



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

To be held on

**Wednesday, 31 January 2024**

Commencing at

**3:00pm**

at

**Walcha Council Chambers**

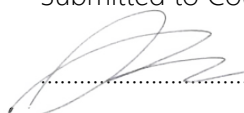
Members:

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

Quorum – 4 Members to be Present

Submitted to Council:

31 January 2024

 General Manager

 Mayor

**AGENDA**



Dear Mayor & Councillors

You are requested to attend the Ordinary Meeting of the Walcha Council to be held in the Council Chambers, Hamilton Street, Walcha on **Wednesday 31 January 2024** commencing at **3:00pm**.

Yours sincerely

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

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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	6.4 Review of Policies	WO/2024/00064
	6.5 Walcha Golf Club – Request for Sponsorship for World Womens Sandgreen Championships – April 2024	WO/2024/00125
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7. Notice of Motion

7.1 Notice of Motion #30: Temporary Worker Accommodation in Walcha

WO/2024/00124I

8. Matters of Urgency

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

9. Management Review Reports

9.1 Office of the General Manager

WO/2024/00128

9.2 Infrastructure & Development

WO/2024/00095

9.3 Corporate & Community

WO/2024/00105

10. Committee Reports

10.1 Minutes of the Walcha Council Australia Day Advisory Committee Meeting held on Monday 8 January 2024 held at Council Chambers, Hamilton Street, Walcha

WO/2024/00008

10.2 Minutes of the Walcha Council Audit, Risk & Improvement Committee Meeting held on Monday 15 January 2024 at the Council Chambers, Hamilton Street, Walcha

WO/2024/00027

11. Delegate Reports

11.1 Nil.

12. Questions with Notice

12.1 Items from December 2023 Minutes

13. Reports to be Considered in Closed Council

13A Referral to Closed Council – Tender Evaluation REGPRO362324 Supply of Hardware

WO/2024/00063

13B Referral to Closed Council – Three Requests for Waiving and Reimbursement of Waste Disposal Fees

WO/2024/00131

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, 13 December 2023

at

3:20pm

at

Walcha Council Chambers

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

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

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

**1. LEAVE OF ABSENCE:**

100 **RESOLVED** on the Motion of Councillors Berry and Pointing that Clr Ferrier's Leave of Absence due to illness, be **ACCEPTED**.

MINUTES



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**2. CONFIRMATION OF THE ORDINARY MEETING MINUTES HELD ON WEDNESDAY 29 NOVEMBER 2023:**

101 **RESOLVED** on the Motion of Councillors Reilly and Kermode that the Minutes of the Ordinary Meeting held on Wednesday, 29 November 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**

Nil.

**6. SENIOR OFFICERS REPORT**

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

**6.1 Mandatory Notifiable Data Breach Reporting Policy WO/2023/02388**

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

1. **APPROVE** the Draft Data Breach Policy to be placed on public exhibition for a period of 28 days;
2. In the event that no submissions are received **ADOPT** the Policy; and
3. If any submissions are received, **REQUEST** the Customer Service Coordinator prepare a further report to Council with details of the submissions.

**6.2 2022-2023 Annual Report WO/2023/02414**

104 **RESOLVED** on the Motion of Councillors Kermode and Hicks that Council **NOTE** the Walcha Council 2022-2023 Annual Report.

**6.3 Modification to Development Application 10.2022.22.2 – Construction of Shed and 3 Lot Residential Subdivision WO/2023/02428**

This Report was **WITHDRAWN** from the Council Meeting due to planned amendments to the modification by the applicant.



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## **7. NOTICES OF MOTION**

Nil.

## **8. MATTERS OF URGENCY**

105 **RESOLVED** on the Motion of Councillors Hicks and Berry that Council **ACCEPT** Late Reports:

- 3.2 Thunderbolts Way Segment 4670 Rehabilitation;
- 3.3 Brackendale Road Segment 10 Rehabilitation; and
- 3.4 Aberbaldie Road Segment 100/110 Rehabilitation

As matters of urgency due to time constraints on funding and tenders.

The Chairperson ruled that these items be considered as a matter of urgency in Closed Council.

## **9. MANAGEMENT REVIEW REPORTS**

### **9.1 Office of the General Manager**

**WO/2023/02409**

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

### [Update on Resolution# 26/2023224 – Apsley Riverview Aged Care Facility – Public Consultation](#)

A Public Meeting will be held next Monday 18 December 2023 at the Walcha Bowling Club, a 2 page insert in the Apsley Advocate this week will give you more information. This Public Meeting is to consult with the community on the direction Council is taking on this facility. It could result in an Extra Ordinary Meeting on 31 January 2024 to make a decision.

### **9.2 Infrastructure & Development**

**WO/2023/02410**

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

### **9.3 Corporate & Community**

**WO/2023/02386**

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



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## **10. COMMITTEE REPORTS**

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

**10.1 Minutes of the Walcha Council Audit Risk & Improvement Committee Meeting held on Thursday 21 September 2023 at the Council Chambers, Hamilton Street, Walcha** **WO/2023/01805**

**10.2 Minutes of the Walcha Preschool Advisory Committee Meeting held on Monday 30 October 2023 at the Walcha Preschool.** **WO/2023/02389**

**10.3 Minutes of the Walcha Council Australia Day Advisory Committee Meeting held on Monday 06 November 2023 at Council Chambers, Hamilton Street, Walcha.** **WO/2023/02382**

**10.4 Minutes of the Walcha Council Beautification Advisory Committee Meeting held on Wednesday 22 November 2023 at Council Chambers Hamilton Street, Walcha.** **WINT/2023/04364**

2.2 Darjeeling Road Proposed Tree Removal – RFT W22/219 – Walcha Pathways Design Project

This recommendation is taken as feedback on the consultation of Pathways Design Project.

2.4 Proposed Location of Artwork at the Swimming Pool

110 **RESOLVED** on the Motion of Councillors Kermode and Berry that Council consider keeping the round garden bed at the Pool entrance with minor tidying of the garden and install this artwork on the grassed area outside the Pool entrance between the gym and the Pool entrance.

**10.5 Minutes of the Walcha Council Australia Day Advisory Committee Meeting held on Monday, 04 December 2023 at Council Chambers, Hamilton Street, Walcha.** **WO/2023/02405**

## **11. DELEGATE REPORTS**

111 **RESOLVED** on the Motion of Councillors Berry and Kermode that Council **RECEIVE** and **NOTE** the Delegate Reports as presented.





**11.1 Minutes of the New England Weeds Authority Ordinary Meeting held on Tuesday 15 August 2023 at NEWA Office, Rusden Street, Armidale**

**11.2 Minutes of the New England Weeds Authority Special Meeting held on Tuesday 19 September 2023 at NEWA Office, Rusden Street, Armidale**

**11.3 Minutes of the Country Mayors Association of NSW Annual General Meeting held on Friday 24 November 2023 at Parliament House, Sydney**

**11.4 Minutes of the Country Mayors Association of NSW General Meeting held on Friday 24 November 2023 at Parliament House, Sydney.**

**12. QUESTIONS ON NOTICE**

John Oxley Sewer Extension Project – Clr Noakes

Question: Does the Project Value amount include any contingency?

Long Day Care at Preschool – Clr Pointing

Question: Do we have an update on this as it will effect a few families.

Answer: Director Corporate & Community: possibly extending it another year – but need a commitment from several families – will follow up with this though.

**13. CLOSED COUNCIL**

**13A Referral to Closed Council – Tender Evaluation W22/223 – Old Brookmount & Hazeldean Causeways WO/2023/02424**

112 **RESOLVED** on the Motion of Councillors Berry and Kermode that, in accordance with the provisions of Section 10A of the *Local Government Act, 1993*:

1. The matters of:
  - a) Tender Evaluation W22/223 Design and Construction Old Brookmount & Hazeldene Causeways
  - b) Thunderbolts Way Segment 4670 Rehabilitation – Allocate funding under Capital Works Budget
  - c) Brackendale Road Segment 10 Rehabilitation – Award full Stabilisation Works and Allocate Funding under Capital Works Budget
  - d) Aberbaldie Road Segment 100/110 Rehabilitation – Award full Service Stabilisation Works
2. 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; and

3. Council **RESOLVE INTO** Closed Council and the press and the public be excluded.

113 The Meeting resumed in **OPEN** Council on the Motion of Councillors Hicks and Kermode.

**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.

CC27/20232024 **RESOLVED** on the Motion of Councillors Kermode and Berry that Council under Section 13.1 of the Walcha Council Code of Meeting Practice 2023, Council **ADOPT** the following items in bulk:

### **3.1 Tender Evaluation W22/223 – Old Brookmount & Hazeldene Causeways – Design & Construct**

That Council:

1. **AWARD** Tender No. W22/223 Old Brookmount and Hazeldene Causeways – Design and Construct for the lump sum of \$470,383.59 GST exclusive to Engineering & Civil Contractor Pty Ltd subject to OLG Funding deed approval of the nominated projects;
2. **APPROVE** a project financial contingency of 10% of the contract sum, \$47,038.00 to be approved under Council Officer Delegation and change request process.

### **3.2 Thunderbolts Way Segment 4670 Rehabilitation – allocate funding under Capital Works Budget**

That Council **ALLOCATE** \$328,195 of Roads to Recovery funding and \$162,580.86 of Regional & Local Roads Repair funding to the Regional Roads Roads Capital Works budget for the construction of Thunderbolts Way Segment 4670 Rehabilitation.



**3.3 Brackendale Road Segment 10 Rehabilitation – Award full Stabilisation Works and Allocate Funding under Capital Works Budget**

That Council

1. **AWARD** Full Service Stabilisation Works to Hiway Stabilisers under LGP 213-2 Panel Tender for the lump sum of \$212,800 GST exclusive to Hiway Stabilisers Australia Pty Ltd.
2. **ALLOCATE** \$340,588.81 of Regional & Local Road Repair funding to the Seal Local Roads Capital Works budget for the construction of Brackendale Rd Segment 10 Rehabilitation.

**3.4 Aberbaldie Road Segment 100/110 Rehabilitation – Award full Stabilisation Works**

That Council **AWARD** Full Service Stabilisation Works to Hiway Stabilisers under LGP 213-2 Panel Tender for the lump sum of \$171,780 GST exclusive to Hiway Stabilisers Australia Pty Ltd.

**THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 4:13PM.**



# **Item 3:**

# **Business**

# **Arising from**

# **Previous**

# **Minutes**



# Item 4:

# Declarations of Interest



# Item 5: Mayoral Minute



There was no Mayoral Minute submitted for  
January 2024 at time of print.



# 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/2024/00074  
**Title:** Community Consultation – Apsley Riverview  
**Author:** General Manager  
**Previous Items:** Not Applicable  
**Attachment:** Nil.

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**Community Strategic Plan Reference:**

**Goal 2.1.5** – Promote Walcha’s suitability for the aged care community and associated industries.

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**RECOMMENDATION:** That Council AUTHORISE the General Manager to progress the process for Walcha Council to become the operator of Riverview Aged Care and APPROVE a budget allocation of \$30,000 for consulting and legal fees as required.

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**Introduction:**

On the 29 November 2023, Council resolved to commence public consultation to obtain community feedback on the issue of the continued operation of Apsley Riverview Aged Care Facility with Council becoming the operator.

**Proposal:**

Council held a public meeting on Monday 18 December 2023 at the Walcha Bowling Club. It is estimated that over 120 people were in attendance. Speakers included the Mayor, General Manager, Director Corporate & Community, Julie Blake, Don Murchie and Graham Barnes. Members of the community were also able to speak and ask questions.

A feedback form was distributed at this meeting for people to ask questions and to state if they are for or against Council taking over the operations. Council have received 79 responses, with only one being “no” for Council to run Riverview. Comments for “yes” included:

*“I want Council to move heaven and earth to ensure the continuing operation of Riverview. I, for one, am prepared to pay higher rates even though I can ill afford to do so. Riverview is a crucial piece of local infrastructure. As Julie reported at the public meeting, other small communities in our region manage to maintain aged care facilities. Surely, Walcha with its strong community spirit can do so.”*

*“It is possibly not ideal for the Council to take over the running of Apsley Riverview Aged Care, however it would be a tragedy for the community to lose what has been a*



*wonderful facility. It is in good running order however I do not think it will be straight forward or easy. I say go for it, try to get the best possible advice and be very wary of those in the world who will act dishonestly (ie the NDIS and the problems dishonesty has caused there) I wish the Council the very best of luck."*

*"We feel that it is very important to keep the Apsley Riverview Aged Care Facility operational in Walcha, so that people who have lived in Walcha and surrounding districts can remain in a familiar environment as they age, close to family and friends. If an alternative operator cannot be found we feel that it is Walcha Council's responsibility to keep Riverview open - not looking at it as a profit-making venture but to hopefully 'break even' to provide an essential service for the community."*

There was one "no" to Council operating Riverview however their concerns were around the complexities of aged care in general:

*"Only as last resort for our community and residents. Aged care is complex and expensive. Requires specialist people who understand the needs of older persons."*

Policy Implications:

There are no policy implications arising from this report.

Financial Implications:

There are financial implications arising from this report. A budget for legal work and specialist advice will be required, but more specifically, progressing through to becoming the operator of Riverview carries significant financial risk into the future. The budget allocation for this will be advised after the second Quarterly Budget Review Statements are completed.

Legal Implications:

There may be legal implications arising from this report. Legal advice should be sought to fully understand all legal angles.

Social Implications:

There are social implications arising from this report. Keeping Apsley River open ensures local residents are able to remain in their communities as they age.

Environmental Implications:

There are no environmental implications arising from this report.



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**Item:** 6.2 **Ref:** WO/2023/02452  
**Title:** Commonwealth Home Support Funding – Presbyterian Aged Care Relinquishment  
**Author:** Director Corporate & Community (Acting)  
**Previous Items:** Not Applicable  
**Attachment:** Nil.

---

**Community Strategic Plan Reference:**

**Goal 5.1.1** – Provide and support Community Care and Meals on Wheels programs so that they reach the appropriate clientele.

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**RECOMMENDATION:** That Council APPROVE the acceptance of additional Commonwealth Home Support Program funding if offered by Presbyterian Aged Care or the Department of Health.

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**Introduction:**

Presbyterian Aged Care (PAC) is currently divesting itself of all Aged Care operations and facilities. PAC also have funding under the Commonwealth Home Support Program (CHSP) and are looking to relinquish this funding. Part of that process is identifying a suitable replacement operator to ensure clients continue to receive care.

**Proposal:**

Council were approached late last year to consider taking on the Commonwealth Home Support Program funding and Home Care Packages (CHSP) currently held by PAC. PAC deliver services using this funding under the name of "Willow Wing". Council's "Community Care" operations are funded by CHSP so we are already an approved provider for this funding type. Acceptance of this funding would involve an expansion of Community Care's functions in line with the increase in the operating budget, and ensure that this funding is retained for the benefit of the elderly people of Walcha.

CHSP is a "block funded" program which means a set amount of funding is given each year of the funding agreement. Confirmation has been received that CHSP will continue to be block funded until at least July 2027.

Council indicated to PAC its interest in receiving this funding, however, Council has since been informed that Baptist Care will be taking over the New England Home Care business from PAC, and that they have signed a Heads of Agreement



to this effect. Council has expressed its disappointment with this decision and requested that PAC reconsider and give part of the funding to Council. Representations have also been made to the Department of Health requesting this funding come to Council.

It is unclear as to whether it is too late to reverse the decision to allocate this funding to Baptist Care, however Council should, by resolution, maintain its commitment to take on the additional Community Care functions should they become available either now or into the future.

Policy Implications:

There are no policy implications arising from this report.

Financial Implications:

There are financial implications arising from this report. Community Care funding and budget would increase significantly and the workforce would expand.

Legal Implications:

There are no legal implications arising from this report.

Social Implications:

There are social implications arising from this report. Retaining this CHSP funding in Walcha ensures elderly people are supported to stay independent in their homes for longer.

Environmental Implications:

There are no environmental implications arising from this report.



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**Item:** 6.3 **Ref:** WO/2024/00139  
**Title:** John Oxley Sewer Extension – Design and Construct W23/140  
**Author:** Director Infrastructure and Development  
**Previous Items:** WINT/2023/03954 Tender Award - W23/140 – Beaver Place  
Sewer Extension – Design and Construct  
**Attachment:** Nil

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**Community Strategic Plan Reference:**

**Goal 6.3.** - *Water supply and sewerage services will be sustainable and environmentally sensitive.*

**Goal 6.3.1** - *Implement the Integrated Water Cycle Management Strategy and other water and sewer management plans*

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**RECOMMENDATION:** That Council, with respect to the John Oxley Sewer Extension – Design and Construct Tender W23/140:

- 1. APPROVE the additional project cost of \$98,580 ex GST for supply and installation of eleven sewer manholes**
  - 2. APPROVE the Stronger Country Communities Fund (Round 5) variation request of \$100,000 to increase total project budget to \$860,541 ex GST**
  - 3. NOTE the final anticipated contract cost of \$843,034.55 ex GST, leaving \$17,506.45 for internal project management and contingency should the variation request be approved.**
- 

**Introduction:**

Council is extending its existing wastewater network to the northern part of town, more specifically to the John Oxley Oval amenities. The sewerage extension will be a combination of pumping station, gravity and rising mains. This rising main will be connected to the existing main which currently ends at the corner of Thunderbolts Way and Plumtree Street. The connection of industrial area of Beaver Place to the wastewater network is also included in this scope.

**Report:**

**Background**

Council obtained \$760,541 of grant funding via the Stronger Country Communities Fund (Round 5) for extension of the sewer network to John Oxley Amenities. Tender W23/140 was awarded to Trazibat Pty Ltd for the value of \$744,454 ex GST, which included negotiated provision for the preferred sewer alignment along Thunderbolts Way (an alternative cheaper route to North Street, while possible, was not preferable when considering sewer capacity and future growth).



During the delivery phase of this project it was clarified with the contractor regarding a documented exclusion for manholes from the tender submission for the design and delivery of the sewer extension. The exclusion stated that the supply and installation of sewer manholes would be at additional cost to the tendered sum. When challenged with the principle contractor it was demonstrated that within the original bid it had been documented that there was uncertainty around the requirement to meet the Water Services Association of Australia (WSAA) standard distance between manholes or to adopt an average distance based on Walcha Council existing infrastructure, hence manholes were noted as an additional cost in the bid.

The oversight therefore rests with Council and is not the fault of the contractor. Internal review of project management processes and approval is already underway, as are other improvements being implemented such as rolling out our tendering portal (VendorPanel) integrated assessment module, in order to prevent similar oversights from occurring in the future.

Upon request a variation has been sought for the installation of 11 manholes along the alignment of the new gravity sewer in order to comply with WSAA standards.

The Change Request submitted is for the sum of \$98,580 ex GST which continues to represent value for money as the second value tender submitted was \$987,853.64 (inclusive of manholes) with the current total increased project cost being \$843,034.55. The end outcome means that including the variations to the tender, Trazibat Pty Ltd remains the best value option for Council.

However, the additional \$98,580 will mean the project exceeds the current \$760,541 grant allocation. An identified source of additional funding is the remaining \$100,000 of Stronger Country Communities Fund (Round 5) which is currently allocated to the Walcha Skate Park project (in addition to BLER funding). The Skate Park project is currently on hold pending a \$530,000 Growing Regions Fund application which if successful, may mean the \$100,000 of SCCF5 allocation is not required. Hence it may be preferable to allocate this grant money to complete the sewer extension project that is currently underway and finalise funding arrangements for the Skate Park later.

#### Policy Implications

Nil.



### Funding Implications

The current grant funding allocation for the John Oxley Sewer is insufficient to fund this change request and it is proposed to fund from the remaining Stronger Country Communities Fund (Round 5). If this is not desirable, or if a funding change request is not approved by the funding body, an alternative source of funding would be via Sewer Fund Reserves.

### Project Schedule

This change request approval for manholes has been provided to the contractor in order to continue construction activity and prevent delays in the delivery of this project resulting in delay costs. It is not a realistic option to construct the sewer main without manholes, nor to change the current alignment or design at this stage.



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**Item:** 6.4 **Ref:** WO/2024/00064  
**Title:** Review of Policies:  
1. Procurement Policy  
2. New Policy – Draft Contract Management Policy  
**Author:** General Manager  
**Previous Items:** Not Applicable  
**Attachment:** Amended Procurement Policy – WINT/2024/00284  
Draft Contract Management Policy – WINT/2024/00280

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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.

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

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

1. **UPDATE & ADOPT the Procurement Policy as presented;**
  2. **PUBLICLY exhibit the Draft Contract Management Policy for a period of 28 days;**
  3. **ADOPT the Draft Contract Management Policy as presented should no submissions be received as a result of the public exhibition.**
- 

**Introduction:**

Council's Procurement Policy requires minor updates and is attached for comment as Attachment 1.

Walcha Council does not have a Contract Management Policy and this has been identified by the Auditors and been included in the Audit Management Letter as an outstanding item. The Draft Contract Management Policy is attached for comment and adoption by Council as Attachment 2.



# Item 6.4 Review of Policies - Attachment 1



## WALCHA COUNCIL

## ADMINISTRATION POLICY

## Procurement

### Applicability

All Councillors and Council Staff

### Publication Requirement

Internal and External

### Assigned Responsible Officer

General Manager

### Document Status

Version	Date Reviewed	Prepared by	Endorsed	Approved and Adopted
1.0	31 July 2020	General Manager	Council 31/20202021	30 Sep 2020 – 61/20202021

### Amendment Record

Amendment Version #	Date Reviewed	Description of Amendment
1.1	24 January 2024	<a href="#">Section 8.2 Non-Price Preference - Demonstrating Strengthening Local Economic Capacity. Table 3: Assessment Scoping Criteria- values have updated to accurately reflect our Vendor Panel RFT Advanced Evaluation Process. Additional changes based on feedback from ARIC</a>

This document is uncontrolled when printed.

Version No.1

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## ADMINISTRATION POLICY

### Procurement

[WO/2020/03462WINT/24/284](#)

#### 1. POLICY OBJECTIVE

The objective of this policy is to define the framework for all procurement and tendering processes undertaken by Walcha Council.

#### 2. POLICY SCOPE

This policy will apply to the procurement and purchasing of all materials, works and services engaged by Walcha Council in accordance with the NSW Local Government Act 1993 ("The Act"), the NSW Local Government (General) Regulation 2005 ("Regulation") and best practice.

#### 3. POLICY STATEMENT

In accordance with The Act, Regulation and guidance material offered by the Office of Local Government, this policy aims to:

- a) Ensure the procurement process is open, fair, transparent, consistent and in accordance with Council's Code of Conduct and all other policies and procedures as appropriate;
- b) Encourage competitive procurement of goods, works and services and maximise community value;
- c) Ensure that funds are spent effectively and economically by considering value for money, taking into account both price and non-price aspects; and
- d) Ensure segregation of duties across procurement functions.

#### 4. POLICY COMMITMENT

Walcha Council is committed to ensuring a fair, transparent and accountable process in its procurement of materials, works and services it utilises to meet the needs of the community.

#### 5. ETHICS IN PROCUREMENT

##### 5.1. Ethics in Procurement

It is the responsibility of all officers to work to maintain Council's standing in the community, to develop and maintain good relations between Council and its suppliers, and to keep in mind that personal interactions form much of the basis for the supplier's opinion of Council.

Council officers must apply the following ethics when undertaking procurement activities:

- a) Conduct all procurement with honesty, fairness and probity and not disclose any personal information;
- b) Demonstrate loyalty to Council and the public by diligently following lawful instructions, using reasonable care and only authority granted by delegation;
- c) Do not undertake any private business or professional activity that would create a conflict between personal interests and the interests of Council;
- d) Be consistent through all stages of the procurement process. Council staff must not engage in practices that are anti-competitive or engage in any form of collusive practice. Council staff must not engage in practices that aim to give any supplier an advantage over other suppliers.
- e) Do not accept money, loans, credits or prejudicial discounts, and the acceptance of gifts, entertainment, favours or services from present or potential suppliers that might influence, or



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appear to influence purchasing decisions;

- f) Handle information of a confidential or proprietary nature to Council and/or suppliers with due care and proper consideration of ethical and legal ramifications and governmental regulations;
- g) Promote positive supplier relations through courtesy and impartiality in all phases of procurement;
- h) Be aware of, and comply with, the laws governing the procurement function and remain alert to the legal ramifications of procurement decisions;
- i) Undertake procurement processes with an intention to proceed with the purchase including having funding available for the purchase; and
- j) Endeavour for all segments of business to have the opportunity to participate by demonstrating support for small and local businesses, subject to the consideration of achieving WHS requirements and best value for money in all instances.

#### 5.2. Conflict of Interest

Any conflicts of interest (actual or potential) during the procurement process must be declared and managed. For information regarding conflicts of interest, refer to the Walcha Council Code of Conduct.

#### 5.3. Receiving of Gifts or Benefits

The Council Code of Conduct outlines the obligations and responsibilities of staff in relation to receiving of gifts and the requirement for gifts to be recorded in the Gifts and Benefits Register. Staff involved in the process of procuring goods and services for Council are not permitted to accept gifts or benefits from any current or potential future suppliers, tenderers or contractors.

#### 5.4. Responsible financial management

The principle of responsible financial management is to be applied to all procurement activities. Council funds are to be used efficiently and effectively to procure goods, services and works and every attempt must be made to contain the cost of the procurement process without compromising any of the procurement principles set out in this policy.

#### 5.5. Value for money

Procurement activities are to be carried out on the basis of obtaining value for money. This means minimising the total cost of ownership over the lifetime of the good or service consistent with acceptable quality, reliability, safety and delivery considerations.

Contracts will be sized and packaged with a view to maximising the economies available through the quotation or tender process and ensuring that the process provides real competition.

Walcha Council is committed to ensuring funds are spent effectively and economically by considering Value for Money taking into account both price and non-price factors. Non-price factors may include:

- a) Quality;
- b) Reliability and reputation of supplier;
- c) Availability and delivery time;
- d) After sales service;
- e) Warranty;
- f) Safety;
- g) Trading terms and discounts;



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- h) Whole of life cost of the goods and services;
- i) Human health and wellbeing impacts;
- j) Environmental impacts; and
- k) Sustainability principles.

#### 5.6. Sustainability

Where appropriate procurement decisions should incorporate principles of environmental sustainability, such as:

- a) Eliminate inefficiency and unnecessary expenditure;
- b) Minimise waste;
- c) Save water and energy;
- d) Further stimulate the demand for sustainable products; and
- e) Play a leadership role in advancing long term social and environmental sustainability.

## 6. PROCUREMENT METHODS

### 6.1. Selecting a Procurement Process

The Project Owner is responsible for initiating the appropriate procurement process based on the approximate value of the contract or goods, works or services required in accordance with Table 1.

The General Manager has discretion to vary the process in writing as required for estimated engagement values of less than \$250,000.

Table 1: Procurement Requirements

Estimated Purchase Value (excl. GST)	Procurement Process	Quotation Type
<\$2,000	Purchase Order or Credit Card	No Quote Needed
\$2,000 - \$7,500	One Formal Written Quote	Written Quotation
\$7,501 - \$75,000	Three Formal Quotes	Written Quotations
\$75,001 - \$250,000	Three Formal Quotes or Formal Request for Quotation (RFQ) with Specifications in either an Open or Selective process.	Written Quotations
>\$250,000	NSW Local Government Act (1993) and (General) Regulation (2005) in either an Open or Selective process	Formal Tender Process

### 6.2. Use of Corporate Credit Card

[The use of Corporate Credit Cards is recommended for transactions less than \\$2000. Further details regarding the use of Credit Cards is contained within the separate Council Credit Card Policy.](#)

### 6.2.6.3. Written and Formal Quotations

The assessment of quotations will be objective, consistent, documented, transparent and undertaken in accordance with Council's Procurement Procedures.

Council will only accept one quotation from each supplier, and suppliers will not be given an opportunity to re-quote for the supply of goods and services unless the scope of work changes.

VendorPanel is Council's preferred e-Tendering provider. All requests for quote sent using the

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Version No.1

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## ADMINISTRATION POLICY

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VendorPanel platform must prioritise the use of proximity location to Walcha as the method to identify potential suppliers.

-

#### 6.3.6.4. Formal Tendering

All Tenders will be conducted in accordance with Section 55 of The Act and the NSW Office of Local Government Tendering Guidelines.

Whilst a formal tendering process is not required for purchases under \$250,000, a formal tendering process may be utilised for any purchase under this threshold. This is advisable if:

- a) The purchasing amount is close to \$250,000;
- b) The goods or services are of significant public interest;
- c) The purchase may be considered to be controversial or contentious;
- d) The procurement process is complex; or
- e) The expected price of procurement is unknown.

#### 6.5. Purchase Orders

Purchase orders must be generated through the finance system prior to the authorisation of goods, services or works. This includes works that are awarded via a formal tender process.

Where an invoice is received for completed works prior to the generation of a purchase order – the purchase order must still be raised prior to processing of payment, with an explanation provided as to why the purchase order was not raised. Repeated instances of invoices being received with no corresponding purchase order may result in disciplinary action taken against the purchasing officer.

Purchase orders must cover the full value of awarded goods, services or works, or, where the full value is not explicitly known (for example a fee-for-service engagement), be sufficient to reasonably cover the anticipated final value. Repeated instances of invoices being received far in excess of the corresponding purchase order may result in disciplinary action taken against the purchasing officer.

Exemptions apply to the requirement to raise a purchase order for petty cash purchases, or purchases made using the corporate credit card within delegation.

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#### 6.4.6.6. Calculating the Procurement Price Estimate

The procurement price estimate must consider the full engagement. For example, if the engagement is for a resealing of 5 roads over two years then the purchasing amount is the total of the resealing works for the whole two years or period of engagement.

## 7. EXEMPTION TO DEVIATE FROM PROCUREMENT POLICY

Council recognises that from time to time there are specific issues that may make it impractical or impossible to always comply with this policy in full.

The following situations may require some flexibility and exemption:

- a) the required goods or services are only available from one source;
- b) the item is a component of equipment in service and obtainable only from the manufacturer of the original equipment;
- c) the item must be compatible with existing equipment for reasons of satisfactory operation; staff training already carried out; prior investment in spares and maintenance facilities; or



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documentation;

- d) only one supplier has the necessary expertise or facilities for supply of the equipment with backup support and warranty;
- e) a limited increase in quantity is required to an item already being supplied or manufactured;
- f) time and cost of preparing a specification is impractical;
- g) urgency of the requirement precludes normal purchasing action;
- h) banking, financial or legal services;
- i) short term (up to 3 months) consulting projects of a nature that do not lend themselves to obtaining quotations due to access to specialised suppliers with skills and knowledge; and
- j) an existing supply contract cannot be used for a specific purchase.

Where any of these circumstances exist, the details and justification must be documented and submitted for approval to the General Manager. The record of the justification and approval must be saved on the project file.





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## 8. LOCAL ECONOMIC FOCUS

Council is committed to supporting the local economy and enhancing the capabilities of local business and industry. The objective is to create a framework that ensures Council gives due consideration to the actual and potential benefits to the local economy of sourcing goods and services locally where possible, whilst maintaining a value for money approach at all times. The intention of this policy supports Council's commitment to achieve the best value for money outcome to Council and the Community, while maximising opportunities for local business to compete for Council business.

Council acknowledges that it has an important role to play in the local economy and is committed to assisting local industry engage in business with Council. To assist local industry and local economic development, Council will ensure that buying practices, procedures and specifications do not disadvantage local suppliers and ensure transparency in quotation, tendering and contract management practices. The following two models have been designed to deliver this.

### 8.1. Price Preference - Calculated Price Assessment

A calculated preference will be given to Local Suppliers for the purchase of goods and services where the estimated purchase value of \$250,000 or less. Local Suppliers are those based in or operating predominately within the boundaries of Walcha Council Local Government Area.

Freight and establishment costs will be included in the comparison of quotes from suppliers. The preference will be nominally deducted from the local supplier price when evaluating the quotes. It is calculated as a percentage reduction of their submitted cost price. This preference is only applied where the assessment is a 100% price assessment, and there is no non-price criteria applied.

The preference will be calculated using the scale contained in Table 2.

Table 2: Application of Price Preference for Local Suppliers

Purchase Value (excl. GST)	Available Price Preference for Local Suppliers
<\$1,000	No price preference for Local Suppliers
\$1,000 - \$7,500	5% price preference for Local Suppliers
\$7,501 - \$75,000	2% price preference for Local Suppliers
\$75,001 - \$250,000	1% price preference for Local Suppliers

### 8.2. Non-Price Preference - Demonstrating Strengthening Local Economic Capacity

All Formal Tenders (as defined in section 6.3) must include Strengthening Local Economic Capacity as a mandatory criteria with a 5% overall weighting.

For this assessment, the Walcha Council local area is defined as within the Walcha LGA boundary. Council areas within the Namoi Joint Organisation may also be considered, however these would attract a lower score. The following four (4) criteria must be considered for this category which will be applied to all tenders:

- 1) An existing legitimate business premises in Walcha Council local area;
- 2) Locally sourced materials (grown, manufactured, assembled, made within the Walcha Council local area) specific to the contract;
- 3) Locally sourced labour or services (people located within the Walcha Council local area), either sub-contractors or employees for construction or maintenance activities; and
- 4) Materials from a business premise in the Walcha Council local area.



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These factors will be included in tender documents. The 5% weighted criteria for strengthening local economic capacity must be applied to the total tender score and must be calculated against the listed criteria as shown in Table 3.

Table 3: Assessment Scoping Criteria for Strengthening Local Economic Capacity

Number of Criteria Met	Score (% of Total)
0-1 Criteria	0 (0)
<a href="#">1 Criteria</a>	<a href="#">1.25 (25%)</a>
2 Criteria	<a href="#">2.5 (50%)</a>
3 Criteria	<a href="#">3.75 (75%)</a>
4 Criteria	<a href="#">5 (100%)</a>

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#### 8.3. Purchase Value less than \$250,000 with non-price criteria

A Formal Request for Quotation for projects less than \$250,000 can either include both price and non price criteria, or attribute 100% to the price criteria. The 5% criteria for Strengthening Local Economic Capacity (defined in section 8.2) may also be used for procurement activities less than \$250,000 where a non-price element is being used in the assessment.

## 9. RECORDS

The Project Owner is responsible for ensuring all documentation and records are saved in TRIM on the project file relative to the procurement activity. This includes but is not limited to:

- Request for quotations;
- Tendering documents;
- Scope of works;
- Initial cost estimates;
- Email correspondence;
- Tender assessment plans, records and reports; and
- Any other documentation relative to the scoping, procurement and awarding of contracts.

## 10. OUR RESPONSIBILITIES

### 10.1. All Council Staff

Council staff are responsible for:

- Ensuring any procurement activities for which the staff member is responsible for are undertaken in accordance with this policy and associated procedures.
- Only participating in the tendering process if you have delegated authority to do so.
- Reporting any suspected breaches of the policy.

### 10.2. All Managers and Leaders

All managers and leaders are responsible for:

- Setting an example for staff by complying with this policy and associated procedures in relation to all procurement activities; and



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- b) Communicating and enforcing the principles of the policy and associated procedures to staff.

#### 10.3. General Manager

The General Manager is responsible for:

- a) leading staff in their understanding of, and compliance with, this policy and associated procedures;
- b) Approving resources to develop, implement and review this Policy and Procedures; and
- c) Reviewing and approving exemptions to deviate from this policy.

#### 10.4. Mayor

The Mayor is responsible for leading Councillors in their understanding of, and compliance with, this policy and associated procedures.

#### 10.5. Suppliers

All Suppliers are responsible for:

- a) Conducting business with Council in an ethical manner;
- b) Complying with all work health and safety requirements; and
- c) Must not lobby Councillors or staff or seek any favour or advantage during procurement activities.

## 11. RELATED LEGISLATION, POLICIES AND REVIEW

#### 11.1. Related Legislation and Policies

The following are relative to this policy:

- 1) Formal Quotation and Tendering Procedure (WINT/2020/03663);
- 2) Local Government Act 1993 NSW;
- 3) Local Government (General) Regulations 2005;
- 4) Privacy and Personal Information Protection Act 1998;
- 5) State Records Act 1998;
- 6) Fair Trading Act 1987 (NSW); and
- 7) Competition and Consumer Act 2010.

#### 11.2. Review

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



# WALCHA COUNCIL

## ADMINISTRATON POLICY

# DRAFT Contract Management Policy

### Applicability

All Councillors and Council Staff

### Publication Requirement

Internal and External

### Assigned Responsible Officer

General Manager

### Document Status

Version	Date Reviewed	Prepared by	Endorsed	Approved Date
1.0	January 2024	General Manager	Resolution:	

### Amendment Record

Amendment Version #	Date Reviewed	Description of Amendment



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## 1. PURPOSE

The purpose of the Contract Management Policy is to provide a clear and standardised approach to managing and administering contracts for goods and services purchased from suppliers.

The effective management of Contracts with suppliers is essential in maximising the benefits and achieving its corporate objectives. These benefits can be summarised as follows:

- Business Benefits:

Maximises outcomes to Council and our community (i.e. Council “gets what it is paying for”) by managing supplier performance, maintaining quality, improving productivity and identifying opportunities for improvement and innovation.

- Value for Money:

Enables savings and benefit opportunities identified during the procurement or contract management process to be realised, whilst also ensuring the achievement of expected procurement outcomes. It enables further benefits through ongoing performance reviews, service improvements, supply chain improvements, innovation, etc.

- Risk Management:

Reduces contractual risks through the robust contract management practices. Ensures Council is also aware of, and complies with, its own contractual and legislated obligations.

## 2. COMMENCEMENT

This Policy is effective from the date of resolution by Council and shall remain in force until repealed by resolution of Council.

## 3. SCOPE

This Policy commences in the Post-Contract-Award stage of the Procurement Lifecycle. The Pre-Contract Award stage is covered by Council’s Procurement Policy.

This Contract Management Policy applies to all Council staff and contractors that are involved in the management of supplier Contracts on behalf of Council.

This Policy applies to all Contracts and any other documents that create legally binding obligations on Council for the procurement of goods, services and works which may include procurements which are simple in nature and low risk. Further, it applies to a Contract until all contractual obligations have been completed.



The following are excluded from this Policy:

- Employment contracts,
- Non-binding Memoranda of Understanding,
- Partnering and collaborative contracts with other Local or State Government organisations.

#### 4. Definitions and Interpretation

Term	Meaning
Contract	An agreement, exchange of letters, heads of agreement, deeds of agreement, binding memorandum of understanding, response to tender, grant application, trust deed and any other document which create or which may create binding obligations on Council and on the other party / parties to the contract.
Senior Executive/ Contract Owner	The responsible officer (usually a Director) for overseeing the contract and any major contractual variations, changes and/or strategies. They are ultimately accountable for the outcomes of the contract (usually the Director or Manager with the Financial Delegation). The Senior Executive/Contract Owner appoints the Contract Manager/Authorised Person.
Contract Management	Refers to all activities at the commencement of, during and after the contract period, to ensure that all contractual obligations have been completed.
Contract Manager/ Authorised Person	A Council staff member nominated to be responsible for the management of the administration and management of a contract. The Contract Owner may approve only minor contract variations and changes (including extensions). All major variations/extensions are referred for approval to the Senior Executive/Contract Owner or if applicable elevated to the General Manager/Council for approval.
Contract Variations	Is an addition or alteration to the original contract and may include a change to the scope of the contract, value of the contract, the contract options to be exercised, contract prices and quantity purchased. <b>All</b> proposed variations require the Contract Manager/Authorised Person to notify the Senior Executive/Contract Owner of the variation, prior to its approval, via an <b>Infrastructure Change Request Form</b> . Any variation that extends a contract beyond the scope of its approved budget (including contingency) is considered a major variation and will be elevated to the General Manager and (subject to delegations) to Council for approval.
Contractor	The supplier or the service provider (the other party) under a contract.
Sub-Contractor	Any contractor engaged by the supplier or service provider under contract and not directly engaged by Council.



Value of a Contract	The value of a contract is whichever of the following values (incl. GST) is appropriate to the kind of contract concerned: <ul style="list-style-type: none"><li>• The total estimated value of the project, or</li><li>• The total estimated value of the goods or services over the term of the contract, or</li><li>• The value of the real property transferred, or</li><li>• The rent for the term of the lease.</li></ul>
Contract Register	The schedule of permitted agreements valued over \$250,000.

## 5. Policy Statement

The Walcha Council is committed to ensuring that all contracts are managed in a manner that is transparent, accountable, and consistent with Council's policies, procedures, and guidelines. The purpose of this policy is to establish a clear framework for the management of contracts entered by Council, with a focus on ensuring that Council's interests are protected and that all contracts are managed effectively and efficiently.

Council will ensure that a clear and comprehensive process is in place for the management of contracts, including the following steps:

### 5.1 Contract Negotiation and Preparation

Council has adopted NSW Public Works Standard Contract templates, approved for use under the *NSW Government Procurement System for Construction*. Council will ensure that all contracts are negotiated and prepared in accordance with Council policies and procedures, and that all necessary approvals are obtained before contracts are executed. Council will also ensure that contracts are prepared in a manner that protects Council's interests, and that contracts are clearly and concisely written to minimise the risk of disputes.

### 5.2 Contract Execution and Signature

Council will ensure that contracts are executed in accordance with Council policies and procedures, and that the contracts are signed by authorised representatives of Council and the relevant parties. Council will ensure that contracts are executed in a manner that protects Council's interests and that contracts are executed in timely manner.

### 5.3 Contract Monitoring and Review

NSW Public Works contract templates are regularly updated and amended by Public Works and amendments published on their website. Council will monitor this website for





any amendments and update our contract templates accordingly. Council will monitor our contracts regularly to ensure that they are being performed in accordance with the terms and conditions of the contract. Council will also conduct annual reviews of contracts to ensure that they are still in line with policies and procedures, and that they continue to meet Council's needs.

#### **5.4 Contract Close-out**

Council will ensure that the contracts are closed out in accordance with policies and procedures, and that all necessary documentation is completed and filed appropriately. Council will also ensure that all outstanding issues and obligations under contracts are resolved before contracts are closed out.

#### **5.5 Contract Records**

Council will maintain accurate and up-to-date record of all contracts entered into including contracts that have been executed, are in force, or have been closed out. Council will also ensure that all the contract records are stored securely and that they are easily accessible by authorised personnel.

#### **5.6 Contract Management Training**

Council will provide training to all personnel involved in the management of contracts, including training on policies, procedures, and guidelines, and on contract management best practices.

#### **5.7 Mandatory Requirements for Applying to Contracts**

The following minimum requirements apply to all Council Contracts valued at \$250,000 or more. However, Council will move to apply these requirements to all contracts regardless of value.

- 5.7.1 Staff must adhere to Council's procurement policies, procedures and processes.
- 5.7.2 Each contract must be registered and identified with a Contract Number and the contract stored in Council's electronic data management system (Content Manager).
- 5.7.3 Specific contract details must be entered into Council's Contracts Register.
- 5.7.4 A Contract Manager/Authorised Person must be appointed. The Contract Manager/Authorised Person may manage a contract valued at more than their level of financial delegation. However, the Contract Manager/Authorised Person must not approve or incur expenditure on goods, services or a project valued at more than their financial delegation and as stipulated in Section 4. Definitions and Interpretation. Note, this also applies to any changes (variations) to the original price of procurement.
- 5.7.5 Only approved Contract Templates as stipulated in **Section 5.1 Contract Negotiation and**



**Preparation** are to be used.

- 5.7.6 All Contracts must include appropriate Sustainability clauses in the areas of Work Health & Safety; Quality Assurance; Environmental; Financial Capability; Insurance; Industrial Relations; Performance; Code of Conduct; Business Ethics; Exchange; and Disclosure of Information. That allow and support contract compliance and risk management, with having regard to project value, requirements and complexity.
- 5.7.7 All Contracts must include appropriate commercial clauses in the areas of Payments and Retentions (or security); Price Adjustments; Delay to Completion (or delivery); and Processes to Resolve Claims and Disputes. That allow managing or regulating variations to the original Contract, having regard to project value, Contract requirements and complexity.
- 5.7.8 Obtain all relevant approvals and licences prior to commencement.

## **5.8 Ethics and Probity**

Council's Code of Conduct must always be adhered to in the management of Contracts on behalf of Council, ensuring responsible decision making, declaring and appropriately managing any conflicts of interest and appropriate decline of any offered gifts or benefits.



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**Item:** 6.5 **Ref:** WO/2024/00125  
**Title:** Request for Sponsorship for the Women's World Sandgreen Championships – Walcha Golf Club & Golf NSW  
**Author:** General Manager  
**Previous Items:** Not Applicable  
**Attachment:** No

---

**Community Strategic Plan Reference:**

**Action 2.1.4.1:** Support local businesses as opportunities arise.

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

---

**RECOMMENDATION:** That Council APPROVE the Partner Agreement between Walcha Council and Golf NSW Limited to provide in-kind support to the Walcha Golf Club of \$5,000 to assist them to host the Women's World Sandgreen Championships in April 2024

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**Introduction:**

Walcha Golf Club have requested Council to provide assistance, be it financial or in-kind, to assist them to host the Women's World Sandgreen Championships being held 8-10 April 2024 in Walcha.

**Report:**

Discussions have occurred with Golf NSW, Walcha Golf Club, Director Infrastructure & Development and the General Manager which resulted in a list of potential in-kind tasks that Council can provide to support the event. Based on this list, Golf NSW have provided a Partner Agreement for Council signature to formalise commitment of in-kind support up to the amount of \$5,000. Not only will this contribute to the event, this will also mean that Council will be recognised as an event sponsor – with our name and logo being used for event promotional material, as well as signage on display at the course during the event. The event will be televised during the main competition.

Identified in kind works include:

- Mowing, plant and labour
- Star pickets
- Parking area supplies, bollards, cones and bunting and labour
- Provision of audio-visual equipment
- Provision of BBQ equipment
- Provision of generator
- Provision of portable tables
- Other ad hoc support that may be required leading up to, and during, the event – for example promotion of the event via Walcha Tourism, public notices, etc.



This report is for Council's endorsement to sign and commit to providing the in-kind support up to the amount of \$5,000. For reference, Yass Valley Council have provided \$5,000 in kind, and also \$10,000 cash sponsorship, for the Men's World Sandgreen Championships being held at Binalong Golf Club. This was resolved by Yass Valley Council in December 2023 (report available online).

The event is expected to attract a large amount of people to Walcha and our surrounding area. These people will include not only the Golf players but their support teams, golf officials and spectators. This event will showcase a distinct style of golf that plays an important part in Australia's golfing landscape, particularly in rural communities. The tournaments are the first of their kind in the world and will surely attract much attention nationally and globally - there are currently no major national or international events played exclusively on sand greens.

Legal Implications:

By signing the Partner Agreement Council are committed to providing the support.

Financial Implications

The in-kind amount will be provided by Council Staff up to the amount of \$5,000.

Environmental Implications:

There are no direct 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/2024/00138  
**Title:** Alternate Representative for Audit Risk & Improvement Committee  
**Author:** General Manager  
**Previous Items:** Not Applicable  
**Attachment:** No

---

**Community Strategic Plan Reference:**

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

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**RECOMMENDATION:** That Council **APPOINT Councillor \_\_\_\_\_**  
**as the Alternate Council Representative on the Audit Risk & Improvement Committee for the ensuing term of Council.**

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**Introduction:**

Historically Council had two Councillors on the Audit Risk & Improvement Committee. However due to legislative changes in this area, only one Council representative is required. This report is to appoint an Alternate Representative for when the current Council Representative is on leave.

**Report:**

Council now seeks Councillor nominations to be the Alternate Representative on the Audit Risk & Improvement Committee. If more than one Councillor expresses an interest in this Committee then Council will hold a Secret Ballot to elect the Alternate Representative.

Legal Implications:

There are no legal implications arising from this report.

Financial Implications:

There are no financial implications arising from this report.

Environmental Implications:

There are no environmental implications arising from this report.

Social Implications:

There are no social implications arising from this report.

Policy Implications:

There are no policy implications arising from this report.



# Item 7:

# Notice of Motions



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**NOTICE OF MOTION NUMBER: 30**

**Item:** 7.1 **Ref:** WO/2023/00124  
**Title:** Notice of Motion – Temporary Worker Accommodation in Walcha  
**Author:** Councillor Noakes  
**Attachment:** No

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*Community Strategic Plan References:*

*Strategy 6.5.1 Maintain the character of the Walcha Local Government Area through orderly development of the natural and built environment.*

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**Report:**

With the current push for renewable energy projects, and the inclusion of Walcha in the New England Renewable Energy Zone, the issue of accommodation for itinerate workers through the often proposed solution of temporary housing has become a discussion point. Often referred to as 'donga' villages these bring their own unique consequences.

The suitability of small communities to absorb the social, visual and physical impacts of these facilities has detrimental impacts on both liveability and Council's infrastructure. Often being self contained the economic benefits must be weighed up against these impacts.

Water, sewer and waste present both short and long term challenges if our population is increased by the quoted circa 300 workers required to fill these positions. With the continued push for more projects this could have an impact on our community for at least a decade.

Consideration of these issues was the focus of a recent Business NSW Workshop held in Tamworth where various options were raised and discussed. Our community should have an input into the short and long term benefits that can be leveraged from these developments.

Options may include:

- The establishment of temporary camps (often referred to as donga villages) that are completely removed on completion of project.
- The establishment of infrastructure such as sewer, water and road infrastructure with temporary accommodation that would be removed on completion of projects but the hard infrastructure remains facilitating the ability to sell these blocks for permanent housing.
- An objection to a development that the community see as not being in the best interest of Walcha.
- Lobby authorities to deny proponents the potential to tie up casual and rental accommodation that will have a detrimental impact on tourism and affordable rental for long term residents.



As temporary housing could have such a wide array of impacts, as well as so many ways to respond or leverage opportunities, it is critical that Council is on the 'front foot' in regards to this issue and not let individual developers or the Planning Department determine our fate.

Council should commit a portion of our EnergyCo Service Agreement fees towards engaging suitable consultancy services to undertake this work.

**Financial Implications:**

Not provided

**Budget Source:**

The funds for this to be provided from the Energy Co Service Agreement Fees which is \$250,000 for the upcoming calendar year.

**MOTION:**

**That Council seek consultant services to develop an issues paper and response strategy in relation to Temporary Workforce Accommodation in the Walcha Local Government Area.**

**Clr Eric Noakes**

23 January 2024

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# Item 8:

# Matters of Urgency

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

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

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



# Item 9: Management Review Reports



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## 9.1 OFFICE OF THE GENERAL MANAGER

Ref: WO/2024/00128

**Responsible Executive:** General Manager

**Attachment:** Action List December 2023 – WO/2023/02453

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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 <del>Aug 2023</del> April 2024	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  Focus on current planning backlog then prioritise delivery for completion End April 2024
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# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
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	<p>2. Request Delegation under section 3.36(2) of the <i>Environmental Planning &amp; Assessment Act 1979</i> to make the final instrument.</p> <p>3. Submit the drafted Planning Proposal for a Gateway Determination.</p>				
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168/1819 <b>22 May 2019</b>	<p><b>Motion:</b> It was <b>MOVED</b> Clr Heazlett <b>Seconded</b> Clr Kermode that Council prepare a planning proposal to rezone the portion of the land described as Lot 8 DP1167213 zoned RU1 Primary Production to RE1 Public Recreation, remove the land from the Minimum Lot Size map and reclassify the land from 'community' to 'operational' land to enable the subdivision of the industrial land when required. A <b>FORESHADOWED</b> Motion Clr Lyon that the portion of Lot 8 currently zoned Industrial be rezoned 'public recreation'. The Original Motion was put to the <b>VOTE</b> and <b>CARRIED</b>.</p>	<b>DED</b> <b>DID</b>	<del>31012023</del> <del>June 2023</del> <del>Aug 2023</del> April 2024	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> <p>Focus on current planning backlog then prioritise delivery for completion End April 2024</p>
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## Ordinary – 31 July 2019

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



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

# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
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	<p>h. 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 Jan 2024</p>	<p>Completion of works (Rose Garden Stage 2) identified in LRCI Phase 3 approved Project list. Works delayed due to weather and internal resource limitations.</p>
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# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
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	<ol style="list-style-type: none"> <li><b>ENDORSE</b> the recommendations of the 355 Committee Project Scope forms endorsed by the Walcha Town &amp; District Beautification &amp; Tidy Towns Committee meeting of 07 October 2020 and approves construction of Mill Hole – Stage 2 and the Rose Garden projects;</li> <li><b>ACKNOWLEDGES</b> the continuing efforts of the Walcha Town &amp; District Beautification &amp; Tidy Towns Committee and their contribution to positive Community Strategic Plan outcomes.</li> </ol>				Additional climbing rose planting and name signage to be finalised otherwise complete.
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## Ordinary – 24 February 2021

194/20202021	<p><b>10.2 Minutes of the Walcha Tourism Advisory Committee Meeting held at Council Chambers on Friday, 12 February 2021</b>  <b>WO/2021/00517</b></p> <p><u>Item 3.8 – Caravan Access to Water</u>  that Council provide a dedicated drinking water refill point separate from dump point tap.</p>	<p><del>DI</del>  <b>DID</b></p>	<p>30122022  31032023  Dec-2023  Apr 2024</p>	DI to investigate options for caravan access to water and present back to Council.	Initial assessment is that business case for compliant, fee-for-service fill location may struggle to stack up due to low use. Issues regarding safety and compliance can be introduced by designating a fill point for specific purpose. Grant money being sought Currently no finding available under ongoing review
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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 (1017 – being Lot A DP 159627 known as 2N Middle Street Walcha) from Schedule 5 of the <i>Walcha Local</i></li> </ol>	<p><del>DED</del>  <b>DID</b></p>	<p>31032021  Aug-2023  Apr 2024</p>	Organise the removal of heritage listing of property from LEP 2012 Schedule 5. Advise owner of resolution options.	Owner visited Council March 2022 and advised they are happy for removal to be included in next house keeping Planning Proposal of Council.  No date scheduled for next House Keeping Planning Proposal at this stage.
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# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
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	<p><i>Environmental Planning Plan 2012</i>, and</p> <p>2. Advise the land owner that:</p> <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> <p>Focus on current planning backlog then prioritise delivery for completion End April 2024</p>
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## Ordinary – 27 October 2021

<p>59/20212022 27 Oct 2021</p>	<p><b>6.2 Draft Amendment to Walcha Development Control Plan</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</i></p>	<p><b>DED</b> <b>DID</b></p>	<p>30062022 Oct-2023 Apr 2024</p>	<p>As per resolution</p>	<p>Point 1 of resolution completed.</p> <p>Further work delayed due to resourcing.</p> <p>Completed 1. 3 completed this month. 2 &amp; 4 will be part of LEP Review completed for Gateway by 31 January 2023</p> <p>Additional training required, to be completed by Oct 2023</p> <p>Focus on current planning backlog then prioritise delivery for completion End April 2024</p>
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# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
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	<p><i>Landscape Values: Stage 1 Report – Identifying Issues, March 2005, Appendix B: Wind Farms and Landscape Values: Final Issues Paper</i> has been changed to the current guideline being NSW Planning, Industry &amp; Environment <i>Wind Energy Visual Assessment Bulletin For State significant wind energy development December 2016.</i></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> <p>2. Prepare a further amendment to the <i>Amended Walcha Development Control Plan 2019</i> in regards to all renewable energy development.</p> <p>3. Include provision in any future Section 7.11 Development Contribution Plan for a contribution for renewable energy development.</p>				
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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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	4. Amend the Walcha Local Environmental Plan 2012 by ensuring all Land Use Tables reflect the provisions of all relevant State Environmental Planning Policies				
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## Ordinary – 16 February 2022

127/20212022	<b>Item: 4.2.12 – Constructive Solutions Update</b> that Council maintain a Contractor Register which is to be regularly updated <b>FURTHER THAT</b> the Director of Infrastructure is to create End of Project Completion Report to include comments on contractor performance.	<del>DI</del> <b>DID</b>	<del>30062022</del> <del>31032023</del> July 2023 <del>Dec 23</del> Feb 2024	As per resolution	Engineering team is working on improving all end-of-project functions, including contractor performance and capitalisation. Project Management Framework being developed to include <ul style="list-style-type: none"> <li>• Inception –Initiation – Project Charter</li> <li>• Project Planning – Project Plan</li> <li>• Project Implementation</li> <li>• Project Control</li> <li>• Project Close</li> </ul> <p>Project evaluation tool development underway Oct/Nov 2023. Key project management framework packages to be scoped out and delivered early 2024</p>
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## Ordinary – March 2022

156/20212022	<b>10.1 Minutes of the Walcha Council Capital Advisory Committee Meeting held on Thursday 17 February 2022</b> <b>WO/2022/00501</b> <b>4.2.3 Sgt Andrew Russell Bridge Naming</b> that Council retain Sergeant Andrew Russell Bridge as the name for the new / replacement	<b>DID</b>	TBA	As per resolution	Project will require a variation approval to proceed.  Approval for variation received and submitted to September 2023 Council Meeting Once construction of bridge is finished then the relocation of existing murals
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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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	bridge and relocate the existing memorials closer to the new bridge.				closer to the new bridge can be completed.
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## Ordinary – 30 November 2022

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>	DID / GM	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.
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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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	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. Availability of own source funds to complete this project before June 2024. Design work underway.
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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 <del>Sep 2023</del> Feb 2024	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>4.2.3 Electrical upgrade of 6W Hamilton Street Walcha – Carlec Auto Electrician</b>	<b>DCC / MCT</b>	19042023	Prepare as per resolution – April Ordinary Meeting	Currently awaiting quotations. Likely to occur in the 2025 FY

# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
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	That an additional quote be obtained for this work and a report be prepared for Council.				
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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>	<b>DID</b>	<p>July 2023</p> <p>Aug 23</p> <p>Oct 23</p> <p>Dec 2023</p>	As per resolution	Waiting response from our additional Growing Regions Funding Application before being able to proceed.
CC19/20222023	<p><b>3.4 Planning Agreements for Renewable Energy Developments WO/2023/00585</b></p> <p>that Council:</p> <ol style="list-style-type: none"> <li><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</li> </ol>	<b>GM</b>	<p><del>300823</del></p> <p>Oct 23</p>	As per resolution	<p>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.</p> <p>Final draft with Winterbourne Wind for review/comment, prior to public exhibition.</p>

# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
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	<p>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 public amenities in accordance with the Operational Plan;</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	<b>4.2 Survey Results – Naming of Walcha Rose Garden WO/2023/00763</b>	<p><b>EA</b></p> <p><b>DID</b></p>	<p>14062023</p> <p>Sep 2023</p> <p>Jan 2023</p>	EA – check with Betts Family to see what they would like on the signage at Rose Garden ie:	Spoken to both – will follow up by 14 June – then will advise DID
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# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
	166 <b>RESOLVED</b> on the Motion of Councillors Kermode and Schaefer that Council: 1. <b>NOTE</b> the Report; and 2. <b>ENDORSE</b> the community vote of naming the Rose Garden "Bev Betts Rose Garden".			"Bev or Beverley Betts Rose Garden" DID – ensure sign is ordered with correct name for installation timing with completion of Rose Garden Project.	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. End of November seems to be better for the flowers in the garden – Parks & Garden Dept. 17102023 Awaiting signage.

## Ordinary – 30 August 2023

26/20232024	<p><b>5. MAYORAL MINUTE</b>  <b>5.1 Mayoral Minute – Apsley Riverview Aged Care Facility</b>  <b>WO/2023/01618</b></p> <p>that Council:</p> <p>1. <b>ESTABLISH</b> 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';</p> <p>2. <b>APPROVE</b> the membership to consist of:</p> <ul style="list-style-type: none"> <li>o The Mayor</li> <li>o The General Manager</li> <li>o Director Corporate &amp; Community</li> </ul>	<b>EA / GM / Mayor</b>	14092023	As per resolution: CM9 Folder Terms of Reference – purpose, membership etc Organise Meetings Minutes	Report to November 2023 Council Meeting  Community Consultation is the next step – scheduled 18 Dec 2023 – Public Meeting at Walcha Bowling Club
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# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
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	<ul style="list-style-type: none"> <li>○ Executive Manager Community &amp; Tourism</li> <li>○ One Councillor</li> <li>○ Dr Adrian Allen</li> <li>○ Julie Blake</li> <li>○ Graham Barnes</li> </ul> <p>3. <b>ENDORSE</b> the purpose of the Apsley Riverview Working Group to be to investigate, contact and review suitability of identified aged care providers.</p>				
35/20232024	<p><b>LATE REPORT:</b></p> <p><b>1. Request for Donation of Land WO/2023/01598</b></p> <p>that Council enter into discussions with the Armidale Women's Shelter and investigate the possibility of donating suitable land for the establishment of emergency crisis accommodation in Walcha.</p>	<b>DCC</b>	14092023	As per resolution	No further information as at 19102023

## Ordinary – 27 September 2023

55/20232024	<p><b>6.7 Formation of a Local Traffic Committee for Walcha Local Government Area WO/2023/01713</b></p> <p>that Council:</p>	<b>GM</b>	06102023	As per resolution	Letter to Adam Marshall MP asking for nominee
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# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
	<ol style="list-style-type: none"> <li><b>APPOINT</b> the Director Infrastructure &amp; Development as Council's representative to the Committee; and</li> <li><b>CONSULT</b> with the Local State Member, Adam Marshall MP, to advise his nominee.</li> </ol>				
58/20232024	<p><b>7. NOTICES OF MOTION</b></p> <p><b>7.1 Notice of Motion Number 29: Pedestrian CrossingsWO/2023/01809</b></p> <p>that Council:</p> <ol style="list-style-type: none"> <li>approach Transport for NSW to investigate and implement a traffic calming device to slow traffic approaching the pedestrian crossing in Fitzroy Street.</li> <li>investigate and implement a traffic calming device to slow traffic approaching the pedestrian crossing in Derby Street.</li> </ol>	<b>GM / DID</b>	Mar 2023	As per resolution	<p>To be discussed at Traffic Committee</p> <p>10122023 Review</p> <p>Requests sent to TfNSW currently planning traffic committee meeting for Feb 2024</p>

# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
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## Ordinary – 25 October 2023

72/20232024	<p><b>6.2 Purchase 15T Rubber Tracked Excavator and Mulcher Head Attachment WO/2023/01987</b></p> <p>that Council APPROVE the purchase of a 15T rubber tracked excavator, including the purchase of an appropriate mulching head attachment, that will be funded from the existing approved plant replacement budget.</p>				
73/20232024	<p><b>6.3 Arrangements for Christmas for Council Staff WO/2023/01986</b></p> <p>that Council:</p> <ol style="list-style-type: none"> <li><b>ALLOW</b> the combined Staff Christmas Party to be held during working hours on Thursday 21 December 2023 from 12:30pm;</li> <li>A <b>DONATION</b> of \$3,500 be made towards the cost of the Function.</li> </ol>	<p><b>GM / EA</b></p> <p><b>DCC</b></p>		<p>Organise advertisements, notifying Staff, booking venue and organise catering</p> <p>Ensure funds are allocated to this event.</p>	<p>In progress – booked venue, organising catering etc</p> <p><b>COMPLETED 16122023</b></p>
CC18/2324	<p><b>13.1 Tender for Gravel Resheeting W23/81 WINT/2023/04651</b></p> <p>that Council <b>REJECT ALL</b> Tenders for Tender No.: W23/81 – Gravel Resheeting – Construction only and enter into negotiations with the preferred tenderer OK Earthmoving for a reduced scope of work.</p>	<b>DID</b>		As per resolution	<b>COMPLETED – Works underway.</b>

# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
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## Ordinary – 29 November 2023

90/20232024	<p><b>6.3 Walcha Antique Machinery &amp; Truck Club – Request for Sponsorship of Waste Removal WO/2023/02260</b></p> <p>that Council <b>APPROVE</b> Sponsorship for the Walcha Antique Machinery &amp; Truck Show in 2024 by waiving the Waste Gate Fees for the 50 wheelie bins of waste at Council's Waste Management Facility, in the amount of up to \$247.50</p>	<b>DID</b>		<p>As per resolution.</p> <p>Ensure JR Richards fulfil their contribution</p> <p>Advise Waste Depot Staff</p>	
95/20232024	<p><b>10.2 Minutes of the Walcha Council Arts Advisory Committee Meeting held on Tuesday 31 October 2023 at the Council Chambers WINT/2023/04363</b></p> <p><b>3.3 Cultural Gifts Proposals:</b></p> <p>that Council:</p> <p>1. <b>ACCEPT</b> "Sitting Man" by Stephen King and "Eyebeam" by Ben Tooth artworks as cultural gifts and place the "Sitting Man" at the Multi Purpose Health Service Walcha and "Eyebeam" to be placed at the Walcha Memorial Baths;</p> <p>2. <b>SEND</b> a letter of thanks to Stephen King and Ben Tooth for donating these artworks to Council.</p>	<b>DID</b>	21122023	As per resolution	

# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
	Request regarding the Beverly Betts Rose Garden Ceremony – is it going to be before Christmas? Has the plaque been received?	<b>DID</b>	13122023	As per request – Question on Notice	
	Mayor Noakes requested if Director Corporate & Community can report back to Council on the following plant purchased, how they are performing against their business cases to purchase said plant: <ul style="list-style-type: none"> <li>- Jet Patcher</li> <li>- Rubber Tracked Excavator</li> </ul> This request can be reported early in 2024	<b>DCC</b>	28022023	As per request – Questions on Notice	Report to completed for February Council Meeting.  Rubber tracked excavator currently out to market for formal Request For Quote via vendor panel.

## Ordinary – 13 December 2023

99/20232024	<b>1. LEAVE OF ABSENCE:</b> that Clr Ferrier's Leave of Absence due to illness, be <b>ACCEPTED</b> .	<b>EA</b>	13122023	Ensure LoA is recorded in Minutes correctly.	<b>COMPLETED 13122023</b>
100/20232024	<b>2. CONFIRMATION OF THE ORDINARY MEETING MINUTES HELD ON WEDNESDAY 29 NOVEMBER 2023:</b> that the Minutes of the Ordinary Meeting held on Wednesday, 29 November 2023, copies of which have been distributed to all members, be taken as read and confirmed a <b>TRUE</b> record.	<b>EA</b>	14122023	Update Resolutions Register, place minutes on website	<b>COMPLETED 14122023</b>
102/20232024	<b>6.1 Mandatory Notifiable Data Breach Reporting Policy WO/2023/02388</b> that Council:	<b>EA</b>	19012024	Place Draft Policy on Website  Advertise in Apsley Advocate	Placed on website 14122023 until 19012024 – <b>Complete</b> Advertise Wed 10012024

# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
	<p>1.<b>APPROVE</b> the Draft Data Breach Policy to be placed on public exhibition for a period of 28 days;</p> <p>2.In the event that no submissions are received <b>ADOPT</b> the Policy; and</p> <p>3.If any submissions are received, <b>REQUEST</b> the Customer Service Coordinator prepare a further report to Council with details of the submissions.</p>			<p>As per policy if submissions received</p> <p>If no submissions – update policy with Resolution number and place on website.</p> <p>Create new page for the Mandatory Data Breach Scheme</p>	
103/20232024	<p><b>6.2 2022-2023 Annual Report WO/2023/02414</b></p> <p>that Council <b>NOTE</b> the Walcha Council 2022-2023 Annual Report.</p>	<b>EA / GM</b>	15122023	<b>Update on website and email OLG the link</b>	<b>COMPLETED</b>
	<p><b>10.4 Minutes of the Walcha Council Beautification Advisory Committee Meeting held on Wednesday 22 November 2023 at Council Chambers Hamilton Street, Walcha.</b></p> <p><b>WINT/2023/04364</b></p> <p>2.2 Darjeeling Road Proposed Tree Removal – RFT W22/219 – Walcha Pathways Design Project</p> <p>This recommendation is taken as feedback on the consultation of Pathways Design Project.</p>	<b>DID</b>	Jan 2024	Ensure feedback is included with Pathways Design Project	
109/20232024	<p><b>2.4 Proposed Location of Artwork at the Swimming Pool</b></p>	<b>DID</b>	??	As per resolution	

# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
	that Council consider keeping the round garden bed at the Pool entrance with minor tidying of the garden and install this artwork on the grassed area outside the Pool entrance between the gym and the Pool entrance.				
	<b>DEC23 QoN 1:</b> <a href="#">John Oxley Sewer Extension Project – Clr Noakes</a> Question: Does the Project Value amount include any contingency?	<b>DID</b>	31012023	Feedback at next Council Meeting	On Agenda for January 2024 Item 12.1 <b>COMPLETED 25012024</b>
	<b>DEC23 QoN 2:</b> <a href="#">Long Day Care at Preschool – Clr Pointing</a> Question: Do we have an update on this as it will effect a few families. Answer: Director Corporate & Community: possibly extending it another year – but need a commitment from several families – will follow up with this though.	<b>DCC</b>	31012023	Feedback at next Council Meeting	On Agenda for January 2024 Item 12.2 <b>COMPLETED 25012024</b>
CC27/20232024	<i>that Council under Section 13.1 of the Walcha Council Code of Meeting Practice 2023, Council <b>ADOPT</b> the following items in bulk:</i> <b>3.1 Tender Evaluation W22/223 – Old Brookmount &amp; Hazeldene Causeways – Design &amp; Construct</b> <i>That Council:</i>	<b>DID</b>	TBD	Notify Tenderer of resolution. Ensure financial contingency is organised with DCC	Awaiting formal approval from funding body (OLG).

# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
	<ol style="list-style-type: none"> <li><b>AWARD</b> Tender No. W22/223 Old Brookmount and Hazeldene Causeways – Design and Construct for the lump sum of \$470,383.59 GST exclusive to Engineering &amp; Civil Contractor Pty Ltd subject to OLG Funding deed approval of the nominated projects;</li> <li><b>APPROVE</b> a project financial contingency of 10% of the contract sum, \$47,038.00 to be approved under Council Officer Delegation and change request process.</li> </ol>				
CC27/20232024	<p><b>3.2 Thunderbolts Way Segment 4670 Rehabilitation – allocate funding under Capital Works Budget</b></p> <p>That Council <b>ALLOCATE</b> \$328,195 of Roads to Recovery funding and \$162,580.86 of Regional &amp; Local Roads Repair funding to the Regional Roads Roads Capital Works budget for the construction of Thunderbolts Way Segment 4670 Rehabilitation.</p>	<b>DID</b>	26/4/2024	Ensure monies are allotted correctly	Works to commence in earnest once the Gravel Resheeting Program is complete around mid-March. Sealing and final completion is due about mid-April
CC27/20232024	<p><b>3.3 Brackendale Road Segment 10 Rehabilitation – Award full Stabilisation Works and Allocate Funding under Capital Works Budget</b></p> <p>That Council</p> <ol style="list-style-type: none"> <li><b>AWARD</b> Full Service Stabilisation Works to Hiway Stabilisers under LGP 213-2 Panel Tender for the lump sum of</li> </ol>	<b>DID</b>	29/2/2024	Advise Tenderer  Allocate Monies accordingly	Works to commence as at 29/01/2024. Sealing and final completion is due by the end of Feb



# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
	<p>\$212,800 GST exclusive to Hiway Stabilisers Australia Pty Ltd.</p> <p>2. <b>ALLOCATE</b> \$340,588.81 of Regional &amp; Local Road Repair funding to the Seal Local Roads Capital Works budget for the construction of Brackendale Rd Segment 10 Rehabilitation.</p>				
CC27/20232024	<p><b>3.4 Aberaldie Road Segment 100/110 Rehabilitation – Award full Stabilisation Works</b></p> <p>That Council <b>AWARD</b> Full Service Stabilisation Works to Hiway Stabilisers under LGP 213-2 Panel Tender for the lump sum of \$171,780 GST exclusive to Hiway Stabilisers Australia Pty Ltd.</p>	<b>DID</b>	29/2/2024	Advise Tenderer	Works to commence as at 29/01/2024. Sealing and final completion is due by the end of Feb



## 9.2 INFRASTRUCTURE & DEVELOPMENT:

Ref: WO/2024/00095

**Responsible Executive:** Director Infrastructure & Development

**Community Strategic Plan Reference:**

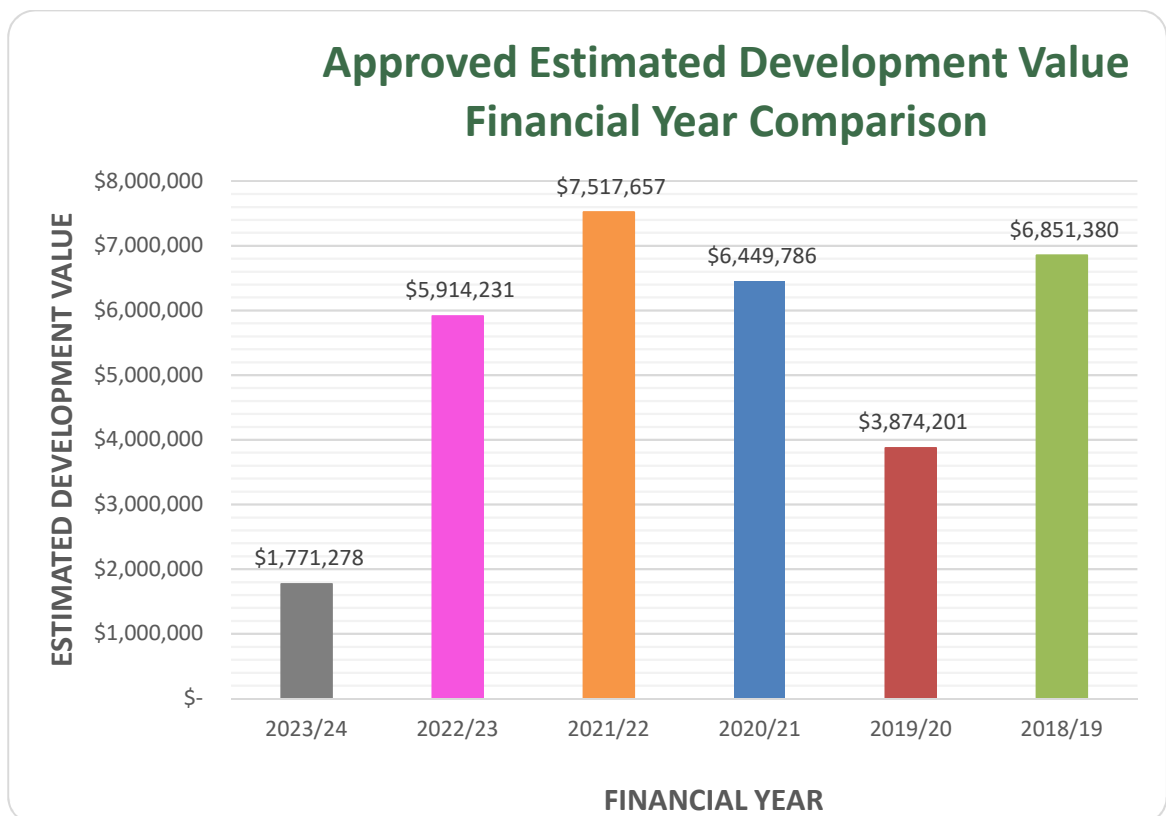
**Goal 8.1** – Walcha Council will exemplify good leadership, mutual respect and trust by being inclusive, ensuring open information and communication and encouraging active participation at all levels.

**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 31.12.2023	16	6	3
Estimated Development Value – 31.12.2023	\$1,771,278	\$1,138,800	\$99,180





## 1.1 Determinations Issued

December 2023				
Development Applications				
Number	Description	Address	Determination	Assessment Days
10.2023.14	Demolition of shed	1E Jamieson Street Walcha	Approved under delegated authority	79
10.2023.12	Pre fabricated modular dwelling	9S Lagoon Street Walcha	Approved under delegated authority	112
10.2023.11	Dwelling	4123 Brackendale Rd Walcha	Approved under delegated authority	126
10.2022.19	Change of Use	63W Hill Street Walcha	Approved under delegated authority	603
Construction Certificates				
Number	Description	Address	Determination	
Nil				
Complying Development Certificates				
Number	Description	Address	Determination	
Nil				

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

## 1.2 Development Applications Outstanding

As at 31.12.2023	
Under Assessment:	6
On Notification	0
Additional Information Requested	1
Waiting on State Agency Comment	0
Waiting on Fee Payment	0
<b>Total</b>	<b>7</b>



### 1.3 Certificates & Advice

December 2023			
Number Issued	2022-23	2023-24	Current Period
Occupation Certificates	10	7	0
Subdivision Certificates	4	3	0
Planning Certificates	340	303	8
Building Information Certificates	2	1	0
Outstanding Notices Orders Certificates	11	11	1
Bushfire Attack Level Certificates	0	0	0
Dwelling Entitlement Advice	0	3	0

## 2. Environment & Regulation

### 2.1 Section 68 Activities

December 2023	2022-23	2023-24	Current Period
Number Issued	27	8	0

### 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

December 2023			
Compliance Inspections & Reports Issued	2022-23	2023-24	Current Period
On-Site Sewage Management Systems	5	0	0
Food Premises	15	0	0
Private Swimming Pools	0	0	0
Fire Safety Schedules	0	0	0
Skin Penetration Procedure Premises	0	0	0
Advertisements / Advertising Structures (incl. sandwich boards)	0	0	0



### 3. **Animal Control**

#### 3.1 **Companion Animal Registrations 2023-2024**

<b>December 2023</b>			
<b>Number Registered</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Current Period</b>
Desexed	6	11	
Non Desexed	2	1	
Pensioner Desexed	4	4	
Pound Purchased Desexed	2	1	
Cat Desexed	2	3	
Under 6 Months	-	-	
Working/Recognised Breeder	21	2	
<b>Total</b>	<b>38</b>	<b>12</b>	
<b>Value</b>	<b>\$2,395</b>	<b>\$908</b>	

*\*Please note, data is currently not available for the current period, due to access issues on the Companion Animals website for Council employees. We have been told the issue will be rectified ASAP.*

#### 3.2 **Companion Animal Seizures 2023-2024**

<b>December 2023</b>			
<b>Number</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Current Period</b>
Seized	53	36	4
Surrendered	24	20	4
Released	9	11	0
Rehomed	21	7	2
Euthanised	21	5	2
Stolen/Escaped	-	1	0
<b>Total</b>	<b>128</b>	<b>80</b>	<b>12</b>

#### 3.3 **Companion Animal Ranger Services 2023-2024**

<b>December 2023</b>			
<b>Number</b>	<b>2022-23</b>	<b>2023-24</b>	<b>Current Period</b>
Dog Attack Investigation	19	11	0
Roaming Dogs	59	30	2
Roaming Cats	32	12	4
Barking Dogs	40	13	0
<b>Total</b>	<b>25</b>	<b>66</b>	<b>6</b>



### 3.4 Companion Animal Ranger Services 2023-2024

<b>December 2023</b>				
<b>Number</b>		<b>2022-23</b>	<b>2023-24</b>	<b>Current Period</b>
Cautions		63	17	1
Dangerous Dogs	Notice	1	0	0
	Order	0	0	0
Nuisance Dogs	Notice	0	0	0
	Order	0	0	0
Menacing Dog	Notice	0	0	0
	Order	0	0	0
Penalty Notices		6	0	0
<b>Total</b>		<b>70</b>	<b>17</b>	<b>1</b>

## 4. Regulatory Service

### 4.1 Regulatory Services Financial Year Comparison

<b>As at 31.12.2023</b>				
<b>Number</b>		<b>2022-23</b>	<b>2023-24</b>	<b>Current Period</b>
Overgrown Allotment		50	11	2
Accumulation of Waste		2	3	-
Keeping of Animals		146	35	6
Vehicles on Nature Strip		-	-	
Abandoned Vehicle		11	11	1
Noise Abatement		37	19	4
Environmental Pollution		4	-	
<b>Total</b>		<b>250</b>	<b>79</b>	<b>13</b>

### 4.2 Regulatory Action Financial Year Comparison

<b>As at 31.12.2023</b>				
<b>Number</b>		<b>2022-23</b>	<b>2023-24</b>	<b>Current Period</b>
Complaint Investigated		148	79	13
Warning Issued		100	41	7
Notice of Intention Served		2	-	
Order Served		-	-	
Penalty Notice Issued		-	-	
<b>Total</b>		<b>250</b>	<b>120</b>	<b>20</b>




### 4.3 Monthly Breakup of Action Taken Against Relevant Service

<b>December 2023</b>						
<b>Regulatory Service</b>	<b>Complaint Investigated</b>	<b>Warning Issued</b>	<b>Notice of Intention Served</b>	<b>Order Served</b>	<b>Penalty Notice Issued</b>	<b>Total</b>
Overgrown Allotment	2	1	-	-	-	<b>3</b>
Accumulation of Waste	-	-	-	-	-	-
Keeping of Animals	6	4	-	-	-	<b>10</b>
Vehicles on Nature Strip	-	-	-	-	-	-
Abandoned Vehicle	1	1	-	-	-	<b>2</b>
Noise Abatement	4	1	-	-	-	<b>5</b>
Environmental Pollution	-	-	-	-	-	-
<b>Total</b>	<b>13</b>	<b>7</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>18</b>



## 5. Roads

### 5.1 Inspections & Incidents

	Road inspections km	Incidents
Rural Roads	680km gravel 300km sealed	0
Regional Roads	110km Oxley x2 89km Thunderbolts x2	4 breakdowns 2 short closures for fallen trees  
Weather event inspections	110km Oxley x2 89km Thunderbolts x2	<u>0</u>





## 5.2 Roads Construction (directly delivered)

### **Unsealed Roads Gravel Resheeting**

The resheeting program is off to a great start, Scrubby Gully Rd, the first road to have its gravel resheeting complete. The Team have done an excellent job the Road looks and drives great.

The remainder of the resheeting program will continue in January and be complete by the end of March 2024 weather permitting



### **Regional Roads**

**Barrier Maintenance:**

Over 200 wire barrier guide posts replaced due to incident damage.






**Heavy Patching:**

50% of the heavy patches identified by Council and approved by TfNSW have been completed the remainder being scheduled for January and February once complete this will total 80 heavy patches completed.







## 6. Water & Wastewater

Volume of water abstracted	18.27 ML	
Off Creek Storage 1 Level	26.67 %	
Off Creek Storage 2 Level	106.25 %	
Combined Dam storage level	43.42 %	
Volume of Water Treated	13.44 ML	
Number of Water Quality Incidents	0	
Number of Watermain Breaks/Leaks	1	
Water break on the 13 <sup>th</sup> December old tapping band leak and main-cock was damaged during excavation of hole.		
Volume of wastewater received/treated	14.82 ML	
Number of wastewater incidents	1	
Truckwash bay 21 <sup>st</sup> December – it was identified that the pumps had become blocked with solids after the screens had been removed between the settlement bays. Subsequently it was identified that the pumps had tried to pump the solids thus blocking the delivery pipework requiring a complete strip down and jet out during the Christmas break by the Water & Wastewater Team.		



## **Swimming Pool**

Number of Patrons	5139	Max day 717 (5/12/23)
Number of Water Quality Incidents	1	 
<p>The pool was closed for part of one day due to a rouge chemical dosing pump controller that resulted in the chlorine level exceeding the required maximum residual set by NSW Health.</p>		

## **7. Urban**

### Parks & Garden:

All Parks, sporting fields, street scape gardens and cemetery gardens were maintained. Nowendoc & Woolbrook Grounds maintenance carried out, Tree maintenance at pool.

### Construction activities:

Street sweeping and kerb, gutter & stormwater pipes inspected.

## **8. Solid Waste**

Quantity of general waste received	160t
Quantity of green waste received	125t
Quantity of waste recycled (bailed)	N/A
Number of enviro incidents	0
Landfill status – drone photo	N/A



## 9. 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>
Green	<b>On Track</b> – Project will meet the target deadline and/or is expected to stay within budget.
Yellow	<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.
Red	<b>Off Track</b> – Project will not meet adopted targets for delivery and/or budget, action is required.
C	<b>Completed</b> – Project completed with no further work required

Capital Works Delivery Update													
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 &amp; URBAN ROADS</b>													
Middle Street Rehab	PF	Fixing Local Roads R2	\$ 565,586	Nov-21	Jun-24	\$ 21,251	On Track	On Track	Pub RFT			Design and Construct Tender advertised with request to extend closing from all proponents for further 2 weeks.	Design and Delivery to be completed by 30 June 2024
Walsh Street Rehab	PF	Fixing Local Roads R2	\$ 403,336	Jan-22	Jun-24	\$ 17,062	On Track	On Track	Pub RFT				
Aberbaldie Road Rehab #2	JM	Rehabilitation of Segment 100/110 - Fixing Local Roads R3	\$ 279,265	Jun-24	Feb-24	\$ 221,780	On Track	On Track				On Track for completion mid Feb	Works to begin after Aus. Day.
Brackendale Road Rehab	JM	Rehabilitation of Segment 10 - Regional & Local Rds. Emergency Round	\$ 340,589	Jun-24	Feb-24	\$ 266,850	On Track	On Track				On Track for completion mid Feb	Works to begin after Aus. Day.
Gravel Resheeting Program	JM	Annual gravel resheeting of 50km of unsealed roads in various locations	\$ 1,588,301	Mar-24	Mar-24	\$ 943,215	On Track. Likely to come under budget	On Track. Likely to come under budget				On Track for completion end of March	On Track for completion end of March
Bitumen Resealing	JM	Annual bitumen resealing of sealed local and urban roads in various locations	\$ 550,000	Jun-24	Mar-24	\$ 40,700	On Track	On Track				On Track for completion end of March	On Track for completion end of March
South St Crossing	JM	Pedestrian crossing investigations on South St between Fitzroy and Churchill St	\$ 30,000	Jun-24	Jun-24	\$ 10,820	On Track. Construction costs are still yet unknown	On Track. Construction costs are still yet unknown				Unknown. Most likely by EOFY	Unknown. Most likely by EOFY
Fixing Local Rds. Priority Pothole Round	JM	Pothole and general road repair funding	\$ 314,555	Dec-23	Dec-23	\$ 316,960	Complete	Complete				Complete	
Routine Maintenance	JM	Maintenance grading, veg management, drainage etc.	\$ 1,885,337	Jun-24	Jun-24	\$ 627,575	Underspent due to crews working on other capital projects. Excess funds may be channelled into capital works to achieve our R2R own source reference rate	Underspent due to crews working on other capital projects. Excess funds may be channelled into capital works to achieve our R2R own source reference rate					Minimal works planned due to ongoing work on the Resheeting Program
Other Capital Works	JM	Culverts, Dust Suppressions etc.	\$ 130,000	Jun-24	Jun-24	\$ -	Underspent due to crews working on other capital projects. Excess funds may be channelled into capital works to achieve our R2R own source reference rate	Underspent due to crews working on other capital projects. Excess funds may be channelled into capital works to achieve our R2R own source reference rate					Minimal works planned due to ongoing work on the Resheeting Program
Three Causeways	PF	Rehabilitation works for 2 causeways on Old Brookmount Rd, and Hazeldean Road.	\$ 427,000	Jun-23	Jun-24	\$ 40,000	Increase funds allocated from OLG Grant awaiting scope approval	Increase funds allocated from OLG Grant awaiting scope approval	Pub RFT			Design and Construction tender closed 19 September. Review of submissions tender award	Tender awarded as per CC Dec 23 - Funds are available - waiting on OLG approval of scope to get started.
Walcha Aerodrome	PF	Seal existing access, Elec supply improvements, regravell existing runway	\$ 1,610,000	Oct-22	Oct-23	\$ 1,161,321	Currently under budget pending	Currently under budget pending	DEL			EOT request to be submitted by 31/01/2024 - confirmation that the wider fund has been extended to 2025.	Rwy:Design specification confirmation with runway consultant and Geotech. - 37k Additional work to be scoped
<b>BRIDGES</b>													
Army Bridge	WF		\$ 2,050,850		Dec-23	\$ 151,319	Army Bridge awarded with funding variation secured FCB	Army Bridge awarded with funding variation secured FCB	Eval RFT			50% design complete	Site establishment and works commencing
Winterbourne Bridge	WF		\$ 643,104		Dec-23	\$ 59,244	The tendered price is above current Funding and a variation will be required.	The tendered price is above current Funding and a variation will be required.	Eval RFT			Works cannot proceed until funding secured	Winterbourne and Mooraback funding cocontribution applied for via Bridge Renewal Program (BRP)
Mooraback Bridge	WF		\$ 526,680		Dec-23	\$ 49,157			Eval RFT				
Boxley Bridge	PF		\$ 979,000	Aug-24	Aug-24	\$ 32,175	On Track	On Track	DEL			Boxley Bridge awarded with funding FCB	Side track active since Jan 10th Old Bridge demolished Pre cast done 70% - on track for completion Apr 2024
<b>RMCC</b>													
Routine Maintenance	JM	Annual routine maintenance	\$ 613,596	Jun-24	Jun-24	\$ 386,125	On Track	On Track	DEL			On Track	Routine road maintenance works continuing. Minor pavement patch scoping in progress. Undertaking Pothole patching, inspections, guideposts, etc.
Resealing	JM	Annual bitumen resealing	\$ 356,539	Dec-23	Dec-23	\$ 321,230	Complete	Complete				Complete	All works complete. \$35k contingency to be moved into general revenue

**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
Heavy Patching	JM	Annual heavy patching program	\$ 515,283	Mar-24	Mar-24	\$ 330,428	On track				On track		About 4 weeks remaining on the project. Final completion and line marking expected by mid march
<b>REGIONAL ROADS</b>													
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		DEL		Application request for EOT requested with Restart NSW and change in milestone dates with HWSPP.		Design Review Completion Due Dec 23 Community Consultation 4/12/23 - Complete with HWSPP.
Routine Maintenance	JM	Annual routine maintenance	\$ 334,213	Jun-24	Jun-24	\$ 257,125	On track. Expenses to even out as the classified roads crews continue to spend time on capital works away from routine maintenance				On track		
Mayors Corner Rehab	JM	Rehab on segment 4670 5km south of Walcha	\$ 490,776	Apr-24	Apr-24	\$ -	On track				On track		Works to commence mid march after the completion of the gravel resheeting program
Resealing	JM	Annual bitumen resealing	\$ 284,727	Dec-23	Dec-23	\$ 264,876	Complete				Complete		
<b>WATER, WASTEWATER &amp; WASTE</b>													
Walcha Off Creek Storage	AB	Off Creek Storage	\$ 11,000,000	Dec-22	Sep-23	\$ 4,156,210	Final milestone can be claimed upon the award of final packages 6b & 7		DEL		1. Package 1 - Complete 2. Switchboard package - Complete 3. Package 8 - Complete 4. Package 7 Electrical & Control - Awarded in delivery phase 5. Package 6b Mechanical & Civil - Awarded in delivery phase		Final package commenced on site scheduled for completion in March 2024
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	Change request due to manholes. Additional \$98,580		DEL		On Track		50% gravity main done. On track
Water Meter Replacement	RP	Smart Metering	\$ 350,000	TBD	TBD	\$ -	No current Budget		Fund RQ		Works cannot proceed until funding secured.		1. Council seeking new source of funding via National Water Grid Connections Funding Pathway 2. Murry Darling Funding Pathway being investigated
<b>COMMUNITY PROJECTS</b>													
Walcha Sporting Amenity Upgrades - Walcha Pool	PF	Upgrade of amenities at John Oxley Oval and Walcha Pool	\$ 566,087		Oct-23	\$ 61,851	On Track		DEL		Works commenced		Amenities 90% finished
Walcha Swimming Pool Refurbishment	PF	Further upgrade of Walcha Swimming Pool via BLER Grant	\$ 1,100,000	Oct-22	Oct-24	\$ 268,572	Scope of works and design has been reviewed to align with the funded budget. Additional funding being sought via Growing Regions Fund		Pub RFT		Scope of works for completion works next closed season (2024). Amenities opened prior to Christmas with kiosk nearing completion.		RFT prep for water/structural work closure 2024
Renew Walcha Skate Park	WF	New skate park facilities, new fence for John Oxley Oval, CCTV	\$ 966,964	Jun-23	Jun-23	\$ 381,995	Tender price is above current funding and additional funding needs to be secured in order to proceed.		Eval RFT		100% Detailed Design delivered. Fence installation completed. CCTV cameras are operating. Variation for time submitted to BLER		Growing Region Grant submitted pending approval (\$530 000 )

**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
Pathways Project - Town	PF	Construction of various connecting pathways in Walcha	\$ 654,465	Mar-24	Mar-24	\$ 115,944	On Track	On Track	DEL			Design completed - IFT in progress	RFT publication Mid Feb 2024 construction March - Apr 2024
Pathways Project - Darjeeling	PF	Construction of pathway from Lions Park to John Oxley Oval	\$ 1,324,455	Mar-24	Mar-24	\$ 76,334	On Track	On Track	DEL			Design completed - IFT in progress	RFT publication Mid Feb 2024 construction March - Apr 2024
Pathways Project - Summervale	PF	Construction of pathway from Walcha to Summervale	\$ 1,750,254	Nov-24	Nov-24	\$ 77,160	On Track	On Track	DEL			Design completed - IFT in progress	RFT publication Mid Feb 2024 construction March - Apr 2024
Rose Garden	WF	Rock wall and post and rail fence surrounding the rose garden	\$ 45,000	Jun-23	Jun-23	\$ 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>			\$ 40,396,503			\$ 11,097,967							



## 9.3 CORPORATE & COMMUNITY:

Ref: WO/2024/00105

**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

Not available.

#### 2. Walcha Council Debt Recovery

Not available.

#### 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	10	17	16	16	4	63
ENGINEERING	24	34	27	0	1	86
ADMINISTRATION	3	2	0	2	3	10
<b>Total OPEN CRM's</b>						<b>159</b>

November CRM = 154





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.

#### 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 December 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 following:

<b>INVESTMENTS SUMMARY - DEC 2023</b>	
Opening Balance	13,679,235
New Deposits	2,000,000
Interest Reinvested	58,513
Deposits Redeemed	
<b>Closing Balance</b>	<b>15,737,748</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 below) at the end of each month*



REGISTER OF INVESTMENTS TO 31 DECEMBER 2023

Institution	Type	Placement Date	Term (Days)	Maturity Date	Interest Rate	Amount Invested	Est. Interest	Est. Market Value At Maturity	YTD Interest	YTD Redemption	MV % of Portfolio	TD Account #
nab	TD	5/06/2023	210	1/01/2024	5.00%	514,096.81	14,789.08	528,885.89			3.27%	480910667
nab	TD	12/01/2023	365	12/01/2024	4.55%	259,517.32	11,808.04	271,325.36			1.65%	919675556
nab	TD	28/06/2023	210	24/01/2024	5.47%	1,000,000.00	31,471.24	1,031,471.24			6.35%	371400628
Commonwealth Bank	TD	22/06/2023	181	19/02/2024	4.91%	522,562.90	12,723.48	535,286.38	11,566.71		3.32%	37844807
nab	TD	31/07/2023	210	29/02/2024	5.30%	1,000,000.00	30,493.14	1,030,493.14			6.35%	416873585
nab	TD	1/03/2023	365	29/02/2024	5.00%	259,243.56	12,962.17	272,205.73			1.65%	917202309
nab	TD	6/11/2023	120	5/03/2024	5.05%	583,105.16	9,681.14	592,786.30	19,367.16		3.71%	872609622
nab	TD	31/07/2023	240	27/03/2024	5.30%	1,000,000.00	34,849.31	1,034,849.31			6.35%	416873585
nab	TD	31/10/2023	149	28/03/2024	5.10%	523,957.02	10,908.35	534,865.38	11,809.22		3.33%	488134689
nab	TD	4/12/2023	120	2/04/2024	5.00%	562,023.31	9,238.75	571,262.06	13,671.25		3.57%	972272676
nab	TD	27/11/2023	151	29/04/2024	5.10%	1,022,196.17	21,566.95	1,043,763.12	22,196.17		6.50%	371151983
nab	TD	3/10/2023	210	30/04/2024	5.15%	1,042,700.57	30,895.35	1,073,595.92	22,144.67		6.63%	485796165
Commonwealth Bank	TD	4/09/2023	242	3/05/2024	5.03%	1,040,995.46	34,716.77	1,075,712.23	23,093.82		6.61%	37844807
nab	TD	1/12/2023	180	29/06/2024	5.15%	1,000,000.00	25,397.26	1,025,397.26			6.35%	
nab	TD	4/12/2023	180	1/06/2024	5.15%	1,016,712.33	25,821.71	1,042,534.04	31,112.33		6.46%	306170588
Commonwealth Bank	TD	4/09/2023	274	4/05/2024	5.05%	1,040,995.46	39,463.71	1,080,459.17	23,093.82		6.61%	37844807
Commonwealth Bank	TD	20/12/2023	210	17/07/2024	4.90%	530,054.65	14,943.18	544,997.83	15,101.53		3.37%	37844807
nab	TD	1/12/2023	241	29/07/2024	5.20%	1,000,000.00	34,334.25	1,034,334.25			6.35%	
nab	TD	4/08/2023	367	5/08/2024	5.25%	646,746.03	34,140.21	680,886.24	23,075.80		4.11%	416873585
Commonwealth Bank	TD	22/12/2023	241	19/08/2024	4.87%	640,022.24	20,580.13	660,602.38	26,403.13		4.07%	37844807
nab	TD	18/09/2023	365	17/09/2024	5.20%	266,579.00	13,862.15	280,441.15	10,801.55		1.69%	444927886
nab	TD	4/10/2023	365	3/10/2024	5.25%	266,237.89	13,977.49	280,215.38	11,220.75		1.69%	919512554
Commonwealth Bank	TD			17/07/2023			-	-	9,410.68	507,821.33	0.00%	37844807
Commonwealth Bank	TD			24/07/2023			-	-	9,456.92	510,986.19	0.00%	37844807
nab	TD			3/10/2023			-	-	21,698.64	1,000,000.00	0.00%	305170588
Commonwealth Bank	TD			20/11/2023			-	-	13,154.58	514,953.12	0.00%	37844807
					Average rate	5.09%	15,737,746.49	488,623.85	16,226,370.35	318,438.74	2,533,770.64	100%

Capital Value of Portfolio	\$	15,737,746
Redeemed Value of Portfolio	\$	2,533,771
Market Value of Portfolio 30/06/2024	\$	16,226,370
Estimated Profit(Loss) 30/06/2024	\$	488,624

PREVIOUS FINANCIAL YEAR COMPARATIVE DATA: 31/12/2023

Interest Earned YTD	\$	57,854
Market Value of Portfolio	\$	12,563,335
Average Interest rate		3.77%
Interest Earned YTD 30 June 2023	\$	276,936
Market Value of Portfolio 30 June 2023	\$	14,021,200

MONTHLY ACTIVITY				
	Number	Amount	Interest	Avg Rate
New Deposits	2	\$ 2,000,000	\$ 59,732	5.18%
TD Redeemed	0	\$ -	\$ -	
TD Reinvested	4	\$ 2,748,813	\$ 70,584	4.98%

Institutional Exposure	Investment at Market Value	% of Portfolio
Commonwealth Bank	3,774,631	24%
nab	11,963,116	76%
	15,737,746	100%

Responsible Accounting Officer's Certification Local Government (General) Regulation 2005 - Paragraph 212  
 The investments have been made in accordance with the Act, Regulations and Walcha Council's Investment Policy.

Signed Rose Strobel (Responsible Accounting Officer)



## 5. Walcha Council Unrestricted Cash Reconciliation

<b>UNRESTRICTED CASH RECONCILIATION</b>		
	<b>DEC 2023</b>	<b>June 2023</b>
Total Cash & Investments	16,576,233	16,275,800
External Restrictions:		
Contract Liabilities - General Fund	2,974,242	4,919,975
Contract Liabilities - Water Fund	758,580	0
Specific Purpose Grants	4,074,721	2,219,877
Water Fund (interfunding balance)	2,428,074	837,030
Sewer Fund (interfunding balance)	383,185	566,819
	<b>10,618,803</b>	<b>8,543,701</b>
Internal Allocations	3,430,328	7,539,223
<b>Unrestricted Cash</b>	<b>2,527,103</b>	<b>192,877</b>

Cash & Investments is made up of:

Term Deposits	\$15,737,746
Operating Account	\$838,487
<b>Total</b>	<b>\$16,576,233</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>Library</b>	Public Library Infrastructure Grants	This application has been submitted. We will hear in March 2024 if we are successful.
<b>Youth</b>	Summer & Autumn Holiday Activities	Successful

Operational Overview	
<b>WCCC</b>	December sees a slow down in services, with the Christmas party being the main social event. Meals on wheels continues over the Christmas break with Frozen meals being delivered for the public holidays, and a special hot meal delivery for Christmas Day.
<b>Preschool</b>	The Christmas party was a great success again. The preschool closes for the December / January school holidays.  Extended hours will be offered again during 2024, giving families 12 months to find alternative before and after hours care for their children.
<b>Library &amp; Youth</b>	Another amazing school holiday program is planned. Cassie continues to punch above her weight with what she can achieve with a limited budget and space.
<b>Early Intervention</b>	EI follows the school terms as well, so a break for the last half of December and all of January is planned.
<b>Tourism</b>	Our temporary Tourism Officer has been appointed – congratulations to Patrick who has been a wonderful addition to that team. Patrick has been working as the casual for a number of months, and we are very happy to have him in this temporary role.
<b>Building Assets</b>	The contract Building Surveyor has provided an estimate of building values to underpin a building maintenance budget. These figures will be used to set a building maintenance budget for 2024/25 and beyond.

### Priorities for January/February

- The Director Corporate & Community is on extended leave, so the Executive Manager Community & Tourism will be acting Director for this period.
- Riverview Working Group

## 1. Walcha Council Community Care (WCCC)

December 2023

### 1.1 Groups

#### WCCC Christmas Party!

To end the year, WCCC hosted all of the clients at the Bowling Club for a fantastic event on 6 December. We had live music, raffles, pass the parcel (which always gets competitive), speeches and overall hilarity.

The day started with a celebration of all things Meg. She has done an outstanding job in her role and deserved some recognition for going above and beyond every single day. It was a



great way to recognize her 2 year anniversary with us and doing it at the beginning of the day allowed for everyone to tell her how much they appreciated her as she did the rounds. Di made an amazing meal as always and everyone seemed to enjoy the music throughout the day. As a special surprise,

Santa turned up at the end of the lunch (with Mrs Claus) and handed out lovely handmade gifts to all.





We also were finally able to have the grand opening of the mural. This has been a labor of love, and Sue has put in an immense amount of work. Meg would also like you to know that she painted the sky and the tree! Sue's Art Group also exhibited their artworks, and it was wonderful to see so many great works. We had over 45 people in attendance and it was a wonderful event. It was a great way to wrap up 2023 and everyone seems very excited to see what 2024 has in store for us.



## **1.2 Transport – December 2023**

*Medical drives* – 21 trips were delivered during the month, including local trips as well as to Tamworth and Armidale.

### **Bus to Armidale** (every Thursday)

7/12- 5

14/12- 3

21/12- 6

**Taxi Vouchers** – 35 clients used the service with 286 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: 354

Mains: 175

Frozens: 114

Desserts: 65

### **1.5 Feedback and Complaints**

The team received approximately 15-20 Christmas cards from clients, as well as chocolates, cake and flowers (from gardens) to say thank you for a great year.

**Jess Goodwin**

**Community Care Coordinator**

## **2. Library and Youth**

**December 2023**

- Loans: 595
- Returns: 395 down almost 200
- Reservations placed & issued: 112 down 50
- New members: 3
- Door count: 762 613
- Wi-fi use: 34 down
- Computer use: 59 (down 20)
- Housebound: 8

Other statistics:

- eLibrary: Borrow Box
  - 83 users
  - 212 eAudiobooks
  - 102 eBooks

The Walcha Library serviced an average number of community members in December, despite the closure from 21 December. The number of loans were not affected by the closure, as members were given plenty of time and notice about the closure, so they could organise their loans to compensate accordingly. The reservations placed and issued, and returns were less than average due to the closure, however items on loan were extended until the January opening date, and processed in January. The door count, wifi and computer access reflected the opening hours this month. eLibrary usage remained average, with many new and existing members taking advantage of this resource over the summer break.



### Outreach & Promotion

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

- The notice board in the library window regularly being updated with library and community information and events
- Staff have continued to use a systematic and measured approach to the use of social media to engage with the community and library members this month
- Library staff both attended the Walcha Farmers Markets this month, to hold the annual Christmas Storytime in the park. The stall displayed posters and flyers to promote the library's programs and services to the wider community.



### Social media

The popularity of the Walcha Library Facebook page has increased to 362 in December. 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 15 posts on the Facebook page, but thanks to some cross posting, shares, check ins and tags the content reached over 2100 people, over 600% more than last month. With 5 very popular Instagram posts shared throughout December, posts received only 69 'likes'. There are still 266 people following the library and youth events and information shared through this Instagram page.


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


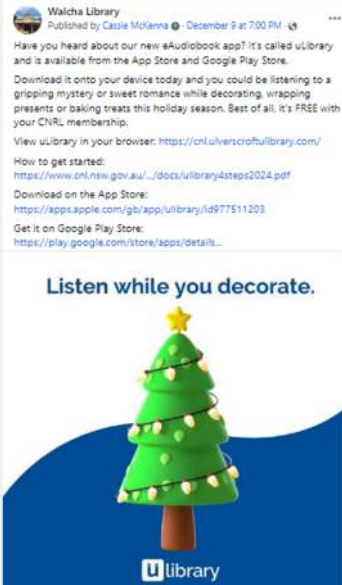




Engagement content: fun and interactive posts shared to engage with the library community and/or acknowledge events/themes being celebrated in wider community	# people reached on Facebook	People engaging on Instagram	
Total 8 engagement posts	1737	32	
Advertising of upcoming Walcha Council youth events: <ul style="list-style-type: none"> <li>- Festival of Fun with Greg Inglis</li> <li>- Lego Day Out</li> </ul>	378, 156, 95 109, 115	7	 



Share of photo and update on success of the Festival of Fun with Greg Inglis event	884	25	
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Service content: informative posts about the library services, facilities and programs	# people reached on Facebook	People engaging on Instagram	
Total 12 service posts	2727	37	
Launch of Council's Summer holiday program	778, 1019	10	
Promotion of eAudiobook app Ulibrary	164		



<p>Promotion of all CNRL eLibrary apps</p>	<p>64</p>		
<p>Advertising for Christmas Storytime &amp; craft held at Walcha Farmers Markets each year.          And          Christmas Dance session (youth activity)</p>	<p>124          108</p>	<p>9</p>	
<p>Share of photos from Christmas Storytime &amp; craft held at Walcha Farmers Markets</p>	<p>264          (including 5 'thank you' comments)</p>	<p>18</p>	
<p>Christmas message from staff to advise of closure dates and promotion of eLibrary resources available over the break</p>	<p>108, 98,</p>		

## Programs

This month the library changed the main display to promote the Puzzle Library in the hope of inspiring members to make use of the collection over the summer holidays. The CNRL STEM kit collection will remain on this shelf, promoting it as a 'new' addition to the library until a more suitable position in the library can be arranged.

Library Volunteer, Veronica, continues to aid at the library on Monday mornings. She is able to assist during the peak item processing times at the library and ensures efficient use of the additional assistance. This month she was able to assist with the reservations, returns, preparation for the Christmas Storytime and Riverview bulk loan delivery.

The Christmas Storytime event remains a popular tradition at the Walcha Farmers Markets in December, with Walcha Library and Walcha Council Youth services putting together a series of Christmas themed craft activities and a Storytime with Christmas songs, books and a visit from Santa (thanks to Lance Partridge this year).



With this event now too large for the library space/capacity, the outdoor venue also gives a wider variety of craft options, allowing for crafts that are messy (glitter, paint and sprinkles). This year staff baked 100 gingerbread biscuits, for children to ice and decorate, and then eat or bag up to give to others as a gift. Paper baubles were also set up with recycled paper shopping bags, and pump spray paint bottles to decorate. There were 38 children, ranging from newborns to teen siblings, participating in the Storytime session with Santa, and a 77 children participated in the craft activities which ran from 9am to 12 noon. This event continues



to be a popular addition to the school holiday program over Summer.





Housebound library services were arranged with Riverview, Elizabeth Cross Wing at the Walcha Hospital and our housebound members who receive deliveries again this month. Staff hand-picked items for the Riverview residents and a number of housebound individuals, with additional items included so as residents don't run out of reading material over the break.

The Walcha Library Book club, the 'Taphouse' Bookclub and Penny King's Bookclubs held their December meetings this month. All of the bookclubs had increased attendance for the Christmas meetings, as most will not run in January while members are often away.

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. There was also a number of members seeking reliable internet and somewhere to update their devices, download emails and travellers downloading tickets and itineraries.

Drop in IT support and assistance this month peaked, with regular visits from members who needed support with using eLibrary apps, but also included general smart phone and tablet assistance with a handful of members. With staff now recording these 5, 10 & 15 minute interactions, they totalled 1 hour this month.

### Youth activities

Library & youth staff spent a considerable amount of time working on planning, promoting and coordinating the Summer Break Holiday Program with Walcha Council Youth and NSW Government funds this month, once the grant was announced. Based on youth ideas, and previous discussions with Walcha Central Schools 'Festival Friday' team, youth staff sought to employ the Goanna Academy for a series of skills and drill style clinics, followed with a talk about mental health from ex-NRL legend Greg Inglis. The 'Festival of Fun with Greg Inglis' held on the 21 December, was a great success with over 80 children attending the clinics (despite some wet weather) on Peter Fenwicke Oval, and approximately 80 people attending the evening talk at the



Walcha Bowling Club. It is estimated that over 100 people attended one of the events, or both. A large chunk of the teenage participants were able to attend both, given that the mental health talk was targeting Walcha's teens and their parents. Council staff worked in collaboration with local touch football association, rugby league and rugby union clubs, and Walcha Central School.

Applications are now open for 2024 Youth Week celebrations with funding from the NSW Government available for youth driven activities. Ideas generated in previous years, and with previously involved young people will be costed, and taken to a February meeting with the Youth Advisory Committee. It was discussed at the last meeting that the 'working group' meetings held in the last couple of years will continue, as it allows Walcha youth to play an integral part in the planning and take ownership of the event.

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

### 3. **Preschool**

**December 2023**

No report due to school holidays.

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

### 4. **Tourism**

**December 2023**

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

<b>DECEMBER</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>
Walk in's	247	284	339	195
Phone enquiries	22	27	36	36
Email enquiries	1	2	0	0

<b>WEBSITE STATISTICS</b>	<b>Dec</b>	<b>Nov</b>	<b>Oct</b>	<b>Sept</b>
<a href="http://www.walchansw.com.au">www.walchansw.com.au</a>				
Total Visits	48,911	46,490	39,456	34,935
Total Pages	583,735	1,115,965	1,059,639	126,790
Total Hits	768,074	1,145,358	1,314,981	391,676

#### **NEW ENGLAND HIGH COUNTRY (NEHC)**

Walcha continues to see great benefit from our collaboration with NEHC.

#### **Caravan World and Australian Traveller magazine**

Recently I have organised to have features included for the Walcha Antique Machinery & Truck Show and the Walcha Show in both Caravan World print magazine and Australian Traveller



online article, which can be viewed at [7 of the best New England High Country festivals \(australiantraveller.com\)](#)

### Australia & New Zealand Cyclist magazine

We invited Tourism Officer and cycling guru, Jorja Creighton, to be our NEHC ambassador for a Q&A feature in the current issue of Cyclist magazine, where we also have a full page advertisement promoting cycling in the region. The article can be viewed at [Q+A Jorja Creighton, New England High Country - Cyclist Australia/NZ](#)

### Tourism Officer (maternity leave position)

Patrick Dogan has been appointed to the role of Tourism Officer. Patrick will be working two days a week at the Visitor Information Centre, has a wealth of previous experience in the tourism industry and will be a great asset for tourism and support for me.

### Visitor Information Centre – Visitor book comments

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

*Beautiful town! Very helpful! Very good (I originally came from here), great place, Great info - thanks, Great welcome!*

## SOCIAL MEDIA INSIGHTS – WALCHA TOURISM

### Followers

Walcha Tourism

3,035  
+1.3%



2,054  
+1.78%  
Facebook

981  
+0.31%  
Instagram

### Impressions

Walcha Tourism

18.15K  
+32.06%



12.9K  
+20.22%  
Facebook

5,257  
+74.13%  
Instagram



# Post interactions

## Walcha Tourism

4,633

+125.12%

4,108

+131.83%

Facebook

525



















+83.57%

Instagram

Date	Text	Network	Impressions	Interactions
Dec 13, 2023 05:15 AM	We celebrated our wonderful Walcha Visitor Info...	Go	12.96K	513
Dec 06, 2023 06:07 AM	Oxley Highway Closure Update From 3pm Friday, 1...	Go	10.52K	398
Dec 31, 2023 08:00 AM	Make 2024 the year you visit Walcha for an u...	Go	6,044	1,398
Dec 17, 2023 08:00 AM	"After a wonderful early morning walk, listenin...	Go	1,823	421
Dec 03, 2023 08:00 AM	"Exploring the beautiful town of Walcha!" @o...	Go	1,722	414
Dec 10, 2023 08:00 AM	When it comes to getting outdoors and ...	Go	1,214	279





Dec 01, 2023 07:14 AM		Support Walcha's local shops and stalls with th...	<a href="#">Go</a>		966	94
Dec 14, 2023 05:00 AM		Great news! Walcha now has two NRMA EV Fast Cha...	<a href="#">Go</a>		847	177
Dec 21, 2023 07:00 AM		The Walcha Visitor Information Centre is open e...	<a href="#">Go</a>		710	57
Dec 27, 2023 08:00 AM		Come up and explore Walcha, the southern gatewa...	<a href="#">Go</a>		659	24
Dec 22, 2023 08:00 AM		Road tripping during the holidays? Escape the h...	<a href="#">Go</a>		657	38
Dec 16, 2023 09:21 AM			<a href="#">Go</a>		651	72
Dec 24, 2023 08:00 AM		Wishing you all a very Merry Christmas from Wal...	<a href="#">Go</a>		641	96
Dec 31, 2023 08:00 AM		Make 2024 the year you visit Walcha for an u...	<a href="#">Go</a>		611	66
Date		Text		Network	Impressions	Interactions
Dec 17, 2023 08:00 AM		"After a wonderful early morning walk, listenin...	<a href="#">Go</a>		535	82

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



# Item 10:

# Committee Reports

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



**Walcha Council  
Australia Day Advisory Committee  
Meeting Minutes**

held on

Monday, 8 January 2024

At 5:02pm at

Walcha Council Chambers

**PRESENT:** Don Murchie – Chairperson, Coral Westfold, Margaret Wellings, Lloyd Levingston, Phillip Hood – General Manager and Mayor Eric Noakes.

**In Attendance:** Liz Hobbs – Executive Assistant

**1. APOLOGIES:**

Linda Ballard

**COMMITTEE MINUTES**



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

Nil

## **3. CONFIRMATION OF PREVIOUS MEETING MINUTES HELD ON MONDAY 4 DECEMBER 2023:**

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

Moved: Levingston Seconded: Wellings

## **4. BUSINESS ARISING:**

- Posters - Linda Ballard was organising these. **ACTION:** Don Murchie
- Social Media regarding Australia Day - Yes there were several social media posts on Council's facebook page in December regarding the Award Nominations. Further posts to follow when the "Program" has been completed and some information on the Australia Day Ambassador Nicholas Gleeson.
- Sound System is right to use – Steve McCoy will assist on the day.
- Singers Update - Unfortunately the actual singers are not available however the music will still be provided by Barbara & Howard. It was suggested that maybe someone in the community could sing the National Anthem. **ACTION:** Don Murchie to follow up.
- Master of Ceremonies – MC – It has been confirmed that Karen Brown will be the MC for the event. Chair will liaise with the MC to finalise the Program for the day.
- Wet Weather Venue - Have we booked the wet weather venue. Quick Answer No. **ACTION:** Phil Hood to follow up with this. Booking Folder is in Council Customer Service area.
- Historical Society have confirmed.
- Closing of Walsh Street – Phil Hood – advertisement in paper
- Hamper – Linda Ballard was looking after this. **ACTION:** Don Murchie
- Certificates – Awards – have we received any? **ACTION:** Phil Hood
- Advertisement: Need to advertise the actual event with times of activities. Also that it is CASH only **ACTION:** Phil Hood
- Breakfast Food – Confirmed that we are catering for 250 people.
- Prices. Will confirm when analysed quotes but is looking like the same as last year. \$8 per head for breakfast with \$25 for a family.
- Advised that members need to pay for the items they are purchasing for Australia Day event and will be reimbursed afterwards. No accounts for Council at IGA anymore.



- 
- Past Australia Day Citizens on Board – need to update and place back in Council foyer. **ACTION:** Phil Hood
  - Ambassador Nicholas Gleeson:
    - advised he has been our Ambassador before – 15 years ago.
    - Dinner at the Commercial the night before with Committee Members and their partners and the Ambassador – need to book: **ACTION:** Phil Hood.
    - Visit the oldest citizen. **ACTION:** Margaret Wellings to check on this as the citizen could be attending the breakfast.
    - Booked accommodation with dog at Walcha Motel

**5. GENERAL BUSINESS:**

- Completion of Program. **ACTION:** Don Murchie to finalise and then send to Council for printing and placing advertisements and social media posts.

**6. DATE OF NEXT MEETING:**

Monday 5 February 2024 at 5pm.

**THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 5:37PM.**



## Walcha Council Audit Risk & Improvement Committee Minutes

held on

Monday 15 January 2024

at

9:02am

at

Walcha Council Chambers

The Acknowledgement of Country was read by the Chair.

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

**IN ATTENDANCE:** Mr PE Hood – General Manager, Mrs KMD Kermode – Acting Director Corporate & Community and Mrs EL Hobbs – Executive Assistant, Mayor Eric Noakes and Deputy Mayor Clr Anne-Marie Pointing.

**Guests:** Rose Strobel – Finance Manager and Michael Lockie – Manager People & Performance

Committee Minutes



### **1. APOLOGIES:**

Nil.

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

Nil.

### **3. CONFIRMATION OF PREVIOUS MINUTES**

It was **MOVED** that the Walcha Council Audit Risk & Improvement Committee Meeting Minutes held at Walcha Council on Thursday 21 September 2023, copies of which have been distributed to all members, be taken as read and confirmed a **TRUE** record.

### **CARRIED**

### **4. OUTSTANDING ITEMS:**

#### **4.1 IT Policies incomplete**

The Manager People & Performance addressed the Committee advising that Tamworth Regional Council (TRC) are providing a copy of their Internal Audit of their IT department.

#### **Comments by Committee:**

- Chair: IT policies -are we getting a copy of theirs? A: Yes by General Manager.
- Dr Caelli: Advised that we should be getting a letter of assurance from TRC during the year which may be useful as part of the financial statements. Ask for the letter to be produced so we can provide to the Audit Office. This should be a condition in the contract with TRC. Copy of contract to be emailed to ARIC.
- Risk Register – are there controls in place to monitor TRC IT issues/risk?

**ACTION:** Council to create a list of IT Policies, which needs to be tabled at ARIC Meeting, comprising of:

- what is needed and what we have received from TRC.
- what policies are developed by our Council.
- what is still outstanding.

The General Manager advised the ARIC Meeting that he had a Meeting with TRC, who have provided Council with a quote on Internal Audit Services. This service is reasonable and we will engage TRC for this purpose.



## 4.2 Update on Risk Framework

Manager People & Performance gave a verbal report and presentation of Draft Risk Management Framework (RMF), tabled at the Meeting (not provided with Agenda). The highlighted parts of this RMF require feedback from Audit Committee. **ACTION:** Council to provide the ARIC an electronic copy.

Dr Caelli advised the Meeting that the Treasury Dept have a Risk Maturity Assessment Tool which can assist Council with the Risk Management Plan.

## 4.3 Riverview Presbyterian Aged Care Update

Attachments were provided to the Committee with Agenda. Acting Director Corporate & Community provided a verbal report, discussing the attachments and the progress so far such as:

- The Review document was submitted to Council at November's Closed Council Meeting. This then triggered the public consultation meeting before Christmas.
- Provided a Feedback Sheet for the public to advise FOR or AGAINST plus additional comments.
- Next step report to January 2024 Meeting on whether to proceed, serious look at the business case and the wishes of the community.
- Conversations with Presbyterian Aged Care (PAC) on how it works.
- Noted that financially it has lost money over the last six years. Advised that the money going back to the PAC Head Office may not be a true representation of equivalent Council expenses for administration, possible area for efficiency gain.
- Aged Care Quality Standards – Riverview had an 'on the spot' review recently and passed very well.
- Staffing Problems seems to be a concern especially with lack of rental accommodation in Walcha. This is one of the biggest challenges. Acting Director Corporate & Community advised that there is some funding available at the moment – up to 100% funding for rural remote areas to build new staff accommodation and aged care buildings.

### Clr Hicks Concerns:

- Risk profile increases – is this mitigated through insurance policy?
- Increased risk for Council and Councillors?
- Financially vulnerable
- Reputational risk to Council





- Aged Care Quality Standards – having a registered nurse on duty all the time;
- Presbyterian Church relationship – needs to be maintained well as they own the building and land etc.

#### Answers:

- Other Councils, eg Uralla Shire Council, manage aged care facilities so although the risk increases it can be managed. Discuss with Uralla Shire Council and ask how they manage certain risks.
- Increased exposure to Councillors can be mitigated by Councillors' obligations to ensure that the policies and procedures are in place and are being followed by Staff.
- Sub-Committee will assist to guide these concerns as well as liaising with other Councils that manage aged care facilities.

#### Chairs Comments:

- Noticed that the Laundry inhouse.
- Note that the Building report from Tyrells is 5 years old and PAC haven't spent anything on the building. \$1.1M was identified to be spent which was costed in 2019.
- WHS can fit within current resources.
- They require a back up generator, which is another cost.
- Why are PAC getting out? A: Exiting aged care across the whole state, not specific to Riverview.
- Needs strong management over the risk – due diligence.

## **5. GENERAL BUSINESS:**

### **5.1 Financial Report**

#### 5.1.1 2023 Audit Management Letter

The Audit Management Letter has several matters from previous year that have not been resolved by Management plus a few from this years Audit.

The Finance Manager addressed the financial outstanding matters.

**ACTION:** Create a table of what is outstanding from the Audit Management Letter stating each issue, who is addressing the issue, timeline and when it is completed. Table to be included in next ARIC Meeting.



## Prior Year Matters Not Resolved by Management:

### 1. Lack of IT Governance

This has been discussed in Outstanding Items.

### 2. Lack of Finalised Fraud Control Plans

A Draft Fraud Control Plan should have been submitted to ARIC today for comment and approval.

### 3. Outdated or Missing Asset Management Plans and Policies

General Manager advised that both updates to Asset Management Plans and policies will be around mid-year.

### 4. Lack of Revenue Reconciliations Completed

Finance Manager advised that due to the restructure Council have had a lack of resources within the finance team. The revenue reconciliations are now being completed.

### 5. Lack of Review of Key Masterfiles maintained by Council

Finance Manager advised that the key masterfiles are now being reviewed.

### 6. Lack of Policies and Procedures

The AML identifies the following polices that require attention:

- Risk Framework - has been delayed.
- Procurement Policy – is due for review. Will place on next ARIC Agenda. Copy sent to ARIC as per Dr Caelli request.
- ARIC Charter
- Corporate Risk Register
- Public Interest Disclosure Policy
- Legislative Compliance Register – this is discussed in Section 5.5 – Compliance Report.

### 7. Lack of Formalised Contract Management Policy & Completeness of Register

The General Manager advised that we have drafted a Contract Management Policy. He further advised that he hasn't presented it to Council as he has issues with policies that sit on their own and don't fit into our framework, exist just to tick a box. Proposed that we need to build the framework first and then ensure the policy fits within our framework to be more useful. Asked for direction from ARIC.



**ACTION:** ARIC advised to table the Contract Management Policy in order to immediately address the outstanding issue, and then build the framework. Can always adjust/update the policy after the framework is built.

This space requires a lot of work however it has been stated that the Policy Framework should be complete by June.

### 8. Lack of Review of Privileged User Logs

This review will be added to the list of other reviews monthly.

### 9. Excessive Annual Leave Balances

This is being addressed by targets and monthly reporting. The target is less than 40 days as per the Award. We can direct Staff to take leave however we haven't done this yet as we are happy if the leave is diminishing.

## Current Year Matters:

### 1. Comprehensive Review of Rehabilitation Provision Estimates

Meeting this week to discuss revaluations for the financial year. Quarries and landfill mostly. Quarries are evaluated in-house. Land fills are ongoing and this meeting will address rehabilitation and restoration issues.

### 2. Incomplete Related Party Declarations

This relates to a Staff member engaging legal services where a relative was employed – this will not be a problem in the future.

**ACTION:** Make sure the Related Party Declarations are up to date by June

This is diarised annually for June and it is noted that we will ensure the ARIC members have Related Party Declarations as well.

### 3. Unrecorded Creditors & Debtors

Finance Manager advised that we were encouraged to go to early for Audit and this is something we noted wasn't available because we were early. The Auditors, knowing this, put it in the Audit Management Letter. This is not an issue and was only due to the timing of the Audit.

### 4. Incomplete Records Management

This occurred due to a period of sharing Human Resources with Uralla Shire Council and Staff not putting the documents within the records management



system in a timely manner. All records have been saved in our records management system.

### 5.1.2 Asset Valuation

As mentioned earlier under Current Year Matters, there is a meeting regarding the rehabilitation sites and we are also discussing the roads revaluations.

**ACTION:** If we are going to engage valuers – need to do this pretty quickly. Prepare a timeline for completion to make sure the Financial Statements are completed on-time. For NEXT ARIC Meeting.

The Finance Manager also noted that the Audit Services contract has expired – our Auditor is re-tendering. Rose is ringing the Auditor (Forsyths) to see how this is progressing so we can book our next Audit dates. Chair will contact Audit Office to speed it along as well.

### 5.1.3 QBRs as at 30092023

The Chair commented that in regards to the Performance Ratios Council are not meeting the goal – what is the plan for that?

The General Manager advised that some of them are impossible because of the size/capacity of our Council.

### 5.1.4 Final Financial Statements 2022-2023

The Report was Noted.

It was **MOVED** that the Audit Risk & Improvement Committee Meeting **NOTE** the items included in the Financial Report.

## **CARRIED**

## 5.2 Risk Report

Comments:

Where are we up to in Strategic Risks and Operational Risks?

Do we have the Strategic Risks nussed down and discussed with Council?

Put together a Plan to take to Council to endorse.

**ACTION:** Timetable on regards to this Risk plans to next ARIC Meeting.



It was **MOVED** that the Audit Risk & Improvement Committee Meeting **NOTE** the items included in the Risk Report **FURTHER THAT** the Committee encourages Council to establish a Risk timeline and comply with the Office of Local Government Guidelines, establish a Risk Appetite Statement and provide a current Strategic & Operational Risk Registers.

## **CARRIED**

### **5.3 Work Health & Safety Report**

#### 5.3.1 Recruitment of WH&S Office

This closes on 29 January 2024.

#### 5.3.2 State Cover – Self Audit

Noted.

#### 5.3.3 Significant Events

General Manager gave an overview of the injury that occurred early January 2024 by Council's contractor. Contractor didn't adhere to their own procedures. The contractor is now back on site working. Follow up meeting with Project Management team to discuss incident.

Council Staff have been very proactive with regards to the incident.

#### 5.3.4 Insurance Effects

Only one premium impacting injury in the last quarter. Shouldn't impact too much on our insurance.

It was **MOVED** that the Audit Risk & Improvement Committee Meeting **NOTE** the Work, Health & Safety Report.

## **CARRIED**

### **5.4 Governance Report**

Verbal Report by General Manager.

Further advised that the Internal Audit Service provided by TRC would be a three (3) year contract comprising of two (2) audits per year.

**ACTION:** Governance Report inclusions could be External reports such as:



- Auditor General
- EPA Reports
- ICAC Reports
- Ombudsman

It was **MOVED** that the Audit Risk & Improvement Committee Meeting **NOTE** the Governance Report.

## **CARRIED**

### **5.5 Compliance Report**

#### 5.5.1 Walcha Council 2022-2023 Annual Report

Noted.

It is **NOTED** that the Compliance report should be on the Compliance of Legislation and presented to ARIC Quarterly.

It was **MOVED** that the Audit Risk & Improvement Committee Meeting **NOTE** the Compliance Report.

## **CARRIED**

### **5.6 Other Business Report**

#### 5.6.1 Organisational Structure & Functions

The General Manager, with the Manager People & Performance, presented an Organisational Chart of Council.

It was **NOTED** that there seemed to be a lot of vacancies in the Organisation Chart. Advised that it is partly to do with the new restructure, lack of accommodation in Walcha and Council is hoping it is not a trend for the future.

If Council continue with the Aged Care Facility – Riverview, there would be only one additional staff member beside the 'Riverview staff', which would be a Manager Position. Other work would be absorbed by existing staff.

#### 5.6.2 Major Capital Works Update

The General Manager spoke about the projects.



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It was **MOVED** that the Audit Risk & Improvement Committee Meeting **NOTE** the content of the Other Business Report.

**CARRIED**

**6. NEXT MEETING:**

**6.1 4 March 2024**

It is noted that the schedule of Meetings for 2024 are on Monday:

9am to 11:15am

- 4 March;
- 17 June;
- 23 September; and
- 2 December.

The Committee were happy to have the time of the meetings to be 9:00am to 11:15am. However, we will liaise with Uralla Shire Council to ensure confirmation.

**THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 11:15AM.**



# Item 11:

# Delegate Reports





There are no Delegate Reports for  
January 2024



# Item 12:

# Questions with Notice



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**Item:** 12.1 & 12.2 **Ref:** WO/2024/00127  
**Title:** Questions on Notice – December 2023  
**Author:** General Manager  
**Previous Items:** Not Applicable  
**Attachment:** No

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**Community Strategic Plan Reference:**

**Goal 8.1:** *Better Government will lead to a more efficient and effective service to our community that 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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**12.1 John Oxley Sewer Extension Project – Cllr Noakes**

**Q:** [Does this project include any contingency?](#)

**A:** The original grant allocation of \$760,541 left \$16,086.45 remaining for project management and contingent expenses after the contracted sum. That was before factoring the additional project cost that is discussed in this meeting in separate report. Should the Recommendation of that report be approved, there will be \$17,506.45 available for project management and contingency.

**12.2 Long Day Care at Walcha Preschool – Cllr Pointing**

**Q:** [Do we have an update on this as it will effect a few families?](#)

**A:** We will be extending this service for another year (2024) to give families adequate notice to make alternate arrangements for 2025.



# Item 13:

# Referral to Closed Council Meeting



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**Item:** 13A **Ref:** WO/2024/00126  
**Title:** Referral to Closed Meeting:  
Award Tender REGPRO362324 Supply of Hardware  
**Author:** Executive Assistant  
**Previous Items:** Nil.  
**Attachment:** Nil.

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**RECOMMENDATION:** That, in accordance with the provisions of Section 10A (2)(c) of the *Local Government Act, 1993*, the matter of Award Tender REGPRO362324 Supply of Hardware be referred to be discussed in Closed Council and close the meeting to the public for the reason that the report relates to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

---

**Introduction:**

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

**Report:**

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

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



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**Item:** 13B **Ref:** WO/2024/00131  
**Title:** Referral to Closed Meeting – Three Requests for Waiving and Reimbursement of Waste Disposal Fees  
**Author:** Executive Assistant  
**Previous Items:** Nil.  
**Attachment:** Nil.

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

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**Introduction:**

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

**Report:**

Council has received three different requests. Two are to waive the Waste Disposal Fees at Council's Waste Depot and the third is from an individual who would like to be reimbursed. Due to all requests being in the same report Council approval is requested to refer matters for discussion in Closed Council and close the Meeting to the public in accordance with the provisions of Section 10A (2)(c) of the Local Government Act, 1993.

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