



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

To be held on

**Wednesday, 31 May 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:

31 May 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, 31 May 2023** commencing at **3:00pm**.

Yours sincerely

Phillip Hood  
Interim 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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1. Leave of Absence
2. Confirmation of Previous Minutes
  - 2.1 Minutes of the Ordinary Meeting held on Wednesday, 26 April 2023 at Walcha Council Chambers. WO/2023/00678
  - 2.2 Minutes of the Extra Ordinary Meeting held on Wednesday 17 May 2023 at Walcha Council Chambers. WO/2023/00850
3. Business Arising
4. Declarations of Interest
5. Mayoral Minute  
Nil.
6. Senior Officers' Reports
  - 6.1 Quarterly Budget Review Statements as at 30 March 2023 WO/2023/00887
  - 6.2 Council Facilities Opening Hours Review WO/2023/00899
  - 6.3 Motor Vehicle Policy WO/2023/00885
  - 6.4 Concealed Water Leak Policy WO/2023/00888
  - 6.5 Australian Motor Sports Action Group Walcha Car Rally 14 October 2023 WO/2023/00886
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

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|-----------------------------------|---------------|
| 9.1 Office of the General Manager | WO/2023/00898 |
| 9.2 Infrastructure & Development  | WO/2023/00815 |
| 9.3 Corporate & Community         | WO/2023/00709 |

10. Committee Reports

- |  |               |
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| 10.1 Minutes of the Walcha Motorcycle Rally Advisory Committee Meeting held on Friday 28 April 2023. | WO/2023/00718 |
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11. Delegate Reports

Nil

12. Questions with Notice

Nil.

13. Reports to be Considered in Closed Council

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| 13A Referral to Closed Council – Tenders for Aerodrome and Walcha Pathways | WO/2023/00889 |
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| 13B Referral to Closed Council – Audit Risk & Improvement Committee Recruitment / Membership | WO/2023/00890 |
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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.



# Item 2: Previous Minutes



## ORDINARY MEETING OF COUNCIL

held on

Wednesday, 26 April 2023

at

3:20pm

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 – Interim 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 29 MARCH 2023:**

153 **RESOLVED** on the Motion of Councillors Berry and Reilly that under Section 13.1 of the Walcha Council Code of Meeting Practice Council **ADOPT** the following items in bulk:

1. Minutes of the Ordinary Meeting held on Wednesday 29 March 2023 copies of which have been distributed to all members, be taken as read and confirmed a **TRUE** record.
2. Minutes of the Extra Ordinary Meeting held on Wednesday 19 April 2023, 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**

**Item 6.1 Draft Walcha 7.11 (Heavy Haulage) Contribution Plan and the Draft Walcha 7.12 Contribution Plan WO/2023/00645**

Clr Schaefer declared a Non-Pecuniary Non-Significant interest in this matter, due to being a Host landowner for Winterbourne Wind and a Director / Shareholder of Walcha Wind, and will stay in the Chambers.

**5. MAYORAL MINUTE**

Nil.

**6. SENIOR OFFICERS REPORT**

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

**6.1 Draft Walcha Section 7.11 (Heavy Haulage) Contribution Plan & Draft Walcha 7.12 Contribution Plan WO/2023/00645**

155 **RESOLVED** on the Motion of Councillors Ferrier and Pointing that Council:

1. **ACCEPT** the *Draft Walcha Section 7.11 (Heavy Haulage) Contribution Plan* and the *Draft Walcha Section 7.12 Contribution Plan*;
2. **PRIOR** to Public Exhibition **PREPARE** a suitable Work Schedule for inclusion in the *Draft Walcha Section 7.12 Contribution Plan*;



- 3. **PLACE** the *Draft Walcha Section 7.11 (Heavy Haulage) Contribution Plan* & the *Draft Walcha Section 7.12 Contribution Plan* on public exhibition for a period of 28 days;
- 4. **IF** no submissions are received, GIVE delegation to the General Manager to **ADOPT** the *Draft Walcha Section 7.11 (Heavy Haulage) Contribution Plan* and the *Draft Walcha Section 7.12 Contribution Plan* on behalf of Council.

**6.2 Walcha Preschool Advisory Committee Parent Nominations** **WO/2023/00544**

156 **RESOLVED** on the Motion of Councillors Kermode and Hicks that Council **APPOINT** Erin Fritsch and Bec Partridge to the Walcha Preschool Advisory Committee.

**7. NOTICES OF MOTION**

Nil.

**8. MATTERS OF URGENCY**

Nil.

**9. MANAGEMENT REVIEW REPORTS**

**9.1 Office of the General Manager** **WO/2023/00646**

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

**9.2 Infrastructure & Development** **WO/2023/00634**

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

**9.3 Corporate & Community** **WO/2023/00545**

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

**10. COMMITTEE REPORTS**

Nil.



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## **11. DELEGATE REPORTS**

Nil.

## **12. QUESTIONS ON NOTICE**

### **12.1 Grants Summary – NSW EPA Council Regional Capacity Building Program**

The General Manager advised that this program is not part of Walcha Council but part of Namoi Unlimited, which Walcha Council are a member of and therefore will be removed from our report.

## **13. CLOSED COUNCIL**

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

### **13A Referral to Closed Council – Audit Risk & Improvement Committee (ARIC) WO/2023/00641**

That, in accordance with the provisions of Section 10A (2)(a) of the *Local Government Act, 1993*, the matter of Audit Risk & Improvement Committee 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).

### **13B Referral to Closed Council – General Manager Recruitment WINT/2023/01967**

That, in accordance with the provisions of Section 10A (2)(c) of the *Local Government Act, 1993*, the matter of General Manager Recruitment 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.

That Council **RESOLVE INTO** Closed Council and that the press and public be excluded from the entire proceedings of the Meeting of the Closed Council for the reasons that the reports relate to:

1. personnel matters concerning particular individuals (other than Councillors);  
and





2. information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

161 The Meeting resumed in **OPEN** Council on the Motion of Councillors Hicks and Pointing and Pointing at 4:00pm.

**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 Audit, Risk & Improvement Committee Recruitment** **WINT/2023/01927**

21/20222023 **RESOLVED** on the Motion of Councillors Kermode and Schaefer that Council:

1. **ADOPT** the Model Terms of Reference for the Walcha Council Audit, Risk & Improvement Committee;
2. **APPOINT** Stephen Coates as the Chair of the Walcha Council Audit, Risk & Improvement Committee for an initial term of four (4) years;
3. **APPOINT** Councillor Hicks as the non-voting Councillor member to the Walcha Council Audit, Risk & Improvement Committee.

### **3.2 General Manager Recruitment** **WINT/2023/01968**

22/20222023 **RESOLVED** on the Motion of Councillors Reilly and Schaefer that Council:

1. **NOTE** the Report;
2. **SELECT** Leading Roles to manage the recruitment of the general manager taking into consideration the proposals for General Manager recruitment provided to Council by the following vendors:
  - Leading Roles
  - Mason Blackadder
  - McArthur
  - Capstone Recruitment
  - Local Government NSW



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- 3. **INVITE** *Chris Weber to be the independent candidate to sit on the Interview Panel.*

**THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 4:02PM.**



## EXTRA ORDINARY MEETING OF COUNCIL

held on

Wednesday, 17 May 2023

at 03:30pm 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, AC Pointing, A Reilly and GDM Schaefer.

**IN ATTENDANCE:** Mr PE Hood – Interim 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:**

A verbal Leave of Absence request was received by the Mayor from Clr KW Ferrier.

162 **RESOLVED** on the Motion of Councillors Kermode and Pointing that the Leave of Absence received from Clr Ferrier, being personal reasons, be **ACCEPTED**.

MINUTES



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## **2. DECLARATIONS OF INTEREST**

Nil

## **3. MATTERS OF URGENCY**

### **3.1 Extra Ordinary Meeting Business**

**WO/2023/00791**

163 **RESOLVED** on the Motion of Councillors Noakes and Schaefer that the business to be discussed at today's Extra Ordinary Meeting, being the **ENDORSEMENT** of the:

1. **DRAFT** 2023-2024 Operational Plan which includes:
  - a. Draft 2023-2024 Budget;
  - b. Draft 2023-2024 Fees & Charges; and
  - c. Draft 2023-2024 Revenue Policy

are of **GREAT URGENCY** due to public exhibition must not be less than 28 days as per legislative requirements and requires a decision of Council before its next scheduled Ordinary Meeting on 31 May 2023 to be able to be **ADOPTED** in June 2023 Ordinary Council Meeting.

## **4. SENIOR OFFICERS REPORT**

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

### **4.1 DRAFT 2023-2024 Operational Plan for Public Exhibition**

**WO/2023/00811**

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

1. **PLACE** the proposed Draft 2023-2024 Operational Plan inclusive of the draft budget, fees and charges and revenue policy, on public exhibition for a period of 28 days in accordance with Section 404 and 405 of the *Local Government Act, 1993*; and
2. **REQUEST** a further report to be submitted at the completion of the public exhibition period detailing any submissions received during the exhibition or any minor changes are proposed for Council's consideration and final adoption.



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**4.2 Survey Results – Naming of Walcha Rose Garden WO/2023/00763**

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

1. **NOTE** the Report; and
2. **ENDORSE** the community vote of naming the Rose Garden “Bev Betts Rose Garden”.

**5. CLOSED COUNCIL**

Nil.

**THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 3:48PM.**



# **Item 3:**

# **Business**

# **Arising from**

# **Previous**

# **Minutes**



# Item 4:

# Declarations of Interest



# Item 5: Mayoral Minute





# Item 6:

# Senior Officers' Reports



**Item:** 6.1 **Ref:** WO/2023/00887  
**Title:** Quarterly Review of Operational Plan & Budget as at March 2023  
**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 March 2023 Quarterly Budget Review Statements; and**
2. **APPROVE the variations in Income and Expenditure votes as detailed in this report.**

### March 2023 Quarterly Budget Review

The March 2023 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 Q3 result is now predicted to be an Operating Deficit of \$547,829 (Excluding Capital Funding) and an overall Cash Surplus of \$93,361.

	Original Budget	QBR1	QBR2	QBR3	QBR4	Forecast 30 June 2023	Variance
Income	25,881,719	2,650,066	1,730,989	(9,356,720)		20,906,053	4,975,666
Expenditure	15,306,901	857,309	1,587,682	522,619		18,274,392	2,967,491
Operating Result	10,574,818	1,792,757	(220,694)	(9,879,339)		12,510,881	1,936,063
Less: Capital Grants	11,855,323	2,647,323	141,172	(11,464,448)		3,179,370	8,675,953
Operating Result Excluding Capital	(1,280,505)	(854,567)	42,717	1,585,109		(547,709)	732,796
Cash Movement	31,777	(378,399)	94,593	345,390		93,360	61,583

Budget amendments are included as follows

#### General Fund Major Budget Variation Items - Quarter Ending March 2023

Income Item	Amount	Reason
Public Order & Safety	\$97,704	Disaster Risk Reduction Funding
Other Community Services & Education	\$25,360	Youth Opportunities Funding
Urban Roads	\$275,822	Fixing Local Roads Pothole Repair
Regional Sealed Roads	\$100,000	Regional & Local Roads Repair
Sealed Rural Roads	\$1,114,651	Fixing Local Roads Pothole Repair & Regional & Local Roads Repair



Income Item	Amount	Reason
Unsealed Rural Roads	494,191	Regional & Local Roads Repair
Capital Grants - Recreation & Culture	(1,686,016)	Carry over 2023/24 Skate Park/Swimming Pool
Bridges – Rural Sealed & Unsealed	(4,026,668)	Carry over 2023/24 Timber Bridges
Footpaths & Bike Tracks	(1,585,810)	Carry over 2023/24 Shared Pathways/Get Active NSW funding
Urban Roads	(228,544)	Carry over 2023/24 Middle Street/Walsh Street
Regional Sealed Roads	(1,750,973)	Carry over 2023/24 Thunderbolts Way Strategy
Sealed Rural Roads	(211,015)	Carry over 2023/24 Aberbaldie Road
Unsealed Rural Roads	(687,422)	Carry over 2023/24 Lakes Road Resheeting, Forest Way Sealing, Old Brookmount Causeway, Culvert Rectification, Hazeldean Road Causeway
Aerodrome	(1,288,000)	Carry over 2023/24 Aerodrome upgrades
	<b>(\$9,356,720)</b>	

Operating Expenditure Item	Amount	Reason
Emergency Services Support	\$97,704	Disaster Recovery Coordinator
Youth Services	\$25,360	Youth Opportunities Funded Program
Town Planning	\$80,000	API Integration
Urban Roads	\$125,822	Pothole Repairs – Funded
Sealed Rural Roads	\$188,733	Pothole Repairs – Funded
Other Land & Property	\$5,000	Apsley Street Development
	<b>\$522,619</b>	

Capital Expenditure Item	Amount	Reason
Walcha Cemetery Upgrade	(\$5,748)	Budget not required
Levee Bank Solar Lighting	(\$34,727)	Project under budget
Skatepark Construction	(\$400,000)	Carry over 2023/24
Amenity Upgrades – John Oxley	(\$120,000)	Carry over 2023/24
Library Building Repairs	(\$20,000)	Funding to be sought
Walcha Pool Refurbishment	(\$646,016)	Carry over 2023/24
Walcha Sporting Amenity Upgrade – Walcha Pool	(\$500,000)	Carry over 2023/24



Capital Expenditure Item	Amount	Reason
Quarry Management Plans	(\$89,272)	Not required
Niangala Road Timber Bridge AM5632	(\$556,006)	Carry over 2023/24
Niangala Road Timber Bridge AM5601	(\$1,656,061)	Carry over 2023/24
Winterbourne Road Timber Bridge AM6214	(\$519,306)	Carry over 2023/24
Mooraback Road Timber Bridge AM5414	(\$425,295)	Carry over 2023/24
Tia Diggings Road Timber Bridge AM5852	(\$420,000)	Carry over 2023/24
Tia Diggings Road Timber Bridge AM10811	(\$450,000)	Carry over 2023/24
Footpath Renewal	(\$119,250)	Carry over 2023/24
Shared Pathways	(\$1,777,810)	Carry over 2023/24
Get Active – Darjeeling Road Walkway	\$121,000	Funding to expend by June 30
Get Active – Various Linking Walkways	\$11,000	Funding to expend by June 30
Get Active – Summervale Walking Track	\$60,000	Preliminary works
Kerb & Gutter Renewals	(\$77,000)	Works not completed 2022/23
Kerb & Gutter Extensions	(\$269,250)	Works not completed 2022/23
Middle Street Rehabilitation	(\$305,633)	Carry over 2023/24
Walsh Street Rehabilitation	(\$170,000)	Carry over 2023/24
Jamieson Street Asphalt Works	\$142,968	Complete by 30 June 2023
Thunderbolts Way Corridor Strategy	(\$1,920,558)	Carry over 2023/24
Heavy patching (Block Grant)	\$174,480	
Aberbaldie Road – Rehab & Widening	(\$211,015)	Carry over 2023/24
Heavy Patching Supplementary RLRR	\$1,135,412	Works to be complete by 30 June 2023
Gravel Re-sheeting	(\$330,000)	Reduce own source spend due to additional funding
Dust Suppression	(\$15,000)	Will not be spent in 2022/23
Lakes Road Gravel Re-sheeting	(\$100,000)	Carry over 2023/24
Forest Way Road Sealing (FLR300282)	(\$252,422)	Carry over 2023/24
Old Brookmount Road Causeway Rectification	(\$70,000)	Carry over 2023/24



Capital Expenditure Item	Amount	Reason
Old Brookmount Culvert Rectification	(\$70,000)	Carry over 2023/24
Old Brookmount Culvert Rectification	(\$115,000)	Carry over 2023/24
Hazeldean Road Causeway Restoration	(\$150,000)	Carry over 2023/24
Walcha Aerodrome Improvements	(\$1,288,000)	Carry over 2023/24
	<b>(\$11,368,920)</b>	

### Internal Restricted Assets

Below is a summary of Council's internally restricted assets at 31 March 2023 after budget adjustments are applied. Please see Walcha Council – Restriction Summary for further detail.

Balance 31 March 2023	
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	60,000
<b>Total</b>	<b>4,000,256</b>

### Water Fund

The original 2022-2023 budget predicted an Operating Surplus of \$91,282. With no capital renewal work now planned we will build our reserves which will mean we should not require borrowing for minor capital works. The current forecast is a surplus of \$104,975 at 30 June 2023.

	Original Budget	QBR 1	QBR 2	QBR 3	QBR 4	Forecast 30 June 2023	Variance
Income	9,021,348	(1,500,000)	0	(3,454,327)		4,067,022	(4,954,326)
Expenditure	930,066		(7,593)	82,074		1,007,047	76,981
Operating Result	6,591,282		7,593	(3,536,400)		3,059,975	(3,531,307)
Less: Capital Grants	8,000,000	(1,500,000)	0	(3,545,000)		2,955,000	(5,045,000)
Operating Result Excluding Capital	91,282		7,593	8,600		104,975	13,693
Cash Movement	30,905		0	8,600		39,505	8,600



Income Item	Amount	Reason
Private works income	\$40,674	Additional unplanned private works
Off Stream Storage	(\$3,545,000)	Carry over remaining funding to 2023/24
Interest revenue	\$50,000	Interest apportionment for funds held – unplanned
<b>Total</b>	<b>\$3,454,327</b>	

Expenditure Item	Amount	Reason
Maintenance	(\$600)	
Mains Operations Maintenance	\$27,000	Additional unplanned maintenance costs
Pumping Station Maintenance	\$5,000	Additional unplanned maintenance costs
Water Treatment Maintenance	\$10,000	Additional unplanned maintenance costs
Private Works	\$40,674	Private works
<b>Total</b>	<b>\$82,074</b>	

Capital Expenditure Item	Amount	Reason
Off Stream Storage – DWS091 - PM	(\$1,500,000)	Carry over 2023/24
Off Stream Storage – DWS091 – Principal supplied items	(\$550,000)	Carry over 2023/24
Off Stream Storage – DWS091 – Pipeline & Civil	(\$475,000)	Carry over 2023/24
Off Stream Storage – DWS091 – Mechanical	(\$475,000)	Carry over 2023/24
Off Stream Storage – DWS091 – Electrical	(\$475,000)	Carry over 2023/24
Off Stream Storage – DWS091 – Telemetry	(\$70,000)	Carry over 2023/24
<b>Total</b>	<b>(\$3,545,000)</b>	

### 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. Unplanned smoke testing will result in a forecast deficit for 30 June 2023 of \$83,719.

	Original Budget	QBRs 1	QBRs 2	QBRs 3	QBRs 4	Forecast 30 June 2023	Variance
Income	550,777	39,899	0	26,284		616,960	66,183
Expenditure	517,170		(15,834)	159,444		660,780	143,610
Operating Result	33,607	39,899	15,834	(133,160)		(43,820)	77,427
Less: Capital Grants	0	39,899	0			0	0
Operating Result Excluding Capital	33,607	0	15,834	(133,160)		(83,719)	117,326
Cash Movement	136	39,899		(62,958)		(22,923)	(22,787)



Income Item	Amount	Reason
Private Works	\$16,284	
Interest	\$10,000	Unplanned
<b>Total</b>	<b>\$26,284</b>	

Expenditure Item	Amount	Reason
Smoke Testing	\$125,160	Smoke test
Sewer Treatment Maintenance	\$18,000	
Private Works	\$16,284	
<b>Total</b>	<b>\$159,444</b>	



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**Item:** 6.2 **Ref:** WO/2023/00899  
**Title:** Council Facilities Opening Hours Review  
**Author:** General Manager  
**Previous Items:** Not Applicable  
**Attachment:** No

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**Community Strategic Plan Reference:**

**Strategy Number 8.1.1:** *Provide a framework for the efficient and effective administration of Council.*

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**RECOMMENDATION:**

**That Council:**

- 1. APPROVE the change in face-to-face opening hours for Council's Administration Building from 8:30am – 5:00pm to 9:00am – 4:30pm weekdays, with phone service continuing unchanged from 8:30am – 5pm.**
  - 2. APPROVE the new season 2023/2024 operating hours for the Walcha Swimming Pool**
- 

**Introduction:**

Council's current opening hours for phone and over-the counter enquiries is 8:30am – 5:00pm. It is proposed to change the Administration Building's opening hours to 9:00am – 4:30pm and retain the 8:30am-5:00pm opening hours for phone enquiries only.

The Swimming Pool's opening hours will remain the same with a minor change, the Pool will no longer be closed on a Tuesday afternoon. It will still be available for exclusive use for Learn-to-Swim however this will not be reflected in the standard opening/closing times.

**Report:**

**Council's Administration Building – Change of Opening Hours**

Council's current opening hours for phone and over-the counter enquiries is 8:30am – 5:00pm. Before Council's Administration Building can open for over-the-counter enquiries and transactions there is significant set up required. This is currently being undertaken by staff prior to 8:30am, i.e. outside of standard work hours. A similar process is required at the close of business, again sometimes requiring staff to work beyond 5:00pm and their standard work hours to facilitate the shutdown.

The demand for face-to-face access to Council at the start and particularly the close of business is relatively low on average, and declines significantly in Winter and shoulder seasons.

As it is now common practice for Council's to structure their over-the counter opening hours to account for these opening/closing procedures, it is proposed to change Council's Administration Building opening/closing hours to 9:00am to 4:30pm. This





change will enable staff to undertake all opening and shutdown procedures within their standard hours and will bring Walcha Council into alignment with the operating times of other Councils within the region. Further, it will allow customer service staff increased flexibility to engage in staff meetings or supervisor meetings during periods that the counter is not open. It will also allow increased flexibility for staff hours – as only one staff member is required for opening/closing procedures.

**Council’s opening hours for general phone enquiries will be unchanged, being 8:30am to 5:00pm.**

**Walcha Swimming Pool – Change of Operating Hours**

It is proposed to make a minor change to the Swimming Pool’s operating hours to ensure the pool available on Tuesday afternoons for full public use in instances where learn-to-swim classes may not be running. The change will also bring our operating hours into alignment with the similar facilities in the region.

**Current Season – 2022 – 2023 Operating Hours:**

Day	Open	Close	Re-Open	Close
Monday	6.00am	8.00am	10.00am	6.00pm
Tuesday	6.00am	8.00am	10.00am	2.00pm
Wednesday	6.00am	8.00am	10.00am	6.00pm
Thursday	6.00am	8.00am	10.00am	6.00pm
Friday	6.00am	8.00am	10.00am	6.00pm
Saturday	10.00am	6.00pm	-	-
Sunday	10.00am	6.00pm	-	-

**New Season – 2023 – 2024 Operating Hours:**

Day	Open	Close	Re-Open	Close
Monday	6.00am	8.00am	10.00am	6.00pm
Tuesday	6.00am	8.00am	10.00am	6.00pm
Wednesday	6.00am	8.00am	10.00am	6.00pm
Thursday	6.00am	8.00am	10.00am	6.00pm
Friday	6.00am	8.00am	10.00am	6.00pm
Saturday	10.00am	6.00pm	-	-
Sunday	10.00am	6.00pm	-	-



Legal Implications:

There are no legal implications arising from this report.

Financial Implications:

Changes in opening hours for the Administration Building may help to reduce instances of overtime for customer service staff.

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:** 6.3 **Ref:** WO/2023/00885  
**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)

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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:**

- 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 minimal maintenance costs. Most light vehicles will be changed over within their warranty period.

Another significant change is the current Policy only allows for private travel within the Walcha LGA, with all costs incurred outside the LGA requiring reimbursement. In practice this approach is out of step with most private leaseback arrangements, and is onerous to enforce as many staff live outside of the LGA. The revised policy allows for private use within the state of NSW and ACT, with use outside the state requiring reimbursement.

Leaseback payments will also be calculated per vehicle based on the statutory method to offset fringe benefit tax, rather than fixed per category of vehicle. This will increase the after-tax payment required by staff in most cases.



Category and Range of vehicles to be provided – Current Policy

LEV				Employee Contribution	Vehicle
Specialist	Manager	Director	GM		
					Group 4 (to \$25,000 EX GST)
				No Private Use	Mitsubishi ASX Hyundai i30
					Group 3 (to \$35,000 EX GST)
				\$100pw	Mitsubishi Outlander
					Group 2 (to \$45,000 EX GST)
				\$120pw	Mitsubishi Triton GLX Double Cab
					Group 1 (to \$50,000 EX GST)
				Nil – part of package	Pajero Sport

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 - Specialist	Up to \$40,000	Up to \$150 per week calculated to ensure no FBT is payable based on the statutory method
Personal Use – Manager	Up to \$45,000	Up to \$186 per week calculated to ensure no FBT is payable based on the statutory method
Personal Use – Director	Up to \$50,000	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 \$55,000	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:

This will replace the existing Motor Vehicle Leaseback Policy & Procedure.



# WALCHA COUNCIL

## ADMINISTRATION POLICY

### DRAFT Light Vehicle Fleet Policy

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#### 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:	
2.1	April 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 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.

AND

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





## **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 only for fuel purchased within New South Wales and the Australian Capital Territory. All fuel purchased outside these states will be at the employees' expense (except if for work related purposes – i.e. interstate training, conference).

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. Excessive private use may necessitate removal of the private use benefit, or additional reimbursement by the staff member to offset the cost to Council.

## **4.4 Commuter Use**

"Commuter Use" refers to use of a Council vehicle by an employee for travel to/from work, where vehicle is also required for the employee to undertake the functions of their role. 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:



## ADMINISTRATION POLICY

### DRAFT Light Vehicle Fleet Policy

Our Ref: WINT/2023/00179

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.



## **ADMINISTRATION POLICY**

### **DRAFT Light Vehicle Fleet Policy**

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#### **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 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 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 leaseback vehicle has been returned to Council for a period of continuous leave of greater than one week, then the weekly lease payments should not be deducted from the employee's salary during their absence.

#### **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



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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.*

*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.*



## ADMINISTRATION POLICY

### DRAFT Light Vehicle Fleet Policy

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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 (thereinafter 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 and the Australian Capital Territory. 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..... )  
 Pursuant to a resolution passed on the ..... )  
 Day of ..... 20..... )

.....  
 Mayor of Walcha  
 .....  
 General Manager

SIGNED on the .....day 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 – Specialist	Up to \$40,000	Up to \$150 per week calculated to ensure no FBT is payable based on the statutory method
Personal Use – Manager	Up to \$45,000	Up to \$186 per week calculated to ensure no FBT is payable based on the statutory method
Personal Use – Director	Up to \$50,000	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 \$55,000	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.



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**Item:** 6.4 **Ref:** WO/2023/00888  
**Title:** Concealed Water Leak Policy  
**Author:** Acting Director Infrastructure & Development  
**Previous Items:** Not Applicable  
**Attachment:** DRAFT Concealed Water Leak Policy – WINT/2023/02541

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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:**

- 1. ENDORSE the Draft Concealed Water Leak Policy and PLACE on public exhibition for 28 days;**
  - 2. ADOPT the Concealed Water Leak Policy as presented subject to no submissions received during the exhibition period; and**
  - 3. AUTHORISE the General Manager under delegation to administer the Concealed Water Leak Policy.**
- 

**Introduction:**

This policy defines how Walcha Council will assess requests for financial assistance where ratepayers have received an unusually high-water rate notice in a particular rating cycle due to the existence of a concealed water leak. This policy clarifies the financial assistance that Council will provide in such circumstances.

**Report:**

The purpose of this policy is to provide a fair and consistent approach to assess if a request for a reduction in water charges can be applied due to a concealed water leak. The policy outlines the criteria to be eligible for consideration and the and the process for calculation.

There are a number of key points outlined in the policy that protect Council from misuse and repeat applications.

Legal Implications:

There are no legal implications arising from this report.

Financial Implications:

The financial implications related to this report would be a reduction in occasional water usage income, however the actual cost to Council for the water consumption over the relative short period is not a reflection of the actual cost as it includes asset depreciation



for the longer duration – i.e. water charges are designed to cover the entire cost of the water business, not just operational expenditure.

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.



# Walcha Council

## Water Supply Policies

### Concealed Water Leak

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#### Applicability

All Councillors and Council Staff

#### Publication Requirement

Internal and External

#### Assigned Responsible Officer

General Manager

#### Document Status

Version	Date Reviewed	Prepared by	Endorsed	Approved (date)
1.0	May 2023	Interim Director Infrastructure & Development		

#### Amendment Record

Amendment Version #	Date Reviewed	Description of Amendment



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DRAFT



## Introduction

This policy defines how Walcha Council ("Council") will assess requests for financial assistance where ratepayers have received an unusually high-water rate notice in a particular rating cycle due to the existence of a concealed water leak. This policy clarifies the financial assistance that Council will provide in such circumstances.

## Background

Customers receiving metered water supplies are responsible for managing the water supply on their property i.e. from the property side of the water meter. This includes maintenance and repair of all water services on the property. All reasonable effort must be taken by the owner to ensure that the property's water infrastructure is maintained in good working order.

Council acknowledges that at times water leaks can go undetected for relatively long periods and may cause financial difficulties for some customers. Council may, at its discretion, assist customers where a concealed leak is located on their property resulting in excessive or unfair fees and charges being levied by Council.

Council will only assist customers, who live permanently in their homes or are not-for-profit organisations which occupy premises at least five days per week and are responsible for water use charges.

Council relies on rates and charges to fund facilities and water services for its community. Council is a Water Supply Authority under the Water Management Act and relies on payment of water accounts to ensure continuous service to our community.

## Policy

### Policy Statement

Council provides the following notification to residents in circumstances where water usage appears to substantially exceed previous usage:

- Leave written notification at the premises if the usage was identified at the time of the standard quarterly read or via a site visit,
- Write to the resident if the usage is identified as part of a review of consumption stats by Rating staff.

Customers seeking assistance will be required to provide, in the first instance:

- Statutory Declaration from a licensed plumber certifying that the leak was concealed from view and could not be located by visual inspection, details about how the plumber located the leak, and certifying that the plumbing was not faulty;
- Statutory declaration from customer confirming they live permanently in their homes and, circumstances regarding the concealed leak not being identified;
- An adjustment will be made with respect to amounts determined by Council to be above the normal consumption (to be determined using data from previous consumption periods that



- are leak free);
- The adjustment will be calculated based on water usage bill of the three previous corresponding periods e.g. summer periods and the average of those periods applied to the concealed leak water bill period.
- An adjustment can only be requested for concealed leaks once per owner per property every 5 years;
- The adjustment will be processed as an adjustment to an unpaid account, or a refund if the account has already been paid;
- Remission for sewage discharge volumetric charges is available where water usage is used as the basis for calculation;
- Adjustments will not be made for amounts under \$100.

### Clarifications

The following specific water losses are not considered concealed leaks.

- Where there is visible evidence of soaking or dampness (which may include but is not limited to damp walls, lush grass, boggy ground or damp soil);
- Loss of water from faulty fixtures and fittings (including taps, toilet cisterns, hot water systems, dishwashers and washing machines);
- Leaks from swimming pools, spas or water features, which are not considered "plumbing works";
- Leak due to neglect or obvious defect in private water service;
- Failure of rainwater tanks, valves or the pipe work supplying them;
- Water tanks that are plumbed to the potable water supply;
- Sprinklers and irrigation systems;
- Hoses, hose pipes, external taps and fittings;
- Solar panels or the pipe work supplying them;

### Application guidelines:

- All applications must be made in writing.
- The Applicant must be the person liable for the charges to which the application relates.
- The application must be received by Council within 30 days of the owner becoming aware of the leak, or within 30 days of the issue of the relevant water account, whichever comes first.
- The Applicant must provide evidence, to the satisfaction of the General Manager or nominated delegate, showing that:
  - The leak was concealed,
  - The Applicant was unaware of the leak, and that
  - The leak was not due to the neglect of obvious defects in the private water service.
- Appropriate supporting evidence to show that the leak has been satisfactorily repaired by a qualified professional must be provided with the application.
- Photographic evidence of the repair MUST be provided.

### Compliance

Management will:

- Ensure that the policy applied as approved.
- Report on the number of applications approved each month.



## **Review**

This policy will be reviewed on a regular basis, or at least every two years

## **Definitions**

### **Concealed Leak**

A “**concealed leak**” is one where water escaping from a water service is hidden from view (usually below ground) where it is not able to be located by visual inspection. There are often no signs whatsoever of water leaking. Water that can be seen coming from the ground or under a driveway is not a concealed leak. The fact that a plumber may have difficulty establishing the exact site of the leak does not mean the leak is concealed. Water leaks in paddocks, yards and gardens are generally detectable by finding lush grass or boggy ground and hence not concealed. The fact that a particular customer has not discovered the leak because they have not detected it does not indicate that it is a concealed leak.

### **Council**

Council means Walcha Council, being the organisation responsible for the administration of Council affairs and operations and the implementation of Council policy and strategies.

### **Council Policy**

Council Policy shall mean policy created and approved by the elected members of the Walcha Council.

### **Hardship**

Hardship shall include the inability to reasonably discharge financial obligations due to illness, unemployment or other reasonable cause rather than unwillingness to do so. Financial hardship can be either of limited duration or long term.

### **Principal place of residence**

Principal place of residence will be determined using the principles defined by the Income Tax Assessment Act 1997.

### **The Act**

The Act means the *Local Government Act 1993*.





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**Item:** 6.5 **Ref:** WO/2023/00886  
**Title:** 2023 AMSAG Walcha Car Rally – 14 October 2023  
**Author:** General Manager  
**Previous Items:** Not Applicable  
**Attachment:** **Under Separate Cover:**  
Public Liability Insurance Certificate of Currency  
Traffic Management Plan;  
Event Safety Plan;  
Letter to Residents; and  
Notice for the newspapers – Apsley Advocate.

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**Community Strategic Plan Reference:**

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

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

---

**RECOMMENDATION:** That, pending support from affected residents, Council APPROVE the use of Council owned roads for the Australian Motor Sports Action Group (AMSAG) Walcha Rally to be held in Walcha on Saturday 14 October 2023.

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**Introduction:**

In June 2022, Council was approached by the Australian Motor Sports Action Group (AMSAG) regarding an application to conduct a Walcha Car Rally (the Rally) in October 2022. Due to outside commitments, AMSAG had to cancel the proposed event. AMSAG are hoping to have an application approved to hold the event this year on Saturday 14 October 2023.

**Report:**

The Rally would be conducted over Council roads and Forestry roads. Resident access will be maintained for all emergency situations during the Rally, however roads will be closed for safety purposes during the conduct of the various individual stages of the Rally. The following proposed road closures would be in place for each of the competitive stages:



Stage	Road	Closed Time:	Re-open Time:
1	Tia Diggings Road	7:33am	11:10am
2	Lakes Road	7:55am	11:32am
3	Wauches Road	8:18am	11:51am
4	Hell Hole is a Forestry Road		
5	Tops Road	9:35am	1:15pm
6	Arthurs Forest is a Forestry Road		
7	Wild Cattle Creek is a mixture of Council and Forestry Road	11:42am	6:12pm
8	Repeat of Stage 4		
9	Repeat of Stage 6		
10	Repeat of Stage 7	11:42am	6:12pm
11	Quarry Road	3:32pm	6:29pm

AMSAG have also provided a copy of:

- Public Liability Insurance Certificate of Currency
- Traffic Management Plan;
- Event Safety Plan;
- Letter to Residents; and
- Notice for the newspapers – Apsley Advocate.

These are all attached for your information.

AMSAG will be letter box dropping to affected residents, and individual stages may be removed if residents are not supportive of the event.

**Implications:**

The rally is an inherently risky event, so there is chance of incident or injury to competitors. The attached documentation shows how AMSAG plans to manage this risk. Use of Council roads is also solely at the risk of AMSAG and the competitors. Physical impacts to the roads by the event is expected to be minimal, due to small size and weight of the rally vehicles being used.

While this is not a Council run event, the event itself will likely bring a tourism and economic boost for Walcha for attending spectators and competitors.



# Item 7:

# Notice of Motions



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## NOTICE OF MOTION NUMBER: 27

**Item:** 7.1 **Ref:** WO/2023/00900  
**Title:** Notice of Motion – Request from Voice for Walcha  
**Author:** Councillor Noakes  
**Attachment:** Yes – letter from Voice for Walcha

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### Report:

On the 27 April 2023 Interim General Manager, Phillip Hood and myself met with representatives of Voice for Walcha who raised concerns that Walcha Council did not directly reference the Walcha Development Control Plan (DCP) in our submission to the Environment Impact Statement for the Winterbourne Wind Project – specifically Chapter 14 – *Wind Power Generation*.

A Council's DCP relates to development activity that Council has consenting authority over. Section 11a of the State Environmental Plan Policy (State and Regional Development 2011) states:

*"DCPs (whether made before or after the commencement of this Policy) do not apply to State Significant Developments."*

As Mayor of Walcha Council at the time that Chapter 14 was reviewed and updated we were made well aware by our Development Department that this addition would not apply to any development that Council was not the consenting authority of. Chapter 14 is instead intended to provide a stated position upon which Walcha Council will provide comment in relation to State Significant Development for wind power generation. Chapter 14 also notes that:

*"Council does support the notion of alternate energy sources such as wind energy generation. Wind farms have been identified in the Walcha Local Strategic Planning Statement 2019-2029 as potential developments for the area."*

It is not the position of Council to use Chapter 14 of the DCP as a mechanism to object to state significant wind farm projects proposed for the Walcha LGA, but rather as a reference tool to inform our responses to such proposals. In regards to the Winterbourne Wind EIS – Council's final submission was highly critical of the project on a number of fronts.

On Friday 26 May 2023, Interim General Manager, Phillip Hood and myself met with representatives of the Planning Department and discussed with them both the concerns raised by Voice for Walcha, and the importance of directly referencing Council's DCP in



this submission process. They confirmed that Council's DCP does not factor in the assessment process. Further, there is no mechanism to 'upgrade' our response to the Winterbourne Wind EIS that has any influence on the outcome of the assessment at this time. The next step will be the Independent Planning Commission process which Council will work through in due course.

At the request of Voice for Walcha the attached letter dated 3 May 2023 is tabled on the Agenda for the May Ordinary Meeting and will therefore be publicly available on the Council website. Council making this letter available on its website is not Council endorsing the content.

**Additional Comments:**

None provided.

**MOTION:**

**That the Report be NOTED by Council.**

**Clr Eric Noakes, Mayor of Walcha**

Date 29 May 2023

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**RE: Meeting with Eric Noakes and Phillip Hood, 9am Thursday 27<sup>th</sup> April 2023.**

Dear Mayor Noakes and Councillors,

Thank you for your time in meeting with us last week, Eric.

As a result of our discussions, we would like to draw councillors' attention to the Walcha Council Development Control Plan 2019. A critical element in the democracy of any LGA is the integrity of its planning processes. In keeping with these obligations, Walcha Council went to the Community with draft development control plan (DCP) provisions in late 2021. With input from the community, they were consolidated and published.

<https://www.walcha.nsw.gov.au/f.ashx/Walcha-Development-Control-Plan-Adopted-27-October-2021.pdf>

These became critical links in your **duty of care to the Community of Walcha**.

While council will need to review the entire contents of section 14 of this document, there are a number of very obvious issues around the planning and environmental controls in section 14.6 that need to be addressed. Things such as

- distances from roads, boundaries (460m) and non-related dwellings (3.45km)
- noise, including associated neighbours with agreements
- cumulative impact
- internal road designs
- road works and road work bonds
- detailed road condition reports
- safe viewing areas
- Post Construction Monitoring
- Compliance with Development Contributions Plan
- Visual Amenity Impacts/avoid/manage impacts on the scenic rural landscape and visitor attractions
- sensitively to non-related dwellings

Does the 700 megawatt project, Winterbourne Wind Farm, located on the boundary of our world heritage national park, on prime agricultural land including biophysical strategic agricultural land fit into the vision as outlined in this DCP?

There are very few points in this DCP that Winterbourne Wind has complied with. It is hard to understand how the council could assess the Winterbourne Wind Project under the guidelines of this DCP and not object to the EIS in its current form. This particular project is simply wrong in its size and its placement.



It is apparent that Walcha Council's EIS submission to the Winterbourne Wind Project omitted any reference or mention of Council's own DCP. As a result, significant issues, further to the ones raised in your submission to the EIS exist. While we believe this to be a genuine omission, we believe that council now has the opportunity to rectify this situation. To not take any action in relation to this matter would be a breach of your duty of care.

We would therefore ask Council to immediately reconsider and revise their submission and their position on the Winterbourne Wind Project. Given these guidelines, is a neutral position the appropriate position for Council to take? Of course, the option to support revised versions of this project that comply with the DCP are still available to Walcha Council in the future.

We say, in the interests of a just outcome for the Community, the Council, based on its own DCP, needs to upgrade its submission to an 'objection' to this EIS. We further say, it is erroneous to conclude that Councils can't inform the planning process on SSD applications – you are the level of government closest to communities. Therefore strong weight should be given to your views on respective developments. We believe this action needs to be taken now and not addressed during the IPC review.

Regards

Cameron & Rachel Greig,  
Damien & Simone Timbs,  
Michael Luchich,  
Kate Durack and Jim Young

**Voice for Walcha**



# Item 8:

# Matters of Urgency





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# Item 9: Management Review Reports



## 9.1 OFFICE OF THE GENERAL MANAGER

Ref: WO/2023/00898

**Responsible Executive:** General Manager

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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.*

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**RECOMMENDATION:** That items included in the Office of the General Manager Management Review Report be NOTED by Council.

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### 1. RESOLUTIONS ACTION LIST

See attached report.

# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
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## Ordinary Meeting – 31 October 2018

60/1819	<b>6.6 On-site Sewage Management Strategy Implementation WO/2018/02306</b> that Council postpone the implementation of the On-site Sewage Management Strategy until the next financial year.	<del>DED</del> <b>DID</b>	Review <del>30062022</del> 31032023 29092023	Review Strategy when suitable resources secured (current vacancy for a Health & Building Surveyor)	Council resolved to put this on hold until the drought conditions subside and suitable resources secured.
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## Extra Ordinary – 22 May 2019

167/1819	<b>2.2 Planning Proposal 2 Annual Review WO/2019/01107</b> that Council: 1. Prepare a planning proposal to include the following: a. Rezone land described as Lot B DP 371356, Lot 7016 DP 94120 and Lot 543 DP 756502 from RU1 Primary Production to RE2 Public Recreation, and to remove the land from the Minimum Lot Size Map. b. Rezone the portion of the land described as Lots 1, 2 & 4 Sec 41 DP 759035 zoned R1 General Residential to RE1 Public Recreation, remove the land from the Minimum Lot Size map and the Height of Buildings map. c. Insert attached dwellings, hostels, multi dwelling housings, residential flat buildings, seniors housing as prohibited uses in the RU5 Village Zone Land Use Table d. Increase the current height restriction from 8.0 metres to 8.5 metres on the Height of Buildings Map.	<del>DED</del> <b>DID</b>	31012023 June 2023	As per resolution.	Initially due October 2020.  Work behind schedule and has been prioritised.  Planning Proposal to be submitted to DPE for Gateway Determination.  Delay due to Agri land employment lands state leg commencement.  Complete by mid Aug 2023
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# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
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	<p>2. Request Delegation under section 3.36(2) of the <i>Environmental Planning &amp; Assessment Act 1979</i> to make the final instrument.</p> <p>3. Submit the drafted Planning Proposal for a Gateway Determination.</p>				
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168/1819 <b>22 May 2019</b>	<p><b>Motion:</b> It was <b>MOVED</b> Clr Heazlett <b>Seconded</b> Clr Kermode that Council prepare a planning proposal to rezone the portion of the land described as Lot 8 DP1167213 zoned RU1 Primary Production to RE1 Public Recreation, remove the land from the Minimum Lot Size map and reclassify the land from 'community' to 'operational' land to enable the subdivision of the industrial land when required. A <b>FORESHADOWED</b> Motion Clr Lyon that the portion of Lot 8 currently zoned Industrial be rezoned 'public recreation'. The Original Motion was put to the <b>VOTE</b> and <b>CARRIED</b>.</p>	<del>DED</del> <b>DID</b>	<del>31012023</del> June 2023	As per resolution.	<p>Initially due October 2020.</p> <p>Work behind schedule and has been prioritised.</p> <p>Planning Proposal to be submitted to DPE for Gateway Determination.</p> <p>Delay due to Agri land employment lands state leg commencement.</p> <p>Complete by mid Aug 2023</p>
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## Ordinary – 31 July 2019

6/20192020	<p><b>6.3 Crown Land Management Plan Preparation WO/2019/01134</b> that Council:</p> <p>1. Acknowledge that a Walcha Crown Land Management Plan is required to be prepared for Crown Land managed by Walcha Council as required by the <i>Crown</i></p>	<del>DED</del> <b>DID</b>	<del>30062023</del> 30062024	As per resolution.	<p>Underway.</p> <p>Extension granted for 12 months.</p> <p>To be completed by June 2024</p>
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# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
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2. Request ministerial consent from NSW Department of Industry—Lands & Water to manage land known as:
- a. Woolbrook Rubbish Tip - 104 Campfire Road, Woolbrook - Lot 238 DP 753846 being Reserve 82854
  - b. Walcha General Cemetery - 169-179 Darjeeling Road, Walcha - Lot 1 DP 1088076 and Lot 7042 DP 1122396 being Reserve 1018788, Lot 7027 DP 1075451 and Lot 1 DP 117825 being Reserve 1018768
  - c. Old Rubbish Depot - Oxley Highway, Walcha Road - Lot 132 DP 753846 and Lot 7300 DP 1136219 being Reserve 89912
  - d. Waste Transfer Station - 49 Aerodrome Road, Walcha - Lot 532 DP 756502 being Reserve 51457, Lot 7007 DP 1057278 being Reserve 63519 and Lot 7017 DP 1057279 being Reserve 70192.
  - e. Woolbrook Cemetery - 119 Campfire Road, Woolbrook - Lot 7011 DP 94017 being Reserve 1018428
  - f. Walcha Catholic Cemetery - 219E Oxley Drive, Walcha - Lot 7002 DP 94214 being Reserve 43749 and Lot 7004 DP 94215 being Reserve 63559
  - g. Nowendoc Waste Transfer Station - 47 Tops Road, Nowendoc - Lot 171 DP 753691 being Reserve 83987

# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
	<p>h. Yarowitch Showground - 92 Upper Yarowitch River Road, Yarowitch - Part Lot 125 DP 756475 being Reserve 94641</p> <p>i. Nowendoc Cemetery - 7817 Thunderbolts Way, Nowendoc - Lot 7301 DP 1134898 being Reserve 1016508</p> <p>j. Old Oxley RFS Shed - 6432 Brackendale Road, Nowendoc - Lot 157 DP 753691 being Reserve 95794</p> <p>land as "operational" as per Section 3.22 of the <i>Crown Land Management Act 2016</i>.</p> <p>3 Delegate the General Manager authority to:</p> <p>a) Assign the relevant categories to each parcel of Crown Land considered to have a classification of "community" land as per Section 3.23 of the <i>Crown Land Management Act 2016</i>,</p> <p>b) Obtain native title manager advice as per the provisions of Part 8 of the <i>Crown Land Management Act 2016</i>,</p> <p>c) Consult the NSW Dept of Industry Lands &amp; Water on the content of the draft Walcha Crown Land Management Plan for Council consideration prior to Public Exhibition.</p>				

# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
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## Ordinary – 29 July 2020

13/20202021	<p><b>6.3 Application for an Alcohol-Free Zone in the Walcha Central Business District by Walcha Police WO/2020/01944</b></p> <p><b>Motion:</b> It was <b>MOVED</b> Cllr Kealey <b>Seconded</b> Cllr Ferrier that Council:</p> <ol style="list-style-type: none"> <li>1. Prepare a proposal for an Alcohol-Free Zone as per the area identified in the application and extend to all licensed premises;</li> <li>2. Prepare a proposal for Alcohol Prohibited Area in McHattan Park.</li> </ol>	<p><del>DED</del> <b>DID</b></p>	<p>30042021 31012023 30052023</p>		<p>Proposal reported to July 2022 Ordinary Meeting of Council. Advertised proposals inviting submissions to 09092022 – Sept 2022 Ordinary Meeting</p> <p>Outcome of consultation presented to October 2022 Ordinary Meeting.</p> <p>Waiting on signage to be delivered and installed.</p> <p><b>Complete</b></p>
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## Ordinary – 25 November 2020

124/20202021	<p><b>6.8 Beautification Committee Project Recommendations WO/2020/04068</b></p> <p>that Council:</p> <ol style="list-style-type: none"> <li>1. <b>ENDORSE</b> the recommendations of the 355 Committee Project Scope forms endorsed by the Walcha Town &amp; District Beautification &amp; Tidy Towns Committee meeting of 07 October 2020 and approves construction of Mill Hole – Stage 2 and the Rose Garden projects;</li> <li>2. <b>ACKNOWLEDGES</b> the continuing efforts of the Walcha Town &amp; District Beautification &amp; Tidy Towns Committee and their contribution to positive Community Strategic Plan outcomes.</li> </ol>	<p><del>DI</del> <b>DID</b></p>	<p>30102022 30042023 31072023</p>		<p>Completion of works (Rose Garden Stage 2) identified in LRCI Phase 3 approved Project list. Works delayed due to weather and internal resource limitations.</p>
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# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
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## Ordinary – 24 February 2021

194/20202021	<p><b>10.2 Minutes of the Walcha Tourism Advisory Committee Meeting held at Council Chambers on Friday, 12 February 2021 WO/2021/00517</b></p> <p><u>Item 3.8 – Caravan Access to Water</u> that Council provide a dedicated drinking water refill point separate from dump point tap.</p>	<p><del>DI</del> <b>DID</b></p>	<p>30122022 31032023 31122023</p>	<p>DI to investigate options for caravan access to water and present back to Council.</p>	<p>Initial assessment is that business case for compliant, fee-for-service fill location may struggle to stack up due to low use. Issues regarding safety and compliance can be introduced by designating a fill point for specific purpose. Grant money being sought</p>
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## Ordinary – 29 September 2021

36/20212022	<p><b>6.3 Heritage Listing Removal from Walcha LEP Request – 2N Middle Street Walcha – Mrs L Green</b></p> <p>that Council:</p> <ol style="list-style-type: none"> <li>1. Remove heritage listing (I017 – being Lot A DP 159627 known as 2N Middle Street Walcha) from Schedule 5 of the <i>Walcha Local Environmental Planning Plan 2012</i>, and</li> <li>2. Advise the land owner that:             <ol style="list-style-type: none"> <li>a. The removal of the heritage listing will be included within the next House Keeping Planning Proposal as prepared by Council when there are enough matters to warrant the expense of a Planning Proposal, alternatively</li> <li>b. They are welcome to submit their own Planning Proposal for Council consideration along with \$4,500 deposit towards the cost of processing the Planning Proposal, as this will expediate</li> </ol> </li> </ol>	<p><del>DED</del> <b>DID</b></p>	<p><del>31032021</del> 31012023</p>	<p>Organise the removal of heritage listing of property from LEP 2012 Schedule 5. Advise owner of resolution options.</p>	<p>Owner visited Council March 2022 and advised they are happy for removal to be included in next house keeping Planning Proposal of Council.</p> <p>No date scheduled for next House Keeping Planning Proposal at this stage.</p> <p>Will be included in Annual Review Planning Proposal</p> <p>Delay due to Agri land employment lands state leg commencement.</p> <p>Complete by mid Aug 2023</p>
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# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
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	the processing time.				
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## Ordinary – 27 October 2021

<p>59/20212022 27 Oct 2021</p>	<p><b>6.2 Draft Amendment to Walcha Development Control Plan WINT/2021/08887</b></p> <p>that Council:</p> <ol style="list-style-type: none"> <li>1. Adopt the <i>Draft Amended Walcha Development Control Plan 2019</i> which includes the following amendments:             <ol style="list-style-type: none"> <li>a. Minimal editing and word changes to correct grammar, identification of development controls and to ensure state agency referencing is correct</li> <li>b. Clause 14.6 – Visual Amenity Impacts– Replace the reference to the Australian Wind Energy Association and Australian Council of National Trust's <i>Wind Farms and Landscape Values: Stage 1 Report – Identifying Issues, March 2005, Appendix B: Wind Farms and Landscape Values: Final Issues Paper</i> has been changed to the current guideline being NSW Planning, Industry &amp; Environment <i>Wind Energy Visual Assessment Bulletin For State significant wind energy development December 2016</i>.</li> <li>c. Clause 41.6(1) - Replace the reference of axis with sector.</li> <li>d. Clause 14.4 - Inclusion of a stated position for State Significant Development in the objectives.</li> </ol> </li> </ol>	<p><b>DED</b> <b>DID</b></p>	<p>30062022 31012023</p>	<p>As per resolution</p>	<p>Point 1 of resolution completed.</p> <p>Further work delayed due to resourcing.</p> <p>Completed 1. 3 completed this month. 2 &amp; 4 will be part of LEP Review completed for Gateway by 31 January 2023</p> <p>Additional training required, to be completed by Oct 2023</p>
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# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
	<p>e. Clause 14.6(b)(iii) – Extend the wording to include damage, degradation or disruption to groundwater.</p> <p>f. Clause 14.6(u) – Extend the wording to state that Decommissioning Bonds will be considered based on the individual merits of the development.</p> <p>g. Inclusion of Clause 14.5(n) regarding cumulative impact assessment including power line construction.</p> <p>2. Prepare a further amendment to the <i>Amended Walcha Development Control Plan 2019</i> in regards to all renewable energy development.</p> <p>3. Include provision in any future Section 7.11 Development Contribution Plan for a contribution for renewable energy development.</p> <p>4. Amend the Walcha Local Environmental Plan 2012 by ensuring all Land Use Tables reflect the provisions of all relevant State Environmental Planning Policies</p>				
<p>60/20212022 <b>27 Oct 2021</b></p>	<p><b>6.3 Part Day Public Holiday 2022 &amp; 2023 Survey Results WO/2021/04247</b> that Council:</p> <p>1. <b>ENDORSE</b> the application for a Part Day Public Holiday for the Walcha Council Local Government Area from 12 noon until 6pm on Friday, 4 February 2022 and Friday, 3 February 2023 for the Walcha Races;</p>	<p><b>GM</b></p>	<p>201224 <del>Oct 2022</del> <del>Feb 2023</del> May 2023</p>		<p>Sent application to Industrial Relations for Part Day Public Holiday – 08112021 Diarise to survey the community and key stakeholders in March 2022 &amp; 2023. – Not completed in March 2022. Update: view is to survey as a component of community consultation re financial sustainability.</p>

# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
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	2. <b>SURVEY</b> the community and key stakeholders directly after the 2022 & 2023 Part Day Public Holiday to ascertain their success.				Unable to undertake review through this process – separate survey to be undertaken in the new year. Survey will be available by 1 June
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## Ordinary – 24 November 2021

85/20212022	<b>6.2 Customer Charter</b> <b>WINT/2021/09573</b> that Council <b>ADOPT</b> the Customer Charter as presented.	<b>DCC</b>		As per resolution – Charter was adopted in 2021 however the current format is not fit for purpose and it was not rolled out to staff.	Update customer charter for February 2022 Council meeting. ELT workshop prior. Submitting to May 2023 Extra Ordinary Meeting
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## Ordinary – 16 February 2022

127/20212022	<b>Item: 4.2.12 – Constructive Solutions Update</b> that Council maintain a Contractor Register which is to be regularly updated <b>FURTHER THAT</b> the Director of Infrastructure is to create End of Project Completion Report to include comments on contractor performance.	<del>DI</del> <b>DID</b>	<del>30062022</del> <del>31032023</del> May 2023	As per resolution	Engineering team is working on improving all end-of-project functions, including contractor performance and capitalisation.
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## Ordinary – March 2022

144/20212022	<b>6.2 Amendment to Walcha Local Environmental Plan – Employment Zones</b> that Council: 1. Endorse the Department of Planning, Industry & Environment Employment Zone Reforms by amending the Walcha Local Environmental Plan 2012 by: (a) Changing 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	<del>DED</del> <b>DID</b>	01122022 30042023	1. So endorsed 2. To advertise on our website media documents provided by DPE	Complete. Consultation documentation displayed on our website. Exhibition ran from 31/05/2022 to 12/07/2022. No submissions were received regarding our Council's proposed land use tables or mapping so no post exhibition amendments required. DPE will proceed with finalising drafting PCO, working towards 1/12/2022 date for the amendments to be notified.
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# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
	<ul style="list-style-type: none"> <li>(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</li> <li>(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</li> <li>(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</li> <li>(e) Local distribution premises as defined in the Standard Instrument as Permitted With Consent in all zones Land Use Tables</li> </ul> <ol style="list-style-type: none"> <li>2. Assist the Department of Planning, Industry and Environment with their community consultation.</li> <li>3. Give delegation to the General Manager to make any required post exhibition changes that are consistent with intent of the translation, to address any technical amendments.</li> </ol>				<p>To be completed by April 2023</p> <p><b>Complete 26042023</b></p>
146/20212022	<p><b>6.4 Amendment to Walcha Local Environment Plan – Agritourism Land Uses</b> that Council:</p>	<p><b>DED</b> <b>DID</b></p>	<p>31/03/2022 30042023</p>	<p>1. Advise DPE participation in amendment.</p>	<p>Complete</p>

# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
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	<p>1. Advise the Department of Planning and Environment Council wishes to amend the Walcha Local Environmental Plan 2012 by:</p> <p>(a) Incorporating the land uses of:</p> <p>(i) Agritourism</p> <p>(ii) Farm Experience</p> <p>(iii) Farm Gate Premises</p> <p>(b) Agritourism as defined in the Standard Instrument is to be Permitted with Consent in the RU1 Primary Production, RU4 Primary Production Small Lots and C4 Environmental Living, Land Use Table and prohibited in all other zones.</p> <p>(c) Farm Experience as defined in the Standard Instrument is to be Permitted with Consent in the RU1 Primary Production, RU4 Primary Production Small Lots and C4 Environmental Living Land Use Table and prohibited in all other zones.</p> <p>(d) Farm Gate Premises as defined in the Standard Instrument is to be Permitted with Consent in the RU1 Primary Production, RU4 Primary Production Small Lots, RU5 Village, R5 Large Lot Residential and C4 Environmental Living Land Use Table and prohibited in all other zones.</p> <p>(e) Include clauses Farm Stay Accommodation 5.23 and Farm Gate Premises 5.24 as per the <i>Standard</i></p>			<p>2. To advertise on our website media documents provided by DPE</p>	<p>To be undertaken immediately any consultation documentation received from DPE</p> <p>To be completed by April 2023</p> <p><b>Complete 26042023</b></p>
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# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
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	<p><i>Instrument (Local Environmental Plans) Amendment (Agritourism) Order 2021.</i></p> <p>2. Assist the Department of Planning and Environment with their community consultation.</p> <p>3. Give delegation to the General Manager to make any required changes that are consistent with intent of the translation, to address any technical amendments.</p>				
156/20212022	<p><b>10.1 Minutes of the Walcha Council Capital Advisory Committee Meeting held on Thursday 17 February 2022</b> <b>WO/2022/00501</b></p> <p><b>4.2.3 Sgt Andrew Russell Bridge Naming</b> that Council retain Sergeant Andrew Russell Bridge as the name for the new / replacement bridge and relocate the existing memorials closer to the new bridge.</p>	<b>DID</b>	TBA	As per resolution	Project will require a variation approval to proceed.

## Ordinary – 29 June 2022

219/20212022	<p><b>6.4 Audit Risk &amp; Improvement Committee Future</b> <b>WO/2022/01752</b> that Council <b>DELEGATE</b> to the General Manager:</p> <p>1. To <b>EXPLORE</b> shared service opportunities of Audit Risk &amp; Improvement Committee arrangements with Uralla Shire Council; and</p> <p>2. <b>SEEK</b> applications of Audit Risk &amp; Improvement Committee chair (either in conjunction with Uralla Shire Council or alone).</p>	<b>GM</b>	30072022  June 2023	As per resolution	<p>Discussions have commenced with Uralla Shire Council</p> <p>Confirmed 13102022</p> <p><b>COMPLETED – May 2023</b></p>
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# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
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226/20212022	3.2 Relocation of "The Mother" Sculpture that Council <b>APPROVE</b> relocating the sculpture "The Mother" to the Southern End of Middle Street (near to Nivisons Look Out).	<b>DID</b>	15072022	Schedule the relocation of sculpture as per resolution.	Following Arts Advisory Committee meeting in August, Council awaiting advice from Stephen King and James Rogers to proceed.
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## Ordinary – 26 October 2022

65/20222023	<p><b>6.1 Alcohol Free Zone Walcha Proposal &amp; Alcohol Prohibited Area McHattan Park Proposal Submissions</b> <b>WO/2022/03018</b></p> <p>that Council:</p> <ol style="list-style-type: none"> <li>1. <b>NOTE</b> the completion of the consultation period for the proposed Alcohol Free Zone and Alcohol Prohibited Area and consider submissions received during the period.</li> <li>2. <b>APPROVE</b> the proposal with the following amendments: <ol style="list-style-type: none"> <li>a) that Hamilton Street, between Derby Street and South Street be added to the Alcohol Free Zone Walcha Proposal;</li> <li>b) that 1W-5W Fitzroy Street be exempt from the proposed Alcohol Free Zone during opening hours of the Taphouse and under the condition that only alcohol purchased directly from the Taphouse be consumed at this location and in accordance with current liquor requirements for this premises.</li> </ol> </li> </ol>	<b>DID</b>	June 2023	As per resolution plus order signs and erect them	<p>Waiting on signage to be delivered and installed.</p> <p>Installation to be completed by June 2023</p> <p>Signage to be installed by End July 23</p>
67/20222023	<p><b>6.3 Section 7.2 Contribution Plan</b> <b>WO/2022/03037</b></p> <p>that Council <b>PREPARE</b>:</p>	<b>DID</b>	16112022	As per resolution	<p>Tabled at December 2022 Council meeting.</p> <p>Given Special Rate Variation application Council sought to defer to 2025 this work.</p>



# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
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	<ol style="list-style-type: none"> <li>a draft Section 7.12 Contribution Plan for Council consideration; and</li> <li>a suitable Work Schedule for inclusion in the Draft Section 7.2 Contribution Plan.</li> </ol>				Submitting to April 2023 Ordinary Meeting  <b>COMPLETED</b>
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## Ordinary – 30 November 2022

87/20222023	<p><b>6.3 Waiving of After Hours Pool Hire Fees – All bookings for 2022 – 2023 Season WO/2022/03367</b></p> <p>that Council:</p> <ol style="list-style-type: none"> <li><b>APPROVE</b> waiving the After Hours Pool Hire Fees for the 2022 – 2023 season in all circumstances, providing that those using the pool are still paying their entry fees as normal, and there is a booking made with a minimum of 20 users;</li> <li><b>ENSURE</b> user groups have adequate notification before the next season should the After Hours Pool Hire Fee remain in the 2023 – 2024 Fees &amp; Charges;</li> <li><b>REVIEW</b> the Learn to Swim Assistance Policy prior to setting the 2023 – 2024 Fees &amp; Charges.</li> </ol>	<b>DID</b>	22122022 30062023	<p>Advise Walcha Flippers Swimming Club &amp; Schools</p> <p>Diarise notification communication for April 2023 (or earlier)</p> <p>Diarise Review of Policy</p>	<p>Fees to be reviewed as part of 2023/2024 Fees &amp; Charges</p>
88/20222023	<p><b>6.4 Changes to Audit, Risk &amp; Improvement Committee WO/2022/03439</b></p> <p>that in order to recruit new independent members of the Audit, Risk &amp; Improvement Committee (ARIC) Council:</p>	<b>DCC</b>	31112022 30062023	<p>As per resolution</p>	<p>Notify members prior to Christmas shutdown, work with Uralla Council on recruitment.</p>

# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
	<ol style="list-style-type: none"> <li>1. <b>TERMINATE</b> the appointment of independent ARIC Members of the Walcha Council ARIC as at 31 December 2022;</li> <li>2. <b>NOTIFY</b> Walcha Council ARIC Members of the termination;</li> <li>3. <b>CONSIDER</b> the Office of Local Government model Audit, Risk &amp; Improvement Charter once established; workshop and define Council's expectations of the ARIC in line with S428A of the Local Government Act 1993;</li> <li>4. <b>ADOPT</b> the fees for three independent members (one as Chair) as set out in the report;</li> <li>5. <b>UNDERTAKE</b> to share the ARIC independent members jointly with Uralla Shire Council; and</li> <li>6. <b>CALL</b> for expressions of interest for panel members jointly with Uralla Shire Council.</li> </ol>				<p>Model Terms of Reference to CC April 2023</p> <p>In Budget</p> <p>Report to April Ord CC Meeting</p> <p><b>COMPLETED EOI</b></p>
90/20222023	<p><b>7. NOTICES OF MOTION</b></p> <p>Clr Schaefer left the Chambers and took no part in the debate at 03:50pm.</p> <p><b>7.1 Notice of Motion Number: 26: Business Plan for Proposed Developers of Renewable Energy Projects WO/2022/03423</b></p> <p><b>Motion:</b></p> <p>It was <b>MOVED</b> Councillor Berry <b>Seconded</b> Councillor Kermode that Council <b>ACKNOWLEDGE</b> the Survey results from Voice</p>	<b>DID / GM</b>	DEC2023	As per resolution	<p>CoREM have formed a Board of which Mayor Noakes is a member. A Charter is being developed and a Statement of Expectations of which will inform Council's Strategic Business Plan.</p>

# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
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	<p>for Walcha and <b>DEVELOP</b> a Strategic Business Plan for all proposed Developments of Renewable Energy Projects informed by the work of the Coalition of Renewable Energy Mayors (CoREM).</p> <p><b>Amendment:</b> An <b>Amendment</b> was <b>MOVED</b> Councillor Hicks <b>Seconded</b> Councillor Reilly that Council <b>DEVELOP</b> a Strategic Business Plan for all proposed Developments of Renewable Energy Projects informed by the work of the Coalition of Renewable Energy Mayors (CoREM).</p> <p><b>Division of Voting:</b> For: Hicks Pointing and Reilly Against: Berry Noakes and Kermode. 90 The <b>Original Motion</b> became the <b>Substantive Motion</b> and was put to the <b>VOTE</b> and <b>CARRIED</b>.</p>				
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## Ordinary – 14 December 2022

111/20222023	<b>4.2.1 South Street Pedestrian Crossing</b> that Council <b>APPROVE</b> the South Street Pedestrian Project pending availability of grant funding.	<b>DID</b>	??	Search for funding for project	LRCI Funding Round 4
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## ExtraOrdinary – 19 January 2023

116/20222023	<p><b>5. MAYORAL MINUTE</b></p> <p><b>5.1 General Manager's Position</b> <b>WO/2023/00068</b></p> <p>that Walcha Council:</p> <p>1. <b>ACCEPT</b> the resignation of General Manager Barry Omundson effective 24 March 2023</p>			No Action	<b>Completed</b>
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# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
	<p>and acknowledge his significant positive impact upon Council and the Walcha community.</p> <p>2. <b>APPOINT</b> Director Infrastructure &amp; 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.</p> <p>3. <b>UNDERTAKE</b> a competitive recruitment process for a new permanent General Manager within the next 12 months.</p>	<p><b>Mayor / EA</b></p> <p><b>Mayor / EA</b></p>		<p>Mayor and EA to organise Committee Meeting. EA to organise Delegations on 24032023</p> <p>EA to assist Mayor in organising the recruitment process.</p>	<p><b>COMPLETED</b></p> <p><b>Recruitment Agency appointed April 2023 Closed Council Meeting COMPLETED 26042023</b></p>

## Ordinary – 22 February 2023

CC12/20222023	<p><b>3.1 New England Weeds Authority WINT/2023/01053</b> that Council <b>DEFER</b> the New England Weeds Authority Report, to no later than April 2023 Council Meeting, pending further information.</p>	<b>GM</b>	14042023	As per resolution	Review July 2024
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## Ordinary – 29 March 2023

136/20222023	<p><b>6.3 Update of Administration Policy – Light Vehicle Fleet Policy WO/2023/00486</b> that Council <b>DEFER</b> the update of Administration Policy – Light Vehicle Fleet Policy</p>	<b>DCC</b>	May 2023	Rewrite the report Workshop the Policy Compare to actual current policy	Submitted to May 2023 Ordinary Meeting
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# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
	report to the April 2023 Ordinary Meeting due to having no quorum.				
138/20222023	<p><b>6.5 Subdivision of Council Land for Housing Purposes WO/2023/00487</b></p> <p>that Council APPROVE a budget of \$5,000, from the Project Development Fund, for the investigation of Lot 20 Sec 1 DP 759035, Lot 25 DP 264515 and Pt Lot 11 DP 1270896 (Site A) for suitability for a residential housing subdivision and report back to Council regarding the outcome.</p>	DCC	12042023	As per resolution	Soil Report has been received and a review of results with contract planner and examination of development options will now occur with a subsequent report to be prepared for Council
140/20222023	<p><b>LATE REPORTS:</b></p> <p><b>1. Suggestions Received for Naming of Walcha Rose Garden WO/2023/00495</b></p> <p>that Council <b>ENDORSE</b> the following Rose Garden Name suggestions to place on a Survey for Public determination:</p> <ul style="list-style-type: none"> <li>■ Walcha Rose Garden;</li> <li>■ Charles Erratt Rose Garden;</li> <li>■ Olga Lisle Rose Garden;</li> <li>■ Bev Betts Rose Garden.</li> </ul>	EA	28042023	<p>Create public survey</p> <p>FB post and website</p> <p>Actively circulate survey</p> <p>Place in Apsley Advocate advising link and QR code for survey – place hardcopy vote at Council Offices</p>	<p>Survey created and placed on website and FB post. Built Posters with QR Code for Library, front counter, post office, VIC front window and Rose Garden itself.</p> <p><b>ON TARGET - COMPLETED</b></p>
	<ul style="list-style-type: none"> <li>■ <b>4.2.1 Library Public Infrastructure Grant</b></li> </ul> <p>That Council <b>APPROVE</b> the Library Infrastructure Grant Project application.</p>	DCC / MCT	Sept 2023	Submit application August/September 2023	
	<ul style="list-style-type: none"> <li>■ <b>4.2.3 Electrical upgrade of 6W Hamilton Street Walcha – Carlec Auto Electrician</b></li> </ul> <p>That an additional quote be obtained for this work and a report be prepared for Council.</p>	DCC / MCT	19042023	Prepare as per resolution – April Ordinary Meeting	Currently awaiting quotations

# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
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## ExtraOrdinary – 19 April 2023

146/20222023	<b>1. LEAVE OF ABSENCE:</b> that the Leave of Absence received from Clr Kermode, being on a family holiday, be <b>ACCEPTED.</b>	<b>EA</b>	21042023	Update and note in minutes Scan and CM9 LoA form	<b>COMPLETED 21042023</b>
	<b>2. DECLARATIONS OF INTEREST</b> <b>Item 4.1 Section 7.11 &amp; 7.12 Contribution Plan WO/2023/00615</b> Clr Schaefer declared a Non-Pecuniary Non-Significant Interest in this item due to being a host landowner for the Winterbourne Wind Project and a Director / Shareholder of Walcha Wind. Clr Schaefer will remain in the Chambers. <b>CLOSED COUNCIL Meeting Item 5.1.4 – Planning Agreements for Renewable Energy Developments</b> <b>WO/2023/00585</b> Clr Schaefer declared a Pecuniary Conflict of Interest in this item due to being a host landowner for the Winterbourne Wind Project and a Director and Shareholder of Walcha Wind. Clr Schaefer will leave the Chambers.	<b>EA</b>	21042023	Note in Minutes Scan and CM9 forms Write in Register	<b>COMPLETED 21042023</b>
149/20222023	<b>4.1 Section 7.11 &amp; 7.12 Contribution Plan</b> <b>WO/2023/00615</b> that Council:	<b>DID</b>		As per resolution	

# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
	<ol style="list-style-type: none"> <li><b>PREPARE</b> a Draft Section 7.11 Contributions Plan (Heavy Haulage) for Council consideration;</li> <li><b>REVIEW</b> the Draft Section 7.12 Contribution Plan for Council consideration; and</li> <li><b>PREPARE</b> a suitable Work Schedule for inclusion in the Draft 7.12 Contribution Plan.</li> </ol>				Contract Planner Completed 7.11 & 7.12 Plans – submitted to April 2023 Ordinary Meeting of Council Work Schedule to be completed after April 2023 Ordinary Meeting  <b>COMPLETED</b>
CC16/20222023	<p><b>3.1 Tender W22/221 Derby Street Upgrade – Design and Project Management – Award Tender WINT/2023/01895</b></p> <p>that Council <b>AWARD</b> Tender No.: W22/221 – Derby Street Upgrade Design and Project Management including Preparation Construction Tender Documents to Collins Williams Pty Ltd for the lump sum of \$242,980 GST exclusive.</p>	<b>DID</b>		As per resolution	<b>COMPLETED</b>
CC17/20222023	<p><b>3.2 Tender W22/224 Walcha Skatepark Precinct Renewal Construction only – Update WINT/2023/01898</b></p> <p>that Council:</p> <ol style="list-style-type: none"> <li><b>SELECT</b> Convic Pty Ltd as the preferred tenderer for Tender No. W22/224 Walcha Skatepark Precinct Renewal – Construction;</li> </ol>	<b>DID</b>		As per resolution	

# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
	<p>2. <b>UNDERTAKE</b> post-tender negotiations with Convic in regards to scope and schedule;</p> <p>3. <b>SUBMIT</b> variation request to funding body in regards to price and schedule;</p> <p>4. <b>CONSIDER</b> tender award at future Council meeting with additional funding sources identified and confirmed.</p>				
CC18/20222023	<p><b>3.3 Tender W21/67 Fixing Country Bridges Round 1: Design and Construction of Army, Winterbourne and Mooraback Bridges – Award Tender WINT/2023/01897</b></p> <p>that Council <b>AWARD</b> Tender No.: W21/67 Design and Construction of Army, Winterbourne and Mooraback Bridges to Fulton Hogan Pty Ltd for the lump sum price of \$4,343,241 GST exclusive SUBJECT to a successful grant funding variation approval from Transport for NSW.</p>	<b>DID</b>		As per resolution	
CC19/20222023	<p><b>3.4 Planning Agreements for Renewable Energy Developments WO/2023/00585</b></p> <p>that Council:</p> <p>1. <b>AUTHORISE</b> the Mayor and General Manager to negotiate Planning Agreements under the provisions of Section 7.4 of the Environmental Planning</p>	<b>GM</b>		As per resolution	



# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
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	<p><i>&amp; Assessment Act 1979, for developer contributions for renewable energy developments affecting Walcha Council Local Government Area whereby:</i></p> <p><i>a) The developer contribution over the estimated life of the project is circa 1.5% of the Capital Investment Value (CIV) of the renewable energy development and;</i></p> <p><i>b) The developer contribution is allocated via the General Fund to infrastructure, services or other public amenities in accordance with the Operational Plan;</i></p> <p><b>2. SEEK</b> legal review of each draft Planning Agreement before presentation to Council for endorsement to proceed to public exhibition prior to finalisation;</p> <p><b>3. AUTHORISE</b> the Mayor and General Manager to seek a Planning Agreement with Winterbourne Wind consistent with the above to replace their current community contribution scheme.</p>				
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# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
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## Ordinary – 26 April 2023

153/20222023	<p><b><u>2. CONFIRMATION OF THE ORDINARY MEETING MINUTES HELD ON WEDNESDAY 29 MARCH 2023:</u></b></p> <p>that under Section 13.1 of the Walcha Council Code of Meeting Practice Council <b>ADOPT</b> the following items in bulk:</p> <ol style="list-style-type: none"> <li>Minutes of the Ordinary Meeting held on Wednesday 29 March 2023 copies of which have been distributed to all members, be taken as read and confirmed a <b>TRUE</b> record.</li> <li>Minutes of the Extra Ordinary Meeting held on Wednesday 19 April 2023, copies of which have been distributed to all members, be taken as read and confirmed a TRUE record.</li> </ol>	EA	27042023	Place on Website Update Action List with actionable resolutions Resolution Register updated Send to Directors & GM	<b>COMPLETED 27042023</b>
	<p><b><u>4. DECLARATIONS OF INTEREST</u></b></p> <p><b>Item 6.1 <i>Draft Walcha 7.11 (Heavy Haulage) Contribution Plan and the Draft Walcha 7.12 Contribution Plan WO/2023/00645</i></b></p> <p>Clr Schaefer declared a Non-Pecuniary Non-Significant interest in this matter, due to being a Host landowner for Winterbourne Wind and a Director /</p>	EA	27042023	Scan and save form in CM9 Update Disclosure Register	<b>COMPLETED 27042023</b>

# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
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	Shareholder of Walcha Wind, and will stay in the Chambers.				
155/20222023	<p><b>6.1 Draft Walcha Section 7.11 (Heavy Haulage) Contribution Plan &amp; Draft Walcha 7.12 Contribution Plan WO/2023/00645</b></p> <p>that Council:</p> <ol style="list-style-type: none"> <li>1. <b>ACCEPT</b> the <i>Draft Walcha Section 7.11 (Heavy Haulage) Contribution Plan</i> and the <i>Draft Walcha Section 7.12 Contribution Plan</i>;</li> <li>2. <b>PRIOR</b> to Public Exhibition <b>PREPARE</b> a suitable Work Schedule for inclusion in the <i>Draft Walcha Section 7.12 Contribution Plan</i>;</li> <li>3. <b>PLACE</b> the <i>Draft Walcha Section 7.11 (Heavy Haulage) Contribution Plan</i> &amp; the <i>Draft Walcha Section 7.12 Contribution Plan</i> on public exhibition for a period of 28 days;</li> <li>4. <b>IF</b> no submissions are received, GIVE delegation to the General Manager to <b>ADOPT</b> the <i>Draft Walcha Section 7.11 (Heavy Haulage) Contribution Plan</i> and the <i>Draft Walcha Section 7.12 Contribution Plan</i> on behalf of Council.</li> </ol>	<b>DID</b>		As per resolution	Placed on Public Exhibition – website from 08052023 and in Advocate: 10052023 – Public exhibition closes: 09062023

# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
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156/20222023	<p><b>6.2 Walcha Preschool Advisory Committee Parent Nominations</b>  <b>WO/2023/00544</b></p> <p>that Council <b>APPOINT</b> Erin Fritsch and Bec Partridge to the Walcha Preschool Advisory Committee.</p>	<b>DCC</b>	04052023	As per resolution	<b>COMPLETED</b>
21/20222023	<p><b>3.1 Audit, Risk &amp; Improvement Committee Recruitment</b>  <b>WINT/2023/01927</b></p> <p>that Council:</p> <ol style="list-style-type: none"> <li><b>ADOPT</b> the Model Terms of Reference for the Walcha Council Audit, Risk &amp; Improvement Committee;</li> <li><b>APPOINT</b> Stephen Coates as the Chair of the Walcha Council Audit, Risk &amp; Improvement Committee for an initial term of four (4) years;</li> <li><b>APPOINT</b> Councillor Hicks as the non-voting Councillor member to the Walcha Council Audit, Risk &amp; Improvement Committee.</li> </ol>	<b>DCC / EA</b>		As per resolution	<b>COMPLETED</b>
22/20222023	<p><b>3.2 General Manager Recruitment</b>  <b>WINT/2023/01968</b></p> <p>that Council:</p> <ol style="list-style-type: none"> <li><b>NOTE</b> the Report;</li> <li><b>SELECT</b> Leading Roles to manage the recruitment of the general manager</li> </ol>			As per resolution	<p>Report Noted                      Leading Roles advised by Mayor                      Mayor invited Chris Weber as per resolution.</p> <p><b>COMPLETED</b></p>

# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
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	<p><i>taking into consideration the proposals for General Manager recruitment provided to Council by the following vendors:</i></p> <ul style="list-style-type: none"> <li>- <i>Leading Roles</i></li> <li>- <i>Mason Blackadder</i></li> <li>- <i>McArthur</i></li> <li>- <i>Capstone Recruitment</i></li> <li>- <i>Local Government NSW</i></li> </ul> <p><b>INVITE</b> <i>Chris Weber to be the independent candidate to sit on the Interview Panel.</i></p>				
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## 9.2 INFRASTRUCTURE & DEVELOPMENT:

Ref: WO/23/815

**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 – April 2023

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 Extension given until 30/6/2024	On track
NSW DPE API	API Integration with NSW Planning Portal	\$80K	Successful	31/3/2023 Extension has been requested.	Vendor Appointed - CIBIS

### OPERATIONAL OVERVIEW

#### 1. Development & Construction

Development Statistics 2022-2023	DAs	CCs	CDCs
<b>Number Determined – As at 30.4.2023</b>	30	6	5
<b>Estimated Development Value – 30.4.2023</b>	\$4,965,563	\$227,000	\$130,000

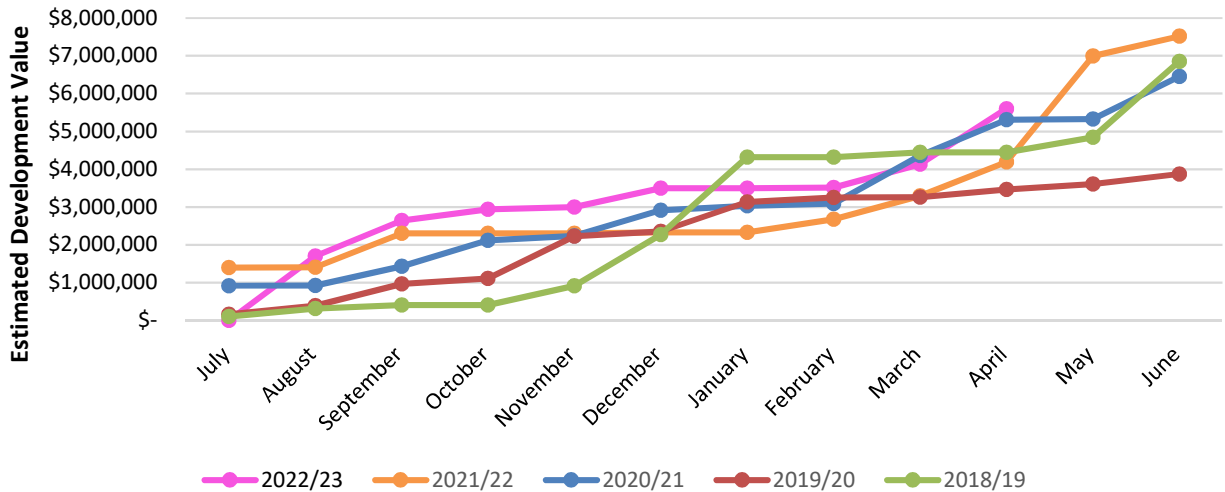
For Councillor information, the following graphs show the combined (DA & CDC) approved development value for the LGA trend for the financial years from 2018/2019. The development value includes those applications determined by private certification; but does



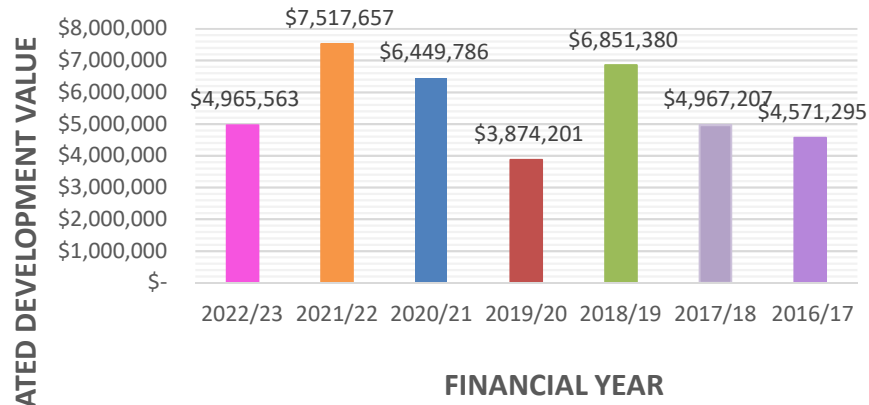
not include civil works such as roads, bridges and the like. These graphs are only current until 30 April 2023.

The 2022-2023 financial year is still trending a strong approved estimated development value compared to the last 4 financial years.

### Approved Estimated Development Value Comparison Monthly/Financial Year



### Approved Estimated Development Value Financial Year Comparison



#### 1.1 Determinations Issued

April 2023				
Development Applications				
Number	Description	Address	Determination	Assessment Days
10.2023.4	Detached Bedroom	104N Meridian Street Walcha	Approved Under Delegated Authority	



10.2023.3	Alterations & Additions to a Dwelling	10E North Street Walcha	Approved Under Delegated Authority	
10.2023.2	Manufactured Dwelling & Shed	186W Legge Street Walcha	Approved Under Delegated Authority	
<b>Construction Certificates</b>				
<b>Number</b>	<b>Description</b>	<b>Address</b>	<b>Determination</b>	
Nil				
<b>Complying Development Certificates</b>				
<b>Number</b>	<b>Description</b>	<b>Address</b>	<b>Determination</b>	
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

<b>As at 1.5.2023</b>	
Under Assessment:	5
On Notification	-
Additional Information Requested	3
Waiting on State Agency Comment	-
Waiting on Fee Payment	1
<b>Total</b>	<b>9</b>

## 1.3 Certificates & Advice

<b>April 2023</b>			
<b>Number Issued</b>	<b>2021-22</b>	<b>2022-23</b>	<b>Current Period</b>
Occupation Certificates	15	10	-
Subdivision Certificates	7	4	-
Planning Certificates	135	278	9
Building Information Certificates	1	2	-
Outstanding Notices Orders Certificates	18	6	-
Bushfire Attack Level Certificates	-	-	-
Dwelling Entitlement Advice	10	-	-

## 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.





## **2. Environment & Regulation**

### **2.1 Section 68 Activities**

<b>April 2023</b>	<b>2021-22</b>	<b>2022-23</b>	<b>Current Period</b>
<b>Number Issued</b>	50	280	1

### **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>April 2023</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	5	-
Food Premises	22	10	-
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	-	-	1	-	-	5	\$414
<b>Jan</b>	1	-	-	-	1	-	-	\$98
<b>Feb</b>	2	-	1	-	-	-	-	\$167
<b>Mar</b>	-	-	-	-	-	-	-	-
<b>Apr</b>	-	-	-	-	-	-	1	\$69.00
<b>Total</b>	<b>6</b>	<b>2</b>	<b>4</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>18</b>	<b>\$2326</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>	9	9	-	3	6	-
<b>Feb</b>	-	-	-	-	-	-
<b>Mar</b>	7	3	1	3		
<b>Apr</b>	11	1	1		9	
<b>Total</b>	<b>43</b>	<b>24</b>	<b>7</b>	<b>16</b>	<b>18</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>Feb</b>	1	7	2	2
<b>Mar</b>	1	3	1	5
<b>Apr</b>		7	10	3
<b>Total</b>	<b>10</b>	<b>37</b>	<b>24</b>	<b>32</b>

## **4. Planning Policy**

### **4.1 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.

### **Housekeeping SEPP**

DPE identified the need for a housekeeping SEPP which was made in February 2023. The primary purpose of the Housekeeping SEPP amended mapping and included any undrafted consequential amendments. It commenced **26 April 2023**.

### **Council Action**

Council will write to all affected landowners, advising the changes to their property land use zone, as per the request of DPE at that time.

## **4.2 Section 7.12 Contribution Plans**

*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.

*Resolution 155/2023 – Ordinary Meeting of Council held 26 April 2023 – Accept draft 7.11 (Heavy haulage) and 7.11 Plan for public exhibition.*

These documents are currently on public exhibition from 10 May 2023 until 9 June 2023.

## **4.2 Bush Fire Prone Land Mapping**

*Update – Resolution 2019/130 – Ordinary Meeting of Council held 27 March 2019*

Whereby the Draft Walcha Bush Fire Prone Land Map was endorsed and the NSW Rural Fire Service Commissioner was requested to certify the plan.




The NSW Rural Fire Service have endorsed the Walcha Bush Fire Prone Land Map on 13 March 2023 but have not certified the data. Therefore the map does not come into effect until the background data has been certified. Currently Council is advising the current status and proposed fire rating in each Section 10.7 zoning certificate.



## **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.
<b>C</b>	<b>Completed</b> – Project completed with no further work required

**Capital Works Delivery Update**

Project	Council PM	Summary Scope/deliverables	Project Value	Original Target Completion Date	Estimated Completed Date	Cost to date	Budget Status	Budget Status	Current Schedule Milestone	Milestone Date	Schedule Status	Schedule Status	Activities for Next Three Months	
<b>LOCAL ROADS</b>														
Glen Morrison Road Rehab	JM	Rehabilitate and widen existing sealed road to ease curve - Fixing Local Roads R1	\$ 299,000		Mar-23	\$ 18,066			DEL				Start of works pushed to new year - workforce delayed attending to disaster recovery jobs.	Complete
Middle Street Rehab	WF	Fixing Local Roads R2 - minus kerb and gutter	\$ 565,586	Nov-21	Jun-23	\$ 18,766			Pub RFT					
Walsh Street Rehab	WF	Fixing Local Roads R2 - minus kerb and gutter	\$ 403,336	Jan-22	Jun-23	\$ 17,062			Pub RFT					MAY 23. Variation to funding body for EOT of 12m.
Aberbaldie Road Rehab	JM	Rehabilitation of Segment 30 - Fixing Local Roads R3	\$ 703,384	Oct-22	Dec-23	\$ -			Pub RFT				The Department have provided extensions for all rounds of the Fixing Local Roads program. Aberbaldie Road Rehab and Forest Way will be pushed to end of 2023.	Conduct pavement investigations, finalise scope and conduct in-house survey & design
Forest Way Phase 2	JM	3.6km of sealing, culvert and drainage works on Forest Way - Fixing Local Roads R3	\$ 841,407	Oct-22	Dec-23	\$ -			Pub RFT					Conduct pavement investigations, finalise scope and organise construction.
Three Causeways	PF	Rehabilitation works for 2 causeways on Old Brookmount Rd, and Hazeldean Road.	\$ 427,000	Jun-23	Jun-23	\$ 40,000			Pub RFT				Prep D&C	Construction tender advertised by 17 March 23. EOT approved for additional 12m. May 23. Design fell short of expectations, develop D&C RFT
Walcha Aerodrome	PF	Seal existing access, Elec supply improvements, regravell existing runway	\$ 1,610,000	Oct-22	Oct-23	\$ 8,187		Additional milestone request sent to the funding body to reduce the amount of WIP for the project.	Pub RFT				RFQ for Elect work awarded and underway	RFT for road and runway submitted post RFQ
Kerb and Gutter Tender	JM	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	May-22	\$ -		Works are grant funded from various sources - FLR2, LRC13. No previously unfunded works - i.e. not additional to 2022/23 budget.	DEL				Works underway, delays due to RTI with kerb profile tooling.	Final delivery
<b>BRIDGES</b>														
Army Bridge	WF		\$ 2,050,850		Dec-23	\$ 147,997		The tendered price is above current Funding and a variation will be required from FCB.	Eval RFT					Deliver post approval
Winterbourne Bridge	WF		\$ 643,104		Dec-23	\$ 55,648			Eval RFT					
Mooraback Bridge	WF		\$ 526,680		Dec-23	\$ 45,774			Eval RFT					
Tia Diggings Bridge 1	WF		\$ 580,000	Jun-23	Apr-23	\$ 59,229			DEL					
Tia Diggings Bridge 2	WF		\$ 553,000	Jun-23	Apr-23	\$ 57,343		Awarded tender on budget, but with no contingency.	DEL				Completion June	Final delivery
Niangala Bridge	WF		\$ 655,000	Jun-23	May-23	\$ 72,789			DEL					
Boxley Bridge	PF		\$ 979,000	Aug-24	Aug-24	\$ -		Funding received via Fixing Country Bridges Round 2B, two other bridges unsuccessful	Pub RFT				Deed Executed	Geotech and REF to be completed by EF FY
<b>STATE ROADS</b>														
Oxley Highway - 2022/2023 Routine Maintenance	JM	Annual routine maintenance	\$ 585,000		Jun-23	\$ 188,144								Routine road maintenance works continuing. Minor pavement patch scoping in progress. Undertaking Pothole patching, inspections, guideposts, etc.

**Capital Works Delivery Update**

Project	Council PM	Summary Scope/deliverables	Project Value	Original Target Completion Date	Estimated Completed Date	Cost to date	Budget Status	Budget Status	Current Schedule Milestone	Milestone Date	Schedule Status	Schedule Status	Activities for Next Three Months
Oxley Highway - 2022/2023 Resealing Program	JM	Annual routine resealing	\$ 500,000		Mar-23								Complete
Oxley Highway - Heavy Patching	JM	Annual heavy patching works	\$ 897,207		Jun-23	\$ 83,243							Complete
<b>REGIONAL ROADS</b>													
Rehabilitation of Walcha Township Approaches - Derby Street - (Segments 4710 and 4720)	AB	Rehabilitation, drainage, service replacement, kerb and gutter, parking, sealing	\$ 6,960,000	Jun-22	Jun-24	\$ 394,738			DEL				RFT awarded to Collins Williams, contract start meeting conducted, tight program with zero time contingency currently Design, Survey & Geo. Tender for construction Oct 23.
Rehabilitation of Old Crockford - Segment 4170	JM	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
Thunderbolts Way Heavy Patching Program	JM	Heavy patching - various locations	\$ 350,000		Jun-23				DEL				Complete
<b>WATER, SEWER &amp; WASTE</b>													
Walcha Wastewater Treatment Plant Upgrade	RP		\$ 1,800,000		Jun-23	\$ 1,716,831		Insufficient funds to complete the sludge lagoon Refirb (\$36k)	DEL				1. Request EOT and additional funds 2. Deliver remaining scope item if EOT and funds are available.
Walcha Off Creek Storage	RP		\$ 11,000,000	Dec-22	Sep-23	\$ 4,156,210		Next milestone achieved this week with the completion of Package 1. Next milestone claim \$2M	DEL				1. Package 1 complete 2. Switchboard package RFQ in review 3. Design Package 3 months behind schedule Complete Design package and publish RFT's and RFQ's
Walcha Waste Strategy 2025	AB				Apr-23				C R	Apr-23			Deliver to Council meeting in May 23 Adoption and roll out in July 23
John Oxley Sewer Extension	RP	Construction of new SPS at John Oxley Oval, and sewer connection to existing network	\$ 760,541	TBD	TBD	\$ -			Pub RFT				Develop RFT for D&C Survey works for full extent of works to be added to Derby St additional survey works to save money and time.
Water Meter Replacement	RP		\$ 350,000	TBD	TBD	\$ -		No current Budget	Fund RQ				1. Council seeking new source of funding via National Water Grid Connections Funding Pathway 2. Murry Darling Funding Pathway being investigated
Sewer Smoke Testing	RP		\$ 90,000		Jun-23	\$ -		On Track	DEL				Contract Started for manhole inspections and smoke testing Provide EPA with outcome reporting to discharge licence action.
<b>COMMUNITY PROJECTS</b>													

**Capital Works Delivery Update**

Project	Council PM	Summary Scope/deliverables	Project Value	Original Target Completion Date	Estimated Completed Date	Cost to date	Budget Status	Budget Status	Current Schedule Milestone	Milestone Date	Schedule Status	Schedule Status	Activities for Next Three Months
Levee Bank Walk Lighting	WF	Installation of solar lighting along both sides of Apsley River Levee Bank, from Blue Hogan to Middle Street	\$ 270,438	Jun-22	Oct-22	\$ 273,175			DEL				Complete
Walcha Sporting Amenity Upgrades - Walcha Pool	WF	Upgrade of amenities at John Oxley Oval and Walcha Pool	\$ 566,087		Oct-23	\$ 58,700		There is not enough money to complete all works identified in condition report, so works will need to be prioritised	Eval RFT				Tender closed Split up scope items amenities, leakage, safety & compliance. Revisit RFQ & RFT to deliver
Walcha Sporting Amenity Upgrades - John Oxley Oval	PF	Upgrade of amenities at John Oxley Oval and Walcha Pool	\$ 130,420		Sep-23	\$ 710			DEL			Awarded	Delivery
Walcha Swimming Pool Refurbishment	PF	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	Eval RFT				Tender closed Split up scope items amenities, leakage, safety & compliance. Revisit RFQ & RFT to deliver Request Variation for EOT and funds (\$1.7M)
Renew Walcha Skate Park	WF	New skate park facilities, new fence for John Oxley Oval, CCTV	\$ 966,964		Jun-23	\$ 380,977		tender price is above current funding and a variation will be required. Also a variation of time will be requested from BLERF	Eval RFT			100% Detailed Design delivered. Fence installation completed. CCTV cameras are operating.	Variation increase for additional funds rejected by BLERF. Extra \$400k required to deliver approved scope (LRCI) re direct from causeways.
Upgrade Walcha Lions Park	WF	New park facilities at Lions Park	\$ 410,554	Feb-22	Apr-23	\$ 402,769			DEL				Complete
Nowendoc Hall	KN	Replacement of water tanks, provision of disabled car park.	\$ 88,261	Sep-23	Sep-23	\$ 5,700			DEL			Delivery	Delivery
Pathways Project - Town	PF	Construction of various connecting pathways in Walcha	\$ 654,465	Mar-24	Mar-24	\$ 3,593			Pub RFT			REF & Design RFQ advertised	RFT for delivery
Pathways Project - Darjeeling	PF	Construction of pathway from Lions Park to John Oxley Oval	\$ 1,324,455	Mar-24	Mar-24	\$ 3,389			Pub RFT			REF & Design RFQ advertised	RFT for delivery
Pathways Project - Summervale	PF	Construction of pathway from Walcha to Summervale	\$ 1,750,254	Nov-24	Nov-24	\$ 4,428			Pub RFT			REF & Design RFQ advertised	RFT for delivery
Rose Garden	WF	Rock wall and post and rail fence surrounding the rose garden	\$ 45,000	Jun-23	Jun-23	\$ 21,018		remaining funds should be sufficient to cover the works	DEL			The rock wall has been completed	Constructions of rock mowing strip in place of post and rail fence
<b>TOTAL</b>			<b>\$ 42,532,243</b>			<b>\$ 8,397,186</b>							



## 9.3 CORPORATE & COMMUNITY:

Ref: WO/2023/00709

**Responsible Executive:** Director Corporate & Community

### **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.

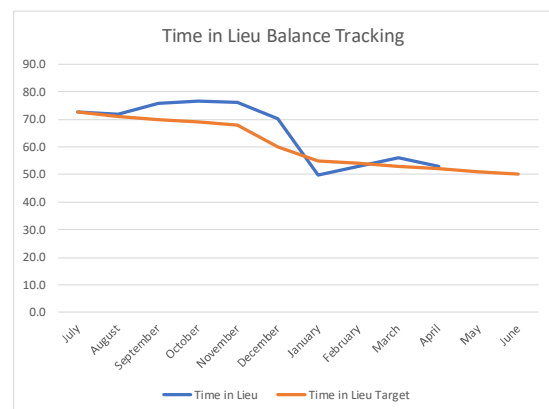
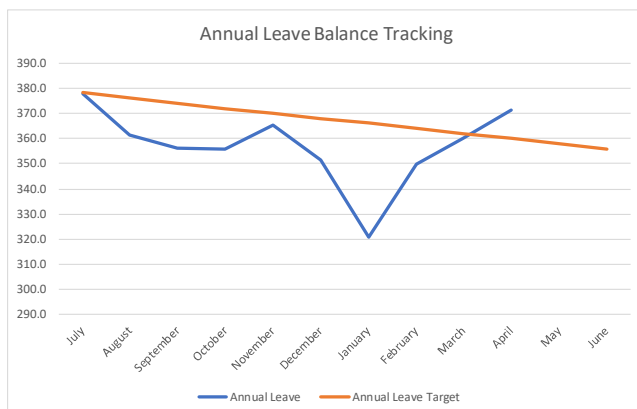
**RECOMMENDATION:** That items included in the Corporate & Community Review Report be NOTED by Council.

## 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	APRIL 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)	111	5	4	102	6	9	Increase in office shutdown has brought leave balances down and is one step to managing Council's leave liability. Leave balances have reduced over the Christmas break however ongoing work is needed to manage balances. A council leave policy will assist with this.
Infrastructure (45)	202	3	44	218	4	58	
Planning & Development (3)	27	2	0	25	1	0	
Community & Tourism (17)	31	2	5	32	2	5	
<b>Totals</b>	<b>371</b>	<b>12</b>	<b>53</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 and is currently the issue most urgent to address with leave.

The executive team is currently looking at how we can address this while continuing to deliver a significant uplift in project activity. One strategy that will be reviewed is moving to preference paid overtime rather than accruing Time In Lieu (TIL) and creating a future resourcing issue with excessive TIL balances.

Leave management plans will be developed with employees holding excess leave including staff with leave including annual leave in excess of 8 weeks of which there are 10 staff members with excess annual leave of 70 weeks. Communication by the General Manager to all staff has informed of the issues and work that will be done.

## 2. Walcha Council Unrestricted Cash Reconciliation

<b>UNRESTRICTED CASH RECONCILIATION</b>		
	<b>April 2023</b>	<b>June 2022</b>
Total Cash & Investments	17,618,015	13,521,720
External Restrictions:		
Contract Liabilities - General Fund	7,962,551	3,025,730
Contract Liabilities - Water Fund	382,307	3,709,846
Specific Purpose Grants	639,712	986,057
Water Fund (interfunding balance)	945,275	701,274
Sewer Fund (interfunding balance)	574,126	502,588
	10,503,972	8,925,495
Internal Allocations	4,344,058	6,684,560
<b>Unrestricted Cash</b>	<b>2,769,986</b>	<b>-2,088,335</b>

Originally unrestricted cash was 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. It is now therefor expected that

## 3. Walcha Council Debt Recovery

Walcha Council has the current arrears as follows:

General Rates - \$63,521 (1.77% outstanding with benchmark 10%)

Water Rates - \$139,916 (13.7% outstanding based on average consumption with benchmark 10%)

Outstanding debtors is trending down steadily as a result active debt collection. A number of rate payers with large water balances are driving up the outstanding percentage in water.



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

	1 Month	1-2 Months	2-3 Months	3-6 Months to 1 Yr	6 Months +	Total CRM's
PLANNING & ENVIRONMENT	20	8	1	1	0	30
ENGINEERING	22	5	2	2	0	31
ADMINISTRATION	3	1	1	0	0	5
<b>Total OPEN CRMS</b>						<b>66</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 30 APRIL 2023

Institution	Type	Placement Date	Term (Days)	Maturity Date	Interest Rate	Amount Invested	Est. Interest	Est. Market Value At Maturity	YTD Interest	MV % of Portfolio	TD Account #
nab	TD	4/01/2023	120	4/05/2023	4.05%	505,358.91	6,728.89	512,087.80	5,358.91	3.44%	488134669
nab	TD	15/11/2022	181	15/05/2023	4.05%	635,946.88	12,772.08	648,718.96	4,721.23	4.33%	918317642
CommonwealthBank	TD	27/10/2022	210	25/05/2023	4.10%	1,006,460.27	23,741.43	1,030,201.70	9,082.87	6.85%	37844807
nab	TD	4/01/2023	152	5/06/2023	4.15%	539,035.34	9,315.71	548,351.05	7,446.63	3.67%	972272676
nab	TD	5/12/2022	182	5/06/2023	4.10%	503,797.27	10,299.55	514,096.82	3,797.27	3.43%	486916667
CommonwealthBank	TD	15/12/2022	180	13/06/2023	4.20%	1,060,525.73	21,965.96	1,082,491.69	11,450.73	7.22%	37844807
nab	TD	7/02/2023	150	7/07/2023	4.10%	563,738.99	9,498.61	573,237.60	8,929.60	3.84%	872609622
CommonwealthBank	TD	15/02/2023	152	17/07/2023	4.45%	507,821.33	9,410.69	517,232.02	7,821.33	3.46%	37844807
CommonwealthBank	TD	23/02/2023	151	24/07/2023	4.47%	510,996.19	9,449.51	520,445.70	10,996.06	3.48%	37844807
CommonwealthBank	TD	27/01/2023	180	26/07/2023	4.42%	613,619.11	13,375.22	626,994.33	11,038.76	4.17%	37844807
nab	TD	4/08/2022	365	4/08/2023	3.70%	623,670.24	23,075.79	646,746.03	1,355.46	4.24%	416873585
nab	TD	6/04/2023	120	4/08/2023	4.38%	1,000,000.00	14,400.00	1,014,400.00	-	6.80%	305170588
CommonwealthBank	TD	23/02/2023	180	22/08/2023	4.59%	510,996.19	11,566.71	522,562.91	10,996.06	3.48%	37844807
CommonwealthBank	TD	6/03/2023	182	4/09/2023	4.55%	1,017,901.64	23,093.82	1,040,995.46	17,901.64	6.93%	37844807
CommonwealthBank	TD	6/03/2023	182	4/09/2023	4.55%	1,017,901.64	23,093.82	1,040,995.46	17,901.64	6.93%	37844807
nab	TD	16/09/2022	365	16/09/2023	4.20%	255,778.05	10,742.68	266,520.73	1,380.02	1.74%	444927886
nab	TD	6/04/2023	180	3/10/2023	4.40%	1,000,000.00	21,698.63	1,021,698.63	-	6.80%	305028389
nab	TD	6/04/2023	180	3/10/2023	4.40%	1,020,555.89	22,144.67	1,042,700.56	20,555.90	6.94%	485796165
nab	TD	4/10/2022	365	4/10/2023	4.40%	255,017.13	11,220.75	266,237.88	1,446.05	1.74%	919512554
CommonwealthBank	TD	24/04/2023	210	20/11/2023	4.44%	514,953.12	13,154.58	528,107.71	14,953.12	3.50%	37844807
CommonwealthBank	TD	24/04/2023	240	20/12/2023	4.46%	514,953.12	15,101.53	530,054.65	14,953.12	3.50%	37844807
nab	TD	12/01/2023	365	12/01/2024	4.55%	259,517.32	11,808.04	271,325.36	4,547.55	1.77%	919675556
nab	TD	1/03/2023	365	29/02/2024	5.00%	259,243.57	12,962.18	272,205.75	5,515.29	1.76%	917202309

Average rate 4.34% **14,697,787.95** **340,620.85** **15,038,408.80** **192,149.24** **100%**

Capital Value of Portfolio	<b>14,697,787.95</b>
Redeemed Value of Portfolio	-
Market Value of Portfolio 30/09/2022	<b>15,038,408.80</b>
Estimated Profit/(Loss) 30/09/2022	<b>340,620.85</b>

PREVIOUS FINANCIAL YEAR COMPARATIVE DATA: 30/04/2022

Interest Earned YTD	11,785.00
Market Value of Portfolio	6,504,945.00
Average interest rate	0.75%

Interest Earned YTD 30 June 2022	43,301.76
Market Value of Portfolio 30 June 2022	6,505,681.00

#### Institutional Exposure

	Investment at Market Value	% of Portfolio
CommonwealthBank	7,276,128	50%
nab	7,421,660	50%
	<b>14,697,788</b>	<b>100%</b>

#### Responsible Accounting Officer's Certification Local Government (General) Regulation 2005 - Paragraph 212

The investments have been made in accordance with the Act, Regulations and Walcha Council's Investment Policy.

Signed Christian Martin (Responsible Accounting Officer)

Note that in 2023 Council approved the funding of a Jet Patcher via loan recommended to Council by the Capital Advisory Committee. The loan amount will be \$528,110 with some minor incidentals to be finalised. The delivery of the Jet Patcher is scheduled for 8 June 2023.



## Community Services and Tourism

Current Grants		
<b>Preschool</b>	Community Grants – Increasing ATSI enrolment and engagement	Extension received until 30/6/2023.
<b>Tourism</b>	Regional Event Fund	Application submitted for the 2023 Motorcycle Rally \$20,000  Funding of \$15,000 has been requested from Adam Marshall MP
<b>Youth</b>	Youth Opportunities Grant	Approved
<b>Library</b>	Public Library Infrastructure Grants – <i>open in August 2023</i>	Identified – opportunity to improve the library building and add additional functionality to the space.
<b>Building Assets</b>	National Housing Infrastructure Facility – <i>now open</i>	Identified – possibility of using this funding and loans scheme to subdivide vacant Council land for residential development.

Operational Overview	
<b>WCCC</b>	Autumn and winter see a slight reduction on group activities on offer. The short days and cold weather will usually see the demand for outings drop off for a few months.
<b>Preschool</b>	I am looking into options for a toilet to be installed in the playground. Currently children need to go up to the toilets in the preschool building. Prices are currently being obtained.
<b>Library &amp; Youth</b>	Another successful Youth Week program & April school holiday program was delivered by Cassie, Bec and their team of helpers.  Quotes are being collated for building works so we are ready for the Public Library Infrastructure Grant when it opens.
<b>Early Intervention</b>	Management meetings have been held as are required by the NDIS accreditation authority. Numbers are very strong. Rhonda is compiling a list resources that will be needed, and these will be purchased when funds allow.



<p><b>Tourism</b></p>	<p>Autumn is always a busy time for Walcha Tourism with many people travelling to experience our beautiful autumn colour.</p> <p>As well as welcoming Jorja to our tourism team, we have also welcome Patrick Dogan as a casual. You may also see Patrick working at the library from time to time.</p>
<p><b>Building Assets</b></p>	<p>A quote has been obtained to replace the venetian blinds in the main office. These blinds are over 40 years old and are definitely worse for wear. Roller blinds are the most likely replacement as the installers are nervous about drilling into the brick render around the window frames as it is damaged – which would be needed to have venetian blinds.</p>

**Priorities for May/June**

- Motorcycle Strategic Plan - hope to have this to the June Council meeting.
- Complete Child Safe Standards training and policy development
- Finalising Community Care Restructure

**1. Walcha Council Community Care (WCCC) April 2023**

**1.1 Groups**

***What Happened This Month:***

April has been another busy month, with multiple excursions and a few changes to the roster! The mixed group this month went and visited the silo’s in Barraba and Gunnedah, followed by lunch at the Gunnedah Services Club. This was an amazing day out and was enjoyed thoroughly by all.

The Women’s Group went on a shopping trip to Uralla, followed by lunch at the Top Pub. The food was amazing as always and the shopping was fun. Everyone managed to find a few goodies and had a great laugh as well.

The Men’s Group went to the home of Walcha local, Alan Churchill, to experience his exhibition “Not a train set”. He has set up an incredible display of model trains and also provided a wonderful morning tea for us. We then headed to the Apsley Hotel for lunch and the gentlemen had a few cold ones while they discussed all things trains.

All morning teas were well attended and well catered by Meg and while one of our Art classes had to be cancelled, the second for the month was a great turn out and beautifully run by Sue, as usual.

Bingo continues to be well attended and is completely run by volunteers. The numbers are always large, with around 24 community members attending on a regular basis.



<p><b>Women's Group</b>          5/04/23- 12          19/04/23- 8</p>	<p><b>Joint Excursion- Silo Art Trip</b>          4/04/23- 18</p>
<p><b>Men's Group</b>          11/04/23- 13          18/04/23- 7</p>	<p><b>Art Group</b>          12/04/23- Cancelled          26/04/23- 9</p>
<p><b>Bingo</b>          01/04/2- 15          15/04/23- 15</p>	<p><b>Friday Takeaway/ Community Café</b>          7/04/23- Good Friday          14/04/23- Cancelled</p>



22/04/23- 15	21/04/23- 8 28/04/23- 5
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### **1.2 Transport – April 2023**

*Medical drives* – 36 trips were delivered during the month, including local trips as well as to Tamworth and Armidale.

<b>Taxi Vouchers –</b>  27 clients used the service. 213 trips provided.	<b>Bus to Armidale</b> (every Thursday) 6/04/23- 6 13/04/23- 8 20/04/23- 8 27/04/23- 5
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### **1.3 Meals on Wheels**

We are expecting our Meals on Wheels numbers to increase in the coming months, as is typical in the colder periods. This will be challenging as we are already over capacity and will have to adjust to achieve this. We are continuing to update all volunteer files as required.

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: 327

Mains: 167

Frozens: 105

Desserts: 55

### **1.4 Feedback and Complaints**

We received two 'Thumb's Up' in the Advocate this month, one on 19 April stating; *"To Walcha Community Care for a lovely outing to the silos at Barraba and Gunnedah for lunch."* As well as on 26 April, stating; *"To Walcha Community Care for a great day in Uralla, shopping and lunch at the Top Pub"*.

**Jess Goodwin**

**Community Care Coordinator**

## **2. Library and Youth**

**April 2023**

- **Loans: 506**
- **Returns: 488**
- **Reservations placed & issued: 109**
- **New members: 2**
- **Door count: 959**
- **Wi-fi use: 35**
- **Computer use: 74**
- **Housebound: 7**



Other statistics:

- **eLibrary: Borrow Box**
  - **78 users**
  - **208 eAudiobooks**
  - **103 eBooks**

The Walcha Library loans and returns dropped slightly this month, compared to previous months, bearing in mind there were less days open due to Easter and public holidays. Reservations placed and issued have also slightly decreased, in proportion and new member registrations dropped below average this month. Visitor averages remained high, likely due to the school holiday activities held in the library this month. eLibrary usage increased this month with slightly more users, and items borrowed from BorrowBox.

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
- Youth Week Festival provided an opportunity for library staff to engage with the wider community, and share drug info and law info provided by the State Library at the Youth Disco event.

Social media

The popularity of the Walcha Library Facebook page has increased slightly this month, with 333 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 23 posts on the Facebook page, reaching 1422 people. The 12 Instagram posts shared throughout April received 159 'likes'. Library and Youth Instagram received no 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 engagement post	<b>549</b>	<b>68</b>	
2 x Easter themed posts (promotion of eLibrary Libby)	65 + 68		





Walcha Council's Youth Week Festival promotion & NSW Youth Week theme promotion	240 + 55 +	2 11 23	
ANZAC Day collection display video (reel)	672	5	

Service content: informative posts about the library services, facilities and programs	# people reached on Facebook	People engaging on Instagram	
Total service posts	<b>5474</b>	<b>56</b>	
Walcha Council School Holiday program promotion & reminders posts	640	6+6	



<p>#fridaydeliveryday post advertising the newest items in library collection in Walcha</p>	<p>98</p>		
<p>Photos shared from school holiday craft activity</p>	<p>165</p>		
<p>4 x Author visit promotional poster           Photos and report of the visit</p>	<p>120 + 117          + 85 + 111           163</p>		
<p>2 posts sharing photos of school holiday activities held at the library:          - Lego Club          - Origami for little hands</p>	<p>441 + 184</p>	<p>20          22</p>	



<p>Promotion of Lions Park Playground Re-opening Storytime</p>	<p>148</p>		
<p>Photos from Storytime in the park</p>	<p>256</p>	<p>26</p>	
<p>Photos from Cool Guys workshop (CNRL STEM workshop called 'Pit of doom')</p>	<p>166</p>	<p>15</p>	
<p>Puzzle Library promo (winter)</p>	<p>102 + 119</p>	<p>5</p>	

Programs

This month, library staff have updated puzzle library promotional material including posters and flyers, as they prepare to promote the collection over the winter months. Posts have proven popular on social media, and posters have encouraged donations more than loans this month so far.

Library Volunteer, Veronica, continues to aid at the library on Monday mornings. She is able to assist during the peak item processing times at the library and ensures efficient use of the additional assistance. This month she has also worked on the puzzle weeding project and collection maintenance as well as the usual reservations, returns and home delivery service.

Storytime & Baby Booktime was held outside this month at the Lions Park. As part of the re-opening celebrations, Storytime was included as a school holiday activity for all ages. Approximately 40 children of all ages watched on as Cassie read stories, sang and played games with the group. Easter egg containers with puzzle pieces were hidden around the park for a scavenger hunt, which concluded the session with children completing the 'farm animal' group puzzles. There were still a few families who still visited the library for their monthly borrowing, and librarians made time to read to and with the babies to maintain their rapport with the younger readers.



Walcha Library staff were contacted by childrens author Susea Spray, offering to provide an author visit event in April, while she was planning to visit friends in the Walcha area. The author of 'The big blue boat' independantly published the book, and an activity booklet, perfect for use in the library storytime sessions. She 'performed' the book to the 14 children who attended, and then offered a craft activity where children built their own sail boat. Susea intends to have her second book published next year, and is keen to visit Walcha Library again.

Housebound library services were arranged with Riverview but were not delivered this month. Instead they were arranged for the first week of May, giving one more week for readers to finish the large delivery sent last month. Library volunteer once again helped prepare the collection hand-picked for the Riverview residents and a number of housebound individuals.



The Walcha Library Book club, the 'Taphouse' Bookclub and Penny King's Bookclubs held their April meetings with most members in attendance. The Taphouse group had 7 members at the meeting, however again, all 12 copies of the book were loaned out. The Walcha Library Bookclub held a meeting with 8 in attendance this month, which facilitated some great discussion.

The number of members and visitors using the library facilities for study related purposes was average again this month, with multiple public holidays and study breaks. The free wifi and study areas have been utilised this month for study, and work purposes. A number of members have used the library for Zoom sessions using headphones.

Drop in IT support and assistance this month was mostly provided for those using eLibrary apps, with only minimal smart phone and tablet enquiries.

### Staff Training

With so much happening in the youth and library space this month (Easter, school holiday activities & Youth Week), staff weren't able to complete any training this month.

### Youth activities

The Walcha Youth Week Festival was held on Friday 21<sup>st</sup> of April, with a NSW Youth Week grant provided by the NSW Government. A group of young people met to investigate the logistics of bringing their ideas to life, looking at costs & many of the behind the scenes decisions. Staff received input online, in person and through parents and community members, which led to the plans for an excursion and a disco. The excursion provided options to overcome social isolation, and transport issues faced by our teens, and the much-anticipated disco provided opportunities for social engagement, drug and alcohol information, youth to voice their strengths and contribution to the community with a number of activities on the night. With 51 young people in attendance at the disco, and a full 20 young people attending the excursion, the popularity and feedback provided to Council staff involved in these events spoke to its success.





The youth who attended the Disco were provided opportunities to learn Drug, Alcohol and Legal information provided by the State Library, which included information about Standard Drinks, the dangers of vaping and energy drinks and celebrated 'having fun without alcohol' with games, craft, glow sticks, table tennis and an 'expression station'. Taken from the 2022 Youth Week Festival in Walcha, where young people take advantage of the opportunity to have their voices heard, speech and thought bubbles were available at the 'selfie station' to document how youth contribute, participate and obstacles they come across in Walcha. The following is a summary of the comments captured:

- Connect: What challenges do Walcha youth face?
  - o Not enough sport opportunities
  - o Transport is limited, especially to Armidale & Tamworth
  - o Getting to know other local youth (eg. those who school in Armidale or boarding school and those who don't)
  - o The cold – limited to indoor for most of the year
- Participate: How do Walcha youth contribute to our community?
  - o Volunteering
  - o Community sports jobs eg touch football refs etc
  - o Speaking up to adults who can act on our behalf, eg library, church, school
- Celebrate: What are Walcha youth really good at?
  - o Sports, lots of representative level performance
  - o Positivity & encouraging others
  - o Coming together to have fun, at discos and other events
  - o Helping and including one another
  - o Sticking together, especially in sad/hard times





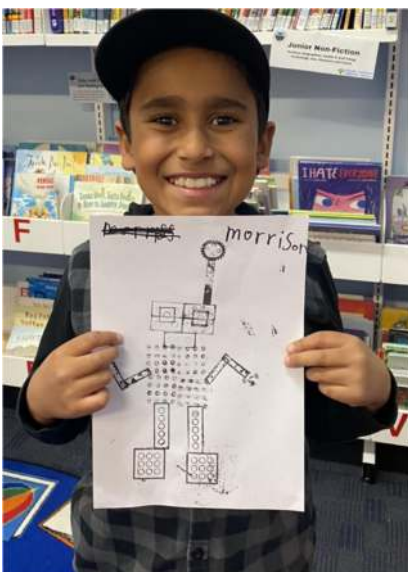
The April school holiday program was popular among local children this month. Local makers, artists, Council library & preschool staff provided activities based at the library including Card Craft, Lego club, Origami for little hands & CNRL's technology workshop, as well as a number of activities around town including a clay jewellery workshop, and junior indoor hockey workshop. A total of 147 young people were able to participate in the activities, with only small numbers participating in multiple activities, the program was proven to have 'something for everyone' in terms of ages & activities of interest. Feedback has been gathered via discussions with the children participating in the activities, along with online surveys sent to the schools to help with collecting electronic feedback. Most were satisfied with the choices available, and most under 12's enjoyed the craft and technology driven activities, while those over 12 preferred the excursions.



Photos: CNRL robotics, Pit of Doom and Origami for little hands (both at the Library)



Photos: Lego Club – lego brick printing and lego 'erupting' volcanoes



The Walcha Youth Gym Project has commenced this month with planning meetings, introductory and goal setting sessions with the personal trainer, 15 of the 20 participants and project coordinator. Quite a few decisions have been made regarding scheduling, topics of focus, equipment branding and ordering and timetabling the two groups to work with the trainer.

Photo: 3 of the 15 participants who have commenced the program this month. Troy Hawkins, Thomas Bullen and Bella Hayton



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

### 3. Preschool

**April 2023**

Preschool has been on holidays for the most part of April we returned on Wednesday 26.

The Kangaroo room have been exploring various cultures, the children have been asking lots of questions regarding skin colours and languages. We have supported their interests by providing different cultural experiences. Cassie provided a Torres Strait Island (TSI) experience for the children that included cooking of a traditional meal, singing and dancing and creating Darhi's the national head dress of the TSI.







Emma has been teaching the children some words in the New Zealand 'Maori' language, which has then created a class project of creating a hello wall and learning the different ways people say hello in different cultures.

Sakulsri who is of Thai culture has been singing different songs with the children in her native language.

When educators extend on children's interests with in our daily program we are meeting requirements of our Early Years Learning Framework (EYLF) Principles & Practices of being culturally responsive, inclusive of all cultures, continuity of learning and transitions and assessment and evaluation for learning, development and wellbeing.

EYLF: Learning Outcome 1: Children have a strong sense of identity 1.1 Initiate exploration and independent learning.





Staffing

Unfortunately, one of our educators has decided to resign from her permanent Educator position, however, she has been happy to help out on a casual basis for now. We have secured a replacement who will be starting in early June. We will have one of our permanent – Part time educators leave for Maternity leave on 26 June 2023 we have advertised for a term position but are yet to have any applications.

**Melinda Bird**  
**Preschool Nominated Supervisor**

**4. Tourism**

**April 2023**

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

APRIL	2023	2022	2021	2020
Walk in's	420	499	505	Closed due to COVID
Phone enquiries	22	25	27	
Email enquiries	2	7	0	

WEBSITE STATISTICS <a href="http://www.walchansw.com.au">www.walchansw.com.au</a>	April	March	February	January
Total Visits	20,634	21,017	18,705	78,573
Total Pages	161,661	91,959	247,953	310,748
Total Hits	424,884	397,667	536,198	621,625

**Tourism website traffic - notes:**

Notable spikes in website hits coincide with digital content creator collaborator posts and boosted Autumn colour post on social media. Our top 3 referrer websites are google and the Walcha Motorcycle Rally website (see below)

<b>2</b>	<b>1720</b>	0.40%	<a href="https://www.google.com/">https://www.google.com/</a>
<b>3</b>	<b>896</b>	0.21%	<a href="https://www.google.com.au/">https://www.google.com.au/</a>
<b>4</b>	<b>517</b>	0.12%	<a href="https://walchamotorcyclerrally.com.au/">https://walchamotorcyclerrally.com.au/</a>

**Digital Content creator – Luke Lambley @albertos.travels**

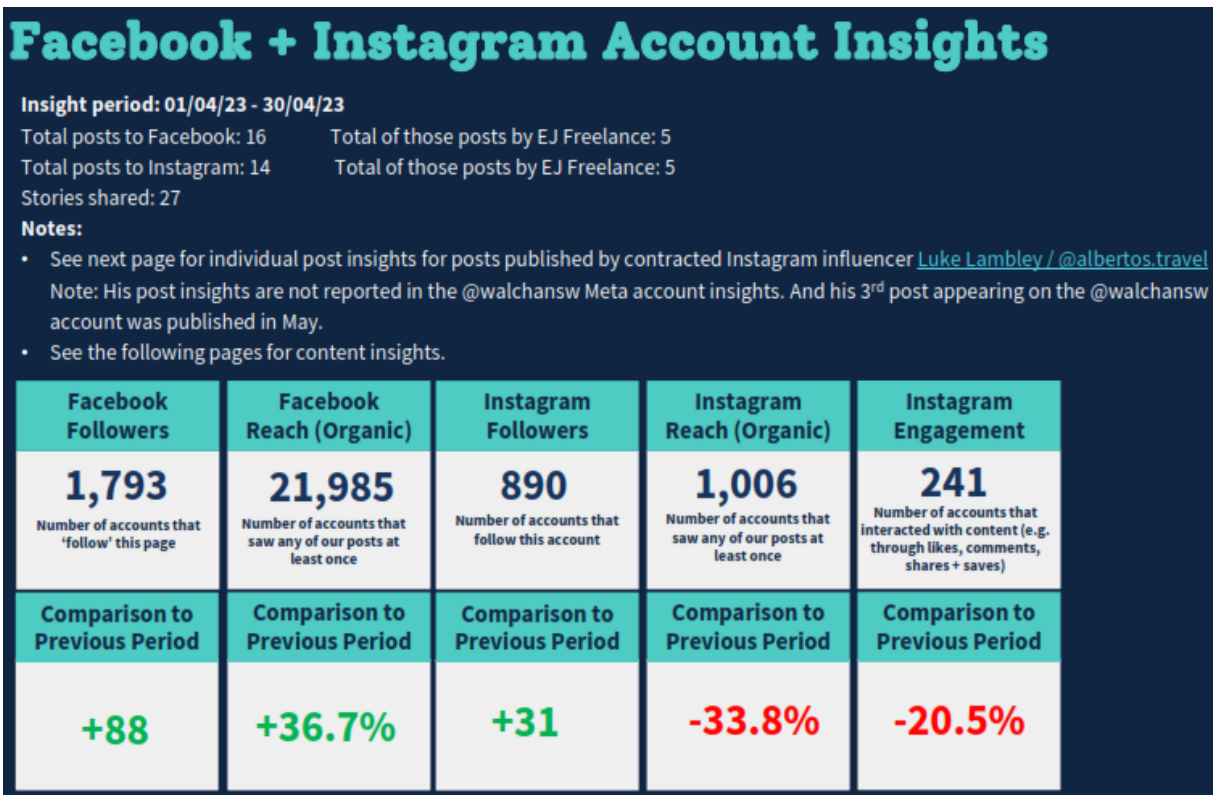
We engaged with travel digital content creator Luke Lambley, who stayed in Walcha for 3 nights over the Easter weekend capturing incredible content on the area, collaborating with Walcha Tourism and sharing Walcha content with 169K followers. This campaign saw a strong increase in followers and interest to both our Walcha tourism Facebook and Instagram pages. Both pages had strong and positive engagement during the campaign, with spikes in Walcha tourism website hits when content was shared.



## Caravan Camping Holiday Supershow

Northern Inland once again had a stand at this year’s Sydney Caravan Camping Holiday Supershow. Our NEHC Map & Guide and Walcha brochure were available at the stand for the duration of the week-long event. There was a fantastic amount of genuine interest in travellers who attended the stand. The event was attended by 47,757 people. Numbers were down slightly on last year, which according to the caravan dealers, can be attributed to ten (10) consecutive interest rate rises preventing households from luxury spending.

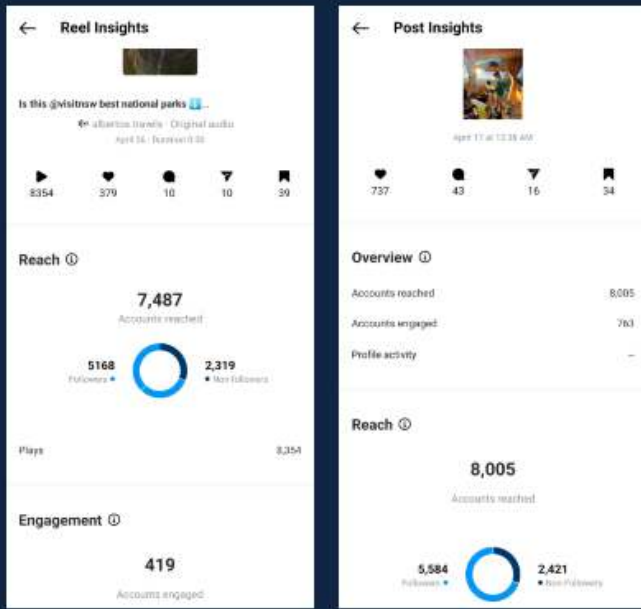
## SOCIAL MEDIA – WALCHA TOURISM





# Instagram Influencer Campaign Insights

Insights for posts published in April by @albertos.travels that tagged @walcha.nsw as a collaborator/paid partnership



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

Recent content ↑↓	Type	Reach ● ↓	Likes and react... ● ↑↓	Comments ● ↑↓	Shares ● ↑↓	Link clicks ● ↑↓
Autumn has arrived in beautiful Wa... Thu Apr 6, 6:03pm	Post	Boost aga...	15,523	586	44	47
Walcha has some great events on ... Tue Apr 4, 11:05pm	Post	Boost post	3,050	144	2	16
"Last few days of hiking Green ... Sun Apr 9, 12:11am	Post	Boost post	1,608	82	1	10

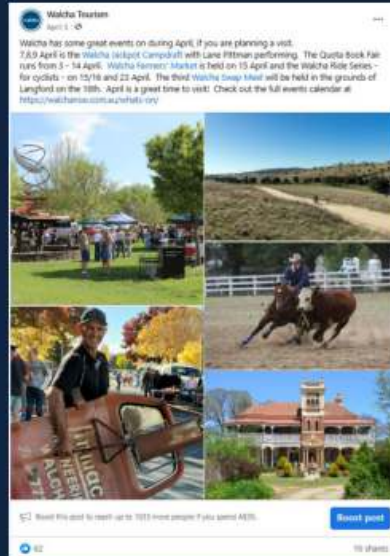


## Top 3 Performing Posts (by reach) – Facebook

### 1. Autumn has arrived in Walcha



### 2. Upcoming events in Walcha



### 3. Green Gully Track by @bobmurray92



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

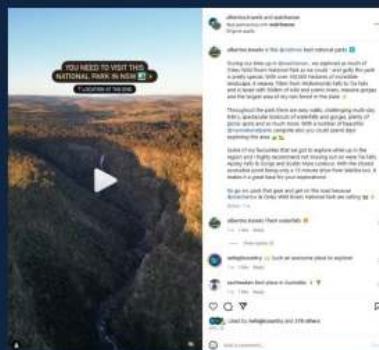
Recent content	Type	Reach	Likes and react...	Comments	Shares
Few of my fave snaps from our rec... Mon Apr 17, 12:38am	Post	8,054	736	43	16
Is this @visitnsw best national park... Wed Apr 26, 12:16am	Reels	7,511	379	10	10
🍁🍂 Autumn has arrived in beauti... Thu Apr 6, 6:03pm	Post	500	81	3	5

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

### 1. Favourite snaps from visit by @albertos.travels



### 2. Ozley Wild Rivers NP by @albertos.travels



### 3. Autumn has arrived in Walcha





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

Some of the comments from visitors to the Walcha Visitor Information Centre this month include:

*Full of great info! Beautiful town, Lovely people, Georgia is gorgeous, Awesome, Lovely, Beautiful area, Wow & Great, Absolutely spectacular country & town. Best public toilets ever – so clean! Tourism Info Centre – so helpful! Locals so friendly & welcoming. Best kept secret ever!!*

**Lisa Kirton**

**Tourism and Visitor Information Services Coordinator**



# Item 10:

# Committee Reports

**That Council RECEIVE and NOTE the Committee Reports as presented.**



# Walcha Motorcycle Rally Committee Meeting

held on

Friday, 28 April 2023

at

8:05am

at

Walcha Council Chambers

## **PRESENT:**

Clr Mark Berry (Chairperson), Lisa Kirton (Tourism and Visitor Information Services Coordinator), Andy Burwell, Karen Barnes, Kim Barnet, Shane Carey.

**IN ATTENDANCE:** Karen Kermode (Executive Manager Community & Tourism)

## **1. APOLOGIES:**

Tracy Hoy, Jason Cox, Christian Martin (Director Corporate & Community), Jorja Creighton (Tourism Officer).

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

It was MOVED on the Motion of Burwell and Carey that the Minutes of the Walcha Motorcycle Rally Committee Meeting held at Walcha Council Chambers, 17 March 2023, copies of which have been distributed to all members, be taken as read and confirmed a TRUE record.

## **3. FINANCIAL REPORT**

Budget has been finalised and was tabled at the meeting.

Committee Minutes





#### **4. DIRECTORS REPORT**

Nil

#### **5. GENERAL BUSINESS**

##### **5.1 Motorcycle Rally Strategic Plan Update**

An initial draft has been completed. There are revisions and changes to be made that are still being finalised. Information will appear regularly in the Advocate in the months leading up to the event.

##### **5.2 Sponsors / Grant application**

Sponsors have been contacted. NRMA Mountain Motors could be a potential sponsor. Application was submitted for Regional Event Fund.

##### **5.3 Budget / Fees and charges**

Rally fees and charges are on public exhibition at present. No submissions received at this stage.

##### **5.4 Ticketing and Point of Sale**

We will use Flocktu again for ticketing. For the point of sale we will use a cash register at the two entry gates similar to a shop front retail.

Discussion regarding capturing postcodes to gather data on where people have come from.

##### **5.5 Exhibitors / Food Stalls**

Exhibitors are aware of the dates and will be followed up next week with application forms. Food stalls finalised – two coffee vans, Pizza on Wheels (with coffee and ice cream), Orange Duck kitchen, Thunderbolts café, Smoke-KING-BBQ, Harmony of Wheels (satay sticks).

##### **5.6 Entertainment, Attractions and Micro events**

Music entertainment - Bands and staging booked for Friday and Saturday night, and solo performer for Thursday night.

Attractions – Miles Davis TBC. Tourism staff to investigate Niki Zak, 'monster drag bike' who has just moved to Armidale. BackTrack are to be confirmed. Tourism Coordinator awaiting quote from The Hooligans. Barnet to follow up regarding working dog demo. Woodchop TBC. Carey to discuss possibility of tattoo competition held at the caravan park. Tourism staff to contact David Salter to do a fly over. Clr. Berry will contact Richard Young regarding enduro cross track. Tourism staff to contact Armidale Motorcycle Club re Tumbledowns motocross event.

##### **5.7 Organised Rides**

All organised for Adventure rides and Road rides. Sports bike rides still being investigated.



## **5.8 Businesses**

Discussion regarding engaging businesses through Advocate promotion and individual conversations.

## **5.9 Marketing / Promotion**

Marketing plan is finalised, spend is dependent on if we are successful with grant application. Carey to take flyers to Gloucester Motorcycle Expo. Discussion about introducing a \$15 spectator ticket available after 4pm.

## **5.10 Other Business Arising**

Firewood – see if Jim Gherke is happy to sponsor again this year. Cox to contact.

Fire pit drums – new ones required. Last years have gone walkabout again. Clr Berry has drums at home.

Fire lighting equipment

Motorcycle parking in South St – signage on the roundabout to advise. Motorcycle parking on one side, vintage cars are the other.

Motorcycle Swap Meet

## **6. NEXT MEETING**

Date TBA

**THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 9.20 AM**



# Item 11:

# Delegate Reports

There are no Delegate Reports for May 2023



# Item 12:

# Questions with Notice



There are no Questions on Notice for May 2023



# Item 13:

# Referral to Closed Council Meeting



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**Item:** 13A **Ref:** WO/2023/00889  
**Title:** Referral to Closed Meeting – Award Tenders:  
1. RFT-W22/227 Aerodrome Access Road and Runway Rehabilitation.  
2. RFT-W22/219 Walcha Pathways Design only  
**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 matters of:

1. Award Tender RFT-W22/227 Aerodrome Access Road and Runway Exhibition; and
2. Award Tender W22/219 Walcha Pathways Design only

be referred to be discussed in Closed Council and close the meeting to the public for the reason that the reports relate 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 reports relate 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/2023/00890  
**Title:** Referral to Closed Meeting – Audit Risk & Improvement  
Committee Membership  
**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 Audit Risk & Improvement Committee Membership 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)(c) 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).