

# **TAMWORTH REGIONAL COUNCIL**

## **ANNEXURES for ORDINARY COUNCIL AGENDA**

**10 DECEMBER 2024**

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Lake Macquarie City Council

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## Policy

### 1 Scope

This policy applies to all petitions submitted to Council, all persons submitting petitions, and all Councillors and Council staff who deal with petitions.

### 2 Objectives

The Petitions Policy aims to ensure the content of petitions are effectively communicated to Councillors and staff, and considered by them in the decision-making process. This supports accountable and transparent local government.

This policy establishes a consistent process to ensure that each petition is treated in a timely manner and effectively comes to the notice of Councillors and relevant staff.

This policy seeks to provide a mechanism for open communication of community views to Council, and acknowledges petitions are one of many ways community members can share their views with Councillors and staff.

### 3 Policy statement

Council will accept petitions from persons who have an interest in the Lake Macquarie Local Government Area as residents, landowners, business people or in some other capacity.

Council will only accept petitions on matters that Council is authorised to determine.

Petitions concerning objections to Development Applications will not be accepted under this policy. The most appropriate way for Council to consider objections to development applications is through the development application notification process. Council is committed to transparent development assessment processes that enable the community to access information about a development proposal that may affect them. In order to achieve this, all submissions received as part of the development application notification process are treated as public documents and are available online using Council's [Application Tracking service](#).

#### 3.1 Content of petitions

To present a petition to Council, the person lodging a petition ('chief petitioner') must ensure their petition:

- includes a clear and concise statement identifying the subject matter of the petition and action requested.
- includes a statement specifying the number of signatories and the number of pages to the petition.
- clearly states the full printed name, address, phone number and signature of the chief petitioner, together with the name of the organisation/group they represent if the petition is submitted on behalf of an organisation or group.
- includes the full name, address (including postcode), and email address of those people who support the petition.
- is written or typed in legible English.
- is regarding a matter which Council has the power to determine.
- is not frivolous, vexatious, lacking in substance or defamatory.

A template is provided as an attachment to this Policy.

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### 3.2 Electronic petitions

An electronic petition (e-petition) is a petition that is 'signed' online, usually through a website.

A person submitting an e-petition must ensure that the petition has:

- A clear and concise statement identifying the subject matter of the petition.
- A statement identifying the total number of people 'signing' the petition.
- The full name, address and phone number of the person submitting the petition ('chief petitioner'), together with the name of the organisation/group they represent if the petition is submitted on behalf of an organisation or group.
- The full name, address (including postcode), and email address of those people who support the e-petition.

### 3.3 Submitting petitions

A person may lodge a petition with Council by email at [council@lakemac.nsw.gov.au](mailto:council@lakemac.nsw.gov.au), or by sending it to a Councillor, the Chief Executive Officer or the Coordinator Council Liaison at [councilloradministration@lakemac.nsw.gov.au](mailto:councilloradministration@lakemac.nsw.gov.au), hand delivering it to the Coordinator Council Liaison or mailing it to Council.

Following receipt by Council, the Coordinator Council Liaison will then ensure the petition is registered in Council's record management system.

If a petition is received by the Coordinator Council Liaison more than seven days before an Ordinary Council Meeting, the Coordinator Council Liaison will usually arrange for the petition to be included in the agenda and business papers for the next meeting of Council. If the petition is included in an agenda, the Coordinator Council Liaison will advise the chief petitioner and Councillors of the date of the meeting.

However, a petition will not be included on the agenda if, in the opinion of the Chief Executive Officer, it does not contain the content details outlined above or any action it proposes is unlawful.

If the petition is not included, the Coordinator Council Liaison will notify the chief petitioner and Councillors within 21 days of lodgement, together with the reasons for it not being included.

Councillors may wish to submit a Notice of Motion with the petition, outlining a recommended action, otherwise, the recommendation included in the business paper will be that Council receives and notes the issues raised in the petition.

Alternatively, any Councillor may table a petition at an Ordinary Council Meeting, without first providing it to the Coordinator Council Liaison more than seven days before the meeting. However, it should be noted that Council's *Code of Meeting Practice* does not provide for Council to debate or discuss a petition tabled using this method. Moreover, the *Code of Meeting Practice* does not provide for any Councillor to speak about any petition tabled using this method during the meeting.

### 3.4 Outcomes arising from petitions

Council will decide what action, if any, it will take on a petition. Generally, Council refers the petition to the CEO. Council's decision can be accessed in the minutes of the relevant meeting(s), which are available on Council's website.

Council staff will consider the petition, take any action considered necessary and advise the chief petitioner and Council accordingly.

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### 3.5 Repeat petitions

A petition will not normally be considered where it is received within 24 months of another petition being considered by Council on the same matter or a substantively similar subject. When a petition is received on a similar subject to a previous petition, petitioners will be notified of the outcome of the previous petition if the Chief Executive Officer considers the issues raised have been addressed.

### 3.6 Legislation

Petitions to Council are not specifically covered by legislation. However, the *Local Government Act 1993* encourages effective participation of local communities in the affairs of local government. Council deals with petitions in keeping with this principle.

Information provided to Council in a petition is managed in accordance with the *Privacy and Personal Information Protection Act 1998*, and Council's *Privacy Management Plan*.

Details of persons signing a petition will generally only be used by Council officers to verify that the signatories have an interest in the Lake Macquarie Local Government Area as required by this policy and to contact the person.

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## Controlled Document Information

### Authorisation Details

Folder No:	F2019/00347	RM8 Record No:	D09238239
Audience:	External - Persons who have an interest in the Lake Macquarie Local Government Area as residents, landowners, business people or in some other capacity. Internal - Councillors and relevant staff		
Department:	Communications and Corporate Strategy		
Officer:	Communications and Corporate Strategy Section Lead - Kate Davies		
Review Timeframe: Max < 4 years	4 years	Next Scheduled Review Date:	23 September 2023
Authorisation:	Adopted by Council - 23 September 2019		
Authorisation - Council Adoption Date:	23 September 2019		

### Related Document Information, Standards & References

Related Legislation:	(Legislation Name)  <i>Privacy and Personal Information Protection Act 1998</i>	(Relationship/Context)
Related Policies (Council & Internal):	(Policy Name)  <i>Privacy Management Plan Community Participation Plan</i>	(Relationship/Context)
Related Procedures, Guidelines, Forms, WHS Modules/PCD's, Risk Assessments, Work Method Statements:	(Document Name)	(Relationship/Context)
Standards COP's & Other References	(Standard, COP or Other References)	(Relationship/Context)

### Definitions

Term / Abbreviation	Definition
Substantively similar subject	The details of the matter or Council decision has been the subject of a petition in the previous 24 months

### Consultation (update for each version created)

Key Departments, Teams, Positions, Meetings:	Shared Decision Making Portfolio Committee, Communications and Corporate Strategy

### Version History

Version No	Date Changed	Modified By	Details and Comments
1	June 2019	K Davies	Policy created

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## Petition lodgement form

### SUBJECT OF PETITION:

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Number of persons who have signed the petition	
Number of signed pages attached	
Signature of person lodging petition (chief petitioner)	
Name	
Address	
Telephone	
Email	
If acting on behalf of organisation/group, name of organisation/group	

### PRIVACY STATEMENT

Lake Macquarie City Council is collecting your personal information solely for the purpose of administering this petition and verifying its authenticity, as required by Council's Petitions Policy. Council will handle your personal information in accordance with the *Privacy and Personal Information Protection Act 1998* and the *Government Information (Public Access) Act 2009*.

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Lake Macquarie City Council

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## Petition template

### SUBJECT OF PETITION:

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**ACTION REQUESTED.** We, the undersigned, petition the Mayor and Councillors of Lake Macquarie City to:

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Name (please print)	Address (please print)	Email address	Signature

**Maximum of 12 signatories per page (attach additional pages as necessary).**

### PRIVACY STATEMENT

Lake Macquarie City Council is collecting your personal information solely for the purpose of administering this petition and verifying its authenticity, as required by Council's Petitions Policy. Council will handle your personal information in accordance with the *Privacy and Personal Information Protection Act 1998* and the *Government Information (Public Access) Act 2009*.

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1300 293 111 | [shoalhaven.nsw.gov.au](http://shoalhaven.nsw.gov.au)

## Petitions to Council Policy

<b>Adoption Date:</b>	13/04/2021
<b>Reaffirmed:</b>	27/06/2022
<b>Minute Number:</b>	MIN21.192, MIN22.430
<b>Review Date:</b>	01/12/2024
<b>Directorate:</b>	City Performance
<b>Record Number:</b>	POL22/82

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## [Petitions to Council Policy](#)

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### **1. Purpose**

To provide a framework for the presentation and response to petitions to Council.

### **2. Statement**

This policy applies to all petitions forwarded to Shoalhaven City Council, including those forwarded directly to a Shoalhaven City Councillor or the Chief Executive Officer.

This policy excludes:

- Petitions that relate to objections to environmental planning applications or a planning decision that has already been made by Council; and
- Petitions regarding any matter relating to an individual or entity in respect of which that individual or entity has a right of recourse to a review or right of appeal conferred by or under any enactment.

### **3. Provisions**

Any member of the community may organise, sign or submit a petition.

Petitions can be submitted to any Shoalhaven City Councillor or the Chief Executive Officer

#### **3.1 Petitions to be relevant to Council**

The following categories or petitions will be considered by Council:

- Matters relating to Council's assets, operations and responsibilities.
- Matters which:
  - affect Shoalhaven City Council or the Shoalhaven community, and
  - where Council is in a position to exercise some degree of influence.

If a petition concerns a matter over which Council has no direct control or a request is made for the Council to petition an external Government agency, the Chief Executive Officer will consider action to be taken such as, providing the petition to the relevant body on behalf of Council, or providing a report to Council outlining the petition content.

Where a petition relates to a matter for which Council has no responsibility or ability to exert influence, the Chief Executive Officer or delegate may return the petition to the petition organiser with an explanation, and wherever possible, provide advice on the appropriate agency or organisation to consider the petition.

#### **3.2 Required content for valid petition**

To be considered a valid petition, in addition to the petition being relevant to the Council as outlined at 3.1 above, a petition document must contain:

- A clear and concise statement identifying the subject matter and the action requested on each page / document submitted.
- The name and contact details of the person (and where relevant the organisation they are representing) who is submitting the petition to Council. If a contact person is not provided, Council will assume the first signatory to be the main contact.
- An accompanying statement summarising the intent of the petition and specifying the number of signatories. A minimum of four (4) signatories from different households are required.

**Petitions to Council Policy**

- In the case of a paper petition (that is, a printed document submitted by hand or post):
  - a heading on each page indicating the subject matter and the action requested
  - the full name, address and signature of each person.
- A template is provided at Appendix B for hardcopy petitions
- In the case of an electronic petition (that is, a document submitted by email or other electronic means), the full name and address of the person supporting the petition along with a statement by that person certifying that the statement identifying the subject matter and the action requested as set out at the beginning of the petition has not been altered.

Petitions hosted on online engagement platforms (that is, internet or e-petitions which are signed online, usually through a form on a website) will be accepted as long as they meet the requirements of a valid petition. Such petitions must be submitted in PDF format or printed version, not as a link to a website, and must include the details as set out above, with the email addresses of the persons supporting the petition as provided by the online engagement platform.

Shoalhaven City Council reserves the right to reject any petition that does not meet these criteria.

**3.3 Presentation of a Petition to the Council****a. Tabling at a Council meeting by a Councillor**

If a Councillor receives a completed petition they may either:

1. Table the original document at a meeting of the Council, or provide the Chief Executive Officer with an electronic PDF copy of the petition in advance of the meeting at which it is tabled. In accordance with Paragraph 9.19 of the Code of Meeting Practice the tabling of the petition will be recorded in the minutes and the petition will be assigned to the appropriate officer for action; or
2. Forward the petition to the Chief Executive Officer for registration by Council.

**b. Receipt of petition as correspondence to the CEO**

Where the Chief Executive Officer or other staff receive a petition, it will be registered in Council's Electronic Records Management system as correspondence and assigned to the appropriate officer, to be dealt with in accordance with correspondence standards and this Policy.

**3.4 Action Arising from the Receipt of a Petition**

1. Where a petition relates to a current consultation process, including planning and development matters on which the Council has not made final determination, the petition will be considered as a group submission to that process and correspondence from Council will be provided with acknowledgement, such correspondence being made with only the individual who submitted the petition. When a petition is received relating to a Development Application during the period of its public exhibition, it will be considered as a submission to the exhibition.
2. All other petitions received of fewer than 500 signatures will be treated as general correspondence to the Council.

**Petitions to Council Policy**

3. In the event a petition containing 500 or more signatures on a matter which is not part of a consultation process is received by Council, the subject matter of the petition shall trigger a report from the Chief Executive Officer at a future meeting of Council. The timetable for the Report will be determined by the Chief Executive Officer.
4. The report shall provide the Council with an outline of the petition, subject and, where relevant, proposed further action which is intended or recommended by the Council. The petition submitter shall be advised by the report author of the meeting at which the report will be listed. The report will not include a copy of the signed petition for privacy reasons.
5. When a petition is received on a matter which has been addressed by the Council or is about the same issue as a previous petition received (within the previous 12 months), the Chief Executive Officer or Director may determine that that the issues raised have previously been addressed and a report to Council is not warranted, in which case the petitioner will be informed of this decision.

**3.5 Access to information and Privacy**

Petitions usually contain personal information such as signatures, addresses and contact details. Information contained in petitions will be managed in accordance with Council's Privacy Management Plan and requests for access petitions will be considered in accordance with the Government Information (Public Access) Act 2009 (GIPA Act) and the Privacy and Personal Information Protection Act 1998 (PPIP Act).

Where considered warranted Council may contact individuals who have signed the petition for reasons which may include: to clarify community sentiment; to arrange a community forum; or to provide correspondence about the subject matter of the petition they signed.

**4. Implementation**

City Performance will administer this policy.

**5. Review**

City Performance (Business Assurance & Risk) will review this policy once every 4 years.



# Petitions Policy

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY PROGRAM:

Direction: **G2 – Our community is actively engaged in well-informed decision processes.**

Strategy: **G2b – Provide opportunities in a variety of forums for all stakeholders to contribute to community decision making.**

AUTHOR: **Richard Coelho / Al Johnston**

SUB-PROGRAM: **Internal Ombudsman, Governance and Civic**

DATE CREATED: **September 2008**

DATE REVISED: **March 2016**

DATE APPROVED BY EXECUTIVE LEADERSHIP TEAM: **N/A**

DATE ADOPTED BY COUNCIL: **April 2016**

NEXT REVIEW DATE: **March 2020**

TRIM FILE REF: **A08/1339**

## 1. Petitions Policy

### **Statement of policy**

Council will accept petitions from persons who have an interest in the Waverley Local Government Area as residents, landowners, business people or in some other capacity.

Petitions must concern matters that Council is authorised to determine.

### **Objectives**

Council aims to ensure that the views of the community are effectively communicated to councillors and staff, and considered by them in the decision-making process. This is a core aspect of accountable and transparent local government. One of the ways councillors and staff receive these views is by considering issues raised in petitions lodged by members of the community.

This policy establishes a consistent process to ensure that each petition is treated in a timely manner and effectively comes to the notice of councillors and relevant staff.

This policy seeks to manage risk and prevent corruption by providing a mechanism for open communication of community views to Council.

### **Scope**

This policy applies to all petitions submitted to Council; all persons submitting petitions; and all councillors and Council staff who deal with petitions.

### **Legislation**

Petitions to Council are not specifically covered by legislation. However, the *Local Government Act 1993* encourages and assists the effective participation of local communities in the affairs of local government. Council deals with petitions in keeping with this principle.

Information provided to Council in a petition is protected by the *Privacy and Personal Information Protection Act 1998*. These protections are summarised in Council's Privacy Management Plan 2013, which is available on Council's website. Any questions concerning privacy or the use of personal information may be referred to Council's Internal Ombudsman.

Details of persons signing a petition will generally only be used by Council officers to verify that the signatories have an interest in the Waverley Local Government Area as required by this policy.

## 2. Dealing with Petitions

### Content of petitions

The person lodging a petition ('chief petitioner') must ensure that the petition has:

1. The Petition Lodgement Form containing:
  - a) A clear and concise statement identifying the subject matter of the petition.
  - b) A statement specifying the number of signatories and the number of pages to the petition.
  - c) The full printed name, address, phone number and signature of the chief petitioner, together with the name of the organisation/group they represent if the petition is submitted on behalf of an organisation or group.
2. The following details on each page of the petition:
  - a) The subject matter of the petition and the action requested.
  - b) The name, address and signature of those people who support the petition.

The Petition Lodgement Form and a petition template are attached to this policy.

### Electronic petitions

An electronic petition (e-petition) is a petition that is 'signed' online, usually through a website.

A person submitting an e-petition must ensure that the petition has:

1. A clear and concise statement identifying the subject matter of the petition.
2. The total number of people 'signing' the petition.
3. The full name, address and phone number of the person submitting the petition ('chief petitioner'), together with the name of the organisation/group they represent if the petition is submitted on behalf of an organisation or group.
4. The full name, address (including postcode), and email address of those people who support the e-petition.

### **Receiving petitions**

A person may lodge a petition with Council by email at <[info@waverley.nsw.gov.au](mailto:info@waverley.nsw.gov.au)>; via petition websites; or by sending it to a councillor, the General Manager or the Internal Ombudsman.

All petitions received must be forwarded to the Internal Ombudsman, who will ensure the petition is registered in Council's record management system.

The Internal Ombudsman will usually arrange for the petition to be included on the agenda of the next meeting of Council or the Operations Committee. However, a petition will not be included on the agenda if, in the opinion of the General Manager:

- It does not contain the content details outlined above, or
- It is defamatory, or
- It contains threatening statements or offensive material, or
- Any action it proposes is unlawful.

If the petition is not included, the Internal Ombudsman will notify the chief petitioner within 21 days of lodgement, together with the reasons for it not being included.

If the petition is included on an agenda, Council will advise the chief petitioner of the date of the meeting.

### **Outcome of petitions**

Council will decide what action, if any, it will take on the petition. Generally, Council refers the petition to the relevant officer for appropriate action. Council's decision can be accessed in the minutes of the meeting, which are available on Council's website.

The relevant officer will consider the petition, take any action considered necessary and advise the chief petitioner accordingly.

## Petition Lodgement Form

**SUBJECT OF PETITION:**

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Number of persons who have signed the petition	
Number of signed pages attached	
Signature of person lodging petition (chief petitioner)	
Name	
Address	
Telephone	
If acting on behalf of organisation/group, name of organisation/group	

**PRIVACY STATEMENT**

Waverley Council is collecting your personal information solely for the purpose of administering this petition and verifying its authenticity, as required by Council's Petitions Policy. Council will handle your personal information in accordance with the *Privacy and Personal Information Protection Act 1998* and the *Government Information (Public Access) Act 2009*. Questions concerning privacy or the use of your personal information may be referred to Council's Internal Ombudsman.

**Petition****SUBJECT OF PETITION:**

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**ACTION REQUESTED.** We, the undersigned, petition the Mayor and Councillors of Waverley to:

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Name (please print)	Address (please print)	Signature

**Maximum of 12 signatories per page (attach additional pages as necessary).****PRIVACY STATEMENT**

Waverley Council is collecting your personal information solely for the purpose of administering this petition and verifying its authenticity, as required by Council's Petitions Policy. Council will handle your personal information in accordance with the *Privacy and Personal Information Protection Act 1998* and the *Government Information (Public Access) Act 2009*. Questions concerning privacy or the use of your personal information may be referred to Council's Internal Ombudsman.



## City of Sydney Council

### Petition Guidelines

The City of Sydney welcomes petitions as one way in which people can let us know their concerns. We set out below how Council will respond to petitions that are sent to us.

#### What is a petition?

Council will treat as a petition for the purposes of these guidelines any communication that is either identified as being a petition, or which it seems to us is intended to be a petition.

Petitions can be sent directly to Councillors or to:

City of Sydney

Town Hall House

456 Kent Street

Sydney NSW 2001

#### Who can submit a petition?

Anyone can sign or organise a petition.

#### What are the Guidelines for Submitting a Petition?

Petitions on the following matters will be considered by the City in accordance with these guidelines:

- issues relating to Council's responsibilities; and
- issues which affect the City of Sydney or communities in the City of Sydney, as long as Council is in a position to exercise some degree of influence.

If your petition is about something over which Council has no direct control (for example the local railway or school), we will consider making representations on behalf of the community to the relevant body. The City works with a large number of local partners and where possible will work with these partners to respond to your petition. If we are not able to do this for any reason (for example, if what the petition calls for conflicts with Council policy), then we will set out the reasons for this to petitioners.

Where a petition relates to a matter over which Council has no responsibility or influence, Council will return the petition to the main petition contact with an explanation for that decision (and will wherever possible give petitioners any information that Council has available as to where the petition should be redirected).



If your petition is about something that a different council or other public authority is responsible for, we will ask the main petition contact whether s/he would like us to redirect the petition to the other authority.

Petitions submitted to Council must include:

- a clear and concise statement covering the subject matter of the petition. It should state what action petitioners want the Council to take; and
- the name and address and signature (or email address in the case of electronic petitions) of any person supporting the petition.

A petition should contain the name and address and contact details of the main petition contact. This is the person we will contact to explain how we will respond to the petition. If the petition does not identify a main petition contact, we will assume the first signatory is the main petition contact.

The address may be where the signatory to the petition lives, works or studies. The City has the discretion to verify the name and address and signature of any person supporting the petition should we consider it necessary for any reason.

If you want your petition to be tabled at a meeting of Council, you must send it to a Councillor for them to consider tabling it.

State legislation may affect Council's ability to respond to some petitions, including those related to development assessment, tendering or electoral laws, in the period immediately before an election, Council may need to deal with your petition differently or in a different timeframe, and if this is the case Council will contact the main petition contact to explain the reasons and discuss the revised timescale that will apply.

Before submitting a petition you may first wish to check with Councillors or with the City to see if we are already acting on your concerns and to confirm that Council is the most appropriate body to receive your petition, as sometimes your petition may be more appropriate for another public body.

#### **Types of Petition**

For the purposes of the Council's Petition Guidelines all petitions that are received by Council (that are considered to fall within the scope of these guidelines) will be treated as falling within one of the two different types of petition, described below.

#### **Petitions For Tabling**

These are petitions that have been sent to a Councillor so that they can consider tabling it at a Council meeting. If the Councillor wishes Council to debate the petition, they are required to submit it to the Chief Executive Officer (or their delegate) by 12 noon on the Tuesday in the week preceding Council meeting.



The motion that shall accompany tabled petitions whether notice has been given or not is:

"That the petition be received and noted."

Where notice has not been given, a Councillor may request that the petition be listed on the agenda for the next meeting to enable it to be debated.

#### **Petitions**

These are petitions that have been sent to the Chief Executive Officer (CEO) or to City staff, either directly or via Councillors or the Lord Mayor.

#### **What happens when a petition is received?**

Within 15 working days of receipt by the CEO or City staff, we will acknowledge receipt to the main petition contact and will advise the main petition contact:

- whether we consider that the petition falls within the scope of Council's Petition Guidelines;
- the identity of the person or body within the City to whom the petition will be reported for consideration; and
- where we consider that the petition does not fall within these guidelines, we will advise all petitioners of the reason for this decision

At the same time as responding to the main petition contact, we will notify the relevant City of Sydney Director(s) with responsibility for the matter(s) to which the petition relates and all Councillors of receipt of the petition.

In the event that the subject of a Petition falls within the remit of more than one Director, the petition will be reported to both Directors, who will be asked to nominate one of them as the lead for the matter.

In some cases, we may be able to resolve the petitioners' request directly, by requesting the relevant council officer to take appropriate action. Where this is done, we will advise all signatories, where valid addresses have been provided, that we consider that the matter is resolved and explain how it has been resolved. If any signatory is not satisfied with the outcome s/he may appeal to the Chief Executive Officer in accordance with the procedure set out below.

In all other cases, within 3 months of receipt of a petition (or sooner where possible), we will provide a substantive response to the signatories giving information about what steps we have taken or propose to take in response to the petition and our reasons for doing so.

When we receive a petition, our response will depend on what a petition asks for and may include one or more of the following:

- giving effect to the request in the petition;



- considering the petition at a meeting of Council;
- research or consultation; or
- giving a written response to all signatories setting out our views about the request in the petition;

In addition to these steps, the City will consider all of the specific actions that it can potentially take on the issues highlighted in the petition.

#### **What will happen to a Petition For Tabling?**

If a Councillor to whom the petition is sent submits it to the Chief Executive Officer in accordance with the procedure for notifying petitions, the petition will be debated by Council at its next ordinary meeting. This means that the issue(s) raised in the petition will be discussed at a meeting at which all Councillors can attend. Petitions will not be considered at Extraordinary Meetings of Council unless it is convened to consider the subject matter of the petition.

The procedure to be followed during the petition debate is the same as for debate on any other motion and is set out in Council's Code of Meeting Practice.

Following consideration by Council of a Petition for Tabling, Council may make a decision on the subject matter of the petition if a notice of motion has been received, may request that it be listed on the agenda for the next Council meeting to enable debate or may refer the petition to the CEO to respond as per petitions received directly.

#### **What can I do if I feel my petition has not been dealt with properly?**

If any signatory is not satisfied with the outcome of Council's consideration of their petition, he/she may appeal to the Chief Executive Officer setting out the reasons for their dissatisfaction.

The Chief Executive Officer may choose to instigate an investigation, make recommendations to the Executive, or arrange for the matter to be considered at a meeting of Council.

Once the appeal has been considered the Chief Executive Officer will provide the person who has appealed with written confirmation of the outcome.

#### **Excluded Petitions**

Council's Petition Scheme does not apply to the types of petition listed below. If Council receives a petition that it considers to be an Excluded Petition, we will contact the main petition contact to advise them that we do not consider that their petition falls within the scope of Council's Petition Guidelines and the reasons for this decision.

#### **Petitions excluded by Statutory Consultation, Review or Appeal Rights**

In order not to duplicate procedures where established processes already exist for people to voice their opinions, the following matters are excluded from the scope of Council's Petition Guidelines:



- any matter relating to a planning decision that has already been made by Council or City staff; or
- any matter relating to an individual or entity in respect of which that individual or entity has a right of recourse to a review or a right of appeal conferred by or under any enactment.

However, a petition that alleges a systematic failure to deliver services in the above areas is within the scope of Council's Petition Guidelines. For example, while a petition on an individual planning application would be an Excluded Petition, a petition about Council's failure to deliver an effective service for planning applications would be within the scope of these guidelines.

**Petitions that are vexatious, abusive or otherwise inappropriate**

If, in the opinion of the City, a petition is vexatious, abusive or otherwise inappropriate, we will acknowledge receipt of the petition to the main petition contact. We will explain to the main petition contact the reason why we consider that the petition is vexatious, abusive or otherwise inappropriate, and that we will not be taking any further action in respect of the petition.

Please note that petitions which raise issues of possible Councillor misconduct will be taken as complaints arising under Council's Code of Conduct, rather than considered under these guidelines.

**Repeat Petitions**

A petition will not normally be considered where it is received within 24 months of another petition being considered by Council on the same matter. When a petition is received on a similar issue to a previous petition, petitioners will be notified of the outcome of the previous petition if the City considers that the issues raised have been addressed.



# Petition Policy

11 December 2019



© Bayside Council

Petition Policy  
File: F11/248 Document: 19/323485  
Policy Register: F16/951 Policy No.: PP19/22  
Class of document: Council Policy

Enquiries: Manager Governance & Risk



Telephone Interpreter Services - 131 450 Τηλεφωνικές Υπηρεσίες Διερμηνέων بخدمة الترجمة الهاتفية 電話傳譯服務處 Служба за преведување по телефон

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## 1 Introduction

### 1.1 Background

Council encourages the community to communicate with Council on issues of importance to them. Council welcomes, and will consider, the community's views on decision-making processes. This policy aims to establish a consistent approach to the management of petitions, to ensure they are managed in a timely and effective manner.

### 1.2 Definitions

#### **Petition**

A formal written request to Council, typically signed by a number of people, seeking action or special consideration of a particular matter, that Council is authorised to determine.

#### **Head petitioner**

The main or chief petitioner identified with appropriate contact details, or, if not identified as such, the first petitioner.

### 1.3 Policy statement

Council is committed to listening to the voice of the community, and welcomes submissions, such as petitions, on matters of concern and/or issues being considered by Council. Petitions are taken into consideration as part of the decision-making process, if submitted in accordance with this policy.

### 1.4 Scope of policy

This policy applies to all petitions submitted to Council, all persons submitting petitions, and all Councillors and Council officers who deal with petitions.

## 2 Content of petitions

### 2.1 General

Petitions on the following matters will be considered by Council, in accordance with these guidelines:

- Matters relating to Council's responsibilities and that Council is authorised to determine
- Matters which affect the Council or communities in the Bayside local government area, as long as Council is in a position to exercise a degree of influence.

A petition may be returned to the head petitioner accompanied by an explanation where:

- It is excluded (refer section 5)
- Where the main subject matter of the petition relates to a matter in which Council has no degree of control or influence,

- Where the petition is requesting Council to facilitate the distribution of or publication of the petition on behalf of another agency for any matter that is under the control of any external agency. However, Council may consider making representations on behalf of the community to the relevant organisation where it sees a significant impact on its communities.

## 2.2 Hard copy petitions

The person lodging the petition, the 'chief petitioner', must ensure the petition meets the following mandatory criteria:

- Be signed by 20 or more persons.
- Be made by persons that have a direct interest in Bayside Council, such as residents, ratepayers, business stakeholders, or in some other capacity.
- Is legible and does not contain disrespectful or offensive language.
- If written in a language other than English, the petition must be accompanied by a certified translation (including contact details of the translator).
- Includes a clear and concise statement identifying the purpose of the petition.
- Identifies the subject matter of the petition and the action requested of Council.
- Includes the names, addresses and signatures of the persons who support the petition.
- Includes the name, address and contact details of the head.

## 2.3 Online petitions

Council considers online petitions signed through a website that contain the following:

- The purpose, subject matter of the petition and the action requested of Council.
- The names and email addresses of the persons supporting the petition.
- Online signatures of the persons supporting the petition – electronic petitions may be signed online, usually through a website.
- Total number of people electronically signing the petition, which must be electronically signed by 20 or more persons.

## 2.4 Public access to information

Information contained in petitions, including personal information, is deemed to be voluntarily offered by petition signatories on the understanding that their personal information contained in the petition would be forwarded to Council and may be made on Council's website or by other means.

Personal information of petition participants is collected by Council in accordance with section 8 of the *Privacy and Personal Information Protection Act 1998 (NSW)*.

All records are stored in Council's electronic records management system and may be disclosed to Councillors, Council officers, consultants to Council or members of the public. The petition and related documents received by Council may be made publicly available under the *Government Information (Public Access) Act 2009*.

### 3 Submitting a petition

Petitions may be provided directly to the Mayor, Councillors, or addressed to Council's General Manager.

Petitions can be submitted to Council through the following methods:

- Mail – PO Box 21, ROCKDALE NSW 2216
- Email – [council@bayside.nsw.gov.au](mailto:council@bayside.nsw.gov.au)
- In Person – via one of our Customer Service Centres located at:
  - Rockdale Library, 444-446 Princes Highway Rockdale NSW 2216 or
  - Eastgardens Library, Westfield Eastgardens, 152 Bunnerong Road Eastgardens

### 4 Receiving petitions

Petitions lodged with Bayside Council are referred to the Manager Executive Services to be acknowledged and directed to the relevant Council officer for consideration:

- If the request is consistent within the current operational plan and budget, the petition request may be implemented by the relevant Council officer.
- If the request concerns a new Council initiative, it may need to be assessed before a recommended outcome is developed.

In either case the petition is reported to the next convenient meeting following its receipt, with an officer recommendation for notation.

Petitions lodged with a Councillor, may be either be:

- tabled at the next convenient Council Meeting via a Notice of Motion lodged within the timeframes as outlined in the Code of Meeting Practice
- referred to the General Manager (and relevant Council officer) for consideration.

In the latter case the petition is reported to the next convenient meeting following its receipt, with an officer recommendation for notation.

Once petitions have been reported to Council, an acknowledgement is forwarded to the head petitioner. Once petitions have been considered and a course of action or otherwise is decided, further advice is forwarded to the head petitioner.

## 5 Excluded petitions

In some cases, petitions may not comply with this policy and are deemed an 'excluded petition'.

The head petitioner is notified if a petition is deemed an excluded petition, along with the related reasons. The types of petitions listed below are deemed excluded petitions in the following circumstances:

- Any petition relating to a planning decision already determined by Council staff, or the Bayside Local Planning Panel; or other determining authority. However, petitions are considered as one submission as part of the planning determination decision-making process.
- Any petition considered by Council to be vexatious, offensive or otherwise inappropriate.
- Any petition affected by legislation, legal or insurance proceedings (including potential) impacting on the Council's ability to respond or deal with the matter
- Any petition received on a similar issue to a previous petition or substantive issue already considered within the current term of Council.

## 6 Procedure implementation

### 6.1 Procedures

Procedures associated with this policy may be approved by the Manager Governance & Risk. They may address such issues as the following:

- Roles and Responsibilities
- Templates and online forms
- Petition register and monitoring

### 6.2 Responsibilities

Manager Governance & Risk is responsible for the policy.

Manager Executive Services is responsible for coordination the managing petitions received.

## 7 Document control

### 7.1 Review

This policy is reviewed at least every four years.

Minor editorial amendments that do not change the substance of this policy may be approved by the Manager Governance & Risk.

## 7.2 Related documents

### Related Legislation

*Government Information (Public Access) Act 2009  
Local Government Act 1993  
Local Government General Regulation 2005  
Privacy and Personal Information Protection Act 1998*

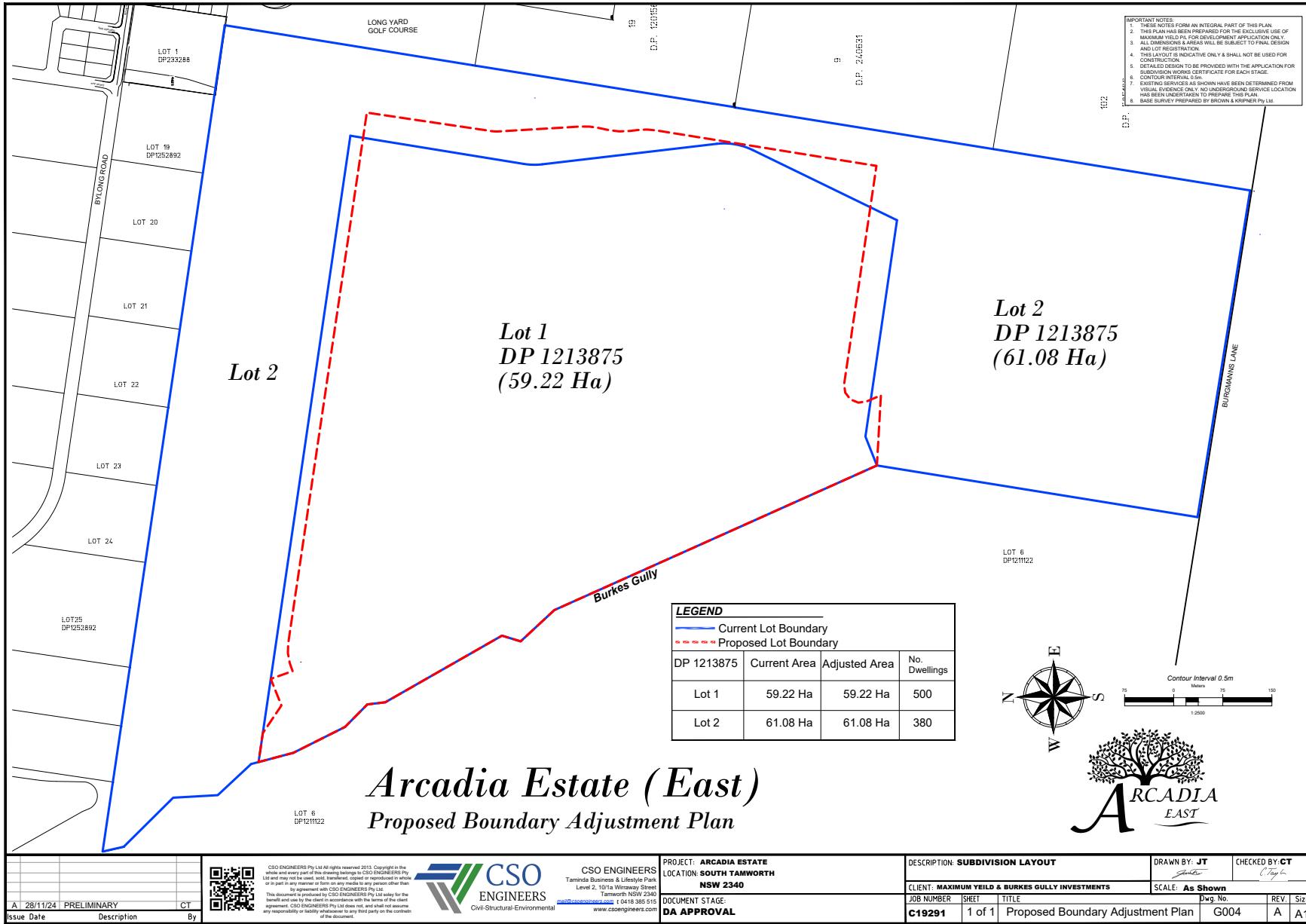
### Related Documents and Council Policy

*Code of Meeting Practice  
Access to Information Policy  
Privacy Management Plan*

## 7.3 Version history

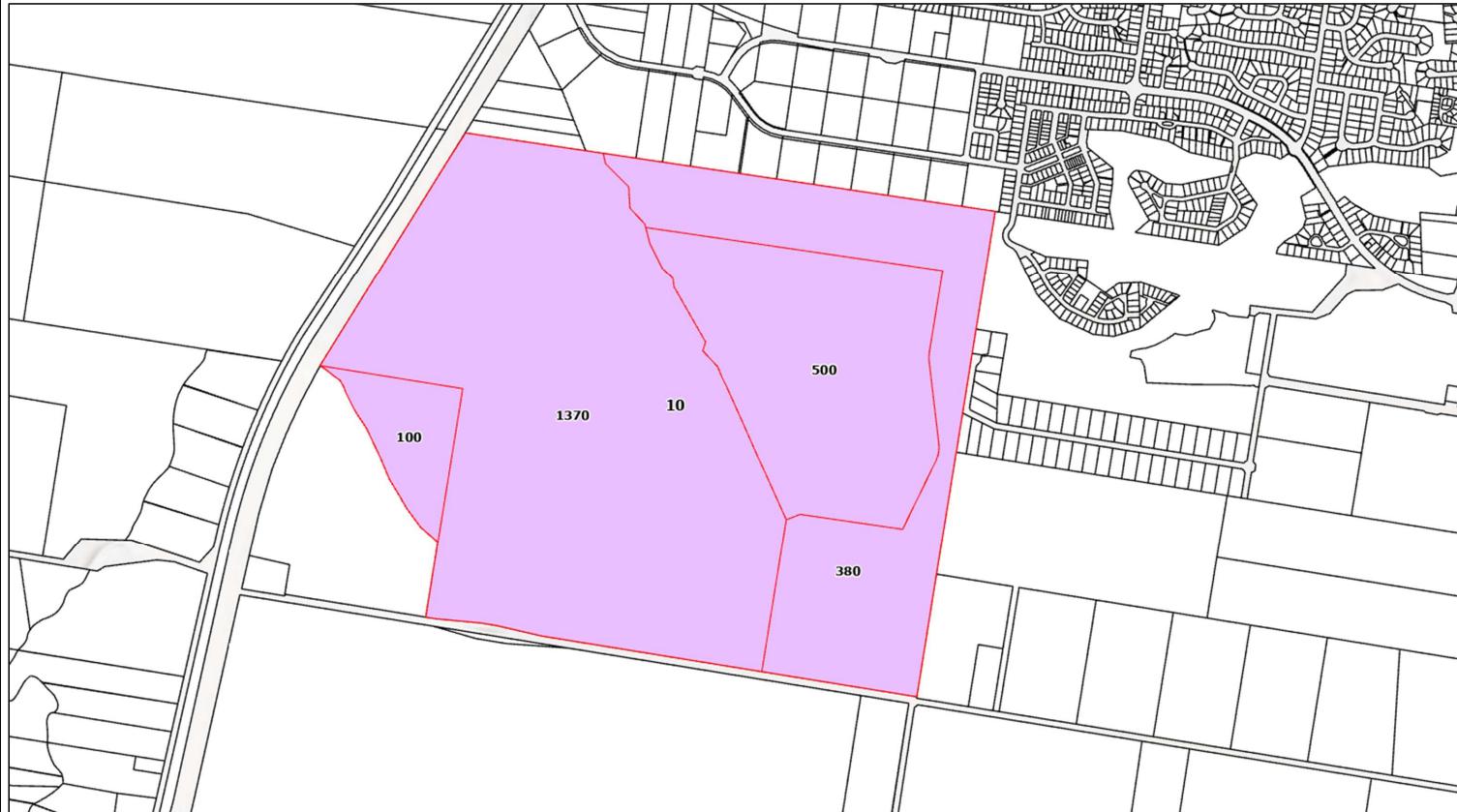
This policy replaces an operational procedure.

Version	Release Date	Author	Reason for Change
1.0	11/12/2019	Manager Executive Services, Coordinator Policy	New document - change from Corporate Procedure to Council Policy

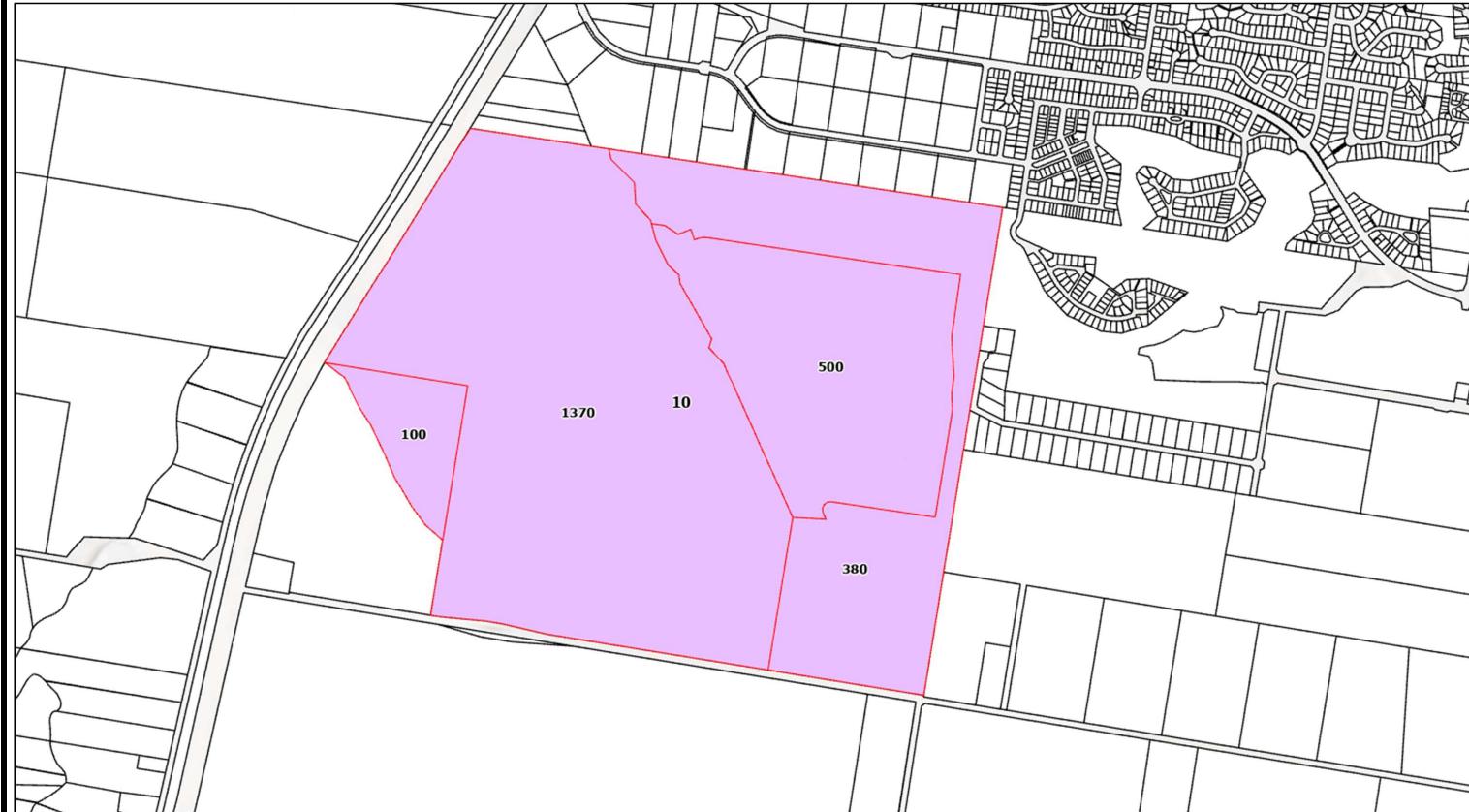


ANNEXURE 2

Existing Dwelling Density Map



Proposed Dwelling Density Map

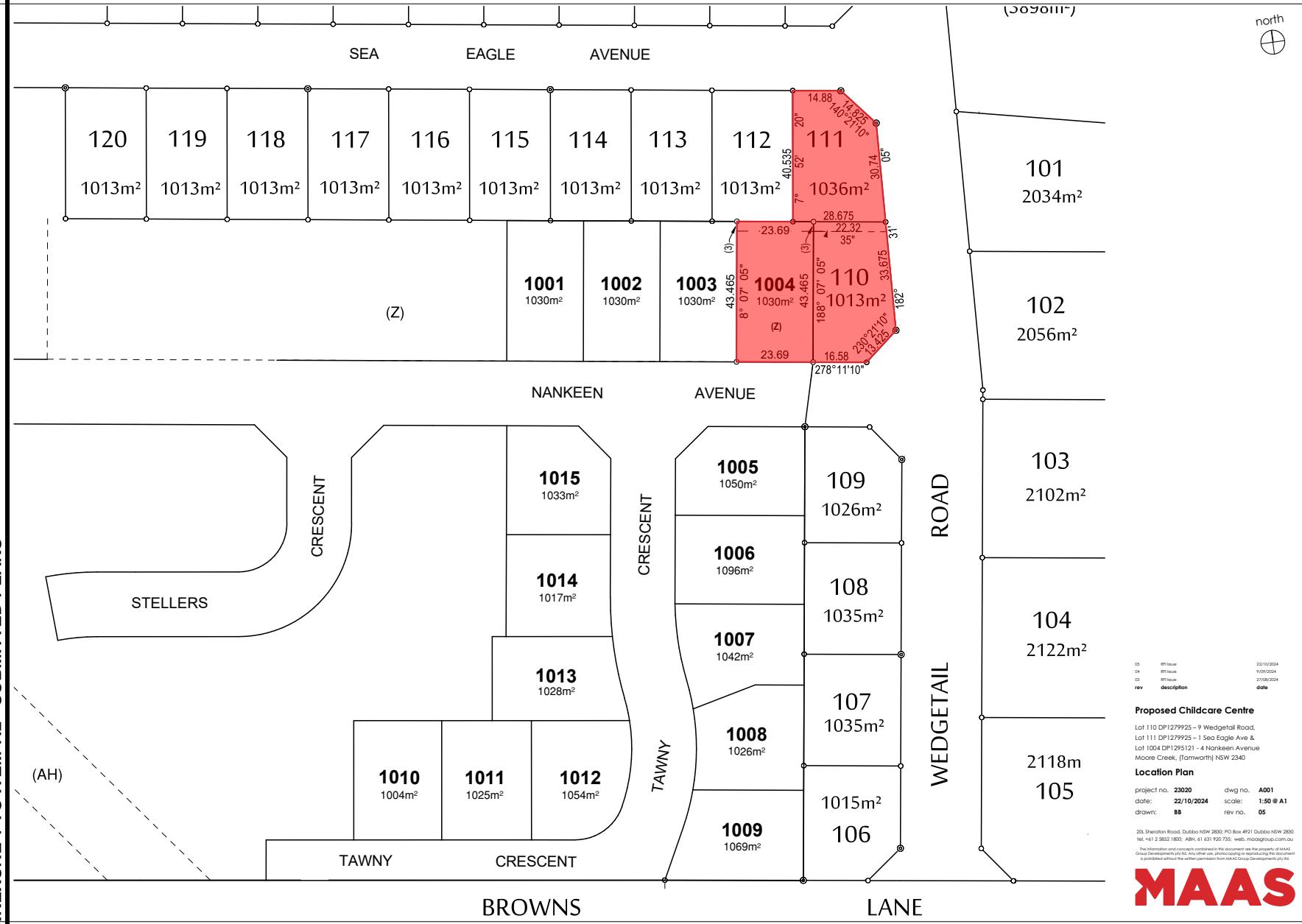


## Proposed Childcare Centre

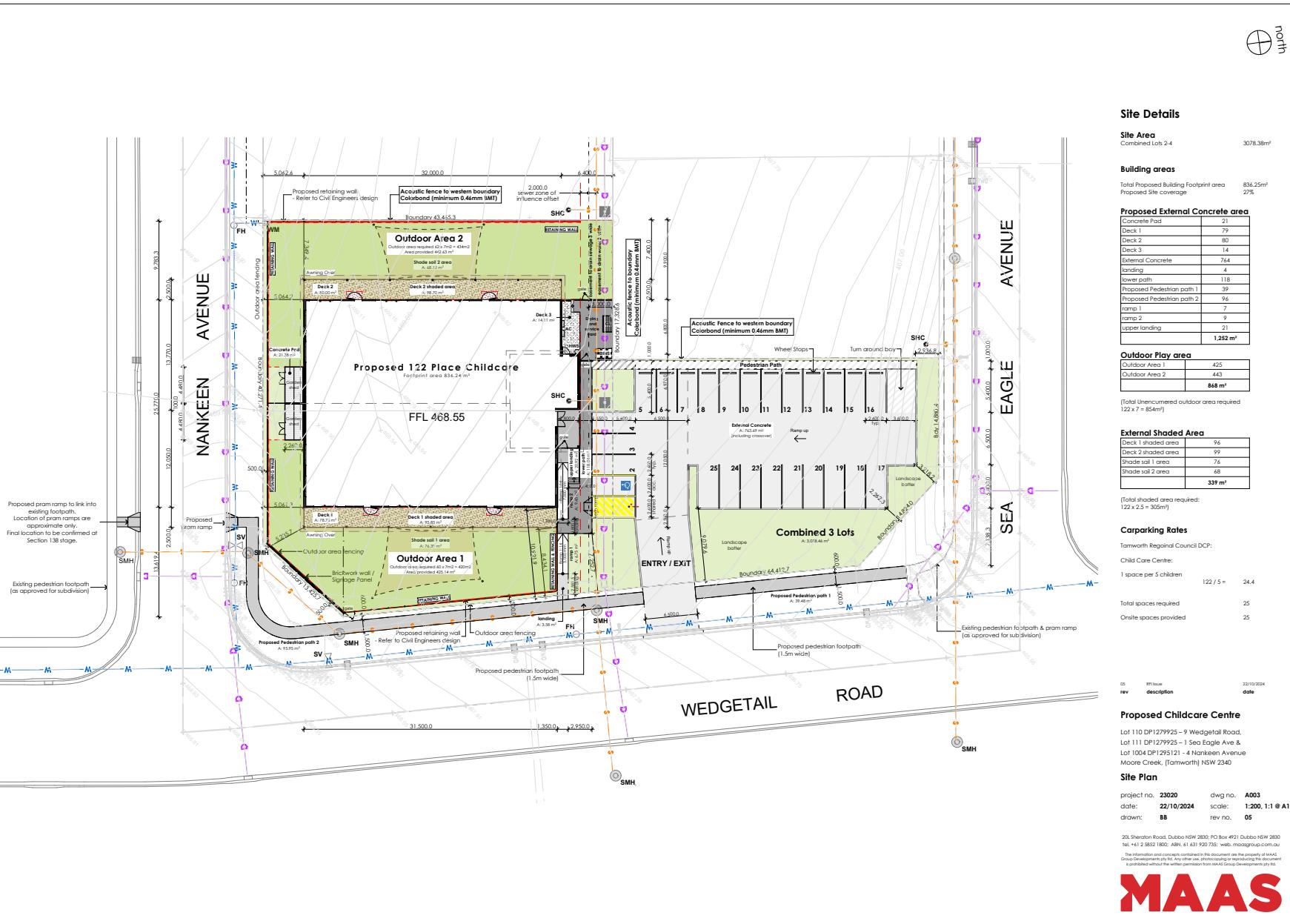
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Lot 111 DP1279925 – 1 Sea Eagle Ave &  
Lot 1004 DP1295121 - 4 Nankeen Avenue  
Moore Creek, (Tamworth) NSW 2340

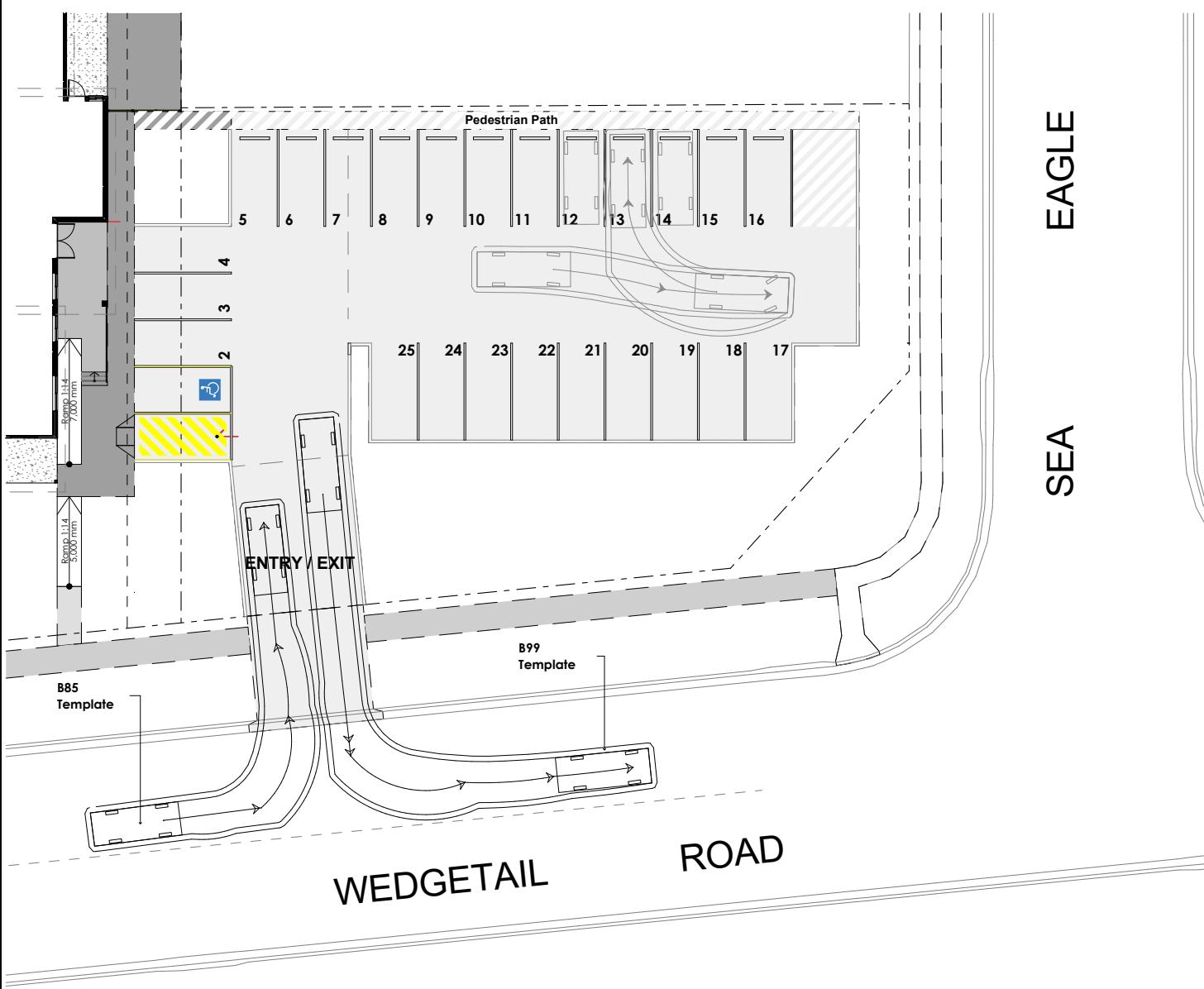


No.	Name	Rev
A000	Cover Sheet	05
A001	Location Plan	05
A002	Consolidation & Services Plan	05
A003	Site Plan	05
A004	Turning Templates	05
A005	Perspective	05
A006	Perspectives	05
A101	Ground Floor Plan	05
A102	Roof Plan	05
A501	Elevations	05
A502	Sections & Details	05
A1001	Emergency Evacuation Plan	05









EAGE

SEA

4

**B85**

4.91

Width : 1.87  
Track : 1.77  
Lock to Lock Time : 6.0 s  
Steering Angle : 34.1 deg

**B99**

5.20

Width : 1.94  
Track : 1.84  
Lock to Lock Time : 6.0 s  
Steering Angle : 33.9 deg

**Proposed Childcare Centre**

Lot 110 DP1279925 - 9 Wedgetail Road,  
Lot 111 DP1279925 - 1 Sea Eagle Ave &  
Lot 1004 DP159121 - 4 Nankineen Avenue  
Moore Creek (Tumut) NSW 2630

**Turning Templates**

project no.	23020	dwg no.	A004
date:	22/10/2024	scale:	1:100, 1:50 @
drawn:	BB	rev'd:	05
rev'd	description	date	

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# MAAS



**External Colour Selection:**

	Colorbond SURFMIST - Walls (Bottom) - Roof sheeting
	Colorbond DUNE - Walls (Top)
	Colorbond WALLABY - Porch Columns
	Colorbond WOODLAND GREY - Roof flashings & gutters - Railings - Deck column - Downpipes
	Austral Bricks - Everyday Life - Holiday - Brick Feature walls

02 BFI Issue 22/10/2024  
04 BFI Issue 9/09/2024  
03 BFI Issue 27/08/2024  
rev description date

**Proposed Childcare Centre**

Lot 110 DP1279925 – 9 Wedgetail Road,  
Lot 111 DP1279925 – 1 Sea Eagle Ave &  
Lot 1004 DP1295121 – 4 Nankeen Avenue  
Moore Creek, (Tamworth) NSW 2340

**Perspective**

project no. 23020 dwg no. A005  
date: 22/10/2024 scale: @ A1  
drawn: B8 rev no. 05

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**MAAS**



**External Colour Selection:**



Colorbond SURFMIST  
- Walls (Bottom)

- Roof sheeting



Colorbond DUNE

- Walls (Top)



Colorbond WALLABY

- Porch Columns



Colorbond WOODLAND GREY

- Roof flashings & gutters

- Deck column

- Downpipes



Australian Bricks - Everyday Life - Holiday

- Brick Feature walls

02 BPI Issue  
04 BPI Issue  
03 BPI Issue  
rev description

23/10/2024  
9/09/2024  
27/08/2024  
date

**Proposed Childcare Centre**

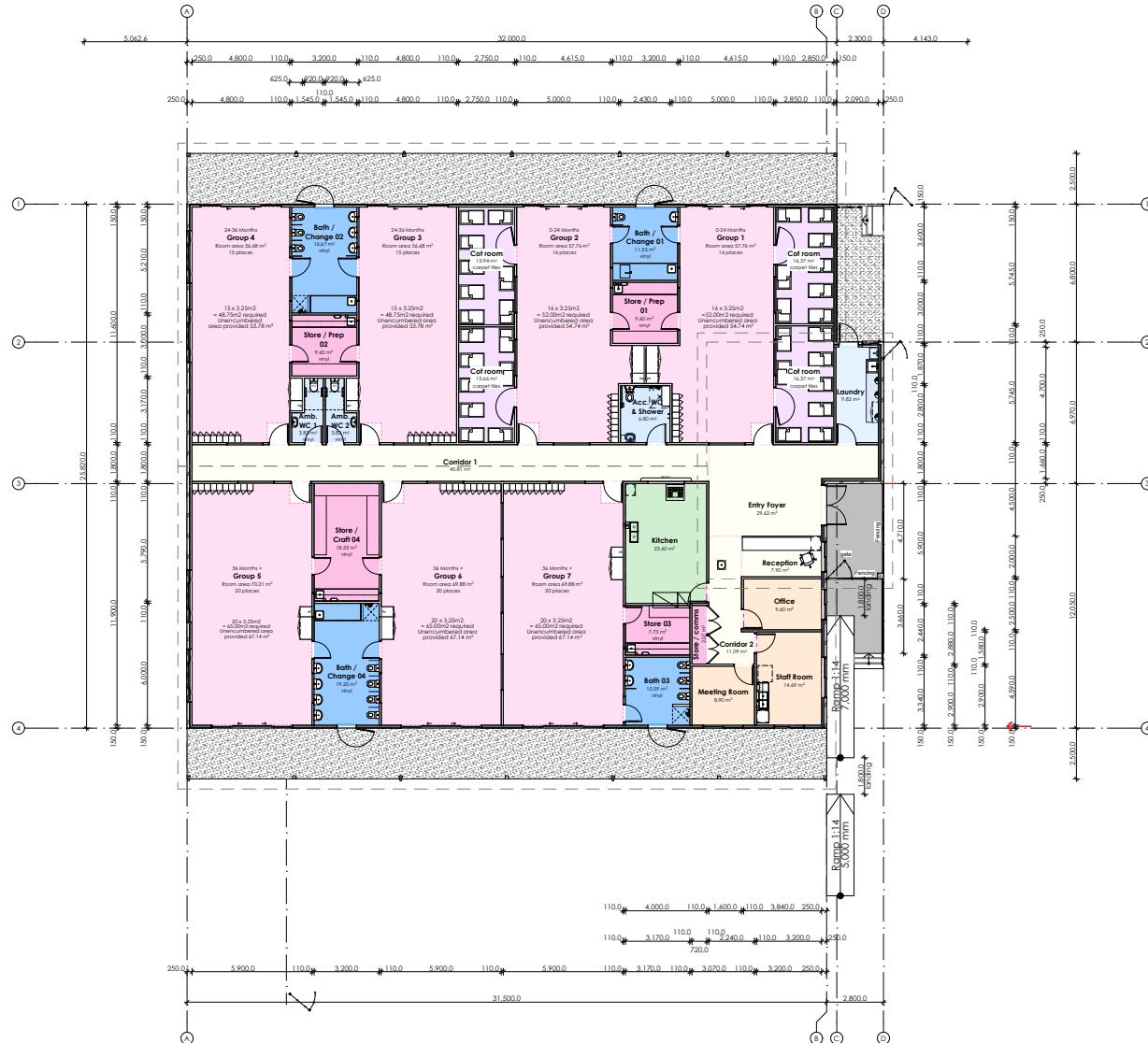
Lot 110 DP1279925 – 9 Wedgetail Road,  
Lot 111 DP1279925 – 1 Sea Eagle Ave &  
Lot 1004 DP1295121 – 4 Nankeen Avenue  
Moore Creek, (Tamworth) NSW 2340

**Perspectives**

project no. 23020 dwg no. A006  
date: 22/10/2024 scale: @ A1  
drawn: BB rev no. 05

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**MAAS**



### Internal Area Schedule

#### Activity rooms

Group 1  
0 - 24 Months 16 places x 3.25m<sup>2</sup> = 52.00m<sup>2</sup> required  
Unencumbered area provided 54.28m<sup>2</sup>

Group 2  
0 - 24 Months 16 places x 3.25m<sup>2</sup> = 52.00m<sup>2</sup> required  
Unencumbered area provided 54.28m<sup>2</sup>

Group 3  
24 - 36 Months 15 places x 3.25m<sup>2</sup> = 48.75m<sup>2</sup> required  
Unencumbered area provided 53.30m<sup>2</sup>

Group 4  
24 - 36 Months 15 places x 3.25m<sup>2</sup> = 48.75m<sup>2</sup> required  
Unencumbered area provided 53.30m<sup>2</sup>

Group 5  
36 Months + 20 places x 3.25m<sup>2</sup> = 65.00m<sup>2</sup> required  
Unencumbered area provided 66.55m<sup>2</sup>

Group 6  
36 Months + 20 places x 3.25m<sup>2</sup> = 65.00m<sup>2</sup> required  
Unencumbered area provided 66.55m<sup>2</sup>

Group 7  
36 Months + 20 places x 3.25m<sup>2</sup> = 65.00m<sup>2</sup> required  
Unencumbered area provided 66.55m<sup>2</sup>

#### Internal storage

Store Room 01  
32 places x 0.20m<sup>2</sup> = 6.40m<sup>2</sup> required  
9.4m<sup>2</sup> x 2.7m ceiling = 26m<sup>2</sup> provided

Store Room 02  
30 places x 0.20m<sup>2</sup> = 6m<sup>2</sup> required  
9.4m<sup>2</sup> x 2.7m ceiling = 26m<sup>2</sup> provided

Store Room 03  
20 places x 0.20m<sup>2</sup> = 4.00m<sup>2</sup> required  
7.73m<sup>2</sup> x 2.7m ceiling = 21m<sup>2</sup> provided

Store Room 04  
40 places x 0.20m<sup>2</sup> = 8.00m<sup>2</sup> required  
18.33m<sup>2</sup> x 2.7m ceiling = 50m<sup>2</sup> provided

#### External storage

External Store 122 places x 0.30m<sup>2</sup> = 36.6m<sup>2</sup> required  
Highlander Garden Shed Double Door (x 2)  
4.48mW X 2.26mD X 2.12mH  
= 44.75m<sup>2</sup> provided

03 BPI Issue  
04 BPI Issue  
05 BPI Issue

22/10/2024  
9/09/2024  
27/08/2024

rev description date

### Proposed Childcare Centre

Lot 110 DP1279925 - 9 Wedgetail Road,  
Lot 111 DP1279925 - 1 Sea Eagle Ave &  
Lot 1004 DP1295121 - 4 Nankeen Avenue  
Moore Creek, (Tamworth) NSW 2340

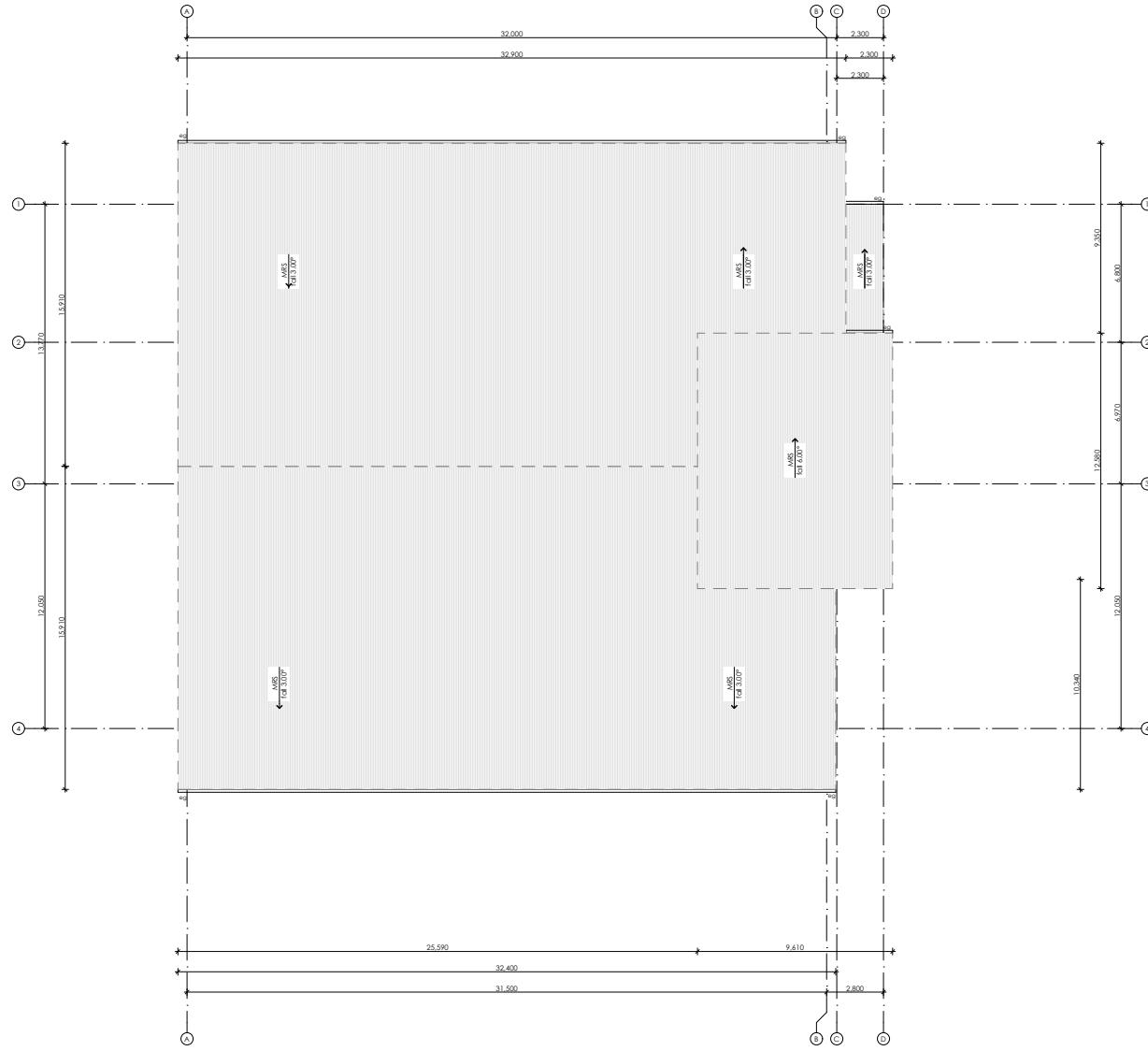
### Ground Floor Plan

project no. 23020 dwg no. A101  
date: 22/10/2024 scale: 1:100 @ A1  
drawn: B8 rev no. 05

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02  
04  
03  
rev  
BPI Issue  
BPI Issue  
BPI Issue  
description

23/10/2024  
9/09/2024  
27/08/2024  
date

**Proposed Childcare Centre**

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Lot 1004 DP1295121 - 4 Nankeen Avenue  
Moore Creek, (Tamworth) NSW 2340

**Roof Plan**

project no. 23020 dwg no. A102  
date: 22/10/2024 scale: 1:100 @ A1  
drawn: BB rev no. 05

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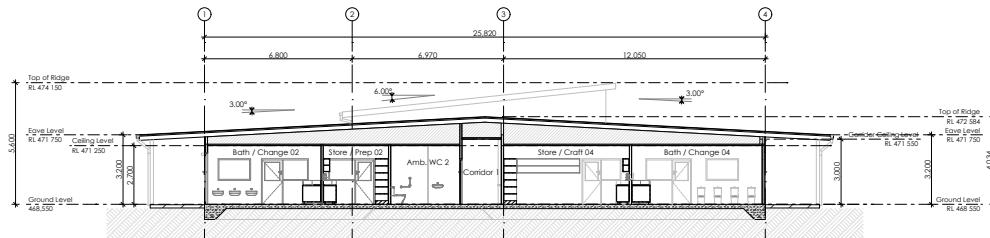
**MAAS**

### South Elevation

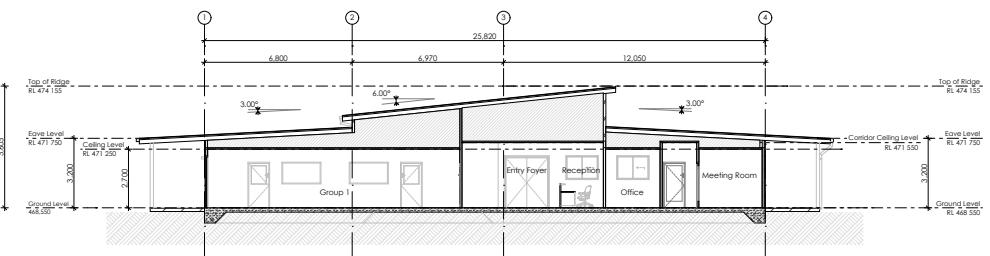
Scale 1:100  
Top of Ridge  
RL 474 150  
Eave Level  
RL 472 800  
Eave Level  
RL 471 750  
Eave Level  
RL 470 950  
Ground Line  
468,550  
**West**  
Scale 1:100



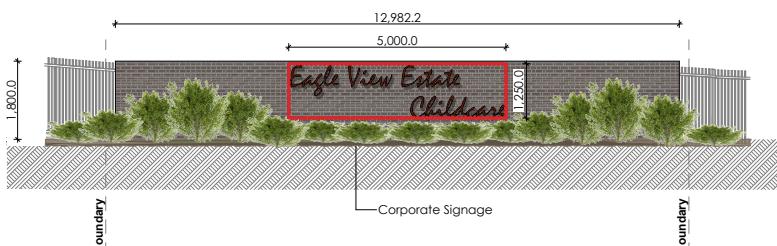
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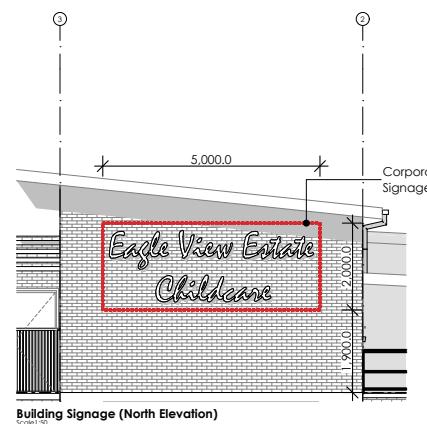
Section A-A  
Scale:1:100



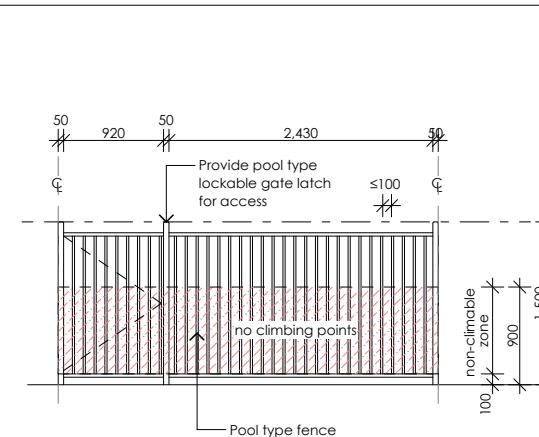
Section B-B  
Scale:1:100



Brick wall - Cnr. of Wedgetail Road & Nankeen Avenue  
Scale:1:50



Building Signage (North Elevation)  
Scale:1:50



Pool type fence & entry gate - 1.5m high above FGL

Note: Self closing gate hinges to AS 2820

Fence Details  
Scale:1:50

01 BPI Issue  
04 BPI Issue  
03 BPI Issue  
rev. description  
23/10/2024  
9/09/2024  
27/09/2024  
date  
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Moore Creek, (Tamworth) NSW 2340  
Sections & Details  
project no. 23020 dwg no. A502  
date: 22/10/2024 scale: 1:100, 1:50, 1:20  
drawn: B8 rev no. 05  
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Tamworth Regional Council

### Site Map

Scale @ A4: 1:1,000

Printed: 20-Nov-2024

By: User

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**INSTRUMENT SETTING OUT TERMS OF EASEMENTS & RESTRICTIONS ON THE USE OF LAND  
INTENDED TO BE CREATED PURSUANT TO SECTION 88B OF THE CONVEYANCING ACT, 1919**

Lengths are in metres

Page 1 of 7

**PLAN**

**DP1297651**

PLAN OF SUBDIVISION OF LOT 1000 IN  
DP1295121 COVERED BY SUBDIVISION  
CERTIFICATE No. SC2024-0044  
DATED: *2nd August 2024*

Full Name and Address of the  
Owners of the Lands:

MAAS GROUP PROPERTIES EAGLE VIEW  
PTY LIMITED  
ACN 643 653 687  
20L Sheraton Road  
Dubbo NSW 2830

**PART 1 (Creation)**

NUMBER OF ITEM SHOWN IN THE INTENTION PANEL ON THE PLAN	IDENTITY OF EASEMENT TO BE CREATED & REFERRED TO IN THE PLAN	BURDENED LOT(S) OR PARCEL(S)	BENEFITED LOT(S), BODIES, OR PRESCRIBED AUTHORITIES
1	EASEMENT TO DRAIN WATER 3 WIDE (CB)	1024 1025 1026 1027 1028	1023 1023-1024 1023-1025 1023-1026 1023-1027
2	RESTRICTIONS ON THE USE OF LAND	EVERY LOT EXCEPT LOT 1029	EVERY OTHER LOT EXCEPT LOT 1029

**PART 2 (Terms)**

**1. Terms of Restrictions on the Use of Land secondly referred to in the plan:**

**Building requirements**

- (a) No building or buildings shall be erected or be permitted to remain erected on the lot burdened other than with external walls of new materials, being of brick, brick veneer, stone concrete, glass, cement render or cellulose fibre reinforced cement building sheets externally coated with a seamless textured trowel on acrylic material to a minimum of 2mm thickness ("Specified Materials"). This restriction shall not apply to infill panels and gable ends in a building having external walls of any of the Specified Materials or combination of the Specified Materials where the total area of the infill panels and gable ends does not exceed 10% of all the external walls of the building, unless approved in writing by Maas Group Properties Eagle View Pty Limited.

**INSTRUMENT SETTING OUT TERMS OF EASEMENTS & RESTRICTIONS ON THE USE OF LAND  
INTENDED TO BE CREATED PURSUANT TO SECTION 88B OF THE CONVEYANCING ACT, 1919**

Lengths are in metres

Page 2 of 7

**PLAN**

**DP1297651**

**PLAN OF SUBDIVISION OF LOT 1000 IN  
DP1295121 COVERED BY SUBDIVISION  
CERTIFICATE No. SC2024-0044  
DATED: 2nd August 2024**

- (b) No building or buildings shall be erected or be permitted to remain erected on the lot burdened that:
  - (i) Is a transportable or demountable building;
  - (ii) Is an attached dwelling; and
  - (iii) Has a living area of less than 260 square metres (including garages, carports and verandahs) under the one roof.
- (c) No more than one main building shall be erected or permitted to remain on the lot burdened.
- (d) No building shall be erected or permitted to remain on the lot burdened having a roof of fibre cement or asbestos cement or fibre glass or any other material of a similar nature or aluminium or steel decking of any nature other than steel treated with a non-reflective surface.
- (e) No garage or outbuilding shall be erected or permitted to remain on the lot burdened except until after or concurrently with the erection of the main building on the lot burdened, and no garage, shed or outbuilding shall be more than a single storey.

**Residential Use**

- (f) No main building erected on the lot burdened shall be used for any purpose other than as a single dwelling house which does not include a residential flat building.
- (g) The lot burdened shall not be used for temporary accommodation or the storage of mobile homes or caravans.
- (h) No dairy, brick yard, tannery, poultry farm, piggery, kennels, quarry or other noxious, noisome or offensive occupation, trade or business shall be carried out on the lot burdened.

**Rubbish, Machines and Vehicles**

- (i) No materials (except as required in the course of building) rubbish or excess soil shall be kept or stored on the lot burdened.
- (j) No plant, machinery or vehicles having a tare weight in excess of 5 tonnes or unused, out of order or not functional shall be parked or stored on the lot burdened.
- (k) No truck yards, earth moving business or welding shops or operations of a similar nature shall be carried out on the lot burdened.

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**INSTRUMENT SETTING OUT TERMS OF EASEMENTS & RESTRICTIONS ON THE USE OF LAND  
INTENDED TO BE CREATED PURSUANT TO SECTION 88B OF THE CONVEYANCING ACT, 1919**

Lengths are in metres

Page 3 of 7

**PLAN**

**DP1297651**

**PLAN OF SUBDIVISION OF LOT 1000 IN  
DP1295121 COVERED BY SUBDIVISION  
CERTIFICATE No. SC 2024-0044  
DATED: 2nd August 2024**

**Fencing**

- (l) No fence shall be erected or permitted to be erected on the street frontage of each lot burdened between the front street alignment and the house building line as fixed by Tamworth Regional Council. In the case of a corner lot this restriction shall only apply to one street frontage if the section of fencing in the second street is approved in writing by Maas Group Properties Eagle View Pty Limited. Nothing in this clause will prohibit the construction of a fence comprising feature mod-wall panels 1.8 metres in height painted in "Shale Grey" with 300 millimetre high slats in Colorbond in the colour "Woodland Grey" along the Browns Lane alignment.
- (m) No fence shall be erected on the lot burdened other than of materials and colours as approved in writing by Maas Group Properties Eagle View Pty Limited.
- (n) No fence shall be erected on the lot burdened to divide it from any adjoining land owned by Maas Group Properties Eagle View Pty Limited without prior consent in writing of Maas Group Properties Eagle View Pty Limited (its successors and assigns other than purchasers on sale) provided that such consent shall not be refused if:
  - (i) The fence is erected without expense to Maas Group Properties Eagle View Pty Limited its successors and assigns;
  - (ii) The type and construction of the fence is 1.8 metres in height and is made of Colorbond in the colour "Woodland Grey"; and
  - (iii) No infill is placed under the fence unless the infill is of treated pine and complies with the requirements of Tamworth Regional Council.

**Advertising**

- (o) No advertisement hoarding or sign of any description other than a "for sale" real estate sign or Maas Group Properties Eagle View Pty Limited promotional signage shall be erected or displayed on the lot burdened.

**Carport, Garage and Shed**

- (p) No carport shall be erected or permitted to remain on the lot burdened unless the roof has a pitch and character consistent with the existing dwelling.
- (q) No carport or garage on the lot burdened is to be enclosed or converted to habitable areas unless the external walls and windows have a character consistent with the existing dwelling and are constructed from the same materials.
- (r) No additions shall be erected or permitted to remain on the lot burdened unless any street facing façade of the addition is constructed with the same material and in a character consistent with the existing dwelling.

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**INSTRUMENT SETTING OUT TERMS OF EASEMENTS & RESTRICTIONS ON THE USE OF LAND  
INTENDED TO BE CREATED PURSUANT TO SECTION 88B OF THE CONVEYANCING ACT, 1919**

Lengths are in metres

Page 4 of 7

**PLAN**

**DP1297651**

PLAN OF SUBDIVISION OF LOT 1000 IN  
DP1295121 COVERED BY SUBDIVISION  
CERTIFICATE No. SC2024-0044  
DATED: *2nd August 2024*

(s) No carport or shed shall be erected or permitted to remain on the lot burdened unless:-  
(i) For a lot with a single road frontage, it is erected not more than 20 metres from the rear boundary of the lot burdened; and  
(ii) For a lot with a dual road frontage, it is erected not less than 5.5 metres from the secondary road of the lot burdened.

**Landscaping**

(t) The owner of the lot burdened must not and must not authorise or permit any removal, damage or harm to the landscaping on the lot burdened that has been planted as part of the Minimum Front Yard Landscaping Standard.  
(u) The owner of the lot burdened must not apply for the issue of an occupation certificate, unless the landscaping on the lot burdened has been completed to the Minimum Front Yard Landscaping Standard.

**Satellite Dish**

(v) No satellite dish shall be placed or allowed to remain on any building or structure on the lot burdened unless the satellite dish is placed to minimise the public view of the satellite dish.

**Animals**

(w) No pigs, bees, roosters, pigeons, greyhounds, livestock, horses, poultry or other animals apart from domestic pets, including cats, dogs, caged birds and fish shall be kept on the lot burdened.

**Subdivision**

(x) The lot burdened must not be subject to further subdivision, boundary adjustment or be changed from the original lot size unless authorised in writing by Maas Group Properties Eagle View Pty Limited.

**Miscellaneous**

(y) No driveways or paths shall be constructed or permitted to remain on the lot burdened forward of any building erected on the lot burdened unless they are constructed of coloured concrete pavers, clay pavers, coloured stamped concrete or gravel (edged with pavers).  
(z) No rainwater tank constructed from silver or uncoloured galvanised iron shall remain on the lot burdened.

**INSTRUMENT SETTING OUT TERMS OF EASEMENTS & RESTRICTIONS ON THE USE OF LAND  
INTENDED TO BE CREATED PURSUANT TO SECTION 88B OF THE CONVEYANCING ACT, 1919**

Lengths are in metres

Page 5 of 7

**PLAN**

**DP1297651**

**PLAN OF SUBDIVISION OF LOT 1000 IN  
DP1295121 COVERED BY SUBDIVISION  
CERTIFICATE No. SC2024-0044  
DATED: 2nd August 2024**

**Display Home**

(aa) The lot burdened must not be used for the purpose of the building a display or exhibition house other than by Maas Group Properties Eagle View Pty Limited or with the consent of Maas Group Properties Eagle View Pty Limited.

**Release or Modification**

(bb) No release, variation or modification of any restriction set out in this covenant is permissible unless Maas Group Properties Eagle View Pty Limited has approved such action and in the case of substantial variations (as determined by Maas Group Properties Eagle View Pty Limited) unless all adjoining property owners have also been consulted.

(cc) Approval or refusal shall not be deemed to be unreasonable if a Planner nominated by Maas Group Properties Eagle View Pty Limited has certified that the proposal does or does not conform with the general standards of design and planning of the development and the proposal is desirable or undesirable by reason of the effect that it would have upon the development, appearance, health and amenity of the neighbourhood and any part of it.

(dd) Maas Group Properties Eagle View Pty Limited can consent to any exception of the restrictions set out in this covenant where the consent is set out in writing and signed by a director of Maas Group Properties Eagle View Pty Limited.

**Definitions**

(ee) Minimum Front Yard Landscaping Standard means:

- (i) Not less than 50 per cent of the street frontages on the lot burdened comprising gardens with plants, trees, hedging and natural screens to a mature height of not less than 600 millimetres;
- (ii) Not less than one tree planted in the area between the house building line and the street frontage of the lot burdened;
- (iv) Turf laid from the house building line to the back of the kerb on all street frontages except for gardens within the lot burdened;
- (v) The erection of all fences and gates within the lot burdened; and
- (vi) In the case of a corner lot, the erection of the fence on the street frontage of the second street.



**INSTRUMENT SETTING OUT TERMS OF EASEMENTS & RESTRICTIONS ON THE USE OF LAND  
INTENDED TO BE CREATED PURSUANT TO SECTION 88B OF THE CONVEYANCING ACT, 1919**

Lengths are in metres

Page 6 of 7

**PLAN**

**DP1297651**

PLAN OF SUBDIVISION OF LOT 1000 IN  
DP1295121 COVERED BY SUBDIVISION  
CERTIFICATE No. SC 2024-0044  
DATED: 2nd August 2024

Name of person empowered to release, vary or modify the Restrictions on the Use of Land numbered 2 in the abovementioned plan:

Maas Group Properties Eagle View Pty Limited while it is the registered proprietor of any lot in the plan, thereafter the registered proprietors of the lots benefited.

Any release, variation, or modification, of these restrictions shall be made and done in all respects at the cost and expense of the person, or persons, requesting same.

Executed on behalf of **TAMWORTH REGIONAL COUNCIL** by  
its duly Authorised Delegate pursuant to s.377 Local  
Government Act 1993

I certify that I am an eligible witness and that the attorney  
whose signature appears opposite signed this instrument  
in my presence.

Sam Lobsey

Print Name of Delegate



Manager - Development

Authority of Delegate

C Smith

Signature of Witness

Christine Smith

Name of Witness

474 Peel Street  
Tamworth NSW 2340

Address of Witness

**INSTRUMENT SETTING OUT TERMS OF EASEMENTS & RESTRICTIONS ON THE USE OF LAND**  
**INTENDED TO BE CREATED PURSUANT TO SECTION 88B OF THE CONVEYANCING ACT, 1919**

Lengths are in metres

Page 7 of 7

**PLAN**

**DP1297651**

**PLAN OF SUBDIVISION OF LOT 1000 IN  
DP1295121 COVERED BY SUBDIVISION  
CERTIFICATE No. SC2024-0044  
DATED: 2nd August 2024**

Executed on behalf of **MAAS GROUP PROPERTIES EAGLE  
VIEW Pty Limited ACN 643 653 687** on the ..... day of  
..... 2023 by the authorised persons whose signatures  
appear below

Certified correct for the purposes of the Real Property Act 1900  
by the owner.

I certify that I am an eligible witness and that the attorney  
whose signature appears opposite signed this instrument  
in my presence.

SIGNED by: Louise Margaret Sullivan as attorney for Maas  
Group Properties Eagle View Pty Limited under power of  
attorney registered Book 4787 No. 682

.....

Signature of Witness

.....

.....

Name of Witness

By executing this instrument the attorney states that the attorney  
has received no notice of the revocation of the power of  
attorney.

.....

.....

Address of Witness

44

**Lot 110 DP 1279925 at 9 Wedgetail Road, Lot 111 DP1279925 at 1 Sea Eagle Drive and Lot 1004 DP 1295121 at 4 Nankeen Avenue, Moore Creek NSW 2340.**

As the owner of the above property, I consent to Maas Group Properties Eagle View Pty Limited making and lodging applications for developments on our behalf, including but not limited to:

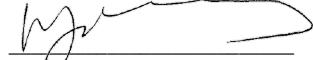
(1) Grant permission for the Applicant to:

- Submit amendments in relation to such applications;
- Development application
- Construction Certificate
- Subdivision Certificate
- Occupation Certificate
- Make application under the Water Management Act
- Make applications for Activity Approvals associated with the development
- Make application for review/modification of any subsequent consent and/or certificate
- Request historical documents relating to the site, and

(2) Grant permission for Authorised officers to enter upon such property in order to assess this application and undertake associated and subsequent inspections.

Certified correct for the purposes of the Real Property Act 1900 by the owner.

SIGNED by: Wesley Maas as  
Director for Maas Commercial  
West High St Pty Ltd

  
(Signature)

SIGNED by: Damien Porter as  
Director for Maas Commercial  
West High St Pty Ltd

  
(Signature)



19 November 2024

Tamworth Regional Council  
PO BOX 555  
TAMWORTH NSW 2340

**Section 88B Instrument variation approval for DP 1279925 & DP1295121.**

**1. Section 88B instrument - DP 1279925 - Terms of Restriction on the Use of Land tenthly referred to, specifically Items:**

- (a) Building Requirements
  - Variation to the building materials listed to match the proposed DA issue plans.
- (f) Residential Use
  - Variation to the use of the subject land being Lots 110 and 111 DP1279925 and Lot 1004 DP 1295121 to allow for the use of the site for the purposes of a Childcare centre and not residential use.
- (l)(m)(n) Fencing
  - Variation to the fencing requirements of the subject site for the erection of acoustic fencing and brick wall fence for the acoustic and safety measures on the site and surrounding residential land, details of fencing provided within DA issue plans.
- (u)(v) Landscaping
  - Variation to landscaping restrictions to be amended to match the DA issue landscape plans prepared by a qualified landscape consultant.
- (y) Subdivision
  - Variation to the restriction to allow for the consolidation of the three (3) allotments for the placement of the childcare facility.
- (bb) Display Home
  - Variation to the restriction removing the burdened lot not used for the purposes of a display or exhibition house.

**2. Section 88B instrument - DP 1295121 - Terms of Restriction on the Use of Land eighthly referred to, specifically Items:**

- (b) Building Requirements
  - Variation to the building materials listed to match the proposed DA issue plans.
- (f) Residential Use
  - Variation to the use of the subject land being Lots 110 and 111 DP1279925 and Lot 1004 DP 1295121 to allow for the use of the site for the purposes of a Childcare centre and not residential use.
- (l)(m)(n) Fencing
  - Variation to the fencing requirements of the subject site for the erection of acoustic fencing and brick wall fence for the acoustic and safety measures on the site and surrounding residential land, details of fencing provided within DA issue plans.
- (t)(u) Landscaping
  - Variation to landscaping restrictions to be amended to match the DA issue landscape plans prepared by a qualified landscape consultant.



(x) Subdivision

- Variation to the restriction to allow for the consolidation of the three (3) allotments for the placement of the childcare facility.

(aa) Display Home

- Variation to the restriction removing the burdened lot not used for the purposes of a display or exhibition house.

With regards to the accompanying plan set (project number: 23020, Rev 05, dated 22/10/2024, Maas Group Properties Eagle View Pty Limited hereby provides consent for the above restrictions to be varied for Lot 110 DP 1279925 at 9 Wedgetail Road, Lot 111 DP1279925 at 1 Sea Eagle Drive and Lot 1004 DP 1295121 at 4 Nankeen Avenue, Moore Creek NSW 2340.

Name of person or authority empowered to release, vary or modify the Restrictions on the Use of Land:

Maas Group Properties Eagle View Pty Limited

If you have any questions relating to this submitted information, please do not hesitate to contact the undersigned.

Regards,

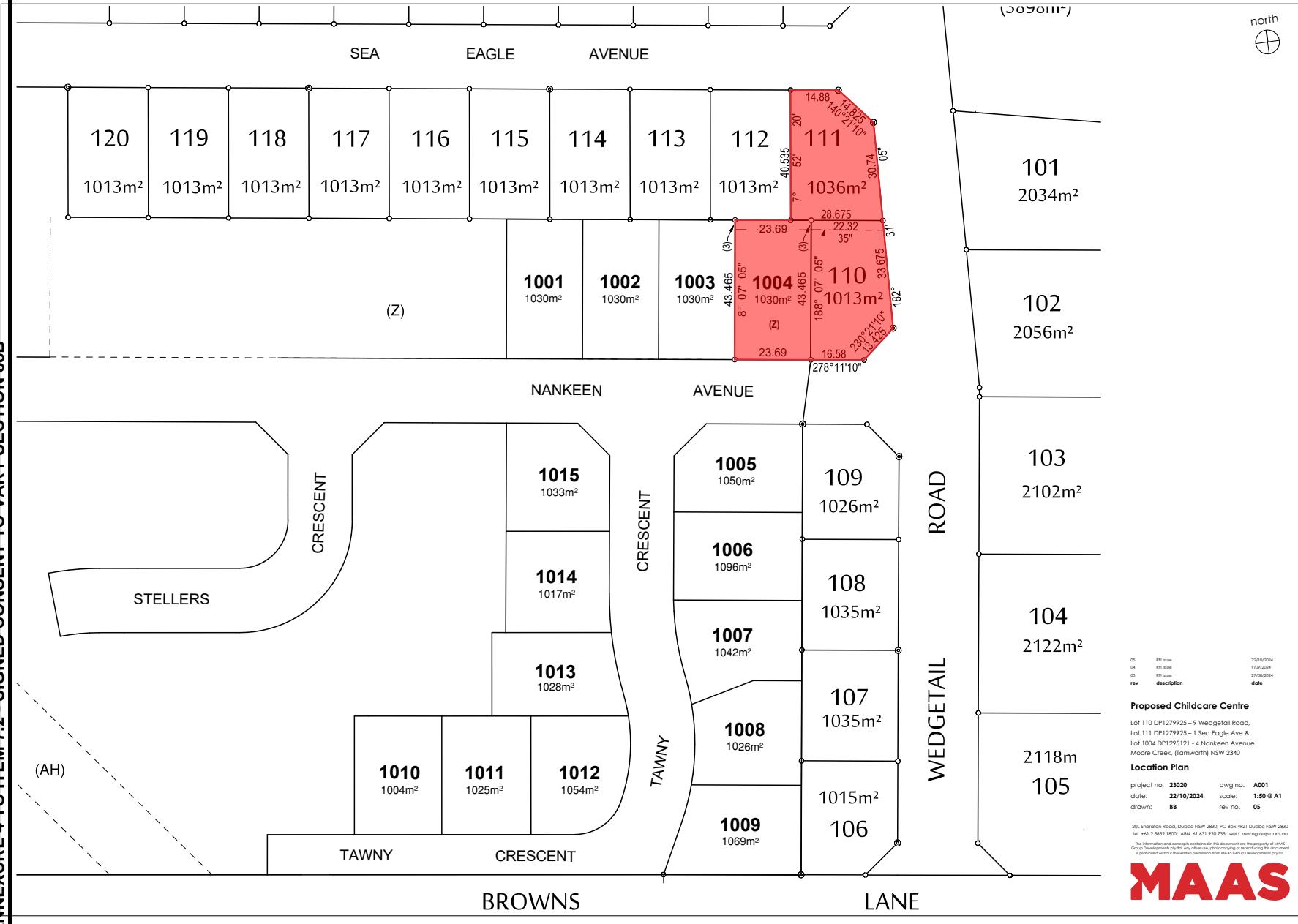
Brad Draper  
Planning & Projects Manager  
Maas Group Holdings

## Proposed Childcare Centre

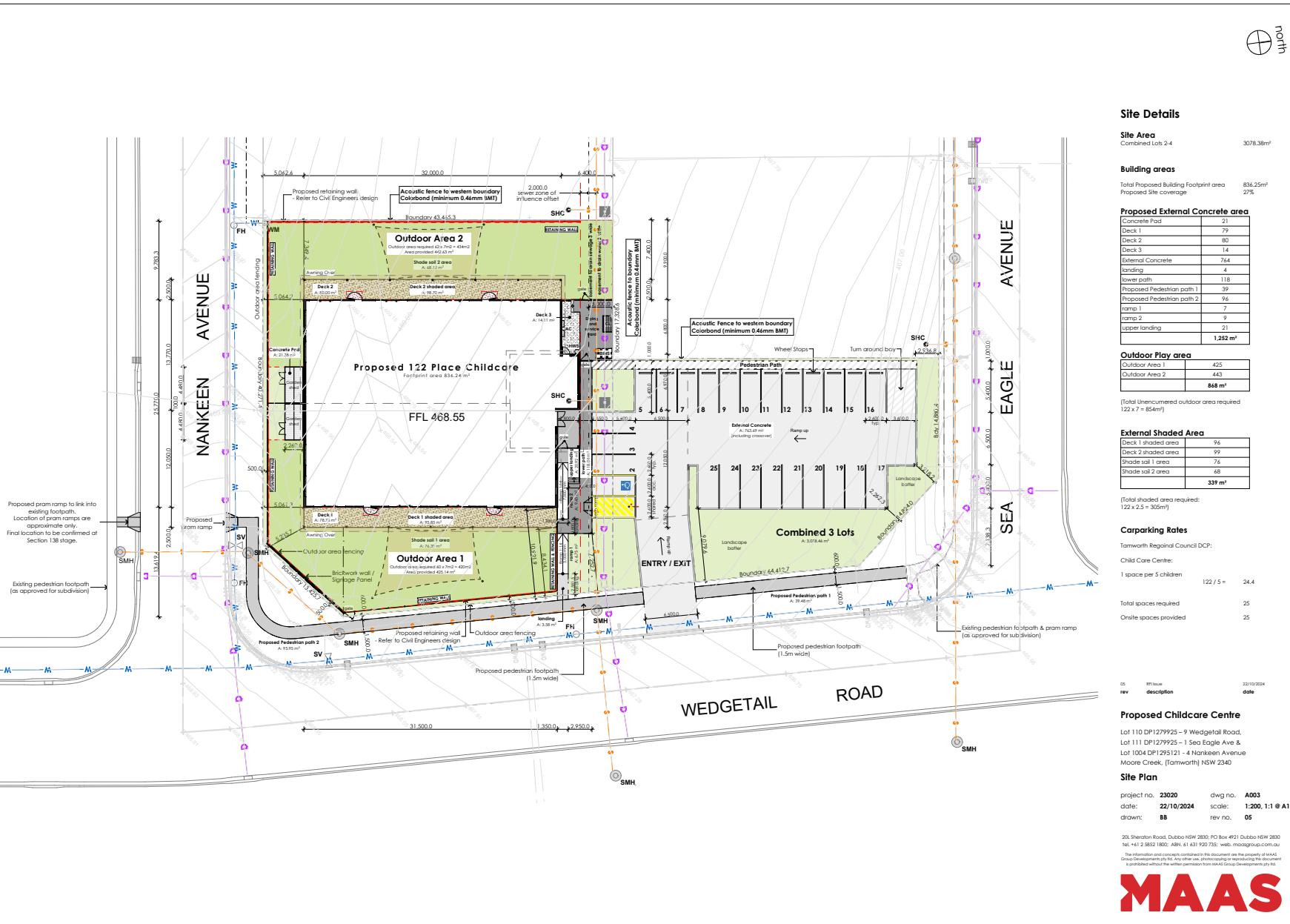
Lot 110 DP1279925 – 9 Wedgetail Road,  
Lot 111 DP1279925 – 1 Sea Eagle Ave &  
Lot 1004 DP1295121 - 4 Nankeen Avenue  
Moore Creek, (Tamworth) NSW 2340

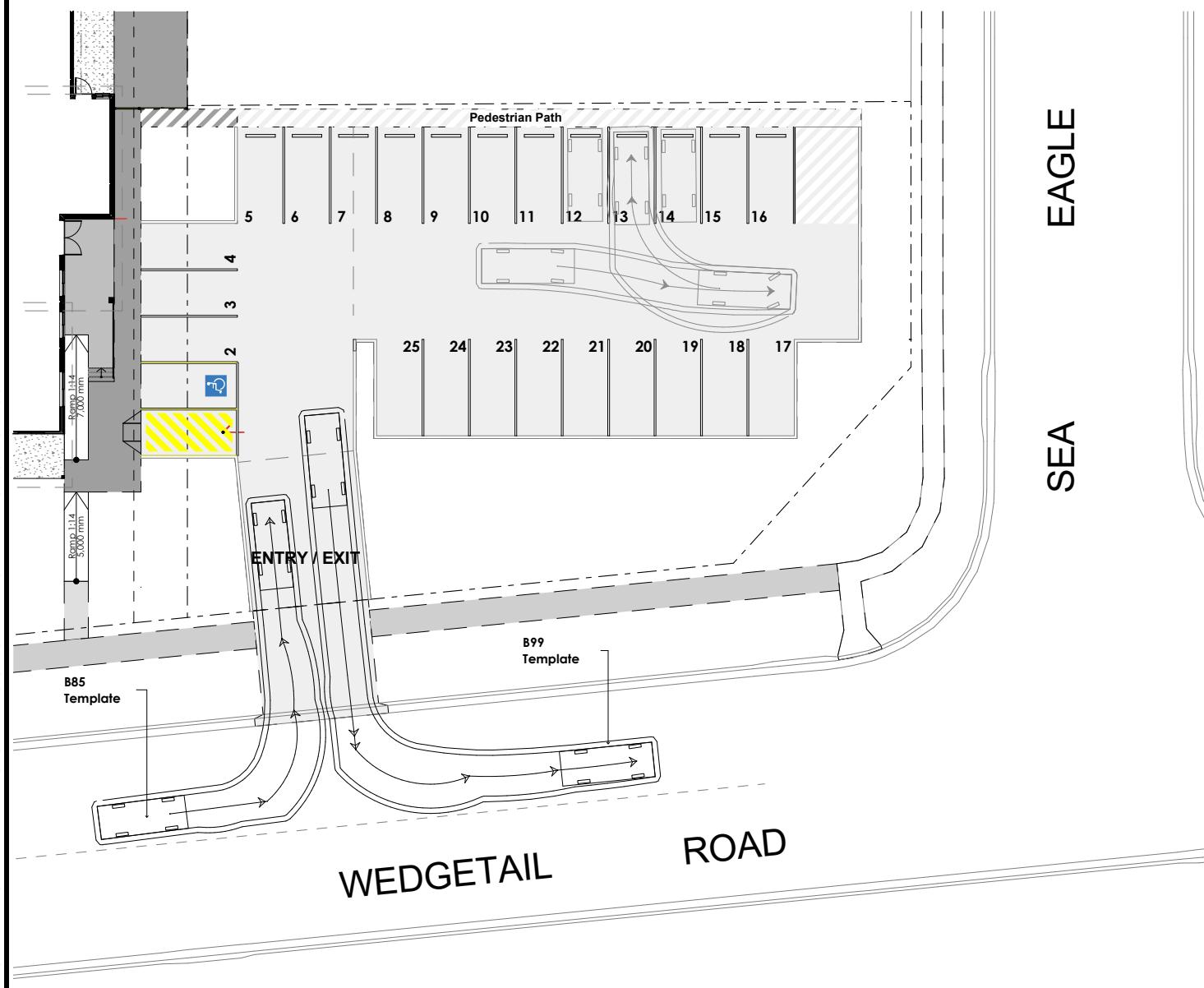


No.	Name	Rev
A000	Cover Sheet	05
A001	Location Plan	05
A002	Consolidation & Services Plan	05
A003	Site Plan	05
A004	Turning Templates	05
A005	Perspective	05
A006	Perspectives	05
A101	Ground Floor Plan	05
A102	Roof Plan	05
A501	Elevations	05
A502	Sections & Details	05
A1001	Emergency Evacuation Plan	05



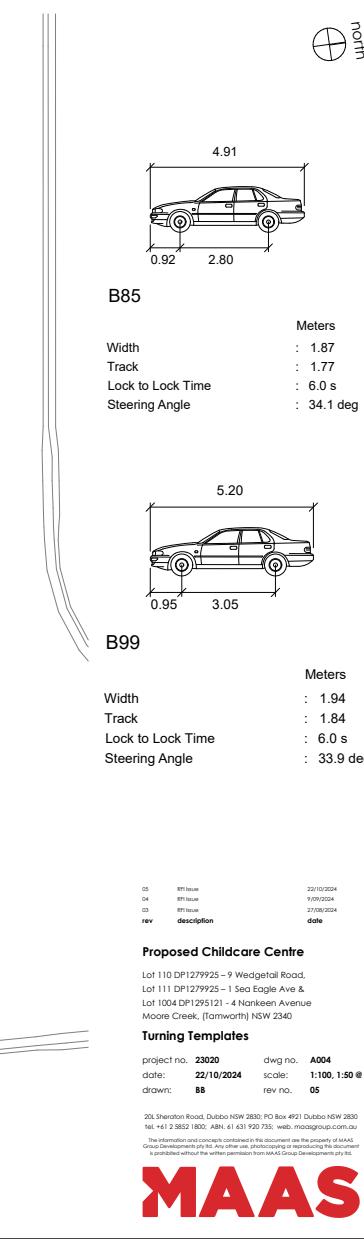






EAGLE

SEA



02 BPI Issue  
04 BPI Issue  
03 BPI Issue  
rev description

23/10/2024  
9/09/2024  
27/08/2024  
date

**Proposed Childcare Centre**

Lot 110 DP1279925 - 9 Wedgetail Road,  
Lot 111 DP1279925 - 1 Sea Eagle Ave &  
Lot 1004 DP1295121 - 4 Nankeen Avenue  
Moore Creek, (Tamworth) NSW 2340

**Turning Templates**

project no. 23020 dwg no. A004  
date: 22/10/2024 scale: 1:100, 1:50 @ A1  
drawn: B8 rev no. 05

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**External Colour Selection:**

	Colorbond SURFMIST - Walls (Bottom) - Roof sheeting
	Colorbond DUNE - Walls (Top)
	Colorbond WALLABY - Porch Columns
	Colorbond WOODLAND GREY - Roof flashings & gutters - Railings - Deck column - Downpipes
	Austral Bricks - Everyday Life - Holiday - Brick Feature walls

02 BPI Issue 22/10/2024  
04 BPI Issue 9/9/2024  
03 BPI Issue 27/09/2024  
rev description date

**Proposed Childcare Centre**

Lot 110 DP1279925 - 9 Wedgetail Road,  
Lot 111 DP1279925 - 1 Sea Eagle Ave &  
Lot 1004 DP1295121 - 4 Nankeen Avenue  
Moore Creek, (Tamworth) NSW 2340

**Perspective**

project no. 23020 dwg no. A005  
date: 22/10/2024 scale: @ A1  
drawn: B8 rev no. 05

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**External Colour Selection:**

Colorbond SURFMIST  
- Walls (Bottom)  
- Roof sheeting

Colorbond DUNE  
- Walls (Top)

Colorbond WALLABY  
- Porch Columns

Colorbond WOODLAND GREY  
- Roof flashings & gutters  
- Railings  
- Deck column  
- Downpipes

Austral Bricks - Everyday Life - Holiday  
- Brick Feature walls

02 BPI Issue 23/10/2024  
04 BPI Issue 9/09/2024  
03 BPI Issue 27/08/2024  
rev description date

**Proposed Childcare Centre**

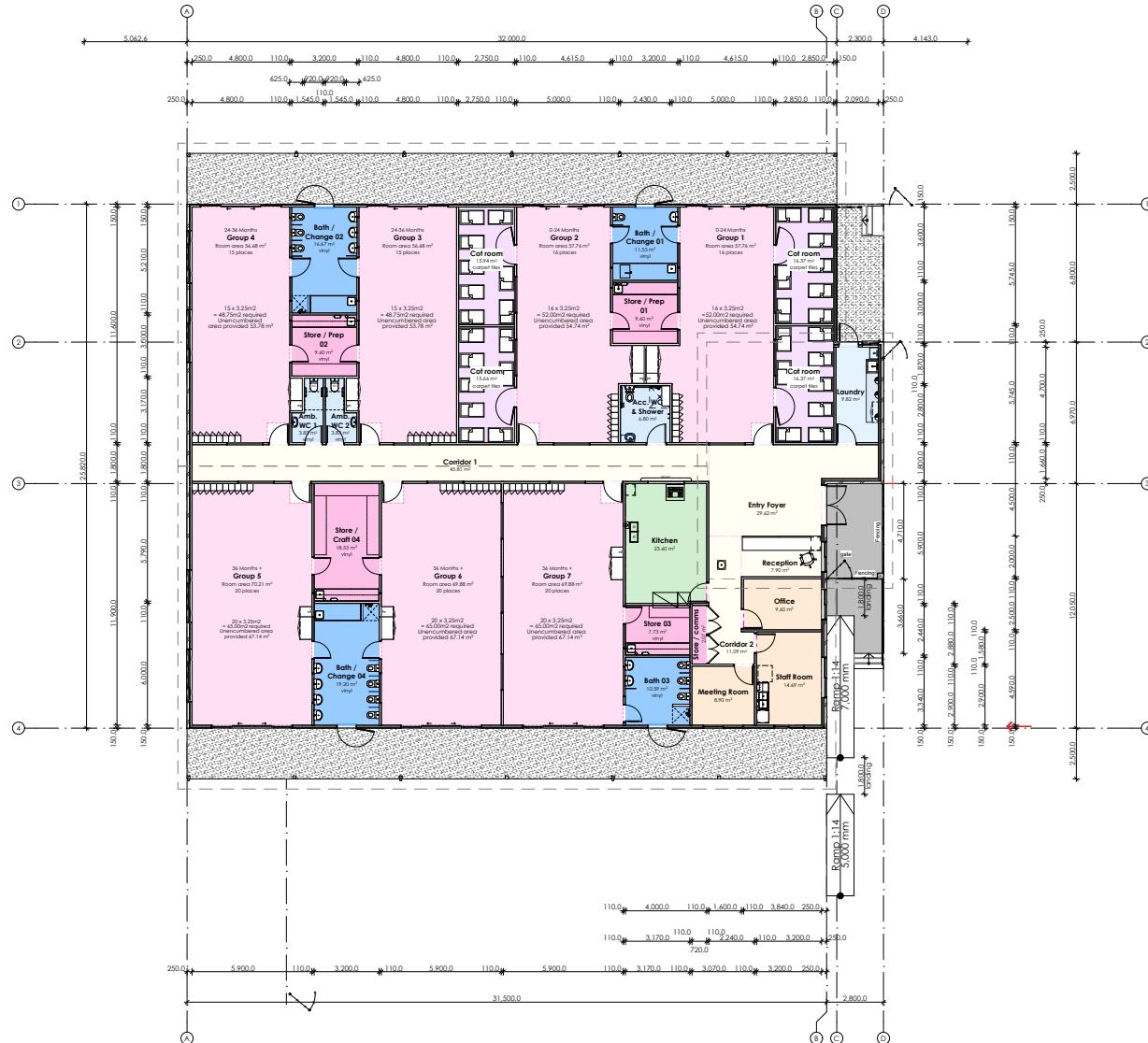
Lot 110 DP1279925 – 9 Wedgetail Road,  
Lot 111 DP1279925 – 1 Sea Eagle Ave &  
Lot 1004 DP1295121 – 4 Nankeen Avenue  
Moore Creek, (Tamworth) NSW 2340

**Perspectives**

project no. 23020 dwg no. A006  
date: 22/10/2024 scale: @ A1  
drawn: 88 rev no. 05

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#### Internal Area Schedule

##### Activity rooms

Group 1	0 - 24 Months	16 places x 3.25m <sup>2</sup> = 52.00m <sup>2</sup> required
Group 2	0 - 24 Months	16 places x 3.25m <sup>2</sup> = 52.00m <sup>2</sup> required
Group 3	24 - 36 Months	15 places x 3.25m <sup>2</sup> = 48.75m <sup>2</sup> required
Group 4	24 - 36 Months	15 places x 3.25m <sup>2</sup> = 48.75m <sup>2</sup> required
Group 5	36 Months +	20 places x 3.25m <sup>2</sup> = 65.00m <sup>2</sup> required
Group 6	36 Months +	20 places x 3.25m <sup>2</sup> = 65.00m <sup>2</sup> required
Group 7	36 Months +	20 places x 3.25m <sup>2</sup> = 65.00m <sup>2</sup> required

##### Internal storage

Store Room 01	32 places x 0.20m <sup>2</sup> = 6.40m <sup>2</sup> required
Store Room 02	9.6m <sup>2</sup> x 2.7m ceiling = 26m <sup>3</sup> provided
Store Room 03	30 places x 0.20m <sup>2</sup> = 6m <sup>2</sup> required
Store Room 04	7.73m <sup>2</sup> x 2.7m ceiling = 21m <sup>3</sup> provided

##### External storage

External Store	122 places x 0.30m <sup>2</sup> = 36.6m <sup>2</sup> required
	Highlander Garden Shed Double Door (x 2) 4.48mW X 2.26mD X 2.12mH = 44.75m <sup>2</sup> provided

03 BPI Issue  
04 BPI Issue  
05 BPI Issue

22/10/2024  
9/09/2024  
27/08/2024

rev description date

#### Proposed Childcare Centre

Lot 110 DP1279925 - 9 Wedgetail Road,  
Lot 111 DP1279925 - 1 Sea Eagle Ave &  
Lot 1004 DP1295121 - 4 Nankeen Avenue  
Moore Creek, (Tamworth) NSW 2340

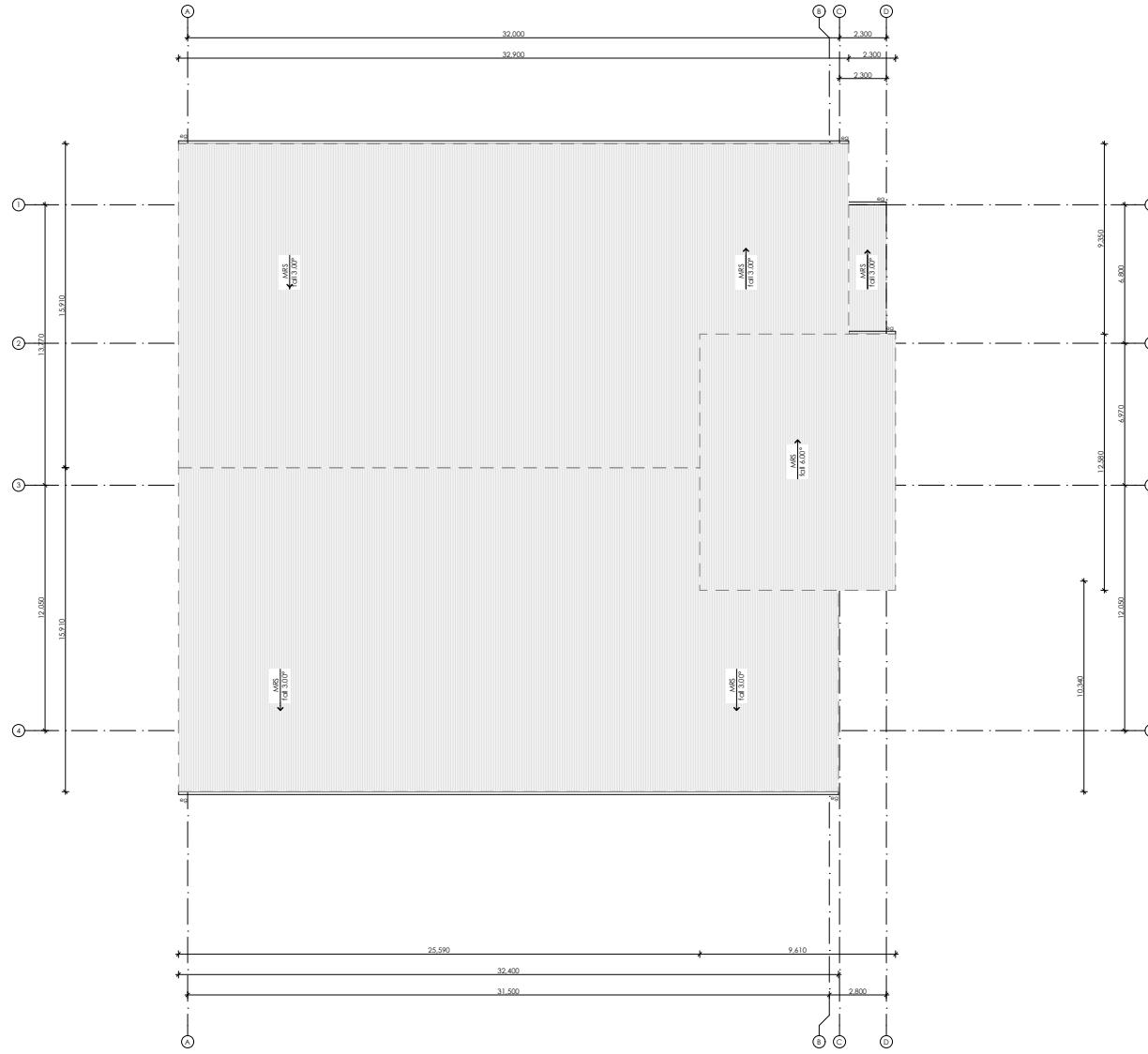
#### Ground Floor Plan

project no. 23020 dwg no. A101  
date: 22/10/2024 scale: 1:100 @ A1  
drawn: 88 rev no. 05

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02  
04  
03  
rev  
description

01/10/2024  
01/10/2024  
27/09/2024  
date

**Proposed Childcare Centre**

Lot 110 DP1279925 - 9 Wedgetail Road,  
Lot 111 DP1279925 - 1 Sea Eagle Ave &  
Lot 1004 DP1295121 - 4 Nankeen Avenue  
Moore Creek, (Tamworth) NSW 2340

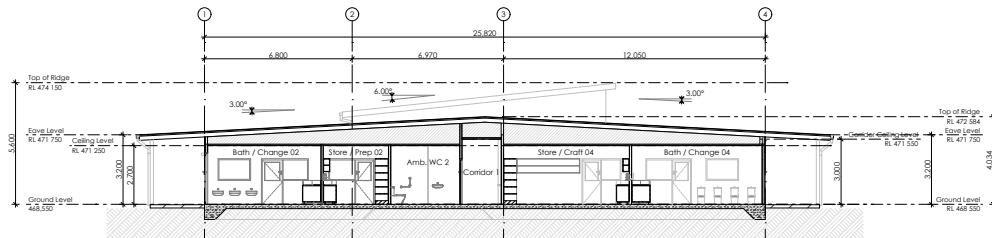
**Roof Plan**

project no. 23020 dwg no. A102  
date: 22/10/2024 scale: 1:100 @ A1  
drawn: 88 rev no. 05

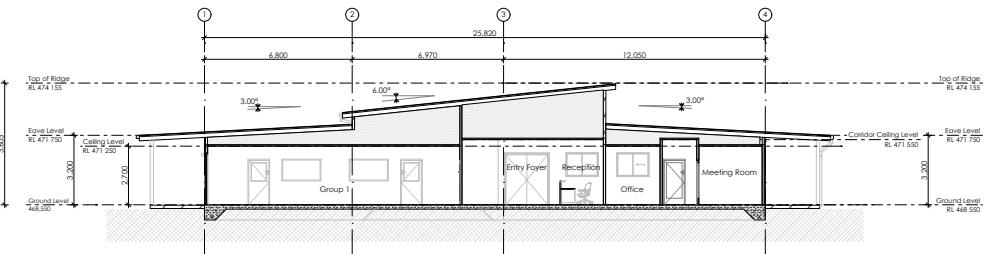
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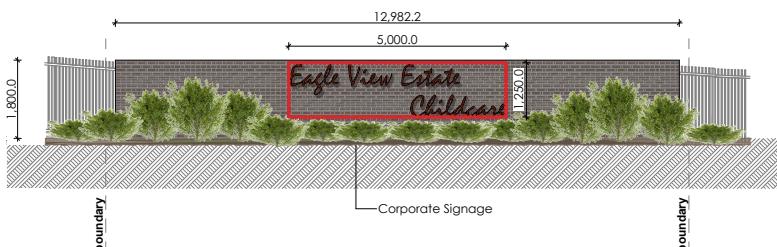




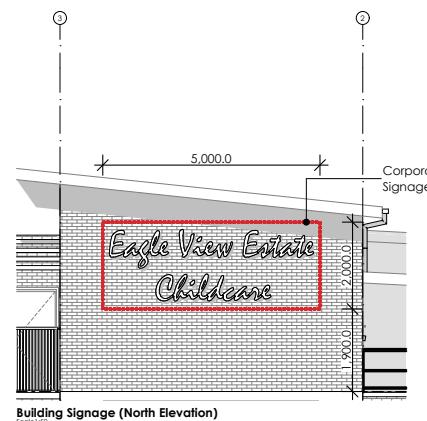
Section A-A  
Scale:1:100



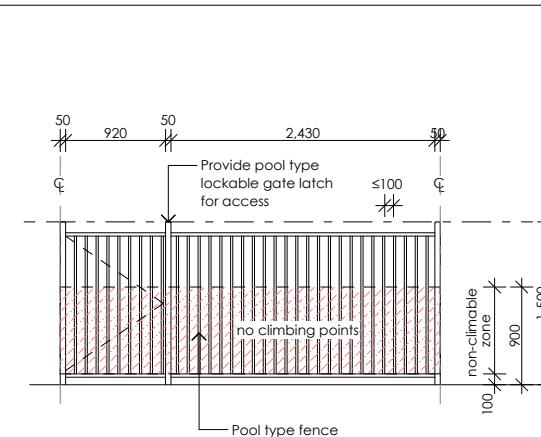
Section B-B  
Scale:1:100



Brick wall - Cnr. of Wedgetail Road & Nankeen Avenue  
Scale:1:50



Building Signage (North Elevation)  
Scale:1:50



Pool type fence & entry gate - 1.5m high above FGL

Note: Self closing gate hinges to AS 2820

Fence Details  
Scale:1:50

01 BPI Issue  
04 BPI Issue  
03 BPI Issue  
rev description  
23/10/2024  
9/09/2024  
27/09/2024  
date  
Proposed Childcare Centre  
Lot 110 DP1279925 - 9 Wedgetail Road,  
Lot 111 DP1279925 - 1 Sea Eagle Ave &  
Lot 1004 DP1295121 - 4 Nankeen Avenue  
Moore Creek, (Tamworth) NSW 2340  
Sections & Details  
project no. 23020 dwg no. A502  
date: 22/10/2024 scale: 1:100, 1:50, 1:20  
drawn: 88 rev no. 05  
201 Sheridan Road, Dubbo NSW 2830 | PO Box 4921 Dubbo NSW 2830  
tel: +61 2 8622 1800 | ABN: 61 631 920 735 | web: maasgroup.com.au  
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MAAS



02 BPI Issue  
04 BPI Issue  
03 BPI Issue  
rev description

23/10/2024  
9/09/2024  
27/08/2024  
date

**Proposed Childcare Centre**

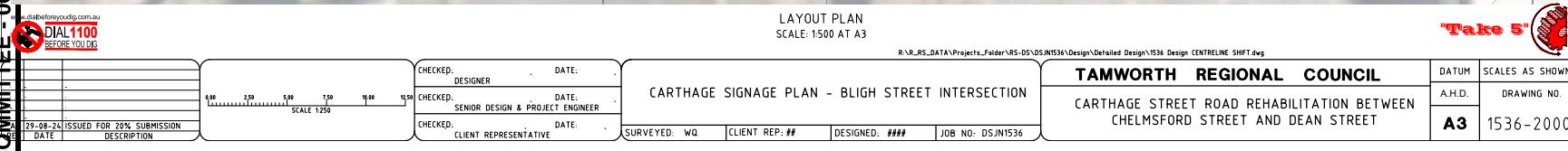
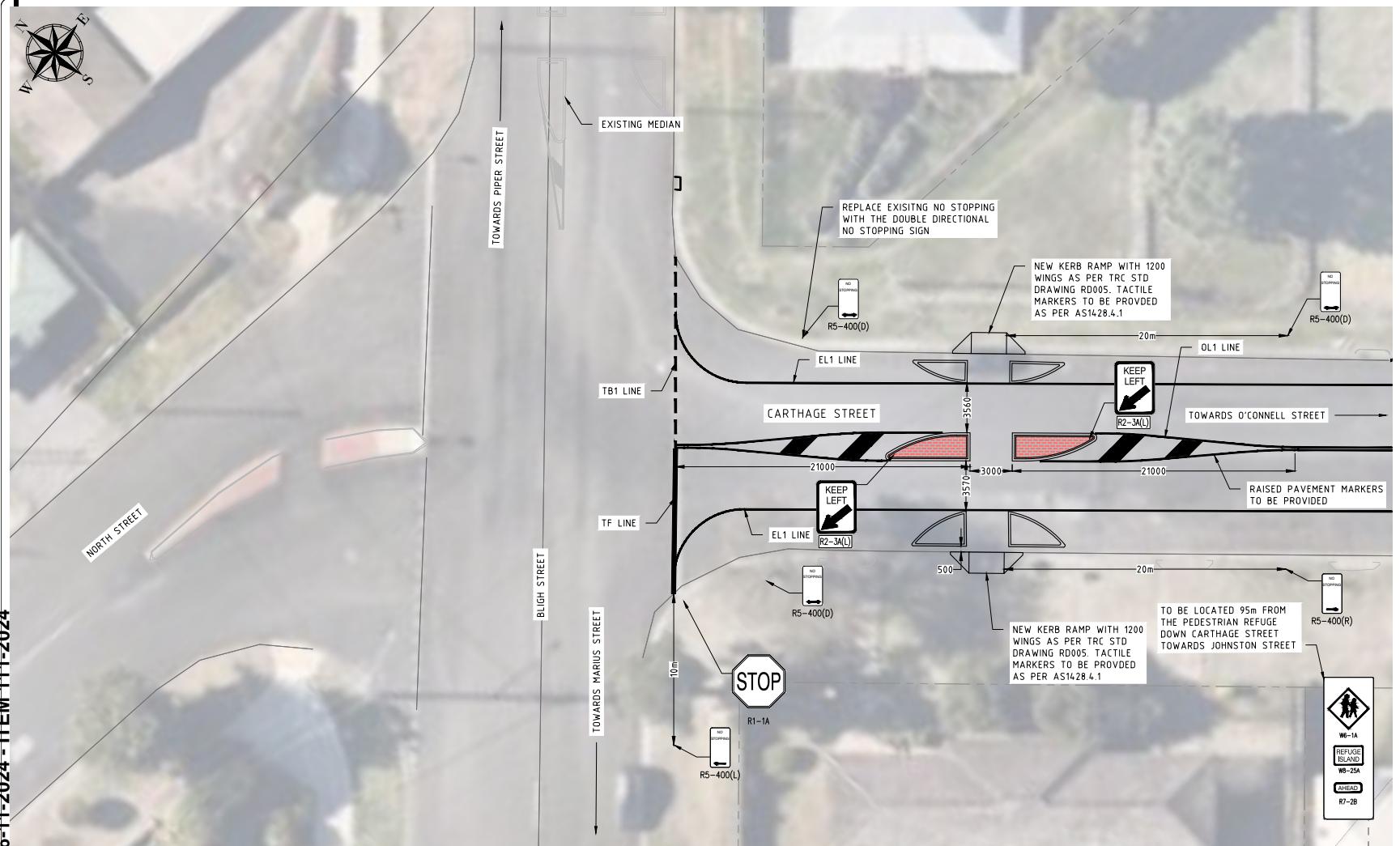
Lot 110 DP1279925 - 9 Wedgetail Road,  
Lot 111 DP1279925 - 1 Sea Eagle Ave &  
Lot 1004 DP1295121 - 4 Nankeen Avenue  
Moore Creek, (Tamworth) NSW 2340

**Emergency Evacuation Plan**

project no. 23020 dwg no. A1001  
date: 22/10/2024 scale: 1:200 @ A1  
drawn: 88 rev no. 05

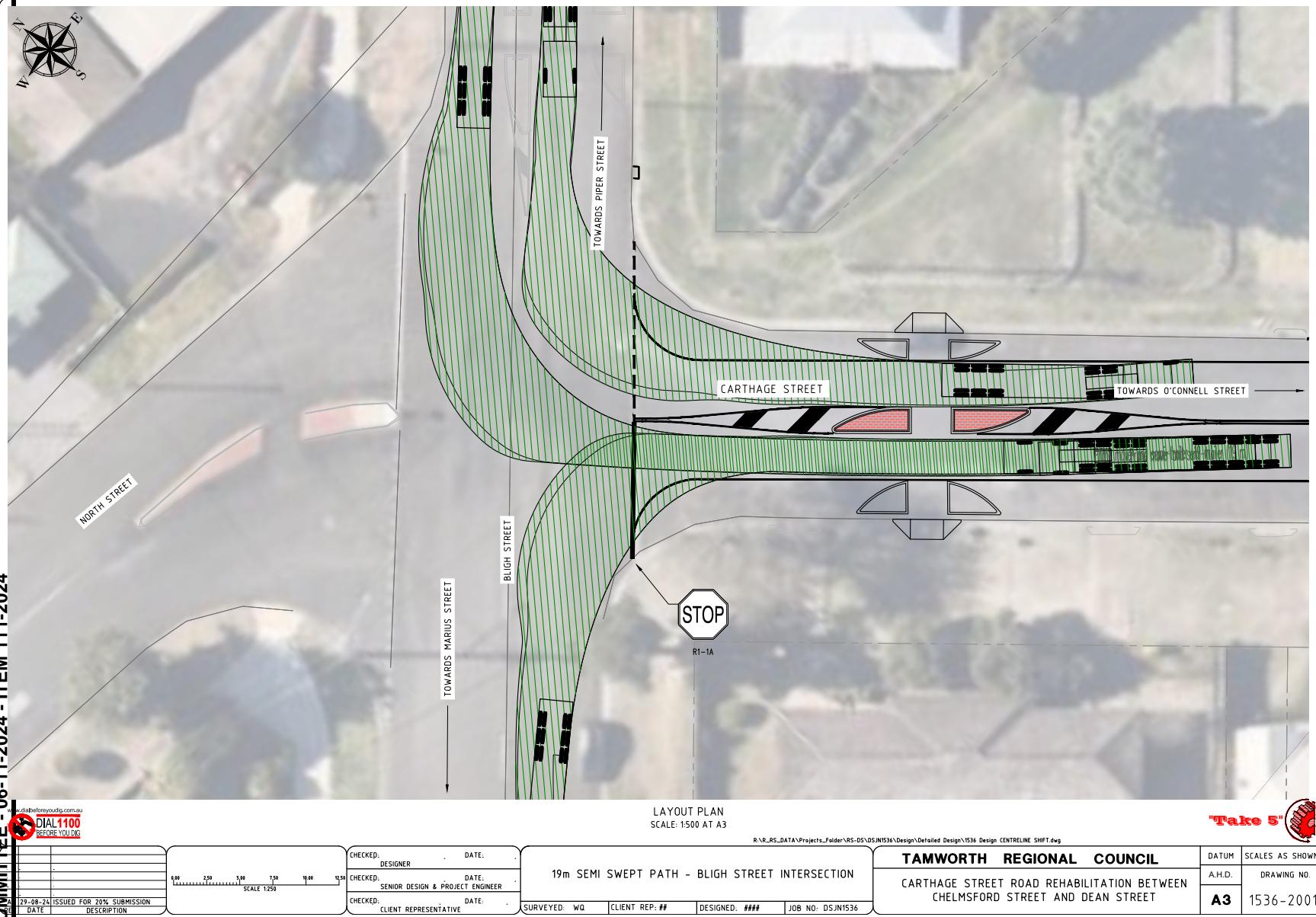
20, Sheraton Road, Dubbo NSW 2830 | PO Box 4921 Dubbo NSW 2830  
tel: +61 2 8862 1800 | ABN: 61 631 920 735 | web: maasgroup.com.au  
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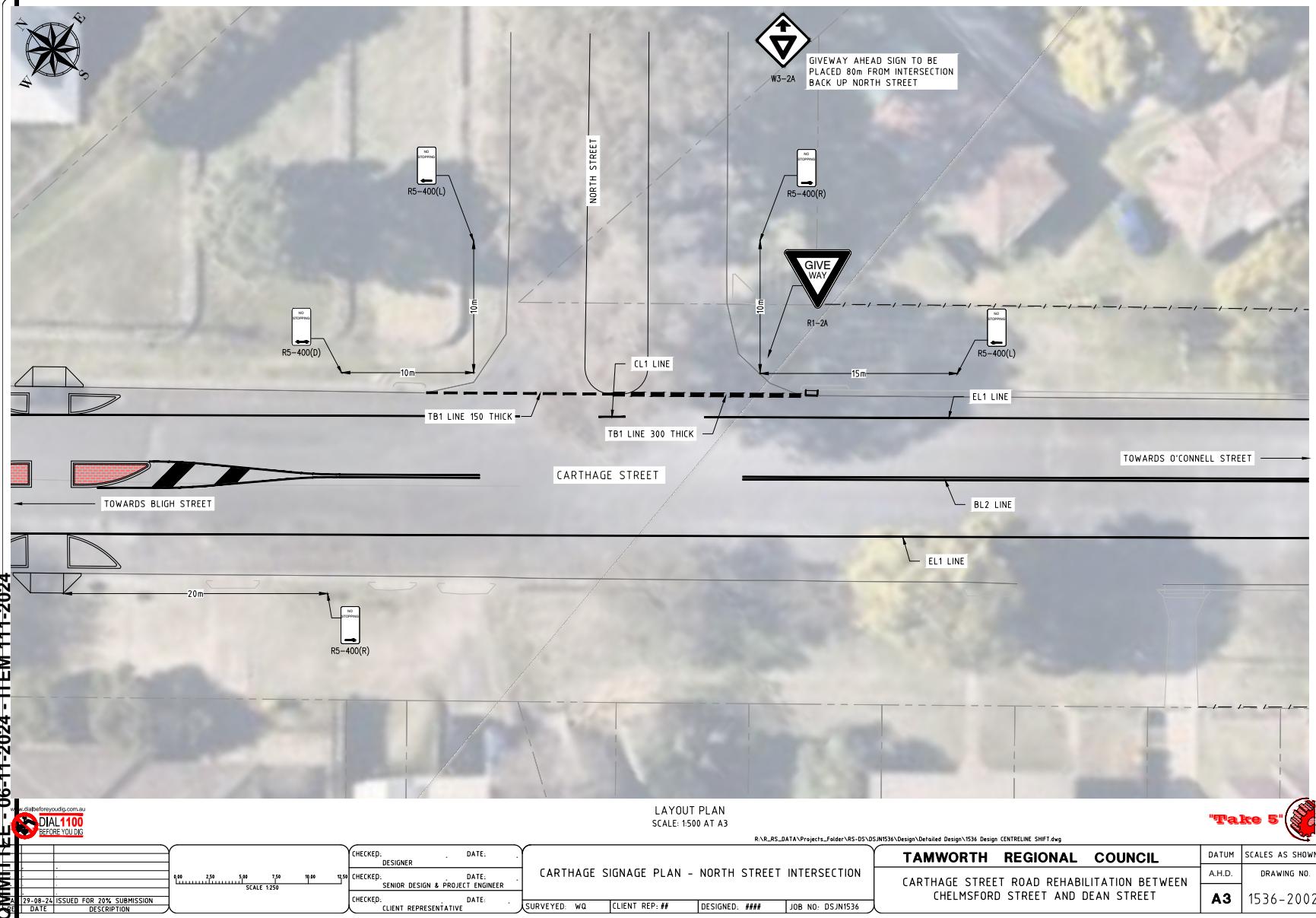
**MAAS**

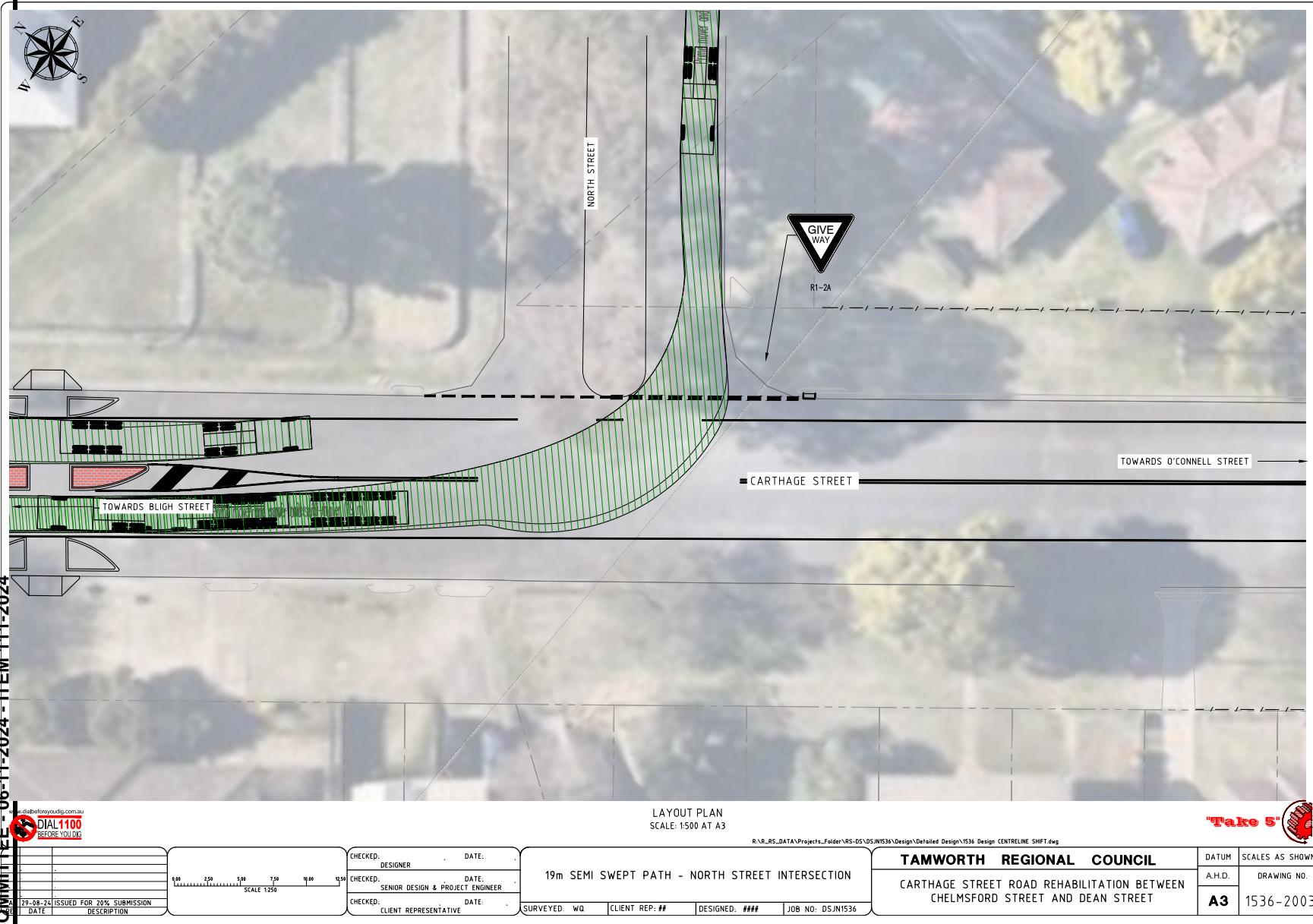


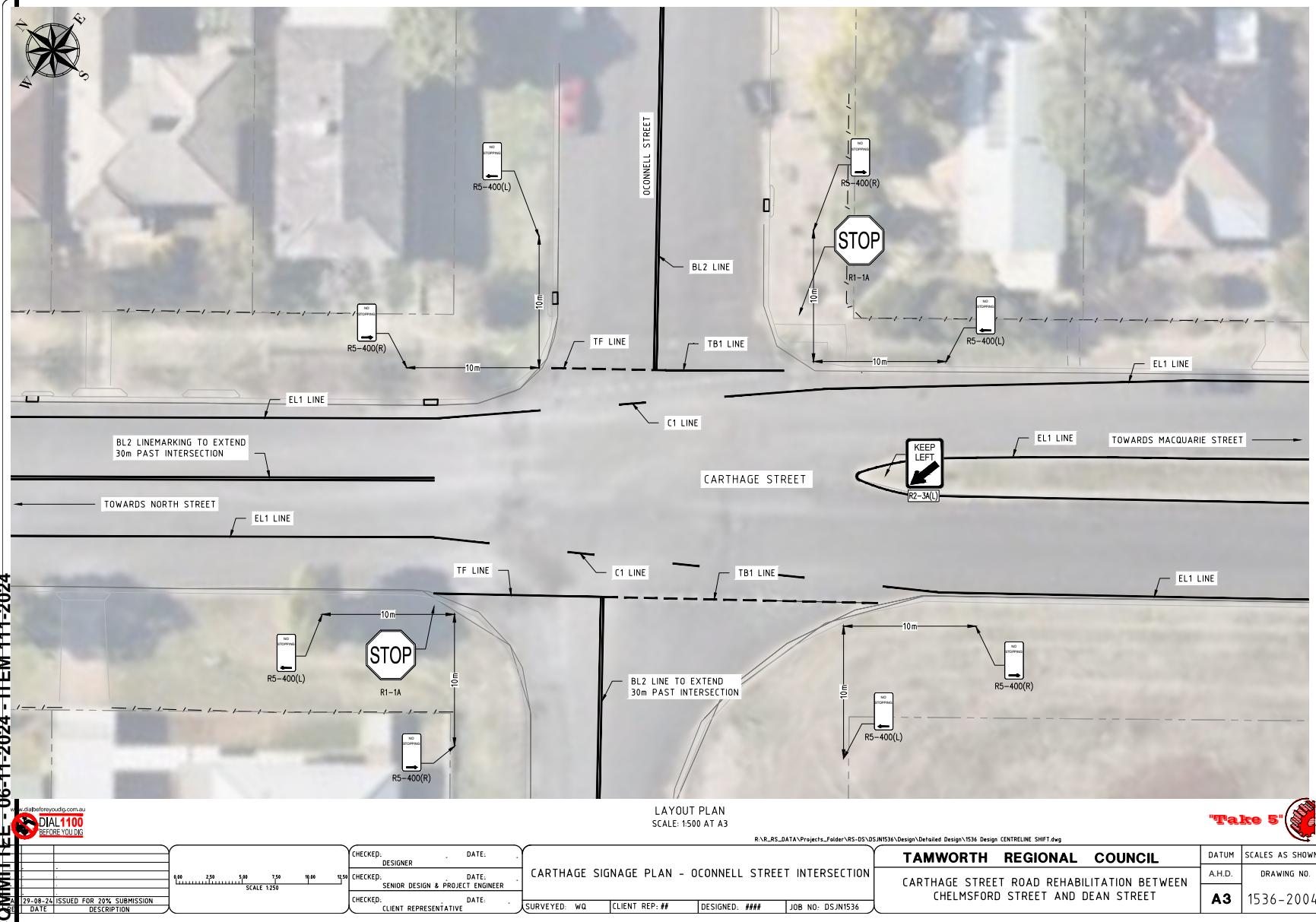
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ANNEXURE 1 TO ITEM 8.2 - TAMWORTH REGIONAL LOCAL TRAFFIC  
COMMITTEE - 06-11-2024 - ITEM-111-2024

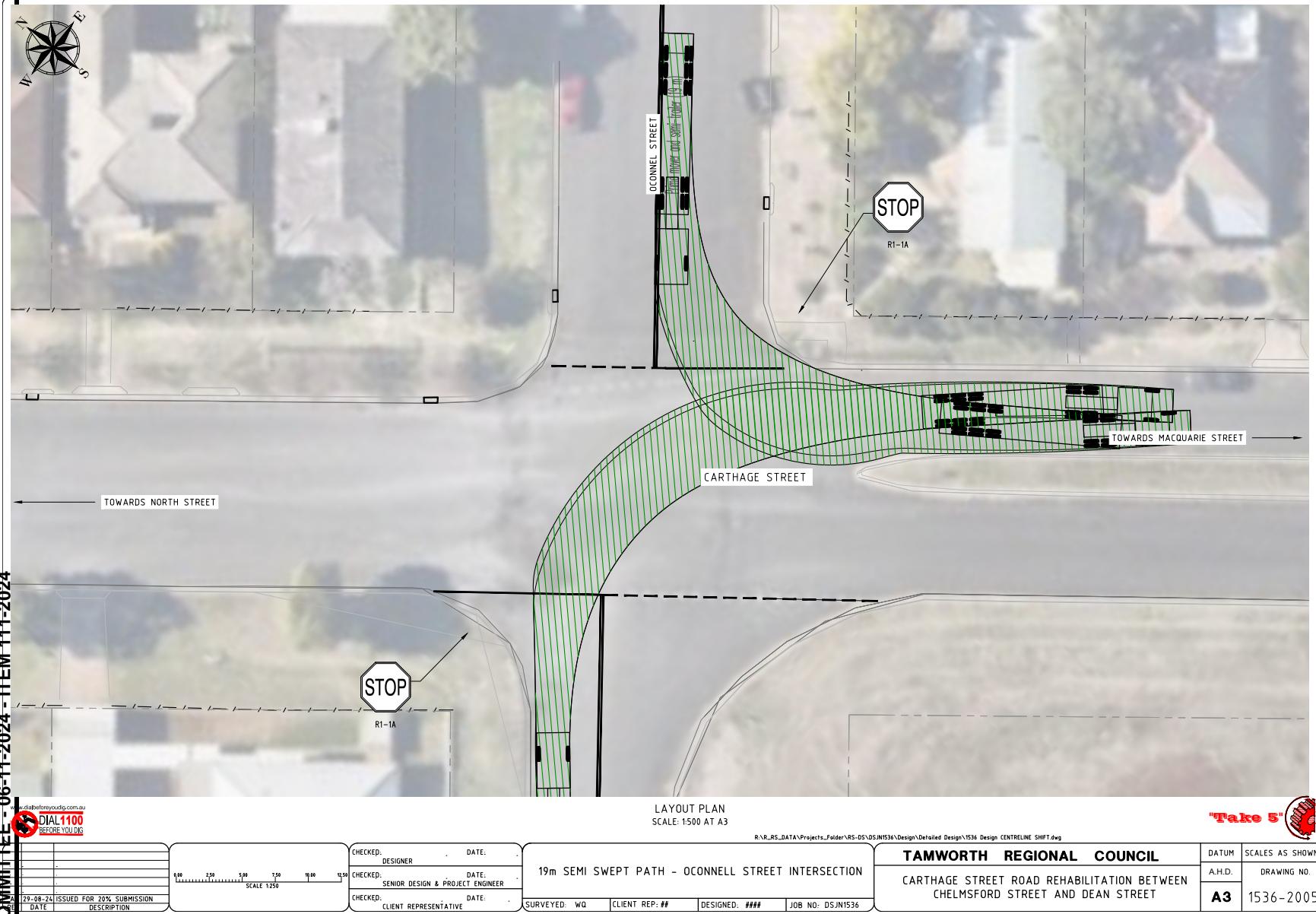
10 DECEMBER 2024

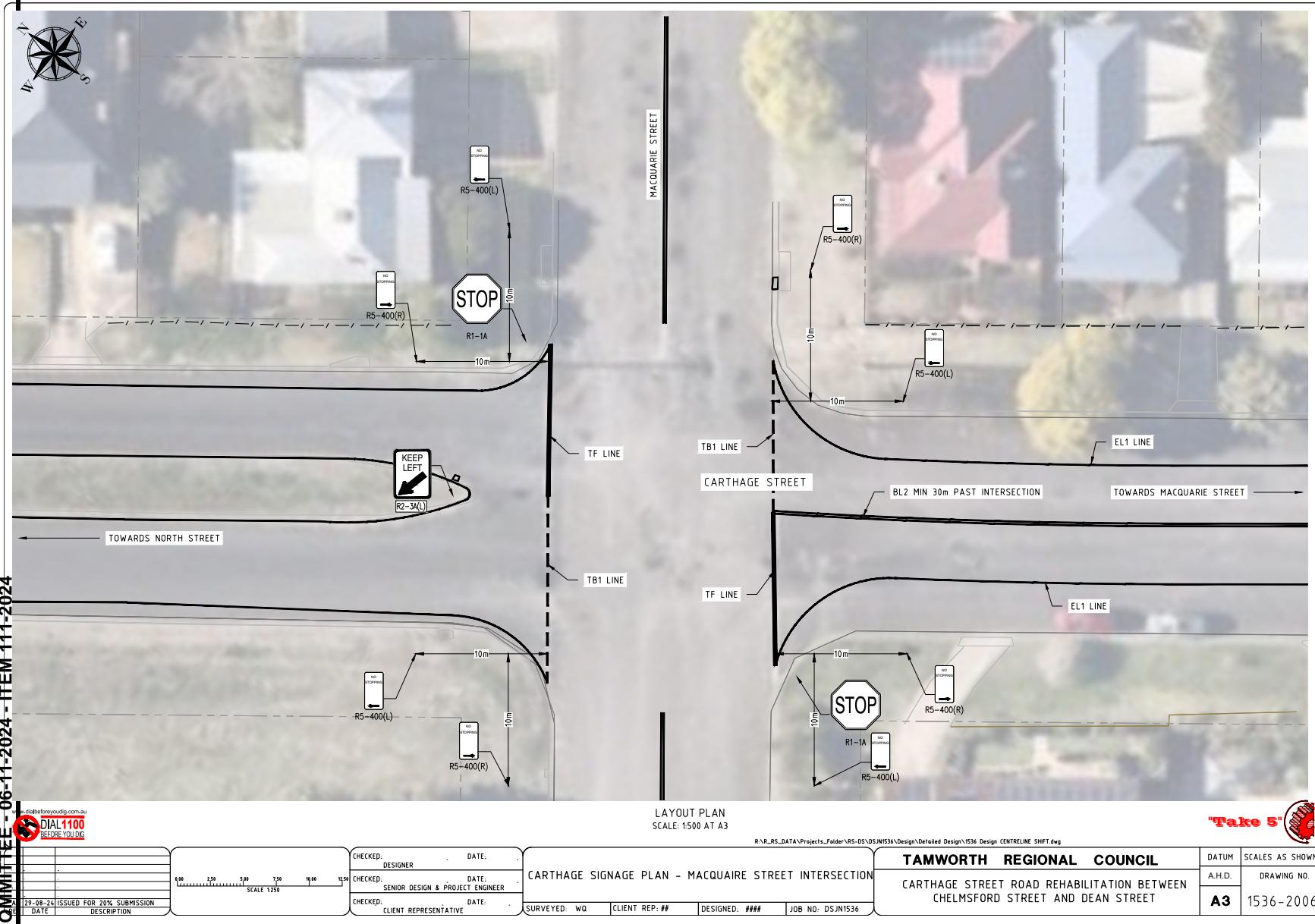






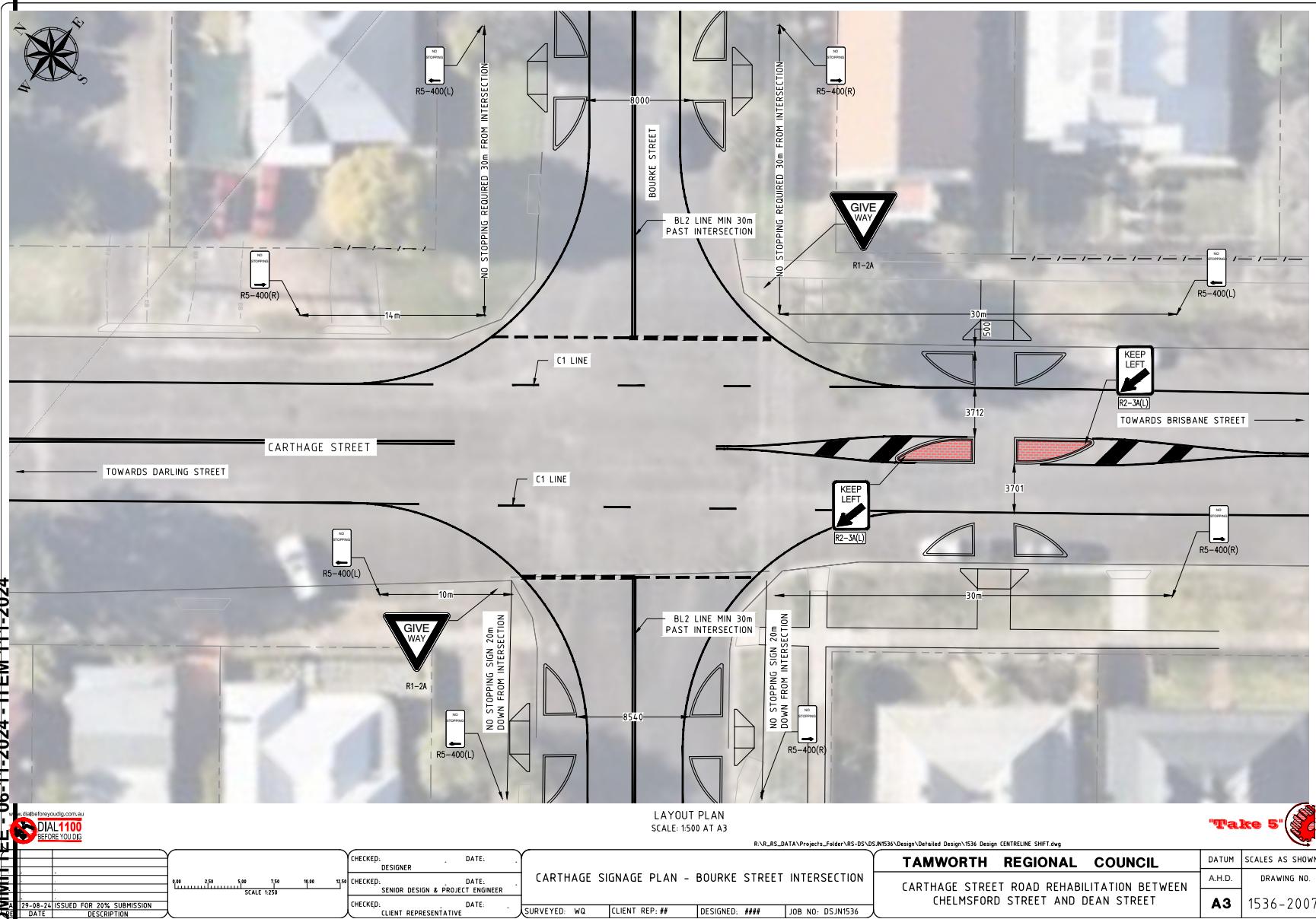


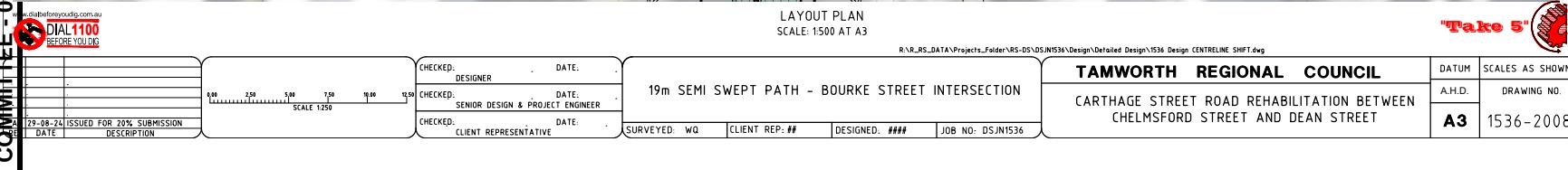
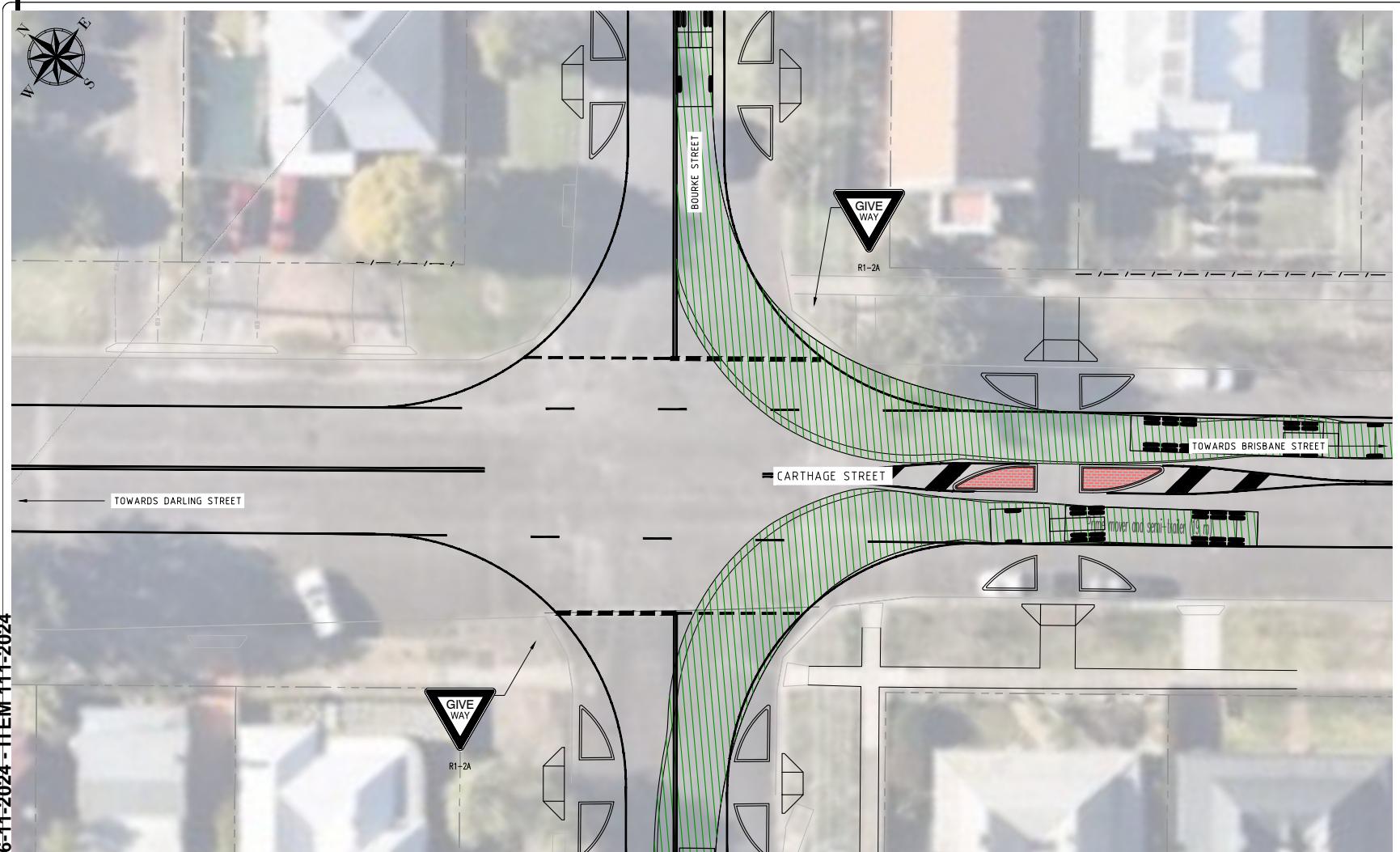


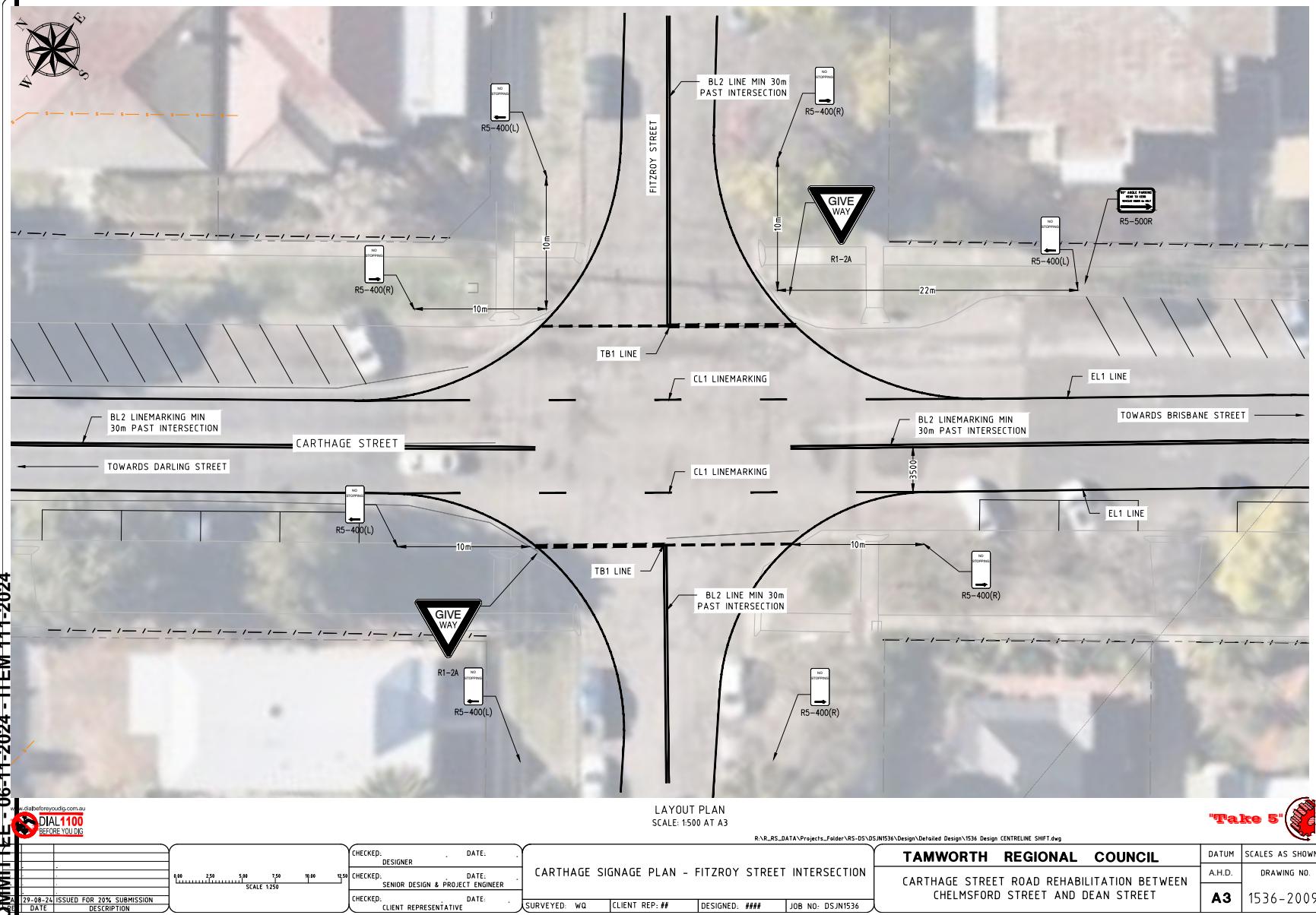


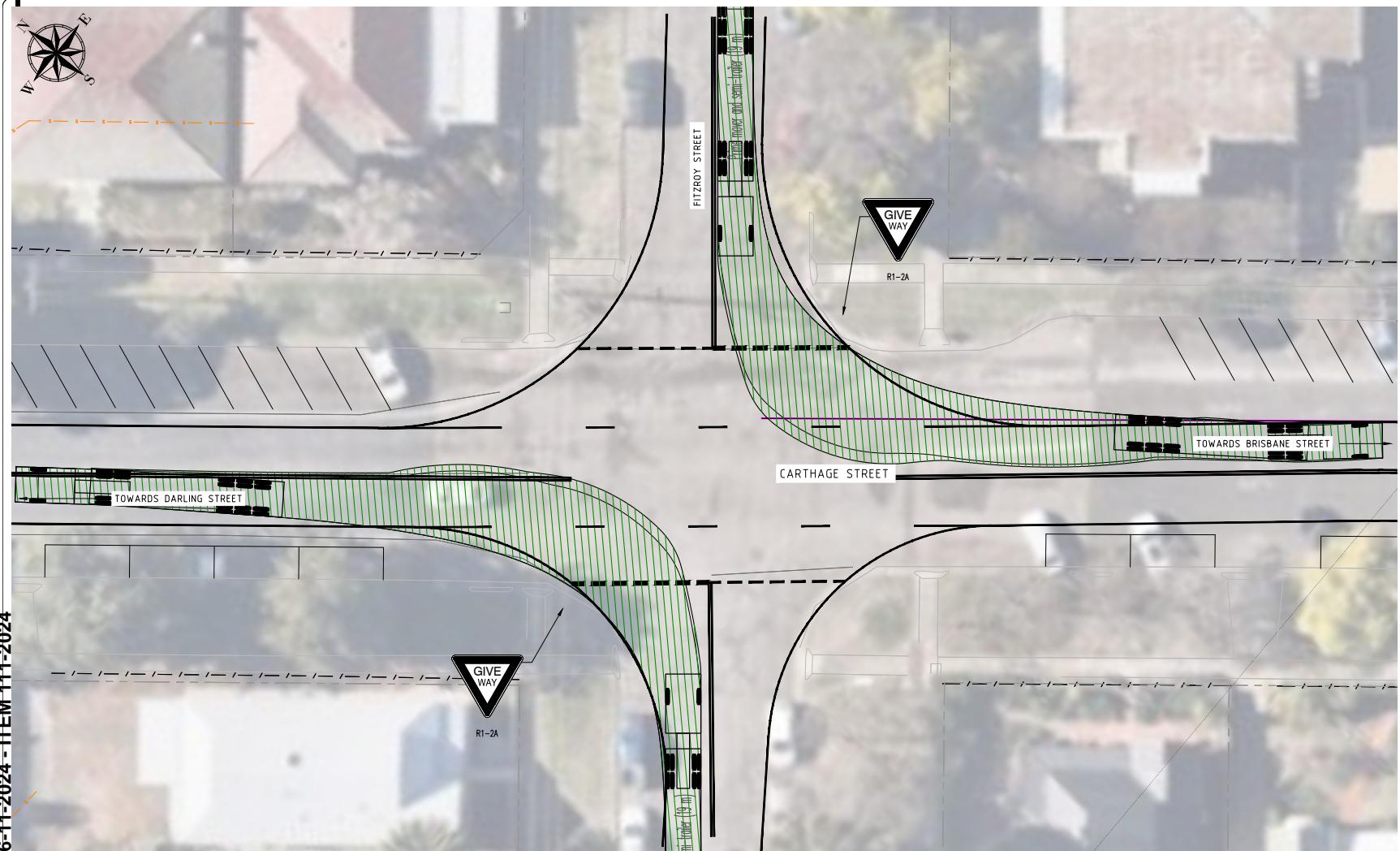
ORDINARY COUNCIL MEETING  
ANNEXURE 1 TO ITEM 8.2 - ITEM 111-2024

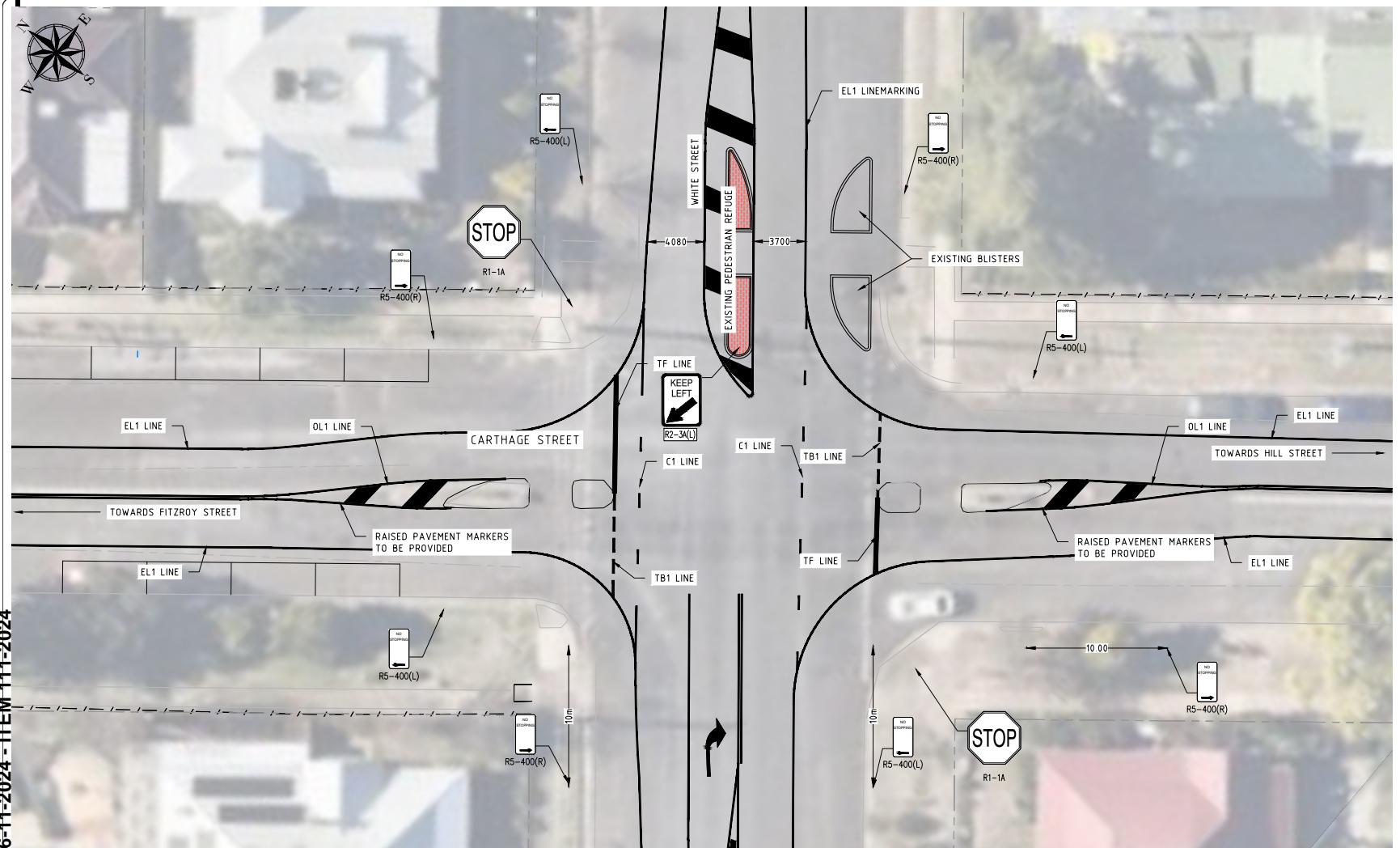
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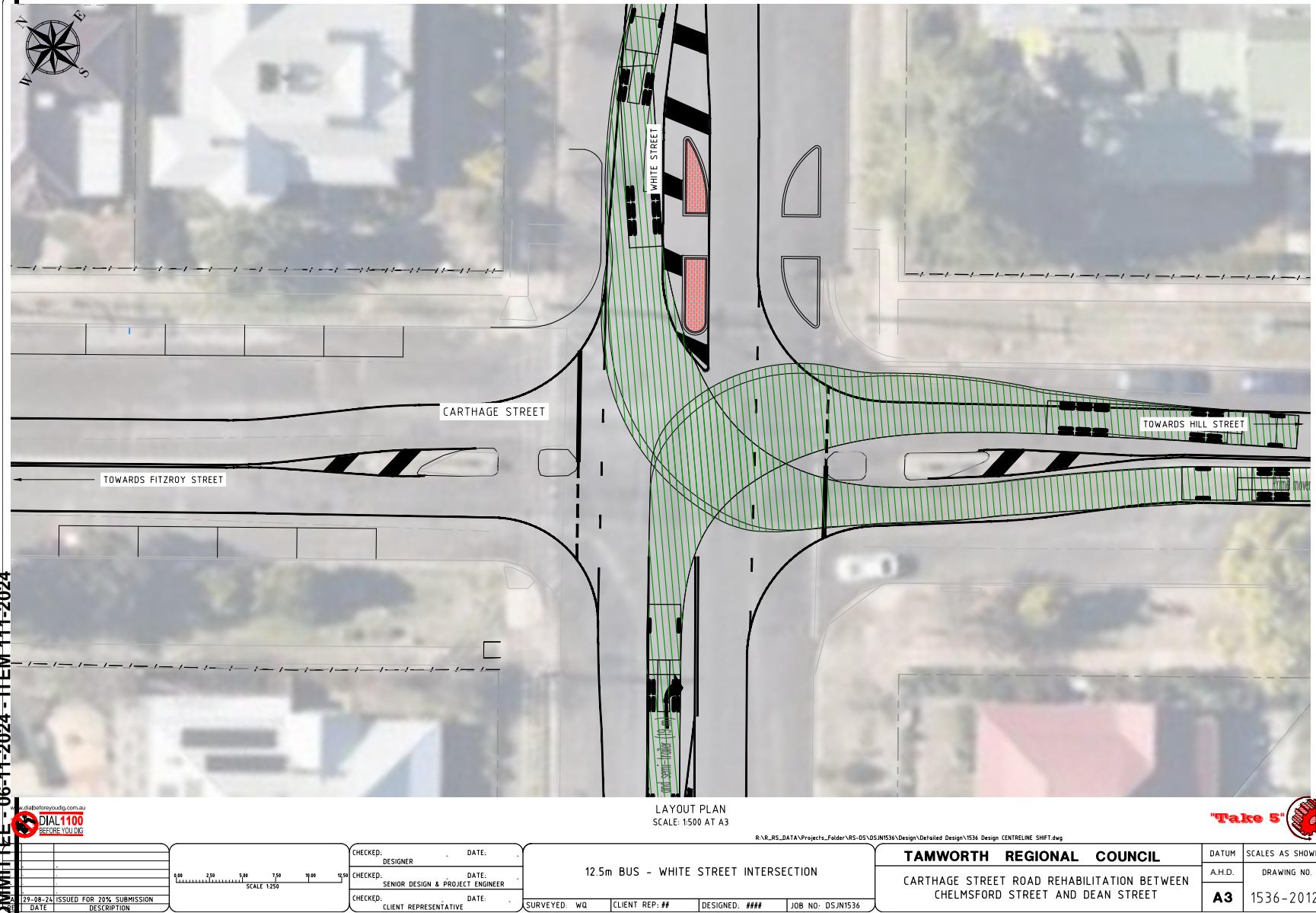


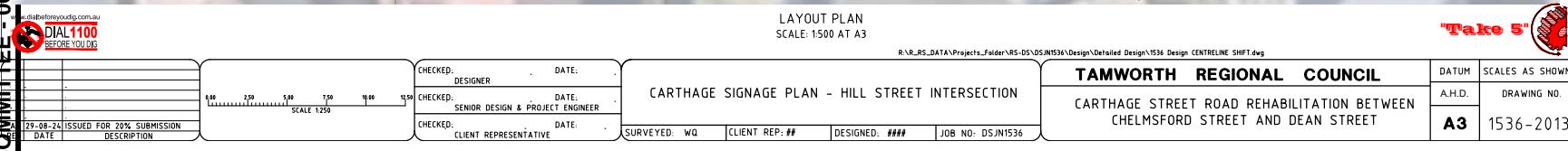
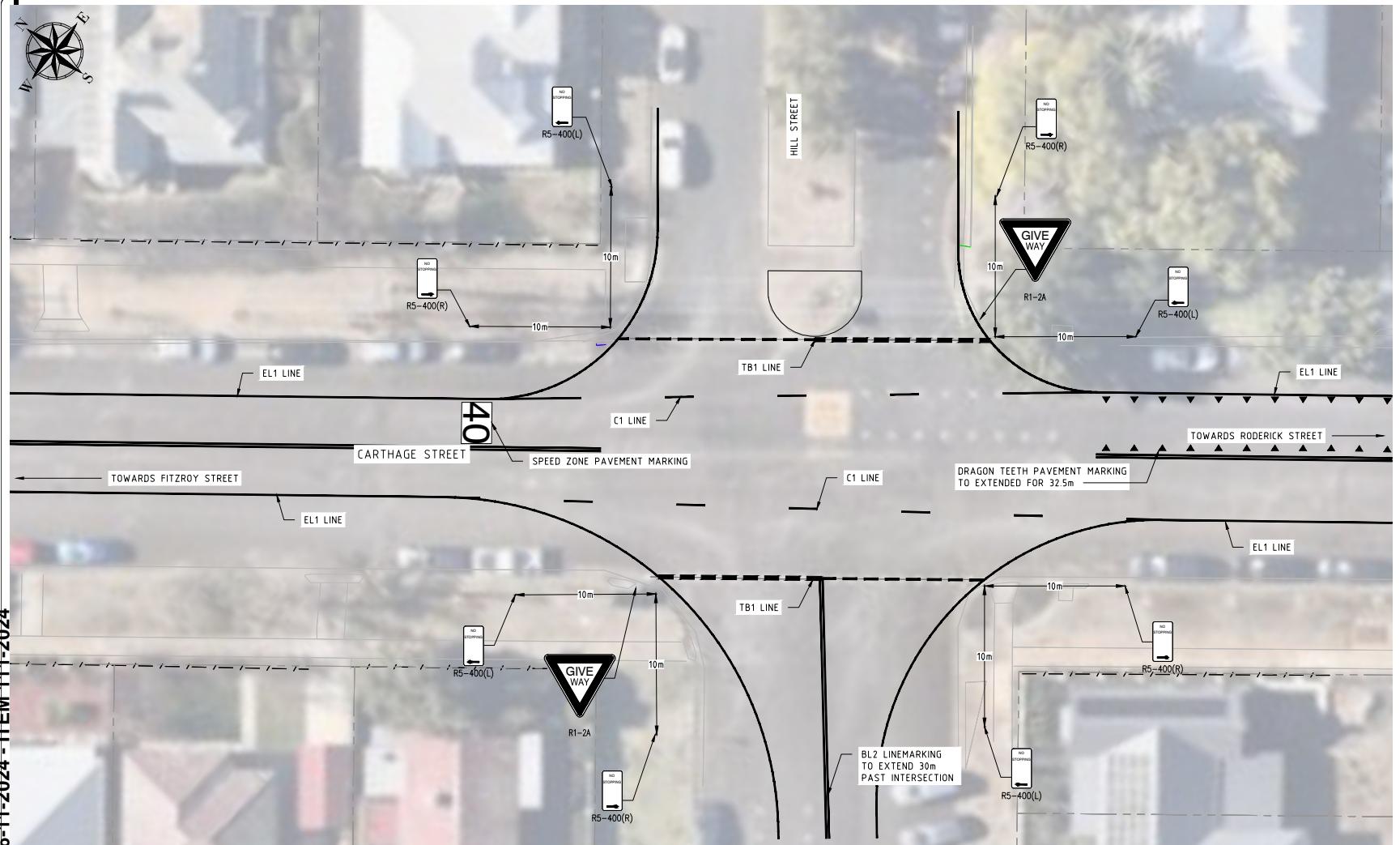


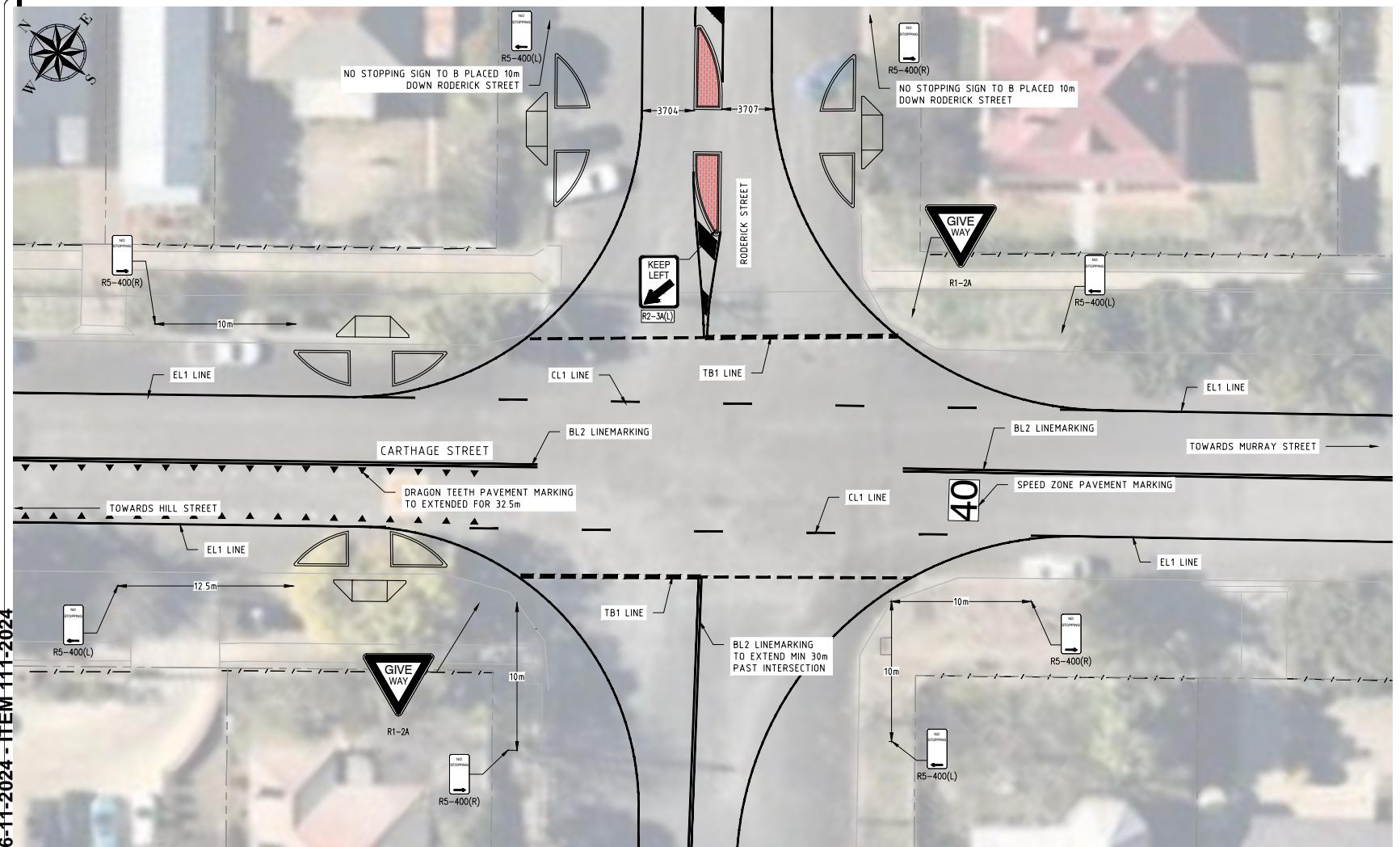




## "Take 5"







29-08-24 ISSUED FOR 20% SUBMISSION  
DATE

DESCRIPTION

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2.50

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7.50

10.00

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15.00

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100.00

LAYOUT PLAN  
SCALE: 1:500 AT A3

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TAMWORTH REGIONAL COUNCIL

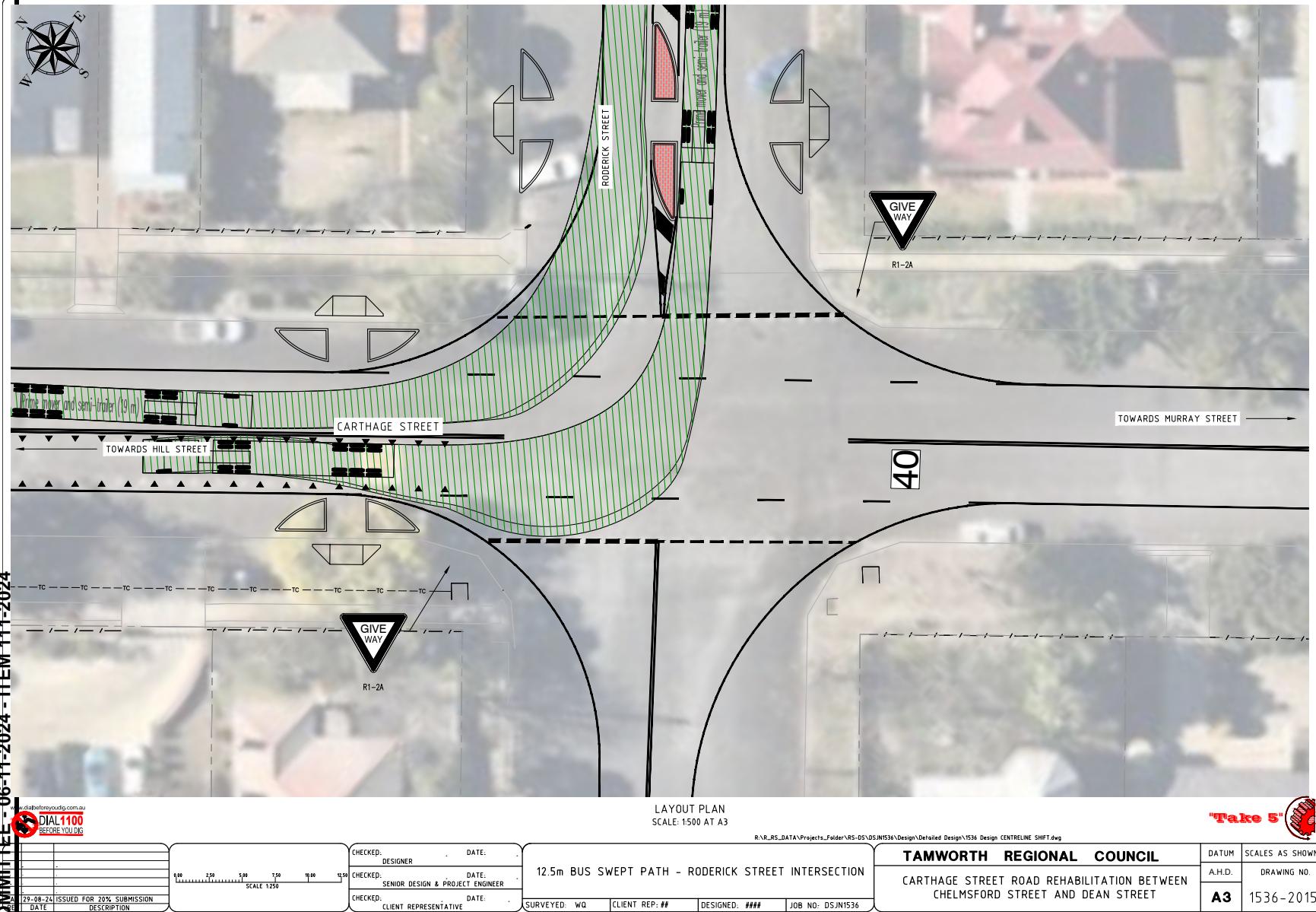
CARTHAGE STREET ROAD REHABILITATION BETWEEN  
CHELMSFORD STREET AND DEAN STREET

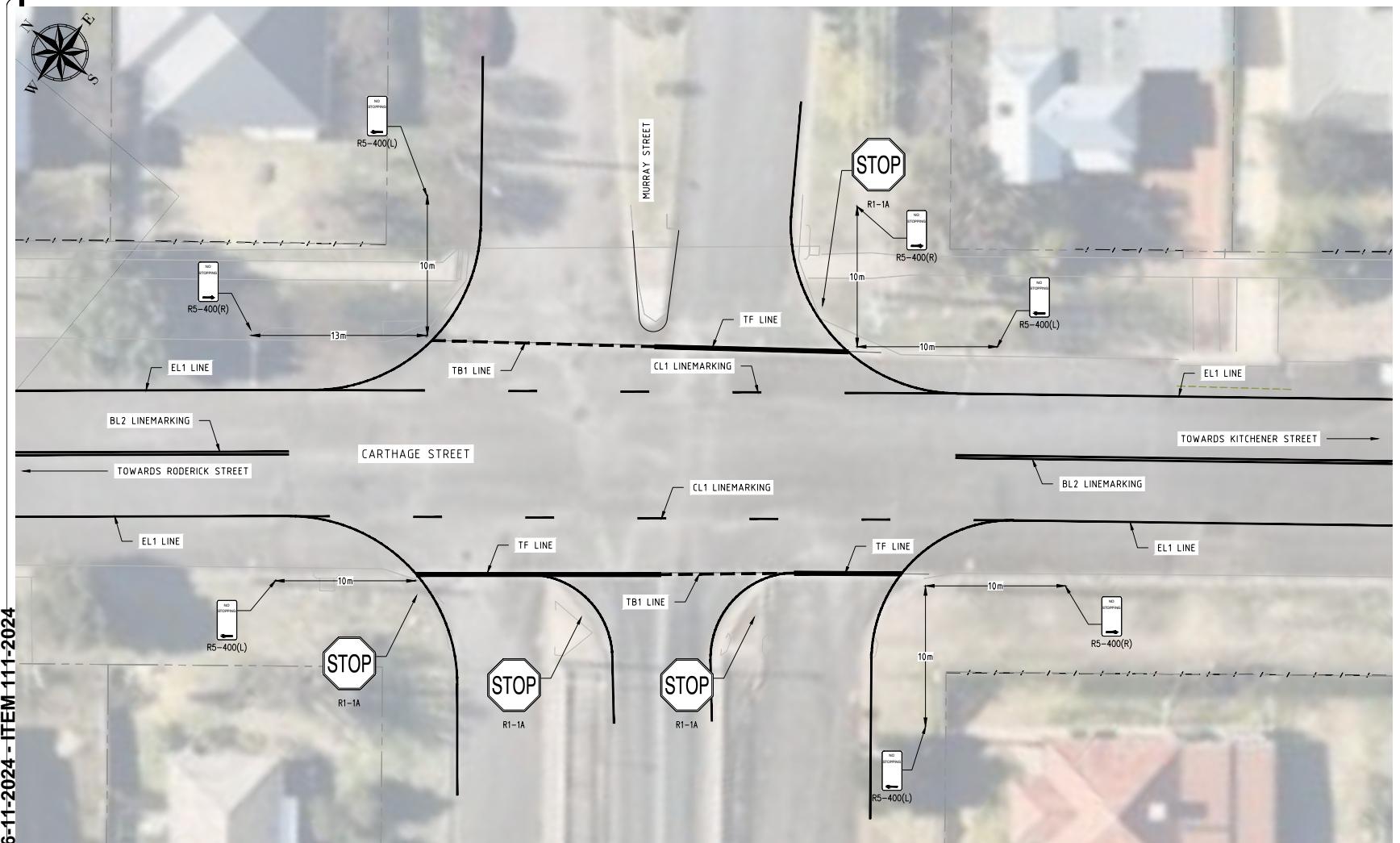
DATUM  
A.H.D.

SCALES AS SHOWN  
DRAWING NO.

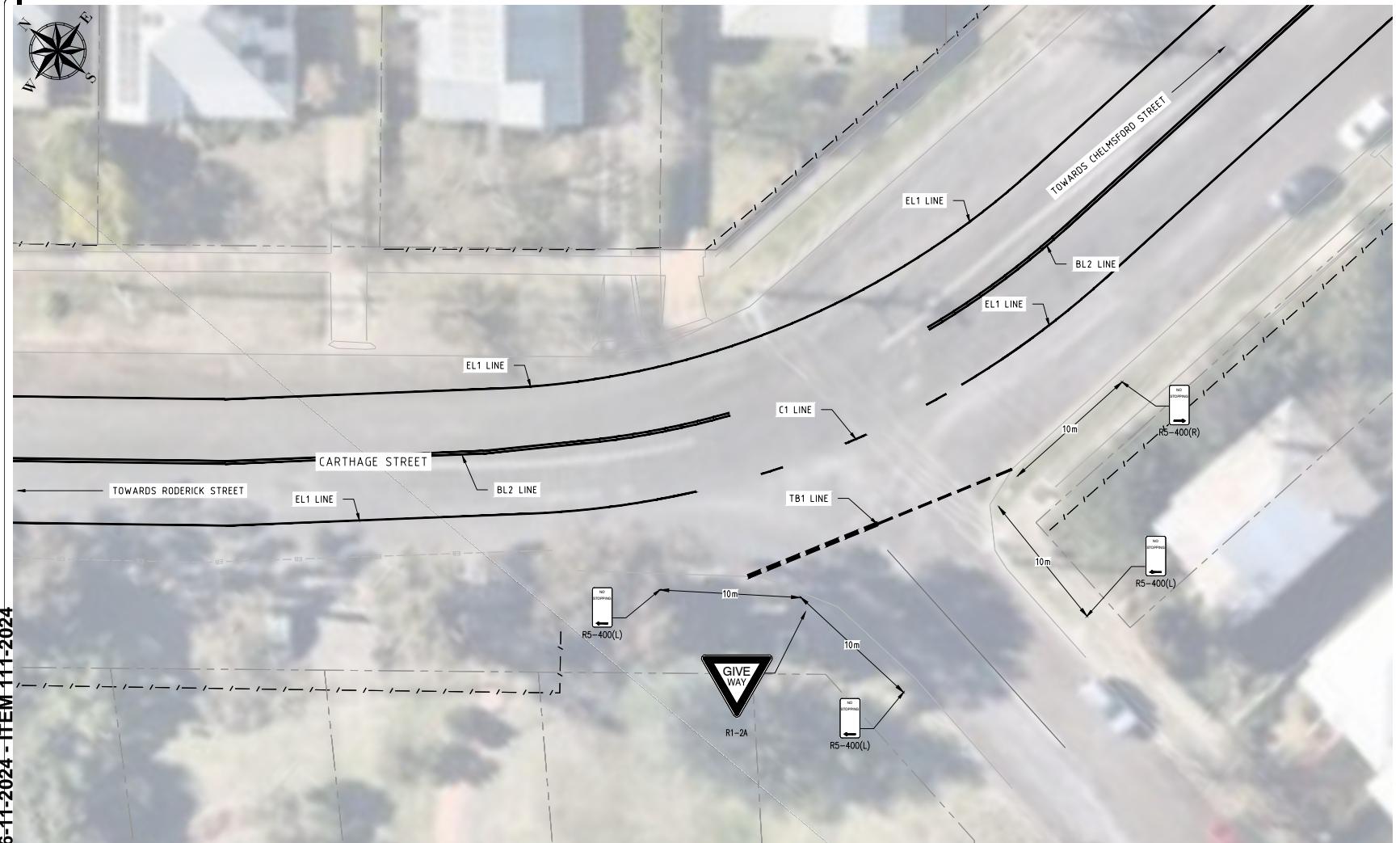
A3

1536-2014

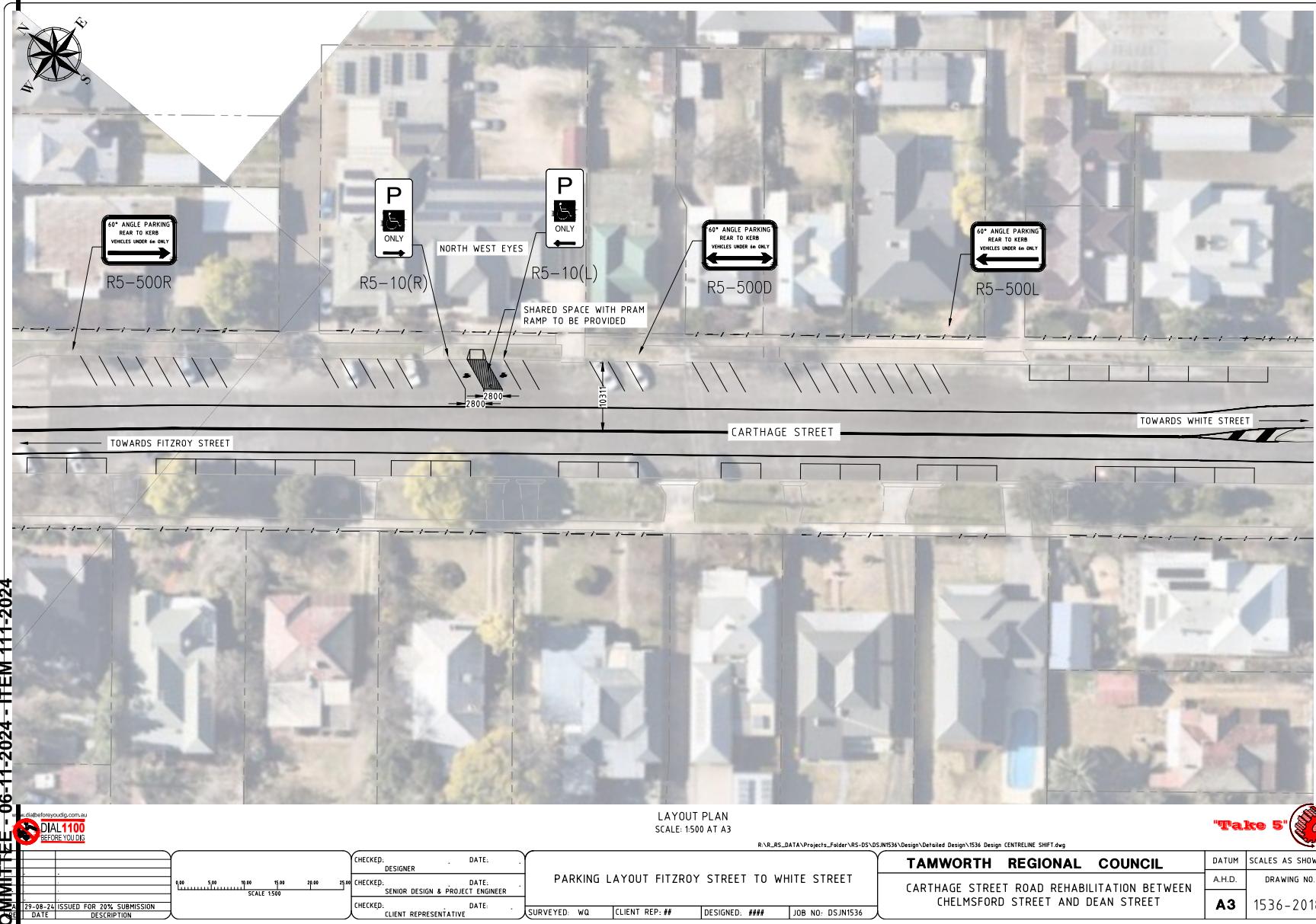


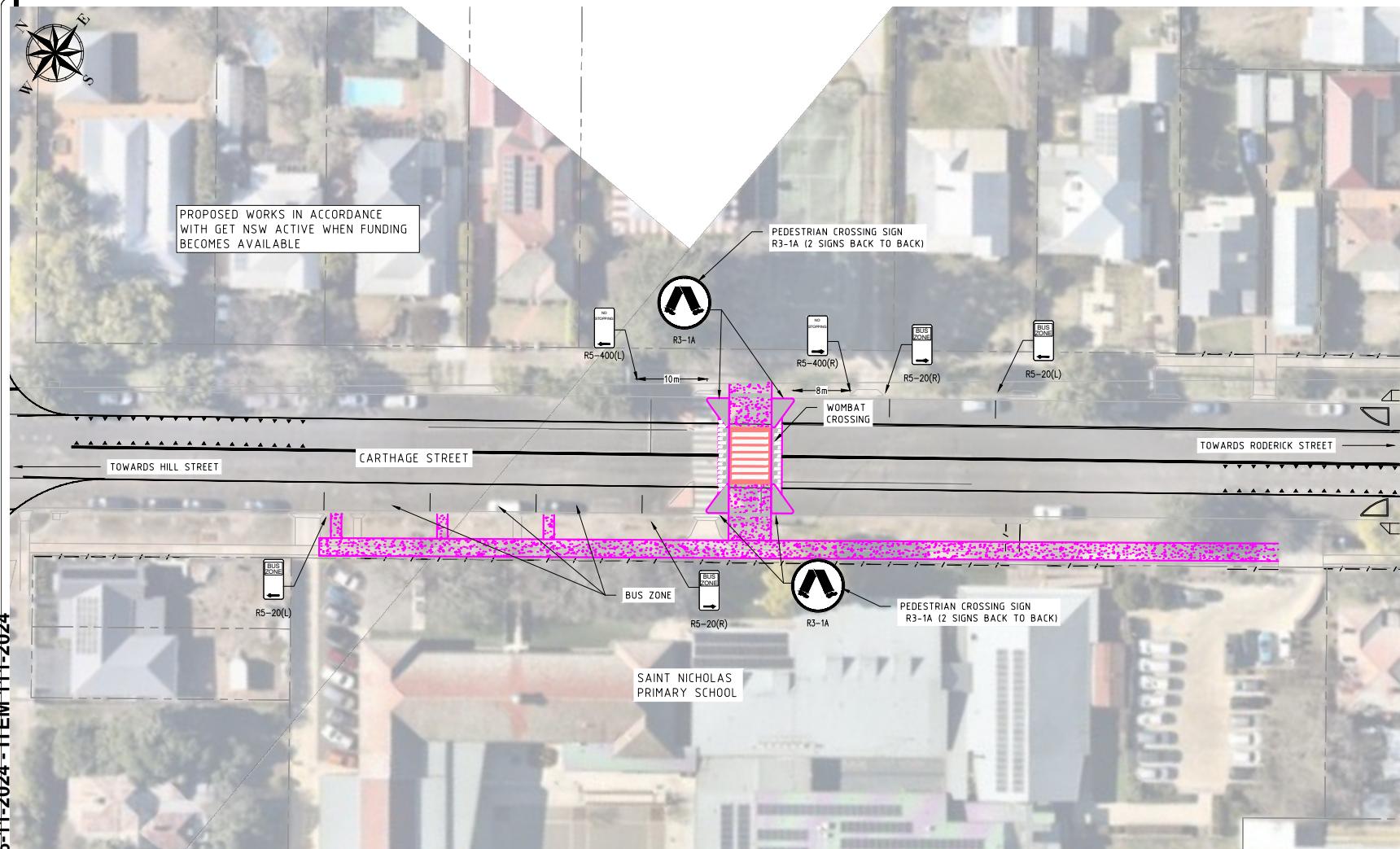


<p>www.dialbeforeyoudig.com.au <b>DIAL 1100</b> BEFORE YOU DIG</p>		<p>0.00 2.50 5.00 7.50 10.00</p> <p>SCALE 1:250</p>		<p>CHECKED: DESIGNER DATE: CHECKED: SENIOR DESIGN &amp; PROJECT ENGINEER DATE: CHECKED: CLIENT REPRESENTATIVE DATE:</p>		<p>CARTHAGE SIGNAGE PLAN - MURRAY STREET INTERSECTION</p>		<p><b>TAMWORTH REGIONAL COUNCIL</b></p>		<p>DATUM SCALES AS SHOWN A.H.D. DRAWING NO. <b>A3</b> 1536-2016</p>	
<p>29-08-24 ISSUED FOR 30% SUBMISSION DATE</p>		<p>29-08-24 SURVEYED: WQ CLIENT REP: # DESIGNED: #### JOB NO: DSJN1536</p>									



29-08-24 ISSUED FOR 30% SUBMISSION DATE DESCRIPTION		0.00 2.50 5.00 7.50 10.00 SCALE 1:500	
CHECKED: DESIGNER DATE: CHECKED: SENIOR DESIGN & PROJECT ENGINEER DATE: CHECKED: CLIENT REPRESENTATIVE DATE:		SURVEYED: WQ CLIENT REP: # DESIGNED: #### JOB NO: DSJN1536	
CARTHAGE SIGNAGE PLAN - KITCHENER STREET INTERSECTION <small>R:\R:\RS\DATA\Projects\Folder\RS-DS\DS\N1536\Design\Detailed Design\1536_Design_CENTRELINE SHIFT.dwg</small>			
<b>TAMWORTH REGIONAL COUNCIL</b>		DATUM	SCALES AS SHOWN
		A.H.D.	DRAWING NO.
		<b>A3</b>	1536-2017

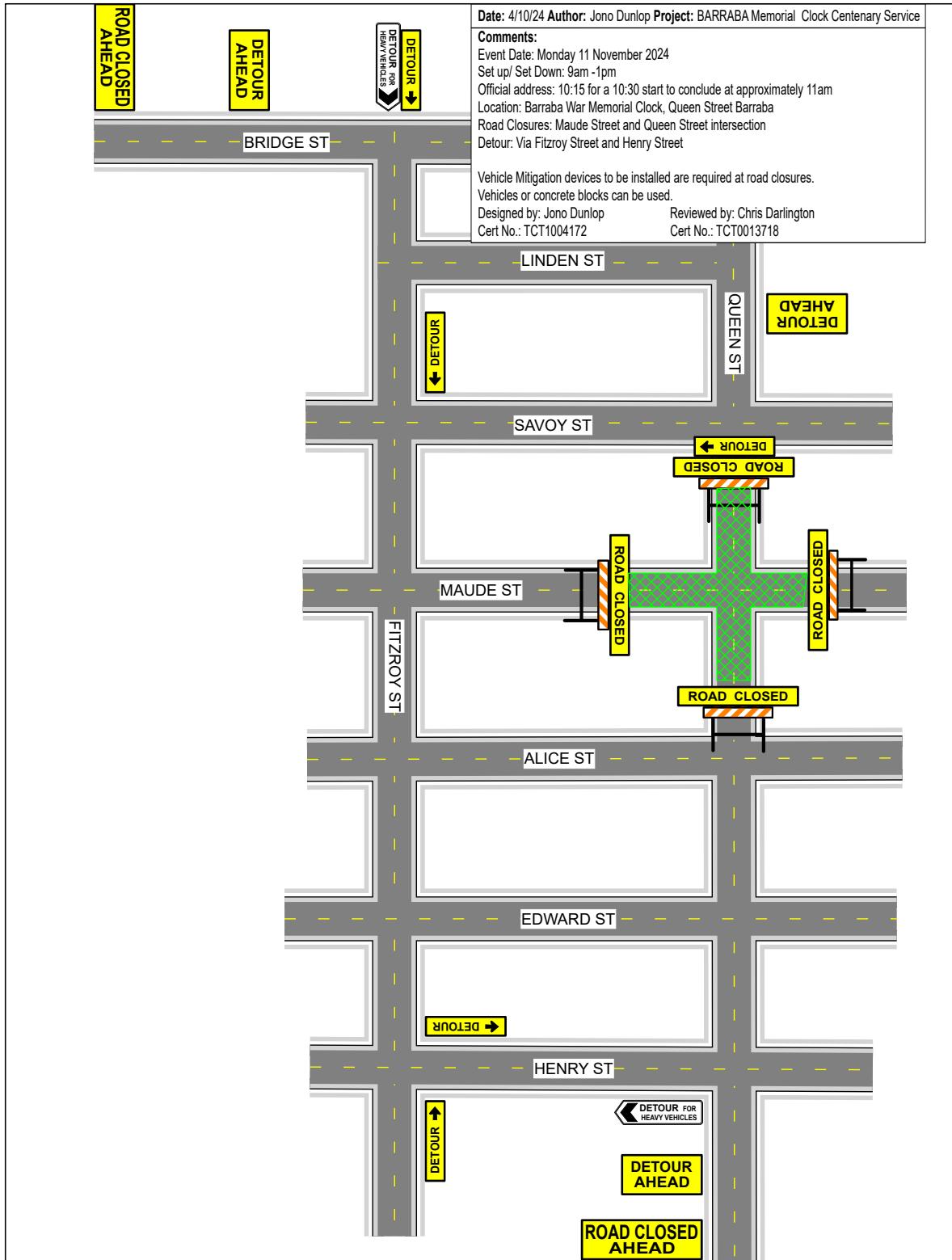


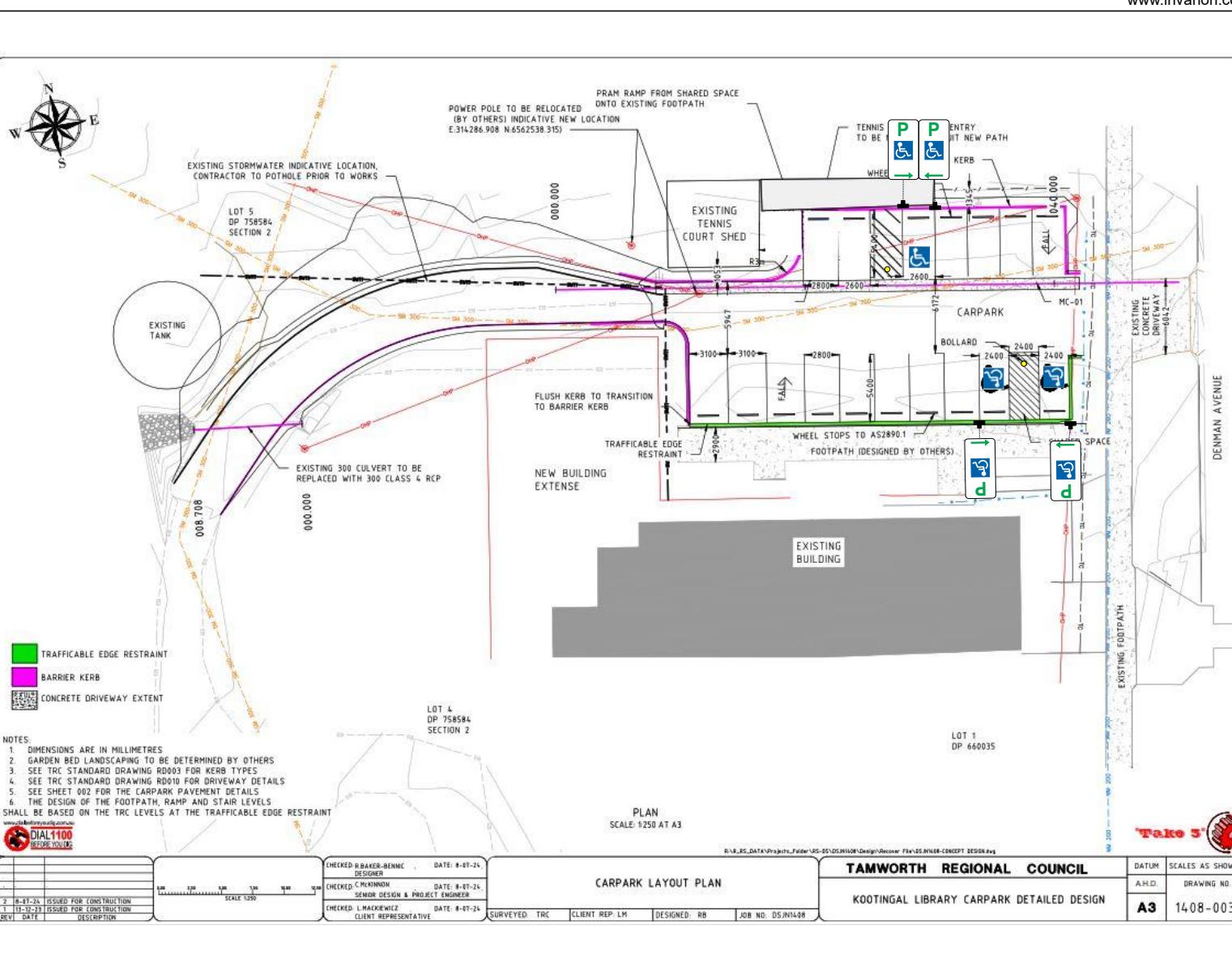


AYOUT PLAN  
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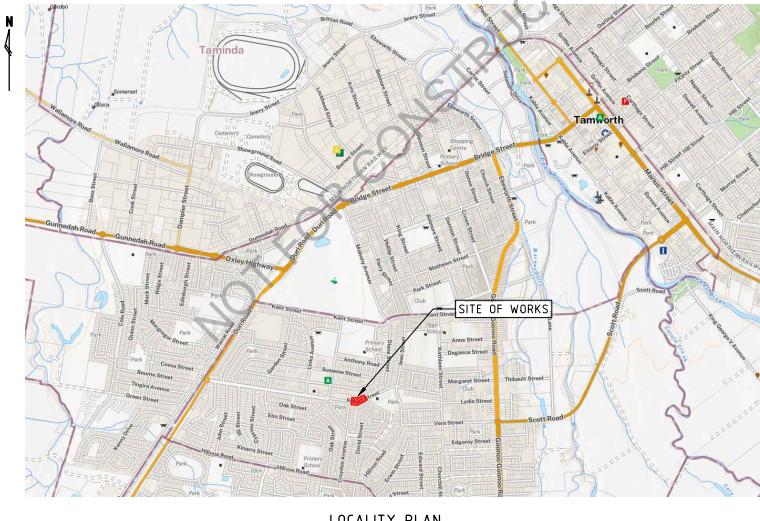








## CONCRETE SPLITTER ISLANDS, SIGNAGE AND LINEMARKING ROBERT STREET, SOUTH TAMWORTH 90% SUBMISSION



LOCALITY PLAN  
SCALE NTS



PREPARED BY REGIONAL  
SERVICES DIRECTORATE  
SURVEY & DESIGN

CLIENT APPROVAL	ECM REF.
	2090635
	DRAWING NO.
	1578-001

SHEET INDEX	
PLAN	DESCRIPTION
001	COVERSHEET
002	SHEET INDEX AND LEGEND
003	OVERALL PLAN VIEW
004	PLAN VIEW SHEET 1 OF 2
005	PLAN VIEW SHEET 2 OF 2
006	CONCRETE SPLITTER ISLAND TYPICAL DETAIL
007	SAFE INTERSECTION SIGHT DISTANCE CHECK

NOT FOR CONSTRUCTION

LEGEND

EDGE OF BITUMEN	— EB —
GAS MAIN AND PIT	— GAS — GAS — GAS —
GATE, FENCE	— / — / — / —
GUARD RAIL	— □ — □ —
MAIL BOX	— □ —
OPTIC FIBRE (OPTUS)	— — — OPTO —
OPTIC FIBRE (AARNET)	— — — OPTP —
OPTIC FIBRE (TELSTRA)	— — — OPTT —
PROPERTY BOUNDARY	— — —
OVERHEAD POWER HV	— OHP —
UNDERGROUND ELECTRICITY	— — UGE — — UGE —
POWER POLE	— Ⓜ —
LIGHT POLE	— Ⓜ —
SEWER MAIN (& SIZE)	— SM 150 —
SEWER SERVICE CONNECTION	— SM — — SM —
SEWER MANHOLE	— Ⓜ —
STORMWATER (& SIZE)	— SW 375 —
STORMWATER MANHOLE	— Ⓜ —
TELSTRA CABLES AND PIT	— — TC — — TC —
INDICATIVE SERVICE NOT ABLE	— ?? WM ?? —
TO BE LOCATED	— Ⓜ —
SIGN	— Ⓜ —
TREE	— Ⓜ —
POTHOLE	— Ⓜ —
CONTROL POINT	— Ⓜ —
WATER MAIN (& SIZE)	— WM 100 —
WATER SERVICE CONNECTION	— WM 150 —
PROPOSED WATER MAIN	— WM 150 —
PROPOSED SEWER MAIN	— SM 150 —
PROPOSED STORMWATER LINE	— SW 375 —
PROPOSED DESIGN ALIGNMENT	— — —



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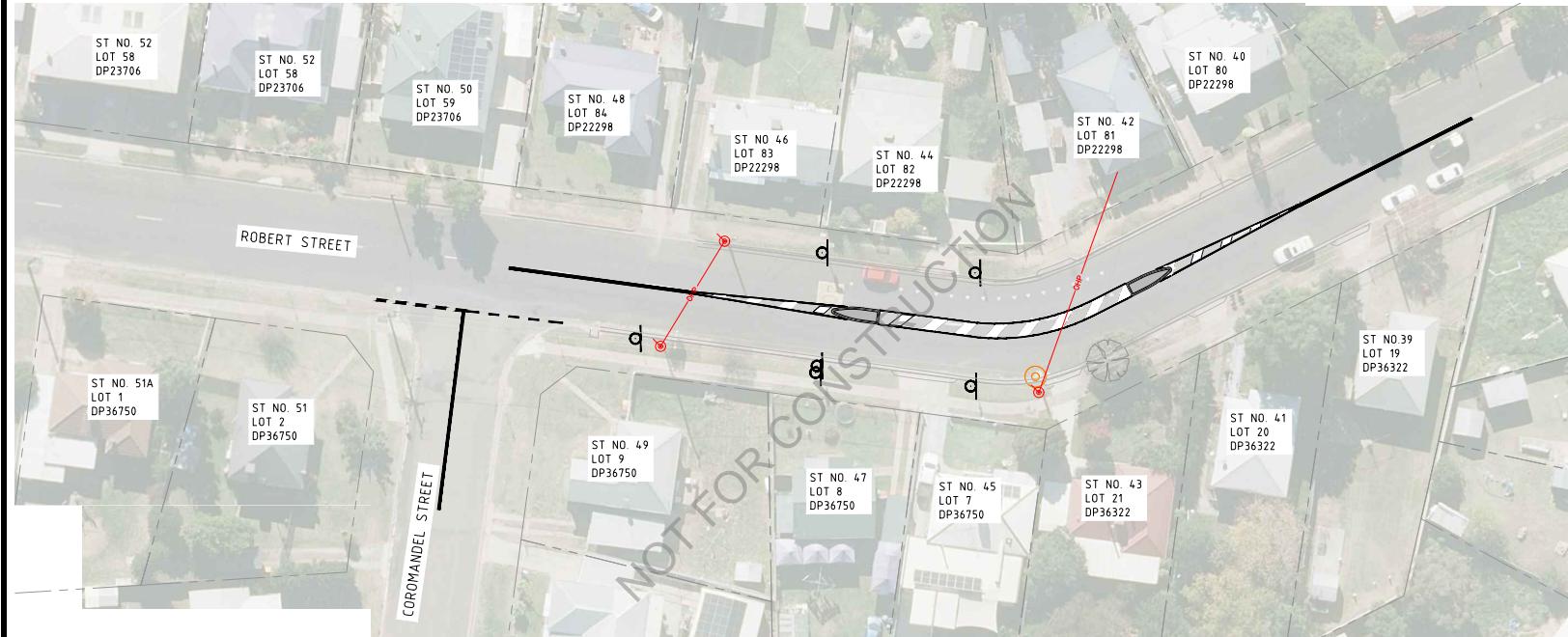
"Take 5"

SHEET INDEX AND LEGEND		TAMWORTH REGIONAL COUNCIL		DATUM	SCALES AS SHOWN
		A.H.D.	DRAWING NO.		
24-10-24 ISSUED FOR 90% SUBMISSION	DATE: 21-10-24	CONCRETE SPLITTER ISLANDS, SIGNAGE AND LINEMARKING	ROBERT STREET SOUTH TAMWORTH	A.H.D.	DRAWING NO.
21-10-24 ISSUED FOR 50 % SUBMISSION	DATE: 21-10-24			A3	1578-002

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DIAL 1100

BEFORE YOU DIG



OVERALL PLAN  
SCALE: 1:500 AT A3

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TAMWORTH REGIONAL COUNCIL

CONCRETE SPLITTER ISLANDS, SIGNAGE AND LINEMARKING  
ROBERT STREET SOUTH TAMWORTH

"Take 5"

DATUM	SCALES AS SHOWN
A.H.D.	DRAWING NO.
<b>A3</b>	1578-003

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SCALE 1:500

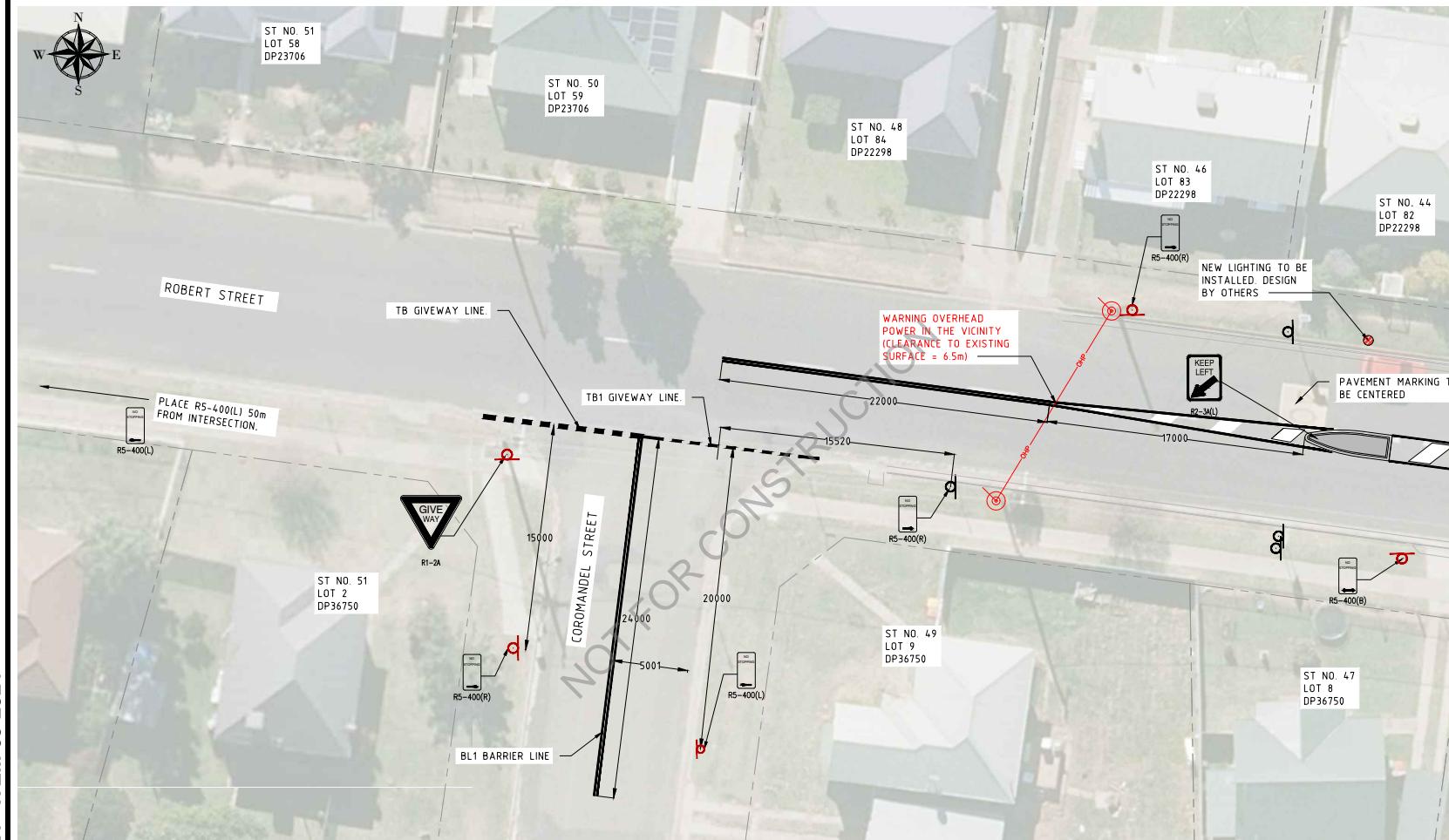
CHECKED: A. IOASA DATE:  
DESIGNER

CHECKED: C. MCKINNON DATE:  
SENIOR DESIGN & PROJECT ENGINEER

CHECKED: S. MARSHALL DATE:  
CLIENT REPRESENTATIVE

OVERALL PLAN VIEW

SURVEYED: WQ CLIENT REP: SM DESIGNED: AI JOB NO: DSJN1578



GENERAL NOTES

1. DIMENSIONS ARE IN MILLIMETERS UNLESS SPECIFIED OTHERWISE.
2. RAISED PAVEMENT MARKERS AT 6.0m SPACING FROM COMMENCEMENT OF MEDIAN.

**DIAL 1100  
BEFORE YOU DIG**

PLAN VIEW  
SCALE: 1:250 AT A3

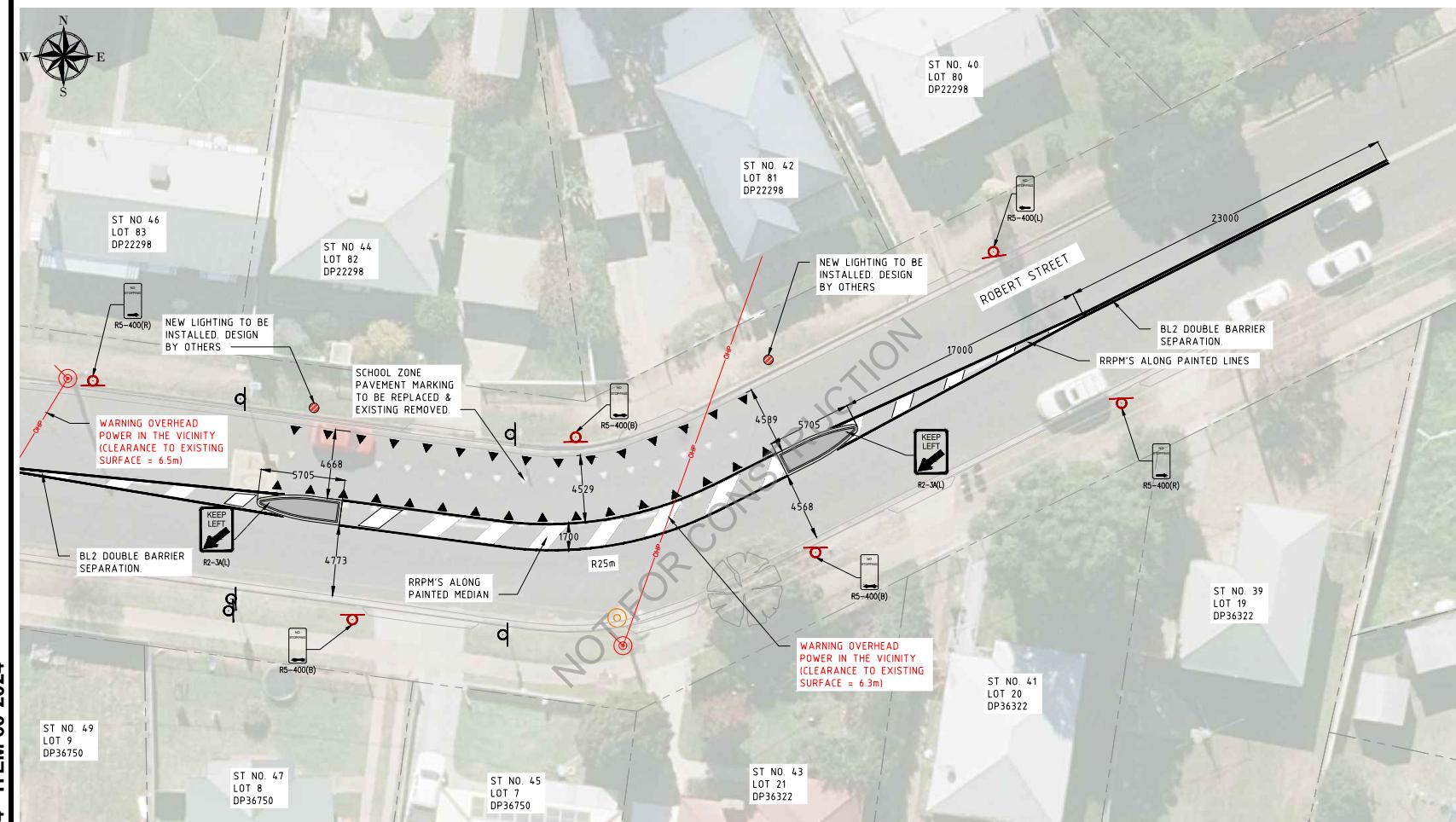
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**TAMWORTH REGIONAL COUNCIL**

CONCRETE SPLITTER ISLANDS, SIGNAGE AND LINEMARKING  
ROBERT STREET SOUTH TAMWORTH

**"Take 5"**

DATUM	SCALES AS SHOWN
A.H.D.	DRAWING NO. <b>A3</b> 1578-004



GENERAL NOTES

1. DIMENSIONS ARE IN MILLIMETERS UNLESS SPECIFIED OTHERWISE.
2. RAISED PAVEMENT MARKERS AT 6.0m SPACING FROM COMMENCEMENT OF MEDIANS.

**DIAL 1100  
BEFORE YOU DIG**

PLAN VIEW  
SCALE: 1:250 AT A3

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**TAMWORTH REGIONAL COUNCIL**

CONCRETE SPLITTER ISLANDS, SIGNAGE AND LINEMARKING  
ROBERT STREET SOUTH TAMWORTH

DATUM	SCALES AS SHOWN	
	A.H.D.	DRAWING NO.
<b>A3</b>		1578-005

24-10-24 ISSUED FOR 90% SUBMISSION 21-10-24 ISSUED FOR 50% SUBMISSION	SCALE 1:250
DATE DESCRIPTION	

Comment Set ID: 2090635  
Version 1.2, Version Date: 30/10/2024

Comment Set ID: 2090635  
Version 1.2, Version Date: 30/10/2024

CHECKED: AJOASA DESIGNER	DATE:
CHECKED: C MCKEEON SENIOR DESIGN & PROJECT ENGINEER	DATE:
CHECKED: S MARSHALL CLIENT REPRESENTATIVE	DATE:

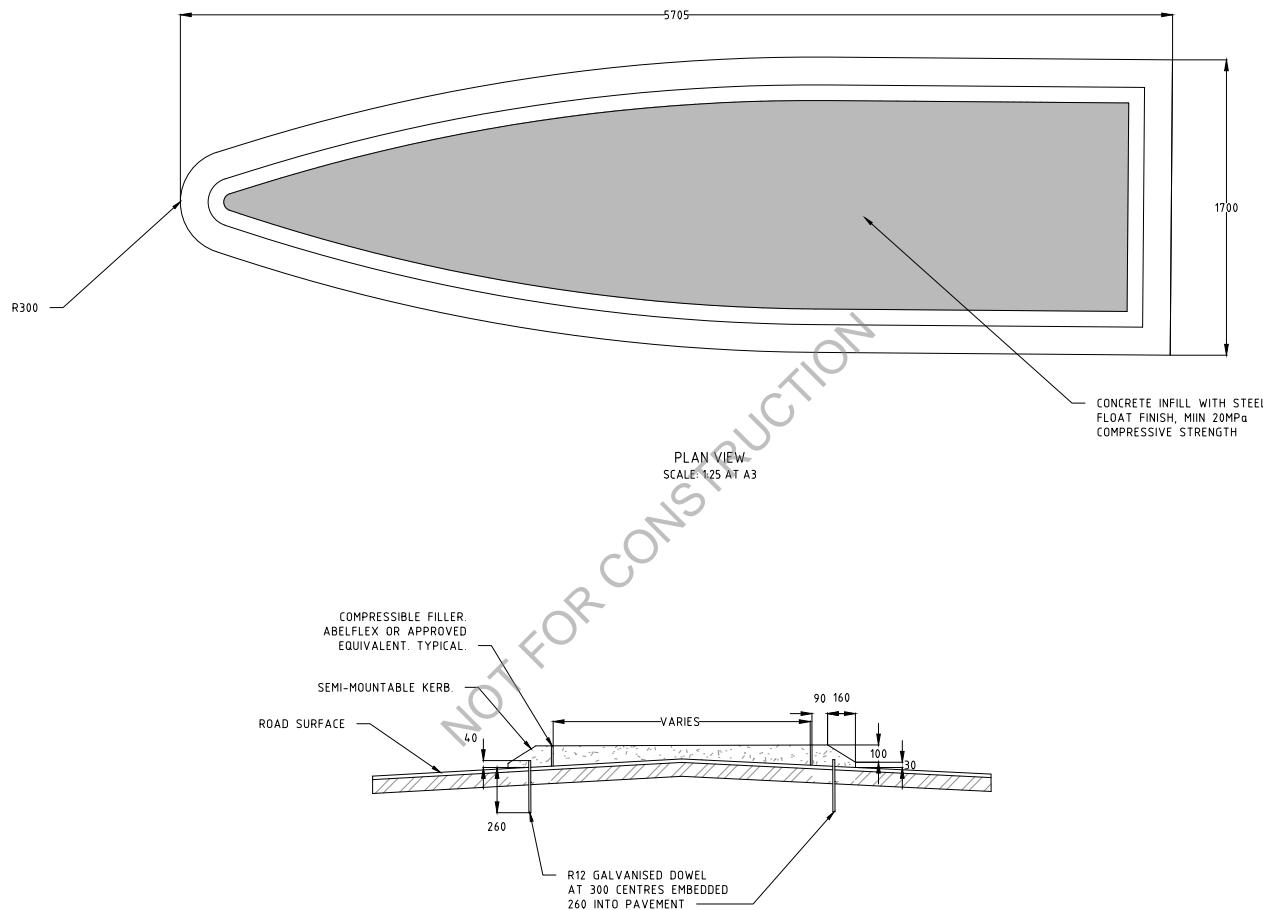
PLAN VIEW SHEET 2 OF 2

DATUM	SCALES AS SHOWN	
	A.H.D.	DRAWING NO.
<b>A3</b>		1578-005

DATUM	SCALES AS SHOWN	
	A.H.D.	DRAWING NO.
<b>A3</b>		1578-005

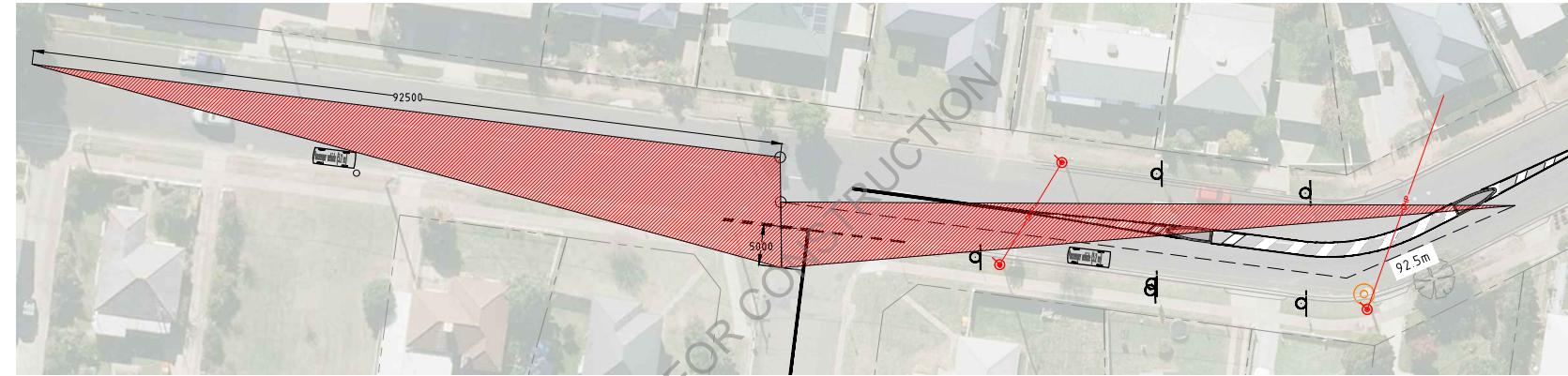
GENERAL NOTES  
1. DIMENSIONS ARE IN MILLIMETRES UNLESS  
SPECIFIED OTHERWISE

 DIAL 1100  
BEFORE YOU DIG



"Take 5"

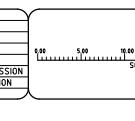
		CHECKED: A. IOASA DESIGNER DATE: [ ]		CHECKED: C. MCKINNON DATE: [ ]		CHECKED: S. MARSHALL DATE: [ ]		CONCRETE SPLITTER ISLAND TYPICAL DETAIL		TAMWORTH REGIONAL COUNCIL		DATUM	SCALES AS SHOWN
												A.H.D.	DRAWING NO.
24-10-24	ISSUED FOR 90% SUBMISSION	21-10-24	ISSUED FOR 50% SUBMISSION							CONCRETE SPLITTER ISLANDS, SIGNAGE AND LINEMARKING ROBERT STREET SOUTH TAMWORTH			
DATE	DESCRIPTION									SURVEYED: WQ	CLIENT REP: SM	DESIGNED: AI	JOB NO: DSJN1578



PLAN  
SCALE: 1:500 AT A3

DIAL 1100  
BEFORE YOU DIG

24-10-24	ISSUED FOR 90% % SUBMISSION
21-10-24	ISSUED FOR 50 % SUBMISSION



0m 5m 10m 15m 20m 25m  
SCALE 1:500

SAFE INTERSECTION SIGHT DISTANCE CHECK

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TAMWORTH REGIONAL COUNCIL

CONCRETE SPLITTER ISLANDS, SIGNAGE AND LINEMARKING  
ROBERT STREET SOUTH TAMWORTH

DATUM SCALES AS SHOWN  
A.H.D. DRAWING NO.  
**A3** 1578-007

"Take 5"

## TAMWORTH REGIONAL COUNCIL INVESTMENT REGISTER AS AT 26 NOVEMBER 2024

## Investment Type: Term Deposit

Financial Institution	S&P Credit Rating	IFRS Classification	Investment Type	Investment Date	Maturity Date	No of Days	Interest Rate	Term Deposit Value
BOQ	BBB+	Held to Maturity	Term Deposit	5/12/2023	10/12/2024	371	5.40%	3,000,000
Westpac	AA-	Held to Maturity	Term Deposit	28/11/2023	17/12/2024	385	5.41%	2,000,000
Westpac	AA-	Held to Maturity	Term Deposit	5/12/2023	19/12/2024	380	5.35%	6,000,000
BOQ	BBB+	Held to Maturity	Term Deposit	5/12/2023	2/01/2025	394	5.40%	4,000,000
NAB	AA-	Held to Maturity	Term Deposit	19/12/2023	13/01/2025	391	5.10%	4,000,000
NAB	AA-	Held to Maturity	Term Deposit	9/01/2024	28/01/2025	385	5.10%	6,000,000
NAB	A-1+	Held to Maturity	Term Deposit	27/02/2024	11/02/2025	350	5.05%	3,000,000
CBA	AA-	Held to Maturity	Term Deposit	24/02/2023	25/02/2025	732	5.00%	5,000,000
Westpac	A-1+	Held to Maturity	Term Deposit	27/03/2024	27/03/2025	366	5.12%	3,000,000
Westpac	AA-	Held to Maturity	Term Deposit	5/12/2023	4/03/2025	455	5.31%	6,000,000
Westpac	AA-	Held to Maturity	Term Deposit	8/03/2023	11/03/2025	734	4.80%	3,000,000
Westpac	A-1+	Held to Maturity	Term Deposit	4/03/2024	25/03/2025	386	5.11%	4,000,000
Westpac	A-1+	Held to Maturity	Term Deposit	4/03/2024	7/04/2025	399	5.07%	4,000,000
Westpac	A-1+	Held to Maturity	Term Deposit	18/04/2024	22/04/2025	369	5.12%	4,000,000
NAB	A-1+	Held to Maturity	Term Deposit	19/08/2024	18/02/2025	183	4.95%	7,000,000
NAB	A-1+	Held to Maturity	Term Deposit	19/08/2024	18/03/2025	211	4.95%	7,000,000
NAB	A-1+	Held to Maturity	Term Deposit	19/08/2024	15/04/2025	239	4.95%	10,000,000
NAB	A-1+	Held to Maturity	Term Deposit	8/05/2024	6/05/2025	363	5.25%	3,000,000
NAB	A-1+	Held to Maturity	Term Deposit	3/09/2024	13/05/2025	252	4.95%	10,000,000
NAB	A-1+	Held to Maturity	Term Deposit	22/05/2024	20/05/2025	363	5.15%	2,000,000
NAB	A-1+	Held to Maturity	Term Deposit	3/09/2024	27/05/2025	266	4.95%	10,000,000
NAB	A-1+	Held to Maturity	Term Deposit	3/06/2024	3/06/2025	365	5.26%	5,000,000
Westpac	A-1+	Held to Maturity	Term Deposit	18/06/2024	17/06/2025	364	5.12%	8,000,000
NAB	AA-	Held to Maturity	Term Deposit	28/06/2024	1/07/2025	368	5.45%	6,000,000
NAB	AA-	Held to Maturity	Term Deposit	2/07/2024	15/07/2025	378	5.45%	6,000,000
NAB	AA-	Held to Maturity	Term Deposit	2/07/2024	29/07/2025	392	5.45%	6,000,000
NAB	AA-	Held to Maturity	Term Deposit	31/07/2024	12/08/2025	377	5.30%	4,000,000
NAB	A-1+	Held to Maturity	Term Deposit	18/10/2024	26/08/2025	312	4.95%	4,000,000
NAB	AA-	Held to Maturity	Term Deposit	18/10/2024	21/10/2025	368	4.95%	4,000,000
Westpac	AA-	Held to Maturity	Term Deposit	22/11/2024	24/11/2025	367	5.17%	12,000,000
Westpac	AA-	Held to Maturity	Term Deposit	8/03/2023	10/03/2026	1098	4.70%	2,000,000
<b>TOTAL</b>							<b>5.14%</b>	<b>\$ 168,000,000</b>

## Investment Type: Floating Rate Note, Fixed Rate Bond

Financial Institution	S&P Credit Rating	IFRS Classification	Investment Type	Investment Date	Maturity Date	No of Days	Interest Rate	Purchase Value	# Maturity Value
NAB	AA-	Held to Maturity	Fixed Rate Bond	4/11/2022	30/05/2025	938	3.90%	1,000,000	1,000,000
Bendigo	BBB+	Held to Maturity	Floating Rate Note	19/01/2023	2/12/2025	1048	BBSW+0.52%	4,000,000	4,000,000
Bendigo	BBB+	Held to Maturity	Floating Rate Note	15/05/2023	15/05/2026	1096	BBSW+1.25%	3,000,000	3,000,000
Suncorp	A-1	Held to Maturity	Floating Rate Note	19/01/2023	15/09/2026	1335	BBSW+0.48%	5,000,000	5,000,000
NAB	AA-	Held to Maturity	Fixed Rate Bond	4/03/2024	25/02/2027	1088	2.90%	5,000,228	5,241,000
CBA	AA-	Held to Maturity	Floating Rate Note	18/10/2022	18/08/2027	1765	BBSW+1.02%	1,000,000	1,000,000
ANZ	AA-	Held to Maturity	Floating Rate Note	8/11/2022	4/11/2027	1822	BBSW+1.20%	4,000,000	4,000,000
<b>TOTAL</b>							<b>\$ 23,000,228</b>	<b>\$ 23,241,000</b>	

Floating Rate Notes can be purchased at a premium or a discount. The difference between the Purchase Value and Market Value is recognised by Council on a monthly basis as interest.

## Investment Type: On Call, On Hold

Financial Institution	S&P Credit Rating	IFRS Classification	Investment Type	Date Invested	Due Date	No of Days	Interest Rate	Market Value at 26 November 2024
NAB	A-1+	N/A	On Call	N/A	N/A	N/A	4.45%	13,681,805
Westpac	A-1+	Held to Maturity	On Hold		90 Day Maturity		5.10%	5,724,032
<b>TOTAL</b>							<b>\$ 19,405,837</b>	

## Comparative Rates

RBA Cash Rate: 4.35%

BBSW: 4.42%

I, Sherrill Young, Tamworth Regional Council Manager of Financial Services (Responsible Accounting Officer) certify as required under Section 16(1)(b) of the Local Government (Financial Management) Regulations 1999, that Council's investments have been made in accordance with the Local Government Act 1993, Regulations and Tamworth Regional Council Investment Policy.

Signed:  Acting Finance Manager.

## Investment By Rating (excluding cash accounts)

S&P Credit Rating							Maturity	
Long Term	Short Term	Portfolio Limit	Counterparty Limit	Bank	Amount Invested as at 26 November 2024 (\$)	% of Total Investments	Less than 12 months (\$)	One to five years (\$)
AAA	A-1+	100%	100%		-	0.00%	-	-
AA+ to AA-	A-1+	100%	100%	ANZ	4,000,000	2.09%	-	4,000,000
				CBA	6,000,000	3.14%	5,000,000	1,000,000
				NAB	103,000,228	53.94%	98,000,000	5,000,228
				Westpac	59,000,000	30.89%	57,000,000	2,000,000
A+ to A	A-1	100%	30%	Suncorp	5,000,000	2.62%	-	5,000,000
A-	A-2	40%	20%	Bendigo	7,000,000	3.66%	-	7,000,000
				BOQ	7,000,000	3.66%	7,000,000	-
BBB+	A-2	30%	10%		-	0.00%	-	-
					\$ 191,000,228	100%	\$ 167,000,000	\$ 24,000,228

*The General Manager or his delegated representative is authorised to approve variations to Council's investment policy if the investment is to Council's advantage or due to revised legislation.*

Council's investments are mostly comprised of restricted funds that have been received for specific purposes or funds held for future renewal works. The following table provides an indicative summary of investments held by each fund. The figures provided are based on opening balances from the last completed and audited financial year. The figures provide a guide on the proportion of total cash that is restricted in use:

## Investments Held by Fund (including cash accounts)

Fund	Restriction	Amount	%
General	Unrestricted	12,994,360	6.17%
General	Internally Restricted	37,779,967	17.94%
General	Externally Restricted	33,015,958	15.67%
<i>General Fund Total</i>		<b>\$ 83,790,285</b>	<b>39.78%</b>
Water	Unrestricted	2,131,655	1.01%
Water	Internally Restricted	19,347,595	9.18%
Water	Externally Restricted	15,578,502	7.40%
<i>Water Fund Total</i>		<b>\$ 37,057,752</b>	<b>17.59%</b>
Sewer	Unrestricted	2,187,583	1.04%
Sewer	Internally Restricted	68,540,200	32.54%
Sewer	Externally Restricted	19,071,017	9.05%
<i>Sewer Fund Total</i>		<b>\$ 89,798,800</b>	<b>42.63%</b>
<b>Total Investments</b>		<b>\$ 210,646,837</b>	<b>100.00%</b>

## November 2024 Budget Variations

Description	Reason	Budget Type	Budget Variation	Revenue	Reserves	Grants/Contributions	Loans
<b>Directorate Mgmt - Creative Comm &amp; Exp</b>							
RAF - Overhead and Underneath - Inc	New grant	Op Inc NR	(28,796)	0	0	(28,796)	0
RAF - Overhead and Underneath - Exp	New grant	Op Exp NR	28,796	0	0	28,796	0
		Sub Total		0	0	0	0
<b>Community Safety and Wellbeing</b>							
Regional Youth Holiday Break Summer 2024/25 - Inc	New grant	Op Inc NR	(6,200)	0	0	(6,200)	0
Regional Youth Holiday Break Summer 2024/25 - Exp	New grant	Op Exp NR	6,200	0	0	6,200	0
		Sub Total		0	0	0	0
<b>Future Communities</b>							
Australia Day 2025 Community Grants Program - Inc	New grant	Op Inc NR	(10,000)	0	0	(10,000)	0
Australia Day 2025 Community Grants Program - Exp	New grant	Op Exp NR	10,000	0	0	10,000	0
		Sub Total		0	0	0	0
<b>Airport &amp; Aviation Development</b>							
Airport - SEST Taxiways Bravo1,A1,A2 & 30R Run-Up Bay	Project completed	Cap Exp	(4,717)	0	(4,717)	0	0
Airport - Helipads SEST	Project completed	Cap Exp	(1,640)	0	(1,640)	0	0
Airport - Illuminated Wind Indicator renewal & circuit	Project completed	Cap Exp	(80,659)	0	(80,659)	0	0
Airport Website Development	New Project	Op Exp NR	20,000	0	20,000	0	0
		Sub Total		(67,016) ↑	0	(67,016) ↑	0
<b>Pilot Training Facility</b>							
IFTT Promotional Items	New Project	Op Exp NR	15,000	0	15,000	0	0
		Sub Total		15,000 ↓	0	15,000 ↓	0
<b>Project Costing</b>							
Kootingal Hall multi-purpose centre	Project completed	Cap Exp	14,071	0	14,071	0	0
Robert Street - Safety Improvements - Exp	New grant	Cap Exp	152,000	0	0	152,000	0
Robert Street - Safety Improvements - Inc	New grant	Cap Inc NR	(152,000)	0	0	(152,000)	0
		Sub Total		14,071 ↓	0	14,071 ↓	0
<b>Water &amp; Wastewater</b>							
Tam Sew-New Lead-In Mains for Warwick/Bylong/Smiths	Additional funds required for project	Cap Exp	40,000	0	40,000	0	0
		Sub Total		40,000 ↓	0	40,000 ↓	0
		Grand Total		2,055 ↓	0	2,055 ↓	0

**November 2024 Budget Variations**

<i>Description</i>	<i>Reason</i>	<i>Budget Type</i>	<i>Budget Variation</i>	<i>Revenue</i>	<i>Reserves</i>	<i>Grants/Contributions</i>	<i>Loans</i>
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↓ Budget variation will reduce Council's forecast net operating result and/or bank balance

↑ Budget variation will increase Council's forecast net operating result and/or bank balance

0 If the amount is zero there has been no impact on the forecast operating result and/or bank account balance

Care needs to be taken with regards to analysis

Council spends money to provide services and renew infrastructure for the benefit of the community. Expenditure increases need to be assessed accordingly.