



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

To be held on

**Wednesday, 26 July 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:

26 July 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, 26 July 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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9. Management Review Reports

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| 10.2 Minutes of the Audit Risk & Improvement Committee Meeting held at Uralla Shire Council on Monday 26 June 2023.      | WO/2023/01177   |
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12. Questions with Notice

Nil.

13. Reports to be Considered in Closed Council

- 13A Referral to Closed Council – Award Tenders:
1. W22/110 Winning Specified Material; and
  2. W23/142 Off Creek Storage Package 8 – Metal Fabrication
- WO/2023/01310

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, 28 June 2022

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 CC Martin – Director Corporate & Community and Mrs EL Hobbs – Executive Assistant.

**1. LEAVE OF ABSENCE:**

Nil.

**MINUTES**



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**2. CONFIRMATION OF THE ORDINARY MEETING MINUTES HELD ON WEDNESDAY 31 MAY 2023:**

183 **RESOLVED** on the Motion of Councillors Ferrier and Berry that the Minutes of the Ordinary Meeting held on Wednesday 31 May 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**

Nil.

**5. MAYORAL MINUTE**

184 **RESOLVED** on the Motion of Mayor Noakes that the Mayoral Minute as read and submitted be **ADOPTED** by Council.

It would be remiss of this Council to not acknowledge the contribution of Dr Ron McKinnon during his tenure in Walcha. An ever-professional doctor whose contribution to our community will never be forgotten by those who knew and worked with him. Servicing this community in a time when caring for people overrode paperwork and rules, his comforting smile and manner always put you at ease, even as a child. The tribute in last week's Aspley Advocate gives an insight into the man and the professional, and doesn't require me to expand on its' content. If you can honestly live your life with "integrity" as described in that tribute you have done all that is required. To David and Rachael and family we, as a community honour your father.

Clr Eric Noakes  
Mayor of Walcha

**6. SENIOR OFFICERS REPORT**

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

**6.1 Adoption of 2023-2024 Operational Plan & Levy 2023-2024 Rates**  
**WO/2023/01055**

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



1. In accordance with the provisions of Section 404, 405 and 406 of the *Local Government Act, 1993* **ADOPT** the Draft Delivery Program 2022-2025 and the 2023-2024 Operational Plan (Scenario 2 – IPART approved Special Rate Variation) which includes the 2023-2024 Budget, Revenue Policy and Fees & Charges as final; and
2. In accordance with Section 494 of the *Local Government Act, 1993*, **MAKE & LEVY** the Rates and Charges for 2023-2024 for the General, Water and Sewerage Funds and Waste Management Charges as detailed in the Report – Scenario 2 IPART approved Special Rate Variation; and
3. **AUTHORISE** the General Manager to arrange for the preparation and the service of the 2023-2024 Rate notices.

## 6.2 Budget Allocation for Donations WO/2023/01056

187 **RESOLVED** on the Motion of Councillors Kermode and Schaefer that Council **APPROVE** the amount of \$10,000 for donations in the 2023-2024 financial year **FURTHER THAT** applications for donation will be accepted between 17 July to 15 September 2023.

## 6.3 Local Government Remuneration Tribunal Annual Review WO/2023/01028

188 **RESOLVED** on the Motion of Councillors Reilly and Kermode that Council:

1. **RECEIVE** and **NOTE** the Report.
2. **DETERMINE** the annual fee payable to Councillors as \$13,030 and the Mayoral Allowance as \$ 28,430 for the 2023-2024 financial year.

## 6.4 Councillor Superannuation Payments WO/2023/01036

189 **RESOLVED** on the Motion of Councillors Reilly and Kermode that Council **PROVIDE** payment of Superannuation for Councillors commencing from 1 July 2023 in consideration of the amendment to the *Local Government Act, 1993*, that allows Council to make superannuation payments to Councillors.

## 6.5 Contributions Plan 7.11 & 7.12 Submissions WO/2023/01066

190 **RESOLVED** on the Motion of Councillors Pointing and Berry that Council:

- 1 **AMEND** the Section 7.11 (Heavy Haulage) Contribution Plan to include clarifying paragraph on the non-applicability of this plan to state significant development, and to include 'water' as an additional example extractive material;
2. **ADOPT** the amended Section 7.11 (Heavy Haulage) Contribution Plan; and



3. **ADOPT** the Section 7.12 Contribution Plan.

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

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

**Against:** Nil

**Absent:** Nil

**Declared Interest:** Nil

**6.6 Internal Restricted Fund Movements** **WO/2023/01087**

- 191 **RESOLVED** on the Motion of Councillors Kermode and Ferrier that Council:
1. internally **RESTRICTS** the prepaid portion of the 2023-2024 Financial Assistance Grants.
  2. **UN-RESTRICTS** the prepaid portion of the 2023-2024 Financial Assistance Grants on 1 July 2023.
  3. **TRANSFER** an amount of \$850,000 from internal unrestricted funds to the Internal Plant Reserve to support the 2023-2024 plant replacement program.
  4. **APPROVE** an amount of \$5,000 from the Project Development Reserve to pay the Coalition of Renewable Energy Mayors membership for 2023-2024.

**6.7 Draft Waste Strategy** **WINT/2023/03016**

- 192 **RESOLVED** on the Motion of Councillors Hicks and Pointing that Council:
1. **ENDORSE** the Draft Waste Strategy and PLACE on public exhibition for 28 days;
  2. **ADOPT** the Waste Strategy as presented subject to no submissions received during the exhibition period.

**6.8 Loan for Jet Patcher** **WO/2023/01054**

- 193 **RESOLVED** on the Motion of Councillors Schaefer and Ferrier that Council:
1. **AUTHORISE** the execution of a Chattel Mortgage/Equipment Finance for the purchase of a road patching truck (Jet Patcher); and
  2. **APPROVE** the affixing of the Common Seal to all documentation relating to the establishment of a loan to finance the purchase of a road patching truck (Jet Patcher) **FURTHER THAT** the affixing of the Common Seal be attested to by the Mayor and the General Manager.





**6.9 Independent Pricing & Regulatory Tribunal (IPART) NSW Rate Cap Review and Submission** **WO/2023/01088**

194 **RESOLVED** on the Motion of Councillors Kermode and Hicks that Council make a submission to the Independent Pricing & Regulatory Tribunal NSW regarding the rate cap review.

**6.10 Regional Meetings 2023** **WO/2023/01052**

195 **RESOLVED** on the Motion of Councillors Hicks and Pointing that Council **RECEIVE** and **NOTE** the Regional Meetings 2023 report as presented.

**7. NOTICES OF MOTION**

Nil.

**8. MATTERS OF URGENCY**

Nil.

**9. MANAGEMENT REVIEW REPORTS**

**9.1 Office of the General Manager** **WO/2023/01058**

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

**9.2 Infrastructure & Development** **WO/2023/01041**

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

**9.3 Corporate & Community** **WO/2023/00962**

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

**10. COMMITTEE REPORTS**

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



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## **10.1 Minutes of the Walcha Council Arts Advisory Committee Meeting held on Tuesday 6 June 2023 at Council Chambers. WINT/2023/02786**

### Current Membership & Nominations

200 **RESOLVED** on the Motion of Councillors Hicks and Schaefer that Council **APPOINT** Yvette Stanton and Michael Luchich to the Walcha Council Arts Advisory Committee.

## **10.2 Minutes of the Walcha Council Beautification Advisory Committee Meeting held on Wednesday 7 June 2023 at Council Chambers.**

**WO/2023/00982**

### 2.1 2023 Tidy Towns Awards Entry

201 **RESOLVED** on the Motion of Councillors Ferrier and Reilly that Council **APPROVE** the entry in the 2023 Tidy Towns Awards in four of the categories to be determined by Council Staff.

## **11. DELEGATE REPORTS**

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

## **11.1 Minutes of the Country Mayors Association of NSW Inc General Meeting held on Friday 26 May 2023 at the Theatre, Parliament House, Sydney. WI/2023/06113**

## **12. QUESTIONS ON NOTICE**

Nil.

## **13. CLOSED COUNCIL**

### **13A Referral to Closed Council – Request for Reimbursement of Water Charges WO/2023/01063**

### **13B Referral to Closed Council – REGPRO102324 Ready Mixed Concrete Tender AND Replacement of Survey Equipment WO/2023/01062**

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

1. in accordance with the provisions of Section 10A (2)(a) of the *Local Government Act, 1993*, the matter of Reimbursement of Water Charges – 105N Meridian Street, Walcha **be REFERRED** to be discussed in Closed Council for the reason that the report relates to personnel matters concerning particular individuals (other than Councillors).



2. In accordance with the provisions of Section 10A (2)(c) of the *Local Government Act, 1993*, the matters of:
  - a) Award Tender REGPRO102324 Ready Mixed Concrete; and
  - b) Replacement of Survey Equipment**Be REFERRED** to be discussed in Closed Council 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.
3. For the reasons above, Council **RESOLVE INTO** Closed Council and the press and public be excluded.

204 The Meeting resumed in **OPEN** Council on the Motion of Councillors Hicks and Kermode at 4:24pm.

**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 Request for Reimbursement on Water Usage Charges – 105N Meridian Street, Walcha** **WO/2023/01061**

CC30/20222023 **RESOLVED** on the Motion of Councillors Kermode and Ferrier that Council **DELEGATE** the General Manager to **REIMBURSE** for the Water usage charges at 105N Meridian Street, Walcha due to a water meter fault.

**3.2 Replacement of Survey Equipment** **WINT/2023/03006**

CC31/20222023 **RESOLVED** on the Motion of Councillors Hicks and Ferrier that Council **APPROVE** the purchase of Hybrid GNSS Total Station System survey equipment for the quoted price of \$91,159.40 GST exclusive, from Position Partners – Topcon, which includes a trade in offer on Council's current survey equipment.

**3.3 REGPRO102324 Tender for Supply and Delivery of Ready Mixed Concrete** **WINT/2023/03015**

CC32/20222023 **RESOLVED** on the Motion of Councillors Berry and Schaefer that Council:

1. **ENDORSE** the evaluation outcome of the Supply and Delivery of Ready Mixed Concrete Tender identifying Ducats Earthmoving, Hoys Concrete and



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*Boral Resources as the preferred suppliers for the Panel Contract for the period 1 July 2023 to 30 June 2025; and*

- 2. That a provision be allowed for a 12 month extension based on satisfactory supplier performance, which may take this contract through to 30 June 2026.*

**THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 4:25PM**



# **Item 3:**

# **Business**

# **Arising from**

# **Previous**

# **Minutes**



# Item 4:

# Declarations of Interest



# Item 5: Mayoral Minute



There was no Mayoral Minute submitted for  
July 2023 at time of print.





# Item 6:

# Senior Officers' Reports

**That the Senior Officer's Reports be RECEIVED for further consideration.**



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<b>Item:</b>	6.1	<b>Ref:</b> WO/2023/01270
<b>Title:</b>	Coalition of Renewable Energy Mayors (CoREM) Membership	
<b>Author:</b>	General Manager	
<b>Previous Items:</b>	Not Applicable	
<b>Attachment:</b>	No	

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***Community Strategic Plan Reference:***

**Action 6.4.1.2:** *Undertake further consultation regarding renewable energy for the Walcha Local Government Area.*

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**RECOMMENDATION:** **That Council APPROVE continued membership of Walcha Council to the Coalition of Renewable Energy Mayors.**

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**Introduction:**

The Coalition of Renewable Energy Mayors (CoREM) was an initiative conceived by Walcha Council Mayor Eric Noakes, and is now a growing cohort of Mayors that can share experiences, information and ideas for Councils that are in identified renewable energy zones. Many of these Councils are facing uncharted territory as the scale and speed of proposed development dwarfs that which has been previously experienced in the region. While the projects are almost all state significant and Council will not be the consent authority, Councils still need to advocate for and protect their community via negotiated voluntary planning agreements, detailed and accurate impact assessment reports and a strong voice with developers, planners, ministers and state-owned corporations.

**Report:**

There is a synergy and collective strength in a combined voice that can be achieved via continued membership of CoREM. There is also the opportunity to leverage lessons learned across multiple LGA's so that these one-off and transformational projects are responded to correctly.

Mayor of Armidale Regional Council, Sam Coupland, currently holds the executive position of CoREM and has written to Council advising of the \$5,000 monetary contribution requested of Councils as part of continued membership. This money may be drawn upon to cover legal fees, reports or other undertakings that would collectively benefit the group.

This report seeks confirmation by resolution that Council approves continued Walcha Council membership to the Coalition of Renewable Energy Mayors.

Legal Implications:

There are no legal implications arising from this report.



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Financial Implications:

The money was approved in the June 2023 Ordinary Meeting with the resolution 191/2022-2023 part 4 which approved an amount of \$5,000 from the Project Development Reserve to pay the Coalition of Renewable Energy Mayors Membership for 2023-2024.

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:** 6.2 **Ref:** WO/2023/01309  
**Title:** Community of Walcha Disaster Risk Survey & Walcha Business  
Disaster Risk Survey Results  
**Author:** Disaster Risk Reduction Coordinator  
**Previous Items:** Not Applicable  
**Attachment:** Under Separate Cover – Surveys Summaries

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***Community Strategic Plan Reference:***

***Goal 5.7:*** *Our community will be more resilient and prepared for natural disasters.*

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**RECOMMENDATION:** That Council NOTE the report and the results of the Disaster Risk Surveys.

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**Introduction:**

As a part of Disaster Risk Reduction Fund Project, surveys were undertaken to better understand the attitudes towards risk in the community and local businesses. The surveys were promoted via the Apsley Advocate and Walcha Council website. They were also sent to individuals where contacts were known and promoted during the Council Regional Meetings held in May. It was open for two months and Council received 47 responses for the community risk survey and 22 for the business risk survey.

Copies of the Surveys Summaries are an attachment to the Business Paper under separate cover.

**Report:**

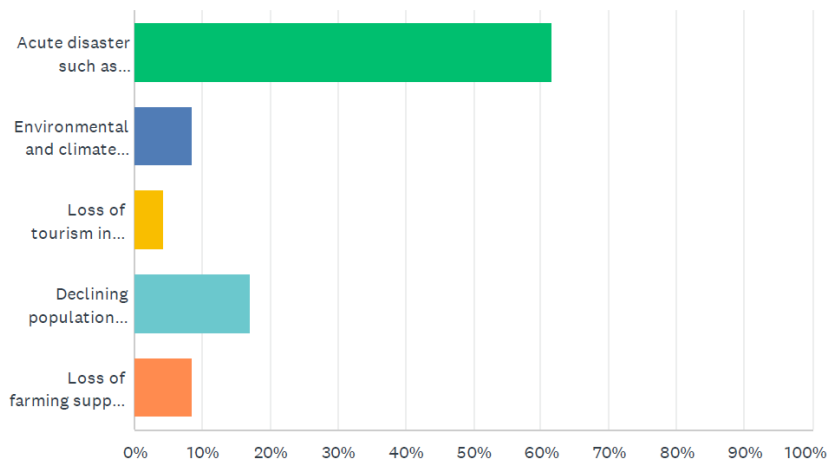
Through two surveys, community and business, the following is the analysis and findings.

**1. Community Survey Analysis:**

**Q1** What do you think is the most significant risk facing the Walcha LGA?

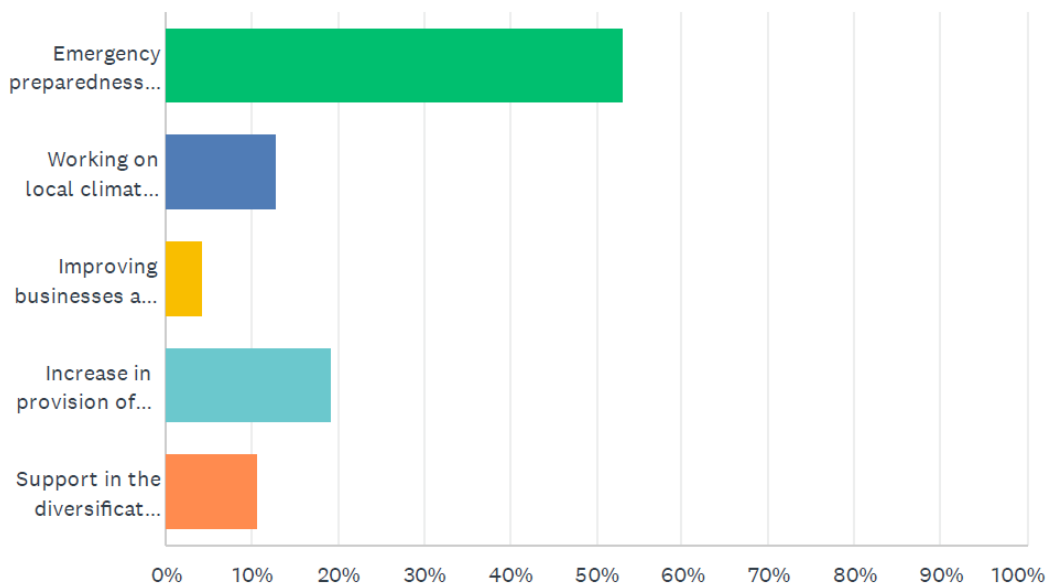
67% of the responders responded the significant risk in the Walcha being acute disaster such as bushfire, flood/storm, pandemic, mice plagues etc. 17% responded with declining population leading to a reduction in local services.

This implies the community need actions to focus primarily on managing natural disaster events, while action addressing decreasing local services should also be considered.



**Q2** In your opinion, from the following, what is the most important step to reduce the risk?

Walcha Council Disaster Risk Survey



53% of the responders requested for emergency preparedness for the community, for example; awareness campaigns, emergency drills, capacity building, other community strengthening activities. 19.15% responders opted for increase in the provision of housing and other opportunities.

**Q3** In your opinion, what else could be a risk or potential to cause harm?

There were various answers given to this question, eleven responders responded the urge to act on the disasters such as fire, floods, and environmental challenges with suggestions such as considering foot and mouth disease and lumpy skin diseases to be included in



the risk, National Parks as the main risk for fires, lack of fire hazard reduction to name a few; six responded with increase in services such as health services, public transport services, labours; four of the responders spoke on the risks of the droughts and to improve water security outside the town.

**Q4 In your opinion, how could we reduce the risk you have identified?**

Six responders in this question have responded with fire reduction plans and support, with increased resilience through awareness and capacity building of the disasters, and plans for climate change (renewable energies and water security plans).

The rest of the answers can be found in the attachments. The survey also included other questions which will help Council in making vulnerability risk mapping.

**Findings and Observations:**

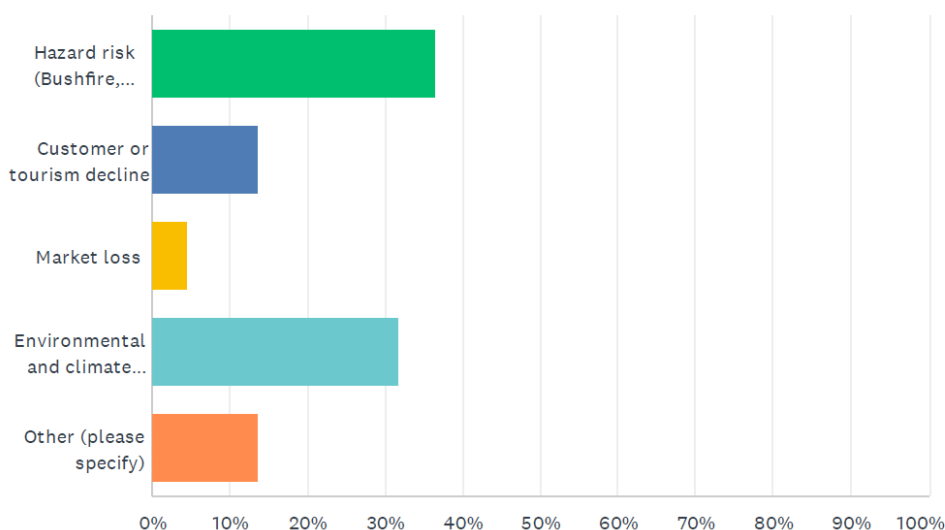
Through the survey analysis, the following is observed:

- Community requires support in the preparation towards disasters, climate change, and drought via water security plans – and also other various strategies such as; disaster awareness, capacity building, and community strengthening activities along with hazard reduction activities.
- Community requires support in increase of support services such as, health services, housing, disability services, and public transport services.
- Community suggested the inclusion of foot and mouth diseases, and lumpy skin diseases in the plans for disasters.

**2. Business Risk Survey Analysis**

**Q1 What do you define as your greatest risk?**

Answered: 22 Skipped: 0





37% of the responders responded with hazard risk such as Bushfires, COVID, mice plagues and 32% responded with environment and climate risk; such as changing weather and climate leading to water security problems.

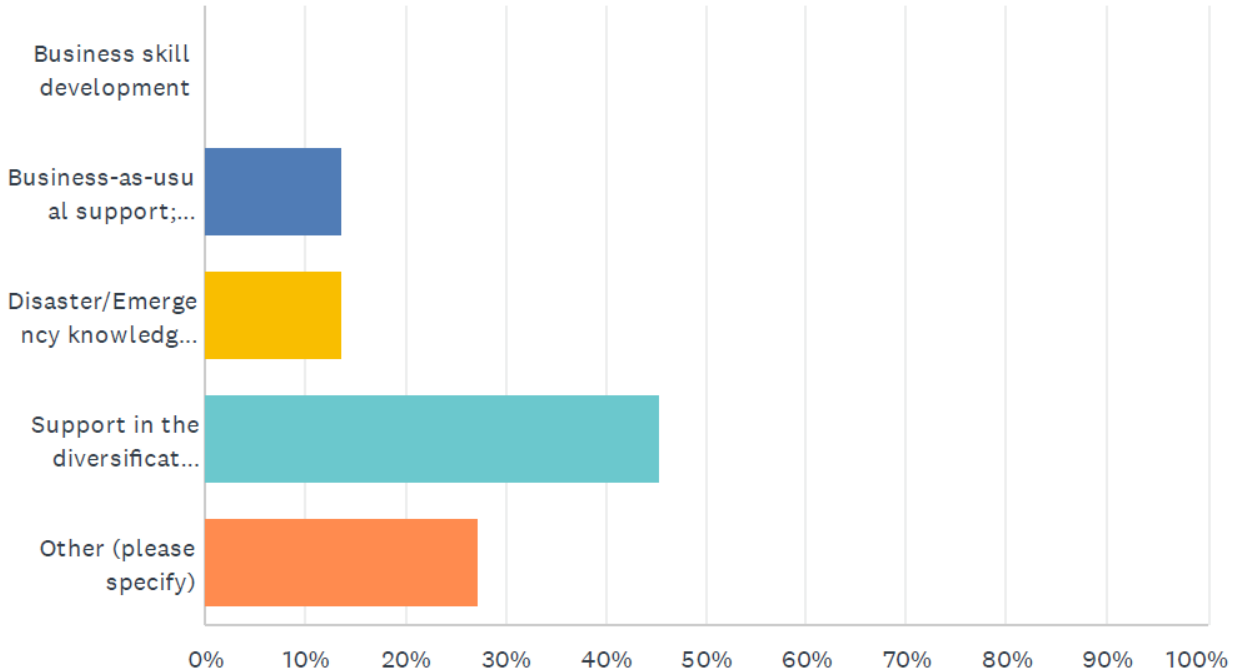
There was an additional comment that said *"We need more GP's in the LGA. Lack of childcare facilities. Council need to look at zoning laws to encourage business & housing development in town."* This was also mentioned and included in the community risk surveys showcasing the need of varied services in Walcha.

### Q2 What are your pain points?

The pain points for the business are many with; 27% of the responders responded with skill shortage; such as admin, operational skills etc. 23% of the them responded with increase in cost of living. Three of them responded with staff retention as their pain points.

### Q3 What does your Business need currently?

Answered: 22 Skipped: 0



45% of the responders responded with support in diversification of farming, and developing water security plans. Three responded with skilled staff and their retention. 13% responded with Disaster/Emergency knowledge, and 13% responded with business-as-usual support; such as business continuity plans and grant information. No one requested business skill development in their business.



Q4 analysis- When asked if they are willing to be part of the network/group which gives update on the business-based skill share, grants, and insurance; 55% of the responders responded with no; and 45% with yes.

Q5 analysis- When asked if they would be interested in workshop/session addressing their concerns in the survey, 77% responded with yes.

### **Findings and Observations:**

Through the survey analysis, the following are the observations:

- a) Disasters and bushfires, and climate risk is perceived as the number one business risk within the region with support required to maintain business as usual and disaster/emergency knowledge to the business staff and owners.
- b) Most of the business are worried about the increased cost of living. Upon my conversations with few businesses in Walcha, many are already impacted by the recent increases in cost of living – both for direct costs and also since people cut down on spending when there is increased cost of living, which impacts small business turnover.
- c) Business are willing to have network, however majority of them said no. Perhaps this is because business owners are extremely busy with their work and have limited time in committing to a network/group. However, they are willing to address their concerns through workshop/session.

### **Recommendations based on the findings of Community and Business Surveys:**

- a. Action required to address planned disaster preparedness such as; community capacity building, emergency drills, disaster risk reduction framework for Walcha.
- b. Action required to address climate change concerns such as; water security plans, climate change reduction plans for Walcha.
- c. Action required for the increase in the support services such as; housing, health, disability, and public transport services; as indicated in the Community Strategic Plans 2032. Perhaps community also require to be communicated regarding the updates of Strategic plan.
- d. Action required for business to be supported for business-as-usual; such as strategizing for the increased cost of living, supporting business with increasing the skilled staff retention, information on disaster/emergency and preparedness.
- e. Action required to address their concerns through a workshop/session.

### Legal Implications:

There are no legal implications arising from this report.

### Financial Implications:

There may be financial implications depending on Council's future actions in response to these surveys.





Environmental Implications:

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

Social Implications:

Successful implementation of identified actions help to create a stronger community and reduced disaster risk. This is also in line with Community Strategic Plan and National Disaster Risk Reduction Action Plan.

Policy Implications:

There are no policy implications arising from this report.



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**Item:** 6.3 **Ref:** WO/2023/01304  
**Title:** Arts Advisory Committee Funding  
**Author:** General Manager  
**Previous Items:** Not Applicable  
**Attachment:** No

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**Community Strategic Plan Reference:**

**Strategy 5.3.2:** *Make the "Open Air Gallery" theme an integral part of the development of the Walcha Local Government Area.*

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**RECOMMENDATION:** **That Council CREATE an Art Fund reserve that is restricted for investment in public art and can accumulate funds over time.**

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**Introduction:**

The Walcha Council Arts Advisory Committee were of the understanding that Council had previously resolved to allocate a budget amount annually, for purchase of artwork, which would accrue each year until a suitable and endorsed by the Committee piece of artwork became available to be added to the "Open Air Gallery". No resolution has been found within Council records. Council's current year budget has no budget allocation for the purchase of new art. This means that purchase of new art can only be achieved by a budget variation request or by successful grant application.

**Report:**

This report is to seek Council determination on whether there should be a specific budget allocation for purchase of new art moving forward. This budget amount would be held as an internal budget restriction, and would accrue over time, as has been done in previous years informally.

No other Council Advisory Committees have budget allocations in reserve for capital investment. The process for all Council capital purchases lies either with an application to Council which is assessed against Council's available budget and requirements at that time, or by identification and allocation in the budget during preparation of the annual Operational Plan.

Previous budget allocations for the purposes of new Art Installation have typically been \$5,000. The allocation for new art in the 2021-2022 budget was \$20,000, but this was removed from the budget in the third quarter budget adjustment. The installation of 'A Wing & A Prayer' was completed in 2021-2022 with an allocation of \$7,300 from previous year and a new addition of \$1,633.

On balance, if the \$20,000 had been left in the 2021-22 budget, the 'accumulated' remaining art fund would be \$17,300.



Council could consider \$17,300 as the starting point for an accruing art fund determined by resolution, with additional \$5,000 allocation to the fund each subsequent year.

However, as there is currently no budget allocated this year, and new art purchases need to come to Council for approval anyway, for the remainder of this financial year Council could consider allocating funds only if a new Art piece is proposed so there is no impact on the 2023-2024 budget.

Legal Implications:

Resolutions of Council must be adhered to unless another resolution is carried opposing it.

Financial Implications:

This would mean that Council will have to allocate a specified amount and set it aside, reserved, for the purchase of new artwork for the "Open Air Gallery". This amount would be on top of the maintenance budget which may also continue to grow with additional artwork purchased.

Environmental Implications:

There are no environmental implications arising from this report.

Social Implications:

This resolution shows that Walcha Council is committed to preserving, and growing, our public art collection. The investment in public art is part of maintaining Walcha's unique identity.

Policy Implications:

There are no policy implications arising from this report.



**Item:** 6.4 **Ref:** WO/2023/01308  
**Title:** Disaster Risk Reduction Fund (DRRF) Update  
**Author:** General Manager  
**Previous Items:** Not Applicable  
**Attachment:** No

**Community Strategic Plan Reference:**

**Goal 5.7:** *Our community will be more resilient and prepared for natural disasters.*

**RECOMMENDATION:** That Council NOTE the report and the progress against the Disaster Risk Reduction Funding Grant.

**Introduction:**

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

The Coordinator duties includes but are not limited to:

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

**Report:**

This report carries the update of the DRRF project work. The vision impact (please refer to the Annex for further details) for Walcha LGA for Disaster Risk Reduction is utilised to track the progress of the works.

Impact envisioned for 2030	Progress
DRRWG has helped the community to reduce Disaster Risk	Currently liaising with other Local Councils, State, and Federal Government.



Walcha Council can successfully support community before, during and after Disasters	Currently working on the Stakeholder mapping for PRR (Preparedness, Prevention, Response, and Recovery) stages of disaster.
	Currently working on Disaster Guide for the Council to know their legislative roles and responsibilities towards disasters.
	Community Resilience Network is successfully on-going and various issues being discussed.
	Changes and improvements implemented in the Disaster Dashboard.
	Planned workshops in September to train Council staff/Councillors to better understand Walcha Council's roles and responsibilities during different stages of disasters.
	Completed Emergency Management Plans (EMPLAN) 2023 for Walcha LGA and has been sent for endorsement to LEMC (Local Emergency Management Committee).
Community is aware and know what to do to reduce Disaster Risks	Successfully completed Disaster Risk surveys.
	Through the survey and collaboration with Community Care and community, mapping the Vulnerability of Walcha - work in progress.
	Successfully installed 27 rural address signs to date in 3 months under the subsidy.
	In the process of finalising community key contact list for emergency response.
	Bushfire Preparedness and resolving land-owner concerns with the community and RFS, National Parks, Forestry Corporation. The session for this is being held on August 19, 2023.
	Collating the stories of Resilience within the community, successfully started, created 3 stories, published one in Apsley Advocate to date.
Small businesses in Walcha have their Business continuity plans in place by 2030.	Liaising with state government to get contacts and information of the Business Continuity Plans to be implemented in Walcha.
	Successfully completed the survey.
Schools are aware of Disaster Risk	Survey to understand school's current psychological capacity to work on Disaster Preparedness. On analysis, realised school holds trauma from the past recent disasters and drought.



	<p>Successfully completed 2 sessions for the schools (Walcha Central school, Niangala, and Yarrowitch school) health and well-being, Trauma response to reflect from 6 years of disaster trauma. It was held in Walcha Central School.</p> <p>Currently working with schools to create Disaster Plan for disaster preparedness and response in collaboration with Dept. of Education, NGOs such as Beyond Blue, and Red Cross.</p>
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Current Program Expenses:

\$1357.03 utilised out of \$50,000 for the Program (excluding Coordinator).

Legal Implications:

There are no legal implications arising from this report.

Financial Implications:

There is no additional Financial implications arising from this report.

Environmental Implications:

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

Social Implications:

Successful implementation of this project will create a stronger community and reduced disaster risk community by creating awareness and roles/responsibilities of individuals in the community; which is also in line with Community Strategic Plan, and National Disaster Risk Reduction Action Plan.

Policy Implications:

There are no policy implications arising from this report.



**Annex**  
 Project Logic Model

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



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





Sl. No	Problem	Input	Activities	Output	Outcomes		Impact
					Short term	Long term	
6	Children and staffs are unaware of their roles and responsibilities to reduce disaster risk	Plan for training sessions/projects for understanding the Disaster Risk and reacting during the Disasters by mid of 2024	Conduct Disaster Preparedness session for staff in school. Assist/create Disaster Preparedness manual.	Staffs are aware of their inputs during the times of Disasters	Staffs are Disaster Prepared	N/A	Schools are aware of the Disaster Risk
			Conduct training sessions/projects for children for understanding the Disaster Risk and reacting during the Disasters by mid of 2024. Work on volunteerism in Disaster Space for children	Children are aware of their roles and responsibilities to reduce disaster risk	N/A	Children are interested in studying the DRR in detail	



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**Item:** 6.5 **Ref:** WO/2023/01314  
**Title:** Update LTFP with 2024 Adopted Budget Values  
**Author:** Director Corporate & Community  
**Previous Items:** Nil  
**Attachments:** **Under Separate Cover:**  
WI/2023/01313 – LTFP2232 SCENARIO 2 – Update with budget

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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 are encouraging active participation at all levels.*

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

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

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**RECOMMENDATION:** **That Council NOTE the updated Long Term Financial Plan SCENARIO 2 (Special Rate Variation) to include the 2024 adopted budget values.**

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**Introduction:**

The Long Term Financial Plan should be updated periodically to include any relevant changes across the term of Council.

**Report:**

The attached document provides the scenario modelled to include the approved Special Rate Variation. The update to the previously adopted Long Term Financial Plan includes the 2024 adopted budget values.

The update provides some minor changes across the outer years of the plan including a change to cashflow in year 10 of \$4.7M as a projected increase in closing cash from \$12.4M to \$17.1M consolidated. This is the result of an increase to projected revenue since the Long Term Financial Plan was last updated.

Further Long Term Financial Plan updates will be included as part of the Quarterly Business Review Statements.



# Item 7:

# Notice of Motions



## NOTICE OF MOTION NUMBER: 28

<b>Item:</b>	7.1	<b>Ref:</b> WO/2023/01269
<b>Title:</b>	Notice of Motion – Request to form the Australia Day Committee as a Section 355 Committee	
<b>Author:</b>	Councillor Aurora Reilly	
<b>Attachment:</b>	Letter from Rotary Club of Walcha Inc	

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### **Background:**

The Australia Day Committee Executive has met with the Mayor and previous General Manager on at least two occasions to present reasons why the Australia Day Committee should be a Committee under Council, that is a Section 355 Committee. The Council has rejected Committee requests for the Committee and guests of Australia Day ceremonies to be covered under Council insurance, and function as a Committee of Council. The previous General Manager was invited to a meeting to present his alternative draft constitution, in which he proposed that the Australia Day Committee become an incorporated body run by the citizens of Walcha as the Committee was not a part of Council. This proposal however was rejected by all members of the Australia Day Committee at the meeting and instead it was suggested that the community needed to put its views to Council once again, and this would be encapsulated in a motion which then would be put to Councillors by the Australia Day President and Councillor Aurora Reilly.

### **Objective:**

This Notice of Motion is for the Australia Day Committee to function on behalf of Council to provide an Australia Day Program and Celebration for the benefit of the Community.

### Community Strategic Plan References:

**Goal 5.2:** The existing strong community spirit and pride will be protected and promoted.

### **Report:**

The reasons why the Australia Day Committee takes this action can be detailed below: The Australia Day Committee is a community organisation and members come from the general community as well as from the volunteer service clubs. There was a suggestion that one of the voluntary service clubs could take on and run Australia Day. This would mean finding a club who is willing to take on an event that substantially is a Council function. All clubs would have to agree to cover their members involved in the Australia Day Committee and this could draw extra insurance costs for those organisations. Also members who are not covered for insurance by a volunteer service club as they are not members, would be exposed to costs in the event of a major injury. Keeping membership to volunteer club members only, essentially diminishes the role that the community can play in contributing to Australia Day.



The Committee work with the NSW Australia Day Council to engage an Ambassador every year. However, it is unclear who covers the Ambassador for insurance, although attempts have been made with the NSW Council to seek clarification. The NSW Council regularly refer to the Committee as Walcha Council in their dealings. If the Ambassador is not covered by insurance by Walcha Council, and the Committee is inviting the Ambassador then the question arises as to who is liable if something terrible were to happen to the Ambassador.

The Walcha Council said that it will only cover insurance for the Australia Day event on the day. This does not cover all the activities that the Australia Day Committee do. Eg: designing posters, putting posters up around town, working with Stephen McCoy for the sound system, inviting guests and entertainment for Australia Day, working with the Australia Day Council of NSW for the Ambassador, organising and working with the Ambassador leading up to the event, arranging quotes and purchasing food for the breakfast, ordering certificates for Awards, buying frames and items for the Award, contacting community to garner interest and commitment to submit nominations, organising Police and Fire Brigade, Historical Society, Ministers and Armidale Vintage Car Club, organising Rotary, Lions and Quota for the day etc. This demonstrates the extent of the work that the Committee does and saves Council from doing it. The Committee carries out the function of the Council. The Committee should be a Section 355 Committee of Council to ensure that no one in the community is put at risk as far as insurance is concerned.

The Committee invites community members for entertainment and guests as part of the Walcha Australia Day program. This leaves the Committee exposed to litigation should something extreme occur to an invitee or guest before they arrive at the event. Eg: Gordon Edmonds, Howard Greenwood, Barbara Dunn, Walcha Community Singers.

All of these matters would be resolved if the Australia Day Committee were accepted as Section 355 Committee by Walcha Council.

**Financial Impacts:**

The Australia Day Committee currently operates as a not for profit Committee. It is given a budget of \$500 by Council and all proceeds from the event are returned to Council.

**Funding Source:**

Funding is already allocated to Australia Day activities in the adopted budget.

**Additional Comments:**

The Australia Day Committee met for a special meeting on 3 July 2023 to discuss the current situation of the Committee not being part of Walcha Council, and the Interim General Manager was invited to attend. Again, the Interim General Manager suggested that the Committee apply to become either an Advisory Committee or to become incorporated in its own right, although he acknowledged that Australia Day is a function of Council. The Committee rejected these options and instead requested that the



President and Councillor Aurora Reilly put a Motion to Council requesting that the Committee be adopted as a Section 355 Committee of Council.

**MOTION:**

**That Council :**

1. Acknowledges that Australia Day is a function of Walcha Council
2. Adopts the Australia Day Committee as a Section 355 Committee
3. Develops the Walcha Council Administration Policy – Section 355 Committees.

**Clr Aurora Reilly**

Date 14 July 2023

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**Management Response:**

*In accordance with Code of Meeting Practice clause 3.11 the following implications apply to the Notice of Motion as proposed:*

Strategic Implications

This Notice of Motion will allow Council to deliver on the Community Strategic Plan themes noted above and ensure Australia Day activities continue into the future.

Policy Implications

There are currently no Section 355 Committees of Walcha Council. If Australia Day Committee was to become a Section 355, additional guiding documentation would need to be developed by Council.

Legal Implications

There are no legal implications arising from this Notice of Motion.

Financial Implications

If approved, this Notice of Motion will not impact the current budget allocation to Australia Day, however Council would be directly liable for any cost overruns or unforeseen costs incurred by Australia Day. Last year Australia Day activities returned a small surplus.

Summary Comment

After attending the Australia Day Committee meeting on 3 July 2023, Interim General Manager advised that there would be a strong case for Council acknowledging Australia Day activities as a function of Council moving forward. Options would be for governance of this function to be undertaken either by a new Advisory Committee or a Section 355 Committee.

Council have received advice from LGNSW in relation to the two governance structures. In either scenario, insurance coverage would be a matter for Council's insurer and making sure that volunteers and persons exercising Council functions are equally covered by



Council's policy. It would also require that the functions of the committee are spelled out in detail (for example picking up supplies). Advice is that there should be no difference in either scenario – Advisory or Section 355 – if these conditions are met.

In terms of governance, a Section 355 Committee would have the delegated authority to run the Australia Day event, but would have far more onerous reporting requirements. For example:

- Section 355 Members would need to disclose pecuniary conflicts of interest in the same manner as Councillors
- Section 355 committees should have a "Terms of Reference" document or a Constitution which sets out the functions that are delegated to it, including any financial delegations. The governing document should also cover how members are appointed and other operational matters – noting that an Australia Day Advisory Committee would also require a Terms of Reference.
- Section 355 members are subject to the Code of Conduct and must comply with confidentiality requirements
- Council staff will still be required to administratively support a Section 355, as the Committee can only exercise those functions that are delegated, and some functions cannot be delegated, such as fixing of a fee.
- Section 355 committee should also keep financial records and be subject to scrutiny by Council's Audit and Risk Committee
- State Records Act 1998 will also apply to the records of business activities

On the other hand, an Advisory Committee:

- Don't have any formal, delegated powers to act in place of Council
- Any recommendations the committee makes will have no legal standing unless adopted by a resolution of Council.
- A detailed Terms of Reference would still be required that sets out the committee's purpose and how it will function.

In practical terms, under both scenarios it would be Council supporting the activities that occur on the day, with the main difference being the level of governance required for the committees. Advice is that an Advisory Committee could achieve the same outcomes as the Section 355 Committee but without the additional governance and administrative requirements.

Note that should Council wish to proceed with the creation of a Section 355 Committee, that cannot be achieved by this Notice of Motion. An Instrument of Delegation would need to be formally approved by Council by resolution under s377(1) of the *Local Government Act*.



## **ROTARY CLUB OF WALCHA**

PO BOX 123 WALCHA 2354

**President:** Dan Micallef

**Secretary:** Lois Hoare

**Treasurer:** Steve McCoy

The General Manager  
Walcha Council  
Hamilton St  
Walcha. NSW 2354

16<sup>th</sup> July 2023

Dear Sir,

The Australia Day Committee has conducted the “ Breakfast in the Park” event for many years and their efforts are much appreciated by the community. The popularity of the event is evidenced by the large attendance each year and the presentation of Citizen’s Awards acknowledging the contributions of community volunteers is a highlight of the event. It is an event of which Walcha should be very proud.

It was, therefore, a big surprise to learn that the Australia Day Committee is not backed by the Council under the Section 355 Committee regulations thus denying the committee members of Council backing and insurance cover. Without this cover the future of the committee and the Australia Day celebrations and Awards may be in jeopardy.

On behalf of the Rotary Club of Walcha, I ask Council to reconsider their position on the issue of Section 355 Committee status for the Australia Day Committee. The disbandment of this committee would be a great loss to the Walcha community.

Yours sincerely

Lois Hoare

Secretary

Rotary Club of Walcha





# Item 8:

# Matters of Urgency

A Matter of Urgency is usually raised by a Councillor – must state why it is a matter of urgency eg: time constraints; public consultation, public safety etc.

It is then considered and then a:

**Resolution that the matter of \_\_\_\_\_ be discussed as a matter of urgency.**

**IT then has to be ruled as a “Matter of Urgency” by the Chairperson.**



# Item 9: Management Review Reports



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## 9.1 OFFICE OF THE GENERAL MANAGER

Ref: WO/2023/01260

**Responsible Executive:** General Manager

**Attachment:** Action List June 2023 – WO/2023/01149

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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 <del>29092023</del> Sept 2023	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>	<del>31012023</del> June 2023 Aug 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> <del>June 2023</del> Aug 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:
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	<p>h. Yarrowitch Showground - 92 Upper Yarrowitch River Road, Yarrowitch - 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>				
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## Ordinary – 25 November 2020

124/20202021	<p><b>6.8 Beautification Committee Project Recommendations</b> <b>WO/2020/04068</b></p> <p>that Council:</p>	<p><del>DI</del> <b>DID</b></p>	<p><del>30102022</del> <del>30042023</del> <del>31072023</del> Aug 23</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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	<ol style="list-style-type: none"> <li><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><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>				Additional climbing rose planting and name signage to be finalised otherwise complete.
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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>	<del>DI</del> <b>DID</b>	<p><del>30122022</del> 31032023 Dec 2023</p>	DI to investigate options for caravan access to water and present back to Council.	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
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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>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>Advise the land owner that:</li> </ol>	<del>DED</del> <b>DID</b>	<p><del>31032021</del> Aug 2023</p>	Organise the removal of heritage listing of property from LEP 2012 Schedule 5. Advise owner of resolution options.	Owner visited Council March 2022 and advised they are happy for removal to be included in next house keeping Planning Proposal of Council.  No date scheduled for next House Keeping Planning Proposal at this stage.
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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>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</p> <p>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 the processing time.</p>				<p>Will be included in Annual Review Planning Proposal</p> <p>Delay due to Agri land employment lands state legislation commencement.</p> <p>Complete by mid Aug 2023</p>
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## Ordinary – 27 October 2021

59/20212022 <b>27 Oct 2021</b>	<p><b>6.2 Draft Amendment to Walcha Development Control Plan</b> <b>WINT/2021/08887</b></p> <p>that Council:</p> <p>1. Adopt the <i>Draft Amended Walcha Development Control Plan 2019</i> which includes the following amendments:</p> <p>a. Minimal editing and word changes to correct grammar, identification of development controls and to ensure state agency referencing is correct</p> <p>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:</i></p>	<del>DED</del> <b>DID</b>	<del>30062022</del> Oct 2023	As per resolution	<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:
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	<p><i>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>.</p> <ul style="list-style-type: none"> <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> <li>e. Clause 14.6(b)(iii) – Extend the wording to include damage, degradation or disruption to groundwater.</li> <li>f. Clause 14.6(u) – Extend the wording to state that Decommissioning Bonds will be considered based on the individual merits of the development.</li> <li>g. Inclusion of Clause 14.5(n) regarding cumulative impact assessment including power line construction.</li> </ul> <ul style="list-style-type: none"> <li>2. Prepare a further amendment to the <i>Amended Walcha Development Control Plan 2019</i> in regards to all renewable energy development.</li> <li>3. Include provision in any future Section 7.11 Development Contribution Plan for a contribution for renewable energy development.</li> <li>4. Amend the Walcha Local Environmental Plan 2012 by ensuring all Land Use Tables reflect</li> </ul>				
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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 provisions of all relevant State Environmental Planning Policies				
60/20212022 <b>27 Oct 2021</b>	<p><b>6.3 Part Day Public Holiday 2022 &amp; 2023 Survey Results WO/2021/04247</b></p> <p>that Council:</p> <ol style="list-style-type: none"> <li><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;</li> <li><b>SURVEY</b> the community and key stakeholders directly after the 2022 &amp; 2023 Part Day Public Holiday to ascertain their success.</li> </ol>	<b>GM</b>	<p>201224 Oct-2022 <del>Feb2023</del> <del>May2023</del> Aug 2023</p>		<p>Sent application to Industrial Relations for Part Day Public Holiday – 08112021</p> <p>Diarise to survey the community and key stakeholders in March 2022 &amp; 2023. – Not completed in March 2022.</p> <p>Update: view is to survey as a component of community consultation re financial sustainability.</p> <p>Unable to undertake review through this process – separate survey to be undertaken</p> <p>Survey will be available by 10 August.</p>

## Ordinary – 24 November 2021

85/20212022	<p><b>6.2 Customer Charter WINT/2021/09573</b></p> <p>that Council <b>ADOPT</b> the Customer Charter as presented.</p>	<b>DCC</b>	<p><del>June 2023</del> Nov 2023</p>	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.	Customer charter to be review and updated immediately following finalisation of Corporate Services structural changes, including recruitment of Corporate Services Coordinator. An effective Charter requires relevant staff input to ensure service targets are achievable and measurable.
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## Ordinary – 16 February 2022

127/20212022	<p><b>Item: 4.2.12 – Constructive Solutions Update</b></p> <p>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.</p>	<b>DI DID</b>	<p><del>30062022</del> <del>31032023</del> July 2023 Dec 23</p>	As per resolution	<p>Engineering team is working on improving all end-of-project functions, including contractor performance and capitalisation. Project Management Framework being developed to include</p> <ul style="list-style-type: none"> <li>Inception –Initiation – Project Charter</li> </ul>
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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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					<ul style="list-style-type: none"> <li>• Project Planning – Project Plan</li> <li>• Project Implementation</li> <li>• Project Control</li> <li>• Project Close</li> </ul>
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## Ordinary – March 2022

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.
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## Ordinary – 29 June 2022

226/20212022	<p><b>3.2 Relocation of "The Mother" Sculpture</b> that Council <b>APPROVE</b> relocating the sculpture "The Mother" to the Southern End of Middle Street (near to Nivisons Look Out).</p>	<b>DID</b>	<del>15072022</del> Dec 2023	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. Due to be complete by End Dec 2023
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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> that Council:</p>	<b>DID</b>	<del>June 2023</del> July 2023	As per resolution plus order signs and erect them	Waiting on signage to be delivered and installed.  Signage to be installed by End July 23
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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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	<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>				
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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>1. <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>2. <b>ENSURE</b> user groups have adequate notification before the next season should</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>Fees to be reviewed as part of 2023/2024 Fees &amp; Charges</p> <p>Adopted fees and charges</p> <p><b>COMPLETE</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>the After Hours Pool Hire Fee remain in the 2023 – 2024 Fees &amp; Charges;</p> <p>3. <b>REVIEW</b> the Learn to Swim Assistance Policy prior to setting the 2023 – 2024 Fees &amp; Charges.</p>			Diarise Review of Policy	
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> It was <b>MOVED</b> Councillor Berry <b>Seconded</b> Councillor Kermode that Council <b>ACKNOWLEDGE</b> the Survey results from Voice 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.</p>	<b>DID / GM</b>	DEC2023	As per resolution	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.

# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
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	90 The <b>Original Motion</b> became the <b>Substantive Motion</b> and was put to the <b>VOTE</b> and <b>CARRIED</b> .				
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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>	June 2024	Search for funding for project	LRCI Funding Round 4 Review June 2024
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## Ordinary – 22 February 2023

CC12/20222023	<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.	<b>GM</b>	14042023 31072024	As per resolution	Review July 2024
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## Ordinary – 29 March 2023

138/20222023	<b>6.5 Subdivision of Council Land for Housing Purposes WO/2023/00487</b> 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.	<b>DCC</b>	12042023 Sep 2023	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. Contract Planner investigating funding avenues to proceed with development of this land.
	■ <b>4.2.1 Library Public Infrastructure Grant</b> That Council <b>APPROVE</b> the Library Infrastructure Grant Project application.	<b>DCC / MCT</b>	Sept 2023	Submit application August/September 2023	

# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
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	<p>■ 4.2.3 Electrical upgrade of 6W Hamilton Street Walcha – Carlec Auto Electrician</p> <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
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## ExtraOrdinary – 19 April 2023

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> <li><b>UNDERTAKE</b> post-tender negotiations with Convic in regards to scope and schedule;</li> <li><b>SUBMIT</b> variation request to funding body in regards to price and schedule;</li> <li><b>CONSIDER</b> tender award at future Council meeting with additional funding sources identified and confirmed.</li> </ol>	DID	July 2023 Aug 23	As per resolution	For further report at July 2023 Council meeting. Submission to funding body July 23 awaiting response.
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>	DID	Aug 2023	As per resolution	Review Aug 2023 – pending revised funding request



# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
	<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>				
CC19/20222023	<p><b>3.4 Planning Agreements for Renewable Energy Developments</b> <b>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 &amp; Assessment Act 1979, for developer contributions for renewable energy developments affecting Walcha Council Local Government Area whereby:</p> <p>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;</p> <p>b) The developer contribution is allocated via the General Fund to infrastructure, services or other</p>	GM	300823	As per resolution	Preferred legal representation chosen with consultation with Uralla Shire Council – Walcha Council to take lead on the engagement. Allocation of \$25K in budget for upper fee limit for works.

# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
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	<p><i>public amenities in accordance with the Operational Plan;</i></p> <p>2. <b>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>3. <b>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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## Extra Ordinary – 17 May 2023

166/20222023	<p><b>4.2 Survey Results – Naming of Walcha Rose Garden WO/2023/00763</b></p> <p>166 <b>RESOLVED</b> on the Motion of Councillors Kermode and Schaefer that Council:</p> <p>1. <b>NOTE</b> the Report; and</p> <p>2. <b>ENDORSE</b> the community vote of naming the Rose Garden "Bev Betts Rose Garden".</p>	<p><b>EA</b></p> <p><b>DID</b></p>	14062023 Sep 2023	EA – check with Betts Family to see what they would like on the signage at Rose Garden ie: "Bev or Beverley Betts Rose Garden" DID – ensure sign is ordered with correct name for installation timing with completion of Rose Garden Project.	<p>Spoken to both – will follow up by 14 June – then will advise DID</p> <p>Delayed due to unable to contact one of the family at the moment. Review 04082023</p> <p>Finalise signage and arrange for official opening during Spring 2023.</p>
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## Ordinary – 31 May 2023

173/20222023	<p><b>6.2 Council Facilities Opening Hours Review WO/2023/00899</b></p> <p>that Council:</p>	<p><b>GM</b></p> <p><b>DCC</b></p> <p><b>DID</b></p>	09062023	Noted by GM DCC to advertise new Opening Hours and when they	<p>EA Advertised in Advocate 28062023</p> <p>Notice of Front Door 19062023</p>
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# Walcha Council's Meeting Action List



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	<ol style="list-style-type: none"> <li><b>APPROVE</b> 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 – 5:00pm.</li> <li><b>APPROVE</b> the new season 2023-2024 operating hours for the Walcha Swimming Pool.</li> </ol>			<p>commence – notice on doors as well. DID – Ensure new Pool hours for 2023-3024 are advertised.</p>	<b>COMPLETE</b>
175/20222023	<p><b>6.4 Concealed Water Leak Policy WO/2023/00888</b></p> <p>that Council:</p> <ol style="list-style-type: none"> <li><b>ENDORSE</b> the Draft Concealed Water Leak Policy and <b>PLACE</b> on public exhibition for 28 days;</li> <li><b>ADOPT</b> the Concealed Water Leak Policy as presented subject to no submissions received during the public exhibition period; and</li> <li><b>AUTHORISE</b> the General Manager under Delegation to administer the <i>Concealed Water Leak Policy</i>.</li> </ol>	<b>EA</b>	<p>05062023</p> <p>07072023</p> <p>July 2023</p>	<p>Place on public exhibition until 07072023.</p> <p>No submissions – re-save with resolution number etc.</p> <p>Add to GM's delegations</p>	<p>Advertisement: WO/23/965 Advocate: 07062023 &amp; 14062023 Website from 05062023 PO sent to Telecottage 05062023</p> <p><b>COMPLETE</b></p>

## Ordinary – 28 June 2023

183/20222023	<p><b>2. CONFIRMATION OF THE ORDINARY MEETING MINUTES HELD ON WEDNESDAY 31 MAY 2023:</b></p> <p>that the Minutes of the Ordinary Meeting held on Wednesday 31 May 2023, copies of</p>	<b>EA</b>	05072023	<p>Place on website Update Resolution Register</p>	<p>On website 29062023 Resolution Register updated 29062023</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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	which have been distributed to all members, be taken as read and confirmed a <b>TRUE</b> record.				<b>COMPLETED 29062023</b>
186/20222023	<p><b>6.1 Adoption of 2023-2024 Operational Plan &amp; Levy 2023-2024 Rates WO/2023/01055</b></p> <p>that Council:</p> <ol style="list-style-type: none"> <li>1. In accordance with the provisions of Section 404, 405 and 406 of the <i>Local Government Act, 1993</i> <b>ADOPT</b> the Draft Delivery Program 2022-2025 and the 2023-2024 Operational Plan (Scenario 2 – IPART approved Special Rate Variation) which includes the 2023-2024 Budget, Revenue Policy and Fees &amp; Charges as final; and</li> <li>2. In accordance with Section 494 of the <i>Local Government Act, 1993</i>, <b>MAKE &amp; LEVY</b> the Rates and Charges for 2023-2024 for the General, Water and Sewerage Funds and Waste Management Charges as detailed in the Report – Scenario 2 IPART approved Special Rate Variation; and</li> <li>3. <b>AUTHORISE</b> the General Manager to arrange for the preparation and the service of the 2023-2024 Rate notices.</li> </ol>	<b>DCC</b>	05072023	As per resolution	<b>COMPLETED 29062023</b>

# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
187/20222023	<p><b>6.2 Budget Allocation for Donations WO/2023/01056</b></p> <p>that Council <b>APPROVE</b> the amount of \$10,000 for donations in the 2023-2024 financial year <b>FURTHER THAT</b> applications for donation will be accepted between 17 July to 15 September 2023.</p>	DCC		As per resolution	<b>COMPLETED 29062023</b>
188/20222023	<p><b>6.3 Local Government Remuneration Tribunal Annual Review WO/2023/01028</b></p> <p>that Council:</p> <ol style="list-style-type: none"> <li><b>RECEIVE</b> and <b>NOTE</b> the Report.</li> <li><b>DETERMINE</b> the annual fee payable to Councillors as \$13,030 and the Mayoral Allowance as \$ 28,430 for the 2023-2024 financial year.</li> </ol>	EA	26072023	Ensure Councillor Claim Forms are updated with new fees before next Council Meeting.	<p>Mayoral Fee: July 23 one off: \$2,371 11 x \$2,369 = \$26,059 + \$2,371 = \$28,430</p> <p>Councillor Fee: July 23 one off: \$1,095 11 x \$1,085 = \$11,935 + \$1,095 = \$13,030</p> <p>Form updated <b>COMPLETED 29062023</b></p>
189/20222023	<p><b>6.4 Councillor Superannuation Payments WO/2023/01036</b></p> <p>that Council <b>PROVIDE</b> payment of Superannuation for Councillors commencing from 1 July 2023 in consideration of the amendment to the <i>Local Government Act, 1993</i>, that allows Council to make superannuation payments to Councillors.</p>	DCC	26072023	As per resolution	<p>Payments will commence with the July fees.</p> <p><b>COMPLETE</b></p>
190/20222023	<p><b>6.5 Contributions Plan 7.11 &amp; 7.12 Submissions WO/2023/01066</b></p>	GM	10072023		<b>COMPLETE</b>

# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
	<p>that Council:</p> <p>1 <b>AMEND</b> the Section 7.11 (Heavy Haulage) Contribution Plan to include clarifying paragraph on the non-applicability of this plan to state significant development, and to include 'water' as an additional example extractive material;</p> <p>2. <b>ADOPT</b> the amended Section 7.11 (Heavy Haulage) Contribution Plan; and</p> <p>3. <b>ADOPT</b> the Section 7.12 Contribution Plan.</p> <p>Being a <b>Planning Matter</b> a <b>Division</b> was called prior to voting on this matter and the result was as follows:</p> <p><b>For:</b> Councillors: Berry, Ferrier, Hicks, Kermode, Noakes, Pointing, Reilly and Schaefer.</p> <p><b>Against:</b> Nil</p> <p><b>Absent:</b> Nil</p> <p><b>Declared Interest:</b> Nil</p>	<p><b>EA</b></p> <p><b>EA</b></p> <p><b>EA</b></p>		<p>Amend 7.11 Contribution Plan as per resolution</p> <p>Note Plan with resolution number and date of adoption for both 7.11 &amp; 7.12 Contribution Plans</p> <p>Update website form with planning decisions division</p>	
191/20222023	<p><b>6.6 Internal Restricted Fund Movements WO/2023/01087</b></p> <p>that Council:</p> <p>1. internally <b>RESTRICTS</b> the prepaid portion of the 2023-2024 Financial Assistance Grants.</p>	<b>DCC</b>	10072023	As per resolution	<b>COMPLETED 01072023</b>

# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
	<p>2. <b>UN-RESTRICTS</b> the prepaid portion of the 2023-2024 Financial Assistance Grants on 1 July 2023.</p> <p>3. <b>TRANSFER</b> an amount of \$850,000 from internal unrestricted funds to the Internal Plant Reserve to support the 2023-2024 plant replacement program.</p> <p>4. <b>APPROVE</b> an amount of \$5,000 from the Project Development Reserve to pay the Coalition of Renewable Energy Mayors membership for 2023-2024.</p>				
192/20222023	<p><b>6.7 Draft Waste Strategy</b> <b>WINT/2023/03016</b></p> <p>that Council:</p> <p>1. <b>ENDORSE</b> the Draft Waste Strategy and PLACE on public exhibition for 28 days;</p> <p>2. <b>ADOPT</b> the Waste Strategy as presented subject to no submissions received during the exhibition period.</p>	<b>EA / GM / DID</b>	31082023	<p>Advertise in Media Social Media &amp; Website</p> <p>Adopt if no submissions received otherwise to August 2023 Council Meeting</p>	<p>Website 29062023 Facebook Post: Sunday 02072023 Advocate 05072023</p> <p>Follow up FB &amp; Advocate later in month</p>
193/20222023	<p><b>6.8 Loan for Jet Patcher</b> <b>WO/2023/01054</b></p> <p>that Council:</p> <p>1. <b>AUTHORISE</b> the execution of a Chattel Mortgage/Equipment Finance for the purchase of a road patching truck (Jet Patcher); and</p> <p>2. <b>APPROVE</b> the affixing of the Common Seal to all documentation relating to the</p>	<b>DCC</b>  <b>EA</b>	28062023	<p>Ensure the executed copy of mortgage is returned to bank.</p>	<p><b>Completed: 28062023</b></p> <p><b>Completed 28062023</b></p>

# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
	establishment of a loan to finance the purchase of a road patching truck (Jet Patcher) <b>FURTHER THAT</b> the affixing of the Common Seal be attested to by the Mayor and the General Manager.			Affix the Common Seal, resolution and statement to mortgage and give to DCC	
194/20222023	<b>6.9 Independent Pricing &amp; Regulatory Tribunal (IPART) NSW Rate Cap Review and Submission</b> <b>WO/2023/01088</b> that Council make a submission to the Independent Pricing & Regulatory Tribunal NSW regarding the rate cap review.	<b>GM / EA</b>	29062023	Complete submission and send to IPART	Updated submission letter and sent to GM for signature and email to IPART – 29062023  <b>COMPLETE</b>
195/20222023	<b>6.10 Regional Meetings 2023</b> <b>WO/2023/01052</b> 195 <b>RESOLVED</b> on the Motion of Councillors Hicks and Pointing that Council <b>RECEIVE</b> and <b>NOTE</b> the Regional Meetings 2023 report as presented.	<b>EA / GM / DID / DCC</b>	Aug 2023	Report noted  Report to August 2023 Ordinary Meeting with updated table on requests voiced at Regional Meetings	
200/20222023	<b>10.1 Minutes of the Walcha Council Arts Advisory Committee Meeting held on Tuesday 6 June 2023 at Council Chambers.</b> <b>WINT/2023/02786</b> <u>Current Membership &amp; Nominations</u> that Council <b>APPOINT</b> Yvette Stanton and Michael Luchich to the Walcha Council Arts Advisory Committee.	<b>GM</b>	Jul 2023	Ensure new members signed TOR and are aware of next meeting	
201/20222023	<b>10.2 Minutes of the Walcha Council Beautification Advisory Committee</b>	<b>GM / DID</b>	July 23		Application for Tidy Towns being completed due July 23



# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
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	<p><b>Meeting held on Wednesday 7 June 2023 at Council Chambers.</b>  <b>WO/2023/00982</b></p> <p>2.1 2023 Tidy Towns Awards Entry that Council <b>APPROVE</b> the entry in the 2023 Tidy Towns Awards in four of the categories to be determined by Council Staff.</p>			<p>Verify when the Tidy Towns Entries close.                      Start writing the entry for identified categories</p>	
CC30 / 20222023	<p><b>3.1 Request for Reimbursement on Water Usage Charges – 105N Meridian Street, Walcha – Stephen &amp; Debra Sweeney</b>  <b>WO/2023/01061</b></p> <p>that Council <b>DELEGATE</b> the General Manager to <b>REIMBURSE</b> Stephen &amp; Debra Sweeney \$131.92 for the Water usage charges at 105N Meridian Street, Walcha due to a water meter fault.</p>	<b>DCC / GM</b>	10072023	Organise reimbursement of Water charge of \$131.92	In process
CC31 / 20222023	<p><b>3.2 Replacement of Survey Equipment</b>  <b>WINT/2023/03006</b></p> <p>that Council <b>APPROVE</b> the purchase of Hybrid GNSS Total Station System survey equipment for the quoted price of \$91,159.40 GST exclusive, from Position Partners – Topcon, which includes a trade in offer on Council's current survey equipment.</p>	<b>DID</b>	10072023	Order equipment	<p>PO approved, Order placed.                      Delivery due by end of July 23</p>

# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
CC32 / 20222023	<p><b>3.3 REGPRO102324 Tender for Supply and Delivery of Ready Mixed Concrete WINT/2023/03015</b></p> <p>that Council:</p> <ol style="list-style-type: none"> <li>1. <b>ENDORSE</b> the evaluation outcome of the Supply and Delivery of Ready Mixed Concrete Tender identifying Ducats Earthmoving, Hoys Concrete and Boral Resources as the preferred suppliers for the Panel Contract for the period 1 July 2023 to 30 June 2025; and</li> <li>2. That a provision be allowed for a 12 month extension based on satisfactory supplier performance, which may take this contract through to 30 June 2026.</li> </ol>	<b>DID</b>		As per resolution – advise staff of preferred suppliers	<b>COMPLETED</b>



## 9.2 INFRASTRUCTURE & DEVELOPMENT:

Ref: WO/2023/01296

**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.

### OPERATIONAL OVERVIEW

#### 1. Development & Construction

Development Statistics 2022-2023	DAs	CCs	CDCs
Number Determined – As at 30.6.2023	39	9	8
Estimated Development Value – 30.4.2023	\$4,965,563	\$227,000	\$130,000

#### 1.1 Determinations Issued

June 2023				
Development Applications				
Number	Description	Address	Determination	Assessment Days
10.2023.1	Manufactured Dwelling	91 Woolbrook Road Walcha	Approved Under Delegated Authority	90
10.2022.37	Dwelling	51E-61E Plumbtree Street Walcha	Approved Under Delegated Authority	106
Construction Certificates				
Number	Description	Address	Determination	
11.2022.20	Dwelling	483 Aberbaldie Road Walcha	Approved Under Delegated Authority	



Complying Development Certificates			
Number	Description	Address	Determination
Nil			

**Note: Assessment Days** is the assessment day count, and includes referral days (concurrency State Agency assessment period) and the period where additional information has been requested.

## 1.2 Development Applications Outstanding

As at 1.7.2023	
Under Assessment:	7
On Notification	-
Additional Information Requested	2
Waiting on State Agency Comment	-
Waiting on Fee Payment	-
<b>Total</b>	<b>9</b>

## 1.3 Certificates & Advice

June 2023			
Number Issued	2021-22	2022-23	Current Period
Occupation Certificates	15	10	-
Subdivision Certificates	7	4	-
Planning Certificates	135	340	40
Building Information Certificates	1	2	-
Outstanding Notices Orders Certificates	18	11	-
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

June 2023	2021-22	2022-23	Current Period
Number Issued	50	27	2

### 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>June 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	15	-
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
<b>May</b>							<b>2</b>	-
<b>Jun</b>	-	-	-	-	1	-	-	69.00
<b>Total</b>	<b>6</b>	<b>2</b>	<b>4</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>20</b>	<b>\$2395</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>May</b>	4	-	1	-	3	-
<b>Jun</b>	6	-	1	5	-	-
<b>Total</b>	<b>53</b>	<b>24</b>	<b>9</b>	<b>21</b>	<b>21</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>May</b>	2	5	3	0
<b>Jun</b>	1	8	1	2
<b>Total</b>	<b>13</b>	<b>50</b>	<b>28</b>	<b>34</b>



## **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 - July 2023**

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	Activities for Next Three Months
<b>LOCAL ROADS</b>												
Middle Street Rehab	WF	Fixing Local Roads R2	\$ 565,586	Nov-21	Jun-24	\$ 21,251			Pub RFT			Variation request approved Complete design and scope for RFT
Walsh Street Rehab	WF	Fixing Local Roads R2	\$ 403,336	Jan-22	Jun-24	\$ 17,062			Pub RFT			
Aberbaldie Road Rehab	JM	Rehabilitation of Segment 30 - Fixing Local Roads R3	\$ 703,384	Oct-22	Dec-23	\$ 3,450			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.
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-24	\$ 40,000			Pub RFT			DnC Doc completed. Pending Internal Review for Advertisment 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	\$ 83,671		Additional milestone request sent to the funding body to reduce the amount of WIP for the project. Tendered works significantly under budget	DEL			<b>Elect:</b> Installation completed - Waiting for Essenstial energy's desgin approval for final connection <b>Rd/Rwly:</b> Final planing - Start 24/07/2023 <b>Elect:</b> Final connection <b>Rd/Rwly:</b> Fix the road, re shape drains, fix the rwy, fix drain, seal end of runway, seal road to the Highway
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	Aug-23	\$ -		Works are grant funded from various sources - FLR2, LRCI3. 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, final laybacks being installed and restoration works to include line painting.
<b>BRIDGES</b>												
Army Bridge	WF		\$ 2,050,850		Dec-23	\$ 151,319		The tendered price is above current Funding and a variation will be required from FCB.	Eval RFT			Completion date will need to be revised following approval of funding variation request Deliver post approval
Winterbourne Bridge	WF		\$ 643,104		Dec-23	\$ 59,244			Eval RFT			
Mooraback Bridge	WF		\$ 526,680		Dec-23	\$ 49,157			Eval RFT			
Tia Diggings Bridge 1	WF		\$ 580,000	Jun-23	Jun-23	\$ 232,664		Awarded tender on budget, but with no contingency.	DEL			Completion June Final delivery
Tia Diggings Bridge 2	WF		\$ 553,000	Jun-23	Jun-23	\$ 249,167			DEL			
Niangala Bridge	WF		\$ 655,000	Jun-23	Jun-23	\$ 402,131			DEL			
Boxley Bridge	PF		\$ 979,000	Aug-24	Aug-24	\$ 32,175		Funding received via Fixing Country Bridges Round 2B, two other bridges unsuccessful	DEL			DnC Doc pending internal review Survey, Geotech, REF finalised Advertisement and execution of DnC
<b>STATE ROADS</b>												
Oxley Highway - 2022/2023 Routine Maintenance	JM	Annual routine maintenance	\$ 682,000		Jun-24				DEL			Routine road maintenance works continuing. Minor pavement patch scoping in progress. Undertaking Pothole patching, inspections, guideposts, etc.
<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.
<b>WATER, WASTEWATER &amp; WASTE</b>												



**Capital Works Delivery Update - July 2023**

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	Activities for Next Three Months
Walcha Wastewater Treatment Plant Upgrade	RP		\$ 1,800,000		Nov-23	\$ 1,716,831	Insufficient funds to complete the sludge lagoon Refirb (\$36k)	Eval RFQ			Planning work underway to carry out work By Sept 23	1. Deliver remaining scope item
Walcha Off Creek Storage	AB		\$ 11,000,000	Dec-22	Sep-23	\$ 4,156,210	Next milestone claimed with the completion of Package 1. milestone claim \$2.5M	DEL			1. Package 1 complete 2. Switchboard package RFQ awarded 3. Fabrication RFT closed increase from cost estimate. 4. Package 7 Electrical & Control Published 11/7/23. 5. Final design Package 4 months behind schedule 6. Initial filling commenced 5/7/23 @ 23/s approx. (2 MLD)	Complete Design package and publish RFT's and RFQ's
Walcha Waste Strategy 2025	AB				Apr-23			DEL	Apr-23		Council report for public exhibition June 2023	Adoption and roll out in July 23
John Oxley Sewer Extension	RP PF	Construction of new SPS at John Oxley Oval, and sewer connection to existing network	\$ 760,541	TBD	TBD	\$ 5,966		Pub RFT			RFT Published REF Finalised Survey works underway	Award RFT & execute
Water Meter Replacement	RP		\$ 350,000	TBD	TBD	\$ -	No current Budget	Fund RQ			Works cannot proceed until funding secured.	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			Works Complete	Provide EPA with outcome reporting to discharge licence action.
<b>COMMUNITY PROJECTS</b>												
Walcha Sporting Amenity Upgrades - Walcha Pool	WF	Upgrade of amenities at John Oxley Oval and Walcha Pool	\$ 566,087		Oct-23	\$ 61,851	SCCF includes Amenity and Electrical Upgrades	Pub RFQ			RFT Amenities closing 14/08 Electrical closing 14/08	Award and execution accepting a short overlap on opening season
Walcha Sporting Amenity Upgrades - John Oxley Oval	PF	Upgrade of amenities at John Oxley Oval and Walcha Pool	\$ 130,420		Sep-23	\$ 710		DEL			Works on going and on track	Completion report - Due Oct 2023
Walcha Swimming Pool Refurbishment	PF	Further upgrade of Walcha Swimming Pool via BLER Grant	\$ 1,100,000	Oct-22	Oct-24	\$ 268,572	Scope of works and design has been reviewed to align with the funded budget. Additional funding being sought via Growing Regions Fund	Pub RFT			RFT Doc review pending internal review	Piping works and seal works could be delivered during the current close period.
Renew Walcha Skate Park	WF	New skate park facilities, new fence for John Oxley Oval, CCTV	\$ 966,964		Jun-23	\$ 381,995	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.	Looking to utilise Aerodrome funding surplus to cover shortfall. Project to be split into Phase 1 & 2. Revised RFT update being requested from suppliers and variation approval to funding body Due for submitting 30 July 2023.
Nowendoc Hall	KN	Replacement of water tanks, provision of disabled car park.	\$ 88,261	Sep-23	Sep-23	\$ 5,700		DEL				Final Delivery
Pathways Project - Town	PF	Construction of various connecting pathways in Walcha	\$ 654,465	Mar-24	Mar-24	\$ 3,593		DEL			Design works on-going	Design approval community consultations - Driveways

**Capital Works Delivery Update - July 2023**

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
Pathways Project - Darjeeling	PF	Construction of pathway from Lions Park to John Oxley Oval	\$ 1,324,455	Mar-24	Mar-24	\$ 3,389			DEL			Design works on-going	Design approval community consultations - Beautification / art commity
Pathways Project - Summervale	PF	Construction of pathway from Walcha to Summervale	\$ 1,750,254	Nov-24	Nov-24	\$ 4,428			DEL			Design works on-going Summervale Community consultation done 20/06/23	Design approval community consultations - Beautification / art commity
Rose Garden	WF	Rock wall and post and rail fence surrounding the rose garden	\$ 45,000	Jun-23	Jun-23	\$ 39,985			DEL			Constructions of rock mowing strip in place of post and rail fence and Timber arbour complete	Replacement Rose plants and new Name sign to be installed (final item)
<b>TOTAL</b>			<b>\$ 39,402,044</b>			<b>\$ 8,385,259</b>							



## Progress Report (June 2022)

### Progress Summary

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

Council personnel continue to assist with procurement of Principal Supplied Items and remaining package engagements, along with the broader Project Management Team (PMT).

Defect-free Completion achieved for Package 1, with the close-out workshop help, final payment claim paid and completion undertaking returned. Major project milestone achieved.

Package 6a (rising main) construction works also completed, with QA documentation submitted and approved and final claim paid.

Package 8 (fabricated items) tender closed, with responses currently under evaluation.

Package 7 design / tender package completed and out to market for pricing. Pre-tender briefing planned for early July.

Package 6b design / tender package being finalised, expected to be out to market early-mid July.

Procurement of Principal Supplied Items and works packages is proceeding progressively, fast tracking delivery and maximising local content where possible. New OCS1 pumps and valves/actuators currently on order pending delivery, with fabrication of the main switchboard also underway.

Note that significant local benefit (which is a key project driver) has been achieved to date, including:

- 31.0% spend to date (~\$2.03 million) within the Walcha LGA
- 71.9% spend to date (~\$4.72 million) within the broader Namoi region (incl. Walcha).

### Project Risks

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

Temporary filling underway, addressing a key project risk. Finalising procurement of remaining packages and managing interfaces between the various works are the key project issues which are in focus for the next month.

### Budget / Cashflow

Please see attached for the updated Project Cashflow and Project Financial Control Sheet. Some budget forecasts have been relocated to match forecasted effort (see Financial Control Sheet and Cashflow for detail).

Remaining project contingency is \$1,716,638.57 (from \$2,066,136.47 in the last progress report), with a ~\$25k spend from the contingency this month to cover Council indirect costs.

Hunter H2O's progress claim will be submitted shortly, covering works completed to date.

### Safety

No current works on site. All remaining works intended to be under the Package 6b contractor's WHS management plan (once established).

Future site surveillance (by Council / Hunter H2O) and periodic audits (by subsequent package contractors) will be undertaken to ensure identified hazards are being communicated within the project team and adequately mitigated.

### Environment / Community Relations

No current works on site. All remaining works intended to be under the respective contractor's environmental management plans.

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

### Issues Requiring Council Input

Items pending Council input include:

1. Review and approval of progressively submitted Stage 2 design development outputs and commercial packages
2. Assistance with procurement (Package 6b, 7, 8 and final PSI BOQ)
3. Outage planning for pumping station construction (based on provided technical advice).

### Time

Please see attached for the updated project program, noting the planned date for Completion is now 12/01/2024 (no change from last month).

The program will continue to be updated as responses are received for the remaining packages of works and procured Principal Supplied Items.

### Quality

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

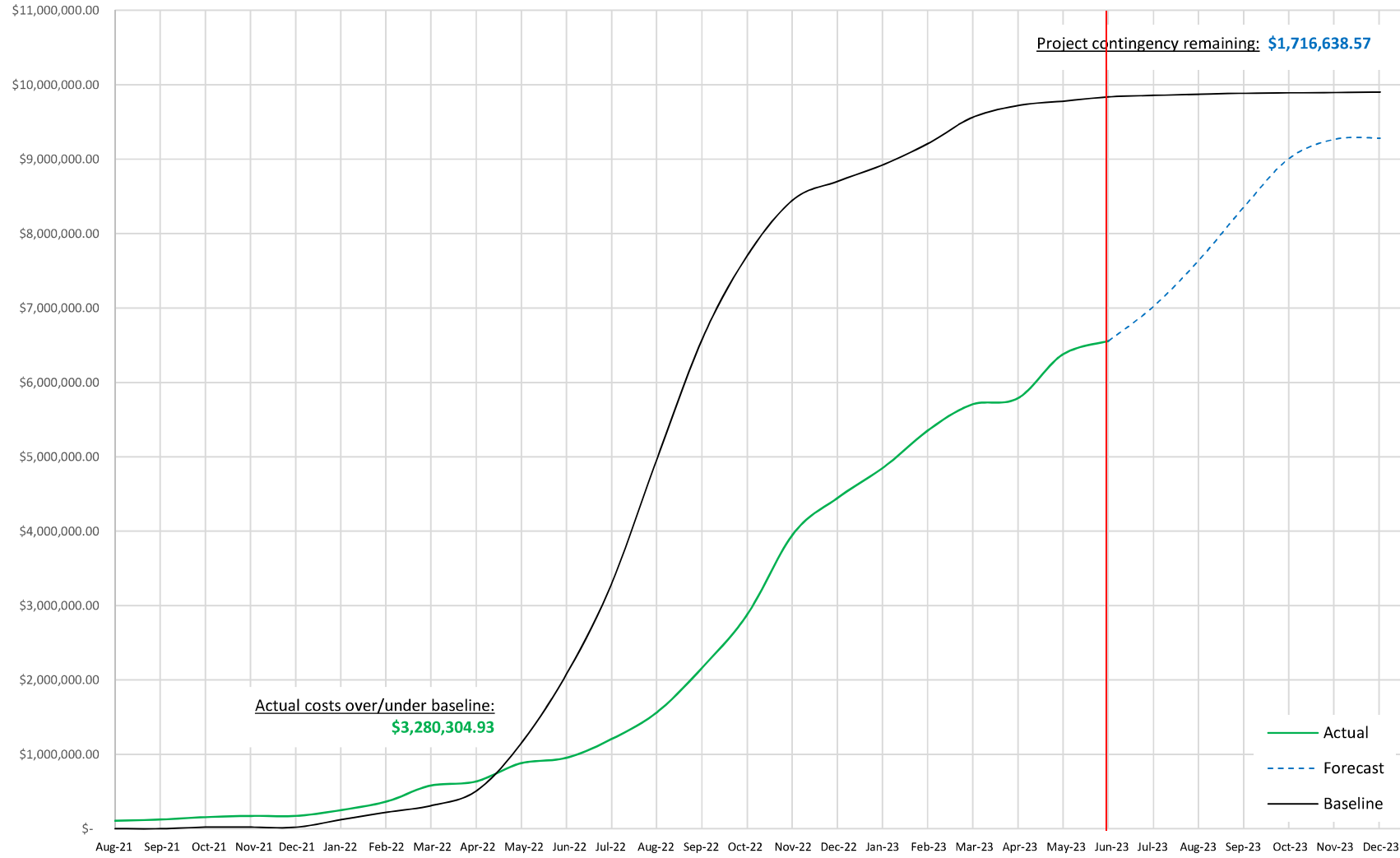
All work produced by subconsultants is reviewed to ensure it is up to the high standard of quality expected.

Scope descriptions and commercial terms for the remaining packages of works are being strategically developed to ensure robust quality management controls while not excluding local suppliers / contractors from tendering.

### Innovation / Value Added / Other

Nil.

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



**WALCHA OFF CREEK STORAGE 1 (OCS1) EPCM**  
**Project Financial Control Sheet**  
**June 2023**

All values excl. GST

Item	Supplier	Planned Budget	Committed			Predicted Final Cost	+ / - Budget	Expenditure				Comments:
			Lump Sum	Schedule of Rates / Upper Fee Limit	Variations			Invoiced to date	% Spent (of Predicted Final Cost)	Current Claim	Remaining in Budget (after current claim)	
<b>Professional Services</b>												
Phase 1 - Project Planning	Hunter H2O	\$ 100,000.00	\$ -	\$ 100,000.00	\$ -	\$ 99,985.50	\$ 14.50	\$ 99,985.50	100%	\$ -	\$ -	Closed
'Accelerated' Phase 2 works (completed during Phase 1)	Hunter H2O	\$ 38,750.00	\$ -	\$ 38,750.00	\$ -	\$ 38,750.00	\$ -	\$ 38,750.00	100%	\$ -	\$ -	Closed
<b>Project Management</b>	Hunter H2O	\$ 437,936.28	\$ -	\$ 437,936.28	\$ -	\$ 437,936.28	\$ -	\$ 359,002.96	82%	\$ 16,487.00	\$ 62,446.32	Ongoing PM costs
Site Investigations (and reporting)	Hunter H2O	\$ 37,919.93	\$ -	\$ 37,919.93	\$ -	\$ 37,919.93	\$ -	\$ 37,919.93	100%	\$ -	\$ -	Closed
Site Surveillance	Hunter H2O Walcha Council	\$ 297,100.00	\$ -	\$ 297,100.00	\$ -	\$ 297,100.00	\$ -	\$ 90,173.50	69%	\$ 2,580.00	\$ 75,803.26	Includes Council personnel utilised for site surveillance, significant efforts required to wrap up Package 1
Owner's Engineer, Commissioning and Technical Support	Hunter H2O	\$ 406,801.66	\$ -	\$ 406,801.66	\$ 32,239.00	\$ 439,040.66	\$ 32,239.00	\$ 308,415.30	70%	\$ 31,099.59	\$ 99,525.77	Ongoing technical assistance (includes Entura)
Package 4 - Design Development (Stage 1)	Hunter H2O	\$ 90,063.25	\$ -	\$ 90,063.25	\$ -	\$ 90,063.25	\$ -	\$ 90,063.25	100%	\$ -	\$ -	Closed
Package 4 - Design Development (Stage 2)	Hunter H2O	\$ 408,645.82	\$ -	\$ 250,788.00	\$ 185,999.00	\$ 517,265.82	\$ 108,620.00	\$ 415,236.30	80%	\$ 75,140.00	\$ 26,889.52	some budget reallocated from Expenses budget (and previously closed items)
Physical resources (incl. expenses)	Hunter H2O	\$ 43,743.00	\$ -	\$ 43,743.00	\$ -	\$ 25,727.94	\$ 18,015.06	\$ 13,227.94	51%	\$ -	\$ 12,500.00	Mostly accomodation and other travel expenses
Procurement management (for Package 5)	Hunter H2O	\$ 65,765.00	\$ -	\$ 65,765.00	\$ -	\$ 65,765.00	\$ -	\$ 50,836.75	77%	\$ 9,589.75	\$ 5,338.50	Development of BOQ, RFQ and RFT packages
<b>Early Works</b>												
Package 2a - Site Clearing	Moss Environmental		\$ -	\$ 8,050.00	\$ 1,380.00			\$ 9,430.00		\$ -		Closed
	Marchant Bros Pty Ltd		\$ 41,500.00	\$ -	\$ 3,080.00			\$ 44,580.00		\$ -		Closed
	Tanworth Regional Council	\$ 300,000.00	\$ -	\$ 1,802.39	\$ -	\$ 255,004.89	\$ 44,995.11	\$ 1,802.39	100%	\$ -	\$ -	Closed
Package 2b - Construction of Unsealed Access Road	OK Earthmoving Pty Ltd		\$ 99,250.00	\$ -	\$ 15,917.50			\$ 115,167.50		\$ -		Closed
	ETE Services Pty Ltd		\$ 55,850.00	\$ -	\$ 28,175.00			\$ 84,025.00		\$ -		Closed
Package 3 - Permanent Fencing Construction	Walcha Vet Supplies Dynamic Duo Rural Fencing and Contracting	\$ 50,000.00	\$ 14,567.71	\$ -	\$ 1,780.86	\$ 40,420.93	\$ 9,579.07	\$ 16,348.57	72%	\$ 1,646.48	\$ 5,390.88	Phase 1 completed, Phase 2 commencing (some additional supplies required to be purchased)
			\$ -	\$ 20,000.00	\$ -			\$ 12,926.00		\$ 4,109.00		
<b>Construction / Delivery</b>												
Package 1 - Embankment and spillway construction	KCE Pty Ltd	\$ 5,300,000.00	\$ 3,218,397.73	\$ 75,000.00	\$ 360,461.86	\$ 3,625,944.36	\$ 1,674,055.64	\$ 3,625,944.36	100%	\$ -	\$ -	Defect-free Completion achieved, Final Payment Claim paid
Package 5 - Principal Supplied Items	Various Suppliers	\$ 575,000.00	\$ 489,444.54	\$ -	\$ -	\$ 489,444.54	\$ 85,555.46	\$ 77,150.89	16%	\$ 5,746.09	\$ 406,547.56	Package 6a (rising main) completed, Final Payment Claim paid (with Package 1)
Package 6a - Rising Main	KCE Pty Ltd	\$ 950,000.00	\$ 90,476.34	\$ -	\$ -	\$ 90,476.34	\$ -	\$ 90,476.34	100%	\$ -	\$ -	
Package 6b - Pumping Station Upgrade (Civil and Mechanical)	TBC	\$ 950,000.00	\$ -	\$ -	\$ -	TBC		\$ -	0%	\$ -	\$ 859,523.66	
Package 7 - Pumping Station Upgrade (Electrical and Programming)	TBC (SafeGroup preferred subcontractor)	\$ 525,000.00		TBC		TBC		\$ 1,700.00	0%	\$ -	\$ 523,300.00	Budget split out of original budget for Package 5 - should be considered together for comparison to original budgets
Package 8 - Metal Fabrication	TBC	\$ 275,000.00	\$ -	\$ -	\$ -	\$ 650,000.00	\$ 375,000.00	\$ -	0%	\$ -	\$ 275,000.00	
<b>Other</b>												
Contingency	-	\$ 1,098,275.06				N/a	\$ 697,992.33	\$ 673,417.78	61%	\$ 24,574.55	\$ 1,716,638.57	Council direct costs not in original budget, so applied to project Contingency (includes overspend from previous funding)
Savings to date	-	\$ 1,316,355.84					\$ 1,316,355.84		N/a			
<b>Totals</b>		\$ 11,000,000.00				\$ 618,363.51	\$ 6,372,583.16	\$ 6,372,583.16	58%	\$ 183,512.80	\$ 4,443,904.04	



## 9.3 CORPORATE & COMMUNITY:

Ref: WO/2023/01181

**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.

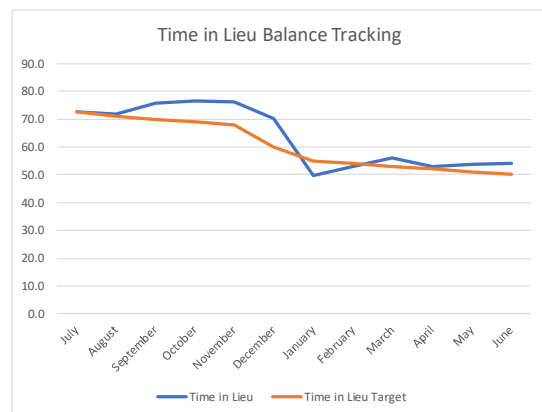
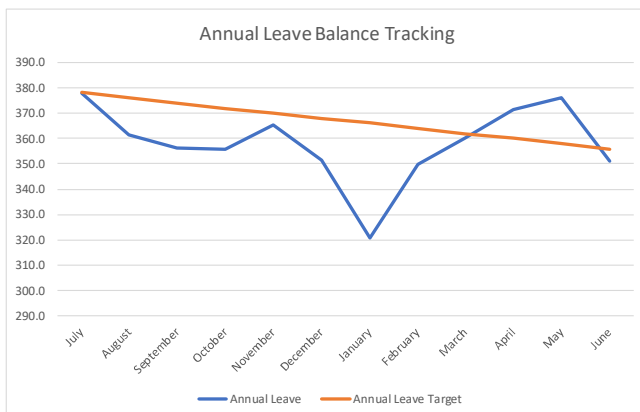
**RECOMMENDATION:** That items included in the Corporate & Community Management Review Report be NOTED by Council.

## 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	JUNE 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)	109	4	3	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)	198	4	46	218	4	58	
Planning & Development (3)	18	2	0	25	1	0	
Community & Tourism (17)	26	1	5	32	2	5	
<b>Totals</b>	<b>351</b>	<b>11</b>	<b>54</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. Year on year has seen a total reduction in leave



balances by 27 weeks. This will further reduce with leave plans put in place for excess leave holders via the annual review process for 2023.

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>June 2023</b>	<b>June 2022</b>
Total Cash & Investments	16,275,800	13,521,720
External Restrictions:		
Contract Liabilities - General Fund	4,848,090	3,025,730
Contract Liabilities - Water Fund	-	3,709,846
Specific Purpose Grants	1,539,710	986,057
Water Fund (interfunding balance)	837,030	701,274
Sewer Fund (interfunding balance)	566,824	502,588
	7,791,655	8,925,495
Internal Allocations	7,031,534	6,684,560
<b>Unrestricted Cash</b>	<b>1,452,612</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 does not have the resources to complete all own source works resulting in a surplus that will create backlog of works and be spent in future years.

## 3. Walcha Council Debt Recovery

Walcha Council has the current arrears as follows (Target 10% or below):

General Rates: 2.8%

Water Rates: 13%



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	10	6	7	1	0	24
ENGINEERING	17	9	4	7	1	38
ADMINISTRATION	2	0	1	2	0	5
<b>Total OPEN CRMS</b>						<b>67</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.

CRM's are down from 98 in May to 67 in June.





## 5. Walcha Council Investment Report

### REGISTER OF INVESTMENTS TO 30 JUNE 2023

Institution	Type	Placement Date	Term (Days)	Maturity Date	Interest Rate	Amount Invested	Est. Interest	Est. Market Value At Maturity	YTD Interest	YTD Redemption	MV % of Portfolio
nab	TD	7/02/2023	150	7/07/2023	4.10%	563,738.99	9,498.61	573,237.60	8,929.60		4.02%
CommonwealthBank	TD	15/02/2023	152	17/07/2023	4.45%	507,821.33	9,410.69	517,232.02	7,821.33		3.62%
CommonwealthBank	TD	23/02/2023	151	24/07/2023	4.47%	510,996.19	9,449.51	520,445.70	10,996.19		3.64%
CommonwealthBank	TD	27/01/2023	180	26/07/2023	4.42%	613,619.11	13,375.22	626,994.33	10,996.51		4.38%
nab	TD	4/08/2022	365	4/08/2023	3.70%	623,670.24	23,075.79	646,746.03	1,355.46		4.45%
nab	TD	6/04/2023	120	4/08/2023	4.38%	1,000,000.00	14,400.00	1,014,400.00	-		7.13%
CommonwealthBank	TD	23/02/2023	180	22/08/2023	4.59%	510,996.19	11,566.71	522,562.91	10,996.19		3.64%
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		7.26%
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		7.26%
nab	TD	16/09/2022	365	16/09/2023	4.20%	255,778.05	10,742.68	266,520.73	1,380.02		1.82%
nab	TD	6/04/2023	180	3/10/2023	4.40%	1,000,000.00	21,698.63	1,021,698.63	-		7.13%
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		7.28%
nab	TD	4/10/2022	365	4/10/2023	4.40%	255,017.13	11,220.75	266,237.88	1,446.05		1.82%
nab	TD	4/05/2023	180	31/10/2023	4.70%	512,087.79	11,869.22	523,957.01	12,087.80		3.65%
CommonwealthBank	TD	24/04/2023	210	20/11/2023	4.44%	514,953.12	13,154.58	528,107.71	14,953.12		3.67%
nab	TD	28/06/2023	152	27/11/2023	5.33%	1,000,000.00	22,196.16	1,022,196.16			7.13%
nab	TD	5/06/2023	182	4/12/2023	5.00%	548,352.06	13,671.24	562,023.30	16,762.35		3.91%
CommonwealthBank	TD	24/04/2023	240	20/12/2023	4.46%	514,953.12	15,101.53	530,054.65	14,953.12		3.67%
nab	TD	5/06/2023	210	1/01/2024	5.00%	514,096.82	14,789.09	528,885.91	14,096.82		3.67%
nab	TD	12/01/2023	365	12/01/2024	4.55%	259,517.32	11,808.04	271,325.36	4,547.55		1.85%
nab	TD	28/06/2023	210	24/01/2024	5.47%	1,000,000.00	31,471.23	1,031,471.23			7.13%
nab	TD	1/03/2023	365	29/02/2024	5.00%	259,243.57	12,962.18	272,205.75	5,515.29		1.85%
nab	TD								17,493.31	648,718.95	0.00%
CommonwealthBank	TD								32,829.87	1,030,207.27	0.00%
CommonwealthBank	TD								33,416.69	1,082,491.69	0.00%
Average rate					4.57%	<b>14,021,200.22</b>	<b>349,794.18</b>	<b>14,370,994.40</b>	<b>276,936.45</b>	<b>2,761,417.91</b>	<b>100%</b>

Capital Value of Portfolio	14,021,200.22
Redeemed Value of Portfolio	2,761,417.91
Market Value of Portfolio 30/06/2023	14,370,994.40
Estimated Profit/(Loss) 30/06/2023	349,794.18

PREVIOUS FINANCIAL YEAR COMPARATIVE DATA: 30/06/2022

Interest Earned YTD	12,517
Market Value of Portfolio	8,506,681
Average interest rate	1.43%
Interest Earned YTD 30 June 2022	12,517
Market Value of Portfolio 30 June 2022	8,505,681

Institutional Exposure

	Investment at Market Value	% of Portfolio
CommonwealthBank	5,209,142	45%
nab	6,299,970	55%
	<b>11,509,112</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)



## Community Services and Tourism

Current Grants		
<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	Project has started
<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. Quotes are being obtained.
<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>	Positions will be advertised during July include Community Care Administration Officer (part-time 15 hours per week) and Community Care Officer (full time).  Issues with our reporting system are being worked on and we hope to have this sorted shortly.  Advisory Committee meeting was held.
<b>Preschool</b>	The construction of the Yarning Circle is due to commence in July. We have advertised for a temporary Preschool Educator role (maternity leave replacement) with no applicants. This will be re-advertised.  Advisory Committee meeting was held.
<b>Library &amp; Youth</b>	The library is continuing to operate successfully. Quotes are coming in for the planned funding application.  School holiday planning for the July holidays is underway.



<b>Early Intervention</b>	Early Intervention is continuing to operate successfully.
<b>Tourism</b>	Tickets are now on sale for the Motorcycle Rally.  Advisory Committee meetings for Tourism & the Motorcycle Rally have been held.
<b>Building Assets</b>	Quotes to repair the electricals in the old Council depot have been requested.

**Priorities for July/August**

- Complete Child Safe Standards training and policy development
- Advisory Committee meetings –Youth

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

**June 2023**

**1.1 Groups**

***Current Client Numbers: 197***

June has been a shortened month, due to our decision to close for a two-week period while we do a refresh and refurbishment of our rooms. We still managed to squeeze almost a standard months’ worth of activities in though! Both the men’s and women’s morning teas were very well attended. Meg’s birthday was celebrated at the women’s morning tea with a huge chocolate cake and a song. She’s still mortified. The men’s group had to go out as the hospital decided to cut the power and we had no access to heat, lights or an oven! We all headed down to the Royal café where everyone had a cappuccino and a scone and slice.

Due to the shortened days and the effect winter has on a town like Walcha, each year we use the colder months to support local businesses by going out for lunch in the different venues on offer instead of extended excursions. This month the men went to the Commercial Hotel and the women went to Walcha Road Pub. The food was delicious and everyone had a great catch up around the fireplace.

Art was again a wonderful event, with a full house and lots of enthusiasm. Friday takeaway continues to go well and they headed out to the Chinese the first week and booked the place out!

The mixed group this month decided to go and explore an amazing piece of Walcha’s history- Pioneer Cottage. It was a fascinating look at the towns story and we were wonderfully accommodated by the Historical Society. This was followed by a long lunch at the Apsley with great conversation about the town’s history all around the table.



### Summary of the Financial Year

As June comes to a close, we have decided to look at our service records for the entire financial year. This always helps to give perspective on what we have accomplished, project what the coming 12 months will bring and help to find ways to be as productive and creative as possible. To get an idea of the impact that Walcha Council Community Care has on our town and the more vulnerable people within it.

In the past 12 months we have delivered **5,949** meals. This is broken down into:

Mains: **3073**

Frozens: **1534**

Desserts: **1342**

We have assisted our clients in a 1:1 capacity **773** times, for a total of **660** hours of support.

We have held **296** group activities, for a total of **6,630** hours of socialisation.

We have provided medical transport **1,222** times.



We have subsidised **2,761** taxi trips for the transport disadvantaged.

We have provided direct transport **242** times to people under the age of 65yrs.

We have amassed **1,168** funded trips through our group outings and individual social support.

This has been a great achievement by the team through and incredibly turbulent 12 months. There have been staffing shortages for the majority of this time and to continue to maintain a high level of quality service is a true point of pride for our team. During the two-week hiatus that we have planned, a program update will be developed with a focus on sustainable planning that can be managed even when staffing is low.

This is also a time of creativity for the staff as the team develops the new activities that will be on offer, as well as breathing some new life into the staples that will continue on. While we are planning this, we will be looking at these numbers as a platform to build from and our goal will be to show an even higher level of success at the end of June 2024.

<b>Women's Group</b> 7/6- 17 21/6- 24	<b>Men's Group</b> 13/6- 15 20/6- 8
<b>Art Group</b> 14/6- 8	<b>Bingo</b> 10/6- 14 24/6- 14
<b>Quilting</b> 5/6- 6 12/6- 6 19/6- 6	<b>Friday Takeaway</b> 9/6- 14 16/6- 5 23/6- 8
<b>Community Café</b> <b>Cancelled due to</b> <b>closing the last week.</b>	<b>Joint Excursion</b> 6/6- 10

## **1.2 Transport – 2023**

*Medical drives* – 37 trips were delivered during the month, including local trips as well as to Tamworth and Armidale.

<b>Bus to Armidale</b> (every Thursday)		
1/6/23- 3	15/06/23- 4	29/06/23- 4
8/6/23- 5	22/06/23- 6	
<b>Taxi Vouchers</b> – 27 clients used the service with 211 trips being provided.		



### **1.3 Meals on Wheels**

Meals on Wheels volunteers are back in place and we now have a completed monthly roster for this. All security check ups (including police checks) are being maintained to ensure they are up to date.

This month clients received hot main meals with some of those clients also receiving desserts and frozen meals throughout the 7-day week.

The total number of meals this month was: 395

Mains: 215

Frozens: 115

Desserts: 65

### **1.5 Feedback and Complaints**

We have had verbal feedback from our clients who have been very happy with the excursions. We also received a card from Jan Breeze thanking us for some assistance during a trying time. This was also followed up with a 'Thumbs Up' by her as well.

**Jess Goodwin**

**Community Care Coordinator**



## 2. Library and Youth

June 2023

- Loans: 613
- Returns: 555
- Reservations placed & issued: 136
- New members: 6
- Door count: 770
- Wi-fi use: 44
- Computer use: 89
- Housebound: 9

Other statistics:

- eLibrary: Borrow Box
  - 71 users
  - 172 eAudiobooks
  - 103 eBooks

The Walcha Library has had a busy June, with an increase of loans and visitors from last month. Reservations placed and issued, returns and wifi usage dropped slightly, however computer usage has remained steady. eLibrary usage remained average this month with slightly less eAudio loans, but an increase in eBooks borrowed from BorrowBox.

A recent update of the CNRL membership form by Walcha Council Library staff has helped with promotion and encouraging membership. The form complements the new member flyer created by CNRL staff earlier this year, and is simpler, and more appealing to visitors. Display and use of it has prompted an increase in new member enquiries and registrations this month (from 1 last month to 6 this month – with 4 being the average new membership each month). It is worth noting that a handful of parents attending children’s events at the library this month have re-registered their dormant library membership, which is not counted in new member data, as they may have signed up many years ago, but have just started re-using the library.

### 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
- Library staff have been helping to staff the Council run preschool this month, which is helpful to build relationships with children under school age. Library coordinator Cassie shared resources with pre-schoolers and the other educators to contribute to a topic where they were learning about languages & greetings.



### Social media

The popularity of the Walcha Library Facebook page has increased slightly this month, with 342 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 9 posts on the Facebook page, reaching 1501 people. The 5 Instagram posts shared throughout June received 27 'likes'. Library and Youth Instagram has a steady 262 followers.

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

Engagement content: fun and interactive posts shared to engage with the library community and/or acknowledge events/themes being celebrated in wider community	# people reached on Facebook	People engaging on Instagram	
Total 4 engagement post	665	7	
Digital Music Workshop EOI for New England Conservatorium	96	7	
NAIDOC Storytime, colouring in comp and special collection -video/reel/story - poster	10 559		

Service content: informative posts about the library services, facilities and programs	# people reached on Facebook	People engaging on Instagram	
Total 11 service posts	2084	28	
Storytime and Baby Booktime promotion	239		





<p>"Tell us" posts, linked to online survey seeking input from youth and community for school holidays programming.</p>	<p>192</p>	<p>6</p>	
<p>Winter school holiday program promotion:                  -Individual post for Little Masterchefs                  - individual post for Macrame workshop                  - entire program</p>	<p>769                  109                  569</p>	<p>6                  5                  3</p>	
<p>Instagram reel and Facebook video (with audio) promoting talking book collection for upcoming holidays</p>	<p>206</p>	<p>8</p>	

Programs

This month, library staff have noticed an increase in borrowing from the puzzle library. This can be directly linked to an active winter promotion of this collection including posters, flyers, social media ads and advertising in the Advocate and with Walcha Council Community Care newsletter. There are now 93 puzzles in the collection.

“Winter Warmers” display at the library this month is promoting TV Series and Puzzles and the State Library’s Mocktail ‘Toddy in the Library’ to keep warm on cold days.

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.

Storytime & Baby Booktime was held at the Library in June, with 27 participants. This included some daycare groups, and a number of families with children of different ages. The group read a series of books, sang songs and did a craft activity together. There are still a few families who visited the library for their monthly borrowing outside of Storytime, and librarians made time to read to and with the babies to maintain their rapport with the younger readers. Library staff have also chosen and displayed a number of images from picture books being read at Storytime to brighten the space.



Over the winter months, Walcha Library promotes the Baby’s First Library Bag Program. This program enlists the help of volunteer sewers in the community each winter (when the weather calls for indoor activities), to sew library bags which are bundled up with a new boards book and delivered by child health nurses visiting newborn babies. This will be the 4<sup>th</sup> consecutive year of this program running from Walcha Library, and the library still continue to promote until September, when the collection is sent to the Walcha Hospital child health team. Library staff have received enough bags and purchased the board books, and will begin packaging up the packs in the coming month.

Walcha Council Library have once again planned a number of NAIDOC themed activities, kicking off in June this year. With the annual Storytime and craft activities planned for the school holidays, a display of the Aboriginal and Torres Strait Islander library collection and a colouring in competition have been promoted this month to engage in the theme ‘For our Elders’.

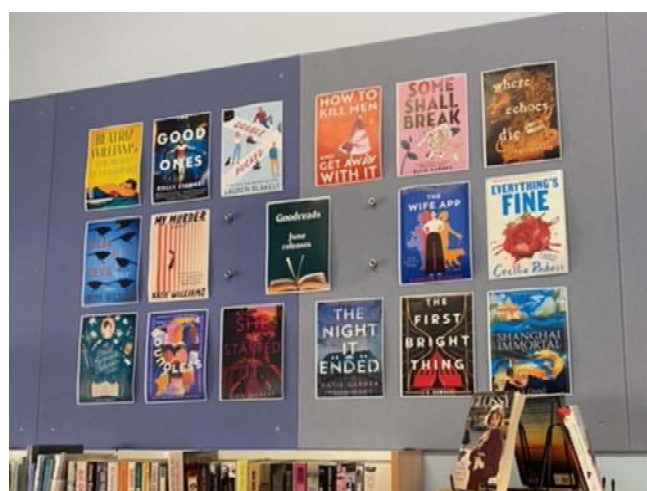
Library staff, Cassie and Rebecca chose to participate in an activity suggested by the National NAIDOC Committee, adding a personal touch to the library's display. Including photos and acknowledgment of elders in their lives, which has been well received by members and visitors at the library so far. Storytime and Baby Booktime in mid-June included some craft activities, and the display was made available nice and early too, to give members time to appreciate the variety of items available to loan.



Housebound library services were arranged with Riverview and our housebound members who receive deliveries this 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 June meetings with most members in attendance. The Taphouse group had 7 members at the meeting. The Walcha Library Bookclub held a meeting with 6 in attendance this month, which facilitated some great discussion.

Library officer Rebecca has enlisted the help of popular website 'Goodreads' to create a display of the latest released books. Many of the library's regular members are looking for new releases, and Goodreads is a popular readers advisory website, often referred to by staff and members alike.



The number of members and visitors using the library facilities for study related purposes increased again this month. 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 tutoring and group study sessions throughout June also.

Drop in IT support and assistance this month was mostly provided for those using eLibrary apps, but also included smart phone and tablet assistance such as checking settings, email and back up enquiries. Due to the increase in drop in assistance this month, library staff have submitted an application with the State library for a Tech Savvy Seniors grant in the next financial year.

### Youth activities

The Walcha Youth Gym Project has continued this month, with most of the group having their membership and gym access organised, and sessions continuing with the personal trainer.

Youth and library staff have enlisted the help of casual staff and local makers & services to develop a Winter School Holiday Program. Launched and promoted this month, the range of activities to be run over the July holidays include technology/STEM activity, lego, craft, cooking, picture product, dance and exercise workshops are all planned alongside the annual NAIDOC Storytime. Throughout June, promotion through the schools, local shops, papers and social media ensure all youth in the area are aware of the program and how to book in.

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

### 3. Preschool

**June 2023**

This month we have seen the local schools start their orientation to Kindergarten, with both Walcha Central School and St Patrick's School having held orientation mornings for the children and parents to attend. We have 42 children that will leave preschool at the end of the year and start kindergarten. We have children attending, Walcha Central, St Patricks and Niangala, there are also some families who are still yet undecided. The schools will start their transition to school programs mid-way through term 3 and continue through to term 4.

In the 4-5 yrs preschool room we are focusing on our school readiness program, we are focusing on children's social and emotional development; and how they manage tough situations, changes to routines, and encouraging children to build secure and respectful relationships.

When children have strong emotional and social skills they are building the foundations to further their learning and begin to be able to recognise their own name and then begin to write their name assisted and then unassisted, they begin recognising letters and numbers and developing their own skill base to being school. We provide these learning experiences in a play based environment encouraging engagement with all children.



Children are learning to interact in relation to others with care, empathy and respect. Early Years Learning Outcome 1.

The 3-4 yrs preschool room have been learning all about chickens and completing a group project and the life cycle of a chicken. The interest in chickens has come from preschool having our own chickens but they were not yet laying eggs and one of the children bringing in eggs from their own chickens.

Our chickens have since started laying so they have been collecting the eggs and researching what they can cook with eggs and then completing a cooking experience. Cooking experiences integrate early maths into the teaching program, with measuring and counting.





Children develop a range of learning and thinking skills and processes such as experimentation, researching and hypothesising and investigating. They also learn from connecting people and places with their own learning experiences. Early Years learning outcome 4 Children are confident and involved learners.

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

**4. Tourism**

**June 2023**

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

JUNE	2023	2022	2021	2020
Walk in's	289	326	263	Closed due to COVID
Phone enquiries	26	22	58	
Email enquiries	2	1	2	

WEBSITE STATISTICS	June	May	April	March
<a href="http://www.walchansw.com.au">www.walchansw.com.au</a>				
Total Visits	27,656	57,198	20,634	21,017
Total Pages	98,321	242,952	161,661	91,959
Total Hits	281,451	927,233	424,884	397,667

**Tourism website traffic - notes:**

Our top referrer websites are google and the Walcha Motorcycle Rally website. Visitors are continuing to discover our Walcha Tourism website via the Motorcycle Rally website.

Top Referrer websites			
#	Hits		Referrer
1	81406	28.92%	- (Direct Request)
2	1227	0.44%	https://www.google.com/
3	1210	0.43%	https://walchamotorcyclerrally.com.au/where-to-stay-cat/
4	814	0.29%	https://walchamotorcyclerrally.com.au/
5	473	0.17%	https://www.google.com.au/
6	311	0.11%	www.google.com

**Apsley Falls Visitation statistics**



National Parks track counter on the main lookout at Apsley indicates that between 30 April 2023 and 13 June 2023 approximately 3,850 people visited Apsley Falls. This equates to about 85 people per day.

### Australian Traveller – NEHC

Walcha Tap House featured in the Australian Traveller magazine June edition and also digitally a part of a New England High Country feature. The article can be seen at [11 incredible New England High Country restaurants \(australiantraveller.com\)](https://www.australiantraveller.com/11-incredible-new-england-high-country-restaurants)

### SOUNDTRAILS STATISTICS

SOUNDTRAIL NAME	WEBSITE VISITS	OPENS
Apsley Falls - Oxley Wild Rivers NP	7	16
Walcha Sculpture	29	22

### SOCIAL MEDIA – WALCHA TOURISM





# Facebook + Instagram Account Insights

Insight period: 01/06/22 - 30/06/23

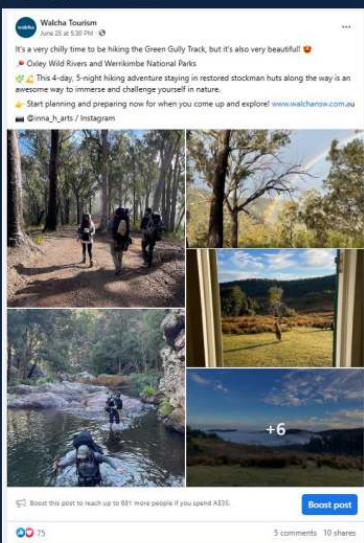
**Notes:**

- Decrease in Instagram and Facebook reach from previous month likely attributed to less posts and reels

Facebook Followers	Facebook Reach (Organic)	Facebook Post Engagement	Instagram Followers	Instagram Reach (Organic)	Instagram Content Interactions
<b>1,854</b> Number of accounts that 'follow' this page	<b>4,046</b> Number of accounts that saw any of our posts at least once	<b>76</b> Median posts, reactions, comments & shares	<b>937</b> Number of accounts that follow this account	<b>840</b> Number of accounts that saw any of our posts at least once	<b>339</b> Post likes, comments, saves & shares
Comparison to Previous Period	Comparison to Previous Period	Comparison to Previous Period	Comparison to Previous Period	Comparison to Previous Period	Comparison to Previous Period
<b>+16</b>	<b>-47.5%</b>	<b>-7.3%</b>	<b>+19</b>	<b>-84.8%</b>	<b>-66.9%</b>

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

### 1. Green Gully Track – Images by @inna\_h\_arts



Posted by EJ Freelance

### 2. Apsley Falls – Images by @you\_me\_and\_kipre



Posted by EJ Freelance

### 3. Visitor at the Walcha Visitor Information Centre

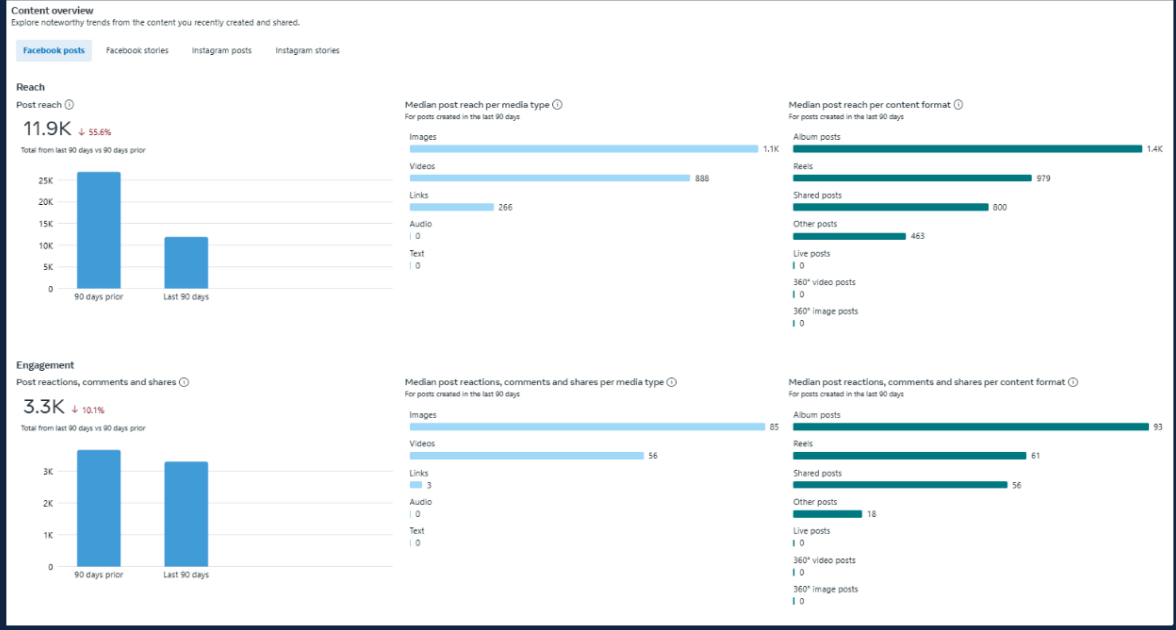


Posted by Walcha Tourism





## Facebook Post Insights: Last 90 Days



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

1. Green Gully Track – Images by @inna\_h\_arts



Posted by EJ Freelance

2. Open Air Gallery – Images by @curlytan

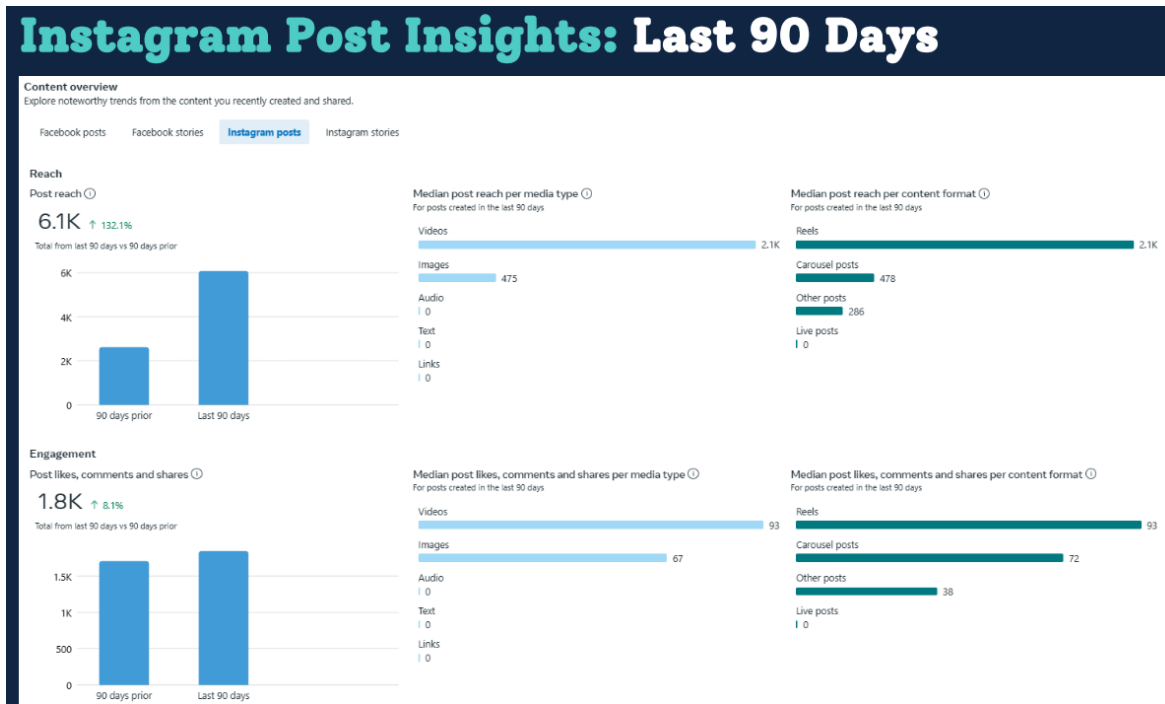


Posted by EJ Freelance

3. Apsley Falls – Images by @you\_me\_and\_kipre



Posted by EJ Freelance



**Visitor Information Centre – Visitor book comments**

Some of the comments from visitors to the Walcha Visitor Information Centre this month include: *Lovely town. Gorgeous town. Lovely town. Having an amazing tour through incredible country and sights. Very special to travel through sacred lands of Dunghutti and other mobs. Thanks to everyone for caring for country and looking after people and place. Awesome. We just moved here and are very happy in Walcha. Pleasant town. Beautiful place.*

**Lisa Kirton**  
**Tourism & Visitor Information Services Coordinator**



# Item 10:

# Committee Reports

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



# Walcha Council Tourism Advisory Committee Meeting

held on

Tuesday, 20 June 2023

at

9:00am

at

Walcha Council Chambers

## **PRESENT:**

Clr Aurora Reilly (Chairperson), Karen Kermode (Executive Manager Community & Tourism), Lisa Kirton (Tourism Coordinator), Jorja Creighton (Tourism Officer), Patrick Lupica (NPWS Ranger, New England Area), Jane Morrison

## **1. APOLOGIES:**

Louise Clark and Aaron Simmon

## **2. MINUTES OF THE MEETING HELD ON 7 February 2023:**

The Committee **RESOLVED** on the motion of **Morrison** and **Kermode** that the minutes of the meeting of the Walcha Council Tourism Advisory Committee held at Walcha Council Chambers, 7 February 2023, copies of which were distributed to all members, be taken as read and confirmed a **TRUE** record.

Committee Minutes



### **3. BUSINESS ARISING**

#### **3.1 National Parks – update**

At Apsley Falls Campground a Cel-Fi Booster has now been placed in the campground allowing access to Telstra service so visitors are able to book their stay at the campground on the spot. This also helps with Soundtrails download. Current signage will need to be updated to reflect the new service.

Mooraback Hut is now up and running. The second phase is updating the walking track signage within the area. There are also future plans to include mountain biking trails and signage within this area.

Tia Falls walking track to the main lookout will be upgraded. There is about 200m of this track that is currently sealed and the remaining 400m will be sealed and levelled in this project. Funding is available, the next stage is to find a contractor to undertake the work.

Riverside – It is believed that the cost to access the campground is too high. There are intentions to allow camping next to cars. One plan is to remove the current carpark and put in a lazy loop in order to allow this.

The updating and re-decking of the lookout at Budds Mare has been completed.

National Park website upgrades are still ongoing. NPWS Ranger welcomed any feedback about the website to aid in improvement.

The Apsley Falls Highway signs are now 2 km/2.5 km from the turn off.

#### **3.2 Virtual experience of Youdales Hut – supper at Museum**

There has been no date set for the Youdales Hut night as yet. It is agreed that perhaps when the weather is warmer.

#### **3.3 EV Charging Station – update**

No update. The NRMA have approved the site, paperwork has been signed off, no further action has been made. Executive Manager, Community & Tourism to follow up with the NRMA.

There is another opportunity for a grant coming up for charging stations in town.

The local businesses can apply for this grant to have charging stations. Collateral has been supplied to Council to share with businesses but we have been asked to hold back from passing this information to business at this time until the grant is announced.

#### **3.4 Town Signage – current policy**

There is no policy on town signage, however it is covered in the LEP – Local Environmental Plan. Executive Manager Community and Tourism to extract out relevant sections of the LEP to discuss at next meeting. We can highlight the rules and be able to make comments towards what is allowed and not allowed – making it clearer about a direction forward for uniformity and fairness to businesses within Walcha.

#### **3.5 Indigenous representative, Visitor Information Centre handout**

It has been difficult to get onto Amaroo regarding potential representative on this committee and the handout – no further information is currently available. Since there is no progress being made through the correct channels, an alternative could be to turn to an unofficial representative to assist us. Potential to advertise the project to attract



someone suitable. There is also an option to source information via the transcript from the Soundtrail tracks as well as information from National Parks (on boards or on file and website) which could aid in creating copy for the handout.

It would be useful to continue correspondence with Amaroo despite not receiving replies to provide evidence of attempting to use correct channels.

### **3.6 Grants Update –Tap & Go Water, Open Air Gallery labels**

A large grant was found that would fit the Tap & Go project. It is currently being decided by infrastructure team if the conditions of the grant are worth it. It is planned that when the stand pipe upgrade happens the tap and go water will be included in this upgrade.

The Open Air Gallery labels are being discussed by the Arts Advisory Committee.

### **3.7 Historic building plaques**

It would be great to have an historic picture/sketch of the building and information on a plaque (needs to be grant funded). Dungog Tourism has sent over the contact for the producers who supplied their plaques and they have explained that they are very happy with the quality and that the plaques have had durability and maintained quality over the 20 years they have been erected.

Dungog Tourism explained that the building owners were often more than happy to contribute to the cost. Will need to find an appropriate grant (historic or community grant). However, it would be good to get a quote on plaques for an estimation of cost of project.

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

Midcoast Council are updating their signs and would like our input for the 'Welcome to Walcha' section on Carsons Lookout information board. Removed from future agendas.

### **3.9 Mountain Bike Track**

Chris Feltham of Mountain Motors combined with New England Mountain Bike club were interested in contributing to works needed to upgrade and build a more official mountain bike park. It was agreed by Jack O'Hara that Council could assist in this project.

Brooke Jeffrey wrote up a grant application and also reached out to crown lands regarding the use of this land. It was found that there was no licence on the land so Crown Land was not able to support the application and Council would not be able to apply because of this.

The Interim General Manager is currently undergoing training regarding Crown Land management and may be able to shine some light on this issue.



### **3.10 Bicycle repair – options**

Mountain Motors does bicycle repairs by appointment. There is a possible option for a local business to hold stock for basic repairs to be done by cyclist. Can now be removed from future agendas

## **4. GENERAL BUSINESS**

### **4.1 Thank you**

A Thank you from Cr Aurora Riley about the work being done in the Tourism area.

## **5. NEXT MEETING**

Tuesday 10 October

**THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 09:50**



## Walcha Council Audit Risk & Improvement Committee Minutes

held on

Monday 26 June 2023

at

10:05am

at

Uralla Shire Council Chambers

The Acknowledgement of Country was read by the Chair.

**PRESENT:** Mr S Coates – Chair, Mr LJ Hullick, Dr ML Caelli and Clr NF Hicks

**IN ATTENDANCE:** Mr PE Hood – Interim General Manager and Mr CC Martin – Director Corporate & Community.

### **1. APOLOGIES:**

Nil.

Committee Minutes





## **2. OPENING & WELCOME:**

The Chair declared the Meeting open and welcomed everyone.

## **3. DECLARATIONS OF INTEREST**

The Chair received one declaration of interest from Dr WL Caelli being a voting member of the Namoi Unlimited Joint Organisation ARIC of which Walcha Council is a member.

## **4. CONFIRMATION OF PREVIOUS MINUTES**

RECOMMENDATION: That Audit Risk & Improvement Committee note the discussion of actions and significant items of the previous Walcha Council Audit Risk & Improvement Committee Meeting held on 26 September 2022 having been provided with the minutes on the day of the meeting.

LJ Hullick left the Meeting at 10:15am.

## **5. GENERAL BUSINESS:**

### **5.1 [Action from Previous Minutes](#)**

RECOMMENDATION: that the Audit Risk & Improvement Committee note the discussion on actions relating to the previous minutes noting that the action on IT Policies are incomplete and need to be completed urgently.

### **5.2 [Individual ARIC Terms of Reference Adopted](#)**

RECOMMENDATION: That the Audit Risk & Improvement Committee note the Terms of Reference document and recommend the following:

- Update the mode Terms of Reference to include relevant details for Walcha ARIC including Committee member names.

### **5.3 [Individual ARIC Calendar 2023-2024](#)**

RECOMMENDATION: That the Audit Risk & Improvement Committee Meeting set the following:

- I. Dates for Meetings in 2023-2024 financial year:
  - a) First meeting of 2023-2024 to be confirmed;
  - b) 4 December 2023;
  - c) 4 March 2024;
  - d) 17 June 2024;
  - e) September meeting to be confirmed;
  - f) 2 December 2024; and



- II. Draft financial statement date to be confirmed with a separate meeting via video likely.

LJ Hullick rejoined the Meeting at 10:45am.

#### 5.4 Presentation by Interim General Manager on Significant Matters affecting Council

RECOMMENDATION: That the Audit Risk & Improvement Committee Meeting note the Walcha Council overview and background presentation provided by the Interim General Manager covering financial risk, resourcing constraints in planning and development, procurement and project delivery risks.

#### 5.5 Risk Management

RECOMMENDATION: That the Audit Risk & Improvement Committee note the discussion relating to risk provided by the Interim General Manager covering significant gaps in risk management at Walcha Council.

FURTHER THAT Walcha Council urgently review resourcing either with risk consultants, in house or a mix of both to establish a risk framework with the updating of existing risk registers.

FURTHER THAT Walcha Council focus on the four key risk areas of cyber, workforce, costs and inflation, and project delivery.

#### 5.6 Internal Audit

RECOMMENDATION: That the Audit Risk & Improvement Committee Meeting note the discussion with management and the Committee with Walcha Council not previously conducting any internal audits.

FURTHER THAT Walcha Council update and adopt the Draft Internal Audit Charter that has been provided to the Committee.

#### 5.7 External Audit

RECOMMENDATION: That the Audit Risk & Improvement Committee receive the 2021-2022 Financial Statements, 2022-2023 Management Letter and 2023 Audit Engagement Plan for the Committees' information.



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### 5.8 Financial Update

RECOMMENDATION: That the Audit Risk & Improvement Committee Meeting note the Quarter three 2023 Quarterly Budget Review Statements adopted by Council at the May Ordinary Council Meeting and presentation on the historical financial performance of Walcha Council including the current approval of a Special Rate Variation.

### 5.9 Service Leader Briefing

No Service Leader Briefing occurred.

**THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 12:15PM.**

# Walcha Preschool Advisory Committee Meeting

held on

Monday, 26 June 2023

at

4:08 pm

at

Walcha Preschool

## **PRESENT:**

Councillor Anne-Marie Pointing, Karen Kermode (Executive Manager Community & Tourism), Melinda Bird (Nominated Supervisor) Erin Fritsch, Rebecca Partridge and Alyce Notley (parent representatives).

### **Item 1: Apologies**

Kate King (parent representative)

### **Item 2: Confirmation of Meeting Minutes held on Monday 12 December 2022**

The Minutes were agreed to be a true and accurate record of the meeting.

*Moved: Alyce Notley*

*Seconded: Rebecca Partridge*

### **Item 3: Terms of reference**

The new committee members were welcomed by Clr Pointing. The Terms of Reference was signed by Rebecca Partridge and Erin Fritsch.

### **Item 4: Business Arising**

Two quotes have been received for a modular toilet for the playground. We are just working through to logistics of the installation, and will need one additional quote. This will also need to go through further Council and planning processes once all quotes are received.

A quote has been accepted to upgrade our security with the installation of a locking and intercom system for the front door. This should be completed shortly. The children's lockers were relocated into the classrooms at the beginning of 2023.

We have found a contractor to complete the Yarning Circle and it should be commencing in July. This will be partially funded by the Preschool Community Grants program.

### **Item 5: Nominated Supervisor's Report – Term 2 2023**

#### ***Playground***

Yarning Circle – this is due to start on 10 July and it will include sandstone bench seats and totem poles designed and painted by a Kempsey local aboriginal artist.

They will also quote us on revamping our sandpit area and the replacement of our rubber soft fall.

#### ***Staff***

At the beginning of the year we employed a new permanent staff member although at the end of Term 1 she decided that the move to Walcha did not work out for her, she resigned and the position was then re advertised. We have been lucky enough to be able to employ another staff member in this permanent part time position.

#### ***Bus***

The bus is now running 5 Days a week and working well with 9-10 children booked in each day.

#### ***Rooms***

We have renamed our rooms this year 3-4 yrs (preschool) Koala and 4-5 yrs (transition) Kangaroos.

Our numbers are full with 42 in the preschool transition to school room (Kangaroos) and 3-4 year old room 37 children totalling **79 children** booked into the service. We have a small wait list for both rooms.

#### ***Extended Hours***

The extended hours are only being used by a small number of families. We have the intention of possibly removing the extended hours next year once the long day care is up and running.

#### ***Program***

The local Fire truck visited to give a talk to the children about fire safety, the children were given the opportunity to use the fire hose, look at the uniforms they wear when on a call and look up in the fire truck.

We also participated in National Simultaneous story time, which is an Australia wide literacy event where at the same time on the same day the same story is read to children in libraries, schools and other children services across Australia on 24 May at 11:00am. This year the story was The Speedy Sloth by Rebecca Young & Heath McKenzie, which is a fun book with an important message to be proud of your achievements, don't compare yourself to others.

The Educators logged onto the interactive story online using our smart board to listen to the story being read. By participating in this event children are experiencing Learning Outcome 5: Children are effective communicators, engaging with a range of technologies and make meaning using a range of media.

Jewlz Hoops visited Preschool on the 31 May hoola hoop entertainment show with an important message about kindness. Her message to the children was the best superpower is kindness and we need to first start by being kind to ourselves. She demonstrated some Auslan sign language and sang nursery rhymes with an all about me theme.

### ***Newsletter and parent communication***

This has not happened quite the way I had planned for the beginning of the year, but we have decided from our staff meeting that admin will again take over doing the newsletter and the room lead educators will do a weekly post of what's happening in the room to keep parent's up to date with our program.

### **Item 6: Executive Manager Report:**

#### ***Carpark***

Much work has been completed in our carpark over the past 18 months. Firstly, we installed two solar lights to improve visibility for staff and families. The wire fence has been replaced and some hedging plants have been planted along it.

Council has taken delivery of a new tar patching truck, so we have scheduled in some carpark bitumen repairs in the July holidays. I would also like to extend the kerb and guttering along the exit road (approx. 200m) to improve drainage and this will be planned during 2024.

#### ***Playground upgrade***

Concerns have been raised about the rubber softfall surface being very hard. This surface is at the end of it's life being 10 years old. It has been inspected and it was recommended that it be replaced. We are waiting on a quote for this work.

We are also waiting on a quote to upgrade our sandpit. The upgrade should make it more of a feature, and easier to contain the sand and cover for hygiene purposes (ie cats and possums).

### **Item 7: General Business:**

#### ***7.1 Polices for Review***

The following policies were reviewed at a staff meeting held 19 June 2023, and by the committee. The table sets out the changes recommended to be made.

- Determining Responsible Person and Authorisations Policy – NQA 4 & NQA 7 – WO/17/1372
- Governance and Management Policy – NQA7 - WO/17/841
- Orientation for Children Policy - NQA5 – WO/17/844

- Ethical Conduct Policy - NQA4 – WO/17/1359
- Equipment Policy - NQA2 & NQA3 – WO/16/910

Policy	Removed	Added
Determining Responsible Person and Authorisations Policy – NQA 4 & NQA 7 – WO/17/1372	<p>all instances of “certified supervisor”</p> <p>“hold a service supervisor certificate”</p> <p>“review this policy every year”</p>	<p>“educator”</p> <p>“be a responsible person”</p> <p>“review this policy as necessary”.</p>
Governance and Management Policy – NQA7 - WO/17/841	<p>All instances of “Director Community Tourism”</p> <p>“In accordance with the provisions of Section 355 of the Local Government Act 19936, and the Local Government (Meetings) Regulation 1993,”</p> <p>“meetings will be held at least once per term and more often if necessary.”</p> <p>“by 28<sup>th</sup> February each year.”</p> <p>“The policy will be reviewed annually.”</p>	<p>“Executive Manager Community Tourism”</p> <p>“aim to hold a meeting once per term, or more often if necessary.”</p> <p>“by the end of Term 1 each year.”</p> <p>“The policy will be reviewed as necessary”.</p>
Orientation for Children Policy - NQA5 – WO/17/844		<p>Beginning of paragraph 2 in the <i>Implementation</i> section - “An orientation morning is held in late January to give families an opportunity to visit the preschool and meet the educators before the beginning of Term 1. If a family is unable to attend this day, the nominated supervisor....”</p>

	<p>"timetable and program will be discussed, as well as"</p> <p>"Part of this orientation visit is also to explain/collect the required documentation for the child (enrolment form, immunisation record and medicare number). The immunisation record must be submitted to the preschool before the child can attend."</p> <p>"This policy will be reviewed annually."</p>	<p>"All enrolment details must be submitted preferably using the online enrolment system before the child can start attending preschool."</p> <p>"This policy will be reviewed as necessary".</p>
<p>Ethical Conduct Policy - NQA4 – WO/17/1359</p>	<p><a href="mailto:nswombo@ombo.nsw.gov.au">nswombo@ombo.nsw.gov.au</a></p> <p>"Director Community &amp; Tourism"</p> <p>"This policy will be reviewed annually."</p>	<p>"using the online complaint form found at <a href="http://www.ombo.nsw.gov.au">www.ombo.nsw.gov.au</a></p> <p>"Director Corporate &amp; Community"</p> <p>"This policy will be reviewed as necessary"</p>
<p>Equipment Policy - NQA2 &amp; NQA3 – WO/16/910</p>	<p>"hen"</p> <p>"This policy will be reviewed annually."</p>	<p>"when"</p> <p>"This policy will be reviewed as necessary."</p>

## 7.2 Questions asked by Parent Representatives

Last years photo situation was very stressful, with the photographer being extremely late delivering the photos. Is it possible to look for a new photographer this year?

*Management response:* Yes this had already been decided, we will put out an expression of interest early in Term 3 to find a new photographer.

Advisory Committee member notification – is it possible to advise families who their parent representatives are on the committee?

*Management response:* Yes, this was also raised in last weeks staff meeting. A photograph of members was taken and a post will be put on the family Facebook page.

What is the process for families raising matters for the advisory committee?

*Management response:* We will advise families of the process along with the introductory post. The process is that families can approach any committee member or staff member if they have something they would like discussed at the advisory



committee. We will also let the preschool families know when a meeting is being planned so they can contact a committee member if necessary.

**7.3 Next Meeting Date**

The next meeting will be held 14 August 2023.

**Meeting closed: 5.13pm**



## Walcha Council Capital Advisory Committee Meeting Minutes

held on

Thursday, 13 July 2023

at

8.00 am

at

Walcha Council Chambers

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

**PRESENT:** Phillip Hood (Chair) - Interim General Manager, Mayor - Eric Noakes, Clr Mark Berry, Clr Scott Kermode, Alan Butler - A/Director Infrastructure & Development, Christian Martin – Director Corporate & Community, Rose Strobel - Senior Management Accountant.

**IN ATTENDANCE:** Clr Anne-Marie Pointing, Clr Aurora Reilly, Jeff Staples - Hunter H20, Scott Jackson – Tamworth Regional Council IT, Josiah McDonald - Works Manager (Roads), Darren Bird - Coordinator – Fleet and Depot Services, Sahra Rabbit - Records Management Officer, Troy Lestrade - Co-ordinator Local Roads and Amy Hood – Secretariat.

Committee Minutes



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## **RECOMMENDATIONS FROM MEETING**

### **1. APOLOGIES:**

Nil.

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

Minutes of meeting held 16 March 2023 were reviewed and confirmed.

Actions Arising and Actions Outstanding from the 16 March 2023 meeting were noted.

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

Nil

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

#### **4.1 Reports**

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

Members discussed current capital works and grant funding:

- Current outstanding LRCI Funding milestone payments for Round 1 and Round 2. All of the works undertaken using within Round 1 (including Truck Wash Bay works and patching) are within the scope of the funding requirements. The Director Corporate & Community advised members that this milestone payment to Council is still outstanding because it appears that at the time that these works were undertaken there was inadequate documentation kept detailing the exact distribution now Round 1 funds have been spent on these works. To address this issue the Chair requested that Director Corporate & Community contact the funding body and request that the outstanding milestone payment be transferred to Round 3 or Round 4.

**Action: Director Corporate & Community to contact the LRCI funding body to arrange for the outstanding LRCI Round 1 and Round 2 Milestone payments to be allocated/transferred to LRCI Round 3 Funding.**

- The Aerodrome project is currently running under budget, there may be an opportunity upon completion of this project for remaining funds to be transferred to complete the Skate Park Project.
- The Chair Advised that BLER funding may be used as a 50% co-contribution obtain further funding to close the gap on the funding shortfall for the Pool Refurbishment Project.
- Regional and local Road Repair Grants – members confirmed the allocation of this grant which is over last financial year and current.

#### **4.1.2 Infrastructure Capital Works Progress** – A/Director Infrastructure & Development

Members discussed Infrastructure Capital Works Progress:



- Forest Way Phase 2 – Sealing is underway and all works will be completed by late December and well within the funding deadline.
- The three causeways project has been extended to June 2024. The Tender is being drafted and will advertised soon.
- Walcha Aerodrome – Project is underway and power is being connected to all facilities as part of the electrical install.
- Middle and Walsh Street Kerb and Gutter – contractor is returning to address defects, including the laybacks and tidying of the corner. There is no cost to Council for the defect works. Surface drainage issues were rectified as part of these works. If there are further drainage issues identified at this site, options will be assessed as part of the Derby Street Upgrade.
- Timber Bridge Replacements – The Chair advised that an update on the current status of the funding variation requests is to be provided to members prior to the next Council meeting.

**Action: Manager Project Delivery to provide members with an update on the status of variation requests pending for Council’s Timber Bridge Replacements prior to the July Council meeting.**

- Oxley Highway Routine Maintenance – a further \$500K has been approved and released by the RMS for heavy patching works.
- Derby Street Upgrade Update – Initial concept designs are being finalised and should be available for review next week. The Kerb and Gutter Design is being discussed, specifically how pathways and car parking interact with the Kerb and Gutter at several locations. There are two options for kerb and gutter construction - barrier and roller kerb. Members advised the preference would be for barrier as opposed to roller wherever possible. The design for the water main relocation is almost complete. The relocation works may be undertaken as a separate package of works and tendered for separately to the rest of the project. This would mean relocation works could begin sooner while the remainder of the project progressed through the detailed design phase.
- Waste Water Treatment Plant – Council has now reached an agreement with Restart on the outstanding scope items. Now Council will need to find approx. \$36K in funds to complete works on the sludge pond. There are potential savings in the Water and Waste budget that could be used to complete these works. Members advised that it is also an option for this project to access unrestricted funds to complete these works.
- Draft Waste Strategy – is on public exhibition until 28 July 2023.
- John Oxley Sewer – the mandatory pre-tender meeting has been held with good levels of interest. The preference will be to underbore, subject to costs. The specific location where it will cross under the road is yet to be determined as the location of the pump station will narrow down the proposed options. More will be known once we have the results of the survey. The sewer will be sized appropriately for potential future development.
- Smoke Testing and Man Hole Inspections – residential and Council defects have been identified and are being collated and prioritised. Affected residents will be contacted and provided with information to assist them in addressing any defects.
- John Oxley Amenities – RFQ has now been advertised
- Pathways Project – the initial concept design should be available to table at the July Council meeting.



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

The new Jet Patcher is now up and running and productivity is good. Members discussed the Jet patcher components and how they work, maintenance and cleaning, fixes and upgrades and recycling/disposal of wastage from cleaning.

Council's Grader is due for replacement. There is currently a 6-month lead time on delivery. Members agreed that replacing the Grader in accordance with the business case presented will be beneficial to Council's operations.

Purchase of 20T Drum Roller – due to the high cost of renting a Drum Roller, Plant and Fleet propose it would be more cost effective for Council to purchase one outright for routine maintenance works. Members agreed that purchasing our own Drum Roller for routine maintenance and in accordance with the business case presented will be beneficial to Council's operations.

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

HH2O's Jeff Staples provided an update to members on the Off-Creek Storage Project:

- No contractors are currently on-site and no works underway with the exception of pumping
- the last component of Package 1 outstanding is the final report from Enturas.
- Package 6a – the rising main works are complete, wrapped up and paid.
- Package 8 – The tender has closed. Evaluation is underway
- Package 7 –The design is completed and commercial documents are out to market as of Tuesday morning this week. It will be advertised for 4 weeks.
- Package 6b - Pump Station Refurbishment – this is the only package outstanding and design is underway. It should go to market in July 2023 with no impact on the project timeframes.
- Total project completion is now 12 January 2024. Members asked whether this is a realistic completion date? HH2O advised that as it stands estimates have been correct, if this completion date changes then it would be primarily due to contractor availability.
- The current deed for federal funding has to be expended by December 2023. Council have been advised there will be no extension for the Federal funding beyond April 2024. If any expenditure extends beyond April 2024 it will be funded from the State Government funding only. The deadline for State Government funding expenditure is negotiable. HH2O will start pursuing some of the value adding items, solar, feasibility etc.
- Principle supplied items (outside of core scope) – Mid-Coast Switchboards are on track for completion by mid-September.
- Project Risks – timing and funding availability are the primary project risks. The temporary filling risk is diminishing as this is underway.
- Budget and cashflow – the contingency budget has reduced from the previous month.



- \$350K difference in cashflow from May 2023 to June 2023 – this is predominantly allocated to Package 8 pricing due to it coming in above estimates. This is a forecast increase of cost, not an actual to date spend.
- Members agree that rather than continue seeking comparison or continue testing the market, we need the preference is to proceed with Package 8. At this stage we are in a strong budget position and so far this is the only package that will come in over the initial estimate. To mitigate risk members agree that Package 8 will be tabled at the July 2023 Council meeting for award of the tender.
- Mayor Noakes raised concern that Package 6b may not be awarded until at least August 2023 and this may mean the 12 January 2024 deadline is exceeded. HH2O advised for this package we could expect the contractor to complete works within 8-10 weeks. If this is not achievable the contractor will flag this in the tender process and this can be revisited then.
- Filling of the Dam is at 2ML per day, totalling 8ML per week with some days offline. The turbidity in the existing water is clearing as expected.
- Open Day – Members discussed soft opening vs final opening and agreed that there will be an Official opening only with September as the preferred month.

**Action: Interim General Manager and A/Director Infrastructure & Development to liaise with the State and Federal Governments to confirm a date in September for the Official opening of the Walcha Off-Creek Storage.**

#### **4.1.5 Gravel Re-Sheeting Tender** – Works Manager – Roads

Re-sheeting works are prioritised based on safety via a three-tier system being Priority 1 – High through to Priority 3 – Low There are some roads that will be a combination of both Priority 1 & 2 and these have been identified. Roads are all also classified based on traffic volume i.e. Low, Medium High. To summarise we have in total approx. 110km of Priority 1 and 2 roads that will require re-sheeting.

Members discussed costings, including preparation works and traffic amenity works for these priority roads. This information and detail will also be included in the Tender. Members asked that for future reports if we could include the total road length so that we can see what proportion of the road the planned works cover. Members would also like to see in this priority list whether roads are a through road.

Members discussed the classification of certain roads as public roads and what the process is for this classification is. We may need to ensure that our Asset Management Plans details what is and is not a public road and i.e. Council's responsibility to maintain. If a road's priority needs to change this will be determined via our regular surveillance of the network and feedback directly provided to the Works Manager via the Coordinator.

Members discussed current grading techniques and materials used. What is the process for determining when we use certain materials for grading i.e. gravel. Particularly when there are specific sections that may be in poor condition or have a significant lack of gravel. The Works Manager advised that 90% of the Gravel we have won will be used for the priority program



leaving a contingency for maintenance grading works. To re-sheet properly we need to focus on re-sheeting long lengths rather than small patch grading. Small patch grading should not take the place of a comprehensive re-sheeting program. Members expressed concern that if we don't do some small patch grading then the condition of some roads may deteriorate as they are not programmed for substantial works for some time – this concern was noted and will be taken into consideration moving forward.

#### **4.1.5 Road Funding Progress Summary** – Works Manager– Roads

Members noted the attached Summary. The Works Manager talked to the two separate components that make up the Summary and gave members further detail on the proposed works and funding splits/breakdowns. Members discussed the breakdown of the R & L Repair Funding across proposed works. Members enquired about the LRCI Round 4 funding which will be approximately \$900K and were advised that there is plenty of time to spend these funds. There may be future rounds however no detail of these rounds is known yet. The Manager Works – Roads advised he has set aside some funds for Local and Urban Roads resealing – approx. \$450K from the regional and local roads repair round and \$223K from R2R to complete these works. Works Manager confirmed that the resealing also involves rehabilitation work.

## **4.2 Project Applications**

### **4.2.1 Phone System Replacement** – Records Management Officer

Council needs to replace its existing phone system as the current system is aged, inefficient and is not economical to support as we don't currently have a support service agreement with Leading Edge, the original suppliers of the handsets. The new system being proposed would be a soft system which means that all staff may not require a handset at their desk. The technology is a PC based soft phone using headphones which should give greater flexibility for staff as they are able to use this system wherever they are located. The system is also a corporate phone system which will be set up for call centre and other corporate functions. This will be a multi device service, the phone can be used via desktop, mobile or landline as needs. You can tie a landline number to a mobile phone automatically. The initial set up would be for 50 users, however you can increase this to an upper limit of 200 users which will more than meet the needs of Council. There may also be an opportunity for discounts if we do need to increase from 50 users.

The Records Management Officer gave specific details of current costings and the preferred supplier. Members clarified that monthly costs apply and that there is an annual software licence fee, which is a standard fee across providers.

The quote also includes monthly technical support and the support service agreement with the provider. Council's costs for the current system and the proposed new system are very similar and within the current Council budget for communications etc. Members agreed that the purchase of any new system should be within the parameters of the budget approved by Council.



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#### **4.2.2 CIVICA BIS Implementation** - Director Corporate & Community and Senior Management Accountant

Business Intelligence Systems (BIS) is an add-in module for General Ledger and Work Order reporting for our existing finance system, Authority. It is a reporting and analytical tool and will retain its current delegations. It will become a single source of truth for financial reporting. There are also benefits for budget cycle reporting with significant in-built controls which will ensure good governance for this specific type of reporting. Financial information can be accessed in real time, making it easier and more efficient for the finance team and management to access critical information at short notice. Implementation would occur before the beginning of the new financial year.

Members agreed that the implementation of CIVICA BIS would represent a huge improvement for financial processing and reporting for Council.

#### **4.2.3 Motorcycle Rally Budget** – Manager Community & Tourism

The Manager Community and Tourism provided an update on the ticket sales for the 2023 Motorcycle Rally. Quotes have been received and are being evaluated within the rally budget. The Manager confirmed the Committee and staff are following Council's procurement policy in regard to obtaining quotes.

### **5. OTHER BUSINESS**

The organisers Antique Machinery Show have reached out to Council for assistance in organising the next show. They are seeking some support around promotion and identifying grant funding opportunities etc. Members recommended that Council assist with promotion and passing on information re: grant opportunities via grant guru etc, however Council is not able to provide direct support for organising the event.

Next Meeting Date: TBA

**THERE BEING NO FURTHER BUSINESS THE CHAIR DECLARED THE MEETING CLOSED AT 12:30PM.**





# Item 11:

# Delegate Reports

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

## North East Area

### NEW ENGLAND BUSH FIRE MANAGEMENT COMMITTEE MINUTES

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<b>Meeting:</b>	February 2023
<b>Convened by:</b>	Paul Metcalfe, BFMC Executive Officer, New England
<b>Location:</b>	Armidale Fire Control Centre
<b>Date and time:</b>	Tuesday 21 February 2023 1012 hours
<b>Minutes by:</b>	Fiona McClymont

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**Table 1: Attendance Record**

Members (alternates)	Organisation	Present	Apology	Absent
Manners, Alex	Armidale Regional Council		X	
Mepham, Steven	Armidale Regional Council	X		
Martin, Warren	Crown Lands	X		
O'Brien, Rodney	Crown Lands		X	
McWilliam, Paul	Essential Energy			X
Summers, Mark	Essential Energy			X
Chawner, Warren	FCNSW	X		
Alex Caparaio	FCNSW			X
Cooper, Tom	FRNSW			X
Zikan, Wayne	FRNSW	X		
White, Roger	UGL Regional Linx (Rail)			X
Livermore, Greg	LALC Anaiwan			X
Deforge, Sam	LALC Guyra			X
Fuller, Ross	LLS		X	
Crossle, James	LLS	X		
Simmon, Aaron	NSW NPWS	X		
Bernie, Peter	NSW NPWS	X		
Williams, Darren	NSW Police			X
Cooper, David	NSW Police			X
Chaffey, Graeme	NSW RFS	X		
Bashford, Garry	NSW RFS	X		
Brockett, Phil	NSW RFS NEAC (observer)	X		

McKean, Matt	NSW RFS	X		
Metcalfe, Paul	NSW RFS	X		
Egener, Peter	NSWAS			X
Leslie, Thomas	SRA			X
Williams, Peter	Transgrid			X
Parsons, Mitchell	Transport NSW	X		
Clarkson, Matthew	Uralla Council	X		
Hood, Phillip	Walcha Council		X	
Blomfield, Rob	NSW Farmers	X		
Schaefer, Greg	Walcha Council	X		

**Table 2: Documents referred to in the Meeting**

Document title	Author	Date
Correspondence Register since October 2022 to February 2023	RFS	February 2023

## Minutes

### Item 1 Welcome/Acknowledgement to Country Chair

Meeting opened 10:12 hours.

Acknowledgment to Country - Attendees were welcomed to the meeting by Steve Mephram – Chair, New England Bushfire Management Committee

### Item 2 Apologies Chair

As per attendance record in Table 1.

**Moved:** Mitchell Parsons

**Seconded:** Greg Schaefer

**CARRIED**

### Item 3 Disclosure of Interests Chair

No disclosures were made.

### Item 4 Confirmation of Minutes of 2/2022 held on 11 October 2022 Chair

The Minutes of the August meeting were confirmed.

**Moved:** Paul Metcalfe

**Seconded:** Aaron Simmon

**CARRIED**

### Item 5 Business arising from previous minutes - Action Items Chair

BFMC Membership Contact Details Register has been completed

### Item 6 Correspondence Register Chair

Correspondence In:

- Neighbourhood Safer Places Inspections
- Funding approval for Rocklea Fire Trail

- Petroi Fire Trail – letters submitted from Lower Creek community members regarding washouts – discuss further in General Business

**Item 7      Next Generation Bushfire Risk Management Plan BFRMP      All Agencies**

New England RFS Senior Leadership Team have been consulted and supplied the information on the maps at the rear of the room, these same maps will be utilised for the BFMC workshop 1 to be held following this meeting. Workshop 1 will include an information session on what the Next Generation BFRMP and the intended process.

**Item 8      Operations Coordination Plan – review/updates      All Agencies**

Update provided in Action 04/22.

**Item 9      Fire Access and Fire Trail Register (FAFT)**

Funding approval received for scope and quote of Rocklea FT at Invergowrie.

**Item 10      Seasonal Outlook      All Agencies**

Not discussed during February meeting due to time constraints

**Item 12      General Business**

- Access to Lower Creek – prioritise where Petroi Fire Trail sits in FAFT Plan. Area Command staff have recently undertaken some initial scoping work. Investigations under way to access the trail so work can be scoped and quoted by Soil Con. Can't fully access the trail as the bridge is washed out making the rest of the trail and the location of the washout inaccessible. Would like to make this a priority project for BFMC. Would BFMC support the Petroi Fire Trail works being included in 2023/24 register of works as a priority?
- Concerns raised over the Kempsey road potentially being closed till 2026 and the impact on firefighting operations and support for the community during fire incidents
- Should the BFMC focus be on assisting with opening Kempsey Road and are there other options that should be explored?
- It was identified that the Petroi Fire Trail has been included in FAFT Plan as a priority trail for a long time and if not considered a priority by the Committee, asked whether it should be removed.
- It was suggested a workshop or work group to discuss all of the options in more depth, all in agreeance.

**ACTION 10/23: A working group be formed to analyse the best way forward for the Lower Creek community with a plan of action to be submitted to next BFMC meeting in May 2023.**

**Item 14      Close**

The Chair closed the meeting at 1036 hours and moved into the Next Generation BFRMP Workshop.

**Table 4. Updated Action Items**

Ref No.	Item Description	Responsible	Due Date	Status
01/22	RFS to follow up with agencies that to date, have not confirmed membership status for New England BFMC.	Steven Carmichael	9/8/2022	BAU - Completed
02/22	All agencies unanimously agreed to submit written reports to <a href="mailto:newenglandteam@rfs.nsw.gov.au">newenglandteam@rfs.nsw.gov.au</a> for future BFMC meetings.	All		Ongoing
03/22	The Agency report template and tracking spreadsheet to be sent out approximately one (1) month prior to each BFMC meeting for Agencies to update and return within the fortnight prior to the next BFMC meeting.	Matt McKean	9/7/2022	Ongoing
04/22	XO to send out new draft Section 52 plan template for review. No new template has been released. Existing document circulated for review around table.	Paul Metcalfe		Ongoing
05/22	Letter of response regarding a request to re-establish the disused Reddie Water Hole fire trail to be sent Mr Moule by Chair.	XO & Chair	30/5/2022	Completed
06/22	Letter of response regarding tactical fire trails to be sent to Lower Creek RFS Captain by Chair.	XO & Chair	30/5/2022	Completed
07/22	Advice on how to enter "Dam Repair Project" into the Funding Portal. Aaron received a quote from earthmoving contractor, which requires amendment.	Craig Harrison	11/10/2002	Completed
08/22	Agency's to send update IMT qualification details for Op's Coordination Plan	Agencies	31/08/2022	
09/22	Email to be sent out advising of date for NE BFMC operational readiness exercise	Steven Carmichael	11/10/2022	Completed
09/23	Treatment Register to be updated in Risk Mgt. Plan for Bundarra APZ. Matt to review and discuss at next meeting.	Matt McKean	May 2023 Meeting	In progress
10/23	Subcommittee to be formed, Lower Creek	Matt McKean	May 2023 Meeting	In progress

**Table 5. Next meeting**

Date	Start time	Finish time	Location
9 May 2023	1000	1130	Armidale FCC

**Documents attached to minutes for distribution**

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DRAFT



## MINUTES OF THE ORDINARY MEETING OF COUNCIL

Held on

Tuesday, 27 JUNE 2023

1:00pm

in

NEWA Meeting Room, Rusden Street

**PRESENT:** Councillor Scott Kermode (Chair), Councillor Tim Bower (Deputy Chair), Councillor Margaret O'Connor, Councillor Paul Packham and Councillor Dorothy Robinson

**IN ATTENDANCE:** Mr. Tim Weeks (General Manager)  
Laurie Knight (Chief Financial Officer)

MINUTES OF THE ORDINARY MEETING OF THE NEW ENGLAND COUNTY  
COUNCIL HELD 27 JUNE 2023 IN NEWA OFFICES

**STATEMENT IN RELATION TO RECORDING OF COUNCIL MEETINGS**

Cr. Kermode advised that the Meeting was *not* being live streamed, however, a video recording of the meeting will be available on the County Council's website.

**PRESENT:** Councillor Scott Kermode (Chair), Councillor Tim Bower (Deputy Chair), Councillor Margaret O'Connor (01:15pm), Councillor Paul Packham and Councillor Dorothy Robinson

**IN ATTENDANCE:** General Manager – Tim Weeks  
Chief Financial Officer – Laurie Knight

**APOLOGIES** Councillor Lara Gresham

16/23

Approval of leave:

Moved: Councillor Robinson          Seconded Councillor Bower

The motion put to the **Vote** was passed UNANIMOUSLY.

**DECLARATION OF INTEREST** - NIL

**MINUTES OF THE ORDINARY MEETING OF THE NEW ENGLAND COUNTY  
COUNCIL HELD ON TUESDAY 7 MARCH 2023**

17/23

**Resolved:**

That the Minutes of the Ordinary Meeting of the New England County Council held on 7 March 2023 commencing at 1:00pm, copies of which have been distributed to all members, are taken as read and confirmed as a true record.

**Moved** Councillor Robinson          **Seconded:** Councillor Bower

The **Motion** on being put to the **Vote** was CARRIED unanimously.

**MATTERS ARISING FROM MINUTES OF THE ORDINARY MEETING OF THE  
NEW ENGLAND COUNTY COUNCIL HELD ON 7 MARCH 2023**

There were no matters arising.



MINUTES OF THE ORDINARY MEETING OF THE NEW ENGLAND COUNTY  
COUNCIL HELD 27 JUNE 2023 IN NEWA OFFICES

**MINUTES OF THE EXTRAORDINARY MEETING OF THE NEW ENGLAND  
COUNTY COUNCIL HELD ON TUESDAY 17 APRIL 2023**

**18/23 Resolution:**

That the Minutes of the Extraordinary Meeting of the New England County Council held on Tuesday 17 April 2023, be deferred to the next meeting.

**Moved** Councillor Robinson      **Seconded:** Councillor Packham

The **Motion** on being put to the **Vote** was CARRIED unanimously.

**MINUTES OF THE ORDINARY MEETING OF THE NEW ENGLAND COUNTY  
COUNCIL HELD ON TUESDAY 2 MAY 2023**

**19/23 Resolved:**

That the Minutes of the Ordinary Meeting of the New England County Council held on Tuesday 2 May 2023, copies of which have been distributed to all members, are taken as read and confirmed as a true record.

**Moved** Councillor Packham      **Seconded:** Councillor Robinson

The **Motion** on being put to the **Vote** was CARRIED unanimously.

**MATTERS ARISING FROM MINUTES OF THE ORDINARY MEETING OF NEW  
ENGLAND COUNTY COUNCIL HELD ON 2 MAY 2023**

There were no matters arising.

**ADOPTION OF OPERATIONAL PLAN AND ANNUAL BUDGET FOR 2023-2024**

**20/23 Resolved:**

That the Annual Operational Plan and Budget, 10-year Financial Plan and Revenue Policy for the 2023-2024 Financial Year, as previously advertised for public exhibition, be now formally adopted.

**Moved** Councillor O'Connor      **Seconded:** Councillor Robinson

The **Motion** on being put to the **Vote** was CARRIED unanimously.

MINUTES OF THE ORDINARY MEETING OF THE NEW ENGLAND COUNTY  
COUNCIL HELD 27 JUNE 2023 IN NEWA OFFICES

**SETTING OF REVISED COUNCILLOR FEES AND CHARGES FOR THE 2023-24  
FINANCIAL YEAR.**

21/23      **Resolved:**

1. That Councillors note the contents of the Office of Local Government Circular No 23-03 in relation to the setting of fees for elected members, as determined by the Remuneration Tribunal for 2023-24 financial year, and
2. That in accordance with Sections 248 and 249 of the Local Government Act. 1993, the annual fees payable to the Chair and Councillors for the 2023-2024 financial year, be increased by 3%, with effect from 1 July 2023.

**Moved** Councillor O'Connor      **Seconded:** Councillor Packham

The **Motion** on being put to the **Vote** was CARRIED unanimously.

**CONFIRMATION OF EMPLOYEE WAGE INCREASE FOR THE 2023-2024 to 2025-2026  
FINANCIAL YEARS.**

22/23      **Resolved:**

That Councillors note the in-principal details of the Local Government State Award increases as determined for the financial years 2023-2024 to 2025-2026 inclusive, noting that these increases are generally in line with the forecast wage increases outlined in Council's Annual Budget and 10-year Financial Plan.

**Moved** Councillor Packham      **Seconded:** Councillor Robinson

The **Motion** on being put to the **Vote** was CARRIED unanimously.

**PROPOSED MEETING DATES FOR THE 2023-24 FINANCIAL YEAR.**

23/23      **Resolved:**

That the schedule of proposed meeting dates for the 2023-24 financial year, be endorsed and advertised for public information.

**Moved** Councillor Bower      **Seconded:** Councillor Robinson

The **Motion** on being put to the **Vote** was CARRIED unanimously.

MINUTES OF THE ORDINARY MEETING OF THE NEW ENGLAND COUNTY  
COUNCIL HELD 27 JUNE 2023 IN NEWA OFFICES

**REPORT ON CASH POSITION (TERM DEPOSITS) AND CONSTRUCTION CASH FLOW  
(T-CORP)**

**24/23 Resolved:**

That the report on the current cash flow position and projected cash flow for financing of building construction be noted.

**Moved** Councillor Robinson      **Seconded:** Councillor Packham

The **Motion** on being put to the **Vote** was CARRIED in the MAJORITY by 4 votes to 1.

Councillor Bower voted against the motion.

**UPDATE ON PROGRESS OF OFFICE, WASH-DOWN BAY AND DEPOT  
CONSTRUCTION**

The report to Council was noted.

**MATTERS OF URGENCY**

Councillor Bower requested that a more detailed, month by month, cash forecast be made available to Councillors as part of the Financial Reporting process.

**NEXT MEETING - TUESDAY 15 AUGUST 2023 at 1:00pm (Resolution 22/23 Meeting  
dates, above)**

**MEETING CLOSED – 01:55pm**



# Item 12:

# Questions with Notice



There are no Questions on Notice for July 2023



# **Item 13:**

# **Referral to Closed Council Meeting**



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**Item:** 13A **Ref:** WO/2023/01310  
**Title:** Referral to Closed Meeting:  
1. Award Tender W22/110 Winning Specified Material; and  
2. Award Tender W23/142 Off Creek Storage Package 8 – Metal Fabrication  
**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 W22/110 Winning Specified Material; and  
2. Award Tender W23/142 Off Creek Storage Package 8 – Metal Fabrication 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.