



BUSINESS PAPER
ORDINARY MEETING OF COUNCIL

To be held on

Wednesday, 29 March 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:

29 March 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, 29 March 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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5. Mayoral Minute
Nil.
6. Senior Officers' Reports
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 - 6.6 Disaster Risk Reduction Fund DRRF WO/2023/00478
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/2023/00453

9.2 Corporate & Community WO/2023/00354

10. Committee Reports

10.1 Minutes of the Capital Advisory Committee Meeting held at Council Chambers on Thursday 16 March 2023. WINT/2023/01384

10.5 Minutes of the Motorcycle Rally Advisory Committee Meeting held at Council Chambers on Friday 17 March 2023. WINT/2023/01558

11. Delegate Reports

11.1 Minutes of the Walcha Community Consultative Committee Meeting held at Council Chambers on Tuesday 14 February 2023. WI/2023/02090

11.2 Minutes of the Coalition of Renewable Energy Mayors (CoREM) Meeting held at The York Club, Sydney on Tuesday 21 February 2023. WI/2023/02689

11.3 Minutes of the Country Mayors Association Inc of NSW Meeting held at Port of Newcastle Offices, Wharf Rd, Newcastle on Thursday 9 March 2023. WI/2023/03342

12. Questions with Notice

Nil.

13. Reports to be Considered in Closed Council

13A Nil.

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.



Present:

Leave of Absence Received:

Confirmation of the Ordinary Meeting Minutes held on Wednesday, 22 February 2023:

Matters arising from the Minutes of the Ordinary Meeting held on Wednesday 22 February 2023:



Item 2: Previous Minutes



ORDINARY MEETING OF COUNCIL

held on

Wednesday, 22 February 2023

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, KW Ferrier, NF Hicks, SJ Kermode, AC Pointing, A Reilly and GDM Schaefer.

IN ATTENDANCE: Mr PE Hood – Acting General Manager, Mr AS Butler – Acting Director Infrastructure & Development, Mr CC Martin – Director Corporate & Community and Mrs EL Hobbs – Executive Assistant.

1. LEAVE OF ABSENCE:

Nil.

MINUTES



2. CONFIRMATION OF THE ORDINARY MEETING MINUTES HELD ON WEDNESDAY, 14 DECMEBER 2022:

117 **RESOLVED** on the Motion of Councillors Reilly and Pointing that the Minutes of the Ordinary Meeting held Wednesday, 14 December 2022, copies of which have been distributed to all members, be taken as read and confirmed a **TRUE** record.

CONFIRMATION OF THE EXTRAORDINARY MEETING MINUTES HELD ON THURSDAY 19 JANUARY 2023:

118 **RESOLVED** on the Motion of Councillors Reilly and Pointing that the Minutes of the Ordinary Meeting held on Thursday 19 January 2023, copies of which have been distributed to all members, be taken as read and confirmed a **TRUE** record.

3. BUSINESS ARISING

[Clr Reilly – Extra Ordinary Meeting 19 January 2023 regarding Item:](#)

4.1 Submission on Environment Impact Statement for Winterbourne Wind Project Application Number: SSD-10471 and specifically Number 3 of the resolution which states:

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.*

[I would like to know where this is up to please?](#)

Response by Acting General Manager: I haven't drafted the letter yet – it is an action on me to follow that step. In regards to presenting to the Commission in person and locally here in Walcha, the Mayor and myself were in Sydney yesterday at a Coalition of Renewable Energy Mayors (CoREM) Meeting which Planning Department Managers were at. They indicated they would like to address Council direct in Walcha in the near future. This will complete part of point 3 of the resolution above.

4. DECLARATIONS OF INTEREST

Nil.

5. MAYORAL MINUTE

Nil.



6. SENIOR OFFICERS REPORT

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

6.1 Quarterly Budget Review Statements as at December 2022

WO/2023/00244

120 **RESOLVED** on the Motion of Councillors Kermode and Hicks that Council:

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

6.2 Naming the Walcha Rose Garden

WO/2023/00243

121 **RESOLVED** on the Motion of Councillors Ferrier and Schaefer 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.

6.3 Debt Recovery Policy Update

WO/2023/00241

122 **RESOLVED** on the Motion of Councillors Kermode and Pointing that Council **ENDORSE** the Updated Debt Recovery Policy with an amendment in item 2.3 Preschool Fees changing the word from 'cancelled' to 'reviewed'.

6.4 Engage the NSW Electoral Commissioner to Conduct the Local Government Elections in 2024

WO/2023/00124

123 **RESOLVED** on the Motion of Councillors Kermode and Ferrier 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.

6.5 Long Term Financial Plan and Delivery Program / Operational Plan Updates WINT/2023/01046

- 124 **RESOLVED** on the Motion of Councillors Kermode and Ferrier that Council **ADOPT** the changes to the Long Term Financial Plan 2023-2032 and Delivery Program 2022-2025 / 2022-2023 Operational Plan noting the amended documents reflecting documentation already distributed and displayed as part of the community consultation process for the Special Rate Variation application.

6.6 2022 Motorcycle Rally Final Report – Additional detail WO/2023/00019

- 125 **RESOLVED** on the Motion of Councillors Hicks and Pointing that Council:
1. **NOTE** the updated Income and Expenditure and related notes;
 2. **UPDATE** the *Walcha Motorcycle Rally 2022 Final Report* submitted to December 2022 Council Meeting to include the additional detail and notes as provided.

7. NOTICES OF MOTION

Nil.

8. MATTERS OF URGENCY

Nil.

9. MANAGEMENT REVIEW REPORTS

9.1 Infrastructure & Development WO/2023/00255

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

9.2 Corporate & Community WO/2023/00183

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



10. COMMITTEE REPORTS

128 **RESOLVED** on the Motion of Councillors Pointing and Hicks that Council **RECEIVE** and **NOTE** the Committee Reports as presented.

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

Nil.

12. QUESTIONS ON NOTICE

Nil.

13. CLOSED COUNCIL

REFERRALS TO CLOSED COUNCIL:

129 **RESOLVED** on the Motion of Councillors Kermode and Schaefer that under Section 13.1 of the Walcha Council Code of Meeting Practice Council **ADOPT** the following items in bulk:

13A Tender Kerb & Guttering

WO/2023/00248

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.



13B New England Weeds Authority

WO/2023/00249

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.

13C Hardship Appeal

WO/2023/00250

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).

The Ordinary Meeting adjourned and Council opened **CLOSED** Council Meeting at 04:10pm.

130 The Meeting **RESUMED** in **OPEN** Council on the Motion of Councillors Kermode and Pointing at 05:23pm.

PRESENT: Present and IN Attendance were the same as listed in the Minutes of the Ordinary Meeting with the exception of the press and the public.

The Chairman publicly declared the recommendations passed by the Committee whilst in Closed Council.

3.1 New England Weeds Authority

WINT/2023/01053

CC12/20222023 **RESOLVED** on the Motion of Councillors Kermode and Ferrier that Council **DEFER** the New England Weeds Authority Report, to no later than April 2023 Council Meeting, pending further information.

3.2 Hardship Appeal

WINT/2023/01083

CC13/20222023 **RESOLVED** on the Motion of Councillors Hicks and Berry that Council, taking into consideration of the ratepayers circumstances:

1. **NOTE** the formal periodic payment arrangement through Centrepay deduction;



2. **WAIVE** interest accrual for twelve months including writing off interest already charged;
3. **SUSPEND** Debt Recovery Action whilst the agreed payment arrangement is in place;
4. **REVIEW** the debt every three months.

3.3 Kerb & Guttering

WINT/2023/01148

CC14/20222023 **RESOLVED** on the Motion of Councillors Kermode and Ferrier that Council **AWARD** Tender No. W22/179 – Kerb & Gutter Replacement Works – 2022-2023 Financial Year to Engineering and Civil Contractors Pty Ltd for the lump sum of \$398,384.08 GST exclusive.

THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 5:25PM.



Item 3:

Business

Arising from

Previous

Minutes



Item 4:

Declarations of Interest



Item 5: Mayoral Minute



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



Item 6:

Senior Officers' Reports



Item: 6.1 **Ref:** WO/2023/00391
Title: Walcha Motorcycle Rally Budget and Fees & Charges
Author: Director Corporate & Community
Previous Items: Not Applicable
Attachment: WINT/23/1391

Community Strategic Plan Reference:

Goal – 8.2 – Council rate funding for local government projects will be supplemented by income generated from other sources.

Strategy – 8.2.1 – Maintain a stable and secure financial structure for Council.

RECOMMENDATION: **That Council:**

- 1. Note the DRAFT Walcha Motorcycle Rally Budget Report.**
 - 2. Place the 2022-2023 Walcha Motorcycle Rally DRAFT Fees and Charges on public exhibition for a period of 28 days;**
 - 3. If no submissions are received within the exhibition period ADOPT the DRAFT Walcha Motorcycle Rally Fees & Charges as presented and update the 2022-2023 Fees and Charges accordingly.**
-

Introduction:

At the Council meeting held on 27 April 2022, Council resolved to:

Item 6.1 - 2021 Motorcycle Rally Final Report Update **WO/2022/01154**

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

- 1. RESOLVE to seed-fund, underwrite and manage the Walcha Motorcycle Rally for a period of three (3) years, noting annual financial risk allocation of \$155,000 and an allocated annual budget of \$35,000.*
- 2. NOTE that the 2024 Rally is the final Council financial risk supported event; and*
- 3. AUTHORISE the General Manager to have an independent economic review of the success of the Rally post the 2024 event, and further*
- 4. UPON receipt of the economic analysis report the new Council provide direction as to Council's role, if any, in future Motorcycle Rally events.*

In order for tickets to go on sale for the 2023 Motorcycle Rally, the budget and proposed new fees for the current 2022-2023 year need to be adopted by Council.

Report:

The budget has been based on sales numbers from the 2022 event, with an increase to pre-purchased tickets as this is the aim. A grant of \$20,000 has been applied for, however we have not been informed if we are successful as yet. A letter requesting



financial support of \$15,000 has been sent to the Member for the Northern Tablelands. The budget has been prepared assuming that these applications will be successful. Budget for the 2023 Motorcycle Rally:

REVENUE	2022 Actuals ex GST	2023 budget ex GST	Price inc GST	Item \$ ex GST	number	2022 numbers
COUNCIL CONTRIBUTION						
Council budget allocation		\$ 35,000.00				
GRANTS						
Grant - Flagship Event Fund	\$ 24,504.00	\$ 20,000.00				
Adam Marshall	\$ 7,500.00	\$ 15,000.00				
SPONSORSHIP						
Sponsorship - Major	\$ -	\$ -				
Sponsorship - Event and other	\$ 6,727.00	\$ 4,545.45	\$5,000	\$4,545.45		
INCOME - TICKETS & CAMPING						
Pre-sale 2 Day Rally Pass (Early bird price)	\$ 20,710.00	\$ 21,818.18	\$60	\$54.55	400	302
Pre-sale Day tickets	\$ 3,780.00	\$ 3,818.18	\$35	\$31.82	120	108
Pre-sale Local tickets	\$ 2,475.00	\$ 2,522.73	\$15	\$13.64	185	165
Pre-sale Camping Fee	\$ 7,110.00	\$ 6,545.45	\$30	\$27.27	240	237
Gate sales & non-early bird Rally Passes	\$ 19,119.00	\$ 11,818.18	\$65	\$59.09	200	
2022 GST adjust	\$ (3,931.00)					
INCOME - MERCH						
Pre-sale Merch Packs	\$ 6,450.00	\$ 6,500.00	\$55	\$50.00	130	
Stubby holders	\$ -	\$ 363.64	\$5	\$4.55	80	
T-shirts	\$ -	\$ 3,181.82	\$35	\$31.82	100	
Leather Key Ring	\$ -	\$ 454.55	\$10	\$9.09	50	
Bottle opener		\$ 227.27	\$5	\$4.55	50	
Beanie		\$ 681.82	\$15	\$13.64	50	
Patches		\$ 454.55	\$10	\$9.09	50	
2023 Year bars		\$ 227.27	\$5	\$4.55	50	
INCOME - BAR						
Bar sales	\$ 18,173.00	\$ 20,000.00				
INCOME - EXHIBITOR FEES, OTHER ENTRY FEES						
Exhibitors/Stallholders	\$ 3,559.00	\$ 1,363.64	\$150	\$136.36	10	
Exhibitors larger sites		\$ 1,818.18	\$200	\$181.82	10	
Entry Fees - Demolition Derby	\$ 959.00	\$ 909.09	\$50	\$45.45	20	
Entry Fees - Barrel Racing		\$ 500.00	\$5	\$4.55	110	
Entry Fees - Show & Shine		\$ 318.18	\$5	\$4.55	70	
Sub total	\$ 117,135.00	\$ 158,068.18				



EXPENDITURE	2022 Actuals ex GST	Expenditure ex GST	
ADMIN & STAFF			
Admin assistance - contract	\$ 8,305.00	\$ 5,000.00	
Staff time	\$ 32,705.00	\$ 27,000.00	includes all staff costs
OPERATIONAL			
Rubbish Removal	\$ 864.00	\$ 1,000.00	includes bin hire & waste fees
Traffic Management	\$ 819.00	\$ 900.00	
Site Manager	\$ 3,575.00	\$ 3,575.00	
Site map generation		\$ 800.00	one off cost
Security	\$ 10,000.00	\$ 10,000.00	
First Aid (Beneficial Safety)	\$ 1,050.00	\$ 1,100.00	
Loop Bus	\$ 500.00	\$ 500.00	volunteer driver / fuel
Showground Hire	\$ 4,620.00	\$ 4,600.00	includes showground, Function centre, power, gas
Registration tent hire	\$ 1,134.00	\$ 1,335.00	
Bar - Donation to Golf Club	\$ 2,727.00	\$ 3,000.00	Percentage of profits (25%) or \$2000 (whichever is
Bar - Drinks	\$ 5,577.00	\$ 6,000.00	Unsold will be returned
Liquor Licence application	\$ 142.00	\$ 156.00	
B&B accommodation	\$ 1,357.00	\$ 1,600.00	
Sundry expenses (one-off)	\$ 2,196.00	\$ 500.00	
VOLUNTEER			
Volunteer Costs (Food voucher & drink)	\$ 1,363.00	\$ 1,250.00	
Volunteer Costs (T-shirts)	\$ 1,250.00	\$ 800.00	
RV Events - volunteers (donation)	\$ 700.00	\$ 1,500.00	16 volunteers for duration of event
MARKETING			
Website updates	\$ 1,440.00	\$ 1,600.00	
Social Media, photography & videography	\$ 3,136.00	\$ 6,075.00	
Promotional video	\$ -	\$ 800.00	
Mailchimp subscription	\$ -	\$ 486.72	
Signage	\$ 2,220.00	\$ 1,000.00	
Printing program & flyers	\$ 847.00	\$ 900.00	
Advertising	\$ 5,149.00	\$ 6,000.00	
Graphic Design work	\$ 600.00	\$ 1,500.00	
ENTERTAINMENT			
Bands + stage, lighting, PA	\$ 10,000.00	\$ 10,000.00	
MC	\$ 4,000.00	\$ 4,000.00	
TICKETING			
Ticketing Costs (commission)	\$ 1,337.00	\$ 1,500.00	
Wristbands	\$ 160.00	\$ 200.00	



ATTRACTIONS					
Attraction: Woodchop / work dog demos	\$ 2,000.00	\$ 2,000.00			
Attraction: Stunt rider	\$ 6,000.00	\$ 3,000.00	Currently no stunt rider booked		
Demolition Derby	\$ 1,300.00	\$ 1,300.00	Prize money		
Burnout Comp *	\$ 1,000.00	\$ 1,000.00	Prize money		
Miles Davis skills demos	\$ -	\$ 1,800.00			
Dirt Bike Barrel Race (prize money) *	\$ 1,150.00	\$ 1,150.00	sponsored		
Postie Bike Events	\$ -	\$ 636.36	sponsored / electric fibreglass posts		
Show & Shine Trophies	\$ 270.00	\$ 320.00	sponsored		
MERCHANDISE					
T-Shirts (merch pack & to sell on day)	\$ 3,313.00	\$ 3,630.00	\$ 14.52	250	
Year Bar	\$ 225.00	\$ 225.00	\$ 2.00	100	
Beanies	\$ 863.00	\$ 659.00	\$ 6.59	100	
Bottle opener		\$ 500.00	\$ 2.00	250	
Stubby Holders	\$ 475.00	\$ 625.00	\$ 2.50	250	
Paperbags for Merch	\$ 94.00	\$ 93.50			
Shower & toilet hire	\$ 1,371.00	\$ -			
Cleaning supplies	\$ 986.00	\$ 500.00			
Sub Total	\$ 126,820.00	\$ 122,116.58			
Budget Revenue		\$ 158,068.18			
Budget Expenditure		\$ 122,116.58			
Contingency		\$ 35,951.60			
<i>NOTE: The Council approved budget (contingency) of \$35,000 will only be used in the case of lower than expected income, or high than expected costs.</i>					

Proposed additions to the 2022/23 Walcha Council Fees and Charges. Prices shown are inclusive of GST:

2023 Motorcycle Rally	2022	2023
Ticket - 2 Day Rally Pass (Early Bird)	\$55.00	\$60.00
Ticket - 2 Day Rally Pass	\$60.00	\$65.00
Ticket - Single Day Pass	\$35.00	\$35.00
Ticket - Local Pass	\$15.00	\$15.00
Ticket - Camping Fee	\$30.00	\$30.00



2023 Motorcycle Rally	2022	2023
Stallholder/Exhibitor Site – 3 x 3	\$150.00	\$150.00
Stallholder/Exhibitor Site – 6 x 3	\$200.00	\$200.00
Stallholder/Exhibitor Site – Extra large	-	\$400.00
Stallholder/Exhibitor Fee – Electricity per day	\$10.00	\$10.00
Merchandise Pack (a) – (2022 merch pack)	\$50.00	\$50.00
Merchandise Pack (b)		\$55.00
Merchandise Pack (c)		\$60.00
Merchandise (a)		\$2.00
Merchandise (b) – (2022 – Year bar & stubby holder & map)	\$5.00	\$5.00
Merchandise (c) – (2022 Key ring & patch)	\$10.00	\$10.00
Merchandise (d)		\$15.00
Merchandise (e)		\$20.00
Merchandise (f) – (2022 Cap)	\$25.00	\$25.00
Merchandise (g)		\$30.00
Merchandise (h) – (2022 T-shirt)	\$35.00	\$35.00
Merchandise (i)		\$40.00
Merchandise (j)		\$45.00
Merchandise (k)		\$50.00
Drinks at Bar – Bottled Water	\$2.00	\$2.00
Drinks at Bar – Soft Drink	\$2.00	\$2.00
Drinks at Bar – Mid Strength Beer	\$5.00	\$6.00
Drinks at Bar – Craft Beer	\$8.00	\$9.00
Drinks at Bar – Spirits	\$5.00	\$6.00
Drinks at Bar – Wine	\$5.00	\$6.00
Event registration (a)		\$2.00
Event registration (b)		\$5.00
Event registration (c)		\$10.00
Event registration (d)		\$15.00
Event registration (e)		\$20.00
Event registration (f)		\$25.00
Event registration (g)		\$50.00
Event registration (h)		\$55.00
Event registration (i)		\$60.00

Legal Implications:

There are no legal implications arising from this report.



Financial Implications:

Council has previously approved the budget of a \$35,000 cash budget, and underwriting of \$155,000 for the 2023 & 2024 events. Fees and charges set will be advertised for the 2023 Motorcycle Rally.

Environmental Implications:

There are no environmental implications arising from this report.

Social Implications:

Walcha hosts a successful event designed to attract visitors for multi-night stays, in line with the Community Strategic Plan.

Policy Implications:

There are no policy implications arising from this report.



Item: 6.2 **Ref:** WO/2023/00489
Title: Road Funding Allocation
Author: Interim General Manager
Previous Items: Not Applicable
Attachment: No

Community Strategic Plan Reference:

Strategy Number 1.1.1: *Develop and maintain a safe and efficient local road and bridge network.*

Strategy Number 1.1.2: *Lead the maintenance, safety and efficiency of regional road links and facilitate the same on state road networks to, from and through the Walcha Local Government Area.*

RECOMMENDATION: **That Council:**

- 1. ENDORSE the roads funding reallocation as detailed in this report.**
- 2. ENDORSE the 2022/2023 proposed work locations detailed in this report.**

Introduction:

Council is in a rather unusual funding situation with the government allocating millions of dollars for road repair works from several different sources, all with their own guidelines and requirements. The Infrastructure Team have been working hard to prioritise, organise and consolidate all the different funding sources, what work needs to be done and resources required to complete the work.

Report:

The funding currently being allocated/reallocated is as follows:

Fixing Local Roads Pothole Round	\$314,555
Regional & Local Roads Repair Round	\$1,670,109
22/23 - Own Source	\$948,219
AGRN1034 (Disaster Recovery)	\$866,024
R2R	\$590,412
Repair Grant	\$136,513
LRCI Round 3	\$150,000
Block Grant	\$150,000
Unassigned Block Grant	\$225,311
Total	\$5,051,143

A large amount of the funding above will be allocated to various projects/activities during the usual annual budget development process for 2023/2024, however there are still significant funds that need allocation for the remaining financial year (30 June 2023 deadline for expenditure)



It should be noted, that all funding in the table above is approved, except the Disaster Recovery AGRN1034 funding. A portion of the AGRN1034 funding has also already been spent (emergency works). Therefore, it is important that the funding concept is constructed in such a way so as to minimise Council's overall financial exposure until the Disaster Recovery funding has been approved. The amount of AGRN1034 funding Council ultimately receives will be variable. A minimum of \$1M has been assumed based on the \$1M 'pre-payment' amount Council is due to receive, however Council has applied for over \$2M total.

2022/2023 Allocation

Heavy patching on local sealed roads is the only practical way Council will be able to spend the target volume of money required before 30 June 2023. There is simply no time to be able to undertake gravel resheeting, resealing or large scale rehab works before 30 June 2023 (in addition to other, already committed capital works) as the necessary scoping and tender processes will take too long. However, it should be noted that this money will go towards genuine pavement repair needs.

Proposed works as follows:

Aberbaldie Road - Council has already completed 2613m² of heavy patching on Aberbaldie Road since February this year. However, we're still only about halfway through the immediate reconstruction works required.

- Total projected heavy patching area remaining - 2084m²
- Projected cost remaining - \$283,424
- Primary funding source – 2022/2023 Council own source / Regional & Local Roads Repair Round

Emu Creek Road – This is a key arterial local road in the Walcha LGA servicing a large number of properties and is therefore a key priority to ensure it remains in a serviceable condition.

- Total projected heavy patching area – 4960.1m²
- Projected cost - \$674,560
- Primary funding source – 2022/2023 Council own source / Regional & Local Roads Repair Round

Moona Plains Road – As above

- Total projected heavy patching area – 3525.9m²
- Projected cost - \$479,536
- Primary funding source – 2022/2023 Council own source / Regional & Local Roads Repair Round



Winterbourne Road – As above

- Total projected heavy patching area – 946.1m²
- Projected cost - \$128,656
- Primary funding source – 2022/2023 Council own source / Regional & Local Roads Repair Round

A heavy patching contractor has already been engaged via Local Government Procurement who will work on day-rates, and deliver works up to the approved budget, and by the 30 June 2023 deadline.

Undertaking this work will allow Council to expend our remaining 2022/2023 'Own Source' expenditure, a requirement to spend at least \$1,935,300 of our own money on road infrastructure works each year as a condition of Roads to Recovery grant funding. Council are tracking below our target 'own source' for the year due to the large amount of grant funded capital works, disaster recovery work (which will not count towards own source if approved) and resource limitations.

Local & Urban Roads	Heavy Patching	Resheeting
Original 2022/2023 Budget	\$750,000	\$480,000
Revised 2022/2023 post additional Government funding	\$1,782,000	\$480,000*

*Based on Q3 QBR adjustment approval

Thunderbolts Way	Heavy Patching	Super Patches Old Crockford (8km north Nowendoc)
Original 2022/2023 Budget	\$156,340	\$0
Revised 2022/2023 post additional Gov funding	\$1,191,000	\$764,000

2023/2024 Allocation

For the next financial year, more detail regarding allocation of funds will be provided as part of the usual annual budget development process.

However, one of the headlines for the 2023/2024 budget will be a significant tendered program of gravel resheeting works. The current proposal will allocate \$600,000 of 'own source' and \$694,191 of the R&L Repair funding - \$1,294,191 total across the unsealed road network – allowing us to complete around 55kms. Any more than this will become problematic to deliver with the quantities of gravel required and the capacity of our pits.

Another 'headline' will be the allocation of the \$314,555 FLR Pothole Round to our new Jet Patcher, due to arrive in May. Allocation of this money to the Jet Patcher will allow the machine to 'hit the ground running', while also allowing the Pothole grant money to be spread across the entire local road network.



Projected 2023/2024 Gravel Resheeting & Jet Patcher Operations					
Gravel Resheeting		\$1,294,000	Various unsealed local roads, scope to be developed Q4 2022/2023		
Subsidised Jet Patcher Operations		\$314,555	Local & Urban Sealed Road Network	Reactive & Planned Preventative Maintenance	

Legal Implications:

There are no legal implications arising from this report.

Financial Implications:

The large influx of grant funding is of massive benefit to Council, but does present challenges in its allocation. Taking too long to plan or tender works increases the chance that funding deadlines will not be met, and/or puts increasing pressure on other programmed capital works.

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.



Item: 6.3 **Ref:** WO/2023/00486
Title: Update of Administration Policies – Light Vehicle Fleet Policy
Author: Director Corporate & Community
Previous Items: Not Applicable
Attachment: Administrative Policy Light Vehicle Fleet Policy – Draft (WINT/23/179)

Community Strategic Plan Reference:

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

RECOMMENDATION: **That Council:**

- 1. ENDORSE the Updated Light Vehicle Fleet Policy (previously named Motor Vehicle Leaseback Policy & Procedure) as presented.**
 - 2. REPEAL Motor Vehicle Leaseback Policy & Procedure;**
 - 3. REPEAL Staff Vehicles Policy**
-

Introduction:

The purpose of the update to the Light Vehicle Fleet Policy (previously named Motor Vehicle Leaseback Policy & Procedure) is to harmonise the parameters for purchase of fleet vehicles in concurrence with the requirements for employee leaseback arrangements.

Report:

There are a number of changes as contained in the Policy with the main changes below:

Vehicle Retention – Current Policy
120,000 or 5 years

Vehicle Retention – Updated Policy
120,000 or 4 years

This amendment provides the most value in terms of whole of life costs and sale price while ensuring fleet vehicles are up to date and provide the latest safety features and comfort to staff.



Category and Range of vehicles to be provided – Current Policy

LEVEL				Employee Contribution	Vehicle
Specialist/By Agreement	Manager	Director	GM		
					Category 1 (to \$25,000 EX GST)
				\$120pw	Mitsubishi ASX Hyundai i30
					Category 2 (to \$35,000 EX GST)
				\$120pw	Mitsubishi Outlander
					Category 3 (to \$45,000 EX GST)
				\$150pw	Mitsubishi Triton GLX MR Double Cab ISUZU D-MAX SX High Ride
					Category 4 (to \$50,000 EX GST)
				\$150pw	

Category and Range of vehicles to be provided – Updated Policy

Category	Purchase Price Guide	Private User Contribution
Standard Fleet	Up to \$40,000	NA – Commuter use only
Personal Use – Manager/Specialist	Up to \$55,000	Up to \$200 per week calculated to ensure no FBT is payable based on the statutory method
Personal Use – Director	Up to \$55,000	Part of the employment package. A vehicle allowance paid to the employee can be negotiated with the General Manager if a leaseback vehicle is not requested.
Personal Use - GM	Up to \$65,000	Part of employment package. A vehicle allowance paid to the employee can be negotiated with the Mayor if a leaseback vehicle is not requested.

Legal Implications:

There are no legal implications arising from this report.



Financial Implications:

The update of this policy will inform the creation of the fleet replacement program annually.

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.



WALCHA COUNCIL

ADMINISTRATION POLICY

DRAFT Light Vehicle Fleet Policy

Applicability

Council Staff

Publication Requirement

Internal

Assigned Responsible Officer

Director Corporate & Community

Document Status

Version	Date Reviewed	Prepared by	Endorsed	Approved
1.0	July	Director Corporate & Community	Resolution:	
2.0	March 2023	Interim General Manager		

Amendment Record

Amendment Version #	Date Reviewed	Description of Amendment



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1. POLICY SUMMARY

This policy provides direction for the provision of Council's light vehicle fleet to meet service commitments to the community, and Council's commitment to achieve its long-term goal of valuing employees as central to Council's operations.

These factors require Council to maintain a light vehicle fleet to meet operational needs, staff contractual arrangements and service delivery to the community. This is achieved by ensuring optimum use of vehicles where possible through management practices which are efficient, cost effective, sustainable, equitable and accountable.

2. POLICY SCOPE

This Policy deals specifically with:

- a) All routine Council operations related to the use of its Light Vehicle Fleet.
- b) The granting of private use of Council vehicles to staff members under the terms of a full Motor Vehicle Leaseback Agreement.

Council will honor agreements with existing and new staff as contained in their contractual agreement. These include vehicle packages for private use and the requirement to comply with the Local Government (State) Award.

3. POLICY OBJECTIVES

The objectives of this Policy is to:

- a) Provide guidance for the cost effective and efficient management of Council's light motor vehicle fleet.
- b) Reinforce Council's commitment to Recruitment and Retention, Reward and Recognition of its skilled labor force.
- c) Enable Council to supply some employees with a valuable benefit while at the same time providing some income to offset the cost of maintaining the fleet.

4. POLICY

4.1 Criteria for Granting of Full Vehicle Lease

The leaseback of Council vehicles is considered under the following conditions:

- a) The employee has a minimum classification of Professional Specialist Band 3 (Grade 7) under the Local Government State Award.

OR

- b) The employee is employed under a fixed term contract where the leaseback of a vehicle is an option under the employment agreement.

OR



- c) A business case is approved by the General Manager that warrants private use.

4.2 Private Use

The employee is granted the private use of the motor vehicle during the week, weekend and while on annual leave or other extended periods of paid leave up to 4 weeks (over 4 weeks requires approval by the General Manager) Travel to and from work will not be deemed to be private use for the purposes of this Agreement.

4.3 Private Usage Fuel Costs

Council shall be responsible for fuel purchased within the States of New South Wales, Victoria, Australian Capital Territory and Queensland. All fuel purchased outside these states will be at the employees' expense.

Private use of the vehicle should not be grossly excessive in accordance with Council's Code of Conduct with respect to misuse of Council vehicles.

4.4 Commuter Use

"Commuter Use" refers to use of a job related utility Council vehicle by an employee for travel to/from work. Council meets all costs. Use of this nature facilitates duty call outs, secure garaging and efficient direct home to work sites, particularly for senior operatives. These vehicles are an added benefit for Council staff whilst Council also benefits through faster callout response and secure garaging.

Commuter Use is restricted to travel between home and work, with no other private use allowed. Commuter Use will generally be restricted to employees living within fifty (50) kilometers of a Depot or as determined by the General Manager. This vehicle will not be available to the employee during any period of annual leave, long service leave or leave without pay. The vehicle may not be retained whilst the employee is absent from work for any cause.

On-Call Staff - This Agreement covers Coordinators/Team Leaders and employees who are on-call, rostered on for weekends and/or Public Holidays, or are routinely required to meet after hours work commitments. Travel to/from home to fulfil work commitments is permitted, with minor deviations permitted due to the inconvenience that may occur due these commitments, with no other private benefit. Council acknowledges that this category of commuter use gives some benefit to an employee, while Council receives operational advantages that support its Customer Service needs and statutory obligations, and also benefits in having a vehicle that is maintained and secured. By not requiring the payment of a fee in this circumstance, Council recognises the relative value of the benefits in Council's favour.

Group transport or remote worksites - Other employees who have a vehicle assigned to them, where Commuter Use by that employee offers either measurable efficiency gains to Council through the usual daily group transport of employees to work sites at the commencement of the working day, or where the employee commences work on a usual daily basis at rural or other work-sites remote from one of Council's Depots. Council acknowledges that this category of commuter use gives some benefit to an employee, while Council receives operational advantages valued substantially in excess of that Commuter Use fee and also benefits in having a vehicle that is maintained and secured. By not requiring the payment of a fee in this circumstance, Council recognises the relative value of the benefits in Council's favour.

4.5 Repairs, Servicing and Maintenance

The cost of all repairs, servicing, maintenance, registration and insurance of the vehicle shall be borne by the



Council subject to the employee being responsible for any at fault insurance claims up to \$500 occurring during private use. Serious at fault claims, or traffic infringements, may result in disciplinary action being taken against the staff member due to Code of Conduct breaches.

The employee shall be responsible for the proper maintenance and care of the motor vehicle including regular cleaning inside and out and ensuring that the normal maintenance items such as fuel, oil, battery, water and the like are checked and attended to at regular intervals. The vehicle must be serviced, maintained and cared for as required by the manufacturer and Council policies or procedures or as directed from time to time.

4.6 Vehicle Type

Standard Fleet - A standard fleet vehicle will typically be a 4x4 diesel utility, however final determination will be up to the fleet manager based on business needs. This is to ensure the flexibility and broad application of the vehicles for most ordinary operational requirements. This fleet should be split between a range of vehicle types as required.

Private Use Vehicles With Operational Requirements – A private use vehicle must meet Council operational requirements first, but with consideration for personal use functionality. All Private Use vehicles must be able to comfortably accommodate four adult passengers. It is expected that any non-utility vehicles are still suitable for 'country' driving, with preference for high-riding passenger vehicles with all-wheel-drive (e.g. Mitsubishi Outlander) over low-riding passenger vehicles that may have only 2WD and low-profile tyres.

These vehicles will typically be unmarked (i.e. will not have visible Walcha Council branding) but otherwise should have a focus on practicality and with respect to a suitable corporate image. For example, it would not be suitable to have a vehicle with an obvious focus on performance or sports driving.

4.6.1 Early Change Over of Vehicles

Where an existing vehicle is provided as a condition of employment, the type of vehicle may be altered by agreement prior to the general turnover period of 4 year / 120,000kms with such regard as to:

- The employee's personal circumstances, including family and carer needs; and
- The needs of the workplace, including any genuine operational or safety reason.

4.7 Additional Vehicle Accessories

Due to the broad range of vehicle after-market accessories this Policy acts only as a guide for what additional accessories may or may not be appropriate for Council vehicles.

Common sense with respect to the financial, safety, operational and any personal usage of the vehicle should be exercised in all cases.

This Policy assumes that modern vehicles with up to date features and safety technology will be purchased by Council. As such, all Light Vehicles purchased by Council should have a 5 Star ANCAP safety rating at the time of purchase.

In order of priority, any additional vehicle accessories must:

1. Enhance the safety and protection of the vehicle occupants;
2. Improve the vehicle's operational capabilities and value to Council; and



3. Improve the resale value of the vehicle.

Any accessories that a staff member with Private Use of the vehicle may wish to have installed that do not genuinely meet the aforementioned criteria (e.g. roof racks, sports bars) may do so at their own cost, so long as such accessories do not diminish the aforementioned criteria for the vehicle. These extra accessories become property of Council who will meet the cost of transferring accessories on vehicle changeover.

A break down has been provided of the recommended vehicle accessories on fleet vehicles with operational requirements.

4.7.1 Standard Fleet Vehicles (Commuter Use)

These are the most common vehicles in the fleet. These vehicles must be flexible and suitable for a broad range of applications whilst being cost effective for Council to purchase and operate. These vehicles shall generally come standard with the following items:

- Seat Covers
- Flashing lights
- Tray-back*
- Tow bar
- 4x4 or AWD capability
- All-Terrain tyres
- Long range 2-way radio
- Mobile phone booster
- Suspension upgrade (Grader Crew vehicles only)
- Bullbar (Grader Crew and Workshop/Callout vehicles only)
- Lightbar / Spotlights (Grader Crew and Workshop/Callout vehicles only)
- Front end winch (Workshop/Callout vehicles only)

*The metal tray-back may be purchased directly from the manufacturer or from an after-market retailer.

Additional consideration should be given for some vehicles to carry toolbox canopies and other storage facilities or any other accessories necessary to perform their duties safely and effectively e.g. Team Leader, Urban Works and Water & Sewer Coordinator vehicles may require extra covered storage capacity.

4.7.2 Private Use Vehicles

These vehicles will typically be assigned to a specific staff member who has the option for Private Use as part of their position. The operational demand of these vehicles will vary depending on the position, with accessories tailored to suit and only installed at Council's cost if deemed beneficial for operational use. For example, flashing lights may be fitted to the vehicle of a Works Engineer.

4.7.5 Other Accessories

Other non-operational accessories may be purchased for private use vehicles but will generally be at the cost of the staff member. However, accessories may be purchased by Council for personal or family needs at the discretion of the Executive on a case by case basis under the provision of this Policy aiming to improve the



safety of the vehicle and to attract and retain skilled members of staff.

4.8 Leaseback Payments

In consideration of the Council agreeing to make the light vehicles available to the employee for private purposes in accordance with the terms and conditions of the Policy the employee hereby agrees to pay the Council the agreed lease payment each week for as long as the Agreement (Appendix A) shall continue and authorises the deduction of such sum from the employee's regular salary commencing on the first pay date after the date of the attached signed Agreement. The leaseback fee shall be inclusive of private fuel costs in accordance with the Agreement.

This fee shall be subject to a CPI adjustment from 1 July each year and annually thereafter and shall not exceed more than 10% increase or the percentage movement in the index figure published by the Australian Bureau of Statistics.

4.9 Fringe Benefit Tax (FBT)

Council will pay FBT costs associated with this agreement. Should the FBT law change, Council reserves the right to alter this agreement after notification to leaseback holders.

Each leaseback holder will be required upon request to provide Council with a twelve (12) week log book of vehicle use. This allows the Council the opportunity to choose the most appropriate valuation method for leaseback purposes. Council can request that a log book be completed at any time however, a new log book is required every five (5) years for FBT purposes.

If the FBT value reaches \$2,000 Council is required by law to gross up that amount and report it on employee's annual Payment Summary. The amount does not form part of taxable income but is used in the means testing of Centrelink Benefits, Medicare Levy Surcharges and Family Tax Benefit calculations.

The leaseback holder shall make every effort to minimize the FBT liability in respect of the agreement and shall provide upon request all information required by Council to lawfully discharge its FBT obligations in relation to this agreement.

4.10 Leave Arrangements

Travel to and from work will not be deemed to be private use for the purpose of this Policy and the Agreement. Private use of the motor vehicle whilst on long service leave, sick leave or other extended periods of paid leave will be limited to a period of three months. An extension of this period may be granted by the General Manager in accordance with Section 15c of the Local Government (State) Award 2020. Private use of the motor vehicle will not be available during periods of unpaid leave.

Where the Staff member is absent for a period in excess of four weeks, and the Director determines that the employee's leaseback vehicle is required to remain within the Council's pool during the employee's absence, then the weekly lease payments should not be deducted from the employee's salary during their absence.

Where a leaseback vehicle is used for business purposes for more than two (2) consecutive nights and is not available for private use by the leaseback holder than, upon application to the Director, the leaseback holder can request a pro-rata reduction in the leaseback fee. This reduction in fee shall be granted based on the period that the vehicle is unavailable to the leaseback holder. No reduction in fee shall be granted if the leaseback holder is given private use of another vehicle whilst the usual vehicle has been taken for business use.



4.11 Breaches of Policy

A serious breach of the requirements to account for the cost of all private fuel usage in accordance with Council's policy, including unreasonable private use, will result in the termination of the leaseback agreement, subject to notice being granted of unsatisfactory conduct and the application of Clause 31, Grievance and Disputes Procedure.

The motor vehicle shall not be used under any circumstances in any car rally or any other form of competition or for commercial purposes or otherwise contrary to the terms of Council's insurance policy for the motor vehicle.

The motor vehicles may only be driven by the employee or partner of the employee, an authorized officer or servant of the Council, another person if the employee or authorized officer is a passenger in the vehicle, with the exception that another licenced driver may drive the motor vehicle in an emergency. All drivers must hold a current drivers licence.

4.12 Internal Audit of Agreements

Council will be auditing these arrangements on an ongoing basis to assess compliance with the lease conditions. In particular, private usage and fuel usage will be monitored and the leaseback holder may be requested to provide evidence to support the amounts expended and unreasonable usage.

4.13 Termination of the Agreement

Vehicles not provided as a condition of employment in accordance with the Local Government (State) Award 2020

This agreement may be terminated by either party upon twelve (12) months' written notice to the other or otherwise:

- By the Council without notice upon the employee committing a serious breach of this agreement or upon the employee's service with the Council being terminated for any reason; and
- By the employee on seven (7) days' notice given to the Council.

NOTE: This is over and above B(ii) of Section 16 of the Local Government (State) Award 2020.

Vehicles deemed to be provided as a condition of employment in accordance with the Local Government (State) Award 2020

Unless otherwise provided in the Award, where a Council and an employee enter into a lease-back vehicle arrangement and the employee is entitled to a leaseback vehicle as a condition of employment, the arrangement may only be terminated by agreement.

5. SECTION 16 Motor Vehicle Leaseback Local Government (State) Award 2020

General

The parties to this Award recognize that leaseback vehicles may be provided to employees as a condition of employment (eg: as an incentive for accepting employment) or as a discretionary benefit that is not a condition of employment.



ADMINISTRATION POLICY

DRAFT Light Vehicle Fleet Policy

Our Ref: WINT/2023/00179

A leaseback vehicle will be considered to be a condition of employment for an employee unless it was clearly identified that it was not being provided on such a basis at the time that it was provided.

Factors to consider when determining whether the leaseback vehicle is a condition of an employee's employment include:

- *Whether the vehicle was offered as an incentive to attract and/or retain the employee; and*
- *The period that the employee has had access to a leaseback vehicle.*

Variations to Leaseback Arrangements – proposals to vary leaseback vehicle arrangements including the formula for calculating the leaseback vehicle fee shall be referred to Council's Consultative Committee in accordance with Clause 28 of this Award.

Variations to Leaseback Fees – A Council shall not increase the leaseback vehicle fee an employee is required to pay in any one year by more than ten (10) per cent or the percentage movement in the index figure published by the Australian Bureau of Statistics for Eight Capitals, private motoring sub-group (Cat No 6401.0), whichever is greater. This subclause shall not apply where the leaseback vehicle fees is adjusted to reflect changes in the type of vehicle being used (including changes in vehicle options, the class, model or make of vehicle).

Variations in hours of Work and/or extend Periods of Absence – Where an employee's hours of work change significantly or the employee is absent on approved leave for an extended period, the Council and the employee shall discuss whether the employee will be allowed to retain possession of the vehicle and/or whether the leaseback vehicle fee is to be adjusted. In the event that the leaseback vehicle fee is to be adjusted, subclause (v) above shall not apply. In the absence of agreement, Clause 31 Grievance and Disputes Procedure, shall apply.

See section in policy regarding private use of vehicles for further guidance on the allowances with respect to extensive private use during periods of leave.

6. REPORTING AND RELATED DOCUMENTATION

Full Motor Vehicle Leaseback Agreement – Appendix A

A Motor Vehicle Leaseback Agreement is to be completed by all employees before commencement of a full leaseback arrangement. A copy of the Agreement is attached to this policy as Appendix A.

Category, Range and Employee Contribution for Vehicles to be provided – Appendix B

Provides a listing of category and range of vehicles for different position levels within the organization including employee payment.

Vehicle Retention – Appendix C

FURTHER INFORMATION

Further information on leaseback vehicles may be obtained by contacting the Manager Corporate & Finance.



Appendix A – Motor Vehicle Full Leaseback Agreement

AGREEMENT made this day of 20 BETWEEN WALCHA COUNCIL (hereinafter referred to as 'the Council') of the one part and(hereinafter referred to as 'the employee') of the other part. WHEREAS the Council being the owner of certain motor vehicles used by certain employees in the course of their employment has by resolution dated the day of 20, resolved to offer the employees private use of the motor vehicles owned by the Council subject to terms and conditions AND WHEREAS the employee desires to accept the offer of the Council in respect of motor vehicle registration plate number ('the motor vehicle') NOW IT IS HEREBY AGREED as follows:

1. Council vehicles will be available as pool vehicles even though private use leaseback may apply. This means that whilst a staff member who has been allocated a vehicle, other than a novated lease vehicle is at work on a regular work day, the vehicle must be available for use by them or other staff for business purposes. Councils needs take first priority during business hours or for after hours Council duties. Should a vehicle be required after hours consideration will be given to the Staff members needs.
2. The Council may from time to time at its discretion, and with the agreement of the employee, replace the motor vehicle with another vehicle considered by it and the employee to be necessary and suitable for the purpose and such replacement vehicles shall thenceforth be deemed to be the motor vehicle covered by this Agreement.
3. The employee shall be responsible for the provision and installation of any additional items of equipment or upgrades above operational needs as noted in Paragraph 4.7, that are requested by the employee and are not required to enable them to specifically carry out their duties. Employees will not acquire any equity in the vehicle through upgrading or the provision of additional equipment. A vehicle cannot be upgraded if the relevant Director is of the opinion that the functionality of the selected vehicle is not suitable for its principal purpose as a vehicle that can be used as a fleet vehicle for performing the business purposes of Walcha Council.
4. The employee shall be responsible for the proper maintenance and care of the motor vehicle including regular cleaning inside and out and ensuring that the normal maintenance items such as petrol, oil, battery, water and the like are checked and attended to at regular intervals and that the motor vehicle is driven regularly, serviced, maintained and cared for as required by the vehicle manufacturer and Council policies or procedures or as directed from time to time.
5. The cost of all repairs, servicing, maintenance, registration and insurance of the vehicle shall be borne by the Council subject to the employee being responsible for insurance claims up to \$500 whilst occurring during private use.
6. An employee convicted of drink driving or an offence leading to licence suspension or loss in association with an accident involving a Council vehicle, will be required to pay the cost of associated repairs in the event that Council insurers disclaim responsibilities on the grounds of such conviction, suspension or loss.
7. The employee is granted the private use of the motor vehicle during the week, weekend and while on annual leave or other extended period of paid leave. Travel to and from work will not be deemed to be private use for the purpose of this Agreement. Private use of the motor vehicle whilst on long service leave, sick leave or other extended periods of paid leave will be limited to a period of three months. An extension of this period may be granted by the General Manager in accordance with Section 16c of the Local Government (State) Award 2020. Private use of the motor vehicle will not be available during periods of unpaid leave.
8. The Council shall be responsible for fuel purchased for private purposes within the States of New South Wales, Victoria, Australian Capital Territory and Queensland. If the vehicle is being used for private purposes outside these States it shall be a cost to the employee and will represent a debt due to Council if purchased on a Council VISA Card.
9. A serious breach of the requirements to account for the cost of all private fuel usage in accordance with Council's policy, including unreasonable private use, will result in the termination of the leaseback agreement subject to notice being granted of unsatisfactory conduct and the application of Clause 31, Grievance and Disputes Procedures.
10. The motor vehicle shall not be used under any circumstances in any car rally or any other form of competition or for commercial purposes or otherwise contrary to the terms of Council's insurance policy for the motor vehicle.
11. The motor vehicles may only be driven by the employee, an authorized officer or servant of the Council or partner



of the employee, another person if the employee or authorized officer is a passenger in the vehicle, with the exception that another licenced driver may drive the motor vehicle in an emergency. All drivers must hold a current drivers licence.

- 12. In consideration of the Council agreeing to make the motor vehicle available to the employee for private purposes in accordance with the terms and conditions of this Agreement the employee hereby agrees to pay the Council the agreed lease payment each week for as long as this Agreement shall continue and authorizes the deduction of such sum from the employee’s regular salary commencing on the first pay date after the date of this Agreement. The leaseback fee shall be inclusive of private fuel costs in accordance with this leaseback agreement. This fee shall be subject to a CPI adjustment from 1 April and annually thereafter.
- 13. Under this Agreement where a vehicle is not provided as a condition of employment, the agreement maybe terminated by either party upon twelve (12) months’ written notice to the other or otherwise:
 - a) By the Council without notice upon the employee committing a serious breach of this Agreement or upon the employee’s service with the Council being terminated for any reason; and
 - b) By the employee on seven (7) days’ notice given to the Council.

Termination is subject to an investigation in accordance with Clauses 31 & 32 of the Award.

- 14. Where a Council and an employee enter into a leaseback vehicle arrangement and the employee is entitled to a leaseback vehicle as a condition of employment, the arrangement may only be terminated by agreement, unless otherwise provided in the Award.
- 15. If in consequence of the provisions of any Act of Parliament proclamation rule, regulation rule, rule of law, award or agreement now existing or which may hereafter be enacted or come into force:
 - a) Any provision of this Agreement whether express or implied; or
 - b) Any transaction between the parties evidenced or contemplated by this Agreement; or
 - c) Any act, matter or thing done or omitted to be done by either party hereto;

Would be the date hereof or at any time hereafter but for the provisions of this clause be illegal, void or unenforceable then this Agreement shall be construed in all respects as if such provision, transaction, act, matter or thing as aforesaid in so far and to the extent only as it shall be illegal, void or enforceable was not and hand never been included herein.

IN WITNESS WHEREOF the parties hereto have executed these presents on the day and year first hereinbefore written:

SIGNED by the Mayor and General Manager)
 On the day of 20.....) Mayor of Walcha
 Pursuant to a resolution passed on the)
 Day of 20.....)

 General Manager

SIGNED on theday of)
 20..... by the said EMPLOYEE (name in full))
) Employee / Staff Member



Appendix B – Category and Price Range of Vehicles

Category	Purchase Price Guide	Private User Contribution
Standard Fleet	Up to \$40,000	NA – Commuter Use only
Personal Use – Manager/Specialist	Up to \$55,000	Up to \$200 per week calculated to ensure no FBT is payable based on the statutory method
Personal Use – Director	Up to \$55,000	Part of employment package. A vehicle allowance paid to the employee can be negotiated with the General Manager if a leaseback vehicle is not requested.
Personal Use - GM	Up to \$65,000	Part of employment package. A vehicle allowance paid to the employee can be negotiated with the Mayor if a leaseback vehicle is not requested.

Note:

- ‘Personal Use’ includes vehicles that have operational requirements to meet as well as being appropriate private use vehicles. For example, some staff will require 4x4 vehicles to meet Council operational expectations of the vehicle, therefore extra allowance should be made therefore to ensure that an appropriate private use 4x4 vehicle can be purchased in such cases.
- These figures may be adjusted from time to time to ensure that equivalent vehicles can be purchased on changeover.
- These costs are based on stock vehicle costs excluding GST.
- These costs are inclusive of any fleet discounts.
- These costs are exclusive any additional accessories.
- See Light Fleet CBA document for a detailed analysis on vehicle costs and turnover periods

Appendix C – Vehicle Retention

Category	Kilometres
Standard Fleet	120,000 km or 4 years, whichever comes first
Personal Use	120,000 km or 4 years, whichever comes first

Note:

- These figures may be changed from time to time based on current market conditions. Market testing to be assessed every six (6) months to forecast optimal resale value.
- Ongoing assessment of each vehicle should take place to ensure Council is receiving best value for money and recovering costs on all fleet vehicles.
- Vehicles must be sold prior to warranty expiring.
- See Light Fleet CBA document for a detailed analysis on vehicle costs and turnover periods
- Pool vehicles that incur minor or infrequent use are to be retained for 5 years and are to be a reallocated vehicle within the fleet.



Item: 6.4 **Ref:** WO/2023/00491
Title: Review of Multiple Policies
Author: General Manager
Previous Items: Not Applicable
Attachment: **Under Separate Cover:**
1 – Council – Councillors Policy;
2 – Councillors – Response by Email Policy
3 – Draft Media Policy
4 – Draft Closure of Council Facilities over the Christmas and New Year Period;
5 – Payment of Expenses and Provision of Facilities for Councillors;
6 – Payment of Expenses and Provision of Facilities for Mayor, Councillors & Staff Policy – Adopted December 2016

Community Strategic Plan Reference:

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

RECOMMENDATION:

That Council:

1. **REPEAL Administration Policies:**
 - a) **Council – Councillors Policy;**
 - b) **Councillors – Response by Email Policy;**
 2. **ADOPT Administration Policies – Media Policy and Closure of Council Facilities over the Christmas and New Year period;**
 3. **PLACE on Public Exhibition for a period of 28 days the Administration Policies – Payment of Expenses and Provision of Facilities for Councillors FURTHER THAT if no submissions are received within this time frame ADOPT the Policy as presented.**
-

Introduction:

Policies should be reviewed periodically and should be reaffirmed within 12 months of a new Council. The following policies are all Administration Policies and are the start of our review process for 2023.

Report:

Administration Policies for review:

1. Council – Councillors Policy

It was recommended by Interim General Manager, Chris Weber, to REPEAL this policy as it is outdated and covered by the Code of Meeting Practice.



2. Councillors – Response by Email Policy

It was also recommended by Interim General Manager, Chris Weber, to REPEAL this policy as it is no longer relevant. When decisions were needed to be made as a matter of urgency this policy was useful however this type of urgency hasn't occurred for a long time and Council can always call an Extra Ordinary Meeting or contact Councillors direct if an urgency occurs.

3. Draft Media Policy

This Policy has been created but never adopted. It is now being submitted to Council for adoption.

4. Draft Payment of Expenses and Provision of Facilities for Councillors

Council's current Policy is "Payment of Expense and Provision of Facilities for the Mayor, Councillors & Staff" and was last reaffirmed on 14 December 2016. Interim General Manager, Chris Weber reviewed this policy and renamed it for Councillors only, making significant changes within the Policy itself. It will need to be placed on public exhibition for 28 days inviting the public to comment. If no submissions are received then it will be deemed to be adopted.

5. Draft Closure of Council Facilities over the Christmas and New Year Period

This Policy has been created to replace a policy called *Staff – Clerical, Engineering and Health* which was adopted in 1993. This policy granted special leave for Office Staff between Christmas and New Year. It has been updated to include the closure of Council Facilities over this period as well by giving delegated authority to the General Manager to:

1. Determine the Closure or reduced operating hours of Council Facilities over the Christmas and New Year Period, emergency services excepted;
2. Close the Council Administration Building for a period of two weeks, taken as two weeks from Christmas Eve;
3. Advise the public by way of advertisements in print media and other media sources as required, of the Council facilities that will be open and/or closed during this time;
4. To approve affected Staff special leave for the office closure period between Christmas Day and New Year's Day.

Legal Implications:

There are no legal implications arising from this report.

Financial Implications:

By closing the Office during this period it assists Council to reduce Staff leave balances which in turn relieves a financial burden.



Environmental Implications:

There are no environmental implications arising from this report.

Social Implications:

This closure also encourages social and wellbeing time with family and friends, ensuring a true break from work is achieved.

Policy Implications:

There are no policy implications arising from this report.



Item: 6.5 **Ref:** WO/2023/00847
Title: Subdivision of Council land for housing purposes
Author: Director Corporate & Community
Previous Items: Not Applicable
Attachment: No

Community Strategic Plan Reference:

Strategy Number: 8.2.3 *Identify surplus Council assets for development or possible sale and reinvestment*

RECOMMENDATION: That Council APPROVE a budget of \$5,000 for the investigation of Lot 20 Sec 1 DP 759035, Lot 25 DP 264515 and Pt Lot 11 DP 127 0896 (Site A) for suitability for a residential housing subdivision and report back to Council regarding the outcome.

Introduction:

The National Housing Infrastructure Facility (NHIF) is a \$1 billion facility that provides finance for eligible infrastructure projects to unlock and accelerate new housing supply, particularly affordable housing.

The NHIF offers concessional loans, grants and equity investments and is administered by the National Housing Finance and Investment Corporation (NHFIC) on behalf of the Australian Government.

Eligible infrastructure projects include:

- New or upgraded infrastructure for services such as stormwater, sewerage, water, gas and electricity
- Site remediation works including the removal of hazardous waste or contamination
- Telecommunications and transportation (including roads)
- Onsite and linking infrastructure for both "greenfield" and "brownfield" sites

Notable exclusions are housing itself and community infrastructure (parks, libraries).

Local Government are eligible to apply for the grants and/or loans. To be eligible for this assistance the applicant must demonstrate that the projects would be unlikely to proceed (or proceed at a much later date) or with less affordable housing.

If applying for a grant, the NHFIC will give priority to proposals that also seek other forms of NHFIC finance as a part of the blended financing arrangement.



Report:

It is proposed to use this grant and financing to prepare some of our suitable vacant residential land for further development and sale. The grant can be used for all of the site infrastructure costs. Three potentially suitable sites have been tentatively identified and are listed at the end of this report.

The application process consists of submission of an expression of interest (EOI) to the NHFIC. They will then contact us to discuss the EOI. Please note that the EOI is not a formal application. The formal application is then prepared with the assistance of the NHFIC if our project is deemed eligible.

It is recommended that Council select their preferred parcel of land and undertake the required site tests to determine if the site is suitable for residential housing (soil tests, sewer line height etc). If the site selected is suitable, we then prepare and submit an EOI.

There is a nationwide shortage of housing, and as has been raised before there has been a long-term shortage of housing in Walcha. This funding can be used to prepare Council owned land for sale or further development. The NHFIC team will work with us to determine the correct mix of grant and loans needed to complete the work.

This is an excellent opportunity to facilitate the development of suitable land and allow future growth in Walcha. A mix of housing types should be considered. Smaller duplexes, units and family housing sized blocks would be a good mix to help ensure adequate housing into the future. A requirement of accessing the funding is to provide affordable housing, and planning for a mix of development types should help to meet the criteria.

Each site presented suits a particular type of development, for example:

- Site A – units, duplexes and small houses
- Site B – larger “lifestyle” blocks
- Site C – family sized homes

Legal Implications:

There are no legal implications arising from this report.

Financial Implications:

A small budget allocation to allow site suitability testing to be carried out.

Environmental Implications:

All environmental requirements will need to be adhered to in respect of residential housing development.



Social Implications:

This project has the potential to solve Walcha's housing shortage in the medium to long term.

Policy Implications:

There are no policy implications arising from this report.

Site A – Apsley Street East – 1 ha approx

Lot 20 Sec 1 DP 759035	R1 Residential	2,023.4 m2
Lot 25 DP 264515	R1 Residential	5,110.0 m2
Pt Lot 11 DP 127 0896	R1 Residential	3,000 m2 approx.



Site B - Angle Street – 3.32 ha – zoning to be confirmed

Lot 33 DP 792317

Lot B DP 316085



Site C – Apsley Street West – 1 ha approx – Zoned Residential

Lot 14 – 18 DP 24385

Lot 28 DP 834426

Access may be an issue, and investigation into flood mitigation lands required





Item: 6.6 **Ref:** WO/2023/00478
Title: Disaster Risk Reduction Fund Project
Author: Director Infrastructure & Development
Previous Items: Not Applicable
Attachment: No

Community Strategic Plan Reference:

Strategy Number 7.2.1: *Advocate for viable and state-of-the-art emergency services in Walcha capable of adequately dealing with local needs.*

Strategy Number 7.2.3: *Promote Community Resilience*

RECOMMENDATION: That Council **ENDORSE** the Disaster Risk Reduction Project Plan as follows:

1. **Implement the Rural Address Signages initiative**
 2. **Send survey to local businesses to gauge interest in reducing their risk**
 3. **Implement the Disaster Risk Reduction Strategy within Council**
 4. **Implement the Disaster Risk Reduction Plans (as in Logic plan) in local schools**
 5. **Implement the Disaster Risk Reduction Projects within the community**
 6. **Create vulnerability and risk mapping for socio-economic aspects**
-

Introduction:

A Disaster Risk Reduction Coordinator has been recruited within Council for a temporary position of up to 18 months funded by New South Wales Reconstruction Authority (NSW RA) as a part of Disaster Risk Reduction Funding Grant. This will seek to build on and expand the work completed by the previous Community Recovery Officer funded for the period of 2020 - 2022 by Resilience NSW (now NSW RA). It will ensure stakeholder relationships established during the previous period are sustained within the community, connecting Council and that the community benefits from this resource.

The Coordinator duties include but are not limited to:

- Stakeholder engagement: facilitate and assist with network meetings with stakeholders in disaster and emergency response; work with stakeholders in local areas such as National Parks to identify and mitigate bushfire risks.
- Develop and deliver training programs: deliver four targeted training programs across four communities.
- Vulnerability Risk mapping: undertake a community disaster risk and vulnerability assessment in the Walcha LGA, including outer lying villages; initiating and supporting key committees and working groups within communities
- Develop a Community Disaster Risk Reduction Action Plan; monitoring and evaluating local preparedness projects and activities.



Report:

This report includes the Budget Plan, Project Logic Plan and Project Plan. The budget is from Disaster Risk Reduction Funding, which has been distributed according to the Project Logic Plan (which is attached).

Budget:

Projects	Costs
DRRWG Projects: Stakeholder mapping, Vulnerable mapping, Mobile tower mapping, along with the workshops and training to develop the framework	\$3,500
School Projects/ Activities	\$4,000
Council Workshop/training	\$2,500
Business continuity Plan workshops/training	\$7,000
Community Projects	\$15,500
Signs	\$9,500
National Park workshops	\$4,500
Misc.	\$3,500
Total	\$50,000

Table 1- Overall Budget

Rural Signages:

Walcha region has around 840 properties without rural address signs, 294 signs have been installed over the last 10 years, which equates an average of 30 rural address signs per year.

This project proposes to install 90 rural address signs in a span of 18 months. Council's current fee to install each sign is \$325 GST exclusive. This project proposes to subsidise 90 signs \$100 each, which equates to \$225/sign GST exclusive.

Activities	Cost	Unit	Total
Advertisement	\$500	1	\$500
Subsidy	\$100	90	\$9,000
Sub Total			\$9500



Milestones:

Name	Date Anticipated	Actual Date Completed	Days +/-	Comment
Milestone 1 – [Establishment]	31/03/2023		10	Stakeholder engagement, Induction, Monitoring and Evaluation plan
Milestone 2 – [Delivery]	16/03/2024		30	Stakeholder engagement, Develop and Delivery of training program/projects
Milestone 3 – [Completion and Evaluation]	30/06/2024		90	Compile, analyse the evaluation of the data

Legal Implications:

There are no legal implications arising from this report.

Financial Implications:

Council to note the grant funded cash budget of \$50,000, as outlined in Table 1.

Environmental Implications:

Reduced risk of disasters and prepared communities benefits the environment in Walcha to thrive.

Social Implications:

Successful implementation of this project will create a stronger community and reduced disaster risk community by creating awareness and roles/responsibilities of individuals in the community for reducing Disaster risk; which aligns with Walcha Council’s Community Strategic Plan and National Disaster Risk Reduction Action Plan.

Policy Implications:

There are no policy implications arising from this report.



Project Logic Model

Sl. No	Problem	Input	Activities	Output	Outcomes		Impact
					Short term	Long term	
1	There is no Action plan for the Disaster Risk Reduction	Connecting and Stakeholder engagement to different DRR/CCA groups by end of 2023	Having meeting/discussions with different groups regarding this Consultations with the experts regarding the plans	Create DRRWG (Disaster Risk Reduction working Group) by mid of 2024 in Walcha and draft DRR action Plan	Implement/Maintain DRRWG Framework and Action Plan by 2025 (5 year target).	A strong network of DRR is created to reduce Disaster Risk	DRRWG has helped the community to reduce the Disaster Risk
2	Council employees are not completely aware of their roles and responsibilities to reduce disaster risk	Survey to analyse the council's roles and responsibility on Disasters. Analyse the survey	Develop and Conduct workshop/s to develop the council's roles and responsibilities in reducing Council's Disaster Risk; including mental health support by end of 2023	Develop Council's roles and responsibility document to support community to reduce Disaster Risk by mid of 2024	Develop Council's Disaster risk reduction action plan by mid 2024	Walcha council have successfully reduced their Disaster Risk by implementing the plan	Walcha council can successfully support community before, during, and after Disasters
3	Community's Disaster risk is unattended	Survey to analyse the community's knowledge on the Disaster risk and the communication system of Disasters. Analyse the survey	Develop Workshops/Training based on the survey analysis, reach out to relevant person/organisation based on the analysis to conduct this session/s by end of 2023	1. Workshops , Training, and Discussions on "Know your Risk". 2. Create brochures to circulate henceforth 3. Training session on "Understanding/Identifying Disaster Risk"	Community has knowledge on the "Disaster Risk"	N/A	Community is aware and know what to do of the Disaster Risks



Sl. No	Problem	Input	Activities	Output	Outcomes		Impact
					Short term	Long term	
			Develop projects to support the Disaster risk reduction within the community	Implement the projects to support the Disaster risk reduction within the community	N/A	Community's Disaster Risk is reduced	
4	There is no Vulnerability mapping for the Disaster risk done		Connect with different organisation to create the vulnerability mapping	Create Vulnerability Mapping (Occupational, old/differently abled/children, Animals, Land, Access, communication)	Vulnerability Risk mapping is created for the use of understanding the "risk" in Walcha	Maps are used for different projects	
5	There is no Business continuity plans made for the small business in Walcha	Circulate the importance of Business continuity plans (BCPs) to the small business in Walcha	Send the brochures, media, include in advocate, discussions on importance of BCPs by mid of 2024	Small businesses are aware of its importance by mid of 2024	Small Businesses understand the importance of BCPs	Small businesses want their BCPs developed	Small business of Walcha have their Business continuity plans in place by 2030
		Plan for Workshop/training session to develop BCPs in small Businesses	Conduct Workshop/training session to develop BCPs in small Businesses in collaboration by mid of 2024	Small business of Walcha is aware of Disaster Risk and have their Business continuity plans drafted to be finalised by mid of 2024.			
	Children and staffs are unaware of their roles and	Plan for training sessions/projects for understanding the Disaster Risk	Conduct Disaster Preparedness session for staff in school. Assist/create Disaster Preparedness manual.	Staffs are aware of their inputs during the times of Disasters	Staffs are Disaster Prepared	N/A	Schools are aware of the Disaster Risk



Sl. No	Problem	Input	Activities	Output	Outcomes		Impact
					Short term	Long term	
6	responsibilities to reduce disaster risk	and reacting during the Disasters by mid of 2024	Conduct training sessions/projects for children for understanding the Disaster Risk and reacting during the Disasters by mid of 2024. Work on volunteerism in Disaster Space for children	Children are aware of their roles and responsibilities to reduce disaster risk	N/A	Children are interested in studying the DRR in detail	



Project Timeline

Activities	2023		2024	
Draft Disaster Risk Reduction Action plan and form DRRWG (Disaster Risk Reduction working Group)				
Connecting to different DRR/CCA groups by end of 2023				
Having meeting/discussions with different groups regarding this				
Consultations with the experts regarding the plans				
Create DRRWG by mid of 2024 in Walcha				
Develop DRRWG Framework by 2025 (5 year target).				
Implement/Maintain the Framework through projects by 2030				
Council				
Survey to analyse the community's knowledge on the Disaster risk and the communication system of Disasters. Analyse the survey				
Develop and Conduct workshop to develop the council's roles and responsibilities in reducing Community's Disaster Risk by end of 2023				
Develop Council's roles and responsibility document to support community to reduce Disaster Risk by mid of 2024				
Develop and Conduct workshop to develop the council's roles and responsibilities in reducing Council's Disaster Risk; including mental health support by end of 2023				
Develop Council's Disaster risk reduction action plan by mid 2024				
Community-				
Survey to analyse the community's knowledge on the Disaster risk and the communication system of Disasters. Analyse the survey				



Activities	2023		2024	
Develop Workshops/Training based on the survey analysis, reach out to relevant person/organisation based on the analysis to conduct this session/s by end of 2023				
Develop and implement projects to support the Disaster risk reduction within the community				
Connect with different organisation to create the vulnerability mapping				
Create Vulnerability Mapping (Occupational, old/differently abled/children, Animals, Land, Access, communication)				
Small Business				
Circulate the importance of Business continuity plans (BCPs) to the small business in Walcha. Send the brochures, media, include in advocate, discussions on importance of BCPs by mid of 2024				
Plan for Workshop/training session to develop BCPs in small Businesses				
Conduct Workshop/training session to develop BCPs in small Businesses in collaboration by mid of 2024				
Schools				
Plan for training sessions/projects for understanding the Disaster Risk and reacting during the Disasters by mid of 2024				
Conduct Disaster Preparedness session for staff in school. Assist/create Disaster Preparedness manual.				
Conduct training sessions/projects for children for understanding the Disaster Risk and reacting during the Disasters by mid of 2024. Work on volunteerism in Disaster Space for children				



Business Disaster Risk email-

Hello Everyone

[Introduction]

With respect to my role, I am working on the way I can support your business; please let me know your opinion on the same. If you do want to write to me individually, you are welcome. Together we can create a strong community by strengthening your businesses. It will be wonderful to have your answers to the following questions:

1. What does your Business need currently?
 - a) Business Skill development
 - b) Business-as-usual plans
 - c) Identifying and minimizing the Business Risk in Walcha
 - d) Disaster/Emergency knowledge and preparedness

2. How do you define your risk?
 - a) Hazard Risk (Bushfire, COVID, mice plagues etc)
 - b) Customer or Tourism Decline
 - c) Market Loss
 - d) Environmental and climate risk; such as changing weather and climate leading to water security problems

3. How would you like this role to support your business?
 - a) Help you come up with a business continuity plan to be Risk prepared
 - b) Help you in improving your business skills
 - c) Disaster Insurance knowledge/plans

4. Would you be interested in being in a group/network that gives you updates on Business based skill share, grants, and insurance?
 - a) Yes
 - b) No

5. Would you be interested in the workshop/session which addresses your concerns regarding the question you answered?
 - a) Yes
 - b) No

6. Is there any other way you would like this role to support your business?
Answer:



Rural Address Advert information

Police have advised, "Rural addressing signs are helpful during the time of emergencies to reach the place on time"TM
Walcha's Local Sergeant informed, recent delays up to half an hour finding properties in the Yarrowitch area due lack of uniform address signage, especially during emergencies, and at nights!

Double sided reflective signs make them easily readable in either direction day or night. The inclusion of the road name helps people and visitors to know with confidence where they are.

First 90 signs to get \$100 subsidy

Rural Address Sign Application Form



Applicants Name: _____

Applicants Address: _____

Contact Number: _____

I/We hereby request and agree to pay for a rural address sign with the following details:

Address Site:

Property Name: _____

Property Number: _____

Road Name: _____

At a cost of \$225.00 exc. GST with subsidy.

I/We also agree the installation position of the rural address sign will be at the main address site entrance (access point) to the property as per Rural Addressing Standard (AS/NZS 4819:2003). Further if I/we decide additional blue & white directional property signs are necessary to assist with locating the property I/we agree to pay the costs for the additional directional signs.

(NB: An invoice will be issued, once the sign/s are installed.)

Consent to payment for the fabrication and installation of sign/s:

(Please print name)

(Please print name)

(Signature and Date)

(Signature and Date)

Comments:

OFFICE USE ONLY:

Rates Address Check: _____

Debtor Number: _____

WO Number: _____

Fabrication request date: _____

Sign installation date: _____

INVOICE:

Authorised for issue by: _____

Signature: _____ Date: _____

Processed By: _____

Invoice Number: _____ Date: _____

TRIM Reference: _____

SEND THIS FORM:

If you wish to purchase rural address sign under this subsidy, please fill the above form and return it to Walcha Council.

For further assistance please contact Walcha Council Customer Service at:
Phone number: (02)6772 500 Email: council@walcha.nsw.gov.au



Item 7:

Notice of Motions



There are no Notice of Motions for March 2023



Item 8:

Matters of Urgency



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