



**BUSINESS PAPER**  
**ORDINARY MEETING OF COUNCIL**

To be held on

**Wednesday, 22 February 2023**

Commencing at

**3:00pm**

at

**Walcha Council Chambers**

Members:

Mayor – Councillor Eric Noakes  
Deputy Mayor – Councillor Scott Kermode  
Councillor Mark Berry  
Councillor Kevin Ferrier  
Councillor Nena Hicks  
Councillor Anne-Marie Pointing  
Councillor Aurora Reilly  
Councillor Gregory Schaefer

Quorum – 5 Members to be Present

**AGENDA**

Submitted to Council:

22 February 2023

..... General Manager

..... Mayor



Dear Mayor & Councillors

You are requested to attend the Ordinary Meeting of the Walcha Council to be held in the Council Chambers, Hamilton Street, Walcha on **Wednesday, 22 February 2023** commencing at **3:00pm**.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Phillip Hood'.

Phillip Hood  
Acting General Manager

### **NOTICE:**

The Ordinary, Extra Ordinary and Committee open meetings of Council will be audio recorded for community transparency and minute taking purposes. The audio recording of all Ordinary and Extra-Ordinary Meetings of Council will be uploaded to Council's website.

### **ACKNOWLEDGEMENT OF COUNTRY:**

We acknowledge the Dughutti people as the traditional owners of the land that we meet on. We pay our respects to the Elders, past, present and emerging. We acknowledge and recognise their continuing connection to the land, water and community of which we are a part.

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2. Confirmation of Previous Minutes
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  - 2.2 Minutes of the Extra Ordinary Meeting held on Thursday 19 January 2023 at Walcha Council Chambers. WO/2023/00079
3. Business Arising
4. Declarations of Interest
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Nil.
6. Senior Officers' Reports
  - 6.1 Quarterly Budget Review Statements as at December 2022 WO/2023/00244
  - 6.2 Naming the Walcha Rose Garden WO/2023/00243
  - 6.3 Debt Recovery Policy Update WO/2023/000241
  - 6.4 Engage the NSW Electoral Commissioner to Conduct the Local Government Elections in 2024 WO/2023/00124
  - 6.5 Long Term Financial Plan and Delivery Program / Operational Plan Updates WINT/2023/01046
  - 6.6 2022 Motorcycle Rally Final Report – additional detail WO/2023/00019



7. Notice of Motion

Nil.

8. Matters of Urgency

(Resolution to admit matters of urgency before being further considered by Council).

9. Management Review Reports

9.1 Infrastructure & Development

WO/2023/00255

9.2 Corporate & Community

WO/2023/00183

10. Committee Reports

10.1 Minutes of the Beautification Advisory Committee Meeting held at Council Chambers on Thursday 08 December 2022. WO/2022/03563

10.2 Minutes of the Tourism Advisory Committee Meeting held at Walcha Library on Tuesday 07 February 2023. WO/2023/00216

10.3 Minutes of the Arts Advisory Committee Meeting held at Council Chambers on Tuesday 07 February 2023 WO/2023/00189

10.4 Minutes of the Capital Advisory Committee Meeting held at Council Chambers on Thursday 09 February 2023. WINT/2023/00787

10.5 Minutes of the Beautification Advisory Committee Meeting held at Council Chambers on Wednesday 15 February 2023. WO/2023/00242

11. Delegate Reports

11.1 Nil.

12. Questions with Notice

Nil.

13. Reports to be Considered in Closed Council

13A Referral to Closed Council – Tender Kerb & Guttering WO/2023/00248

13B Referral to Closed Council – New England Weeds Authority

WO/2023/00249

13C Referral to Closed Council – Hardship Appeal

WO/2023/00250

Resolution to adjourn the Ordinary Meeting and to move into Closed Council Meeting and to exclude the Press and the Public from the entire proceedings of the Closed Meeting.

Resolution to move into Open Council.

The Mayor publicly declares the Closed Council Meeting Resolution/s.



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**Present:**

**Leave of Absence Received:**

**Confirmation of the Ordinary Meeting Minutes held on Wednesday, 14 December 2022:**

**Confirmation of the ExtraOrdinary Meeting Minutes held on Thursday, 19 January 2023:**

**Matters arising from the Minutes of the Ordinary Meeting held on Wednesday, 14 December 2022:**

**Matters arising from the Minutes of the ExtraOrdinary Meeting held on Thursday, 19 January 2023:**



# Item 2: Previous Minutes



## ORDINARY MEETING OF COUNCIL

held on

Wednesday, 14 December 2022

At

3.05pm

at

Walcha Council Chambers

**The Audio Statement and Acknowledgement of Country  
were read by the Chairman.**

**PRESENT:** Clr EH Noakes (Chairman) Mayor together with Councillors MA Berry, SJ Kermode, AC Pointing, A Reilly and GDM Schaefer.

**IN ATTENDANCE:** Mr Barry Omundson – General Manager, Mr PE Hood – Director Infrastructure & Development and Mr CC Martin – Director – Corporate & Community.

**1. LEAVE OF ABSENCE:**

95 **RESOLVED** on the Motion of Councillors Schaefer and Pointing that the Leave of Absence received from Clr Hicks, due to personal reasons, and Clr Ferrier due to medical reasons, be **ACCEPTED**.

**MINUTES**



**2. CONFIRMATION OF THE ORDINARY MEETING MINUTES HELD ON WEDNESDAY, 30 NOVEMBER 2022:**

96 **RESOLVED** on the Motion of Councillors Reilly and Kermode that the Minutes of the Ordinary Meeting held on Wednesday 30 November 2022, copies of which have been distributed to all members, be taken as read and confirmed a **TRUE** record.

**3. BUSINESS ARISING**

Nil.

**4. DECLARATIONS OF INTEREST**

Nil.

**5. MAYORAL MINUTE**

Nil.

**6. SENIOR OFFICERS REPORT**

97 **RESOLVED** on the Motion of Councillors Schaefer and Kermode that the Senior Officers' Reports be **RECEIVED** for further consideration.

**6.1 Appoint Council Representation to Advisory Committees**

**WO/2022/03564**

98 **RESOLVED** on the Motion of Councillors Berry and Pointing that Council **ENDORSE** and **APPROVE** the following Councillor Representation to the stated Council Advisory Committee below:

Advisory Committee	Automatic Representation	Councillor Nomination
Walcha Council Community Care Advisory Committee	Nil	Councillor Reilly
Walcha Council Motorcycle Rally Advisory Committee	Nil	1.Councillor Berry 2.Councillor Vacant

**6.2 Draft Walcha Section 7.12 Contribution Plan**

**WO/2022/03565**

It was **MOVED** Councillor Kermode **Seconded** Councillor Reilly that Council:

1. **ACCEPT** the Draft Walcha Section 7.12 Contribution Plan;
2. **PLACE** the Draft Walcha Section 7.12 Contribution Plan on public exhibition for a period of 28 days;



3. if no submissions are received, GIVE delegation to the General Manager to **ADOPT** the Draft Walcha Section 7.12 Contribution Plan on behalf of Council.

A **FORESHADOWED Motion** was **MOVED** Councillor Reilly **Seconded** Councillor Schaefer that Council:

1. **NOTE** the Walcha Council Section 7.12 Contribution Plan and the efforts of Staff and Council's Contract Planner;
2. **ACKNOWLEDGE** the significant financial impacts arising from the proposed Special Rate Variation on our Community; and
3. **DEFER** the matter until 2025 – 2026 budget considerations.

The **Original Motion** was put to the **VOTE** and was **LOST**.

Being a **Planning Matter** a **Division** was called prior to voting on this matter and the result was as follows:

**For:** Councillors: Kermode

**Against:** Councillors: Berry, Schaefer, Reilly, Pointing and Noakes.

**Absent:** Ferrier & Hicks.

**Declared Interest:** Nil.

99 The **FORESHADOWED Motion** became the **Substantive Motion** and was put to the **VOTE** and **CARRIED**.

Being a **Planning Matter** a **Division** was called prior to voting on this matter and the result was as follows:

**For:** Councillors: Berry, Kermode, Noakes, Pointing, Reilly and Schaefer.

**Against:** Nil.

**Absent:** Ferrier & Hicks.

**Declared Interest:** Nil.

### 6.3 Review of Walcha Council's Model Code of Conduct WO/2022/03559

100 **RESOLVED** on the Motion of Councillors Kermode and Pointing that, in accordance with the provisions of Section 440(7) of the *Local Government Act 1993* Council has reviewed the Walcha Council's Model of Code of Conduct and determined no changes need to be made to the Code.





#### 6.4 Update Revenue Policy

WO/2022/03568

101 **RESOLVED** on the Motion of Councillors Kermode and Schaefer that Council:

1. **PLACE** the Draft Revenue Policy on public exhibition for a period of 28 days;
2. if no submissions are received within the exhibition period, that the amendments to the Revenue Policy be **ADOPTED**.

#### 6.5 Regional Meetings 2022

WO/2022/03567

102 **RESOLVED** on the Motion of Councillors Pointing and Reilly that Council **RECEIVE** and **NOTE** the Regional Meetings 2022 Report as presented.

#### 6.6 2022 Motorcycle Rally Final Report

WO/2022/03561

103 **RESOLVED** on the Motion of Councillors Noakes and Pointing that a final report that provides a detailed budget in the same format that was supplied to Council in March 2022 be tabled at the January 2023 Extra Ordinary Meeting of Council so that we can evaluate the cost of staging this event to assist in the setting of fees for the proposed 2023 event **FURTHER THAT** Council would also like to acknowledge the diligence and efforts of both staff and volunteers in organising the Rally.

#### 6.7 2021 – 2022 Annual Report for Notation

WO/2022/03554

104 **RESOLVED** on the Motion of Councillors Reilly and Berry that Council **NOTE** the 2021 – 2022 Annual Report.

#### LATE REPORTS:

##### 1 Asset Management Plans (AMP) & Long Term Financial Plan

WO/2022/03584

105 **RESOLVED** on the Motion of Councillors Berry and Kermode that Council:

1. **PLACE** on public exhibition for a period of 28 days, from 15 December 2022 to 13 January 2023 the DRAFT:
  - o Walcha Council Long Term Financial Plan 2023 – 2032
  - o Walcha Council Asset Management Plan – Open Spaces
  - o Walcha Council Asset Management Plan – Buildings & Facilities; and
  - o Walcha Council Asset Management Plan – Roads, Bridges & Drainage.



2. If no submissions are received during the exhibition period **ADOPT**, as presented, the:
- Walcha Council Long Term Financial Plan 2023 – 2032
  - Walcha Council Asset Management Plan – Open Spaces
  - Walcha Council Asset Management Plan – Buildings & Facilities; and
  - Walcha Council Asset Management Plan – Roads, Bridges & Drainage.

## **7. NOTICES OF MOTION**

Nil.

## **8. MATTERS OF URGENCY**

Nil.

## **9. MANAGEMENT REVIEW REPORTS**

### **9.1 Office of the General Manager WO/2022/03573**

106 **RESOLVED** on the Motion of Councillors Kermode and Pointing that items included in the Office of General Manager Management Review Report be **NOTED** by Council.

### **9.2 Infrastructure & Development WO/2022/03492**

107 **RESOLVED** on the Motion of Councillors Kermode and Reilly that items included in the Infrastructure & Development Management Review Report be **NOTED** by Council.

### **9.3 Corporate & Community WO/2022/03498**

108 **RESOLVED** on the Motion of Councillors Reilly and Kermode that items included in the Corporate & Community Management Review Report be **NOTED** by Council.

## **10. COMMITTEE REPORTS**

109 **RESOLVED** on the Motion of Councillors Kermode and Pointing that Council **RECEIVE** and **NOTE** the Committee Reports as presented

**10.1 Minutes of the Tourism Advisory Committee Meeting held at Council Chambers on Tuesday 18 October 2022 WINT/2022/06297**

**10.2 Minutes of the Capital Advisory Committee Meeting held at Council Chambers on Thursday 24 November 2022. WO/2022/03386**



#### **4.1.4 Sewerage Inflow Infiltration (I&I)**

110 **RESOLVED** on the Motion of Councillors Kermode and Berry that Council **APPROVE** the use of Reserve Funds of approximately (based on Q1 quotes) \$35,000 smoke testing, \$55,000 manhole asset inspection for a total of \$90,000.

#### **4.2.1 South Street Pedestrian Crossing**

111 **RESOLVED** on the Motion of Councillors Kermode and Pointing that Council **APPROVE** the South Street Pedestrian Project pending availability of grant funding.

### **10.3 Minutes of the Youth Advisory Committee Meeting held at St Patricks Primary School on Thursday 24 November 2022. WO/2022/03540**

## **11. DELEGATE REPORTS**

112 **RESOLVED** on the Motion of Councillors Kermode and Schaefer that Council **RECEIVE** and **NOTE** the Delegate Reports as presented

### **11.1 Minutes of the Namoi Unlimited Board Meeting held at Tamworth Regional Council and via Video Conference on Thursday 27 October 2022.**

### **11.2 Minutes of the Central Northern Regional Library Annual General Meeting held at Quirindi Library on Wednesday 16 November 2022.**

**WI/2022/15669**

### **11.3 Minutes of the Central Northern Regional Library Ordinary Meeting held at Quirindi Library on Wednesday 16 November 2022.**

**WI/2022/15669**

### **11.4 Minutes of the Country Mayors Association of NSW General Meeting held at Theatrette, Parliament House Sydney on Friday 18 November 2022.**

**WI/2022/15466**

### **11.5 Minutes of the Country Mayors Association of NSW Annual General Meeting held at Theatrette, Parliament House Sydney on Friday 18 November 2022.**

**WI/2022/15466**

## **12. QUESTIONS ON NOTICE**

### **12.1 Action List – Cllr Nena Hicks – Letters to Ministers**

The General Manager informed the Council that these letters had been sent.



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## **12.2 Action List – Clr Scott Kermode – Vegetation Regrowth on Roadside Verges**

Director Infrastructure & Development advised that the dead saplings along the highway are a part of the Roads Maintenance Council Contracts with Transport for NSW.

## **13. CLOSED COUNCIL**

**Nil.**

The Mayor wished everyone a Merry Christmas and a safe and happy New Year.

**THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 4:05PM.**



## Walcha Council Extra Ordinary Meeting Minutes

held on

Thursday 19 January 2023

at

3:00pm

at

Walcha Council Chambers

**The Audio Statement and Acknowledgement of Country  
were read by the Chairman.**

**PRESENT:** Clr EH Noakes (Chairman) Mayor together with Councillors MA Berry, NF Hicks, SJ Kermode, AC Pointing, A Reilly and GDM Schaefer.

**IN ATTENDANCE:** Mr Barry Omundson – General Manager, Mr PE Hood – Director Infrastructure & Development, Mr CC Martin – Director Corporate & Community and Mrs EL Hobbs – Executive Assistant to General Manager & Mayor.

### **1. LEAVE OF ABSENCE:**

No Leave of Absence was received by Clr Ferrier.

Minutes



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## **2. DECLARATIONS OF INTEREST:**

### **Item 4.1 Council's Submission on the Environmental Impact Statement for Winterbourne Wind Project WO/2022/00024**

Clr Schaefer declared a pecuniary interest in this matter due to being a host landholder and a Director/Shareholder of Walcha Wind, and will leave the Chambers.

## **3. MATTERS OF URGENCY**

### **3.1 Extra Ordinary Meeting Business WO/2023/00053**

113 **RESOLVED** on the Motion of Councillors Kermode and Reilly that the business to be discussed at today's ExtraOrdinary Meeting, being the response to the Winterbourne Wind Project's Environmental Impact Statement is of great **URGENCY** and requires a decision of Council before its next scheduled Ordinary Meeting on 22 February 2023.

## **4. SENIOR OFFICERS' REPORTS**

114 **RESOLVED** on the Motion of Councillors Kermode and Hicks that the Senior Officers' Report be **RECEIVED** for further consideration.

### **4.1 Submission on Environmental Impact Statement for Winterbourne Wind Project – Application Number: SSD-10471 WO/2023/00024**

Clr Schaefer declared a Pecuniary Interest in this matter and left the Chambers at 3:03pm.

- 115 **RESOLVED** on the Motion of Councillors Kermode and Berry that Council:
1. **ENDORSE** the Submission as provided in the Report to the State Government in relation to the Winterbourne Wind Farm Application Number: SSD-10471;
  2. **COMMENT** on the Environmental Impact Statement as drafted in accordance with the Submission; and
  3. **WRITE** to the Independent Planning Commission seeking to present to the Commission in person and locally here in Walcha, Council's views and comments on the Winterbourne Wind Project Environmental Impact Statement.

Clr Schaefer returned to the Chambers and was informed of the resolution at 3:14pm.



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**5. MAYORAL MINUTE**

**5.1 General Manager's Position**

**WO/2023/00068**

116 **RESOLVED** on the Motion of Councillors Noakes and Kermode that Walcha Council:

1. **ACCEPT** the resignation of General Manager Barry Omundson effective 24 March 2023 and acknowledge his significant positive impact upon Council and the Walcha community.
2. **APPOINT** Director Infrastructure & Development Phillip Hood Acting General Manager from Friday 24 March 2023 for a minimum period of six months or until such time a permanent General Manager has been appointed with a remuneration to be negotiated by the General Managers Performance Management Committee and within existing budgets.
3. **UNDERTAKE** a competitive recruitment process for a new permanent General Manager within the next 12 months.

**THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 03:20PM.**



# **Item 3:**

# **Business**

# **Arising from**

# **Previous**

# **Minutes**





# Item 4:

# Declarations of Interest



# Item 5: Mayoral Minute



There was no Mayoral Minute available for  
February 2023 at time of print.



# Item 6:

# Senior Officers' Reports



**Item:** 6.1 **Ref:** WO/2023/00244  
**Title:** Quarterly Review of Operational Plan & Budget as at December 2022  
**Author:** Director Corporate & Community  
**Previous Items:** Not Applicable  
**Attachment:** Quarterly Budget Review Statements – under separate cover

**Community Strategic Plan Reference:**

**Strategy Number: 8.2.1:** Maintain a stable and secure financial structure for Council.

**RECOMMENDATION: That Council:**

1. **ADOPT the December 2022 Quarterly Budget Review Statements; and**
2. **APPROVE the variations in Income and Expenditure votes as detailed in this report.**

**December 2022 Quarterly Budget Review**

The December Quarter Budget Review is attached for adoption by Council.

**General Fund**

The original 2022-2023 budget predicted an Operating Deficit of \$1,280,505 and an overall Cash Surplus of \$31,777. After adjustments the Q2 result is now predicted to be an Operating Deficit of \$2,092,355 (Excluding Capital Funding) and an overall Cash Deficit of \$252,029.

	Original Budget	QBRS 1	QBRS 2	QBRS 3	QBRS 4	Forecast 30 June 2023	Variance
Income	25,881,719	2,650,066	1,730,989			30,262,773	4,381,054
Expenditure	15,306,901	857,309	1,587,682			17,751,892	2,444,991
Operating Result	10,574,818	1,792,757	(220,694)			12,510,881	1,936,063
Less: Capital Grants	11,855,323	2,647,323	141,172			14,643,818	2,788,495
Operating Result Excluding Capital	(1,280,505)	(854,567)	42,717			(2,092,355)	(852,432)
Cash Movement	31,777	(378,399)	94,593			(252,029)	(283,806)

Budget amendments are included as follows

**General Fund Major Budget Variation Items - Quarter Ending December 2022**

Income Item	Amount	Reason
Administration	\$159,177	Lehman Brothers dividend/StateCover WHS incentive
Community Recovery Officer	\$52,500	– DRRF 97K offset by CRO funding accrual reversal
Other Community Services & Education	\$14,140	Summer holiday activities – fully funded
Transport & Communication	\$1,364,000	Storm Damage funding
Urban Roads	\$141,172	Fixing Local Roads – External Restrictions
	<b>\$1,730,989</b>	



Operating Expenditure Item	Amount	Reason
Administration	\$49,618	Lehman Brothers dividend legal fees
Public Order & Safety	\$84,917	Depreciation adjustment
Environment	\$99,581	Depreciation adjustment
Community Services & Education	\$96,067	Depreciation adjustment/Summer holiday activities/CRO funded position
Streetscape Maintenance	\$4,823	Depreciation adjustment
Other Sport Ground & Recreation Facilities	\$175,065	Depreciation adjustment
Transportation & Communication	\$1,037,149	Depreciation adjustment/Storm Damage funded
	<b>\$1,587,682</b>	

Capital Expenditure Item	Amount	Reason
Transport & Communication	\$497,269	(\$200,000) Thunderbolts Way Strategy task reassignment, \$500,782 Thunderbolts Way Superpatch
	<b>\$497,269</b>	

### Internal Restricted Assets

Below is a summary of Council's internally restricted assets at 31 December 2022 after budget adjustments are applied. Please see Walcha Council – Restriction Summary for further detail.

	Balance 31 December 2022
Plant Replacement	931,619
Infrastructure Replacement	1,764,280
Employee Leave Entitlement	647,000
Tip Site Remediation	295,926
Quarries Remediation	301,431
Project Development	65,000
<b>Total</b>	<b>4,005,256</b>

### Water Fund

The original 2022-2023 budget predicted an Operating Surplus of \$91,282. With no capital work now planned in the fund we will build our reserves which will mean we should not require borrowing for minor capital works as we will cover our depreciation.



	Original Budget	QBR 1	QBR 2	QBR 3	QBR 4	Forecast 30 June 2023	Variance
Income	9,021,348	(1,500,000)	0			7,521,348	(1,500,000)
Expenditure	930,066		(7,593)			924,973	(7,593)
Operating Result	6,591,282		7,593			6,596,375	
Less: Capital Grants	8,000,000	(1,500,000)	0			6,500,000	(1,500,000)
Operating Result Excluding Capital	91,282		7,593			96,375	7,593
Cash Movement	30,905		0			30,905	

Income Item	Amount	Reason

Expenditure Item	Amount	Reason

### Sewer Fund

The original 2022-2023 budget predicted an Operating Surplus of \$33,607. The Sewer Treatment Plant upgrade is carried forward from last year however the funding carry over is lower with the balance being Council's contribution. Sewer relining work is also carried forward which is own source funded. The current surplus forecast for 30 June 2023 is \$33,607

	Original Budget	QBR 1	QBR 2	QBR 3	QBR 4	Forecast 30 June 2023	Variance
Income	550,777	39,899	0			590,676	39,899
Expenditure	517,170		(15,834)			517,170	
Operating Result	33,607	39,899	15,834			89,340	55,733
Less: Capital Grants	0	0	0			0	0
Operating Result Excluding Capital	33,607	39,899	15,834			89,340	55,733
Cash Movement	136	39,899				(39,763)	(39,899)

Income Item	Amount	Reason

Expenditure Item	Amount	Reason
Sewerage Expenditure	\$15,834	Depreciation adjustment



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**Item:** 6.2 **Ref:** WO/2023/00243  
**Title:** Naming Walcha's Rose Garden – Public Suggestions  
**Author:** Acting General Manager  
**Previous Items:** Not Applicable  
**Attachment:** No

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**Community Strategic Plan Reference:**

**Strategy Number: 5.3.5:** *Promote the natural beauty of the Walcha area as a desirable lifestyle.*

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**RECOMMENDATION:** **That Council:**

- 1. ADVERTISE for public input into the naming of the Walcha Rose Garden;**
  - 2. SHORTLIST all suggestions received and return to the public for determination.**
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**Introduction:**

The former Walcha & District Beautification & Tidy Towns Advisory Committee had an idea to create a Rose Garden in Walcha and researched this project with the then current Supervisor Urban Works, Stephen Sweeney, visiting other towns with rose gardens. Construction of this garden commenced in May 2021 and following months of planting and cultivating the Walcha Rose Garden have created an attractive and popular new landmark for Walcha. In March 2023, additional works will be undertaken to further improve the site – with \$45,000 of federal grant funding available to construct rock walls, archway and 'rustic' fencing, as per a design endorsed by both Arts Advisory and Beautification Committees.

**Report:**

The Walcha Rose Garden is well established and enhances Walcha's natural beauty for both locals and visitors to enjoy. It is situated on the corner of Derby Street and Uralla Road/Thunderbolts Way.

Council received a request from a Walcha resident to name the Rose Garden after one of her ancestors. To ensure that this is completely fair and honest it is recommended that Council call on the public to provide suggestions for the naming of the Rose Garden. Council will then collate the responses and return to the public asking them to vote for their favourite name for the garden.

Legal Implications:

There are no legal implications arising from this report.

Financial Implications:

There is minimal financial implications to enact this project.





Environmental Implications:

There are no environmental implications arising from this report.

Social Implications:

This project will allow the Walcha community to have an input into a new landmark.

Policy Implications:

There are no policy implications arising from this report.



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**Item:** 6.3 **Ref:** WO/2023/00241  
**Title:** Review of Administration Policy – Debt Recovery Policy  
**Author:** Director Corporate & Community  
**Previous Items:** Not Applicable  
**Attachment:** Administration Policies – Debt Recovery Policy

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**Community Strategic Plan Reference:**

**Strategy Number: 8.1.2** *Provide a framework for the efficient and effective administration of Council.*

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**RECOMMENDATION:** **That Council ENDORSE the Updated Debt Recovery Policy as presented.**

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**Introduction:**

Council reviewed the Debt Recovery Policy in May 2022 and this report is to make a few minor changes to that policy.

**Report:**

There are minor changes to the Debt Recovery Policy which are highlighted in the attached Policy.

Legal Implications:

There are no legal implications arising from this report.

Financial Implications:

There are no financial implications arising from this report, however, it is hoped that these minor changes will ensure that debts are recovered quicker.

Environmental Implications:

There are no environmental implications arising from this report.

Social Implications:

There are no social implications arising from this report.

Policy Implications:

Minor changes to notifying customers of outstanding debts to assist with the facilitation of recovering debt sooner and before it becomes a huge amount.

**Administration Policies – Debt Recovery**

**1. POLICY OBJECTIVE**

To have a formal and concise plan for the recovery of outstanding Rates and Charges, Water Accounts and Sundry Debtor Accounts including Preschool Fees.



## 2. POLICY STATEMENT

### 2.1 Rates & Charges and Water & Sewerage Charges Notices

Annual Rates and Charges Notices are issued in July each year with either the total amount or the first instalment due for payment by 31 August. Subsequent instalments are due at the end of November, February and May.

Water & Sewerage Notices are issued after meter readings in approximately February, May, August and November, with accounts due thirty (30) days after issue.

A reminder notice is sent ~~seven (7)~~ **thirty (30)** days after the rates instalment or water and sewerage account due date, which offers the following options:

- **Payment within 14 days.**

- Make a payment arrangement (using direct debit or Centrepay or payroll deduction (staff only) where the outstanding debt will be paid within **the rating year 12 months.**

- All payment arrangements must be approved by the General Manager.

This letter will also state that legal action may be pursued to recover amounts that are still outstanding at the end of this period. All legal costs will be the responsibility of the ratepayer. Interest will be calculated throughout this process.

New legal action is commenced by Council's debt recovery agents, **when the debt is greater than two months old two or more instalments or accounts remain outstanding. or the total amount outstanding is over \$2,000.** Water restrictors may be fitted to water meters when accounts are issued with a Letter of Demand from the debt recovery agent.

Once action has commenced and legal fees have been accrued, legal action will only be suspended doing one of the following:

- Paying the outstanding amount in full.

- By signing a direct debit application with authorizes Council to debit payments from their bank account that would ensure full payment of the debt within **the rating year 12 months.**

- Or signing a Centrepay deduction authority that provides for the outstanding debt to be paid within **the rating year 12 months.** If the debtor refuses, then legal action will continue.

- By authorizing a payroll deduction (Council Staff only) that provides for the outstanding debt to be paid within the rating year.

The debt recovery agency is notified when payments or arrangements are made. Legal action that has been suspended may be reactivated (and water restrictors refitted) at any time of the year if the arrangements are broken.

### 2.2 Sundry Debtors and Preschool Debtors

Invoices are issued at any time throughout the month, with a due date of twenty one (21) days from the invoice date.

Any invoices remaining unpaid at the end of the month (regardless of their issue date) will be sent a statement of account, with a due date of fourteen (14) days from the statement date.



A reminder notice will be sent ~~seven (7)~~ thirty (30) days after the statement due date, which offers the following options:

- Payment within 14 days.
- Making a payment arrangement (using direct debit or Centrepay or payroll deduction for Council Staff) in writing.
- All payment arrangements must be submitted in writing and approved by the General Manager.

This letter will also state that legal action may be pursued to recover amounts that are still outstanding at the end of this period. All legal costs will be the responsibility of the debtor and account credit will be suspended (sundry debtors).

New legal action may be commenced by Council's debt recovery firm, when accounts remain outstanding for sixty (60) days. ~~or the total amount outstanding exceeds \$2,000.~~ Credit will be suspended once an account is sixty (60) days overdue. Suspension will be lifted only when all outstanding invoices have been paid in full.

Once action has commenced and legal fees have been accrued, legal action will on by suspended / stopped by doing one of the following:

- Paying the outstanding account in full.
- By signing a direct debit application which authorizes Council to deduct payments from their bank account, ~~that would ensure bill payment within 12 months.~~
- Or signing a Centrepay deduction authority. If the debtor refuses, then legal action will continue.
- Signing a payroll deduction authority (Council Staff only).

The debt recovery agency will be notified when payments or arrangements are made. Legal action that has been suspended may be reactivated at any time of the year if the arrangement is broken or in default.

### 2.3 Preschool Fees

Due to the unique nature and regulations controlling the operations of the preschool, the following provisions will also be put in place in regards to preschool fees.

The preschool reminder notice will also state the following:

- Enrolment will be cancelled (~~preschool room~~) or restricted ~~to two days per week (transition room)~~ if fees remain outstanding and an acceptable payment arrangement is not in place.

### 3. REVIEW

Council reserves the right to vary, replace or terminate this policy at any time. This policy will be reviewed every two (2) years or earlier if there are relevant statutory or State Government policy changes.



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**Item:** 6.4 **Ref:** WO/2023/00124  
**Title:** Engage the New South Wales Electoral Commissioner to Conduct the Local Government Elections in 2024  
**Author:** General Manager  
**Previous Items:** Not Applicable  
**Attachment:** No

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**Community Strategic Plan Reference:**

**Strategy Number:** **8.1.5:** *Walcha Council will ensure systems and processes are implemented that facilitate the delivery of the Community Strategic Plan.*

---

**RECOMMENDATION:** **That Walcha Council (“the Council”) resolves:**

- 1. Pursuant to Section 296(2) and (3) of the Local Government Act 1993 (“the Act”) that an election arrangement be entered into by contract for the Electoral Commissioner to administer all elections of the Council.**
  - 2. Pursuant to Section 296(2) and (3) of the Act, as applied and modified by Section 18, that a Council Poll arrangement be entered into by contract for the Electoral Commissioner to administer all Council Polls of the Council.**
  - 3. Pursuant to Section 296(2) and (3) of the Act, as applied and modified by Section 18, that a Constitutional Referendum arrangement be entered into by contract for the Electoral Commissioner to administer all Constitutional Referenda of the Council.**
- 

**Introduction:**

This report is to determine Council’s decision on who is going to conduct the 2024 Local Government Elections.

**Report:**

Under Section 296AA of the *Local Government Act 1993*, Councils must make a decision on how their September 2024 Ordinary Elections are to be conducted 18 months prior to the election. Each Council must resolve either:

- To enter into a contract for the New South Wales Electoral Commission (NSWEC) to administer all the Council’s elections, polls and constitutional referenda; OR
- That the Council’s elections are to be administered by the General Manager of the Council via an electoral services provider.

If a Council fails to resolve to engage the NSWEC to conduct its elections by Monday **13 March 2023**, it will be required to conduct its own elections.

A Council should only resolve to conduct its own elections if it is confident that it has the capacity to do so. If a Council is proposing to engage the NSWEC to conduct its elections it should do so as soon as possible. The NSWEC has advised that for these decisions to



be effective, appropriate wording of the resolutions need to be used and this has been reflected in the resolution for this report.

Legal Implications:

Under Section 296AA(3) of the *Local Government Act, 1993*, the Council must publish a copy of the resolution on the Council's website as soon as possible. If Council elect to appoint an electoral services provider then the General Manager cannot be appointed the Returning Officer, Substitute Returning Officer or an Election Official for any Council area.

Financial Implications:

Council have received an estimate on the Local Government Elections costs from NSWEC. However, they have stated all the costs, such as staffing, fuel levy, voting rental costs, paper costs and of course the Consumer Price Index (CPI) have increased since the December 2021 elections. The last Ordinary Council Election held in December 2021 was conducted by NSWEC and was deemed very reasonable in price. The core costs of running the election, such as maintenance of the electoral roll, are met by the NSW Government.

Environmental Implications:

There are no environmental implications arising from this report.

Social Implications:

There are no social implications arising from this report.

Policy Implications:

There are no policy implications arising from this report.



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<b>Item:</b>	6.5	<b>Ref:</b> WINT/2023/1046
<b>Title:</b>	Long Term Financial Plan update & Delivery Program/Operational Plan update	
<b>Author:</b>	Director Corporate & Community	
<b>Previous Items:</b>	Not Applicable	
<b>Attachment:</b>	Under Separate Cover: Walcha Council Long Term Financial Plan 2023-2032 Walcha Council Community Delivery Program/Operational Plan 2022-2025 WO/2023/246	

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**Community Strategic Plan Reference:**

**Goal 8.1:** *Walcha Council will exemplify good leadership, mutual respect and trust by being inclusive, ensuring open information and communication and encouraging active participation at all levels.*

---

**RECOMMENDATION:** That Council **ADOPT the changes to the Long Term Financial Plan 2023-2032 and Delivery Program/Operational Plan 2022-2025 noting that the amended documents will not be put on public exhibition for a period of 28 days with the amendments reflecting documentation already distributed and displayed as part of the community consultation process for the Special Rate Variation application.**

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**Report:**

Additional information has been included in both the Long-Term Financial Plan (LTFP) and the Delivery Program/Operational Plan (DPOP) that ensures readers are aware of the undertaken Financial Sustainability Review and seeking of a Special Rate Variation with the Independent Pricing And Regulatory Tribunal (IPART). The additional information also includes a Fact Sheet and Initial Survey that was distributed to all rateable properties within the Local Government Area (LGA) as part of the community consultation process. An additional Survey that was distributed at the community consultation events is also included. This information has been on display on Council's website since Council resolved to apply to IPART for a Special Rate Variation in September 2022.

The update to each document is as follows and is consistent between documents:

**Long Term Financial Plan 2023-32**

Page 6 – Financial Sustainability Review

Page 49 – SRV Fact Sheet

Page 55 – SRV Initial Survey

Page 58 – SRV Post Meeting Survey

Changes have been made to the financial information contained in the Long Term Financial Plan including the Income Statement, Balance Sheet and Cashflow Statement



including a reallocation of interest revenue and correction of movement in contract assets and liabilities. These adjustments are to correct allocations of non-cash items including provisions and contract liabilities with the Income Statement, Balance Sheet and Statement of Cashflow overall results unchanged. Minor changes to the financial ratios have occurred. See page 17 - 48

### **Delivery Program/Operational Plan 2022-2025**

Page 26 – Financial Sustainability Review

Page 79 – SRV Fact Sheet

Page 85 – SRV Initial Survey

Page 88 – SRV Post Meeting Survey

#### Legal Implications:

There are no legal implications arising from this report.

#### Financial Implications:

There are no financial implications arising from this report.

#### Environmental Implications:

There are no environmental implications arising from this report.

#### Social Implications:

There are no social implications arising from this report.

#### Policy Implications:

There are no policy implications arising from this report.





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**Item:** 6.6 **Ref:** WO/2023/00019  
**Title:** 2022 Motorcycle Rally Final Report  
**Author:** Director Corporate & Community  
**Previous Items:** Not Applicable  
**Attachment:**

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**Community Strategic Plan Reference:**

**Strategy 2.1.2:** *Develop and market tourism products targeting identified markets.*

**Strategy 2.1.3:** *Develop activities that encourage increased visitation frequency and stay length.*

**Strategy 5.2.1:** *Support and promote participation in community events.*

---

**RECOMMENDATION: That Council:**

- 1. NOTE the attached updated Income and Expenditure and related notes.**
- 2. Update the *Walcha Motorcycle Rally 2022 Final Report* submitted to the December 2022 Council meeting to include the additional detail and notes as provided.**

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**Report:**

In response to Council's request at the meeting held on 14 December 2022 for further detail in relation to the 2022 Motorcycle Rally costs. Additional detail has been provided in the budget v's actuals, as well as the addition of the actual costs from the 2021 event and comments explaining any variances.

The *Walcha Motorcycle Rally 2022 Final Report* (WO/22/3506) will be updated with this information. Further to this report Tourism will be working on a strategic plan for the rally that will look to provide clarity and answers to the longer term viability and strategic direction of the rally which will be presented to Council in conjunction with the 2023-2024 budget.



Income	2021 Actuals	2022 Budget	2022 Actuals	Comments
Grant - Event Incubator Fund		\$ 20,000	\$ 20,000	We are eligible for further funding similar to this which would extend a further two years to 2026
Grant - COVID Supplementary funding			\$ 4,504	New funding - unlikely to continue
Kevin Anderson	\$ 9,160		\$ 7,500	Adam Marshall will be approached for the 2023 event
Council Approved Budget		\$ 35,000		This amount was not used
OLG COVID-19 Grant	\$ 56,227			One-off
Bushfire Grant	\$ 6,570			One-off
DNCO Grant	\$ 19,766			One-off
Pre-sales - Rally pass (2 day)	\$ 32,327	\$ 33,000	\$ 20,710	2021 figure includes all pre-sales
Pre-sale - Day pass		\$ 3,500	\$ 3,780	
Pre- sale - Camping		\$ 4,500	\$ 7,110	camping is very popular due to limited accommodation options
Pre-sale - Merchandise packs		\$ 9,000	\$ 6,450	Lower due to lower number of presale tickets
Pre-sale - Local pass		\$ 1,500	\$ 2,475	
(less GST on ticket sales)			\$ (3,931)	
Gate sales - passes, merch & camping	\$ 9,564	\$ 23,000	\$ 19,119	Higher due to more day attendees on Saturday
Stall Holders & exhibitors		\$ 1,400	\$ 3,559	More exhibitors for 2022 than budgeted
Bar takings	\$ 14,678	\$ 15,000	\$ 18,173	Increased bar sale in 2022
Sponsorship - Major		\$ 5,000		Major sponsor not attracted
Sponsorship - Event and other	\$ 4,850	\$ 5,000	\$ 6,727	Sponsorship includes event and trophy sponsors
Event entry fees	\$ 712	\$ 1,200	\$ 959	Slightly lower than estimated
Wheelie Machine		\$ 1,500	\$ -	Cancelled due to insurance costs
<b>TOTALS</b>	<b>\$ 153,855</b>	<b>\$ 158,600</b>	<b>\$ 117,136</b>	



Expenditure	2021 Actuals	2022 Budget	2022 Actuals	Comments
Admin assistance - contract	\$ 5,483	\$ 5,000	\$ 8,305	Note 1
Staff time	\$ 46,961	\$ 42,000	\$ 21,995	Note 2
Rubbish Removal		\$ 600	\$ 864	Includes bin hire and waste fees
Traffic Management on day	\$ 3,004	\$ 2,500	\$ 819	No billy cart derby, so less hours required
Barrier Hire - if required		\$ 2,100	\$ -	Used Council barriers currently not charged
Cleaning supplies			\$ 986	
Volunteer Costs (Food voucher & drink)	\$ -	\$ 1,500	\$ 1,363	Estimate - Invoice not received
Volunteer Costs (T-shirts)	\$ -		\$ 1,250	Note 3
RV Events - volunteers (donation)	\$ -		\$ 700	Experienced event volunteers - approached us
Website build & updates	\$ 10,450		\$ 1,440	More content added for adventure riders
Social Media, photography & videograph	\$ 5,035	\$ 1,250	\$ 3,136	Note 4
Signage	\$ 6,062	\$ 500	\$ 2,220	Note 5
Printing program & flyers			\$ 847	Printing of flyers and insert in Apsley Advocate
Advertising	\$ 4,450	\$ 8,370	\$ 5,149	Note 4
Graphic Design work	\$ 1,300		\$ 600	Design work - flyers and advertisements
Bands + stage hire	\$ 10,262	\$ 12,000	\$ 10,000	
MC		\$ 5,000	\$ 4,000	
Ticketing Costs (commission)		\$ 1,200	\$ 1,337	
Wristbands			\$ 160	
Security	\$ 6,029	\$ 15,000	\$ 10,000	Estimate - Note 6
Site Manager	\$ -		\$ 3,575	Note 6
First Aid (Beneficial Safety)	\$ 1,000	\$ 1,200	\$ 1,050	
Loop Bus	\$ 4,760	\$ 5,000	\$ 500	Used Council bus with volunteer drivers
Showground Hire	\$ 2,979	\$ 4,000	\$ 4,620	
Bar - Donation to Golf Club	\$ 2,727	\$ 4,000	\$ 2,727	Percentage of bar profits
Bar - drinks	\$ 5,254	\$ 7,000	\$ 5,577	
Liquor Licence application			\$ 142	
Wheelie Machine		\$ 5,300	\$ -	Cancelled due to insurance costs
Wood chop	\$ -		\$ 2,000	Additional event following other cancellations
T-Shirts (merch pack & to sell on day)	\$ 5,960	\$ 6,000	\$ 3,313	2021 figure inclusive of all merch
Year Bar		\$ 200	\$ 225	
Leather Key Ring	\$ -		\$ 863	Additional merchandise item added
Stubby Holders	\$ -	\$ 600	\$ 475	
Paperbags for Merch			\$ 94	
Dog jumping	\$ -	\$ 600	\$ -	High donations received on day - no need to
Demolition Derby		\$ 1,300	\$ 1,300	
Burnout Comp		\$ 1,000	\$ 1,000	
Stunt Rider - 2 day	\$ 3,424	\$ 3,000	\$ 6,000	2 days booked following other cancellations
Dirt Bike Barrel Race (prize money)		\$ 1,500	\$ 1,150	Sponsored
Show & Shine Trophies			\$ 270	Sponsored
Kids bike events		\$ 1,000	\$ -	Kids barrel racing included in other barrel
Miles Davis		\$ 2,000	\$ -	Cancelled due to injury
B&B accommodation	\$ -		\$ 1,357	Site manager & event holders - cost recovered
Registration tent hire	\$ -	\$ 2,000	\$ 1,134	
PA system hire		\$ 1,500		Included in staging hire
Shower & toilet hire (inc gas)	\$ -		\$ 1,371	Included when camping numbers increased
Miscellaneous			\$ 2,196	Note 7
Firewood	\$ 800			Donated
other 2021 expenditure	\$ 23,973			Note 8
<b>TOTALS</b>	<b>\$ 149,912</b>	<b>\$ 144,220</b>	<b>\$ 116,110</b>	



### Note 1 – Contract Admin assistance

An experienced event manager was utilised for the 2021 event to assist tourism staff in establishing the initial event. They worked alongside Council staff and their knowledge and industry contacts in event management were used to assist with the establishment of the event. 2022 saw an increase the hours of work for the event due to the staff shortages in the tourism team. They have established the volunteer team and created and compiled documents that we will be able to utilise at future events. In 2023, they will be available for ad-hoc work, however with the employment of a new tourism team member, we will not need the same level of contract assistance.

### Note 2 -Staff Time

2021 was the first year the full event was run. Many staff hours were taken up with the initial organisation of the event. For example, COVID plans, Risk Assessments and Management plans, logo and website creation and design, setting up of social media pages. In the immediate lead up to the event, Council infrastructure staff were involved in preparing the showground – mowing, fence and marquee erection. During the event many paid staff were used in the bar, gate and information tent.

2021 required all attendees to be double vaccinated and to check-in using a QR code. This requirement increased the number of staff needed to work on the check-in/registration tent. COVID marshals were also required and were paid staff.

2022 saw the establishment of "Friends of the Rally". Approximately 50 volunteers assisted with both gates, shuttle bus driver, information tent, and event running that were done by paid staff in the 2021 event. There were no COVID restrictions in place which also reduced the need for paid staff.

	<b>2021</b>	<b>2022</b>
Staff hours paid with rally budget	717	325
Volunteer hours	102	260
Staff hours not costed	200	153
<b>Totals</b>	<b>819</b>	<b>738</b>

Not all staff hours worked on the event preparation were costed to the event. Some work was performed whilst undertaking normal tourism operations ie. staffing the visitor information centre. All non-tourism staff costed their time to the event. It is estimated that the work not costed to the rally budget is approximately \$10,710 – 153 hours @ \$70 per hour. Included in this figure are 60 hours for the Executive Manager and Project Manager.

In 2021 it is estimated that 200 hours of work not costed to the event was incurred. This takes into account two part time tourism staff being one full time equivalent and the Executive



Manager Community & Tourism. No project manager was used for this event. At \$70 per hour this would be \$14,000.

The reasons behind reduced paid staff hours for the 2022 event were:

- The high use of volunteers (102 hours to 260 hours)
- Resources created in 2021 were available to be used in 2022 (and future years)
- Rebooking of many stall holders and exhibitors with less communication required
- Systems in place and fine tuned from 2021 event
- Did not require as much correspondence to encourage stallholder/exhibitor attendance due to positive reputation building from previous year.
- 2021 had many COVID-19 restrictions in place that needed paid staff to manage

### Note 3 – Volunteer costs

Volunteer t-shirts were purchased to help attendees identify people who could help them if they had any questions. It was also meant as a “thank you” to those people who volunteered, however many of the shirts were returned to us. This will reduce the number of shirts to be purchased next year.

### Note 4 – Social Media, photography & videography – Advertising

These budget lines should be read as combined. Combined totals are as follows:

2021 Actual	2022 Budget	2022 Actual
\$9,485	\$9,620	\$8285.57

### Note 5 - Signage

The majority of signage was purchased for the 2021 event. Additional corflute signage needs were identified. All of the signage has now been purchased and is available for use in future years.

Corflute sponsor signage may need to be updated each year if sponsorship changes.

### Note 6 – Security & Site Manager

The security company used for the 2021 event were not satisfactory. A decision was made that we should increase the security presence, so a larger budget was allowed. In discussion with our contract admin person the need for a site manager was identified. This was a good decision as they were responsible for exhibitor and stall holder set up during the event and troubleshooting any site issues allowing the tourism team to work in the Registration and Information tent.



### Note 7 – Miscellaneous

There are some costs that have not come through yet (credit cards etc). Once all costs have come through a detailed review of all transaction will be undertaken. This amount represents the difference between the reconciliation spreadsheet and the Work Order report from the account system. It is not an insignificant amount, hence why it has been included as a balancing line between the two records, as to highlight its existence.

### Note 8 – other 2021 expenditure

A balancing line holding all other costs not individually itemised from the 2021 event.

### Risk Implications

There are no risk implications arising from this report.

### Legal Implications:

There are no legal implications arising from this report.

### Financial Implications:

A small profit of approximately \$1000 is expected to be made from the 2022 event. This profit will go towards staging the 2023 event.

### Environmental Implications:

There are no environmental implications arising from this report

### Social Implications:

The 2022 Motorcycle Rally was a successful event, enjoyed by participants and locals.

### Policy Implications:

There are no policy implications arising from this report.



# Item 7:

# Notice of Motions



## There are no Notice of Motions for February 2023





# Item 8:

# Matters of Urgency



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# Item 9: Management Review Reports



## 9.1 INFRASTRUCTURE & DEVELOPMENT:

Ref: WO/2023/00255

**Responsible Executive:** Director Infrastructure & Development

**Community Strategic Plan Reference:**

**Goal 8.1** – Walcha Council will exemplify good leadership, mutual respect and trust by being inclusive, ensuring open information and communication and encouraging active participation at all levels.

**RECOMMENDATION:** That items included in the Infrastructure & Development Management Review Report be **NOTED** by Council.

### Planning & Regulatory Services – January 2022

GRANTS SUMMARY					
Grant	Description	Funding	Status	Deadline	Comments
NSW P&C (Heritage NSW)	Heritage Advisor	\$6K 2022-23 \$1:\$1	Successful	30/06/2023	On track
OLG	Council Crown Land Management – Plans of Management	\$48,616	Successful	30/06/2023	On track
NSW EPA Council Regional Capacity Building Program	Building capacity in management of contaminated land	\$420K	Successful	Not set at this time	Namoi Unlimited Project
NSW DPE API	API Integration with NSW Planning Portal	\$80K	Successful	31/3/2023 Extension has been requested.	Investigation on proposed vendor being undertaken



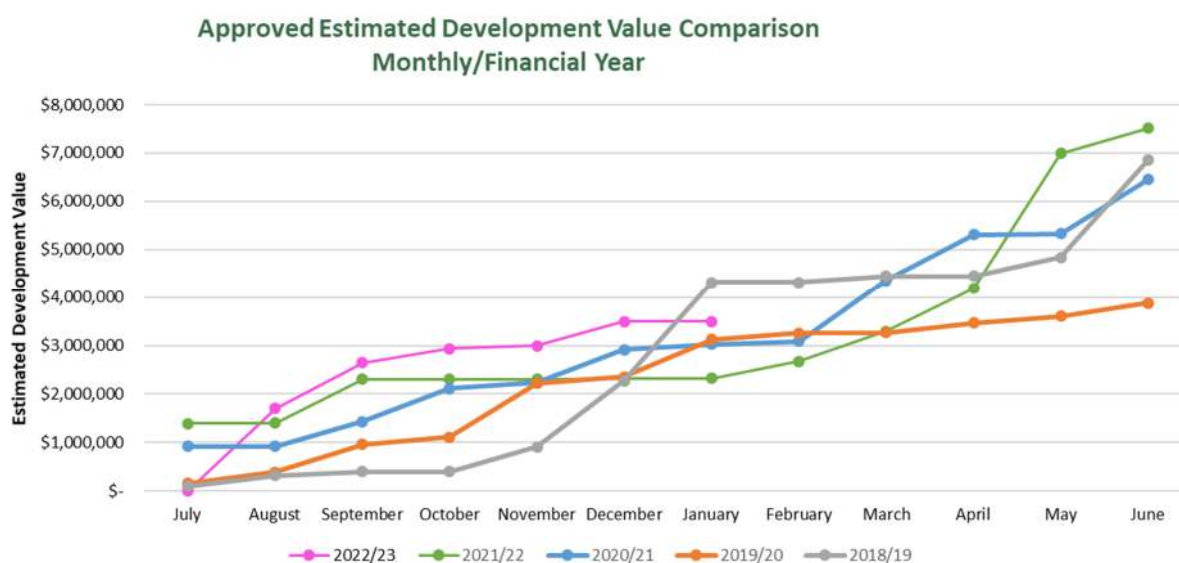
## OPERATIONAL OVERVIEW

### 1. Development & Construction

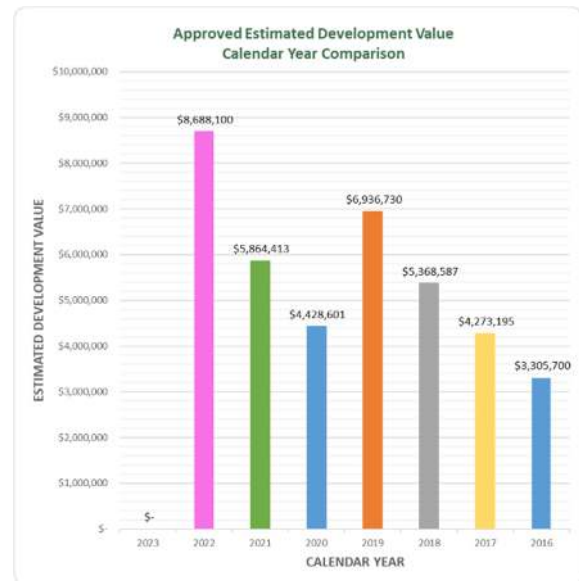
Development Statistics 2022-2023	DAs	CCs	CDCs
<b>Number Determined – 31.1.2023</b>	19	6	3
<b>Estimated Development Value – 31.1.2023</b>	\$3,384,700	\$227,000	\$113,000

For Councillor information, the following graphs show the combined (DA & CDC) approved development value for the LGA trend for the financial years from 2018/2019. The development value includes those applications determined by private certification; but does not include civil works such as roads, bridges and the like. These graphs are only current until 31 January 2023.

Council is currently still trending a higher approved estimated development value over the last 5 year period.



For interest also presented below are the Financial and Calendar Years trends between 2018 and 31 January 2023. The Calendar year comparison over a 7 year period shows that Council already has a significantly higher approved development value for the 2022 year.



### 1.1 Determinations Issued

December 2022				
Development Applications				
Number	Description	Address	Determination	Assessment Days
10.2016.7.2	733 Geraldine Road Walcha	Lot 86 DP 755317	Modification	
10.2022.13	288 Quarry Road Niangala	Lot 28 DP 753689	Secondary dwelling	
Construction Certificates				
Number	Description	Address	Determination	
Nil				
Complying Development Certificates				
Number	Description	Address	Determination	
Nil				



January 2023				
Development Applications				
Number	Description	Address	Determination	Assessment Days
10.2022.27.2	3304 Niangala Road Walcha	Lot 17 DP 1224419	Dwelling	
10.2022.2.2	9756 Thunderbolts Way Nowendoc	Lot 85 DP 753702	Dual occupancy dwelling	
10.2022.1.2	1495 St Leonards Creek Road Walcha	Lot 100 DP 833999	Dwelling	
Construction Certificates				
Number	Description	Address	Determination	
Nil				
Complying Development Certificates				
Number	Description	Address	Determination	
Nil				

**Note: Assessment Days** is the assessment day count, and does not include referral days (concurrency State Agency assessment period) and the period where additional information has been requested and not provided.

## 1.2 Development Applications Outstanding

As at 1.12.2022	
Under Assessment:	6
On Notification	0
Additional Information Requested	2
Waiting on State Agency Comment	0
Waiting on Fee Payment	1
<b>Total</b>	<b>9</b>



### 1.3 Certificates & Advice

November 2022			
Number Issued	2021-22	2022-23	Current Period
Occupation Certificates	15	8	2
Subdivision Certificates	7	5	0
Planning Certificates	135	66	27
Building Information Certificates	1	1	1
Outstanding Notices Orders Certificates	18	2	1
Bushfire Attack Level Certificates	-	-	-
Dwelling Entitlement Advice	10	1	-

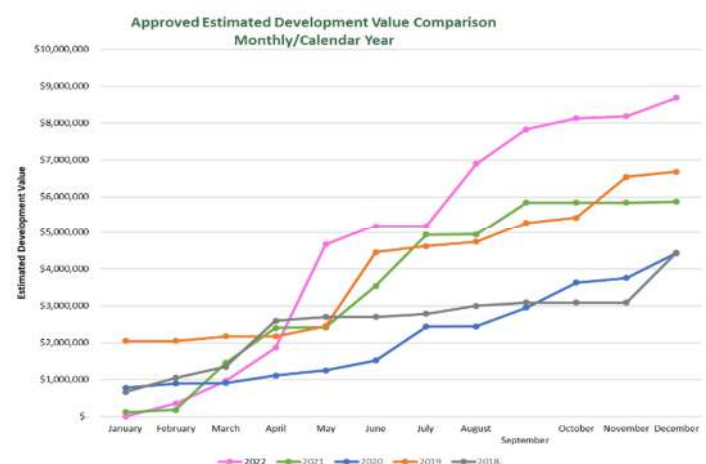
### 1.4 Compliance Inspections for DAs, CCs and CDCs

As both planning and building certification has now been contracted out. This information could not be collated as per previous reports. The reason being the change in department structure. It is intended to modify this report over the next quarter, further addressing this.

### 1.5 2022 Snapshot

The information presented in below is presented on the full 2022 Calendar year data

- The Estimated Cost of Development was at its highest record being \$8,688,100, being \$2,823,687 higher than 2021. This is a 48% increase.
- The Estimated Cost of Development was made up of two components being Development Applications (\$7,718,100) and Complying Development Applications (\$970,000).



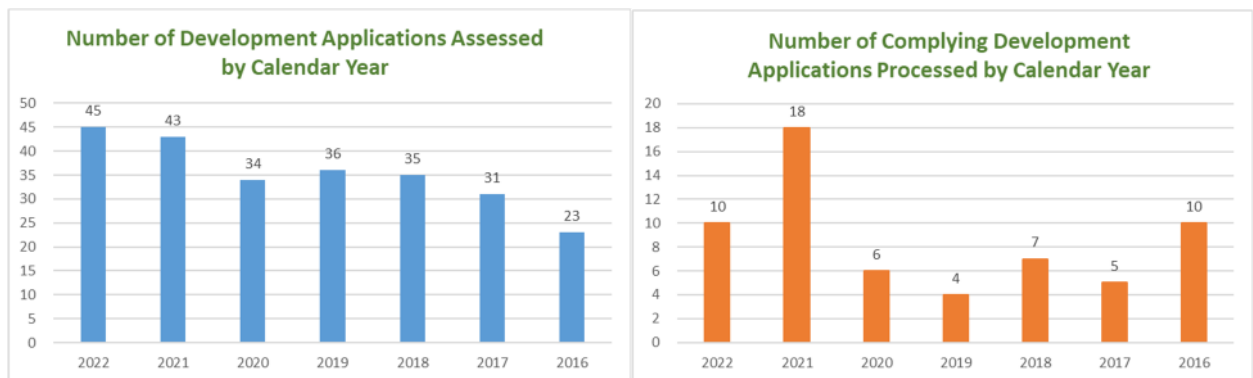
- The value of Complying Development Applications has decreased by 44% from 2021.
- The value of Development Applications has increased by 87% from 2021.





DA & CDC Estimated Development Value Breakup							
	2022	2021	2020	2019	2018	2017	2016
DA	\$7,718,100	\$3,782,630	\$6,676,730	\$6,676,730	\$4,442,955	\$4,150,695	\$2,801,900
CDC	\$970,000	\$645,971	\$260,000	\$260,000	\$925,632	\$122,500	\$503,800
Total	\$8,688,100	\$4,428,601	\$6,936,730	\$6,936,730	\$5,368,587	\$4,273,195	\$3,305,700

- 45 Development Applications were approved for 2022 and 10 Complying Development Applications were processed for 2022.



- The average Development Value for 2022 was \$157,965 which was a 64% increase from 2021.
- The mean Development Value for 2022 was \$59,000 which was a decrease of 1.6% from 2021.

Average Development Value							
	2022	2021	2020	2019	2018	2017	2016
DA & CDC No.	55	61	40	40	42	36	33
Average Value	\$157,965	\$96,138	\$110,715	\$166,923	\$127,824	\$118,700	\$100,173
Mean Value	\$59,000	\$60,000	\$16,000	\$35,000	\$53,000	\$15,500	\$17,300



- The number of applications processed in 2022 has increased by 17%.

Application Type	2022	2021
Development Applications	45	43
Complying Development Certificates	10	18
Construction Certificates	21	24
Section 68 Certificates	33	29
Subdivision Certificates	9	8
<b>Sub Total</b>	<b>118</b>	<b>122</b>
Section 10.7	181	124
Sewer Plans	61	48
Swimming Pool	0	1
Notices & Orders	0	0
Building Certificates	1	2
Dwelling Entitlement	6	17
<b>Sub Total</b>	<b>249</b>	<b>192</b>
<b>Total</b>	<b>367</b>	<b>314</b>

## 2. Environment & Regulation

### 2.1 Section 68 Activities

November 2022	2021-22	2022-23	Current Period
Number Issued	27	23	5

### 2.2 Compliance Inspections for Section 68 Activities

As both planning and building certification has now been contracted out. This information could not be collated as per previous reports. The reason being the change in department structure. It is intended to modify this report over the next quarter, further addressing this.



## 2.3 Public Health Activities

<b>August 2022</b>			
<b>Compliance Inspections &amp; Reports Issued</b>	<b>2021-22</b>	<b>2022-23</b>	<b>Current Period</b>
On-Site Sewage Management Systems	2	4	-
Food Premises	22	6	6
Private Swimming Pools	-	-	-
Fire Safety Schedules	1	-	-
Skin Penetration Procedure Premises	-	-	-
Advertisements / Advertising Structures (incl. sandwich boards)	1	-	-

## 3. Animal Control

<b>Companion Animal Registrations 2022-2023</b>								
	<b>Desexed</b>	<b>Non Desexed</b>	<b>Pensioner Desexed</b>	<b>Pound Purchase Desexed</b>	<b>Cat Desexed</b>	<b>Under 6 Months</b>	<b>Working/ Recognised Breeder</b>	<b>Value</b>
<b>Jul</b>	-	1	-	-	-	-	-	\$ 234
<b>Aug</b>	1	1	2	1	-	-	4	\$ 625
<b>Sep</b>	-	-	1	-	-	-	-	\$ 29
<b>Oct</b>	1	-	-	-	-	-	6	\$483
<b>Nov</b>	-	-	-	-	-	-	3	\$207
<b>Dec</b>	1	-	-	-	-	-	6	\$414
<b>Jan</b>	1	-	-	-	1	-	-	\$98
<b>Total</b>	<b>4</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>19</b>	<b>\$2090</b>

<b>Companion Animal Seizures 2022-2023</b>						
	<b>Seized</b>	<b>Surrendered</b>	<b>Released</b>	<b>Rehomed</b>	<b>Euthanised</b>	<b>Stolen/Escaped</b>
<b>Jul</b>	1	-	-	-	-	-
<b>Aug</b>	3	2	3	2	-	-
<b>Sep</b>	2	-	1	1	-	-
<b>Oct</b>	2	1	-	1	1	-
<b>Nov</b>	8	7	1	5	2	-
<b>Dec</b>	-	1	-	1	-	-
<b>Jan</b>	-	-	-	-	-	-
<b>Total</b>	<b>16</b>	<b>11</b>	<b>5</b>	<b>10</b>	<b>3</b>	<b>-</b>



<b>Companion Animal Ranger Services 2022-2023</b>				
	<b>Dog Attack Investigation</b>	<b>Roaming Dogs</b>	<b>Roaming Cats</b>	<b>Barking Dogs</b>
<b>Jul</b>	3	3	2	5
<b>Aug</b>	1	2	1	5
<b>Sep</b>	-	4	3	8
<b>Oct</b>	2	1	2	0
<b>Nov</b>	1	4	1	1
<b>Dec</b>	-	1	-	1
<b>Jan</b>	1	5	2	2
<b>Total</b>	<b>8</b>	<b>20</b>	<b>11</b>	<b>22</b>

## **4. Planning Policy**

### **4.1 Amendment to Walcha Local Environmental Plan – Agritourism Land Uses**

*Update – Resolution 2022/146 – Ordinary Meeting of Council held 30 March 2022*

The NSW Planning and Environment have advised that the proposed amendment to the Walcha Local Environmental Plan 2012 to incorporate;

- a) the land uses of agritourism, farm experience and farm gate premises,
- b) alter the land use tables for zones RU1 Primary Production, RU4 Primary Production Small Lots, RU5 Village, R5 Large Lot Residential and C4 Environmental Living to include the above land uses, and
- c) include specific clauses relating to farm stay accommodation and farm gate premises in the *Walcha Local Environmental Plan 2012*

This has been completed.

### **4.2 Amendment to Walcha Local Environmental Plan – Employment Zones**

*Update – Resolution 2022/144 – Ordinary Meeting of Council held 30 March 2022*

The NSW Planning and Environment have advised that the proposed amendment to the Walcha Local Environmental Plan 2012 to;

- a) Change the zone names of
  - i. B2 Local to E1 Local Centre
  - ii. IN1 General Industrial to E4 General Industrial
  - iii. B4 Mixed Use to MU2 Mixed Use
- b) Business identification sign, home business, home industry and recreation area as defined in the Standard Instrument is to be Permitted Without Consent in the E1 Local Centre Land Use Table
- c) Business identification signs as defined in the Standard Instrument is to be Permitted With Consent in the MU1 Mixed Use and E4 General Industrial Land Use Table



- d) Pond and tank based aquaculture as defined in the Standard Instrument is as Permitted With Consent in the E1 Local Centre, E4 General Industrial and MU1 Mixed Use zones Land Use Tables
- e) Local distribution premises as defined in the Standard Instrument as Permitted With Consent in all zones Land Use Tables

### ***Amending SI LEP Order***

The Amendment Order is intended to make a number of changes to the Order including amending the repeal of the business and industrial zones until 26 April 2023 to coincide with the commencement date for Local Environmental Plan (LEP) amendments. Other changes include modifications to objectives and land uses to address matters raised in submissions, as well as comprehensive savings and transitional provisions as previously outlined.

1. **16 December 2022 and will commence on 26 April 2023** – amendments to all LEPs that are being amended via self-repealing SEPP (134 LEPs in total. This included Walcha.)

### ***Prescribed zones SEPP***

The Transport and Infrastructure and Housing SEPPs was amended to include employment zones as prescribed zones to maintain permissibility. Changes will also be made to the Codes SEPP to ensure a Complying Development approval path cannot be used where permissibility is achieved through a savings and transitional provision.

2. **14 December 2022** – amendments to all LEPs that are being amended via self-repealing SEPP (134 LEPs in total. This included Walcha.)

### ***Self-repealing SEPP – LEP amendments***

On 14 December 2022, 134 LEPs to introduced employment zones. These amendments will commence on 26 April 2023.

3. **22 February 2022** - housekeeping SEPP to update any anomalies as well as to make the mapping coversheet for LEPs with PDF maps.

### ***Housekeeping SEPP***

DPE have identified the need for a housekeeping SEPP which will be made in February 2023. The SEPP will cover off on anything that gets picked up as problematic and unintentionally omitted between 14 December 2022 and early February 2023. The primary purpose of the Housekeeping SEPP will be to amend mapping and to include any undrafted consequential amendments. It is intended to be made late **February 2023** and will commence **26 April 2023**.

### ***Council Action***

Planning staff are reviewing the LEP data, particularly checking that:



1. The correct employment zone has been applied and to the correct areas;
2. Environmental Zones have been updated to Conservation Zones;
3. All Additional Permitted Uses or Key Sites have been mapped correctly.

#### **4.3 Section 7.2 Contribution Plan**

*Update – Resolution 2022/67 – Ordinary Meeting of Council held 31 March 2022*



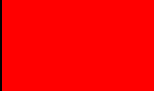
The plan was drafted for consideration at Ordinary Meeting of Council held 14 December 2022. *Resolution 99/2022 – Ordinary Meeting of Council held 14 December 2022*

The consideration of the draft Walcha Section 7.12 Plan was deferred until 2025-2026 budget considerations.

### **5. Capital Works Update**

To improve project reporting, the reporting on all initiated and budgeted capital projects within the Infrastructure portfolio has been consolidated into one attachment.

The coloured boxes indicate the health of a project with separate indicators for budget and schedule. Where status is green, commentary may not be required. However, the responsible officer will provide a comment against any indicator that is amber or red to explain how this issue is being addressed.

<b>Indicator Colour</b>	<b>Project Status</b>
	<b>On Track</b> – Project will meet the target deadline and/or is expected to stay within budget.
	<b>At Risk</b> – Project may not meet the target deadline and/or is expected to exceed allocated budget. Closer monitoring or preventative action is required.
	<b>Off Track</b> – Project will not meet adopted targets for delivery and/or budget, action is required.
C	<b>Completed</b> – Project completed with no further work required

**Capital Works Delivery Update - February 2023**

Project	Summary Scope/deliverables	Project Value	Original Target Completion Date	Estimated Completed Date	Cost to date	Budget Status	Budget Status	Schedule Status	Schedule Status	Activities for Next Three Months
<b>LOCAL ROADS</b>										
<b>Glen Morrison Road Rehab</b>	Rehabilitate and widen existing sealed road to ease curve - Fixing Local Roads R1	\$ 299,000		<b>Mar-23</b>	\$ 18,066				Start of works pushed to new year - workforce delayed attending to disaster recovery jobs.	Construction work to begin in Feb, target completion by March.
<b>Middle Street Rehab</b>	Fixing Local Roads R2 - minus kerb and gutter	\$ 565,586	Nov-21	<b>Jun-23</b>	\$ 14,141		Budget increased from \$495,000 to \$565,586 using unspent funds from Moona Plains Road		The Department have provided extensions for all rounds of the Fixing Local Roads program. Middle Street and Walsh Street will be pushed to the end of 22/23 FY.	Variation to funding deeds (increase in funding) approved by TfNSW. Works to be begin mid-2023.
<b>Walsh Street Rehab</b>	Fixing Local Roads R2 - minus kerb and gutter	\$ 403,336	Jan-22	<b>Jun-23</b>	\$ 13,830		Budget increased from \$332,750 to \$403,336 using unspent funds from Moona Plains Road			
<b>Aberaldie Road Rehab</b>	Rehabilitation of Segment 30 - Fixing Local Roads R3	\$ 703,384	Oct-22	<b>Dec-23</b>	\$ -				The Department have provided extensions for all rounds of the Fixing Local Roads program. Aberaldie Road Rehab and Forest Way will be pushed to end of 2023.	Conduct pavement investigations, finalise scope and conduct in-house survey & design
<b>Forest Way Phase 2</b>	3.6km of sealing, culvert and drainage works on Forest Way - Fixing Local Roads R3	\$ 841,407	Oct-22	<b>Dec-23</b>	\$ -					Conduct pavement investigations, finalise scope and organise construction.
<b>Three Causeways</b>	Rehabilitation works for 2 causeways on Old Brookmount Rd, and Hazeldean Road.	\$ 427,000	Jun-23	<b>Jun-23</b>	\$ 40,000				In design phase currently.	Construction tender advertised by 17 March 23
<b>Walcha Aerodrome</b>	Seal existing access, elec supply improvements, regravell existing runway	\$ 1,610,000	Oct-22	<b>Oct-23</b>	\$ -		Additional milestone request sent to the funding body to reduce the amount of WIP for the project.		Variation request submitted to complete works in 2023. Program deadline is March 2024.	RFQ for elec works in Feb, with access road delivered in 2023
<b>Kerb and Gutter Tender</b>	Several identified areas of kerb and gutter replacement to be packaged together in a single tender. Incl. Middle Street, Walsh Street, North Street.	\$ 595,250	Mar-22	<b>Apr-22</b>	\$ -		Works are grant funded from various sources - FLR2, LRCI3. No previously unfunded works - i.e. not additional to 2022/23 budget.		Schedule will be tight to complete this FY.	Tender closed, 5 submissions received. Award tender at Feb 23 Council meeting.
<b>BRIDGES</b>										
<b>Army Bridge</b>		\$ 2,050,850		<b>Dec-23</b>	\$ 147,997		The three bridges to go out to open D&C tender as Coastal works are no longer able to complete the works. It is anticipated that current budget may be inadequate and a variation will be required.		TfNSW have extended this program by an additional year. Variations on price need to be approved.	Tender currently out, closes 13 Feb 23.
<b>Winterbourne Bridge</b>		\$ 643,104		<b>Dec-23</b>	\$ 55,648					
<b>Mooraback Bridge</b>		\$ 526,680		<b>Dec-23</b>	\$ 45,774					
<b>Tia Diggings Bridge 1</b>		\$ 580,000	Jun-23	<b>Apr-23</b>	\$ 59,229		Awarded tender on budget, but with no contingency.		Site established for Tia Diggings 1 & 2, Niangala mid-Feb.	Tia Diggings open for traffic mid-March, Niangala end of March.
<b>Tia Diggings Bridge 2</b>		\$ 553,000	Jun-23	<b>Apr-23</b>	\$ 57,343					
<b>Niangala Bridge</b>		\$ 655,000	Jun-23	<b>May-23</b>	\$ 72,789					
<b>Boxley Bridge</b>		\$ 979,000	Aug-24	<b>Aug-24</b>	\$ -		Funding received via Fixing Country Bridges Round 2B, two other bridges unsuccessful		Deed Executed	Geotech and REF to be completed in next 2 months.
<b>STATE ROADS</b>										
<b>Oxley Highway - 2022/2023 Routine Maintenance</b>	Annual routine maintenance	\$ 585,000		<b>Jun-23</b>	\$ 188,144					Routine road maintenance works continuing. Minor pavement patch scoping in progress. Undertaking Pothole patching, inspections, guideposts, etc.

**Capital Works Delivery Update - February 2023**

Project	Summary Scope/deliverables	Project Value	Original Target Completion Date	Estimated Completed Date	Cost to date	Budget Status	Budget Status	Schedule Status	Schedule Status	Activities for Next Three Months
<b>Oxley Highway - 2022/2023 Resealing Program</b>	Annual routine resealing	\$ 500,000		Mar-23						Works to begin February
<b>Oxley Highway - Heavy Patching</b>	Annual heavy patching works	\$ 897,207		Jun-23	\$ 83,243					Heavy patching program to be completed by March 23.
<b>REGIONAL ROADS</b>										
<b>Rehabilitation of Walcha Township Approaches - Derby Street - (Segments 4710 and 4720)</b>	Rehabilitation, drainage, service replacement, kerb and gutter, parking, sealing	\$ 6,960,000	Jun-22	Jun-24	\$ 394,738		Council has received an additional \$4,560,000 for this project via the Heavy Vehicle Safety and Productivity Program. There is \$2.4M remaining Corridor Strategy funds.		Variation request submitted to TfNSW for EOT on Corridor Strategy funding.	Design and Project Management Tender being prepared for advertisement 17 Feb 23 and award in March Council meeting.
<b>Rehabilitation of Old Crockford - Segment 4170</b>	Rehabilitation; widening of pavement to 8m seal width	\$ 500,000	Jun-23	Jun-23	\$ -		New project, budget from R2R and \$139k REPAIR Grant			Works to begin in March 2022
<b>Thunderbolts Way Heavy Patching Program</b>	Heavy patching - various locations	\$ 350,000		Jun-23			Additional heavy patching on TBW due to block grant no longer being required for Derby Street			Heavy patching program to be completed by March 23.
<b>WATER, SEWER &amp; WASTE</b>										
<b>Walcha Wastewater Treatment Plant Upgrade</b>		\$ 1,800,000		Sep-22	\$ 1,716,831				1. Identify outstanding scope items with DPE. 2. Plan delivery of outstanding items and report back with updated completion date.	Ongoing liaison with PWA to confirm final scope items another follow up call to them 9/12/22
<b>Walcha Off Creek Storage</b>		\$ 11,000,000	Dec-22	Sep-23	\$ 4,156,210		First 3 Milestone payments (\$6.5M) received. Project tracking under budget with plenty of cash in advance of invoices, however project management and design costs are over budget.		Package 1 Embankment Construction bulk earthworks completed. Package 4 (Design) underway but running two months behind schedule.	KCE will complete their works by end of March, around the same time that Design Works are completed.
<b>Walcha Waste Strategy 2025</b>				Apr-23					1. Develop additional detailed costing for bin lift rates. 2. Develop CBA for hook bin options 3. Develop plan for additional kerbside collection areas and costs for inclusion 4. Report back next month with revised plan.	1. Present to Councillors at Nov briefing workshop 2. Present final draft Waste Strategy Apr 23 with view of full roll out July 23
<b>John Oxley Sewer Extension</b>	Construction of new SPS at John Oxley Oval, and sewer connection to existing network	\$ 760,541	TBD	TBD	\$ -				SCCF5 funding only just announced, no milestone dates set yet.	Confirm milestones and sign funding deed.
<b>Water Meter Replacement</b>		\$ 350,000		Jun-23	\$ -		Grant application submitted 10/02/22 for funding to replace current meter fleet with SMART meters was unsuccessful. Seeking new revenue sources		Works cannot proceed until funding secured.	Council seeking new source of funding via National Water Grid Connections Funding Pathway
<b>Sewer Smoke Testing</b>		\$ 75,000		Jun-23	\$ -		Grant funding unsuccessful, works need to proceed using own source revenue.		EPL Variation for to licence approved, effectively giving Council until June 2023 to complete testing.	1. Preparing scope to undertake works early 2023. 2. Obtain quotes for smoke testing and manhole assessment. 3. CAC approval to fund from reserve funds presented and approved.



Capital Works Delivery Update - February 2023										
Project	Summary Scope/deliverables	Project Value	Original Target Completion Date	Estimated Completed Date	Cost to date	Budget Status	Budget Status	Schedule Status	Schedule Status	Activities for Next Three Months
<b>COMMUNITY PROJECTS</b>										
<b>Levee Bank Walk Lighting</b>	Installation of solar lighting along both sides of Apsley River Levee Bank, from Blue Hogan to Middle Street	\$ 279,911	Jun-22	Oct-22	\$ 271,000		No further costs to be invoiced. Project within budget.		Project complete.	Project completion report to be submitted. Defect & Liability period to Dec 23.
<b>Walcha Sporting Amenity Upgrades - Walcha Pool</b>	Upgrade of amenities at John Oxley Oval and Walcha Pool	\$ 566,087		Oct-23	\$ 56,800		There is not enough money to complete all works identified in condition report, so works will need to be prioritised		BEC completing design tender docs.	Tender docs received next week, advertise construction tender on 17 Feb with view to award in March.
<b>Walcha Sporting Amenity Upgrades - John Oxley Oval</b>	Upgrade of amenities at John Oxley Oval and Walcha Pool	\$ 130,420		Mar-23	\$ -		No costs to date		No works to date	Scope of works and delivery strategy are being developed by the project team.
<b>Walcha Swimming Pool Refurbishment</b>	Further upgrade of Walcha Swimming Pool via BLER Grant	\$ 1,100,000	Oct-22	Oct-23	\$ 183,718		There is not enough money to complete all works identified in condition report, so works will need to be prioritised		BEC completing design tender docs.	Tender docs received next week, advertise construction tender on 17 Feb with view to award in March.
<b>Renew Walcha Skate Park</b>	New skate park facilities, new fence for John Oxley Oval, CCTV	\$ 966,964		Jun-23	\$ 360,376		Additional \$100K applied for via Stronger Country Communities Round 5.		100% Detailed Design delivered. Fence installation completed. CCTV cameras are operating.	Construction tender to be advertised by 10 Feb 23 with award in March.
<b>Upgrade Walcha Lions Park</b>	New park facilities at Lions Park	\$ 410,554	Feb-22	Apr-23	\$ 11,600		Tender within project budget.		Construction to start 6 Feb. Lions Club have removed existing equipment	Installation of park equipment
<b>Nowendoc Hall</b>	Replacement of water tanks, provision of disabled car park.	\$ 88,261	Sep-23	Sep-23						Start works in March
<b>Pathways Project - Town</b>	Construction of various connecting pathways in Walcha	\$ 654,465	Mar-24	Mar-24						Funding schedules have been returned to TfNSW, waiting to received the Deeds.
<b>Pathways Project - Darjeeling</b>	Construction of pathway from Lions Park to John Oxley Oval	\$ 1,324,455	Mar-24	Mar-24						Funding schedules have been returned to TfNSW, waiting to received the Deeds.
<b>Pathways Project - Summervale</b>	Construction of pathway from Walcha to Summervale	\$ 1,750,254	Nov-24	Nov-24						Funding schedules have been returned to TfNSW, waiting to received the Deeds.
<b>TOTAL</b>		<b>\$ 42,481,716</b>			<b>\$ 7,947,477</b>					



## Progress Report (Jan 2022)

### Progress Summary

Ongoing project administration, including submission of this progress report and associated progress claim / invoices.

Ongoing involvement from Council, Hunter H2O, Entura to review technical RFIs and detailed construction methodologies for Package 1. Due diligence prior to release of key Hold Points and site visit planning in place to minimise the cost of site attendance while still allowing a final signoff of construction to be obtained.

Council personnel continue to assist with site surveillance and procurement of Principal Supplied Items, with assistance from the Project Management Team (PMT). Terms of Reference and project roles updated (pending CAC endorsement) to reflect internal personnel changes within Council.

Package 1 works continue to progress, with bulk earthworks now completed. Remaining works primarily completion of inlet and outlet structures, spillway crest wall and completion of permanent access roads (including spillway crossing). Over 80,000m<sup>3</sup> of excavated material has been placed in the embankment to date.

The current Stage 2 design development is near completion, with components impacted by the pending variation (for value-add increases to design scope) put on hold pending formal approval. Two additional variations (one for design of a trunnion offtake for OCS1 and one for integration of updated SCADApacks for the switchboard design) are also pending formal approval.

Procurement of Principal Supplied Items and works packages is proceeding progressively, fast tracking delivery and maximising local content where possible. Items relating to the rising main (Package 6a) and OCS1 outlet valve pit have been received, with new pumps (for OCS1) and valves/actuators currently on order pending delivery.

### Project Risks

Existing and newly identified key project risks being actively managed – please see attached for update Risk and Opportunity Register, with updated cells highlighted.

Managing any planned temporary pumping (to accommodate planned pumping station augmentations) with regards to timing and approvals is a key project risks which is in focus for the next month.

### Budget / Cashflow

Please see attached for the updated Project Cashflow and Project Financial Control Sheet. This forecast has been reworked in order to better align with the updates program and expected costs through to project completion.

This has resulted in a significantly increased project contingency of \$2,479,771.36 (from \$1,793,172.64 in the last progress report), despite a ~\$25k spend from the contingency this month (Council indirect costs).

The three pending variations present approx. \$210,000 of additional value to the project, which is more than offset by the approx. \$685,000 increase in project contingency from this forecast rework.

Hunter H2O's progress claim and invoicing through to the end of Jan 2023 will to be submitted pending acceptance of the attached cashflow.

### Safety

All current works on site are under the Package 1 WHS / Enviro PMP for safety. No incidents or near misses to report.

Ongoing site surveillance (by Council / Hunter H2O) and periodic audits (by the Package 1 Contractor) undertaken to ensure identified hazards are being communicated within the project team and adequately mitigated.

### Environment / Community Relations

All current works on site are under the Package 1 WHS / Enviro PMP for environmental. All water released from site below maximum value established in Water Quality Management Plan, and flocculant levels are within relevant guidelines.

Ongoing liaison with the private landowner regarding the works by Council, and all broader community liaison will be in accordance with DPE guidance.

### Issues Requiring Council Input

Items pending Council input include:

1. Approval of Stage 2 design development variation proposal
2. Approval of trunnion design development variation proposal
3. Approval of SCADApack integration variation proposal
4. Outage planning for pumping station construction.

### Time

Please see attached for the updated project program, noting the planned date for Completion is now 17/10/2023 (previously 22/09/2023). This change is primarily due to the delay in Council approval of the Stage 2 design development variation proposal, as this component of the design works are on hold pending approval.

This program has also been updated to reflect the latest construction program received from the Package 1 Contractor, which reflects a number of Extensions of Time (for poor weather).

The program also reflects updated forecast completion dates for the Stage 2 design (including additional variation scope), assuming formal approval is received by COB 10/02/2023.

### Quality

All deliverables are being developed in accordance with Beca HunterH2O's Quality Management Systems.

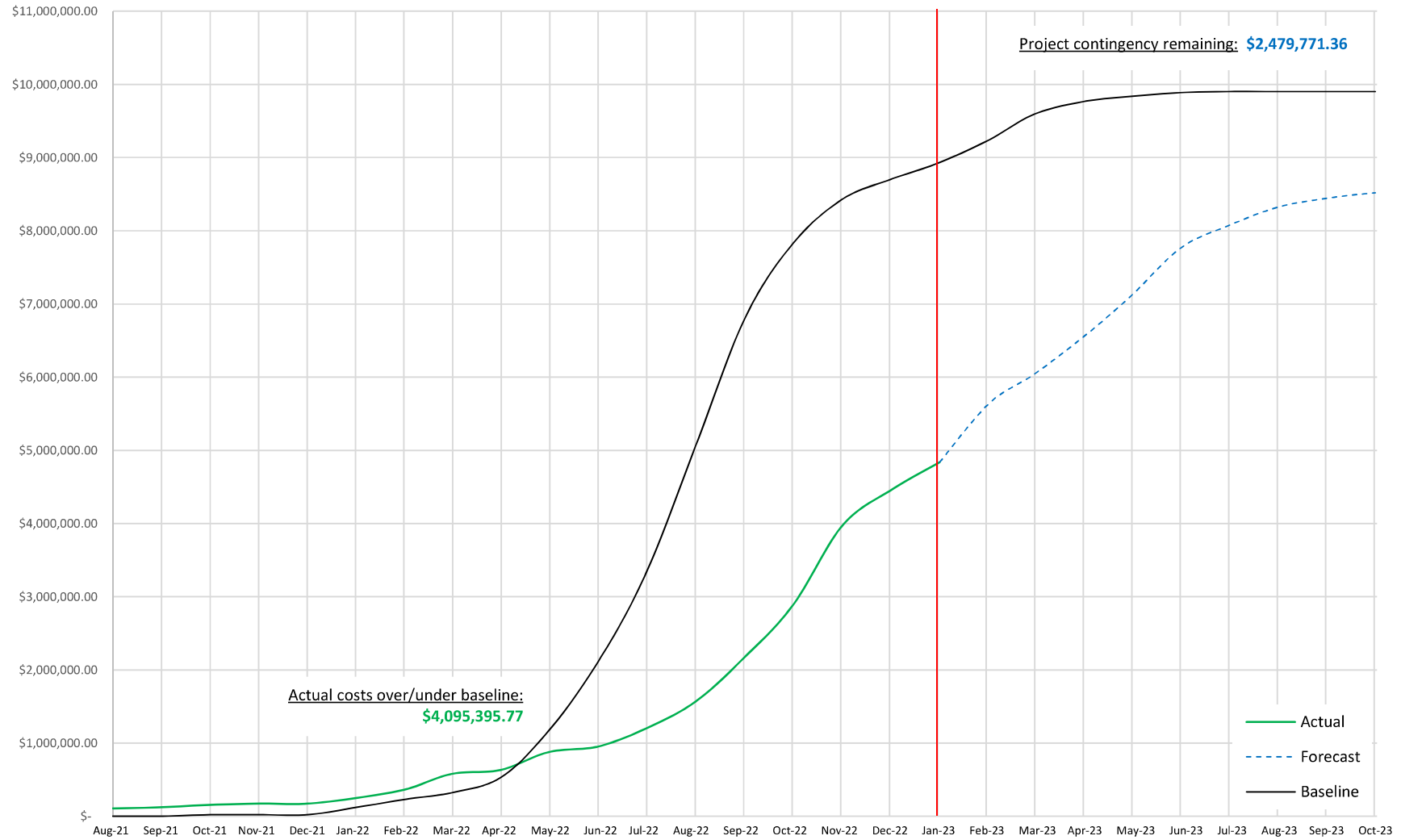
All work produced by subconsultants is reviewed to ensure it is up to the high standard of quality expected.

### Innovation / Value Added / Other

Identification of value-add opportunities to use available funding (including achieved savings to date) to deliver robust and future-proofed water infrastructure for Council.

This includes allowance for additional future capacity (switchboard/platform design changes), water quality improvement initiatives (trunnion design), integration of improved control infrastructure (SCADApack integration) and improved operability of proposed infrastructure (additional sensors, actuators, new VSDs on existing pumps, etc.).

### Walcha Off Creek Storage (OCS1) EPCM Project Cashflow (Jan 2023)





## 9.2 CORPORATE & COMMUNITY:

Ref: WO/2023/00183

**Responsible Executive:** Director Corporate & Community

**Attachments:**

### Community Strategic Plan Reference:

**Goal 8.1** – Walcha Council will exemplify good leadership, mutual respect and trust by being inclusive, ensuring open information and communication and encouraging active participation at all levels.

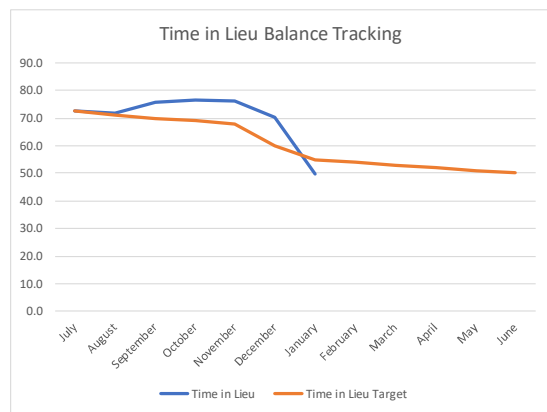
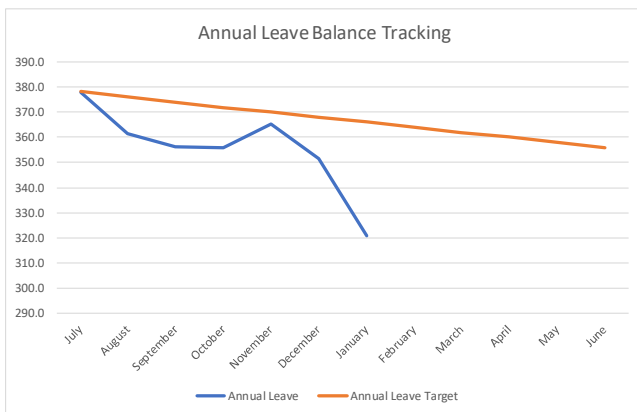
**RECOMMENDATION:** That items included in the Corporate & Community Review Report be NOTED by Council.

## Corporate and Finance

The purpose of this report is to provide confidence to Council that corporate and financial risk are being managed on a monthly basis by improving visibility of key performance indicators. This report also provides an overview of the monthly operations of the Community Services and Tourism areas of Council.

### 1. Walcha Council Leave Balances

Directorate	JANUARY 2023			JUNE 2022			Comments/Reduction Strategy
	Annual Leave Weeks	RDO Weeks	Time in Lieu Weeks	Annual Leave Weeks	RDO Weeks	Time in Lieu Weeks	
Office of the General Manager (14)	101	4	4	102	6	9	Increase in office shutdown has brought leave balances down and is one step to managing Council's leave liability.
Infrastructure (45)	185	0	42	218	4	58	Leave balances have reduced over the Christmas break however ongoing work is needed to manage balances. A council leave policy will assist with this.
Planning & Development (3)	23	1	0	25	1	0	
Community & Tourism (17)	12	2	4	32	2	5	
<b>Totals</b>	<b>321</b>	<b>7</b>	<b>50</b>	<b>378</b>	<b>13</b>	<b>72</b>	





The above table includes June 2022 as a point of comparison to review the movement on leave balances from the end of the 2022 financial year.

The Rostered Day Off (RDO) and Time in Lieu (TIL) weeks are an issue that must be significantly reduced by Council. TIL incurs the same costs as overtime where one extra hour worked equates to two hours leave taken or if paid out 2x. TIL is currently the issue most urgent to address with leave.

With the extended Christmas shutdown Council has seen a significant reduction of leave which Council needs to continue to manage.

## 2. Walcha Council Unrestricted Cash Reconciliation

<b>UNRESTRICTED CASH RECONCILIATION</b>		
	<b>December 2022</b>	<b>June 2022</b>
Total Cash & Investments	16,173,530	13,521,720
External Restrictions:		
Contract Liabilities - General Fund	4,409,817	3,025,730
Contract Liabilities - Water Fund	2,221,283	3,709,846
Specific Purpose Grants	534,404	986,057
Water Fund (interfunding balance)	809,462	701,274
Sewer Fund (interfunding balance)	566,236	502,588
	8,541,202	8,925,495
Internal Allocations	4,377,958	6,684,560
<b>Unrestricted Cash</b>	<b>3,254,369</b>	<b>-2,088,335</b>

Unrestricted cash is still expected to be in deficit by June 2023 however with significant funding currently being expended Council may not have the resources to complete all own source works resulting in a surplus that would create backlog of works and be spent the following year for example.

## 3. Walcha Council Debt Recovery

Walcha Council has the current arrears as follows:

General Rates - \$97,385

Water Rates - \$92,935

Current outstanding percentage is approximately 3.7%, trending down steadily as a result of our active debt collection.



#### 4. Walcha Council Customer Request Management (CRM)

	1 M	1-2M	2-3M	3-6M	6M+	Total CRM	DEC 22
Planning & Environment	20	7	19	101	39	<b>186</b>	<b>170</b>
Engineering	29	4	27	36	21	<b>117</b>	<b>120</b>
Administration	2	0	0	2	4	<b>8</b>	<b>6</b>
<b>Total Open CRM's</b>	<b>92</b>	<b>67</b>	<b>40</b>	<b>59</b>	<b>38</b>	<b>311</b>	<b>296</b>

A CRM is created with an incoming request via customer service which is then assigned to the relevant area. The CRM is tracked and provides information including CRM status.



## 5. Walcha Council Investment Report

REGISTER OF INVESTMENTS TO 31 JANUARY 2023																								
Institution	Type	Placement Date	Term (Days)	Maturity Date	Interest Rate	Amount Invested	Est. Interest	Est. Market Value At Maturity	YTD Interest	YTD Redemption	MV % of Portfolio	TD Account #												
nab	TD	10/10/2022	120	7/02/2023	3.55%	557,235.37	6,503.62	563,738.99	2,425.97		4.43%	872609622												
Commonwealth Bank	TD	14/10/2022	122	13/02/2023	3.59%	501,800.00	6,021.33	507,821.33	1,800.00		3.99%	37844807												
Commonwealth Bank	TD	26/09/2022	150	23/02/2023	3.84%	503,057.53	7,938.66	510,996.20	3,057.53		4.00%	37844807												
Commonwealth Bank	TD	26/09/2022	150	23/02/2023	3.84%	503,057.53	7,938.66	510,996.20	3,057.53		4.00%	37844807												
nab	TD	3/08/2022	210	1/03/2023	3.35%	254,341.40	4,802.17	259,243.57	613.12		2.02%	917202309												
Commonwealth Bank	TD	6/09/2022	181	6/03/2023	3.61%	1,000,000.00	17,901.64	1,017,901.64			7.94%	37844807												
Commonwealth Bank	TD	6/09/2022	181	6/03/2023	3.61%	1,000,000.00	17,901.64	1,017,901.64			7.94%	37844807												
nab	TD	7/11/2022	150	6/04/2023	3.91%	1,004,416.44	16,139.46	1,020,555.90	4,416.44		7.98%	485796165												
Commonwealth Bank	TD	26/09/2022	210	24/04/2023	4.11%	503,057.53	11,895.59	514,953.12	3,057.53		4.00%	37844807												
Commonwealth Bank	TD	26/09/2022	210	24/04/2023	4.11%	503,057.53	11,895.59	514,953.12	3,057.53		4.00%	37844807												
nab	TD	4/01/2023	120	4/05/2023	4.05%	505,358.91	6,728.89	512,087.80	5,358.91		4.01%	488134669												
nab	TD	15/11/2022	181	15/05/2023	4.05%	635,946.88	12,772.08	648,718.96	4,721.23		5.05%	918317642												
Commonwealth Bank	TD	27/10/2022	210	25/05/2023	4.10%	1,006,460.27	23,741.43	1,030,201.70	9,082.87		7.99%	37844807												
nab	TD	4/01/2023	152	5/06/2023	4.15%	539,035.34	9,315.71	548,351.05	7,446.63		4.28%	972272676												
nab	TD	5/12/2022	182	5/06/2023	4.10%	503,797.27	10,299.55	514,096.82	3,797.27		4.00%	486916667												
Commonwealth Bank	TD	15/12/2022	180	13/06/2023	4.20%	1,060,525.73	21,965.96	1,082,491.69	11,450.73		8.42%	37844807												
Commonwealth Bank	TD	27/01/2023	180	26/07/2023	4.42%	613,619.11	13,375.22	626,994.33	11,038.76		4.87%	37844807												
nab	TD	4/08/2022	365	4/08/2023	3.70%	623,670.25	23,075.80	646,746.05	1,355.46		4.95%	416873585												
nab	TD	16/09/2022	365	16/09/2023	4.20%	255,778.05	10,742.68	266,520.73	1,380.02		2.03%	444927886												
nab	TD	4/10/2022	365	4/10/2023	4.40%	255,017.13	11,220.75	266,237.88	1,446.05		2.03%	919512554												
nab	TD	12/01/2023	365	12/01/2024	4.55%	259,517.32	11,808.04	271,325.36	4,547.55		2.06%	919675556												
Average rate					3.97%	<b>12,588,749.61</b>	<b>264,084.47</b>	<b>12,852,834.08</b>	<b>83,111.13</b>	-	<b>100%</b>													
Capital Value of Portfolio						<b>12,588,749.61</b>																		
Redeemed Value of Portfolio						-																		
Market Value of Portfolio 30/09/2022						<b>12,052,834.08</b>																		
Estimated Profit/(Loss) 30/09/2022						<b>264,084.47</b>																		
<p>The average rate of investments increased from 3.6% in November to 3.97% in January due to increasing TD rates. This is expected level out in the current market.</p> <p>PREVIOUS FINANCIAL YEAR COMPARATIVE DATA: January 2022</p> <table> <tr> <td>Interest Earned YTD</td> <td>7,640.20</td> </tr> <tr> <td>Market Value of Portfolio</td> <td>4,351,728.58</td> </tr> <tr> <td>Average interest rate</td> <td>0.36%</td> </tr> </table> <p>Interest Earned YTD 30 June 2022: 43,301.76              Market Value of Portfolio 30 June 2022: 6,505,681.00</p>													Interest Earned YTD	7,640.20	Market Value of Portfolio	4,351,728.58	Average interest rate	0.36%						
Interest Earned YTD	7,640.20																							
Market Value of Portfolio	4,351,728.58																							
Average interest rate	0.36%																							
<p>Institutional Exposure</p> <table> <thead> <tr> <th></th> <th>Investment at Market Value</th> <th>% of Portfolio</th> </tr> </thead> <tbody> <tr> <td> Commonwealth Bank</td> <td>7,194,635</td> <td>57%</td> </tr> <tr> <td> nab</td> <td>5,394,114</td> <td>43%</td> </tr> <tr> <td></td> <td><b>12,588,750</b></td> <td><b>100%</b></td> </tr> </tbody> </table>														Investment at Market Value	% of Portfolio	Commonwealth Bank	7,194,635	57%	nab	5,394,114	43%		<b>12,588,750</b>	<b>100%</b>
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<p><b>Responsible Accounting Officer's Certification Local Government (General) Regulation 2005 - Paragraph 212</b>              The investments have been made in accordance with the Act, Regulations and Walcha Council's Investment Policy.</p> <p>Signed Christian Martin (Responsible Accounting Officer)</p>																								



## Community Services and Tourism

Current Grants		
<b>Preschool</b>	Community Grants – Increasing ATSI enrolment and engagement	Extension received until 31/3/2023
<b>Youth</b>	Summer Break Holiday Program	Approved
	Youth Opportunities Grant	Approved
<b>Community Recovery</b>	Greenwaste Grant	Successful - \$804,195
	Disaster Risk Reduction Fund (Infrastructure team)	Successful - \$244,258.52 over 18 months

Operational Overview	
<b>WCCC</b>	<p>Community Care is back in full swing after a Christmas close down, and January spent working on the planning for 2023.</p> <p>Group social support continues to be a focus, with Meal on Wheels, Transport and Individual social support also doing well. Outputs for all services are positive.</p>
<b>Preschool</b>	<p>The preschool is full once again. There is some uncertainty around the impact the new long day care facility will have on our numbers or when it will open. Staff and families have been assured that we will not make any changes during 2023 that will adversely impact them. Hours of operation for 2024 will be reviewed later in the year prior to opening for enrolments.</p>
<b>Library &amp; Youth</b>	<p>Another fantastic School Holiday program was planned and delivered by Cassie and her helpers.</p> <p>We have been successful with our Youth Opportunities Grant application. This grant will pay for gym memberships, qualified coaching and a some small gym related items for youth between the ages of 16-24 who would like to join the gym and receive coaching and instruction for correct equipment use and fitness programs.</p> <p>Initial discussions have been held regarding the Public Library Infrastructure Grants that will be opening later in the year. A report will be prepared for the March CAC meeting to set out our draft proposal.</p>





<b>Early Intervention</b>	Early Intervention will be operating on Wednesday, Thursday and Friday during 2023. Rhonda has 11 clients and is very busy.
<b>Tourism</b>	Grant reporting for the 2022 Rally has been completed. A Rally meeting will be held on 15 February to start work on the Strategic Plan and the budget for the event to bring to Council for their consideration at the March meeting.

### Priorities for December

- Budget and Fees & Charges
- Motorcycle Rally Strategic Plan



## 1. Walcha Council Community Care (WCCC)

January 2023

### **1.1 Groups**

***New Clients for the month- 3***

***Exited Clients- 0***

Welcome back to 2023 at WCCC! We have started off slowly as staff had holidays and our clients went visiting family. We were lucky enough to get a thumbs up in the first Apsley Advocate of the year, thanking us for our delivery of Meals on Wheels on Christmas Day to our seniors that do not have family to go to. This is something that we do every year, with my children assisting and wearing Santa hats, small gifts in hand and a hot lunch. It helps in teaching the grace of giving to those who have a lot and is certainly a favorite for those receiving.

We finally got underway with a trip to Bendemeer Hotel for lunch. What was meant to be a small, quiet start to the year ended up requiring bus hire for the 18 clients that quickly put their hands up. It was great to see everyone together; the lunch was fabulous and the conversation flowed non- stop. We also managed to squeeze in a Friday takeaway at the centre - fish and chips were on offer and were enjoyed by all.

Our Meals on Wheels volunteers continued to turn up each day to assist with deliveries and have been a fantastic help over the holiday period.

Over the break we welcomed Sue Jackson to the team as a casual. It has been incredibly helpful having an extra person on deck who is so capable as well as enthusiastic. She has been a fantastic addition, particularly as Trish has been away on extended sick leave.

We have some great plans for 2023, beginning in February. We look forward to sharing them all over the coming months.





<b>Takeaway/ Community Café</b> 20/01- 8 27/01- 5	<b>Joint Excursion- Bendemeer Hotel</b>  18/01- 18
---	--

### **1.2 Transport – January 2023**

*Medical drives* – 29 trips were delivered during the month, including local trips as well as to Tamworth and Armidale.

<b>Walcha Access bus</b> (every Friday) N/A	<b>Bus to Armidale</b> (every Thursday) 12/01- 4 19/01- 4 26/01- 4
<b>Taxi Vouchers</b> – 27 clients used the service with 218 trips being provided.	

### **1.3 Meals on Wheels**

Meals on Wheels volunteers are back in place and we now have a completed monthly roster for this. All security check ups (including police checks) are being maintained to ensure they are up to date. This month clients received hot main meals with some of those clients also receiving desserts and frozen meals throughout the 7-day week. The total number of meals this month was: 477

Mains: 243

Desserts: 112

Frozens: 122

### **1.5 Feedback and Complaints**

Thumbs up in the Advocate for delivery of Meals on Wheels on Christmas Day.

**Jess Goodwin**

**Community Care Coordinator**



## 2. Library and Youth

December 2022

- Loans: 557
- Returns: 398
- Reservations placed & issued: 159
- New members: 3
- Door count: 740
- Wi-fi use: 34
- Computer use: 54
- Housebound: 7

Other statistics:

- eLibrary: Borrow Box
  - 68 users
  - 188 eAudiobooks
  - 67 eBooks

The Walcha Library was closed for the Christmas break from midday on Thursday 22 December and was due to re-open on Monday 9 January. Despite the closure, the total number of loans were similar to last month. With the doors closed, returns dropped, likely due to the closure over Christmas. Reservations placed and issued have remained steady and new member registrations rose again to 3. The number of members using the Borrow Box eLibrary, and the number of eBook and eAudiobook loans have dropped, compared to last month.

### Outreach & Promotion

Outreach and library promotional activities have allowed Walcha Library to engage with the community this month. They include:

- The notice board in the library window regularly being updated with library and community information and events
- Staff have continued to use a systematic and measured approach to the use of social media to engage with the community and library members this month
- An outreach program was delivered this month at the Walcha Farmers Markets at McHattan park, with a Walcha Library stall, including information posters and flyers about services and facilities at the library, including a selection of items that could be borrowed. Given it was Christmas, Christmas themed childrens books were available to borrow and 3 members took up that opportunity.




### Social media

The popularity of the Walcha Library Facebook page only slightly increased this month, with 3 new people following the page - currently 320 followers. Staff have continued to use the systematic approach to ensure the content was engaging, useful and an effective use of staff time. The library shared 18 posts on the Facebook page, reaching 992 people (reach slight







decrease by 8%). The 4 Instagram posts shared throughout December received 61 'likes'. Library and Youth Instagram posts are now followed by 241 people, with 6 new followers this month.

The programs, activities and information shared via Facebook and Instagram this month have been broken into two categories below, Engagement & Service content:

Engagement content: fun and interactive posts shared to engage with the library community and/or acknowledge events/themes being celebrated in wider community	# people reached on Facebook	People engaging on Instagram	
Total 1 engagement posts	<b>492</b>		
Library Christmas closure info	426 218, 99, 109,		 <p><b>Walcha Library WILL BE CLOSED</b>        From <b>12 noon</b> Thursday 22nd of December 2022 and reopening Monday 9th January 2023</p> <p>Check out our eLibrary <a href="http://www.crl.nsw.gov.au">www.crl.nsw.gov.au</a> </p> <p>All items (except jigsaw puzzles) can be returned in the after hours returns box &amp; don't forget, we don't charge late fees.</p>
eLibrary promo	66		 <p>Walcha Library    Whether on the beach, by the pool or just around the house, your next holiday read is waiting on indyreads. #indyreadsNSW #NSWRPLibraries</p> <p><b>THE HEAT WAVE</b>    KATE BORDAN</p> <p><b>YOUR ONLINE LIBRARY OPEN 24/7</b>    Find this eBook &amp; other great summer reads    indyreads</p> <p>Boost this post to reach up to 474 more people daily. If you spend A\$25. <a href="#">Boost post</a></p>



Service content: informative posts about the library services, facilities and programs	# people reached on Facebook	People engaging on Instagram	
Total 12 service posts	<b>2016</b>	<b>61</b>	
7 x promotional posts for Walcha Council Summer Break Program for youth	1506 685, 113, 316, 92, 112, 105, 83	29 13, 7, 9	 <p>WALCHA COUNCIL Summer BREAK HOLIDAY PROGRAM</p> <p><b>LEGO MASTERS</b>          Andrew and Damian from Lego Masters, present "Clicking Bricks" an interactive workshop to connect with aspiring builders and help take their skills to the next level. These workshops are for all ages (so kids can take their parents along too!)          Wed 11th &amp; Thurs 12th Jan 2023          @ Walcha MPC - Book now!</p> <p>ALL BOOKINGS MADE ONLINE VIA QR CODE OR LINK BELOW:  <a href="https://forms.gle/BU2LxAssnUf77soD8">https://forms.gle/BU2LxAssnUf77soD8</a></p>
3 x Walcha Library summer events (including visiting 'Cool Guys' CNRL Tutankhaman workshop)	312 114, 116, 82		 <p>WALCHA COUNCIL Summer BREAK HOLIDAY PROGRAM</p> <p><b>WALCHA LIBRARY EVENTS</b></p> <p><b>CHRISTMAS CRAFT &amp; STORYTIME</b>          Visit the Walcha Council Library stall at the Walcha Farmers Markets, McHattan Park for Children's Christmas craft 9am - 12 noon &amp; Storytime with Santa at 10.30am          Saturday 17th December 2022</p>
Adam Marshall MP post promoting Walcha Council Summer Holiday Program	198 likes on original post (11 shares)		 <p>Walcha Library          December 28, 2022 at 7:25 PM · 48</p> <p>Adam Marshall MP is feeling awesome in Walcha, New South Wales.          December 28, 2022 at 6:52 PM · 48</p> <p>LOTS OF FREE FUN IN WALCHA THESE HOLIDAYS 🎁          There is no excuse for Walcha youngsters to be bored these school holidays, thanks to a jam-packed sched... See more</p>
Christmas Storytime photos		32	



## Programs

This month library staff have started using the new catalogued barcodes to issue jigsaw puzzles from the Walcha Puzzle Library. Donations continue to come in from community members, so that the collection can be fine tuned to include the puzzles in best condition.

Library Volunteer, Veronica, continues to aid at the library on Monday mornings and Friday afternoons. Both shifts are during the peak item processing times at the library and ensures efficient use of the additional assistance. This month she has also worked on projects such as picture book & Christmas display creation and maintenance as well as the usual reservations, returns and home delivery.

Childrens programs this month included a special Christmas themed Storytime and a regular Baby Booktime. The Storytime, which was held at McHattan park during the Walcha Farmers Markets, included Christmas books, songs and games, and a visit from and story with Santa (thanks to Mayor Eric Noakes!). Approximately 40 children and 20 parents joined into the session. A Christmas Baby booktime was held on the usual day (3<sup>rd</sup> Monday of the month) which is now planned to be family-daycare group friendly, including stories & activities that don't require a lot of adult assistance. This booktime session was attended by a group of 9, 2 adults and 7 children, with two more groups cancelling due to cases of Covid-19 amongst the families.



Childrens craft was also offered at the Walcha Library stall at the Walcha Farmers this month. So along with the Christmas Storytime, featuring Santa, children and families visiting the markets were also welcome to decorate a gift bag with a range of glittery decorations provided free of charge at the stall. Many parents commented that this craft was too messy for home, and they appreciated the opportunity for their children to enjoy the glittery activity at the outdoor venue.

Housebound library services were arranged with Riverview and delivered by Walcha Library staff and volunteers this month. A collection hand-picked for the Riverview residents and a number of housebound individuals were ordered and delivered in the second last week of the month, due to the Christmas closure. The kids-corner activity this month was the ACYP postcard activity, sent for our members to complete from the NSW Governments Advocate for Children and Young People. This activity has



been completed by a number of children, along with the monthly Penpal letter to the Riverview residents.

The Walcha Library Book club met this month as usual in the library, with 5 members in attendance. There were 8 members at the 'Taphouse' Book club this month. With December being a popular meeting for the 'Taphouse' bookclub members, they exchange books, or share recommendations of books they've enjoyed reading, outside of the bookclub books this year. An existing bookclub in the Walcha district have joined forces with the library this month, and will be using the CNRL bookclub kits for 2023. This bookclub will be called the 'Penny King' bookclub, to distinguish it from the others, and will be the 3<sup>rd</sup> bookclub group hosted by Walcha Library.

The Walcha Library staff have composed a Summer Reading Challenge for Walcha readers this summer. The challenge tasks including noting how many books read, favourite authors and reading outside. Once completed, members can go into the draw to win a prize. Previous years have shown staff that displaying the prize is a great encouragement for people to participate, so the prizes have been on display at the library and the Library stall at the markets all month. The prizes are a series of books, puzzles and other items purchased in Walcha. Entry forms are due at the end of the school holidays, before the draws will take place.



The number of members and visitors using the library facilities for study related purposes has dropped this month, likely due to end of year study breaks. The free wifi and quiet study areas have been utilised for once or twice per week this month for study purposes. Staff have continued to encourage the increase in afterschool teenage visitors at the library.

#### Staffing & training

Staff and patrons all welcomed Bec Whillock back from maternity leave this month, to return to work. Everyone looking forward to her working at the library each Friday. Thanks should also be made to Sahra Rabbitt and Alice Flanagan for filling Bec's position at the library this year.

Library coordinator Cassie McKenna completed her first aid qualifications this month. She completed HLTAID012 Provide First Aid in an Education and Care Setting which included providing cardiopulmonary resuscitation, providing basic emergency life support, provide first aid, defibrillation module, asthma module and anaphylaxis modules.

#### Youth activities

This month saw the launch, promotion and start of the Walcha Council's Summer School Holiday activities, thanks to almost \$15,000 funding from the NSW Governments Office of Regional Youth's Summer Break Program. Included in the program is 2 workshops (dance and art), 2 excursions (Stoney Aquapark & Tamworth Paintball) and 2 events (Lego Masters & Pool Party).





These activities will be held in addition to the holiday activities provided by the library, which will include Christmas craft, outreach Storytime sessions and CNRL workshops. The ideas for these holiday activities were gathered from young people through Council's Youth Strategy, at the previous Youth Advisory Meetings and through feedback gathered in the Spring school holiday program surveys. The online bookings have been plentiful throughout December, ready for the activities in January 2023. Member for Parliament, Adam Marshall acknowledged the work of youth activity coordinator Cassie McKenna with a visit to the library this month, commenting on her work planning and organising the range and quality of activities, especially the lego workshop. Later in December he posted on his Facebook page, promoting the holiday program activities.

### **January 2023**

- Loans: 534
- Returns: 631
- Reservations placed & issued: 138
- New members: 3
- Door count: 700
- Wi-fi use: 24
- Computer use: 57
- Housebound: 7

#### Other statistics:

- eLibrary: Borrow Box
  - 74 users
  - 210 eAudiobooks
  - 97 eBooks

The Walcha Library was closed for the Christmas holidays until Monday 9 January. Despite the closure, the total number of loans were similar to last month. Considerably more returns were processed this month, as members delivered their holiday loans. Reservations placed and issued have remained steady and new member registrations remained at 3 this month. Recent visitor averages of 50 people per day indicated that this month was particularly busy, averaging 53 people per day. This is interesting, considering Council's decision to close for an additional week at the beginning of the year. The number of members using the Borrow Box eLibrary, and the number of eBook and eAudiobook loans have increased compared to last month.

#### Outreach & Promotion

Outreach and library promotional activities have allowed Walcha Library to engage with the community this month. They include:

- The notice board in the library window regularly being updated with library and community information and events
- Staff have continued to use a systematic and measured approach to the use of social media to engage with the community and library members this month



- An information stall was set up at the Walcha Councils annual Pool Party in January, providing brochures and information about membership and the Summer Reading Challenge. A number of families interacted with this information when arriving at the event, as it was located near the free lucky door prize registration. Items from the library's 'Kids Alive' collection were on display and available for loan.

Social media

The popularity of the Walcha Library Facebook page increased again month, with 6 new people following the page - currently 326 followers. Staff have continued to use the systematic approach to ensure the content was engaging, useful and an effective use of staff time. The library shared 12 posts on the Facebook page, reaching 1842 people (an 86% increase to last month). The 8 Instagram posts shared throughout January received 175 'likes' (up from 61 last month). Library and Youth Instagram posts are now followed by 249 people, with 8 new followers this month.

The programs, activities and information shared via Facebook and Instagram this month have been broken into two categories below, Engagement & Service content:

<b>Engagement content: fun and interactive posts shared to engage with the library community and/or acknowledge events/themes being celebrated in wider community</b>	<b># people reached on Facebook</b>	<b>People engaging on Instagram</b>
Total 0 engagement posts		

<b>Service content: informative posts about the library services, facilities and programs</b>	<b># people reached on Facebook</b>	<b>People engaging on Instagram</b>
Total 20 service posts	<b>2702</b>	<b>175</b>
eLibrary promotional posts: <ul style="list-style-type: none"> <li>- Libby by overdrive 'A man called Ove'</li> <li>- Borrow Box: Lynda La Plante quote</li> </ul>	150 109	



<p>Summer Break Program Promo:</p> <ul style="list-style-type: none"> <li>- Lego Masters x 5</li> <li>- Storytime splash</li> <li>- Pool Party</li> <li>- Excursions</li> </ul>	<p>1009 122 601</p>	<p>32 10 21</p>	
<p>Summer reading challenge promo &amp; reminders</p>	<p>108</p>	<p>3</p>	
<p>Reporting on holiday programs (including photos)</p> <ul style="list-style-type: none"> <li>- Lego event</li> <li>- Stoney excursion</li> <li>- The whole program, thanking NSW Gov for funding</li> </ul>	<p>245 290 68</p>	<p>40 28 41</p>	

Programs

This month library staff are using the new catalogued barcodes to issue jigsaw puzzles from the Walcha Puzzle Library. Donations continue to come in from community members, so that the collection can be fine tuned to include the puzzles in best condition. In the month of January, 8 puzzles have been issued to our members, and there are currently 85 in the collection.

Library Volunteer, Veronica, continues to aid at the library on Monday mornings and Friday afternoons. Both shifts are during the peak item processing times at the library and ensures efficient use of the additional assistance. This month she has also worked on projects and maintenance as well as the usual reservations, returns and home delivery.



Childrens programs were not run this month, but not for lack of trying. The Storytime Splash was planned for the Walcha pool, but not run due to the cold/wet weather and the daycare group that booked in for the January Baby booktime session cancelled due to illness.

Housebound library services were arranged with Riverview and delivered by Walcha Library staff and volunteer this month. A collection hand-picked for the Riverview residents and a number of housebound individuals were ordered and delivered in the second last week of the month. The kids-corner activity this month was a series of Australian animals and run alongside the ACYP postcard activity. There weren't any colouring in pictures for the Riverview members this month. The Walcha Library Book club and the 'Taphouse' Bookclub skipped the January meetings, as they do each year. However books were still delivered, giving members two books to discuss in the February meetings. The new 'Penny King' book club run with full attendance for the first month of the year.

The Summer Reading Challenge was promoted and drawn this month. There were 11 entries submitted, and the prize pack was split up to be shared amongst all who entered. The participants ranged in age from 4 to 16 years old, but none of the adults who took entry forms ended up submitting them. The challenge tasks included sharing with friends, going outside to read and making use of the different collections available at Walcha Library.

The number of members and visitors using the library facilities for study related purposes was significantly lower than usual this month, likely due to study breaks. The free wifi and quiet study areas have been utilised occasionally this month for study purposes.

#### Staffing & training

Library coordinator Cassie McKenna completed another module of the Niche academy's online training which is provided by CNRL each month. The module was "Nonverbal tools to eliminate conflict" and provided direct de-escalation training for the public library context.

#### Youth activities

This month saw the completion of the Walcha Council's Summer School Holiday activities, thanks to almost \$15,000 funding from the NSW Governments Office of Regional Youth's Summer Break Program. The program included the following:

- 2 workshops (Dance Fusion and Resin Art) which were successfully booked out by a total of 44 participants.
  - o The dance workshops were provided by 2 locals, who taught a mixture of Jazz and Bollywood dancing styles.
  - o The resin workshops led by a local jewellery maker proved to be a very popular, so much so that an extra session was made available.
- 2 excursions (Stoney Aquapark & Tamworth Paintball) the Council bus was used to transport 10 young people to Tamworth for paintball, and a bus was hired to take 20 young people to Telegraph Point in Port Macquarie. Both of these activities are too expensive for inclusion in the normal Council youth budget, and the objective was to



provide free opportunities to young people from low socio-economic families, who would otherwise not be able to experience these activities.

- 2 events; Lego Masters Workshop & Pool Party were both very well received by Walcha families with in excess of 400 people in attendance over the two events.
  - o The Lego Masters Workshop: Two of the celebrities from popular TV show Lego Masters, Andrew and Damian visited Walcha to provide a series of workshops over the two days. The 'Clicking Bricks' experts were interviewed by local lego club members, showed off some epic models they had built, and provided expert technique to all of the attendees. Over 3 sessions (of 1.5-3hrs duration) 84 young people (including younger siblings) and 36 of their parents/guardians thoroughly enjoyed the building activities.
  - o The Pool Party, is becoming a summer staple in Walcha, and this funding allowed it to be bigger than ever. With a majority of the funding for this event being staffing of lifesavers and youth worker staff, over 200 children attended, and almost 100 parents took advantage of the warm, sunny weather – perfect for the event. With the inflatable equipment up, and inflatable toys given away, the pool was covered in people for the entire afternoon. Games and activities were run by council staff, and lucky door prizes and icy poles given out to those who participated. Tess Johnstone from Healthwise assisted with the activities, and sponsored the prizes that were given away, while also running a pool trivia activity in order to provide some education for young people around mental health, healthy eating and accessing emergency assistance.

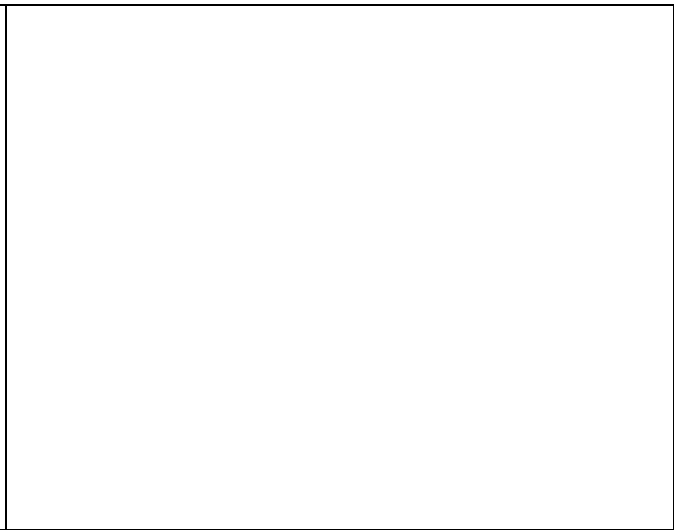
These activities were provided in addition to the holiday activities provided by the library, which included Christmas craft, outreach Storytime sessions and CNRL workshops. The CNRL Workshop focus these holidays was Tutankhamun and focussed on archaeology themes. This workshop filled twice, requiring the Innovation Studio team from the Tamworth Library to offer a second workshop.

One of the challenges of this program was staffing. These larger-than-usual activities also require more staff, to ensure adequate supervision and child-staff ratios, but casual library staff are needed to keep the library open. This holiday period, casual staff pools at the preschool were explored, and when some staff fell ill, Community Care staff were enlisted for an occasion. Staff make the activities happen, and without them many of the activities wouldn't be possible. All activities were provided free of charge, and included transport and lunch when required – this was a condition of the funding body. It has been suggested by some community members that we offer more places (eg bigger bus load) in the excursions, and ask for a financial contribution from each participant. Unfortunately, the condition on this funding restricted our ability to do this, but it will be taken on board for future excursions that are Council funded within the Youth budget when grants are not being used.

**Photos**

Lego Masters event 11 & 12 January





Walcha Pool Party 24 January



Resin Art & Dance Fusion Workshops



Tamworth Paintball excursion 18 January





### Stoney Aquapark excursion 13 January



**Cassie McKenna**  
**Library Coordinator**

### 3. Preschool

**January 2023**

For the start of this year, we have employed another permanent part-time employee, Brianna Coghlan; she is Diploma qualified and has been working in long day care for 8/9 years; we look forward to her contributing to our daily program and will value her experience at Walcha Preschool.

During the holiday break at preschool, the outdoor crew installed our chicken coop, which was bought via a grant; we have waited a very long time for this to arrive. Harley and his team have done a great job building and installing the chicken coop and built a yard surrounding the coop. One of our families at the preschool breeds different varieties of chickens and has offered to donate some to the preschool.



The number for preschool this year, again, is very high. The Kangaroo room (4-5 years) is full, with 42 children attending over 5 days. The Koala room (3-4 Years) has a small number of vacancies, but these are filling up quickly, with around 30 children attending over the 5 days.



We have created approximately 15 new spaces this year by opening the second room on a Friday, which previously was a combined day.

**Mel Clark**  
**Preschool Nominated Supervisor**

**4. Tourism**

**December 2022 & January 2023**

**Number of visitors to Visitor Information Centre (VIC)**

<b>DECEMBER</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>
<b>Walk in's</b>	<b>361</b>	<b>284</b>	<b>339</b>	<b>195</b>
<b>Phone enquiries</b>	<b>19</b>	<b>27</b>	<b>5</b>	<b>36</b>
<b>Email enquiries</b>	<b>38</b>	<b>3</b>	<b>4</b>	<b>0</b>

<b>JANUARY</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>
<b>Walk in's</b>	<b>490</b>	<b>290</b>	<b>290</b>	<b>523</b>
<b>Phone enquiries</b>	<b>21</b>	<b>12</b>	<b>28</b>	<b>23</b>
<b>Email enquiries</b>	<b>0</b>	<b>3</b>	<b>43</b>	<b>5</b>

<b>WEBSITE STATISTICS</b>	<b>January</b>	<b>December</b>	<b>November</b>	<b>October</b>
<b><a href="http://www.walchansw.com.au">www.walchansw.com.au</a></b>				
<b>Visits</b>	<b>78,573</b>	<b>20,525</b>	<b>24,129</b>	<b>26,981</b>
<b>Pages</b>	<b>310,748</b>	<b>123,537</b>	<b>311,603</b>	<b>239,089</b>
<b>Hits</b>	<b>621,625</b>	<b>354,923</b>	<b>561,735</b>	<b>542,202</b>

**Note:** Significant spike in website hits in January can be attributed to targeted advertising, including in Tamworth Country Music Festival's free guide, engaging with social media influencers and people researching our website during school holidays.



## SOCIAL MEDIA – WALCHA TOURISM DECEMBER

### Facebook + Instagram Insights

Insight period: 01/12/22 - 31/12/22

**Notes:**

- Total Facebook Posts: 13/ Total Facebook Posts by EJ Freelance: 4 + 1 shared post RE: Walcha Farmers Market
- Total Instagram Posts: 5 / Total Instagram posts by EJ Freelance: 4
- Total Facebook Stories: 0/ Total Instagram Stories: 4 (shared via @therealamandawoods & @serajwright)
- **Note:** December is typically considered a low engagement period. Another consideration is that Walcha Tourism published less posts than the previous month. Account followers continue to grow and reach for Facebook and Instagram remains greater than follower counts.

Facebook Followers	Facebook Reach	Facebook Engagement	Instagram Followers	Instagram Reach	Instagram Engagement
<b>1,554</b> Number of accounts that 'like' this page	<b>7,280</b> Number of accounts that saw any of our posts at least once	<b>2,284</b> Number of accounts that interacted with content (e.g. through likes, comments, shares + saves)	<b>805</b> Number of accounts that follow this account	<b>1,046</b> Number of accounts that saw any of our posts at least once	<b>140</b> Number of accounts that interacted with content (e.g. through likes, comments, shares + saves)
Comparison to Previous Period	Comparison to Previous Period	Comparison to Previous Period	Comparison to Previous Period	Comparison to Previous Period	Comparison to Previous Period
<b>+24</b>	<b>-54.1%</b>	<b>-54.1%</b>	<b>+10</b>	<b>-18%</b>	<b>-50.6%</b>

### Top 3 Performing Posts (by reach) – Facebook

Recent content	Type	Reach	Likes and reactio...	Comments	Shares	Link clicks
"I've just taken my Pink chics on an..." Dec 10, 2022	Post	Posted by EJ Freelance	1,735	66	2	1
"A few scenes from our overnight c..." Dec 3, 2022	Post	Posted by EJ Freelance	1,426	63	10	8
Over the Christmas holidays, you'll ... Dec 23, 2022	Post	Posted by EJ Freelance	1,121	46	4	8

### Top 3 Performing Posts (by reach) – Instagram

Recent content	Type	Reach	Likes and reactio...	Comments	Shares
New Year's resolution: Enjoy more ... Dec 30, 2022	Post	Posted by EJ Freelance	695	49	0
Budds Mare was the location for o... Dec 12, 2022	Post	Posted by Walcha Tourism	428	55	1
"I've just taken my Pink chics on an..." Dec 10, 2022	Post	Posted by EJ Freelance	404	47	0



## JANUARY

# Facebook + Instagram Insights

Insight period: 01/01/23 - 31/01/23

Total posts (incl. reels) to Facebook: 13

Total of those posts by EJ Freelance: 5

Total posts (incl. reels) to Instagram: 6

Total of those posts by EJ Freelance: 5

Stories shared: 3

See next page for notes

Facebook Followers	Facebook Reach (Organic)	Facebook Engagement	Instagram Followers	Instagram Reach (Organic)	Instagram Engagement
<b>1,608</b> Number of accounts that 'like' this page	<b>6,097</b> Number of accounts that saw any of our posts at least once	<b>2,280</b> Number of accounts that interacted with content (e.g. through likes, comments, shares + saves)	<b>820</b> Number of accounts that follow this account	<b>1,161</b> Number of accounts that saw any of our posts at least once	<b>244</b> Number of accounts that interacted with content (e.g. through likes, comments, shares + saves)
Comparison to Previous Period	Comparison to Previous Period	Comparison to Previous Period	Comparison to Previous Period	Comparison to Previous Period	Comparison to Previous Period
<b>+54</b>	<b>-16.3%</b>	<b>-0.17%</b>	<b>+15</b>	<b>+11%</b>	<b>+74.2%</b>

## Top 3 Performing Posts (by reach) – Facebook

Recent content	Type	Reach	Likes and reactio...	Comments	Shares	Link clicks
Come up and ride the back ... Sat Jan 28, 10:01pm	Post	2,831	168	16	13	107
Walcha is a mecca for keen ... Sat Jan 21, 10:00pm	Post	2,294	102	7	10	1
"I cannot wait to go back to this m... Fri Jan 6, 10:00pm	Post	2,060	119	17	11	12

## Top 3 Performing Posts (by reach) – Instagram

Recent content	Type	Reach	Likes and reactio...	Comments	Shares
"One last trek before back to realit... Tue Jan 24, 9:05pm	Post	651	70	5	0
"I cannot wait to go back to this m... Fri Jan 6, 10:01pm	Post	583	113	4	6
Come up and ride the back ... Sat Jan 28, 10:00pm	Post	497	73	0	1

## SOUNDTRAILS STATISTICS

SOUNDTRAIL NAME	WEBSITE VISITS	OPENS
Apsley Falls - Oxley Wild Rivers NP	22 (Dec) 19 (Jan)	19 (Dec) 25 (Jan)
Walcha Sculpture	62 (Dec) 45 (Jan)	41 (Dec) 69 (Jan)



## Australian Traveller campaign

New England High Country (NEHC) undertook an extensive digital campaign with Australian Traveller Magazine from August to December, which included a native content piece about Walcha written by travel writer Amanda Woods. This can be viewed at [Best Walcha accommodation, cafes and things to do \(australiantraveller.com\)](https://australiantraveller.com/Best-Walcha-accommodation-cafes-and-things-to-do)

Some of the results of the campaign for Walcha can be seen below. UVS = Unique visitors (3,052), CTR = click through rate, Time = time spent on Walcha page.

## NEHC PERFORMANCE – WALCHA



### Your guide to Walcha accommodation and travel



BY AMANDA WOODS

LAST UPDATED: 26 DECEMBER 2021

High on the Great Dividing Range at the crossroads of Thunderbolts Way and the Oxley Highway, Walcha is a New England gem.

UVS: 3052 CTR% 11.37% TIME: 4:20

new  
england  
high  
country

AUSTRALIAN  
**TRAVELLER**  
HONESTLY AUSTRALIAN

## NEHC Visitor Guide

The new Visitor Guides for NEHC, which include information on each of our towns as well as a large Hema map, have been updated and distributed to the Visitor Information Centre network. These are a great resource for people travelling to the area and Walcha is showcased beautifully.

## Friends of the Walcha Motorcycle Rally

It was wonderful to have the generous contingent of volunteers recognised and acknowledged at the Australia Day Awards recently. Congratulations to all the volunteers for their commitment to this great event for tourism.

## Visitor Information Centre Volunteer familiarisation tour and lunch

Our fantastic volunteers at the Information Centre were treated to a familiarisation tour to Budds Mare, where we had morning tea and met with National Parks Ranger Sam Doakes for a Q&A. The day was rounded off with a lovely lunch at Embers Restaurant to acknowledge their efforts and show our appreciation for their volunteer service.



### **Visitor Information Centre – Visitor book comments**

Some of the comments from visitors to the Walcha Visitor Information Centre during December and January include:

- *Great to find an Information Centre!*
- *Fantastic service – thank you, I found my way thanks to you, Very helpful info!*
- *I will be back!*
- *Great thanks, Albert was very helpful – thank you!*
- *So friendly, so helpful – Don was great to talk to, Very helpful! Loving this town!*
- *The service is excellent, Excellent help, Lovely town and river walk,*
- *A beautiful part of the world, Very helpful, Beautifully displayed brochures*

**Lisa Kirton**

**Tourism and Visitor Information Services Coordinator**



# Item 10:

# Committee Reports

**RECOMMENDATION: THAT Council RECEIVE and NOTE the Committee Reports as presented.**



## Walcha Council Beautification Advisory Committee Meeting Minutes

held on

Wednesday, 8 December 2022

at

**2.00pm**

at

Walcha Council Chambers

**The Chair welcomed all members and declared the meeting open.**

**PRESENT:** Clr Aurora Reilly (Chair), Clr Anne-Marie Pointing, Phillip Hood (Director Infrastructure & Development), Phyllis Hoy, Faye (Col) King, Caroline Street, Peter Blomfield.

**IN ATTENDANCE:** Amy Hood (Administration Officer), Cynthia Morris (Team Leader – Horticulture).

Committee Minutes





## **RECOMMENDATIONS FROM MEETING:**

Nil Recommendations

## **APOLOGIES:**

Apologies: Robyn Vincent, Stephen King and Gweneth Higgins.

The Chair and Committee members wish to acknowledge Jim Hallenan's commitment and contribution to the Beautification Committee and the wider Walcha Community and express their deepest condolences to Jim's family upon his passing.

## **1. CONFIRMATION OF MEETING MINUTES & ACTIONS ARISING**

Previous Minutes of **7 September 2022** were endorsed by members without correction.

The Chair and members provided updates on any Actions Arising from the previous meeting.

Declaration of Interests: Nil

## **2. GENERAL BUSINESS:**

### **2.1 Proposed Planting Plan and Schedule – Skate Park Upgrade**

Members reviewed the design and discussed the proposed plantings. Cynthia has been discussing options/suggestions with the Armidale Tree Group to determine more appropriate plantings than those proposed in the design.

Members advised they were very happy with the outcome of the tree removals at the Captain Cook Park/Skatepark site to date and are also happy to support the recommendations of the Armidale Tree Group in relation to future plantings.

### **2.2 Manchurian Pear Trees in Lagoon Street**

Cynthia advised that tree limbs are dropping from these Trees due to storm damage and are causing a potential safety issue for residents/pedestrians. Cynthia requested members advice on either removal and replanting or pruning of the existing Trees as a solution.

Members recommended pruning the existing Manchurian Pears in Winter to prevent limbs dropping.

### **2.3 Tree Preservation Policy**

The MOU between Essential Energy and Council remains unsigned until Council's new Tree Preservation Policy is drafted and approved. Council has a previously revoked Tree Policy, elements of which may be incorporated into the new policy.

Essential Energy currently subcontract tree pruning via Tree Serve. Members expressed concern at the aggressive pruning of trees across the town. Members discussed the potential option for removing larger trees under existing power lines and replacing these with lower growing species. Members requested closer discussion/liaison with Essential Energy



regarding pruning. Members request that ongoing negotiation around pruning be written into the MOU prior to it being signed.

**Action: DID will contact Essential Energy to raise the Beautification Committees concerns with aggressive pruning of Trees under existing powerlines and include negotiation around pruning in the MOU between Council and Essential Energy.**

## **2.4 Weed Spraying in Town Areas**

DID requested members feedback on potential weed spraying locations across town. Members suggested spraying for St Johns Wart, including behind the Trout hatcher, the Koala Walk and various locations along the Walcha Levee.

## **3. OTHER BUSINESS:**

### **3.1 Ohio North Shelter Garden Update**

Rotary Shelter – members there was plan to plant a garden at this location. Members would like to see a plan for the garden design. The road upgrade going ahead and the garden works can be included in the upgrade works. Members also raised the potential for car park upgrade works. DOI advised there will be a revised concept design including these items. Members suggest that Pine Trees in front of the Showground be included in the concept design for the Upgrade. When the draft concept design comes back to Council for review the design will tabled with the Beautification Committee prior to Council providing comment. Liquid Amber trees are not appropriate for the location due to invasive roots.

**Action: The Draft Concept Design for the Derby Street Upgrade to be added to the next Beautification Committee Meeting Agenda for discussion.**

**Action: Committee members to attend a Derby Street site visit in the new year to discuss the upgrade works and proposed garden design.**

**Action: Committee members to attend a Site Visit to the Showground in the new year to discuss potential plantings at this location.**

### **3.2 Niche Garden Plantings**

Members discussed options and suggested Teucrium and Nandinas, of various varieties for planting in these garden beds.

### **3.3 Development of a 5-year Plan for Tree Plantings**

Members agreed that the Committee and Council begin drafting a preferred species register and 5-year plan for preferred planting species across the Walcha township.



### 3.4 Shared Pathways Funding

Members were advised that Council has now obtained funding for the construction of shared pathways at several locations within Walcha.

Members discussed the Hospital Wall Mural and potential garden to be planted at the mural location.

**Action:** In anticipation of Shared Pathway construction works, any potential plantings will be tabled at future Beautification Committee Meetings as they are proposed.

**Action:** Hospital Wall Mural Garden Bed Plantings proposal to be added to the Agenda later in 2023 for discussion.

### 3.5 Walcha Levee Bank

Members discussed the potential to extend plantings as a screen at various locations along the Levee bank.

### 3.6 Mill Hole

Members enquired about creating a higher garden (near to the existing concrete slab). Cynthia advised she will check our available funds and current program to assess if this is possible. DOI advised there may be potential grant funding opportunities for this location for a Foot Bridge/Pedestrian Bridge to be constructed.

### 3.7 Rose Garden

The Chair raised an issue related to trucks making left hand turns off Jamieson Street for the duration of the Windfarm project and potential impact on the Rose Garden. The Chair made enquiries with Winterbourne Wind regarding any potential impacts and Winterbourne Wind has advised that the Rose Garden will not be impacted by the heavy vehicle turning circle/traffic movements at this location.

### 3.8 Peter Fenwicke Oval Fencing

Members discussed the new fencing, functions and aesthetics and agree the fencing looks great and thanked staff involved for a good outcome.

### 3.8 Crocodile Bridge

Members discussed current works and commented that the works have been well done and thanked Council staff involved for their hard work and a good outcome.

**Next Meeting: Wednesday 8 February 2023 (Amended to **Wednesday 15 February 2023**)**

**THERE BEING NO FURTHER BUSINESS THE CHAIR THANKED MEMBERS AND DECLARED THE MEETING CLOSED AT 3:25PM.**



# Walcha Council Tourism Advisory Committee Meeting

held on

Tuesday, 7 February 2023

at

9:00am

at

Walcha Library

## **PRESENT:**

Clr Aurora Reilly (Chairperson), Karen Kermode (Executive Manager Community & Tourism), Lisa Kirton (Tourism Coordinator), Corinne Annetts (Tourism Officer), Aaron Simmon (NPWS Area Manager for New England), Jane Morrison, Louise Clarke, Peter Berney (NPWS Ranger Team Leader).

## **1. APOLOGIES:**

Christian Martin (Director Corporate & Community).

## **2. MINUTES OF THE MEETING HELD ON 18 October 2022:**

The Committee **RESOLVED** on the motion of **Morrison** and **Reilly** that the minutes of the meeting of the Walcha Council Tourism Advisory Committee held at Walcha Council Chambers, 18 October 2022, copies of which were distributed to all members, be taken as read and confirmed a **TRUE** record.

Committee Minutes



### **3. BUSINESS ARISING**

#### **3.1 Apsley Falls Entrance Update**

All signage has been installed, including additional signs on Oxley Hwy and NPWS is satisfied with this. The new vegetation is doing well. There is currently no budget available for artwork/sculpture. New signal boost will be provided by Goodcom to allow visitors to book sites and access information. General feedback is that the state of the parks is wonderful. Tia falls path from main platform to parking will be upgraded and sealed allowing ease of access for visitors.

#### **3.2 EV Charging Station Update**

General Manager has been in discussion with NRMA, who are providing the unit, which was to be installed January but has now has been delayed. Question as to if signage is to be included with EV installation. Executive Manager Community and Tourism to follow up.

#### **3.3 Plaque for mosaic – Rainbow Serpent – Sue Green**

Green has not been contactable at this stage and Tourism will continue to follow up.

#### **3.4 Town and Boundary Signage**

Director Infrastructure & Development has advised that in consultation with the Arts Advisory Committee they are looking into the correct guidelines required by TfNSW. The timber sign designed by Steven King could be placed on private property as an alternative. Arts Advisory Committee are working with Director Infrastructure & Development on this item. Remove from agenda.

Private commercial business signage at town entrance and current policy is to be followed up by Executive Manager Community & Tourism.

#### **3.5 Indigenous Handout**

Access with Amaroo has been limited at this point for consultation. Suggest speaking with Elaine Bartholomew, Alena Stackman, Hope Strudwick, Syreene Kitchener, Garry Towney to share stories and family history. To be followed up by Tourism.

#### **3.6 Grants Update – Cultural, Heritage, Tap & Go Water**

Water Tap & Go – Executive Manager, Tourism & Community highlighted that the community grants finder is a great resource. There is a grant available for communities in Murray Darling basin for water resource, Walcha Shire falls into part of this area. Works Manager for Water to research this for a pay and go unit at a cost of \$40,000 that will assist Council in providing water for caravans. Cultural/Heritage Grants are currently closed.

#### **3.7 Carson's Lookout Information Board**

Tourism Coordinator had contacted Midcoast Council 18 months ago regarding updating the current Walcha content on sign board as it is out of date. Midcoast Council welcomed input from Walcha on updating information on Walcha side of board. Midcoast Council are currently updating all their signage. Lions in Gloucester were involved in erection of



this information board so will need to be contacted. Tourism to request assistance and more information in regards to this item.

### **3.8 Mountain Bike Track**

Chris Feltham and NEMTB (New England Mountain Bikers) built the track. The track requires signage and site carpark before it can be used by the general public. Council had suggested they would assist with this in the past and this has not occurred to date. It is believed the track is on native title land. Executive Manager Community & Tourism to follow up.

## **4. GENERAL BUSINESS**

### **4.1 History Centre Images**

Morrison researched other towns, Dungog, Morpeth, The Entrance who have plaques in place for historic buildings, suggest asking these towns for information on this. Executive Manager Community & Tourism advised currently heritage grant is closed but may reopen after the election. Funding would be required for this project. Tourism to research further.

### **4.2 NPWS (National Parks & Wildlife Service) Virtual Experience Supper**

A wonderful video has been created of the Youdale's Hut rebuild and opening. This video was shared to Walcha tourism Facebook page. NPWS to work with Museum as a location for supper and video showing. Council to provide screen for event. Suggested date to be after daylight savings ends.

### **4.3 Cycling Routes**

Walcha's cycling routes are generating much interest and becoming a key attraction. The need to have a repair and parts centre or information regarding repairs for visitors is essential. Mountain Motors can do some repairs but prefer not to advertise this due to time constraints. Tourism to follow up. NPWS Suggested a mobile repair trailer during peak periods from Armidale /Tamworth.

### **4.4 Riverside Campground Visitation**

Discussed possible reasons for reduction in visitation to Riverside over the years. Executive Manager Community & Tourism suggested that camper trailers no longer being able to access area could have impact. Bushfires had an impact. NPWS to upgrade area and reduce the day use open space so there is more camping beside vehicles. Day use area is great for swimming and people are always looking for swimming holes in summer.

## **5. NEXT MEETING**

Tuesday 13 June

Tuesday 10 October

**THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 10:04AM.**



## Walcha Council Arts Advisory Committee Meeting Minutes

held on

Tuesday, 7 February 2023

at

**9.35am**

at

Walcha Council Chambers

**The Chair welcomed all members and declared the meeting open.**

**PRESENT:** Mayor Eric Noakes (Chair), Clr Nena Hicks, Phillip Hood (Director Infrastructure & Development), Paula Jenkins and James Rogers.

**IN ATTENDANCE:** Will Fenwicke (Manager Project Delivery), Amy Hood (Administration Officer), Harley Fontanella (Coordinator Urban Works).

Committee Minutes



## **RECOMMENDATIONS FROM MEETING**

Nil

### **APOLOGIES:**

Stephen King and Lauren Mackley are apologies for this meeting.

## **2. CONFIRMATION OF MEETING MINUTES & ACTIONS ARISING**

Previous Minutes of **1 November 2022** Meeting were confirmed without amendments.

## **3. DECLARATIONS OF INTEREST:**

Nil

## **4.S GENERAL BUSINESS:**

### **4.1 Walcha Council Public Arts Policy**

The Chair provided members with details on the background of the development of the policy. Members reviewed Council's current Public Arts Policy with no amendments to the existing policy. The Policy is designed to enable Council and the Arts Community to identify potential opportunities for funding and artistic opportunities within civic works that are planned or presently underway. The policy reinforces that public works should proceed with a mind to identifying opportunities for art as part of civic works. Members agreed that the shared pathways project and the Derby Street Upgrade could be a significant upcoming opportunity for the Committee to provide input into the design elements and identify opportunities for art. Relationships between public art and public space is a complex relationship and this policy has been drafted with the intention to provide opportunities for Committee input into Council projects at the design phase. Members agreed that integration of art within the local community is essential.

Members requested that future infrastructure and community projects and proposed works are brought to the Arts Advisory Committee for input consistently for meaningful input on art integration. Members are requested to email any suggested amendments to the policy through to the Secretariat or the Director of Infrastructure and Development prior to the next Councillor workshop.

Clr Hicks advised that Arts North West are meeting in Walcha on the **20 February 2023**.

**Action: Include in the Scope of Works for the Derby Street Upgrade that the Public Arts Policy is included in the tender documentation for this project.**

**Action: Members request that Councillors attend site visits with local artists to discuss artworks, their context and how they are integrated within the Community.**





**Action: Councillor Workshop to be scheduled with key members of the Arts Advisory Committee attending to discuss the Council’s Public Arts Policy in detail on Wednesday 22 February 2023.**

#### **4.2 Open Air Gallery – Arts Benevolence Status and Donations**

James Rogers provided members with background on the recognition of the “Open Air Gallery” as a body of works and an official public collection. It is not currently on the register of cultural organisations. Essentially it assigns responsibilities and obligations to the gallery as a whole.

The Director Infrastructure and Development advised there is an Asset Register that lists all of the current art works and their current value. The CFO is currently collating information of the status of previous donations.

Clr Hicks advised that there has been a structural change given that this is no longer a Section 355 Committee. Council will need to confirm with the ATO that this eligible deductible gift recipient status is still valid given that this is now an Advisory Committee and not a Section 355 Committee.

The Chair discussed the need for potential lump sum donations to be tabled with Councillors for discussion prior to the next financial years’ budget. There are restricted funds that require a Council approval prior to being expended.

**Action: Director Infrastructure and Development to determine if the Arts Advisory Committee has retained its eligible deductible gift recipient status given that this is now an Advisory Committee and not a Section 355 Committee.**

#### **4.3 Arts North West – Grant Application Information**

Arts North West were looking at potential grant funding for plaques for the Soundtrails installation. Open Space funding may also be applicable for these works

**Action: Arts Northwest to forward information through to Committee Secretariat on current grant funding opportunities for Art projects within the community.**

#### **4.4 Mother Sculpture Relocation**

The Director Infrastructure and Development confirmed that Council will provide any in-kind funding and assistance to facilitate this installation. James Rogers advised there is some artwork specific and site specific works required prior to installation and he will liaise with the Urban Works Coordinator regarding the installation works required.



## **5. OTHER BUSINESS:**

### **5.1 Open Air Gallery Maintenance, Rose Garden and Crocodile Bridge**

The Urban Works Coordinator advised that the Open-Air Gallery maintenance has begun and rock wall construction at the Rose Garden will be underway from March 2023.

### **5.2 Hospital Wall Mural**

The Director Infrastructure and Development enquired about the project status. James Rogers advised this has not progressed to date. There is currently no Council budget allocation for the Mural Works.

**Next Meeting: 2 May 2023**

**THERE BEING NO FURTHER BUSINESS THE CHAIR DECLARED THE MEETING CLOSED AT 10:30AM.**



## Walcha Council Capital Advisory Committee Meeting Minutes

held on

Thursday, 9 February 2023

at

8.00 am

at

Walcha Council Chambers

**The General Manager and Chair welcomed all members and declared the meeting open.**

**PRESENT:** General Manager - Barry Omundson (Chairperson), Mayor - Eric Noakes, Clr Mark Berry, Clr Scott Kermode, Director Infrastructure & Development - Phillip Hood, Director Corporate & Community - Christian Martin and Senior Management Accountant - Rose Strobel.

**IN ATTENDANCE:** Works Manager Water and Waste – Alan Butler, Hunter H2O - Jeff Staples, Works Manager – Roads - Josiah McDonald

Committee Minutes



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## **RECOMMENDATIONS FROM MEETING**

Nil

### **1. APOLOGIES:**

Nil.

### **2. CONFIRMATION OF PREVIOUS MEETING MINUTES HELD:**

Minutes of meeting held 24 November 2022 were reviewed and confirmed.

Actions Arising and Actions Outstanding from the 24 November 2022 Meeting were noted with the following updates:

#### **Actions Outstanding**

**Action:** Batch plant – Level 2 electrician required prior to relocation of batch plant. Will be tied into the tar plant works.

### **3. DECLARATIONS OF INTEREST:**

Nil

### **4. GENERAL BUSINESS:**

#### **4.1 Reports**

**4.1.1 Capital Works & Grant Funding Progress Report and Update** - Director Corporate & Community and Senior Management Accountant

Members discussed the following current capital works and grant funding:

- Current preschool playground funding
- Foyer refurbishment – works are ongoing. A quote for remaining door installation has been obtained.
- Walcha Cemetery extension of the Niche Garden – works are now complete
- Unsealed local Roads – funding status
- R2R Funding – expenditure and roll over details
- Road maintenance funding and potential for contractor engagement for current and future works
- LRCI funding and projects status
- Solar Lighting for Levee Banks – works are now complete and the defect liability period has commenced
- Kerb & Gutter renewals – current status
- John Oxley Amenities Upgrades – current status
- The shared pathways project and its vicinity to the existing and future John Oxley amenities
- Nowendoc Hall works – confirming that this project involves water tank replacement/s and car park construction
- Glen Morrison Road Rehabilitation – current status



#### 4.1.2 Infrastructure Capital Works Progress – Director Infrastructure & Development

Members discussed the following current Capital Works projects including:

- Pool Refurbishment – Design is underway and the tender for construction will be out this month
- Current Project Management Resources across all Capital Works
- The Waste Strategy – the draft is currently under review. Members discussed details of tip operations, the current gate system, the proposed ticketing system details and potential for shared services, garbage truck operations and servicing.
- The Tip smart locks – members discussed current arrangement and potential for renewing/replacing locks.

#### 4.1.3 Depot, Plant and Fleet Update – Director Corporate & Community

Members discussed the proposed Depot Masterplan details including:

- Council's WHS Officer has undertaken an in-house Depot Site Safety Report, the outcome of which will feed into the Master Plan.
- Members discussed the possibility of Council engaging a third party to undertake an external Depot Site Safety and Risk Audit. Members support undertaking this external audit, noting the GHD proposal as an example of type of service we may engage

**Action: Director Corporate & Community to engage a consultant to undertake an external Depot Site Safety and Risk Audit to feed into the detailed design of the Depot Master Plan.**

#### 4.1.4 2023/24 Plant Review – Director Corporate & Community

Members discussed the 2023/4 Plant Review:

- DCC advised that Darren Bird will be taking on Council's fleet management responsibilities moving forward
- Depot Items that are sold at Auction and the potential for auctioning locally
- Current Plant Hire Rates – a complete list of hire rates will be circulated to staff. As previously agreed at CAC Council will now have internal and external hire rates.
- Members requested a more detailed breakdown of repair and maintenance costs across the fleet. DCC advised labour costs are also accounted for in these costs.
- Potential for private works
- Tar plant update – DCC advised the tank will be cleaned and refurbished between now and May 2023.



**Action: DCC to include a more detailed breakdown of plant and fleet repair and maintenance costs (including life to date details, etc.) in the future Depot Plant and Fleet Updates.**

**Action: DCC to table the draft Light Vehicle Policy at the next CAC.**

#### **4.1.5 Project Resource Report** – Works Manager - Roads

The Works Manager – Roads discussed the project resource report in detail including:

- Summary of Council’s current resourcing levels for outdoor and engineering staff.
- Comparison between a “normal” year’s program vs our current program.
- Jet patcher operations –plant is arriving in May 2023 and will need resources allocated to it once operational.
- RMCC – at current resourcing levels Council is only undertaking some works in-house with most works undertaken by external contractors.
- Thunderbolts Way – current resources are allocated to the Corridor Strategy as a first preference
- Heavy Patching – works undertaken by external contractors
- R2R Repair Grant – works undertaken by external contractors
- Aerodrome Project Works – works undertaken by external contractors
- Urban Works – fully staffed internally
- Local Roads Maintenance – all available staff are currently on the graders. Both crews are currently unavailable for local roads maintenance works.
- Gravel re-sheeting – no availability at this stage for internal crews. Council may need to engage external contractors
- Pothole Funding – likely at this stage that will be undertaken by external contractors
- Local Roads Heavy Patching – some internal staffing and most works undertaken by external contractors
- Fixing Local Roads Round 3 Projects – some internal staffing and some works undertaken by external contractors
- Derby Street Upgrade - some internal staffing and some works undertaken by external contractors
- RMCC Contracts – status update provided
- Maintenance Grading – status update provided
- Traffic Control – availability re: staffing for projects

**Action: Works Manager – Roads will be table a report at the March CAC meeting to discuss pothole repair funding specifically.**

#### **4.1.6 Walcha Off-Creek Storage & HH2O Update** – Manager – Water & Waste

HH2O presented at the meeting and provided an update to members on the Off-Creek Storage Project progress including:

- Bulk earthworks are almost complete



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- Rip Wrap may can be extended up the wall, although this extension is not in the original design there is the option available to extend it.
  - The crest wall at the top of the spillway is now under construction. The base and wall will act as a hydraulic constraint in the event that the spillway operates
  - Some grass seeding has begun
  - Culverts are soon to be installed at the spillway location
  - Package 1 works are on track for completion by 12 March 2023
  - Stockpiling – there will be some stockpiling of soil on-site in consultation with and in accordance with EPA requirements. Suitable material will remain on-site for Council use
  - Workshops – have been held over the last few months
  - Switchboard Design – underway pending variation approval
  - Trunnion – allows us to select where we extract water from in the Dam via a variable offtake. This is primarily for quality control. HH20 are proposing to modify the previous Trunnion design. The variation to this design is to accommodate a move away from using the technology that was proposed/available at the time. There have been increased cost concerns with the original proposed aeration technology. The proposal is now to go with surface mixers for aeration, the trunnion is to assist the surface aerators to aerate to depth.
  - Project Risks – potential algal issues at OCS2 may lead to temporary pumping while the pump station is offline for refurbishment. Council is currently liaising with NSW Health re: the algal issues and security of the current storage. All current tests show algal levels are within acceptable limits as set by NSW Health. Testing is ongoing and the algal issues are being controlled and monitored.
  - Update on current Budget Expenditure including contingencies. Through the forecast there have been some realised Package 1 savings. The project expenses budget has achieved some savings specifically. Council and direct cost savings have also been achieved that may offset standard operational costs.
  - Local Benefit Criteria – Package 1 benefits include 36.8% being spent procuring goods and services within the Walcha LGA. 91% spend across Namoi LGAs. A strong result for local benefit.
  - Discussed HH20s current variation claim and detailed design change benefits to switchboard and pump station works, including SCADA pack integration to replace Kingfishers.
  - Conditions of the Off-Creek Funding Storage Funding Deed. What is the capacity to use remaining funds on water quality, efficiency and security related projects and upgrades for Council. Water infrastructure upgrades, including an upgrade to the Water Treatment Plan etc. There is potential for a broad scope of value adding works to be undertaken.
  - HH20 current proposed variations and costings for the design and potential cost of construction of the pump station, trunnion and Scada Pack integration etc.
  - HH20 timeline for project completion – the program has been revised out to October 2023 due to additional design works being undertaken. Once the Dam is complete the intention is for pumping to begin immediately.
  - Additional budget – could be allocated to several improvements/value adding including:
    - o powder dosing



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- Environmental management – riparian zone established upstream – potential community group involvement (potential liaison with LLS)
  - Environmental offset – vegetation plantings on the Dam Wall
  - Rock outcrop installation
  - Floating solar – power generation to achieve an energy offset for pumping, reduction of evaporation and algae.
  - Pumped hydro

**5. OTHER BUSINESS:**

Nil.

**THERE BEING NO FURTHER BUSINESS THE CHAIR DECLARED THE MEETING CLOSED AT 12:00PM.**





## Walcha Council Beautification Advisory Committee Meeting Minutes

held on

Wednesday, 15 February 2023

at

**2.00 pm**

at

Walcha Council Chambers

**The Chair welcomed all members and declared the meeting open.**

**PRESENT:** Clr Aurora Reilly (Chair), Clr Anne-Marie Pointing, Phillip Hood (Acting General Manager), Phyllis Hoy, Faye (Col) King, Caroline Street, Gweneth Higgins.

**IN ATTENDANCE:** Anna Lummis (Administration Officer), Harley Fontanella (Coordinator Urban Works).

Committee Minutes



## **RECOMMENDATIONS FROM MEETING:**

Nil

## **APOLOGIES:**

Apologies: Robyn Vincent, Stephen King, Peter Blomfield and Cynthia Morris.

## **1. CONFIRMATION OF MEETING MINUTES & ACTIONS ARISING**

Previous Minutes of **8 December 2023** were endorsed by members with the following corrections: Topleum (Page. 3) to be edited to Teucium.

The Chair and members provided updates on any Actions Arising from the previous meeting.

Declaration of Interests: Nil

## **2. GENERAL BUSINESS:**

### **2.1 Update on various projects**

Ohio North Shelter Garden: Members suggested that Peter might know about the plan for this garden.

**Action: Acting General Manager (AGM) to investigate the possibility of completing this project with the Derby Street Project funding and Peter to provide an update on the previous plan at the next meeting.**

**Secretariat to add this to the next Beautification Committee Meeting Agenda.**

Hospital Wall Mural: Members advised that the garden bed can't be done until the mural is completed. This can be removed from actions arising and added to the next Arts Advisory Committee meeting agenda.

**Action: Secretariat to add this to the next Arts Advisory Committee meeting agenda.**

Tree Preservation Policy: Still in process of being drafted by the AGM.

Development of a 5 -year plan for Tree Plantings: Members spoke about the existing street tree list that a previous Director drafted with the Coordinator Urban Works at the time and how it could be a starting point for drafting the 5-year plan for tree plantings.

**Action: Secretariat to add this to the next Beautification Advisory Committee Meeting Agenda and provide a copy of the existing street tree list prior to the meeting.**

Derby Street Upgrade Project: AGM advised that the Concept Design (and preparation of D&C Tender) for the Derby Street Rehabilitation Project Tender will be awarded at the March Council meeting and the awarded contractor will consult with the Beautification Advisory Committee throughout the project design process as items arise that need this committees input.



Shared Pathways Project: AGM advised that this will be the same process as the Derby Street Upgrade Project.

Glen Gro Works Progress: AGM advised he spoke with the Works Manager – Roads regarding this as it was prior to his appointment at Council. The Works Manager advised that this project was planned to be a part of the corridor strategy but was pulled out of the works schedule. It may be revisited when that section of road is rehabilitated in the future.

Walcha Levee Bank Screening: AGM advised that this could be a potential project in next year's planting budget.

**Action: AGM & Coordinator Urban Works to discuss and potentially include in next year's planting projects plan/budget.**

Rose Garden: AGM advised that the report for the request to call for naming submissions of the rose garden will go next month's Council meeting.

### **3. OTHER BUSINESS:**

#### **3.1 Peter Fenwicke Oval Fencing**

Phyllis would like it noted that she believes the new fencing needs an additional gate placed in it as there is a long stretch between two of the gates and it will make it hard to retrieve balls during games.

AGM informed Phyllis that he has noted her comment and if there is money leftover at the end of the project they could look at installing another gate.

#### **3.2 Lagoon Street Trees**

Phyllis advised that the trees in Lagoon Street need pruning as they have gotten quite low and will be an issue when mowing.

**Action: Coordinator Urban Works to organise this to be done within his team.**

#### **3.3 Catholic Cemetery Nature Strip**

Phyllis advised that the nature strip has been mown recently but that the bank/face wall needs to be whippet snipped as it looks quite unkempt.

**Action: Coordinator Urban Works to organise this to be done within his team.**

**Next Meeting: Wednesday 10 May 2023**

**THERE BEING NO FURTHER BUSINESS THE CHAIR THANKED MEMBERS AND DECLARED THE MEETING CLOSED AT 3:00PM.**



# Item 11:

# Delegate Reports

**RECOMMENDATION: THAT Council RECEIVE and NOTE the Delegate Reports as presented.**



## There are no Delegate Reports for February 2023



# Item 12:

# Questions with Notice



There are no *Questions on Notice* this month.



# **Item 13:**

# **Referral to Closed Council Meeting**





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**Item:** 13A **Ref:** WO/2023/00248  
**Title:** Referral to Closed Meeting – Award Tender – Kerb & Guttering  
**Author:** Executive Assistant  
**Previous Items:** Nil  
**Attachment:** Nil

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**RECOMMENDATION:** That, in accordance with the provisions of Section 10A (2)(c) of the *Local Government Act, 1993*, the matter of Award Tender Kerb & Guttering be referred to be discussed in Closed Council and close the meeting to the public for the reason that the report relates to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

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**Introduction:**

Council approval is sought for matters to be discussed in Closed Council.

**Report:**

Council approval is requested to refer matters for discussion in Closed Council and close the Meeting to the public in accordance with the provisions of Section 10A (2)(c) of the *Local Government Act, 1993*.

Approval to refer the matters to Closed Council is sought because the report relates to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.



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**Item:** 13B **Ref:** WO/2023/00249  
**Title:** Referral to Closed Meeting – New England Weeds Authority  
**Author:** Executive Assistant  
**Previous Items:** Nil.  
**Attachment:** Nil.

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**RECOMMENDATION:** That, in accordance with the provisions of Section 10A (2)(d) of the *Local Government Act, 1993*, the matter of New England Weeds Authority be referred to be discussed in Closed Council and close the meeting to the public for the reason that the report relates to commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it.

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**Introduction:**

Council approval is sought for matters to be discussed in Closed Council.

**Report:**

Council approval is requested to refer matters for discussion in Closed Council and close the Meeting to the public in accordance with the provisions of Section 10A (2)(d) of the Local Government Act, 1993.

Approval to refer the matters to Closed Council is sought because the report relates to commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it.



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**Item:** 13C **Ref:** WO/2023/00250  
**Title:** Referral to Closed Meeting – Hardship Appeal  
**Author:** Executive Assistant  
**Previous Items:** Nil.  
**Attachment:** Nil.

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**RECOMMENDATION:** That, in accordance with the provisions of Section 10A (2)(a) of the *Local Government Act, 1993*, the matter of Hardship Appeal be referred to be discussed in Closed Council and close the meeting to the public for the reason that the report relates to personnel matters concerning particular individuals (other than Councillors).

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**Introduction:**

Council approval is sought for matters to be discussed in Closed Council.

**Report:**

Council approval is requested to refer matters for discussion in Closed Council and close the Meeting to the public in accordance with the provisions of Section 10A (2)(a) of the Local Government Act, 1993.

Approval to refer the matters to Closed Council is sought because the report relates to personnel matters concerning particular individuals (other than Councillors).