



# **WALGETT SHIRE COUNCIL**

## **AGENDA**

**28<sup>TH</sup> OCTOBER 2008**

*RAY KENT*  
*General Manager*



23<sup>rd</sup> October 2008

**NOTICE IS HEREBY GIVEN** that the Ordinary Meeting of Walgett Shire Council will be held in the **Walgett Shire Council Chambers commencing at 10.00am.**

Members should note that a tour of inspection of sites related to Confidential Item 'Tender for the Construction of Council Medium Density Scheme' and Item 11 'Walgett Railway Station' will depart the rear of the Administration building in the Council bus on Tuesday at 9.00am. Members proposing to attend the tour of inspection should notify Ms Jodie Gates before 5.00pm on Monday 27<sup>th</sup> October.

Members should further note that the Mayor will adjourn the Meeting at 11.00am in order that a Citizenship ceremony can be conducted for three residents. The citizenship ceremony will be followed by morning tea for Councillors, new citizens and their invited guests.

Ray Kent  
General Manager

**AGENDA**

**1. Opening of Meeting**

**2. Acknowledgement of Traditional Owners**

I would like to acknowledge the traditional owners of the lands within the Walgett Shire and I would also like to acknowledge the Aboriginal and Torres Strait Islander people who now reside within this Shire.

**3. Apologies**

**4. Welcome to Visitors**

**5. Public Forum Presentations**

*(Limited to five minute presentations, and must relate to items listed within the Business Paper)*

**6. Declaration of Pecuniary/Non Pecuniary Interests**

**7. Confirmation of Minutes**

**8. Reserve Trust Management Committee Reports - Nil**

**9. Mayoral Minutes –**

## 1.A WALGETT SHIRE COUNCIL MAYORAL MINUTE

**COUNCIL MEETING:** 28 October 2008  
**SUBJECT:** Location of Council Meetings

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At the October 2008 Council Meeting it was resolved:

“That in any Calendar year one Ordinary Meeting of Council be held in each of Lightning Ridge, Collarenebri, Rowena, Burren Junction and Carinda.”

The venues for Meetings between October 2007 and November 2008 were as follows:

Oct 07	Carinda	Jun 08	Walgett
Nov 07	Burren Junction	Jul 08	Walgett
Dec 07	Walgett	Aug 08	Walgett
Feb 08	Walgett	Sep 08	Walgett
Mar 08	Lightning Ridge	Oct 08	Walgett
Apr 08	Collarenebri	Nov 08	Burren Junction
May 08	Rowena		

The December 2008 Meeting will be held in Walgett.

The proposed locations for Meetings in 2009 is as follows:

Feb 09	Carinda (a Meeting has not been held in Carinda since October 2007)
Mar 09	Lightning Ridge (it will be 12 months since a Meeting was held in this town)
Apr 09	Collarenebri (it will be 12 months since a Meeting has was held in this town)
May 09	Walgett (Budget meetings will be underway and Meeting needs to be held where ready access to a number of staff)
Jun 09	Walgett (Budget meetings)
Jul 09	Rowena (it will be 14 months since a Meeting was held in this town)
Aug 09	Walgett
Sep 09	Walgett
Oct 09	Walgett
Nov 09	Burren Junction (it will be 12 months since a Meeting was held in this town)
Dec 09	Walgett

**Motion:** That the proposed locations for Ordinary Meetings of Council in 2009 be endorsed.

**10. Motions of which Notice has been given**

**Councillor Murray**

Council request the Department of Education to provide a paper outlining the conclusions reached following the recent review of the Walgett Community College along with any proposals for changes to operations, management and curriculum.

**Councillor Greenaway**

Council review the list of committees before election of delegates.

**Councillor Murray**

A status report be presented to the November Council meeting on Council's Family Day Care and In house Care programs. Such report to provide information on utilisation and costs.

**Councillor Greenaway**

A report be presented to the November Council meeting on the policy covering private use of Council motor vehicles. Such report to cover eligibility, costs, terms and conditions of use and utilisation of the Scheme.

**Councillor Greenaway**

Council continue to recognise the Precinct Committees at Carinda, Burren Junction and Rowena for the purpose of advising Council of the needs of those areas and that a report on any practical issues associated with the support of the Committees and their operations be presented to the November Council Meeting.

**11. Presentation of Petitions - Nil**

**12. Councillor's Questions with Notice - Nil**

**13. Reports of Delegates and Representatives - Nil**

**14. Reservation of items for Debate**

**15. Reports of Officers**

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**16. Reports of Committees - Nil**

**17. Questions without notice from Councillors**

**18. Confidential Reports/Closed Council Meeting**

Tabled as a separate agenda

**19. Close of Meeting**

**1. REPORT ON MANAGEMENT PLAN 2008/2009 – 2012/2013**

**REPORTING SECTION:** General Manager  
**AUTHOR:** Ray Kent – General Manager  
**FILE NUMBER:** 145/11/07/00

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**Summary:**

This report summarises the extent to which performance targets set by Management Plan 2008/2009 – 2012/2013 have been achieved during the quarter July 2008 – September 2008.

**Discussion (including issues and background):**

Under Section 407 of the Local Government Act 1993 the General Manager is required to report periodically on the implementation of the Management Plan. A report must be presented to Council within 2 months after the end of each quarter. This report is presented to Council to demonstrate achievements for the quarter July 2008 – September 2008.

**Relevant Reference Documents:**

Local Government Act 1993  
Walgett Shire Council Management Plan 2008/2009 – 2012/2013

**Stakeholders:**

Walgett Shire Council

**Financial Implications:**

Nil

**Recommendations:**

- 1) That the Report on the Management Plan 2008/2009 – 2012/2013 for the period July 2008 – September 2008 be received.**

## PERFORMANCE MEASUREMENT

### PERFORMANCE MEASUREMENT - GENERAL MANAGER

No	Mission Aim	2008/2009 Activity	Measurement, Method and Target	Responsible Manager	Status
1.	To promote better practice and encourage improvement in the way Council conducts its activities and ensure good governance	Completion of the Local Governments Self Assessment Checklist.	Checklist requirements completed by June 2009.	General Manager	On target
		Review Organisation Structure	Implement Organisational changes prior to September 2008.		New structure adopted and operational
2.	To develop and improve the aesthetic physical characteristics of the Shire.	Upgrade main Town Centre and provide a contemporary Council Depot in Walgett.	Walgett CBD upgrade complete by February 2009. Collarenebri CBD upgrade complete by December 2009. Plans, specifications and approvals in place for a new Walgett Depot by March 2009. Construct new Walgett Depot by December 2010.	General Manager	Will be delayed  Target remains  Funds allocated. Project has been scheduled  Dependent on Council decision
3.	To be a good employer and provide leadership through a safe and productive workplace.	Staff appraisals to include reference to actions required to achieve training and multi skill objectives.	All staff appraised annually.	General Manager	Complete
		Develop an organisational culture, which acknowledges dedication and innovation.	Employee of the Month to be recognised for dedication and innovation. Employee of the year to be judged in December each year.		Ongoing

**PERFORMANCE MEASUREMENT - GENERAL MANAGER**

No	Mission Aim	2008/2009 Activity	Measurement, Method and Target	Responsible Manager	Status
4.	To Provide training for newly elected Councillors.	Ensure that all newly elected Councillors are provided with the necessary training as required by the Department of Local Government.	Information sessions for prospective Council election candidates to be undertaken in July 2008.  Training and briefing sessions for members of new Council to be conducted in September and October 2008.	General Manager	Complete  Programmed
5.	To provide strong local and regional leadership.	Council will encourage greater involvement and participation in regional and state activities by its senior staff and Council representatives.	Mayor and Councillors involved in the activities of the Shires Association, C Division and Western Division of the Association, where relevant.  Senior staff active members of relevant professional groups.	General Manager	Ongoing  Limited involvement only
6.	To ensure that Council's corporate planning needs and policy decisions meet the requirements and expectations of the community and comply with the legislative requirements.	Council will consult widely and communicate decisions effectively.	Council's website will be updated regularly and contain relevant and current information.  General Manager will be available for regular interviews with media.  General Manager will attend meetings with community groups and organisations.  Council will inform community through press releases and information passed onto Precinct Committees and Community Working Parties.  General Manager will ensure Council news column placed in local newspapers at least fortnightly.	General Manager	Website amendment training has been arranged for key staff.  All other activities ongoing

**PERFORMANCE MEASUREMENT - GENERAL MANAGER**

No	Mission Aim	2008/2009 Activity	Measurement, Method and Target	Responsible Manager	Status
7.	To ensure responsible and good governance.	All ordinary meetings and special meetings of Council are appropriately advertised to the public.	All meetings are advertised to comply with the Local Government Act 1993.  Opportunities are provided to the public, to address agenda items at every meeting.	General Manager	Ongoing
		Walgett Shire Management Plan 2008/2009-2012/2013 is prepared and adopted.	By 30 June 2008		Plan adopted

**PERFORMANCE MEASUREMENT – DIRECTOR URBAN INFRASTRUCTURE SERVICES**

No	Mission Aim	2008/2009 Activity	Measurement, Method and Target	Responsible Manager	Status
1.	To provide, operate, & maintain an efficient reticulated Water Supply to designated town and village areas	To maintain potable water supplies within NHMRC microbiological guideline limits	No. tests - 98% compliance	Director, Infrastructure and Engineering Services	On going (close monitoring)
		Timely repair main breaks and service connections	No unplanned interruptions - less than 10% exceed 5 hours duration		On going
		All hydrants maintained in a serviceable condition	No failures; nil failures reported by Fire authorities		On going
		To promote water conservation through Council's Savewater! website	On-going		Not yet started
		Water Service metering completed & new tariff structure adopted	Completion, June 2009		In progress
		Water Mains Replacement – trunk raw water main Walgett, & Carinda AC mains	Metres replaced, Walgett - June 2009, Carinda - June 2011		Writing contract specification in progress
		Feasibility Study for the Replacement of Walgett Filtration Plant	Completion, June 2009		Not yet started
		Complete replacement of Potable Metered Standpipes in Walgett & Lightning Ridge	Completion, February 2009		Not yet started

**PERFORMANCE MEASUREMENT – DIRECTOR URBAN INFRASTRUCTURE SERVICES**

No	Mission Aim	2008/2009 Activity	Measurement, Method and Target	Responsible Manager	Status
2.	To provide, operate, & maintain a common Waster Water (sewage) disposal system for designated town and village areas	To discharge effluent within License conditions and Environmental Legislation	Nil pollution incidents nil Prosecutions.	Director, Infrastructure and Engineering Services	License (to operate) preparation in progress
		Timely repair main chokes/blockages	Nil unplanned interruptions - less than 10% exceed 5 hours duration		On going (constant monitoring)
		Reline all AC sewer mains in Walgett	Completion, June 2010, CCTV required		Writing of contract specifications in progress
		Fence the effluent ponds at Collarenebri, to maintain public safety	Completion, December 2008		Not yet started
		Replace the effluent pump station at Collarenebri, to provide continuity of service	Completion, June 2009		Preparation of specifications not started
3.	To provide kerb-side Domestic Waste collection services in designated town and village areas	To provide a weekly service to all customers	No services - < 5% bin services are missed	Director, Infrastructure and Engineering Services	On going (constant monitoring)

**PERFORMANCE MEASUREMENT – DIRECTOR URBAN INFRASTRUCTURE SERVICES**

No	Mission Aim	2008/2009 Activity	Measurement, Method and Target	Responsible Manager	Status
4.	To provide bulk / Commercial Waste disposal facilities within Walgett Shire	To provide landfills for commercial and bulk waste at Walgett & Lightning Ridge	No services -< 5% bin services are missed	Director, Infrastructure and Engineering Services	Monitoring in progress
		To construct a hardstand area at Walgett Landfill for wet weather operations	Completion, December 2008		Site investigation to start
		To complete the Solid Waste Asset Management Plan including defining future of bulky waste facilities at Villages and recycling facilities	Completion of Plan, February 2009		Collation of data started
		To undertake Environmental Assessment and Approvals for a replacement Landfill at Lightning Ridge	September 2009		Not yet started
5.	To encourage recycling of waste within Walgett Shire	To incorporate recycling as part of the Solid Waste Asset Management Plan	Completion of Plan, February 2009	Director, Infrastructure and Engineering Services	Collation of data not yet started
		To promote waste education through Netwaste "Waste to Art" and other opportunities	On-going		Closed coordination in progress

**PERFORMANCE MEASUREMENT – DIRECTOR URBAN INFRASTRUCTURE SERVICES**

No	Mission Aim	2008/2009 Activity	Measurement, Method and Target	Responsible Manager	Status
6.	To manage & mitigate the impacts of Stormwater and Flood flows within designated town and village areas	To maintain serviceability of Council's stormwater systems to prevent urban flooding during minor storm events	Nil flooding incidents due to stormwater surcharge during minor storms, 95% minor storms are flood free	Director, Infrastructure and Engineering Services	On going (constant monitoring)
		To maintain pollution control structures on stormwater systems	Nil pollution incidents due to control structure failure - control structures fail in < 5% of minor storms		On going (constant monitoring)
		To maintain Walgett Levee and Flood systems in a state of readiness to combat flood threats up to 1% AEP flood	Audit Inspection - serviceable assessment at a randomly called audit of all structures		Audit yet to commence
		To complete design and documentation of Walgett Flood Levee refurbishment	Project reached call tender stage, September 2008		Waiting for final plan resolution
		To refurbish Walgett Flood Levee	Complete June 2013		Plan ok, document not yet started
		Safety Upgrade of Open Stormwater Channels at Lightning Ridge	complete June 2013		Analysis not yet started
		To replace failed kerb & gutter	Complete 2017		Walgett – priority Lightning Ridge – to complete

**PERFORMANCE MEASUREMENT – DIRECTOR URBAN INFRASTRUCTURE SERVICES**

No	Mission Aim	2008/2009 Activity	Measurement, Method and Target	Responsible Manager	Status
7.	To improve & maintain Urban Street Infrastructure such that they contribute to a safe and attractive environment for business and recreation	To provide regular pavement sweeping, litter removal, and vegetation maintenance to urban streets and car parks	meters maintained -on-going	Director, Infrastructure and Engineering Services	Intermittent monitoring on going
		To clean & maintain public toilets in road related areas	Audit inspection, annual overall audit score > 80% pass rate		On going
		To replace hazardous footpaths to minimise Council's public liability risk	meters maintained - on-going		Setting/auditing assessment primitive not yet started
		Upgrade Walgett CBD pedestrian lighting	Completion June 2009		
		Replace Street Trees	No replaced -ongoing		In progress
		Upgrade pedestrian traffic facilities, Burren Junction	Completion December 2008		Analysis yet to completed
		Resealing of pavements every 8-15 years	meters of seal, all of the sealed network has a seal < 20 years old by June 2013		On going
		To construct a new public toilet in Lightning Ridge	Completion June 2009		Site location not fixed yet

**PERFORMANCE MEASUREMENT - DIRECTOR INFRASTRUCTURE AND ENGINEERING SERVICES**

Urban Infrastructure Services

No	Mission Aim	2008/2009 Activity	Measurement, Method and Target	Responsible Manager	Status
8.	To improve & maintain Urban Parklands such that they contribute to a safe and attractive community environment	To provide regular litter removal, and vegetation maintenance to urban parklands	meters maintained - on-going	Director, Infrastructure and Engineering Services	On going (constant monitoring)
		To clean & maintain public toilets in parklands	Audit inspection, annual overall audit score > 80% pass rate		On going (constant monitoring)
		To install/replace automatic watering systems in Gray Park, Len Cram Park, and Lions Park Lightning Ridge	Completion September 2009		Analysis not yet completed in progress
		Install Playground equipment in selected parks	Units Installed - 6 units by June 2011		Feasibility studies in progress
		Upgrade amenities Trevallion Park	Completion March 2009		In progress (alternate solution introduced)

**PERFORMANCE MEASUREMENT – DIRECTOR URBAN INFRASTRUCTURE SERVICES**

No	Mission Aim	2008/2009 Activity	Measurement, Method and Target	Responsible Manager	Status
9.	To improve & maintain Recreational & Sporting Facilities such that they contribute to a safe and attractive environment for the social development of the community	To provide regular litter removal, and vegetation maintenance to recreational & sporting facilities	meters maintained - on-going	Director, Infrastructure and Engineering Services	On going (constant monitoring)
		To clean & maintain public toilets in recreational & sporting facilities operated by Council	Audit inspection, annual overall audit score > 80% pass rate		On going (constant monitoring)
		Install an automatic watering system Walgett No. 1 Oval	Completion October 2008		Writing specifications in progress
		Install a shade structure over main Collarenebri Pool	Completion October 2008		Selection of material in progress
		Facilities Upgrade Lightning Ridge Bore Baths	Completion March 2009		Due to start early Nov 08
		Improvements Burren Junction Bore Baths	Completion April 2009		Due to start Feb 09
		Construct Skate Park in Walgett	Completion June 2009		Site selection and environmental analysis in progress
10.	To improve & maintain public Cemeteries within Walgett Shire	To provide regular litter removal, and vegetation maintenance to public cemeteries	meters maintained - on-going	Director, Infrastructure and Engineering Services	On going
		Construct memorial wall Walgett cemetery	Completion, June 2009		Specifications yet to finalise

**PERFORMANCE MEASUREMENT – DIRECTOR URBAN INFRASTRUCTURE SERVICES**

No	Mission Aim	2008/2009 Activity	Measurement, Method and Target	Responsible Manager	Status
11.	To improve & maintain Walgett Cattle Saleyards	To maintain walgett cattle saleyards in safe and serviceable condition	Audit inspection -annual overall audit score > 90% pass rate	Director, Infrastructure and Engineering Services	Ongoing
12.	To improve & maintain public Airfields within Walgett Shire to support regular passenger services to Walgett & Lightning Ridge, aero-medical access to Collarenebri, and emergency access during floods at other sites	To conduct regular inspections and maintenance to meet registration and security requirements	No inspections - 98% inspections completed, 98% defects completed on time	Director, Infrastructure and Engineering Services	On going (Constant monitoring)
		To provide 'roo-run' services for night aero-medical operations	No runs - 98% availability to conduct requested 'roo runs'		On going
		To maintain Collarenebri airport serviceability for night aero-medical operations	No night aero-medical calls - < 5% of calls diverted		On going
		Maintain & reseal pavements to ensure serviceability for aircraft operations	Audit inspection, annual overall audit score > 98% pass rate		On going
		Upgrade Collarenebri Airport to mains power lighting	Completion June 2009		To start end of October 2008
		Seal the Collarenebri main runway	Completion November 2009		Yet to prepare specifications

**PERFORMANCE MEASUREMENT – DIRECTOR URBAN INFRASTRUCTURE SERVICES**

No	Mission Aim	2008/2009 Activity	Measurement, Method and Target	Responsible Manager	Status
13.	To implement and maintain Asset Management Systems that meet legislated and government guidelines, provide an effective resource for strategic planning of asset replacement, identify future capital expenditure liabilities, and provide a systematic defence against public liability risks	To implement electronic systems and procedures that efficiently record complaints, inspections, defects, and works/rectification instructions linked directly to the affected asset	complete June 2010	Director, Infrastructure and Engineering Services	Analysis in progress
		To record the details and valuation of each Council asset in an auditable system as required	As per Dept Local Govt. Schedule: Land, Buildings, Other Assets – August 2008 Roads & Drainage – August 2009		Collation analysis in progress
		To document long-term plans for the operation, maintenance and renewal of Council's assets to maintain a sustainable level of service to the community	Water – December 2009 Transport – March 2010 Community Infrastructure – December 2010		Yet to finalise the strategy

**PERFORMANCE MEASUREMENT – DIRECTOR RURAL INFRASTRUCTURE & SUPPORT SERVICES**

No	Mission Aim	2008/2009 Activity	Measurement, Method and Target	Responsible Manager	Status
1.	To improve & maintain Regional Roads & Bridges to provide safe, efficient, all-weather access on key transport routes within Walgett Shire	Heavy Patching on sealed roads to repair major pavement defects	meters of defects repaired, less than 10% of the sealed network has a major defect by June 2013	Director, Infrastructure and Engineering Services	Nil to date
		Resealing of geotextile pavements with only a single seal and other pavements every 8-13 years	meters of seal, all of the sealed geotextile network has a minimum of a double seal by June 2010		Reseal areas for 08/09 yet to be identified
		RR329: reconstruction & sealing of remaining unsealed section	meters of seal - all of RR329 is sealed by December 2009		Scheduled start Dec 08
		RR329 Pian Cr Bridge: completion of replacement	Completion, new concrete structure is open to traffic by September 2008		Open 3/10/08
		RR333: completion of reconstruction & sealing of remaining unsealed section	meters of seal, all of RR333 is sealed by December 2009		Penultimate stage commenced Aug 08
		RR333 Castlereagh River Bridge: replacement	Completion, new concrete structure is open to traffic by June 2008		No action to date
		RR457: reconstruction & sealing to 25km south of Qld border	meters of seal, open to traffic by September 2008		8km yet to be sealed

**PERFORMANCE MEASUREMENT – DIRECTOR RURAL INFRASTRUCTURE & SUPPORT SERVICES**

No	Mission Aim	2008/2009 Activity	Measurement, Method and Target	Responsible Manager	Status
2.	To improve & maintain Shire Roads & Bridges to provide safe access to most rural properties within Walgett Shire and efficient, all-weather access to key population centres	Resealing pavements every 8-13 years	meters of seal, all of the sealed network has a seal < 13 years old by June 2013	Director, Infrastructure and Engineering Services	Reseal areas yet to be identified
		Gravel Resheeting of unsealed pavements to maintain trafficability	meters of resheet, all of the gravel sheeted network is in wet weather trafficable condition by June 2013		Nil to date
		Reshape Formation of formed roads to maintain drainage and safety	km of road reshaped, 95% of the formed road network is trafficable within 5 days of rain by June 2013		Nil to date
		SR 120: Epping Bridge and 1 <sup>st</sup> Epping Bridge: replacement	Completion - new concrete structure is open to traffic by June 2009		No action to date
3.	To improve & maintain Traffic Facilities (Road Linemarking, Traffic Signs, and Medians) to facilitate safe and efficient vehicle movement in Walgett Shire	Investigation of traffic issues and referral to Local Area Traffic Committee (LATC) (where relevant)	No issues considered, resolution of issues within 90 days of referral	Director, Infrastructure and Engineering Services	LATC Meeting due Nov 08
		Installation of minor changes to traffic facilities	Facilities Installed, works constructed within agreed time and budget		Ongoing ~ parking signage at Lightning Ridge ~ Pedestrian facilities at Walgett ~ Taxi signage at Walgett ~ Walford coronial

**PERFORMANCE MEASUREMENT – DIRECTOR RURAL INFRASTRUCTURE & SUPPORT SERVICES**

No	Mission Aim	2008/2009 Activity	Measurement, Method and Target	Responsible Manager	Status
4.	To operate Council Quarries and Gravel Pits in a safe and efficient manner to provide cost-effective materials for road construction and maintenance operations	Implement a revised Mine Safety Management Plan to meet new legislation	Key personnel trained and authorised within legislated period	Director, Infrastructure and Engineering Services	No action to date
		Resolve Licensing & Approval issues	Compilation of Quarry Register and correction of any omissions by June 2009		No action to date
5.	To manage Council's Plant & Vehicle Fleet to provide appropriate and efficient plant and vehicles to meet Council's operational needs	Review Plant Replacement Program	Complete by December 2008	Director, Infrastructure and Engineering Services	No action to date
		Review the Motor Vehicle Replacement Policy	Complete by June 2009		No action to date
		Review Plant Hire Rates (internal)	Complete by February 2009		60% complete
6.	To maintain & operate a Repair and Maintenance Workshop for heavy plant and vehicles that efficiently provides maintenance and repair services (including mobile services) that meets the operational needs of Council	Review and adjust procedures, human and physical resources to meet operational needs	On-going	Director, Infrastructure and Engineering Services	Ongoing
		Complete functional brief of requirements for replacement workshop	Complete by September 2008		No action to date

**PERFORMANCE MEASUREMENT – DIRECTOR RURAL INFRASTRUCTURE & SUPPORT SERVICES**

No	Mission Aim	2008/2009 Activity	Measurement, Method and Target	Responsible Manager	Status
7.	To maintain & operate a Supplies Store to secure supplies that are not readily available at local businesses and to hold spares needed for emergency works to meet the operational needs of Council	Review and adjust procedures, human and physical resources to meet operational needs	On-going	Director, Infrastructure and Engineering Services	Ongoing
		Complete functional brief of requirements for replacement store	Complete by September 2008		No action to date
8.	To provide the administer Council's support obligations to Emergency Services including the Local Emergency Management Committee, Rural Fire Service, and State Emergency Service	To provide the Local Emergency Management Officer	On-going	Director, Infrastructure and Engineering Services	One LEMC meeting to date DISPLAN under review Risk Management Assessment under review
		To represent the General Manager at Rural Fire Service Zone Service Level Agreement and Bushfire Management Meetings	On-going		Two meetings to date

**PERFORMANCE MEASUREMENT - DIRECTOR CORPORATE AND COMMUNITY SERVICES**

No	Mission Aim	2008/2009 Activity	Measurement, Method and Target	Responsible Manager	Status
1.	Provide an efficient timely and user friendly response to client requests and concerns.	Council will maintain and improve its customer action request statistics.	Respond to issues raised within thirty days taking appropriate recommendations to Council. Reduce Customer Action Requests System average days outstanding to <45 days.  All customer enquiries and complaints will be dealt with in five working days.	Director Corporate and Community Services	Targets met  Ongoing, Council Management ensure dealt with in a timely manner
2.	To provide services to meet the needs of people from cultural and linguistic backgrounds.	Review Local Ethnic Affairs Priorities Statement (LEAPS) and Action Plan 2006-2009.	Completed by December 2008.	Director Corporate and Community Services	Feb 2009
		Provide cultural awareness training to staff.	Ensure that cultural awareness training is provided to all current staff by April 2009 and subsequently every two (2) years.		In progress

**PERFORMANCE MEASUREMENT - DIRECTOR CORPORATE AND COMMUNITY SERVICES**

No	Mission Aim	2008/2009 Activity	Measurement, Method and Target	Responsible Manager	Status	
3.	Develop an organisation that displays good management and strong forward planning.	Management Plan and Budget Review undertaken on a quarterly basis.	Completed October 2008, February 2009, April 2009 and July 2009.	General Manager and Director Corporate and Community Services	October 2008 completed	
		Rates and Annual Charges Outstanding reduced by sale of land for unpaid rates, agreements and strong debt recovery policy.	Rates and Annual Charges outstanding reduced to 9% by June 2010.  At least annually hold sales of land for unpaid rates in accordance with S713 of LGA.		Director Corporate and Community Services	Audited results will be available at Nov Meeting  Next sale of land scheduled for Jan 09
		Operate sound financial management practices	Acceptable level of above 2:00:1 unrestricted current ratio maintained  Debt Service Ratio below 10% Maintained			
4.	Provide a secure and compliant Records Management Regime.	Purchase, install and implement an electronic records system.	Electronic records system purchased, installed and implemented by January 2009.	DCCS and Records Manager.	Ongoing	
		Continue with the "Authority" record keeping system, in keeping with its obligations under Australian Standards (ISO 15489 as amended)	100% operational with suitably qualified staff.			Authority training being provided Oct 08
5.	Council to provide, or lobby for the provision of, adequate social and community services across the Shire. social matters on behalf of the Community.	Update the Social and Community Plan for 2008/09 and report to Council on achievements from the Plan	Social and Community Plan updated and achievements of Social Plan reported to Council in October 2008, February 2009, April 2009 and July 2009.  Community events promoted on Councils website.	Director Corporate and Community Services	Social Plan report Nov 08	
		Continue to provide library services across the Shire, and to enhance the service, wherever possible	Library usage numbers are maintained and where possible increased, and library opening hours are increased in at least one location.			Library hours at deposit stations have been increased

**PERFORMANCE MEASUREMENT - DIRECTOR CORPORATE AND COMMUNITY SERVICES**

No	Mission Aim	2008/2009 Activity	Measurement, Method and Target	Responsible Manager	Status
6.	To ensure that Information Technology is adequate for the organisation and to facilitate access to IT in the community	Continue implementation of "Conquest" System to ensure more effective tracking of Council assets.	Conquest fully operational December 2008.	Director Corporate and Community Services	Training to take place in Dec 2008
		Provide ongoing training and support to all staff.	Regular training provided. Web page training provided annually to representatives of all Council departments. IT training provided to all new staff.		Ongoing training provided to all staff within budgetary constraints
		Implement the Community Wireless Internet pilot project in Collarenebri	Community Wireless Internet project implemented by November 2008.		Operational at Colly agency Oct 08. Nov 08 launch date anticipated
7.	To provide quality service to all customers.	Measure performance through the use of a Customer Satisfaction Survey.	A minimum of 160 surveys per annum, tracking individual responses and mean averages for each survey.	Director Corporate and Community Services	3000 surveys distributed Oct 2008
		Further review and develop processes and procedures to ensure optimal delivery and customer satisfaction.	An average of four to be targeted:- 1= Poor, 2= Fair, 3= Good, 4= Very Good, 5= Excellent		

WALGETT SHIRE COUNCIL AGENDA

**PERFORMANCE MEASUREMENT - DIRECTOR CORPORATE AND COMMUNITY SERVICES**

No	Mission Aim	2008/2009 Activity	Measurement, Method and Target	Responsible Manager	Status
8.	To provide a highly skilled and motivated workforce.	Staff are continually provided with adequate resources and training when required to ensure optimal productivity.	Percentage of staff at skill level 2 and above is over 50% by December 2009.	Director Corporate and Community Services	Ongoing
		Staff turnover is kept at an acceptable level of industry standard.	Labour turnover is below average industry standard.		
		Restructure of Organisational Structure	Completed June 2008		Completed
		Review Salary System	Completed June 2009		Consultation and implementation complete Nov/Dec
		Development of Human Resources Strategy	Completed December 2008, School to Work Program implemented, Minimum of two (2) apprentice/traineeships employed by June 2009		School to Work - ongoing
9.	To develop and promote Walgett Shire through tourism and visitation programs to achieve major sustainable benefits for the community	Report to Council the achievements of the Tourism Destination Strategy.	Completed July 2008, October 2008, February 2009 and April 2009.	Director Corporate and Community Services	Report July Oct 2008 report
		Continue to improve presentation of shire towns and entrances.	Signage Audit requirements met by December 2010.		Ongoing
		Make information regarding tour options available to all visitors to the Shire through the provision of tourism information and pamphlets.	Tourism pamphlets updated annually. Significant Aboriginal sites promoted in pamphlets.		

**PERFORMANCE MEASUREMENT - DIRECTOR CORPORATE AND COMMUNITY SERVICES**

No	Mission Aim	2008/2009 Activity	Measurement, Method and Target	Responsible Manager	Status
10.	To offer equal opportunity to all young people within our Shire, striving to achieve positive outcome for the benefit of all youth in the Shire.	Development of Youth Services Strategy	Completed by January 2009	Director Corporate and Community Services	Ongoing, consultation phase commencing Nov 08
		Provision of Quality Supervised Programs relevant to the youth of today to engage and maintain their attendance in the programs and to provide a safe and enjoyable environment.	Youth centre attendance figures increased by 25% by June 2009. Staff provided with training opportunities by June 2009.		Attendance figures steady. Staff training provided Aug 08
		Renovation of Youth centre buildings to ensure safety standards are met.	Applications for grant funding sought to upgrade Lightning Ridge and Collarenebri Youth Centres by March 2009		Ongoing
11.	To enhance, support and sustain economic development in the Walgett Shire.	Develop strategies and events for the effective marketing and promotion of the Shire.	Upgrade of CBD of main towns Provide support with annual events through webpage, brochures and advertising.	Director Corporate and Community Services	Ongoing
		Access funding opportunities relevant to Economic Development in the Walgett Shire.  Provide support to existing businesses in the Shire, where appropriate	Identify funding opportunities and provide support with grant applications to local businesses and/or community organisations.		Ongoing

**PERFORMANCE MEASUREMENT - DIRECTOR CORPORATE AND COMMUNITY SERVICES**

No	Mission Aim	2008/2009 Activity	Measurement, Method and Target	Responsible Manager	Status
12.	To ensure a high quality of service and responsiveness to the needs of the Aboriginal community within Walgett Shire.	Develop an Aboriginal Community Development and Reconciliation Plan.	Adopted by June 2008. All recommendations achieved by April 2009.	Director Corporate and Community Services and Aboriginal Liaison Officer	Ongoing, 18 of 31 recommendations achieved to date
		Develop an Aboriginal Employment Strategy.	Draft presented to Council by November 2008.		AL Officer on extended leave
		Further develop School to Work Programme.	Implemented in Walgett, Lightning Ridge and Collarenebri by July 2008.		Implemented in Lightning Ridge & Colly by July 08
		Formalise partnerships between Council and agencies through an interagency approach.	Formalise a MoU with local Aboriginal community through CWP by November 2008.		Feb 09 – CWP facilitator position vacant has been delayed.

**PERFORMANCE MEASUREMENT - DIRECTOR PLANNING AND REGULATORY SERVICES**

No	Mission Aim	2008/2009 Activity	Measurement, Method and Target	Responsible Manager	Status
1.	To promptly and professionally assess development proposals.	Process Complying Development Certificate Applications.	90% of complete applications are finalised within 7 days.	Director Planning and Regulatory Services	13 Applications average 5 days
		Process Construction Certificate and Development Applications	80% of complete applications are finalised within 40 days		T.B.D error in current figures
2.	To develop a Local Environmental Plan that brings Walgett Shire in line with current New South Wales standards.	Prepare and adopt a Local Environmental Plan based on the Walgett Shire Growth Management Study and Strategy	Draft Environmental Plan to be finalised by August 2008.	Director Planning and Regulatory Services	Draft LEP submitted to Dept of Planning Aug 08
3.	To provide companion animal management and control services.	(a) Address emergency situations where dogs are attacking people and animals.	(a) All attacks are investigated within 24 hours of notification.	Director Planning and Regulatory Services	Target believed to be met
		(b) Micro chipping of companion animals.	(b) 90% of animals are micro chipped within three working days of request.		Target believed to be met
4.	To ensure that dilapidated premises and environmental health matters are addressed to minimise risks to the public.	Complaints will be promptly investigated.	Action will be taken within two weeks to address 90% of complaints received.	Director Planning and Regulatory Services	Initial action taken but frequently of minimal effect
5.	Minimise the risk of significant environmental pollution.	Respond to major pollution incidents.	All reported major incidents are investigated within 24 hours.	Director Planning and Regulatory Services	No incidents reported

**PERFORMANCE MEASUREMENT - DIRECTOR PLANNING AND REGULATORY SERVICES**

No	Mission Aim	2008/2009 Activity	Measurement, Method and Target	Responsible Manager	Status
6.	To responsibly manage planning and environmental issues, while taking into account the needs of the community and updating means of acquiring information for users.	Integration of GIS (Geographical Information System) into present corporate software package.	Continual operational updates.	Director Planning and Regulatory Services	Tourism feature data created
7.	To monitor algal blooms within the Namoi and Barwon Rivers.	Submit samples of river water from Collarenebri and Walgett to the Department of Natural Resources for analysis of algal content.	Samples are submitted on a weekly basis in summer and fortnightly in winter.	Director Planning and Regulatory Services	Target predominantly met
8.	To provide a water supply to Walgett, Collarenebri, Lightning Ridge, Carinda, Cumborah and Rowena.	Undertake a regular programme of sampling and testing to check potable water quality.	Weekly sampling of Walgett, Lightning Ridge and Collarenebri. Monthly sampling of all other water supply	Director Planning and Regulatory Services	Target predominantly met Target met
9.	To ensure that rural and urban addressing within the Shire is improved to comply with Australian Standards.	Rural Addressing number allocation and signage implementation.	Complete by 30 June 2008.	Director Planning and Regulatory Services	Delayed by extended road name consultation
		Urban Addressing numbers allocated with community consultation.	Majority of urban premises clearly numbered by 30 June 2009.		Not yet commenced
10.	To produce a compliant State of the Environment (SoE) Report or annual supplementary report	Review and update SoE and/or supplement by August each year	Update completed by August each year.	Director Planning and Regulatory Services	Not yet done. Being done by a consultant engaged by Namoi CMA

## **2. COUNCIL DELEGATES, REPRESENTATIVES AND MEMBERS - EXTERNAL BODIES AND ORGANISATIONS**

**REPORTING SECTION:** General Manager  
**AUTHOR:** Ray Kent - General Manager  
**FILE NUMBER:** 004/09/03/84

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### **Summary:**

Consideration of a report on this subject was deferred from the September Council Meeting.

### **Discussion (including issues and background):**

The report to the September Council meeting is attached. Also attached is the Schedule outlining external bodies with which Council is involved and a report relating to the future of the Western Division Group of Councils, of which Walgett is a member.

In terms of Council's future involvement with certain of the external bodies the following comments are made:

1. Barwon Darling Alliance - Council has been a member of this organisation for ten or so years and contributes \$20,000 per annum. The current Budget provides for only 6 months membership of this body. It was the General Manager's view, accepted by the Administrator, that Walgett Council had gained virtually no benefits at all from membership of this body. A proposal for a Special Economic Zone had never come to fruition and Council had never benefited from other employment schemes promoted by the organisation. It is suggested that the Alliance be advised that Council will cease its membership at the end of December 2008.
2. Western Division of the Shires Association - all Councils are members of a Division of the Shires Association of NSW. Walgett is a member of "C" Division along with Bogan, Coonamble, Gilgandra, Narrabri, Narromine, Warren, Warrumbungle, Wellington and the Castlereagh Macquarie County Council. The Western Division comprises 13 Councils who are distributed between a number of home Divisions. It is fair to say that the Western Division has struggled to find a role for itself distinct from the role of, for instance, home Divisions such as Division C. When one attends a Western Division meeting the same presenters are present (certain sponsors, representatives of certain Government Departments, officers of the Local Government and Shires Association) and the same motions are moved as at the "C" Division Conference. To attempt to define a distinct role the Western Division commissioned a consultant review (see attached report) which recommends strategies to improve the Divisions lobbying capacity. The preferred option involves the Division employing a Chief Executive Officer funded by a contribution from each member Council of \$9,000 (see Minute of Western Division meeting held 17th October 2008 at end of attached report). The benefit of Council continuing as a member of the Western Division is very hard to quantify.
3. Mungindi Menindee Advisory Council - it appears that this organisation is a non local government lobby group associated with the NSW Irrigators Council. Councillors need to consider whether it is appropriate to be a member of any specific purpose lobby group which is not related to local government.

**Relevant Reference Documents:**

Nil

**Stakeholders:**

Councillors

**Financial Implications:**

Membership fees are included in the Budget as are provisions for travel and related costs associated with attendance at meetings, conferences and the like

**Recommendations:**

**That:**

- 1) Council cease membership of the Barwon Darling Alliance at the end of December 2008.**
- 2) Council's representatives and members to external bodies be as follows:**

**Attachments:**

Officers report to September 2008 Council meeting  
Schedule of external bodies  
Report on the future of the Western Division

**6. COUNCIL DELEGATES/REPRESENTATIVES TO, AND MEMBERS OF, EXTERNAL BODIES AND ORGANISATIONS**

**REPORTING SECTION:** General Manager  
**AUTHOR:** Carole Medcalf - Acting General Manager  
**FILE NUMBER:** 004/09/03/84

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**Summary:**

Council is represented on a number of external committees. This representation is currently undertaken mainly by staff members who will need to be replaced by elected representatives.

**Discussion (including issues and background):**

There are a number of committees that have the Mayor and General Manager as standing representatives but Council may choose to have an alternate to the Mayor as well if Councillors wish to. There are also committees which require only Councillor representation.

Some committees are mainly operational committees and as such require staff representatives only.

**Relevant Reference Documents:**

Nil

**Stakeholders:**

Walgett Shire residents, Councillors, Council staff and external committees

**Financial Implications:**

Nil

**Recommendations:**

**That Councillors nominate for committees of interest and that the position of delegate be decided by majority vote.**

WALGETT SHIRE COUNCIL AGENDA

COMMITTEE	COMMITTEE ADDRESS	CONTACT NUMBERS	OFFICER	COUNCILLOR.	INFORMATION ABOUT COMMITTEE	MEETING CYCLE	MEMBERS
Australian Airports Association	Mr Ken Keech Chief Executive Officer Australian Airports Association Suite 3 58 Asquith Street KEW VIC 3101	PH: 03 9859 9487 FX: 03 9859 7927	Director Urban Infrastructure Services	<b>Not Required</b>	To facilitate cooperation among all member airports and their many and varied partners in Australian aviation, whilst maintaining an air transport system that is safe, secure, environmentally responsible and efficient for the benefit of all Australians.		Airport Mangers throughout Australia
Barwon Darling Alliance	Mr Geoff Wise Project Manager Barwon Darling Alliance PO Box 21 BOURKE NSW 2840	Ph: 02 6830 8000 Fax: 02 6872 3030 <a href="mailto:bda@bourke.nsw.gov.au">bda@bourke.nsw.gov.au</a>	General Manager	Mayor and Alternate Councillor	To facilitate cooperation among member councils and regional Aboriginal Partnerships groups		Walgett Shire Council, Brewarrina Shire Council, Bourke Shire Council, Coonamble Shire Council, Cobar Shire Council, Murdi Paaki
Bushfire Management Committee	Superintendent Tony Place Zone Manager PO Box 370 COONAMBLE NSW 2829	PH: 02 6822 4422 MB: 0427 253 229 FX: 02 6822 4203 EMAIL: <a href="mailto:Tony.Place@rfs.nsw.gov.au">Tony.Place@rfs.nsw.gov.au</a>	Director Rural Infrastructure and Support Services	Councillor	Oversees Bushfire Management in the North West Zone	Bi monthly	Bogan, Coonamble, Walgett, Warren
Camps on Claims Working Group	Mr Peter Downes Camps on Claims Working Group GPO Box 3927 SYDNEY NSW 2001	PH: 02 9228 6321 FX: EMAIL: <a href="mailto:Peter.Downes@planning.nsw.gov.au">Peter.Downes@planning.nsw.gov.au</a>	Director Planning and Regulatory Services	Councillor	Forum for government authorities to discuss issues associated with process of converting residential Mineral Claims located on the preserved opal field to Western Lands Leases for residential purposes	Quarterly.	Chaired by Peter Downes from DEP of Planning, with reps from Mineral Resources unit of the Dept of Primary Industries, Western Lands Commission unit of Dept of Lands and Walgett Shire Council

Delegates to Committees

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WALGETT SHIRE COUNCIL AGENDA

COMMITTEE	COMMITTEE ADDRESS	CONTACT NUMBERS	OFFICER	COUNCILLOR.	INFORMATION ABOUT COMMITTEE	MEETING CYCLE	MEMBERS
Castlereagh Macquarie County Council	Mr Ian Kelly General Manger Castlereagh Macquarie County Council PO Box 227 COONAMBLE NSW 2829	Ph: 02 6822 2377 Fax: 02 6822 1013 <a href="mailto:Cas6081@bigpond.net.au">Cas6081@bigpond.net.au</a>		Two Councillors	A weed control authority	Bi-monthly	Walgett Shire Council, Warren Shire Council, Gilgandra Shire Council, Warrumbungle Shire Council, Coonamble Shire Council, County Council.
Community Working party			General Manager, Director, Corporate and Community Services	Councillor	Setup to provide a combined voice for Aboriginal groups	Quarterly	Walgett Shire Council, State Government bodies with involvement in Aboriginal matters, Aboriginal groups
Floodplain Management Authorities Group	Mr Wilton Boyd 35 Carlton Road GREENBANK QLD 4121	PH: 07 3809 3283 MOB: 0448 199 828 EMAIL: <a href="mailto:wilton@ausengineers.com.au">wilton@ausengineers.com.au</a>	Director Urban Infrastructure Services	Mayor and Alternate Councillor	To promote sound and responsible floodplain management and to make representations on behalf of local Government at State and Federal Levels	Quarterly	Numerous Councils in NSW
Kamilaroi Highway Group	President Liverpool Plains Shire QUIRINDI NSW		Tourism Development Officer	<b>Not Required</b>	Promote and develop tourism along the Kamilaroi Highway		Council's along the Kamilaroi Highway from Quirindi to Burke.
Lightning Ridge/Goodooga Reference Group			General Manager	Councillor	Provide decision making & leadership for Community Working Party Community Facilitator for Lightning Ridge and Goodooga.	Monthly	Representatives of Aboriginal Groups, Walgett and Brewarrina Councils, Community groups

WALGETT SHIRE COUNCIL AGENDA

COMMITTEE	COMMITTEE ADDRESS	CONTACT NUMBERS	OFFICER	COUNCILLOR.	INFORMATION ABOUT COMMITTEE	MEETING CYCLE	MEMBERS
Lightning Ridge Mining Board	Secretary Mining Board C/o Dept Primary Industries PO Box LIGHTNING RIDGE NSW 2834	PH: 02 6829 9200 EMAIL:		Councillor	Statutory board established by the Minister for Mineral Resources to provide advise to the Minister on matters associated with opal mining in the Narran-Warrambool Mining Reserve.	Quarterly	Reps from the Mineral Resources unit of the Dept of Primary Industries Western Lands Commission unit of the Dept of Lands, Walgett Shire Council, Lightning Ridge Miner's Association, Grawin Glengarry Sheeppyard Miners Association, NSW Farmers and the landholders Protection Association.
Lightning Ridge Tourism Board			Director Corporate and Community Services	Councillor			
Local Emergency Management Committee	Ian Taylor Local Emergency Management Officer Walgett Shire Council PO Box 31 WALGETT NSW 2832	Ph: 02 6828 1399 Fax: 02 6828 1608 <a href="mailto:itaylor@walgett.nsw.gov.au">itaylor@walgett.nsw.gov.au</a>	Director Rural Infrastructure and Support Services	Councillor	Responsible for the coordination of local emergency management.	Every 2 months	Council & all local emergency service organisations and support services organisations, and the local emergency operations controller
Local Government Group of the Namoi Catchment Management Authority	Mr Bruce Brown Namoi Local Governments Group of Namoi CMA PO Box 546 GUNNEDAH NSW 2380	PH: 02 6742 9220 FX: 02 6742 4022	Director Urban Infrastructure Services	Councillor	To promote sound and responsible flood plain management and to make representations on behalf of local government at State and Federal Levels.	Contact person for meetings is Rebecca Pyle, meetings are scheduled when required.	Namoi CMA, Gunnedah Shire Council, Livepool Plains Shire Council, Narrabri Shire Council, Tamworth Shire Council, Walcha Shire Council, Walgett Shire Council

Delegates to Committees

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WALGETT SHIRE COUNCIL AGENDA

COMMITTEE	COMMITTEE ADDRESS	CONTACT NUMBERS	OFFICER	COUNCILLOR.	INFORMATION ABOUT COMMITTEE	MEETING CYCLE	MEMBERS
Namoi peel Catchment Customer Service Committee	Ms Toni Hayes State Water Corporation PO Box 382 MOREE NSW 2400	Phone: 02 6751 2700 Fax: 02 6752 1590	Director Urban Infrastructure Services	Councillor	No clear objective but can be derived from: Part of Namoi CMA Environmental Policy: Stands ready to provide the innovation, discipline and clear thinking required to achieve vision (vibrant communities and landscapes for the future). We talk the language of commerce and environment together. That's what makes us different and makes the future so exciting	Quarterly	Midwestern Subregion: Walgett Shire Council, Warren Shire Council, Brewarrina Shire Council, Coonamble Shire Council, Warrumbungle Shire Council, Gilgandra Shire Council, Narromine Shire Council, Bogan Shire Council, Dubbo City Council
Mungindi Menindee Advisory Council				Two Councillors	Advisory Council documentation states that it is 'A council to advise on the Barwon-Darling River and other controlled rivers from which limited volumes of water may be extracted under license conditions when flows occur following rain in the Catchment'. Primarily an irrigator's advocacy group that is also a member of the NSW irrigators Council.	Every 4 months.	Mungindi, Bourke, Collarenebri- Barwon, & Lower Moonie Water Users Association, Bourke and Walgett Shire Councils

WALGETT SHIRE COUNCIL AGENDA

COMMITTEE	COMMITTEE ADDRESS	CONTACT NUMBERS	OFFICER	COUNCILLOR.	INFORMATION ABOUT COMMITTEE	MEETING CYCLE	MEMBERS
Netwaste	Mrs Kristy Cosier Netwaste Project Coordinator PO Box 35 ORANGE NSW 2800	PH: 02 6393 8770 FX: 02 6393 8772 EMAIL: <a href="mailto:kcosier.netwaste@bjapond.com">kcosier.netwaste@bjapond.com</a>	Director Urban Infrastructure Services	Councillor	To establish a waste resource management model that ensures cost effective environmental best practice for participating NetWaste Councils, develops effective education strategies that support this model and undertakes on-going projects as identified as part of waste and environmental management planning processes	Quarterly	
Northern Regional Library	Regional Manger: Mary Macauley PO Box 360 MOREE NSW 2400	Ph: 02 6757 3360 Fax: 02 6758 8914 <a href="mailto:Mary.macauley@nrl.org">Mary.macauley@nrl.org</a>	Director Corporate and Community Services	Councillor	Member Councils provide funding for services to Moree Plains Shire Council who manage the funding. Provides support and information, book purchases, organises exchanges, provides resources and activities such as 'Storytime'	Meetings are held quarterly at rotating member sites	Moree Plains Shire Council, Brewarrina Shire Council, Gwydir Shire Council and Walgett Shire Council
Orana Area Consultative Committee	PO Box 1357 DUBBO NSW 2830	Ph: 1800 851 488 Ph: 02 6885 1488 Fax: 02 6885 1468 <a href="mailto:oranaacc@oranaacc.com.au">oranaacc@oranaacc.com.au</a>	Director, Corporate and Community Services	Councillor	Facilitates regional and economic development within the Orana Region covering 13 Local Government Areas. Promotes activities such as regional development, training opportunities and small business awards. Currently transitioning into Regional Development Australia (RDA)	Meetings are usually held as required	

Delegates to Committees

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WALGETT SHIRE COUNCIL AGENDA

COMMITTEE	COMMITTEE ADDRESS	CONTACT NUMBERS	OFFICER	COUNCILLOR.	INFORMATION ABOUT COMMITTEE	MEETING CYCLE	MEMBERS
Orana Regional Organisations of Council	PO Box 6 WARREN NSW 2824	Ph: 02 6847 4606 Fax: 02 6847 4524	General Manager	Mayor and Alternate Councillor	ROCs are "partnerships" between groups of local government entities that agree to collaborate on matters of common interest.	Twice yearly	Dubbo Shire Council, Warren Shire Council, Brewarrina Shire Council, Cobar Shire Council, Bogan Shire Council, Gilgandra Shire Council, Walgett Shire Council, Warrumbungle Shire Council
Outback Arts Incorporated	Margie Pye Outback Arts Incorporated PO Box 28 COONAMBLE NSW 2829	Ph: 02 6822 2484 Fax: 02 6822 4159 <a href="mailto:admin@outbackarts.com.au">admin@outbackarts.com.au</a>	Director, Corporate and Community Services	Councillor	Regional body which is a conduit for this region to larger arts organisations. Filters arts information across the region. Organises workshops, promotes and organises events May provide some funding towards events Can auspice funding if required.	Meetings are held monthly at rotating member sites	Bourke Shire Council, Brewarrina Shire Council, Coonamble Shire Council, Walgett Shire Council, Warren Shire Council, Cobar Shire Council
Outback Regional tourism Organisation	Ms Lorri Modde Outback Regional Tourism Organisation PO Box 222 GALSTON NSW 2159	Ph: 02 9656 1295 Mob: 0415 279 822	Tourism Development Officer	Councillor	Promote and develop tourism in the NSW Outback region		
Regional Procurement Initiative			Director Rural Infrastructure and Support Services	Councillor			
Rural Bush Fire Group Management			Director Rural Infrastructure and Support Services	Councillor			

WALGETT SHIRE COUNCIL AGENDA

COMMITTEE	COMMITTEE ADDRESS	CONTACT NUMBERS	OFFICER	COUNCILLOR.	INFORMATION ABOUT COMMITTEE	MEETING CYCLE	MEMBERS
Community Safety Precinct Committee			General Manager	Mayor and Alternate Councillor	Develop relationships between local police and the community	Quarterly	Coonamble Shire Council, Walgett Shire Council, Police Representatives, Representatives from Community Organisations
Saleyards Advisory Committee			Director Urban Infrastructure Services	Councillor	Provide support for all saleyard operators in ensuring they meet the required standards for health, safety and welfare for sale of all classes of livestock by auction at any saleyard in Australia.	Infrequent	
Shire's Association of NSW C Division			General Manager	Mayor and Alternate Councillor	Provide leadership to, and advocacy for Local Government, for the benefit of local communities.	Annual	Local Councils: Bogan, Coonamble, Gilgandra, Narrabri, Narromine, Walgett, Warren, Warrumbungle, Wellington. County Council: Castlereagh Macquarie. Associate: Dubbo.
Western Division of the Shire's Association					Lobby Group	Annual	Walgett, Balranald, Wentworth, Burke, Bogan, Brewarrina, Broken Hill, Carrathool, Central Darling, Cobar, Hay, Lachlan, Moree Plains
Local Traffic Committee	Ian Taylor Convenor PO Box 31 WALGETT NSW 2832	Ph: 02 6828 1399 Fax: 02 6828 1608 <a href="mailto:itaylor@walgett.nsw.gov.au">itaylor@walgett.nsw.gov.au</a>	Director Rural Infrastructure and Support Services	Councillor	Provides technical advice to Council on traffic related matters	Monthly or as required	Council, NSW Police, Local State MP and RTA

Delegates to Committees

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WALGETT SHIRE COUNCIL AGENDA

COMMITTEE	COMMITTEE ADDRESS	CONTACT NUMBERS	OFFICER	COUNCILLOR.	INFORMATION ABOUT COMMITTEE	MEETING CYCLE	MEMBERS
Walgett and District Tourism Association	Mr Dan Gale President Walgett and District Tourism Association PO Box 184 WALGETT NSW 2832	Ph: 02 6828 1099	Tourism Development Officer	Councillor	A local committee designed to promote Tourism in the Walgett Shire.		Tourism operators in the community, community members.
Walgett and Collarenebri Reference Group			General Manager	Councillor	Provide decision making and leadership for Community Working Party Community Facilitator or Walgett and Collarenebri.	Monthly	Council, WAMS, Community College Headmaster, Police, J Nolan
Walgett Community College Board	Executive Officer Walgett Community College Board Arthur Street WALGETT NSW 2832	Ph: 02 6828 1022	Director, Corporate and Community Services and Aboriginal Liaison Officer	Councillor	To make policy decisions regarding the Walgett Community College.	Eight times per year	Council and community members
Walgett Shire Interagency Group			General Manager	Councillor	Develops relationships between all service providers and Government Agencies in Walgett.	Quarterly	All service providers and Government Agencies in Walgett.
Weight of Loads Committee	Jacqui Moore Weight of Loads Committee Moree Plains Shire Council PO Box 420 MOREE NSW 2400	Ph: 02 6757 3273 Fax: 02 6751 1512 <a href="mailto:Jacqui.moore@mpsc.nsw.gov.au">Jacqui.moore@mpsc.nsw.gov.au</a>	Director Rural Infrastructure and Support Services	Councillor	Oversees the operations of the North West Weight of Loads inspectors	Bi Monthly	Moree Plains, Walgett, Narrabri, Warrumbungle, Gunnedah, Gwydir, Glenn Innes Severn Councils



# A BLUEPRINT FOR THE FUTURE OF THE WESTERN DIVISION

JULY 2008

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7. CONCLUSION

## 1. INTRODUCTION

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The Western Division of the Shires Association of NSW resolved on 2 June 2008 to develop a strategic plan for the future of the division, and to engage Blackadder Gibbs Pty Ltd to facilitate the process. Blackadder Gibbs interviewed the Mayors and General Managers of the 13 member councils, prepared an issues paper, and facilitated a workshop of the 13 Mayors and General Managers to identify the major issues facing the Western Division and to agree on a way to address those issues. The workshop was held on 2 July 2008 at the Shires Association offices in Sydney.

The issues paper and workshop outcomes have led to the development of this blueprint to guide the future development of the Division. Mayors and General Managers articulated the changes they would like to see in the future to return the Western Division to a position of prominence as an advocate and lobbyist for councils and communities in remote NSW. The results are outlined in this draft plan, which proposes actions to take in the short, medium and long term.

Mayors and General Managers identified a number of common priorities during the consultations and workshops, and these have been grouped together into three themes:

- Internal resourcing and capacity
- Advocacy
- Federal resources

The themes are outlined in the plan below. Key strategies are attached to each theme and timeframes specified.

## 2. BACKGROUND

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The Western Division has a well-earned reputation as a lobbying powerhouse. Its 13 member councils share a proud history, hold common values, enjoy a strong community of interest and a shared understanding of key issues.

However, the Western Division has lost its prominence in recent times and no longer commands the interest and respect of State and Federal Governments. It is now time to adapt to the new political environment, and change the way it operates. The 13 member councils of the Western Division are:

- Balranald Shire
- Bogan Shire
- Bourke Shire
- Brewarrina Shire
- Broken Hill City
- Carrathool Shire
- Central Darling Shire
- Cobar Shire
- Hay Shire
- Lachlan Shire
- Moree Plains Shire
- Walgett Shire
- Wentworth Shire

### 3. PRIORITY OUTCOMES

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From the issues identified at the 2 July workshop, three major themes have been chosen to group together the key strategies and initiatives to be taken over the short, medium and long term:

1. **Internal resourcing and capacity** – ensuring the Western Division is equipped with a strong leadership group; a clearly defined role; a strong governance structure; and appropriate resources and support.
2. **Advocacy** – returning the Western Division to a position of prominence by improving its access to decision makers; establishing alliances and networks with influential bodies; and improving the quality and professionalism of its submissions and associated advocacy activities.
3. **Federal resources and road funding** – obtaining a greater share of Federal resources and road funding by taking the early opportunity to establish a good relationship with the Rudd Government; to promote the particular issues and challenges of the Western Division to the government; and take advantage of the Rudd Government's promotion of new Federalism.

### 4. ACTIONS TO ACHIEVE PRIORITY OUTCOMES AND STRATEGIES

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In order to achieve the priority outcomes, the strategies and initiatives outlined below are accompanied by specific actions:

#### PRIORITY OUTCOME 1 – INTERNAL RESOURCING AND CAPACITY

This outcome recognises the need for the Western Division to ensure it is equipped with leadership, resources, structure and capacity to return it to a position of importance and relevance. In many respects, it is a means to achieving the other priority outcomes outlined in this plan.

Key strategies and to achieve this outcome are:

- **An improved structure and support for the Western Division:**
  - Prepare of a business case for the appointment of a CEO;
  - Seek funding from councils for the appointment of a CEO; then
  - Appoint a CEO;
  - Review and rationalise the number of conferences and meetings of the Group
- **A strong leadership group equipped to be more effective lobbyists:**
  - Review the constitution to ensure it does not preclude appointment of a leadership group on merit
  - Ensure the most appropriate delegate is appointed as President
  - Develop a new model, structure and function for a rejuvenated leadership group/executive team
  - Ensure the leadership group receives training and development to obtain stronger advocacy skills if necessary.

- **A clearly defined role for the Western Division:**
  - Develop a strategic plan for the Western Division
  - Develop a communication plan and actively promote the plan
  - Clearly identify roles of peak groups operating in the Western Division (ROCs, Shires Association etc)
  - Establish alliances with other peak groups operating in the Western Division
  - Develop a process for any future changes to the Western Division boundaries
  - Report process to WD Executive for decision.

#### PRIORITY OUTCOME 2 – ADVOCACY

This outcome addresses the need for the Western Division to improve the effectiveness of its lobbying and advocacy activities. The Western Division must ensure its advocacy activities are evidence-based, well researched, and professionally presented. Submissions must be presented to decision makers in the context of current policy vehicles (the State Plan in the case of the NSW State Government).

Key strategies and actions to achieve this outcome are:

- **Appointment of a Minister for the Far West:**
  - Approach the Shires President to obtain endorsement
  - Develop a submission to the Premier, along with an advocacy campaign
  - Lodge the submission with the Premier
  - Approach the Shadow Minister for Local Government and the Opposition for bipartisan support
  - Conduct a media campaign to gain widespread community support.
- **Improved access to decision makers:**
  - Arrange training in lobbying skills for new Executive
  - Second Executive members and others onto leadership groups to advocate desired outcomes
  - Obtain external advice and use consultants and lobby groups
  - Develop evidenced-based submissions
  - Use internal and external skills to assist prepare cases
  - Prepare an agreement for sharing staff resources between member councils.
- **Development of strategic networks and alliances:**
  - Seek appointment of Federal Minister for the Interior or duty senators
  - Identify organisations and groups to form alliances with
  - Seek to form co-operative relationships with these groups.
- **Preparation of a drought recovery submission:**
  - Seek a Senate Inquiry into drought recovery
  - Provide input to the new drought recovery policy being developed to replace EC
  - Appoint CEO or consultant to urgently co-ordinate a submission based on readily available information
  - Seek support and input from councils, National Farmers, ABARE, banks and Rural Lands Protection Boards
  - Establish a taskforce to lobby Ministers on the recovery policy
  - Prepare a media campaign to promote the Western Division submission
  - Invite key Ministers to visit the area.

PRIORITY OUTCOME 3 – FEDERAL RESOURCES AND ROAD FUNDING

This outcome seeks to obtain a greater share of Federal resources and road funding. The focus is on creating a greater understanding of the issues and challenges facing the Western Division through the development of co-operative relationships with State and Federal Government decision makers; and the establishment of relationships with others who can champion Western Division causes.

Key strategies and actions to achieve this outcome are:

- **A better understanding by Federal Government of Western Division issues and challenges:**
  - Develop and implement a communication plan to highlight the contribution by the Western Division to the national economy
  - Appoint a leadership group to advocate issues with the Federal Government
  - Visit Canberra and seek Federal Government assistance to the Western Division with real resources – not necessarily dollars
- **A greater share of road funding:**
  - Seek a meeting with the NSW RTA and NSW Roads Minister to develop a template for council data collection so as to achieve consistency (using the NAMS model)
  - Make a co-ordinated submission to Infrastructure Australia via the Minister for Infrastructure, Transport, Regional Development and Local Government (the Hon Anthony Albanese)
  - Leadership group to visit Canberra to meet with Minister Albanese to advocate the proposals in the submission
- **An improved water strategy for the region:**
  - Invite State and Federal Government ministers for water to visit the area more than once for two to three days each visit to highlight the challenges
  - Approach and establish a partnership with the Murray Darling Association and various irrigator associations
- **A greater share of funding for airport facilities and maintenance:**
  - Establish a partnership with Federal Government departments, ALGA, Rural Flying Doctor Service, Department of Health, Rural Doctors
  - Prepare evidenced-based submissions to decision makers
- **An increased share of FAGs for remote council areas:**
  - Prepare evidence-based submission and discuss with Shires Association and ALGA
  - Visit Canberra and seek Federal Government commitment to review FAGs formula in relation to remote areas with declining populations
- **The identification and recruitment of champions for the Western Division:**
  - Identify and establish relationships with champions not necessarily from the Western Division (potential champions include Tim Fisher, Peter Fitzsimmons, Rodger Fletcher)
  - Develop a relationship with Infrastructure Australia and relevant Federal and State Government Ministers

- **A more effective use of and relationship with the media:**
  - Develop a communications plan for media messages and relationships
  - Have well-developed media messages ready to release regularly over a specified period.

## 5. IMPLEMENTATION

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At present, the Western Division is limited in its capacity to achieve the outcomes proposed in this plan, so it must be realistic about what it can reasonably achieve over a three year period. All the goodwill in the world will not deliver the plan without the allocation of appropriate resources. Therefore, in determining its key priorities, the Western Division should initially focus on developing the capacity and resources it needs to implement the plan.

The following priorities have been allocated to each strategy – for short term, immediate, medium or long term actions:

### PRIORITY OUTCOME 1 – INTERNAL RESOURCES AND CAPACITY

Strategies	Priority
• An improved structure and support for the Western Division	Short term (year 1)
• A strong leadership group equipped to be more effective lobbyists	Short term (Oct 08)
• A clearly defined role for the Western Division	Short term (year 1)

### PRIORITY OUTCOME 2 – ADVOCACY

Strategies	Priority
• Appointment of a Minister for the Far West	Immediate
• Improved access to decision makers	Medium term (year 2)
• Development of strategic networks and alliances	Medium term (year 2)
• Preparation of a drought recovery submission	Immediate (Oct 2008)

### PRIORITY OUTCOME 3 – FEDERAL RESOURCES AND ROAD FUNDING

Strategies	Priority
• A better understanding by Federal Government of Western Division issues and challenges	Medium to long term (by years 2/3)
• A greater share of road funding	Short term (year 1))
• An improved water strategy for the region	Medium term (year 2)
• A greater share of funding for airport facilities maintenance	Medium to long term (year 2)
• An increased share of FAGs for remote council areas	Short term (year 1)

Strategies	Priority
<ul style="list-style-type: none"> <li>The identification and recruitment of champions for the Western Division</li> </ul>	Short to Medium term (year 1/2)
<ul style="list-style-type: none"> <li>A more effective use of and relationship with the media</li> </ul>	Medium to long term (year 2)

## 6. KEY COMMUNICATION MESSAGES

Communication and promotion are key tools to achieve the priority outcomes of the Western Division. In developing its communications plan and delivering media messages, the Western Division should have consideration for the matters outlined below:

- Select target messages that are positive, cost-effective and realistically achieved** – there is little point in making demands of government that cannot be realistically achieved. The government will not be interested, the media will not take the demands seriously, and the community will be sceptical. Rather, focus initially on requests that can readily or realistically be accommodated by decision makers (such as the call for a Minister for the Far West). This will assist to establish the lobbying credentials of the Western Division, and will make it easier to make more difficult demands in the future.
- Remain focussed on the key messages** – when issuing a media release and making follow up media comment, focus on a small number of key messages and don't get distracted from these. The media may want to focus alternative stories of the day and seek to engage the Western Division in debates it is not prepared to discuss. It is therefore important that media spokespeople are skilled in ensuring the discussion does not stray into alternative areas.
- Prepare submissions that are well researched, professionally prepared and evidenced-based** – this is a key strategy for the Western Division, and its importance cannot be understated. Decision makers will not seriously consider submissions that are not professionally prepared and presented, and the Western Division must engage professional resources to ensure its submissions are well regarded and credible. Follow up with decision makers after the submission is lodged and considered to seek feedback.
- Ensure communication messages address the key policy drivers of State and Federal Governments** – in the case of the State Government, this is the State Plan. The Federal Government is currently focussed on climate change and "new Federalism". Demonstrating how the Western Division's priorities complement those of the State and Federal Government will make it easier for decision makers to address Western Division priorities.
- Understand media priorities and deadlines** – this includes ensuring that a spokesperson is always available to respond to media requests for interview and further information. Develop strong relationships with specific journalists. Make their job easier – submit comprehensive and focused media releases. Spokespeople should ask journalists for details of their deadlines, and ensure information is provided in a timely manner. This will assist in establishing the Western Division's credibility.

- **Ensure media messages are concise and easily understood by a wider audience** – this is particularly important when trying to promote information that is complex, such as drought recovery, climate change and the complexities of local government FAGs funding. Focus on a small number of messages that can be easily explained and understood. Remember, our job is to also win the hearts and minds of the wider Australian public so they in turn can support our cause with decision makers.
- **Establish coalitions of support** – ensure like organisations are well briefed on key media messages and seek their support when appropriate. Consider issuing joint media releases, or obtain a comment from the spokespeople of other groups to include in Western Division media messages.
- **Ensure spokespeople are well-briefed and skilled in media management** – this is self explanatory, but often overlooked. Media spokespeople need to be aware of other media comment on key issues and related policy initiatives that may have been recently announced. Media spokespeople need to be trained in media management – to get the best out of public comment opportunities.
- **Ensure member councils are kept informed of all media activity** – this is crucial to avoid divisions and the sending of mixed messages.

## 7. KNOWING WHEN WE HAVE BEEN SUCCESSFUL

A key feature of the blueprint for the Western Division is the need to continuously monitor progress in achieving the strategy. The Division should do this in a number of ways:

- **Development of an annual action plan and budget** – the new CEO, in consultation with the Executive, should present an annual action plan and budget to the Western Division for endorsement. The action plan and budget should outline how the priority outcomes in the blueprint will be addressed, and the CEO's performance would be measured against progress with the action plan.
- **Annual monitoring of performance indicators** – such as the number of Ministers or MPs who attend annual conferences, the extent to which media releases are hitting the mark, the effectiveness of partnerships formed, the effectiveness of submissions lodged, etc.
- **Annual reports to member councils and other stakeholders** – to outline progress with implementing the priority actions in the blueprint, present the financial statements, and a report from the President, etc.
- **Annual reviews of the strategic plan** – at the annual conference, to ensure the plan is on track, up to date, and takes account of new and emerging opportunities.
- **Surveys of member councils** – undertake a survey every two years seeking member council views on satisfaction with progress in implementing the blueprint.

## 8. CONCLUSION

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This draft blueprint for the future of the Western Division has been compiled with the significant input from the Mayors and General Managers of the 13 member councils. It is designed to set the Western Division on a course to achieve its three priority outcomes of:

- **Internal resourcing and capacity** – ensuring the Western Division is equipped with the leadership, resources, structure and capacity to return it to a position of importance.
- **Advocacy** – addressing the need for the Western Division to improve the effectiveness of its lobbying and advocacy activities.
- **Federal resources** – seeking a greater share of Federal resources and road funding .

Comments on the plan should be addressed to:

Mr Ray Smith  
Secretary, Western Division  
ray.smith@cobar.nsw.gov.au



## **WESTERN DIVISION GROUP OF THE SHIRES ASSOCIATION OF NSW**

### **Business Case**

- For Resourcing the Effective  
Implementation of the Western Division  
Group Strategic Plan**

## 1. INTRODUCTION

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The Western Division has a well-earned reputation as a lobbying powerhouse. Its 13 member councils are:

Balranald Shire; Bogan Shire; Bourke Shire; Brewarrina Shire; Broken Hill City; Carrathool Shire; Central Darling Shire; Cobar Shire; Hay Shire; Lachlan Shire; Moree Plains Shire; Walgett Shire, and Wentworth Shire.

They share a proud history, hold common values, enjoy a strong community of interest and have a shared understanding of key issues.

However, for many and diverse reasons the Western Division has lost its prominence in recent times and no longer commands the interest and respect of State and Federal Governments. The Group understands that it is time to adapt to the new political environment, and change the way it operates.

The Western Division of the Shires Association of NSW resolved on 2 June 2008 to develop a strategic plan for the future of the division, and to engage Blackadder Gibbs Pty Ltd to facilitate the process. Blackadder Gibbs directors interviewed the Mayors and General Managers of the 13 member councils, prepared an issues paper, and facilitated a workshop of the 13 Mayors and General Managers to identify the major issues facing the Western Division and to agree on a way to address those issues. The workshop was held on 2 July 2008 at the Shires Association offices in Sydney.

The issues paper and workshop outcomes led to the development of a blueprint to guide the future development of the Division. Mayors and General Managers articulated the changes they would like to see in the future to return the Western Division to a position of prominence as an advocate and lobbyist for councils and communities in remote NSW. The results are outlined in a draft plan, proposing actions to take in the short, medium and long term.

## 2. WORKSHOP PRIORITIES

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Mayors and General Managers identified a number of common priorities during the consultations and workshops, and these were grouped together into three themes:

- Internal resourcing and capacity
- Advocacy
- Federal resources

Key strategies were attached to each theme and timeframes specified. In relation to the internal resourcing and capacity theme, the key strategies are:

- To ensure the Western Division is equipped with a strong leadership group;
- To ensure the Western Division as an organisation has a clearly defined role;
- To ensure the Western Division has a strong governance structure; and
- To ensure the Western Division is equipped with appropriate resources and support.

The General Managers Group has agreed that one of the first priorities is to present a business case for a resource that will be able to guide, facilitate and somewhat lead the organisation into the immediate future so as to effectively implement the Western Division Strategic Plan developed on 2 July 2008. The business case is now presented.

### 3. RESOURCING THE WESTERN DIVISION STRATEGIC PLAN – A BUSINESS CASE

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A Business Case is a document which outlines the justification for the start-up of a project. It includes:

- A description of the business problem (or opportunity) which exists
- A listing of the available options for delivering a solution to resolve the problem or seize the opportunity
- The benefits and costs associated with each solution option
- A recommended solution option for approval.

The business case which follows addresses the problem, outlines the solutions, provides a cost benefit analysis and recommends a preferred course of action.

#### 3.1 The Problem

##### **Environmental Analysis**

As part of the preparation for the Workshop of Mayors and General Managers conducted on 2 July 2008, Blackadder Gibbs directors interviewed Mayors and General Managers on a range of issues. From the interviews it was clear there is strong support for ongoing development of the Western Division.

However, although support from member councils is still quite strong, there is a growing concern and frustration that the Western Division has lost its way. While State Opposition MPs continue to attend Western Division conferences and forums, government Ministers no longer see attendance as a priority. In fact, most member councils are experiencing considerable difficulty in arranging meetings with ministers in Sydney.

The reasons for this are many and varied, and include:

- The decline in the agricultural sector and attendant loss of prominence of inland issues
- The dominance of urban and coastal issues
- The increase in size of Western Division electorates
- The different leadership style of recent Western Division Presidents
- The questionable quality of some Western Division submissions presented to government
- The loss of Western Division advocates in State Government
- The apparent disinterest of government in rural/remote communities
- The deterioration of the relationship between State and Local Governments generally.

For the Western Division to regain its place as a lobbying force, it must adapt to the new political environment. The feedback from Mayors and General Managers suggests the Western Division needs to change the way it operates in the political arena. It is no longer sufficient to pass a resolution, communicate the resolution by letter and expect action. Instead, submissions need to be evidence-based, well researched, professionally presented in the context of the current policy vehicle (the State Plan in the State Government) and followed up with personal and targeted representations.

## Problem Analysis

The 2 July workshop recognised the need for the Western Division to ensure it is equipped with leadership, resources, structure and capacity to return it to a position of importance and relevance. The workshop identified the following key strategies to achieve this outcome:

- **An improved structure and support for the Western Division:**
  - Prepare a business case for the appointment of a CEO;
  - Seek funding from councils for the appointment of a CEO; then
  - Appoint a CEO;
  - Review and rationalise the number of conferences and meetings of the Group
- **A strong leadership group equipped to be more effective lobbyists:**
  - Review the constitution to ensure it does not preclude appointment of a leadership group on merit
  - Ensure the most appropriate delegate is appointed as President
  - Develop a new model, structure and function for a rejuvenated leadership group/executive team
  - Ensure the leadership group receives training and development to obtain stronger advocacy skills if necessary.
- **A clearly defined role for the Western Division:**
  - Develop a strategic plan for the Western Division
  - Develop a communication plan and actively promote the plan
  - Clearly identify roles of peak groups operating in the Western Division (ROCs, Shires Association etc)
  - Establish alliances with other peak groups operating in the Western Division
  - Develop a process for any future changes to the Western Division boundaries
  - Report process to WD Executive for decision.

In relation to the first key strategy – an improved structure and support for the Western Division – one of the actions is to prepare a business case for the appointment of a CEO.

## 3.2 Available Options

The resourcing option identified at the 2 July workshop is to appoint a Chief Executive Officer. From the interviews with Mayors and General Managers it was clear that if the Western Division is to increase its profile and regain its lobbying power, it needs to substantially improve the quality of its submissions.

A common theme to emerge from interviews was that General Managers are overloaded with the priorities of their own councils. The role of Western Division Group Secretary is largely concerned with organising conferences and meetings, maintaining records and assisting the President. The role does not require or make provision for implementing the significant actions outlined in the Western Division Strategic Plan. Unless an appropriate resource is provided it will not be possible for the strategic plan to be brought to life, and the benefits sought by the Division realised.

The 2 July workshop agreed the practice of appointing a Secretary from one of the General Managers and for the workload of the Division to fall solely at the feet of the Secretary was not regarded as practical or fair. An outcome from the 2 July workshop was clear and strong support for a dedicated resource to work on Western Division issues. Indeed, the lack of staff resources is seen by many as a major impediment to more effectively promoting Western Division issues to government.

So, with the understanding that the status quo is not an option, three (3) options have been explored as alternatives. The options are:

- Seconding a member council General Manager to perform an expanded secretarial, co-ordination and lobbyist role
- Appointment of a Contractor to perform a co-ordinator/lobbyist role
- Appointment of a Chief Executive Officer to lead the organisation and drive/implement the Western Division Strategic Plan

The options are outlined below.

#### **Option 1 – A Revised General Manager Secretarial Role**

This option would see the Western Division appointing a member council General Manager to a higher order role as Secretary to the Division, and entering into an agreement with the employing council for the General Manager to devote an equivalent of one day a week to Western Division business. This would require the Western Division to reimburse the host council in the order of 20% of the General Manager's TRP, equal to approximately \$30,000 based on an average TRP of \$150,000. It would provide work capacity in the order of 52 days in each year and enable a number of strategic plan priorities to be addressed.

At the present time the General Manager who takes on the role of Western Division Secretary is provided with a \$2,500 allowance to compensate for work undertaken on behalf of the Division. The role of secretary is as follows:

- **Annual Conference** – Preparation of agenda / guest speakers / travel arrangements / co-ordination with the hosting council / preparation of minutes / all follow up correspondence
- **Mini – Conference** – Preparation of agenda / co-ordination of motions / organisation of guest speakers / invitation lists / organise venue and lunch / preparation of minutes / all follow up correspondence / payment of accounts
- **Mid – Term Meeting** – Preparation of agenda / organise venue and catering / preparation of minutes / all follow up correspondence
- **Financial Management** – Maintain accounts / prepare and submit quarterly BAS / issue annual membership invoices / issue invoices for Mini – Conference lunch
- **Correspondence** – Maintain all records / record incoming and outgoing correspondence
- **Delegations** – Accompany the President on any delegations / organise travel and accommodation as required
- **Additional duties** – Could include - Support for the Council hosting the Annual Conference / Arranging delegations / preparing submissions.

At the present time the nominal allowance of \$2,500 provides some recognition of the secretarial and administrative work required to arrange conferences and meetings.

Option 1 is clearly different from the current secretarial role. The expanded role would enable the General Manager as Secretary to provide a higher level of support to the Division, and contribute to achieving some of the outcomes sought in the Strategic Plan. Nonetheless, even with 52 days of work available it is projected that this would still not be sufficient to complete the Strategic Plan actions within the timeframes expected. It would

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also be necessary under Option 1 to engage additional contractor support to pursue other actions in the plan. Unless this occurs the plan would need to be revised to acknowledge the limited work that can be undertaken with the resources provided.

Benefits

The tangible and intangible benefits to the Western Division upon implementation of the option are as follows:

Category	Benefit	Value
Financial	<ul style="list-style-type: none"> <li>• New grants revenue generated</li> <li>• Reduction in costs – removal of duplication costs between member councils</li> </ul>	<p><i>\$ Target to be set</i></p> <p><i>\$ 2,000 savings per member council</i></p>
Operational	<ul style="list-style-type: none"> <li>• Improved operational efficiency</li> <li>• Improved submissions to State and Federal Governments</li> <li>• Improved access to State and Federal Government decision makers</li> <li>• More effective relationship with the media</li> <li>• Additional alliances established with special interest groups</li> </ul>	
Members	<ul style="list-style-type: none"> <li>• Increased council member satisfaction</li> <li>• Improved organisational culture</li> </ul>	<p><i>Measure by Mayoral survey</i></p> <p><i>Measure by General Manager survey</i></p>

Costs

The tangible and intangible costs to the Western Division upon implementation of Option 1 are.

Category	Cost	Value	Budgeted
People	• Increased contribution towards Secretary remuneration	<i>\$ 30,000</i>	<i>\$6,500</i>
	• Increased costs of contractors consultants to undertake specific projects	<i>\$ 30,000</i>	<i>No</i>
	• Training courses – advocacy etc	<i>\$ 15,000</i>	<i>No</i>
Physical	• Equipment and materials	<i>\$ Nil</i>	<i>No</i>
	• Tools (computers, phones...)	<i>\$ Nil</i>	<i>No</i>
Marketing	• Promotional materials for improved submissions and advocacy	<i>\$ 10,000</i>	<i>No</i>

Risks

Risks associated with this option are

Description	Likelihood	Impact	Mitigating Actions
Inability to second an appropriate General Manager into Secretarial role	Medium	Very High	Mayoral Leadership Group to make representations to relevant council member
Once seconded, a significant council commitment may divert the General Manager from Western Division business	High	High	Enter into initial agreement with the host council to make alternative arrangements should this occur
Member councils do not agree to provide the additional funding required	Medium	High	Business case provides a cost benefit justification for the appointment

Issues

The highest priority issues associated with this option are:

Description©	Priority	Resolution Actions
Required expenditure funds have not been budgeted	High	Request funding approval at Mid Term meeting in October
Western Division approval must be sought to implement the final solution	Low	Programmed for October at Mid Term meeting
An appropriate General Manager has to be identified and agree to take on the role	Medium	General Managers Group to liaise and agree on way forward

**Option 2 – Appointment of Contractor as Co-ordinator/Lobbyist**

The option would see the Western Division appointing a contractor to provide co-ordination and lobbying services on a contracted basis, with defined deliverables and performance remuneration.

The contractor could possibly be based in Sydney to ensure ready access to the LGSA and State Government decision makers. The work would be undertaken according to a defined project brief and at a defined cost. The contractor would not be employed on a full time basis, but work according to the requirements of the brief and the funds available. Any additional work, or work outside the scope of the project brief would be costed and agreed to beforehand.

The secretarial role would still be undertaken by a host General Manager similar to current arrangements.



Risks

Risks associated with this option are:

Description	Likelihood	Impact	Mitigating Actions
Inability to second an appropriate contractor	Low	Very High	General Managers to ensure a professional recruitment/search process is conducted
Once contracted the contractor is diverted from Western Division business by another contract	Medium	High	Enter into initial contract with performance standards, rewards and penalties
Member councils do not agree to provide the additional funding required	Medium	High	Business case provides a cost benefit justification for engagement

Issues

The highest priority issues associated with this option are:

Description	Priority	Resolution Actions
Required expenditure funds have not been budgeted	High	Request funding approval at Mid Term meeting in October
Western Division approval must be sought to implement the final solution	Low	Programmed for October at Mid Term meeting
An appropriate contractor has to be sourced and selected to take on the role	Medium	General Managers Group to liaise and agree on way forward

**Option 3 – Appointment of a Chief Executive Officer**

This option would see the Western Division appointing a Chief Executive Officer on a full time basis to lead and manage the Western Division organisation and possibly operate from the Local Government and Shires Association offices in Sydney. The CEO would co-ordinate the delivery of all the outcomes sought within the Western Division Strategic Plan. The role would be undertaken in accordance with defined priorities and remuneration based on achievement of deliverables.

The work of the CEO would be undertaken according to a defined performance agreement, at a fixed cost and on a 12 months or two year contract.

The CEO would be engaged through a host council and be managed by a small group of Western Division General Managers. The CEO would work closely with the Western Division President and Executive.

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Option 3 would enable the CEO to provide possibly the highest level of support to the Division, and significantly contribute to achieving all of the outcomes sought in the Strategic Plan.

Benefits

The tangible and intangible benefits to the Western Division upon implementation of the option are as follows:

Category	Benefit	Value©
Financial	<ul style="list-style-type: none"> <li>New grants revenue generated</li> <li>Reduction in costs – removal of duplication costs between member councils</li> </ul>	<i>\$ Target to be set</i> <i>\$ 2,000 savings per member council council</i>
Operational	<ul style="list-style-type: none"> <li>Improved operational efficiency</li> <li>Improved submissions to State and Federal Governments</li> <li>Improved access to State and Federal Government decision makers</li> <li>More effective relationship with the media</li> <li>More effective relationship with the LGSA</li> <li>Additional alliances established with special interest groups</li> </ul>	
Members	<ul style="list-style-type: none"> <li>Increased council member satisfaction</li> <li>Less reliance on General Managers to undertake work outside their council obligations</li> <li>Improved organisational culture</li> </ul>	<i>Measure by Mayoral survey</i>  <i>Measure by General Manager survey</i>

Costs

The tangible and intangible costs to the Western Division upon implementation of Option 3 are.

Category	Cost	Value	Budgeted
People	Increased contribution towards CEO TRP	\$ 60,000	\$6,500
	Increased contribution towards CEO travel costs	\$ 3,000	No
	Increased costs of other contractors/consultants to undertake specific projects	\$ 20,000	No
	Training courses – advocacy etc	\$ 15,000	No
Physical	Equipment and materials	\$ 5,000	No
	Tools (computers, phones...)	\$ 5,000	No
Marketing	Promotional materials for improved submissions and advocacy	\$ 10,000	No

Risks

Risks associated with this option are:

Description	Likelihood	Impact	Mitigating Actions
Inability to recruit an appropriate CEO	Low	Very High	General Managers to ensure a professional recruitment/search process is conducted
Once appointed the CEO departs for another role	Low	High	Provide job satisfaction and support and enter into initial employment contract with performance standards and rewards
Member councils do not agree to provide the additional funding required	Medium	High	Business case provides a cost benefit justification for engagement

Issues

The highest priority issues associated with this option are:

Description	Priority	Resolution Actions
Required expenditure funds have not been budgeted	High	Request funding approval at Mid Term meeting in October
Western Division approval must be sought to implement the final solution	Low	Programmed for October at Mid Term meeting
An appropriate CEO has to be sourced and selected to take on the role	Medium	General Managers Group to liaise and agree on way forward

### 3.3 Recommended Option

Option Rankings

Criteria have been identified for assessment of each option, and each option has been rated to determine a score for each option.

Criteria	Option 1 GM/Secretary	Option 2 Contractor	Option 3 CEO
Benefits			
• Increased revenue	5	6	8
• Reduced expenditure	6	6	6
• Improved efficiency	6	7	8
• Enhanced quality	6	7	8
• Other	6	7	7
Costs			
• People	8	7	6
• Physical	8	7	6
• Marketing	7	7	7
Risks			
• Overall	6	7	8
<b>Total Score</b>	<b>58</b>	<b>61</b>	<b>64</b>

#### Option Recommended

The recommended option is No 3 – appointment of a Chief Executive Officer to provide contracted services to the Western Division over a 12 months or 2 year contract period.

The score achieved for the CEO option 3 reflects the balance between the costs and benefits that will apply. The expectation is that the CEO would identify and seek out additional government funding; improve the efficiency of the organisation in arranging delegations and pursuing lobbying initiatives; and personally contribute to achieving the outcomes sought from the Strategic Plan. Whilst the cost of engaging a CEO is higher than options 1 and 2, the benefits to be gained from the time committed to the role are deemed to outweigh the costs. At the same time, the risks of the Western Division Strategic Plan outcomes not being achieved will be significantly reduced by the engagement of a Chief Executive Officer.

The cost of engaging a CEO is in the order of \$60,000 per annum, along with associated travel and equipment costs of \$13,000. Assuming a higher level of advocacy with each option it could be expected that other costs of \$10,000 could apply. Training of Western Division Executive members in advocacy could cost in the order of \$15,000.

So, in the first year additional costs of \$98,000 could apply. This is compared with the alternatives - \$78,500 for Option 1 (the enhanced GM/Secretarial role) and \$88,000 for Option 2 (the contractor role). A contribution of \$7,500 from each Western Division member council would be required to meet this \$98,000 cost. At the present time each member contributes \$500. It is also noted that improved efficiency and co-ordination of lobbying and other initiatives will relieve member councils of some current actions and save an estimated \$2,000 each. Accordingly, the additional nett cost to each council of engaging a CEO and pursuing the actions outlined in the strategic plan would be \$5,000.

The Western Division has to decide whether it is committed to achieving the outcomes sought from the strategic plan. If it is then the next question is whether each member council is prepared to meet the cost of resourcing the plan.

This business case has tried to objectively assess the cost benefit of the various options. It has been concluded that the benefits of option 3 outweigh the costs and provide a high level of confidence that the strategies and outcomes sought by the Western Division Strategic Plan will be brought to life. Each member council will be expected to provide an annual contribution for the next 2 years to enable the strategic plan to be resourced. At the end of this period the Division can evaluate whether the outcomes are worth the additional \$5,000 annual investment.

### 3.4 Implementation

#### Project Initiation

In order to initiate the project the Western Division General Managers Group will examine the Business Case, make any amendments and authorise inclusion of the report on the agenda of the Mid Term meeting.

### **Project Planning**

The Western Division Secretary, Ray Smith, General Manager of Cobar Shire, is in charge of planning the delivery of this project to the Western Division Mid Term Meeting. He is supported by the Western Division General Managers Group.

### **Project Execution**

The phases of this project are:

- Prepare and sign off business case
- Submit business case to Western Division Mid Term meeting
- If agreed, conduct recruitment process for CEO
- Induct new CEO to organization
- Arrange accommodation at LGSA offices
- Commence implementation of Western Division Strategic Plan.

### **Project Management**

The project will be managed in the following manner:

- **Time Management** – a small executive team from the General Managers Group will project manage the project. The Western Division Group Mid Term meeting is the target date to have the project approved.
- **Cost Management** – the business case project is being conducted within budget limits. The business case has been prepared at no cost to the Western Division.
- **Quality Management** – the draft business case has been externally prepared and reviewed by the General Managers group.
- **Change Management** – the project does represent a significant change in approach to the current structural arrangements. However, the 2 July workshop came to the firm conclusion that additional resourcing is necessary to achieve the outcomes of the strategic plan. The new leadership team elected in October will have an important responsibility to drive the changes and to ensure member councils are involved and supportive of the new directions.
- **Risk Management** – the draft business case has identified a range of risks associated with the recruitment of the new CEO and implementation of the strategic plan actions, and appropriate mitigating actions.
- **Procurement Management** – the recruitment of the new CEO will be overseen by the General Managers Group according to council policy and adopted recruitment procedures and best practice.
- **Communications Management** – it will be vital that the General Managers group develops a communication plan to ensure member councils are provided with full details of the CEO proposal, and once adopted by the Western Division the member councils are informed of the arrangements made, the outcomes sought, the expected benefits for member councils and the results when achieved.



**WESTERN DIVISION GROUP OF THE SHIRES ASSOCIATION OF NSW  
MID TERM MEETING – 10.00AM, FRIDAY 17 OCTOBER 2008  
COBAR SHIRE COUNCIL CHAMBERS – 36 LINSLEY STREET, COBAR**

**3. FUTURE MEETING DATES**

The next scheduled meeting of the Western Division will be the 2009 Annual Conference to be held in Balranald, the date of which is yet to be determined.

The members will also need to discuss the benefits of continuing with the Mini Conference given the debate that occurred at the last Mini Conference where several members were of the view that such an event really wasn't necessary.

There will also need to be consideration of future Mid Term meetings, again given the debate at the June 2008 Mini Conference.

**RECOMMENDATION:** That consideration be given to future meetings of the Western Division Group.

**4. STRATEGIC BUSINESS PLAN**

Included in the attachments to this agenda is a copy of the 'Blueprint for the Future of the Western Division' which is the document prepared by Blackadder – Gibbs following the workshop held in Sydney in July of this year.

The document is essentially the Strategic Business Plan for the Western Division and identifies a number of actions designed to achieve the priority outcomes and strategies that were agreed upon at the workshop.

The first Priority Outcome is the internal resourcing of the Division and this is dealt with by way of presentation of a 'Business Case' which is dealt with separately in this report. There are a number of options to be considered all of which have a direct financial impact on the member councils.

I believe that the first step is to endorse the Strategic Business Plan and then deal with each of the Priority Outcomes

**RECOMMENDATION:** That the Strategic Business Plan for the Western Division Group of Councils, prepared by Blackadder Gibbs Pty Ltd, be endorsed

**5. BUSINESS CASE FOR RESOURCING THE DIVISION**

Reference is made to the 'Business Case' a copy of which is included in the attachments to this agenda and there will need to be discussion on the most appropriate and beneficial option taking into account the financial implications of each of those options.

In summary, the cost of each option is as follows:

- Option 1 - \$85,000.00 – cost to each council = \$6,500.00 (approximate)
- Option 2 - \$88,000.00 – cost to each council = \$6,800.00 (approximate)
- Option 3 - \$118,000.00 – cost to each council = \$9,000.00 (approximate)

It should be noted that the Consultant's are recommending Option 3.

**RECOMMENDATION:** That the Division determines the best option for resourcing the effective implementation of the Strategic Business Plan.

### **3. RECORDS MANAGEMENT POLICY FOR COUNCILLORS**

**REPORTING SECTION:** Corporate & Community Services  
**AUTHOR:** Helena Lovegrove - Records Manager  
**FILE NUMBER:** 013/07/01/12

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**Summary:**

This report recommends that Council adopt the attached policy GOV - Records Management Policy for Councillors.

**Discussion (including issues and background):**

Council receives and creates information that needs to be managed in accordance with the State Records Act 1998. This information is created and received by both council staff and Councillors.

State Records NSW recommends that Council's have a records management policy specifically designed for Councillors to assist Council in complying with the State Records Act 1998 and other relevant legislation. Council has formulated the attached policy GOV - Records Management Policy for Councillors to comply with this recommendation.

This policy will be supported by the Records Management Procedures for Councillors which are currently under development

**Relevant Reference Documents:**

Local Government Act 1993  
State Records Act 1998  
State Records Regulation 2005.

**Stakeholders:**

Councillors  
Council staff  
Walgett Shire residents  
State Government Agencies.

**Financial Implications:**

Nil

**Recommendations:**

**1) That the Council approve the policy GOV - Records Management Policy for Councillors.**

**Attachment:**

GOV - Records Management Policy for Councillors



## **GOV – RECORDS MANAGEMENT POLICY FOR COUNCILLORS**

Adoption Date:

Review Date:

Responsible Officer: Director of Corporate and Community Services

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### **POLICY STATEMENT**

WSC is committed to providing Councillors with appropriate access to records created by Council and to ensure that records created or received by Councillors are managed in accordance with legislative requirements

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### **OBJECTIVES:**

- To ensure that at all times WSC complies with the N.S.W. Local Government Act 1993, NSW State Records Act 1998, NSW State Records Regulation 2005, Freedom of Information Act 1989 and the Privacy and Personal Information Protection Act 1998 in relation to the provision of Records Management.
- To ensure records created or received by Councillors are managed throughout their lifecycle in a manner that ensures continuing access to information for all relevant stakeholders.
- To ensure that WSC Councillors have appropriate, authorised and timely access to information.
- To clearly define best practice procedures for the guidance of Councillors and to meet the highest level of public accountability.

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### **POLICY IMPLEMENTATION PROCEDURES, GUIDELINES AND DOCUMENTS**

- Sections 12, 12A, 12B, 13 of the Local Government Act 1993
- State Records Act 1998
- State Records Regulation 2005
- Freedom of Information Act 1989
- Privacy and Personal Information Protection Act 1998
- Gov – Records Management Procedures for Councillors

### **RELATED WSC POLICIES**

- Gov - Code of Conduct

#### **4. TOURISM DEVELOPMENT ACTIVITIES – OCTOBER 2008 REPORT**

**REPORTING SECTION:** Corporate & Community Services  
**AUTHOR:** Alana Douglas - Tourism Development Officer  
**FILE NUMBER:** 245/02/01/00

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##### **Summary:**

This report is presented to Council to summarise the activities of Walgett Shire Tourism Development as at October 2008.

##### **Discussion (including issues and background):**

###### Primitive Camping Ground at Alex Trevallion Park

Draft concept plans are currently being drawn up for the proposed primitive camping ground at Alex Trevallion Park integrating current regulations from Local Government & NSW Government Department of Planning.

Once draft concept plans have been assessed by the Engineering Department, budget requirements & timetables will be discussed.

###### Walgett Visitor Information Centre

- From 1 October 2008 - 15 October 2008, the Walgett Visitor Information Centre had 63 people use the 3 computers available to the public. The main users of the computers are school aged children using it mainly as a communication tool to check their "facebook" and "bebo" accounts. During school time children are not allowed use of the computers between 9am-3pm. However with the recent holidays there has been a surge of use throughout the Centre's operating hours.
- Recent figures from the Australian Bureau of Statistics show visitor numbers in Outback NSW had a growth of 1.9% on year ending June 2007 while overall Regional NSW saw a 2.7% decline in the same year.

Summary of the findings in the report is as follows;

- 1.6 Million Visitor nights we spent in the region (up 0.6% on the previous year)
- Increased market share of 0.1% on the previous year
- Visitors are spending an average of \$111 per night per person.
- The biggest growth market in the last 12 months has been the Families with children over 15 still living at home.
- United Kingdom / Germany / New Zealand / USA continue to be the strongest International Markets

###### Walgett Tourist Association

The Walgett Tourist Association has had a logo designed & donated by Artist John Murray. The logo will play up the well known nick-name of Walgett 'The Gate' with two old gates making the feature. The logo will be used on souvenirs such as stickers, magnets, stubby holders and reusable shopping bags, available for purchase in the Walgett Visitor Information Centre. The logo will be used in promotional opportunities for Walgett and will also be made available for business operators.

Darling River Run Committee

The Darling River Run Committee have finalised the interpretive signs for the Darling River Run. The Shelter and Sign for each town are currently being made at Country Mile Signs in Quirindi. The sign for Walgett will be placed at the Barwon Inn Rest Area and will contain information on the Darling River and the Paddle Steamers. This project is part of the overall marketing and development of the Darling River Run Touring Route.

Business Awards

The 2008 Business Awards had a new nomination process this year, with the community encouraged to nominate their favourite businesses rather than the former self nomination process. A large mix of businesses were nominated with many businesses being entered for the first time. The actual award dinner was postponed due to limited available dates, however the winners from our local awards will go on to compete in the OACC Regional Business Awards to be held in Bourke on Saturday 25th October 2008.

The Winners of the 2008 Walgett Shire Business Awards are:

- \* Outstanding Hospitality Business - Chats on Opal
- \* Outstanding Tourism Business - Black Queen
- \* Outstanding Retail Business - Westpac - Lightning Ridge
- \* Outstanding New Business - The Gate
- \* Outstanding Community Services Organisation - Yawarra Meamei Women's Group
- \* Most Outstanding Business - Café 64

International Tourism Managers

Tourism NSW's International Managers will visit Lightning Ridge on Thursday 13th November and Friday 14th November 2008. The International Managers will be taken on a comprehensive familiarisation of Lightning Ridge to experience the wonderful attractions the destination has to offer and to provide feedback on providing internationally ready tourism product. Tourism NSW will then speak directly to operators on international marketing and promotion, they will provide information on the needs of international visitors from Europe/UK, Hong Kong, New Zealand, Asia and the USA. Operators will be given the opportunity to ask questions of the managers and will also be given some one on one time to speak about their individual businesses.

**Relevant Reference Documents:**

Walgett Shire Council Tourism Destination Strategy

**Stakeholders:**

Walgett Shire Council  
Walgett Shire Community  
Walgett Tourist Association  
Darling River Run Committee

**Financial Implications:**

Nil

**Recommendations:**

- 1) That Council receives and notes the Tourism Development Officers report for October 2008.

## **5. REPORT ON YOUTH DEVELOPMENT AND SERVICES JULY - SEPTEMBER 2008**

**REPORTING SECTION:** Director, Corporate and Community Services  
**AUTHOR:** George McCormick - Youth Development Officer  
**FILE NUMBER:** 003/05/10/00

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### **Summary:**

This report presents a brief overview of Youth Development programs and services planned, implemented and completed for the period July 2008 - September 2008

### **Discussion (including issues and background):**

#### Highlights:

- Walgett Shire Council Youth Development "Youth Week 2008" awarded top five finalists in NSW Local Government Awards.
- The success of the "Butt out Bullying" initiative throughout our Shire with over 400 young people engaging in the performance of the Monkey BAA Theatre Company live theatre production "I am Jack" which targeted 7-15 year olds in awareness and responses in addressing the social issue of bullying.
- The "In the Bin" film festival workshops in which thirty young people participated, ten each from the communities of Walgett, Lightning Ridge and Collarenebri.
- Walgett Shire Youth Council invited to be promoted on national web site of NAPCAN (National Association for Prevention of Child Abuse and Neglect.), Australia's leading advocate in the prevention of child abuse and neglect.

#### Youth centres / after school care:

Attendance numbers at Youth Centres in Walgett, Collarenebri and Lightning Ridge have remained stable for this reporting period. After school hours remain 3.30PM - 6.30PM at Walgett and 3.00PM – 6.00PM at Lightning Ridge and Collarenebri, Monday to Thursday.

With the warmer months upon us we expect a substantial number of young people will attend the "now open" pools in our Shire which may see a fall in attendance numbers.

Following the completion of the renovations and upgrade of the Walgett Youth Centre many organisations have partnered with Council in utilizing the Centre for workshops, events and meetings etc. Organisations include Walgett Community College, Walgett Distant Education, PCYC programs and we also hosted the In the Bin Film and screen workshops at the facility along with all regular youth services and programs.

The Lightning Ridge Youth Centre (Ella Nagy Hall) has received major upgrades through funding sought by Barriekneal and Community Limited. Air conditioning is now installed at all centres across our Shire.

Vacation care services:

Walgett Shire Youth Development have committed to offering our young people an engaging holiday period with a wide range of programs and activities to develop, enhance and entertain our young people throughout our Shire.

The July 2008 Vacation Care Programs were conducted in the communities of Walgett, Lightning Ridge, Grawin and Collarenebri. Record numbers of young people engaged in the programs offered which also featured the Storm Co Troop of Youth Volunteers' entertain the young people in the three major centres.

Other programs /events implemented during the July Holiday period:

- Disco's
- Waste to Art workshops
- Excursions
- Healthy Eating Days
- Sport's Competitions
- Arts & Crafts
- Lets get Active events
- Screen printing workshops

We have thanked the organisations who have again offered input into the development and implementation of the July holiday programs.

N.B Walgett Shire Council Youth Development has recently hosted the October Vacation Care services for all school aged young people in the communities of Walgett, Lightning Ridge, Grawin and Collarenebri. Vacation Care commenced Monday 29th September and concluded Friday 10th October.

A full report on services and outcomes will be in Youth Development's next quarterly report.

Programs /events:

- Anti-Graffiti  
The Walgett Shire Youth Council poster design initiative "Don't Trash our Town" We live here! This Youth Council driven project targeted at combating Graffiti within our communities has been postponed until the Christmas- New Year Holiday period, currently a wide range of activities, events and programs are available throughout the communities this October holiday period and there is a very busy last quarter of the year ahead for the school children. Youth off the Streets have formed a partnership with Youth Council and Shire Council agreeing to fund all aspects to implement this project including prizes, printing and promotion.
- Anti- Bullying:  
The Live Theatre performances from Monkey BAA Youth Theatre Company with the production performance of "I am Jack" have received overwhelming support from schools, teachers and community people following the six shows.

A total of 440 young people aged 7-15 from the communities of Walgett, Lightning Ridge and Collarenebri engaged in the initiative. This initiative was funded through a successful Outback Arts Country Arts Support Program Grant \$1800 and another \$17,000 through Arts NSW, Arts on Tour.

- Film Festival/Workshops:  
The Walgett Shire Council Youth Development funded "In the Bin" film and screening workshops staged here in Walgett has also been hailed a success. The three day intensive workshop saw a total of 30 young people from Lightning Ridge, Collarenebri and Walgett engage in the program.

The final screening of the movies produced was shown at the Walgett RSL with approx 87 young people in attendance.

Copies of these movies will soon be sent to Walgett Shire who will then present them to schools in all communities and an acknowledgment day is in the planning.

Funding /acquittals:

- Grant Submissions  
Walgett Shire Youth Development has submitted an application to the NSW Regional Arts Fund for \$17,000 to conduct film and movie making workshops throughout the Shire during a school holiday period in 2009.
- Acquittals:  
The \$2,000 Beyond Blue Mental Health Grant which was utilized by way of fees for Barnardo's Youth speaker's engagements during Youth Week activities has been acquitted and finalized.

Walgett Shire youth council:

The Youth Council did not meet last month due to time frames and school holidays their next meeting is set down for Thursday 23rd October at Walgett Council Chambers. The Walgett Shire Youth Council have been contacted by the state manager of NAPCAN after the Youth Council applied for a grant available through this organisation.

The correspondence was directed at offering the Walgett Shire Youth Council an opportunity to head a pilot program targeting Child Abuse. Walgett Shire Youth Council Vice- President Mark Winch from Lightning Ridge was interviewed by the ABC Radio a fortnight ago.

He addressed several questions about the Youth Council and their role in the communities and spoke very confidently. Gosford City Council, the sister city partner of Walgett Shire Council, and their Youth Services section have been networking. Gosford Council are expressing interest in forming a more relevant partnership in a view to assist us with resources and look to exchanging staff and youth in programs, targeting leadership and empowerment.

*\* Youth Council minutes from August meeting attached.*

Murals in the West:

- Colouring our Communities Stage 3  
With a view to sustain our Mural projects within our communities the planned mural project to be painted on Tommy Johnsons Corner has now all the funds needed to begin. It has been decided to postpone this initiative until early in the New Year when the weather is cooler. Partners in this project include Community Drug Action Team, Walgett Aboriginal Medical Service, Walgett Community College, Mr Tommy Johnson, and Walgett Shire Council.

Walgett Shire Youth Development continues to source funding opportunities to implement further Mural projects targeted at highlighting our young peoples talents, enhancing their individual skills, combating graffiti and creating a sense of ownership within other communities in our Shire.

School to work program:

The three Youth Services school to work participants at Walgett, Lightning Ridge and Collarenebri have all completed their trial period and are currently on paid employment for four (4) hours a week at youth centres in their communities.

NSW Local Government Awards 2008:

Following the Walgett Shire Youth Development's 2007 top five finalists award's in two categories of "Best Local Program" and "Best Small Council Program" the Youth Development team were awarded top five in 2008 in the category of "Most Innovative Program 2008".

These state wide awards in recognition of youth services reflects sustainability in youth services across the Shire and is a direct result of a committed approach from Council youth development team and partnerships, support of many Government ,non -Government, organisations, agencies and local service providers.

PCYC:

Walgett Shire Council Youth Development continues to support the fortnightly events with staff and venue, PCYC participation /attendance figures remain stable with young people enjoying the afternoons/evenings. Walgett Shire Youth Development staff looks forward to continuing our partnership with PCYC with a vision to implement more structured and engaging programs for our Shires youth and young people.

Community support:

The support from individuals, business houses, community organisations and service providers within our Shire directed at Youth services and affairs has been very encouraging.

**Relevant Reference Documents:**

Walgett Shire Council Management Plan 2008 / 2009 - 20012 / 2013

**Stakeholders:**

Walgett Shire Council  
Youth and Young people of Walgett Shire  
Communities of Walgett Shire

**Financial Implications:**

In the Bin, Production -\$3593.70  
Allowed for in Council's 2008/2009 Management Plan

**Recommendations:**

- 1) That the report on Youth Development and Services for the period July 2008-September 2008 be noted.**

**Attachment:**

Youth Council minutes -August meeting

**Walgett Shire Youth Council Meeting - 14th August 2008**

Venue; Lightning Ridge Youth Centre Ella Nagy Hall

Present: Representing Walgett, **Marcus Weatherall**  
Representing Collarenebri, **Jackie Burke**  
Representing Lightning Ridge, **Mark Winch, Melinda Ciprian**

Others present, George McCormick **WSC YDO**  
Leanne McEwen **Murdi Paaki Y/L Project Officer**  
Dianne Holz **L/Ridge /Goodooga Facilitator**  
Cheryl Kinchela **Youth off the Streets**  
Lynn Field **Youth off the Streets**

**Apologies:** Dylan Adams, Josh Pitt {**Youth Council Reps**}

**Meeting opened 10.30**

Minutes from 26th June meeting reviewed and passed- **George second-Mark Winch**  
**Marcus** elected chairman for meeting

Monthly status,

**Collarenebri**

Reps from Collarenebri presented opportunity for funding through **INDENT GRANT**, in regards to staging our Triple 3 Youth and Community Festival.

**Action :** George to scan and email out to all ...each sub-group to get together proposal submission draft to bring to next meeting and place together for final decision on application. Other discussion around the Youth Festival and opportunities and interest from youth bands.

Collarenebri report alls going well with young people in Collarenebri

**Lightning Ridge**

Lightning Ridge reps discuss they ,with help of others need to change the Ridge schools prospective about things and opportunities involved with the school.. a genuine need for the school to be more involved with activities than just school work.

**Action:** Situation may warrant a meeting with YDO and other community stakeholders to encourage school to allow opportunities to the young people other then just school work. We need their support for youth functions and workshops etc,  
Moved Marcus Seconded Mark Winch

**Walgett**

Skate park surveys been handed out and returned..just need to be collated. Action: will have this finalised by next meeting.

Moved George seconded Melinda

**SKATE PARK**

George and members have identified areas that skate parks could and should be be situated near existing "Youth Hot Sops"

Suggested areas **Walgett\_** opposite Youth Centre {where old caravan Park once was }

**Lightning Ridge \_** rear of Youth Centre

**Collarenebri-** Lions Park near Bridge

*It was noted that all these areas have ample room, toilet facilities close at hand, and in close proximity to existing Youth Centres and Youth Hot Spots*

**Action:** need to identify land and place proposal to Council/Reserve Trust /all concerned. General discussion around Skate Parks could possibly place walking/exercising area near skate Park area to make a more family friendly area with BBQ and other activities. Something a whole family would be able to access and utilise.

Unanimous!!!

**NEW BUSINESS**

Draft copies of WSYC Constitution were handed out for all to review and comment, several changes needed/identified.

Put to the vote to present to Working Parties .then September Council meeting for approval and endorsement as a Genuine document and Council Committee / voice of our youth and young people. Moved by Jackie seconded by Melinda

Introduction /Cheryl Kinchela and Lynn Field- Youth Off The Streets.

General discussion around the Anti –Graffiti initiative the Youth Council has planed. The poster Comp with the slogan

**“DON’T TRASH OUR TOWN..WE LIVE HERE!!**

Cheryl informed all that her organisation is happy to come on board as partners with the Youth Council, Youth Development

as major sponsors of this initiative and cover costs associated with printing, and prizes  
The final format/program is still to be finalised but at this stage the initiative will involve;  
Poster Comp in three communities. Poster must have the slogan **Don’t trash our town We live here!!** Incorporated on them.

Two categories Secondary and Primary..Three prizes in each community 1 st in each category, and peoples choice.

Prizes shall be clothing vouchers or simular. Winning posters will be reprinted in size A 3, min 30 in each community endorsement with youth council, supporters on bottom of poster /placed/hung in all schools, hot spots, youth areas around our communities

Youth Council all thanked Cheryl and YOTS for their support and look forward to forming a valuable partnership in programs and issues for our young peoples benefit.

#### **Butt out Bullying**

All agreed Youth Council to act as support for the initiative by way of helping at the door /set up etc for each show.

#### **In the Bin**

George informed all of the In The Bin film festival and what it will consist of, informed all that the schools Lightning Ridge, Collarenebri and Walgett will support this project by sending 10 young people in to Walgett for the three days of the Project.

#### **Holiday Programs**

George suggested if Youth Council representatives {sub-groups} would take on the challenge of programming the holiday activities in their communities for a one week period during the October school holiday period. George will support etc.

**General discussion** around what to do etc followed

Jackie moved to all support this and put to the vote **all** in favour

**ACTION:** Youth Council representatives to program a full week of activities/workshops at their communities Youth Centres during the October school holiday period.

There will be discos in each community during this week. To be finalised at a later date.

George informed all of a deal with local newspaper Ridge News to have a regular blurb/segment in their paper. This will more than likely be fortnightly and have a heading of **YOUTH RAP**

In this space Walgett Shire Youth Development can promo all up and coming events, outcomes, funding and points of interest to our young people. It was also suggested that each sub-group has a small write up, in turns with youth related info offered to all, like time wasters or best fishing spots ,book reviews etc.

**ACTION:** Youth Council to look at sending letter of thanks and submitting first instalment

Meeting closed.

NEXT MEETING 23rd September 10am Walgett Shire Council Chambers. Unless notified.

**6. WRITE OFF OF ASSESSMENT 10983.**

**REPORTING SECTION:** Corporate and Community Services

**AUTHOR:** Renee Reynolds

**FILE NUMBER:** 180/01/02/00

---

**Summary:**

To advise of the liquidation of the joint company owners of assessment 10983 and to write off outstanding rates arrears.

**Discussion (including issues and background):**

Council has recently received correspondence from Rodgers Reidy Chartered Accountants of Sydney in relation to the prospective liquidation and de-registering of the joint owners of assessment 10983, which was previously known as Lot 2737 DP 764842 Maitland Street Collarenebri. Western Lands lease number 13819.

Legal action was commenced in 2000 with no outcome. Further legal action in 2006-2008 discovered that both companies had been in receivership for several years. Legal fees totalling \$405.00 since 2000 have been applied to this assessment. Further attempts to recover this debt would be unsuccessful and Council does not have the option of selling the land at a Section 713 sale as it is Crown Land.

The lease on this block has since been purchased from the Crown Lands Department and rates and charges are currently being levied as normal.

It is therefore recommended that Council cease further legal action against the owners and write off the amount of \$6,262.79 (to 21<sup>st</sup> October 2008) in outstanding rates and charges due to the prospective liquidation and de-registering of both companies.

**Relevant Reference Documents:**

See attached correspondence form Rodgers Reidy Chartered Accountants.

**Stakeholders:**

Walgett Shire Council

**Financial Implications:**

The amount of \$6,262.79 to be written off against the Provision for Doubtful Debts.

**Recommendations:**

- 1) That Council cease further legal action against the joint owners of Assessment 10983.
- 2) That the amount of \$6,262.79 be written off assessment 10983.

Insolvency and Reconstruction Specialists



31 July 2008

**CIRCULAR TO CREDITORS**

**THREE REGIONS OPALS PTY LIMITED (IN LIQUIDATION)  
ACN 002 777 648**

I refer to my appointment as Official Liquidator of the above company on 26 February 2007.

My investigations into the affairs of the Company did not identify sufficient realisable assets to distribute to the Company's creditors and I note that there have been insufficient realisations to meet the costs of the winding up.

Creditors are advised that my final accounts have been made up and lodged with the Australian Securities and Investments Commission ("ASIC"), however I have not made any receipts or payments to date.

The affairs of the company have now been fully wound up and I reported the results of my investigations to ASIC pursuant to section 533 of the Corporations Act ("the Act").

I was required to lodge a confidential report with ASIC pursuant to Section 533 of the Act as there was no return of greater than 50 cents in the dollar. This report detailed the affairs of the Company and any suspected contraventions of the Act by the current and former officers of the Company. After considering my report, ASIC has decided not to commence an investigation into my findings. ASIC has further advised that they have no objection to me finalising the liquidation of the Company. As such, I intend to request that ASIC deregister the Company.

Should creditors wish to provide funding to conduct further investigations into the affairs of the Company they are requested to confirm same in writing within 7 days of the date of this circular.

Yours faithfully

**JOHN MORGAN**  
Official Liquidator

**Walgett Shire  
Council  
REC'D**

14 AUG 2008

FILE: 180/01/04/00

LETTER No:

4957

REFER: R.R.

**COPY:**

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31 July 2008

**CIRCULAR TO CREDITORS**

**TYNEMAR PTY LIMITED (IN LIQUIDATION)  
ACN 001 092 333**

I refer to my appointment as Official Liquidator of the above company on 26 March 2007.

My investigations into the affairs of the Company did not identify sufficient realisable assets to distribute to the Company's creditors and I note that there have been insufficient realisations to meet the costs of the winding up.

Creditors are advised that my final accounts have been made up and lodged with the Australian Securities and Investments Commission ("ASIC"), however I note there have been no receipts or payments.

The affairs of the company have now been fully wound up and I reported the results of my investigations to ASIC pursuant to section 533 of the Corporations Act ("the Act").

I was required to lodge a confidential report with ASIC pursuant to Section 533 of the Act as there was no return of greater than 50 cents in the dollar. This report detailed the affairs of the Company and any suspected contraventions of the Act by the current and former officers of the Company. After considering my report, ASIC has decided not to commence an investigation into my findings. ASIC has further advised that they have no objection to me finalising the liquidation of the Company. As such, I intend to request that ASIC deregister the Company.

Should creditors wish to provide funding to conduct further investigations into the affairs of the Company they are requested to confirm same in writing within 7 days of the date of this circular.

Yours faithfully

A handwritten signature in black ink, appearing to read 'John Morgan', written over a circular stamp.

**JOHN MORGAN**  
Official Liquidator

**Walgett Shire  
Council  
RECD**

13 AUG 2008

FILE: 180/01/04/00.

LETTER No: 4946.

REFER: RR.

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## **7. QUARTERLY BUDGET REVIEW AS AT 30TH SEPTEMBER 2008**

**REPORTING SECTION:** Corporate and Community Services  
**AUTHOR:** Myrene Lovegrove - Finance Manager  
**FILE NUMBER:** 180/01/01/00

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### **Summary:**

This report presents to Council the quarterly budget review for the period ending 30th September 2008

### **Discussion (including issues and background):**

The quarterly review is a statutory requirement under the Local Government (General) Regulations 2005, Part 9, Division 3, Section 203 and is an essential aspect of Council's financial management. A budget review is to be prepared and submitted to council not later than two months after the end of each quarter.

At the Council meeting on 17 June 2008, Council adopted the 2008/2009- 2012/2013 Management Plan, which incorporated the 2008/2009 budget.

The adopted budget provides for an operating surplus of \$130,318 and a capital deficit of \$15,402,948. Operating revenue and expenditure relates to supply of services, maintenance and repairs. Capital revenue and expenditure relates to additions and improvements to assets.

If the following variations are adopted the result will be an operating deficit of \$76,744 and a capital deficit of \$14,005,948.

### **Increase in operating expenditure/ Decrease in operating revenue:**

- An additional amount of \$40,000 needs to be allocated to a revised staff position.
- An amount of \$10,000 needs to be reallocated from development support to the noxious weeds program.
- \$727,389 of the flood damage grant needs to be expended to complete work commenced last financial year.
- A REPAIR road grant of \$300,000 will not be received.
- The allocation of Roads to Recovery Grant will be \$30,092 lower than expected as this is the final result of return.
- Tourism sales are below expectations and are predicted to provide \$12,000 less than originally.

### **Decrease in operating expenditure/ Increase in operating revenue:**

- Additional flood damage grants of \$763,389 will be received progressively.
- Successful grant application employment subsidies have provided an extra \$13,000
- Projected Interest Income is expected to yield an extra \$140,000

### **Increase in capital expenditure/ Decrease in capital revenue:**

- Changes to capital road programs will see an additional \$43,000 expended on capital road works.

**Decrease in capital expenditure/ Increase in capital revenue:**

- The balance of a capital road grant to seal RR457 (\$1,440,000) will be received in this financial year and not last financial year as expected.

All other areas of income and expenditure are at expected levels for the first quarter of the year.

The key measure of the overall financial position of Council is the direction of change in equity which is a function of the movement in value of assets and retained earnings.

Retained earnings have increased from \$70,522,000 in 2005 to an expected \$84,520,000 in 2008. Retained earnings increased by \$266,000 in 2005, by \$1,670,000 in 2006, by \$6,570,000 in 2007 and approximately \$1,516,000 in 2008. Asset revaluation contributed an additional \$15,668,000 to Council's equity over the period.

Rates and annual charges accrue at the beginning of the financial year, where grants may be paid annually, quarterly or linked to specific program targets. The major expenses associated with infrastructure are incurred as projects develop and may not be evenly spread over the financial year.

The financial position of the council as at 30 September 2008 is satisfactory, having regard to the original estimate of income and expenditure.

**Relevant Reference Documents:**

Quarterly Budget Review to 30 September 2008  
Walgett Shire Council Management Plan 2008/2009 - 2012/2013

**Stakeholders:**

Walgett Shire Council  
Walgett Shire Ratepayers

**Financial Implications:**

- Additional operating revenue of \$574,297 and additional operating expenditure of \$767,389 will result in an operating deficit of \$76,774.
- Additional capital grant of \$1,440,000 and additional capital expenditure of \$43,000 will reduce the capital deficit by \$1,397,000.

**Recommendations:**

- 1) That Council note the quarterly budget review for the period to 30 September 2008 and adopt the attached changes.

**Attachments:**

Quarterly Budget Review

WALGETT SHIRE COUNCIL AGENDA

<b>WALGETT SHIRE COUNCIL:</b>	<b>Quarterly Budget Review to 30 September 2008</b>				
<b>ORGANISATION DIVISION:</b>	<b>All Division Summary</b>				
<b>RESPONSIBILITY:</b>	<b>General Manager - Ray Kent</b>				
	<b>Original</b>	<b>Amended</b>	<b>Actual</b>	<b>Recommended</b>	<b>Amended</b>
	<b>Budget</b>	<b>Budget</b>	<b>Income/Costs</b>	<b>Changes</b>	<b>Budget</b>
<b><u>OPERATING REVENUE</u></b>					
Members and Executive	5,000	5,000	0	0	5,000
Corporate & Community Services	7,390,789	7,390,789	5,000,540	141,000	7,531,789
Planning & Regulatory Services	187,022	187,022	30,490	0	187,022
Rural Infrastructure and Support Services	11,501,348	11,501,348	3,917,014	433,297	11,934,645
Urban Infrastructure Services	5,015,389	5,015,389	3,012,698	0	5,015,389
TOTAL	24,099,548	24,099,548	11,960,742	574,297	24,673,845
<b><u>OPERATING EXPENDITURE</u></b>					
Members and Executive	377,484	391,484	167,654	0	391,484
Corporate & Community Services	2,137,462	2,137,462	461,302	0	2,137,462
Planning & Regulatory Services	1,128,713	1,128,713	262,851	40,000	1,168,713
Rural Infrastructure and Support Services	12,651,499	12,651,499	2,923,226	727,389	13,378,888
Urban Infrastructure Services	7,674,072	7,674,072	1,716,947	0	7,674,072
TOTAL	23,969,230	23,983,230	5,531,980	767,389	24,750,619
<b>NETT OPERATING SURPLUS/(DEFICIT)</b>	<b>130,318</b>	<b>116,318</b>	<b>6,428,762</b>	<b>(193,092)</b>	<b>(76,774)</b>
<b><u>CAPITAL REVENUE</u></b>					
Members and Executive	0	0	0	0	0
Corporate & Community Services	0	0	0	0	0
Planning & Regulatory Services	0	0	0	0	0
Rural Infrastructure and Support Services	0	0	0	1,440,000	1,440,000
Urban Infrastructure Services	1,090,000	1,090,000	0	0	1,090,000
TOTAL	1,090,000	1,090,000	0	1,440,000	2,530,000
<b><u>CAPITAL EXPENDITURE</u></b>					
Members and Executive	0	0	0	0	0
Corporate & Community Services	26,666	26,666	0	0	26,666
Planning & Regulatory Services	0	0	0	0	0
Rural Infrastructure and Support Services	10,879,200	10,879,200	1,856,111	43,000	10,922,200
Urban Infrastructure Services	5,587,082	5,587,082	56,960	0	5,587,082
TOTAL	16,492,948	16,492,948	1,913,071	43,000	16,535,948
<b>NETT CAPITAL SURPLUS/(DEFICIT)</b>	<b>(15,402,948)</b>	<b>(15,402,948)</b>	<b>(1,913,071)</b>	<b>1,397,000</b>	<b>(14,005,948)</b>
<b>NETT DIVISION SURPLUS/(DEFICIT)</b>	<b>(15,272,630)</b>	<b>(15,286,630)</b>	<b>4,515,691</b>	<b>1,203,908</b>	<b>(14,082,722)</b>

WALGETT SHIRE COUNCIL AGENDA

<b>WALGETT SHIRE COUNCIL:</b>	<b>Quarterly Budget Review to 30 September 2008</b>				
<b>ORGANISATION DIVISION:</b>	<b>Members and Executive</b>				
<b>RESPONSIBILITY:</b>	<b>Council and General Manager - Ray Kent</b>				
	<b>Original</b>	<b>Amended</b>	<b>Actual</b>	<b>Recommended</b>	<b>Amended</b>
	<b>Budget</b>	<b>Budget</b>	<b>Income/Costs</b>	<b>Changes</b>	<b>Budget</b>
<b><u>OPERATING REVENUE</u></b>					
Members and Civic	5,000	5,000	0	0	5,000
TOTAL	5,000	5,000	0	0	5,000
<b><u>OPERATING EXPENDITURE</u></b>					
Members and Civic Donations	377,484	391,484	167,654	0	391,484
TOTAL	377,484	391,484	167,654	0	391,484
<b>NETT OPERATING SURPLUS/(DEFICIT)</b>	<b>(372,484)</b>	<b>(386,484)</b>	<b>(167,654)</b>	<b>0</b>	<b>(386,484)</b>
<b><u>CAPITAL REVENUE</u></b>					
Members and Civic	0	0	0	0	0
TOTAL	0	0	0	0	0
<b><u>CAPITAL EXPENDITURE</u></b>					
Members and Civic	0	0	0	0	0
TOTAL	0	0	0	0	0
<b>NETT CAPITAL SURPLUS/(DEFICIT)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>NETT DIVISION SURPLUS/(DEFICIT)</b>	<b>(372,484)</b>	<b>(386,484)</b>	<b>(167,654)</b>	<b>0</b>	<b>(386,484)</b>

WALGETT SHIRE COUNCIL AGENDA

<b>WALGETT SHIRE COUNCIL:</b>	<b>Quarterly Budget Review to 30 September 2008</b>				
<b>ORGANISATION DIVISION:</b>	<b>Corporate and Community Services</b>				
<b>RESPONSIBILITY:</b>	<b>Director of Corporate and Community Services - Carole Medcalf</b>				
	<b>Original</b>	<b>Amended</b>	<b>Actual</b>	<b>Recommended</b>	<b>Amended</b>
	<b>Budget</b>	<b>Budget</b>	<b>Income/Costs</b>	<b>Changes</b>	<b>Budget</b>
<b><u>OPERATING REVENUE</u></b>					
Community Services	275,679	275,679	58,094	0	275,679
Corporate Management	12,000	12,000	24,810	13,000	25,000
Financial Management	61,500	61,500	21,685	0	61,500
Interest Received	460,000	460,000	322,181	140,000	600,000
Rates -Ordinary	4,002,379	4,002,379	3,916,162	0	4,002,379
Tourism	23,000	23,000	1,645	(12,000)	11,000
Untied Grants	2,556,231	2,556,231	655,963	0	2,556,231
TOTAL	7,390,789	7,390,789	5,000,540	141,000	7,531,789
<b><u>OPERATING EXPENDITURE</u></b>					
Community Services	1,149,366	1,149,366	225,260	0	1,149,366
Corporate Management	522,785	522,785	132,485	0	522,785
Financial Management	58,960	58,960	18,793	0	58,960
Interest Received	0	0	0	0	0
Rates -Ordinary	0	0	0	0	0
Tourism	406,351	406,351	84,764	0	406,351
Untied Grants	0	0	0	0	0
TOTAL	2,137,462	2,137,462	461,302	0	2,137,462
<b>NETT OPERATING SURPLUS/DEFICIT</b>	<b>5,253,327</b>	<b>5,253,327</b>	<b>4,539,238</b>	<b>141,000</b>	<b>5,394,327</b>

WALGETT SHIRE COUNCIL AGENDA

<b>WALGETT SHIRE COUNCIL:</b>	<b>Quarterly Budget Review to 30 September 2008</b>				
<b>ORGANISATION DIVISION:</b>	<b>Corporate and Community Services</b>				
<b>RESPONSIBILITY:</b>	<b>Director of Corporate and Community Services - Carole Medcalf</b>				
	<b>Original</b>	<b>Amended</b>	<b>Actual</b>	<b>Recommended</b>	<b>Amended</b>
	<b>Budget</b>	<b>Budget</b>	<b>Income/Costs</b>	<b>Changes</b>	<b>Budget</b>
<b><u>CAPITAL REVENUE</u></b>					
Community Services	0	0	0	0	0
Corporate Management	0	0	0	0	0
Financial Management	0	0	0	0	0
Information Technology	0	0	0	0	0
Insurance-General	0	0	0	0	0
Interest Paid	0	0	0	0	0
Rates -Ordinary	0	0	0	0	0
Tourism	0	0	0	0	0
Untied Grants	0	0	0	0	0
TOTAL	0	0	0	0	0
<b><u>CAPITAL EXPENDITURE</u></b>					
Community Services	0	0	0	0	0
Corporate Management	20,000	20,000	0	0	20,000
Financial Management	0	0	0	0	0
Information Technology	0	0	0	0	0
Insurance-General	0	0	0	0	0
Interest Received	0	0	0	0	0
Tourism	6,666	6,666	0	0	6,666
Rates -Ordinary	0	0	0	0	0
Untied Grants	0	0	0	0	0
TOTAL	26,666	26,666	0	0	26,666
<b>NETT CAPITAL SURPLUS/(DEFICIT)</b>	<b>(26,666)</b>	<b>(26,666)</b>	<b>0</b>	<b>0</b>	<b>(26,666)</b>
<b>NETT DIVISION SURPLUS/(DEFICIT)</b>	<b>5,226,661</b>	<b>5,226,661</b>	<b>4,539,238</b>	<b>141,000</b>	<b>5,367,661</b>

WALGETT SHIRE COUNCIL AGENDA

<b>WALGETT SHIRE COUNCIL:</b>	<b>Quarterly Budget Review to 30 September 2008</b>				
<b>ORGANISATION DIVISION:</b>	<b>Planning &amp; Regulations</b>				
<b>RESPONSIBILITY:</b>	<b>Director of Planning &amp; Regulatory Services - Matthew Goodwin</b>				
	<b>Original</b>	<b>Amended</b>	<b>Actual</b>	<b>Recommended</b>	<b>Amended</b>
	<b>Budget</b>	<b>Budget</b>	<b>Income/Costs</b>	<b>Changes</b>	<b>Budget</b>
<b><u>OPERATING REVENUE</u></b>					
Community Programs	23,328	23,328	692	0	23,328
Development Management & Support	161,510	161,510	29,798	0	161,510
Environmental Programs	2,184	2,184	0	0	2,184
TOTAL	187,022	187,022	30,490	0	187,022
<b><u>OPERATING EXPENDITURE</u></b>					
Community Programs	133,814	133,814	29,139	0	133,814
Development Management & Support	912,279	912,279	154,027	30,000	942,279
Environmental Programs	82,620	82,620	79,685	10,000	92,620
TOTAL	1,128,713	1,128,713	262,851	40,000	1,168,713
<b>NETT OPERATING SURPLUS/(DEFICIT)</b>	<b>(941,691)</b>	<b>(941,691)</b>	<b>(232,361)</b>	<b>(40,000)</b>	<b>(981,691)</b>
<b><u>CAPITAL REVENUE</u></b>					
Community Programs	0	0	0	0	0
Development Management & Support	0	0	0	0	0
Environmental Programs	0	0	0	0	0
TOTAL	0	0	0	0	0
<b><u>CAPITAL EXPENDITURE</u></b>					
Community Programs	0	0	0	0	0
Development Management & Support	0	0	0	0	0
Environmental Programs	0	0	0	0	0
TOTAL	0	0	0	0	0
<b>NETT CAPITAL SURPLUS/(DEFICIT)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>NETT DIVISION SURPLUS/(DEFICIT)</b>	<b>(941,691)</b>	<b>(941,691)</b>	<b>(232,361)</b>	<b>(40,000)</b>	<b>(981,691)</b>

WALGETT SHIRE COUNCIL AGENDA

<b>WALGETT SHIRE COUNCIL:</b>	<b>Quarterly Budget Review to 30 September 2008</b>				
<b>ORGANISATION DIVISION:</b>	<b>Rural Infrastructure and Support Services</b>				
<b>RESPONSIBILITY:</b>	<b>Director of Rural and Support Services -Ian Taylor</b>				
	<b>Original</b>	<b>Amended</b>	<b>Actual</b>	<b>Recommended</b>	<b>Amended</b>
	<b>Budget</b>	<b>Budget</b>	<b>Income/Costs</b>	<b>Changes</b>	<b>Budget</b>
<b><u>OPERATING REVENUE</u></b>					
Emergency Services	25,000	25,000	0		25,000
Engineering Management	2,289,180	2,289,180	562,060		2,289,180
Plant Operations	2,453,460	2,453,460	682,129		2,453,460
Roads & Bridges	6,733,708	6,733,708	2,672,825	433,297	7,167,005
TOTAL	11,501,348	11,501,348	3,917,014	433,297	11,934,645
<b><u>OPERATING EXPENDITURE</u></b>					
Emergency Services	299,320	299,320	40,800		299,320
Engineering Management	2,288,556	2,288,556	572,248		2,288,556
Plant operations	1,881,155	1,881,155	420,213		1,881,155
Roads & Bridges	8,182,468	8,182,468	1,889,965	727,389	8,909,857
TOTAL	12,651,499	12,651,499	2,923,226	727,389	13,378,888
<b>NETT OPERATING SURPLUS/(DEFICIT)</b>	<b>(1,150,151)</b>	<b>(1,150,151)</b>	<b>993,788</b>	<b>(294,092)</b>	<b>(1,444,243)</b>
<b><u>CAPITAL REVENUE</u></b>					
Emergency Services	0	0	0	0	0
Engineering Management	0	0	0	1,440,000	1,440,000
Plant, Equipment, Motor Vechile Purchase	0	0	0	0	0
Roads & Bridges	0	0	0	0	0
TOTAL	0	0	0	1,440,000	1,440,000
<b><u>CAPITAL EXPENDITURE</u></b>					
Emergency Services	0	0	0	0	0
Engineering Management	0	0	0	0	0
Plant, Equipment, Motor Vechile Purchase	1,440,000	1,440,000	118,989	0	1,440,000
Roads & Bridges	9,439,200	9,439,200	1,737,122	43,000	9,482,200
TOTAL	10,879,200	10,879,200	1,856,111	43,000	10,922,200
<b>NETT CAPITAL SURPLUS/(DEFICIT)</b>	<b>(10,879,200)</b>	<b>(10,879,200)</b>	<b>(1,856,111)</b>	<b>1,397,000</b>	<b>(9,482,200)</b>
<b>NETT DIVISION SURPLUS/(DEFICIT)</b>	<b>(12,029,351)</b>	<b>(12,029,351)</b>	<b>(862,323)</b>	<b>1,102,908</b>	<b>(10,926,443)</b>

WALGETT SHIRE COUNCIL AGENDA

<b>WALGETT SHIRE COUNCIL:</b>	<b>Quarterly Budget Review to 30 September 2008</b>				
<b>ORGANISATION DIVISION:</b>	Urban Infrastructure Services				
<b>RESPONSIBILITY:</b>	Director of Urban Infrastructure Services -Siegfredo Coralde				
	<b>Original</b>	<b>Amended</b>	<b>Actual</b>	<b>Recommended</b>	<b>Amended</b>
	<b>Budget</b>	<b>Budget</b>	<b>Income/Costs</b>	<b>Changes</b>	<b>Budget</b>
<b><u>OPERATING REVENUE</u></b>					
Engineering Management	1,639,027	1,639,027	409,757	0	1,639,027
Recreation & Community Assets	186,840	186,840	11,369	0	186,840
Properties	330,973	330,973	80,007	0	330,973
Domestic Waste Management	897,907	897,907	770,315	0	897,907
Water Supplies	1,305,910	1,305,910	1,122,547	0	1,305,910
Sewerage Supplies	654,732	654,732	618,703	0	654,732
TOTAL	5,015,389	5,015,389	3,012,698	0	5,015,389
<b><u>OPERATING EXPENDITURE</u></b>					
Engineering Management	1,638,404	1,638,404	409,601	0	1,638,404
Recreation & Community Assets	2,374,679	2,374,679	511,922	0	2,374,679
Properties	808,054	808,054	179,821	0	808,054
Domestic Waste Management	897,078	897,078	217,199	0	897,078
Water Supplies	1,302,402	1,302,402	275,366	0	1,302,402
Sewerage Supplies	653,455	653,455	123,038	0	653,455
TOTAL	7,674,072	7,674,072	1,716,947	0	7,674,072
<b>NETT OPERATING SURPLUS/(DEFICIT)</b>	<b>(2,658,683)</b>	<b>(2,658,683)</b>	<b>1,295,751</b>	<b>0</b>	<b>(2,658,683)</b>

WALGETT SHIRE COUNCIL AGENDA

<b>WALGETT SHIRE COUNCIL:</b>	<b>Quarterly Budget Review to 30 September 2008</b>				
<b>ORGANISATION DIVISION:</b>	<b>Urban Infrastructure Services</b>				
<b>RESPONSIBILITY:</b>	<b>Director of Urban Infrastructure Services -Siegfredo Coralde</b>				
	<b>Original</b>	<b>Amended</b>	<b>Actual</b>	<b>Recommended</b>	<b>Amended</b>
	<b>Budget</b>	<b>Budget</b>	<b>Income/Costs</b>	<b>Changes</b>	<b>Budget</b>
<b><u>CAPITAL REVENUE</u></b>					
Engineering Management	0	0	0	0	0
Recreation & Community Assets		0	26,744	0	0
Properties	1,090,000	1,090,000	0	0	1,090,000
Domestic Waste Management	0	0	0	0	0
Water Supplies	0	0	0	0	0
Sewerage Supplies	0	0	0	0	0
TOTAL	1,090,000	1,090,000	26,744	0	1,090,000
<b><u>CAPITAL EXPENDITURE</u></b>					
Engineering Management	0	0	0	0	0
Recreation & Community Assets	1,280,880	1,280,880	32,391	0	1,280,880
Properties	3,333,042	3,333,042	22,360	0	3,333,042
Domestic Waste Management	255,635	255,635	0	0	255,635
Water Supplies	377,525	377,525	2,209	0	377,525
Sewerage Supplies	340,000	340,000	0	0	340,000
TOTAL	5,587,082	5,587,082	56,960	0	5,587,082
<b>NETT CAPITAL SURPLUS/(DEFICIT)</b>	<b>(4,497,082)</b>	<b>(4,497,082)</b>	<b>(30,216)</b>	<b>0</b>	<b>(4,497,082)</b>
<b>NETT DIVISION SURPLUS/(DEFICIT)</b>	<b>(7,155,765)</b>	<b>(7,155,765)</b>	<b>1,265,535</b>	<b>0</b>	<b>(7,155,765)</b>

## 8. **WRITING OFF DEBTS TO COUNCIL**

**REPORTING SECTION:** Corporate and Community Services  
**AUTHOR:** Carole Medcalf – Director Corporate & Community Services  
**FILE NUMBER:** 004/13/02/41

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### **Summary:**

This report has been presented to Council to recommend that the General Manager be authorised to write off, by order in writing, an individual debt below the value of \$1,500.

### **Discussion (including issues and background):**

A council must from time to time, by resolution, fix an amount above which debts to the Council may be written off only by resolution of Council. It is recommended that this amount be set at \$1,500. This will provide for regular financial processes to be undertaken in the most efficient and effective manner.

The Local Government (General) Regulations 2005 enables Council to fix an amount to enable the General Manager to write off a debt below a specified amount, being \$1,500, if certain criteria are met.

Part 5, Division 3, Clause 131 states:

#### ***Procedures for writing off rates and charges***

*(1) The council must, from time to time, by resolution, fix the amount of rates and charges above which any individual rate or charge may be written off only by resolution of the council.*

*(2) An amount of rates or charges of or below that amount can be written off either by resolution of the council or by order in writing of the council's general manager. In the absence of a resolution under subclause (1), rates and charges can be written off only by resolution of the council.*

*(3) A resolution or order writing off an amount of rates or charges must:*

- (a) specify the name of the person whose debt is being written off, and*
- (b) identify the account concerned, and*
- (c) specify the amount written off,*

*or must refer to a record kept by the council in which those particulars are recorded.*

*(4) An amount of rates or charges can be written off under this clause only:*

- (a) if there is an error in the assessment, or*
- (b) if the amount is not lawfully recoverable, or*
- (c) as a result of a decision of a court, or*
- (d) if the council or the general manager believes on reasonable grounds that an attempt to recover the amount would not be cost effective.*

*(5) The fact that an amount of rates or charges is written off under this clause does not prevent the council concerned from taking legal proceedings to recover the amount.*

*(6) The general manager must advise the council of rates and charges written off by written order of the general manager.*

Part 9, Division 5, Clause 213 states:

***Restrictions on writing off debts to a council***

*(1) This clause does not apply to amounts owed to a council for rates or other charges for which the Act, or any other regulation in force under the Act, makes specific provision for writing off those amounts in specified circumstances.*

*(2) A council must from time to time, by resolution, fix an amount above which debts to the council may be written off only by resolution of the council.*

*(3) A debt of or below that amount can be written off either by resolution of the council or by order in writing of the council's general manager. In the absence of a resolution under subclause (2), the council's debts can be written off only by resolution of the council.*

*(4) A resolution or order writing off a debt to a council must:*

*(a) specify the name of the person whose debt is being written off, and*

*(b) identify the account concerned, and*

*(c) specify the amount of the debt,*

*or must refer to a record kept by the council in which those particulars are recorded.*

*(5) A debt can be written off under this clause only:*

*(a) if the debt is not lawfully recoverable, or*

*(b) as a result of a decision of a court, or*

*(c) if the council or the general manager believes on reasonable grounds that an attempt to recover the debt would not be cost effective.*

*(6) The fact that a debt is written off under this clause does not prevent the council concerned from taking legal proceedings to recover the debt.*

**Relevant Reference Documents:**

AFM – Debt Write Off Policy

Local Government Act 1993

Local Government (General) Regulations 2005 Part 5, Division 3, Clause 131

Local Government (General) Regulations 2005 Part 9, Division 5, Clause 213

**Stakeholders:**

Walgett Shire Council

Walgett Shire Council Rate Payers

Walgett Shire Sundry Debtors

**Financial Implications:**

Nil

**Recommendations:**

- 1) That Council authorises the General Manager to write off, by order in writing, individual debts to the value of \$1,500 and within the provisions of Local Government (General) Regulations 2005 Part 5, Division 3, Clause 131 and Part 9, Division 5, Clause 213.**

## **9. RURAL ADDRESSING ROAD NAME AMENDMENTS**

**REPORTING SECTION:** Planning and Regulatory Services  
**AUTHOR:** James Abel - Geographic Information Systems Co-ordinator  
**FILE NUMBER:** 100/03/00/00

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### **Summary:**

The Geographical Names Board of NSW recently wrote to Walgett Shire Council and raised several issues in relation to rural road names recently adopted by Council. This report recommends that the adopted road names be amended where required to comply with the Board's "Guidelines for the naming of roads".

### **Discussion (including issues and background):**

Walgett Shire Council is in the process of implementing rural addressing throughout the Shire. Rural addressing is an Australia wide initiative with its main objective to provide a unique address for all rural properties. Name changes were required for a number of rural roads in order to comply with Australian Standard 4819:2003 Geographic Information – Rural and Urban Addressing.

In this context Walgett Shire Council resolved at a meeting held on 20 November 2007 to undertake public consultation about proposed rural road name changes. After addressing issues associated with naming roads that span Shire boundaries, a detailed information package was made available to the public during May 2008 via:

- Council's website [www.walgett.nsw.gov.au](http://www.walgett.nsw.gov.au)
- Walgett Shire Council Chambers
- Lightning Ridge Library
- Collarenebri Post Office and Council agency
- Carinda General Store
- Burren Junction General Store
- Rowena General Store

The first round of public consultation ended on 29 May 2008 and thirteen submissions were received. These submissions were considered in a report submitted to a Council meeting held on 17 June 2008. Council resolved to enter a second round of public consultation regarding road names amended in response to public submissions.

The second round of consultation ended on 26 July 2008. Three submissions were received. None of the suggestions received during the second round of consultation were so substantial that they warranted further amendments to be made to rural road names (or further public consultation).

Council resolved at a meeting held on 2nd September 2008 to endorse and adopt 109 rural road names for Walgett Shire. These names were submitted to the Geographical Names Board of NSW with a letter dated 11th September 2008 requesting their gazettal.

A response letter dated 30th September 2008 was received from the Department of Lands and the Geographical Names Board of NSW (Attachment A). The Board raised 8 issues regarding the submitted names, explaining why some didn't comply with its "Guidelines for the naming of roads". A copy of this document is attached (Attachment B).

Issues brought to Council's attention are summarised below, along with proposals to address them.

SR 84 FRED REECE WAY and SR 129 GEORGE SANDS WAY

The Geographical Names Board of NSW queried whether these roads were named after a living person, hence would breach the Guidelines. Both Fred Reece and George Sands are deceased, so the names do not contravene the Guidelines.

The Lightning Ridge Historical Society has indicated that Fred Reece was a respected Aboriginal Elder who named the Barriekneal Aboriginal Housing Corporation when it was first established in 1977. He was born on Bangate Station in 1890 and passed away in 1987, aged 97.

Anecdotal information regarding George Sands indicates he was a respected Aboriginal Elder who resided at the Namoi Village where the road terminates. He was born 17th April 1936 and passed away 15th November 2000 aged 64.

It is proposed that Council responds to the board in this context and confirm its request that these names be gazetted.

SR 79 PAGAN CREEK BRIDGE ROAD

This name is considered too long by the Geographical Names Board of NSW and they requested that it be shortened to comply with the "Guidelines for naming roads - Communications 4.2". It is proposed that Council shorten this name to Pagan Creek Road and request gazettal of the amended name.

SR 111 NARRAN LAKE ROAD

The name Narran Lake Road is considered to be too similar to SR 102 Narran Road and Narran Street in both Collarenebri and Cumborah (see Attachment C). Several changes are required for the name Narran Lake Road to comply with "Guidelines for naming roads - Uniqueness 1.1"

It is proposed that Council maintains the name Narran Lake Road for SR 111 for the following reasons.

1. The name Narran Lake Road is of long standing.
2. The Narran Lake Road also passes through Brewarrina Shire and this name has been adopted by that shire for their portion of this road. A consistent name is required to maintain continuity between adjoining shires and to comply with Australia/New Zealand Standard 4819:2003 Geographic information - Rural and urban addressing.
3. The Narran Lakes are a well known feature within the region.
4. There would be less disruption to addresses by maintaining the name Narran Lake Road and changing Narran Road at Angledool and Narran Street at Cumborah (Attachment D). There are approximately 12 homesteads along the Narran Lake Road, about 8 homesteads along the Narran Road and no residences on any of the lots accessed via Narran Street at Cumborah.

If Council accept that the name Narran Lake Road should be maintained, it is necessary to:

- (a) Change the name of SR 102 Narran Road to a suitable alternative. This would remove any duplication of the name "Narran" within Walgett Shire Council's rural road network. See remainder of report for more information.
- (b) Adopt an alternative name for Narran Street within Cumborah. This would remove any duplication of the name "Narran" within the Cumborah locality.

A suggested new name for Narran Street Cumborah is Glengarry Street. This would maintain consistency with geographic theme arising from the existing Narrabri, Walgett, Cumborah and Grawin Streets within Cumborah.

It is proposed that consultation should be undertaken via letters to ratepayers adjoining this street and via advertisements in the Lightning Ridge News and the Walgett Spectator.

- (c) It is proposed that Council maintain the name Narran Street within Collarenebri and inform the Geographical Names Board of NSW that it believes Narran Lake Road Cumborah and Narran Street Collarenebri are unique on account of their different localities within the Shire.

#### SR 119 HOLLYWOOD ROAD

Coonamble Shire Council requested that Hollywood Road be gazetted as Hollywood Lane on 25th July 2008 for the portion of this road within its shire. To maintain continuity and to comply with Australia/New Zealand Standard Geographic information - Rural and urban addressing AS/NZS 4819:2003 it is necessary for Council to change "Hollywood Road" to "Hollywood Lane".

It is proposed that Council request the Geographical Names Board of NSW to gazette this road as Hollywood Lane.

#### SH 12 GWYDIR HIGHWAY, SH18 CASTLEREAGH HIGHWAY and SH 29 KAMILAROI HIGHWAY

These Names have already been gazetted by the relevant road naming authority, the RTA and no action is required by Council on this matter.

#### RR 426 BILL OBRIEN WAY

The Geographical Names Board of NSW queried whether this road was named after a living person, hence would breach the Guidelines. Bill O'Brien is deceased so this road name does not contravene the Guidelines.

The Lightning Ridge Historical Society has advised that W.D.A. (William Dominic Anselm) "Bill" O'Brien was a Councillor on the Walgett Shire Council for over 11 years from 1959. He donated land for the establishment of the Lightning Ridge bore baths and personally contributed to numerous improvements at Lightning Ridge. Bill O'Brien passed away 29th August 1988.

It is proposed that Council respond to the board in this context and confirm its request that this name be gazetted.

#### SR 87 BURREN JUNCTION BORE ROAD

This name is considered too long by the Geographical Names Board of NSW and they have indicated that it should be shortened to comply with the "Guidelines for naming roads - Communications 4.2". It is proposed that Council shorten the name to Burren Bore Road and request gazettal of the amended name.

SR 101 WILBY WILBY BRIDGE ROAD

This name is considered too long by the Geographical Names Board of NSW and should be shortened to comply with the "Guidelines for naming roads - Communications 4.2".

SR 101 adjoins Brewarrina Shire Council so consultation will be required for any change.

Wilby Wilby is the name of the parish along this road after which the bridge is named. It is proposed that Council consult with Brewarrina Shire Council with a view to renaming this road the Wilby Wilby Road. If Brewarrina Shire Council supports the change then the Geographical Names Board should be requested to gazette the amended name.

SR 102 NARRAN ROAD

See point on Narran Lake Road for background information.

A suggested name change for Narran Road is Angledool Road as it passes through the Village of Angledool. This proposed name would require public consultation to ensure community support for the amendment. The name Angledool is not duplicated in any other road or street name within Walgett Shire.

It is proposed that consultation will be undertaken via letters to ratepayers with land adjoining the road and via advertisements in the Lightning Ridge News and the Walgett Spectator.

FURTHER WORK

Under Section 162 of the Roads Act 1993 only the Roads and Traffic Authority has the power to name Regional Roads. Prior verbal consultation with the Parkes regional office of the RTA has established that is likely to endorse the road names proposed by Council for Regional Roads within the Shire, provided they comply with the "Guidelines for the naming of roads", published by the Geographical Names Board of NSW. The Parkes office of the RTA has requested that it be advised in writing of the regional road names adopted by Council, so it can confirm endorsement.

Consultation with Australia Post is proceeding with a view to ensuring the implementation of location based addresses does not cause any unnecessary mail delivery problems or confusion.

The next phase of the rural addressing program will involve updating of the road name signage, establishment of rural address number signs and the notification of updated addresses for rural residents (number, road name and physical locality).

**Relevant Reference Documents:**

- Australia/New Zealand Standard. Geographic information - Rural and urban addressing. AS/NZS 4819:2003
- "Guidelines for the naming of roads", published by the Geographical Names Board of NSW (Attachment B).
- Section 162 of the Roads Act 1993.

**Stakeholders:**

Walgett Shire Council, rural land holders.

**Financial Implications:**

Nil.

**Recommendations:**

**That Walgett Shire Council resolve to:**

- 1) Note the letter dated 30th September 2008 from the Geographical Names Board of NSW which raised matters relating to several of the 109 rural road names adopted by Walgett Shire Council at a meeting held on 2nd September 2008.**
- 2) Respond to the Geographical Names Board of NSW with a letter indicating Walgett Shire Council:**

- (a) Maintains its request that the names SR 84 Fred Reece Way and SR 129 George Sands Way be gazetted.**

**Fred Reece was a respected Aboriginal Elder who named the Barriekneal Aboriginal Housing Corporation when it was first established in 1977. He was born on Bangate Station in 1890 and passed away in 1987, aged 97.**

**George Sands was a respected Aboriginal Elder who resided at the Namoi Village, Walgett where Shire Road 84 terminates. He was born 17th April 1936 and passed away 15th November 2000 aged 64.**

- (b) Accepts that the previously proposed name for SR79 Pagan Creek Bridge Road should be shortened to comply with the Board's guidelines for naming roads. It is now requested that the name SR 79 Pagan Creek Road be gazetted.**
- (c) Accepts that the name SR 111 Narran Lake Road is too similar to SR 102 Narran Road and Narran Street in both Collarenebri and Cumborah. To resolve the situation Council will consult with the community with a view to renaming SR 102 Narran Road and Narran Street, Cumborah. Once this consultation has been completed, Council will advise the Board of the names that it has adopted.**
- (d) Accepts the road previously proposed to be named "SR 119 Hollywood Road" should now be gazetted as "SR 119 Hollywood Lane" to maintain consistency with the gazetted name for the portion of the road within the Coonamble Shire. Accordingly Council now requests the gazettal of "SR 119 Hollywood Lane".**
- (e) Maintains its request for the gazettal of RR 426 Bill Obrien Way.**

**William Dominic Anselm "Bill" O'Brien was a Councillor on the Walgett Shire Council for over 11 years from 1959. He donated land for the establishment of the Lightning Ridge bore baths and personally contributed to numerous improvements at Lightning Ridge. He passed away 29th August 1988.**

- (f) Accepts that the name "SR 87 Burren Junction Bore Road" should be shortened to comply with the Board's "Guidelines for naming roads - Communications 4.2". It is now requested that the name "SR 87 Burren Bore Road" be gazetted.**
- (g) Accepts that the name "SR 101 Wilby Wilby Bridge Road" should be shortened to comply with the Board's "Guidelines for naming roads - Communications 4.2". To resolve the situation Council needs to consult with the Brewarrina Shire Council because the road passes through both Shires. Once this consultation has been completed, Council will advise the Board of the adopted name.**

- 3) Undertake consultation with the community via advertisements in the Walgett Spectator and the Lightning Ridge News, as well as letters to adjoining landholders, for a minimum of 28 days indicating that it is proposing to implement the following proposed road name changes:
  - (a) Changing the name of SR 102 Narran Road to SR 102 Angledool Road.**
  - (b) Changing the name of Narran Street at Cumborah to Glengarry Street.****
- 4) Write to the Brewarrina Shire Council indicating that Walgett Shire Council is proposing to request that the Geographical Names Board of NSW gazette SR 101 as the Wilby Wilby Road. Also noting that the proposal arose because the previously adopted name of Wilby Wilby Bridge Road has been deemed to be too long by the Geographical Names Board of NSW.**
- 5) Write to the Parkes office of the RTA and request its endorsement for the Regional Road names adopted by Council on 2nd September 2008.**

**Attachment:**

- Attachment A – Response from Dept of Lands/Geographical Names Board
- Attachment B – Guidelines for the naming of roads
- Attachment C – Road and Street Names that include 'Narran' – Map
- Attachment D – Narran Street Cumborah

ATTACHMENT A - RESPONSE FROM DEPT OF LANDS/GEOGRAPHICAL NAMES BOARD:



Department of Lands  
Land Administration & Management  
Property & Spatial Information

The General Manager  
Walgett Shire Council  
P O Box 31  
WALGETT NSW 2832

Walgett Shire  
Council  
RECD

Panorama Avenue  
BATHURST NSW  
PO Box 143  
BATHURST NSW 2795  
T: 63326440  
F: 63326351  
Email: bob.davis@lands.nsw.gov.au  
www.lands.nsw.gov.au

Attention: James Abel

07 OCT 2008

30<sup>th</sup> September 2008

FILE: 100/03/00/00

cc: Secretary of the Geographical  
Names Board of NSW

LETTER No: 6064.

Your Ref: JA:MG: 100/03/00/00  
Our Ref: T02/0175 2008 - 140

REFER: JA.

COPY:

Dear Sir,

**ROADS ACT 1993, ROADS (GENERAL) REGULATION 2008  
PART 2 – ROADS, DIVISION 2 – NAMING OF ROADS**

I refer to your letter of 11<sup>th</sup> September 2008 which listed existing and newly proposed road names within the shire which Council wishes to officially adopt and gazette. With regard to this process, I would provide the following information:

**Proposed New Names and Name Changes**

The new names and name changes highlighted on the attached list in green have been reviewed under the Geographical Names Board Guidelines for the Naming of Roads and I would make the following comments:

**FRED REECE WAY and GEORGE SANDS WAY** – there is no objection to these names providing they are not named after living persons which would contravene guideline "Propriety 3.1"

**PAGAN CREK BRIDGE ROAD** – this name is considered to be too long, as such objection is raised under guideline "Communication 4.2"

**NARRAN LAKE ROAD** is similar to the existing **NARRAN ROAD** and **NARRAN STREET** at Collarenebri and Cumborah, as such objection is raised under guideline "Uniqueness 1.1"



**HOLLYWOOD ROAD** – this road on the shire boundary was gazetted by Coonamble Council as **HOLLYWOOD LANE** on 25<sup>th</sup> July 2008, folio 7340

It should be noted that one of the major aims of the guidelines is to provide clear and unique identification of roads and their locations for the delivery of services. This particularly applies where confusion may arise in Emergency Service situations where the full name and/or suburb may not be able to be adequately communicated given the urgency involved and the stress with which the people involved in emergencies have to cope.

Should you wish to proceed with the adoption and gazettal of any of the names to which objection has been raised, then Council should write to the **Secretary of the Geographical Names Board, Lands Department, LPI Bathurst, PO Box 143, NSW 2795** setting out reasons why the names are valid proposals. The matter will then be put to the Board who may choose to overturn the objections.

### Existing Names

With regard to the gazettal of existing pre 1993 names, due to the increasing number of Councils wishing to formalise these names of long standing, the Board formulated a policy at its meeting of 24<sup>th</sup> September 2008. It should be noted that as the Roads Act 1993, which requires the gazettal of new road names and re named roads, was not in existence when these roads were named, there exists no provision for these names to be gazetted under the Act unless they are treated as new proposals to formally name the roads and are, therefore, then subject to the appropriate review and objection process for new names. Attached is a copy of a letter on behalf of the Board setting out their decision on the matter.

In practice it is highly likely that a large number of existing pre 1993 names will contravene the guidelines, particularly, "Uniqueness 1.1" and, as such, as part of the process, objection will be raised. It is also recognised that, in most cases, it will be impractical for the council to rename these names of long standing. It is noted in the Board's decision that "The Board further resolved that some leniency may be shown to Road Authorities which choose to formalise longstanding road names that existed prior to the commencement date of the Roads Act 1993. For instance, duplicated road names that fall in different address localities which existed prior to the commencement date of the Roads Act 1993 may be approved. However, this would be done at the Board's discretion on a case by case basis."

Effectively with regard to these names this decision leaves Council with the following options:

- i) Undertake the proposal, notification and gazettal of all post 1993 new names and road re-naming only using the procedures set out in the Act and adopt existing pre 1993 names by notification of the relevant authorities. We would record such existing names as council adopted names in our metadata but they could not be published in the Government Gazette.
- ii) Undertake the proposal, notification and gazettal of all names, both pre and post 1993 using the procedures set out in the Act. In cases where objections to existing names were raised Council could either choose to appeal the objection or withdraw the names from the gazettal process and notify the relevant authorities that these names have been officially adopted by Council but are not to be gazetted. The remaining existing names which did not contravene the guidelines could be gazetted along with the new names that were acceptable. It should be noted that this procedure would only apply to existing names, any

new names to which objection is raised cannot be adopted unless the Board overturns objection upon appeal from Council.

The existing names shown in black on the attached list have been reviewed under the Geographical Names Board Guidelines for the Naming of Roads and I would make the following comments:

**GWYDIR HIGHWAY, CASTLEREAGH HIGHWAY and KAMILAROI HIGHWAY** – these names have already been gazetted by the relevant road naming authority, the RTA

**BILLO'BRIEN WAY** – there is no objection to this names providing it is not named after a living person which would contravene guideline "Propriety 3.1"

**BURREN JUNCTION BORE ROAD** – this name is considered to be too long, as such objection is raised under guideline "Communication 4.2"

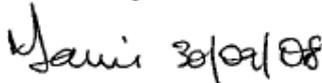
**WILBY WILBY BRIDGE ROAD** – this name is considered to be too long, as such objection is raised under guideline "Communication 4.2"

**NARRAN ROAD** is duplicated with **NARRAN STREET** at Collarenebri and Cumborah, as such objection is raised under guideline "Uniqueness 1.1"

It should be noted that one of the major aims of the guidelines is to provide clear and unique identification of roads and their locations for the delivery of services. This particularly applies where confusion may arise in Emergency Service situations where the full name and/or suburb may not be able to be adequately communicated given the urgency involved and the stress with which the people involved in emergencies have to cope..

Should you wish to proceed with the gazettal of any of the existing names to which objection has been raised, then Council should write to the **Secretary of the Geographical Names Board, Lands Department, LPI Bathurst, PO Box 143, NSW 2795** setting out reasons why the names are valid proposals. The matter will then be put to the Board who may choose to overturn the objections.

Yours Faithfully



Bob Davis, Team Leader Regional DCDB  
For Division Manager Information Sourcing

WALGETT SHIRE COUNCIL AGENDA

ABERFOYLE ROAD  
BANARWAY CROSSING ROAD  
BANGATE ROAD  
BAROONA ROAD  
BEANBRI ROAD  
BELABA ROAD  
BELARRA ROAD  
BILL O'BRIEN WAY  
BILLYBINGBONE ROAD  
BINGHI ROAD  
BOGEWONG ROAD  
BONANZA ROAD  
BOORA ROAD  
BOOROOMA CREEK ROAD  
BOREHEAD ROAD  
BOWRA LANE  
BREWON ROAD  
BUGILBONE ROAD  
BURRANBAA ROAD  
BURREN JUNCTION BORE ROAD  
CAMBO ROAD  
CAMERONS LANE  
CARINDA ROAD  
CLARKES LANE  
COLLARENABRI MISSION ROAD  
COLROSE ROAD  
COME BY CHANCE ROAD  
CRYON ROAD  
CUMBERDOON WAY  
DRILLDOOL ROAD  
DUNDEE ROAD  
EPPING ROAD  
FABIANS ROAD  
FAIRVIEW ROAD  
FRANXTON ROAD  
FRED REECE WAY  
GEORGE SANDS WAY  
GIDGINBILLA ROAD  
GILWARNY ROAD  
GINGHET ROAD  
GINGIE ROAD  
GLEN EDEN ROAD  
GOANGRA ROAD  
GREEN AND BRANDERS ROAD  
GUNDABLOUI ROAD  
GUNGALMAN ROAD  
HAINES HUT ROAD  
HARDIES LEASE ROAD  
HOLLYWOOD ROAD  
IVANHOE ROAD  
KIA-ORA ROAD  
KOOMALAH ROAD  
KURRAJONG ROAD  
LLANILLO ROAD  
LOCH-LOMOND ROAD  
LONE PINE ROAD  
LORNE ROAD  
MAC MASMAN ROAD  
MARLBONE ROAD  
MAROUBRA ROAD  
MARRA CREEK ROAD  
MEADOW PLAINS ROAD  
MERCADOOL ROAD  
MERRI MERRI ROAD  
MERRYWINEBORNE ROAD  
MIDDLE ROUTE ROAD  
MILLENCOWBAH ROAD  
MILLIE ROAD  
MIRALWYN ROAD  
MOOMIN ROAD  
NARRAN LAKE ROAD  
NARRAN ROAD  
NEDGARA ROAD  
NILMA ROAD  
OLD BURREN ROAD  
O'NEILS ROAD  
PAGAN CREEK BRIDGE ROAD  
PAMPAS ROAD  
PERROTTETS LANE  
PILLIGA ROAD  
PIAN CREEK ROAD  
POKATAROO ROAD  
PROCTORS ROAD  
PURTLES ROAD  
REGANS ROAD  
RIDGE ROAD  
ROSSMORE LANE  
ROWENA ROAD  
SALEYARDS ROAD  
SCHMALKUCHE ROAD  
SHERMANS WAY  
SPRINGS ROAD  
STRATHMORE ROAD  
TAREELA LANE  
TERANYAN ROAD  
THREE MILE ROAD  
TUNGRA ROAD  
WANOURIE CREEK ROAD  
WILBY WILBY BRIDGE ROAD  
WILLIS ROAD  
WIMBLEDON ROAD  
WINGADEE ROAD  
WOMBO LANE  
WOODVALE ROAD  
WOOLOROO ROAD  
YARRANDOOL ROAD

Your Reference:  
Our Reference: 08/5623-03  
Contact Officer: Greg Windsor  
Telephone No: 02 6332 8216  
Email: Greg.Windsor@lands.nsw.gov.au



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<http://www.gnb.nsw.gov.au>

Mr Bob Davis  
Team Leader Regional DCDB  
NSW Department of Lands  
PO Box 143  
Bathurst NSW 2795

Dear Bob,

At its meeting on 24 September 2008, the Geographical Names Board (the Board) considered a report on the process to name roads which were dedicated prior to the commencement date of the Roads Act 1993, see **Attachment 1**.

At this meeting, the Board resolved that; *"there is only one procedure to officially gazette a road name, which is, per the procedure outlined in the Roads Act 1993 and the associated Roads Regulation. As there was no official procedure for gazetting road names prior to the commencement date of the Roads Act 1993, there would be no obligation for Council's to do so. As Councils are the roads authority for these roads they just need to notify the Department of Lands of the name which they use and Lands will update its key spatial datasets per this advice. If Council still wish to formalise the longstanding name by way of gazettal it can do so but it would be subject to the Board's guidelines and the procedures outlined in the Road Regulation 2008.*

*The Board further resolved that some leniency maybe shown to Road Authorities which choose to formalise longstanding road names that existed prior to the commencement date of the Roads Act 1993. For instance, duplicated road names that fall in different address localities which existed prior to the commencement date of the Roads Act 1993 maybe approved. However, this would be done at the Board's discretion on a case by case basis."*

Please feel free to contact me on the above number if you require any further information in relation to this matter.

Yours Sincerely



Greg Windsor  
Secretary  
Geographical Names Board of NSW

**ATTACHMENT B - GUIDELINES FOR THE NAMING OF ROADS:**

# Guidelines for the naming of roads



## Road names

When naming and renaming of roads and streets the following guidelines should be observed.

## Uniqueness

- 1.1 Name duplication within a local government area should be avoided. If possible duplication of names in proximity to adjacent local government areas should also be avoided. Similarity in road names within these areas is also discouraged (eg. White Street and Whyte Street).
- 1.2 However, roads crossing council boundaries should have a single and unique name.

## Sources

- 2.1 Preferred sources for road names include:
  - Aboriginal names
  - local history
  - early explorers, pioneers, settlers and other eminent persons
  - war/casualty lists
  - thematic names such as flora, fauna or ships.
- 2.2 Names should be appropriate to the physical, historical or cultural character of the area concerned.
- 2.3 The origin of each name should be clearly stated and subsequently recorded.
- 2.4 The Local Aboriginal Land Council should be consulted when choosing Aboriginal names unless the road naming authority already has an agreed list of appropriate names.

## Propriety

- 3.1 Names of living persons should not be used.
- 3.2 Names which are characterised as follows are to be avoided.
  - Offensive or likely to give offence.
  - Incongruous – out of place.
  - Commercial or company.

## Communication

- 4.1 Names should be reasonably easy to read, spell and pronounce in order to assist both service providers and the travelling public.

- 4.2 Unduly long names and names composed of three or more words, including the road type, should be avoided. Roads names should be limited to less than 40 characters which include any spaces and the road type.
- 4.3 A given name should only be included with a family name where it is essential to identify an individual or where it is necessary to avoid ambiguity. The use of given names should generally be avoided.
- 4.4 Roads with double destination names should be progressively renamed.

## Spelling

- 5.1 Where it is intended that a road have the same name as a place or feature with an approved geographical name, then particular care should be taken to ensure that the correct spelling is adopted.
- 5.2 Where names have been changed or corrupted by long established local usage, it is not usually advisable to attempt to restore the original form.
- 5.3 Spelling which is sanctioned by general usage should be adopted.
- 5.4 Generally road names proposed or approved should not contain abbreviations e.g. the Creek in Wallaby Creek Road must not be abbreviated. There is, however, one exception. ST should always be used in place of Saint.

## Form

- 6.1 The apostrophe mark ' must be omitted in the possessive case e.g. Smith's Road should be Smiths Road.
- 6.2 It is further preferable to deter a possessive S unless the euphony becomes harsh e.g. Smith Road.
- 6.3 The use of hyphens, slashes and other diacritical marks should be avoided if possible.
- 6.4 The use of numbers and roman numerals in a road name should be discouraged, when numbers are applied to a name it should be in alpha rather than numeric form.
- 6.5 No spaces should be embedded in words within the road name, single spaces only are allowed between words and no spaces are allowed to surround hyphens.



## Road type

Proposals for road names should include an appropriate road type suffix.

Road type suffixes are grouped into three categories, Culs-de-sac, Open ended and Either. The use of appropriate types is strongly encouraged to assist the travelling public, delivery companies and emergency services. Existing exceptions to these rules are often the result of particular circumstances, and similar use is not encouraged.

Road types in the singular or plural form (e.g. GARDEN or VIEWS etc) to those included in these lists are strongly discouraged except in presently existing cases.

Road types should not be abbreviated when being proposed, advertised and gazetted. It is acceptable to use Road Type Codes on mail, road signs and maps.

## Culs-de-sac

The types of cul-de-sac and a description are as follows.

Road type	Code	Description
BRAE	BRAE	A roadway running along a hill area.
CLOSE	CL	A short enclosed roadway.
COURT	CT	A short enclosed roadway.
COURTYARD	CTYD	An enclosed area
COVE	COVE	A short enclosed roadway
CUL-DE-SAC	CSAC	A street or road with only one entrance and exit.
END	END	A roadway that has a definite finishing point.
GREEN	GRN	A roadway often leading to a grassed public recreation area.
GROVE	GR	A roadway which features a group of trees standing together.
LOOKOUT	LKT	A roadway leading to or having a view of fine natural scenery.
MEWS	MEWS	A roadway having houses grouped around the end.
NOOK	NOOK	A short, seduded roadway with limited frontage indicating privacy.
PLACE	PL	A short sometimes narrow enclosed roadway.
PLAZA	PLZA	A roadway endosing the four sides of an area forming a market place or open space.
POCKET	PKT	A short roadway leading to an intimate village environment.
POINT	PNT	A roadway leading to a focal point or river frontage.
PORT	PORT	A small roadway abutting a harbour, inlet, marina etc. in a coastal development.
REST	REST	A short roadway with limited residential frontage creating a quiet seduded environment.
RETREAT	RTT	A roadway forming a place of sedusion.
SHUNT	SHUN	A short, dead-end track used in State Forests only.
TARN	TARN	A roadway surrounding or leading to a lake or some other water feature.
TOP	TOP	A roadway constructed at the highest part of an area.
TOR	TOR	A roadway along a rocky height or hillside.

## Open ended streets

The type of open ended street and a description are as follows.

Road type	Code	Description
APPROACH	APP	A roadway leading to an area of community interest i.e. public open space, commercial area, beach etc.
ARCADE	ARC	A passage having an arched roof, or any covered passageway, especially one with shops along the sides.
ARTERIAL	ARTL	A major roadway within a city, generally of high capacity and providing connectivity between collector roads and limited access freeways.
ARTERY	ARTY	A major roadway within a city, generally of high capacity and providing connectivity between collector roads and limited access freeways.
AVENUE	AV	A broad roadway, usually planted on each side with trees.
BANAN	BA	Aboriginal word meaning 'Street' or 'Path'.
BEND	BEND	A roadway containing a bend.
BOULEVARD	BVD	A wide roadway, well paved, usually ornamented with trees and grass plots.
BRACE	BR	A small roadway, which connects other roads or a major road to another feature.
BREAK	BRK	Vehicular access on a formed or unformed surface, which was originally prepared as a firebreak.
BYPASS	BYPA	An alternative roadway constructed to enable through traffic to avoid congested areas or other obstructions to movement.
CENTRE	CTR	A roadway, which runs into or around a group of buildings forming the central point of an area of activity i.e. commercial, community, public open space, etc.
CIRCLE	CIR	A roadway, which forms a cirde or part of a circle.
CIRCUIT	CCT	A roadway enclosing an area.
CIRCUS	CRCS	A circular open place where many roadways come together.
CONCOURSE	CON	A roadway which runs around a central area, e.g. public open space or a commercial area.
CRESCENT	CR	A crescent thoroughfare allowing traffic without many cross streets.
DRIVE	DR	A wide thoroughfare allowing a steady flow of traffic without many cross streets.
EDGE	EDGE	A roadway constructed along the edge of a cliff or ridge.
ENTRANCE	ENT	A roadway connecting other roads.
ESPLANADE	ESP	A level roadway, often along the seaside or a river.
EXPRESSWAY	EXP	An express, multi-lane highway, with limited or controlled access.
FAIRWAY	FAWY	A short open roadway between other roadways.
FOLLOW	FOLW	A roadway meandering through wooded or undulating country.

## WALGETT SHIRE COUNCIL AGENDA

FORMATION	FORM	A formed surface, once a timber railway which now provides vehicular access.	ROTARY	RTY	An intersection of two or more carriageways at a common level where all traffic travels around a central island.
FREEWAY	FWY	An express, multi-lane highway, with limited or controlled access.	ROUTE	RTE	A roadway allowing steady traffic flow with limited cross streets.
GATE	GTE	A roadway leading into an estate, main entrance to a focal point, public open space.	ROW	ROW	A roadway with a line of professional buildings on either side.
GRANGE	GRA	A roadway leading to a country estate, or focal point, public open space, shopping area, etc.	RUE	RUE	French for street or road
HIGHROAD	HIRD	A main road; a highway.	STREET	ST	A public roadway in a town, city or urban area, especially a paved thoroughfare with footpaths and buildings along one or both sides.
HIGHWAY	HWY	A main road or thoroughfare, a main route.	SUBWAY	SBWY	An underground passage or tunnel that pedestrians or vehicles can use for crossing under a road, railway, river, etc.
INTERCHANGE	INTG	A highway or freeway junction designed so that traffic streams do not intersect.	TERRACE	TCE	A roadway usually with houses on either side raised above the road level.
JUNCTION	JNC	A roadway making a transition from a major to a minor road in an estate, etc. A through road leading from one minor road to another as a link.	THOROUGHFARE	THFR	A main road or public highway.
LINE	LINE	A generally long and straight road.	TOLLWAY	TLWY	A road on which a toll authority collects a fee for use.
LINK	LINK	A roadway which links similar land uses i.e. pockets of residential, other roadway, etc.	TRACK	TRK	A roadway with a single carriageway. A roadway through a natural bushland region. The interpretation for both Track and Trail is limited to roadways, whereas in many areas (eg Tasmania) these are more often associated with walking rather than vehicular movement.
LOOP	LOOP	A roadway that diverges from and rejoins the main thoroughfare.	TRAIL	TRL	See TRACK
MALL	MALL	A sheltered walk, promenade or shopping precinct.	TURN	TURN	A roadway containing a sharp bend or turn.
MEANDER	MNDR	A sinuous winding roadway, wandering at random through an area or subdivision.	UNDERPASS	UPAS	A passage having an arched roof, or any covered passageway, especially one with shops along the sides.
MOTORWAY	MTWY	A highway, usually between cities, designed to carry large traffic volumes. Predominantly dual-carriageway, with three or more lanes in each direction and grade-separated access.	VIADUCT	VIAD	A roadway which crosses a bridge consisting of several small spans.
PARADE	PDE	A public promenade or roadway which has good pedestrian facilities along the side.	WALK	WALK	A thoroughfare with restricted vehicle access used mainly by pedestrians.
PARKWAY	PWY	A roadway through parklands or an open grassland area.	WALKWAY	WKWY	A roadway on which traffic travels at a slow pace.
PASS	PASS	A roadway connecting major thoroughfares or running through hills.	WAY	WAY	An accessway between two streets.
PATH	PATH	A roadway usually used for pedestrian traffic.	WYND	WYND	A short narrow roadway or alley.
PATHWAY	PWAY	A narrow roadway of any length meandering through an estate.	<b>Either culs-de-sac or open ended streets</b>		
PROMENADE	PROM	A roadway like an avenue with plenty of facilities for the public to take a leisurely walk, a public place for walking.	When these types are used for a cul-de-sac it is essential that a 'No Through Road' sign also be erected.		
QUADRANT	QDRT	A loop road forming a circular path or a curved deviation from another road.	The types and descriptions are as follows.		
QUAYS	QYS	A roadway leading to a landing place alongside or projecting into water.	<b>Road type</b>	<b>Code</b>	<b>Description</b>
RAMBLE	RMBL	A roadway that meanders from place to place.	ACCESS	ACCS	A minor road built specially to give access to a house, motorway, etc.
RIDGE ROAD	RDGE RD	A roadway along the top of a hill. A place where one may ride, an open way or public passage for vehicles, persons and animals, a roadway forming a means of communication between one place and another.	ALLEY	ALLY	A usually narrow roadway for people or vehicles in cities and towns. A minor roadway through the centre of city blocks or squares.
			ALLEYWAY	ALWY	A narrow street or passageway between or behind city buildings.
			AMBLE	AMBL	A public road with pavements and buildings at the side or sides, especially in a town.
			BOARDWALK	BWLK	A promenade or path, especially of wooden planks, for pedestrians and sometimes vehicles, along or overlooking a beach or waterfront.

## WALGETT SHIRE COUNCIL AGENDA

BROW	BROW	A roadway that runs along or over the top of a hill.
BYWAY	BYWY	A little travelled side road, usually in the country, not regularly used by people or traffic.
CAUSEWAY	CSWY	A road raised above water, marshland or sand.
CHASE	CH	A roadway leading down to a valley.
COPESE	CPS	A roadway running through or to a public open space or woodland area.
CORNER	CNR	A roadway containing a sharp bend or corner.
CREST	CRST	A roadway running along the top or summit of a hill.
CROSS	CRSS	A roadway forming a 'T' or cross.
CUTTING	CUTT	A road through a narrow excavation made through high ground.
DALE	DALE	A roadway situated between hills.
DIP	DIP	Short roadway through a steep valley or gully.
DRIVEWAY	DVWY	A private road that connects a house/s, or garage/s, or other buildings with the street.
ELBOW	ELB	A roadway containing a sharp bend or turn.
FOOTWAY	FTWY	A walkway or path for pedestrians.
FRONTAGE	FRTG	A roadway passage a point of interest or significance with lots fronting only one side e.g. public open space, coastline, etc.
GAP	GAP	A roadway that traverses a passage or a pass through a ridge or hill.
GARDENS	GDNS	A roadway with special plantings of trees, flowers etc. and often leading to a place for public enjoyment.
GLADE	GLDE	A roadway usually in a valley of trees.
GLEN	GLEN	A roadway usually in a valley of trees.
HEIGHTS	HTS	A roadway traversing high ground.
HILL	HILL	A roadway going up a natural rise.
KEY	KEY	A roadway serving
LANE	LANE	A narrow way between walls, buildings etc. a narrow country or city roadway.
LANEWAY	LNWY	A narrow street or alley running between or behind urban buildings, especially houses or stores.
OUTLOOK	OTLK	A roadway leading to an area which affords a view across surrounding areas.
PASSAGE	PSGE	A narrow street.
PIAZZA	PIAZ	A public square or paved open space, without grass or planting, often in front of shops or significant buildings.
RISE	RISE	A roadway going to a higher place or position.
SERVICEWAY	SVWY	A narrow lane or access way to provide services or access to adjacent properties.
SPUR	SPUR	A minor roadway running off at less than 45 degrees.
SQUARE	SQ	A roadway bounding the four sides of an area to be used as open space or a group of buildings.

VALE	VALE	A roadway along low ground between hills.
VIEW	VIEW	A roadway commanding a wide panoramic view across surrounding areas.
VISTA	VSTA	A road with a view or outlook.
WHARF	WHRF	A roadway running alongside a water feature creating a wharf-like impression.

### Prefixes

Road name prefixes should not be used. A notional prefix that relates directly to a locality name may be included as part of a road name (e.g. Lower Plenty Road, where Lower Plenty is a gazetted locality). However, where a directional or similar device is used to uniquely define road extremities, it should be used as a road suffix (e.g. Palmerston Road West).

### Segments

While directionals (e.g. Smith Road East and Smith Road West) used to achieve uniqueness for segments of the same road name are acceptable, where such segments are unconnected, such as where an intervening segment of road is unconstructed or where they are separated by a barrier and are likely to remain unconnected for the foreseeable future, consideration should be given to renaming one or each of the unconnected segments.

### References

Standards Australia/Standards New Zealand, 26 October 2006, Amendment No. 1 to AS/NZS 4819:2003 Geographic information – Rural and urban addressing.

### Legislation

The Roads Act 1993 - Section 162 provides the authority for the naming of roads.

The Roads (General) Regulation 2000 (Government Gazette No 112) Part 2; Division 2 sets out the procedures to be observed when naming roads.

### For further advice or assistance

For further advice or assistance on the naming of roads in NSW contact the GNB.

Geographical Names Board  
Panorama Avenue  
Bathurst NSW 2795  
T 1800 025 700  
F 02 6332 8217  
E [gnb@lands.nsw.gov.au](mailto:gnb@lands.nsw.gov.au)  
[www.gnb.nsw.gov.au](http://www.gnb.nsw.gov.au)

#### Department of Lands Head office

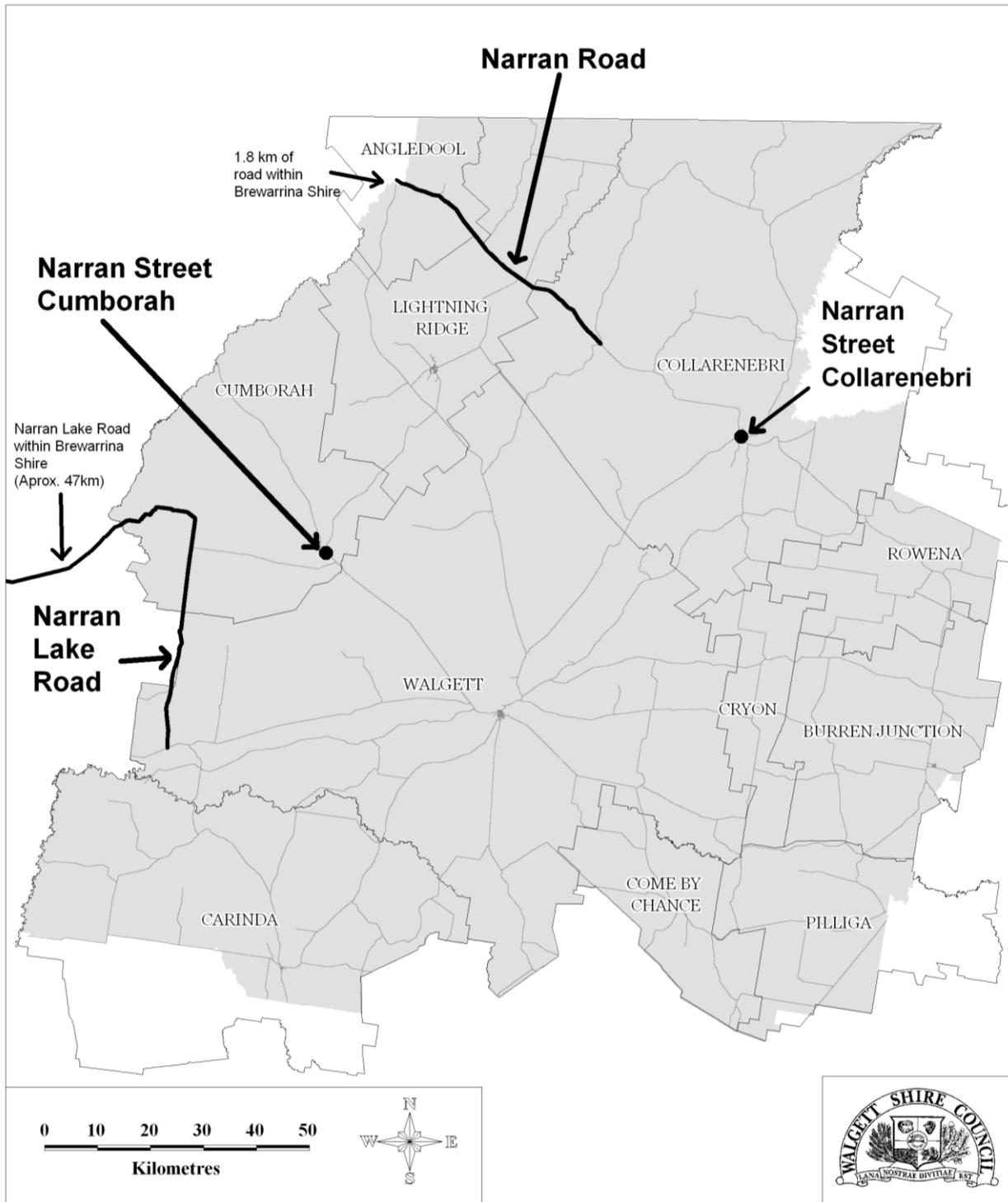
1 Prince Albert Road  
Queens Square  
SYDNEY NSW 2000

T 13000 LANDS  
61 2 9228 6666  
F 61 2 9233 4357

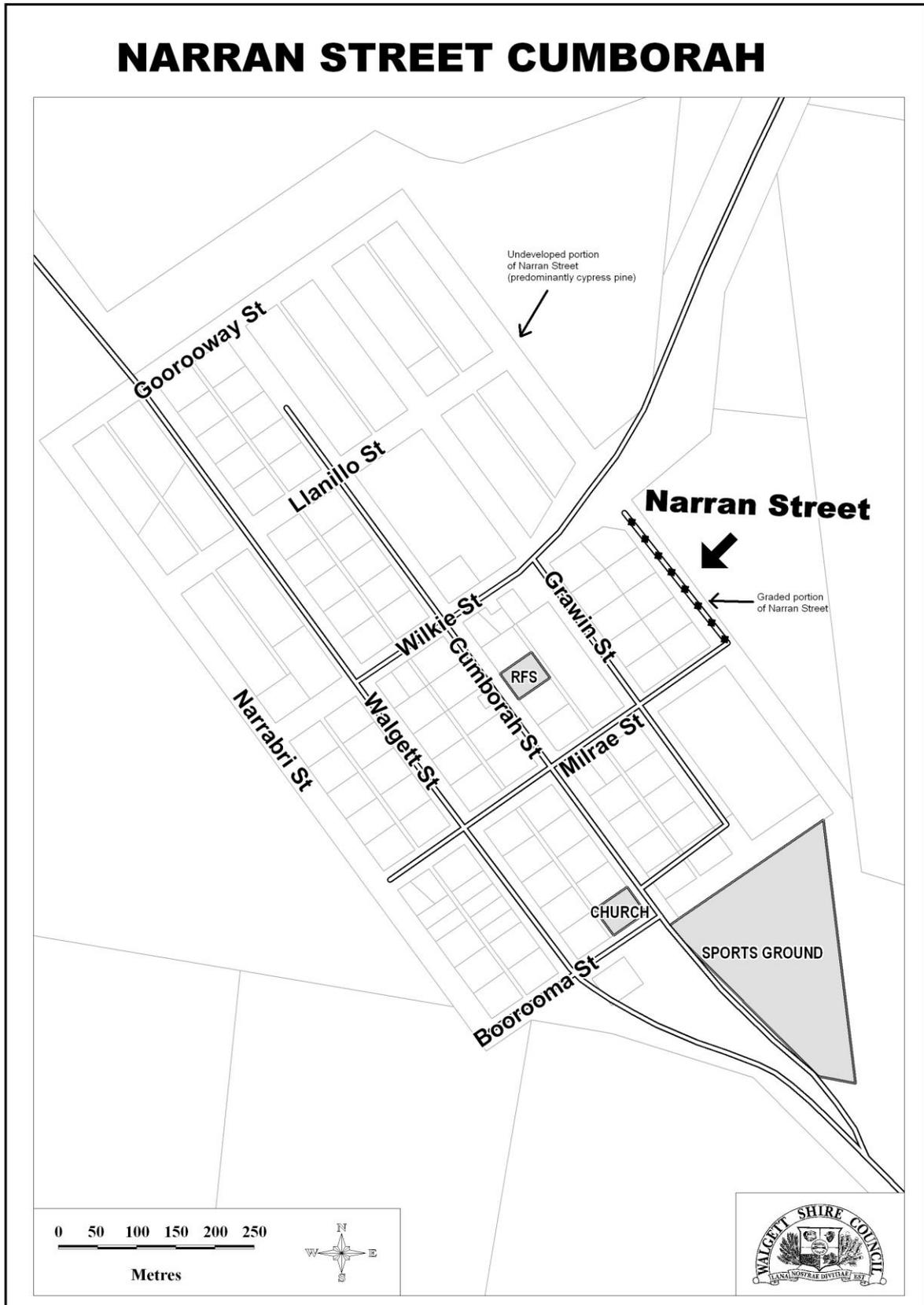
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**ATTACHMENT C - ROAD AND STREET NAMES THAT INCLUDE "NARRAN" - MAP:**



ATTACHMENT D - NARRAN STREET CUMBORAH:



## **10. FORMER WALGETT RAILWAY STATION BUILDING**

**REPORTING SECTION:** Planning and Regulatory Services  
**AUTHOR:** Matthew Goodwin - Director Planning & Regulatory Services  
**FILE NUMBER:** 005/05/01/00

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### **Summary:**

Recently Walgett Shire Council advertised an intention to dispose of the former Walgett railway station building and sought expressions of interest for reusing or demolishing the building. This report recommends that Council accept a proposal to reuse it as part of a home extension.

### **Discussion (including issues and background):**

A detailed report on the former Walgett railway station building was submitted to a meeting of Walgett Shire Council which was held on 15 July 2008. In summary that report indicated:

- The State Rail Authority donated the Walgett Railway Station building to the Walgett Shire Council in 1994 because it was no longer in use and surplus to its needs.
- About 1994 the building was moved from the inactive railway line site to a nearby private property by Council. The apparent intention was for it to be temporarily stored at this site pending a viable use being found.
- No maintenance appears to have been undertaken on the wooden building since 1994 and it is progressively decaying.
- Several tentative proposals for reusing the building have arisen, but no significant funding sources have been identified.
- No business case has been put forward for an alternative use.
- Council's Health and Building Surveyor, Len Smyth, has inspected the building and provided an estimate of \$100,000 to relocate and renovate the building (not including any fit out costs).
- Council's Health and Building Surveyor indicated that it would be more cost effective to construct a new purpose designed building than to reuse this building (See Attachment D).
- Council already owns a number of relatively old buildings that require ongoing maintenance expenditure. Examples include the former Council Chambers, the old Masonic Hall and several town/village halls.
- Public buildings under Council management incur significant regulatory and duty of care obligations.
- The building has not been proposed for listing as an item of local heritage at this stage because it is not 'fixed' on a site. As a result the local heritage fund cannot be used to assist with funding relocation and renovation.

- It is desirable for Council to make progress toward having the building removed from the private land where it is presently located.

In the above context, Walgett Shire Council resolved at a meeting held on 15 July 2008 as follows:

<b>152/08</b>	<b>Former Walgett Railway Station Building</b>
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**RESOLUTION:**

It was resolved on the motion of the Administrator that Walgett Shire Council resolve to:

1. Place advertisements within the Walgett Spectator and the Lightning Ridge News advertising its intention to dispose of the former Walgett Railway Station building and seeking written expressions of interest from the community for its reuse or demolition within two months.
2. Consider any submissions received at the October 2008 meeting of Walgett Shire Council prior to making a decision about the disposal of the building.

**CARRIED**

Newspaper advertisements seeking expressions of interest were published as follows:

- The Walgett Spectator, Wednesday 23-7-2008
- The Ridge News, Thursday 24-7-2008
- The Ridge News, Thursday 31-7-2008
- The Walgett Spectator, Wednesday 6-8-2008
- The Ridge News, Thursday 7-8-2008
- The Ridge News, Thursday 14-8-2008
- The Ridge News, Thursday 28-8-2008
- The Walgett Spectator, Wednesday 3-9-2008
- The Ridge News, Thursday 4-9-2008
- The Walgett Spectator, Wednesday 17-9-2008
- The Ridge News, Thursday 18-9-2008

Three expressions of interest were received, which are reproduced as attachments A, B and C.

The key aspects of each are:

- Mrs and Mrs Scott Wickman - Proposed to relocate building to the "Kiel Kiel" property and use it as an extension to an existing home. No cost to Walgett Shire Council.
- Walgett District Historical Society Inc - Various tentative proposals offered with no indication of cost implications for Council.
- Lightning Ridge Calweld Drill Hire - Offered to demolish and remove the building if Walgett Shire Council pays \$2,500.

When considering the expressions of interest it should be noted that the building is quite old and in poor condition. As a result it does not have significant commercial value, either for reuse, or for demolition salvage. As a result, any offer to reuse or demolish the building that incurs no cost for Council is worthy of consideration.

The most practical options available to Council, as prioritised by the author, are:

- (a) Accepting the Wickman offer, which incurs no direct cost for Council.
- (b) Accepting the Lightning Ridge Calweld Drill Hire offer to demolish the building for \$2,500. This could be funded from an existing budget for demolition works.
- (c) Deferring a decision with a view to identifying a viable use for the building. Potential uses should be evaluated in light of detailed cost estimates, a business case and the need to allocate, or divert, funds by Council.

Walgett Shire Council's recently appointed Heritage Advisor, Ray Christison, has considered the report submitted to the Council meeting held on 15 July 2008 and a draft of this report which contained a recommendation that Council should accept the Wickman offer. In that context he has made certain heritage related recommendations based on the Wickman offer being accepted (see Attachment E).

**Relevant Reference Documents:**

Nil.

**Stakeholders:**

The public, Walgett District Historical Society Inc, parties submitting expressions of interest, Walgett Shire Council.

**Financial Implications:**

Nil, if recommendation is accepted.

**Recommendations:**

**That Walgett Shire Council resolve to:**

**1) Write to Mrs and Mrs Scott Wickman to:**

- (a) State that Walgett Shire Council has accepted their offer to takeover ownership of the former Walgett Railway Station building, as proposed in their letter dated 1st September 2008. Council's acceptance is based on the building being reused to extend their house on the "Kiel Kiel" property and that there will be no cost to Council.**
- (b) Request that they:**
  - (i) Confirm in writing that they accept ownership of the building.**
  - (ii) Indicate a date by which the building will be moved to the "Kiel Kiel" property, while noting that Walgett Shire Council prefers that the building be moved as soon as possible.**
  - (iii) Confer with Walgett Shire Council's Heritage Advisor, Ray Christison, regarding the adaptation of the building and the conservation of materials.**
  - (iv) Create a full photographic record of the building's relocation and adaptation, and provide a copy of this record to Walgett Shire Council.**
- (c) Note that prior to using the building to extend the existing house, Council approval will be required via a Complying Development Certificate application to ensure the extension complies with the Building Code of Australia.**

**2) Write to the Walgett District Historical Society Inc and Lightning Ridge Calweld Drill Hire thanking them for their expressions of interest regarding the former Walgett Railway Station Building and informing them of the above resolution.**

**Attachments:**

- Attachment A – Expression of Interest - Wickman
- Attachment B – Expression of Interest – Walgett District Historical Society
- Attachment C – Expression of Interest – Lightning Ridge Calweld Drill Hire
- Attachment D – Health and Building Surveyor's Inspection Report
- Attachment E – Heritage Advisor's Report

ATTACHMENT A - EXPRESSION OF INTEREST - WICKMAN

*"Kiel Kiel" Walgett*

---

**Mr & Mrs Scott Wickman**  
**"Kiel Kiel"**  
**Walgett, NSW, 2832**  
**Ph: 6828 1195**

**Matthew Goodwin**  
**Director Planning & Regulatory Services**  
**Walgett Shire Council**  
**Walgett, NSW, 2832**

**1<sup>st</sup> September 2008**

**Dear Matthew,**

**We would like to submit this letter as an expression of interest for consideration for the re-use of the former Walgett Railway Station as advertised by the Walgett Shire Council in The Spectator dated Wednesday 23<sup>rd</sup> July 2008.**

**Our proposal is to re-locate the building to the "Kiel Kiel" property and use it as an extension of our current home, at no cost to council.**

**We intend to restore the railway station in keeping with its origins and history and given "Kiel Kiel" was a former railway siding, we feel this to be an appropriate and worthy use of the railway building.**

**We have taken the time on several occasions to view the building & have recently had a local builder inspect and advise on its potential to be restored.**

**Thank you kindly for your consideration.**

**Kind Regards**



**Scott & Sarah Wickman**

**ATTACHMENT B - EXPRESSION OF INTEREST - WALGETT DISTRICT HISTORICAL SOCIETY**

*Walgett District Historical Society Inc*

P O Box 242, Walgett. 2832

**President:** Mrs Margaret Weber

**Secretary:** Mrs N Dunn

**Treasurer:** Mrs E Duncan

21 September 2008

General Manager,  
Walgett Shire Council,  
PO Box 31,  
WALGETT NSW 2832

Dear Sir

**Future of Walgett Railway Station Building**

I am writing to you on behalf of the Walgett District Historical Society concerning the future of the railway station building.

The Society is very appreciative of Council's efforts to find an individual or group willing to relocate and recycle the building as a home, office or similar. Unfortunately these efforts may not have been successful and I would like to discuss where the project can go to from here.

In discussions with members of the Society and Council's Museum Advisor, Richard Wesley, there would appear to be four viable options.

1. Re-advertise more widely outside the Shire and target groups most likely to be interested such as museum groups or shires interested in enhancing public areas.
1. Relocate and restore to a public area behind a protective fence such as near the swimming pool.
2. Relocate to the rear of the museum complex as part of a reorganisation of the facility.
3. Relocate to a part of the Shire where it will not be as vulnerable to willful vandalism such as Trevallion Park, behind the old Council Chambers, present Historical Society rooms or at Lightning Ridge

Each option requires leadership and a leap of faith. The Society is very cognisant of the social problems that affect Walgett but do not believe we should surrender to them.

Council's Museum Advisor, who also manages historic properties for the National Trust of Australia (NSW), firmly believes the building is structurally sound and could have a long life if given a permanent home sitting on proper foundations. For myself, I am absolutely confident that the external repainting and minor aesthetic repairs could be handled by volunteers and have been contacted by a number of individuals with offers of support regarding this project.

2/.....

## WALGETT SHIRE COUNCIL AGENDA

The Society has very limited financial resources and but would be willing to contribute a small amount to the construction of the foundations if Council would take responsibility for the physical move and assist with site selection if options 2 – 4 were chosen.

The importance of the rail link to Walgett and north west New South Wales is well known and does not need to be reiterated. Finding a permanent home for the station would be a fitting tribute to this story and it should not be beyond the resources of the people of the Shire.

An enormous amount of our Shire's history has been lost but there is no reason why the Walgett Railway Station should be another victim of unnecessary neglect or fear of vandalism.

I would be most grateful if you could circulate this letter to the relevant individuals for consideration. Members of the Society would be happy to attend a meeting that could focus on Options 1 – 4 and the likely cost implications.

I look forward to your response at your earliest convenience.

*Margaret Weber*

Margaret Weber  
President  
Walgett District Historical Society

ATTACHMENT C - EXPRESSION OF INTEREST - LIGHTNING RIDGE CALWELD DRILL HIRE

To the general manager Walgett  
Shire Re. expression of interest  
in demolition and removal  
of old Walgett Railway station  
I would be prepared to demolish  
and remove the building for  
the sum of \$2'500 I have  
full public liability insurance  
so I would accept all  
responsibility for the demolition  
and waive the council from  
any and all responsibility  
Michael Cook P.O Box 1572  
Lightning Ridge

LIGHTNING RIDGE  
CALWELD DRILL HIRE  
ABN. 33 086 536 618  
PH: 0427 693 858 A.H. 6829 1889

**ATTACHMENT D - HEALTH AND BUILDING SURVEYOR'S INSPECTION REPORT**

005/09/01/29  
L.Smyth.

1<sup>st</sup> February 2008

**INSPECTION REPORT**  
**Railway Station Building – Walgett**

To: Manager Planning and Regulation.

**BACKGROUND**

As requested, an inspection was carried out on 31<sup>st</sup> January 2008 to ascertain the extent of works and likely cost to relocate and renovate the original Walgett railway station building. A series of photos is available if required.

The building was relocated to its present location some 10 years ago and its condition has continued to deteriorate. The building is owned by Council having been donated by the NSW Railways and is currently stored on private land to the north of the town.

**EXISTING STRUCTURE:**

The building is constructed mainly of Cypress timber framing with shiplap external cladding in poor condition.

The timber framing appears to be in fair condition except for those areas which have been subject to a fire, and floor bearers which have been exposed to the weather or subjected to fatigue due to the uneven support of the building (on 44 gallon drums).

The corrugated iron roof appears to be in reasonable condition, however the front awning, gutters and downpipes are in need of replacement.

Flooring consists of chipboard in two rooms, with lino over and of tongue and groove hardwood flooring in the central room. Considerable water damage has occurred to the chipboard flooring in one area of the building. Lino coverings are beyond restoration.

Internal wall and ceiling linings consist of tongue and groove timber and asbestos cement sheeting. Asbestos cement sheeting has been severely damaged and will need replacement.

**RELOCATION AND REPAIR COSTS:**

It is estimated that to relocate the building from it's present site to a more suitable location and to renovate the building to a usable condition would cost between \$95,000.00 and \$100,000.00;

This figure is based on the following estimates:

a.	Relocation cost:	\$13,000.00 to \$15,000.00
b.	New footings:	\$10,000.00 to \$15,000.00
c.	New verandah (Platform) and steps:	\$ 5,000.00 to \$ 7,000.00
d.	Replace damaged flooring and framing:	\$ 2,500.00 to \$ 3,000.00
e.	Replace AC ceilings with timber:	\$ 2,000.00 to \$ 2,500.00
f.	Reline toilet area:	\$ 1,000.00 to \$ 1,500.00
g.	Plumbing and draining fittings and fixtures:	\$ 2,000.00 to \$ 2,500.00
h.	Repairs and/or replacement of external cladding:	\$ 3,500.00 to \$ 5,000.00
i.	Clean down and repaint all surfaces:	\$25,000.00 to \$30,000.00
j.	Gutters, downpipes and drainage:	\$ 1,200.00 to \$ 1,500.00
k.	Repair and reglaze windows:	\$ 2,500.00 to \$ 3,000.00
l.	Repair/replace doors:	\$ 1,500.00 to \$ 2,000.00
m.	Replace electrical wiring and fittings:	\$ 1,200.00 to \$ 1,500.00
n.	Permits and approval fees:	<u>\$ 700.00 to \$ 1,000.00</u>
	SUB TOTAL	\$84,100.00 to \$90,500.00
	Plus 10% contingency:	TOTAL \$95,510.00 to \$99,550.00

The above estimates are approximations only, based on my knowledge of current costs.

In addition it is estimated that annual costs associated with maintenance and upkeep of the building would be in the vicinity of \$2,000.00 per annum.

These estimates do not include any costs associated with fitting out the building for a particular use.

**RECOMMENDATION**

It is my opinion that it would be more cost effective to construct a new purpose designed building than to relocate and repair this building.



Len Stryth  
Health & Building Surveyor.

ATTACHMENT E - HERITAGE ADVISOR'S REPORT



**High Ground Consulting**  
(Hammusk Pty Ltd)  
116 Hassans Walls Road  
LITHGOW NSW 2790

ABN: 67 070 055 319  
(02) 6353 1812  
0419 438 609  
[highground@swiftdsl.com.au](mailto:highground@swiftdsl.com.au)

General Manager  
Walgett Shire Council  
PO Box 31  
WALGETT NSW 2832

ATT: Matthew Goodwin, Director Planning and Regulatory Services

Dear Matthew,

**Proposed disposal of former Walgett Railway Station**

I refer to the report submitted to Walgett Shire Council in July 2008 in relation to this building and the report prepared for Council in October 2008 regarding disposal and relocation.

It is understood that Council's options in relation to this matter are severely restricted by:

- The building's current location on private property,
- The building's condition,
- The cost of repair and adaptation for re-use by Council or community groups.

**Heritage significance**

The heritage significance of the former Walgett Railway Station building has not been formally assessed. The final report of the Walgett Shire Community-Based Heritage Study recommended that further investigation of the building be undertaken.

The relocation and subsequent structural deterioration of the building have greatly diminished any cultural heritage significance it may have held. It is expected that, in its present state, the structure could be assessed as having a low level of local significance.

**Recommendation**

Given the current circumstances of the building, its reported condition and financial constraints affecting its re-use it is recommended that the most practical solution is to support transfer to Mr and Mrs Scott Wickman of Kiel Kiel and its adaptation as an extension to their residence.

It is recommended that Mr and Mrs Wickman be requested to:



- Confer with Council's Heritage Advisor regarding the adaptation of the building and conservation of materials,
- Create a full photographic record of the building's relocation and adaptation, and provide a copy of this record to Council.

I am happy to discuss this matter further if required.

Yours faithfully

Ray Christison  
Heritage Advisor  
Walgett Shire Council  
13 October 2008

## **11. DEVELOPMENT AND COMPLYING DEVELOPMENT CERTIFICATE APPLICATIONS**

**REPORTING SECTION:** Planning and Regulatory Services  
**AUTHOR:** Matthew Goodwin - Director Planning & Regulatory Services  
**FILE NUMBER:** 007/02/05/35

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### **Summary:**

This report provides a summary of the Development and Complying Development Certificate applications recently processed under delegated authority.

### **Discussion (including issues and background):**

The table following this report provides details of Development Applications (DA) and Complying Development Certificate (CDC) applications dealt with under delegated authority by the Director Planning and Regulatory Services and General Manager during August and September 2008.

### **Relevant Reference Documents:**

Respective Development Application and Complying Development Certificate files.

### **Stakeholders:**

Public and applicants.

### **Financial Implications:**

Nil.

### **Recommendations:**

- 1) That Walgett Shire Council resolve to note the Development and Complying Development Certificate applications dealt with under delegated authority by the Director Planning and Regulatory Services and General Manager during August and September 2008.**

AUTHORITY

Determined Applications



10/09/2008 Parameters: Date Range: Y Start Date: 1/08/2008 End Date: 30/09/2008 As At Date: Document Type: 20 Officer: ALL Number of Days: 0 Stop The Clock: Yes Page: 1

Document	Applicant Name / Address	Development Type	Determination	Determined	Received
<p><b>Document Type: 20</b></p> <p><b>Stop the Clock</b>      <b>Total Elapsed Calendar Days: 98</b>  <b>Calendar Stop Days: 66</b>  <b>Adjusted Calendar Days: 32</b></p>					
020/2008/00000016/001	140 Class 10a - Gagee/Carpenter/Sheep/Yerapilah 33 Pandora LIGHTNING RIDGE LOT: 16 SEC: 21 DP: 758612 Mr L J Cree		Approved by Council	02/09/2008	28/05/2008
<p><b>Stop the Clock</b>      <b>Total Elapsed Calendar Days: 41</b>  <b>Calendar Stop Days: 0</b>  <b>Adjusted Calendar Days: 41</b></p>					
020/2008/00000018/001	160 Subdivision/Consolidation Aerodrome RD LIGHTNING RIDGE LOT: 162 DP: 862540 Walgett Shire Council		Approved by Council	05/08/2008	26/06/2008
<p><b>Stop the Clock</b>      <b>Total Elapsed Calendar Days: 37</b>  <b>Calendar Stop Days: 36</b>  <b>Adjusted Calendar Days: 1</b></p>					
020/2008/00000019/001	10 Class 1a -Single Dwelling/Dual Occupancy Gilbert ST WALGETT LOT: 31 DP: 226373 Walgett Shire Council		Approved by Council	05/08/2008	30/06/2008
<p><b>Stop the Clock</b>      <b>Total Elapsed Calendar Days: 68</b>  <b>Calendar Stop Days: 64</b>  <b>Adjusted Calendar Days: 4</b></p>					

AUTHORITY

AUTHORITY

Determined Applications



10/09/2008      Parameters:      Date Range:Y      Start Date:1/08/2008      End Date:30/09/2008      As At Date:      Document Type: 20      Officer:ALL      Number of Days:0      Stop The Clock:Yes      Page:2

Document	Applicant Name / Address	Development Type	Determination	Determined	Received
Document Type: 20 020/2008/00000020/001	120 Class 9b - Assembly Building Hasting ST BURREN JUNCTION LOT: 1 ALT: PRT: SEC: 3 DP: 758199 Department of Education & Training		Approved - Staff Delegation	05/09/2008	30/06/2008
<b>Stop the Clock</b>					
Total Elapsed Calendar Days: 16 Calendar Stop Days: 0 Adjusted Calendar Days: 16					
020/2008/00000023/001	142 Class 10a - Shed Fox ST WALGETT LOT: 37 DP: 39489 Walgett Shire Council		Approved - Staff Delegation	05/09/2008	21/08/2008

Officer: Ms J R Babic      Number of Applications: 5      Average Elapsed Calendar Days: 18.80      Average Calendar Stop Days: 33.20      Average Adjusted Calendar Days: 18.80      Total Elapsed Calendar Days: 260.00      Total Calendar Stop Days: 166.00      Total Adjusted Calendar Days: 94.00

Document	Applicant Name / Address	Development Type	Determination	Determined	Received
Document Type: 24	Stop the Clock	Total Elapsed Calendar Days: 18 Calendar Stop Days: 14 Adjusted Calendar Days: 4			

AUTHORITY



Determined Applications

AUTHORITY

10/09/2008      Parameters:      Date Range: Y      Document Type: 20      Page: 3  
 Start Date: 1/08/2008      Officer: ALL  
 End Date: 30/09/2008      Number of Days: 0  
 As At Date:      Stop The Clock: Yes

Document	Applicant Name / Address	Development Type	Determination	Determined	Received
024/2008/00000031/001	141 Class 10a - Garage 3 Rainbow ST LIGHTNING RIDGE LOT: 32 SEC: 20 DP: 758612 Mr D. A & Ms S C Dean		Approved - Staff Delegation	28/08/2008	11/08/2008
<p><b>Stop the Clock</b></p> <p>Total Elapsed Calendar Days: 1                      Calendar Stop Days: 0                      Adjusted Calendar Days: 1</p>					
024/2008/00000032/001	151 Class 10b - Fence Neilly ST WALGETT LOT: 2 DP: 839372 Mr S W & Mrs L J Wallace		Approved - Staff Delegation	29/08/2008	29/08/2008

Officer: Mr L J Smyth  
 Number of Applications: 2

**Total Elapsed Calendar Days: 19.00**  
**Total Calendar Stop Days: 14.00**  
**Total Adjusted Calendar Days: 5.00**

**Report Totals & Averages**

Total Number of Applications: 7

Average Elapsed Calendar Days: 39.86  
 Average Calendar Stop Days: 25.71  
 Average Adjusted Calendar Days: 14.14

Total Elapsed Calendar Days: 279.00  
 Total Calendar Stop Days: 180.00  
 Total Adjusted Calendar Days: 99.00

AUTHORITY

## **12. WALGETT SHIRE GROWTH MANAGEMENT STUDY & STRATEGY**

**REPORTING SECTION:** Planning and Regulatory Services  
**AUTHOR:** Matthew Goodwin - Director Planning & Regulatory Services  
**FILE NUMBER:** 315/01/02/00

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### **Summary:**

This report recommends that Walgett Shire Council endorse an amended Walgett Shire Growth Management Study and Strategy document dated October 2008.

### **Discussion (including issues and background):**

The Walgett Shire Growth Management Study and Strategy (GMS) is a document that deals with many land use planning related matters, including:

- Providing an overview of existing land use patterns within the Shire.
- Identifying issues arising from existing land use patterns.
- Analysing factors that will influence future land use patterns within the Shire, including legal requirements, demographics, existing land uses, land availability, etc.
- Making recommendations to Council to guide its decisions relating to planning and services for the future development of the Shire.
- Providing a mechanism for community consultation and input into land use planning within the Shire.

The GMS has been prepared by the principle of Edge Land Planning, Ian Sinclair, a specialist in rural land use planning.

Development of the GMS has involved lengthy consultation process with the community, government agencies and adjoining shires. The initial draft of the GMS was prepared in 2005 and was the subject of extended discussions during 2006 and 2007 between Walgett Shire Council, the Department of Planning and government authorities. The draft GMS was the subject of public consultation during August and September 2007 after being endorsed for exhibition by the Department of Planning.

Since then Walgett Shire Council has been seeking the Department of Planning's endorsement for the GMS to enable the finalisation of a draft Local Environmental Plan that is based on the land use planning recommendations contained in the GMS. This has required several phases of revising and improving the GMS in response to requests from the Department. Key phases are dealt with in reports presented to Council meetings held on:

- 19 February 2008 (February 2008 version of GMS).
- 15 April 2008 (April 2008 Version of GMS).
- 5 August 2008 (July 2008 version of GMS).

As per a letter dated 10 October 2008 (Attachment A) the Department of Planning requires "a number of relatively minor" matters to be addressed. The Department has stated that it must endorse the GMS before it will be prepared to issue a Section 65 certificate under the Environmental Planning and Assessment Act 1979 that will enable Council to publicly exhibit a comprehensive draft Local Environmental Plan.

WALGETT SHIRE COUNCIL AGENDA

A copy of the October 2008 version of the GMS will be distributed to each Councillor. It incorporates the amendments shown in the table below which address issues identified by the Department of Planning as well as others identified by Council's Planners:

PAGE (July GMS)	ISSUE
22	Section 2.2.7 Flooding - Some background words missing.
27	Table 2.1 Settlement Population - Walgett population figure is incorrect. Should be 1731 not 7731.
27, 46, 149	Table 2.1, 2.6 and 8.2 -Correlate population figures and dwelling house numbers so they are consistent.
49	Table 2.9 - Check projected population against 2001 & 2006 figures previous tables.
65	Section 3.2.3 Directions for LEP Preparation - Superfluous numbering of Section 117 directions.
164 & 165	Address tourism and recreation for Walgett. If not required, then say so.
166	Map 8.10 Proposed Land Use Changes – Walgett - Show airport.
172	Map 8.13 - Check title
169	Section 8.3.2 Lightning Ridge <ul style="list-style-type: none"> <li>• Second last paragraph, last sentence should start with the word "Therefore" not "There for".</li> <li>• Last paragraph, last sentence should read "not been any interest show by developers".</li> </ul>
170	Map 8.12 Mining Constraints around Lightning Ridge - Correct title is "Mining Constraints Associated with a Mining Enclave in the Lightning Ridge Urban Area"
175	Section 8.3.2 Lightning Ridge - Reference flora and fauna study of proposed urban expansion area.
176	Map 8.15 Lightning Ridge Future Residential Development Area - Should identify the Lightning Ridge airport to make orientation easier.
177	Section 8.3.2 Lightning Ridge - Recommendations should be reiterated in Section 5 on page 235 relating to Lightning Ridge.
178	Section 8.3.2 Lightning Ridge <ul style="list-style-type: none"> <li>• As previously discussed there is a need for a subsection titled "Future tourism development" which identifies the larger size lots at the eastern end of Pandora St as appropriate for a tourism zone because: <ul style="list-style-type: none"> <li>➢ Of their proximity to the bore baths, a major local tourism feature.</li> <li>➢ They adjoin a sealed cycle/pedestrian path.</li> <li>➢ Pandora St is a major street which can be managed in a suitable manner to cope with any increase in traffic density and frequency that may be associated with a tourism development.</li> <li>➢ Within the area there is already some tourism development in the form of an aboriginal artifact gallery and a currently inoperative pottery gallery.</li> <li>➢ The majority of the lots are significant larger than 1000m2 in area, hence large enough for many forms of tourism development which have a significant footprint. Examples include motels, cabins, caravan parks and tourist displays.</li> </ul> </li> <li>• Need to address recreation requirements.</li> </ul>
180	Map 8.17 Proposed Land Use Changes - Lightning Ridge <ul style="list-style-type: none"> <li>• Proposed tourist zone at eastern end of Pandora St not shown.</li> <li>• One mineral claim adjoining Potch St has been incorrectly shown as being part of the proposed residential zone.</li> <li>• Should identify the Lightning Ridge airport to make orientation easier.</li> </ul>
183	Table 8.8 Dwellings on the 'Preserved' Opal Fields - Recent review work in conjunction with development of the draft LEP has shown some relatively minor errors in the figures used.
188	Section 8.4.3 Issues (preserved opal fields) - Recent review work in conjunction with development of the draft LEP has shown that some existing and/or approved developments have been overlooked, as follows: <ul style="list-style-type: none"> <li>➢ Dig In – add Spectrum tourist mine which also exists on this site.</li> <li>➢ Add Big Opal, a tourist mine.</li> <li>➢ Add Bevan's Black Opal and Cactus, a tourist facility.</li> <li>➢ Add Kangaroo Hill, a tourist facility</li> <li>➢ Add the Australian Opal Centre, a tourist facility.</li> </ul>
191	Section 8.4.5 Recommended management strategies (preserved opal fields) - The commencement of the Mining SEPP on 16 February 2007 effectively rendered seven of the recommended management strategies irrelevant. As a result these recommendations should be deleted.
219-220	Section 8.8.3 Recommended minimum holding size for dwelling houses <ul style="list-style-type: none"> <li>• Discuss rural SEPP.</li> <li>• P 219, last paragraph refers to Lachlan River and Forbes twice. Needs to be fixed.</li> </ul>
232	Implementation strategies & policy actions <ul style="list-style-type: none"> <li>• Add reference to tourism use here.</li> <li>• Add reference to recreation use here.</li> </ul>
235 - 236	Implementation strategies & policy actions <ul style="list-style-type: none"> <li>• Add reference to new residential and industrial zones at Lightning Ridge.</li> <li>• Add reference to the additional permitted uses identified for the preserved opal fields on page 188.</li> </ul>
239	Section 9.5.5, action 3.1 - 1ha versus 2000m2 for onsite effluent disposal. Contrary to other information provided in the document.

Walgett Shire Council's Director Planning and Regulatory Services, Matthew Goodwin, has assisted Ian Sinclair with the refinements and believes that the changes requested by the Department of Planning have generally improved the GMS.

**Relevant Reference Documents:**

- Council file 315-01-02-00 – Local Environmental Plan
- Walgett Shire Growth Management Study and Strategy prepared by Edge Land Planning, dated July 2008.
- Standard Instrument (Local Environmental Plans) Order 2006.
- Environmental Planning and Assessment Act 1979.
- Environmental Planning and Assessment Regulation 2000.

**Stakeholders:**

The community, Walgett Shire Council and State government.

**Financial Implications:**

Fees associated with consultancy services provided by Edge Land Planning are being met from the existing budget for Local Environmental Plan development.

**Recommendations:**

**That Walgett Shire Council resolve to:**

- 1) Note the letter dated 10 October 2008 from the Team Leader, Western Region, Department of Planning regarding the draft Walgett Principal LEP 2008, Section 64 submission and Growth Management Study.**
- 2) Adopt and endorse the Walgett Shire Growth Management Study and Strategy document dated October 2008, as amended by Edge Land Planning to address issues raised by the Department of Planning and Walgett Shire Council's planning staff.**
- 3) Forward the Walgett Shire Council Growth Management Study and Strategy document, dated October 2008, to the Department of Planning for endorsement.**
- 4) Note the Director Planning and Regulatory Services ongoing consultation with the Department of Planning seeking a Section 65 Certificate under the Environmental Planning and Assessment Act 1979 to allow the public exhibition of the draft Walgett Local Environmental Plan 2008.**
- 5) Endorse the ongoing development of the draft Walgett Local Environmental Plan 2008 in accordance with:**
  - (a) The Standard Instrument (Local Environmental Plans) Order 2006; and**
  - (b) The recommendations contained in the Walgett Shire Growth Management Study and Strategy, dated October 2008, as prepared by Edge Land Planning.**
  - (c) Feedback from the Department of Planning, including the letter dated 10 October 2008.**

**Attachments:**

Attachment A – Dept Planning Response to GMS & Draft LEP Submission

**ATTACHMENT A - DEPT PLANNING RESPONSE TO GMS & DRAFT LEP SUBMISSION**



NSW GOVERNMENT  
**Department of Planning**

Contact: Wayne Garnsey  
Phone: 02 68417528  
Fax: 02 68848483  
Email: [wayne.garnsey@planning.nsw.gov.au](mailto:wayne.garnsey@planning.nsw.gov.au)  
Our ref: 110908 s64 ltr  
Your ref: MG:CM:315-01-02-00  
File: D07/00022

Mr Ray Kent  
General Manager  
Walgett Shire Council  
PO Box 31  
WALGETT NSW 2832

**Attention: Mr Matthew Goodwin**

10 October 2008

Dear Matthew

**Subject: Draft Walgett Principal LEP 2008 – Section 64 Submission and Growth Management Study**

I refer to the subject matter and to Councils letter dated 8 August 2008. Council is seeking formal endorsement of the Walgett Growth Management Study (GMS) and have made a section 64 submission to the Department requesting the issue of a section 65 Certificate to allow public exhibition of the draft LEP.

Council is to be congratulated for progressing the Growth Management Study and draft LEP to this stage, the good quality work and the manner in which it has continued consultation with the Department, community and other agencies.

I wish to advise that the Department is assessing the section 64 submission, the GMS and the draft LEP. After preliminary assessment there are only relatively minor matters, as identified in **Attachment 1**, that are to be addressed and submitted by Council to the Department so that the GMS can be further considered for endorsement. Once the matters raised in relation to the draft LEP and maps have been addressed and resubmitted to the Department further consideration will be given to the issue of a section 65 Certificate to allow public exhibition of the draft LEP.

Please note there will continuing consultation required between the Department and Council as the draft LEP develops.

I hope this information is of assistance to you and the Department looks forward to receiving the additional information so that the draft LEP can be progressed promptly.

Should you require further information please contact Wayne Garnsey on 68417528 at our Western Region office in Dubbo.

Yours sincerely

Tim Deverell  
Team Leader,  
Western Region (Dubbo)



**Attachment 1**

**Matter to be addressed**

**Section 64 Submission**

Generally well prepared and contains satisfactory information however there is a need to address s117 Direction 1.5 – Rural Lands having regard to SEPP (Rural Lands) 2008 as Council is proposing to change the minimum lots size for a dwelling on rural land.

**Growth Management Study dated July 2008**

**Comments**

- It is pleasing to see that the matters identified in the Departments email dated 22 February 2008 have been addressed.

**Matters that require attention**

- page 22 section 2.2.7 - 3rd para - not complete
- correlate pages 27 - table 2.1, p46 - table 2.6 & p149 table 8.2 - population figures and dwelling house numbers so that they are consistent
- p49 - table 2.9 check projected population against 2001 & 2006 figures in dotpoint 2 above
- p65 - numbering of s117 directions
- p 164 & 165 – address tourism and recreation for Walgett – if not required say so
- p166 - sec 8.3.2 - where is Lightning Ridge Airport – it is mentioned in the text but not shown on a map - please show airport on map so that it can be seen in context of existing and proposed landuses.
- p172 - Map 8.13 – check title.
- p175 - Lightning Ridge - proposed urban expansion area - is there additional information available – ie outcome of Fauna report
- p 177 - recommendations for Lightning Ridge should be reiterated in section 5 on p235 relating to Lightning Ridge
- p 178 – include information relating to tourism and future tourism land use for Lightning Ridge eg. along Pandora. Also address Lightning Ridges recreation requirements here.
- p 188 – existing businesses need to identified in section 5 on page 235 of the Strategy
- p 219 - 220 - re Rural SEPP - discusses ...*Lachlan River & Forbes* - are the figures stated for Walgett or Forbes? – please address
- p 232 – need to include tourism and recreation uses etc here

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- p 235 – development for Lightning Ridge - include the acknowledgement of existing businesses as identified on page 188
- p 239, sec 9.5.5 - part 3.1 - 1 ha vs 2000m2 - for onsite effluent disposal - contrary to other information provided elsewhere in the document

**Draft LEP words**

- Please review Land use Tables
- Please check Infrastructure and Mining SEPP's for uses that should not be included in the specific Landuse Tables



Clause No	Comments	Action
General	<ul style="list-style-type: none"> <li>Remove references to strategies to avoid the need to amend the LEP when the Strategy is updated. Rather, ensure the key elements of the strategy take effect in the LEP.</li> <li>References to ESD principles, legislation, Australian Standards, BASIX, "adopted settlement hierarchy" and so on must be removed. Use Practice Note (PN 08-003): Transitional arrangements for exempt and complying development to avoid these and other references in the LEP (not only in Schedules 2 and 3).</li> <li>Avoid phrases such as "unacceptable", "uneconomic" and "unlikely" including in the zone objectives, local provisions etc. to avoid ambiguity.</li> </ul>	<ul style="list-style-type: none"> <li>Remove e.g. in cl. 1.2(2) and so on.</li> <li>Remove these references</li> <li>Remove</li> </ul>
1.2	<ul style="list-style-type: none"> <li>There should be no more than 5-6 aims and avoid duplication. Provide aims which give local content guidance.</li> </ul>	<ul style="list-style-type: none"> <li>Not addressed. Revise.</li> </ul>
Land Use Tables - Objective	<ul style="list-style-type: none"> <li>A note will be provided at the beginning of the land use tables to identify Infrastructure SEPP, Mining SEPP requirements.</li> <li>There should be no more than 3-4 additional objectives.</li> <li>Additional objectives should not generally be repeated across several zones e.g. "proper regard to environmentally sensitive areas...". General requirements are more appropriately placed in cl. 1.2.</li> <li>Ensure any zone objectives and uses added to the tables are consistent with the mandatory zone objectives e.g. RE1. In this instance another zone would be more appropriate to accommodate areas where uses are required that do not conform to public recreation.</li> </ul>	<ul style="list-style-type: none"> <li>Revise, remove anything that repeats the mandatory objectives.</li> <li>Revise.</li> <li>Revise.</li> </ul>
Uses	<p><u>General</u></p> <ul style="list-style-type: none"> <li>Cut and fill, earthworks, excavation must be removed from the land use tables (LUTs). Either these are ancillary or will fall under a model clause "Earthworks" (for inclusion).</li> <li>"Temporary structures" are covered by a model clause.</li> <li>"Filling" is now listed in the exempt schedule as a mandatory item.</li> <li>SP1, and SP2 must have no additional text in Item 3. The main uses are to be placed on the map and ancillary uses remain unnamed.</li> <li>Business, industrial and the higher density residential zones must have innominate uses in Item 3 e.g. move "any development not specified..." etc into Item 3 in B2. The</li> </ul>	<ul style="list-style-type: none"> <li>Remove from LUTs</li> <li>Remove from LUTs</li> <li>Remove from LUTs</li> <li>Revise</li> <li>Revise the tables</li> </ul>

Western Region 209 Cobra Street, Dubbo NSW 2830 PO Box 717 Dubbo NSW 2830  
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Clause No	Comments	Action
	<p>other zones (lower density residential, rural, SP and E zones) should have in nominate uses in Item 4</p> <ul style="list-style-type: none"> <li>• Generally review all the LUTs in terms of proposed uses for the particular zones. Also particularly have regard to the Infrastructure SEPP e.g. RU1 is a prescribed zone for bush fire hazard reduction works in the Infrastructure SEPP. Consider whether this is necessary or whether council wishes to control private hazard reduction. Similarly flood mitigation works on any land for a public authority does not require consent.</li> <li>• Avoid duplication of uses in the Infrastructure SEPP prescribed zones e.g. "sewage treatment plants", "water recycling facilities", "water storage facilities", "water reticulation facilities", "water treatment facilities", "telecommunications facilities" in prescribed zones..</li> <li>• Use a matrix to assist with sorting out in nominate uses, duplications and to check the reasonableness of uses in the zones.</li> </ul>	<ul style="list-style-type: none"> <li>• Review land use tables for Infrastructure SEPP prescribed zones and uses and remove the uses covered by the SEPP.</li> <li>• Remove.</li> </ul>
	<p><u>Rural zones</u></p> <ul style="list-style-type: none"> <li>• RU1: "Boarding houses" and "caravan parks" are generally not appropriate.</li> <li>• RU1: Are "water recreation structures" and other water uses likely to be development in this zone? If not, there is no need to list any of them as prohibited.</li> <li>• RU1: Not all industries are appropriate in this zone.</li> </ul> <p><u>Business zone</u></p> <ul style="list-style-type: none"> <li>• B2: Most "wholesale supplies" are permitted except for "industry retail outlets. Is this what was intended?"</li> </ul> <p><u>SP zones:</u></p> <ul style="list-style-type: none"> <li>• All uses should be placed on the land zoning maps.</li> </ul>	<ul style="list-style-type: none"> <li>• Revise or rezone for these uses.</li> <li>• Revise.</li> <li>• Revise to ensure uses are compatible with the rural mandatory objectives of the zone.</li> <li>• Review</li> </ul> <p>Remove from the tables.</p>
	<p><u>SP1 Opal Mining</u></p> <ul style="list-style-type: none"> <li>• "Old opal fields" in Western Lands with some active and some non-active claims to be identified as "SP1 – Opal mining" on the maps. It is understood that the existing dwellings would be kept under existing use rights and that uses will lapse eventually.</li> <li>• "Bed and breakfast accommodation" is "permitted with consent". It is important to highlight this as being low impact ancillary development (could be identified as such in the zone objectives and possibly as an ancillary use under SP1 "Opal Mining" on the maps.</li> </ul>	<ul style="list-style-type: none"> <li>• Revise.</li> </ul>

6

Clause No	Comments	Action
	<p><u>RE1 Public recreation</u></p> <ul style="list-style-type: none"> <li>• "Water reticulation systems" are permitted without consent on any land under the Infrastructure SEPP.</li> <li>• Remove infrastructure e.g. emergency services facility, educational establishment and other uses not in keeping with the zone objectives from this zone.</li> </ul> <p><u>E1 National Parks and Nature Reserves</u></p> <ul style="list-style-type: none"> <li>• E1 requires no additional text.</li> </ul>	<ul style="list-style-type: none"> <li>• Revise.</li> <li>• Use another zone for these. Use the Infrastructure SEPP as a guide.</li> <li>• Remove 'roads' from Item 3.</li> <li>• Use as a check.</li> </ul>
Land Use Matrix	<ul style="list-style-type: none"> <li>• Ensure land use matrix is consistent with the LUTs.</li> </ul>	
Cl. 4.1	<ul style="list-style-type: none"> <li>• Objective (a) and (b) overlap. Only (b) is required with the addition of "rural".</li> <li>• The issue in (c) needs to be reworded to avoid ambiguity.</li> </ul>	<ul style="list-style-type: none"> <li>• Revise.</li> <li>• Revise.</li> </ul>
Cl. 4.3	<ul style="list-style-type: none"> <li>• "Landscape", "character" and "solar access" are DCP provisions.</li> </ul>	<ul style="list-style-type: none"> <li>• Revise objectives.</li> </ul>
6.1 Dwelling in Zones	<ul style="list-style-type: none"> <li>• RU1, RU5, R1, R5. DoP Model clause for the rural zones was provided. It is not clear why this would extend to residential zones. One option, if appropriate, for the residential zones is for an "urban release" model clause to be provided. This deals with provision of services etc</li> <li>• The Department is currently working on a clause to acknowledge the situation in the Opal Fields</li> </ul>	<p>Further information required.</p>
6.2 Flooding, 6.4	<ul style="list-style-type: none"> <li>• DoP Model clause was provided.</li> </ul>	<ul style="list-style-type: none"> <li>• Insert appropriate clause.</li> </ul>
6.3 Tourist dev in SP1	<ul style="list-style-type: none"> <li>• Draft clause being reviewed.</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback to be provided.</li> </ul>
Schedules 2 and 3	<ul style="list-style-type: none"> <li>• Council should indicate which exhibited plan Schedules 2 and 3 came from and provide a marked up copy of the schedule as per PN08-003.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide details.</li> </ul>



## **Draft maps**

### General

- Maps must be consistent with the Mapping Guidelines. The most recent version of the Mapping Guidelines can be obtained from [http://www.planning.nsw.gov.au/planningsystem/pdf/req\\_lepmaps\\_complete\\_lowres\\_ug07.pdf](http://www.planning.nsw.gov.au/planningsystem/pdf/req_lepmaps_complete_lowres_ug07.pdf).
- The date on the map ID number on all maps should read yyyymmdd as per the mapping guidelines (not addressed).

### Land application map

- Identify adjoining LGAs by naming on this and other appropriate maps.
- Provide a legend map to identify the location of the LGA in NSW as per the mapping guidelines (Appendix E).

### Land zoning maps

- All SP2 lands must be identified using either a Standard Dictionary term or a term for the Infrastructure SEPP. This applies to SP1 where it is possible to do so. (Rather than aerodrome use airport, airstrip etc as appropriate).
- SP1 opal mining: ensure this is named the same on all maps e.g. LZN -010.
- For SP1 and SP2 areas, identify any other key issues on the map as annotations directly under the item
- LZN-013: distinguish between air port or air transport facility and the waste or resource management facility to avoid overlap of uses.

### Lot size maps

- LSZ 002: Maps equivalent in area to LZN-015 and LZN-016 contain areas with no minimum lot size. Justify
- LSZ 002: each of the 7 map inserts must be on a separate sheet and numbered accordingly.
- Ensure all sheet are numbered correctly e.g. map LZN-001 is actually named LZN-002. Check all map numbers so that the actual map, the map title number and the map insert number are all consistent.
- No LZN-002 has been provided (although a map is named LZN-002 which covers the same land as LZN-001). Correct.

### Additional provisions

- Walgett and Lightning Ridge airports?: If OHL constraints etc are required, these should be mapped. Please indicate.

### Heritage maps

- Ensure heritage items are coloured brown and not hatched as per mapping guidelines.
- Follow the mapping guidelines on the heritage maps: number the items.

### Extraneous map

Remove 'Walgett LEP 2008-24K Grid' as it is not part of the standard set

### **13. DA 2008022 – ADVERTISING SIGNS**

**REPORTING SECTION:** Planning and Regulatory Services  
**AUTHOR:** Matthew Goodwin - Director Planning and Regulatory Services  
**FILE NUMBER** DA 2008022

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#### **Summary:**

A Development Application has been lodged to erect advertising signs along the Three Mile Road at Lightning Ridge. It is recommended the Walgett Shire Council approve the Development Application.

#### **Discussion (including issues and background):**

Mr Trevor Hudson has lodged a Development Application to erect a series of signs to direct tourists to his business, the "Chambers of the Black Hand", at the Three Mile Opal Field, Lightning Ridge. Approval is being sought for the following signs:

- At the intersection of the Three Mile Road and Morilla St: - A sign 4.5 metres wide by 3.5 metres high at the location shown in Figure 1 and 2 (This will replace two existing signs erected without approval).
- Three Mile Road:- Six signs along the Three Mile Road at the locations indicated in Figure 2. These signs have already been erected without approval, while others have been removed at the request of the Department of Lands.

The Development Application was advertised in the "Lightning Ridge News" newspaper for three consecutive weeks. The Lightning Ridge Precinct Committee and the Lightning Ridge Working Party were notified of the Development Application. One submission was received which offered several comments on the signs, but no clear objection. These comments were considered during the assessment process.

The applicant has stated that visitors become lost and confused when searching for the location of the "Chambers of the Black Hand" and that clear signage is needed to clarify the route. He is concerned that "At least 3 to 4 bookings per week are a no-show due to confusion on the roads".

The six signs measure 1.3 metres wide by 0.8 metres high and are placed in what the applicant regards as strategic locations along the Three Mile Road culminating at the Chambers of the Black Hand on the Three Mile Opal Field.

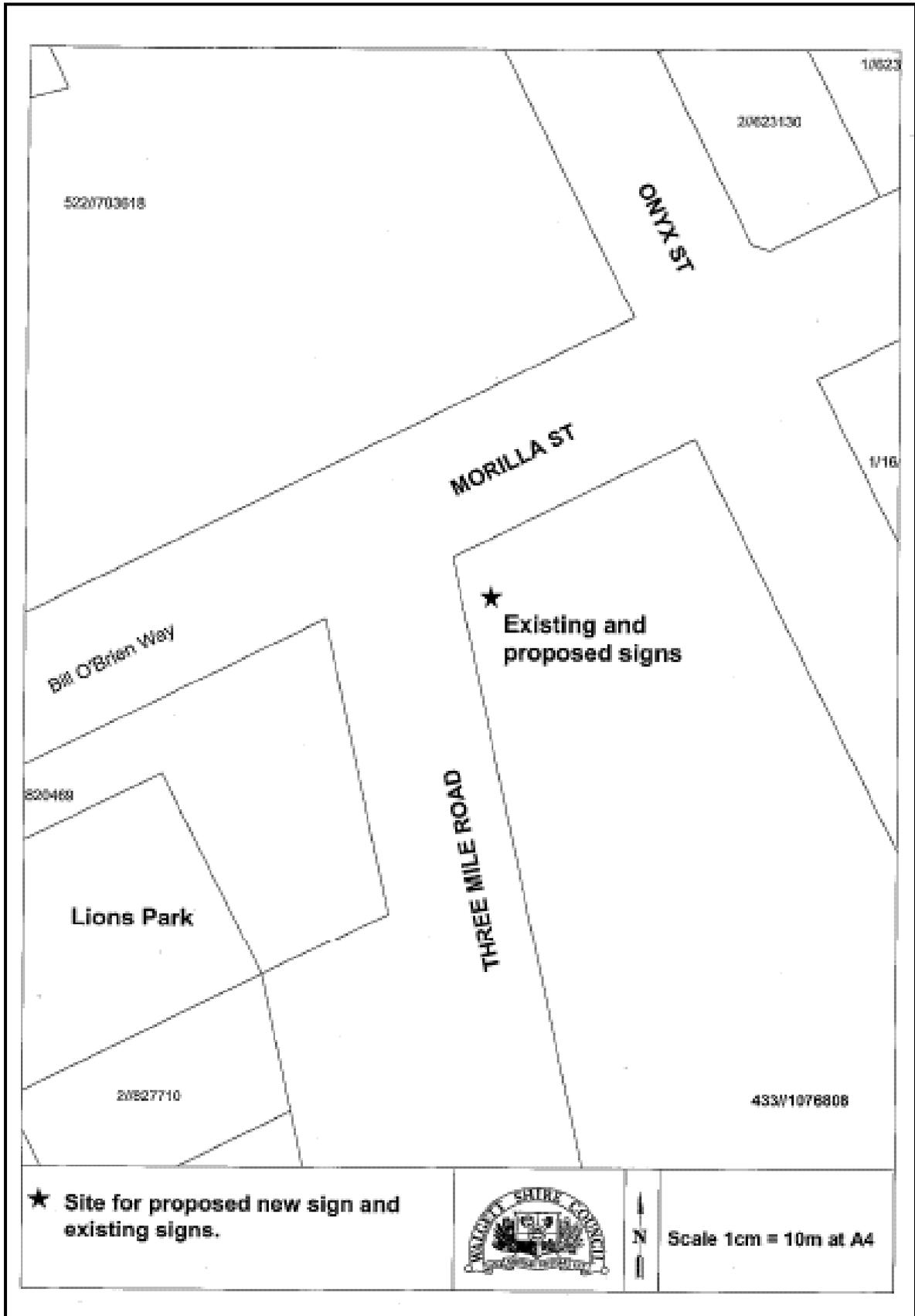


FIGURE 1. Location of existing and proposed signs at intersection of Morilla St and Three Mile Road.

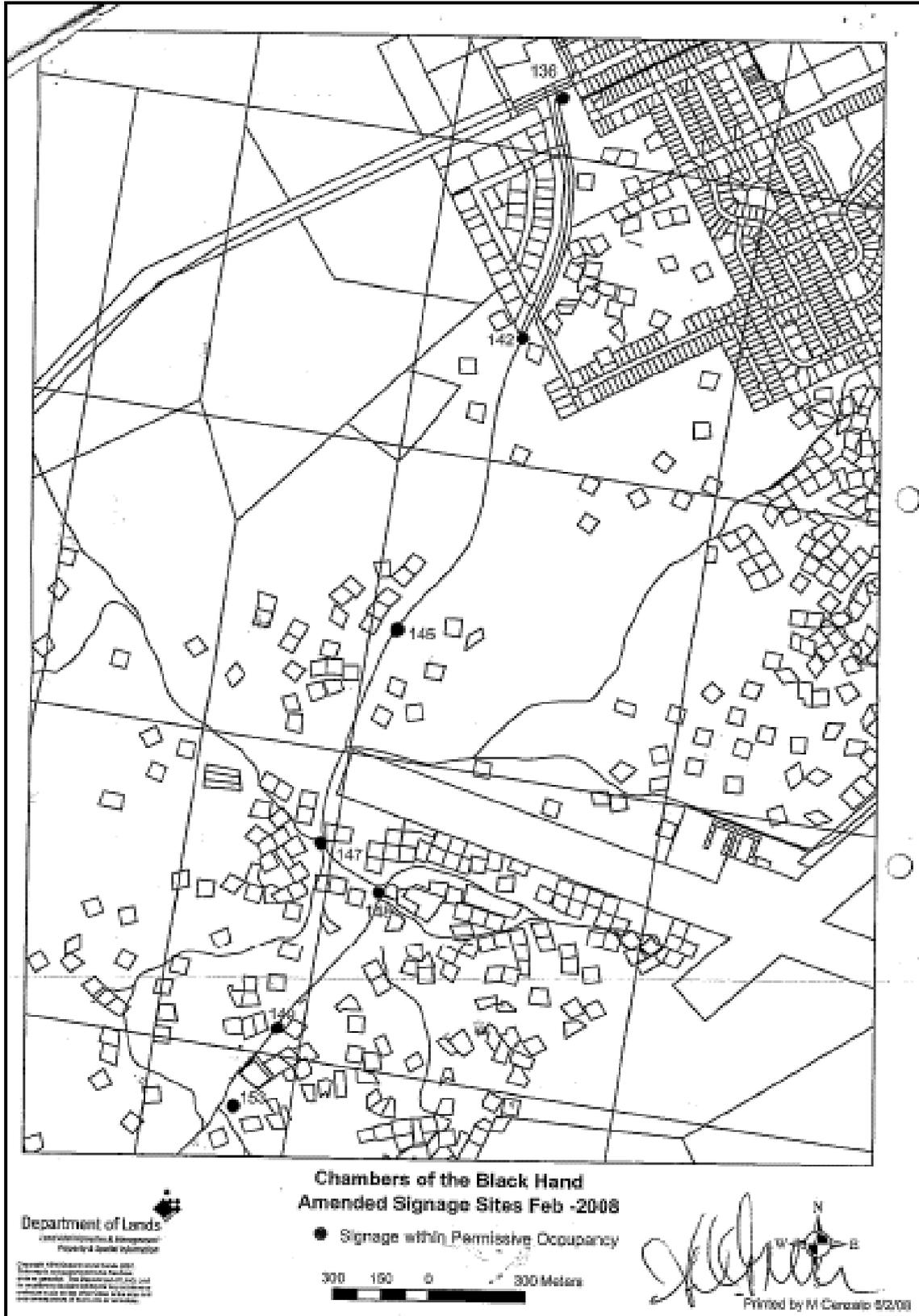


Figure 2 –Approximate location of six signs along the Three Mile Road, shown as black dots.

**STATUTORY MATTERS FOR CONSIDERATION:**

**79C (1)(a)(i) PROVISIONS OF ANY ENVIRONMENTAL PLANNING INSTRUMENT.**

Under the Interim Development Order No. 1 – Shire of Walgett 1968 (IDO) the land is located within “Non-urban 1(a)” and 2. Village or Township zones. Development consent is required for the erection of advertising signs.

State Environmental Planning Policy 64 - Advertising and Signage (SEPP) applies to signs that are not exempt development and are visible from any public place (Clause 6). Clause 8 of the SEPP imposes the following requirement on Council:

**8 Granting of consent to signage**

A consent authority must not grant development consent to an application to display signage unless the consent authority is satisfied:

- (a) that the signage is consistent with the objectives of this Policy as set out in clause 3 (1) (a), and
- (b) that the signage the subject of the application satisfies the assessment criteria specified in Schedule 1.

The objectives of the SEPP are:

- (1) This Policy aims:
  - (a) to ensure that signage (including advertising):
    - (i) is compatible with the desired amenity and visual character of an area, and
    - (ii) provides effective communication in suitable locations, and
    - (iii) is of high quality design and finish, and

The most significant assessment criteria in Schedule 1 of the SEPP for this application are:

**3 Views and vistas**

- Does the proposal respect the viewing rights of other advertisers?

**4 Streetscape, setting or landscape**

- Is the scale, proportion and form of the proposal appropriate for the streetscape, setting or landscape?

With regard to these two assessment criteria it is important to note that the proposed sign at the intersection of Morilla St and Three Mile road will be 4.8 metres high by 3.5 metres wide, which is 16.8 square metres. The largest existing sign at this location is 2.4 metres high by 2.4 metres wide, which is 5.76 metres square. If the proposed sign is about three times larger than the existing largest sign at this site it is quite obvious that the viewing rights of other advertisers will not be respected, nor will the scale, proportion and form of the proposal be appropriate for the streetscape and setting.

It is also important to note that Clause 14 of the SEPP imposes a requirement that a development consent issued under Part 3 of the SEPP ceases to be in force "on the expiration of 15 years after the date on which the consent becomes effective". To make this requirement apparent to the applicant, it would be appropriate to impose a condition of development consent which indicates that the consent is only valid for 15 years.

**79C (1)(a)(ii) PROVISIONS OF ANY DRAFT ENVIRONMENTAL PLANNING INSTRUMENT THAT IS OR HAS BEEN PLACED ON PUBLIC EXHIBITION.**

Not applicable. There are no relevant draft environmental planning instruments on public display.

**79C (1)(a)(iii) ANY DEVELOPMENT CONTROL PLAN.**

Not applicable. Effectively there are no current Development Control Plans in Walgett Shire.

79C(1)(a)(iia) ANY PLANNING AGREEMENT THAT HAS BEEN ENTERED INTO UNDER SECTION 93F, OR ANY DRAFT PLANNING AGREEMENT THAT A DEVELOPER HAS OFFERED TO ENTER INTO UNDER SECTION 93F

Not applicable. No planning agreement has been proposed.

79C(1)(a)(iv) THE REGULATIONS.

Section 92 and 92A of the Environmental Planning and Assessment Regulation 2000 prescribe additional matters for consideration (see comments below).

79C (1)(b) LIKELY IMPACTS OF THE DEVELOPMENT, INCLUDING ENVIRONMENTAL IMPACTS ON BOTH THE NATURAL AND BUILT ENVIRONMENTS, AND SOCIAL AND ECONOMIC IMPACTS IN THE LOCALITY.

Current land uses on the surrounding land at the intersection of Morilla Street and Three Mile Road are commercial to the north, commercial and opal mining to the east and south and Tourist Park (Lions Park) to the west. Current land uses on surrounding land along the Three Mile Road are predominantly opal mining, residences located on Mineral Claims, Western Lands leases for residential purposes, and light-industrial. In general terms additional advertising signs are unlikely to adversely impact on the surrounding land uses, if they are of an appropriate scale.

In order to minimise visual impacts, dominance of the locality and to minimise the potential for diminishing the integrity of existing signs, it is recommended that a condition of consent be imposed requiring that the sign proposed for the site at the intersection of Morilla Street and Three Mile Road be no larger than the biggest existing sign, which is 2.4 metres high by 2.4 metres wide. It is also recommended that the six signs along the Three Mile Road be restricted to a maximum size of 0.8 metres high by 1.2 metres wide, as proposed by the applicant.

From a social and economic perspective the proposed signs have potential to enable an existing tourist business to maximise viability which in turn would contribute towards the local tourist industry and economy.

79C (1)(c) SUITABILITY OF THE SITE FOR THE DEVELOPMENT.

MINING: Opal mining may have taken place on or near the site in the past, but this is not expected to have a significant impact on the suitability of the site for the proposed development.

PUBLIC ROAD ACCESS: The Three Mile Road is the main access road to the Three Mile Opal Field from the urban area of Lightning Ridge. There are several minor unsealed tracks leading off this road which makes the route to Three Mile very confusing for visitors to the area.

Walgett Shire Council Engineering Department has recommended that a condition of development consent be imposed for the signs along the Three Mile Road that they be erected a minimum of 15 metres from the centre line of the road.

OVERALL: There are no other known environmental or other factors that make the site unsuitable for the proposed development.

79C (1)(d) SUBMISSIONS MADE IN ACCORDANCE WITH THE ACT OR THE REGULATIONS.

Not applicable. Under the Environmental Planning and Assessment Act 1979 the proposal is local development with no opportunity for submissions under the act or regulations.

79C (1)(e) THE PUBLIC INTEREST.

Advertisements were placed in the Lightning Ridge News newspaper on three consecutive weeks. A single submission was received which made comments relating to "more garish signage along the Three Mile Road" and referred to existing signage. However no clear objection was put forward.

It would appear to be unreasonable to refuse the Development Application given that the proposed signs would clarify the route to the existing development and the Three Mile Opal Fields.

REGULATIONS

The following matters must also be considered by Council in accordance with the respective clauses of the Environmental Planning and Assessment Regulation 2000 when making a decision on any Development Application.

92(1)(a) Coastal areas - Not Applicable.

92(1)(b) Demolition - Not applicable, no demolition work is proposed.

93 Fire safety and other considerations - Not applicable.

94 Consent authority may require buildings to be upgraded - Not applicable.

94A Fire safety and other considerations applying to temporary structures - Not applicable.

95 Deferred commencement consent - Not applicable.

97A Fulfilment of BASIX commitments - Not applicable.

CONCLUSION

Tourism is important for the Lightning Ridge local economy and clear signage implemented in a manner consistent with existing signs is appropriate. Approval of the proposed development is appropriate given the potential benefits for the applicant, the local tourist industry and economy provided that appropriate conditions of consent are imposed.

Significant development consent conditions that are recommended for this development include:

- \* Issuing the development consent for a maximum of 15 years, as per SEPP 64 requirements.
- \* Restricting the sign at the intersection of Morilla St and Three Mile Road to a maximum of 2.4 metres high by 2.4 metres wide.
- \* Restricting the size of the six signs along the Three Mile Road to be no larger than 0.8 metres high by 1.2 metres wide, as proposed by the applicant.

NOTE ON RECENT LEGISLATIVE CHANGE

On 11 August 2008 the Department of Local Government published circular number 08-45 titled "Commencement of the Local Government and Planning Legislation Amendment (Political Donations) Act 2008. Amongst other matters, that circular notes the introduction of section 375A to the Local Government Act 1993, as follows:

**375A Recording of voting on planning matters**

- (1) In this section, *planning decision* means a decision made in the exercise of a function of a council under the *Environmental Planning and Assessment Act 1979*:
  - (a) including a decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but
  - (b) not including the making of an order under Division 2A of Part 6 of that Act.
- (2) The general manager is required to keep a register containing, for each planning decision made at a meeting of the council or a council committee, the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.
- (3) For the purpose of maintaining the register, a division is required to be called whenever a motion for a planning decision is put at a meeting of the council or a council committee.
- (4) Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document, and is to include the information required by the regulations.
- (5) This section extends to a meeting that is closed to the public.

**Relevant Reference Documents:**

- Development Application file - DA 2008022
- Environmental Planning and Assessment Act 1979
- Local Government Act 1993
- Interim Development Order No 1 – Shire of Walgett (gazetted 20-9-1968)
- Department of Local Government circular number 08-45 titled “Commencement of the Local Government and Planning Legislation Amendment (Political Donations) Act 2008.

**Stakeholders:**

Mr Trevor Hudson – as the applicant  
The Department of Lands – as the land owner  
Walgett Shire Council – as controller of the land  
Other advertisers  
The public

**Financial Implications:**

Nil

**Recommendations:**

- 1) That Development Application 2008022 in the name of Trevor Hudson for advertising signs along the Three Mile Road at Lightning Ridge be approved subject to the following conditions of development consent:

## **CONDITIONS OF CONSENT**

### **PRESCRIBED CONDITIONS OF DEVELOPMENT CONSENT**

Prescribed conditions of development consent under the Environmental Planning and Assessment Regulation 2000 do not apply to the type of work being undertaken.

### **CONDITIONS IMPOSED BY COUNCIL**

The following development consent conditions are imposed by Council.

#### **GENERAL**

##### **Gen 020.**

Any future development on the subject site or use of the subject land in a manner inconsistent with this development consent (approval) will require separate development consent to be obtained from council in writing prior to the commencement of any work.

*Reason: To ensure compliance with the Environmental Planning and Assessment Act 1979.*

##### **Gen 030.**

Council is to be immediately informed in writing if arrangements for work are changed.

*Reason: To enable Council to maintain an accurate record of approvals granted.*

#### **RESTRICTED APPROVAL**

##### **Rap 010.**

This development consent is valid for fifteen (15) years from the date of consent.

*Reasons: Clause 14 of State Environmental Planning Policy 64 - Advertising and Signage restricts development consents for advertising to a maximum of fifteen years.*

##### **Rap 020.**

The maximum size and number of signs are to be as follows:

- (a) One sign at the intersection of Morilla Street and Three Mile Road that is no larger than 2.4 metres wide by 2.4 metres high.
- (b) Six signs along the Three Mile Road to be no larger than 1.2 metres wide by 0.8 metres high.

*Reasons: To ensure consistency with the maximum size of signs at the Morilla Street and Three Mile Road intersection. To restrict the number of signs to the maximum proposed by the applicant.*

#### **APPROVED PLANS**

##### **PIn 010.**

The development shall be implemented in accordance with:

- (a) All documentation and correspondence submitted by the applicant, or their agents, in support of the Development Application,
- (b) the details set out on the plans approved and stamped by authorised officers of Council,

except as amended by the conditions of this development consent.

*Reason: To ensure that the development proceeds in the manner proposed by the applicant and approved by Council.*

**SITING/SETOUT**

The signs along the Three Mile Road are to be set back a minimum of 15 metres from the centre line of the road.

*Reason: To ensure the signs do not interfere with Council's maintenance operations along the road.*

**MAINTENANCE AND APPEARANCE**

**Mtc 015.**

The signs are to be maintained in good condition and painted in colours compatible with its surrounds to the satisfaction of council.

*Reason: To ensure compatibility with the streetscape is maintained.*

**ENVIRONMENTAL MANAGEMENT**

**Env 030.**

Removal or disturbance of vegetation and topsoil must be confined to within 3 metres of the proposed structure.

*Reason: To minimise environmental disturbance.*

**INSPECTIONS**

The applicant is to advise Council of the name and address of the body nominated to act as the Principal Certifying Authority, on the "Notice of Commencement Form" forty eight (48) hours prior to work commencing.

Inspections at the completion of stages as indicated below are required to be carried out by the Principal Certifying Authority. **Work must not proceed past any inspection stage until approval is given by the Certifier.**

**Inspections**

- On set-out of the works and prior to any excavation.
- Footings after excavation and before pouring of any concrete

*Reason: Compliance Certificates cannot be issued if the Principal Certifying Authority does not carry out the designated inspections, and to ensure compliance with the approved plans.*

**NOTE REGARDING COVENANTS:**

It is possible that a covenant may affect the land, which is subject to this consent. The granting of this consent does not necessarily override any covenant. You should seek legal advice regarding the effect of any covenants that may affect the land.

*Reason: To avoid breaching the requirements of any covenant.*

END

## **14. APPLICATION TO EXTEND WESTERN LANDS LEASE 13301**

**REPORTING SECTION:** Planning and Regulatory Services  
**AUTHOR:** Matthew Goodwin - Director Planning & Regulatory Services  
**FILE NUMBER:** 145/09/02/01

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### **Summary:**

The Department of Lands has written to Council seeking providing an opportunity to comment on an application to extend a Western Lands Lease to enable direct access to a public road. It is recommended that Council respond by indicating that it has no objection to the proposal.

### **Discussion (including issues and background):**

In a letter dated 1 October 2008 (See Attachment A), the Department of Lands (DOL) sought Council's comments on an application by Lindsay and Heather Matson to add 450 square metres to Western Lands Lease 13301.

The existing lease is 1.76 hectares in area and located with the 'preserved' opal fields. The addition will enable direct access to the Woolaroo Road via an existing track and culvert that is located within the 450 square metre area being applied for.

The access was established in 2000 with the agreement of Walgett Shire Council (See Attachment B). The Matson's have provided copies of a receipt (35010) which shows that they also paid Council to construct the driveway.

Walgett Shire Council has an established policy regarding commercial land use on 'preserved' opal fields, as follows:

#### **Commercial land use on 'preserved' opal fields**

Walgett Shire Council:

14. Supports the granting of a Western Lands Lease or business licence over Crown Land for an established business that has been operating for a substantial period of time prior to July 2003 where:

- a) The area of the title sought is the same as the area where the business activities have been conducted for a substantial period, and;
- b) The business operator subsequently obtains development consent for their activities at the earliest opportunity.

*Note: A number of businesses located on the 'preserved' opal fields do not have development consent and have been operating for extended periods of time. Council supports the formalization of long established business activities. However, it will also take action to address any new business activities that commence without appropriate approvals.*

With regard to part a) of the policy, it is noted that the Spectrum Opal Mine business has been operating for many years prior to 2003. The Dig In outdoor dining business commenced in 2004 and initiated the use of the driveway in a commercial context. Although the proposal is not fully compliant with the principles required under part a), it is not unreasonable given that it will:

- Formalise an established physical access constructed by Council,
- The Western lands Lease is partially located within a "2. Village" zone,
- The area involved is quite small when considered in relation to the size of the existing lease (a 2.5% increase in area).
- There is unlikely to be any significant adverse impacts arising (for example on opal mining or neighbours).

In relation to part b) of the policy, the following development consents have been issued:

- DA 1982007 - Dwelling
- DA 2004010 - Outdoor dining business, alcohol sales, toilets and shade structures.
- DA 2006011 - Shed for dining & place of public entertainment (100 people).

The current driveway appears to be adequate for the low to moderate volumes of traffic that have used it. If a new Development Application is submitted that involves a likely significant increase in traffic volume, there may be a need to impose a condition of development consent requiring the upgrading of the driveway.

**Relevant Reference Documents:**

- Walgett Shire Council P & R - Opal Mining Related Policies, adopted 15 July 2008.
- Letter from Department of Lands to Walgett Shire Council dated 1 October 2008.

**Stakeholders:**

The public, opal miners, Walgett Shire Council, Department of Lands, Department of Primary Industries, Western Lands Lease holders and applicants.

**Financial Implications:**

Nil.

**Recommendations:**

**That Walgett Shire Council resolve to:**

- 1) Write to the Department of Lands and state that it has no objection to the application by Lindsay and Heather Matson to add 450 square metres to Western Lands Lease 13301 at Lightning Ridge.**

**Attachments:**

Attachment A – Letter from Dept of Lands

Attachment B – Letter from Walgett Shire Council regarding Access

ATTACHMENT A - LETTER FROM DEPT OF LANDS



**Walgett Shire  
Council**  
REC'D

**Department of Lands**  
*Land Administration & Management  
Property & Spatial Information*

02 OCT 2008

The General Manager  
Walgett Shire Council  
PO Box 31  
WALGETT NSW 2832

FILE: *182/09/190/00*  
*145/09/02/01*

45 Wingewarra Street, Dubbo NSW 2830  
PO Box 1840, Dubbo NSW 2830  
Phone (02) 6883 3000  
Fax (02) 6883 3099  
www.lands.nsw.gov.au

LETTER No: *6025*

REFER: *MPG*

Ref: WLL 13301

1 October 2008

**COPY:**

Attention Matt Goodwin

**Application for Addition to Western Lands Lease 13301**

The Department is currently considering an application by Lindsay and Heather Matson for the addition of part Permissive Occupancy 1985/19 for Occupation held by Walgett Shire Council (being Lot 7 DP 1063025) to Western Lands Lease 13301 for "Business Purposes (Underground Retail Opal Shop and Restaurant)" with the new boundary lines being as shown on diagram herewith.

The addition is to provide access to WLL 13301 from Woolaroo Road (proposed public road shown as Part Lot 1006 DP 1117849 in a plan of acquisition registered on the 20 November 2007). Apparently Walgett Shire Council had undertaken to provide Mr and Mrs Matson access when it surveyed the access road but failed to direct the surveyor to define it on the plan of survey.

Mr and Mrs Matson have advised this Department that Council is supportive of the addition of a small section of the Permissive Occupancy to the lease. However, no formal advice has been received in this Office.

Native title is not considered extinguished in this section of the Permissive Occupancy and the Department will have to prepare and lodge a non-claimant application on the applicant's behalf. Before a non claimant application can be lodged with the Federal Court however, the area to be added has to be surveyed.

Details of the proposal are as follows;

**Proposed Western Lands Lease**

**Applicant:** Lindsay and Heather Matson

**Land Description:** Lot 57 DP 705026 and Pt Lot 7 DP 1063025 (shown as part  
Lot 1001 DP 1117849 on the plan of acquisition)

**Area:** 1.762 Ha plus approx 450m<sup>2</sup>

**Purpose:** Business Purposes (Underground Retail Opal Shop and  
Restaurant)

**Term:** Perpetual

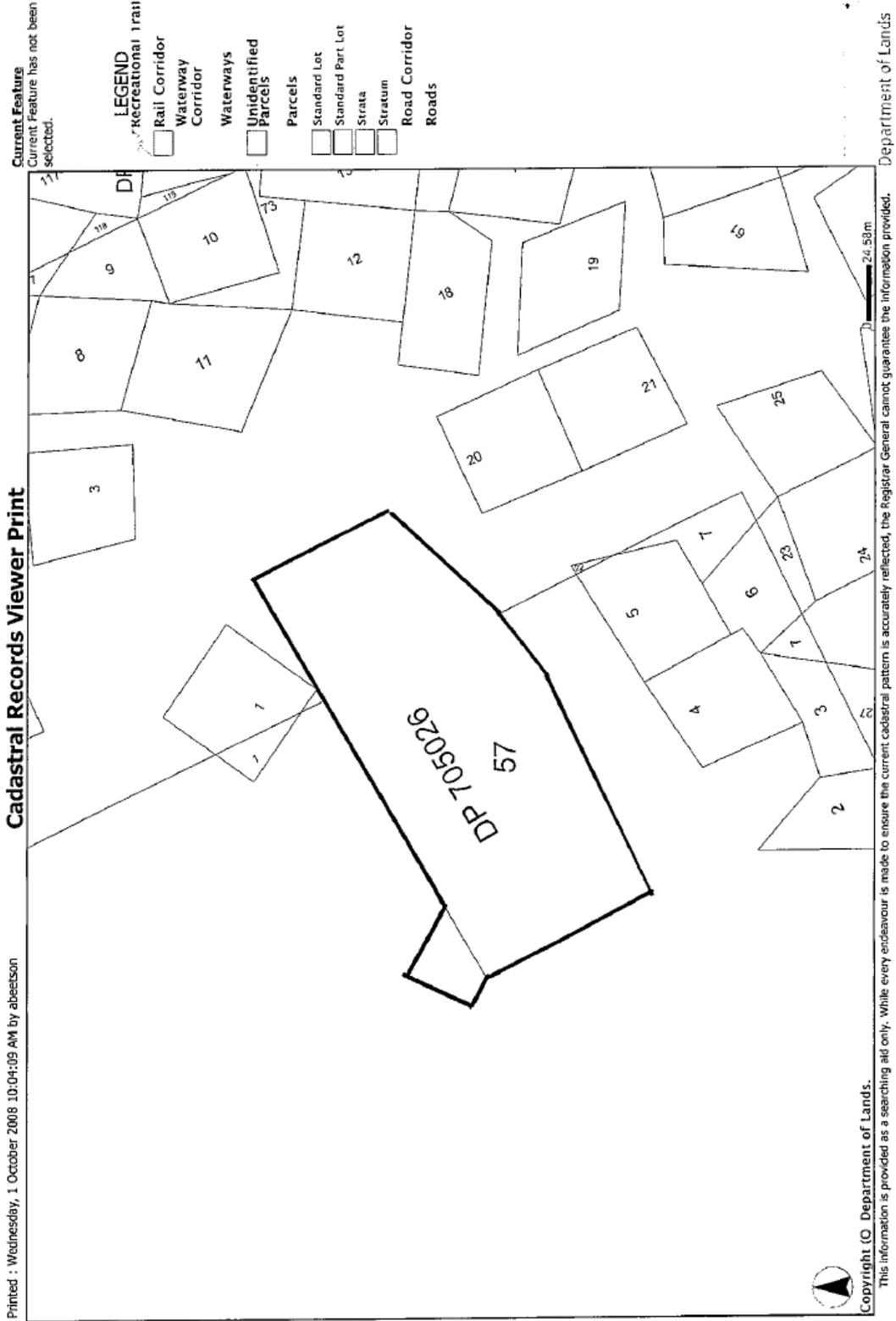
Please advise of any matters you wish to have considered in connection with this application. If a reply is not received within one (1) month of the date of this letter, your concurrence in the proposal will be assumed.

Yours faithfully

  
AMANDA BEETSON  
Team Leader - Disposals  
Western Region

1/10/2008

http://www.crvw/printPreview.htm





ATTACHMENT B - LETTER FROM WALGETT SHIRE COUNCIL REGARDING ACCESS

**The Council  
of the  
Shire of Walgett**



All communication to be  
addressed to the  
General Manager,  
P.O. Box 31, Walgett 2832  
Telephone: (02) 6828 1399  
Facsimile: (02) 6828 1608  
Email: admin@walgettshire.com

Reference CK:RR ASS/2014  
Your Reference  
Contact Mr. Chandra Kumar

28 February 2000

Mr. & Mrs. L. Matson  
P.O. Box 766  
LIGHTNING RIDGE NSW 2834

Dear Mr. & Mrs. Matson,

**Re: Access to Western Lands Lease No. 13301 from Gem Street**

Your letter of 31 January 2000 regarding the above matter refers.

Further to our joint inspection with you, we confirm the following points:

- The access shall be used for private purpose only;
- There must be adequate sight distance (50m) available on either side at the point of entry to Gem Street;
- 
- If you wish Council to carry out the construction of the driveway up to your boundary (4m wide), the cost will be \$1 900. If you are not a ratepayer, this amount has to be paid upfront.

If you have any queries, please discuss with Chandra Kumar.

Yours faithfully,



Matt McPadyen  
Acting Director of Engineering Services

For: General Manager

## **15. ROAD MAINTENANCE COUNCIL CONTRACT**

**REPORTING SECTION:** Rural Infrastructure & Support Services  
**AUTHOR:** Ian Taylor - Director Rural Infrastructure & Support Services  
**FILE NUMBER:** 783/10/00/04

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### **Summary:**

Council's contractual arrangements whereby work is undertaken for the NSW Roads and Traffic Authority on certain sections of the State Road Network changed on 1 October 2008. This report informs Council of the new Road Maintenance Council Contract that commenced on that date.

### **Discussion (including issues and background):**

Council's contractual arrangements whereby work is undertaken for the NSW Roads and Traffic Authority (RTA) on certain sections of the State Road Network changed on 1 October 2008. The former arrangement was the Single Invitation Maintenance Contract, generally referred to as "SIMC". After extensive industry consultation, the RTA has implemented a new contract, the Road Maintenance Council Contract (RMCC), which commenced on 1 October 2008.

The RMCC is for a term of four years with extensions to June 2016. Routine and Supplementary Works are paid at cost (including administration overheads) on a Fixed Upper Limit Basis. Ordered Works are paid on an agreed price quotation (with allowances for estimating error and reworking). The RTA will bear the risks associated with weather and have implemented a Principal Arranged Insurance system to cover public liability risks.

This report informs Council that it is now undertaking works under this contract.

### **Relevant Reference Documents:**

Roads and Traffic Authority of NSW - Road Maintenance Council Contract - 08.2601.1938 - Walgett Shire Council

### **Stakeholders:**

Walgett Shire Council  
Roads and Traffic Authority of NSW

### **Financial Implications:**

The RTA has committed to covering all legitimate costs associated with works under the contract. Council's current Management Plan indicates balanced income and expenditure for Routine Works of \$520,000 however the current Fixed Upper Limit for these works is actually \$714,000.

Ordered work was estimated at \$1,500,000, but is likely be closer to \$4,000,000 in 2008/2009. The difference relates to an emerging focus by the RTA upon rectifying major pavement deficiencies on the network and recommencing funding or periodic maintenance activities.

**Recommendations:**

- 1) That the commencement of the Road Maintenance Council Contract with the NSW Roads and traffic Authority on 1 October 2008 is noted.**

## **16. *TIMBER BRIDGE PARTNERSHIP PROGRAM***

**REPORTING SECTION:** Rural Infrastructure & Support Services  
**AUTHOR:** Ian Taylor - Director Rural Infrastructure & Support Services  
**FILE NUMBER:** 190/02/04/01

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### **Summary:**

NSW Roads and Traffic Authority invited further applications for funding under the Timber Bridge Partnership Program which has been extended to 30 June 2010. This report is for Council to note that applications have been submitted for Cumberland Creek Bridge, 26 Mile Warrambool Bridge, and Sparkes Warrambool Bridge.

### **Discussion (including issues and background):**

NSW Roads and Traffic Authority invited further applications for funding under the Timber Bridge Partnership Program which has been extended to 30 June 2010. Applications were requested by 17 October 2008.

Council has already received funding under this program for the replacement of Pian Creek Bridge on MR329 (Collarenebri - Burren Junction) and Castlereagh Bridge on MR333 (Walgett - Carinda). Pian Creek is complete and Casltereagh is programmed to be completed by June 2009.

This report is for Council to note that applications have now been submitted for the following bridges in priority order:

- Cumberland Creek Bridge on MR333 (Walgett - Carinda);
- 26 Mile Warrambool Bridge on MR402 (Walgett - Cumborah); and
- Sparkes Warrambool Bridge on MR402 (Walgett - Cumborah).

Cumberland Creek Bridge is currently subject to a 15 Tonne load limit, while the two bridges on MR402 are closed to traffic. All have adjacent side tracks for oversize vehicles. During periods of wet weather or flooding the roads become impassible to some or all traffic at these structures.

The grant applications, if successful would require Council to fund 50% of the cost of the project. Each structure would be replaced with a concrete or steel structure of two lanes meeting the current bridge design standards. No allowance has been made for augmenting the structures' waterway area.

### **Relevant Reference Documents:**

Nil

### **Stakeholders:**

Users of MR333 and MR402

**Financial Implications:**

The projects are proposed to be undertaken in 2009/2010. Council has sufficient allowance for Depreciation in 2009/2010 which could be allocated to these projects if necessary.

**Recommendations:**

- 1) That Council note the application for funding of replacement of Cumberland Creek Bridge, 26 Mile Warrambool Bridge, and Sparkes Warrambool Bridge under the Timber Bridge Partnership Program**