

Regional Development Australia – Northern Rivers Agency Information Guide

This Agency Information Guide for Regional Development Australia – Northern Rivers (RDA-NR) identifies who we are, what we do and how members of the public, community organisations, the media and government agencies can interact with us.

It is updated regularly, including an annual review each year to ensure that it provides an accurate picture of our work in implementing right to information reforms in New South Wales. We also report annually to the Information and Privacy Commission (IPC) on our obligations under the Government Information (Public Access) Act 2009 (GIPA Act 2009).

Who we are

Regional Development Australia is a partnership between the Australian, State, Territory and local governments to develop and strengthen the regional communities of Australia. It has a pivotal role in ensuring the long-term economic sustainability of Australia's regions.

RDA-Northern Rivers Inc. is part of the network of 55 RDA Committees across Australia that was formed on 1 July 2009. There are 14 RDA committees in New South Wales.

RDA-NR covers the local government areas of Tweed, Byron, Ballina, Lismore, Kyogle, Richmond Valley and Clarence Valley in northern New South Wales.

The RDA-NR Committee includes a Chair and Deputy Chair who are jointly appointed for a three-year term by the Commonwealth Minister responsible for Regional Development. Other members are nominated by the Chair and Deputy and their positions ratified by the Commonwealth Minister. New Board members were appointed on 1 July 2026. The incumbent Board was reappointed for a further three year term in July 2021.

Information about our members and staff can be found on the website under [Our Board](#) and [Our Staff](#).

What we do

Working in close partnership with fellow RDA Committees, all levels of government, and the private sector, RDA Committees will:

- Facilitate regional economic development outcomes, investment, local procurement and jobs.
- Promote greater regional awareness of and engagement with Australian Government policies, grant programs and research.
- Improve Commonwealth regional policy making by providing intelligence and evidence based advice to the Australian Government on regional development issues.
- Co-ordinate the development of a strategic regional plan, or work with suitable existing regional plans that will align with the Commonwealth's regional priorities.

How our activities impact on the public

In working for the development of the region, RDA-NR consults, collaborates and (from time to time) enters more formal partnerships with agencies of the Commonwealth and New South Wales

governments, industry, local government, business, educational/training organisations, the community sector and individuals.

Stakeholders who would like to participate in the work of RDA-NR can subscribe to our regular e-news bulletins ([click here](#)) indicating their areas of interest or by phoning our Administration Manager on 02 6622 4011. Subscribers are able to change their preferences or unsubscribe from our mailing list at any time.

How the public can access information held by us

RDA-NR's policy is to be transparent and accessible. The public has a right to the information held by RDA-NR, as long as it does not infringe privacy laws or other laws or may be detrimental to any person.

Access to information may occur in one of four ways: open access information, proactive release, informal release and formal access applications as a last resort. Please visit our [web page](#) for more information.

Open access information that is available on our website includes

- publications
- policy documents
- publication guide
- register of contracts valued at \$150,000 or more

In most cases we publish information on the website, if not in total, then in summary or lists. If you would like to access information which is not available on the website, please contact our office on telephone 02 6622 4011. An application fee and processing charge may apply for information not available on our website.

[Click here for more information on how to access information held by us.](#)

Application fees and processing charges

The application fee for making an access application is \$30.00. Processing charges can also be imposed at the rate of \$30.00 per hour. In some circumstances an advance deposit can be required. We will let you know in writing if that applies to your application. Certain discounts may apply, including on financial hardship and public interest grounds – for more details see the Information Commissioner Fact Sheets.

Information held

Information held by RDA-NR includes publications (listed below), promotional material, committee papers and minutes, financial records, staff records, annual business plans, policies and guidelines (listed below) and other information as required by legislation. Other information maintained by RDA-NR includes:

- databases and records of e-news subscribers;
- stakeholder and contact databases held in Outlook/Exchange and MS Excel formats
- raw data from consultations and surveys;

- correspondence with stakeholders including government departments (including submissions), stakeholders and, from time to time, members of the public;
- media releases and public communications; and
- progress and project management reports required to meet contractual obligations.

Further Information:

The RDA-NR 'Right to Information' contact is our Administration Manager who is available Tuesday to Fridays 9.00 am – 5.00 pm on 66224 011 or by email admin@rdanorthernrivers.org.au

For more information:

- Refer to the [GIPA Act](#)
- Refer to the [Information and Privacy Commissioner website](#) or email ipcinfo@oic.nsw.gov.au or phone 1300 363 992
- Refer to the [Administrative Decisions Tribunal website](#)
- Refer to Data.NSW website

Review by RDA-NR

Adopted by RDA-NR: August 2026

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