



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

To be held on

**Wednesday, 30 August 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

Quorum – 5 Members to be Present

**AGENDA**

Submitted to Council:

30 August 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, 30 August 2023** commencing at **3:00pm**.

Yours sincerely

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

Resolution to move into Open Council.

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



# Item 2: Previous Minutes



## ORDINARY MEETING OF COUNCIL

held on

Wednesday, 26 July 2023

at

3:05pm

at Walcha Council Chambers

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

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

**IN ATTENDANCE:** Mr Phillip Hood – Interim General Manager, Mr AS Butler – Director Infrastructure & Development and Mrs EL Hobbs – Executive Assistant.

**1. LEAVE OF ABSENCE:**

1 **RESOLVED** on the Motion of Councillors Ferrier and Pointing that the Leave of Absence from Clr Kermode, due to family reasons, be **ACCEPTED**.

**MINUTES**



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**2. CONFIRMATION OF THE ORDINARY MEETING MINUTES HELD ON WEDNESDAY 28 JUNE 2023:**

2 **RESOLVED** on the Motion of Councillors Berry and Ferrier that the Minutes of the Ordinary Meeting held on Wednesday 28 June 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**

**5.1 Mayoral Minute – Vale Clr Greg Schaefer WO/2023/01377**

It was with great sadness that Councillors learned of the passing of Clr Greg Schaefer at his property “Ellendonan” yesterday. Greg was a passionate Councillor since being first elected in December 2021 and represented his community with honesty and integrity. His quick mind and rational in debate added much to better outcomes for our community. He will long be remembered for extensive community work outside Council including involvement in breeding and competing with horses while encouraging and tutoring others who wanted to participate. His volunteer work around the Sports Club, liquor accord, event hospitality and show ground is what small communities are based on.

Greg’s vision forged over many years to bring a new industry to Walcha, in the form of renewable energy, with the aim to make us a more sustainable region is yet to be realised, but his input will inform the path ahead.

Greg gave many hours to the RFS including weeks leading his brigade and fighting the 2019 bushfires. This is tiring work, both mentally and physically and gives an insight into calibre of Greg as he backed up every day. He also became involved in the administration side to make the process smoother. His local knowledge and commitment to fire control will leave a hole that will be difficult to fill.

During Council Meetings his anecdotes and historical snippets were informative and witty and all Councillors will miss these light moments.



As a community, Walcha, will be poorer for the loss of Greg. To his brothers Murray and John and their families Council offers our sincerest sympathies in this trying time. Vale "Schaefer".

Clr Eric Noakes  
Mayor of Walcha

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

A minute silence was observed in honour of our colleague, friend and Councillor, Gregory Dewar McRae Schaefer.

**6. SENIOR OFFICERS REPORT**

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

**6.1 Coalition of Renewable Energy Mayors Membership WO/2023/01270**

5 **RESOLVED** on the Motion of Councillors Ferrier and Pointing that Council **APPROVE** continued membership of Walcha Council to the Coalition of Renewable Energy Mayors.

**6.2 Community & Business Risk Survey Results WO/2023/01309**

6 **RESOLVED** on the Motion of Councillors Pointing and Ferrier that Council **NOTE** the Report and results of the Disaster Risk Surveys.

**6.3 Arts Advisory Committee Funding WO/2023/01304**

7 **RESOLVED** on the Motion of Councillors Berry and Hicks that Council **CREATE** an Art Fund reserve that is restricted for investment in public art and can accumulate funds over time.

**6.4 Update from the Disaster Risk Reduction Program WO/2023/01308**

8 **RESOLVED** on the Motion of Councillors Hicks and Ferrier that Council **NOTE** the report and the progress against the Disaster Risk Reduction Funding Grant.



**6.5 Long Term Financial Plan Update – 2024 Adopted Budget Values**

**WO/2023/01314**

9 **RESOLVED** on the Motion of Councillors Berry and Pointing that Council **NOTE** the updated Long Term Financial Plan SCENARIO 2 (Special Rate Variation) to include the 2024 adopted budget values.

**7. NOTICES OF MOTION**

**7.1 Notice of Motion # 28 – Request that the Australia Day Committee become a Section 355 Committee of Council**

**WO/2023/01269**

10 **RESOLVED** on the Motion of Councillors Reilly and Hicks that Council tasks the Interim General Manager to develop an Instrument of Delegation for the Australia Day Committee as a proposed 355 committee that would then need to be formally approved by Council by resolution under Section 377(1) of the *Local Government Act*.

**8. MATTERS OF URGENCY**

Nil.

**9. MANAGEMENT REVIEW REPORTS**

**9.1 Office of the General Manager**

**WO/2023/01060**

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

**9.2 Infrastructure & Development**

**WO/2023/01296**

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

**9.3 Corporate & Community**

**WO/2023/01181**

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

**10. COMMITTEE REPORTS**

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





**10.1 Minutes of the Walcha Council Tourism Advisory Committee Meeting held on Tuesday 20 June 2023 at Council Chambers WO/2023/01271**

**10.2 Minutes of the Walcha Council Audit Risk & Improvement Committee Meeting held at Uralla Shire Council on Monday 26 June 2023.  
WO/2023/01177**

**10.3 Minutes of the Walcha Council Preschool Advisory Committee Meeting held on Monday 26 June 2023 at Walcha Preschool  
WO/2023/01112**

**10.4 Minutes of the Walcha Council Capital Advisory Committee Meeting held on Thursday 13 July 2023 at Council Chambers  
WINT/2023/0337**

**11. DELEGATE REPORTS**

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

**11.1 Minutes of the New England Bush Fire Management Committee Meeting held at the Armidale Fire Control Centre on Tuesday 21 February 2023  
WI/2023/05064**

**11.2 Minutes of the New England Tablelands (Noxious Plants) County Council Meeting held at Armidale Office on Tuesday 27 June 2023  
WI/2023/08083**

**12. QUESTIONS ON NOTICE**

Nil.

**13. 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**

16 **RESOLVED** on the Motion of Councillors Ferrier and Berry that:

1. in accordance with the provisions of Section 10A 2(c) of the Local Government Act, 1993, the matters of Award Tenders:



- a) W22/110 Winning Specified Material; and
  - b) 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.
2. For the reason above, Council **RESOLVE INTO** Closed Council and the press and the public be excluded.

17 The Meeting resumed in **OPEN** Council on the Motion of Councillors Hicks and Berry.

**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 Award Tender W22/110 Winning Specified Material**

**WINT/2023/03395**

CC003/20232024 **RESOLVED** on the Motion of Councillors Ferrier and Hicks that Council AWARD Tender Number W22/110 – Winning Specified Material for the lump sum of \$83,750 plus an additional rate of \$15/ton (Blast & Crush), \$14/ton (Rip & Crush) and \$4/ton (Rip & Push) GST exclusive with an upper fee limit of \$600,000 to iQuarry.

### **3.2 Award Tender W23/142 – Walcha Off Creek Storage Package 8 – Metal Fabrication**

**WINT/2023/03391**

CC004/20232024 **RESOLVED** on the Motion of Councillors Pointing and Berry that Council AWARD Tender Number W23/142 Walcha Off Creek Storage Package 8 – Metal Fabrication to Inverell Fabrication for the lump sum of \$710,000 GST inclusive.

**THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 4:10PM.**



## EXTRA ORDINARY MEETING OF COUNCIL

held on

Wednesday, 16 August 2023

at 11:00am 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 (via Zoom), NF Hicks (via Zoom) and AC Pointing.

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

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

Due to this being an Extra Ordinary Meeting Clr Reilly is unable to attend as she is away on leave.

18 **RESOLVED** on the Motion of Councillors Kermode and Pointing that a Leave of Absence be **APPROVED** for Clr Reilly being on leave.

**MINUTES**



**2. DECLARATIONS OF INTEREST**

Nil

**3. MATTERS OF URGENCY**

**3.1 Extra Ordinary Meeting Business WO/2023/01535**

19 **RESOLVED** on the Motion of Councillors Noakes and Berry that the business to be discussed at today’s Extra Ordinary Meeting, being:

- 1. to **ADOPT** the Draft Waste Strategy 2023-2027; and
- 2. the **APPOINTMENT** of the new General Manager

are **URGENT** due to the Waste Collections Calendar being printed and distributed to the public AND to ensure the recruitment process for the General Manager is completed for Council’s long-term stability.

**4. SENIOR OFFICERS REPORT**

20 **RESOLVED** on the Motion of Councillors Hicks and Ferrier that the Senior Officers’ Reports be **RECEIVED** for further consideration.

**4.1 Adopt Draft Waste Strategy 2023-2027 WO/2023/01537**

21 **RESOLVED** on the Motion of Councillors Kermode and Pointing that Council **ADOPT** the Waste Strategy 2023-2027 as presented.

**5. CLOSED COUNCIL**

**5.1 Referral to Closed Council – Recruitment and Appointment of General Manager WO/2023/01533**

22 **RESOLVED** on the Motion of Councillors Ferrier and Hicks that, in accordance with the provision of Section 10A(2)(d)(i) of the *Local Government Act, 1993*, the matter of Recruitment and Appointment of General Manager BE referred to be discussed in Closed Council AND that Council RESOLVE into Closed Council and close the meeting to the public for the reason that the report relates to information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it.

23 The Meeting resumed in **OPEN** Council on the Motion of Councillors Kermode and Pointing at 11:46pm.



**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 Mayoral Minute – Recruitment and Appointment of General Manager WINT/2023/03781**

CC007/20232024 **RESOLVED** on the Motion of Councillors Noakes and Kermode that:

1. Council accepts the recommendation of the Recruitment Panel and resolves to appoint the successful candidate to the position of General Manager, subject to agreement being reached on the contract of employment (contract).
2. Council delegates to the Mayor to negotiate, in consultation with the Recruitment Panel, the contract with the successful candidate, with such contract to be consistent with the NSW Department of Planning & Environment (DPE) approved Standard Contract of Employment for General Managers.
3. If the contract negotiations are unsuccessful, a report is to be provided to Council and Council is to meet to consider the next steps.
4. Council resolves to affix the Common Seal to the contract in accordance with the Local Government Act, 1993.
5. In accordance with Sections 10A(2) and 11(3) of the Local Government Act, 1993, the documentation provided to Councillors regarding the candidates and the related discussions during the recruitment process be treated as confidential.

**THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 11:48PM.**



# **Item 3:**

# **Business**

# **Arising from**

# **Previous**

# **Minutes**



# Item 4:

# Declarations of Interest



# Item 5: Mayoral Minute





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**Item:** 5.1 **Ref:** WO/2023/01618  
**Title:** Mayoral Minute – Apsley Riverview Aged Care Facility  
**Author:** Mayor Eric Noakes  
**Previous Items:** Not Applicable

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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 Council:**

- 1. ESTABLISH a Working Group to assist in finding a suitable provider of aged care services for the Apsley Riverview Aged Care Facility with the name to be 'Apsley Riverview Working Group';**
  - 2. APPROVE the membership to consist of:**
    - **The Mayor**
    - **The General Manager**
    - **Director Corporate & Community**
    - **One Councillor**
    - **Dr Adrian Allen**
    - **Julie Blake and**
    - **Graham Barnes**
  - 3. ENDORSE the purpose of the Apsley Riverview Working Group to be to investigate, contact and review suitability of identified providers.**
- 

**Report:**

Presbyterian Aged Care (NSW) (PAC) have indicated that they will be divesting their interest in the Walcha aged care facility, Apsley Riverview Aged Care. I was contacted by local representatives of the Presbyterian Church of Walcha to investigate the possibility of assisting in finding a suitable provider, with the possibility of Walcha Council becoming that provider. At that stage only one other possible provider had been identified.

The Riverview facility forms a vital sector in Walcha's care of our senior residents, offering both social and medical services in a caring and friendly environment. To lose this facility would have severe ramifications for both its residents and families.

Walcha Council is well placed to assist in the process to locate a provider, possessing the necessary financial, governance and network skills. Obviously, any interested parties will need to be scrutinised to provide a continuation of the current excellent service on an ongoing basis and probity and integrity checks.



In reality it may be difficult to source a provider that can undertake this role and in consultation with the Walcha community, Walcha Council may be best placed to become the provider. This obviously has implications, especially financial, and would only be pursued if it was deemed a viable option. I would envisage that in this event this working group would then assist in the transition of Apsley Riverview into Walcha Council's functions where a structure would be established to manage the facility under Council's administration.

Clr Eric Noakes  
Mayor of Walcha



# Item 6:

# Senior Officers' Reports

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



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**Item:** 6.1 **Ref:** WO/2023/01470  
**Title:** Refer 2022 – 2023 Financial Statements to Audit  
**Author:** Director Corporate & Community  
**Previous Items:** No  
**Attachment:** Under Separate Cover – General Purpose, Special Purpose & Special Schedules

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**Community Strategic Plan Reference:**  
**Strategy 8.2.1** – *Maintain a stable and secure financial structure for Council.*

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**RECOMMENDATION:** That Council:

1. **REFER the 2022 – 2023 Financial Reports for Audit; and**
  2. **ENDORSE the Statements in accordance with Section 413(2) (c) of the *Local Government Act 1993* to be completed and signed by the appropriate signatories.**
- 

**Summary:**

Section 413(2) (c) of the *Local Government Act 1993* states that a Council must prepare financial reports for each year and refer the Reports for Audit.

**Report:**

Section 413(2) (c) of the *Local Government Act* stipulates that Council's Financial Reports must include a statement made by Council that indicates the following:

- a) Whether or not the Council's Annual Reports have been drawn up in accordance with:
  - The Act and Regulations; and
  - The Statement of Accounting Concepts; and
  - The Local Government Code of Accounting Practice and Financial Reporting;
- b) Whether or not those Reports represent fairly the Council's Financial Position and operation result for the year;
- c) Whether or not those Reports accord with the Council's accounting and other records; and
- d) Whether or not the signatories know of anything that would make those Reports false or misleading in any way;

and include such information and explanations as will prevent those Reports from being misleading because of any qualification that is included in the Statement.

The above Statement must:

- a) be made by Resolution of the Council; and
- b) be signed by:
  - the Mayor;
  - at least one other member of Council;
  - the Responsible Accounting Officer; and
  - the General Manager



**WALCHA COUNCIL  
GENERAL PURPOSE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2023**

**STATEMENT BY COUNCILLORS AND MANAGEMENT  
MADE PURSUANT TO SECTION 413 (2) (c)  
OF THE LOCAL GOVERNMENT ACT 1993 (NSW) (as amended)**

The attached General Purpose Financial Statements have been drawn up in accordance with:

- *The Local Government Act* 1993 (NSW) (as amended) and the Regulations made thereunder,
- The Australian Accounting Standards and professional pronouncements; and
- The Local Government Code of Accounting Practice and Financial Reporting.

.....  
Clr Eric Noakes

**MAYOR**

.....  
Clr Scott Kermode

**DEPUTY MAYOR**

.....  
Phillip Hood

**INTERIM GENERAL MANAGER**

.....  
Rosemary Strobel

**RESPONSIBLE ACCOUNTING OFFICER**



# WALCHA COUNCIL SPECIAL PURPOSE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2023

## STATEMENT BY COUNCILLORS AND MANAGEMENT MADE PURSUANT TO THE LOCAL GOVERNMENT CODE OF ACCOUNTING PRACTICE AND FINANCIAL REPORTING

The attached Special Purpose Financial Statements have been drawn up in accordance with:

- NSW Government Policy Statement *"Application of National Competition Policy to Local Government"*;
- Office of Local Government guidelines *"Pricing and Costing for Council Businesses: A Guide to Competitive Neutrality"*;
- The Local Government *Code of Accounting Practice and Financial Reporting*; and
- The NSW Office of Water *"Best Practice Management of Water Supply and Sewerage guidelines"*.

To the best of our knowledge and belief, these statements:

- Present fairly the financial position and operating result for each of Council's declared Business Units for the year;
- Accord with Council's accounting and other records; and
- Present overhead reallocation charges to the water and sewerage businesses as fair and reasonable

We are not aware of any matter that would render the reports false or misleading in any way.

Signed in accordance with a resolution of Council made on 31 August 2022.

.....

Clr Eric Noakes

**MAYOR**

.....

Phillip Hood

**INTERIM GENERAL MANAGER**

.....

Clr Scott Kermode

**DEPUTY MAYOR**

.....

Rosemary Strobel

**RESPONSIBLE ACCOUNTING OFFICER**



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**Item:** 6.2 **Ref:** WO/2023/01624  
**Title:** Allocation of Donations to Applicants 2023-2024  
**Author:** General Manager  
**Previous Items:** Not Applicable  
**Attachment:** No

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**Community Strategic Plan Reference:**  
**Goal 5.2.1:** *Support service, sporting and other community groups.*

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

1. **advise all applicants of Council's decision as per the Community Grants & Donations Policy; and**
2. **allocate the following funds to each applicant:**
  - a) **Walcha Clay Target Association - \$350**
  - b) **Walcha & District Historical Society Inc - \$1423**
  - c) **Niangala Memorial Hall - \$400**
  - d) **Woolbrook Hall & Park Committee - \$400**
  - e) **St Patricks Primary School - \$2800 for Learn to Swim and \$750 for Life Education Van**
  - f) **Walcha Central School - \$250**
  - g) **Walcha Central School - \$1750**
  - h) **Niangala Public School - \$200**
  - i) **Walcha Community Centre - \$400**
  - j) **Walcha Flippers Swimming Club - \$1900**
  - k) **Walcha District Tennis Association - \$800**

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**Introduction:**

Council provides various forms of financial assistance to the community through grants, sponsorship, donations and the waiving of Council fees and charges. This report is to allocate the donation budget monies to the applicants.

**Report:**

Council implemented the new Policy this year by advertising for those eligible organisations or groups to apply for a donation in July. The applicants have been reviewed and are now tabled for allocation.

It was clearly stated that not all applicants are guaranteed a donation as there is a limited budget.

The Community Grants & Donations Policy states:

**Applying for a Grant**

During the application period, an eligible community organisation can make an application to the Council for a grant. A grant application must:



- a. be submitted on the approved form to the Council (WO/2022/00409); and
- b. be accompanied by any information requested; and
- c. provide copies of financial records (eg. bank statement) to support the need for the grant.

### **Exclusions**

Council generally does not make donations under this policy for:

- a. Retrospective applications (events that have already taken place);
- b. Federal or State Funded initiatives;
- c. Organisations raising funds on behalf of another organisation which is the recipient of financial assistance from the State or Federal Government (for example P & C's, Hospital Auxiliary);
- d. Financial assistance to individuals, or organisations raising funds on behalf of an individual;
- e. Sponsorship of individuals or teams to attend or participate in representative sporting events.

### **Assessing an application for a grant**

The Council may give the grant only if it is satisfied the grant:

- a. Fits with the objective of this policy; and
- b. complies with all applicable laws; and
- c. is consistent with the Community Strategic Plan; and
- d. is consistent with the Long-Term Asset Management Plan; and
- e. is consistent with the Annual Budget; and
- f. complies with any applicable guideline made under this policy.

If a community grant application meets most of the applicable guideline criteria (but not all), the community grant may still be approved so long as the information provided allows Council to:

- a. consider whether the community organisation is an eligible community organisation; and
- b. consider if the grant is in the public interest; and
- c. is within the allowable budget for donations.

### **Conflict of interest**

If a Council Officer or Councillor is connected to, or a member of, a particular organisation or group that is submitting an application, they must declare a conflict of interest and not be involved in any discussion or voting surrounding that organisation's application.

Upon assessment it was noticed that:

- several applicants did not provide financial records.
- There was one late application.

It should be noted that there will be no waiving of rates, water, sewer and/or waste management charges in lieu of donations. However, approved donations can be used by applicants to assist with payment of these charges.





Applicants received are:

Organisation:	Requested Purpose:	Amount Requested:	Amount Proposed:	Reasoning:
Walcha Clay Target Assoc (Gun Club)	Refund of Rates	\$590	\$350	Allow partial rates refund
Walcha & District Historical Society Inc	Refund of Rates, Water access and usage; sewer and waste management charges	Rates - \$1422.84 Commercial Waste: \$759.00 Garden Waste: \$152.00 Water Access Charge: \$447.00 Sewer Access Charge: \$574.00	\$1423	Allow full General rates refund. Historical Society are already benefiting from an interest free loan from Council.
Niangala Memorial Hall	Annual donation to support operating costs	\$500	\$400	Allow annual donation
Woolbrook Hall & Park Committee	Annual donation to support operating costs	\$500	\$400	Allow annual donation
St Patricks Primary School	Transport costs to access learn to swim AND transportation and Admission Fees for Life Education Van (LEV)	Swimming \$40/child Transportation \$11/ child = \$3111 LEV: \$12/child = \$732 (based on 61 children)	\$2800 \$750	Allow a donation towards learn to swim program transportation costs. Allow a moderate increase on last years' price for LEV
Walcha Central School	HSC Scholarship	\$250	\$250	Allow
Walcha Central School	Life Education Van	\$12/child – May 2023 was \$1644 for 137 students	\$1750	Allow a slight increase on last years'
Niangala Public School	Transport costs to learn to swim program Waiving Pool Entry Fee	Last season: 8 students for 10 days: 6 days with Taxi @ \$100 each way = \$1200	\$200	Niangala isn't within Walcha's LGA and with only 8 students this seems to be a big outlay. Taxi is a luxury expense



Organisation:	Requested Purpose:	Requested Amount:	Proposed Amount:	Reasoning
Walcha Community Centre (MPC)	Annual donation towards operation costs	\$500	\$400	Allow annual donation.
Walcha Flippers Swimming Club	Junior Sporting Development Grant	\$2400 Last year 40 students @ \$40 each = \$1800 Invoice and bank account provided;	\$1,900	The Club have funds within their bank account. \$2400 is a big increase from last year when only 40 students attended. 90 members is stated – meaning less than half the members attended clinic.
Walcha District Tennis Club	Junior Sporting Development Grant	Last year 30 participants with 4 coaches @ \$25/hour for 4 hours over 2 days = \$800	\$800	The request is based on what the Club requires to run the clinic with no increase. This tennis clinic seems to be a well patronised clinic and utilised for benefit of Walcha children.
Walcha District Tennis Club	Refund of Rates Charges	No rates as is Crown Land. Requested \$1030 which consists of: Commercial Waste: \$759 240L Recycling \$195 240L Green \$76	0	The Tennis Club has the capacity to hire their club, which they do, for celebrations, events, bridge, yoga who all pay for the use of the Club. They may need to increase fees to cover their facility's waste charges. Their bank account has funds available.
<b>TOTAL</b>		\$16,611.84	\$11,423	Budget allocation of \$10,000 – however there is some contingency available up to \$13,000 based on the 2023-2024 budget.



**Summary:**

The purpose of donations are for those organisations or groups that provide both a community benefit and can show a financial need for assistance. Not all applicants attached financial statements to demonstrate this need, which makes allocating Council's limited donations budget a little harder.

Legal Implications:

There are no legal implications arising from this report.

Financial Implications:

The budget allocation for donations was adopted at \$10,000, with the \$5,000 Westpac Helicopter Donation separately stated. Total monies proposed is over budget at \$11,423. However, there is a small contingency that would be able to cover the additional \$1,423 without impacting the budget bottom line.

Environmental Implications:

There are no environmental implications arising from this report.

Social Implications:

All donations are to support community groups and activities in the Walcha LGA.

Policy Implications:

The Community Grants & Donations Policy has been referred to for the assessment and allocation of this report.



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**Item:** 6.3 **Ref:** WO/2023/01603  
**Title:** Amendments to Walcha Council Code of Meeting Practice  
**Author:** General Manager  
**Previous Items:** Not Applicable  
**Attachment:** No

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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 Council ADOPT the amendments to Walcha Council Code of Meeting Practice 2020, being:**

- 1. To allow Councillors & Staff attend Council Meetings by audio-visual link; and**
  - 2. To require business papers to include a reminder to Councillors of their oath or affirmation of office, and their conflict of interest disclosure obligations, as per the *Local Government (General) Regulation 2021*.**
- 

**Introduction:**

Council received an Office of Local Government Circular regarding amendments to the Model Code of Meeting Practice (CoMP). This report is to update the Walcha Council Code of Meeting Practice to reflect these amendments.

**Report:**

**Mandatory Changes:**

An amendment was made to the CoMP to implement a recommendation of the Independent Commission Against Corruption's (ICAC) report in relation to its investigation of the former Canterbury City Council (Operation Dasha). ICAC recommended that the CoMP include a reminder to Councillors of their oath or affirmation of office, and their conflict of interest disclosure obligations, on the business papers of all Council Meetings.

**Additional Changes:**

The new CoMP contains provisions that allow Councils to permit individual councillors to attend meetings by audio-visual link and to hold meetings by audio-visual link in the event of natural disasters or public health emergencies.

**Approval for Councillors to attend meetings by audio visual link:**

- The Council and committees of Council comprising wholly of Councillors may, in response to a request made by a Councillor, resolve to permit the Councillor to attend one or more meetings of the Council or committee remotely by audio visual link where it is satisfied that the Councillor will be prevented from attending



- the meeting/s in person because of illness, disability, caring responsibilities or such other reason that is acceptable to the Council or committee.
- Requests by Councillors to attend Meetings remotely by audio visual link must be made in writing to the General Manager at least five (5) business days before a meeting, and must provide information about the meetings the Councillor will be prevented from attending in person and the reason why the Councillor will be prevented from attending the meeting/s in person.
  - A resolution by the Council or a committee of the Council permitting a Councillor to attend one or more meetings by audio visual link must provide the following information:
    - o The grounds on which the Councillor is being permitted to attend meetings remotely by audio visual link, but not where those grounds relate to illness, disability or caring responsibilities, and
    - o Details of the meetings the resolution applies to.
  - The Council or committee may permit more than one Councillor to attend a meeting by audio visual link but must not permit all Councillors to attend a meeting by audio visual link.
  - A decision to permit a Councillor to attend a meeting remotely by audio visual links is at the Council's or committee's discretion. The Council and its committees must act reasonably when considering requests by Councillors to attend meetings remotely by audio visual link.
  - The Council and its committees are under no obligation to permit a Councillor to attend a meeting remotely by audio visual link where the technical capacity does not exist to allow the Councillor to attend a meeting by these means.
  - The Council and its committees may refuse a Councillor's request to attend a meeting remotely by audio visual link where the Councillor has failed to appropriately declare and manage conflicts of interest, observe confidentiality or comply with the Council's Code of Meeting Practice on one or more previous occasions when they have attended a meeting of the Council or its committees by audio visual link.
  - Where a Councillor attends a meeting by audio visual link with the approval of the Council or its committee of the Council they are to be taken as attending the meeting in person for the purposes of the Council's Code of Meeting Practice and will have the same voting rights as if they were attending the meeting in person.
  - The Council's Code of Meeting Practice will apply to a Councillor attending a meeting remotely by audio visual link, in the same way it would if the Councillor was attending the meeting in person.
  - Councillors must give their full attention to the business and proceedings of the meeting when attending a meeting by audio visual link.
  - Councillors must be appropriately dressed when attending meetings by audio visual link and must ensure that no items are within sight of the meeting that are inconsistent with the maintenance of order at the meeting or that are likely to bring the Council or the committee into disrepute.



- Where a Councillor attends a meeting of the Council or a committee of the Council by audio visual link, the minutes of the meeting must record that they attended the meeting by audio visual link.

#### Conflicts of Interest:

- Councillors attending a meeting by audio visual link must declare and manage any conflicts of interest they may have in matters being considered at the meeting in accordance with the Council's Code of Conduct.
- Where a Councillor has declared a pecuniary or significant non-pecuniary conflict of interest in a matter being discussed at the meeting, the Councillor's audio visual link to the meeting must be terminated and the Councillor must not be in sight or hearing of the meeting at any time during which the matter is being considered or discussed by the Council or committee, or at any time during which the Council or committee is voting on the matter.

#### Confidentiality:

- Councillor's attending a meeting by audio visual link must ensure that no other person is within sight or hearing of the meeting at any time that the meeting has been closed to the public under section 10A of the Local Government Act, 1993.

#### Maintenance of Order:

- Where a Councillor is attending a meeting by audio visual link the Chairperson or a person authorised by the Chairperson may mute the Councillor's audio link to the meeting for the purposes of enforcing compliance with the Council's Code of Meeting Practice.
- If a Councillor attending a meeting by audio visual link is expelled from a meeting for an act of disorder, the Chairperson of the meeting or a person authorised by the Chairperson, may terminate the Councillor's audio visual link to the meeting.

#### Compliance with the Health Privacy Principles:

- The Council must comply with the Health Privacy Principles prescribed under the *Health Records and Information Privacy Act 2002* when collecting, holding, using and disclosing health information in connection with a request by a Councillor to attend a meeting remotely by audio visual link.

#### Legal Implications:

As these changes are legislative and already prescribed under the *Local Government (General) Regulation 2021*, there is no requirement to publicly exhibit the change.

#### Financial, Environmental & Social Implications:

There are no financial, environmental or social implications arising from this report.

#### Policy Implications:

This report updates the Walcha Council Code of Meeting Practice.



## Walcha Council Code of Meeting Practice 2023

### 1 INTRODUCTION

This Draft Code of Meeting Practice (the Model Meeting Code) is prescribed under section 360 of the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2021* (the Regulation).

This code applies to all meetings of Council and committees of Council of which all the members are Councillors (committees of Council). Council committees whose members include persons other than Councillors may adopt their own rules for meetings unless the Council determines otherwise.

Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code.

A Council's adopted code of meeting practice may also incorporate the non-mandatory provisions of the Model Meeting Code and other supplementary provisions. However, a code of meeting practice adopted by a Council must not contain provisions that are inconsistent with the mandatory provisions of this Model Meeting Code.

A Council and a committee of the Council of which all the members are Councillors must conduct its meetings in accordance with the code of meeting practice adopted by the council.

### 2 MEETING PRINCIPLES

2.1 Council and committee meetings should be:

*Transparent:* Decisions are made in a way that is open and accountable.

*Informed:* Decisions are made based on relevant, quality information.

*Inclusive:* Decisions respect the diverse needs and interests of the local community.

*Principled:* Decisions are informed by the principles prescribed under Chapter 3 of the Act.

*Trusted:* The community has confidence that councillors and staff act ethically and make decisions in the interests of the whole community.

*Respectful:* Councillors, staff and meeting attendees treat each other with respect.



*Effective:* Meetings are well organised, effectively run and skilfully chaired.

*Orderly:* Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.

### 3 BEFORE THE MEETING

#### Timing of ordinary council meetings

3.1 The council shall, by resolution, set the frequency, time, date and place of its ordinary meetings.

**Note: Under section 365 of the Act, councils are required to meet at least ten (10) times each year, each time in a different month unless the Minister for Local Government has approved a reduction in the number of times that a council is required to meet each year under section 365A.**

3.2 Omitted

#### Extraordinary meetings

3.3 If the mayor receives a request in writing, signed by at least two (2) councillors, the mayor must call an extraordinary meeting of the council to be held as soon as practicable, but in any event, no more than fourteen (14) days after receipt of the request. The mayor can be one of the two councillors requesting the meeting.

**Note: Clause 3.3 reflects section 366 of the Act.**

#### Notice to the public of council meetings

3.4 The council must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings and of each meeting of committees of the council.

**Note: Clause 3.4 reflects section 9(1) of the Act.**

3.5 For the purposes of clause 3.4, notice of a meeting of the council and of a committee of council is to be published before the meeting takes place. The notice must be published on the council's website, and in such other manner that the council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.

3.6 For the purposes of clause 3.4, notice of more than one (1) meeting may be given in the same notice.

#### Notice to councillors of ordinary council meetings

3.7 The general manager must send to each councillor, at least three (3) days before each meeting of the council, a notice specifying the time, date and place at which





the meeting is to be held, and the business proposed to be considered at the meeting.

**Note: Clause 3.7 reflects section 367(1) of the Act.**

- 3.8 The notice and the agenda for, and the business papers relating to, the meeting may be given to councillors in electronic form, but only if all councillors have facilities to access the notice, agenda and business papers in that form.

**Note: Clause 3.8 reflects section 367(3) of the Act.**

#### Notice to councillors of extraordinary meetings

- 3.9 Notice of less than three (3) days may be given to councillors of an extraordinary meeting of the council in cases of emergency.

**Note: Clause 3.9 reflects section 367(2) of the Act.**

#### Giving notice of business to be considered at council meetings

- 3.10 A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted five (5) business days before the meeting is to be held.

- 3.11 A councillor may, in writing to the general manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.

- 3.12 If the general manager considers that a notice of motion submitted by a councillor for consideration at an ordinary meeting of the council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the general manager may prepare a report in relation to the notice of motion for inclusion with the business papers for the meeting at which the notice of motion is to be considered by the council.

- 3.13 A notice of motion for the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the notice of motion. If the notice of motion does not identify a funding source, the general manager must either:

- (a) prepare a report on the availability of funds for implementing the motion if adopted for inclusion in the business papers for the meeting at which the notice of motion is to be considered by the council, or
- (b) by written notice sent to all councillors with the business papers for the meeting for which the notice of motion has been submitted, defer consideration of the matter by the council to such a date specified in the notice, pending the preparation of such a report.



### Questions with notice

- 3.14 A councillor may, by way of a notice submitted under clause 3.10, ask a question for response by the general manager about the performance or operations of the council.
- 3.15 A councillor is not permitted to ask a question with notice under clause 3.14 that comprises a complaint against the general manager or a member of staff of the council, or a question that implies wrongdoing by the general manager or a member of staff of the council.
- 3.16 The general manager or their nominee may respond to a question with notice submitted under clause 3.14 by way of a report included in the business papers for the relevant meeting of the council or orally at the meeting.

### Agenda and business papers for ordinary meetings

- 3.17 The general manager must cause the agenda for a meeting of the council or a committee of the council to be prepared as soon as practicable before the meeting.
- 3.18 The general manager must ensure that the agenda for an ordinary meeting of the council states:
- (a) all matters to be dealt with arising out of the proceedings of previous meetings of the council, and
  - (b) if the mayor is the chairperson – any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
  - (c) all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and
  - (d) any business of which due notice has been given under clause 3.10.
- 3.19 Nothing in clause 3.18 limits the powers of the mayor to put a mayoral minute to a meeting under clause 9.6.
- 3.20 The general manager must not include in the agenda for a meeting of the council any business of which due notice has been given if, in the opinion of the general manager, the business is, or the implementation of the business would be, unlawful. The general manager must report, without giving details of the item of business, any such exclusion to the next meeting of the council.
- 3.21 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the general manager, is likely to take place when the meeting is closed to the public, the general manager must ensure that the agenda of the meeting:



- (a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and
- (b) states the grounds under section 10A(2) of the Act relevant to the item of business.

**Note: Clause 3.21 reflects section 9(2A)(a) of the Act.**

- 3.22 The general manager must ensure that the details of any item of business which, in the opinion of the general manager, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to councillors for the meeting concerned. Such details must not be included in the business papers made available to the public, and must not be disclosed by a councillor or by any other person to another person who is not authorised to have that information.

#### Statement of Ethical Obligations

- 3.23 Business papers for all ordinary and extraordinary meetings of the council and committees of the council must contain a statement reminding councillors of their oath or affirmation of office made under section 233A of the Act and their obligations under the council's code of conduct to disclose and appropriately manage conflicts of interest.

#### Availability of the agenda and business papers to the public

- 3.24 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the council and committees of council, are to be published on the council's website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the council, at the relevant meeting and at such other venues determined by the council.

**Note: Clause 3.24 reflects section 9(2) and (4) of the Act.**

- 3.25 Clause 3.24 does not apply to the business papers for items of business that the general manager has identified under clause 3.21 as being likely to be considered when the meeting is closed to the public.

**Note: Clause 3.25 reflects section 9(2A)(b) of the Act.**

- 3.26 For the purposes of clause 3.24, copies of agendas and business papers must be published on the council's website and made available to the public at a time that is as close as possible to the time they are available to councillors.

**Note: Clause 3.26 reflects section 9(3) of the Act.**

- 3.27 A copy of an agenda, or of an associated business paper made available under clause 3.24, may in addition be given or made available in electronic form.

**Note: Clause 3.27 reflects section 9(5) of the Act.**



### Agenda and business papers for extraordinary meetings

- 3.28 The general manager must ensure that the agenda for an extraordinary meeting of the council deals only with the matters stated in the notice of the meeting.
- 3.29 Despite clause 3.28, business may be considered at an extraordinary meeting of the council, even though due notice of the business has not been given, if:
- (a) a motion is passed to have the business considered at the meeting, and
  - (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 3.30 A motion moved under clause 3.29(a) can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with.
- 3.31 Despite clauses 10.20–10.30, only the mover of a motion moved under clause 3.29(a) can speak to the motion before it is put.
- 3.32 A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.29(b) on whether a matter is of great urgency.

### Pre-meeting briefing sessions

- 3.33 Prior to each ordinary meeting of the council, the general manager may arrange a pre-meeting briefing session to brief councillors on business to be considered at the meeting. Pre-meeting briefing sessions may also be held for extraordinary meetings of the council and meetings of committees of the council.
- 3.34 Pre-meeting briefing sessions are to be held in the absence of the public.
- 3.35 Pre-meeting briefing sessions may be held by audio visual link
- 3.36 The general manager or a member of staff nominated by the general manager is to preside at pre-meeting briefing sessions.
- 3.37 Councillors must not use pre-meeting briefing sessions to debate or make preliminary decisions on items of business they are being briefed on, and any debate and decision-making must be left to the formal council or committee meeting at which the item of business is to be considered.
- 3.38 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of a briefing at a pre-meeting briefing session, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at pre-meeting briefing



sessions and how the conflict of interest was managed by the councillor who made the declaration.

#### **4 PUBLIC FORUMS**

- 4.1 The council may hold a public forum prior to each ordinary meeting of the council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to extraordinary council meetings and meetings of committees of the council.
- 4.2 Public forums may be held by audio visual link.
- 4.3 Public forums are to be chaired by the mayor or their nominee.
- 4.4 To speak at a public forum, a person must first make an application to the council in the approved form. Applications to speak at the public forum must be received by five business days before the date on which the public forum is to be held, and must identify the item of business on the agenda of the council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.
- 4.5 A person may apply to speak on no more than two items of business on the agenda of the council meeting.
- 4.6 Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.
- 4.7 The general manager or their delegate may refuse an application to speak at a public forum. The general manager or their delegate must give reasons in writing for a decision to refuse an application.
- 4.8 No more than (number to be specified by the Council) speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the council meeting.
- 4.9 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to address the council on the item of business. If the speakers are not able to agree on whom to nominate to address the council, the general manager or their delegate is to determine who will address the council at the public forum.



- 4.10 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may, in consultation with the mayor or the mayor's nominated chairperson, increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the Council to hear a fuller range of views on the relevant item of business.
- 4.11 Approved speakers at the public forum are to register with the council any written, visual or audio material to be presented in support of their address to the council at the public forum, and to identify any equipment needs no more than three (3) days before the public forum. The general manager or their delegate may refuse to allow such material to be presented.
- 4.12 The general manager or their delegate is to determine the order of speakers at the public forum.
- 4.13 Each speaker will be allowed three (3) minutes to address the council. This time is to be strictly enforced by the chairperson.
- 4.14 Speakers at public forums must not digress from the item on the agenda of the council meeting they have applied to address the council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.
- 4.15 A councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at a public forum. Questions put to a speaker must be direct, succinct and without argument.
- 4.16 Speakers are under no obligation to answer a question put under clause 4.15. Answers by the speaker, to each question are to be limited to two (2) minutes.
- 4.17 Speakers at public forums cannot ask questions of the council, councillors or council staff.
- 4.18 The general manager or their nominee may, with the concurrence of the chairperson, address the council for up to two (2) minutes in response to an address to the council at a public forum after the address and any subsequent questions and answers have been finalised.
- 4.19 Where an address made at a public forum raises matters that require further consideration by council staff, the general manager may recommend that the council defer consideration of the matter pending the preparation of a further report on the matters.



- 4.20 When addressing the council, speakers at public forums must comply with this code and all other relevant council codes, policies and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the council's code of conduct or making other potentially defamatory statements.
- 4.21 If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 4.20, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.
- 4.22 Clause 4.21 does not limit the ability of the chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 15 of this code.
- 4.23 Where a speaker engages in conduct of the type referred to in clause 4.20, the general manager or their delegate may refuse further applications from that person to speak at public forums for such a period as the general manager or their delegate considers appropriate.
- 4.24 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at public forums and how the conflict of interest was managed by the councillor who made the declaration.

**Note: Public forums should not be held as part of a council or committee meeting. Council or committee meetings should be reserved for decision-making by the council or committee of council. Where a public forum is held as part of a council or committee meeting, it must be conducted in accordance with the other requirements of this code relating to the conduct of council and committee meetings.**

## 5 COMING TOGETHER

### Attendance by councillors at meetings

- 5.1 All councillors must make reasonable efforts to attend meetings of the council and of committees of the council of which they are members.

**Note: A councillor may not attend a meeting as a councillor (other than the first meeting of the council after the councillor is elected or a meeting at which the councillor takes an oath or makes an affirmation of office) until**



**they have taken an oath or made an affirmation of office in the form prescribed under section 233A of the Act.**

- 5.2 A councillor cannot participate in a meeting of the council or of a committee of the council unless personally present at the meeting.
- 5.3 Omitted.
- 5.4 Where a councillor is unable to attend one or more ordinary meetings of the council, the councillor should request that the council grant them a leave of absence from those meetings. This clause does not prevent a councillor from making an apology if they are unable to attend a meeting. However the acceptance of such an apology does not constitute the granting of a leave of absence for the purposes of this code and the Act.
- 5.5 A councillor's request for leave of absence from council meetings should, if practicable, identify (by date) the meetings from which the councillor intends to be absent and the grounds upon which the leave of absence is being sought.
- 5.6 The council must act reasonably when considering whether to grant a councillor's request for a leave of absence.
- 5.7 A councillor's civic office will become vacant if the councillor is absent from three (3) consecutive ordinary meetings of the council without prior leave of the council, or leave granted by the council at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the council has been suspended under the Act, or as a consequence of a compliance order under section 438HA.  
**Note: Clause 5.7 reflects section 234(1)(d) of the Act.**
- 5.8 A councillor who intends to attend a meeting of the council despite having been granted a leave of absence should, if practicable, give the general manager at least two (2) days' notice of their intention to attend.

The quorum for a meeting

- 5.9 The quorum for a meeting of the council is a majority of the councillors of the council who hold office at that time and are not suspended from office.  
**Note: Clause 5.9 reflects section 368(1) of the Act.**
- 5.10 Clause 5.9 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the council.  
**Note: Clause 5.10 reflects section 368(2) of the Act.**





- 5.11 A meeting of the council must be adjourned if a quorum is not present:
- (a) at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or
  - (b) within half an hour after the time designated for the holding of the meeting, or
  - (c) at any time during the meeting.
- 5.12 In either case, the meeting must be adjourned to a time, date and place fixed:
- (a) by the chairperson, or
  - (b) in the chairperson's absence, by the majority of the councillors present, or
  - (c) failing that, by the general manager.
- 5.13 The general manager must record in the council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the council, together with the names of the councillors present.
- 5.14 Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the safety and welfare of councillors, council staff and members of the public may be put at risk by attending the meeting because of a natural disaster (such as, but not limited to flood or bushfire), the mayor may, in consultation with the general manager and, as far as is practicable, with each councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the council's website and in such other manner that the council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.
- 5.15 Where a meeting is cancelled under clause 5.14, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the council or at an extraordinary meeting called under clause 3.3.

#### Meetings held by audio visual link

- 5.16 A meeting of the council or a committee of the council may be held by audio visual link where the mayor determines that the meeting should be held by audio visual link because of a natural disaster or a public health emergency. The mayor may only make a determination under this clause where they are satisfied that attendance at the meeting may put the health and safety of councillors and staff at risk. The mayor must make a determination under this clause in consultation with the general manager and, as far as practicable, with each councillor.
- 5.17 Where the mayor determines under clause 5.16 that a meeting is to be held by audio visual link, the general manager must:



- (a) give written notice to all councillors that the meeting is to be held by audio visual link, and
- (b) take all reasonable steps to ensure that all councillors can participate in the meeting by audio visual link, and
- (c) cause a notice to be published on the council's website and in such other manner the general manager is satisfied will bring it to the attention of as many people as possible, advising that the meeting is to be held by audio visual link and providing information about where members of the public may view the meeting.

5.18 This code applies to a meeting held by audio visual link under clause 5.16 in the same way it would if the meeting was held in person.

**NOTE: Where a council holds a meeting by audio visual link under clause 5.16, it is still required under section 10 of the Act to provide a physical venue for members of the public to attend in person and observe the meeting.**

Attendance by councillors at meetings by audio visual link

- 5.19 Councillors may attend and participate in meetings of the council and committees of the council by audio visual link with the approval of the council or the relevant committee.
- 5.20 A request by a councillor for approval to attend a meeting by audio visual link must be made in writing to the general manager prior to the meeting in question and must provide reasons why the councillor will be prevented from attending the meeting in person.
- 5.21 Councillors may request approval to attend more than one meeting by audio visual link. Where a councillor requests approval to attend more than one meeting by audio visual link, the request must specify the meetings the request relates to in addition to the information required under clause 5.20.
- 5.22 The council must comply with the Health Privacy Principles prescribed under the Health Records and Information Privacy Act 2002 when collecting, holding, using and disclosing health information in connection with a request by a councillor to attend a meeting by audio visual link.
- 5.23 A councillor who has requested approval to attend a meeting of the council or a committee of the council by audio visual link may participate in the meeting by audio visual link until the council or committee determines whether to approve their request and is to be taken as present at the meeting. The councillor may participate in a decision in relation to their request to attend the meeting by audio visual link.



- 5.24 A decision whether to approve a request by a councillor to attend a meeting of the council or committee of the council by audio visual link must be made by a resolution of the council or the committee concerned. The resolution must state:
- (a) the meetings the resolution applies to, and
  - (b) the reason why the councillor is being permitted to attend the meetings by audio visual link where it is on grounds other illness, disability or caring responsibilities.
- 5.25 If the council or committee refuses a councillor's request to attend a meeting by audio visual link, their link to the meeting is to be terminated.
- 5.26 A decision whether to approve a councillor's request to attend a meeting by audio visual link is at the council's or the relevant committee's discretion. The council and committees of the council must act reasonably when considering requests by councillors to attend meetings by audio visual link. However, the council and committees of the council are under no obligation to approve a councillor's request to attend a meeting by audio visual link where the technical capacity does not exist to allow the councillor to attend the meeting by these means.
- 5.27 The council and committees of the council may refuse a councillor's request to attend a meeting by audio visual link where the council or committee is satisfied that the councillor has failed to appropriately declare and manage conflicts of interest, observe confidentiality or to comply with this code on one or more previous occasions they have attended a meeting of the council or a committee of council by audio visual link.
- 5.28 This code applies to a councillor attending a meeting by audio visual link in the same way it would if the councillor was attending the meeting in person. Where a councillor is permitted to attend a meeting by audio visual link under this code, they are to be taken as attending the meeting in person for the purposes of the code and will have the same voting rights as if they were attending the meeting in person.
- 5.29 A councillor must give their full attention to the business and proceedings of the meeting when attending a meeting by audio visual link. The councillors camera must be on at all times during the meeting except as may be otherwise provided for under this code.
- 5.30 A councillor must be appropriately dressed when attending a meeting by audio visual link and must ensure that no items are within sight of the meeting that are inconsistent with the maintenance of order at the meeting or that are likely to bring the council or the committee into disrepute.



### Entitlement of the public to attend council meetings

5.31 Everyone is entitled to attend a meeting of the council and committees of the council. The council must ensure that all meetings of the council and committees of the council are open to the public.

**Note: Clause 5.31 reflects section 10(1) of the Act.**

5.32 Clause 5.16 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.

5.33 A person (whether a councillor or another person) is not entitled to be present at a meeting of the council or a committee of the council if expelled from the meeting:

(a) by a resolution of the meeting, or

(b) by the person presiding at the meeting if the council has, by resolution, authorised the person presiding to exercise the power of expulsion.

**Note: Clause 5.33 reflects section 10(2) of the Act.**

**NOTE: If adopted, clauses 15.14 and 15.15 confer a standing authorisation on all chairpersons of meetings of the council and committees of the council to expel persons from meetings. If adopted, clause 15.14 authorises chairpersons to expel any person, including a councillor, from a council or committee meeting. Alternatively, if adopted clause 15.15 authorises chairpersons to expel persons other than councillors from a council or committee meeting.**

### Webcasting of meetings

5.34 Each meeting of the council or a committee of the council is to be recorded by means of an audio or audio visual device.

5.35 At the start of each meeting of the council or a committee of the council, the chairperson must inform the persons attending the meeting that:

(a) the meeting is being recorded and made publicly available on the council's website, and

(b) persons attending the meeting should refrain from making any defamatory statements.

5.36 The recording of a meeting is to be made public available on the council's website:

(a) at the same time as the meeting is taking place, or

(b) **as soon as practicable after the meeting. Or within five (5) business days of the meeting.**

5.37 A ~~The recording of each meeting of the council and committee of the council~~ meeting is to be ~~retained~~ made public available on the council's website for at



least twelve (12) months. ~~Recordings of meetings may be disposed of in accordance with the *State Records Act 1998*.~~

5.38 Clauses 5.36 and 5.37 do not apply to any part of a meeting that has been closed to the public in accordance with section 10A of the Act.

Note: Clause 5.34 – 5.38 reflect section 236 of the Regulation.

5.39 Recordings of meetings may be disposed of in accordance with the *State Records Act 1998*.

#### Attendance of the general manager and other staff at meetings

5.40 The general manager is entitled to attend, but not to vote at, a meeting of the council or a meeting of a committee of the council of which all of the members are councillors.

**Note: Clause 5.40 reflects section 376(1) of the Act.**

5.41 The general manager is entitled to attend a meeting of any other committee of the council and may, if a member of the committee, exercise a vote.

**Note: Clause 5.41 reflects section 376(2) of the Act.**

5.42 The general manager may be excluded from a meeting of the council or a committee while the council or committee deals with a matter relating to the standard of performance of the general manager or the terms of employment of the general manager.

**Note: Clause 5.42 reflects section 376(3) of the Act.**

5.43 The attendance of other council staff at a meeting, (other than as members of the public) shall be with the approval of the general manager.

5.44 The general manager and other Council staff may attend meetings of the council and committees of the council by audio visual link. Attendance by Council staff at meetings by audio visual link (other than members of the public) shall be with the approval of the general manager.

## **6 THE CHAIRPERSON**

### The chairperson at meetings

6.1 The mayor, or at the request of or in the absence of the mayor, the deputy mayor (if any) presides at meetings of the council.

**Note: Clause 6.1 reflects section 369(1) of the Act.**

6.2 If the mayor and the deputy mayor (if any) are absent, a councillor elected to chair the meeting by the councillors present presides at a meeting of the council.

**Note: Clause 6.2 reflects section 369(2) of the Act.**



### Election of the chairperson in the absence of the mayor and deputy mayor

- 6.3 If no chairperson is present at a meeting of the council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.
- 6.4 The election of a chairperson must be conducted:
- (a) by the general manager or, in their absence, an employee of the council designated by the general manager to conduct the election, or
  - (b) by the person who called the meeting or a person acting on their behalf if neither the general manager nor a designated employee is present at the meeting, or if there is no general manager or designated employee.
- 6.5 If, at an election of a chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.
- 6.6 For the purposes of clause 6.5, the person conducting the election must:
- (a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
  - (b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.
- 6.7 The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.
- 6.8 Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

### Chairperson to have precedence

- 6.9 When the chairperson rises or speaks during a meeting of the council:
- (a) any councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and
  - (b) every councillor present must be silent to enable the chairperson to be heard without interruption.

## **7 MODES OF ADDRESS**

- 7.1 If the chairperson is the mayor, they are to be addressed as 'Mr Mayor' or 'Madam Mayor'.
- 7.2 Where the chairperson is not the mayor, they are to be addressed as either 'Mr Chairperson' or 'Madam Chairperson'.
- 7.3 A councillor is to be addressed as 'Councillor [surname]'.



- 7.4 A council officer is to be addressed by their official designation or as Mr/Ms [surname].

## **8 ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS**

- 8.1 At a meeting of the council, the general order of business is as fixed by resolution of the council.
- 8.2 Omitted.
- 8.3 The order of business as fixed under clause 8.1 may be altered for a particular meeting of the council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.

**NOTE: If adopted, Part 13 allows council to deal with items of business by exception.**

- 8.4 Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 8.3 may speak to the motion before it is put.

## **9 CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS**

### Business that can be dealt with at a council meeting

- 9.1 The council must not consider business at a meeting of the council:
- (a) unless a councillor has given notice of the business, as required by clause 3.10, and
  - (b) unless notice of the business has been sent to the councillors in accordance with clause 3.7 in the case of an ordinary meeting or clause 3.9 in the case of an extraordinary meeting called in an emergency.
- 9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:
- (a) is already before, or directly relates to, a matter that is already before the council, or
  - (b) is the election of a chairperson to preside at the meeting, or
  - (c) subject to clause 9.9, is a matter or topic put to the meeting by way of a mayoral minute, or
  - (d) is a motion for the adoption of recommendations of a committee, including, but not limited to, a committee of the council.
- 9.3 Despite clause 9.1, business may be considered at a meeting of the council even though due notice of the business has not been given to the councillors if:
- (a) a motion is passed to have the business considered at the meeting, and
  - (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.



- 9.4 A motion moved under clause 9.3(a) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 9.3(a) can speak to the motion before it is put.
- 9.5 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.3(b).

#### Mayoral minutes

- 9.6 Subject to clause 9.9, if the mayor is the chairperson at a meeting of the council, the mayor may, by minute signed by the mayor, put to the meeting without notice any matter or topic that is within the jurisdiction of the council, or of which the council has official knowledge.
- 9.7 A mayoral minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The chairperson (but only if the chairperson is the mayor) may move the adoption of a mayoral minute without the motion being seconded.
- 9.8 A recommendation made in a mayoral minute put by the mayor is, so far as it is adopted by the council, a resolution of the council.
- 9.9 A mayoral minute must not be used to put without notice matters that are routine and not urgent, or matters for which proper notice should be given because of their complexity. For the purpose of this clause, a matter will be urgent where it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 9.10 Where a mayoral minute makes a recommendation which, if adopted, would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan, it must identify the source of funding for the expenditure that is the subject of the recommendation. If the mayoral minute does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the recommendation if adopted.

#### Staff reports

- 9.11 A recommendation made in a staff report is, so far as it is adopted by the council, a resolution of the council.

#### Reports of committees of council

- 9.12 The recommendations of a committee of the council are, so far as they are adopted by the council, resolutions of the council.





- 9.13 If in a report of a committee of the council distinct recommendations are made, the council may make separate decisions on each recommendation.

### Questions

- 9.14 A question must not be asked at a meeting of the council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.10 and 3.14.
- 9.15 A councillor may, through the chairperson, put a question to another councillor about a matter on the agenda.
- 9.16 A councillor may, through the general manager, put a question to a council employee about a matter on the agenda. Council employees are only obliged to answer a question put to them through the general manager at the direction of the general manager.
- 9.17 A councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to documents. Where a councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the council.
- 9.18 Councillors must put questions directly, succinctly, respectfully and without argument.
- 9.19 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a councillor or council employee.

## **10 RULES OF DEBATE**

### Motions to be seconded

- 10.1 Unless otherwise specified in this code, a motion or an amendment cannot be debated unless or until it has been seconded.

### Notices of motion

- 10.2 A councillor who has submitted a notice of motion under clause 3.10 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.
- 10.3 If a councillor who has submitted a notice of motion under clause 3.10 wishes to withdraw it after the agenda and business paper for the meeting at which it is to be considered have been sent to councillors, the councillor may request the withdrawal of the motion when it is before the council.



- 10.4 In the absence of a councillor who has placed a notice of motion on the agenda for a meeting of the council:
- (a) any other councillor may, with the leave of the chairperson, move the motion at the meeting, or
  - (b) the chairperson may defer consideration of the motion until the next meeting of the council.

#### Chairperson's duties with respect to motions

- 10.5 It is the duty of the chairperson at a meeting of the council to receive and put to the meeting any lawful motion that is brought before the meeting.
- 10.6 The chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.
- 10.7 Before ruling out of order a motion or an amendment to a motion under clause 10.6, the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.
- 10.8 Any motion, amendment or other matter that the chairperson has ruled out of order is taken to have been lost.

#### Motions requiring the expenditure of funds

- 10.9 A motion or an amendment to a motion which if passed would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the motion. If the motion does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the motion if adopted.

#### Amendments to motions

- 10.10 An amendment to a motion must be moved and seconded before it can be debated.
- 10.11 An amendment to a motion must relate to the matter being dealt with in the original motion before the council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.
- 10.12 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.



- 10.13 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before council at any one time.
- 10.14 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.
- 10.15 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.
- 10.16 An amendment may become the motion without debate or a vote where it is accepted by the councillor who moved the original motion.

#### Foreshadowed motions

- 10.17 A councillor may propose a foreshadowed motion in relation to the matter the subject of the original motion before the council, without a seconder during debate on the original motion. The foreshadowed motion is only to be considered if the original motion is lost or withdrawn and the foreshadowed motion is then moved and seconded. If the original motion is carried, the foreshadowed motion lapses.
- 10.18 Where an amendment has been moved and seconded, a councillor may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with. There is no limit to the number of foreshadowed amendments that may be put before the council at any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.
- 10.19 Foreshadowed motions and foreshadowed amendments are to be considered in the order in which they are proposed. However, foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.

#### Limitations on the number and duration of speeches

- 10.20 A councillor who, during a debate at a meeting of the council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.
- 10.21 A councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.



- 10.22 A councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time.
- 10.23 Despite clause 10.22, the chairperson may permit a councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the councillor to make a statement limited to explaining the misrepresentation or misunderstanding.
- 10.24 Despite clause 10.22, the council may resolve to shorten the duration of speeches to expedite the consideration of business at a meeting.
- 10.25 Despite clauses 10.20 and 10.21, a councillor may move that a motion or an amendment be now put:
- (a) if the mover of the motion or amendment has spoken in favour of it and no councillor expresses an intention to speak against it, or
  - (b) if at least two (2) councillors have spoken in favour of the motion or amendment and at least two (2) councillors have spoken against it.
- 10.26 The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.25. A seconder is not required for such a motion.
- 10.27 If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 10.20.
- 10.28 If a motion that the original motion or an amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.
- 10.29 All councillors must be heard without interruption and all other councillors must, unless otherwise permitted under this code, remain silent while another councillor is speaking.
- 10.30 Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.
- 10.31 Omitted.



## 11 VOTING

### Voting entitlements of councillors

11.1 Each councillor is entitled to one (1) vote.

**Note: Clause 11.1 reflects section 370(1) of the Act.**

11.2 The person presiding at a meeting of the council has, in the event of an equality of votes, a second or casting vote.

**Note: Clause 11.2 reflects section 370(2) of the Act.**

11.3 Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.

11.4 Omitted

### Voting at council meetings

11.5 A councillor who is present at a meeting of the council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.

11.6 If a councillor who has voted against a motion put at a council meeting so requests, the general manager must ensure that the councillor's dissenting vote is recorded in the council's minutes.

11.7 The decision of the chairperson as to the result of a vote is final, unless the decision is immediately challenged and not fewer than two (2) councillors rise and call for a division.

11.8 When a division on a motion is called, the chairperson must ensure that the division takes place immediately. The general manager must ensure that the names of those who vote for the motion and those who vote against it are recorded in the council's minutes for the meeting.

11.9 When a division on a motion is called, any councillor who fails to vote will be recorded as having voted against the motion in accordance with clause 11.4 of this code.

11.10 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the council may resolve that the voting in any election by councillors for mayor or deputy mayor is to be by secret ballot.

11.11 Omitted



### Voting on planning decisions

- 11.12 The general manager must keep a register containing, for each planning decision made at a meeting of the council or a council committee (including, but not limited to a committee of the council), the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.
- 11.13 For the purpose of maintaining the register, a division is taken to have been called whenever a motion for a planning decision is put at a meeting of the council or a council committee.
- 11.14 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.
- 11.15 Clauses 11.12–11.14 apply also to meetings that are closed to the public.  
**Note: Clauses 11.12–11.15 reflect section 375A of the Act.**  
**Note: The requirements of clause 11.12 may be satisfied by maintaining a register of the minutes of each planning decision.**

## **12 COMMITTEE OF THE WHOLE**

- 12.1 The council may resolve itself into a committee to consider any matter before the council.  
**Note: Clause 12.1 reflects section 373 of the Act.**
- 12.2 All the provisions of this code relating to meetings of the council, so far as they are applicable, extend to and govern the proceedings of the council when in committee of the whole, except the provisions limiting the number and duration of speeches.  
**Note: Clauses 10.20–10.30 limit the number and duration of speeches.**
- 12.3 The general manager or, in the absence of the general manager, an employee of the council designated by the general manager, is responsible for reporting to the council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full but any recommendations of the committee must be reported.
- 12.4 The council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the council's minutes. However, the council is not taken to have adopted the report until a motion for adoption has been made and passed.



### **13 DEALING WITH ITEMS BY EXCEPTION**

- 13.1 The council or a committee of council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution.
- 13.2 Before the council or committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the chairperson must list the items of business to be adopted and ask councillors to identify any individual items of business listed by the chairperson that they intend to vote against the recommendation made in the business paper or that they wish to speak on.
- 13.3 The council or committee must not resolve to adopt any item of business under clause 13.1 that a councillor has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.
- 13.4 Where the consideration of multiple items of business together under clause 13.1 involves a variation to the order of business for the meeting, the council or committee must resolve to alter the order of business in accordance with clause 8.3.
- 13.5 A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.
- 13.6 Items of business adopted under clause 13.1 are to be taken to have been adopted unanimously.
- 13.7 Councillors must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1 in accordance with the requirements of the council's code of conduct.

### **14 CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC**

#### Grounds on which meetings can be closed to the public

- 14.1 The council or a committee of the council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:
  - (a) personnel matters concerning particular individuals (other than councillors),
  - (b) the personal hardship of any resident or ratepayer,
  - (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
  - (d) commercial information of a confidential nature that would, if disclosed:
    - (i) prejudice the commercial position of the person who supplied it, or
    - (ii) confer a commercial advantage on a competitor of the council, or
    - (iii) reveal a trade secret,



- (e) information that would, if disclosed, prejudice the maintenance of law,
- (f) matters affecting the security of the council, councillors, council staff or council property,
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
- (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
- (i) alleged contraventions of the council's code of conduct.

**Note: Clause 14.1 reflects section 10A(1) and (2) of the Act.**

- 14.2 The council or a committee of the council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

**Note: Clause 14.2 reflects section 10A(3) of the Act.**

Matters to be considered when closing meetings to the public

- 14.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:

- (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
- (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

**Note: Clause 14.3 reflects section 10B(1) of the Act.**

- 14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:

- (a) are substantial issues relating to a matter in which the council or committee is involved, and
- (b) are clearly identified in the advice, and
- (c) are fully discussed in that advice.

**Note: Clause 14.4 reflects section 10B(2) of the Act.**

- 14.5 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1.

**Note: Clause 14.5 reflects section 10B(3) of the Act.**





- 14.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:
- (a) a person may misinterpret or misunderstand the discussion, or
  - (b) the discussion of the matter may:
    - (i) cause embarrassment to the council or committee concerned, or to councillors or to employees of the council, or
    - (ii) cause a loss of confidence in the council or committee.

**Note: Clause 14.6 reflects section 10B(4) of the Act.**

- 14.7 In deciding whether part of a meeting is to be closed to the public, the council or committee concerned must consider any relevant guidelines issued by the Chief Executive of the Office of Local Government.

**Note: Clause 14.7 reflects section 10B(5) of the Act.**

Notice of likelihood of closure not required in urgent cases

- 14.8 Part of a meeting of the council, or of a committee of the council, may be closed to the public while the council or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed, but only if:
- (a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and
  - (b) the council or committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:
    - (i) should not be deferred (because of the urgency of the matter), and
    - (ii) should take place in a part of the meeting that is closed to the public.

**Note: Clause 14.8 reflects section 10C of the Act.**

Representations by members of the public

- 14.9 The council, or a committee of the council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

**Note: Clause 14.9 reflects section 10A(4) of the Act.**

- 14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.

- 14.11 Where the matter has been identified in the agenda of the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the council in the approved form. Applications must be received by five (5) days before the meeting at which the matter is to be considered.

- 14.12 The general manager (or their delegate) may refuse an application made under



clause 14.11. The general manager or their delegate must give reasons in writing for a decision to refuse an application.

- 14.13 No more than four (4) speakers are to be permitted to make representations under clause 14.9.
- 14.14 If more than the permitted number of speakers apply to make representations under clause 14.9, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to the council. If the speakers are not able to agree on whom to nominate to make representations under clause 14.9, the general manager or their delegate is to determine who will make representations to the council.
- 14.15 The general manager (or their delegate) is to determine the order of speakers.
- 14.16 Where the council or a committee of the council proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, the chairperson is to invite representations from the public under clause 14.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than four (4) speakers to make representations in such order as determined by the chairperson.
- 14.17 Each speaker will be allowed three (3) minutes to make representations, and this time limit is to be strictly enforced by the chairperson. Speakers must confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

#### Expulsion of non-councillors from meetings closed to the public

- 14.18 If a meeting or part of a meeting of the council or a committee of the council is closed to the public in accordance with section 10A of the Act and this code, any person who is not a councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.
- 14.19 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.



#### Obligations of councillors attending by audio visual link

- 14.20 Councillors attending a meeting by audio visual link must ensure that no other person is within sight or hearing of the meeting at any time that the meeting is closed to the public under section 10A of the Act.

#### Information to be disclosed in resolutions closing meetings to the public

- 14.21 The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the following:
- (a) the relevant provision of section 10A(2) of the Act,
  - (b) the matter that is to be discussed during the closed part of the meeting,
  - (c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

**Note: Clause 14.21 reflects section 10D of the Act.**

#### Resolutions passed at closed meetings to be made public

- 14.22 If the council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.
- 14.23 Resolutions passed during a meeting, or a part of a meeting, that is closed to the public must be made public by the chairperson under clause 14.22 during a part of the meeting that is webcast.

### **15 KEEPING ORDER AT MEETINGS**

#### Points of order

- 15.1 A councillor may draw the attention of the chairperson to an alleged breach of this code by raising a point of order. A point of order does not require a seconder.
- 15.2 A point of order cannot be made with respect to adherence to the principles contained in clause 2.1.
- 15.3 A point of order must be taken immediately it is raised. The chairperson must suspend the business before the meeting and permit the councillor raising the point of order to state the provision of this code they believe has been breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.



### Questions of order

- 15.4 The chairperson, without the intervention of any other councillor, may call any councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.
- 15.5 A councillor who claims that another councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.
- 15.6 The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the council.
- 15.7 The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

### Motions of dissent

- 15.8 A councillor can, without notice, move to dissent from a ruling of the chairperson on a point of order or a question of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.
- 15.9 If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.
- 15.10 Despite any other provision of this code, only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

### Acts of disorder

- 15.11 A councillor commits an act of disorder if the councillor, at a meeting of the council or a committee of the council:
- (a) contravenes the Act or any regulation in force under the Act or this code, or
  - (b) assaults or threatens to assault another councillor or person present at the meeting, or
  - (c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the council or the committee, or addresses or attempts to address the council or the committee on such a motion, amendment or matter, or
  - (d) insults or makes personal reflections on or imputes improper motives to any other council official, or alleges a breach of the council's code of conduct, or
  - (e) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the council or the committee into disrepute.



**Note: Clause 15.11 reflects section 182 of the Regulation.**

- 15.12 The chairperson may require a councillor:
- (a) to apologise without reservation for an act of disorder referred to in clauses 15.11(a) or (b), or
  - (b) to withdraw a motion or an amendment referred to in clause 15.11(c) and, where appropriate, to apologise without reservation, or
  - (c) to retract and apologise without reservation for an act of disorder referred to in clauses 15.11(d) and (e).

**Note: Clause 15.12 reflects section 233 of the Regulation**

How disorder at a meeting may be dealt with

- 15.13 If disorder occurs at a meeting of the council, the chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. The council, on reassembling, must, on a question put from the chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of councillors.

Expulsion from meetings

- 15.14 Omitted
- 15.15 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person other than a councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act. Councillors may only be expelled by resolution of the council or the committee of the council.
- 15.16 Clause 15.15 does not limit the ability of the council or a committee of the council to resolve to expel a person, including a councillor, from a council or committee meeting, under section 10(2)(a) of the Act.
- 15.17 A councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for having failed to comply with a requirement under clause 15.12. The expulsion of a councillor from the meeting for that reason does not prevent any other action from being taken against the councillor for the act of disorder concerned.
- Note: Clause 15.17 reflects section 233(2) of the Regulation**
- 15.18 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for engaging in or having engaged in disorderly conduct at the meeting.



- 15.19 Where a councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.
- 15.20 If a councillor or a member of the public fails to leave the place where a meeting of the council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the councillor or member of the public from that place and, if necessary, restrain the councillor or member of the public from re-entering that place for the remainder of the meeting.

How disorder by councillors attending meetings by audio visual link may be dealt with

- 15.21 Where a councillor is attending a meeting by audio visual link, the chairperson or a person authorised by the chairperson may mute the councillor's audio link to the meeting for the purposes of enforcing compliance with this code.
- 15.22 If a councillor attending a meeting by audio visual link is expelled from a meeting for an act of disorder, the chairperson of the meeting or a person authorised by the chairperson, may terminate the councillor's audio visual link to the meeting.

Use of mobile phones and the unauthorised recording of meetings

- 15.23 Councillors, council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the council and committees of the council.
- 15.24 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the council or a committee of the council without the prior authorisation of the council or the committee.
- 15.25 Without limiting clause 15.18, a contravention of clause 5.24 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.18. Any person who contravenes or attempts to contravene clause 15.24, may be expelled from the meeting as provided for under section 10(2) of the Act.
- 15.26 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.



## 16 CONFLICTS OF INTEREST

- 16.1 All councillors and, where applicable, all other persons, must declare and manage any conflicts of interest they may have in matters being considered at meetings of the council and committees of the council in accordance with the council's code of conduct. All declarations of conflicts of interest and how the conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.
- 16.2 Councillors attending a meeting by audio visual link must declare and manage any conflicts of interest they may have in matters being considered at the meeting in accordance with the council's code of conduct. Where a councillor has declared a pecuniary or significant non-pecuniary conflict of interest in a matter being discussed at the meeting, the Councillors audio visual link to the meeting must be suspended or terminated and the councillor must not be in sight or hearing of the meeting at any time during which the matter is being considered or discussed by the council or committee, or at any time during which the council or committee is voting on the matter.

## 17 DECISIONS OF THE COUNCIL

### Council decisions

- 17.1 A decision supported by a majority of the votes at a meeting of the council at which a quorum is present is a decision of the council.  
**Note: Clause 17.1 reflects section 371 of the Act in the case of councils and section 400T(8) in the case of joint organisations.**
- 17.2 Decisions made by the council must be accurately recorded in the minutes of the meeting at which the decision is made.

### Rescinding or altering council decisions

- 17.3 A resolution passed by the council may not be altered or rescinded except by a motion to that effect of which notice has been given under clause 3.10.  
**Note: Clause 17.3 reflects section 372(1) of the Act.**
- 17.4 If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.  
**Note: Clause 17.4 reflects section 372(2) of the Act.**
- 17.5 If a motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with clause 3.10.  
**Note: Clause 17.5 reflects section 372(3) of the Act.**
- 17.6 A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been lost, must be signed by three (3)



councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was lost.

**Note: Clause 17.6 reflects section 372(4) of the Act.**

17.7 If a motion to alter or rescind a resolution has been lost, or if a motion which has the same effect as a previously lost motion is lost, no similar motion may be brought forward within three (3) months of the meeting at which it was lost. This clause may not be evaded by substituting a motion differently worded, but in principle the same.

**Note: Clause 17.7 reflects section 372(5) of the Act.**

17.8 The provisions of clauses 17.5–17.7 concerning lost motions do not apply to motions of adjournment.

**Note: Clause 17.8 reflects section 372(7) of the Act.**

17.9 A notice of motion submitted in accordance with clause 17.6 may only be withdrawn under clause 3.11 with the consent of all signatories to the notice of motion.

17.10 A notice of motion to alter or rescind a resolution relating to a development application must be submitted to the general manager no later than two (2) working days after the meeting at which the resolution was adopted.

17.11 A motion to alter or rescind a resolution of the council may be moved on the report of a committee of the council and any such report must be recorded in the minutes of the meeting of the council.

**Note: Clause 17.11 reflects section 372(6) of the Act.**

17.12 Subject to clause 17.7, in cases of urgency, a motion to alter or rescind a resolution of the council may be moved at the same meeting at which the resolution was adopted, where:

- (a) a notice of motion signed by three councillors is submitted to the chairperson, and
- (b) a motion to have the motion considered at the meeting is passed, and
- (c) the chairperson rules the business that is the subject of the motion is of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.

17.13 A motion moved under clause 17.12(b) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.12(b) can speak to the motion before it is put.

17.14 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.12(c).





### Recommitting resolutions to correct an error

- 17.15 Despite the provisions of this Part, a councillor may, with the leave of the chairperson, move to recommit a resolution adopted at the same meeting:
- (a) to correct any error, ambiguity or imprecision in the council's resolution, or
  - (b) to confirm the voting on the resolution.
- 17.16 In seeking the leave of the chairperson to move to recommit a resolution for the purposes of clause 17.15(a), the councillor is to propose alternative wording for the resolution.
- 17.17 The chairperson must not grant leave to recommit a resolution for the purposes of clause 17.15(a), unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.
- 17.18 A motion moved under clause 17.15 can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.15 can speak to the motion before it is put.
- 17.19 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.15.
- 17.20 A motion moved under clause 17.15 with the leave of the chairperson cannot be voted on unless or until it has been seconded.

## **18 TIME LIMITS ON COUNCIL MEETINGS**

Omitted

## **19 AFTER THE MEETING**

### Minutes of meetings

- 19.1 The council is to keep full and accurate minutes of the proceedings of meetings of the council.
- Note: Clause 19.1 reflects section 375(1) of the Act.**
- 19.2 At a minimum, the general manager must ensure that the following matters are recorded in the council's minutes:
- (a) the names of councillors attending a council meeting and whether they attended the meeting in person or by audio visual link,
  - (b) details of each motion moved at a council meeting and of any amendments moved to it,
  - (c) the names of the mover and seconder of the motion or amendment,
  - (d) whether the motion or amendment was passed or lost, and
  - (e) such other matters specifically required under this code.



19.3 The minutes of a council meeting must be confirmed at a subsequent meeting of the council.

**Note: Clause 19.3 reflects section 375(2) of the Act.**

19.4 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

19.5 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.

**Note: Clause 19.5 reflects section 375(2) of the Act.**

19.6 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

19.7 The confirmed minutes of a council meeting must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

Access to correspondence and reports laid on the table at, or submitted to, a meeting

19.8 The council and committees of the council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.

**Note: Clause 19.8 reflects section 11(1) of the Act.**

19.9 Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.

**Note: Clause 19.9 reflects section 11(2) of the Act.**

19.10 Clause 19.8 does not apply if the council or the committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act.

**Note: Clause 19.10 reflects section 11(3) of the Act.**

19.11 Correspondence or reports to which clauses 19.9 and 19.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

Implementation of decisions of the council

19.12 The general manager is to implement, without undue delay, lawful decisions of



the council.

**Note: Clause 19.12 reflects section 335(b) of the Act.**

## 20 COUNCIL COMMITTEES

### Application of this Part

20.1 This Part only applies to committees of the council whose members are all councillors.

### Council committees whose members are all councillors

20.2 The council may, by resolution, establish such committees as it considers necessary.

20.3 A committee of the council is to consist of the mayor and such other councillors as are elected by the councillors or appointed by the council.

20.4 The quorum for a meeting of a committee of the council is to be:

- (a) such number of members as the council decides, or
- (b) if the council has not decided a number – a majority of the members of the committee.

### Functions of committees

20.5 The council must specify the functions of each of its committees when the committee is established, but may from time to time amend those functions.

### Notice of committee meetings

20.6 The general manager must send to each councillor, regardless of whether they are a committee member, at least three (3) days before each meeting of the committee, a notice specifying:

- (a) the time, date and place of the meeting, and
- (b) the business proposed to be considered at the meeting.

20.7 Notice of less than three (3) days may be given of a committee meeting called in an emergency.

### Attendance at committee meetings

20.8 A committee member (other than the mayor) ceases to be a member of a committee if the committee member:

- (a) has been absent from three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or
- (b) has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.



20.9 Clause 20.8 does not apply if all of the members of the council are members of the committee.

Non-members entitled to attend committee meetings

20.10 A councillor who is not a member of a committee of the council is entitled to attend, and to speak at a meeting of the committee. However, the councillor is not entitled:

- (a) to give notice of business for inclusion in the agenda for the meeting, or
- (b) to move or second a motion at the meeting, or
- (c) to vote at the meeting.

Chairperson and deputy chairperson of council committees

20.11 The chairperson of each committee of the council must be:

- (a) the mayor, or
- (b) if the mayor does not wish to be the chairperson of a committee, a member of the committee elected by the council, or
- (c) if the council does not elect such a member, a member of the committee elected by the committee.

20.12 The council may elect a member of a committee of the council as deputy chairperson of the committee. If the council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.

20.13 If neither the chairperson nor the deputy chairperson of a committee of the council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.

20.14 The chairperson is to preside at a meeting of a committee of the council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting, but if neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

Procedure in committee meetings

20.15 Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the council unless the council or the committee determines otherwise in accordance with this clause.

20.16 Whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote unless the council or the committee determines otherwise in accordance with clause 20.15.

20.17 Omitted



20.18 Voting at a council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

#### Closure of committee meetings to the public

20.19 The provisions of the Act and Part 14 of this code apply to the closure of meetings of committees of the council to the public in the same way they apply to the closure of meetings of the council to the public.

20.20 If a committee of the council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended, and report the resolution or recommendation to the next meeting of the council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.

20.21 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 19.19 during a part of the meeting that is webcast.

#### Disorder in committee meetings

20.22 The provisions of the Act and this code relating to the maintenance of order in council meetings apply to meetings of committees of the council in the same way as they apply to meetings of the council.

#### Minutes of council committee meetings

20.23 Each committee of the council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:

- (a) the names of councillors attending a meeting and whether they attended the meeting in person or by audio visual link,
- (b) details of each motion moved at a meeting and of any amendments moved to it,
- (c) the names of the mover and seconder of the motion or amendment,
- (c) whether the motion or amendment was passed or lost, and
- (e) such other matters specifically required under this code.

20.24 Omitted

20.25 The minutes of meetings of each committee of the council must be confirmed at a subsequent meeting of the committee.

20.26 Any debate on the confirmation of the minutes is to be confined to whether the



minutes are a full and accurate record of the meeting they relate to.

20.27 When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.

20.28 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

20.29 The confirmed minutes of a meeting of a committee of the council must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of meetings of committees of the council on its website prior to their confirmation.

## 21 IRREGULARITIES

21.1 Proceedings at a meeting of a council or a council committee are not invalidated because of:

- (a) a vacancy in a civic office, or
- (b) a failure to give notice of the meeting to any councillor or committee member, or
- (c) any defect in the election or appointment of a councillor or committee member, or
- (d) a failure of a councillor or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a council or committee meeting in accordance with the council's code of conduct, or
- (e) a failure to comply with this code.

**Note: Clause 21.1 reflects section 374 of the Act.**

## 22 DEFINITIONS

the Act	means the <i>Local Government Act 1993</i>
act of disorder	means an act of disorder as defined in clause 15.11 of this code
amendment	in relation to an original motion, means a motion moving an amendment to that motion
audio recorder	any device capable of recording speech
business day	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales
chairperson	in relation to a meeting of the council – means the person presiding at the meeting as provided by section 369 of the



	Act and clauses 6.1 and 6.2 of this code, and in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 20.11 of this code
this code	means the council’s adopted code of meeting practice
committee of the council	means a committee established by the council in accordance with clause 20.2 of this code (being a committee consisting only of councillors) or the council when it has resolved itself into committee of the whole under clause 12.1
council official	has the same meaning it has in the Model Code of Conduct for Local Councils in NSW
day	means calendar day
division	means a request by two councillors under clause 11.7 of this code requiring the recording of the names of the councillors who voted both for and against a motion
foreshadowed amendment	means a proposed amendment foreshadowed by a councillor under clause 10.18 of this code during debate on the first amendment
foreshadowed motion	means a motion foreshadowed by a councillor under clause 10.17 of this code during debate on an original motion
open voting	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means
planning decision	means a decision made in the exercise of a function of a council under the <i>Environmental Planning and Assessment Act 1979</i> including any decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but not including the making of an order under Division 9.3 of Part 9 of that Act
performance improvement order	means an order issued under section 438A of the Act
quorum	means the minimum number of councillors or committee members necessary to conduct a meeting
the Regulation	means the <i>Local Government (General) Regulation 2005</i>
webcast	a video or audio broadcast of a meeting transmitted across the internet either concurrently with the meeting or at a later time
year	means the period beginning 1 July and ending the following 30 June



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**Item:** 6.4 **Ref:** WO/2023/01579  
**Title:** Dispensing with By-Election for Councillor Vacancy  
**Author:** General Manager  
**Previous Items:** Not Applicable  
**Attachment:** No

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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 Council write to the Hon Ron Hoenig MP, Minister for Local Government, advising that a casual vacancy has occurred and request that the vacancy not be filled before the September 2024 Local Government Elections.

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**Introduction:**

Since the death of Councillor Schaefer Council is one Councillor short of the eight elected members. This report is to determine the vacancy steps.

**Report:**

Section 294 of the *Local Government Act, 1993* States:

294 *Dispensing with By-Elections*

- (1) *This section applies if a casual vacancy occurs in the office of a Councillor, including a Mayor elected by the electors of an area, within 18 months before the date specified for the next Ordinary Election of the Councillors for the area.*
- (2) *If such a casual vacancy occurs in the office of a Councillor (but not the office of a Mayor elected by the electors), the Minister may, on the application of the Council –*
  - a) *order that the vacancy not be filled, or*
  - b) *order the holding of a stated day of a by-election to fill the vacancy and revoke any earlier order made under paragraph (a).*

Local Government Elections will be held in September 2024 therefore both S294(1) and (2) apply to Walcha Council in this instance. The next step would be to advise the Minister that Council have a vacancy and request that the Hon Ron Hoenig MP, Minister of Local Government order that the vacancy not be filled.

Legal Implications:

This report would fulfil the legislative requirements of Council.

Financial Implications:

There will be no financial implications once the Minister grants the dispensing of a by-election.





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:** 6.5 **Ref:** WO/2023/01602  
**Title:** Appointment of Council Representation to Walcha Community Centre Management Committee - MPC  
**Author:** General Manager  
**Previous Items:** Not Applicable  
**Attachment:** No

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**Community Strategic Plan Reference:**

**Goal 8.1.1:** *Councillors will exhibit leadership on Council and regional committees as well as in community organisations.*

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**RECOMMENDATION:** That Council **ENDORSE** and **APPOINT** Councillor \_\_\_\_\_ as Council's representative to the Walcha Community Centre Management Committee as per the Rules and Management of the Committee, Clause 4(d).

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**Introduction:**

The purpose of this report is to appoint Council representation to the Walcha Community Centre Management Committee (the "Committee") as per the Rules and Management of the Committee.

**Report:**

Councillor Schaefer was elected the Council Representative on the Walcha Community Centre Management Committee and due to his recent passing, there is now a vacancy. Under the Rules and Management of the Committee Clause 4 states:

4. *The members of the Committee shall be:*
  - a. *The school Principal;*
  - b. *A representative of each parent organisation within the school up to a maximum of 2;*
  - c. *An elected staff representative;*
  - d. *A nominee of the Local Government authority;*
  - e. *A student representative;*
  - f. *A nominee of the local member of State Parliament.*

To comply with the above Clause Council need to appoint a representative to this Committee.

Legal Implications:

To comply with the Rules and Management of the Committee Council must appoint a representative for the Committee to function. The Committee is hoping to hold a Meeting early September therefore a representative must be appointed at this meeting of Council.



Financial Implications:

There are no financial implications arising from this report.

Environmental Implications:

There are no environmental implications arising from this report.

Social Implications:

There are no social implications arising from this report.

Policy Implications:

There are no policy implications arising from this report.



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**Item:** 6.6 **Ref:** WO/2023/01437  
**Title:** Local Government NSW Annual Conference 2022 & Motions by Council  
**Author:** General Manager  
**Previous Items:** Not Applicable  
**Attachment:** No

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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 Council:**

- 1. APPROVE the attendance of the Mayor, Cllr Noakes, and the General Manager and two Councillors, as representatives at the 2023 Annual Conference of Local Government NSW FURTHER THAT the payment of all expenses associated with the attendance at the Conference be approved by Council.**
  - 2. ENDORSE the two Motions to be submitted to the Local Government NSW for voting at the Local Government NSW Conference 2023**
- 

**Introduction:**

The Local Government NSW (LGNSW) Annual Conference will be held at the Grand Pavillion, Rosehill Gardens Racecourse, Rosehill from Sunday 12 November to Tuesday 14 November 2023.

**Report:**

Registrations for the Conference are now open with discounted early bird rates available until Thursday 28 September 2023. Standard registrations open on Friday 29 September 2023 and close at 5pm on Friday 27 October 2023.

Motions:

Each year, Member Councils across NSW submit a range of motions to the Annual Conference conducted by LGNSW. These motions relate to strategic local government issues which effect members state-wide and introduce new or emerging policy issues and actions. They are debated and resolved by Conference delegates, with successful resolutions guiding LGNSW advocacy priorities for the year ahead. All LGNSW Member Councils are invited to submit motions to the Annual Conference, following the *Motions Submission Guide*. Motions need to be submitted by Friday 15 September 2023. Council have two Motions to be submitted to the Conference and they are attached to this report for your perusal and approval.

The Mayor is our Council's Voting Delegate.

Legal Implications:



There are no legal implications arising from this report.

Financial Implications:

The early bird members registration fee is \$1,155 per person which needs to be paid by 28 September. The standard member registration fee is \$1,4385 per person which applies from 29 September. The Conference Dinner Ticket is not included in the Registration fee and is an additional \$230 per person. A budget allocation is committed annually for this Conference.

Environmental Implications:

There are no environmental implications arising from this report.

Social Implications:

Policy Implications:

Council Policy provides for attendance at this Conference with the following representation:

- The Mayor as Delegate
- The General Manager
- Two Councillors as observers.

In 2021, COVID was rampant still and there was an online event only. In 2022, Councillors Hicks and Reilly attended the Conference.



### **MOTION 1:**

That Local Government NSW lobby the State Government to impose a Rate Category on National Parks and Forestry Corporation land.

### **REPORT:**

With the expansion of both Forestry and National Parks in many rural LGAs the cost impact on Councils to maintain roads and associated infrastructure that are often heavily utilised by traffic accessing and carrying on business associated with them has a negative impact on Councils budgets. Within the Walcha Council LGA 200,000 tonnes of timber is transported over our roads annually which is predicted to rise to over 320,000 tonne in the next decade. This translates to 5,500 truck movements annually and rises to 10,000 in the next decade. With an estimated round trip of 120kms per load the maintenance of these roads also vital links for ratepayers is becoming more challenging.

National Parks and forestry currently are custodians of approximately 40% of Walcha LGA, and while some of the area was once crown land a considerable rateable area has been lost as farmland is now converted to unrateable land. The combination of the deficit in rates and road maintenance needs to be addressed. Currently our ratepayers are subsidising commercial enterprises.

A new rating category needs to be established that suitably reflects the impacted costs to Councils. In an era of increasing costs to Local Government under a capped income system, and an inability of many Councils to have own source revenue we should have the ability to raise income to compensate for costs incurred from our natural resources.

### **MOTION 2:**

That Local Government NSW calls on the State Government to mandate National Parks and forestry Corporation to satisfactorily maintain vast tracts of land owned and managed by them.

### **REPORT:**

National Parks and Forestry Corporation own and are entrusted with the management of vast tracts of land covering many areas within NSW from the coast to the far west. Following the devastating bushfires of 2019, land that was impacted has had a thriving and stable environment replaced with dead trees, regrowth and leaf and limb litter build up, that if not managed properly will lead to a fuel load culminating in an inevitable fire event, making the 2019 event look like a campfire. The result of this mismanagement is an inevitable situation where much of this country has become impenetrable for both fire control and native animal escape and therefore their survival.

With the decimation of the tree canopy allowing more light to penetrate the understory this naturally encouraged the seed bank to strike at a far greater rate than nature intended. The outcome of this is that the seed bank will become severely depleted and if another fire



destroys these immature trees before they reach maturity and begin to produce viable seeds the change in vegetation diversity will be catastrophic. If this happens it will allow invasive species of both plants and animals to thrive and possibly change the ecosystem of large tracts of National Parks and Forestry forever.

Wildlife has not returned to these areas since 2019 bushfires and another similar event could wipe out the remaining native animals and birds. The state it is currently in may mean that they never return.

National Parks form an integral part of both a social and economic benefit to our state, and when maintained in accordance with a long term vision provide will continue to do so. The problem that the financial resources to purchase this land has surpassed the ability and funding required to maintain it for its intended purpose.

In Walcha LGA 40% of our land area is either National Parks or Forestry.

The risk to human safety and biodiversity survival rests with a long term plan to maintain a fire management plan that addresses our varying climate and the effects this is having on the ability of neighbours who border this land to protect their assets. It is the responsibility of the current State Government to make sure this land the community entrusts to them is managed in such a way that is kept in the best possible condition to benefit future generations. Time is of the essence.



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**Item:** 6.7 **Ref:** WO/2023/01447  
**Title:** Pecuniary Interest Annual Returns for Designated Staff & Councillors for 01 July 2022 to 30 June 2023  
**Author:** General Manager  
**Previous Items:** Not Applicable  
**Attachment:** Register of Disclosures Folder tabled at the Meeting

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**Community Strategic Plan Reference:**

**Goal Number 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 Council formally records that the Ordinary Returns of Pecuniary Interest required to be submitted by Councillors, the General Manager and Designated Staff, for the period of 01 July 2022 to 30 June 2023 have been submitted as required and have been tabled in accordance with the provisions of Section 4.2.1 and 4.25 of the Walcha Council Model Code of Conduct 2022.

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**Introduction:**

The General Manager is required to report annually on the receipt of Ordinary Pecuniary Interest Returns.

**Report:**

Section 4.21 of the Walcha Council Code of Conduct 2022 requires that Councillors and Designated Persons who hold those positions at the 30 June each year, must lodge a completed Ordinary Pecuniary Interest Return by the following 30 September.

Section 4.25 of the Walcha Council Code of Conduct 2022 places specific statutory responsibilities on the General Manager in relation to the submission and recording of Returns.

First, the General Manager must keep a Register of Returns containing the completed and lodged Returns of Councillors and Designated Persons. The Returns must be available for inspection by members of the Public.

Second, the General Manager must arrange for the tabling of the Returns lodged, at the first meeting of the Council after the last day of the period of lodgement.

All returns for the period of 01 July 2022 to 30 June 2023 have been lodged with the General Manager within the statutory timeframe and are now tabled as required.

Legal Implications:

The legislative timeframe has been achieved to lodge the Returns.





Financial Implications:

There are no financial implications arising from this report.

Environmental Implications:

There are no environmental implications arising from this report.

Social Implications:

There are no social implications arising from this report.

Policy Implications:

There are no policy implications arising from this report.



**Item:** 6.8 **Ref:** WO/2023/01170  
**Title:** Regional Meetings 2023 – Update on Community Concerns  
**Author:** General Manager  
**Previous Items:** Not Applicable  
**Attachment:** No

**Community Strategic Plan Reference:**

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

**RECOMMENDATION:** That Council RECEIVE and NOTE the Regional Meetings 2023 Update on Community Concerns as presented.

**Introduction:**

Council held Regional Meetings with the Local Government Area in May 2023. This report is to follow up on the concerns that were raised at those meetings.

**Report:**

Council visited the following places on the following days:

Day & Date:	Venue:
Monday 22 May 2023	"Europambela" Shearers Quarters Ingleba Hall Woolbrook AIF Hall
Tuesday 23 May 2023	Yarrowitch Hall "Brockley Park" Shed Nowendoc Hall

The tables below reflect the issues raised at each venue, the response by Council at the Regional Meeting and the progress to date.

**"Europambela" Shearers Quarters**

Identified Concern/Request:	Response by Council:	Progress to Date:
Undergrowth is 10ft tall inside National Park (NP)fences. If NP gets alight nobody can fight it – no machinery nor man would get through undergrowth. NP have no plan. Too risky for a controlled burn.	Restrictions on NPs is an issue – can't conduct cool burns to control undergrowth – big fire comes along it decimates the NP flora and fauna. Try to form a Motion to take to LGNSW Conference. State wide issue	Motions have been formed and will be proactively shared with other Councils and placed on the Agenda for the LGNSW Conference this year.
Apart from SRV what is Council doing to make them sustainable?	Lots of little things such as project management – primary focus keeping on track and budget; efficiencies such as fleet	Ongoing further development of Councils Project Management Framework.



	and plant, internal plant rates, staff numbers, utilising staff before outsourcing to contractors.	Workforce Plan (structure) review with a number of changes to several roles allowing for efficiencies to be identified. Revised org structure finalised.
We have an ageing population – nobody has mentioned growth plans?	Have looked at growth plans but need to try and attract new businesses to town to entice people to move here. We have looked at various businesses and liaised with Regional Development and have struggled to find anything.	Council need to develop a Land Use Strategy among other strategic initiatives to encourage growth. Revised goals for Council regarding growth and development should be considered in Council's Community Strategic Plan.

## Ingleba Hall

Identified Concern/Request:	Response by Council:	Progress to Date:
Geraldine Road – graded and patch the end of the tarred section before it falls to pieces. On the top of the rise there is a wash out on the side and 2 cars cannot pass	We will put that on our schedule and it could be fixed with our new Jet Patcher using our resheeting budget.	Resheeting tender due to be published Sept 23.
Tip problems – charged for taking extra bin when don't visit every week and the Staff are checking my rubbish.	Explained the EPA requirements with licencing – have to ensure the right rubbish is going into the land fill. Explained the new voucher system – introduced in new financial year.	Waste strategy finalised and adopted by council with rural waste vouchers to be rolled out.
Soft Plastics – TRC has a policy in regards to collecting soft plastics	Soft plastics – massive issue in recycling industry – no market.	Ongoing review for soft plastics outlet.
Waste Facility closed with no notice – employed truck to take in tree debris and was closed.	We are trying to communicate as soon as possible through channels that are available at the moment it is social media. Staff call in sick that morning and we are understaffed to cover.	Additional staff being trained to cover gate for emergency situations.
Englefield Bridge – B double one way only – can we move the fence?	Will have our Infrastructure look at that option.	
Macdonald River Bridge – new signs – have asked three times and still no signs	Will add it to the next sign order	
Niangala Road – very confusing – emergency services could get lost on the way to an emergency – need to change the name	We will look into how that can happen.	
Lakes Road intersection onto Thunderbolts Way – an improvement was promised ages ago. Now I have been told there is no money and nothing is done!	No scope or plan in detail, funding had to be spent by June 2023 and therefore this intersection was removed from TBW Corridor Strategy program.	Ongoing candidate for future funding applications/allocations.



<p>Dangerous intersection with 100m of vision when people are travelling 100+ kms an hour – bomb waiting to happen</p>	<p>It is a good candidate to apply for future funding.</p>	
<p>Work crew near “Abberley” on Aberbaldie Road was heavily over staffed. 2 people standing on each end of traffic lights, escort vehicle – could see straight thru – no corners – waste of money. Same with slashing on side roads – vehicle in front and behind of tractor with flashing lights – waste of resources not even on a main road.</p>	<p>Need to review however WHS rules apply and have become cumbersome. Will have our shared service WHS Coordinator look at these types of things and try and take a sensible view.</p>	<p>Ongoing.</p>
<p>How long do signs need to stay on side of roads, including speed signs after road maintenance? 60km signs are still on top of hill for the Off Creek Storage project – not required anymore. Other signs have fallen over, grass grown over them and not picked up. CLOSED ROAD sign was left after a job that finished 6 months beforehand and mail wasn’t delivered due to the sign</p>	<p>Take that on notice and ensure this is brought up with work crews as part of their moving from site to site procedures.</p>	<p>Roadworks workflow procedures to be developed.</p>
<p>Belhaven Road needs some attention – where the dam is it overflows on the road and then through the pipes.</p>	<p>Take on notice and will organise an inspection.</p>	<p>Ongoing</p>
<p>Wash out at Millhole – why isn’t this fixed yet?</p>	<p>Have applied for funding to do more extensive works – suggestion of rock placed in the middle to help stop erosion. EPA are watching to ensure we do the right thing.</p>	<p>Ongoing – no confirmation yet from Flood Recovery Grant EOI.</p>



## Woolbrook AIF Hall

Identified Concern/Request:	Response by Council:	Progress to Date:
Woolbrook Tip – it appears under current proposed plan if you don't have a fob then you cannot use the tip? Will you be providing a bulky goods pickup service a couple of times a year? Or do we have to take it to Walcha?	Yes – kerbside pickups will NOT have access to the tip. No bulky goods pickup as it is not compliant with EPA regulations. Trying to remain financial sustainable and at the moment it is running at a loss.	Waste strategy finalised and adopted by council, Ongoing review of usage however deliberate damage to smart lock has already occurred.
Those that are not in the LGA have to pay an annual rural access fee? What is the range for this tip?	Need to verify the boundary – introduced smart lock and now fobs and CCTV to try and get it under control. Revisiting the pickup service, maybe Council can do it rather than contractors. Looking at everything – fob is on trial – keeps deteriorating we will close the tip. Enter the tip close the gate behind you – do not leave open for someone else to just drive in.	Ongoing review
Metal – nobody puts in the right place – can you bring a bobcat out to push it up – I tried and it didn't work.	Take on notice	Ongoing Review
Where are the Timber Bridges up to? Boxley Bridge is okay – had a new deck put on it 10 years ago however Army Bridge is stuffed!	Army Bridge waiting on funding variation approval and Boxley Bridge – tender is about to go out.	
Roads are being graded however as soon as we have rain they will be bad again as the pipes/drains are full on Campfire Road. TRC part of Campfire Road is very bad – any chance we can get it back into Walcha Council area?	Yes – need to do it right the first time, synchronising the cleaning of pipes/drains just ahead of grader. It is a conversation to have with TRC – however we are thinking of maintaining it and then sending TRC an invoice for their section of the road.	Ongoing
Problem with drainage on my road – big stream running down the road, washing the road out and all the dirt is on my front lawn.	Take it on notice and will investigate.	Investigation pending availability of resources.
Consider moving speed limit from Highway 100 to 80 when you turn into Woolbrook – they have slowed down to take the turn already – why leave it 100 when 1km from turnoff it is 60km/h.	We will take this on notice	For discussion at traffic committee meeting this month (Aug 23). TfNSW need to approve any changes.
Mirror at Walcha Road Railway Station Road – need to ensure it is put up as well to make it easier for people to pull out.	Mayor advised this was supposed to be completed in 2022, however it is something we can finish soon.	For discussion at traffic committee meeting this month (Aug 23).



## Yarrowitch Hall

Identified Concern/Request:	Response by Council:	Progress to Date:
Asphalt in front of the Yarrowitch Hall needs to be done properly.	We have the capacity to do this however no idea when or if this will occur.	Schedule works in for jet patcher when working in the Yarrowitch area.
Resheeting – will it reduce maintenance costs? How do you assess order?	Yes it should – schedule needs to be determined.	Resheeting high level program reviewed by Council, tender for delivery to be published Sept 23.
Counter on Kangaroo Flat Road – what did it tell you? Interesting to see heavy vehicles to cars – which is the high user?	No sure but we can find out.	Ongoing
Ramps on Kangaroo Flat Road: First ramp is a Forestry Lease and it hasn't been replaced but needs to. A ramp near Rose Cottage has no purpose and has been laned off – road was graded by contractor and graded over the ramp – full of gravel.	Ramp Policy can remediate – take out at their cost – Forestry & RMS. Data on road will contribute to a case towards the ramps.	Investigation pending availability of resources.
National Parks & Forestry don't pay rates and Rural Fire Service receive monies – they all have a lot to account for using our roads. Need to push National Parks to be more accountable and responsible for the debris buildup which is alarming if we have a fire.	Mayor explained about Europambela Meeting and the report by Rob Blomfield. Mayor will take a motion to LGNSW Conference as a statewide problem. Will recommence with chasing NP's & Forestry to contribute to our rates and roads through intercouncil agencies such as the Country Mayors Association.	Noted
Mention of impact on hospitals and doctors and accommodation within our town when the Wind Farm projects commence	Mayor explained there are rules about coming to our town and taking all the accommodation. Probably build a donga village in Armidale and bus employees to Walcha daily. In regards to Hospitals EnergyCo will work with them.	Noted
What was the outcome with Telstra and the loss of 3G and how it will effect everyone in Yarrowitch, as we survive on 3G.	Nothing came out of it. Need a Coverage plan	NBNco installing fixed wireless in Woolbrook and Walcha to provide additional communications outlet however this will not improve the reliability of the Telstra equipment.



## “Brockely Park” Shed

Identified Concern/Request:	Response by Council:	Progress to Date:
Our roads are not great here, is there any monies being spent in our area?	In general, yes under the Roads Maintenance budget. Specific roads have not been scheduled as yet, need to spend this money over the whole LGA whilst targeting the worse areas.	Resheeting project out for tender Sept 23
When you grade Tia Diggings Road you need to put gravel on it. Last time it rained after grading and even in 4WD people were sliding all over the road.	Yes you are right – this is something that should be noted when grading this road.	Noted
Do you allow for cleaning out the drains before the grading crew so it happens all at the same time?	Preparation and planning need to be done before scheduling maintenance. A fixed schedule would assist working the teams with the drains/pipes and having gravel ready beforehand.	Noted
Brackendale Road – sprayed suckers on eastern side but not on western side. Visibility is the issue – save money now by spraying when they are young and susceptible – cheap fix!	We will take that on notice.	Noted
ESL – we pay it on rates and insurance? We should all be up in arms about this waste of money	ELS is levied through insurances plus LG pick up 17%. Only way to fix this is to lobby and change local members.	Noted
Need to lobby to ensure the Forestry contribute to the roads by paying money to Council	Mayor advised that this will be a focus again in the next financial year. Have a group of Mayors advocating for this.	Noted
Access roads there are trees leaning on other trees on verge of roads – need cleaning up.	Take on notice.	Noted.



## Nowendoc Hall

Identified Concern/Request:	Response by Council:	Progress to Date:
Any chance the State Govt will take over Thunderbolts Way?	The better the road gets the more busier it gets. Have repleaded our case to new Government – it remains a Regional Road at the moment.	Ongoing lobbying for this by the Infrastructure team however there is no interest from the State Government to adopt this road.
Bolts and maintenance on the bridge hasn't been done and was requested at the last Regional Meeting – will prevent further deterioration	We remember that and apologise. Will follow this one up.	Noted and will review options for maintenance in the coming months.
Did we pay for the original key for the Nowendoc tip?	Think you got it for free and had to pay if you lost it, for another key. Will check on it for you though.	No charges were levied for the original key.
Toilets still run out of water if it doesn't rain as the tanks on the Hall didn't come with indicators.	Will follow this one up.	New tanks with indicators have been installed and commissioned.





# Item 7:

# Notice of Motions



## There are no Notice of Motions for August 2023



# 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.**



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# Item 9: Management Review Reports



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## 9.1 OFFICE OF THE GENERAL MANAGER

Ref: WO/2023/01606

**Responsible Executive:** General Manager

**Attachment:** Action List June 2023 – WO/2023/01393

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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:
	<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>				
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>
<b>Ordinary – 31 July 2019</b>					
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>



# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
	<p>2. Request ministerial consent from NSW Department of Industry—Lands &amp; Water to manage land known as:</p> <ul style="list-style-type: none"> <li>a. Woolbrook Rubbish Tip - 104 Campfire Road, Woolbrook - Lot 238 DP 753846 being Reserve 82854</li> <li>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</li> <li>c. Old Rubbish Depot - Oxley Highway, Walcha Road - Lot 132 DP 753846 and Lot 7300 DP 1136219 being Reserve 89912</li> <li>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.</li> <li>e. Woolbrook Cemetery - 119 Campfire Road, Woolbrook - Lot 7011 DP 94017 being Reserve 1018428</li> <li>f. Walcha Catholic Cemetery - 219E Oxley Drive, Walcha - Lot 7002 DP 94214 being Reserve 43749 and Lot 7004 DP 94215 being Reserve 63559</li> <li>g. Nowendoc Waste Transfer Station - 47 Tops Road, Nowendoc – Lot 171 DP 753691 being Reserve 83987</li> </ul>				

# Walcha Council's Meeting Action List



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



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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>	<del>30122022</del> 31032023 Dec 2023	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>	<del>31032021</del> Aug 2023	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



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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



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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



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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 available now – closes 1 Sep 2023.</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



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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	<p>Waiting on signage to be delivered and installed.</p> <p>Signage to be installed by End July 23</p> <p><b>COMPLETED</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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	<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



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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



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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> <i>that Council <b>DEFER</b> the New England Weeds Authority Report, to no later than April 2023 Council Meeting, pending further information.</i>	<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	Still to be completed.

# Walcha Council's Meeting Action List



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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 End Oct 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	Oct 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:
	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.				
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 Oct 23	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. Final draft with Winterbourne Wind for review/comment, prior to public exhibition.

# Walcha Council's Meeting Action List



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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.	Spoken to both – will follow up by 14 June – then will advise DID Delayed due to unable to contact one of the family at the moment. Review 04082023 EA – Sign name: "Beverly Betts Rose Garden" – advised Project Manager and DID. - 24082023 Finalise signage and arrange for official opening during Spring 2023.
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## Ordinary – 31 May 2023

175/20222023	<p><b>6.4 Concealed Water Leak Policy WO/2023/00888</b></p> <p>that Council:</p>	<b>EA</b>			Advertisement: WO/23/965 Advocate: 07062023 & 14062023
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# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
	1. <b>ENDORSE</b> the Draft Concealed Water Leak Policy and <b>PLACE</b> on public exhibition for 28 days;		05062023	Place on public exhibition until 07072023.	Website from 05062023 PO sent to Telecottage 05062023
	2. <b>ADOPT</b> the Concealed Water Leak Policy as presented subject to no submissions received during the public exhibition period; and		07072023	No submissions – re-save with resolution number etc.	<b>COMPLETE</b>
	3. <b>AUTHORISE</b> the General Manager under Delegation to administer the <i>Concealed Water Leak Policy</i> .		July 2023	Add to GM's delegations	<b>COMPLETED 24082023</b>

## Ordinary – 28 June 2023

190/20222023	<p><b>6.5 Contributions Plan 7.11 &amp; 7.12 Submissions WO/2023/01066</b></p> <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 a Division</b> was called prior to voting on this matter and the result was as follows:</p>	<p><b>GM</b></p> <p><b>EA</b></p> <p><b>EA</b></p> <p><b>EA</b></p>	10072023	<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>	<p><b>COMPLETED 27072023</b></p> <p><b>COMPLETED 27072023</b></p> <p><b>On Website 27072023</b></p> <p><b>COMPLETED 10072023</b></p>
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# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
	<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>				
192/20222023	<p><b>6.7 Draft Waste Strategy</b> <b>WINT/2023/03016</b></p> <p>that Council:</p> <ol style="list-style-type: none"> <li><b>ENDORSE</b> the Draft Waste Strategy and PLACE on public exhibition for 28 days;</li> <li><b>ADOPT</b> the Waste Strategy as presented subject to no submissions received during the exhibition period.</li> </ol>	<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> <p><b>COMPLETED</b></p>
195/20222023	<p><b>6.10 Regional Meetings 2023</b> <b>WO/2023/01052</b></p> <p>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.</p>	<b>EA / GM / DID / DCC</b>	Aug 2023	<p>Report noted</p> <p>Report to August 2023 Ordinary Meeting with updated table on requests voiced at Regional Meetings</p>	<p>Report created and updated for this month's (August 2023) meeting.</p> <p><b>COMPLETED 24082023</b></p>
200/20222023	<p><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></p> <p><u>Current Membership &amp; Nominations</u></p>	<b>GM</b>	Jul 2023	<p>Ensure new members signed TOR and are aware of next meeting</p>	<b>COMPLETED</b>

# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
	that Council <b>APPOINT</b> Yvette Stanton and Michael Luchich to the Walcha Council Arts Advisory Committee.				
201/20222023	<p><b>10.2 Minutes of the Walcha Council Beautification Advisory Committee Meeting held on Wednesday 7 June 2023 at Council Chambers.</b>  <b>WO/2023/00982</b></p> <p>2.1 <u>2023 Tidy Towns Awards Entry</u>            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>	<b>GM / DID</b>	July 23	Verify when the Tidy Towns Entries close. Start writing the entry for identified categories	Application for Tidy Towns being completed due July 23  <b>COMPLETED</b>
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  <b>COMPLETED</b>



# Walcha Council's Meeting Action List



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

002/20232024	<p><b>2. CONFIRMATION OF THE ORDINARY MEETING MINUTES HELD ON WEDNESDAY 28 JUNE 2023:</b></p> <p>that the Minutes of the Ordinary Meeting held on Wednesday 28 June 2023, copies of which have been distributed to all members, be taken as read and confirmed a <b>TRUE</b> record.</p>	EA	04082023	Update Resolutions Register Place minutes on website	<b>COMPLETED 27072023</b>
003/20232024	<p><b>5.1 Mayoral Minute – Vale Clr Greg Shaefer WO/2023/01377</b></p> <p>that the Mayoral Minute as read and submitted is <b>ADOPTED</b> by Council.</p>	EA	27072023	GM requested FB post and Mayoral Minute on website	<b>COMPLETED 27072023</b>
005/20232024	<p><b>6.1 Coalition of Renewable Energy Mayors Membership WO/2023/01270</b></p> <p>that Council <b>APPROVE</b> continued membership of Walcha Council to the Coalition of Renewable Energy Mayors.</p>	EA/GM	27072023	Membership fee has already been paid – resolution from June 2023	<b>COMPLETED 27072023</b>
007/20232024	<p><b>6.3 Arts Advisory Committee Funding WO/2023/01304</b></p> <p>that Council <b>CREATE</b> an Art Fund reserve that is restricted for investment in public art and can accumulate funds over time.</p>	DCC	14082023	As per resolution	
10/20232024	<p><b>7. NOTICES OF MOTION</b></p> <p><b>7.1 Notice of Motion # 28 – Request that the Australia Day Committee</b></p>	GM	14082023 Sep 23	As per resolution	Australia Day Committee to be discussed during August 23 Council workshop, with proposal to September 23 Council meeting.

# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
	<p><b>become a Section 355 Committee of Council WO/2023/01269</b></p> <p>that Council tasks the Interim General Manager to develop an Instrument of Delegation for the Australia Day Committee as a proposed 355 committee that would then need to be formally approved by Council by resolution under Section 377(1) of the <i>Local Government Act</i>.</p>				
CC003 / 20232024	<p><b>3.1 Award Tender W22/110 Winning Specified Material WINT/2023/03395</b></p> <p>that Council AWARD Tender Number W22/110 – Winning Specified Material for the lump sum of \$83,750 plus an additional rate of \$15/ton (Blast &amp; Crush), \$14/ton (Rip &amp; Crush) and \$4/ton (Rip &amp; Push) GST exclusive with an upper fee limit of \$600,000 to iQuarry.</p>	<b>DID</b>	14082023	Notify Tenderer iQuarry	<b>COMPLETED</b>
CC004 / 20232024	<p><b>3.2 Award Tender W23/142 – Walcha Off Creek Storage Package 8 – Metal Fabrication WINT/2023/03391</b></p> <p>that Council AWARD Tender Number W23/142 Walcha Off Creek Storage Package 8 – Metal Fabrication to Inverell Fabrication for the lump sum of \$710,000 GST inclusive.</p>	<b>DID</b>	14082023	Notify Tenderer Inverell Fabrication	<b>COMPLETED</b>



## 9.2 INFRASTRUCTURE & DEVELOPMENT:

Ref: WO/2023/01620

**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 2023-2024	DAs	CCs	CDCs
Number Determined – As at 30.7.2023	3	-	1
Estimated Development Value – 30.07.2023		-	

#### 1.1 Determinations Issued

July 2023				
Development Applications				
Number	Description	Address	Determination	Assessment Days
10.2023.7	Boundary adjustment	1822 Oxley Highway Walcha	Approved under delegated authority	30
10.2020.19.2	Modification	21W Walsh Street Walcha	Approved under delegated authority	42
10.2023.2.2	Modification	184W Legge Street Walcha	Approved under delegated authority	18
Construction Certificates				
Number	Description	Address	Determination	
Nil				



Complying Development Certificates			
Number	Description	Address	Determination
18.2023.5	Alterations & additions	121E North Street Walcha	Approved by Private Certifier

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

## 1.2 Development Applications Outstanding

As at 1.8.2023	
Under Assessment:	7
On Notification	1
Additional Information Requested	2
Waiting on State Agency Comment	0
Waiting on Fee Payment	2
<b>Total</b>	<b>12</b>

## 1.3 Certificates & Advice

July 2023			
Number Issued	2022-23	2023-24	Current Period
Occupation Certificates	10	1	1
Subdivision Certificates	4	-	-
Planning Certificates	340	8	8
Building Information Certificates	2	1	1
Outstanding Notices Orders Certificates	11	-	-
Bushfire Attack Level Certificates	-	-	-
Dwelling Entitlement Advice	-	-	-

## 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

July 2023	2022-23	2023-24	Current Period
Number Issued	27	3	3

### 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>July 2023</b>			
<b>Compliance Inspections &amp; Reports Issued</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Current Period</b>
On-Site Sewage Management Systems	5	-	-
Food Premises	15	-	-
Private Swimming Pools	-	-	-
Fire Safety Schedules	-	-	-
Skin Penetration Procedure Premises	-	-	-
Advertisements / Advertising Structures (incl. sandwich boards)	-	-	-

### 3. Animal Control

<b>Companion Animal Registrations 2023-2024</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	-	-	\$56.00
<b>Total</b>	-	-	-	-	1	-	-	\$56.00

<b>Companion Animal Seizures 2023-2024</b>						
	<b>Seized</b>	<b>Surrendered</b>	<b>Released</b>	<b>Rehomed</b>	<b>Euthanised</b>	<b>Stolen/Escaped</b>
<b>Jul</b>	2	3	1	3	1	-
<b>Total</b>	2	3	1	3	1	-




<b>Companion Animal Ranger Services 2023-2024</b>				
	<b>Dog Attack Investigation</b>	<b>Roaming Dogs</b>	<b>Roaming Cats</b>	<b>Barking Dogs</b>
<b>Jul</b>	2	1	1	3
<b>Total</b>	2	1	1	3



## **5. Capital Works Update**

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

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

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

Capital Works Delivery Update													
Project	Council/PM	Summary Scope/deliverables	Project Value	Original Target Completion Date	Estimated Completed Date	Cost to date	Budget Status	Budget Status	Current Schedule Milestone	Milestone Date	Schedule Status	Schedule Status	Activities for Next Three Months
<b>LOCAL ROADS</b>													
Middle Street Rehab	WF	Fixing Local Roads R2	\$ 565,586	Nov-21	Jun-24	\$ 21,251	On Track	On Track	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	On Track	On Track	Pub RFT				
Aberaldie Road Rehab	JM	Rehabilitation of Segment 30 - Fixing Local Roads R3	\$ 703,384	Oct-22	Dec-23	\$ 3,450	On Track	On Track	Pub RFT	Sep-23		The Department have provided extensions for all rounds of the Fixing Local Roads program. Aberaldie Road Rehab and Forest Way will be pushed to end of 2023.	Conduct pavement investigations, finalise scope and conduct in-house survey & design
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	\$ -	On Track	On Track	DEL	Sep-23			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	On Track	On Track	Pub RFT			DnC Doc completed. Pending Internal Review for Adverstisment	Construction tender advertised by 17 March 23. EOT approved for additional 12 months. 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	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 Essential energy's desgin approval for final connection <b>Rd/Rwy:</b> Final planing - Start 24/07/2023	<b>Elect:</b> Final connection <b>Rd/Rwy:</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.	\$ 441,250	Mar-22	Aug-23	\$ 479,388	Works are grant funded from LRCI3. Final costs over LRCI allocation, adjustment required. Council are discussing final invoices with the supplier as there may be an administritive error.	Works are grant funded from LRCI3. Final costs over LRCI allocation, adjustment required. Council are discussing final invoices with the supplier as there may be an administritive error.	DEL			Works completed, delays due to RTI with kerb profile tooling.	Project close out, budget adjustment required.
<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.	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	Aug-23	\$ 398,724			DEL				
Tia Diggings Bridge 2	WF		\$ 553,000	Jun-23	Aug-23	\$ 420,900	Awarded tender on budget, but with no contingency.	Awarded tender on budget, but with no contingency.	DEL			Completion August	Complete
Niangala Bridge	WF		\$ 655,000	Jun-23	Aug-23	\$ 498,847			DEL				
Boxley Bridge	PF		\$ 979,000	Aug-24	Aug-24	\$ 32,175	Funding received via Fixing Country Bridges Round 2B, two other bridges unsuccessful	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		On Track	On Track	DEL			On Track	Routine road maintenance works continuing. Minor pavement patch scoping in progress. Undertaking Pothole patching, inspections, guideposts, etc.
<b>REGIONAL ROADS</b>													

**Capital Works Delivery Update**

Project	Council PM	Summary Scope/deliverables	Project Value	Original Target Completion Date	Estimated Completed Date	Cost to date	Budget Status	Budget Status	Current Schedule Milestone	Milestone Date	Schedule Status	Schedule Status	Activities for Next Three Months
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	On Track	On Track	DEL			RFT awarded to Collins Williams, contract start meeting conducted, tight program with zero time contingency currently	Design Review & Community Consultation
<b>WATER, WASTEWATER &amp; WASTE</b>													
Walcha Wastewater Treatment Plant Upgrade	RP		\$ 1,800,000		Nov-23	\$ 1,716,831	Insufficient funds to complete the sludge lagoon Refirb (\$36k)	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	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 Awarded 4. Package 7 Electrical & Control Published 31/8/23. 5. Package 6b Mechanical & Civil Published 31/8/23 6. Initial filling commenced 5/7/23 @23l/s approx. (2 MLD)	Award final 2 packages and complete delivery
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	On Track	On Track	Eval RFT			On Track	Award & Delivery
Water Meter Replacement	RP		\$ 350,000	TBD	TBD	\$ -	No current Budget	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	On Track	DEL			Works Complete	<b>COMPLETED</b>
<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	On Track	On Track	DEL			On Track	Delivery of ammeneties, electrical and leakage works
Walcha Sporting Amenity Upgrades - John Oxley Oval	PF	Upgrade of amenities at John Oxley Oval and Walcha Pool	\$ 130,420		Sep-23	\$ 710	On Track	On Track	DEL			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	Scope of works and design has been reviewed to align with the funded budget. Additional funding being sought via Growing Regions Fund	Pub RFT			Scope of works devided into urgent works for this closed season and completion works next closed season	Delivery of ammeneties, electrical and leakage works
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	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 either Aerodrome funding surplus or Growing Regions (pending grant) 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	\$ 90,325	Slightly over BSBF fund allocation	Slightly over BSBF fund allocation	DEL			On Track	<b>COMPLETED</b>
Pathways Project - Town	PF	Construction of various connecting pathways in Walcha	\$ 654,465	Mar-24	Mar-24	\$ 3,593	On Track	On Track	DEL			Design works on-going	Design approval community consultations - Driveways
Pathways Project - Darjeeling	PF	Construction of pathway from Lions Park to John Oxley Oval	\$ 1,324,455	Mar-24	Mar-24	\$ 3,389	On Track	On Track	DEL			Design works on-going	Design approval community consultations - Beautification / art commity



**Capital Works Delivery Update**

Project	Council PM	Summary Scope/deliverables	Project Value	Original Target Completion Date	Estimated Completed Date	Cost to date	Budget Status	Budget Status	Current Schedule Milestone	Milestone Date	Schedule Status	Schedule Status	Activities for Next Three Months
<b>Pathways Project - Summervale</b>	<b>PF</b>	Construction of pathway from Walcha to Summervale	\$ 1,750,254	Nov-24	<b>Nov-24</b>	\$ 4,428	On Track	On Track	DEL			Design works on-going Summervale Community consultation done 20/06/23	Design approval community consultations - Beautification / art commity
<b>Rose Garden</b>	<b>WF</b>	Rock wall and post and rail fence surrounding the rose garden	\$ 45,000	Jun-23	<b>Jun-23</b>	\$ 39,985	On Track	On Track	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>\$ 39,248,044</b>			<b>\$ 9,383,781</b>							



## 9.3 CORPORATE & COMMUNITY:

Ref: WO/2023/01514

**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.

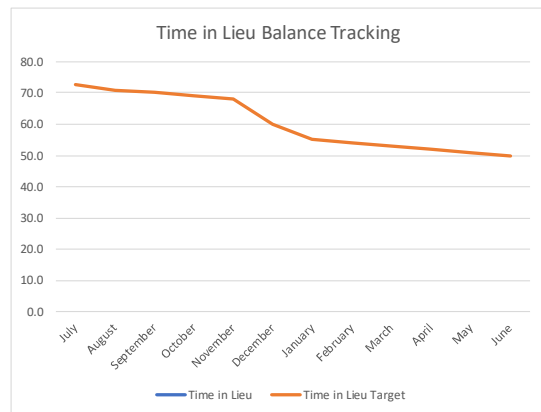
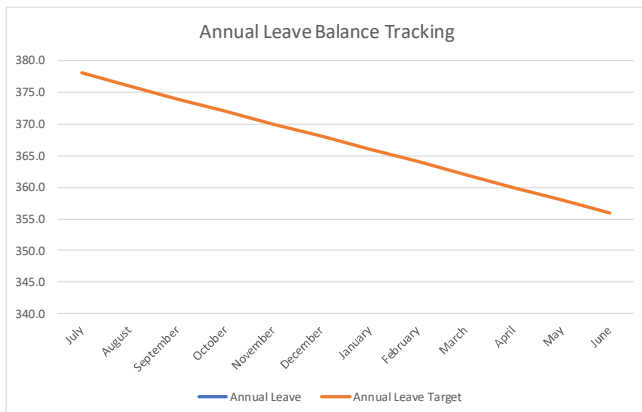
**RECOMMENDATION:** That items included in the Corporate & Community Management Review Report be NOTED by Council.

### 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	JULY 2023			JUNE 2023			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)	103	3	3	109	4	3	
Infrastructure (45)	217	4	35	198	4	46	
Planning & Development (3)	8	2	0	18	2	0	
Community & Tourism (17)	28	1	5	26	1	5	
<b>Totals</b>	<b>356</b>	<b>9</b>	<b>44</b>	<b>351</b>	<b>11</b>	<b>54</b>	



The above table includes June 2023 as a point of comparison to review the movement on leave balances from the end of the 2023 financial year. Year on year has seen a total reduction in leave



from June 2022 of 463 weeks, June 2023 of 416 to July 2023 of 408 weeks. This will further reduce with leave plans put in place for excess leave holders via the annual review process for 2023 which will be occurring between August and September. This excludes Long Service Leave which will also need to be looked at as a matter of urgency with a total balance at 31 July of 516 weeks. The total approximate value of Annual Leave, Time in Lieu and Long Service Leave is \$1.3M. Approximately 208 weeks or \$291K across these leave types could be considered excessive.

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.

## 2. Walcha Council Debt Recovery

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

General Rates: 3.1%

Water Rates: 11%

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.

Debt collection is currently being undertaken and a number of outstanding debtors are now on payment plans for their outstanding balance. Debtors outstanding are expected to reduce over the coming months.

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

	1 Month	1-2 Months	2-3 Months	3-6 Months	6 Months +	Total CRM's
PLANNING & ENVIRONMENT	18	3	3	2	0	26
ENGINEERING	20	9	3	4	1	37
ADMINISTRATION	11	1	0	1	0	13
<b>Total OPEN CRM's</b>						<b>76</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 up from 67.



#### 4. Walcha Council Investment Report

In accordance with Local Government (General) Regulation 2021, clause 212, the purpose of this report is to provide Council with a register of investments held as at 31 July 2023 and to provide Responsible Accounting Officer certification that investments comply with the Local Government Act 1993, Local Government (General) Regulation 2021 and Council's Investment Policy.

A summary of investments is shown below with a complete list of investments attached:

<b>INVESTMENTS SUMMARY - JULY 2023</b>	
Opening Balance	14,021,200
New Deposits	-
Interest Reinvested	22,874
Deposits Redeemed	(1,018,818)
<b>Closing Balance</b>	<b>13,025,255</b>

*Note: Investments are not fund specific; all funds are included in the investments portfolio. Interest income is distributed to Water and Sewer Funds based on the Interfunding Balances (shown above) at the end of each month.*

#### 5. Walcha Council Unrestricted Cash Reconciliation

<b>UNRESTRICTED CASH RECONCILIATION</b>		
	<b>July 2023</b>	<b>June 2023</b>
<b>Total Cash &amp; Investments</b>	<b>16,697,295</b>	<b>16,275,800</b>
External Restrictions:		
Contract Liabilities - General Fund	4,444,650	4,919,975
Contract Liabilities - Water Fund	2,064,728	-
Specific Purpose Grants	1,910,024	2,219,877
Water Fund (interfunding balance)	1,207,342	837,030
Sewer Fund (interfunding balance)	535,389	566,819
	10,162,132	8,543,701
Internal Allocations	4,323,637	7,539,223
<b>Unrestricted Cash</b>	<b>2,211,526</b>	<b>192,877</b>



- Prepaid Financial Assistance Grant (FAG) is unrestricted from 1 July - \$3.2M.
- \$2.5M was received for Off Stream Storage, \$2M is restricted (there was \$435,272 spent prior to receiving the funding).
- Balances as at June 2023 are not audited however it is not expected that there will be any changes.

Cash & Investments is made up of:

Term Deposits	\$13,025,255
Operating Account	\$3,672,040
<b>Total</b>	<b>\$16,697,295</b>

- Operating account balance is kept high due to large payments required for materials and contractors.
- Council has an overdraft facility of \$200,000 that has not been utilised for some time.
- Council's credit card limit is \$48,000 (all cards)



## Community Services and Tourism

Current Grants		
<b>Tourism</b>	Regional Event Fund	<p>Application submitted for the 2023 Motorcycle Rally \$20,000</p> <p>Funding of \$15,000 has been requested from Adam Marshall MP</p> <p>Nothing has been heard from either of these sources. They are both sitting with the Minister for approval.</p>
<b>Youth</b>	Youth Opportunities Grant	This project is going well and coming to a close. It has been very well received from those who are participating.
<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>	<p>Meg Nolan and Sue Jackson have been appointed to permanent positions.</p> <p>Reporting issues are now resolved and all reporting is up to date.</p>
<b>Preschool</b>	<p>The Yarning circle has commenced and is looking great.</p> <p>Book week planning is underway.</p>
<b>Library &amp; Youth</b>	<p>The library is continuing to operate successfully. Quotes are coming in for the planned funding application.</p> <p>The July school holiday program was a success.</p>



<b>Early Intervention</b>	Early Intervention is continuing to operate successfully.
<b>Tourism</b>	Tickets are now on sale for the Motorcycle Rally.  Winter visitor numbers have been high, with a significant increase from 2022.
<b>Building Assets</b>	Quotes to repair the electricals in the old Council depot have been requested and followed up. Meetings have been held with an electrician who is interested in the work, but they have not submitted a quote as yet.

**Priorities for August/September**

- Policy and induction document development for the implementation of the Child Safe Standards
- Advisory Committee meetings –Youth

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

**July 2023**

**1.1 Groups**

The beginning of July included a week of our shut down. This didn't stop us from getting out and about though. We were invited to join the Seniors Right Service's Christmas in July in Armidale. We were only able to take 11 clients which caused an uproar but the ones who had booked in first got the places and had an amazing time. They had a wonderful lunch and provided an excellent range of information regarding legal needs for seniors and how to spot a scammer on the phone.



All of the clients agreed that they got a lot out of it and would love to go again next year.



We also had a trip to Bendemeer for lunch. It was so popular (as always) that we had to hire an additional bus to get us all there. The food was fantastic as always and we are already being asked when we can go again!

The mural being painted in the rooms is an ongoing project and is creating great interest amongst the clients as they see it come to life each time they come in. We also have our new



tables and noticeboard and the rooms are starting to look great!



<b>Women's Group</b> 19/07/2023- 7	<b>Men's Group</b> 25/07/2023- 9
<b>Art Group</b> 12/07/23- 7 26/07/2023- 6	<b>Bingo</b> 8/7/23- 13 22/07/2023- 13
<b>Joint Excursion-</b> Christmas in July in Armidale 12/07/2023- 11 Bendemeer Hotel 18/07/2023- 22	<b>Friday Takeaway</b> 14/07/2023- 7 21/07/2023- 10 28/07/2023- 4

### 1.2 Transport – July 2023

*Medical drives* – 44 trips were delivered during the month, including local trips as well as to Tamworth and Armidale.

<b>Bus to Armidale</b> (every Thursday)			
6/07/2023- 6	13/07/2023- 7	20/07/2023- 6	27/07/2023- 6
<b>Taxi Vouchers</b> – 27 clients used the service with 262 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: 449

Mains: 270

Frozens: 110

Desserts: 69

### **1.5 Feedback and Complaints**

WCCC received a "Thumbs Up" in The Advocate for "Thank you to Jess and Meg for a wonderful trip to Bendemeer. It was the best!"

We also received a thank you card from John Williams in appreciation for his birthday card.

**Jess Goodwin**  
**Community Care Coordinator**

## **2. Library and Youth**

**July 2023**

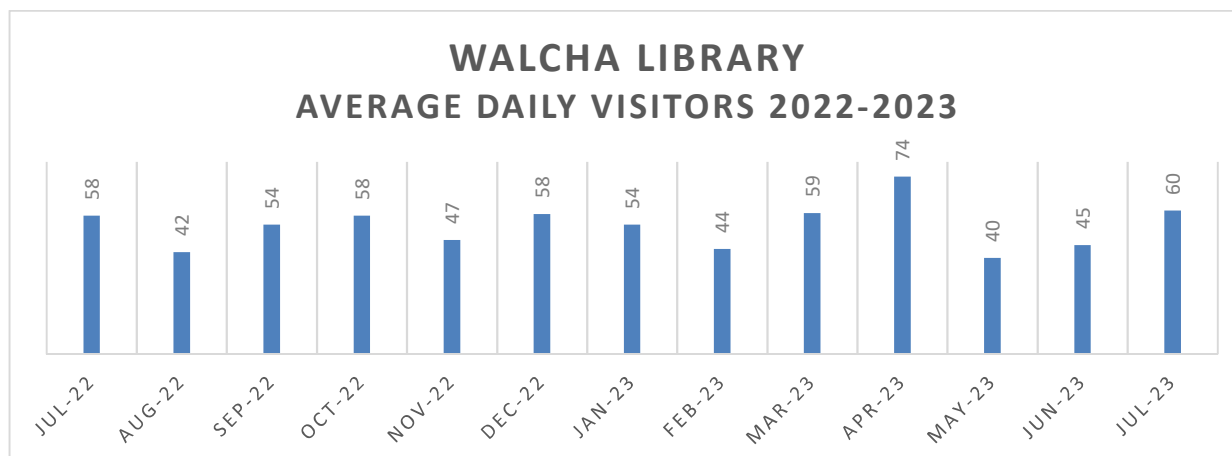
- **Loans: 691**
- **Returns: 677**
- **Reservations placed & issued: 203**
- **New members: 4**
- **Door count: 1014**
- **Wi-fi use: 31**
- **Computer use: 54**
- **Housebound: 9**

Other statistics:

- **eLibrary: Borrow Box**
  - **71 users**
  - **222 eAudiobooks**
  - **95 eBooks**

The Walcha Library has had a very busy July, with an increase of loans, returns, reservations placed and issued and visitors from last month. Due to the school holiday events based at the library it was busy with families and children, however wifi and public access computer usage dropped slightly. eLibrary usage remained average this month with slightly more eAudio loans, and a return to average eBooks borrowed from BorrowBox.

The trend of average daily visitors to the library increasing each school holiday period is clear in the chart below:



**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
- Widespread promotion of Council run school holiday activities (many of which are held at the library) also provides an opportunity to reach out to youth and families who are not members of the library.



**Social media**


The popularity of the Walcha Library Facebook page has increased slightly this month, with 344 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 10 posts on the Facebook page, reaching 1539 people. The 7 Instagram posts shared throughout July received 131 'likes'. Library and Youth Instagram has a steady increase of followers, with 263 people follow the library and youth events and information shared through this media.

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 2 engagement post	<b>248</b>	



<p>Friday delivery day post showcasing the newest items to join the Walcha collection</p>	<p>145</p>	
<p>Share of eLibrary promotion using new release 'Barbie' movie</p>	<p>103</p>	

<p><b>Service content: informative posts about the library services, facilities and programs</b></p>	<p><b># people reached on Facebook</b></p>	<p><b>People engaging on Instagram</b></p>	
<p>Total 8 service posts</p>	<p><b>2681</b></p>	<p><b>131</b></p>	
<p>NAIDOC Storytime story and photos</p>	<p>242</p>	<p>26</p>	



<p>Winter school holiday story &amp; photos from Macrame Workshop at the Library</p>	<p>814</p>	<p>23</p>	
<p>Winter school holiday program story &amp; photos (not at library)</p> <ul style="list-style-type: none"> <li>■ Little Masterchefs</li> <li>■ Dance &amp; get Active classes</li> </ul>	<p>194 214</p>	<p>24</p>	
<p>Promotion of school holiday activities, including Personal Picture Products workshop which was very popular</p>	<p>600</p>		



<p>Winter school holiday story &amp; photos from the Lego Games workshop at the library</p>	<p>508</p>	<p>24 23</p>	<p>Walcha Library is at Walcha Library.          Published by Instagram · July 15 at 10:58 AM · Walcha, NSW · ...</p> <p>The final Walcha Council Winter School Holiday activity this week was LEGO GAMES. Two groups of young builders joined Cassie for some brick-themed party/minute to win it style games. One of the faves was the "tongue tower", balancing as many bricks as you can on your paddle pop stick! (Not as easy as it looks!) Pass the parcel, fill a base plate race, brick-tionary &amp; musical towers kept everyone busy building and smiling!          #walchalibrarylegoclub</p>
<p>eLibrary Libby promotional posts promoting functions and use of the app</p>	<p>109</p>		<p>Walcha Library          Published by Cassie McLenna · July 29 at 9:52 AM · ...</p> <p>Your Libby hold is ready to borrow....</p> <p>Libby App          July 29 at 9:10 AM · ...</p> <p>Prince Charming unavailable? Get push notifications in the #LibbyApp about your borrowed books and the titles you want to read! Find more tips on how to make... See more</p>

Programs

This month, library staff have noticed healthy 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. The seed library collection has also received more interest this month, due to the avid gardeners preparing for the approaching Spring.

“Winter Warmers” display at the library this month continued to promote 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. She takes the initiative to attend to the seed library, puzzle library and the

exchange sent to Kootingal each week. This is very helpful to the staff to have someone regularly checking those collections.

The regular Storytime & Baby Booktime wasn't held this month on the usual third Monday, as it was brought forward to be part of the school holiday program, and National NAIDOC week on 3 July. Library staff, with the help of some community and parent volunteers, run a NAIDOC Storytime & Craft session. Reading stories, learning some indigenous language and singing songs, before splitting up into groups for the 4 different craft activities. Sand art with native Australian animals was held in the computer room, hand print painting recognising our 'elders' was on the footpath outside, and weaving yarn turtles and grass skirts was in the Kids Space. Several family daycare groups attended, with some staying for part of the 2 hour session and others for all of it. The library space was too small for this event, as we underestimated how popular this event is becoming and how many would attend, but spreading the craft activities out in the library helped. Throughout the morning, 63 visitors attended the library for this celebration, with 44 children and 19 adults. Photos and a story about the celebration was picked up by the Apsley Advocate, which was great publicity for the library, and contributed to the wider community's NAIDOC celebration. Staff will be looking at alternative venues or structure to next years NAIDOC Storytime, given its growing popularity amongst the indigenous and non-indigenous community.



Preparation commenced this month for the packing of the Baby's First Library Bag Program. This program enlists the help of volunteer sewers in the community 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 fourth consecutive year of this program running from Walcha Library. Staff have organised the 40 bags donated, purchased baby board books, packaging material, printed off membership forms and information about the importance of reading with baby to be packed in early August and sent to the Walcha Hospital child health team.

Housebound library services were arranged with Riverview and our housebound members who receive deliveries this month. Library volunteers once again helped prepare the collection hand-picked for the Riverview residents and a number of housebound individuals. A handful of our housebound members have recently moved to the Elizabeth Cross Wing of the Walcha Hospital, so arrangements are being negotiated between family members and hospital staff in order to deliver to them next month.

The Walcha Library Book club, the 'Taphouse' Bookclub and Penny King's Bookclub held their July meetings, some with lower numbers as usual due to other commitments. The Taphouse group had only 4 members at the meeting this month, which was moved to the Apsley Arms Hotel, due to the Taphouse changing its opening hours for the next few months. But the discussion around the book explored the themes which were of great interest to all members who read it. The Walcha Library Bookclub held a meeting with 5 in attendance this month, which facilitated some great discussion.

Library officer Rebecca has continued to utilise 'Goodreads' website to update the display of the latest released books for July. 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 remained steady this month. The free wifi and study areas have been utilised this month for study, and work purposes. A number of members have regularly used the library for tutoring again this month. The colder weather has also seen an increase in library visitors waiting for car services, or in between appointments in town. These visitors aren't always members, but are seeking the shelter, warmth and wifi available at the library, which is common for this time of year.

Drop in IT support and assistance this month was mostly provided for those using eLibrary apps, but also included smart phone and tablet assistance. Library staff are waiting on advice from the State library regarding the application made last month for a Tech Savvy Seniors grant for this financial year.

#### Youth activities

The Walcha Youth Gym Project has continued this month, with regular attendance and informal feedback providing evidence that the project is continuing to be helpful and successful. Despite a change in trainers, participants are continuing to train and are now working alongside PCYC Armidale personal trainer Keith, to get the most out of the topics. The gym memberships

provided to the participants are used regularly, and these young people are feeling a lot more comfortable using this great facility, independently and in groups supporting each other.

Youth and library staff have enlisted the help of casual staff and local makers & services to develop the Winter School Holiday Program run throughout July. The program of activities were planned alongside the annual NAIDOC Storytime & Craft event and included:

- technology/STEM activity with the CNRL team. The CNRL 'Cool guys' workshops this winter was a 'Secret Agent Mission' activity, held at the library. This STEM workshop used ID identi-kits, memorising information, learning morse code, solving puzzles, creeping through corridors avoiding motion sensors and teleoperating security robots via camera feeds to navigate a darkened maze to unlock a safe mechanism and retrieve 3D printed jewels for them to take home! All spaces in these workshops filled, with some also on a waiting list and a full 10 children participated on the day.
- Two 'Lego Games' sessions focussed on a series of building and Lego themed minute-to-win-it style party games. Each session was slightly different, with an older and younger age group and experience of each of the 16 participants. Both sessions had 8 young people, which was a manageable size for the library space, and the games. The space usually doesn't suit the Lego workshops with larger groups. The games focussed on 'beating the clock' or your own PB, and some could only have one winner, so there were some lessons in problem solving, creative thinking, perseverance and practicing winning and losing. Music was a new addition to the lego activities, with pass the parcel style activities, and some 'background music' during individual builds helped maintain focus and created a productive atmosphere. Some small lego kits and minifigures were purchased as prizes – this isn't done for every lego workshop, but it is encouraging to do it occasionally.



- Macrame craft; Council contracted Jo Barr of JMB Millenary to teach a macramé workshop at the library for older children. Each participant learnt to make a hat hanger and a keyring, and most walked away confident in their new skill. Due to initially low bookings, we opened this up to some younger girls who were interested in participating, and their



parents stayed to help out with some of the more difficult knots. This 1.5hr session ended up with 13 participants, who were very happy with their handiwork.



- Casual preschool educator Sheetal Puri provided a workshop these holidays at the Walcha Motel Restaurant to teach young children 'kid-friendly' recipes. This activity was designed for young children 8-14 years, however younger children were able to attend with a parent to help supervise. The group of 13 children enjoyed decorating their 'Chef' hats, learning and making a range of savoury and sweet dishes, including Monster Sandwiches and Chocolate Fondue Fruits. The highlight of the day being the taste testing of their creations. Sheetal received a 'thumbs up' in the Advocate for this workshops success.



- Local dance teacher Bec Hoy was able to provide two workshops in the holidays; Kids dance workshop and Active kids class. Bec worked with a large group of children from a variety of age groups to provide a fun, interactive dance focussed class, and the following week provided an age appropriate exercise class. Both workshops were held at the Walcha Community Gym fitness room, which was a great space for these sessions.



■ Finally, the 'Personal Picture Product' workshop was available in the final week. This activity proved popular when run by Walcha Handmade in 2022 and when offered by the Walcha Preschool. The youth budget subsidised each child's first product (water bottle or plate), and parents were asked to make a contribution of \$10 for that product. Library assistant Rebecca Whillock hosted the two sessions with a total of 13 children, and a further 22 children completed theirs at home. The 35 makers in total, created a total of 40 products which have been sent away to be manufactured, and will return in 6 weeks to be distributed to the families. This type of activity could be run every or every second year as it was popular, and easy to manage.

Promotion of this program started in June, and included posters, flyers, social media posts and articles and advertisements in the local paper. This included using connections made with the schools, local shops and social media to ensure all youth and families in the area are aware of the program and how to book in.

As usual, library and youth staff are already working on plans for the next school holiday program. Having received feedback from participants, ideas from the wider community, and following the youth strategy and budgeting constraints, staff will spend the next few months exploring the possibilities.

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

### 3. Preschool

**July 2023**

July was a short month here at Preschool as we had the holidays from 3 – 14 July. We returned to preschool on the 17 July to celebrate Naidoc Week. During this week we focus on the Aboriginal and Torres Strait Island cultures and intentionally building the children's knowledge and understandings of their perspectives.

The children created artworks inspired by ATSI culture and interacted in many other activities throughout the week. While we celebrate Aboriginal and Torres Strait Island during a particular week every year the culture and teaching practices are embedded into our daily principles and practises at preschool, as we believe it is a shared responsibility of educators, approved providers and other professionals that work in the early childhood settings.



Over the holiday break we have been able to purchase some new beds for our children at rest time. In line with our early childhood education and care regulations we are required to meet the sleep and rest needs of children in regard to the ages, development stages and individual needs of the children. The children are encouraged to make their own beds, this is developing their self-help skills and their emerging autonomy. When children are engaging in these task and find themselves needing help, they are more likely to engaged with an educator or another child they have made a connection/friendship with for help.





We have also had the pleasure of another visitor to preschool. Al Sloggett the travelling magician came to visit, providing a very interesting and intriguing show for the children. He included the children to assist him in his show, and performed many magic tricks that entertained the children and kept them very engaged and focused.

Having visitors like this to the preschool enables children to be connected with and contribute to their world (Early Years Learning Framework: Learning Outcome 2.)



**Melinda Bird**  
 Preschool Nominated Supervisor

**4. Tourism**

**July 2023**

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

JULY	2023	2022	2021	2020
Walk in's	326	299	Closed due to COVID	Closed due to COVID
Phone enquiries	16	33		
Email enquiries	1	1		



WEBSITE STATISTICS	July	June	May	April
<a href="http://www.walchansw.com.au">www.walchansw.com.au</a>				
<b>Total Visits</b>	<b>22,530</b>	<b>27,656</b>	<b>57,198</b>	<b>20,634</b>
<b>Total Pages</b>	<b>268,172</b>	<b>98,321</b>	<b>242,952</b>	<b>161,661</b>
<b>Total Hits</b>	<b>425,871</b>	<b>281,451</b>	<b>927,233</b>	<b>424,884</b>

We have had a busy month with visitors to the Information Centre during July. Top referrer websites to the Walcha tourism website continue to be google and the Walcha Motorcycle Rally website.

### Accredited Visitor Information Centre review

I met with Mark Greaves from The Tourism Group, our Accredited Visitor Information services body, to undertake our yearly accreditation review and we have now received our updated accreditation certificate.

### Walcha Motorcycle Rally

Promotion of Walcha as a great destination for motorcycling is well under way. This is being undertaken in both print media, online and social media. A recent online article promoting Walcha as a key motorcycling destination and the event can be viewed at:

<https://www.netimes.com.au/2023/07/12/motorcycle-rally-rolling-back-into-walcha-this-november/>

SOUNDTRAILS STATISTICS		
SOUNDTRAIL NAME	DOWNLOADS	OPENS
Apsley Falls - Oxley Wild Rivers NP	13	23
Walcha Sculpture	18	50

### Visitor Information Centre – Visitor book comments

Some of the comments from visitors to the Walcha Visitor Information Centre this month include:  
*“Warm and welcoming” “Very helpful” “Friendly” “Great response and friendly” “Lisa was fantastic and extremely knowledgeable, so very helpful, thank you very much” “Very helpful. Beautiful country”*

### SOCIAL MEDIA INSIGHTS – WALCHA TOURISM

Please note the following:

- The report now includes an engagement rate (%) by reach, which measures the percentage of people who chose to interact with the account content after seeing it. Generally, anything above 5% is good. However, this gets harder to achieve with the more followers you have. This formula is the most common way to calculate engagement with social media content.



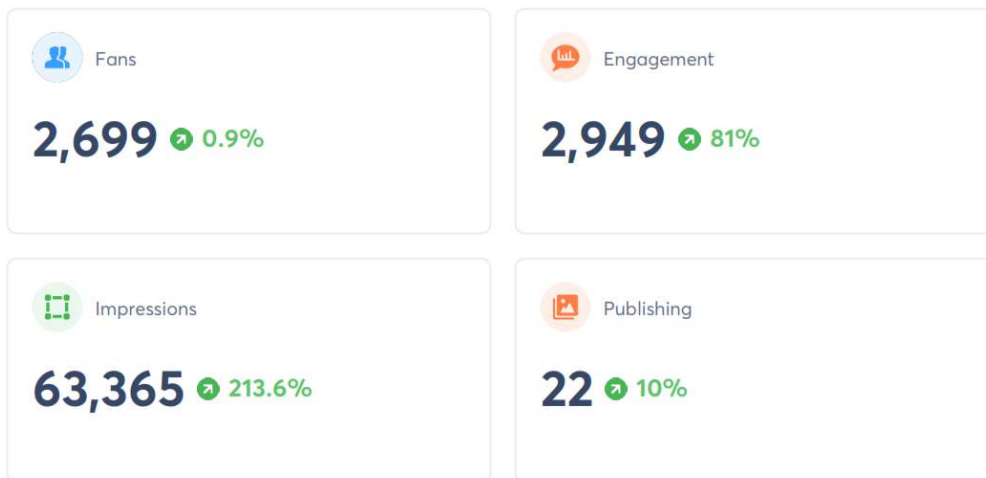
- The Facebook 'fans' reports the page 'likes' not the page 'followers', so this number is less than reported in previous reports.
- Aggregated data is the combined data of all selected profiles for a top-level overview.
- Insights for top content is now based on engagement, as opposed to the previous metric of reach, as this is more helpful when assessing the most engaging types of posts.
- Brand awareness gives you an overview of whether or how much people talk about you and your brand. The two main metrics used are mentions and shares. Mentions is the number of times your page was mentioned in a post by another user or page. Shares is the number of times your posts have been shared during the selected period.

## AGGREGATED DATA

Combined data of both Walcha tourism profiles for top-level view (Facebook and Instagram) for month of July 2023

### Overview

Key performance metrics for the selected period.



### Audience growth

Number of new fans/followers gained during the selected period.

Walcha Tourism	20
Walcha - Where Wild Rivers Run	12
<b>New Fans / Followers</b>	<b>32</b>

The total audience is  
**2,699 fans / followers**  
 representing a variation of +0.9 %  
 compared to Jun. 1 2023 - Jun. 30 2023

### Engagement

Number of audience's interactions with your social profiles during the selected period.



Walcha Tourism	2.3K
Walcha - Where Wild Rivers Run	604
<b>Total interactions</b>	<b>2.9K</b>

The total engagement is  
**2,949 interactions**  
 representing a variation of **+81 %**  
 compared to Jun. 1 2023 - Jun. 30 2023

## Impressions

Walcha Tourism	58K
Walcha - Where Wild Rivers Run	5.7K
<b>Total impressions</b>	<b>63K</b>

The total impressions are  
**63,365**  
 representing a variation of **+213.6 %**  
 compared to Jun. 1 2023 - Jun. 30 2023

## Engagement rate per reach

The sum of engagements divided by total reach.

Walcha Tourism	7.2%
Walcha - Where Wild Rivers Run	10.7%

## Top content - Walcha Tourism

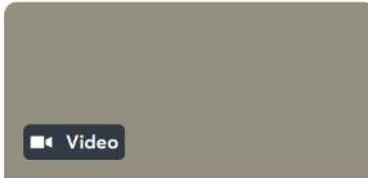
Best performing content published during the selected period. Based on engagement.



Jul. 10 2023

**Cracking frost this morning in Walcha. Cold - but ...**


Reach	3.9K
Engaged Users	603
Clicks	323
Other clicks	115
Engagement rate per reach	15.5%
Engagement rate per impression	14.3%



Jul. 10 2023

**Visit Walcha for your winter escape! Grab your wi...**

Reach	20K
Engaged Users	322
Clicks	184
Other clicks	94
Engagement rate per reach	1.7%
Engagement rate per impression	1.2%



Jul. 16 2023

**"Icy -4 but a beautiful overnight motorbike rid...**

Reach	1.7K
Engaged Users	233
Clicks	185
Other clicks	19
Engagement rate per reach	13.5%
Engagement rate per impression	12.9%



## Top content - Walcha - Where Wild Rivers Run

Best performing content published during the selected period. Based on engagement.



Jul. 10 2023

**Cracking frost this morning in Walcha. Cold - but ...**

📶 Reach	502
💬 Comments	4
❤️ Likes	110
📌 Saved	1
📊 Engagement	115
Engagement rate per reach	22.9%
Engagement rate per impression	19%



Jul. 23 2023

**"What a week immersed in the wilds of NSW with th...**

📶 Reach	542
💬 Comments	1
❤️ Likes	89
📌 Saved	2
📊 Engagement	92
Engagement rate per reach	17%
Engagement rate per impression	14.2%



Jul. 2 2023

**"WALCHA What an amazing few days it was to spend ...**

📶 Reach	608
💬 Comments	4
❤️ Likes	72
📌 Saved	3
📊 Engagement	81
Engagement rate per reach	13.3%
Engagement rate per impression	12.3%

## Demographics

Demographic information about your audience: age, gender, location and language.

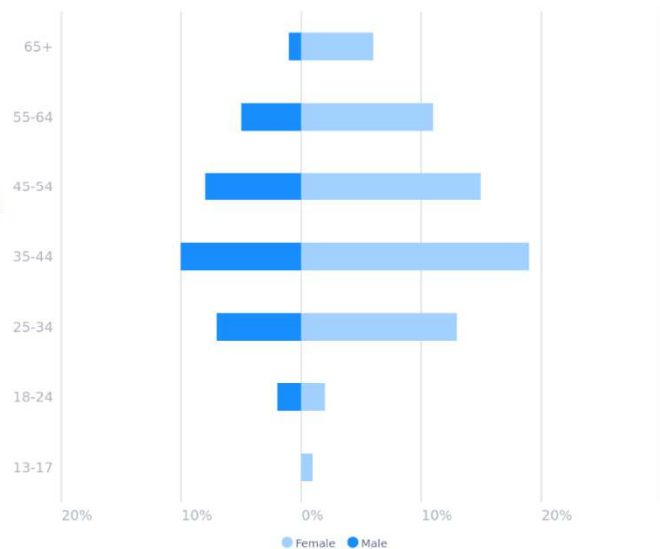


Your average follower is a

**35-44 years old Female**

from

**Australia**

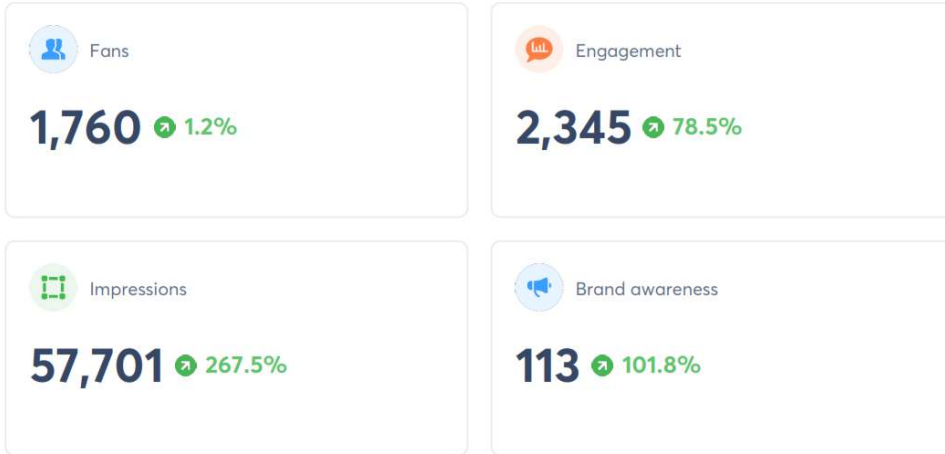






## Overview

Key performance metrics for the selected period.



## Engagement

Number of fans interactions (reactions, comments, shares, clicks and private messages) with your Facebook page for the selected period.

Reactions	933  94  2  30  0  0	1.1K
Clicks	Link: 77 Photo: 831 Video: 253	1.2K
Comments		14
Private messages		0
Shares		111
<b>Total Engagement</b>		<b>2.3K</b>
<b>Engagement rate per reach</b>		<b>6%</b>

The total engagement is  
**2,345 interactions**  
 representing a variation of **+78.5 %**  
 compared to Jun. 1 2023 - Jun. 30 2023

## Impressions

Number of times your page's content has been viewed during the selected period. This includes paid, organic and viral impressions.

Paid impressions	25K
Organic impressions	22K
Viral impressions	11K
<b>Total impressions</b>	<b>58K</b>

The total impressions are  
**57,701**  
 representing a variation of **+267.5 %**  
 compared to Jun. 1 2023 - Jun. 30 2023

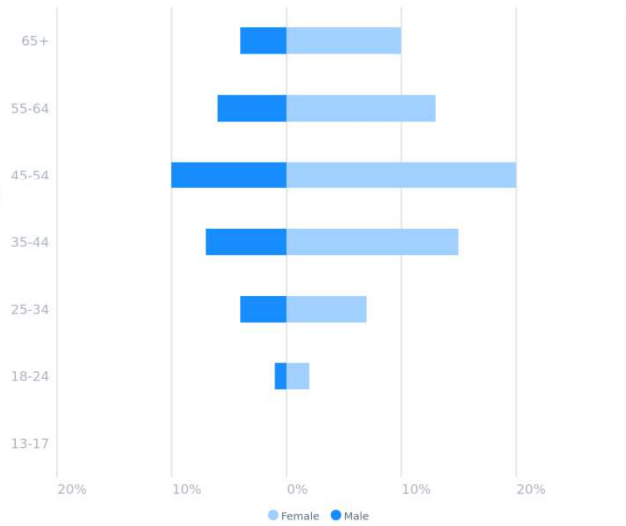


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Demographic information about your audience: age, gender, location and language.

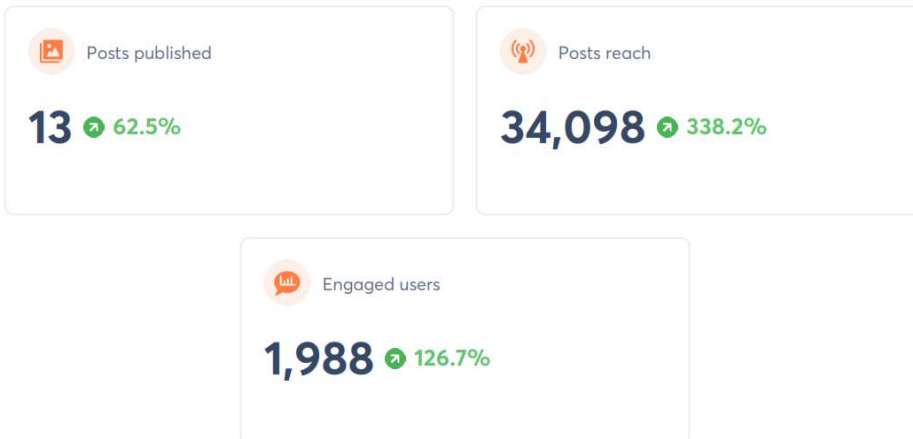


Your average fan is a  
**45-54 years old Female**  
from  
**Australia**



## Overview

Lifetime metrics of content published during the selected period.





## Top content



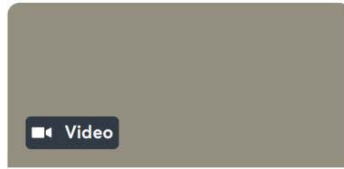
Best performing content published during the selected period. Based on engagement.



Jul. 10 2023

**Cracking frost this morning in Walcha. Cold - but ...**

Reach	3.9K
Engaged Users	603
Clicks	323
Other clicks	115
Engagement rate per reach	15.5%
Engagement rate per impression	14.3%



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**"Icy -4 but a beautiful overnight motorbike rid...**

Reach	1.7K
Engaged Users	233
Clicks	185
Other clicks	19
Engagement rate per reach	13.5%
Engagement rate per impression	12.9%

## Top content



Best performing content published during the selected period. Based on engagement.



Jul. 23 2023

**"What a week immersed in the wilds of NSW with th...**

Reach	1.2K
Engaged Users	160
Clicks	125
Other clicks	18
Engagement rate per reach	13.4%
Engagement rate per impression	10.3%



Jul. 9 2023

**Walcha's Open Air Gallery adds an original dimensi...**

Reach	1.1K
Engaged Users	143
Clicks	79
Other clicks	12
Engagement rate per reach	13.5%
Engagement rate per impression	10.8%



Jul. 30 2023

**When you're ready to wind down with a nice bevvy ...**

Reach	1.2K
Engaged Users	117
Clicks	9
Other clicks	48
Engagement rate per reach	10%
Engagement rate per impression	9.6%

## Motorcycle Rally Update

We have applied for grant funding totalling \$35,000 (\$20,000 from Regional Flagship Event fund through DNSW and \$15,000 from our local member). To date we have had no response to these applications and requests which is concerning. We have reached out to Destination NSW to follow this up on our behalf. Expenditure figures are being reviewed to identify cuts that can be made if necessary.



Ticket sales are looking very good with the following ticket sales numbers as at 23 August 2023:

- 162 Rally Passes
- 93 Camping Passes
- 49 Merchandise Packs
- 1 Day Pass

As a comparison sales numbers as at 17 August 2022 were:

- 71 Rally Passes
- 46 Camping Passes
- 30 Merchandise Packs
- 6 Day Passes

We are very excited to have BMW confirm their attendance at this years Rally. Their program will involve:

- Rider training - Thursday 16/11 (before the main event days of Fri 17 & Sat 18 Nov) All organised by BMW with 2 trainers.
- Trade Exhibit stand during the event
- Skills demonstrations programmed into the event
- Sponsorship/support - providing 2 x BMW Offroad Training Vouchers valued at \$749 each for give away. They are also asking BMW HQ if they would like to add anything in.

### Budget

REVENUE	2023 Approved Budget (ex GST)	Actual (ex gst)
<b>GRANTS</b>		
Grant - Flagship Event Fund (application submitted)	\$ 20,000.00	
Adam Marshall (contribution requested)	\$ 15,000.00	
<b>SPONSORSHIP</b>		
Sponsorship - Major		
Sponsorship - Event and other	\$ 4,545.45	\$ 1,500.00
<b>INCOME - TICKETS &amp; CAMPING</b>		
Pre-sale 2 Day Rally Pass (Early bird price)	\$ 21,818.18	\$ 8,837.10
Pre-sale Day tickets	\$ 3,818.18	\$ 31.82
Pre-sale Local tickets	\$ 2,522.73	
Pre-sale Camping Fee	\$ 6,545.45	\$ 2,536.11
Gate sales & non-early bird Rally Passes	\$ 11,818.18	
<b>INCOME - MERCH</b>		
Pre-sale Merch Packs	\$ 6,500.00	\$ 2,450.00
Stubby holders	\$ 363.64	
T-shirts	\$ 3,181.82	
Leather Key Ring	\$ 454.55	
Bottle opener	\$ 227.27	
Beanie	\$ 681.82	
Patches	\$ 454.55	



2023 Year bars	\$	227.27	
<b>INCOME - BAR</b>			
Bar sales	\$	20,000.00	
<b>INCOME - EXHIBITOR FEES, OTHER ENTRY FEES</b>			
Exhibitors/Stallholders 3x3	\$	1,363.64	\$ 850.00
Exhibitors / Stallholders 6x3	\$	1,818.18	\$ 1,200.00
Exhibitors larger sites			\$ 400.00
Entry Fees - Demolition Derby	\$	909.09	\$ 90.00
Entry Fees - Barrel Racing	\$	500.00	
Entry Fees - Show & Shine	\$	318.18	
<b>Sub total</b>	\$	<b>123,068.18</b>	<b>\$ 17,895.03</b>

EXPENDITURE	2023 Approved Budget (ex GST)	Actual & confirmed (ex GST)	
<b>ADMIN &amp; STAFF</b>			
Admin assistance - contract	\$ 5,000.00		
Staff time	\$ 27,000.00	\$ 5,203.75	115 staff hours
<b>OPERATIONAL</b>			
Rubbish Removal	\$ 1,000.00		
Traffic Management	\$ 900.00		
Site Manager	\$ 3,575.00		
Site map generation	\$ 800.00		
Security	\$ 10,000.00		anticipate cost reduction to \$9000
First Aid (Beneficial Safety)	\$ 1,100.00	\$ 1,100.00	
Loop Bus	\$ 500.00		
Showground Hire	\$ 4,600.00		
Registration tent hire	\$ 1,335.00	\$ 1,545.00	additional tent needed
Bar - Donation to Golf Club	\$ 3,000.00		
Bar - Drinks	\$ 6,000.00		
Liquor Licence application	\$ 156.00	\$ 168.00	
B&B accommodation	\$ 1,600.00	\$ 1,600.00	
Cleaning supplies	\$ 500.00		anticipate cost reduction to \$200
Sundry expenses (one-off)	\$ 500.00		
<b>VOLUNTEER</b>			
Volunteer Costs (Food voucher & drink)	\$ 1,250.00		
Volunteer Costs (T-shirts)	\$ 800.00		
RV Events - volunteers (donation)	\$ 1,500.00	\$ 1,500.00	
<b>MARKETING</b>			
Website updates	\$ 1,600.00	\$ 1,072.50	
Videography	\$ 6,075.00	\$ 2,880.00	New supplier - cost reduced
Promotional video	\$ 800.00	\$ 1,800.00	Cost higher than anticipated
Mailchimp subscription	\$ 486.72	\$ 486.72	



Signage	\$ 1,000.00		anticipate cost reduction to \$500
Printing program & flyers	\$ 900.00	\$ 425.45	
Advertising	\$ 6,000.00	\$ 4,700.00	anticipate cost reduction to \$4700
Graphic Design work	\$ 1,500.00		anticipate cost reduction to \$1200
<b>ENTERTAINMENT</b>			
Bands + stage, lighting, PA hire	\$ 10,000.00		
MC	\$ 4,000.00		
<b>TICKETING</b>			
Ticketing Costs (commission)	\$ 1,500.00		
Wristbands	\$ 200.00		
<b>ATTRACTIONS</b>			
Attraction: Woodchop / work dog demos	\$ 2,000.00		to be confirmed
Attraction: Stunt Show	\$ 3,000.00	\$ 5,100.00	couldn't get original stunt act
Demo derby	\$ 1,300.00		
Attraction: Niki Zak Racing		\$ 500.00	
Burnout Comp *	\$ 1,000.00		
Skills demos/education	\$ 1,800.00		anticipate cost reduction to \$1000
Attraction: Childrens			
Dirt Bike Barrel Race (prize money) *	\$ 1,150.00		
Postie Bike Events	\$ 636.36		
Show & Shine Trophies	\$ 320.00		
<b>MERCHANDISE</b>			
T-Shirts (merch pack & to sell on day)	\$ 3,630.00		
Year Bar	\$ 225.00		
Beanies	\$ 659.00		
Bottle opener	\$ 500.00		
Stubby Holders	\$ 625.00		
Paperbags for Merch	\$ 93.50		
Rally Stickers			
<b>Sub Total</b>	<b>\$ 122,116.58</b>	<b>\$ 28,081.42</b>	

The expenditure figures in the actual and confirmed column are showing actual spend, and confirmed quotes. The cash amount spent to date is \$9656 and this figure includes staff wages costed to the event.

I have included below a draft program so you can see what we have planned. It is shaping up to be our best year yet. There are some new attractions that should be of great interest to families.



**DRAFT PROGRAM – WALCHA MOTORCYCLE RALLY**

**THURSDAY 16 NOV**

12 noon	Gate opens	Showground
	Registration/ Information/Camping opens	
4.00 pm	Bar opens	
5:30 – 9:30pm	Music by local artist	
6.00 – 10.00pm	Shuttle Bus hours	
10.00pm	Bar closes	

**FRIDAY 17 NOV**

6am – 9am	Breakfast available	Showground
8am	Main Gate & Registration opens	Showground
9am	Shuttle bus begins operating	Showground main gate
<b>Organised rides - briefing &amp; departures</b>		
8am	ADVENTURE RIDES	Showground
9am	SPORTS BIKE RIDE	Showground
9am	ROAD RIDE	Showground
9am	SIDE CAR ADVENTURE RIDE	
10am – 4pm	Enduro X demonstrations	
12pm	Exhibitors & trade stalls open	Showground
12pm, 2pm, 4pm	Woodchopping & chainsaw racing demonstrations	Showground
1pm	Bar opens	
1.30pm	Multi bike Challenge Gymkhana	Show Ring
2:30pm	Niki Zak Racing – drag bike	
3pm	Burn out Competition	Show Ring
4pm	BMW - Skills display, tricks & demos	Show Ring?
4:30pm	Kids Strider bike challenge	Show Ring
5pm	BackTrack Dog Jumping	Showground
6pm	Tyre Throwing Competition	Showground
6:30pm – 10pm	Live Music – Rough Justice	Near Bar
10pm	Bar closes	Showground
10pm	Shuttle bus finishes	Showground main gate

**SATURDAY 18 NOV**

6am – 9am	Breakfast available	Showground
8:30am – 12:30pm	Walcha Farmers Market	McHattan Park
8:30am	Exhibitors & trade stalls open	Showground
9am – 10:30pm	Shuttle bus operating	Showground main gate



<b>Organised rides - briefing &amp; departures</b>		
8am	ADVENTURE RIDES	Showground
9am – 3pm	Dirt Bike Barrel Races	Rodeo Ring
10am	Stunt Show - Flair Action Riders	Show Ring
10am – 4pm	Enduro X demonstrations	
10:30am	Assemble for street procession	Show Ring
11:00am	Street procession departs Showground	Main streets of Walcha
11:30am – 12:30pm	Vintage car display (in town)	South Street
11.30am	Show & Shine entries open	Showground
12pm	Bar Opens	Showground
12pm, 2pm, 4pm	Woodchopping & chainsaw racing demonstrations	Showground
12pm	Kids Strider bike Challenge	
12pm – 1:30pm	Motorcycle Swap Meet	Showground
12:30pm	Stunt Show - Flair Action Riders	Showground
1pm	Show & Shine judging begins	Showground
1:30pm – 3pm	Postie Bike Grass Track Derby Postie Bike Soccer	Show Ring
3pm	Stunt Show - Flair Action Riders	Show Ring
3:30pm	BMW - Skills display, tricks & demos	Show Ring?
4pm	Niki Zak Racing – drag bike	
4:30pm	Burn out Competition	Show Ring
6pm	Demolition Derby	Show Ring
6:30pm – 10pm	Live Music – Terra Firma	Showground function centre
10pm	Bar closes	Showground
10pm	Shuttle Bus finishes	Showground main gate

**SUNDAY 19 NOV**

6am – 9am	Breakfast available	Showground
	Campers depart	

**FOOD / DRINKS AVAILABLE AT THE SHOWGROUND**

Thunderbolts Café  
 Orange Duck Kitchen  
 Burger Bulls  
 Spanish Fiesta  
 Pizza on Wheels  
 Pizza, ribs & more

Corn on a Cob  
 Delilah & Co coffee  
 Bar





### **FREE LOOP SHUTTLE BUS**

Rally Pass and Day Pass holders can access the shuttle bus to get around town and support our local businesses. Jump on & off (approx. 15minute loop). Thurs (6pm – 10pm), Fri & Sat (9am to 10pm)

Don't want to wait for the shuttle bus? Phone the **Walcha Taxi** on **0436 131 008** Walcha Taxi Service is available 24 hours a day 7 days a week. Capacity to carry 6 passengers. Suitable for disabled access. Very reasonable rates apply.

### **OTHER THINGS TO DO IN WALCHA**

- Enjoy our local cafes, pubs, Taphouse, takeaways, galleries, retail shopping, craft shops, collectables and antiques.
- Check out Apsley Falls & Gorge in Oxley Wild Rivers National Park (only 15mins from Walcha with easy all sealed access)
- Visit the world's only abstract model railway – It's Not A Train Set. Phone 0491 737 669 to book a visit.
- Check out Walcha's Farmer's Markets on Saturday morning at McHattan Park and the vintage car display in South Street.
- Take a step back in time at the Pioneer Cottage & Museum Complex. Open Saturday and Sunday 11am – 4pm
- Play a few rounds of Barefoot bowls at Walcha Bowling Club. Open Friday from 2pm, Saturday from 11am
- Take a tour of historic Langford House  
Tour times: 10am, 1pm, 3pm (Friday & Saturday)

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



# Item 10:

# Committee Reports



## There are no Committee Reports for August 2023



# Item 11:

# Delegate Reports

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



# THE COUNTRY MAYORS ASSOCIATION OF NSW INC

*"What we want is nothing more than equity"*

**Chairperson:** Cr Jamie Chaffey  
Gunnedah Shire Council, PO Box 63,  
Gunnedah NSW 2380  
**Contact:** (02) 6740 2100  
**Email:** [jamiechaffey@infogunnedah.com.au](mailto:jamiechaffey@infogunnedah.com.au)

## Minutes

### General Meeting

**FRIDAY, 4 August 2023 Theatrette, Parliament House, Sydney**

The meeting opened at 8.30am

#### 1. Chairmans Welcome.

#### 2. Acknowledgement to Country

We acknowledge the Traditional Custodians of the land and waters, and we show our respect for Elders past and present and emerging. We are committed to providing communities in which Aboriginal and Torres Strait Islander people are included socially, culturally and economically.

#### 3. Acknowledgement of Parliamentarians

The Chairman acknowledged the attendance of several Shadow Ministers and members of Parliament as observers.

#### 4. Attendance:

Armidale Regional Council, Mayor, Cr Sam Coupland, Mayor  
Ballina Shire Council, Cr Sharon Cadwallader, Mayor  
Bathurst Regional Council, Cr Robert Taylor, Mayor  
Bathurst Regional Council, Mr David Sherley, General Manager  
Bega Valley Shire Council, Cr Russell Fitzpatrick, Mayor  
Bellingen Shire Council, Cr Steve Allan, Mayor  
Bellingen Shire Council, Mr Mark Griffioen, General Manager  
Berrigan Shire Council, Cr Matthew Hannan, Mayor  
Bland Shire Council, Cr Brian Monaghan, Mayor  
Bland Shire Council, Mr Grant Baker General Manager  
Blayney Shire Council, Cr Scott Ferguson, Mayor  
Bourke Shire Council, Cr Barry Hollman, Mayor  
Bourke Shire Council, Ms Leone Brown, General Manager  
Broken Hill City Council, Cr Jim Hickey, Deputy Mayor  
Broken Hill City Council, Mr Jay Nankivell, General Manager  
Byron Shire Council, Cr Michael Lyon, Mayor  
Byron Shire Council, Mr Mark Arnold, General Manager  
Cabonne Shire Council, Cr Kevin Beatty, Mayor  
Cabonne Shire Council, Ms Heather Nicholls, Acting General Manager  
Cessnock City Council, Cr Jay Suvaal, Mayor

City of Newcastle, Cr Nuatali Nelmes, Lord Mayor  
Cobar Shire Council, Cr peter Abbott, Mayor  
Cobar Shire Council, Mr Peter Vlatko, General Manager  
Cootamundra-Gundagai Regional Council, Cr Leigh Bowden, Deputy Mayor  
Cootamundra-Gundagai Regional Council, Mr Steve McGrath, General Manager  
Dubbo Regional Council, Cr Mathew Dickerson. Mayor  
Dubbo Regional Council, Mr Murray Wood, CEO  
Eurobodalla Shire Council, Cr Mat Hatcher, Mayor  
Federation Council, Cr Patrick Bourke, Mayor  
Federation Council, Ms Jo Shannon, Director Corporate and Community Services  
Forbes Shire Council, Cr Phyllis Miller, Mayor  
Forbes Shire Council, Mr Steve Loane, General Manager  
Gilgandra Shire Council, Cr Doug Batten, Mayor  
Gilgandra Shire Council, Mr David Neeves, General Manager  
Glen Innes Shire Council, Cr Rob Banham, Mayor  
Glen Innes Shire Council, Mr Bernard Smith General Manager  
Goulburn Mulwaree Council, Cr Peter Walker, Mayor  
Greater Hume Council, Cr Tony Quinn, Mayor  
Greater Hume Council, Ms Evelyn Arnold, General Manager  
Griffith City Council, Cr Glen Andreazza, Deputy Mayor  
Griffith City Council, Mr Brett Stonestreet, General Manager  
Gunnedah Shire Council, Cr Jamie Chaffey, Mayor  
Gunnedah Shire Council, Mr Eric Growth, General Manager  
Gwydir Shire Council, Cr Catherine Egan, Deputy Mayor  
Hay Shire Council, Cr Carol Oataway, Mayor  
Hay Shire Council, Mr David Webb, General Manager  
Inverell Shire Council, Cr Paul Harmon, Mayor  
Inverell Shire Council, Mr Paul Henry, General Manager  
Kempsey Shire Council, Cr Leo Hauville, Mayor  
Kempsey Shire Council, Mr Craig Milburn, General Manager  
Kiama Municipal Council, Cr Neil Reilly, Mayor  
Kiama Municipal Council, Ms Jane Stroud, CEO  
Lachlan Shire Council, Cr Paul Phillips, Deputy Mayor  
Lachlan Shire Council, Mr Greg Tory, General Manager  
Leeton Shire Council, Cr Tony Reneker, Mayor  
Lismore City Council, Cr Steve Krieg, Mayor  
Lismore City Council, Mr Jon Gibbons, General Manager  
Liverpool Plains Shire Council, Cr Doug Hawkins, Mayor  
Liverpool Plains Shire Council, Mr Gary Murphy, General Manager  
Lockhart Shire Council, Cr Ian Marston  
Lockhart Shire Council, Mr Peter Veneris, General Manager  
MidCoast Council, Cr Claire Pontin, Mayor  
MidCoast Council, Mr Adrian Panuccio, General Manager  
Moree Plains Shire Council, Cr Mark Johnson, Mayor  
Murray River Council, Mr Terry Dodds, General Manager  
Muswellbrook Shire Council, Cr Steve Reynolds, Mayor  
Narrabri Shire Council, Cr Ron Campbell, Mayor  
Narrabri Shire Council, Mr Robert Williams, General Manager  
Narrandera Shire Council, Cr Neville Kschenka, Mayor  
Narrandera Shire Council, Mr George Cowan, General Manager  
Narromine Shire Council, Cr Craig Davies, Mayor  
Narromine Shire Council, Ms Jane Redden, General Manager  
Oberon Council, Cr Lauren Trembath  
Oberon Council, Mr Gary Wallace, General Manager  
Orange City Council, Cr Jason Hamling, Mayor

Orange City Council, Mr David Waddell, CEO  
Parkes Shire Council, Cr Ken Keith, Mayor  
Port Stephens Council, Cr Ryan Palmer, Mayor  
Queanbeyan-Palerang Regional Council, Cr Kenrick Winchester, Mayor  
Queanbeyan-Palerang Regional Council, Ms Rebecca Ryan, CEO  
Richmond Valley Council, Cr Robert Mustow, Mayor  
Shellharbour City Council, Cr Chris Homer, Mayor  
Singleton Council, Cr Sue Moore, Mayor  
Singleton Council, Mr Jason Linnane, General Manager  
Snowy Monaro Regional Council, Cr Narelle Davis, Mayor  
Tamworth Regional Council, Cr Russell Webb, Mayor  
Tamworth Regional Council, Mr Paul Bennett, General Manager  
Temora Shire Council, Cr Rick Firman, Mayor  
Temora Shire Council, Ms Melissa Boxall, General Manager  
Tenterfield Shire Council, Cr Bronwyn Petrie, Mayor  
Upper Lachlan Shire Council, Cr Pam Kensit, Mayor  
Uralla Shire Council, Cr Robert Bell, Mayor  
Wagga Wagga City Council, Cr Dallas Tout, Mayor  
Walcha Council, Cr Eric Noakes, Mayor  
Walcha Council, Mr Phillip Hood, Acting General Manager  
Warren Shire Council, Cr Milton Quigley, Mayor  
Warren Shire Council, Mr Gary Woodman, General Manager  
Warrumbungle Shire Council, Cr Ambrose Doolan, Mayor  
Weddin Shire Council, Cr Craig Bembrick, Mayor  
Weddin Shire Council, Mr Brendan Hayes, Director Environmental Services  
Wingecarribee Shire Council, Mr Viv May, Interim Administrator  
Wingecarribee Shire Council, Ms Lisa Miscamble, General Manager  
Wollondilly Shire Council, Cr Matt Gould, Mayor  
LGNSW, Cr Darriea Turley, President  
LGNSW, Ms Susy Cenedese, Acting Director Advocacy  
LGNSW Ms Bronwen Regan, Director Strategy and Governance  
OLG Brett Whitworth, Deputy Secretary  
OLG Ms Melissa Gibbs, Director Policy and Sector Development  
OLG Ms Tina Baldock, Principal Projects Officer

### **Parliamentarian Attendance**

The Hon Mark Speakman MP, Leader of the opposition  
The Hon Dugald Saunders MP, Leader of the Nationals, Shadow Minister for Regional NSW,  
Shadow Minister for Agriculture and Natural Resources  
The Hon Bronnie Taylor MLC, Shadow Minister for Regional Health, Shadow Minister for Trade,  
Shadow Minister for Seniors  
The Hon Sarah Mitchell MLC, Deputy Leader of the Opposition in the Legislative Council, Shadow  
Minister for Education and Early Learning, Shadow Minister for Western NSW  
The Hon Sam Faraway MLC, Shadow Minister for Regional Transport and Roads  
The Hon Leslie Williams MP, Shadow Minister for Women, Shadow Minister for Prevention of  
Domestic Violence and Sexual Assault  
The Hon Kevin Anderson MP, Shadow Minister for Gaming and Racing, Shadow Minister for the  
Arts and Heritage  
The Hon Steph Cooke MP, Shadow Minister for Water, Shadow Minister for Crown Lands  
The Hon Wes Fang MLC, Deputy Opposition Whip in the Legislative Council and Shadow  
Assistant Minister for Police and Emergency Services  
Mr Gurmeh Singh MP, Shadow Minister for Tourism, Shadow Minister for Emergency Services,  
Shadow Minister for the North Coast  
Mr Michael Kemp MP, Member for Oxley  
Ms Tanya Thompson MP, Member for Myall Lakes

Mr Richie Williams MP, Member for Clarence

**Apologies:**

As submitted

**Special Guests:**

The Hon Penny Sharpe MLC, Minister for Climate Change, Minister for Energy, Minister for the Environment, and Minister for Heritage

The Hon Tara Moriarty MLC, Minister for Agriculture, Minister for Regional NSW, Minister for Western NSW

Mr Simon Draper, CEO, NSW Reconstruction Authority

The Hon Dugald Saunders MP, Leader of the Nationals, Shadow Minister for Regional NSW, Shadow Minister for Agriculture and Natural Resources

The Hon Wendy Tuckerman MP, Shadow Minister for Local Government, Shadow Minister for Small Business

**5. The Hon Penny Sharpe MLC, Minister for Climate Change, Minister for Energy, Minister for the Environment, and Minister for Heritage**

The Minister wants to work together and harness our energies. NSW has been affected by natural disasters that need to be addressed. The Government is committed to climate change and legislation is to be introduced later this year to reduce emissions to net zero by 2050. The Net Zero Commission, an independent body is to report to parliament and will be the architect on how the government is progressing. There will be a transition from coal to other energy sources over the next 5 to 10 years. This will attract investment. There will be many planning and co-ordination challenges and there is a need to work closely with local government. The Government has concerns on how the Biodiversity Offsets Scheme has operated over the past 5 years and the Minister will table a report by the end of August together with a Land Services Review which will be considered together. The Government is preparing for El Nino and is working on water sharing plans where local government needs to work with the government.

**6. The Hon Tara Moriarty MLC, Minister for Agriculture, Minister for Regional NSW, Minister for Western NSW**

The Minister acknowledged the work being undertaken by local government. The Government is committed to supporting local government and is seeking thriving regions and in accordance with the communities expectations. The Minister wants to hear directly from councils on their concerns. Regional Roads is a significant issue and funds have and will continue to be committed. People are the Governments number one priority with stamp duty concessions being introduced, speed cameras being not now hidden, access to employment and services are being improved, housing supply and affordability is being focused on, the lot of young people is being improved, people are being encouraged to stay in the regions and businesses are being supported to create local jobs. Bio science is protecting the economy from Bio-Diversity threats. There are 36% of homes in the State that do not have mobile coverage and 16500klm of roads have no or marginal coverage and fixing this is a priority.



## **7. Mr Simon Draper, CEO, NSW Reconstruction Authority**

The NSW Reconstruction Authority is a new agency having been created over the last 4 years. Issues are changing and local and historical knowledge is being challenged. The job is to be with communities before and after disasters and when they occur they have to react quickly. The Authority works under two Ministers Planning and Emergency Services. The organisations functions are still being established. There are four functions – Prevention – State and local mitigation plans are needed to be rebuilt in a serviceable way – Preparedness – making sure community leaders are well set up – Recovery – people need to know they will be supported and – Funding – the huge task of adaptation and its expenditure. Everyone likes a bossy co-ordinator. The Authority needs to push programs but local co-ordination is essential as the resulting assets reverts to them

## **8. Adoption of Minutes of Previous Meeting:**

RESOLVED that the minutes of the General Meeting held on 26 May 2023 be accepted as a true and accurate record.

Moved Singleton Council Mayor Councillor Sue Moore

Seconded Narrabri Shire Council Mayor Councillor Ron Campbell

## **9. Matters Arising from the Minutes**

Nil

## **10. ALGA Update Report**

Cr Linda Scott, President, reported on the 2023 National General Assembly and Regional Forum which included more than 450 local government leaders from across the country, the return of the Australian Council of Local Government, the early payment of Financial Assistance Grants with the 2023-24 allocation bought forward to councils in 2022-23, the fast tracking of disaster funding, the establishment of the Community Energy Upgrades Fund for local governments, Growing Regions Grants, regional bank closure protocols and advised that registrations are now open for the National Local Roads, Transport and Infrastructure congress to be held in Canberra from 6-7 September

RESOLVED That the report be noted

Moved Temora Shire Council Mayor Councillor Rick Firman

Seconded Parkes Shire Council Mayor Councillor Ken Keith

## **11. LGNSW Update Report**

Cr Darriea Turley, President, congratulated the winners of the Local Government Awards, advised of the launch of the Parliamentary Friendship Group for Local Government, announced that David Reynolds CEO Hills Shire has been appointed CEO of LGNSW, advised that the MOU with CMA was being reviewed in accordance with the agreement and congratulated Shadow Minister Wendy Tuckerman on the Review of the Rate Pegging Methodology. The written report included information on LGNSW Annual conference which will be held from 12-14 November 2023 with motions to be submitted by 15 September 2023 and reported on the IPART Review of rate pegging methodology, the Emergency Services Levy burden in 2023/24, the Red Fleet and OLG's requirement that it be supplied with strategies to ensure RFS mobile assets are not assets of the RFS, the Select Committee to examine the recommendations of the Upper House Inquiry into

Rural and Regional Health, the single employer model for GP's and emergency department doctors in rural and regional NSW, the LGNSW Water Management Conference in Parkes, the advanced payment of Financial Assistance Grants, Planning Cadetships and more support for community recovery post disaster.

RESOLVED That the report be noted

Moved Forbes Shire Council Mayor Councillor Phyllis Miller  
 Seconded Bega Shire Council Mayor

### 12. Membership

RESOLVED that Cessnock City Council and Wollondilly Shire Council be admitted as members of the Association and that the City of Newcastle and Riverina Eastern Regional Organisation of Councils be admitted as Associate members of the Association.

Moved Forbes Shire Council Mayor Councillor Phyllis Miller  
 Seconded Blayney Shire Council Mayor Councillor Scott Ferguson

### 13. Correspondence

#### Outward

<p>The Hon Ron Hoenig MP, Minister for Local Government,          The Hon Daniel Mookhey MLC, Treasurer,          The Hon Jihad Dib MP, Minister for Emergency Services, and          The Hon Jenny Aitchison MP, Minister for Regional Transport and Roads</p>	<p>Requesting that the Emergency Services Levy subsidy be restored to Local Government throughout MSW and that CMA be granted a position in a newly formed advisory panel</p>
<p>The Hon Steph Cooke MP, Shadow Minister for Water and Shadow Minister for Crown Lands,          The Hon Sam Farroway MLC, Shadow Minister for Regional Transport and Roads          The Hon Dugald Saunders, Leader of the Nationals, Shadow Minister for Regional NSW, Shadow Minister for Agriculture and Natural Resources</p>	<p>Thanking them for attending and participating in the 26 May meeting and extending an open invitation to attend future meetings</p>
<p>Dr Michael Holland MP, Parliamentary Secretary for Health and Parliamentary Secretary for Regional Health          The Hon Jenny Aitchison MP, Minister for Regional Transport and Roads          The Hon Rose Jackson MLC, Minister for Water, Housing, Homelessness, Mental Health and Youth</p>	<p>Thanking them for attending and participating in the 26 May meeting and advising that CMA looks forward to working with them as a consultative partner in the future</p>
<p>Ms Carmel Donnelly Chair Independent Pricing and Regulatory Tribunal</p>	<p>Thanking her for presenting at the 26 May meeting and inviting her to present her findings at a future CMA meeting after adoption of the report</p>

<p>The Hon Tim Crakanthorp MP, Minister for Skills, TAFE and Tertiary Education and Minister for the Hunter</p> <p>The Hon Duncan Saunders MP, Leader of the Nationals, Shadow Minister for Regional NSW, Shadow Minister for Agriculture and Natural Resources</p> <p>The Hon Wendy Tuckerman MP, Shadow Minister for Local Government and Shadow Minister for Small Business</p>	Inviting them to be presenters at the 4 August meeting
The Hon Michael Daley MP, Attorney General	Requesting a reduction in hours for daylight saving
The Hon Ron Hoenig MP, Minister for Local Government	Requesting that RFS assets not be recognized as Local Government assets and be treated in accordance with the Local Government Code of Accounting Practice
The Hon Ron Hoenig MP, Minister for Local Government	Requesting an increase in the Pensioner Rebate Subsidy
<p>The Public Accounts Committee of NSW</p> <p>The Hon Chris Minns MP, Premier</p>	Requesting immediate investigation into the basis behind Councils qualified financial statements for the YE 21/22 due to the accounting for RFS assets
Department of FairTrading NSW	Application for changes to the Constitution as per resolution 26 May 2023
Mr Ashley Albury, A/Deputy Secretary, Local Government, Office of Local Government	Forwarding Country Mayors response to the qualified audit opinion issued by the NSW Audit Office regarding RFS Assets

### Inward

The Hon Ron Hoenig MP, Minister for Local Government	Regarding the NSW Governments discontinuation of the 2023/24 Emergency Services levy contributions
Local Government NSW	Annual Conference motion – real estate agents
Dr Amanda Cohen MLC Greens	Address to Legislative Council on Council issues
The Hon Sam Farraway MLC Shadow Minister for Regional Transport and Roads	Congratulating the Association on a successful 26 May meeting and forwarding a copy of a Notice of Motion to Parliament regarding attendance by parliamentarians at the meeting
Director Planning and Environmental Health Division, Ballina Shire Council	Forwarding copy of letter to Minister for the Environment requesting a Review of NSW Littering Fines (Copy Attached)
Cr Darriea Turley AM, President, LGNSW	Forwarding copy of letter to Auditor General regarding Audit costs for Local Government
The Hon Rose Jackson MLC, Minister for Water, Minister for Housing, Minister for Homelessness, Minister for Mental Health, Minister for Youth, Minister for the North Coast	Accepting her invitation and providing a response on the draft terms of reference to the Joint Committee into Protecting Regional Water Utilities from Privatisation and thanking her for the opportunity

## Media Releases

Don't Touch our Water
Is there a future for Local Government in NSW?
Country Mayors Investing in our Youth

## Network Meetings

The Hon Steph Cooke MP, Shadow minister for Water, Shadow Minister for Crown Lands	Do we need Constitutional Protection from Privatisation for our Local Water utilities
The Hon Rose Jackson MLC, Minister for Water, Minister for Housing, Minister for Homelessness, Minister for Mental Health, Minister for Youth, Minister for the North Coast	Do we need Constitutional Protection from Privatisation for our Local Water utilities
Commonwealth Regional Education Commissioner The Hon Fiona Nash	Addressing the Australian Universities Accord Interim Report and seeking members feedback

RESOLVED That the information be noted

Moved Bourke Shire Council Mayor Councillor Barry Hollman  
Seconded Parkes Shire Council Mayor Councillor Ken Keith

### 14. Financial Report

RESOLVED That the financial reports for the last quarter were tabled and accepted

Moved Bega Valley Shire Council Mayor Councillor Russell Fitzpatrick  
Seconded Forbes Shire Council Mayor Councillor Phyllis Miller

### 15. Acknowledgement of Outgoing Mayors

Cr Rick Firman Deputy Chairman CMA thanked Mayors Peter Abbott, Cobar Shire Council, Cr Neil Smith, Junee Shire Council and Cr Ron Campbell Narrabri Shire Council for their commitment to Local Government during their years of service and those present were presented with a Country Mayors Association pen.

### 16. The Hon Dugald Saunders MP, Leader of the Nationals, Shadow Minister for Regional NSW, Shadow Minister for Agriculture and Natural Resources

The previous Government was responsible for the Regional Growth Fund and the Snowy Hydro Fund which allocated funds to NSW Statewide. The Opposition do not want programs commissioned by them to be cannibalised. Strategic Country Communities funding is under review, there are questions being raised regarding Resources for Regions and the Department of Regional NSW and the Department Regional Health are under review. Housing solutions such as modular housing need to be found and profit share power benefit schemes need to be introduced. Pot hole funds of \$50million are available and some councils have not taken up the opportunity to participate. Seniors and apprentice travel cards have been suspended and a petition against their suspension is being organised.

**17. The Hon Wendy Tuckerman MP, Shadow Minister for Local Government,  
Shadow Minister for Small Business**

The Review into Rate Pegging Methodology out. The security of local government funding in the September budget is in doubt. The Code of Conduct recommendations were supported by the previous government but there has been no word on what the government is doing. The Emergency Services Levy changes are extremely important and could be taken to the next election.

**18. The Hon Mark Speakman MP, Leader of the Opposition**

Regional NSW is very important to the Opposition and that is why 13 Shadow Ministers out of 26 are from regional and rural areas. Regional people are doing it tough due to natural disasters. The Opposition is putting rural NSW front and centre and they are holding the Government to account on cost of living. Councils need to advocate with them. Infrastructure projects are being axed or held back. The Opposition will ensure that the government keeps its election promises.

**19. Hosting Non-Metropolitan Meetings of CMA**

RESOLVED that the information be noted

Moved Narromine Shire Council Mayor Councillor Craig Davies  
Seconded Tamworth Regional Council Mayor Councillor Russell Webb

**20. Memorandum of Understanding with NSW Rural Doctors Network**

RESOLVED That the proposal to enter into a Memorandum of Understanding with NSW Rural Doctors Network be endorsed.

Moved Muswellbrook Shire Council Mayor Councillor Steve Reynolds  
Seconded Tamworth Regional Council Mayor Councillor Russell Webb

**21. Update Health Forum Wagga Wagga 14/15 September 2023**

Cr Rick Firman Deputy CMA outlined the events for the Health Forum which is being held in conjunction with Murrumbidgee Local Health District. There will be a Civic Reception hosted by Wagga Wagga City Council on Thursday 14 September between 6.00pm – 7.30pm and the Forum on the 15 September at the upgraded Wagga Base Hospital. There is a strong agenda with Ministers and Shadow Ministers invited although Health Minister Park is unable to attend but will be represented by his Parliamentary Secretary. Dr Joe McGirr, Richard Colbran and Professor Ruth Stewart, National Rural Health Commissioner will be presenters.

**22. Land Banking**

A MOTION was moved That the Country Mayors Association support Murray River Councils lot yield scheme including public land to resolve the longstanding issue that will benefit every regional council to meet the NSW Governments Housing 2042 agenda.

Moved Murray River Shire Council General Manager Mr Terry Dodds  
Seconded Byron Shire Council Mayor Councillor Michael Lyon

An AMENDMENT was moved That the NSW Government be requested to investigate the issue of Land Banking

Moved Bland Shire Council Mayor Councillor Brian Monaghan

Seconded Shellharbour City Council Mayor Councillor Chris Homer

The AMENDMENT WAS PUT AND WAS LOST

An AMENDMENT was moved That the lot yield scheme be referred to the Executive Committee for consideration with a motion to be submitted to the 24 November 2023 meeting of the Association.

Moved Tamworth Regional Council Mayor Councillor Russell Webb  
Seconded Parkes Shire Council Mayor Councillor Ken Keith

The AMENDMENT WAS PUT AND WAS CARRIED

### **23. CMA State Priorities Document**

The Chairman has undertaken advocacy with Ministers and Shadow Ministers so that they are aware of the issues and concerns of Regional and Rural NSW that needs to be addressed in the September State Budget

### **24. Parliamentarian Friendship Group for Local Government**

The President LGNSW, Cr Darriea Turley, made mention of the launch of this group in her address. The group comprises members of parliament and former members of parliament that can be used to get local government priorities to the attention of the Government and Shadow Government.

There being no further business the meeting closed at 12.40pm

Cr Jamie Chaffey  
Chairman Country Mayor's Association of NSW

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## CoREM Minutes / Summary of Discussions

3 August 2023

4:00pm – 6:00pm

### Attendees:

- James Roncon, General Manager Armidale Regional Council
- Sam Coupland, Mayor, Armidale Regional Council
- Jane Redden, General Manager, Narromine Shire Council
- Craig Davies, Mayor, Narromine Shire Council
- Sharon Pope, Muswellbrook Shire Council
- Steve Reynolds, Mayor, Muswellbrook Shire Council
- Jason Linnane, General Manager, Singleton Shire Council
- Sue Moore, Mayor, Singleton Shire Council
- Rob Banham, Mayor, Glen Innes Severn Council
- Bernard Smith, General Manager, Glen Innes Severn Council
- Doug Batten, Mayor, Gilgandra Shire Council
- David Neeves, General Manager, Gilgandra Shire Council
- Brad Camm, General Manager, Mid-Western Regional Council
- Russell Webb, Mayor, Tamworth Regional Council
- Paul Bennett, General Manager, Tamworth Regional Council
- Robert Bell, Mayor, Uralla Shire Council
- Phil Hood, Interim General Manager, Walcha Shire Council
- Eric Noakes, Mayor, Walcha Shire Council
- Ambrose Doolan, Mayor, Warrumbungle Shire Council

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- Alex Hall - EnergyCo
  - Mike Young - EnergyCo
  - Cara Inia - EnergyCo
  - Felicity Greenway - DPE
  - Clay Prenshaw - DPE
  - Matt Riley- DPE
  - Danijela Karac - DPE

### 1. Welcome by Chair of CoREM - Mayor Sam Coupland

### 2. Observer Council

The Chair welcomed Narromine Shire Council as an observer to CoREM group. Narromine Shire Council are seeking membership of the CoREM group.

### 3. Member updates:

Member councils provided an update on projects and events to date in each of their local government areas as it relates to developing renewable energy projects.

Many of the items discussed were addressed by EnergyCo and DPE where appropriate.

#### **4. DPE Presentation:**

##### **Clay Preshaw**

There is industry pressure to get projects through the planning system with concerns about the time taken to get approvals.

Improved developer applications that address community concerns as part of the planning process would expedite assessment and approval times.

##### **Wind Energy Guidelines**

- Developing new transmission guidelines
  - Consistent with Ag Commissioners review
- Decommissioning
  - Looking at should government intervene in same way as mining
    - Recognise this is an emerging issue – looking at holding a bond
- Since 23 June meeting
  - Discussed / tested the new framework with government and industry
  - Arriving at \$800 - \$1000 MW – is this coming in lower than what should be
    - Setting out to achieve 1.5% of CIV
    - Rate is tied to benefits and profits

#### **5. EnergyCo Presentation**

##### **CWO REZ**

- Declaration made in 2021 for 3GW
  - Potential capacity of transmission line
  - Therefore generation capacity needs to be higher
  - Legally required to increase the network capacity to 6GW
- REZ Access Scheme
  - First access auction for CWO back end of 2023
  - Planning approval for construction of REZ mid 2024 for CWO
  - Construction of CWO
- CWO Steering Committee – will be replicated in the other REZ's
  - Working parties
    - Housing
    - Transport
    - Environmental delivery
    - Social services / economic participation

##### **NE REZ**

- Published a draft/initial transmission line route; EIS process commencing now.

##### **Hunter REZ**

- 500 kva transmission line proposed.



### **Benefit Sharing Framework**

- \$250k per year to CW REZ councils (for three years) as a contribution to councils to assist with costs associated with bringing the CW REZ online.
- Access fees/charges payable by developers will fund the regional benefit sharing scheme.
- Guidelines and a suite of policy documents to be developed as to how this will be administered.

**Meeting closed at 6.02pm**



# Item 12:

# Questions with Notice



There are no Questions on Notice for August 2023



# **Item 13:**

# **Referral to Closed Council Meeting**



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**Item:** 13A **Ref:** WO/2023/01628  
**Title:** Referral to Closed Council:  
1. Award Tender W23/140 – Beaver Place Sewer Extension – Design & Concept  
2. Award Tender W23/132 – Walcha Swimming Pool Refurbishment – Amenities Upgrade – Construction only  
3. Award Tender W23/133 – Walcha Swimming Pool Refurbishment – Electrical Upgrades – Construction only  
4. Restructure of Organisational Chart of Walcha Council  
**Author:** General Manager  
**Previous Items:** Not Applicable  
**Attachment:** No

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***Community Strategic Plan Reference:***

**Goal/Strategy Number:** type the actual goal or strategy that you are quoting.

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**RECOMMENDATION:** **That, in accordance with the provisions of:**

1. **Section 10A (2)(c) of the *Local Government Act, 1993*, the matters of:**
    - a) **Award Tender W23/140 Beaver Place Sewer Extension;**
    - b) **Award Tender W23/132 – Walcha Swimming Pool Refurbishment – Amenities Upgrade – Construction Only; and**
    - c) **Award Tender W23/133 – Walcha Swimming Pool Refurbishment – Electrical Upgrades – Construction only****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.**
  2. **Section 10A (2)(a) of the *Local Government Act, 1993*, the matter of Restructure of Organisational Chart of Walcha Council be REFERRED to be discussed in Closed Council for the reason that the report relates to personnel matters concerning particular individuals (other than Councillors).**
  3. **For the reasons above, Council RESOLVE INTO Closed Council and the press and public be excluded.**
- 

**Introduction:**

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



**Report:**

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