

Richmond
Valley
Council



ATTACHMENTS

Tuesday, 17 December 2024

UNDER SEPARATE COVER

Ordinary Council Meeting

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Richmond
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MINUTES

Ordinary Council Meeting 19 November 2024

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19 NOVEMBER 2024

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**MINUTES OF RICHMOND VALLEY COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS, 10 GRAHAM PLACE, CASINO
ON TUESDAY, 19 NOVEMBER 2024 AT 6PM**

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

PRESENT: Cr Robert Mustow (Mayor), Cr Stephen Morrissey (Deputy Mayor), Cr Sam Cornish, Cr Robert Hayes, Cr Sandra Humphrys, Cr Lyndall Murray, Cr John Walker.

IN ATTENDANCE: Vaughan Macdonald (General Manager), Angela Jones (Director Community Service Delivery), Ryan Gaiter (Director Organisational Services), Jenna Hazelwood (Chief of Staff), Hayley Martin (Manager Finance), Julie Clark (Personal Assistant to the General Manager and Mayor), Latoya Cooper (Executive Assistant to Director Organisational Services), Simon Breeze (IT Support Coordinator).

Mr Ben Rogers, of HLB Mann Judd (Audit Service Provider - via video link)

1 ACKNOWLEDGEMENT OF COUNTRY

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

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

2 PRAYER

The meeting opened with a prayer by the General Manager.

3 PUBLIC ACCESS

Nil

4 APOLOGIES

Nil

5 MAYORAL MINUTES

Nil

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6 CONFIRMATION OF MINUTES

6.1 MINUTES ORDINARY MEETING HELD 22 OCTOBER 2024

RESOLUTION 191124/1

Moved: Cr Stephen Morrissey

Seconded: Cr Robert Hayes

That Council confirms the Minutes of the Ordinary Meeting held on 22 October 2024.

CARRIED

7 MATTERS ARISING OUT OF THE MINUTES

Nil

8 DECLARATION OF INTERESTS

Nil

9 PETITIONS

Nil

10 NOTICE OF MOTION

Nil

11 MAYOR'S REPORT

11.1 MAYORAL ATTENDANCE REPORT 16 OCTOBER - 11 NOVEMBER 2024

RESOLUTION 191124/2

Moved: Cr Robert Mustow

Seconded: Cr Stephen Morrissey

That Council receives and notes the Mayoral Attendance Report for the period 16 October – 11 November 2024.

CARRIED

12 DELEGATES' REPORTS**12.1 DELEGATES' REPORT NOVEMBER 2024 - ROUS COUNTY COUNCIL****RESOLUTION 191124/3**

Moved: Cr Sandra Humphrys

Seconded: Cr Robert Mustow

That Council receives and notes the Delegates' Report – Rous County Council for November 2024.

CARRIED

13 MATTERS DETERMINED WITHOUT DEBATE**13.1 MATTERS TO BE DETERMINED WITHOUT DEBATE****RESOLUTION 191124/4**

Moved: Cr Stephen Morrissey

Seconded: Cr Sandra Humphrys

That items 16.1, 16.2, 16.3, 16.4, 17.2 identified be determined without debate.

CARRIED

14 GENERAL MANAGER**14.1 2024 STATE OF THE RICHMOND VALLEY REPORT****EXECUTIVE SUMMARY**

Councils throughout NSW are required to prepare a "State of the City/Shire" report at the commencement of each new Council term, to report on progress in delivering the community's long-term goals and priorities and to set the scene for the next review of the Community Strategic Plan (CSP).

The draft 2024 State of the Richmond Valley Report has been prepared and is now presented for Council's consideration and endorsement. The report highlights key achievements since the current CSP was adopted in June 2023 and also provides a snapshot of the Valley, at the start of the new Council term, addressing current challenges, as well as opportunities. The report will help to inform Council's next Big Conversation with the community on future directions for the Richmond Valley. A further report on the consultation program will be presented to the December ordinary meeting.

RESOLUTION 191124/5

Moved: Cr Robert Mustow
Seconded: Cr Stephen Morrissey

That Council:

1. Notes the progress achieved during the 2021-24 council term in delivering the Community Strategic Plan objectives and supporting continued flood recovery;
2. Endorses the 2024 State of the Richmond Valley Report for public release; and
3. Notes that a further report on Council's 2024-25 consultation program for the Community Strategic Plan review will be presented to the December Ordinary Meeting.

CARRIED

14.2 ANNUAL REPORT 2023/2024**EXECUTIVE SUMMARY**

The Annual Report is one of the key points of accountability between Council and its community. It reports on Council's financial performance and its progress in implementing the Delivery Program and achieving Community Strategic Plan outcomes.

RESOLUTION 191124/6

Moved: Cr Robert Mustow

Seconded: Cr Sam Cornish

That Council:

1. Receives and notes the Richmond Valley Council 2023/2024 Annual Report.
2. In accordance with section 428 of the *Local Government Act 1993*, posts the Annual Report on Council's website and provides a link to the Minister for Local Government and the Office of Local Government.

CARRIED

14.3 COUNCILLOR CONDUCT AND MEETING PRACTICES - PROPOSED REFORMS**EXECUTIVE SUMMARY**

The Office of Local Government (OLG) is currently consulting on proposed wide-sweeping changes to the way that council meetings are conducted in NSW and Councillor misconduct is addressed. These proposals include conferring extra powers on the Mayor to expel fellow Councillors from meetings and withhold their fees, additional powers to expel and fine members of the public for disorderly conduct, a state-wide ban on closed council briefing sessions and a new 'Privileges Committee' where current and former Mayors would sit in judgement on their peers for misbehaviour.

The proposals, circulated in OLG's *Councillor Conduct and Meeting Practices* discussion paper, have met with a strong reaction from the local government sector. Although many councils agree with the discussion paper's observation that the current Councillor conduct framework is not working effectively, they do not accept its assertions that local council meeting practices are undemocratic and lacking in dignity. There are concerns that many of the OLG's proposed solutions will be ineffective, unworkable and expensive, and it is expected that the majority of councils in NSW will make a submission to the consultation process. OLG has recently extended the deadline for submissions to 29 November 2024. The discussion paper was circulated to Richmond Valley Councillors for review and feedback last month and the proposals were further considered at a Councillor workshop. Based on the feedback received, a draft submission has been prepared for Council's consideration.

RESOLUTION 191124/7

Moved: Cr Sandra Humphrys

Seconded: Cr Sam Cornish

That Council endorses the draft response to the *Councillor Conduct and Meeting Practices discussion paper* for submission to the Office of Local Government public consultation.

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In Favour: Crs Robert Mustow, Stephen Morrissey, Sam Cornish, Robert Hayes, Sandra Humphrys and Lyndall Murray

Against: Cr John Walker

CARRIED 6/1**15 COMMUNITY SERVICE DELIVERY****15.1 RURAL RESIDENTIAL REZONING - 395 REARDONS LANE SWAN BAY - POST EXHIBITION REPORT****EXECUTIVE SUMMARY**

Planning Proposal PP2022/0001 (NSW Planning Portal Case PP-2024-854) proposes to rezone part of 395 Reardons Lane, Swan Bay to enable those parts to be developed as a rural residential estate potentially for 43 lots plus a residue. A Gateway Determination was issued by the Department of Planning, Housing & Infrastructure on 21 June 2024 conditional upon amending the proposal to remove parts affected by high hazard in a Probable Maximum Flood (PMF), plus several minor updates to the Planning Proposal report.

Agency consultation identified no outstanding policy inconsistencies or objections which would prevent the LEP Amendment from proceeding.

The Planning Proposal and Gateway Determination were publicly exhibited from 18 September 2024 to 21 October 2024 with no submissions being received.

This report seeks Council's continued support to progress this Planning Proposal to completion.

RESOLUTION 191124/8

Moved: Cr Robert Hayes

Seconded: Cr Sam Cornish

That

1. Council receives and notes the post exhibition report on Planning Proposal PP2022/0001 (NSW Planning Portal Case PP-2024-854);
2. Council proceeds, pursuant to authorisations under Section 3.36(2) of the *Environmental Planning and Assessment Act*, to make a local environmental plan to give effect to Planning Proposal PP2022/0001; and
3. Local Plan-making authorisation from the Planning Secretary (dated 21 June 2024) be delegated to the General Manager to make *Richmond Valley Local Environmental Plan 2012 (Amendment No. 11)*.

CARRIED

16 PROJECTS & BUSINESS DEVELOPMENT**16.1 NAMING OF UNNAMED ROADS AND BRIDGES****EXECUTIVE SUMMARY**

Council is a roads authority, under section 7 of the *Roads Act 1993*, and is responsible for formally naming public roads and bridges in accordance with the Act and Regulation.

In November 2022, Council publicly requested road names and bridge name suggestions for address and identification clarity within the Richmond Valley. On 19 September 2023, Council formally adopted proposed road and bridge names that received support or no feedback during public exhibition. The road and bridge names central to this report are the balance of unnamed roads and bridges presented following feedback received from further public consultation.

RESOLUTION 191124/9

Moved: Cr Stephen Morrissey

Seconded: Cr Sandra Humphrys

That Council formally adopts the following:

1. Road names:
 - a) Metcalf Road, Hogarth Range
 - b) Cardow Lane, Coraki
 - c) Jefferies Street, Coraki and
 - d) Morton Street, Coraki (continuation and rename of Richmond Terrace (North))
2. Bridge names:
 - a) Hansens Bridge
 - b) Monaghans Bridge
 - c) Whitesides Bridge
 - d) Trustums Bridge
 - e) One Tree Crossing (major culvert)
 - f) Nowlans Bridge
 - g) Olivers Bridge and
 - h) Watsons Bridge.

CARRIED

16.2 CLOSURE OF UNNAMED LANEWAYS ADJOINING PATRICIA STREET, CASINO**EXECUTIVE SUMMARY**

During investigations for the activation of land in Casino's Johnston Street Industrial Precinct, which is part of the Richmond Valley Regional Jobs Precinct, Council identified the need to pursue the due process of closure of unnecessary roads within the precinct.

Two laneways each adjoining Patricia Street (previously known as Arthur Street) were identified for closure. The laneways are currently used as drainage reserves and provide no current or future need as a public road. The closure will support the future planning and development of the Johnston Street Industrial Precinct as part of the Regional Jobs Precinct activation.

On 6 August 2024, Council resolved, in accordance with Section 38B of the *Roads Act 1993*, to undertake the relevant consultation required to close the laneways adjoining Patricia Street as operational land.

The consultation process is now complete and the proposal to close the laneways adjoining Patricia Street, Casino is presented for Council's consideration.

RESOLUTION 191124/10

Moved: Cr Stephen Morrissey

Seconded: Cr Sandra Humphrys

That:

1. In accordance with Section 38D of the *Roads Act 1993*, Council closes the public road being the two laneways adjoining Patricia Street Casino;
2. The General Manager be authorised to execute documentation to facilitate the road closure, and issue of title, including affixing the Council Seal as required;
3. The closed road land is vested in Richmond Valley Council and classified as operational land.

CARRIED

16.3 REARDONS LANE ROAD WIDENING AND LAND ACQUISITIONS**EXECUTIVE SUMMARY**

The intersection at Reardons Lane on Woodburn Coraki Road requires road widening to allow a protected right-hand turning lane to the north of the intersection to be constructed for improved road safety. This has been identified as an area with increased risk due to additional traffic generated from the rural residential subdivisions off Reardons Lane.

Council is required to acquire land from two private landholders to enable the road widening and to construct the right-hand turning lane to allow for the increase in traffic volume.

The recently constructed left hand turning lane at this same intersection traverses over Part Lot 17 DP 1087247 and over closed crown road Lot 98 DP1218705. This was constructed as part of a Development Consent for the quarry expansion. The process to connect the legal road widening is unable to be completed by the landowner as they are not a roads authority as identified in the *Roads Act 1993*.

The landowner is unable to acquire the closed road, Council's only option is to compulsorily acquire the closed crown road from Crown Lands under the *Land Acquisition (Just Terms Compensation) Act 1991* to connect the road widening area to Reardons Lane.

This land acquisition process of the road widening and left-hand turning lane is required to be formally finalised as public road.

Existing public drainage infrastructure connects from Reardons Lane to Thearles Canal impacting the land required for public road. The process of formalising an easement over this land will provide Council the legal rights to use and access the drainage reserve for maintenance.

RESOLUTION 191124/11

Moved: Cr Stephen Morrissey

Seconded: Cr Sandra Humphrys

That Council:

1. Acquires Part Lot 52 DP1250587 and Part Lot 17 DP1087247 by agreement, or by compulsory process in accordance with the *Land Acquisition (Just Terms Compensation) Act 1991* by the authority contained in Section 177 of the *Roads Act 1993*. The land identified for public road.
2. Acquires Lot 98 DP1218705 by the compulsory acquisition process under the *Land Acquisition (Just Terms Compensation) Act 1991* by the authority contained Section 177 of *Roads Act 1993*. The land identified for public road.
3. Acquires an interest in Part Lot 17 DP1087247 being 15 metres wide for a drainage easement by agreement, or compulsory process in accordance with the *Land Acquisition (Just Terms Compensation) Act 1991* by the authority contained in Section 186 of the *Local Government Act 1993 (NSW)*.
4. Approves the making of an application to the Minister for Local Government for the issue of a Proposed Acquisition Notice under the *Land Acquisition (Just Terms Compensation) Act 1991* with respect to the subject land.
5. Authorises the General Manager to:
 - Negotiate the final boundaries of the land acquisition and easement in accordance with this report.
 - Negotiate the compensation of land acquisition under the provisions of the *Land Acquisition (Just Terms Compensation) Act 1991* to achieve genuine agreement between all parties.
 - Sign the necessary documentation to implement this resolution, including affixing the

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Seal of Council as required.

6. Dedicates the acquired land as public road.

CARRIED

16.4 COOPERS LAGOON ROAD WIDENING

EXECUTIVE SUMMARY

Council has identified that Casino Coraki Road near Coopers Lane at Tatham is required to be widened to allow for an improved alignment of the road due to significant safety concerns caused by the current substandard geometrics of the road at this location.

Historically, this stretch of road (approximately 1km in length) has been the site of numerous accidents with vehicles leaving the road and crashing into neighbouring paddocks.

Council has developed a suitable road realignment design and is currently seeking grant funding to enable Council to improve the geometrics of this road given the current safety concerns and large number of accidents that occur.

To enable Council to improve the alignment of the road, increase safety and reduce the number of accidents on this stretch of road, Council is required to acquire land as identified in *Map 1* from three private landowners.

Council has yet to commence discussions with affected landholders however aims to achieve the land acquisition through genuine agreement of all parties. Council will be required to compulsory acquire this land through the provisions of the *Land Acquisition (Just Terms Compensation) Act 1991* should negotiations become unachievable.

RESOLUTION 191124/12

Moved: Cr Stephen Morrissey

Seconded: Cr Sandra Humphrys

That Council:

1. Acquires the private ownership land by agreement, or compulsory acquisition process under the *Land Acquisition (Just Terms Compensation) Act 1991* by the authority contained in the Section 177 of the *Roads Act 1993*. This land being land identified as needed for public road in *Map 1*. The land described as Part Lot 19 DP755630, Part Lot 10 DP718997 & Part Lot 2 DP 375566.
2. Approves the making of an application to the Minister for Local Government for the issue of a Proposed Acquisition Notice under the *Land Acquisition (Just Terms Compensation) Act 1991* with respect to the subject land.
3. Authorises the General Manager to:
 - Negotiate the final boundaries of the land acquisitions in accordance with this report;
 - Negotiate the compensation of land acquisition under the provisions of the *Land Acquisition (Just Terms Compensation) Act 1991* to achieve genuine agreement between all parties.
 - Sign the necessary documentation to implement this resolution, including affixing the Seal of Council as required.
4. Dedicates the acquired land as public road.

CARRIED

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17 ORGANISATIONAL SERVICES

Presentation – Richmond Valley Council’s Financial Report 2024

At this point in the meeting, the Mayor invited Council’s Auditor, Mr Ben Rogers, of HLB Mann Judd (Audit Service Provider – via video link) to address the meeting.

Mr Rogers provided a presentation on the Report on the Conduct of the Audit for the year ended 30 June 2024, noting an unmodified audit opinion and a sound overall financial position.

17.1 DRAFT FINANCIAL STATEMENTS 2023/2024

EXECUTIVE SUMMARY

Council adopted the audited financial statements for 2023/2024 at its Ordinary Meeting, on 22 October 2024, and resolved to present the audited financial statements and auditor’s reports to the public at its November Ordinary Meeting. This is the final step in complying with the legislative requirements regarding annual financial reporting.

Council’s external auditor, the Audit Office of New South Wales has advised that its representative firm, HLB Mann Judd GCNC will be provide a presentation on the auditor’s reports in relation to the 2023/2024 financial statements at this meeting. The Auditor has expressed an ‘unmodified opinion’ on the financial statements. This means that it was of the opinion that the financial reports present fairly the financial position of Council as at 30 June 2024 and its financial performance and cash flows were presented in accordance with Australian Accounting Standards and other legislative requirements.

As reported to the October Ordinary Meeting, Council’s operating result from continuing operations for 2023/2024 was a surplus of \$26.955 million, compared to a budgeted surplus of \$12.175 million. Council recorded a deficit before capital grants and contributions of \$14.446 million for 2023/2024, compared to the original budgeted deficit of \$1.628 million.

Council’s overall financial position remains strong with net assets of \$1.163 billion, including cash and cash equivalents of \$82.296 million. Council has met the benchmark in five out of nine of its key performance measure ratios.

RESOLUTION 191124/13

Moved: Cr Robert Mustow

Seconded: Cr Sandra Humphrys

That Council presents the financial statements of Richmond Valley Council for the financial year ended 30 June 2024 to the public in accordance with Sections 418 and 419 of the *Local Government Act 1993*.

CARRIED

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17.2 FINANCIAL ANALYSIS REPORT - OCTOBER 2024**EXECUTIVE SUMMARY**

The purpose of this report is to inform Council of the status and performance of its cash and investment portfolio in accordance with the *Local Government Act 1993* s.625, Local Government (General) Regulation 2021 cl.212, Australian Accounting Standard (AASB 9) and Council's Investment Policy.

The value of Council's cash and investments at 31 October 2024 is shown below:

Bank Accounts	Term Deposits	Floating Rate Notes	Fixed Rate Bonds	TCorp IM Funds	Total
\$15,797,105	\$34,000,000	\$6,750,390	\$4,500,000	\$16,859,464	\$77,906,959

The weighted average rate of return on Council's cash and investments at 31 October 2024 was 2.33% which was above the Bloomberg AusBond Bank Bill Index for October of 0.37%, which is Council's benchmark.

RESOLUTION 191124/14

Moved: Cr Stephen Morrissey

Seconded: Cr Sandra Humphrys

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

CARRIED

17.3 QUARTERLY BUDGET REVIEW STATEMENT FOR THE QUARTER ENDED 30 SEPTEMBER 2024**EXECUTIVE SUMMARY**

The budget review report for the quarter ended 30 September 2024 has been prepared to provide Council and the community with information regarding Council's financial performance and proposed amendments to the 2024/2025 budget.

Council's projected operating result including capital grants and contributions for 2024/2025 has increased by \$4.17 million, excluding previously approved adjustments, to a surplus of \$42.4 million. The net operating deficit before capital grants and contributions has increased \$6.13 million, to a deficit of \$9.05 million. Largely impacting this result was a revised budget for depreciation expense and net loss from the disposal of assets, following the actual results for the 2023/2024 financial year.

Income from continuing operations has increased \$7.66 million, to \$82.76 million and expenses from continuing operations have increased \$13.79 million, to \$91.81 million. Significant adjustments include \$7 million for the grant funded Casino Industries Activation Project along with the increases in depreciation and net loss from the disposal of assets. Milestone funding for this project has also meant that Council's actual revenue received is tracking at 47.1% of the projected year-end result which is 14.9% higher than at this time last year and expenditure from continuing operations is on track with 25.4% of the projected year-end result expended as at 30 September 2024.

Council's capital works program has been reviewed, resulting in a projected program for 2024/2025 of \$85.97mil, increasing the programmed works by \$12.02 million after previously approved adjustments. Significant adjustments to the capital works program are largely focused on prioritising essential public asset reconstruction works following the February 2022 flood, funded by Transport for NSW, totalling \$12.1 million. The delivery of this program will be heavily reliant on the availability of contractors and materials as well as favourable weather conditions. Current expenditure for the capital program is at 16.4% of the projected year-end result however is expected to increase over the coming months and will be closely monitored, with any adjustments required to be included in future quarterly budget reviews or monthly budget adjustment reports to Council.

Council's unrestricted cash surplus has remained unchanged at \$272,799 as of 30 September 2024.

A detailed Quarterly Budget Review Statement for the first quarter of 2024/2025 has been circulated separately to each Councillor. These changes are disclosed by priority areas on pages 4-8 of the Quarterly Budget Review Statement and detailed explanations are provided on pages 9-14.

A Powerpoint presentation was provided by the Manager Finance on the Quarterly Budget Review.

RESOLUTION 191124/15

Moved: Cr Robert Mustow

Seconded: Cr Stephen Morrissey

That Council:

1. Receives the Quarterly Budget Review Statement as at 30 September 2024; and
2. Approves the recommended budget variations.

CARRIED

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17.4 ARTS NORTHERN RIVERS REPRESENTATIVE**EXECUTIVE SUMMARY**

Richmond Valley Council has a range of committees that contribute to its operations, activities and functions. Council also has delegate commitments to external organisations. Following the recent local government election, Council seeks to determine a representative on the Arts Northern Rivers Board, together with one alternate representative.

RESOLUTION 191124/16

Moved: Cr Stephen Morrissey

Seconded: Cr Robert Hayes

That Council:

1. Appoints a Councillor representative to the Arts Northern Rivers Board for the term of Council, together with one alternate.
2. Notifies Arts Northern Rivers of the appointment.

CARRIED**RESOLUTION 191124/17**

Moved: Cr Robert Hayes

Seconded: Cr Stephen Morrissey

Councillor Lyndall Murray was nominated and accepted the position as Council's representative on the Arts Northern Rivers Board for the term of Council.

CARRIED**18 GENERAL BUSINESS**

Nil

19 MATTERS FOR INFORMATION**RESOLUTION 191124/18**

Moved: Cr Robert Hayes

Seconded: Cr Sandra Humphrys

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

CARRIED**19.1 BROADWATER DRAINAGE INFORMATION****RESOLUTION 191124/19**

Moved: Cr Robert Hayes

Seconded: Cr Sandra Humphrys

That Council receives and notes the Broadwater Drainage Information report.

CARRIED

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19.2 OUTCOME OF NEGOTIATIONS OF TENDER VP400913 - COUNTRY LANE ROAD RECONSTRUCTION**RESOLUTION 191124/20**

Moved: Cr Robert Hayes
Seconded: Cr Sandra Humphrys

That Council receives the report on the Outcome of Negotiations of Tender VP400913 - Country Lane Road Reconstruction and notes the engagement of Hannigan Civil Pty Ltd for \$885,870 (ex GST).

CARRIED**19.3 AUDIT, RISK AND IMPROVEMENT COMMITTEE MINUTES - 17 OCTOBER 2024****RESOLUTION 191124/21**

Moved: Cr Robert Hayes
Seconded: Cr Sandra Humphrys

That Council receives and notes the Minutes of the Audit, Risk and Improvement Committee meeting held on 17 October 2024.

CARRIED**19.4 GRANT APPLICATION INFORMATION REPORT - OCTOBER 2024****RESOLUTION 191124/22**

Moved: Cr Robert Hayes
Seconded: Cr Sandra Humphrys

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

CARRIED**19.5 DEVELOPMENT APPLICATIONS DETERMINED UNDER THE ENVIRONMENTAL PLANNING AND ASSESSMENT ACT FOR THE PERIOD 1 OCTOBER 2024 - 31 OCTOBER 2024****RESOLUTION 191124/23**

Moved: Cr Robert Hayes
Seconded: Cr Sandra Humphrys

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

CARRIED**20 QUESTIONS ON NOTICE**

Nil

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21 QUESTIONS FOR NEXT MEETING (IN WRITING)

Nil

22 MATTERS REFERRED TO CLOSED COUNCIL

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

22.1 Tender VP429806 - Construct Woodburn Memorial Hall Carpark & Footpaths

This matter relates to (d)(i) commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

22.2 Inspection Report - Fire and Rescue NSW

This matter relates to (g) advice concerning litigation, or advice as comprises a discussion of this matter, that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.

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

The Chair called for representations from the gallery.

There were no verbal representations from the gallery in respect of this item.

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

RESOLUTION 191124/24

Moved: Cr Stephen Morrissey

Seconded: Cr Sam Cornish

That:

1. Council enters Closed Council to consider the business identified in Item 22.1, together with any late reported tabled at the meeting.
2. Pursuant to section 10A(2) of the Local Government Act 1993, the media and public be excluded from the meeting on the basis the business to be discussed is classified confidential under the provisions of section 10(2) as outlined above.
3. The correspondence and reports relevant to the subject business be withheld from access to the media and public as required by section 11(2) Local Government Act 1993.

CARRIED

Council closed its meeting at 7.20pm.

The open Council meeting resumed at 7.36pm

23 RESOLUTIONS OF CLOSED COUNCIL

The resolutions of the Closed Council meeting were read by the Director Organisational Services (Item 22.1) and the Director of Community Service Delivery (Items 22.2).

22.1 Tender VP429806 - Construct Woodburn Memorial Hall Carpark & Footpaths

That

1. Council accepts the tender from Northern Rivers Concreting to construct the Woodburn Memorial Hall carpark and footpaths, as it represents the best value for Council at \$225,184 (exclusive of GST); and
2. The General Manager be authorised to negotiate and finalise the terms and conditions of any contract or agreement, in line with the content of this report and the available budget and affixing the seal of Council where necessary.

22.2 Inspection Report - Fire and Rescue NSW

That Council:

1. Notes the receipt of the Inspection Report from Fire and Rescue NSW and the tabling of the report, in accordance with the requirements of the *Environmental Planning and Assessment Act 1979*.
2. Undertakes a further inspection of the premises, in accordance with the recommendations of the FRNSW Inspection Report.
3. Receives a further report on the outcome of the inspection at the December Ordinary Meeting.

The Meeting closed at 7.40pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 17 December 2024.

.....
CHAIRPERSON

Richmond
Valley
Council



**CERTIFIED IN ACCORDANCE WITH THE
ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1979
AND REGULATION 2021**

Draft

**RICHMOND VALLEY COUNCIL
SECTION 7.11 HEAVY HAULAGE
CONTRIBUTIONS PLAN
(AS AMENDED)
(FORMERLY S.94 HEAVY HAULAGE
CONTRIBUTIONS PLAN)**

Version	Date Effective	Comments	Approved by Council
Version 1	23 October 2013		15 October 2013
Version 2	<<dd mmm yyyy>>	Revised road construction costs, use of combination trucks & dogs, rename plan, updated legislation, updated logo, clarify when returns and payments are due	<<dd mmm yyyy>>

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1. Executive Summary and Introduction

This plan enables Richmond Valley Council to levy developer contributions under section 7.11 (formerly Section 94) of the *Environmental Planning and Assessment Act 1979* where the anticipated development will, or is likely to, generate additional heavy haulage vehicle movements, such as from mines and extractive industries.

As a consequence of anticipated development, and having regard to the level of facilities currently available, there is likely to be an accelerated decline in life of the road network due to increased heavy haulage, a cost which would otherwise be borne by the wider community.

Richmond Valley Council has a Section 7.12 Contributions Plan that levies contributions based upon the proposed cost of development. However, due to the nature of developments such as mines and extractive industries the levying of contributions based upon cost of development would not yield sufficient finances to effectively meet the increased demand on the road network. As such this Plan will be applied in lieu of the *Richmond Valley Council Section 7.12 Contributions Plan* on developments identified by Council as Heavy Haulage developments and ongoing contribution will be based upon haulage loads and travel distance.

1.1. Summary of Works

The monies collected will fund pavement rehabilitation works on roads (including regional roads) within the nominated haulage distance for the development. The pavement rehabilitation required as a result of heavy haulage vehicle movements is directly proportionate to the mass of the load transported, the number of vehicle axles, and the volume of material transported. All contributions collected under this Plan will be spent on improvements to the haulage routes within the specified travel distance of the development from which it has been collected.

Where it can be demonstrated that damage (excessive road pavement consumption) present on roads beyond the designated haul distance has a direct nexus to that development, the monies collected under this Plan for that development may be spent on improvements and rectification of the damaged pavement sections.

1.2. Summary of Contributions

The following developer contributions may be conditioned on development consents within the Richmond Valley Council area, or those of neighbouring Local Government Areas where it can be demonstrated that the haulage routes will travel into the Richmond Valley Council area.

A detail of methodology for calculating the following contributions is contained within the schedules to this Plan.

The following developer contribution rates for heavy haulage development will apply:

Development Type	\$Levy/Tonne/Km	Travel Distance	Developer Contribution/tonne
Mines, Extractive Industries, and/or development processing quarried/mined material -			
with the following annual extraction:			
≤20,000 m ³	\$0.18	10 km	\$1.80
>20,000 m ³	\$0.18	15 km	\$2.70
Other Heavy Haulage Traffic Generating Developments -			
	\$0.18	Based on travel distance and equivalent standard axles generated by development	

Note¹ Contributions under this Plan shall be levied annually and based upon lodgement of annual returns itemising extraction rates for the previous financial year.

Note². Rates provided were correct at the time this Plan was adopted and are subject to variation based upon CPI.

2. Administration and Operation of this Plan

This Plan has been prepared in accordance with the provisions of Section 7.11 (formerly Section 94) of the *Environmental Planning and Assessment Act 1979* (EP&A Act) and the Regulation thereto.

2.1. Name of Plan

This development contributions plan is called *Richmond Valley Council Section 7.11 Heavy Haulage Contributions Plan*.

2.2. Land to which this Plan applies

This Plan applies to all land within the Richmond Valley Local Government Area.

This Plan may be applied to development located outside the Richmond Valley Council area where it can be demonstrated that heavy haulage routes will enter the Council area.

2.3. Purpose of the Plan

This Plan enables Richmond Valley Council to levy section 7.11 developer contributions on heavy haulage traffic generating development, including mines and extractive industries.

The purpose of the contribution is to recover the cost of consumption of pavement strength associated with increased axle loadings generated from heavy haulage traffic.

The purpose of the Plan is to:

- (a) to ensure that an adequate level of public road infrastructure is provided throughout the Richmond Valley LGA to handle heavy haulage;
- (b) provide an administrative framework for the levying of contributions against development involving heavy haulage;
- (c) authorise Council to impose conditions under section 7.11 (formerly s 94) of the *Environmental Planning and Assessment Act 1979* when granting consent to development on land to which this Plan applies;
- (d) ensure that the existing community is not burdened by the accelerated provision of local, distributor and regional road infrastructure resulting from the decreased life of road infrastructure due to developments involving heavy haulage;
- (e) provide a comprehensive strategy for the assessment, collection, expenditure, accounting and review of development contributions on an equitable basis; and
- (f) provide for contributions levied under this Plan to be increased annually based upon the Australian Consumer Price Index (CPI).

2.4. Commencement of this Plan

The Plan (Version 1) was first adopted by Council on 15 October 2013 and commenced when public notice was published on 23 October 2013, pursuant to clause 31(4) of the former *Environmental Planning and Assessment Regulation 2000*.

This version of the Plan (Version 2) was adopted by Council on <<date to be added>> and commences from the date on which notice is published on Council's website, pursuant to section 214(4) of the *Environmental Planning & Assessment Regulation 2021*.

Note. A notice was published on <<date to be added>>.

2.5. Relationship to other Council plans

This development contributions plan operates in conjunction with the *Richmond Valley Council Section 7.12 Contributions Plan*. The *Environmental Planning and Assessment Act 1979* prevents development being levied a contribution under both a 7.12 & 7.11 Plan. As such the Section 7.12 Plan will apply unless:

- the development involves heavy haulage traffic generation, and
- the Council determines that the best outcome for the community would be to levy a contribution under this Plan.

The Plan also supplements the provisions of the *Richmond Valley Local Environmental Plan 2012*, and *Richmond Valley Development Control Plan 2021*.

This Plan furthermore has links to key strategies within the *Richmond Valley Council Community Strategic Plan* regarding the provision of services and road infrastructure.

2.6. Development forms to which the Plan applies

This Plan may apply to developments identified by Council as generating heavy haulage traffic.

2.7. Relationship between expected development and demand for infrastructure

In most cases it is difficult to make a precise assessment of the impact of heavy haulage vehicles on the road network arising from proposed developments, because the destination and travel route of heavy haulage vehicles varies depending on a wide range of factors. The purchase of materials by third parties also makes determining the precise impact on the road network problematic.

This Plan could require travel routes for every heavy haulage truck movement to be logged with the information used to calculate the precise cost of the road pavement damage and commensurate reconstruction needs attributable to those movements. For accuracy this would need to be accompanied by a requirement that each development has a weighbridge to determine the weight of each loaded truck, and keeping of travel logs to document each travel route.

This is considered an unnecessarily onerous approach to calculating a reasonable contribution that should be reimbursed to Council to fund pavement rehabilitation works.

A more reasonable approach is to estimate the likely cost of pavement consumption caused by a typical heavy haulage vehicle (per tonne per kilometre), and multiplying this cost with an assumed average trip length of a tonne of hauled material. The average trip length is also been assumed based upon the scale of the development.

2.8. Cost of Road Reconstruction as a result of the expected development

Schedule 1 contains typical costs associated with pavement damage caused by a typical truck used to transport material on the road network. It assumes the design traffic of a section of sealed road is 1×10^6 Equivalent Standard Axles (ESA) and the replacement value of a kilometre of road being \$1,000,000.

For mines and extractive industries, the typical cost per tonne of material transported is \$0.233 per km, see Schedule 3.

For other heavy haulage generating developments the same rates can be assumed, however, length of haulage and resultant contribution per tonne will be calculated at the time of development assessment.

2.9. Savings and transitional arrangements

A development application which has been lodged prior to the adoption of this Plan, but not determined, shall be determined in accordance with the provisions of the Plan, or version of the Plan, which applied at the date the application was lodged.

2.10. How will contributions be imposed?

This Plan authorises Council, when determining a development application relating to development to which this Plan applies, to impose a condition under section 7.11 of the EP&A Act requiring payment of a monetary contribution to the Council towards the reconstruction of roads infrastructure to meet the demands of the development.

Methodology for the calculation of contributions payable is provided within the schedules to this Plan.

2.11. Indexation

Developer contributions provided for within this Plan are to be adjusted to reflect the increased cost of road construction that applies at the time consent is granted and subsequently indexed to generate annual payments.

The Council will, without the necessity of preparing a new or amending contributions plan, make changes to the monetary contribution rates set out in this Plan to reflect quarterly changes to the Consumer Price Index (CPI).

The contribution rates will be indexed as follows:

$$\text{\$C}_B = \frac{\text{\$C}_A \times \text{Current CPI}}{\text{Base CPI}}$$

Where:

\\$C_A = the contribution rate at the time of adoption of this Plan, or if the rate and costing has been reviewed, at that review date.

\\$C_B = the indexed contribution rate at the time development consent is to be issued or at a subsequent date of payment.

Current CPI = the *Consumer Price Index (Sydney All Groups)* as published by the Australian Bureau of Statistics at the time the rate is being indexed.

Base CPI = the *Consumer Price Index (Sydney All Groups)* as published by the Australian Bureau of Statistics at the date of adopting this Plan, or at the review date, if rates and costings have been reviewed. At the time this Plan was produced the Base CPI was 139.8 (September Quarter 2024).

Note¹. The Bureau of Statistics periodically adjusts the reference base (ie the period in which the index is set equal to 100). The index number levels for all periods will be changed by this process and it may also result in differences, due to rounding, between the percentage changes published on the old base and those on the new base.

Note². The same methodology will be applied to indexation of any costing contained within this Plan.

A condition requiring payment of a monetary contribution under this Plan must include a statement that payment rates will be subject to increase based upon indexation at the time of payment.

2.12. Timing of payment and Annual Returns

Developer contributions are to be paid on an annual basis at the applicable indexed rates based upon tonnage hauled for that period, multiplied by the set haulage distance established for the development.

The operator of the development, subject of a condition of consent requiring payment of monetary developer contributions under this Plan, shall submit an annual return by the end of September each year (the reporting period) for the preceding financial year (1 July to 30 June)(the annual return period). The return shall disclose information including total quantities of material, in tonnes, hauled for the reporting period. Where there has been no heavy haulage during the return period a nil return is required to be submitted.

Council will calculate the appropriate developer contribution payable for the annual return period, including indexation, and create a debtors account and invoice the amount payable. Payment of the contributions are to be received within 3 months of calculating the rate.

More frequent developer contribution payments may be arranged upon request and by agreement with Council. For any development with return periods and payment arrangements more frequent than annually, the following is applicable:

- Returns shall be detailed and lodged to Council, within the agreed reporting period, to calculate the developer contributions applicable for the agreed return period.
- Developer contributions for each return period shall be paid prior to the completion of the following return period.

2.13. Failure to lodge Annual Returns or Payments

If-

- reporting returns are not received within the reporting period—Council may commence formal compliance action against the development, which may include a stop use order and/or compliance order under Schedule 5 of the EP&A Act, or
- payment is not received within the required timeframe—Council may commence debt recovery procedures and/or formal compliance action against the development, which may include a stop use order and/or compliance order under Schedule 5 of the EP&A Act.

2.14. Nexus

Anticipated increases in heavy haulage transport will continue to place greater demands on the existing road infrastructure.

Traffic generating developments, such as mines and extractive industries, provide a significant role in meeting the resource needs of the community. However, they also have the potential to generate significant heavy vehicle movements with consequential impacts upon the road network.

Heavy vehicles are the primary contributor to the consumption of a road pavements structural capacity. The consumption of a road pavements structural capacity has a direct correlation to the number of equivalent standard axles [ESA] applied to the road. Therefore the consumption of structural capacity can be directly related to the ESA's generated by the vehicle and hence a development.

3. Schedules

3.1. Typical costing for construction of road infrastructure

Council's typical costs for the construction of a kilometre of sealed road is \$1,000,000.00 (@2024).

3.2. Methodology for calculating contribution rates

Assumptions

1. Design traffic volume averaged across Richmond Valley Council's road network is 1.0×10^6 Equivalent Standard Axles (Design ESAs) (based on the *Northern Rivers - Design Manual*).
2. The standard heavy haulage vehicle assumes use of Class 4 heavy rigid vehicles (3-axle truck) with a payload of 13 tonnes, and combination vehicles (3-axle truck and 3-axle dog) with a payload of up to 33 tonnes. The number of ESAs per truck payload is determined by a load factor equal to 1.9 for a standard truck & 7.7 for a truck & dog combination (assuming a full payload). The load factor for the standard truck is unchanged from the previous plan and the load factor for the truck and dog combination has been obtained from the Truck Impact Chart Technical Advisory Procedure 2.2 edition March 2018 prepared by the Australian Trucking Association.
3. The average construction cost for a local or regional road is estimated at \$1,000,000 per kilometre.

Calculation

1 truck (3-axle rigid GML) = 13 tonne payload & load factor of 1.9

1 truck & dog (6-axle) = 33 tonne payload & load factor of 7.7 (100% loaded)

Tonnes per ESA = payload / load factor

Average tonnes per ESA = $13 / 1.9$ & $33 / 7.7 = 6.84$ & 4.29 tonnes per ESA
= 5.565 tonnes per ESA (average)

$$\text{\$Levy/tonne/kilometre} = \frac{\text{\$ Cost of 1 kilometre of road}}{(\text{Design ESAs}) \times \text{Tonnes per ESA}}$$

Therefore,

$$\text{\$0.180/tonne/km} = \frac{\text{\$1,000,000}}{(1.0 \times 10^6) \times 5.565}$$

The result is a rate per tonne per kilometre of haulage.

3.3. Contributions Rates for Mines and Extractive Industries

For the purposes of calculating the contributions for mines and extractive industries the following table is used:

Development Type	\$Levy/Tonne/Km	Travel Distance	Developer Contribution/tonne
Mines, Extractive Industries, and/or development processing quarried/mined material -			
with the following annual extraction:			
≤20,000 m ³	\$0.18	10 km	\$1.80
>20,000 m ³	\$0.18	15 km	\$2.70

Council Policy

Richmond
Valley
Council



Policy Title:	Investments
Policy Number:	6.14
Focus Area:	Manage community resources and provide great service
Responsibility:	Finance
Meeting Adopted:	[TBC]

OBJECTIVE

To provide a framework for investing Council's funds to maximise revenue from authorised investments, while having due consideration of risk and security of the investment; using the care, diligence, and skill that a prudent person would exercise in investing Council funds.

POLICY

1. Legislative Requirements

All investments are to comply with the following:

- Section 625 *Local Government Act 1993*.
- Clause 212 *Local Government (General) Regulation 2021*.
- Ministerial Investment Order.
- *Local Government Code of Accounting Practice and Financial Reporting*.
- *Australian Accounting Standards*.
- *Office of Local Government Circulars*; and
- Section 14A(2), 14C(1) and (2) *Trustee Amendment (Discretionary Investments) Act 1997*.

2. Definitions

Authorised Deposit-taking Institutions (ADI's) - are corporations authorised under the *Bank Act 1959 (Cth)* to take deposits from customers. ADI's include banks, building societies and credit unions, all of which are regulated by the Australian Prudential Regulation Authority (APRA).

Bank Bill Swap Rate - is the compilation and average rate of market rates supplied by domestic banks relating to multiple maturities of bank bills.

Bills of Exchange - is an unconditional order in writing, addressed by one person to another, signed by the person giving it, requiring the person to whom it is addressed to pay on demand, or at a fixed or determinable future time, a sum certain in money to or to the order of a specified person, or to bearer.

Debentures - are a debt security usually secured by a fixed or floating charge over an underlying asset or pool of assets. Debentures are normally issued by companies in return for medium and long-term investment funds.

Fixed Rate Bond (FRB) – are bonds that pay the same level of interest over its entire term. Upon maturity, holders will receive back the initial principal amount in addition to the interest paid.

Floating Rate Note (FRN) - are securities that (in Australia) pay a coupon normally priced at a fixed margin above the Bank Bill Swap Rate.

TCorp - NSW Treasury Corporation

Term Deposits (TD) - are non-tradeable investments offered by ADI's with varying maturity dates (normally from one month to 60 months) and a rate set at the outset. Interest is normally payable upon maturity or if the term is longer than 12 months, annually from the investment date. Penalties apply if the funds are withdrawn before maturity and a notice period of 31 days is usually required.

90 Day Bank Bill Reference Rate (BBSW) - is the wholesale interbank rate within Australia and is published by the Australian Securities Exchange (ASX). It is the borrowing rate among the country's top market makers and is widely used as the benchmark interest rate for financial instruments.

3. Delegation of Authority

Authority for implementation of the Investments Policy is delegated by Council to the General Manager in accordance with the *Local Government Act 1993*. The General Manager delegates the day-to-day management of Council's investments to the Director Organisational Services, Financial Accountant, Manager Finance and Management Accountant with assistance in collating data from other finance staff. Officers' delegated authority to manage Council's investments shall be recorded and required to acknowledge they have received a copy of this policy and understand their obligations in this role.

All new investments require at least two of the above staff to approve and evidence of such is to be kept in the Investment Folders, maintained by the Financial Accountant. These documents should specify the amount of money invested, the security or form of investment made, the term of the investment and if appropriate the rate of interest to be paid and the amount of money that Council has earned.

4. Prudent Person Standard

Council Officers should act with the duty of care, skill, prudence, and diligence that a prudent person would exercise when investing and managing their own funds. As trustees of public monies, Officers are to manage Council's investment portfolios to safeguard the portfolio in accordance with the spirit of this Investments Policy, and not for speculative purposes.

5. Ethics and Conflicts of Interest

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires Officers to disclose any conflict of interest to the General Manager. Independent advisors are also required to declare that they have no actual or perceived conflicts of interest.

6. Approved Investments

Investments are limited to those allowed by the most current Ministerial Investment Order that has been issued by the NSW Minister for Local Government:

- (a) any public funds or securities issued by or guaranteed by, the Commonwealth, any State of the Commonwealth, or a Territory.
- (b) any debentures or securities issued by a council (within the meaning of the *Local Government Act 1993 (NSW)*).
- (c) interest bearing deposits with, or any debentures or bonds issued by, an authorised deposit-taking institution (as defined in the *Banking Act 1959 (Cth)*) but excluding subordinated debt obligations.
- (d) any bill of exchange which has a maturity date of not more than 200 days; and if purchased for value confers on the holder in due course a right of recourse against a bank which has been designated as an authorised deposit-taking institution by the Australian Prudential Regulation Authority.
- (e) a deposit with the New South Wales Treasury Corporation or investments in an Hour-Glass investment facility (now known as TCorpIM Fund) of the New South Wales Treasury Corporation.

7. Prohibited Investments

In accordance with the Ministerial Investment Order, this investment policy prohibits but is not limited to any investment carried out for speculative purposes including:

- Derivative based instruments.
- Principal only investments or securities that provide potentially nil or negative cashflow.
- Stand-alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind.

This policy also prohibits the specific use of leveraging (borrowing to invest) of an investment. However, where loan funding is obtained for a specific project and there is a time lag between receiving the funds and final expenditure, funds may be invested in the short term.

8. Liquidity and Maturity

Surplus funds are determined by review of Council's "Daily Cashflow" spreadsheet, which forecasts known revenues and expected expenditures. It is revised each day by Council's Financial Accountant (a detailed procedure is included in the Financial Accountant's Procedure Manual). Generally, a cash balance of approximately \$500,000 is to be maintained to cover emergency situations. Funds over and above this are considered surplus however a level of cash is to be held in other at call accounts to cover short term payment demands. These accounts are chosen to attract interest at a higher rate than the general fund account and should be approximately \$10,000,000. During periods of low returns on other investments, additional levels of cash may be held in these at call accounts where they offer equivalent or greater rates of return.

In the short term, the duration of investments will be determined by analysis of the “Daily Cashflow”. For the longer term, cash requirements will be determined by Council’s Long-Term Financial Plan. In addition, the current market for interest rates must be taken into consideration and input from Council’s financial advisors should be sought as to the longer-term outlook.

9. Credit Rating, Portfolio and Counterparty Limits

The minimum and maximum holding percentage for each investment class and the counterparty limits for each institution are as follows:

Investment Class	Short Term	Minimum Holding	Maximum Holding	Counterparty Limit
AAA and AA+ to AA- Rated	A-1+	0%	100%	40%
A+ to A Rated	A-1	0%	70%	30%
A- to BBB+ to Rated	A-2	0%	50%	20%
BBB to BBB-1 Rated	A-3	0%	20%	10%
Unrated	Unrated	0%	20%	10%
TCorpIM Cash Fund	N/A	0%	100%	100%
TCorpIM Short Term Income Fund	N/A	0%	40%	100%
TCorpIM Medium Term Growth Fund	N/A	0%	25%	100%
TCorpIM Long Term Growth Fund	N/A	0%	10%	100%

Cash assets are no longer subject to any minimum or maximum holding.

Standard & Poor’s (or equivalent Moody’s or Fitch) ratings attributed to each individual institution will be used to determine maximum holdings. In the event of a disagreement between two agencies as the rating band (“split ratings”) Council shall use the lower of the ratings. Where more than two ratings exist, Council shall discard the lowest rating and then use the lower of the higher two ratings when assessing new purchases. This is an industry standard methodology that is widely used.

10. Risk Management Guidelines

Investments obtained are to be considered using the following criteria:

- Preservation of capital – the requirement of preventing losses in an investment portfolio’s total value (considering the time value of money).
- Diversification – setting limits to the amounts invested with a financial institution or government authority to reduce credit risk. An investment must not exceed 40% of the total investment portfolio.
- Credit risk – the risk that an institution that Council has invested in fails to pay the interest and or repay the principal of an investment.
- Market risk – the risk that the fair value or future cash flows of an investment will fluctuate due to changes in market prices.
- Liquidity risk – the risk an investor is unable to redeem the investment at a fair price within a timely period; and

- Maturity risk – the risk relating to the length of ‘term to maturity’ of the investment. The larger the term, the greater the length of exposure and risk to market volatilities both gains and losses.

11. Term to Maturity Framework

The investment portfolio is to be invested within the following terms to maturity constraints: -

Overall Portfolio Term to Maturity	Maximum Portfolio % Limit
< 12 months	100%
> 12 months < 36 months	40%
> 36 months < 60 months	25%

12. Investment Advisor

Council utilises Laminar Capital for its financial advisory services and for the use of its online investment platform Treasury Direct for a monthly fee. TCorp also offers this service free to Council although this is being used on as needs basis rather than a contracted monthly arrangement.

13. Measurement

As Council no longer holds grandfathered investments such as Collateralised Debt Obligations (CDOs), the investment returns for the portfolio are easily identifiable. This measurement of the market value is to be assessed at least once a month to coincide with monthly reporting.

14. Environmentally Sustainable Investments (ESI's)

Council is committed to investing in Environmentally Sustainable Investments (ESI's) and will:

- Give preference to ESI's where their rate of return is equal or greater to other investment options.
- Monitor the % of ESI's held in our portfolio and seek to increase this % over time.
- Continually scan the market for ESI products that are compliant with the LG investment framework; and
- Report on our progress towards achieving these objectives.

15. Benchmarking

Benchmarks are established to evaluate investment outcomes against objectives, and they must be easily measurable. The Bloomberg AusBond Bank Bill Index is used as Council's benchmark and is included in the Monthly Financial Analysis Report to Council.

16. Reporting and Reviewing of Investments

Documentary evidence must be held for each investment and details thereof maintained in an Investment Register, and it must provide Council legal title to the investment, i.e. a financial instrument that clearly defines the contractual arrangement needs to be provided to Council. It

is imperative that this financial instrument states that the investment is held in the name of Council. The Investment Register must be reconciled to Council's financial records monthly.

Certificates must be obtained from the financial institutions confirming the amounts of investments held on the Council's behalf as of 30 June each year and reconciled to the Investment Register.

A monthly Financial Analysis Report will be provided to Council, detailing the investment portfolio in terms of performance, percentage exposure of total portfolio, maturity date and changes in market value. Where Council invests in debt securities that have a movement in their capital value, a monthly valuation report will be obtained.

17. Safe Custody Arrangements

Where necessary, investments may be held in safe custody on Council's behalf, if the following criteria are met: -

- Council must retain beneficial ownership of all investments.
- Adequate documentation is provided, verifying the existence of the investments.
- The custodian conducts regular reconciliations of records with relevant registries and/or clearing systems; and
- The institution or custodian recording and holding the assets will be: -
 - The Custodian nominated by TCorp.
 - Austraclear.
 - An institution with an investment grade Standard and Poor's or Moody's rating; or
 - An institution with adequate insurance, including professional indemnity insurance and other insurances considered prudent and appropriate to cover its liabilities under any agreement.

REVIEW

This policy will be reviewed at least once a year or as required in the event of legislative changes. Any amendment to the policy must be by way of Council resolution.

Version Number	Date	Reason / Comments
1	16 July 2019	Review
2	22 October 2019	Review
3	20 October 2020	Review and update to format
4	18 May 2021	Review, add new investment class and update to maximum holdings
5	20 December 2022	Review, update titles to match organisation structure
6	19 December 2023	Review, no changes

7	17 December 2024	Review, update titles to match organisation structure and update investment class table to include short term ratings.
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DRAFT



Concise Investment Report Pack

Richmond Valley Council

1 November 2024 to 30 November 2024



Contents

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3. Investment Revenue Received For 1 November 2024 to 30 November 2024
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5. Environmentally Sustainable Investment Performance Report for the Period Ending 30 November 2024 Relative To 31 October 2024



1. Portfolio Valuation As At 30 November 2024

	Security Rating	Face Value Original	Face Value Current	Market Value	% Total Value	Running Yield	Weighted Running Yield
Fixed Interest Security							
At Call Deposit							
CBA Business Online Saver Acct RVC At Call	S&P ST A1+	11,647,000.00	11,647,000.00	11,647,000.00	15.00%	4.23%	
CBA General Fund Bk Acct RVC At Call	S&P ST A1+	1,488,972.78	1,488,972.78	1,488,972.78	1.92%	3.35%	
CBA Trust Acct RVC At Call	S&P ST A1+	87,050.17	87,050.17	87,050.17	0.11%	3.05%	
MACQ 940323454 At Call	Moodys A2	2,007,368.90	2,007,368.90	2,007,368.90	2.59%	4.65%	
NAB Business Cheque Acct RVC At Call	S&P ST A1+	24.71	24.71	24.71	0.00%	0.00%	
		15,230,416.56	15,230,416.56	15,230,416.56	19.62%		0.82%
Floating Rate Note							
Auswide 1.5 17 Mar 2026 FRN	Moodys Baa2	1,000,000.00	1,000,000.00	1,000,000.00	1.29%	5.08%	
Auswide 1.6 22 Mar 2027 FRN	Moodys Baa2	1,500,000.00	1,500,000.00	1,500,000.00	1.93%	4.90%	
CACU 1.7 21 Sep 2026 FRN	S&P BBB-	1,750,000.00	1,750,000.00	1,750,000.00	2.25%	5.93%	
MACQ 0.48 09 Dec 2025 FRN	Moodys A2	1,000,390.00	1,000,390.00	1,000,390.00	1.29%	5.33%	
MYS 0.65 16 Jun 2025 FRN	Moodys Baa2	1,500,000.00	1,500,000.00	1,500,000.00	1.93%	5.03%	
		6,750,390.00	6,750,390.00	6,750,390.00	8.69%		0.46%
Fixed Rate Bond							
NTTC 1.1 15 Dec 2025 - Issued 10 September 2021 - Richmond Council Fixed	Moodys Aa3	2,000,000.00	2,000,000.00	2,000,000.00	2.58%	1.10%	
JUDO 6.4 26 Sep 2025 Fixed	S&P BBB-	1,500,000.00	1,500,000.00	1,500,000.00	1.93%	6.40%	
BOQ 4.7 27 Jan 2027 Fixed	S&P BBB+	1,000,000.00	1,000,000.00	1,000,000.00	1.29%	5.60%	
		4,500,000.00	4,500,000.00	4,500,000.00	5.80%		0.25%
Unit Trust							
NSWTC Long Term Growth Fund UT		3,000,000.00	3,655,354.00	3,655,354.08	4.71%	32.40%	
NSWTC Medium Term Growth Fund UT		11,005,029.35	13,300,362.28	13,499,542.96	17.39%	18.00%	
		14,005,029.35	16,955,716.28	17,154,897.04	22.10%		4.66%



1. Portfolio Valuation As At 30 November 2024

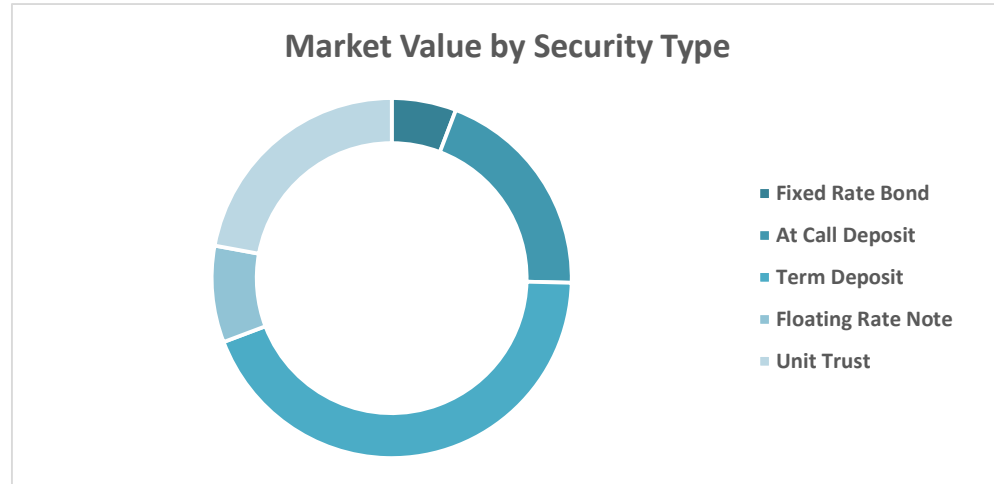
Term Deposit

AMP 5 28 Jan 2025 153DAY TD	Moody's ST P-2	1,000,000.00	1,000,000.00	1,000,000.00	1.29%	5.00%
BOQ 5.05 31 Mar 2025 181DAY TD	S&P ST A2	2,000,000.00	2,000,000.00	2,000,000.00	2.58%	5.05%
BOQ 5 07 May 2025 181DAY TD	S&P ST A2	2,000,000.00	2,000,000.00	2,000,000.00	2.58%	5.00%
BOQ 5.15 28 May 2025 181DAY TD	S&P ST A2	2,000,000.00	2,000,000.00	2,000,000.00	2.58%	5.15%
CCU 5.5 05 Dec 2024 366DAY TD	Moody's ST P-3	2,000,000.00	2,000,000.00	2,000,000.00	2.58%	5.50%
ING 5.22 22 Jan 2025 366DAY TD	S&P ST A1	2,000,000.00	2,000,000.00	2,000,000.00	2.58%	5.22%
ING 5.31 04 Jun 2025 365DAY TD	S&P ST A1	2,000,000.00	2,000,000.00	2,000,000.00	2.58%	5.31%
ING 5.17 21 Nov 2025 365DAY TD	S&P ST A1	1,000,000.00	1,000,000.00	1,000,000.00	1.29%	5.17%
JUDO 5.45 02 Dec 2024 367DAY TD	S&P ST A2	2,000,000.00	2,000,000.00	2,000,000.00	2.58%	5.45%
JUDO 5 25 Feb 2025 180DAY TD	S&P ST A2	2,000,000.00	2,000,000.00	2,000,000.00	2.58%	5.00%
JUDO 5.05 10 Apr 2025 182DAY TD	S&P ST A2	2,000,000.00	2,000,000.00	2,000,000.00	2.58%	5.05%
NAB 5 30 Jan 2025 121DAY TD	S&P ST A1+	3,000,000.00	3,000,000.00	3,000,000.00	3.86%	5.00%
NAB 5.30 30 Jan 2025 184DAY TD	S&P ST A1+	3,000,000.00	3,000,000.00	3,000,000.00	3.86%	5.30%
NAB 5 27 Feb 2025 120DAY TD	S&P ST A1+	2,000,000.00	2,000,000.00	2,000,000.00	2.58%	5.00%
NAB 5 04 Mar 2025 184DAY TD	S&P ST A1+	2,000,000.00	2,000,000.00	2,000,000.00	2.58%	5.00%
NAB 5.05 07 May 2025 181DAY TD	S&P ST A1+	2,000,000.00	2,000,000.00	2,000,000.00	2.58%	5.05%
RCU 5.3 11 Dec 2024 181DAY TD	Unrated ST UR	2,000,000.00	2,000,000.00	2,000,000.00	2.58%	5.30%
		34,000,000.00	34,000,000.00	34,000,000.00	43.79%	2.25%
Portfolio Total		74,485,835.91	77,436,522.84	77,635,703.60	100.00%	8.44%



2. Portfolio Valuation By Categories As At 30 November 2024

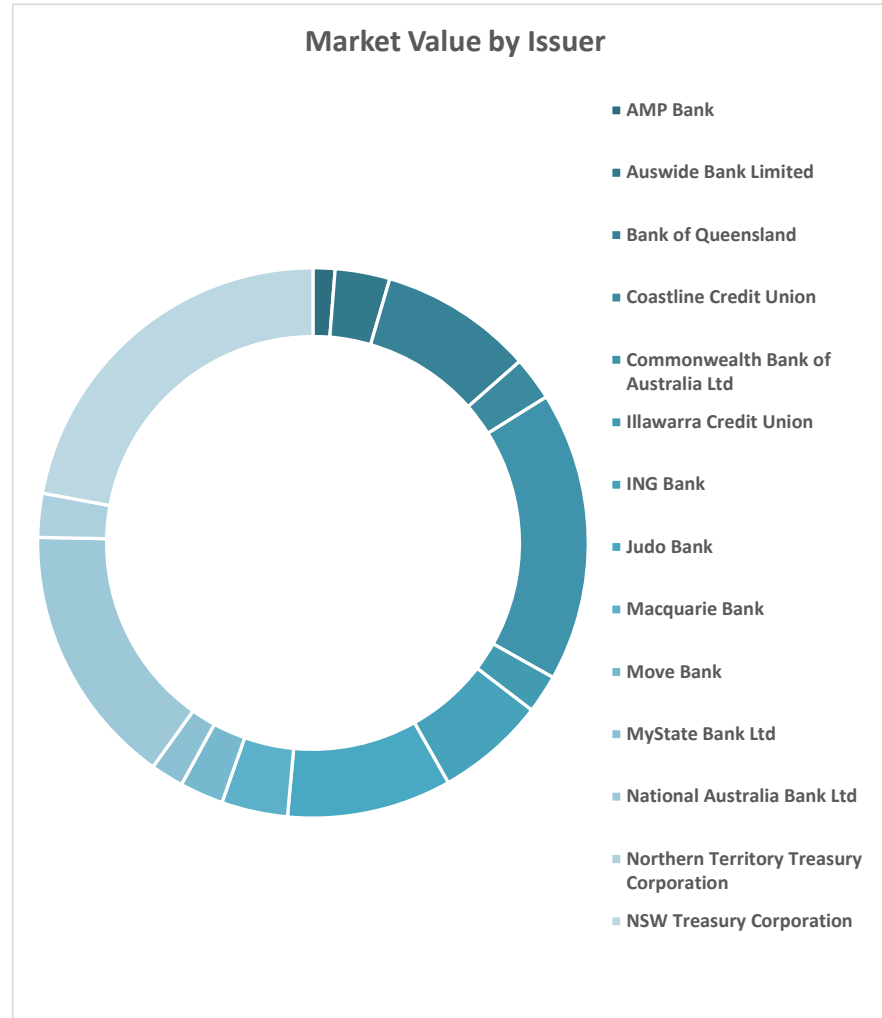
Security Type	Market Value	% Total Value
Fixed Rate Bond	4,500,000.00	5.80%
At Call Deposit	15,230,416.56	19.62%
Term Deposit	34,000,000.00	43.79%
Floating Rate Note	6,750,390.00	8.69%
Unit Trust	17,154,897.04	22.10%
Portfolio Total	77,635,703.60	100.00%





2. Portfolio Valuation By Categories As At 30 November 2024

Issuer	Market Value	% Total Value
AMP Bank	1,000,000.00	1.29%
Auswide Bank Limited	2,500,000.00	3.22%
Bank of Queensland	7,000,000.00	9.02%
Coastline Credit Union	2,000,000.00	2.58%
Commonwealth Bank of Australia Ltd	13,223,022.95	17.03%
Illawarra Credit Union	1,750,000.00	2.25%
ING Bank	5,000,000.00	6.44%
Judo Bank	7,500,000.00	9.66%
Macquarie Bank	3,007,758.90	3.87%
Move Bank	2,000,000.00	2.58%
MyState Bank Ltd	1,500,000.00	1.93%
National Australia Bank Ltd	12,000,024.71	15.46%
Northern Territory Treasury Corporation	2,000,000.00	2.58%
NSW Treasury Corporation	17,154,897.04	22.10%
Portfolio Total	77,635,703.60	100.00%



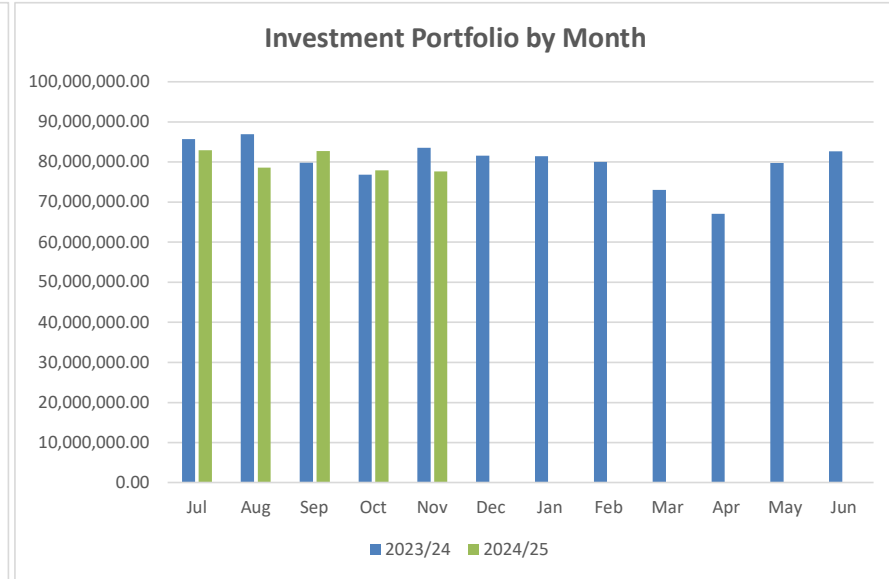
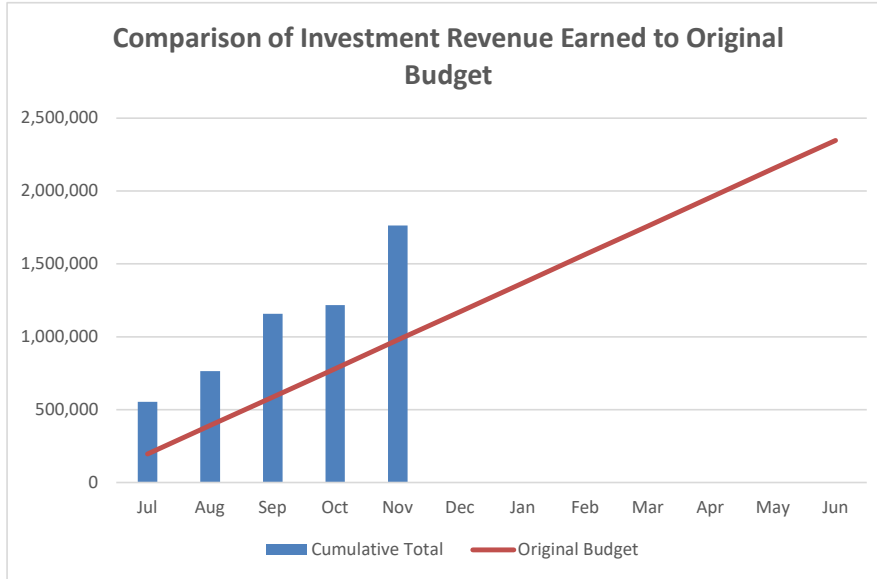


3. Investment Revenue Received For 1 November 2024 to 30 November 2024

Security	Issuer	Settlement Date	Face Value (Basis of Interest Calculation)	Consideration Notional	Income Type
BOQ 5.15 07 Nov 2024 183DAY TD	Bank of Queensland	7 Nov 2024	2,000,000.00	51,641.10	Security Coupon Interest
JUDO 5.2 07 Nov 2024 183DAY TD	Judo Bank	7 Nov 2024	2,000,000.00	52,142.47	Security Coupon Interest
ING 5.41 21 Nov 2024 366DAY TD	ING Bank Australia Limited	21 Nov 2024	1,000,000.00	54,248.22	Security Coupon Interest
NAB 4.95 28 Nov 2024 92DAY TD	National Australia Bank Ltd	28 Nov 2024	2,000,000.00	24,953.42	Security Coupon Interest
Other	Macquarie Bank Ltd	30 Nov 2024		7,368.90	Bank Interest
Other	Commonwealth Bank	30 Nov 2024		40,974.08	Bank Interest
Other	Commonwealth Bank	30 Nov 2024		2,710.76	Bank Interest
Other	Commonwealth Bank	30 Nov 2024		218.22	Bank Interest
				234,257.17	
Medium Term Growth Fund	NSW Treasury Corporation			199,180.68	Fair Value Gain/(Loss)
Long Term Growth Fund	NSW Treasury Corporation			96,251.94	Fair Value Gain/(Loss)
				295,432.62	
TOTAL				529,689.79	



4. Comparison of Investment Revenue Earned to Original Budget and Investment Portfolio by Month 2024 - 2025 YTD





5. Environmentally Sustainable Investment Performance Report for the Period Ending 30 November 2024 Relative To 30 September 2024.

Portfolio Summary by Fossil Fuel Lending ADIs

ADI Lending Status	% Total	Current Period	% Total	Prior Period
Fossil Fuel Lending ADIs				
AMP Bank	1.3%	1,000,000.00	1.3%	1,000,000.00
Bank of Queensland	1.3%	1,000,000.00	1.3%	1,000,000.00
Commonwealth Bank of Australia Ltd	17.0%	13,223,022.95	17.7%	13,789,203.22
ING Bank Australia Limited	6.4%	5,000,000.00	6.4%	5,000,000.00
Macquarie Bank	3.9%	3,007,758.90	3.9%	3,008,267.10
National Australia Bank Ltd	15.5%	12,000,024.71	15.4%	12,000,024.71
	45.4%	35,230,806.56	45.9%	35,797,495.03
Non Fossil Fuel Lending ADIs				
Auswide Bank Limited	3.2%	2,500,000.00	3.2%	2,500,000.00
Bank of Queensland	7.7%	6,000,000.00	5.1%	4,000,000.00
Coastline Credit Union	2.6%	2,000,000.00	2.6%	2,000,000.00
Illawarra Credit Union	2.3%	1,750,000.00	2.2%	1,750,000.00
Judo Bank	9.7%	7,500,000.00	12.2%	9,500,000.00
Move Bank	2.6%	2,000,000.00	2.6%	2,000,000.00
MyState Bank Ltd	1.9%	1,500,000.00	1.9%	1,500,000.00
Northern Territory Treasury Corporation	2.6%	2,000,000.00	2.6%	2,000,000.00
NSW Treasury Corporation	22.1%	17,154,897.04	21.6%	16,859,464.42
	54.6%	42,404,897.04	54.1%	42,109,464.42
Total Portfolio		77,635,703.60		77,906,959.45

All amounts shown in the table and charts are Current Face Values.

Fossil Fuel vs Non Fossil Fuel Lending ADI





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RICHMOND VALLEY COUNCIL

ARIC WORKPLAN

 2024-2028

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1. Introduction

The Local Government Act 1993 (“the Act”), the Local Government (General) Regulation 2005 (“the Regulation”) and the Guidelines for Risk Management and Internal Audit for Local Government in NSW (“Guidelines”) require each council in NSW to have:

- an Audit, Risk and Improvement Committee (“ARIC” or “Committee”) that continuously reviews and provides independent advice to the council on how it is functioning and managing risk;
- a robust Risk Management Framework that accurately identifies and mitigates the risks facing the council and its operations; and
- an effective Internal Audit Function that provides independent advice as to whether the council is functioning effectively and the council's internal controls to manage risk are working.

The three mandatory governance mechanisms are vital to ensure that councils are doing the right things the best way they can for their communities and are on track to delivering their community's goals and objectives.

The NSW Office of Local Government established the Guidelines in December 2023 to assist councils to comply with statutory requirements under the Act and the Regulation.

The Committee is an advisory body only. It exercises no administrative functions, has no delegated financial responsibilities, and does not perform any management functions of council.

The Committee provides independent advice to the council, which is informed by council's internal audit and risk management activities, as well as information and advice provided by council staff, relevant external bodies, and other subject matter experts.

The ARIC Workplan outlines the actions and activities that will be the focus of the Committee over the council term of 2024-2028.

2. Committee Membership

Membership of the ARIC is currently comprised of the following members:

Independent Members:

- Ron Gillard (Chair)
- Emma Fountain
- Jesse Jo

Councillor Member:

Cr [TBC]

3. Internal Audit Arrangements

Internal Audit is established by authority of the Richmond Valley Council ("Council"), with its responsibilities defined in this Internal Audit Charter ("Charter") approved by Council on endorsement of the ARIC.

This Charter provides the framework and authority for the performance of internal audit activities at Council.

The Charter describes the Internal Audit Coordinator as the person in the senior position responsible for managing the Internal Audit Function of an organisation. The International Professional Practices Framework ("IPPF"), issued by the Institute of Internal Auditors ("IIA"), refers to this role as the Chief Audit Executive. At Council, the Internal Audit Coordinator is the Manager Finance.

4. Workplan

The Workplan (enclosed as Appendix 1) sets out the requirements of the Workplan, and allocates the frequency of review and planned year(s) of review during the council term.

The review requirements of the initial year are split into each of the anticipated Committee meetings.

It is intended that an update of progress against the annual and council term Workplan, including a subsequent annual meeting plan, will be provided to Council annually following the Committee's August meeting.

5. Review of the Workplan

The Workplan will be reviewed annually, with any material/significant changes endorsed by the ARIC and approved by Council.

6. Approval of the Workplan

Endorsed by Audit, Risk and Improvement Committee
4 December 2024

Adopted by Council

[resolution reference]

[date]

Appendix 1 –Workplan (December 2024)

Plan Ref #	Terms of Reference Requirement <i>[per Schedule 1 (s.428A of Act)]</i>	Frequency (minimum)	Source / Supporting Documents and/or Actions Required	Yr 1 Spec Mtg	Yr 1 Dec 2024	Yr 1 Feb 2025	Yr 1 May 2025	Yr 1 Aug 2025	Yr 2	Yr 3	Yr 4
Internal Audit			<i>Principle: The Council has an effective internal audit function and receives maximum value from its internal audit activities.</i>								
1	Provide overall strategic oversight of internal audit ("IA") activities	Annual	IA Projects / Meet with Internal Audit Coordinator ("IAC")					x	x	x	x
2	Act as a forum for communication between the governing body, general manager, senior management, the internal audit function and external audit	Always			x	x	x	x	x	x	x
3	Coordinate, as far as is practicable, the work programs of internal audit and other assurance and review functions	Annual	IA Plan / External Auditor ("EAr") Invited to ARIC					x	x	x	x
4	<i>Review and advise the council:</i>										
4.1	on whether the council is providing the resources necessary to successfully deliver the internal audit function	Annual	Meet with IAC / Assess IA Function					x	x	x	x
4.2	if the council is complying with internal audit requirements, including conformance with the International Professional Practices Framework	5 Yr*	Quality Assurance Improvement Program ("QAIP") / IA Charter / External Assessment								x
4.3	if the council's internal audit charter is appropriate	Annual	IA Charter			x			x	x	x
4.4	whether the internal audit policies and procedures and audit/risk methodologies used by the council are suitable	4 Yr	Review IA Policies & Procedures								x
4.5	of the strategic four-year work plan and annual work plan of internal audits to be undertaken by the council's internal audit function	Annual	IA Plans					x	x	x	x
4.6	if the council's internal audit activities are effective, including the performance of the IAC and the internal audit function	Annual	Assess IA Function / Meet with IAC					x	x	x	x
4.7	of the findings and recommendations of internal audits conducted, and corrective actions needed to address issues raised	Qtr	IA Project Reports		x	x	x	x	x	x	x
4.8	of the implementation by the council of these corrective actions	Qtr	IA Action Plan		x	x	x	x	x	x	x

Plan Ref #	Terms of Reference Requirement [per Schedule 1 (s.428A of Act)]	Frequency (minimum)	Source / Supporting Documents and/or Actions Required	Yr 1 Spec Mtg	Yr 1 Dec 2024	Yr 1 Feb 2025	Yr 1 May 2025	Yr 1 Aug 2025	Yr 2	Yr 3	Yr 4
4.9	on the appointment of the Internal Audit Coordinator ("IAC")	As Required									
4.10	on the appointment of the internal audit external providers ("IAEP")	As Required									
4.11	if the internal audit function is structured appropriately and has sufficient skills and expertise to meet its responsibilities	Annual	Meet with IAC / Assess IA Function					x	x	x	x
External Audit			<i>Principle: The Council receives maximum value from its external audit activities.</i>								
5	Act as a forum for communication between the governing body, general manager, senior management, the internal audit function and external audit ("EA")	Always		x	x	x	x	x	x	x	x
6	Coordinate as far as is practicable, the work programs of internal audit and external audit	Annual	Annual Engagement Plan ("AEP") / IAC Invited to ARIC			x			x	x	x
7	<i>Provide input and feedback on the:</i>										
7.1	financial statements	Annual	Draft and Final Audited Fin Stmts	x				x	x	x	x
7.2	performance audit coverage proposed by external audit	Annual	AEP			x			x	x	x
7.3	external audit services provided	Annual	Final & Interim Audit Mgmt Letters / AONSW Survey		x	x		x	x	x	x
8	Review all external plans and reports in respect of planned or completed audits and monitor council's implementation of audit recommendations	Qtr	AEP / Audit Mgmt Letters / EA Action List		x	x	x	x	x	x	x
9	Provide advice to the governing body and/or general manager on action taken on significant issues raised in relevant external audit reports and better practice guides	Annual	Audit Mgmt Letters / AEP		x	x		x	x	x	x
Risk Management			<i>Principle: The Council has an effective risk management framework and internal controls that successfully identify and manage the risks it faces.</i>								
10	<i>Review and advise the council:</i>										
10.1	if the council's has in place a current and appropriate risk management framework ("RMF") that is consistent with the Australian risk management standard	Annual	Review RMF			x			x	x	x
10.2	whether the council is providing the resources necessary to successfully implement its risk management framework	Annual	Meet with IAC / Assess RMF			x			x	x	x

Plan Ref #	Terms of Reference Requirement <i>[per Schedule 1 (s.428A of Act)]</i>	Frequency (minimum)	Source / Supporting Documents and/or Actions Required	Yr 1 Spec Mtg	Yr 1 Dec 2024	Yr 1 Feb 2025	Yr 1 May 2025	Yr 1 Aug 2025	Yr 2	Yr 3	Yr 4
10.3	whether the council's risk management framework is adequate and effective for identifying and managing the risks the council faces, including those associated with individual projects, programs and other activities	4 Yr	Review of RMF / IA Project Reports							x	
10.4	if risk management is integrated across all levels of the council and across all processes, operations, services, decision-making, functions and reporting	4 Yr	Review of RMF / IA Project Reports							x	
10.5	of the adequacy of risk reports and documentation, for example, the council's risk register and risk profile	Annual	RMF Risk Profile & Risk Appetite / Risk Register(s) / ARIC Meeting Papers			x			x	x	x
10.6	whether a sound approach has been followed in developing risk management plans for major projects or undertakings	Qtr	Major Projects Report		x	x	x	x	x	x	x
10.7	whether appropriate policies and procedures are in place for the management and exercise of delegations	4 Yr	Review of Delegations / IA Projects				x				
10.8	if the council has taken steps to embed a culture which is committed to ethical and lawful behaviour	4 Yr	Council Report to ARIC / Code of Conduct / Fraud and Corruption Policy / Risk Register(s) / IA Project Reports				x				
10.9	if there is a positive risk culture within the council and strong leadership that supports effective risk management	Annual	IA Project Reports / Risk Register(s) / Risk Maturity Assessment				x		x	x	x
10.10	of the adequacy of staff training and induction in risk management	Annual	Council Report to ARIC / IA Project Reports / Risk Register(s)				x		x	x	x
10.11	how the council's risk management approach impacts on the council's insurance arrangements	Annual	Insurance Report(s) / Council Report to ARIC				x		x	x	x
10.12	of the effectiveness of the council's management of its assets	4 Yr	Council Report to ARIC / IA Project Reports						x		
10.13	of the effectiveness of business continuity arrangements, including business continuity plans ("BCP"), disaster recovery plans and the periodic testing of these plans	Annual	Council Report to ARIC / IA Project Reports / BCP			x			x	x	x

Plan Ref #	Terms of Reference Requirement [per Schedule 1 (s.428A of Act)]	Frequency (minimum)	Source / Supporting Documents and/or Actions Required	Yr 1 Spec Mtg	Yr 1 Dec 2024	Yr 1 Feb 2025	Yr 1 May 2025	Yr 1 Aug 2025	Yr 2	Yr 3	Yr 4
Internal Controls			<i>Principle: The Council has an effective risk management framework and internal controls that successfully identify and manage the risks it faces.</i>								
11	<i>Review and advise the council:</i>										
11.1	whether the council's approach to maintaining an effective internal audit framework, including over external parties such as contractors and advisors, is sound and effective	Annual	Review of IA Charter			x			x	x	x
11.2	whether the council has in place relevant policies and procedures and that these are periodically reviewed and updated	Annual	Policy & Standard Work Procedures ("SWP") Registers / IA Project Reports			x			x	x	x
11.3	whether appropriate policies and procedures are in place for the management and exercise of delegations	4 Yr	Review of Delegations / IA Projects				x				
11.4	whether staff are informed of their responsibilities and processes and procedures to implement controls are complied with	4 Yr	Review of Delegations / IA Projects				x				
11.5	if the council's monitoring and review of controls is sufficient	Qtr	IA & EA Action Lists / IA Project Reports / IA Plan		x	x	x	x	x	x	x
11.6	if internal and external audit recommendations to correct internal control weaknesses are implemented appropriately	Qtr	IA & EA Action Lists		x	x	x	x	x	x	x
Compliance			<i>Principle: The Council has an effective compliance framework that ensures it is complying with its legal obligations and other governance and contractual requirements when undertaking its functions.</i>								
12	<i>Review and advise the council:</i>										
12.1	of the adequacy and effectiveness of the council's compliance framework	4 Yr	Review of Compliance Framework / IA Project Reports							x	
12.2	on whether the council's has appropriately considered legal and compliance risks as part of its risk management framework	Annual	Review of RMF / IA Project Reports		x				x	x	x
12.3	on whether the council's manages its compliance with applicable laws, regulations, policies, procedures, codes, and contractual arrangements	4 Yr	Review of Compliance Framework / Council Report to ARIC / IA Project Reports							x	
12.4	on whether appropriate processes are in place to assess compliance	4 Yr	Review of Compliance Framework / Council Report to ARIC / IA Project Reports							x	

Plan Ref #	Terms of Reference Requirement [per Schedule 1 (s.428A of Act)]	Frequency (minimum)	Source / Supporting Documents and/or Actions Required	Yr 1 Spec Mtg	Yr 1 Dec 2024	Yr 1 Feb 2025	Yr 1 May 2025	Yr 1 Aug 2025	Yr 2	Yr 3	Yr 4
Fraud and Corruption			<i>Principle: The Council has an effective fraud and corruption control framework in place that minimises the incidence of fraud and corruption.</i>								
13	<i>Review and advise the council:</i>										
13.1	of the adequacy and effectiveness of the council's fraud and corruption prevention framework and activities	4 Yr	Review of Fraud and Corruption Prevention Framework / IA Project Reports							x	
13.2	whether the council has appropriate processes and systems in place to capture and effectively investigate fraud-related information	Annual	Fraud Policy / Fraud Control Plans / Self Assessment Tool / Council Report to ARIC / IA Project Reports		x				x	x	x
Financial Management			<i>Principle: The Council has an effective financial management framework, sustainable financial position and positive financial performance.</i>								
14	<i>Review and advise the council:</i>										
14.1	if the council is complying with accounting standards and external accountability requirements	Annual	Audit Mgmt Letters / Draft and Final Audited Fin Stmts	x				x	x	x	x
14.2	of the appropriateness of the council's accounting policies and disclosures	Annual	Audit Mgmt Letters / Draft and Final Audited Fin Stmts	x				x	x	x	x
14.3	of the implications for the council of the findings of external audits and performance audits and the council's responses and implementation of recommendations	Annual	Audit Mgmt Letters / Draft and Final Audited Fin Stmts / EA Action List	x				x	x	x	x
14.4	whether the council's financial statement preparation procedures and timelines are sound	Annual	AEP / Council Report to ARIC / Audit Mgmt Letters / EA Action List			x			x	x	x
14.5	the accuracy of the council's annual financial statements prior to external audit, including: <ul style="list-style-type: none"> management compliance/representations significant accounting and reporting issues the methods used by the council to account for significant or unusual transactions and areas of significant estimates or judgements appropriate management signoff on the statements 	Annual	Draft Fin Stmts / Council Report to ARIC / Audit Mgmt Letters / EA Action List					x	x	x	x

Plan Ref #	Terms of Reference Requirement [per Schedule 1 (s.428A of Act)]	Frequency (minimum)	Source / Supporting Documents and/or Actions Required	Yr 1 Spec Mtg	Yr 1 Dec 2024	Yr 1 Feb 2025	Yr 1 May 2025	Yr 1 Aug 2025	Yr 2	Yr 3	Yr 4
14.6	if effective processes are in place to ensure financial information included in the council's annual report is consistent with signed financial statements	Annual	Draft Council Annual Report / Draft and Final Audited Fin Stmts	x	x			x	x	x	x
14.7	if the council's financial management processes are adequate	Annual	IA & EA Action List / IA Project Reports / Audit Mgmt Letters / QBRS		x				x	x	x
14.8	the adequacy of cash management policies and procedures	Annual	Cash Mgmt and Investment Policies / QBRS / Council Cash & Investment Report / IA Projects / Audit Mgmt Letters		x				x	x	x
14.9	if there are adequate controls over financial processes, for example: <ul style="list-style-type: none"> • appropriate authorisation and approval of payments and transactions • adequate segregation of duties • timely reconciliation of accounts and balances • review of unusual and high value purchases 	Annual	Audit Mgmt Letters / IA Projects / IA & EA Action List / Council Report to ARIC		x				x	x	x
14.10	if policies and procedures for management review and consideration of the financial position and performance of the council are adequate	4 Yr	IP&R Review / IA Projects / Audit Mgmt Letters / Council Report to ARIC						x		
14.11	if the council's grants and tied funding policies and procedures are sound	4 yr	Grant Funding Policy & Procedure Review / IA Projects / Audit Mgmt Letters / Council Report to ARIC						x		

Plan Ref #	Terms of Reference Requirement [per Schedule 1 (s.428A of Act)]	Frequency (minimum)	Source / Supporting Documents and/or Actions Required	Yr 1 Spec Mtg	Yr 1 Dec 2024	Yr 1 Feb 2025	Yr 1 May 2025	Yr 1 Aug 2025	Yr 2	Yr 3	Yr 4
Governance			<i>Principle: The Council has an effective governance framework to ensure it is appropriately directing and controlling the management of the Council.</i>								
15	Review and advise the council regarding its governance framework, including its:										
15.1	decision-making processes	Annual	Policy & SWP Registers / IA Project Reports			x			x	x	x
15.2	implementation of governance policies and procedures	Annual	Policy & SWP Registers / IA Project Reports			x			x	x	x
15.3	reporting lines and accountability	4 Yr	Organisation Structure / Delegations Register / Council Report to ARIC				x				
15.4	assignment of key roles and responsibilities	4 Yr	Organisation Structure / Delegations Register / Council Report to ARIC				x				
15.5	[council] committee structure	4 Yr	Council Report to ARIC				x				
15.6	management oversight responsibilities	Annual	Organisation Structure / Delegations Register / Policy & SWP Registers / IA Project Reports				x		x	x	x
15.7	human resources and performance management activities	Annual	Council Report to ARIC / IA Project Reports			x			x	x	x
15.8	reporting and communication activities	As Required	IA Project Reports								
15.9	information and communications technology ("ICT") governance	Annual	IA Project Reports / Audit Mgmt Letters			x			x	x	x
15.10	[records] management and governance of the use of data, information and knowledge	As Required	IA Project Reports								
Strategic Planning			<i>Principle: The Council has an effective framework that ensures it achieves its strategic plans and objectives under the integrated planning and reporting (IP&R) framework.</i>								
16	Review and advise the council:										
16.1	of the adequacy and effectiveness of the council's integrated planning and reporting ("IP&R") processes	Annual	IP&R Review / Council Annual Report / Council Report to ARIC		x				x	x	x
16.2	if appropriate reporting and monitoring mechanisms are in place to measure progress against objectives	Annual	IP&R Documents / Council Annual Report / Council Report to ARIC		x				x	x	x
16.3	whether the council is successfully implementing and achieving its IP&R objectives and strategies	Annual	IP&R Documents / Council Annual Report / Council Report to ARIC		x				x	x	x

Plan Ref #	Terms of Reference Requirement [per Schedule 1 (s.428A of Act)]	Frequency (minimum)	Source / Supporting Documents and/or Actions Required	Yr 1 Spec Mtg	Yr 1 Dec 2024	Yr 1 Feb 2025	Yr 1 May 2025	Yr 1 Aug 2025	Yr 2	Yr 3	Yr 4
Service Reviews & Business Improvement			<i>Principle: The Council has an effective framework to ensure it is delivering services and conducting its business and functions to an expected standard.</i>								
17	Act as a forum for communication and monitoring of any audits conducted by external bodies and the implementation of corrective actions (for example, NSW government agencies, Commonwealth government agencies, insurance bodies)	Always			x	x	x	x	x	x	x
18	<i>Review and advise the council:</i>										
18.1	if the council has robust systems to set objectives and goals to determine and deliver appropriate levels of service to the community and business performance	4 Yr	Review of Service Management Framework / Council Annual Report / IA Project Reports / Council Report to ARIC						x		
18.2	if appropriate reporting and monitoring mechanisms are in place to measure service delivery to the community and overall performance	Annual	Council Annual Report / IA Project Reports / Council Report to ARIC		x				x	x	x
18.3	how the council can improve its service delivery and the council's performance of its business and functions generally	Always			x	x	x	x	x	x	x
Performance Data Measurement			<i>Principle: The Council's performance management framework ensures the Council can measure its performance and if it is achieving its strategic goals.</i>								
19	<i>Review and advise the council:</i>										
19.1	if the council has a robust system to determine appropriate performance indicators to measure the achievement of its strategic objectives	Annual	Council Report to ARIC / IA Project Reports				x		x	x	x
19.2	if the performance indicators the council uses are effective	Annual	Summary of IP&R Documents / Council Annual Report				x		x	x	x
19.3	of the adequacy of performance data collection and reporting	Annual	Council Report to ARIC / IA Project Reports				x		x	x	x

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Plan Ref #	Terms of Reference Requirement <i>[per Schedule 1 (s.428A of Act)]</i>	Frequency (minimum)	Source / Supporting Documents and/or Actions Required	Yr 1 Spec Mtg	Yr 1 Dec 2024	Yr 1 Feb 2025	Yr 1 May 2025	Yr 1 Aug 2025	Yr 2	Yr 3	Yr 4
Additional Tasks Not Included On Schedule 1											
20	Review/update annual and strategic work plan	Annual	Annual & Four Year Work Plan					x	x	x	x
21	Review ARIC Terms of Reference	Biennial	Terms of Reference					x		x	
22	ARIC Annual Report to Council	Annual	ARIC Annual Report			x			x	x	x
23	Agree ARIC meeting schedule for the next fiscal year, including any 'Special Meeting' dates for reviewing draft and/or final audited financial statements	Annual	AEP		x				x	x	x
24	The committee will provide a comprehensive assessment every council term of the matters listed in Schedule 1 to the governing body and the general manager. ... Guidelines p87	4 Yr									x

Concept Design Options Report

Beech Street Traffic Calming



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Concept Design Options Report - Beech Street Traffic Calming
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1. Introduction

1.1 Background

Richmond Valley Council require investigation and design of appropriate traffic calming infrastructure for Beech Street in Evans Head, which is currently experiencing motorists travelling well above the 50 km/h sign posted speed limit, particularly during the morning and afternoon peak periods.

Potential options may include sections of narrowed roadway, chicanes, raised intersections etc. but should not include devices such as speed hump which are known to negatively impact the amenity due to noise.

A speed cushion was installed by Council adjacent to No. 59 Beech Street in 2017. However, this was removed shortly thereafter following complaints of noise caused by the device.

1.2 Objectives

The objectives of this project include:

- Physically altering the carriageway within the study area to slow traffic.
- Maintaining or improving safety for all road users, including cyclists and pedestrians.
- Maintaining an acceptable level of efficiency for motorised traffic given the estimated daily traffic volumes of around 2,500 vehicles per day.
- Maintaining a comfortable bus route.
- Improving the overall amenity of the street.
- Minimising capital and maintenance costs.

1.3 Study Area

The study area for this project is the Beech Street carriageway between Currajong Street and Booyong Street, refer to **Figure 1.1** below.

Beech Street is commonly used as a thoroughfare for commuter and tourist traffic travelling from Broadwater in the north to village centre of Evans Head in the south, and vice versa. Its carriageway comprises a sealed pavement approximately 8.0 m wide measured between the edges of bitumen. There is upright kerb and gutter for the full length on the western side, and no kerb or gutter on the eastern side. The alignment is relatively straight running parallel to the ocean, with a minor change of horizontal direction at the Ash Street intersection. The vertical alignment includes a number of gentle crests and sags. Drainage is provided by several kerb inlet pits and a piped stormwater network.

There is a shared path parallel to Beech Street on the eastern side of the carriageway separated from the road by between 2 and 7 m of grassed verge. The shared path forms part of Richmond Valley Council's extensive path network, connecting the recreational areas near Evans Head's southern breakwall to Woodburn-Evans Head Road and Broadwater-Evans Head Road. Plans are underway to extend the network to provide unbroken access for pedestrians and cyclists all the way into Woodburn and Broadwater.

As there is no kerb on the eastern side of the road, several vehicles were observed to park on this verge space during the site investigation. The carriageway width also allows for parking on the western side of the road adjacent to the kerb. However, few cars were observed to be parking here.

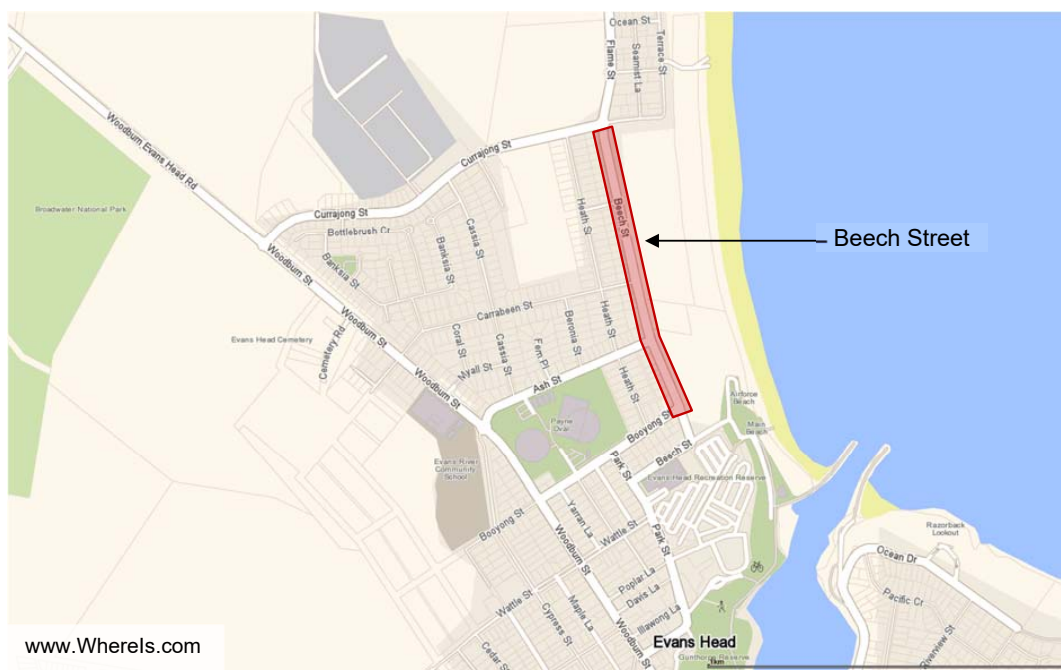


Figure 1.1 Study Area

The section of Beech Street within the study area provides direct access to approximately 33 residential dwellings, some of which include two driveway crossovers onto Beech Street.

This section also includes four intersections, from north to south: Cudgerie Street, Carrabeen Street, Ash Street and an unnamed laneway. All side streets meet Beech Street with a standard 'give way' controlled t-intersection, with traffic travelling on Beech Street having priority.

The western side of Beech Street includes overhead powerlines with frequent power poles, spaced at approximately every 40 m. The poles close to the intersections include street lights. A Dial Before You Dig search also confirmed the presence of underground water supply and telecommunication services, both running within the western verge.

There are two 50 km/h speed limit signs for southbound traffic (one just south of Carrageong Street and one just south of Cudgerie Street). There are also two 50 km/h speed limit signs for northbound traffic: one just north of Ash Street and one just south of Cudgerie Street, the latter sign installed on the right hand side of the carriageway. There is a 'Children' (W6-3) sign for north and southbound traffic located between Carrabeen and Cudgerie Streets, adjacent to No. 59 Beech Street.

The Northern Rivers Buslines operates three routes (660, 690 and 690) through Evans Head, totalling six services in each direction per day. School bus services and long distance regional services also operate within Evans Head. A number of these utilise Beech Street as part of their route.

1.4 Site Investigation

A site investigation was undertaken between 8:00 and 9:00 AM on Friday 12th of April 2024. The roadway was observed to be moderately busy, with several cars passing every minute.

Many cars were observed parking on the grassed verge between the roadway and the shared path. In particular, there were numerous construction vehicles parked between Ash and Booyong Streets

associated with redevelopment works taking place at No. 23 Beech Street. Only one car was observed parked on the western side of the road adjacent to the kerb and gutter.

Many garbage bins were observed on the western verge as the site visit coincided with the Council's kerbside bin collection day.

A small number of pedestrians were observed utilising the shared path, including members of the public walking dogs. One such local resident confirmed that speeding along Beech Street is an issue and that a similar problem exists on Heath Street, which runs parallel to Beech Street to the west.

1.5 Traffic Data

Richmond Valley Council has provided traffic data collected from various locations within the study area in the last five years. The data received is summarised in the following table.

Table 1.1 Summary of Traffic Data

Date and Location	AADT (veh/day)	Recorded Speeds (km/h)	Exceeding 50 km/h limit
2017 No. 59 Beech Street (assumed)	2083	Mean speed: 52.6 85 th percentile speed: 59.0	64.5%
2019 (16/04 to 30/05) During speed cushion installation No. 65 Beech Street	2149 9.8% HV	Mean speed: 42.3 85 th percentile speed: 49.3 Approach to cushion: 44.1 Departure from cushion: 51.8	12.8%
2019 (16/04 to 30/05) During speed cushion installation No. 53 Beech Street	2172 4.4% HV	Mean speed: 41.5 85 th percentile speed: 47.8 Approach to cushion: 44.6 Departure from cushion: 53.1	8.9%
2019 – After speed cushion removal No. 65 Beech Street	2140	Mean speed: 50.4 85 th percentile speed: 56.5	51.5%
2019 – After speed cushion removal No. 53 Beech Street	2179	Mean speed: 48.9 85 th percentile speed: 55.1	42.5%
2024 (15/01-21/02) No. 83 Beech Street	2451 9.1% HV	85 th percentile speed: 51.0	Approx. 30%

Notes: Speed cushion was installed at No. 59 Beech Street.

AADT = Estimate of the average annual daily traffic volume

HV = Heavy vehicles

The data shows that there has been a significant proportion of motorists exceeding the 50 km/h speed limit within Beech Street. It also shows that this issue was dramatically lessened in the vicinity of the speed cushion for the duration that the speed control device was installed. Of particular interest is that the speeds of vehicles departing the speed cushion were measured to be above the speed limit, suggesting that the device is only providing speed attenuation in the short distance approaching the cushion.

Also of interest is the most recent data, which indicates the 85th percentile speed is only slightly above the speed limit, at 51 km/h. However, it is important to note the location of the tube counter, being very close to the northern end of Beech Street, only 50 m or so from the roundabout intersection with Currajong Street. Motorists would be unlikely to speed so close to the intersection. It is possible that the 85th percentile speed is higher further south along Beech Street where there are no physical impediments to influence traffic to maintain the sign posted speed limit.

2. Discussion of Options

2.1 Relevant Standards and Guidelines

The relevant guidelines relating to the selection and use of traffic calming devices is the Austroads Guide to Traffic Management, specifically *Part 8: Local Street Management* (AGTM08, Ed. 3.0, Austroads, 2020) (formerly *Local Area Traffic Management*).

2.2 Traffic Calming

The AGTM08 provides the Shorter Oxford English Dictionary definition of 'traffic calming', as follows: *"The deliberate slowing of road traffic, especially through residential areas, by narrowing or obstructing roads."* Another definition offered by AGTM08 is, *"...the combination of mainly physical measures that reduce the negative effects of motor vehicle use, alter driver behaviour and improve conditions for non-motorised street users."* Thus, it is understood that traffic calming, particularly within a local street setting, deals with the installation of physical devices to cause traffic to slow down.

The primary aim of traffic calming is to change driver behaviour, both directly by physical influence on vehicle operation, and indirectly by influencing the driver's perceptions of what is appropriate behaviour in that street.

At present, Beech Street offers a relatively wide, flat, and straight thoroughfare for motorists, with good sight distances, and 800 m of priority roadway. Although there are several intersections within this length, unless the motorist needs to turn into one of these side streets, they have little cause to slow down.

Traffic calming measures can be implemented to slow traffic by:

- Shortening forward sightlines for drivers, by landscaping, for example.
- Limiting sections of street between slow/stop conditions to under 200 m.
- Reducing the available carriageway width and/or introduce deflections in the vehicle path.

2.3 Vertical Versus Horizontal Controls

Several options for traffic calming are presented and discussed at detail in the AGTM08. The devices fall into two primary categories:

- Vertical speed controls, such as:
 - Roam humps
 - Speed cushions
 - Raised intersections / plateaus
- Horizontal displacement devices, such as:
 - Lane narrowing
 - Slow points
 - Chicanes
 - Central islands / median
 - Roundabouts

The guide provides data regarding the expected effectiveness of each device, generally with respect to the speed differential and the zone of influence.

2.3.1 Vertical Controls

In general, the devices that involve a vertical change in the roadway (e.g. speed humps) offer the greatest reduction in speed, as they necessitate motorists to drop their operating speeds to 20-35 km/h. However, they have a relatively small zone of influence (i.e. they are typically only effective in reducing speeds within 50 m of the approach to each speed hump).

Vertical controls are not recommended on bus routes or streets without adequate lighting, and have a negative side effect of noise generation, especially for utility vehicles with metal trays etc.

Beech Street forms part of a daily bus route and only has minimal street lighting (i.e. a single lantern) at each intersection, with no lighting between intersections. A previously installed speed cushion resulted in complaints from residents regarding the resultant noise. It is for these reasons that vertical controls have been excluded from this options assessment.

2.3.2 Horizontal Controls

Horizontal displacement devices such as slow points, kerb blisters, chicanes, and central medians can be retrofitted to an existing road carriageway for the purpose of traffic calming. Roundabouts also offer horizontal displacement and are effective at slowing traffic. Full sized roundabouts require considerable space and can be very costly to construct, however there are 'mini roundabouts' typically made from prefabricated recycled rubber modular components which can be installed at existing intersections in a matter of days.

Several horizontal controls have been considered as part of this project, as detailed in subsequent sections of this report. Horizontal controls that narrow the carriageway to a single lane have not been considered. Although such treatments are generally expected to result in a lower speed compared to options that retain two-way traffic, the traffic volumes on Beech Street are not conducive to one-lane narrowing and the impact on efficiency is expected to be unacceptably severe.

2.4 Materials and Construction

Many of the horizontal control devices such as blister islands, central medians and small diameter roundabouts can be installed using prefabricated recycled rubber components, thus significantly reducing construction costs and times. Multiple kerbed islands and/or roundabouts can be constructed in one day, whereas their traditional concrete counterparts would require a number of weeks. They are also easier to remove, if required, as they don't require excavation or removal of the existing road surface.

The recycled rubber kerbs, available from a number of manufacturers, can be produced in semi-mountable (230 mm wide x 125 mm high) or semi-barrier (150 mm wide x 150 mm high) kerb profiles. Curved sections are also available to allow for various shaped blister or median islands to be created. Each component is installed by drilling directly into the existing road surface and fixing in place with epoxy and coach bolts. The infill of each constructed island can be compacted gravel with landscaping or an impermeable surface.

It is recommended that prefabricated recycled rubber products be used where possible for the construction of traffic calming devices in Beech Street for the following reasons:

- Significantly reduced construction costs.
- Significantly reduced construction times.
- Reduced disruption to road users and loss of amenity to residents during construction.
- Sustainable materials.
- Durable materials requiring little to no maintenance if properly installed.

2.5 Other Considerations

Changes made to the street for the purpose of traffic calming provide opportunities for supplementary benefits. These may include the provision of landscaping resulting in street beautification, and pedestrian refuge islands to aid movement of pedestrians. However, traffic calming, particularly frequent narrowing and widening of the road carriageway can result in a reduced level of safety for on-road cyclists. Although there is an off-road shared path adjacent to Beech Street, the safety and efficiency for cyclists choosing to travel within the road carriageway must be considered as part of the design and options assessment.

Another aspect to be taken into consideration during the design process is to ensure that the final design does not introduce confusion for any road users, as this can lead to collisions. As such, it is recommended that the range of devices and treatments selected are kept to a minimum (i.e. apply the same treatment to each intersection rather than a different treatment to each intersection). It is also recommended to ensure that priorities for all road users is clearly delineated.

Finally, it is important to consider all traffic, including trucks (such as garbage trucks), buses and other heavy vehicles. The design will need to check that heavy vehicles are able to safely and efficiently navigate any proposed traffic calming devices without causing damage to the device, discomfort to the vehicle occupants, or unnecessary delays to the flow of traffic.

3. Proposed Options

3.1 Midblock Treatments

Several mid-block options are considered to be appropriate to slow traffic within the study area. The options include:

3.1.1 Continuous Central Island

Narrowing the existing travel lanes can be achieved by adding a painted 2 m wide central median island, reducing the lane widths on either side of the median to 3.0 m. Short sections of raised central median islands can also be employed in locations where they will not impact existing driveways, and/or at the approach to each intersection (Cudgerie, Carrabeen and Ash Streets). All parking on the western side of the road would be lost and parking on the eastern side of the road would need to remain on the grassed verge (i.e. parking could not be accommodated within the sealed carriageway).



Figure 3.1 Continuous Central Island

3.1.2 Blister Islands

Kerb extensions or blister islands can be installed on both sides of the road at intervals of 60-90 m, narrowing the carriageway for a short distance and providing a visual break in the roadway for drivers. Between the pairs of blister islands the carriageway would remain as it currently is.

Alternatively, blister islands could be installed on the eastern side of the road only, and combined with banks of formalised parking bays, thereby narrowing the full length of the road to provide two 3 m travel lanes. This may require some minor widening of the existing pavement to ensure sufficient width is available.

Another alternative would be to combine the pairs of blister islands with the painted central median island, again reducing the travel lane width for the full length of the road as well as introducing a more defined horizontal deflection in the required travel path for drivers. In this alternative, it would likely be sufficient to include only one set of blister islands between each intersection (i.e. 4 sets in total), whereas it would be recommended to have a higher frequency with Alternatives 1 and 2.



Figure 3.2 Blister Islands

3.1.3 Central Islands

Similar to kerb blister islands, these would be installed at intervals of 60-90 m. They would also narrow the carriageway for a short distance and provide a visual break to the forward sightline available for drivers. For best results, the central islands would be accompanied by small kerb blisters on the approach to the central island to generate a greater deviation in the horizontal path of the vehicle. Central islands with kerb blisters on the departure side of the island (i.e. four blisters per central island) were also considered, however the frequency of driveways on the western side of the road meant this arrangement would not be possible.

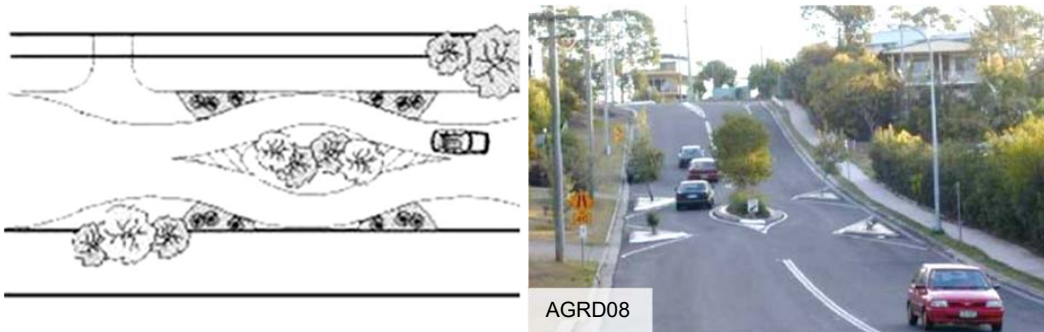


Figure 3.3 Central Islands

A variation to central island is the chicane, which elongates the horizontally deflected vehicle path. Both variations of the central island can be further varied to include formalised parking on the eastern side of the road, if this is desirable to Council. This arrangement is shown in **Figure 3.5**.

An alternative to reduce works (and therefore costs) is to provide only one central island or chicane between each intersection, making it more elongated to extend its zone of influence. If this option is chosen, it is highly recommended to combine it with an intersection treatment (refer to **Section 3.2**).



Figure 3.4 Chicanes

3.1.4 Comparison of Midblock Treatments

The following table aims to provide a comparison of the three options and alternatives (where offered) proposed in this section. Quantitative rankings of cost and effectiveness are based on information provided in AGTM08 and the relative quantity of materials and works.

Table 3.1 Comparison of Mid-block Traffic Calming Options

Assessment Criteria	Option 1 Continuous Central Island	Option 2 Kerb Blister Islands	Option 3 Central Islands / Chicanes
Location	Painted island along full length Raised islands at each intersection (i.e. one pair at each intersection)	Alt. 1: One pair between Carrabeen and Ash, two pairs between each other intersection. Alt. 2: One island between Carrabeen and Ash, two between each other intersection. Alt. 3: One pair between each intersection.	Alt. 1 and 2: One set between Carrabeen and Ash, two sets between each other intersection.
Number. of islands	3 pairs. Total no. Islands = 6	Alt. 1: 7 pairs = 14 Alt. 2: 7 islands total Alt. 3: 4 pairs = 8	7 sets, each set comprising one larger central island and two smaller kerb extension islands. Total no. Islands = 21
Total area of islands	50 m ²	Alt. 1: 116 m ² for 7 x pairs of blisters Alt. 2: 92 m ² for blisters on east side only Alt. 3: 120 m ² if combined with Option 1)	Alt. 1: 160 m ² Alt. 2: 260 m ² if combined with formalised parking lane)
Number of signs <i>KL = Keep Left R2-3, UHM = Unidirectional Hazard Marker D4-1-2</i>	12 KL	Alt. 1: 14 UHM Alt. 2: 7 UHM Alt. 3: 8 UHM	Alt. 1 and 2: 28 (14 KL, 14 UHM)
Impact on parking	Informal (on grass verge) parking retained on eastern side. Parking on western side will not be possible.	Alt. 1: Informal (on grass verge) parking retained on eastern side, with small loss in in the vicinity of blister islands. Kerbside parking retained on western side, with small loss in the vicinity of blister islands. Alt. 2: Formalised parking on the eastern side, loss of all parking on the western side. Alt. 3: Informal parking retained on eastern side, loss of all parking on the western side.	Alt. 1: Retain informal parking on both sides with some loss in vicinity of the islands. Alt. 2: Combine with a formalised (linemarked) on-road parking lane on the eastern side, which would result in loss of all parking on the western side.
Compatible intersection treatments	Compatible with Symmetrical Modified T-Intersection and Roundabout. Incompatible with Asymmetrical Modified T-Intersection.	Compatible with all three intersection options and recommended to be combined with an intersection treatment.	Compatible with all three intersection options and recommended to be combined with an intersection treatment, however, could be used without an intersection treatment.

Assessment Criteria	Option 1 Continuous Central Island	Option 2 Kerb Blister Islands	Option 3 Central Islands / Chicanes
Advantages	<ul style="list-style-type: none"> Low cost. Reduces lane width fore full road length. Retains all informal parking to the east. Can be combined with Option 2 to introduce horizontal displacement. Can be combined with intersection treatment (refer Section 3.2) to improve effectiveness or utilised without additional intersection treatments. 	<ul style="list-style-type: none"> Lower cost compared to Options 3 due to less materials and signage. Provides opportunities for landscaping. Retains most parking on the eastern and western sides of the road. Alt. 2 and 3: Reduces lane widths for full length of roadway, providing additional traffic calming. 	<ul style="list-style-type: none"> More effective at reducing traffic speeds than kerb blister islands (Option 2). Breaks up forward sightline better than Option 2. Provides opportunities for landscaping. Alt. 2: Reduces lane widths for full length of roadway, providing additional traffic calming.
Disadvantages	<ul style="list-style-type: none"> No horizontal displacement, therefore low effectiveness rating. Does not break up forward sightline for motorists. Loses all parking on western side of the road (i.e. greater loss than Options 2 and 3) 	<ul style="list-style-type: none"> Needs to be combined with one of the intersection treatment options for best results, increasing costs. Alt. 2 and 3: Loss of all parking on the western side of the road. 	<ul style="list-style-type: none"> Loss of parking to both sides off the road (greater than Option 2) If combined with one of the intersection treatment options, costs would increase to make this option the most expensive. Creates pinch point for on-road cyclists. Alt. 2: Loss of all parking on the western side of the road.
Effectiveness ranking (1 = low, 4 = high)	1 (without intersection treatment) 2 (with intersection treatment)	Alt. 1: 2 (with intersection treatment) Alt. 2: 3 (with intersection treatment) Alt. 3: 3 (with intersection treatment)	Alt. 1: 3 (without intersection treatment) Alt. 1: 3.5 (with intersection treatment) Alt. 2: 3.5 (without intersection treatment) Alt. 2: 4 (with intersection treatment)
Construction cost ranking (1 = low, 4 = high)	1 (without intersection treatment) 2 (with intersection treatment)	Alt. 1: 2 (with intersection treatment) Alt. 2: 4 (assuming some pavement widening is required) (with intersection treatment) Alt. 3: 3 (with intersection treatment)	Alt. 1: 3 (without intersection treatment) Alt. 1: 3.5 (with intersection treatment) Alt. 2: 3.5 (without intersection treatment) Alt. 2: 4 (with intersection treatment)

3.2 Intersection Treatments

There are several options for intersection treatments to slow through traffic considered suitable for this area. To avoid confusion and maximise amenity, each option proposes to employ the same traffic calming device at all three intersections within the study area.

3.2.1 Central Median Islands

Median islands (as shown in **Section 3.1** Option 1) can be used at each of the three intersections within the study area (Cudgerie Street, Carrabeen Street and Ash Street). These would not alter the travel path of vehicles, however they will provide a narrowing of the travel lanes periodically along Beech Street which would act as a traffic calming device.

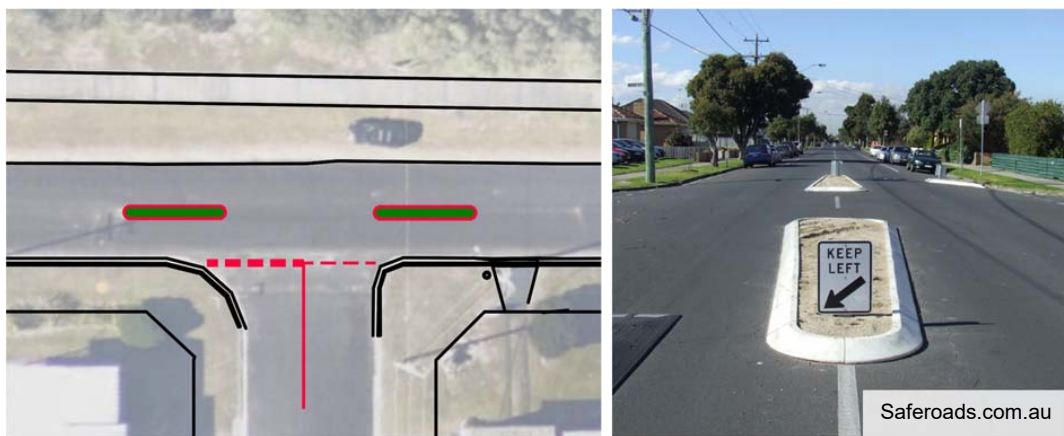


Figure 3.5 Central Median Islands

3.2.2 Asymmetrical Modified T-intersection

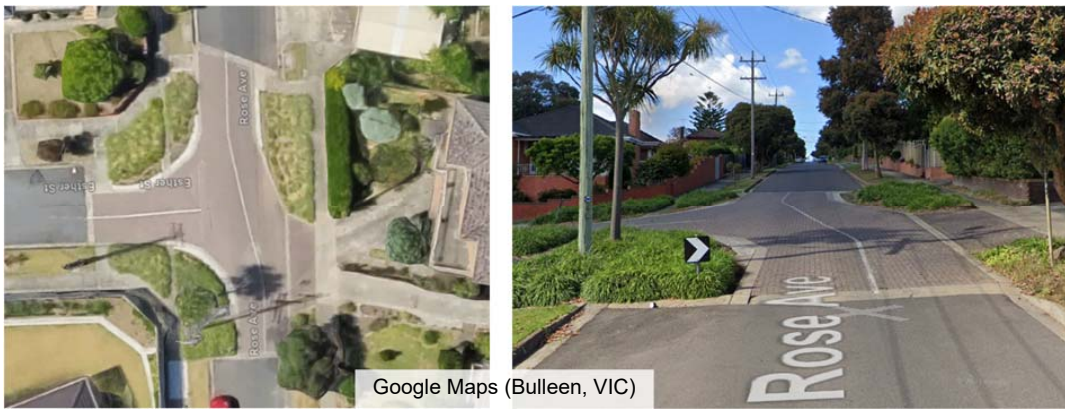
Installation of two kerb extension islands as shown in **Figure 3.6** to narrow the roadway and slightly divert the course of traffic through the intersection. This option is best suited to include an alteration of the pavement through the intersection in some way, (e.g. stencilled with a solid colour or a paver pattern) to reinforce the presence of the altered carriageway.

This option is also best suited to being combined with one of the midblock treatments that includes formalised parking on the eastern side of the road, such as Option 2 Alternative 2 (**Figure 3.2**) or Option 3 Alternative 2 (**Figure 3.4**).

3.2.3 Symmetrical Modified T-intersection

Similar to the asymmetrical version, this treatment involves the installation of raised traffic islands to divert the traffic flow path through the intersection (refer to **Figure 3.7**). Applying a treatment to the pavement surface may also be advantageous to slow traffic.

This treatment can easily be combined with any of the midblock treatments.



Google Maps (Bulleen, VIC)

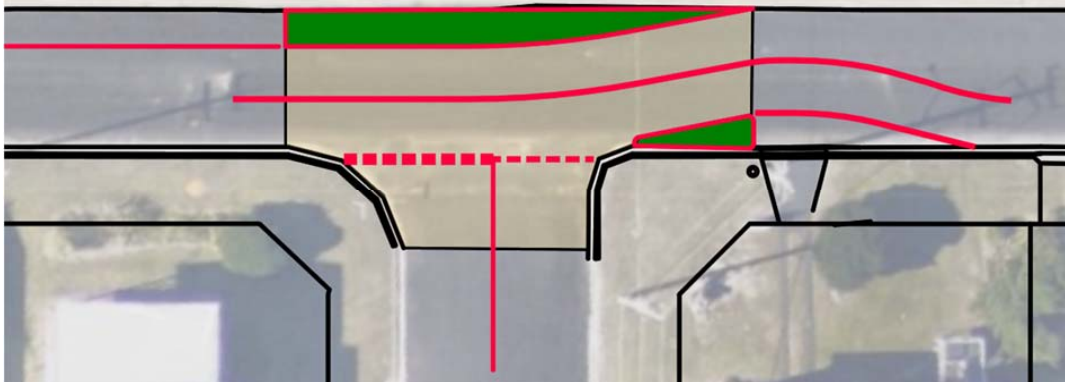


Figure 3.6 Asymmetrical Modified T-intersection



Google Maps (Doncaster, VIC)

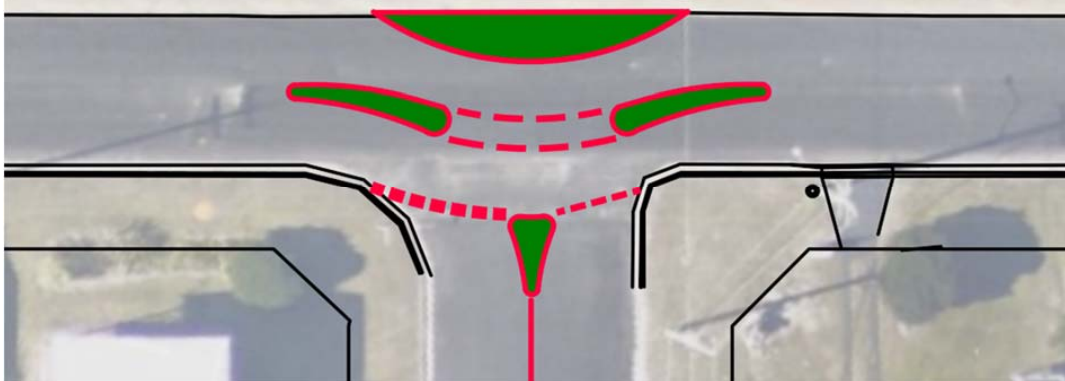


Figure 3.7 Symmetrical Modified T-intersection

3.2.4 Rubber Roundabout

‘Mini’ rubber roundabouts with a central annulus radius of around 4-5 m could be constructed at each of the three intersections within the study area along Beech Street. In addition to the central annulus, the treatment would also require a small splitter island on each leg and small kerb blister islands, as shown below, to generate sufficient deflection for southbound vehicles. Thus, this option would result in the greatest capital cost. However, it would also be the most effective in terms of slowing traffic.

Given the high cost and high efficiency, it would be considered satisfactory to pair this intersection treatment option with a scaled-back variation of the midblock treatment options. For example, one set of kerb blister islands, central island or chicane between each intersection in lieu of two.

Figure 3.8 includes an example of the rubber roundabout paired with formalised parking on the eastern side of the road.



Figure 3.8 Roundabout

3.2.5 Comparison of Intersection Treatments

The following table aims to provide a comparison of the four options proposed in this section. Quantitative rankings of cost and effectiveness are based on information provided in AGTM08 and the relative quantity of materials and works.

All intersection treatment options are proposed to be applied at all three intersection within the study area: Cudgerie Street, Carrabeen Street and Ash Street.

All options are considered to provide small opportunities for landscaping and street beautification.

Table 3.2 Comparison of Intersection Traffic Calming Options

Assessment Criteria	Option A Median Islands	Option B Asymmetrical Modified T	Option C Symmetrical Modified T	Option D Roundabout
Number of islands and total area of islands	3 pairs. Total no. Islands = 6	3 pairs. Total no. Islands = 6	3 sets, each set comprising two median islands, a splitter islands and a large kerb blister island. Total no. Islands = 12	3 sets, each set comprising a central annulus, three splitter islands and two kerb blisters. Total no. Islands = 18
Total area of islands	50 m ²	150 m ²	160 m ²	132 m ²
Number of signs	15 (3 GW, 12 KL)	9 (3 GW, 6 UHM)	15 (3 GW, 12 KL) <i>Could omit the Keep Left signs</i>	33 (9 RAB, 9 KL, 15 UHM)
<i>GW = Give Way R1-2, KL = Keep Left R2-3, UHM = Unidirectional Hazard Marker D4-1-2, RAB = Roundabout R1-3</i>				
Compatible mid-block treatments	Compatible with all options. Best suited to Option 1.	Incompatible with Option 1 (continuous central island). Best combined with formalised on-road parking.	Compatible with all options.	Compatible with all options.
Effectiveness ranking (1 = low, 4 = high)	1	2	3	4
Construction cost ranking (1 = low, 4 = high)	1	2 (or 3 if pavement widening is required)	3	4
Advantages	<ul style="list-style-type: none"> Low cost. 	<ul style="list-style-type: none"> Easily combined with formalising parking on eastern side of the road. 	<ul style="list-style-type: none"> Easily combined with any midblock treatment options to maximise effectiveness. Could remove splitter island to reduce costs. 	<ul style="list-style-type: none"> Most effective at reducing traffic speed. Provides break in forward sightline for motorists.
Disadvantages	<ul style="list-style-type: none"> Least effective at reducing traffic speeds. Does not assist with reducing forward sightlines. 	<ul style="list-style-type: none"> Only mildly effective at reducing traffic speeds. Does not assist with reducing forward sightlines. 	<ul style="list-style-type: none"> Not well suited to chicanes. 	<ul style="list-style-type: none"> High cost due to number of components and signs required.

4. Options Assessment

4.1 Assessment Matrix

The following matrix has been prepared in an effort to evaluate the various combinations of options. Scores have been provided for effectiveness ('E') and construction costs ('\$'), where a low 'E' score signifies relatively low effectiveness with respect to slowing traffic, and a low '\$' score represents relatively low construction costs.

	Option 1 Continuous Central Island	Option 2 (alt. 1) Kerb Blister Islands	Option 2 (alt. 2 & 3) Kerb Blister Islands and lane narrowing	Option 3 Central Islands / Chicanes
Option A Median Islands	E = 1 \$ = 1	E = 2 \$ = 1.5	E = 2.5 \$ = 1.5	E = 3 \$ = 2
Option B Asymmetrical Modified T	<i>Not recommended</i>	<i>Not recommended</i>	E = 3 \$ = 2	E = 3.5 \$ = 3
Option C Symmetrical Modified T	E = 2 \$ = 2	E = 2.5 \$ = 2.5	E = 3 \$ = 3	E = 3.5 \$ = 3
Option D Roundabout	E = 3 \$ = 3	E = 3 \$ = 3.5	E = 3.5 \$ = 4	E = 4 \$ = 4

It is important to note that all options above are considered to be somewhat effective, with even the lowest scoring combination of a continuous painted central island and straight median islands at the intersections (E = 1) is expected to slow traffic.

It should also be noted that the treatments expected to be highly effective at slowing traffic are likely to also deter through traffic. This will result in the side effect of pushing more traffic onto alternative routes, such as Heath Street, which may simply transfer the problem from one location to another. As such, consideration should be given to excluding the combination of treatments with high 'E' ratings. The 'highly effective' options are also associated with the highest construction costs, as they require the most components added to the roadway, which is another reason to consider exclusion.

4.2 Recommendations

There are many options available to slow traffic within Beech Street, without using vertical deflection (e.g. speed humps) and without the need for major roadworks. All options considered in this report are expected to be easily retrofitted into the existing road carriageway, with construction costs minimised by using prefabricated recycled rubber kerbing to construct traffic islands to vary the horizontal travel path of vehicles.

When selecting the right treatment for this project, the following aspects are to be considered:

- Minimise the variety of controls used to avoid confusion e.g. use the same treatment at all intersections rather than different treatments at different intersections.
- Ensure priority at the intersections is made clear.
- Avoid highly unusual arrangements that may result in distraction, confusion and collision.
- Ensure heavy vehicles movements (including garbage trucks and buses) are possible through all slow points and intersections (symmetrical modified t-intersections with raised median islands are not compatible with bus or truck turning movements, but painted islands can be used).
- Avoid creating pinch points that could be hazardous for on-road cyclist (e.g. chicanes).
- Avoid over-treating the study area, thereby pushing through traffic onto other local streets and effectively relocating the problem from one location to another.
- The issue is affecting the local residents living in Beech Street and/or utilising the Beech Street shared path. It is important to ensure that whatever is proposed is amenable to the existing residents.

Also of importance is the impact on parking within Beech Street. Some options result in significant loss of parking, some utilise the existing informal parking on the grass verge to the east of the roadway, and some formalise the parking within the carriageway.

Considering all of the above, the following combination of options are recommended:

- To retain as much parking as possible:
 - Kerb blister islands (Alternative 1), with 7 pairs of islands
 - Symmetrical Modified T-Intersection with painted islands in lieu of raised islands at Cudgerie, Carrabeen and Ash Streets
 - Spacing between slow points = 55 to 75 m

Or to reduce works:

- Kerb blister islands (Alternative 1), with 4 pairs of islands
 - Symmetrical Modified T-Intersection with painted islands in lieu of raised islands at Cudgerie, Carrabeen and Ash Streets
 - Spacing between slow points = 80 to 100 m
- If parking for the majority of one side of the road is deemed sufficient:
 - Kerb blister islands (Alternative 2), with 7 islands in total
 - Asymmetrical Modified T-Intersection at Cudgerie, Carrabeen and Ash Streets
 - Spacing between slow points = 55 to 75 m

Or to reduce works:

- Kerb blister islands (Alternative 2), with 4 islands (i.e. one between each intersection)
- Asymmetrical Modified T-Intersection at Cudgerie, Carrabeen and Ash Streets
- Spacing between slow points = 80 to 100 m

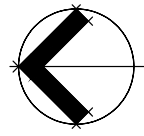


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RICHMOND VALLEY COUNCIL Evans Head Entry Treatment Options Broadwater-Evans Head Road, Evans Head

Drawing Schedule		
Drawing No.	Title	Revision
4919/SK001	Existing Site Layout	-
4919/SK002	Design Layout Option 1	-
4919/SK003	Design Layout Option 2	-
4919/SK004	Design Layout Option 3	-

LEGEND
Existing signs



PRELIMINARY

Rev	Description	Date	Des.	Dwn.	App.

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Project Title
Evans Head Entry Treatment Options

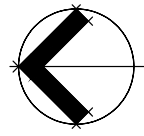
Client
Richmond Valley Council

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Approved	MVE	Date	22/11/2024		

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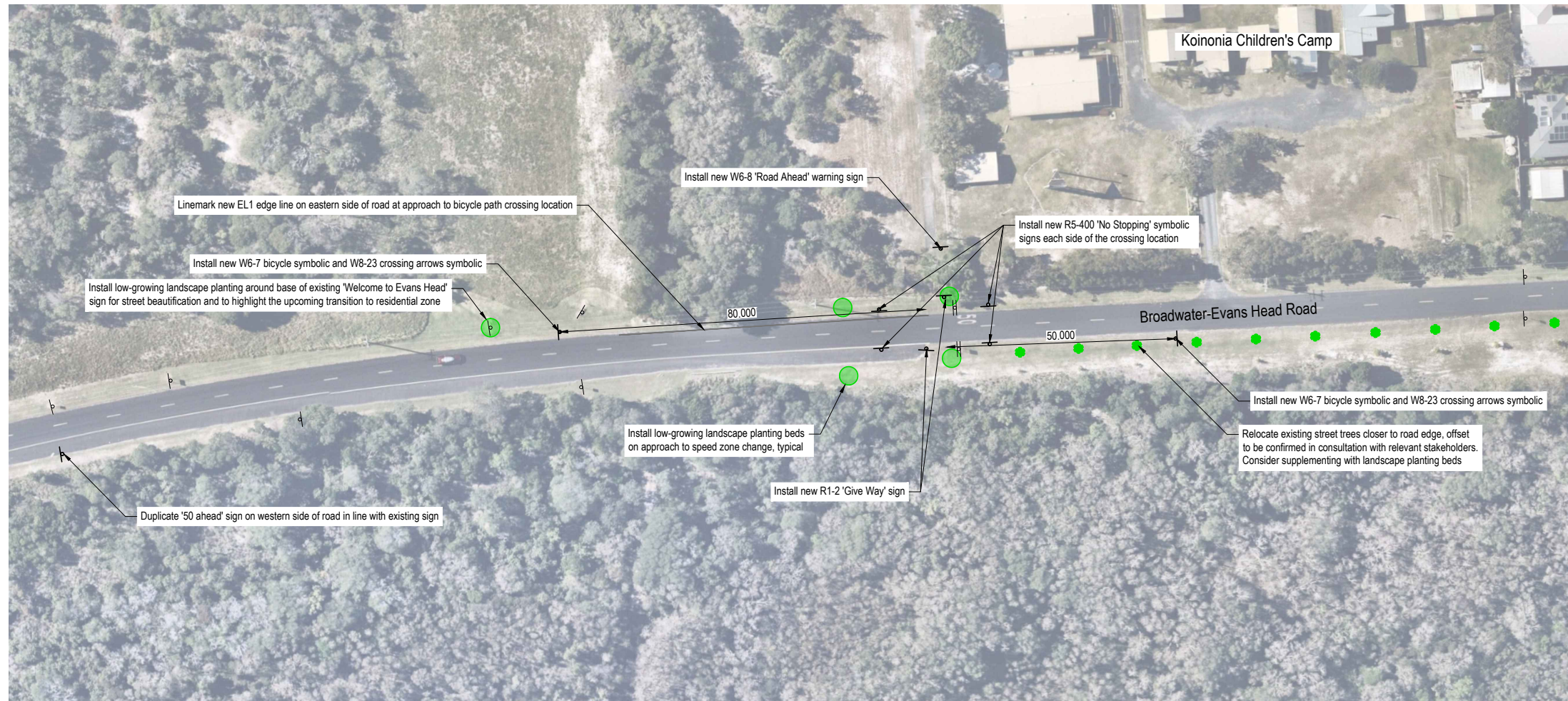
Drawing Title
Existing Site Layout

Drawing Number	Revision
1919/SK001	-



LEGEND

	Existing signs
	Proposed sign
	Proposed Landscape beds
	Relocated trees



PRELIMINARY

Rev	Description	Date	Des.	Dwn.	App.

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Approved	MVE	Date	22/11/2024		

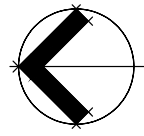
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Drawing Title

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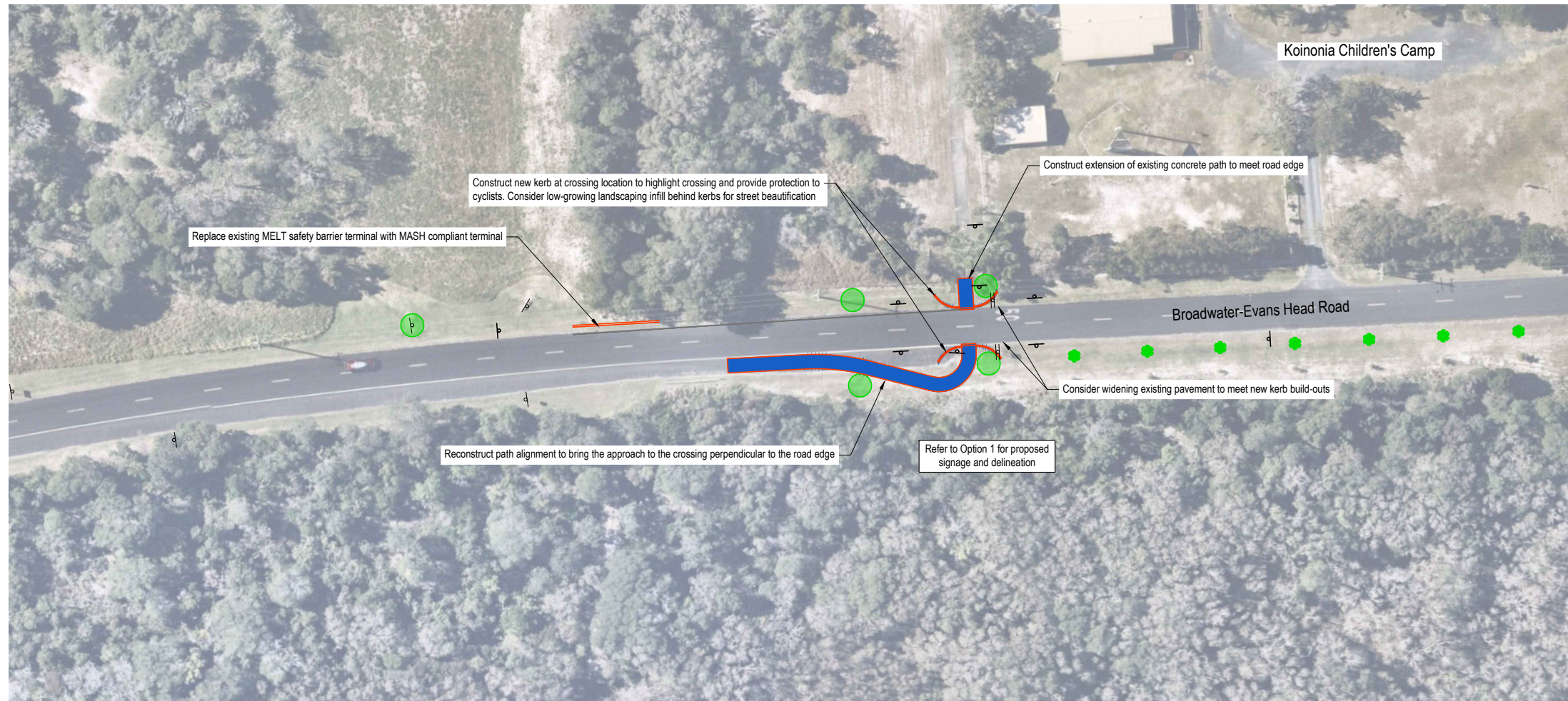
4919-1019

Drawing Number	Revision
1919/SK002	-



LEGEND

	Existing sign
	Proposed sign
	Proposed Landscape beds
	Relocated trees
	Proposed concrete path



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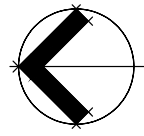
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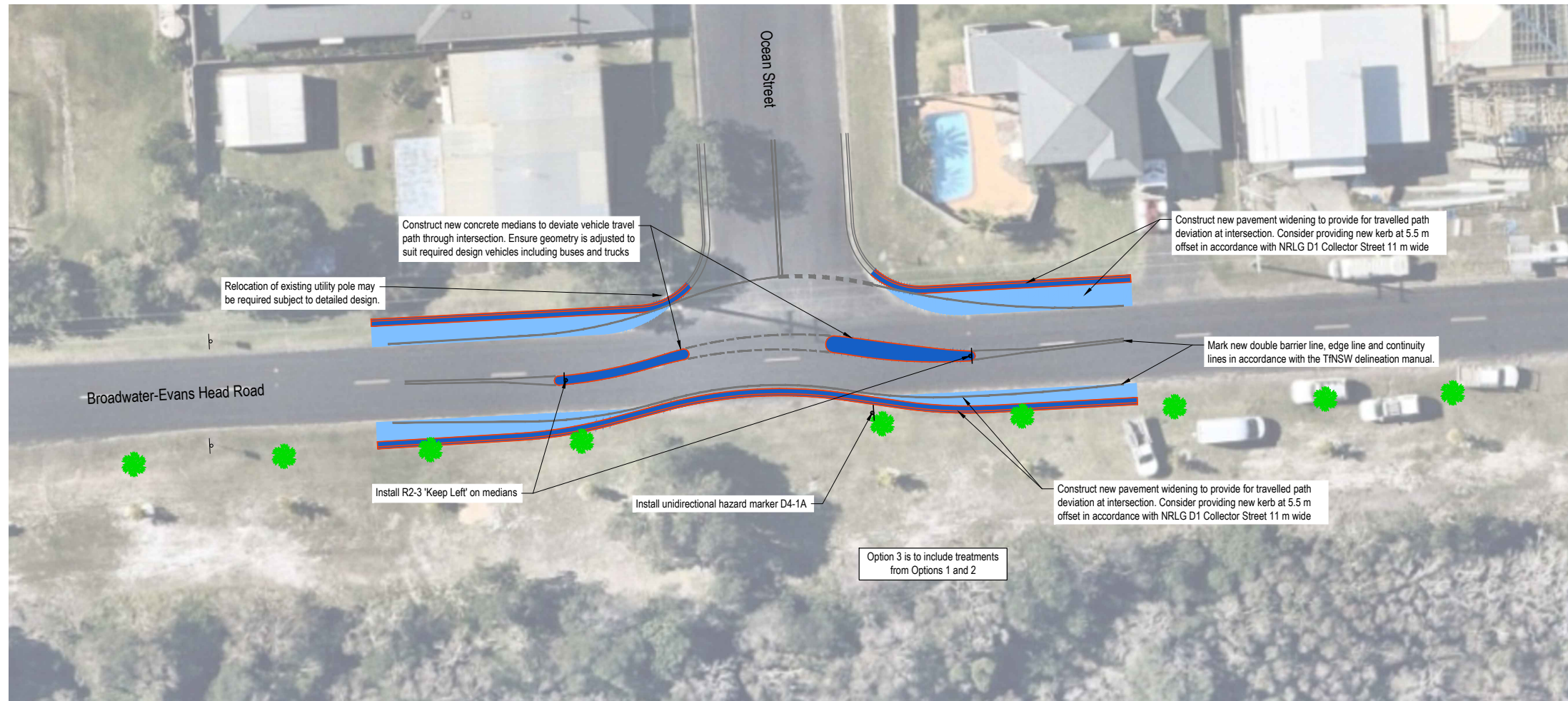
Drawing Title
Design Layout Option 2

Drawing Number	Revision
1919/SK003	-



LEGEND

	Existing signs
	Proposed sign
	Relocated trees
	Proposed pavement
	Proposed concrete



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Rev	Description	Date	Des.	Dwn.	App.

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Drawing Title
Design Layout Option 3

Drawing Number	Revision
1919/SK004	-

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MINUTES

Local Traffic Committee Meeting 3 December 2024

LOCAL TRAFFIC COMMITTEE MEETING MINUTES

3 DECEMBER 2024

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 4.2 Actions from Previous Meetings 3

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 5.2 Lights at Broadwater Bridge 4

LOCAL TRAFFIC COMMITTEE MEETING MINUTES

3 DECEMBER 2024

**MINUTES OF RICHMOND VALLEY COUNCIL
LOCAL TRAFFIC COMMITTEE MEETING
HELD VIA MICROSOFT TEAMS
ON TUESDAY, 3 DECEMBER 2024 AT 2:00 PM**

PRESENT: Chair Cr Robert Hayes - Richmond Valley Council, Richie Williamson MP - Member for Clarence (by proxy Debbie Newton), Renai Williams - Transport for NSW

IN ATTENDANCE: Ben Zeller (Director Projects & Business Development), Kim Anderson (Manager Asset Systems & Planning), Charlene Reeves (Executive Assistant Projects and Business Development)

1 WELCOME

Manager Asset Systems & Planning welcomed everyone to the meeting and provided a quick summary as to the new standard of agenda items and minutes.

2 APOLOGIES

Daniel Willis - NSW Police, Graeme Robertson (Coordinator Asset Management)

3 DECLARATION OF INTERESTS

Nil.

4 MATTERS FOR CONSIDERATION

4.1 2024/2025 SCHEDULE OF LOCAL TRAFFIC COMMITTEE MEETINGS

RECOMMENDATION

That the Committee receives and notes the 2024/2025 Schedule of Local Traffic Committee Meetings.

Note: Sufficient time is to be allocated between LTC and other Council meetings for Councillors.

Unanimously supported.

4.2 ACTIONS FROM PREVIOUS MEETINGS

RECOMMENDATION

That Council receives and notes the actions from previous meetings report

Note: Action Item 9 – works are on hold until Illawong Lane works are completed. This item will be reported to a future LTC meeting.

Action Item 11 – Director Projects & Business Development and Manager Asset Systems & Planning to meet with representatives of Sugar Mill to discuss truck movements. Outcome of meeting to be reported to a future LTC meeting.

Unanimously supported.

LOCAL TRAFFIC COMMITTEE MEETING MINUTES

3 DECEMBER 2024

5 GENERAL BUSINESS

5.1 TEMPORARY DELEGATIONS AND LOCAL TRAFFIC COMMITTEE

RECOMMENDATION

That the Committee notes the temporary delegation to councils and the role of the Local Traffic Committee.

Unanimously supported.

5.2 LIGHTS AT BROADWATER BRIDGE

RECOMMENDATION

The Chair requested a reduction in the length of time in the changing of traffic lights on Broadwater Bridge.

Action – Manager Asset Systems & Planning to investigate reduction in the length of time in the changing of traffic lights on Broadwater Bridge

and report back to a future LTC meeting.

Unanimously supported.

The Meeting closed at 2:25 pm.

.....
CHAIRPERSON

Richmond
Valley
Council



MINUTES

Audit, Risk & Improvement Committee Meeting

4 December 2024

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5.5 General Business..... 6

AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING MINUTES

4 DECEMBER 2024

**MINUTES OF RICHMOND VALLEY COUNCIL
AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING
HELD ONLINE VIA MICROSOFT TEAMS
ON WEDNESDAY, 4 DECEMBER 2024 AT 4PM**

PRESENT: Chairperson Ron Gillard, Member Jesse Jo, Member Emma Fountain

IN ATTENDANCE: Vaughan Macdonald (General Manager), Ryan Gaiter (Director Organisational Services), Jenna Hazelwood (Chief of Staff), Angela Jones (Director Community Service Delivery), Ben Zeller (Director Projects & Business Development), Hayley Martin (Manager Finance), David Timms (Manager Water Sewer Projects), Scott Walters (Manager Information and Technology Services), Latoya Cooper (Executive Assistant), Jan-Michael Perez (Director Audit Office NSW), Quentin Wong (Audit Office NSW), Jarrod Lean (Grant Thornton)

1 WELCOME

The Chair welcomed all attendees.

2 APOLOGIES

Nil

3 DECLARATION OF INTERESTS

Nil.

4 MATTERS FOR CONSIDERATION

4.0 CONFIRMATION OF MINUTES

RECOMMENDATION

That the Minutes of the Audit, Risk and Improvement Committee meeting held on 17 October 2024, be taken as read and confirmed as a true record of proceedings.

CARRIED

4.1 UPDATE ON THE PROGRESS OF THE INTERNAL AUDIT ACTIONS

RECOMMENDATION

That the Committee receives and notes the Progress of Internal and External Audit Action Items report and the Meeting Actions update.

CARRIED

Page 3

AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING MINUTES**4 DECEMBER 2024****4.2 MANAGEMENT LETTER ON THE FINAL PHASE OF THE AUDIT FOR THE YEAR ENDED 30 JUNE 2024****RECOMMENDATION**

That the Committee receives and notes the Management Letter on the Final Phase of the Audit for the year ended 30 June 2024, commending staff and the external audit team for their work and commitment.

CARRIED**4.3 INTERNAL AUDIT PROGRAM****RECOMMENDATION**

That the Committee receives, notes and endorses the Draft 4-Year Internal Audit Program.

CARRIED**4.4 AUDIT, RISK AND IMPROVEMENT COMMITTEE WORKPLAN****RECOMMENDATION**

That the Committee

1. Endorse the Audit, Risk and Improvement Committee Workplan, and
2. Request the Workplan to be presented to Council for consideration and adoption at the Ordinary December Council Meeting.

CARRIED**4.5 PFAS TESTING****RECOMMENDATION**

That the Committee receives and notes the PFAS Testing report and the endeavours that Council is taking to ensure that the drinking water supply is compliant with the Australian Drinking Water Guidelines (ADWG) in relation to PFAS.

CARRIED

Page 4

AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING MINUTES**4 DECEMBER 2024****4.6 CRIP PROJECT MANAGEMENT PLAN****RECOMMENDATION**

That the Committee receives and notes the information provided in the CRIP response project update, commending the Executive Team on the progress and work done to date.

CARRIED**4.7 FRAUD PREVENTION****RECOMMENDATION**

That the Committee receives and notes the information provided within the Fraud Prevention report.

CARRIED**5 GENERAL BUSINESS****5.1 QUARTERLY BUDGET REVIEW STATEMENT FOR THE QUARTER ENDED 30 SEPTEMBER 2024****RECOMMENDATION**

That the committee notes the Quarterly Budget Review Statement as at 30 September 2024.

CARRIED**5.2 MAJOR PROJECTS UPDATE****RECOMMENDATION**

That the Committee receives and notes the major project update report.

CARRIED

Page 5

AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING MINUTES**4 DECEMBER 2024****5.3 TECHNOLOGY ONE LIVE PROJECT UPDATE****RECOMMENDATION**

That the Committee receives and notes the update on the Technology One Live Project report.

CARRIED**5.4 CASINO SEWAGE TREATMENT PLANT PROJECT UPDATE****RECOMMENDATION**

That the Committee notes the progress on planning and design work for the new Casino Sewage Treatment Plant with 6 monthly reports to be returned to the ARIC.

CARRIED**5.5 GENERAL BUSINESS****2025 Meeting dates:**

- 26 February 2025
- 28 May 2025
- 27 August 2025
- October 2025 (special meeting – audited statements)
- 26 November 2025

Physical Asset Security Audit

Site assessments have been completed, a meeting has been scheduled to discuss the findings, of which are scheduled to be presented to the February ARIC Meeting.

CARRIED**The Meeting closed at 6:15pm.**

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CHAIRPERSON