



**G W Y D I R**  
SHIRE COUNCIL

**MINUTES OF ORDINARY MEETING**

**Held on Thursday 26 October 2023**

**Commencing at 9:00 am**

**in the Roxy Conference Room**

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**Present**

<b>Councillors:</b>	Cr John Coulton (Mayor), Cr Catherine Egan (Deputy Mayor), Cr Marilyn Dixon OAM, Cr Jim Moore, Cr David Coulton, Cr Tiffany Galvin and Cr Lyndon Mulligan
<b>Staff:</b>	Leeah Daley (Acting General Manager), Helen Thomas (Chief Financial Officer Finance), Alex Eddy (Director, Engineering Services) Joanne Sangster (Manager Building Environment), Patsy Cox (Planning Officer), Justin Hellmuth (Information Services and Business Improvement Manager) and Colin Cuell (Building Services Team Leader)
<b>Public:</b>	
<b>Visitors:</b>	

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**Agendas and minutes are available on the Council's website:**

<https://www.gwydir.nsw.gov.au/Home>

## ACKNOWLEDGMENT OF COUNTRY

The Gwydir Shire Council acknowledges that this meeting is being held on Aboriginal land and recognise the strength, resilience and capacity of Gomeroi people in this land.

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## **1 OFFICIAL OPENING AND WELCOME - MAYOR**

The Mayor welcomed all present to the meeting.

## **2 APOLOGIES**

Cr. Chris Matthews is an apology for this meeting.

**An apology was received from the General Manager.**

### **COUNCIL RESOLUTION:**

**THAT the apologies received from Cr. Matthews, Cr. Smith and the General Manager are accepted.**

**Moved Cr Egan, Seconded Cr Galvin**

### **CARRIED**

**For: Cr J Coulton, Cr Egan, Cr D Coulton, Cr Dixon OAM, Cr Galvin, Cr Moore and Cr Mulligan**

**Against: Nil**

## **3 CONFIRMATION OF THE MINUTES**

### **COUNCIL RESOLUTION:**

**THAT the Minutes of the Ordinary and Confidential Meetings held on 28<sup>th</sup> September 2023 as circulated be taken as read and CONFIRMED.**

**(Moved Cr D Coulton, Seconded Cr Mulligan)**

### **CARRIED**

**For: Cr J Coulton, Cr Egan, Cr D Coulton, Cr Dixon OAM, Cr Galvin, Cr Moore and Cr Mulligan**

**Against: Nil**

## **4 PRESENTATION**

There will be two Citizenship Ceremonies at 9.30 am during this meeting to the following residents:

Mrs Christine Mary Labraque Crisp (Christina Crisp); and;  
Mr Antonio Enrique Gomez (Tony Gomez)

There were two citizenship ceremonies.

Mrs Christine Mary Labraque Crisp (Christina Crisp); and:  
Mr Antonio Enrique Gomez (Tony Gomez)

## **5 CALL FOR THE DECLARATIONS OF INTERESTS, GIFTS RECEIVED AND CONFLICTS OF INTEREST**

Nil declarations

## **6 OFFICERS' REPORTS**

### **6.1 Organisation and Community Services Report**

#### **File Reference:**

#### **Delivery Program**

**Goal:** 5. Organisational management  
**Outcome:** 5.1 Corporate management  
**Strategy:** 5.1.3 Administrative and support functions  
**Author:** Leeah Daley, OCS Director

**STAFF DISCLOSURE OF INTEREST** Nil

#### **IN BRIEF/SUMMARY RECOMMENDATION**

The monthly Organisation and Community Services Report details the activities carried out by the Department during September 2023.

**TABLED ITEMS** Nil

#### **BACKGROUND**

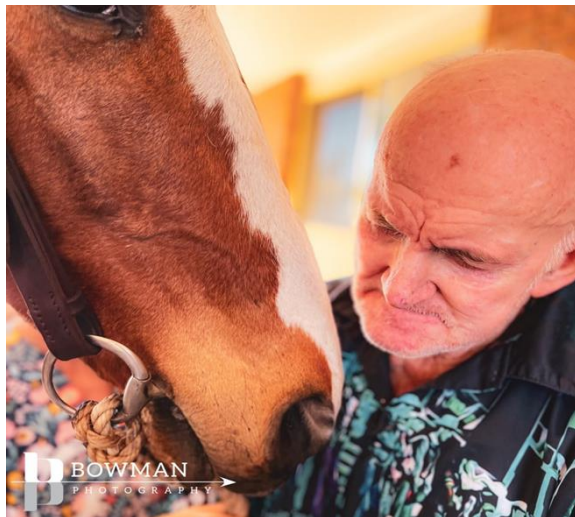
The monthly Organisation and Community Services report forms part of a regular reporting regime. The purpose of the report is to inform Council of the activities carried out within the Department.

#### **COMMENT**

#### **AGED CARE – NAROO FRAIL AGED HOSTEL**

##### **Resident Outings**

Residents were visited by a couple of beautiful horses and enjoyed some pet therapy. Morning walks are back on the agenda now the weather has warmed up and it something the residents certainly look forward to. High care has enjoyed some bread making with one of the nurses. They had lots of fun reading the recipe and baking the bread. Not to mention getting to eat it once it was finished. They have had the normal full schedule of Bingo, cards, lunch outings and craft sessions with the library ladies.



## Commonwealth Home Support Program (CHSP) – Warialda/Delungra

### Budget

Sharon Baker

### Meetings

Next meeting with CHSP Manager, to be advised.

### Volunteers

Meals on Wheels volunteers are still low and are in desperate need for more. The service is currently managing with the Coordinator filling in throughout the month. Clients enjoy chatting to our Meals On Wheels volunteers and love the interaction.

### Transport and trips

Two exciting trips to Inverell Shopping this month and thoroughly enjoyed by all who attended. Client transport covered a broad area for the month of September including traveling to Armidale, Tamworth, Moree and Inverell. The CHSP bus was utilised, by Naroo, several times this month for outings for their residents.

**Social support**

Plenty of social support is given to all the clients when visiting Day Centres, attending outings, during the delivery of Meals on Wheel as well as client phone calls, inquiries & transport.

**Day centres**

Warialda Day Centre gatherings are held on Mondays and Fridays, with Delungra on Wednesdays. The clients are grateful with the service that they receive and enjoy their time socialising with each other.

**Food service**

Positive feedback from MOW clients with meals supplied five day a week and frozen meals if needed over the weekend all supplied by Naroo.

<b>Warialda/Delungra CHSP September 2023 Report</b>		
	<b>Delungra</b>	<b>Warialda</b>
<b>Day Centre</b>		
Total Active Clients	25	11
Clients Receiving Service	13	62
Total Meals	60	181
Hours Clients Receive in Centre	188	412
<b>Social Support</b>		
Number of Clients	13	62
Individual Hours	2	86
Group Hours	186	326
Total Hours Received	188	412
<b>Food Service – Meals on Wheels</b>		
Clients	0	14
Meals	0	267
<b>Transport</b>		
Number of Clients	1	13
Number of Trips	8	987
<b>Transport – Youth</b>		
Number of Clients	0	0
Number of Trips	0	0
<b>Access Bus to Inverell</b>		
Number of Clients	1	9
Number of Trips	2	2

<b>Volunteers</b>		
Number of Volunteers – XX(Month)	1	23
Monthly Volunteer Hours	16	670

### **Commonwealth Home Support Program (CHSP) – Bingara**

**Budget:** Sharon

#### **Advisory Committee Meeting:**

No meetings were held in September.

#### **Volunteers**

Bingara CHSP was supported by 11 volunteers with 529 hours of services during September by way of Out of Town Transport, Centre Based Day Care and local transport.

The hours that volunteers work is determined by the time spent with clients by way of transportation, group social support and individual social support.

#### **Transport and Trips**

Out of Town Transport increased in September with 186 trips for the month, servicing 42 clients.

The Access Bus made three trips to Inverell in September, servicing 19 clients. The Bus was also used for some out of town trips to medical appointments when both other vehicles were fully booked.

Volunteers carry out regular maintenance checks on the vehicles when they are not in use as well as the routine cleaning after every trip.

The Local Transport service has remained around the same numbers again during September.

#### **Social Support**

Group Social Support Group held in the Linger longer room on Tuesdays continued with good numbers in September, four Morning Tea/Lunches being held this month. The Group Social Support outing group went to the Imperial Hotel for Lunch this month. 15 Clients and volunteers enjoyed the outing.

#### **Food Service**

Meals on Wheels numbers in September delivered service to 15 clients. Bingara CHSP is pleased to welcome new volunteers to the Meals on Wheels Service.



Meals on Wheels is coordinated by the Bingara CHSP Staff and the Meals provided by the Bingara MPS.

<b>Bingara CHSP September 2023 Report</b>	
	<b>Bingara</b>
<b>Day Centre</b>	
Total Active Clients	12
Clients Receiving Service	12
Total Meals	26
Hours Clients Receive in Centre	130
<b>Social Support</b>	
Number of Clients	58
Individual Hours	399
Group Hours	130
Total Hours Received	529
<b>Food Service – Meals on Wheels</b>	
Clients	15
Meals	231
<b>Transport</b>	
Number of Clients	42
Number of Trips	186
<b>Transport – Youth</b>	
Number of Clients	0
Number of Trips	0
<b>Access Bus to Inverell</b>	
Number of Clients	19
Number of Trips	3
<b>Volunteers</b>	
Number of Volunteers – Sept 2023	11
Monthly Volunteer Hours	529

## **SOCIAL SERVICES**

### **Bingara Neighbourhood Centre**

*Funding body – NSW Department of Communities and Justice*

Bingara Neighbourhood Centre continues to assist community groups with grant applications and attend to the needs of the public through advocacy and referral to other services.

### **S355 Committees**

#### **Bingara Community Op Shop**

The Bingara Community Op Shop continues to thrive and provides much needed support to the community through workshops and regular programs.



#### **Centrelink**

The coordinator from NAAPT (National Agents and Access Point Team) has changed and a review will take place early in October.

There is new signage which has caused some confusion, after the words “Centrelink” and “Medicare”, had to be eliminated. NAAPT have been notified but are strict on the signage.

Services NSW set up a table outside the Centrelink office on 7<sup>th</sup> September with staff to answer questions from pensioners about rebates etc.

A health and safety report was submitted to management for the ongoing safety of customers accessing the office. It was suggested by various customers that a grip handle at the doorway and a safety strip on the step be installed. Response was prompt with the grip being installed, and a yellow strip being painted on the step, on the 26 September 2023.

#### **Youth Service**

*Funding body – NSW Department of Communities and Justice*

Numbers at Youth Space are consistent. Attendees, staff, and the new male volunteer played Cluedo, Connect Four, Jenga, Uno, a floor ‘curling’ game, indoor soccer, footy passing board, the piano and one participant played guitar. They also attempted a variety of exercises, led by the young people.



Support was provided about making choices, and concerns about other people's opinions. Two of the young people participated in a public music jam session.

Preparations for Vacation Care and for an Oz Tag Clinic and game for the second week of the school holidays are well under way. Youth Services and Warialda Little Athletics are working together to hold a Colour Run in October. The Little Athletics committee decided too many people go away in the school holidays, so have chosen the weekend after school returns. Youth Services will donate the colour product (which was left over from a previous event) and provide some hands-on assistance. Little Athletics will provide most of the labour and use the day as a fundraiser to help them purchase more equipment.

### Youth Mentoring Program

Month	Number of Participants
September	5

The Youth Mentoring Program has been assisting young people with Centrelink, Medicare, job applications, behaviour management and resumes.

### Supported Playgroup Development Worker

#### Warialda Toy Library

*Funding body – NSW Department of Communities and Justice*

Particulars	August 2023	September 2023
Total daily attendance count for children (calculating each child, each day over the month – total points of contact)	<b>63</b>	<b>24</b>
Full borrowing memberships (new and/or renew)	2	0
Non borrowing memberships (new and/or renew)	1	0
Casual borrowing memberships (new and/or renew)	0	0
Commemorative Birth Certificate applications received	0	0
Toys returned	4	0

Toys borrowed	0	0
Groups using the service (FDC Carer, Pharmacy)	0	0
Monday group activity 3 sessions	0	3
Tuesday group activity 3 sessions	44	0
Thursday group activity 3 sessions	23	17
Friday group activity 2 sessions	30	9

Toy Library has been a little quiet this month as staff have spent time attending work placement at the Bingara Preschool as part of Cert III in Childcare. Throughout the month the Toy Library opened twice a week to keep the service available to the families of the community. There was an excursion to the Warialda Preschool on Thursday the 7 September 2023. The Preschool staff and children were very welcoming to the younger children and families. This will be a regular field trip as children attending the Toy Library may join the preschool in the upcoming year.



The Hunter New England Health Child and Family Health Nurse from Warialda and Bingara Multi-Purpose Service attended the service to introduce herself to the community. This service has unfortunately been unavailable in our area for some time and families were very excited to have it back in the community. The Child and Family Health Nurse has offered to attend once or twice a month at Warialda Toy Library to help assist families.

**Bingara Toy Library**

*Funding body – NSW Department of Education and Communities*

<b>Particulars</b>	<b>August 2023</b>	<b>September 2023</b>
<b>Particulars</b>	<b>126</b>	<b>65</b>
Total daily attendance count for children, (calculating each child, each day over the month –total points of contact).	0	0
Full borrowing memberships (new and/or renew)	2	2
Non borrowing memberships (new and/or renew)	0	0
Casual borrowing memberships (new and/or renew)	3	0
Commemorative Birth Certificate – Voucher memberships	2	1
Toys returned	1	1
Toys borrowed	1	1
Children/Group using the service (FDC carer, pharmacy)	28c 18a	20c 16a
<b>Tuesday</b> group morning session x 4	37c 25a	14c 10a
<b>Wednesday</b> group morning session x 3	14c 10a	12c 11a
<b>KSK</b> Program 4 sessions	33b 14g	11b 8g

*(c = children, a = adults, b = boys, g = girls)*

Playgroup visited the Bingara Preschool. A variety of activities both inside and outside were set up for the families to enjoy. The families joined the Preschool children for morning tea out on the backyard deck before exploring all of what was on offer. Once again this was a beautiful morning, and the staff always have lots of experiences for families to enjoy.

The newly appointed Child & Family Health Nurse from the Bingara MPS visited to introduce herself and chat about the services she can provide to the families. Information was handed out to each family and talks began about dates for her next visit. Later in the day a flyer was emailed from the Nurse to every family who is a member of the toy library with the telephone number, hours, days, services available.

The planned Rural Outreach & Support Service visit was cancelled this month due to staff illness.

The last week of September saw the beginning of the school holidays.

Families were encouraged to bring along their older children from Preschool and School to enjoy craft activities, outside play experiences and time for siblings to play together.

Families have been informed (via email, social media posts and in person) of the many activities, guest speakers and special events coming up for Term 4. They have also been notified that the Toy Library will close for the first week of October.

The Kool Skool Kids Program had one enquiry, one new and one leaving membership. The children enjoyed making Father's Day gifts, chalk drawing on the front footpath, popcorn, a movie afternoon, outside games, toy room fun, card games and simply just playing made up games with the Lego.

### **Bingara Preschool**

*Funding Body – Early Childhood Education and Care Directorate  
NSW Department of Education and Communities*

At the beginning of September 2023, a request for consultation was sent out to all families attending Bingara Preschool in 2024 regarding a change in operational days with a choice of Tuesday to Friday or Monday to Thursday. At present the preschool is operational from Tuesday to Friday during the school year. Children aged 4 to 5 attend a transition program at Bingara Central School on Friday from term 2. This means that many families are paying for a preschool day when they are in fact attending Bingara Central School.

A total of 85% of families consulted were satisfied with a change in days in favour of Monday to Thursday for 2024. Given the additional licensed places now available (41) with the completion of works on the new room at Bingara Preschool all families can now be accommodated for four days of early childhood education if required.

After this consultation with all families and stakeholders regarding the days of operation at Bingara Preschool, the decision has been made that as of Monday 5 February 2024(Term 1), Bingara Preschool will be providing an educational program from 8.00am until 3.30pm, four days per week from Monday to Thursday during school terms.

At the beginning of terms 1, 2, and 3 and at the end of term 4, there are professional development days set aside for staff in line with the Department of Education's school calendar and Bingara Preschool will not be operational on these days.

All families will be notified of this change as soon as possible so that plans for next year's enrolment's can commence and the Department of Education will be notified of this change in line with legislative requirements.

<b>Days</b>	<b>September 2023</b>
Tuesday	28

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Wednesday	28
Thursday	28
Friday	26

### **Preschool Excursion – Infants Sports Day BCS.**

On Thursday, 14 September 2023, Bingara Preschool attended the Infants Sports Day at Bingara Central School. The children were very excited as they were able to travel in the big coach, down to the school. The children participated in an age race and the egg and spoon race. The children also cheered on the other children as they competed in their events.



### **Toy Library Visit.**

On Wednesday the 6 September 2023, the Bingara Toy Library families and the Toy Library Facilitator visited Bingara Preschool where families joined the children at the tables inside for morning tea. Afterwards, the visitors, children and Educators enjoyed the rest of the morning, exploring out in the Bingara Preschool yard.

### **Stage 5 – Food Technology Class Visit:**

On Wednesday the 13 September 2023, the Stage 5 Food Technology class from Bingara Central School visited Bingara Preschool. The students prepared two dishes including sushi and nachos for the Preschoolers to make. The ingredients were set up on the tables and the Preschoolers got to choose which dish they wanted to create. They made their dish and then, it was time to eat! The Preschoolers were excited to show the big kids their back yard, including a game of football and going down the slide. They even got into the sandpit and did some digging together. It was then time to get one last group photo and the Preschoolers waved goodbye as the bus left.

**National Quality Standard 5.2.1: Collaborative learning - Children are supported to collaborate, learn from, and help each other.**



### **Gwydir Library Services Coordinator Visit:**

To celebrate Talk Like a Pirate Day, on Tuesday the 19 September 2023, the Gwydir Library Services Coordinator visited Bingara Preschool. The Gwydir Library Services Coordinator brought along a special bag for each child that had a pirate hat, a treasure chest, pirate colouring in, and other special activities for the children to complete at home. When the Gwydir Library Services Coordinator arrived, the Preschool children were still outside playing, so it was decided to play a game of: 'Walk the Plank' to transition inside for morning tea. The children each balanced along the plank, step by step and were careful not to fall off. Once inside, the Gwydir Library Services Coordinator read a story to the children while they enjoyed their morning tea. After morning tea, we ventured outside again where the Gwydir Library Services Coordinator read another story and then everyone danced along to the song Hokey Pokey.

**EYLF Principle: Partnerships - Bingara Preschool builds positive, respectful, and open partnerships within the Gwydir community**



### **Educational Leader Report**

The Bingara Preschool continues to support the two trainees at the service with their studies. This month two workplace students have attended Bingara Preschool. An overview of the services planning and programming cycle, expectations, and philosophy was facilitated at the beginning of their placement. During their work placement the students have been assisted and supported with their studies and any



questions relating to the coursework have been answered.

### Tharawonga Mobile Resource Unit

*Funding Body – Australian Government Department of Education, Skills and Employment*

Days and Venues	September 2023
Monday at Croppa Creek	9 (0 extra casual places)
Tuesday at North Star	11 (6 extra casual places)
Wednesday at Yallaroi	9 (5 extra casual places)
Thursday at Yetman	5 (0 extra casual places)
Friday at North Star	5 (5 extra casual places)

**Service Information** – The service sent families and communities an expression of interest for 2024. This information has been sent out early so that the service can establish where families most require care. With many of the children from the North Star venue (Friday) going to school next year, the feeling is that the need for two days of care won't be as significant.

**Emergency Evacuation Procedures** – The children practised emergency evacuation procedures across each of the venues this term. The educators provided a scenario, then in week 8-9 this was practised to ensure that all involved are aware of what to do in an emergency. The children were able to listen and take direction as they learned the importance of this experience.

**Significant celebrations and events** – The service celebrated Father's Day across each of the venues earlier this month. The children at Croppa Creek creatively made their own bookmarks for their dads. The children at North Star, Yallaroi and Yetman all created a special painting on a small square canvas. On Thursday the 14 September 2023, the children at Yetman wore Yellow to recognise "Are you ok?" day



**Croppa Creek** – The service welcomed a new child to this venue, however one of the enrolled children had their last day this month as they move out of this area. The children have been informing their choices of learning experiences within the

program. The children's choices reflected their interests in the opportunities through recording their voices. The children are continuing their learning with colours particularly, with the painting experience and what happens when they use two colours together (colour mixing). The children have been exploring many skills with the rollercoaster such as sharing, turn taking, helping others and balance. The program is continuing to work on specific skills with the children including fine motor, balancing in the indoor and outdoor learning environment, arts and crafts create both social and individual experiences for the children and self-help skills through a variety of experiences. These experiences bathing the babies and dressing, bean bag balance song and games, puzzles, and Lego.



**North Star** – There has been a new enrolment at this service. Some of the children who have shown an interest in a particular topic have started making their own projects with one of the educators. This process will take time and will be completed over several weeks. Staff have spoken to the children about this, and they are very pleased with their achievements so far and have been very engaged with this learning opportunity that came from their own ideas. Staff have been focusing on letter recognition for letters that are not in our name, and the objects that represent these letters, for the children who will be transitioning to school next year. The younger children have been able to participate in the object recognition component due to age-appropriate skills being achieved. Staff recently started a new concept with our transition times of questions and answers for the children to respond to when moving from group time to routine times. The children were able to participate in being acting out “The Three Billy Goats Gruff” as a part of a language group time experience. This was an opportunity that promoted the children’s language development, turn taking, sharing and cooperation. The children demonstrated that they were familiar with this story as they were acting it out with confidence. The children have been using new resources at the painting experiences to create their own art works and individual creations. The children have been participating in group games including using the parachute. The group practised balancing the ball on the parachute, swapping places with another peer and the concept of raising it high and low. This was implemented to practise following directions within the experience.

The children have been very engaged in the arts and crafts experiences particularly with the open-ended resources that have been available in the area. The children initiated a conversation with an educator about cooking at Preschool. By extending

the conversation with the children about this opportunity, the group cooked some Jam Drops which was very well received and lots of learning embedded, including measuring, mixing, rolling, making holes to add the jam and tasting new foods for some children.

**Yallaroi** – The service had one existing family complete a play session for their youngest child, who will commence care later in term 4. The children have been interested in learning about magnetism, exploring the environment to work out what is magnetic and what is not. The children were able to identify and express to the educators what was magnetic and what was not magnetic. The children have been using their creativity and imagination when building with the Lego. They made their own machinery shed. The children have been transferring knowledge from one setting to another. They imagine and create as they engage in the home corner and kitchen area, making their own biscuits and cakes. The large floor number puzzles have been providing the children with opportunities to work together to achieve a sense of accomplishment, as they complete the puzzles. The children have been using loose parts with the clay to make their own sculptures.



**Yetman** – The service had one more new enrolment and another family completed their orientation process. They will be commencing with this service in term 4. The children have been focusing on colour mixing and textures as they are engaged with the different shaped sponges. The children are working on some ball skills including throwing and kicking as this helps in the development of their gross motor and coordination skills as well as learning to take turns and share. The children have been using open ended resources with the clay to develop their creativity, fine motor skills and language skills. Educators have been role modelling how to roll and make their own creations independently. The school has invited the service to join in with some of their classroom experiences so the children can have opportunities for transitioning into their environment. Counting and numbers have been a focus with our stories and transitioning learning opportunities. The children had opportunities to taste the vegetables from the school garden. They told an educator that the celery tasted a “bit strong”. The children have been utilising the rollercoaster to develop their self-confidence and for sharing, turn taking, balance and coordination. The children have participated in experiences which promote exploring senses and creativity such as writing their names with shaving cream. The children are starting to participate in musical chairs to develop participation in group experiences, listening and cooperating.



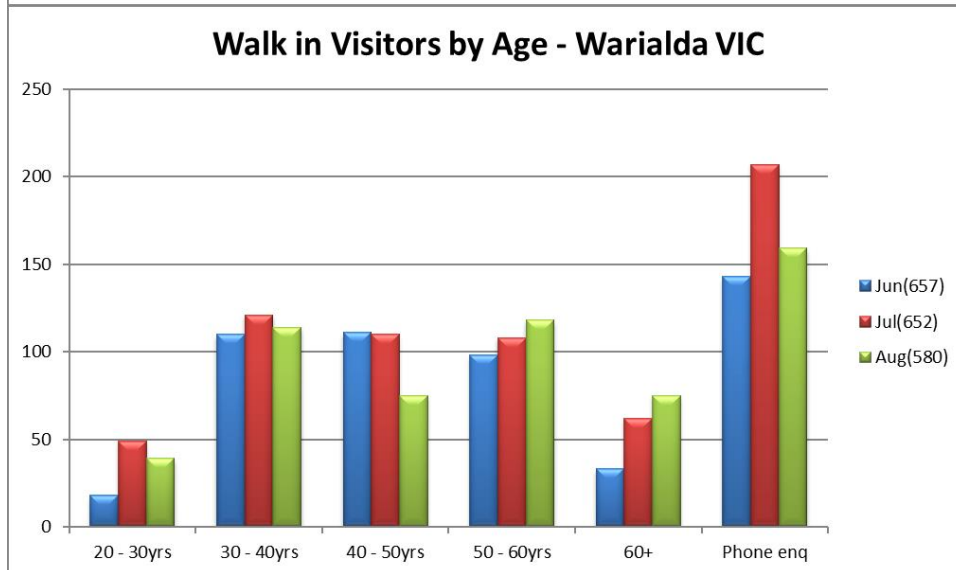
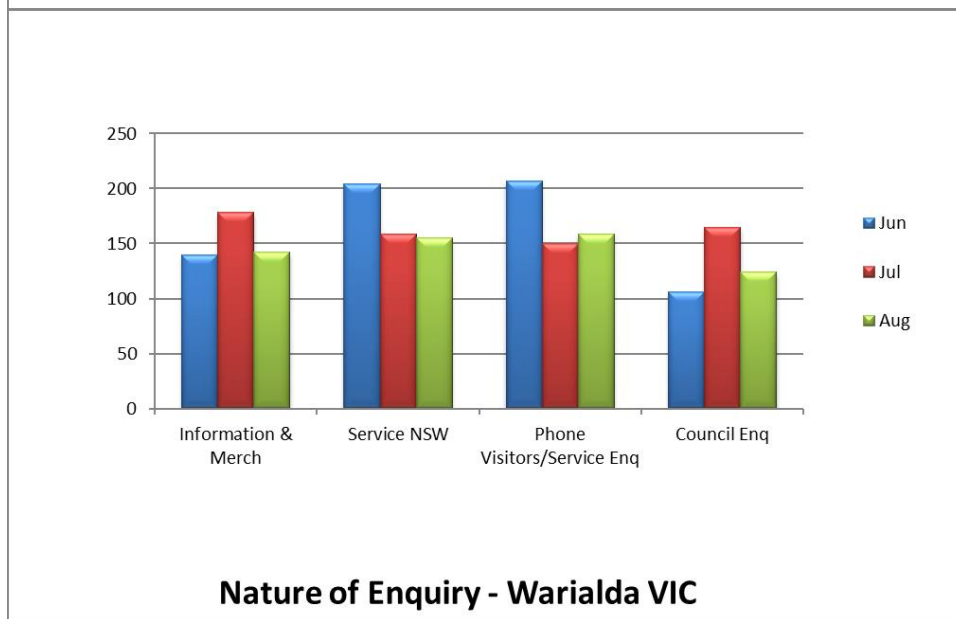
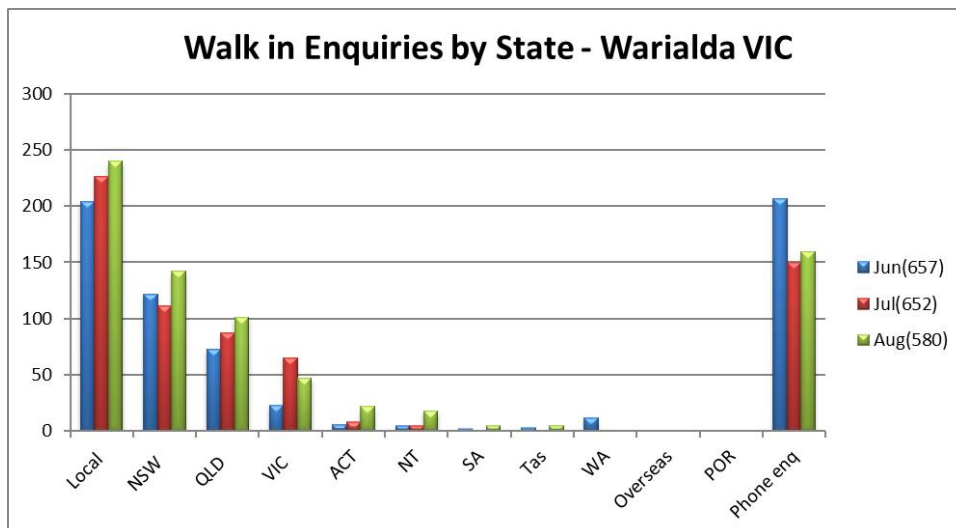
## COMMUNICATIONS, MARKETING AND TOURISM, AND ROXY THEATRE COMPLEX

### Tourism

#### *Warialda Visitor Information Centre*

JUN 2023	JUL 2023	AUG 2023
Opening Hours = 143	Opening Hours = 149	Opening Hours = 149
Volunteering Hours = 3.45	Volunteering Hours = 2.5	Volunteering Hours = 4

INCOME:	\$JUN	\$JUL	\$AUG
Merchandise sales GST Free	195.00	-	-
Merchandise Sales	426.65	630.93	796.81
<b>Total Monthly Income</b>	<b>621.65</b>	<b>630.93</b>	<b>796.81</b>
Visitors at Warialda VIC	JUN	JUL	AUG
Visitors	140	178	142
Service NSW	204	159	155
Council	106	165	124
Phone Enquiries	207	150	159
<b>Total</b>	<b>657</b>	<b>652</b>	<b>580</b>



*Bingara Visitor Information Centre*

<b>June 2023</b>	<b>July 2023</b>	<b>August 2023</b>
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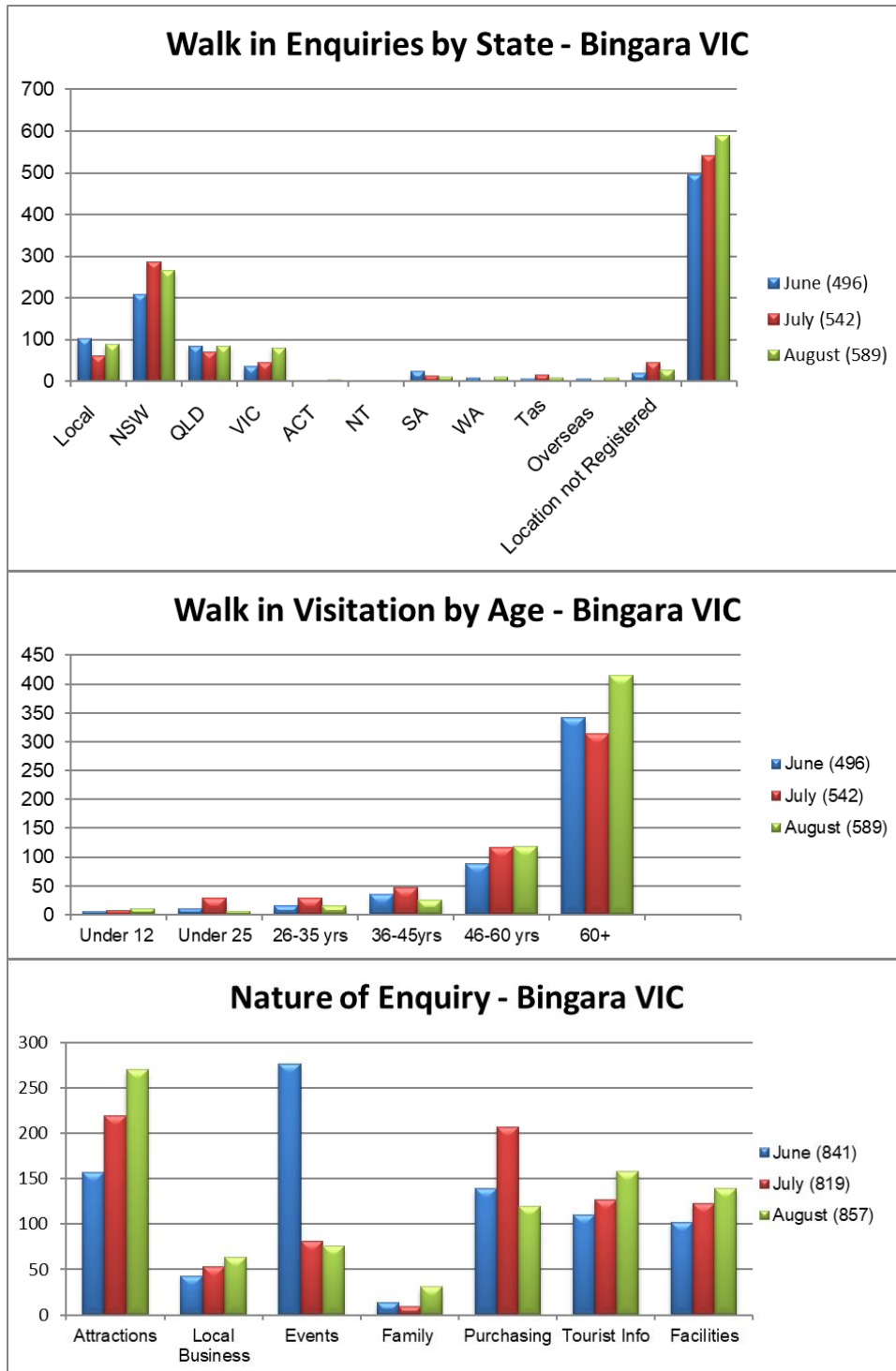
Opening Hours. = 166	Opening Hours. = 172.5	Opening Hours. = 178.5
Volunteer Hours. = 29.5	Volunteer Hours. = 29.25	Volunteer Hours. = 30.5

<b>Income – Bingara VIC</b>	<b>\$ June</b>	<b>\$ July</b>	<b>\$ August</b>
Products on Consignment	\$ 00.00	\$ 00.00	\$ 00.00
Merchandise	\$ 1,956.41	\$ 1,396.50	\$ 1,005.00
<b>Subtotal</b>	<b>\$ 1,956.41</b>	<b>\$ 1,396.50</b>	<b>\$ 1,005.00</b>
Less payments to consignees	\$ 00.00	\$ 00.00	\$ 00.00
<b>Total Merchandise sales</b>	<b>\$ 1,956.41</b>	<b>\$ 1,396.50</b>	<b>\$ 1,005.00</b>
VIC <b>Commission received on Event bookings</b> undertaking on behalf of Community Groups – sub total			
<b>Total Monthly Income Bingara VIC</b>	<b>\$ 1,956.41</b>	<b>\$ 1,396.50</b>	<b>\$ 1,005.00</b>
Roxy Tour Income	\$ 220.00	\$ 220.00	\$590.00
<b>Visitors at Bingara VIC</b>	<b>496</b>	<b>542</b>	<b>589</b>

**Comment/s: -**

- 1) **Tourism Visitation:** - Saw a slight increase in visitation during the month, this could be attributed to over Rotary Caravan Club calling in town during the month
- 2) **Roxy Tours:** - saw 59 people touring the facility during August – this included 40 Rotary Caravan Club
- 3) **TLC Meeting/Workshop/Private Function hire and Bunkhouse accommodation Meeting/Workshop/Private Function hire bookings and Fees received through the VIC:** - Meeting, workshop, or private hire fee collection of \$ 2,320.00 received via the VIC on behalf of TLC. The hire fees included three Private Functions (including payment for two Birthday parties and a Quilters 3 Day Retreat).
- 4) **Campaign Monitor Email Blast send out:** - to 468 subscribers this was combined blast for NWTC play “*It’s My Party and I will Die if I Want To*” and Roxy Management Show “*The End of Winter*”  
**Campaign Monitor Email Blast send out:** - There was a further email blast to the 468 subscribers for the Roxy Theatre event – “*Justin Herald – Motivational Speaker*”
- 5) **Roxy Theatre:** - ticketing/booking site and web site design: - for Roxy Management Show “*The End of Winter*” plus for “*Justin Herald – Motivational Speaker*”
- 6) **Roxy Theatre:** – ticketing/bookings sales via the VIC: - for “*Justin Herald – Motivational Speaker*”
- 7) **Community Groups:** - ticketing/booking site and web site design: - NWTC play “*It’s My Party and I will Die if I Want To*”
- 8) **Community Groups – Assistance** - ticketing sales via the VIC: - NWTC play “*It’s My Party and I will Die if I Want To*” and
- 9) **Roxy Conference Room fees generated:-** Nil
- 10) **Camping Donations:** - collected by Council rangers and from individuals received by the VIC:- Honesty box donations of \$1385.50
- 11) **Comments/notes from Visitors found in Camping Donation Boxes:** - “*Thank you for your beautiful camping, we had a great time*” – “*Thanks to everyone for a great camp by the River – in 3 days we spent \$321.00 (IGA \$97.00, Bakehouse \$29.00 plus \$195.00 for fuel*” – there was one note which suggested a change to the donation boxes “*we fee your*

donation boxes don't stand out enough we have had a few people asking WHERE. So maybe a bigger brighter sign pointing to the box. I'm sure the donations will improve" this has been sent onto Records to be sent to the appropriate person.



**CUSTOMER SERVICE REQUESTS (CRMs)**

CRMs carried forward from:

Department	Outstanding as at 1 September 2023	Completed since 1 September 2023	Outstanding as at 1 October 2023
Technical Services	40	22	18
Environment and Sustainability	9	5	4
Town Utilities, Parks and Gardens	12	11	1
Building Services	6	3	3
<b>Total Outstanding</b>	<b>67</b>	<b>41</b>	<b>26</b>

CRMs – 1 September 2023 to 1 October 2023:

Department	Received during September 2023	Completed during September 2023	Outstanding as at 1 October 2023
Technical Services	31	9	22
Environment and Sustainability	20	11	9
Town Utilities, Parks and Gardens	21	9	12
Building Services	12	6	6
Executive	3	3	0
Organisation and Community Services	1	0	1
<b>Total Outstanding</b>	<b>88</b>	<b>38</b>	<b>50</b>

CRMs received since 1 September 2023 and still outstanding as at 1 October 2023:

Department	Open
Technical Services	40
Environment and Sustainability	13
Town Utilities, Parks and Gardens	13
Building Services	9
Executive	0
Organisation and Community Services	1
<b>Total</b>	<b>76</b>

## CONSULTATION



Consultation has occurred within the Organisation and Community Development Directorate.

**POLICY IMPLICATIONS**

Policy implications are those relating to the 2021/2022 Operational Plan and the Policies of Gwydir Shire Council.

**FINANCIAL IMPLICATIONS**

The activities carried out by the Organisation and Community Services Department are in line with the 2021/2022 Operational Plan.

**STRATEGIC IMPLICATIONS**

The activities undertaken by the Organisation and Community Services Department regarding social and environmental factors are targeted in line with the 2021/2022 Operational Plan.

**OFFICER RECOMMENDATION**

**THAT the report be received.**

**ATTACHMENTS**

1. Gwydir Shire Council 2023 WHS Self- Audit Report [6.1.1 - 20 pages]
2. Monthly Action Progress Report September 2023 [6.1.2 - 26 pages]
3. KPI Action Plan - covering Jan- Jun 2023 Period [6.1.3 - 5 pages]

**COUNCIL RESOLUTION:**

**THAT the report be received.**

**(Moved Cr Egan, Seconded Cr Galvin)**

**CARRIED**

**For: Cr J Coulton, Cr Egan, Cr D Coulton, Cr Dixon OAM, Cr Galvin, Cr Moore and Cr Mulligan**

**Against: Nil**



# 2023 WHS Self-Audit Report

Gwydir Shire Council

Safety & Wellbeing  
with StateCover

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## 2023 WHS Self-Audit

### Executive summary

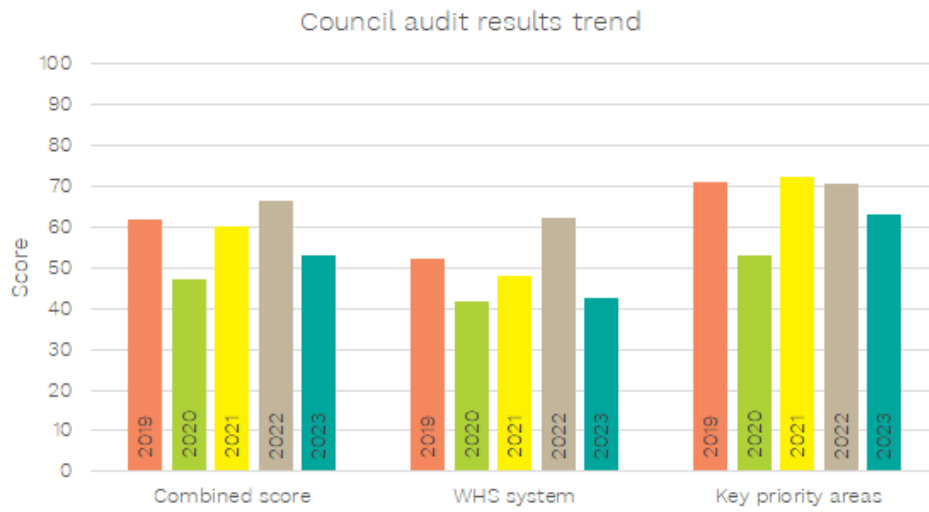
StateCover's annual WHS Self-Audit helps our Members reduce the number and severity of worker injuries and illnesses, which in turn can reduce claims costs and workers compensation insurance premiums.

The audit guides Council through the evaluation and monitoring of your WHS management system and management of key hazards.

The results of this year's audit are summarised below.

<b>Gwydir Shire Council Overall WHS Performance 2023</b>	<b>53.0%</b>	This score is below average compared to the average score for all councils.
<b>Section 1: WHS Management System</b>  This section analyses how systematically WHS is managed within the organisation. An effective WHS Management system should be planned, integrated, and continually improved throughout the organisation.	<b>42.7%</b>	We recommend Council makes improvements to the following elements: <ul style="list-style-type: none"> <li>• Emergency preparedness</li> <li>• Purchasing</li> <li>• WHS audits</li> </ul>
<b>Section 2: Key Priority Areas</b>  This section identifies if priority WHS risks and hazards are effectively managed and controlled in accordance with regulatory requirements.	<b>63.2%</b>	We recommend Council works to identify, assess, and control the following hazards: <ul style="list-style-type: none"> <li>• Electrical test and tag</li> <li>• Client and public violence</li> <li>• Psychosocial risks - general</li> <li>• Hazardous noise</li> <li>• Contractor management</li> </ul>

This graph compares your overall performance score to previous years.



In addition to a detailed report, StateCover has provided your WHS Coordinator with a WHS Action Plan to help Council systematically address all elements that scored **Poor** or **Fair**.



## Introduction

StateCover's WHS Self-Audit is a mandatory annual continuous improvement activity used to get an overview of our Members' WHS systems.

We expect that the audit and report will help all councils to:

- Better understand their WHS performance in relation other comparable councils
- Track their improvement over time
- Prioritise WHS improvements
- Allocate sufficient resources
- Reduce injury and illness frequency and severity, in turn reducing the cost of claims and workers compensation premiums

As part of our dedication to continuous improvement, we have made changes to emphasise the importance of the basic WHS elements, and better reflect the risk profiles of local government.

Due to these changes, both overall and individual sections' scores will not be directly comparable to last year's:

- New element in section 2 – *Psychosocial risk – General*
- Plant and equipment element moved from section 1 to section 2
- Increased weighting for WHS planning, WHS risk management, incident investigation, WHS management review, and musculoskeletal risks

## Results summary

For Section 1 – WHS Management System you scored 42.7%.

For Section 1 we also analyse results for documentation versus implementation. Documentation questions assess the adequacy of your policies and procedures, and implementation questions assess how well these procedures have been followed, or whether other critical processes relevant to each element have taken place. This year, your average score for the questions about documentation were 6% higher than your average score for questions about program implementation.

Section 1 total	42.7%
Section 1 documentation average	48.7%
Section 1 implementation average	42.2%

The ratings for each element in Section 1 are summarised below:

WHSMS Element	Poor (<50%)				Fair (50-75%)				Good (>75%)			
	0-12	13-24	25-36	37-49	50-55	56-62	63-69	70-75	76-82	83-89	90-96	>96
WHS policy							X					
Planning			X									
WHS risk management						X						
Consultation and participation				X								
Training										X		
Emergency preparedness		X										
Purchasing		X										
Health monitoring			X									
Incident investigation				X								
Document control		X										
Record management			X									
WHS audits	X											
Management review							X					

To qualify for 100% of your WHS Incentive in 2023 and 2024, you must complete and submit your WHS Action Plan on our site – [statecover.com.au/whselfaudit](https://statecover.com.au/whselfaudit) – by Friday 27 October 2023.

When completing your action plan, you must:

- Include detailed steps required for every recommended action as well as the person responsible, and the target completion date.
- Identify three priority actions with target dates for completion before Monday 15 July 2024, by when evidence of completion of these actions must be submitted to StateCover. These actions should all be recommendations arising from the WHS Self-Audit, unless you had fewer than three recommended actions listed in your action plan issued by StateCover, in which case your own actions should be used.
- Obtain approval from at least one member of your executive leadership team, such as the general manager or director.

An alternative action plan or strategic plan template can be used if you prefer, so long as the above requirements are met.



For Section 2 - Key Priority Areas you scored 63.2%. The ratings for each element are summarised below:

Key Priority Areas	Poor (<50%)				Fair (50-75%)				Good (>75%)			
	0-12	13-24	25-36	37-49	50-55	56-62	63-69	70-75	76-82	83-89	90-96	>96
Musculoskeletal risks							X					
Electrical test and tag		X										
Sun protection							X					
Bullying and unreasonable behaviour							X					
Client and public violence		X										
Psychosocial risks - general			X									
Plant and equipment							X					
Confined spaces												X
Hazardous chemicals					X							
Managing the risk of falls							X					
Hazardous noise			X									
Work near overhead powerlines							X					
Work near underground services									X			
Construction safety									X			
Quarries												X
Contractor management		X										
Volunteer management							X					
Traffic management									X			
Events management												X
Asbestos						X						





## Detailed findings and recommendations

### Section 1 – WHS Management System

The following graph shows your scores for each element of Section 1 based on a weighted total of all questions in each element.



### Breakdown of results

A further breakdown of the results for Section 1 is provided below. This includes a **Poor**, **Fair**, or **Good** rating of your council’s performance for each element, as well as notes to help you address elements rated poor or fair.

- **Poor** – less than 50%
- **Fair** – between 50% and 75%
- **Good** – over 75%



### Element 1. WHS policy

Your score for this element was **Fair**.

Your results indicate that you have basic or moderate systems in place to address this component of your WHS management system. To further improve your performance in this area, please consider the following:

- Top management commitment is critical to achieving legislative compliance, demonstrating due diligence, and fostering a safe work culture.
- This commitment should be reflected in Council's WHS policy. The policy is intended to clearly inform workers that WHS is an integral part of all operations. The WHS policy should:
  - Include a commitment to continued improvement of prevention of work-related injuries and illnesses
  - Include a commitment to comply with relevant WHS legislation
  - Include a commitment to consultation and participation of workers and their representatives
  - Provide a framework for setting WHS objectives
  - Be relevant and appropriate to the size and context of Council, and the nature of your WHS risks
  - Be documented and authorised by top management
  - Be communicated to all employees
  - Be reviewed periodically to ensure it remains relevant and appropriate

### Element 2. Planning

Your score for this element was **Poor**.

To improve your performance in this area, please consider the following:

- The planning process should involve consultation with relevant workers, such as department managers, HR and WHS representatives/committee, and WHS plans should be approved by top management.
- The planning process should include documented WHS objectives and targets for all relevant levels and functions within Council. That is, objectives and targets should be established for Council as a whole; using these objectives as a base, individual departments should establish specific targets or actions for their areas.
- Planning must be relevant to the context. For example, WHS objectives and targets must consider specific hazards and risks as well as legislative requirements that apply to Council activities. To do this, Council must have access to the appropriate information including:
  - WHS risks and opportunities
  - Current and changing legal obligations
  - Injury rates, costs, and trends
  - The results of previous audit reports
  - The results of previous WHS management reviews
  - Other information regarding the adequacy and effectiveness of the WHS management system

- Targets should include 'positive' or 'lead' indicators, such as the number of inspections, training sessions, risk assessments, etc. to be conducted. These demonstrate progress on preventive actions rather than relying only on 'lag' indicators, such as injury rates, which are after the event.
- These objectives and measurable targets should be supported by management plans that specify:
  - Responsibilities for achieving objectives and targets for each relevant level and function of Council
  - The means and timeframe by which objectives and targets are to be achieved
  - How the plan will be monitored
  - The resources required, including human, technological, and financial resources

### Element 3. WHS Risk Management

Your score for this element was **Fair**.

Your results indicate that you have basic or moderate systems in place to address this component of your WHS management system. To improve your performance in this area, please consider the following:

- The identification, assessment and control of hazards is critical to the reduction of injuries in the workplace. This process should be documented in a procedure that describes how Council will:
  - Identify hazards
  - Assess risks
  - Establish effective control measures using the hierarchy of controls
  - Ensure that risk controls are reviewed and evaluated for effectiveness
  - Consult with workers when managing WHS risks
  - Delegate responsibilities for WHS risk management to all levels of Council, including the GM and directors
- Risk management should be implemented and documented consistently across all of Council's operations through a variety of methods, such as:
  - WHS Risk Register
  - Risk assessments for all construction projects and high-risk activities
  - Routine site risk assessments
  - Regular workplace inspections
  - Job observations
  - Pre-purchase assessments for new plant
  - Incident and near miss investigations
- All identified hazards should be assessed to determine if control measures are required. If so, controls should be developed that follow the hierarchy of controls. Refer to the model in Safe Work Australia's Code of Practice *How to manage work health and safety risks*.

- Controls that have been implemented should be reviewed via a systematic process at an appropriate period to ensure that they have been effective in reducing the risk and that no new risks have been created through these changes.

#### Element 4. Consultation and participation

Your score for this element was **Poor**.

To improve your performance in this area, please consider the following:

- Under WHS legislation, Council must ensure that workers are consulted on WHS matters. This includes determining and documenting the agreed consultation structure, e.g. Health and Safety Representatives (HSRs), the designated workgroups, the types of issues on which workers will be consulted, training to be provided, etc.
- Consultation arrangements must be implemented throughout Council. This may include the election of HSRs and the provision of appropriate consultation training. All workers should be informed who their HSRs are and how workers are consulted.

Workers or their representatives should routinely be involved in WHS issues such as:

- The review of WHS policies and procedures
- The identification and control of hazards
- Changes that affect workplace WHS
- Determining competence requirements, training needs, training and evaluating training
- Investigating incidents and non-conformities and determining corrective actions

Barriers to participation, like language or literacy barriers, reprisals or threats of reprisals, and policies or practices that discourage or penalise worker participation, must be removed or minimised.

More information on consultation can be found in SafeWork NSW's Code of Practice *Work Health & Safety Consultation, Co-operation and Co-ordination*.

#### Element 5. Training

Your score for this element was **Good**. This indicates Council generally has well-developed systems in place to address this component of the WHS management system.

#### Element 6. Emergency preparedness (including first aid)

Your score for this element was **Poor**.

To improve your performance in this area, please consider the following:

- Council must anticipate and prepare for the types of emergency situations that could occur within any of Council's work areas, including but not limited to fire, hazardous chemicals, natural disasters, and violence.
- Develop procedures that identify these emergency situations and any required training, equipment, and testing. Give wardens and workers training in line with emergency procedures and their designated level of responsibility, with refresher courses provided as appropriate. Perform emergency evacuation drills at least

once per year in all facilities. More information on emergency planning can be found in Australian Standard 3745 *Planning for emergencies in facilities*.

#### Element 7. Purchasing

Your score for this element was **Poor**.

To improve your performance in this area, please consider the following:

- Take the opportunity to minimise risk to workers by identifying and addressing hazards when purchasing plant, equipment, and other goods. It is usually easier and cheaper to control risks in this early stage rather than after implementation.
- Council should develop and document procedures that specify how potential hazards associated with new purchases will be identified and controlled. This includes information on which purchases need to be assessed, how this assessment will be conducted, and how Council will ensure controls are implemented when receiving or commissioning new equipment or goods.
- All key purchases should be routinely assessed for potential hazards in accordance with the procedure, and appropriate actions taken to address identified hazards prior to use.

#### Element 8. Health monitoring

Your score for this element was **Poor**.

To improve your performance in this area, please consider the following:

- Health monitoring must be conducted if workers are exposed to lead, asbestos or the hazardous chemicals listed in Table 14.1 of the Work Health and Safety Regulation 2017 (NSW). Council must also ensure that the health of workers is monitored for the purpose of preventing illness or injury, as far as reasonably practicable. For example, monitoring exposure to hazardous noise levels or infectious diseases.
- Council should develop health monitoring procedures that specify when health monitoring is required, the applicable legislative requirements, and how health monitoring will be implemented.
- Once required health monitoring is identified, put appropriate measures in place, conduct it within the required timeframes, and document all monitoring.

#### Element 9. Incident investigation and corrective action

Your score for this element was **Poor**.

To improve your performance in this area, please consider the following:

- Incidents that cause injury or illness, or have the potential to, should be investigated to identify the reasons they occurred and to implement corrective measures that prevent them happening again. Develop procedures to support this.
- It is important to identify the underlying causes of incidents, rather than just the superficial ones.
- Corrective actions must be constructive and follow the Hierarchy of Controls so that a reoccurrence of the incident can be prevented.

#### Element 10. Document control

Your score for this element was **Poor**.

To improve your performance in this area, please consider the following:

- All documents in circulation must be current, easy to locate, and clearly dated.
- Council should develop and implement procedures to maintain documents in a systematic way to ensure:
  - Current versions of relevant documents are made available at all locations
  - Documents are clearly identified and can be easily located
  - Superseded or archived documents are clearly marked and removed from the system
  - Documents are periodically reviewed, revised as necessary, and approved for adequacy

#### Element 11. Records management

Your score for this element was **Poor**.

To improve your performance in this area, please consider the following:

- Council should develop and implement procedures to identify, maintain, retain, and dispose of WHS records such as accident/incident reports, work permits, training records, etc. This should include:
  - Clear identification of the WHS records that can be traced to the activity, product or service involved
  - Proper storage of records to ensure that they are easy to retrieve and protected against damage, deterioration, or loss
  - Specified retention periods for different type of records
  - Chain of authority for disposing of record

#### Element 12. WHS audits

Your score for this element was **Poor**.

To improve your performance in this area, please consider the following:

- Council should develop and implement a program for regular, periodic WHS audits to evaluate the quality and effectiveness of its WHS management system. These audits should ideally be conducted by trained WHS auditors to determine:
  - Whether the WHS management system is sufficiently comprehensive, and used effectively
  - Any deficiencies and required corrective actions
- Top management should attend audit opening/closing meetings, review the report, and assist in prioritising corrective actions.

#### Element 13. Management review

Your score for this element was **Fair**.

Your results indicate that you have basic or moderate systems in place to address this component of your WHS management system. To improve your performance in this area, please consider the following:

- Council management should review progress against WHS targets, as well as the overall effectiveness of the WHS management system, to identify any problems and to promote continuous improvement.
- Progress against established targets should be periodically reviewed at all relevant levels and departments to ensure targets are being achieved, and any problems are promptly identified and corrected.
- Top management should review the suitability and effectiveness of the overall WHS management system at least annually. This should include consideration of incident analyses, audit reports, a review of new and existing risks, legislative changes, and changes in activities or work environments. Any required changes to the WHS management system should be incorporated into the subsequent WHS planning process.
- Management reviews must be documented, and all data gathered and reviewed should be retained in accordance with Council's record keeping procedure.

## Section 2 – Key priority areas

Section 2 examines the management of specific hazards that are common within councils. Based on the findings of the audit, your Council's performance in managing a range of specific hazards is summarised below. Elements marked 'not applicable' in the audit will not appear in the results.



For key priority areas in which your Council received a score of **Fair** (50%-75%) or **Poor** (<50%), Council must work towards ensuring:

- There is a documented, detailed procedure:
  - Developed in consultation with workers and agreed/ratified by Council
  - Describing how risks related to each hazard are identified, assessed, controlled and reviewed on an ongoing basis, including details of the specific processes to be followed, and people responsible.
- Full implementation of this procedure across all of Council with tailored training so that:
  - Managers and workers are aware of the hazard and how its risks are to be managed
  - Management of the issue is integrated into normal operations
  - The risk of injury or illness to workers from exposure to this hazard is reduced to as low as reasonably practicable

For more detailed recommendations for Section 2, please refer to your Action Plan.



## General recommendations

In general, we recommend Council takes a systematic approach to improve any areas that were rated **Poor** or **Fair**:

- Identify Council's priority areas, considering the audit score, potential risk to health and safety, legislative requirements, and impact on injury incidence or claims costs.
- Try to determine the reasons for any poor results. For example, some common causes include the need for:
  - Additional information to better understand the issue and the available options
  - Better equipment
  - More or better training
  - Additional resources or funding to address the issue
  - Clarity about departmental and individual responsibilities and ownership for certain WHS elements, hazards, or risk management tasks
  - Improved consultation with workers and stakeholders
- Collaborate with other stakeholders to determine how new WHS controls and improvements can be incorporated into current Council documents or processes where appropriate, rather than developing new WHS-specific documents or processes.
- Develop an action plan to address any weaknesses. This plan should include the steps to be taken, the person responsible, and the timeframe for implementation. To assist you in this, a customised action plan template will be sent to you that includes all **Poor** or **Fair** elements from your audit results.
- Consult with key groups, such as relevant department managers, WHS Committee and Council's leadership team, before finalising your WHS Action Plan.
- Have your WHS Action Plan endorsed by the general manager and/or leadership team and incorporated into Council's overall strategy if possible.
- Consider whether any WHS actions or objectives can be used for senior managers' KPIs.

## Disclaimer

This report has been prepared solely for use by Gwydir Shire Council.

The findings, conclusions and recommendations in this report are based on information provided by Council and is strictly limited in scope to Council's WHS management system and management of key hazards. The information provided by Council has not been independently verified.

While StateCover takes reasonable care to avoid reliance on data and information that is inaccurate or unsuitable, StateCover is not responsible for verifying the accuracy or completeness of any information and data provided by Council.

While every effort has been made to identify all pertinent WHS issues, no guarantee is made that all management system gaps and hazardous conditions have been identified in this report and StateCover assumes no responsibility or liability for:

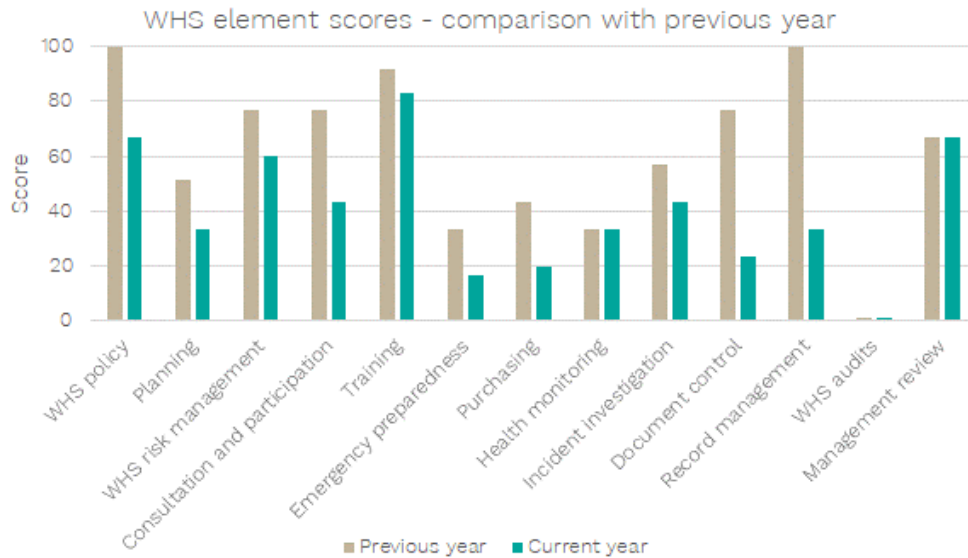
- Errors, deficiencies, inaccuracies, or gaps in data used in this report and provided by Council
- Any claims, demands, suits, judgements, damages or losses that may be brought against StateCover by Council or any third party in connection with the use of or reliance on the findings and recommendations set out in this report

Before using or relying on the recommendations set out in this report, Council must exercise its own care and skill to assess the relevance, reliability, accuracy, and completeness of the report. A separate risk assessment should be conducted by Council before implementing any recommendations in this report to ensure that any associated risks have been fully identified and addressed.

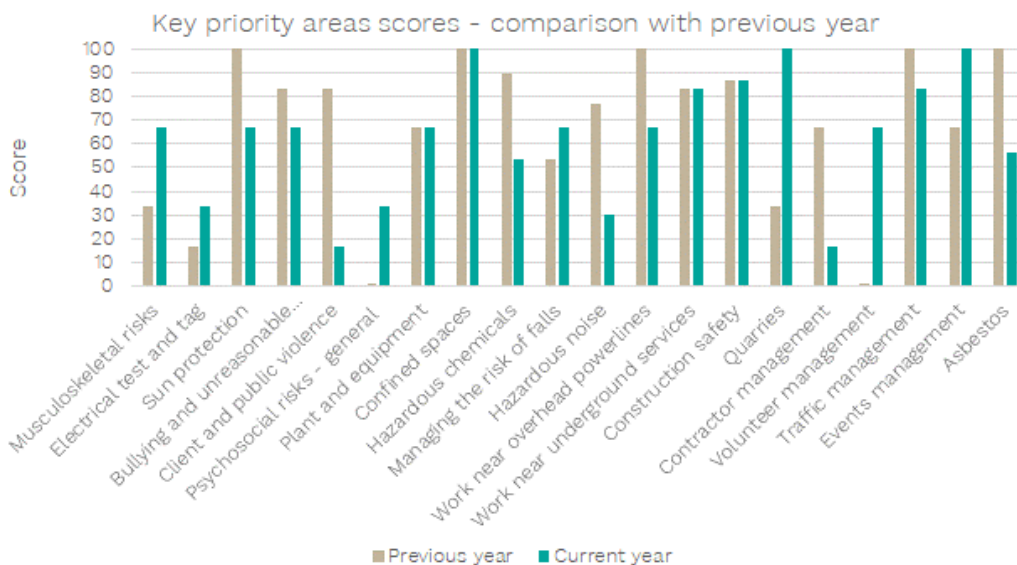
Reproduction, distribution or disclosure of this report, in whole or in part, or use of any information contained in this report for any purpose other than to evaluate Council's WHS management system and management of key hazards is prohibited without the written consent of StateCover.

## Appendix: Audit result trends

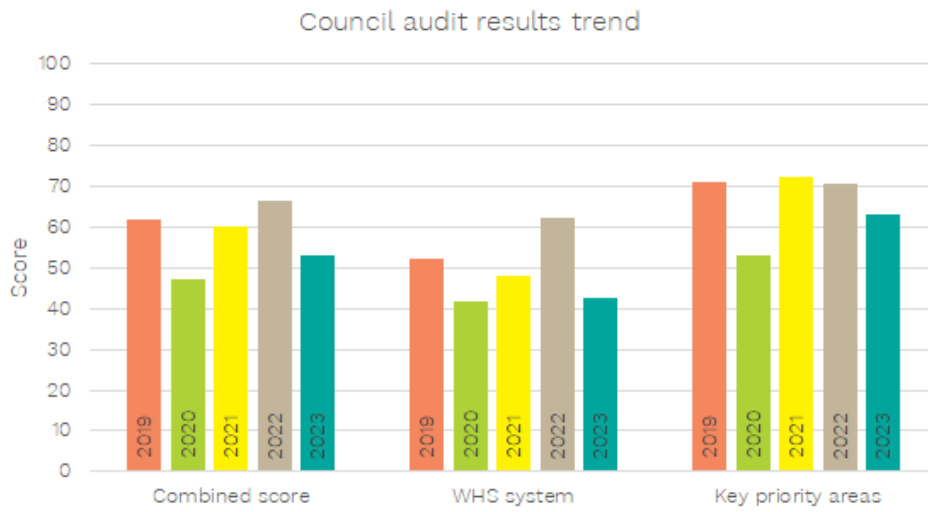
### Yearly comparison – WHS management system elements



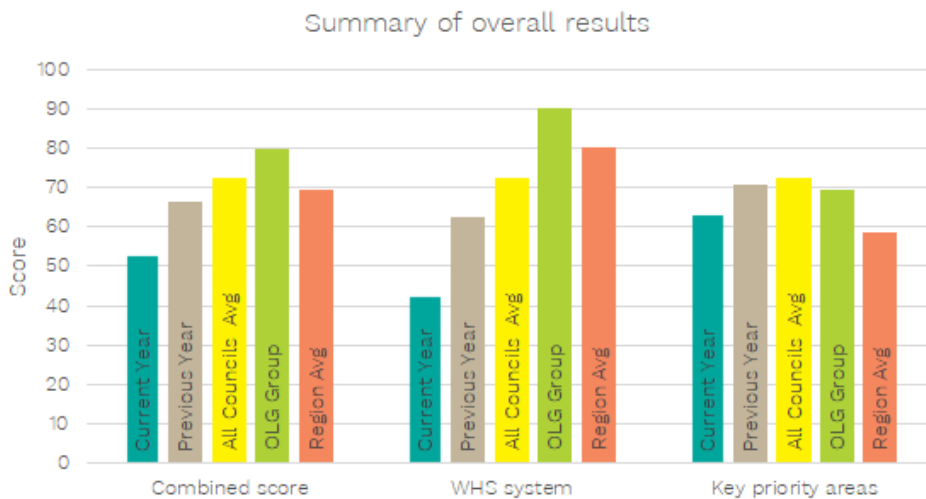
### Yearly comparison – key priority areas



Council audit results over time



Comparisons to other councils





[www.statecover.com.au](http://www.statecover.com.au)  
[sandw@statecover.net.au](mailto:sandw@statecover.net.au)  
(02) 8235 2893



# Monthly Action Progress Report September 2023/2024


**Goal 1: A healthy and cohesive community**

A liveable community has pride of place, ease of access, community harmony, a mobile and healthy population that participates in community life, a feeling of safety and security, a strong vibrant cultural base and places to relax, study and play.



**1.1: We have healthy and inviting spaces and places**

We have access to a range of high quality health care services. All residents are supported in living a healthy and active life through the opportunity to participate in recreation activities.



**1.1.1: Improve local access to health services**

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
1.1.1.2	Support Gwydir Shire's health initiatives	Community Assets Manager	In Progress	0%		




**1.1.2: Encourage and enable healthy lifestyle choices**

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
1.1.2.1	Oversee the operation of Council's Aquatic Centres	Community Assets Manager	In Progress	15%		
1.1.2.3	Conduct Council's Category B Enforcement agency functions under the Food Act 2003 (NSW) by the specified due dates	Planning & Environment Team Leader	In Progress	30%		

In  Progress  Complete  Deferred  Not Updated  Not Started






Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
1.1.2.4	Implement a strong Wellness and Enablement plan within the Gwydir Shire Council through the CHSP program	Aged Care Manager	In Progress	95%		
1.1.2.7	Warialda Memorial Swimming Pool Improvements - Local Roads and Community Infrastructure Program Phase 3 (LRCl)	Community Assets Manager	In Progress	15%		

1.1.3: Provide the right places, spaces and activities







Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
1.1.3.1	Big River Dreaming - Wellness and Interpretive Centre	General Manager	In Progress	20%		
1.1.3.2	Be a centre of leadership in child development, education and care as well as support for families and community	Social Services Manager	Not Updated	0%		
1.1.3.3	Annual Tree Planting Program	Urban Infrastructure Coordinator	In Progress	25%		

In  Progress  Complete  Deferred  Not Updated  Not Started






Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
1.1.3.4	Bingara Footpath Program - Local Roads and Community Infrastructure Program Phase 3 (LRCI) - Construction/replacement of non-compliant walking/cycle paths	Urban Infrastructure Coordinator	In Progress	95%		
1.1.3.5	Bingara Skate Park project - 2021-2022 Open Spaces Program	Town Utilities and Plant Manager	In Progress	10%		
1.1.3.6	Build our reputation as 'best choice' for families, children and young people to discover their abilities and reach their potential in life	Social Services Manager	Not Updated	0%		
1.1.3.7	Enhance the overall Resident experience at Naroo Frail Aged Hostel by embedding an active Leisure and Lifestyle program with residents focusing on wellness	Aged Care Manager	In Progress	90%		
1.1.3.8	Hope Street Warialda CBD Park Construction - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	General Manager	In Progress	20%		

In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
1.1.3.9	Landscaping Improvements - Warialda Street Tree Upgrade - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Engineering Assets Coordinator	In Progress	30%		
1.1.3.11	Progress Gwydir Shire Council Disability Action plan with committee.	Integrated Planning Reporting & Governance Officer	In Progress	20%		
1.1.3.12	Provide exceptional care, embracing authentic partnerships with families and ensuring the 'voice of the child' is central to our service processes	Social Services Manager	Not Updated	0%		
1.1.3.13	Provide high levels of hygiene to councils community assets	Community Assets Manager	In Progress	15%		
1.1.3.14	State Drought Stimulus Package - CBD Improvements - Warialda Footpath upgrades	Engineering Assets Coordinator	In Progress	90%		
1.1.3.15	COVID-19 Economic Stimulus Package - Phase 1 - Batterham Lookout Makeover	Town Utilities and Plant Manager	In Progress	70%		


In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
1.1.3.16	Stronger Country Communities Funding - Round 4 - Construction of Nicholson Oval amenities	Building Services Manager	In Progress	60%		
1.1.3.18	Warialda Footpath Program - Local Roads and Community Infrastructure Program Phase 3 (LRCI) - Construction/replacement of non-compliant cycle/walking paths.	Urban Infrastructure Coordinator	In Progress	40%		
1.1.3.20	Implement Council's library programs	Community Assets Manager	In Progress	15%		

**1.2: Our community is an inviting and vibrant place to live**




Our community is strong, safe and connected with equal access to the services and facilities that ensure a great quality of life for all ages. Community pride and a sense of belonging are fostered through having a caring and connected community, with suitable programs and activities for all ages and abilities. Our residents' lives are enriched through access to lifelong learning opportunities as well as activities and events that celebrate our culture and encourage participation.

**1.2.1: Enable accessible and affordable lifestyle options**


Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
1.2.1.1	Meet Council's property management obligations	GLR & Communications Team Leader	In Progress	55%	Major cleaning undertaken in Unit 2, 18 Holden Street, Warialda, coordinated by Anglicare. Trees removed from Plunkett Street Aged Units. All aged units and community housing in both Warialda and Bingara are occupied.	

In  Progress  Complete  Deferred  Not Updated  Not Started

1.2.2: A shared responsibility for community safety

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
	Comply with and report on Councils Companion Animal Management requirements	Planning & Environment Team Leader	In Progress	75%		
1.2.2.1	Comply with and report on Councils Companion Animal Management requirements	Planning & Environment Team Leader	In Progress	25%	requirements are being met	
1.2.2.2	Implement Child Safe Standards as per legislative requirements	Integrated Planning Reporting & Governance Officer	In Progress	40%	Training module to be integrated into Pulse learning is being finalised with consultant	

1.2.3: Celebrate our creativity and cultural expression

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
1.2.3.1	Rollout out the planned schedule of events reviewing the concept, target audience and success of each event	Community Assets Manager	In Progress	15%		

In  Progress  Complete  Deferred  Not Updated  Not Started






## Goal 2: Building the business base

A productive community provides people with positive choices for investment, employment and study. An innovative, diverse and resilient economy requires collaboration between local people and other levels of government to ensure that funding for infrastructure and economic development exists to support market strength and diversity.









### 2.1: Our economy is growing and supported

Our business community is prepared for future growth and challenges. We welcome new business development opportunities and work with private enterprise to establish strategic partnerships aligned to the creation of employment and industry in our community. Tourism is embraced by all facets of our community and Gwydir Shire Council is seen as a destination of choice for travellers.






#### 2.1.1: Plan for and develop the right assets and infrastructure

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
2.1.1.2	Annual Water Meter replacement program	Town Utilities and Plant Manager	Completed	100%		
2.1.1.3	Annual Pump replacement program	Town Utilities and Plant Manager	Not Updated	0%		
2.1.1.4	Bingara Riverside Caravan Park Amenities Block Construction - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Community Assets Manager	In Progress	90%		
2.1.1.6	Building Services Repairs and Maintenance Program for 2023-2024	Building Services Manager	In Progress	5%		
2.1.1.7	December 2020 Flood Disaster works program	Engineering Assets Coordinator	In Progress	95%		







In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
2.1.1.8	Fixing Local Roads Round 3 - Resheeting of Getta Getta Road from North Star Road to Inverell Shire	Engineering Services Director	In Progress	70%		
2.1.1.9	Bingara Water Treatment Plant - Solar installation project	Town Utilities and Plant Manager	In Progress	20%		
2.1.1.10	North Star Hall Improvements - Restumping - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Building Services Manager	In Progress	10%		
2.1.1.11	Water main extension to Warialda Landfill	Town Utilities and Plant Manager	Deferred	0%		
2.1.1.12	Stage 1 North Bingara sewer extension project	Town Utilities and Plant Manager	Completed	100%		
2.1.1.13	Stage 2 North Bingara sewer extension project	Town Utilities and Plant Manager	In Progress	50%		
2.1.1.14	November 2021 Flood Disaster works program	Engineering Assets Coordinator	In Progress	30%		
2.1.1.15	Provide accommodation options to our community and visitors	Community Assets Manager	In Progress	15%		

In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
2.1.1.19	Reedy Creek Access Road Construction - Stage 2 - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Engineering Assets Coordinator	In Progress	40%		
2.1.1.23	Town Streets - kerb replacement and pavement enhancement program	Urban Infrastructure Coordinator	In Progress	10%		
2.1.1.24	Upper Horton Sports Club Camping Ground Amenities Block - Local Roads and Community Infrastructure Program Phase 3 (LRCI)	Town Utilities and Plant Manager	In Progress	20%		
2.1.1.25	Warialda Emergency Accommodation and Respite Centre - Plunkett Street - Black Summer Bushfire Recovery Grants Program	Community Assets Manager	In Progress	90%		
2.1.1.32	Heavy Vehicle Safety & Productivity Program Round 7 and Fixing Local Roads Program Sealing of IB Bore Road from North Star to Moree Plains Shire	Engineering Services Director	In Progress	45%		



In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
2.1.1.34	Develop 10 year stormwater plan	Urban Infrastructure Coordinator	In Progress	90%		
2.1.1.36	Deliver RMCC annual works program	Urban Infrastructure Coordinator	In Progress	10%		
2.1.1.37	Construct new disabled access footpaths	Engineering Assets Coordinator	In Progress	50%		
2.1.1.38	March 2021 Flood disaster works program	Engineering Assets Coordinator	In Progress	55%		
2.1.1.40	Warialda Rail Amenities Building Construction - Local Roads and Community Infrastructure Program Phase 3 (LRCl)	Building Services Manager	Deferred	0%		
2.1.1.42	Federal Government - Roads of Strategic Importance Program - Sealing of 12.3km of County Boundary Road from end of existing seal to Croppa Moree Road.	Engineering Services Director	In Progress	30%		



In  Progress  Complete  Deferred  Not Updated  Not Started



2.1.2: Support the growth of our business community

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
2.1.2.1	Develop links and implement programs to improve the local economy	Community Assets Manager	In Progress	15%		
2.1.2.3	Develop strategy for small scale industrial land development.	General Manager	In Progress	70%		

2.1.3: Promote our community as the place to visit, live, work and invest


Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
2.1.3.1	Build on key relationships with stakeholders to enhance the Gwydir Shire tourism profile	Organisation & Community Services Director	In Progress	15%		
2.1.3.2	Assist in the creation of an environment in which a sustainable level of population and economic growth can occur to benefit local business and tourism	Integrated Planning Reporting & Governance Officer	In Progress	10%		

In  Progress  Complete  Deferred  Not Updated  Not Started


**2.2: We are skilled and have access to excellent educational opportunities**

Our lives are enriched through access to quality education which enables the development of a skilled workforce and the uptake of local job opportunities.

**2.2.1: Increase the range of opportunities to work locally**

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
2.2.1.1	Continue to be proactive in attracting skilled staff, especially Registered Nurses into the Aged Care sector and work towards 24-hour Registered Nurses on site at Naroo Frail Aged Hostel	Human Resource Officer	In Progress	0%		

**2.2.2: Build on our quality education and training opportunities (including through the GLR)**

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
2.2.2.1	Implement and manage the Gwydir Learning Region program	Community Assets Manager	In Progress	15%		

In  Progress  Complete  Deferred  Not Updated  Not Started

**Goal 3: An environmentally responsible Shire**

A sustainable community is characterised by our appreciation of natural surroundings and biodiversity. This is supported by responsible planning and management practices and the lifestyle actions we agree to, to reduce our impact on the natural environment and to conserve valuable resources.

**3.1: Our community understands and embraces environmental change**


We respect and value our natural environment, understand the effects of our actions and make wise decisions to retain balance. We endeavour to use all our natural resources wisely with a view to minimising the impact on our natural environment.

**3.1.1: Encourage respectful planning, balanced growth and good design**



Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
3.1.1.1	Implement Development Control Plan based on the Department of Planning NSW standard format including report to Council and Community Consultation	Planning Officer	Deferred	0%		
3.1.1.2	Local Environment Plan review to be completed and implemented	Planning Officer	In Progress	20%		
3.1.1.3	Conduct Gwydir Housing Study	Planning & Environment Team Leader	In Progress	5%		

In Progress Complete Deferred Not Updated Not Started

**3.1.2: Respond to our changing environment**

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
3.1.2.1	Annual Telemetry & Technology upgrades	Town Utilities and Plant Manager	Not Updated	0%		


**3.1.3: Value, protect and enhance our natural environment**

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
3.1.3.1	North West Weed Action Program -Gwydir Shire	Planning & Environment Team Leader	In Progress	75%		
3.1.3.2	Gwydir River Foreshore - Management Action Plan	Planning & Environment Team Leader	In Progress	75%		

**3.2: We use & manage our natural resources wisely**

We take responsibility for the management and consumption of our valuable resources and recognise the impact that our actions have both today and on future generations.

**3.2.1: Develop a clean energy future**

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
3.2.1.1	Street lighting coverage across the local networks throughout the shire	Planning & Environment Team Leader	Completed	100%	requests have been sent to Essential Energy to be assessed.	

In  Progress  Complete  Deferred  Not Updated  Not Started

3.2.2: Use our water wisely

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
3.2.2.1	Annual Water Main replacement program	Town Utilities and Plant Manager	Completed	100%		
3.2.2.2	Gravesend Recreation Ground Irrigation System - LRCI Phase 3 Project	Town Utilities and Plant Manager	In Progress	80%		
3.2.2.3	Water treatment plant improvements	Town Utilities and Plant Manager	Not Updated	0%		

3.2.3: Reduce, reuse and recover waste

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
3.2.3.1	Implement Gwydir Shire Council's Waste Management Strategy	Planning & Environment Team Leader	In Progress	75%		

In Progress Complete Deferred Not Updated Not Started


**Goal 4: Proactive regional and local leadership**

A collaborative community is informed, has responsible decision making and a sound financial position supported by capable leaders, functional assets and efficient operations to meet the changing needs of the community.


**4.1: We are an engaged & connected community**

Our thoughts and ideas are valued; we are empowered with the knowledge and have the opportunity to participate. The Council provides the community with timely information about local issues and includes opportunities for the community to participate in initiatives. Community consultation continues throughout the period of the Community Strategic Plan to ensure that residents are engaged and connected.


**4.1.1: Encourage an informed community**

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Progress Key
4.1.1.1	Provide effective communication initiatives to service the community	Community Assets Manager	In Progress	15%		



**4.1.2: Enable broad, rich and meaningful engagement to occur**

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Progress Key
4.1.2.1	Consistently engage with communities, moving from transactional to transformational relationships	Integrated Planning Reporting & Governance Officer	In Progress	25%		


In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Progress Key
4.1.2.2	A review of the effectiveness of communication channels used throughout Gwydir Shire to the wider community. And improvements on how Gwydir Shire communicate events and happening within our Community	Community Assets Manager	In Progress	25%		

**4.1.3: Build on our sense of community**

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Progress Key
4.1.3.2	Grow relationships with governments, the corporate sector, community organisations and volunteers to enhance the educational experience	Social Services Manager	Not Updated	0%		
4.1.3.3	Value and embrace the knowledge and experiences of our families as they grow through our services.	Social Services Manager	Not Updated	0%		


In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Progress Key
4.1.3.4	Enhance the value of hope, achievement and aspiration for our young people, children and their families.	Social Services Manager	Not Updated	0%		


**4.2: We work together to achieve our goals**

We respect our community leaders who listen to and act on our behalf, and value our community's knowledge, experience and ideas which help us implement our vision for the future together.

**4.2.1: Build strong relationships and shared responsibilities**



Action Code	Action Name	Responsible Position	Status	Progress	Comments	Progress Key
4.2.1.1	Manage programs and initiatives to connect with, and value other cultures	Community Assets Manager	Not Started	0%		

**4.2.2: Work in partnership to plan for the future**

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Progress Key
4.2.2.1	Acquire, disseminate and apply new knowledge to grow evidence informed practice.	Social Services Manager	Not Updated	0%		

In  Progress  Complete  Deferred  Not Updated  Not Started



Action Code	Action Name	Responsible Position	Status	Progress	Comments	Progress Key
4.2.2.2	Create comprehensive and collaborative models of care and support services that drive successful, responsive and individualised outcomes for families.	Social Services Manager	Not Updated	0%		
4.2.2.3	Implement emerging technologies and best processes to improve efficiency.	Social Services Manager	Not Updated	0%		

In  Progress  Complete  Deferred  Not Updated  Not Started


**Goal 5: Organisational management**

The main objective of organisational management is to ensure maximum outputs within minimum resources and effort. Effective organisational management ensures smooth and coordinated functioning of the Council bringing additional benefit to the community, staff and Councillors.



**5.1: Corporate management**

Good corporate management is about having the right processes for making and implementing strategic decisions.




**5.1.1: Financial management and accountability systems**

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
5.1.1.2	Complete all legislative reporting requirements for NSW Transport (CHSP)	Aged Care Manager	In Progress	0%		
5.1.1.3	Complete all Naroo Aged Care Prudential reporting and Quality Indicator reporting within the set timeframes	Aged Care Manager	In Progress	80%		
5.1.1.4	Complete the works for the Aged Care Approvals Round grant monies as per the grant agreement	Aged Care Manager	In Progress	30%	Working towards Tender process with Procurement Officer	
5.1.1.5	Implement the Business Improvement Fund grant monies as per the Activity Work plan and Indicative Activity Budget	Aged Care Manager	Completed	100%		




In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
5.1.1.13	Develop contract management documentation templates	Chief Financial Officer	In Progress	30%		
5.1.1.14	Review policies and procedures associated with contracts and procurement in line with LG Procurement regulations, including staff training.	Chief Financial Officer	In Progress	30%		


**5.1.2: Information management systems**

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
5.1.2.1	Administer and support Council corporate applications, networks and systems.	Business Improvement & IT Manager	In Progress	10%		
5.1.2.2	Review & Audit of locality boundaries	GIS Officer	Completed	100%		
5.1.2.3	IT Hardware Renewal program - 2023/2024	Business Improvement & IT Manager	In Progress	50%		




In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
5.1.2.4	Manage Council's GIS systems and data in accordance with legislative requirement, with a focus to improve the delivery and use of information	Business Improvement & IT Manager	In Progress	10%		
5.1.2.5	Manage Council's corporate Records and Archive Facilities and Record Management Framework in accordance with legislative requirements.	Information Services Officer	In Progress	10%		
5.1.2.6	Software Renewal Program - 2023/2024	Business Improvement & IT Manager	In Progress	20%		



**5.1.3: Administrative and support functions**

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
5.1.3.1	Assess and implement solutions that increase efficiencies and quality, whilst reducing costs, to improve processes and systems within Council.	Business Improvement & IT Manager	In Progress	10%		





In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
5.1.3.2	Develop and maintain Councils Integrated Planning and Reporting requirements	Integrated Planning Reporting & Governance Officer	In Progress	80%		
5.1.3.3	Manage and support Councils Town utilities and depot operations	Town Utilities and Plant Manager	In Progress	30%	Standard operation and maintenance activities	
5.1.3.4	Finalise the process to undertake service reviews and develop a prioritised list to be undertaken for the financial year.	Business Improvement & IT Manager	In Progress	10%		

**5.1.4: Workforce planning**




Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
	Registered Nurse 24/7	Aged Care Manager	In Progress	0%	Currently working with University of New England to partnership for current staff Ongoing recruitment though Gwydir Shire Facebook page Aged Care Manager working with Hunter Primary care to take Aged Care placements for Registered Nurses	
5.1.4.1	Build a culture that empowers staff to learn, teach, lead and succeed	Social Services Manager	Not Updated	0%		

In  Progress  Complete  Deferred  Not Updated  Not Started

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
5.1.4.2	Implement and report on the actions included in the 2022-2026 Workforce Plan	Organisation & Community Services Director	Deferred	35%		
5.1.4.3	Development of Human Resources Development processes to manage change and meet individual and organisational needs	Organisation & Community Services Director	Not Updated	0%		
5.1.4.4	Provide and support Naroo Aged care staff with necessary training and education	Aged Care Manager	In Progress	0%	Progressing partnership with the University of New England. Registered Nurse /Educator continues to provide onsite and external education for all staff.	
5.1.4.5	Undertake Workforce Planning to ensure that there is an appropriately skilled workforce to meet future challenges and opportunities.	Human Resource Officer	Deferred	65%		

In  Progress  Complete  Deferred  Not Updated  Not Started

5.1.5: Provide responsible internal governance

Action Code	Action Name	Responsible Position	Status	Progress	Comments	Traffic Lights
5.1.5.1	Embed Workplace Health & Safety into business as usual practice throughout the organisation	Risk and Safety Officer	In Progress	20%		
5.1.5.2	Emergency Planning - implement evacuation plans and emergency manuals for 8 sites	Risk and Safety Officer	In Progress	40%		
5.1.5.6	Embed the recommendations from the Royal Commission into Aged Care in both CHSP and Naroo Frail Aged Care Hostel	Aged Care Manager	In Progress	20%		
5.1.5.7	Council Public Roads	GIS Officer	Completed	100%		
LCR	Meet all of Councils Legislative Compliance & Reporting requirements as set by the Office of Local Government (OLG)	Integrated Planning Reporting & Governance Officer	In Progress	10%		

In  Progress  Complete  Deferred  Not Updated  Not Started



Transport  
for NSW

## Service Provider Key Performance Indicator (KPI) Action Plan

Provider Details	
Provider Name	Gwydir Shire Council
Provider Contract #	
KPI Calculation Period	1 January 2023 to 30 June 2023

This KPI Action Plan is to be completed by the Provider where there is a KPI Default or KPI Negative Trend identified in the six monthly KPI Report submitted to TfNSW. You are required to comply with all proposed actions set in the KPI Action Plan you provided below, including any amendment TfNSW proposes.

### Definition of Terms

- **KPI Default** means a failure to comply with a KPI in any KPI Calculation Period.
- **KPI Negative Trend** means a trend in the measured results of a KPI between each KPI Calculation Period which demonstrates a reduction in performance.

Please note that a failure to meet the requirements of KPI 1 and/or 2 on three or more occasions within a 6-month period or on four or more occasions within a 12 month period may lead to a **KPI Termination Event**.

*(Please complete the KPI Action Plan below where applicable.)*

### CTSC Schedule 9 – Key Performance Indicators (KPI)

KPI-1: CONTRACT ASSET AND PROVIDER ASSET – MAJOR DEFECTS <i>(Clause 6.1)</i>	
Were KPI requirements met?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>(If no, you must complete sections below)</i>
<u>Explanation for any KPI Default or KPI Negative Trend</u>	
<u>Actions to be undertaken to address the cause of any KPI Default or KPI Negative Trend</u>	<u>Responsibility / Due Date</u>
N/A	
KPI-2: PREVENTABLE ACCIDENTS <i>(Clause 6.1)</i>	
Were KPI requirements met?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>(If no, you must complete sections below)</i>



<u>Explanation for any KPI Default or KPI Negative Trend</u>	
<u>Actions to be undertaken to address the cause of any KPI Default or KPI Negative Trend</u>	<u>Responsibility / Due Date</u>
N/A	
<b>KPI-3: % OF PASSENGER TRIPS DELIVERED TO ATSI PEOPLE</b> (Clause 6.2)	
Were KPI requirements met? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> (If no, you must complete sections below)	
<u>Explanation for any KPI Default or KPI Negative Trend</u>	
<u>Actions to be undertaken to address the cause of any KPI Default or KPI Negative Trend</u>	<u>Responsibility / Due Date</u>
N/A	
<b>KPI-4: PROVIDER TRIP PERFORMANCE</b> (Clause 6.2)	
Were KPI requirements met? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If no, you must complete sections below)	
<u>Explanation for any KPI Default or KPI Negative Trend</u>	
Below target for both CHSP and CTP trips	
<u>Actions to be undertaken to address the cause of any KPI Default or KPI Negative Trend</u>	<u>Responsibility / Due Date</u>
Staff will increase shopping and outings for both CHSP and CTP clients. It is noted that due to increase in the costs of living some clients cannot afford to pay. We will be providing a small number of outings at no cost. Aiming for CHSP 700 and CTP 230 targets.	CHSP staff Bingara 23/12/2023

<b>KPI-5: CUSTOMER COMPLAINT RESOLUTION</b> (Clause 6.3)	
Were KPI requirements met? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> (If no, you must complete sections below)	
<u>Explanation for any KPI Default or KPI Negative Trend</u>	
<u>Actions to be undertaken to address the cause of any KPI Default or KPI Negative Trend</u> N/A	<u>Responsibility / Due Date</u>
<b>KPI-6: COST PER PASSENGER KILOMETRE – DIRECT</b> (Clause 6.4)	
Were KPI requirements met? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If no, you must complete sections below)	
<u>Explanation for any KPI Default or KPI Negative Trend</u> Possibility that Council are absorbing some Direct costs	
<u>Actions to be undertaken to address the cause of any KPI Default or KPI Negative Trend</u>  Aged Care Manager for Gwydir Shire Council discussing costs with Fleet Manager are a true reflection of data and costs.	<u>Responsibility / Due Date</u>  Aged Care Manager Gwydir Shire Council 23/12/2023
<b>KPI-7: DIRECT v INDIRECT COSTS</b> (Clause 6.4)	
Were KPI requirements met? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If no, you must complete sections below)	
<u>Explanation for any KPI Default or KPI Negative Trend</u>  Not meeting KPI for CTP trips	

<p><u>Actions to be undertaken to address the cause of any KPI Default or KPI Negative Trend</u></p> <p>Increase in CTP trips with outings and shopping trips leading up to the Christmas season</p>		<p>CHSP staff Bingara 23/12/2023</p>
<p><b>KPI-8: % OF FUNDING COLLECTED IN FEES</b> (Clause 6.4)</p>		
<p>Were KPI requirements met?                      Yes <input checked="" type="checkbox"/>    No <input type="checkbox"/>    (If no, you must complete sections below)</p>		
<p><u>Explanation for any KPI Default or KPI Negative Trend</u></p>		
<p><u>Actions to be undertaken to address the cause of any KPI Default or KPI Negative Trend</u></p>		<p><u>Responsibility / Due Date</u></p>
<p><b>KPI-9: REPORTING</b> (Clause 6.5)</p>		
<p>Were KPI requirements met?                      Yes <input checked="" type="checkbox"/>    No <input type="checkbox"/>    (If no, you must complete sections below)</p>		
<p><u>Explanation for any KPI Default or KPI Negative Trend</u></p>		
<p><u>Actions to be undertaken to address the cause of any KPI Default or KPI Negative Trend</u></p>		<p><u>Responsibility / Due Date</u></p>

**Prepared by:**

<b>Name:</b>	Sharon Baker Aged Care Manager
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<b>Signature:</b>	
<b>Date:</b>	11/10/2023

## 6.2 Engineering Services Monthly Report

<b>File Reference:</b>	NA
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### Delivery Program

<b>Goal:</b>	5. Organisational management
<b>Outcome:</b>	5.1 Corporate management
<b>Strategy:</b>	5.1.3 Administrative and support functions
<b>Author:</b>	Alex Eddy Director Engineering Services

**STAFF DISCLOSURE OF INTEREST** Nil

### IN BRIEF/SUMMARY RECOMMENDATION

This report is for reception.

**TABLED ITEMS** Nil

### BACKGROUND

The Monthly Technical Services report has been identified by Council as the process of reporting the activities carried out monthly by the Technical Services Department.

### COMMENT

#### IB Bore Road Upgrade

Works continue on the SR9 IB Bore Road upgrade near North Star this month. This project is jointly funded by the Fixing Country Roads Program (\$9.54m), and the Federal Government's Heavy Vehicle Safety and Productivity Program (\$2m). Work continues with 6km of the 20km project bitumen sealed. Sealing to the halfway mark (10km) is scheduled to take place in early October.

#### County Boundary Road Upgrade

Contract drainage works continue on the SR41 County Boundary Road upgrade near Crooble. The project is jointly funded by the Federal Government's Roads of Strategic Importance (ROSI) Program (\$9,75 million) with Council contributing an additional \$2.44 million.

Road construction by Council staff has now commenced on the project with minor works on the approaches to Floodway 1 and Floodway 5 now complete. Stabilisation of the subgrade on the first 3 km section from the Croppa Moree Road intersection to the south is now complete.



*SR41 County Boundary Road*

### **Getta Getta Road Resheeting**

The Getta Getta Road resheeting project, funded by the Fixing Local Roads Program, is well underway with 15km of the 20.9km project sealed, and a further 5km carted. Crushing and stabilising works continue. This project is expected to be completed before December 2023.

### **Grant Funded Footpaths**

Footpath works continued at the start of September, however, were cut short due to accommodation and concreting staff shortages. Minor works remain on Long Street, with only a short section to be completed into Naroo Aged Care Hostel. Further, two pram ramps are yet to be completed. Contractors continued to work on Stage 2 of the Reedy Creek rest area, linking the path up to the Hope Street shelters and footpath. Only minor works are required to link this footpath to Hope Street. Works are now expected to be completed by the end of October. Contractors will continue with additional footpath and kerb/gutter replacement upon completion of the grant funded works.



*Stage 2 of the footpath completed along Reedy Creek in Warialda.*



*Construction works underway on the pedestrian underpass under Campbell Bridge, Bingara.*

## **Maintenance**

General maintenance continues on Regional and State roads, including vegetation control, slashing, whipper snipping and spraying of guideposts and guard rails and sign maintenance.

Seal maintenance is ongoing on all State, Regional and Local Roads as potholes continue to develop. Crews continue on Riddell Street stormwater repair/ replacement and associated works replacing kerb and guttering. Relocation of the bus stop in Upper Horton is now completed and sucker spraying is underway on Bingara Road, Bundarra Road and Copeton Dam Road.

Maintenance crews have also continued working on extending storm water pipes to the new buildings along Plunkett Street, Warialda. Driveways have been formed up and poured. Street sweeping has also been carried out this month.



*Upper Horton Bus Shelter*

## **Slashing**

During September slashing was carried out on the following roads

- Gwydir Highway
- Gragin Road
- Mosquito Creek Road

### **Maintenance Grading**

During September maintenance grading was carried out on the following roads

- Gineroi Road
- Kellys Gully Road
- Kirawah Road
- Swifts Road
- Inessvale Road
- Toolimba Road
- Warialda Off Road Track
- Gragin Road

### **Flood Damage**

Throughout September, Flood damage crews have been working on repairing 2.7km of damages along SR18 Gineroi Road. A second crew are currently working on resheeting a 2km section on SR63 Gil Gil Creek Road.



*SR63 Gil Gil Creek Road*

Contractors, ATJ Earthwork's have completed 8km of formation grading and 1km of damage repairs on SR64 Gournama Road, 11km of formation grading on SR38 Adams Scrub Road and constructed a new causway on SR103 Ravenscraig Road.





SR38 Adams Scrub Road



SR64 Gournama Road

Council continues to value add to contracted flood damage restoration works wherever possible, by extending works using existing, Council funded maintenance budgets.

Flood damage work has been completed on the following roads:

SR67 Agincourt Road – 3.0km

SR45 Bereen Road – 6.0km

SR62 Hibernia Road – 12.0km

SR54 Pinecliff Road – 4.5km

SR97 Sadowa Road – 0.8km

SR99 Terregee Road – 3.4km (including 0.3km of new seal)

SR14 Mosquito Creek Road at Racecourse Creek

SR21 Terry Hie Hie Road – 1.2km

SR68 Goat Road – 6.0km

SR16 Trevallyn Road – 6.5km

SR34 Bonanza Road – 3.0km

SR82 Kirewa Road – 1.5km

SR69 Tucka Tucka Road – 2.5km

SR72 Scotts Road – 1.7km

SR61 Peates Road – 8km

SR42 Mungle Road – 8km

SR31 Eulourie Road – 2.4km (North of SR32 Pallal Road, 1.2km remaining)

SR32 Pallal Road – 2km

SR55 Moreena Mail Road – 4.2km (0.9km remaining)

SR76 Bristol Lane – 8km

SR92 Killarney Gap Road – 0.5km Resheeting & 6km maintenance grading

SR262 Nunga Road – 3.5km

SR30 Caroda Road – 10.6km

SR71 Mt Jerrybang Road – 2.6km

SR49 Michell Lane – 4km  
SR12 Upper Whitlow Road – 2.4km  
SR19 Whitlow Road – 2km  
SR119 Woodburn/ Emello Road – 2.8km  
SR50 Thornleigh Road – 3.7km  
SR51 Towarra Road – 2.3km  
SR60 Pound Creek Road – 2km  
SR76 Bristol Road – 8km  
SR13 Oregon Road – Culvert Replaced  
SR3 Elcombe Road – Culvert Washout  
SR105 Fairweather Road – 0.7km  
SR106 Flemmings Road – 0.3km  
SR43 Buckie Road – 1.5km  
SR93 Sheepstation Creek Road – 6km  
SR20 Gravesend Road – 15km  
SR41 County Boundary Road – 4.2km  
SR1 Copeton Dam Road – 3888m<sup>2</sup> Heavy Patching  
SR2 Bingara Road – 924m<sup>2</sup> Heavy Patching  
MR133 Killarney Gap Road – 5525m<sup>2</sup> Heavy Patching  
SR89 Glenarthur Road – 3.5km  
SR34 River Road – 3km  
SR57 Currangandi Road – 3.55km  
SR205 Singapore Road – 2km  
SR102 Nourmea Road – 4km  
SR116 Forest Road – 2.7km  
SR64 Gournama Road – 1km

### **Roads Maintenance Council Contract – Works Orders issued by TfNSW**

All Work Orders issued by Transport for New South Wales (TfNSW) are quality assurance schedule of rates projects carried out by Council staff under the Roads Maintenance Council Contract with TfNSW.

The 'Hollymount' Rehabilitation Project, segment 6120 on MR63 Fossickers Way continues this month, with a triple cell pipe culvert now completed after delays with additional pipes that were required for an unexpected removal and replacement. The base slab of one new box culvert has been poured and the old wingwalls have been removed from a larger box culvert. All shoulders have almost been boxed out, with nearly 800m of the project up to sub-base level and ready for mixing.

A tender is currently being evaluated for a suitable spray sealing contractor to undertake this year's extensive bitumen resurfacing program.

The eroding soil on the Campbell Bridge pedestrian underpass has now been reshaped and overlaid with 150mm rock to prevent it from eroding further into the future. A native vine will now be planted to grow over the rocks and stabilise the bank further.

Routine maintenance continues each week undertaking inspections, rest area services, vegetation control and bitumen repairs.

### Water and Sewer

Water and Sewerage operators carried out routine operational tasks in addition to attending 16 service line repairs, 7 water main breaks and 11 sewer blockages during September. Water main that had previously been under bored at Halls Creek was connected each side of the creek back into the reticulation system.

Staff replaced 34 water meters after the September readings were undertaken in Warialda and Bingara during the reporting period.

Regular weekly tasks carried out by Water and Sewerage staff include water testing, grounds maintenance at the water treatment plants, reservoirs, both sewerage treatment plants, sewer pump stations, Warialda truck wash and truck wash ponds.

Other work was undertaken at Gravesend Recreation Ground, Naroo, Warialda Truckwash, Cunningham Park, CWA Park, Plunkett St units and temporary accommodation, Whitfeld Place and Bingara Preschool.



*New pump installed at Gravesend Rec ground*



*Warialda apprentice installing water meter*



*New power box PS3, Bingara*

### **North and East Bingara Sewer Extension:**

Contractors have established a temporary depot, site office, crib room and material storage yard at the Bingara Sewerage Treatment Plant. The street mains in East Bingara along Copeton Dam Road and Old Keera Road have been installed. Construction crews are now working in the North Bingara section.

Progress as at 30 September is 9600m of 10,260 meters of street mains installed and 70 of 86 pump station units installed. The Old Keera Road and Copeton Dam Road section has all pump station units installed and 90% of all electrical work is complete.

The project has had one variation for reconstructing the line over Campbell Bridge and one variation for electrical works. The project is tracking well for budget and time, with the contractor aiming to be completed by 22 December 2023.

### **Warialda Truck wash**

The truck wash facility was used by 119 trucks during September with an average wash down time of 55 minutes and total water used was 733kL. The estimated income for September is \$8,619.60 less monitoring fees and expenses.

### **Open Spaces Program**

Earthworks have commenced on the skate park in Cunningham Park incorporating a new footpath to BBQ area and toilet block. Shaping of the skate park will continue in October with concreters due to arrive in January 2024 for completion in April 2024.



*Cunningham Park earthworks*



*Cunningham Park earthworks for picnic shelter*

### **Parks and Gardens**

All parks and gardens continue to be maintained. The Council undertakes weekly inspections of playgrounds and cleaning of handrails and touch areas. Mowing, weed control, irrigation, hedging, and trimming were routinely undertaken during September 2023. The Council continues to mark and maintain sporting fields for community groups. Myall Creek and the Glacial area are inspected on a weekly basis. Activity in Gravesend included new soft fall for Moffet Park and pruning/mulching of orange trees in Anzac Park.



*Replenishing softfall at Gravesend*



*Anzac Park Gravesend*

**Bingara Showground**

Bingara Pony Club held their annual pony camp at Bingara Showground during the September school holidays. The Showground continues to be regularly booked for various horse events and private bookings.

### Workshops and Depots – September

Workshop Services and Jobs	Jul	Aug	Sept
Total number of services in Workshops	36	34	30
Total number of repairs in Workshops	163	171	225

### Plant update

The Council took delivery of a Cat 289D Skid Steer with road profiler, mulcher and roller attachments. This machine is under a long-term hire, with an option to purchase in the future.



*CAT 289D Skid steer*





*Road Profiler*

Major repairs and maintenance undertaken in the workshops during September included:

P1684 – Compactor – radiator repairs

P1713 – Jet Patcher fuel pump repairs

P1788 – Grader circle repairs

P1891 – Road Reclaimer – hard facing cutting heads

P2037 – side tipper – spring hanger repairs

**OFFICER RECOMMENDATION**

**THAT the report be received.**

**ATTACHMENTS**

Nil

**COUNCIL RESOLUTION:**

**THAT the report be received.**

**(Moved Cr Egan, Seconded Cr D Coulton)**

**CARRIED**

**For: Cr J Coulton, Cr Egan, Cr D Coulton, Cr Dixon OAM, Cr Galvin, Cr Moore and Cr Mulligan**

**Against: Nil**

### 6.3 Executive Services Report

**File Reference:** NA

**Delivery Program**

**Goal:** 5. Organisational management

**Outcome:** 5.1 Corporate management

**Strategy:** 5.1.3 Administrative and support functions

**Author:** General Manager

**STAFF DISCLOSURE OF INTEREST** Nil

**IN BRIEF/SUMMARY RECOMMENDATION**

This report is for reception.

**TABLED ITEMS** Nil

**BACKGROUND**

The State Electoral Office have confirmed that the next Local Government Elections will be held on Saturday 14<sup>th</sup> September 2024.

This Council will go into caretaker mode from 14<sup>th</sup> August 2024.

**Planning – September 2023**

The following Development (D/A) and Development Modification (s96) applications were approved during the month of September 2023:

No.	Property Description	Development/ Work	\$	D/A	s96
19/2022	G J & V L Zampa Lot 9 Section 5 DP 758111 25 Dinoga Street Bingara	Modification of dwelling floor plan	\$-	-	✓
21/2023	Z P Collins Lot 6 DP 731477 21 Bowen Street Bingara	Garage	\$47,000	✓	-
34/2023	J M Armitage Lot 3 Section 19 DP 758111 18 Gwydir Terrace Bingara	Construct a principal dwelling and change the use of the existing small dwelling to a secondary dwelling	\$310,000	✓	-

An attached DA List table shows all Development (D/A) and Development Modification (s96) applications that were submitted on the NSW Planning Portal, that were lodged with Council after the payment of lodgement fees and those that remain unlodged with Council, during and prior to September 2023 and remain undetermined at the end of September 2023.

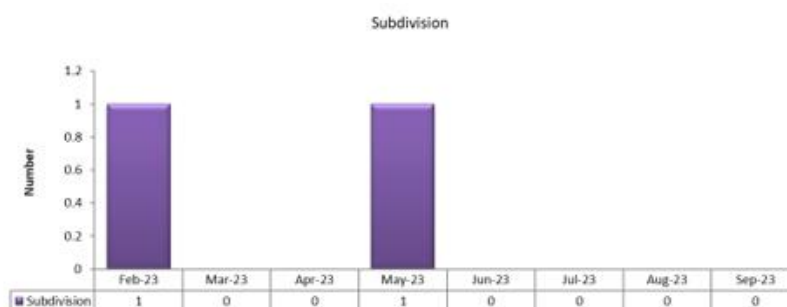
There were no Development (D/A) or Development Modifications (s96) applications approved and not previously reported to Council for the month of September 2023.

The following Development (D/A) or Development Modifications (s96) application(s) were refused (R), withdrawn (W) or cancelled (C) during the month of September 2023.

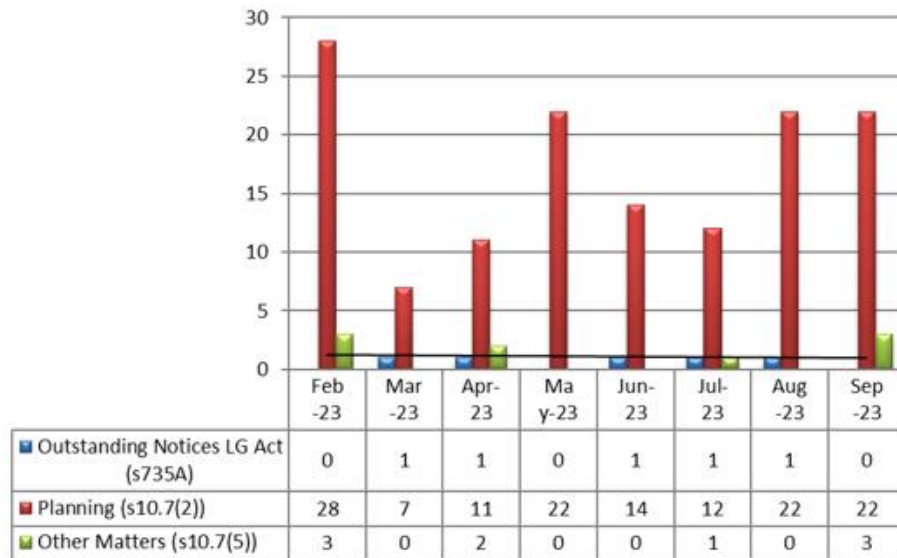
No.	Property Description	Development/ Work	\$	D/A	s96
37/2023	Treasco Holdings Pty Ltd / B J Davis Lot 22 DP 751130 & Lot 33 DP 751104 Mosquito Creek Road Warialda	2 Lot Rural Subdivision	\$5,000	✓	-

There were no Development (D/A) applications determined where there has been a variation in standards under clause 4.6 of the Gwydir Local Environmental Plan 2013 during the month of September 2023.

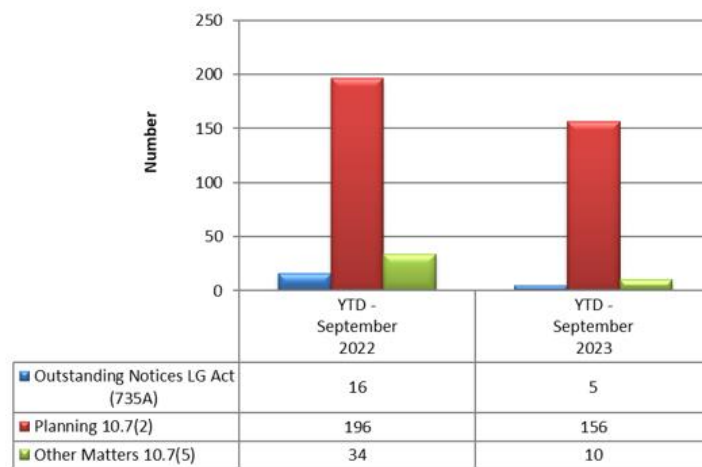
The following graph shows the Subdivision Certificates issued during the month of September 2023.



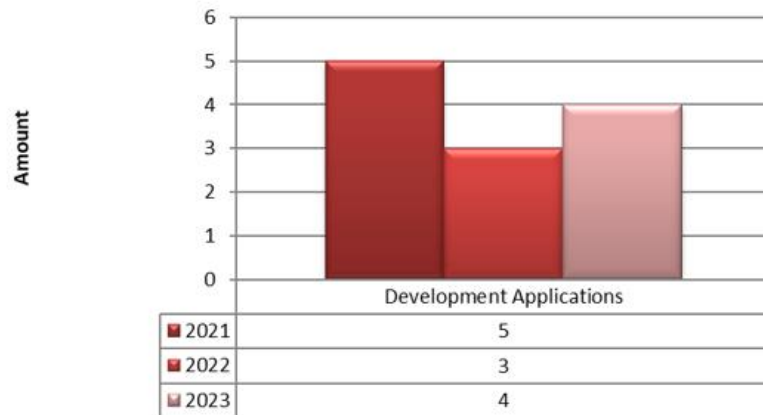
The following graph shows the Conveyancing Certificates issued during month of September 2023 compared to the previous seven months:



The following graph shows the Conveyancing Certificates issued up to and including the month of September 2023 compared with the same period in 2022:



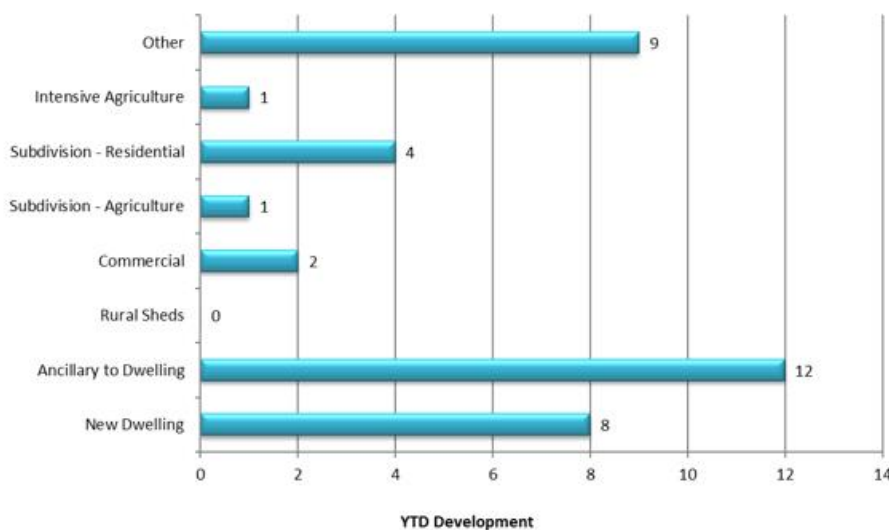
The table below shows a comparison between total development applications (excluding s4.55 modification applications) lodged during the month of September 2023 compared to the same period in the previous two years:



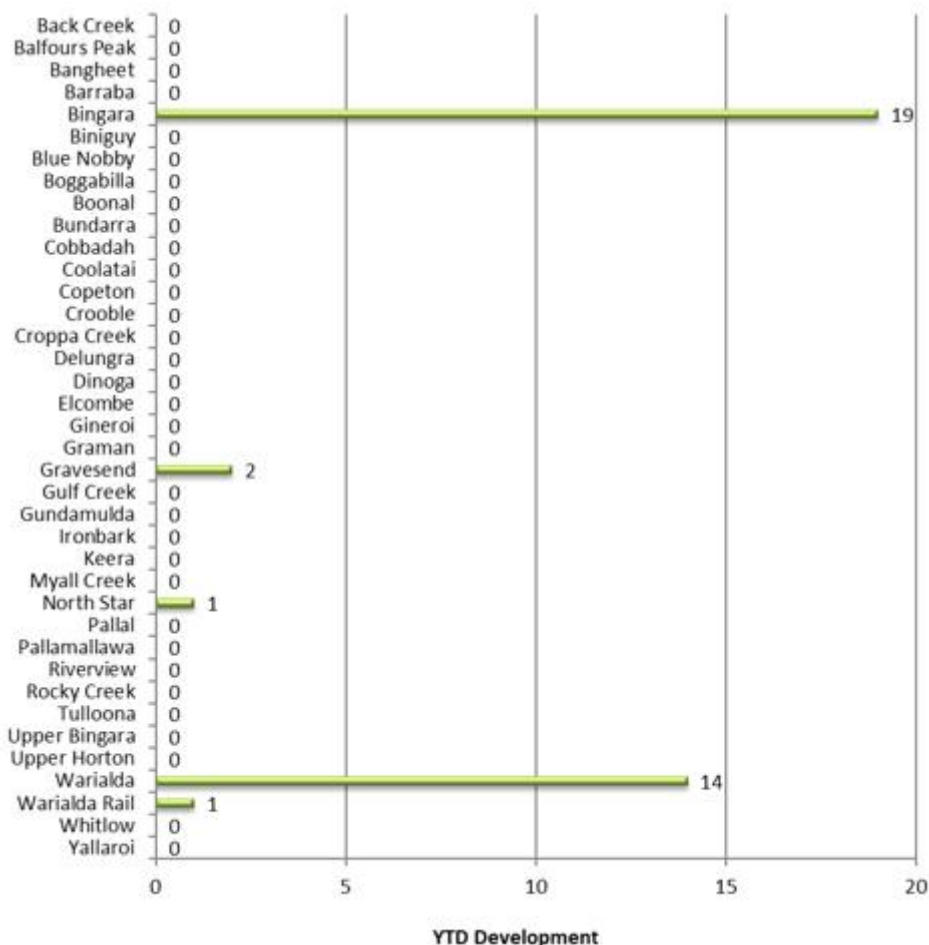
The table below shows a comparison between total value of development applications (excluding s4.55 modification applications) lodged during the month of September 2023 compared to the same period in the previous two years:



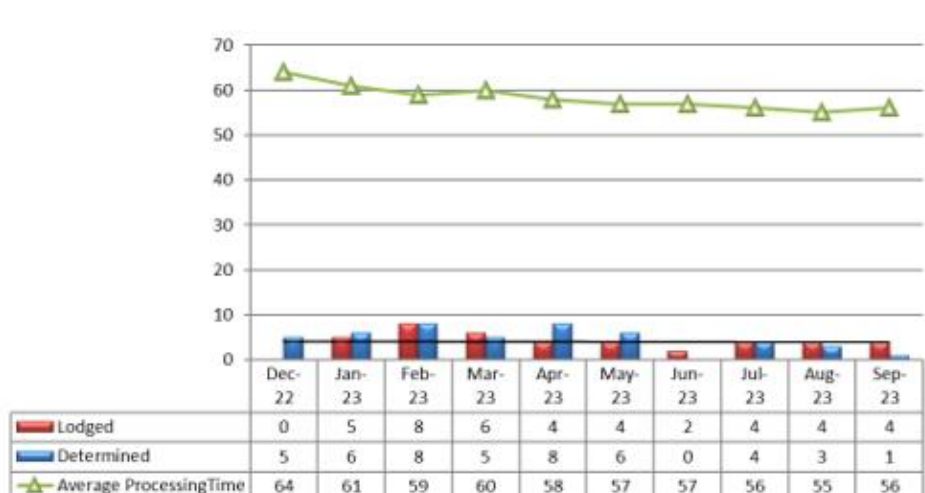
Development Applications (excluding s4.55 modifications) received for the year by type – YTD September 2023:



Development Applications (excluding s4.55 modifications) received for the year by locality – YTD August 2023:



Development Applications (excluding s4.55 modifications) received for the year by type – YTD August 2023:



**BUILDING SERVICES – SEPTEMBER 2023**

The Department continues to receive enquiries and provide advice on a range of planning and building matters including:

- Minor structure construction e.g., sheds
- Commercial opportunities and construction
- Basix (Building Sustainability Index)
- Bushfire requirements
- Building construction standards and requirements
- Stormwater
- Licensing and owner builder requirements
- Fees and charges

The department is continuing to receive a high volume of applications via the NSW Planning Portal. It is mandatory that all applications for Construction Certificates, Complying Development and Building Information Certificates be lodged with Council via the NSW Planning Portal.

There are currently sixty-one active approvals that are at varying stages of the construction process and working towards the completion and issue of an Occupation Certificate.

The table below shows the approvals have been issued during September 2023

No.	Property Description	Development/Work	\$
CC 50/2023	12 East Street Bingara	Footings & piers for manufactured dwelling	\$10,000
CC 34/2023	18 Gwydir Terrace Bingara	New primary dwelling & change of use of existing dwelling to secondary dwelling	\$310,000
S68 26/2022	12 East Street Bingara	Install manufactured dwelling	NA
S68 8/2023	12 East Street Bingara	Carry out water supply, sanitary plumbing, sewerage and stormwater work	NA
S68 20/2023	1746 Glenesk Road Balfours Peak	New onsite sewerage management system	NA
S68 21/2023	19 Yetman Street Coolatai	Repairs & alterations to existing onsite sewerage management system	NA
S68 22/2023	18 Gwydir Terrace Bingara	Carry out water supply, sanitary plumbing, sewerage and stormwater work	NA
S68 23/2023	29 Dinoga Street Bingara	Carry out water supply, sanitary plumbing, sewerage and stormwater work	NA
S68 25/2023	50 Bingara Street Warialda Rail	New onsite sewerage management system	NA
BIC 1/2023	50 Bingara Street Warialda Rail	Alterations & additions carried out without development consent	\$55,000

Occupation Certificates (OC) issued during September 2023.

No.	Property Description	Development/Work	\$
OC 2/2021	7 White Street Bingara	Dwelling	\$385,000
OC 37/2022	894 Whitlow Road Whitlow	Conversion of existing shed to a dwelling and new garage/shed	\$107,000
OC 3/2023	16 Bassett Street Bingara	Shed	\$35,000

### NO. OF COMPLAINTS/INSPECTIONS September 2023

Type	No.	Yr. to Date	Actioned	Pending
Building	37	637	626	11

### BUILDING MAINTENANCE

The Department continues to receive requests to carry out minor maintenance and these are generally dealt with in a timely manner. Otherwise, the works are scheduled into maintenance staff building activities including new works for attention.

### Projects Worked On

Nicholson Oval Clubhouse is currently the main priority of the Building Services Team.

Works completed:

- Roof installation
- Louvres installed
- Internal lining complete
- Block retaining work
- Electrical and plumbing ruffin
- Sanitary drainage
- External lining 80% complete
- Accessible ramp
- Installation of aluminium windows and doors

In progress:

- Handrails
- Front awning and roofing
- Tiling and floor coverings
- Internal fitout





*Nicholson Oval Clubhouse*



*Nicholson Oval Clubhouse*



*Nicholson Oval Clubhouse*

## **Gwydir Libraries**

During the reporting period the libraries saw reduced services delivered due to the amount of leave taken by library staff. The Bingara library did not deliver a school holiday program and at times after school programs were cancelled. Council relief staff did an exceptional job keeping the doors open as much as possible, and it is fantastic to have the whole team back and services returning to normal.

Highlights over the last three months include:

- Touriandi and Naroo residents continue to be actively engaged through items being regularly delivered, regular phone chats, in person and online tutorials and craft sessions.
- Weekly seniors' games mornings.
- A new writers' group has formed and is starting to meet regularly.
- Home schoolers visit the Bingara library every Wednesday.
- Children's Sculpture Challenge.
- Warialda School Holiday program - STEM craft sessions.
- CNRL Tamworth staff visited both libraries and delivered children's secret agent mission and VR escape room activities.
- Bingara Central School Infants school students visited the library for regular information sessions.
- Library staff and a volunteer visited the Bingara Preschool to celebrate Talk Like a Pirate Day.
- Gwydir Library staff will conduct a full collection development over the coming months to determine gaps in the non-fiction collection and age of the general fiction.

## **Gwydir Learning Region Training (GLR)**

### **Heavy Vehicle Training and Assessment**

As in current years heavy vehicle training numbers for July, August and September show a significant decrease due to the Smart and Skilled Drought Package being discontinued. An application was submitted to access an alternate funding source via Smart and Skilled being the Agskilled Program. Unfortunately, this application is still being processed and without this funding only five people have completed Training and Assessment modules, with another four gaining their heavy vehicle truck licence.

Council staff have been proactively checking as to the status of the application. It should be noted that even if Council is successful in gaining the funding it will only be available to eligible participants.

Under the AgSkilled program eligible participants must work, or be actively seeking work, in on-farm operations from one of the following industries:

- Production Horticulture
- Livestock
- Grains
- Fibre

Training Needs Identification's (TNI's) applications under this program need to include a letter of support from the employer. The letter of support needs to outline the industry the participant belongs to, and the training need identified to enable eligibility for funding to be determined.

There are currently twenty three (23) clients on the waiting list for Smart and Skilled funding, those that are eligible will have applications for smart and skilled funding submitted to Training Services NSW if/when Agskilled funding approval is granted.

### **Gwydir Country Education Fund (GLR CEF)**

**Gwydir CEF** currently has 13 local students receiving financial assistance. Reimbursements continue to roll in. The table below indicates the funding provided to date this calendar year. Recipients have claimed reimbursement for education related expenses including laptops, computer accessories, text books, uniforms and work boots, fuel and accommodation. Total amount distributed in 2023 - \$17,210.87.

### **Gwydir Career Start Program**

The following table outlines the subsidies claimed by Gwydir Shire Council for current trainees and apprentices. These figures include *Boosting Apprenticeship Commencements wage subsidy*, *Completing Apprenticeship Commencements wage subsidy*, *Priority Wage Subsidy* (The Priority Wage Subsidy is a wage subsidy for employers of Australian Apprentices training towards an occupation listed on the [Australian Apprenticeships Priority List](#). Employers can claim 10% of wages paid to the Australian Apprentice for the first and second 12-month period (up to \$1,500 per quarter) and 5% of the wages paid to the Australian Apprentice for the third 12-month period (up to \$750 per quarter).

<b>Period</b>	<b>No. of employees</b>	<b>Claimed/Paid</b>
01/07/2023 – 30/09/2023	13	\$15,272.76

### **School Based Trainee Water Operation Showcase**

Gwydir Shire Council has again proven it is the recognised leader in Local Government through continuous learning and sustainability by employing the only School Based Trainee in Water Operations in the State. Training Services NSW acknowledges this achievement and is showcasing Council's Career Start Program, and more specifically our Water Operations team.

A film crew visited Warialda on Thursday 10<sup>th</sup> August to capture footage of the daily operations and interview Council staff including Elijah Lane (School Based Trainee), Rhyllie Marle (Trainee), Mick Todd (Water & Sewerage Supervisor), Andrew Cooper (Manager, Town Utilities), Clarissa Barwick (Gwydir Career Start Program Coordinator).

Training Services NSW Project Officers were impressed with the maturity of the trainees, and provided the following feedback:

*I would like to sincerely thank you for your great support, coordination and positive approach to our video project. It is an absolute pleasure to work with you right from our initial meeting through the whole process.*

*Thank you also to the Gwydir SC team for coming on board, dedicating their time to the video production, sharing expertise and enthusiasm and putting their hearts into promoting the traineeship with the council.*

*After seeing the video, a number of other Councils have contacted us (Training Services NSW) wanting support to do the same.*

*What Gwydir Shire Council are doing is incredible!*

*To have so many in training is a real service to the Council and local communities.*

Click on this link to view the video:

<https://youtu.be/kSWIbRyo3eE>

## **Property Management**

### **Aged Units**

A meeting was arranged between Council staff and residents of Plunkett Street Aged Units to discuss the Plunkett Street development. Residents were advised of the proposed use of the buildings and anticipated timeframes for occupation. Residents were given the opportunity to voice their concerns regarding project. Concerns were primarily lack of communication and security; however, these were addressed and the meeting positive.

As a result of the meeting minor maintenance and repairs have been carried out, and a surveillance camera installed at the entry of the complex. In addition, several older trees, after it was discovered that they had interior decay and posed a safety risk were removed.

Staff have also checked in with residents of all Warialda and Bingara Aged Units to seek maintenance requests and to connect with them to ensure they are happy with their accommodation.

### **Cranky Rock Recreation Reserve**

Camping statistics:

	August 2023	September 2023
Powered Sites	91	74
Unpowered Sites	48	25

The replacement interpretive and safety signage has now been printed and delivered to the site. The signage will be installed by end November 2023.

### **Bingara Swimming Pool**

Bingara Swimming Pool is open for the 2023/24 season. The opening was delayed by two days due to a mechanical issue.

The Council are sponsoring a two-day Lifeguard free course at both Bingara and Warialda in November.

Negotiations are continuing with possible lessees for the Caravan Park/Pool for next season.

### **Warialda Swimming Pool**

Sandblasting of the Warialda Pool was completed on 23<sup>rd</sup> September. The pool painting contractors arrived in Warialda and commenced preparations for painting on

Saturday 30<sup>th</sup> September. Painting was completed on Wednesday 4<sup>th</sup> October. This work is at the expense of the contractor due to last year's painting failure.

As you are aware, Council has been fortunate to secure both State and Federal funding for improvements at the Warialda Pool. These improvements will include doors on the changerooms in the female amenities, new outdoor table settings, replacement of the starting blocks, replacement lane ropes, covered marshalling area, replacement shade at the western end of the pool, replacement of safety signs and renovations to the canteen area.

### **NSW Rural Doctors Bush Bursary 2023**

Gwydir Shire Council has received an invitation from NSW Rural Doctors Network to again participate in the 2023 Bush Bursary Program. The program provides selected medical, nursing and midwifery students with funding to undertake a two-week placement in Country NSW.

The bursaries are offered on an annual basis and are financially supported by rural Council's in NSW. Council's investment of \$3,000 will provide sponsorship for the allocation of two students to undertake a two-week placement at medical facilities within our local government area.

The invitation has been accepted and initially planning is underway in full collaboration with the Bingara Community Practice and Warialda Family Practice. Placement dates are yet to be confirmed.

### **Events**

#### **Honey Festival**

Over the last few months, the Media and Communications Team have been busy preparing an exciting line up of activities for the Honey Festival event. This includes but is not limited to securing the Rock City Rock Band to perform, organising kids rides, promoting and collecting documentation for market stalls. An actions sheet has been created and distributed amongst staff to divvy up tasks and responsibilities amongst the team to share the weight of the load.

Beezotted will be on board this year, delivering educational performances to the Warialda Public School, St Joesph's Primary School Warialda and Gravesend Public School on Friday 20 October 2023. The day of the Honey Festival, Beezotted will also offer the following services:

- provide a native bee information stall including stingless viewing hives
- solitary bee hotel examples
- information about how to make bee hotels
- general native bee information and current books to view
- stingless bee honey for tasting.

Due to the threat of the Varroa Mite in 2022, staff were unable to organise much in the way of bee information or displays which was an area in which the team were advised that they lacked in last year. For 2023, the organisers were conscious of the feedback received and wanted to excel in this space for this year's event.

An Event Management Plan has been prepared and submitted to Council's insurance company in the month of September. The team at the time of writing this report was yet to be advised if any areas required further attention in the plan. Staff will continue to work with Council's insurance company in the lead up to the event with any risk related issues that arise.

Planning is now underway for the Warialda Christmas Carnival and Bingara Christmas Carnival which will feature the band, Boom Crash Opera. The Bingara Christmas Carnival will be sponsored by businesses and community groups together with Council.

**Tourism Website**

The launch of the *Visit Gwydir* website occurred on the 13 September 2023. This is a project that the Media and Communications Team have invested a considerable amount of time and commitment to. In the lead up to the website going live, the team spent countless hours going over and editing the content in order to deliver a high quality product to and for the community. Council staff received numerous submissions to be added to the website in the leadup to the launch and due to time constraints, there are several businesses and community groups which are yet to be included on the site. Over the next few months, the website will continue to be worked upon and content added. With most new website launches, there were a couple of teething issues, but the team are proactively working towards ironing out these minor problems.

A public launch will take place at the Justin Herald evening at The Roxy on 30 October 2023.

**The Gwydir News**

Following the resignation of The News Editor Council advertised to fill the vacated position and at the same time sought Expressions of Interest (EOI) from organisations or groups who may seek to coordinate and manage a community newspaper or newsletter.

The advertisement and EOI period has now lapsed with Council receiving two applications for the Editor position and one EOI.

Council staff are currently exploring these responses and will report back to Council by end October with options and seek a decision as to the future of The News.

**The Living Classroom and Roxy**

Attached are the booking schedules for both these facilities.

**OFFICER RECOMMENDATION**

**THAT the report be received.**

**ATTACHMENTS**

1. DA List [6.3.1 - 3 pages]
2. July [6.3.2 - 1 page]
3. August [6.3.3 - 1 page]
4. September [6.3.4 - 1 page]

**COUNCIL RESOLUTION:**

**THAT the report be received.**

**(Moved Cr Egan, Seconded Cr Galvin)**

**CARRIED**

**For: Cr J Coulton, Cr Egan, Cr D Coulton, Cr Dixon OAM, Cr Galvin, Cr Moore  
and Cr Mulligan**

**Against: Nil**





































Appl No.	Applicant, Owner and Address	Description of Work	Date Application submitted on the NSW Planning Portal	Date Lodged with Council	Reason for time between submission & lodgement	Current Status of the Application
22/2023	Field Solutions Pty Ltd, North Star Sporting Club, North Star Road	Telecommunications and Communications Facility	19/04/2023	26/04/2023	Payment of Lodgment Fees	Request for Additional Information - Threatened Species Test of Significance
23/2023	J A Grant, Pinchgut P/L, 12 Stephen Street Warialda	10 Bedroom Boarding House	18/11/2022	2/05/2023	Further information required prior to lodgement	Further request from Transport for NSW for justification for development access on Geddes Street (Gwydir Highway)
25/2023	SMK, GSC, 43 Hope St Warialda	Demolition of buildings	9/05/2023	18/05/2023	-	Report being prepared for Council
27/2023	Nardoo Agricultural P/L, R D & P K Quinn, Gwydir H'way Gravesend	999 Head Cattle Feedlot	15/05/2023	7/08/2023	Futher information required prior to lodgement	Request response to submissions from applicant. Internal referral regarding access.
29/2023	SMK, GSC, 32 Plunkett St Warialda	Continued Use of tow additions three bedroom dwelling to be used for professionals accommodation	14/06/2023	28/08/2023	Request for additional information – amended Statement of Environmental Effects	Being Assessed



Appl No.	Applicant, Owner and Address	Description of Work	Date Application submitted on the NSW Planning Portal	Date Lodged with Council	Reason for time between submission & lodgement	Current Status of the Application
31/2023	Libby Cotter, CWA, 8 Stephen St Warialda	Change of use of part of CWA Hall to be used as a part time Op Shop	16/06/2023	31/08/2023	Futher information required prior to lodgement	Being Assessed
35/2023	K D Grills, 8 Geddes St Warialda	Detached Garage including a secondary dwelling	15/08/2023	24/08/2023	Payment of Lodgment Fees	Request for Additional Information - Amended Plans & Basix Certificate
36/2023	E J Moffat, 13212 Gwydir H'way Warialda	Addition of Verandahs/decks to North & South sides of existing Dwelling	6/09/2023	15/09/2023	Payment of Lodgment Fees	Being notified and exhibited in accordance with the Gwydir Community Participation Plan
38/2023	SMK, Warialda Golf and Bowling Club, 72 High St Warialda	Proposed 3 lot urban subdivision (two of the proposed allotments to have an existing dwelling on each)	19/09/2023	18/09/2023	Payment of Lodgment Fees	Being notified and exhibited in accordance with the Gwydir Community Participation Plan
39/2023	PPR Constructions P/L, L M & N G Williams, 75 Riddell St Bingara	Single Storey Dwelling (Manufacture Dwelling)	19/09/2023	20/09/2023	Payment of Lodgment Fees	Being notified and exhibited in accordance with the Gwydir Community Participation Plan
40/2023	Johnstone Concrete & Quarries Pty Ltd & Groundwork, Boonal West Pty Ltd, 3319 Tucka Tucka Road Boonal	Extractive Industry - 10,000m3 Sand Quarry	20/09/2023	-	Awaiting Payment of Lodgment Fees	Awaiting Payment of Lodgment Fees

Appl No.	Applicant, Owner and Address	Description of Work	Date Application submitted on the NSW Planning Portal	Date Lodged with Council	Reason for time between submission & lodgement	Current Status of the Application
41/2023	J S Fearnley, 29 Bombelli St Bingara	Installation of a 10,000L above ground swimming pool and child resistant barrier	21/09/2023	22/09/2023	Payment of Lodgment Fees	Being notified and exhibited in accordance with the Gwydir Community Participation Plan
42/2023	s, Nioka Mosquito Creek Road V	2 Lot Rural Subdivision	22/09/2023	-	Awaiting Payment of Lodgment Fees	Awaiting Payment of Lodgment Fees
43/2023	Abode Building Design, A K & K A Brown, 50 Bingara Street Warialda Rail	Continued Use of significant internal and external renovations to the existing dwelling already carried out and for the the completion of these works up to re-occupation	25/09/2023	-	Awaiting Payment of Lodgment Fees	Awaiting Payment of Lodgment Fees
44/2023	N A Adams & R Adams, 40 Bombelli St Bingara	Construction of detached single bay garage	26/09/2023	-	Awaiting Payment of Lodgment Fees	Awaiting Payment of Lodgment Fees

# 2023 . JULY

SUN	MON	TUE	WED	THU	FRI	SAT
30  FILM CLUB	31					1  YOUTH EXCHANGE  YOUTH EXCHANGE  ORANGE FESTIVAL
2  YOUTH EXCHANGE  YOUTH EXCHANGE  PLAY READING	3  YOUTH EXCHANGE  YOUTH EXCHANGE  MEETING	4	5  YOUTH COOKING  MEETING	6  MEETING	7  EVENT	8
9	10	11  BUSINESS OWNER HIRE  INTERVEIWS	12  MEETING  MEETING	13	14  CHRISTMAS IN JULY  CHRISTMAS IN JULY  INTERVEIWS	15  TOUR GROUP
16  LIONS FUNCTION  LIONS FUNCTION	17	18  MEETING	19  WORKSHOP  MEETING	20	21	22
23	24  MEETING  MEETING	25  MEETING  BUSINESS OWNER HIRE	26  MEETING	27	28	29  18TH BIRTHDAY  18TH BIRTHDAY  THE SUNSHINE CLUB 


Legend: Roxy: Theatre - Kitchen - conference room



TLC: Classroom - Bunkhouse



# 2023 . AUGUST


SUN	MON	TUE	WED	THU	FRI	SAT
		1  MEETING  MEETING	2  MEETING  MEETING  PERFORMANCE	3  TRAINING  MEETING  LIVE SHOW	4  GWYDIR SOCIAL CLUB  MEETING	5  PERFORMANCE
6  PERFORMANCE	7  MEETING	8  MEETING  TRAINING  BUSINESS OWNER  WORKSHOP	9  MEETING	10  TRAINING	11  TOUR  WORKSHOP	12
13	14	15  TRAINING	16  MEETING  REHEARSALS	17	18	19  60TH BIRTHDAY
20  REHEARSALS	21  MEETING	22  BUSINESS OWNER	23  MEETING  MEETING  REHEARSALS	24  MEETING  MEETING  MEETING	25  MEETING	26  DELUNGRA QUILTERS  DELUNGRA QUILTERS
27  FILM CLUB  DELUNGRA QUILTERS  DELUNGRA QUILTERS	28  MEETING X3  REHEARSALS  DELUNGRA QUILTERS  DELUNGRA QUILTERS	29	30  MEETING  MEETING	31  MEETING		

Legend: Roxy: Theatre - Kitchen - conference room

TLC: Classroom - Bunkhouse



# 2023 . SEPTEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3 PERFORMANCE 	4 TRAINING  TRAINING 	5 REHEARSALS 	6 REHEARSALS 	7 REHEARSALS 	8 WORKSHOP  REHEARSALS 	9 PERFORMANCE  FUNCTION 
10 PERFORMANCE 	11 MEETING  MEETING  REHEARSAL  MEETING X2 	12 REHEARSALS  BUSINESS OWNER 	13 MEETING  TRAINING  REHEARSALS  MEETING X2 	14 REHEARSALS  TRAINING  TRAINING 	15 REHEARSALS  BIRTHDAY 	16 PERFORMANCE  BIRTHDAY  BIRTHDAY 
17 PERFORMANCE  BIRTHDAY 	18 NWTC BUMP OUT  MEETING  MEETING 	19 COMMUNITY MEETING 	20 MEETING  MEETING 	21 TRAINING  QUILTERS RETREAT  QUILTERS RETREAT 	22 MEETING  QUILTERS RETREAT  QUILTERS RETREAT 	23 QUILTERS RETREAT  QUILTERS RETREAT 
24 FILM CLUB  QUILTERS RETREAT  QUILTERS RETREAT 	25 MEETING 	26 BUSINESS OWNER  MEETING 	27 MEETING 	28 WEDDING 	29 WEDDING  WEDDING 	30 WEDDING  WEDDING 

Legend: Roxy: Theatre - Kitchen - conference room



TLC: Classroom - Bunkhouse



## 6.4 Proposed NSW Rural Fire Service Bush Fire Prone Land

<b>File Reference:</b>	NA
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### Delivery Program

<b>Goal:</b>	3. An environmentally responsible shire
<b>Outcome:</b>	3.1 Our community understands and embraces environmental change
<b>Strategy:</b>	3.1.1 Encourage respectful planning, balanced growth and good design
<b>Author:</b>	Planning Officer

### STAFF DISCLOSURE OF INTEREST Nil

### IN BRIEF/SUMMARY RECOMMENDATION

This report requests the Council's endorsement of the reviewed and then amended NSW Rural Fire Service Bush Fire Prone Land map (BFPL).

### TABLED ITEMS Nil

### BACKGROUND

The review process was last visited by Council in 2021 when a report was provided to the 27 May 2021 Council Meeting and ensuing discussions with members of the Rural Fire Services Development Planning & Policy Team during a Council workshop held on the 17 June 2021.

During the workshop, the following issues were discussed:

- The proposed reviewed Bush fire Prone Land Map presented in the report to Council on the 27 May 2021 and at the workshop held on the 17 June 2021 showed a considerable proportion of the Gwydir Shire mapped as bush fire prone. This was in part due to the inclusion of cropping lands in vegetation category 3.
- 
- Cropping lands remain excluded from all vegetation categories under the Guide for Bush Fire Prone Land Mapping (see Attachment – 4) but is expected to be included in the vegetation categories once this guide is reviewed to align with the updated Australian Standard (AS) 3959-2019.
- 
- The substantial increase in the bush fire prone land area would increase the number of development applications that would require Bush Fire Assessment report to be submitted as a part of the required development documentation. Bush Fire Assessments are only required where new residential buildings and/or where new residential subdivisions are proposed on land mapped as bush fire prone.

The Council workshop recommended that the matter be deferred for further discussion with the Rural Fire Service Policy Team and that the reviewed mapping be amended to remove cropping lands.

The Rural Fire Services Development Planning & Policy Team has provided the amended mapping (see tabled items and Attachment - 5). Please note that the amended map only shows the areas mapped as vegetation category 1 and 3, a finalized map will also include the required buffer zones around each of the vegetation categories (i.e., a 100m buffer zone surrounding vegetation category 1 and 30m buffer zone surrounding vegetation category 3). The buffer zones are treated as their vegetation categories are and will also trigger the need for a Bush Fire Assessment to be provided for development involving residential buildings and residential subdivisions.

If Council is satisfied and endorses the amended mapping as tabled and provided in Attachment - 5, the Rural Fire Services Development Planning & Policy Team will include the required buffer zones for each vegetation category on the map before it is exhibited for 30 days for public submissions. Once the exhibition period has expired and no public submissions are received a request for re-certification of this BFPL map shall be sent to the Commissioner of the Rural Fire Service and then will be used in future development assessments and s10.7 certificates. Should there be submissions received during the exhibition period a further report shall be provided to Council for consideration of the submissions.

Should the BFPL is re-certified by the RFS Commission, the next BFPL Mapping review date will be five years from that re-certification date.

The Environmental Planning and Assessment Act 1979 (EP&A Act) and the Rural Fires Act 1997 (RFS Act) contain requirements to ensure that the public, property, and the environment are better protected against the dangers that arise from bush fires.

The BFPL map provides a trigger, to ensure that, development applications that include residential building and/or residential subdivisions located within mapped bush fire prone areas, include appropriate bush fire safety requirements in accordance with the NSW RFS document *Planning for Bush Fire Protection 2019* and AS3959-2019. These requirements are included in the development approval's conditions of consent.

Additionally, Council is required, under section 10.7 (formerly s149) of the EP&A Act to include advice, relating to any relevant matters affecting a parcel of land, in planning certificates. This includes Bush Fire Prone Land as specified in Schedule 4 of the Environmental Planning and Assessment Regulations 2000 (EP&A Reg).

The council is required to review the BFPL at least once every five years in accordance with s10.3 (formerly s146) of the EP&A Act. The council's current BFPL (see Attachment - 1) and vegetation categories (see Attachment - 2) were certified by the Commission of RFS on the 27 October 2003. In November 2015, the RFS introduced the "Guide for Bush Fire Prone Land Mapping – Version 5b" (the Guide) (see Attachment - 4). As a part of this guide's implementation, Councils had a three-

year period to review and update their BFPL maps. To date Gwydir Shire has not finalized or endorsed a reviewed BFPL map.

RFS contacted Council in April 2017 to ensure that Council's review process was underway. During this time Council's GIS Officer worked closely with the RFS Policies and Mapping teams to review the current BFLP map (Attachment – 1). The reviewed BFLP map (see Attachment – 3) was presented in a report at the 27 May 2021 Council meeting and was further discussed at a Council workshop held on the 17 June 2021 in which members of the RFS attended (via Teams). The resulting discussions and assessment of the reviewed BFLP map was to remove cropping lands from the reviewed map until there was a requirement in the Guide to include it. The removal of cropping land was undertaken by the RFS as requested by Council and the reviewed BFLP map as amended by the RFS is presented to Council as Attachment – 5 to this report. Please note that the amended map shown at Attachment 5 does not include the required vegetation buffer zones that surround each vegetation type (Cat 1 – 100m buffer and Cat 2 – 30m buffer). Each of the vegetation categories buffer zones are to be treated in the same way as each of the Vegetation categories it surrounds area and will trigger the need for a Bushfire Assessment on residential development types.

## COMMENT

The previously reviewed BFPL map (See Attachment – 3) includes a significantly greater proportion of the Gwydir Shire as bush fire prone, this is in part because of changes to the vegetation categories methodology (see Attachment – 2 and 4) and in part due to the pre-emptive inclusion of cropping lands in Vegetation Category 3.

Cropping lands are currently excluded from the definition of any vegetation categories under the RFS document "Guide for Bush Fire Prone Land mapping (Attachment – 4). However, it is anticipated that this guide will be revised to align with the now updated AS 3959-2019 at some point.

As requested, the RFS Development Planning & Policy Team have amended the reviewed BFPL map to exclude cropping lands. The amended map is now presented to the Council for endorsement, see Attachment 5. Although the amended BFPL map does not identify as much of the Gwydir Shire as bush fire prone as the previously reviewed BFPL map (Attachment – 3) does, it still provides an increase in the area of bush fire prone land compared to the current BFLP (see Attachment – 1), this is due to the inclusion of grasslands in Vegetation Category 3 as specified in the guide (Attachment – 4).

## CONCLUSION

The BFPL is intended to designate areas of the state that are considered to be at a higher risk of bush fire for development control purposes and is, in no way, a guarantee that losses due to bush fire will not occur within these designated areas but attempts to provide a mechanism to ensure that a minimal level of bush fire protection is introduced when considering new residential buildings or residential subdivisions. Additionally, the BFPL map does not guarantee that bush fire events will not occur outside of the bush fire prone mapped areas but strives to identify those areas at greater risk. Thus, the review and re-certification of the BFPL is



important so that land that is more likely to support a bush fire or is more likely to be subject to bush fire attack can be identified and the necessary precautions enforced to protect and minimise risk to life and property.

The RFS have made the requested amendments to the reviewed mapping to exclude cropping land. Once Council is satisfied and have endorsed the amended BFPL map (Attachment – 5), RFS will include the buffer zones for each of the vegetation categories so that the map exhibited by Council for public submission will give a realistic view of the reviewed area and any new areas of land that will be impacted.

## **CONSULTATION**

NSW Rural Fire Service  
Warialda Community Protection Plan  
Guide for Bush Fire Prone Land Mapping – Version 5b

## **STATUTORY ENVIRONMENT**

Environmental Planning and Assessment Act, 1979  
Environmental Planning and Assessment Regulations, 2000  
Rural Fires Act, 1997

## **POLICY IMPLICATIONS**

The implications of endorsing the amended Bush Fire Prone Area Map shall only be experienced when development applications are submitted for residential buildings and residential subdivisions, and when making amendments to environmental planning instruments such as the Gwydir Local Environmental Plan, 2013.

## **FINANCIAL IMPLICATIONS**

There may be an increase in costs that need to absorb due to providing adequate reports to support future development on Council owned or managed lands that include residential buildings or residential subdivision that are located on land identified as bush fire prone land.

## **STRATEGIC IMPLICATIONS**

There will be increased complications for future strategic developments in considering bush fire risk and protection of residential buildings and residential subdivisions.

The potential for bush fire is an increasing risk to the communities and the natural environment located within the Gwydir Shire.

## **OFFICER RECOMMENDATION**

**THAT the report be received and that the amended draft Bush Fire Prone Land Map provided as Attachment - 5 to this report be endorsed by Council as required by s10.3 of the Environmental Planning and Assessment Act,1979.**

**FURTHER that, once the buffer zones have been included on the amended draft Bush Fire Prone Land Map by NSW Rural Fire Service, Development Assessment and Policy Team, that it be placed on exhibition for a period of 30 days for public submissions. The map is to be exhibited on Council's website in addition to the following suggested locations:**

- **Warialda Visitor Information Centre, 2 Geddes Street, Warialda.**
- **Warialda Library, 36-38 Hope Street, Warialda.**
- **Warialda Council Office, 54 Hope Street, Warialda.**
- **Bingara Administration Office, 28 Maitland Street, Bingara.**
- **Bingara Library, 29 Maitland Street, Bingara**
- **Bingara Tourist Information Centre, Maitland Street, Bingara.**

**FURTHER that, a letter be drafted to request that the Commissioner for the Rural Fire Service re-certify the amended draft Bush Fire Prone Land Map. The letter is only to be sent once the exhibition period has expired and subject to no submissions being received.**

## **ATTACHMENTS**

1. **Bush Fire Report Attachments [6.4.1 - 25 pages]**

## **COUNCIL RESOLUTION:**

**THAT the report be received and that the amended draft Bush Fire Prone Land Map provided as Attachment - 5 to this report be endorsed by Council as required by s10.3 of the Environmental Planning and Assessment Act,1979.**

**FURTHER that, once the buffer zones have been included on the amended draft Bush Fire Prone Land Map by NSW Rural Fire Service, Development Assessment and Policy Team, that it be placed on exhibition for a period of 30 days for public submissions. The map is to be exhibited on Council's website in addition to the following suggested locations:**

- **Warialda Visitor Information Centre, 2 Geddes Street, Warialda.**
- **Warialda Library, 36-38 Hope Street, Warialda.**
- **Warialda Council Office, 54 Hope Street, Warialda.**
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- **Bingara Library, 29 Maitland Street, Bingara**
- **Bingara Tourist Information Centre, Maitland Street, Bingara.**

**FURTHER that, a letter be drafted to request that the Commissioner for the Rural Fire Service re-certify the amended draft Bush Fire Prone Land Map. The letter is only to be sent once the exhibition period has expired and subject to no submissions being received.**

**(Moved Cr Egan, Seconded Cr Dixon OAM)**

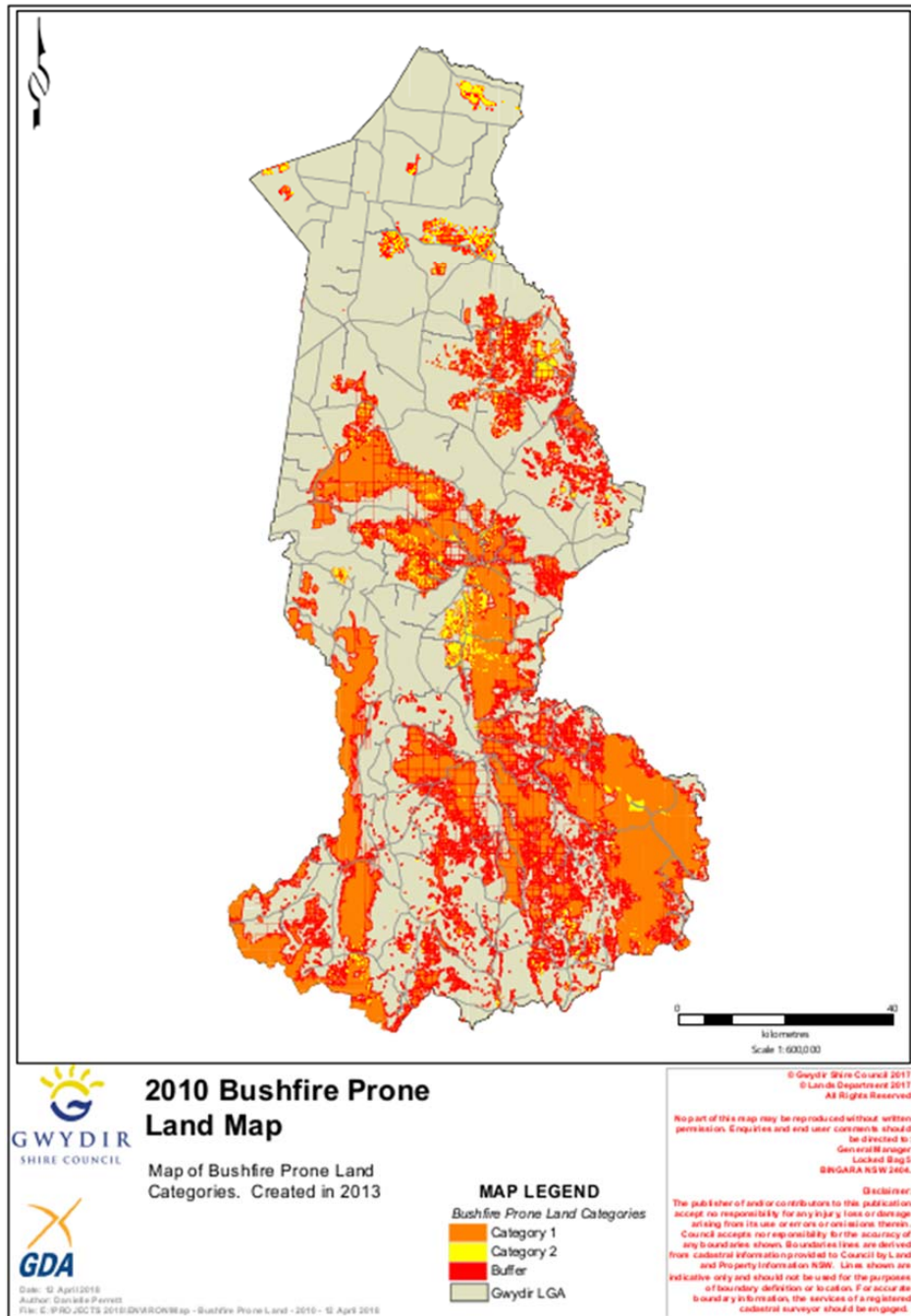
**CARRIED**

**For: Cr J Coulton, Cr Egan, Cr D Coulton, Cr Dixon OAM, Cr Galvin, Cr Moore  
and Cr Mulligan**

**Against: Nil**

Attachment -1

Bush Fire Prone Land May 2023 (this map is in current use)



**Attachment -2****Vegetation Category Methodology 2003**

The methodology for the determination of vegetation is as follows: -

1. Determine vegetation groups, regardless of whether the vegetation is on private or public tenure, using Planning for Bushfire Protection 2001, figure A2.2 – “Pictorial key to the structural forms of Australian vegetation” and Table A2.1 – “Classification and description of vegetation for the purpose of bush fire assessment” ensuring vegetation is classified into three main “Vegetation Groups” 1, 2 and 3.
2. Vegetation Groups are: -
  - Vegetation Group 1 – Forest
  - Vegetation Group 2 – Woodlands, heaths, and wetlands
  - Vegetation Group 3 – Moist rainforest, shrubland, open woodlands, mallee and grasslands
3. Once vegetation classes have been determined and mapped across a council area, application of bush fire vegetation categories to the vegetation groups must be completed. The following Vegetation Groups relate to the bush fire vegetation categories as follows: -
  - Vegetation Groups 1 and 2, greater than 1 hectare = Vegetation Category 1
  - Vegetation Group 3, greater than 1 hectare = Vegetation Category 2
  - Areas of Vegetation Groups 1 and 2, less than 1 hectare that are within, or partially within 1000m lateral separations from a bush fire vegetation category 1, or that are within, or partially within 30m lateral separation from a bush fire vegetation category 2 are classed as Bush Fire Vegetation Category 2.
4. Vegetation as defined in this clause is excluded from the above-mentioned vegetation groups. Areas of “Vegetation Groups” 1, 2 and 3, less than 1 hectare and not less than 100m lateral separation from a Bush Fire Vegetation Category 1, or not less than 30m lateral separation from a Bush Fire Vegetation Category 2, are excluded; or Areas of “Managed grassland” including grassland on, but not limited to, grazing land, recreational areas, commercial/industrial land, residential land, airports/airstrips and the like are excluded; or areas of managed gardens and lawns within curtilage of buildings; managed botanical gardens; agricultural lands used for annual and/or perennial cropping, orchard, market gardens, nurseries and the likes are excluded; or mangroves.
5. Areas of national parks and state forests estate should be mapped as vegetation category 1 in recognition of the land use and management.et

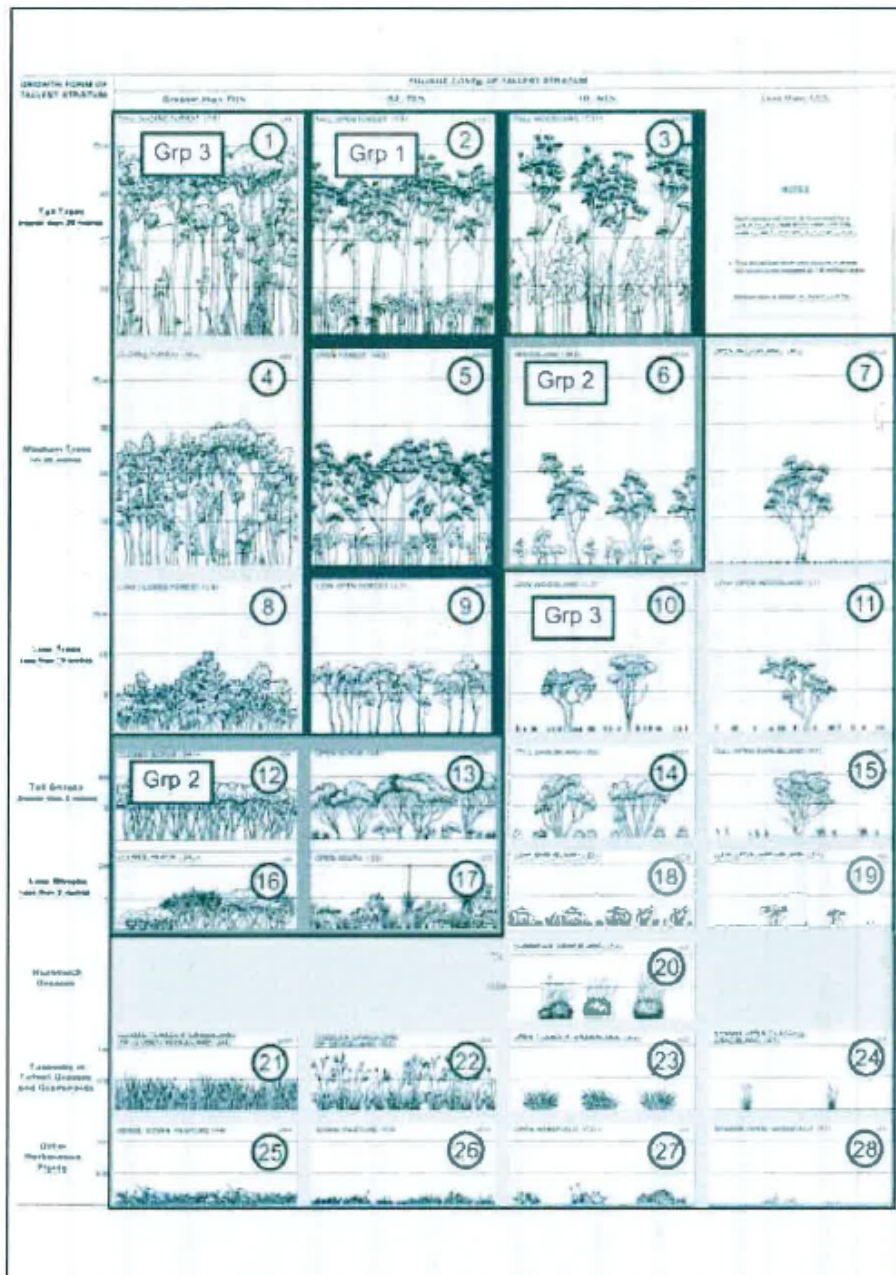


Figure A2.2 Pictorial key to the structural forms of Australian vegetation

Table A.2.1. Classification and description of vegetation for the purposes of bushfire assessment

Vegetation Classification	Veg Grp	Vegetation Structure	Assessed Max Fuel Load [t ha <sup>-1</sup> ]	Description
Wet sclerophyll forest	1	2, 3	40	Height over 10m; 30-70% foliage cover; understorey ranging from rainforest & tree ferns, to low trees & tall shrubs. Found in areas, with high, reliable rainfall. Usually dominated by eucalypts.
Dry sclerophyll forest	1	5, 9	25	Trees 10-30m high; 30-70% foliage cover; understorey of sclerophyllous low trees & tall shrubs or grass. Usually dominated by eucalypts.
Woodland	2	6	25	Trees 10-30m high; 10-30% foliage cover dominated by eucalypts; understorey low trees to tall shrubs dominated by Acacia, Callitris or Casuarina.
Tall heath (scrub)	2	12	25	Found in areas wet enough to support eucalypt trees, but which are affected by poor soil fertility or shallow soils. >30% foliage cover. Dry heaths occur in rocky areas. Shrubs 1-2m high. Often SEPP 14 Coastal Wetlands.
Open shrub	2	13	15	Trees greater than 2m high, 10-30% foliage cover. Dominated by eucalypts or co-dominant Melaleuca and Myoporum, mixed understorey.
Pine plantation (P. radiata)	2		15	Pines are introduced species and usually established in plantations. In NSW, Pinus radiata is commonly but not exclusively used.
Closed heath	2	16, 17	15	Found in wet areas but which are affected by poor soil fertility or shallow soils. Shrubs 1-2m high often comprising Banksia, Acacia, Hakea and Grevillea species. Wet heaths occur on sands adjoining dunes of the littoral (shore) zone. Montane heaths occur on shallow or water logged soils in the highlands (e.g. SEPP 14 Coastal Wetlands).
Scrubland (Chenopod)	3	18	12	Shrubs <2m high; <30% foliage cover. Understoreys can contain grasses, Acacia and Casuarina often dominant in the arid and semi arid zones.
Rainforest (closed forests)	3	1, 4, 8	10	Trees 10-30m high; >70% foliage cover; understorey contains a large number of species, with a variety of heights.

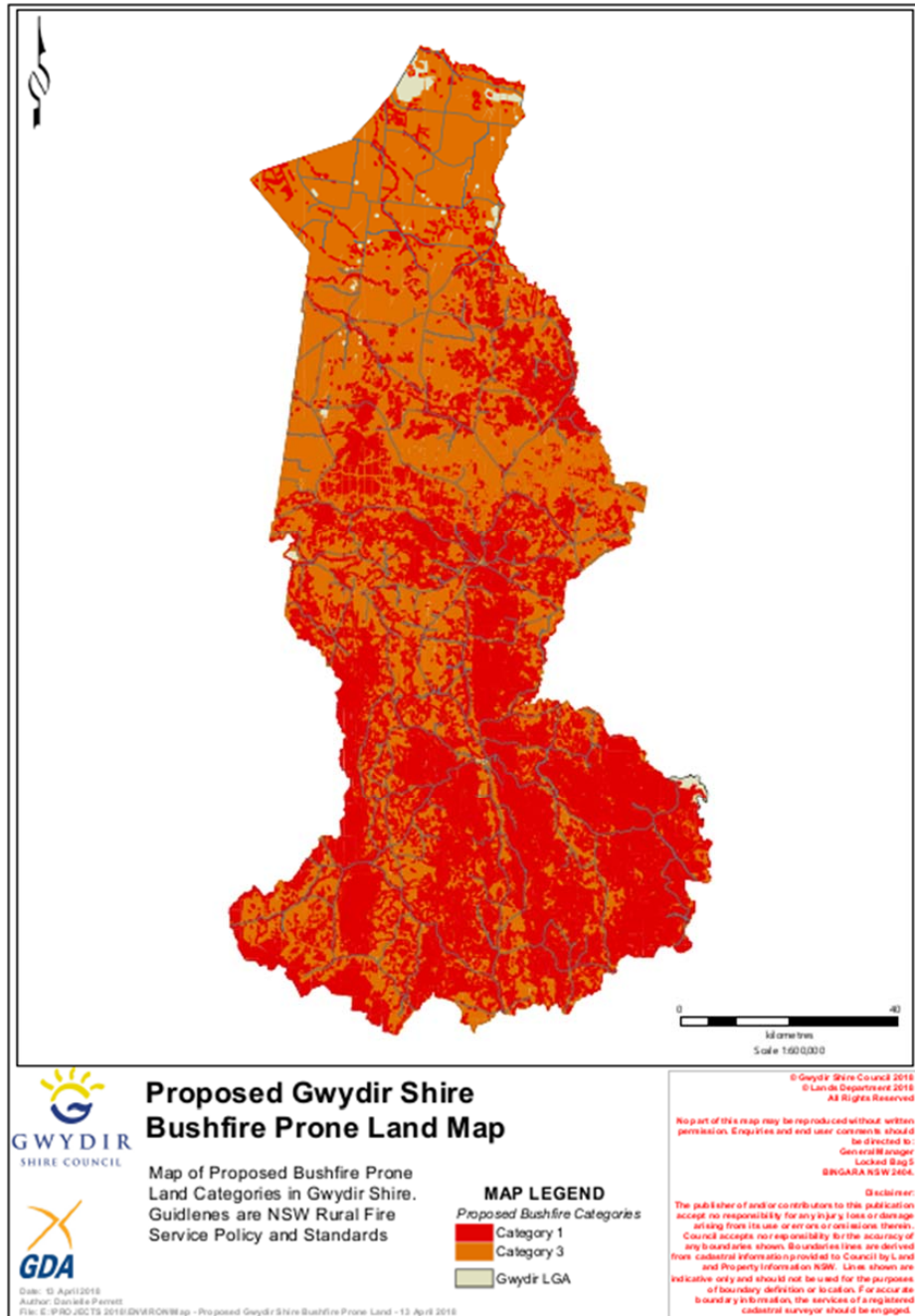
Table A2.1. Classification and description of vegetation for the purposes of bushfire assessment continued

Vegetation Classification	Veg Grp	Vegetation Structure	Assessed Max Fuel Load (t ha <sup>-1</sup> )	Description
Mallee or mulga scrub	3	14	8	Vegetation dominated by eucalypts with a multi stem habit; usually greater than 2m in height <30% foliage cover. Understorey of widespread to dense low shrubs (Acacia) or sparse grasses. Usually found in western NSW.
Open woodland	3	7, 10, 11, 15	8	Low trees & shrubs 2–10m high; foliage cover <30%. Dominated by eucalypts and acacias. Often have a grassy understorey or low shrubs. Acacia and Casuarina woodlands grade to Atriplex shrublands in the arid and semi arid zones.
Grassland (pasture)	3	19, 21, 22	6	Usually dominated by introduced grass species but may include bladey grass dominated grasslands. As these result from human interference, they can occur anywhere in the state.
Grasslands (native)	3	19 – 28	3	These communities occur in a variety of forms and locations where environmental factors prevent the growth of trees and shrubs.



Attachment – 3

Reviewed Bush Fire Prone Land Map presented in the report at the 27 May 2021 Council Meeting



Attachment – 4

NSW Rural Fire Service - Guide for Bush Fire Prone Land Mapping



**GUIDE FOR BUSH FIRE PRONE LAND  
MAPPING**

**VERSION 5b**

November 2015

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The NSW Rural Fire Service reserves the right to review this guideline. The information contained in this document is subject to change from time to time.

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## 1 Definitions

**Agricultural land** - A piece of land used for agricultural purposes including, but not limited to, dairying, pig-farming, poultry farming, viticulture, orchards, bee-keeping, horticulture, vegetable growing, the growing of crops of any kind, or any combination of these, but excluding forestry and plantations (e.g. tea tree).

**Bush fire hazard** - The potential for land to carry a bush fire, utilising materials or fuels that can be ignited.

**Bush fire prone area** - An area of land that can support a bush fire or is likely to be subject to bush fire attack, as designated on a bush fire prone land map.

**Bush fire prone vegetation map (BFPV)** - A map prepared in accordance with this guide and defining areas of vegetation by BFPV categories. This map may be prepared by Council or Urban Release Area developers.

**Bush fire prone land map (BFPL)** - A map prepared in accordance with this guide and certified by the Commissioner of the NSW RFS under section 146(2) of the *Environmental Planning and Assessment Act 1979*.

**Bush fire risk evacuation map** - A map developed by council in consultation with the NSW RFS which identifies land that is susceptible to evacuation difficulties in the event of a bush fire. Certain Special Fire Protection Purpose developments may be deemed inappropriate for these areas and may be prohibited. The map will identify these areas via cross-hatching.

The bush fire risk evacuation map is held by the Department of Planning and Environment. A copy of this map also needs to be provided to the NSW RFS.

**Council/s** - The council of a local government area (LGA).

**Designated bush fire prone land** - In relation to an area, means land recorded for the time being as bush fire prone land on a bush fire prone land map for the area.

**Digital data** - The electronic datasets comprising the certified bush fire prone land polygons and the related metadata (in MapInfo TAB or ESRI Shapefile format).

**Grasslands** - Grassed areas capable of sustaining a fire. Under *Australian Standard 3959 Construction of buildings in bushfire-prone areas*, identified as low open shrubland, hummock grassland, closed tussock grassland, tussock grassland, open tussock, sparse open tussock, dense sown pasture, sown pasture, open herbfield, and sparse open herb field.

Grass, whether exotic or native, which is regularly maintained at or below 10cm in height (includes maintained lawns, golf courses, maintained public reserves, parklands, nature strips and commercial nurseries) are regarded as managed land.

**LPI** – NSW Land and Property Information

**Managed Land** - Managed land is land that has vegetation removed or maintained to limit the spread and impact of bush fire. It may include existing developed land (i.e. residential, commercial or industrial), roads, golf course fairways, playgrounds or sports fields, vineyards, orchards, cultivated ornamental gardens and commercial nurseries. Most common will be gardens and lawns within curtilage of buildings. These areas will be managed to meet the requirements of an Asset Protection Zone.

**Remnant Vegetation** – For purposes of this guide, remnant vegetation is vegetation that is considered to be of a lower bush fire risk (than Category 1 and Category 3) due to the size and/or shape of the parcel. This includes areas of vegetation greater than one hectare, but less than 2.5 hectares in size.

**Urban Release Area (URA)** – Land that is defined as being located within an urban release area by NSW Department of Planning & Environment.

## 2 Introduction

On 1 August 2002, the *Rural Fires and Environmental Assessment Legislation Amendment Act 2002* amended the *Rural Fires Act 1997* and the *Environmental Planning and Assessment Act 1979* (*EP&A Act*) to provide significant improvements in bush fire safety. This included a requirement for the preparation of a bush fire prone land map identifying vegetation within LGAs that has the potential to support a bush fire. The bush fire prone land map is the trigger for the consideration of bush fire protection measures for new development (*Planning for Bush Fire Protection* and Australian Standard 3959-2009 – *Construction of buildings in bush fire prone areas*).

On 1 March 2013, the *EP&A Act* was amended allowing the NSW Rural Fire Service (NSW RFS) to update bush fire prone land maps for urban release areas in a streamlined fashion.

This guide provides the details for the mapping of bush fire prone land as required under section 146 of the *EP&A Act*. It is to be used by the NSW RFS, councils, and those involved in the mapping of urban release areas.

The methodology is one that is to be applied State wide for comparative purposes. The data set created for the purposes of mapping bush fire prone land can also be used by Councils to create other maps like a Bush Fire Property Map and Bush Fire Risk Evacuation Map.

## 3 Legislation

This section outlines the legislative context for the mapping of bush fire prone land and the assessment of Development Applications on such land.

Section 146 of the *EP&A Act* requires councils, where a Bush Fire Risk Management Plan applies, to record a bush fire prone land map after consulting with the Commissioner of the NSW RFS. The Commissioner will designate lands to be bush fire prone within an area and, when satisfied that the lands have been recorded on a map, certify the map as the Bush Fire Prone Land map. Councils are required to make these maps available for public inspection.

Section 149 of the *EP&A Act* requires that a council will, in the planning certificate, include advice on relevant matters affecting a parcel of land of which it may be aware. This includes Bush Fire Prone Land, as specified in Schedule 4 of *Environmental Planning and Assessment Regulation 2000*. The section 149 certificate is an important mechanism for councils to inform people living in or looking to purchase into a bush fire prone area, that bush fire is a consideration.

Section 79BA of the *EP&A Act* requires that where development of bush fire prone land occurs, the consent authority must be satisfied that the development complies with *Planning for Bush Fire Protection 2006* or has consulted with the Commissioner of the NSW RFS.

Complying development is permitted on bush fire prone land for the lower risk bush fire attack levels (Australian Standard 3959 BAL levels 12.5, 19, and 29). Such development is required to meet development standards complying with *Planning for Bush Fire Protection 2006*.

Section 100B of the *Rural Fires Act 1997* requires that a Bush Fire Safety Authority is issued by the Commissioner of the NSW RFS for all residential subdivision or special fire protection purpose developments on Bush Fire Prone Land. A Bush Fire Safety Authority is issued where the Commissioner believes that the development complies with standards that provide the development with appropriate protection measures against bush fire.

#### 4 Limitations

Bush Fire Prone Land mapping is intended to designate areas of the State that are considered to be higher bush fire risk for development control purposes. Not being designated bush fire prone is not a guarantee that losses from bush fires will not occur.

Changes to the landscape may occur from time to time and therefore the certified bush fire prone land maps may not be a true indication of bush fire risk.

#### 5 Monitoring and Review

Council, having had its Bush Fire Prone Land certified by the Commissioner of the NSW RFS, should regularly monitor and review the information to ensure currency and reliability of data depicted.

Monitoring and review of the bush fire prone land should reflect required certification and approval standards within legislative timeframes (i.e. before the end of the period of every five years after the certification date of the map as outlined in section 146 of the EP&A Act).

Notwithstanding, bush fire prone land maps may need to be reviewed and prepared on a more frequent basis depending on the extent of vegetation changes within the LGA (e.g. annually). In its review, council should consider any areas of expanding residential development leading to vegetation loss or areas of vegetation regrowth. Factors to consider in mapping vegetation change include data currency, resolution and availability of air photography/satellite imagery and vegetation maps plus mapping accuracy.

#### 6 Bush Fire Prone Mapping Process

##### 6.1 Process for Amendments and Certification of a Bush Fire Prone Land Map

For Urban Release Areas section 6.2 and 6.3 of this document will apply.

The following describes the process for re-certification of Bush Fire Prone Land maps for Council. An amendment is treated as a re-certification.

- Council should initially contact NSW RFS Headquarters (HQ) regarding the review of the map to obtain requirements for re-certifying.
- NSW RFS HQ will notify and liaise with the relevant NSW RFS District Office (or NSW Fire & Rescue section for non NSW RFS districts) to assist in coordinating the recertification process.
- NSW RFS HQ will provide Council a digital copy of the Bush Fire Prone Land map plus 1 kilometre buffer into adjoining Council areas (allowing for consistency along boundaries).
- Council to review bush fire prone vegetation and update then refer back to NSW RFS HQ.
- Once satisfied NSW RFS will forward map to Council
- Once satisfied with the content of the map, Council to provide Bush Fire Prone Land map to NSW RFS HQ for approval and certification as follows:
  - Council to forward the data file to NSW RFS Headquarters for processing. This shall be provided as digital data (e.g. MapInfo Tab File or ESRI Shape File, with the map projection defined).
  - Council shall include with the digital dataset a letter requesting the Commissioner certify Council's map and detail the proposed changes.
  - Council is also to include an accompanying letter from the manager of the local NSW RFS District responsible for that council (or relevant NSW RFS Customer Service Centre in non rural fire districts), confirming the proposed amendments and its concurrence to them.
  - Any contentious issues are to be resolved prior to the recertification and printing of final bush fire prone land maps. Where anomalies or issues are identified during the recertification



process, the NSW RFS will contact the local council. Any amendments to the map are the responsibility of the council.

- › The NSW RFS will commence the recertification process once amendments have been agreed to by NSW RFS district staff (or relevant NSW RFS Customer Service Centre in non rural fire districts) and council, and all information is complete and accepted as being accurate.
- › The NSW RFS will endeavour to provide a hard copy of the Bush Fire Prone Land map certified by the Commissioner and accompanying digital data to the council within 28 days of processing the final amendments.

All communication regarding bush fire prone land is to be provided to the NSW RFS by mail or email. Refer to NSW RFS contacts in Section 8.9 of this document.

## **6.2 Process for Amendments and Certification of a Bush Fire Prone Land Map for Urban Release Areas (URA)**

Any proposed amendment to a bush fire prone land map is to be regarded as requiring re-certification. A draft map does not constitute a certified map.

This document is to be used in conjunction with the URA User Guide. The User Guide and other supplementary documentation to assist in the application process will be available on the NSW RFS website.

Before an applicant decides to go through this process, the applicant must confirm the site is located within a defined Urban Release Area. Please check the NSW Department of Planning & Environment website for details.

The following is the process for re-certification of Bush Fire Prone Land maps for those developing urban release.

- a. The applicant is to request a bush fire prone land map dataset for the subject area from NSW RFS Headquarters.
- b. The NSW RFS will electronically provide this in the form of a shape file of the existing BFPV plus buffer and surrounding 200 metres of site.
- c. NSW RFS HQ will notify and liaise with the relevant NSW RFS District Office (or Fire & Rescue NSW section for non NSW RFS districts) to assist in coordinating the recertification process.
- d. Applicant to review dataset and update in accordance with this guide.
- e. The applicant is to submit an application form (Appendix 1) with an amended data set to the NSW RFS Planning and Development at Headquarters for processing. This shall be provided as digital data (e.g. MapInfo Tab File or ESRI Shape File, with the map projection defined).
- f. NSW RFS Headquarters advises relevant council that an application has been received for an amendment to the Bush Fire Prone Land Map.
- g. Liaison will occur if required with the relevant NSW RFS office, which will provide written confirmation of the proposed amendments and its concurrence to NSW RFS Headquarters.
- h. Where anomalies or issues are identified during the recertification process, the NSW RFS will liaise with the applicant. If issues cannot be resolved and the NSW RFS does not support the amendments, the applicant will be contacted to discuss the disparity with NSW RFS. NSW RFS reserves the right to be the absolute arbiter and will advise applicants in writing of determinations.

- i. The NSW RFS will commence the recertification process once amendments have been agreed to and all information is complete and accepted as being in accordance with the guidelines.
- j. Once certified the NSW RFS will provide a hard copy of the BFPLM and accompanying digital data to the council and a soft copy (pdf) to the proponent as soon as possible after processing the amendments.
- k. All communication regarding bush fire prone land is to be delivered to the NSW RFS by mail or email. Refer to NSW RFS contacts in Section 8.9 of this document.

### 6.3 Mapping Category 3 Vegetation

As part of the introduction of Category 3 into the Bush Fire Prone Land system, a 3 year transition period will occur. During this period councils will need to recertify their bush fire prone land maps and incorporate the new Category 3 layer.

To assist councils with mapping Category 3 vegetation, the NSW RFS has created a Category 3 vegetation layer. This layer could assist councils in mapping Grasslands along with the other Category 3 vegetation types. If Councils are interested in obtaining a copy of this data, please contact the Co-ordinator or NSW RFS HQ GIS section for the dataset. This dataset is intended to be used as a draft for mapping bush fire prone vegetation.

### 6.4 Interim Measures for Mapping Urban Release Areas

Due to the introduction of Category 3, it is necessary to clarify these requirements when mapping urban release areas. Given the URA process is intended to be streamlined; the NSW RFS will liaise with Council in relation to the inclusion of Category 3 and, depending on circumstances, may recertify the application under the 2014 version of the guide (Category 1 and Category 2 vegetation only). Any rectifications outside the URA process will require incorporation of Category 3 as per Section 7.

### 6.5 Map for Commissioner's Approval

The NSW RFS will print the final Bush Fire Prone Land map using the standard NSW RFS template for approval by the Commissioner.

Any contentious issues are to be resolved prior to the recertification and printing of final Bush Fire Prone Land maps.

The NSW RFS will produce three hard copies of the certified Bush Fire Prone Land map (at A0 size for the LGA) to be filed and distributed as follows:

- > Copy 1 – for NSW RFS, Planning and Development section;
- > Copy 2 – for NSW RFS, District Manager (or Fire and Rescue NSW);
- > Copy 3 – for Council records.

The NSW RFS will also distribute a digital version of the map back to Council along with the associated metadata.

The NSW RFS may also display the Bush Fire Prone Land data and maps on the NSW RFS website. Data will also be made available for download from data.nsw (<http://data.nsw.gov.au/>) in alignment with NSW Government Open Government Policy.

The Commissioner shall certify the Bush Fire Prone Land map under section 146 of the *EP&A Act* upon advice of the Manager, Development Planning and Policy.

## 7 Steps to Prepare a Bush Fire Prone Land Map

Bush Fire Prone Land maps are required to be reviewed at least every five years. When preparing a map it should be based on the most up to date aerial photography, or satellite imagery and where necessary field inspection/ground truthing to ensure accuracy.

The methodology for preparing a bush fire prone mapping products is outlined in sections 6.1 - 6.4.

### 7.1 Step 1 - Identification of BFPV

RESPONSIBILITY: Council / Applicant in URA process  
CUSTODIAN: NSW RFS DATA BROKER: Council

This section defines the methodology and criteria for determining what is categorised as BFPV. Council may undertake their own vegetation mapping studies, source vegetation information from Local Vegetation Studies, or utilise satellite or air photography. State government agencies such as National Park and Wildlife Services and the Office of Environment and Heritage have also conducted vegetation mapping. Care must be taken when sourcing vegetation information to ensure it is fit for purpose. When undertaking mapping the following considerations are to be taken into account:

- > vegetation regrowth and clearing
- > likely urban development upon approved development land
- > boundary alignment with adjoining councils
- > land management practices
- > mapping accuracy and quality, refer to section 8; and
- > for URAs, land/vegetation should be mapped as bush fire prone where it
  - > has been rezoned as environmental protection or
  - > areas where a riparian corridor, nature reserve or similar is proposed and management is not guaranteed.
  - > this is applied even if the area has not been fully established or the vegetation in its current form is in its infancy.

\*Note: As part of the transition period for Category 3, council should contact the NSW RFS to obtain a copy of the draft Category 3 dataset.

Council may use various sources to build the most current vegetation map including air photography, satellite imagery and vegetation maps. The data sources and methods used to map the BFPV need to be set out in ANZLIC/ISO compliant metadata statement and provided to the NSW RFS.

#### 7.1.1 Methodology

The methodology for categorising bush fire prone land is as follows:

Identify and determine vegetation types (Keith, 2005) for all land within the local government area (both private and public tenure), using *Planning for Bush Fire Protection*. Vegetation is to be classified into the following categories based on vegetation types and potential risk:

### Vegetation Category 1

Vegetation Category 1 is considered to be the highest risk for bush fire. It is represented as red on the bush fire prone land map and will be given a 100m buffer. This vegetation category has the highest combustibility and likelihood of forming fully developed fires including heavy ember production. Vegetation Category 1 consists of:

- Areas of forest, woodlands, heaths (tall and short), forested wetlands and timber plantations.

### Vegetation Category 2

Vegetation Category 2 is considered to be a lower bush fire risk than Category 1 and Category 3 but higher than the excluded areas. It is represented as light orange on a bush fire prone land map and will be given a 30 metre buffer. This vegetation category has lower combustibility and/or limited potential fire size due to the vegetation area shape and size, land geography and management practices. Vegetation Category 2 consists of:

- Rainforests.
- Lower risk vegetation parcels. These vegetation parcels represent a lower bush fire risk to surrounding development and consist of:
  - Remnant vegetation;
  - Land with ongoing land management practices that actively reduces bush fire risk. These areas must be subject to a plan of management or similar that demonstrates that the risk of bush fire is offset by strategies that reduce bush fire risk; AND include:
    - Discrete urban reserve/s;
    - Parcels that are isolated from larger uninterrupted tracts of vegetation and known fire paths;
    - Shapes and topographies which do not permit significant upslope fire runs towards development;
    - Suitable access and adequate infrastructure to support suppression by firefighters;
    - Vegetation that represents a lower likelihood of ignitions because the vegetation is surrounded by development in such a way that an ignition in any part of the vegetation has a higher likelihood of detection.

### Vegetation Category 3

Vegetation Category 3 is considered to be medium bush fire risk vegetation. It is higher in bush fire risk than category 2 (and the excluded areas) but lower than Category 1. It is represented as dark orange on a Bush Fire Prone Land map and will be given a 30 metre buffer. This category consists of:

- Grasslands, freshwater wetlands, semi-arid woodlands, alpine complex and arid shrublands.

#### 7.1.2 Exclusions

Vegetation excluded from being mapped as bush fire prone includes:

- Single areas of vegetation less than 1 hectare in area and greater than 100 metres separation from other areas of Category 1, 2 or 3 vegetation;
- Multiple areas of vegetation less than 0.25 hectares in area and not within 30 metres of each other;
- Strips of vegetation less than 20 metres in width, regardless of length and not within 20 metres of other areas of Category 1, 2 or 3 vegetation;
- Areas of "managed grassland" including grassland on, but not limited to, recreational areas, commercial/industrial land, residential land, airports/airstrips, maintained public reserves and parklands, commercial nurseries and the like;

- Areas of managed gardens and lawns within curtilage of buildings;
- Non-vegetated areas, including waterways, roads, footpaths, buildings and rocky outcrops.
- Managed botanical gardens;
- Agricultural lands used for annual and/or perennial cropping, orchard, market gardens, nurseries and the likes are excluded;
- Saline wetlands including mangroves.
- Other areas that, due to their size, shape and overall risk are not considered Category 1, 2 or 3 vegetation.

**NOTE:**

- The BFPV dataset must exclude any vegetation identified as an 'Exclusion' (see above).
- NSW RFS has an automated Geographic Information Support process to determine the size and lateral separation of areas of remnant vegetation according to the 'exclusions'. Vegetation may be downgraded by this process.
- Councils will need to concentrate on both the classification of vegetation of and determined land management practices for the vegetated areas being assessed.
- Councils do not need to buffer the vegetation. Buffering is undertaken in step 2, using the NSW RFS automated processes.
- Further advice is available from the NSW RFS GIS Unit.

At the conclusion of this part of the process there will be a spatial dataset named 'BFPV'.

**7.2 Step 2 - Preparation of Bush Fire Prone Land Map**

RESPONSIBILITY: NSW RFS/Council

CUSTODIAN: NSW RFS/Council DATA BROKER: Council/NSW RFS

The BFPLM consists of buffered vegetation (produced in Step 1). Before the BFPV is buffered, NSW RFS will undertake quality checking as outlined in section 8.6, including checking remnant vegetation and compliance to exclusions. Any identified changes to the supplied BFPV map will be confirmed with Council.

**7.3 BFPV Buffer**

This section defines the criteria for determining the BFPV buffer. Once areas of vegetation have been defined and the appropriate bush fire vegetation categories have been applied, it will be necessary to apply the buffering criteria.

The method for the determination of bush fire vegetation buffering is as follows: -

- BFPV Category 1 – apply a 100 metre external buffer to each vegetation polygon.
- BFPV Category 2 – apply a 30 metre external buffer to each vegetation polygon.
- BFPV Category 3 – apply a 30 metre external buffer to each vegetation polygon.

At the conclusion of this process there will be one dataset; comprising of four parts; Vegetation Category 1, Vegetation Category 2, Vegetation Category 3 and Buffer. This will be used to define 'Bush Fire Prone Land' and will be displayed on a map.

**8 Map Publishing, Data Management and Quality**

These map and data requirements are necessary to ensure a coordinated and standardised approach to generating and maintaining Bush Fire Prone Land maps. These requirements apply only to map outputs, not to data structures or formats within local council database environments.

### 8.1 Copyright and Licensing

Given that bush fire prone land maps are published under control of the State of NSW (through the NSW RFS, section 146 *EPA Act* and associated guidelines), copyright is owned by the NSW RFS pursuant to sections 176 and 177 of the *Copyright Act 1979*.

AusGOAL and creative commons licensing "provides a framework for government and other organisations affected by Right To Information to give full effect to its underlying policy. It supports open licensing decisions that enable the community to re-use the information as intended by the legislative reforms." (AusGoal, 2011). In NSW this right to information is enacted through the *Government Information (Public Access) Act 2009*, and open data policy.

The NSW RFS applies Creative Commons by Attribution (CC BY) open access licensing to the NSW Bush Fire Prone Land map. To the extent that Creative Commons licensing applies, all data and other material produced by NSW RFS constitutes Crown copyright, save for the logos of Council, NSW RFS, NSW Government and any material protected by a trade mark. NSW RFS has applied the Creative Commons Attribution 3.0 Australia Licence.

NSW RFS asserts the right to be attributed as author of the original material in the following manner:



© NSW Rural Fire Service [Year]

As far as practicable, material for which the copyright is owned by a third party will be clearly labelled and attributed in the metadata statement and on printed / pdf versions of the NSW Bush Fire Prone Land maps. NSW RFS has made all reasonable efforts to ensure that this material reproduced by the NSW RFS with the full consent of the copyright owners.

It is requested that all Council supplied BFPV maps be correctly attributed to source datasets or work from which they may be derived. This may be done within the supplied metadata or printed maps and written documentation.


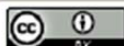
### 8.2 Custodianship and Data Brokerage

The data custodianship of the various data sets that are produced by the Bush Fire Prone Land mapping process follows the principles outlined in the [NSW Custodianship Guidelines for Spatial Data \(2013\)](#).

The Guidelines for Custodianship also set out the principles of: trusteeship, standard setting, maintenance of information, authoritative source, accountability, information collection and maintenance of access.

Brokerage of data refers to the exchange of data and information. A data broker in each organisation would arrange the provision and receipt of data and information in an organisation. When data is owned by one organisation (or custodian) permission must be given to a second organisation to broker the data or information, on the custodian's behalf. This arrangement is set out in a data license agreement.

Under these principles, responsibilities are split between Council and NSW RFS for the Bush Fire Prone Land mapping digital datasets and components of the Bush Fire Prone Land maps. These responsibilities are summarised below:

Dataset	Custodian	Data Broker	Data Licence / Copyright
Bush Fire Prone Vegetation	NSW RFS	Council	 © NSW Rural Fire Service [Year]
Bush Fire Prone Land Map (Dataset)	NSW RFS	NSW RFS and Council	 © NSW Rural Fire Service [Year]
Cadastre	LPI, Council or Developer (three possible sources)	LPI or Council	© NSW Government
Bush Fire Prone Property Map This is a selection of the cadastre lots that intersect Bush Fire Prone Land Map. This map could be remade at various points in time as the cadastre changes.	Council or Developer	Council Provided as separate digital data sets (BFPLM and Cadastre) The certified printed maps or PDF versions can be supplied by both organisations. Maps may be made available on both organisations' websites as PDF documents or via web maps.	Council Determined, with attribution in regard to the BFPL dataset to © NSW Rural Fire Service [Year]

**The NSW RFS responsibilities with regard to copyright and ownership are as follows:**

Provide, manage and maintain a central repository for all bush fire prone land mapping data across NSW.

The NSW RFS will manage data held within the central repository in accordance with the NSW Metadata Element Set User Guidelines for Vector Datasets (NSW Govt 2012) and NSW Custodianship Guidelines for Spatial Data (2013)

Individual Council Bush Fire Prone Land map metadata statements will be compiled in consultation with the council, for information on broker details, lineage, maintenance, and citation information.

Copyright and ownership of the end output digital Bush Fire Prone Land data and certified hardcopy Bush Fire Prone Land map, will reside with the NSW RFS. However, the NSW RFS will allow each council the authority to broker (release) their BFPLM data for whichever purpose that they deem to be appropriate.

Where the NSW RFS produces Bush Fire Prone Land maps (printed or PDF) on behalf of councils, the NSW RFS will provide the Bush Fire Prone Land map dataset to councils.

**Council responsibilities with regard to data brokerage are as follows:**

Council will ensure Bush Fire Prone Land map (printed or PDF) outputs are in accordance with this Guide.

Council is to have the Bush Fire Prone Land map available for public inspection during normal business hours pursuant to section 146 of *EP&A Act*.

Council is a broker of the Bush Fire Vegetation Map.

Councils are given permission under CC BY open data licensing to broker the data, printed map and PDF version.

### 8.3 Metadata Requirements

Metadata provides the means for discovering spatial information by identifying the 'what', 'where', 'who', 'when' and 'how' the data behind the information is constructed. Metadata is the means to disclose what the spatial data describes, as well as how it should and can be used (NSW Govt 2012).

Metadata must be provided by all organisations in the MS Word and/or XML format abiding by ISO19139 standard and ANZLIC/NSW profiles. This can be done by adhering to the NSW Metadata Element Set for Vector Datasets User Guidelines (NSW Govt 2012).

Organisations may use any of the metadata creation software available that conforms to the ISO19139 standard and ANZLIC/NSW Guidelines.

Once the NSW Bush Fire Prone Land map is updated the metadata will be made available on the [NSW Spatial Data Catalogue](#) and linked to [data.nsw.gov.au](http://data.nsw.gov.au).

### 8.4 Data Format and Structure

When councils send BFPV and property map layers to the NSW RFS the data must be in accordance with the following:

BFPV map

- a. One data set is required, consisting of the Vegetation Categories;
- b. The Council cadastre layer may be provided otherwise the NSW RFS will use the latest LPI cadastre as an overlay layer to the BFPLM;
- c. Data can be supplied in the following proprietary formats: ESRI Arc Geodatabase (Personal or File), ESRI shape or MapInfo tab/mid/mif;
- d. Supplied data must include all files that are required for display and storage of the data. Eg. MapInfo tab file includes files with the suffix: .tab/.dat/.id/.map/.ind. Arcview Shape includes files with the suffix: shp, dbf, shx, prj, xml. See: [http://webhelp.esri.com/arcgisdesktop/9.2/index.cfm?TopicName=Shapefile\\_file\\_extensions](http://webhelp.esri.com/arcgisdesktop/9.2/index.cfm?TopicName=Shapefile_file_extensions);
- e. All data provided must be in the datum GDA 94 and in either of the following map projections: Geographics, Lamberts or Transverse Mecator Projection (MGA54, 55 or 56). This must clearly be identified in the meta-data statement or file name;
- f. The data must not be password protected or locked in any way that denies the NSW RFS full and complete access to the data; and
- g. The required attribute fields for the bush fire vegetation dataset are: -

Field Name	Type	Size	Example
Vegetation Category	Character	1	1, 2, 3
BFP_DESC	Character	32	Vegetation Category 1
LGA_NAME	Character	50	Central Darling
Date Certified	Character	8	ddmmyyyy



**Note:** *Date Certified* Field will be filled in by the NSW RFS once the map has been certified by the Commissioner of the NSW RFS.

### 8.5 File Naming Conventions

When sharing datasets between the organisations it is recommended that the following conventions are used.

BFPV dataset files are to use the following naming convention:

- > BFPV\_CouncilName\_DateSaved
- > BFPV – This designates Bush Fire Vegetation.
- > CouncilName – sentence case: if more than one word do not leave spaces (e.g. CentralDarling).
- > Date Saved – formatted as YYYYMMDD.

Where produced, the bush fire prone land dataset is to use the following naming convention:

- > BFPL\_CouncilName\_DateSaved
- > BFPL – This designates bush fire prone land.
- > CouncilName – sentence case: if more than one word do not leave spaces.
- > Date Saved – formatted as YYYYMMDD.

### 8.6 Data Quality

All data will be checked by the NSW RFS Headquarters for quality, including a visual check against the most recent air photos or satellite imagery available and against data quality checks.

Visual checks will check for presence and absence of the correct vegetation types, holes and gaps in the data along Council boundaries.

Quality checking will check both the completeness of the attributing, topological errors such as overlapping polygons, gaps between polygons and overlapping council boundaries. National Park and State Forest boundaries will also be used where necessary. Further information is available from the NSW RFS GIS unit.

### 8.7 Depiction

It is important to maintain a consistent presentation to the maps. The depiction as stated here is not software specific; however it is generic and can be applied to all GIS software. The colour definitions for each Category of vegetation are as follows:-

- > Vegetation Category 1 polygons shall be coloured solid red without a borderline.
- > Vegetation Category 2 polygons shall be coloured solid light orange without a borderline.
- > Vegetation Category 3 polygons shall be coloured solid dark orange without a borderline.
- > BFPV Buffer polygons shall be coloured solid yellow without a borderline.

### 8.8 Provision of Source Data

If Council utilised different procedures or source data to develop the vegetation map please provide documentation or data with submitted Bush Fire Vegetation dataset. Council will need to provide details such as: the data source, date, currency, projection. This should be recorded in the metadata statement with the BFPV dataset.

For example: Vegetation interpretation was derived from Spot 5 Satellite data captured on August 2005.

### 8.9 Delivery of BFPV Data to the NSW RFS

The mechanisms for delivering datasets to the NSW RFS are as follows:

#### 8.9.1 Files Sent Electronically

Files sent electronically (i.e. email) shall have all files saved into WinZip files and attached to the email. Each WinZip file will include all applicable files. The attached WinZip files shall be named in accordance with 8.5 – File Naming Conventions.

Files sent electronically with a subject title of XX Council Bush Fire Prone Land map dataset to: [bushfireprone.mapping@rfs.nsw.gov.au](mailto:bushfireprone.mapping@rfs.nsw.gov.au)

Files may also be transferred via file transfer protocol (ftp) sites (either Council's site or NSW RFS ftp site), contact [gis@rfs.nsw.gov.au](mailto:gis@rfs.nsw.gov.au) for further information.

#### 8.9.2 Files Sent by Post

Files may be sent to the NSW RFS via normal postal service. Files sent in this way shall be copied to a standard compact disc (CD). The CD shall be posted in a package that has been specifically designed for CD postage. CDs should be a closed session and written for standard CD reader access. The NSW RFS will not accept any other delivery mechanism without prior approval.

Files sent by post to:  
The Commissioner  
NSW Rural Fire Service  
Attn Manager Development Planning & Policy  
Locked Bag 17  
GRANVILLE NSW 2142

## 9 References

ANZLIC (1998) Guidelines for Custodianship, ANZLIC, ACT, Australia.  
ANZLIC (2007) ANZLIC Metadata Profile Guidelines, ANZLIC – the Spatial Information Council, ACT, Australia.  
NSW Government (2010) NSW Spatial Metadata Policy, CS2i, NSW.  
NSW Government (2012) ver. 2.8 NSW Metadata Element Set for Vector Datasets User Guidelines, NSW LPI, NSW.  
NSW Government (2013) ver. 1.5 NSW Custodianship Guidelines for Spatial Data, online <http://www.finance.nsw.gov.au/ict/sites/default/files/NSW%20Government%20Custodianship%20Guidelines%20for%20Spatial%20Data.pdf>.  
Additional reference material for vegetation classification can be found in *Planning for Bush fire Protection 2006* (or subsequent versions).  
NSW Government (2012) M2012-10 Open Government, online <http://arp.nsw.gov.au/m2012-10-open-government>.  
NSW Government (2013) NSW Government Open Data Policy, online <http://www.finance.nsw.gov.au/ict/sites/default/files/NSW%20Government%20Open%20Data%20Policy%201.0.pdf>.

Appendix 1 – URA Application Form



**Urban Release Area (URA) –  
Bush Fire Prone Land Map (BFPLM)  
Amendment Application Form**

APPLICATION

Name	
Company	
Telephone	
Mobile	
Email	

PROPERTY DETAILS

Lot/s		DP/SP	
URA NAME		STAGE No/s	
SUBURB/s:			
LOCAL GOVERNMENT AREA/s:			

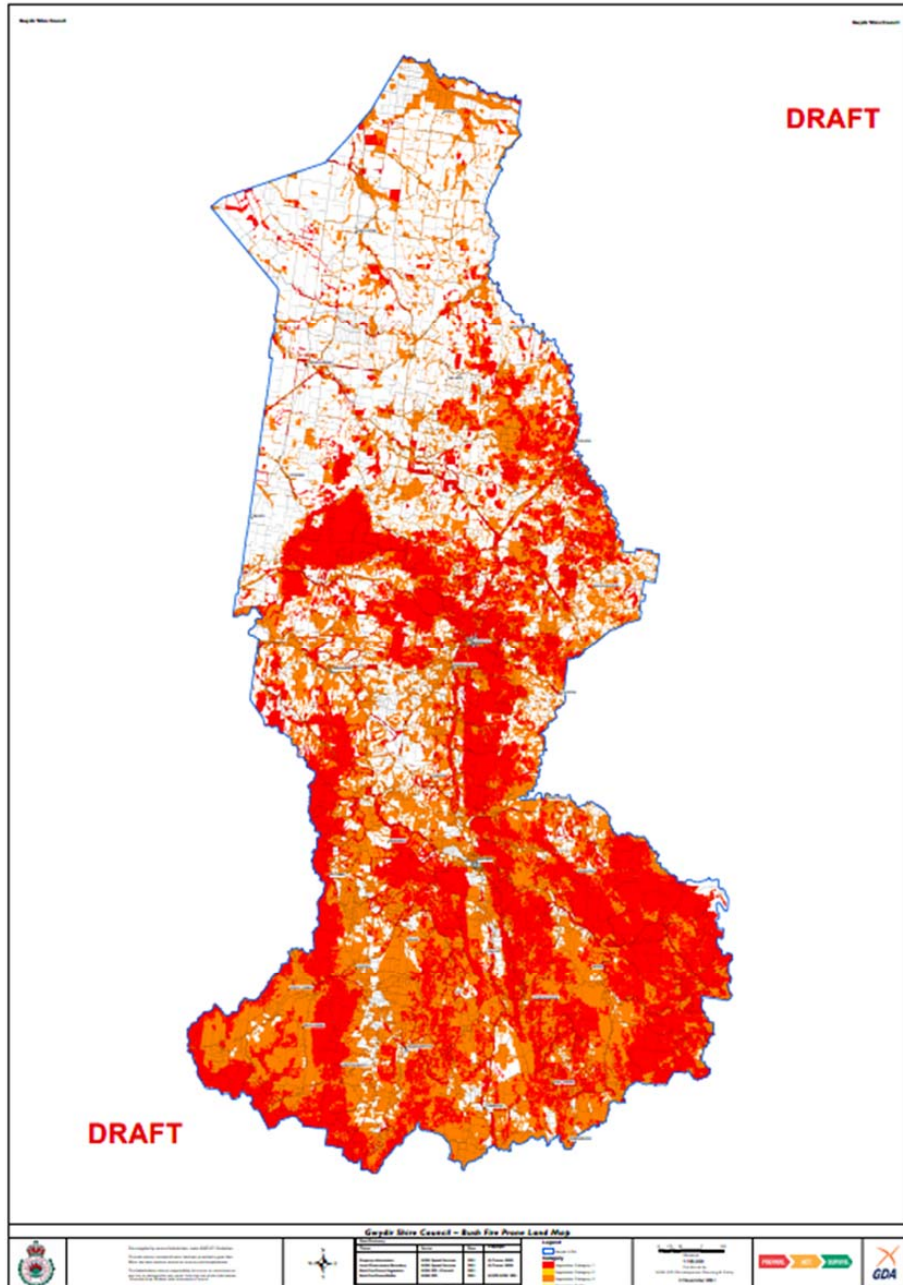
DETAILS OF PROPOSED AMENDMENTS


CHECKLIST

- Amended shapefile
- Lot Layout / Matserplan
- Extract of existing BFPLM
- Aerial photography of site (if available)

Attachment – 5

Amended Bush Fire Prone Land Map for endorsement by Council



## 6.5 Upgrading Customer Service at the Warialda Visitor Information Centre

<b>File Reference:</b>	NA
------------------------	----

### Delivery Program

<b>Goal:</b>	5. Organisational management
<b>Outcome:</b>	5.1 Corporate management
<b>Strategy:</b>	5.1.3 Administrative and support functions
<b>Author:</b>	Finance Manager

### STAFF DISCLOSURE OF INTEREST Nil

### IN BRIEF/SUMMARY RECOMMENDATION

This report recommends an upgrade to the Warialda Visitor Information Centre.

### TABLED ITEMS Nil

### BACKGROUND

The customer service facilities at the Warialda Visitor Information Centre are in need of an upgrade to enhance the safety of our staff, improve the visitor experience, and provide valuable amenities to both locals and tourists.

The primary recommendations include relocating the service area to the eastern wall and transforming the existing cafe into a vibrant business hub, equipped with free Wi-Fi, printing facilities, and a vending machine for drinks and coffee.

#### 1. Relocating Service Area to Eastern Wall:

The current layout of the Visitor Information Centre poses potential risks to the safety of our staff. To address this concern, it is proposed to relocate the service area to the eastern wall. This strategic move will allow staff members to have better visibility of the entrance, ensuring that they can monitor visitors and respond to any safety issues promptly. Moreover, the new placement will facilitate a more efficient flow of visitor traffic and enable staff to assist customers more effectively.

#### 2. Transformation of Cafe into Business Hub:

With the opening of a new coffee shop in Warialda, it is timely that we adapt our existing cafe space to provide a service to locals and attract visitors. It is recommended that the Council consider transforming the cafe into a multifunctional business hub, serving both the local community and tourists. The business hub will offer a range of services to cater to the needs of modern travellers and entrepreneurs. Some key components of the business hub include:

**2.1 Free Wi-Fi Access:** In today's digitally connected world, access to the internet is crucial for both tourists and local businesses. Providing free Wi-Fi access at the business hub will enable visitors to stay connected and access essential information about the local area, upcoming events, and attractions.

2.2 Printing Facilities: Tourists and locals alike often require printing services for documents, maps, or event tickets. By offering printing facilities at the business hub, we can provide a convenient and valuable service to our visitors while supporting local businesses and promoting the region.

2.3 Vending Machine for Drinks and Coffee: Installing a vending machine for drinks and coffee will ensure that visitors have access to refreshments, even during periods when other coffee shops in town maybe closed. This convenience will contribute to an overall positive experience for our visitors.

### 3. Benefits of the Upgrade:

The proposed upgrade to the Warialda Visitor Information Centre will yield several advantages for both the Council and the community:

3.1 Enhanced Safety: The relocation of the service area to the eastern wall will improve staff visibility and ensure a safer environment for employees.

3.2 Improved Visitor Experience: With free Wi-Fi, printing facilities, and refreshment options available, the business hub will become a more attractive and functional space for tourists, encouraging them to spend more time at the centre.

3.3 Support for Local Businesses: By promoting and fostering a collaborative environment that supports local businesses and promotes economic growth within the community.

3.4 Increased Visitor Engagement: The upgraded facilities will encourage visitors to seek assistance and information more frequently, enhancing their overall experience in Warialda.

### 4. Budget and Timeline:

#### 4.1. Carry Forward from Last Year's Budget:

\$50,000 that was set aside in the previous year's budget for the Visitor Information Centre upgrade. Utilising this carry-forward amount will reduce the financial burden and demonstrate prudent financial planning. We also proposed to carry forward the \$50,000 that was set aside for the refurbishment of the Bingara Vet building.

#### 4.2. Additional Funding Required:

To complete the project will require an additional \$100,000 in new funds. This significant investment and its potential benefit to the local economy, tourism, and community engagement justifies the need for this extra funding.

#### 4.3. Service NSW Contribution:

Staff have already initiated discussions with Service NSW, and they have expressed interest in contributing towards our project. While the exact amount of their contribution is yet to be confirmed, their willingness to participate is encouraging. Staff will actively pursue this collaboration to secure additional funds for the upgrade.

Next Steps:

Once Council's approval for the proposed funding plan is received, discussions will be finalised with Service NSW and other potential partners to secure additional funds. Council staff will work closely with the design and construction teams to ensure a seamless execution of the upgrade.

The contractor Council has engaged to provide the design and initial quote has given an estimated time frame to complete this project of 3-4 weeks.

With the Council's support, the involvement of Service NSW, and the commitment of our team the Warialda Visitor Information Centre upgrade will create a lasting positive impact on our community and visitors.

Estimated costs:

The breakdown is as follows (all amounts include GST)

Carpentry work	\$38,280
Plastering and painting	\$34,980
Electrical work	\$5,280
Data work	\$13,266
Flooring including removal of old	\$41,996
Joinery, materials, labour and travel	\$65,380
<b>Total</b>	<b>\$199,182</b>
<b>Excluding GST</b>	<b>\$181,074</b>

## OFFICER RECOMMENDATION

**THAT the Council approve the proposed improvements outlined to the Warialda Visitor Information Centre and allocate an additional funding required to complete the refurbishment.**

## ATTACHMENTS

1. Warialda VIC Attachments [6.5.1 - 6 pages]

## COUNCIL RESOLUTION:

**THAT the Council approve the proposed improvements outlined to the Warialda Visitor Information Centre and allocate an additional funding required to complete the refurbishment.**

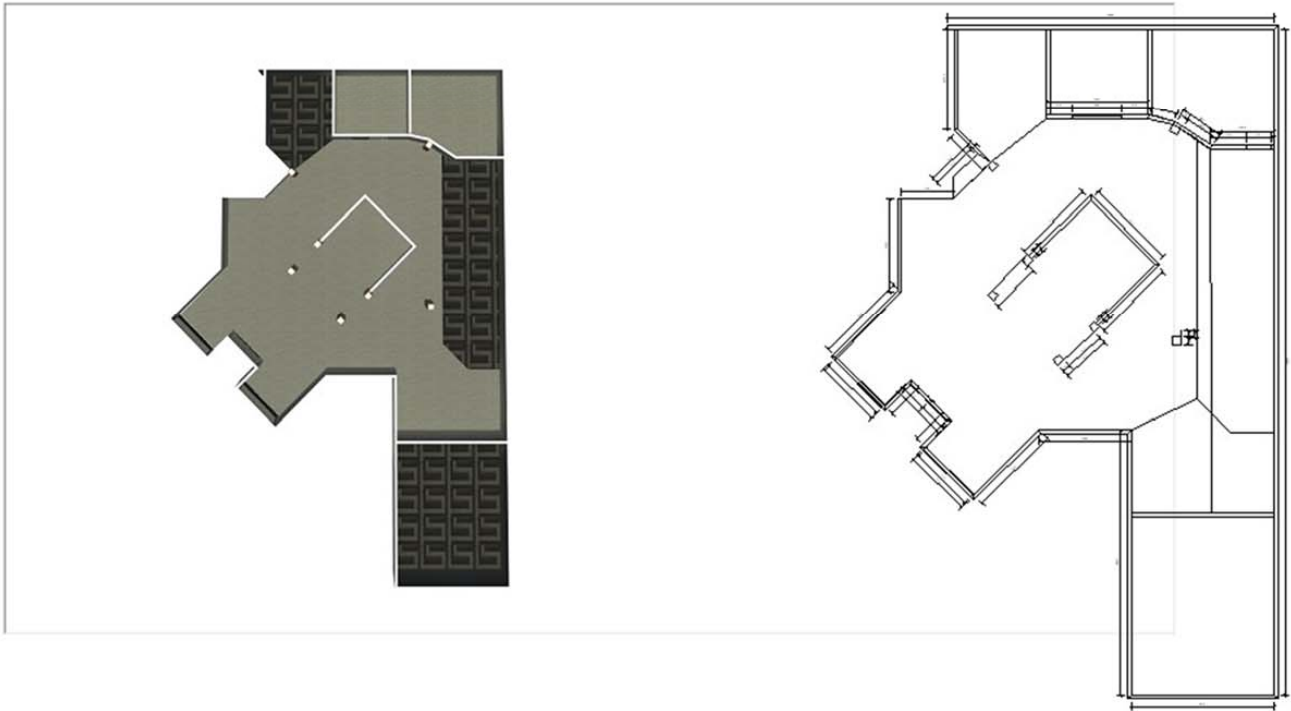

**(Moved Cr Dixon OAM, Seconded Cr Moore)**

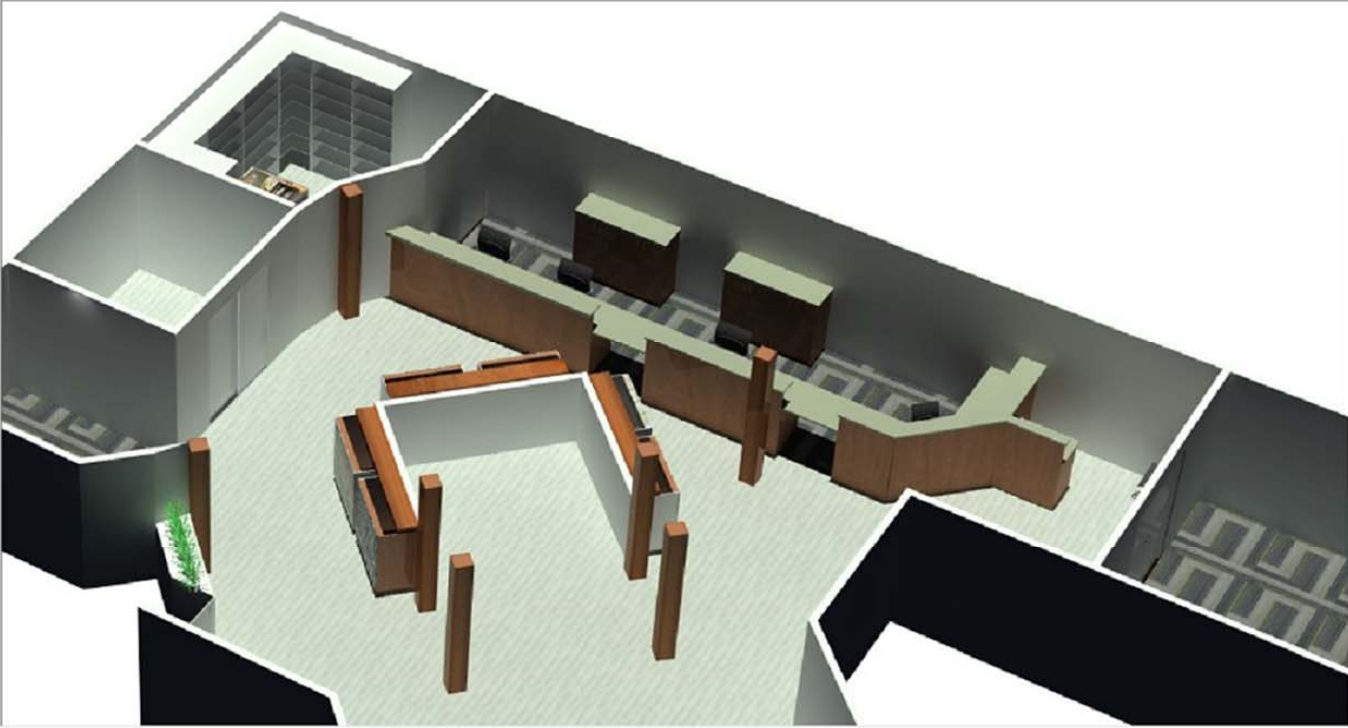
## CARRIED

**For: Cr J Coulton, Cr Egan, Cr D Coulton, Cr Dixon OAM, Cr Galvin, Cr Moore and Cr Mulligan**

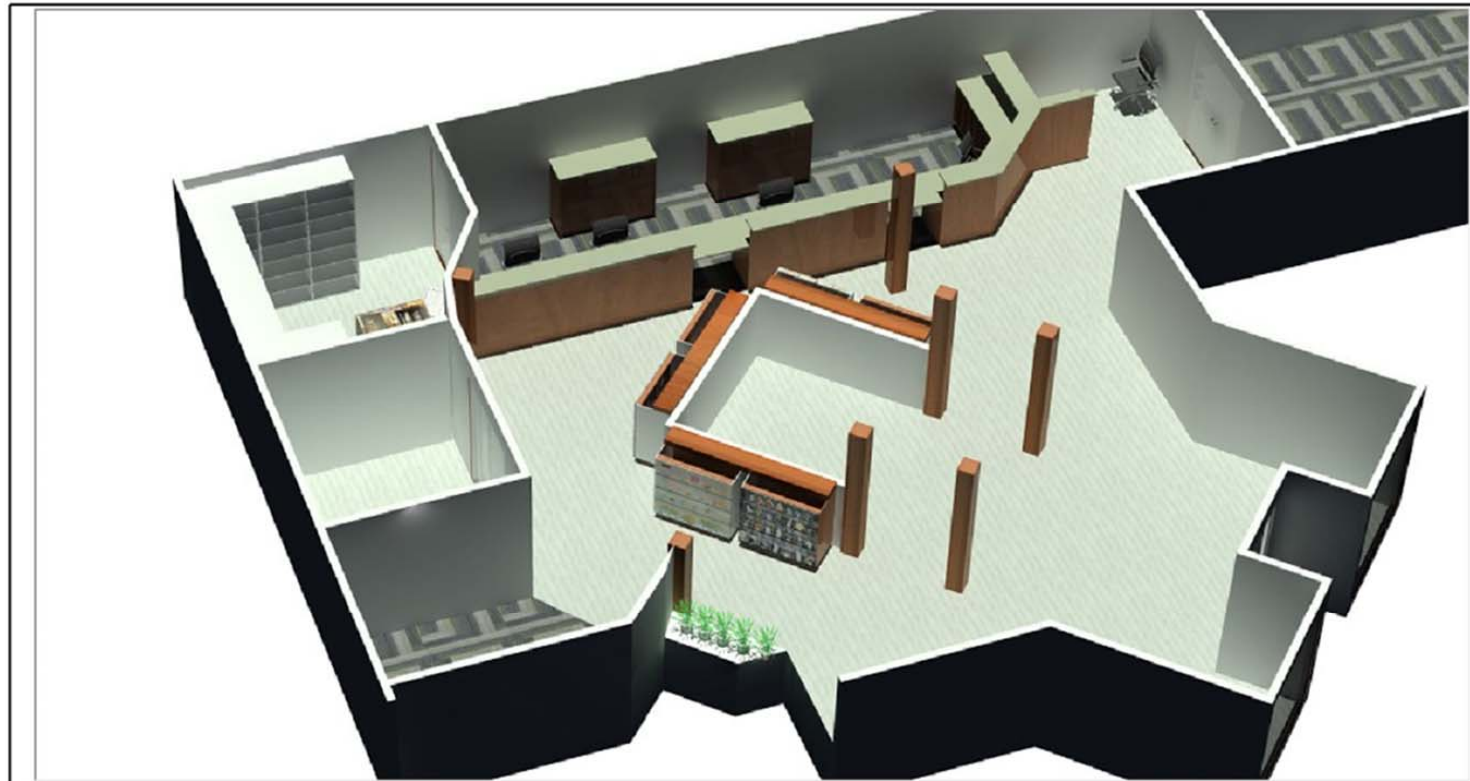
**Against: Nil**



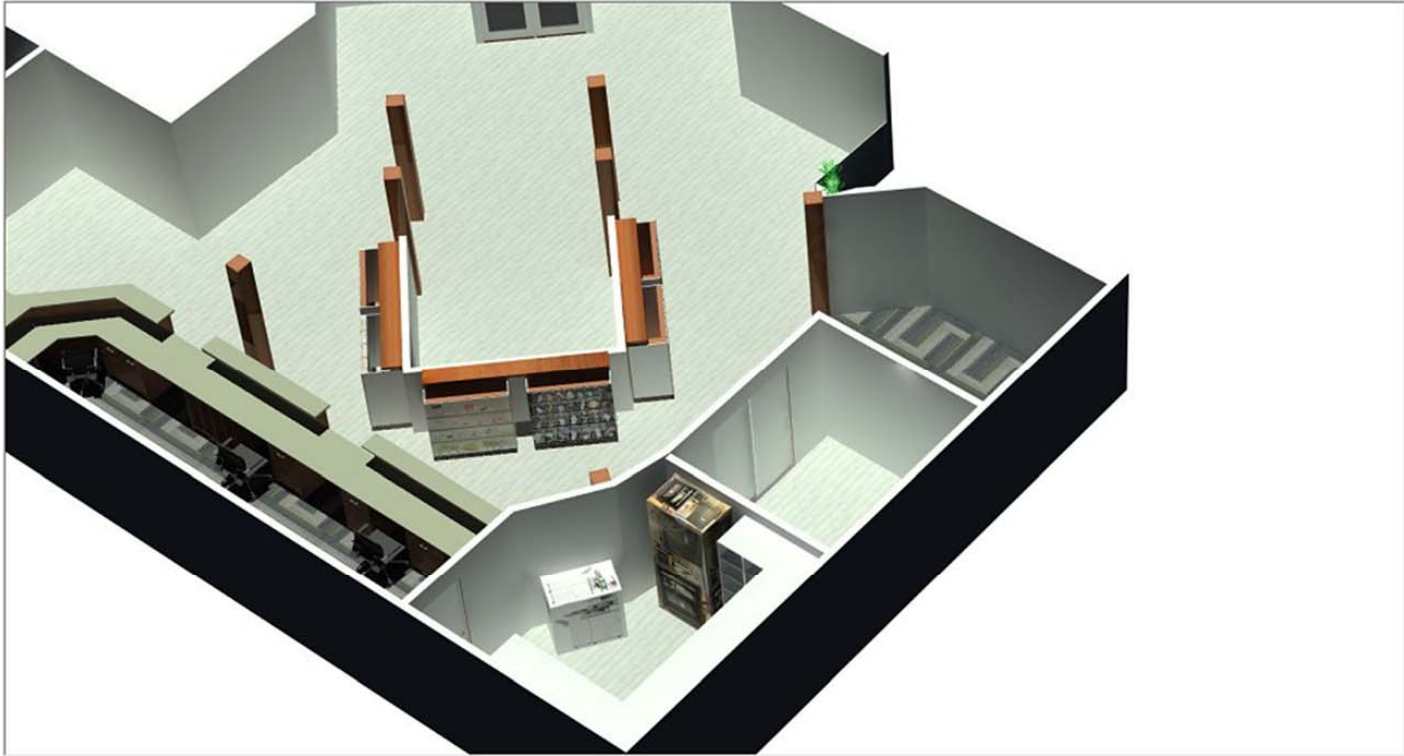
		
 <p><b>Randall Group</b> CONSTRUCTION &amp; MANAGEMENT</p> <p>35 Brissett Street Inverell NSW 2360 T: 02 6721 0748 0417 466 641 E: admin@rangroup.com.au</p>	<p>Title. Gwydir Shire Council</p>	<p>Sheet No. 1 of 6</p>
	<p>Customer Name: Gwydir Shire Council Customer Address: 2 Geddes Street Warialda 2404 Site Address: 2 Geddes Street Warialda 2404 T: M: 0448 297 984 E: gcutmore@gwydir.nsw.au</p>	<p>Date: 24/05/23 Designed By: Sharon Thomas Sheet Size: A4 (297 x 210) DIMENSIONS IN MILLIMETRES</p>




<p><b>Randall Group</b> CONSTRUCTION &amp; MANAGEMENT</p> <p>35 Brissett Street Inverell NSW 2360 T: 02 6721 0748 0417 466 641 E: admin@rangroup.com.au</p>	<p>Title: Gwydir Shire Council</p> <p>Customer Name: Gwydir Shire Council Customer Address: 2 Geddes Street Warialda 2404 Site Address: 2 Geddes Street Warialda 2404 T: M: 0448 297 984 E: gcutmore@gwydir.nsw.au</p>	<p>Sheet No. 3 of 6</p> <p>Date: 24/05/23 Designed By: Sharon Thomas Sheet Size: A4 (297 x 210) DIMENSIONS IN MILLIMETRES</p>
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<p><b>Randall Group</b> CONSTRUCTION &amp; MANAGEMENT</p> <p>35 Brissett Street Inverell NSW 2360 T: 02 6721 0748 0417 466 641 E: admin@rangroup.com.au</p>	<p>Title. Gwydir Shire Council</p> <p>Customer Name: Gwydir Shire Council Customer Address: 2 Geddes Street Warialda 2404 Site Address: 2 Geddes Street Warialda 2404 T: M: 0448 297 984 E: gcutmore@gwydir.nsw.au</p>	<p>Sheet No. 4 of 6</p> <p>Date: 24/05/23 Designed By: Sharon Thomas Sheet Size: A4 (297 x 210) DIMENSIONS IN MILLIMETRES</p>
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 <p>35 Brissett Street Inverell NSW 2360 T: 02 6721 0748 0417 466 641 E: admin@rangroup.com.au</p>	<p>Title. Gwydir Shire Council</p> <p>Customer Name: Gwydir Shire Council Customer Address: 2 Geddes Street Warialda 2404 Site Address: 2 Geddes Street Warialda 2404 T: M: 0448 297 984 E: gcutmore@gwydir.nsw.au</p>	<p>Sheet No. 5 of 6</p> <p>Date: 24/05/23 Designed By: Sharon Thomas Sheet Size: A4 (297 x 210) DIMENSIONS IN MILLIMETRES</p>
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<p><b>Randall Group</b> CONSTRUCTION &amp; MANAGEMENT 35 Brissett Street Inverell NSW 2360 T: 02 6721 0748 0417 466 641 E: admin@rangroup.com.au</p>	<p>Title. Gwydir Shire Council Customer Name: Gwydir Shire Council Customer Address: 2 Geddes Street Wialda 2404 Site Address: 2 Geddes Street Wialda 2404 T: M: 0448 297 984 E: gcutmore@gwydir.nsw.au</p>	<p>Sheet No. 6 of 6 Date: 24/05/23 Designed By: Sharon Thomas Sheet Size: A4 (297 x 210) DIMENSIONS IN MILLIMETRES</p>
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 35 Brissett Street Inverell NSW 2360 T: 02 6721 0748 0417 466 641 E: admin@rangroup.com.au	Title. Gwydir Shire Council	Sheet No. 2 of 6
	Customer Name: Gwydir Shire Council Customer Address: 2 Geddes Street Warialda 2404 Site Address: 2 Geddes Street Warialda 2404 T: M: 0448 297 984 E: gcutmore@gwydir.nsw.au	Date: 24/05/23 Designed By: Sharon Thomas Sheet Size: A4 (297 x 210) DIMENSIONS IN MILLIMETRES

## 6.6 September 2023 Investment and Rates Collection

<b>File Reference:</b>	NA
------------------------	----

**Delivery Program**

<b>Goal:</b>	5. Organisational management
<b>Outcome:</b>	5.1 Corporate management
<b>Strategy:</b>	5.1.1 Financial Management and accountability systems
<b>Author:</b>	Helen Thomas Chief Financial Officer

**STAFF DISCLOSURE OF INTEREST Nil****IN BRIEF/SUMMARY RECOMMENDATION**

This report is for reception.

**TABLED ITEMS Nil****BACKGROUND**

In accordance with Clause 19(3) of the Local Government (Financial Management) Regulation 1993, the following information provides details of Council's funds invested as at 30<sup>th</sup> September 2023.

Direct Investments							
Broker	ID	Investment Name	Rating	Type	Next Rollover	Yield	Current Value
NAB	2023.01	NAB	AA	TD	22/10/2023	4.10%	\$1,000,000.00
NAB	2023.02	NAB	AA	TD	22/10/2023	4.10%	\$1,000,000.00
NAB	2023.03	NAB	AA	TD	22/10/2023	4.10%	\$1,000,000.00
<b>Grand Total</b>							<b>\$3,000,000.00</b>

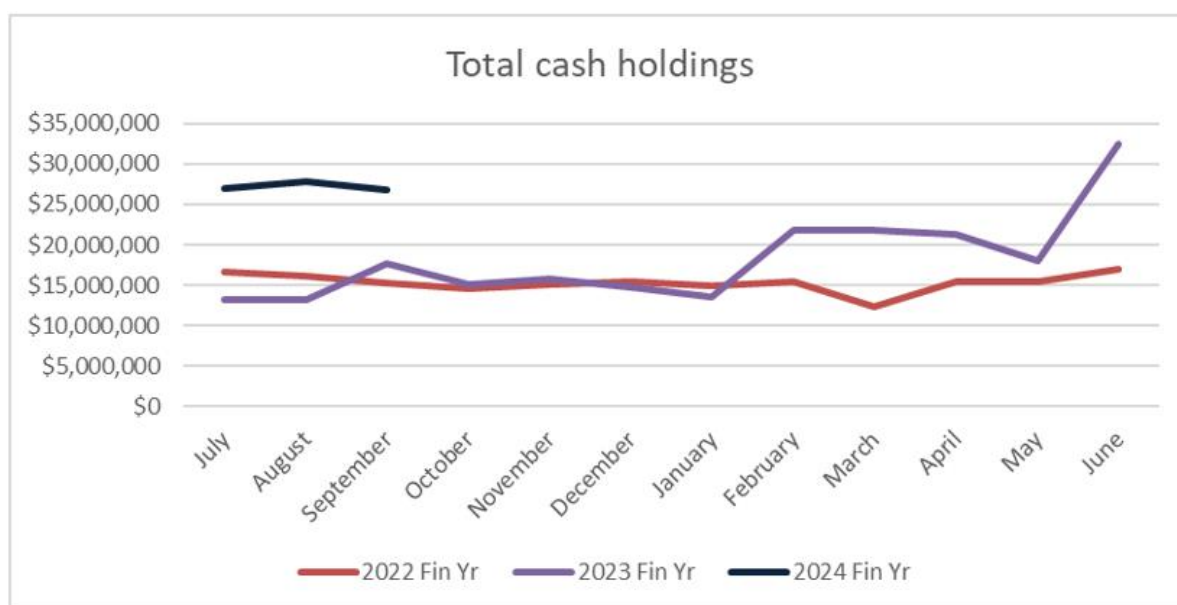
Managed Funds				
Fund	Investment Horizon	Type	Yield	Current Value
Regional Australia Bank	At Call	Cash		\$362,551.94
Regional Australia Bank Medical Centre	At Call	Cash	3.00%	\$51,500.00
<b>Grand Total</b>				<b>\$414,051.94</b>

Total Investments	
Direct Investments	\$3,000,000.00
Managed Funds	\$414,051.94
<b>Grand Total</b>	<b>\$3,414,051.94</b>

Cash and Investments	
Total Investments	
Direct Investments	\$3,000,000.00
Managed Funds	\$414,051.94
<b>Grand Total Investments</b>	<b>\$3,414,051.94</b>

Total Cash and Investments	
Investments	\$3,414,051.94
Cash at bank	\$23,454,095.76
<b>Grand Total Cash and Investments</b>	<b>\$26,868,147.70</b>

<b>General Fund Cash</b>	
<b>Total cash and investments</b>	\$26,868,147.70
<b>LESS:</b>	
Water fund*	-\$1,502,282.00
Sewer fund*	-\$4,566,975.00
Waste fund*	-\$4,613,066.00
<b>Other restrictions:</b>	
Employee leave entitlements*	-\$950,000.00
Bonds and deposits	-\$1,785,249.87
Unexpended grants*	-\$9,589,684.70
Developer contributions	-\$721,000.00
<b>Discretionary General Fund Cash</b>	<b>\$3,139,890.13</b>

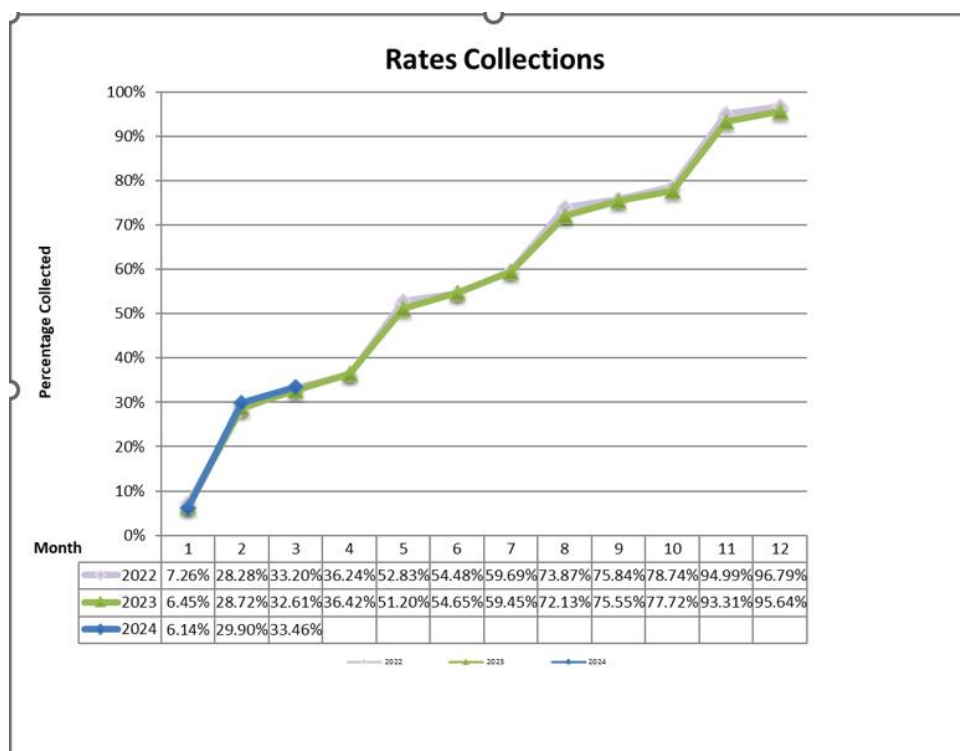


I, Helen Thomas, CFO and Responsible Accounting Officer for Gwydir Shire Council, certify that the Council's investments have been made in accordance with the Local Government Act 1993, Local Government (General) Regulation 2005 and Council's Investment Policy, as amended.

## RATES COLLECTIONS

The graph below represents a comparative of the percentage collections for the current year against the two previous rating years. The current year's collections are up to 30<sup>th</sup> September 2023.





**COMMENT**

**Annual Financial Statement Lodgement**

The council submitted its statements to the Audit Office during September but on the initial review it has been noted there are issues around the treatment of impairment from the significant floods during the 2022 and 2023 Financial Years. This has impacted our surrounding Councils as well.

Due to the time needed to address this issue the Council has sought an extension of time to lodge its statements to the Office of Local Government until 31<sup>st</sup> December 2023.

**OFFICER RECOMMENDATION**

**THAT the September Monthly Investment and Rates Collection report be received.**

**FURTHER That Council supports the application of an extension of time from the Office of Local Government to get the 2023 Financial Statements submitted.**

**ATTACHMENTS**

Nil

**COUNCIL RESOLUTION:**

**THAT the September Monthly Investment and Rates Collection report be received.**

**FURTHER That Council supports the application of an extension of time from the Office of Local Government to get the 2023 Financial Statements submitted.**

**(Moved Cr D Coulton, Seconded Cr Dixon OAM)**

**CARRIED**

**For: Cr J Coulton, Cr Egan, Cr D Coulton, Cr Dixon OAM, Cr Galvin, Cr Moore and Cr Mulligan**

**Against: Nil**

**6.7 Proposals for minor updates to the Gwydir LEP 2013**

<b>File Reference:</b>	NA
------------------------	----

**Delivery Program**

<b>Goal:</b>	2. Building the business base
<b>Outcome:</b>	2.1 Our economy is growing and supported
<b>Strategy:</b>	2.1.3 Promote our community as the place to visit, live, work and invest
<b>Author:</b>	Contractor – LEP Review

**STAFF DISCLOSURE OF INTEREST Nil****IN BRIEF/SUMMARY RECOMMENDATION****Summary**

The purpose of this report is to place before Council for its consideration changes to the Gwydir LEP 2013. The changes are designed to increase the range and types of development that can take place without needing a development application. Council needs to formally resolve to prepare a Planning Proposal for the proposed changes to allow them to be exhibited to the public. The changes proposed in this report do not commit Council to ultimately supporting them. should be stated, along with the reasons it is being put to Council.

**Recommendation**

That Council resolve to prepare a draft local environmental plan amendment to Gwydir LEP 2013 in line with the draft Planning Proposal included as an attachment to this report

**TABLED ITEMS Nil****BACKGROUND**

There is increasing pressures on Councils and Council staff with the growing complexity of the planning system. Many of the smaller development applications considered by Council staff are straightforward and routine, however these consume the majority of staff time.

The state government, through *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008* provides exemption from a development application for much minor development. This list is, however, generic, and not well-suited to the needs of a rural shire with, at times, quite large landholdings.

The aim of the Planning Proposal is to add to the list of developments in the state policy to include a wider range of matters. This allows the Council to focus the limited time and resources that are available on longer-term strategic planning initiatives. Consultation with the Department of Planning and Environment (DPE) supports broadening the range of exemptions.

Subsequent work by Council staff that would come forward as separate Planning Proposals includes:

- Amending Council's Local Strategic Planning Statement to incorporate updated versions of the town plans for Bingara and Warialda, and to address issues arising from the forthcoming Housing Strategy required by the State Government;
- Amending various clauses of Gwydir LEP 2013 to address issues such as worker's accommodation; and
- Rezoning selected areas of land for development.

### **ISSUES AND COMMENT:**

A frequent criticism of councils is that they "get in the way" of straightforward development. Provided neighbour amenity is protected, many routine developments such as sheds, carports and the like can occur without the need for the costs and delays of a formal development application.

Agriculture is the key industry in the Shire, and many ancillary farm buildings are already exempt from development. On larger properties in particular, this list can be expanded, to allow more significant structures without needing a development application.

While concern may be expressed over the impacts of a more open approach to exempt development, the reality is that if well-specified, impacts can be well managed through things like setbacks and the like. In addition, many of the conditions applied in the state policy are not relevant to a rural situation (such as connecting minor developed to piped drainage) and prevent the current exemptions being used more widely.

### **CONCLUSION:**

The Planning Proposal represents a broadening of the existing provisions for exempt and complying development included in current state policy. The additions are designed to customize the range of exempt and complying development to the needs of Gwydir Shire.

Council may:

- Reject the proposals, maintaining the current status, or
- Accept the proposals for exhibition and form a final view once community feedback has been received.

### **CONSULTATION:**

Internal consultations have been held amongst key staff in the planning and building area, and with the General Manager.

If the proposal is adopted by the Council, it would be forwarded to DPE for a Gateway Determination which is permission to publicly exhibit (with or without any

changes that DPE might require). Following public exhibition, the proposals would come back to Council for a final determination prior to being forwarded to DPE for formal inclusion in Council's LEP.

**STATUTORY ENVIRONMENT:**

The process for Planning Proposals is specified in the *NSW Environmental Planning Assessment Act (1979)* and the *NSW Environmental Planning Assessment Regulation (General) (2021)*.

**POLICY IMPLICATIONS:**

The proposal would not be in conflict with any existing Council policy.

**FINANCIAL, ECONOMIC AND RESOURCE IMPLICATIONS (Including Asset management):**

The intent of the proposal is to allow more effective use of Council resources:

- The budget provides for updating the LEP in this financial year.
- The proposal would not be highly demanding of Council resources, as most of the work has already been undertaken.
- In the longer term, the proposals will facilitate the necessary strategic planning work that needs to be undertaken by Council.

The proposals, if adopted, would be positive for the residents and business communities of the Shire.

**STRATEGIC IMPLICATIONS:**

The proposal does not have any significant strategic implications other than to facilitate additional strategic planning work by staff.

**SUSTAINABILITY IMPLICATIONS (Social and Environmental):**

The proposal would be neutral to positive in terms of social and environmental sustainability in that:

- It would facilitate minor development by business and members of the public
- The proposal would be consistent with existing urban form
- There would be no negative effect on cultural heritage and values
- The proposal would improve the quality of strategic planning services to the community
- The proposal is neutral with respect to environmental factors

**OFFICER RECOMMENDATION**

**THAT Council resolve to prepare a draft local environmental plan amendment to Gwydir LEP 2013 in line with the draft Planning Proposal included as an attachment to this report to widen the range of developments that can be undertaken without a Development Application**

---

**ATTACHMENTS**

1. Planning Proposal Gwydir Shire - Minor Revisions V 2.0 [6.7.1 - 37 pages]

**COUNCIL RESOLUTION:**

**THAT Council resolve to prepare a draft local environmental plan amendment to Gwydir LEP 2013 in line with the draft Planning Proposal included as an attachment to this report to widen the range of developments that can be undertaken without a Development Application**

**(Moved Cr Egan, Seconded Cr Mulligan)**

**CARRIED**

**For: Cr J Coulton, Cr Egan, Cr D Coulton, Cr Dixon OAM, Cr Galvin, Cr Moore and Cr Mulligan**

**Against: Nil**



AWTM Pty Ltd ATF Witherby Family Trust (ABN 50 285 185 541) T/A Wakefield Planning

E: [admin@wakefieldplanning.com.au](mailto:admin@wakefieldplanning.com.au)

W: [www.wakefieldplanning.com.au](http://www.wakefieldplanning.com.au)

**Planning Proposal  
Gwydir Shire**

**Minor Revisions to LEP**

**Revision 2.0**

**Client: Gwydir Shire Council**

PO Box 594

MOREE NSW 2400

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W [wakefieldplanning.com.au](http://wakefieldplanning.com.au)

Specialist Town and Transport Planners

## Gwydir LEP revision – Planning Proposal

Document Control Details		
Document Author(s)	John Wolfenden	
Internal Quality Review	Gwydir Shire Council	
Project Reference	Gwydir Shire LEP Review	
Client Reference	Gwydir Shire LEP Review	
Document Revision	Comment	Date
1.0	Initial draft	10/8/23
2.0	For reporting to Council	13/10/23

## Disclaimer

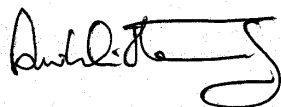
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This report has been prepared to inform the Client about particular matters. Use of material herein for any other purpose is at the end-user's own risk. The information contained in this report is to the best of Wakefield Planning's knowledge true and correct. Every effort has been made to ensure its accuracy; however, to the extent permitted at law, Wakefield Planning does not accept responsibility for any loss, injury or damage arising from the use of such information.

## Principal Author Certification

I certify that I have prepared the contents of this Report and to the best of my knowledge:

- The information contained in this Report is neither false nor misleading; and
- It contains all relevant available information that is current at the time of release.


**Angus Witherby**

BA – Geography & Economics, Grad. Dip. Urb. & Reg. Planning, FPIA, CPP



## Gwydir LEP revision – Planning Proposal

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Gwydir LEP revision – Planning Proposal

## **INTRODUCTION**

At present, all exempt development carried out in the LGA relies upon the provisions of State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 (hereafter 'the SEPP'). However, given the specific levels of development within the town and rural areas of the LGA, a slightly more lenient approach to exempt development is desired in respect of a range of developments.

## **PART 1 – OBJECTIVES AND INTENDED OUTCOMES**

### ***PROPOSAL OBJECTIVE***

**Objective 1:** To provide amended development standards for a range of developments that can benefit from more lenient provisions due to their rural location.

The intended outcomes of the proposed changes are as follow:

1. Reduce the load on the planning assessment team by diverting some low-impact developments to the exempt development category.
2. Simplify development approval requirements and facilitate the construction of appropriate rural infrastructure with minimal external impacts.

**PART 2 – EXPLANATION OF PROVISIONS**

The following proposed clauses have been copied and modified from State Environmental Planning Policy (Exempt and Complying Development Codes) 2008. They all relate to entries in Part 2 Exempt Development Codes. The changed sections are highlighted in yellow, and details are provided in the right hand column.

Proposed Additions to Schedule 2 Exempt Development of Gwydir Local Environmental Plan 2012	Change and Purpose
<p><b>Balconies, decks, patios, pergolas, terraces and verandahs</b></p> <p><b>2.11 Specified development</b></p> <p>The following development is specified for this code—</p> <p>(a) the construction or installation of a balcony, deck, patio, pergola, terrace or verandah, whether free standing or attached to the ground floor level of a building, or roofed or unroofed, if it is not constructed or installed on or in a heritage item or a draft heritage item or on land in a foreshore area,</p> <p>(b) the replacement of a deck <del>if the deck is not higher than 1m above ground level</del></p> <p><b>2.12 Development standards</b></p> <p>(1) The standards specified for the development specified in clause 2.11(a) are that the development must—</p> <p>(a) (Repealed)</p> <p>(b) have an area of not more than 25m<sup>2</sup>, and</p> <p>(c) not cause the total floor area of all such structures on the lot to be more than—</p> <p>(i) for a lot larger than 300m<sup>2</sup>—15% of the ground floor area of the dwelling on the lot, or</p>	<p><b>Difference to SEPP:</b> Delete “if the deck is not higher than 1m above ground level”. <b>Comment:</b> There is no need to impose a height limit – “replacement” implies the height would the same as previously.</p>

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<ul style="list-style-type: none"> <li>(ii) for a lot 300m<sup>2</sup> or less—25m<sup>2</sup>, and</li> <li>(d) not have an enclosing wall higher than 1.4m, and</li> <li>(e) be located—             <ul style="list-style-type: none"> <li>(i) if carried out in connection with farm experience premises or farm gate premises—more than 50m from a road, or</li> <li>(ii) otherwise—behind the building line of a road frontage, and</li> </ul> </li> <li>(f) be located at a distance from each lot boundary of at least—             <ul style="list-style-type: none"> <li>(i) for development carried out in Zone RU1, RU2, RU3, RU4, RU6 or R5—5m, or</li> <li>(ii) for development carried out in any other zone—900mm, and</li> </ul> </li> <li>(g) (Repealed)</li> <li>(h) to the extent it is comprised of metal components—be constructed of low reflective, factory pre-coloured materials, and</li> <li>(i) have a floor height not more than 1m above ground level (existing), and</li> <li>(i1) if it is a roofed structure—have a roof that does not overhang the structure by more than 600mm on each side,</li> <li>(j) if it is a roofed structure attached to a dwelling—not extend above the roof gutter line of the dwelling, and</li> <li>(j1) be no higher than 3m at its highest point above ground level (existing), and</li> <li>(k) if it is connected to a fascia—be connected in accordance with a professional engineer’s specifications, and</li> </ul>	
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<p>(l) be constructed or installed so that any roofwater is disposed of into an existing stormwater drainage system, <b>or, if no system exists in a manner that does not increase overland flow outside the boundaries of the property</b>, and</p> <p>(m) not interfere with the functioning of existing drainage fixtures or flow paths, and</p> <p>(n) if it is located on bush fire prone land and is less than 5m from a dwelling—be constructed of non-combustible material. and</p> <p>( ) (Repealed)</p> <p>(2) The standards specified for the development specified in clause 2.11(b) are that the development must—</p> <p>(a) use equivalent or improved quality materials, and</p> <p>(b) not change the size or height of the existing deck.</p> <p>(3) Subclause (1)(h) does not apply to development carried out in connection with a building used for the purposes of farm stay accommodation, farm gate premises or farm experience premises.</p>	<p><b>Difference to SEPP:</b> Add the words indicated.  <b>Comment:</b> Many country towns/rural properties do not have formal stormwater systems.</p>
<p><b>Cabanas, cubby houses, ferneries, garden sheds, gazebos and greenhouses</b></p> <p><b>2.17 Specified development</b></p> <p>The construction or installation of a cabana, cubby house, fernery, garden shed, gazebo or greenhouse is development specified for this code if it is not constructed or installed on or in a heritage item or a draft heritage item, on land in a foreshore area or in an environmentally sensitive area.</p> <p><b>2.18 Development standards</b></p>	

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<p>(1) The standards specified for that development are that the development must—</p> <ul style="list-style-type: none"> <li>(a) (Repealed)</li> <li>(b) not have a floor area of more than—             <ul style="list-style-type: none"> <li>(i) on land in Zone RU1, RU2, RU3, RU4, RU6 or R5—100m<sup>2</sup>, or</li> <li>(ii) on land in any other zone—50m<sup>2</sup>, and</li> </ul> </li> <li>(c) be not higher than 3m above ground level (existing), and</li> <li>(d) be located at a distance from each lot boundary of at least—             <ul style="list-style-type: none"> <li>(i) for development carried out in Zone RU1, RU2, RU3, RU4, RU6 or R5—5m, or</li> <li>(ii) for development carried out in any other zone—900mm, and</li> </ul> </li> <li>(e) if it is not on land in Zone RU1, RU2, RU3, RU4 or RU6—be located behind the building line of any road frontage, and</li> <li>(f) not be a shipping container, and</li> <li>(g) be constructed or installed so that roofwater is disposed of without causing a nuisance to adjoining owners, or, if no system exists in a manner that does not increase overland flow outside the boundaries of the property, and</li> <li>(h) to the extent it is comprised of metal components—be constructed of low reflective, factory pre-coloured materials if it is located on land in a residential zone, and</li> <li>(i) if it is located on bush fire prone land and is less than 5m from a dwelling—be constructed of non-combustible material, and</li> <li>(j) if it is constructed or installed in a heritage conservation area or a draft heritage conservation area—be located in the rear yard, and</li> </ul>	<p><b>Difference to SEPP:</b> Change 50 to 100 in (i) and change 20 to 50 in (ii). <b>Comment:</b> More realistic areas given that rural lot sizes are generally larger particularly in Gwydir Shire.</p> <p><b>Difference to SEPP:</b> Add the words indicated. <b>Comment:</b> Many country towns/rural properties do not have formal stormwater systems.</p>
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<ul style="list-style-type: none"> <li>(k) if it is located adjacent to another building—be located so that it does not interfere with the entry to, or exit from, or the fire safety measures contained within, that building, and</li> <li>(l) be a Class 10 building and not be habitable, and</li> <li>(m) be located at least 1m from any registered easement, and</li> <li>(n) in relation to a cabana—not be connected to water supply or sewerage services. (2) There must not be more than 2 developments per lot.</li> </ul>	
<p><b>Carpports</b></p> <p><b>2.19 Specified development</b></p> <p>The construction or installation of a carport is development specified for this code if it is not constructed or installed on or in a heritage item or a draft heritage item or on land in a foreshore area. <b>Carport means a roofed structure for the shelter of motor vehicles that has 2 or more sides open and not less than one-third of its perimeter open</b></p> <p><b>2.20 Development standards</b></p> <p>(1) The standards specified for that development are that the development must—</p> <ul style="list-style-type: none"> <li>(a) not result in a building classified under the <i>Building Code of Australia</i> as class 7a, and</li> <li>(b) not have a floor area more than—             <ul style="list-style-type: none"> <li>(i) for a lot larger than 300m<sup>2</sup> in a rural zone or Zone R5—85m<sup>2</sup>, or</li> <li>(iii) for a lot larger than 300m<sup>2</sup> in a zone other than a rural zone or Zone R5—25m<sup>2</sup>, or</li> <li>(i) for a lot 300m<sup>2</sup> or less in any zone—20m<sup>2</sup>, and</li> </ul> </li> </ul>	<p><b>Difference to SEPP:</b> Adds in the definition of Carport from CI 1.5(1)a of the SEPP. <b>Comment:</b> Ensures consistency with the SEPP definition.</p> <p><b>Difference to SEPP:</b> maximum size changed from 50 to 85. <b>Comment:</b> allows for larger size carports as exempt development.</p>

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<ul style="list-style-type: none"> <li>(c) be not higher than 3m above ground level (existing) and, if attached to an existing single storey dwelling, be not higher than the roof gutter line, and</li> <li>(d) be located at least 1m behind the building line of any road frontage, and</li> <li>(e) be located at a distance from each lot boundary of at least—             <ul style="list-style-type: none"> <li>(i) for development carried out in Zone RU1, RU2, RU3, RU4, RU6 or R5—5m, or</li> <li>(ii) for development carried out in any other zone—900mm, and</li> </ul> </li> <li>(f) (Repealed)</li> <li>(g) to the extent it is comprised of metal components—be constructed of low reflective, factory pre-coloured materials, and</li> <li>(h) not involve the construction of a new driveway or gutter crossing unless the consent of the relevant road authority for each opening of a public road required for the development has been obtained under the Roads Act 1993, and</li> <li>(i) be constructed or installed so that any roofwater is disposed of into the existing stormwater drainage system, or, if no system exists in a manner that does not increase overland flow outside the boundaries of the property, and</li> <li>(j) if it is connected to a fascia—be connected in accordance with a professional engineer’s specifications, and</li> <li>(k) (Repealed)</li> <li>(l) if it is located on bush fire prone land and is less than 5m from a dwelling—be constructed of non-combustible material, and</li> </ul>	<p><b>Difference to SEPP:</b> Add the words indicated.  <b>Comment:</b> Many country towns/rural properties do not have formal stormwater systems.</p>
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<p>(m) if it is constructed or installed in a heritage conservation area or a draft heritage conservation area—be located in the rear yard, and</p> <p>(n) be located so that it does not reduce vehicular access to, or parking or loading or unloading on, or from, the lot.</p> <p><del>Note. See the definition of <b>carport</b> in clause 1.5(1) that sets out additional requirements for carports.</del></p> <p>(2) The roof of the development must be located at least 500mm from each lot boundary.</p> <p>(3) There must not be more than 1 development—</p> <p>(a) per lot if there is a dwelling on the lot, or</p> <p>(b) per lot or per each separate occupation of premises on the lot, whichever is the greater, in any other case.</p>	<p><b>Difference to SEPP:</b> words deleted from here and placed as part of Specified Development.</p> <p><b>Comment:</b> to ensure compliance with the definition of Carport without need to include all of clause 1.5(1).</p>
<p><b>Subdivision 10B Change of use of places of public worship</b></p> <p><b>2.20C Specified development</b></p> <p>A change from a current use to a new use that is a change from a place of public worship to another place of public worship <b>or a place of public assembly</b> is development specified for this code.</p> <p><b>2.20D Development standards</b></p> <p>The standards specified for that development are that—</p> <p>(a) the current use must be a lawful use, and</p> <p>(b) the current use must not be an existing use within the meaning of section 4.65 of the Act, and</p> <p>(c) the new use must not cause the contravention of any existing condition of the most recent development consent (other than a complying development certificate) that applies to the premises relating to hours of operation, noise, car</p>	<p><b>Difference to SEPP:</b> indicated words added.</p> <p><b>Comment:</b> no difference in impact, and adds flexibility.</p>

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<p>parking, vehicular movement, traffic generation, loading, waste management and landscaping, and</p> <p>(d) the new use must not increase or create significant adverse environmental impacts by reason of noise, waste products or traffic generation.</p>	
<p><b>Subdivision 14 Driveways and hard stand spaces</b></p> <p><b>2.27 Specified development</b></p> <p>The following development is specified for this code if it is not constructed or installed on or in a heritage item or a draft heritage item, in a heritage conservation area or a draft heritage conservation area, on land in a foreshore area or in an environmentally sensitive area—</p> <p>(a) the construction or installation of a driveway associated with access to an open hard stand space, a carport, a loading bay or a garage,</p> <p>(b) the construction or installation of a hard stand space associated with a driveway, whether open or part of a carport.</p> <p><b>2.28 Development standards</b></p> <p>The standards specified for that development are that the development must—</p> <p>(a) be constructed or installed so that any surface water or runoff is disposed of by a drainage system that is connected to the existing stormwater drainage system, <b>or, if no system exists in a manner that does not increase overland flow outside the boundaries of the property,</b> and</p> <p>(b) be constructed in accordance with AS/NZS 2890.1:2004, <i>Parking facilities, Part 1: Off-street car parking</i> or AS 2890.2:2018, <i>Parking facilities, Part 2: Off-street commercial vehicle facilities</i>, and</p> <p>(c) if the development is ancillary development to a dwelling—not require cut or fill more than 600mm below or above ground level (existing), and</p>	<p><b>Difference to SEPP:</b> Add the words indicated.  <b>Comment:</b> Many country towns/rural properties do not have formal stormwater systems.</p>

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<p>(d) if the development is not ancillary development to a dwelling—not require cut or fill more than 1m below or above ground level (existing), and</p> <p>(e) if the development is a driveway—</p> <ul style="list-style-type: none"> <li>(i) not be wider than the open hard stand space, carport or garage with which it is associated, and</li> <li>(ii) be constructed in accordance with the relevant road authority’s policy and specifications on vehicle and driveway crossings, and</li> <li>(i) be subject to written consent from the relevant roads authority (if required under section 138 of the <a href="#">Roads Act 1993</a>) for the building of any kerb, crossover or driveway, and</li> </ul> <p>(f) if the development is a hard stand space—</p> <ul style="list-style-type: none"> <li>(i) measure at least 2.6m wide by 5.4m long, and</li> <li>(ii) have an area of not more than 20m<sup>2</sup>, and</li> <li>(iii) if the development is ancillary to a dwelling—be located at least 1m behind the building line of any road frontage (other than a laneway) and at least 900mm from each side or rear boundary, and</li> <li>(iv) in any other case—be located clear of any required landscaped area, and</li> </ul> <p>(g) if the development is constructed or installed in a residential zone or rural zone—not result in the total area of all driveways or hard stand spaces, pathways and paved areas on the lot exceeding 15% of the area of the lot or 150m<sup>2</sup>, whichever is the lesser, and</p> <p>(h) if constructed or installed in a residential zone—</p> <ul style="list-style-type: none"> <li>(i) if a lot has a width at the front building line of not more than 18m—have at least 25% of the area forward of the building line as landscaped area, and</li> </ul>	
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<p>(ii) if a lot has a width at the front building line of more than 18m—have at least 50% of the area forward of the building line as landscaped area.</p>	
<p><b>Subdivision 16 Farm buildings (other than stock holding yards, grain silos and grain bunkers)</b></p> <p><b>2.31 Specified development</b></p> <p>The construction or installation of a farm building (other than a stock holding yard, grain silo or grain bunker) that is not used for habitable purposes is development specified for this code if it is—</p> <p>(a) constructed or installed on land in Zone RU1, RU2, RU3, RU4 or RU6, and</p> <p>(b) not constructed or installed on or in a heritage item or a draft heritage item or in an environmentally sensitive area, and</p> <p>(c) not constructed or installed on land shown on any relevant Procedures for Air Navigation Services—Aircraft Operations Map prepared by the operator of an aerodrome or airport operating within 2 kilometres of the proposed development and for which a PANS-OPS surface is identified that may compromise the effective and on-going operation of the relevant aerodrome or airport.</p> <p><b>Note 1. Farm building</b> is defined in the Standard Instrument as a structure the use of which is ancillary to an agricultural use of the landholding on which it is situated and includes a hay shed, stock holding yard, machinery shed, shearing shed, silo, storage tank, outbuilding or the like, but does not include a dwelling.</p> <p><b>Note 2.</b> Subdivisions 16A and 16B make special provision for farm buildings that are stock holding yards, grain silos or grain bunkers.</p> <p><b>2.32 Development standards</b></p> <p>(1) The following standards are specified for that development—</p>	

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<p>(a) the development must not be higher than—</p> <ul style="list-style-type: none"> <li>(i) for a landholding that has an area of less than 10ha—7m above ground level (existing), and</li> <li>(ii) for a landholding that has an area of 10ha to 200ha—10m above ground level (existing),</li> <li><b>(iii) for a landholding that has an area of greater than 200ha – no limit.</b></li> </ul> <p>(b) if the development is located on land that is identified for the purposes of an environmental planning instrument as “Land with scenic and landscape values” on a Scenic and Landscape Values Map or as “Scenic Protection Area” on a Scenic Protection Map or Scenic Protection Area Map—it must not be higher than 7m,</p> <p>(c) if the development—</p> <ul style="list-style-type: none"> <li>(i) is on a landholding that has an area of more than 4ha, and</li> <li>(ii) is on a landholding in relation to which the natural ground at any point within 100m of the ridgeline of any hill is at least 20m lower than the ridgeline, and</li> <li>(iii) is located within 100m of that ridgeline,</li> </ul> <p>it must be sited on the landholding so that the highest point of the development is at least 5m below that ridgeline,</p> <p>(d) subject to paragraph (e), the footprint of a farm building must not exceed 500m<sup>2</sup>,</p> <p>(e) the footprint of all farm buildings (other than grain bunkers) on a landholding must not exceed the footprint shown in the following table—</p>	<p><b>Difference to SEPP:</b> Add the words indicated.  <b>Comment:</b> For large properties, there is no need to limit building height provided suitable boundary setbacks are achieved.</p>
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Landholding area	Maximum footprint of all farm buildings (other than grain bunkers)	
0–4ha	2.5% of the area of the landholding	
>4ha–10ha	1,000m <sup>2</sup>	
>10ha-200 ha	2,000m <sup>2</sup>	<p><b>Difference to SEPP:</b> Add the words indicated.  <b>Comment:</b> For large properties, more generous footprint allowances can be provided.</p>
>200ha-1000ha	4,000m <sup>2</sup>	
>1,000ha	10,000m <sup>2</sup>	
(f) the development must be located at least 20m from any road boundary and have a minimum setback from any other boundary as shown in the table to this paragraph—		
Building footprint	Minimum setback from boundary	
0–100m <sup>2</sup>	10m	
>100m <sup>2</sup> –200m <sup>2</sup>	50m	
>200m <sup>2</sup> – 500m <sup>2</sup>	100m	<p><b>Difference to SEPP:</b> Add the words indicated.  <b>Comment:</b> For larger building footprints, setbacks should be greater.</p>
>500m <sup>2</sup>	200m	
(g) a farm building must be located at least 6m from any other farm building (including any farm building that is a stock holding yard, grain silo or grain bunker) on the landholding or on an adjoining landholding,		
(h) the development must be located at least 50m from a waterbody (natural),		
(i) the development must be designed by, and constructed in accordance with the specifications of, a professional engineer,		

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<p>(j) if the development is a shipping container, there must not be more than the following number of shipping containers per landholding—</p> <ul style="list-style-type: none"> <li>(i) for a landholding that has an area of less than 400ha—1,</li> <li>(v) for a landholding that has an area of 400ha or more—5,</li> </ul> <p>(k) the development must not penetrate any obstacle limitation surface shown on any relevant Obstacle Limitation Surface Plan that has been prepared by the operator of an aerodrome or airport operating within 2 kilometres of the proposed development and reported to the Civil Aviation Safety Authority,</p> <p>(l) despite clause 2.30(a), excavation for the purposes of structural supports may exceed a depth of 600mm, measured from ground level (existing), unless the land is identified for the purposes of an environmental planning instrument as Class 1–5 on an Acid Sulfate Soils Map.</p> <p>(2) In this clause, <i>footprint</i> means the area of the ground surface occupied by a building, including the walls, footings and roofing of the building, and extending to the perimeter of the foundations and other means of structural support to the building, but does not include the area of access ramps, eaves and sunshade devices.</p> <p><b>Note 1.</b> There are other existing legislative requirements relating to the clearance of power lines, substations and Obstacle Limitation Surfaces near airport flight paths.</p> <p><b>Note 2.</b> The consent of the appropriate roads authority is required under section 138 of the <a href="#">Roads Act 1993</a> for the carrying out of certain works in relation to roads, including the building of any crossover or creating road access.</p>	
<p><b>Subdivision 16B Grain silos and grain bunkers</b></p> <p><b>2.32C Specified development</b></p> <p>(1) The construction or installation of a farm building that is a grain silo or grain bunker that is not</p>	

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<p>used for habitable purposes is development specified for this code if it is—</p> <ul style="list-style-type: none"> <li>(a) constructed or installed on land in Zone RU1, RU2 or RU6, and</li> <li>(b) used for the purpose of the storage of grain that has been produced on the landholding <b>or an adjoining landholding</b>, and</li> <li>(c) not constructed or installed on land shown on any relevant Procedures for Air Navigation Services—Aircraft Operations Map prepared by the operator of an aerodrome or airport operating within 2 kilometres of the proposed development and for which a PANS-OPS surface is identified that may compromise the effective and on-going operation of the relevant aerodrome or airport, and</li> <li>(d) in the case of development that has a footprint greater than 200m<sup>2</sup>—not carried out on unsewered land in the Sydney Drinking Water Catchment, if that development will result in a site disturbance area of more than 250m<sup>2</sup>, and</li> <li>(e) not constructed or installed on or in a heritage item or a draft heritage item or in an environmentally sensitive area.</li> </ul> <p>(2) In this clause, <i>footprint</i> means the area of the ground surface occupied by a building, including the walls, footings and roofing of the building, and extending to the perimeter of the foundations and other means of structural support to the building, but does not include the area of access ramps, eaves and sunshade devices.</p> <p><b>2.32D Development standards—general</b></p> <p>The following standards are specified for that development—</p> <ul style="list-style-type: none"> <li>(a) the development must not be constructed or installed on a landholding with an area of less than 40ha,</li> <li>(b) the development must be located at least 15m from any road boundary and at least 100m from any other boundary,</li> <li>(c) the development must be located at least 100m from any dwelling,</li> </ul>	<p><b>Difference to SEPP:</b> Add the words indicated.  <b>Comment:</b> Minor aggregation is common</p>
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<p>(d) the development must be located at least 6m from any other farm building (including any farm building that is a stock holding yard) on the landholding or on an adjoining landholding,</p> <p>(e) the development must be located at least 50m from a waterbody (natural),</p> <p>(f) if the development—</p> <ul style="list-style-type: none"> <li>(i) is on a landholding in relation to which the natural ground at any point within 100m of the ridgeline of any hill is at least 20m lower than the ridgeline, and</li> <li>(ii) is located within 100m of that ridgeline,</li> </ul> <p>it must be sited on the landholding so that the highest point of the development is at least 5m below that ridgeline,</p> <p>(g) the development must not penetrate any obstacle limitation surface shown on any relevant Obstacle Limitation Surface Plan that has been prepared by the operator of an aerodrome or airport operating within 2 kilometres of the proposed development and reported to the Civil Aviation Safety Authority,</p> <p>(h) if the development is located within 13km of an airfield or aerodrome—the development must be adequately sealed or protected to prevent the entry of wildlife,</p> <p>(i) despite clause 2.30(a), excavation for the purposes of structural supports may exceed a depth of 600mm, measured from ground level (existing), unless the land is identified for the purposes of an environmental planning instrument as Class 1–5 on an Acid Sulfate Soils Map.</p> <p><b>Note 1.</b> There are other existing legislative requirements relating to the clearance of power lines and Obstacle Limitation Surfaces near airport flight paths.</p> <p><b>Note 2.</b> The consent of the appropriate roads authority is required under section 138 of the <a href="#">Roads Act 1993</a> for the carrying out of certain works in relation to roads, including the building of any crossover or creating road access.</p> <p><b>2.32E Development standards—grain silos</b></p>	
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<p>(1) The following additional standards are specified for that development if the development is a grain silo—</p> <p>(a) it must not be higher than—</p> <p style="margin-left: 40px;">(i) in the case of a landholding that has an area of 40ha or more but less than 100ha—7m above ground level (existing), and</p> <p style="margin-left: 40px;">(ii) in the case of a landholding that has an area of 100ha or more—15m above ground level (existing),</p> <p>(b) it must not have a footprint greater than 200m<sup>2</sup>,</p> <p>(c) it must not have a footprint that would result in the footprint of all farm buildings (other than grain bunkers) on the landholding exceeding the footprint shown in the following table—</p> <table border="1" style="margin-left: 40px; width: 80%;"> <thead> <tr> <th style="text-align: left;">Landholding area</th> <th style="text-align: left;">Maximum footprint of all farm buildings (other than grain bunkers)</th> </tr> </thead> <tbody> <tr> <td>0–4ha</td> <td>2.5% of the area of the landholding</td> </tr> <tr> <td>&gt;4ha–10ha</td> <td>1,000m<sup>2</sup></td> </tr> <tr style="background-color: yellow;"> <td>&gt;10ha-200 ha</td> <td>2,000m<sup>2</sup></td> </tr> <tr style="background-color: yellow;"> <td>&gt;200ha-1000ha</td> <td>4,000m<sup>2</sup></td> </tr> <tr style="background-color: yellow;"> <td>&gt;1,000ha</td> <td>10,000m<sup>2</sup></td> </tr> </tbody> </table> <p>(d) if the development is located on land that is identified for the purposes of an environmental planning instrument as “Land with scenic and landscape values” on a Scenic and Landscape Values Map or as “Scenic Protection Area” on a Scenic Protection Map or Scenic Protection Area Map—it must not be higher than 7m,</p>	Landholding area	Maximum footprint of all farm buildings (other than grain bunkers)	0–4ha	2.5% of the area of the landholding	>4ha–10ha	1,000m <sup>2</sup>	>10ha-200 ha	2,000m <sup>2</sup>	>200ha-1000ha	4,000m <sup>2</sup>	>1,000ha	10,000m <sup>2</sup>	<p><b>Difference to SEPP:</b> Add the words indicated.  <b>Comment:</b> For large properties, more generous footprint allowances can be provided.</p>
Landholding area	Maximum footprint of all farm buildings (other than grain bunkers)												
0–4ha	2.5% of the area of the landholding												
>4ha–10ha	1,000m <sup>2</sup>												
>10ha-200 ha	2,000m <sup>2</sup>												
>200ha-1000ha	4,000m <sup>2</sup>												
>1,000ha	10,000m <sup>2</sup>												

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<p>(e) it must be constructed in accordance with the Code of Practice entitled “<i>Safety Aspects in the Design of Bulk Solids Containers Including Silos, Field Bins and Chaser Bins</i>” as published on the website SafeWork NSW and amended from time to time,</p> <p>(f) in the case of a grain silo that is sealed—it must be designed and sealed in accordance with sections 2 and 3 of AS 2628—2010, <i>Sealed grain-storage silos—Sealing requirements for insect control</i>,</p> <p>(g) it must not result in more than 5 silos being erected on a landholding.</p> <p>(2) In this clause, <b>footprint</b> means the surface area covered by a built structure that has either a roof or a floor installed as a fixture, or both, excluding the area of access ramps, eaves, sunshade devices, hard surfaces for parking or landscaping associated with the structure.</p> <p><b>2.32F Development standards—grain bunkers</b></p> <p>(1) The following additional standards are specified for that development if the development is a grain bunker—</p> <p>(a) it must not be higher than 7m above ground level (existing),</p> <p>(b) it must not have a footprint that would result in the footprint of all grain bunkers on the landholding exceeding 7,000m<sup>2</sup>, or 10,000m<sup>2</sup> is the property has an area in excess of 1,000ha.</p> <p>(c) if the development is located on land that is identified as “Land with scenic and landscape values” on a Scenic and Landscape Values Map or as “Scenic Protection Area” on a Scenic Protection Map or Scenic Protection Area Map—it must not have a footprint greater than 200m<sup>2</sup>,</p> <p>(d) any structural elements, including any wall or concrete floor slab, of the development must be constructed in accordance with the specifications of a professional engineer,</p>	<p><b>Difference to SEPP:</b> Add the words indicated.  <b>Comment:</b> For large properties, more generous footprint allowances can be provided.</p>
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<p>(e) despite clause 2.30, it must not require cut or fill more than 1m below or above ground level (existing) and any cut or fill must only be carried out wholly within a 50m radius of the grain bunker,</p> <p>(f) it must not cause the redirection of the flow of any surface water or ground water or cause sediment to be transported onto an adjoining landholding,</p> <p>(g) it must be not be located over any registered easement, sewer main or water main.</p> <p>(2) In this clause, <b>footprint</b> means the area of the ground surface occupied by a building, including the walls, footings and roofing of the building, and extending to the perimeter of the foundations and other means of structural support to the building, excluding the area of access ramps, eaves and sunshade devices.</p> <p><b>Note 1.</b> It is an offence to transport waste to a place other than an appropriate and lawful waste facility (see section 143 of the <a href="#">Protection of the Environment Operations Act 1997</a>).</p> <p><b>Note 2.</b> The consent of the appropriate roads authority is required under section 138 of the <a href="#">Roads Act 1993</a> for the carrying out of certain works in relation to roads, including the building of any crossover or creating road access.</p> <p><b>Note 3.</b> Subdivision 15 of Division 1 of Part 2 contains additional requirements relating to earthworks.</p>	
<p><b>Subdivision 17 Fences (certain residential zones and Zone RU5)</b></p> <p><b>2.33 Specified development</b></p> <p>The construction or installation of a fence on land within Zone R1, R2, R3, R4 or RU5 is development specified for this code if it is not constructed or installed—</p> <p>(a) on a lot, or along a common boundary of a lot, that contains a heritage item or a draft heritage item, or</p>	

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<p>(b) along the boundary of, or within the setback area of, a primary or secondary road within a heritage conservation area or draft heritage conservation area, or</p> <p>(c) on a flood control lot, or</p> <p>(d) on land that is identified as being in a foreshore area.</p> <p><b>Note.</b> If the fence is a dividing fence, the <a href="#">Dividing Fences Act 1991</a> also applies.</p> <p><b>2.34 Development standards</b></p> <p>(1) The standards specified for development specified in clause 2.33 are that the development must—</p> <p>(a) not be higher than 1.8m above ground level (existing), and</p> <p>(b) not be of masonry construction to a height that is more than 1.2m above ground level (existing), and</p> <p>(c) if it includes an entrance gate—not have a gate that opens outwards, <b>unless the gate swing is wholly within private land,</b> and</p> <p>(d) if it is located in a core koala habitat or potential koala habitat within the meaning of <a href="#">State Environmental Planning Policy No 44—Koala Habitat Protection</a> or in a movement corridor used by koalas—be constructed or installed in accordance with any relevant council policy or guideline under that Policy, and</p> <p>(e) if it is located on bush fire prone land—be constructed of non-combustible materials or hardwood, and</p> <p>(f) if it is constructed of metal components—be of low reflective, factory pre-coloured materials, and</p> <p>(g) not be an electrical fence or use barbed wire.</p>	<p><b>Difference to SEPP:</b> Add the words indicated.  <b>Comment:</b> Provides more flexibility while achieving the same outcome.</p>
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<p>(2) Despite subclause (1), any fence located along the boundary of, or within the setback area to, a primary or secondary road must—</p> <p>(a) not be more than 1.2m above ground level (existing), and</p> <p>(b) be open for at least 20% of the area of the fence that is more than 400mm above ground level (existing), with any individual solid element of the fence above this height being no more than 350mm in width with a minimum aperture of 25mm.</p> <p>(3) If a lot has a frontage to a secondary road or roads, subclause (2) only applies to 50% of the length of all contiguous secondary road boundaries, measured from the corner with the primary road boundary. <b>only applies in front of the building line to the primary frontage</b></p> <p>(4) Subclause (2)(b) does not apply to the part of the fence along the side boundary and within the setback area to the primary road.</p> <p>(5) Despite subclauses (1) and (2), if the fence is erected on a sloping site and stepped to accommodate the fall in the land—</p> <p>(a) a fence that is required to be not more than 1.2m above ground level (existing), must not be more than 1.5m above ground level (existing) at each step, and</p> <p>(b) a fence that is required to be not more than 1.8m above ground level (existing), must not be more than 2.2m above ground level (existing) at each step.</p>	<p><b>Difference to SEPP:</b> Delete the words indicated.  <b>Comment:</b> This would preclude the construction of a brick fence despite it being permitted in Cl 2.34(1)(b).</p> <p><b>Difference to SEPP:</b> Delete the words indicated.  <b>Comment:</b> There is no need to limit the fencing height to 1.2m along the secondary road frontage.</p>
<p><b>Subdivision 21AA Fuel tanks and gas storage</b></p> <p><b>2.42AA Specified development</b></p> <p>The construction or installation of an above ground fuel tank or gas storage facility for agricultural activity is development specified for this code if it is constructed or installed on</p>	

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<p>a lot in a rural zone that is larger than 2ha and is not constructed or installed in an environmentally sensitive area.</p> <p><b>2.42AB Development standards</b></p> <p>The standards specified for that development are that the development must—</p> <ul style="list-style-type: none"> <li>(a) not have a capacity of more than—             <ul style="list-style-type: none"> <li>(i) for a fuel tank—5,000 L, or</li> <li>(ii) for a gas tank—1,000 L, and</li> </ul> </li> <li>(b) be located at least 20m from the primary road frontage of the lot and at least 10m from each other lot boundary, and</li> <li>(c) be self-bunded or externally bunded with the capacity to contain at least 110% of the capacity of the tank, and</li> <li>(d) if a fuel tank—be constructed of prefabricated metal, be freestanding and installed in accordance with the requirements of AS 1940:2017, <i>The storage and handling of flammable and combustible liquids</i>, and</li> <li>(e) if a gas tank—be designed and constructed in accordance with the requirements of AS/NZS 1596:2014, <i>The storage and handling of LP Gas</i> by a professional engineer, and</li> <li>(f) not be used for advertising, and</li> <li>(g) be located at least 1m from any registered easement, sewer main or water main.</li> </ul> <p><b>Note.</b> Other existing legislative requirements still apply in relation to work place health and safety issues.</p>	<p><b>Difference to SEPP:</b> Add the words indicated.  <b>Comment:</b> Self-bunded tanks are now quite common and achieve the same outcome.</p>
<p><b>Subdivision 28 Pathways and paving</b></p> <p><b>2.55 Specified development</b></p> <ul style="list-style-type: none"> <li>(1) The construction or installation of a pathway or paving, including any paving of a deck, pergola, patio or terrace is development specified for this code.</li> </ul>	

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<p>(2) Subclause (1) does not include any paving of a driveway, hard stand space or turning or parking area to be used by vehicles for any purpose, including the delivery or loading of goods.</p> <p><b>2.56 Development standards</b></p> <p>The standards specified for that development are that the development must—</p> <p>(a) be constructed or installed so that any surface water or runoff is disposed of by a drainage system that is connected to the existing stormwater drainage system, or, if no system exists in a manner that does not increase overland flow outside the boundaries of the property, and</p> <p>(b) if constructed or installed in a residential zone or Zone RU5—</p> <p>(i) not require cut or fill more than 600mm below or above ground level (existing), and</p> <p>(ii) not result in the total area of all paved areas (including driveways and hard stand spaces) on the lot exceeding 15% of the area of the lot or 150m<sup>2</sup>, whichever is the lesser, and</p> <p>(c) if constructed or installed in a residential zone—</p> <p>(i) on a lot that has a width at the front building line of not more than 18m—have at least 25% of the area forward of the building line as landscaped area, and</p> <p>(ii) on a lot that has a width at the front building line of more than 18m—have at least 50% of the area forward of the building line as landscaped area, and</p> <p>(d) if constructed or installed in a zone (other than a residential zone or Zone RU5)—</p> <p>(i) not require cut or fill more than 1m below or above ground level (existing), and</p> <p>(ii) not reduce any required landscaped area along a boundary with a road or an adjoining lot on which a dwelling is located.</p> <p><b>Note.</b> The Standard Instrument defines <b>landscaped area</b> as a part of a site used for growing plants, grasses and trees, but not including any building, structure or hard paved area.</p>	<p><b>Difference to SEPP:</b> Add the words indicated.  <b>Comment:</b> Many country towns/rural properties do not have formal stormwater systems.</p>
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<p><b>Subdivision 38 Subdivision</b></p> <p><b>2.75 Specified development</b></p> <p>The subdivision of land, for the purpose only of any one or more of the following, is development specified for this code—</p> <p>(a) widening a public road,</p> <p>(b) a realignment of boundaries—</p> <p>(i) that is not carried out in relation to land on which a heritage item or draft heritage item is situated, and</p> <p>(ii) that will not create additional lots or increase the number of lots with a dwelling entitlement <b>except where all lots are either above the minimum lot size, or would not be reduced in area if below the minimum lot size and contain a dwelling</b> <del>or increase the opportunity for additional dwellings; and</del></p> <p>(iii) <del>that will not result in any lot that is smaller than the minimum size specified in an environmental planning instrument in relation to the land concerned (other than a lot that was already smaller than that minimum size); and</del></p> <p>(iv) that will not adversely affect the provision of existing services on a lot, and</p> <p>(v) that will not result in any increased fire risk to existing buildings, and</p> <p>(vi) if located in Zone RU1, RU2, RU3, RU4, RU6, E1, E2, E3 or E4—that will not result in more than a <del>minor</del> <b>50%</b> change in the area of any lot, and</p> <p>(vii) if located in any other zone—that will not result in a change in the area of any lot by more than 10%,</p> <p>(c) (Repealed)</p>	<p><b>Difference to SEPP:</b> Add the words indicated, delete the words indicated. <b>Comment:</b> Provides a little more flexibility but will still comply with minimum lot size requirements.</p> <p><b>Difference to SEPP:</b> Add the words indicated, delete the words indicated. <b>Comment:</b> Provides more flexibility for rural land boundary adjustments.</p>

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<p>(d) rectifying an encroachment on a lot,                  (e) creating a public reserve,                  (f) excising from a lot land that is, or is intended to be, used for public purposes, including drainage purposes, rural fire brigade or other emergency service purposes or public toilets.</p> <p><b>2.76 Development standards</b></p> <p><b>Note.</b> (At the commencement of this clause no standards were specified.)</p>	
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**PART 3 – JUSTIFICATION**

***NEED FOR PROPOSAL***

This proposal is needed to amend the Gwydir LEP 2013 so that the provisions for carports and driveways can be slightly relaxed so that more of these can be undertaken as exempt development. The outcomes of this would be consistent with the existing built environment and would lead to the reduction of un-needed demand for full development assessment processes to be implemented for these minor projects.

***RELATIONSHIP TO PLANNING FRAMEWORK***

The proposed amendment is consistent with the planning policies and framework the New England North West Region as it advances regional planning priorities and strategic aims, particularly in relation to housing, villages, and development. In addition, it is consistent with the aims and intent of state environmental planning policies to minimise unnecessary development applications.

**SECTION 9.1 MINISTERIAL DIRECTIONS**

The proposal is consistent with the Ministerial Directions issued under Section 9.1 of EPA Act 1979. Specifically:

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**1.1 Implementation of Regional Plans**

The proposal is consistent with the New England North-West Regional Plan 2041 in that it facilitates economic growth and development by providing additional development paths that do not require a development application. In particular, it would facilitate on-farm development necessary to sustain and enhance agricultural production.

**1.2 Development of Aboriginal Land Council Land**

The land affected by this proposal is subject to this Direction. At the time of submission of this proposal no development delivery plan had been prepared for the land.

At the time of this submission, no interim development delivery plan applied to the land.

The proposal is therefore consistent with this direction.

**1.3 Approval and Referral Requirements**

No change to these provisions is proposed.

The proposal is therefore consistent with this direction.

**1.4 Site Specific Provisions**

No change to these provisions is proposed.

The proposal is therefore consistent with this direction.

**1.5 Parramatta Road Corridor Urban Transformation Strategy**

**1.6 Implementation of North West Priority Growth Area Land Use and Infrastructure Implementation Plan**

**1.7 Implementation of Greater Parramatta Priority Growth Area Interim Land Use and Infrastructure Implementation Plan**

**1.8 Implementation of Wilton Priority Growth Area Interim Land Use and Infrastructure Implementation Plan**

**1.9 Implementation of Glenfield to Macarthur Urban Renewal Corridor**

**1.10 Implementation of the Western Sydney Aerotropolis Plan**

**1.11 Implementation of Bayside West Precincts 2036 Plan**

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**1.12 Implementation of Planning Principles for the Cooks Cove Precinct**

**1.13 Implementation of St Leonards and Crows Nest 2036 Plan**

**1.14 Implementation of Greater Macarthur 2040**

**1.15 Implementation of the Pymont Peninsula Place Strategy**

**1.16 North West Rail Link Corridor Strategy**

**1.17 Implementation of the Bays West Place Strategy**

**1.18 Implementation of the Macquarie Park Innovation Precinct**

**1.19 Implementation of the Westmead Place Strategy**

**1.20 Implementation of the Camellia-Rosehill Place Strategy**

**1.21 Implementation of South West Growth Area Structure Plan**

**1.22 Implementation of the Cherrybrook Station Place Strategy**

N/A – None of these apply to the land

### **3.1 Conservation Zones**

The proposal is consistent with this Direction as there is no change to standards applying to conservation zones.

### **3.2 Heritage Conservation**

No change to heritage provisions is proposed, and existing heritage provisions would continue to operate over the land.

The proposal is therefore consistent with this direction.

### **3.3 Sydney Drinking Water Catchments**

N/A - This direction does not apply to the land.

### **3.4 Application of C2 and C3 Zones and Environmental Overlays in Far North Coast LEPs**

N/A - This direction does not apply to the land.

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**3.5 Recreation Vehicle Areas**

The planning proposal does not include any proposals for recreation vehicle areas.

The proposal is therefore consistent with this direction.

**3.6 Strategic Conservation Planning**

No land the subject of this proposal is identified as avoided land or a strategic conservation area under *State Environmental Planning Policy (Biodiversity and Conservation) 2021*.

The proposal is therefore consistent with this direction.

**3.7 Public Bushland**

N/A - This direction does not apply to the land.

**3.8 Willandra Lakes Region**

N/A - This direction does not apply to the land.

**3.9 Sydney Harbour Foreshores and Waterways Area**

N/A - This direction does not apply to the land.

**3.10 Water Catchment Protection**

The land is not within a regulated water supply catchment.

The proposal is therefore consistent with this direction.

**4.1 Flooding**

There is no change to the planning provisions relating to flood prone land.

The proposal is consistent with this Direction.

**4.2 Coastal Management**

N/A - This direction does not apply to the land.

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**4.3 Planning for Bushfire Protection**

The proposal does not affect the operation of Planning for Bushfire Protection, and would not increase bushfire risk in terms of habitable premises.

The proposal is therefore consistent with this direction.

**4.4 Remediation of Contaminated Land**

The land does not contain an investigation area within the meaning of the *Contaminated Land Management Act 1997*.

The land is not being used for, or known to have been used for, a use as outlined in Table 1.

The proposal is therefore consistent with this direction.

**4.5 Acid Sulfate Soils**

The land has not been identified as containing acid sulfate soils.

The proposal is therefore consistent with this direction.

**4.6 Mine Subsidence and Unstable Land**

The land is not contain a declared mine subsidence area.

The proposal is therefore consistent with this direction.

**5.1 Integrating Land Use and Transport**

The proposal does not involve any aspects of transport, but consists of minor extensions to exempt development.

The proposal is therefore consistent with this direction.

**5.2 Reserving Land for Public Purposes**

No rezonings creating or reducing a reservation zoning are part of this proposal.

The proposal is therefore consistent with this direction.

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**5.3 Development Near Regulated Airports and Defence Airfields**

The land does not include a regulated airport or defence airfield.

The proposal is therefore consistent with this direction.

**5.4 Shooting Ranges**

The proposal would not affect any shooting ranges, and would not increase vulnerable development in the vicinity of a shooting rang.

The proposal is therefore consistent with this direction.

**6.1 Residential Zones**

The proposal would facilitate a range of minor developments without the requirement for a development application. It would reduce approval requirements while not affecting local character.

The proposal is therefore consistent with this direction.

**6.2 Caravan Parks and Manufactured Home Estates**

The proposal does not include a caravan park or manufactured home estate.

The proposal is therefore consistent with this direction.

**7.1 Employment Zones**

The proposal would facilitate some forms of minor development within employment lands.

The proposal is therefore consistent with this direction.

**7.2 Reduction in non-hosted short-term rental accommodation period**

N/A - This direction does not apply to the land.

**7.3 Commercial and Retail Development along the Pacific Highway, North Coast**

N/A - This direction does not apply to the land.

**8.1 Mining, Petroleum Production and Extractive Industries**

The proposal would neither prohibit or restrict access to regional significant reserves.

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The proposal is therefore consistent with this direction.

**9.1 Rural Zones**

The proposal does not propose to rezone land to a residential zone

The proposal is therefore consistent with this direction.

**9.2 Rural Lands**

The proposal is consistent with this direction in that it is consistent with an applicable regional plan.

Agriculture has been considered and the proposal will facilitate minor development which supports agriculture

There is no negative impact on native vegetation, biodiversity, cultural heritage or water resources.

The natural attributes of the land have been considered, and would not be detrimentally affected by the proposal.

There is no proposal to require development consent for most normal farming activities.

The proposal is therefore consistent with this direction.

**9.3 Oyster Aquaculture**

The land is not oyster growing land.

The proposal is therefore consistent with this direction.

**9.4 Farmland of State and Regional Significance on the NSW Far North Coast**

N/A - This direction does not apply to the land.

**DCP**

There is no DCP for Gwydir Shire. The proposal is consistent with the strategic plans for Bingara and Warialda in that facilitation of minor development would not detrimentally affect local character.

**STATE ENVIRONMENTAL PLANNING POLICIES**

A review of the current SEPPs has been undertaken as set out in the Table below. Relevant SEPPs are discussed following the Table.



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Table – Relevance of SEPPs to the proposal

SEPP	Relevant? (Y/N)
SEPP (Biodiversity and Conservation) 2021	Y (Issue of koala habitat is relevant as is identification of lands of biodiversity). In practice, however the proposed changes would not impact on koala habitat.
SEPP (Building Sustainability Index: BASIX) 2004	N (Not relevant to the changes in this proposal)
SEPP (Exempt and Complying Development Codes) 2008	Y (this proposal provides additional flexibility over and above the SEPP. It does not affect underlying permissibility of land use types)
SEPP (Housing) 2021	N (the proposal does not change permissibility with respect to housing.)
SEPP (Industry and Employment) 2021	N (No relevant provisions)
SEPP No 65 – Design Quality of Residential Apartment Development	N (the proposal does not change permissibility with respect to housing).
SEPP (Planning Systems) 2021	N (proposal is not affected by this SEPP)
SEPP (Precincts – Central River City) 2021	N – (The subject land is not within the precinct)
SEPP (Precincts – Eastern Harbour City) 2021	N – (The subject land is not within the precinct)
SEPP (Precincts – Regional) 2021	N – (The subject land is not within the precinct)

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SEPP	Relevant? (Y/N)
SEPP (Precincts – Western Parkland City) 2021	N – (The subject land is not within the precinct)
SEPP (Primary Production) 2021	Y – (the proposal does not directly affect primary production although it does facilitate minor works which would support agriculture).
SEPP (Resilience and Hazards) 2021	Y – (The land is not in a coastal area, nor is it exposed to potential or actual hazardous or offensive development. The land is contaminated).
SEPP (Resources and Energy) 2021	N – (The proposal is not for, nor does it have any implications for extractive industry, mining and the like)
SEPP (Sustainable Buildings) 2021	N – (the requirements of this SEPP would not be affected by the proposal)
SEPP (Transport and Infrastructure) 2021	N – (the requirements of this SEPP would not be affected by the proposal)

**ENVIRONMENTAL, SOCIAL, and ECONOMIC IMPACT**

**ENVIRONMENTAL IMPACT**

The proposal seeks to facilitate minor additional development of the types included in SEPP (Exempt and Complying Development Codes) 2008. In this respect, there would be no significant environmental impact associated with the proposal.

**SOCIAL and ECONOMIC IMPACT**

The proposal would facilitate minor developments, including developments that would support the agricultural sector. In this respect the proposal has minor economic benefits. No adverse social impacts are anticipated.

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**GOVERNMENT INTERESTS**

The proposal would not affect government interests.

**PART 4 – MAPPING**

There is no mapping associated with this proposal.

**PART 5 – COMMUNITY CONSULTATION**

*General Consultation*

Gwydir Shire Council will publicly exhibit the Planning Proposal in accordance with the requirements of Schedule 1, Clause 4 of the Environmental Planning and Assessment Act 1979. The exhibition will also comply with any other requirements determined by the Gateway determination under Section 3.34 of the Environmental Planning and Assessment Act 1979.

**PART 6 – SCHEDULE / TIMELINES**

**PROJECT PROGRAM**

**PLANNING PROPOSAL TIMELINES**

The following timelines are proposed:

ITEM	DATE
Submission to Gwydir Shire Council	October 2023
Submission to DPE for Gateway Determination	End October 2023
Community Consultation (28 days – Minor Proposal)	November-December 2023
Assessment and Reporting to Council	February 2024
Making of the Plan	March 2024

**6.8 DA 25/2023 – Demolition of buildings located at 43 Hope Street, Warialda NSW 2402****File Reference:** NA**Delivery Program****Goal:** 1. A healthy and cohesive community**Outcome:** 1.1 We have healthy and inviting spaces and places**Strategy:** 1.1.3 Provide the right places, spaces and activities**Author:** General Manager**STAFF DISCLOSURE OF INTEREST Nil****IN BRIEF/SUMMARY RECOMMENDATION**

This report requests Councils determination of Development Application (DA) 25/2023. The proposed development is for the demolition of all existing buildings/structures located on Lot 1 DP 744488, being 47 Hope Street, Warialda. Formerly the premise was the location of an agricultural supply business but it is at present unoccupied and has been for some time. The scope of the works proposed to be undertaken are as follows:

- The demolition of all buildings and structures on the site,
- The removal of all asbestos containing material prior to demolition works;
- The carrying out of all necessary stormwater control works;
- The carrying out of any contamination remediation works required;
- The construction of an appropriately secure and permanent/temporary boundary fence. The fence will ensure the privacy and security of surrounding existing residential and commercial premises.

The following report addresses the assessment criteria as prescribed under s4.15 of the Environmental Planning and Assessment Act 1979 (EP&A Act). The assessment considers that the proposed development adequately satisfies all the requirements of the relevant legislation and adequately minimizes or mitigates possible impacts to surrounding properties and the general public. It is recommended that approval be granted for the development subject to conditions (see Attachment 1 – Draft Conditions).

**TABLED ITEMS Nil****BACKGROUND****THE DEVELOPMENT**

The Applicant is seeking development consent for the demolition of buildings at 43 Hope Street Warialda (see Figure 1).

This development includes:

- a. The development proposes demolition of the existing commercial premises and four attached and detached warehouses/sheds and associated concrete slabs located on Lot 1 DP 708487.
- b. The remediation of any contaminated land discovered once the surface is uncovered during the demolition process. The treatment of any contamination shall comply with the relevant requirements of the EPA guidelines, the Contaminated Land Management Act 1997, Contaminated Land Management Regulation 2022 and the Procedure for Managing Contaminated Or Potentially Contaminated Land – Gwydir Shire Council, 2019.
- c. The removal of any asbestos containing material from the site prior to the commencement of demolition to ensure the safety of the public and neighbouring premises.
- d. Undertake, stormwater remediation and retention works as necessary at the site.
- e. The development proposes construction of temporary erection of security/safety fencing around the site and that part of the Hope Street footpath that the building fronts.
- f. The development proposes construction of suitable replacement and/or new permanent boundary fencing between the demolition site and neighbouring business and dwellings.
- g. No trees or vegetation would be removed or impacted by the development.

The demolition is the first stage of fulfilling Gwydir Shire Council aims to develop several lots in the area into a park and green space for the enjoyment of Warialda residents and travelers. This will be referred to as a Town Square (See Figure 2) and is proposed to extend over the following allotments:

- a. Lot 1 in Deposited Plan (DP) 708487 (Subject lot)
- b. Lots 1 & 2 in DP 743392
- c. Lot 1 in DP 744488
- d. Lot 1 in DP 744476
- e. Part Lot 5 in DP 742829

The redevelopment of the above lots as the Town Square is a change of use and will require separate development consent.



Figure 1

This development was not referred for advice from other departments either internally or externally.

**Strategic Context**

The development is consistent with Goal 4 “Attractive and thriving communities” of New England North West Regional Plan as it support healthy, safe, socially engaged and well connected communities.

The development is consistent with Key Theme 2 “Thriving Localities” and Planning Priority 5 “Promote business and lifestyle opportunities” as it will enrich the quality of life and wellbeing of the Warialda residents and the visiting public.

**State Environmental Planning Policies**

Section 4.15(1)(a)(i) of the EP&A Act requires the consent authority to consider the provisions of environmental planning instruments (EPIs), which includes State Environmental Planning Policies (SEPPs).

### 1. State Environmental Planning Policies (SEPPs).

The below table (Table 1) is a summary of all the SEPP's and whether or not they are relevant to the proposed development. Those SEPP's that are relevant and require assessment will be discussed in further detail in the sub-sections following Table 1.

State Environmental Planning Policy (SEPP)	Does the proposed development require assessment under this SEPP
SEPP (Biodiversity and Conservation) 2021	Yes – See subsection 1.1
SEPP (Building Sustainability Index: BASIX) 2004	No – proposed development does not involve the construction of any residential buildings
SEPP (Exempt and Complying Development Codes) 2008	No – proposed development does not meet the exempt or complying development standards to be assessed under this SEPP
SEPP (Housing) 2021	No – development is not for the construction of a residential building
SEPP (Industry and Employment) 2021	No – proposed development is not located within the mapped Western Sydney Employment Area nor does it involve advertising or signage that is visible from a public place or public reserve
SEPP No 65 – Design Quality of Residential Apartment Development	No – development is not for the construction of a residential building
SEPP (Planning Systems) 2021	No – the proposed development does not meet the requirements to be considered State Significant development, State Significant Infrastructure, Critical State Significant Infrastructure nor Regionally Significant development
SEPP (Precincts – Central River City) 2021	No – SEPP does not apply to Gwydir Shire Council area
SEPP (Precincts – Eastern Harbour City) 2021	No – SEPP does not apply to Gwydir Shire Council area
SEPP (Precincts – Regional) 2021	No – the proposed development site does not fall within a State Significant Precinct nor an Activation Precinct nor a Regional Precinct as identified under this SEPP
SEPP (Precincts – Western	No – SEPP does not apply to Gwydir

Parkland City) 2021	Shire Council area
SEPP (Primary Production) 2021	No – This SEPP identifies State Significant agricultural land, the development and maintenance of farm dams and other small scale low risk artificial water bodies, livestock industries, aquaculture and the protection of area known as the “Central Coast plateau areas”. The proposed development is located within the RU5- Village land use zone of Warialda which does not meet the requirements of this SEPP
SEPP (Resilience and Hazards) 2021	Yes – see subsection 1.2
SEPP (Resources and Energy) 2021	No – The proposed development does not involve mining, petroleum production nor the establishment of an extractive industry. No assessment under this SEPP is necessary.
SEPP (Sustainable Buildings) 2022	No – This SEPP does not commence until 1 October 2023
SEPP (Transport and Infrastructure) 2021	Yes – see subsection 1.3

## 1. State Environmental Planning Policy (Biodiversity and Conservation) 2021

### Chapter Two: Vegetation in non-rural areas

Chapter Two of the Biodiversity and Conservation SEPP (B&C SEPP) applies to the development pursuant to clause 2.3 and aims to protect the biodiversity and amenity values of trees within non- rural areas of the state.

#### *Response*

*Part 2.3 has been considered and the development does not propose the removal of any vegetation in order to facilitate the development and therefore no further consideration for Chapter Two is required.*

### Chapter Three: Koala Habitat Protection 2020

Chapter Three of the B&C SEPP applies to the development pursuant to clause 3.3 and aims to encourage the proper conservation and management of areas of natural vegetation that provide habitat for koalas to ensure a permanent free-living population over their present range and reverse the current trend of koala population decline.

Note: This chapter applies to RU1 Primary Production, RU2 Rural Landscape and RU3 Forestry in a local government area specified in Schedule 2 of the SEPP.



## Response

The development has been assessed against the requirements of Chapter Three of the B&C SEPP and it has been determined that the development would not meet the requirements and objectives of the B&C SEPP on the following grounds:

- The development is proposed to be undertaken in RU5 Village.

### Chapter Four: Koala Habitat Protection 2021

Chapter Four – Koala Habitat Protection 2021 of the B&C SEPP applies to the development pursuant to clause 4.4 and aims to encourage the conservation and management of areas of natural vegetation that provide habitat for koalas to support permanent free-living population over their present range and reverse the current trend of koala population decline.

Note: This chapter does not apply to RU1 Primary Production, RU2 Rural Landscape and RU3 Forestry in a local government area specified in Schedule 2 of the SEPP.

Table 2 - Chapter Four: Koala Habitat Protection 2021 Assessment

Control	Development	Outcome
<b>Clause 4.8</b> - Does the site have a Koala Plan of Management (KPOM)?	No	Determination of the development must be consistent with the KPOM. If no, proceed to Clause 4.9.
<b>Clause 4.9</b> - Does the site have a site area greater than 1.0 Ha or does the site form part of a landholding greater than 1.0 Ha in area?	No	Assessment under B&C SEPP not required.
<b>Clause 4.9</b> - Is the development likely to have any impact on koalas or koala habitat.  <i>Note: 'koala habitat' means koala habitat however described in a plan of management under this Chapter or a former Koala SEPP and includes core koala habitat.</i>	No	Development satisfactory under B&C SEPP – able to grant consent.
<b>Clause 4.9</b> - Information, prepared by a suitably qualified and experienced person, that demonstrates that the land does not include any trees belonging to the koala use tree species listed in Schedule 3 for the relevant koala management area.		Development is satisfactory under B&C SEPP – able to grant consent.

*Response*

*The development has been assessed against the requirements of Chapter Four of the B&C SEPP (see Table 1) and it has been determined that the development would meet the requirements and objectives of the B&C SEPP on the following grounds:*

- The development site has an area of 0.2145 Ha and is part of a property which has a total area of 0.42Ha, both of which are under 1.0 Ha in size.*
- No trees or vegetation is proposed to be removed as part of the development. The development is unlikely to impact koalas or koala habitat.*

**2. State Environmental Planning Policy (Resilience and Hazards) 2021**Chapter Four: Remediation of Land

Chapter Four of the State Environmental Planning Policy (Resilience and Hazards) 2021 (R&H SEPP) applies to the site pursuant to clause 4.4 and aims to promote the remediation of contaminated land for the purpose of reducing the risk of harm to human health or any other aspect of the environment. Clause 4.6 requires that consent must not be granted to the carrying out of any development on land unless the consent authority has considered whether the land is contaminated or requires remediation for the proposed use to be carried out.

*Response*

*A search of Council's records indicates that the site has a history of being an agricultural supplies premises including agricultural and veterinary chemical storage and sales (including herbicides and pesticides), seed and grain storage and sales and all general agricultural goods and services. A development application and building application approvals were issued for the construction of a chemical storage shed at the site in 1992. The Chemical shed was upgraded to meet AVCA (Agricultural & Veterinary Chemicals Association) accreditation, which was required by the 31 December 1992. This application also indicated that the structure needed to meet the requirement of AS 2507 and AS 1940, as they stood in 1992.*

*The presence of asbestos in the building has also been identified. Consequently, the applicant engaged a licenced Asbestos Assessor and Contaminated Land Consultants to complete a comprehensive investigation of the proposed site. A preliminary contaminated site investigation report (PSI) was provided by the applicant and was included as Appendix 1 of the Statement of Environmental Effects. The PSI concluded that no metal or pesticide contamination were identified on the accessible parts of the site. All analytical soil sampling taken from the accessible parts of the site provided results below the standards required for a recreational land use or redevelopment of the site with layer of imported certified clean fill material. However, as the proposed development involves the demolition of buildings and the removal of foundations, the resulting exposure of the ground beneath concrete slabs may uncover hidden contamination or leaching. The PSI recommends that further soil samples and testing be undertaken once the under slab/s surface is exposed. This will confirm the integrity of concrete and confirm the existence or absence of any contamination from the historical storage of chemicals.*

*As Asbestos has been identified within the building walls the PSI recommends that this be removed by suitably qualified removalist and a Visual Asbestos Clearance inspection undertaken prior to the overall demolition works begin. This inspection provides a third party validation of absence of asbestos remaining in the building/s and that the demolition waste is clear to be disposed of as general building waste. If the Asbestos is not removed prior to the demolition being undertaken, the demolition will need to be treated as a friable asbestos removal process which involves a Class A Licensed Asbestos Removalist and air monitoring, and will significantly increase the risk of air contamination.*

*No known contamination events have been recorded at the site nor is the site listed on the NSW EPA Contaminated Land Record. However, this register is not exhaustive and cannot account for contamination yet to be identified.*

*The proposed demolition development has been assessed against the requirements of Chapter Four of the R&H SEPP and it has been determined that the development would meet the requirements and objectives of the R&H SEPP on the following grounds:*

- The preliminary site investigation report has not discovered unsatisfactory levels of contaminants in soil samples taken from areas of the allotment where the ground surface is currently exposed.*
- Condition/s will be included that require further soils sampling are to be taken in the areas that are currently covered by the existing buildings and slab/s once the ground surface has been exposed and prior to any further ground or earth works or construction works area undertaken. The results of which shall be provided to Council as part of a comprehensive site investigation report which shall also provide the remediation process to be undertaken should contamination be detected.*
- Condition will be included to recommend the removal of the asbestos prior to the demolition of the buildings/structures on the site by a, Class B(minimum) Licensed Asbestos Removalist and to engage a Licensed Asbestos Assessor to inspect the removal area/s and provide a Visual Asbestos Clearance Certificate to Council. This certificate is to be provided to the Planning Officer prior to any further demolition works being undertaken.*

### **1.3 State Environmental Planning Policy (Transport and Infrastructure) 2021**

#### Chapter Two: Infrastructure

Chapter Two of the State Environmental Planning Policy (Transport and Infrastructure) 2021 (T&I SEPP) provides development controls and standards for the construction, installation, replacement and maintenance of public and private infrastructure as well as the requirements for referral when proposed developments located on or adjacent to existing infrastructure may impact that infrastructure or public land uses directly or indirectly eg: Traffic Generating development impact existing transport infrastructure.

#### *Response*

*The proposed development has been assessed against the T&I SEPP and although the demolition of buildings or structures owned by a public authority can be*

considered as exempt development under Schedule 1 of this SEPP. However, this exemption can only be taken up where the building/s and structure/s to be demolished were constructed or installed as exempt development under Chapter 2 of the T&I SEPP. The proposed development is for the demolition of buildings and structures which obtained prior approval under the EP&A Act as a agricultural supplies and services commercial premises. Thus the exemption does not apply and no further assessment under Chapter Two of the T&I SEPP is required.

The proposed development was also assessed under Division 17 of the T&I SEPP, in particular clause 2.122 Traffic Generating on land adjacent to road corridors and road reserves. This clause only applies to the types of development listed in Schedule 3 of the T&I SEPP – Traffic generating development to be referred to TFNSW (Transport for NSW). The proposed development does not meet the requirements of any of the development types listed in Schedule 3 and no further assessment under the T&I SEPP is necessary.

## 2. Gwydir Local Environmental Plan 2013

Section 4.15(1)(a)(i) of the EP&A Act requires the consent authority to consider the provision of the Epis, which includes Local Environmental Plans (LEPs). The Gwydir Local Environmental Plan 2013 (GLEP) applies to all land within the Gwydir Local Government Area (Gwydir LGA). An assessment of the development against the relevant section of the GLEP is provided below in Table 3.

GLEP Clause	Requirement	Development	Compliance
Clause 1.2 Aims of Plan		The development is generally consistent with the aims and objectives of the GLEP. See further assessment in sub-section 2.1	Yes
Clause 1.4 Definitions (Land Use)	Definition of demolition under the EP&A Act – demolition of a building or work includes enclosing a public place in connection with the demolition of a building or work.	See response to Clause 2.3 below	-
Clause 2.2 Zoning of land to which Plan applies		The land is located within RU5 Village zone. See further assessment in sub-section 2.1	Yes
Clause 2.3 Zone objectives and Land Use Table		The existing use of the land is defined as a “rural supplies” premises which is a permissible use within the RU5 Village zone. The proposed development is defined as “demolition” of the existing “rural supplies” premises and is permissible within the RU5 Village zone under the GLEP with development consent. The proposed development is not	Yes

		considered inconsistent with the objective of the RU5 Village zone. See further assessment in sub-section 2.1	
Clause 2.4 Unzoned land		This clause does not apply to the development. No part of the development site is considered as unzoned land	N/A
Clause 2.5 Additional Permitted uses for particular land		Clause 2.5 does not apply as the GLEP does not list in Schedule 1 any additional permitted uses for any land.	N/A
Clause 2.6 Subdivision – consent requirements		Clause 2.6 does not apply as the development does not include subdivision of the land	N/A
Clause 2.7 Demolition requires development consent	To obtain development consent for demolition	Clause 2.7 applies to the development and the requirements for applying to obtain demolition consent have been undertaken. See further assessment in sub-section 2.2	Yes
Clause 2.8 Temporary Use of land		Clause 2.8 does not apply as the development does not include temporary use of the land	N/A
Clause 4.1 Minimum subdivision lot size		Clause 4.1 does not apply as the development does not include subdivision of the land	N/A
Clause 4.1AA Minimum subdivision lot size for community title schemes		Clause 4.1AA does not apply as the development does not include subdivision of the land for a community title scheme	N/A
Clause 4.2 Rural Subdivision		Clause 4.2 does not apply as the development does not include subdivision of the land nor is the land located in the specified land zones for this clause.	N/A
Clause 4.2A Exceptions to minimum subdivision lot sizes for certain rural subdivisions		Clause 4.2A does not apply as the development does not include subdivision of the land nor is the land located in the specified land zones for this clause.	N/A
Clause 4.2B Erection of dwelling houses on land in certain rural and residential zones		Clause 4.2B does not apply as the development does not include the erection of dwelling houses.	N/A
Clause 4.2C Minimum subdivision size for strata plan schemes in certain residential and rural zones		Clause 4.2C does not apply as the development does not include the subdivision of land for a strata plan scheme.	N/A
Clause 4.2D Erection of a rural workers' dwelling in Zone RU1		Clause 4.2D does not apply as the development does not include the erection of a rural workers dwelling nor is this development site located in the RU1 zone.	N/A

Clause 4.3 Height of buildings		Clause 4.3 was not adopted as part of the GLEP	N/A
Clause 4.4 Floor space ratio (See definition and method of calculation under Clause 4.5)		Clause 4.4 was not adopted as part of the GLEP	N/A
Clause 4.6 Exceptions to development standards		Clause 4.6 does not apply as the development does not include variations to development standards	N/A
Clause 5.3 Development near zone boundaries		Clause 5.3 does not apply as the development is not located within 60m of an adjoining land use zone	N/A
Clause 5.4 Controls relating to miscellaneous permissible uses		Clause 5.4 does not apply as the development does not include the following development types: <ul style="list-style-type: none"> <li>• Bed &amp; Breakfast accommodation</li> <li>• Home Business</li> <li>• Home Industries</li> <li>• Industrial retail outlets</li> <li>• Farm stay accommodation</li> <li>• Kiosks</li> <li>• Neighbourhood shop</li> <li>• Neighbourhood supermarket</li> <li>• Roadside stall</li> <li>• Secondary Dwellings on land other than in a rural zone</li> <li>• Artisan food and drink industry</li> </ul>	N/A
Clause 5.5 Controls relating to secondary dwellings on land in a rural zone		Clause 5.5 was not adopted as part of the GLEP	N/A
Clause 5.6 Architectural roof features		Clause 5.6 was not adopted as part of the GLEP	N/A
Clause 5.7 Development below mean high water mark		Clause 5.7 was not adopted as part of the GLEP	N/A
Clause 5.9 Dwelling house or secondary dwelling affected by natural disaster		Clause 5.9 was not adopted as part of the GLEP	N/A
Clause 5.10 Heritage conservation		Clause 5.10 applies to the development. See further assessment in sub-section 2.3	Yes
Clause 5.11 Bush fire hazard reduction		Clause 5.11 does not apply as the development does not include bush fire hazard reduction measures	N/A

Clause 5.12 Infrastructure development and use of existing buildings of the Crown		Clause 5.12 does not apply as the development does not works on crown owner buildings or land	N/A
Clause 5.13 Eco-Tourist facilities		Clause 5.13 does not apply as the development does not include an Eco-Tourist facility	N/A
Clause 5.14 Siding Springs Observatory – maintaining dark sky		Clause 5.14 was not adopted as part of the GLEP	N/A
Clause 5.15 Defence communications facility		Clause 5.15 was not adopted as part of the GLEP	N/A
Clause 5.16 Subdivision of, or dwellings on, land in certain rural, residential or conservation zones		Clause 5.16 does not apply as the development does not include subdivision of land	N/A
Clause 5.17 Artificial waterbodies in environmentally sensitive areas in areas of operation of irrigation corporations		Clause 5.17 was not adopted as part of the GLEP	N/A
Clause 5.18 Intensive livestock agriculture		Clause 5.18 does not apply as the development does not include the establishment of an intensive livestock agricultural facility or premises	N/A
Clause 5.19 Pond-based or tank-based aquaculture		Clause 5.19 does not apply as the development does not include Pond-based or Tank-based aquaculture	N/A
Clause 5.20 Standards that cannot be used to refuse consent – playing and performing music		Clause 5.20 does not apply as the development does not include a licenced premises	N/A
Clause 5.21 Flood Planning		Clause 5.21 does not apply as the development is not located in an area that is considered flood prone	N/A
Clause 5.22 Special flood considerations		Clause 5.22 was not adopted as part of the GLEP	N/A
Clause 5.23 Public bushland		Clause 5.23 was not adopted as part of the GLEP	N/A
Clause 5.24 Farm stay accommodation		Clause 5.24 does not apply as the development does not include Farm stay accommodation	N/A
Clause 5.25		Clause 5.25 does not apply as	N/A

Farm gate premises		the development does not include a Farm gate premises	
Clause 6.1 Earthworks	To prevent detrimental impact on environment functions and processes, neighbouring uses, cultural or heritage items or features surrounding the land.	Clause 6.1 applies to the development and is considered ancillary to the development, should development consent be given. See further assessment in sub-section 2.4	Yes
Clause 6.3 Sensitive Lands		Clause 6.3 does not apply as the development is not located in an area that is mapped as sensitive land	N/A
Clause 6.4 Essential services	To ensure that adequate essential service exist or can be provided to the land.	Clause 6.4 does not apply as adequate essential services are already connected to or available to the development site.	N/A
Clause 6.5 Location of sex service premises		Clause 6.5 does not apply as the development does not include the establishment of a sex services premises	N/A

## 2.1 Land Use Zoning

The subject development site and the adjacent areas are zoned as RU5 Village under the GLEP.

The objective of Zone RU5 Village is:

- To provide for a range of land uses, services and facilities that are associated with a rural village.

### *Response*

*The development relates to the demolition of the buildings and structures on Lot 1 DP 743392 and does not involve the provision or change of the existing land use.*

*The proposed development is considered permissible, with development consent, under the provision so the GLEP and is not inconsistent with the zone objective.*

## 2.2 Demolition (Clause 2.7)

The GLEP requires that the demolition of a building or work may be carried out only with development consent. Except, if the demolition of a building or work is identified in an applicable environmental planning instrument, such as the State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 or State Environmental Planning Policy (Transport and Infrastructure) 2021 or as stated elsewhere in the GLEP.



*Response*

*The proposed development satisfies the requirements of clause 2.7 of the GLEP by submitting an application for assessment and determination under s4.15 of the EP&A Act.*

**2.3 Heritage Conservation (Clause 5.10)**

The objectives of clause 5.10 are as follows:

- a. To conserve the environmental heritage of Gwydir;
- b. To conserve the heritage significance of heritage items and heritage conservation areas, including associated fabric, settings and views;
- c. To conserve archaeological sites;
- d. To conserve Aboriginal objects and Aboriginal place of heritage significance.

*Response*

*The development site is not identified as being the location of objects or places of environmental, Aboriginal, archaeological or European heritage. However, there are several heritage items in the vicinity of the proposed development site that are listed on Schedule 5 of the GLEP and on the State Heritage Inventory. These items are listed in Table 4 below:*

*Table 4: Heritage Items in the vicinity of the subject site*

<i>Listing No.</i>	<i>Item</i>	<i>Lot/DP</i>	<i>Address</i>	<i>Distance/Direction from development site</i>
<i>I013</i>	<i>Courthouse, police residence and station including palm trees n of station and court house</i>	<i>Lot 8 DP 759052</i>	<i>29 &amp; 31 Stephen Street, Warialda</i>	<i>23.5m West</i>
<i>I014</i>	<i>Post Office and attached residence</i>	<i>Lot 1 DP 776794</i>	<i>41 Hope Street, Warialda</i>	<i>Adjoining lots, building 3m west</i>
<i>I016</i>	<i>Shire Chambers</i>	<i>Lot 2 DP 759052</i>	<i>54 Hope Street, Warialda</i>	<i>27m northwest</i>
<i>I018</i>	<i>Crithary's Building</i>	<i>Lot 2 DP 778198</i>	<i>64-70 Hope Street, Warialda</i>	<i>20m north – opposite side of Hope Street to development site</i>
<i>I019</i>	<i>Memorial Hall</i>	<i>Lots 51 &amp; 52 DP 1123410</i>	<i>72 Hope Street, Warialda</i>	<i>20m north northeast</i>

I021	Royal Hotel	Lot 1 DP 741182	51 Hope Street, Warialda	40m east
I022	Commercial Hotel	Lot 9 DP 759052	25-27 Stephen Street, Warialda	20m west
I023	Carinda House	Lot 111 DP 152396	15 Stephen Street, Warialda	48.5m southwest

*The Post Office is located in close proximity to the buildings and sheds that are proposed to be demolished. A demolition plan shall be required to be supplied as part of the Construction Certificate which shall ensure that the demolition site is secured and measures are implemented to eliminate any risk of damage to adjoining buildings or structures, and to prevent the accidental intrusion of the residents, employees, visitors and the general public into the demolition site as well as to protect those residents, employees and public from the risk of harm from any demolition fallout that work, live or visit the Post Office at 41 Hope Street Warialda.*

## 2.4 Earthworks

The objective of this clause is to ensure that earthworks for which development consent is required will not have a detrimental impact on the environment's functions and process, neighbouring uses, cultural and heritage items or features of the surrounding land.

### Response

*Earthworks on their own are not exempt from obtaining development, however, are permitted without consent under the GLEP when the earthworks are ancillary to a development for which development has been given.*

*The proposed development is for the demolition of the existing buildings and structures at 43 Hope Street, Warialda and earthworks will be necessary to remove the building foundations and concrete slabs. An erosion and sediment control plan will be required by the conditions prior to the issue of Construction Certificate/Site Work Commences. There may be further earthworks required should the soil samples taken within the uncovered foundations identify any contamination of the soil ie. Further excavation and replacement with clean fill.*

## 3. Draft Environmental Planning Instruments

Section 4.15(1)(a)(ii) of the EP&A Act requires the consent authority to consider the provisions of draft EPIs that have been publicly exhibited.

### Response

*There are no draft EPIs applicable to the site or development.*

**4. Development Control Plan (DCP)**

Section 4.15(1)(a)(iii) of the EP&A Act requires Council to consider the provisions of any development control plan.

*Response*

*Gwydir Shire does not have a DCP. Instead, there are town plans for Warialda and Bingara. Set out below are some key aspects of the Warialda Community Plan which are of relevance to the site.*

**High Pedestrian Activity Area**

The Warialda Strategy Plan aims to improve pedestrian accessibility and safety. Vehicle speed is a major factor in pedestrian injuries and fatalities. The Regional Transport Authority (RTA) is encouraging communities to look at their traffic areas and identify high volume zones that could be suitable for a 40km/h speed limit.

**Criteria for Identification of high pedestrian activity**  
Both Stephen & Hope Streets meet the RTA's criteria A for a high pedestrian area:

- Stephen Street:** Criteria A. Services a shopping strip
- Hope Street:** Criteria A. Services a shopping strip

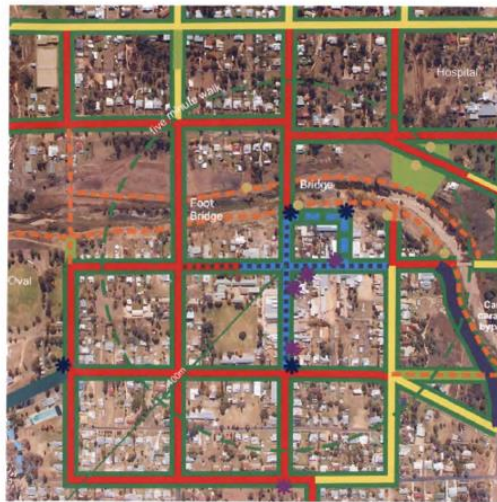
These areas correspond with Town Centre Footpath Treatment areas (Blue) and beyond to Plunkett Street (Grey dashed line) on the Key Movement Strategy Plan.

Warialda has been successful in achieving funds totally \$270,000 to achieve the RTA's high pedestrian activity area goals. \$150,000 is provided by the RTA for traffic calming. Works will shortly be built which will incorporate:

- Traffic calming signs and road entry treatments.
- Advanced shade trees in protected street buildouts / gardens
- Improved intersection treatments including traffic calming pavements and gardens

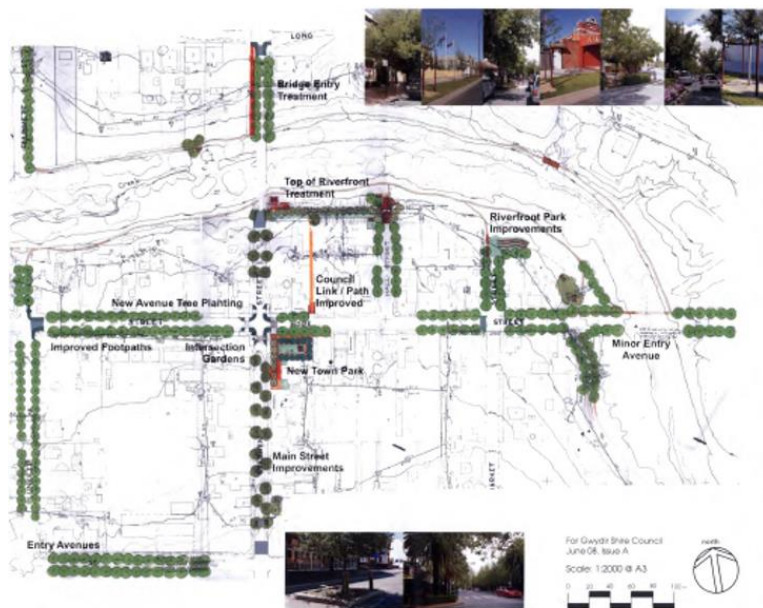
These works will slow vehicles down and create a shady, pedestrian friendly streetscape.

The completed plan is the next stage of works for the streetscape strategy. The Town Footpath Plan (following) is the initial Concept Plan that will form the basis for the new works.



The Warialda Town Centre Pedestrian Core  
(Extract from Key Movement Strategy Plan).

**Figure 3 – High Pedestrian Activity Area – Warialda**



**Figure 4 – Proposed Main Street Improvements – Warialda**

*The proposed demolition site is indicated on Figure 4, with under the words “New Town Park” and is located along a high pedestrian activity area in Figure 3. The*

*proposed development is the first part of satisfying the long-term vision for providing a town centre green gathering area with access to both of Warialda's main street and to providing greater access for visitors to the town centre and provide appropriate off-street short-term parking.*

#### 4.1 Gwydir Contributions Plan No. 1 – Traffic Generating Development

##### Section 7.11 Contribution Plan

Gwydir Shire Council's has one Section 7.11 Contribution Plan for Traffic Generating Development which was adopted on the 28 April 2011.

The purpose of the plan is to:

- a. Provide an administrative framework under which specific public facilities strategies may be implemented and coordinated;
- b. To ensure the operation of Traffic Generating Development does not adversely impact local roads. Assess the demand for road maintenance, repair and reconstruction arising from Traffic Generating Development;
- c. To authorise the Council to impose conditions under section 94 (now known as section 7.11) of the Environmental Planning and Assessment Act 1979 when granting consent to development on land to which this plan applies;
- d. Provide a comprehensive strategy for the assessment, collection, expenditure accounting and review of development contributions on an equitable basis;
- e. To minimise any adverse environmental and social impacts in terms of noise and dust to residences, road uses and other development in the vicinity; and
- f. Enable the Council to be both publicly and financially accountable in its assessment and administration of this plan.
- g. To ensure that the existing community is not burdened by the costs of road works resulting from damage caused by heavy vehicles associated with the Traffic Generating Development.
- h. Demonstrate that the contributions have been set after due assessment of the likely needs and demands of the Traffic Generating Development in terms of access roads and their on-going maintenance.
- i. Justify the application of a levy of road works for each tonne of extracted/processed/produced material.

For the purpose of this Plan, traffic generating development are those developments that:-

- Require the use of road haulage vehicles to support the operation of the enterprise;
- Generate additional traffic movements above levels of traditional agricultural activities;
- Developments which include the following enterprises:-
  - Wool Scouring Plants
  - Abattoirs
  - Rendering Plants
  - Saleyards

- Wood or timber milling or processing works including wood preservation works
- Wineries or associated works
- Warehouses
- Light Industry
- Intensive Agricultural Enterprises
  - Feedlots
  - Poultry farms
  - Piggeries
  - Dairies
- Composting Works
- Transport Terminals
- Grain Storage Complex
- Feedmills
- Extractive Industries
- Mines
- Rural Industry

#### *Response*

*Although the demolition will involve several heavy vehicles for the delivery of equipment to the site and for the removal of waste materials from the site. This is considered a minor short-term increase in heavy vehicle traffic on the local urban roads. Thus, the s7.11 Contributions plan does not apply to the proposed development, as the development is not listed in the plan as being of a type that is considered to generate increased long-term heavy vehicle traffic that would significantly impact the quality of the existing urban road infrastructure in Warialda.*

### **5. Provision of any Planning Agreements**

Section 4.15 (1) (a) (iiia) of the EP&A Act requires the consent authority to consider the provisions of any planning agreements or draft planning agreement that has been entered into, or offered to be entered into under 7.4 of the EP&A Act.

#### *Response*

*No Planning Agreements or draft planning agreement affect the proposed development site.*

### **6. Any Matters Prescribed by the Regulations**

Section 4.15(1)(a)(iv) of the EP&A requires the consent authority to consider any prescribed matters under the Environmental Planning and Assessment Regulations 2021 (EP&A Regs). The Council has assessed the development in accordance with all relevant matters prescribed by the EP&A Regs.

Note: See sections 61-64 of the EP&A Regs for the full list of prescribe matters.

#### *Response*

*Section 61 of the EP&A Regs provides for additional matters that the consent authority must consider which includes demolition of buildings. Section 61(1) requires that the consent authority in determining a development application for the demolition of a building/s, to consider the Australian Standard AS 2601-2011: The Demolition of Structures. A condition of any consent shall include this requirement.*

## **7. Any Likely Impacts of the Development**

### 7.1 Impacts on the Natural Environment

The development assessment is required to give consideration of any positive or negative impact the proposed development may have on the scenic qualities and features of the existing landscape, trees and vegetation and native animals.

#### *Response*

*The natural environment of the development site is considered highly disturbed and degraded so much so that no trees or vegetation (of any value) remain on the site. Nor is there any existing landscaping that would be considered for retention at the site. It would be unlikely that the development will significantly impact any native fauna as the site does not contain a suitable natural environment that would support significant populations. Should any fauna exist it is expected that they would be highly mobile and use the site on a transient basis eg. Insects, reptiles and birds.*

*The development site is not considered bushfire prone, flood prone nor is it subjected to salinity or acid sulphate soil issues. No other natural hazards are known to impact the site.*

### 7.2 Impacts on the Built Environment

#### 7.2.1 Built Form Character

The development will have a positive or negative impact considering the following:

- Character and amenity of the locality and streetscape
- Scale (bulk, height, mass) form, character, density and design of development in the locality
- Previous and existing land uses and activities in the locality
- Sunlight access (overshadowing)
- Visual and acoustic privacy
- Views and vistas
- Edge conditions such as boundary treatments and fencing

#### *Response*

*The proposed development involves demolition of the existing commercial premises and four associated warehouses/sheds. The shop was last operated as an agricultural supplies store which also used the associated warehouses/sheds for the storage of agricultural products such as seeds, fertiliser, veterinary pharmaceuticals, agricultural chemicals including pesticides and herbicides. The premise has remained vacant for several years.*

*Visually, the warehouse and shop building are worn and include areas of lead paint and asbestos containing materials. The asbestos is proposed to be removed to ensure its containment and clearance prior to the remainder of the demolition commencing, this will ensure the safety of onsite workers, surrounding commercial and residences and the public.*

*In terms of solar access, the demolition may have a small positive impact on the surrounding premises by allowing greater solar exposure in the morning and evenings, especially to the attach residence located at the rear of the Warialda Post Office.*

*The removal of the buildings will visually impact the streetscape, particularly from Hope Street, and the Post Office residence. The demolition will compromise the privacy and safety of the Post Office residence. The demolition may also propose a safety risk to the employees and visitors of the Post Office and to the general public using Hope Street, particularly because the main shop building has been built from boundary to boundary (east and west) and its façade is located directly along the allotment's front boundary (south/Hope Street). It is recommended that an appropriate screening security fence be erected (temporary or permanent or a combination of both) to secure the site and to obscure any unsightly views from the footpath, adjoining and adjacent dwellings and buildings, especially as upon completion of the demolition, the land will be left vacant for an unknown amount of time.*

#### 7.2.2 Access, Transport and Traffic

The development will have a positive or negative impact considering the following:

- Travel demand
- Dependency on motor vehicles
- Traffic generation and the capacity of the local & arterial road network
- Public transport availability and use
- Vehicle parking spaces

#### Response

*The demolition will involve the transportation of machinery and equipment to the development site, the removal of waste from the site during the demolition, the removal of machinery and equipment from the site once demolition is complete and the delivery of material for the construction of fencing to secure the boundaries of the site.*

*The site has two existing access/egress points, one on Hope Street and one on Geddes Street (or Gwydir Highway). The site has ample area to allow for the loading and maneuvering of heavy vehicles and equipment.*

*It is preferred that all vehicles (particularly heavy vehicles) entering and exiting the site, laden or unladen, do so from the Geddes Street access and that the turning vehicle enter and exist only from the left lane and to avoid crossing the traffic flow. As much as is practical, vehicles are to avoid using the Hope Street access/egress*

*point as the site distances are limited by existing buildings and cross the main street footpath, putting the public at risk.*

*It is recognised that any amount and type of traffic generated by the development will cause impacts which will be experienced to a greater degree by the properties immediately surrounding the development site. These impacts are intended to be of a short duration. However, wherever possible these impacts are to be avoided, minimised or mitigated to ensure the safety of the public and nearby commercial and residential properties.*

*Thus, the traffic impacts are deemed to be manageable and will be experienced for a reasonably short period of time. A condition will be included in any consent to provide a Traffic Management Plan to the Council prior to the commencement of demolition. No further assessment is considered necessary.*

### 7.3 Social Impacts

The development will have a positive or negative impact considering the following:

- The health and safety of the community
- Social cohesion
- Community structure, character, values and beliefs
- A sense of place and community
- Community facilities and links
- The interaction between new development and the community
- Social equity, socio-economic groups and the disadvantaged
- Social displacement
- Social change management
- Crime Prevention through environmental design principles such as territorial reinforcement, electronic or passive surveillance, access control and space/activity management.

#### *Response*

*The development will avoid further decline of the site existing buildings and infrastructure within the central part of Warialda. Left in its current state and remaining unused, the building will have a further negative visual impact on one of the main streets of the town and the CBD. Additionally, this will gradually increase the safety risk to the public.*

*Once the demolition has been completed the future intention is that the cleared space becomes a green space to be used by the community and visitors alike, whilst also improving the visual amenity of the street. The green space will be subject to a future development application and is not being assessed as a part of the current development application and this report.*

*It is considered that the demolition will lead to a future positive impact on the main street and CBD of Warialda. By making way for a community space, a central point and meeting place for locals and visitors the demolition has facilitated an increase in amenity in the middle of Warialda.*

### 7.4 Economic Impacts



The development will have positive or negative impacts considering the following economic benefits and costs of the development:

- Employment generation
- Economic income
- Existing and future businesses

#### *Response*

*The removal of the buildings and the subsequent earthworks to amend and improve stormwater drainage for the site and the area will provide necessary infrastructure to improve the management of surface water for all the surrounding properties and businesses.*

*The demolition, being the first phase in the overall development of the site, will assist in providing a space in the centre of Warialda that attracts and facilitates a place for visitors to stop, rest, interact and explore the CBD of Warialda which may provide economic benefits to Warialda's businesses, which filters throughout the community.*

#### 7.5 Cumulative Impacts

The development has been assessed against the GLEP and has considered impacts such as, but not limited to the vehicular access, parking, privacy, solar access, heritage, natural hazards and environmental impacts.

#### *Response*

*The development is unlikely to generate any notable environmental impacts, with any impacts being associated with the demolition activities and any soil remediation required once the covered soil has been exposed and further soil testing can be undertaken. These impacts will include noise and dust impact which are temporary and minor in nature and will occur during standard operating hours and will be regulated by conditions of consent. Further consideration of specific impacts such as the potential contamination and the erection of the development site's boundary fencing to replace and provide safety, privacy and security on a continued basis will also be conditioned.*

*The removal of a potential commercially available premises has been considered and it has been determined that the loss of the existing buildings in varying levels of condition and repair. The development property has been vacant for a lengthy period of time and has other site issues including stormwater retention issues, possible soil contamination and the increased security and amenity issues an empty premises attract, will not negatively impact on the streetscape or the community in the long term. It is ultimately preferable that the buildings on site do not decline to an unsafe and unsightly state which could impact the safety and potential health of local residents and people using the area, as well as adjoining buildings.*

*The development is unlikely to have any perceptible social or economic impacts (positive or negative) on the locality with the exception of short-term de-construction related interruptions to surrounding businesses.*

## 8. Site Suitability

Section 4.15(1)(c) of the EP&A Act requires Council to consider “the suitability of the site for the development”.

The development is appropriate for the locality considering such things as the following for example:

- Constraints posed by adjacent developments
- Transport demands and adequacy of transport facilities in the area
- Adequacy of recreational opportunities and public space for new occupants
- Availability and adequacy of utilities and services
- Air quality and microclimate in the area
- Hazardous land uses or activities in the area
- Ambient noise levels in the area
- How critical the site is to the water cycle in the catchment

The site attributes are conducive considering:

- Natural hazards including bushfire, flooding, subsidence and stormwater
- The compatibility of the development with conserving the heritage significance of the site
- Soil characteristics on the site
- Protection of critical habitats or threatened species, ecological communities and habitats
- Whether the site is prime agricultural land and the development will prejudice future agricultural production
- Whether the development will prejudice the future use of the site for mineral and extractive resources

### *Response*

*The demolition process is only anticipated to last 2-3 weeks causing minimal impact to neighbours. The site shares no boundaries with residential building however there is a residence located at the rear of the adjoining property to the west, being the Warialda Post Office.*

*Barriers and fencing will be erected, some of which will be permanently erected. Strict operating hours will be adhered to during demolition works to reduce the nuisance demolitions work may have on surrounding lots. This along with standard dust control measures and imposition of onsite speed limits will minimise further impacts. Adjacent businesses will be notified of the demolition dates and the anticipated timeframes of the work. There will also be supplied with the site supervisor's contact details so that concerns can be raised.*

*The site is considered suitable for the proposed development with guidance from the conditions of any consent.*

## 9. Other Statutory Considerations

### *Response*

*The proposed development is unlikely to trigger assessment or consideration of any other further legislation.*

## 10. Public Participation

Section 4.15(1)(d) of the EP&A Act requires Council to consider “any submissions made in accordance with this Act or the regulations”.

The development was notified to adjoining landowners and exhibited on the Gwydir Shire Website in accordance with the requirements of the Gwydir Community Participation Plan 2019. The Council received 3 submissions for the development.

These submissions are discussed in Table 5 below.

Table 5 – Summary of submissions

General Themes	Quotes extracted from submissions	Response to submissions from applicant
Heritage Significance	<ul style="list-style-type: none"> <li>“The building holds significant heritage status as one of the earliest shop fronts remaining in the town, due to it being the primary premises of John Lanagan – a pioneer and also as the first office space for an employee of the first council.”</li> <li>“It is the heart of the other heritage buildings around it. It should be retained as such.”</li> </ul>	<ul style="list-style-type: none"> <li>The buildings are not included in Schedule 5 of the GLEP.</li> <li>The historical use of the building may be significant to a member of the local community; however the history of the structure has limited value in regard to heritage buildings in Warialda.</li> <li>The façade does not replicate any similar aged buildings in this section of Hope Street.</li> <li>The heritage values in this street are dominated by earlier 1900 era buildings which have been retained and continued to be preserved.</li> <li>The façade and whole of the building at 43 Hope Street do not conform to the heritage standards in this area.</li> <li>Internal renovations of the building have also removed all historical and heritage value of this building.</li> </ul>
Compliance with Clause 5.10 of Gwydir Local Environmental Plan 2013	<ul style="list-style-type: none"> <li>“Demolishing this building is not conserving items of heritage significance. It pre-dates the other listed buildings surrounding it. It is not beyond conservation and further reduces the visual and social history of Warialda.”</li> </ul>	<ul style="list-style-type: none"> <li>The GLEP provides a list of environmental heritage sites which were identified by the community and listed in the Schedule 5 of the GLEP. These were building considered to meet the requirements set by Council and the community as of heritage importance.</li> <li>The building at 43 Hope Street was not included in this list of buildings and places in the Gwydir Shire.</li> <li>The building is not considered to be significant in relation to the fabric of the immediate area. It is located in an area of significant heritage buildings in Hope Street including the Post Office and</li> </ul>

		<p>buildings on the northern side of this section of Hope Street.</p> <ul style="list-style-type: none"> <li>The building façade is not considered to conform with adjoining buildings that are listed as heritage sites in the GLEP. The sides and structures of the building has minimal heritage structure due to the numerous renovations that have occurred. Asbestos sheeting on the sides of the building remains as a material of a hazardous nature and has no heritage value.</li> </ul>
Impacts on heritage and amenity of the locality	<ul style="list-style-type: none"> <li>"It is not beyond conservation and further reduces the visual and social history of Warialda."</li> </ul>	<ul style="list-style-type: none"> <li>See points above</li> </ul>
Lack of commercial premise for rent in Warialda – Impact on CBD	<ul style="list-style-type: none"> <li>"The town is already lacking in commercial/business premises, with no plans to build more and no vacant blocks of land in the CBD.... Several residents have approached council to rent the building.... Council has never offered the building for rent or sale, so cannot gauge any public interest in renting and/or selling it on for private use or renovation."</li> <li>I have spoken to several people who have enquired about renting premises in Hope Street, to be told they were not available. Therefore there is a need for new business premises in the CBD, which would attract people to the centre.....There are no similar buildings for sale or rent in the CBD of Warialda."</li> <li><i>SEE states that the proposal to demolish the buildings is not considered to potentially impact on the potential commercial development within the central hub of Warialda as other buildings are available for this purpose.</i> "This is incorrect, there are not other buildings available now. Warialda has undergone a significant growth in business sales and growth. We need more commercial premises for retail food or other. The Lanagan building would be ideal and as has been discussed earlier in this document, the building is far from derelict."</li> <li>"Claims are made that other similar type infrastructure is available in the town of</li> </ul>	<ul style="list-style-type: none"> <li>The building to be demolished has been available for commercial activity for an extended period subject to negotiations with Council. No new business has occupied the building and several other buildings in both Hope Street and Stephen Street remain vacant, provides some indication of the demand for commercial real estate in Warialda.</li> <li>The site was previously occupied by Landmark. This company is now owned by Nutrient Ag Solutions who determine that their main facilities will be located in larger towns such as Moree and Inverell. The local market for agricultural products is dominated by McGregor Gourley who have facilities in Hope Street.</li> </ul>

	<p>Warialda. Where and what site is for sale or rent of this type, I even made an inquiry thought the local real estate agent, not helpful, but claimed they didn't have the sale of the property on there site.... What would be the cost to replace this \$2-300,000 or more and to have access be so Central to the area ."</p>	
Retention & renovation of buildings in lieu of demolition	<ul style="list-style-type: none"> <li>• "The Lanagan building can be maintained and a green space created at the rear, which would also meet council's objectives to beautify the and improve the amenity of the CBD."</li> <li>• "The cost \$50,000 of the demolition could be used to renovate the building, which has been described as being renovated and consisting of modern building materials in the DA."</li> <li>• "The plan of demolition of so much good infrastructure, the Commercial Premises, even your paperwork states how it has been updated, and a few loose areas can be seen from the front of the building, could be fixed for \$1-2,000 but to claim it's at risk of decay or damaging neighbouring buildings? The main sheds and storage areas out the back, with good solid concrete flooring and strong structure walls and roofs."</li> </ul>	<ul style="list-style-type: none"> <li>• The activity of demolishing the building is being proposed by Council as Council purchased the building on behalf of the community. The building has not been rented and therefore has limited commercial value. The building is in disrepair and would need a significant budget to be renovated and updated to attract a commercial business to use the building. As there is a limited demand for such and Councilors have determined a need for a Town Square in Warialda to improve the attraction of the town and to encourage CBD stability for business.</li> <li>• Council is not considered a developer other than for specific needs of the community. Such needs include health related buildings, Council facilities, Parks and gardens to attract tourism, and building such as the proposed emergency and respite centre in Warialda</li> </ul>
Building/s have become derelict and unusable due to lack of maintenance	<ul style="list-style-type: none"> <li>• "Council has a responsibility to maintain its buildings."</li> </ul>	<ul style="list-style-type: none"> <li>• Factors to consider in the Council's determination need to include the presence of contamination from previous land uses and the presence of asbestos on buildings in a deteriorating condition.</li> <li>• The risk associated with this contamination would be carried through to future owners or place the burden of such on future tenants in the buildings. This is a factor which is considered to have contributed to the abandonment of these buildings</li> </ul>
Disruption to neighbouring business – dust and noise	<ul style="list-style-type: none"> <li>• "Dust and additional noise, particularly in relation to the building demolition and its proximity to our main customer entrance, which may disrupt our business hours and be a deterrent for customer entry is a factor we would like taken into consideration when implementing a schedule of</li> </ul>	<ul style="list-style-type: none"> <li>• The demolition process is controlled under Safework NSW requirements. This includes a satisfactory approach to managing dust and noise during the demolition work.</li> <li>• Asbestos removal will occur prior to demolition works. This will occur under conditions controlled by specific guidelines for the removal and disposal of asbestos</li> </ul>

	<p>works..... Advanced notification of the work commencement date would be appreciated along with the necessary notification our concerns have been addressed.”</p>	<p>material.</p> <ul style="list-style-type: none"> <li>• The demolition contractors will need to be licensed and approved through a permit system managed by Safework NSW.</li> <li>• They represent the community to ensure demolition is undertaken to satisfactory standards to avoid issues or concerns to the community</li> </ul>
<p>Safety and security measure for neighbouring premise during demolition and into the future to keep customers, employees and residents safe</p>	<ul style="list-style-type: none"> <li>• “If the wall is retained our concerns are for access to our driveway to ensure all vehicles are freely able to come and go as required as well as staff walking down the driveway without entering work zones or hazardous material.”</li> <li>• “If the wall is demolished, then our additional concerns would be the privacy and safety of our vehicles, staff and our residence while the work takes place and what fencing will be provided for this period to time.”</li> <li>• “In addition to the wall, the above points are relevant to the building being demolished with the addition for the safety of pedestrian traffic. Barriers would be required to be erected along the driveway to ensure pedestrians are not able to access our driveway to ensure our vehicles have right of way on our driveway within the boundaries of our property.”</li> </ul>	<ul style="list-style-type: none"> <li>• The safety and security of the site would be managed by the demolition contractor in accordance with their policies.</li> <li>• The demolition contractors will need to be licensed and approved through a permit system managed by Safework NSW.</li> </ul>
<p>The demolition is the first stage in the full plan for the Townsquare development – separate DA will be submitted for redevelopment stage.</p>	<ul style="list-style-type: none"> <li>• SEE states <i>Overall, the demolition of the abandoned shop and warehouses/sheds for a new office building and playground is considered to benefit the surrounding the region by removing a building which will eventually decline to be a visual blemish to the immediate area.</i></li> </ul> <p>“The building is abandoned due to a failure to maintain or restore it. Side note: This also says new office building and playground – this DA really needs to be redone and redisplayed for comment.”</p> <ul style="list-style-type: none"> <li>• “While the DA in question is stated to be about the plan for the demolition only, it’s also clear this stage is needed to be done before the fully plan of building the claimed, Greenspace or Park or Child playing area or even the Town Square.”</li> </ul>	<ul style="list-style-type: none"> <li>• The development of a Townsquare will be subject to a separate process to be undertaken by the Council.</li> <li>• The Council would need to comply with the provisions of the Environmental Planning and Assessment Act 1979 in the development of the Townsquare.</li> </ul>

	<ul style="list-style-type: none"> <li>• “Council now claim a new office type building for the Hope St end, Not shown on the Map page layout again form the town Hall Council meeting?”</li> <li>• “The buildings proposed to be demolished were inspected and found to be in good condition. This indicates their demolition is connected with a future project not yet covered by a DA.....I am assured ....that the ‘future project’ – The Town Square – will be covered by a DA, which will provide ample opportunity for comment from neighbours.”</li> </ul>	
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The submissions have been considered carefully as a part of this development assessment and the response provided by the applicant considered satisfactory. All concerns and impacts relevant to this application are considered to have been sufficiently minimised and/or mitigated.

#### 11. Section 1.3 – Objects of the Environmental Planning and Assessment Act 1979

In determining the development, the Council must consider the development is consistent with the relevant objects of the EP&A Act which are detailed in section 1.3. the Council has fully considered the objects of the EP&A Act which are of relevance to the assessment of the development, including the encouragement of Ecologically Sustainable Development (ESD) as described in Table 6 below.

Table 6 – Consideration of the Objects of the EP&A Act

Object	Consideration/Response
1. To promote the social and economic welfare of the community and a better environment by the proper management, development and conservation of the State’s natural and other resources,	<i>The development is the first step in providing the community of Warialda will a centralized green and parking area that connects both Hope Street and Stephen Streets to enhance pedestrian access to the commercial areas whilst providing a further green space and amenities to improve the publics and visitors experience in Warialda.</i>
2. To facilitate ecologically sustainable development by integrating relevant economic, environmental and social considerations in decision-making about environmental planning and assessment,	<i>The development is the first step in providing a community green space in the centre of Warialda which will enhance the connectivity of the two main streets by providing visitor parking as well as a “rest and connect” meeting area for the community.</i>

3. To promote the orderly and economic use and development of land,	<i>The development will support the future development of the site by way of demolition of the existing buildings to provide space for a future green and parking space. This is considered to promote orderly and economic use of the site as it will promote and improve access to the existing commercial area of Warialda for residences and visitors alike.</i>
4. To promote the delivery and maintenance of affordable housing,	N/A
5. To protect the environment, including the conservation of threatened and other species of native animals and plants, ecological communities,	<i>The site is highly disturbed due to current and historical land uses and no vegetation apart from weed species are found at the site. Thus, no vegetation of significance has been identified for clearing within the development footprint. No material ecological impacts have been identified due to the disturbed nature of the site.</i>
6. To promote the sustainable management of built and cultural heritage (including Aboriginal cultural heritage),	<i>No impacts to built and heritage have been identified due to the highly disturbed nature of the site. An assessment of the commercial history of the site was undertaken and it is considered that any heritage significance has been removed from the building during past building renovations.</i>
7. To promote good design and amenity of the built environment,	<i>Council considered that the demolition of the buildings at the site is a precursor development to a future change of the currently dominant commercial land use to provide the lack of green space in the locality enhancing the access to and the amenity of the remaining commercial space in the locality.</i>
8. To promote the proper construction and maintenance of buildings, including the protection of the health and safety of their occupants,	<i>All relevant legislation, guidelines, policies and procedures were considered during the assessment of the development and a number of conditions of consent are recommended to ensure the safe and appropriate demolition of the buildings on the development site.</i>
9. To promote the sharing of the responsibility for environmental planning and assessment between	<i>Council considered whether or not the development required referral to any State agencies. The proposed development did not require referral to</i>



the difference levels of government in the State,	<i>any state agencies for comment.</i>
10. To provide increased opportunity for community participation in environmental planning and assessment.	<i>Council publicly exhibited the development as outlined in Section 10 of this Report. Adjoining property owners were directly notified in writing.</i>

## 12. The Public Interest

Section 4.15(1)(e) of the EP&A Act requires Council to consider “the public interest”.

### *Response*

*The development satisfactorily addresses Council’s criteria and would provide a development outcome that, one balance, would result in an eventual positive impact for the community of Warialda. It is considered that approval of the development would be in the public interest.*

## 13. Conclusion

The Applicant is seeking development consent for the demolition of all buildings and structures located on Lot 1 DP 708487, to also carry out any necessary stormwater control works and contamination remediation works required on the site and to construct an appropriately secure permanent boundary fence to ensure the privacy and security of surrounding existing residential and commercial premises.

The Council’s assessment of the development has fully considered the relevant matters under section 4.15 of the EP&A Act, the objects of the EP&A Act and the principles of ecologically sustainable development. The Council has considered the development on its merits, taking into consideration the EPIs that apply to the development.

The Council received 3 submissions during the public notification period. The matters raised have been addressed in the body of the report. The key issues are summarized as:

- Consideration of the heritage significance of the site
- Impact of losing a commercial building on the streetscape and availability of commercial premises in the middle of Warialda to potential house or attract new businesses to town.
- Safety and security of neighbouring businesses, residences and the general public using the surrounding area during demolition works.

The development meets the desired outcomes of Council’s planning controls and is satisfactory having regard to the matters for consideration under section 4.15 of the EP&A Act and will not have a negative impact on the site or the community of Warialda.

Accordingly, the development is recommended for approval subject to the draft conditions provided in Annexure 1 to this report.

Note: At the time of completion of this planning report, no persons have made a *Political Donations Disclosure Statement* pursuant to section 10.4 of the EP&A Act in respect of the subject development application.

## **OFFICER RECOMMENDATION**

**THAT Development Application No. 25/2023 including the demolition of all buildings and structures, the carrying out of all and any necessary stormwater control works and contamination remediation works and asbestos removal required on the site and the construction an appropriately secure and permanent boundary fence to ensure the privacy and security of surrounding existing residential and commercial premises at 43 Hope Street Warialda (Lot 1 DP 708487) be approved subject to the conditions of consent detailed in Annexure 1 of this report.**

The determination decision was reached for the following reasons:

- The development, subject to the recommended conditions, is consistent with the objectives of the applicable environmental planning instruments including the Gwydir Local Environmental Plan 2013.
- 
- The development has appropriate management and mitigation of impacts through conditions of consent.
- 
- The development, subject to the recommended conditions, will not result in unacceptable adverse impacts upon the natural or built environment.
- 
- The development is a suitable planned use of the site and its approval is within the public interest.

## **ATTACHMENTS**

1. Draft Conditions [6.8.1 - 4 pages]

## **COUNCIL RESOLUTION:**

**THAT Development Application No. 25/2023 including the demolition of all buildings and structures, the carrying out of all and any necessary stormwater control works and contamination remediation works and asbestos removal required on the site and the construction an appropriately secure and permanent boundary fence to ensure the privacy and security of surrounding existing residential and commercial premises at 43 Hope Street Warialda (Lot 1 DP 708487) be approved subject to the conditions of consent detailed in Annexure 1 of this report.**

The determination decision was reached for the following reasons:

- The development, subject to the recommended conditions, is consistent with the objectives of the applicable environmental planning instruments including the Gwydir Local Environmental Plan 2013.
- The development has appropriate management and mitigation of impacts through conditions of consent.
- The development, subject to the recommended conditions, will not result in unacceptable adverse impacts upon the natural or built environment.
- The development is a suitable planned use of the site and its approval is within the public interest.

(Moved Cr Moore, Seconded Cr D Coulton)

**CARRIED**

**For: Cr J Coulton, Cr Egan, Cr D Coulton, Cr Dixon OAM, Cr Galvin, Cr Moore and Cr Mulligan**

**Against: Nil**

## Attachment 1 – Draft Conditions

### PART A - GENERAL

#### 1 Scope of Approval

The Applicant/Owner shall carry out the development generally in accordance with:

- a) DA No 25/2023;
- b) Conditions of this consent; and
- c) The following documents

Document	Reference No	Drawn by	Dated
43 Hope Street Warialda NSW 2402, Statement of Environmental Effects	23-42 – Rev 1	SMK Consultants	March 2023
DA 25/2023 – Demolition of Buildings at 43 Hope Street, Warialda (PAN-329258)	23-43	SMK Consultants	25 August 2023

#### 2 Compliance with Documents

The development shall comply with the document “43 Hope Street Warialda NSW 2402, Statement of Environmental Effects”, by SMK Consultants, dated March 2023, except as modified by the conditions of consent.

*Reason:*

*To ensure compliance with the conditions of consent and that the development is carried out in accordance with the approval.*

### PART B - PRIOR TO DEMOLITON

#### 4 Demolition Plan

A demolition plan is to be submitted to and approved by Council and shall include:

- a) A waste management plan. In-so-far as is possible and reasonable, materials are to be salvaged for re-use.
- b) The plan shall also detail steps to be taken to manage asbestos identification and removal.
- c) Measures to protect adjoining sites are to be outlined.
- d) Soil and water management techniques during disposal are to be outlined.
- e) Site security and public access control measures that address public safety.
- f) Acoustic measures to minimise noise impacts.
- g) Dust control measures, in particular to limit the spread of dust that may be contaminated.
- h) Structural review to identify safe demolition methods.

- i) Identification and remediation of contamination once the whole of the sites surface is exposed in accordance with EPA requirements and the document "Procedure for Managing Contaminated or Potentially Contaminated Land – Gwydir Shire Council", adopted 2019.

*Reason:*

*To manage public safety and amenity throughout the development. To comply with statutory requirements and relevant standards.*

#### **4 Traffic Management Plan**

A traffic management plan is to be submitted to and approved by Council which is to ensure:

- a) Impacts on the operation on Hope Street are minimised during business trading hours.
- b) Access and egress is to be from Geddes Street (Gwydir Highway) where possible and all turning traffic shall be into and from the left lane to avoid crossing traffic flows.
- c) Loads are to be fully covered and transfer of contaminated materials shall be in accordance with EPA requirements as set out in the Waste Regulation 2014.
- d) Chain of Responsibility is to be outlined.

*Reason:*

*To manage public safety and amenity throughout the development. To comply with statutory requirements and relevant standards.*

#### **5 Works on or over Footpaths or on any Public Road**

An application is to be made to Council under s138 of the Roads Act 1993 for all works that may impact or be carried out on the Maitland Street or any other footpath and/or any public road.

*Reason:*

*To manage public safety and the amenity throughout the development. To comply with statutory requirements and relevant standards.*

### **PART C - DURING DEMOLITION**

#### **6 Compliance with AS 2601-2001**

Demolition shall comply with AS 2601-2001 unless it conflicts with these conditions, in which case these conditions prevail.

*Reason:*

*To manage public safety and the amenity throughout the development. To comply with statutory requirements and relevant standards.*

#### **8 Hours of Operation**

Hours are 7am to 6pm Monday to Friday and 8am to 5pm Saturday, now work is to be carried out on Sunday or on Public Holidays. These hours may be reviewed on written request to the Council by way of letter and may be modified by Council without further amendment of this consent. Works not creating any audible noise at any residential premise may be carried out outside these hours.

*Reason:*

*To maintain the amenity of the area.*

**9 Minimise Impacts**

All reasonable steps shall be taken to minimise adverse impacts on adjoining and nearby properties.

*Reason:*

*To manage public safety and the amenity*

**11 Complaints**

A complaints mechanism is to be established, to provide a contact phone number and email address which are to be displayed on site. Complaints are to be responded to within one (1) business day and any necessary operational changes are to be made.

*Reason:*

*To manage public safety and the amenity*

**12 Photographic Record**

An archival photographic record is to be taken of the building's deconstruction and supplied to Council.

*Reason:*

*To chronicle and retain a record of the heritage value of the building for future generations.*

**13 Discovery of Unknown Heritage**

- a. If any Indigenous artefacts are discovered, the provision of the NPWS Act 1994 are to be applied. Work is to stop until appropriate investigations have been undertaken.
- b. If any European artefacts are discovered, other than the building structure itself, advice is to be sought from a heritage specialist on the management of those artefacts.

Advisory Note:

Consideration should be given to retaining at-ground artefacts where these are compatible with the planned future use of the site and where they

contribute to an understanding of the site's history.

*Reason:*

*To ensure that any unintentional finds of heritage significance are not destroyed during demolition and are properly treated and recorded.*

#### **14 Potential for contamination to be uncovered during demolition**

As needed, additional investigations shall be undertaken into contamination as areas are exposed during demolition. This may require soil testing and other testing to confirm levels of contamination. The demolition plan is to be updated as needed to reflect the findings of these investigations.

*Reason:*

*To comply with EPA requirements and the Contaminated Land Management Act 1997 and Contaminated Land Management Regulation 2022.*

### **PART D – OTHER**

#### **15 Boundary Fencing**

- a. Appropriate and secure permanent fencing is to be constructed along the boundary between the development site and the properties at 41 and 41A Hope Street and 50 Geddes Street Warialda. Full consultation with each of the owners of these properties shall be undertaken prior to the construction of any permanent fencing and agreement reached on the size, type, material and design of the fencing.
- b. Secure temporary fencing is to be erected around the demolition site so as to prevent public access, to ensure public safety and the encroachment of debris on to the Hope Street footpath or neighbouring lands. This fencing shall remain on site until permanent fencing has been erected or the site is deemed safe.
- c. An approval under s138 of the Roads Act 1993 shall be obtained for the closure of part or all of the footpath that runs along the front of the development site on Hope Street.

*Reason:*

*To provide a safe and secure barrier between the demolition site and the surrounding properties and public areas to minimise the risk of injury to pedestrians and those using the surrounding premises, to prevent unauthorised access to the site or to neighbouring properties from within the site, to protect existing buildings, structures, vehicles and other assets from damage or misallocation.*

#### **Advising - Future development of the site**

Any future development of the site may require prior development consent. Please contact Council's Environment and Planning Team to ensure that any future development is compliant with the requirements of any relevant legislation and Environmental Planning Instruments.

**6.9 Bingara Office Replacement****File Reference:** NA**Delivery Program****Goal:** 5. Organisational management**Outcome:** 5.1 Corporate management**Strategy:** 5.1.1 Financial Management and accountability systems**Author:** General Manager**STAFF DISCLOSURE OF INTEREST** Nil**IN BRIEF/SUMMARY RECOMMENDATION**

This report is for reception.

**TABLED ITEMS** Nil**BACKGROUND**

Attached is a Capital Expenditure Review regarding the proposed office replacement in Bingara.

**OFFICER RECOMMENDATION****THAT the Council notes and receives the Capital Expenditure Review relating to the proposal to replace the Bingara Council Chambers and Office.****ATTACHMENTS**

1. Capital Expenditure Review [6.9.1 - 70 pages]

**COUNCIL RESOLUTION:****THAT the Council notes and receives the Capital Expenditure Review relating to the proposal to replace the Bingara Council Chambers and Office.****(Moved Cr Egan, Seconded Cr Galvin)****CARRIED****For: Cr J Coulton, Cr Egan, Cr D Coulton, Cr Dixon OAM, Cr Galvin, Cr Moore and Cr Mulligan****Against: Nil**



## Replacement of the Bingara Council Chambers and Office

### Project Outline

The project is the replacement of the Bingara Office, which will require the demolition of the existing structures located at 33 (Lot 20 DP 758111) and 35 (Lot 1 DP 87721) Maitland Street Bingara.

The development will also include a Memorial Park.

Both parcels are owned in Freehold by Gwydir Shire Council.

The preferred replacement option is to demolish and construct a new Council Chambers, Office, Public Toilets and Visitor Information Centre covering both parcels of land.

The Council has received an estimated costing of the preferred building design from a qualified Quantity Surveyor (QA) and this is anticipated to come in at around \$6,000,000, which includes a 20% contingency amount. The figure was \$5,050,000 without the contingency amount.

The Council has received an approval to demolish the existing structures subject to conditions. The demolition costs will be funded from the Insurance Ex Gratia payment received of \$300,000.

A development application is now being prepared for the proposed office replacement building. This will allow further public consultation to occur prior to and construction commencing.

### Justify the need

In July 2021 several Council employees advised of health issues, which they felt related to the physical environment that they were working in.

The Council commissioned a Hygienist to undertake an evaluation of the building. This evaluation was undertaken on 28<sup>th</sup> July 2021 (see attachment 1). The subsequent report recommended, inter alia:

***Given the high amount of mould and moisture observed and the high laboratory test results, it is strongly recommended that the building NOT be occupied to reduce the chance of health implications to staff and the general public [p14].***

Following reception of the Hygienist's assessment the decision was made to vacate the office and spread the Council's Bingara staff from the existing office across a mixture of other Council buildings and rented accommodation.

The dislocation of staff has reduced the efficiency of the Council's operations.

Since July 2021 to date the options available to the Council regarding the evacuated building have been evaluated. The process was severely delayed due to the restrictions introduced during Covid and the unavailability of specialists being able to travel.

The Council's Bingara Staff continue to operate out of a range of locations across the Bingara township:

- A rented former hair dressing salon;
- The Roxy Cinema Complex;
- The former Bingara Courthouse;
- The Bingara Swimming Pool Annex; and;
- The Bingara Library.

The current arrangements are neither suitable nor fit for purpose.

### **Consider priorities**

This building replacement project is an unplanned asset replacement arising from premature failure due to the failure of the damp-proof-course in the existing building (see attachment 2).

Unfortunately, the Council acknowledges that poor decisions in the past concerning the maintenance of the Memorial Hall has contributed to the current mould problem.

The various available avenues to rectify the problem within the existing building could not be guaranteed as a permanent long-lasting solution.

The requirement for a fully functioning Office and Council Chambers in Bingara is an urgent priority for the Council.

Option 1 has been adopted as the preferred option and is being implemented.

### **Considered alternatives**

#### **Preferred**

**Option 1     Demolish and rebuild on the exiting site and adjoining site in Maitland Street**

At the 24<sup>th</sup> August 2023 Council Meeting it was resolved:

**THAT the Council move forward on the commencement of the Development Application for the proposed new Bingara Office and Chambers and undertaking the work required to better firm up the estimate.**

With the uncertainty regarding the longevity of the required maintenance work on the existing building shell (damp course failure and crumbling bricks) it was decided to demolish and rebuild.

Attachment 3 is the current preferred design, which retains the façade of the Memorial Hall due to the feedback received from the community.

### **Options considered and rejected**

#### **Option 2 Reuse of the existing structure**

Immediately following the evacuation of the Council's Bingara Office the alternative being reviewed was a plan to dry out the brick walls, replace the damp-proof-course and then use the existing building shell to create the new office environment.

The first step was to completely gut the existing building to allow the brick walls to dry out.

A draft plan was developed, and a QS undertook the evaluation of the estimated cost. The estimated cost provided was \$3,774,782 without the additional cost of replacing the damp-proof-course of \$58,050. However, there was genuine concern that the replacement of the damp-proof-course did not guarantee the longevity of the existing structure.

#### **Option 3 Remain spread out across Bingara locations**

The current arrangement of the staff being spread across the existing 'temporary' accommodation is not sustainable and is impacting on the efficiency of the organisation.

Part of this option is to relocate the finance and customer service staff office previously occupied by the Veterinary Clinic (Adams Garage), which would release that part of the Roxy Complex used by this service. Some of the unused portion of the back of the Adams Garage building could possibly be fitted out for use. The potential presence of mould in the former Adams Garage site has not been tested.

This still leaves the existing Memorial Hall as a vacant building.

The existing Roxy Conference Room could be repurposed as offices, which could replace the existing rented shop space currently being used.

This option will not allow for all staff to be within the same office.

Some staff could be relocated to the Warialda Office but space is limited without major work being undertaken at that location.

The repurposing of the building has not been costed beyond the Council reuse option outlined in Option 2, so the Soldiers' Memorial Hall would remain unused.

**Option 4 Build a new Bingara Office on the new site.**

The possible suitable sites are:

1. The Living Classroom site fronting Cunningham Street;
2. At the back of the existing office site fronting Cunningham Street; or;
3. Using the former Adams' Garage site in Maitland Street..

These options could possibly be a cheaper construction option than redeveloping at the existing location in Maitland Street.

There has been no planning relating to these options, but the design should be fairly straight forward on a greenfield site. The reuse of the Adams' Garage site has specially been requested for review as an option by a Councillor.

The relatively cheap option of a shed style structure was examined but the Building Code relating to commercial buildings reduces the opportunity for substantial savings although the external cladding of the proposed building will be determined with cost savings front and centre.

Once again, this still leaves the existing Memorial Hall as a vacant building.

The majority view of the Public Meeting was for the new office to be in Maitland Street at the current site.

The alternate locations were specifically rejected for the following reason:

1. The Living Classroom site fronting Cunningham Street, the whole site is not owned by the Council. The Council is negotiating to purchase the site but no settlement date is known. It would also diminish the utility of the site for its current use.
2. At the back of the existing office site fronting Cunningham Street, although the Council would need to purchase additional land. Any construction in this location would hinder the future redevelopment of the Council current Depot site or;
3. Using the former Adams' Garage site in Maitland Street, this site is not big enough to accommodate the Council's need especially if a Council Chambers is required. It also leaves the Memorial unoccupied and unused.

**Option 5 Build a specific new Gwydir Shire Office**

This option is to build a purpose-built building for all the Gwydir staff in a location to be determined.

The two possible sites are either immediately behind the Warialda Council Chambers or a suitable site elsewhere in the Shire.

This project would require considerable planning from scratch and would need some interim work as outlined in Option 2 to continue the temporary distribution of the Bingara based staff. The potential cost would be significantly greater than the likely \$6,000,000 price tag for the Bingara Office option.

This still leaves the existing Memorial Hall at Bingara as a vacant building.

### **Assess financial implications**

The Council's 2023/24 Operational Plan has a notional commitment of \$4,000,000 towards the project but a construction cost (for option 2) of \$4-6,000,000 is more likely.

As the expected life cycle of the proposed building is across generations it is reasonable for the cost to be spread across generations through the use of loan funds as the financing tool.

The actual demolition costs will be covered by the \$300,000 ex gratia payment received from the Council Insurers relating to the mould infestation.

The Council has raised a \$5,000,000 loan to address any cash shortfall issues resulting from the slow reimbursement of grant funds following the expenditure of the various road projects being undertaken by the Council.

It is intended to use these funds as the funding source for the building.

The loans have a fixed interest rate of 6.92% until 30<sup>th</sup> June 2043.

The annual repayments are \$464,972.

This can be accommodated within the Council's existing budget structure. With inflation still expected to be a concern the relative cost of the loan diminishes over time.

This expenditure will be spread across all the Council's funds (Water, Sewer, Waste and General Funds). The largest proportion will be allocated to the General Fund.

The actual spread of the cost would depend on the basis used. For example the allocations based on Assessment Numbers would be:

Fund	Assessments	Allocation
General	3320	\$223,144
Waste	1753	\$117,822
Water	1669	\$112,177
Sewer	176	\$ 11,829
Total		\$464,972

**Public consultation**

An early draft proposed building concept was outlined to a community meeting in Bingara held on 2<sup>nd</sup> May 2023 although this was the first presentation to any community gathering.

The initial guestimate of the building cost, prior to the QS assessment having been received, was included in the Council's proposed Capital Expenditure Budget in the Council's Integrated Planning and Reporting documentation.

The Development Application for the demolition of the existing buildings located at 33-35 Maitland Street Bingara was exhibited for public comment and closed on 16<sup>th</sup> June 2023.

An information gathering event held at the Bingara Library on Saturday 24<sup>th</sup> June 2023 and a community meeting was held prior to the Development Application being determined, which occurred on Thursday 28<sup>th</sup> September 2023.

The Public Meeting was held on Tuesday 19<sup>th</sup> September 2023.

A result of the community meetings held it was clear that the majority view supported the demolition of the two buildings if an attempt was made to retain the Memorial Hall façade and have a memorial park incorporated into the new buildings design. This has been achieved.

The majority of the attendees also supported the building of the replacement office in Bingara in Maitland Street, the current office location. The estimated cost of \$6,000,000 was outlined at the meeting.

Once lodged the Development Application for the proposed replacement office will be exhibited for public comment.

# **Attachment 1**

## **Hygienist Report**

## MOULD & MOISTURE INSPECTION REPORT.

28 Jul 2021 / Kurt Eggert

Complete

Inspection Business.



Inspection performed and prepared by Inspection Protection {ABN: 61772904303} 99 Donnelly Street Armidale NSW 2350.

Inspection Business contact details: Ph 0487772757. Email: [inspection2350@outlook.com.au](mailto:inspection2350@outlook.com.au)

**Document Number** 001009

**Conducted on** 28 Jul 2021

**Prepared by** Kurt Eggert

**Inspection Address:**

33 Maitland Street Bingara NSW

**Property Photo**





Photo 1

CLIENT/SITE INFORMATION	
<b>Client Name:</b>	Gwydir Shire Council {C/o Chris Beard- Risk & Safety Coordinator}
<b>Client Phone Number:</b>	0439605398
<b>Client Email:</b>	Chris Beard < <a href="mailto:CBeard@gwydir.nsw.gov.au">CBeard@gwydir.nsw.gov.au</a> >
<b>Pre Inspection agreement supplied to and executed by the client</b>	Yes
<b>Property Type</b>	Commercial Building
<b>Exterior Wall Type</b>	Brick
<b>Floor Type</b>	Timber Bearers & Joists Brick Foundation Walls Brick Piers
<b>Roof Covering Type</b>	Colorbond
<b>Roof Structure Type</b>	The roof frame is a conventional pitched frame.  Cathedral Design - There is no crawl space in a cathedral ceiling design.  Flat / Skillion Roof - There is no crawl space in a flat roof design.

## Inspection

The following mould assessment is based on findings of the visual inspection with the aid of thermal imaging and moisture meter testing and where necessary and physically possible with the aid of a borer-scope. Findings are current and accurate for the date and time they were found, but do not reflect expected or predictable mould growth and infestation on and within the property. This report addresses only those areas visually inspected. The Inspector is not responsible or liable for the non-discovery of any water damage, water problems, mould contamination, or other conditions of the Subject Property which may occur or may become evident after the inspection and testing time and date. The Inspector is neither an insurer nor guarantor against water problems, mould problems or other defects in the Subject Property and improvements, systems or components inspected. The Inspector makes no warranty, expressed or implied as to the fitness for use of condition of the systems or components inspected. The Inspector assumes no responsibility for the cost of repairing any water problems, mould problems or any other defects or conditions. The Inspector is not responsible or liable for any future water problems, mould problems or any other future failures or repairs. Remediation recommendations are suggested guidelines, not a detailed remediation protocol. More or less actions may be necessary and will be determined by the remediation company chosen by the property owners or other responsible party.

Please refer to the inspection limitations for what an inspection does or does not cover. This inspection is based on a visual inspection of accessible areas of the property that can be accessed without damage to adjacent areas or removal of building elements, for example painted-shut access panels or hidden by furnishings and stored items and building components such as wall, ceiling, floor linings.

This inspection report and any verbal information given during the inspection and, at any time subsequent to the inspection is CONFIDENTIAL and is for the sole use of the client. This report is not transferable or assignable to any third party.  
Please contact our office with any questions

IICRC certified "Applied Microbial Remediation", "Fire & Smoke Restoration" and "Water Damage Restoration" Certified technicians.

## Inspection Type & Goals

It was explained to the client prior to the inspection that the inspection is a VISUAL INSPECTION with the aid of specialized inspection tools {Thermal Imager, Moisture Meter, Borescope} and that no invasive actions are part of this initial inspection and that likely undisclosed leaks and possible undisclosed mould conditions, and recent painting of walls may have resulted in hidden mould and moisture damage. It was explained that because of likely hidden mould and a lack of information regarding moisture leak history at the property, much of the properties mould may remain hidden even if an inspection is conducted and even after remediation is conducted. It was explained that hidden mould may always be a problem at any property due to inspection restrictions and obstructions.

The goal is to perform a Visual Inspection to locate any moisture issues that may cause mould growth and to inspect for current mould growth and to provide a scope of works to remediate any moisture or mould observed at the time of inspection and to reduce the risk of future mould growth and moisture issues.

## Health Concerns

Exposure to mould or mould odor has been shown to result in upper respiratory conditions and other allergy or asthma like conditions in some persons.

THE FOLLOWING IS JUST GENERAL INFORMATION ON SOME HEALTH PROBLEMS THAT HAVE BEEN ATTRIBUTED TO MOLD EXPOSURE.

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#### ALLERGY AND ASTHMA

If you have allergy or asthma it is very common for mould spores or mould odor to cause allergy or asthma reactions. Such conditions are by far the most common health problems encountered by persons living or working in mouldy environments.

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#### ODORS

According to the EPA "some compounds produced by moulds are volatile and are released directly into the air. These are known as microbial volatile organic compounds (mVOCs). Because these compounds often have strong and/or unpleasant odors, they can be the source of odors associated with moulds. Exposure to mVOCs from moulds has been linked to symptoms such as headaches, nasal irritation, dizziness, fatigue, and nausea. Research on mVOCs is still in the early phase.

In addition a well respected 2004 study titled Damp Indoor Spaces and Health was conducted by the Institute of Medicine.

It concluded that mould odors and damp indoor surroundings are associated with upper respiratory health complaints even in the absence of excessive spores.

In another study researchers concluded that children who grew up in homes with mould odor were twice as likely to develop asthma later in life. Home Dampness and Moulds, Parental Atopy, and Asthma in Childhood: a Six-year Population-based Cohort Study.

The above statement means that mould odors alone appear to be capable of causing common allergy like health complaints. The above scientific information regarding to the effects of mould odor exposure can be easily verified, and the importance of such information should not be ignored.

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#### INFECTION

Sinus infection is common and about 94% of the time starts as a fungal infection of the sinus areas according to a 1999 Mayo Clinic study. If you have cancer and are undergoing chemotherapy, are taking high doses of steroid medications, have lungs damaged by previous TB infections, or have a weakened immune system, you may be more likely to develop a more rare condition known as Aspergillosis which is the non invasive growth of aspergillus fungus balls in the lungs. Pen asp mould also causes other infections but these are even less common than the above mentioned rare condition known as aspergillosis.

Many other fungi can cause numerous types of infections but fungal infections are very rare and typically effect persons with immune system problems.

If your doctor feels that you are more prone to infection then you should discuss with your doctor not staying at any property with known mould or fungal growth.

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Hypersensitivity pneumonitis (also called extrinsic allergic alveolitis, EAA) is an inflammation of the alveoli within the lungs caused by hypersensitivity to inhaled organic dusts. Sufferers are commonly exposed to the dust by their occupation or hobbies.

[http://en.wikipedia.org/wiki/Hypersensitivity\\_pneumonitis](http://en.wikipedia.org/wiki/Hypersensitivity_pneumonitis) Besides just organic dusts, Penicillium Aspergillus mold and Actinmycete bacteria are also considered causes of this and other similar pneumonitis conditions, for more info see: the book: Bioaerosols Assessment and control from ACGIH.

Also more importantly for reliable information and medical advice talk with your allergy doctor about these topics, this report is not medical advice, just a starting point for your doctor if he chooses to use information from this report.

Your inspector is not a doctor and this and all the other health info in this report is not medical advice, it is just intended to give you a starting point for discussion with someone who knows about allergies, immunology, and other medical issues,

specifically you should consult your doctor. For reliable medical info go to your doctor, also get a referral to an allergy and immunology doctor.

REPORT OVERVIEW	
Exterior Mould/Moisture was observed at the time of inspection	YES
Interior Mould/Moisture was observed at the time of inspection	YES
Sub Floor Space Mould/Moisture was observed at the time of inspection	YES
Roof Void Space Mould/Moisture was observed at the time of inspection	YES
Exterior Roof Mould/Moisture was observed at the time of inspection	NO
Outdoor Relative Humidity was:	58.5% at 19.5 degrees.
Indoor Relative Humidity was:	43.1% at 19.6 degrees. 6.6 degree dew point.

High humidity can cause mold and dust mite problems. According to the U.S. Environmental Protection Agency guide entitled Mold Remediation in Schools and Commercial Buildings, indoor humidity should be maintained below 60% relative humidity ideally 30-50% RH, if possible. Any and all conditions resulting in humidity problems must be properly repaired prior to remediation.

Humidity is simply a measurement of the amount of moisture in air compared to the maximum amount of moisture that same air could hold at a given temperature and pressure, example: If your humidity is 60%RH it is about 60% full in regards to the amount of moisture it can hold, levels above 60% can support mold growth or dust mite growth, and you might experience condensation problems on cold surfaces such as glass, air conditioner registers.

### OBSTRUCTIONS/RESTRICTIONS.

Obstructions/Restrictions.	<p>Shelving</p> <p>False floors to cupboards</p> <p>Ducting. There is heating and/or cooling ducting present in the roof space/void. This is preventing a full inspection from being undertaken. It is strongly recommended that full access be gained as it could be harbouring timber pest activity, damage or defects.</p> <p>There is insulation present in the roof space/void. This is preventing a full inspection of ceiling joists/timbers/linings from being undertaken. It is strongly recommended that full access be gained as it could be harbouring timber pest activity, damage or defects.</p>
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Storage. There is stored goods and belongings present throughout the area which is preventing a full/thorough visual inspection taking place. It is strongly recommended that full access be granted to enable a thorough inspection to take place as it could be harbouring timber pest activity, damage or defects.

Furniture and coverings are restricting a full and thorough inspection of the area. This is preventing a full inspection of the area from being undertaken. It is strongly recommended that full access be gained as it could be harbouring timber pest activity, damage or defects.

Floor coverings obstructing thorough inspection to areas. This is preventing a full inspection of the area from being undertaken. It is strongly recommended that full access be gained as it could be harbouring timber pest activity, damage or defects.

Built in Cupboards

Ceiling linings

Furniture

Solar panels to exterior roof.

Foundation exterior walls extending below finished ground level

Platforms to roof void

Wall linings

Skillion/Flat Roof Sections. {No Crawl space}

Cathedral Ceiling Sections. {No Crawl Space}

Exterior walls of the internal are battened and plaster lined over the old cement render walls.

The inspection only covered the Readily Accessible Areas of the Building and Site. "Readily Accessible Areas" means areas which can be easily and safely inspected without injury to person or property, are up to 3.6 metres above ground or floor levels, in roof spaces where the minimum area of accessibility is not less than 600 mm high by 600 mm wide and subfloor spaces where the minimum area of accessibility is not less than 400 mm high by 600 mm wide, providing the spaces or areas permit entry. The term 'readily accessible' also includes:

(a) accessible subfloor areas on a sloping site where the minimum clearance is not less than 150 mm high, provided that the area is not more than 2 metres from a point with conforming clearance (i.e. 400 mm high by 600mm wide); and

(b) areas at the eaves of accessible roof spaces that are within the consultant's unobstructed line of sight and within arm's length from a point with conforming clearance (i.e. 600 mm high by 600 mm wide).

"Building and Site" means the inspection of the nominated property together with relevant features including any car accommodation, detached laundry, ablution facilities and garden sheds, paths and driveways, earth, embankments, surface water drainage and stormwater run-off within 30 m of the building, but within the property boundaries. The inspection did not include areas, which were inaccessible, not readily accessible or obstructed at the time of inspection. Areas, which are not normally accessible, were not inspected and include - but not limited to - the interior of a flat roof or beneath a suspended floor filled with earth. Obstructions are defined as any condition or physical limitation which inhibits or prevents inspection and may include - but are not limited to - roofing, fixed ceilings, wall linings, floor coverings, fixtures, fittings, furniture, clothes, stored articles/materials, thermal insulation, sarking, pipe/duct work, builder's debris, vegetation, pavements or earth.

The Consultant did not move or remove any obstructions which may be concealing evidence of defects. Areas, which are not normally accessible or obstructed, were not inspected. Evidence of defects in obstructed or concealed areas may only be revealed when the items are moved or removed or access has been provided. Any areas which are inaccessible or obstructed at the time of inspection present a high risk for undetected building defects. The client is strongly advised to make arrangements to access inaccessible/obstructed areas where practical urgently.



**INSPECTION FINDINGS**

**Exterior Mould and Moisture issues were observed at the time of inspection**

YES

**Exterior: Description of the Mould and Moisture issues if observed at the time of Inspection**

Moisture is entering the sub floor at the North rear downpipe pit.  
 Moisture is entering the North wall where the downpipe joint is inadequate.  
 Moisture entering the sub soil North side downpipe not connected.  
 Air vents below ground level allowing moisture to enter the sub floor space to areas.  
 Gutter to east rear not connected and discharging moisture against the dwelling and sub floor space.  
 Missing downpipe and gutters to south side discharging moisture onto the ground against the structure and moisture seepage into the foundations and sub floor space.  
 Air conditioner discharge pipes discharging moisture against the structure south side.  
 Surface water drainage to the southern side is inadequate and allowing moisture to pool and seep into the foundations and sub floor space. {Evidence that moisture is wicking up into the southern exterior walls.}

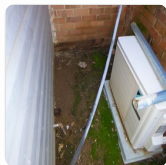


Photo 2



Photo 3

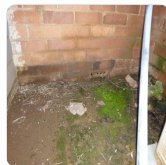


Photo 4

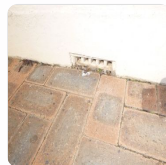


Photo 5

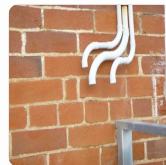


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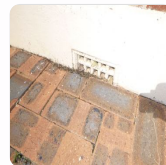


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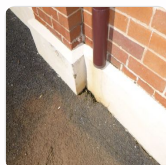


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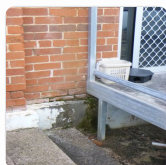


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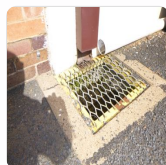


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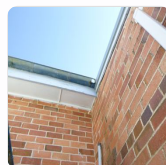


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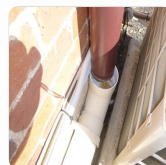


Photo 12

**Interior Mould and Moisture issues were observed at the time of inspection**

YES

**Interior: Description of the Mould and Moisture issues if observed at the time of Inspection**

Middle rear office- Surface mould to south wall under air conditioner.  
 Rear section western offices- Western brick wall to 2 x offices showing extremely elevated moisture levels backing onto the stage area.  
 South end stage area- File Storage- Mould to peg board wall lining and elevated moisture levels to the exterior south wall near air vent.  
 File storage rear corridor- Mould growth to south wall.  
 Rear cathedral ceiling area- Minor mould growth to timber lined ceilings. Ceiling open to the exterior elements and prevailing weather allowing moisture to enter the interior of the property.  
 Deputy General manager- Old pre existing water stain to ceiling. {No elevated moisture observed at the time of inspection}.  
 Finance officer- Old pre existing water staining to ceiling. {No elevated moisture observed at the time of inspection}  
 Southern wall to old original building section- Elevated moisture levels to the exterior walls behind the removable air vents and minor evidence of mould. {These air vents are allowing the air conditioning systems to pull air from the contaminated roof void and stage area into the interior of the building and circulate mould spores throughout the structure} {These walls have been battened out off the old original cement render walls and lined with plasterboard creating a void between the old exterior walls and the new plaster walls}

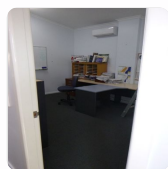


Photo 13



Photo 14

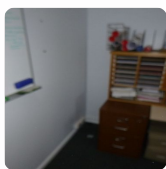


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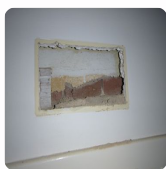


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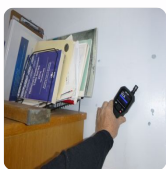


Photo 17



Photo 18



Photo 19

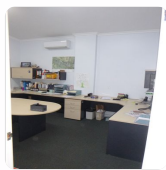


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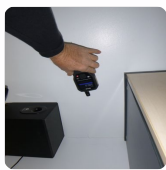


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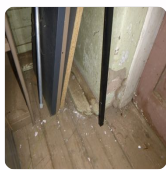


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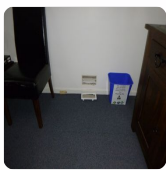


Photo 23



Photo 24

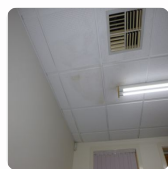


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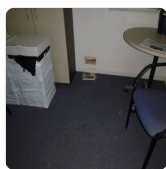


Photo 26



Photo 27



Photo 28

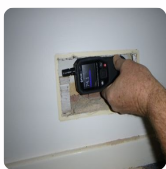


Photo 29



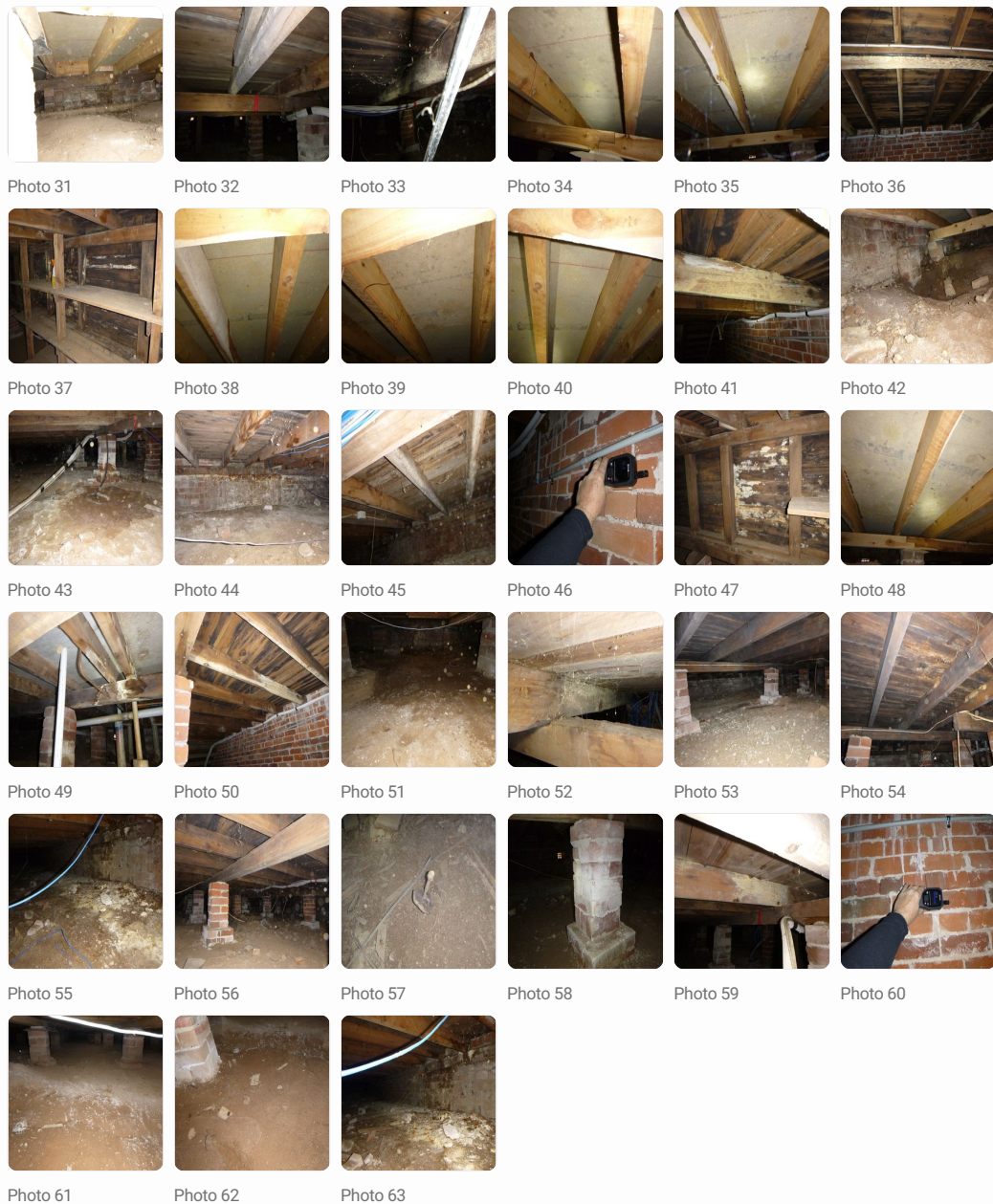
Photo 30

**Sub Floor Mould and Moisture were observed at the time of inspection**

YES

**Sub Floor: Description of the Mould and Moisture issues if observed at the time of Inspection**

Rear Office Sub Floor- Elevated sub soil moisture to the northern side and eastern side of sub floor space due to inadequate exterior surface water drainage.  
 Rear office Sub Floor- Mould growth to majority of the particleboard flooring due to sun floor moisture and lack of sub floor ventilation.  
 Main Sub Floor- Mould growth to under the stage area. Elevated moisture levels to the eastern brick wall under the stage area. Mould growth to high percentage of the sub floor timbers. Mould and calcification to the brick piers and exterior brick foundation walls. Air conditioner drain from the IT room is discharging moisture directly under the sub floor space.



**Roof Void Mould and Moisture issues were observed at the time of inspection**

YES

**Roof Void: Description of the Mould and Moisture issues if observed at the time of Inspection**

Minor mould growth to the old timber lined cathedral ceiling. The open void at the ridge of the roofline is recommended to be closed off to restrict the amount of exterior moisture and humidity entering the building interior.



Photo 64



Photo 65

**Exterior Roof Mould and Moisture issues were observed at the time of inspection**

NO

**Mould odors were observed to the following areas.**

Heavy mould odour to the sub floor sections of the structure.

Even in the absence of excess mould spores mould odors can sometimes result in health complaints.

### ELEVATED MOISTURE LEVELS

**Elevated moisture levels were observed at the time of inspection with the aid of a thermal image camera and a moisture meter.**

YES

**Location of elevated/abnormal moisture levels if observed at the time of inspection**

Rear section western offices wall between the offices and the stage area.

South end of stage area- file storage southern wall near the air vent.

Sub floor sub soil to rear offices section.

Main Sub floor eastern brick wall under stage area.

Main sub floor southern brick foundation walls.

Internal southern wall plastered over.

#### ABOUT MOISTURE METERS

Moisture meters are hand held devices that pass tiny electrical charges or radio waves through surfaces to determine the moisture content in the surfaces being tested. They are helpful for measuring the moisture content in a building materials following water damage.

#### INFRARED CAMERA

Various surfaces were scanned with an advanced device known as an infrared camera, this device detects differences in material temperature to locate moisture to materials that cannot be observed by the naked eye.

#### TEMPERATURE & HUMIDITY

**High humidity levels were observed at the time of inspection**

NO

**Scope of Works/Recommendations**

Following areas that require remediation

**Is remediation works required based on the inspection findings**

YES

**Remediation Works/Recommendations if required**

**Remediation Works/Recommendations if required 1**

**Area that requires remediation works performed**

Rear section particle board flooring requires remediation/replacement.

Main sub floor timbers and under stage require remediation.

Peg board to stage corridor area requires removing.

Southern wall to original section of building requires drying and remediation between the old cement render wall and the newly formed plaster walls.

Highly recommend that ALL of the flexible air conditioning ducts be removed and replaced and the internal condenser unit be remediated.

Highly recommend the demolition and removal of the old timber stage area and drying out of the brick wall between the stage area and the rear offices.

Washing down of all walls with a fungicidal chemical.

Rectification of ALL the moisture issues reported within this report.

Carpet stem cleaning with a antimicrobial/fungicidal chemical to all carpet areas.

Additional cross flow ventilation to the sub floor areas.

Sealing off to the cathedral ceiling ridge section to the exterior elements.

**Recommended works to be performed:**

All works as per above cannot be performed until such time that the moisture issues are rectified and structure dried out.

Given the high amount of mould and moisture observed and the high laboratory test results, it is strongly recommended that the building NOT be occupied to reduce the chance of health implications to staff and the general public.

It is highly recommended that a suitably qualified IICRC restoration/remediation company be appointed to inspect and submit a quote for the proposed remediation/restoration costs and works.

**Disclaimers.**

**RECOMMENDED GUIDELINES**

Remediators should perform remediation in compliance with the Institute of Inspection Cleaning and Restoration Certification (IICRC) mould removal guidelines, in compliance with EPA mold removal guidelines for schools and commercial buildings. Air conditioner remediation should be done by a licensed A/C contractor who specializes in cleaning mold contaminated HVAC systems. The remediator should follow any applicable recommendations that the indoor environmental professional included in their environmental health report.

#### CONTRACTOR RESPONSIBILITIES

Remediation services should be rendered only by a professional, experienced, mould remediator who can verify the following: proper insurance coverage, proper

certifications in mould remediation (such as IICRC) and possesses any licenses required in your area.

All work shall be done in strict accordance with all applicable regulations, standards, and codes.

It is highly recommended that the remediator use a legal written contract which outlines the contractor's responsibilities and client's obligations as well as cost estimates, limitations and disclaimers. The agreement must be made prior to remediation regarding who is responsible for build-back of building materials after mouldy building materials have been removed. All personal property removed by the remediator shall be returned to their proper locations after remediation is complete. Contractor also referred to as remediator shall have written permission to dispose of clients personal property, such as furniture and valuables. Do not discard items that are obviously cleanable.

Employees must demonstrate completion of mould remediation training and respirator training. In addition, the extent of coverall use and selection of respirator type and selection of containment type at this specific job site must comply with the IICRC mould removal guidelines.

The remediator shall use all appropriate controls and work practices which are standard in the indoor air environment and mould remediation industry that apply, regardless of the inclusion or exclusion of such standards in this document. Should the above scope or protocol or any part thereof not be specifically adhered to, the consultant and mould inspection company shall be held harmless by all parties.

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#### HVAC SYSTEM SHUT DOWN

Any air conditioner in the enclosed work area or with a return in the enclosed work area must be shut down, locked out, and all registers, grills, and returns must be sealed and taped with barriers consisting of polyethylene sheeting. Supplemental portable heating or air conditioning may be used in the building or work area if needed to maintain favorable temperatures for workers and building occupants.

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#### REMOVAL OF PERSONAL ITEMS

All furniture, clothes, mirrors, and other personal items must be removed from the work areas and stored in a safe, dry place. Removal will deter cross contamination and will almost always expose hidden mold behind personal items. Hard-surfaced personal items that were in contaminated areas must be wiped with fungicide chemical. Porous items in same areas must be HEPA vacuumed or disposed of. All non-movable and attached items in the work area shall be sealed with polyethylene sheeting after being first HEPA vacuumed and then wet wiped with fungicide chemical, exercise caution when wrapping salvageable items to prevent trapping moisture.

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#### Exterior inspection limitations and disclaimer

Unless otherwise agreed to, your inspector is not acting as a home inspector, general contractor, structural engineer, synthetic or asbestos inspector, or a

specialized leak detection expert . Your inspector does not necessarily inspect

conditions on roofs and roof eaves. Areas typically not visible including flashings, high walls, 2nd floor windows and other areas above eye level are typically inaccessible for inspection. For a detailed analysis of the condition of roofs, exterior cladding, the presence of synthetic cladding defects, window calking deterioration, deck connections, and other features that may result in water intrusion into your property, consult with qualified, licensed specialist in the appropriate fields.

---

#### Mold inspection limitations and disclaimer

Do not depend on your investigator for any medical advice; that is the job of a medical specialist. If any illness is experienced that may be related to mould or other indoor environmental factors, then a family doctor should be consulted regarding health complaints. In addition, the unhealthy person should obtain a referral to the appropriate medical professionals specializing in allergies, environmental medicine, or occupational health, as prescribed by the physician.

This investigation is not intended to report on typical tiny amounts or expected levels of indoor contaminants such as tiny amounts of mould or normal levels of indoor pollutants.

Small amounts of mould in and on the air conditioner are common. This is not a wood destroying organism or termite inspection report for fungus that causes wood decay.

This is not a building investigation for all potential indoor air quality problems that you may be experiencing because most firms will not inspect for and report on mould, allergens, bacteria, general indoor air quality, and industrial hygiene all on one report.

This is a visual non invasive investigation only for those specific types of problems, contaminants, and conditions, reported on and agreed to be inspected in relation to mould and moisture.

The fee for all inspections is due in full prior to commencement of any inspection. Fees are due if you benefit from the inspectors findings and the same fees are due if you are financially harmed by the inspectors findings, fees are due if you are able to obtain insurance coverage based on this reports findings, and the same fees are due if you are denied coverage because of the findings in this report.

No destructive or disruptive testing or assessment will be performed. Your Inspector is not responsible or liable for the non-discovery of any water damage, water problems, mold contamination, indoor air quality issues or other conditions of the subject property, or any other problems which may have developed or become more evident after the inspection and testing time and date. Inspector is not responsible for or liable for the non-discovery of any, water problems, mould contamination, indoor air quality issues or other conditions of the subject property that were not discovered due to inadequate inspection in specific areas where such services were not requested and paid for or where no readily visible clues existed that would have warranted inspection in those areas. Your inspector is unlikely to observe, or locate mold which may be hidden inside walls, behind wall paper, appliances, furniture or other inaccessible areas.

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Inspectors often make mould removal recommendations also known as remediation recommendations for areas where mould is suspected to be hidden, examples of such areas include but are not limited to areas behind shower tile, behind cabinets, and inside walls. Because destructive or disruptive testing or assessment is not preformed the inspector cannot guarantee that the suspected hidden mould will be found in such areas during remediation. Your inspector typically advises remediation for such areas based on one or more of the following, odor, moisture levels, spore levels, client interview information, or educated guesses based on past experience as to the existence of hidden mould in a given area. Because inspectors do not typically perform inspections that involve tearing your walls open for direct examination your inspector cannot guarantee that visible mould will exist in the remediated area.

The inspector will not check any area that poses a safety threat to the inspector such as walking on roofs. A roof inspector should be consulted in regards to any roof concerns.

Attics and crawl spaces with low clearance are not entered.

Only small areas of the interior of air conditioners are visible if opened. And a very small percentage (if any) of the interior area of AC ducts are visible. Any AC system evaluations done by your inspector is done as a very basic preliminary courtesy to the client only and should not be relied on to provide detailed information regarding the proper operation of the air condition systems operation. It is recommended that a qualified, licensed, AC service person or AC contractor review your AC system in regards to proper operation

---

Interior mold remediation limitations and disclaimers applicable to clients  
Be Very Careful When Choosing A Remediation Firm. There Are Few Regulations In Most States.

Your Remediator Should Have No Conflict Of Interest. They Should Be Certified, Insured, Professional, And Experienced Remediators, Who Use Updated Equipment And Methods. They Should Go Over Contracts Outlining Your Obligations, And The Remediators Obligations. Your Remediator Should Follow National Standards For Remediation. Last But Not Least They Must Possess Any And All Required Licenses Whenever Applicable.

We do not guarantee work performed by any persons we give you the numbers to.

Remediation is only conducted to rid a property of unusual mold conditions, it is sometimes conducted to rid a property of conditions that are reasonably believed to possibly contribute to asthma, allergy, and musty odors. Because of the limitations of current human knowledge and science as they relate to mould and indoor air quality, and because other common factors besides mould may contribute to health problems, doctors, remediators, and inspectors, cannot offer a guarantee that your health problems are related to your mould problem, thus we cannot guarantee that your symptoms will dissipate after remediation.

This protocol was prepared under the constraints of time and scope, and it reflects a limited investigation and evaluation. Further analytical testing may be required to find additional hidden mould infestations in hidden areas not able to be inspected.

Inspections by other specialists may be required to locate possible contamination from asbestos, lead paint, and other environmental hazards prior to remediation. The presence of such materials take precedence over mould remediation and removal of such regulated materials must be conducted in accordance with federal, state and local laws and regulations and require specific remediation protocols. The results of this inspection represent conditions only at the exact time and locations from where the inspection was performed. Thus, the report and this remediation letter should not be relied on to represent conditions at any other location or date and does not imply that this property is free of contaminants in other areas.

---

END OF REPORT

---



Appendix



Photo 1



Photo 2



Photo 3



Photo 4



Photo 5



Photo 6



Photo 7

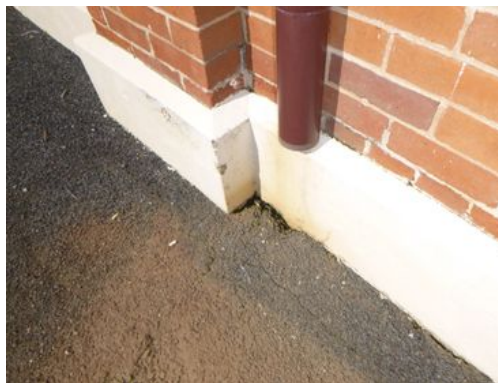


Photo 8



Photo 9



Photo 10



Photo 12



Photo 11



Photo 13

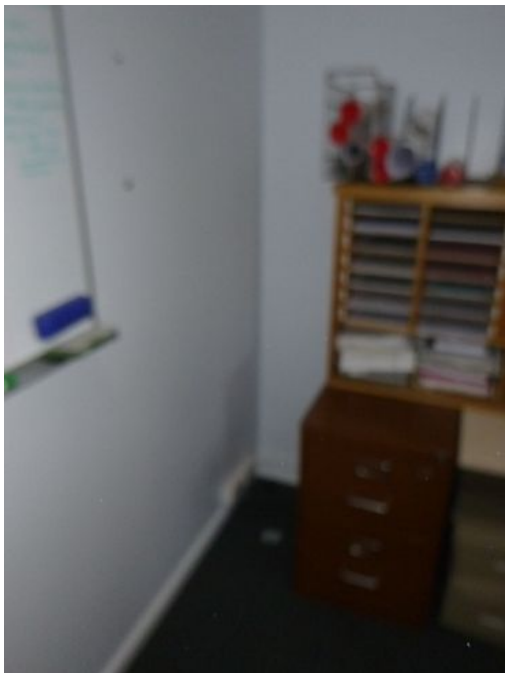


Photo 15



Photo 14



Photo 16



Photo 18



Photo 17



Photo 20



Photo 19



Photo 22



Private & confidential

21/29

Photo 21



Photo 24



Photo 23



Photo 26



Photo 25



Photo 28



Photo 27

Photo 30



Photo 29



Photo 32



Photo 31



Photo 34



Photo 33



Photo 36



Photo 35



Photo 38



Photo 37



Photo 40



Photo 39



Photo 42



Photo 41



Photo 44



Photo 43

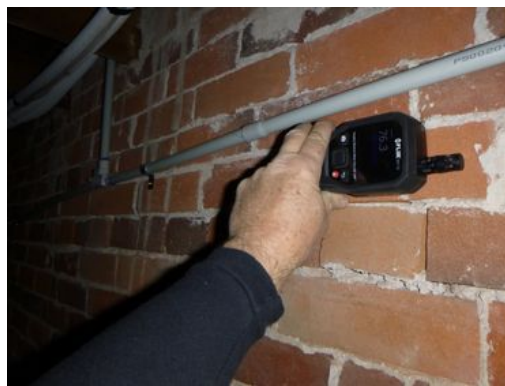


Photo 46



Photo 45



Photo 48





Photo 47



Photo 50



Photo 49



Photo 52



Photo 51



Photo 54



Photo 53



Photo 56



Photo 55



Photo 58



Photo 57



Photo 60



Photo 59



Photo 62



Photo 61

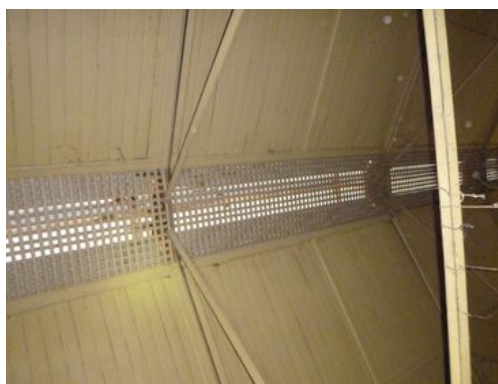


Photo 64



Photo 63



Photo 65

## **Attachment 2 Causation Report**

# CAUSATION REPORT

**Insured** | Statewide Property Mutual

**Loss Address** | 33 Maitland Street, Bingara, NSW, 2404

**Claim No.** | 805034

**CRD Reference** | 1749906

**Prepared By** | Jeff Hansford

**Report Date** | 11 March 2022

**Report Version** | 2

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CRD Building Consultants and Engineers  
A.C.N. 002 317 113 • A.B.N. 11 002 317 133

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**Building Consultants & Engineers**

CAUSATION REPORT



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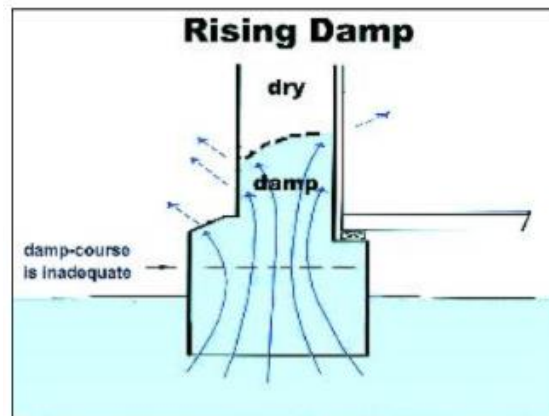
    Photographic Supplement ..... 10

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 It is not to be copied in full or any part without the written permission of CRD Building Consultants and Engineers.

## CAUSATION REPORT

**1.0 EXECUTIVE SUMMARY**

- 1.1 Raised mould levels have been discovered in the Council Building.
- 1.2 It is our opinion the existing damp-proof-course (DPC) in the wall is ineffective and deteriorated which allows moisture from the ground to soak upwards into the porous masonry wall materials by capillary action, just like oil into a wick.



- 1.3 It is also our opinion the discharging of water from downpipes and air conditioner condensation has added extra moisture levels to the brick walls below the Damp Proof Course (DPC) which has exacerbated the moisture to these areas.
- 1.4 It is our opinion having the sub-floor vents blocked to the front western half of the original section of the building has prevented the moist air and soil from drying out during times of rain which has also compounded the moisture problem to the sub-floor area and rising damp issues to the external walls.

**2.0 INSTRUCTIONS**

- 2.1 As requested by Jana Necevski of Factory Mutual Insurance Company; the writer has undertaken an inspection of the commercial premises situated at 33 Maitland Street, Bingara, NSW, 2404.
- 2.2 In accordance with your instructions, the purpose of the inspection was to;
- 2.2.1 *Conduct a site visit*
- 2.2.2 *Provide assistance in reviewing any further information that we may receive.*
- 2.3 The inspection was carried out on **19 October 2021** in the presence of Gwydir Shire Council representatives and Factory Mutual Insurance Company representatives Jana Necevski and Stephen McDonald.
- 2.4 The property is insured by Factory Mutual Insurance Company, reference number 805034.

Insured || Statewide Property Mutual

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Claim Number || 805034

CRD Claim || 1749906



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## CAUSATION REPORT



Building Consultants &amp; Engineers

**3.0 INTRODUCTION****3.1 Background and History**

- 3.1.1 In November 2020, council found mould in the Back Office behind a white board. The Back Office is located in the extension area at the rear eastern elevation. Further investigations found that a flashing to an old brick chimney had failed allowing water ingress to occur. The chimney was removed down to below the roof surface and new roof sheeting installed where the chimney once stood.
- 3.1.2 After the rectification works and mould remediation was completed, further tests were then carried out and it was found that mould was present throughout the entire building, including the original front section.
- 3.1.3 As a result of the tests finding mould throughout the property, further building/moisture inspections were carried out to determine the cause of the mould. In summary the results of these investigations concluded that the mould was caused by water from downpipes and air conditioning discharging water directly onto the ground next to the building and this water entering the sub-floor area of the property. It was also concluded that due to the height of the pavers, the existing sub-floor ventilation had been blocked off too many areas restricting the air flow under the building and the height of the pavers above the vents is also allowing water to enter these areas.

**3.2 Description**

- 3.2.1 The Insured's commercial premises comprise a single storey, double brick, metal roofed building, constructed on a bearer and joist floor.
- 3.2.2 The commercial property is situated on a level site and is approximately 100 years old with an extension carried out at a later date. For the purpose of this report, we have assumed that the commercial property faces west towards Maitland Street.

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Claim Number || 805034

CRD Claim || 1749906



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## CAUSATION REPORT



Building Consultants &amp; Engineers

**4.0 CIRCUMSTANCES**

- 4.1 Raised mould levels have been discovered in the Council Building.

**5.0 OBSERVATIONS**

- 5.1 After discussions with the representatives from Gwydir Shire Council regarding the background of what has been occurring, we were directed around the property and the following observations were made:

ExternalGeneral

- 5.2 Where we could, we observed that the damp proof course (DPC) which is approximately floor level internally, is made of a product called Malthoid.
- 5.3 Malthoid is a 2-ply felt material impregnated with bitumen which is also covered in a fine sand to prevent sticking when rolled.

Northern Elevation

- 5.4 We observed the sub-floor vents to the western end of the original section of the property have been covered by the brick pavers, with others partially covered. See photographs 4, 6 & 7.
- 5.5 We observed some of the downpipes from approximately halfway along the northern elevation through to the eastern end of the northern elevation are not connect to a stormwater system, rather are discharging directly onto the bitumen surface or the brick pavers. See photograph 7. When we placed a spirit level on these hard surfaces where the downpipes are discharging, we observed a slight fall away from the building.
- 5.6 We observed Fretting/Spalling to the surface of the face brick wall from rising damp. See the extract below from the *Brick Technical Manual* regarding the definition of Fretting:
- 5.7 *Fretting is caused by the action of salt migration in the walling system. Water which has salt dissolved in it migrates through the brick to the brick surface. As the brick dries, the salt is left behind and forms a salt crystal. The salt crystals grow in the voids within the brick. As more salt is left behind by the evaporation of water, the salt crystal grows larger and larger. The strength of the growing salt crystal can be stronger than the elements that hold the brick together. If this occurs, the brick face begins to crumble and fall away. This is also the case for mortar joints.*
- 5.8 The Fretting/Spalling is located above and below the DPC which is approximately floor level internally from rising damp. See photographs 8, 10 & 11. We also observed areas where old Fretting/Spalling has occurred to the bricks face and the mortar joints which have been previously patched. See photographs 4 & 5.

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## CAUSATION REPORT



- 5.9 When we took moisture readings along the external northern wall elevation, we observed that the lower sections of the bricks just above the damp proof course have extremely high moisture levels from rising damp, the moisture level drops as we took readings higher up the wall. See photographs 12, 13 & 14.

Southern Elevation

- 5.10 Similar to the northern elevation, we observed the sub-floor vents to the western end of the original section of the property have been covered by the concrete path with others partially covered. See photographs 16, 18 & 19.
- 5.11 We observed Fretting/Spalling to the surface of the face brick wall surface from rising damp. The Fretting/Spalling is located above and below the damp proof course. See photographs 17 & 20.

Rear Eastern Elevation

- 5.12 We observed the face brick wall outside the Rear Entry Office on the southern elevation contains mould to the surface from continually being wet. See photograph 22.

InternalExtension Area – Rear Entry Office

- 5.13 We observed water damage to the rendered southern wall elevation, which is where the mould was located to the external brick wall. The water damage was in the form of mould, and paint blistering and peeling. The southern wall elevation also contained elevated moisture.
- 5.14 In the northeast corner of the room which adjoins the Back Office where the initial water ingress was discovered, we observed raised moisture levels to the rendered brick walls. See photograph 29.

Extension Area – Back Office (Initial Water Ingress)

- 5.15 We observed raised moisture levels to the rendered brick wall which forms part of the old brick fireplace.

Extension Area – Large Office Area

- 5.16 We observed elevated moisture levels to the lower sections of the external rendered brick walls from rising damp. We also observed paint blistering and peeling to the external rendered walls where the elevated moisture levels are located.

Original Section – Sub-Floor Area Under the Stage

- 5.17 On gaining access to the sub-floor area under the stage, we observed mould to the floor frame timbers to various locations from elevated moisture levels to the area. See photographs 32 – 34.
- 5.18 We observed raised moisture levels to the external brick walls above the DPC from rising damp, which includes the brick wall where the extension was added.

Insured || Statewide Property Mutual

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Claim Number || 805034

CRD Claim || 1749906



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## CAUSATION REPORT



- 5.19 At the time of our inspection, the surface of the ground was dry and dusty, however we are unsure of the moisture content of the sub-surface soil.

Original Section – Stage Area

- 5.20 We observed long-term water damage to the rendered walls outside the access hole to the sub-floor area of the stage. The water damage was in the form of paint blistering and peeling from rising damp.

Original Section – Office area

- 5.21 The office area to the original section has been constructed within the Town Hall section of the building. The office areas have been constructed of timber wall frames, with the existing external rendered walls battened out with plasterboard wall linings.

- 5.22 In the offices which have had the wall vent removed, we were able to take moisture readings of the external rendered brick walls. We observed that all of the readings taken had raised moisture levels from rising damp.

Original Section – Sub-Floor Area

- 5.23 On gaining access to the sub-floor area under the offices, we observed mould to the timber floor frame to various locations.

- 5.24 At the time of our inspection, the surface of the ground was dry and dusty, however we are unsure of the moisture content of the sub-surface soil.



- 5.25 The above photo was taken from Metro Maps from 1 November 2017. The yellow box shows the Insured's property, and the red box shows the extension.

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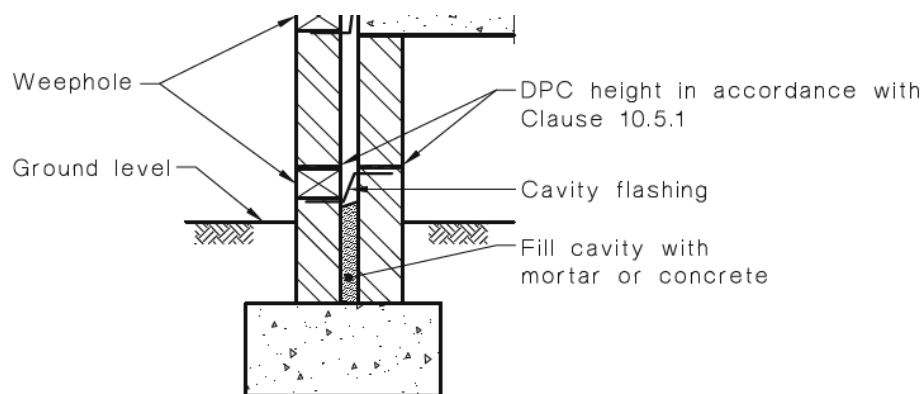
CRD Claim || 1749906



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## 6.0 CONCLUSIONS

- 6.1 Based on our inspection, it is our opinion the existing damp proof course (DPC) in the brick walls have deteriorated and are ineffective, resulting in rising damp issues throughout the property, including the walls and floors. In older buildings rising damp generally occurs because the damp proof course breaks down over a long period of time. DPC is a barrier originally placed below floor level in the mortar joints between the bricks in order to prevent moisture, which occurs naturally in the foundations, from rising up the wall due to capillary action, just like oil into a wick.



(b) Section

FIGURE 10.1 LOCATON OF DPC

- 6.2 It is also our opinion the discharging of water from downpipes and air conditioner condensation has added extra moisture levels to the brick walls below the DPC which has exacerbated the moisture to these areas.
- 6.3 It is our opinion having the sub-floor vents blocked to the front western half of the original section of the building has prevented the moist air and soil from drying out during times of rain which has also compounded the moisture problem to the sub-floor area and rising damp issues to the external walls.

## 7.0 LIMITATIONS TO REPORT

- 7.1 Our inspection was carried out on **19 October 2021** and was limited to a visual and walkover examination of the site. This report has been prepared within the limitations imposed by visual access and walkover around 33 Maitland Street, Bingara, NSW, 2404, and the findings are relevant to the dates of inspection.
- 7.2 Unless otherwise stated, the following matters are specifically excluded from assessment:
- 7.2.1 insect attack on timbers;
  - 7.2.2 safety and condition of electrical wiring;

## CAUSATION REPORT



Building Consultants &amp; Engineers

- 7.2.3 plumbing work, including water services, sewers, roof gutter and gas plumbing;
- 7.2.4 any subsurface or otherwise hidden aspects and;
- 7.2.5 fire & health regulations and requirements.
- 7.3 Interpretations of this report beyond the above-mentioned limits should not be made.
- 7.4 It should be noted that this report does not reflect the full extent of our investigations nor does it include the complete record of digital images of the damage but seeks only to define the principal data relating to this matter. Detailed building assessment and supporting evidence in relation to our conclusions has been retained on our files.
- 7.5 This report represents our findings in relation to the specific matters defined in this report only and is not to be construed to represent a comment on the structural integrity or otherwise of any other area(s) of the property that is/are not directly commented on in respect to adequacy of condition.

**8.0 INDEMNITY**

- 8.1 This assessment has been undertaken by CRD Building Consultants and Engineers at the request of Jana Necevski. No responsibility to third parties under the law of contract, tort or otherwise for any loss or damage is accepted.

Should you have any further enquiries regarding this matter, do not hesitate to contact me.

Yours faithfully,

*Jeff Hansford*

**Jeff Hansford**  
**Building Consultant**  
**Registered Building Practitioner - License 1132177 (QLD), 145197C (NSW)**  
**CRD Building Consultants & Engineers**  
 PO Box 1232, Tamworth, NSW, 2340  
 Tel: +61 2 8208 7400  
 Mob: 0448 620 602  
 jeff.hansford@crdbce.com.au

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**APPENDIX A**  
PHOTOGRAPHIC SUPPLEMENT

CAUSATION REPORT - APPENDIX A



Photograph 1: Shows the front western elevation of the property.



Photograph 2: Shows the western end of the northern elevation.

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Photograph 3: Shows the western end of the northern elevation.



Photograph 4: Shows the wall vent under the pavers and where the bricks and mortar have been patched previously.

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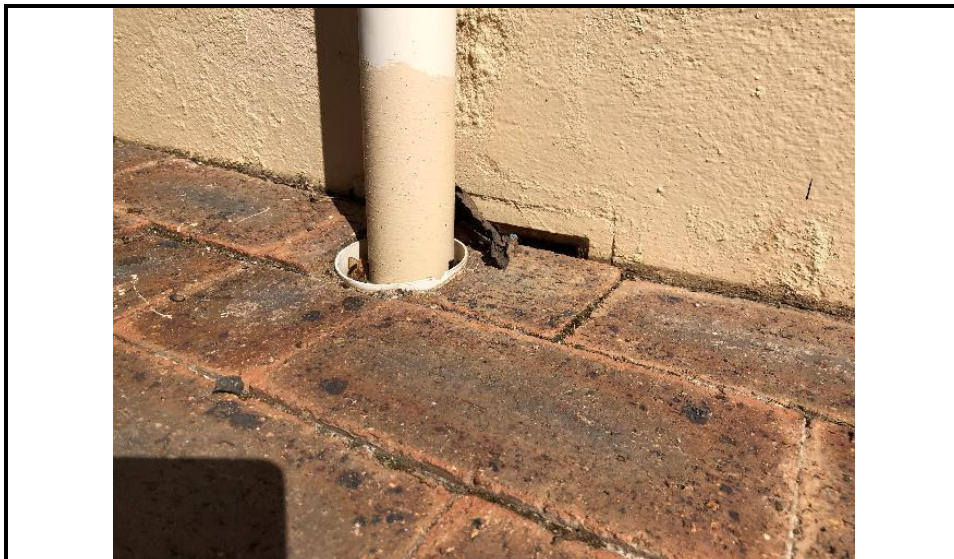


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CAUSATION REPORT - APPENDIX A



Photograph 5: Shows where the bricks and mortar have been patched previously.



Photograph 6: Shows the wall vent under the pavers.

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CAUSATION REPORT - APPENDIX A



Photograph 7: Shows where a downpipe is discharging directly onto the ground.



Photograph 8: Shows the fretting to the bricks above the DPC.

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CAUSATION REPORT - APPENDIX A



Photograph 9: Shows the eastern end of the northern elevation.



Photograph 10: Shows damage to the brick walls above the DPC.

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Photograph 11: Shows damage to the brick walls above the DPC.



Photograph 12: Shows the raised moisture levels above the DPC.

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Photograph 13: Shows the raised moisture levels above the DPC.



Photograph 14: Shows the moisture levels further high up the wall.

<b>Insured   </b> Statewide Property Mutual	<b>Loss Address   </b> 33 Maitland Street, Bingara, NSW, 2404
<b>Claim Number   </b> 805034	<b>CRD Claim   </b> 1749906

CAUSATION REPORT - APPENDIX A



Photograph 15: Shows the southern wall elevation.



Photograph 16: Shows the western end of the southern wall elevation where all the wall vents have been covered.

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Photograph 17: Shows damage above the DPC to the southern elevation.



Photograph 18: Shows the wall vent under the concrete path.

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Photograph 19: Shows the wall vent under the concrete path.



Photograph 20: Shows the DPC and a damaged brick above.

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CAUSATION REPORT - APPENDIX A



Photograph 21: Shows the rear eastern elevation.



Photograph 22: Shows mould to the external brick wall outside the Rear Entry Office.

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Loss Address || 33 Maitland Street, Bingara, NSW, 2404

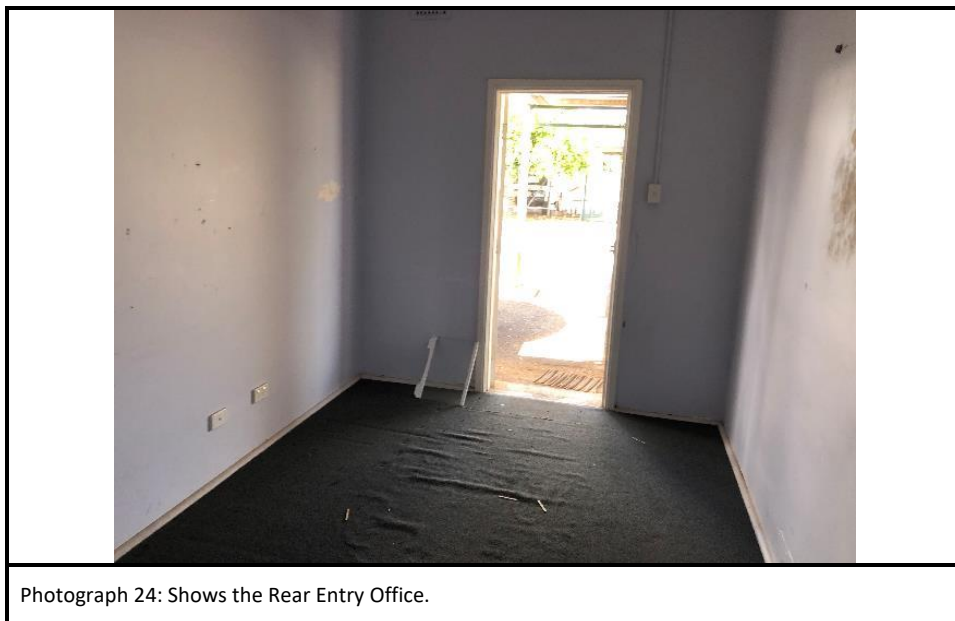
Claim Number || 805034

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CAUSATION REPORT - APPENDIX A



Photograph 23: Shows the new roof sheeting where the chimney was located.



Photograph 24: Shows the Rear Entry Office.

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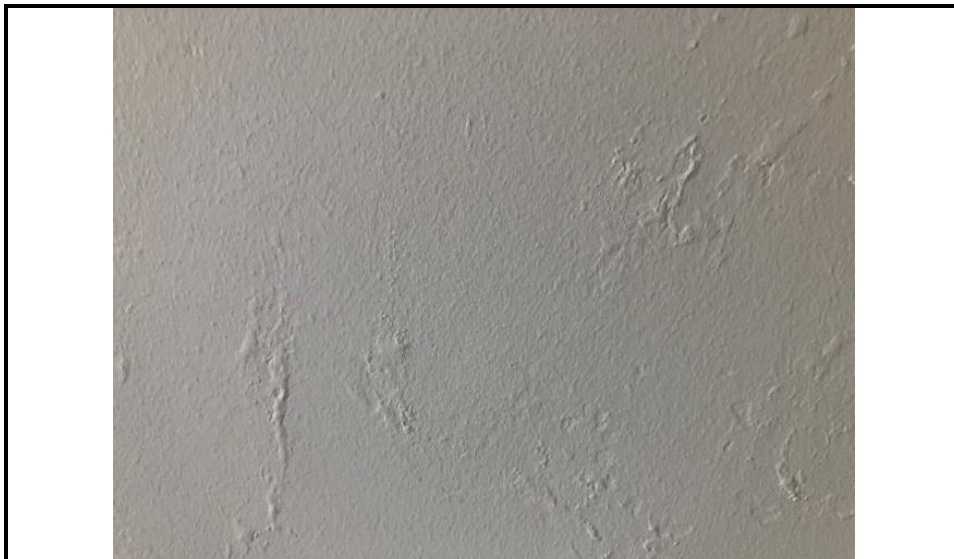


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Photograph 25: Shows mould to the southern wall.



Photograph 26: Shows water damage to the southern wall.

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CAUSATION REPORT - APPENDIX A



Photograph 27: Shows water damage to the southern wall.



Photograph 28: Shows the moisture levels to the southern wall.

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Photograph 29: Shows the moisture level to the northeast corner that adjoins the Back Office.



Photograph 30: Shows the affected wall in the Back Office.

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Photograph 31: Shows the moisture level to the affected wall in the Back Office.



Photograph 32: Shows the sub-floor area under the stage.

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CAUSATION REPORT - APPENDIX A



Photograph 33: Shows mould to the floor frame.



Photograph 34: Shows mould to the floor frame.



CAUSATION REPORT - APPENDIX A



Photograph 35: Shows rising damp damage near the access hole to the sub-floor area.



Photograph 36: Shows the office fit out to the Town Hall section of the original building.

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**CRD Claim ||** 1749906



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Photograph 37: Shows the wall vent in the office areas.



Photograph 38: Shows the moisture level to the existing external brick walls behind the office fit out.

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Photograph 39: Shows the moisture level to the existing external brick walls behind the office fit out.



Photograph 40: Shows mould to the floor frame under the original section.

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## **Attachment 3 Preferred Design**





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 e | struxi@struxi.com.au    qbcc | 1080847  
 w | www.struxi.com.au  
 a | Suite 12, Level 1, 1003 Margaret St, Townsboro Q 4550

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**PROUD MEMBER OF THE BUILDING DESIGNERS ASSOCIATION OF QUEENSLAND SINCE 2005 MEMBER NUMBER: 730**

REV	DESCRIPTION	DATE
A	UPDATED RENDERERS	04.08.2023

**PROJECT NAME**  
 BINGARA ADMINISTRATION HUB

**CLIENT ADDRESS**  
 33-35 MATLAND ST  
 BINGARA NSW 2404

**REAL PROPERTY DESCRIPTION**  
 L1 DP87721  
 L20 Section 38 DP756111

**CLIENT**  
 GWYDIR SHIRE COUNCIL

**ILLUSTRATIVE VIEWS**

AUTHOR	MFC	
DESIGNER	CCK	
ORIGINAL SIZE	594 x 841 - ISO A1	
PRINT DATE	4/08/2023 1:50:03 PM	

**SCALE**  
 AS SHOWN

**AUTHOR**  
 MFC

**DESIGNER**  
 CCK

**PRELIMINARY**  
 NOT FOR CONSTRUCTION

PROJECT NO.	SHEET NO.	REV
231967	DD 901	A

**STRUXI DESIGN PTY LTD**

**KEY**

SYMBOL	DESCRIPTION
	EXISTING WALL TO BE DEMOLISHED
	EXISTING WALLS TO REMAIN
	NEW WALL
	EMERGENCY EXIT SIGN
	PWD DOOR CIRCULATION IN ACCORDANCE WITH AS 1428.1 (3.2, 13.3 & FIGURE 31)
	DOOR TAG - REFER ELEVATIONS
	WINDOW TAG - REFER ELEVATIONS

AREA SCHEDULE	
NAME	AREA
MAIN BUILDING	1165 m <sup>2</sup>
STREET COURTYARD	57 m <sup>2</sup>
COLONNADGE	152 m <sup>2</sup>
PUBLIC AMENITIES	33 m <sup>2</sup>
GRAND TOTAL	1307 m <sup>2</sup>

ABBREVIATION LEGEND	
ABBREV	TEXT
CLNR	CLEANER'S SINK
FHR	FIRE RISER REEL
MSB	MAIN SWITCHBOARD
PWD-HW	ACCESSIBLE HANDBASIN - AS1428.1 COMPLIANT
SPK	SPEAKER
WC	WATERCLOSET
WC-A	AMBULANT PAN - AS1428.1 COMPLIANT



STRUXI DESIGN PTY LTD  
 a) 17/408 408 abn 1 53 115 458 908  
 e) struxi@struxi.com.au pbx 1 180847  
 w) www.struxi.com.au  
 a) Suite 12, Level 1, 100 Margaret St, Toowoomba Q 4350

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ISSUE	DESCRIPTION	DATE
B	UPDATED FLOORPLAN	21.08.2023
A	FOR INFORMATION	19.07.2023
	ISSUE	

**PROJECT NAME**  
 BINGARA ADMINISTRATION HUB

**CLIENT ADDRESS**  
 33-35 MATLAND ST  
 BINGARA NSW 2404

**REAL PROPERTY DESCRIPTION**  
 L1 DP87721  
 L20 Section 38 DP758111

**CLIENT**  
 GWYDIR SHIRE COUNCIL

**TITLE**  
 PROPOSED FLOOR PLAN

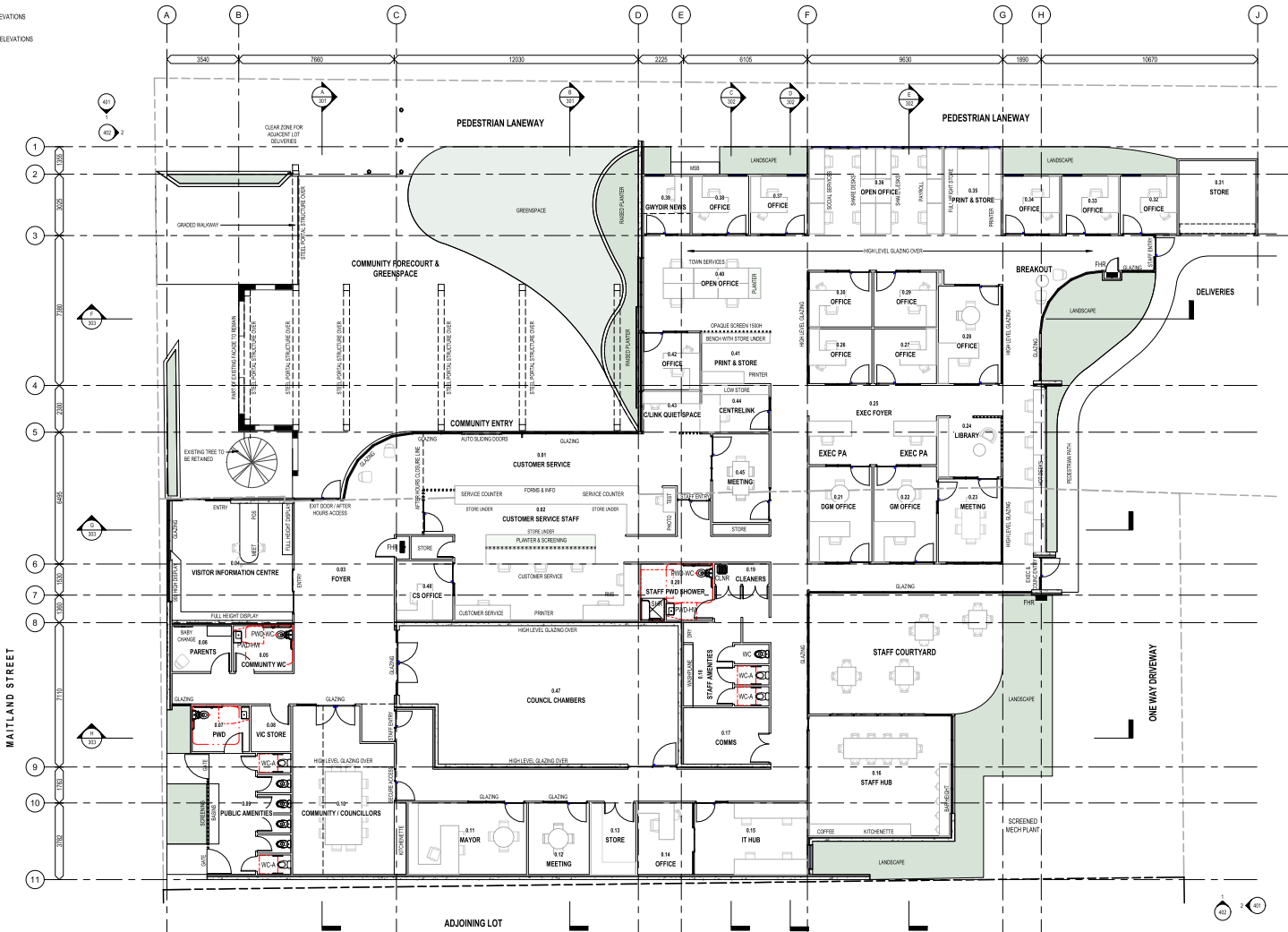
<b>AUTHOR</b>	SEC
<b>DESIGNER</b>	CKC
<b>ORIGINAL SIZE</b>	594 x 841 - ISO A1
<b>PRINT DATE</b>	21/08/2023 10:02:30 AM

**SCALE**  
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 1:100

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**PRELIMINARY**  
 PROJECT NO. 231967 | SHEET NO. 102 | B

STRUXI DESIGN PTY LTD



PROPOSED FLOOR PLAN  
 1:100

## 7 COUNCILLORS' REPORTS

**2023 commitments are outlined BELOW**  
**The Councillors' activity schedule for September**

<b>September 2023</b>		
Councillor	Event	Date
Cr John Coulton (Mayor)	Mayor overseas until 15 <sup>th</sup> September	
	Ordinary Council Meeting – The Warialda Council Chambers	28 <sup>th</sup> Sept.
Cr Catherine Egan (Deputy Mayor)	Emerge Spring Festival - Willoughby	1 <sup>st</sup> Sept – 3 <sup>rd</sup> Sept.
	Workshop to discuss the Future and Format of the Gwydir News – The Roxy Conference Room	8 <sup>th</sup> Sept.
	Executive Meeting	18 <sup>th</sup> Sept.
	Community meeting – to discuss old office demolition - The Roxy Conference Room	19 <sup>th</sup> Sept.
	Warialda Neighbourhood Watch Event – Warialda Pool Carpark	24 <sup>th</sup> Sept.
	Ordinary Council Meeting – Warialda Council Chambers	28 <sup>th</sup> Sept.
Cr David Coulton	Emerge Spring Festival - Willoughby	1 <sup>st</sup> Sept – 3 <sup>rd</sup> Sept.
	Workshop to discuss Future and Format of The Gwydir News – The Roxy Conference Room	8 <sup>th</sup> Sept.
	Bushfire Management Committee Meeting – Narrabri Fire Control Centre	19 <sup>th</sup> Sept.
	Community Meeting – to discuss old office demolition – The Roxy Conference Room	19 <sup>th</sup> Sept.
	Ordinary Council Meeting – The Warialda Council Chambers	28 <sup>th</sup> Sept.
	Murray Darling Association AGM - virtual meeting	28 <sup>th</sup> Sept.
Cr Geoff Smith	Workshop to discuss Future and Format of The Gwydir News – The Roxy Conference Room	8 <sup>th</sup> Sept.
	Bushfire Management Committee Meeting – Narrabri Fire Control Centre	19 <sup>th</sup> Sept.
	Community Meeting – to discuss old office demolition – The Roxy Conference Room	19 <sup>th</sup> Sept.

	Year 12 Farewell Assembly – Warialda High School	22 <sup>nd</sup> Sept.
	Warialda Neighbourhood Watch Event – Warialda Pool Carpark	24 <sup>th</sup> Sept.
	Ordinary Council Meeting – Warialda Council Chambers	28 <sup>th</sup> Sept.
Cr Lyndon Mulligan	Workshop to discuss Future and Format of The Gwydir News – The Roxy Conference Room	8 <sup>th</sup> Sept.
	Community Meeting - to discuss old office demolition – The Roxy Conference Room	19 <sup>th</sup> Sept.
	Warialda Neighbourhood Watch Event – Warialda Pool carpark	24 <sup>th</sup> Sept.
	Ordinary Council Meeting – Warialda Council Chambers	28 <sup>th</sup> Sept.
	Murray Darling Association AGM - virtual meeting	28 <sup>th</sup> Sept
Cr Marilyn Dixon	Workshop to discuss Future and Format of The Gwydir News – The Roxy Conference Room	8 <sup>th</sup> Sept.
	Community Meeting – to discuss old office demolition – The Roxy Conference Room	19 <sup>th</sup> Sept.
	Ordinary Council Meeting – Warialda Council Chambers	28 <sup>th</sup> Sept.
Cr Tiffany Galvin	Workshop to discuss Future and Format of The Gwydir News – The Roxy Conference Room	8 <sup>th</sup> Sept.
	Community Meeting – to discuss old office demolition – The Roxy Conference Room	19 <sup>th</sup> Sept.
	Ordinary Council Meeting – Warialda Council Chambers	28 <sup>th</sup> Sept.
Cr Jim Moore	Bushfire Management Committee Meeting – Narrabri Fire Control Centre	19 <sup>th</sup> Sept
	Community Meeting – to discuss old office demolition – The Roxy Conference Room	19 <sup>th</sup> Sept
	Warialda Neighbourhood Watch Event – Warialda Pool Carpark	24 <sup>th</sup> Sept
	Ordinary Council Meeting – Warialda Council Chambers	28 <sup>th</sup> Sept
Cr (Dr Chris Matthews	Overseas	



Cr David Coulton provided an update on the Telstra coverage issue in Bingara. He advised that he and Carl Tooley had met with Telstra representative Ian George, Regional Engagement Manager, to discuss the issue with communications in the Bingara area when there are power outages. Mr George advised they will be installing a battery system that lasts longer and also trialling a plug-in generator as an option to continue mobile services in times of power outages.

Cr Galvin advised the meeting that she had attended the Australian Regional Tourist Conference. She reported that the Conference was focused on the use of technologies and that she did not find this to be very relevant to the Gwydir situation.

Cr Moore raised the following issues;

Expressed his gratitude to the staff involved in the works on the Mosquito Creek Road.

Noted that he was pleased that the correct wording was going to be returned to the Warialda Memorial Pool

Expressed his gratitude to the staff involved in the Nicholson Oval development.

Cr John Coulton raised the following issues;

That staff involved in the Warialda Honey Festival should be congratulated for their efforts as it was well attended and well organised event.

Asked that the Committee consider holding the event a month earlier due to the extreme heat at the event this year.

## **8 COMMITTEE OF THE WHOLE - CONFIDENTIAL ITEMS**

### **COUNCIL RESOLUTION:**

**THAT the Council resolve into Confidential Session, Committee of the Whole and that in the public interest and in accordance with Section 10A (2) (a) and (c) of the Local Government Act, 1993, the public and press be excluded from the meeting to consider Item(s) listed on the Agenda.**

**(Moved Cr Galvin, Seconded Cr D Coulton)**

**CARRIED**

**For: Cr J Coulton, Cr Egan, Cr D Coulton, Cr Dixon OAM, Cr Galvin, Cr Moore and Cr Mulligan**

**Against: Nil**

### **8.1 Adoption of the Recommendations of the Confidential Session**

The meeting was re-opened to the public at {time} and members of the public and press returned to the meeting.

**COUNCIL RESOLUTION:**

**THAT the recommendations of the Confidential Session, namely:**

**Gwydir Shire Circular Economy Precinct**

**THAT the briefing paper on the current status of the Gwydir Shire Circular Economy Precinct is noted.**

**Sale of 5 Yetman Street Coolatai**

**THAT the Council accept the unconditional purchase offer from Mr Nigel Hanning of \$9,000 to purchase 5 Yetman Street Coolatai (Lot 85 DP 751115).**

**Confidential Organisation and Community Services Report**

**THAT the report be received.**

**Sale of 44 Hope Street Warialda**

**THAT the Council accept the unconditional purchase offer from Anne Reardon from McGregor Livestock and Property on behalf of a client to purchase 44 Hope Street , Warialda (Lot 2, DP 618707) for a sale price of \$45,000**

**(Moved Cr D Coulton, Seconded Cr Galvin)**

**CARRIED**

**For: Cr J Coulton, Cr Egan, Cr D Coulton, Cr Dixon OAM, Cr Galvin, Cr Moore and Cr Mulligan**

**Against: Nil**

**9 CLOSURE**

The meeting closed at 12.45pm.