



**Notice of Strategic Committee Meeting  
to be held at the Council Chambers  
4 Breese Parade, Forster  
11 April 2018 at 10.00am**

The order of the business will be as detailed below (subject to variation by Council)

|         |     |                                                                                                                                                                                                                                               |
|---------|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10.00am | 1.  | Acknowledgment of Country                                                                                                                                                                                                                     |
|         | 2.  | Declaration of Pecuniary or Conflicts of Interest (nature of interest to be disclosed)                                                                                                                                                        |
|         | 3.  | Apologies                                                                                                                                                                                                                                     |
|         | 4.  | Confirmation of previous Minutes                                                                                                                                                                                                              |
|         | 5.  | Briefing Session                                                                                                                                                                                                                              |
|         | 5.1 | Integrated Planning & Reporting                                                                                                                                                                                                               |
|         |     | Community Strategic Plan (Director Community Spaces & Services, Paul De Szell and Communication and Engagement Coordinator, Marcelle Boyling) - see BP Report                                                                                 |
|         | 5.2 | IP&R - Council Strategic Priorities, Delivery Program, Operational Plan (including fees and charges and budget) (Acting General Manager, Steve Embry, Manager Corporate Strategy & Development, Lynn Duffy and Manager Finance, Phil Brennan) |
|         | 5.3 | Strategic Business Plan and Resource Plans (DPI Water) (Director Water Services, Brendan Guiney)                                                                                                                                              |
|         | 5.4 | Bulky Waste Collection Options Report (Manager Waste, Health & Regulatory Services, John Cavanagh) - see BP Report                                                                                                                            |
|         | 6.  | Consideration of Officers' reports                                                                                                                                                                                                            |
|         | 7.  | Councillors' Business                                                                                                                                                                                                                         |
|         | 8.  | Close of meeting                                                                                                                                                                                                                              |
|         |     | (Lunch will be held from 12.30pm -1.15pm)                                                                                                                                                                                                     |

Steve Embry  
**Acting General Manager**

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**TABLE OF CONTENTS**

**CONSIDERATION OF OFFICERS' REPORTS:..... 1**

**DIRECTOR PLANNING AND ENVIRONMENTAL SERVICES..... 1**

    1    BULKY WASTE COLLECTION OPTIONS REPORT ..... 1

**DIRECTOR COMMUNITY SPACES & SERVICES ..... 7**

    2    COMMUNITY STRATEGIC PLAN ..... 7

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## **CONSIDERATION OF OFFICERS' REPORTS:**

### **DIRECTOR PLANNING AND ENVIRONMENTAL SERVICES**

#### **1 BULKY WASTE COLLECTION OPTIONS REPORT**

**Report Author** John Cavanagh, Manager - Waste, Heath & Regulatory Services

**File No. / ECM Index** Domestic Waste

**Date of Meeting** 11 April 2018

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#### **SUMMARY OF REPORT**

The report discusses Council Resolution 30/18, and provides Council with costings for a call up system and a bulky waste collection system.

#### **SUMMARY OF RECOMMENDATION**

To provide a bulky waste collection service as previously provided to Greater Taree City and Great Lakes and with the addition of Gloucester residents who have a domestic waste collection service.

#### **FINANCIAL/RESOURCE IMPLICATIONS**

Should Council choose to engage the waste contractor to provide either of the two (2) options then funding will need to be provided from the Waste Management reserve fund. There are sufficient funds to cover the 'Bulky Waste' collection but not the 'Call-Up' service.

If Council proceeds, there will be an associated additional workload on staff. This will impact on our Customer Service Team, Communications Team and Waste Services section. However it is considered this would be manageable.

#### **LEGAL IMPLICATIONS**

Nil.

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#### **BACKGROUND**

The MidCoast Waste Services contract provided a range of waste collection and recycling services to the former Greater Taree City, Great Lakes and Gloucester Shire Councils under one (1) contract. This collaborative initiative commenced in 2009 and was in the planning for almost 10 years prior to that. This then regional service delivered cost benefits by sharing collection vehicles, one (1) Material Recovery Facility (recycling processing plant) and one (1) new Customer Call Centre and website operated by the contractor. There were some minor differences in services eg Gloucester had a larger 240 litre red bin but did not receive an annual Bulky Waste Collection. There were also different charges which were included in the recent workshop presentation.

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On 14 March 2018, the author of this report made a presentation to Council on the advantages and disadvantages of each option for a service of this type being:

- A voucher system (was the current service type to be provided).
- A 'Tip Free Day' (the then recommendation).
- A 'Bulky Waste' service (as previously provided to Greater Taree City and Great Lakes Councils).
- An 'On-Call' system (where residents ring to book in a collection).

Council resolved (resolution 30/18) that an urgent report be brought back to Council which provided options and costings for a call up system and a bulky waste collection system with the report to be based on the following:

- The service be provided until the waste strategy is adopted or until the end of the current waste collection contract.
- The service be provided for domestic use only.
- The system to be implemented this year.

On 21 March 2018, the author of this report presented to the workshop with Councillors approximate costs per household for each alternative.

## REPORT

The purpose of this report is to provide Council further information on estimates to provide the two (2) options for collection of bulky waste.

**Option 1:** is the service known as the 'Bulky Waste Collection' which is that service previously provided for many years to the former Greater Taree City and Great Lakes Local Government areas (see Annexure A - Bulky Waste information brochure). Although the former Gloucester Shire Council did not tender for a Bulky Waste Service, for equity purposes and as they currently pay more for their annual domestic waste charge it is recommended that the same service be extended to those premises which pay the annual domestic waste charge. This would require a variation to the current waste collection contract.

Estimated costs to provide this service for the MidCoast Council area are based on past records and include:

- 25% of premises normally use the service.
- The average quantity of waste is 250kg per household.
- Contract collection costs under the above criteria = \$122,500.
- Disposal costs with the above criteria = \$450,000 (waste levy = \$225,000).
- There are other ancillary costs eg go back 'clean up' costs.
- The total estimated cost would be in the vicinity of \$600,000.

### Bulky Waste system

- High Risk – Public Liability, reputation/events – 3 months duration.
- Low Cost – estimated \$15 per household (regardless of whether this service is used or not).

**Option 2:** is an 'On-Call' system whereby residents ring the contractor to book in a collection. The contractor allocates particular days in the month for collections in different areas.

Estimated costs to provide this service for the MidCoast Council area are based on past records and contractor estimates and include:

- 25% of premises normally use the service.
- The average quantity of waste is 250kg per household.
- Contract collection costs under the above criteria = \$1.25M.
- Disposal costs with the above criteria = \$450,000 (waste levy = \$225,000).
- There are other ancillary costs eg go back 'clean up' costs.
- The total estimated cost would be in the vicinity of \$1.75M (NB if 100% of ratepayers used the service it would cost in the vicinity of \$7M).

On-call system

- Low Risk – specified collection day, reduced scavenging & visual impact.
- High Cost – est. \$40 per collection (or up to \$120 depending on number of users).

## **CONCLUSION**

Should Council proceed with either of the above services then a contract variation to the existing JR Richards and Sons contract would need to be negotiated. The contractor has agreed to quoted costs and timeframe for delivery. The contractor has also advised that if Council decide to approve the Bulky Waste Service then that can commence on 30 April 2018. Should Council defer the decision then the service cannot be provided until 2019.

This significant costs associated with both these service options is not included in the current budget and as a result the lesser cost Bulky Waste option is recommended. In addition, waste to landfill will be minimised where possible eg. separate scrap metal collection.

## **RECOMMENDATION**

It is recommended that:

- Council reintroduce a Bulky Waste Collection service as previously provided to Greater Taree City and Great Lakes Councils with the addition of Gloucester residents.
- The service be provided until the waste strategy is adopted or until the end of the current waste collection contract in 2021.
- The service be only provided to premises which pay the annual domestic waste charge.
- The service is for domestic use only.
- That funds be made available from the Waste Management Reserve Fund.

**ANNEXURES**

A: Bulky Waste information brochure

## When does it happen?

Collections will kick off on Monday 1 May, so please make sure you put your bulky and scrap metal waste out two days prior to the schedule below.

**1 to 5 May**  
Place waste out on 29 April  
All of Forster

**8 to 12 May**  
Place waste out on 6 May  
All of Turcunry and Failford to the Pacific Highway and the boundary with the former Taree shire.

**15 to 19 May**  
Place waste out on 13 May  
Green Point, Pacific Palms, Coomba Park and Smiths Lake including all households in this area receiving waste services on Tuesdays each week.

**22 to 26 May**  
Place waste out on 20 May  
Nabiac, Wootton, Seal Rocks, Bungwahl and all households in this area with Wednesday waste services. Also Bulahdelah and all households in this area receiving a Monday waste services

## When does it happen?

**29 May to 2 June** Place waste out on 27 May  
Nerong to North of the bridge into Karuah, Pindimar, Tea Gardens and Hawks Nest including all households in this area receiving waste services Monday to Thursday.

**5 to 9 June**  
Place waste out on 3 June  
The Bucketts Way, Booral Rd, Stroud and Wards River including all households in this area with Friday waste services.

**The contractor has the right to reject any material that they consider unacceptable.**

**NB: if you forget to place your waste out by the due weekend prior, the contractor will not go back (all collection services are tracked via GPS)**

**1 May - 9 June 2017**

**MidCoast Council**  
Midcoast Waste Services

**MidCoast Council residences only**

**Scrap metal and bulky waste clean-up**



## Bulky waste info

MidCoast Council - Great Lakes Region is providing a scrap metal & bulky waste clean up. All bulky waste items are sent to landfill & buried therefore please consider the option of "reuse" for any appropriate items and deliver them to the local tip shop or charity store.

### Who is this service for?

All MidCoast Council - Great Lakes Region residents currently receiving a domestic waste & recycling collection service.

### Where do I put my bulky waste items?

Please place your scrap metal & bulky waste neatly on the kerb or roadside where your bins are normally collected. Do not obstruct the footpath or roadway.

- All waste must be separated into two separate piles - one for scrap metal and white goods and the other for general bulky waste
- Loose items must be tied securely with rope or string (not wire), into bundles or contained in sturdy boxes (no plastic bags).

### Mattresses and bed bases

Mattresses and bed bases will not be collected, but those containing wire springs (from domestic premises within the MidCoast local government area only) will be accepted at the Bucketts Way Landfill free of charge from 1 May - 9 June 2017. A maximum of 2 mattresses or 1 mattress and 1 base per household applies.

### Need more info?

Visit [www.midcoastwaste.com.au](http://www.midcoastwaste.com.au) or call Midcoast Waste's Customer Service Team on 1300 290 763.

## Acceptable items

### Scrap metal & white goods collection

All metal items collected will be recycled. Please ensure all doors are removed from household appliances and white goods.

Acceptable items include:

|                                          |                   |
|------------------------------------------|-------------------|
| Fridges                                  | Washing machines  |
| Microwaves                               | Metal lawn mowers |
| Wheelbarrows                             | Empty paint tins  |
| Stoves                                   | Clothes Dryers    |
| Barbecues                                | Pushbikes         |
| Hot water systems (less than 260 litres) | Metal Furniture   |

### General bulky waste collection

All general bulky waste items collected will be landfilled and not reused.

Acceptable items include:

|                  |                    |
|------------------|--------------------|
| TV's & computers | Floor coverings    |
| Eskies           | Vacuum cleaners    |
| Furniture/chairs | Pottery & ceramics |
| Bric-a-brac      | Small appliances   |
| Lounges          | Tables             |

All items are to be placed neatly in two separate piles that don't exceed 2 cubic metres each or more than 1 standard (7'x4') level box trailer. Items must be able to be handled by two (2) people and must not exceed 30kg.

Please secure all items to avoid windblown littering.

## Unacceptable items

### The following materials will NOT be collected:

- Mattresses & bed bases.
- Commercial waste, trade, industrial and shop waste. This includes items such as plumbing fixtures, water tanks and tiling.
- Tyres, wrecked motor vehicles, motor vehicle parts and engines.
- Building and demolition materials, concrete, bricks & panes of glass.
- Household hazardous waste such as paint including spray paints, asbestos, solvents, chemicals, cleaners & unwanted medicines.
- Lengths of material longer than 1.8m (excluding lounges etc).
- Small machinery containing fuel or oil.
- Liquids of any sort including fuel and oil.
- Batteries & gas bottles.
- Recyclables collected in the yellow lidded bin.
- Garden organics, timber, grass clippings etc.
- Treated timber, tree stumps & heavy branches.
- Soil and stones.
- Household garbage & food scraps.
- Hot water systems larger than 260 litres.
- Oil heaters.
- Glass including glass table tops.

Household quantities of paint, oil, gas bottles, batteries, smoke detectors, fluoro globes and fire extinguishers can be disposed of, free of charge at the Bucketts Way Community Recycling Centre (CRC) located at 6843 The Bucketts Way, Tinonee.

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## DIRECTOR COMMUNITY SPACES & SERVICES

### 2 COMMUNITY STRATEGIC PLAN

Report Author Marcelle Boyling, Communication and Engagement Coordinator

File No. / ECM Index S712

Date of Meeting 11 April 2018

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#### SUMMARY OF REPORT

The MidCoast Community Strategic Plan - *MidCoast 2030: Shared Vision, Shared Responsibility* has been developed in consultation with the community and other key stakeholders.

This report provides a summary of the community engagement activities undertaken in relation to the draft plan, discusses the feedback obtained throughout the public exhibition period and presents the resulting revised plan for Council endorsement.

#### SUMMARY OF RECOMMENDATION

That Council endorse the MidCoast Community Strategic Plan - *MidCoast 2030: Shared Vision, Shared Responsibility* contained in Attachment A.

#### LEGAL IMPLICATIONS

The development of a Community Strategic Plan is a requirement of the Integrated Planning and Reporting Framework under the *Local Government Act 1993*.

#### ATTACHMENTS

- A: MidCoast Community Strategic Plan - *MidCoast 2030: Shared Vision, Shared Responsibility* (Final).
- B: *MidCoast 2030: Shared Vision, Shared Responsibility* Engagement Outcomes Report.
- C: Written submissions received during the exhibition period.
- D: Table of changes from draft to final version of *MidCoast 2030: Shared Vision, Shared Responsibility*.

Attachments A-D have been circulated in hard copy to the Councillors and Senior Staff, however these Attachments are publicly available on Council's website.

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#### BACKGROUND

The *Local Government Act 1993* and the *Integrated Planning and Reporting Guidelines* require NSW Councils to develop a Community Strategic Plan in consultation with the community. The purpose of a Community Strategic Plan is to identify the main priorities and aspirations of the community and provide a clear set of strategies to achieve this vision for the future.

Council is required to review the Community Strategic Plan every four years, following an ordinary election of Councillors. A report on the progress of the implementation of the plan is presented to outgoing Councillors at the end of their term.

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As a newly created Council, *MidCoast 2030: Shared Vision, Shared Responsibility* ('*MidCoast 2030*') is the first Community Strategic Plan prepared for the MidCoast Council local government area.

*MidCoast 2030* will be used by Council to develop a four year Delivery Program and one year Operational Plans to demonstrate how Council will deliver the main priorities identified by the community.

## **DISCUSSION**

The development of the MidCoast communities' first community strategic plan began soon after the creation of MidCoast Council, with community engagement an integral aspect to ensure the plan delivers on its aim of representing community priorities and aspirations.

The draft *MidCoast 2030* was developed with reference to:

- Community input obtained through the "What is MidCoast" project, which focused on what the community loved about living in our region in order to inform the development of the newly formed Council's brand;
- Feedback from a range of other community engagement opportunities;
- Reviews of the community strategic plans of the former Councils; and
- Workshops with councillors.

The draft *MidCoast 2030* plan was placed on public exhibition from 8 January 2018 to 23 February 2018. During the exhibition period a range of engagement and communications activities were undertaken in line with the plan's Engagement and Communications Strategy, which was presented to the December 2017 meeting of Council.

This phase of engagement focused on:

- Ensuring feedback received to date had been correctly interpreted in the draft plan;
- Checking the community was supportive of the vision and values captured in the draft plan; and
- Seeking community feedback on the proposed measures of success to be included in the plan.

A summary of the activities undertaken is provided below. A detailed analysis of the outcomes of the engagement undertaken is provided in the Engagement Outcomes Report in Attachment B.

### **Advertising and notification activities**

- Information in Council's weekly news advertisements in local newspapers
- Specific advertising on the engagement process, separate to the above
- Distribution of flyers
- Media releases
- Radio interviews
- Promotion in 'Keeping up with Council' newsletter
- Promotion in school and community newsletters and
- Static displays in libraries and Council offices

## Engagement activities

- Pop-up stalls at community markets
- Workshops and meetings with hard to reach populations
- Presentations to key stakeholder groups
- Vision workshops with young people and people with disabilities
- Vox pop surveys
- Online survey
- Quick poll
- Website 'have your say' page
- Online videos
- Emails with key stakeholders and
- Facebook

## Summary of feedback

- Online survey – 507 respondents
- Quick poll – 471 respondents
- Written submissions – 22
- Visits to website page – 2161
- Facebook – 593 reactions, comments or shares

A copy of all written submissions received is provided in Attachment C.

Index scores from survey tools employed indicate support for the various elements of the plan (where a score of 100 indicates 100 per cent agreement).

| Section of the plan                          | Survey Index Score | JWS Index Score | Quick Poll Index Score |
|----------------------------------------------|--------------------|-----------------|------------------------|
| Vision                                       | 73                 | -               | -                      |
| Values                                       | 73                 | -               | -                      |
| Snapshot                                     | 69                 | -               | -                      |
| Unique, Diverse, Culturally Rich Communities | 71                 | 77              | 71                     |
| Connected Community                          | 72                 | 88              | 85                     |
| Environment                                  | 73                 | 84              | 85                     |
| Economy                                      | 71                 | 83              | 86                     |
| Leadership & Shared Vision                   | 69                 | 81              | 84                     |

## Revision of the draft plan

The feedback gained during the exhibition period combined with an internal review, resulted in a number of changes to the draft plan. These changes were workshopped with Councillors in March 2018 and have been incorporated into the final document. A table outlining the proposed changes to the draft plan is provided in Attachment D.

Written submissions (Attachment C), electronic copies of the online survey results, quick poll results and consultations with hard to reach groups, have been provided to Councillors and are also available publicly on the MidCoast Council website.

Feedback on performance measures was evaluated by Council's Corporate Strategy and Development team and performance measures included in the final plan were workshopped with managers.

This process has informed high level indicators included in the final plan. More specific measures will be incorporated into the Delivery Program and Operational Plan performance indicators.

## **RECOMMENDATION**

That Council endorse the MidCoast Community Strategic Plan - *MidCoast 2030: Shared Vision, Shared Responsibility* contained in Attachment A.

A handwritten signature in black ink, appearing to read 'Steve Embry', with a large, sweeping flourish extending downwards and to the right.

Steve Embry  
**Acting General Manager**