



BUSINESS PAPER  
ORDINARY MEETING OF COUNCIL

To be held on

Wednesday, 30 June 2021

Commencing at

**3:00pm**

at

Walcha Council Chambers

Members:

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

Quorum – 5 Members to be Present

AGENDA

---

Submitted to Council: 30 June 2021

..... 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, 30 June 2021** commencing at **3:00pm**.

Yours sincerely

Chris Weber  
Interim General Manager

### **NOTICE:**

The Ordinary, Extra Ordinary and Committee open meetings of Council will be audio recorded for community transparency and minute taking purposes. The audio recording of all Ordinary and Extra-Ordinary Meetings of Council will be uploaded to Council's website.

### **ACKNOWLEDGEMENT OF COUNTRY:**

We acknowledge the Dughutti people as the traditional owners of the land that we meet on. We pay our respects to the Elders, past, present and emerging. We acknowledge and recognise their continuing connection to the land, water and community of which we are a part.

### **INDEX**

1. Leave of Absence
2. Confirmation of Previous Minutes
  - 2.1 Minutes of the Ordinary Meeting held on Wednesday, 26 May 2021 at Walcha Council Chambers. WO/2021/02165
3. Business Arising
4. Declarations of Interest
5. Mayoral Minute
6. Senior Officers' Reports
  - 6.1 Adoption of Operational Plan 2021-2022 WO/2021/02261
  - 6.2 Referendum Question WO/2021/02364
  - 6.3 Development Application 10.2021.15 – Change of Use from Dwelling to Health Consulting Rooms – G Freer WO/2021/02399
  - 6.4 Development Application 10.2021.17 – Shed with attached Carport – Middle Street Walcha WO/2021/02149
  - 6.5 Request for Financial Assistance – Two Wheel Tours WO/2021/02207
  - 6.6 Youth Advisory Committee Gaming Hub Proposal WO/2021/02269
  - 6.7 Review and Update of Investment Policy WO/2021/02296



7. Notice of Motion

Nil

8. Matters of Urgency

(Resolution to admit matters of urgency before being further considered by Council).

9. Management Review Reports

9.1 Office of the General Manager	WO/2021/02297
9.2 Infrastructure	WO/2021/02074
9.3 Environment & Development	WO/2021/02032
9.4 Community & Tourism	WO/2021/02246

10. Committee Reports

10.1 Minutes of the Tourism Advisory Committee Meeting held at Walcha Council Chambers on Thursday 20 May 2021	WO/2021/01992
10.2 Minutes of the Walcha Motorcycle Rally Committee Meeting held at Council Chambers on Tuesday 25 May 2021.	WO/2021/02109
10.3 Minutes of the Walcha Mountain Festival Committee Meeting held at the Walcha Library on Thursday 03 June 2021.	WO/2021/02083
10.4 Minutes of the Walcha Council Gym Advisory Committee Meeting held at Walcha Council Chambers on Monday 21 June 2021.	WO/2021/02338
10.5 Minutes of the Walcha Preschool Advisory Committee Meeting held at the Walcha Preschool on Monday 21 June 2021	WO/2021/02369

11. Delegate Reports

11.1 Minutes of the Walcha & District Historical Society Inc Meeting held on Saturday 22 May 2021.	WI/2021/09655
--	---------------

12. Questions with Notice

Nil.

13. Reports to be Considered in Closed Council

13A Referral to Closed Council – Evaluation of Tender for Supply of Road Safety Barriers.	WO/2021/02409
---	---------------

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

13.1 Evaluation of Tender for Supply of Road Safety Barriers

WINT/2021/05306

Resolution to move into Open Council.

The Mayor publicly declares the Closed Council Meeting Resolution/s.



---

**Present:**

**Leave of Absence:**

**Confirmation of the Ordinary Meeting Minutes held on Wednesday, 26 May 2021:**

**Matters arising from the Minutes of the Ordinary Meeting held on Wednesday, 26 May 2021:**



# Item 2: Previous Minutes



## ORDINARY MEETING OF COUNCIL

held on

Wednesday, 26 May 2021

at

3:20pm

at

Walcha Council Chambers

The *Audio Recording Statement* and the *Acknowledgement of Country* was read by Mayor Noakes.

**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 Christopher Weber – Interim General Manager and Mr PR Murray – Director Infrastructure.

**1. LEAVE OF ABSENCE:**

Nil.

MINUTES



**2. CONFIRMATION OF THE ORDINARY MEETING MINUTES HELD ON WEDNESDAY 28 APRIL 2021:**

239 **RESOLVED** on the Motion of Councillors Heazlett and Wellings that the Minutes of the Ordinary Meeting held on Wednesday, 28 April 2021, copies of which have been distributed to all members, be taken as read and confirmed a **TRUE** record.

**CONFIRMATION OF THE EXTRAORDINARY MEETING MINUTES HELD ON FRIDAY, 14 MAY 2021:**

240 **RESOLVED** on the Motion of Councillors Heazlett and Wellings that the Minutes of the ExtraOrdinary Meeting held on Friday 14 May 2021, 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**

**Item 6.3 Request to Waive Excess Water Charges for Walcha Bowling Club  
WO/2021/01449**

Clr Ferrier declared a non-pecuniary significant interest in this matter being the Treasurer of the Walcha Bowling Club.

**5. MAYORAL MINUTE**

Nil.

**6. SENIOR OFFICERS REPORT**

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

**6.1 Quarterly Budget Review Statements as at March 2021 WO/2021/01431**

242 **RESOLVED** on the Motion of Councillors Kealey and Lyon that Council:

1. **ADOPT** the March 2021 Quarterly Budget Review Statements; and
2. **APPROVE** the variations in Income and Expenditure votes as detailed in the Report.

**6.2 DRAFT 2021-2022 Operational Plan WO/2021/01855**

243 **RESOLVED** on the Motion of Councillors Wellings and Ferrier that:

1. the Draft 2021-2022 Operational Plan be placed on public exhibition in accordance with the provisions of the Local Government Act, 1993, Section 402 (6), 404 (4) and 405(3);
2. The Draft Budget for the year 2021-2022 be placed on public exhibition for a period of 28 days;



3. a further report be provided to Council at the completion of the public exhibition period outlining any submissions received and for Council's final adoption of the 2021-2022 Operational Plan & Budget.

### 6.3 Request to Waive Excess Water Charges for Walcha Bowling Club

WO/2021/01449

Clr Ferrier declared a non-pecuniary significant interest in this matter and left the Chambers and took no part in the debate.

244 **RESOLVED** on the Motion of Councillors Kermode and Blomfield that Council:

1. **DECLINE** the request to waive excess Water Charges of \$2,101.09; and
2. **AGREE** to enter into a payment plan for the Walcha Bowling Club to make payment of the excess water charges of \$2,101.09.

Clr Ferrier returned to the Chambers and the Mayor informed him of the resolution.

### 6.4 Request for Financial Assistance – Two Wheel Tours WO/2021/01807

245 **RESOLVED** on the Motion of Councillors Lyon and Wellings that Council support the *Two Wheel Tours* event in principle and request further information, including a detailed budget, prior to the determination of an allocation of funds.

### 6.5 Walcha Motorcycle Rally Committee Nominations WO/2021/01806

246 **RESOLVED** on the Motion of Councillors Kealey and Lyon that Council:

1. Change the terms of reference for the Motorcycle Rally Advisory Committee to allow up to six (6) community members.
2. **APPOINT** Kim Barnet and Andy Burwell to the Walcha Motorcycle Rally Advisory Committee.

### 6.6 Central Northern Regional Library Agreement Renewal

WO/2021/01730

247 **RESOLVED** on the Motion of Councillors Heazlett and Wellings that in relation to report "Central Northern Regional Library Agreement", Council:

1. **RECEIVE** and **NOTE** the Minutes of the Central Northern Regional Library Ordinary Meeting held 21 April 2021;
2. **APPROVE** the extension of the current Central Northern Regional Library Agreement for a further five year period; and
3. **APPROVE** the Seal of Council be affixed to the Central Northern Regional Library Agreement **FURTHER THAT** it be attested to by the Mayor and the General Manager.

## 7. NOTICES OF MOTION

Nil.





---

## **8. MATTERS OF URGENCY**

Nil.

## **9. MANAGEMENT REVIEW REPORTS**

248 **RESOLVED** on the Motion of Councillors Kermode and Lyon that the Management Review Reports be **RECEIVED** for further consideration.

### **9.1 Office of the General Manager WO/2021/01865**

249 **RESOLVED** on the Motion of Councillors Kealey and Wellings that items included in the Office of the General Manager Management Review Report be **NOTED** by Council.

### **9.2 Infrastructure WINT/2021/04542**

250 **RESOLVED** on the Motion of Councillors Kermode and Wellings that items included in the Infrastructure Management Review Report be **NOTED** by Council.

### **9.3 Environment & Development WO/2021/01815**

251 **RESOLVED** on the Motion of Councillor Kealey and Kermode that items included in the Environment & Development Management Review Report be **NOTED** by Council.

### **9.4 Community & Tourism WO/2021/01720**

252 **RESOLVED** on the Motion of Councillors Kealey and Wellings that items included in the Community & Tourism Management Review Report be **NOTED** by Council.

## **10. COMMITTEE REPORTS**

### **10.1 Minutes of the Arts Advisory Committee Meeting held at Walcha Council Chambers on Thursday 25 March 2021. WO/2021/01334**

#### **Item 4.4 – Christmas Decorations and Open Air Gallery**

253 **RESOLVED** on the Motion of Councillors Kealey and Blomfield that the Open Air Gallery is now an integral part of Walcha's identity and reputation in the wider arts community and tourism and that no piece should be used for the purposes of future Christmas decorations.

Clr Lyon recorded his vote **AGAINST** this Motion.

### **10.2 Minutes of the Walcha & District Beautification & Tidy Towns Committee Meeting held at Walcha Council Chambers on Wednesday 07 April 2021 WO/2021/01310**

254 **RESOLVED** on the Motion of Councillors Kermode and Lyon that Council **RECEIVE** and **NOTE** the Committee Reports as presented.



**11. DELEGATE REPORTS**

**11.1 Minutes of Central Northern Regional Library Meeting held at Tamworth Regional Council on Wednesday 21 April 2021. WI/2021/06847**

255 **RESOLVED** on the Motion of Councillors Wellings and Kermode that Council **RECEIVE** and **NOTE** the Delegate Reports as presented.

**12. QUESTIONS ON NOTICE**

Nil.

**13. CLOSED COUNCIL**

**13A Referral to Closed Council – Evaluation of Tenders for Supply of Quarry Materials AND Supply and Delivery of Bulk Fuel T1022NEC WO/2021/01916**

256 **RESOLVED** on the Motion of Councillors Lyon and Kermode that, in accordance with the provisions of Section 10A(2)(c) of the Local Government Act 1993, the matters of Evaluation of Tenders for Supply of Quarry Materials AND Supply and Delivery of Bulk Fuel T102122NEC be referred to be discusses in Closed Council and close the meeting to the public for the reason that 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.

257 **RESOLVED** on the Motion of Councillors Kermode and Lyon that Council resolve into Closed Council and that the press and public be excluded from the entire proceedings of the Meeting of the Closed Council for the reason that 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.

258 The Meeting resumed in **OPEN** Council on the Motion of Councillors Lyon and Wellings.

**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.

The Chairman publicly declared the recommendations passed by the Committee whilst in Closed Council.

**13.1 Evaluation of Tenders for Supply of Quarry Materials WINT/2021/04737 CC51/20212022** **RESOLVED** on the Motion of Councillors Wellings and Lyon that Council **ENDORSE** the evaluation outcome of identifying Metz Quarry; Highlands Quarry Guyra, Sheridans Hard Rock Quarry and Martins Lime as the preferred suppliers for the panel contract for the supply of quarry materials for the period 01 June 2021 to 30 June 2024.



---

**13.2 Evaluation of Tenders for Supply and Delivery of Bulk Fuel T10222NEC**

**WINT/2021/04707**

CC52/20212022 **RESOLVED** on the Motion of Councillors Kermode and Lyon that Council **ENDORSE** the evaluation outcome identifying the tender from Patdove Pty Ltd Trading as Campbells Fuel Service as the preferred supplier of distillate and unleaded petrol to Walcha Council for the period 01 July 2021 up until 30 June 2024.

**THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 4:07PM.**



Item 3:  
Business  
Arising from  
Previous  
Minutes



# Item 4:

# Declarations of Interest



# Item 5: Mayoral Minute



There was no Mayoral Minute available for June  
2021 at time of print.



# Item 6:

# Senior Officers' Reports





**Item:** 6.1 **Ref:** WO/2021/02261  
**Title:** Adoption of 2021-2022 Operational Plan including 2021-2022: Budget, Fees & Charges AND Rates & Charges  
**Author:** General Manager  
**Previous Items:** May 2021 – Draft 2021-2022 Operational Plan & Budget – WO/2021/01855  
**Attachment:** 2021-2022 Draft Operational Plan under separate cover.

**Community Strategic Plan Reference:**

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

*Strategy – 8.1.2 – Provide a framework for the efficient and effective administration of Council.*

*Goal – 8.2 – Council rate funding for local government projects will be supplemented by income generated from other sources.*

*Strategy – 8.2.1 – Maintain a stable and secure financial structure for Council.*

**RECOMMENDATION:** **That:**

1. In accordance with the provisions of Section 405 and 406 of the *Local Government Act 1993*, Council **ADOPT** the 2021-2022 Draft Operational Plan which includes the 2021–2022 Revenue Policy and 2021-2022 Fees & Charges as Final; and
2. In accordance with Section 494 of the *Local Government Act, 1993*, Council **MAKE** and **LEVY** the Rates and Charges for 2021-2022 for the General, Water and Sewerage Funds, and Waste Management Charges as detailed in the Report; and
3. Council **AUTHORISE** the General Manager to arrange for the preparation and the service of the 2021-2022 Rate notices.

**Introduction:**

This report is submitted to allow Council to formally adopt the 2021-2022 Operational Plan, which includes the 2021-2022 Budget and the 2021-2022 Fees & Charges, and to make the Rates and Charges for 2021-2022.

**Report:**

**a) ADOPTION OF DRAFT 2021-2022 OPERATIONAL PLAN**

***Public Exhibition of Draft Document***

In accordance with the provisions of the Local Government Act 1993, the Draft 2021-2022 Operational Plan was placed on public exhibition and public comment invited. The report was published on Thursday 27 May 2021 and submissions closed Wednesday 23 June 2021.

The following submissions were received.

Function:	Submission Theme:	Response by Council:
<b>Capital Expenditure &amp; Transport Communication</b>	Objects to the removal of the unsealed roads “Dust Suppression” budget allocation and offers a co-contribution to the cost of completing dust suppression work at their property frontage.	Council has a previously allocated \$15,000 towards completing a bitumen seal at the frontage of a residence to reduce dust nuisance. The location of this work has been based on a prioritisation process with no contribution sought from the property owner. The DRAFT Budget does not allocate funds to works in 2021-2022 as the actual cost of this work is approximately \$30,000 per section and the desire to present a balanced budget. Recommend that Council’s Dust Suppression Policy is reviewed in 2021-2022 proposing that all future dust suppression work is completed on a co-contribution basis.



***Changes to the draft Operational Plan since it was placed on public exhibition***

During the exhibition period, the NSW State Government announced their assessment of Fixing Local Roads grant program. This announcement provides for an additional \$1.65million in capital funding for Walcha’s road network. This increases the total 2020-2021 general fund program value to \$17.6million. These changes and additional projects have been included in the revised Operational Plan and Budget presented with this report.

**b) MAKING OF THE RATES AND CHARGES FOR 2021-2022**

***General Fund Rates***

That whereas Council has adopted Estimates of Income and Expenditure of the General Fund for the period 1 July 2021 to 30 June 2022, it has determined pursuant to Sections 534 and 535 of the Local Government Act 1993 that the following Ordinary Rates be made for the 2021 – 2022 year:

- i. Farmland Rate of 0.235584 cents in the dollar (\$) on the land value of all rateable land included in this category subject to a minimum of \$476.17.
- ii. Residential Rate of 0.275991 cents in the dollar (\$) on the land value of all rateable land included in this category subject to a minimum of \$476.17.
- iii. Residential - Walcha Rate of 0.854532 cents in the dollar (\$) on the land value of all rateable land included in this category subject to a minimum of \$476.17
- iv. Mining Rate of 1.083835 cents in the dollar (\$) on the land value of all rateable land included in this category subject to a minimum of \$476.17
- v. Business Rate of 0.541220 cents in the dollar (\$) on the land value of all rateable land included in this category subject to a minimum of \$476.17
- vi. Business - Walcha Centre Rate of 1.219883 cents in the dollar (\$) on the land value of all rateable land included in this category subject to a minimum of \$476.17.
- vii. Business - Walcha Industrial Rate of 0.956343 cents in the dollar (\$) on the land value of all rateable land included in this category subject to a minimum of \$476.17

***Walcha Water Supply Charges***

That whereas Council has adopted Estimates of Income and Expenditure for the Walcha Water Supply Local Fund for the period 1 July 2021 to 30 June 2022, it has determined pursuant to Section 540 of the Local Government Act 1993 that the following Walcha Water Supply Annual Access Charges be set:

<b>Connection Type &amp; Size</b>	<b>Access Charge</b>
Treated Residential – 20 mm	\$337.70
Treated Residential – 25 mm	\$542.40
Treated Residential – 38 mm	\$1253.00
Treated Residential – 50 mm	\$2169.40
Treated Residential – 100 mm	\$8677.40
Residential Vacant Treated	\$337.70
Treated Non Residential – 20 mm	\$337.70
Treated Non Residential – 25 mm	\$542.40
Treated Non Residential – 38 mm	\$1253.00
Treated Non Residential – 50 mm	\$2169.40
Treated Non Residential – 100 mm	\$8677.40



Non Residential Vacant Treated	\$337.70
Untreated – 20 mm	\$337.70
Untreated – 25 mm	\$542.40
Untreated – 38 mm	\$1253.00

That whereas Council has adopted Estimates of Income and Expenditure for the Walcha Water Supply Local Fund for the period 1 July 2021 to 30 June 2022, it has determined pursuant to Section 540 of the Local Government Act 1993 that the following Walcha Water Supply Usage Charges be set:

- Treated Residential \$3.53 per kilolitre for 300 kilolitres or less
- Treated Residential \$5.15 per kilolitre for greater than 300 kilolitres
- Treated Non Residential \$3.53 per kilolitre
- Untreated \$1.77 per kilolitre

**Walcha Sewerage Charges**

That whereas Council has adopted Estimates of Income and Expenditure of the Walcha Sewerage Local Fund for the period 1 July 2021 to 30 June 2022, it has determined pursuant to Section 540 of the Local Government Act 1993 that the following annual Walcha Sewerage charges be set:

For residential customers, the best practice guidelines have been adopted with a uniform sewerage bill for all properties based on the estimated volume of sewerage discharged from all residential customers. The annual residential sewerage bill is calculated as the Sewer Discharge Factor (SDF) times the annual non-residential sewerage access charge plus SDF times the product of the sewer usage charge (UC) and the average residential consumption. That is

$$B_R = (SDF \times AC_{20}) + (SDF \times C_R \times UC)$$

where

- BR = Annual residential sewerage bill (\$)
- SDF = Sewer Discharge Factor – the proportion of total residential water consumption that is discharged to the sewerage system. A typical value for NSW is SDF = 0.78
- SAC<sub>20</sub> = Sewer Annual Access Charge for non residential customers. Calculated to be \$468.20 for Walcha.
- C<sub>R</sub> = Average annual residential water consumption (kL). For Walcha last year this figure was 136 kL.
- UC = Sewer usage charge (\$/kL). This has been set at \$1.03/kL which is within the recommended range.

Based on the above formula the sewerage charge for residential customers be set at \$474.50 per year. The unoccupied sewerage charge for residential customers be set at \$239.30 per year.

For non-residential customers, the sewerage bill is similar and is as follows

$$B = (SDF \times AC) + (SDF \times C \times UC)$$

where

- B = Annual non-residential sewerage bill (\$)
- SDF = Sewer Discharge Factor – the proportion of total



water consumption that is discharged to the sewerage system

$$AC = \text{Customers Annual Access Charge } AC = AC_{20} \times \frac{D^2}{400}$$

C = Customer's annual water consumption (kL).

UC = Sewer usage charge (\$/kL). This has been set at \$1.03/kL which is within the recommended range.

The non-residential sewer access charge is set at \$468.20 per user, per annum.

The Vacant Non residential sewer access charge is set at \$228.90 per user per annum.

### Trade Waste

Council has adopted the best practice guidelines which recommend that Council's responsible for sewerage must levy appropriate trade waste fees and charges as all its liquid trade waste dischargers in addition to the non-residential sewerage bills.

Council's liquid trade waste recommended fees and charges in 2021 - 2022 are:

- ◆ Application fee – fee based on category with a minimum charge of \$175.80
- ◆ Annual Trade Waste Fee:
  - Classification A \$86.30
  - Classification B \$171.70
  - The annual fee for Classification C dischargers will be set on a case by case basis depending on the complexity of monitoring required (for charging purposes and other administrative requirements).
- ◆ Re-inspection fee - \$82.20
- ◆ Trade Waste usage charge - \$1.56/kL with appropriate pre-treatment.
- ◆ Trade Waste usage charge - \$14.40/kL without appropriate pre-treatment.
- ◆ Food waste disposal charge - \$27.50/bed.
- ◆ Portable toilet - \$16.20/kL.
- ◆ Septic Waste
  - Normal (combined effluent and sludge) - \$2.69/kL.
  - Effluent only - \$2.24/kL.
  - Sludge only - \$23.24/bed.

Dischargers requiring nil or minimal pre-treatment of their liquid trade waste will only pay an annual trade waste fee together with a re-inspection fee where required. That is

$$TW = A + I$$

where

- TW = Total annual trade waste fees and charges (\$)
- A = Annual trade waste fee (\$)
- I = Re-inspection fee (\$) (where required)

Dischargers with prescribed pre-treatment will pay a trade waste usage charge per kL plus the annual trade waste fee. That is

$$TW = A + I + (C \times UC_{TW} \times TWDF)$$

where

- TW = Total annual trade waste fees and charges (\$)



A	=	Annual trade waste fee (\$)
I	=	Re-inspection fee (\$) (where required)
C	=	Customer's annual water consumption (kL)
UC <sub>TW</sub>	=	Trade waste usage charge (\$/kL) of \$1.56/kL
TWDF	=	Trade waste discharge factor

The TWDF represents the estimated proportion of a customer's metered water consumption that is discharged to the sewerage system as liquid trade waste.



The following table represents sewerage and trade waste discharge factors.

**Sewer and Trade Waste Discharge Factor**

Business Description	Discharge Factor	
	Sewer	Trade Waste
Bakery	95	25
With a residence attached <sup>1</sup>	70	18
Bed and Breakfast/Guesthouse (max. 10 persons)	75	NA <sup>2</sup>
Butcher	95	90
With residence attached <sup>1</sup>	70	65
Cakes/Patisserie	95	50
Car Detailing	95	90
Caravan Park (with commercial kitchen)	75	25
Caravan Park (no commercial kitchen)	75	NA <sup>2</sup>
Caravan Park + Laundry (no commercial kitchen)	75	50
Club	95	30
Community Hall (minimum food only)	95	NA <sup>2</sup>
Concrete Batching Plant	20	10
Craft/Stonemason	95	80
Day Care Centre	95	NA <sup>2</sup>
Delicatessen, mixed business (no hot food)	95	NA <sup>2</sup>
With residence attached	70	
Dental Surgery with X-ray	95	80
With a residence attached <sup>1</sup>	70	60
Hairdresser	95	NA <sup>2</sup>
High School	95	25 <sup>5</sup>
Hospital	95	60
Hotel	100	25
Joinery	95	10
Laundry	95	92 <sup>5</sup>
Mechanical Workshop <sup>3</sup>	95	70
Mechanical Workshop with car yard	85	70
Medical Centre	95	25 <sup>5</sup>
Motels small (breakfast only, no hot food)	90	NA <sup>2</sup>
Motel (other than breakfast only, no hot food)	90	20
Nursing Home	90	50
Office Building	95	NA <sup>2</sup>
Panel Beating/Spray Painting	95	70
Primary School	95	10 <sup>5</sup>
Printer	95	85
Restaurant <sup>4</sup>	95	50
Self Storage	90	NA <sup>2</sup>
Service Station	90	70
Supermarket	95	70
Swimming Pool (commercial)	85	NA <sup>2</sup>
Take Away Food	95	50
Veterinary (no X-ray), Kennels, Animal Wash	80	NA <sup>2</sup>

Notes:

<sup>1</sup> If a residence is attached, that has garden watering, the residential SDF should be applied.

<sup>2</sup> A trade waste usage charge is not applicable for this Category 1 activity.

<sup>3</sup> Includes lawn mower repairers, equipment hire.

<sup>4</sup> Includes café, canteen, bistro, etc.

<sup>5</sup> A trade waste usage charge applies if appropriate pre-treatment has not been installed or has not been properly operated or maintained.

**Waste Management**

The Local Government Act, 1993 Section 504, requires that Waste Management is treated as a separate function and that all monies raised for this purpose are spent on this function. There



is to be no cross subsidisation. The Act also requires that a separate charge be levied for the service.

The Annual Waste Management charges for 2021 – 2022 be made and levied as follows:

<b>Service</b>	<b>Rate</b>
Domestic Waste Management (DWM)	\$655.00
DWM Additional 140L General Waste bin	\$229.40
DWM Additional 240L Recycle Waste bin	\$172.85
Commercial Waste Management (CWM)	\$675.00
CWM Green Waste bin	\$52.40
CWM Additional 240L Recycle bin	\$172.85
CWM Additional 240L General Waste bin	\$343.60
Waste Management – Rural	\$252.00
Waste Management Unoccupied Town Charge	\$201.00

### ***Maximum Interest Rate on Overdue Rates and Charges***

The Office of Local Government has determined that the maximum interest rate on overdue rates and charges for the period 1 July 2021 to 30 June 2022 be fixed at 6.00% per annum simple interest calculated daily in accordance with Section 566 of the Local Government Act 1993.

### **Report Implications:**

#### ***Policy***

Once adopted by Council, the Operational Plan will set the overarching policy direction for Council for the 2021-2022 financial year.

#### ***Financial***

Once adopted by Council, the Budget will set the approved program of works, income and expenditure profiles for Council for the 2021-2022 financial year.

#### ***Legal***

Council must ensure that it endorses its budget in accordance with various provisions in the Local Government Act (the Act) and the Local Government (General) Regulations 2005 (the Regulation).

#### ***Section 405 of the Act:***

- (1) A council must have a plan (its “operational plan”) that is adopted before the beginning of each year and details the activities to be engaged in by the council during the year as part of the delivery program covering that year.*
- (2) An operational plan must include a statement of the council’s revenue policy for the year covered by the operational plan. The statement of revenue policy must include the statements and particulars required by the regulations.*
- (3) A council must prepare a draft operational plan and give public notice of the draft indicating that submissions may be made to the council at any time during the period) not less than 28 days) that the draft is to be on public exhibition. The council must publicly exhibit the draft operational plan in accordance with the notice.*
- (5) In deciding on the final operational plan to be adopted, a council must consider any submissions that have been made concerning the draft plan.*



*Section 494 of the Act:*

- (1) A council must make and levy an ordinary rate for each year on all rateable land in its area.*
- (2) Each category or subcategory of ordinary rate is to apply only to land of the same category or subcategory.*

*Section 496 of the Act:*

- (1) A council must make and levy an annual charge for the provision of domestic waste management services for each parcel of rateable land for which the service is available.*

*Section 501 of the Act:*

- (1) A council may make an annual charge for any of the following services provided, or proposed to be provided, on an annual basis by the council:*
  - i. Water supply services*
  - ii. Sewerage services*
  - iii. Drainage services*
  - iv. Waste management services (other than domestic waste management services)*
  - v. Any services prescribed by the regulations.*

*Section 502 of the Act:*

- A council may make a charge for a service referred to in section 496 or 501 according to the actual use of the service.*

***Social***

The Operational Plan forms part of the direction that the community communicated to Council through the Community Engagement that has taken place. This document is an integral step to achieving the strategic outcomes set out in Councils Delivery Plan and Community Strategic Plan.

***Environmental***

Council's Operational Plan identifies a number of environmental strategic objectives, strategies and actions. During 2021-2022 Council is also seeking to undertake a review and plan for future opportunities for the use of renewable energy in Council operations.





---

**Item:** 6.2 **Ref:** WO/2021/02364  
**Title:** Pathway to Abolish Wards in the Walcha Local Government Area  
**Author:** Interim General Manager  
**Previous Items:** Not Applicable  
**Attachment:** WI/21/

---

*Community Strategic Plan Reference:*

*Strategy 2.1.3 -*

---

**RECOMMENDATION:** That in relation to the report “Pathway to Abolish Wards in the Walcha Local Government Area (LGA)” Council;

1. Receive and note the report;
2. Endorse the decision to hold a referendum in the September 2021 NSW Local Government elections to abolish wards in the Walcha LGA; and
3. Endorse the referendum question identified as Option Two (2) in the body of the report as the question to presented to voters.

---

**Purpose:**

The purpose of this report is to endorse that a referendum question is presented at the next NSW Local Government Elections to be in held on 4 September 2021 to ask the community to vote on the removal of the current ward based system to a system where all Councillors are elected by all voters.

**Introduction:**

Walcha Council currently operates under a Ward based electoral system where Council consists of eight (8) Councillors that are elected from four (4) wards with two Councillors coming from each ward. The Mayor and Deputy Mayor are then elected by the Councillors in a formal Council meeting.

**Report:**

In 2020, Walcha Council resolved to commence proceedings to hold a referendum to abolish wards within the Walcha Local Government area.

**6.4 Pathway to Abolish Wards in Walcha LGA WINT/2020/00529**  
119 **RESOLVED** on the Motion of Councillors Heazlett and Kermode that Council commence proceedings as defined in this report to hold a referendum at the September 2020 elections proposing to abolish wards within the Walcha LGA.

Two of the key reasons behind this discussion is that:

1. for a very prolonged period of time Councillors have been voted into wards that are different from the wards they live and/or work in. As a result, there is a view



- that Council may be better represented through the abolishment of the existing ward structure and moving to a structure where voters across the LGA elect all of the Councillors as one group; and
2. improved communications and technology has allowed for greater access to Councillors and it is now the expectation and actual practice that Council operates as a collective group for the benefit of the community as whole rather than simply for one area.

Following this decision in 2020 there has been a review of the possible options available to Council for how the question could be asked in such a way that voters will have a clear understanding of what is being asked and therefor be able to vote in the most meaningful way.

Utilising variations on similar questions presented at other LGA elections the following fours options were considered the most suitable.

#	Question options
1	Currently, Walcha Council elects its Councillors using a Ward structure. Do you favour the Walcha Council Local Government Area removing Wards?
2	Do you favour the removal of the current ward based system so that all voters select all eight (8) Councillors that represent the Walcha Council area?
3	Do you favour that all Walcha voters should select all Walcha's Councillors through the removal of the current ward based system?
4	Do you favour that all Walcha voters select all Walcha's Councillors, when voting in future Walcha Council elections?

All options have their pros and cons and it will be important that Council seek to provide education and impartial information on the differences between the existing ward structure and a non-ward structure.

Taking into account feedback on the questions raised it is recommended that Option Two (2) be presented to the community as the referendum question. This recommendation is made on the basis of the following points:

1. It is the only question that raises both the removal of the wards and identifies that all voters will elect the entire Council;
2. Options Three (3) and Four (4) use the 'all' in a way that some people may find slightly confusing; and
3. Option One (1) does not identify that all voters will elect the entire Council.

Once a decision on the question has been finalised Council will undertake to providing access information to outline the difference in the options. This would be achieved by placing information on Council's website, social media pages and via the local media outlets including "The Advocate". The education would seek to, in simple English, outline the question that will be asked and what a Yes or No vote means.



Policy Implications:

There are no separate policy implications arising from this report.

Legal Implications:

There are no legal implications arising from this report.

Financial Implications:

There are no financial implications arising from this report.

Environmental Implications:

There are no environmental implications arising from this report.

Social Implications:

There are no social implications arising from this report.



---

**Item:** 6.3 **Ref:** WO/2021/02399  
**Title:** Development Application 10.2021.15 – Change of Use from Dwelling to Health Consulting Rooms – G Freer  
**Author:** Contract Town Planner  
**Previous Items:** Not Applicable  
**Attachment:** Development Assessment Report, Plan, Submissions & Council Request for Further Information, Additional Information – Email 22 June 2021

---

***Community Strategic Plan Reference:***

*Goal 3.1 – Health services and facilities will be provided and where appropriate managed locally to meet the needs of the community.*

*Goal 3.2 – The public health and wellbeing of the community will be protected and enhanced.*

*Goal 6.1 – Walcha’s distinct and diverse natural and built environment will be protected and enhanced.*

*Goal 6.6 – The character of Walcha and its surrounding villages will be maintained while protecting the productivity of our rural land.*

---

**RECOMMENDATION:** That Council refuse Development Application 10.2021.15 for the change of use from a dwelling to health consulting rooms on Lot 9 Section 33 DP 759035 known as 63W Hill Street, Walcha, as:

1. Not enough information has been submitted to adequately assess the application.  
In particular:
    - a. Access into and throughout the building is compliant with the *Disability (Access to Premises - Buildings) Standards 2010*.
    - b. On-site parking design meets the relevant Australian Standards (AS 2890.1 and 2890.2 2004).
    - c. No detail has been provided in regards to access construction, and in particular the entry and exit point.
    - d. No detail has been provided in regards to the carpark construction and in particular constructed surface, line-marking and sign-posting and drainage to Council’s stormwater system.
    - e. Free and uninterrupted access to the site and car parking area at all times has not been demonstrated.
    - f. The safety of the exit and entry to the site has not been demonstrated.
    - g. Accessible bathroom does not show compliance with AS 1428.
  2. The carpark is not compliant with the *Disability (Access to Premises - Buildings) Standards 2010*.
- 

**Introduction:**

Council has received a development application for 61W Hill Street, Walcha, for the change of use from a dwelling to health consulting rooms. This is permissible development under the *Walcha Local Environmental Plan, 2012*.

This application was presented to Council on 11 January 2021 with the formal date of lodgement being the fee receipt date of 17 March 2021.



Consideration by Council is required due to a submission being made in the form of an objection and that the applicant has not provided enough detailed information for a thorough assessment of impact particularly on the neighbouring properties.

A copy of the development assessment report, site plan, submissions and letter requesting additional information is attached for Councillor consideration.

**Report:**

This application is for the conversion of a 3 bedroom residence to a medical practice. It will consist of a single consulting room, observation room, waiting room, reception area and private carpark, disabled access map at the rear of the building and a separate disabled toilet.

Five onsite carparking spaces have been shown on the site plan with 1 being an accessible carpark. No details have been provided as to vehicle movements or construction type. No daily traffic generation figures have been provided.

There will be no signage.

The hours of operation will be 9.00am until noon, and 2 – 5pm Monday to Friday with no more than 5 persons on site at any one time.

No detail has been provided to the retention/removal of or extension of landscaping to the site.

No building report has been provided showing the compliance with the Building Code of Australia in regards to the change of use of the building from a Class 1a (residential dwelling) to Class 5 (commercial premises).

No demonstration of compliance with the *Disability (Access to Premises - Buildings) Standards 2010* has been provided.

A site inspection by a Council appointed contracted qualified building certifier was attempted to ascertain the status of the above, and the building works that may have been required, however, entry was refused by the applicant due to weather conditions. It was found that there were some minor site works being undertaken prior to an approval being issued. As such, no assessment has been made as to whether a construction certificate is required for any internal building works. Please note that a Construction Certificate cannot be issued retrospectively, therefore any works that may have been undertaken that would have required a construction certificate will be classified as illegal works.

No Statement of Environmental Effects has been provided, and despite requests for additional information to be provided assumptions have been made throughout the assessment and where there is not enough information to ensure a reasonable assumption, it has been considered that there has not been enough information to assess the impact of this development, and in particular on the neighbouring residents.



Neighbour notification was required, as per the provisions of the *Walcha Community Participation Plan 2020*, it was undertaken with 2 submissions being received. One was an objection and the other was in support of the development. The issues raised were the impact of decreased property values, increased traffic generation and the future use of the building if sold. These are discussed within the Development Assessment Report.

The biggest issue is the impact of the traffic on 65W Hill Street, particularly as the dwelling on this land is approximately 1 metre from the proposed access to the carpark (dust, noise, privacy, amenity, the manoeuvrability of vehicles and safety within the carpark, and the safety of the entry/exit access onto Hill Street.

The Walcha Development Control 2019 Clauses 8.4, 8.5 and 8.6 contains controls regarding access, traffic generation, vehicular crossovers and parking. Compliance cannot be met as not enough information has been provided to complete a full assessment. However, Council should note that in regard to parking provision, Clause 8.6(e) states:

*8.6(e) Council will apply the controls of this Chapter if it considers a proposed Change of Use requiring consent will produce a substantially different parking requirement than those attributable to the previous use of premises.*

Health Consulting Rooms will generate substantially more traffic than a residential dwelling would. A normal dwelling creates 10 traffic movements per day, and it can be assumed that if there are 5 people onsite then there is the possibility of 10 traffic movements per hour during the hours of operation. No traffic generation numbers have been provided to assess the impact, so a worst case assumption has to be considered.

A full development assessment was undertaken with the recommendation of refusal due to the lack of information for a complete assessment of impact and non compliance.

**Alternative:**

The alternative is to approve the application. To do so would be to make numerous assumptions that the proposed development can be compliant to relative legislation. If the recommendation of refusal is overturned, the following conditions of development consent would be appropriate:

**RELEVANT PRESCRIBED CONDITIONS**  
*(under the Environmental Planning and Assessment Regulation 2000)*

**Compliance with Building Code of Australia & insurance requirements under the Home Building Act 1989**

**Please Note:** 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.

1. The work must be carried out in accordance with the requirements of the Building Code of Australia.



### ***Erection of signs***

***Please Note:*** This does not apply in relation to:

- a) *Building work, subdivision work or demolition work that is carried out inside an existing building, which does not affect the external walls of the building development consent, in the case of a temporary structure that is an entertainment venue, or*
- b) *Crown building work that is certified, in accordance with section 116G of the Act, to comply with the technical provisions of the State's building laws.*
- c) *A complying development certificate issued before 1 July 2004 only if the building work, subdivision work or demolition work involved had not been commenced by that date.*

2. 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:
  - a) showing the name, address and telephone number of the principal certifying authority for the work, and
  - b) 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
  - c) stating that unauthorised entry to the site is prohibited.
3. 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.

***Please Note:*** *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).*

### ***Shoring and adequacy of adjoining property***

***Please Note:*** *This does not apply if the person having the benefit of the complying development certificate owns the adjoining land or the owner of the adjoining land has given consent in writing to that condition not applying.*

4. If the development involves an excavation that extends below the level of the base of the footings of a building on adjoining land, the person having the benefit of the certificate must at the person's own expense:
  - a) protect and support the adjoining premises from possible damage from the excavation, and
  - b) where necessary, underpin the adjoining premises to prevent any such damage.

### ***GENERAL CONDITIONS***

5. The development shall be implemented in accordance with:
  - (a) All documentation and correspondence submitted by the applicant, or their agents, in support of this Development Determination,
  - (b) the details set out on the plans approved and stamped by authorised officers of Council,

except as amended by the conditions of this development consent.

**Note:** Any proposal to modify the terms or conditions of this consent, whilst still maintaining substantially the same development to that approved, will require the submission of a formal application under Section 4.55 of the Environmental Planning



- and Assessment Act 1979 for Council's consideration. If amendments to the design result in the development not remaining substantially the same as that approved by this consent, a new development Application will have to be submitted to Council.
6. A full set of scaled plans are to be provided showing all building alterations made within and outside of the building from the date of lodgement until the date of this consent being issued.
  7. A plan is to be provided of the internal layout, including the layout of the bathroom. This is to include all room dimensions.
  8. Elevations are to be provided showing the surveyed contours of the site at 0.5m intervals, ground level, floor heights and ceiling heights to assist the Building Code of Australia compliance for a Class 5 building and the determination of compliance with *Disability (Access to Premises - Buildings) Standards 2010*.
  9. A copy of all stamped approved plans, specifications and documents must be kept on site at all times so as to be readily available for perusal by any officer of Council or the Principal Certifier.
  10. A report will need to be provided to Council prior to the issue of a Construction Certificate by an accredited Building Certifier and Access Consultant, showing the development compliance with the relevant Australian Standards and compliance with the conversion of the building from a Class 1a to a Class 5 under the Building Code of Australia. This is to include a proposed Fire Safety Schedule for the whole building.
  11. All external lightning is to be positioned and directed so as to prevent the intrusion of light to the adjoining premises.
  12. Parking facilities, including one disabled car park, are to comply with Part D3.5 of Building Code of Australia and the requirements of Australian Standard 2890.1 – Parking Facilities – Off-street Car Parking and Australian Standard 2890.6 – Off Street Parking for People with Disabilities.
  13. Carpark lighting is to comply with the requirements of AS 2890.1 2004. (Parking Facilities – Part 1: Off-street car parking).
  14. A screened and secure garbage storage area is to be provided to site.
  15. The only signage to be erected for this development, is directional signage and a single business identification sign.
  16. A handbasin is to be provided in the consulting and observation room. The observation room is considered to be a treatment room.
  17. The hours of operation are to be 9.00am until noon, and 2 – 5pm Monday to Friday.
  18. A full plan is to be provided of the carpark area which is to show the flow/swept paths of vehicles entering and exiting the carpark.
  19. A stormwater management plan is to be prepared for the site. This is to include the construction of the access, access handle and carparking area. This is to be approved by Council prior to the commencement of construction.
  20. The car parking area, driveways, turning areas and loading areas are paved in either a bitumen seal coat, asphaltic or bituminous concrete, cement concrete, concrete paving blocks, or brick paving blocks. This is to be completed at the cost of the developer and to a standard approved by Council.





21. A report proposing vehicle movement noise mitigation measures is to be submitted to Council. The mitigation measures proposed are to be approved by Council and completed at the cost of the developer.
22. Screening is to be provided to reduce the impact of the traffic noise, on the residence immediately adjoining the driveway being 61W Hill Street. The detail of suitable screening is to be provided and approved by Council, prior to implementation.

#### **CONDITIONS TO BE COMPLETED PRIOR TO CONSTRUCTION COMMENCING**

23. A Construction Certificate must be obtained, in accordance with cl.146 of the Environmental Planning and Assessment Regulation 2000, before work commences.
24. 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.  
Should Council be appointed the Principal Certifying Authority, the applicant must give at least 2 days' notice to enable inspections to be undertaken.
25. 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 uncontaminated run-off around cleared or disturbed areas,
  - erect a silt fence to prevent debris escaping into drainage systems or waterways,
  - prevent tracking of sediment by vehicles onto roads,
  - stock pile topsoil, excavated material, construction and landscaping supplies and debris within the site.

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

26. 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.
27. Approval to carry out work on the footpath must be obtained, in accordance with section 138 of the *Roads Act 1993*, before works commence.
28. Approval to carry out water, sewer and stormwater work must be obtained, in accordance with section 68 of the *Local Government Act 1993*, before works commence.

#### **CONDITIONS TO BE COMPLETED DURING CONSTRUCTION**

29. The owner of the property is to ensure that any building is constructed:
  - (a) to meet the setback requirements of the approved plans,
  - (b) to be located within the confines of the lot, and;
  - (c) so that it does not interfere with any easements or covenants upon the land.
30. 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.

31. 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.
32. 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.
33. 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.
34. 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.
35. 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.
36. Any earthworks (including any structural support or other related structure for the purposes of the development):
  - a) 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
  - b) must not redirect the flow of any surface or ground water or cause sediment to be transported onto an adjoining property, and
  - c) 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
  - d) 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.

37. If, during the course of any activities conducted under this consent, the Applicant becomes aware of any heritage or archaeological sites not previously identified, all work likely to affect the site shall cease immediately. The Applicant shall then consult with relevant authorities and decide on an appropriate course of action prior to recommencement of work. The relevant authorities may include NSW Environment, Climate Change & Water and the relevant local Aboriginal community. Any necessary permits or consents shall be obtained and complied with prior to recommencement of work.

#### **CONDITIONS TO BE COMPLETED PRIOR TO OCCUPATION/USE COMMENCING**

38. Occupancy of the building is not to take place until the Principal Certifying Authority



has carried out a final inspection, an Occupation Certificate issued and a Fire Safety Schedule has been provided to Council.

**Please Note:** *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).*

39. At the completion of the works, the work site must be left clear of waste and debris.
40. The development must demonstrate compliance with *AS/NZS 11583.1 Pedestrian Area (Category P) Lighting* and *AS4282 Control of Obtrusive Effects of Outdoor Lighting*.
41. The existing landscaping is to be expanded upon where possible, with drought tolerant and frost hardy species. The location and type is to be to the satisfaction of the Principal Certifying Authority.
42. An Emergency and evacuation plan is to be prepared and submitted to Council.
43. The car parking area, driveways, turning areas and loading areas are to be paved in either a bitumen seal coat, asphaltic or bituminous concrete, cement concrete, concrete paving blocks, or brick paving blocks. This is to be completed at the cost of the developer and to a standard approved by Council.
44. All parking spaces shall be suitably line-marked and sign-posted and be graded and drained to Council's stormwater system. This is to be completed at the cost of the developer and to a standard approved by Council.

#### **CONDITIONS RELATING TO ONGOING OPERATIONS**

45. 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*).
46. The building is to be used for the purposes of a health consulting rooms and not as a domicile which includes overnight stays.
47. Free and uninterrupted access to car parking areas shall be maintained at all times.

#### **REASONS FOR CONDITIONS**

1. To confirm and clarify the terms of Council's approval.
2. To comply with all relevant legislation.
3. So that the impacts of any increase in the scale or duration of operations may be assessed and appropriately controlled. Section 19 (1) (b) of the *Environmental Planning and Assessment Regulation 2000*, as amended.
4. To prevent and/or minimise the likelihood of environmental harm and public nuisance.
5. To ensure the rehabilitation of the site.
6. To minimise the potential for adverse impacts on the environment or public as a result of the development.
7. To ensure waste is disposed of in an appropriate manner.
8. To ensure that public infrastructure is maintained.



9. To minimise the potential for detrimental impacts to buildings or neighbouring properties.

It should be noted that if the applicant is unhappy with the conditions, a modification may be required. This modification would need to be considered by an Ordinary Meeting of Council but would have to be supported with the appropriate supporting documentation that would allow an assessment of the relevant impacts.

#### **Addendum**

After preparation of this report and assessment, the applicant was advised by email of the draft recommendation and the issues behind the refusal recommendation. A further opportunity was given to address the issues of concern. Attached is the applicant's response. Unfortunately, the accessibility compliance issues are still not clearly demonstrated due the lack of elevations of the building works undertaken in installing the ramp and the illegibility of the plan.

Further, advise from the Director of Engineering is that an engineering assessment of safety and vehicle flow paths cannot be undertaken based on the plans submitted. The carpark sizing is under size and there is no clear demonstration as to how vehicles can safely enter and exit the carparks. It appears that two of the carparks cannot be utilised due to the limited turning circle and the existing shed has not been shown, that would impact a vehicle's turning circle.

The full impact on the residence of 61W Hill Street cannot be assessed adequately based on the information received. Therefore the recommendation still stands as the applicant has provided inadequate plans and supporting documentation to demonstrate accessibility compliance, safety of the entry and exit, and detail regarding construction, and the vehicle flow paths within the carpark.

#### Legal Implications:

Consideration under the provisions of *Environmental Planning and Assessment Act 1979*, *Walcha Local Environmental Plan 2012*, *Walcha Development Control Plan 2019* and the *Walcha Community Participation Plan 2020* has been undertaken.

Under the provisions of Sections 8.2, 8.3, 8.4 and 8.5 of the *Environmental Planning and Assessment Act 1979*, an applicant may request the Council to review the determination.

If the applicant is dissatisfied with this decision to refuse, Sections 8.7 and 8.10 of the *Environmental Planning and Assessment Act 1979* gives them the right to appeal to the Land and Environment Court within six (6) months after the date on which they receive their notice of determination.

If Council chooses to approve the application, the applicant may apply to modify the consent under Section 8.7 and 8.10 of the *Environmental Planning and Assessment Act 1979*.

#### Financial Implications:

Nil



Environmental Implications:

There are environmental implications, and in particular, noise and dust from traffic generation, with particular impact on 65W Hill Street. No information regarding traffic generation nor the mitigation measures have been provided that will reduce the environmental impact to a minimum, therefore an assessment of impact has not been able to be made.

Social Implications:

The provision of the health consulting room for the community is a positive impact for the community.

Policy Implications:

Nil

# Development Assessment Report

<b>DA Number:</b>	10.2021.15	<b>Council:</b>	Walcha
<b>Location:</b>	63W Hill Street, Walcha		
<b>Development Description:</b>	Convert Dwelling to Medical Practice		
<b>Title Details:</b>	Lot 9 Section 33 DP 759035		

## Proposal Overview

The proposed development consists of the conversion of a 3 bedroom residence to a medical practice. It will consist of a single consulting room, observation room, waiting room, reception area and private carpark, disabled access map at the rear of the building and a separate disabled toilet.

Five onsite carparking spaces have been shown on the site plan with 1 being an accessible carpark. No details have been provided as to vehicle movement or construction type.

No detail has been provided to the retention/removal of or extension of landscaping to the site.

There will be no signage.

The hours of operation will be 9.00am until noon, and 2 – 5pm Monday to Friday.

There will be no more than 5 persons at site at any one time.

No daily traffic generation figures have been provided.

No building report has been provided showing the compliance with the Building Code of Australia in regards to the change of use of the building from a Class 1a (residential dwelling) to Class 5 (commercial premises).

No demonstration of compliance with the *Disability (Access to Premises - Buildings) Standards 2010* has been provided.

## Property Details/History

	Checked	Comments
File History	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	It is assumed this has been checked by Council administration staff at lodgement.
Title Plan	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Check Ownership	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

## Application Type

Is this application an Integrated Development Application?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is this application a Designated Development Application?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is this application for State Significant Development?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is this application submitted by/on behalf of a Public Authority?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is this application a staged Development?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is this application a section 96 amendment?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

## Concurrence/Referral

*Section 4.13 – EP & A Act*

Does this application require concurrence referral?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does this application require courtesy comment?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does this application require referral for decision by Council?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

## Local Environmental Plan

*Section 4.15(1)(a)(i) and Section 4.15(a)(ii) – EP & A Act*

**This land is zoned:** R1 General Residential

**Development as per Standard Definitions:**

This development is considered to be **health consulting rooms** means premises comprising one or more rooms within (or within the curtilage of) a dwelling house used by not more than 3 health care professionals at any one time.

**List the relevant clause/clauses applicable under the LEP**

Clause	Compliance	Comment
Land Use Table	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
6.1 Earthworks	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Unsure as no detail has been given as to what earthworks are to be completed within the site.
6.3 Essential Services	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

Is there a draft LEP or draft LEP amendment which may affect this proposal? Yes  No

Do 'existing use' provisions (Sections 4.65-4.70 of the EP&A Act) apply to this development? Yes  No

**Development Control Plan**

Section 4.15(1)(a)(iii) & Section 4.15(3A) – EP & A Act

Is there a DCP which applies to this land/proposal? Yes  No

**List the relevant clause/clauses under the applicable DCP**

Clause	Control	Compliance	Comment
8.4	Access & Traffic Generation	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<p><i>Minor development proposals are unlikely to significantly impact the receiving road network, however, consideration of traffic generation and access locations is still required.</i></p> <ul style="list-style-type: none"> <li>Any impact additional traffic generated may have on traffic efficiency, amenity, safety, and road pavement life.</li> </ul> <p>Traffic generation for the development has not been provided. It has been stated that no more than 5 vehicles will be onsite at any one time. No impact assessment on the neighbouring residents has been provided in regards to traffic generation.</p>
8.5	Vehicular Crossover & Driveway Width	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<p><i>Urban entrances must meet the 150mm high Kerb Crossing Standard.</i></p> <p>It has not been demonstrated that the access width is suitable for vehicular passing, and that the entry/exit point is safe.</p>
8.6	Parking Controls	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<p>a) <i>Car-parking spaces are to be provided on the same lot as the proposed development. (Reason: To ensure car parking remains annexed to the approved development.)</i></p> <p>Carparking has been provided onsite. No detail has been provided to show that vehicles can adequately manoeuvre around the carpark itself.</p>
		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<p>b) <i>Additional parking spaces required for any new development or redevelopment shall comply with the controls of this chapter and Table: <b>Off-street Parking Rates.</b></i></p> <p>The rate for parking is 3 per surgery, consultation or treatment room. There is no mention of an observation room, but this is considered to be similar to a treatment room, and as such 3 spaces will be applied against it. 5 onsite car parking spaces have been provided. This is a shortfall of 1 space, however it can be expected that carparking will take place on the Hill Street.</p>

	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<p>c) <i>Accessible car parking spaces are to be provided in accordance with the Disability (Access to Premises - Buildings) Standards 2010.</i></p> <p>The access carpark is dimensioned at 3m by 3m on the site plan. The access carpark minimum must be 3m by 5.5m.</p>
	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<p>d) <i>Accessible car parking spaces are to be located as close as possible to the main pedestrian entrance and should have regard to the use and function of the building.</i></p> <p>The main access to the building is located at the front of the building. However, the access carpark is located adjacent to the access ramp. As no levels or elevations have been provided, it is uncertain if this is a compliant accessible access point.</p>
	Yes <input type="checkbox"/> No <input type="checkbox"/>	<p>e) <i>Council will apply the controls of this Chapter if it considers a proposed Change of Use requiring consent will produce a substantially different parking requirement than those attributable to the previous use of premises.</i></p> <p>As this is a Change of Use of the building from a dwelling to health consulting rooms, this clause will be applicable for Council consideration at an Ordinary Meeting of Council.</p>
	Yes <input type="checkbox"/> No <input type="checkbox"/>	<p>f) <i>On-site parking design must meet the relevant Australian Standards (AS 2890.1 and 2890.2 2004).</i></p>
	Unknown	<p>g) <i>All required car parking areas, driveways, turning areas and loading areas are paved in either a bitumen seal coat, asphaltic or bituminous concrete, cement concrete, concrete paving blocks, or brick paving blocks. The standard of paving required will be dependent upon the type of development proposed, with regard to traffic loadings including turning movements of heavy vehicles.</i></p> <p>The standard of access and carparking surface has not been provided. Therefore, it is considered to be assessable.</p>
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<p>j) <i>All parking spaces shall be suitably line-marked and sign-posted and be graded and drained to Council's stormwater system.</i></p> <p>No detail has been provided, therefore this is not compliant.</p>
	Unknown	<p>k) <i>Free and uninterrupted access to car parking areas shall be maintained at all times.</i></p> <p>No vehicle flow/swept paths have been provided, showing the manoeuvrability of vehicles accessing, exiting and within the carpark.</p>
	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<p>l) <i>Stacked car parking is only permissible in conjunction with single dwelling houses and dual occupancies. Exceptions to this control are at the discretion of Council.</i></p> <p>No stacked parking has been shown on the site plan.</p>
	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<p>m) <i>Car parking areas are to be incorporated into the building or provided at, or behind, the front setback of the building.</i></p> <p>The carparking has been provided behind the building setback.</p>

Has a variation to the DCP been requested?

Yes  No

Is there a draft DCP which may affect this proposal?

Yes  No

Is there any other issue that requires notation?

Yes  No



**Comment:** The applicant has not provided enough information to assess compliance to the DCP in regards to parking manoeuvrability, safety, construction or compliance with the relevant Australian Standards.

## Regional Environmental Plan

There is no REP applicable to this area.

## State Environmental Planning Policy

Is this proposal affected by a SEPP?

Yes  No

<b>List all relevant SEPPs</b>		
<b>SEPP</b>	<b>Compliance</b>	<b>Comment</b>
<b>SEPP 19 — Bushland in Urban Areas</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP aims to protect and preserve bushland within the urban areas because of its value to the community as part of the natural heritage, its aesthetic value, and its value as a recreational, educational and scientific resource.</i>
<b>SEPP 21 – Caravan Parks</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP ensures that where caravan parks or camping grounds are permitted under an environmental planning instrument, movable dwellings, as defined in the Local Government Act 1993, are also permitted.</i>
<b>SEPP 33 — Hazardous and Offensive Development</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP provides considerations for consent for hazardous &amp; offensive development.</i>
<b>SEPP 36 – Manufactured Homes Estates</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP helps establish well-designed and properly serviced manufactured home estates in suitable locations.</i>
<b>SEPP 44 — Koala Habitat Protection</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP applies to land across NSW that is greater than one (1) hectare and is not a National Park or Forestry Reserve. The SEPP encourages the conservation and management of natural vegetation areas that provide habitat for koalas to ensure permanent free-living populations will be maintained over their present range.</i>
<b>SEPP 47 – Moore Park Showground</b>	Not Applicable <input checked="" type="checkbox"/>	<i>Applies to the land shown edged heavy black on the map marked “Moore Park Showground Amendment No 1.”</i>
<b>SEPP 50 Canal Development</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP bans new canal estates from the date of gazettal, to ensure coastal and aquatic environments are not affected by these developments.</i>
<b>SEPP 55 — Remediation of Land</b>	Not Applicable <input type="checkbox"/> Applicable <input checked="" type="checkbox"/>	<i>This SEPP applies to land across NSW and states that land must not be developed if it is unsuitable for a proposed use because of contamination.</i>
<b>Complies</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Comment Only <input type="checkbox"/>	<p>This SEPP requires consideration of whether there have been any activities carried out on land in the past that may have resulted in contamination. If contamination may be present, the proponent is required to undertake suitable investigation and, if necessary, remediation works.</p> <p>It is considered that there have been no prior contaminating land uses and the site is suitable for the proposed use.</p> <p>The property does not require an assessment for identification of contaminated sites, as the land-use would not significantly alter. The site has no history of use that would have involved chemical application or use.</p>

<b>SEPP 64 — Advertising and Signage</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP aims to ensure that outdoor advertising is compatible with the desired amenity and visual character of an area, provides effective communication in suitable locations and is of high-quality design and finish.</i>
<b>SEPP 65 — Design Quality of Residential Flat Development</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP relates to residential flat development across the state through the application of a series of design principles. Provides for the establishment of Design Review Panels to provide independent expert advice to councils on the merit of residential flat development.</i>
<b>SEPP 70 – Affordable Housing (Revised Schemes)</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP identifies that there is a need for affordable housing across the whole of the State and describes the kinds of households for which affordable housing may be provided and makes a requirement with respect to the imposition of conditions relating to the provision of affordable housing.</i>
<b>Aboriginal Land 2019</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP provides for development delivery plans for areas of land owned by Local Aboriginal Land Councils to be considered when development applications are considered, and declares specified development carried out on land owned by Local Aboriginal Land Councils to be regionally significant development.</i>
<b>Affordable Rental Housing 2009</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP provides for an increase in the supply and diversity of affordable rental and social housing in NSW.</i>
<b>Building Sustainability Index: BASIX 2004</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP provides for the implementation of BASIX throughout the State.</i>
<b>Coastal Management 2018</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP promotes an integrated and co-ordinated approach to land use planning in the coastal zone in a manner consistent with the objects of the Coastal Management Act 2016, including the management objectives for each coastal management area.</i>
<b>Concurrences 2018</b>	Not Applicable <input checked="" type="checkbox"/>	<i>This SEPP allows the Planning Secretary to act as a concurrence authority.</i>
<b>Educational Establishments and Child Care Facilities 2017</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP facilitates the effective delivery of educational establishments and early education and care facilities across the state.</i>
<b>Exempt and Complying Development Codes 2008</b>	Not Applicable <input type="checkbox"/> Applicable <input checked="" type="checkbox"/>	<i>The SEPP provides exempt and complying development codes that have State-wide application, identifying, in the General Exempt Development Code, types of development that are of minimal environmental impact that may be carried out without the need for development consent; and, in the General Housing Code, types of complying development that may be carried out in accordance with a complying development certificate.</i>
<b>Complies</b>	Unknown Comment Only <input checked="" type="checkbox"/>	Building works have been completed onsite. As no inspection was permitted by the applicant, no assessment can be made as to whether these works may have fell under these provisions. There is some concern as the building is changing its classification under the Building Code of Australia from Class 1 to Class 5.
<b>Gosford City Centre 2018</b>	Not Applicable <input checked="" type="checkbox"/>	<i>This SEPP applies to the Gosford City Centre.</i>
<b>Housing for Seniors or People with a</b>	Not Applicable <input checked="" type="checkbox"/>	<i>The SEPP aims to encourage provision of housing for seniors, including residential care facilities. The SEPP provides</i>

<b>Disability 2004</b>	Applicable <input type="checkbox"/>	<i>development standards.</i>
<b>Infrastructure 2007</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP provides a consistent approach for infrastructure and the provision of services across NSW, and to support greater efficiency in the location of infrastructure and service facilities.</i>
<b>Kosciuszko National Park – Alpine Resorts 2007</b>	Not Applicable <input checked="" type="checkbox"/>	<i>This SEPP applies to part of Kosciuszko national park, and to Kosciuszko Road and the Alpine Way. The part of Kosciuszko Park to which the policy applies is the land described as the ski resort area in Part 8A of Schedule 6 to the Act.</i>
<b>Kurnell Peninsula 1989</b>	Not Applicable <input checked="" type="checkbox"/>	<i>This SEPP applies to land within the Shire of Sutherland, known as Kurnell Peninsula, and adjacent waterways.</i>
<b>Mining, Petroleum Production &amp; Extractive Industries 2007</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP aims to provide proper management of mineral, petroleum and extractive material resources and ESD.</i>
<b>Miscellaneous Consent Provisions 2007</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP provides for the erection of temporary structures and the use of places of public entertainment while protecting public safety and local amenity.</i>
<b>Penrith Lakes Scheme 1989</b>	Not Applicable <input checked="" type="checkbox"/>	<i>This SEPP applies to the land shown edged heavy black on the structure plan relating to Penrith Lakes.</i>
<b>Primary Production and Rural Development 2019</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP facilitates the orderly economic use and development of lands for primary production; reduce land use conflict and sterilisation of rural land.</i>
<b>State and Regional Development 2011</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP identifies development that is State significant development or State significant infrastructure and critical State significant infrastructure and to confer functions on joint regional planning panels to determine development applications.</i>
<b>State Significant Precincts 2005</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP facilitates the development, redevelopment or protection of important urban, coastal and regional sites of economic, environmental or social significance to the State so as to facilitate the orderly use, development or conservation of those State significant precincts for the benefit of the State, and facilitates service delivery outcomes for a range of public services and to provide for the development of major sites for a public purpose or redevelopment of major sites no longer appropriate or suitable for public purposes.</i>
<b>Sydney Drinking Water Catchment 2011</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP provides for healthy water catchments that will deliver high quality water while permitting compatible development.</i>
<b>Sydney Region Growth Centres 2006</b>	Not Applicable <input checked="" type="checkbox"/>	<i>This SEPP co-ordinates the release of land for residential, employment and other urban development in the Orth West Growth Centre, the South West Growth Centre and the Wilton Growth Area.</i>
<b>Three Ports 2013</b>	Not Applicable <input checked="" type="checkbox"/>	<i>This SEPP provides a consistent planning regime for the development and delivery of infrastructure on land in Port Botany, Port Kembla and the Port of Newcastle</i>
<b>Urban Renewal 2010</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP establishes the process for assessing and identifying sites as urban renewal precincts, and facilitates the orderly and economic development and redevelopment of sites in and around urban renewal precincts,</i>

<b>Vegetation in Non-Rural Areas 2017</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP protects the biodiversity values of trees and other vegetation in non-rural areas of the State, and to preserves the amenity of non-rural areas of the State through the preservation of trees and other vegetation.</i>
<b>Western Sydney Employment Area 2009</b>	Not Applicable <input checked="" type="checkbox"/>	<i>This SEPP protects and enhances the land known as the Western Sydney Employment Area for employment purposes.</i>
<b>Western Sydney Parklands 2009</b>	Not Applicable <input checked="" type="checkbox"/>	<i>This SEPP puts in place planning controls that will enable the Western Sydney Parklands Trust to develop the Western Parklands into a multi-use urban parkland for the region of western Sydney.</i>

<b>List all relevant Draft SEPPs</b>		
<b>SEPP</b>	<b>Compliance</b>	<b>Comment</b>
<b>SEPP 55 — Remediation of Land</b>	Not Applicable <input type="checkbox"/> Applicable <input checked="" type="checkbox"/>	<i>The proposed SEPP will provide a state-wide planning framework for the remediation of land; require consent authorities to consider the potential for land to be contaminated when determining development applications; clearly list the remediation works that require development consent; and introduce certification and operational requirements for remediation works that can be undertaken without development consent.</i>
<b>Complies</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Comment Only <input type="checkbox"/>	See Comment above.
<b>SEPP - Environment</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<p><i>This consolidated SEPP proposes to simplify the planning rules for a number of water catchments, waterways, urban bushland, and Willandra Lakes World Heritage Property. Changes proposed include consolidating the following seven existing SEPPs:</i></p> <ul style="list-style-type: none"> <li>• <i>State Environmental Planning Policy No. 19 – Bushland in Urban Areas</i></li> <li>• <i>State Environmental Planning Policy (Sydney Drinking Water Catchment) 2011</i></li> <li>• <i>State Environmental Planning Policy No. 50 – Canal Estate Development</i></li> <li>• <i>Greater Metropolitan Regional Environmental Plan No. 2 – Georges River Catchment</i></li> <li>• <i>Sydney Regional Environmental Plan No. 20 – Hawkesbury-Nepean River (No.2-1997)</i></li> <li>• <i>Sydney Regional Environmental Plan (Sydney Harbour Catchment) 2005</i></li> <li>• <i>Willandra Lakes Regional Environmental Plan No. 1 – World Heritage Property.</i></li> </ul>
<b>SEPP – Housing Diversity</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<p><i>This SEPP aims to facilitate the delivery of diverse and affordable housing to meet the needs of the State’s growing population and support the development of a build-to-rent sector. It introduces new definitions for build-to-rent housing, student housing and co-living;</i></p> <ul style="list-style-type: none"> <li>• <i>amends some state-level planning provisions, particularly for boarding house and seniors housing development;</i></li> <li>• <i>amends some state-level planning provisions to support social housing developments undertaken by the NSW Land and Housing Corporation (LAHC) on government-owned land; and</i></li> <li>• <i>consolidates three housing-related SEPPs</i> <ul style="list-style-type: none"> <li>○ <i>State Environmental Planning Policy (Affordable</i></li> </ul> </li> </ul>

		<p><i>Rental Housing) 2009</i></p> <ul style="list-style-type: none"> <li>○ <i>State Environmental Planning Policy (Housing for Seniors and People with a Disability) 2004</i></li> <li>○ <i>State Environmental Planning Policy No 70 – Affordable Housing (Revised Schemes).</i></li> </ul>
<b>SEPP (State &amp; Regional Development)</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<p><i>The proposed changes will:</i></p> <p><i>Remove the \$30 million capital investment value criteria for upgrades of water treatment facilities associated with an existing facility.</i></p> <ul style="list-style-type: none"> <li>• <i>Fast-track the approval process so drought related water treatment facility upgrades can be delivered quicker.</i></li> <li>• <i>Allow Sydney Water to respond to future drought conditions.</i></li> </ul> <p><i>The proposed changes will allow facilities unlikely to have a significant environmental impact on the environment to be assessed by water supply public authorities, instead of a longer State Significant Infrastructure assessment process.</i></p> <p><i>Any new water treatment facilities will still be assessed as State Significant infrastructure. The proposed changes won't apply to desalination plants, new water treatment facilities or water storage facilities.</i></p>
<b>SEPP (Infrastructure)</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<p><i>This amendment aims to clarify and streamline the planning assessment for the extension and maintenance of the Wild Dog Fence.</i></p> <p><i>The proposed amendment includes:</i></p> <ul style="list-style-type: none"> <li>• <b><i>Extension:</i></b> <i>amend Clause 132 to allow an extension of the fence to be considered as State Significant Infrastructure (subject to a detailed assessment) replacing the need to seek multiple government approvals for different parts of the fence.</i></li> <li>• <b><i>Maintenance:</i></b> <i>include provisions under Clause 132 that permit routine maintenance of the fence to be carried out as exempt development.</i></li> </ul>

### Planning Agreement

Section 4.15(1)(a)(iia) – EP & A Act

- Is there a Planning Agreement in force under section 93F of the EP&A Act? Yes  No
- Has a Planning Agreement been offered under this development? Yes  No

### Local Strategic Planning Statement

#### Walcha Community Strategic Plan Alignment

Applicable

#### Transport

CSP 1.1 Walcha will be serviced by an integrated and efficient transport network. Yes  No

#### Business & Jobs

CSP 2.1 - Commercial and tourist development will be promoted and encouraged to grow in harmony with the natural environment, to take maximum advantage of commercial opportunities and to increase local employment. Yes  No

#### Health

CSP 3.1 - Health services and facilities will be provided and where appropriate managed locally to meet the needs of the community. Yes  No

CSP 3.2 - The public health and wellbeing of the community will be protected and enhanced. Yes  No

**Education and Training**

CSP 4.1 - Education and training opportunities will be provided that deliver the skills and knowledge needed to advance the community. Yes  No

**Stronger Community**

CSP 5.1 - Social services will be planned, maintained and coordinated so that they meet the current and future needs of all groups in the community. Yes  No

CSP 5.2 - The existing strong community spirit and pride will be protected and promoted. Yes  No

CSP 5.3 - Walcha's cultural identity will be enhanced. Yes  No

CSP 5.4 - Walcha's Aboriginal communities will be supported and strengthened. Yes  No

CSP 5.5 - Young people will be retained and supported to live in Walcha. Yes  No

CSP 5.6 - People of all ages and abilities will be encouraged to participate in cultural, recreational and sporting activities. Yes  No

CSP 5.7 - Community members will be given the opportunity to develop their leadership skills so that they can better participate in the leadership of the community. Yes  No

**Local Environment & Liveable Communities**

CSP 6.1 - Walcha's distinct and diverse natural and built environment will be protected and enhanced. Yes  No

CSP 6.2 - Solid waste will be managed in a sustainable manner with a continuing reduction in waste generation and disposal to landfill. Yes  No

CSP 6.3 - Water supply and sewerage services will be physically and environmentally sensitive. Yes  No

CSP 6.4 - Walcha will increase the use and production of renewable energy. Yes  No

CSP 6.5 - Agricultural activities will be environmentally sustainable. Yes  No

CSP 6.6 - The character of Walcha and its surrounding villages will be maintained while protecting the productivity of our rural land. Yes  No

**Keeping People Safe**

CSP 7.1 - Police stations and staff numbers will be provided to effectively control and reduce crime and antisocial behaviour and to keep our community safe. Yes  No

CSP 7.2 - Emergency Services will be provided to ensure the safety of our community and visitors. Yes  No

**Better Government**

CSP 8.1 - Walcha Council will exemplify good leadership, mutual respect and trust by being inclusive, ensuring open information and communication and encouraging active anticipation at all levels. Yes  No

CSP 8.2 - Council rate funding for local government projects will be supplemented by income generated from other sources. Yes  No

CSP 8.3 - The boundaries of the Walcha Local Government Area will be modified to reflect existing and developing communities of interest. Yes  No

Planning Priority	Applicable
PP 1 - Encourage diversification in grazing agriculture, horticulture and agribusiness to grow these sectors and respond to domestic and international opportunities	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
PP 2 - Foster resilience and diversification in the agricultural industry to respond to the ageing farming workforce and climate change	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

PP 3 -Expand nature-based adventure and cultural tourism places and enhance visitor experiences	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
PP 4 - Deliver a variety of housing options in Walcha and promote development that contributes to the unique character of Nowendoc, Walcha Road and Woolbrook	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
PP 5 - Raise the area's profile and awareness of employment, business development and lifestyle opportunities, particularly for younger people and provide services for the ageing population	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
PP 6 -Continue to develop access and logistics infrastructure on appropriate sites to encourage new industry opportunities	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
PP 7 - Protect and celebrate our unique sense of place	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
PP 8 - Identify and promote wind, solar and other renewable energy production opportunities; manage and support the transition to renewable energy	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

New England North West Regional Plan Alignment	Applicable
Direction 1 - Expand agribusiness and food processing sectors	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 2 – Build agricultural activity	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 3 - Protect and enhance productive agricultural lands	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 4 – Sustainably manage mineral resources	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 5 - Grow New England North West as the renewable energy hub of NSW	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 6 – Deliver new industries of the future	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 7 - Build strong economic centres	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 8 – Expand tourism and visitor opportunities	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 9 – Coordinate growth in the cities of Armidale and Tamworth	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 10 - Sustainably manage and conserve water resources	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 11 – Protect areas of potential high environment value	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 12 – Adapt to natural hazards and climate change	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 13 - Expand emerging industries through freight and logistics connectivity	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 14 - Enhance transport and infrastructure networks	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 15 – Facilitate air and public transport infrastructure	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 16 – Coordinate infrastructure delivery	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 17 – Strengthen community resilience	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 18 - Provide great places to live	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 19 – Support healthy, safe, socially engaged and well connected communities	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Direction 20 - Deliver greater housing diversity to suit changing needs	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 21 - Deliver well planned rural residential housing	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 22 – Increase the economic self-determination of Aboriginal Communities	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Directions 23 - Collaborate with Aboriginal communities to respect and protect Aboriginal culture and heritage	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 24 - Protect the region's historic heritage assets	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

## Supporting Planning Assessment

Has the applicant submitted any supporting planning assessments? Yes  No

**Comment:** No Statement of Environmental Effects has been provided to support this proposed development.

## Subdivision

Is this application for subdivision? Yes  No

## Environmental Impacts

*Section 4.15(1)(b) – EP & A Act*

Does this proposal have any potential impact on:

	Impact	Comment
Social	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	The provision of this development is highly desirable for the community.
Economical	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	This development will provide a long term economical return to the operator and employees. It will also have a short term economical return to any trades employed to undertake any initial works to establish the development.
Siting & Configuration	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	There are some concerns that the access is impassable for two vehicles, and that the design of the carpark is suitable to vehicles to manoeuvre within safely.
Setbacks	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Privacy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	The traffic will impact on 61W Hill Street, as their house is an approximate distance of 1.0m from the access to the site. This will impact their privacy.
Overshadowing	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Solar Access	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Visual	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	The carpark area will be visible to all adjoining neighbours.
Significant Views	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Amenity	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	The proposed development will impact on the amenity of 61W Hill Street due to the access, location and traffic generation to the carpark at the rear of the development.
Water	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Drainage works will be required for the carpark and the access. No detail has been provided, therefore the impact cannot be assessed, neither can the work required be determined.
Air	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If the access and carpark are not sealed, dust will be generated and will impact on 61W Hill Street due to the close proximity of the dwelling.
Noise	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	The noise of the traffic generated and utilising the carpark will impact on 65W and 61W Hill Street, with 61W Hill Street being the most impacted.
Land Degradation	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If drainage is not installed within the carpark and access, there may be soil and erosion issues. No detail has been provided to assess this.
Tree Loss	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Possible tree loss for the carparking area. No detail has been provided, therefore this is un-assessable.
Flora	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Fauna	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	



- Has a Threatened Species Impact Assessment been prepared? Yes  No
- Are there any species/communities listed under the TSC Act? Yes  No
- Does the proposed development require approval under the EPBC Act Yes  No

Heritage	Impact	Comment
European	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Aboriginal	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	An Aboriginal Heritage Information Management System (AHIMS) search has not been carried out for this land.

- Is this land classified as containing an item of environmental heritage? Yes  No
- Is there an impact on and adjoining or in close vicinity to an item of environmental heritage? Yes  No
- Is this proposal in a heritage conservation Zone? Yes  No
- Is this proposal in an adjoining or in close vicinity to a conservation zone? Yes  No
- Has a Heritage Impact Statement been prepared for this proposal? Yes  No
- Has an Archaeological Survey been prepared for this proposal? Yes  No

### Flooding

*Section 4.15(1)(b) – EP & A Act*

- Is this property flood affected? Yes  No

### Bush Fire Prone Land

*Section 4.15(1)(b) – EP & A Act*

- Is this property bush fire prone as per the Bush Fire Prone Map? Yes  No

### Contaminated Land

*Section 4.15(1)(b) – EP & A Act*

- Has this land been identified as being contaminated land by Council? Yes  No
- Does this land require remediation? Yes  No
- Has a Contaminated Land Site Investigation been completed? Yes  No
- Is a referral required to NSW Environment Protections Authority? Yes  No
- Is it a possibility this land may be contaminated? Yes  No
- Is this land in the close vicinity or adjoining a known contaminated site? Yes  No

### Infrastructure

*Section 4.15(1)(b) – EP & A Act*

- Is an engineering assessment required? Yes  No
- Has an engineering assessment been completed? Yes  No
- Who completed the Engineering Assessment?  
 Engineering Department  Assessing Officer  Other

**Comment:** Not enough detail has been provided by the applicant to complete a full assessment.

Does this proposal have any potential impact on:

	Impact	Comment
Sewer	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	A Trade Waste Application will be required as per Council's Trade Waste Policy.
Water	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

Drainage	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	All stormwater including the carpark and access needs to be connect to Council's system. Not enough detail has been provided to assess this requirement.
Access	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Manoeuvrability of vehicles on the site has not been demonstrated, therefore the access safety cannot be determined. The access construction type has not been demonstrated so compliance with Council's standard is not assessible.
Kerb & Gutter	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Upgrade Existing Road	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Road Network	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	There will be an increased traffic generation to the site. The network does not need to be upgraded for this sole development. The impact will be negligible.
Existing Easements	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Electricity	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Telecommunications	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Pedestrian Access	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Loading & Unloading	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	No area has been provided for loading and loading of supplies. It is assumed that all delivery vehicles will unload from the street directly to the reception area. The detail regarding this is not enough to be accessible.
Parking	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Not enough detail been provided to access this development.
Energy Conservation	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

Does the development require any new easements? Yes  No

Has an Erosion and Soil Control Plan been submitted? Yes  No

Is there any outstanding issues requiring attention? Yes  No

### Construction Assessment

Is a Construction Certificate Required? Unknown

Has a construction assessment been completed? Yes  No

Is an annual Fire Safety Measures certification required? Yes  No

Is a public defects liability agreement required? Yes  No

Is there any other issue that requires notation? Yes  No

### Section 68 Assessment

Is a section 68 assessment required? Yes  No

Has a section 68 assessment been completed? Yes  No

Was a section 68 application submitted with this application? Yes  No

What is required? Internal water reconfiguration

Does this system require connection to a Council maintained system? Yes  No

### Developer Contributions

Does this proposal require any Developer Contribution? Yes  No

## Signage

- Does this proposal require signage? Yes  No
- Has this application included signage? Yes  No
- Should a restriction be placed on the amount/type of signage? Yes  No
- Comment:** Business Identification Signage Only
- Will the signage require referral to the RMS or Local/Regional Traffic Committee? Yes  No

## Notification

- Does this application require notification/advertising? Yes  No
- Is this application an advertised development application under the EP & A Act? Yes  No
- Was this application notified/advertised as per the provisions of?  
 EP& A Act     LEP     CCP    Yes  No
- Was this application notified/advertised for public interest purposes only? Yes  No
- Dates Notification Undertaken    **Commenced** 18.3.2021    **Finished** 1.4.2021
- Were there any written submissions received? Yes  No
- If Yes, what was the number of submissions received? 2

<b>Submission Maker:</b>	RE & P Walsh
<b>Issue:</b>	No objection to the development.

<b>Submission Maker:</b>	J & G Witt
<b>Issue:</b>	The change of use will adversely impact value of their property.
<b>Comment:</b>	Unfortunately the impact of property value is not a matter that can be assessed as to impact under the Environmental Planning & Assessment Act. This is considered to be a subjective view and has no planning merit.
<b>Issue:</b>	Impact of traffic and carparking.
<b>Comment:</b>	As negligible detail has been provided as to the traffic and carparking, little detail could be forwarded to neighbours for the consideration on impact on their properties. However, the submission maker's main concern is the impact on property value, and cannot be considered as part of this assessment.
<b>Issue:</b>	The future use of the building if sold and the impact on their property.
<b>Comment:</b>	If this development is approved as health consulting rooms, then any further change of use would require a development application. Impact on the submission maker's property would be considered at that time.

## Section 88b Instrument

- Does Council require a Section 88b instrument to be prepared? Yes  No

## Public Interest

- Does this proposal have any construction or safety issues? Yes  No
- Is there any public health issues? Yes  No

**Comment:** A handbasin has been provided/shown within the consulting room. This is a Public Health requirement for all consulting/treatment rooms for Dr's surgeries.

Is a Trade Waste Application required? Yes  No

**Comment:** This development is classified as being a Category 1 development under Council’s Trade Waste Policy, therefore an application will be required. Category 1 liquid trade waste dischargers are those conducting an activity deemed by Council as requiring nil or only minimal pre-treatment equipment and whose effluent is well defined and of a relatively low risk to the sewerage system.

Are there any other public interest issues? Yes  No

**Site Suitability**  
*Section 4.15(1)(c) – EP & A Act*

Is this a suitable site for this development? Yes  No

**Comment:** Due to the lack of information provided, or the quality of the information provided by the applicant, the full impact of this development is not able to be assessed. Therefore the development has to be assumed as not being suitable for this site.

**Recommendation**

This development application be refused.

Reasons:

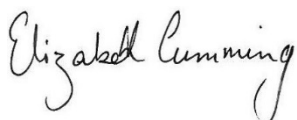
1. Not enough information has been submitted to adequately assess the application. In particular:
  - a. Access into and throughout the building is compliant with the *Disability (Access to Premises - Buildings) Standards 2010*.
  - b. On-site parking design meets the relevant Australian Standards (AS 2890.1 and 2890.2 2004).
  - c. No detail has been provided in regards to access construction, and in particular the entry and exit point.
  - d. No detail has been provided in regards to the carpark construction and in particular constructed surface, line-marking and sign-posting and drainage to Council’s stormwater system.
  - e. Free and uninterrupted access to the site and car parking area at all times has not been demonstrated.
  - f. The safety of the exit and entry to the site has not been demonstrated.
  - g. Accessible bathroom does not show compliance with AS 1428.
2. The carpark is not compliant with the *Disability (Access to Premises - Buildings) Standards 2010*.

**Conclusion**

I confirm that I am familiar with the relevant heads of consideration under the Environmental Planning & Assessment Act and Local Government Act (if applicable) and have considered them in the assessment of this application.

I certify that I have no pecuniary or non-pecuniary interest in this application.

Additional Notes Attached Yes  No

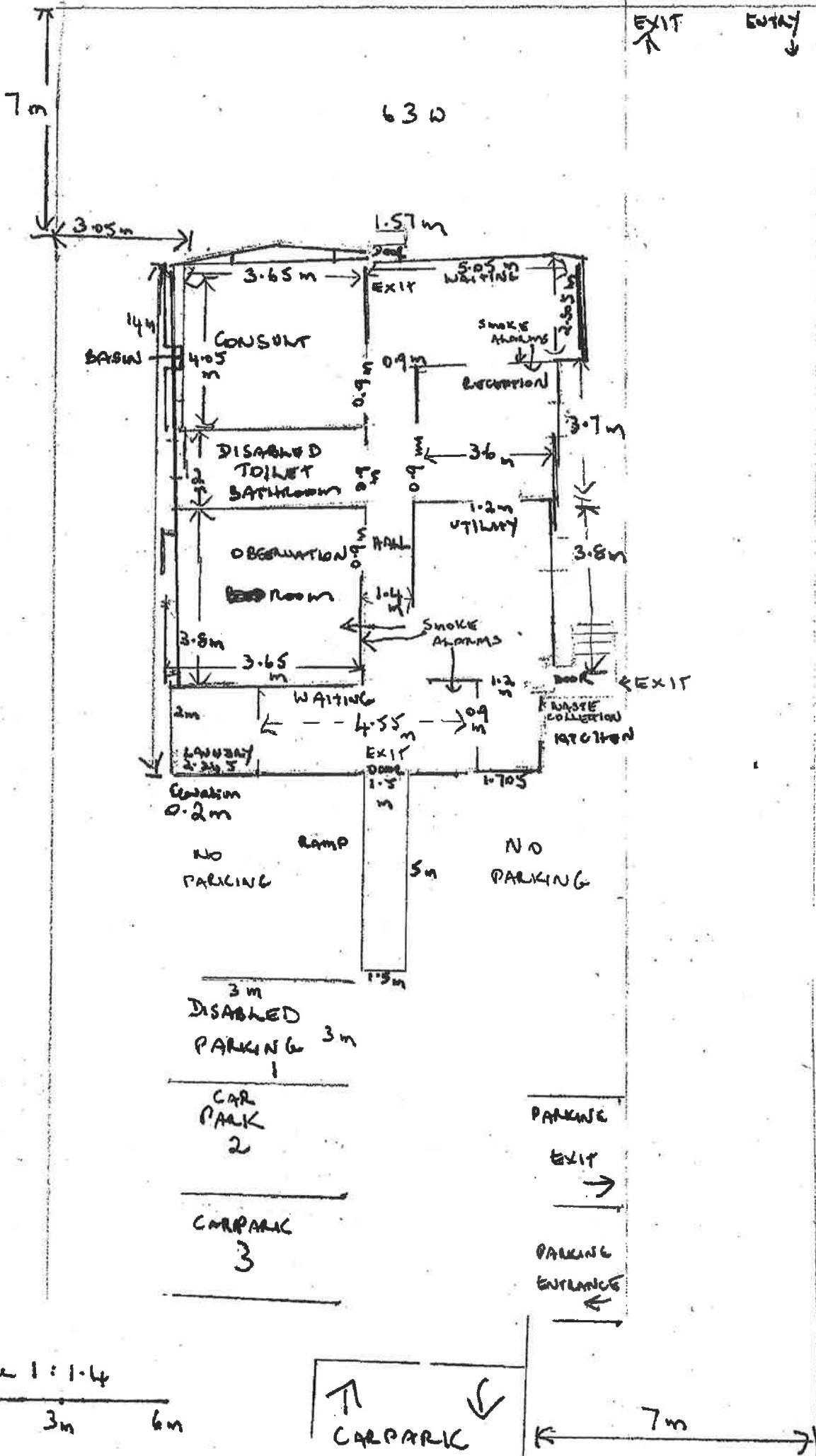
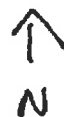


Signed: .....

Elizabeth Cumming, Consultant Planner

Date: 2 June 2021

NORTH HILL STREET



**R.E. & P. Walsh**  
[REDACTED]

22<sup>nd</sup> March 2021

Walcha Council  
P.O. Box 2  
Walcha NSW 2354

Re Development Application No. 10 2021 15 – 63w Hill Street

Dear Sir

Thank for the opportunity to read the details of the application to convert the dwelling adjacent to our premises to a medical practice.

Neither Pam nor I have any objection to the proposal.

Yours sincerely

[REDACTED]  
Pam Walsh

[REDACTED]  
Bob Walsh

WALCHA COUNCIL RECEIVED	
DATE	23/3/21
DATA REF	
TRIM FILE	
DOC NO	
HC FILE	



15 March, 2021

Walcha Council  
P.O. Box 2  
Walcha, NSW 2354

To Whom It May Concern,

We have recently received a copy of a development application from Dr. Genevieve Freer in regard to the residence situated at 63w Hill Street, Walcha. As the owners of 65w Hill Street, adjacent to 63w Hill Street, we object to the change of use of the building as outlined in the application – specifically “Change of use from a 3 bedroom residence to a solo GP practice with a medical practice in the existing building added by converting existing rooms into a consulting room, waiting room, reception with private car park, disabled ramp access rear, separate disabled toilet. Our objections are as follows:

- 1) At present the immediate area is zoned residential. We feel changing the use of 63w Hill Street will adversely affect the value of our property.
- 2) We have concerns about the additional traffic and cars being parked having a negative effect on our property value.
- 3) Should the building be resold then we have concerns about any future use of the building and how it will affect our property.

Should you wish to contact me  I can be reached or 

Sincerely



✓ James Witt

Gloria Witt



7 April 2021

Ms G R Freer  
63W Hill Street  
WALCHA NSW 2354

Via email: [grfreer3@bigpond.com](mailto:grfreer3@bigpond.com)

Dear Dr Freer

<b>Subject:</b>	1. Telephone conversation record – prepared by Lacey Latham 2. Request for additional information – prepared by Libby Cumming
<b>Reference:</b>	10.2021.15
<b>Location:</b>	63W Hill Street, Walcha NSW 2354
<b>Proposal:</b>	Change of use from dwelling to medical practice

Further to our telephone conversation and your request for the conversation to be made to you in writing, please be advised:

I called you to advise that Merv Prendergast was in town and available to conduct a site inspection for your development application if that were possible. I contacted you as soon as I knew of Merv's availability. The short notice was compounded by the fact that I do not normally work Friday's or Monday's and was in a meeting Tuesday morning.

You responded that now wasn't suitable to you due to the current weather conditions, and requested we reschedule to the following day. I advised that Merv was not available the following day and I did not know when he would next be available to Council. You asked why an inspection was required; I advised that a site inspection must be conducted for all development applications. You asked what he needed to look at; I responded that he needed to inspect the property to assess compliance with the Building Code of Australia. You asked what parts of the building he needs to look at; I replied all of it. You asked that I state in an email to you specifically what parts of the property Council need to inspect and what the inspector was looking for.

**Hence, I wish to confirm that the entire property is to be inspected, including all internal and external parts of the building.** The inspection is to assess:

- Impacts of your proposal on the natural and built environment and the social and economic impacts in the locality.



- The suitability of your site for your proposal (e.g. physical characteristics, availability of access and services).
- Compliance of your building against the following components within the Building Code of Australia
  - o Access and egress
    - Provision for escape
    - Construction of exits
    - Access for people with a disability
  - o Services and equipment
    - Exit signs
  - o Health and amenity
    - Sanitary and other facilities
    - Room heights
    - Light and ventilation

Compliance is also assessed against the above information being provided on the plans supplied to Council. In your circumstance, none of the information required for the regulatory assessment was indicated on the plans you supplied to Council, current or proposed.

Further to our conversation and in response to your recent email; a complete application assists Council's officers to adequately assess your application. Council's development application form, Development Application Guide and your numerous conversations with Council Officers detailed what information was required to be submitted with your application

**Development Application Form - Section J: Notes for completing application  
Note 5 of the Development Application Form**

You were advised:

*Applications which have insufficient / deficient documentation and / or detail, may be returned to the applicant if Council is unable to assess the application. Council can request additional information from applicants for the application to be assessed and this can delay the assessment. Please ensure all requirements are met when submitting an application.*

**Development Application Form - Section K: Privacy & Personal Information  
Protection Notice**

You were advised that:

*The information you supply in this application will enable your application to be assessed by Council. If the information is not provided, your application may not be accepted.*

**Development Application Form - Section J: Notes for completing application,  
Note 2, relating to fire safety measures**

As your application is in relation to a change of classification of an existing building, from a Class 1a (residential dwelling) to Class 5 (Commercial premises) as per the Building Code of Australia, your application is required to be accompanied by a

schedule of existing fire safety measures and a schedule of proposed fire safety measures. The extent, capability and basis of design of each of the fire safety measures concerned must be described in written form.

### **Development Application Form - Section J: Notes for completing application, Note 9**

You were advised of Council conducting a site inspection, specifically:

*On-site inspections are carried out prior to the determination of any application. As a result of this inspection, or from a preliminary assessment, further information may sometimes be required. A Council Officer will contact you soon after their initial inspection if this is the case.*

In Council's Development Application Guide, under the *After you Lodge Your Application, Formal Assessment* heading, applicants are advised:

*Council will undertake a site inspection to assist in the assessment of the application and then complete a formal assessment using the relevant legislation (s.4.15 of the EP&A Act 1979).*

Under the Environmental Planning and Assessment Act 1979(EP&A Act), all Development Applications must be formally assessed by Council. This means that the site must be inspected, applicants and neighbours engaged, reports drafted and recommendations made.

The six matters that Council must consider (under section 4.15 of the EP&A Act) are:

- All plans and policies that apply – SEPPs, LEPs, DCPs.
- Impacts of your proposal on the natural and built environment and the social and economic impacts in the locality.
- The suitability of your site for your proposal (e.g. physical characteristics, availability of access and services).
- Any submissions (such as from neighbours or other groups).
- Any comments or agreements/approvals from any NSW Government agency.
- The broader public interest.

Council's Development Application Guide, under the *After you Lodge Your Application, Mandatory Inspections*, also advises applicants of the critical stage inspections that may be required throughout construction (where relevant to the proposed works):

#### ***Class 1 & 10 buildings***

*Examples of these buildings are residential work including dwellings, alterations and additions, garages, carports, swimming pools, etc.*

- *Footings*
- *Slab and other Steel Reinforcement*
- *Frame (including floor)*
- *Wet Area Waterproofing*
- *Stormwater*
- *Final/Completion*

**Class 2, 3 & 4 buildings**

*Examples of these buildings are multi unit development, and residential component of commercial buildings.*

- *Wet Area Waterproofing*
- *Stormwater*
- *Final/Completion*

**Class 5, 6, 7, 8 or 9 buildings**

*Examples of these buildings are offices, shops, and industrial and commercial buildings.*

- *Commencement of the building work*
- *Stormwater*
- *Final/Completion*

As such, at no point did I state Council would only do an inspection at the completion of any works. ***Please note: all regulatory inspections as listed above will be undertaken.***

I do confirm that it is not a function of Council to perform site inspections prior to a development application being lodged or as a pre-purchase inspection for clients.

In previous dialogue Council also committed to asking Merv Prendergast for a transcript of your conversation with him. Council made this request but your request for a transcript of your telephone conversation with Merv Prendergast is not able to be made. Upon requesting this information from Mr Prendergast, he advised that at the time of his conversation with you he was not working for Council. He has advised us that you contacted him at his private business and the telephone discussion / consultation was not authorised by Council. Therefore, because he was not working for Council as part of this conversation, Council is not in a position to direct him to supply any information of that phone consult. Should you require this information in writing you would need to contact Mr Prendergast and make this request directly.

Following my call to you on Tuesday, 23 March 2021, Merv completed a site inspection of the external parts of the building at approximately 1:15pm and noted, with photographs, that some earthworks / road construction works had commenced on the site. ***Please note that a construction certificate cannot legally be issued and works certified retrospectively in instances where works have commenced.*** A building certificate will be required for any works already undertaken for your proposed development.

Following the external site inspection and the preliminary assessment of your Development Application; the plans / information you have submitted do not include the following information that is required to complete the assessment:

Please Note: the information required is as per the specific requirements set out in Council's Development Application Guide.

1. Elevation plans showing:
  - a. levels for the building, including finished floor level and ceiling heights
  - b. Access ramp in accordance with *AS 1428 Design for Access and Mobility*
2. Floor plan showing:
  - a. at least two entry / exits from the building
  - b. disabled toilet layout in accordance with *AS 1428 Design for access and mobility*
  - c. Access ramp in accordance with *AS 1428 Design for access and mobility*
  - d. Observation and Consulting rooms hand basin locations
  - e. Fire safety schedule showing existing and proposed fire safety measures locations, including:
    - i. Fire extinguisher
    - ii. Smoke alarms linkage
    - iii. Exit signs
    - iv. Emergency lighting
    - v. Exit latches (required on exit doors)
3. Site plan showing:
  - a. Existing buildings on the site
  - b. Demolition plan
  - c. On-site car parking and vehicle flow paths entering and exiting in a forward direction
4. A Statement of Environmental Effects, in particular pay attention to:
  - a. Traffic generation numbers
  - b. Mitigation of impact on adjoining neighbouring premises
  - c. Any other issues raised in the letter of objection forwarded by yourself to Council

Additionally, a construction certificate will be required prior to any works commencing on the site. The construction plans are to demonstrate:

1. Structural Engineers details for any structural work e.g.
  - a. Works required to meet *AS 1428 Design for access and mobility*
2. Fire Safety and resistance provisions
  - a. Fire extinguisher
  - b. Smoke alarms linkages
  - c. Exit signs
  - d. Emergency lighting
  - e. Exit latches (on required exit doors)

Council considers we currently have three options in relation to your application:

**Assess your application with the current information as you have provided within your application.**

1. As it currently stands, due to the lack of information provided, a supporting recommendation for your development may not be provided as a full assessment cannot be undertaken.
2. Assumptions be made in regards to your application whilst undertaking the assessment, thus running the risk of overregulation, and if supported, the application being excessively conditioned to ensure regulatory compliance and to address assumed matters to mitigate impact.

**Please note: if your application is approved and you are dissatisfied with the conditions of consent you will be required to submit an application to Council to modify the consent.**

You will need to provide reasons why the conditions should be changed or deleted. You may lodge a modification application at any time after the notice of determination. As a submission has been received, re-notification will need to be undertaken to ensure legislative compliance.

**Assess your application with the additional information as requested above.**

3. Cease assessment until such time as the requested information has been provided by you or your planning representative. Following receipt of the information, our staff will be able to continue with the assessment of your Application.

You are requested to forward the required information to Council, within fourteen (14) days from the date of this letter, or alternatively advise in writing as to why you are unable / unwilling to provide this information. This is to include reasoning for Council's consideration of whether Option 1 or 2 above is the most suitable action for Council to undertake in regards to the progression of the assessment of your development.

Some information requested may appear to be new information requested of you by Council. This is because you have changed the nature of your application from the original application as presented to Council. Your current proposal is for the conversion of a building from Class 1a to Class 5 (as per the Building Code of Australia); as a result, the information required for a complete assessment has changed. Notably some works you may have previously specified as exempt development is no longer exempt under State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 (the Codes SEPP).

You are also asked to note that the official lodgement date of your application is the date of payment of fees. Fees relating to this application were paid on 23 March 2021. Council has assisted you in commencing the legislative notification of your development to the neighbouring properties and a preliminary assessment prior to

this date as a courtesy, but as at the date of this letter, assessment of your application will officially cease until such time as you either provide the information as requested above in full and in a suitable manner to enable assessment to be completed or alternatively written confirmation that you will not / cannot provide the information with reasoning for Council consideration in regards to your decision. Dependent on the information provided, Council may determine that the neighbouring residential properties owners need to view this information to reasonably determine the impact your development may have on them, and give them the opportunity to make a written submission.

Libby Cumming has been assigned the assessing officer responsible for your application. Should you have further enquiries please contact Libby Cumming, Council's Contract Town Planner, via email to [council@walcha.nsw.gov.au](mailto:council@walcha.nsw.gov.au).

Yours sincerely

Chris Weber  
Interim General Manager



*Per: Lacey Latham*

**Additional Information Email 22 June 2021 – Attachment 4 to Item 6.3 – DA 10.2021.15**

**From:** Genevieve Freer <[genevievefreer@bigpond.com](mailto:genevievefreer@bigpond.com)>  
**Sent:** Tuesday, 22 June 2021 12:30 PM  
**To:** Cumming, Libby <[planning@walcha.nsw.gov.au](mailto:planning@walcha.nsw.gov.au)>  
**Cc:** Omundson, Barry <[gm@walcha.nsw.gov.au](mailto:gm@walcha.nsw.gov.au)>; Noakes, Eric <[ENoakes@walcha.nsw.gov.au](mailto:ENoakes@walcha.nsw.gov.au)>  
**Subject:** RE: 3 months delay by Council in Development Application

Dear Libby Cumming,

Please see attached clarification of the carpark and toilet.  
This is a private solo GP practice, designed in accordance with the RACGP guidelines.

Please do not confuse this with a public facility, nor hospital nor residential care.

Therefore there is no requirement for showering patients.  
I make provision to conduct home visits on disabled patients according to the RACGP standards.

The ramp at the north of the building is compliant for disabled access with a compliant level area for patient drop-off and pick-up.

Doors are wider than required for disabled access.

The bathroom has a 900 mm door, with 1400 mm distance from toilet to the basin, which has a care handle.

The property has 7 metre access at the north, with a sealed driveway, car parking at the south marked for 6 cars at present, in addition to the garage for staff.

With the pandemic, the practice conducts Telehealth and home visits, with no impact on any neighbours.

When the pandemic ends, the practice may resume seeing up to 12 patients per day at the premises, with one family entering the property at one time, driving in, at 5 km per hour, turning around and parking in marked carparks at the south. There will be therefore less noise than from the nearby school, streets, and no change to the current traffic flow on Hill Street.

Therefore the traffic impact is less than for the previous family of 7 people.

The carpark is screened by vegetation, obscuring it from the neighbours.

There are only cars entering-no trucks unloading, so there is less noise within the property than on the street.

There is no logical reason for any objection to a solo GP Medical practice.

The block is twice the size needed for a solo GP, and has more parking than required.

With thanks,  
Yours faithfully,

Genevieve Freer

**From:** Cumming, Libby [<mailto:planning@walcha.nsw.gov.au>]  
**Sent:** Monday, 21 June 2021 1:46 PM  
**To:** 'Genevieve Freer' <[genevievefreer@bigpond.com](mailto:genevievefreer@bigpond.com)>  
**Cc:** Council General Walcha <[council@walcha.nsw.gov.au](mailto:council@walcha.nsw.gov.au)>; Weber, Chris <[gm@walcha.nsw.gov.au](mailto:gm@walcha.nsw.gov.au)>; Noakes, Eric <[ENoakes@walcha.nsw.gov.au](mailto:ENoakes@walcha.nsw.gov.au)>; 'Dr Genevieve Freer' <[grfreer3@bigpond.com](mailto:grfreer3@bigpond.com)>  
**Subject:** RE: 3 months delay by Council in Development Application

Hi Genevieve

Unfortunately at this late stage neither Merv or I are available for an inspection this week.

Unfortunately I do not have enough information to assess the exact impact on your next door neighbour. No information has been provided about the driveway and carpark, its sealing and how you intend to lessen any impact on the next door neighbours. There has been no demonstration

**Additional Information Email 22 June 2021 – Attachment 4 to Item 6.3 – DA 10.2021.15**

that the carpark is accessible, ie cars can get into and out of the carparks safely. The entry/exit to the premises as shown on your site plan is non compliant.

There has been no demonstration that the carpark and the premises meets the relevant Australian Standards in regards to Accessibility. The bathroom cannot be assessed as it does not show shower, vanity or toilet (dimensions required) – so I can't tell if a wheelchair can move around and whether it would meet the relevant guidelines. No elevations have been provided of the ramp at the rear and the carpark is not to standard.

Unfortunately you have submitted a substandard application with not enough information to make a full assessment, and in particular of the impact on the adjoining premise, accessibility, carpark and access safety.

If you wish to provide any further information to support your application, you are welcomed to do so.

Cheers  
Libby Cumming

**From:** Genevieve Freer <[genevievefreer@bigpond.com](mailto:genevievefreer@bigpond.com)>  
**Sent:** Friday, 18 June 2021 1:54 PM  
**To:** Cumming, Libby <[planning@walcha.nsw.gov.au](mailto:planning@walcha.nsw.gov.au)>  
**Cc:** Council General Walcha <[council@walcha.nsw.gov.au](mailto:council@walcha.nsw.gov.au)>; Weber, Chris <[gm@walcha.nsw.gov.au](mailto:gm@walcha.nsw.gov.au)>; Noakes, Eric <[ENoakes@walcha.nsw.gov.au](mailto:ENoakes@walcha.nsw.gov.au)>; 'Dr Genevieve Freer' <[grfreer3@bigpond.com](mailto:grfreer3@bigpond.com)>  
**Subject:** RE: 3 months delay by Council in Development Application

Dear Libby Cumming,

Please see attached Site plan and response to your letter which I received today-it appears that you emailed it only to Chris Weber.

Please advise by email and mail to me your response, and if you require additional information prior to your stated date at least one business day in advance.

If you and or Merv Pendergast wish to complete his inspection, please advise –I request the courtesy of at least one business day written notice by mail and email, and request that it does not take place during another severe weather event, and that you follow the Covid-19 Safety Plan recommended.

With thanks,  
Yours faithfully,

Genevieve Freer

**From:** Cumming, Libby [<mailto:planning@walcha.nsw.gov.au>]  
**Sent:** Friday, 18 June 2021 10:59 AM  
**To:** Weber, Chris <[gm@walcha.nsw.gov.au](mailto:gm@walcha.nsw.gov.au)>; 'Genevieve Freer' <[genevievefreer@bigpond.com](mailto:genevievefreer@bigpond.com)>  
**Cc:** Noakes, Eric <[ENoakes@walcha.nsw.gov.au](mailto:ENoakes@walcha.nsw.gov.au)>  
**Subject:** RE: 3 months delay by Council in Development Application

Hi Genevieve

I wish to confirm that the latest I can receive any additional information you wish to provide is 9:00am Wednesday 23 June 2021.

Regards  
Libby Cumming



**Additional Information Email 22 June 2021 – Attachment 4 to Item 6.3 – DA 10.2021.15**

**From:** Weber, Chris  
**Sent:** Friday, 18 June 2021 10:27 AM  
**To:** 'Genevieve Freer' <[genevievefreer@bigpond.com](mailto:genevievefreer@bigpond.com)>  
**Cc:** Noakes, Eric <[ENoakes@walcha.nsw.gov.au](mailto:ENoakes@walcha.nsw.gov.au)>; Cumming, Libby <[planning@walcha.nsw.gov.au](mailto:planning@walcha.nsw.gov.au)>  
**Subject:** RE: 3 months delay by Council in Development Application

Hi Genevieve,

The email address appears correct so I am not sure why you didn't receive the attached email.

As the email says, the DA will be tabled at the June meeting. It is just whether it is tabled as advised in the email or altered if extra information is provided.

I will let Libby reply for when the extra information is required for it to be considered but my estimate would be that it is required by no later than Tuesday next week. The next Council meeting is to be held on Wednesday the 30<sup>th</sup> of June and the reports for the business paper need to be finalised by close of business on Wednesday the 23<sup>rd</sup> at the latest.

Kind Regards  
Chris

**From:** Genevieve Freer <[genevievefreer@bigpond.com](mailto:genevievefreer@bigpond.com)>  
**Sent:** Friday, 18 June 2021 10:01 AM  
**To:** Weber, Chris <[gm@walcha.nsw.gov.au](mailto:gm@walcha.nsw.gov.au)>  
**Cc:** Noakes, Eric <[ENoakes@walcha.nsw.gov.au](mailto:ENoakes@walcha.nsw.gov.au)>  
**Subject:** 3 months delay by Council in Development Application

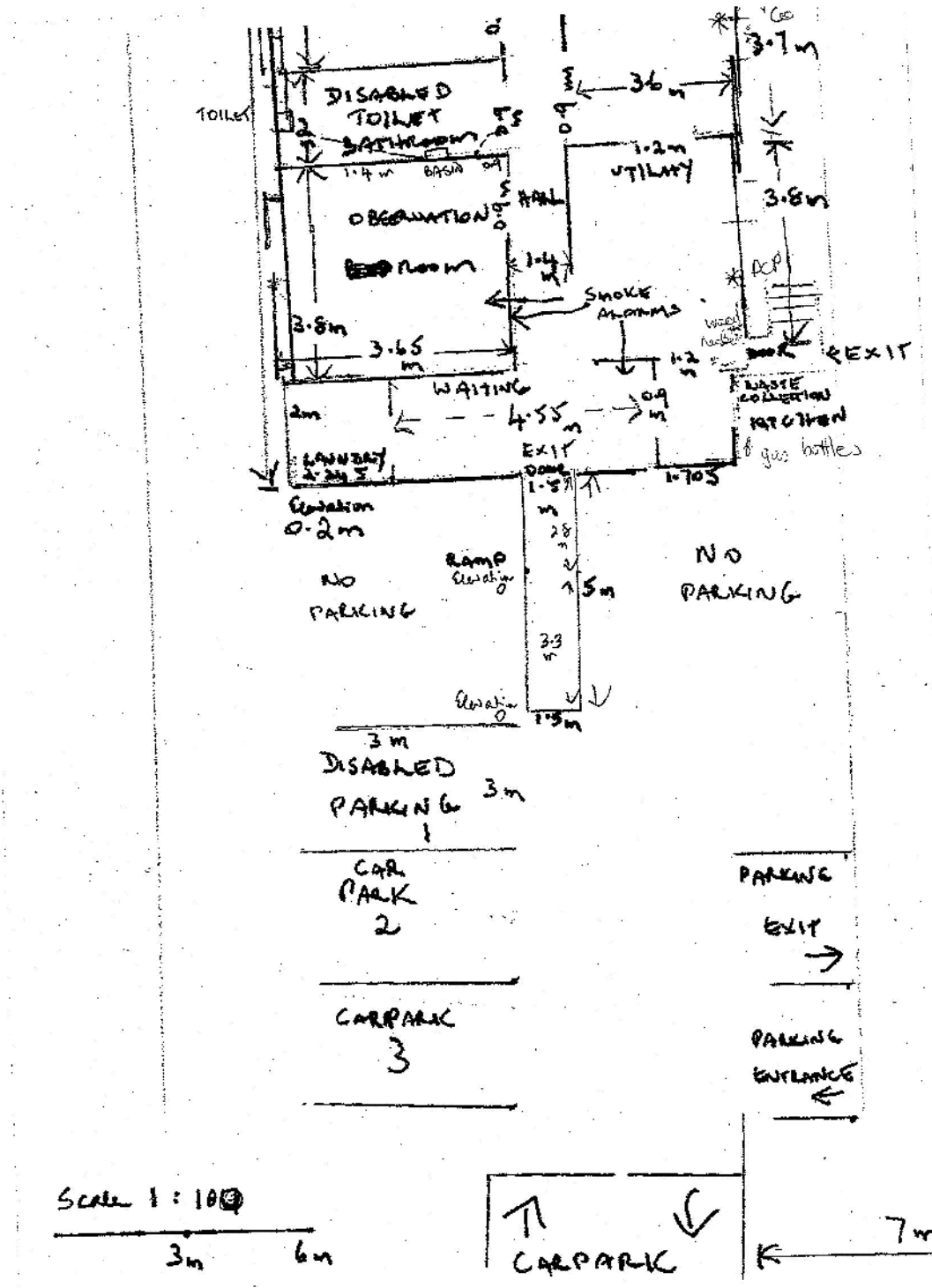
Dear Chris Weber ,

The attached letter has not been sent to me, as evident in the attachment.  
Did Eric Noakes receive it?  
When is the next Council meeting and when do you need the reply for it to be tabled?

Yours faithfully,

Genevieve Freer







**Item:** 6.4 **Ref:** WO/2021/02149  
**Title:** Development Application 10.2021.17– Shed and Attached Carport – 59S Middle Street, Walcha  
**Author:** Contract Town Planner  
**Previous Items:** Not Applicable  
**Attachment:** Development Assessment Report, Statement of Environmental Effects, Elevations and Site Plan

---

***Community Strategic Plan Reference:***

***Goal 6.1 – Walcha’s distinct and diverse natural and built environment will be protected and enhanced.***

***Goal 6.6 – The character of Walcha and its surrounding villages will be maintained while protecting the productivity of our rural land.***

---

**RECOMMENDATION:** That Council approve Development Application 10.2021.17 for the construction of a shed and attached carport on Lot 4 Section 20 DP 759035 known as 59S Middle Street, Walcha, as per the development conditions listed within the Development Assessment Report.

---

**Introduction:**

Council has received a development application for 59S Middle Street, Walcha, for the erection of a shed and attached carport. This is permissible development under the *Walcha Local Environmental Plan 2012*.

**Report:**

This application is for the construction of a 2 bay shed and attached carport. The shed will be colorbond with a concrete floor and will be 11.8m x 6m (72m<sup>2</sup>). The ridgeline height will be 3.2m. All stormwater will be sent to a tank and then diverted to an overflow piped clear of any structures. It is to be used for residential storage only. The plans and elevations are attached to this report.

Consideration by Council is required as there is a variation to the controls within the *Walcha Development Control Plan 2019*. The development application as submitted does not comply with the following:

*Clause 3.5 6m to main frontage*

The proposed shed and attached carport is four (4) metres from Middle Street (the primary frontage). However, this section of Middle Street is not constructed.

*Clause 5.7(a) Outbuildings, Carports & Detached Garages are not allowed within building setback.*

The shed and attached carport is in front of the building line. Further there is precedent for this in the immediate area.

*Clause 5.7(b) In Zone R1, RU5 or R5, detached sheds made from a material that is not the same as the dwelling, must be setback at least 1 metre behind the front façade of the dwelling.*

*Clause 5.7(c) If in front of main dwelling, must be of the same construction, matching roof pitch, and appear like part of the habitable dwelling.*



The shed and attached carport is to be constructed of colorbond. The dwelling is brick veneer. There is precedent of this in the immediate area.

*Clause 5.7(g) The width of garage doors must not be greater than 50% of the front elevation.*

The shed doors are more than 50% of the front elevation, but have a carport in front of them which will soften the appearance.

*Clause 5.7(h) No windowless facades at the street frontage(s).*

There are no windows to the primary frontage (Middle Street) or the side frontage (Boundary Street). It will be screened quite heavily by existing vegetation and no dwellings are in close proximity. Further neither Middle Street or Boundary Street are constructed along the corner of land on which the shed will be situated.

A written request for the variation was not submitted. Any approval given would be a variation to the *Walcha Development Control Plan 2019*. A variation such as this to a development control plan is acceptable as development control plans contain controls that are not legally binding on decision makers, unlike local environmental plans.

It is appropriate in this instance to approve the variation due to:

1. the location of the shed and attached carport being screened by the existing vegetation,
2. there are no adjoining nearby residents,
3. the frontages of Middle Street and Boundary Street closest to the proposed shed and attached carport location are unconstructed, and
4. there is precedent of similar development within the township of Walcha.

Neighbour notification was not required, as per the provisions of the *Walcha Community Participation Plan 2020*

A full development assessment was undertaken and appropriate conditioning utilised to address any issues outstanding. All relevant plans and a full assessment report recommending approval subject to the appropriate use of conditioning are attached.

**Alternative:**

The alternative is to refuse the application.

Legal Implications:

Consideration under the provisions of *Environmental Planning and Assessment Act 1979*, *Walcha Local Environmental Plan 2012*, *Walcha Development Control Plan 2019* and the *Walcha Community Participation Plan 2020* has been undertaken.

Under the provisions of Sections 8.2, 8.3, 8.4 and 8.5 of the *Environmental Planning and Assessment Act 1979*, an applicant may request the Council to review the determination.

If the applicant is dissatisfied with this decision to refuse, Sections 8.7 and 8.10 of the *Environmental Planning and Assessment Act 1979* gives them the right to appeal to the Land and Environment Court within six (6) months after the date on which they receive their notice of determination.



If Council chooses to approve the application, the applicant may apply to modify the consent under Section 8.7 and 8.10 of the *Environmental Planning and Assessment Act 1979*.

Financial Implications:

Nil

Environmental Implications:

Nil

Social Implications:

Nil

Policy Implications:

Nil

# Development Assessment Report

**DA Number:** 10.2021.17      **Council:** Walcha  
**Location:** 59S Middle Street Walcha  
**Development Description:** Shed and Carport  
**Title Details:** Lot 4 Sec 20 DP 759035

## Proposal Overview

This application is for the construction of a 2 bay shed and carport. The shed will be colourbond with a concrete floor and will be 11.8m x 6m (72m<sup>2</sup>). The ridgeline height will be 3.2m. All stormwater will be sent to a tank and then diverted to any overflow piped clear of any structures.

## Property Details/History

	Checked	Comments
File History	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	It is assumed this has been checked by Council administration staff at lodgement.
Title Plan	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Check Ownership	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

## Application Type

- Is this application an Integrated Development Application?      Yes  No
- Is this application a Designated Development Application?      Yes  No
- Is this application for State Significant Development?      Yes  No
- Is this application submitted by/on behalf of a Public Authority?      Yes  No
- Is this application a staged Development?      Yes  No
- Is this application a section 96 amendment?      Yes  No

## Concurrence/Referral

*Section 4.13 – EP & A Act*

- Does this application require concurrence referral?      Yes  No
- Does this application require courtesy comment?      Yes  No
- Does this application require referral for decision by Council?      Yes  No

## Local Environmental Plan

*Section 4.15(1)(a)(i) and Section 4.15(a)(ii) – EP & A Act*

**This land is zoned:** R1 General Residential  
**Development as per Standard Definitions:** This development is considered to be ancillary development to a dwelling. As per the *NSW Planning Circular How to characterise development PS13-001*, an ancillary use is a use that is subordinate or subservient to the dominant purpose. The dominant development on this land is a **dwelling house**, which is defined as meaning a *building containing only one dwelling*.

### List the relevant clause/clauses applicable under the LEP

Clause	Compliance	Comment
Land Use Table	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
6.1 Earthworks	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	No erosion & sediment control plan/measures have been submitted. This will be conditioned.

6.3 Essential Services	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	All essential services are present to site.
------------------------	---	---

Is there a draft LEP or draft LEP amendment which may affect this proposal? Yes  No

Do 'existing use' provisions (Sections 4.65-4.70 of the EP&A Act) apply to this development? Yes  No

**Development Control Plan**  
Section 4.15(1)(a)(iii) & Section 4.15(3A) – EP & A Act

Is there a DCP which applies to this land/proposal? Yes  No

List the relevant clause/clauses under the applicable DCP			
Clause		Compliance	Comment
5.7	Outbuildings	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	a) <i>Outbuildings, Carports &amp; Detached Garages are not allowed within building setback.</i> The proposed shed is within the building setback.
		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	b) <i>In Zone R1, RU5 or R5, detached sheds made from a material that is not the same as the dwelling, must be setback at least 1 metre behind the front façade of the dwelling. This control applies to lots with both single and secondary frontages, with the exception of rear lanes.</i> It is proposed to construct the shed out of colourbond. There are numerous precedents within the township of Walcha and within the nearby vicinity.
		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	c) <i>If in front of main dwelling, must be of the same construction, matching roof pitch, and appear like part of the habitable dwelling.</i> There are numerous precedents within the township of Walcha and within the nearby vicinity.
		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	g) <i>The width of garage doors must not be greater than 50% of the front elevation.</i> The shed doors are more than 50% of the front elevation, but have a carport in front of them which will soften the appearance.
		Yes <input type="checkbox"/> No <input type="checkbox"/>	h) <i>No windowless facades at the street frontage(s).</i> There are no windows to with the primary frontage (Middle Street) or the side frontage (Boundary Street). It will be screened quite heavily by existing vegetation and no dwellings are in close proximity. Further neither Middle Street or Boundary Street are constructed along the corner of land on which the shed will be situated.
3.5	Setbacks	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	The setback control is 6m minimum from the primary frontage. The proposed development is for 4m from Middle Street (the primary frontage).

Has a variation to the DCP been requested? Yes  No

Should a variation be recommended? Yes  No

**Comment:** Based on the location of the property and that there were no objections, it is considered this is a reasonable variation that should be supported.

Is there a draft DCP which may affect this proposal? Yes  No

**Regional Environmental Plan**

There is no REP applicable to this area.



## State Environmental Planning Policy

Is this proposal affected by a SEPP?

Yes  No

<b>List all relevant SEPPs</b>		
<b>SEPP</b>	<b>Compliance</b>	<b>Comment</b>
<b>SEPP 19 — Bushland in Urban Areas</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP aims to protect and preserve bushland within the urban areas because of its value to the community as part of the natural heritage, its aesthetic value, and its value as a recreational, educational and scientific resource.</i>
<b>SEPP 21 – Caravan Parks</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP ensures that where caravan parks or camping grounds are permitted under an environmental planning instrument, movable dwellings, as defined in the Local Government Act 1993, are also permitted.</i>
<b>SEPP 33 — Hazardous and Offensive Development</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP provides considerations for consent for hazardous &amp; offensive development.</i>
<b>SEPP 36 – Manufactured Homes Estates</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP helps establish well-designed and properly serviced manufactured home estates in suitable locations.</i>
<b>SEPP 44 — Koala Habitat Protection</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP applies to land across NSW that is greater than one (1) hectare and is not a National Park or Forestry Reserve. The SEPP encourages the conservation and management of natural vegetation areas that provide habitat for koalas to ensure permanent free-living populations will be maintained over their present range.</i>
<b>SEPP 47 – Moore Park Showground</b>	Not Applicable <input checked="" type="checkbox"/>	<i>Applies to the land shown edged heavy black on the map marked “Moore Park Showground Amendment No 1.”</i>
<b>SEPP 50 Canal Development</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP bans new canal estates from the date of gazettal, to ensure coastal and aquatic environments are not affected by these developments.</i>
<b>SEPP 55 — Remediation of Land</b>	Not Applicable <input type="checkbox"/> Applicable <input checked="" type="checkbox"/>	<i>This SEPP applies to land across NSW and states that land must not be developed if it is unsuitable for a proposed use because of contamination.</i>
<b>Complies</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Comment Only <input type="checkbox"/>	<p>This SEPP requires consideration of whether there have been any activities carried out on land in the past that may have resulted in contamination. If contamination may be present, the proponent is required to undertake suitable investigation and, if necessary, remediation works.</p> <p>It is considered that there have been no prior contaminating land uses and the site is suitable for the proposed residential use.</p> <p>The property does not require an assessment for identification of contaminated sites, as the land-use would not significantly alter. The site has no history of use that would have involved chemical application or use.</p>
<b>SEPP 64 — Advertising and Signage</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP aims to ensure that outdoor advertising is compatible with the desired amenity and visual character of an area, provides effective communication in suitable locations and is of high-quality design and finish.</i>
<b>SEPP 65 — Design Quality of Residential Flat Development</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP relates to residential flat development across the state through the application of a series of design principles. Provides for the establishment of Design Review Panels to</i>

		<i>provide independent expert advice to councils on the merit of residential flat development.</i>
<b>SEPP 70 – Affordable Housing (Revised Schemes)</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP identifies that there is a need for affordable housing across the whole of the State and describes the kinds of households for which affordable housing may be provided and makes a requirement with respect to the imposition of conditions relating to the provision of affordable housing.</i>
<b>Aboriginal Land 2019</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP provides for development delivery plans for areas of land owned by Local Aboriginal Land Councils to be considered when development applications are considered, and declares specified development carried out on land owned by Local Aboriginal Land Councils to be regionally significant development.</i>
<b>Affordable Rental Housing 2009</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP provides for an increase in the supply and diversity of affordable rental and social housing in NSW.</i>
<b>Building Sustainability Index: BASIX 2004</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP provides for the implementation of BASIX throughout the State.</i>
<b>Coastal Management 2018</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP promotes an integrated and co-ordinated approach to land use planning in the coastal zone in a manner consistent with the objects of the Coastal Management Act 2016, including the management objectives for each coastal management area.</i>
<b>Concurrences 2018</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP allows the Planning Secretary to act as a concurrence authority.</i>
<b>Educational Establishments and Child Care Facilities 2017</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP facilitates the effective delivery of educational establishments and early education and care facilities across the state.</i>
<b>Exempt and Complying Development Codes 2008</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP provides exempt and complying development codes that have State-wide application, identifying, in the General Exempt Development Code, types of development that are of minimal environmental impact that may be carried out without the need for development consent; and, in the General Housing Code, types of complying development that may be carried out in accordance with a complying development certificate.</i>
<b>Gosford City Centre 2018</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP applies to the Gosford City Centre.</i>
<b>Housing for Seniors or People with a Disability 2004</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP aims to encourage provision of housing for seniors, including residential care facilities. The SEPP provides development standards.</i>
<b>Infrastructure 2007</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP provides a consistent approach for infrastructure and the provision of services across NSW, and to support greater efficiency in the location of infrastructure and service facilities.</i>
<b>Kosciuszko National Park – Alpine Resorts 2007</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP applies to part of Kosciuszko national park, and to Kosciuszko Road and the Alpine Way. The part of Kosciuszko Park to which the policy applies is the land described as the ski resort area in Part 8A of Schedule 6 to the Act.</i>
<b>Kurnell Peninsula 1989</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP applies to land within the Shire of Sutherland, known as Kurnell Peninsula, and adjacent waterways.</i>

<b>Mining, Petroleum Production &amp; Extractive Industries 2007</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP aims to provide proper management of mineral, petroleum and extractive material resources and ESD.</i>
<b>Miscellaneous Consent Provisions 2007</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP provides for the erection of temporary structures and the use of places of public entertainment while protecting public safety and local amenity.</i>
<b>Penrith Lakes Scheme 1989</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP applies to the land shown edged heavy black on the structure plan relating to Penrith Lakes.</i>
<b>Primary Production and Rural Development 2019</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP facilitates the orderly economic use and development of lands for primary production; reduce land use conflict and sterilisation of rural land.</i>
<b>State and Regional Development 2011</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP identifies development that is State significant development or State significant infrastructure and critical State significant infrastructure and to confer functions on joint regional planning panels to determine development applications.</i>
<b>State Significant Precincts 2005</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP facilitates the development, redevelopment or protection of important urban, coastal and regional sites of economic, environmental or social significance to the State so as to facilitate the orderly use, development or conservation of those State significant precincts for the benefit of the State, and facilitates service delivery outcomes for a range of public services and to provide for the development of major sites for a public purpose or redevelopment of major sites no longer appropriate or suitable for public purposes.</i>
<b>Sydney Drinking Water Catchment 2011</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP provides for healthy water catchments that will deliver high quality water while permitting compatible development.</i>
<b>Sydney Region Growth Centres 2006</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP co-ordinates the release of land for residential, employment and other urban development in the Orth West Growth Centre, the South West Growth Centre and the Wilton Growth Area.</i>
<b>Three Ports 2013</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP provides a consistent planning regime for the development and delivery of infrastructure on land in Port Botany, Port Kembla and the Port of Newcastle</i>
<b>Urban Renewal 2010</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP establishes the process for assessing and identifying sites as urban renewal precincts, and facilitates the orderly and economic development and redevelopment of sites in and around urban renewal precincts,</i>
<b>Vegetation in Non-Rural Areas 2017</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP protects the biodiversity values of trees and other vegetation in non-rural areas of the State, and to preserves the amenity of non-rural areas of the State through the preservation of trees and other vegetation.</i>
<b>Western Sydney Employment Area 2009</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP protects and enhances the land known as the Western Sydney Employment Area for employment purposes.</i>
<b>Western Sydney Parklands 2009</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP puts in place planning controls that will enable the Western Sydney Parklands Trust to develop the Western Parklands into a multi-use urban parkland for the region of western Sydney.</i>

<b>List all relevant Draft SEPPs</b>		
<b>SEPP</b>	<b>Compliance</b>	<b>Comment</b>
<b>SEPP 55 — Remediation of Land</b>	Not Applicable <input type="checkbox"/> Applicable <input checked="" type="checkbox"/>	<i>The proposed SEPP will provide a state-wide planning framework for the remediation of land; require consent authorities to consider the potential for land to be contaminated when determining development applications; clearly list the remediation works that require development consent; and introduce certification and operational requirements for remediation works that can be undertaken without development consent.</i>
<b>Complies</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Comment Only <input type="checkbox"/>	See Comment above.
<b>SEPP - Environment</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This consolidated SEPP proposes to simplify the planning rules for a number of water catchments, waterways, urban bushland, and Willandra Lakes World Heritage Property. Changes proposed include consolidating the following seven existing SEPPs:</i> <ul style="list-style-type: none"> <li>• <i>State Environmental Planning Policy No. 19 – Bushland in Urban Areas</i></li> <li>• <i>State Environmental Planning Policy (Sydney Drinking Water Catchment) 2011</i></li> <li>• <i>State Environmental Planning Policy No. 50 – Canal Estate Development</i></li> <li>• <i>Greater Metropolitan Regional Environmental Plan No. 2 – Georges River Catchment</i></li> <li>• <i>Sydney Regional Environmental Plan No. 20 – Hawkesbury-Nepean River (No.2-1997)</i></li> <li>• <i>Sydney Regional Environmental Plan (Sydney Harbour Catchment) 2005</i></li> <li>• <i>Willandra Lakes Regional Environmental Plan No. 1 – World Heritage Property.</i></li> </ul>
<b>SEPP – Housing Diversity</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP aims to facilitate the delivery of diverse and affordable housing to meet the needs of the State’s growing population and support the development of a build-to-rent sector. It introduces new definitions for build-to-rent housing, student housing and co-living;</i> <ul style="list-style-type: none"> <li>• <i>amends some state-level planning provisions, particularly for boarding house and seniors housing development;</i></li> <li>• <i>amends some state-level planning provisions to support social housing developments undertaken by the NSW Land and Housing Corporation (LAHC) on government-owned land; and</i></li> <li>• <i>consolidates three housing-related SEPPs</i> <ul style="list-style-type: none"> <li>○ <i>State Environmental Planning Policy (Affordable Rental Housing) 2009</i></li> <li>○ <i>State Environmental Planning Policy (Housing for Seniors and People with a Disability) 2004</i></li> <li>○ <i>State Environmental Planning Policy No 70 – Affordable Housing (Revised Schemes).</i></li> </ul> </li> </ul>
<b>SEPP (State &amp; Regional Development)</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The proposed changes will:</i> <p><i>Remove the \$30 million capital investment value criteria for upgrades of water treatment facilities associated with an existing facility.</i></p> <ul style="list-style-type: none"> <li>• <i>Fast-track the approval process so drought related water treatment facility upgrades can be delivered quicker.</i></li> </ul>

		<ul style="list-style-type: none"> <li>Allow Sydney Water to respond to future drought conditions.</li> </ul> <p>The proposed changes will allow facilities unlikely to have a significant environmental impact on the environment to be assessed by water supply public authorities, instead of a longer State Significant Infrastructure assessment process.</p> <p>Any new water treatment facilities will still be assessed as State Significant infrastructure. The proposed changes won't apply to desalination plants, new water treatment facilities or water storage facilities.</p>
<b>SEPP (Infrastructure)</b>	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<p>This amendment aims to clarify and streamline the planning assessment for the extension and maintenance of the Wild Dog Fence.</p> <p>The proposed amendment includes:</p> <ul style="list-style-type: none"> <li><b>Extension:</b> amend Clause 132 to allow an extension of the fence to be considered as State Significant Infrastructure (subject to a detailed assessment) replacing the need to seek multiple government approvals for different parts of the fence.</li> <li><b>Maintenance:</b> include provisions under Clause 132 that permit routine maintenance of the fence to be carried out as exempt development.</li> </ul>

**Planning Agreement**  
Section 4.15(1)(a)(iia) – EP & A Act

Is there a Planning Agreement in force under section 93F of the EP&A Act? Yes  No

Has a Planning Agreement been offered under this development? Yes  No

**Local Strategic Planning Statement**

<b>Walcha Community Strategic Plan Alignment</b>	<b>Applicable</b>
--	-------------------

**Transport**

CSP 1.1 Walcha will be serviced by an integrated and efficient transport network. Yes  No

**Business & Jobs**

CSP 2.1 - Commercial and tourist development will be promoted and encouraged to grow in harmony with the natural environment, to take maximum advantage of commercial opportunities and to increase local employment. Yes  No

**Health**

CSP 3.1 - Health services and facilities will be provided and where appropriate managed locally to meet the needs of the community. Yes  No

CSP 3.2 - The public health and wellbeing of the community will be protected and enhanced. Yes  No

**Education and Training**

CSP 4.1 - Education and training opportunities will be provided that deliver the skills and knowledge needed to advance the community. Yes  No

**Stronger Community**

CSP 5.1 - Social services will be planned, maintained and coordinated so that they meet the current and future needs of all groups in the community. Yes  No

CSP 5.2 - The existing strong community spirit and pride will be protected and promoted. Yes  No

CSP 5.3 - Walcha's cultural identity will be enhanced. Yes  No

- CSP 5.4 - Walcha's Aboriginal communities will be supported and strengthened. Yes  No
- CSP 5.5 - Young people will be retained and supported to live in Walcha. Yes  No
- CSP 5.6 - People of all ages and abilities will be encouraged to participate in cultural, recreational and sporting activities. Yes  No
- CSP 5.7 - Community members will be given the opportunity to develop their leadership skills so that they can better participate in the leadership of the community. Yes  No

#### **Local Environment & Liveable Communities**

- CSP 6.1 - Walcha's distinct and diverse natural and built environment will be protected and enhanced. Yes  No
- CSP 6.2 - Solid waste will be managed in a sustainable manner with a continuing reduction in waste generation and disposal to landfill. Yes  No
- CSP 6.3 - Water supply and sewerage services will be physically and environmentally sensitive. Yes  No
- CSP 6.4 - Walcha will increase the use and production of renewable energy. Yes  No
- CSP 6.5 - Agricultural activities will be environmentally sustainable. Yes  No
- CSP 6.6 - The character of Walcha and its surrounding villages will be maintained while protecting the productivity of our rural land. Yes  No

#### **Keeping People Safe**

- CSP 7.1 - Police stations and staff numbers will be provided to effectively control and reduce crime and antisocial behaviour and to keep our community safe. Yes  No
- CSP 7.2 - Emergency Services will be provided to ensure the safety of our community and visitors. Yes  No

#### **Better Government**

- CSP 8.1 - Walcha Council will exemplify good leadership, mutual respect and trust by being inclusive, ensuring open information and communication and encouraging active anticipation at all levels. Yes  No
- CSP 8.2 - Council rate funding for local government projects will be supplemented by income generated from other sources. Yes  No
- CSP 8.3 - The boundaries of the Walcha Local Government Area will be modified to reflect existing and developing communities of interest. Yes  No

<b>Planning Priority</b>	<b>Applicable</b>
PP 1 - Encourage diversification in grazing agriculture, horticulture and agribusiness to grow these sectors and respond to domestic and international opportunities	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
PP 2 - Foster resilience and diversification in the agricultural industry to respond to the ageing farming workforce and climate change	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
PP 3 - Expand nature-based adventure and cultural tourism places and enhance visitor experiences	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
PP 4 - Deliver a variety of housing options in Walcha and promote development that contributes to the unique character of Nowendoc, Walcha Road and Woolbrook	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
PP 5 - Raise the area's profile and awareness of employment, business development and lifestyle opportunities, particularly for younger people and provide services for the ageing population	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
PP 6 - Continue to develop access and logistics infrastructure on appropriate sites to encourage new industry opportunities	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
PP 7 - Protect and celebrate our unique sense of place	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
PP 8 - Identify and promote wind, solar and other renewable energy production opportunities; manage and support the transition to renewable energy	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

New England North West Regional Plan Alignment	Applicable
Direction 1 - Expand agribusiness and food processing sectors	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 2 – Build agricultural activity	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 3 - Protect and enhance productive agricultural lands	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 4 – Sustainably manage mineral resources	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 5 - Grow New England North West as the renewable energy hub of NSW	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 6 – Deliver new industries of the future	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 7 - Build strong economic centres	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 8 – Expand tourism and visitor opportunities	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 9 – Coordinate growth in the cities of Armidale and Tamworth	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 10 - Sustainably manage and conserve water resources	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 11 – Protect areas of potential high environment value	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 12 – Adapt to natural hazards and climate change	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 13 - Expand emerging industries through freight and logistics connectivity	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 14 - Enhance transport and infrastructure networks	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 15 – Facilitate air and public transport infrastructure	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 16 – Coordinate infrastructure delivery	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 17 – Strengthen community resilience	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 18 - Provide great places to live	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 19 – Support healthy, safe, socially engaged and well connected communities	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 20 - Deliver greater housing diversity to suit changing needs	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 21 - Deliver well planned rural residential housing	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 22 – Increase the economic self-determination of Aboriginal Communities	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Directions 23 - Collaborate with Aboriginal communities to respect and protect Aboriginal culture and heritage	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 24 - Protect the region’s historic heritage assets	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

**Planning Assessments**

Has the applicant submitted any supporting planning assessments? Yes  No

**Comment:** Statement of Environmental Effects

**Subdivision**

Is this application for subdivision? Yes  No

**Environmental Impacts**  
*Section 4.15(1)(b) – EP & A Act*

Does this proposal have any potential impact on:

	Impact	Comment
Social	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Economical	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

Siting & Configuration	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Setbacks	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Privacy	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Overshadowing	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Solar Access	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Visual	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Significant Views	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Amenity	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Water	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Air	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Noise	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Land Degradation	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Tree Loss	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Flora	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Fauna	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

Has a Threatened Species Impact Assessment been prepared? Yes  No

Are there any species/communities listed under the TSC Act? Yes  No

Does the proposed development require approval under the EPBC Act? Yes  No

Heritage	Impact	Comment
European	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Aboriginal	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	An Aboriginal Heritage Information Management System (AHIMS) search was not carried out.

Is this land classified as containing an item of environmental heritage? Yes  No

Is there an impact on and adjoining or in close vicinity to an item of environmental heritage? Yes  No

Is this proposal in a heritage conservation Zone? Yes  No

Is this proposal in an adjoining or in close vicinity to a conservation zone? Yes  No

Has a Heritage Impact Statement been prepared for this proposal? Yes  No

Has an Archaeological Survey been prepared for this proposal? Yes  No

### Flooding

*Section 4.15(1)(b) – EP & A Act*

Is this property flood affected? Yes  No

### Bush Fire Prone Land

*Section 4.15(1)(b) – EP & A Act*

Is this property bush fire prone as per the Bush Fire Prone Map? Yes  No

**Category:** Category1  Category2  Category 3  Buffer

Is this property bush fire prone as per any draft Bush Fire Prone Map? Yes  No

Does this development comply with Planning for Bushfire 2019? Yes  No



**Comment:** A full bushfire assessment is not required as this is not for a dwelling.

### Contaminated Land

Section 4.15(1)(b) – EP & A Act

- Has this land been identified as being contaminated land by Council? Yes  No
- Does this land require remediation? Yes  No
- Has a Contaminated Land Site Investigation been completed? Yes  No
- Is a referral required to NSW Environment Protections Authority? Yes  No
- Has a Remediation Action Plan been completed for the land? Yes  No
- Is it a possibility this land may be contaminated? Yes  No
- Is this land in the close vicinity or adjoining a known contaminated site? Yes  No

### Infrastructure

Section 4.15(1)(b) – EP & A Act

- Is an engineering assessment required? Yes  No
- Has an engineering assessment been completed? Yes  No
- Who completed the Engineering Assessment?  
 Engineering Department  Assessing Officer  Other
- Does this proposal have any potential impact on:

	Impact	Comment
Sewer	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Water	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Drainage	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Drainage to onsite storage and then diverted away to overland flow.
Access	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Access is existing and is concrete.
Kerb & Gutter	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Upgrade Existing Road	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Road Network	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Existing Easements	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Electricity	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Telecommunications	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Pedestrian Access	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Loading & Unloading	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Parking	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Energy Conservation	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

- Does the development require any new easements? Yes  No
- Has an Erosion and Soil Control Plan been submitted? Yes  No

## Construction Assessment

- Is a Construction Certificate Required? Yes  No
- Is the Construction Certificate required for a subdivision? Yes  No
- Was a construction certificate submitted with this application? Yes  No

## Section 68 Assessment

- Is a section 68 assessment required? Yes  No
- Has a section 68 assessment been completed? Yes  No
- Was a section 68 application submitted with this application? Yes  No
- What type of waste system is required? stormwater
- Does this system require connection to a Council maintained system? Yes  No

## Developer Contributions

- Does this proposal require any Developer Contribution? Yes  No

## Signage

- Does this proposal require signage? Yes  No

## Notification

- Does this application require notification/advertising? Yes  No
- Is this application an advertised development application under the EP & A Act? Yes  No
- Was this application notified/advertised as per the provisions of?  
 EP& A Act    LEP    CCP   Yes  No

## Section 88b Instrument

- Does Council require a Section 88b instrument to be prepared? Yes  No

## Public Interest

- Does this proposal have any construction or safety issues? Yes  No
- Is there any public health issues? Yes  No
- Is a Trade Waste Application required? Yes  No
- Are there any other public interest issues? Yes  No

## Site Suitability

*Section 4.15(1)(c) – EP & A Act*

- Is this a suitable site for this development? Yes  No

## Assessing Officer General Comment

**Comment:** There are no outstanding issues that cannot be dealt with by the use of appropriate conditioning.

## Recommendation

This development application be approved subject to the following conditions:

**RELEVANT PRESCRIBED CONDITIONS**  
*(under the Environmental Planning and Assessment Regulation 2000)*

**Compliance with Building Code of Australia & insurance requirements under the Home Building Act 1989**

**Please Note:** 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.*

1. The work must be carried out in accordance with the requirements of the Building Code of Australia.
2. In the case of residential building work for which the Home Building Act 1989 requires there to be a contract of insurance in force in accordance with Part 6 of that Act, that such a contract of insurance must be entered into and be in force before any building work authorised to be carried out by the certificate commences.

### **Erection of signs**

**Please Note:** *This does not apply in relation to:*

- a) *Building work, subdivision work or demolition work that is carried out inside an existing building, which does not affect the external walls of the building development consent, in the case of a temporary structure that is an entertainment venue, or*
- b) *Crown building work that is certified, in accordance with section 116G of the Act, to comply with the technical provisions of the State's building laws.*
- c) *A complying development certificate issued before 1 July 2004 only if the building work, subdivision work or demolition work involved had not been commenced by that date.*

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:
  - a) showing the name, address and telephone number of the principal certifying authority for the work, and
  - b) 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
  - c) stating that unauthorised entry to the site is prohibited.
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.

**Please Note:** *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).*

### **Notification of Home Building Act 1989 requirements**

**Please Note:** *This does not apply in relation to Crown building work that is certified, in accordance with section 116G of the Act, to comply with the technical provisions of the State's building laws.*

5. Residential building work within the meaning of the Home Building Act 1989 must not be carried out unless the principal certifying authority for the development to which the work relates (not being the council) has given the council written notice of the following information:
  - a) in the case of work for which a principal contractor is required to be appointed:
    - (i) the name and licence number of the principal contractor, and
    - (ii) the name of the insurer by which the work is insured under Part 6 of that Act,
  - b) in the case of work to be done by an owner-builder:
    - (i) the name of the owner-builder, and
    - (ii) if the owner-builder is required to hold an owner-builder permit under that Act, the number of the owner-builder permit.

**Please Note:** *If arrangements for doing the residential building work are changed while the work is in progress so that the information notified under the above becomes out of date, further work must not be carried out unless the principal certifying authority for the development to which the work relates (not being the council) has given the council written notice of the updated information.*

### **Shoring and adequacy of adjoining property**

**Please Note:** *This does not apply if the person having the benefit of the complying development certificate owns the adjoining land or the owner of the adjoining land has given consent in writing to that condition not applying.*

6. If the development involves an excavation that extends below the level of the base of the footings of a building on adjoining land, the person having the benefit of the certificate must at the person's own expense:

- 
- a) protect and support the adjoining premises from possible damage from the excavation, and
  - b) where necessary, underpin the adjoining premises to prevent any such damage.

### **GENERAL CONDITIONS**

7. The development shall be implemented in accordance with:
  - (a) All documentation and correspondence submitted by the applicant, or their agents, in support of the Development Application,
  - (b) the details set out on the plans approved and stamped by authorised officers of Council, except as amended by the conditions of this development consent.

**Note:** Any proposal to modify the terms or conditions of this consent, whilst still maintaining substantially the same development to that approved, will require the submission of a formal application under Section 4.55 of the Environmental Planning and Assessment Act 1979 for Council's consideration. If amendments to the design result in the development not remaining substantially the same as that approved by this consent, a new development Application will have to be submitted to Council.
8. All external lightning is to be positioned and directed so as to prevent the intrusion of light to the adjoining premises.

### **CONDITIONS TO BE COMPLETED PRIOR TO CONSTRUCTION COMMENCING**

9. A Construction Certificate must be obtained, in accordance with cl.146 of the Environmental Planning and Assessment Regulation 2000, before work commences.
10. 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. Should Council be appointed the Principal Certifying Authority, the applicant must give at least 2 days' notice to enable inspections to be undertaken.
11. 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 uncontaminated run-off around cleared or disturbed areas,
  - erect a silt fence to prevent debris escaping into drainage systems or waterways,
  - prevent tracking of sediment by vehicles onto roads,
  - stock pile topsoil, excavated material, construction and landscaping supplies and debris within the site.

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

12. 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.
13. Approval to carry out stormwater work must be obtained, in accordance with section 68 of the *Local Government Act 1993*, before works commence. The stormwater is to be diverted to and onsite storage tank and then the overflow is to be diverted by overland flow a distance of 2 metres from any building.

### **CONDITIONS TO BE COMPLETED DURING CONSTRUCTION**

14. The owner of the property is to ensure that any building is constructed:
  - (a) to meet the setback requirements of the approved plans,
  - (b) to be located within the confines of the lot, and;
  - (c) so that it does not interfere with any easements or covenants upon the land.

15. 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.
16. 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.
17. 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.
18. 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.
19. 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.
20. 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.
21. Any earthworks (including any structural support or other related structure for the purposes of the development):
  - a) 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
  - b) must not redirect the flow of any surface or ground water or cause sediment to be transported onto an adjoining property, and
  - c) 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
  - d) 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.
22. If, during the course of any activities conducted under this consent, the Applicant becomes aware of any heritage or archaeological sites not previously identified, all work likely to affect the site shall cease immediately. The Applicant shall then consult with relevant authorities and decide on an appropriate course of action prior to recommencement of work. The relevant authorities may include NSW Environment, Climate Change & Water and the relevant local Aboriginal community. Any necessary permits or consents shall be obtained and complied with prior to recommencement of work.

#### CONDITIONS TO BE COMPLETED PRIOR TO OCCUPATION/USE COMMENCING

23. Occupancy of the building is not to take place until the Principal Certifying Authority (PCA) has carried out a final inspection and an Occupation Certificate issued. All required trade certifications are to be available to the PCA before the final inspection will be carried out.

**Please Note:** *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).*

24. At the completion of the works, the work site must be left clear of waste and debris.

#### CONDITIONS RELATING TO ONGOING OPERATIONS

25. 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*).
26. The shed is to be used for residential purposes and not as a domicile or for a commercial or industrial use.

**COUNCIL ADVICE ONLY**

- 27. Covenant/s: The applicant / owner has the responsibility of being aware of any covenant which may affect the proposal.
- 28. 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](http://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.
- 29. Telecommunications Act 1997 (Commonwealth); Telstra (and its authorized 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.
- 30. New residential development and significant dwelling alterations should provide measures such as self-closing doors, fencing and gates (to prevent children from entering the garage and driveway from the house).

**Reasons For Conditions**

- 1. To confirm and clarify the terms of Council's approval.
- 2. To comply with all relevant legislation.
- 3. So that the impacts of any increase in the scale or duration of operations may be assessed and appropriately controlled. Section 19 (1) (b) of the *Environmental Planning and Assessment Regulation 2000*, as amended.
- 4. To prevent and/or minimise the likelihood of environmental harm and public nuisance.
- 5. To ensure the rehabilitation of the site.
- 6. To minimise the potential for adverse impacts on the environment or public as a result of the development.
- 7. To ensure waste is disposed of in an appropriate manner.
- 8. To ensure that public infrastructure is maintained.
- 9. To minimise the potential for detrimental impacts to buildings or neighbouring properties.

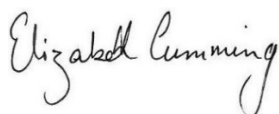
**Conclusion**

I confirm that I am familiar with the relevant heads of consideration under the Environmental Planning & Assessment Act and Local Government Act (if applicable) and have considered them in the assessment of this application.

I certify that I have no pecuniary or non-pecuniary interest in this application.

Additional Notes Attached

Yes  No



Signed: .....

Elizabeth Cumming, Consultant Planner

Date: 3 June 2021

## STATEMENT OF ENVIRONMENTAL EFFECTS

Location: 59s Middle Street, Walcha

Lot 4 DP 75905

Zone E4

Owners & Applicants: TW & RE Gibson

### **Description of Proposal**

I propose to erect a new 2 bay shed with a double carport on the front. The proposal is located at 59s Middle Street, Walcha NSW 2354.

The structure will have concrete floor, Corodek colourbond roof with Corodek colourbond walls. It will be 11.8m long x 6m wide (72m<sup>2</sup>). Maximum height at the ridge line will be 3.2m above outside finishing ground level. All roof stormwater will be directed to an onsite storage tank and the overflow piped clear of any onsite structures.

This development is low impact and will not have an adverse impact on the ecological, scientific, aesthetic or residential amenity of the local area.

Mitigation measures and other matters that have been considered are as follows:

We find that the land is not subject to flooding, land slips, spring affected, soil erosion or mine subsidence.

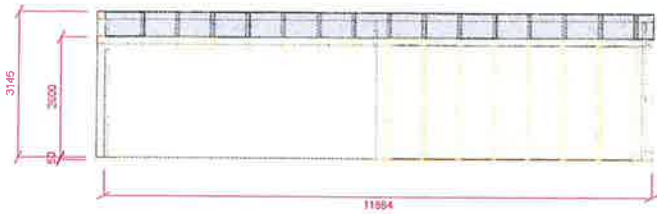
There will be no adverse effects or alterations to the existing landscape, streetscape or scenic quality of the locality. And we feel our neighbours privacy and existing views will not be compromised.

We acknowledge the bushfire zoning of our property and have chosen building materials best suited to the hazard risk.

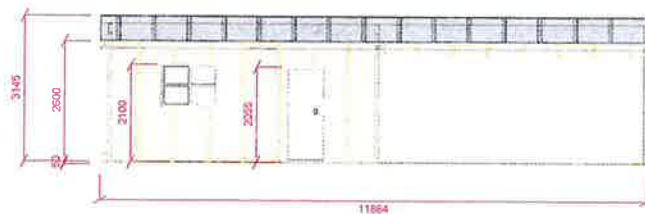
We acknowledge that some noise will be generated during construction works, but this will be limited to acceptable work times.

In summary we are not aware of any archaeological significant items or aspects relative to our land and there will be no adverse effects on existing flora and fauna.

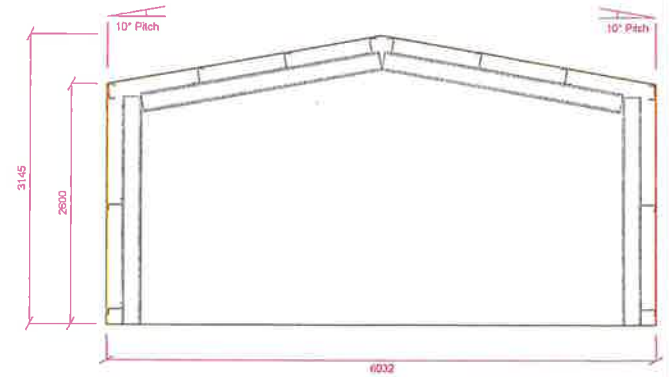
TW & RE Gibson  
12/03/2021



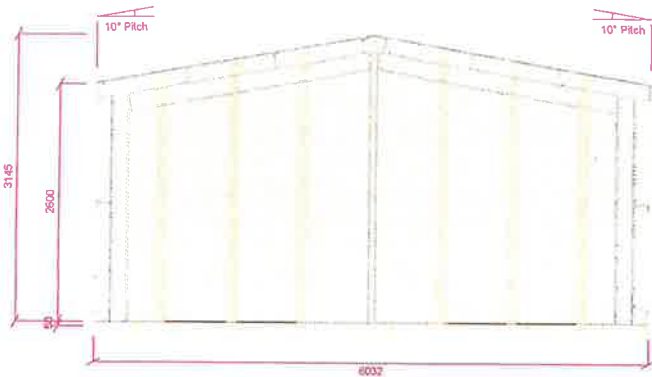
FRONT VIEW



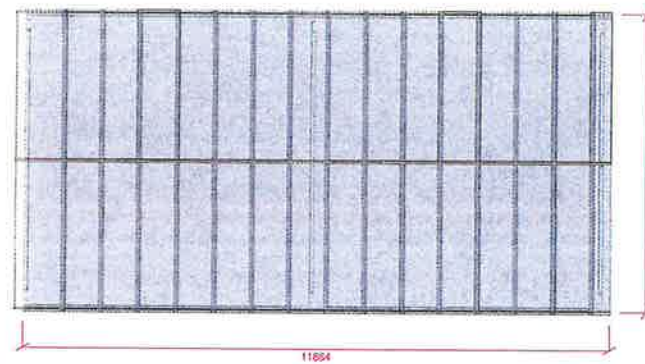
BACK VIEW



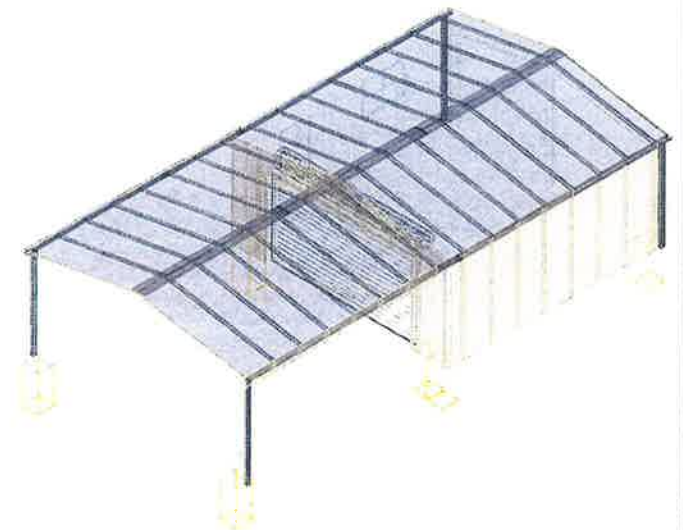
LEFT VIEW



RIGHT VIEW




PLAN VIEW



ISO FRONT LEFT VIEW

**Elevation Multiview**

	Owner: TW & RE Gibson	Signed:	Drawing Number: 1 of 6 Project No: mtam02_256000 Revision: 4 - 16 Feb 2021 59S Middle St Walcha, NSW 2354 Scale: N/A



↑ CROUDACE STREET

MIDDLE STREET

④

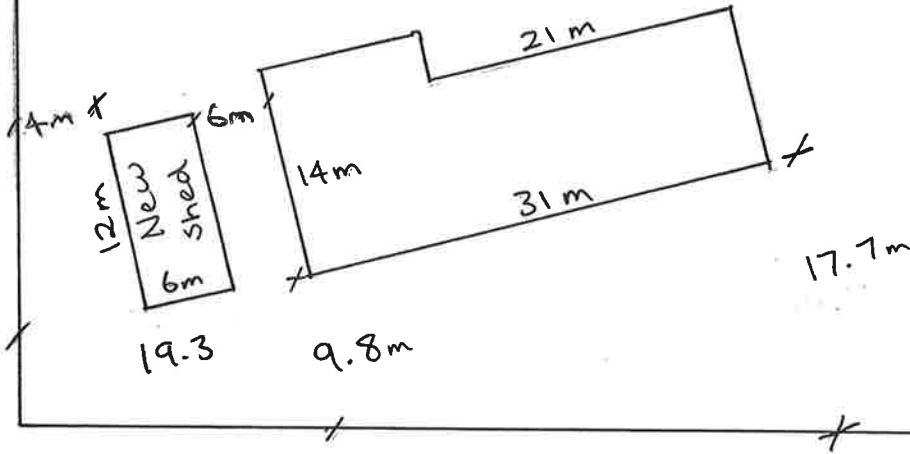


120.70 m

5071 m<sup>2</sup>

Lot 4 DP759035

41.64m



BOUNDARY STREET

\* PROPOSED NEW SHED 6m x 6m LOCK UP BAY WITH 6m x 6m CARPORT OUT THE FRONT.

\* TW & RE GIBSON THEY ONLY HAVE NEIGHBOURS ON THE NORTHERN SIDE



---

**Item:** 6.5 **Ref:** WO/2021/01807  
**Title:** Request for Event Seed Funding – Two Wheel Tours  
**Author:** Director Community and Tourism  
**Previous Items:** Not Applicable  
**Attachment:** WI/21/7103

---

*Community Strategic Plan Reference:*

*Strategy 2.1.3 - Develop activities that encourage increased visitation frequency and stay length.*

---

**RECOMMENDATION:** That Council APPROVE the request to support the establishment of a Walcha Two Wheel Tour event to the value of:

1. \$5,000 for an event in 2022 to be paid on confirmation the event is to be held; and
  2. \$5,000 for an event in 2023 to be paid on confirmation the event is to be held.
- 

**Purpose:**

To assist with the development and implementation of marketing and promotional activities culminating in cycling events which will add to the existing tourism opportunities in the Walcha Council area.

**Introduction:**

*twowheeltours* in 2015 initiated the Bowral Classic, an annual road cycling event which hosts 3,300 riders each October. They are a major Australian based cycling tourism and events firm. Since 2009, *twowheeltours* has been led by Will Levy, who is well known both in Australia and overseas, for the creation and implementation of cycling planning, major events and bike touring adventures. *twowheeltours* has 10+ years' experience in developing cycling tourism activities. <https://twowheeltours.com.au/>

**Report:**

*twowheeltours* has approached Council for initial financial support to develop and implement marketing and promotional activities culminating in cycling events in the Walcha Council area. They propose to visit the Walcha area at some stage to meet with tourism staff and to drive as many of the roads in order to conduct an "audit" which will critically assess the existing roads for the proposed bike event. An amount of \$5,000 has been requested per year, for a minimum of 2 years to establish the event. If the event is successful the aim is for it to be self sufficient once established.

The potential event would encompass; gravel riding; mountain biking and flat bar / leisure riding. They will also meet with local riders to gain their perspective on suitable areas and potential courses. There is no fee associated with this visit. Once suitable routes have been identified for the event and proposed dates for 2022, they will begin to gather content so that marketing and promotion of the event can commence. *twowheeltours* will aim to hold the initial biking event in late first quarter of 2022 or late 3rd quarter.



If the event is approved by Council *twowheeltours* will manage and run the event covering all aspects of approvals, staffing, Risk Assessment, Health and Safety, registration and on-line bookings. The event will use the existing Council infrastructure and will help create a sustainable and revenue generating “Cycling Tourism” industry in the area, providing a year-round nature-based activity as another key experience in the region. It will also provide an opportunity for local businesses to adopt additional cycling required services thus creating incremental revenue generation and resulting higher employment opportunities.

Cyclists and event staff that attend the event are expected to stay in a mixture of accommodation types, and to support local business whilst they are here.

**Draft budget:**



Budget Expenditure				Budget Income			
	<i>unit cost</i>	<i>quantity</i>	<i>Total</i>		<i>unit cost</i>	<i>quantity</i>	<i>Total</i>
T-shirts	20	60	\$ 1,200.00	T-Shirts	20	60	\$ 1,200.00
Bags	8.15	150	\$ 1,222.50	Registration fee - 110Km	130	75	\$ 9,750.00
bandana	9.16	150	\$ 1,374.00	Registration fee - 70Km	95	75	\$ 7,125.00
signage	625	1	\$ 625.00				
badges	2.95	264	\$ 778.80	Sponsorship - other	5000	1	\$ 5,000.00
Badge set up	100	1	\$ 100.00	Sponsorship - Council	5000	1	\$ 5,000.00
rider plate	5.72	150	\$ 858.00				
State Forest Fees	157	1	\$ 157.00				
Staff Accomodation	700	1	\$ 700.00				
Fuel	300	1	\$ 300.00				
mini bus rental	270	1	\$ 270.00				
4WD rental	105	1	\$ 105.00				
Traffic management	400	1	\$ 400.00				
First Aid	2385	1	\$ 2,385.00				
Insurance	20	150	\$ 3,000.00				
Motorbike leaders (inc fuel)	120	2	\$ 240.00				
Musician/entertainment	400	2	\$ 800.00				
Bike mechanic	32	8	\$ 256.00				
<b>Site set up costs x 2 sites</b>							
delivery	150	1	\$ 300.00				
port a loos	180	5	\$ 1,800.00				
crowd control barriers	1	120	\$ 240.00				
Tables	16	4	\$ 128.00				
Chairs	4	8	\$ 64.00				
Water 20 x 15litre	13.4	20	\$ 536.00				
Water dispensers	17.2	5	\$ 172.00				
Rubbish removal	400	1	\$ 800.00				
Staff/volunteer costs	350	1	\$ 700.00				
			<b>\$19,511.30</b>				<b>\$ 28,075.00</b>
					<b>Est profit</b>		<b>\$ 8,563.70</b>

The budget sets out a minimum list of expenses to host the event. An assumption of 150 registered riders has been used for this calculation. As a plan has not been completed for a Walcha event at this stage, the budget is based on an actual event of similar size. Please note that costs for the following have not been included as they are unknown at this early stage of planning, and will reduce the estimated profit:

- Accommodation and expenses for route planning (approx. 6 nights), website build, and photography/video
- Event insurance



- Marketing and promotion.

*Twowheel* tours have indicated that they have some sponsorship deals in place, and they have assumed the sponsors will also support the Walcha event.

Policy Implications:

There are no separate policy implications arising from this report.

Legal Implications:

There are no legal implications.

Financial Implications:

The amount of \$10,000 is requested from Council - \$5000 per year for two years.

The current internal restriction of \$20,000 for tourism / event seed funding is available for Council is recommended to be used to allocate funds from to this project. \$3,305 has been allocated to the Walcha Swap Meet, leaving \$16,695 available for allocation.

Environmental Implications:

There are no environmental implications arising from this report.

Social Implications:

This event brings another event to our Community and will also attract visitors throughout the year.



---

**Item:** 6.6 **Ref:** WO/2021/02269  
**Title:** Youth Advisory Committee Recommendation – Gaming hub proposal  
**Author:** Director Community and Tourism  
**Previous Items:** Not Applicable  
**Attachment:** Nil

---

***Community Strategic Plan Reference:***

*Strategy 5.1.1 – Support the Section 355 Youth Advisory Committee – Budget provision for youth activities.*

---

**RECOMMENDATION:** **That Council:**

1. **RECEIVE and NOTE the report;**
  2. **NOT approve the gaming hub proposal; and**
  3. **PRIORITISE the review of the existing Youth Activity Program.**
- 

**Introduction:**

At the Youth Advisory Committee held on 02 March 2021, the Committee recommended that investigations be undertaken regarding the establishment of a gaming hub at the library.

**Report:**

Investigations have taken place regarding what would be needed to set up and run a gaming hub in the Walcha Library. Considerations that will be covered in this report are:

- initial set up costs
- staffing costs
- impact on staffing
- impact on library users
- alignment with the Youth Strategy

**Initial set up costs:**

- 1 console – Nintendo Switch (to be able to play on a large tv/ screen or portably)
- 6 additional controllers (to be able to play a maximum of 8 player games on the screen)
- Controller charging stations
- 5 Nintendo switch lites (individual gaming devices)
- Screen protectors
- Cases for switches
- SD cards for each switch
- Headphones
- Game holder case - with slots for each game.



- TV
- Wall bracket
- Lockable cabinet for all devices and games, or separate boxes for each device
- Games
- 12 x multi game sets (with 4-6 games in each)
- 20+ games for the library (these games could be played in the library or borrowed similar to our DVDs).
- A selection of board games

*Set up cost summary:*

Description	Quantity	unit price	total
Nintendo switch console	1	\$ 437.00	\$ 437.00
Nintendo switch console - Lite	5	\$ 320.00	\$ 1,600.00
Joycon controller	3	\$ 111.00	\$ 333.00
controller charging station	2	\$ 47.00	\$ 94.00
screen protectors	6	\$ 8.80	\$ 52.80
travel case	6	\$ 25.00	\$ 150.00
SD cards	6	\$ 45.00	\$ 270.00
Headphones	6	\$ 44.00	\$ 264.00
Game holder case	2	\$ 16.00	\$ 32.00
TV	1	\$ 495.00	\$ 495.00
Wall mount bracket	1	\$ 226.00	\$ 226.00
Lockable cabinet (no quote estimate only)	1	\$ 500.00	\$ 500.00
Selection of games - average price	20	\$ 50.00	\$ 1,000.00
Multi game sets	12	\$ 50.00	\$ 600.00
Board games - average price	20	\$ 35.00	\$ 700.00
<b>Gaming cost only</b>			<b>\$ 6,753.80</b>

**Staffing costs:**

There are 3 scenarios that have been estimated for the operation of the gaming hub within the library space:

- school holiday sessions only (11 times per year – one day per holiday week)
- “drop in” access to be available anytime (estimate sessions 2 times per week)
- a scheduled one day per week “club” for after school (estimated as one 2 hour session per week).

Assumptions that have been made and included in the staffing estimate:

- Supervision at 50% of actual time – allowing for some library tasks to be completed whilst the gaming hub is being used.



- Checking for updates and that everything is in working order prior to each “session” or once per week – 30 minutes each week
- Running gaming and system updates on each console – 1 hour per month
- Library staff would also need to undertake some sort of training to assist with the use of the gaming consoles.

<b>School holiday activity</b>			
<i>Assumptions</i>			
11 sessions - Once per week each holiday period only			
3 hours per session			
Staff supervision and assistance required			
16 hours of supervision (33 hours of sessions @ 50% supervision)		16.5	
11 hours of checking and set up prior to each session		11	
12 hours of system updates each year		12	
		39.5 hours per year	
		\$35 per hour	
	<b>School holiday activity</b>	<b>\$1,383</b>	<b>Staff supervision cost per year</b>
<b>Drop in "anytime" access - 51 weeks per year</b>			
<i>Assumptions</i>			
2 hours per week supervision (estimate 4 hours per week @ 50% supervision)		102	
.5 hour per week of checking and set up		25	
12 hours of system updates each year		12	
		139 hours per year	
		\$35 per hour	
	<b>Drop in "anytime" access - 51 weeks per year</b>	<b>\$4,865</b>	<b>Staff supervision cost per year</b>
<b>One day per week "club" - 2 hours per week, 51 weeks per year</b>			
<i>Assumptions</i>			
1 hours per week supervision (estimate 2 hours per week @ 50% supervision)		51	
.5 hour per week of checking and set up		25.5	
12 hours of system updates each year		12	
		88.5 hours per year	
		\$35 per hour	
	<b>One day per week "club" - 2 hours per week, 51 weeks per year</b>	<b>\$3,098</b>	<b>Staff supervision cost per year</b>

If we take the lowest cost scenario and the equipment set up costs we will need approximately \$8,137 in the first year to establish the gaming hub, and then a further \$1,383 per year to run the hub. As gaming technology changes rapidly, a budget would also need to be established to upgrade equipment when necessary, add to the collection of games available and to replace any damaged or stolen equipment as needed.

It may be possible to find a grant for the initial establishment and first year costs, however equipment upgrade, replacement and staffing costs would still need to be budgeted for each year.





**Impact on staffing:**

It is not just the monetary cost that needs to be considered with this proposal. It is easy to estimate how much the staffing will cost, and to make a decision based solely on that. The impact on the work load of the Library Coordinator/Youth Worker should be considered.

The scenario that has the lowest cost and the least impact in terms of staff hours required is the school holiday activity scenario, holding one 3 hour session during each week of the school holidays that the library is in operation. This equates to 1.75 weeks of **additional** work for the Library Coordinator/Youth Worker. This could be offset by reducing the number of other activities that are on offer in the school holiday activity program.

The scenario that has the highest cost and impact in terms of staff hours required is the “drop in anytime” scenario, estimating that this will be utilised for two, 2 hour sessions each week. This equates to 6 weeks of **additional** work for the Library Coordinator/Youth Worker.

As the Library Coordinator/Youth Worker works 22.5 hours per week, the expectation to absorb this amount of work into an already busy work load is unrealistic. If this proposal is to be seriously considered, an additional person will be needed to make it work. Some of this work could potentially be undertaken by a volunteer, however volunteers can be unreliable and difficult to find.

**Impact on library users:**

An assumption has been made that this activity will be based in the library, due to lack of an alternate venue and supervision options. The space available in the library also needs to be considered when deciding on this proposal. As we know the library is small, and a suitable area in the library to mount the television and seat the gamers will be very difficult to find.

The library is traditionally a very quiet place. This has changed over the years, however it is still a reasonable expectation that a quieter environment will be found at your local library. Please consider if noise from the gaming hub users will impact negatively on the library users.

**Alignment with Youth Strategy:**

Gaming has been identified as one of the top three things that our youth like to do, and a youth hub that includes gaming was a suggested idea that was raised during the engagement process.

The Youth Strategy action plan and goal items that are relevant for this proposal are:

- *Action item 6* – Skills and programs - Use the feedback from the Strategy to create an interim program of activities and events for the next 12 months and seek feedback to improve on the program



- *Goal 3* - Complete a review/stocktake of all existing programs currently offered to youth and identify any improvements. Success in this goal area is that Council's youth programs are relevant and have an increased participation rate compared to previous years. This was classified as being a medium to long term action.

### **Conclusion:**

The consideration of the gaming hub as an addition to the existing youth program, prior to the full review of the activities being offered may be a little premature. Being aware of the current financial constraints and the importance of getting back to basics in our service delivery, this proposal may be more than Council is willing to invest at this point in time. The current focus should be the prioritisation of the review of the existing program highlighted as Goal 3 of the Youth Strategy, and how the suggested gaming hub might fit into a revised program.

As a result the recommendation of this report is not to proceed with the gaming hub at this time for the reasons outlined above and prioritise the review of the existing program highlighted as Goal 3 of the Youth Strategy.

### Policy Implications:

There are no separate policy implications arising from this report.

### Legal Implications:

There are no legal implications.

### Financial Implications:

The initial set-up amount of \$8,137 is unbudgeted, as is the ongoing costs. Any funds allocated for this purpose would impact service levels for other services of Council.

### Environmental Implications:

There are no environmental implications arising from this report.

### Social Implications:

- The gaming hub may add another activity for youth to engage in during school terms and school holidays.
- The gaming hub may have a negative impact on existing library users.



**Item:** 6.7  
**Title:** Review of Investment Policy  
**Author:** General Manager  
**Previous Items:** Not Applicable  
**Attachment:** Yes

**Ref:** WO/2021/02296

---

**RECOMMENDATION:** That in relation to the report “Review of Investment Policy” Council:

1. **RECEIVE and NOTE the report;**
2. **PLACE the Investment Policy on public exhibition for 28 days;**
3. **subject to no objection based community feedback ADOPT the policy as presented; and**
4. **If objections are received, REQUEST a further report outlining the objections and how they will be managed.**

---

**Introduction:**

The current investment policy was last reviewed and adopted by Council in October 2016.

This policy has been reviewed to align with industry best practice and relevant legislative obligations and includes more practical and tighter controls over investments aimed at minimising the risk of losses associated with managing Councils investment portfolio.

**Report:**

The existing investment policy has been reviewed and there are a number of changes proposed.

There are no changes to the Ministerial Investment Order (January 2011) which forms part of the policy. A copy of the investment policy is attached.



# WALCHA COUNCIL

## POLICY

### Investment

---

#### Applicability

All Council Staff

#### Publication Requirement

Internal

#### Assigned Responsible Officer

Manager Corporate and Finance

#### Document Status

Version	Date Reviewed	Prepared by	Endorsed	Approved
1.0	30/11/2011	CFO	Council	<del>Council</del> Resolution 156/2010-11
2.0	24/04/2013	CFO	Council	<del>Council</del> Resolution 180/2012-13
3.0	29/07/2015	CFO	Council	<del>Council</del> Resolution 005/2015-16
4.0	26/10/2016	CFO	Council	<del>Council</del> Resolution 1617/00062
5.0	09/02/2021	General Manager	ARIC and Council	<del>Council</del> Resolution TBC



**Amendment Record**

<b>Amendment Version #</b>	<b>Date Reviewed</b>	<b>Description of Amendment</b>
5.0	09/02/2021	Previous policy WO/16/643 reviewed to align with industry best practice and relevant legislative obligations. Noted as action in interim management letter.

DRAFT



# Table of Contents

---

1. POLICY OBJECTIVE.....	4
2. POLICY SCOPE.....	4
3. POLICY STATEMENT.....	4
4. POLICY COMMITMENT.....	4
5. DEFINITIONS.....	4
6. DELEGATION OF AUTHORITY.....	5
7. PRUDENT PERSON STANDARD.....	5
8. ETHICS AND CONFLICTS OF INTEREST.....	5
9. APPROVED INVESTMENTS.....	5
10. PROHIBITED INVESTMENTS.....	5
11. RISK MANAGEMENT GUIDELINES.....	6
11.1. Total Credit Exposure.....	6
11.2. Individual Institutional Exposure.....	6
11.3. Term to Maturity Exposure.....	7
12. INVESTMENT ADVISOR.....	7
13. MEASUREMENT.....	<del>7</del> 8
14. BENCHMARKING.....	8
15. REPORTING AND REVIEW OF INVESTMENTS.....	8
16. RELATED LEGISLATION, POLICIES AND REVIEW.....	8
16.1. Related Legislation and Policies.....	8
16.2. Review.....	8
17. APPENDIX.....	9



## 1. POLICY OBJECTIVE

To provide a framework for the investing of Council's funds at the most favourable return available to it at the time, whilst having due consideration of risk and security for that investment type and ensuring that its liquidity requirements are being met.

While exercising the power to invest, consideration is to be given to the preservation of capital, liquidity, and the return of investment.

Preservation of capital is the principal objective of the investment portfolio. Investments are to be placed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.

Investments should be allocated to ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring the risk of significant costs due to the unanticipated sale of an investment.

Investments are expected to achieve a market average rate of return in line with the Council's risk tolerance.

## 2. POLICY SCOPE

This policy applies to all Council activities in relation to investments.

## 3. POLICY STATEMENT

Council can have on average \$2-3 Million of surplus funds invested at any one time. Interest on these investments represents a significant contribution to the total income of Council and it is essential that Council has clear policy guidelines as to how funds can be invested. This policy aims to clearly state the institutions with which Council can invest the maximum proportion of funds that may be placed with individual organisations and the types of investments entered into.

## 4. POLICY COMMITMENT

Walcha Council is committed to ensuring the long term financial security of council's activities and operations. This policy is part of delivering this for Walcha.

## 5. DEFINITIONS

**ADI** - Authorised Deposit-Taking Institutions (ADI) are corporations that are authorised under the Banking Act 1959 (Commonwealth) to take deposits from customers.

**AFMA BBSW**- Australian Financial Markets Association Bank Bill Reference Rate.

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



**Preservation of Capital** - Preservation of capital refers to an investment strategy with the primary goal of preventing losses in an investment portfolio's total value.

**Prudent person standard** - Prudent person standard is a legal standard restricting the investing and managing of a client's account to what a prudent person seeking reasonable income and preservation of capital might exercise for his or her own investment.

**Responsible Accounting Officer** - Responsible Accounting Officer (RAO) of a council means a member of the staff of the council designated by the General Manager, or if no such member has been designated, the General Manager. (LGGR, clause 196).

## **6. DELEGATION OF AUTHORITY**

Authority for implementation of the Investment Policy is delegated to the General Manager in accordance with the Local Government Act 1993. The Responsible Accounting Officer in accordance with the General Manager's delegation is responsible for the day to day management of Council's Investments.

The Manager Corporate and Finance in accordance with the Responsible Accounting Officer's delegation makes investments on Council's behalf. Officers with delegated authority to manage council's investments will have received a copy of this Policy and understand their obligations in this role.

## **7. PRUDENT PERSON STANDARD**

Council's investments will be managed with the care, diligence and skill that a prudent person would exercise. As trustees of public monies, officers are to manage Council's investment portfolios to safeguard the portfolio in accordance with the spirit of this Investment Policy, and not for speculative purposes.

## **8. ETHICS AND CONFLICTS OF INTEREST**

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

## **9. APPROVED INVESTMENTS**

Investments are limited to those allowed by the most current Ministerial Investment Order that has been issued by the NSW Minister for Local Government. Refer Appendix 1 Local Government Act 1993 – Investment Order attached.

## **10. PROHIBITED INVESTMENTS**

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





- (a) Derivative based instruments;
- (b) Principal only investments or securities that provide potentially nil or negative cash flow; and
- (c) Stand alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind.

***This policy also prohibits the use of leveraging (borrowing to invest) of an investment.***

## 11. RISK MANAGEMENT GUIDELINES

Investments obtained are to be considered in light of the following key criteria:

- 1) **Total Credit Exposure:** limit overall credit exposure of the portfolio
- 2) **Individual Institutional Exposure:** limit exposure to individual institutions based on their credit rating; and
- 3) **Term to Maturity Exposure:** limit exposures based upon mature of securities.

### 11.1. Total Credit Exposure

To control the credit quality on the entire portfolio, the following credit framework limits the percentage of the total portfolio exposed to particular credit rating categories. Credit rating agencies apply short term ratings to investments with 12 months or less to maturity and long term ratings to those with greater than 12 months to maturity.

ADI Portfolio Credit Limits/Ratings		
Long Term	Short Term	Max % of Portfolio
AAA	A-1+	100%
AA	A-1	100%
A	A-2	50%
BBB	A-3	30%
Specific Ministerial Approval Forms of Investment		
NSW Treasury Corp Deposits and TCorp IM Funds		100%

### 11.2. Individual Institutional Exposure

Exposure to an individual will be restricted by their credit rating so that single entity exposure is limited, as detailed in the table below.

ADI Portfolio Credit Limits/Ratings		
Long Term	Short Term	Max % of Portfolio
AAA	A-1+	<u>100%</u>
AA	A-1	35%



A	A-2	20%
BBB	A-3	10%
<b>NSW Treasury Corp Deposits and TCorp IM Funds</b>		
11 am, Term Deposits or Bonds		35%
TCorpIM Cash Fund		35%
TCorpIM Cash Fund		20%

Credit ratings are based upon the Standard and Poor’s Investment Rating, or their equivalent where a Standard and Poor’s Investment Rating does not exist. If any of Council’s investments are downgraded such that they no longer fall within the investment policy, they will be divested as soon as practicable. The short term credit rating limit will apply in the case of discrepancies between short and long term ratings.

### 11.3. Term to Maturity Exposure

Council’s investment portfolio shall be structured round the time horizon of investments to ensure that liquidity and income requirements are met. The investment portfolio will be invested within the following maturity constraints.

<b>Overall Portfolio Maturity</b>		
<b>Portfolio % &lt; 1 year</b>	Minimum 40%	Maximum 100%
<b>Portfolio % &lt; 1 year &lt; <del>35</del> years</b>	Minimum 0%	Maximum <del>64</del> 0%
<b><del>Portfolio % &lt; 3 year &lt; 5 years</del></b>	<del>Minimum 0%</del>	<del>Maximum 40%</del>
<b><del>Portfolio % &gt; 5 years</del></b>	<del>Minimum 0%</del>	<del>Maximum 10%</del>

The Responsible Accounting Officer is responsible to ensure that access is available within seven (7) days to at least \$1,000,000 or 10% of value of total investments, whichever is greater.

## 12. INVESTMENT ADVISOR

Should Council engage an investment advisor, the advisor must be approved by Council and licensed by the Australian Securities and Investment Commission. The advisor must be an independent person who has no actual or potential conflict of interest in relation to investment products being recommended and is free to choose the most appropriate product within the terms and conditions of the investment policy.

The independent advisor is required to provide written confirmation that they do not have any actual or potential conflicts of interest in relation to the investments they are recommending or reviewing, including that they are not receiving any commissions or other benefits in relation to the investments being recommended or reviewed.

## 13. MEASUREMENT



Should Council invest in eligible NSW TCorp managed funds or market traded securities, eg Floating Rate Notes (FRN's) the market value is to be assessed at least once a year to coincide with annual reporting.

#### **14. BENCHMARKING**

The performance of the investment portfolio will be measured against the industry standard Bloomberg AusBond Bank Bill Index and/or the RBA Official Cash Rates.

#### **15. REPORTING AND REVIEW OF INVESTMENTS**

The Responsible Accounting Officer is responsible for reconciling the investment register on a monthly basis and ensuring sufficient records are maintained including:

- (a) The source and amount of money invested;
- (b) Particulars of the security or form of investment in which the money was invested;
- (c) The term of the investment; and
- (d) The rate of interest to be paid and the amount earned, in respect of the money invested.

A report detailing the investment portfolio in terms of performance, investment institution and amount of each investment will be provided to every Ordinary Meeting of Council and annually to the Audit Risk and Improvement Committee in the February meeting.

#### **16. RELATED LEGISLATION, POLICIES AND REVIEW**

##### **16.1. Related Legislation and Policies**

The following are relative to this policy:

- 1) Local Government Act 1993 NSW;
- 2) Local Government (General) Regulations 2005;
- 3) Local Government (General) – Investment Order (of the Minister) – in accordance with the most recently published Order
- 4) The Trustee Amendment (Discretionary Investments) Act 1997 – Sections 14A(2), 14C(1) and (2)
- 5) Local Government Code of Accounting Practice and Financial Reporting
- 6) Australian Accounting Standards; and
- 7) NSW Office of Local Government Circulars.

##### **16.2. Review**

Council reserves the right to vary, replace or terminate this policy at any time. This policy will be reviewed every 2 years or following an ordinary election of Council, or earlier if there are relevant statutory or State Government policy changes.



## 17. APPENDIX

### LOCAL GOVERNMENT ACT 1993 – INVESTMENT ORDER (Relating to investments by councils)

I, the Hon. Barbara Perry MP, Minister for Local Government, in pursuance of section 625(2) of the *Local Government Act 1993* and with the approval of the Treasurer, do, by this my Order, notify for the purposes of section 625 of that Act that a council or county council may only invest money (on the basis that all investments must be denominated in Australian Dollars) in the following forms of investment:

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

All investment instruments (excluding short term discount instruments) referred to above include both principal and investment income.

#### Transitional Arrangements

- (i) Subject to paragraph (ii) nothing in this Order affects any investment made before the date of this Order which was made in compliance with the previous Ministerial Orders, and such investments are taken to be in compliance with this Order.
- (ii) Paragraph (i) only applies to those investments made before the date of this Order and does not apply to any restructuring or switching of investments or any re-investment of proceeds received on disposal or maturity of such investments, which for the avoidance of doubt must comply with this Order.

#### Key Considerations

An investment is not in a form of investment notified by this order unless it also complies with an investment policy of council adopted by a resolution of council.

All councils should by resolution adopt an investment policy that is consistent with this Order and any guidelines issued by the Chief Executive (Local Government), Department of Premier and Cabinet, from time to time.

The General Manager, or any other staff member, with delegated authority by a council to invest funds on behalf of a council must do so in accordance with the council's adopted investment policy.

Councils have a fiduciary responsibility when investing. Councils should exercise the care, diligence and skill that a prudent person would exercise in managing the affairs of other persons.

When exercising the power of investment councils should consider, but not be limited by, the risk of capital or income loss or depreciation, the likely income return and the timing of income return, the length of the term of the proposed investment, the liquidity and marketability of the proposed investment, the likelihood of inflation affecting the value of the proposed investment and the costs (including commissions, fees, charges and duties payable) of making the proposed investment.

Dated this 12<sup>th</sup> day of January 2011

  
Hon BARBARA PERRY MP  
Minister for Local Government



# Item 7:

# Notice of Motions

There are no Notice of Motions for  
June 2021



# Item 8:

# Matters of Urgency



This page has been intentionally left blank.



# Item 9: Management Review Reports





## 9.1 OFFICE OF THE GENERAL MANAGER

Ref: WO/2021/02297

Responsible Executive: General Manager

---

*Community Strategic Plan Reference:*

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

---

**RECOMMENDATION:** That items included in the Office of the General Manager Management Review Report be NOTED by Council.

---

### 1. FINANCE AND ADMINISTRATION

#### 1.1 Investment Report Status at 31 May 2021

Report for the investments held in May 2021 is included.

#### **Overdraft Limit**

An Overdraft Limit of \$200,000 has been arranged with the National Australia Bank. When utilised an Overdraft Interest Rate of 8.62% applies.



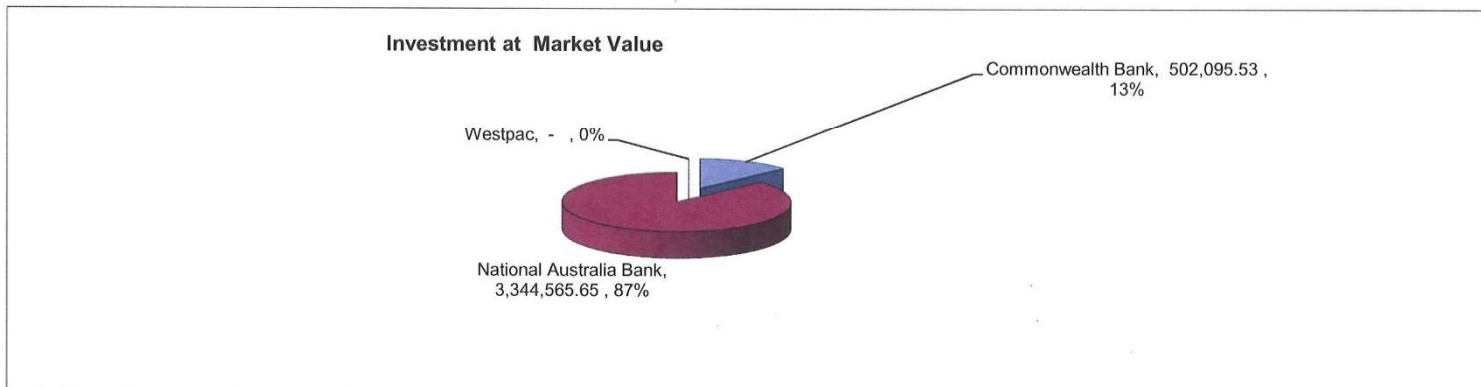
**REGISTER OF INVESTMENTS TO 31/05/2021**

Institution	Type	Placement Date	Term (Days)	Maturity Date	Interest Rate	Amount Invested	Est. Interest	Est. Market Value At Maturity	YTD Interest	YTD Redemption	MV % of Portfolio
National Australia Bank	Term Deposit	11/01/2021	150	10/06/2021	0.38%	252,444.83	394.25	252,839.08	1151.67	-	6.56%
National Australia Bank	Term Deposit	9/02/2021	150	9/07/2021	0.35%	252,927.29	363.81	253,291.10	1940.98	-	6.58%
Commonwealth Bank	Term Deposit	9/02/2021	180	8/08/2021	0.35%	502,095.53	866.63	502,962.16	2095.53	-	13.05%
National Australia Bank	Term Deposit	8/03/2021	182	6/09/2021	0.30%	620,379.51	928.02	621,307.53	2727.63	-	16.13%
National Australia Bank	Term Deposit	15/03/2021	210	11/10/2021	0.31%	530,006.33	945.30	530,951.63	4334.99	-	13.78%
National Australia Bank	Term Deposit	22/02/2021	270	19/11/2021	0.34%	628,705.71	1,581.25	630,286.96	2250.17	-	16.34%
National Australia Bank	Term Deposit	19/03/2021	270	14/12/2021	0.32%	552,804.19	1,308.56	554,112.74	5492.61	-	14.37%
National Australia Bank	Term Deposit	25/03/2021	300	19/01/2022	0.32%	253,347.53	666.34	254,013.87	2065.34	-	6.59%
National Australia Bank	Term Deposit	22/04/2021	300	16/02/2022	0.32%	253,950.25	667.93	254,618.18	2887.23	-	6.60%
Commonwealth Bank	Term Deposit	2/12/2020	180	31/05/2021	0.46%	-	-	-	2917.47	501,779.19	0.00%
						<b>3,846,661.17</b>	<b>7,722.08</b>	<b>3,854,383.26</b>	<b>27,863.62</b>	<b>501,779.19</b>	<b>100%</b>

**PREVIOUS FINANCIAL YEAR COMPARATIVE DATA: 31/05/2020**

Interest Earned YTD **123,416.29**  
 Market Value of Portfolio **4,565,577.98**

Interest Earned YTD 30/06/2020 **131,153.35**  
 Market Value of Portfolio 30/06/2020 **4,321,715.04**



**Responsible Accounting Officer's 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)



## 9.2 INFRASTRUCTURE:

Ref: WO/2021/2074

Responsible Executive: Director Infrastructure




*Community Strategic Plan Reference:*

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

**RECOMMENDATION:** That items included in the Infrastructure Management Review Report be **NOTED** by Council.

To improve project reporting, the reporting on all initiated and budgeted projects has been consolidated into one format.

The “Tracking Status” uses a combination of a % percentage to indicate how progressed the project is and a “traffic light” colour indicator to clearly show at a glance the health of a project:

Indicator Colour	Project Status
	<b>On Track</b> – Project meeting expectations with regard time, cost and quality.
	<b>At Risk</b> – Unforeseen issue(s) that may result in either time, cost or quality requirements not being met. Action to mitigate risk is detailed in “Comments” section of report
	<b>Off Track</b> – Project will not meet expectations. Implications, risks and mitigation actions are detailed in the “Comments” section of the report.
100%	<b>Completed</b> – Project completed with no further work required



## 1. Local Road Projects

<b>Funding Source: Bushfire Recovery Grant</b> – Grant agreement requires all works to be completed by 1 June 2022				
<b>Project</b>	<b>Project Start</b>	<b>Planned Completion Date</b>	<b>Tracking Status</b>	<b>Comments</b>
Kangaroo Flat Road – Sealing gravel road, 1.1km from “Kylie” stockyard to homestead	August 2020	November 2020	100%	Works completed.
Brackendale Road – sealing gravel road, 1.5km near Eastern Hills	September 2020	November 2020	100%	Works completed.
Brackendale Road – sealing gravel road between MacLeod Creek to Salway	August 2020	November 2020	100%	Works completed.
Chinnocks Road – widen formation over 500m	November 2020	December 2020	100%	Works completed.
Nuggety Gully – widen formation over 1km	January 2021	February 2021	100%	Works Completed
Replace Old Brookmount Road Bridge located over Emu Creek	February 2021	June 2021	70%	Box Culverts have been installed. Backfill has commenced and will be completed in July 2021.
Heavy Vehicle Access Improvement to Brackendale Road Bridge near Lowanna Road	February 2021	June 2021	95%	Approach works have now been completed with only minor vegetation works to be completed after June 2021
Tree Debris – Remove from Kangaroo Flat Road reserve	December 2020	March 2021	100%	Works completed
Forest Way – Cement stabilise and bitumen seal 2.0km of existing gravel road	Oct 2020	November 2021	20%	Culvert replacement have been completed. Pavement stabilisation to be completed in November 2021.



<b>Funding Source: Local Roads &amp; Community Infrastructure</b> Grant agreement requires all Initial round works completed by June 2021				
<b>Project</b>	<b>Start Date</b>	<b>Planned Completion</b>	<b>Tracking Status</b>	<b>Comments</b>
Gravel Road Resheeting – Additional \$155,00 to accelerate program to improve wet weather access	Feb 2021	June 2021	100%	Works completed.
Local Roads Resealing – Additional \$200,000 to accelerate program to reduce road maintenance costs	Feb 2021	June 2021	100%	Works completed

<b>Funding Source: 95% Fixing Local Roads and 5% Council General Revenue</b> – Grant agreement requires all works to be completed by June 2022				
<b>Project</b>	<b>Project Start</b>	<b>Planned Completion Date</b>	<b>Tracking Status</b>	<b>Comments</b>
Geraldine Road – Improve curve and seal section 2.4 to 2.82km from Niangala Road	May 2021	June 2021	90%	Pavement works have been completed, minor drainage works still required.
Glen Morrison Road – Rehabilitate and widen existing sealed road to ease curve	March 2021	December 2021	0%	Commencement delayed due to lack of availability of concrete pipes.
Kangaroo Flat Road – Seal section from “Claremont” cattle grid towards Claremont	August 2020	November 2020	100%	Works completed.
Moona Plains Road – Rehabilitation of existing sealed road from “Romavilla” towards Rowleys Creek Road	October 2020	June 2022	25%	Drainage and pavement works have been completed. Resealing works will start at the end of the year.



<b>Funding Source: 50% Federal Bridge Renewal Program &amp; 50% Roads to Recovery – All works to be completed by June 2022</b>				
<b>Project</b>	<b>Project Start</b>	<b>Planned Completion Date</b>	<b>Tracking Status</b>	<b>Comments</b>
Moona Plains Road (Moona Plains Station)	January 2020	June 2022	10%	Site works at Englefield Bridge to commence in June 2021.
Englefield Road Bridge Replacement				
Glen Morrison Road Bridge Replacement (Stephens)				

<b>Funding Source: Fixing Country Roads – Grant agreement requires all work to be completed by December 2020</b>				
<b>Project</b>	<b>Project Start</b>	<b>Planned Completion Date</b>	<b>Tracking Status</b>	<b>Comments</b>
Old Brookmount Bridge Replacement at Dog Trap Creek	October 2019	December 2020	90%	Bridge works expected to be completed and works to the approaches will be finished in July 2021. However project will exceed budget allocation.
Nowendoc, Tops & Brackendale Road Intersection Upgrade	October 2019	December 2020	100%	Works completed.
Lakes Road Bridge Replacement	August 2019	September 2020	100%	Works completed.



<b>Funding Source: Roads to Recovery – Grant agreement requires all work to be completed by June 2024</b>				
<b>Project</b>	<b>Project Start</b>	<b>Planned Completion Date</b>	<b>Tracking Status</b>	<b>Comments</b>
Aberbaldie Road Rehabilitation	February 2021	April 2021	100%	Works completed

<b>Funding Source: 95% Fixing Country Bridges &amp; 5% Roads to Recovery – Grant agreement requires all work to be completed by December 2023</b>				
<b>Project</b>	<b>Project Start</b>	<b>Planned Completion Date</b>	<b>Tracking Status</b>	<b>Comments</b>
Army Bridge	March 2021	December 2023	5%	Survey, geotechnical investigation and Review of Environmental Factors (REF) have been completed. Funding deed requires Council to form an alliance with other surrounding Councils to tender these larger bridges out in packages to gain economies of scale. Council has commenced discussions to create the necessary partnering agreement.
Winterbourne Bridge	March 2021	December 2023	5%	
Mooraback Bridge	March 2021	December 2023	5%	
Tia Diggings Bridge 1	March 2021	December 2023	5%	Survey, geotechnical investigation and Review of Environmental Factors (REF) have been completed. Preparation of tender for the design and construction has commenced.
Tia Diggings Bridge 2	March 2021	December 2023	5%	
Niangala Bridge	March 2021	December 2023	5%	



<b>Funding Source: 100% Fixing Local Roads (Walsh Street) and 75% Fixing Local Roads &amp; 25% Roads to Recovery (Middle Street) – Grant agreement requires all works to be completed by December 2022</b>				
<b>Project</b>	<b>Project Start</b>	<b>Planned Completion Date</b>	<b>Tracking Status</b>	<b>Comments</b>
Middle Street Rehabilitation	May 2021	December 2022	0%	Work set to begin late 2021.
Walsh Street Rehabilitation	May 2021	December 2022	0%	Work set to begin late 2021.

## **2. State Roads**

<b>Funding Source: Transport for NSW – Road Maintenance Council Contract (RMCC) - Annual</b>				
<b>Project</b>	<b>Project Start</b>	<b>Planned Completion</b>	<b>Tracking Status</b>	<b>Comments</b>
Oxley Highway – 2020/2021 Routine Maintenance	1 July 2020	30 June 2021	100%	Routine road maintenance works continue. Drain maintenance, shoulder grading and new signs/ repair signs completed in May 2021.
Oxley Highway - Pavement Strengthening work at Bundagara	February 2020	31 August 2020	100%	Works completed.
Oxley Highway – Road Rehabilitation of Segment 2670 near Hartford Road	July 2020	May 2021	100%	Practically completed.
Oxley Highway –Segment 2670 near Hartford Road – Additional works	March 2021	July 2021	95%	Extension of pipes, in-situ casting of headwalls and apron of Culvert#533 completed. Guardrail works completed. Backfilling behind headwall will be completed by end of June 2021.
Oxley Highway – Resealing 2020-21	November 2020	December 2020	100%	Works completed.
Oxley Highway – Heavy patching 2020-21	November 2020	July 2021	95%	Heavy patching works completed including sealing. Line marking of 50% patches to be completed by July 2021.
Oxley Highway – Reseal preparation 2021-22	January 2021	June 2021	100%	Shoulder grading, Heavy patching and crack sealing works completed.





Oxley Highway – ARL2 Culvert repair works	January 2021	June 2021	100%	Culvert cleaning and relining works has been completed by contractor.
Oxley Highway Safety Project 2602 – Segments 2700 to 2720 –	January 2021	July 2021	50%	Construction commenced. Drainage works, tree removal and extension & raising of Guardrails works completed. SO Kerb, no-fines concrete and backfilling behind SO Kerb to be completed by July 2021.

### **3. Regional Roads**

<b>Funding Source: Transport for NSW – Regional Roads Block, Traffic facilities, REPAIR &amp; Supplementary Grants - Annual</b>				
<b>Project</b>	<b>Project Start</b>	<b>Planned Completion</b>	<b>Tracking Status</b>	<b>Comments</b>
Thunderbolts Way and Topdale Road – Routine works	1 July 2020	30 June 2021	100%	Routine road maintenance works underway. Pothole repairs, slashing, weed spray completed last month.
Thunderbolts Way – Resealing Program – 2020/21	1 October 2020	30 April 2021	100%	Line marking completed in April. All works completed.
Thunderbolts Way Road – Heavy Patching and Shoulder Grading program	July 2020	July 2021	100%	Shoulder widening and sealing works have been completed. Heavy patching in progress – due to be completed by June 2021.

<b>Funding Source: Black Spot Program Grant – Federal Government</b>				
<b>Project</b>	<b>Project Start</b>	<b>Planned Completion</b>	<b>Tracking Status</b>	<b>Comments</b>
Cobrabald River Rest Area – Widening of Road to Bridge Approaches	Jan 2020	July 2020	100%	Works completed
Smiths Creek - Widening of Road to Bridge Approaches	Jan 2020	August 2020	100%	Works completed.



<b>Funding Source: Thunderbolts Way Strategy – Grant agreement requires all work completed by May 2022</b>				
<b>Project</b>	<b>Project Start</b>	<b>Planned Completion</b>	<b>Tracking Status</b>	<b>Comments</b>
Rehabilitation of Remaining 4.2 km section near of Lakes Road. (Segments 4540 to 4570)	July 2021	May 2022	5%	Pavement investigation, design completed. Site works recommence in July 2021 and completed by May 2022.
Rehabilitation of Walcha Township Approaches - Derby Street – (Segments 4710 and 4720)	July 2018	August 2021	10%	Delays in finalising the engineering design is delaying the tendering of this project. With Council entering “caretaker” mode in late July, it is unlikely a tender will be let until the first meeting of the new Council on 28 September 2021, further delaying commencement until November 2021. However confident the project will be completed by grant due date.
Rehabilitation of 1 km section near Glen Morrison Road (Segment 4600)	1 July 2019	September 2020	100%	Works completed.
Rehabilitation of 1 km section near Glen Morrison Road (Segment 4590)	1 July 2019	November 2020	100%	Works completed.
Rehabilitation of 1 km section near Glen Morrison Road (Segment 4580)	1 May 2021	August 2021	10%	Works to commence in July 2021
Rehabilitation of 1km Section at Box Hill (Segments 4760)	July 2020	June 2021	100%	Works practically completed.
Rehabilitation of 1km Section at Bergen (Segment 4810)	July 2020	June 2021	100%	Works practically completed.



#### 4. Water, Sewer & Waste

Funding Source: Restart NSW Grant				
Project	Project Start	Planned Completion	Tracking Status	Comments
Walcha Truck Wash Bay Upgrade	Early 2019	June 2021	70%	Contractor delays will result in commissioning occurring in July 2021. Unforeseen addition works will result in project being approximately \$30,000 over budget.

Funding Source: Restart NSW Grant																										
Project	Project Start	Planned Completion	Tracking Status	Comments																						
Walcha Sewerage Treatment Plant Upgrade	2019	September 2021	95%	Construction of new sludge drying bed is 95% complete Improvements to sludge lagoons including power upgrade to allow mixer operations, testing of mixer and refurbishment works – 20% complete Install new screw screen – 75% complete Telemetry and improved site fencing – Not commenced.																						
Walcha Water Security – Off Creek Storage	March 2020	Sept 2022	20%	Milestones: <table border="1"> <tbody> <tr> <td>• Concept Design</td> <td>Completed</td> </tr> <tr> <td>• Review of Environmental Factors</td> <td>Approved</td> </tr> <tr> <td>• Construction Grant up to 90% or \$9M of Construction Costs</td> <td>Secured</td> </tr> <tr> <td>• 60% Detailed Design</td> <td>Completed</td> </tr> <tr> <td>• Dedicated Project Manager Engaged</td> <td>Completed</td> </tr> <tr> <td>• 90% Detailed Design:</td> <td>Completed</td> </tr> <tr> <td>• Design and Tender Documents Completed</td> <td>Completed and being subject to final review</td> </tr> <tr> <td>• Council's \$1M Funding Co-contribution</td> <td>Budgeted in 2021/22</td> </tr> <tr> <td>• Tender</td> <td>On track for finalisation in July 2021</td> </tr> <tr> <td>• Construction Commences</td> <td>Forecasting November 2021</td> </tr> <tr> <td>• Commission</td> <td>Forecasting September 2022</td> </tr> </tbody> </table>	• Concept Design	Completed	• Review of Environmental Factors	Approved	• Construction Grant up to 90% or \$9M of Construction Costs	Secured	• 60% Detailed Design	Completed	• Dedicated Project Manager Engaged	Completed	• 90% Detailed Design:	Completed	• Design and Tender Documents Completed	Completed and being subject to final review	• Council's \$1M Funding Co-contribution	Budgeted in 2021/22	• Tender	On track for finalisation in July 2021	• Construction Commences	Forecasting November 2021	• Commission	Forecasting September 2022
• Concept Design	Completed																									
• Review of Environmental Factors	Approved																									
• Construction Grant up to 90% or \$9M of Construction Costs	Secured																									
• 60% Detailed Design	Completed																									
• Dedicated Project Manager Engaged	Completed																									
• 90% Detailed Design:	Completed																									
• Design and Tender Documents Completed	Completed and being subject to final review																									
• Council's \$1M Funding Co-contribution	Budgeted in 2021/22																									
• Tender	On track for finalisation in July 2021																									
• Construction Commences	Forecasting November 2021																									
• Commission	Forecasting September 2022																									



Funding Source: Restart NSW Grant				
Project	Project Start	Planned Completion	Tracking Status	Comments
Walcha Waste Strategy 2025	August 2020	April 2021	60%	Will be priority project for new Manager - Waste & Water when they commence in mid-July.

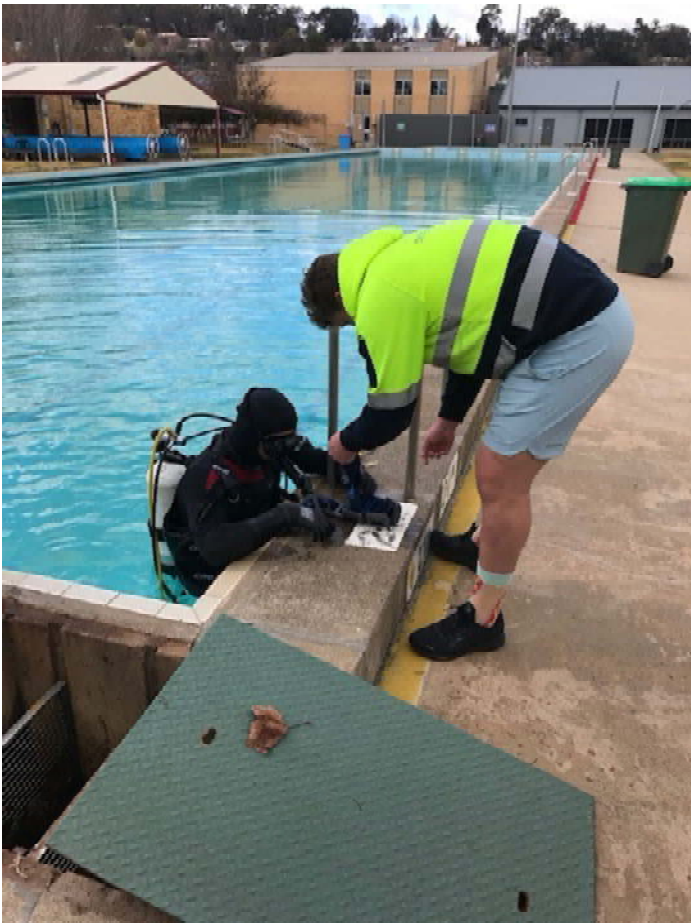
## 5. Community Projects

Funding Source: Stronger Country Communities – Grant agreement requires all work to be completed by December 2021				
Project	Project Start	Planned Completion	Tracking Status	Comments
Levee Bank Walk Lighting	2020	June 2021	5%	Whilst project has been delayed beyond planned completion date due to insufficient project management resourcing, procurement work underway to have project delivered by grant due date.
Youth Hall Renovations – roof and flooring	June 2020	Dec 2021	100%	Completed
Walcha Men’s Shed Relocation	2020	Aug 2021	20%	Construction in progress.

Funding Source: Transport for NSW Walking and Cycling Program 2020/21 Grant agreement requires all work completed by June 2021				
Project	Start Date	Planned Completion	Tracking Status	Comments
Improve Walcha Pathways	Oct 2020	Sept 2021	90%	Works commenced and expect original scope to be completed by July 2021. Council has gained approval to extend construction timeframe into 2021/22.



Funding Source: Bushfire Local Economic Recovery Fund				
Project	Project Start	Planned Completion Date	Tracking Status	Comments
Walcha Swimming Pool Refurbishment	May 2021	October 2022	5%	Aquatic engineering assessment has been deferred by poor weather and Covid related delays.in progress. Concerns that the condition of the existing structure may delay the reopening of the next swimming season. Procurement for Solar heating of pool completed and works scheduled.



Leak testing at Walcha Memorial Baths May 2021



<b>Funding Source: Local Roads &amp; Community Infrastructure Phase 1</b> Grant agreement requires all work completed by June 2021				
<b>Project</b>	<b>Start Date</b>	<b>Planned Completion</b>	<b>Tracking Status</b>	<b>Comments</b>
Walcha Pool Fence Replacement- Stage 1	Oct 2020	June 2021	100%	Completed
McHattan Park Works to Improve Access and Facilities	Oct 2020	June 2021	50%	Site works commenced. Scheduled to be substantially completed by 30 June 2021.
Walcha Hospital – Improve Street Access	Oct 2020	June 2021	80%	Site works commence in progress. Scheduled to be completed by 30 June 2021.
Improve Pedestrian Safety on Blue Hogan Bridge	Oct 2020	June 2021	5%	Whilst scheduled to be completed by 30 June 2021. However fencing is expected to be delayed until August.
Improve Walcha Preschool Access	Dec 2020	June 2021	100%	Completed.
Level Footpath Area and Culvert Works at Lions Park	Dec 2020	June 2021	5%	Project rescope to complete improved foot paving refurbished toilet block. Original scope proposal was found to be unaffordable. Work to be completed in July 2021.
Preschool Air Conditioning	April 2021	May 2021	100%	Completed



Funding Source: Local Roads & Community Infrastructure Phase 2 Grant agreement requires all work completed by June 2022				
Project	Start Date	Planned Completion	Tracking Status	Comments
Walcha Truck Wash Bay	Oct 2020	June 2021	70%	Contractor delays will result in commissioning occurring in July 2021. Unforeseen addition works will result in project being approximately \$30,000 over budget.
Walcha Community Gym – equipment, signage, painting and security	Oct 2020	Dec 2021	Not started	Project nomination submitted and awaiting funding body approval.
Electrical Assessment Upgrades	Oct 2020	Dec 2021	Not started	Project nomination submitted and waiting Departmental approval

## **6. Proposed Works for the Coming Period**

### **6.1 Rural Roads:**

One maintenance grading crew is currently operating on our local road network:

**Glen Morrison Area** – Maintenance grading works continuing in this area, with the following roads remaining: Glen Morrison Road, Baringa Road, Englefield Road and Geraldine Road.





## 9.3 ENVIRONMENT & DEVELOPMENT:

Ref: WO/2021/02032

Responsible Executive: Director Environment & Development

**Community Strategic Plan Reference:**

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

**RECOMMENDATION:** That items included in the Environment & Development Management Report be **NOTED** by Council.

The purpose of this report is to provide statistical information in relation to activities of the Environment & Development Department. This Department is responsible for the following key functions:

1. Development
2. Planning
3. Building
4. Environmental management
5. Regulatory services
6. Animal control
7. Building and amenity maintenance

### 1. Development & Construction

Development Statistics 2020/2021	DAs	CCs	CDCs
Total Number Approved	39	11	7
Approved under Delegated Authority	30		
Approved as a Registered Certifier		8	3
Approved by Council	9		
Approved by Private Certifier		3	4
Value	\$4,522,032.00	\$2,176,500.00	\$825,600.00
Number Withdrawn / Cancelled	2	0	1
Number Rejected	0	0	0
Number Refused	1	0	0

#### 1.1 Determinations Issued

May 2021			
Development Application's			
Number	Description	Address	Determination
Nil			
Construction Certificate's			
Number	Description	Address	Determination



11.2021.33	Demolition of Scout Hall & Construction of Mens Shed	172W Fitzroy Street Walcha	Approved by Registered Certifier
<b>Complying Development Certificate's</b>			
<b>Number</b>	<b>Description</b>	<b>Address</b>	<b>Determination</b>
18.2021.7	Deck	18S Towers Street Walcha	Approved by private certifier

## 1.2 Occupation Certificates

<b>May 2021</b>				
<b>Number</b>	<b>Description</b>	<b>Address</b>	<b>Part / Whole</b>	<b>Determining Authority</b>
13.2021.6	Single dwelling	35 Church Street Woolbrook	Whole	Approved by Registered Certifier

## 1.3 Subdivision Certificates

<b>May 2021</b>		
<b>Subdivision Certificates Issued</b>		
<b>Number</b>	<b>Description</b>	<b>Address</b>
Nil		

## 1.4 Planning Certificates

<b>Planning Certificates</b>	<b>2019/2020</b>	<b>2020/2021</b>	<b>Current Period</b>
<b>Number Issued</b>	92	146	16

## 1.5 Building Information Certificates

<b>Building Information Certificates</b>	<b>2019/2020</b>	<b>2020/2021</b>	<b>Current Period</b>
<b>Number Issued</b>	1	1	1

## 1.6 Outstanding Notices and Orders Certificates

<b>Outstanding Notices &amp; Orders Certificates</b>	<b>2019/2020</b>	<b>2020/2021</b>	<b>Current Period</b>
<b>Number Issued</b>	7	22	3

## 1.7 Critical Stage Inspections for DAs, CCs and CDCs

<b>Compliance Inspections</b>	<b>2019/2020</b>	<b>2020/2021</b>	<b>Current period</b>
<b>Site inspections</b>	35	37	3
<b>Footings &amp; slab inspections</b>	13	11	1
<b>Framework inspections</b>	6	6	1
<b>Waterproofing inspections</b>	2	3	-



Compliance Inspections	2019/2020	2020/2021	Current period
Stormwater inspections	2	-	-
Final inspections	8	7	1
Food premises fitout inspections	2	2	-
Complaints	-	-	-

### 1.8 Bushfire Attack Level Certificates

BAL Certificates	2019/2020	2020/2021	Current Period
Number Issued		1	-
Number Not Issued	1	-	-

### 1.9 Dwelling Entitlement Information Advice

Dwelling Entitlement Advice	2019/2020	2020/2021	Current Period
Number Issued	6	10	2

### 1.10 Bushfire Recovery Grant Funding – Regulatory & Associated Fees Waiver

Information on regulatory and associated fees under the Environmental Planning & Assessment Act 1979 and Local Government Act 1993 for repairing and replacing bushfire affected property waived.

Fee Type	No.	\$ each	Total
Dwelling Entitlement Advice	2	\$110.00	\$220.00-
		<b>TOTAL</b>	<b>\$220.00</b>

## 2. Environment & Regulatory

### 2.1 Section 68 Activities

Section 68 Activity Data			
	2019/2020	2020/2021	Current Period
Number Issued	9	18	1

S68 Compliance Inspections	2020/2021	Current period
Site inspections	10	1
Internal drainage inspections	6	1
External drainage inspections	8	1
Water supply work inspections	3	-
Final inspections	-	-

### 2.5 Swimming Pool Inspection and Compliance



Swimming Pool Compliance	2019/2020	2020/2021	Current Period
Certificates of Compliance Issued	-	1	-
Certificates of Non-Compliance Issued	-	2	-
Inspections Conducted	-	2	-

### 3. Animal Control

Companion Animal Registrations 2020/2021								
	Desexed	Non desexed	Pensioner (desexed)	Pound Purchase (desexed)	Cat Desexed	Under 6 Months	Working	Value
Jul*								\$328.00
Aug	2	1		1	2			\$462.50
Sep	4	3						\$826.00
Oct	1	2		1				\$618.00
Nov	-	-	2	-	-	-	1	\$52.00
Dec	1	2	-	-	-	-	-	\$436.00
Jan	-	-	-	-	-	-	-	-
Feb	-	1	-	2	-	-	-	\$268.00
Mar	-	-	1	-	-	-	-	\$86.00
Apr	1	1		1				\$302.00
May	1							\$60.00

Companion Animal Seizures 2020/2021						
	Seized	Surrendered	Released	Rehomed	Euthanised	Stolen/Escaped
Jul*	-	-	-	-	-	-
Aug	-	1	-	-	1	-
Sep	2	8	2	8	-	-
Oct	3	1	3	1	-	-
Nov	1	8	-	9	-	-
Dec	-	5	-	5	-	-
Jan	2	2	-	2	2	-
Feb	2	-	1	-	1	-
Mar	-	-	-	-	-	-
Apr	1	-	1	-	-	-
May	-	-	-	-	-	-

Companion Animal Ranger Services 2020/2021				
	Dog attack investigation	Roaming dogs	Roaming cats	Barking dogs
Jul*	-	-	-	-
Aug	1	5	1	-
Sep	1	2	-	2
Oct	2	6	-	1
Nov	2	4	-	1
Dec	-	2	-	3
Jan	2	2	-	1
Feb	1	6	-	-



<b>Companion Animal Ranger Services 2020/2021</b>				
	<b>Dog attack investigation</b>	<b>Roaming dogs</b>	<b>Roaming cats</b>	<b>Barking dogs</b>
<b>Mar</b>	1	2	-	3
<b>Apr</b>	1	2	1	2
<b>May</b>	-	3	2	1



## 9.4 COMMUNITY AND TOURISM

Ref: WO/2021/02246

**Responsible Executive:** Director Community & Tourism

---

*Community Strategic Plan Reference:*

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

---

**RECOMMENDATION:** that items included in the Community & Tourism Management Report be **NOTED** by Council.

---

### **1. WALCHA COUNCIL COMMUNITY CARE**

May 2021

#### **1.1 Groups**

This month has had a few variations for a number of reasons. Easter kicked off the beginning of April, which moved all of the events down the calendar. We also had lower staff numbers due to school holidays and capped off the end of the month with the Coordinator fracturing both leg and elbow which meant some adjustments had to be made.

The Women's Group had a local excursion this month to Fenwicke Tea House for lunch. This was met with a huge amount of enthusiasm and we had 19 members attend on the day. The ladies all reported back that the food was amazing and that they would like to do one of our morning teas down there.

The Men's Group stayed local as well, heading out to the Walcha Road Pub, where Gary made the famous "Woolbrook recipe" meat pies, served with mash and peas. This was followed up with a choice of sticky date pudding or chocolate self-saucing pudding. They also enjoyed a couple of beers and a chat around the fireplace.

Community Café only had one sitting this month, as recovery for broken bones is ongoing. The meal was lasagna with salad and sticky date pudding for dessert. Everyone seemed very happy with their meals and are looking forward to next month's options.

The art group has decided to move their day to the end of the month. They all were very focused on their respective pieces and are a great source of information and support for one another.

The morning teas for the respective groups are still being well attended and provided a great opportunity to make plans. Both groups like the idea of focusing on supporting local over the winter months as much as we can and everyone loves going out for a hot lunch!

The Card Group are still working hard to increase their numbers and have managed to get a few new recruits to come in for their weekly game. We will continue to promote this and hopefully build it up into a great weekly event.

As the weather cools, more clients have come on board for Meals on Wheels and it appears that this uptick is going to continue on, with daily phone enquiries. A funding grant for Meals on Wheels was offered by Barnaby Joyce's office and we have been approved to apply,



with the focus of the funding being an event to celebrate the volunteers with a dinner and awards ceremony.

***New Clients for the month- 4***

***Exited Clients- 0***

<b>Women's Group</b> 5 May - 10 19 May - 19	<b>Wanderer's Group</b> 26 May - 5
<b>Men's Group</b> 11 May - 14 27 May - 10	<b>Craft Group</b> 20 May - CXL
<b>Art Group</b> 26 May - 4	<b>Card Group</b> 4 May - 7 11 May - 4 25 May - 5
<b>Community Café</b> 21 May - 15	<b>Joint Excursion</b> No excursion planned this month.

### **1.2 Transport – 2021**

*Medical drives* – 20 trips were delivered during the month, including local trips as well as to Tamworth and Armidale.

<b>Walcha Access bus</b> (every Monday) 3 May - 3 10 May - 1 17 May - 3 24 May – 2 31 May - 3	<b>Bus to Armidale</b> (every Thursday) 6 May - 6 13 May - 6 20 May - 5 27 May - 5
<b>Bus to Tamworth</b> (monthly) 28 May - 3	<b>Uralla Food Pantry</b> (fortnightly) 24 May - 5
<b>Taxi Vouchers</b> – 26 clients used the service with 223 trips being provided.	

### **1.3 Meals on Wheels**

Meals on Wheels volunteers are back in place and we now have a completed monthly roster for this. All security check ups (including police checks) are being maintained to ensure they are up to date.

This month clients received hot main meals with some of those clients also receiving desserts and frozen meals throughout the 7-day week.

The total number of meals this month was: 470

- 259 hot meals
- 89 frozen meals and
- 122 desserts.



### **1.5 Feedback and Complaints**

There have been no complaints received this month. We received a thank you card from Terry Olsen for his birthday card.

## **2. LIBRARY**

May 2021

Stats:

- Loans: 714
- Returns: 643
- Reservations placed & issued: 150
- New members: 4
- Door count: 766
- Wi-fi use: 25
- Computer use: 52
- Housebound: 6

Other statistics:

- Borrow Box Eaudio: 39 users, 182 downloads
- Borrow Box Ebooks: 22 users, 81 downloads
- eAudiobook & eBook usage is similar to last month
- New eLibrary app Libby can't provide branch specific statistics yet, but for all of the CNRL libraries is has a total of 111 users, 211 audiobooks borrowed, 31 ebooks & 345 magazines in its second month

The Walcha Library has been relatively quiet throughout May, with usage dropping since the busy school holiday period last month, and general foot traffic dropping with the temperature as we edge closer to winter. The total door count average dropped to 45 people per day for May, from busy holiday traffic in April which attracted 61 people per day. However, it is interesting to note that the library loans and returns are almost identical to last month. The reservations placed and issued decreased this month – it is likely that this is due to staff leave, as there is a high number of members who require staff assistance to make reservations. There were 4 new members registered in May, this increase is likely a result of the membership activities performed this month, such as Space Week.

*Library promotion and outreach projects*

The 'What's New' window display has continued to provide information about library, Council and community programs, events and activities throughout the month.

The Walcha Library Social Media pages have continued to promote the library and youth programs this month. The popularity of the Library Facebook page increased again this month and now 185 people have liked our page (increasing by a further 5 this month) and 203 followers (5 new followers). Over the month of May, there were a lot of library and youth activities promoted and shared on social media. A total of 18 posts on our Facebook page reached 956 people (236 more than last month). The 9 Instagram posts throughout May received 82 'likes'. Library and Youth Instagram posts are now followed by 167 people – this has increased by 4 people this month.

The programs, activities and information shared via Instagram this month included:

- Thank you for the April Holiday Break Program acknowledging funding body





- Did you know? Series: joining is free
- Thank you to Modderno family for book donation
- Space Week promotion
- National Reconciliation Week promotion



Many of the social media posts overlap, and are shown on both Instagram and Facebook. The following were shared on the Walcha Library Facebook Page this month:

- NSW Public libraries NSW Law Week information, videos & links
- Space Week promotion
- Sharing of the Tamworth Regional Gallery 'The Dressmaker Costume Exhibition' event information
- Promotion of the upcoming CNRL author talk with Rosalie Ham in July
- National Reconciliation Week theme and promotion of Storybox Library app, library collection and Walcha Library activities to celebrate
- Promotion of Australian Conservation Foundation 'Wild at Art' threatened species art competition

### *Training*

Library coordinator Cassie McKenna has participated in two training opportunities this month. The first being an online workshop organised by the NSWPLA (NSW Public Libraries of Australia) run by Jan Richards on 'Members: engaging, retaining and growing'. This online interactive workshop engaged librarians from all over NSW in discussions about research & evidence based best practice in regards to membership. This session provided practical skills, insightful and innovative ideas and an ongoing discussion forum. It was interesting to note that many suggested strategies were already in place in Walcha. Some of the ideas from this workshop that may be further investigated include: improvements to the induction process for new members (with CNRL help), encouraging membership among all 'users' of the library space (including youth programs etc) and considering an advocacy program.

The second training opportunity was the CNRL Regional Training Day held at The Youthie in Tamworth on the 6<sup>th</sup> of May. Topics discussed included:

- Space Week plans
- New RFID stocktake wand and procedures
- New 3D printer functions and demonstration
- New CNRL strategic plan and what that means for quarterly reporting
- Reporting back from the NSWPLA online workshop & brainstorm of activities and programs to boost membership
- General CRNL updates (including IT info) and upcoming events
- Branch reports and sharing of ideas

These regional training days were greatly missed throughout 2020 due to Covid restrictions. Library staff from the smaller branches like Walcha, who usually work independently, appreciate the meeting as a great opportunity for sharing of ideas, discussing issues and barriers and learning about new programs, technologies and resources available. Both



training opportunities were offered for free. The NSWPLA workshop was held during normal during work hours, and able to be run while also attending to library customers.

#### *IT Support & resource update*

Library staff have continued to notice a heightened increase in library visitors that are seeking assistance with their smartphones and tablets this year. During March, library staff noted 4.5 hours spent on these enquiries, and this continued in April with a further 1.5 hours attributed to drop-in IT support. However this increased again to 2.5 hours in May. This month many of the visits are again related to issues with CNRL eLibrary programs, log ins and accessing the new Libby app, as well as ServiceNSW app, social media account hiccups & general smartphone navigation.

This month the library was able to purchase new technology to support the public access computers available at the Walcha Library. Currently there are only two public access computers available, since the Covid restrictions were put in place in 2020. In order to give appropriate physical distance between the computer stations, two computers were taken out of the space. It was identified that portable alternatives would be more suitable for people who need to access the internet or a word processing device when the two available computers were being used by other patrons. Four Lenovo tablets were purchased and are in the process of being set up for public use and workshops. These devices will have all Microsoft programs, a series of popular apps and appropriate security installed. Library staff intend to provide IT support programs to supplement the tech savvy seniors program using these devices, along with other workshops and classes for library members, young and old.

#### *Programs*

Walcha Bookclub continued at full capacity this month at the Library. Members discussed their latest book over a small morning tea in the Historical Society room adjacent to the library. This month the group also discussed the 'book boxes' they have seen in other towns, and considered how the group could support one if established in Walcha. They suggested ideas for maintaining the book box with donated items, and rostering volunteers from the book club. The group sent a letter of support to Council after speaking with librarian Cassie McKenna who explained that the library staff had a similar project in mind, which was proposed early 2020, but was waiting for Covid restrictions to ease and a new General Manager to be engaged before it was proposed again.

The 'New Bookclub' held its 3rd meeting in May at the Walcha Taphouse. This month 12 copies of the book were collected by members, but only 7 members were able to physically attend the meeting. They discussed the book 'The Weekender', which again divided the group and provided some great discussion. Library staff continue to support this group and provide discussion questions and games to help engage with each other and the text each month.

Housebound services have continued in May, and Quota volunteers have continued to assist with the Riverview Nursing home delivery and some housebound individuals. There are new readers at Riverview, and some new housebound individuals the library are delivering to in order to support them.

The Walcha Library has continued to support locals who are studying this month. This month the facilities have continued to be used by several adults who are remotely studying at TAFE or University. Use of the facilities has included a space to study, a space to have a



zoom/video call, use of free Wifi, printing and public access computers. This month has seen the back room of the library also used for a short music lesson with a local private guitar teacher. Local home school families participated fully in our Space Week activities and have been sourcing materials for their latest unit on 'Space'. A large number of items were reserved & loaned for these students to resource their learning over the multiple age groups.

The library volunteer program has continued this month, however only 1 hour of assistance was provided by the volunteer. This decrease in volunteer time was both due to staff having leave and the volunteers personal circumstances. Volunteer support in previous months has been crucial to maintaining the library collection & processing returns, as staff have been preoccupied with the demands of school holiday and youth week activity preparations and coordination, however throughout May library staff tend to have had more time to tend to the library collection themselves, and less need for the additional help. The 'quiet time' at the library is limited, and expected to get busier again in coming months. With the current volunteer's availability becoming limited, library coordinator is investigating the avenues to recruit additional volunteers that can be called on when needed.

CNRL provided branches with a series of resources for a 'Space week' theme from 17<sup>th</sup> to 22<sup>nd</sup> of May 2021. Walcha Library adapted some of these activities and spent the week distributing the great resources and promoting them amongst our community. Space Week for Walcha included:

- Postcards to space, 20 blank CNRL postcards were distributed to our members. They were encouraged to draw and write thoughts and messages on them, return them to the library to send to Blue Origin who have agreed to send them onboard their next rocket launch. They will be returned to the children stamped 'flown to space'. This activity was a membership drive initiative, encouraging all children participating to become members. Membership increased this month, showing the initiative was well received.
- Each year the ALIA run a National Simultaneous Storytime event, and this year they shared a video of Commander Shannon Walker onboard the International Space Station reading the book 'Give me some Space' to children across Australia. We shared the link to this online. A Storytime was planned the following day for the Walcha Library given the National Simultaneous Storytime event was held on a Wednesday when the library is closed.
- A series of coding activities linked to the space theme were shared and made available to collect from the Walcha Library
- Information on how to access CNRL's free movie viewing program 'beamafilm' was provided promoting the 2007 movie 'In the Shadow of the Moon'.



Story Box Library  
May 28 at 9:47 AM

Respected Elder Aunty Joy Murphy welcomes us to Country with a Wurundjeri Woinjeka (welcome) and beautifully, yet simply, explains the concept of welcoming here... See More

65 People Reached    3 Engagements    Boost Unavailable

2

Like    Comment    Share

National Reconciliation Week was celebrated by Walcha Library from the 27<sup>th</sup> of May to the 3<sup>rd</sup> of



June. Children’s colouring in and a recommended reading list for adults were provided, and an acknowledgment of country displayed, to encourage members to consider the theme “More than a word. Reconciliation takes action”. A series of social media posts also promoted boosting knowledge and understanding through reading, including indigenous literature on show, and promotion of the library’s free access to program ‘Storybox Library’.

Monthly Storytime and Baby Booktime was planned for this month, but was unable to run due to no bookings being made or families attending. Usual promotion of the session wasn’t as extensive this month as the library coordinator was on leave, and the casual staff member relieving doesn’t have access to the resources required to promote and remind parents of this event.

Walcha Library often helps to promote local art and exhibitions, which are especially popular with our members when they are linked to a popular book or familiar literature. This month we helped to promote, The Tamworth Regional Gallery’s DressMaker Costume Exhibition and the CNRL author talk with Dressmaker author Rosalie Ham in coming months. It was suggested by members that we also consider linking up with the Tamworth Capitol Theatre so members can see what other entertainment is available in the region. Library staff have made contact with them, and they have agreed to regularly send brochures and posters to share with our library members.

Library staff are currently examining the ideas mentioned by youth at the last Youth Advisory Meeting, findings from the Walcha Council Youth Strategy, and stocktaking resources available in the library to begin planning for the upcoming Winter School Holiday program and NAIDOC week celebrations.

**Cassie McKenna**  
**Library Coordinator**

### **3. Preschool**

**April 2021**

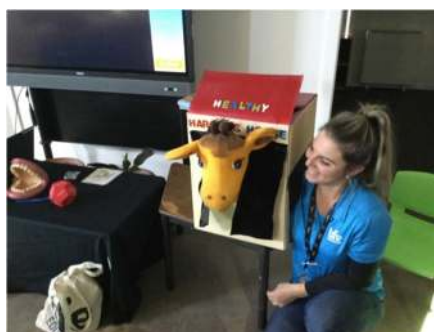
#### **Playground Update**

After being offered some grant money which needed to be spent quickly preschool was able to order and purchase a new cubby house and a chook house. After the construction of the new building the playground was left battered and bruised. The current cubby house is run down and was placed in a short-term location, we strongly believe this cubby house will not survive a second move. When the opportunity to purchase a new cubby house came up we took the offer. The new cubby house will be located near the new bike track making use of the recently acquired block of land which has become the new section of playground. Along with this money preschool is also able to replace the chook house we had. Having chooks at preschool creates many learning opportunities for children including caring for animals, life cycles and cooking experiences.



#### **Life Education**

This year the preschool children got a visit from Healthy Harold from the Life Education van. Maddie and Harold taught the children about the importance of eating healthy, exercise, sun safety and road safety. The children were able to participate in hands on activities. They were also able to give Harold a pat on the nose. As always each child was given an activity pack to take home and complete along with some stickers.



**Zoe Herbert  
Nominated Supervisor**



**4. Tourism**

May 2021

**Number of visitors to VIC**

MAY	2021 Road closures from 21 <sup>st</sup> March - flood	2020 closed VIC 19 <sup>th</sup> March	2019	2018
Walk in's	405	0	418	396
Phone enquiries	35	4	36	26
Email enquiries	1	2	3	1
WEBSITE 2021	May	April	March	February
Unique Visits	9,407	9,850	9,839	9,540
Visits	19,827	24,290	22,226	17,024
No of Hits	831,300	875,736	951,269	784,862

**Apsley Falls Soundtrails Project**

The production of this project is over half way finished. Sound producer, Nicole Curby, visited the region again in late May, early June. Stories range from Peri

**Soundtrail Metrics**

Website Visits:	Sound Walk Data:		
	Name	Downloads	Opens
Aboriginal Diggers: 12	Bingara	10	17
Armidale Catholic Precinct: 17	Catholic Precinct	9	7
Bingara: 35	Goonoowigall	14	31
Freedom Rides Moree Baths: 30	Moree Baths	10	13
Goonoowigall: 47	Moree Cemetery	10	12
Myall Creek: 86	Myall Creek	24	67
Nambour: 52	Nambour	17	68
Nanango: 28	Nanango Heritage	6	3
Nimbin: 43	Nimbin	8	13
Scu Cubewalk: 11	Tenterfield	30	91
Tenterfield: 65	Uralla	19	39
Uralla: 42	Walcha Sculpture	20	81
Walcha Sculptures: 111	Walgett	10	10
Walgett: 21	Warialda	10	24
Warialda: 25	<i>Total</i>	<i>197</i>	<i>476</i>

**Snow Travel**

Heavy snowfalls on 9-10 June attracted swarms of tourists to the area over the Queen's Birthday long weekend. Road closures hindered access for some tourists but many still managed to get here. While snow travel is great for tourism, 'Snow-fever' triggers a few issues also - not respecting landholders through trespassing and people endangering themselves by pulling over in unsafe places on the road just to get a photo or play in the snow. We personally have not received any complaints but I believe that there have been incidents reported to weather watch groups.

**Walcha Motorcycle Rally**

The first Rally print-add was published in Issue #47 (June) of Adventure Rider Magazine. We hope to see a responsive increase in ticket sales for the event after the publication.

**Susie Crawford**  
 Tourism Manager



## **5. Community Recovery Officer**

May 2021

### **Continuation of Pointer Remote-Remote working program**

The “Doing Work Differently” training program is continuing, and is a tailored program focussing on upskilling locals to either work remotely or run thridelivered in a module format with access to topic experts each week. We are up to module four which covers “Career skills and resume development”. The program has attracted more Walcha women to participate from varied backgrounds since it started in mid-April. The facilitator has offered to do a separate survey/check in now we are at the half mark of the program for the Walcha registered participants and share the data.

### **Environment /clean up**

We are looking into applying for the EPA funding available to assist with greenwaste clean up in the Yarrowitch area. An article was placed in the Apsley Advocate to gather information and interest from the community on locations and quantities of green waste and environmental friendly use of the waste. I have had contact from some landholders and I am currently sourcing quotes to include in the application.

### **Rebuilding**

I met with a representative from the Public Works Advisory –North Coast Region and a DPI Rural Recovery Support officer along with the land holder on site at Kangaroo Flat Road, Yarrowitch on Monday 10<sup>th</sup> May. Photos were taken and a discussion around length of time it has taken to get to this stage of the re-build and what happens next. The PWA-NCR officer will project manage the build with the selected subcontractor(s) and assist the land holder.

### **General**

I have been in discussion with the Director Community & Tourism and the Senior Management Accountant regarding the claiming process for CRO expenses. These discussions have identified issues with “unclaimable” expenses related to the CRO Program.

Items that fall into the “unclaimable” expenses category, and have been reported to Resilience NSW include:

- Staff time for administration tasks in the finance area related to the CRO Position ie- processing the receipts, invoices and extracting the general ledger listings for the position required for the claim process. Gathering and retaining the evidence required.
- Non-financial related matters such as extra management support and supervision of the position. Support administration tasks such as creation of purchase orders and any meetings or “sit down” discussions related to the CRO Program or position that utilises the Directors or other staff members time cannot be charged against the CRO Program funding.

We continue to plan for delivery of training programs as part of the BCRRF Phase 2 stream 1 funding allocated to Councils. Currently legal requirements are being met with one of the registered training organisations. Once this is finalised the advertising to the community can commence. A calendar /marketing insert has been created to advertise the program with the first course due to commence on 29<sup>th</sup> June 2021.

I have been continuing to assist the Local Emergency Management Officer within Council, and have commenced reviewing the Local Emergency Management plan and participating in Local and Regional Emergency Management Committee meetings.



# Item 10: Committee Reports

**RECOMMENDATION: That Council RECEIVE and NOTE the following Committee Minutes.**

10.1 Tourism Advisory Committee Meeting Minutes held 20 May 2021

10.2 Motorcycle Rally Committee Meeting Minutes held 25 May 2021

10.3 Mountain Festival Committee Meeting Minutes held 03 June 2021

10.4 Gym Advisory Committee Meeting Minutes held 21 June 2021

Item 5.3 Group Fitness Room & Equipment Storage

The Committee RECOMMEND that Council permit the ongoing orderly storage of gym equipment used in group fitness sessions in the Group Fitness Room FURTHER THAT correspondence be sent advising the Submission maker of Council's decision.

10.5 Preschool Advisory Committee Meeting Minutes held 21 June 2021.





# Walcha Council Tourism Advisory Committee Meeting

held on

Thursday, 20 May 2021

at

9:00am

at

Walcha Council Chambers

**PRESENT:**

Clr Jennifer Kealey (Chairperson), Lisa Kirton (Tourism Officer), Susie Crawford (Tourism Manager), Aaron Simmon (NPWS), Mathew Makeham (NPWS), Casper Ozinga, Louise Clarke, Jane Morrison

**1. APOLOGIES:**

Vanessa Arundale, Neil Smith

**2. MINUTES OF THE MEETING HELD ON 12 FEBRUARY 2021:**

The Committee **RESOLVED** on the motion of Clarke and Ozinga that the minutes of the meeting of the Walcha Council Tourism Advisory Committee held at Walcha Council Chambers, 12 February 2021, copies of which were distributed to all members, be taken as read and confirmed a **TRUE** record.

Committee Minutes



### **3. BUSINESS ARISING:**

#### **3.1 Apsley Falls entrance upgrade**

The feedback from meetings with stakeholders has gone back to architect who has come up with a design – Attachment A. This design involves moving arch as it deters high vehicles, changing length of rock walls, and removes need for bypass road. NPWS to get final design from architect and to talk to Council General Manager about process of getting design out for public exhibition and community feedback. Once this is completed NPWS will get revegetation started and reframe entrance. An area either side of entrance will be reserved for sculpture installation, this would be Stage 2 and needs to be community driven. Once community consultation and budget is determined it will come to Council as *Notice of Motion* to seek amendment to current resolution for funding. This project is in conjunction with other upgrades at Apsley Falls including an extra five campsites to increase camping capacity, increased capacity of car park at Falls and resealing of road.

**ACTION: Clr Kealey to get a copy of actual resolution as it stands.**

#### **3.2 Soundtrails at Apsley Falls**

Nicole Curby already has five stories completed. Susie will forward the stories around to Committee. Nicole will be coming up again shortly to meet with our people and conduct more interviews. There will be 10 – 12 stories all up and the project is half way completed.

#### **3.3 Mountain Bike Track signage**

Defer to next meeting. Tourism staff to follow up on status of this item.

#### **3.4 Cycle Tourism proposal**

Cycle Tourism proposal will be presented at next Council meeting for consideration.

#### **3.5 Tourism social media pages**

Attached – Attachment B – are the statistics from Walcha Tourism Facebook page showing the reach and positive impact tourism videos and posts are having on attracting and connecting with visitors. Both pages are attracting more followers daily. Walcha Tourism Facebook page has 929 followers (up from 791 at February meeting). Walcha Tourism Instagram page has 402 followers (up from 290 at February meeting).

#### **3.6 Caravan Access to Water**

Council have put signage up at Depot to notify visitors that there is clean water available at McHattan Park. This is a temporary solution, until permanent solution can be implemented.

#### **3.7 Possible future grant projects**

Carried over from last meeting and include:

Boundary entrance signage

Footbridge over Apsley

Labels or QR codes on OAG works

Providing temporary accommodation for special events

#### **3.8 Carsons Lookout – Information Board**

Steel structure is sound. Information needs replacing / updating. It was suggested to use materials that National Parks use for their signage (aluminum facing – not Perspex). Tourism staff to liaise with Thomas Davey from Midcoast Council. Measurements of sign to be taken.



**4. GENERAL BUSINESS**

**4.1 Diane Gray – Strengthening Business Facilitator with Business Aust.**

Discussed if there was any value in her to talking to this Committee. Louise Clarke to redirect this item to Brooke Jeffery. Discussed starting a Chamber of Commerce and whether Brooke's role could start this.

**4.2 Soundtrails inclusion in National Files**

Susie Crawford has started those conversations. National library will assess the suitability and get back to us.

**5. NEXT MEETING**

Thursday, 19 August 2021.

**THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 10:07AM.**



Attachment A



ARTISTS IMPRESSION ARCH REMOVED

A4 SCALE



STEPHEN  
GORRELL

ARCHITECT  
LANDSCAPE  
ENVIRONMENT

barcoo2@westnet.com.au  
0408 903 998  
Reg No 3950



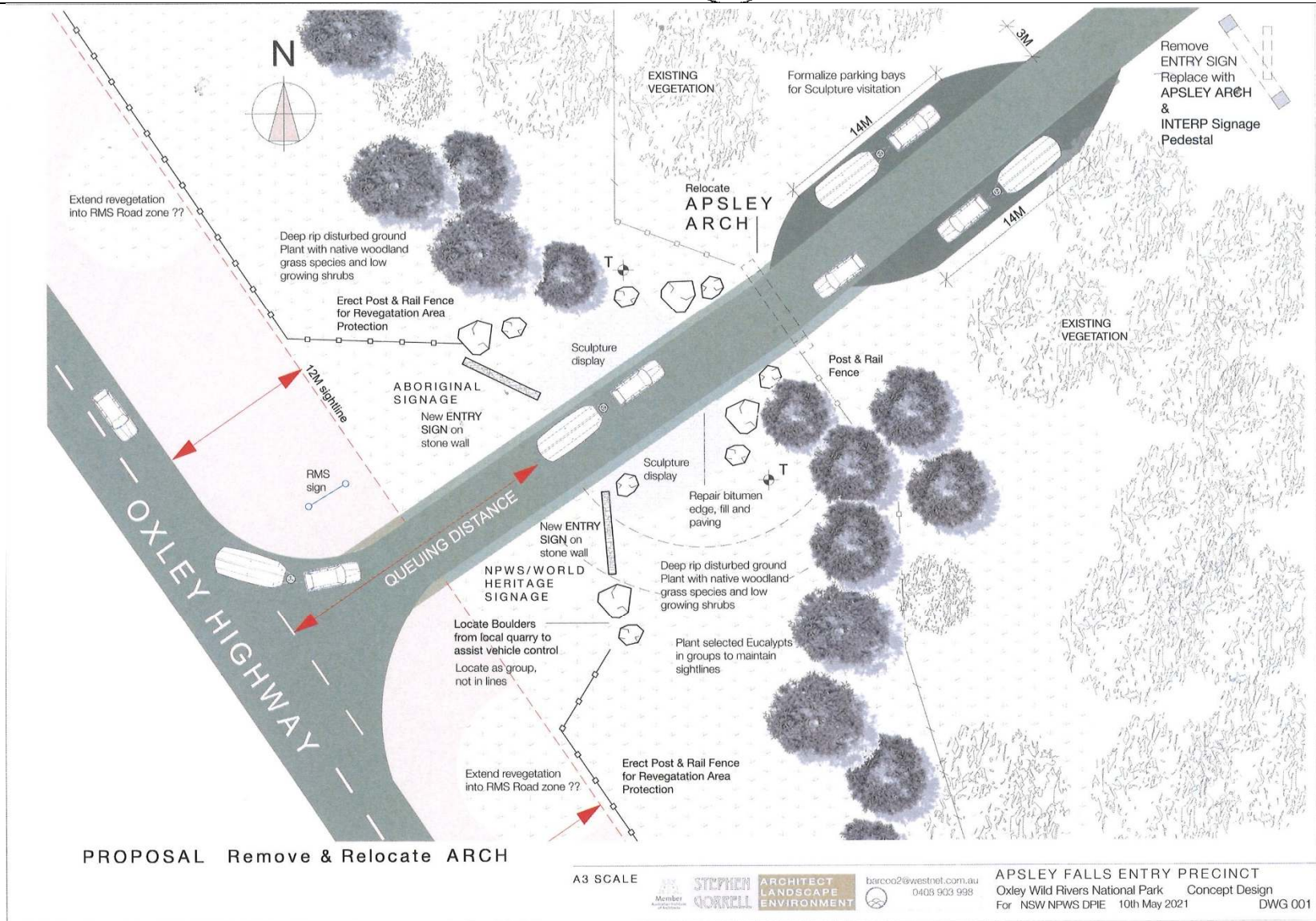
APSLEY FALLS ENTRY PRECINCT

Oxley Wild Rivers National Park

For NSW NPWS DPIE

10th May 2021

DWG 002



A3 SCALE  
 Member **STEPHEN CORRELL** ARCHITECT LANDSCAPE ENVIRONMENT  
 bsrcoo2@westnet.com.au 0403 903 998  
**APSLEY FALLS ENTRY PRECINCT**  
 Oxley Wild Rivers National Park Concept Design  
 For NSW NPWS DPIE 10th May 2021 DWG 001



## Attachment B

### **WALCHA TOURISM** **FACEBOOK STATISTICS**

**24 Feb to 14 May 2021**

<b>DATE</b>	<b>POST</b>	<b>REACH</b>	<b>CLICKS</b>	<b>SHARES</b>
24/2/21	VIDEO - Food & Bevvys	9.9K	815	
20/3/21	Walcha Farmers Market	1.4K	418	100
21/3/21	Apsley Falls	2.3K	201	150
28/3/21	Autumn colour	3.5K	158	172
4/4/21	Apsley Falls – main platform back open	5.3K	142	280
8/4/21	VIDEO – Pioneer Cottage & Museum	1.9K	133	
12/5/21	Last of Autumn colour	2.2K	140	222
14/5/21	VIDEO – Tia Falls	2.2K	276	



# Walcha Motorcycle Rally Committee Meeting

held on

Tuesday, 25 May 2021

at

8:00am

at

Walcha Council Chambers

## **PRESENT:**

Mayor Eric Noakes (Chairperson), Susie Crawford (Tourism Manager), Lisa Kirton (Tourism Officer), Brad Keable, Shane Carey, Tracey Hoy, Karen Barnes, Andy Burwell (invited guest), Kim Barnet (invited guest).

## **1. APOLOGIES:**

Karen Kermode, Cllr Jennifer Kealey

## **2. CONFIRMATION OF PREVIOUS MINUTES:**

It was **MOVED** on the Motion of Keable and Crawford that the Minutes of the Walcha Motorcycle Rally Committee Meeting, copies of which have been distributed to all members, be taken as read and confirmed a **TRUE** record.

## **3. BUSINESS ARISING:**

### **3.1 Program of Events**

All events on program are confirmed, except Truck Show which is proving difficult. Change program to Vintage Trucks. Street procession – suggestion to get police to hold traffic so there is one big group riding together. Bike parking only (outside Anglican church) – use witches' hat. Put map on Facebook community pages so people can line the streets. Indemnity form across the board for billy carts, demo derby and rides. Clean up from Demo Derby – could be an issue?

Committee Minutes



### **3.2 Ticket Sales**

Tickets are selling well since website and ticketing have gone live. Sales slowly trickling in. Advertisements will be appearing in several motorcycle publications early June. Email ticket holders close to Merch Pack cut-off date to see if they want to add on a Merch Pack.

### **3.3 Website**

Ask Mish how to get higher ranking in google for our website.

### **3.4 Merchandise**

Merch pack will now have t-shirts instead of caps. Committee would like to look at having a conservative number of hoodies and caps available for sale over the weekend. Tracey will design some herself (e.g. wind your way to Walcha).

### **3.5 Budget, Funding and Sponsorship**

We have been successful in receiving \$8,000 of discretionary funding from Kevin Anderson. Vestas are interested in being a major sponsor for the event with \$4,000. Merchant's sponsor the wood for the wood chop.

### **3.6 Marketing and Promotion**

Andy has a photographer friend who will take drone footage. Adventure Rider magazine will send editor down (Tom Forster) based in Coffs Harbour and he will do ride. They also offered raffle prize of 2-year magazine subscription and t-shirt and will put up gazebo/banner at event. They will promote our event at their Green Valley Farm event. Media release will be sent out next week to all key media. Kate to design posters for windows. Make a Facebook event for the Rally. Get flyers out to the pubs

### **3.7 Maps – Z-card**

We have quotes for Z-card motorcycle map, decision to go with 8 column map – to include map as well as a panel for general motorcycle safety & Walcha information.

### **3.8 Local businesses / Community groups**

Rotary and Lions are happy to be on board and assist in principal. Would like some idea of numbers and other food options available. Quota are happy to help out on the gate. Local businesses were sent the website link and invitation to offer program items.

### **3.9 Trade Exhibitors**

Eagle Powersports have signed up. Letters have been sent inviting traders. Invite North Coast V Twins.

## **4. FINANCIAL REPORT**

Nil. Present financial report / budget to Council for next meeting.

## **5. DIRECTORS REPORT**

Nil

## **6. COUNCIL RESOLUTIONS FOR 355 COMMITTEES**

Nil





**7. GENERAL BUSINESS**

**7.1 Wi-Fi at Showground**

Tourism staff to get in touch with James Goodwin / Telstra (Mike Moran) re: boosting

**7.2 Camp fires for campers**

Ask Showground trust if allowed. If so, have some fire pits cut out of hollow logs.

**7.3 Cleaning of toilets**

Ensure Council cleaners are organised to restock toilet paper & towel and clean toilets.

**7.4 Accommodation**

Any other homestay or shearing huts etc. available for overflow accommodation.

**8. NEXT MEETING**

Wednesday, 23 June 2021 – 8:00am – 10:00am at Walcha Council Chambers.

**THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 10:15AM.**



# Walcha Council Mountain Festival Committee



Held on

Wednesday, 3 June 2021

9:00am

at

Walcha Library  
Derby Street, Walcha

Members:

Clr Kevin Ferrier – Chairperson  
Tourism Manager – Susie Crawford, Tourism Officer – Lisa Kirton  
Community Representatives – Cameron Greig, Vicki McIvor,  
Ron Denham, Chris Feltham, Leanne Natty, Barry Marshall, Adam Iuston,  
Kim Newling (Westpac Rescue Helicopter), Olive Chandler (Westpac Rescue  
Helicopter Support Group)

Quorum – 6 Members to be Present

Committee Minutes



**PRESENT:**

Clr Kevin Ferrier, Vicki McIvor, Olive Chandler, Adam Iuston, Cameron Greig, Lisa Kirton and Susie Crawford

1. Apologies

Leanne Natty, Kim Newling (WRHS), Barry Marshall, Ron Denham

2. Minutes of previous meeting – 22 July 2020 (Appendix A)

It was Moved on the Motion of Kirton and Crawford that the Minutes of the Walcha Mountain Festival Committee Meeting, copies of which have been distributed to all members, be taken as read and confirmed a **TRUE** record.

3. Business Arising

3.1 Name Change

It was decided to leave the name for now as it would be great to get a gravel ride linked the event in the future. Gravel riding events are becoming increasingly popular.

3.2 Format – one or two days

Further discussion around whether event should be 2 days. Quilt exhibition needs to be for 2 days as it is a lot of work to set up.

4. General Business

4.1 Road Ride

Greig to organise trophies, sponsorship, set up Facebook page, volunteers

4.2 Billy Cart Derby

Launcher needs a new home, currently stored at old WVS building. Can stay her for a cost. Decided to have a more relaxed format for billy carts this year.

4.3 Quilt Exhibition

Suggestion to have a visitor information stall at farmers market telling people about quilt exhibition at Langford, Motorcycle Rally and general Walcha info. McIvor will reach out to Yvette Stanton. Woolshed now has a toilet block so only one Porta-loo will be required.

4.4 Back Roads Bike Ride

Speak to Chris Feltham – NEMTB

4.5 Sunday Festival – General

Gove Star to perform 2 sets, Iuston to think of another artist to do a set. Tourism staff to approach Hattie Oates, Lillie Nelson. Other entertainment includes AWFA, model boats, vintage cars, rock climbing wall, jumping castle, vintage engines (talk to Lee Blake), Vintage Chainsaws (talk to Jack Carey) Devonshire Tea in Langford or model trains? Tours (WRHS can take bookings). WRHS raffle, WRHS parking, food stalls, WVS tent booked, Betts truck stage (need to book), Bar (ask Taphouse if he would like to do). Optional gold coin donation on entry for WRHS, donation bucket at Quilt Show.



---

4.6 COVID PLAN

Ask Alice Flanagan to do COVID plan for us.

4.7 NEW MEMBERS

Possible new members: Sean Pendleton, David Stevens

5. Next Meeting – 21 July 2021

**MEETING CLOSE:** 9:10am

## Walcha Council Community Gym Advisory Committee Meeting

held on

Monday, 21 June 2021

at

3:37pm

at

Walcha Council Chambers

### **PRESENT:**

Lacey Latham (Director Environment & Development and Acting Chairperson), Janessa Sherrin, Jaimie Fenwicke, Penny King, Dave Healey and Ruth Fletcher (Community Representatives)

### **1. APOLOGIES:**

Councillor Eric Noakes and Sally Rutherford.

### **2. CONFIRMATION OF MINUTES OF PREVIOUS MEETING HELD ON 23 MARCH 2021**

The Committee **RESOLVED** on the motion of King and Fenwicke that the minutes of the meeting of the Walcha Council Community Gym Advisory Committee held at Walcha Council Chambers, 23 March 2021, copies of which were distributed to all members, be taken as read and confirmed a **TRUE** record.

### **3. BUSINESS ARISING FROM PREVIOUS MEETING**

#### **3.1. 10 Pass Fee Investigation**

The DED was to investigate the possibility of issuing fobs with a certain number of entries. The fob can only be issued with an expiry date and time, not by a certain number of times entering the building.

#### **3.2. Inclusion of Gym Fees in Council Draft 10 Fees & Charges 2021/2022**

The DED was to include gym fees in the Draft Fees & Charges 2021/2022. This has been completed.

### **4. FINANCIAL REPORT**

The Financial Statement for FY21 as at 18 June 2021 was tabled at the meeting:

Revenue:	\$16,271
Expenditure:	\$6,798
Operating Result:	\$9,473

Details of membership applications receipted for FY21 as at 18 June 2021 were tabled and discussed:

<b>PAYG</b>	<b>Week</b>	<b>Month</b>	<b>6 Month</b>	<b>Annual</b>
12	6	35	8	42

## **5. GENERAL BUSINESS**

### **5.1. 2021/2022 Draft Gym Fees & Charges**

The Committee reaffirmed as per the advertised draft 2021/2022 Fees & Charges that gym fees will remain at the introductory price for the next financial year.

#### **5.1.1. Family Membership**

The Director of Environment and Development (the DED) detailed a request received for a joint or family membership fee at a reduction of the full cost when families are signing up, as a couple they felt it was too cost prohibitive for the both of them to sign up and neither did, only one item of feedback has been received on this subject. The Committee conversed the request, and concurred that the fees have been discussed extensively and are considered to be very reasonable as is.

#### **5.2. Membership Agreement**

A copy of the *Walcha Community Gym Membership Agreement* Version 1.2 21042021 (Document Reference: WO/21/1284) was distributed to all members for review and feedback, the DED advised members that Council's Insurer is also reviewing the form to provide feedback (not constituting legal advice). Jaime Fenwicke recommended adding a 'pre-exercise questionnaire' to the agreement, the Committee agreed to the addition.

**ACTION:** the DED to add a pre-exercise questionnaire to the Membership Agreement.

#### **5.3. Group Fitness Room and Equipment Storage**

The DED tabled correspondence received from a local business proposing to book the Group Fitness Room requesting that Council reconsider allowing any equipment to be located permanently in the room as they require the wall space for teaching classes, an appealing view to the pool and a particular atmosphere that the equipment is not conducive to.

Members considered the request and were unanimous in feeling the space is adequate to service all groups and that it is unfortunate this business feels it doesn't meet their needs, as the equipment is stored neat and tidy at the edges and still provides large open floor space in a beautiful, Zen like atmosphere. The DED added that verbal feedback has additionally been received that with some equipment in this room it is inaccessible to other gym users. Members resolved that this can be solved by providing signage of when the room is booked and equipment can't be accessed but it can be accessed at all other times; additionally, if we are successful in a grant there will be additional equipment available to all gym users.

**ACTION:** the DED to erect signage in the gym advising when the room is booked and unable to be accessed for equipment.

The Committee **RECOMMENDED** that Council permit the ongoing orderly storage of gym equipment used in group fitness sessions in the Group Fitness Room **FURTHER THAT** correspondence be sent advising the submission maker of Councils decision.

#### **5.4. Induction Video**

The DED advised the Committee that Council are still considering ways in which new users of the gym may learn to use equipment appropriately, with the provision of a link to short instruction videos being supplied upon sign up an option; Dave Healey suggested investigating Fitness Australia's suite of video's prior to creating our own.

**ACTION:** the DED to investigate if Fitness Australia have equipment induction videos available for new users.

#### **5.5. Grant Update and Equipment Quote**

Update received from Council's Manager Community Projects on 17 June 2021, that the Department advises in relation to LRCI Phase 2 project approvals, the Community Gym equipment application is being assessed, the Department expects that it will be approved, and this formal approval will be sent through by the end of the month. The Department apologised for the delay.

A Fitness Equipment proposal has been received from Life Fitness as per our request for a quote for equipment as detailed in the March 2021 meeting of the Committee, totalling \$61,808.18. The Committee reviewed the quote with the following amendments:

- Remove 1 rower
- Exchange 1 rower with Concept 2 product
- Add 2 spin bikes
- Add 1 bench press
- Add 1 olympic bar
- Remove 1 dumbbell rack
- Remove 2 bumper plates 20kg
- Add 110kg worth of plates (non-bumper)
- Add 1dumbbell set 25kg to 50kg at 5kg increments
- Add 1 light dumbbell tower rack
- Add 1 dip station
- Add 1 t-bar row platform
- Add 1 kettle bell set 6kg to 20kg at 2kg increments
- Remove kettlebell rack

Other equipment to quote:

- Water station
- Dumbbell rack
- Kettlebell rack

**ACTION:** the DED to seek updated quotes.

#### **5.6. Community Feedback**

##### **5.6.1. Lockable Lockers**

Request for lockable lockers to be available for hire. Members agreed to park this request on a wish list when the financial statement is available after the gym has run for at least 12 months to review what funds are available and develop a list of priorities for maintenance projects.

##### **5.6.2. Email Notification Membership Expiry**

Request for gym members to receive email notification prior to their membership expiring reminding them to renew. Excellent idea.

**ACTION:** the DED to investigate resources available to develop and undertake this procedure.

**5.7. Other Business**

**5.7.1. Out of Hours Access**

Members see a need for access to be available for occasional weekend use etc., the DED advised preliminary discussions have been held around this and the idea suggested to have some fobs available at a location open on the weekend, e.g. the Visitor Information Centre, with payment options also required.

**ACTION:** the DED to investigate access to the gym being available to be arranged out of business hours

**5.7.2. Building Maintenance Tasks**

- Kids creche access, the creche needs to be unlocked
- Disabled toilet requires hand soap and paper towel
- Toilet needs a sanitary bin
- Group Fitness Room cupboard hire, if the cupboards are not hired, may be an option to remove the doors and store some gym equipment in them.
- Punching bags still to be hung
- Aerial for tv to be installed
- Video surveillance requested

**ACTION:** The DED to follow up on the above outstanding items.

**5.7.3. Official Opening**

Members would like an official opening to occur coinciding with an open day, discussion held around the scheduling and approach. Committee agreed to hold the opening in the spring time when hopefully new equipment is in the facility and more people may be looking to become members.

**5.7.4. Thank you to users and staff**

The Committee noted that the gym is looking immaculate and is very well looked after, so thank you to all users and Council Staff for having such a great facility and valuing it.

**6. DATE OF NEXT MEETING**

The next meeting is to be called as soon as advice of the results of our Phase 2 LRCI grant application are received, to be held on a Tuesday at 3:30pm

**THERE BEING NO FURTHER BUSINESS THE ACTING CHAIR DECLARED THE MEETING CLOSED AT 4:54PM.**

**CONFIRMED \_\_\_\_\_ (Signed)**

**Date: \_\_\_ / \_\_\_ / \_\_\_ Chairperson**



# Walcha Preschool Advisory Committee Meeting

held on

Monday, 21 June 2021

at

4:39 pm

at

Walcha Preschool

Committee Minutes

## **PRESENT:**

Rachael Wellings (Chairperson), Karen Kermode (Director Community & Tourism), Debbie Buckland (Acting Nominated Supervisor) Sarah Fletcher and Kate King (parent representatives)

1. **APOLOGIES:** Sean Pendleton and Jordy Young

2. **CONFIRMATION OF MEETING MINUTES HELD ON MONDAY 1 MARCH 2021:**

The Minutes were agreed to be a true and accurate record of the meeting.

## **Business Arising**

The air conditioning units have now been installed using funds from the Bushfire Preschool Grant and the Local Roads and Community Infrastructure grant.

## **Item 4.1: Nominated Supervisor's Report – Term 2 2021**

### **Playground Update**

After being offered some grant money which needed to be spent quickly preschool was able to order and purchase a new cubby house and a chook house. After the construction of the new building the playground was left battered and bruised. The current cubby house is run down and was placed in a short-term location, we strongly believe this cubby house will not survive a second move. When the opportunity to purchase a new cubby house came up we took the offer. The new cubby house will be located near the new bike track making use of the recently acquired block of land which has become the new section of playground. Along with this money preschool is also able to replace the chook house we had. Having chooks at preschool creates many learning opportunities for children including caring for animals, life cycles and cooking experiences.

### **Life Education**

This year the preschool children got a visit from Healthy Harold from the Life Education van. Maddie and Harold taught the children about the importance of

eating healthy, exercise, sun safety and road safety. The children were able to participate in hands on activities. They were also able to give Harold a pat on the nose. As always, each child was given an activity pack to take home and complete along with some stickers.

### **Numbers**

With the government continuing to offer 15 hours of free preschool it has had a knock-on effect of families asking for 3 days a week in the Penguin room. As a result, there has been 20 children enrolled Monday to Thursday in the Penguin room and children in the Polar Bear room all needing the 2 days.

Bus numbers are also healthy with 4-7 children accessing the service each time the bus runs.

### **Staffing**

There has been lots of changes to staffing to keep up with the demands of the full rooms and staff absences. I have been working from home and will continue to do so until around Term 4. An additional staff member has been employed to assist with a child with additional needs this staff member is funded by the Disability Inclusion Program. The casuals have stepped up in doing more permanent roles including one additional educator taking on the bus one day a week.

An educator is due to start maternity leave mid-way through next term. Another educator is due back from maternity leave in term 4.

We are currently looking at hiring a trainee in term 3. This will allow us to take more children in each room as we are currently at full capacity with our current staffing numbers.

## **Item 5: General Business:**

### **5.1 Polices for Review**

The following policies have been reviewed by the educators and Committee members. Any changes recommended have been listed in the table below, and are minor updates to wording only.

- Governance and management WO/17/841
- Professional development and training WO/17/1360
- Family communication and involvement policy – WO/17/848
- Educators meeting policy – WO/17/1362

Policy name	Word/s to be removed in red and underlined	Word/s to be added in red and underlined
Governance and management policy (formally Walcha Preschool Advisory Committee) NQA7 WO/17/841	<ul style="list-style-type: none"> <li>- Remove <u>Aims</u> heading.</li> <li>- Financial Role of Walcha Council: remove <u>Community Services Manager</u>.</li> <li>- Remove role of <u>the Manager Community Service</u> heading and first sentence <u>Manager Community Service</u>.</li> </ul>	<ul style="list-style-type: none"> <li>- <u>Add Director Community and Tourism</u> to first dot point for Financial Role of Walcha Council.</li> <li>- Add Role of the <u>Director Community and Tourism</u> to heading and first sentence.</li> </ul>
Professional development and training policy NQA4 & NQA7 WO/17/1360	<ul style="list-style-type: none"> <li>- Remove <u>Aim</u></li> <li>- Remove <u>ensures</u> the highest quality of childcare...</li> <li>- Remove Walcha Preschool <u>ensures that we</u> will provide the highest...</li> <li>- Under implementation heading: New educators will undergo an induction process. They will be introduced to this process during orientation. A probationary period of six months will apply to all new employees. <u>Annual performance appraisals</u> will follow after that.</li> <li>- The educators and the Nominated Supervisor or Service Provider will mutually agree on a date at least 2 weeks prior to the <u>appraisal</u> meeting.</li> </ul>	<ul style="list-style-type: none"> <li>- Walcha Preschool <u>aims</u> for the highest quality of childcare...</li> <li>- Walcha Preschool will provide the highest...</li> <li>- Under implementation heading: New educators... A probationary period of six months will apply to all new employees. <u>Employee annual review (E.A.R)</u> will follow after that.</li> <li>- The educators and the Nominated Supervisor or Service Provider will mutually agree on a date at least 2 weeks prior to the <u>review</u> meeting.</li> </ul>
Family communication and involvement policy (parent communication Policy combined with parental and family involvement policy) NQA6 WO/17/848	<ul style="list-style-type: none"> <li>- Legislative Requirements: Walcha Preschool and all educators <u>must ensure</u> all operations are compliant <u>to the</u> following Acts/Regulations...</li> <li>- Family Communication: Walcha Preschool aims to provide as many outlets as possible for family/Centre communication. These include: Walcha Preschool Facebook group. This is a closed group and only <u>families with</u> children enrolled can access</li> </ul>	<ul style="list-style-type: none"> <li>- Legislative Requirements: Walcha Preschool and all educators <u>aim for</u> operations are compliant <u>with the</u> following Acts/Regulations...</li> <li>- Family Communication: Walcha Preschool aims to provide as many outlets as possible for family/Centre communication. These include: Walcha Preschool Facebook group. This is a closed group and only <u>parents/carers of</u> children enrolled can access <u>it</u>.</li> </ul>
Educator meeting policy – NQA4 & NQA7 WO/17/1362	<ul style="list-style-type: none"> <li>- No changes</li> </ul>	<ul style="list-style-type: none"> <li>-</li> </ul>

## 5.2 Vege Garden

A family working bee will be planned in term 3 to start work on a new vege garden. Materials will be sourced locally where possible.

## Item 6: Director Community & Tourism Report

### *Entry road and footpath installation.*

The Local Roads and Community Infrastructure grant has been used to reseal our entry road and to install new footpaths that link to existing footpaths in the town. The new footpath leading to the preschool will be used to ensure families can safely walk their children to preschool. The footpaths will link town to the John Oxley sports field.

### *Community Grants Program*

We have been notified of a grant opportunity of up to \$10,000 to increase participation and access of Aboriginal and Torres Strait Islander children and children from low income families to enrol in our preschool. I would welcome any ideas from the Committee on how we could do this. All educators will be brainstorming for new initiatives to increase our ATSI enrolment numbers.

Ideas so far:

- Yarning circle, possibly with a fire pit
- Breakfast club

### *Pine trees in carpark*

We have asked for quotes to have the large pine trees along the western side of our car park removed.

### *Free Preschool Initiative*

We have been notified that the free preschool initiative has been extended to the end of 2022. This additional funding will cover 600 hours per year (2 days per week) of preschool education. If a family chooses to use extended hours or more than 2 days per week, fees will be charged for the extra hours/days.

**Meeting closed: 5.35pm**



# Item 11:

# Delegate Reports

**RECOMMENDATION: That Council RECEIVE and NOTE the following Delegate Reports / Minutes.**

# Minutes of the WALCHA & DISTRICT HISTORICAL SOCIETY Inc

held in Caretakers Cottage commencing 1.00pm

Saturday 22 May 2021

**Welcome** – Kate welcomed everyone.

**PRESENT** –Kate Hoy, Kerry Dickson, Jane Morrison, Bob Burnell, Dennis Cooke, Pam Dorrington, Bill Heazlett, Coll King, Lyn Burnell, Bob Walsh, Peter Mclvor, Vicki Mclvor, Lloyd Levingston, Nerida Hoy, Lyn Dorrington

**APOLOGIES** –Jan Cross, Don Murchie, Katrina Bloomfield, Ruth Inall, Sandra & Vic Galvin, Ron Morrison, Pam Walsh, Pauline Levingston.

Moved Jane 2<sup>nd</sup> Bob Burnell that the apologies be accepted, C/d.

**MINUTES** – of the April meeting, having been previously circulated were taken as read.

Moved Jane, 2<sup>nd</sup> Dennis that the minutes of 24 April 2021 were a true and correct record. C/d

## **BUSINESS ARISING:**

1. All Business Arising passed to General Business

## **CORRESPONDENCE:**

1. Letter from Walcha Central School requesting our sponsorship donation
2. Email through Susie Crawford from “Why Stories”

## **FINANCE –**

Balance as at 22 May 2021	\$9,142.26
Income:	\$202.80
Expenditure	\$292.91

Bank Balances - Ella’s Garden	\$ 3,920.33
Insurance	\$ 3,150.39
General Term Deposit	\$10,050.68
Council Repayment	\$ 3,063.27
Total Term Deposits	\$20,184.67

Moved Kerry, 2<sup>nd</sup> Lyn Dorrington that the financial statement presented be accepted C/d

## **REPORTS:**

**Museum** - Door takings remain steady, a group of 6 recently and the Open Day had 30+ visitors who donated to the Museum

**History Centre:** Vic away

**Past Perfect** – in recess due to illness

## **Council Report:**

1. A new GM has been appointed to Council. He is Barry Osmond and has a 5 year contract and has been in Fiji and before that in Queensland

# Minutes of the WALCHA & DISTRICT HISTORICAL SOCIETY Inc

held in Caretakers Cottage commencing 1.00pm

Saturday 22 May 2021

2. Council still trying to find more room or another building for the Library and Council Chambers
3. The Council Elections will be in Sept. Bill still trying to abolish Wards however will not be this election
4. Library Tour recently was a success.

## Tourism Committee:

1. Jane presented the plans and drawing for the new entrance to Apsley Falls. Will appear for Public Discussion in the Advocate.
2. There is interest in Cycle tours on Mountain Bikes
3. Jane presented the Social Media reach numbers which are very good.

## General Business:

1. Kerry presented the Women's Sporting Fashions book from the US, for which we sent a photo of Esther Stace
2. The previous Thursday, Kate, Jane and Ron visited Walcha Central School to meet Lee McCoy who offered some school desks to the society. Unfortunately we have not room for them and had to decline the offer
3. The request for the donation to Walcha School was moved by Kate 2<sup>nd</sup> by Lloyd that we give the usual \$50 c/d.
4. Kerry and Kate discussed the organ and it was decided that it should be donated to the church waiting to hear from Nerida.
5. High Tea in November will go ahead on 13<sup>th</sup> November but restricted to 40 people and by booking only. Cost \$25 per person
6. AGM will be held at the Tennis Club on 24 July at cost of \$12 per hour mvd Kate 2<sup>nd</sup> Bob Walsh. Kate will get a quote for food however we may do as per Christmas and all bring a plate to share.
7. Vicki has purchased 8 new Nandinas to replace those there and bags of soil to refresh soil there at present. Cost \$28 mvd Lyn Dorrington 2<sup>nd</sup> Lyn Burnell the payment of soil and mvd Coll 2<sup>nd</sup> Bill the new plants
8. Vicki has supplied a container for the cups and biscuits in the office due to mice.
9. Kerry is trying for a grant for concrete pads and coverings for the wagon and steam engine.
10. There are 6 trees that need to come out at the back of the property. Jane to write to council re the large gum on our property and Luke Notley and Owen Presnell both are happy for the trees to be gone
11. At the end of the ramp the soil has washed away and needs concreting we will get some quotes for this job

Meeting closed at 2.15pm. The next meeting date is **Saturday 26 June 2021** commencing **1pm** in the Caretaker's Cottage.



# Item 12:

# Questions with Notice

There are no Questions with Notice items for  
June 2021





# Item 13:

# Referral to Closed Council Meeting



---

**Item:** 13A **Ref:** WO/2021/02405  
**Title:** Referral to Closed Meeting – Evaluation of Tenders for the Supply of Road Safety Barriers  
**Author:** Director Infrastructure  
**Previous Items:** Nil.  
**Attachment:** Nil.

---

**RECOMMENDATION:** That, in accordance with the provisions of Section 10A (2)(c) of the *Local Government Act, 1993*, the matters of Evaluation of Tenders for Supply of Road Safety Barriers be referred to be discussed in Closed Council and close the meeting to the public for the reason that 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.

---

**Introduction:**

Council approval is sought for matters to be discussed in Closed Council.

**Report:**

Council approval is requested to refer matters for discussion in Closed Council and close the Meeting to the public in accordance with the provisions of Section 10A (2)(c) of the Local Government Act, 1993.

Approval to refer the matters to Closed Council 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.