



BUSINESS PAPER  
ORDINARY MEETING OF COUNCIL

To be held on

Wednesday, 24 April 2019

Commencing at

**2:00pm**

at

Walcha Council Chambers

Members:

Mayor – Councillor Eric Noakes  
Deputy Mayor – Councillor Clint Lyon  
Councillor Peter Blomfield  
Councillor Kevin Ferrier  
Councillor William Heazlett  
Councillor Jennifer Kealey  
Councillor Scott Kermode  
Councillor Rachael Wellings

Quorum – 5 Members to be Present

AGENDA

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Submitted to Council: 24 April 2019

..... General Manager ..... Mayor



Dear Mayor & Councillors

You are requested to attend the Ordinary Meeting of the Walcha Council to be held at Walcha Council Chambers, 2W Hamilton Street, Walcha on **Wednesday, 24 April 2019** commencing at **2:00pm**.

Yours sincerely

Jack O'Hara  
GENERAL MANAGER

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- 1. Apologies
  - 1.1 Cllr Scott Kermode applied for a Leave of Absence.
- 2. Confirmation of Previous Minutes
  - 2.1 Minutes of the Ordinary Meeting held on Wednesday, 27 March 2019 at Walcha Council Chambers, Hamilton Street, Walcha. WO/2019/00619
- 3. Business Arising
- 4. Declarations of Interest
- 5. Mayoral Minute
- 6. Senior Officers Reports
  - 6.1 Draft Walcha Strategic Heritage Action Plan 2019 – 2029  
WO/2019/00781
  - 6.2 Draft Amendment to Walcha Local Environmental Plan 2012  
WO/2019/00823
  - 6.3 2019 – 2020 Draft Budget  
WO/2019/00728
  - 6.4 Adopt Walcha Council Code of Meeting Practice  
WO/2019/00719
  - 6.5 Draft Dog Control Policy  
WO/2019/00777
- 7. Notices of Motion
  - 7.1 Nil
- 8. Matters of Urgency  
(Resolution to admit matters of urgency before being further considered by Council).
- 9. Management Review Report  
WO/2019/00716

Submitted to Council: 24 April 2019

..... General Manager ..... Mayor



10. Committee Reports

- 10.1 Minutes of the Rural Women’s Gathering Committee Meeting held in Council Chambers, Hamilton Street, Walcha on Monday, 11 March 2019. WI/2019/04081
- 10.2 Minutes of the Walcha Council Youth Advisory Committee Meeting held at Walcha Central School on Tuesday, 26 March 2019. WO/2019/00612
- 10.3 Minutes of the Walcha Council Aboriginal Advisory Committee Meeting held in Council Chambers, Hamilton Street, Walcha on Thursday, 28 March 2019. WO/2019/00626
- 10.4 Minutes of the Walcha Council Community Care Meeting held at the Community Care Office, Middle Street, Walcha on Monday, 8 April 2019. WO/2019/00726
- 10.5 Minutes of the Walcha Council Audit, Risk & Improvement Committee Meeting held in the Council Chambers, Hamilton Street, Walcha on Tuesday, 9 April 2019. WO/2019/00750

11. Delegates Reports

- 11.1 Minutes of the New England Tablelands (Noxious Plants) County Council Meeting held at the Armidale Office, Rusden Street, Armidale on Tuesday, 19 February 2019. WI/2019/02358
- 11.2 Minutes of the Walcha & District Historical Society Inc Meeting held in the Caretakers Cottage at the Museum on Saturday, 23 February 2019. WI/2019/03478
- 11.3 Minutes of the New England Bush Fire Management Committee Meeting held at New England Fire Control Centre on Tuesday, 5 March 2019. WI/2019/03555
- 11.4 Delegate Report from Clr Heazlett of the Walcha & District Historical Society Inc Meeting held at the Caretakers Cottage at the Museum on Saturday, 23 March 2019. WO/2019/00652

12. Committee of the Whole

- 12.0 Referral to Committee of the Whole – Request from Walcha Senior & District Rugby League Club AND Installation of Relocatable Site Office WO/2019/00822
- 12.1 Request for Assistance – Walcha Senior & District Rugby League Club WO/2019/00727
- 12.2 Installation of Relocatable Site Office WINT/2019/02321

Resolution to adjourn the Ordinary Meeting and to move into Committee of the Whole and to exclude the Press and the Public from the entire proceedings of the Committee Meeting.

Resolution to move into Open Council.

Resolution to adopt Committee of the Whole Report and Recommendations.

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Submitted to Council: 24 April 2019

..... General Manager ..... Mayor



**Present:**

**Apologies:**

**Confirmation of the Ordinary Meeting Minutes held on Wednesday, 27 March 2019:**

**Matters arising from the Minutes of the Ordinary Meeting held on Wednesday, 27 March 2019:**

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Submitted to Council: 24 April 2019

..... General Manager ..... Mayor



## ORDINARY MEETING OF COUNCIL

held on

Wednesday, 27 March 2019

at

2:25pm

at

Walcha Council Chambers

**PRESENT:** Clr EH Noakes (Chairman) Mayor together with Councillors PR Blomfield, KW Ferrier, WJ Heazlett, JM Kealey, SJ Kermode, CM Lyon and RL Wellings.

**IN ATTENDANCE:** Mr JG O'Hara, General Manager and Mr DJM Reeves, Director – Engineering Services, and Ms EIM Cumming, Contract Planner.

**1. APOLOGIES:**

Nil.

MINUTES



**2. CONFIRMATION OF THE ORDINARY MEETING MINUTES HELD ON WEDNESDAY, 13 FEBRUARY 2019:**

128 **RESOLVED** on the Motion of Councillors Kealey and Heazlett that the Minutes of the Ordinary Meeting held on Wednesday, 13 February 2019, copies of which have been distributed to all members, be taken as read and confirmed a **TRUE** record.

**3. BUSINESS ARISING**

Nil.

**4. DECLARATIONS OF INTEREST**

Nil.

**5. MAYORAL MINUTE**

Nil.

**6. SENIOR OFFICERS REPORT**

129 **RESOLVED** on the Motion of Councillors Lyon and Kermode that the Senior Officers' Reports be **RECEIVED** for further consideration.

**6.1 Draft Walcha Bush Fire Prone Land Map WINT/2019/00990**

130 **RESOLVED** on the Motion of Councillors Kealey and Ferrier that Council:

- a) Endorse the Draft Walcha Bush Fire Prone Land Map; and
- b) Request the NSW Rural Fire Services Commissioner to certify the Draft Walcha Bush Fire Prone Land Map.

**6.2 Parliamentary Counsel Option for Planning Proposal 1**

**WINT/2019/01201**

131 **RESOLVED** on the Motion of Councillors Lyon and Kealey that Council request the Secretary of NSW Planning & Environment to draft an instrument as per Section 3.37(d) of the *Environmental Planning & Assessment Act 1979* and that the draft instrument be sent to Parliamentary Counsel for an Opinion.

Being a Planning matter a **Division** was called prior to voting on this matter and the result was as follows:

**For:** Councillors: Noakes, Blomfield, Ferrier, Heazlett, Kealey, Kermode, Lyon and Wellings.

**Against:** Nil.

**Absent:** Nil.

**Declared Interest:** Nil.

Ms EIM Cumming left the Meeting.



**6.3 Walcha & District Historical Society Inc – Request for Loan for Drainage Problem at 111N Derby Street WO/2019/00478**

**Motion:**

It was **MOVED** Clr Heazlett **Seconded** Clr Kermode that Council provide the Walcha & District Historical Society Inc with an interest free loan of \$16,000 over a five year period **FURTHER THAT** the General Manager be authorised to negotiate the payment frequency with the Walcha & District Historical Society Inc.

**Amendment:**

An **Amendment** was **MOVED** Clr Lyon **Seconded** Clr Blomfield that Council undertake the improvement work for an amount of \$15,000 GST inclusive and then provide the Walcha & District Historical Society Inc with an interest free loan of \$15,000 over a five year period **FURTHER THAT** the General Manager be authorised to negotiate the payment frequency with the Walcha & District Historical Society Inc.

The Amendment was put to the **VOTE** and **CARRIED**.

132 It then became the Substantive Motion and was put to the **VOTE** and **CARRIED**.

**6.4 Review Roadside Vegetation Policy WO/2019/00441**

133 **RESOLVED** on the Motion of Councillors Ferrier and Wellings that the Draft Roadside Vegetation Policy be **ADOPTED** by Council.

**6.5 Walcha Preschool Advisory Committee Membership Nominations WO/2019/00518**

134 **RESOLVED** on the Motion of Councillors Kealey and Wellings that Council **APPOINT** Jordy Young and Sarah Fletcher to the Walcha Council Preschool Advisory Committee **FURTHER THAT** Council write to Kimberley Lisle and Melika McKinnon expressing Council’s appreciation for their dedication and commitment whilst serving on the Committee.

**6.6 Easy to do Business (EtdB) – Service NSW WO/2019/00517**

135 **RESOLVED** on the Motion of Councillors Lyon and Wellings that Council:

1. Delegate authority to the General Manager to enter into a contract with Service NSW for the Easy to do Business initiative; and
2. Approve the affixing of the Common Seal to all necessary documentation associated with the Easy to do Business Program **FURTHER THAT** the affixing of the Common Seal be attested to by the Mayor and the General Manager.

**7. NOTICE OF MOTION**

Nil.



**8. MATTERS OF URGENCY**

Clr Lyon raised the matter of the *Seaview Classic* as a matter of urgency.

136 **RESOLVED** on the Motion of Mayor Noakes that the matter of *Seaview Classic* be discusses as a matter of urgency.

137 **RESOLVED** on the Motion of Councillors Lyon and Ferrier that Council provide the organisers of the Seaview Classic with a letter of support.

**9. MANAGEMENT REVIEW REPORTS**

**WO/2019/00492**

138 **RESOLVED** on the Motion of Councillors Lyon and Blomfield that items included in the Management Review Report, numbered 9.1 to 9.16 inclusive, be **NOTED** by Council.

**Afternoon Tea:**

The Meeting adjourned at 3:30pm for afternoon tea and reconvened at 4:00pm.

**10. COMMITTEE REPORTS**

Nil.

**11. DELEGATE REPORTS**

11.1 Minutes of the New England Tablelands (Noxious Plants) County Council Meeting held at the Armidale Office, Rusden Street, Armidale on Tuesday 16 October 2018. **WI/2018/12482**

11.2 Minutes of the Namoi Unlimited Board Meeting held at Liverpool Plains Shire Council Chambers on Tuesday, 5 February 2019. **WI/2019/02916**

11.3 Minutes of the Walcha Community Centre Management Committee (MPC) Annual General Meeting held at the Walcha Central School on Monday, 18 February 2019. **WI/2019/02259**

11.4 Minutes of the Walcha Community Centre Management Committee (MPC) General Meeting held at Walcha Central School on Monday, 18 February 2019. **WI/2019/02259**

11.5 Minutes of the Namoi Unlimited Board Meeting held at the Living Classroom at Bingara in the Gwydir Shire Council. **WI/2019/03260**

11.6 Minutes of the Country Mayors Association of NSW Meeting held at Parliament House, Sydney on Friday, 8 March 2019. **WI/2019/02874**

**12. COMMITTEE OF THE WHOLE**

12. Committee of the Whole Referral – Request for Assistance – Walcha Men’s Shed; Audit, Risk & Improvement Committee Members; and Request for Rate Relief





139 **RESOLVED** on the Motion of Councillors Kealey and Wellings that, in accordance with the provisions of Section 10A(2)(a) and (c) of the Local Government Act, 1993, the matter of Applications for Audit, Risk & Improvement Committee Membership, Request for Assistance – Walcha Men’s Shed and Request for Rate Relief be referred to be discussed in Committee of the Whole for the reason that they relate to personnel matters concerning particular individuals (other than Councillors) AND the matters of Request for Assistance – Walcha Men’s Shed be referred to be discussed in Committee of the Whole for the reason that they would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

140 **RESOLVED** on the Motion of Councillors Kealey and Kermode that Council resolve into Committee of the Whole and that the press and public be excluded from the entire proceedings of the Meeting of the Committee of the Whole for the reason that they relate to personnel matters concerning particular individuals (other than Councillors) AND to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

141 The Meeting resumed in **OPEN** Council on the Motion of Councillors Lyon and Kermode.

The Mayor reported whilst in Committee of the Whole the following matters were discussed.

**PRESENT:** Present and IN Attendance were the same as listed in the Minutes of the Ordinary Meeting with the exception of the press and the public and Ms EIM Cumming.

**12.1 Request for Assistance – Walcha Men’s Shed WINT/2019/01275**

The Committee **RECOMMENDED** on the Motion of Councillors Lyon and Kermode that Council agree to assist the Walcha Men’s Shed in sourcing an alternate venue for their operations.

**12.2 Applications for Walcha Council Audit, Risk & Improvement Committee Independent Representative WINT/2019/01270**

The Committee **RECOMMENDED** on the Motion of Ferrier and Lyon that Council **APPOINT** Deborah Creed to the vacant Audit, Risk & Improvement Representative **FURTHER THAT** Council **APPOINT** all Independent Members of the Audit, Risk & Improvement Committee for a three year term ending March 2023.



**12.3 Request for Rate Relief**

**WO/2019/00444**

The Committee **RECOMMENDED** on the Motion of Lyon and Wellings that Council decline the request but offer the ratepayer a payment plan interest free over a period of eighteen (18) months.

**ADOPTION OF COMMITTEE OF THE WHOLE**

**12.1 Request for Assistance – Walcha Men’s Shed**

**WINT/2019/01275**

142 **RESOLVED** on the Motion of Councillors Lyon and Kermode that Council agree to assist the Walcha Men’s Shed in sourcing an alternate venue for their operations.

**12.2 Applications for Walcha Council Audit, Risk & Improvement Committee Independent Representative**

**WINT/2019/01270**

143 **RESOLVED** on the Motion of Councillors Lyon and Kermode that Council **APPOINT** Deborah Creed to the vacant Audit, Risk & Improvement Representative **FURTHER THAT** Council **APPOINT** all Independent Members of the Audit, Risk & Improvement Committee for a three year term ending March 2023.

**12.3 Request for Rate Relief**

**WO/2019/00444**

144 **RESOLVED** on the Motion of Councillors Lyon and Kermode that Council decline the request but offer the ratepayer a payment plan interest free over a period of eighteen (18) months.

**THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 4:40PM.**



Item 6:  
Senior Officers'  
Reports

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Submitted to Council: 24 April 2019

..... General Manager ..... Mayor



**Item:** 6.1 **Ref:** WO/2019/00781  
**Title:** Draft Walcha Strategic Heritage Action Plan (2019 – 2029)  
**Author:** Perception Planning Pty Ltd  
**Previous Items:** Not Applicable  
**Attachment:** No. 1 – Walcha Strategic Heritage Action Plan (2019-2029)  
 No.2 – Film 1 – The Making of the Heritage Action Plan

**Community Strategic Plan References:**

- Strategy – 5.3.4 – Preserve, support and promote the history of Walcha.*
- Strategy – 5.4.1 – Increase effective partnerships with and develop the capacity of, Aboriginal communities.*
- Strategy – 5.6.2 – Strengthen organisations and groups providing cultural, recreational and sporting activities.*
- Strategy – 6.1.2 – Promote sustainable development and protection of our natural resources through the planning system.*

**Introduction:**

This report is submitted to enable Council to consider and then endorse the Walcha Strategic Heritage Action Plan (2019-2029) (the Plan) to be placed on public exhibition for a period of 28 days. Following this period, the matter will be reported back to Council for their consideration of submissions and finalisation of the Plan.

**Report:**

On 2 October 2018, Walcha Council applied to the NSW Government – Office of Environment & Heritage for a grant to fund the development of the Walcha Strategic Heritage Plan (the Plan). The key deliverables of the project would be as follows:

1. Strategic Heritage Plan that identifies actions over ten years; and
2. Short Films about the process to develop the Plan and promotion of Walcha.

In August 2018, Walcha Council was notified by the NSW Government that their grant application was successful and so Council immediately sought quotes from consultants. Perception Planning Pty Ltd were subsequently awarded the project, which included filmmaking input from Channel Zero and heritage input from Octagon Planning.

On 11 February 2019, a workshop at Walcha Council brought together key stakeholders from the following community groups and organisations:

1. Amaroo Local Aboriginal Land Council;
2. Walcha and District Historical Society;
3. NSW National Parks and Wildlife Service; and
4. Walcha Central School.

Following this workshop, the draft Plan (Attachment 1) and Film 1 – The Making of the Heritage Action Plan (Attachment 2) were developed and are now provided to Council for their consideration and endorsement to be placed on public exhibition. The purpose of the public exhibition period will be to seek feedback from members of the community and government agencies. This feedback will be reported back to Council for their consideration and final plan will then be able to be provided to the NSW Government for their endorsement.

The two key deliverables of this project could be best summarised as follows:

Submitted to Council: 24 April 2019

..... General Manager ..... Mayor



**1. Walcha Heritage Action Plan (the Plan)**

The Plan provides a point of reference for the identification of past achievements and future challenges. It identifies that Walcha has positioned itself to be known for its art culture, national parks and as a destination for touring motorbikes. At the same time, it has several opportunities, such as the mainstream celebration of indigenous culture and the maintenance of heritage buildings, such as the Pioneer Museum.

The Plan lists these achievements and opportunities, while also identifying several actions, which directly seek to address those challenges over the next 10 years. It does this by listing over 30 actions under the categories of Knowing, Protection, Supporting and Communicating/Promoting.

An example of an action under the category of ‘knowing’ is ‘Action 1.4 – Converting documents in the Walcha History Centre to an Electronic Format’. This action has been developed because an extensive collection of historical documents already exist in the Walcha History Centre, but these documents are difficult to access because they are not in an electronic format. Placing these documents into an electronic format means that they can easily be shared, thus increasing their accessibility and sharing Walcha’s history.

An example of an action under the category of ‘supporting’ is ‘Action 3.3. – Develop a Council Heritage Committee who meets on a bi-annual basis to overlook the implementation of the Plan’. This action has been developed to provide oversight to the implementation of the Plan, otherwise, the risk is that the Plan just becomes a document that struggles to achieve implementation.

**2. Short Films**

Four short films will be developed in relation to the Plan.

The content for first film was taken from the key stakeholder on 11 February 2019 and therefore sought to capture the excitement of that day and the key stakeholders’ aspirations for the future draft Plan.

The remaining three films are currently being developed. They involve speaking to individual stakeholders about the Plan’s actions within the categories of Knowing, Supporting and Sharing. These films will be presented to Council following the exhibition period and subsequently placed on the website to promote the Plan, being ‘Sharing Our (Walcha’s) Heritage’.

Contract Planner Comment:

I believe the Draft Walcha Strategic Heritage Action Plan (2019-2029) (the Strategy) is a good solid overarching document for Council and the relevant stakeholder groups to use. It recognises the strength of using Walcha’s natural, built, and story heritage as an asset in the promotion of the Walcha and its surrounding community. The Strategy sets out clear and achievable actions for the Council and other stakeholder groups, though most will only be achievable if resourced by the use of grant funding and will be an invaluable tool to source that funding.

The key actions within the Strategy will be static and they will be reviewed regularly at a Stakeholder meeting to be held every six months. It will also encourage the line of

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Submitted to Council: 24 April 2019

..... General Manager ..... Mayor



communication between the stakeholder groups and Council, enabling a better result when funding opportunities arise fro projects.

Legal Issues:

The production of the Plan and short films does not fit neatly within a legislated process. However, actions within the Plan are subject to a legislated process. For example, future amendments to the *Walcha Local Environmental Plan 2012* will need to be in accordance to the *Environmental Planning and Assessment Act 1979*.

While the grant to fund this project is the subject an agreement between Walcha Council and the NSW Government. This agreement provides a scope and associated timeframes for the grant funding. The NSW Government is aware of the progress to date and will be provided with a copy of the Draft Plan to be placed on exhibition.

Financial Implications:

The grant fund is to provide \$80,000 to produce the Plan and \$20,000 to produce the short films, which will pay for the consultants completing the work.

Actions within the Draft Plan discuss resourcing, such as Grant Funding. For example, Action 2.2 discusses removing Development Application Council Fees if an application is lodged to do works to a heritage item. This is done to reduce the cost and therefore the barriers to the conservation of Walcha’s heritage.

Sustainability Implications:

The Plan and associated films seek to of increase the level of knowledge, protection, support and communication of Walcha’s heritage. The preservation of heritage has significant environmental (i.e. building lifecycle extension), economic (i.e. tourism) and social (i.e. sense of identify) implications. The Plan capitalises on these benefits.

Policy Implications:

The local, regional and state context is provided in the Plan.

The Plan can be seen to be informed by key directions of the NSW Government. For example, the New England North West Regional Plan 2036, which states that the Region will have ‘Nationally valued landscapes and strong and successful communities from the Great Dividing Range to the rich black soil plains’.

While linkages to the Walcha Strategic Heritage Action Plan (2019-2029) have been discussed at the start of this Council Report.

**RECOMMENDATION:                      That Council:**

- 1. Endorse Draft Walcha Strategic Heritage Action Plan (2019-2029) (the Plan);**
- 2. Place the Plan on public exhibition for a period of 28 days; and**
- 3. Following exhibition, report the matter back to Council for consideration of submissions and any proposed changes to the Plan for adoption.**

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Submitted to Council:                      24 April 2019

..... General Manager ..... Mayor

WALCHA—

# SHARING OUR HERITAGE

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STRATEGIC HERITAGE ACTION PLAN (2019-2029)

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## EXECUTIVE SUMMARY

The people of Walcha are committed to the conservation and celebration of the region's rich indigenous and non-indigenous heritage.

This Strategic Heritage Action Plan (2019-2029) (the Plan) provides a point of reference for the identification of past achievements and current challenges.

The Plan identifies that Walcha has positioned itself to be known for its art culture, national parks and as a destination for touring motorbikes. At the same time, it has a number of opportunities, such as mainstream celebration of indigenous culture and the maintenance of heritage buildings, such as the Pioneer Museum.

While listing these achievements and challenges, the Plan identifies a number of actions, which directly seek to address those challenges over the next 10 years. It does this by listing over 30 actions into the following categories:

- (a) Knowing (Identification, assessment & documentation of heritage places);
- (b) Protecting (Statutory protection, policy development & management);
- (c) Supporting (Assistance, advice and incentives to conserve places); and
- (d) Communicating and promoting (Measures to raise awareness).

These actions are assigned resourcing, progress indicators, completion dates and key stakeholders. From these actions, it can be seen that Walcha Council are seeking to build on existing infrastructure, such as the extension of the Apsley River Walkway, which has developed from discussion that has taken place at a workshop and subsequent meetings with key stakeholders.

The Plan is supported by Literature Review and an overview of the Statutory Framework that have been completed by a registered heritage consultant. This supporting information seeks to demonstrate that the actions have been informed from existing knowledge and fit within a State and Local Context.

The implementation of the Plan will be overlooked by a Panel that will meet on a bi-annual basis to ensure its effective implementation. These meetings will also provide the opportunity for further ideas to mature and

relationships between key stakeholders to further develop. This Strategic Heritage Action Plan provides a roadmap to share Walcha's heritage now and into the future.

Acknowledgement:

The development of this Plan would have not been possible without grant funding received from the NSW Government, which enabled Perception Planning Pty Ltd on behalf of Walcha Council to coordinate the development of this Plan.



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# 1. PURPOSE

Walcha Council is committed to the conservation and celebration of the region's rich indigenous and non-indigenous heritage.

The purpose of the Strategic Heritage Action Plan (the Plan) is to guide Council's heritage work program, particularly in relation to the identification, protection, management and promotion of Walcha's heritage. Further to this, it represents a commitment from the community to strengthen existing stakeholder relationships and to support community-based projects that benefit the community.

The Plan takes the lead from a number of heritage guidelines to identify a number of heritage planning actions. They are provided in these categories:

- (a) Knowing (Identification, assessment & documentation of heritage places);
- (b) Protecting (Statutory protection, policy development & management);
- (c) Supporting (Assistance, advice and incentives to conserve places); and
- (d) Communicating and promoting (Measures to raise awareness).

The Plan actions are provided as (TABLE 1). These actions build on existing knowledge to promote indigenous, non-indigenous and landscape heritage.

The Plan is supported by a Literature Review (APPENDIX A) and an overview of the Legislative Context (APPENDIX B) that have been completed by a registered heritage consultant.

## 2. BACKGROUND

The Plan promotes indigenous heritage, non-indigenous heritage and landscapes within the Walcha Local Government Area. A succinct discussion of local context is provided under the headings below.

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### 2.1 INDIGENOUS HERITAGE

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The Anaiwan and Dunghutti people have lived in the region for about 6000 years. In the colder months, they returned to the east, where animals were plentiful. Throughout the table lands they had places for ceremonies and the trade of goods.

Today, the Amaroo Local Aboriginal Land Council works with its members and the wider Aboriginal community to assist in matters relating to the areas of housing, legal, employment and other day-to-day matters involving Aboriginal people.

A number of activities and programs are run by the Amaroo Local Land Council, such as the 'Kids on Country' Camp, which aims to get their kids connected to country, their culture and their language. By organising language classes, playgrounds and eye clinics, the Amaroo Local Land Council continue to promote conserve and assist their local community.

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### 2.2 NON-INDIGENOUS HERITAGE

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Walcha was the first area to be discovered by in the New England Region. It is on the route taken by the explorer John Oxley in 1818, where he named the Apsley River after the Secretary of State for the colonies, Lord Apsley.

Walcha's first settler, Hamilton Collins Sempill, arrived in 1832 from Belltrees in the Hunter River District. Sempill based his headquarters near the campsite used by John Oxley, which he named Walcha ("Wolka").

Further settlers moved into the district over the years 1834 to 1858 during which David William Jamieson formed the nucleus of the Walcha township by erecting various industrial structures, such as a flour mill.

By 1900, the town had almost a thousand people with another 1600 people in the surrounding district. In Walcha, there were four hotels, four blacksmiths, two flour mills and a tannery as well as over thirty shops.

The Municipality of Walcha was proclaimed on 12 March 1880; the adjacent Shire of Apsley was proclaimed on 7 March 1906. On 1 June 1955, the Shire of Walcha was

constituted by the amalgamation of the Municipality of Walcha and the Shire of Apsley. From 1 July 1993, the Walcha Shire Council became known as the "Walcha Council" due to the new Local Government Act 1993.

Today, the Walcha and District Historical Society records and preserves artefacts of historical interest relating to the town and district. They maintain a comprehensive Historical Centre room behind the Walcha Library and the Pioneer Cottage and Museum Complex.

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### 2.3 LANDSCAPES

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Walcha is home to the Macleay Gorges and boasts some 205,000 hectares of dedicated national parks, wilderness and state forest. Parts of Werrikimbe National Park are world heritage listed. Walcha is also well known for trout fishing with some 1,500km of trout streams which are home to Rainbow and Brown trout.

Walcha's rich basalt soil supports some of the world's best fine wool, fat lamb and beef production, and forestry. Walcha has abundant environmental assets, such as Oxley Wild Rivers and Werrikimbe national parks and contains World Heritage-listed rainforest. Iconic visitor experiences, such as trout streams and spectacular waterfalls continue to draw domestic and international tourists, contribute to attractive lifestyles and grow the local economy.

Walcha is significant primary producing area and one of the largest stock carrying areas in New South Wales. As a result, it is a region with much heritage to acknowledge and celebrate through this Strategic Heritage Plan.

Today, the NSW National Parks and Wildlife Service manages the significant landscapes contained within the Oxley Wild Rivers National Park. Highlights in the park include the East Kunderang Homestead, the Green Gully Track (a multi-day walk), 20 spectacular lookouts (five located at Apsley Falls) and associated walking tracks, numerous camp grounds and the historic remains related to the grazing industry of early settlement. Natural elements of the environment, including what some may typically think of as 'natural resources', have cultural meanings and values. There are many distinctive ways of viewing nature as well as different customary ways of enjoying being in outdoor environments. There has been much modification of our natural environment, thus the recognition of the value in conserving our remaining natural heritage estate is vital.

As a result, it is region of much heritage to acknowledge and celebrate through this Plan.





# 3. STRATEGY CONTEXT

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## 3.1 STATE CONTEXT

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In New South Wales, the responsibility for managing and regulating heritage is split between the State and Local Governments.

The items of State Heritage Significance in Walcha, which are the responsibility of the NSW Heritage Council are:

- (a) St Andrews Rectory (former)
- (b) Walcha Road Railway Station and Yard Group
- (c) Ohio Homestead
- (d) St Andrew's Anglican Church (former)
- (e) Woolbrook rail bridge over McDonald River

Walcha Council has the responsibility for items of local heritage significance, through Walcha Local Environmental Plan 2012 (the LEP) and they are:

- (a) Courthouse
- (b) Cottage and surgery
- (c) Commercial Hotel
- (d) Walcha General Cemetery
- (e) Gallery – Parmenter/Fenwicke House
- (f) House – 63W Fitzroy Street
- (g) Memorial and Ex-Services Club (formerly CBC Bank)
- (h) Church – St Paul's Presbyterian and Fletcher Memorial Hall
- (i) Oorandumbie
- (j) House – 2N Middle Street
- (k) School building – Walcha Central (former)
- (l) Europambela
- (m) Emu Creek
- (n) Walcha Catholic Cemetery
- (o) House – 17N South Street
- (p) Blair's Cottage
- (q) Betts Farm – Irish Town, Homeleigh
- (r) Torsmond (formerly the Old Manse)
- (s) Langford

There are three legislative instruments that regulate cultural heritage in New South Wales, being:

- 1) Heritage Act 1977;
- 2) Environmental Planning and Assessment Act 1979; and

- 3) The National Parks and Wildlife Act 1974.

While the above describes a statutory framework for the protection of heritage, the State Government also provides financial assistance. The production of this Plan is the result of a 'Heritage Near Me' Grant from the NSW Government.

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## 3.2 REGIONAL CONTEXT

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The NSW Government, 2018, 'New England North West Regional Plan 2036 (the Regional Plan) is a 20-year blueprint for the future of the Region.

The Regional Plan states that the NSW Government's vision is for the Regional is a 'Nationally valued landscapes and strong successful communities from the Great Dividing Range to the rich black soil plains.' The Regional Plan contains a number of actions, whose implementation is a shared responsibility of regional stakeholders, including Councils, State Government Agencies, service providers and the development industry.

The development of this Plan can be linked to one of the priorities for Walcha listed under this Regional Plan, being 'to expand nature-based adventure and cultural tourism places and enhance the visitor experience'. Having consideration to the Regional Plan, Walcha Council considers this Plan to be sympathetic to and is part of Walcha Council's contribution in striving to meet the Regional Plan Directions, particularly 17, 23 and 24.

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## 3.3 LOCAL CONTEXT

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The Local Government Act 1993 establishes the legal framework in which Local Government operates. Clause 8 of this Act specifically requires that Council take heritage matters into consideration when assessing a proposed activity, such as determining a development application.

The Environmental Planning and Assessment Act 1979 sets the framework for land-use planning and the subsequent structure and consent of Environmental Planning Instruments, such as the LEP. The LEP provides the statutory framework and requires heritage items, heritage conservation areas and archaeological sites to be listed and afforded a certain level of protection. All items of State and Local Significance that have been previously listed are contained under the Walcha LEP (Schedule 5- Environmental Heritage). These items were informed by the Walcha Heritage Study, which was completed in

2008 by Susan Blake. Walcha's Development Control Plan (DCP) also provides a statutory framework, but currently only relates to advertising structures. The DCP is used by Council to provide guidance to the design of development.

The Local Government Act 1993 sets the framework for each local council to develop a community strategic plan. These plans represent the vision, aspirations, goals, priorities and challenges of the relevant communities. The following goals and actions within the Community Strategic Plan Walcha - 2027 support this Plan:

- 1) Goal - CSP 5.3 - Walcha's cultural identity will be enhanced.
- 2) Action - 5.3.4 - Preserve, support and promote the history of Walcha.
- 3) Goal - CSP 5.4 - Walcha's Aboriginal communities will be supported and strengthened
- 4) Action 5.4.1 - Increase effective partnerships with, and develop the capacity of Aboriginal communities.
- 5) Goal - CSP 5.6 - People of all ages and abilities will be encouraged to participate in cultural, recreational and sporting activities.
- 6) Action - 5.6.2 - Strengthen organisations and groups providing cultural, recreational and sporting activities.
- 7) Goal - CSP 6.1 - Walcha's district and diverse natural and built environment will be protected and enhanced.
- 8) Action - 6.1.2 - Promote sustainable development and protection of our natural resources through the planning system.



# 4. ACHIEVEMENTS & OPPORTUNITIES

On 11 February 2019, stakeholders from the Walcha Community gathered at Walcha Council to discuss the production of this Plan. Discussion at this workshop led to the identification of key achievements and opportunities, which are discussed below.

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## 4.1 ACHIEVEMENTS

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The key achievements were identified as follows:

- (a) Walcha's Pioneer Cottage and Museum
- (b) Walcha History Centre within the Walcha Library
- (c) Grants obtained by the Walcha and District Historical Society
- (d) Walcha Website– 'Where Wild Rivers Run'
- (e) Walcha Open Air Gallery of Sculptures and Artworks
- (f) An increasing number of Events, such as:
  - Walcha Rodeo
  - Walcha Camp draft
  - Walcha Farmers' Markets
  - Walcha Cup
  - Walcha Races
  - Walcha Agricultural Show
  - Bobby Jack's Festival – Walcha
  - Walcha Mountain Festival
  - NSW Rural Women's Gathering – Walcha
  - The Freak Show Festival of Motorcycles
  - Quota Markets – Walcha
- (g) Visitor Information Centre – Main Street Presence
- (h) Free Facilities for Recreational Vehicles (RV)
- (i) The Establishment of the Amaroo Local Aboriginal Land Council
- (j) World Heritage Listed - Werrikimbe National Park
- (k) Scenic Drives along the Oxley Highway (i.e. Waterfall Way)
- (l) Hema – New England High Country – NSW Motorcycle Touring Map
- (m) The Green Gully Track – Oxley Wild Rivers National Park
- (b) Cataloguing contents of Pioneer Cottage and Museum
- (c) Converting documents in Walcha History Centre to an Electronic Format
- (d) Provision of a central source of written information for Local Indigenous Heritage
- (e) Promotional materials for Local Indigenous Heritage (e.g. brochure)
- (f) Display space for Local Indigenous Heritage and Art
- (g) Hard infrastructure for the increasing number of events (e.g. water supply)
- (h) Increasing visitors coming into town, as opposed to staying in caravan parks
- (i) More undercover facilities and mechanics for motorbikes
- (j) Interpretative Signage (Physical or Electronic) for Art and Heritage
- (k) Celebration of 'Irish Town' – Obtaining access to this private property
- (l) Interpretative Signage (Physical or Electronic) for John Oxley Routes
- (m) Celebration of 'Seals River' in terms of historical forestry operations
- (n) Identification of Heritage Curtilage for items of significance
- (o) Implementation of sound trail
- (p) Ensuring effective communications and partnerships between stakeholders within the community
- (q) Provision of 'carrots' to encourage heritage items and places to be listed with legislative protection
- (r) Investigate methods to reduce the legislative 'red tape' for future maintenance and development
- (s) Funding projects within this Plan

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## 4.2 OPPORTUNITIES

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The key challenges were identified as follows:

- (a) Maintenance of Pioneer Cottage and Museum (e.g. drainage works)

## 5. ACTIONS

The background, achievements and opportunities have been discussed. The focus is now on identifying actions to build on the existing achievements, while actively seeking to address those opportunities. This is achieved by breaking-up the actions into the following categories:

- (a) Knowing (Identification, assessment & documentation of heritage places);
- (b) Protecting (Statutory protection, policy development & management);
- (c) Supporting (Assistance, advice and incentives to conserve places); and
- (d) Communicating and promoting (Measures to raise awareness).

For each action, the background, resourcing, a completion date, a progress indicator and key stakeholder is identified in the following table (TABLE 1).

Please note that the completion date for items that are dependant on grant funding are subject to change.

# TABLE 1 – HERITAGE ACTION PLAN

No	Actions	Background	Resourcing	Timeframe	Progress	Stakeholder
<b>Knowing (Identification, assessment and documentation of heritage places)</b>						
1.1	Undertake an indigenous heritage study.	A heritage study for non-indigenous heritage was completed by Susan Blake in 2008. This informed the heritage listings within the LEP. However, no written indigenous heritage has been identified. The provision of this written heritage could lead to heritage listings in the LEP and/or the development of tourism information to assist in the promotion, understanding and celebration of indigenous heritage.	Grant Funding.	5 years.	Walcha Council Annual Report.	Amaroo Local Aboriginal Land Council. Walcha Council.
1.2	Grade properties as 'significant', 'contributory', or 'non-contributory' along Derby Street and the Oxley Highway. Use this information to develop a clear and concise Development Control Plan that provides guidance for development works to those properties that are 'significant' or 'contributory'. Existing resource materials are available through a history of significant buildings that has been completed by Bob Welsh.	Developing a map that identifies existing properties as 'significant', 'contributory', or 'non-contributory', which will provide a quick reference tool to understand the role that each building plays within the streetscape. A building that is 'significant' will be heritage listed, while a building that is 'contributory' may be adjoining a building that is 'significant' and therefore should not detract from that adjoining heritage building through the appropriate use of materials and colours. 'Non-contributory' buildings play no role in heritage and therefore do not need to provide consideration.	Grant Funding. Walcha Council.	1 year.	Walcha Council Annual Report. Adoption of a Heritage Development Control Plan.	Walcha Council
1.3	Develop and/or update the Walcha Council Public Land Register to identify buildings or land that are of heritage significance.	Identifying if Council Public Land is of heritage significance provides an opportunity to not only identify the asset life of individual buildings, but to identify possible grant opportunities to assist with their maintenance. If they are of heritage significance, then Conservation Management Plans can be developed to ensure that minor works are consistent with the identified heritage significance of that building.	Walcha Council.	2 years.	Walcha Council Annual Report.	Walcha and District Historical Society.
1.4	Converting documents in Walcha History Centre to an Electronic Format. Consideration needs to be provided to the existing process and software used for cataloguing items in the Museum, being 'Picture Perfect'.	An extensive collection of historical documents is located with the Walcha History Centre. However, the details of these documents are difficult to access because they are not in an electronic format. Placing these documents into an electronic format means that they can be easily shared, thus increasing their accessibility and sharing Walcha's history.	Walcha Council.	5 years.	Walcha Council Annual Report.	Walcha and District Historical Society.
1.5	Walcha Visitor Information Centre (VIC) to stock copies of the Hema – New England High Country – NSW Motorcycle Touring Map.	The Hema New England High Country Motorcycle Touring Map was developed to identify and provide guidance to one of Australia's great motorcycle destinations for both on and off road riding. Stocking copies of this Map at the VIC will assist in building on the motorcycle brand.	Walcha Council. Walcha and District Historical Society.	1 year.	Walcha Council Annual Report.	Walcha Council.

No	Actions	Background	Resourcing	Timeframe	Progress	Stakeholder
1.6	Update the 'Walcha Tourism Website - Where Wild Rivers Run' to include information about: - Reference to Motorcycle Touring Map; - Reference to Mountain Bike Trails; - Reference to Heritage Walking Trail; and - Reference to Events and Activities, such as the 'Autumn Colours'.	The Walcha Tourism Website - 'Where Wild Rivers Run' provides an excellent point of reference for tourists visiting the Walcha District. The workshops that informed the development of this Plan and the eventual actions have identified certain matters that would be suitable additions to the website.	Walcha Council.	1 year.	Walcha Council Annual Report.	Walcha Council.
1.7	Review the existing European Heritage documentation to capture or remove relevant heritage listed items.	A heritage study for non-indigenous heritage was completed by Susan Blake in 2008. This informed the heritage listings within the LEP. This work should now be reviewed to consider if there are any items that have merit for inclusion.	Walcha Council.	3 years.	Walcha Council Annual Report.	Walcha Council.
<b>Protecting (Statutory protection, policy development and appropriate management)</b>						
2.1	Develop a Minor Works Application Form to facilitate minor works on Heritage Listed Items.	The Walcha Local Environmental Plan 2012 (Clause 5.10(3)) identifies when heritage consent is not required for heritage items. However, this is subject to notifying the consent authority of the works. The development of a 'Minor Works Form' makes this process seamless and transparent for the applicant.	Walcha Council.	1 year.	Walcha Council Annual Report.	Walcha Council.
2.2	Include a concession for Development Application Fees on Heritage Items in the listed Walcha Council Fees & Charges.	The Walcha Council Fees & Charges Schedule includes a range of fees for the lodgement of Development Applications. It contains no fee for 'Minor Works', but does charge fees for Development Applications on heritage items, if the works are not defined as 'exempt development'. Removing all fees for Development Applications on Heritage Items reduces barriers for proper maintenance and prevents 'demolition by neglect'.	Walcha Council.	2 years.	Walcha Council Annual Report.	Walcha Council.
2.3	Include a concession for Local Development Contributions for Heritage Items in the Walcha Development Contributions Plan.	The Walcha Council Local Development Contributions Plan charges fees for new development. These fees are then used to fund public infrastructure projects. The Environmental Planning and Assessment Act 1979 (Part 7 - Infrastructure Contributions and Finance) allows Walcha Council to develop a contributions plans that would not allow for a development contribution to be imposed on development for the sole purpose of the adaptive reuse of an item of environmental heritage.	Walcha Council.	2 years.	Walcha Council Annual Report.	Walcha Council.
2.4	Amend the Walcha Local Environmental Plan 2012 to allow events on public reserves and public roads without development consent. This could be based on the Port Stephens Local Environmental Plan 2013 (Clause 7.17).	The Port Stephens Local Environmental Plan 2013 (Clause 7.17 - Events permitted without development consent) allows for events to take place on public land without the consent being provided by Walcha Council. Inserting this clause removes another barrier for events to take place on public land, where Council, as the landowner already has an interest in ensuring that the event takes place in a safe manner.	Walcha Council.	2 years.	Walcha Council Annual Report.	Walcha Council.
2.5	Update the Walcha Local Environmental Plan 2012 (Schedule 5 - Environmental Heritage) to be based on the heritage curtilage of existing items identified to be of heritage significance.	The existing items listed and mapped within the LEP relate to the whole lot. While, the item of heritage significance may only relate to the Council heritage curtilage of a building. Identifying the whole lot presents unnecessary red tape when a property owner may be seeking development consent for works that have no relation to the item of heritage. The accurate identification of an item using Global Positioning System (GPS) coordinates removes this barrier, while ensuring protection. This will allow for the greater utilisation of the State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 as a regulatory pathway for approvals.	Walcha Council	1 year.	Walcha Council Annual Report.	Walcha Council.

No	Actions	Background	Resourcing	Timeframe	Progress	Stakeholder
2.6	Protection of Ridge-lines to be incorporated into the Walcha DCP.	Provide development control protection to ridge-lines within prominent landscapes in relation to the construction of buildings on these ridge-lines.	Walcha Council	1 year.	Walcha Council Annual Report.	Walcha Council.
<b>Supporting (Assistance, advice and incentives to help conserve heritage places)</b>						
3.1	Apply for Heritage Grants and Funding from the NSW Office of Environment & Heritage for this Plan's Actions.	The NSW Office of Environment & Heritage and the Heritage Council of NSW work together to connect communities to heritage at a local and state level. One way that they do this is through the Heritage Grants Program, which provides grants to heritage owners and custodians, local government and the community to deliver on a broad range of heritage outcomes.  The grants for the 2019-21 funding round recently closed in February. This means that projects can be identified for the 2022-24 round and assistance with the process provided to maximise possible opportunities.	Walcha Council.	2 years.	Walcha Council Annual Report.	Walcha Council.
3.2	Provide heritage advice to assist property owners in gaining heritage funding for conservation works.	The Heritage Consultant who is referred Development Applications can also be utilised to provide free advice to assist property owners and/or custodians with applying for heritage grants or undertaking minor works on items of heritage significance. This specialised advice can be financially unobtainable without the financial support provided by a grant.	Grant Funding.	2 years.	Walcha Council Annual Report.	Walcha Council.
3.3	Develop a Council Heritage Committee who meets on a bi-annual basis to overlook the implementation of the Plan.	A Group has gathered to develop the Plan. It is suggested that a part of that group continue to meet on a bi-annual basis to overlook the implementation of the Plan. The meeting only needs to take place for 60 minutes, but will ensure oversight is provided to the Plan. The outcomes of this Implementation Committee are to be publicly reported in the Walcha Council Annual Report.	Walcha Council.	2 years.	Walcha Council Annual Report.	Walcha Council.
3.4	Review existing Main Street (Derby Street) Heritage Paint Scheme, which provides suggested paint palettes to achieve consistency.	The City of Sydney has a 'Main Street Heritage Paint Scheme' for King Street in Newtown and Enmore. The paint scheme seeks to provide a consistent approach and therefore maintain an overall heritage theme for those streets identified to be of heritage significance.  The previous identified of 'significant', 'contributory' and 'non-contributory' items would then lend itself to appropriate paint schemes. This again removes a barrier for the appropriate conservation of heritage items.	Grant Funding.	1 year.	Walcha Council Annual Report.	Walcha Council.
3.5	Survey touring motorbikes to understand what incentives (e.g. undercover parking, mechanics, events, etc.) would encourage touring motor bikes to stay in the town for a longer period of time.	Walcha is located on Thunderbolts Way and the Oxley Highway, which are two major routes that attract motorbikes. Increasing overnight stays within Walcha would result in a higher visitor spend in the local shops, restaurants, bars and holiday accommodation. Incentives, such as undercover parking would make Walcha more attractive to touring motorbikes.	Walcha Council.	10 years.	Walcha Council Annual Report.	Walcha Council.

No	Actions	Background	Resourcing	Timeframe	Progress	Stakeholder
3.6	Provide support to the Amaroos Local Aboriginal Land Council for the annual 'Kids on Country' Event and to assist in the provision of a space in the town centre that can be used for the display of local Aboriginal art work.	The Amaroos Local Aboriginal Land Council has organised 'Kids on Country' for the past two years. Providing support to this event through grants or promotion would raise further awareness of Indigenous Heritage. Providing assistance to the development of a space in the town centre for the display of artwork would also assist in educating locals and visitors about indigenous heritage.	Walcha Council.  Amaroo Local Aboriginal Land Council.	5 years.	Walcha Council Annual Report.	Amaroo Local Aboriginal Land Council.
3.7	Prepare 'shovel ready' heritage projects prepared to take advantage of grant funding opportunities.	Council can assist community groups and stakeholders to develop priority projects and have project outcomes identified and the projected costs and ready for grant funding. Projects can be identified through the Walcha Community Strategic Plan, Strategic Heritage Action Plan and community consultation in advance of grant funding announcements. This means that when grant opportunities arise, they can be applied for in a timely manner.	Walcha Council.	1 year.	Walcha Council Annual Report.	Walcha Council.  Walcha Community.
<b>Communicating and Promoting (Measures to raise awareness and appreciation of the heritage of an area)</b>						
4.1	Develop a heritage page on the Walcha Council Website, which includes the following information: - Link to the Strategic Heritage Plan; - Link to Heritage Videos; - Link to recent heritage studies/reports; - Minor Works Application Form; and - Link to Heritage Grants	The Walcha Tourism Website - 'Where Wild Rivers Run' and the Walcha & District Historical Society provide excellent points of reference for locals and visitors. However, these two websites play a different role to that of Council. It is suggested that a heritage page on the Council website detail the listed information to assist applicants and the community with heritage matters.	Walcha Council.	2 years.	Walcha Council Annual Report.	Walcha Council.
4.2	Production of three short films that promote the heritage of Walcha.	A component of the Plan involves the development of three short films that promote heritage within Walcha. The films aim to get people excited about the heritage, whereas, this written document provides more of a roadmap to promote heritage.	Walcha Council.	1 year.	Walcha Council Annual Report.	Walcha Council.
4.3	Develop a heritage trail with interpretive signage within the Walcha Town Centre. A brochure and map similar to the Open Air Gallery is to be developed and is to be accessible in digital and non-digital formats.	Walcha has an existing Open Air Gallery. An associated interpretive brochure with map allows residents and visitors to walk around these art works in a coordinated and informative way. Walcha has a number of heritage items that are within walking distance of the town centre. A similar brochure and map could be developed to provide the same guidance.	Walcha Council.	3 years.	Walcha Council Annual Report.	Walcha Council.
4.4	Explore funding opportunities for the development of a 'sound trail' of heritage items and/or art works in the town centre.	Interpretive signage that provides a written explanation, but also provides a link to a digital format (i.e. QR Code) allows for visitors to understand and enjoy items of significance. A 'sound trail' provides an alternative means to enjoy these art works and heritage items.	Walcha Council.	2 years.	Walcha Council Annual Report.	Walcha Council.  Quota.
4.5	Develop a heritage day for local sporting teams.	Sport is a significant part of the cultural identity in Walcha and as a result it has its own heritage. Developing a heritage day and/or heritage round would provide an opportunity for older members of the club to share stories and would also serve as a point of celebration for all those involved.	Walcha Project Officer.	2 years.	Walcha Council Annual Report.	Walcha Council.

No	Actions	Background	Resourcing	Timeframe	Progress	Stakeholder
4.6	Develop a 'Interpretative Walk' at Division Lookout.	Division Walk is a topographical highpoint for the town. An existing walkway along the Apsley River ends at the Walcha Bowling & Recreation Club, which is also at the base of Division Walk. Extending this walkway up to Division Walk would provide an excellent start/end distinction for this walkway. Signage would assist in the interpretation of this space.	Walcha Council.	10 years.	Walcha Council Annual Report.	Amaroo Local Aboriginal Land Council.
4.7	Investigate extending the existing walkway along the Apsley River to Langford Homestead.	Similar to the previous action, the existing walkway along the Apsley River ends at the Walcha Bowling & Recreation Club. Extending this walkway along the Apsley River to Langford Estate would result in another point of interest being located along this walkway.	Walcha Council.	10 years.	Walcha Council Annual Report.	Walcha Council.
4.8	Provide further shade along the existing walkway along Apsley River.	The existing walkway along the Apsley River has a number of trees that provide shade and that will continue to provide further shade into the future. The installation of some shade devices in the short to medium term would encourage the utilisation of existing pathways during the warmer seasons and periods of the day..	Walcha Council.	10 years.	Walcha Council Annual Report.	Walcha Council.
4.9	Preparation of fact sheets to assist owners or developers of heritage significant items or for development that may have impact on an item of heritage significance.	Prepare fact sheets highlighting the positives and how restoration, repairs and development would not be hindered by heritage, but rather value added. They should be available on Council's website and in Council Offices and for inclusion on social media sites.	Walcha Council.	1 year.	Walcha Council Annual Report.	Walcha Council. Amaroo Local Aboriginal Land Council. Walcha and District Historical Society.

## 6. CONCLUSION

The Plan presents the commitment from the people of Walcha to the conservation and celebration of the region's rich indigenous and non-indigenous heritage. It provides a point of reference for the identification of past achievements, challenges and future actions.

It has provided a roadmap to improve the celebration of Walcha's heritage now and into the future through the identification of over 30 actions. These actions have been demonstrated to align with the wider State and Regional Context with the goal being to encourage cultural tourism and the preservation of past places, building and landscape assets. From this, it can be clearly seen that heritage is an asset and that this Plan provides a roadmap to seek grant funding for the best utilisation of this asset.

The implementation of these actions will be overlooked by an Implementation Panel that will meet on a bi-annual basis to ensure implementation.

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# Appendix A: Literature Review

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## Introduction

The Dunghutti (Dangaddi, Thunggutti, Djangadi) people and Anēwan (Anaiwan, Anaywan) people are the traditional custodians of the Walcha region.<sup>1</sup>

The explorer John Oxley passed through the Walcha area in 1818 and named the Apsley River after the Secretary of State for the colonies.

European settlement of the Walcha area began in 1832 as squatters from the Hunter Valley and Port Macquarie sought new pastures for their sheep. Hamilton Collins Sempill was the first squatter in the district, who made his base near Oxley's camp beside a waterhole. His camp became known as Wolka or Walcha.

## Indigenous Heritage

There are limited written resources relating to Walcha's Indigenous heritage, particularly prior to European settlement. For accounts of relations between early European settlers and the local Indigenous community see Jamieson (1987), Moore (1991) and Atkinson et al (2006).<sup>2</sup>

Blomfield (1988) includes a section on massacres and attacks on the Indigenous population in New England, particularly around the falls and gorges in Walcha district.<sup>3</sup>

## Dunghutti People

The Dunghutti people have lived in the areas around the Macleay and Apsley Rivers for 6,000 years. Traditionally they would spend summer around the Great Dividing Range and Walcha, and in the colder months would move back towards the coast where food sources were plentiful.

Dunghutti culture tells the story of the Rainbow Serpent, which created the gorge at Apsley Falls in the Dreamtime. Once underground, it re-emerged at the mill hole near Walcha.<sup>4</sup>

## Anēwan People

The Anēwan people are the traditional owners of land around present-day Armidale and the New England tablelands. The language is also known as *Nganyaywana*.<sup>5</sup> Based on our research so far it appears that there is no conclusive evidence that the Anēwan people had a significant connection with the lands that now fall within Walcha Council boundaries.

Oral history suggests that contact between coastal and tableland groups was limited.<sup>6</sup> Further research into Indigenous groups around Walcha is necessary.

<sup>1</sup> Australian Institute of Aboriginal and Torres Strait Islander Studies, *AIATSIS map of Indigenous Australia*, 1996. <https://aiatsis.gov.au/explore/articles/aiatsis-map-indigenous-australia>. 18 February 2019.

<sup>2</sup> Donald Jamieson, *Tales at Old Inglebah*, Tamworth, 1987; Alison Moore, *Three of a Kind: A History of Niangala, Weabonga and Ingleba*, Parramatta, 1991; Alan Atkinson, et al., *High Lean Country: Land, People and Memory in New England*, Sydney, 2006.

<sup>3</sup> See section 4 of Geoffrey Blomfield, *Baal Belbora: The End of the Dancing - The Massacre of a Peaceful People*, Chippendale, 1988.

<sup>4</sup> Amaro LALC, *The Rainbow Serpent Story told by Aunt Sue Green at the Mill Hole*, 24 January 2019, accessed 18 February 2019, <<https://www.facebook.com/233871593845395/posts/the-rainbow-serpent-story-told-by-aunt-sue-green-at-the-mill-holekids-on-country/383554815543738/>>. Radcliffe-Brown, A.R. "The Rainbow-Serpent Myth in South-East Australia", *Oceania Vol. 1 No. 3* (Oct-Dec 1930), pp. 342-347.

<sup>5</sup> AIATSIS, *AIATSIS map of Indigenous Australia*

<sup>6</sup> Hudson, S, et al., *An Archaeological Survey of Southern New England Landcare Area including Armidale, Bundarra, Guyra, Uralla, Walcha & Inverell Regions of the New England Tablelands*, Armidale: Southern New England Landcare, 2003.

## Inglebah

Inglebah is a traditional camping area nestled between hills and the banks of the MacDonald River.<sup>7</sup> Prior to European settlement, the area was valued for its permanent water supply and abundance of fish and other animals. After being declared an Aboriginal Reserve in 1893, its location close to farming properties made it a useful stopping point for Indigenous people seeking seasonal farm work. Fifty or more families lived at Inglebah at any one time until the 1940s, when most moved away. The last family left in the 1950s. The land is now under the custodianship of the Amaroo Local Aboriginal Land Council.

Cohen and Somerville (1990) published a detailed history of the Inglebah settlement and its five matriarchs – Granny Widders, Granny Wright, Granny Morris, Granny Maria and Granny Mackenzie.<sup>8</sup>

## Non-Indigenous Heritage

### General New England History

The history of postcolonial New England is generally well documented.<sup>9</sup>

Atkinson et al's 2006 collection of essays, *High Lean Country*, provides a high-quality thematic overview of the broader region and conflicts inherent in colonisation. The collection covers thematic and academic interpretations of New England and is organised into four broad themes: physical environment, first peoples, newcomers, and representations.

Gilbert (1980) reproduces a range of photographs documenting New England's history.<sup>10</sup>

### General Walcha History

Susan Blake's 2008 Heritage Study sets the standard for heritage research in Walcha.<sup>11</sup> This thematic study is primarily focused on the post-colonial era and has formed the basis for many of the heritage listings on the database of the NSW Office of Environment & Heritage website. The study covers various themes (such as pastoralism, law and order, and entertainment), specific places and properties (both public and private) and events (such as the aerial spreading of superphosphate).

## People

### Nat Buchanan

Nat Buchanan (1826-1901) was a pioneer, pastoralist and explorer. Born in Ireland and buried at Walcha, his pioneering endeavours led the way for European settlement in Queensland, the Northern Territory, Western Australia and Victoria.<sup>12</sup> His descendant Bobbie Buchanan has published a comprehensive history of his life and travels.<sup>13</sup>

<sup>7</sup> NSW Office of Environment & Heritage, *Inglebah*. 13 May 2015, accessed 15 February 2019, <<https://www.environment.nsw.gov.au/heritageapp/ViewHeritageItemDetails.aspx?ID=5062938>>.

<sup>8</sup> Patsy Cohen and Margaret Somerville, *Ingleba and the Five Black Matriarchs*, Sydney: Allen & Unwin, 1990.

<sup>9</sup> Joan Starr and Mike Nicholas, *Pioneering New England*, Sydney, 1978; Robin Berwick Walker, *Old New England: a history of the Northern Tablelands of New South Wales, 1818-1900*, Sydney, 1966; Krista Morgensen and Ted Colville, *New England Tablelands NSW [See Australia Book No. 24]*, Blackburn, Vic, October 1986; John Sprott Ryan, *Tales from New England*, Armidale, 2008.

<sup>10</sup> Lionel Gilbert, *New England from Old Photographs*, Sydney, 1980.

<sup>11</sup> Susan Blake, *Walcha Council Community Based Heritage Study*, Walcha, 2008.

<sup>12</sup> Sally O'Neill, *Buchanan, Nathaniel (Nat)*, *Australian Dictionary of Biography Volume 3*, 1969, accessed 18 February 2019. <<http://adb.anu.edu.au/biography/buchanan-nathaniel-nat-3101>>.

<sup>13</sup> Bobbie Buchanan, *In the Tracks of Old Bluey*, Rockhampton, QLD, 1997.

## Captain Thunderbolt

Frederick Wordsworth Ward (1835-1870), alias Captain Thunderbolt, was a bushranger renowned for escaping from Cockatoo Island.<sup>14</sup> Ward's territory stretched from the Hunter Region in NSW as far north as Queensland and westwards towards Tamworth and Bourke. He was killed at Kentucky Creek near Uralla. From the research we have undertaken so far, it appears that Thunderbolt's connections with Walcha are limited: he was employed at Aberbaldie Station near Walcha at the age of eleven and later robbed Walcha Mail in October 1869.<sup>15</sup>

## John Oxley

John Joseph William Molesworth Oxley (1784-1828) was Surveyor General of New South Wales.<sup>16</sup> He travelled through the Walcha district in September 1818. The recently-published *John Oxley: A New Perspective* uses Oxley's diaries plus photographs and paintings to retrace Oxley's steps.<sup>17</sup>

## Family History

Genealogy is a fast-growing hobby and this is demonstrated by the vast number of Walcha family histories that have been (largely self-) published over the years. The production values and editorial quality of these studies are variable, but the methodology is generally sound. The Walcha & District Historical Society has a large collection of these publications covering, amongst others, the Bath,<sup>18</sup> Crawford,<sup>19</sup> Cross,<sup>20</sup> Davidson,<sup>21</sup> Denne,<sup>22</sup> Gibson,<sup>23</sup> Grieve,<sup>24</sup> Hardaker,<sup>25</sup> Kitcher,<sup>26</sup> Laurie,<sup>27</sup> Lockyer and Schrader families.<sup>28</sup> There are also some general family histories relating to early settlers.<sup>29</sup>

Local historian Jillian Oppenheimer has produced several excellent histories of the Nivison family.<sup>30</sup>

<sup>14</sup> Victor Crittenden, *Ward, Frederick (Fred) (1835-1870)*, *Australian Dictionary of Biography Volume 6*, 1976, accessed 18 February 2019, <<http://adb.anu.edu.au/biography/ward-frederick-fred-4801>>.

<sup>15</sup> David Brouwer, *Captain Thunderbolt: Horsebreaker to Bushranger*, Tocal, 2002.

<sup>16</sup> E.W. Dunlop, *Oxley, John Joseph (1784-1828)*, Melbourne, 1967, accessed 18 February 2019. <<http://adb.anu.edu.au/biography/oxley-john-joseph-2530>>.

<sup>17</sup> Rob Tickle, *John Oxley: A New Perspective*, Beechwood NSW, 2018.

<sup>18</sup> Alfred James, *The Bath Family of Walcha*, Wahroonga, 1991.

<sup>19</sup> Margaret R Crawford Vella, *The Crawfords of Moona Plains, Walcha*, Berry NSW, 2017.

<sup>20</sup> Leo Cross and Mavis Eagles, *The Antecedents of Thomas Cross and Martha Eaton and His-Tree*, no date.

<sup>21</sup> Davidsons of New England Association, *The Davidsons of New England*, Armidale, 1983.

<sup>22</sup> Janet Denne, *The Denne Family of Australia*, Killara NSW, 2004.

<sup>23</sup> E.H. McSwan, *John and Agnes Gibson: New England Pioneers*, Yamba, 1998.

<sup>24</sup> Allen Grieve, *The Ancestors and Descendants of William Grieve and Jane Flett of Rousay, Orkney Islands, Scotland and 'Brickwall' via Walcha, NSW*, 2018.

<sup>25</sup> Julie Hardaker Moss, *Rawden to Walcha: A History of the Hardakers and Associated Families*, Armidale, 1988.

<sup>26</sup> Peter J. Kitcher, *From Glen Morrison to Now: A Family History of the Descendants of Thomas William and Elizabeth Kitcher*, 1997.

<sup>27</sup> Doug Laurie and Susan Crombie, *A New England Town: A Lifetime in the Walcha Community*, no date.

<sup>28</sup> Diane Galligan, *Lockyer Links*, Ferny Hills, 2013. Caroline Gaden, *From Baron to Battler: the Story of Dr Christian Schrader and His Family including the 1873 Diary of Ludwig Schrader*, Armidale, 1996. Caroline Gaden, *The Schrader Letters: Family Letters Written Between Members of Dr Christian Schrader's Family 1871 to 1896*, no date.

<sup>29</sup> Patricia Conner, *Some Early Settlers and Connections*. Quirindi, 1991. David Vidler, *Close to the Edge: Stories of the New England Gorges*. Armidale, 2007.

<sup>30</sup> Jillian Oppenheimer, *Nivison Stories*, Walcha, 1999; *The Gordon Girls of Strathbogie and Gragin, NSW, and Their Macdonald Kith and Kin*, Walcha, 2003. Jillian Oppenheimer and Bruce Mitchell, *Abraham's Tribe: The Descendants of Abraham and Mary Nivison*, Walcha, 1989; *An Australian Clan: The Nivisons of New England*, Kenthurst, 1989.

## Places

### Walcha

Some claim that the name Walcha comes from a local Indigenous word for “sun”,<sup>31</sup> “deep waterhole or “water”, while others theorise that the name has Dutch origins.<sup>32</sup> One of the early pastoral properties in Walcha was Bergen-op-Zoom, which stands on the Walcheren River in the Netherlands. The Walcheren Expedition was fought during the British wars with Napoleon in 1809.

#### *Churches in Walcha*

Walcha has four churches: one Roman Catholic, two Anglican, and one Presbyterian. All the churches have self-published histories,<sup>33</sup> and the Presbyterian church was also the subject of a book by Bruce Mitchell and Jillian Oppenheimer.<sup>34</sup> The old Anglican and Presbyterian churches are listed heritage items; the Office of Environment and Heritage database listings contain a wealth of information.<sup>35</sup> The old Anglican church has important stained glass windows that are in need of urgent conservation works.<sup>36</sup>

#### *Schools in Walcha*

Schools in the district include Walcha Central School (established 1859), Woolbrook School (established 1880 and originally called Railway Crossing and later Maluerindi), Yarrowitch Public School (established 1887) and Walcha Preschool (established 1972). Like the local churches, most schools in the district have published history booklets, generally for their centenary celebrations.<sup>37</sup>

#### *Walcha District Hospital*

Walcha District Hospital was established in 1892 and the hospital's first doctor was Dr Boodle. Like many other Walcha institutions, the hospital published a centenary book. The hospital's 1992 publication is particularly high quality, incorporating a general history of Walcha and a detailed history of the hospital itself.<sup>38</sup>

#### *Sports in Walcha*

Members of the local sporting community have published comprehensive books on the town's cricket, rugby, and horse racing histories.<sup>39</sup>

<sup>31</sup> A. E. Martin, *1,000 Place Names in New South Wales: The Romance of Nomenclature*, Sydney, 1943.

<sup>32</sup> Walcha Council, *Walcha: Where Wild Rivers Run [Tourist Brochure]*, Walcha, 2016.

<sup>33</sup> St Patrick's Church Walcha, *Centenary Celebration 1881-1981*, Walcha, 1981; Anglican Diocese of Armidale, *On Tablelands, Slopes and Plains "I Will Build My Church"*, Armidale, 2014; Rev J.R. Thorburn, *St Paul's Presbyterian Church Walcha: Centenary History 1852-1952*, Walcha, 1952.

<sup>34</sup> Bruce Mitchell and Jillian Oppenheimer, *A History of the Presbyterian Church in Walcha*, Walcha, 1988.

<sup>35</sup> NSW Office of Environment & Heritage, *Church - St Paul's Presbyterian*, 3 May 2008, accessed 18 February 2019, <<https://www.environment.nsw.gov.au/heritageapp/ViewHeritageItemDetails.aspx?ID=2580211>>.

<sup>36</sup> Marc Grunseit, “Condition Report on the Stained Glass Windows: Old St Andrew's Anglican Church Walcha”, 2018.

<sup>37</sup> Verna Stewart, *The Move Across the River: Walcha Central School Re-Union 1993*, Walcha, 1993. Ruth Watson, *Woolbrook Tales Tall & True: 171 Years of Events in Woolbrook Village and District*, Walcha, 2007. Elma Kearney and Bernard Tibbs, *A Kids'-Eye View of the World at Yarrowitch 1887-1927*, Yarrowitch, 1987. Yarrowitch Public School, *Centenary Booklet 1887-1987*, Walcha, 1987. Walcha Preschool, *Walcha Preschool Inc.: 25th Anniversary*, Walcha, 1997.

<sup>38</sup> Walcha District Hospital, *Where They Grow Old Gracefully: Walcha District Hospital Centenary 1892-1992*, Walcha, 1992.

<sup>39</sup> Dac Croker, *We Play it Hard Around Here: 150 Years of Walcha Cricket*, Walcha, 2012; Graham Croker, *Memories from Scrum and Ruck: A History of the Walcha Rugby Union Football Club 1894-1994*, Walcha, 1994; Walcha Rugby Club, *50 Years*, Walcha, 1982; Bob Walsh, *Racing at Walcha: The First 160 Years*, Walcha, 2015.

*Walcha Council*

The Municipality of Walcha was proclaimed on 12 March 1889 and the adjacent Shire of Apsley was proclaimed on 7 March 1906. The two amalgamated on 1 June 1955 to become the Shire of Walcha. The Council published a history of its operations for the centenary in 1989.<sup>40</sup> The name was changed to Walcha Council on 1 July 1993.

**Nowendoc**

A detailed history of the village of Nowendoc following white settlement including notable families, community organisations and gold mining was written by Jean Holstein and Suzanne Lyon in 1984.<sup>41</sup>

**Rural Settlement***Emu Creek*

Emu Creek was taken up as a squatting run in the 1830s by the partnership of Gilbert Eliot and Arthur Hodgson.<sup>42</sup> The original homestead was made of timber; the present homestead was designed in 1908 by the Sydney architects Kent and Budden.

*Europambela*

The Europambela run was first taken up by Powell and Allman in 1836 and was later sold to Christopher Dawson Fenwicke in 1860.<sup>43</sup> The Europambela homestead is one of the oldest timber houses in the district. The property also includes the Fenwicke Family Cemetery

*Langford*

John Oxley camped close to what is now Langford Homestead in 1818, and Hamilton Collins Sempill set up his squatting run on the site in 1832.<sup>44</sup> The property has been owned by several significant Walcha families including the Dangar, Jamieson, Fletcher, Gill and Nicholls families. The homestead itself was designed by NW Scobie of Maitland and built between 1900 and 1904.

*Ohio*

Ohio was built in three stages from 1836 to 1839; it is Walcha's oldest house.<sup>45</sup> The property was first taken up by John Herring Boughton around 1836. In 1842, he sold it to Abraham Nivison; the Nivison family became inextricably linked with Ohio. Ohio was sold to the Church of England in 1950. When the Church put it back on the market in 1970, it was purchased by Ohio Homestead Pty Ltd, made up of descendants of the Nivisons including local historian Jillian Oppenheimer, who lived at the property until recently. Oppenheimer has written extensively on Ohio and the Nivison family.<sup>46</sup>

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<sup>40</sup> Walcha Shire Council, *100 Years of Local Government*, Walcha, 1989.

<sup>41</sup> Jean Holstein and Suzanne Lyon, *Nowendoc: A Glimpse into History*, 1984.

<sup>42</sup> NSW Office of Environment & Heritage, *Property - Emu Creek*, 12 July 2007, accessed 18 February 2019. <<https://www.environment.nsw.gov.au/heritageapp/ViewHeritageItemDetails.aspx?ID=2580102>>.

<sup>43</sup> NSW Office of Environment & Heritage, *Property - Europambela Group*, 9 July 2007, accessed 18 February 2019.

<<https://www.environment.nsw.gov.au/heritageapp/ViewHeritageItemDetails.aspx?ID=2580100>>.

<sup>44</sup> NSW Office of Environment & Heritage, *Property - Langford Complex*, 12 July 2007, accessed 18 February 2019.

<<https://www.environment.nsw.gov.au/heritageapp/ViewHeritageItemDetails.aspx?ID=2580128>>.

<sup>45</sup> NSW Office of Environment & Heritage, *Ohio Homestead*, 10 April 2001, accessed 18 February 2019. <<https://www.environment.nsw.gov.au/heritageapp/ViewHeritageItemDetails.aspx?ID=5045339>>.

<sup>46</sup> Jillian Oppenheimer, "Ohio" in Krista Morgensen and Ted Colville, *New England Tablelands NSW [See Australia Book No. 24]*, Blackburn, Vic, October 1986; *Nivison Stories*, Walcha, 1999; *The Gordon Girls of Strathbogie and Gragin, NSW, and Their Macdonald Kith and Kin*, Walcha, 2003. Jillian Oppenheimer and Bruce Mitchell, *Abraham's Tribe: The Descendants of Abraham and Mary Nivison*, Walcha, 1989; *An Australian Clan: The Nivisons of New England*, Kenthurst, 1989.



### Oorandumbie

Also known as Oorundumby, a depasturing licence was granted for this property in 1837 and it was an outstation of the Walcha run.<sup>47</sup> The current homestead was built in the 1860s by John Fletcher; his son William built the Langford mansion.

### Yarrowitch

Following WWII the government implemented a policy to settle returned servicemen on the land (as they had done after WWI). Blocks were allocated by ballot. Fifty-six ex-servicepeople (including one woman) were settled on blocks in Walcha Shire. One of these properties, Yarrowitch Station (19,556 acres) was purchased from the Vickery family and divided into 17 blocks. There was a total of 722 applications. Twelve blocks were for grazing and five for dairy farming. The ballot was held on 10 March 1948. Family names of successful dairy applicants were: Keaton, Lyons, Harris, Hoare, Cameron. Family names of successful grazing applicants were: Donlan, Hutchinson, Sendall, Brearley, Pittman, Brooke, Shaw, Mitchell-Hill, Meldrum, Brown, Hodgson and Schalk.<sup>48</sup>

### Walcha Road

Walcha Road railway station, at the intersection of the Oxley Highway and the railway line, opened on 2 August 1882. The village had a school from 1883 to 1965 and a Post Office from 1882 to 1976.<sup>49</sup>

## Events

### Gold Rushes

Jillian Oppenheimer's 1970 thesis provides a good general overview of gold mining in the district.<sup>50</sup> Galbraith (1998) has important information on the gold mines at Tia, while Kitcher (1997) includes a brief history of Glen Morrison and the Golden Star Mine, and Holstein and Lyon cover mining at Nowendoc.<sup>51</sup>

### World War I

The impact of World War I on the people of Walcha is documented in a book published by the Walcha & District Historical Society in 2014; this comprehensive history includes biographical information of those who served, who enlisted but were unable to serve, and Soldier Settlers after the war.<sup>52</sup>

### Aerial Superphosphate Spreading

Walsh (2017) presents a detailed history of aviation in the district including in 1950 the first aerial spreading of superphosphate in Australia.<sup>53</sup>

<sup>47</sup> NSW Office of Environment & Heritage, *Property - Oorandumbie*, 3 June 2009, accessed 18 February 2019. <<https://www.environment.nsw.gov.au/heritageapp/ViewHeritageItemDetails.aspx?ID=2580101>>.

<sup>48</sup> John Hutchinson, *Yarrowitch Soldier Settlement Anecdotes*, Walcha, June 1996.

<sup>49</sup> State Rail Authority of New South Wales, *How & Why of Station Names: Meanings and Origins*. Sydney 1982.

<sup>50</sup> Jillian Oppenheimer, *A History of Land Use in the Walcha District [Thesis]*, Armidale, 1970.

<sup>51</sup> Sheila Galbraith, *Practitioner, Pioneer, Pastoralist*, Leichhardt, 1998. Peter J Kitcher, *From Glen Morrison to Now: A Family History of the Descendants of Thomas William and Elizabeth Kitcher*, 1997. Jean Holstein and Suzanne Lyon, *Nowendoc: A Glimpse into History*, 1984.

<sup>52</sup> Calvin et al., *Walcha in the Great War 1914-1919*, Walcha, 2014.

<sup>53</sup> Bob Walsh, *Aviation at Walcha 1919-2016*, Walcha, 2017.

## Walcha District Historical Society

The Walcha District Historical Society Inc (WDHS), founded in 1962, is a volunteer-run organisation with a dedicated and skilled membership who look after its collection of buildings, artefacts and archival materials. There are two WDHS sites: Pioneer Cottage Museum at 111N Derby Street and the History Centre in the Walcha Library at 42N Derby Street.

### Pioneer Cottage Museum

The Pioneer Cottage Museum complex is a collection of buildings, many of which were originally located elsewhere and moved to the site by WDHS.<sup>54</sup> The current collection includes:

- Pioneer Cottage, built on the site in 1862 by Walcha's first policeman, Constable James Buckland
- Museum Building, an 1862 slab hut originally at 117E Fitzroy Street
- Aboriginal Carved Tree (Dendroglyph)
- Caretakers Cottage
- Wool Industry Hall, formerly the Glen Morrison School of Arts
- Machinery Barn
- Automatic Telephone Exchange
- Blacksmith's Shop
- Aircraft Hangar, housing the Tiger Moth aircraft used in the first aerial spreading of superphosphate in Australia
- Machinery Shed
- Selector's Hut, originally from local grazing property Tiara

Each of the buildings contains collections of artefacts grouped around the locally significant themes of home, commerce, military, medicine, the wool industry, communications, smithing and farming.

### History Centre

The History Centre houses a wide range of archival materials. The current collection includes:

- Books covering local history, family history,
- Royal Australian Historical Society journals
- The John Fauna Campbell collection
- Filing cabinets organised by biographical information, photographs, Walcha District, New England and miscellaneous
- Biographical index cards
- Maps
- Physical archives including ledgers and council records
- Digital archives including genealogical records

WDHS is currently working on creating a comprehensive database of its collections using Past Perfect collections management software.

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<sup>54</sup> Walcha & District Historical Society Inc., Walcha Pioneer Cottage & Museum Complex. Walcha, no date. Walcha District Historical Society, *Pioneer Cottage Story - Notes on Early Walcha*. Walcha, 1963.

## Natural Heritage

### Gondwana Rainforests of Australia

Formerly known as the Central Eastern Rainforest Reserves (Australia), the Gondwana Rainforests were first inscribed on the World Heritage List in 1986 and extended in 1994. The Gondwana Rainforests collectively cover fifty separate reserves totalling 366,500 hectares from Newcastle to Brisbane. Part of the Hastings-Macleay group falls within the Walcha LGA, both within the Oxley Wild Rivers National Park and the Werrikimbe National Park. Much information on the Gondwana Rainforests is primarily published by Commonwealth and state governments.<sup>55</sup>

### Oxley Wild Rivers National Park

Oxley Wild Rivers National Park (OWRNP) covers 145,223 hectares and forms part of the Gondwana Rainforests of Australia World Heritage Site. Notable places within Oxley Wild Rivers National Park include Apsley Falls, Tia Falls, Budds Mare, Wollomombi Falls, Dangars Gorge and Falls, Youdales Hut, East Kunderang Homestead,<sup>56</sup> Bicentennial National Trail, and Gara Gorge. Andrew Messner has written several historical reports on various sites within Oxley Wild Rivers.<sup>57</sup>

Vidler (2007) published personal recollections and interviews of people who lived and worked in and around Gorge Country, primarily east of Armidale but with some information on the Walcha district. Margaret R Crawford Vella (2017) recounts the transition of the Gorge Country from pastoral to National Park.

### Carrai National Park

Carrai National Park is located on a granite plateau and contains vast tracts of eucalypt groves and subtropical rainforest.<sup>58</sup> There are a number of sacred Indigenous sites within the National Park including the Carrai Waterholes.<sup>59</sup>

### Werrikimbe National Park

Werrikimbe National Park is part of the Gondwana Rainforests World Heritage Area.<sup>60</sup> Mooraback Pastoral Station in Werrikimbe was one of the earliest settlements in the Falls Country east of Walcha.<sup>61</sup>

<sup>55</sup> NSW Office of Environment & Heritage, *Gondwana Rainforests of Australia*, 20 June 2006, accessed 9 March 2019,

<<https://www.environment.nsw.gov.au/heritageapp/ViewHeritageltemDetails.aspx?ID=5014148>>. Australian Government, *World Heritage Places - Gondwana Rainforests of Australia*, no date accessed 9 March 2019, <<http://www.environment.gov.au/heritage/places/world/gondwana>>. John R Hunter, *World Heritage and Associative Natural Values of the Central Eastern Rainforest Reserves of Australia*, Sydney, 2004.

<sup>56</sup> Bob Harden, *European Settlement & Pastoralism at Kunderang: Upper Macleay River, 1840-1960*, Armidale, 2015.

<sup>57</sup> Andrew Messner, "Bark Hut, Oxley Wild Rivers National Park: Historical Report", 2008; "Cedar Creek Precinct, Oxley Wild Rivers National Park", 2012; *Oxley Wild Rivers National Park: Historical Heritage Assessment (Macleay and Apsley Rivers)*, Armidale, 2011; "Staces (Lone Pine) Hut, Oxley Wild Rivers National Park: Historical Report", 2006.

<sup>58</sup> NSW National Parks and Wildlife Service, *Carrai National Park*, 2019, accessed 9 March 2019. <<https://www.nationalparks.nsw.gov.au/visit-a-park/parks/carrai-national-park/>>.

<sup>59</sup> NSW National Parks and Wildlife Service, *Carrai National Park and Carrai State Conservation Area: Plan of Management*, Sydney, 2008.

<sup>60</sup> NSW National Parks and Wildlife Service, *Werrikimbe National Park*, 2019, accessed 9 March 2019. <<https://www.nationalparks.nsw.gov.au/visit-a-park/parks/werrikimbe-national-park/>>.

<sup>61</sup> Bruce Mitchell, *Mooraback Pastoral Station in Werrikimbe National Park: A History*, 2004; Peter Hitchcock, "Werrikimbe National Park", 2012.

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# Appendix B: Legislative Context

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## Introduction

Broadly, there are two components to heritage conservation in New South Wales: lists of heritage places and rules regarding their treatment. Heritage listings are used to signify that an item has significance to the community. There are four levels of heritage listing:

- **World Heritage** Listed on the UNESCO World Heritage List and divided into cultural sites, natural sites and mixed sites, and governed by the Environment Protection and Biodiversity Conservation Act 1999
- **National significance** Listed on the National Heritage List and Commonwealth Heritage List and governed by the Environment Protection and Biodiversity Conservation Act 1999
- **State significance** Listed on the State Heritage Register and governed by the NSW Heritage Act 1977 and National Parks and Wildlife Act 1974
- **Local significance** Listed in the Local Environmental Plan and governed by the Environmental Planning and Assessment Act 1979

Heritage listings, at all levels, are a formal way of protecting sites and items that have physical and emotional connections to Australia's history. The statutory heritage framework covers the history of Australia from custodianship by Indigenous peoples through the establishment of a penal colony and the establishment of towns, villages and cities across the nation.

## Statutory Framework

### Environment Protection and Biodiversity Conservation Act 1999

The *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act) is a piece of Commonwealth legislation that provides for a nationwide approach to the protection of the environment, including heritage and biodiversity. The EPBC Act protects items and areas of national environmental significance, leaving the states and territories to focus on state and local matters.

The objectives of the EPBC Act are:

*Provide for the protection of the environment, especially matters of national environmental significance*

*Conserve Australian biodiversity*

*Provide a streamlined national environmental assessment and approvals process*

*Enhance the protection and management of important natural and cultural places*

*Control the international movement of plants and animals (wildlife), wildlife specimens and products made or derived from wildlife*

*Promote ecologically sustainable development through the conservation and ecologically sustainable use of natural resources*

*Recognise the role of Indigenous people in the conservation and ecologically sustainable use of Australia's biodiversity*

*Promote the use of Indigenous peoples' knowledge of biodiversity with the involvement of, and in cooperation with, the owners of the knowledge*

The EPBC Act is designed to consider actions that have, or are likely to have, a significant impact on a matter of National Environmental Significance. These require approval from the Commonwealth Government Minister for the Environment (The Minister). The Minister will decide whether assessment and approval are required under the EPBC Act.

The nine matters of National Environmental Significance protected under the EPBC Act are:

1. World heritage properties
2. National heritage places
3. Wetlands of international importance (listed under the Ramsar Convention)
4. Listed threatened species and ecological communities
5. Migratory species protected under international agreements
6. Commonwealth marine areas
7. The Great Barrier Reef Marine Park
8. Nuclear actions (including uranium mines)
9. A water resource, in relation to coal seam gas development and large coal mining development

In Walcha, the only matter of NES is the Gondwana Rainforests of Australia, parts of which are within the Oxley Wild Rivers and Werrikimbe National Parks. This an area of World Heritage as it:

*represents outstanding examples of major stages of the Earth's evolutionary history, ongoing geological and biological processes, and exceptional biological diversity. A wide range of plant and animal lineages and communities with ancient origins in Gondwana, many of which are restricted largely or entirely to the Gondwana Rainforests, survive in this collection of reserves. The Gondwana Rainforests also provides the principal habitat for many threatened species of plants and animals. (UNESCO, Gondwana Rainforests)*

The protections afforded by the EPBC Act are adequate for this area within Walcha Local Government Area (LGA). The impacts of development on a local scale are unlikely to negatively affect the heritage qualities of the Gondwana Rainforests.

## **NSW Heritage Act 1977**

The primary legislation governing the conservation and protection of heritage items at state level is the *Heritage Act 1977*, which incorporates the State Heritage Register (SHR). This Act specifies that the state and local heritage significance is determined according to the "historical, scientific, cultural, social, archaeological, architectural, natural or aesthetic value of the item". Under the Act, it is specified that heritage protection is managed by the Minister, the Heritage Council and the Heritage Division of the Office of Environment & Heritage (OEH).

The Act also allows for financial assistance, tax relief and maintenance orders for owners of items of environmental heritage. It also allows for Interim Heritage Orders to be issued where the Minister is concerned that a potential heritage item might be under imminent threat.

One of the key components of the NSW Heritage Act is Section 170. Section 170 was changed during significant amendments in 2010. This Amending Regulation stipulates that Government agencies and organisations must take a proactive role in identifying heritage assets under their care, control and protection, and reporting those items to the Heritage Council. The Heritage Council assesses these items and, if appropriate, lists them on the (SHR).

The SHR is critical for identifying items of local and state heritage value under the care, control or ownership of state agencies, and therefore ensuring that sound management approaches are implemented to safeguard those items. Accordingly, state agencies have an obligation to properly and effectively manage and maintain their asset portfolios as custodians for the community.

The SHR includes items of state significance identified under Local Environment Plans.

### **National Parks and Wildlife Act 1974**

The *National Parks and Wildlife Act 1974* aims to conserve the State's natural and cultural heritage; foster public appreciation, understanding and enjoyment of their State's natural and cultural heritage; and manage any lands reserved for the purposes of conserving and fostering public appreciation and enjoyment of the State's natural and/or cultural heritage.

The Act is the main legislative means of protecting items of Aboriginal heritage within New South Wales. It seeks to conserve (and foster public appreciation, understanding and enjoyment of):

*places, objects and features of significance to Aboriginal people;*

*places of social value to the people of New South Wales; and*

*places of historic, architectural or scientific significance.*

### **Environmental Planning and Assessment Act 1979**

The *Environmental Planning and Assessment Act 1979* (EPA Act) is the main statutory instrument for the consideration of development applications within New South Wales. The Act gives power to Local Environmental Plans and Development Control Plans. Clause 4.15 sets out what consent authorities (e.g. councils) must consider when assessing development applications.

### **Local Environmental Plan**

Under the *Heritage Act 1977* and *Environmental Planning and Assessment Act 1979*, local councils are responsible for heritage conservation within their Local Government Area (LGA). The intention of this was to give greater responsibility and ownership to the local community via their council. However, there is no explicit requirement for a council to consider heritage when determining a development application. Rather, they must consider the provisions of any Local Environmental Plan or Development Control Plan.

Most Local Environmental Plans, including Walcha's, include Clause 5.10 which deals with heritage conservation and states:

*(1) Objectives*

*The objectives of this clause are as follows:*

- (a) to conserve the environmental heritage of Walcha,*
- (b) to conserve the heritage significance of heritage items and heritage conservation areas, including associated fabric, settings and views,*
- (c) to conserve archaeological sites,*
- (d) to conserve Aboriginal objects and Aboriginal places of heritage significance.*

*The objectives section details what the overall approach is of Council for managing heritage places and spaces with a particular focus on the conservation of land. These are the key objectives for Council to consider when assessing the impacts of a development on heritage items and heritage areas.*

*(2) Requirement for consent*

*Development consent is required for any of the following:*

- (a) demolishing or moving any of the following or altering the exterior of any of the following (including, in the case of a building, making changes to its detail, fabric, finish or appearance):*
  - (i) a heritage item,*
  - (ii) an Aboriginal object,*
  - (iii) a building, work, relic or tree within a heritage conservation area,*
- (b) altering a heritage item that is a building by making structural changes to its interior or by making changes to anything inside the item that is specified in Schedule 5 in relation to the item,*
- (c) disturbing or excavating an archaeological site while knowing, or having reasonable cause to suspect, that the disturbance or excavation will or is likely to result in a relic being discovered, exposed, moved, damaged or destroyed,*
- (d) disturbing or excavating an Aboriginal place of heritage significance,*
- (e) erecting a building on land:*
  - (i) on which a heritage item is located or that is within a heritage conservation area, or*
  - (ii) on which an Aboriginal object is located or that is within an Aboriginal place of heritage significance,*
- (f) subdividing land:*
  - (i) on which a heritage item is located or that is within a heritage conservation area, or*
  - (ii) on which an Aboriginal object is located or that is within an Aboriginal place of heritage significance.*

These controls do provide for some guidance on how heritage items and places can be developed, and what needs to be considered. However, they are quite general, and only outline where consent is required, not particulars of how assessment is undertaken. This

creates uncertainty for landowners, and clearer directions within council policies or development control plans can provide greater support for property owners or business operators.

Subclause 5.10(3) outlines criteria for works that do not require council consent – generally, maintenance works rather than actual development. Subclause 5.10(4) stipulates that the consent authority must consider the impacts of the proposed development on the heritage significance of the item when considering any development application relating to a heritage item or heritage conservation area.<sup>1</sup>

Subclause 5.10(5) allows for Council to request a heritage management document (such as a Statement of Heritage Impact) for any development that may impact upon the significance of a heritage item. This can include recommendations for Conditions of Consent, controls over final outcomes and the requirement for documentation of any works that are to be removed or altered.

Subclause 5.10(6) clause allows Council to require a Conservation Management Plan (CMP) to be prepared, either prior to determination or as a condition of consent. A CMP is a document that outlines what works are required to ensure that the heritage item maintains an appropriate condition, and that the works proposed are considered in a holistic manner.

Subclause 5.10(7) sets out requirements for development on archaeological sites. Subclause 5.10(8) provides for specific requirements for consultation with the Aboriginal community when assessing the impacts of any development on an item of Aboriginal heritage, including items which may not be listed, but are likely to be found in the area.

Subclause 5.10(9) details consultation requirements where applications include the demolition of state heritage items.

Subclause 5.10(10) allows a consent authority to significantly vary development controls, including permissible uses, if the proposed development creates for a better outcome in terms of heritage conservation than would otherwise be allowed. For example, a non-permissible use (such as tourist accommodation) may generate more income allowing funds for the conservation of a heritage item than a permissible use, such as a dwelling house.

The LEP also includes Schedule 5, which lists the items of environmental heritage significance within the LGA. See Appendix C for a full list of all heritage items in Walcha, including those in Schedule 5.

## **Development Control Plan**

Development Control Plans (DCPs) do not have a legislative weight, but are instead made, and enacted, by Council (generally through the passing of a resolution of Council). DCPs usually provide specific controls for certain types of development (e.g. residential, commercial and industrial) or development with certain environmental impacts (e.g. traffic and parking, flooding, vegetation).

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<sup>1</sup> There are no heritage conservation areas in Walcha. Generally, heritage conservation areas are districts or neighbourhoods with cohesive thematic or architectural characters. For example, Potts Point in Sydney.

Many councils have a Heritage Conservation DCP which control the development, use, adaptive reuse and maintenance of heritage items. A Heritage DCP can specify everything from consideration of impacts of development, to building heights, building separation, permissible uses, location of parking and even colour schemes.

Walcha Council is unusual in that it has a single Development Control Plan, which governs signage and advertising. This means that no consideration can be given to the controls within a DCP when assessing a development application that has impacts on a heritage item. The lack of a Heritage Conservation DCP is an urgent matter facing Walcha which is a hindrance to the ongoing preservation, protection and management of heritage items in the LGA.

The lack of a Heritage DCP creates significant uncertainty for the owners and occupiers of heritage items; a comprehensive DCP can provide for appropriate guidance and assistance to allow for the ongoing use and maintenance of a heritage item. It is highly recommended that a Heritage DCP be prepared as an urgent priority.

## Other Listings

Other statutory listings which have effect in NSW are:

- **Commonwealth Heritage List** A list of places owned or leased by the Commonwealth which have heritage value. There are no such items in Walcha.
- **Aboriginal Sites Register** A list managed by the National Parks and Wildlife Service.
- **Australian National Shipwreck Database** A list of all known shipwrecks in Australian waters. There are no such items in Walcha.
- **Heritage and Conservation Registers, or Section 170 Registers** A list of items under the care, control and management of NSW state agencies.

## Community Registers

Community registers and listings tell us about places which have heritage significance, but they do not provide legal protection. They include:

- **The National Trust Register**, maintained by the National Trust of Australia, is one of the most comprehensive of the non-statutory registers. It was first established nearly fifty years ago and is a reference for the compilation of statutory registers, particularly local government heritage studies;
- **The Royal Australian Institute of Architects' Register of 20th Century Buildings** is an important resource in assessing more recent heritage items;
- **The Art Deco Society Register** lists important buildings from the interwar (1918-39) period;
- **The Geological Society Register** lists important geological sites;
- **The Australian Institution of Engineers Australia** lists sites or objects of engineering significance;
- **The Professional Historians Association (NSW) Register of Historic Places and Objects** lists sites and objects of historical significance;
- Information on movable heritage can also be found in database format at the Australian Museums Online site.

## Walcha's Heritage Items

The Walcha LGA includes items of world, state and local significance. A full list of Walcha's heritage items is included in Appendix C. In summary, Walcha has:

- 1 item of national significance listed on the World Heritage List
- 5 items of state heritage significance listed under the Heritage Act
- 3 items owned by state agencies listed under s170 of the Heritage Act
- 1 Aboriginal place listed under the NPW Act
- 19 items of local significance listed under Schedule 5 of the Local Environmental Plan
- 1 archaeological site listed under Schedule 5 of the Local Environmental Plan
- 3 items with entries on the OEH database but not currently protected by any legislation
- No heritage conservation areas

## Conclusion

In New South Wales there are various levels of heritage significance which are governed by Commonwealth, state and local legislation and guidelines. Ultimately, local councils are usually the first point of contact when it comes to the development or protection of heritage items.

Local government is often best placed to deal with the development and preservation of heritage items because they have the localised knowledge and resources to understand the importance of heritage items, can engage successfully with the community and have access to external support agencies (such as Office of Environment and Heritage) that can provide for the external guidance and support needed for the appropriate protection of heritage items.

It is important, then, that local councils have a robust understanding of the frameworks governing heritage conservation. This includes the creation of council policies relating to heritage at the local level and in particular the creation of a Heritage Development Control Plan which provides guidance and certainty to developers and the local community.



# Appendix C: Heritage Items in Walcha LGA

## Globally and Nationally Significant Heritage Items

Name	Listings	Australian Theme	NSW Theme
Gondwana Rainforests of Australia	World Heritage List National Heritage List NSW Heritage Act 1977	Environment Economy	Environment Forestry

## State Significant Heritage Items Listed Under Heritage Act 1977

LEP No / Name	Address	Public/Private	Australian Theme	NSW Theme
I006 / St Andrews Rectory (former)	120W Fitzroy St	Private	Settlement Culture	Accommodation Towns, suburbs & villages Religion
I015 / Walcha Road Railway Station & yard group	Main Northern Railway	Public	Economy	Transport Pastoralism
I019 / Ohio Homestead	85 Ohio Homestead Rd	Private	Economy Settlement Working Culture	Agriculture Environment - cultural landscape Pastoralism Accommodation Land tenure Towns, suburbs & villages Labour Creative endeavour Domestic life Leisure Religion Social institutions
I020 / St Andrew's Anglican Church	5N-9N South St	Public	Culture Phases of Life	Creative endeavour Religion Birth and Death
I016 / Woolbrook Rail Bridge over McDonald River	Main Northern Railway, Woolbrook	Private	Economy	Transport

*N.B. These five items are also listed under Walcha LEP 2012*

## Aboriginal Places Listed under National Parks and Wildlife Act 1974

Item	Public/Private	Australian Theme	NSW Theme
Inglebah	Private	Peopling	Aboriginal cultures and interactions with other cultures

## State Significant Heritage Items Listed by State Agencies

Item	Address	Public/Private	Australian Theme	NSW Theme
Chimney Swamp Creek Bridge	Oxley Highway	Public	Economy	Transport
Surveyors Creek Bridge	Oxley Highway	Public	Economy	Agriculture Pastoralism Technology Transport
Walcha Road Official Residence	Oxley Highway & Middle Street, Walcha Road	Private	Governing	Law and order

Locally Significant Heritage Items Listed Under Walcha LEP 2012

LEP No / Name	Address	Public/ Private	Australian Theme	NSW Theme
I001 / Courthouse	2W Apsley St	Public	Settlement Governing Phases of Life	Towns, suburbs & villages Law and order Birth and Death
I002 / Cottage and surgery	114W Apsley St	Private	Economy Settlement Phases of Life	Commerce Towns, suburbs & villages Persons
I003 / Commercial Hotel	100W Commercial Lane	Public	Economy Settlement Culture	Commerce Towns, suburbs & villages Social institutions
I004 / Walcha General Cemetery	Darjeeling Rd	Public	Economy Culture Phases of Life	Environment - cultural landscape Creative endeavour Religion Birth and Death Persons
I009 / Parmenter/Fenwicke House	23E Fitzroy St	Private	Settlement Culture	Accommodation Towns, suburbs & villages Leisure
I010 / House	63W Fitzroy St	Private		
I007 / Memorial & Ex-Services Club (former CBC Bank)	67W Fitzroy St		Economy Settlement	Commerce Towns, suburbs & villages Utilities
I014 / St Paul's Presbyterian and Fletcher Memorial Hall	10E-14E Hill St	Public	Peopling Educating Culture Phases of Life	Ethnic influences Migration Education Religion Events
I011 / "Oorandumbie"	13 Lakes Rd	Private	Peopling Economy Settlement Working	Migration Agriculture Land tenure Labour
I017 / House	2N Middle St	Private		
I008 / School Building - Walcha Central (former)	3-5S Middle St	Public	Settlement Working Governing Culture Phases of Life	Towns, suburbs & villages Government and administration Social institutions Events Persons
I018 / "Europambela"	118 Moona Plains Rd	Private	Peopling Economy Settlement Working	Migration Agriculture Land tenure Labour
I005 / "Emu Creek"	247 Old Brookmount Rd	Private	Economy Settlement Working	Pastoralism Land tenure Labour
I024 / Walcha Catholic Cemetery	219E Oxley Dr	Public	Economy Culture Phases of Life	Environment - cultural landscape Creative endeavour Religion Birth and Death Persons
I021 / House	17N South St	Private		
I022 /	19N South St	Private	Economy	Commerce

Blair's Cottage			Settlement Phases of Life	Accommodation Towns, suburbs and villages
I023 / Betts Farm - Irish Town, Homeleigh	612 Thunderbolts Way		Peopling Settlement Working Culture	Ethnic influences Migration Towns, suburbs & villages Labour Religion
I013 / "Torsmond" (formerly the Old Manse)	14523 Thunderbolts Way	Private		
I012 / "Langford"	14598 Thunderbolts Way	Private*	Peopling Economy Settlement Working	Migration Pastoralism Accommodation Land tenure Labour

\* Tours by Appointment

*N.B. Woolbrook is on the boundary of Walcha and Tamworth. Some properties in Woolbrook are listed under Tamworth Regional Local Environmental Plan: Former Commonwealth Bank, Riverview (Residence), Trainview (Residence) and Old Cottage (Trainview), and Woolbrook Hall.*

### Archaeological Sites Listed Under Walcha LEP 2012

LEP No / Name	Address	Significance	Public/ Private	Australian Theme	NSW Theme
A001 / Winterbourne Ruins	Winterbourne Road	Local	Private	Peopling Economy Settlement Working	Migration Pastoralism Technology Accommodation Labour

### Other Listings on Office of Environment & Heritage Database

Item	Address	Australian Theme	NSW Theme
Hospital (former)	51S South St	Economy Settlement Governing Phases of Life	Health Towns, suburbs & villages Government and Administration Birth and Death Persons
Odd Fellows Hall (former)	106W Fitzroy St	Settlement Culture Phases of Life	Utilities Leisure Persons
Royal Hotel (former)	26E Fitzroy St	Economy Settlement	Commerce Towns, suburbs & villages
School - Principal's Residence (former)	3S Middle St	Settlement Educating Phases of Life	Accommodation Education Events

*N.B. The OEH database listings for the former Hospital, Odd Fellows Hall and Royal Hotel state that these properties were listed under the 2000 LEP. These three sites are not currently protected by any official heritage listing. The former principal's residence is now part of the larger listed school site.*

## Appendix D: Funding Options

*Author's Note: the NSW state election was held on 23 March 2019. The subsequent cabinet reshuffle led to the Office of Environment and Heritage being absorbed into the Department of Planning and Environment. Consequently, some previously available documentation became unavailable at the time of writing.*

Funding options are available for two distinct groups:

- Councils, to undertake heritage studies and reports, and
- Landowners and business operators to undertake works on heritage items.

### Funding for Councils and Community Groups

The Office of Environment and Heritage provides for significant funding for Councils through the issuing of grants for works and studies. Applications generally close in February of each year and funding is issued in April or May. Different areas of focus are funded each year. The application process is competitive; the existence of guidance documents such as a Strategic Heritage Plan are helpful in demonstrating that a grant application is part of a well-considered plan. In 2019 grants were available in the following categories:

- Aboriginal Culture Heritage
- Caring for State Heritage Grants
- Community Heritage Grants

### Aboriginal Cultural Heritage

These grants are for:

- improving knowledge and understanding of items by developing conservation management documents for Aboriginal cultural heritage nominated for or gazetted as Aboriginal Places or listed on the State Heritage Register
- doing works within a conservation management document to conserve and protect items of Aboriginal cultural heritage that are gazetted as Aboriginal Places or listed on the State Heritage Register
- increasing understanding, respect, and celebration of and cultural participation in Aboriginal cultural heritage.

For example, a grant application may be made for Council and the Local Aboriginal Land Council to undertake a joint Aboriginal Heritage Study for the council area. Or, an application can be made for conservation works to be undertaken at listed Aboriginal Heritage Places.

### Caring for State Heritage Grants

These grants are to support the understanding, conservation, protection and activation of items on the State Heritage Register. The emphasis is on the physical use of the item rather than studies or research into the item.

## **Community Heritage Grants**

These grants provide funding for local councils and communities to identify, conserve, interpret and promote heritage. Some activities in this grant stream are only available to local government organisations while others are open to a broader group of applicants.

Other categories of funding that may become available are:

- Community Engagement Projects
- Local Government Heritage Studies

## **Other Funding Categories**

### **Community Engagement Projects**

Both councils and community groups can apply for grants for Community Engagement Projects which celebrate and promote heritage items of local importance and significance.

### **Interpretation Projects**

Both councils and community groups can apply for grants for Interpretation Projects for items on the State Heritage Register.

### **Local Government Heritage Studies**

Councils can make grant applications for heritage studies for specific items. For example, a Rural Lands Heritage Study may be part or fully funded under this grant application, or a detailed history of a significant building may be undertaken.

### **Local Heritage Advisor Services**

The Office of Environment and Heritage offers grants whereby Council is allocated funds for appropriately trained and experienced in-house staff, or external consultants who can provide specialist heritage advice to applicants. Alternatively, Council may be able to allocate resources to provide this service without outside funding.

## **Funding for Landowners**

### **State Heritage Register Emergency Works**

This grant funding process is open year-round, unlike other grants offered through the Office of Environment and Heritage. The purpose of this grant category is to support the protection of, or repairs to, State Heritage Register Listed items or items under an Interim Heritage Order that have been damaged by unexpected events (such as an extreme storm or accident) and where the cost of repairs are not funded through insurance.

### **Assistance for Restoration or Upgrade Works**

At certain times, either local government or the Heritage Office may have other assistance programs available, such as:

- grants to upgrade heritage buildings, or
- incentives, such as rate relief, for the owners of heritage buildings.

# Appendix E: Best Practice and Additional Resources

## The Burra Charter

The Burra Charter is a non-statutory document that defines the basic principles and procedures that should be followed in the preservation and conservation of Australian heritage places.

Its formal title is the *Australia ICOMOS Charter for the Conservation of Cultural Significance* and it was adopted at a meeting of the Australia International Council on Monuments and Sites (ICOMOS) in 1979 at Burra, South Australia. It has been given the short title of the Burra Charter in recognition of this.

The Burra Charter adopted the overall philosophy of *The Venice Charter for the Conservation and Restoration of Monuments and Sites*, which was adopted by ICOMOS in 1964. The Burra Charter was amended and modified to be in a form that is applicable and practical for the Australian context.

The Burra Charter consists of:

- Definitions Article 1
- Conservation Principles Articles 2-13
- Conservation Processes Articles 14-25
- Conservation Practices Articles 26-34
- The Burra Charter Process flow chart.

The Burra Charter does not detail the specific techniques or approach to individual items. However, it does specify a seven-step process by which heritage places should be understood and managed:

1. Understand the Place
2. Assess Cultural Significance
3. Identify All Factors and Issues
4. Develop Policy
5. Prepare a Management Plan
6. Implement the Management Plan
7. Monitor the Results and Review the Plan

The Burra Charter is available to download at <https://australia.icomos.org/wp-content/uploads/The-Burra-Charter-2013-Adopted-31.10.2013.pdf>

Australia ICOMOS is also developing a series of Practice Notes to supplement the Burra Charter, which can be found here: <https://australia.icomos.org/publications/charters/>

## Additional Resources

- Benefits of owning a heritage listed property (Office of Environment & Heritage)  
<https://www.environment.nsw.gov.au/Heritage/listings/benefitowners.htm>
- Better Placed: Design Guide for Heritage (Government Architect NSW)  
<https://www.governmentarchitect.nsw.gov.au/resources/ga/media/files/ga/design-guides/better-placed-design-guide-for-heritage-2019-01-30.pdf>
- Criteria for Listing on the State Heritage Register (Office of Environment & Heritage)  
<https://www.environment.nsw.gov.au/Heritage/listings/heritage-register-criteria-listing.htm>
- Guide to developing a heritage listed property (Office of Environment & Heritage)  
<https://www.environment.nsw.gov.au/Heritage/development/index.htm>
- Guidelines for Interpretation of Aboriginal Heritage (National Trust)  
<https://www.nationaltrust.org.au/publications/guidelines-for-interpretation-of-aboriginal-heritage/>
- Information for owners (Office of Environment & Heritage)  
<https://www.environment.nsw.gov.au/Heritage/listings/ownersinfo.htm>
- Heritage Consultants Directory (Office of Environment & Heritage)  
<https://www.environment.nsw.gov.au/heritageapp/HeritageConsultantsDirectory.aspx>
- List of OEH Publications (Office of Environment & Heritage)  
<https://www.environment.nsw.gov.au/heritage/publications/index.htm>
- Royal Australian Historical Society  
<https://www.rahs.org.au/>
- Statements of Heritage Impact – Template (Office of Environment & Heritage)  
<https://www.environment.nsw.gov.au/resources/heritagebranch/heritage/hmstatementsofhi.pdf>
- The Conservation Plan (Australia ICOMOS)  
<https://australia.icomos.org/publications/the-conservation-plan/>



**Item:** 6.2 **Ref:** WO/2019/00823  
**Title:** Draft Amendment Walcha Local Environmental Plan 2012  
**Author:** Contract Town Planner  
**Previous Items:** WO/2017/00824 & WO/2018/00744 & WINT/2019/1201  
**Attachment:** 1 – Parliamentary Opinion – WI/2019/4502

**Community Strategic Plan Reference:**

*Goal 6.1 – Walcha’s distinct and diverse natural and built environment will be protected and enhanced.*  
*Goal 6.6 – The character of Walcha and its surrounding villages will be maintained while protecting the productivity of our rural land.*

**Introduction:**

The purpose of this report is to adopt Planning Proposal 1, to amend the Walcha *Local Environmental Plan 2012* after the receipt of the Parliamentary Counsel opinion.

The proposed amendment consisted of various housekeeping items including changes to the landuse tables, maps and local planning provisions.

**Report:**

In relation to the proposed amendment to the Walcha *Local Environmental Plan 2012*, at Council’s Ordinary Meeting in May 2018, Council resolved the following actions were to be undertaken:

1. *Accept the Planning Proposal* - No further action Required
2. *Request a Gateway Determination* – This was received 10 August 2018 (Attachment 1) and was subject to conditions. This resulted in the following actions:

- + Amend the proposal by:
  - a) Remove the discussion on the New England Strategic Regional Land Use Plan 2012;
  - b) Include maps that clearly show the proposed zoning and minimum lot size for Items 2.4 (Include a minimum lot size in the E2 and E4 Zone) and 2.5 (Rezone land from E1 to RU1 Zone; and
  - c) Apply the proposed boundary adjustment clause (Item 2.1) to the additional zones of E2 Environmental Conservation, E4 Environmental Living and R5 Large Lot Residential.

These minor amendments have been completed. There is minimal if any impact relating to the requested amendments.

- + Undertake a public exhibition for a period of 14 days.
- + Consultation with the NSW Rural Fire Service – This was undertaken with the advice being received that NSW Rural Fire Service. (Attachment 2)
- + Advice that a public hearing is not required.
- + Delegation for Council to make the plan and to exercise functions under section 3.36(2) of the *Environmental Planning & Assessment Act 1979*.
- + The time frame for completion is 9 months.

3. *Request Plan Making Delegations* – Issued under section 3.36(2) of the *Environmental Planning & Assessment Act 1979* as part of the Gateway Determination subject to:

Submitted to Council: 24 April 2019

..... General Manager ..... Mayor





- a) All conditions of the Gateway Determination being satisfied;
  - b) Consistency with the section 9.1 Directions or the Secretary has agreed that any inconsistencies are justified;  
The NSW Planning & Environment in its cover letter for the Gateway Determination have agreed that the planning proposals inconsistencies with Directions 1.5 Rural Lands, 2.1 Environmental Protection Zones and 4.3 Flood Prone Land are justified and no further written approval is required.  
The requirements of Direction 4.4 Planning for Bushfire Protection was not agreed to, hence consultation with the NSW Rural Fire Service requirement. As NSW Rural Fire Service has no objection to the Planning Proposal, concurrence that the inconsistency is justified was received from the NSW Planning & Environment Secretary on 14 March 2019. (Attachment 4).
  - c) There are no outstanding written objections from public authorities.
4. *Advertise the Planning Proposal* – Public exhibition was undertaken from 30 August to 13 September 2018, at Council’s offices and on Council’s website. There were no written submissions received.
5. *Minor Alterations* - Delegated authority was given to the General Manager to make any requested minor alterations. The alterations made to the Planning Proposal before the Public Exhibition consisted only of those as requested within the Gateway Determination. (Attachment 3)

At Council’s Ordinary Meeting in March 2019, Council resolved to request Parliamentary Counsel to legally draft the legal amendment to the *Walcha Local Environmental Plan 2012*, and to give an Opinion that the Plan may be made. This has now been received and is attached.

The last step to complete the amendment is for Council resolution to adopt and make the amendment.

Legal Issues:

It is Council’s responsibility to ensure that the amendment to the *Walcha Local Environmental Plan 2012*, is carried out as per the provisions of the *Environmental Planning & Assessment Act 1979*.

Policy Implications:

A Development Control Plan needs to be drafted to reflect the written intent of the Planning Proposal and to give direction to potential developers.

**RECOMMENDATION: That Council:**

- 1. **Adopt Amendment 1 to the *Walcha Local Environmental Plan 2012***
- 2. **Delegate the General Manager to make *Walcha Local Environmental Plan 2012 Amendment 1* as per the provisions of the *Environmental Planning & Assessment Act 1979*.**

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Submitted to Council: 24 April 2019

..... General Manager ..... Mayor



**PARLIAMENTARY COUNSEL**

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*Opinion*

Environmental Planning and Assessment Act 1979  
Proposed Walcha Local Environmental Plan 2012 (Amendment No 1)

Your ref: PP\_2018\_WALCH\_001\_00  
Our ref: e2019-055.d05

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In my opinion the attached draft environmental planning instrument may legally be made.

When the environmental planning instrument is made, a map cover sheet that lists the final form of the maps adopted by the instrument should be signed by the person making the instrument.

A handwritten signature in black ink, appearing to read 'A. O'Callaghan'.

(A O'CALLAGHAN)  
Parliamentary Counsel  
12 April 2019



New South Wales

# Walcha Local Environmental Plan 2012 (Amendment No 1)

under the

Environmental Planning and Assessment Act 1979

The following local environmental plan is made by the local plan-making authority under the *Environmental Planning and Assessment Act 1979*.

.....

## Walcha Local Environmental Plan 2012 (Amendment No 1)

under the

Environmental Planning and Assessment Act 1979

### 1 Name of Plan

This Plan is *Walcha Local Environmental Plan 2012 (Amendment No 1)*.

### 2 Commencement

This Plan commences on the day on which it is published on the NSW legislation website.

### 3 Land to which Plan applies

This Plan applies to land in the following zones under *Walcha Local Environmental Plan 2012*:

- (a) Zone RU1 Primary Production,
- (b) Zone RU4 Primary Production Small Lots,
- (c) Zone RE1 Public Recreation,
- (d) Zone E1 National Parks and Nature Reserves,
- (e) Zone E2 Environmental Conservation,
- (f) Zone E4 Environmental Living.

### 4 Maps

The maps adopted by *Walcha Local Environmental Plan 2012* are amended or replaced, as the case requires, by the maps approved by the local plan-making authority on the making of this Plan.

## **Schedule 1      Amendment of Walcha Local Environmental Plan 2012**

**[1] Land Use Table**

Omit “(attached)” from item 3 of the matter relating to Zone RU1 Primary Production.

**[2] Land Use Table, Zone RU4**

Omit “(attached)” from item 3.

**[3] Land Use Table, Zone RE1**

Omit “Building identification signs; Business identification signs;” from item 3.

Insert in alphabetical order “Signage;”.

**[4] Clause 4.2D**

Insert after clause 4.2C:

### **4.2D Boundary adjustments in certain rural zones**

- (1) The objective of this clause is to permit the boundary between 2 or more lots to be altered in certain circumstances to give landowners a greater opportunity to achieve the objectives for development in a zone.
- (2) This clause applies to land in the following zones:
  - (a) Zone RU1 Primary Production,
  - (b) Zone RU4 Primary Production Small Lots.
- (3) Despite clause 4.1 (3), development consent may be granted to the subdivision of 2 or more adjoining lots, being land to which this clause applies, if the subdivision will not result in any of the following:
  - (a) an increase in the number of lots,
  - (b) an increase in the number of dwellings on, or dwellings that may be erected on, any of the lots.
- (4) Before determining a development application for the subdivision of land under this clause, the consent authority must consider the following:
  - (a) the existing uses and approved uses of other land in the vicinity of the subdivision,
  - (b) whether or not the subdivision is likely to have a significant impact on land uses that are likely to be preferred and the predominant land uses in the vicinity of the development,
  - (c) whether or not the subdivision is likely to be incompatible with a use referred to in paragraph (a) or (b),
  - (d) whether or not the subdivision is likely to be incompatible with a use of land in any adjoining zone,
  - (e) any measures proposed by the applicant to avoid or minimise any incompatibility referred to in paragraph (c) or (d),
  - (f) whether or not the subdivision is appropriate having regard to the natural and physical constraints affecting the land,
  - (g) whether or not the subdivision is likely to have an adverse impact on the environmental values or agricultural viability of the land.

- (5) This clause does not apply:
  - (a) in relation to the subdivision of individual lots in a strata plan or a community title scheme, or
  - (b) if the subdivision would create a lot that could itself be subdivided in accordance with clause 4.1.



<b>Item:</b>	6.3	<b>Ref:</b> WO/2019/00728
<b>Title:</b>	Draft Budget 2019-2020	
<b>Author:</b>	General Manager	
<b>Previous Items:</b>	Not Applicable	
<b>Attachment:</b>	2019 – 2020 Draft Budget Under Separate Cover 2019 – 2020 Draft Revenue Policy 2019 – 2020 Draft Fees & Charges	

**Community Strategic Plan Reference:**

*Strategy – 8.1.2 – Provide a framework for the efficient and effective administration of Council.  
Strategy – 8.2.1 – Maintain a stable and secure financial structure for Council.*

The Draft Budget for 2019-2020 is submitted for Council’s consideration. The Plan is presented in accordance with the provisions of the Local Government Act, 1993.

**2019-2020 DRAFT BUDGET**

**(A) GENERAL FUND**

**The Draft Budget is presented with an operating surplus of \$5,667 (excluding capital grants). To achieve this position, the maximum permissible General Rate increase of 2.7% has been incorporated.**

The Draft Budget provides for total operating expenses of \$12,166,536 and total operating revenues of \$20,956,621 which provides an operating surplus of \$8,790,085. When capital items and depreciation are considered there is an underlying cash surplus of \$22,199.

**a) Rating Levels**

As indicated, the Draft Budget provides for a General Rate increase of 2.70%. Based on this increase the net General Rate yield (after Doubtful Debts and Pensioner Rebates) is \$3,458,126 or 28% of total net operating revenue.

The Minister has not yet set interest on overdue rates. In 2018-19 the rate was 7.5% which was unchanged from 2017-18. Rates will be calculated utilising valuations that have a base date of 1 July 2016.

It is strongly suggested that Council adopt the maximum permissible General Rate increase of 2.7%.

**b) Financial Assistance Grant**

The Draft Budget provides for a Financial Assistance Grant of \$2,323,834 which is a 2.0% estimated increase on the 2018-19 budget.

It is difficult to accurately estimate the equalisation component of this grant and normally a quite conservative approach is adopted. Recent history has shown however that the actual grant has usually marginally exceeded our estimate.

The Local Roads component of the Grant has been estimated at \$956,770.

Submitted to Council: 24 April 2019

..... General Manager ..... Mayor



**c) Borrowings**

No new borrowing is proposed in the 2019-20 Budget. Loan Repayments have been included on existing loans for Woolbrook Bridge \$600K and the Garbage Transfer Station \$152K. The loan interest for the Woolbrook Bridge Loan is offset by a 4% interest rate subsidy funded under the Office of Local Governments Local Infrastructure Renewal Scheme (LIRS). The repayment of the garbage loan has been factored into the cost base to be recovered by the garbage rates.

**d) Waste Management**

The Local Government Act, 1993 requires that Waste Management is treated as a separate function and that all monies raised for this purpose are spent on this function. There is to be no cross subsidisation. The Act also requires that a separate charge be levied for the service.

**The following is the proposed Waste Management charges for 2019-20**

<b>Waste Management Fees</b>			
	<b>Services</b>	<b>Rate</b>	<b>Levy</b>
Annual Domestic Waste Management (DWM)	809	\$596.00	\$482,164.00
DWM – Annual Additional 140L General Waste	1	\$224.00	\$224.00
DWM – Annual Additional 240L Recycling Waste	3	\$169.00	\$507.00
Annual Commercial Waste Management (CWM)	234	\$615.00	\$143,910.00
Annual CWM 240L Green Waste Charge	21	\$51.00	\$1,071.00
CWM – Annual Additional 240L General Waste	8	\$335.00	\$2,680.00
Annual Waste Management– Rural	876	\$215.00	\$188,340.00
Annual Waste Management - Unoccupied Town	65	\$169.00	\$10,985.00
Commercial Recycling – Cardboard and Paper - Woolpack Collection Service	452	\$16.70	\$7,548.40
Commercial Recycling – Cardboard and Paper– 240L Bin Collection Service	76	\$8.35	\$634.60

**e) Fees and Charges**

The Statement of Fees and Charges, which Council proposes to levy, is attached as an appendix to this report. This Statement incorporates Council’s pricing policy in respect of these charges. The increases in waste charges are approximately \$1.83 per week for residential costumers, \$1.02 per for week for rural and \$2.02 per week for commercial customers. These increases are necessary to cover additional costs due to compliance and work, health and safety considerations. Some of these costs have been offset by the proposed introduction of Gate Fees for commercial quantities of unsorted general waste brought into Walcha Landfill. Gate fees will not apply to Walcha residents bringing sorted waste or recycling.





**f) Capital Expenditure**

Below is a list of the proposed capital expenditure items for 2019-20.

Function	Description	Type of Capital Expenditure	Amount	Own Source Revenue	Grant Funding	Source of Funding
Administration	Miscellaneous admin capital	New	5,000	5,000		General Fund
Housing & Community Amenities	Street Scape – Derby St East	New	50,000	50,000		General Fund
Housing & Community Amenities	Walcha Cemetery – install toilets	New	42,500	42,500		General Fund
Recreation & Culture	Park Seating & Bin Placement	New	3,500	3,500		General Fund
Recreation & Culture	Beautification capital works, Walcha Council Entry Signs	New	30,000	30,000		General Fund
Recreation & Culture	Beautification capital works, Mill Hole	New	20,000	20,000		General Fund
Recreation & Culture	Public Art	New	10,000	10,000		General Fund
Recreation & Culture	Walcha Community Gym	New	626,859		626,859	SCCF
Recreation & Culture	Walcha Pool Upgrade	Renewal	103,603		103,603	SCCF
Recreation & Culture	Walcha Community Service Clubs Storage Facility	New	72,906		72,906	SCCF
Transport & Communications	State Roads Reserve, Apsley Falls Entrance	New	90,000	30,000	60,000	General Fund + funding to be sourced
Transport & Communications	Sealed Rural Roads, Timber Bridge – Wollun Road	New	192,941	192,941		General Fund
Transport & Communications	Unsealed Local Rural Roads, Bridges – Old Brookmount Road	New	253,260		253,260	Fixing Country Roads

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Function	Description	Type of Capital Expenditure	Amount	Own Source Revenue	Grant Funding	Source of Funding
Transport & Communications	Urban Roads – Heavy Patching	Renewal	75,000		75,000	Roads to Recovery
Transport & Communications	Urban Roads – Reseals	Renewal	75,000		75,000	Roads to Recovery
Transport & Communications	Urban Roads – Footpath Renewals (various town streets)	Renewal	45,000	45,000		General Fund
Transport & Communications	Urban Roads – Kerb & Gutter Renewals	Renewal	45,000	45,000		General Fund
Transport & Communications	Urban Roads – Kerb & Gutter Extensions	New	45,000	45,000		General Fund
Transport & Communications	Urban Roads – Gravel Resheeting	Renewal	5,000	5,000		General Fund
Transport & Communications	Regional Sealed Roads – Corridor Strategy – Thunderbolts Way	Renewal	7,349,244		7,349,244	Fixing Country Roads \$7,149,244 / Block Grant \$200,000
Transport & Communications	Regional Roads – Thunderbolts Way – Reseals	Renewal	200,000		200,000	Block Grant
Transport & Communications	Regional Roads – Thunderbolts Way – Heavy Patching	Renewal	156,340		20,000	Block Grant \$20,000 / Repair Grant \$136,340
Transport & Communications	Regional Roads – Thunderbolts Way – Smiths Creek	Renewal	108,750		108,750	Saving Lives on Country Roads
Transport & Communications	Regional Roads – Thunderbolts Way – Yalgoo Rest Area	New	100,405		104,405	HVSP
Transport & Communications	Sealed Rural Roads – reseal – Niangala Road – seg 90	Renewal	38,418		38,418	R2R
Transport & Communications	Sealed Rural Roads – reseal – Emu Creek Road, seg 60	Renewal	95,480		95,480	R2R
Transport & Communications	Sealed Rural Roads – Heavy Patching – Darjeeling Road, seg 20	Renewal	22,575		22,575	R2R
Transport & Communications	Sealed Rural Roads – Heavy Patching – minor patches	Renewal	52,425		52,425	R2R
Transport & Communications	Rehabilitation – Brackendale Road, Nowendoc Intersection	Renewal	173,051		173,051	Fixing Country Roads

Submitted to Council: 24 April 2019

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Function	Description	Type of Capital Expenditure	Amount	Own Source Revenue	Grant Funding	Source of Funding
Transport & Communications	Sealed Rural Roads – Aberbaldie Road seg 30	Renewal	215,000		215,000	Roads to Recovery
Transport & Communications	Unsealed Local Rural Roads – Gravel Resheeting	Renewal	480,000	480,000		General Fund
Transport & Communications	Unsealed Local Rural Roads – Dust Suppression	New	15,000	15,000		General Fund
Transport & Communications	Unsealed Local Rural Roads – Culvert Renewals	Renewal	115,000	115,000		General Fund
Transport & Communications	Plant Replacement	New	1,415,675	1,415,675		General Fund
Transport & Communications	Install coded security gate	New	22,500	22,500		General Fund
	<b>GENERAL FUND TOTAL</b>		<b>12,345,432</b>	<b>2,567,116</b>	<b>9,778,316</b>	

Submitted to Council: 24 April 2019

..... General Manager ..... Mayor



**(B) WALCHA WATER SUPPLY LOCAL FUND**

**The Draft Budget for Water Supply is presented with an operating deficit of \$152,087.**

The Draft Budget provides for total operating expenses of \$925,254 and total operating revenues of \$784,589 which provides an operating deficit of \$140,665. There are no capital grants in this year's budget.

Rate increases of approximately 10% have been applied in calculating the water fund revenue.

When depreciation and capital items are taken into account the budget provides for a surplus cash operating result of \$60,603.

The financial position of the Water Fund will require close monitoring over the coming years to ensure no further deterioration.

**a) Charges**

In 2005/2006 best practise pricing was introduced resulting in a complex range of charges and Councillors are requested to refer to the Revenue Policy Statement within the Operational Plan for the specific details of these charges.

**b) Borrowings**

In 2016/17 Council approved an internal loan from the General Fund to the Water Fund for \$100,000. Principal and interest repayments are included in the budget.

**c) Capital Expenditure**

Below is a list of the proposed capital expenditure items for 2019-20.

Description	Type of Cap Exp	Amount \$	Reserve	Grant Funding	Source of Funding
Water Meter Renewals	Renewal	10,000	10,000		Water Fund
Water Main Renewals	Renewal	100,000	100,000		Water Fund
Remote Monitoring – Reservoirs	Renewal	15,000	15,000		Water Fund
<b>TOTAL</b>		<b>125,000</b>	<b>125,000</b>		

**(C) WALCHA SEWERAGE LOCAL FUND**

**The Draft Budget for Sewer Services is presented with an operating deficit of \$5,023.**

The Draft Budget provides for total operating expenses of \$509,505 and total operating revenues of \$504,482 which provides an operating deficit of \$-5,023. There are no capital grants in the budget.

When depreciation and capital items are taken into account the budget provides for a surplus cash operating result of \$78,977.

Submitted to Council: 24 April 2019

..... General Manager ..... Mayor



**a) Charges**

As with water, in the 2005/2006 best practice guidelines were introduced for developing the sewer and trade waste charges. This has resulted in a complex range of charges and Councillors are requested to refer to the revenue policy statement within the operational plan for the specific details of these charges.

As the sewer fund is predicted to have an operating surplus there will be no increase in rates for the 2019-20 financial year.

**b) Borrowings**

There are no new borrowings proposed for the Fund in 2019-20.

**c) Capital Expenditure**

Below is a list of the proposed capital expenditure items for 2019-20

Function	Description	Type of Cap Exp	Amount \$	Reserve	Grant Funding	Source of Funding
Sewer	Sewer relining	Renewal	50,000	50,000		Sewer Fund
<b>TOTAL</b>			<b>50,000</b>	<b>50,000</b>		

**RECOMMENDATION:**

**The Draft Budget for the year 2019 – 2020 be ADOPTED by Council and placed on public exhibition for a period of 28 days FURTHER THAT the Budget be included in the annual Operational Plan STILL FURTHER THAT the Draft 2019 – 2020 Operational Plan be placed on public exhibition in accordance with the provisions of the Local Government Act 1993, Section 405(3).**

Submitted to Council: 24 April 2019

..... General Manager ..... Mayor




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**Item:** 6.4 **Ref:** WO/2019/00719  
**Title:** Adoption of the new Model Code of Meeting Practice for Local Councils in NSW  
**Author:** General Manager  
**Previous Items:**  
**Attachment:** Walcha Council’s Draft Code of Meeting Practice

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***Community Strategic Plan Reference:***

*Goal – 8.1 – Walcha Council will exemplify good leadership, mutual respect and trust by being inclusive, ensuring open information and communication and encouraging active participation at all levels.*

**Introduction:**

The Office of Local Government have advised that the Model Meeting Code of Practice must be adopted within the six months of being prescribed (14 December – 14 June 2019).

**Report:**

Before adopting a new Code of Meeting Practice, under Section 361 of the LGA, Councils are required to exhibit a draft of the code of meeting practice for at least 28 days and provide members of the community at least 42 days in which to comment on the draft code. The Draft Model Meeting Code was advertised on Council’s website from Monday, 18 February until Saturday, 6 April 2019, inviting submissions from the public until Friday, 5 April 2019. It was advertised in the Apsley Advocate on 6 & 27 March 2019 as well. No submissions were received therefore it is now presented to Council for adoption. A copy of the Draft Code of Meeting Practice is attached.

**RECOMMENDATION:** That Council ADOPT the Walcha Council Draft Model Code of Meeting Practice as presented to Council.

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Submitted to Council: 24 April 2019

..... General Manager ..... Mayor



# Appendix A



## Walcha Council DRAFT

### Code of Meeting Practice

**2018**

*Reviewed by Council February 2019 – Minute No.: 29/20182019*

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Submitted to Council: 13 February 2019

..... General Manager ..... Mayor



**1 INTRODUCTION**

This Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code) is made under section 360 of the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2005* (the Regulation).

This code applies to all meetings of councils and committees of councils of which all the members are councillors (committees of council). Council committees whose members include persons other than councillors may adopt their own rules for meetings unless the council determines otherwise.

Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code.

A council's adopted code of meeting practice may also incorporate the non-mandatory provisions of the Model Meeting Code and other supplementary provisions. However, a code of meeting practice adopted by a council must not contain provisions that are inconsistent with the mandatory provisions of this Model Meeting Code.

The provisions of the Model Meeting Code that are not mandatory are indicated in **red font**.

A council and a committee of the council of which all the members are councillors must conduct its meetings in accordance with the code of meeting practice adopted by the council.

**2 MEETING PRINCIPLES**

2.1 Council and committee meetings should be:

*Transparent:* Decisions are made in a way that is open and accountable.

*Informed:* Decisions are made based on relevant, quality information.

*Inclusive:* Decisions respect the diverse needs and interests of the local community.

*Principled:* Decisions are informed by the principles prescribed under Chapter 3 of the Act.

*Trusted:* The community has confidence that councillors and staff act ethically and make decisions in the interests of the whole community.

*Respectful:* Councillors, staff and meeting attendees treat each other with respect.

Submitted to Council: 13 February 2019

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*Effective:* Meetings are well organised, effectively run and skilfully chaired.

*Orderly:* Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.

**3 BEFORE THE MEETING**

Timing of ordinary council meetings

3.1 The council shall, by resolution, set the frequency, time, date and place of its ordinary meetings.

**Note: Under section 365 of the Act, councils are required to meet at least ten (10) times each year, each time in a different month unless the Minister for Local Government has approved a reduction in the number of times that a council is required to meet each year under section 365A.**

Extraordinary meetings

3.2 If the mayor receives a request in writing, signed by at least two (2) councillors, the mayor must call an extraordinary meeting of the council to be held as soon as practicable, but in any event, no more than fourteen (14) days after receipt of the request. The mayor can be one of the two councillors requesting the meeting.

**Note: Clause 3.2 reflects section 366 of the Act.**

Notice to the public of council meetings

3.3 The council must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings and of each meeting of committees of the council.

**Note: Clause 3.3 reflects section 9(1) of the Act.**

3.4 For the purposes of clause 3.4, notice of a meeting of the council and of a committee of council is to be published before the meeting takes place. The notice must be published on the council’s website, and in such other manner that the council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.

3.5 For the purposes of clause 3.4, notice of more than one (1) meeting may be given in the same notice.

Notice to councillors of ordinary council meetings

3.6 The general manager must send to each councillor, at least three (3) days before each meeting of the council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting.

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Submitted to Council: 13 February 2019

..... General Manager ..... Mayor



**Note: Clause 3.6 reflects section 367(1) of the Act.**

3.7 The notice and the agenda for, and the business papers relating to, the meeting may be given to councillors in electronic form, but only if all councillors have facilities to access the notice, agenda and business papers in that form.

**Note: Clause 3.7 reflects section 367(3) of the Act.**

Notice to councillors of extraordinary meetings

3.8 Notice of less than three (3) days may be given to councillors of an extraordinary meeting of the council in cases of emergency.

**Note: Clause 3.8 reflects section 367(2) of the Act.**

Giving notice of business to be considered at council meetings

3.9 A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted five (5) business days before the meeting is to be held.

3.10 A councillor may, in writing to the general manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.

3.11 If the general manager considers that a notice of motion submitted by a councillor for consideration at an ordinary meeting of the council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the general manager may prepare a report in relation to the notice of motion for inclusion with the business papers for the meeting at which the notice of motion is to be considered by the council.

3.12 A notice of motion for the expenditure of funds on works and/or services other than those already provided for in the council’s current adopted operational plan must identify the source of funding for the expenditure that is the subject of the notice of motion. If the notice of motion does not identify a funding source, the general manager must either:

- (a) prepare a report on the availability of funds for implementing the motion if adopted for inclusion in the business papers for the meeting at which the notice of motion is to be considered by the council, or
- (b) by written notice sent to all councillors with the business papers for the meeting for which the notice of motion has been submitted, defer consideration of the matter by the council to such a date specified in the notice, pending the preparation of such a report.



Questions with notice

- 3.13 A councillor may, by way of a notice submitted under clause 3.10, ask a question for response by the general manager about the performance or operations of the council.
- 3.14 A councillor is not permitted to ask a question with notice under clause 3.14 that comprises a complaint against the general manager or a member of staff of the council, or a question that implies wrongdoing by the general manager or a member of staff of the council.
- 3.15 The general manager or their nominee may respond to a question with notice submitted under clause 3.14 by way of a report included in the business papers for the relevant meeting of the council or orally at the meeting.

Agenda and business papers for ordinary meetings

- 3.16 The general manager must cause the agenda for a meeting of the council or a committee of the council to be prepared as soon as practicable before the meeting.
- 3.17 The general manager must ensure that the agenda for an ordinary meeting of the council states:
  - (a) all matters to be dealt with arising out of the proceedings of previous meetings of the council, and
  - (b) if the mayor is the chairperson – any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
  - (c) all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and
  - (d) any business of which due notice has been given under clause 3.10.
- 3.18 Nothing in clause 3.18 limits the powers of the mayor to put a mayoral minute to a meeting under clause 9.6.
- 3.19 The general manager must not include in the agenda for a meeting of the council any business of which due notice has been given if, in the opinion of the general manager, the business is, or the implementation of the business would be, unlawful. The general manager must report, without giving details of the item of business, any such exclusion to the next meeting of the council.
- 3.20 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the general manager, is likely to take place when the meeting is closed to the public, the general manager must ensure that the agenda of the meeting:
  - (a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and

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(b) states the grounds under section 10A(2) of the Act relevant to the item of business.

**Note: Clause 3.20 reflects section 9(2A)(a) of the Act.**

3.21 The general manager must ensure that the details of any item of business which, in the opinion of the general manager, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to councillors for the meeting concerned. Such details must not be included in the business papers made available to the public, and must not be disclosed by a councillor or by any other person to another person who is not authorised to have that information.

Availability of the agenda and business papers to the public

3.22 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the council and committees of council, are to be published on the council’s website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the council, at the relevant meeting and at such other venues determined by the council.

**Note: Clause 3.22 reflects section 9(2) and (4) of the Act.**

3.23 Clause 3.22 does not apply to the business papers for items of business that the general manager has identified under clause 3.20 as being likely to be considered when the meeting is closed to the public.

**Note: Clause 3.23 reflects section 9(2A)(b) of the Act.**

3.24 For the purposes of clause 3.22, copies of agendas and business papers must be published on the council’s website and made available to the public at a time that is as close as possible to the time they are available to councillors.

**Note: Clause 3.24 reflects section 9(3) of the Act.**

3.25 A copy of an agenda, or of an associated business paper made available under clause 3.22, may in addition be given or made available in electronic form.

**Note: Clause 3.25 reflects section 9(5) of the Act.**

Agenda and business papers for extraordinary meetings

3.26 The general manager must ensure that the agenda for an extraordinary meeting of the council deals only with the matters stated in the notice of the meeting.

3.27 Despite clause 3.26, business may be considered at an extraordinary meeting of the council, even though due notice of the business has not been given, if:

- (a) a motion is passed to have the business considered at the meeting, and
- (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.

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- 3.28 A motion moved under clause 3.27(a) can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with.
- 3.29 Despite clauses 10.20–10.30, only the mover of a motion moved under clause 3.27(a) can speak to the motion before it is put.
- 3.30 A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.27(b) on whether a matter is of great urgency.

Pre-meeting briefing sessions

- 3.31 Prior to each ordinary meeting of the council, the general manager may arrange a pre-meeting briefing session to brief councillors on business to be considered at the meeting. Pre-meeting briefing sessions may also be held for extraordinary meetings of the council and meetings of committees of the council.
- 3.32 Pre-meeting briefing sessions are to be held in the absence of the public.
- 3.33 The general manager or a member of staff nominated by the general manager is to preside at pre-meeting briefing sessions.
- 3.34 Councillors must not use pre-meeting briefing sessions to debate or make preliminary decisions on items of business they are being briefed on, and any debate and decision-making must be left to the formal council or committee meeting at which the item of business is to be considered.
- 3.35 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of a briefing at a pre-meeting briefing session, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at pre-meeting briefing sessions and how the conflict of interest was managed by the councillor who made the declaration.

**4 PUBLIC FORUMS**

- 4.1 The council may hold a public forum prior to each ordinary meeting of the council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to extraordinary council meetings and meetings of committees of the council.
- 4.2 Public forums are to be chaired by the mayor or their nominee.

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- 4.3 To speak at a public forum, a person must first make an application to the council in the approved form. Applications to speak at the public forum must be received by five business days before the date on which the public forum is to be held, and must identify the item of business on the agenda of the council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.
- 4.4 A person may apply to speak on no more than two items of business on the agenda of the council meeting.
- 4.5 Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.
- 4.6 The general manager or their delegate may refuse an application to speak at a public forum. The general manager or their delegate must give reasons in writing for a decision to refuse an application.
- 4.7 Approved speakers at the public forum are to register with the council any written, visual or audio material to be presented in support of their address to the council at the public forum, and to identify any equipment needs no more than three (3) days before the public forum. The general manager or their delegate may refuse to allow such material to be presented.
- 4.8 The general manager or their delegate is to determine the order of speakers at the public forum.
- 4.9 Each speaker will be allowed three (3) minutes to address the council. This time is to be strictly enforced by the chairperson.
- 4.10 Speakers at public forums must not digress from the item on the agenda of the council meeting they have applied to address the council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.
- 4.11 A councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at a public forum. Questions put to a speaker must be direct, succinct and without argument.
- 4.12 Speakers are under no obligation to answer a question put under clause 4.14. Answers by the speaker, to each question are to be limited to two (2) minutes.

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- 4.13 Speakers at public forums cannot ask questions of the council, councillors or council staff.
- 4.14 The general manager or their nominee may, with the concurrence of the chairperson, address the council for up to two (2) minutes in response to an address to the council at a public forum after the address and any subsequent questions and answers have been finalised.
- 4.15 Where an address made at a public forum raises matters that require further consideration by council staff, the general manager may recommend that the council defer consideration of the matter pending the preparation of a further report on the matters.
- 4.16 When addressing the council, speakers at public forums must comply with this code and all other relevant council codes, policies and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the council's code of conduct or making other potentially defamatory statements.
- 4.17 If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 4.19, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.
- 4.18 Clause 4.17 does not limit the ability of the chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 15 of this code.
- 4.19 Where a speaker engages in conduct of the type referred to in clause 4.16, the general manager or their delegate may refuse further applications from that person to speak at public forums for such a period as the general manager or their delegate considers appropriate.
- 4.20 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at public forums and how the conflict of interest was managed by the councillor who made the declaration.

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**5 COMING TOGETHER**

Attendance by councillors at meetings

5.1 All councillors must make reasonable efforts to attend meetings of the council and of committees of the council of which they are members.

**Note: A councillor may not attend a meeting as a councillor (other than the first meeting of the council after the councillor is elected or a meeting at which the councillor takes an oath or makes an affirmation of office) until they have taken an oath or made an affirmation of office in the form prescribed under section 233A of the Act.**

5.2 A councillor cannot participate in a meeting of the council or of a committee of the council unless personally present at the meeting.

5.3 Where a councillor is unable to attend one or more ordinary meetings of the council, the councillor should request that the council grant them a leave of absence from those meetings. This clause does not prevent a councillor from making an apology if they are unable to attend a meeting. However the acceptance of such an apology does not constitute the granting of a leave of absence for the purposes of this code and the Act.

5.4 A councillor’s request for leave of absence from council meetings should, if practicable, identify (by date) the meetings from which the councillor intends to be absent and the grounds upon which the leave of absence is being sought.

5.5 The council must act reasonably when considering whether to grant a councillor’s request for a leave of absence.

5.6 A councillor’s civic office will become vacant if the councillor is absent from three (3) consecutive ordinary meetings of the council without prior leave of the council, or leave granted by the council at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the council has been suspended under the Act, or as a consequence of a compliance order under section 438HA.

**Note: Clause 5.6 reflects section 234(1)(d) of the Act.**

5.7 A councillor who intends to attend a meeting of the council despite having been granted a leave of absence should, if practicable, give the general manager at least two (2) days’ notice of their intention to attend.

The quorum for a meeting

5.8 The quorum for a meeting of the council is a majority of the councillors of the council who hold office at that time and are not suspended from office.

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**Note: Clause 5.8 reflects section 368(1) of the Act.**

5.9 Clause 5.8 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the council.

**Note: Clause 5.9 reflects section 368(2) of the Act.**

5.10 A meeting of the council must be adjourned if a quorum is not present:  
(a) at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or  
(b) within half an hour after the time designated for the holding of the meeting, or  
(c) at any time during the meeting.

5.11 In either case, the meeting must be adjourned to a time, date and place fixed:  
(a) by the chairperson, or  
(b) in the chairperson’s absence, by the majority of the councillors present, or  
(c) failing that, by the general manager.

5.12 The general manager must record in the council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the council, together with the names of the councillors present.

5.13 Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the safety and welfare of councillors, council staff and members of the public may be put at risk by attending the meeting because of a natural disaster (such as, but not limited to flood or bushfire), the mayor may, in consultation with the general manager and, as far as is practicable, with each councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the council’s website and in such other manner that the council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.

5.14 Where a meeting is cancelled under clause 5.14, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the council or at an extraordinary meeting called under clause 3.2.

Entitlement of the public to attend council meetings

5.15 Everyone is entitled to attend a meeting of the council and committees of the council. The council must ensure that all meetings of the council and committees of the council are open to the public.

**Note: Clause 5.15 reflects section 10(1) of the Act.**

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- 5.16 Clause 5.15 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.
- 5.17 A person (whether a councillor or another person) is not entitled to be present at a meeting of the council or a committee of the council if expelled from the meeting:
  - (a) by a resolution of the meeting, or
  - (b) by the person presiding at the meeting if the council has, by resolution, authorised the person presiding to exercise the power of expulsion.

**Note: Clause 5.17 reflects section 10(2) of the Act.**

Webcasting of meetings

- 5.18 All meetings of the council and committees of the council are to be webcast on the council’s website. The webcast will be audio recordings of meetings. These recordings will be uploaded to council’s website at a later time.

**Note: Councils will be required to webcast meetings from 14 December 2019. Councils that do not currently webcast meetings should take steps to ensure that meetings are webcast by 14 December 2019.**

- 5.19 Clause 5.18 does not apply to parts of a meeting that have been closed to the public under section 10A of the Act.
- 5.20 At the start of each meeting the chairperson is to make a statement informing those in attendance that the meeting is being webcast and that those in attendance should refrain from making any defamatory statements.
- 5.21 A recording of each meeting of the council and committee of the council is to be retained on the council’s website for three (3) months. Recordings of meetings may be disposed of in accordance with the *State Records Act 1998*.

Attendance of the general manager and other staff at meetings

- 5.22 The general manager is entitled to attend, but not to vote at, a meeting of the council or a meeting of a committee of the council of which all of the members are councillors.

**Note: Clause 5.22 reflects section 376(1) of the Act.**

- 5.23 The general manager is entitled to attend a meeting of any other committee of the council and may, if a member of the committee, exercise a vote.

**Note: Clause 5.23 reflects section 376(2) of the Act.**

- 5.24 The general manager may be excluded from a meeting of the council or a committee while the council or committee deals with a matter relating to the standard of

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performance of the general manager or the terms of employment of the general manager.

**Note: Clause 5.24 reflects section 376(3) of the Act.**

5.25 The attendance of other council staff at a meeting, (other than as members of the public) shall be with the approval of the general manager.

**6 THE CHAIRPERSON**

The chairperson at meetings

6.1 The mayor, or at the request of or in the absence of the mayor, the deputy mayor (if any) presides at meetings of the council.

**Note: Clause 6.1 reflects section 369(1) of the Act.**

6.2 If the mayor and the deputy mayor (if any) are absent, a councillor elected to chair the meeting by the councillors present presides at a meeting of the council.

**Note: Clause 6.2 reflects section 369(2) of the Act.**

Election of the chairperson in the absence of the mayor and deputy mayor

6.3 If no chairperson is present at a meeting of the council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.

6.4 The election of a chairperson must be conducted:

- (a) by the general manager or, in their absence, an employee of the council designated by the general manager to conduct the election, or
- (b) by the person who called the meeting or a person acting on their behalf if neither the general manager nor a designated employee is present at the meeting, or if there is no general manager or designated employee.

6.5 If, at an election of a chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.

6.6 For the purposes of clause 6.5, the person conducting the election must:

- (a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
- (b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.

6.7 The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.

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6.8 Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

Chairperson to have precedence

- 6.9 When the chairperson rises or speaks during a meeting of the council:
  - (a) any councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and
  - (b) every councillor present must be silent to enable the chairperson to be heard without interruption.

**7 MODES OF ADDRESS**

- 7.1 If the chairperson is the mayor, they are to be addressed as 'Mr Mayor' or 'Madam Mayor'.
- 7.2 Where the chairperson is not the mayor, they are to be addressed as either 'Mr Chairperson' or 'Madam Chairperson'.
- 7.3 A councillor is to be addressed as 'Councillor [surname]'.
- 7.4 A council officer is to be addressed by their official designation or as Mr/Ms [surname].

**8 ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS**

- 8.1 At a meeting of the council, the general order of business is as fixed by resolution of the council.
- 8.2 The order of business as fixed under clause 8.1 may be altered for a particular meeting of the council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.
- 8.3 Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 8.2 may speak to the motion before it is put.

**9 CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS**

Business that can be dealt with at a council meeting

- 9.1 The council must not consider business at a meeting of the council:
  - (a) unless a councillor has given notice of the business, as required by clause 3.19, and
  - (b) unless notice of the business has been sent to the councillors in accordance with clause 3.6 in the case of an ordinary meeting or clause 3.8 in the case of an extraordinary meeting called in an emergency.

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- 9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:
  - (a) is already before, or directly relates to, a matter that is already before the council, or
  - (b) is the election of a chairperson to preside at the meeting, or
  - (c) subject to clause 9.9, is a matter or topic put to the meeting by way of a mayoral minute, or
  - (d) is a motion for the adoption of recommendations of a committee, including, but not limited to, a committee of the council.
  
- 9.3 Despite clause 9.1, business may be considered at a meeting of the council even though due notice of the business has not been given to the councillors if:
  - (a) a motion is passed to have the business considered at the meeting, and
  - (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.
  
- 9.4 A motion moved under clause 9.3(a) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 9.3(a) can speak to the motion before it is put.
  
- 9.5 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.3(b).

Mayoral minutes

- 9.6 Subject to clause 9.9, if the mayor is the chairperson at a meeting of the council, the mayor may, by minute signed by the mayor, put to the meeting without notice any matter or topic that is within the jurisdiction of the council, or of which the council has official knowledge.
  
- 9.7 A mayoral minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The chairperson (but only if the chairperson is the mayor) may move the adoption of a mayoral minute without the motion being seconded.
  
- 9.8 A recommendation made in a mayoral minute put by the mayor is, so far as it is adopted by the council, a resolution of the council.
  
- 9.9 A mayoral minute must not be used to put without notice matters that are routine and not urgent, or matters for which proper notice should be given because of their complexity. For the purpose of this clause, a matter will be urgent where it requires a decision by the council before the next scheduled ordinary meeting of the council.

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9.10 Where a mayoral minute makes a recommendation which, if adopted, would require the expenditure of funds on works and/or services other than those already provided for in the council’s current adopted operational plan, it must identify the source of funding for the expenditure that is the subject of the recommendation. If the mayoral minute does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the recommendation if adopted.

Staff reports

9.11 A recommendation made in a staff report is, so far as it is adopted by the council, a resolution of the council.

Reports of committees of council

9.12 The recommendations of a committee of the council are, so far as they are adopted by the council, resolutions of the council.

9.13 If in a report of a committee of the council distinct recommendations are made, the council may make separate decisions on each recommendation.

Questions

9.14 A question must not be asked at a meeting of the council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.9 and 3.13.

9.15 A councillor may, through the chairperson, put a question to another councillor about a matter on the agenda.

9.16 A councillor may, through the general manager, put a question to a council employee about a matter on the agenda. Council employees are only obliged to answer a question put to them through the general manager at the direction of the general manager.

9.17 A councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to documents. Where a councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the council.

9.18 Councillors must put questions directly, succinctly, respectfully and without argument.

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9.19 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a councillor or council employee.

**10 RULES OF DEBATE**

Motions to be seconded

10.1 Unless otherwise specified in this code, a motion or an amendment cannot be debated unless or until it has been seconded.

Notices of motion

10.2 A councillor who has submitted a notice of motion under clause 3.10 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.

10.3 If a councillor who has submitted a notice of motion under clause 3.10 wishes to withdraw it after the agenda and business paper for the meeting at which it is to be considered have been sent to councillors, the councillor may request the withdrawal of the motion when it is before the council.

10.4 In the absence of a councillor who has placed a notice of motion on the agenda for a meeting of the council:  
(a) any other councillor may, with the leave of the chairperson, move the motion at the meeting, or  
(b) the chairperson may defer consideration of the motion until the next meeting of the council.

Chairperson’s duties with respect to motions

10.5 It is the duty of the chairperson at a meeting of the council to receive and put to the meeting any lawful motion that is brought before the meeting.

10.6 The chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.

10.7 Before ruling out of order a motion or an amendment to a motion under clause 10.6, the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.

10.8 Any motion, amendment or other matter that the chairperson has ruled out of order is taken to have been lost.

Motions requiring the expenditure of funds

10.9 A motion or an amendment to a motion which if passed would require the expenditure of funds on works and/or services other than those already provided for

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in the council’s current adopted operational plan must identify the source of funding for the expenditure that is the subject of the motion. If the motion does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the motion if adopted.

Amendments to motions

- 10.10 An amendment to a motion must be moved and seconded before it can be debated.
- 10.11 An amendment to a motion must relate to the matter being dealt with in the original motion before the council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.
- 10.12 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.
- 10.13 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before council at any one time.
- 10.14 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.
- 10.15 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.
- 10.16 An amendment may become the motion without debate or a vote where it is accepted by the councillor who moved the original motion.

Foreshadowed motions

- 10.17 A councillor may propose a foreshadowed motion in relation to the matter the subject of the original motion before the council, without a seconder during debate on the original motion. The foreshadowed motion is only to be considered if the original motion is lost or withdrawn and the foreshadowed motion is then moved and seconded. If the original motion is carried, the foreshadowed motion lapses.
- 10.18 Where an amendment has been moved and seconded, a councillor may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with. There is no limit to the number of foreshadowed

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amendments that may be put before the council at any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.

10.19 Foreshadowed motions and foreshadowed amendments are to be considered in the order in which they are proposed. However, foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.

Limitations on the number and duration of speeches

10.20 A councillor who, during a debate at a meeting of the council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.

10.21 A councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.

10.22 A councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time.

10.23 Despite clause 10.22, the chairperson may permit a councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the councillor to make a statement limited to explaining the misrepresentation or misunderstanding.

10.24 Despite clause 10.22, the council may resolve to shorten the duration of speeches to expedite the consideration of business at a meeting.

10.25 Despite clauses 10.20 and 10.21, a councillor may move that a motion or an amendment be now put:

- (a) if the mover of the motion or amendment has spoken in favour of it and no councillor expresses an intention to speak against it, or
- (b) if at least two (2) councillors have spoken in favour of the motion or amendment and at least two (2) councillors have spoken against it.

10.26 The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.25. A seconder is not required for such a motion.

10.27 If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to

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the vote immediately after the mover of the original motion has exercised their right of reply under clause 10.20.

- 10.28 If a motion that the original motion or an amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.
- 10.29 All councillors must be heard without interruption and all other councillors must, unless otherwise permitted under this code, remain silent while another councillor is speaking.
- 10.30 Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.

**11 VOTING**

Voting entitlements of councillors

- 11.1 Each councillor is entitled to one (1) vote.  
**Note: Clause 11.1 reflects section 370(1) of the Act.**
- 11.2 The person presiding at a meeting of the council has, in the event of an equality of votes, a second or casting vote.  
**Note: Clause 11.2 reflects section 370(2) of the Act.**
- 11.3 Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.

Voting at council meetings

- 11.4 A councillor who is present at a meeting of the council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.
- 11.5 If a councillor who has voted against a motion put at a council meeting so requests, the general manager must ensure that the councillor's dissenting vote is recorded in the council's minutes.
- 11.6 The decision of the chairperson as to the result of a vote is final, unless the decision is immediately challenged and not fewer than two (2) councillors rise and call for a division.
- 11.7 When a division on a motion is called, the chairperson must ensure that the division takes place immediately. The general manager must ensure that the names of those

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who vote for the motion and those who vote against it are recorded in the council's minutes for the meeting.

- 11.8 When a division on a motion is called, any councillor who fails to vote will be recorded as having voted against the motion in accordance with clause 11.4 of this code.
- 11.9 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the council may resolve that the voting in any election by councillors for mayor or deputy mayor is to be by secret ballot.

Voting on planning decisions

- 11.10 The general manager must keep a register containing, for each planning decision made at a meeting of the council or a council committee (including, but not limited to a committee of the council), the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.
- 11.11 For the purpose of maintaining the register, a division is taken to have been called whenever a motion for a planning decision is put at a meeting of the council or a council committee.
- 11.12 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.
- 11.13 Clauses 11.10–11.12 apply also to meetings that are closed to the public.  
**Note: Clauses 11.10–11.13 reflect section 375A of the Act.**  
**Note: The requirements of clause 11.10 may be satisfied by maintaining a register of the minutes of each planning decision.**

**12 COMMITTEE OF THE WHOLE**

- 12.1 The council may resolve itself into a committee to consider any matter before the council.  
**Note: Clause 12.1 reflects section 373 of the Act.**
- 12.2 All the provisions of this code relating to meetings of the council, so far as they are applicable, extend to and govern the proceedings of the council when in committee of the whole, except the provisions limiting the number and duration of speeches.  
**Note: Clauses 10.20–10.30 limit the number and duration of speeches.**

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- 12.3 The general manager or, in the absence of the general manager, an employee of the council designated by the general manager, is responsible for reporting to the council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full but any recommendations of the committee must be reported.
- 12.4 The council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the council's minutes. However, the council is not taken to have adopted the report until a motion for adoption has been made and passed.

**13 DEALING WITH ITEMS BY EXCEPTION**

- 13.1 The council or a committee of council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution.
- 13.2 Before the council or committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the chairperson must list the items of business to be adopted and ask councillors to identify any individual items of business listed by the chairperson that they intend to vote against the recommendation made in the business paper or that they wish to speak on.
- 13.3 The council or committee must not resolve to adopt any item of business under clause 13.1 that a councillor has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.
- 13.4 Where the consideration of multiple items of business together under clause 13.1 involves a variation to the order of business for the meeting, the council or committee must resolve to alter the order of business in accordance with clause 8.3.
- 13.5 A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.
- 13.6 Items of business adopted under clause 13.1 are to be taken to have been adopted unanimously.
- 13.7 Councillors must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1 in accordance with the requirements of the council's code of conduct.

**14 CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC**

Grounds on which meetings can be closed to the public

- 14.1 The council or a committee of the council may close to the public so much of its

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meeting as comprises the discussion or the receipt of any of the following types of matters:

- (a) personnel matters concerning particular individuals (other than councillors),
- (b) the personal hardship of any resident or ratepayer,
- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
- (d) commercial information of a confidential nature that would, if disclosed:
  - (i) prejudice the commercial position of the person who supplied it, or
  - (ii) confer a commercial advantage on a competitor of the council, or
  - (iii) reveal a trade secret,
- (e) information that would, if disclosed, prejudice the maintenance of law,
- (f) matters affecting the security of the council, councillors, council staff or council property,
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
- (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
- (i) alleged contraventions of the council’s code of conduct.

**Note: Clause 14.1 reflects section 10A(1) and (2) of the Act.**

14.2 The council or a committee of the council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

**Note: Clause 14.2 reflects section 10A(3) of the Act.**

Matters to be considered when closing meetings to the public

14.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:

- (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
- (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

**Note: Clause 14.3 reflects section 10B(1) of the Act.**

14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:

- (a) are substantial issues relating to a matter in which the council or committee is involved, and
- (b) are clearly identified in the advice, and
- (c) are fully discussed in that advice.

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**Note: Clause 14.4 reflects section 10B(2) of the Act.**

14.5 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1.

**Note: Clause 14.5 reflects section 10B(3) of the Act.**

14.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:

- (a) a person may misinterpret or misunderstand the discussion, or
- (b) the discussion of the matter may:
  - (i) cause embarrassment to the council or committee concerned, or to councillors or to employees of the council, or
  - (ii) cause a loss of confidence in the council or committee.

**Note: Clause 14.6 reflects section 10B(4) of the Act.**

14.7 In deciding whether part of a meeting is to be closed to the public, the council or committee concerned must consider any relevant guidelines issued by the Chief Executive of the Office of Local Government.

**Note: Clause 14.7 reflects section 10B(5) of the Act.**

Notice of likelihood of closure not required in urgent cases

14.8 Part of a meeting of the council, or of a committee of the council, may be closed to the public while the council or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed, but only if:

- (a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and
- (b) the council or committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:
  - (i) should not be deferred (because of the urgency of the matter), and
  - (ii) should take place in a part of the meeting that is closed to the public.

**Note: Clause 14.8 reflects section 10C of the Act.**

Representations by members of the public

14.9 The council, or a committee of the council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

**Note: Clause 14.9 reflects section 10A(4) of the Act.**



- 14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.
- 14.11 Where the matter has been identified in the agenda of the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the council in the approved form. Applications must be received by five (5) days before the meeting at which the matter is to be considered.
- 14.12 The general manager (or their delegate) may refuse an application made under clause 14.11. The general manager or their delegate must give reasons in writing for a decision to refuse an application.
- 14.13 No more than four (4) speakers are to be permitted to make representations under clause 14.9.
- 14.14 If more than the permitted number of speakers apply to make representations under clause 14.9, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to the council. If the speakers are not able to agree on whom to nominate to make representations under clause 14.9, the general manager or their delegate is to determine who will make representations to the council.
- 14.15 The general manager (or their delegate) is to determine the order of speakers.
- 14.16 Where the council or a committee of the council proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, the chairperson is to invite representations from the public under clause 14.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than four (4) speakers to make representations in such order as determined by the chairperson.
- 14.17 Each speaker will be allowed three (3) minutes to make representations, and this time limit is to be strictly enforced by the chairperson. Speakers must confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

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Expulsion of non-councillors from meetings closed to the public

- 14.18 If a meeting or part of a meeting of the council or a committee of the council is closed to the public in accordance with section 10A of the Act and this code, any person who is not a councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.
- 14.19 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.

Information to be disclosed in resolutions closing meetings to the public

- 14.20 The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the following:
  - (a) the relevant provision of section 10A(2) of the Act,
  - (b) the matter that is to be discussed during the closed part of the meeting,
  - (c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

**Note: Clause 14.20 reflects section 10D of the Act.**

Resolutions passed at closed meetings to be made public

- 14.21 If the council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.
- 14.22 Resolutions passed during a meeting, or a part of a meeting, that is closed to the public must be made public by the chairperson under clause 14.21 during a part of the meeting that is webcast.

**15 KEEPING ORDER AT MEETINGS**

Points of order

- 15.1 A councillor may draw the attention of the chairperson to an alleged breach of this code by raising a point of order. A point of order does not require a seconder.





- 15.2 A point of order cannot be made with respect to adherence to the principles contained in clause 2.1.
- 15.3 A point of order must be taken immediately it is raised. The chairperson must suspend the business before the meeting and permit the councillor raising the point of order to state the provision of this code they believe has been breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.

Questions of order

- 15.4 The chairperson, without the intervention of any other councillor, may call any councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.
- 15.5 A councillor who claims that another councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.
- 15.6 The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the council.
- 15.7 The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

Motions of dissent

- 15.8 A councillor can, without notice, move to dissent from a ruling of the chairperson on a point of order or a question of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.
- 15.9 If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.
- 15.10 Despite any other provision of this code, only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

Acts of disorder

- 15.11 A councillor commits an act of disorder if the councillor, at a meeting of the council or a committee of the council:
  - (a) contravenes the Act or any regulation in force under the Act or this code, or

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- (b) assaults or threatens to assault another councillor or person present at the meeting, or
- (c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the council or the committee, or addresses or attempts to address the council or the committee on such a motion, amendment or matter, or
- (d) insults or makes personal reflections on or imputes improper motives to any other council official, or alleges a breach of the council’s code of conduct, or
- (e) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the council or the committee into disrepute.

15.12 The chairperson may require a councillor:

- (a) to apologise without reservation for an act of disorder referred to in clauses 15.11(a) or (b), or
- (b) to withdraw a motion or an amendment referred to in clause 15.11(c) and, where appropriate, to apologise without reservation, or
- (c) to retract and apologise without reservation for an act of disorder referred to in clauses 15.11(d) and (e).

How disorder at a meeting may be dealt with

15.13 If disorder occurs at a meeting of the council, the chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. The council, on reassembling, must, on a question put from the chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of councillors.

Expulsion from meetings

15.14 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person other than a councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act. Councillors may only be expelled by resolution of the council or the committee of the council.

15.15 Clause 15.14 does not limit the ability of the council or a committee of the council to resolve to expel a person, including a councillor, from a council or committee meeting, under section 10(2)(a) of the Act.

15.16 A councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for having failed to comply with a requirement under clause 15.12. The expulsion of a councillor from the meeting for that reason does not



prevent any other action from being taken against the councillor for the act of disorder concerned.

- 15.17 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for engaging in or having engaged in disorderly conduct at the meeting.
- 15.18 Where a councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.
- 15.19 If a councillor or a member of the public fails to leave the place where a meeting of the council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the councillor or member of the public from that place and, if necessary, restrain the councillor or member of the public from re-entering that place for the remainder of the meeting.

Use of mobile phones and the unauthorised recording of meetings

- 15.20 Councillors, council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the council and committees of the council.
- 15.21 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the council or a committee of the council without the prior authorisation of the council or the committee.
- 15.22 Any person who contravenes or attempts to contravene clause 15.21, may be expelled from the meeting as provided for under section 10(2) of the Act.
- 15.23 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

**16 CONFLICTS OF INTEREST**

16.1 All councillors and, where applicable, all other persons, must declare and manage any conflicts of interest they may have in matters being considered at meetings of the council and committees of the council in accordance with the council’s code of conduct. All declarations of conflicts of interest and how the conflict of interest was

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managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.

**17 DECISIONS OF THE COUNCIL**

Council decisions

17.1 A decision supported by a majority of the votes at a meeting of the council at which a quorum is present is a decision of the council.

**Note: Clause 17.1 reflects section 371 of the Act in the case of councils and section 400T(8) in the case of joint organisations.**

17.2 Decisions made by the council must be accurately recorded in the minutes of the meeting at which the decision is made.

Rescinding or altering council decisions

17.3 A resolution passed by the council may not be altered or rescinded except by a motion to that effect of which notice has been given under clause 3.10.

**Note: Clause 17.3 reflects section 372(1) of the Act.**

17.4 If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.

**Note: Clause 17.4 reflects section 372(2) of the Act.**

17.5 If a motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with clause 3.10.

**Note: Clause 17.5 reflects section 372(3) of the Act.**

17.6 A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been lost, must be signed by three (3) councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was lost.

**Note: Clause 17.6 reflects section 372(4) of the Act.**

17.7 If a motion to alter or rescind a resolution has been lost, or if a motion which has the same effect as a previously lost motion is lost, no similar motion may be brought forward within three (3) months of the meeting at which it was lost. This clause may not be evaded by substituting a motion differently worded, but in principle the same.

**Note: Clause 17.7 reflects section 372(5) of the Act.**

17.8 The provisions of clauses 17.5–17.7 concerning lost motions do not apply to motions of adjournment.

**Note: Clause 17.8 reflects section 372(7) of the Act.**

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17.9 A notice of motion submitted in accordance with clause 17.6 may only be withdrawn under clause 3.11 with the consent of all signatories to the notice of motion.

17.10 A notice of motion to alter or rescind a resolution relating to a development application must be submitted to the general manager no later than two (2) working days after the meeting at which the resolution was adopted.

17.11 A motion to alter or rescind a resolution of the council may be moved on the report of a committee of the council and any such report must be recorded in the minutes of the meeting of the council.

**Note: Clause 17.11 reflects section 372(6) of the Act.**

17.12 Subject to clause 17.7, in cases of urgency, a motion to alter or rescind a resolution of the council may be moved at the same meeting at which the resolution was adopted, where:

- (a) a notice of motion signed by three councillors is submitted to the chairperson, and
- (b) a motion to have the motion considered at the meeting is passed, and
- (c) the chairperson rules the business that is the subject of the motion is of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.

17.13 A motion moved under clause 17.12(b) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.12(b) can speak to the motion before it is put.

17.14 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.12(c).

Recommitting resolutions to correct an error

17.15 Despite the provisions of this Part, a councillor may, with the leave of the chairperson, move to recommit a resolution adopted at the same meeting:

- (a) to correct any error, ambiguity or imprecision in the council’s resolution, or
- (b) to confirm the voting on the resolution.

17.16 In seeking the leave of the chairperson to move to recommit a resolution for the purposes of clause 17.15(a), the councillor is to propose alternative wording for the resolution.

17.17 The chairperson must not grant leave to recommit a resolution for the purposes of clause 17.15(a), unless they are satisfied that the proposed alternative wording of the

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resolution would not alter the substance of the resolution previously adopted at the meeting.

17.18 A motion moved under clause 17.15 can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.15 can speak to the motion before it is put.

17.19 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.15.

17.20 A motion moved under clause 17.15 with the leave of the chairperson cannot be voted on unless or until it has been seconded.

**18 AFTER THE MEETING**

Minutes of meetings

18.1 The council is to keep full and accurate minutes of the proceedings of meetings of the council.

**Note: Clause 18.1 reflects section 375(1) of the Act.**

18.2 At a minimum, the general manager must ensure that the following matters are recorded in the council’s minutes:

- (a) details of each motion moved at a council meeting and of any amendments moved to it,
- (b) the names of the mover and seconder of the motion or amendment,
- (c) whether the motion or amendment was passed or lost, and
- (d) such other matters specifically required under this code.

18.3 The minutes of a council meeting must be confirmed at a subsequent meeting of the council.

**Note: Clause 18.3 reflects section 375(2) of the Act.**

18.4 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

18.5 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.

**Note: Clause 18.5 reflects section 375(2) of the Act.**

18.6 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.



18.7 The confirmed minutes of a council meeting must be published on the council’s website. This clause does not prevent the council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

Access to correspondence and reports laid on the table at, or submitted to, a meeting

18.8 The council and committees of the council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.

**Note: Clause 18.8 reflects section 11(1) of the Act.**

18.9 Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.

**Note: Clause 18.9 reflects section 11(2) of the Act.**

18.10 Clause 19.8 does not apply if the council or the committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act.

**Note: Clause 18.10 reflects section 11(3) of the Act.**

18.11 Correspondence or reports to which clauses 19.9 and 19.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

Implementation of decisions of the council

18.12 The general manager is to implement, without undue delay, lawful decisions of the council.

**Note: Clause 18.12 reflects section 335(b) of the Act.**

**19 COUNCIL COMMITTEES**

Application of this Part

19.1 This Part only applies to committees of the council whose members are all councillors.

Council committees whose members are all councillors

19.2 The council may, by resolution, establish such committees as it considers necessary.

19.3 A committee of the council is to consist of the mayor and such other councillors as are elected by the councillors or appointed by the council.

19.4 The quorum for a meeting of a committee of the council is to be:

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- (a) such number of members as the council decides, or
- (b) if the council has not decided a number – a majority of the members of the committee.

Functions of committees

19.5 The council must specify the functions of each of its committees when the committee is established, but may from time to time amend those functions.

Notice of committee meetings

19.6 The general manager must send to each councillor, regardless of whether they are a committee member, at least three (3) days before each meeting of the committee, a notice specifying:

- (a) the time, date and place of the meeting, and
- (b) the business proposed to be considered at the meeting.

19.7 Notice of less than three (3) days may be given of a committee meeting called in an emergency.

Attendance at committee meetings

19.8 A committee member (other than the mayor) ceases to be a member of a committee if the committee member:

- (a) has been absent from three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or
- (b) has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.

19.9 Clause 19.8 does not apply if all of the members of the council are members of the committee.

Non-members entitled to attend committee meetings

19.10 A councillor who is not a member of a committee of the council is entitled to attend, and to speak at a meeting of the committee. However, the councillor is not entitled:

- (a) to give notice of business for inclusion in the agenda for the meeting, or
- (b) to move or second a motion at the meeting, or
- (c) to vote at the meeting.

Chairperson and deputy chairperson of council committees

19.11 The chairperson of each committee of the council must be:

- (a) the mayor, or
- (b) if the mayor does not wish to be the chairperson of a committee, a member of the committee elected by the council, or

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Submitted to Council: 13 February 2019

..... General Manager ..... Mayor





(c) if the council does not elect such a member, a member of the committee elected by the committee.

19.12 The council may elect a member of a committee of the council as deputy chairperson of the committee. If the council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.

19.13 If neither the chairperson nor the deputy chairperson of a committee of the council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.

19.14 The chairperson is to preside at a meeting of a committee of the council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting, but if neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

Procedure in committee meetings

19.15 Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the council unless the council or the committee determines otherwise in accordance with this clause.

19.16 Whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote unless the council or the committee determines otherwise in accordance with clause 19.15.

19.17 Voting at a council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

Closure of committee meetings to the public

19.18 The provisions of the Act and Part 14 of this code apply to the closure of meetings of committees of the council to the public in the same way they apply to the closure of meetings of the council to the public.

19.19 If a committee of the council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended, and report the resolution or recommendation to the next meeting of the council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.

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19.20 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 19.19 during a part of the meeting that is webcast.

Disorder in committee meetings

19.21 The provisions of the Act and this code relating to the maintenance of order in council meetings apply to meetings of committees of the council in the same way as they apply to meetings of the council.

Minutes of council committee meetings

19.22 Each committee of the council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee’s minutes:

- (a) details of each motion moved at a meeting and of any amendments moved to it,
- (b) the names of the mover and seconder of the motion or amendment,
- (c) whether the motion or amendment was passed or lost, and
- (d) such other matters specifically required under this code.

19.23 The minutes of meetings of each committee of the council must be confirmed at a subsequent meeting of the committee.

19.24 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

19.25 When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.

19.26 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

19.27 The confirmed minutes of a meeting of a committee of the council must be published on the council’s website. This clause does not prevent the council from also publishing unconfirmed minutes of meetings of committees of the council on its website prior to their confirmation.

**20 IRREGULARITIES**

20.1 Proceedings at a meeting of a council or a council committee are not invalidated because of:

- (a) a vacancy in a civic office, or

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- (b) a failure to give notice of the meeting to any councillor or committee member, or
- (c) any defect in the election or appointment of a councillor or committee member, or
- (d) a failure of a councillor or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a council or committee meeting in accordance with the council's code of conduct, or
- (e) a failure to comply with this code.

**Note: Clause 20.1 reflects section 374 of the Act.**

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**21 DEFINITIONS**

the Act	means the <i>Local Government Act 1993</i>
act of disorder	means an act of disorder as defined in clause 15.11 of this code
amendment	in relation to an original motion, means a motion moving an amendment to that motion
audio recorder	any device capable of recording speech
business day	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales
chairperson	in relation to a meeting of the council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code, and in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 20.11 of this code
this code	means the council’s adopted code of meeting practice
committee of the council	means a committee established by the council in accordance with clause 20.2 of this code (being a committee consisting only of councillors) or the council when it has resolved itself into committee of the whole under clause 12.1
council official	has the same meaning it has in the Model Code of Conduct for Local Councils in NSW
day	means calendar day
division	means a request by two councillors under clause 11.7 of this code requiring the recording of the names of the councillors who voted both for and against a motion
foreshadowed amendment	means a proposed amendment foreshadowed by a councillor under clause 10.18 of this code during debate on the first amendment
foreshadowed motion	means a motion foreshadowed by a councillor under clause 10.17 of this code during debate on an original motion
open voting	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means

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planning decision	means a decision made in the exercise of a function of a council under the <i>Environmental Planning and Assessment Act 1979</i> including any decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but not including the making of an order under Division 9.3 of Part 9 of that Act
performance improvement order	means an order issued under section 438A of the Act
quorum	means the minimum number of councillors or committee members necessary to conduct a meeting
the Regulation	means the <i>Local Government (General) Regulation 2005</i>
webcast	a video or audio broadcast of a meeting transmitted across the internet either concurrently with the meeting or at a later time
year	means the period beginning 1 July and ending the following 30 June

Submitted to Council: 13 February 2019

..... General Manager ..... Mayor



<b>Item:</b>	6.5	<b>Ref:</b> WO/2019/00777
<b>Title:</b>	Draft Dog Control Policy	
<b>Author:</b>	General Manager	
<b>Previous Items:</b>	Not Applicable	
<b>Attachment:</b>	Draft Dog Control Policy – WO/2019/00762	

***Community Strategic Plan Reference***

*Goal 7.2 – Emergency services will be provided to ensure the safety of the community and visitors.*

*Strategy 7.2.2 – Develop and promote responsible ownership of animals..*

**Report:**

Under the Companion Animals Act 1998 each Council must provide at least one off-leash area where dogs can be exercised off-leash during certain hours.

This Policy defines the off-leash area as well as regulate the pets in public places. The previous off-leash area was between the two bridges when the Apsley River was more overgrown and levee banks were not upgraded nor utilised like they are today. It is proposed that John Oxley Oval be declared as an off-leash area. This area will require a bin for depositing dog faeces within the designated area and will need to be signposted.

Public areas within the town will require signs as well to identify that all dogs must be on a leash. Signs are required to be installed in school grounds, child care centres, shopping centres, recreation areas – including parks, wildlife protection areas and public bathing areas where dogs are prohibited.

Financial Implications:

A budget will need to be provided for the implementation of the off-leash area with faeces bin, fencing materials and signage.

**RECOMMENDATION:**

**That Council ENDORSE the Draft Dog Control Policy, and FURTHER THAT allocate a budget of \$5,000 to provide the signage and off-leash areas.**

Submitted to Council: 24 April 2019

..... General Manager ..... Mayor



**Public Order & Safety Policies**  
**Draft Dog Control Policy**

**Objective:**

To educate the public on the correct use of all public areas associated within our town limits in regards to dogs. This policy will promote the off leash area whilst clarifying the Companion Animal Act 1998 requirements in public areas.

**Scope**

This policy applies at all times to:

- ✚ any resident of Walcha or persons visiting the Walcha Council area;
- ✚ dog owners, carers or persons responsible for the control of a dog at any time.
- ✚ All children’s play areas, food preparation/consumption areas, school grounds, child care centres, recreational areas (including parks, sporting, public bathing), shopping and wildlife protection areas in each of the townships in the Walcha Council area.

**POLICY**

This policy demonstrates Council’s commitment to uphold the requirements of the *Companion Animals Act 1998*. In accordance with *Part 3 Section 14 of the Act*, dogs are prohibited in the following public areas:

1. within 10 metres of any children’s play area.
2. within 10 metres of any food preparation/consumption area (unless it is a public thoroughfare. ie: road, footpath or pathway), except cafes or restaurants whose owners permit dogs (not restricted or declared dangerous dogs) in their outdoor dining areas.
3. School grounds.
4. Child Care centres.
5. Any recreation area, public bathing area, shopping area or wildlife protection area where dogs have been prohibited by Council and signage is displayed.

In accordance with *Part 3 Section 13(6) of the Act*, there must at all times be at least one (1) public place in the area of a local authority that is an off-leash area. The leash area is defined and signposted at John Oxley Oval, Darjeeling Road, Walcha.

**Exemptions:**

1. A dog is not prohibited in a place that is a food preparation / consumption area if the place is a public thoroughfare (such as a road, footpath or pathway).

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2. A dog is not prohibited in a school ground or child care centre if it is there with the permission of the person controlling the school ground or child care centre.
3. A dog is not prohibited in a place within a shopping area if it is there:
  - a) in a vehicle that is secured in such a way as to prevent the dog from escaping from it, or
  - b) with the permission of the person controlling the place, or
  - c) for the purpose of being taken to or from a pet shop, the premises of a veterinary practitioner or a similar establishment.
4. A dog is not prohibited in any off-leash areas declared by Council.
5. This policy does not apply to a dog being exhibited for show purposes, a police dog, a corrective services dog or a dog which is an assistance animal been used bona fide by a person with disability to assist the person.

**Pets in Public Places:**

A dog that is in a public place must be under the effective control of some competent person by means of an adequate chain, leash or cord that is attached to the dog and that is being held by (or secured to) the person.

A dog is not considered to be under the effective control of a competent person if the person has more than 4 dogs under his or her control.

If you fail to comply with this requirement, you or if you are not present, the person in control of your dog, if s/he is aged 16 or over, may be liable for a maximum penalty of \$1,100 or \$11,000 in the case of a restricted dog, dangerous or menacing dog.

This requirement does not apply to a dog:

- ◆ in an off-leash area (but only if the total number of dogs of which its owner has control does not exceed 4) or
- ◆ a dog engaged in droving, tending or working of stock or
- ◆ a dog being exhibited for show purposes or
- ◆ a dog participating in an obedience class, trial or exhibition or
- ◆ a police dog or
- ◆ a corrective services dog or
- ◆ a dog secured in a cage or vehicle or tethered to a fixed object or structure.

All dog owners and controllers must remove all dog faeces that may be deposited by the dog under their control. Penalties apply if you don't.

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Submitted to Council: 24 April 2019

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**Associated Legislation:**

*Companion Animals Act 1998*  
*Companion Animals Regulations 2018*

**Responsibilities:**

*General Manager* is responsible for the overall control and implementation of this policy.

*Directors & Managers* – to ensure that any new or existing public areas as specified in the policy display the appropriate signage advising on the restriction of dogs.

*Supervisors* – to ensure that the Ranger has the training, support and equipment required to carry out inspections and enforcement of this policy.

*Ranger* – is responsible for the enforcement of this policy including educating the public on the details of the policy and the Act.

*General Public* – must act in accordance with this policy and any Orders posted at all times

**Review:**

Environmental Services Manager – review every two years.



Ref: WO/2019/00716

**Title:** Management Review Report  
**Author:** General Manager  
**Previous Items:** Not Applicable  
**Attachment:** No

*Community Strategic Plan Reference*

*Goal 8.1 – Walcha Council will exemplify good leadership, mutual respect and trust by being inclusive, ensuring open information and communication and encouraging active participation at all levels.*

Item 9:  
  
Management  
Review Reports

Submitted to Council: 24 April 2019

..... General Manager ..... Mayor



# FINANCE AND ADMINISTRATION

## 9.1 Listing of Bank Balances for the Month of March 2019

The Cash Book for each Fund has been reconciled with the appropriate Bank Pass sheets for the month of March 2019 and the Reconciliations have been entered in the Cash Book.

<b>March</b>		<b><u>2019</u></b>	<b><u>2018</u></b>
General	\$	550,123.91	\$ 979,705.39

The current Interest Rate on the General Fund held with the National Australia Bank is 1.25%.

<b>March</b>		<b><u>2019</u></b>	<b><u>2018</u></b>
Interest Earned (YTD)	\$	11,166.75	\$ 13,264.11

## 9.2 Investments Local Government (Financial Management) Regulation 1993, Clause 19 (3) (A) for March 2019

Please see the following Report for the investments placed in March 2019.

### **Overdraft Limit**

An Overdraft Limit of \$200,000 has been arranged with the National Australia Bank. When utilised an Overdraft Interest Rate of 8.77% applies.

Jack O'Hara  
GENERAL MANAGER

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Submitted to Council: 24 April 2019

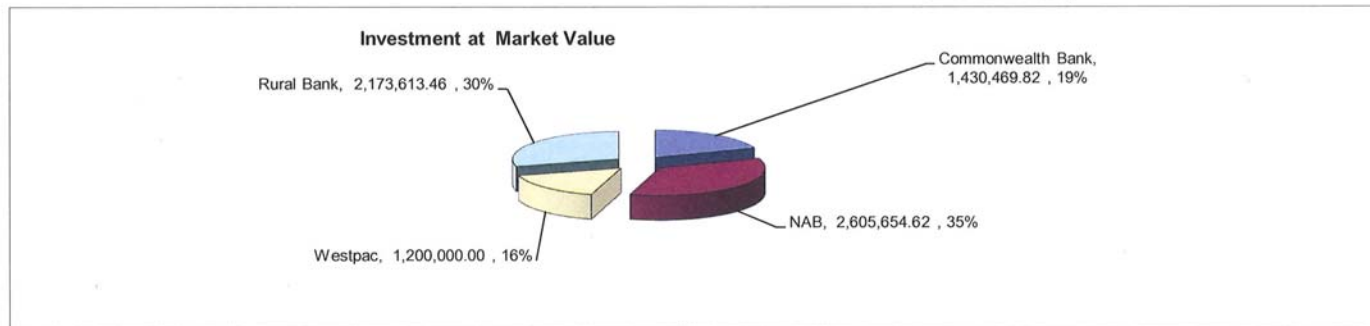
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**REGISTER OF INVESTMENTS TO 31/03/2019**

Institution	Type	Placement Date	Term (Days)	Maturity Date	Rate	Est. Interest	YTD Interest	Amount Invested	YTD Redemption	Est. Market Value At 31/03/19	MV % of Portfolio	
National Australia Bank	Term Depos	19/07/2018	181	19-Jan-19	0.00%	0.00	16683.29	-	666,683.29	-	0.00%	
National Australia Bank	Term Depos	28/01/2019	365	28-Jan-20	2.75%	16660.33	5830.03	605,830.03	-	605,830.03	8.18%	
Commonwealth Bank	Term Depos	17/08/2018	180	12-Feb-19	2.60%	0.00	12478.31	-	359,878.58	-	0.00%	
National Australia Bank	Term Depos	15/02/2019	367	17-Feb-20	2.65%	13589.57	0.00	510,019.18	-	510,019.18	6.88%	
Commonwealth Bank	Term Depos	10/09/2018	181	11-Mar-19	2.64%	0.00	6581.92	-	500,000.00	-	0.00%	
National Australia Bank	Term Depos	11/03/2019	365	10-Mar-20	2.58%	15480.00	0.00	600,000.00	-	600,000.00	8.10%	
Elders Rural Bank	Term Depos	28/03/2019	365	27-Mar-20	2.55%	24543.34	24456.64	962,484.04	-	962,484.04	12.99%	
Westpac Bank	Term Depos	18/04/2018	365	18-Apr-19	2.76%	16560.00	12476.72	600,000.00	-	600,000.00	8.10%	
Elders Rural Bank	Term Depos	31/10/2018	180	28-Apr-19	2.67%	7900.27	8802.74	600,000.00	-	600,000.00	8.10%	
Westpac Bank	Term Depos	17/05/2018	365	16-May-19	2.72%	16320.00	12385.31	600,000.00	-	600,000.00	8.10%	
Commonwealth Bank	Term Depos	24/05/2018	365	24-May-19	2.71%	14262.33	0.00	526,285.22	-	526,285.22	7.10%	
National Australia Bank	Term Depos	12/02/2019	120	12-Jun-19	2.65%	3135.38	0.00	359,878.58	-	359,878.58	4.86%	
				28-Jun-19								
				14-Jul-19								
National Australia Bank	Term Depos	28/10/2018	273	28-Jul-19	2.60%	10305.26	6948.45	529,926.83	-	529,926.83	7.15%	
Elders Rural Bank	Term Depos	15/11/2018	270	15-Aug-19	2.70%	12205.85	0.00	611,129.42	-	611,129.42	8.25%	
				14-Sep-19								
Commonwealth Bank	Term Depos	22/10/2018	365	22-Oct-19	2.71%	24503.40	22243.05	904,184.60	-	904,184.60	12.20%	
Elders Rural Bank	Term Depos	17/06/2018	180	17-Dec-18	2.65%	0.00	7389.47	-	550,000.00	-	0.00%	
							<b>175,465.73</b>	<b>136,275.93</b>	<b>7,409,737.90</b>	<b>2,076,561.87</b>	<b>7,409,737.90</b>	<b>100.00%</b>

<b>Capital Value of Portfolio</b>	<b>7,409,737.90</b>
<b>Redeemed Value of Portfolio</b>	<b>2,076,561.87</b>
<b>Market Value of Portfolio 31/03/19</b>	<b>7,409,737.90</b>
<b>Estimated Profit/(Loss) 31/03/19</b>	<b>7,409,737.90</b>



**Responsible accounting Officers Certification Local Government (General) Regulation 2005- Paragraph 212**  
The investments have been made in accordance with the Act, Regulations and Walcha Council's Investment Policy.  
Signed Rosemary Strobel (Responsible Accounting Officer)

Submitted to Council: 24 April 2019  
..... General Manager ..... Mayor



**9.3 Tourism Report**

**March 2019**

**Number of visitors to VIC**

<b>MARCH</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>
Walk in's	379	514	450	473
Phone enquiries	35	37	57	36
Email enquiries	2	4	0	0

<b>WEBSITE</b>		<b>February</b>	<b>January</b>	<b>December</b>
Unique Visits	5,151	3,391	3,671	2,996
Visits	7,675	4,662	5,252	4,185
No of Hits	209,084	190,200	170,540	155,094

**Comments from the Visitors Book – MARCH**

Very helpful / Nice town / Helpful, interesting town / Beautiful area and nice and friendly people / Superb, tidy, cute little town / Chins up New England (drought) / Love the artwork around town / Very nice town and great amenities.

**Riverside & Youdales Hut Camping and Day Use Areas (National Parks)**

In years gone by Riverside and Youdales Hut has been accessed (locked gate) via registering and paying a fee at the Apsley Motors. In the past few weeks this system has been upgraded to an online registration process. You register and pay online, you are then given a code that will open the bollard gates. This upgrade is welcome, both alleviating local businesses from administration and aids in easy accessibility.

**Autumn Colour Tree ID leaflet**

We have started a leaflet identifying tree species in Walcha's 'signature-autumn' streets with the help of Stephen Sweeney. We often get comments on the spectacular trees around town and visitors wanting to know what they are.

**Brochure updates**

We are in the process of updating the Walcha Tourism Brochure as there have been quite a few changes of business and events in the past few years. We are in the process of updating the Open Air Gallery Brochure as well, with the new additions from the 2018 Walcha Sculpture Symposium.

Susie Crawford  
 Tourism Manager

Submitted to Council: 24 April 2019

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**9.4 Grant Information**

**Grants Currently Applied for:**

<b>Name of Grant:</b>	<b>Purpose of Grant:</b>	<b>Amount Requested:</b>	<b>Council Contribution:</b>	<b>Date Outcome Announced:</b>	<b>Outcome</b>
2018-21 Council Regional Capacity Building Program	Through Namoi Unlimited employ a Regional Contaminated Lands Project Officer	\$420,000		December	Successful
Quality Learning Environment	Mud kitchen & playground rehabilitation at Preschool	\$15,000	\$4,000	November	Successful
Fixing Country Roads	Thunderbolts Way Rehabilitation	\$10,319,600	\$1,000,000	March	Successful

**Grants Currently Being Investigated:**

<b>Name of Grant:</b>	<b>Purpose of Grant:</b>	<b>Closing Date:</b>
Arts Projects – Organisations Community Building Partnership Youth Opportunities Funding Regional Arts NSW website:		Various times

**Website Links:**

- <https://www.liquorandgaming.justice.nsw.gov.au/Pages/about-us/our-initiatives/infrastructure-grants/arts-and-cultural-funding-round.aspx>
- <http://www.lgnsw.org.au/files/imce-uploads/127/cremf-introduction-1.pdf>
- <http://www.communitybuildingpartnership.nsw.gov.au/>
- <http://investment.infrastructure.gov.au/funding/blackspots/>
- <https://www.transport.nsw.gov.au/projects/programs/fixing-country-roads>
- [https://infrastructure.gov.au/infrastructure/pab/active\\_transport/](https://infrastructure.gov.au/infrastructure/pab/active_transport/)
- <https://education.nsw.gov.au/early-childhood-education/operating-an-early-childhood-education-service/grants-and-funded-programs/quality-learning-environments>
- [http://investment.infrastructure.gov.au/infrastructure\\_investment/heavy\\_vehicle\\_safety\\_and\\_productivity.aspx](http://investment.infrastructure.gov.au/infrastructure_investment/heavy_vehicle_safety_and_productivity.aspx)
- <http://www.environment.nsw.gov.au/coasts/floodplain-management-grants-2017-18.htm>
- <http://youth.nsw.gov.au/youth-opportunities/>
- <https://www.create.nsw.gov.au/funding-and-support/regional-cultural-fund/regional-cultural-fund-2/>

Submitted to Council: 24 April 2019

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# ENGINEERING SERVICES

## 9.5 Wages & Overtime Summary

Pay Period	Week Ending	Overtime Hours	Amount (\$)
39	24/03/2019	138.00	6,735.04
40	31/03/2019	124.00	5,981.06
41	07/04/2019	87.00	4,675.42
<b>TOTAL</b>		<b>349.00</b>	<b>\$17,391.52</b>

## 9.6 Shire Roads Maintenance

### Local Roads Maintenance:

*Gravel Re-Sheeting Emu Creek Zone:*  
 Gravel Resheeting is programmed for the Old Brookmount Road, particularly focusing on the farther segments of the Old Brookmount Road. A corner will be widened and re-shaped as part of the project.



### Walcha Storm Clean-up:

The storm clean-up is now complete, however post clean-up mulching and burning efforts still remain.

There have been challenges faced with machinery breakdowns, which have slowed the forecasted mulching completion date. In total there is an estimated 3 weeks of mulching remaining.

Submitted to Council: 24 April 2019

..... General Manager ..... Mayor



**State and Regional Roads Maintenance:**

*Thunderbolts Way Corridor Strategy:*



Council has been successful in gaining funding through Fixing Country Roads for the Thunderbolts Way Corridor Strategy.

Works have commenced on the first projects, these two sections are Aberbaldie Road to Legge Street and Hamilton Street to Jamieson Street.

Concept designs are currently being reviewed by Council project staff, with final designs expected in early May. Commencement on the works within the Walcha Township is expected to commence during June.

*Chimney Swamp Creek Rehabilitation (Segment 3250 Oxley Highway):*

The Chimney Swamp rehabilitation project was delivered through the RMCC contract with Roads and Maritime Services. Overall the project has been a success, delivered within time and budget. However due to unavailability of contractors, Council had to seal the pavement prior to placing asphalt. When the asphalt was laid, the bitumen was damaged in the process, however this was repaired shortly after the asphalt installation.



Submitted to Council: 24 April 2019

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**Urban Works:**

*Walcha Memorial Cenotaph:*

Work is nearing completion on the Walcha Memorial Cenotaph. The sandstone structure has been installed on the council constructed slab and retaining wall. Work has commenced on the mosaic that is to be placed in the centre of the structure, which will include and upward facing light. The final touches to the project include a had placed rock wall, plaques and electrical work. The cenotaph will be unveiled on ANZAC day.



*Walcha Oval Lighting Upgrade:*

The Walcha Oval Lighting Upgrade is now complete, with a trail at night complete. By all accounts the lights operate fantastically.



Submitted to Council: 24 April 2019

..... General Manager ..... Mayor



**Completed Maintenance Snapshot:**

<b>Local Roads</b>	
Maintenance Grading:	Roads:
	Walcrow Mummel
	Tia Diggings
	Clonmel
	Nine Mile Church
	Bishops Road
	Winterbourne
	Bark Hut
Pothole Repair	Roads:
	Aberbaldie
<b>State &amp; Regional Roads</b>	
Oxley Highway Maintenance:	Tasks:
	Sign Maintenance & Repair
	Drainage Works
	Servicing Rest Areas
	“Ezy Street” Pothole Patching
	Slashing
Regional Roads:	Tasks:
	“Ezy Street” Pothole Patching
	Service Rest Areas
	Guidepost Maintenance
	Slashing
<b>Urban Roads</b>	
Urban Maintenance:	Tasks:
	Sporting Ground Maintenance
	Footpath Maintenance
	Town Street Cleaning
	Street Tree Maintenance
	Parks and Garden Maintenance
	Pool Maintenance

**Proposed Works for the Coming Period:**

Shire Roads:

- ✚ Completion of gravel re-sheeting in the Winterbourne Zone.
- ✚ Grading to occur on Bishops, Forest Way, Blue Mountain, Hazeldene, Uruga, Table Top and Florida Roads, Nuggety Gully
- ✚ Grading to Occur on Brackendale Road, Table Top, Florida, Hellhole,
- ✚ Various Private Works Projects.
- ✚ Gravel Re-sheeting on Old Brookmount Road & Select Resheeting on Brackendale Road.
- ✚ Repair Bypass Track on Old Brookmount Road.

State & Regional Roads:

- ✚ Maintenance:

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Submitted to Council: 24 April 2019

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- Pothole Patching.
- Vegetation Maintenance.
- Sealing preparation
- Drainage Works
- ✚ Continue to prepare Thunderbolts Way Upgrades
- ✚ Heavy Patching Completion
- ✚ Chimney Swamp Creek Rehabilitation Finalisation

Works In Town:

- ✚ Streetscape Maintenance.
- ✚ Sporting grounds maintenance.
- ✚ Town Mowing - parks, gardens and cemeteries.
- ✚ Town Garden Maintenance.
- ✚ Footpath Works on Fitzroy Street
- ✚ Complete Walcha Cenotaph

Dylan Reeves  
Director – Engineering Services

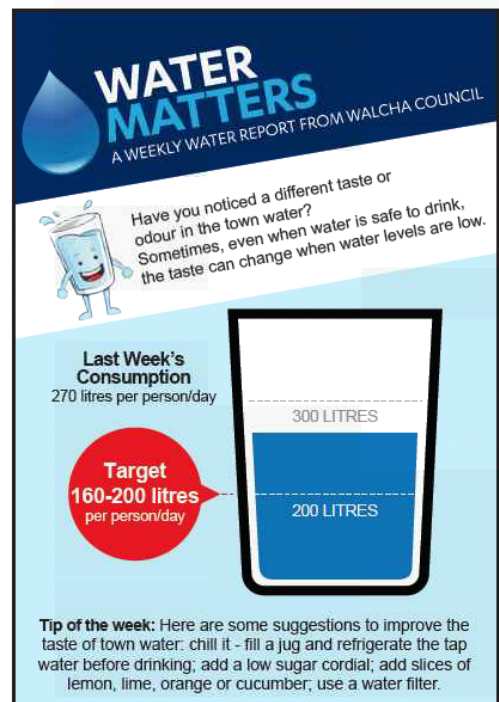
**9.7. Water**

Town Water Supply

Water Restrictions have been at Level 4 since 14 February. Average usage for March was 260L/person/day, 20L less than last month but still 60L above the Level 4 target of 200L/person/day.

Macdonald River Feasibility Study

Surveys of the suitable two areas have been completed and GHD has prepared concept layouts for dams at the two sites (Macdonald River and Dividing Ridge). A proposal for the next step, being the geotechnical site investigations, was received by Council at the time of writing. Council is now in the process of sourcing suitably qualified contractors to undertake the geotechnical site investigations.



Once the geotechnical site investigations have been completed, GHD will further develop the concept designs based on the availability of construction materials at the respective sites.

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**9.8 Sewer**

Sewer Treatment Plant (STP) Upgrade

As previously reported Stage 1 of the upgrade project is complete. Council has sought a variation approval from Infrastructure NSW to spend the remaining funds (approximately \$400k) on upgrade works to the treatment plant infrastructure; this variation request is awaiting approval.

While awaiting approval Council has proceeded with a process review and sought advice relating to the optimisation of the current treatment processes.

**9.9 Waste**

Landfill Master Plan

2019-2020 Waste Management Budget figures addressing compliance and rehabilitation were presented to the Waste Services Change Committee. These are to be presented to whole of Council in the April Budget Review.

Tess Dawson  
Senior Manager - Water, Sewer & Waste

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# ENVIRONMENTAL SERVICES

The purpose of this report is to provide statistical information in relation to activities of the Environmental Services Department. This Department is responsible for the following key functions:

- ◆ Development
- ◆ Town Planning & Strategic Planning
- ◆ Construction compliance
- ◆ Environmental management
- ◆ Regulatory services
- ◆ Animal control
- ◆ Building and amenity maintenance

The statistical information contained within this report demonstrates the work carried out to achieve the strategic objectives and delivery actions as outlined in Council’s Community Strategic Plan 2027, Delivery Program 2017-2021 and Operational Plan 2018-2019. This report is presented for the month of March 2019 for information and comparative purposes only.

## 9.10 Development & Construction

### **DA and CDC Determinations Issued**

Consents are available for public inspection, free of charge, during ordinary office hours at Council’s Hamilton Street office. The *Environmental Planning and Assessment Act 1979* (the Act), as amended, precludes a challenge to the validity of consent more than three (3) months after the date of public notification of the consent within a local newspaper. In accordance with the Section 4.59 of the Act and Clause 124 and 137 of the *Environmental Planning and Assessment Regulation 2000*, the following determinations for the months of November and December will be publicly notified:

<b>March 2019</b>		
<b>DA Number</b>	<b>Description</b>	<b>Address</b>
10.2019.38	Garage/carport/shed	167W Evans Street, Walcha
10.2019.40	Building other Anzac Memorial Park	69N Derby Street, Walcha
<b>CDC Number</b>	<b>Description</b>	<b>Address</b>
nil		

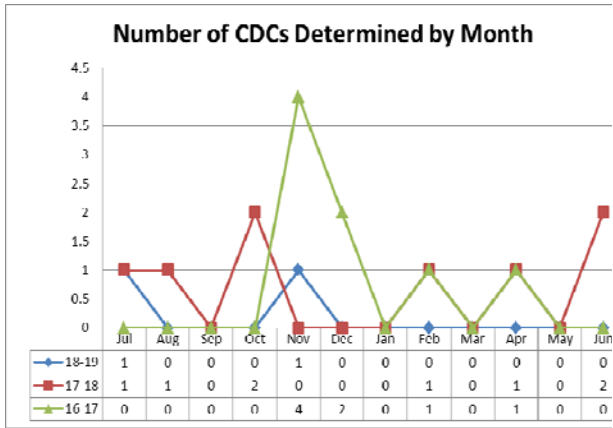
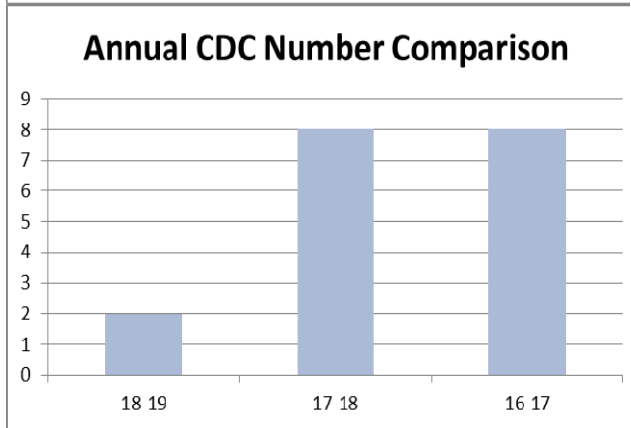
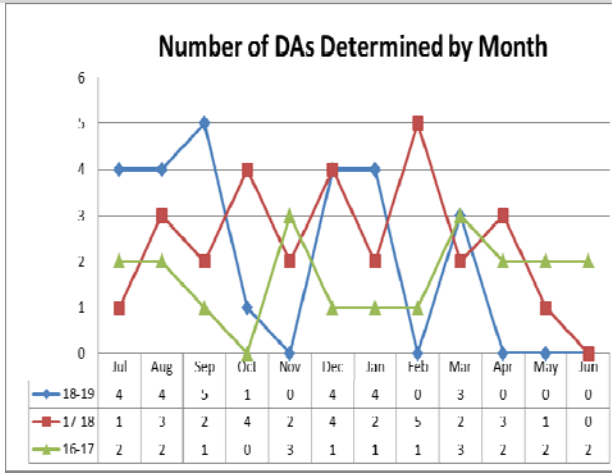
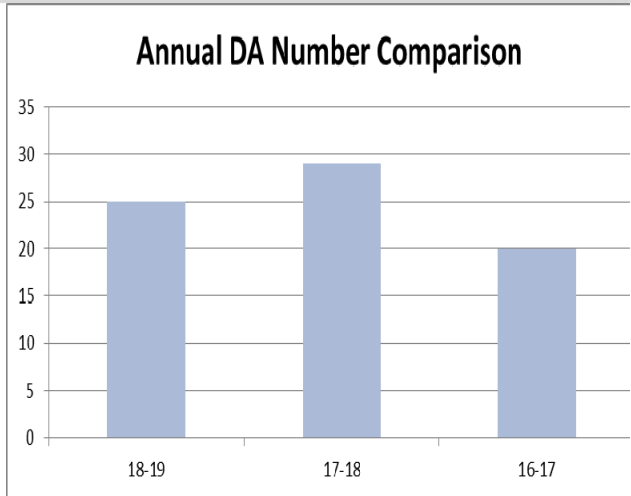
A snapshot by way of graphs has been included for information and comparative purposes of application numbers over the last 3 financial years. Further information on Determination Days will be available next month.

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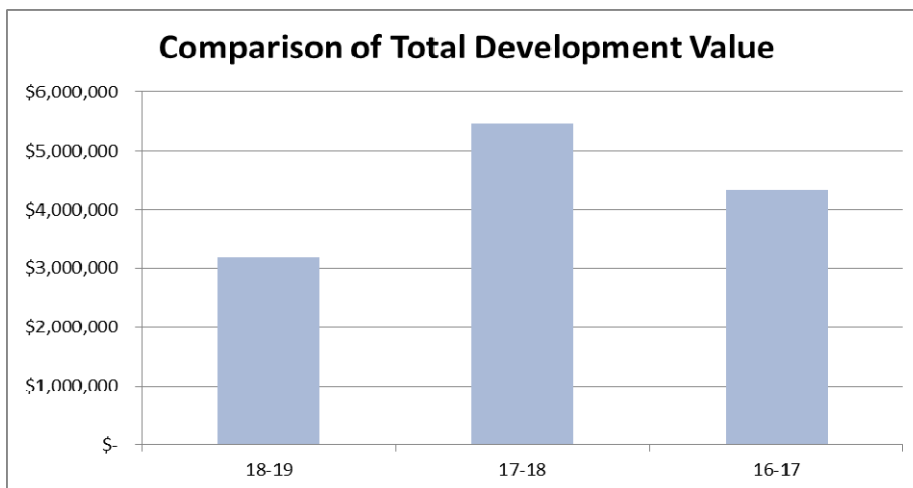
**Annual Comparison** **Monthly Comparison**



**Private Certification of Complying Development Applications are as follows:**

Year	Total Applications	Walcha Council	Private Certification
18-19 To Date	4	3	1
17-18	8	4	4
16-17	8	8	0

**Development Values**

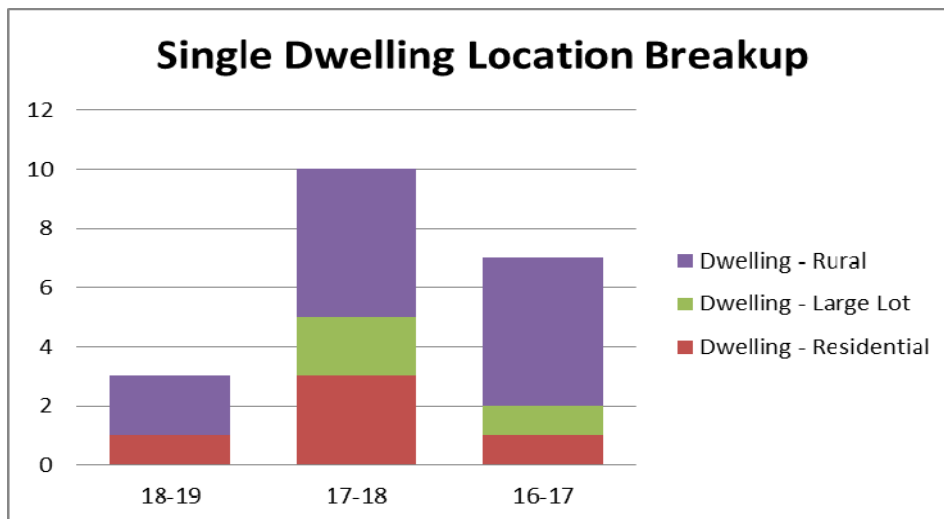
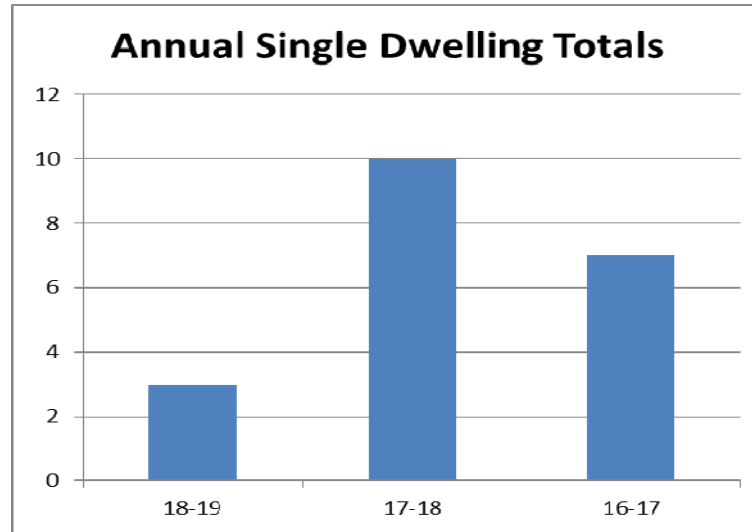


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**Total Number of Single Dwellings and Their Locations**



**Register of disclosure statements of reportable political donations and gifts in relation to planning applications or submissions**

Under section 10.4 of the *Environmental Planning and Assessment Act 1979* a person who makes a planning application to council is required to disclose the following reportable political donations and gifts (if any) made by any person with a financial interest in the application within the period commencing 2 years before the application is made and ending when the application is determined:

- a) all reportable political donations made to any local councillor of that council
- b) all gifts made to any local councillor or employee of that council.
- c) The legislation also imposes similar disclosure obligations on persons who make written submissions objecting to or supporting a relevant planning applications.

Disclosures of reportable political donations and gifts are to be made available to the public on, or in accordance with arrangements notified on a website maintained by

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Council. The disclosures are to be made available within 14 days after the disclosures are made.

Nature of Interest	Number Received 2017/2018	Number Received 2018/2019 YTD	Number Received this period
Political Gifts and Donations	0	0	0
Applicant or owner is an employee of Walcha Council or a Councillor	0	0	0
Applicant with any relationship to staff or Councillor	0	0	0

**Construction Certificates**

Section 6.3 of the *Environmental Planning and Assessment Act 1979* requires that a person must not carry out building work without a certificate. Section 6.7 of the *Environmental Planning and Assessment Act 1979* states that a construction certificate is required for the erection of a building in accordance with development consent. The construction certificate is a certificate to the effect that building work completed in accordance with specified plans and specifications or standards will comply with the requirements of the regulations.

Construction Certificates	2017/2018	2018/2019 YTD	This Period
<b>Number Issued Council</b>	5	10	2
<b>Number Issued (Private Certifier)</b>	11	5	0

**Occupation Certificates**

Section 6.3 of the *Environmental Planning and Assessment Act 1979* requires that a person must not commence the occupation or use of a building (including a change of use) without a certificate. Section 6.9 of the *Environmental Planning and Assessment Act 1979* states that an occupation certificate is required for the commencement of the occupation or use of the whole or any part of a new building, or the commencement of a change of building use for the whole or any part of an existing building. The occupation certificate is a certificate that authorises the occupation and use of a new building in accordance with development consent, or a change of building use for an existing building in accordance with a development consent.

Occupation Certificates	2017/2018	2018/2019 YTD	This Period
<b>Number Issued (Council)</b>	3	4	1
<b>Number Issued (Private Certifier)</b>	9	3	0

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**Subdivision Certificates**

Section 6.3 of the *Environmental Planning and Assessment Act 1979* requires that a person must not carry out the subdivision of land without a certificate. The subdivision certificate authorises the registration of a plan of subdivision under Part 23 of the *Conveyancing Act 1919*.

Subdivision Certificates	2017/2018	2018/2019 YTD	This Period
Number Issued	3	5	0

**Planning Certificates**

Section 10.7 Certificates are issued under the provisions of the *Environmental Planning and Assessment Act 1979*; it provides information on the relevant planning regulations which apply to any particular piece of land. It is compulsory for every property sold to be accompanied by a s10.7 Planning Certificate.

Planning Certificates	2018/2019 YTD	This Period
Number Issued	50	10

**Building Information Certificates**

Sections 6.24 – 6.26 Building Information Certificates are issued under the provisions of the *Environmental Planning and Assessment Act 1979*, it is a certificate that states that the Council will not make an order or take proceedings referred to below:

- 1) A building information certificate operates to prevent the council:
  - a) from making an order (or taking proceedings for the making of an order or injunction) under this Act or the *Local Government Act 1993* requiring the building to be repaired, demolished, altered, added to or rebuilt, and
  - b) from taking civil proceedings in relation to any encroachment by the building onto land vested in or under the control of the council,  
 in relation to matters existing or occurring before the date of issue of the certificate.
  
- 2) A building information certificate operates to prevent the council, for a period of 7 years from the date of issue of the certificate:
  - a) from making an order (or taking proceedings for the making of an order or injunction) under this Act or the *Local Government Act 1993* requiring the building to be repaired, demolished, altered, added to or rebuilt, and
  - b) from taking civil proceedings in relation to any encroachment by the building onto land vested in or under the control of the council,  
 in relation to matters arising only from the deterioration of the building as a result solely of fair wear and tear.

Building Information Certificates	2017/2018	2018/2019 YTD	This Period
Number Issued	0	1	0

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**Outstanding Notices and Orders Certificates**

Certificates as to whether there are any outstanding notices issued by the Council under the *Local Government Act 1993*, or any outstanding notices or orders in force under Schedule 5 of the *Environmental Planning and Assessment Act 1979*.

Outstanding Notices & Orders Certificates	2017/2018	2018/2019 YTD	This Period
Number Issued	12	2	0

**Critical Stage Inspections for DAs, CCs and CDCs**

Section 6.5 of the *Environmental Planning and Assessment Act 1979* requires the carrying out of inspections of building work for certifiers appointed as the principal certifying authority. Cl.143B and Cl.162A of the *Environmental Planning and Assessment Regulation 2000* denotes the critical stage inspections (the occasions on which building work must be inspected), specified below:

Compliance Inspections	2018/2019 YTD	This Period
Site inspections	31	7
Footings & slab inspections	6	1
Framework inspections	2	1
Waterproofing inspections	1	1
Stormwater inspections	2	2
Final inspections	7	1
Complaints	9	1

**Annual Fire Safety Statements**

Clause 177 of the *Environmental Planning and Assessment Regulation 2000* requires the owner of a building to which an essential (statutory) fire safety measure is applicable to provide Council with an annual fire safety statement for the building within 12 months after the date on which an annual fire safety statement was previously given. As described in clause 175 of the *Environmental Planning and Assessment Regulation 2000*, an annual fire safety statement is a statement to the effect that:

- 1) each essential fire safety measure specified in the statement has been assessed by a competent fire safety practitioner and was found, when it was assessed, to be capable of performing:
  - a) in the case of an essential fire safety measure applicable by virtue of a fire safety schedule, to a standard no less than that specified in the schedule, or
  - b) in the case of an essential fire safety measure applicable otherwise than by virtue of a fire safety schedule, to a standard no less than that to which the measure was originally designed and implemented, and
- 2) the building has been inspected by a competent fire safety practitioner and was found, when it was inspected, to be in a condition that did not disclose any grounds for a prosecution under Division 7.

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Annual Fire Safety Statements	2017/2018	2018/2019 YTD	This Period
Number received	15	1	Not Available
Number of relevant premises	Data not available at the time of the report		

**Bushfire Attack Level Certificates**

Clause 130A of the *Environmental Planning and Assessment Regulation 2000* requires a bushfire attack level assessment and determination to be issued for complying development on bushfire prone land.

BAL Certificates	2017/2018	2018/2019 YTD	This Period
Number Issued	1	0	0

**Dwelling Entitlement Information Advice**

Information to applicants under clause 4.2A of the *Walcha Local Environmental Plan 2012* as to whether a dwelling may be permitted to be erected with development consent on subject land.

Dwelling Entitlement Advice	2017/2018	2018/2019 YTD	This Period
Number Issued	8	2	0

**9.11 Environment & Regulatory**

**Section 68 Activities**

Section 68 of the Local Government Act requires the approval from Council for undertaking certain activities.

Section 68 Activity Data		
	2017/2018	2018/2019 YTD
Total Number of S68s Determined	6	9

S68 Compliance Inspections	2018/2019 YTD	This Period
Site inspections	8	3
Internal drainage inspections	1	1
External drainage inspections	6	0
Water supply work inspections	0	0
Final inspections	2	0

**Food Premises Surveillance**

Under the Food Regulation Partnership Council is appointed as an enforcement agency under the *Food Act 2003*. As an enforcement agency Council is responsible for food surveillance within the Walcha LGA and Council is required to report our food surveillance activity to the NSW Food Authority annually.

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<b>Food Premises Surveillance 2018/2019</b>						
	<b>High Risk Fixed</b>	<b>Medium Risk Fixed</b>	<b>Low Risk Fixed</b>	<b>Mobile</b>	<b>Temporary</b>	<b>TOTAL</b>
<b>Total No.</b>	22	5	5	2	5	<b>39</b>
<b>No. Primary Inspections</b>	0	0	-	0	0	<b>0</b>
<b>No. Re-inspections</b>	0	0	-	0	0	<b>0</b>
<b>No. additional Re-inspections</b>	0	0	-	0	0	<b>0</b>
<b>No. FSS Required</b>	20					<b>20</b>
<b>No. FSS Current</b>	20					<b>20</b>

**Footpath Usage Applications**

Section 125 and 126 of the *Roads Act 1993*, and section 46 of the *Local Government Act 1993* requires approval from Council for carrying out an activity or placing an item within the road reserve.

<b>Footpath Usage Approvals</b>	<b>2017/2018</b>	<b>2018/2019 YTD</b>	<b>This Period</b>
<b>Number Issued</b>	2	1	0

**Swimming Pool Inspection and Compliance**

Section 22 of the *Swimming Pools Act 1992* requires Council to develop and adopt a mandatory pool inspection program, Council must then inspect the swimming pools in accordance with the program and check the pool barriers comply with the requirements of the *Swimming Pools Act 1992*.

Properties to be sold with a pool must have:

- a) A certificate of compliance, or
- b) A relevant occupation certificate and a certificate of registration, or
- c) A certificate of non-compliance

Properties to be leased with a pool must have:

- a) A certificate of compliance, or
- b) A relevant occupation certificate and a certificate of registration

<b>Swimming Pool Compliance</b>	<b>2017/2018</b>	<b>2018/2019 YTD</b>	<b>This Period</b>
<b>Certificates of Compliance Issued</b>	0	0	0
<b>Certificates of Non-Compliance Issues</b>	0	0	0
<b>Inspections Conducted</b>	0	0	0

**Regulatory Control**

Council performs a number of regulatory functions to control and manage matters of public health and environmental concern to the community, some of these include:

- *Local Government Act 1993* e.g. overgrown land and accumulation of waste
- *Protection of the Environment Operations Act 1997* e.g. environmental pollution and noise abatement
- *NSW Road Rules 2014* e.g. vehicles and traffic on nature strip

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- *Road Transport (Vehicle and Driver Management) Act 2005* e.g. abandoned vehicles
- *Impounding Act 1993* e.g. abandoned vehicles and roaming stock

Regulatory Service	Action	2018/2019 YTD	This Period
<b>Overgrown allotment</b>	Warning	7	0
	Intention	0	0
	Order	0	0
	Penalty Notice	0	0
<b>Accumulation of waste</b>	Warning	2	1
	Intention	3	0
	Order	2	0
	Penalty Notice	0	0
<b>Keeping of animals</b>	Warning	5	1
	Intention	2	0
	Order	1	0
	Penalty Notice	0	0
<b>Vehicles and traffic on nature strip</b>	Warning	1	0
	Intention	2	0
	Order	1	0
	Penalty Notice	0	0
<b>Abandoned vehicle</b>	Warning	1	0
	Intention	0	0
	Order	0	0
	Penalty Notice	0	0
<b>Noise abatement</b>	Warning	3	2
	Intention	0	0
	Order	0	0
	Penalty Notice	0	0
<b>Environmental pollution</b>	Warning	0	0
	Intention	0	0
	Order	0	0
	Penalty Notice	0	0

**Tree Management Applications (TMAs)**

A Tree Preservation Order exists over the town of Walcha to promote the retention of trees and tree cover and to conserve as far as is practical the existing pattern of vegetation.

TMAs 2018/2019	Lodged	Approved	Refused
<b>July</b>	3	2	0
<b>August</b>	0	1	0
<b>September</b>	1	0	0
<b>October</b>	0	1	0

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<b>November</b>	4	4	0
<b>December</b>	5	5	0
<b>January</b>	2	2	0
<b>February</b>	2	2	0
<b>March</b>	0	0	0

**9.12 Animal Control**

Council encourages responsible pet ownership in the community, as well as at home. Pet owners should make sure their animals don't disturb their neighbourhood and threaten or harm any other person, pets or wildlife.

Council is required to enforce the registration laws, and the other areas of pet ownership covered by the *Companion Animals Act 1998*.

Companion Animal Registrations 2018/2019							
	Desexed	Non desexed	Pensioner (desexed)	Pound Purchase (desexed)	Recognised breeder	Working	Value \$
<b>Jul</b>	2	0	1	0	0	0	\$138
<b>Aug</b>	2	0	0	0	3	1	\$285
<b>Sep</b>	1	0	0	0	0	0	\$57
<b>Oct</b>	1	0	1	0	0	0	\$81
<b>Nov</b>	4	0	1	0	0	0	\$309
<b>Dec</b>	4	0	0	0	0	0	\$228
<b>Jan</b>	n/a	n/a	n/a	n/a	n/a	n/a	n/a
<b>Feb</b>	0	1	3	0	1	0	\$336
<b>March</b>	0	0	1	0	0	0	\$24

Companion Animal Seizures 2018/2019						
	Seized	Surrendered	Released	Rehomed	Euthanased	Stolen/Escaped
<b>Jul</b>	2	1	1	0	1	0
<b>Aug</b>	7	3	3	1	3	0
<b>Sep</b>	4	2	1	0	3	0
<b>Oct</b>	0	0	0	0	0	0
<b>Nov</b>	3	0	3	0	0	0
<b>Dec</b>	1	0	0	0	1	0
<b>Jan</b>	2	0	2	0	0	0
<b>Feb</b>	0	0	0	0	0	0
<b>March</b>	0	0	0	0	0	0

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Companion Animal Ranger Services 2018/2019				
	Dog attack investigation	Roaming dogs	Roaming cats	Barking dogs
<b>Jul</b>	0	2	0	0
<b>Aug</b>	2	3	1	0
<b>Sep</b>	0	0	0	1
<b>Oct</b>	1	2	2	2
<b>Nov</b>	1	2	0	1
<b>Dec</b>	0	3	0	1
<b>Jan</b>	0	1	2	2
<b>Feb</b>	0	1	0	1
<b>March</b>	1	2	0	2

	Caution	Dangerous Dog		Nuisance Dog		Menacing Dog		Penalty Notice
		Notice	Order	Notice	Order	Notice	Order	
<b>Jul</b>	7	0	0	0	0	0	0	0
<b>Aug</b>	0	0	0	0	0	0	0	2
<b>Sep</b>	0	0	0	0	0	0	0	0
<b>Oct</b>	1	0	0	0	0	0	0	0
<b>Nov</b>	0	0	0	0	0	0	0	0
<b>Dec</b>	0	0	0	0	0	0	0	0
<b>Jan</b>	0	0	0	0	0	0	0	0
<b>Feb</b>	0	0	0	0	0	0	0	0
<b>March</b>	0	0	0	0	0	0	0	0

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**9.13 Building and Amenity Maintenance**

Project work at Council facilities March 2019	
Project	Total
Captain Cook Sportsground Ammenities	5

Routine cleaning hours at Council facilities	
Building / Amenity	Hours (per fortnight)
Council Chambers	20
Library	5
Visitor Information Centre	5
Amenities	21
Streets	12
Depot	10
Preschool (incl. Early Intervention)	20
Landfill	3
Water Treatment Plant	2
Sewerage Treatment Plant	1.25
Aerodrome (incl. Lions Park)	2
John Oxley Sportsground	1.75
Walcha Oval	2
Squash Courts	2.5
Van	0.5
Swimming Pool (during season)	7

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# COMMUNITY SERVICES

## 9.14 Walcha Council Community Care

### Groups

March 2019

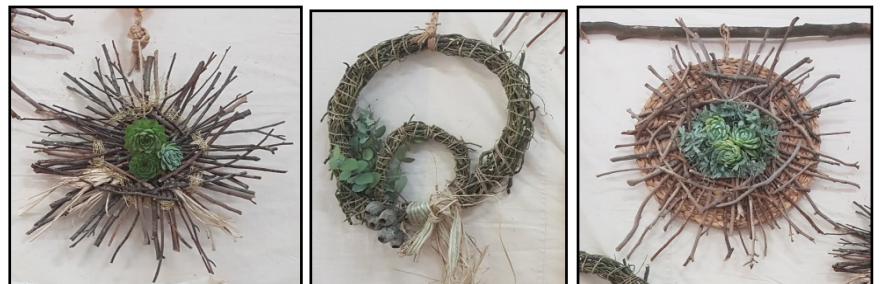
#### Women's Group and Wanderer's Group

6 March 2019 – 25 clients from the Women's Group and the Wanderer's Group attended morning tea at the Community Day Centre Rooms.

20 March 2019 – The Women's Group was cancelled due to the combined trip to Port Macquarie.

#### Craft Group:

13 March 2019 – 10 clients attended the morning tea and craft day held in the Community Day Centre Rooms. The group had a fun time creating a group project to enter into the Walcha Show Pavillion. The group were thrilled to receive a first prize for both of their entries and really enjoyed the day completing the projects together.



#### Wanderer's Group

27 March 2019 – The Wanderer's Group was cancelled due to the combined trip to Port Macquarie.

#### Men's Group

12 March 2019 – 5 gentlemen attended morning tea held in the Community Day Centre Rooms.

26 March 2019 – The Men's Group was cancelled due to the combined trip to Port Macquarie.

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**WCCC Combined Group Trip to Port Macquarie**

29 and 30 March 2019 – 23 clients attended trip to Port Macquarie. The Group left the Community Day Centre car park at 8.00am with the first stop for morning tea at Stockyard Creek picnic area halfway down the mountain. The Group later arrived at the Port City Bowling Club where the smorgasbourd lunch was enjoyed by all. The afternoon visit to the Koala Hospital and Historical Rota House was an great encounter and the tour gave us all an understanding of the commitment, care and dedication the volunteers give to the Koala Hospital.

Free time was enjoyed after booking into the accommodation at the Mid Pacific Motel, which was a fantastic central place to stay. Some of the Group appreciated the spa facilities while others ventured off for a stroll to check out the local sights close to the Motel. Pizzas were a great hit for dinner at the barbeque area along side the pool before heading over to the Glass House Theatre for the Nights entertainment. Darren Coggen did a wonderful job describing the life and the music of “Glen Campbell – The Rhinestone Cowboy”. Everyone particularly enjoyed the concert.

The following morning after a little more free time the Group met for the river cruise along the Hastings River. Although it rained during the cruise the sights and the cruise were lovely and enjoyed by all.



Doreen Murray and Elaine Murray



Sue Blomfield and Gwen Higgins



The group enjoying the Darren Coggan “Glen Campbell – Like a Rhinestone Cowboy” concert



Ethel Henry, Ida Hoy, Pat Laurie and Ollie Wall during the river cruise

George Lawrence and Eric O’Keefe



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Darren Coggen during the concert



One of the koalas during feeding time at the Koala Hospital

**Transport – March**

Medical drives – 14 clients utilized the service with 24 trips.

Access bus – 6 clients used the service making 36 trips.

Bus to Tamworth – 4 clients used the service on 29 March 2019

Bus to Armidale numbers were as follows:

- ◆ 5 March 2019 – 6 clients
- ◆ 12 March 2019 – 7 clients
- ◆ 19 March 2019 – 6 clients
- ◆ 26 March 2019 – 5 clients

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Taxi Vouchers – 19 clients used the Taxi Vouchers with Walcha Taxi Service and Walcha Community Transport with a total of 129 Taxi Vouchers returned.

**Meals on Wheels**

For March there were 12 clients who received hot main meals with 3 of those clients also receiving frozen meals for the weekend. There were 4 clients who received frozen meals. The total number of meals for the month was:

- ◆ 215 Hot meals,
- ◆ 124 frozen meals and
- ◆ 156 desserts

**Feedback, Suggestions and Complaints**

Nil to report for this month.

**Meetings and Training / Community Rooms**

14 March 2019 – Dementia Support Group meeting held at the Community Day Centre Rooms.

20 March 2019 – Goal setting and asking better questions training

21 March 2019 – Walcha Hospital Auxillary meeting held in the Community Day Centre Rooms

28 March 2019 – Walcha Support Group meeting held in the Community Day Centre Rooms

8 and 21 March 2019 – “Cuppa on Council” morning tea held in the Community Day Centre Rooms. People have attended the Friday afternoon get togethers with the aim of supporting others emotional and socially that are effected by the ongoing drought. Debby Maddocks from the Rural Assistance Authority in Armidale has been very well utilised assisting with paper work for those applying for the subsidies.

Cathy Noon  
Community Care Coordinator



**9.15 Library**

**March 2019**

Stats for March:

- |                           |                    |
|---------------------------|--------------------|
| ◆ Loans: 678              | ◆ Door count: 1014 |
| ◆ Returns: 612            | ◆ Wi-fi use: -     |
| ◆ Reservations placed: 47 | ◆ Computer use: 66 |
| ◆ New members: 5          |                    |

We have completed another two of our Tech Savvy Senior classes this month. The first one was on 7 March and the topic was ‘Introduction to Internet’. By the end of this session, participants were familiar with what the internet is and how to connect to it, how to search the web for topics of internet and how to navigate the web using the address bar, search bar, hyperlinks and the back/forward arrows.

The second workshop for this month was held on 21 March and the topic was ‘Introduction to Ipads’. This session focused on the basic features of Ipads such as turning the Ipad on and off, gestures and onscreen keyboard, how to launch apps, how to take photos, add an event to the calendar and how to browse web on the Ipad.

Our Youth Week/April school holiday program was released this month. Given that we receive funding for Youth Week and it coincides with the school holidays, we were able to offer some great activities this time, with minimal costs for parents. We do our best to be able to offer something for each age group, so I think most people will be very happy with the line up of activities. In case you are yet to see our program, here’s an overview of what will be happening:

- 2 x skateboard workshops (one for primary school age and one for high school age)
- 2 x bus trips. One to Armidale Gymnastics Centre and Cinema for 5-8 year olds and one to Tamworth Ten Pin and Cinema for kids aged 8+
- 2 x Walcha Handmade workshops (Beginners Cross Stitch and Beginners Macrame)
- Chill Out Session (for high school aged kids) with a BBQ lunch, games and snacks
- Virtual Reality and Movie Making Workshop for ages 13+
- 

I look forward to updating you on this exciting program in my next report!

You may have noticed above that I haven’t put a figure in for the wi-fi statistics. This is because there is no longer a password required to log in to the wi-fi, therefore we are unable to identify how many people are logging in. Previously people would need to collect a username and password slip off us and we would record how many were given out each day.

Madison Garrad  
Library Coordinator/Youth Worker



**9.16 Preschool**

**March 2019**

**The Building**

This month there has been more happening with the building over the past few weeks there has been a crane in to lift the steel for the deck. There has also been a cement mixer at the building site. The children are finding this less and less exciting however there are still a few keen observers.



**The Show**

This year the children made displays for the local show. The Penguin room has been reading Wombat Stew so they made a billycan with the ingredients of the stew glued onto it. The Polar Bear children painted various items of clothing and created a washing line for their display. The polar bear children also decorated arrowroot biscuits and they were all highly commended. The Penguin children did a string of beads to enter into the handicrafts section.



Zoe Herbert  
Preschool Nominated Supervisor

**RECOMMENDATION:** That items included in the Management Review Report, numbered 9.1 to 9.16 inclusive, be **NOTED** by Council.

Submitted to Council: 24 April 2019

..... General Manager ..... Mayor



Item 10:  
  
Committee  
Reports

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Submitted to Council: 24 April 2019

..... General Manager ..... Mayor



**“CREATING A NATURAL HIGH”**

2019 Rural Women’s Gathering – Walcha Organising Committee

11 March 2019

Walcha Community Hub

**MINUTES**

**Meeting open:**

Meeting declared open at 7:00pm and members welcomed by Dale Webber

**Attendances:**

Dale Webber, Chloe Hoy, Don Murchie, Anna Barwick and Karen Brown

**Apology:**

Aurora Reilly

**Reports:**

Anna Barwick presented a financial report including expenses of advertising for the Community Information Night; lanyards and pockets for ‘Friends of the Gathering’.

Anna advised that the sponsorship form will be emailed to Town and Country committee so that they can formally confirm their donation of \$5000. GST status will be investigated.

**Correspondence:**

The correspondence was read to the Committee

Additional correspondence from Glamping New England regarding their charges.

**General Business:**

Expressions of Interest have been verbally received from Mel Benson and Tracey Hoy to join the WOC. Waiting on their EOIs in writing.

Agreed that breakfasts at the Gathering should be available to partners of Delegates.

Anna will be sending a letter to Rotary (Andrew Corlette) re sponsorship.

We will need to look at security at the Gathering.

The cost of holding the Gathering at the Show Ground is \$500 per day plus power and water – which is estimated to be \$100 per day – so the approximate to be budgeted is \$2000.

Ben Mingay has confirmed his availability for the Gathering in the Bid process but he is yet to reply to an email sent to him confirming his availability. The following acts were discussed - Terra Firma, Dixie Six and Doug Jamieson. Costs will need to be investigated. It was decided that the entertainment at the Gala dinner should be a band – once the meal is completed. Chloe will look into the cost and availability of Terra Firma.

**Office space:**

The Community Hub is not an option for the office space/storage, however the office area above Graze or the old NewsPrint premises may be. Chloe will look into Graze and Dale will look into NewsPrint

**Website, Facebook and Instagram:**

The website is looking good, however, the ‘NEWS’ link isn’t working properly.

Chloe is able to maintain the website herself now and has put Walcha Handmade and Walcha Tourism on the ‘EXPLORE’ page.

Statistics for clicks and visits – 1200-1300 clicks in the first few days after the website went live.

## April 2019 Council Meeting Business Paper Page 154

Chloe will speak with Damien about how to prevent too many Delegates booking the same workshop ie automatically limiting the number of participants who can enrol in each workshop.

Registration options will be looked at eg Sticky Tickets / Try Booking, - there is a cost involved, however it would take a large stressful task away from the committee members.

There is a link from our Facebook page to the website. Facebook and Instagram are still going well thanks to Chloe posting regular updates.

### **Promotion:**

We will have a stand at the Walcha Show on Saturday with available committee members to man the stand. Karen will provide the gazebo and table and Dale will have information leaflets printed for handouts.

The roster is:

Don – set up 9 – 10am

Chloe – 10 – 1pm

Aurora – 1 – 3

Anna – 3 – 5pm

Dale – pull down at 5pm

We will also have a stand at the Walcha Markets in September. Dale to advise Markets organisers.

Ideas (publications) for contact to have our Gathering promoted –

Graziher magazine – glossy and targeted to rural women

New England Magazine – contact soon

Focus – closer to the time

Central West magazine

Sydney Morning Herald

The Land

Downtown Magazine – Tamworth – Anna to contact Anna Davis

Landline – Facebook page or on the actual show

Walcha Hospital Auxiliary are having a zone day at which Anna Barwick will speak about the Gathering. Dale and Karen have made up bags for locals and visitors - Karen to deliver to Vicki McIvor – for distribution at the zone day.

Goodie Bags for the Gathering – jute and blue as per sample supplied by Dale – Tracy to print our logo – Chloe to research stock ear tags for identification of Delegates bags at the Gathering.

### **Sponsorship:**

Invitation to Sponsor the Walcha RWG has been completed.

ANZ has been approached

Margaret Gardiner at Commonwealth and the Walcha Branch of the Regional Bank may also be options.

Confirmation of what groups are doing for 'in-kind' support – CWA, Hospital Auxiliary, Rotary, Town and Country, and others – sponsorship letters to be sent to these groups. Letter already sent to Quota and Lions.

### **Stallholders:**

The question was raised as to whether Stall holders must have their own insurance? Dale will request the information from the Council.

Open stalls up to the public on Saturday – for a number of hours.

**Merimbula Survey Results:**

Carried over for discussion at next meeting.

**Workshops:**

Workshops form – from Merimbula – being provided by RWN. Dale to follow up and then to forward it to Aurora.

Chloe will prepare letters to venues – re workshops.

Letters to workshop facilitators advising them where they'll be to be sent out in due course.

Chloe to do a spreadsheet with all information (ie workshop and location).

**Pop Up Art Show**

Linda Lockyer is organising this and it will be held in the Youth Hall at the Show Ground. Linda is liaising with Leanne Natty regarding the quilting display which will also be in the Youth Hall, along with other stalls. It was suggested that stall holders have a table with tablecloth and skirt, around the sides of the hall with the Art Show in the middle of the hall.

A meeting will be held, after the Show, with Linda Lockyer, Dale, Chloe and Karen re pop up art show

Look at [www.lindalockyerart.com](http://www.lindalockyerart.com) website to see black stands from

Bonny Hills Art Society - \$10 each for the stands and there are 30 of them. Uralla Rotary Club has a big art show coming up.

The cost to each artist for their installation \$50 each for the weekend

Indigenous art to be included

**Schedule for Stalls/ Art Show**

Friday and Sunday – half days

Saturday – whole day

Flat fee for whole weekend – Two half days and one full day.

Stall holder fees - \$30 for day and \$50 for weekend

**WOC Email Addresses:**

Email to be set up for Don as co-ordinator for the Partners Program

**Community Information Night:**

Expressions of Interest received:

*Committee members:*

Mel Benson

Tracey Hoy

*Home hosts:*

Ann Young

Clem O'Gorman

Linda Lockyer

Numerous local people have offered to help – without putting in expressions of interest

**Catering:**

Chloe has offered to take on the co-ordination of catering tentatively.

Friday night at Langford will be sponsored by Town and Country and it was suggested that possibly Marta could cater some dishes - including lamb, beef, chicken and vegetarian stations.

Other suggestions:

Pork – Damien Timms

Graze – Thai beef salad

## **April 2019 Council Meeting Business Paper Page 156**

Chloe also looking into Dales Downtown Meats catering as well as Geebung's Caterer.

### **Other Business:**

It is proposed that the program, speakers, catering, in-kind, entertainment, workshops (as best as possible) and stalls have all been confirmed by the May WOC meeting.

Workshop update has been sent to the Network. They have a list of contacts for possible workshops who regularly attend Gatherings. We will be sending out, through social media, an Expression of Interest for stall holders.

Rural Women's Network will have a stall at the Show Grounds – they have their Story Pod available for Delegates. Dale has sought further information on this from the RWN.

Liquor licence: this is in limbo at the moment, pending a reply from Walcha Council. Chloe will write to Mr Marshall at Langford to confirm the use of Langford and service of alcohol.

Don has volunteered to take on co-ordinating the Partners Program.

Chris Wyatt has an excellent proposal for any weather, with the possibility of doing the star show on the Sunday night as well, for any Delegates who are staying on in Walcha after the RWG.

Workshop form will be given to Chris and also to Europambela, in a slightly different format.

Bernie Brady's partner's program workshop is subject to availability

Committee uniform – next meeting – white pants looked nice – sea foam shirts.

### **Next meeting:**

Monday 8 April 2019.

### **Meeting closed:**

9:45pm

# Walcha Council Youth Advisory Committee Meeting



Held on

Tuesday, 26 March 2019

at

2.00pm

at

Walcha Central School Library

**PRESENT:**

Clr Rachael Wellings – Chairperson, Karen Kermode – Community Services Manager, Sam Swain, Thea Dunn, Oliver Grieg, Darcy Macpherson, Bateson Pittman, Abigail van Eyk, Tahlia Bird, Ella Luchich, Annie Crossman, Tayla Carter, Ashleigh Wall and Thomas Micallef .

**IN ATTENDANCE:**

Simon Warden (Walcha Central School teacher), Karen Barnes (Walcha Central School Youth Worker) Belinda Burton (St Patrick’s School Acting Principal).

**1. APOLOGIES:**

Madison Garrad (Library/Youth Worker).

Committee Minutes



**2. MINUTES OF PREVIOUS MEETING HELD 14 DECEMBER 2018:**

Councillor Wellings welcomed the new Committee Members and asked everyone to introduce themselves. She then read out the minutes of the previous Youth Advisory Committee.

It was agreed that the minutes were a true and accurate record of the meeting. Moved Abigail Van Eyk, Seconded Bateson Pitman.

**3. BUSINESS ARISING**

**3.1 Summary of past holiday programs**

Councillor Wellings read out the holiday program activities held over the last SIX months. She explained that we try to have a range of activities for all for all ages and genders, however sometimes it is subject to availability. The pool party / dive in movie was very popular with most members attending.

**3.2 Job Ready Workshop**

The Community Services Manger informed the Committee that Walcha Central School is very interested in hosting these workshops during school time. There is a possibility of running these workshops as a pilot program to see if they would be successful in more schools in the area. She will follow up with the school to see if they have made any further progress.

**4. GENERAL BUSINESS**

**4.1 Youth Opportunities Grant**

The Community Services Manager talked about the Youth Opportunities Grant and explained that the main aspects of the grant are youth inclusion and for it to be youth driven. The Youth Worker explained that the previous grant applications have been unsuccessful as the ideas weren't youth driven.

At the last meeting expanding the current wellbeing Week and Festival Friday run by the Central school was discussed. Festival Friday was especially youth driven and led and could be a good fit for the grant. The Community Services Manager will find out if expanding a current activity is eligible for funding.

There was no decision made on forming a separate committee for the Youth Opportunities Grant, however Wellbeing Week and Festival Friday currently have an organising team.



#### **4.2 Youth Week 2019 and April school holiday program**

- ◆ 2 x skateboard workshops (1 each for primary & secondary age groups)
- ◆ Bus trip to Tamworth – ten pin bowling and cinema
- ◆ Macrame/Felting workshop at Walcha Handmade
- ◆ Bus trip to Armidale – Armidale Gymnastics Centre and Cinema (ages 5 to 8)
- ◆ Cross stitch workshop at Walcha Handmade
- ◆ Central Northern Regional library – activity to be advised

Further suggestions were made for the older teen demographic and included:

- ◆ “Hangout” for teens to catch up with their friends during the holidays. BBQ lunch would encourage attendance.
- ◆ Trivia night during winter months
- ◆ Movie night with a “M” rating for older children and families
- ◆ Winter multi-player computer games afternoons – BYO devices. The school computer lab is a possibility as a venue.

Additional general suggestions were:

- ◆ Winter “drive in movie” night
- ◆ Indoor games afternoon ie board games, computer games finishing with a fireworks display
- ◆ Inflatable world style activities
- ◆ More indoor winter activities
- ◆ More sports ie touch football day, rugby/netball workshops

#### **4.3 Business without notice**

Councillor Wellings informed the Committee that Gemma King a local artist is looking for some feedback for a mural she is planning to paint at the skate park. She wants to know if bright, or dark colours are preferred, and also if pictures or patterns are preferred. There was support for all options, however bright colours, and a mix of pictures and patterns were most popular choices.

**THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 2.50PM.**



# Walcha Council Aboriginal Advisory Committee Meeting

held on

Thursday, 28 March 2019

at

10:15am

at

Walcha Council Chambers

**PRESENT:**

Clr Eric Noakes (Chairperson), Clr Clint Lyon, Jack O'Hara, Mark Davies and Karen Bloomfield.

**1. APOLOGIES:**

Russell Morris, Gary Bloomfield, Katrina Bloomfield, Gary Towney, Raggae Towney, Sue Green and Tyler Stackman.

The Committee **RESOLVED** on the Motion of Davies and Lyon that the apologies be accepted.

MINUTES





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**2. MINUTES OF THE PREVIOUS MEETING:**

The Minutes from the Inaugural Meeting held on Thursday, 31 August 2017 were CONFIRMED.

**3. BUSINESS ARISING**

**3.1 Flag Pole**

The General Manager advised the Meeting that the flag pole will be installed in May. It was agreed that the initial raising of the flag should be held on Council Meeting Day.

**3.2 Signage at entrances of the Shire**

The General Manager advised that the signs have no budget at this stage but will be included in next years financial budget. A first rough draft of the sign was circulated at the Meeting for feedback prior to the next meeting, and is attached to these minutes. It is noted that the correct spelling of Dunghutti.

**4. GENERAL BUSINESS**

**4.1 Welcome to Country**

The Committee RECOMMENDED to Council that at any Council function where a *Welcome to Country* is to be included in the program that Council liaise with the Amaroo Local Aboriginal Land Council to ensure a suitable person performs the *Welcome to Country* and protocols are followed appropriately.

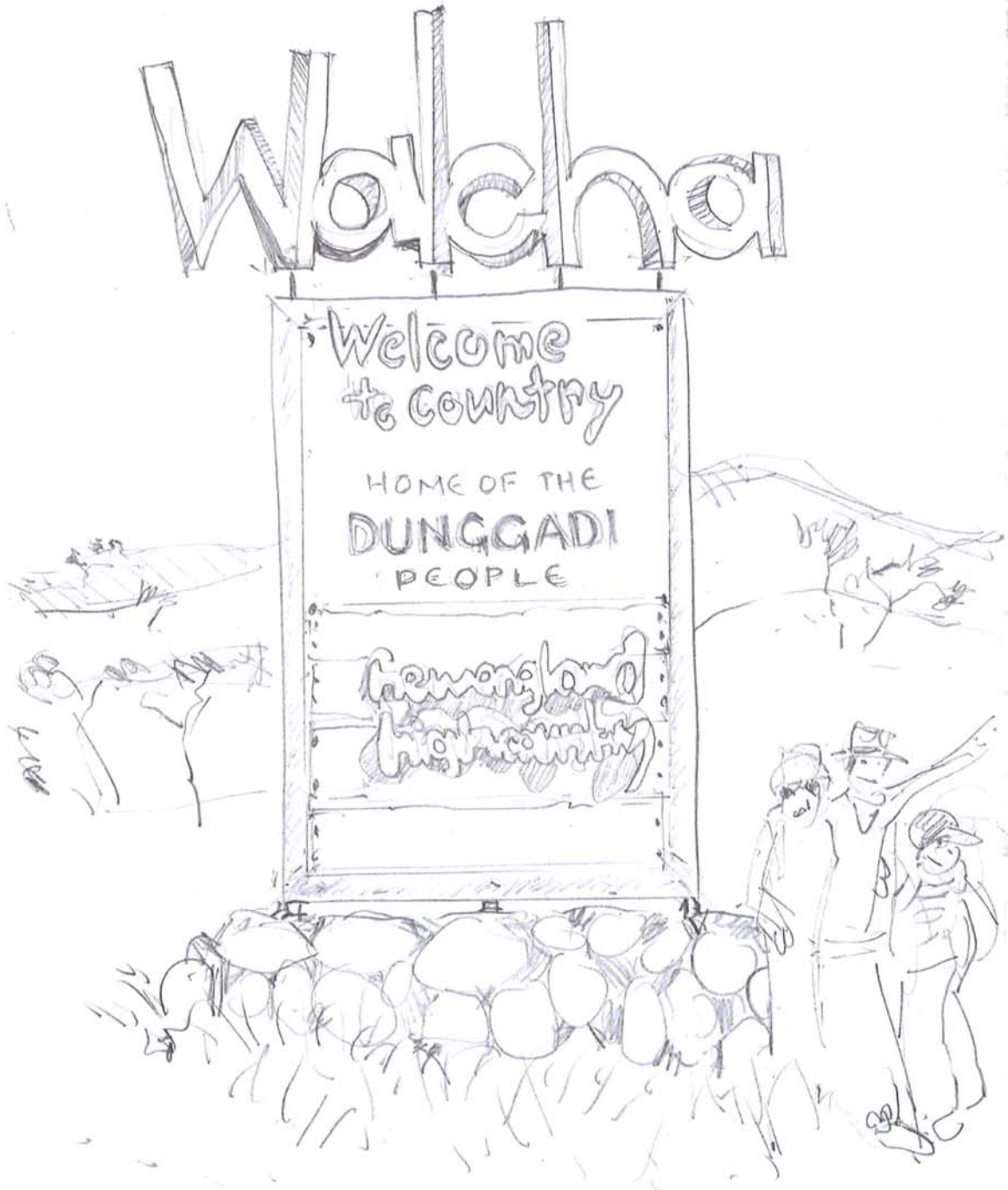
**4.2 NAIDOC Week – 7 to 14 July 2019**

Mark Davies requested that Council provide a representative for the NAIDOC Committee. The General Manager agreed to be the Council representative on this committee. It was also suggested the renaming ceremony of the Shirley Davison bridge be held as a part of the NAIDOC Week celebrations.

**5. NEXT MEETING**

17 July 2019 at 10:00am.

**THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 10:35AM.**





# Walcha Council Community Care Advisory Committee



Minutes of meeting held on

Monday, 8 April 2019

Commencing 2.05pm

Community Care Office  
11s Middle St, Walcha

Members:

Clr Kevin Ferrier

Manager Community Services – Karen Kermode

Community Care Coordinator – Cathy Noon

ATSI Community Care Coordinator – Elaine Bartholomew

Meals on Wheels Provider – Richard Williams (Apsley Riverview)

Independent Community Care Service Provider – Debra Sweeney

Community Representatives – Ron Denham, Sue Reardon, Syreene Kitchener,  
Pat Laurie and Davina Young.

Quorum – 6 Members to be Present

Function of the Committee:

To advise Council on policy matters and strategic issues regarding the management of Walcha Council Community Care.

The Committee is to function under the relevant provisions of the *Local Government Act 1993* and Council's Section 355 Committees Policy.

Committee Minutes



**PRESENT:**

Clr Kevin Ferrier (Chair), Ron Denham, Pat Laurie, Syreene Kitchener, Cathy Noon (Community Care Coordinator), Elaine Bartholomew (Community Care ATSI Officer) and Karen Kermode (Community Services Manager).

**1. APOLOGIES:**

Sue Reardon and Davina Young.

**2. CONFIRMATION OF MEETING MINUTES HELD ON MONDAY 10 DECEMBER 2018**

**RESOLVED:** On the motion of Denham and Laurie that the Minutes of the Walcha Council Community Care Advisory Committee Meeting held on 10 December 2018 copies of which have been distributed to all members, be taken as read and confirmed a true record.

**3. Business Arising**

3.1 The disabled car parks have been marked, however they are just a standard park size. The Community Services Manager will discuss this with the Director - Engineering Services to see if a solution has been found.

**4. Community Care Coordinator Report – February 2019**

The Community Care Coordinator reports from February 2019 were presented to the Committee (Attachment 1).

**5. ATSI Community Care Officer Report – February 2019**

The Wanderers group report was included in the Co-ordinators report.

**6. Feedback and Complaints**

Feedback and complaints received has been included in the Community Care Coordinator’s report. Feedback has been received for the Seniors Week celebration, tour of storm damage trip, and the overnight trip to Port Macquarie.

**7. General Business**

**7.1 Council Delivery Plan**

Council reviews its Delivery Plan annually. Items that are directly related to the Walcha Council Community Care operations are:

<b>Provide and support WCCC.</b>	5.1.1.1.1	Provide community aged care services appropriate for the community.
	5.1.1.1.2	Maintain the Community Care groups.



8 April 2019

WO/2019/0726

As a part of reviewing our services we require input from our Advisory Committee about the current services on offer referencing the above items. This input is the main focus of our Advisory Committee. Give some thought to the current aged care services that we provide, and the social groups that we run. Are they adequate? Are they still relevant to our community? Should we look at changing what we are doing? Do people have needs that are not being met?

Our CHSP funding allows us to offer supports to people over 65 who have been assessed and referred to us. We are free to decide what those supports look like as long as they fall within the funded areas. The funding is for:

- Individual Support
- Group Social Support
- Transport
- Meals on Wheels

The Community Care Coordinator explained that we are looking at offering some new and interesting groups. Numbers are being taken for a gentle exercise group, cards group, still life painting group, and interest is being sought for cooking, language and dancing groups. The idea is to have something new and fresh that may attract new members to become involved. Advertising will let people know that these are new groups, which may help with people feeling anxious about joining in a long established group.

Monthly day trips have been put on hold in order to test out holding 3 overnight trips per year. The idea being that an overnight trip offers something that most people won't be able to do on their own, and it also allows us to travel further afield. The first trip has already happened and everyone enjoyed the experience at Port Macquarie.

The Aboriginal Wanderers Group currently has only 2 regular attendees. Discussions were held with these people about changing the groups focus to craft activities. Both people were very happy with this idea, and the craft group is open to everyone, not just Aboriginal people. The first group craft projects were entered in the Walcha Show receiving first prize.

The My Aged Care gateway to accessing our services is seen as holding back the expansion of the groups. Many people over 65 might be interested in joining a group, but are put off by the need to have an in-home assessment about their care needs. Social group support is not "care". It is an opportunity for people who may be lonely or bored to have some social interaction with others.

During the week it was announced that our CHSP funding has been extended for a further 2 years, meaning our funding is secure until 30 June 2022.



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**7.2 Community Planning Day**

We will be having a community planning day on Friday 12 July focusing on wellness and reablement of older persons in the community. The New England Sector Support Team (NESST) will be involved in this planning day.

Wellness and reablement is the new focus of the Federal Government, introducing it in the new Aged Care Quality Standards, and requiring all services to report on how they are ensuring it is a focus. Having NESST facilitate this planning day will bring the collective knowledge from the region and combine it with the needs and wishes of our community. We welcome your input and feedback into this planning day.

The focus questions are:

- What does wellness mean to you?
- How can we help to build wellness in the community?

Pat Laurie said that to her wellness means keeping healthy, being involved in activities and the community, keeping her mind active to help ward off dementia.

Ron Denham said that to help build wellness in the community could involve personally reaching out and inviting people along to attend groups, rather than relying on flyers and advertisements.

**8. Next Meeting**

No future meeting dates were set. There being no further business the Chair declared the meeting closed at 3.05pm.

**CONFIRMED** \_\_\_\_\_ **(Signed)**

**Date:** \_\_\_ / \_\_\_ / \_\_\_ **Chairperson**



8 April 2019

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## Attachment 4.1

### Community Care Coordinator Report February 2019

#### Groups

##### **Women's Group and Wanderer's Group**

6 February 2019 – 26 clients from the Women's Group and the Wanderer's Group attended morning tea at the Community Day Centre Rooms. The guest speaker for the day was Michela Beal, Community Liaison Coordinator for NSW Fair Trading. Michela spoke to the group about types of scams, how to identify if they are being targeted in a scam, consumer rights guarantees when you buy goods or services and they either break, don't work or do not perform how you expected it to. Michela also informed the ladies about the process involved if they need to lodge a complaint with Fair Trading.

20 February 2019 - 10 ladies attended the Women's and Wanderer's Group trip to Tamworth. The ladies had a lovely day together at the movie "Storm Boy" and lunch at the Ex-Services Club.

##### **Men's Group:**

12 February 2019 – 8 gentlemen attended morning tea held in the Community Day Centre Rooms. The group had a lovely morning catching up after the New Year break.

26 February 2019 – 16 gentlemen attended the trip along Hurricane Gully Road and Campfire Road to visit the areas where the pre Christmas storm caused a huge amount of destruction. The group were astounded at the damage still evident in the paddocks and were very appreciative of John and Jeanette Wark providing a personal tour of their property to see the damage caused. The group then travelled on to "MoonMoot" where Margie and David Carter hosted lunch in their garden.

##### **13 February 2019 – Senior's Week Festival**

The Senior's Week Festival for 2019 was the "Aussie Bush Bash", held at the Walcha Bowling Club on Wednesday 13 February. The event was attended by around 85 seniors with a variety of entertainment provided by bush poet Bill Kearns, our local Sing Australia Group and other local entertainers. Di Byrnes cooked an amazing aussie barbeque smorgasbord. Walcha Mayor, Eric Noakes, opened the Senior's Week Festival in Walcha and welcomed everyone to the event. Aboriginal Elder, Syreene Kitchener also did a Welcome to Country. The day was a great success with lots of fun and laughter to be had.

##### **Transport – February**

Medical drives – 17 clients utilized the service with 26 trips.

Access bus – 6 clients used the service making 35 trips.

Bus to Tamworth – 3 clients used the service on 22 February 2019

Bus to Armidale numbers for February were as follows:

- ◆ 5 February 2019 – 9 clients
- ◆ 12 February 2019 – 5 clients
- ◆ 19 February 2019 – 6 clients
- ◆ 26 February 2019 – 8 clients

Taxi Vouchers – 13 clients used the Taxi Vouchers with Walcha Taxi Service and Walcha Community Transport in February with a total of 117 Taxi trips returned.



8 April 2019

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### **Meals on Wheels**

For February there were 16 clients who received hot main meals with 4 of those clients also receiving frozen meals for the weekend. There were 5 clients who received frozen meals. The total number of meals for the month of February was:

- ◆ 203 Hot meals,
- ◆ 128 frozen meals and
- ◆ 152 desserts

### **Feedback, Suggestions and Complaints**

Feedback was provided about the Senior's Week Festival event in Walcha held on 13 February 2019:

- ◆ The Aussie Bush Bash for Senior's week was fabulous. Thank you for the wonderful table and venue decorations with gum leaves and gum nuts etc. It looked great. The stage looked fabulous, the food was good as was the company. The entertainment made me laugh til I cried. It was good for my soul!!
- ◆ Senior's Week was a fantastic day. Lovely food and good company. The poet was excellent and a great day all round.
- ◆ I really enjoyed the Senior's week day at the Bowling club with the bush poet as the entertainment.
- ◆ The whole day was great. The poet was amazing and so entertaining. All the singers were very good, lets do it again!!!
- ◆ I enjoyed the company and also the story telling. All up it was a terrific day!!

### **Meetings and Training / Community Rooms**

14 February 2019 – Dementia Support Group meeting held at the Community Day Centre Rooms.





# Walcha Council Audit, Risk & Improvement Committee Meeting

held on

Tuesday, 9 April 2019

at

2:45pm

at

Walcha Council Chambers

**PRESENT:**

Clr Clint Lyon; Mr Michael O'Connor - Independent External Member; Mr An  
- Independent External Member; Mrs Deborah Creed - Independent External M

**IN ATTENDANCE**

Mr Jack O'Hara - General Manager; Mrs Rose Strobel - Chief Financial Officer  
Mr Eric Noakes – Mayor; Mr Jacob Sauer – Audit Manager, Forsyths

**1. APOLOGIES:**

Clr Scott Kermode

MINUTES



**2. MINUTES OF THE PREVIOUS MEETING:**

This Meeting is the inaugural meeting and therefore there are no previous minutes.

**3. BUSINESS ARISING**

There is no business arising.

**4. GENERAL BUSINESS**

**4.1 Welcome**

The Mayor welcomed the Committee to the inaugural meeting of the Audit Risk & Improvement Committee and expressed appreciation for the invitation to meet the members and to observe the meeting.

**4.2 Election of ARIC Chair**

Nominations from the Independent Members were called for the position of Chair.

It was **MOVED** Mrs D Creed and **Seconded** Clr Lyon that Mr M O'Connor be nominated for the position of Committee Chair. There being no other nominations, Mr O'Connor accepted the nomination and was elected.

Mr O'Connor then introduced himself to the Committee and outlined his background and invited the other Independent Members, Mr Locke and Mrs Creed to do the same.

**4.3 Presentation by Forsyths**

Mr J Sauer, representing the NSW Audit Office introduced himself and explained his role in the external audit process. Mr Sauer presented the Audit Management Letter year ending June 2018 and the Annual Engagement Plan year ending June 2019 and answered questions from the Committee.

**4.4 Review of Internal Audit Charter**

There was some discussion of the draft internal audit charter. Ms Creed and Mr O'Connor have some suggested amendments and Mrs Creed will provide some suggestions to Mrs Strobel.

**4.5 Other Business**

**4.5.1** The Committee have requested to review the Expression of Interest for Internal Audit before it is sent out.

**4.5.2** Mrs Strobel is to arrange Engagement Letters for the Independent Members of the Committee.



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4.5.3 The Chair has requested the following policies to review before the next meeting:

- ✚ Fraud Policy
- ✚ Whistle Blowers Policy
- ✚ Staff Selection & Orientation Policy

**5. NEXT MEETING**

The next meeting will be held early to mid September to review the Audited Financial Statements. Date to be advised.

**THERE BEING NO FURTHER BUSINESS THE CHAIR DECLARED THE MEETING CLOSED AT 4:15PM.**



# Item 11:

# Delegate Reports

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Submitted to Council: 24 April 2019

..... General Manager ..... Mayor

**MINUTES OF THE ORDINARY MEETING OF THE NEW ENGLAND TABLELANDS (NOXIOUS PLANTS) COUNTY COUNCIL HELD IN THE ARMIDALE OFFICE, 129 RUSDEN STREET, ARMIDALE ON TUESDAY, 19 FEBRUARY 2019 COMMENCING AT 8:30AM.**

**PRESENT:** Councillor M Dusting - Chairperson, Councillor S Kermode Councillor A Murat Councillor J Galletly and Councillor L Martin.

**IN ATTENDANCE:** General Manager Mr J Duggan and Senior Weeds Officer Mr J Browning.

**APOLOGIES:** Nil

**DECLARATIONS OF INTEREST**

There were no declarations of interest.

**CONFIRMATION OF MINUTES OF THE ORDINARY MEETING HELD ON TUESDAY 16 OCTOBER 2019.**

**1/19 RESOLVED** on the motion of Councillors Murat and Martin that the Minutes of the Ordinary Meeting of the New England Tablelands (Noxious Plants) County Council held on 16 October 2018, copies of which have been distributed to all members, are taken as read and confirmed a true record.

**BUSINESS ARISING FROM THE MINUTES OF THE ORDINARY MEETING HELD ON TUESDAY 16 OCTOBER 2018.**

There were no matters arising.

**CHAIRMAN'S REPORT**

As this is the first meeting of the new year, let me wish all our Councillors and staff a very happy and prosperous new year.

During October last year I had the opportunity to represent Council at the Local Government Annual Conference in Albury. It was good to hear from the Minister for Local Government and other dignitaries. Some of the interesting motions sought to extend the term of a County Council Chair to 2 years, and to increase funding for the implementation of the Biosecurity act 2015.

I attended the joint meeting of NTRWC and NWRWC at Lake Keepit in November. It is dryer now than when we were there. I also attended the meeting of the NTRWC on Feb 5 and we raised an issue to the state weeds committee that we do not want administrative and reporting requirements to take away from on-ground works.

We have also been advised that our WAP funding will increase this year by 7.5%. A detailed report is included in the agenda.

The drought continues to be problematic for our communities and the need for ongoing rain intensifies. I am experiencing very few complaints about our activities and the job we are doing so I want to thank the councillors and staff for a job well done.

**1. NORTHERN TABLELANDS NSW WEEDS ACTION PROGRAM 2015-2020  
SUB-REGIONAL PROGRAM-FUNDING DEED CONTRACT FOR  
REGIONAL SERVICES (ITEM 7.1.1)**

**2/19 RESOLVED** on the motion of Councillors Galletly and Kermode that the report on the Funding Deed Contract NT00590 between the Northern Tablelands Local Land Services and Council for the provision of regional Coordination Services on behalf of the Northern Tablelands Local Land Services under the Northern Tablelands NSW Weeds Action Program 1520 Regional Sub-Program for the financial year 2018/19 be received and noted.

**2. STATECOVER WORKERS COMPENSATION AND WORK HEALTH &  
SAFETY ANNUAL REPORT (ITEM 7.1.2)**

**3/19 RESOLVED** on the motion of Councillors Martin and Kermode that the report on the 2017/18 Workers Compensation and Work Health and Safety Annual Report, the Work Health and Safety Incentive Program be received and noted.

**3. GRIEVANCE POLICY (ITEM 7.1.3)**

**4/19 RESOLVED** on the motion of Councillors Galletly and Murat that the NEWA Grievance Policy No: 01/19, as attached to the report, be adopted.

**4. CODE OF CONDUCT (ITEM 7.1.4)**

**5/19 RESOLVED** on the motion of Councillors Kermode and Galletly that:

1. That Council adopt the New England Weeds Authority Code of Conduct and the Procedures for the Administration of the New England Weeds Authority Code of Conduct, as attached to the report.
2. That Council appoint the Project/Admin Officer as Complaints Coordinator.
3. That Council adopt the following persons as its conduct review panel.

- Monica Kelly, Prevention Partners NSW  
0438 280 621

- [enquiry@preventionpartnersnsw.com](mailto:enquiry@preventionpartnersnsw.com)

- Kath Roach, SINC Solutions Pty Ltd  
0414 193 755

- [solutions@sincolutions.com.au](mailto:solutions@sincolutions.com.au)

- Linda Pettersen, Linda Pettersen Consulting Pty Ltd  
0413 552 155

[linda.petterson@iinet.net.au](mailto:linda.petterson@iinet.net.au)

• Emma Broomfield, Locale Consulting  
0421 180 881

[emma@localeconsulting.com.au](mailto:emma@localeconsulting.com.au)

• Belinda Nolan, Pinnacle Integrity  
0419 472 133

[b.nolan@pinnacleintegrity.com.au](mailto:b.nolan@pinnacleintegrity.com.au)

• Shane White, Pinnacle Integrity  
0439 485 428

[s.white@pinnacleintegrity.com.au](mailto:s.white@pinnacleintegrity.com.au)

• Andrew Hedges, LKA Group Pty Ltd  
1300 139 321

[sydney@lkagroup.com.au](mailto:sydney@lkagroup.com.au)

• Greg Wright, Wright Associates  
0418 225 027

[greg.wright@wrightassociates.com.au](mailto:greg.wright@wrightassociates.com.au)

#### **5. ENTERPRISE RISK MANAGEMENT STRATEGY REVIEW (ITEM 7.1.5)**

**5/19 RESOLVED** on the motion of Councillors Murat and Kermode:

1. That the report on the review of the NEWA Risk Management Policy and Strategy, including the updated Risk Register be received and noted.
2. That Council adopt the NEWA Risk Management Policy 02/19, as attached to the report.
3. That Council reaffirm the NEWA Risk Management Strategy, as attached to the report.

#### **6. DELIVERY PROGRAM PROGRESS REPORT (ITEM 7.1.6)**

**6/19 RESOLVED** on the motion of Councillors Martin and Murat that the report on the 6 monthly progress of the Principal Activities under Council's Delivery Plan 2018-2021 to 31 December 2018 be received and noted.

#### **7. PUBLIC INTEREST DISCLOSURES REPORT (ITEM 7.1.7)**

**7/19 RESOLVED** on the motion of Councillors Murat and Martin:

1. That the six- monthly report on Council's compliance with their obligations under the Public Interest Disclosures Act 1994 be received and noted.
2. That a copy of the report be forwarded to the NSW Ombudsman.

#### **8. AUDIT AND RISK COMMITTEE (ITEM 7.1.8)**

**8/19 RESOLVED** on the motion of Councillors Galletly and Kermode:

1. That Council adopt the New England Tablelands County Council Audit & Risk Committee Charter, as attached to the report.
2. That Council adopt the minutes of the Audit and Risk Committee.

**8. INVESTED FUNDS REPORT (ITEM 7.2.1)**

**9/19 RESOLVED** on the motion of Councillors Murat and Galletly that:

1. The report indicating Council's Fund Management position be received and noted.
2. The Certificate of the Responsible Accounting Officer be noted and the report adopted.

**9. DECEMBER 2018 QUARTERLY BUDGET REVIEW (ITEM 7.2.2)**

**10/19 RESOLVED** on the motion of Councillors Martin and Galletly that Council adopt the December 2018 Quarterly Budget Review and approve the Budget variations.

**10. 2018/2019 WEEDS ACTION PROGRAM (ITEM 7.3.1)**

**11/19 RESOLVED** on the motion of Councillors Murat and Martin that the report on the 2018/2019 Weeds Action Program be received and noted.

**11. MATTERS OF URGENCY –**

**MEMBERSHIP OF A JOINT ORGANISATION**

**12/19 RESOLVED** on the motion of Councillors Murat and Kermode that NEWA as a County Council write to the New England Joint Organisation requesting the cost of joining and what Council needs to do should it consider membership.

**NEXT MEETING:**

The next meeting will be held on Tuesday, 16<sup>th</sup> April 2019 at 8.30 am. Councillor Kermode indicated he will be an apology.

**THERE BEING NO FURTHER BUSINESS THE CHAIR DECLARED THE MEETING CLOSED AT 9:15 AM.**



**Minutes of the WALCHA & DISTRICT HISTORICAL SOCIETY Inc**  
**Held in the Caretakers Cottage at the Museum**  
**Saturday 23<sup>rd</sup> February at 1pm**

**Welcome** –Kate welcomed everyone to the first meeting for the New Year, she thanked all the workers from the working bee today, who cleaned out the tool shed, and those who have worked at the Museum since the last meeting.

**PRESENT** –Kate Hoy, Kerry Dickson, Jane & Ron Morrison, Truda Newman, Denis Cooke, Bob & Pam Walsh, Vic & Sandra Galvin, Lloyd Levingston and Bob Burnell.

**APOLOGIES** –Nerida & Bevis Hoy, Jan & Don Murchie, Carolyn & David Salter, Lyn Burnell, Vicki & Peter McIvor, Ruth Inall  
Moved Denis Cooke, 2<sup>nd</sup> Ron Morrison, that the apologies be accepted c/d

**MINUTES** – of the November meeting, having been previously circulated, were taken as read.  
Moved Jane Morrison, 2<sup>nd</sup> Kerry Dickson, that the minutes of 24 November were a true and correct record. c/d

**BUSINESS ARISING:**

1. The Australia Day Display was again a great show, we had a lot of compliments on the day for the display and the appearance of the Museum Complex.
2. The Meet the Author at the Library was well attended approx. 20 people and all agreed it was a very good afternoon and Rob Tickle was extremely interesting. Thanks to Nerida for arranging it and to Nerida and Jane for the supper.
3. The plane parts currently in the hanger were questioned by Lloyd, we received them from Jed (our new constable) on advice from David Salter, they are the frame of a plane similar to ours and David will work them up to a display, all are happy with this.

**CORRESPONDENCE:**

Moved Jane & 2<sup>nd</sup> Pam Walsh that the correspondence be dealt with as read. C/d

1. An email from Nerida thanking everyone who attended the Meet the Author.
2. An email from Cancy Chu, University of Melbourne for us to participate in a survey on Managing Plastics in Archives, not really relevant to us.
3. A notice from the Rural Women's Gathering, re the Public Meeting on 25<sup>th</sup> Feb at the Bowling Club.
4. A notice from Essential Energy, re the planned power outage on 4<sup>th</sup> March at 11pm.
5. An email from Stonestreet Coaches, re a possible group 29 May of 30 + 2.
6. An email from NSW police Lawyer Gia Ghazi for information on the building at 55N Derby St, the police residence. The email was verified by DS Matthew Harmer (Jane's son) as being genuine. Jane took the email to Anthony Smith (Our Sargent) who rang her and the matter is being dealt with internally.
7. An Email from Betty Foran from QLD re the Gray & Doyle Family Reunion requesting it be put up on our website, done.

8. A Letter from Walcha Council giving us our Street Stall Dates. Fridays 15 March and 13 Sept. Outgoing; A letter to Jack O'Hara, re the dogs in the property next door. The council sent an inspector down that day and they gave them 2 weeks to put some measures in place to quiet the dogs – they will check again.

**FINANCE –**

31 December 2018:-

Income: \$18,128 (including Grant for Tool Room)  
Expenditure: \$896.98  
Bank Balance as at 31 December 2018 – \$ 4,634.95

Term Deposit Balances - Ella's Garden -	\$ 4,273.26
Insurance -	\$ 2,055.85
Grant	\$ 17,800.00
General Term Deposit -	<u>\$ 13,055.85</u>
<b>Total Term Deposits -</b>	<b>\$ 37,685.15</b>

23 February 2019:-

Income: \$1,030.92 (including Wool sale)  
Expenditure: \$179.97  
Bank Balance as at 23<sup>rd</sup> February 2019 - \$ 5,485.90

Term Deposit Balances – Ella's Garden	\$ 4,273.26
Insurance	\$ 2,055.85
General	\$ 13,556.04
Grant	<u>\$ 17,852.91</u>
<b>Total Term Deposits</b>	<b>\$ 37,738.06</b>

Moved Kerry, 2<sup>nd</sup> Bob Burnell that the financial statement presented be accepted. C/d

**REPORTS:**

**Museum** – Door takings still constant, as are the sales of Jams and cards etc. We have a group due on 19<sup>th</sup> March from Busy Bee Coaches, a small entry on Tuesday 5<sup>th</sup> March and another possible booking for 29 May.

**History Centre** – a couple of enquiries:

Sharon Green – re Alexander green wrong person David Green but not the right family

Noel Matthew Alvarez – re Raymond Bowden for the Rugby Union Australia

The owners of Foodworks – re the history of the building and the Gates Bros

**Past Perfect** –Work on the War Room nearly completed, we have rehung the photos and have only the tall cupboard to do now. Every item with a tag has been recorded and entered into past perfect. We have to put some of the uniforms in a freezer, then any other bits we find. Today the boys moved almost all the items from the toolroom to the garden shed and around the hanger to get the toolroom ready for Josh to work on the building. He has to start by the last week of March.

Council's Ref: WI/19/3478

**Walcha Council Strategic Heritage Plan Meeting** – This was attended by Kerry and Jane, the meeting was due to start at 9am but was held up 30 minutes as the Land Council representatives had not arrived. Cr Jen Kealey welcomed everyone on behalf of the Council and the Land Council did a welcome to country. Mat Brown and Jeffrey Bretag chaired the meeting. They are Town Planners from Newcastle who have the contract to develop a Strategic Plan for council to attain the Grant for the works. Each of the invited parties gave an overview of their interests and operation and then we wrapped up with Jeff and Matt coming back to us with proposals for the Plan

### **General Business:**

1. Bus Group on 19<sup>th</sup> March from Busy Bee Buses at 3pm 19+2 is booked.
2. On Tuesday Kate and Jane will attend Walcha Vet Supplies to receive a donation of \$500 from Belinda Laurie, the Walcha Vet Supplies Local Hero this year.
3. The Military Museum Gunnedah are getting up a petition to protest the seizure of their guns and invite other Museums who also have a problem with the Firearms Registry regulations for Museums to join in signing the petition – Kate advised we would support them.
4. Our Street Stall on 15 March workers are as follows 8am – 10am Kate and Kerry, 10am – 12noon –Lyn & Bob Burnell, 12noon – 2pm Sandra & Truda, 2pm – 4pm Kate, Kerry & Jane. Bob Walsh and Truda have donated \$50 each for petrol voucher of \$100, others willing to donate raffle items please contact Kate.
5. Kate contacted Walcha Council about a loan for the \$17,00 cost of drainage, Kerry worked out an amount we would be comfortable with and Jane will put together a letter for Kate to take to Jack to get Council approval.
6. Bob Walsh and Buelah Green are working on the history of the Pony Club. If anyone has any relevant information please pass it to Bob.
7. As the guttering on the front of the hanger came down in the wind today and the back guttering is full of holes David Salter is going to measure and get a quote for new guttering, brackets and down pipes.
8. Truda spoke about the plans for the Bath Reunion – she needs the following:-
  - a. To find Alfred's papers and research papers
  - b. The ok to purchase the new Bath book – ok given
  - c. Can they sell the War Book on the weekend – Yes
  - d. Bath descendants want to have a picnic in the Museum Ground on the weekend – ok given.
  - e. Can we ensure the Museum is open for them on 30<sup>th</sup> and 31<sup>st</sup> of March - yes – Denis and possibly Jane or Vicki to open it will be covered
  - f. Does anyone have a freezer to hold the photos – yes Kate has one in garage and Ron and Jane will help set it up today as Jane wants to put the uniforms in as well.
9. The next meeting is on Show Day and we will have a brief meeting at the Cottage at 9.30am.
10. The lock on the ladies toilet is broken and can't be opened – Kate to ring the locksmiths
11. John Waite has been and fixed all the lights that were out.
12. The AGM will be 27<sup>th</sup> July at the Council chambers – Anne Young has offered to open the NAB building for us to inspect before or after lunch at the Apsley Arms if we would like a look.

***Next Meeting 23<sup>rd</sup> March at 9.30am at the Cottage.***

The Meeting Dates for the rest of the year

March 23<sup>rd</sup>

June 22<sup>nd</sup>

September 28th

April 27<sup>th</sup>

July 27th AGM

October 26th

May 25<sup>th</sup>

August 24<sup>th</sup>

November 23<sup>rd</sup> Christmas Meeting

Location Caretakers Cottage unless otherwise advised

Meeting closed at 2.30pm

President

Secretary



# New England Bush Fire Management Committee

Chairperson: Mick Pearce 0488 752 520  
Executive Officer: Steve Mepham 6771 2400  
Email: newenglandteam@rfs.nsw.gov.au

## MINUTES

Meeting held 5<sup>th</sup> March 2019  
at New England Fire Control Centre

**Present:** Refer to attached attendance sheet

**1. Meeting opened 10:05am by Chair Mick Pearce**

**2. Apologies**

Ross Fuller (LLS), Aaron Simmon (NP's)  
Moved: Murray Harrison (NP's).  
Seconded: Rob Bloomfield (NSW Farmers)

**3. Disclosures of Interest**

No disclosures of interest declared

**4. Confirmation of Minutes of meeting held 22<sup>nd</sup> August 2018**

No corrections – accepted.  
Moved: Geoff Green  
Seconded: Warren Martin

**5. Business arising from previous Minutes**

Jamie Bertram (Project Manager) has advised that a meeting will be held on 25<sup>th</sup> March to review the proposed Tingha Hotspots Program after the recent Tingha S.44 fires. Will speak to stakeholders but now likely a shift in focus to concentrate more on the recovery aspect after the fires. Mooki-Bassendean Aboriginal property was unburnt and may still be able to do some work on that property.

Bushfire Prone Land Maps – Steve advised that Bushfire Prone Land Maps are still under review with RFS head office after others also expressed the same concerns as the NE BFMC in regards to grassland mapping.

**6. Correspondence**

In:

- Neighbourhood Safer Place Inspection Report – all 6 NSP's within New England zone are currently compliant with no work required.
- Re-appointment of Michael Pearce as Uralla Councillor delegate on the NE BFMC
- Mitigation & Resilience Round 1 2019/2020 Funding (via email)

Out:

- Mitigation & Resilience Round 1 2019/2020 Funding (via email) to Agency's and Council's

## 7. Report from Working Groups

Nil

## 8. Report from Sub-committees

High operational activity, including several S.44 fires recently, has precluded any further work on the FAFT plan to date. FAFT planning sub-committee scheduled for Tuesday 26<sup>th</sup> March to recommence work in this area.

## 9. Other Business

### a. Progress on BFRMP Reports from Agencies

**NSW Farmers:** Question raised in regards to NSW RFS not reimbursing private heavy plant owner/operator at Chinook's fire. Steve advised that for WHS reason the RFS can only engage operators that are on the Heavy Plant Register. RFS Group Officers are all aware of this and if they ask local heavy plant operators for assistance they are always clear that they are doing so at their own expense and for their own property protection. It is not possible for the RFS to reimbursement.

**RMS:** Ben Buckland introduced himself to the Committee and advised that he is based in Grafton and covers 15 BFMC's. Advised that the 24 hour number to contact RMS for road closure assistance etc. is 1300762376.

**NSW F+R:** Wayne advised large F+R presence at recent S.44 fires in Tingha, Wallangra and Bruxner areas. 75 firefighters were deployed in 4 strike teams. Reported good cooperation between F+R, RFS, NP's and police. F+R did experience some radio issues with not being able to talk to RFS. Use of ESO channels was problematic as trucks do not have two PMR's installed. GRN network is limited in Glen Innes area and not currently available in Armidale. Comms. issue overcome at S.44 fire by using handheld PMR's.

**National Parks:** Officers have averaged 30-50 days operationally on fires. Large deployment this fire season with 15 wildfires in NE area with lots of cross-agency co-operation. Radios have been re-programmed – 5 portables vehicles and 2 handhelds to go in DivCom vehicles. Given the soil moisture deficient there is still the potential for more fires this season and will need to watch fatigue. No plans to start conducting any HR work until the weather improves. Restructure finally settling down, however, they have lost a lot of experienced people. Report prepared from Murray Harrison also submitted.

**Crown Lands:** Requested heavy plant tracks from Tingha Plateau S.44 fire. However, IMT heavy plant manager was unable to provide. To be followed up as part of After Action Review.

Established APZ's have all had maintenance work carried out on them. Have been looking at their Crown tenures around Tingha that were burnt in the

Tingha S.44 fire. One house lost on a Crown tenure. Fielding enquiries regarding damaged fencing.

**NSW Police:** Lessons learnt out of recent S.44 fires in regards to who has control and local of Emergency Operations Centre. The evacuation issues with resourcing and LECON improved when they moved into the Glen Innes Fire Control Centre.

**Forestry Corp:** The Fire Danger Rating this Bushfire Season has required staff to be present in the Forests frequently. Forest Corp. has recently provided support for the 3 x S.44 fires. 2 x vehicle accidents in these recent fires which are being investigated and will have future implications.

**LLS:** With recent S.44 fires LLS have been involved with the evacuation centres, feeding of livestock as part of the recovery efforts, provisions of water back onto properties, destruction of stock. They have been given good access and good cooperation to enable them to do this work. (Report provided)

**RFS Volunteer:** Steve advised that long time RFS volunteer, group officer and Community Engagement Captain Trevor Strudwick has recently resigned. Trevor has previously been very active with Community Engagement around the Tingha area which would have helped greatly with recent S.44 fire. Letter of appreciation from NE BFMC to be sent to Trevor.

**b. Progress on BFRMP strategies/tasks**

See HR Report

**c. Report on Operations Coordination Plan**

No change

**d. Monthly HR Report from BRIMS**

HR report from BRIMS since last meeting produced and discussed. Pile burns and very small HR's due to drought conditions.

**e. Annual Works Plan**

**f. Fire Trail Register**

See FAFT Sub-Committee Report (8)

**g. Grant Funding**

Round 1 hazard reduction funding applications under the Mitigation & Resilience Grant Applications Fund discussed.

RFFF bids needed for Armidale & Uralla. Steve asked Uralla Council to provide details of the appropriate staff contact person.

**h. Issues Register**

No issues

## **10. General Business**

The Logs shed is scheduled to be open in 5 weeks. Will include winch simulator for RAFT as well. Opening will be on 7<sup>th</sup> April 2019. Winch facilities will be available for other Agencies to use.

RFS & Multi-Agency Operation Report submitted and discussed. Total of 212 RFS incidents and 228 involving other Agency land tenure since last meeting.

Mick Pearce raised concern that communication issues on fires seems to be a common thread. Agency rep's agreed that while there are still issues the current situation in regards to inter-agency communication is the best it has ever been.

Armidale-Regional Council have blue rural addressing signs available for rural property owners to purchase. Further details are currently available on council's website. These signs assist emergency service to locate rural properties.

Signage currently being arranged by Uralla Council for Devoncourt Road fossicking area due to a number of recent escaped campfires.

New England Solar Farm DA currently on exhibition. Information provided to BFMC who were asked to advise if there were any concerns that required a response from the BFMC. At this stage BFMC felt that this is not necessary.

Fleet Helicopters in Armidale now have Fleur capability. NP's have recently road tested it and works well. Cost is \$950 per day.

Roundtable discussion was held on the possible need to extend the New England Bushfire Danger period into April due to current conditions. Committee agreed to extend for 1 month and then review again.

Bundarra are to have a fire danger rating sign installed on the side of the garage which locals will update daily. Need to find out if DA is required for this?

## **11. Close**

Meeting closed at 11:30am

**Next Meeting: TBC**



**Bush Fire Management Committee**  
**New England Meeting Attendance**

Date: Tuesday 19<sup>th</sup> February 2019

Location: New England Fire Control Centre, 10 Mann St, East Armidale

Chairperson: Cr Michael Pearce

Vice Chairperson:

**Delegates:** (See Part 3 Clause 14 of Rural Fires Regulation 2013)

Agency	Name	Signature
Council Rep (Councilor) – Armidale Regional	Jon Galletly	
Council Rep (Councilor) – Uralla	Michael Pearce	<i>mp</i>
Council Rep (Councilor) – Walcha		
Council Rep – Armidale	Mark Burgess	
Council Rep for the environment – Uralla	Derryn Anderson	
Council Rep for the environment – Walcha	Peter Blomfield	<i>P Blomfield</i>
Country Energy	Matthew Filipovich	
Crown Lands - Manager	Rodney O'Brien	<i>R O'Brien</i>
Crown Lands – S. Nat. Res. Mgt. Officer	Warren Martin	<i>W Martin</i>
Fire and Rescue NSW	Tommy Cooper	<i>Apology</i>
Fire and Rescue NSW	Wayne Zikan	<i>W Zikan</i>
Forestry Corp	Gary Miller	<i>G Miller</i>
Forestry Corp	Warren Chawner	<i>Apology</i>
John Holland Rail	Neville Cain	
Local Land Services - Team Leader	Ross Fuller	Apology
Local Land Services - Armidale	Geoffrey Green	<i>G Green</i>
LALC – NSW Northern Region	Tom Briggs	
Local Aboriginal Land Council – Anaiwan	Greg Livermore	
Local Aboriginal Land Council – Armidale	Annette McCarthy	
Local Aboriginal Land Council – Dorrigo	Robin Heath	
Local Aboriginal Land Council – Guyra	Jeffrey Ho	
Nature Conservation Council		
NSW Farmers Association – New England	Rob Bloomfield	
NSW Farmers Association	Sonia O'Keefe	
NSW Police Force	Roger Best	<i>Present</i>
OEH National Parks – Nth Tablelands FMO	Murray Harrison	<i>Present</i>
OEH National Parks – Walcha & Armidale	Aaron Simmon	Apology
RFS District Manager (Executive Officer)	Steve Mepham	<i>S Mepham</i>
RFS District Coordinator	Liz Ferris	<i>L Ferris</i>
RFS District Officer	Renee Dell	<i>Present</i>
RFS Volunteers Delegate – Uralla		
TransGrid	Peter Williams	
<i>RMS</i>	<i>Ben Buckland</i>	<i>B Buckland</i>
<i>Uralla Council Observer</i>	<i>Natasha Ledger</i>	<i>N Ledger</i>

'PTO



Walcha Council  
Ordinary Council Meeting  
24 April 2019

**Item:** 11.4 **Ref:** WO/2019/00652  
**Title:** Delegates Report – Walcha & District Historical Society Inc Meeting held on Saturday, 23 March 2019 at the Pioneer Cottage and Museum Complex  
**Author:** Councillor Heazlett - Delegate  
**Previous Items:** Not Applicable  
**Attachment:**

10 present; Finances sound; MATTERS for COUNCIL:

- ◆ The major project at the moment requiring Council Support is a request for a loan of \$15,000 to do the drainage works at the back of the hanger. The preferred option is to repay the loan over 5 years. Begg the question why is this coming to Council?
- ◆ Is the computer in the Historical section at the back of the library connected to Council's internet. Could it be at no charge or is this difficult?
- ◆ Comprehensive reports given on activities. Bus tours are becoming regular but need to be booked in as volunteers have to staff it.
- ◆ Some members met with the consultants preparing the Walcha Historical Study. They visited the Historical centre and suggested that the stored material be digitised. There is gaps in the digitised records of the Walcha News. Should this be pursued? Equipment is getting cheaper and keeps storing manageable. It also means easier access.

ITEMS FOR YOUR CALENDARS:

Saturday 2 November: Women Day;  
Sat 9 November: WHS High Tea;  
Sat 15 November: Motor Bike Carnival.

Submitted to Council: 24 April 2019

..... General Manager ..... Mayor



**Item:** 12.0 **Ref:** WO/2019/00822  
**Title:** Committee of the Whole Referral – Request for Assistance by Walcha Senior & District Rugby League Club AND Installation of Relocatable Site Office at Depot  
**Author:** General Manager  
**Previous Items:** Not Applicable  
**Attachment:** No

***Community Strategic Plan References for Each Report:***

*Goal: 5.2 – The existing strong community spirit and pride will be protected and promoted.*  
*Goal – 8.1 – Maintain and improve Council owned building and land assets.*

**Introduction:**

Council approval is sought for matters to be discussed in Committee of the Whole.

**Report:**

Council approval is requested to refer matters for discussion in Committee of the Whole in accordance with the provisions of Section 10 of the Local Government Act, 1993.

Approval to refer matters to Committee of the Whole is sought because the reports relate to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

**RECOMMENDATION:**

**That, in accordance with the provisions of Section 10A(2)(c) of the Local Government Act, 1993, the matter of Request for Assistance by Walcha Senior & District Rugby League Club AND Installation of Relocatable Site Office at Depot be referred to be discussed in Committee of the Whole for the reason that they would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.**

Submitted to Council: 24 April 2019

..... General Manager ..... Mayor