025	26/09/2025	19,800.00
DA2026/0031	C Crook	P B & G C Slade	159 Lennox Street, Casino	6.2m x 6.3m flyover carport with request to vary DCP	25/08/2025	2/09/2025	26/09/2025	16,663.00
DA2026/0032	Ardill Payne & Partners	Broad Fox Investments Pty Ltd	25 George Street, Broadwater	Construction of a double storey dwelling house	26/08/2025	2/09/2025	26/09/2025	502,777.00

Summary of Council Certified Complying Development Applications determined under the Environmental Planning and Assessment Act for the period 1 September 2025 to 30 September 2025								
Application ID	Applicant	Owners	Location	Development	Date Received (In Portal)	Date Accepted (In Portal)	Determination Date	Estimated Cost
Nil								

Summary of Flood Affected Development Applications determined under the Environmental Planning and Assessment Act for the period 1 September 2025 to 30 September 2025								
Application ID	Applicant	Owners	Location	Development	Date Received (In Portal)	Date Accepted (In Portal)	Determination Date	Estimated Cost
See below Clause 4.6 Variation								

Summary of Privately Certified Applications determined under the Environmental Planning and Assessment Act for the period 1 September 2025 to 30 September 2025								
Application ID	Applicant	Owners	Location	Development	Date Submitted to Council for Registration	Date Accepted	Determination Date	Estimated Cost
Nil								

Summary of Development Applications determined under the Environmental Planning and Assessment Act with a Clause 4.6 Variation for the period 1 September 2025 to 30 September 2025								
Application ID	Applicant	Owners	Location	Development	Date Received (in Portal)	Date Accepted (In Portal)	Determination Date	Estimated Cost
DA2026/0020	Newton Denny Chapelle	S S Thompson & G A Pritchett	945 Woodburn Coraki Road, Bungawalbin	Clause 4.6 variation - Raise existing dwelling to provide flood immunity.	7/08/2025	12/08/2025	19/09/2025	126,500.00

Summary of Development Applications Refused under the Environmental Planning and Assessment Act for the period 1 September 2025 to 30 September 2025								
Application ID	Applicant	Owners	Location	Development	Date Received (in Portal)	Date Accepted (In Portal)	Refusal Date	Estimated Cost
Nil								

Summary of Development Applications Rejected under the Environmental Planning and Assessment Act for the period 1 September 2025 to 30 September 2025								
Application ID	Applicant	Owners	Location	Development	Date Received (in Portal)	Date Accepted (In Portal)	Rejected Date	Estimated Cost
Nil								

Summary of Development Applications Withdrawn under the Environmental Planning and Assessment Act for the period 1 September 2025 to 30 September 2025								
Application ID	Applicant	Owners	Location	Development	Date Received (in Portal)	Date Accepted (In Portal)	Date Withdrawn	Estimated Cost
Nil								

19.3 GRANT APPLICATION INFORMATION REPORT - SEPTEMBER 2025

Director: Ryan Gaiter

Responsible Officer: Rylee Vidler

RECOMMENDATION

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

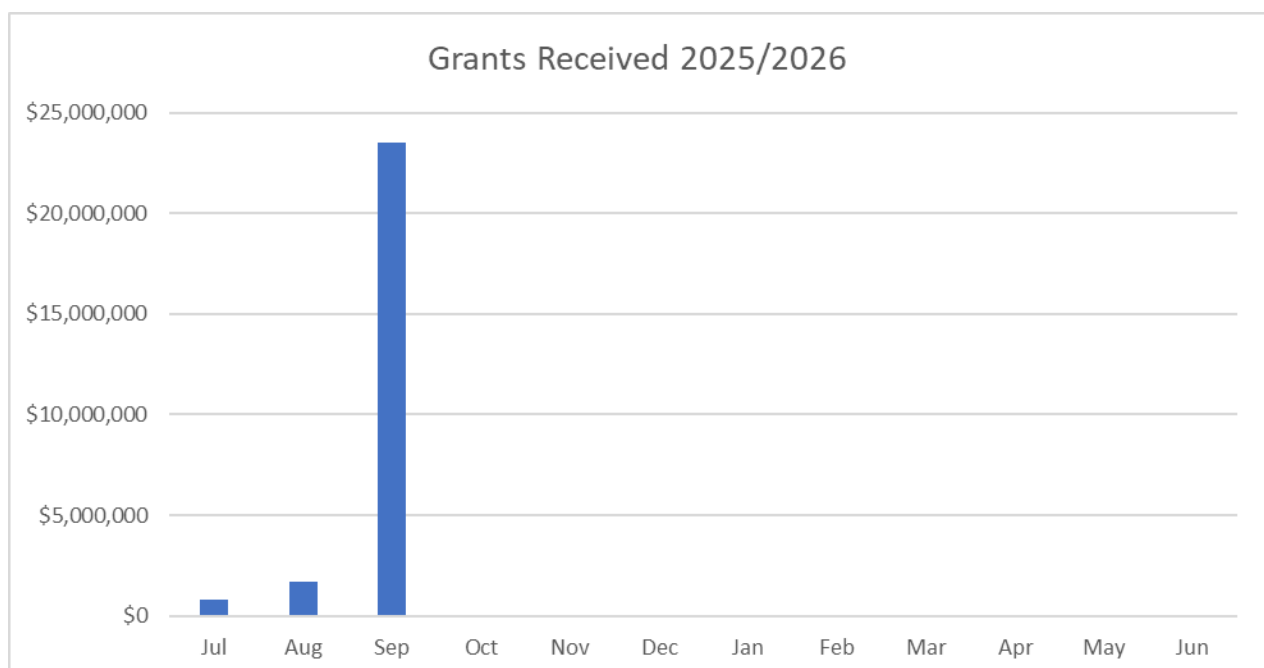
REPORT

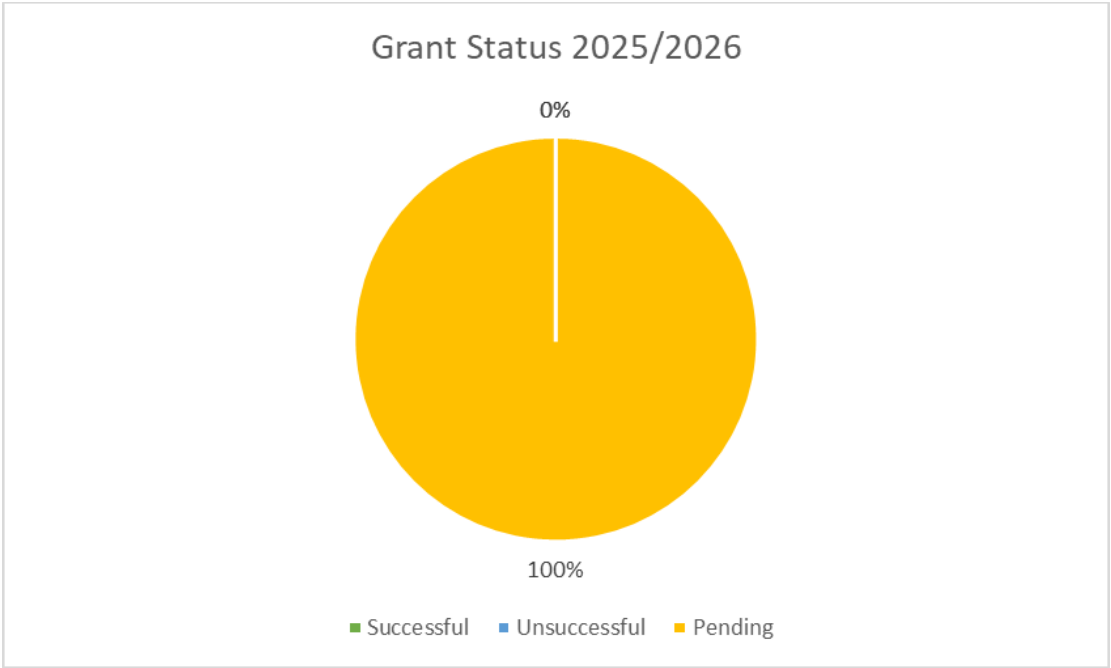
This report provides information on grant applications that have been approved, grants that have been received, grant applications that were unsuccessful and grant applications that were submitted for the month of September 2025.

There were no grants approved, and three applications submitted during the reporting period. Council was not notified of any unsuccessful applications during the period.

Council received funding for four grants totalling \$23,541,616.

A summary of grants approved and received, as well as the status of applications for the current financial year to 30 September is shown below:





Grants that have been received

Project Name	Funding Body	Funding Name	Project Value	Grant Funding	Council Funding	Application Submitted	Date Received	Total Received
NSW Severe Weather and Flooding from 22 February onwards - AGRN 1012 EPAR Works	Transport for NSW (State)	Disaster Recovery Funding Arrangements (DRFA)	\$ 51,974,455	\$51,974,455	\$ -	Various dates	\$ 23,450,766 5 September 2025	\$46,777,009
Comment: Payment made in accordance with tripartite agreement (90%)								
Coraki Safety Initiative	Regional NSW (State)	Resilient Business Activation Program	\$ 135,000	\$ 135,000	\$ -	18 December 2024	\$ 28,350 15 September 2025	\$ 28,350
Comment: First payment received per agreement.								
Heritage Advisory Services and Local Heritage Grant Program	Department of Climate Change, Energy, The Environment and Water (DCCEEW) (State)	2025-27 Local Government Heritage	\$ 74,000	\$ 25,000	\$ 49,000	21 January 2025	\$ 12,500 18 September 2025	\$ 12,500
Comment: 50% payment received for first year of grant funding.								
Broadwater Evans Head Road Shared Pathway (Design)	Transport for NSW (State)	Get NSW Active Program	\$ 172,000	\$ 172,000	\$ -	28 February 2022	\$ 50,000 24 September 2025	\$ 172,000
Comment: Final payment received for completion of project (design works).								

Grant Applications Submitted

Project Name	Funding Body	Funding Name	Project Value	Grant Funding	Council Funding	Application Submitted
Australia Day 2026 Community Events Grant Program	National Australia Day Council (Federal)	Australia Day 2026 Community Events Grant Program	\$ 11,000	\$ 2,000	\$ 9,000	8 September 2025
Comment: If successful, this funding will be used to deliver activities and entertainment on Australia Day 2026.						
McDonalds Boat Ramp Access Track Repair	Transport for NSW (State)	Boating Infrastructure Maintenance	\$ 65,200	\$ 49,900	\$ 15,300	25 September 2025
Comment: If successful, this funding will be used to repair the washouts in the McDonalds Park boat ramp.						
Coraki Boat Ramp Resurface	Transport for NSW (State)	Boating Infrastructure Maintenance	\$ 78,015	\$ 50,000	\$ 28,015	25 September 2025
Comment: If successful, this funding will be used to resurface the top of Coraki boat ramp.						

ATTACHMENT(S)

Nil

19.4 AUDIT, RISK AND IMPROVEMENT COMMITTEE MINUTES - 15 OCTOBER 2025**Director: Ryan Gaiter****Responsible Officer: Latoya Cooper****RECOMMENDATION**

That Council receives and notes the minutes of the Audit, Risk and Improvement Committee Extraordinary Meeting held on 15 October 2025.

REPORT

A copy of the Minutes is included in the attachments.

ATTACHMENT(S)

- 1. Audit, Risk and Improvement Extraordinary Meeting Minutes, 15 October 2025**

Richmond
Valley
Council



MINUTES

Extraordinary Audit, Risk & Improvement Committee Meeting 15 October 2025

EXTRAORDINARY AUDIT, RISK & IMPROVEMENT COMMITTEE
MEETING MINUTES

15 OCTOBER 2025

ORDER OF BUSINESS

1	WELCOME	3
2	APOLOGIES	3
3	DECLARATION OF INTERESTS	3
4	CONFIRMATION OF MINUTES	3
4.1	Minutes of the Audit, Risk & Improvement Committee Meeting held on 27 August 2025	3
5	MATTERS FOR CONSIDERATION	4
5.1	2024/2025 Financial Statements and Auditor's Reports	4

EXTRAORDINARY AUDIT, RISK & IMPROVEMENT COMMITTEE
MEETING MINUTES

15 OCTOBER 2025

**MINUTES OF RICHMOND VALLEY COUNCIL
EXTRAORDINARY AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING
HELD VIA MICROSOFT TEAMS
ON WEDNESDAY, 15 OCTOBER 2025 AT 4PM**

PRESENT: Chairperson Ron Gillard, Member Jay Jo, Member Emma Fountain, Cr John Walker

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

1 WELCOME

2 APOLOGIES

Vaughan Macdonald (General Manager), Jenna Hazelwood (Chief of Staff), Tina Kao (Director Planning and Sustainable Communities)

3 DECLARATION OF INTERESTS

Nil.

4 CONFIRMATION OF MINUTES

4.1 MINUTES OF THE AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING HELD ON 27 AUGUST 2025

COMMITTEE RESOLUTION IA151025/1

1. That the Minutes of the Audit, Risk & Improvement Committee Meeting, held on 27 August 2025, be taken as read and confirmed as a true record of proceedings.

CARRIED

EXTRAORDINARY AUDIT, RISK & IMPROVEMENT COMMITTEE
MEETING MINUTES

15 OCTOBER 2025

5 MATTERS FOR CONSIDERATION**5.1 2024/2025 FINANCIAL STATEMENTS AND AUDITOR'S REPORTS****EXECUTIVE SUMMARY**

Council's financial statements for the year ended 30 June 2025 have been prepared and subjected to external audit by the Audit Office of New South Wales. A copy of the draft financial statements has been provided separately to the Audit, Risk and Improvement Committee for its information.

Representatives of Council's external auditor, the Audit Office of New South Wales, attended the Audit, Risk and Improvement Committee Meeting and will be attending the October Ordinary Meeting of Council to present the Auditor's Reports for the financial year ending 30 June 2025. The report presented to the Audit, Risk and Improvement Committee is the Engagement Closing Report.

COMMITTEE RESOLUTION IA151025/2

That the Committee receives and notes the Engagement Closing Report and Draft Annual Financial Statements for the year ended 30 June 2025.

CARRIED**The Meeting closed at 4:20pm.**

.....
CHAIRPERSON

20 QUESTIONS ON NOTICE**20.1 RESPONSE TO QUESTIONS ON NOTICE - CR ROBERT HAYES - PROVISION OF SPORTING FACILITIES IN NEW DEVELOPMENT**

The following question on notice was received from Councillor Robert Hayes.

Question

What process can Council use to ensure that property developers provide for “On Site” sporting and recreational infrastructure in future residential developments in Evans Head, that will meet the needs and preferences of the local Evans Head Community and contribute to the overall development and well-being of this unique village.

Response

Recreational lands are generally zoned RE1 for Public Recreation and RE2 for Private Recreation.

In our LGA, RE1 is applied to significant open spaces with the majority of smaller open space land parcels retaining the same zoning as surrounding land uses and classified as community use.

On new development sites, whether public or privately owned, and where scale warrants, the approach would be to undertake social, environmental, and economic needs analysis, based on forecasted population to ensure all soft and hard infrastructure needs are provided for in the planning and rezoning of the land. The intent is to ensure future communities have the facilities, services and support required for conducive and healthy living.

The process for ensuring recreational land is made available in a new development is largely dependent on the approval pathway sought by the applicant. Where it is a planning proposal or development application through Council, the assessment process would include a strategic merit test against all relevant strategies, policies and plans, as well as a site-specific assessment of its urban design and built form outcomes. Where it is through a State Significant Development (SSD) pathway, the government's process generally includes impact assessment and needs analysis. There is an opportunity in this pathway for Council to provide feedback.

There is a greater question around future ownership and maintenance of open space, and where it becomes public asset, how it is acquired and its future use and management.

Any proposals lodged through Council undergo public exhibition and engagement processes as set out in the *Richmond Valley Community Participation Plan 2020*, and in the *NSW Local Environmental Plan Making Guideline 2021*.

Where it is through the NSW SSD approval pathway, the process of engagement is specified by the Government under the *State Significant Development Guideline 2024* which requires an Environmental Impact Statement that addresses social impacts and needs. The SSD Guideline states it will evaluate the merits of the DA with regard to relevant matters such as ‘the likely impacts of the development, including the environmental impacts on both the natural and built environments, and the social and economic impacts in the locality’, with reference to Sections 1.7, 4.15 and 4.40 of the *Environmental Planning and Assessment Act 1979*.

RECOMMENDATION

That the response to the question by Councillor Cr Robert Hayes be received and noted.

ATTACHMENT(S)

Nil

21 QUESTIONS FOR NEXT MEETING (IN WRITING)

22 MATTERS REFERRED TO CLOSED COUNCIL**RECOMMENDATION**

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

22.1 Tender VP464381 - Design & Construction of the NRLX Effluent Management System

This matter is considered to be confidential under Section 10A2 (d)(i) commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

23 RESOLUTIONS OF CLOSED COUNCIL