



**ATTACHMENT DOCUMENT
FOR
COUNCIL MEETING**

Tuesday 30 November 2021

PART A

Michael Urquhart
GENERAL MANAGER

AGENDA

- 1. Motor Vehicle Policy and Procedures*
- 2. First Quarter Operational Plan Status Report*
- 3. Investment Portfolio report from Imperium Markets*
- 4. Credit Card Policy and Procedure*
- 5. Development Application 2021/67 - Lot 20 and Lot 21 DP 263351, 14-16 Windlass Avenue, Lightning Ridge*
 - Change of Use*
 - Indicative Site Plan*
 - Site Plan*
 - Statement of Environmental Effects*
 - Submission Trail*
 - Development Assessment Report & Recommendation*



MOTOR VEHICLE USE POLICY

Approval Date: 27th April 2017
Review Date: April 2021
Responsible Officer: Chief Financial Officer

Policy Statement

Walgett Shire Council is responsible for the provision of motor vehicles to service the operational requirements of Council.

Objective

Walgett Shire Council provides motor vehicles for staff and Councilors use and recognizes that operational requirements and staffing arrangements of Council may vary from time to time.

To ensure that Council complies with the relevant industrial requirements and the Occupational Health and Safety Act 2011.

To establish procedures and guidelines for the provision of motor vehicles recognizing that operational requirements and staffing arrangements of Council may vary from time to time.

To ensure that the economic, environmental and social implications of purchasing a motor vehicle are considered during the procurement process.

To recognize that Council has a duty of care to provide a safe system of work including the obligation to maintain plant and systems of work that are safe and minimize the risk of harm.

Council Policy Reference

Motor Vehicle Policy

Statutory Requirements

[Local Government Act 1993](#)

Local Government (General) Regulation 2021

[Occupational Health and Safety Act 2011](#)

Related Policy/Procedures

GOV – Code of Conduct

NVR – Conditions of employment policy and procedures

Application

This policy and procedure applies to all Council staff that use and administer the use of Council motor vehicles.

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Motor Vehicles

Statement

Vehicle selection, private use arrangements, and the Motor Vehicle Policy and Procedure as amended from time to time are based upon the operational needs of the organisation and cost benefit to the Council.

Where vehicles are subject to a private use arrangement, they are not provided to a specification designed to meet the private use requirement of the employee. However, employees can request optional equipment to be fitted to the vehicle at their own expense. (Refer to Section 7 - Employee Funded Optional Equipment)

The provision of a vehicle for private use is to be considered a benefit, and Walgett Shire Council reserves the right to rescind its decision to provide a vehicle, vary the type of vehicle to be provided, vary the contribution rates, and vary the Motor Vehicle Procedures at any time, to ensure the interests of Council are being met.

The Local Government (State) Award 2017 and other contracts of employment may make certain provisions in relation to the provision of “lease-back” motor vehicles. The termination or variation of a motor vehicle leaseback agreement is subject to these conditions to the extent that they are applicable.

1. Delegation of Authority

The General Manager, under Delegated Authority, is to manage the purchase and changeover of Council's vehicles as provided for annually in the adopted budget and in accordance with this policy/procedure document.

2. Administration of the Motor Vehicle Procedures

The Director Engineering/Technical Services and Fleet Manager is to be accountable to the General Manager for the overall management of the Motor Vehicle fleet.

3. Review of Procedures

The Policy/Procedures will be reviewed every two years or at such other time as is necessary, by the Chief Financial Officer and any recommendations will be submitted to the General Manager.

4. Vehicle Categories

Vehicle selection shall be based upon suitability for the operational needs of Council, inclusive of the most beneficial whole of life costing in an effort to promote efficiency within fleet operations.

5. Vehicle Maintenance

- I. Council's Workshop shall be responsible for ensuring that all vehicles are serviced and maintained.
- II. All vehicles are to be serviced according to manufacturer's specifications, and it is the responsibility of the employee to ensure vehicles are booked in with the Workshop no less than one (1) week prior to service falling due;
- III. All vehicle defects are to be reported to the Workshop via the formal '~~Vehicle Log Book Plant Daily Inspection Fault Report~~', and verbally by telephone or radio to the Workshop Foreman. ~~Vehicle Log Book Plant Daily Inspection~~ books will be distributed at the time of vehicle issue, with additional books being available from the Workshop.
- IV. Council shall pay all registration and insurance costs. All vehicles remain the property of the Council.

6. Vehicle Replacement

- I. Vehicles shall be replaced at a time considered appropriate by the Director of Engineering/Technical Services in consultation with the Fleet Manager to provide the optimum benefit to Council. Employees with private use of motor vehicles need to be aware that vehicle replacement is not based on any set criteria in relation to time or kilometres travelled.
- II. All vehicle changeovers are to be completed by the Fleet Manager using the *Vehicle Issue & Return Form* (Annexure B). The Fleet Manager will subsequently issue vehicles to the relevant employee.
- III. All vehicles returned to Fleet Manager for disposal will be assessed and prepared to a condition that is considered to attain the best financial outcome for Council.
- IV. No vehicle colour preference will be given to employees. Colours, other than white, shall be selected at the discretion of the Director of Engineering/Technical Service by recommendation to the General Manger.
- V. Where a position is vacated for which a vehicle was provided, the relevant division Director shall review the need for such vehicle and is to ensure in consultation with the Director of Engineering/Technical Services, that any future vehicle provided is in accordance with the procedures and meets Council's operational requirements.

7. Employee Funded Optional Equipment

The following are fitted to Council vehicles as standard equipment:

1. Sedans and Wagons
 - (a) Air Conditioning
 - (b) Seat Covers
 - (c) Floor Mats
 - (d) Headlight Protectors (Glass headlight lenses only)

- (e) Mudflaps
 - (f) Cruise Control
 - (g) Fire Extinguisher
 - (h) First Aid ~~Kit-Unit~~
 - (i) 'ABS' Braking System
 - (j) Driver & Passenger Air Bag Systems
 - (k) Bull Bar (to be approved by the Director of Engineering/Technical)
 - (l) Driving Lights (to be approved by the Director of Engineering/Technical Services)
 - (m) Tow Bar
2. Utilities and 4WD's
- (a) Air Conditioning
 - (b) Seat Covers
 - (c) Floor Mats
 - (d) Fire Extinguisher
 - (e) First Aid Kit
 - (f) Headlight Protectors (Glass headlight lenses only)
 - (g) Mudflaps
 - (h) Cruise Control (where available)
 - (i) 'ABS' Braking System (where available)
 - (j) Driver & Passenger Air Bag Systems (where available)
 - (k) Bull Bar (to be approved by the Director of Engineering/Technical Services)
 - (l) Driving Lights (to be approved by the Director of Engineering/Technical Services)
 - (m) Tow Bar
 - (n) Bonnet Protector Strip (where available)
 - (o) Cargo Net (Utilities Only)

Selected optional extras may be fitted to vehicles leased under Type A ~~and B~~ (Refer to 12 - *Vehicle Leaseback*), initially at the employee's own expense where such item is not standard specification, and subject always to approval from the General Manager.

Employee funded options may (where practical) be transferred or replaced at time of vehicle changeover at Council's expense. Council will not reimburse employees for the purchase of optional extras. All equipment transfers are to be completed by persons approved by the Fleet Manager.

Roof racks may not be fitted or used on Council vehicles unless approved by the General Manager. Approved type racks will be fitted to type A ~~and type B~~ leased vehicles at full cost to the employee. Any damage caused to a vehicle by use of non-approved roof racks will be payable by the employee at the full cost of the repair.

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Where an employee ceases for any reason to participate in the Leaseback Scheme, no cash allowance will be made for employee funded options under any circumstances.

Employee funded options may be paid via payroll deductions over a period agreed by the General Manager.

Property damage to third parties caused by employee owned boats, trailers, and caravans etc, whilst being towed by Council vehicles, will be covered by Council's Motor Vehicle Insurance. However, damage to the trailer, caravan or boat itself is not covered. An employee involved in an accident whilst towing an unregistered trailer or caravan etc. may be liable for any unrecoverable costs associated with the accident.

8. Vehicle Usage

The following rules shall apply to the vehicle usage:

- I. The employee assigned to a Council vehicle shall be responsible for ensuring proper and adequate care, usage and maintenance of the vehicle as explained when the vehicle has been issued, including garaging/off street parking where practicable, regular cleaning both internal/external and ensuring regular checks (as per the manufacturers handbook) of running items including:
 - 1) Fuel Level
 - 2) Engine oil level
 - 3) Engine coolant level
 - 4) Transmission oil level (Automatic only)
 - 5) Brake fluid level
 - 6) Tyres including spare tyre
 - 7) Lights
 - 8) Windscreen washers/wipers
 - 9) General roadworthiness of vehicle
- II. The employee assigned to a Council vehicle shall ensure that log books are accurately completed in accordance with Australian Taxation Office Guidelines where issued or directed by the Fleet Support Services Section.
- III. All vehicles are to be cleaned, serviced, and repaired as per Section 5 - *Vehicle Maintenance*, and at all times in accordance with the manufacturer's handbook. All vehicles are to be polished at least once every year, all cleaning and regular checks of the vehicle vehicles subject to Type A, B, and C Leases shall take place on the employee's time.
- IV. Cleanliness and general care of vehicles will be monitored by the Workshop Foreman at regular intervals and any breach shall be brought to the attention of the Fleet Manager, action will be at the discretion of the relevant Department Director, departmental Division. Animals (i.e. pet dogs/cats) are not to be allowed to come into direct contact with the vehicles passenger compartment and must be transported in accordance with RTA guidelines.
- V. Type A, B and C lease vehicles use may be driven by the assigned employee's spouse or defacto spouse. Immediate family members or other licensed drivers may drive the vehicle only if specifically approved by the General Manager.

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WSC – Policy/Procedures – Motor Vehicle

- VI. Type D, D1, E, and F vehicle usage allows employees to pick up and drop off members of their work gang, if the Supervisor for the employee has given their prior approval.
- VII. Type D, D1, E and F vehicle usage shall be limited to the participating employee only.
- VIII. No person other than those specified above shall be permitted to drive the vehicle, except in an emergency. The full insurance excess is payable by unauthorised persons involved in an accident.
- IX. Non employees may travel as passengers in Council Vehicles if such travel is for work related purposes. Passenger travel in Council vehicles for non work related purposes is not permitted without prior approval of the relevant General Manager, except in an emergency or if the driver has a Type A, ~~B, or C~~ Lease.
- Note: Where contractors are engaged by Council to undertake works or services, staff are not obligated to provide transport of any form for the contractor unless it is specifically included in the written conditions of engagement.
- X. Any warning lights (eg flashing or rotating lights whether operational or not) if practical, shall be removed before the participating employee's spouse or other authorized driver operates the vehicle.
- XI. Vehicles are to be brought onto the job every working day except for lease Type A ~~and B~~ participants when on leave, and shall be available for official use as required by any employee of Council when not required for official use by the participating employee. Use of Council vehicles is restricted to private use and Council use only. Under no circumstances shall Council vehicles be used for other purposes eg. for personal commercial gain.
- XII. All employees who are required to drive Council vehicles must hold a current drivers license issued by, or approved by, the New South Wales (NSW) Roads and Maritime Services (RMS) (outside of employee probationary period). Staff who require a license to carry out their work and who have their license cancelled either fully or partially, shall immediately notify their supervisor. Failure to notify will be considered a serious misdemeanour, which may result in suspension or termination of employment.—Upon notification of license cancellation or suspension, the employee's employment status will be reviewed and any rights to the use of a Council vehicle shall be terminated.
- XIII. Unacceptable Uses:
1. Smoking is not permitted in or on any Council vehicles or equipment.
 2. The vehicle may not compete in any car rally or competition, or be used for commercial purposes or otherwise contrary to the terms of Council's motor vehicle insurance policy.
 3. The employee or other authorized driver must not willfully or recklessly misuse or mistreat the motor vehicle.
 4. The employee must not do anything that might result in any insurance on or relating to the vehicle becoming void or which might increase the premium on any policy. If any insurance excess charge or other charge increases are incurred as a result of the use to which the vehicle is put by the employee, the employee may be required to pay the additional amount.

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- VIII. An employee convicted of drink driving in association with an accident will be liable for all costs associated with the repair of such vehicle/vehicles.
- IX. All employees involved in motor vehicle accidents shall complete an 'Insurance claim form' (regardless of the extent of the damage), all accidents and incidents are also to be recorded using an 'Accident / Incident Report Form'. All accidents shall be investigated by the Work Health Safety Officer to assist with accident prevention strategies.
- X. Vehicles leased under Type A ~~and B~~ leases are not required to display Council's insignia, except when on official business. All other vehicles are to display Council's insignia at all times.
- XI. Private use of Council vehicles shall be limited to vehicles of less than 3,500kg GVM. No leases of any type will be offered for plant or other vehicles.
- XII. Type A, ~~B and C~~ private use will be restricted to periods of leave (i.e. maternity, sick, annual, long service, workers compensation etc) that are less than 4 weeks duration. Employees who have extended leave applications approved by the General Manager will have leaseback payments suspended when the leased vehicle is not available for private use. In cases of exceptional personal hardship the General Manager may approve an extension in excess of 4 weeks, and this will be reassessed on a week by week basis. If an employee is absent from work on unpaid leave for one week or longer, the vehicle must be returned to Pool Car Cage for the period of absence.
- XI. Any toll charges, traffic infringements (including parking fines), or other costs arising as a consequence of tolling or traffic offences, will be the responsibility of the normal driver of the vehicle by default when the vehicle has not been allocated to another Council employee via a completed vehicle issue form. Any legal action resulting from a traffic offence will result in a review of the employee's entitlement to private or commuter use of a Council vehicle and may result in suspension or withdrawal of the entitlement. All costs associated with any such legal action will be the responsibility of the employee.

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9. Fuel

All Council vehicles shall be fuelled using a fuel card system or from Council's store. ~~Vehicles on a Type B Lease shall be refueled at the lessee's expense outside Walgett Shire when travelling for private use. Each vehicle will be issued with a fuel card specific to that particular vehicle, and upon vehicle replacement a new fuel card shall be issued and the old card cancelled and destroyed. Each employee will be required to give an accurate odometer reading when refuelling.~~

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Any person found abusing the fuel card system will be subject to disciplinary procedures and may be removed from any vehicle scheme privileges by the General Manager.

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10. Pool Vehicles

All vehicles can be requisitioned for short term use, subject to vehicle availability. Staff should make arrangements directly with the employee to whom the vehicle is assigned for intra-day use. For overnight use, a written request for vehicle use should be sent to the ~~Fleet Manager Support Services Officer~~ or other delegate of the Director Engineering/Technical Service. A *Short Term Vehicle Use Form* (Annexure D) must be completed before the vehicle is issued. ~~If a staff member's vehicle has been~~

requisitioned by another staff member and that requisition is approved by Council then council will direct the first staff member to give up use of the vehicle for the approved requisition period. Another vehicle will be allocated to the first staff member.

Council may direct that a vehicle, referred to as a Shared Vehicle, and currently used by any employee will be given to another employee to use, for the period of time notified in a Shared Vehicle Requisition Notice. If so the first mentioned employee will make the Shared Vehicle available at the time and place referred to in the Vehicle Requisition Notice. Another vehicle will be allocated by Council to the first mentioned employee.

11. Roadside Service

NRMA membership or equivalent roadside service will be provided for all vehicles under Type A ~~and B~~ leases.

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12. Vehicle Leaseback

Staff shall be admitted to the scheme by invitation only and subject to the General Manager's approval.

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Short term Type A, ~~B and C~~ Leases (eg. Annual leave periods) will not be offered.

The changing of a category of a lease Type A, ~~B or C~~ by an employee is at the General Manager's discretion and may only be changed once in every twelve months.

ii) Full Private Use Lease Type A – Full unrestricted business and private use (excluding private commercial use) of a Council supplied motor vehicle, 24 hours per day, 7 days per week within Australia, including all fuel and maintenance costs. Council will pay any Fringe Benefits Tax associated with the private use of this vehicle.

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iii) Restricted Private Use Lease Type B – Private use of a council supplied motor vehicle. ~~Vehicle must be fully fueled when leaving the shire area for private use and then be fully re fueled on return to shire area. i.e. The employee must meet the cost of all fuel used when the vehicle is taken outside the Shire on private use.~~

iv) Commuter Use Lease Type C – Private use restricted to travel to and from work locations in towns within the shire.

iv) Take Home Use Agreement Type D – ~~The employee is given use of a motor vehicle, which is provided for the position that the employee holds, for the purpose of travelling from the employee's home to Council's work place, and vice versa. The motor vehicle shall not be used for any other purpose, and shall be available at all times for Council use (including weekends and RDO's). Private usage of such vehicles is strictly prohibited for any purposes other than (a) approved journeys to and from home/work and (b) non-work related use that is minor, infrequent and irregular during approved meal breaks within a 20 kilometre radius of the applicable Walgett Shire Council works depot. Where the vehicle is a panel van, utility, or other commercial vehicle, such use must meet the eligibility criteria for Fringe Benefits Tax exemption issued by the Australian Taxation Office. Only Council employees or persons authorised by the~~

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~~General Manager shall travel in the vehicle and employees must be dressed in Council work uniform whilst travelling in the vehicle.~~

- v) **Take Home Use Agreement Type D1** – The employee is given use of a motor vehicle, which is provided for the position that the employee holds, for the purpose of travelling from the employee's home to Council's work place, and ~~vice versa~~. The motor vehicle will not be used for any other purpose, and shall be available at all times for Council use (including weekends and RDO's). Private usage of such vehicles is strictly prohibited for any purposes other than approved journeys to and from home/work or during approved meal breaks. The private use during approved meal breaks shall not exceed 1000 km in each FBT year covering the period 1 April to 31 March. Where the vehicle is a panel van, utility, or other commercial vehicle, such use must meet the eligibility criteria for Fringe Benefits Tax limited private use exemption issued by the Australian Taxation Office. Only Council employees or persons authorised by the General Manager shall travel in the vehicle. A Type D1 lease shall incur a charge as set out in the Contribution Rates (Annexure A).

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- vi) **On Call Take Home Use Agreement Type E** – The employee is given use of a Council supplied motor vehicle for the purpose of travelling from the employees home to Council's work place, and ~~vice versa~~ whilst on call. The motor vehicle will not be used for any other purpose, and shall be available at all times for Council use (including weekends and RDO's). Private usage of such vehicles is strictly prohibited for any purposes other than (a) approved journeys to and from home/work and (b) non-work related use that is *minor, infrequent and irregular* during approved meal breaks within a 20 kilometre radius of the applicable Walgett Shire Council works depot. The private use during approved meal breaks shall not exceed 1000 km in each FBT year covering the period 1 April to 31 March Where the vehicle is a panel van, utility, or other commercial vehicle, such use must meet the eligibility criteria for Fringe Benefits Tax exemption issued by the Australian Taxation Office. Where the vehicle is a panel van, utility, or other commercial vehicle, such use must meet the eligibility criteria for Fringe Benefits Tax exemption issued by the Australian Taxation Office. Only Council employees or persons authorised by the General Manager shall travel in the vehicle and employees must be dressed in Council issued work uniform whilst travelling in the vehicle.

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- vii) **Short Term Take Home Use Agreement Type F** – A vehicle will be assigned on a short term basis not exceeding two (2) weeks, to an employee who is required to have take home use of a motor vehicle, at the specific request of his or her supervisor eg short term traffic control, On Call Duty Officers etc. As a minimum, all conditions of Agreement Type D shall apply.

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~~Lease types C, D, E and F private use terms may be amended for periods not exceeding seven (7) days by written authorisation of the General Manager.~~

Termination of Agreements - The General Manager shall retain the right to terminate such agreement by giving the employee written notice as specified in this policy. The grounds for termination shall be as deemed reasonable by the General Manager at the time, eg economics, unsatisfactory employee service, corporate restructure, abuse of

car scheme privileges etc. Employees may terminate the agreement upon fourteen (14) days' notice in writing. Employees are not obliged to enter into a lease agreement.

13. Contribution Rates

Refer to Contribution Rates (*Annexure A*)

The relevant fees will be collected fortnightly via payroll or on resignation dismissal/restriction deduction in accordance with Council's pay periods. Fees will be reviewed annually at the commencement of each financial year.

14. Declarations

The Australian Taxation Office requires declarations to be made by employees in certain circumstances for compliance with Fringe Benefits Tax Law. If as a result of providing a vehicle to an employee a declaration is required that employee must complete the relevant declaration supplied by Council.

15. Termination of Employment

- I. Employees who resign or are being dismissed from Council are required to obtain a Vehicle Clearance from the Fleet Manager.
- II. Any outstanding charges arising from the use of a Council vehicle by the employee at the date of termination shall remain payable by the employee.
- III. Any use entitlements of the employee shall end at the date of termination of employment.

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Annexure “A”**Contribution Rates**

The General Manager’s and Directors vehicle lease back is included in their employment contract and is not included in the following table.

The following rate/percentage applies to the “Base Value of the Leased Motor Vehicle”, divided by 52 to arrive at a weekly lease fee. rates per week shall apply for each vehicle category and level of use:

	VEHICLE DESCRIPTION	TYPE A Post Tax Pre-Tax	TYPE B Post-Tax	TYPE C Pre-Tax	TYPE D1 Post Tax
Class 1	Mid range specification 6-cylinder 4x2 sedan or wagon; or 4 or 5 cylinder turbo diesel dual range transmission 4x4 wagon	10% of motor vehicle base value \$95	N/A	N/A	N/A
Class 2	Base model specification 6 cylinder 4x2 sedan or wagon; or Class 3 vehicle with unloaded mass > 1,600kg	10% of motor vehicle base value \$75	\$75	\$80	N/A
Class 3	Base model specification 4 cylinder sedan, hatchback or wagon: 4x2 or 4x4 single range transmission sedan or wagon with unloaded mass < 1,601kg	10% of motor vehicle base value \$60	\$60	\$80	N/A
Class 4	Commercial or other operationally specific vehicle with GVM < 3,500kg	10% of motor vehicle base value N/A	\$30	N/A	\$30

Notes:

N/A: Not Available.

Type A, B, C & D1 includes a fee – refer to Annexure “A”

Type D, E and F vehicle usage does not incur a fee.

During the transition of the fleet from existing vehicles to those purchased in accordance with AFM – Purchasing Criteria for Motor Vehicles Less Than 5,000kg GVM, the above class descriptions shall

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~~apply (approximately until June 2011). Once the entire fleet has been converted, the Class descriptions will be reviewed. Rates applied to each vehicle Class and lease Type shall reflect the portion of costs associated with all vehicles currently in that Class and Type.~~

Annexure "B"

Vehicle Issue & Return Form

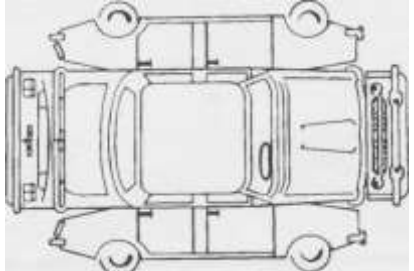
Department: _____

Additional Vehicle ☐ No ☐ Yes (go to Section Two)

Section One

Item to be replaced: _____ Plant No: _____

Existing damage: ☐ No ☐ Yes (please show on diagram)

	Description
--	-------------

Section Two

Vehicle type: ☐ Sedan ☐ Wagon ☐ Utility
☐ 2wd ☐ 4wd

Engine type: ☐ Petrol ☐ Diesel ☐ Turbo (diesel only)

Transmission: ☐ Manual ☐ Automatic

Configuration (utilities): ☐ Canopy ☐ Tonneau ☐ Table Top ☐ Tipper

Communications: VHF UHF Mobile Phone

Call sign: _____ Number: _____

Standard Options	Passenger	Commercial
Towbar	Cruise Control	Ute Liner
Floor Mats	First aid kit	First Aid Kit
Headlight Covers	Insect Screen for Radiator	Insect Screen
Bonnet Protector	Beacon	Beacon
Seat Covers		Cargo Net
Fire extinguisher		

Other: (please list) _____

Attach to

memo for approval by the General Manager

Signed: On delivery: _____ Date _____

On return: _____ Date _____

Annexure “C”



WALGETT SHIRE COUNCIL VEHICLE LEASE AGREEMENT

EMPLOYEE NAME	
EMPLOYEE NUMBER	
POSITION	

I agree to abide by the terms and conditions for use of a Council provided motor vehicle, as set out in the Walgett Shire Council Motor Vehicle Policy as amended from time to time.

The lease type offered and accepted by me is _____ and I agree to the lease contribution rate (Annexure “A”) applicable being deducted from my salary on a fortnightly basis.

I accept that the vehicle issued to me at this time is:-

PLANT NUMBER	
VEHICLE MAKE	
VEHICLE MODEL	
BODY TYPE	

and is in as new condition or as stated on Annexure “B”.

This agreement is amendable by the Vehicle Issue and Return Form (Annexure “B”).

The nominated address for overnight garaging of the motor vehicle supplied is:

--

Signed by Employee: _____

Signed by Department Director: _____

Signed by General Manager: _____

Date: _____

To be placed on the employee's personal file and a copy provided to Fleet Manager

Annexure “D”



**WALGETT SHIRE COUNCIL SHORT TERM VEHICLE USE FORM
(For Periods of up to 10 Days)**

Driver _____ Cost Code _____

Destination _____ Vehicle Assigned _____

Pick up: ____/____/____ am/pm Return: ____/____/____ am/pm

—Odometer (pickup) _____

—Odometer (return) _____ Total Km. Travelled _____

Non Work Related Passengers (Prior approval required)

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BEFORE RELEASING VEHICLE

Valid Drivers Licence	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fuel Card	<input type="checkbox"/> Yes	<input type="checkbox"/> No
E-Tag Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Vehicle Clean	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Daily Inspection Completed	<input type="checkbox"/> Yes	<input type="checkbox"/> No

UPON VEHICLE RETURN

Keys Returned	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Vehicle Refuelled	<input type="checkbox"/> Yes	<input type="checkbox"/> No	(Fuel in tank _____)
E-Tag Returned	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Vehicle Log Book completed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Vehicle Clean	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Inspected by: _____ Signature: _____

Driver Responsibility Statement

It is the driver's responsibility to read and understand all policies concerning the use of Council Motor Vehicles.

It is the responsibility of the driver to return the vehicle clean and with a full tank of fuel. The supplied fuel card is for the purchase of Diesel or Unleaded petrol only. All fuel receipts require a speedometer reading and to be signed by the driver. Fuel shall only be purchased for use in the designated Council Vehicle. I have read the above statement and agree to comply with Walgett Shire Council's Motor Vehicle Policies.

Driver Signature: _____ Date: _____

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Procedure Review History

Date	Changes Made	Approved By
13 Nov 2008	Procedure Developed	Ray Kent - General Manager
26 May 2009	Presented to Council Meeting May 2009 changes relating to log book requirements, passenger travel, contract travel and other minor changes	CM 167/09
28 April 2017	Reviewed – presented to the Council Meeting – 28.04.17 and adopted.	Don Ramsland – GM

Community

GOAL: Develop a connected, informed, resilient and inviting community

CSP REF	STRATEGY	ACTION	RESPONIBILITY	STATUS 30 th September 2021
1.1.1	Support and initiate a range of local activities and projects that build community connections for all age sectors	Develop a community consultation framework Provide Sec 356 Donations and subsidies Develop projects in conjunction with community organisations	GM	Ongoing Council supports for a range of community activities including but not limited to, special/sporting events, cultural initiatives. Council has a productive relationship with agencies eg: WAMS (MOU) Funding provided by Council for various community events. Listed for determination in December 2021. As and when required
1.1.2	Provide vibrant and welcoming town centres, streets and meeting places	Liaise with volunteers and other community groups to assist in maintenance of parks and gardens	DETS	Flowers supplied by volunteer organisation for flower beds at Trevallion Park Walgett. New plantings across communities
1.1.3	Embellish our community with parks, paths, cycleways, facilities, and meeting places	Implement the active transport plan Progressively review and upgrade community halls and swimming pools	DETS GM	Underway with Stronger Country Communities grants and Council revenue funds and Transport for NSW Grants.
1.1.4	Respect the heritage of the region and highlight and enhance our unique characteristics	Continue to implement the recommendations of Council's heritage advisor	DES	Staff continues to work with Council's Heritage Advisor. Applications for Council's annual Local Heritage Grants closed on 28 August 2021, and at the October Council Meeting, Council resolved to disperse \$13,900 from the Walgett Shire Council Local Heritage Fund 2021-2022 in accordance with the recommendations of Council's Heritage Advisor for 5 grants.
1.1.5	Support, encourage and celebrate community participation and volunteerism	Creation and promotion of volunteer opportunities	GM	Volunteers used as and when required. Council governed by employment legislation, the award, & WH&S and other requirements for volunteers. In accordance with volunteer policy. Volunteers program in progress Lightning Ridge VIC.
1.1.6	Work with other agencies and service providers to deliver community programmes, services and facilities which complement and enhance Council's service provision	Identify gaps in service delivery	EDO	Continuing with inter-agency group.

GOAL: A safe, active and healthy Shire

CSP REF	STRATEGY	ACTION	RESPONIBILITY	STATUS 30 th September 2021
1.2.1	Partner with health agencies and community organisations in promoting healthy lifestyles and better health outcomes	Engage with local sporting associations and peak sporting bodies	CSM	On-going engagement with local agencies and contribution to healthy programs. Partnership with PCYC underway / ongoing relationships with State sporting bodies.
1.2.2	Support agencies and local organisations to address the availability of emergency services, affordable housing, disability and aged services and employment for people with disabilities	Consultation process for engaging with marginalised sections of community developed	CSM	Continuing to support agencies

1.2.3		Enhanced wellbeing options provided for disadvantaged and marginalised community members		Regular opportunities through community events to refer/ support marginalized groups
	Work with key partners and the community to lobby for adequate health services in our region	Identify gaps in service delivery	DES	Promotion of development of health services within the shire. Communicating with community partners. Driven through Interagency groups in which Council facilitates and supports. Council recently issued development consent for new RARMS in Collarenebri.
1.2.4	Provide, maintain and develop children's play and recreational facilities that encourage active participation	Operate youth centres and vacation care programs	CSM	Fully operational. Soon to be relocation of Walgett and Lightning Ridge centers
1.2.5	Provide, maintain and develop passive recreational facilities and parklands to encourage greater utilisation and active participation	Maintain all parks and gardens including playground equipment and progressively upgrade shade shelters	DETS	Underway. New playground equipment for parks underway with grant programs. New facilities in Lightning Ridge/ Walgett : recreational and relaxation options
1.2.6	Partner with police, community organisations and the community to address crime, anti-social behaviour and maintain community safety	Partner with all combat emergency services and emergency support services	GM GM	GM Chairs the LEMC with stakeholder representation from Police, SES Ambulance, Fire services & other agencies as required. Exercise are conducted to ensure readiness in emergency events including natural disasters eg; floods Council partnering with Agencies during Covid 19 pandemic..
		Install and maintain cctv systems across the Shire		Mobile CCTV operational across the shire. Able to relocate for specific events. CCTV installed in Walgett Lightning Ridge, and Collarenebri depots.
	Provide effective regulatory, compliance and enforcement services for the community	Carry out food premises inspections to ensure compliance with the Food Act	DES	Food Inspections carried out annually and reported to the Food Authority as required.
		Target number of premises audited for fire safety compliance Undertake impounding of animals and registrations Inspections of Swimming Pools for compliance Provide management and investigation of dog attacks and dangerous dog declarations Orders to be issued or served where necessary		Staff working with a number of high risk premises in relation to fire safety. Providing opportunities for businesses to learn about and upgrade their fire safety services. Council's Ranger continues to actively work with and caring for impounded animals as required. Thorough investigations of dog attacks and action taken as required. The issue of a Construction Certificate for construction of a new pound facility on Bate Street in Walgett is currently underway. Orders issued as necessary and as appropriate and followed up to ensure compliance. Swimming Pool compliance program currently under development, and will be implemented in the first quarter of 2022. Educating owners of premises about compliance matters.
1.2.8	Provide and maintain accessible quality sport and recreation facilities that encourage participation	Maintain swimming pools and bore baths facilities and the surrounds	DETS	Ongoing upgrade of swimming pool facilities. New foot valve and pump for Walgett pool, new multipurpose centre Lightning Ridge

GOAL: A diverse and creative culture

CSP REF	STRATEGY	ACTION	RESPONIBILITY	STATUS 30th September 2021
1.3.1	Provide enhanced and innovative library services that encourage lifelong learning	Continue yearly membership of Outback Arts Support Arts Program Increase use of library as a community space	CSM	Complete for 21/22 Annual contribution - Complete Ongoing and soon to be updated New programs in place with increased numbers.
1.3.2	Work with the community and other agencies to develop major cultural and community events	Work with agencies to encourage events for the Shire Apply for grants for cultural events	EDO	Continuing
1.3.3	Work in collaboration with agencies and community groups to address existing and emerging issues specific to the Aboriginal and ageing communities	Implement the Aboriginal Reconciliation Plan Undertake Aboriginal Projects Develop an ageing strategy	CSM	Ongoing Ongoing and liaising with community representatives about further projects and support systems In progress
1.3.4	Support the development of programs which offer alternative education programs and opportunities that meet the needs of specific community sectors	Establish programs for cadetships/traineeships Advocate for the improvement of secondary school educational outcomes across the Shire	GM GM	Council has a strategy in place to support cadetships & traineeships. Ongoing

Economic Development

GOAL: An attractive environment for business, tourism and industry

CSP REF	STRATEGY	ACTION	RESPONSIBILITY	STATUS 30th September 2021
2.1.1	Implement tools to simplify development processes and encourage quality commercial, industrial and residential development	Advocate for the development of the Australian Opal Centre	GM	Advocacy a success with grants made available across a wide range of activities.
		Ensure that building certification and inspections are carried out as per National Construction and the requirements of the Building Professionals Board	DES	Building Surveyors continually act within the conditions of their Accreditation.
2.1.2	Develop the skills of businesses to maximize utilization of new technologies and the emerging broadband and telecommunications networks	Develop and implement an Economic Development Strategy Lobby for improved mobile phone coverage across the shire Implement an Economic Incentive Scheme	EDO EDO EDO	Application lodged with Black Spot program. Incentive policy under development
2.1.3	Lobby the Government to address needed infrastructure and services to match business and industry development in the region (education, transport and health)	Continue to lobby the Government for funding for transport infrastructure	GM	Significant transport grants received and projects undertaken. Support for regional transport study.
2.1.4	Promote the Walgett Shire to business and industry and increase recognition of the area's strategic advantages	Develop business development prospects in collaboration with various government agencies	EDO	Continuing. Economic initiative for Collarenebri underway
2.1.5	Provision of caravan support facilities throughout the Shire	Maintain and expand facilities of the 'RV Friendly'	VIC	Council investigating caravan park for Walgett.

GOAL: Employment opportunities that supports local industries

CSP REF	STRATEGY	ACTION	RESPONSIBILITY	STATUS 30th September 2020
2.2.1	Identify partnerships and innovative funding approaches to provide for new and upgraded infrastructure for event hosting and tourism expansion	Continue to apply for grants for a new information centres for Lightning Ridge and Walgett	GM	Application lodged for Lightning Ridge centre upgrade. DA approved.
2.2.2	Provide land use planning that facilitates employment creation	Monitor and review Council's Local Environment Plan	DES	Ongoing. Council's Walgett Local Environmental Plan 2013 (WLEP) is currently under review to promote its ease of use by cutting red-tape, and to identify more development types to undertake without formal consent.
2.2.3	Support and encourage existing business and industry to develop and grow	Maintain a sufficient supply of residential, lifestyle, agriculture, commercial and industrial zoned land	DES	LEP 2013 currently under review. Walgett Rural Residential Strategy adopted in principle for public participation Nov 2018.
2.2.4	Develop and implement an economic development strategy which identifies potential projects and/or industries that build on the Shire's attributes and/or natural resources	Provide consultation with potential new business operators and pre-development application assistance	EDO	Continuing
2.2.5	Encourage and support youth employment initiatives	Promote the school to work programme	EDO	In operation with increased numbers 21/22.

GOAL: An efficient network of arterial roads & supporting infrastructure; town streets & footpaths that are adequate & maintained

CSP REF	STRATEGY	ACTION	RESPONSIBILITY	STATUS 30th September 2020
2.3.1	Provide an effective road network that balances asset conditions with available resources and asset utilisation	Undertake bitumen maintenance program in line with service levels	DETS	Ongoing
		Undertake maintenance grading program in line with service levels	DETS	Routine inspections of road network undertaken and road repairs undertaken on as needs basis. Maintenance grading has commenced

2.3.2	Maintain, renew and replace Council bridges and culverts as required	Undertake annual inspections of all bridges and culverts and update the required maintenance and repair program	DETS	Regular inspections undertaken and routine maintenance undertaken as required
2.3.3	Ensure road network supporting assets are maintained (signs, posts, guardrails etc.)	Renew and maintain Council's road network supporting assets in-line with the Asset Management Plan	DETS	Regular inspections undertaken and maintenance undertaken as required
2.3.4	Maintain existing footpaths in Shire towns and villages	Undertake annual inspections of all footpath and update the required maintenance and repair program	DETS	Regular inspections undertaken and maintenance undertaken as required
2.3.5	Lobby the Government to provide needed funds to maintain regional networks	Continue to apply for grants for the reconstruction and sealing of unsealed Regional Roads and major Local Roads network Investigate using SRV(5-15%) to fund a major upgrade of Local Roads	DETS GM	On-going lobbying of State Government Regional road grants received. Future road projects being developed

GOAL: Communities that are well serviced with essential infrastructure

CSP REF	STRATEGY	ACTION	RESPONSIBILITY	STATUS 30th September 2021
2.4.1	Implement Council's strategic asset management plans and continue to develop asset systems	Implement an electronic asset management system for all Council assets	CFO	Asset system 'Confirm' in place
2.4.2	Ensure adequate public car parking and kerb and gutter infrastructure is provided and maintained	Inspect all kerb and gutter and undertake the required repair and replacement program	DETS	Works in progress
2.4.3	Provide the infrastructure to embellish public spaces and recreation areas	Undertake the maintenance program for Council's parks and gardens team	DETS	Regular inspections undertaken and maintenance undertaken as required
2.4.4	Continue to lobby Government to provide incentives to appeal to airline companies to service the region	Partner with Brewarrina and Bourke to lobby the Government to subsidise airlines and the reintroduction of RPT services for Walgett and Bourke	GM	FNWJO has airline service for Walgett & Lightning Ridge in operation. Service reduced due to Covid lockdown.

Governance and Civic Leadership

GOAL: An accountable and representative Council

CSP REF	STRATEGY	ACTION	RESPONSIBILITY	STATUS 30th September 2021
3.1.1	Provide clear direction for the community through the development of the community strategic plan, delivery program and operational plan	Implement, monitor and review the Delivery and Operational Plan	CFO	Quarterly reports submitted to Council on time.
3.1.2	Engage with the community effectively and use community input to inform decision making	Deliver a Local Government week Program to engage the community and show case services provided by Council	CFO	Programmed for 2021/2022.
		Distribute newsletters to residents	EDO	Spring edition cancelled due to Covid lockdown. Greater use of facebook and web during this time.
3.1.3	Provide strong representation for the community at regional, state and federal levels	Participate in and make visible contributions to regional forums such as OROC and Western Division	GM	Continuing.
		Advocate the needs of the Shire to State and Federal Governments	GM	On going
3.1.4	Undertake the civic duties of Council with the highest degree of professionalism and ethics	Ensure annual pecuniary interest declarations are completed	GM	Tabled at the Oct 2021 Council meeting
		Ensure Councillors comply with the Code of Conduct	GM	Scheduled for 2022.
3.1.5	Councillors represent the interests of the whole of the Shire area	Arrange seminars to ensure all Councillors appreciate their roles	GM	On-going seminar / training

GOAL: Implement governance and financial management process that support the effective administration of Council

CSP REF	STRATEGY	ACTION	RESPONSIBILITY	STATUS 30th September 2021
3.2.1	Develop processes that ensure that legislative and financial standards are actioned in a timely manner	Provide financial reports to management and staff to assist in budget control and decision making	CFO	Fortnightly reports issued
		Complete quarterly budget review statements in line with statutory requirements	CFO	Reports tabled on time
		Review, revise and maintain Council's Long Term Financial Plan	CFO	Under review.
		Oversight financial decision making process	GM	

GOAL: Promote community involvement in Government decision making

CSP REF	STRATEGY	ACTION	RESPONSIBILITY	STATUS 30th September 2021
3.2.1	Engage with the community through effective consultation and communication processes	Facilitate the delivery of community presentations to Council Meetings	GM	Ongoing.
		Conduct regular community meetings to present the annual budget		Scheduled for 2022
		Promote community involvement in any emerging Government Initiatives	GM and CFO	
3.3.2	Develop and implement community feedback systems that provides for community input on council projects and activities	Develop an online survey for Council's website	EDO	Not yet commenced

GOAL: Promote community involvement in Government decision making

CSP REF	STRATEGY	ACTION	RESPONSIBILITY	STATUS 30th September 2021
3.4.1	Resource the organisation of Council adequately to provide the services and support functions required to deliver the goals and strategies detailed in this plan	Resources provided in a timely fashion	GM	Resources allocated in accordance with budget
3.4.2	Implement and maintain a performance management framework to enable clear reporting on progress in Councils strategic planning documents	Report to Council Meetings	GM & Directors	Reports tabled in accordance with Legislation

Sustainable Living

GOAL: Operate an an urban waste management system that meets the community needs and environmental standards

CSP REF	STRATEGY	ACTION	RESPONSIBILITY	STATUS 30th September 2021
4.1.1	Develop and implement a Shire Wide Waste Management strategy that includes recycling services	Develop and implement the Waste Management Strategy Effectively manage the domestic waste and landfill management contracts	DES	Ongoing. Waste strategy finalised and new action plan for Walgett and Lightning Ridge landfills in motion. Council has also put in place robust strategies and management plans for its unmanned landfills.
4.1.2	Implement initiatives to reduce illegal dumping and provide community education to prevent litter	Actively respond to complaints and issues identified to ensure appropriate outcomes for illegal development, dumping and other activities such as abandoned vehicles, noise pollution and odour. Develop and implement a waste education program	DES DES	Ongoing. Council continues to implement initiatives to reduce illegal dumping, and cleanup projects. Ongoing.

GOAL: Provide potable and raw water supply systems that ensures enhanced water security and meets health standards

CSP REF	STRATEGY	ACTION	RESPONSIBILITY	STATUS 30th September 2021
4.2.1	Improve and upgrade the water supply infrastructure through an asset management framework	Complete an annual water main replacement program Ensure water supply is provided and maintained in compliance with the Drinking Water Quality requirements	DETS	Ongoing Regular water testing undertaken in accordance with Drinking Water Management plan
4.2.2	Maintain and renew the sewerage network infrastructure to ensure the provision of efficient and environmentally-sound sewerage services	Operate the sewer treatment plants in an efficient manner	DETS	Ongoing
4.2.3	Ensure adequate stormwater and drainage infrastructure is provided, maintained and renewed	Maintain and renew the stormwater and drainage infrastructure	DETS	Regular inspections undertaken and maintenance undertaken as required

GOAL: A sustainable environment that recognises our rivers, natural environment, ecological systems and biodiversity

CSP REF	STRATEGY	ACTION	RESPONSIBILITY	STATUS 30th September 2020
4.3.1	Promote and raise community awareness of environmental and biodiversity issues	Undertake waste avoidance, waste reduction and recycling program	DES	Ongoing. Council continues to support the container deposit scheme Return and Earn, with reducing, reusing and recycling of waste continuing to be a priority. Other ongoing projects include expenditure of a \$200,000 grant for constructing recycling facilities (sheds) at Walgett and Lightning Ridge landfills.
4.3.2	Protect and maintain a healthy catchments and waterways	Inspect Council's water networks and take samples when necessary	DETS	Ongoing
4.3.3	Protect the Shire's historic buildings and sites recognising their value to the community	Implement the recommendations of Council's heritage advisor	DES	Ongoing. Development and promotion of the Council Local Heritage Fund which operates annually.

GOAL: Maintain a healthy balance between development and the environment

CSP REF	STRATEGY	ACTION	RESPONSIBILITY	STATUS 30th September 2021
4.4.1	Retain open space that are accessible to everyone	Monitor environmental protection measures for sensitive land	DES	Ongoing.
4.4.2	Ensure that Walgett Shire is sufficiently prepared to deal with natural disasters	Provide annual contribution to the RFS, SES and NSW Fire and rescue	GM & LEMC	Annual contribution for 21/22 payments in progress.
4.4.3	Educate the community about sustainable practices	Promote and provide adequate and user friendly pre-lodgment advice on all aspects of development	DES	Ongoing. Staff continues to focus on providing the most efficient way for the local community and developers to navigate relatively complex development application processes by ensuring that the community and customers have access to a pre-lodgment and advice service.

Infrastructure

GOAL: Provide and maintain an effective road network that meets the community needs and expectations

CSP REF	STRATEGY	ACTION	RESPONSIBILITY	STATUS 30th September 2021
5.1.1	Manage the road network to respond to community needs, growth in the Shire, improving road safety and improving transport choices	Continually revise the works program for regional and local roads	DETS	On going
5.1.2	Develop a strategy that addresses transport options for the local community	Advocate for taxi services, air services and public transport	GM	Air Services see 2.4.4
5.1.3	An effective complaints management process that effectively responds to residents issues regarding roads	Maintain complaints management process Complaints actioned within 7 days through the CAR system	DETS CFO	Complaints lodged and processed Complaints processed within 14 days. O/S complaints followed up.

GOAL: A Regional and State Road network that is appropriately supported and resourced by the Government

CSP REF	STRATEGY	ACTION	RESPONSIBILITY	STATUS 30th September 2021
5.2.1	Ensure that the road network is maintained to a standard that is achievable within the resources available	Continually revise the works program for regional and local roads	DETS	Regular inspections undertaken and maintenance undertaken as required
5.2.2	Maintain an effective operational relationship with the Roads and Maritime Services	Submit progress reports in a timely manner	DETS	Routine maintenance undertaken in accordance with contractual requirements
5.2.3	Lobby the Government to provide needed funds to maintain regional and state road networks	Continue to advocate for betterment and other funding through advocacy to state/federal Government	GM	Continuing to lobby other levels of Government for additional funding. GM to follow up with Minister for Transport.

GOAL: Maintain and improve Council's property assets to an optimal level

CSP REF	STRATEGY	ACTION	RESPONSIBILITY	STATUS 30th September 2021
5.3.1	Manage properties in accordance with Council Asset Management Plan	Carry out the property works program in line with the annual budget	CFO	Program for 21/22 underway

GOAL: Provision of facilities and communication services

CSP REF	STRATEGY	ACTION	RESPONSIBILITY	STATUS 30th September 2021
5.4.1	Provide a range of recreational and community facilities	Maintain and upgrade Council's community halls and reserves	CFO	On going
5.4.2	Represent the community with regard to external services including energy, communication, water, waste management and resource recovery	Lobby service providers in response to identified community concerns including mobile phone services	GM	Further applications to be lodged in new program. (Black spot program).
5.4.3	Advocate to utility and communication providers regarding the capacity and reliability of infrastructure across the Shire	Lobby service providers in response to identified community concerns	GM	On-going and service providers implementing services. GM to communicate service difficulties to provider.



Monthly Investment Report

October 2021



IMPERIUM MARKETS

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Impact of COVID-19 to Council's Portfolio

COVID-19 has adversely impacted financial markets, which in turn, has also affected Council's investment portfolio. We provide a quick summary in this section.

The RBA cut rates to record lows on 3rd November 2020 to 0.10%, consistent with most global central banks resetting their official rates back to emergency levels. As vaccination rates accelerate and economies began to reopen, global inflationary pressures have emerged. This has resulted in longer-term bond yields to rise significantly over October (bonds sold-off) as central banks start to withdraw some of their other stimulatory policy measures (such as quantitative easing), whilst also flagging the possibility of increasing official interest rates in coming months/years.

Domestically, with regards to the medium-longer term outlook for fixed interest markets, of importance is the RBA's outlook and expectations for the Australian economy. They would like to see the following three economic indicators improve before they even consider increasing interest rates:

1. The unemployment rate to drop to around 4% (currently it is officially at 4.6% but masked by a significant drop in the participation rate – the real rate is above +7%);
2. *"Until actual (underlying) inflation is sustainably within the 2-3% target range"* (would like to see consecutive quarters within this range); and
3. Wage growth to surpass +3% (it has not been above this level for the past 8 years).

RBA Governor Lowe's post-Board Meeting Speech in November came across as dovish, **pushing back on market pricing of hikes as early as 2022, which Dr Lowe characterised as "extremely unlikely"**. The prospect for hikes in 2023 was formally acknowledged, noting that *"it is now plausible that a lift in the cash rate could be appropriate in 2023"*, **but the RBA's central forecasts are still consistent with a 2024 rate hike timing, emphasising the RBA wants to be patient to confirm sustainably higher inflation.**

The largest impact to Council's investment portfolio is with regards to its largest exposure being assets held in bank term deposits, which accounts for around ~71% of Council's total investment. **The biggest risk that Council faces over the medium-longer term in this environment is not the potential loss of capital (given all the banks are well capitalised and regulated by APRA), but the rapid loss of interest income as interest rates have plummeted.**

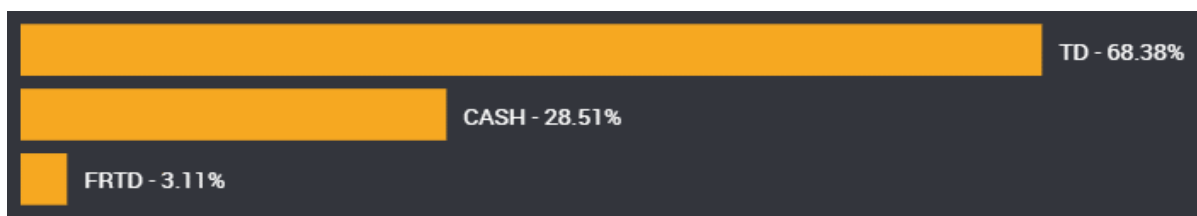
Council's term deposit portfolio was yielding 1.50% p.a. at month-end, with a weighted average duration of around 363 days or around 12 months. **This average duration will only provide some income protection against the low interest rate environment in the immediate future.**

With markets bringing forward expectations of official rate hikes, this has seen a significant shift in longer term deposit rates over October. Future investments above 1% p.a. now appears likely if Council can continue to place the majority of its surplus funds for a minimum term of 2 years.

Council's Portfolio & Compliance

Asset Allocation

The majority of the portfolio is directed to fixed and floating rate term deposits (71.49%). The remainder of the portfolio is held in various cash accounts with CBA and Macquarie (28.51%).



While FRNs remain relatively expensive on a historical basis, should there be a further widening in credit spreads, they might become slightly more attractive should official rates start rising over coming years. **Currently, fixed deposits being offered for 2-3 years now appear quite appealing following the significant sell-off in bonds over October.**

Term to Maturity

The portfolio is sufficiently liquid with around 84% of the total investment portfolio maturing within 12 months, which is well above the minimum 10% limit required across 0-3 month and 3-12 month terms.



Where ongoing liquidity requirements permit Council to invest in attractive 2-5 year investments, we recommend this be allocated to medium-term fixed term deposits (refer to respective sections below).

Compliant	Horizon	Invested (\$)	Invested (%)	Min. Limit (%)	Max. Limit (%)	Available (\$)
✓	0 - 3 months	\$12,173,002	37.84%	10%	100%	\$20,000,000
✓	3 - 12 months	\$15,000,000	46.62%	10%	100%	\$17,173,002
✓	1 - 2 years	\$1,000,000	3.11%	0%	70%	\$21,521,101
✓	2 - 5 years	\$4,000,000	12.43%	0%	50%	\$12,086,501
✓	5 - 10 years	\$0	0.00%	0%	25%	\$8,043,250
		\$32,173,002	100.00%			

Counterparty

As at the end of October, Council had a minor overweight position to AMP (BBB) by around \$348k, largely due to the drop in the overall portfolio's balances by around \$2m. Exposures are dependent on the overall movement in the portfolio's balances which can drop during periods of high capital expenditure. Overall, the portfolio is well diversified across the investment grade credit spectrum (BBB- or higher), with some exposure to the unrated ADIs following a deposit investment with Judo Bank during the month.

BoQ formally acquired ME Bank for \$1.325bn on 01/07/2021. Subsequently, all ME Bank's senior assets including term deposits have been upgraded from BBB to BBB+ by S&P. With regards to counterparty limits, the two banks are still running separate ADI licences and so the individual exposures will continue to be shown separately. Once ME Bank formally withdraws its ADI licence (flagged for end of Q1 2022), existing holdings with ME Bank will need to be aggregated with its parent company, BoQ. Council will need to keep this in mind when reinvesting maturing deposits with BoQ or ME Bank, and when placing 'new' surplus funds, so as not to be 'overweight' relative to the overall aggregate limits. There is also, however, a chance that BoQ may be upgraded from BBB+ to either A- or A by S&P over coming months/years, which would help with capacity limits.

Compliant	Issuer	Rating	Invested (\$)	Invested (%)	Max. Limit (%)	Available (\$)
✓	CBA	AA-	\$649,820	2.02%	50%	\$15,436,680
✓	NAB	AA-	\$2,000,000	6.22%	50%	\$14,086,501
✓	Westpac	AA-	\$1,000,000	3.11%	50%	\$15,086,501
✓	Macquarie Bank	A+	\$8,523,181	26.49%	40%	\$4,346,019
✓	BOQ	BBB+	\$4,000,000	12.43%	30%	\$5,651,901
✓	ME Bank	BBB+	\$2,000,000	6.22%	30%	\$7,651,901
X	AMP Bank	BBB	\$10,000,000	31.08%	30%	-\$348,100
✓	Newcastle PBS	BBB	\$2,000,000	6.22%	30%	\$7,651,901
✓	Judo Bank	BBB-	\$2,000,000	6.22%	25%	\$6,043,250
			\$32,173,002	100%		

Effective 15/09/2021, Judo Bank received a formal credit rating of BBB- (long-term) and A-3 (short-term) from ratings agency S&P. It cited its position as a newly formed and fast-growing business in the SME lending sector, whilst having a well-capitalised balance sheet, allowing continued growth despite its limited profitability to date.

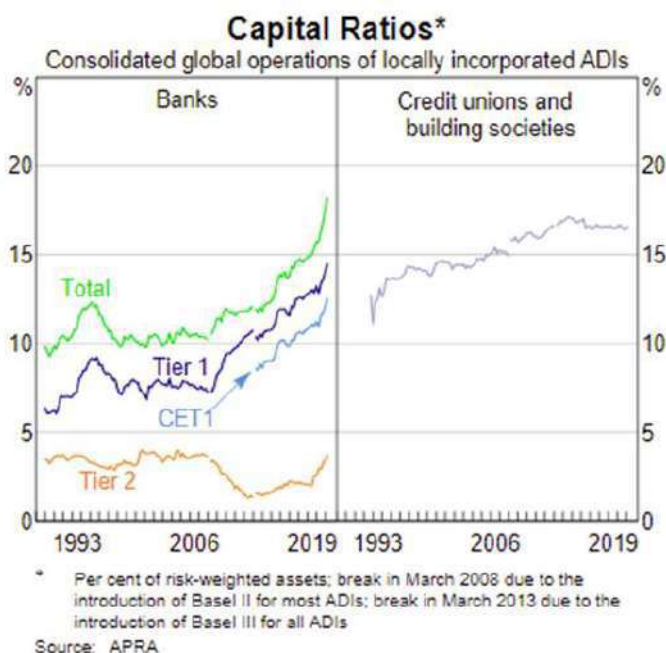
We remain supportive of the regional and unrated ADI sector (and have been even throughout the GFC period). They continue to remain solid, incorporate strong balance sheets, while exhibiting high levels of capital – typically, much higher compared to the higher rated ADIs. Some unrated ADIs have up to 25-40% more capital than the domestic major banks, and well above the Basel III requirements.

RBA Governor Lowe has commented that they have not seen any signs of stress in the financial system and that unlike during the GFC, the banks (all ADIs) now have cash, are well capitalised and are acting as “shock absorbers” in the current crisis.

Overall, the lower rated ADIs (BBB and unrated) are generally now in a better financial position than they have been historically (see the Capital Ratio figure below). We believe that deposit investments with the lower rated ADIs should be continued going forward, particularly when they offer ‘above market’ specials. Not only would it diversify the investment portfolio and reduce credit risk, it would also improve the portfolio’s overall returns.

In the current environment of high regulation and scrutiny, all domestic (and international) ADIs continue to carry high levels of capital. There is minimal (if any) probability of any ADI defaulting on their deposits going forward – this was stress tested during the GFC. **APRA’s mandate is to “protect depositors” and provide “financial stability”.**

The biggest single risk that depositors face in the current low interest rate environment is not capital or credit risk, but reinvestment risk.





Credit Quality

Overall, the portfolio remains well diversified from a credit ratings perspective, with exposure down to the lower rated regional ADIs.

From a ratings perspective, the BBB (and unrated) banks now generally dominate the number of ADIs issuing deposits within the investment grade space. We anticipate more investors will naturally allocate a higher proportion of their assets into this sector once credit growth returns over coming years. However, given most banks are highly liquid during the current pandemic, most of the “BBB” rated banks are currently not seeking wholesale funding.

As such, in the interim, we could see a shift towards a larger proportion of assets being directed towards the higher rated ADIs given the lack of appetite amongst the lower rated ADIs.

All ratings categories are within the Policy limits:

Compliant	Credit Rating	Invested (\$)	Invested (%)	Max. Limit (%)	Available (\$)
✓	AA Category	\$3,649,820	11%	100%	\$28,523,181
✓	A Category	\$8,523,181	26%	80%	\$17,215,220
✓	BBB Category	\$20,000,000	62%	70%	\$2,521,101
✓	Unrated ADIs	\$0	0%	10%	\$3,217,300
		\$32,173,002	100%		



Performance

Council's performance for the month ending 31 October 2021 is summarised as follows:

Performance (Actual)	1 month	3 months	6 months	FYTD	1 year
Official Cash Rate	0.01%	0.03%	0.05%	0.03%	0.10%
AusBond Bank Bill Index	0.00%	0.00%	0.01%	0.00%	0.03%
Council's T/D Portfolio[^]	0.12%	0.39%	0.79%	0.52%	1.58%
Outperformance	0.12%	0.39%	0.78%	0.52%	1.56%

[^]Total portfolio performance excludes Council's cash account holdings. Overall returns would be lower if cash was included.

Performance (Annualised)	1 month	3 months	6 months	FYTD	1 year
Official Cash Rate	0.10%	0.10%	0.10%	0.10%	0.10%
AusBond Bank Bill Index	-0.01%	0.00%	0.02%	0.01%	0.03%
Council's T/D Portfolio[^]	1.47%	1.55%	1.58%	1.56%	1.58%
Outperformance	1.48%	1.54%	1.56%	1.55%	1.56%

[^]Total portfolio performance excludes Council's cash account holdings. Overall returns would be lower if cash was included.

For the month of October, the total portfolio (excluding cash) provided a solid return of +0.12% (actual) or +1.47% p.a. (annualised), outperforming the benchmark AusBond Bank Bill Index return of -0.00% (actual) or -0.01% p.a. (annualised). Over the past 12 months, the return of 1.58% p.a. was 1.56% p.a. above benchmark – this is considered very strong given current economic circumstances.

The outperformance continues to be driven by a combination of those deposits invested beyond 12 months. However, the higher yielding deposits are fast maturing, and those deposits will inevitably be reinvested at lower prevailing rates unless a longer duration is undertaken.

Investors using the Imperium Markets platform have reduced the invisible costs associated with brokerage, and thereby lift client portfolio returns as investors are able to deal in deposits directly with the ADIs and execute at the best price possible.

We are pleased that Council remains amongst the best performing in the state of NSW where deposits are concerned, earning on average, nearly \$125,000 in additional interest income compared to its peers (as per the August 2021 rankings). We have been pro-active in our advice about protecting interest income and addressing reinvestment risk for many years and encouraged to maintain a long duration position. This is now reflected by the high performance of the investment portfolio.

Council's Term Deposit Portfolio & Recommendation

As at the end of October 2021, Council's deposit portfolio was yielding 1.50% p.a. (down 9bp from the previous month), with an average duration of around 363 days (~12 months).

We recommend Council extends this average duration. In the low interest rate environment, the biggest collective risk that the local government sector has faced over the post-GFC era has been the dramatic fall in interest rates - from 7¼% to the historical low levels of 0.10%.

As the past decade has highlighted (post-GFC era), we have seen too many portfolios' roll a high proportion of their deposits between 3-6 months, resulting in their deposits being reinvested at lower prevailing rates. That is, depositors have overpaid for liquidity and generally not insured themselves against the low interest rate environment by diversify their funding across various tenors (out to 5 years) but rather placed all their 'eggs in one basket' and kept all their deposits short. **Reinvestment risk has collectively been the biggest detriment to depositors' interest income over the post-GFC period.**

At the time of writing, we see value in:

ADI	LT Credit Rating	Term	T/D Rate
ICBC, Sydney	A	5 years	2.05% p.a.
ICBC, Sydney	A	4 years	1.90% p.a.
ICBC, Sydney	A	3 years	1.65% p.a.
Westpac	AA-	4 years	1.62% p.a.
NAB	AA-	4 years	1.50% p.a.
Westpac	AA-	3 years	1.40% p.a.
ICBC, Sydney	A	2 years	1.26% p.a.
NAB	AA-	3 years	1.20% p.a.
Westpac	AA-	2 years	1.06% p.a.
AMP Bank	BBB	2 years	1.00% p.a. [^]
NAB	AA-	2 years	0.90% p.a.

[^] AMP T/Ds – contact us to receive an additional 0.20% p.a. rebated commission on top of the rate shown above

The above deposits are suitable for investors looking to provide some income protection and mitigate reinvestment/rollover risk for the next few years.

For terms under 12 months, we believe the strongest value is currently being offered by the following ADIs (dependent on daily funding requirements):

ADI	LT Credit Rating	Term	T/D Rate
AMP Bank	BBB	11-12 months	1.00% p.a.^
Judo Bank	BBB-	12 months	0.90% p.a.
BoQ	BBB+	12 months	0.70% p.a.
CBA	AA-	12 months	0.60% p.a.
ICBC	A	12 months	0.54% p.a.
Westpac	AA-	12 months	0.50% p.a.
NAB	AA-	12 months	0.45% p.a.

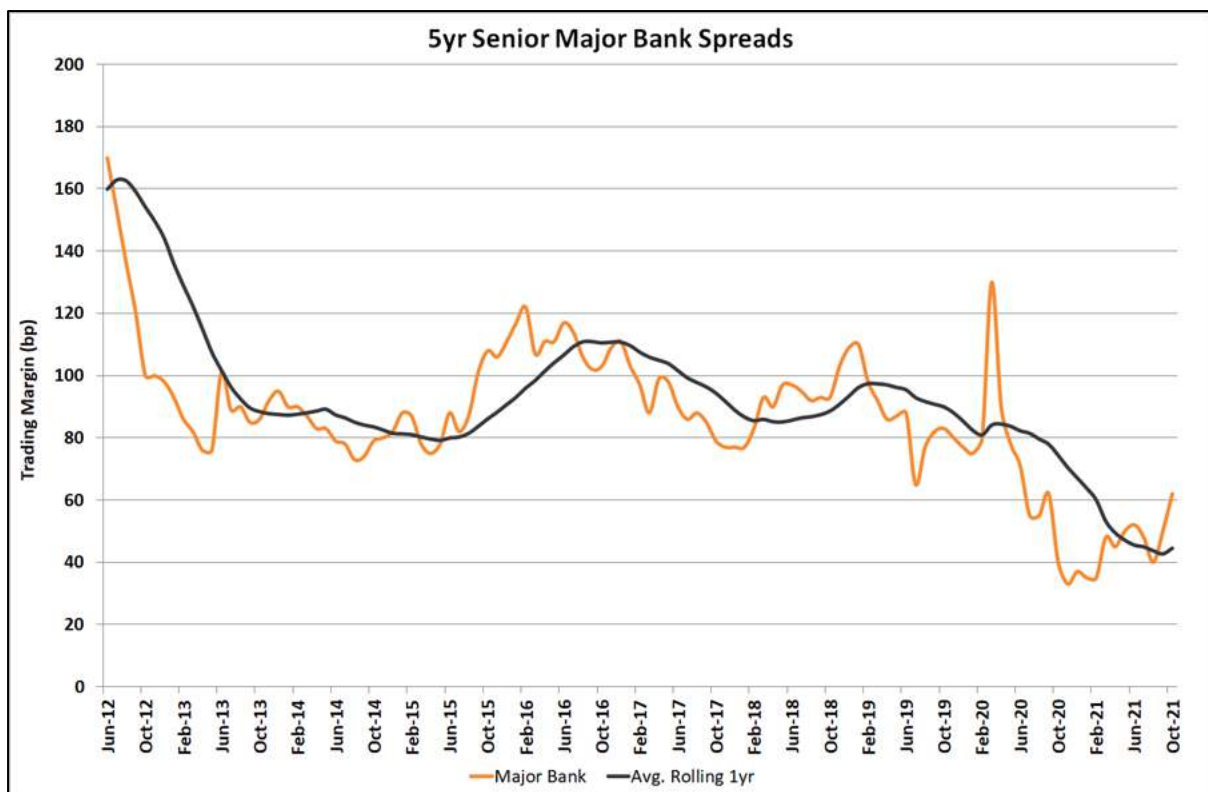
^ AMP T/Ds – contact us to receive an additional 0.20% p.a. rebated commission on top of the rate shown above

Amongst the investment grade sector, the majority of short-dated term deposits (maturing less than 12 months) are yielding under 0.70% p.a. Despite the uplift in outright rates over the month, we generally believe there is not much value being offered in short-dated deposits.

In contrast, there is an upward pick-up in yield for investors that can take advantage of 2-5 year fixed T/Ds whilst official rates are stuck at depressed levels at least for the next few years. For those investors that do not require high levels of liquidity and can stagger their investments longer-term, they will be rewarded over coming years if they roll for a minimum term of 2 years, yielding up to double the return compared to those investors that purely invest in short-dated deposits.

Senior FRNs Review

Over October, amongst the senior major bank FRNs, physical credit securities were marked up to 13bp wider at the long-end of the curve. After NAB (AA-) and CBA (AA-) recently issued new 5 and 5¼ year senior FRNs at +41bp, we anticipate the other major banks may follow suit over coming months looking to refinance their upcoming maturities at these relatively cheap levels on a historical basis:



Source: IBS Capital

Amongst the “A” and “BBB” rated sector, the securities were marked around 10-15bp wider at the long-end of the curve. During the month, BoQ (BBB+) issued a new 5 year benchmark deal at +80bp, initially tightening from price guidance of +85bp. They printed \$800m (\$675m floating and \$125m fixed), after receiving over \$1bn in orders.

While turnover in the secondary market is still predominately dominated by commonwealth, semi-government and major bank senior paper, given the lack of supply, we have started to observe that even a handful of regional bank senior paper has sometimes been trading inside “mid” levels over recent months.

The lack of supply from new (primary) issuances has played a major role with the rally in credit markets over the past 1½ years. FRNs will continue to play a role in investor’s portfolios mainly on the basis of their liquidity and the ability to roll down the curve and gross up returns over ensuing years (in a relatively stable credit environment).

Senior FRNs (ADIs)	31/10/2021	30/09/2021
"AA" rated – 5yrs	+62bp	+50bp
"AA" rated – 3yrs	+41bp	+28bp
"A" rated – 5yrs	+72bp	+57bp
"A" rated – 3yrs	+50bp	+40bp
"BBB" rated – 3yrs	+60bp	+48bp

Source: IBS Capital

We now generally **recommend switches** ('benchmark' issues only) into new attractive primary issues (or longer-dated alternatives), out of the following senior FRNs that are maturing:

- **On or before mid-2024 for the "AA" rated ADIs (domestic major banks);**
- On or before 2022 for the "A" rated ADIs; and
- Within 12 months for the "BBB" rated ADIs (consider case by case).

Investors holding onto the above senior FRNs ('benchmark' issues only) in their last 1-2 years are now generally holding sub-optimal investments and are not maximising returns by foregoing realised capital gains. In the current low interest rate environment, any boost in overall returns should be locked in when it is advantageous to do so.

FRNs remain expensive but may become more attractive should spreads widen and official rates rise quicker than anticipated.

Senior Bonds - Northern Territory Treasury Corporation (NTTC)

We are aware of the following senior retail bond offering from Northern Territory Treasury Corporation (NTTC) effective 30th August 2021:

Maturity Date	Rate % p.a. [^]	Interest Paid
15/12/2022	0.40%	Annually
15/12/2023	0.60%	Annually
15/12/2024	0.90%	Semi-Annually
15/12/2025	1.10%	Semi-Annually
15/12/2026	1.40%	Semi-Annually

^{^^}The rates offered in the above table can be reviewed and changed at any time from Treasury. The rate for broker sponsored applications will be dropped by 0.20% p.a. effective 1 October 2020.

Any investor interested in this product should avoid placing through the broker channel and contact Imperium Markets to receive the full commission of 0.25% (plus GST) on the face value of the investment, in the form of an additional rebate. If placed through the brokers, they are likely to keep the 0.25% commission (on the face value of the investment).

Overview	Description
Issuer	Northern Territory Government
Credit Rating	Aa3 (Moody's), which is AA- equivalent (S&P)
Type	Fixed senior (retail) bonds
Program	Territory Bonds Issue 111
Date for applications	01/07/2021 – 30/11/2021
Liquidity	Weekly redemptions available, subject to the prevailing market rate and administration costs ^{^^}

^{^^} Note given this is a retail bond offering (min. parcel size of \$5,000), for wholesale investors, we would not consider this to be a liquid investment (the largest redemptions to date have only been \$200-\$300k).

The product should be viewed as a hold-to-maturity product, noting there are significant penalty costs including admin fees, the prevailing market interest rate, and factors in any associate commissions that were previously paid. Given the longer-term outlook for official interest rates, any investor interested should invest through Imperium Markets to receive an effectively higher rate, once factoring in the rebated commission. *These offers will need to be compared to other complying assets at the time of investment – term deposits are currently a better alternative.*

Economic Commentary

Global equity markets rebounded strongly in October, seemingly oblivious to the softer data releases and volatility in bond markets driven by central bank policy uncertainty. Across the US, the S&P 500 Index gained +6.91%, while the tech-heavy NASDAQ Index surged +7.27%. Equities also rose across Europe's main indices, with losses led by France's CAC (+4.76%), Germany's DAX (+2.81%), and UK's FTSE (+2.13%).

The US core PCE deflator, the Fed's preferred inflation measure, was +3.6% y/y in August, matching its highest level since the early 1990s.

The US September payrolls report came in at +194k vs +500k expected. The unemployment rate fell to 4.8% from 5.2%.

European headline CPI hit +3.4% y/y, its highest level since 2008, in part due to the recent surge in gas and energy prices in the region. Core inflation, which hasn't been above the ECB's 2% target for almost 20 years, jumped to +1.9%.

The Bank of England (BoE) is anticipated to hike 15bp on 4th November to 0.25%, while signalling less steep rises ahead to 0.50%-0.75% over a 2-3 year horizon.

Canada's CPI inflation was slightly higher than market expectations, with the annual headline rate hitting +4.4% and the average of key core measures pushing higher to +2.7%, further away from the 2% target. The Bank of Canada shocked markets with an immediate end to its QE program and bringing forward its guidance on when it would achieve its inflation target to the middle of 2022, from the end of 2022.

China's economic activity data for September and Q3 were mostly on the weaker side of expectations, with GDP growth of +4.9% y/y. The economy is struggling against a number of headwinds, including lockdown restrictions alongside its zero-tolerance for COVID19 outbreaks, a weaker property sector and the energy crunch which has seen widespread power cuts and factory closures.

The RBNZ increased its cash rate by 0.25% to 0.50% in October, its first rate rise in seven years.

The MSCI World ex-Aus Index rose +5.63% for the month:

Index	1m	3m	1yr	3yr	5yr	10yr
S&P 500 Index	+6.91%	+4.78%	+40.84%	+19.31%	+16.72%	+13.90%
MSCI World ex-AUS	+5.63%	+3.50%	+38.60%	+16.40%	+13.62%	+10.32%
S&P ASX 200 Accum. Index	-0.10%	+0.51%	+27.96%	+11.92%	+10.88%	+10.02%

Source: S&P, MSCI

Domestic Market

In its meeting in October, the RBA kept policy and forward guidance unchanged as widely expected. The overall tone of the Statement was again optimistic. Their central scenario remains that the economy will begin to rebound in Q4 and *“is expected to be back around its pre-Delta path in the second half of next year”*. **There was no change to the RBA’s forward guidance, whereby the Bank anticipates the conditions for a rate hike “will not be met before 2024”.**

The RBA Board Minutes suggested that Australia was in a different situation compared to other countries, commenting *“patterns in wages growth differed across advanced economies. Some economies that were experiencing a pick-up in wages growth, such as the United States and the United Kingdom, were also those that had experienced relatively fast wages growth and higher inflation prior to the pandemic”*.

Employment fell -138k in September, the second consecutive month of sharp falls as the lockdowns in NSW, VIC and the ACT weighed. **The official unemployment rate only rose 0.1% to 4.6%, masked by the significant drop in the participation rate by 0.7% to 64.5%.** An alternative measure of unemployment that captures the fall in participation and those working zero hours rose more sharply and **currently sits at 7.8%**, highlighting the impact of the lockdowns on the labour market.

Core trimmed mean inflation spiked to its highest level since June 2014 at +0.7% q/q and +2.1% y/y. Driving the rise were retailers passing on higher costs due to supply chain disruptions (e.g. furniture +3.8% q/q and computing equipment +1.8% q/q), along with a rise in construction costs (+3.3% q/q).

APRA increased banks’ loan serviceability expectations to at least 3% above the loan product rate, up from the 2½% buffer that is commonly used today. The 50bp increase in the serviceability buffer will reduce maximum borrowing capacity for the typical borrower by around 5%.

Australia has now fully vaccinated over 75% of the adult population (16 years plus), while over 88% has had at least one dose. Re-opening in NSW, ACT and VIC begun during the month, which should see a strong rebound in economic activity over the upcoming holiday period.

The Australian dollar rose +4.76%, finishing the month at US75.46 cents (from US72.06 cents the previous month).

Credit Market

The main global credit indices remained flat in October despite the volatility experienced in bond markets. The indices now trade back to their levels experienced in late 2020:

Index	October 2021	September 2021
CDX North American 5yr CDS	52bp	53bp
iTraxx Europe 5yr CDS	51bp	50bp
iTraxx Australia 5yr CDS	65bp	67bp

Source: Markit

Fixed Interest Review

Benchmark Index Returns

Index	October 2021	September 2021
Bloomberg AusBond Bank Bill Index (0+YR)	-0.00%	+0.00%
Bloomberg AusBond Composite Bond Index (0+YR)	-3.55%	-1.51%
Bloomberg AusBond Credit FRN Index (0+YR)	-0.10%	-0.06%
Bloomberg AusBond Credit Index (0+YR)	-2.76%	-0.79%
Bloomberg AusBond Treasury Index (0+YR)	-3.82%	-1.80%
Bloomberg AusBond Inflation Gov't Index (0+YR)	-2.31%	-2.67%

Source: Bloomberg

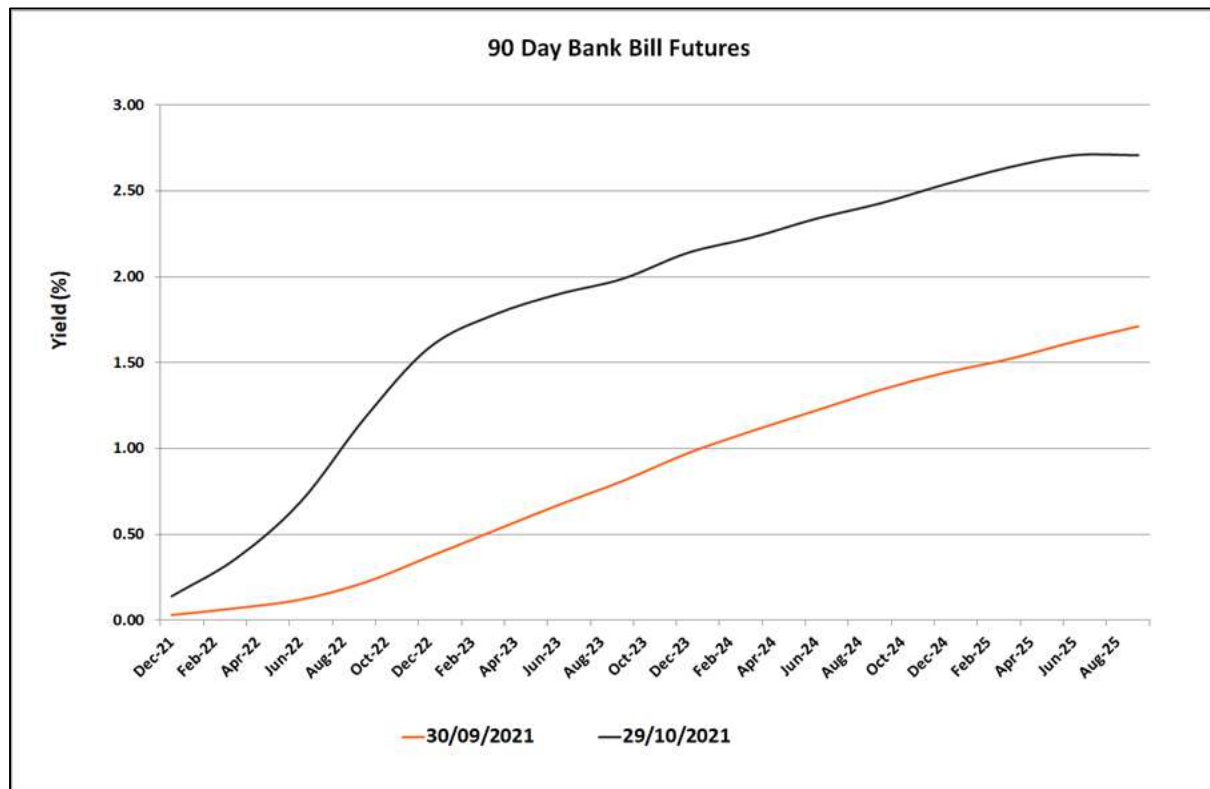
Other Key Rates

Index	October 2021	September 2021
RBA Official Cash Rate	0.10%	0.10%
90 Day (3 month) BBSW Rate	0.07%	0.02%
3yr Australian Government Bonds	1.17%	0.25%
10yr Australian Government Bonds	2.09%	1.45%
US Fed Funds Rate	0.00%-0.25%	0.00%-0.25%
10yr US Treasury Bonds	1.55%	1.52%

Source: RBA, AFMA, US Department of Treasury

90 Day Bill Futures

Over October, bill futures rose significantly across the board (up to 1%) on growing inflationary pressures and official rate rises being flagged over coming months from a number of global central banks, with markets also anticipating much earlier rate hikes in Australia:



Source: ASX

Fixed Interest Outlook

The FOMC Minutes highlight that a November taper announcement is likely to begin in either mid-November or mid-December, citing *"a gradual tapering process that concluded around the middle of next year would likely be appropriate. Participants noted that if a decision to begin tapering purchases occurred at the next meeting, the process of tapering could commence with the monthly purchase calendars beginning in either mid-November or mid-December"*.

US money markets are now pricing a 50% chance of a rate hike by June 2022, with one rise fully priced by September 2022.

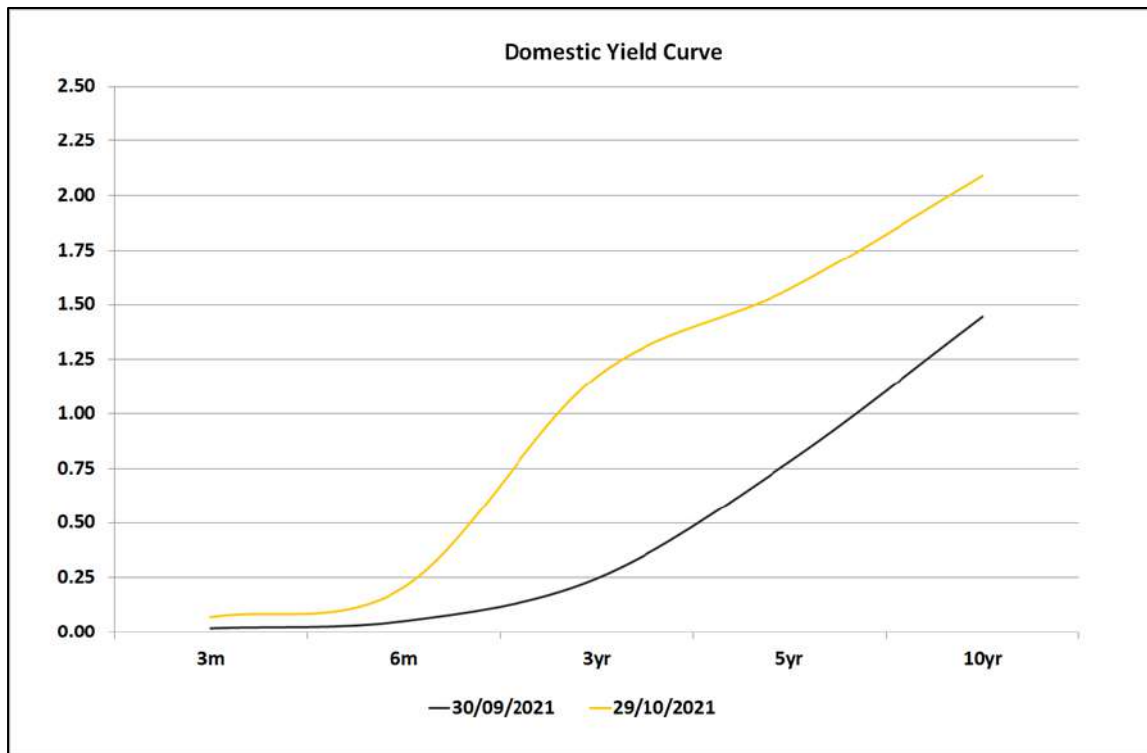
RBA Governor Lowe's post-Board Meeting Speech in November came across as dovish, **pushing back on market pricing of hikes as early as 2022, which Dr Lowe characterised as "extremely unlikely"**. The prospect for hikes in 2023 was formally acknowledged, noting that *"it is now plausible that a lift in the cash rate could be appropriate in 2023"*, **but the RBA's central forecasts are still consistent with a 2024 rate hike timing, emphasising the RBA wants to be patient to confirm sustainably higher inflation.**

They would like to see the following three economic indicators improve before they even consider increasing interest rates:

1. The unemployment rate to drop to around 4% (currently it is officially at 4.6% but masked by a significant drop in the participation rate – the real rate is above 7%);
2. *"Until actual (underlying) inflation is sustainably within the 2-3% target range"* (for several quarters); and
3. Wage growth to surpass +3% (it has not been above this level for the past 8 years).

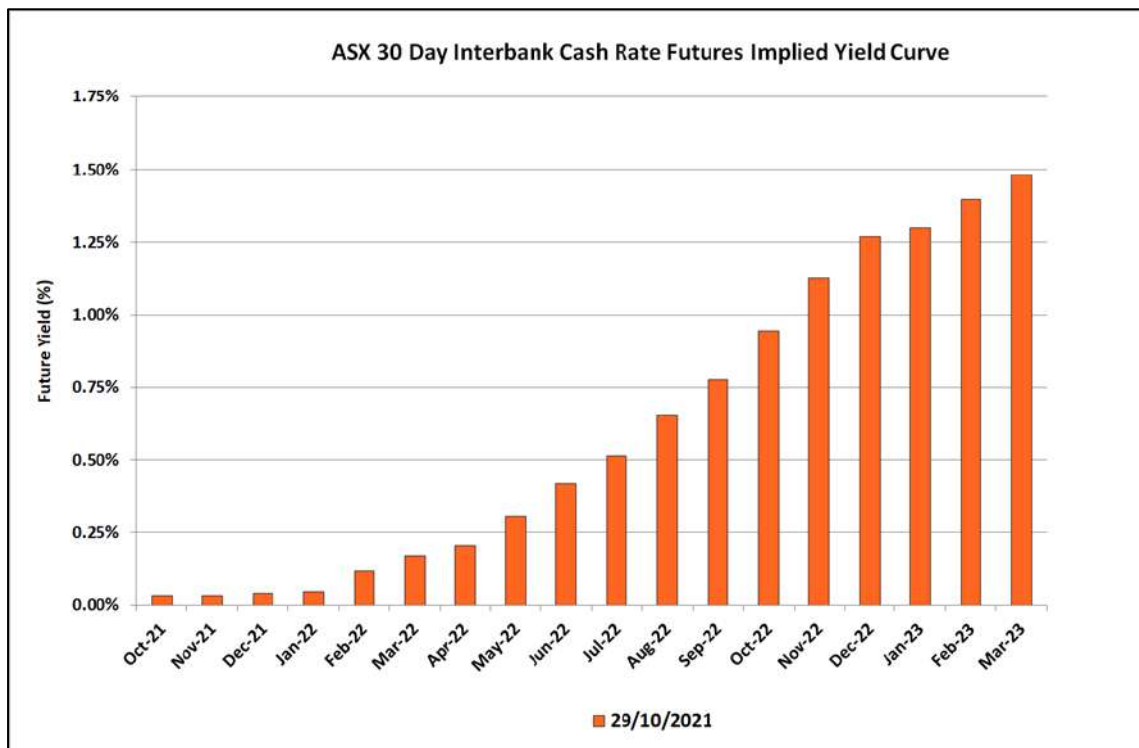
Governor Lowe has commented on the path of future rate hikes: *"it will not be enough for inflation to just sneak across the 2% line for a quarter or two. We want to see inflation well within the target band and be confident that it will stay there"*.

The domestic bond market continues to suggest a prolonged low period of interest rates. Over the month, yields rose around 64bp at the long-end of the curve:



Source: AFMA, ASX, RBA

Markets have brought forward RBA rate hike pricing following moves offshore with a full rate hike now priced by June 2022 and 75bp of hikes priced by October 2022 against the RBA's ongoing guidance of not seeing the conditions for a hike until 2024:



Source: ASX



Disclaimer

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Imperium Markets charges a flat fee for our investment advice. Any commissions received are rebated to clients in full. If you choose a product provider who uses our market platform, the product provider pays us 1bp p.a. funding fee of the value of the investments transacted.



CORPORATE CREDIT CARD POLICY

Approval Date:	30 April 2019
Review Date:	April 2019
Responsible Officer:	Chief Financial Officer

Objective

Corporate Credit cards are a routine aspect of Council's accounts payable and goods procurement functions. When used appropriately, credit cards provide benefits to Council in the form of streamlined purchasing processes and better utilisation of resources. However, the use of credit cards involves the potential risk of fraud and misuse. This policy along with the associated procedures document established guidelines in order to protect Council funds and to maintain public confidence in Council operations.

Council officers with credit cards are to comply with these instructions. It is the responsibility of each employee to understand the policies and procedures as well as their meaning and intent. If any employees have questions about this policy they are to be raised with the Chief Financial Officer.

In observing this policy and the attached Credit Card Procedures document, Council officers will ensure that they are making a meaningful contribution to Council's objectives which in turn contribute to meeting Council's Mission Statement.

Council Policy Reference

Credit Card Policy & Procedures
Procurement of Goods and Services Policy

Statutory Requirements

Local Government Act (NSW) 1993
Local Government (General) Regulation 2005

Definitions

A Credit Card refers to a card issued by the Card Issuer (generally a bank, building society or credit union) which is used by Cardholders (as local government officers) to engage in transactions relating to the purchase of goods and services on behalf of the Walgett Shire Council. Credit cards are also known as corporate cards, government cards and procurement cards.

Policy Statement

DELEGATION OF AUTHORITY

The Council delegates to the General Manager the authority to incur financial expenditure on behalf of Council under the following provisions:

- Where expenditure has been provided for in Council's budget; or
- Genuine emergency or hardship.
- Other officers may only incur expenditure on behalf of the Council if:

- The officer has been granted a financial delegation by the General Manager; and
- Expenditure is provided for in Council's budget; or
- In the case of genuine emergency, or hardship where the power to incur expenditure in these circumstances has also been delegated

The General Manager must approve financial delegations in writing by recording them in the Delegations Register.

ELIGIBILITY

The provision of a corporate credit card is a facility offered by Council to officers occupying certain positions from time to time. The officers occupying these positions will be designated by Council as being eligible under this policy.

Council reserves the right to amend, alter or vary the list of eligible positions from time to time.

Where an officer occupies a position subject to change, such officer will be consulted and a period of at least one calendar month of notice shall be given of the change.

The General Manager has the right to cancel corporate credit cards in circumstances that he/she considers warranted.

CREDIT LIMITS

The maximum credit limit for a Walgett Shire Council corporate credit card shall be up to \$5,000 for all cardholders. The General Manager shall have the authority to determine, within this limit, the credit limits for individual card holders.

CIRCUMSTANCES IN WHICH CARDS MAY OR MAY NOT BE USED

Corporate Credit cards must only be used for the payment of goods and services associated with Council business. Activities that would not qualify for the use of a corporate credit card include the following:

- Any use that is of a personal or private nature;
- No cash advances are available from automatic teller machines or over the counter and BPay facilities are not available;
- The card is not to be linked to any form of award points and any personal award card or membership should not be used in conjunction with the use of the Credit Card (e.g. Mitre 10 Rewards, Woolworths Rewards, Flybuys and Frequent Flyer or any other similar program).

A tax invoice is required to be obtained for every purchase you make as it is required to reconcile the Credit Card transaction. If a transaction is done by telephone or by mail order, the cardholder will need to ensure that an appropriate tax invoice is obtained from the supplier and included with the reconciliation.

Where inappropriate expenditure occurs, the value of the expenditure shall be recovered from the card holder. Should there be an accidental transgression, the Management Accountant is to be notified and the Council reimbursed immediately.

FORMAL ACKNOWLEDGEMENT OF POLICY CONDITIONS

Council officers issued with corporate credit cards are in a position of trust with regard to the use of public funds. Improper use of that trust may render the cardholder liable to disciplinary action, legal action or criminal prosecution. All credit card holders are to acknowledge receipt of the credit card and instructions for use. The acknowledgement will include a signed agreement to abide by all Council and card supplier guidelines and conditions of use.

CREDIT CARD GUIDELINES AND PROCEDURES

Please refer to the Credit Card Procedures below that form part of this policy.

ANNUAL REVIEW OF CREDIT CARD FACILITY

The Management Accountant is to prepare a written report on an annual basis at 30 June to the General Manager that includes details of:

- Expenditure for the financial year in summary form;
- Any matters indicating the efficiency or effectiveness of the corporate credit card e.g. card not used;
- Action taken in response to issues raised in the report; and
- The results of action taken in response to issues raised in previous reports.

COMPLAINTS

Those persons wishing to lodge a complaint regarding the Corporate Credit Card policy and procedures at Walgett Shire Council should forward their written complaint to the following address:

General Manager
Walgett Shire Council
77 Fox Street
Walgett NSW 2832

CREDIT CARD PROCEDURES

1.0 Objective

- 1.1 Ensure effective controls and procedures are in place with respect to the use of Walgett Shire Council Credit Cards;
- 1.2 Fulfil all statutory requirements of the Local Government Act and Office of Local Government guidelines with respect to the use and management of Credit Cards.

2.0 Definitions

A Credit Card is a bank issued credit card in the name of Walgett Shire Council. The card also carries the name of the Council Officer to whom it was issued. Each card has an individual security PIN that is known only to the cardholder.

3.0 Credit Card Summary

Credit cards have been implemented to allow the Council to transact its business in a more efficient manner and at the same time provide Council Officers with a more convenient method to meet costs they incur on Council's behalf.

Credit cards should be recognised as a valuable tool for the efficient and effective operation of Council's daily business and not as a benefit assigned to specific individuals. The use of Credit Cards will create savings in staff administration time in matters such as arranging transport, accommodation and registration for attendance at conferences and small local purchases. It will reduce the number of creditors created for one-off purchases. The procurement rules are the same for transactions using credit cards as any other type of transaction. The cardholder must be satisfied these requirements are met, meaning that the purchase is necessary and the best value for money has been obtained.

Internal controls around credit cards are detailed in these guidelines and include a monthly reconciliation process.

4.0 Credit Card Guidelines/Procedures

4.1 - Issuing of Cards

The General Manager has delegated authority to authorise the issuing of Credit Cards to staff.

Before a Walgett Shire Council staff member can become a cardholder it will be necessary for that person to provide adequate proof of identity to satisfy the requirements the banks of at least 100 identification points.

The Chief Financial Officer will be responsible for obtaining approval of the General Manager for the issue of a card and this will be recorded on a "Cardholder Approval and Acknowledgement" form (Attachment 1). Each cardholder will be required to sign this form on receipt of the Credit Card and acknowledge these procedures.

4.2 - Card Security

The physical security of the card is the cardholder's personal responsibility.

Credit Cards must be signed immediately upon receipt, as an unsigned card is a security risk.

4.3 - Restrictions

Credit Cards are for official Council business and are not to be used for personal expenses under any circumstances. If the Credit Card is used in error for a personal expense the employee must notify the Finance Section immediately and reimburse Council as soon as possible.

A cardholder must not allow another employee or person to use their card and hence PIN numbers must not be given to any other employee or person. Notwithstanding this, the cardholder can approve a telephone credit card purchase made by another employee on behalf of Council. The purchaser (employee) must complete the credit card transaction in the presence of the cardholder and then complete relevant details on the reconciliation sheet immediately after completing the purchase. The tax invoice and reconciliation sheet is then given to the cardholder for signature and subsequently lodged with the Accounts Payable Officer.

Credit Cards should only be used for purchases of fuel for Council Vehicles in an emergency i.e. where a Caltex / Ampol Service Station is not available or the fuel card is not working. Staff should use their vehicle's fuel card for normal fuel purchases.

Credit Cards are not to be used for uniforms or protective clothing/equipment which is available through the Council Store.

Any safety products purchased on a Credit Card must meet all Australian Standards. If in doubt consult with the Workplace Health & Safety Officer before a purchase is made.

Use of the Credit Cards for purchases over the internet should be restricted to trusted secure sites.

Third party travel websites should not be used for bookings with the Credit Card (e.g. Web jet or Agoda) as a tax invoice may not be issued by the website.

The cardholder will be personally liable for expenditure that cannot be shown to be related to the business of Walgett Shire Council.

4.4 - How Do I Use It?

Credit Cards are to be used as a normal credit card, with the allocated PIN number required to make any purchase.

No cash advances are available from automatic teller machines or over the counter and BPay facilities are not available.

The card is not to be linked to any form of award points and any personal award card or membership should not be used in conjunction with the use of the Credit Card (e.g., Mitre 10 Rewards, Woolworths Rewards Flybuys and Frequent Flyer or any other similar program).

A tax invoice is required to be obtained for every purchase you make. This is required in reconciliation of the Credit Card transaction.

If a transaction is done by telephone or by mail order, the cardholder will need to ensure that an appropriate tax invoice is obtained from the supplier and included with the reconciliation.

Tax invoices must contain the components in order to comply with taxation law and allow Council to claim an input tax credit for the GST paid.

All details of the purchase, including tax invoices are required to be obtained and retained to support the appropriate allocation of purchases when reconciling.

Use of the Credit Card will require the user to abide by Council's purchasing policies including purchasing from Council's preferred suppliers wherever possible.

The credit limit of the individual card is not to be exceeded. The remaining credit limit can be ascertained at any time by contacting the Finance Section of Council.

4.5 - Purchases on the Internet

Ensure sufficient documentation is kept relating to the transaction you make to justify any expenditure claims, preferably showing the transaction or payment number as a reference, a tax invoice and ABN number if the provider of the goods or service is within Australia. Most reputable organisations will e-mail you a confirmation of your order. Keep details of the web address.

Ensure you are confident you know who you are dealing with and that you are dealing with a reputable company/organisation with a proven track record. Contact the provider prior to the transaction to confirm. If any doubt exists do not use that provider.

Keep passwords and usernames completely confidential. Any legitimate payment provider will never request details in regard to your pin number or password. Do not e-mail your credit card number to any provider.

Look for a padlock site or a solid key in the status bar at the bottom of the window to indicate you are on a secure page. These symbols mean the information you are sending is encrypted and cannot be read by other internet users.

Secure sites address box should start with https:// and NOT http:// Sites that start with https:// have an added encrypted transaction layer.

Do not click on the pop-up windows when making payment or go to different links on the site.

Overseas transactions increase the risk of fraud and should be avoided where possible.

4.6 - Payment of Monthly Account

The outstanding balance of each Credit Card will be automatically debited to Council's bank account at the time the statement is issued.

4.7 - Reconciling Monthly Statements

Staff with Credit Cards must obtain a tax invoice and attach it to the reconciliation sheet (attachment 5) and sign that they have received the goods or services and hand it to the Accounts Payable Officer.

All reconciliations must be done within one week of purchase.

PLEASE NOTE:

Tax invoices are necessary to enable Council to claim back the GST each month.

For FBT purposes, expenses relating to the provision of entertainment, including food and beverage, you must provide details of the total number of staff who attended, and the total number of attendees on the invoice.

As part of the audit process, a periodical review of the supporting documentation in respect of the monthly Credit Card statement will be undertaken by the Management Accountant.

4.8 - Disputed Purchases

Council is responsible for paying all accounts on the monthly Credit Card statements and the bank will debit this amount to the Council's bank account at the time of issuing the statement.

The Finance Section is to be notified of all disputed transactions. The cardholder must complete the "Disputed Transactions" form and include it with the monthly reconciliation (Attachment 2).

When a dispute occurs, the cardholder should attempt to correct the situation with the merchant. In many cases a simple telephone call can clear up a problem without any delay. If unable to correct the situation, contact the Finance Section. The Finance Section will attempt to resolve the matter and may have to contact the bank for assistance.

The Finance Section will liaise with the bank to help with some disputes with merchants, particularly those involving duplicated charges, non-receipt of goods ordered or credits not processed after refund vouchers have been issued

4.9 - Terminating/Ceasing Employment and Extended Periods of Leave

Cards should be returned as soon as no longer required and if leaving the services of Council, should be returned to the General Manager, no later than the last day of employment. Cardholders must acquit all expenditure on the Credit Card and produce all supporting documentation prior to leaving. In the case of Extended Periods of leave i.e. 6 weeks or more the Cardholder should hand in their card to the Finance Section during their absence.

4.10 - Reporting Lost or Stolen Cards

If a card is lost or stolen it is the cardholder's responsibility to immediately telephone Council's Bank (Commonwealth Bank) to report the loss. Council's bank can be contacted 24 hours a day, 7 days a week on 1800 033 103.

The Finance Section should be contacted immediately or advised by the next business day and the cardholder should then complete a "Lost or Stolen Cards" form (Attachment 3) and forward it to the Finance Unit.

A replacement card will be arranged and issued upon receipt from the bank.

4.11 - Replacement Cards

The card is valid for the period shown on the face of the card and Commonwealth Bank will automatically reissue a replacement card to the Finance Section one month prior to the expiry date. The Finance Section will then distribute to the cardholder.

Should the cardholder require a replacement card that has been lost or stolen, they will need to complete a Replacement Cards form and sign the form (Attachment 4) on receipt of the new card.

4.12 – Fraud or Misappropriation

Staff members with any reasonable concerns in relation to fraud or misappropriation should report these to the General Manager or to Walgett Shire Council's auditors immediately.

4.13 - Implementation

The Chief Financial Officer is responsible for the implementation of these procedures.

Attachments

Attachment 1

Credit Card Cardholder Approval and Acknowledgement

<u>Approval</u> Cardholders Name:	
Position:	
Credit Limit (Monthly): \$	
General Manager	
Signature	Date:

<u>Acknowledgement</u> I acknowledge receipt of the Walgett Shire Council Credit Card and agree that: <ol style="list-style-type: none">1 I will not use the Credit Card other than for official Council purposes;2 I will ensure security of the Credit Card at all times;3 If the Credit Card is lost or stolen, I will immediately report it missing to Council's bank and will also inform the Finance Section;4 If my position with Walgett Shire Council changes or my employment terminates, or I am asked to surrender the card for any reason, I will immediately return the card;5 I will retain all original supporting documentation that meets the requirements of a tax invoice for presentation to the relevant authorising officer;6 I will ensure that all Work Health & Safety requirements are complied with for all purchases;7 I will ensure that adequate funds are available to cover expenditure before it is incurred;8 I will submit approved reconciliations and supporting documents within seven (7) days of using the Credit Card;9 I will immediately sign the Credit Card upon receipt of it;10 If I misuse the Credit Card (i.e. use it in a manner otherwise than in accordance with the instructions provided) I may be liable for disciplinary action.

Card No:	Expiry Date:
Signature of Cardholder:	Date:
Witness Name (Print):	Signature:

Attachment 2

**Credit Card
Disputed Transactions**

Note: This form is to be completed and forwarded to the Finance Section with monthly reconciliation

Credit Card No:
Cardholder's Name: Date

Transaction Date	Supplier	Reason for Dispute	Amount

Attachment 3

**Credit Card
Lost or Stolen Cards**

Note: This notification is on the loss or theft of a Walgett Shire Council Credit Card. You are requested to telephone Council's bank immediately the loss is discovered. The Finance Section should be advised on the first business day and the following information completed.

Details (Cardholder to complete)	
Credit Card No:	
Cardholders Name:	
Details of Loss:	
Council's Bank notified (Date):	
Finance Section notified on (Date)::	
Cardholder's Signature:	Date:

Financial Control (Finance Section to complete)	
Council's bank notified:	
Credit Card Register updated:	
New Card No:	
Date Received:	Signature:

Attachment 4

**Credit Card
Replacement Cards**

Details (Cardholder to complete)	
Name:	
Old Credit Card No:	
Reason for Replacement:	
Cardholder's signature:	Date:

Financial Control (Finance Section to complete)	
Council's bank notified:	
Credit Card Register updated:	
New Card No:	
Date Received:	Signature:

Attachment 5



Credit Card Purchase Authorisation Form

Completed form is to be returned to Accounts Payable with receipts attached

Card Holders Name _____

Have you attached receipts? YES ☐ NO ☐

Date _____ Name of officer requesting transaction _____

Transaction Amount _____ GST _____

Ledger/Works Order Number _____ Value _____

Description _____

Ledger/Works Order Number _____ Value _____

Description _____

Ledger/Works Order Number _____ Value _____

Description _____

Card Owner Signature _____

Finance use only

Received Date _____ Receipts attached YES ☐ NO ☐

Statement Transaction Amount _____ Date _____

Council Ref: DA2021/67

Applicant: Peter Cooke.

Date: 09/11/2021

Additional Information, to include a Change of Use of the land.

The land is currently used for heavy vehicle repairs, and the proposed change of use will for the use of the site as a Recreation Facility, both indoor and outdoor, which is permissible under the WSLEP2013, and the definitions are below:

Zone IN1 - General Industrial

1. Objectives of zone

- *To provide a wide range of industrial and warehouse land uses.*
- *To encourage employment opportunities.*
- *To minimise any adverse effect of industry on other land uses.*
- *To support and protect industrial land for industrial uses.*

2. Permitted without consent

Environmental protection works; Roads

3. Permitted with consent

*Depots; Freight transport facilities; Funeral homes; Garden centres; General industries; Hardware and building supplies; Health consulting rooms; Industrial training facilities; Kiosks; Landscaping material supplies; Light industries; Neighbourhood shops; Oyster aquaculture; Places of public worship; Rural supplies; Take away food and drink premises; Tank-based aquaculture; Timber yards; Vehicle sales or hire premises; Warehouse or distribution centres; **Any other development not specified in item 2 or 4***

4. Prohibited

Agriculture; Air transport facilities; Airstrips; Amusement centres; Camping grounds; Caravan parks; Cemeteries; Centre-based child care facilities; Commercial premises; Eco-tourist facilities; Entertainment facilities; Exhibition homes; Exhibition villages; Farm buildings; Forestry; Function centres; Health services facilities; Home-based child care; Home businesses; Home occupations; Home occupations (sex services); Information and education facilities; Pond-based aquaculture; Public administration buildings; Registered clubs; Residential accommodation; Respite day care centres; Schools; Tourist and visitor accommodation

- **recreation facility (indoor)** means a building or place used predominantly for indoor recreation, whether or not operated for the purposes of gain, including a squash court, indoor swimming pool, gymnasium, table tennis centre, health studio, bowling alley, ice rink or any other building or place of a like character used for indoor recreation, but does not include an entertainment facility, a recreation facility (major) or a registered club.
- **recreation facility (outdoor)** means a building or place (other than a recreation area) used predominantly for outdoor recreation, whether or not operated for the purposes of gain, including a

*golf course, golf driving range, **mini-golf centre**, tennis court, paint-ball centre, lawn bowling green, outdoor swimming pool, equestrian centre, skate board ramp, go-kart track, rifle range, water-ski centre or any other building or place of a like character used for outdoor recreation (including any ancillary buildings), but does not include an entertainment facility or a recreation facility (major).*

Proposed Hours.

- Daylight hours only.
- No earlier than 8am.
- 7 Days a week.
- Flexibility to close in quiet periods.

Safety.

- The site fencing will be upgraded, with secure fencing.
- Adult supervision is required for Children.
- Fully approved safety emergency plans will be put in place for the site.
- Multiple exit points will be available, and in accordance with fire safety measures.

Additional Points.

- Additional Employment opportunities as a result of this development, as it will be staffed during opening hours.
- The site is accessible, and does not discriminate based on accessibility.
- Additional healthy recreational opportunities for local and tourists.
- Positive social impact as it will provide a place to socialize, bring the community together, provide additional all weather tourist activities.
- Exciting and attractive addition to the streetscape, creating visual interest, and encouraging tourism to the area.
- The current tenant is relocating in the Industrial Estate to a larger premises.
- There are vacant lots and vacant building available in the Industrial area.
- No rezoning is proposed.

I am most dedicated to the future of Lightning Ridge and I believe this proposal will benefit many and do a disservices to none.

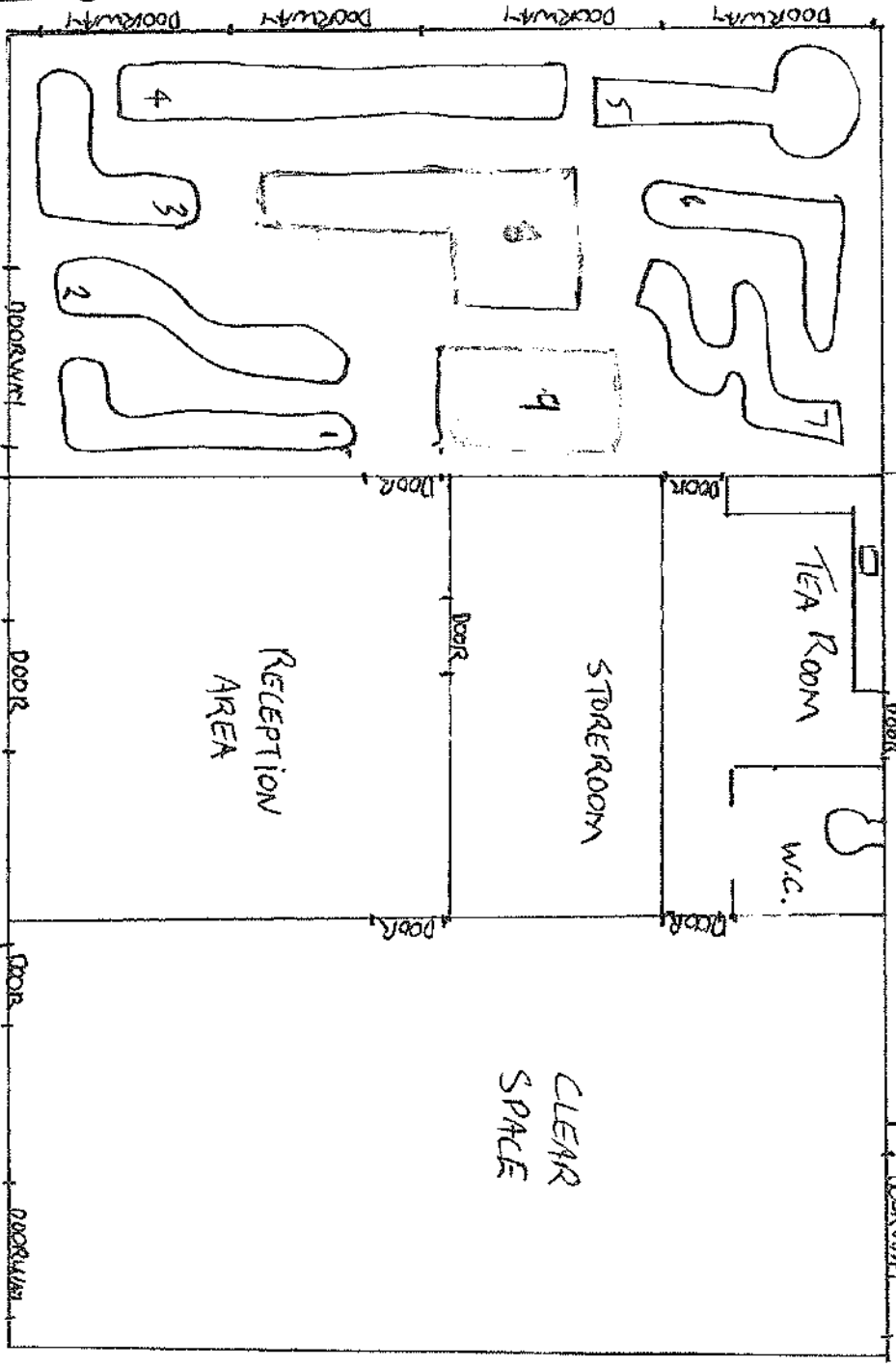
INDOOR / OUTDOOR MINI-GOLF

INDICATIVE SITE PLAN 14-16

WINDLASS AV



CLEAR
SPACE



CLEAR
SPACE

RECEPTION
AREA

STORE ROOM

TEA ROOM

W.C.

FENCE LINE

ROAD JLS

ENTRANCE

PETE COOTE
0431284238

SCALE 1cm = 1m

1 : 100

VACANT AREA



→ NORTH

SCALE 1cm = 5m

LOT 20 + 21

DP 263351

14-16 WINDLASS AV.

LIGHTNING RIDGE

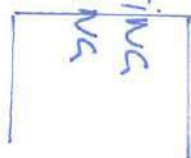
NSW. 2834

MINING + STEEL

SUPPLIES



EXISTING
SHED



OUTSIDE
MINI-GOLF
AREA



20m



30m

12m

12m

PARKING

PARKING

WINDLASS AV

PARKING



Statement of Environmental Effects

LEGISLATION

In accordance with Schedule 1 of the *Environmental Planning and Assessment Regulation 2000*, a development application **must** be accompanied by a Statement of Environmental Effects.

QUALIFIER

This *Statement of Environmental Effects Template* has been produced to assist applicants identify the environmental impacts of a development and the steps to be taken to protect the environment or lessen the expected harm. The template is suitable for minor impact development such as dwellings, alterations & additions and outbuildings. It may be necessary for Council to request additional information depending on the nature and impacts of a proposal. Larger scale developments should be accompanied by a detailed and specific Statement of Environmental Effects.

FURTHER INFORMATION

Walgett Shire Council

7 Fox Street, Walgett, NSW
PO Box 31
WALGETT NSW 2832
tel: 02 6828 6100
dmin@walgett.nsw.gov.au

Proposal

Provide a description of the proposed development including a full description and all the details of the consent sought

18 hole mini golf course.

9 inside structure. 9 outside the property - front yard.

Property

Lot No

20 + 21

Section No

-

DP No

263351

Address

14-16 Windlass Avenue, Lightning Ridge

Area of the Site 3630m²

Description of the Site

rectangle allotment, structure on site, 12m x 30m shed
clear of vegetation.

Describe the physical features such as shape, slope, vegetation, any waterways. Also describe the current use/s on the site.

Planning

Maps and details of zonings, protected areas, heritage items and bushfire areas can be found on Council's Website.

What is the zoning of the land: IN1 - General Industrial.

Is the proposal permissible within the zoning? ☒ Yes ☐ No
Refer to the Walgett Local Environmental Plan 2013 (LEP)

Is the proposal in accordance with the Acceptable Solutions of the DCP? ☒ Yes
..... ☐ No If No, details of how it meets the performance outcomes is required.
Refer to the Walgett Development Control Plan 2016

Are there any restrictions on the Certificate of Title? ☐ Yes ☒ No
If yes, please attach a copy of the covenant or restriction.

If you answered "No" to any of the above you should make an appointment to discuss your proposal with a planner before lodging a development application.

Varying a Standard

Is the design contrary to a development standard?

☐ Yes ☒ No

If yes, please indicate whether it is a:

- ☐ **Local Environmental Plan (LEP)** development standard?, and/or
- ☐ **Development Control Plan (DCP)** development standard, and/or
- ☐ **Other Planning Control** _____

Please attach a detailed documentation indicating the development standard to be varied and reasons in support of the variation. Reference must be made to the performance criteria or objective of the LEP or DCP.

Access, Traffic & Utilities

Is legal and practical access available to the development? ☒ Yes ☐ No

Are additional access points to road network required? ☐ Yes ☒ No

Has vehicle manoeuvring and onsite parking been addressed in the design? ☒ Yes ☐ No

Is power, water, electricity, sewer and telecommunications services readily available to the site?

..... ☒ Yes ☐ No

Comments

18. There will not be any access points to the road network. I will be able to access the property from the road.

Environmental Impacts

Is the development likely to result in any form of air pollution (smoke, dust, odour etc.)?

..... ☐ Yes ☒ No

Does the development have the potential to result in any form of water pollution (eg. sediment run-off)? ☐ Yes ☒ No

Will the development have any noise impacts above background noise levels (eg. Swimming pool pumps)? ☐ Yes ☒ No

Does the development involve any significant excavation or filling? ☐ Yes ☒ No

Could the development cause erosion or sediment run-off (including during the construction period)?

..... ☐ Yes ☒ No

Comments

Clear of vegetation.

Flora & Fauna Impacts

Will the development result in the removal of any vegetation from the site? ☐ Yes ☒ No

Is the development likely to have any impact on threatened species or native habitat?

..... ☐ Yes ☒ No

Refer to Biodiversity Conservation Mapping 2016 for further information

(If the answer is yes to either of the above questions it may be necessary to have a formal seven-part test completed to assess the impact on threatened species – applicants are encouraged to consult Council).

Comments

Natural Hazards

Is the development site subject to any of the following natural hazards:

☐

Flooding

☐

Bushfire

(Note if the site is identified as Bushfire Prone it will be necessary to address the Planning for Bushfire Protection Guidelines and in the case of subdivision the development will be integrated. For further information please consult the NSW Rural Fire Service web site www.rfs.nsw.gov.au).

Comments

N/A.

Stormwater Disposal

How will stormwater (from roof and hard standing) be disposed of:

☒

Street Drainage

☐

Easement

☐

Other

Comments

Drainage will not change.

Social & Economic Impacts

Will the proposal have any economic consequences in the area? ☒ Yes ☐ No

Will the proposal affect the amenity of surrounding residences by overshadowing / loss of privacy / increased noise or vibration? ☐ Yes ☒ No

Is the development situated in a heritage area or likely to have an impact on any heritage item or item of cultural significance? ☐ Yes ☒ No

Comments

Waste Generation

Will you need to dispose waste at a Local Landfill? ☐ Yes ☒ No

Name of Landfill? Quantity of Waste.....m3

Are you able to Recycle, Reuse or Reduce any waste Quantity of Wastem3

Comments

N/A.

Declaration

Signature

Peter Cooke

Name (please print)

Peter Cooke

Date

11-08-2021

Walgett Shire Council
Environmental Services Dept.
Council Ref: DA/2021/67 - PAN-157235
Lightning Ridge

Ormie Molyneux
PO Box 704
14-16 Windlass Ave

20,21/263351
03 November 2021

Dear Sir/Madam,

**RE: Development Proposal Notification
DA/2021/67 - PAN-157235
Mini Golf Course & Change of Use to recreational uses**

I object to the above proposal of the following grounds:

1. As per Walgett Local Environmental Plan 2013, Zone IN1, General Industrial Clause 1, dot point 4: *To support and protect industrial land for industrial uses.*
2. As per Walgett Local Environmental Plan 2013, Zone IN1, General Industrial Clause 4: *Prohibited – Amusement centres, Entertainment facilities.*

On viewing the above application at the Shire office here in Lightning Ridge on the 2nd of November 2021, I was perplexed to find no written information supporting the proposal. I fail to see how any Shire Council can make a valid decision on such an important planning change with so little information.

There are other issues with this proposal such as safety, operating hours, and whether the other half of the block (Vacant Area) is also being rezoned.

The industrial area was created for industrial services, not tourism. Let's keep it that way.

Yours sincerely,



Ormie Molyneux
Molyneux Rush Pty Ltd



Shire of Walgett

ABN 88 769 076 385

Reference: CM:JN:2021/67/0010 PAN-157235

Ass:21466

Contact: Caitlin Mahony

09 November 2021

Ormie Molyneux
PO Box 704
LIGHTNING RIDGE NSW 2834

Dear Ormie,

RE: DA2021/67 – PAN-127235 – 14-16 Windlass Avenue, Lightning Ridge. Putt Putt Golf Course & Change of Use.

Thank you for your submission in response to the Change of Use and Development of a Putt Putt Golf facility at 14-16 Windlass Avenue, Lightning Ridge.

If you could provide additional information in relation to your concerns about the following areas - as outlined, but not expanded upon in your objection, that would be great.

1. Safety Concerns.
2. Operating Hours.

I have been in consultation with the applicant and additional information has been provided. This is outlined below.

Safety Features:

- The site fencing is proposed to be upgraded, with secure fencing.
- Adult supervision will be required for Children.
- Safety Emergency procedures / plans will be submitted to Council before operation can commence, ensuring that there is ample emergency points, signage and alarms.

Operating Hours:

- Daylight hours only.
- No earlier than 8am.
- 7 Days a week.
- Flexibility to close in quiet periods.

There is no rezoning happening as a result of this application, as it is not considered a prohibited land use – as you can see outlined below.



Zone IN1 General Industrial

1. Objectives of zone

- To provide a wide range of industrial and warehouse land uses.
- To encourage employment opportunities.
- To minimise any adverse effect of industry on other land uses.
- To support and protect industrial land for industrial uses.

2. Permitted without consent

Environmental protection works; Roads

3. Permitted with consent

*Depots; Freight transport facilities; Funeral homes; Garden centres; General industries; Hardware and building supplies; Health consulting rooms; Industrial training facilities; Kiosks; Landscaping material supplies; Light industries; Neighbourhood shops; Oyster aquaculture; Places of public worship; Rural supplies; Take away food and drink premises; Tank-based aquaculture; Timber yards; Vehicle sales or hire premises; Warehouse or distribution centres; **Any other development not specified in item 2 or 4***

4. Prohibited

Agriculture; Air transport facilities; Airstrips; Amusement centres; Camping grounds; Caravan parks; Cemeteries; Centre-based child care facilities; Commercial premises; Eco-tourist facilities; Entertainment facilities; Exhibition homes; Exhibition villages; Farm buildings; Forestry; Function centres; Health services facilities; Home-based child care; Home businesses; Home occupations; Home occupations (sex services); Information and education facilities; Pond-based aquaculture; Public administration buildings; Registered clubs; Residential accommodation; Respite day care centres; Schools; Tourist and visitor accommodation

The development has been characterised as a recreation facility, which you will notice is permissible development as it is not considered to be a prohibited land use. The following definitions have been extracted from the Dictionary in our WSLEP2013

recreation facility (indoor) means a building or place used predominantly for indoor recreation, whether or not operated for the purposes of gain, including a squash court, indoor swimming pool, gymnasium, table tennis centre, health studio, bowling alley, ice rink ***or any other building or place of a like character used for indoor recreation***, but does not include an entertainment facility, a recreation facility (major) or a registered club.

recreation facility (outdoor) means a building or place (other than a recreation area) used predominantly for outdoor recreation, whether or not operated for the purposes of gain, including a golf course, golf driving range, ***mini-golf centre***, tennis court, paint-ball centre, lawn bowling green, outdoor swimming pool, equestrian centre, skate board ramp, go-kart track, rifle range, water-ski centre or any other building or place of a like character used for outdoor recreation (including any ancillary buildings), but does not include an entertainment facility or a recreation facility (major).



Shire of Walgett

ABN 88 769 076 385

As a result of this submission, this application will be presented to Council for Determination at the next Council Meeting, which has been scheduled for the 30th November at the Council Chambers in Walgett, at 77 Fox Street, Walgett.

Any further enquires can be forwarded to me on 0458 231 776 or via email cmahony@walgett.nsw.gov.au

Yours faithfully,

Caitlin Mahony
Town Planner, Walgett Shire Council
For and on behalf of Jacobus Nieuwoudt, Director of Environmental Services.

Walgett Shire Council
PO Box 31
Walgett NSW 2832

Molyneux Rush P/L
PO Box 704
Lightning Ridge NSW 2834
20,21/263351
11 November 2021

Dear Caitlin,

RE: DA/2021/67 - PAN-127235
14-16 Windlass Avenue, Lightning Ridge
Putt Putt Golf Course & Change of Use

1. Safety Concerns

The applicant has addressed some safety issues within the premises but has failed to give any information regarding traffic movements and parking outside the premises, i.e., the Mining & Steel Supplies hardware store next door has large delivery trucks arriving daily at irregular hours and a semi-trailer carrying steel supplies once a week. These trucks need to be unloaded with a forklift and take a considerable amount of room for manoeuvrability to deliver the goods. Tourist traffic will create a nightmare for these services and, I fear, this is an accident just waiting to happen. There is also an engineering and fabricating shop on the other side of the proposed DA with ongoing traffic movements.

2. Zone IN1 General Industrial: Objectives of Zone, point 4: *To support and protect industrial land for industrial uses.*

I see nothing in Council's future planning for any more industrial areas within the Lightning Ridge region. From the onset this land was developed for the needs of the opal mining industry, not for the needs of tourism. If Council is so concerned about a putt putt golf course I suggest they put it on the front lawn of Walgett Shire Council chambers in Fox Street where they can monitor the chaos from their front doorstep.

Yours faithfully,



Ormie Molyneux
Molyneux Rush Pty Ltd

Development Assessment Report

DA Number: DA2021/67 **Council:** Walgett
Location: 14-16 Windlass Avenue, Lightning Ridge.
Development Description: 18 Hole Mini-Golf Course
Title Details: Lot 20 & Lot 21 DP 263351

Proposal Overview

9 holes on the inside of the existing structure.

9 holes outside of the property.

Property Details/History

	Checked	Comments
File History	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Submitted: 18/10/2021 Lodged: 25/10/2021 Neighbourhood Notification: 25/10/2021 – 08/11/2021 Additional Information Request: 09/11/2021 Additional Information Received: 10/11/2021
Title Plan	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Lot 20 & Lot 21 DP 263351
Check Ownership	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Mr. Peter Clifford Cooke.

Is there any other issue that requires notation?

Yes ☐ No ☒

Application Type

Is this application an Integrated Development Application?

Yes ☐ No ☒

Is this application a Designated Development Application?

Yes ☐ No ☒

Is this application for State Significant Development?

Yes ☐ No ☒

Is this application submitted by/on behalf of a Public Authority?

Yes ☐ No ☒

Is this application a staged Development?

Yes ☐ No ☒

Is this application a section 4.55 amendment?

Yes ☐ No ☒

Concurrence/Referral

Section 4.13 – EP & A Act

Does this application require concurrence referral?

Yes ☐ No ☒

Does this application require courtesy comment?

Yes ☐ No ☒

Department	Checked	Response Received	Comments/Issues Raised
Rural Fire Service	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	No comment required.
Fire & Rescue	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	No comment required.
Planning	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	No comment required.
Biodiversity	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	No comment required.
Heritage	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	No comment required.
Rail	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	No comment required.
TfNSW	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	No comment required.

DEHWA	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	No comment required.
Aviation	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	No comment required.
Crown	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	No comment required.
Adjoining Council	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	No comment required.
Council Committee	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	No comment required.
Public Interest Group	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	No comment required.

Has this application been referred to a Development Assessment Unit? Yes ☐ No ☒

Does this application require referral for decision by Council? Yes ☒ No ☐

Comment: Yes, due to receiving a submission of objection.

Is there any other issue that requires notation? Yes ☐ No ☒

Local Environmental Plan

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

This land is zoned: IN1 – General Industrial

Development as per Standard Definitions: This development is considered to be:

- **recreation facility (indoor)** means a building or place used predominantly for indoor recreation, whether or not operated for the purposes of gain, including a squash court, indoor swimming pool, gymnasium, table tennis centre, health studio, bowling alley, ice rink or any other building or place of a like character used for indoor recreation, but does not include an entertainment facility, a recreation facility (major) or a registered club.
- **recreation facility (outdoor)** means a building or place (other than a recreation area) used predominantly for outdoor recreation, whether or not operated for the purposes of gain, including a golf course, golf driving range, mini-golf centre, tennis court, paint-ball centre, lawn bowling green, outdoor swimming pool, equestrian centre, skate board ramp, go-kart track, rifle range, water-ski centre or any other building or place of a like character used for outdoor recreation (including any ancillary buildings), but does not include an entertainment facility or a recreation facility (major).

List the relevant clause/clauses applicable under the LEP

Clause	Compliance	Comment
Land Use Table	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<p>This is permissible development, under (3) of the land use table. The development comes under:</p> <ul style="list-style-type: none"> • recreation facility (indoor) means a building or place used predominantly for indoor recreation, whether or not operated for the purposes of gain, including a squash court, indoor swimming pool, gymnasium, table tennis centre, health studio, bowling alley, ice rink or any other building or place of a like character used for indoor recreation, but does not include an entertainment facility, a recreation facility (major) or a registered club. • recreation facility (outdoor) means a building or place (other than a recreation area) used predominantly for outdoor recreation, whether or not operated for the purposes of gain, including a golf course, golf driving range, mini-golf centre, tennis court, paint-ball centre, lawn bowling green, outdoor swimming pool, equestrian centre, skate board ramp, go-kart

		track, rifle range, water-ski centre or any other building or place of a like character used for outdoor recreation (including any ancillary buildings), but does not include an entertainment facility or a recreation facility (major).
Land Zone.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	IN1 – General Industrial. 1 Objectives of zone <ul style="list-style-type: none"> To provide a wide range of industrial and warehouse land uses. To encourage employment opportunities. To minimise any adverse effect of industry on other land uses. To support and protect industrial land for industrial uses. 2 Permitted without consent Environmental protection works; Roads 3 Permitted with consent Depots; Freight transport facilities; Funeral homes; Garden centres; General industries; Hardware and building supplies; Health consulting rooms; Industrial training facilities; Kiosks; Landscaping material supplies; Light industries; Neighbourhood shops; Oyster aquaculture; Places of public worship; Rural supplies; Take away food and drink premises; Tank-based aquaculture; Timber yards; Vehicle sales or hire premises; Warehouse or distribution centres; Any other development not specified in item 2 or 4 4 Prohibited Agriculture; Air transport facilities; Airstrips; Amusement centres; Camping grounds; Caravan parks; Cemeteries; Centre-based child care facilities; Commercial premises; Eco-tourist facilities; Entertainment facilities; Exhibition homes; Exhibition villages; Farm buildings; Forestry; Function centres; Health services facilities; Home-based child care; Home businesses; Home occupations; Home occupations (sex services); Information and education facilities; Pond-based aquaculture; Public administration buildings; Registered clubs; Residential accommodation; Respite day care centres; Schools; Tourist and visitor accommodation
4.1 Minimum Lot Size	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	2000m ² . No subdivision is proposed.
4.3 Height of Buildings	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Max height permissible - 10m. No structure is proposed.
6.1 Earthworks	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	A Soil & Erosions Control Plan has not been submitted, but it can be conditioned that one be submitted if earthworks are proposed.
6.2 Flood Planning	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	The site is not mapped as being flood prone.
6.6 Essential Services	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	All essential services are available to this development. All connection requirements can be conditioned as required for the individual merits of this development.

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

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

Is there any other issue that requires notation? Yes ☐ No ☒

Development Control Plan

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

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

List the relevant clause/clauses under the applicable DCP

Chapter	Clause	Compliance	Comment
5	5.2.1 – 5.2.4	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Complies with the relevant standards

Has a variation to the DCP been requested?

Yes ☐ No ☒

Comment:

Should the variation be recommended?

Yes ☐ No ☐

Comment: N/A

Is there a draft DCP which may affect this proposal?

Yes ☐ No ☒

Is there any other issue that requires notation?

Yes ☐ No ☒

Regional Environmental Plan

There is no REP applicable to this area.

State Environmental Planning Policy

Is this proposal affected by a SEPP?

Yes ☒ No ☐

Comment: Comments are made in the table below.

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

		present, the proponent is required to undertake suitable investigation and, if necessary, remediation works.
SEPP 64 — Advertising and Signage	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP aims to ensure that outdoor advertising is compatible with the desired amenity and visual character of an area, provides effective communication in suitable locations and is of high-quality design and finish.</i>
SEPP 65 — Design Quality of Residential Flat Development	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP relates to residential flat development across the state through the application of a series of design principles. Provides for the establishment of Design Review Panels to provide independent expert advice to councils on the merit of residential flat development.</i>
SEPP 70 – Affordable Housing (Revised Schemes)	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP identifies that there is a need for affordable housing across the whole of the State and describes the kinds of households for which affordable housing may be provided and makes a requirement with respect to the imposition of conditions relating to the provision of affordable housing.</i>
Aboriginal Land 2019	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP provides for development delivery plans for areas of land owned by Local Aboriginal Land Councils to be considered when development applications are considered, and declares specified development carried out on land owned by Local Aboriginal Land Councils to be regionally significant development.</i>
Affordable Rental Housing 2009	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP provides for an increase in the supply and diversity of affordable rental and social housing in NSW.</i>
Building Sustainability Index: BASIX 2004	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP provides for the implementation of BASIX throughout the State.</i>
Coastal Management 2018	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP promotes an integrated and co-ordinated approach to land use planning in the coastal zone in a manner consistent with the objects of the Coastal Management Act 2016, including the management objectives for each coastal management area.</i>
Concurrences 2018	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP allows the Planning Secretary to act as a concurrence authority.</i>
Educational Establishments and Child Care Facilities 2017	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP facilitates the effective delivery of educational establishments and early education and care facilities across the state.</i>
Exempt and Complying Development Codes 2008	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP provides exempt and complying development codes that have State-wide application, identifying, in the General Exempt Development Code, types of development that are of minimal environmental impact that may be carried out without the need for development consent; and, in the General Housing Code, types of complying development that may be carried out in accordance with a complying development certificate.</i>
Gosford City Centre 2018	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP applies to the Gosford City Centre.</i>
Housing for Seniors or People with a Disability 2004	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP aims to encourage provision of housing for seniors, including residential care facilities. The SEPP provides development standards.</i>
Infrastructure 2007	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP provides a consistent approach for infrastructure and the provision of services across NSW, and to support greater efficiency in the location of infrastructure and service facilities.</i>

Kosciuszko National Park – Alpine Resorts 2007	Not Applicable <input checked="" type="checkbox"/>	<i>This SEPP applies to part of Kosciuszko national park, and to Kosciuszko Road and the Alpine Way. The part of Kosciuszko Park to which the policy applies is the land described as the ski resort area in Part 8A of Schedule 6 to the Act.</i>
Kurnell Peninsula 1989	Not Applicable <input checked="" type="checkbox"/>	<i>This SEPP applies to land within the Shire of Sutherland, known as Kurnell Peninsula, and adjacent waterways.</i>
Mining, Petroleum Production & Extractive Industries 2007	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>The SEPP aims to provide proper management of mineral, petroleum and extractive material resources and ESD.</i>
Miscellaneous Consent Provisions 2007	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP provides for the erection of temporary structures and the use of places of public entertainment while protecting public safety and local amenity.</i>
Penrith Lakes Scheme 1989	Not Applicable <input checked="" type="checkbox"/>	<i>This SEPP applies to the land shown edged heavy black on the structure plan relating to Penrith Lakes.</i>
Primary Production and Rural Development 2019	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP facilitates the orderly economic use and development of lands for primary production; reduce land use conflict and sterilisation of rural land.</i>
State and Regional Development 2011	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP identifies development that is State significant development or State significant infrastructure and critical State significant infrastructure and to confer functions on joint regional planning panels to determine development applications.</i>
State Significant Precincts 2005	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP facilitates the development, redevelopment or protection of important urban, coastal and regional sites of economic, environmental or social significance to the State so as to facilitate the orderly use, development or conservation of those State significant precincts for the benefit of the State, and facilitates service delivery outcomes for a range of public services and to provide for the development of major sites for a public purpose or redevelopment of major sites no longer appropriate or suitable for public purposes.</i>
Sydney Drinking Water Catchment 2011	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP provides for healthy water catchments that will deliver high quality water while permitting compatible development.</i>
Sydney Region Growth Centres 2006	Not Applicable <input checked="" type="checkbox"/>	<i>This SEPP co-ordinates the release of land for residential, employment and other urban development in the Orth West Growth Centre, the South West Growth Centre and the Wilton Growth Area.</i>
Three Ports 2013	Not Applicable <input checked="" type="checkbox"/>	<i>This SEPP provides a consistent planning regime for the development and delivery of infrastructure on land in Port Botany, Port Kembla and the Port of Newcastle</i>
Urban Renewal 2010	Not Applicable <input checked="" type="checkbox"/> Applicable <input type="checkbox"/>	<i>This SEPP establishes the process for assessing and identifying sites as urban renewal precincts, and facilitates the orderly and economic development and redevelopment of sites in and around urban renewal precincts,</i>
Vegetation in Non-Rural Areas 2017	Not Applicable <input type="checkbox"/> Applicable <input checked="" type="checkbox"/>	<i>This SEPP protects the biodiversity values of trees and other vegetation in non-rural areas of the State, and to preserves the amenity of non-rural areas of the State through the preservation of trees and other vegetation.</i>
Complies	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Comment Only <input type="checkbox"/>	N removal of vegetation is proposed.

Western Sydney Employment Area 2009	Not Applicable <input checked="" type="checkbox"/>	<i>This SEPP protects and enhances the land known as the Western Sydney Employment Area for employment purposes.</i>
Western Sydney Parklands 2009	Not Applicable <input checked="" type="checkbox"/>	<i>This SEPP puts in place planning controls that will enable the Western Sydney Parklands Trust to develop the Western Parklands into a multi-use urban parkland for the region of western Sydney.</i>

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

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

Is there any other issue that requires notation?

Yes ☐ No ☒

Planning Agreement

Section 4.15(1)(a)(iia) – EP & A Act

Is there a Planning Agreement in force under section 93F of the EP&A Act?

Yes ☐ No ☒

Has a Planning Agreement been offered under this development?

Yes ☐ No ☒

Local Strategic Planning Statement

Walgett Community Strategic Plan Alignment		Applicable
C 1.1	Develop a connected, informed, resilient and inviting community.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
C 1.2	A safe, active and healthy Shire.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
C 1.3	A diverse and creative culture.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
E 2.1	An attractive environment for business, tourism and industry.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
E 2.2	Employment opportunities that supports local industries.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
E 2.3	An efficient network of arterial roads and supporting infrastructure; town streets and footpaths that are adequate and maintained.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
E 2.4	Communities that are well serviced with essential infrastructure.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
SL 4.1	Operate an urban waste management system that meets the community needs and environmental standards.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

SL 4.2	Provide potable and raw water supply systems that ensures enhanced water security and meets health standards.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
SL 4.3	A sustainable environment that recognises our rivers, natural environment, ecological systems and biodiversity.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
SL 4.4	Maintain a healthy balance between development and the environment.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
I 5.1	Provide and maintain an effective road network that meets the community needs and expectations.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
I 5.2	A Regional and State Road network that is appropriately supported and resourced by Government.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
I 5.3	Maintain and improve Council's property assets to an optimal level.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
I 5.4	Provision of facilities and communication services.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Planning Priority		Applicable
PP1.	Promote development that contributes to the unique character of the towns and villages within Walgett Shire and meets the needs of a changing population.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
PP2.	Protect and respect Aboriginal Communities through promoting management and ownership of land of which they have a traditional association, or which can assist with their social, cultural and economic development.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
PP3.	Support sustainable economic development including agriculture and new industries based on the Shire's built and natural assets and locational advantages.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
PP4.	Promote preferred locations for industrial growth and development.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
PP5.	Engage Aboriginal and Torres Strait Islander People in employment or education, with an emphasis on workforce participation and opportunities.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
PP6.	Promote tourism as a significant component of the Shire's economy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
PP7.	Encourage sustainable management of the Shire's natural assets and environmental features.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
PP8.	Protect and enhance the natural environment and improve biodiversity.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
PP9.	Protect items, places, and areas of natural and cultural heritage.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
PP10.	Ensure that future urban development is supported by adequate infrastructure and access to a range of social and community facilities sufficient to support the future population base of the community.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Far West Regional Plan Alignment		Applicable
Direction 1 - Grow the agribusiness sector, value-added manufacturing opportunities and supply chains.		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 2 - Protect productive agricultural land and plan for greater land use compatibility.		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 3 - Sustainably manage mineral resources.		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 4 - Diversity energy supply through renewable energy generation.		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 5 - Promote tourism opportunities.		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Direction 6 - Unlock economic potential through improved freight transport infrastructure.		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 7 - Improve regional air connections.		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 8 – Enhance access to telecommunicaitons.		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 9 - Sustainably manage water resources for economic opportunities.		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 10 - Enhance the economic self-determination of Aboriginal communities.		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 11 - Support new planning and land management arrangements.		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Direction 12 - Enhance the productivity of employment lands.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Direction 13 - Protect and manage environmental assets.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 14 - Manage and conserve water resources for the environment.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 15 - Manage land uses along key river corridors.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 16 - Increase resilience to climate change.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 17 - Manage natural hazard risks.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 18 - Respect and protect Aboriginal cultural heritage assets.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 19 - Conserve and adaptively re-use European heritage assets.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 20 - Manage change in settlements.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 21 - Strengthen communities of interest and cross-regional relationships.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 22 - Collaborate and partner with Aboriginal communities.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 23 - Improve access to local health services, aged care and senior' housing.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 24 - Enhance access to education and training.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 27 - Provide greater housing choice.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 28 - Deliver greater housing choice.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 29 - Manage rural residential development.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Direction 30 - Create healthy built environments.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Supporting Planning Assessment

Has the applicant submitted any supporting planning assessments?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is there any other issue that requires notation?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Environmental Impacts

Section 4.15(1)(b) – EP & A Act

Does this proposal have any potential impact on:

	Impact	Comment
Social	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Positive social impact, as it will provide a place to socialise, bring the community together, provide additional all weather tourist activities.
Economical	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Positive economic impact, as it will encourage more tourism in the area.
Siting & Configuration	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	No additional impact identified.
Setbacks	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	No additional impact identified.
Privacy	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	No additional impact identified.
Overshadowing	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	No additional impact identified.
Solar Access	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	No additional impact identified.
Visual	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Positive visual interest will be achieved, as the frontage will be amended to incorporate part of the mini golf course.
Significant Views	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	No additional impact identified.
Amenity	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	No additional impact identified.
Water	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	No additional impact identified.
Air	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	No additional impact identified.

Noise	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	No inappropriate noise will be generated as a result of this development / change of use.
Land Degradation	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	No additional impact identified.
Tree Loss	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	No additional impact identified.
Flora	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	No additional impact identified.
Fauna	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	No additional impact identified.

Has a Threatened Species Impact Assessment been prepared? Yes ☐ No ☒

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

Does the proposed development require approval under the EPBC Act Yes ☐ No ☒

Heritage	Impact	Comment
European	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Not identified on Council Mapping or in Schedule 5 to have heritage value.
Aboriginal	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	An Aboriginal Heritage Information Management System (AHIMS) search was not carried out for the land.

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

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

Is this proposal in a heritage conservation Zone? Yes ☐ No ☒

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

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

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

Is there any other issue that requires notation? Yes ☐ No ☒

Flooding

Section 4.15(1)(b) – EP & A Act

Is this property flood affected? Yes ☐ No ☒

Is there a flood study which includes this land? Yes ☐ No ☒

Has a Flood Impact Assessment been completed for this proposal? Yes ☐ No ☒

Bush Fire Prone Land

Section 4.15(1)(b) – EP & A Act

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

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

Has a Bush Fire Management Plan been Prepared? Yes ☐ No ☒

Has this plan been accepted by the NSW Rural Fire Service? Yes ☐ No ☒

Contaminated Land

Section 4.15(1)(b) – EP & A Act

Has this land been identified as being contaminated land by Council? Yes ☐ No ☒

Has a Contaminated Land Site Investigation been completed? Yes ☐ No ☒

Does this land require remediation? Yes ☐ No ☒

Is a referral required to NSW Environment Protection Authority? Yes ☐ No ☒

Has a Remediation Action Plan been completed for the land? Yes ☐ No ☒

Comment:

Is it a possibility this land may be contaminated?

Yes ☒ No ☐**Comment:**

Is this land in the close vicinity or adjoining a known contaminated site?

Yes ☐ No ☒**Comment:**

Prior to commencement of the use, a Remedial Action Plan (RAP) prepared by a suitably qualified and experienced Consultant is to be submitted to and approved by Council.

Infrastructure

Section 4.15(1)(b) – EP & A Act

Is an engineering assessment required?

Yes ☐ No ☒

Has an engineering assessment been completed?

Yes ☐ No ☒

Does the development require any new easements?

Yes ☐ No ☒

Has an Erosion and Soil Control Plan been submitted?

Yes ☐ No ☒

Is there any outstanding issues requiring attention?

Yes ☐ No ☒

Construction Assessment

Is a Construction Certificate Required?

Yes ☐ No ☒

Was a construction certificate submitted with this application?

Yes ☐ No ☒

Has Council been appointed as the Principle certifying Authority?

Yes ☐ No ☒

Has a construction assessment been completed?

Yes ☐ No ☒

Is an annual Fire Safety Measures certification required?

Yes ☒ No ☐

Is a public defects liability agreement required?

Yes ☐ No ☒

Is there any other issue that requires notation?

Yes ☒ No ☐**Comment:**

With the information provided at this stage, a Construction Certificate is not required. However, for any erection of buildings, or erection of any structures over the height of 2.4m, a Construction Certificate will be required.

Section 68 Assessment

Is a section 68 assessment required?

Yes ☐ No ☒

Has a section 68 assessment been completed?

Yes ☐ No ☒

Was a section 68 application submitted with this application?

Yes ☐ No ☒

What type of waste system is required?

Does this system require connection to a Council maintained system?

Yes ☐ No ☒

Is there any other issue/feature/impact that requires notation from the assessment?

Yes ☐ No ☒

Developer Contributions

Does this proposal require any Developer Contribution?

Yes ☐ No ☒

Is there any other issue that requires notation?

Yes ☐ No ☒

Signage

Does this proposal require signage?

Yes ☒ No ☐

Has this application included signage?

Yes ☐ No ☒

If yes, does the signage comply?

Yes ☐ No ☐**Comment:**

Signage has not been applied for in this application.

Should a restriction be placed on the amount/type of signage?

Yes ☐ No ☐

Comment:

Notification

Does this application require notification/advertising?

Yes ☒ No ☐

Is this application an advertised development application under the EP & A Act?

Yes ☒ No ☐

Was this application notified/advertised as per the provisions of?

☒ EP & A Act ☒ LEP ☒ CPP

Yes ☐ No ☐

Was this application notified/advertised for public interest purposes only?

Yes ☒ No ☐

Dates Notification Undertaken

Commenced

25/10/2021

Finished

08/11/2021

Were there any written submissions received?

Yes ☒ No ☐

If Yes, what was the number of submissions received?

Submission Maker:	Ormie Molyneux
Issue:	1. Inappropriate for the zoning of IN1 – General Industrial. 2. Prohibited Land use – Amusement Centres, Entertainment Facilities. 3. Safety Concerns – Heavy traffic movement in the area, including trucks.
Comment:	1. The development is permissible with consent as set out in the LEP land use terms. 2. It is not a prohibited use of the land, as it is permissible development if Consent has been granted. 3. A large street frontage, and local traffic road, means that neighbouring properties will not be any more impacted than what they currently are with the existing industry. Upgrade to the fencing of the site has been discussed with the applicant, and is a condition of consent.

Is there any other issue that requires notation?

Yes ☒ No ☐

Comment:

Please refer to the trail of letters between Ormie Molyneux & Caitlin Mahony (Town Planner), for a more in-depth discussion. A report has also been formed to Council for the development, where these issues are further discussed.

Section 88b Instrument

Does Council require a Section 88b instrument to be prepared?

Yes ☐ No ☒

Public Interest

Does this proposal have any construction or safety issues?

Yes ☐ No ☒

Is there any public health issues?

Yes ☐ No ☒

Are there any other public interest issues?

Yes ☐ No ☒

Site Suitability

Section 4.15(1)(c) – EP & A Act

Is this a suitable site for this development?

Yes ☒ No ☐

Assessing Officer General Comment

Comment:

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

Recommendation

This development application be approved subject to the following conditions:

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

Approved Plans & Documents

- The development being carried out in accordance with the development application, the documents referenced below, except where amended by the following conditions.

TITLE	REFERENCE / SHEET NUMBER	PREPARED BY	DATE
Statement of Environmental Effects	-	Peter Cooke	11.08.2021
Additional Information – Change of Use	-	Peter Cooke	09.11.2021
Site Plan	-	-	-
Indicative Site Plan	-	Peter Cooke	-

(Reason: To ensure that the form of the development undertaken is in accordance with the determination of Council)

Plans on Site

- A copy of all stamped approved plans, specifications and documents (including the Construction Certificate if required for the work incorporating certification of conditions of approval) must be kept on site at all times so as to be readily available for perusal by any officer of Council or the Principal Certifying Authority.

(Reason: To ensure that the form of the development undertaken is in accordance with the determination of Council)

Compliance

- The Applicant must put in place a management system, and take reasonable steps, to ensure that employees, contractors and sub-contractors are aware of, and comply with, the conditions of this consent relevant to their respective activities.

(Reason: To ensure all workers on site are aware of approval obligations)

BCA Compliance – Change of use/classification (no building work proposed)

- Pursuant to Clause 93 of the *Environmental Planning and Assessment Regulation 2000*, the building must comply with the following provisions by achieving compliance with Clause A0.4 of the Building Code of Australia:

- Provision of escape - Part D1;
- Construction of exits - Part D2;
- Fire fighting equipment - Part E1;
- Emergency lighting, exit signs and warning systems - Part E4;

Note: The obligation under the above condition to comply with the Category 1 fire safety provisions may require building work to be carried out even though none is proposed or required in this consent. A construction certificate must therefore be obtained prior to work commencing for any building work required to be undertaken.

(Reason: Fire Safety)

- The measures listed in the following Fire Safety Schedule must be provided in the building in accordance with Clauses 93 and 168 of the *Environmental Planning and Assessment Regulation 2000*.

	FIRE SAFETY MEASURES	EXISTING	PROPOSED	MINIMUM STANDARD OR STANDARD OF INSTALLATION
1	Emergency lighting			Part E4 of the BCA

2	Exit signs		Part E4 of the BCA
3	Fire hydrant system		E1.3 of the BCA / AS 2419
4	Hose reel system		E1.4 of the BCA / AS 1221, AS 2441
5	Portable fire extinguishers		E1.6 of the BCA / AS 2444

Note: The obligation under the above condition to comply with the Category 1 fire safety provisions may require building work to be carried out even though none is proposed or required in this consent. A construction certificate must therefore be obtained prior to work commencing for any building work required to be undertaken.

(Reason: Fire Safety)

Premise Standard – commercial buildings

6. The building shall comply with the requirements of *the Commonwealth Disability (Access to Premise Standard) 2010*.

(Reason: Prescribed – Statutory)

Lot Consolidation

7. Prior to the commencement of the works hereby permitted, Lot 20 and Lot 21 DP 263351, 14-16 Windlass Avenue, Lightning Ridge are to be legally consolidated or, alternatively, the owner may enter into a legal agreement with Council, drafted by solicitors at the expense of the owner. The legal agreement will allow the owner six (6) months to consolidate the lots. The agreement will have to be executed by all parties concerned prior to the commencement of the works hereby permitted.

(Reason: To ensure compliance with the National Construction Code)

Access for People with Disabilities

8. Ramps and access for people with disabilities are to be provided to and within the entire building. All details shall be completed to achieve compliance with the provisions of the Premise Standard and the relevant provisions of AS1428.1 and AS1428.4.

Note: Consideration must be given to the means of dignified and equitable access from public places to adjacent buildings, to other areas within the building and to footpath and roads.

(Reason: To ensure the provision of equitable and dignified access for all people in accordance with disability discrimination legislation and relevant Australian Standards)

9. The bathroom facilities are required to be upgraded to be accessible for people with disabilities, and in accordance with the relevant provisions of AS1428.1.

(Reason: To ensure the provision of equitable and dignified access to bathroom facilities for all people in accordance with disability discrimination legislation and relevant Australian Standards)

Landscape Plan

10. A Detailed Landscape Plan for the development is to be prepared by a by a consultant with suitable horticulture qualifications. The Landscape Plan is to be submitted to and approved by Council prior to the Issue of any Construction Certificate. The plan must include the following:

- (a) All existing and proposed structures;
- (b) all existing vegetation;
- (c) details of proposed earthworks including mounding, retaining walls and planter boxes;

- (d) location, number of type of proposed plant species;
- (e) details of planting procedure and maintenance;
- (f) details of drainage and watering systems; and
- (g) use of endemic and drought tolerant/water wise species.

(Reason: Ensure compliance with Council's WSDCP)

Contamination

11. Prior to commencement of the use, a Remedial Action Plan (RAP) prepared by a suitably qualified and experienced Consultant is to be submitted to and approved by Council. The RAP is to be prepared in accordance with *State Environmental Planning Policy No. 55 Remediation of Land*, its associated Guidelines and other relevant NSW EPA Guidelines and is to outline the works required to ensure the site is free from contaminated material and will be fit for its intended land-use; being a Recreation Facility. The Report shall be submitted with the Occupation Certificate application.

(Reasons: To ensure the site is not contaminated and made suitable for the proposed land use in accordance with SEPP 55)

Final Fire Safety Certificate

12. The owner of the building shall provide Council with a Final Fire Safety Certificate which states that each essential fire safety measure, specified in the fire safety schedule:
 - (a) Has been assessed by a competent fire safety practitioner, and
 - (b) Was found, when it was assessed, to be capable of performing to a standard not less than required by the current fire safety schedule.

(Reason: To ensure compliance with the requirements of the Environmental Planning and Assessment Act and Regulations)

Driveway / Vehicle Access

13. Prior to the issue of an Occupation Certificate evidence shall be provided from the roads authority that any kerb, crossover or driveway has been completed to the satisfaction of the relevant roads authority.

Note: Where council is the relevant roads authority all inspections must be carried out in accordance with councils vehicle crossing policy and any conditions of approval under section 138 of the Roads Act 1993.

(Reason: Statutory requirement)

Access and Parking

14. Vehicle access to the proposed Mini Golf / Recreation Facility is to be taken from Windlass Avenue.

(Reason: To ensure appropriate and safe access to the site)

15. All driveways and parking areas shall be unobstructed at all times. Driveways and car spaces shall not be used for the manufacture, storage or display of goods, materials or any other equipment and shall be used solely for vehicular access and the parking of vehicles associated with the use of the premises.

(Reason: To ensure appropriate and safe access to the site)

16. All traffic movements in and out of the development site are to be in a forward direction.

(Reason: To ensure appropriate and safe access to the site)

Car parking plans

17. Vehicle access to the premises is to be from Windlass Avenue. A Car parking Plan is required to be submitted to and approved by Council before use of the site can commence. 15 Car parking spaces are required for this development.

(Reason: To ensure an appropriate amount and scale of car parking)

Loading Within Site

18. All loading and unloading operations shall be carried out wholly within the confines of the site or the loading bays designated by the approved plans. No unloading/loading is permitted to be undertaken within the footpath or roadway unless approved by Council.

(Reason: To ensure that deliveries can occur safely within the site and does not adversely affect traffic or pedestrian amenity)

Lighting

19. All external lighting shall comply with the provisions of *Australian Standard 4282-1997 – 'Control of the obtrusive effects of outdoor lighting'*.

(Reason: To protect the amenity of the area)

Signage

20. A separate development application for any proposed signs (other than exempt or complying signs) must be submitted to and approved by Council prior to the erection or display of any such signs.

(Reason: To confirm and clarify the terms of consent)

Dust Mitigation

21. Activities occurring at the premises must be carried out in a manner that will minimise emissions of dust from the premises.

(Reason: To protect the amenity of the locality)

COUNCIL ADVICE ONLY

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

Conclusion

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

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

Additional Notes Attached

Yes ☐ No ☒

Signed: 

Caitlin Mahony, Town Planner
Date: 16/11/2021

Signed: 

Kobus Nieuwoudt, Director Environmental Services
Date: 18/11/2021