



BUSINESS PAPER
ORDINARY MEETING OF COUNCIL

To be held on

Wednesday, 31 May 2017

2:00pm

at

Walcha Council Chambers

Members:

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

Quorum – 5 Members to be Present

AGENDA

Submitted to Council: 31 May 2017

..... General Manager Mayor



Dear Mayor & Councillors

You are requested to attend the Ordinary Meeting of the Walcha Council to be held in the Council Chambers, Hamilton Street, Walcha on **Wednesday, 31 May 2017** commencing at **2.00pm**.

Yours sincerely

Lacey Latham
Acting GENERAL MANAGER

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6.5	Update on Change of Name of “Nivison Lookout” and “Koala Walk” to “Nivison Walk”	WO/2017/00820
6.6	Waste Strategy Update	WO/2017/00813
6.7	Youth Week 2017	WO/2017/00774
6.8	Committee of the Whole Referral – Doctor Recruitment and Council Housing AND Contribution towards Boundary Fence Request	WO/2017/00772
7.	Matters of Urgency (Resolution to admit matters of urgency before being further considered by Council).	

Submitted to Council: 31 May 2017

..... General Manager Mayor



- 8. Items for Discussion
- 9. Management Review Report WO/2017/00768
- 10. Committee Reports
 - 10.1 Minutes of the Walcha Arts Advisory Committee held on Tuesday, 9 May 2017 WO/2017/00808
 - 10.2 Minutes of the Walcha Council Health & Safety Committee Meeting held on Monday, 22 May 2017. WO/2017/00811
- 11. Delegates Reports
 - 11.1 Minutes of the New England Weeds Authority Meeting held on Tuesday, 7 February 2017. WI/2017/04727
 - 11.2 Minutes of the Namoi Councils Joint Organisation Board Meeting held on Friday, 28 April 2017. WI/2017/05141
 - 11.3 Minutes of the Walcha & District Historical Society Inc held on Saturday, 29 April 2017. WI/2017/05603
 - 11.4 Minutes of the Community Consultative Committee Meeting held on Tuesday, 2 May 2017. WO/2017/00821
 - 11.5 Minutes of the Namoi Councils Joint Organisations Leadership Team Meeting held on Monday, 15 May 2017. WI/2017/05615
- 12. Committee of the Whole
 - 12.1 Doctor Recruitment & Council Housing WINT/17/01082
 - 12.2 Proposed contribution towards McHattan Park Boundary Fence with Walcha Telecottage WINT/17/01171

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.

Submitted to Council: 31 May 2017

..... General Manager Mayor



Present:

Apologies:

Confirmation of the Ordinary Meeting Minutes held on Wednesday, 26 April 2017:

Matters arising from the Minutes of the Ordinary Meeting held on Wednesday, 26 April 2017:

Submitted to Council: 31 May 2017

..... General Manager Mayor



ORDINARY MEETING OF COUNCIL

held on

Wednesday, 26 April 2017

at

2:07pm

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, Mr DJM Reeves, Director – Engineering Services, and Mrs LJ Latham, Environmental Services Manager.

1. APOLOGIES:

Nil.

MINUTES



2. CONFIRMATION OF THE ORDINARY MEETING MINUTES HELD ON WEDNESDAY, 29 MARCH 2017:

165 **RESOLVED** on the Motion of Councillors Heazlett and Lyon that the Minutes of the Ordinary Meeting held on Wednesday, 29 March 2017, 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

6.1 Development Application 10.2016.17 – Demolish three sheds and Construct New Supermarket and Liquor Outlet – 36-40W Fitzroy Street, Walcha – Jeremy Allen Planning & Design
WO/2017/00615

Clr Lyon declared a pecuniary interest in this matter as he a direct competitor to the proposed business.

5. MAYORAL MINUTE

Nil.

6. SENIOR OFFICERS REPORT

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

6.1 Development Application 10.2016.17 Demolish three sheds and construct new Supermarket and Liquor Outlet – 36W-40W Fitzroy Street, Walcha – Jeremy Allen Planning & Design
WO/2017/00615

Clr Lyon left the Meeting and took no part in the debate.

167 **RESOLVED** on the Motion of Councillors Kealey and Blomfield that Council approve Development Application 10.2016.17, being for demolition of three existing sheds and part of a commercial building, consolidation of lots, and construction of a supermarket and liquor outlet with 47 car parks on land known as 36W-40W Fitzroy Street, Walcha, being Lot 2 in DP 779495 and Lot 1 in DP 158212 under the ownership of Walcha Property Pty Ltd subject to the following conditions:



1. PRESCRIBED CONDITIONS

- cl. 98 **Compliance with Building Code of Australia and insurance requirements under the [Home Building Act 1989](#) (cf clauses 78 and 78A of EP&A Regulation 1994)**
 - 1.1. For the purposes of section 80A (11) of the Act, the following conditions are prescribed in relation to a development consent for development that involves any building work:
 - 1.1.1. that the work must be carried out in accordance with the requirements of the Building Code of Australia,
 - 1.2. This clause does not apply:
 - 1.2.1. to the extent to which an exemption is in force under clause 187 or 188, subject to the terms of any condition or requirement referred to in clause 187 (6) or 188 (4), or
 - 1.2.2. to the erection of a temporary building, other than a temporary structure to which subclause (1A) applies.

In this clause, a reference to the Building Code of Australia is a reference to that Code as in force on the date the application is made for the relevant:

- (a) Development consent, in the case of a temporary structure that is an entertainment venue, or
- (b) Construction certificate, in every other case

There are no relevant provisions in the Building Code of Australia in respect of temporary structures that are not entertainment venues.

- cl. 98A **Erection of signs**
 - 1.3. A sign must be erected in a prominent position on any site on which building work, subdivision work or demolition work is being carried out:
 - 1.3.1. showing the name, address and telephone number of the principal certifying authority for the work, and
 - 1.3.2. showing the name of the principal contractor (if any) for any building work and a telephone number on which that person may be contacted outside working hours, and
 - 1.3.3. stating that unauthorised entry to the work site is prohibited.
 - 1.4. Any such sign is to be maintained while the building work, subdivision work or demolition work is being carried out, but must be removed when the work has been completed.

Principal certifying authorities and principal contractors must also ensure that signs required by this clause are erected and maintained (see clause 227A which currently imposes a maximum penalty of \$1,100)

- cl. 98E **Condition relating to shoring and adequacy of adjoining property**
 - 1.5. For the purposes of section 80A (11) of the Act, it is a prescribed condition of development consent that if the development involves an excavation that extends below the level of the base of the footings of a building, structure or work (including any structure or work within a road or rail corridor) on adjoining land, the person having the benefit of the



development consent must, at the person’s own expense:

- 1.5.1. protect and support the building, structure or work from possible damage from the excavation, and
- 1.5.2. where necessary, underpin the building, structure or work to prevent any such damage.
- 1.6. The condition referred to in subclause (1) does not apply if the person having the benefit of the development consent owns the adjoining land or the owner of the adjoining land has given consent in writing to that condition not applying.

2. GENERAL CONDITIONS

- 2.1. The development must take place in accordance with the approved plans (bearing the Walcha Council approval stamp) and documents submitted with the application, listed below:

Project No.	Drawing No.	Description	Prepared by	Dated
1119 – 16	1 of 4 (Rev. A)	Site plan	J.A. of Jeremy Allen Planning & Design	5/12/2016
1119 – 16	2 of 4 (Rev. A)	Floor plan	J.A. of Jeremy Allen Planning & Design	7/12/2016
1119 – 16	3 of 4 (Rev. A)	Elevations	J.A. of Jeremy Allen Planning & Design	7/12/2016
1119 – 16	4 of 4 (Rev. A)	Section plan	J.A. of Jeremy Allen Planning & Design	7/12/2016
1119 – 16	-	Statement of Environmental Effects	J.A. of Jeremy Allen Planning & Design	5/12/2016

Also in accordance with any changes shown in red ink on the approved plans, and as amended by the conditions of consent.

- 2.2. All sewer and drainage works associated with the approval are to comply with the requirements of AS 3500 and completed only by a licensed plumber and drainer.

Notification of intention to carryout plumbing and drainage work must be provided on the appropriate ‘Notice of Work’ form (available for download from the NSW Fair Trading Website) prior to plumbing and drainage work commencing. A ‘Certificate of Compliance’ (also available for download from the NSW Fair Trading Website) and Sewer Service Diagram (SSD) (template available for download from NSW Fair Trading Website) is to be submitted to Council at completion of the plumbing and drainage work, either prior to or at the time of the inspection. The SSD must comply with the required specifications, further information available from Council upon request.

- 2.3. All Engineering works to be designed by an appropriately qualified person and carried out in accordance with the requirements of Council’s Engineering Department, unless otherwise indicated in this consent, to ensure that these works are of a sustainable and safe standard.
- 2.4. Tree removal should be carried out by an appropriately qualified person (e.g. tree surgeon) to avoid any risk to life or damage to property. This person should have adequate public liability insurance cover.



- 2.5. Incorporation of planting to screen and visually integrate the development with the local environment when viewed from South and Fitzroy Streets as specified in the Site Plan submitted with the Development Application. Further details to be indicated on plan to the satisfaction of the Certifying Authority before the issue of a Construction Certificate for the development.

New tree planting to be a minimum of 3m horizontal distance from the line of buildings or underground services to reduce risk of future damage by limbs or roots.

- 2.6. Should Walcha Council be appointed the Principal Certifying Authority, the applicant must give at least 2 days' notice to enable the following inspections to be undertaken where appropriate for the class of building:
 - after the commencement of the excavation for, and before the placement of, the first footing **
 - prior to covering any stormwater drainage connections **
 - after the building work has been completed and prior to any occupation certificate being issued in relation to the building **

** denotes a critical stage inspection (a mandatory inspection pursuant to Section 109E of the EP&A Act 1979). Please note that an Occupation Certificate cannot be issued for a development where a critical stage or other nominated inspection has not been carried out. (Please call 02 6774 2515 to book an inspection).

- 2.7. The Applicant is to decide on the final finishes and colours of the buildings in consultation with Council's Arts Advisory Committee.

3. PRIOR TO ISSUE OF CONSTRUCTION CERTIFICATE CONDITIONS

- 3.1. The applicant shall consolidate the two lots prior to issue of a Construction Certificate.
- 3.2. All Engineering works to be designed by an appropriately qualified person and carried out in accordance with the requirements of Council's Engineering Department, unless otherwise indicated in this consent, to ensure that these works are of a sustainable and safe standard.
 - 3.2.1. A full sewer design will be required to be approved by Council prior to the issue of a Construction Certificate to ensure adequacy. As part of the sewer design, Council must be notified of the projected sewer production to ensure that downstream infrastructure is not overloaded as a result of this development.
 - 3.2.1.1. Consideration to be given to liquid trade waste discharge into Council's sewerage system, with approval to be approved by Council prior to issue of a Construction Certificate.
 - 3.2.2. A full water provision design will be required to be approved by Council prior to the issue of a Construction Certificate to ensure adequacy. As part of the water provision design, Council must be notified of the projected water usage to ensure that Councils existing infrastructure in the immediate area is sufficient to supply the required water for the development.
 - 3.2.3. A full hydraulic design from an appropriately qualified practising



hydraulic engineer for the premises, including all fire fighting equipment, will be required to be submitted to the Principle Certifying Authority prior to the issue of a Construction Certificate.

- 3.2.4. A full drainage plan will be required to be approved by Council prior to the issue of a Construction Certificate to ensure infrastructure design is adequate for flood protection and drainage control of the proposed development and / or other property. Stormwater systems must cater, as a minimum, for a stormwater flooding event of 20% Annual Exceedance Probability (AEP) for pipes, and 1% AEP for aboveground flow paths.
- 3.2.5. All internal driveways and visitor car parking must have an asphalt or reinforced concrete wearing surface. The pavement design is required to be approved by Council prior to the issue of a Construction Certificate to ensure adequacy.
- 3.3. The detailed plans and specifications submitted with the application for a construction certificate must be certified by an appropriately qualified practicing structural engineer and are to demonstrate compliance with the requirements of the deemed-to-satisfy provisions of the Building Code of Australia for the appropriate class of building. Amended plans are to be submitted to the Principal Certifying Authority for authentication of BCA compliance and issue of a Construction Certificate. Should the external configuration of the building be modified as a result of achieving BCA compliance, this development consent must also be modified.
- 3.4. The retaining wall to the north boundary of the development adjacent to the loading dock is to be of a material and height to suitably absorb noise generated from the development.
- 3.5. Access to the building for the disabled shall be provided in accordance with AS 1428.1 and the Building Code of Australia. Details of the disabled facilities need to be adequately detailed on the Construction Certificate application plans to permit assessment and compliance evaluation with the Building Code of Australia.
- 3.6. A list of fire safety measures must be submitted with the Construction Certificate application, pursuant to Clause 139 of the Environmental Planning and Assessment Regulation 2000.
- 3.7. For all construction work required on Council land (e.g. storm water, footpaths, kerb and gutter etc.) the applicant is to submit an Application to Conduct Work on Land to Which Council is the Regulatory Authority. The Application must be approved prior to the issue of a Construction Certificate, to ensure pedestrian and vehicular safety during construction.
- 3.8. The design and construction of food premises must:
 - 3.8.1. be appropriate for the activities for which the premises are used
 - 3.8.2. provide adequate space for the activities to be conducted on the food premises and or the fixtures, fittings and equipment used for those activities
 - 3.8.3. permit the food premises to be effectively cleaned and, if necessary, sanitised
 - 3.8.4. to the extent that is practicable (i) exclude dirt, dust, fumes, smoke and



other contaminants; (ii) not permit the entry of pests; and (iii) not permit any harbourage for pests

In accordance with the Australia and New Zealand Food Safety Authority Food Safety Standards and to ensure the public health and safety of patrons and staff. A copy of the Standards can be downloaded from the ANZFA website <http://www.foodstandards.gov.au>.

Details to be submitted for the approval of the Council’s Environmental Health Officer before the issue of a Construction Certificate

3.9. Floor levels of the proposed development are to be a minimum of 500mm above the calculated 1% flood level, to ensure an acceptable level of flood protection for the development, and is to be shown on the plans submitted with the application for a Construction Certificate.

3.10. The tanks be decommissioned and removed in accordance with the requirements of the following legislation and policies as well as using industry best practice wherever possible:

- Clause 174ZF of the Occupational Health and Safety Regulation 2001: Cleaning or decommissioning plant, equipment and containers
- Code of Practice: Storage and handling of dangerous goods (NSW WorkCover Authority 2005)
- Protection of the Environment Operations (Underground Petroleum Storage Systems) Regulation 2008
- AS1940-2004: Storage and handling of flammable and combustible liquids
- AS4976-2008. Removal and disposal of underground petroleum storage tanks

All decommissioning and removal works must be carried out by a ‘duly qualified person’ as defined in the UPSS Regulation.

A Validation Report must be submitted to Council within 60 days of completion of the necessary remediation works and prior to the release of a construction certificate for the development. The Validation Report must be completed in accordance with the Department of Environment, Climate Change & Water *UPPS Technical Note: Site Validation Reporting* to ensure it meets the requirements of clauses 13 and 15 of the UPSS Regulation.

If any damage occurs to Council property / infrastructure / assets as a result of necessary removal and remediation works, full repairs and remediation works are to be carried out by the developer, full cost to be beared by the developer prior to the release of an occupation certificate.

4. PRIOR TO CONSTRUCTION COMMENCING CONDITIONS

4.1. A Construction Certificate must be obtained from a Certifying Authority before work commences, in accordance with Cl.146 of the EP&A Regulation 2000.



- 4.2. The following detailed design drawings and specifications must be submitted and approved by Council prior to the issue of a construction certificate:
- A full sewer design
 - A full water provision design
 - A stormwater drainage plan
 - Pavement design; all internal driveways and visitor car parking must have an asphalt or reinforced concrete wearing surface. Where the existing Kerb or Gutter is impacted by the proposed design, the infrastructure is to be reinstated to Council’s standards at full cost by the developer.
 - South Street, directly in front of the loading dock is to be upgraded to a suitable wearing course to ensure truck movements do not damage councils existing bitumen seal. The upgraded wearing course should be asphalt, with the depth to be determined and submitted to Council prior to the release of a Construction Certificate.
 - A designated pedestrian walkway to be created from the supermarket entrance to Fitzroy Street through the removal of carpark 24 transversing east of the Craft Shop building at a width suitable for the safe passage of mobility scooters, trolleys and prams to ensure to ensure continuity with the existing Walcha CBD.
 - Part of the water design is to ensure that firefighting hydrants meet the necessary standard. In the event that the existing hydrant does not, an upright pillar hydrant assembly mid-block may be required. This will need to be assessed and approved by Council at the time of water provision designs assessment and prior to the release of a Construction Certificate to ensure adequacy.

4.3. Council is to be given written notice of the intention to commence works and the appointment of a Principal Certifying Authority (if the PCA is not Council) at least two days before the proposed date of commencement, in accordance with cl 103 and 104 of the Environmental Planning and Assessment Regulation 2000. Such notice is given using the form enclosed with this consent.

For development involving both building and subdivision work authorised by the same development consent, a separate appointment of a Principal Certifying Authority for each type of work is required, in accordance with Section 109E of the Environmental Planning & Assessment Act 1979.

- 4.4. Before construction commences on the site and throughout the construction phase of the development, erosion control measures are to be installed to prevent soil erosion, water pollution or the discharge of loose sediment on surrounding land, as follows:
- divert contaminated run-off away from disturbed areas,
 - erect silt fencing along the downhill side of the property boundary,
 - prevent tracking of sediment by vehicles onto roads by limiting access to the site and, where necessary, installing a temporary driveway and
 - stockpile all topsoil, excavated material and construction debris on



the site, erecting silt fencing around the pile where appropriate.

Failure to take effective action may render the developer liable to prosecution under the NSW Protection of the Environment Operations Act 1997.

- 4.5. A hoarding or fence must be erected between the work site and any public place if the work is likely to cause traffic (pedestrian or vehicular) in a public place to be obstructed or otherwise inconvenience. The erected hoarding is to be sufficient to prevent any substance from or in connection with the work falling into the public place. The work site must be kept lit between sunset and sunrise if it is likely to be hazardous to persons in the public place. The hoarding, fence or awning is to be removed once the work has been completed.

5. DURING CONSTRUCTION CONDITIONS

- 5.1. Any building work must be carried out between 7.00am and 5.00pm Monday to Friday and 8.00am to 1.00pm Saturdays, excluding Sundays and public holidays. No audible construction is to take place outside these hours, to maintain the amenity of the locality.
- 5.2. Work may be carried out outside the standard hours for construction if the work only generates noise that is:
 - 5.2.1. no louder than 5 dB(A) above the rating background level at any adjoining residence in accordance with the Interim Construction Noise Guideline (ISBN 978 1 74232 217 9) published by the Department of Environment and Climate Change NSW in July 2009, and
 - 5.2.2. no louder than the noise management levels specified in Table 3 of that guideline at other sensitive receivers.
- 5.3. Work may be carried out outside the standard hours for construction:
 - 5.3.1. for the delivery of materials—if prior approval has been obtained from the NSW Police Force or any other relevant public authority, or
 - 5.3.2. in an emergency, to avoid the loss of lives or property or to prevent environmental harm.
- 5.4. A certificate of survey is to be provided from a registered surveyor to the principle certifying authority indicating the floor level is 500 mm above the 1% flood level.
- 5.5. No part of the structure (including the eaves gutter) to encroach upon adjoining property.
- 5.6. Buildings / structures must not be constructed over sewer mains unless specific approval has been granted by the Council. Approval to construct buildings over the sewer main will only be granted where other methods, such as realignment, are not possible.
- 5.7. An appropriate Management Strategy is to be developed to deal with any potential contamination that may be found.
- 5.8. Roof and surface stormwater from paved and impervious areas is to be collected and directed to drainage easements in accordance with the approved stormwater drainage plan, to protect the site and adjoining



property from effects of flooding. Relevant work to be carried out immediately the roof and guttering is installed

- 5.9. Toilet facilities are to be provided at, or in the vicinity of the work site, at the rate of one toilet for every 20 persons or part of 20 persons employed at the site. Each toilet provided must be connected to an accredited sewage management facility approved by the council or some other sewage management facility approved by the council.
- 5.10. A garbage receptacle must be provided at the work site before works begin and must be maintained until works are completed. The garbage receptacle must have a tight fitting lid and be suitable for the reception of food scraps and papers.
- 5.11. Waste materials (including excavation, demolition and construction waste materials) must be managed on the site (and must not be burned on site) and then disposed of at a waste management facility, to protect the amenity of the area and avoid the potential of air pollution.
- 5.12. Effective dust control measures are to be maintained during construction to maintain public safety / amenity. Construction activities are to be undertaken so as not to inconvenience the adjoining land owners and are to be restricted solely to the subject site.
- 5.13. Any run-off and erosion control measures required must be maintained within their operating capacity until the completion of the works to prevent debris escaping from the site into drainage systems, waterways, adjoining properties and roads.
- 5.14. No material or equipment associated with the development is to be placed on public land without the written consent of the Council, and any activity located in close proximity to public areas is to be fenced to prevent damage to persons or property.
- 5.15. All vehicles entering or leaving the site must have their loads covered, and all vehicles, before leaving the site, must be cleaned of dirt, sand and other materials, to avoid tracking these materials onto public roads.
- 5.16. Retaining walls associated with the erection of the building or other approved methods for preventing the movement of the soil must be provided where soil conditions are inadequate, ensuring adequate provision is made for drainage.
- 5.17. Any earthworks (including any structural support or other related structure for the purposes of the development):
 - 5.17.1. must not cause a danger to life or property or damage to any adjoining building or structure on the lot or to any building or structure on any adjoining lot, and
 - 5.17.2. must not redirect the flow of any surface or ground water or cause sediment to be transported onto an adjoining property, and
 - 5.17.3. that is fill brought to the site—must contain only virgin excavated natural material (VENM) as defined in Part 3 of Schedule 1 to the [Protection of the Environment Operations Act 1997](#), and
 - 5.17.4. that is excavated soil to be removed from the site—must be disposed of in accordance with any requirements under the [Protection of the](#)



Environment Operations (Waste) Regulation 2005.

Any excavation must be carried out in accordance with Excavation Work: Code of Practice (ISBN 978-0-642-785442), published in July 2012 by Safe Work Australia.

- 5.18. Any demolition must be carried out in accordance with AS 2601—2001, The demolition of structures
- 5.19. Work involving bonded asbestos removal work (of an area of more than 10 square metres) or friable asbestos removal work must be undertaken by a person who carries on a business of such removal work in accordance with a licence under clause 318 of the [Occupational Health and Safety Regulation 2001](#):
 - 5.19.1. the person having the benefit of the development consent must provide the principal certifying authority with a copy of a signed contract with such a person before any development pursuant to the development consent commences,
 - 5.19.2. any such contract must indicate whether any bonded asbestos material or friable asbestos material will be removed, and if so, must specify the landfill site (that may lawfully receive asbestos) to which the bonded asbestos material or friable asbestos material is to be delivered,
 - 5.19.3. if the contract indicates that bonded asbestos material or friable asbestos material will be removed to a specified landfill site, the person having the benefit of the development consent must give the principal certifying authority a copy of a receipt from the operator of the landfill site stating that all the asbestos material referred to in the contract has been received by the operator.

In this clause, bonded asbestos material, bonded asbestos removal work, friable asbestos material and friable asbestos removal work have the same meanings as in clause 317 of the Occupational Health and Safety Regulation 2001.

Information on the removal and disposal of asbestos to landfill sites licensed to accept this waste is available from the Office of Environment and Heritage.

6. PRIOR TO OCCUPATION CONDITIONS

- 6.1. An Occupation Certificate must be obtained before the approved use commences, in accordance with the Environmental Planning and Assessment Act 1979 and to ensure the health and safety of the building's occupants.

Failure to obtain an Occupation Certificate is an offence under the legislation. Penalty advice for buildings (penalties do not apply to uses detailed in sections 109M and 109N; i.e. Crown projects, Class 1a and 10 buildings or as detailed for places of public entertainment).

- 6.2. A Compliance Certificate stating that the necessary design and construction requirements for the food premises have been satisfied is to be obtained from Council's Environmental Health Officer prior to the issue of an Occupation Certificate.
- 6.3. The food business must be notified as required by The Food Act 2003, or licensed as required by the Food Regulation 2010, before an occupation certificate (whether interim or final) for the work is issued.



- 6.4. Approval must be obtained from the Council as the Local Water Supply and Sewer Authority for any potable water supply, sewerage or on-site waste water system serving the site, pursuant to Chapter 7 of the Local Government Act 1993 with all relevant work completed in accordance with such approval.

The Principle Certifying Authority is to contact Council to ensure all the Section 68 conditions of approval have been completed prior to the issue of an Occupation Certificate.

- 6.5. At the completion of the works, the work site must be left clear of waste and debris.
- 6.6. Where the existing kerb and / or gutter is impacted by the development, the infrastructure is to be reinstated to Council’s standards, at full cost recovery to Council.
- 6.7. South Street, directly in front of the loading dock to be upgraded to a suitable wearing course to ensure truck movements do not damage councils existing bitumen seal. The upgraded wearing course to be asphalt, with the depth to be determined by Council, at full cost recovery to Council.
- 6.8. The property number shall be clearly and permanently placed at the address site entrance on the side of the road to which it relates, to identify the address to the public and to essential / emergency services. Numbers:
 - shall be 50mm wide x 90mm high (minimum),
 - shall be at least 1m above the ground, and
 must be easily readable, high contrast and reflective, and easily distinguishable both day and night from a moving vehicle.
- 6.9. Provision of 47 off-street parking spaces to serve the development (as shown on the approved plans) is to be completed before the issue of an Occupation Certificate. Approved parking bays, including spaces allocated for people with disabilities, are to be clearly identified by appropriate pavement markings.
 - 6.9.1. All customer vehicles to enter and exit the site in a forward direction.
 - 6.9.2. Site entry and exit to be clearly signposted.
 - 6.9.3. Provision of adequate waste disposal bins within the carpark.
 - 6.9.4. The car park is to comply with AS 2890.1:2004 Parking facilities – off-street car parking.
- 6.10. Provision of parking for Bicycles to be located near the supermarket entry.
- 6.11. Access / facilities for people with disabilities to be provided in accordance with the Building Code of Australia before the issue of an Occupation Certificate for the development, and maintained thereafter.

The Commonwealth Disability Discrimination Act 1992 provides opportunity for public complaint potentially leading to legal action if access to premises by people with disabilities or their carers is precluded. The Human Rights and Equal Opportunity Commission has released an advisory document entitled Access to Premises. As a substantial proportion of the community suffer from mobility handicaps, provision of good access to premises is also good business practice.



- 6.12. A Fire Safety Certificate with respect to each essential fire safety measure installed in association with the building as listed on the Fire Safety Schedule attached to the Construction Certificate is to be submitted to Council. Such certificate must be received by Council prior to the occupation or use of the development.
 - 6.12.1. Copies of the subject Fire Safety Certificate must be forwarded by the owner of the building to the Commissioner of the NSW Fire Brigades and a copy displayed in a prominent position within the subject building.
- 6.13. Landscaping is to be completed in accordance with an approved landscape plan prior to the issue of an Occupation Certificate for the development, Landscaping is to incorporate shade trees north of the Craft Shop adjacent to carparking area.
- 6.14. A Traffic Management Plan is to be developed by a suitably qualified practising Engineer in consultation with the Local Traffic Committee detailing the operation of the loading bay, to be approved by Council prior to the issue of an occupation certificate, examples of traffic management may include:
 - clearly marked signage prohibiting public access to loading dock and warning the public of the loading area
 - reduced speed limits within the vicinity
 - convex mirrors
 - a parking clearway either side of the loading dock driveway in accordance with Council's Engineering Department specifications.
- 6.15. The remaining existing saddlery and craft shop buildings are to be refurbished in keeping with the traditional design of the buildings.

7. OPERATIONAL REQUIREMENTS

- 7.1. A further application is to be made for any change, enlargement or intensification of the premises or land use, including the display / erection of any new structure such as signage, partition walls or building fit-out (unless the proposed work is exempt from the need for consent under State Environmental Planning Policy (Codes SEPP) 2008).
- 7.2. An annual fire safety statement shall be provided to Council at least once every 12 months.
- 7.3. The development must not be operated outside the following hours:
 - 8.00 am to 7.00 pm Monday to Saturday
 - 9.00 am to 6.00 pm on a Sunday or a public holiday.
- 7.4. Deliveries are to be limited to times between:
 - 8.00 am to 7.00 pm Monday to Saturday
 - 9.00 am to 6.00 pm on a Sunday or a public holiday
 - 7.4.1. No deliveries are permitted between the hours of 8.30 am and 9.30 am and 3.00 pm and 4.00 pm on school days.
 - 7.4.2. No delivery vehicle shall be left idling whilst making a delivery.
 - 7.4.3. All delivery vehicles must enter the site from South Street via Fitzroy



Street only. Delivery vehicles shall exit the site onto South Street and proceed in a southerly direction along South Street to Fitzroy Street.

7.5. The development must comply with the requirements for industrial premises contained in the Noise Policy.

7.6. Noise emitted by the development:

7.6.1. must not exceed an L A (15 min) of 5dB(A) above background noise when measured at any lot boundary of the property where the development is being carried out, and

7.6.2. must not cause the relevant amenity criteria in Table 2.1 in the Noise Policy to be exceeded.

In this clause, the Noise Policy means the document entitled NSW Industrial Noise Policy (ISBN 0 7313 2715 2) published in January 2000 by the Environment Protection Authority.

7.7. All new external lighting must:

7.7.1. Comply with AS 11583.1 Pedestrian Area Lighting.

7.7.2. Comply with AS 4282-1997 Control of the obtrusive effects of outdoor lighting, and

7.7.3. Be mounted, screened and directed in a way that it does not create a nuisance or light spill on to buildings on adjoining lots or public places.

7.8. Lighting at vehicle access points to the development must be provided in accordance with AS/NZS 1158 Set:2010 Lighting for roads and public spaces Set

7.9. All driveways and parking areas must be unobstructed at all times.

7.10. Driveways and car spaces must not be used for the manufacture, storage or display of goods, materials or any other equipment, and must be used solely for vehicular access and for the parking of vehicles associated with the use of the premises.

7.11. A waste minimisation and management program is to be developed and implemented so as to limit waste going to the landfill for disposal.

7.11.1. All waste to be stored in a contained area, not accessible by the general public (within the loading dock area). Disposal to be to a licenced landfill facility.

7.12. Any tree or shrub that fails to establish within 2 years of the initial planting date must be replaced with the same species of tree or shrub.

7.13. All landscaped areas on the site must be maintained on an on-going basis.

7.14. No signs (including sandwich boards) are to be displayed on the public footway or any external pedestrian areas, to maintain the visual amenity of the locality and to ensure public safety.

7.15. The supermarket operator is to ensure compliance with the requirements of the NSW Food Authority.



8. COUNCIL ADVICE ONLY

- 8.1. Covenant/s: The applicant / owner has the responsibility of being aware of any covenant which may affect the proposal.
- 8.2. Any structures are to erected / installed / constructed in accordance with the manufacturer’s instructions.
- 8.3. Dial Before You Dig: Underground assets may exist in the area that is subject to your application. In the interests of health and safety and in order to protect damage to third party assets please contact Dial Before You Dig at www.1100.com.au or telephone on 1100 before excavating or erecting structures (This is the law in NSW). If alterations are required to the configuration, size, form or design of the development upon contacting the Dial Before You Dig service, an amendment to the development consent (or a new development application) may be necessary. Individuals owe asset owners a duty of care that must be observed when working in the vicinity of plant or assets. It is the individual’s responsibility to anticipate and request the nominal location of plant or assets on the relevant property via contacting the Dial Before You Dig service in advance of any construction or planning activities.
- 8.4. Telecommunications Act 1997 (Commonwealth); Telstra (and its authorised contractors) are the only companies that are permitted to conduct works on Telstra’s network and assets. Any person interfering with a facility or installation owned by Telstra is committing an offence under the Criminal Code Act 1995 (Cth) and is liable for prosecution. Furthermore, damage to Telstra’s infrastructure may result in interruption to the provision of essential services and significant costs. If you are aware of any works or proposed works which may affect or impact on Telstra’s assets in any way, you are required to contact: Telstra’s Network Integrity Team on phone number 1800 810 443.

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, Kealey, Kermode and Wellings.

Against: Councillors: Heazlett.

Absent: Lyon.

Clr Lyon returned to the Chambers and the Chairperson informed him on the resolution.

6.2 Quarterly Review of 2016/2017 Budget as at 31 March 2017

WO/2017/00578

168 **RESOLVED** on the Motion of Councillors Ferrier and Kermode that Council **ADOPT** the March 2017 Quarterly Budget Review Statements **FURTHER THAT** Council **APPROVE** the variations in Income and Expenditure votes as detailed.



6.3 Request for Permission to Keep More than Two Dogs WO/2017/00600

It was **MOVED** Councillor Ferrier **SECONDED** Councillor Kealey that Council defer the consideration of the matter until the information requested by the Environmental Services Manager has been received from the applicant

On being put to the **VOTE** the **MOTION** was **LOST**.

169 **RESOLVED** on the Motion of Councillors Lyon and Kealey that Council approve the application for the applicant to keep more than two dogs subject to the following conditions:

1. As a dog owner, you have a responsibility to look after your dog’s basic welfare needs, including:
 - a. Provide your dogs with an appropriate balanced diet and clean, cool water at all times
 - b. Ensure your dogs have adequate shelter suitable for all weather conditions
 - c. Ensure your dogs are well socialised, trained and exercised
 - d. Ensure your dogs good health with regular veterinary check ups, working, tick and flea treatments
2. Vehicles, caravans, portable crates and the crawl space under any dwelling must not be used as permanent housing for the dogs.
3. Dog housing must be designed, constructed, serviced and maintained in a way that provides for the good health and well being of the animals, which prevents the transmission of infectious disease agents, the escape of animals and does not cause injury to either animals or humans.
4. The dogs must be provided with protection from rain and wind, direct sunlight or other adverse weather conditions and must be provided with a clean and dry dedicated sleeping area.
5. The dogs must not be able to escape except in circumstances that cannot reasonably be foreseen and guarded against.
6. All waste products such as faeces, bedding, and food wastes should be disposed of promptly and hygienically.
7. Council must inspect the property, prior to the keeping of more than two (2) dogs on the property.
8. Should any disturbance be caused by roaming, excessive noise, the waste produced by the dogs or any other issues contained in relevant legislation administered by Council, Council reserves the right to revoke the permission to keep the animals in such a number and manner.

Afternoon Tea

Council adjourned for afternoon tea at 3:35pm and resumed Council Meeting at 4:45pm. During afternoon tea, the Executive Officer of Namoi Councils gave a short presentation.



6.4 Council Assistance with the Construction of the Walcha Cenotaph

WO/2017/00596

170 **RESOLVED** on the Motion of Councillors Kealey and Lyon that Council allocate the 2016/2017 Arts Capital Works vote to the Walcha Memorial Cenotaph project and the remainder be met from Council Working Funds **FURTHER THAT** Council write to the Walcha RSL Sub-Branch in particular, Mrs Liz Gill and Mr Roy Westfold, thanking them for their initiative and all their hard work to raise \$31,000 for the project so far.

6.5 McHattan Park Upgrade Project

WO/2017/00596

171 **RESOLVED** on the Motion of Councillors Wellings and Kealey that Council allocate an additional \$10,000 from Working Funds to the McHattan Park Upgrade Project to complete the project so it includes the Combination Swing, a Rocker, a G-Pod Spinner, a Concord Rotator, Climbing Rings, Shop Panel with Posts, Pommel Stepping Stones and a replacement Dome as stated in the report.

6.6 Innovation Fund (Round 2) Application – Local Government Solutions Financial Control Centre

WO/2017/00608

172 **RESOLVED** on the Motion of Councillors Heazlett and Kermode that Council apply for an Innovation Fund Grant of \$24,250 to acquire the LG Solutions Integrated Financial Management & Reporting suite of ‘icloud’ applications.

6.7 Innovation Fund (Round 2) Application – Internal Audit Project with Uralla Shire Council

WO/2017/00610

173 **RESOLVED** on the Motion of Councillors Heazlett and Kermode that Council apply for an Innovation Fund Grant of \$30,000 to run a training course for Walcha and Uralla Council staff and to conduct workshops for Councillors and staff of both Councils in order to implement a reciprocal Internal Audit function.

6.8 Committee of the Whole Referral – Walcha Tourism Advisory Committee Membership Nominations

WO/2017/00603

174 **RESOLVED** on the Motion of Councillors Heazlett and Ferrier that, in accordance with the provisions of Section 10 of the Local Government Act, 1993, the matter of “Tourism Advisory Committee Membership” be referred to be discussed in Committee of the Whole for the reason that it relates to personnel matters concerning particular individuals (other than Councillors) AND the matter of “Upgrade John Oxley Oval Lights Offer” be referred to be discussed in Committee of the Whole for the reason that it relates to commercial information of a



confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it.

COMMITTEE OF THE WHOLE

175 **RESOLVED** on the Motion of Councillors Lyon and Kealey 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 it relates to personnel matters concerning particular individuals (other than Councillors) AND that it relates to commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it.

176 The Meeting resumed in **OPEN** Council on the Motion of Councillors Kermode and Blomfield.

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.

2.1 Walcha Tourism Advisory Committee Membership Nominations

WO/2017/0065

The Committee **RECOMMENDED** on the Motion of Lyon and Ferrier that Council appoint all three applicants as community representatives to the Walcha Tourism Advisory Committee and amend the Structure of the Committee as proposed.

2.2 Upgrade of John Oxley Oval Lights Offer

WO/2017/00634

The Committee **RECOMMENDED** on the Motion of Lyon and Kealey that Council agree to the offer of 43 lights and two 30 metre poles for John Oxley Oval and investigate appropriate grants to fund the installation of the lights.

ADOPTION OF COMMITTEE OF THE WHOLE

177 **RESOLVED** on the Motion of Councillors Kermode and Blomfield that the Report and Recommendations of the Meeting of the Walcha Council Committee of the Whole held on Wednesday, 26 April 2017 be **ADOPTED** by Council.

The Chairman publicly declared the recommendations passed by the Committee whilst in Committee of the Whole.



7. NOTICE OF MOTION

Nil.

8. MATTERS OF URGENCY

Nil.

9. MANAGEMENT REVIEW REPORTS

WO/2017/00563

178 **RESOLVED** on the Motion of Councillors Lyon and Kermode that items included in the Management Review Report, numbered 1 to 16 inclusive, be **NOTED** by Council.

10. COMMITTEE REPORTS

10.1 Minutes of the Walcha Town & District Beautification & Tidy Towns Committee Meeting held on Wednesday, 5 April 2017 at the Walcha Council Chambers.
WO/2017/00612

Nivison Fountain

179 **RESOLVED** on the Motion of Councillors Lyon and Kealey that Council place the Nivison Fountain Project in the 2017/2018 Budget at a cost of \$35,000.

Garden Competition Awards

180 **RESOLVED** on the Motion of Councillors Blomfield and Lyon that Council donate three prizes – first, second and an encouragement award for the Garden Competition Awards **FURTHER THAT** the future winners be rewarded by the Committee placing an article in the Apsley Advocate in relation to their success.

Long Term Tree Plan for Walcha

181 **RESOLVED** on the Motion of Councillors Kealey and Wellings that Council provide trees free of charge from the Walcha Depot for local landholders to utilise to beautify their roadside environment **FURTHER THAT** the trees to be selected by the Walcha Town & District Beautification & Tidy Towns Committee.



**10.2 Minutes of the Walcha Council Community Care Advisory Committee
Extra Ordinary Meeting held on Friday, 7 April 2017 at the Walcha Day Centre
Room. WO/2017/00531**

182 **RESOLVED** on the Motion of Councillors Kealey and Lyon that Council **ADOPT** the amended Walcha Council Community Care and Walcha Council Early Intervention Policy Manual.

11. DELEGATE REPORTS

Nil.

**THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED
THE MEETING CLOSED AT 6:18PM.**



Item 6:
Senior Officers'
Reports

Submitted to Council: 31 May 2017

..... General Manager Mayor



Item: 6.1 **Ref:** WO/2017/00818
Title: Part Day Public Holiday Survey Results
Author: General Manager
Previous Items: Not Applicable
Attachment: WINT/2017/00835 - Survey Results – Under separate cover.

Introduction:

This Report is to organise the Part Day Public Holiday for the Walcha Races in 2018 & 2019. Council endorsed the application for the 2017 Part Day Public Holiday for the Walcha Races in October 2016. The second component of that resolution was to survey the community and key stakeholders directly after the 2017 Part Day Public Holiday on Friday, 10 February 2017 to ensure that Council receive a true and fresh account of the positives and/or negatives of holding the part day public holiday. This report is to review that survey and endorse the 2018 & 2019 application.

Report:

The Act permits the Minister for Industrial Relations to declare a local public holiday or a local event day for the whole or part of the Council’s local government area. This may be limited to a particular location in the Council’s area, such as the boundaries of a particular town or a police district in an area nominated by the Council.

As in the previous few years, Council must carry out public consultation before applying. Council must consider and be aware of the potential impact the application will have upon businesses and communities located within the designated public holiday areas. This means that all employees whose place of work is within a local public holiday area will be entitled to be absent from work on the day or half day or part day that is the local public holiday or half holiday or part holiday. In addition, employees who work on the day or part day may then have an entitlement to penalty rates.

The NSW Industrial Relations expects Council to consider the impact on local schools and on the transport of school students who attend school on this day. In this regard it is expected that the consultation process with local schools will take account of the transportation arrangements for students who attend school on the day.

Council ran a survey this year, both on Survey Monkey and a hard copy which was dropped into the schools and businesses within the CBD. There were only three questions on the Survey and a copy of the Survey is attached to this report.

The results were:

Q1: In favour of Part Day Public Holiday or not?

For:	43	80%
Against:	11	20%

Submitted to Council: 31 May 2017

..... General Manager Mayor



Q3: Positive experience?

Yes: **38** 83%

No: **8** 17%

Council have consulted extensively over the last few years with the majority of business houses fully supporting the part day public holiday.

It is noted that the Walcha Central School placed in its comments: “A community event, supported by P & C and our school. Bus companies worked with us to ensure safe transport linked to time changes.” A full copy of the results will be tabled at the Council Meeting.

The following extract is from a letter sent to Council explaining the process and matters to be considered.

Declaration of a Local Public Holiday

In circumstances where a local public holiday is declared by the Minister, a bank located in the designated holiday area will be required to close during the declared public holiday hours unless the bank is exempted from the requirement to close under Part 3A of the *Retail Trading Act 2008*. Shops located within the designated holiday area are free to open without restriction.

Where it is proposed to request a half-day public holiday, consideration should be given to the effect that the half day holiday will have on local schools and on the transport of students who attend school on the day. **In this regard, it is expected that the consultation process with local schools will take account of the transport arrangements for students on the half day.**

Implications for Employers

The public holiday provisions contained in the National Employment Standards of the *Fair Work Act 2009* (Cth) apply to local public holidays declared under the *Public Holidays Act 2010*. This means that all employees irrespective of their former entitlements and whose place of work is within a local public holiday area will be entitled to be absent from work for the day or part day declared to be a public holiday. In addition, employees who work on the day or part day may have an entitlement to penalty rates under a relevant award or enterprise agreement.

In considering an application to the Minister for a public holiday or part-day holiday, it is expected that the Council will consult with the affected community and other relevant stakeholders as to the impact of a local public holiday or part-holiday on businesses located in the local government area.

Declaration of a Local Event Day

The Minister may declare a local event day or part day at the request of a council under section 8 of the *Public Holidays Act 2010*. However, the Minister must be satisfied from the information provided by the Council that the day or part day is, and will be observed as, a day of special significance in the area concerned.

Submitted to Council: 31 May 2017

..... General Manager Mayor



The declaration of a local event day or part day does **not preclude banks or shops located within the designated holiday area from opening or trading on the day.**
Implications for Employers

A declared local event day does not automatically mean that employers in the particular locality are compelled to treat the day as a public holiday. Entitlements to paid leave or penalty rates on a local event day will only arise where agreed to at the workplace level, usually in the form of an enterprise agreement or by contract. This goes some way to restoring the industrial arrangements that existed prior to changes in the Commonwealth workplace laws.

The application process

An application for the declaration of a local public holiday or local event day (including a part-day holiday or event day) must be made in writing to the Executive Director, NSW Industrial Relations, and contain the following information:

1. a statement regarding the history of the event and whether the event day has traditionally been observed as a full or half-day public holiday.
2. the date, the designated area and, if relevant, the hours during which the public holiday or local event day is to be observed;
3. the extent of community consultation undertaken in respect of the proposal;
4. copies of advertisements seeking public comment and a summary of the responses from the local community;
5. a summary of correspondence to, and responses from, relevant stakeholders, including bank managers; school principals; and chambers of commerce regarding the Council's proposal.
6. internal reports or information prepared for consideration by the Council and a copy of the Council's resolution authorising the making of the application;
7. where an application is made for a public holiday or part-day holiday, details of:
 - alternatives considered by the Council including the declaration a local event day; and
 - transport arrangements for school students.

In 2015 legislation changed so that applications could be made for local public holiday and local event days over a consecutive two year period for the holding or celebration of annual events, such as a local show day, race day or carnival. It is now expected that Council provide additional information focused on the economic and social importance of the event for the designated holiday area. Council must conduct a consultation process as to the proposed application and provide information indicating:

- ◆ The level of support for and against the application from local businesses and stakeholders
- ◆ The economic benefits to the local community in terms of employment, business activity, tourism and industry promotion of the region

Submitted to Council: 31 May 2017

..... General Manager Mayor



- ◆ The importance of the event from a social and community prospective.

The Survey that was conducted this year shows that the community is 80% in favour of having the Part Day Public Holiday. It is therefore recommend that Council apply for a Part Day Public Holiday from 12 noon to 6pm on Friday, 9 February 2018 and Friday, 8 February 2019.

Each application to the Minister must state if the request was approved by Council resolution, if other options were considered, e.g. local event day, and to what extent the community consultation was taken in respect of the request.

As per previous years, Council would apply for a part day public holiday from 12 noon to 6pm which would assist the hospitality employers in not paying penalty rates after 6pm.

RECOMMENDATION:

That Council ENDORSE the application for a Part Day Public Holiday for the Walcha Council Local Government Area from 12 noon until 6pm on Friday, 9 February 2018 and Friday, 8 February 2019 for the Walcha Races FURTHER THAT Council survey the community and key stakeholders directly after the 2018 & 2019 Part Day Public Holiday to ensure that Council receive a true and fresh account of the positives and/or negatives of holding the Part Day Public Holiday.

Submitted to Council: 31 May 2017

..... General Manager Mayor



WALCHA COUNCIL

ABN 24 780 320 847

2W Hamilton Street
PO Box 2
WALCHA NSW 2354



Telephone: 02 6774 2500
Rates & Admin: 02 6774 2500
Engineering: 02 6774 2515
Fax: 02 6777 1181
Email: council@walcha.nsw.gov.au
Website: www.walcha.nsw.gov.au

13 March 2017

Dear Community Member

Part Day Public Holiday on Friday, 10 February 2017

Council are required each year to apply for the part day public holiday, from 12 noon to 6:00pm, that the Walcha local government area have for the running of the Walcha Cup. As a part of the process Council would now like to consult with the affected community as to the impact of a part day public holiday on businesses and the general public located within our local government area.

I would appreciate it if you could fill in the form below, advising whether you are *for* or *against* the declaration of a part day public holiday, how it effected your business or way of life this year and provide comments. If you require any additional information please do not hesitate to contact Council on 6774 2500.

Yours faithfully

JACK O'HARA
GENERAL MANAGER

Name: _____

Business Name: _____

Please tick whether you are in favour of the Part Day Public Holiday or not

For

Against

Comments:

WHEN REPLYING PLEASE QUOTE WO/2017/00386
WHEN MAKING ENQUIRIES PLEASE ASK FOR Liz Hobbs

Submitted to Council: 31 May 2017

..... General Manager Mayor



Page 2: Part Day Public Holiday Survey for Friday, 5 February 2016
Walcha Council

Please advise how the Part Day Public Holiday affected your business in 2017:

Was it a positive experience or not?

Yes

No

Additional Comments:

Please return to Council by: MONDAY, 27 MARCH 2017

WHEN REPLYING PLEASE QUOTE WO/2017/00386
WHEN MAKING ENQUIRIES PLEASE ASK FOR Liz Hobbs

Submitted to Council: 31 May 2017

..... General Manager Mayor



Item: 6.2 **Ref:** WO/2017/00817
Title: Request to form an Aboriginal Advisory Committee under Section 355 of the Local Government Act 1993
Author: General Manager
Previous Items: Not Applicable
Attachment: Letter from Amaroo LALC – WI/2017/05518

Introduction:

Council has received a letter from Amaroo Local Aboriginal Land Council (Amaroo LALC) advising their members would like Council to form an Aboriginal Advisory Committee.

Report:

Section 355 of the *Local Government Act 1993* permits Council to exercise its functions through a committee. *The Local Government (General) Regulation 2005* (the Regulation) provides the authority for Council to *establish* by resolution, such committees as it considers appropriate. The Regulation also covers such issues as membership of a committee, the quorum of a committee and the functions of a committee. Specifically, Clause 260 of the Regulation requires that Council must specify the functions of each of its committees at the time they are established; these functions may be amended from time to time.

Council’s Community Strategic Plan Item CSP 5.4 ‘Walcha’s Aboriginal communities will be supported and strengthened’, identifies Council as a leader and facilitator in conjunction with Amaroo LALC in item 5.4.1 ‘Increase effective partnerships with, and develop the capacity of, Aboriginal communities’.

It is recommended that Council agree to the request and the following matters are recommended to be specified:

1. Function of the Committee – to advise Council on aboriginal matters.
2. Membership of the Committee – One Councillor, the General Manager and six Amaroo Members.
3. Meetings – Meetings are to be held six monthly and the quorum is to be 5.

RECOMMENDATION: That Council agree to the request from Amaroo Local Area Land Council to establish an Aboriginal Advisory Committee with the following matters as specified:

1. Function of the Committee – to advise Council on aboriginal matters.
2. Membership of the Committee – One Councillor, the General Manager and six Amaroo Members.
3. Meetings – Meetings are to be held six monthly and the quorum is to be 5.

Submitted to Council: 31 May 2017

..... General Manager Mayor



Amaroo Local Aboriginal Land Council

Phone: (02) 6777 1100
Fax: (02) 6777 2490
Email: amaroolalc@gmail.com
ABN: 94 065 810 652

36N Derby Street
PO Box 248
WALCHA NSW 2354
Australia

Tuesday, 23 May 2017

WALCHA COUNCIL RECEIVED	
DATE	23/05/17
GDA REF	
TRIM FILE	
DOC NO	
H/C FILE	

Aboriginal Advisory Group

Mr Jack O'Hara
General Manager
Walcha Council

Dear Jack,

A members meeting held at Amaroo LALC, a topic was raised re having an Aboriginal Advisory committee to the council.

I believe this is a good step in a conductive working relationship with the Aboriginal community. Amaroo members have delegated 6 members from Amaroo to sit on this committee.

We look forward to hearing from you.

Mark Davies

Chief Executive Officer

Submitted to Council: 31 May 2017

..... General Manager Mayor



Item: 6.3 **Ref:** WO/2017/00767
Title: Local Government Remuneration Tribunal Annual Review
Author: General Manager
Previous Items: Not Applicable
Attachment: Yes Pages from the Report

Introduction:

The Local Government Remuneration Tribunal has handed down its latest determination of annual remuneration fees for Councillors and Mayors. (Copy of relevant pages of the report attached).

Report:

Section 241 (1) of the Local Government Act 1993 requires that:

The Remuneration Tribunal must, not later than 1 May in each year, determine, in each of the categories determined under Section 239, the maximum and minimum amounts of fees to be paid during the following year to Councillors (other than Mayors) and Mayors.

Section 239 (1) provides that:

The Remuneration Tribunal must, at least once every 3 years:

- (a) determine categories for Councils and Mayoral offices; and*
- (b) place each Council and Mayoral office into one of the categories it has determined.*

The determination provides for the retention of five existing categories (some with new titles) and the creation of two new categories. In accordance with Section 239, the categories of general purpose councils have been determined as follows:

Metropolitan	Non-metropolitan
Principal CBD	Regional City
Major CBD	Regional Strategic Area
Metropolitan Large	Regional Rural
Metropolitan Medium	Rural
Metropolitan Small	

Section 248, 248A, 250 and 251 of the Act generally provide that:

- ◆ A Council may fix an annual fee to be paid to each Councillor and to the Mayor. The fee paid to the Mayor is additional to the Councillor fee. The fees paid must be in accordance with the determination made by the Remuneration Tribunal.
- ◆ The annual fee so paid must be the same for each Councillor.
- ◆ A Council that does not fix the annual fees (both Councillor and Mayoral) must pay the minimum fee as determined by the Remuneration Tribunal.
- ◆ Fees are to be paid monthly in arrears.
- ◆ A suspended Councillor does not receive the fee during the period of the suspension.

Submitted to Council: 31 May 2017

..... General Manager Mayor



- ◆ A Council may pay a deputy mayor a fee determined by the Council for such time as the deputy mayor acts as mayor however the fee so paid must be deducted from the mayor’s annual fee.
- ◆ The payment of these fees does not mean that Councillors are Council employees nor does the fee constitute a salary for the purposes of any Act.

Financial Implications:

The Tribunal has also determined the following annual fees for Rural Category Councils:

Councillors		Mayors	
Minimum	Maximum	Minimum	Maximum
\$8,750	\$11,570	\$9,310	\$25,250

The Mayoral and Councillor Fees for 2016/2017 are:

Councillor Fee	\$10,000
Mayoral Fee	\$20,000

The Draft 2017/2018 Budgeted amount for Mayoral & Councillor Fees are:

Councillor Fee	\$10,150
Mayoral Fee	\$20,300

Delegated Authority Implications

The report has no implications for Council’s delegated authorities. Council cannot delegate the authority to set these fees.

RECOMMENDATION:

For Council’s consideration.

Submitted to Council: 31 May 2017

..... General Manager Mayor



Determinations of the Local Government Remuneration Tribunal effective on and from 1 July 2017

Local Government Remuneration Tribunal

Table 2: General Purpose Councils – Non-Metropolitan

Regional City (2)		Regional Strategic Area (2)	
Newcastle		Central Coast	
Wollongong		Lake Macquarie	

Regional Rural (37)	Rural (57)	
Albury	Balranald	Kyogle
Armidale	Bellingen	Lachlan
Ballina	Berrigan	Leeton
Bathurst	Bland	Liverpool Plains
Bega	Blayney	Lockhart
Blue Mountains	Bogan	Moree Plains
Broken Hill	Bourke	Murray River
Byron	Brewarrina	Murrumbidgee
Cessnock	Cabonne	Muswellbrook
Clarence Valley	Carrathool	Nambucca
Coffs Harbour	Central Darling	Narrabri
Dubbo	Cobar	Narrandera
Eurobodalla	Coolamon	Narromine
Goulburn Mulwaree	Coonamble	Oberon
Griffith	Cootamundra-Gundagai	Parkes
Hawkesbury	Cowra	Snowy Valleys
Kempsey	Dungog	Temora
Kiama	Edward River	Tenterfield
Lismore	Federation	Upper Hunter
Lithgow	Forbes	Upper Lachlan
Maitland	Gilgandra	Uralla
Mid-Coast	Glen Innes Severn	Walcha
Mid-Western	Greater Hume	Walgett
Orange	Gunnedah	Warren
Port Macquarie-Hastings	Gwydir	Warrumbungle
Port Stephens	Hay	Weddin
Queanbeyan-Palerang	Hilltops	Wentworth
Richmond Valley	Inverell	Yass
Shellharbour	June	
Shoalhaven		
Singleton		
Snowy Monaro		
Tamworth		
Tweed		
Wagga Wagga		
Wingecarribee		
Wollondilly		

Submitted to Council: 31 May 2017

..... General Manager Mayor



Local Government Remuneration Tribunal

Determination No. 2- Determination Pursuant to Section 241 of Fees for Councillors and Mayors

Pursuant to s.241 of the *Local Government Act 1993*, the annual fees to be paid in each of the categories to Councillors, Mayors, Members and Chairpersons of County Councils effective on and from 1 July 2017 are determined as follows:

Table 4: Fees for General Purpose and County Councils

Category		Councillor/Member Annual Fee		Mayor/Chairperson Additional Fee*	
		Minimum	Maximum	Minimum	Maximum
General Purpose Councils – Metropolitan	Principal CBD	26,310	38,580	160,960	211,790
	Major CBD	17,540	32,500	37,270	105,000
	Metropolitan Large	17,540	28,950	37,270	84,330
	Metropolitan Medium	13,150	24,550	27,940	65,230
	Metropolitan Small	8,750	19,310	18,630	42,120
General Purpose Councils – Non-metropolitan	Regional City	17,540	30,500	37,270	95,000
	Regional Strategic Area	17,540	28,950	37,270	84,330
	Regional Rural	8,750	19,310	18,630	42,120
	Rural	8,750	11,570	9,310	25,250
County Councils	Water	1,740	9,650	3,730	15,850
	Other	1,740	5,770	3,730	10,530

*This fee must be paid in addition to the fee paid to the Mayor/Chairperson as a Councillor/Member (s.249(2)).

The Local Government Remuneration Tribunal

Signed

Dr Robert Lang

Dated: 12 April 2017

Submitted to Council: 31 May 2017

..... General Manager Mayor



Item: 6.4 **Ref:** WO/2017/00824
Title: Review of the Walcha Local Environmental Plan 2012
Author: Environmental Services Manager
Previous Items: Not Applicable
Attachment: No

Introduction:

The purpose of this report is to recommend that Council prepare a planning proposal and seek a Gateway Determination from NSW Planning and Environment (P&E) requesting to place the draft Walcha Local Environmental Plan (Walcha LEP) 2012 Amendment No X– **LEP Review 2017** on public exhibition.

There would be four matters pertaining to the Planning Proposal:

1. Boundary Adjustments

To include the ‘standard’ LEP rural and environmental boundary adjustment clause in the Walcha LEP 2012. The boundary adjustment clause provides flexibility for boundary adjustment subdivisions. The proposed clause replaces the variation provisions previously found in the repealed State Environmental Planning Policy (SEPP) 1 Variations to Development Standards.

As local Councils produced their (standard instrument) Local Environmental Plans (LEPs), the new LEPs repealed the SEPP 1 Variations to Development Standards for that area. Clause 4.6 of the Standard Instrument LEP replaced the functions of the repealed SEPP, and this clause allows for variations to development standards such as lot size, height and floor space ratio. One of the functions lacking in Clause 4.6 is the ability to make boundary adjustments for rural and environmental zoned land that is already below the minimum lot size.

Many other regional Council's, including Inverell, Tamworth, Armidale, Moree, Uralla, and Glen Innes have amended their LEPs to include the ‘new’ boundary adjustment clause or local versions of that clause. Clause 4.2C from the Uralla Local Environmental Plan 2012 has been reproduced and adapted to suit the zone structure for Walcha as shown in the report below.

2. Detached Dual Occupancy Dwellings

To expand permissible uses within rural and environmental zones to include detached dual occupancies with certain restrictions. The intended outcome is to permit detached dual occupancies within the RU1 and RU4 Zones while ensuring that they remain in close proximity to the primary dwelling, share the same access and remain on the same title.

Certain rural detached dual occupancy dwellings were previously permissible with consent subject to justification under the former Walcha LEP 2000. As Councils made their new (stand instrument) LEPs, they were required to include *Dual Occupancies (attached)* only in their rural zones.

Submitted to Council: 31 May 2017

..... General Manager Mayor



The need for detached dual occupancy dwellings in rural areas has been identified through the operation of the current Walcha LEP since it came into force in 2012. It is reasonable to allow a degree of separation between rural dwellings, particularly where a dual occupancy is occupied by older members of a farming family who want to remain on the land, but not live in a household directly adjoining that of other family members.

3. Permit Signage in the RE1 Public Recreation

Currently *signage* is prohibited in the Public Recreation Zone. It is considered that *signage* is a compatible use and it is proposed to make it permissible in this zone.

4. Include a Minimum Lot Size for subdivision in the E2 and E4 Zone

The need for this LEP amendment arose during the review of the maps relating to the Walcha LEP 2012. It was found that the existing subdivision minimum of 2 hectares was omitted. As a result of this error, there are no current requirements on subdivision for this land. There are 10 lots which are affected, and all are contained on Map LSZ_003B.

Report:

The subject Planning Proposal would seek to amend the Walcha LEP 2012 to include appropriate LEP provisions to enable rural detached dual occupancies and boundary adjustment subdivisions of ‘undersized’ rural lots within rural and environmental zoned land, the inclusion of signage as a permissible use in the RE1 Zone and include a Minimum Lot Size for E2 and E4 Zoned land.

Boundary Adjustments

As local Councils produced their (standard instrument) Local Environmental Plans (LEPs), the new LEPs repealed the SEPP 1 Variations to Development Standards for that area. Clause 4.6 of the Standard Instrument LEP replaced the functions of the repealed SEPP, and this clause allows for variations to development standards such as lot size, height and floor space ratio. One of the functions lacking in Clause 4.6 is the ability to make boundary adjustments for rural and environmental zoned land that is already below the minimum lot size.

Many other regional Council's, including Inverell, Tamworth, Armidale, Moree, Uralla, and Glen Innes have amended their LEPs to include the ‘new’ boundary adjustment clause or local versions of that clause. Clause 4.2C from the Uralla Local Environmental Plan 2012 has been reproduced and adapted to suit the zone structure for Walcha as shown in the report below.

Boundary adjustment subdivisions resulting in lots below the minimum rural lot size were formerly assessed and determined pursuant to a SEPP 1 variation of the Walcha LEP 2000. SEPP 1 variations were removed with the implementation of the Standard Instrument LEP. Council’s intention in preparing the Walcha LEP 2012 was to complete a best fit transfer of the old LEP into the new format. The proposed provision complies with Council’s intent.

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..... General Manager Mayor



Rural boundary adjustments are often necessary for efficient farm management purposes or to facilitate estate planning. The ability for rural land owners to be able to undertake routine boundary adjustments is considered to be a valid and sustainable approach to land management. It allows property owners flexibility when it comes to management of their farms.

The subject Planning Proposal would provide a logical additional clause to the Walcha LEP 2012 that has been “tested” in other regional local government areas and addresses a “gap” in the standard instrument LEP template.

The proposed boundary adjustment LEP Provision is:

4.2D Exceptions to minimum subdivision lot size for boundary adjustments

- 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 of a zone.*
- 2) *This clause applies to land in the following zones:*
 - a) *Zone RU1 Primary Production,*
 - b) *Zone RU4 Primary Production Small Lots,*
 - c) *Zone R5 Large Lot Residential,*
 - e) *Zone E4 Environmental Living.*
- 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 consent authority is satisfied that the subdivision:*
 - a) *will not result in an increase in the number of lots, and*
 - b) *will not result in an increase in the number of dwellings on, or dwellings that may be erected on, any of the lots, and*
- 4) *In determining whether to grant development consent 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*

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..... General Manager Mayor



(b) if the subdivision would create a lot that could itself be subdivided in accordance with clause 4.1.

Explanation of each subclause:

1. Explains the objectives of the provisions.
2. Defines which zones to which the proposed provisions apply.
3. Indicates that despite minimum lot size provisions contained in the plan, subdivision of undersized allotments may occur where Council is satisfied that no additional dwelling entitlement would be created and the potential for land use conflicts are not increased.
4. Council must also be satisfied that E3 and E2 zoned land will not be detrimentally impacted by the adjustment.

Detached Dual Occupancy Dwellings

Traditional reasons against the use of detached dual occupancies in rural areas have been:

- ◆ Raising expectations of future subdivision to separate rural dwellings;
- ◆ Impacts from additional road access driveways;
- ◆ Loss of agricultural land; and
- ◆ Increase in value of agricultural land as a result of built improvements.

These issues will be managed by proposed DCP controls in the Walcha LEP 2012, including:

- ◆ Consolidation of separate land parcels so that the primary dwelling and the detached dual occupancy are located within a single lot;
- ◆ Access to the primary dwelling and the detached dual occupancy dwelling are to be via a single (existing) access driveway and single point of access location of a public road;
- ◆ Justification for the separation distance between the proposed detached dual and the primary dwelling.

The mechanism for amending the LEP and enabling detached dual occupancies is as follows:

- ◆ Removing *Dual occupancies (attached)* from the Land Use Table for RU1 and RU4 zoned land as a use that is permitted with consent ; and
- ◆ Including *Dual occupancies* in the Land Use Table for RU1 and EU4 zoned land as a use that is permitted with consent.

Permit Signage in the RE1 Public Recreation

Under the Walcha LEP 2012, *signage* is defined as:

any sign, notice, device, representation or advertisement that advertises or promotes any goods, services or events and any structure or vessel that is principally designed for, or that is used for, the display of signage, and includes any of the following:

- (a) an advertising structure,*
- (b) a building identification sign,*
- (c) a business identification sign,*

but does not include a traffic sign or traffic control facilities.

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The RE1 Public Recreation zone is generally intended for a wide range of public recreational areas and activities including local and regional parks and open space. The uses may include *recreation facilities, community facilities* such parks, *environmental facilities, environmental protection works* and other uses compatible with the primary use of the land. The inclusion of *signage* as a permissible land use is considered to be acceptable as it is compatible uses.

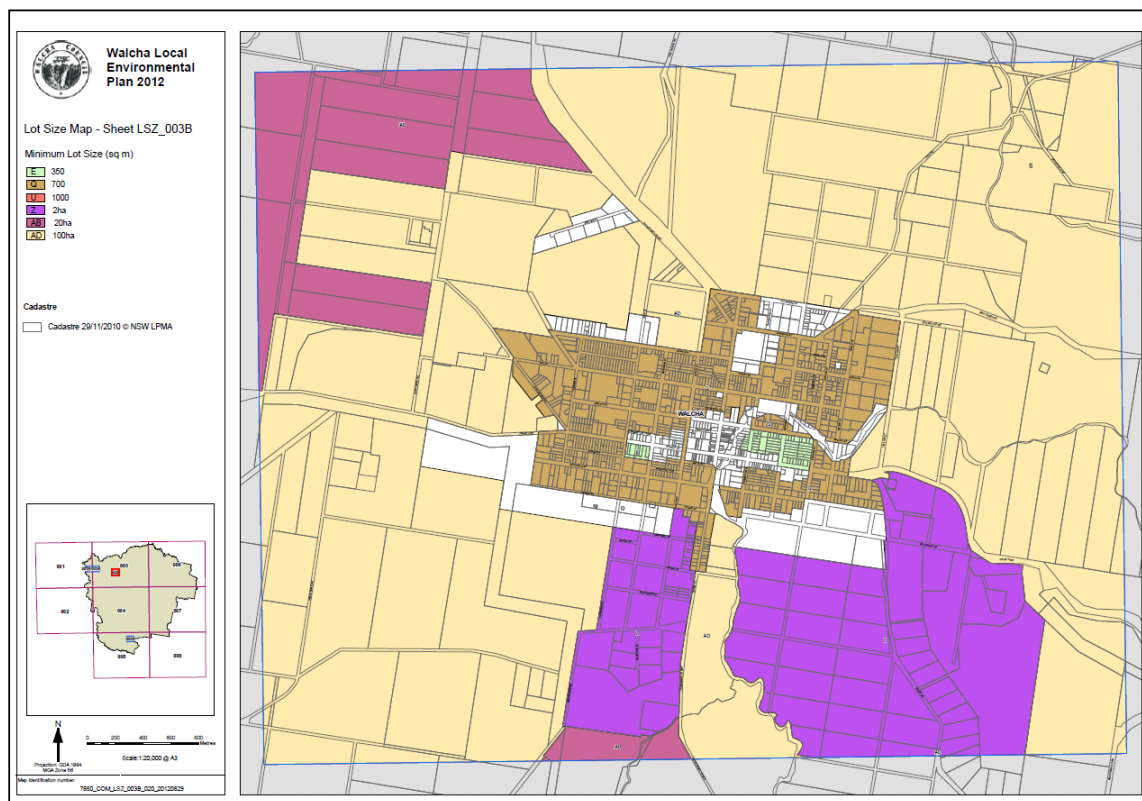
These issues relating to appropriate nature of signage, i.e. size, construction and location will be managed by proposed DCP controls in the Walcha LEP 2012.

The mechanism for amending the LEP and enabling *signage* is to include *signage* in the Land Use Table for RE1 zoned land as a use that is permitted with consent.

Include a Minimum Lot Size for subdivision in the E2 and E4 Zone

Due to a drafting error in the Walcha LEP 2012, it was found that the E2 and E4 zoned land listed below was not allocated a Minimum Lot Size. This implies that there are no subdivision controls on this land. The lots affected are: Lots 560, 561, 562, 563 DP 722828, Lot 7023 DP 1059151, Lot 4 Section 20 DP 759035, Lots 202, 216 DP 756502, Lot 7 DP 1217346 and Lot 4 DP 1155108 and are all contained on Map LSZ_003B.

Under the Walcha LEP 2000 the land had a subdivision minimum of 2 hectares. It would be appropriate to use this as a Minimum Lot Size for this land as it is also adjoining similar land to the east and south.



Submitted to Council:

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..... General Manager Mayor



Gateway Determination

It is requested that Council resolves to prepare and forward the Planning Proposal to NSW Planning and Environment for a Gateway determination and approval to place the Planning Proposal and draft LEP amendment on Public Exhibition.

Should council resolve to endorse the recommendation, the NSW Planning and Environment 'Gateway Determination' process is summarised as follows:

1. **Gateway:** the Minister (or delegate) determines whether the planning proposal is to proceed. This gateway acts as a checkpoint to ensure that the proposal is justified before further studies are done and resources are allocated to the preparation of a plan. A community consultation process is also determined at this time. Consultations occur with relevant public authorities and, if necessary, the proposal is varied.
2. **Community consultation:** the proposal is publicly exhibited (generally low impact proposals for 14 days, others for 28 days). A person making a submission may also request that a public hearing be held.
3. **Assessment:** the relevant planning authority (Council) considers public submissions and the proposal is varied as necessary. Parliamentary Counsel then prepares a draft local environmental plan; the legal instrument.
4. **Decision:** with the Minister's (or delegate's) approval the plan becomes law and is published on the NSW legislation website.

Key issues:

- ◆ The Planning Proposal involves the inclusion of an additional boundary adjustment clause (provision) in the Walcha Local Environmental Plan 2012.
- ◆ The new boundary adjustment provision will enable Council to determine boundary adjustment subdivisions that would previously have required a SEPP 1 variation under the former Walcha LEP 2000.
- ◆ The proposed amendment will enable *Dual Occupancies (detached)* in the RU1 and RU4 zones.
- ◆ The proposed amendment will enable *signage* in the RE1 zone.
- ◆ The Planning Proposal does involve mapping amendments to the Map LSZ_003B.

Conclusion:

A review of surrounding Councils shows that there is a genuine and justifiable need for:

1. Flexibility when dealing with rural boundary adjustment subdivisions,
2. Detached rural dual occupancy dwellings,
3. Inclusion of signage as a permissible land use in the RE1 zone, and
4. Correct a previous drafting error in the Walcha LEP 2012 and include a minimum Lot Size for E2 and E4 zoned lands.

The proposed amendments are recommended to keep the Walcha LEP 2012 up-to-date and accurate and to provide the best balance in effective planning to achieve and

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..... General Manager Mayor



facilitate good development outcomes. Given the complexity of the LEP document this is an important continuous improvement process.

It is recommended that Council prepare a suitable planning proposal and seek a Gateway Determination from NSW Planning and Environment to place the Planning Proposal on public exhibition. The Planning Proposal is 'low impact,' and it would be expected the gateway Determination will require the Planning proposal to be exhibited for 14 days.

RECOMMENDATION:

That Council:

1. give the General Manager delegated authority to:
 - a. prepare a Planning Proposal containing:
 - i. Boundary Adjustment clause,
 - ii. Include Detached Dual Occupancy Dwellings as permissible development for the RU1 and RU4 zones,
 - iii. Include signage as a permissible use in the RE1 zone, and
 - iv. Amend Minimum Lot Size of 4 ha for Lots 560, 561, 562, 563 DP 722828, Lot 7023 DP 1059151, Lot 4 Section 20 DP 759035, Lots 202, 216 DP 756502, Lot 7 DP 1217346 and Lot 4 DP 1155108 being contained on Map LSZ_003B.
 - b. forward the planning proposal to NSW Planning and Environment for a Gateway Determination,
 - c. to make any minor alterations as requested by NSW Planning and Environment; and
2. the Planning Proposal is advertised as per the provisions of Section 57 of the *Environmental Planning & Assessment Act, 1979* once a Gateway Determination has been issued.



Item: 6.5 **Ref:** WO/2017/00820
Title: Update on Change of Name of Nivison Lookout & Koala Walk to "Nivison Walk"
Author: General Manager
Previous Items: Not Applicable
Attachment: No

Report:

This report is to update Council on the change of name of Nivison Lookout and Koala Walk to "Nivison Walk".

Council resolved to write a letter to the Nivison family seeking approval for the name change of Nivison Lookout and the Koala Walk to "Nivison Walk". Council have received a letter back from Mrs Jillian Oppenheimer stating that she had no objection to this change as long as all the signage was updated.

RECOMMENDATION: That Council approve to change the name of "Nivison Lookout and "Koala Walk" to "Nivison Walk" FURTHER THAT all appropriate documentation relating to this change, including signage is completed.

Submitted to Council: 31 May 2017

..... General Manager Mayor



Item: 6.6 **Ref:** WO/2017/00813
Title: Waste Strategy Update
Author: General Manager
Previous Items: WO/2017/02087 & WO/2017/00454
Attachment: WI/2017/05572

Introduction:

The purpose of this report is to inform of progress on the Draft Waste Strategy that was workshopped earlier in March.

Report:

The Waste Strategy continues to develop with the addition of the Part 5 Action Plan. Please see the attachment to review the Action Plan in full.

Final comments are sought from Councillors regarding the entire draft.

RECOMMENDATION:

That the Draft Waste Strategy be placed on public exhibition for a period of 35 days inviting public submissions until Friday, 14 July 2017.

Submitted to Council: 31 May 2017

..... General Manager Mayor



Document Check Off and Disclaimer

DATE	DRAFT	AUTHOR	CHECKED
15-1-2017	1st	Thomas Freeman	Greg Freeman
20-3-2017	2 nd	Thomas Freeman	Tess Dawson
17-5-2017	3 rd	Thomas Freeman	Greg Freeman

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PART 1 INTRODUCTION

1.1 THE NEED FOR A STRATEGY

Walcha Council, like many other regional councils in NSW, is facing challenges with the management of solid waste due to:

- The limited capacity of the Walcha Waste Facility;
- Compliance standards set by the NSW Environmental Protection Authority which tend to favour large waste facilities;
- The introduction of a Container Deposit Scheme in NSW; and
- Small tonnages of recyclable material which do not benefit from economies of scale.

1.2 SCOPE AND TIMEFRAME

This Strategy documents Council's waste management direction to 2027. The Strategy describes existing and planned waste management facilities and services provided or supported by Council to manage the community's waste.

The Strategy includes management practices for the majority of waste streams generated within the Walcha LGA, but focuses mainly on household wastes.

1.3 COMMUNITY INVOLVEMENT IN THIS STRATEGY

Community involvement in this strategy will be in line with the recently adopted Community Engagement Strategy. Council intends to inform, consult, involve, collaborate and empower the community as per the Strategy's principles in the following ways.

1. Place the final draft Waste Strategy on public exhibition for a period of 35 days inviting public submissions.
2. Hold a public meeting during the draft strategy exhibition period inviting the community's feedback and questions.
3. Advise the community through the Mayors newsletter of the draft strategy and invite written public submissions and or attendance at the public meeting
4. Community feedback reviewed by Council and approved changes included in Final Waste Strategy.

PART 2 POLICY CONTEXT

2.1 NEW SOUTH WALES GOVERNMENT

Waste in NSW is regulated primarily through the following legislative instruments:

- Protection of the Environment Operations Act 1997 and associated Regulations
- Environmental Planning and Assessment Act 1979
- Waste Avoidance and Resource Recovery (WARR) Act 2001.

In December 2014, the NSW Government released the NSW Waste Avoidance and Resource Recovery Strategy 2014-21 (WARR Strategy). This Strategy revises the waste hierarchy (Figure 2) and documents waste management targets for NSW across six key result areas.

Table 1 - NSW Waste Avoidance and Resource Recovery Strategy targets

Key Result Area	Target
1. Avoid and reduce waste generation	By 2021–22, reduce the rate of waste generation per capita
2. Increase recycling	By 2021–22, increase recycling rates for: <ul style="list-style-type: none"> • municipal solid waste from 52% (in 2010–11) to 70% • commercial and industrial waste from 57% (in 2010–11) to 70% • construction and demolition waste from 75% (in 2010–11) to 80%
3. Divert more waste from landfill	By 2021–22, increase the waste diverted from landfill from 63% (in 2010–11) to 75%
4. Manage problem wastes better	By 2021–22, establish or upgrade 86 drop-off facilities or services for managing household problem wastes state-wide
5. Reduce litter	By 2016–17, reduce the number of litter items by 40% compared with 2011–12 levels and then continue to reduce litter items to 2021–22.
6. Reduce illegal dumping	From 2013–14, implement the NSW Illegal Dumping Strategy 2014–16 to reduce the incidence of illegal dumping state-wide. As part of this strategy, by 2016–17 establish baseline data to allow target-setting in regional parts of the state/

Other tools used by the NSW Government include the waste levy. To discourage landfilling in metropolitan and coastal areas, the NSW Government charges a levy, on a per tonne basis, for all the material that is disposed of in landfill. In 2016-17 the coastal areas pay \$78.20 per tonne and the metropolitan areas \$135.70 per tonne. The cost of the levy is borne by the disposer of the waste, this results in increases to the annual domestic waste charge and also a higher gate fee at the facilities.

To further drive recycling the NSW Government limits new landfill facility approvals. Under amendments to State Environmental Planning Policy (Infrastructure), the relevant consent authority is required to consider how a proponent proposes to minimise waste to landfill, and in particular:

1a) whether there is a suitable level of recovery of waste, such as by using alternative waste treatment or the composting of food and garden waste, so that the amount of waste is minimised before it is placed in the landfill.

PART 3 SNAPSHOT OF THE CURRENT SERVICE

Council's waste operations can be broken into two categories; collection and disposal. **Waste collection** from households and businesses in the LGA is performed by Uralla Shire Council under contract. The service is provided to Walcha Township and the areas of Summervale Village, Woolbrook and Walcha Road. Household receive a recycling, garden organics and residual bin.

Collection frequency of the 240L organics bin is fortnightly but reduced over the colder, winter months, averaging 16 collections per year. The 140L domestic and 240L commercial residue waste bins are collected weekly whilst the 240L co-mingled recyclables are collected fortnightly.

Kerbside organics and residual waste is landfilled at the Walcha Waste Facility whilst co-mingled recyclables are taken to Uralla's MRF for sorting and sale.



Figure 1 - Recyclables separation windows at the WWF

Council operates three **Waste Disposal** facilities. The cost of waste disposal is recovered by the domestic waste charge, as such residents and business pay no gate fee for waste. The Walcha Waste Facility (WWF) is the largest and is licenced by the NSW EPA. Kerbside residual bin and garden organics are landfilled in a putrescible waste cell. Construction and demolition waste is buried in a separate cell. Drop-off waste from household and businesses is transferred to the Tamworth Waste Management Facility in hook lift bins by a contractor. Council has finished construction of a community recycling centre (CRC) funded by the EPA. CRC's are drop-off centres for common household problem wastes that can't be collected via council kerbside waste and recycling collection services.

Resource recovery at the WWF includes drop-off recyclables which are separated by the resident and bailed by a Council operator. Drop-off greenwaste is stockpiled on site, at present there are no viable uses for the material due to the NSW EPA setting strict compost processing standards¹.

Council owns two village landfills. The Woolbrook Landfill is managed by a local contractor and uses a trench to dispose of the waste. It has little remaining airspace. In 2016 Council secured funding from the NSW EPA to construct a transfer station. Once the transfer station is completed the landfill cell will be closed and waste will be transported back to the WWF in skip bins.

The Nowendoc Landfill uses a trench to dispose of the waste. In 2016 there was a landfill fire which spread to the surrounding Nowendoc 'Common' and village.

Without a weighbridge at the Walcha Waste Facility it is difficult to estimate Councils diversion from landfill. With a three bin collection Council could expect to achieve between 30 and 40% diversion if the organics are mulched rather than landfilled. The NSW EPA has an ambitious target of 70% municipal waste diversion by 2021–22. This target is aspirational and Council will see best value in targeting incremental improvements to the performance of the waste service.

¹ The pasteurised garden organics order 2014 - NSW EPA: A minimum of 3 turns with the internal temperature reaching a minimum of 55°C for 3 consecutive days before each turn.

PART 4 HIGH PRIORITY AREAS WHERE COUNCIL WILL TAKE ACTION

A review of Council waste services was undertaken in 2016-2017 by the consultancy Impact Environmental. The following areas were identified as high priority. Further details on each can be found in Appendix 1.

Table 2 - High priority strategic areas

Area for Improvement	Why is Strategic Action Required?	Risk of No Action
Future Waste Disposal at the Walcha Waste Facility (WWF)	The current waste cell has between three and four years of life remaining. If a new cell is not approved and constructed in this time Council will need to negotiate with Tamworth, Uralla or Armidale Councils to use their landfill under a commercial arrangement.	Loss of control over waste disposal
Container Deposit Scheme (CDS)	The CDS is slated to commence in December 2017. Council is in the best position to become the collection point for the Walcha area. The required sorting and bailing infrastructure is already in place. Council will be paid a handling fee by the network operator. Council's kerbside recycling is processed by Uralla Council. By amending the agreement Council will receive a portion of the 10c rebate on containers processed by Uralla.	Loss of revenue source
Capping the WWF	Council has a budgeted reserve of \$200,000 for capping and closure of the WWF. Preliminary estimates indicate the cost to be \$900,000 or higher	Large financial outlay
Kerbside organics collection	The kerbside garden organics collection has been landfilled at the WWF because of compliance requirements set by the NSW EPA and high contamination.	Loss of social trust
NSW EPA Compliance	The EPA requires a Landfill Environmental Management Plan (LEMP) to be lodged for the WWF. All licenced landfills in NSW are required to have a LEMP. There is no separation of leachate and stormwater at the WWF. If the facility is to remain open a leachate basin will need to be constructed.	Compliance penalty Forced closure of the WWF
Waste Less, Recycle More Grant Funding	Apply for leachate and stormwater upgrades to the WWF via the NSW EPA Environmental Improvements grant program	No offset to capital outlay
Inspect loads at WWF	Loads entering the WWF are not inspected. Council has no knowledge of the waste entering the site.	Lack of data and due diligence
Ensure cost recovery can handle Waste Levy	If the Waste Levy was extended west Council would need to pay the NSW Government a levy of \$78.20 per tonne. If the current charge structure remained, users of the landfill would be subsidised by the rest of the ratepayers.	Rapid increase in domestic waste charge

PART 5 ACTION PLAN

Strategic Area	Desired 10 Year Outcome	Action	Resources / Year 1 to 5 Cost Estimate	Resources / Year 5 to 10 Cost Estimate
Future Waste Disposal at the Walcha Waste Facility (WWF)	The WWF is still able to accept waste generated by the community.	Construct additional cell at Walcha Waste Facility.	\$150,000 for cell construction.	
		Investigate using dome shape to increase the height of the landfill. Investigate potential for acquisition of neighbouring Crown Land.	Internal staff time. External consultant - \$5,000.	
		Utilise plant that efficiently compacts the waste.	\$30,000 per year for compactor hire.	\$30,000 per year for compactor hire.
Container Deposit Scheme (CDS)	The Walcha community has access to a CDS drop-off facilities. Council is reimbursed from Uralla for CDS material in the recycling bin.	The WWF becomes a drop-off point for the CDS. Provided community CDS storage at Woolbrook and Nowendoc landfills.	Revenue source- to be determined. Second operator at WWF. \$10,000 to upgrade WWF. \$2,000 for Woolbrook and Nowendoc drop-off.	Revenue source- to be determined. Second operator at WWF.
		Negotiate with Uralla Council to share CDS proceeds from processed recyclables.	Revenue source – to be determined.	Revenue source – to be determined.
		Investigate potential for commingled recyclables processing at the WWF once the CDS roll out is complete.	Internal staff time. External consultant - \$5,000.	

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Capping the WWF	Council has a reserve capable of funding the closure capping of the WWF when required.	Investigate equitable way to raise the funds needed for WWF closure either via a gate fee or a levy on all rateable properties. Undertake community consultation before the introduction of any waste fee or charge.	Revenue source – to be determined.	Revenue source – to be determined.
Kerbside organics collection	Kerbside organics are diverted from landfill.	Secure processing for kerbside garden organics.	\$7,500 per year for transport and processing at Armidale.	\$7,500 per year for transport and processing at Armidale.
		Examine feasibility for the addition of food to kerbside collection.	Internal staff time. Consultation with community.	If pursued \$30,000 per year.
NSW EPA Compliance at the WWF	The WWF meets all NSW EPA licence requirements.	Landfill environmental management plan developed	External consultant - \$10,000	
		Leachate and stormwater infrastructure constructed.	\$200,000 for leachate and stormwater infrastructure.	
Waste Less, Recycle More Grant Funding	Council has used grant funding from the NSW EPA to construct infrastructure for organics processing and processing of recyclables	Council applies for EPA funding related to organics and recycling processing infrastructure for the WWF.	Internal staff time. External consultant - \$2,000	Internal staff time. External consultant - \$2,000
Inspect loads at WWF	Council has daily records of materials that enter the WWF.	Loads entering WWF are inspected and recorded electronically.	Second operator at WWF. \$10,000 for IT system.	Second operator at WWF.

Ensure cost recovery can handle Waste Levy	Cost recovery for waste is equitable in the event of a Waste Levy being extended to regional NSW.	Monitor by attending NSW EPA consultation to stay abreast of upcoming changes.	Internal staff time.	Internal staff time.
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PART 6 APPENDIX 1

6.1 LIFE OF THE WALCHA WASTE FACILITY

As of February 2017 there is between 3 and 4 years of life remaining in the existing putrescible waste cell. This figure is based on Calco Surveyors volume estimate in 2017.

Waste from Woolbrook and Nowendoc will likely require disposal at the WWF in the near future: Woolbrook is slated to become a transfer station using NSW EPA funding. Nowendoc has had issues with burning of the pit. The result of this will be additional tonnages requiring disposal at the WWF.

The below method² was used to estimate that 120 tonnes of waste per year is generated from both of these sites.

Council currently uses an excavator for landfill operations. Excavators are not capable of providing a high level of compaction for the waste and as such landfill airspace is wasted. Using a compactor rather than an excavator would result in twice the amount of waste being able to be buried in the same volume.

Efficient use of landfill airspace must be an imperative for Walcha Council for two reasons. The first being that it will enable the facility to remain in operation longer and as such allow more time for the funding of the landfill closure. Secondly there is the avoided cost of having to construct a new waste facility where costs would run into the millions and could take 5-10 years to secure approval.

No companies have dry hire compactors near Walcha. The possibility exists that nearby Councils such as Tamworth or Uralla may have excess capacity in their compactors. In the absence of a compactor hire price an estimate of \$800 per day has been assumed (based on dry hire commercial rates).

Labour was excluded as the current operator would drive the equipment. Waste is delivered 1 day per week and as such it was assumed the compactor would be used 1 day per fortnight. This amounts to around \$20,000 per year in dry hire rates. Using Uralla as an example, transport of the compactor (low loader hire rate of \$91.5 per hour) would amount to around \$10,000 per year.

Combining transport, hire and staff costs would result in a cost of around \$30,000 per annum.



Figure 2 – Putrescible cell at the WWF

² Council used traffic counters to track the number of vehicles using the waste facilities. Nowendoc had an average of 10 vehicles per day, Woolbrook 7. A combined waste tonnage of 50 tonnes per annum was estimated using standard load weights provided by the NSW EPA. This was seen as a conservative estimate. The use of 1.2 tonnes per household per annum (average waste generation in NSW) resulted in an upper estimate of 190 tonnes per annum. The middle of these figures, 120 tonnes per annum was selected as an estimate.

6.2 WALCHA WASTE FACILITY OPERATIONS

Walcha is one of the few Councils where there is not a user pays system for waste disposal. Costs are spread over the rate base and recovered through the domestic waste charge. An example of the user pays system would be the Forrest Road landfill in Tamworth which charges commercial waste \$109 per tonne.

The operation of the WWF costs residents and businesses around \$300 per tonne for waste disposal. This figure was obtained by dividing the \$127,000 in the 16/17 budget by 423 tonnes of kerbside waste landfilled.

This figure is higher than other landfills for a number of reasons:

- The WWF accepts less than 1,000 tonnes per year, lacking economies of scale; and
- Fixed expenses such as machinery and labour form the bulk of costs.



Figure 3 – Construction waste cell at the WWF

A consequence of fixed costs is that reducing tonnes to landfill via recycling will not substantially reduce the cost of operating the site.

When landfills are planned from the start, a gate fee of around \$120 per tonne (at a small facility) should be able to cover:

- operating costs
- future asset replacement (purchasing a void)
- planning consent and licencing
- final capping and remediation
- post closure maintenance and reporting

A notable comparison to landfill is the cost for transport and disposal of waste at Tamworth which currently costs Council \$183 per tonne. The transport costs can be used to compare to alternative destinations such as Uralla \$230 per tonne and Armidale \$276 per tonne.

There has not been adequate cost recovery from historic users over a 20+ year period. As a result the current operational cost is unable to fund future obligations which include building reserves for capping, remediation and asset replacement. The cost of capping is discussed in a separate section below.

Council also needs to address the lack of inspection or recording of waste that enters the site. The sole operator present does not have the capacity to man the gate in addition to bailing sorted recyclables and managing the landfilling. This represents a compliance liability risk, the construction waste cell pictured above has in the past had asbestos mixed with loads of bricks.

The Container Deposit Scheme, discussed below, may present an opportunity to have another operator present on site. It is recommended that their duties include load inspection and record keeping.

6.3 KERBSIDE COLLECTION AND PROCESSING

The provision of a three bin kerbside collection puts Walcha Council ahead of many councils west of the Dividing Range. The kerbside collection contract with Uralla represents good value for Council. Below are the lift rates which is the cost of the service divided by the number of collections in a year.

- \$1.35/lift/service for residue waste bin
- \$1.93/lift/service for dry recycling
- \$1.34/lift/service for garden organics

The above lift rates compare favourably, if slightly more expensive, to other rural Councils who hold contracts with commercial collectors. A direct comparison between Uralla lift rates and commercial operators is difficult as Walcha would be one of the smallest councils with a three bin collection, having fewer than 1,000 services. With a small number of services the higher lift rate is offset by avoiding the cost of a tender process and flexibility offered by a contract held between two government organisations.

Kerbside Organics

The issue with the current kerbside garden organics bin is that Council cannot process the collected material to a standard required by the EPA. The pasteurised garden organics order 2014 specifies that mulched organics must be turned 3 turns with the internal temperature reaching a minimum of 55°C for 3 consecutive days before each turn. With only one operator on site Council does not have the resources to meet this standard.

The kerbside organics also has high contamination which requires further resources to remove. As a result of these two challenges Council has been landfilling the kerbside organics. This practice should be stopped for three reasons:

- Council is in paying extra to collect organics in a separate bin
- When households separate their organics they rightly expect it is being diverted from landfill. When this does not occur it undermines trust in the collection system and Council
- Contamination is unable to be quantified

A staged approach is required to tackle kerbside organics. The first step is to divert from landfill and begin processing. Armidale has a tried and tested compost process already in place, though it is not the only option. This would amount to around \$7,500 per year in transport and gate fees. Council could collaborate with Uralla to help achieve a scale where processing organics is cost effective if Uralla introduces a garden organics collection for their residents..

Once organics are separated Council will need to invest in community education to reduce contamination. A guide of \$2.50 per household is common, this would mean a minimum of \$2,500 per year. Down the road the system could handle food waste. A consultant's report for Council in 2016 found introducing a food collection to the current garden organics would cost ratepayers an average of \$30 per year more on their rates, or \$30,000 per year total.

Commingled Recycling Processing

For Walcha to process its own kerbside recyclables a \$300,000 upgrade would be necessary, along with 2 staff working 2 days per week. Amortising the upgrade cost over 10 years and using standard operator wage, the recycling processing cost would be around \$330 per tonne (including sales of processed materials). Council is paying \$96.52 per tonne to use the Uralla MRF.

If Council could receive funding from the Waste Less Recycle More Resource Recovery Facility Expansion and Enhancement Program the cost would be lower. This is a competitive grant program open to all, not just government. The real opportunity would be the yet to commence Container Deposit Scheme which could result in the MRF returning a profit to Council. The uncertainties around this are discussed below.

6.4 CONTAINER DEPOSIT SCHEME

The NSW government delayed the start of its container deposit scheme (CDS) by five months following requests from environment groups and industry bodies. The scheme - paying 10 cents for every bottle or can that is recycled - will be rolled out from December 1 2017.

There are three tiers to the CDS:

- System Coordinator: Collects the rebate from manufacturers and distributes to the Network Operator.
- Network Operators: Collects the containers from each region (around 7) and provides receipts to the system coordinator. Provides collection depot with 15c per container; 10c to go to the recycler and 5c as a handling fee for the collection depot to keep.
- Collection Depot: Where the containers are collected, responsible for paying the 10c and 5c as a handling fee for the collection depot to keep.

The Network Operator needs to have a collection depot operating within 30km of each town. Council is in the prime position in the Walcha LGA to become the collection depot. The Walcha Waste Facility has the necessary sorting, bailing and storage infrastructure. Discussions with one of the tenderers for the network operator indicated that security upgrades could be necessary. Council will have to consider the staffing requirements as there is only 1 operator on site currently. Adding the responsibility of counting and paying the rebate would be in addition to his current duties. A wait and see approach is the recommended approach – since this will be a revenue source the additional work required could be met by casual staff once the scheme is operating.

With the population of Walcha, according to Census 2011 at 3,021, there could be as many as 1,700,000 containers generated per annum. At \$0.1 per can this equates to around \$170,000 per annum. This number is the generation as such it would include kerbside and drop-off.

To support the rural communities Council could offer a secure storage location of CDS containers at Woolbrook and Nowendoc. Community groups would be responsible to transporting the cans to the WWF to receive the benefits.

Containers that end up in the kerbside recycling become the property of Council. If Council were to process its own recycling at an upgraded MRF it would be eligible for the 10c rebate in addition to the 5c handling fee. Preliminary estimates that this would change a MRF operation from a cost to a revenue source. Until the scheme has been operating for 12 months Council has no way to know how many containers will remain in the kerbside recycling.

Council should start by renegotiating its contract with Uralla in June this year. The basis should be splitting the 10c refund based on tonnages contributed to the MRF. Once the scheme is mature Council will have a sound understanding of the containers generated in the LGA and can examine the feasibility of a MRF at the Walcha Waste Facility.

6.5 EPA COMPLIANCE

The Walcha Waste Facility operates under an environmental protection licence that is granted by the NSW EPA. Council is not meeting the requirements of the licence in several areas – potential consequences include fines or closing of the facility. To date the EPA has taken a lenient stance with Council.

If Council pursues the option for the construction of an additional cell it would be reasonable to expect the WWF to remain open for another 10 years. As such the EPA is likely to take a keener interest in ensuring the licence conditions are met.

The first action Council will need to take is the preparation of a Landfill Environmental Management Plan as the EPA does not have evidence of one on their records. The plan sets out the current environmental techniques being utilised and those that will be implemented in the operation, management and rehabilitation of the landfill.

At present the water management for the site is poor. There are two types of water in landfilling – leachate is water that has been in contact with the waste, stormwater is runoff from areas that have been covered with soil. Leachate is not allowed to leave the site whereas stormwater can be stored in a detention basin. Council only has one basin on site, this handles both stormwater and leachate which is the source of the EPA's concern. Three upgrades would be necessary to remedy this:

- Prevention of water flow into the site via bunding
- Construction of a leachate storage pond
- Drainage upgrades to send leachate and stormwater to separate locations.

In 2016 Council was unsuccessful with a \$200,000 environmental improvement grant application targeting the above issues. Regardless of whether Council decides to reapply for the grant this amount provides an estimate of the work that is required.

The EPA was also concerned with windblown litter which is a result of not coving the tip face with soil each afternoon.

It was also raised that previous groundwater monitoring reports showed that some bores were dry or were not indicating the presence of leachate. The EPA expressed a desire to see a groundwater study to confirm the bores are positioned correctly, however this is of a lower priority than the stormwater issues.



Figure 4 – Putrescible cell at the WWF

6.6 LANDFILL CAPPING RESERVES

Council will eventually be required to close the landfill at the Walcha Waste Facility. Closing a landfill involves the construction of a clay cap that prevents water from percolating through the waste. There is also ongoing maintenance that is required such as filling cracks in the cap and slashing grass that grows on the surface.

Council has a target reserve of \$200,000 for capping and closure of the WWF landfill. This is a fraction of the amount required.

Tamworth City Council were contacted to help estimate a closure cost as they have recent experience. A figure of \$37 m2 (construction only) was provided for capping of Niangala landfill area in August 2016. Tamworth Council had a haulage distance of 150km return and a free supply of clay and soil. It is noted that Tamworth managed to get approval for a simple cap which was of 60mm clay and 40mm soil.

Using the assumption that none of the WWF landfill has been capped to the EPA standard; a high level assessment on SIX Maps indicates that 25,000 m2 would require capping. This would be in the order of \$900,000 using the m2 costs from Tamworth (construction only, material costs not included).

Keeping the site open and accepting waste for as long as possible will allow this cost to be spread over time. Council has two options to build the reserve:

1. Levy all properties
2. Charge users a gate fee

Funding this reserve (less the \$200,000 already earmarked) over 10 years to all services (2,008 domestic and commercial) would require a levy of around \$35 p/a. There is precedent for such a levy, Armidale Council for example changes ratepayers an additional \$140 per year to fund the cost of developing their new landfill.

The actual fee amount will be quantified in an economic analysis (which is required for Council to introduce a fee) followed by 28 day consultation which is required by the Local Government Act..



Figure 5 – Area requiring capping at WWF

6.7 SECURING WASTE DISPOSAL FOR THE WALCHA LGA

The preferred option for Council is securing additional disposal capacity at the WWF. Preliminary geotechnical investigations for a potential new cell to the north of the transfer station indicate that the in-situ clay is not suitable – clay will likely have to be imported to construct the lining. It is estimated that a new cell will cost around \$150,000 to construct.

Since the WWF has existed as a landfill for over 100 years there are few restrictions on the final height. Council may be able to continue landfilling on top of previously filled areas, thereby making a dome shape. This will require the preparation of a filling plan by an external consultant to ensure that the final shape is compliant with EPA requirements.

Should Council be unable to secure additional capacity at the WWF it will have three options:

1. Acquire adjacent Crown land to the north of the site.
2. Construct a new landfill on a greenfield site
3. Transport waste to another LGA

To the north of the WWF is a travelling stock route owned by Crown Lands. Acquisition of this land is preferable long term as Council will be able to make use of the infrastructure already constructed at the WWF – this is particularly important as Council will need to invest significant capital in stormwater and leachate works as discussed earlier.



Figure 6 –Existing cell

The transport of waste has been discussed previously. It relies upon other Councils a) having the capacity and b) having the desire to share. If at some point in time neither of these are present then Council will face the risk of costly haulage to further afield landfills.

Construction of a new landfill site away from the WWF would be in the order of \$2-2.5 million for a facility that could handle 20 years of disposal at 2,500 tonnes per year. This figure is the capital outlay required for land purchase, approvals and development only. It does not include operations or capping and remediation.

For new landfill sites there is no definitive approval timeframe, recent NSW developments at Great Lakes and Armidale both took 15 years from the initial site search to approval and construction. Even with a 7 year approval horizon, Council would need to negotiate an agreement with Uralla or Tamworth to cover the interim period.



Walcha Council
Waste Strategy
May 2017

Impact Environmental

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Item: 6.7
Title: National Youth Week 2017
Author: General Manager
Previous Items: Not Applicable
Attachment:

Ref: WO/2017/00774

Introduction:

Council received a grant of \$1,230 from the Department of Family and Community Services to be spent on youth based activities and events for young people during Youth Week. Council also received a shuttle bus grant of \$660 towards transport to and from these activities as Walcha does not have public transport options available.

This report outlines the activities that were conducted and the expenditure of the funding.

Report:

This year Youth Week did not fall in the school holidays, which made it difficult to hold activities for the youth of Walcha. However, four free after school hours “come and try” days were arranged, to give children the opportunity to try something new.

Beginner Martial Arts was arranged for 31 March and 7 April. Unfortunately no children attended this activity.

Dance workshops were arranged for 5 & 6 April with 14 children attended this activity.

In conjunction with Walcha Central School, an excursion to the Armidale Aboriginal Cultural Centre and Keeping Place was arranged for 3 April 2017. 17 students participated in this activity.



Submitted to Council: 31 May 2017

..... General Manager Mayor



The children received a tour of the centre and a talk about some of the artefacts and artwork before a lesson in dot painting using some ancient Aboriginal symbols. The children then ventured outside for the Bush Tucker walk, hearing all about the traditional uses for many of our native plants. This was followed by some Boomerang throwing and then some Aboriginal Games.

Most of the students really appreciated the opportunity, and commented how they hadn't had the chance to explore the Centre so deeply before. There were a few non-indigenous students amongst the group, who seemed to really enjoy soaking up the culture of their classmates and seemed comfortable participating in the whole experience. It was also interesting to watch some of the Aboriginal students share their own cultural knowledge and compare with the information provided by the presenter.



Youth Week merchandise was supplied to Council free of charge and it was distributed to the children who attended the activities. Excess Youth Week Grant funds were used in the delivery of our school holiday activity program.

The establishment of a Youth Advisory Committee is underway, and the children on this committee will have input into next years Youth Week activities. The Purpose of the Walcha Youth Advisory Committee is to engage with the youth of

Walcha and allow for their input into the Youth programs developed in the Walcha area. Advertisements have been placed in the local media calling for expressions of interest from adult community members to be a part of this committee. Expressions of interest closed 19 May 2017.

RECOMMENDATION: For Councillor's information.

Submitted to Council: 31 May 2017

..... General Manager Mayor



Item: 6.8 **Ref:** WO/2017/00772
Title: Referral to Committee of the Whole – Doctor Recruitment and Housing AND Request for Contribution towards Boundary Fence
Author: General Manager
Previous Items:
Attachment: No

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 the 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 10 of the Local Government Act, 1993, the matter of “Doctor Recruitment and Council Housing” AND “Contribution towards Boundary Fence” be referred to be discussed in Committee of the Whole for the reason that it relates to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

Submitted to Council: 31 May 2017

..... General Manager Mayor



Ref: WO/2017/00768

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

Item 9:
Management
Review Reports

Submitted to Council: 31 May 2017

..... General Manager Mayor



FINANCE AND ADMINISTRATION

9.1 Listing of Bank Balances for the Month of April 2017

The Cash Book for each Fund has been reconciled with the appropriate Bank Pass sheets for the month of April 2017, and the Reconciliations have been entered in the Cash Book.

	<u>2017</u>	<u>2016</u>
General	\$ 332,522.44	\$1,068,188.11

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

	<u>2017</u>	<u>2016</u>
Interest Earned (YTD)	\$ 35,192.20	\$ 35,585.03

9.2 Investments (Local Government (Financial Management) Regulation 1993, Clause 19 (3) (A) for April 2017

Please see the following Report for the investments placed in April 2017.

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

Submitted to Council: 31 May 2017

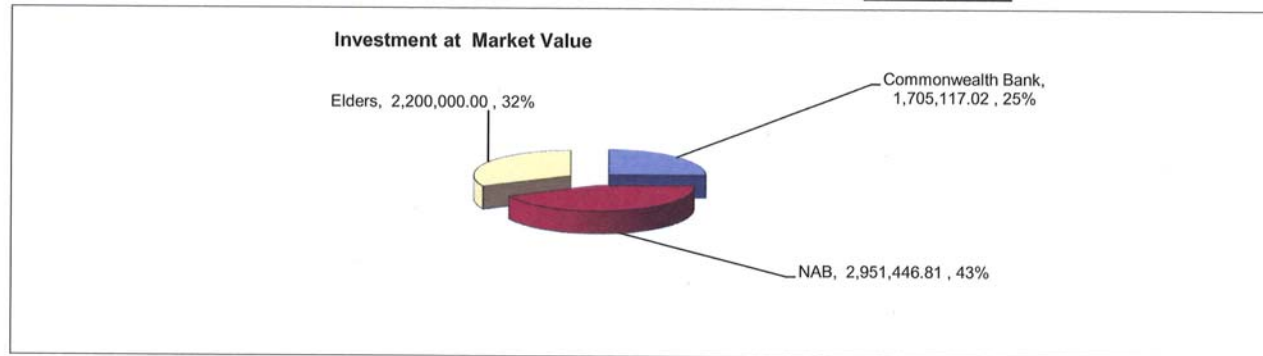
..... General Manager Mayor



REGISTER OF INVESTMENTS TO 30/04/2017

Institution	Type	Placement Date	Term (Days)	Maturity Date	Rate	Est. Interest	YTD Interest	Amount Invested	YTD Redemption	Est. Market Value At 30/04/17	MV % of Portfolio	
National Australia Bank	Term Depositi	1/11/2016	90	30-Jan-17			9560.62	-	509,927.26	-	0.00%	
National Australia Bank	Term Depositi	15/11/2016	134	30-Mar-17			4966.40	-	504,966.40	-	0.00%	
National Australia Bank	Term Depositi	30/09/2016	241	30-May-17	2.90%	9573.95	5320.00	499,999.00	-	499,999.00	7.29%	
National Australia Bank	Term Depositi	16/10/2016	243	16-Jun-17	2.90%	9380.16	7584.24	485,846.09	-	485,846.09	7.09%	
National Australia Bank	Term Depositi	16/10/2016	243	17-Jun-17	2.90%	9653.41	17517.45	499,999.00	-	499,999.00	7.29%	
National Australia Bank	Term Depositi	1/03/2017	134	13-Jul-17	2.45%	8642.64	16748.95	960,878.74	-	960,878.74	14.01%	
Elders Rural Bank	Term Depositi	29/04/2017	120	29-Aug-17	2.55%	5449.32	13201.69	650,000.00	-	650,000.00	9.48%	
Commonwealth Bank	Term Depositi	17/09/2016	365	17-Sep-17	3.00%	10118.45	6197.18	337,281.82	-	337,281.82	4.92%	
Commonwealth Bank	Term Depositi	30/11/2016	296	26-Sep-17	2.65%	10887.16	5639.88	506,605.63	-	506,605.63	7.39%	
Elders Rural Bank	Term Depositi	28/03/2017	180	28-Sep-17	2.65%	12415.07	22516.41	950,000.00	-	950,000.00	13.86%	
Elders Rural Bank	Term Depositi	4/04/2017	180	04-Oct-17	2.65%	7841.10	0.00	600,000.00	-	600,000.00	8.75%	
Commonwealth Bank	Term Depositi	30/11/2016	326	26-Oct-17	2.66%	20460.93	9587.79	861,229.57	-	861,229.57	12.56%	
National Australia Bank	Term Depositi	28/04/2017	210	28-Nov-17	2.50%	7259.73	14421.33	504,723.98	-	504,723.98	7.36%	
							111,682	133,262	6,856,563.83	1,014,893.66	6,856,563.83	100.00%

Capital Value of Portfolio	6,856,563.83
Redeemed Value of Portfolio	1,014,893.66
Market Value of Portfolio 30/04/17	6,856,563.83
Estimated Profit/(Loss) 30/04/17	6,856,563.83



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: 31 May 2017

..... General Manager Mayor



9.3 Work, Health & Safety

March & April 2017

Workplace Incidents – Council recorded three minor incidents within the workplace and one near miss was reported.

Motor Vehicle – No incidents occurred.

Public Liability – No outstanding Public Liability Claims.

9.4 Tourism Report

April/May 2017

Number of visitors to VIC

April	2017	2016	2015	2014
Walk in's	741	528	454	453
Phone enquiries	49	23	25	41
Email enquiries	1	0	3	2

Website	April	March	February	January
Visits	3,656	4,781	4,232	6,142
No of Hits	151,660	147,496	173,158	191,767

Stats

The increase in walk in numbers for April is due to Easter Holidays and autumn colour attractions. We also pick up a bit of to and fro traffic from the Byron Bay Blues Fest and Celtic Festival in Glen Innes.

Ulysses Club AGM in Wauchope

The Ulysses motorcycle club are holding their AGM in Wauchope from May 22-28. I attempted to do a joint campaign with operators to incentivise the motorcyclists to stop in Walcha. With too few responding in time to the proposal I did not go ahead with the campaign, I instead sent 1800 Walcha brochures to Wauchope to be placed in their AGM welcome bags. Many motorcyclists will naturally be lured by the Oxley Highway so I'm sure we will see increase motorcycle traffic over this period

Tourism Award Nomination

We are investigating nominating the Walcha tourism website for an Australian Tourism Award. The new website is a fabulous product, created locally, beautifully showcasing Walcha's; National Parks, Open Air Gallery, local artists, landscapes, other assets and services. We believe the website is award worthy and any successes will raise the profile of Walcha and what we have to offer.

Eco-Arts Project Planning Course

Lisa Kirton and Susie Crawford, of Walcha Tourism both attended an Eco-Arts Project Planning Course held by Arts North West on Friday 12 May 2017. It was a fabulous course, we learnt a lot and have gained access to many resources through attending the course.

Susie Crawford
 Tourism Manager

Submitted to Council: 31 May 2017

..... General Manager Mayor



9.5 Grant Information

Grants Currently Applied for:

Name of Grant:	Purpose of Grant:	Amount Requested:	Council Contribution:	Date Outcome Announced:
Fixing Country Wash Bay Grants	Truck Wash Bay	\$578,000	\$22,000	Unknown
National Volunteer Grants	Equipment to facilitate and support people who volunteer Unsuccessful	\$5,000	Nil	
ClubGrant, Local Arts and Cultural Infrastructure.	Increase Participation and Drive Cultural Tourism.	\$300,000	TBD – multiple submissions	Unknown.
Transitional Assistance Program for Local Councils	Assistance to implement the NDIS	\$10,000	Nil	Unknown
OLG – Innovation Fund Round 2	Purchase & implement LG Solutions Financial Control Centre	\$24,250	\$17,500	Closing Date: 090617
OLG – Innovation Fund Round 2	Implement reciprocal internal audit function with Uralla Shire Council	\$30,000	\$10,250	Closing Date: 090617

Grants Currently Being Investigated:

Name of Grant:	Purpose of Grant:	Closing Date:
Arts Projects – Organisations Community Building Partnership Youth Opportunities Funding Regional Arts NSW website:		Various times
Federal Bridge Replacement Program Round 3	To improve local access and to permit the use of higher productivity vehicles.	15 May 2017
Innovation Fund Grant		9 June 2017
Council Roadside Environmental Grant	To help Council meet the Council Roadside Environmental Management Framework CREMF	27 April 2017
Youth Opportunities Program	One-off, time-limited grants of up to \$50,000 for youth-led and youth-driven community projects that have a positive youth development focus.	26 June 2017

Submitted to Council: 31 May 2017

..... General Manager Mayor



Website Links:

<https://www.liquorandgaming.justice.nsw.gov.au/Pages/about-us/our-initiatives/infrastructure-grants/arts-and-cultural-funding-round.aspx>

<http://regionalartsnsw.com.au/grants>

<https://www.liquorandgaming.justice.nsw.gov.au/Pages/about-us/our-initiatives/infrastructure-grants/arts-and-cultural-funding-round.aspx>

<http://www.fitforthefuture.nsw.gov.au/content/innovation-fund>

<http://www.lgnsw.org.au/files/imce-uploads/127/cremf-introduction-1.pdf>

<http://youth.nsw.gov.au/youth-opportunities/>

Submitted to Council: 31 May 2017

..... General Manager Mayor



ENGINEERING SERVICES

9.6 Wages & Overtime Summary

Pay Period	Week Ending	Overtime Hours	Amount (\$)
42	16/04/2017	77.50	3,808.93
43	23/04/2017	59.00	2,919.48
44	30/04/2017	71.00	3,441.32
45	07/05/2017	65.00	3,028.35
46	14/05/2017	75.25	3,633.38
TOTAL		347.75	\$16,831.46

9.7 Shire Roads Maintenance

Local Roads & Bridges - Projects:
Design and Construct – Five Bridges Tender.



Waeger Constructions are continuing their works on site, and have made good progress on the Aberbaldie and Flags Niangala Bridges. Both bridges are expected to be complete shortly, with Flags to be completed first followed by Aberbaldie. A lengthy delay as a result of an incorrectly placed reinforcement cage has left Aberbaldie Bridge behind schedule. The Engineering Department is managing these issues..



Submitted to Council: 31 May 2017

..... General Manager Mayor



The Kangaroo Flat Bridge will commence shortly, as pictured above and to the left the bypass track has been installed and is complete. The bridge will be closed very shortly, with bridge demolition to commence shortly after.

Regional Roads – Projects:
Bergen Bridge Widening:



The Bergen Bridge Widening is progressing very well. The bypass track is now open and operating very well. The bridge has progressed quite rapidly since the return of the successful contractor. Guard Rail has been installed on the opposing side of the bridge widening, the rail and kerb have been removed on the widening side and the scaffold has been installed and so has much of the formwork for the cast in situ deck.

The in-situ deck will be poured on Friday 26 May 2017. The bridge is expected to be opened in mid June.

Local Government Engineering Services have



been engaged to complete the approach designs to the bridge, which will be constructed by Council. This works will commence when the bridge is closed and will involve widening the road leading to the new bridge to allow for a smooth transision onto the widened bridge. Local Government Engineering Services have now completed the design, and the batter and widened road have now been surveyed and marked for construction. Work on the bridge approaches will commence during the first week of June.

Submitted to Council: 31 May 2017

..... General Manager Mayor



Pandora Rehabilitation:



The Pandora Rehabilitation – Roadworks Component commenced on 23 May 2017.

This portion of the work will include placing a 170mm overlay of crushed gravel, stabilising the pavement with 70/30 slag lime and compacting the mixed pavement. Some minor curve amendments and shoulder widening will allow for greater safety on this section of the Thunderbolts Way.

The project is expected to be complete on 12 June 2017.

State Roads – Projects:

Oxley Highway Heavy Patching:



Council is currently close to finishing a month long heavy patching project on the Oxley Highway. This year the program not only focused on segments that will be resealed next financial year but focused on safety concerns. The program extends from Congi in the west to 5km East of Rushbrook to the East. During this program to small rehabilitations will also be accomplished, with these rehabilitations targeting areas that are currently failing, the result will be very positive for the Oxley

Highway.



Urban – Projects:

Streetscape:

Streetscape has commenced for the 2016-17 portion of this greater project. This year the parks and gardens crew will advance to pass NAB and finish on the corner of Derby and Apsley Streets. The project has progressed very well, and has greatly improved the aesthetics and quality of the footpath in the area. A new garden and seat will be installed between the Council Chambers and NAB, making for a great spot to rest along this central footpath.

Completed Maintenance Snapshot:

Local Roads	
Maintenance Grading:	Roads:
	Blue Mountain
	Hazeldean
	Forest Way
	Oorawilly
Bypass Tracks	Roads:
	Kangaroo Flat
Vegetation Control	Roads:
	Niangala
	Brackendale
State & Regional Roads	
Oxley Highway Maintenance:	Tasks:
	Sign Maintenance & Repair
	Servicing Rest Areas
	Vegetation Control
	Drainage Works
Regional Roads:	Tasks:
	Repair Potholes
	Sign Maintenance
	Vegetation Mainenance
	Service Rest Areas
Urban Roads	
Urban Maintenance:	Tasks:
	Sporting Ground Maintenance
	Town Street Cleaning

Proposed Works for the Coming Period:

Shire Roads:

- ◆ Grading will take place on Uruga, Gill’s, Aerodrome, Scrubby Gully and Lakes Roads.
- ◆ Continue works on the Design and Construct 5 Bridges Contract with the aim of finalising these projects in early June.



State & Regional Roads:

- ◆ The “Pandora” Rehabilitation which is an extension of the “Yerrawun” Rehabilitation on the Thunderbolts Way will continue and be finalised in early June.
- ◆ Complete the Bergen Bridge Widening Project.
- ◆
- ◆ Maintenance:
 - Pothole Patching.
 - Drainage Works.
 - Vegetation Maintenance.

Works In Town:

- ◆ Streetscape Maintenance
- ◆ Sporting grounds maintenance.
- ◆ Town Mowing - parks, gardens and cemeteries.
- ◆ Town Garden Maintenance.
- ◆ Complete Streetscape to complete the Apsley Hotel corner.

Dylan Reeves
Director – Engineering Services

9.8 Water

Level 1 Restrictions– introduced 29 June 2016, target usage 250 – 290 Litres/Person/Day
Water usage for the month of April 2017 was as follows:

- ◆ Monthly Usage – 13.45 Mega Litres (4 week month)
- ◆ Usage per person per day – 324 Litres

Emergency Town Water Supply

Construction work is now complete on the emergency town water supply at Muluerindie. Unfortunately the final commissioning of the new system has been postponed due to faults with the generator. The supplier is currently dealing with the faults under warranty.

Water Treatment Plant (WTP) Augmentation

Work still continues on a few final tasks on this major upgrade project.

Final testing of all of the new chemical dosing systems has been carried out but two failed to be commissioned; these two systems still require fine tuning by the supplier.

The communications to the River Pump Station from the WTP for the Telemetry (alert) system has been unreliable and reparation work is being undertaken. Also, the dedicated workstation for the monitoring systems has proven to be defective and a replacement is being sought.



9.9 Sewer

Sewer Treatment Plant (STP) Upgrade

Infrastructure NSW has not informed Council if the transfer to the Regional Water and Waste Water Backlog Funding Program has been successful. No advice has been given regarding the expected timing for notice. This project remains on hold.

STP Crown Land Acquisition

Council has received the determination by the Valuer General who has assessed the value at \$53,500.00, excluding legal and associated costs. In September 2014 Council undertook an independent valuation as a proposed resumption for public purposes in accordance with Section 55 of the Land Acquisition (Just Terms Compensation) Act 1991 and Part 5 of the Crown Lands Act 1989. The three land parcels were assessed at \$25,000.00, excluding legal and associated costs.

Council has recently written to Kevin Anderson MP, Member for Tamworth and Crown Lands Acquisitions requesting the land be ‘gifted’ to Council.

9.10 Waste

Community Recycling Centre (CRC)

The CRC (hazardous waste collection) centre is open and awaiting notification from the EPA for the official launch date. Council is unable to advertise the CRC until such time as it is officially opened by the Minister or a representative. The expected timing for the official opening is early June.

Waste Strategy

Please see report MAY17 Waste Strategy Update.

Proposed upgrades of Woolbrook & Nowendoc landfills:

Woolbrook Landfill – Summary - The ‘Woolbrook Landfill Closure and Conversion to Waste Transfer Station Project’.

The security fencing installation is complete and work has commenced on a ‘Closure Plan’. Suitable capping material is being sourced for the closure. The closure plan is to be submitted to the EPA prior to further works being undertaken.

Nowendoc Landfill – Summary - The Nowendoc Landfill Environmental Improvement Project will implement environmental improvements such as security fencing; improved drainage; provision of onsite collection receptacles for the separation of recyclables.

Installation of the security fencing has been postponed. Onsite meetings were held with the fencing contractor last week and the decision was made to reconfigure the fencing layout due to the 6” security fencing being an unsuitable installation for much of the boundary fence. New quotes are being sourced from suitable fencing contractors.

Due to Staff Annual Leave there will be no report on Water, Sewer or Waste this month.

Tess Dawson
Senior Manager - Water, Sewer & Waste

Submitted to Council: 31 May 2017

..... General Manager Mayor



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
- ◆ 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 by staff in achieving the strategic objectives and delivery actions as outlined in Council’s Community Strategic Plan 2025, Delivery Program 2013-2017 and Operational Plan 2016-2017.

A report will be presented to Council each month for comparison purposes, showing the previous year’s totals, and the year to date figures for the current year.

9.11 Development

Development Application (DA) Data		
	2015/2016	2016/2017 YTD
Total Number of DAs Determined	35	17
Number of DAs Outstanding	-	2
Average Determination Time (days)	28.17	30.6
Value of DAs	\$3,866,140	\$3,495,200
Number of Single New Dwellings	6	6
Residential	1	1
Village / Large Lot Residential	2	1
Rural	3	4
Number of Multi Unit Dwellings	1 (9 units)	0
Number of Commercial Developments	3	3
Number of Industrial Developments	2	0
Withdrawn	0	0
Refused	0	0

Complying Development Application (CDC) Data		
	2015/2016	2016/2017 YTD
Total Number of CDCs	6	8
Value of CDCs	\$659,900	\$324,300
Number of Single New Dwellings	1	0
Residential	1	0
Village / Large Lot Residential	0	0
Rural	0	0

Submitted to Council: 31 May 2017

..... General Manager Mayor



**Development Applications and Complying Development Certificates
 Determinations issued – April 2017**

Section 101 of 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. Consents are available for public inspection, free of charge, during ordinary office hours at Council’s Hamilton Street office. In accordance with Section 101 of the Act and Clause 124 of the *Environmental Planning and Assessment Regulation 2000*, the following determinations are publicly notified:

DA Number	Description	
10.2016.17	Demolish three sheds, construct new supermarket & consolidate lots	36W-40W Fitzroy St, Walcha
10.2017.4	Erect two new sheds	108N Middle St, Walcha
CDC Number	Description	
18.2017.2	Single dwelling Alterations & Additions	51N Middle St, Walcha

Declaration of Interest by Applicant of a Development Application / Construction Certificate / Complying Development

Nature of Interest	Number Received 2015/2016	Number Received YTD	Number Received this period
Political Gifts and Donation	0	0	0
Applicant or owner is an employee of Walcha Council or a Councillor	1	0	0
Applicant with any relationship to staff or Councillor	2	1	0

s149 Planning Certificates

Section 149 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 s149 Planning Certificate.

S149 Planning Certificates	2015/2016	2016/2017 YTD	This Period
Number Issued	125	118	16

9.12 Environment & Regulatory

Environmental & Public Health Regulatory Services

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:

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..... General Manager Mayor



- *Companion Animals Act 1998* e.g. dogs not under effective control & nuisance dogs (barking),
- *Local Government Act 1993* e.g. overgrown land and accumulation of waste, and
- *Protection of the Environment Operations Act 1997* e.g. dumping of rubbish.
- *Food Act 2003* e.g. hygiene and handling

Penalty Notices

No fines were issued for this period

Notices and Orders Issued

Description		2015/2016	2016/2017 YTD	Issued this Period
Overgrown allotment (Order Number 21, Section 124 Local Government Act 1993)	Warning	5	5	0
	Intention	0	0	0
	Order	0	0	0
Accumulation of waste (Order Number 22, Section 124 Local Government Act 1993)	Warning	3	3	0
	Intention	0	0	0
	Order	0	0	0
Keeping of animals (Schedule 2 Local Government Regulation 2005 & Council Policy)	Warning	8	6	0
	Intention	2	1	0
	Order	0	0	0
Nuisance dog (Section 32A Companion Animals Act 1998)	Warning	0	0	0
	Intention	0	2	0
	Order	0	0	0
Dangerous dog (Section 34 Companion Animals Act 1998)	Warning	0	0	0
	Intention	1	0	0
	Order	0	0	0
Roaming dog (Section 12A Companion Animals Act 1998)	Warning	5	2	0
	Intention	0	0	0
	Order	0	0	0
Companion animal microchipping & registration (Sections 8 & 9 Companion Animals Act 1998)	Warning	0	4	0
	Intention	0	0	0
	Order	0	1	0
Vehicles and traffic on nature strip (NSW Road Transport Act 2013)	Warning	0	13	0
	Intention	0	0	0
	Order	0	0	0
Abandoned vehicle (Road Transport (Vehicle and Driver Management) Act 2005 and Impounding Act 1993)	Warning	4	0	0
	Intention	0	0	0
	Order	0	0	0
Noise Abatement (Protection of the Environment Operations Act 1997)	Warning	0	0	0
	Intention	0	0	0
	Order	0	0	0
Environmental Pollution (Protection of the Environment Operations Act 1997)	Warning	0	1	0
	Intention	0	0	0
	Order	0	0	0

For information purposes a summary of the number of customer requests received is provided.

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..... General Manager Mayor



Environmental Services Customer Requests April 2017	
Barking dogs	0
Dog attacks	2
Roaming dogs	3
Roaming stock	0
Environmental pollution	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, for information purposes a summary of the tree management applications lodged with Council is provided.

TMAs	2015/2016	2016/2017 YTD	This Period
Lodged	20	22	1
Approved (under delegation)	17	20	1
Approved (Council)	0	0	0
Refused	2	0	0

Immunisation Clinic

Free Immunisation Clinics are held weekly at the Walcha MPS; for information purposes a summary of the number of attendances at the clinic is provided.

Immunisation Clinic	2015/2016	2016/2017 YTD	This Period
Attendance Record	52	49	-

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.

For information purposes a summary of the food surveillance activities undertaken for the 2016/2017 year as at 22 May 2017 is provided.

Food Premises Surveillance 2016/2017						
	High Risk Fixed	Medium Risk Fixed	Low Risk Fixed	Mobile	Temporary	TOTAL
Total No.	27	6	7	2	2	44
No. Primary Inspections	25	5	0	2	2	34
No. Re-inspections	2	0	-	-	0	2
No. additional Re-inspections	0	-	-	-	-	0
No. FSS Required	21					21
No. FSS Current	19					19

Submitted to Council: 31 May 2017

..... General Manager Mayor



9.13 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 Animals Registrations 2016/2017							
	Desexed	Non desexed	Pensioner (desexed)	Pound Purchase (desexed)	Recognised breeder	Working	Value \$
Jul	5	0	2	0	0	0	\$304.00
Aug	4	0	0	0	0	0	\$212.00
Sep	3	0	0	0	0	0	\$159.00
Oct	0	0	3	0	0	0	\$66.00
Nov	0	0	0	0	0	0	\$0.00
Dec	0	2	0	0	0	0	\$390.00
Jan	1	1	0	1	0	0	\$274.50
Feb	0	0	0	0	0	0	\$0.00
Mar	2	2	1	0	0	0	\$518.00
Apr	0	0	0	0	0	0	\$0.00

Companion Animals Seizures 2016/2017						
	Seized	Surrendered	Released	Rehomed	Euthanased	Stolen/Escaped
Jul	1	0	0	0	1	0
Aug	2	2	0	0	2	0
Sep	1	0	1	0	0	0
Oct	4	0	3	1	0	0
Nov	1	0	0	0	1	0
Dec	0	0	0	0	0	0
Jan	4	0	2	0	2	0
Feb	1	0	0	0	1	0
Mar	1	0	0	0	1	0
Apr	3	0	0	0	1	2

Submitted to Council: 31 May 2017

..... General Manager Mayor



COMMUNITY SERVICES

9.14 Walcha Council Community Care

April 2017

Groups

Women's Group and Wanderer's Group

Women's Group and Wanderer's Group

5 April 2017 – 27 clients from the Women's Group and the Wanderer's Group attended morning tea at the Community Day Centre Rooms.

19 April 2017 – 10 ladies attended the trip to Tamworth. The visit to the Powerstation Museum was the highlight of the day and the ladies were thrilled to reminisce about some of the old appliances and paraphernalia that made up the museum collection. Lunch was held at the J & L Restaurant at the Tamworth Services Club.



Mary Natty and Pat Laurie looking at some of the items in the Powerstation Museum with the Tour Guide



Submitted to Council: 31 May 2017

..... General Manager Mayor



Wanderer's Group

12 April 2017 – The group enjoyed morning tea at the Community Day Centre Rooms.

26 April 2017 – The Wanderer's Group travelled to Lake Keepit where they had a barbeque lunch in the camp kitchen at the State Recreation Park. The Group enjoyed the walk along the foreshore of the Lake before lunch. The return trip included a drive through Manilla with a brief stop to check out some of the shops and sights in Manilla.



The Wanderer's Group – Syreen Kitchener, Mary Haines, Dennis Anderson, Hope Strudwick, Elaine Bartholomew and Irene Bartholomew enjoying a barbeque lunch in the camp kitchen at Lake Keepit



Dennis, Elaine and Hope



Syreene, Mary and Irene

Submitted to Council: 31 May 2017

..... General Manager Mayor



The Wanderer’s Group –Mary Haines, Hope Strudwick, Syreene Kitchener, Irene Bartholomew, Dennis Anderson and Elaine Bartholomew

Men’s Group

11 April 2017 – 15 gentlemen attended morning tea in the Community Day Centre Rooms. The guest speaker for the morning was Peter Sargeant from National Clinical services in Armidale. Peter talked to the group about sleep apnoea and sleep hygiene. The Group found the topic extremely interesting which generated a very free flowing discussion about sleep related studies.

25 April 2017 – The Men’s Group outing was cancelled due to Anzac Day Public Holiday.

UFO (Un-Finished Objects) Group (Craft and Hobby Group)

April 2017 – The UFO Group was in recess during April due to Public Holidays.

Transport – April

Medical drives – 4 clients utilized the service with 6 trips.

Access bus – 14 clients used the service making 65 trips.

Bus to Tamworth – 6 clients used the service on 28 April 2017.

Bus to Armidale numbers for April were as follows:

- ◆ 4 April 2017 – 5 clients – Walcha Service
- ◆ 11 April 2017 – 3 clients – Uralla Service using TCT Bus and Driver
- ◆ 18 April 2017 – 6 clients – Walcha Service
- ◆ 25 April 2017 – Anzac Day Public Holiday

Taxi Vouchers – 9 clients used the Taxi Vouchers with Walcha Taxi Service and Walcha Community Transport in April with a total of 70 Taxi Vouchers returned.

Submitted to Council: 31 May 2017

..... General Manager Mayor



Meals on Wheels

For the period of 1/04/2017 to 30/04/2017, there were 12 clients who received hot main meals with two of those clients also receiving frozen meals for the weekend. There were three clients who received frozen meals. The total number of meals for the month of April was:

- ◆ 146 Hot meals,
- ◆ 107 frozen meals and
- ◆ 159 desserts.

Rural and Remote Exercise Groups

6 clients attended at Nowendoc during April 2017.

Feedback and Complaints

Feedback provided from Meals on Wheels clients include:

15/03/2017 – The meals are beautiful, nice home cooked meals and beautiful sweets.

02/05/2017 - When receiving Meals on Wheels from the hospital the meals were not very nice, but now that they are coming from Riverview the meals are much better. The service that I receive from Walcha Council Community Care is great.

20/4/2017 – Glad to receive Meals on Wheels, it was the best thing I ever did. The staff at Walcha Council Community Care are very helpful, always thoughtful and very caring.

Feedback provided from other WCCC clients include:

13/04/2017 – I am very happy with the meals at Riverview as they are very tasty. There is no way any changes are needed as everything is fine the way it is. The service from Walcha Council Community care is outstanding. The staff are very nice and caring. The medical drivers are lovely and they take good care of me at all times. I am very grateful for the care I get. I like to try and make things easier for you as I need to consider you as well and try and help you to. Many thanks..

24/04/2017 – The staff at Walcha Council Community Care are very helpful to me. They have helped me to fill out forms and I can’t speak highly enough of the staff.

02/05/2017 – The Walcha Taxi Service owner commented that a client using the Taxi Vouchers said to her, “You have no idea how much independency the Taxi Vouchers have given me”.

Meetings and Training

7 April – Walcha Council Community Care Advisory Committee Meeting.

13 April – Dementia Support Group meeting held at the Community Day Centre Rooms.

23 April – Elaine completed the St John’s First Aid training.

27 April – Staff and Volunteer training topic: “Identifying and Responding to Abuse of the Older person”. The training session was held in the Community Day Centre Rooms and was facilitated by the New England Sector Support Team.

Wow, April was a very busy month with the preparation for the Quality Review as well as maintaining our day to day services throughout the month. I am very pleased to say that

Submitted to Council: 31 May 2017

..... General Manager Mayor



Walcha Council Community Care passed the Quality Review, receiving a MET against each of the expected outcomes of the Home Care Standards which was based on the assessment conducted during the review.

The reviewers were very impressed with the quality of services provided to our clients and the support given for staff and volunteers. Around 25 clients and volunteers were interviewed during the morning with very pleasing feedback provided. The morning also included a visit to Apsley Riverview during our Meals on Wheels packing and delivering process and an inspection of our Community Bus.

As announced on 9 May 2017 as part of the 2017-18 Federal Budget, the Australian Government has agreed to extend funding arrangements for the Commonwealth Home Support Program (CHSP). Funding arrangements have now been extended for an additional two years to 30 June 2020. The Department will negotiate new funding conditions with existing CHSP providers that will deliver more choice for consumers and a greater focus on supporting independence and wellness.

The changes to conditions will aim to ensure that service delivery is more focused on understanding client strengths and goals, provides increased choice for consumers and a greater focus on pathways and activities to support independence and wellness.

Cathy Noon
Community Care Coordinator

Submitted to Council: 31 May 2017

..... General Manager Mayor



9.15 Library

April 2017

April was a busy month for us! School holiday activities were a massive success, with all activities booked out completely. To kick start the program was a Walcha Council sponsored 'learn to draw animals' workshop at Walcha Handmade which attracted 14 children! The next two activities were bus trips to Armidale. The first one was to Armidale Sport and Recreation Centre where we took 22 kids to do laser tag, ten pin bowling and roller skating. This activity was probably by far the favourite, with many kids on the waiting list! The second bus trip was to Armidale Cinemas where the kids saw The Lego Batman movie followed by lunch at the Armidale Servies Club.



Submitted to Council: 31 May 2017

..... General Manager Mayor



The next activity was run by a company called Just Ride Cycles (Rachel and Jason Sipple) who received funding to conduct a number of Indigenous Bicycle Safety Workshops for aboriginal children 5-12 years (however non indigenous children were more than welcome). Kids who participated in this program received 3 hours of cycling skills, a new bike helmet, bike safety check, bike repair if required at no cost, a water bottle and healthy refreshments. This proved to be a huge success and I have indicated to Just Ride Cycles that if they receive more funding in the future we'd love to have them back in Walcha and they seemed keen to come back.

The next activity was a Makerspace Workshop held in the library. Due to space and content of the workshop this was limited to 8 children and of course booked out very quick! During this workshop the kids got to do 3D printing, play with Makey-Makeys, create robobugs with vibrating motors and LED's. This makerspace workshop was part of the STEM (Science, Technology, Mathematics, Engineering) approach, which CNRL are really trying to promote in library branches. The STEM approach is seen as incredibly important for young people as it provides them with the necessary skills for the economy of the future, so hopefully we will be seeing a lot more activities of this kind the library. The last program was another Council sponsored workshop at Walcha Handmade with 10 attendees, this workshop was on Weaving.

The Karly Lane author talk is fast approaching (Thursday 25 May) at the Community Care Day Centre Room, I hope you will all be attending, even if she is not someone who's books you are interested in or have read, I can guarantee you'll still very much enjoy her talk. Would be great to see as many people as possible come along!

I'm also very happy to announce that Walcha Library will be starting a new program in June 2017. This program is called '1000 Books Before School'. This program aims to encourage early-childhood literacy as well as introduce young people to the exciting world of learning! The target of 1000 books may seem huge, however can be easily achieved in a couple of years with little effort. Children will receive certificates as they reach the milestones of 50, 100, 250, 500, 750 and 1000. This program allows kids to have a head start in learning to read and write when they start school.

I have started to plan the July school holiday program and will hopefully have some new and exciting workshops for the kids! The library is still buzzing with lots of people stocking up on books, dvd's and audiobooks now that the cooler weather is fast approaching. A special mention to The Walcha Quota Club, who have once again donated \$500 to the library to purchase new DVD's and audiobooks for the Walcha Community to enjoy!

Madison Garrad
Librarian



9.16 Preschool

Preschool returned from the school holidays with the tadpoles alive and well after being under Natasha’s care during the holiday period. The tadpoles are fed cooked lettuce and they love it. Each morning the children come to preschool and observe the tadpoles, anxious to see if they have legs yet.... Not yet.



During the first week of term the preschool received a phone call from the Capitol Theatre advising us that enough tickets had become available for the preschool to attend the performance of ‘Diary of a Wombat’ for that Friday. The decision was made easily to take the children to Tamworth to watch the show. As the show was on Friday and there would only be a maximum of 20 children and 4 educators who work on Friday preschool was able to pay for the tickets but not able to invite other families and children. All of the children were excitedly talking about the show all day. Most of the children had a nap on the way home.



The preschool recently purchased four balance bikes to add to the bike track and to extend each child’s gross motor skills. Balance bikes are particularly great at developing the children’s core strength, coordination and of course balance. The idea behind them is to get children up and riding a two wheel bike sooner. They are being very well used on the bike track with the children lining up to take turns.

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: 31 May 2017

..... General Manager Mayor



Item 10:

Committee
Reports

Submitted to Council: 31 May 2017

..... General Manager Mayor

9 May 2017

WO/2017/00808



Walcha Council Arts Advisory Committee Meeting

held on

Tuesday 9 May 2017

at

9:00am

at

Walcha Council Chambers

PRESENT:

Clr Jennifer Kealey (Chairperson), Dylan Reeves, Stephen King, Carley McLaren, James Rogers and John Heffernan.

In Attendance: Susie Crawford, Lisa Kirkton.

1. APOLOGIES:

Jack O'Hara

MINUTES

9 May 2017

WO/2017/00808

2. CONFIRMATION OF MINUTES OF THE MEETING HELD ON THURSDAY, 23 FEBRUARY 2017

The Committee **RESOLVED** that the minutes were circulated and agreed they were a true record of the meeting.

3. BUSINESS ARISING

3.1 Update on application for bridge over Apsley River – Liquor & Gaming Arts & Cultural Infrastructure Grants.

Dylan Reeves gave an update to the Committee regarding the successful application of this project. The cost of each of the proposed bridges was quite high, however two applications were successfully completed and Council is awaiting the result.

3.2 Update on Walcha Memorial Cenotaph.

Dylan Reeves gave an update to the Committee describing the recent Council report and recommendation in relation to the Memorial Cenotaph. The recommendation stated “that Council allocate the 2016/2017 Arts Capital Works vote to the Walcha Memorial Cenotaph project and the remainder be met from Council Working Funds”. The total amount agreed to by Council was \$8,620 from the 2016/17 Arts Capital Works Fund and \$5,000 was to be contributed from Council’s working funds. The Committee did not receive this news well as the Committee as a whole believes that the funding contributed to Art in Walcha should be for the “Open Air Gallery”, and not for associated projects.

The Committee RECOMMENDED that Council not allocate the 2016/17 Arts Capital Works funds to the Walcha Memorial Cenotaph FURTHER THAT Council reinstate the \$8,620 to the Walcha Arts Advisory Committee to be spent on projects that contribute to Walcha’s “Open Air Gallery”.

3.3 Relocating Sculpture – eastern entry to town.

Dylan Reeves gave an update on this item, stating that no progress has been made to date with RMS.

3.4 Committee Membership.

The Committee welcomed John Heffernan as the newly appointed member of the Walcha Arts Advisory Committee.

3.5 Update on investigating “Sculpture in the Mountains” Festival

Susie Crawford, Tourism Manager and Lisa Kirton, Tourist Officer, from the Visitor Information Centre were in attendance and gave an overview of their research into the “Sculpture in the Mountains” Festival. Recently Susie Crawford, Lisa Kirton and Clr Kealey visited the Tourism Conference held in Taree, bringing back with them many new ideas and knowledge. Susie Crawford and Lisa Kirton presented examples of similar events to the “Sculpture in the Mountains” festival, with the associated prize money on offer. The Committee commented on the range of artists that would attend these events, depending on the prize money. The Committee discussed this option, focusing on the time, funds and resources required to commence a festival that such as this. As an alternative to the proposed festival, the Committee discussed the option of a Symposium where artists would be invited to attend and create artwork over an estimated 10 day period. During such an event, the artist would work on a project over the course of the 10 days and during that time would hold information sessions where the artist would present to the public regarding the artwork. In addition to sculpture, it was noted that further art forms could be included, such as poetry and writing. As a result of these discussions:

The Committee RECOMMENDED that the concept of the symposium be followed up on, with the intention of engaging a grant writer to submit applications on the Committee behalf for funding of a symposium.

The Committee RECOMMENDED that the “Sculptures in the Mountains” festival not be investigated for grant funding at this point in time.

It was agreed that Susie Crawford, James Rogers, Stephen King, Lisa Kirton and John Heffernan be appointed to work collaboratively to establish the details of the event. This will include, when the event is held, the length of the event, the art forms involved and engage a grant writer to make submissions on behalf of the Committee.

4. GENERAL BUSINESS

4.1 Highlights from NSW LG Tourism Conference held at Taree – relevant to Arts Advisory Committee

Susie Crawford, Lisa Kirton and Clr Kealey attended the Tourism Conference in Taree, and gave an overview of one of the most memorable presentations. A new Heritage service called Heritage Near Me from the NSW Department of Environment and Heritage looks at all aspects of heritage, a holistic approach. Susie Crawford, Lisa Kirton and Clr Kealey went on to explain that there are a

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number of grants available for the identification of heritage sites. The Committee were made aware that Council has approved Christian Sampson to complete a presentation on this initiative at an upcoming Council meeting. There is currently no set date for the presentation at Council.

4.2 Grant Opportunities around Arts Symposium.

Refer 3.5 Business Arising.

Grant opportunities are being investigated by the Walcha Arts Advisory Committee, as discussed above.

4.3 Arts North West Newsletter May 2017 – attached.

The committee noted that the Arts North West Newsletter is not necessary in further Agenda's / Minutes as the Committee actively reads these newsletters.

NEXT MEETING: Tuesday 8 August 2017 at 9:00am

**THERE BEING NO FURTHER BUSINESS, THE CHAIRPERSON
DECLARED THE MEETING CLOSED AT 11:00AM**



Walcha Council Health and Safety Committee Meeting

held on

Monday 22 May 2017

at

2:00pm

at

Walcha Council Chambers

PRESENT:

Cathy Noon, Zoe Herbert, Robyn Broadbent, Loretta Blanch, Dylan Reeves, Kevin Creighton, Paul Lordanic, Andrew Cross, Peter Griffith and Jacqui Ward.

In Attendance:

1. APOLOGIES:

Bernard Lynch

2. CONFIRMATION OF MINUTES OF THE MEETING HELD ON MONDAY, 13 MARCH 2017:

The Committee **RESOLVED** that the minutes were circulated and agreed they were a true record of the meeting.

MINUTES

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3. BUSINESS ARISING:

3.1 Smoking at Depot – No memo has been sent yet, however one will be sent out with payslips for the week ending 28 May 2017 to address this issue. D Reeves raised the issue at the recent staff BBQ advising staff that the smoking area designated in the Depot is not to be utilised. Since then D Reeves has received several advices of staff not adhering to Council’s smoking policy.

D Reeves noted that there are non compliance issues with three Policies, being Smoking, Mobile Devices and Sun Protection. It was discussed that with the Sun Protection Policy staff operating plant should be exempt from wearing wide brimmed hats, due to tinted windows and roofs protecting operators. P Lordanic raised the issue that most operators operate the machinery with the doors open and that the roof above plant operators only protects them adequately when the sun is directly above the operator.

Operators need to operate the plant with the doors open to assist them with visual placement of grader blades, road edges etc.

Action: L Blanch/D Reeves to arrange a reminder to go out with the payslips for the week ending 28 May 2017.

3.2 Headpiece for E Stokes – R Wicks was contacted and D Reeves advised that this has not been received yet and has been on backorder for some time. R Wicks will follow this up with Goodcom Communications.

3.3 Depot Inspection – Postponed.

3.4 Two Way System update – While not on the agenda – D Reeves reported that a meeting will be held with James Goodwin of Goodcom Communications to enable a resolution of this matter.

4. GENERAL BUSINESS:

4.1 Work Health and Safety Management System (WHSMS) – Council’s WHSMS version four was tabled at the meeting with the following matters raised:

4.1.2 Plant Operation item 10 WHSMS – change WorkCover to SafeWork. D Reeves and J Ward are investigating the best procedure to ensure that our staff are deemed competent on the items of plant they operate utilising an Internal Certification process with cards to be issued to staff members detailing competencies.

Changes to WHSMS:

The Committee would like the below sentence added to item 10 of the WHSMS:

“Council are developing and delivering training packages”.

4.1.3 With regards to item 12.7 – Protective Clothing – Safety Kit – Council need to ensure that all new staff are issued with the correct PPE. P Griffith indicated that he did not receive a complete kit in particular Council need to ensure that staff are issued with a complete set of wet weather gear and not just a jacket. D Reeves also added that night

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PPE is missing from the list – night PPE includes white overalls with reflective tape to ensure that our staff are safe when attending night time call outs.

Action: D Reeves will arrange these with R Wicks.

Changes to WHSMS:

The Committee would like to include in the Safety Kit:

Night PPE

With regard to PPE the issue was raised that staff that do not have a permanent vehicle do not have somewhere to store their PPE to ensure that they have it at work with them at all times. P Lordanic advised that there are lockers at the depot and that these should be utilised.

Action: L Blanch to rearrange lockers to ensure that staff can store their PPE safely and at work.

R Broadbent raised the issue that the night call out trailer should be stocked with more night PPE and also that chaps should also be included in the trailer as chaps are often locked away and staff on call out can not access them.

Action: D Reeves to research and arrange the purchase of more chaps.

D Reeves brought to the attention of the Committee in relation to eyewear in the Sun Protection Policy which indicates the following:

“for those staff who require prescription sunglasses Council will contribute a maximum of \$50 per year which will accumulate and be paid directly to the employee on supply of a paid account for the prescription safety sunglasses.” The Committee feels that this is outdated and that some employees are going without Safety Sunglasses because of the cost. D Reeves would like to see the Sun Protection Policy updated to reflect a more realistic compensation for staff.

With regard to hats item 12.8.4 in the WHSMS there was a lengthy discussion on what is acceptable and what is not acceptable especially with regard to winter caps. At the moment Council’s policy is to wear a broad brimmed hat, legionnaires flap hat or in winter a winter cap can be worn with the flaps down over ears. There is a lot of non compliance at the moment within Council with regard to hats and all staff should be complying with Council Policy, K Creighton said that Supervisors need to come down hard and lead by example. It was agreed that to ensure compliance Supervisors need to be diligent with ensuring that their staff are complying.

Action: D Reeves and L Blanch to review the Sun Protection policy in the future and send out a memo to staff with pictures to indicate what hats are compliant and should be worn.

4.1.4 The WHSMS indicates that Safety Helmets item 12.8.8 that helmet harness should be replaced every 2 years with helmets to be replaced every 2 years. P Lordanic suggested that to ensure that all staff are receiving new helmets and to allow Council to stay compliant that Council utilise a common expiry date and that rather than a separate replacement that complete helmets are issued every 2 years.

Action: L Blanch to investigate to see if this is cost effective.

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4.1.5 On the issue of Site Specific Induction Training R Broadbent suggested that Induction Training for all people who are on call should be conducted to ensure that they know where and how to use the night time call out trailer and that there are always two vehicles (P Lordanic and R Broadbent’s) vehicles are always ready to collect and utilise for callouts.

Action: P Lordanic to arrange this and to ensure that people with the call out phone are aware of this.

With regard to the call out trailer R Broadbent indicated that there is inadequate lighting where the trailer is collected from and that perhaps a flood light could be placed in the area to provide lighting. D Reeves to arrange for lighting at Depot.

4.1.6 – Changes to WHSMS:
Item 26 correct the wording WorkCover to SafeWork.

4.1.7 – Electrical Safety – D Reeves would like clarification on Auto Electrician work.

Action: L Blanch to investigate.

4.1.8 – Include Preschool forms and a brief sentence in the WHSMS indicating that Preschool have their own overarching Safety Management System which is compliant with the appropriate department.

Changes to WHSMS:
Insert information regarding Preschool into the WHSMS and include Preschool standard forms.

Action: L Blanch to make all changes to the WHSMS.

RECOMMENDATIONS:

The Committee RECOMMENDED on the motion of Lordanic and Reeves that Council ADOPT the updated Work Health and Safety Management System.

NEXT MEETING: Monday 21 August 2017 at 9:00am

THERE BEING NO FURTHER BUSINESS, THE CHAIRPERSON DECLARED THE MEETING CLOSED AT 4:10PM



Item 11:

Delegate
Reports

Submitted to Council: 31 May 2017

..... 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, 7TH FEBRUARY 2017 COMMENCING AT 8:35AM.

PRESENT: Councillor M Dusting - Chairperson, Councillor S Kermode and Armidale Regional Council Administrator, Dr I Tiley.

IN ATTENDANCE: General Manager Mr W. Deer and Senior Weeds Officer Mr J Browning, NSW Department of Primary Industries, Invasive Species Officer, Mr P. Blackmore.

APOLOGIES: Nil

DECLARATIONS OF INTEREST

There were no declarations of interest.

CONFIRMATION OF MINUTES OF THE ORDINARY MEETING HELD ON TUESDAY 25th OCTOBER 2016.

1/17 RESOLVED on the motion of Councillors Tiley and Kermode that the Minutes of the Ordinary Meeting of the New England Tablelands (Noxious Plants) County Council held on 25th October 2016, 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 WEDNESDAY 25th OCTOBER 2016.

There were no matters arising.

CHAIRMAN'S REPORT

The Chair advised of the following:

- Expressed appreciation to the General Manager, staff and Councillors for their cooperation and hard work in making 2016 such a successful year for the County Council.
- Stated that the focus of Council in the coming year will be to continue to implement the strategic and operational plans of Council as well as look at ways of improving our performance and achieving efficiencies where possible.
- Mentioned the changes to legislation particularly the new Biosecurity Act 2015 and draft Regulation that will see the repeal of the Noxious Weeds Act 1993 and amendments to associated Acts such as the Local Land Services and Native Vegetation Acts.

1. AUDIT OFFICE OF NSW-MANAGEMENT LETTER FINANCIAL YEAR 2015/16 (ITEM 7.1.1)

2/17 RESOLVED on the motion of Councillors Tiley and Kermode that the report on the Audit Office of NSW, Management Letter for the year ended 30 June 2016 be received and noted.

**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,
7TH FEBRUARY 2017 COMMENCING AT 8:35AM.**

**2. BIOSECURITY ACT 2015 – DRAFT BIOSECURITY REGULATION 2016
(ITEM 7.1.2)**

3/17 RESOLVED on the motion of Councillors Tiley and Kermode:

1. That the report on the draft Biosecurity Regulation 2016 to the Biosecurity Act 2015 be received and noted.
2. That Council endorse the response to the draft Biosecurity Regulation 2016 as circulated prior to the Council meeting and as attached to the report.

3. ENTERPRISE RISK MANAGEMENT STRATEGY (ITEM 7.1.3)

4/17 RESOLVED on the motion of Councillors Kermode and Tiley:

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 01/17, as attached to the report.
3. That Council reaffirm the NEWA Risk Management Strategy, as attached to the report.

4. DELIVERY PROGRAM PROGRESS REPORT (ITEM 7.1.4)

5/17 RESOLVED on the motion of Councillors Tiley and Kermode that the report on the 6 monthly progress of the Principal Activities under Council's Delivery Program to 31st December 2016 be received and noted.

5. PUBLIC INTEREST DISCLOSURES REPORT (ITEM 7.1.5)

6/17 RESOLVED on the motion of Councillors Kermode and Tiley:

1. That the six- monthly report to 31st December 2016 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.

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, 7TH FEBRUARY 2017 COMMENCING AT 8:35AM.

6. INVESTED FUNDS REPORT (ITEM 7.2.1)

7/17 RESOLVED on the motion of Councillors Tiley and Kermode 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.

7. DECEMBER 2016 QUARTERLY BUDGET REVIEW (ITEM 7.2.2)

8/17 RESOLVED on the motion of Councillors Kermode and Tiley that Council adopt the December 2016 Quarterly Budget Review and approve the Budget variations.

8. 2015/2016 WEEDS ACTION PLAN (ITEM 7.3.1)

9/17 RESOLVED on the motion of Councillors Kermode and Tiley that the report on the 2016/2017 Weeds Action Program be received and noted.

9. MATTERS OF URGENCY

COMMITTEE OF THE WHOLE REFERRAL - GENERAL MANAGER'S CONTRACT OF EMPLOYMENT

10/17 RESOLVED on the motion of Councillors Kermode and Tiley that in accordance with the provisions of Section 10 of the Local Government Act, 1993, that the matter of the General Manager's renewal of Contract of Employment be discussed in confidential matters in Committee of the Whole for the reason that it relates to personnel matters concerning particular individuals.

The General Manager, Senior Weeds Officer and Invasive Species Officer, Mr Phil Blackmore left the meeting.

11/17 RESOLVED on the motion of Councillors Kermode and Tiley that in accordance with the provisions of Section 10 of the Local Government Act, 1993, that Council move from Committee of the Whole.

The General Manager, Senior Weeds Officer and Invasive Species Officer, Mr Phil Blackmore returned to the meeting.

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, 7TH FEBRUARY 2017 COMMENCING AT 8:35AM.

12/17 RESOLVED on the motion of Councillors Kermode and Tiley that Council:

1. Note the above satisfactory performance of the General Manager, Mr W. Deer.
2. Re-appoint the General Manager, Mr W Deer for a further 3 year period, commencing 30th June 2017 in accordance with the revised Contract of Employment and Performance Agreement, based on 11 hours per week.

NORTHERN TABLELANDS REGIONAL STRATEGIC WEED MANAGEMENT PLAN 2017 -2022

The General Manager table a copy of the Northern Tablelands Regional Strategic Weed Management Plan 2017-2022 which is currently on public exhibition until 8th March 2017. Advice was provided on the input of Council staff to this document that is a direct response to recent legislative reform including the new Biosecurity Act 2015.

NEXT MEETING:

The next meeting will be held on Wednesday, 26th April 2017 at 8.30 am.

THERE BEING NO FURTHER BUSINESS THE CHAIR DECLARED THE MEETING CLOSED AT 9:33 AM.

THE MEETING WAS FOLLOWED BY THE CHAIRMAN'S ANNUAL TOUR OF THE COUNTY AREA.



NAMOI COUNCILS JOINT ORGANISATION

Members of the Namoi Joint Organisation of Councils are the Gunnedah Shire Council, Gwydir Shire Council, Liverpool Plains Shire Council, Narrabri Shire Council, Tamworth Regional Council, Uralla Shire Council and Walcha Council

BOARD MEETING

DATE: 28 April 2017, 2pm – 3pm

VENUE: Blue Jeans

ATTENDANCE

Member	Council	Email
Cr Andrew Hope (Chair) Ron Van Katwyk	Liverpool Plains Shire Council	andrew.hope@lpsc.nsw.gov.au ron.vankatwyk@lpsc.nsw.gov.au
Cr Cathy Redding (Deputy Chair) Stewart Todd	Narrabri Shire Council	cr.redding@narrabri.nsw.gov.au gm@narrabri.nsw.gov.au
Cr Col Murray Paul Bennett	Tamworth Regional Council	c.murray@tamworth.nsw.gov.au p.bennett@tamworth.nsw.gov.au
Cr Gae Swain Eric Groth	Gunnedah Shire Council	jamiechaffey@infogunnedah.com.au ericgroth@infogunnedah.com.au
Cr Mick Pearce Andrew Hopkins	Uralla Shire Council	mayor@uralla.nsw.gov.au ahopkins@uralla.nsw.gov.au
Cr Eric Noakes Jack O'Hara	Walcha Council	enoakes@walcha.nsw.gov.au johara@walcha.nsw.gov.au
Rebel Thomson	Executive Officer	r.thomson@tamworth.nsw.gov.au

1. APOLOGIES

Member	Council	Email
Alison McGaffin	NSW DPC	alison.mcgaffin@dpc.nsw.gov.au
Cr John Coulton Max Eastcott	Gwydir Shire Council	jcoulton@gwydir.nsw.gov.au meastcott@gwydir.nsw.gov.au

Motion Moved Tamworth Regional Council Seconded Gunnedah Shire Council

That the apologies are accepted.

2. MINUTES OF PREVIOUS JOLT MEETINGS

Motion Moved Uralla Shire Council Seconded Narrabri Shire Council

That actions and progress of JOLT is noted and endorsed.

As members attended the meeting via Blue Jeans the Chair coordinated discussion by enabling the Executive Officer to provide commentary and then sought comment on each part of the agenda.

3. 2017-2018 BUSINESS PLAN

Copy of the draft Business Plan is provided as ATTACHMENT C. Members were asked specifically to review the proposal around Associate Membership and Working Group Membership in the Business Plan.

Gunnedah Shire Council asked that the document be checked by the Executive Officer for spelling errors.



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Narrabri Shire Council asked about the intent and the role of the Project Officer. The Executive Officer replied that the decision to employ a project officer was contingent on funding being provided by the NSW Government. The role of the project officer will be to support the activities of some of the working groups and marketing and media for the group.

ACTION 2017/04-07

The development of the position description and recruitment of the Project Officer is referred to the JOLT for consideration.

Uralla Shire Council concurred that any operational activities are to be referred to JOLT if required.

Apart from the comments recorded, members offered their unanimous support and endorsed the Business Plan, activity and budget.

Motion Moved Tamworth Regional Council Seconded Gunnedah Shire Council

That the Board endorses the activity and expenditure in the Business Plan and Members commit to the activity and budget in the Business Plan for 2017-2018.

4. BOARD INDUCTION MANUAL – ATTACHMENT D

A written report was provided in the Business Plan, the Induction Manual has been reviewed in detail by JOLT and JOLT has endorsed the content of an Induction/operations manual for the JO.

Motion Moved Tamworth Regional Council Seconded Uralla Shire Council

That the Board endorses and adopts the content of the Induction Manual.

5. NOTICE OF MOTION – NARRABRI SHIRE COUNCIL

Members were distributed with a written notice of Motion from Narrabri Shire Council seeking support for the development of an intermodal freight terminal at Narrabri to service the development of the Inland Rail project.

Cr Redding presented the Notice of Motion to the Board.

Motion Moved Narrabri Shire Council Seconded Tamworth Regional Council

That the Namoi Councils Joint Organisation support the Narrabri Shire as the most suitable location for an intermodal site capitalising on the regions access to the Inland Rail route.

That the Executive Officer formally writes to the Federal and State Governments of this support.

6. OTHER BUSINESS

6.1 Parliamentary Enquiries and Response

The Executive Officer presented a matter referred to the Board from the JOLT.

Requests for a regional response to Standing Committee's and Enquiries are received by the organisation.

Consideration from the Board was requested as to how these requests for advice would be administered.

Members agreed each individual Council is responsible for representing the views of their constituents.

Should members consider that there is strength in presenting a regional response this will be considered on a case-by-case basis.

Cr Col Murray will appear in front of the Enquiry of a NSW Standing Committee on the Augmentation of Water supplies on behalf of the Namoi Councils Joint Organisation on the 16 May 2017 in Tamworth.



NAMOI COUNCILS JOINT ORGANISATION

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6.2 Meetings with Politicians

Members discussed the impending trip to Sydney to meet with Minister Barilaro and a number of other Ministers. The role of advocacy rests with the Board.

ACTION 2017/04-08

The Executive Officer is to distribute to the General Managers a template to be completed should individual Councils have items to be raised with these Ministers or representatives.

6.3 Launch of the Investment Prospectus

All members are requested to send representation to this event in Narrabri on the 12 May 2017.

Meeting closed 2.37pm

DRAFT

Minutes of the WALCHA & DISTRICT HISTORICAL SOCIETY Inc held in the Caretakers Cottage – Saturday 29 April 2017, 1.00pm

Welcome – Kate welcomed everyone and thanked those members for their hard work at the working bee this morning.

PRESENT – Jillian Oppenheimer, Kate Hoy, Kerry Dickson, Jane Morrison, Lloyd Levingston, Coll King, Truda Newman, Lyn & Bob Burnell, Bob Walsh, Sandra Galvin, Nerida Hoy, Jan Cross, Don Murchie, Bill Heazlett

APOLOGIES – Julia & Robert Preston, Peter Sendall, Ron Morrison, Pam Walsh, Vic Galvin
Moved Bob, 2nd Lloyd that the apologies be accepted.

MINUTES – of the 1st April not read as an email and hard copy was received by all present.
Moved Jane, 2nd Jillian that the minutes of 1 April were a true and correct record. c/d

BUSINESS ARISING:

1. John Oxley Celebrations – there is nothing to report as there has not been a meeting since our last meeting.
2. Garden Club – beds ready for Garden Club to plant box hedge on Friday – Nerida, Kerry, Truda, Kate available on day.
3. Sign Post restored by Emma has been erected.
4. Mens' Shed BBQ still to happen when Jane finds a date.
5. John Wark has not contacted Kate re: photo of ramp into Caretakers Cottage.
6. Peter Sendall & the Mens' Shed have completed the shelving in the Settlers Cottage. The window restoration will start soon.

CORRESPONDENCE:

1. Letter from NSW government advising the Historical Society of the change in Fire and Emergency levy. It will now be included in the Council rates.
2. Email to Truda from Christina Kanellaki, from the Office of Environment and Heritage stating how we could apply for a State Heritage Listing. It was decided that the Historical Society does not fall into a category for listing. Truda to reply.
3. The Hon Dr Andrew Leigh MP inviting the Society to join him in discussions in Sydney on 19 May innovative ideas for building social capital and increasing community engagement. It was decided that we do not need to attend. A letter of thanks to be written.
4. Sandra has notified the Past Perfect software distributor of the change of co-ordinator and email contact.
5. Letter and maps received from Jack O'Hara, Council General Manager – stating the Council is prepared to allow Dylan Reeves, Director of Engineering Services, to work with the Historical Society to work out an appropriate drainage system, at cost. Prior to this Kate & Kerry had met with Dylan to show him the drainage problems on the grounds. Letter to be written to Jack thanking him & saying we look forward to Council visiting on 23 May and that we will have further consultation afterwards.

6. David Elliot MP congratulating the Historical Society on obtaining the \$1,600 grant to improve the 'war room'. Kerry has returned the appropriate paperwork. Kate thanked Kerry & Jane for preparing the grant.

FINANCE –

Bank balance as per 28 April 2017 - \$5,741.44

Income: \$1,068.00

Expenditure \$488.00

Ella's Garden \$4,623.25

Insurance \$1,000.00

General Term Deposit \$6,137.60

Moved Kerry, 2nd Jan. that the financial statement presented be accepted c/d

Kerry reported that the Walcha Together Group could be folding and it is holding money which will be distributed to organisations around Walcha. The President suggested we write a letter stating how the Historical Society could use the money. Kerry has done this and it will be sent to the Walcha Together Group.

REPORTS:

Museum - Door takings has increased. Kate asked that if members know of a major problem which has occurred, or could happen at the complex, to please notify herself or Jan immediately so the problem can be rectified and no one sustains an injury.

History Centre – Vic had several requests

- 1) Tracy Ferguson..... death cert. for Matilda Ferguson of Surveyors' Ck, 1881 infant under name of Rooney
- 2) Ross Hoy. Tia War memorials.
- 3) Sharon Holt Photo of Frances Fleming nee Brazel of Kempsey.
- 4) Simon Saunder..... Vowden family of Walcha.... ?? wrong name ??
- 5) Tony Dawson, Pt. Macq H/S.....Basalt columnar rocks at Grundy's' Trig.
- 6) Ray Ryan.. Qld. Visit. Ryan of Tia River. Sold WW1 book. \$40.00
- 7) David Martin. Visit. Martin family of Emu Ck & Ben Lomond. \$50.00
- 8) Matthew Alvarez. Raymond Bowden - education.

Past Perfect –Jane and Kerry have not started on another building as yet, they were waiting on the Mens' shed to finish the work in the Settler's Cottage, which has not been completed.

Bill Heazlett, Council representative for the Historical Society, reported that the VIC often has requests for guided tours around the town. Bob said that he and others have do just that in the past. The meeting felt it was the VIC's responsibility to find guides and if any of our members were asked we would gladly do so it available. Suggestion the VIC compile a list of willing people.

Council has been looking at updating the play equipment in McHattan Park.

Council has guaranteed to provide funds for the completion of the monument at the Cenotaph, to acknowledge soldiers who fought in all wars after Wold War II.

GENERAL BUSINESS:

1. Bob Walsh has written another book and donated a copy to the History Centre called 'Aviation at Walcha 1919-2016'. Congratulations Bob – your contribution to Walcha's history has been tremendous.
2. War room grant has been received.
3. Kate will obtain quotes:
 - to have Museum verandah floor and steps replaced
 - to have Tool Shed roof replaced and with a skylight added, straighten walls, check floor
 - a ramp access into the Wool Hall
4. Chimneys in Pioneer Cottage are falling to pieces. Kate to obtain quotes for repairs.
5. AGM – it was decided to go to lunch at the Walcha Chinese Restaurant again this year following the meetings.
6. The Walcha Councillors will visit the complex on Tuesday 23 May. Kate, Jillian, Bob, Nerida & Jane will be in attendance.
7. It has been confirmed that the High Tea will be held on Saturday 18 November.
8. Kerry suggested a letter be sent along with the AGM notification, asking members to consider a donation towards the upkeep of the complex.
Moved Kerry, 2nd Coll that a letter asking for a donation be sent to members. c/d.
9. It was a very successful working bee this morning with Ella's garden completed in readiness for the Garden Club to plant the box hedge this Friday, the lamp post being straightened, the restored sign erected, the cement block at the front fence remove, inspection of the ground behind the hanger, summer garden rubbish removed and cleaning!
10. Since the last meeting Kate reported that Kerry emailed Kevin Anderson office re: auditing the books for two years to be able to obtain quotes for grant applications. Secretary rang back & said it wasn't in his area to call Barnaby.
Jan had a call from Kevin Anderson's office to say that he would be visiting soon.
Jan had phone call from Adam Marshall's secretary stating that we weren't in his area. Jan pointed out that he had already had a quick visit and, he is the Minister for Tourism. The secretary condescended to put the letter into his tray.

The next meeting is **Saturday 27 May** commencing 1pm prior to a Working Bee which will commence at 9am. Some suggestions:

- remove trees/branches/rubbish behind hanger
- spread gravel around Ella's garden if it has arrived & not already done
- ramp into hanger – { these items may be carried out before 27th
- varnish shelving – {

Meeting closed at 2.55pm

President:

Secretary:

Delegates Report from Community Consultative Meeting held on Tuesday, 2 May 2017

TRIM Ref: WO/2017/00821

Meeting Opened at 12 noon

Present: Simon Warden, Hazel Cameron, Lloyd Levingston, Sue Green, Jo Ireland, Michael McDonnell, Vicki McIvor, Lyn Smith, Clr Bill Heazlett.

Apologies: Mary Hoare

Business Arising:

Clr Heazlett – skate park is a bit of a problem, Council is repainting it – Ms King.
H Cameron – Has the Mayor been invited to this meeting? Clr Heazlett replied that he is already stretched with current commitments.

Police Report:

Snr Constable J Ireland – signage is now up and therefore can now be enforced through issuing fines. Skate Park is an issue as Police have difficulty with lack of visibility and so forth including issues with people. Clr Heazlett advised – to move the skate park would be very expensive. Michael McDonnell asked could Council consider CCTV. Snr Constable J Ireland – Skate park and users need to be visible it is implemented. Walcha Police at full capacity now that Michael is here. Police would also like to see signs for Alcohol Free Zone in Main Street. Snr Constable J Ireland – Alcohol consumption in Walcha is a problem.

Recommend that Council consider the imposition of an Alcohol Free Zone for Walcha's CBD. Moved L Smith Seconded H Cameron.

Council is putting together a 355 Committee for Youth with Clr Rachael Wellings coordinating.

General Business:

S Green – she spoke to people who worked on the cemetery. If Council had a vacant plot of land to set up a community garden. **Clr Heazlett to refer to Council for consideration.**

Snr Constable J Ireland – Old tennis court in Hill Street possible but needs a community group to run it.

S Green – update on tourism project at Ingleba? NAIDOC Week??

L Levingston – suggested reps from Amaroo approach Council.

L Levingston – **Traffic authority committee** – need to consider pedestrian access near bus shelter in Derby Street.

Rural Crime – is there much being reported? Snr Constable J Ireland: Some is some isn't.

Clr Heazlett – Council still looking for a new VMO for the Walcha Hospital.

L Smith – status of Service Clubs signs. **Clr Heazlett to investigate** (former engineer)

V McIvor – lack of lighting on Middle Street Bridge. **Clr Heazlett to investigate.**

L Smith – any feedback on negative radio reception. **Clr Heazlett to investigate.**

Meeting Closed: 1:10pm

Next Meeting: Tuesday, 1 August 2017 – 12 noon.

Submitted to Council: 30 November 2016

..... General Manager Mayor



JOINT ORGANISATION MEETING

Members of the Namoi Joint Organisation of Councils are the Gunnedah Shire Council, Gwydir Shire Council, Liverpool Plains Shire Council, Narrabri Shire Council, Tamworth Regional Council, Uralla Shire Council and Walcha Council

DATE: Monday 15 May 2017, 10.00am – 12.30pm
NAME: Joint Organisation Leadership Group
VENUE: Training Room, Gunnedah Shire Council

ATTENDANCE

Member	Representation	Email
Max Eastcott (Deputy Chair)	Gwydir Shire Council	meastcott@gwydir.nsw.gov.au
Paul Bennett (VC)	Tamworth Regional Council	p.bennett@tamworth.nsw.gov.au
Andrew Johns	Gunnedah Shire Council	ericgroth@infogunnedah.com.au
Andrew Hopkins (VC)	Uralla Shire Council	ahopkins@uralla.nsw.gov.au
Stewart Todd	Narrabri Shire Council	gm@narrabri.nsw.gov.au
Lacey Latham	Walcha Shire Council	johara@walcha.nsw.gov.au
Ron Van Katwyk	Liverpool Plains Shire Council	ron.vankatwyk@lpsc.nsw.gov.au
Jan Willett	NSW Premier & Cabinet	jan.willett@dpc.nsw.gov.au
Rebel Thomson	Executive Officer (EO)	r.thomson@tamworth.nsw.gov.au

1. APOLOGIES

Member	Representation	Email
Eric Groth	Gunnedah Shire Council	ericgroth@infogunnedah.com.au
Jack O'Hara	Walcha Shire Council	johara@walcha.nsw.gov.au
Cr Andrew Hope (JO Chair)	JO Board	andrew.hope@lpsc.nsw.gov.au
Alison McGaffin	NSW Premier & Cabinet	alison.mcgaffin@dpc.nsw.gov.au

2. MINUTES, BUSINESS ARISING AND ACTION LIST

2.1 Meeting Minutes – 20 March 2016 – Attachment A

Moved Liverpool Plains Shire, seconded Tamworth

That the Minutes of the JOLT Meeting held on 10 April 2017 be confirmed as a correct record of the proceedings of the Meeting, with the Amendment from Stewart Todd that Tony Meppem was present to represent Narrabri Shire Council.

3. PROJECTS AND ACTIVITY

A written report was presented in the Business Paper.

3.1 Business Plan Update

The EO reported that discussions with the NSW Government about the ongoing support of the Namoi Councils Joint Organisation were ongoing and a decision on funding was imminent.

3.2 Project Directions Workshop

The EO reported that the Strategic Directions and Business Plan has been endorsed by the Board and the next phase was a discussion with General Managers about the components and operational aspects of these projects and activities, articulate the workload and the role of sponsors.

3.2.1 Governance (Sponsor Liverpool Plains)

A written report was presented and discussed. The EO reported on discussions with Morrison Low in Sydney.

Members agreed that the structure needed to enable the JO to apply for funding and grants, sign contracts and agreements, conduct a business that offers products and services, employ staff such as the Project Officer, finance itself and coordinate project activities.

Uralla Shire suggested that the group needed to conduct an assessment of the structure requirements.

ACTION 2017/05-1

Members agreed that Structure needs to remain on the JOLT agenda.

Members agreed that the Sponsor Council will be the auspicing body for any application for support or funding associated with the project.

Members agreed to undertake certain tasks advised by the Executive Officer to ensure activity is ongoing in her absence for annual leave to 19 June 2017. The Executive Officer will send email instructions to Sponsors before departing on the 16 May 2017.

3.2.2 Regional Issues, Opportunities and Challenges (Sponsor JOLT)

The EO provided information to members about a role for Morrison Low to coordinate the collation of CSP information to identify the regional issues, priorities and challenges. Collating this information would provide members with agreed future or short term project activities, endorsement for project or activity directions. This would also provide advice and information for State and Federal agencies on areas that are not necessarily the role of LGA but perhaps other levels of Government, this leadership and advocacy is a core function of the JO.

ACTION 2017/05-2

Draft copies of CSPs are to be provided to the Executive Officer as soon as they are available. This would enable the Executive Officer to collate this information and then for the General Managers to discuss at the July meeting.

The recommendation for Morrison Low to conduct this work is not accepted at this stage, the group agreed to undertake these activities initially then investigate the results.

3.2.3 Development of the Business Model (Sponsor JOLT)

The Business Plan identifies that there are three elements in this area:

- Working Groups who have a terms of reference that outlines their scope and focus
- JO Products and Services – there have been three products and services identified for investigation this financial year
- Share Service arrangement for HR has been identified as an opportunity.

The EO reported that she had had a discussion with Luke Kenny, General Manager of Local Government Procurement. Correspondence was provided to the JO and potentially member Councils at the end of 2016 noting that the structure of LGP would be changing.

In discussions with LGP the EO noted that; the percentage return model of the LGP is expected to remain however the current model is financially unsustainable and therefore members can expect that this percentage will be substantially reduced in the future. The impact on the budget was unknown however as the organisation had nominated a relatively low amount of \$30,000 in the 2017-2018 budget that this was a low but likely risk for the JO revenue stream.

Liverpool Plains Shire noted that LG Professionals have issued information about internal audit training and requested the EO consider coordinating a regional approach to this training. The pathway to collaborate on training is through the HR group who will consider if the opportunity is needed in their council, negotiate with the training provider and then coordinate the training as the investigation determines.

Members noted the issues and risks outlined by the JOLT and Uralla suggested that JOLT would be the appropriate forum to develop the opportunities and investigate.

The EO provided information from Morrison Low that they have a model framework for the development of Shared Services across Councils.

ACTION 2017/05-3

The Executive Officer provide this information to the Chair and Sponsor of the Working Group (Tamworth) to follow up with the group and negotiate if it is to be a regional training opportunity.

3.3.3 Employment of a Project Officer (Sponsor Gunnedah)

Information provided in the Business Paper on the activity to be undertaken.

ACTION 2017/05-4

Gunnedah Shire Council will prepare a base position description for the Project Officer based on similar positions. JOLT will be the forum to endorse the components of the position. This work will not be undertaken until funding is received from the NSW Government.

3.3.4 International Engagement Strategy (Sponsors Tamworth and Gunnedah)

The EO said that a small project group of the Mayors and General Managers of Tamworth and Gunnedah, and the Chair of the JO meet in Tamworth during the Company Directors Course to discuss the project. This information was provided in the Business Paper.

The EO reported that there were two components to this project (1) international investment and (2) international trade.

Tamworth reported that it would be difficult to collaborate on opportunities being pursued by each member Council although it was agreed where the opportunity was a value add opportunity to agricultural, opportunities to collaborate on raw or other product across all member councils.

Tamworth noted that a branding workshop framework has been presented to the group previously however this information has not been addressed which would provide clarity for a branding and marketing brief.

Members spoke about their individual relationships and activities and agreed that these relationships remained with the Councils. Relationships are the most important part of activity especially in China and Japan.

All Councils involved in economic development concurred that each Council will be pursuing its individual opportunities and that the role of the JO perhaps was not to impede this. The EO responded by suggesting to members that the role of the JO was to support individual member activity and fill gaps where the members were not currently operating.

Gwydir asked the group to consider what was the role of LGA in this area noting that the potential role could be to identify impediments to business development across the region.

Uralla suggested that the group need to clarify the fundamentals, the roles of LGA, the opportunities being provided and where the JO could fill any gaps.

Uralla also asked the group to consider the level of knowledge, experience and intelligence in the Board and the JOLT to structure a response to international trade or investment.

Tamworth reported that they had recently employed an economic development graduate who spoke Mandarin and Cantonese. This employee will be pursuing a more specific and focused market approach to their activities.

The group may determine one or two product opportunities.

The EO suggested the group needs to also consider the role within those Councils that currently have an economic development focus or resource.

The role needs to be complementary to the local, state and federal activities, not duplicate or replace.

Gwydir asked if the organisation needed to build stronger ties with Federal agencies after the FTA application was not successful. The EO reported that discussions had been held with this agency and that there was the potential to develop a training opportunity outside the program. The Australian Export Council was also a valuable resource about market activity in this area.

The EO asked the group to articulate the gap in activity or the role that member Councils are not currently pursuing in this area. A workshop could assist the group to articulate the role of State, Federal, Local Governments and the role that potentially the JO may be able to play.

ACTION 2017/05-5

Gwydir Shire will approach Mark Coulton MP and request access to information in Government libraries on developing international relations in regional areas and any specific research on opportunities in China and Japan.

The EO is to coordinate a workshop for the next JOLT meeting with State (Chris Celovic) and or Federal agencies to assist JOLT in determining the role of members, the JO and activity in this area.

3.3.5 Regional Infrastructure Priorities (Sponsor Narrabri)

The members discussed the roll out of funding and programs from the NSW Government and the abundance of opportunities that there might be forthcoming.

DPC confirmed the discussions amongst members that the Government was looking for endorsement of priorities by regional organisations.

ACTION 2017/05-6

Jan Willett (DPC) undertook to provide the group with further information about the programs and distribution of these infrastructure and program funds.

The importance of developing a list of regional priorities by the group was affirmed as a major priority for the group.

Narrabri suggested the focus be maintained on roads, that the imminent completion of the SMEC report will provide each LGA with roads priorities and the routes that are regionally significant. Narrabri reported that the Government has announced \$30million in road infrastructure funding.

Tamworth suggested that the focus be broadened to incorporate all transport infrastructure.

The EO reported that the JO has been approached by SMEC the consultants to work on an application for Smart Cities and regions to develop a process for identifying regional priorities. Applications are due at the end of June 2017.

The JO needs to be able to provide a structure to facilitate and administer:

- Endorse projects of regional significance
- Hold information or contacts for shovel ready projects
- The focus be on Transport Infrastructure Projects

Gunnedah Shire spoke of the Centroc model (which some members have access to) as a tool for determining and managing regional priorities.

ACTION 2017/05-7

The Sponsor work with SMEC to develop an application for the Smart Cities and Regions program in the absence of the EO.

3.3.6 Energy and Sustainability Group

Written information was presented to the group.

ACTION 2017/05-8

The report on the Energy and Sustainability Group is deferred to the next meeting of JOLT.

4. ROLES AND REPONSIBILITIES

A written report to endorse a role for the Board and members to be advocates for specific issues.

Motion Moved Gwydir Shire Seconded Tamworth Regional Council

That the Chair write to the Minister for Police and Emergency Services advising him of the collaboration occurring in the Namoi Councils Joint Organisation, that as representatives of seven LGAs the JO is well-placed to provide advice in this process from the communities perspective.

That JOLT recommend that if representation was sought from the Namoi Councils Joint Organisation to participate in this process, that Cr Mick Pearce Mayor of Uralla Shire Council and former officer with the NSW Police Service be best placed to represent the interests of the Joint Organisation.

ACTION 2017/05-9

General Managers are to collate issues with regional and rural health services for member councils should be tabled with the Executive Officer by the 16 June 2017 and correspondence prepared for the Minister and the Parliamentary Secretary. Members are to collate these issues.

Motion Moved Gwydir Shire Seconded Liverpool Plains Shire

That the Executive Officer establishes process and function for the Board to establish its advocacy and leadership function for the JO that includes:

- Collation of challenges, issues and priorities from member's community consultation on Community Strategic Plans. These are the areas where Councils are looking to elevate the topic or that the topic is not the responsibility of member Councils.
- The Executive Officer collate this list and present it to a Board meeting for members to discuss and determine the JO position on these challenges, issues and priorities.
- A sponsor Mayor for each of these areas is appointed, based on their civilian skills and experience.
- The process of advocacy is defined and budget is allocated to position issues and members.

The EO also asked the GMs to consider how she may work more effectively with the group. The EO said she knew that the requests to GMs were frequent and was there a process of administration that could be implemented that could make it easier for GMs to respond or prioritise a response.

ACTION 2017/05-10

Executive Support Officers will be sent the requests for information to the General Managers to enable these items to be followed up with the GM and provided as required. A list of outstanding requests will be sent by the EO to be considered in her absence.

5. GUNNEDAH SHIRE COUNCIL'S PROPOSAL FOR PLANNERS GROUP NOMINATION

Gunnedah Shire Councils, Acting GM Andrew Johns spoke to information distributed to all Councils recently by Brett Witworth seeking nominations from planners within the region for a review of planning legislation. The document also states that nominations will be assessed on their merits and those nominations that have the support of a regional organisation will be highly regarded.

Andrew offered to share his resume with the group which describes his 20 years of planning experience with a number of Councils.

Uralla Shire also requested that the nominee have experience in planning outside NSW in other States or Territories.

Tamworth Regional Council stated that they too would be seeking to nominate a representative for the group.

Gwydir Shire asked that the nominee be the Chair of the Planning Group. The EO reported that she was waiting on nominations to be advised by General Managers to convene the first meeting of the Planning Group.

Andrew Johns would like to seek nomination to this group with the support of the Namoi Councils.

ACTION 2017/05-11

That the EO provides a letter of support to all member Councils endorsing a candidate from one of the member Councils is appointed to the panel.

6. REFUGEE WELCOME ZONE (GWYDIR)

Gwydir Shire Council presented a written report to the meeting. Gwydir's position was to use this initiative to increase population in the LGA. Gwydir is seeking a response from the regional organisation to this program.

ACTION 2017/05-12

The matter of support for Refugee Welcome Zone is deferred to the next meeting of JOLT.

7. OTHER BUSINESS

7.1 Australian Rural Roads – Funding Model Tool (Gwydir)

Gwydir spoke to a project being completed by the Australian Rural Roads Group with the University of New England. A study is being undertaken by the UNE to develop a new model for funding roads and a contribution to the \$10,000 project is sought from the JO or member Councils.

Research conducted by the group is publically available and provided to politicians at all levels of government.

Tamworth Regional Council suggested that they would contribute to the project as a council.

Narrabri asked if the group had approached the membership of the Australian Rural Roads Group. Gwydir reported that there are 114 members at \$100 per member that this funding was used for the National Congress and that Moree Plains and Gwydir often carry the administration and expenses for the group.

The group recommended that Gwydir approach the members directly for a contribution. Should the response from the wider membership of the Rural Roads Group not be successful the matter can be discussed with JOLT again.

7.2 Finance Reports

The EO apologised for the late distribution of finance reports.

The EO reported that term deposit funds had been amalgamated into the cheque account to enable the Namoi Water Alliance balance and JO funds to be separated at the end of June 2017. Funding should also have been confirmed or rejected which would enable the JO to determine what funds can be put back on term deposit.

If any members have questions on the P&L and the reconciliations please contact the EO.

Meeting closed at 12.30pm.