

Richmond  
Valley  
Council



# **ATTACHMENTS**

**Tuesday, 25 June 2019**

**UNDER SEPARATE COVER**

**Ordinary Council Meeting**



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# **MINUTES**

## **Ordinary Council Meeting 21 May 2019**

## ORDINARY COUNCIL MEETING MINUTES

21 MAY 2019

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21 MAY 2019

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## ORDINARY COUNCIL MEETING MINUTES

21 MAY 2019

**MINUTES OF RICHMOND VALLEY COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBERS, 10 GRAHAM PLACE, CASINO  
ON TUESDAY, 21 MAY 2019 AT 5PM**

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

**PRESENT:** Cr Robert Mustow (Mayor), Cr Stephen Morrissey (Deputy Mayor), Cr Sam Cornish and Cr Robert Hayes.

**IN ATTENDANCE:** Vaughan Macdonald (General Manager), Angela Jones (Director Infrastructure & Environment), Ryan Gaiter (Chief Financial Officer/Manager Mid-Richmond), Deborah McLean (Manager Governance & Risk), Julie Clark (Personal Assistant to the General Manager and Mayor)

## **1 ACKNOWLEDGEMENT OF COUNTRY**

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

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

## **2 PRAYER**

The meeting opened with a prayer by the General Manager.

## **3 PUBLIC ACCESS AND QUESTION TIME**

### **3.1 PUBLIC ACCESS - DR RICHARD GATES**

Dr Richard Gates referred to Item 5.1 Mayoral Minute – NSW Government's Emergency Service Levy Increase and its imposition on local councils without consultation; an estimated cost of \$60,000 on ratepayers in the first instance and unknown quantum for the future.

Further advised he has no issue with funds being raised to care for emergency service personnel, however the cost shifting from State Government to local government is increasing at an accelerated rate, which he believes is the reason for applications for Special Rate Variations to make up the short fall.

Suggest that in the letter to the local State Member, whilst registering an objection to the Emergency Services Levy, Council include its concern at the increasing rate of cost shifting which is occurring.

The Mayor thanked Dr Gates for his address and advised the information would be taken into consideration when a response is prepared.

## ORDINARY COUNCIL MEETING MINUTES

21 MAY 2019

**4 APOLOGIES****RESOLUTION 210519/1**

Moved: Cr Stephen Morrissey

Seconded: Cr Sam Cornish

That the apologies received from Cr Sandra Humphrys and Cr Jill Lyons be accepted and leave of absences granted.

**CARRIED**

Note: Cr Daniel Simpson was previously granted leave of absence for the May and June meetings.

**5 MAYORAL MINUTES****5.1 MAYORAL MINUTE - NSW GOVERNMENT'S EMERGENCY SERVICE LEVY INCREASE – IMPACT ON RATEPAYERS****RESOLUTION 210519/2**

Moved: Cr Robert Mustow

Seconded: Cr Stephen Morrissey

That:

1. Council notes the NSW Government's Emergency Service Levy Increase report and the estimated financial impact on Council of over \$60,000;
2. Council supports Local Government NSW's calls for the NSW Government to cover the initial additional \$19m increase to local governments for the first year and then work with local councils to redesign the funding mechanism for the scheme to ensure fairness into the future;
3. Council supports the Mayor writing to the Member for Clarence, Chris Gulaptis MP seeking his support to review the proposed increases.

**CARRIED****6 CONFIRMATION OF MINUTES****6.1 MINUTES ORDINARY MEETING HELD ON 16 APRIL 2019****RESOLUTION 210519/3**

Moved: Cr Robert Hayes

Seconded: Cr Stephen Morrissey

That Council confirms the Minutes of the Ordinary meeting held on 16 April 2019

**CARRIED**



## ORDINARY COUNCIL MEETING MINUTES

21 MAY 2019

**6.2 MINUTES OF INTERNAL AUDIT AND RISK COMMITTEE MEETING HELD 7 MAY 2019****RESOLUTION 210519/4**

Moved: Cr Sam Cornish

Seconded: Cr Robert Hayes

That Council receives and adopts the minutes of the Internal Audit and Risk Committee meeting held 7 May 2019.

**CARRIED****7 MATTERS ARISING OUT OF THE MINUTES**

Nil.

**8 DECLARATION OF INTERESTS**

The General Manager declared a pecuniary interest in relation to Item 21.1 General Manager's Performance Agreement and Contract, as the matter relates to the General Manager's remuneration and contract terms.

**9 PETITIONS**

Nil

**10 NOTICE OF MOTION****10.1 NOTICE OF MOTION - CR ROBERT HAYES - STAN PAYNE OVAL TOILETS****RESOLUTION 210519/5**

Moved: Cr Robert Hayes

Seconded: Cr Sam Cornish

1. That Council consider opening the toilet facilities at Stan Payne Oval in Evans Head 7 days per week for use by the users of the adjacent newly upgraded children's park and playground.
2. A report be brought back to a future Council meeting on this issue.

**CARRIED**

## ORDINARY COUNCIL MEETING MINUTES

21 MAY 2019

**10.2 NOTICE OF MOTION - CR ROBERT HAYES - WOODBURN SWIMMING POOL****MOTION**

Moved: Cr Robert Hayes

Seconded: Cr Sam Cornish

That Council consider closing the Woodburn Swimming Pool until funds become available in the future to perform a full modern upgrade to the facility if it is warranted at that time, and in the interim utilise some of the funds that are now required for urgent maintenance and public health items, to establish water park type facilities as part of the upgrade to the river front park in Woodburn.

**AMENDMENT**

Moved: Cr Robert Mustow

Seconded: Cr Stephen Morrissey

That Council consult with the community on the future of the Woodburn Pool including identifying any alternate options available and a report be brought back to a future meeting.

The amendment was put to the vote and became the motion.

**RESOLUTION 210519/6**

Moved: Cr Robert Mustow

Seconded: Cr Stephen Morrissey

That Council consult with the community on the future of the Woodburn Pool including identifying any alternate options available and a report be brought back to a future meeting.

**CARRIED****11 MAYOR'S REPORT****11.1 MAYOR'S ATTENDANCES 9 APRIL 2019 -13 MAY 2019****RESOLUTION 210519/7**

Moved: Cr Robert Mustow

Seconded: Cr Stephen Morrissey

That Council receive and note the Mayor's attendance report 9 April 2019 – 13 May 2019.

**CARRIED**

## ORDINARY COUNCIL MEETING MINUTES

21 MAY 2019

**12 DELEGATE'S REPORTS****12.1 DELEGATES' REPORT SUBMITTED TO MAY 2019 ORDINARY MEETING.****RESOLUTION 210519/8**

Moved: Cr Robert Mustow

Seconded: Cr Stephen Morrissey

That Council receive and note the Delegates' report for the month of May 2019.

**CARRIED****13 MATTERS DETERMINED WITHOUT DEBATE****13.1 MATTERS TO BE DETERMINED WITHOUT DEBATE****RESOLUTION 210519/9**

Moved: Cr Stephen Morrissey

Seconded: Cr Sam Cornish

That items 14.2, 15.2, 15.3, 16.1 identified be determined without debate.

**CARRIED**

## ORDINARY COUNCIL MEETING MINUTES

21 MAY 2019

**14 GENERAL MANAGER'S REPORTS****14.1 DRAFT REVISED DELIVERY PROGRAM 2017/2021, DRAFT OPERATIONAL PLAN 2019/2020 (INCLUDING DRAFT FINANCIAL ESTIMATES 2019/2022) AND DRAFT REVENUE POLICY 2019/2020****EXECUTIVE SUMMARY**

The Independent Pricing and Regulatory Pricing Tribunal (IPART) has advised Council it has been successful with its application for a special rate variation of 5.5% per annum over a four-year period to 30 June 2023. This will generate an additional \$3.9 million over the 4-year period and will allow Council to maintain its existing service levels, maintain and renew infrastructure and enhance its financial sustainability. IPART's full determination is available on the IPART website for further information.

The following documents have been compiled by staff in consultation with Councillors based on the approved special rate variation:

1. Draft Revised Delivery Program 2017/2021,
2. Draft Operational Plan 2019/2020 (including Draft Financial Estimates for the period 2019/2023),
3. Draft Revenue Policy 2019/2020, and
4. Draft Long Term Financial Plan 2019/2029

As detailed in the circulated documents, the draft budget estimates projects an unrestricted cash surplus of \$200,896 in 2019/2020 and further surpluses across the four year Delivery Program. The approval of Council's special rate variation has allowed the inclusion of a number of new projects and budget initiatives in line with the application to IPART with a focus on Asset Renewals. This will also ensure Council can improve its operating result before capital grants and contributions whilst delivering core services and essential capital works.

A copy of the Draft Revised Delivery Program 2017/2021, Draft Operational Plan 2019/2020 (including Draft Financial Estimates 2019/2023), Draft Revenue Policy 2019/2020 and Draft Long Term Financial Plan 2019/2029 have been circulated separately to Councillors.

**RESOLUTION 210519/10**

Moved: Cr Robert Hayes

Seconded: Cr Sam Cornish

That

1. The Draft Revised Delivery Program 2017/2021, Draft Operational Plan 2019/2020 (including Draft Financial Estimates 2019/2023), Draft Revenue Policy 2019/2020 and Draft Long Term Financial Plan 2019/2029 be placed on public exhibition for a period of at least 28 days.
2. The draft documents be brought back to Council to consider any submissions received for final adoption at the Ordinary Meeting of Council on 25 June 2019.

**CARRIED**

## ORDINARY COUNCIL MEETING MINUTES

21 MAY 2019

**14.2 MAYORAL ALLOWANCE/COUNCILLOR FEES 2019/2020****EXECUTIVE SUMMARY**

Each financial year, the Local Government Remuneration Tribunal determines the minimum and maximum remuneration payable to Mayors and Councillors for carrying out their duties. The determination by the Local Government Remuneration Tribunal is pursuant to Sections 239 and 241 of the *Local Government Act 1993*.

Council has received notification that the Local Government Remuneration Tribunal has determined that the Mayoral and Councillor Fees are to increase by 2.5% for the 2019/2020 financial year. The only way a Council can increase the fees payable by more than this percentage is if the Local Government Remuneration Tribunal re-categorises that Council.

Richmond Valley Council is classified as a Regional Rural Council. The minimum and maximum fees set by the Tribunal for the 2019/2020 financial year for Regional Rural Councils are as follows:

	<b>Minimum Fee</b>	<b>Maximum Fee</b>
Councillor Annual Fee	\$9,190.00	\$20,280.00
Mayoral Additional Annual Fee	\$19,580.00	\$44,250.00

**RESOLUTION 210519/11**

Moved: Cr Stephen Morrissey

Seconded: Cr Sam Cornish

Recommended that:

1. Council set the Mayoral Allowance for the 2019/2020 financial year effective from 1 July 2019 at \$44,250 per annum or \$3,687.50 per month, being the maximum remuneration allowable for a Regional Rural Council.
2. Council set the Councillor Fee for the 2019/2020 financial year effective from 1 July 2019 at \$20,280 per annum or \$1,690.00 per month, being the maximum remuneration allowable for a Regional Rural Council.

**CARRIED**

## ORDINARY COUNCIL MEETING MINUTES

21 MAY 2019

**15 FINANCIAL REPORTS****15.1 QUARTERLY BUDGET REVIEW STATEMENT FOR THE QUARTER ENDED 31 MARCH 2019****EXECUTIVE SUMMARY**

This report outlines the proposed adjustments for the 2018/2019 budget for the quarter ended 31 March 2019. These adjustments exclude all previously adopted Monthly Budget Adjustments.

The proposed changes see Council's projected operating surplus from continuing operations for 2018/2019 increase from the revised budget operating surplus as at 28 February 2019 of \$12,359,147 to \$12,662,926. The operating result before capital grants and contributions has improved by \$168,081, to a projected loss of \$4,115,882. There has been a decrease in reserve funding of \$2,249,083, with a revised projected transfer to cash reserves of \$1,538,637. This is primarily due to the removal of \$2,448,664 in capital works projects.

Income from continuing operations has increased by \$757,899, with total income now projected to be \$74,432,401. This is largely due to revised extraction rates at Petersons Quarry resulting in an expected \$384,805 in additional revenue. Council was also successful with \$120,000 in grant funding under the Regional Cultural Fund for Casino Civic Hall Revitalisation. In addition, higher than anticipated Section 64 contributions have been received, resulting in an increase in income of \$50,000.

Expenses from continuing operations have increased by \$454,120 with total operating expenses now projected to be \$61,769,475. This increase is largely due to the removal and relocation of the Living Museum and Visitor Information Centre in Evans Head for \$400,000.

Council's capital works program has been reviewed, resulting in a decrease of \$2,448,664 to a projected total of \$30,713,839. This is largely due to several projects being carried over into 2019/2020. The major reductions are in the areas of Real Estate Development (\$800,000), Waste Management (\$516,788), Sports Grounds, Parks & Facilities (\$200,877) and Fleet Management (\$499,719). A further decrease is attributed to Sewerage Services with \$369,527 in works no longer required.

A detailed Quarterly Budget Review Statement for the third quarter of the 2018/2019 year has been circulated separately to each Councillor. These changes are disclosed by Priority Areas on pages 2-8 of the Quarterly Budget Review Statement and detailed explanations are provided on pages 9-16.

**RESOLUTION 210519/12**

Moved: Cr Robert Mustow

Seconded: Cr Robert Hayes

That Council adopt the Quarterly Budget Review Statement as at 31 March 2019 and approve the recommended variations.

**CARRIED**

## ORDINARY COUNCIL MEETING MINUTES

21 MAY 2019

**15.2 FINANCIAL ANALYSIS REPORT - APRIL 2019****EXECUTIVE SUMMARY**

The purpose of this report is to inform Council on the status and performance of its investment portfolio in accordance with the *Local Government Act 1993* (Section 625), *Local Government (General) Regulation 2005* (Clause 212), Australian Accounting Standard (AASB 139) and Council's Investment Policy.

The value of Council's Investment Portfolio as at 30 April 2019 including General Bank Accounts and Trust Funds is shown below.

Investment Portfolio	General Bank Accounts	Trust Funds	Total
\$41,707,432	\$580,602	\$87,050	\$42,375,084

The average rate of return on Council's investments for April 2019 was 3.23% which is above the 90 Day Bank Bill Index for April of 1.56%.

**RESOLUTION 210519/13**

Moved: Cr Stephen Morrissey

Seconded: Cr Sam Cornish

Recommended that Council adopt the Financial Analysis Report detailing investment performance for the month of April 2019.

**CARRIED****15.3 WRITE-OFF OF MONIES UNDER DELEGATION - JULY 2018 TO MARCH 2019****EXECUTIVE SUMMARY**

At the April 2015 Ordinary Meeting Council resolved to provide a summary report on a bi-annual basis outlining the write-offs made during the period under the General Manager's delegation.

This report provides a summary of write-offs for the period of 1 July 2018 – 31 March 2019

**RESOLUTION 210519/14**

Moved: Cr Stephen Morrissey

Seconded: Cr Sam Cornish

That Council receive and note the information provided in this report.

**CARRIED**

## ORDINARY COUNCIL MEETING MINUTES

21 MAY 2019

**16 TENDER REPORTS****16.1 TENDER - DESIGN AND CONSTRUCT ROOF OVER STAN PAYNE OVAL GRANDSTAND (VP140128)****EXECUTIVE SUMMARY**

Richmond Valley Council has received funding from the Stronger Country Communities' Fund (Round 2) that focuses on delivering crucial infrastructure to improve the quality of life for people in regional NSW. This funding was received to support multiple projects.

One of the elements of these projects was to improve the grandstand facility at the Stan Payne oval in Evans head.

Council called for tenders from suitably qualified and experienced contractors to construct a roof, and upgrade the handrails and access to the existing grandstand.

**RESOLUTION 210519/15**

Moved: Cr Stephen Morrissey

Seconded: Cr Sam Cornish

That

1. AGS Commercial Pty Ltd be approved as the preferred tenderer for the Stan Payne Oval grandstand roof project for Richmond Valley Council at the tendered rate of \$179,390.00 exclusive of GST.
2. The General Manager be authorised to negotiate and finalise the terms and conditions of any contract or agreement, including extension of the scope of works, in line with the content of this report and the available budget, and affixing the seal of Council where necessary.

**CARRIED****17 GENERAL BUSINESS**

Nil

**18 MATTERS FOR INFORMATION****RESOLUTION 210519/16**

Moved: Cr Stephen Morrissey

Seconded: Cr Robert Hayes

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

**CARRIED****18.1 SIGNIFICANT PROJECTS UPDATE****RESOLUTION 210519/17**

Moved: Cr Stephen Morrissey

Seconded: Cr Robert Hayes

That Council note the Significant Projects Update report.

**CARRIED**

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## ORDINARY COUNCIL MEETING MINUTES

21 MAY 2019

**18.2 SERVICE NSW - EASY TO DO BUSINESS PROGRAM UPDATE****RESOLUTION 210519/18**

Moved: Cr Stephen Morrissey

Seconded: Cr Robert Hayes

That Council note the information provided in relation to the Easy to do Business program.

**CARRIED****18.3 COMMUNITY FINANCIAL ASSISTANCE PROGRAM ROUND TWO 2018/2019****RESOLUTION 210519/19**

Moved: Cr Stephen Morrissey

Seconded: Cr Robert Hayes

That Council receive and note the allocation under the Community Financial Assistance Program Round 2 2018/2019.

**CARRIED****18.4 DEVELOPMENT APPLICATIONS DETERMINED UNDER THE ENVIRONMENTAL PLANNING AND ASSESSMENT ACT FOR THE PERIOD 1 APRIL 2019 TO 30 APRIL 2019****RESOLUTION 210519/20**

Moved: Cr Stephen Morrissey

Seconded: Cr Robert Hayes

That Council receive and note the development application report for the period 1 April 2019 to 30 April 2019.

**CARRIED****18.5 GRANT APPLICATION INFORMATION REPORT - APRIL 2019****RESOLUTION 210519/21**

Moved: Cr Stephen Morrissey

Seconded: Cr Robert Hayes

That Council receive and note the Grant Application Information Report for the month of April 2019.

**CARRIED**

## ORDINARY COUNCIL MEETING MINUTES

21 MAY 2019

**18.6 CORRESPONDENCE SUBMITTED TO MAY 2019 ORDINARY MEETING****RESOLUTION 210519/22**

Moved: Cr Stephen Morrissey

Seconded: Cr Robert Hayes

That Council receive and note the correspondence from Roads and Maritime Services (Transport for NSW)

**CARRIED****19 QUESTIONS ON NOTICE**

Nil

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

Nil

**21 MATTERS REFERRED TO CLOSED COUNCIL****21.1 General Manager's Performance Agreement and Contract**

This matter is considered to be confidential under Section 10A(2) - (a) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with personnel matters concerning particular individuals (other than councillors).

This matter is classified confidential due to its content containing personnel issues.

It is not appropriate for personnel issues to be discussed in public. As part of Council process, the outcome of consideration of the matter will be disclosed to the public.

The General Manager reported that no written representations had been received in respect to the item listed for consideration in Closed Council.

The Chair called for verbal representations from the gallery.

- Dr Richard Gates (from the gallery) objected to Council entering into Closed Council to discuss Item 21.1. (Reason stated: Public funds support staff and for reasons of accountability and transparency this information should be made public).

The Chair advised under section 10A of the Local Government Act 1993, the media and public are to be excluded from the meeting on the basis that the business to be considered is classified confidential under the provisions of section 10A(2) as outlined above.

## ORDINARY COUNCIL MEETING MINUTES

21 MAY 2019

**RESOLUTION 210519/23**

Moved: Cr Stephen Morrissey

Seconded: Cr Robert Hayes

That

1. Council resolve into Closed Council to consider the business identified in Item 21.1, together with any late reports tabled at the meeting.
2. Pursuant to section 10A(1)-(3) of the *Local Government Act 1993*, the media and public be excluded from the meeting on the basis that the business to be considered is classified confidential under the provisions of section 10A(2) as outlined above.
3. The correspondence and reports relevant to the subject business be withheld from access to the media and public as required by section 11(2) of the *Local Government Act 1993*.

**CARRIED**

Having declared a pecuniary interest in Item 21.1 Vaughan Macdonald (General Manager) together with the Director Infrastructure and Environment, Chief Financial Officer/Manager Mid-Richmond and Manager Governance and Risk, left the meeting at 6.05pm.

Council closed its meeting at 6.05 pm. The public left the Chamber.

The Open Council Meeting resumed at 6.13pm

**22 RESOLUTIONS OF CLOSED COUNCIL**

The following resolutions of Council, passed while the meeting was closed to the public, were read to the Open Council Meeting by the Chair.

**21.1 General Manager's Performance Agreement and Contract**

That Council:

1. Approve the General Manager's performance agreement for the coming year,
2. Note the request by the General Manager for the renewal of his contract for a five year period and acknowledge his very satisfactory performance and the commitment he has shown to the Richmond Valley community, and
3. Approve for the Mayor to have a new five (5) year contract prepared for the General Manager in response to his request for renewal of his contract and have it executed with it to take effect from 1 July 2019.

The Meeting closed at 6.15 pm.

The minutes of this meeting are to be confirmed at the Ordinary Council Meeting held on 25 June 2019.

.....  
**CHAIRPERSON**

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# RICHMOND VALLEY COUNCIL

Locked Bag 10  
Casino NSW 2470  
Phone (02) 6660 0300

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**LOCAL TRAFFIC COMMITTEE MEETING HELD IN THE COMMITTEE ROOM,  
RICHMOND VALLEY COUNCIL, CNR WALKER STREET AND GRAHAM  
PLACE, CASINO,  
ON THURSDAY, 23 MAY 2019 AT 1.00 P.M.**

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## Background

Council has various Committees which have various functions. The Report of the recent Local Traffic Committee Meeting held on 23 May 2019 is provided below.

## RECOMMENDATION

Recommended that the Report of the Local Traffic Committee Meeting held on Thursday 23 May 2019 comprising minute numbers LTC.1 – LTC.9 be received and adopted.

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## AGENDA

1. Apologies
2. Declaration of Interests
3. Reports
  1. **REQUEST FOR NO STOPPING– CONVENT PARADE, CASINO**
  2. **FREEDOM CAMPING EDUCATION AND ENFORCEMENT SIGNAGE – EVANS HEAD**
  3. **REQUEST FOR NO PARKING–SIMPSON PARADE, CASINO**
  4. **REQUEST FOR FORMALISATION OF WOODBURN SCHOOL BUS ZONE AND KISS AND RIDE, WOODBURN STREET, WOODBURN**
  5. **REQUEST TO BAN RIGHT TURN NEAR IRVING BRIDGE INTO RIVER STREET FROM CENTRE STREET, CASINO**
  6. **REQUEST FOR CHANGE OF INTERSECTION PRIORITY AND ASSOCIATED INFRASTRUCTURE BLACKWOOD ROAD, NAUGHTONS GAP**
  7. **SPEED CUSHION TRIAL- BEECH STREET AND CHINAMANS BEACH ROAD, EVANS HEAD**
  8. **REQUEST FOR ANGLE PARKING ON CENTRE STREET BETWEEN CANTERBURY AND PRATT STREET**
  9. **REQUEST FOR PARKING RESTRICTIONS TO FACILTATE PARKING FOR VEHICLES OVER 6M- HICKEY STREET AND GRAHAM PLACE**
4. Other Matters

LOCAL TRAFFIC COMMITTEE MEETING

THURSDAY, 23 MAY 2019

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**MINUTES OF LOCAL TRAFFIC COMMITTEE MEETING HELD IN THE  
COMMITTEE ROOM, RICHMOND VALLEY COUNCIL, CNR WALKER  
STREET AND GRAHAM PLACE, CASINO,  
ON THURSDAY, 23 MAY 2019 AT 1.00 P.M.**

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**PRESENT**

Cr Sam Cornish (Chair), Senior Constable Daniel Nicoll (NSW Police), Linda Makejev (Roads and Maritime Services RMS), Graeme Robertson (Co-Ordinator Assets Management RVC [ Director of Infrastructure and Environment Nominee]).

Kelsey Carter (Engineering Assistant Road and Transport Assets) and Katherine Boulton (Network and Safety Officer, RMS) were also in attendance.

**APOLOGIES**

Apologies tendered on behalf of Chris Gulaptis MP, (Member for Clarence) and Angela Jones (Director of Infrastructure and Environment [Nominated Graeme Robertson to represent her via email 22/5/19. Request for nominee distributed via email and endorsed by committee members 22/5/19]) were received and accepted.

**DECLARATION OF INTERESTS**

Nil.

**MATTERS ARISING FROM PREVIOUS MINUTES**

Nil.

**REPORTS****1. REQUEST FOR NO STOPPING– CONVENT PARADE, CASINO**

Council Staff have been receiving complaints, and requests for enforcement action regarding vehicles parking in Convent Parade near the Service NSW Service Centre which impede property access and thoroughfare.

This section of Convent Parade runs in a westerly direction between Walker Street and Bruxner Highway, and consists of a 4.8m carriageway providing access to both residential properties and light industrial sites at the Walker Street end. Due to the width of the carriageway, vehicles parking and stopping in the area cause an obstruction to through traffic and delivery trucks. As there is ample parking availability on Walker Street and Service NSW have onsite parking, the request doesn't have significant impact on neighbouring properties.

The request was to consider providing No Stopping signage in this section of Convent Parade to alleviate parked or stopped vehicles causing obstructions to all traffic, and subsequent queuing onto Walker Street.

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**LTC.1 RECOMMENDED** that the proposed No Stopping Zone on Convent Parade be adopted.

## **2. FREEDOM CAMPING EDUCATION AND ENFORCEMENT SIGNAGE – EVANS HEAD**

Council Rangers have been consulting with, and visiting neighbouring shires to find solutions to illegal camping activity within Richmond Valley.

Investigations have led to a request being received to adopt new 6 hour parking restrictions in carparks at Evans Head:

### **PARKING AREA**

**6P**

**9AM – 5PM**

**MON – SUN**

*Including public holiday*

**NO PARKING 12AM-5AM**

**MON – SUN**

*Including public holiday*

*Park in marked bays only*

*Camping at any time prohibited*

Educational signage at all entry points to Evans Head are also requested:

### **NO CAMPING AT ANY TIME**

*On any streets, parks, reserves, foreshores or carparks.*

*Fines Apply*

*Maximum penalty exceeds \$1000*

*Section 632 Local Government Act 1993.*

A copy of the report outlining findings of the investigation and proposed new signage layout was circulated to Committee Members.

**NB:** An A1 map of Evans Head showing proposed signage locations and text was tabled at the meeting.

**LTC.2 RECOMMENDED** that Freedom Camping Education and Enforcement Signage be adopted at Evans Head. Before signage design is finalised it is recommended to investigate standardising No Parking Signage to Australian Standards, and engage with Clarence Valley Rangers to investigate signage used at Yamba.

## **3. REQUEST FOR NO PARKING–SIMPSON PARADE, CASINO**

Council Staff have been receiving complaints, and requests for enforcement action regarding parked vehicles blocking Simpson Parade between Walker Street and Ellis Lane. As the carriageway is 4.4m wide, and the street is used by trucks delivering to Woolworths Supermarket, parked vehicles block the roadway and prevent thoroughfare.

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The request was to consider a No Parking restriction to allow pick up and drop off, but prevent vehicles parking for extended periods of time causing obstruction to through traffic.

A copy of the plan showing the location of the proposed No Parking Zone was circulated to Committee Members.

It was recommended that the Committee consider the submission and the request for a No Parking Zone on Simpson Parade.

***LTC.3 RECOMMENDED*** that the proposed No Parking Zone on Simpson Parade be adopted.

#### **4. REQUEST FOR FORMALISATION OF WOODBURN SCHOOL BUS ZONE AND KISS AND RIDE, WOODBURN STREET, WOODBURN**

Council was successful in obtaining funding to upgrade the bus shelter outside Woodburn School on Woodburn Street. The bus shelter has been extended from the existing footprint, and a kiss and ride added as part of the project.

The request is to formalise a new Bus Zone 8.30am- 9.30am and 3.00pm to 4.00pm school days, and a Kiss and Drop area to allow parents to stop for 2 minutes to pick up or drop off, so long as they remain within 3m of the vehicle. Signage consisting of no parking 8.30am to 9.30am and 3.00pm to 4.00pm school days and school pick up and drop off signs is proposed.

RVC Ranger would provide education for the school community on use of the new restrictions once installed and fully operational. This request is fully supported by the school principal and school community.

A copy of a plan showing the location of the bus stop and kiss and ride area was circulated to Committee Members.

It was recommended that the Committee consider the request to formalise the bus zone and kiss and ride restrictions at Woodburn School.

***LTC.4 RECOMMENDED*** that the proposed formalisation of the bus zone and kiss and ride restrictions at Woodburn School be adopted, with times of Bus Zone and No Parking Zone for Kiss and Drop altered to 8am-9.30am and 2.30pm to 4pm to match the existing School Zone Signage on the Pacific Highway.

#### **5. REQUEST TO BAN RIGHT TURN INTO RIVER STREET FROM CENTRE STREET, CASINO**

Council has received a request for the traffic committee to consider the option of implementing a no right turn from Centre street into River Street, for traffic travelling north off Irving Bridge. Concerns are raised around the volume of vehicles making the turn and close calls with rear end collisions, and positioning of Police RBT operations in the area exacerbating this risk.

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A copy of the request, and map of the location showing crash data and position of pedestrian crossings was circulated to Committee Members.

It was recommended that the Committee seek advice from the RMS and consider the impacts of the request to ban the turn.

**DISCUSSION:** *Committee discussed function of the intersection, noting that turning movements are currently split between Richmond Street and River Street, and preventing this turn would increase queue length of turning vehicles at Richmond Street and at the pedestrian crossing. It was noted that the issue had been raised by constituents to Cr Cornish as people felt that had had near misses rear ending stopped vehicles when coming over the bridge. It was noted that there was sufficient width in the road should to allow oncoming vehicles to pass 1-2 vehicles waiting to turn. Police representative noted that they weren't aware of RBT stops at the area causing any safety issues, and it was noted crash data wasn't associated with RBT or turning movements, and more significant crash history existed at the Richmond Street intersection. Was noted that Police, RMS and RVC unlikely to support banning the turning movement at this stage.*

**LTC.5 RECOMMENDED** *engaging with the RMS Planning Team to obtain turning and traffic count data, and note this intersection as an issue to be reviewed and considered in the RMS Corridor Management Plan process.*

**6. REQUEST FOR CHANGE OF INTERSECTION PRIORITY AND ASSOCIATED INFRASTRUCTURE BLACKWOOD ROAD AND STONES ROAD, NAUGHTONS GAP**

Council has received multiple requests from residents of Stones Road and Blackwood Road raising concerns about vehicles failing to give way and speeding through the intersection of Blackwood Road and Stones Road. Increased traffic volumes and speed is creating sightline issues with driveways, safety concerns for motorists and pedestrians and children due to these speeds, and an increase in injured struck wildlife.

Stones Road was predominately a rural road, becoming gravel at the intersection of Blackwood Road. Development of 16 new properties as part of The Gap subdivision has recently been completed changing the area to rural residential. This has increased the AADT, and changed the intersection priority as these properties are accessed off Blackwood Road.

Council has conducted traffic counts on site. Speed data recorded speeds in excess of 95km/h, with an 85 percentile speed of 72km/h recorded. The AADT is 139 vehicles per day. A speed zone review request has been submitted to RMS.

Council officers inspected the site, and identified vehicles tracking over the marked centre line of Blackwood Road onto the wrong side of the road to proceed to travel straight up Stones Road, rather than slowing to give way and make a right turn onto Stones Road.

With the downhill topography of Blackwood Road and uphill topography of Stones Road, the current environment lends itself to higher speeds which are

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exacerbated by vehicles failing to slow to give way, which is having an adverse effect on traffic travelling along Stones Road.

A copy of the written requests received, and map of the location, and proposed intersection treatment was circulated to Committee Members.

It was recommended that the committee discuss the proposal and ways to create deflection to slow vehicles at the Stones Road/ blackwood Road intersection.

**DISCUSSION:** *RMS representatives noted that the location would not meet warrants for a Stop Sign. Concerns were raised about lighting for a traffic island in this location. Discussion was had about intersection design, and priority. It was noted that the dominant vehicle flow was from Stones Road to Blackwood Road, so Stones Road should be the minor leg of a T intersection. It was acknowledged that this would not necessarily create any impact on compliance with speed restrictions. It was noted that the request to review the speed zone was being processed by RMS. Police noted that they hadn't undertaken enforcement in the area, and requested traffic count data. Concealed driveway signage for Stones Road was discussed, and it was noted that due to the local nature of the no through street, that the speeding vehicles were likely to be residents who know the area.*

**LTC.6 RECOMMENDED** *that further investigation into other intersection treatments such as line marking and changing the priority of Stones Road be undertaken, and that a request for enforcement of speed be undertaken by Police.*

#### **7. SPEED CUSHION TRIAL- BEECH STREET AND CHINAMANS BEACH ROAD, EVANS HEAD**

Council has received multiple concerns regarding vehicle speeds and requests from residents of Evans Head over several years for Speed Humps to assist in slowing vehicles on Beech Street and Chinamans Beach Road. Evans Head residents presented their concerns to the LTC on 24 August 2017, and requested physical improvements such as speed humps or traffic calming be implemented to address the ten hot spots identified, the worst locations being Beech Street and Chinaman's Beach Road.

Traffic studies were conducted by Council in 2016 and 2017, and these results showed Beech St had an AADT of 2083 vehicles, and 64.5% of vehicles were exceeding the 50km speed limit with the 85<sup>th</sup> percentile speed being 59.0km/h. Chinamans Beach Road had an AADT of 277 with 61.7% of vehicles exceeding the 50km speed limit.

Rubber speed cushions with speed hump signage and a 25km/h speed advisory sign have been installed as a trial in the two locations identified as being the two areas with the worst speed limit compliance- Beech Street and Chinamans Beach Road. Consultation was conducted with the Evans Head Chamber of Commerce, and a letter drop was done to affected residents.

Each location has traffic counters installed to monitor vehicle speeds. It is proposed to trial the speed cushions for a period of up to 12 months to allow holiday periods when Evans Head is busiest to be captured, and to test the

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product in all conditions, with Council to monitor and complete a detailed review after a period of 6 months. Monitoring of other surrounding sites is being undertaken to ensure actions such as rat running to avoid the speed cushions aren't creating an adverse impact, and a review of locations for future installations to form a wider Local Area Traffic Management (LATM) Scheme should the trial sites be successful is being undertaken.

A copy of the concerns outlined by residents to the LTC in 2017, 2017 Speed and Traffic Count Study, and photos and a map of the installation locations was circulated to Committee Members.

It was recommended that the that the Committee endorse the speed cushion trial for a period of up to 12 months, with Council to conduct a review after a period of 6 months.

**DISCUSSION:** *At the meeting a copy of letters from adjacent residents requesting removal of the speed cushion in Beech Street due to noise and amenity affects as well as the results of the traffic count for the first month of the trial were circulated. It was noted that:*

- *In Beech St the percentage of vehicles exceeding the speed limit had dropped from 64.5% to an average of 8.9%, and the 85<sup>th</sup> percentile speed had reduced from 59.0km/h to 48.9km/h.*
- *On Chinamans Beach Road the percentage of vehicles exceeding the speed limit had dropped from 61.7% to an average of 1.37%, and that the 85<sup>th</sup> percentile speed had reduced from 61.9km/h to 42.8km/h*

*It was noted to committee members that due to the complaints and concerns raised from adjacent residents, one of whom gave a presentation to the LTC on 24 August 2017 requesting the speed cushion on Beech street; instruction had been received from the RVC General Manager to remove the Beech Street speed cushion and end the trial in this location. Furthermore, that all speeding issues raised on Beech Street were to be forward to Police for enforcement. It was discussed at length that speed cushions installation can be polarising in communities, as many people would not want these in front of their properties, and that there are noise / amenity affects from installation.*

*Discussion was had about alternative ways to reduce speed on Beech Street, noting that chicanes wouldn't be appropriate due to use of the street by vehicles towing boats and caravans and RVs. Similarly, raised intersections would not be supported by RMS in this instance due to the issues raised to date. RMS suggested installing signage such as children crossing on the existing posts of the speed advisory signage on Beech Street once removed. RVC advised that they would consider this. Police representative advised that Police regularly undertake enforcement on Beech Street, and Traffic Count data was requested to allow Police to perhaps better target enforcement action.*

**LTC.7 ACKNOWLEDGED** *that the Beech street trial was to conclude, and*  
**RECOMMENDED** *that Traffic Counter monitoring of speed changes be continued as trial had planned to gather data on changes after removal, and that traffic count data be provided to Police to provide enforcement.*

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**RECOMMENDED** that the Chinamans Beach Road trial continue as planned due to positive feedback.

#### **8. REQUEST FOR ANGLE PARKING ON CENTRE STREET BETWEEN CANTERBURY AND PRATT STREET**

Council has received a request from the owner of Lazy Labrador café for the traffic committee to consider continuation of 45 degree reverse parking along centre street continuing from St. Mary's school, up to and including Lemos convenience store.

There is currently a mixture of parking restrictions in Centre Street. Outside St Marys before the pedestrian crossing has some parallel parking, and after the pedestrian crossings there is reverse in angle parking. The area where 45 degree parking is requested is currently unrestricted parallel parking.

No parking availability issues have been observed or reported in the area. Observations indicate trucks currently park parallel in this area to visit the motel and Lemos, and uninterrupted kerb space allowing parking for larger vehicles is at a premium in town.

Consultation with all affected business owners has not yet been undertaken, however on street parking is a public amenity which must be managed to the benefit of all businesses and the wider community.

A copy of the request received, and map of the location was circulated to Committee Members.

It was recommended that the Committee consider the submission and the request for 45-degree reverse in angle parking on Centre Street.

**DISCUSSION:** *The committee discussed current parking occupancy in the area, noting that current occupancy had been observed at less than 20%, and that the area was well utilised by trucks, and that Casino as a town between two highways had a lot of trucks passing through and little appropriate parking for these vehicles without double parking on the highway. It was noted that parking amenity changes in the area would affect all business owners and that the public amenity should be managed in a way that benefits the whole community.*

**LTC.8 RECOMMENDED** that once the Lazy Labrador Café was operational Council Staff to undertake Parking Occupancy surveys. If occupancy is over 50%, then engagement with all business owners in the vicinity on a parking solution should be undertaken.

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**9. REQUEST FOR PARKING RESTRICTIONS TO FACILITATE PARKING FOR VEHICLES OVER 6M- HICKEY STREET AND GRAHAM PLACE**

Council has received requests from Chamber of Commerce and Tourism bodies to consider providing parking spaces in town for RV's and those towing caravans within walking distance of the town centre.

In Hickey Street, it is proposed to erect untimed Parallel Parking signs adjacent to McAuliffe Park with associated line marking for drive through parking, and adjacent to Woolworths carpark entrance and Simpson Parade. It is proposed to erect No Parking – Vehicles over 6m.

Reverse in, and nose in angle parking were considered as options for parking in Hickey Street adjacent McAuliffe Park, but community engagement via RVCs Facebook page and showing concepts to the Camping and Motorhome Club Australia showed that parallel parking was preferred.

In Graham Place, adjacent to ALDI Carpark/opposite the Library it is proposed to alter the existing Bus Zone signs to now include a time period between 8.30am to 3.30pm School Days, accompanied by No Parking – Vehicles over 6m Excluded signage to apply outside of school days.

A copy of the request received, and map of the location was circulated to Committee Members.

It was recommended that the Committee consider the submission and the request for establishing parallel drive through parking on Hickey St adjacent McAuliffe Park, and No Parking, vehicles over 6m excepted adjacent Woolworths on Hickey Street.

It was recommended that the Committee consider the submission and the request for altering existing Bus Zone signs to now include a time period- between 8.30am to 3.30pm School Days, accompanied by No Parking – Vehicles over 6m Excluded signage to apply all other times.

***LTC.9 RECOMMENDED that the proposals be adopted at both locations be adopted.***

**OTHER MATTERS**

- *RMS raised issues with Eric Box car dealership parking towing vehicles on Bruxner Highway. It was requested that Rangers be asked to follow up and ensure vehicles in this location were parking legally.*
- *Police advised that they now have a new policy in regard to dealing with straying stock- they are not to chase stock off the road anymore, but to slow traffic down with lights and contact the RVC Rangers. Police requested if Rangers could please supply information on the reported incidences of straying stock within Richmond Valley.*

***The meeting closed at 2.20pm.***

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