

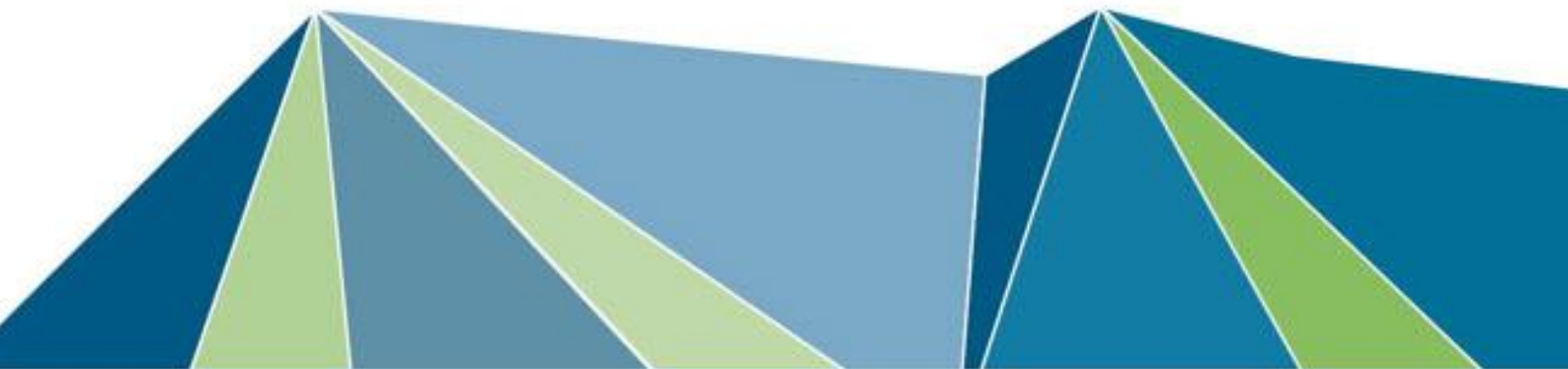
# Agenda

## *Local Transport Forum Meeting* 11 February 2026

A Local Transport Forum Meeting will be held in the Ballina Shire Committee Room, 40 Cherry Street, Ballina on **11 February 2026 commencing at 10.00 am.**

1. Attendance & Apologies
2. Minutes of Previous Meeting
3. Summary Report – Recent Decisions of Council in Response to LTC Recommendations
4. Items to be Referred to Council
5. Items to be Referred to the General Manager's Delegate
6. Items for Traffic Engineering Advice
7. Information of the Committee
8. Regulatory Matters on Classified Roads (GM's Delegate)
9. Items Without Notice
10. Next Meeting

John Truman  
**Director**  
**Civil Services Division**



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1. Attendance & Apologies
  2. Minutes of Previous Meeting
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**1. Attendance & Apologies**

**2. Minutes of Previous Meeting**

A copy of the Minutes of the Local Transport Forum Meeting held on Wednesday 12 November 2025 were distributed with the business paper.

**RECOMMENDATION**

That the Forum confirms the Minutes of the Local Transport Forum Meeting held on Wednesday 12 November 2025.

3. Summary Report - Recent Decisions

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3. **Proposals Authorised by the Delegate**

Nil Items



4. Items to be Referred to Council

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**4. Mandatory Referral of Proposals to the Forum**

Nil Items

**5. Optional Referral of Proposals to the Forum**

Nil Items

## 6.1 **Lennox Head Shared Zone - Speed Statistics and Transport for NSW Design Review**

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### 6. **Information Items for the Forum**

#### 6.1 **Lennox Head Shared Zone - Speed Statistics and Transport for NSW Design Review**

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##### **Introduction**

Community concern regarding non-compliance with the 10km/h shared zone in Ballina Street, Lennox Head was ongoing through 2025. At the last Local Traffic Committee meeting in August 2025, it was recommended that Transport for NSW review the current design and provide advice on possible safety improvements.

##### **Information**

In December 2025, speed statistics were collected at the shared zone. Results (attached) show an 85<sup>th</sup> percentile speed of 20km/h indicating general non-compliance.

Results were forwarded to Transport for NSW, along with a request to review the current design and provision of advice on safety improvements.

Greg Aitken (Technical Place & Movement Partner, Transport Technical Solutions) from Transport for NSW provided the following advice:

*It has always been my concern with these 10 km/h shared zones that the longer the length the less likely that compliance to the 10 speed limit is achieved. Given that this zone in Lennox Head is approx. 35 m in length it is easy for a driver to increase their speed above the posted 10 km/h speed limit. There is no minimum length for a shared zone, and it should cover the full extent of the pedestrian desire line, and this zone achieves this point.*

*It is not possible to shorten the length of this zone. Council could install pedestrian fencing on the kerbs to coral peds to one shorter crossing point. However this would most likely impact on the visual amenity of the area and hence I can understand Councils reluctance to undertake this suggestion. It would also take away the rationale for the implementation of this zone.*

*I can only suggest that trying to reduce vehicle speeds just before the raised platform by installing speed cushions be considered. Given the amount of visual distraction this commercial/beachside environment provides council could also investigate ways to make the enforceable speed and warning signs at the start of the zone more visible. One option would be to place these signs with a high visible boarder, say orange, or red. Just to make them stand out more.*

Comments on design advice:

- Pedestrian fencing: Council concurs with the view that pedestrian fencing to corral pedestrians to a shorter crossing point would negate the intent and implementation of the shared zone.
- Installation of speed cushions: The shared zone is already installed with a raised flattop threshold. Installation of additional vertical displacement treatments are likely to be unwelcome by local residents and/or holiday accommodation in Ballina Street as noise from vehicle passing over them can be annoying, particularly at night. It is also likely that vehicles with wide axels or wheelbases (such as buses and large 4WD vehicles) will be able to drive over the speed cushions unimpeded.
- Improved visibility of shared zone warning signage: Availability of signage with higher visibility would need to be investigated and may impact visual amenity of the street. As with all signage, it is also likely that, over time, familiarity will lead to 'sign blindness' with negligible impact on compliance.

Council has contacted local police regarding whether speed radars would be sensitive enough to detect vehicles driving between 10km/h and 20km/h.

## **RECOMMENDATIONS**

That the Local Transport Forum provide advice.

### **Attachment(s)**

1.    Lennox Head North Side North Bound Speed (Under separate cover)
2.    Lennox Head North Side South Bound Speed (Under separate cover)
3.    Lennox Head South Side North Bound Speed (Under separate cover)
4.    Lennox Head South Side South Bound (Under separate cover)

## **7.1 Prescribed Traffic Control Authorisations - Advice to Forum**

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### **7. Items Referred for Technical Advice**

#### **7.1 Prescribed Traffic Control Authorisations - Advice to Forum**

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##### **Introduction**

In accordance with item 4 - Keeping Records, of Schedule 1 of the Authorisation and Delegation of Prescribed Traffic Control Devices and Regulation of Traffic for Roads Act 1993 and Road Transport Act 2013 from the Secretary, Department of Transport, 1 August 2025, the following advice is provided to the Forum.

##### **Information**

The following authorisations have been made by Council's Delegate since 12 November 2025.

<b>No.</b>	<b>Applicant</b>	<b>Proposal &amp; Consultation</b>	<b>Determination</b>
2025-12-02	Newton Denny Chapelle	Install regulatory signs and markings Riverbend Drive, West Ballina in accordance with Emmanuel Anglican College Extensions, DA2022/75, Consent Condition 17.	Approved 16 December 2025 by Delegate Troy Anderson. Plan of subject regulatory signs, markings and traffic facilities in Riverbend Drive, plus other no traffic related school works approved by DA2022/75 shown on plan attached to agenda.
2026-01-01	Ballina Shire Council	Regulatory signs and markings associated with new shared path and need to relocate pedestrian crossing and bus zone, adjacent school, Byron Street, Lennox Head	Approved 28 January 2026 by Delegate Troy Anderson. Plan of regulatory signs, markings and traffic facilities is attached to agenda.

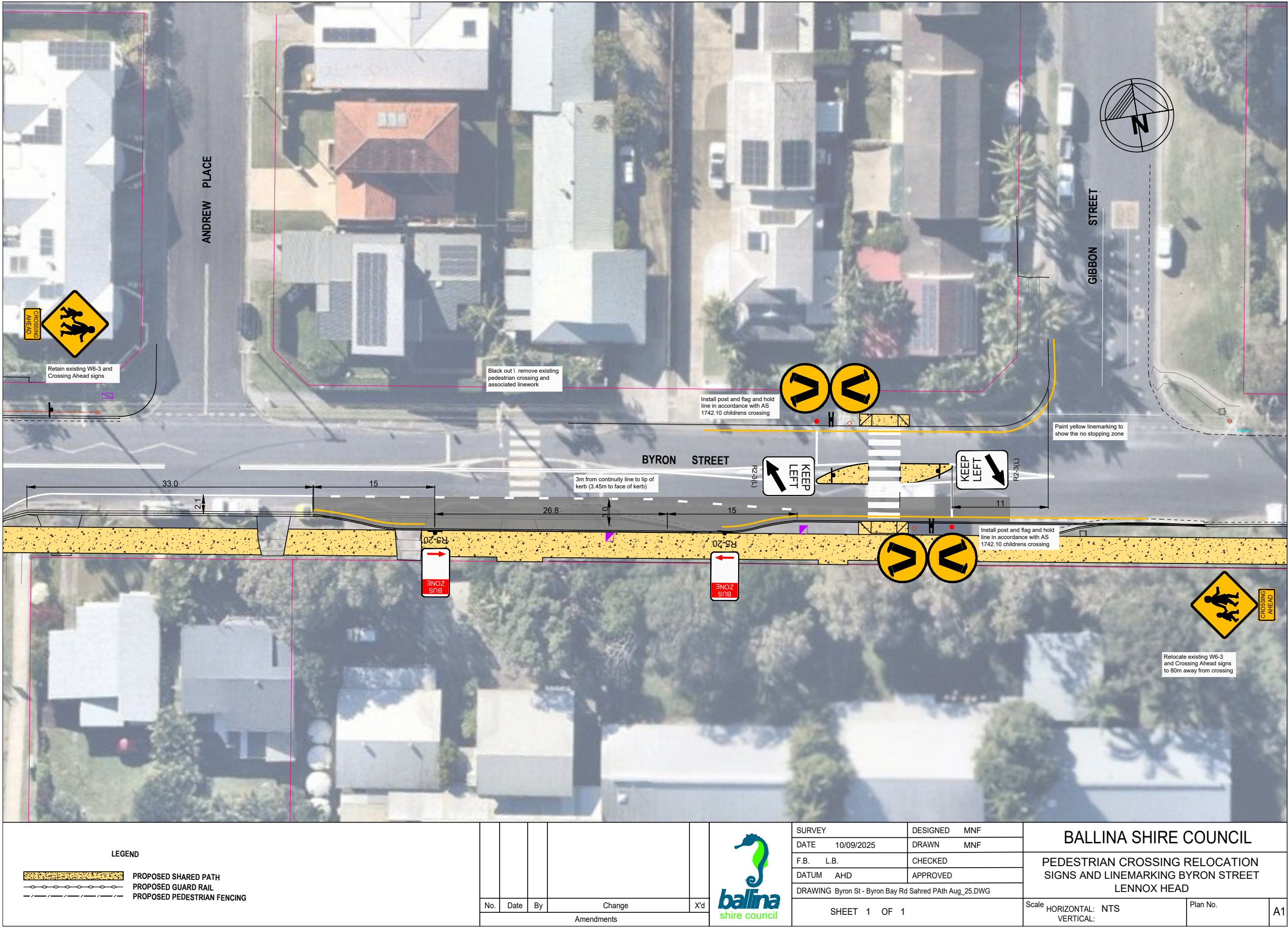
##### **RECOMMENDATIONS**

That the Forum note the advice on authorisations 2025-12-02 and 2026-01-1 made by Council's Delegate.

**Attachment(s)**

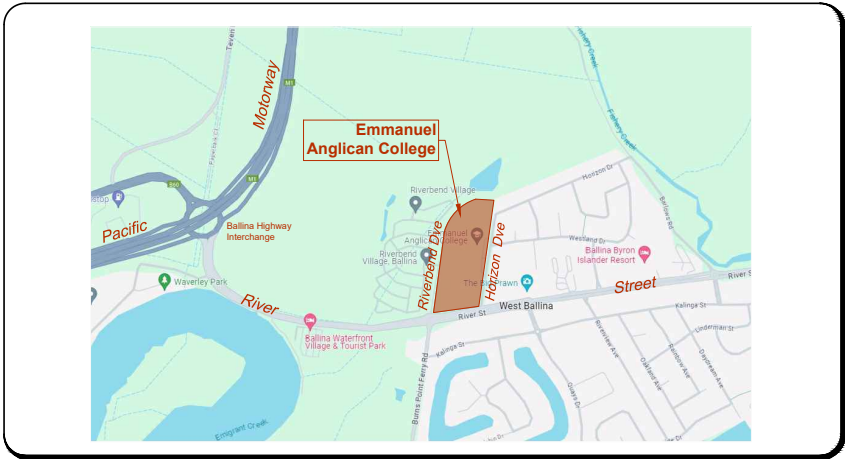
1. 2026-01-01 Byron St Lennox Hd Attached Plan [↓](#)
2. 2025-12-02 Riverbend Dr West Ballina Emmanuel Anglican College Extensions [↓](#)







Locality Map



**EMMANUEL ANGLICAN COLLEGE**  
**NEW STEM & DIGITAL TECHNOLOGY BUILDING**  
**RIVERBEND DRIVE WORKS**  
**BALLINA**

**BALLINA SHIRE COUNCIL**  
**Roads Act 1993: Section 138 & 139**  
**Determination date: 16/12/2025**

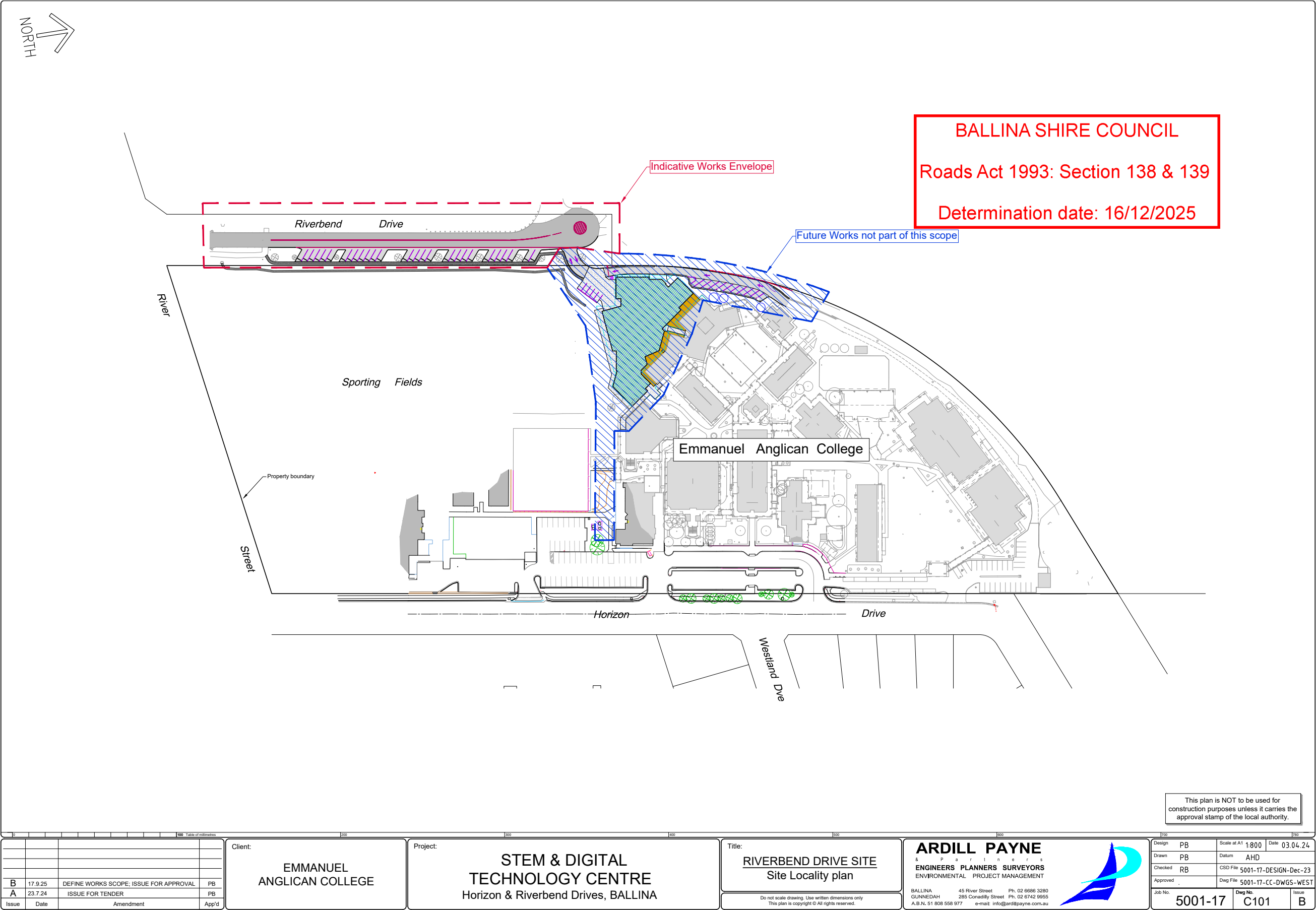
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& P a r t n e r s  
**ENGINEERS PLANNERS SURVEYORS**  
**ENVIRONMENTAL PROJECT MANAGEMENT**

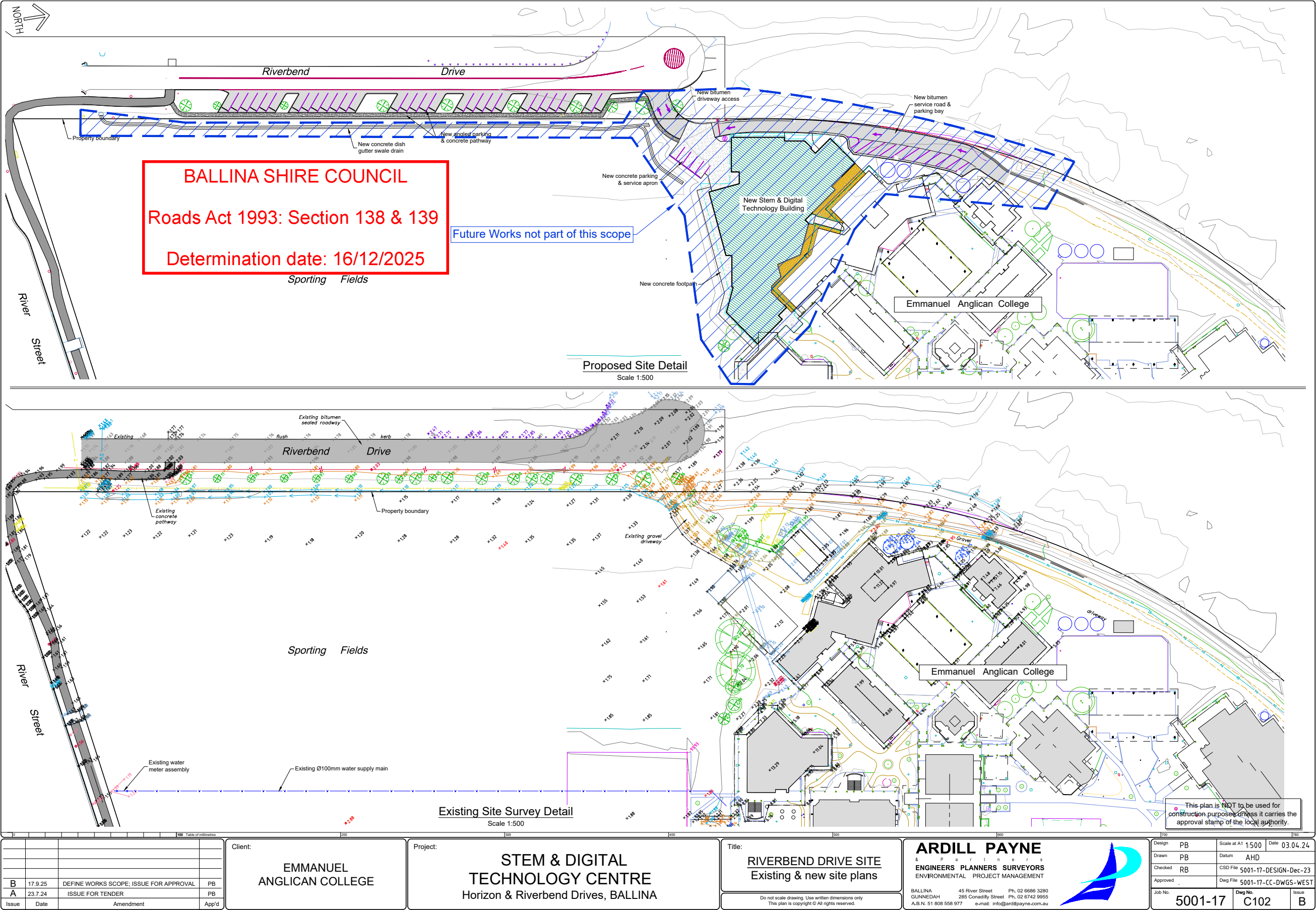
BALLINA 45 River Street Ph. 02 6686 3280  
GUNNEDAH 285 Conadilly Street Ph. 02 6742 9955  
A.B.N. 51 808 558 977 e-mail: info@ardillpayne.com.au

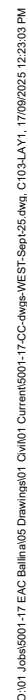
Drawing Schedule

Drawing	Issue	Date	Description
5001-17-C-101	A	23.07.24	Site Locality plan
5001-17-C-102	A	23.07.24	Existing & new site plans
5001-17-C-103	A	23.07.24	Detailed site Layout plan Riverbend Drive
5001-17-C-104	A	23.07.24	Detailed site Layout plan Access Road & STEM
5001-17-C-105	A	23.07.24	Bulk Earthworks cut and fill plan
5001-17-C-106	A	23.07.24	General Construction Details 1
5001-17-C-107	A	23.07.24	General Construction Details 2
5001-17-C-108	A	23.07.24	Riverbend Drive Plan & Long. Section
5001-17-C-109	A	23.07.24	Riverbend Drive Cross Sections
5001-17-C-110	A	23.07.24	Access road plan & Long. Section
5001-17-C-111	A	23.07.24	Access Road Cross Sections
5001-17-C-112	A	23.07.24	Sediment Control Plan
5001-17-C-113	A	23.07.24	Sediment Control construction details
5001-17-C-114	A	23.07.24	Stormwater drainage Plans
5001-17-C-115	A	23.07.24	Stormwater drainage Profiles
5001-17-C-116	A	23.07.24	Stormwater drainage Details
5001-17-C-117	A	23.07.24	Sewer Layout Plan

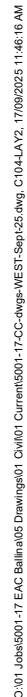


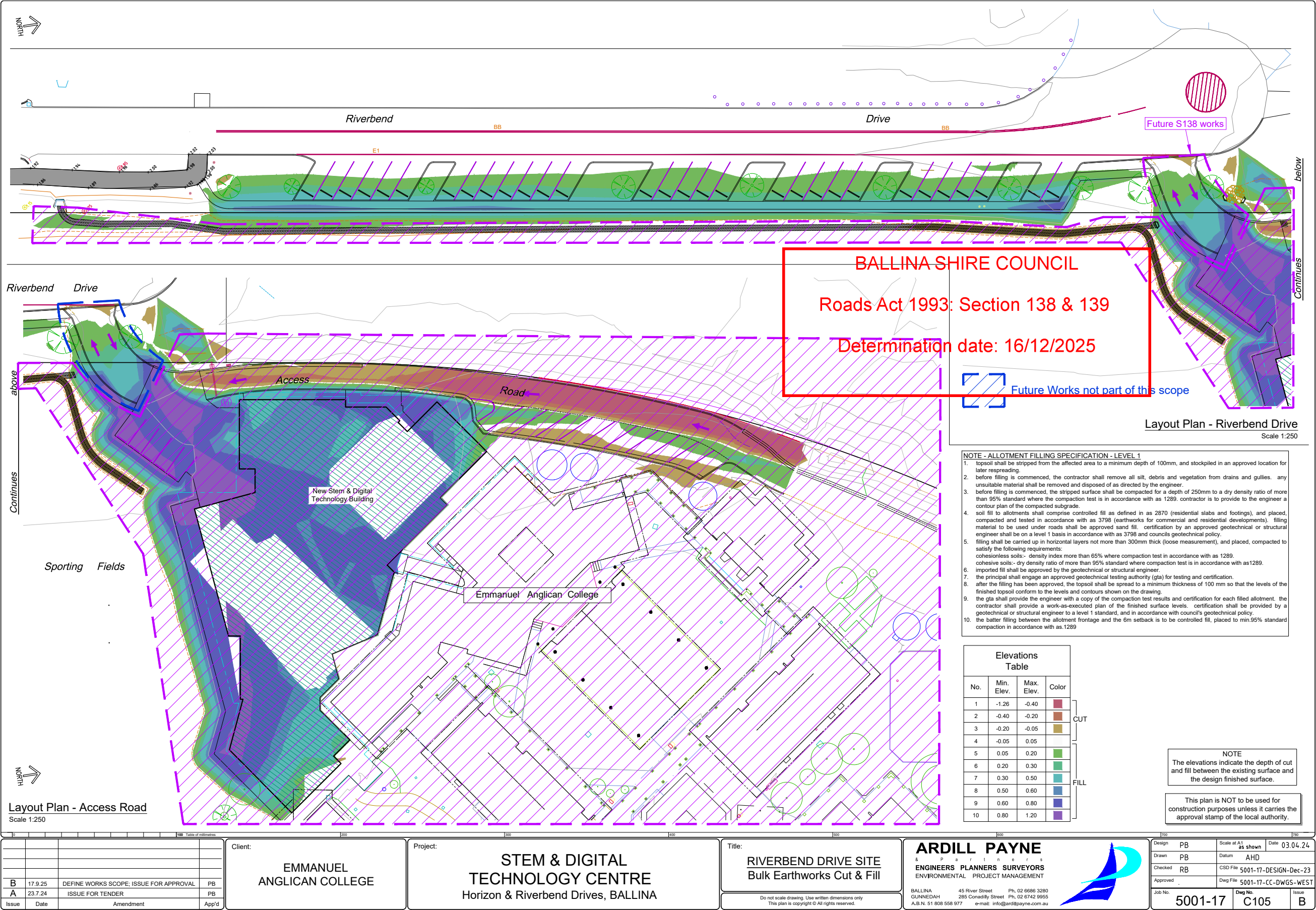














General Notes

1. All setout shall be by suitably experienced personnel. All works-as-executed plans shall be certified by a Registered Surveyor or Engineer.
2. All dimensions are in millimetres unless noted otherwise.
3. All levels are in metres unless noted otherwise.
4. All levels shown are invert of kerb unless noted otherwise.
5. Council inspection hold points of road pavement required at the following construction stages:
  - a) Box inspection of subgrade and proof roll.
  - b) Inspection of sub base gravels and proof roll prior to installation of kerb.
  - c) Inspection of base gravels and proof roll prior to sealing.
  - d) Any service crossings of road pavement.
6. Inspections are organised by contacting Council's Development Engineer. Please note 24hours notice of inspection is required.
7. Typical pavements to comprise the following:

**FLEXIBLE PAVEMENTS**

  - 75mm primer seal
  - 25mm AC 10 hotmix seal
  - 150mm min. DGB20 base course to RTA spec.3051
  - 150mm min. DGS40 sub-base to RTA spec.3051 (both subject to subgrade testing)

**RIGID PAVEMENTS**

    - 150mm thick 32MPa concrete with SL92 to top 50
    - 150mm min. DGS40 sub-base to RTA spec.3051 (subject to subgrade testing)
8. Density testing is to be carried out at max.100m spacing or in accordance with Table 8.1 of AS 3798 - Guidelines on Earthworks for Commercial and Residential Development, whichever gives the greater frequency of testing. Compaction is to be to the following:
  - subgrade to 95% standard compaction;
  - sub-base gravels to 100% standard compaction;
  - base course gravels to 100% standard compaction;
9. The gravel pavement shall extend full depth under, and 150 behind all kerbs.
10. RC pipes of 900 dia or less shall be minimum class '2', rubber ring jointed, unless noted otherwise. FRC pipes are not allowed for public infrastructure trunk drainage lines. IAD pipes may be PVC, FRC or RC (rubber ring jointed).
11. Minimum cover to stormwater pipes shall be 300mm in landscape areas, and 600mm under road pavements, unless noted otherwise.
12. Stormwater pits and drainage structures shall be to the local authority standards and conform to AS 3500. Pits over 1.2m deep shall have galvanised step irons at 300 cts vertically and 220 cts horizontally. Grates and frames shall be cast iron class 'D' and bicycle safe in accordance with AS 3996.
13. Lintel openings nominates represent the minimum clear opening of the kerb inlet (ie 2.4m lintel = 2.4m clear opening).
14. The contractor is responsible for maintaining sufficient cover over stormwater and sewer mains during construction, and ensuring that trenches are correctly backfilled and compacted to eliminate damage caused by construction traffic.
15. Drainage easements, where not shown, shall be confirmed by survey after construction.
16. General concrete works shall have the following properties:
  - a) Class of concrete shall be normal.
  - b) Maximum slump shall be 80mm.
  - c) Maximum aggregate size shall be 20mm.
  - d) Min 28 days concrete compressive strength shall be 25 Mpa including all kerbs u.n.o
  - e) Concrete works shall conform to AS 3600.
17. Lining marking and signage shall conform to AS 1742 Manual of Uniform Traffic Control Devices.
18. Electrical, telecommunication and water reticulation shall be installed to the service provider's specification.
19. It is the responsibility of the contractor to ensure that adequate erosion and sedimentation control devices are erected and maintained at all times during construction, and to the satisfaction of the local authority.
20. All traffic control during construction shall be in accordance with the RMS Guidelines - Traffic Control at Work Sites and AS 1742.3 - 2002 Manual of Uniform Traffic Control Devices: Traffic Control Devices for Works on Roads.
21. All works shall be carried out in accordance with the Local Authorities Subdivision Code and associated standard drawings.

Notes - Erosion and Sedimentation Control

1. All erosion and sedimentation controls shall be in accordance with the guidelines and specifications as detailed in the Department of Housing's 'Managing Urban Stormwater: Soils and Construction' and the EPA's 'Managing Urban Stormwater' series.
2. Construction shall be phased so that land disturbance is confined to areas of workable size. This will limit the duration disturbed areas are exposed to erosion. Stabilisation shall be applied to the first disturbed area before the next section is opened up. Any disturbed areas that will not be stabilised within 30 days shall be revegetated and any that fail to establish shall be resown.
3. Topsoil stockpiles are to be located away from any natural drainage watercourse and are to have hay bales and/or silt stop sediment control fences placed around them to act as sedimentation controls.
4. Temporary earthen diversion drains are to be constructed to divert waters away from all disturbed areas and towards hay bale check dams located in natural drainage depressions. Temporary sediment detention barriers are to be placed around outlet headwalls and drainage discharge points as detailed and permanent energy dissipators are to be installed at all outlets as shown to limit velocities and thus the potential for scouring. With all drainage outlets, all waters are to be released in a non-erodible manner. Temporary sediment traps are to be constructed at all drainage inlet points as detailed.
5. Sediment and debris are to be removed from detention barriers when they are 80% full. All the sediment removed shall be disposed of as directed by the Supervising Engineer.
6. Upon completion of shaping and drainage works, batters and drainage lines shall be topsoiled to a minimum depth of 100mm with stockpiled material and any areas with insufficient grass/topsoil mix are to be seeded and mulched with any failed areas resown or revegetated as directed by the Supervising Engineer. A 400mm wide turf strip shall be installed next to all kerb and gutter, or kerb, to stabilise the interface between kerb and footpath.
7. Temporary erosion and sedimentation controls are to be installed during the construction phase and shall be retained and maintained while disturbed areas remain or are contributing sediment to the stormwater system. No device shall be removed until directed by the Supervising Engineer.

Note -General

Natural surface contours are computer interpolated from surveyors electronic field data.

Notwithstanding the limits of earthworks shown on the drawings, the actual limits shall be confirmed on site by the contractor.

Prior to commencement of construction, the contractor is to ascertain the location and level of existing services to his satisfaction. Services shown on plans are taken from surveyors field notes only and may not necessarily indicate all services within the works area.

Notwithstanding the extent of the works shown on the drawings the contractor shall undertake all necessary construction required to enable finished works to comply with the intent of the drawings and the requirements of the local authorities subdivision code.

These drawings are diagrammatic only and are intended to indicate design in accordance with the relevant Australian standards. They do not relieve the contractor or builder from his responsibility to comply with these requirements, even if drawings are approved by the authority.

It is the contractors responsibility to ensure that provision is made for the installation of all services prior to the construction of driveways, carparks and other paved areas.

Note - Filling Specification - Level 1

- (Applies to all allotment filling)
1. Topsoil shall be stripped from the affected area to a minimum depth of 100mm, and stockpiled in an approved location for later respreading.
  2. Before filling is commenced, the contractor shall remove all silt, debris and vegetation from drains and gullies. Any unsuitable material shall be removed and disposed of as directed by the Engineer.
  3. Before filling is commenced, the stripped surface shall be compacted for a depth of 250mm to a dry density ratio of more than 95% standard where the compaction test is in accordance with AS 1289. Contractor is to provide to the Engineer a contour plan of the compacted subgrade.
  4. Soil fill to allotments shall comprise CONTROLLED FILL as defined in AS 2870 (Residential Slabs and Footings), and placed, compacted and tested in accordance with AS 3798 (Earthworks for Commercial and Residential Developments). Filling material to be used under roads shall be approved ~~and~~ fill. Certification by an approved Geotechnical or Structural Engineer shall be on a level 1 basis in accordance with AS 3798 and Councils Geotechnical Policy.
  5. Filling shall be carried up in horizontal layers not more than 300mm thick (loose measurement), and placed, compacted to satisfy the following requirements:

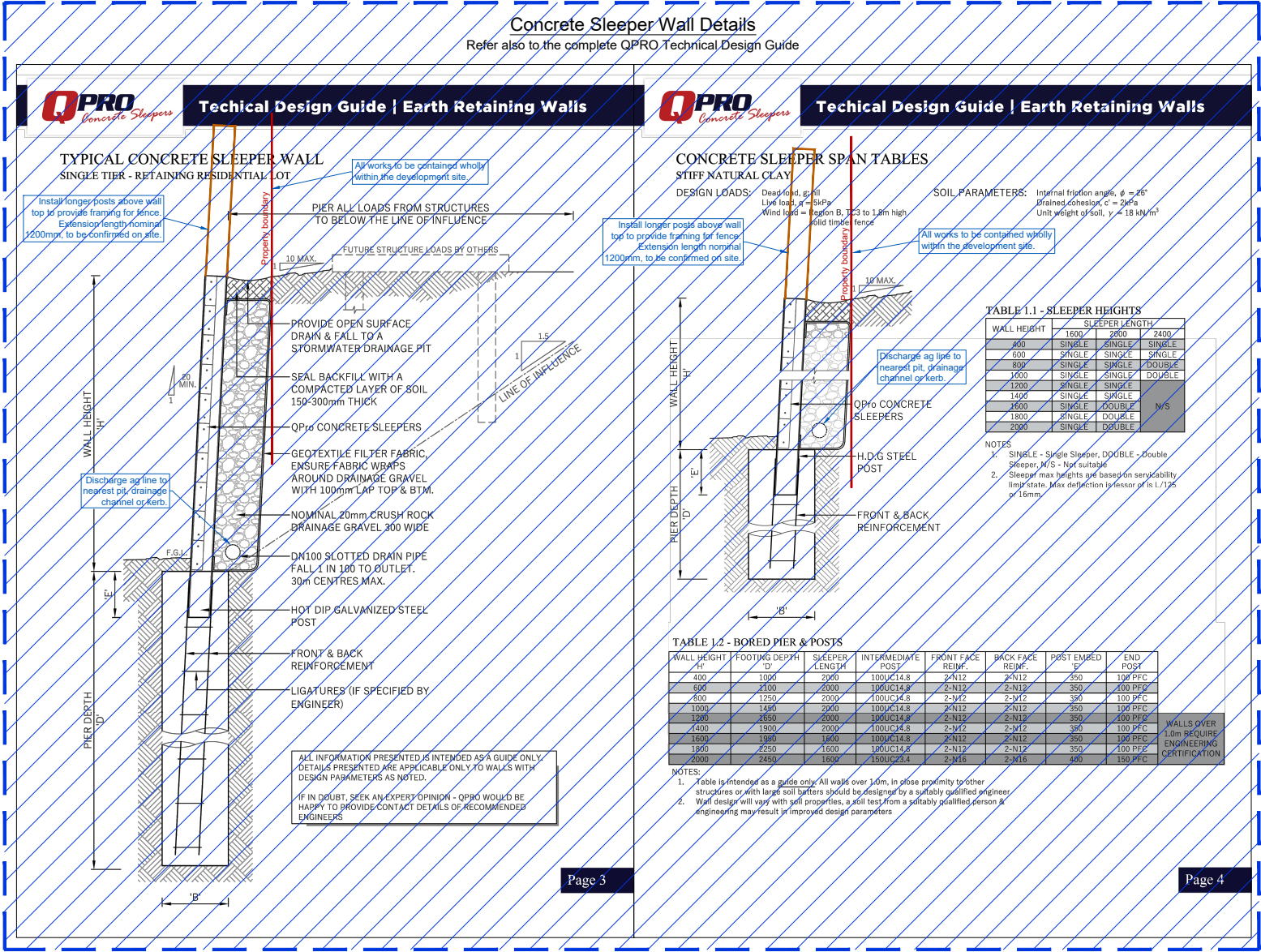
**COHESIONLESS SOILS:-** Density index more than 65% where compaction test in accordance with AS 1289.

**COHESIVE SOILS:-** Dry density ratio of more than 95% standard where compaction test is in accordance with AS 1289.
  6. Imported fill shall be approved by the Geotechnical or Structural Engineer and Councils General Manager or delegate.
  7. The principal shall engage an approved Geotechnical Testing Authority (GTA) for testing and certification.
  8. After the filling has been approved, the topsoil shall be spread to a minimum thickness of 150 mm so that the levels of the finished topsoil conform to the levels and contours shown on the drawing.
  9. The GTA shall provide the Engineer with a copy of the compaction test results and Certification for each filled allotment. The Contractor shall provide a Work-as-Executed plan of the finished surface levels. Certification shall be provided by a Geotechnical or Structural Engineer to a level 1 standard, and in accordance with Council's Geotechnical Policy.

BALLINA SHIRE COUNCIL

Roads Act 1993: Section 138 & 139

Determination date: 16/12/2025



This plan is NOT to be used for construction purposes unless it carries the approval stamp of the local authority.



Future Works not part of this scope

B	17.9.25	DEFINE WORKS SCOPE; ISSUE FOR APPROVAL	PB
A	23.7.24	ISSUE FOR TENDER	PB
Issue	Date	Amendment	App'd

Client:

Emmanuel Anglican  
College

Project:

**STEM & DIGITAL TECHNOLOGY BUILDING**  
Riverbend & Horizon Drives  
BALLINA

Title:

**RIVERBEND DRIVE SITE**  
General Construction  
Details

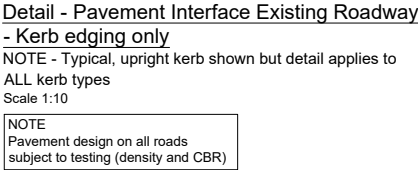
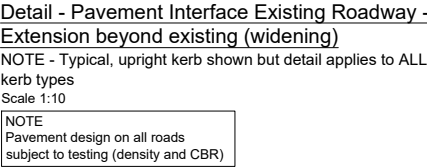
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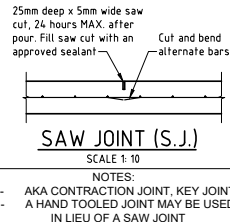


Design	PB	Scale at A1	na	Date	03.04.24
Drawn	PB	Datum	AHD		
Checked	RB	Dwg File	5001-17-CC-Details-WEST		
Approved		CSD File	5001-17-DESIGN		
Job No.	5001-17	Dwg No.	C106	Issue	B

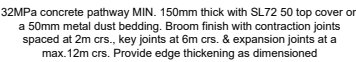


Technical drawing of a road cross-section. The top surface is a red line. The concrete slab is 10m wide (450mm shoulders, 5m center). The base is 190mm thick. The bedding is 100mm thick, made of coarse sand or 7mm minus bedding wrapped in geofabric. The drawing includes labels for 'No fines concrete dish gutter', 'SEWAGE LINE', 'R10', and 'Coarse sand or 7mm minus bedding wrapped in geofabric'.

SPORTING FIELD DISH GUTTER (900 WIDE)

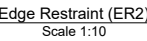


BJ	Butt joint
KJ	Key joint - nominal max. 6m crs &/or major grade changes
EJ	Expansion joint - max.30m crs UNO



## Concrete Footpath

Details based on NRLG design drawing



This plan is NOT to be used for construction purposes unless it carries the approval stamp of the local authority.

Client: Emmanuel Anglican College

Project: STEM & DIGITAL TECHNOLOGY BUILDING  
Riverbend & Horizon Drives  
BALLINA

Title: RIVERBEND DRIVE SITE  
General Locality plan

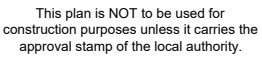
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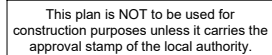


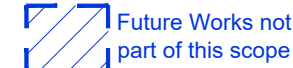
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Approved		CSD File	5001-17-DESIGN	
Job No.	5001-17		Dwg No.	C107
			Issue	B











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<b>B</b>	17.9.25	DEFINE WORKS SCOPE; ISSUE FOR APPROVAL	PB
<b>A</b>	23.7.24	ISSUE FOR TENDER	PB
Issue	Date	Amendment	App'd



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Client: Emmanuel Anglican College

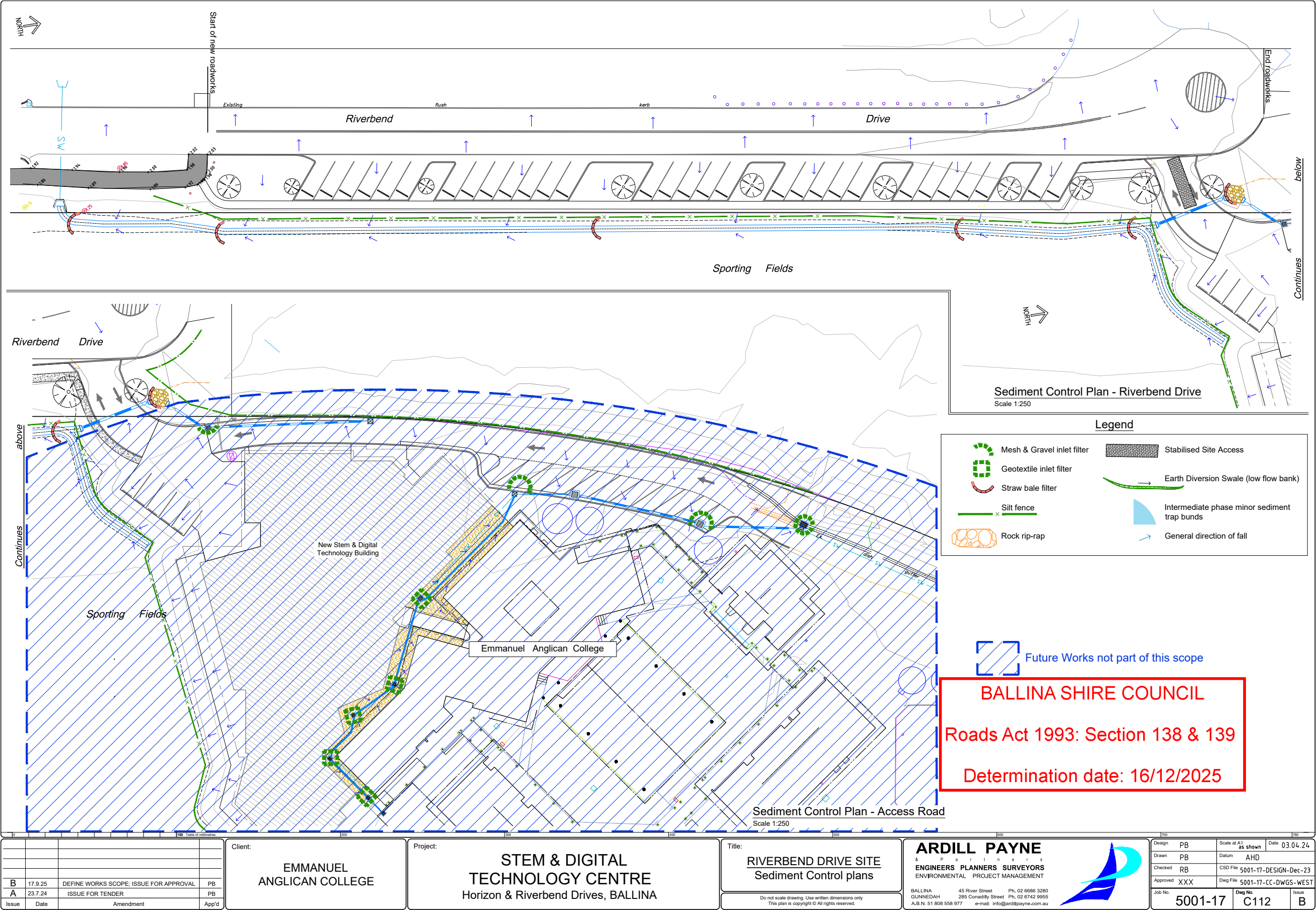
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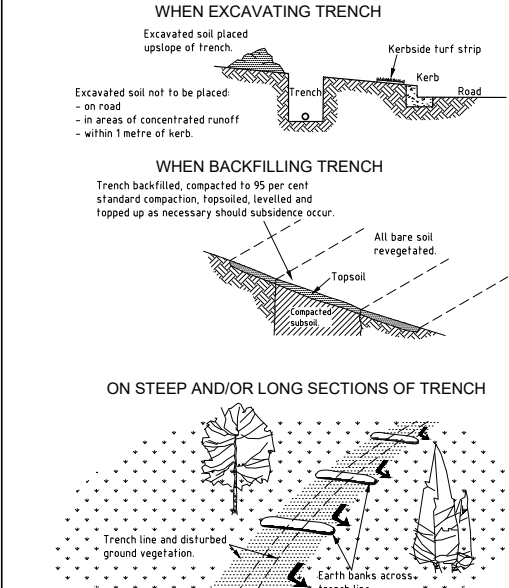
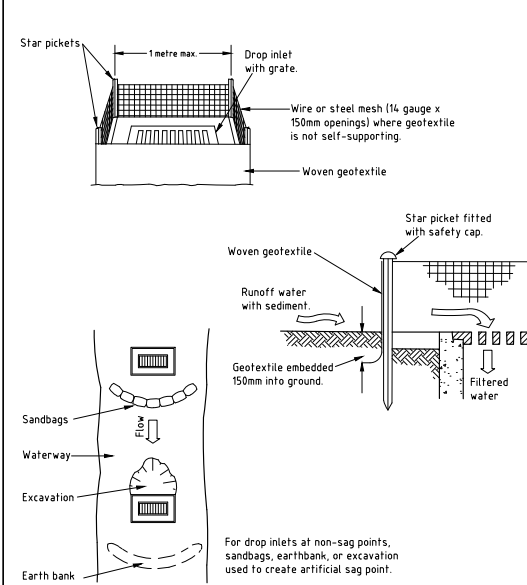
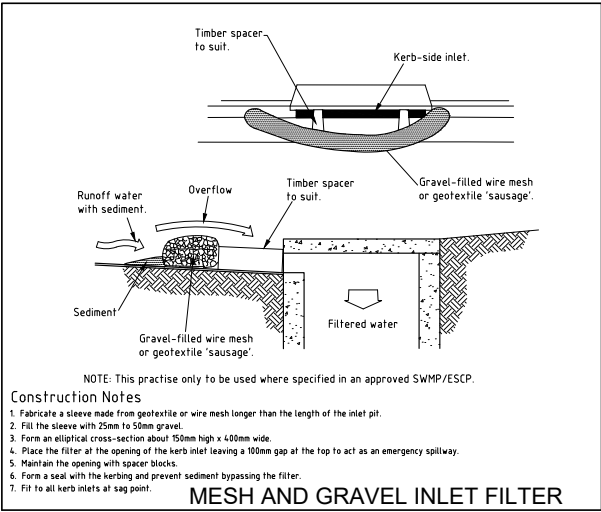
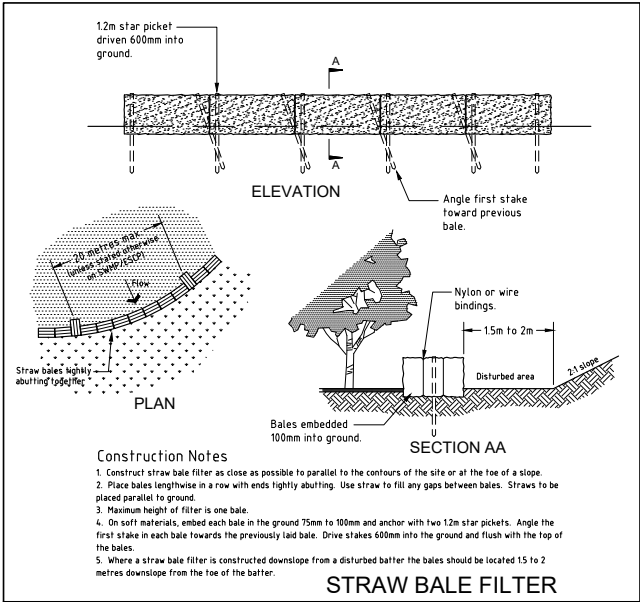
STEM & DIGITAL  
TECHNOLOGY CENTRE  
Horizon & Riverbend Drives  
Ballina

Title: RIVERBEND DRIVE SITE  
Access road Cross  
Sections

Design	PB	Scale at A1	Date
Drawn	PB	1:100 nat.	3.4.24
Checked	RB	Datum	AHD
Approved		CSD File	5001-17-DESIGN-Dec-23
		DWG File	5001-17-CC-Dwgs WEST
Job No.	5001-17	Dwg No.	C111
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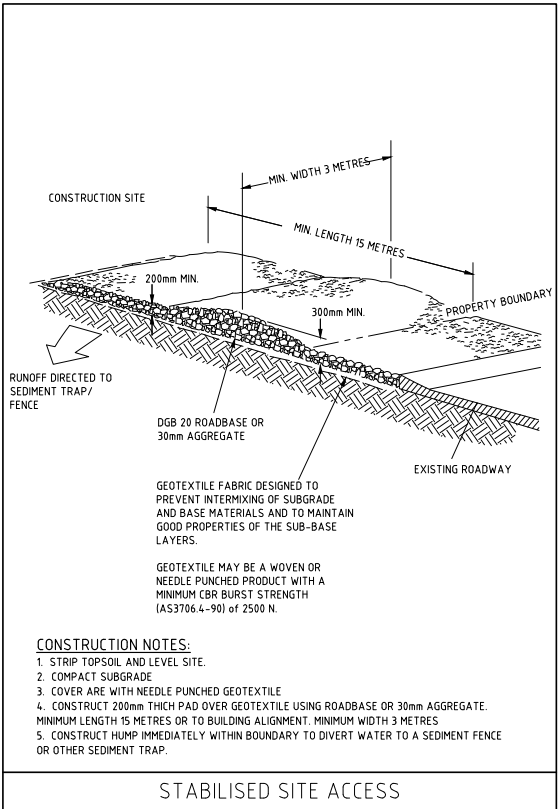
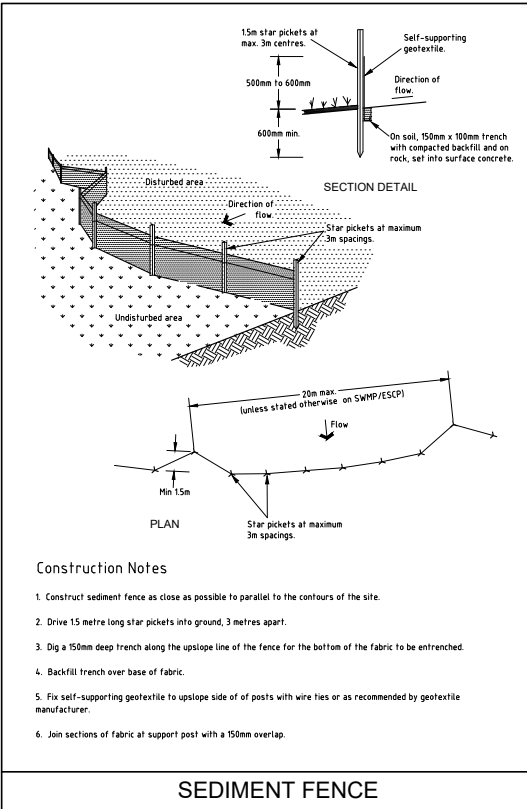
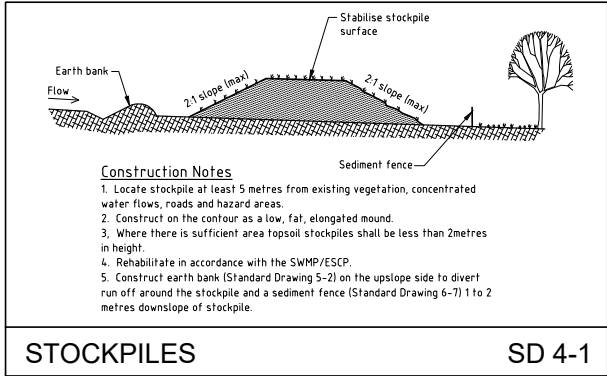
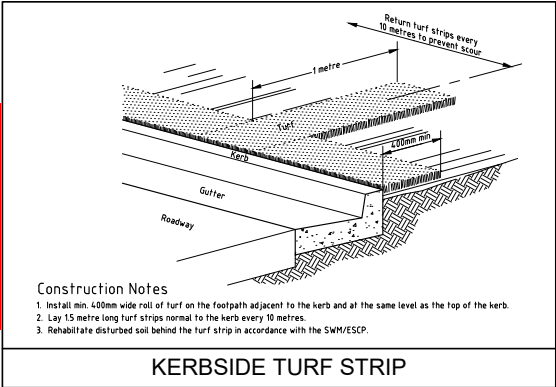




**BALLINA SHIRE COUNCIL**  
**Roads Act 1993: Section 138 & 139**  
**Determination date: 16/12/2025**

**Notes - Erosion and Sedimentation Control**

1. All erosion and sedimentation controls shall be in accordance with the guidelines and specifications as detailed in the Department of Housing's 'Managing Urban Stormwater: Soils and Construction' and the EPA's 'Managing Urban Stormwater' series.
2. Construction shall be phased so that land disturbance is confined to areas of workable size. This will limit the duration disturbed areas are exposed to erosion. Stabilisation shall be applied to the first disturbed area before the next section is opened up. Any disturbed areas that will not be stabilised within 30 days shall be revegetated and any that fail to establish shall be resown.
3. Topsoil stockpiles are to be located away from any natural drainage watercourse and are to have hay bales and/or silt stop sediment control fences placed around them to act as sedimentation controls.
4. Temporary earthen diversion drains are to be constructed to divert waters away from all disturbed areas and towards haye bale check dams located in natural drainage depressions. Temporary sediment detention barriers are to be placed around outlet headwalls and drainage discharge points as detailed and permanent energy dissipaters are to be installed at all outlets as shown to limit velocities and thus the potential for scouring. With all drainage outlets, all waters are to be released in a non-erodible manner. Temporary sediment traps are to be constructed at all drainage inlet points as detailed.
5. Sediment and debris are to be removed from detention barriers when they are 60% full. All the sediment removed shall be disposed of as directed by the Supervising Engineer.
6. Upon completion of shaping and drainage works, batters and drainage lines shall be topsoiled to a minimum depth of 100mm with stockpiled material and any areas with insufficient grass/topsoil mix are to be seeded and mulched with any failed areas resown or revegetated as directed by the Supervising Engineer. A 400mm wide turf strip shall be installed next to all kerb and gutter, or kerb, to stabilise the interface between kerb and footpath.
7. Temporary erosion and sedimentation controls are to be installed during the construction phase and shall be retained and maintained while disturbed areas remain or are contributing sediment to the stormwater system. No device shall be removed until directed by the Supervising Engineer.



Issue	Date	Amendment	App'd
B	17.9.25	DEFINE WORKS SCOPE: ISSUE FOR APPROVAL	PB
A	23.7.24	ISSUE FOR TENDER	PB

Client:  
**Emmanuel Anglican College**

Project:  
**STEM & DIGITAL TECHNOLOGY BUILDING**  
Riverbend & Horizon Drives  
BALLINA

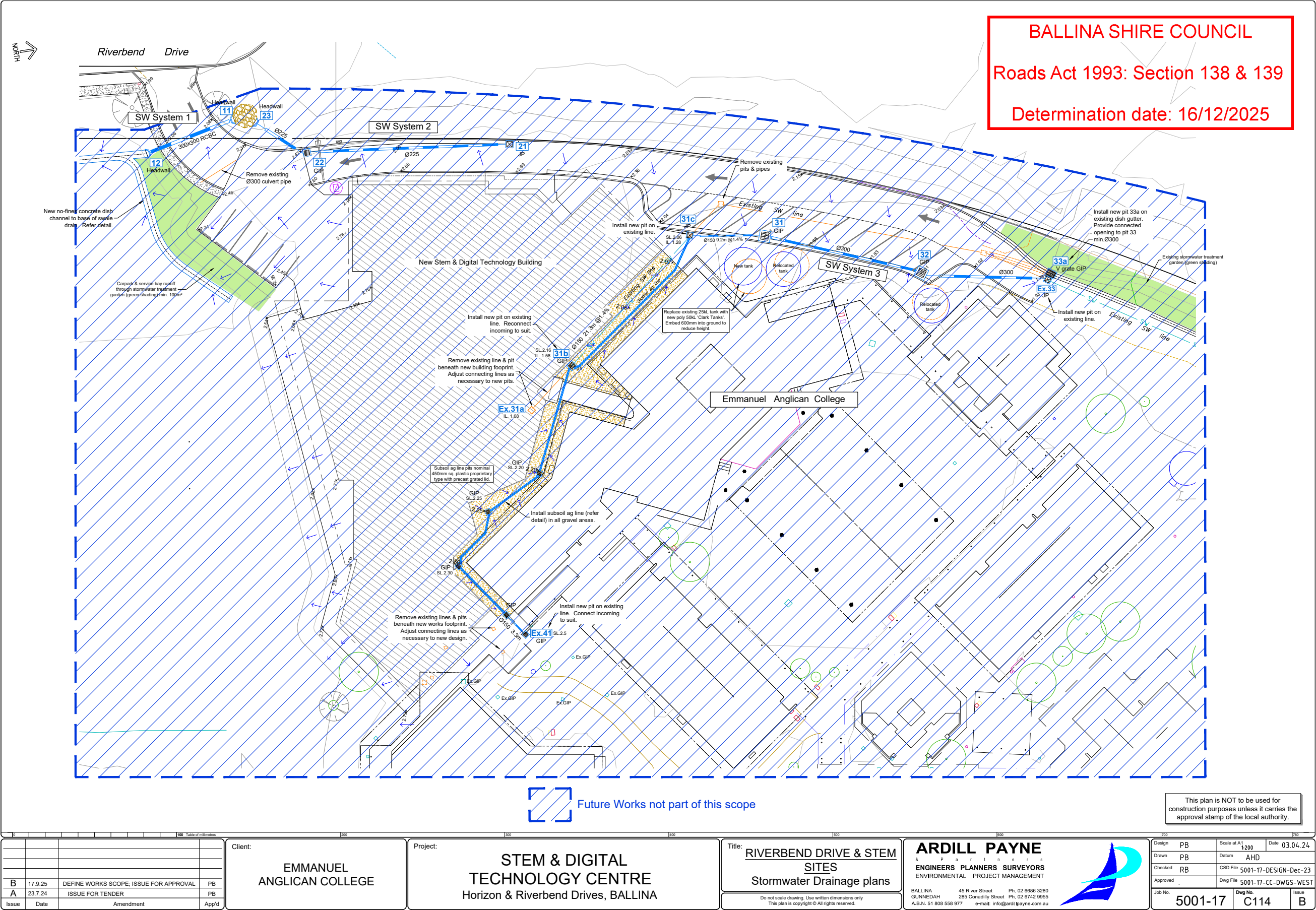
Title:  
**RIVERBEND DRIVE SITE**  
**Sediment Control Details**

**ARDILL PAYNE**  
ENGINEERS PLANNERS SURVEYORS  
ENVIRONMENTAL PROJECT MANAGEMENT  
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Design	PB	Scale at A1	na	Date	03.04.24
Drawn	PB	Datum	AHD		
Checked	RB	Dwg File	5001-17-CC-Details-WEST		
Approved		CSD File	5001-17-DESIGN		
Job No.	5001-17	Dwg No.	C113	Issue	B







This plan is NOT to be used for construction purposes unless it carries the approval stamp of the local authority.

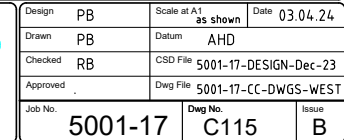
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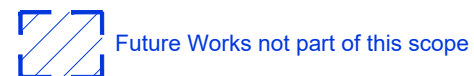
EMMANUEL  
ANGLICAN COLLEGE

Title:	<u>RIVERBEND DRIVE SITE</u> Stormwater drainage Profiles
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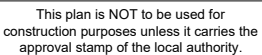
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8. Regulatory Matters on Classified Roads

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**8. Items Referred for General Discussion**

Nil Items

- 10 Items Without Notice
  - 11 Next Meeting
- 

**10. Items Without Notice**

**11. Next Meeting**

Next meeting is scheduled for Wednesday 13 May 2026 at 10.00 am.