



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

To be held on

**Wednesday 29 May 2024**

commencing at

**2:00pm**

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

**AGENDA**

Submitted to Council: 29 May 2024

..... General Manager

..... Mayor



Dear Mayor & Councillors

You are requested to attend the Ordinary Meeting of the Walcha Council to be held in the Council Chambers, Hamilton Street, Walcha on **Wednesday, 29 May 2024** commencing at **2.00pm**.

Yours sincerely

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

Phillip Hood  
General Manager

**STATEMENT OF ETHICAL OBLIGATIONS:**

The Mayor and Councillors are bound by the Oath / Affirmation of Office made at the start of the Council term to undertake their duties in the best interests of the people of Walcha Council community and to faithfully and impartially carry out the functions, powers, authorities and discretions vested in them under the Local Government Act or any other Act, to the best of their skill and judgement.

Council Officials are also reminded of the requirement declare and appropriately manage any conflicts of interest they may have in relation to matters considered at this meeting in accordance with Council's Code of Conduct and Code of Meeting Practice.

**NOTICE:**

The Ordinary, Extra Ordinary and Committee open meetings of Council will be audio recorded for community transparency and minute taking purposes. The audio recording of all Ordinary and Extra Ordinary Meetings of Council will be uploaded to Council's website.

**ACKNOWLEDGEMENT OF COUNTRY:**

We acknowledge the Dughutti people as the traditional owners of the land that we meet on. We pay our respects to the Elders, past, present and emerging. We acknowledge and recognise their continuing connection to the land, water and community of which we are a part.

## INDEX

1.	Apologies/Leave of Absence
1.1	Nil
2.	Confirmation of Previous Minutes
2.1	Minutes of the Ordinary Meeting held on Wednesday, 24 April 2024 at Walcha Council Chambers. WO/2024/00708
2.2	Minutes of the ExtraOrdinary Meeting held on Monday 6 May 2024 at Walcha Council Chambers. WO/2024/00775
3.	Business Arising
4.	Declarations of Interest

Submitted to Council: 29 May 2024

..... General Manager

..... Mayor



5. Mayoral Minute

Nil.

6. Senior Officers Reports

- |     |  |               |
|-----|--|---------------|
| 6.1 | Quarterly Budget Review Statements March 2024                  | WO/2024/00920 |
| 6.2 | Walcha Preschool Playground Upgrade                            | WO/2024/00860 |
| 6.3 | Walcha to Bendemeer Sculpture Track                            | WO/2024/00911 |
| 6.4 | Draft Risk Management Framework & Draft Risk Management Policy | WO/2024/00925 |

7. Notice of Motion

8. Matters of Urgency

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

9. Management Review Report

- |     |                               |               |
|-----|-------------------------------|---------------|
| 9.1 | Office of the General Manager | WO/2024/00918 |
| 9.2 | Infrastructure & Development  | WO/2024/00805 |
| 9.3 | Corporate & Community         | WO/2024/00749 |

10. Committee Reports

- |      |  |               |
|------|--|---------------|
| 10.1 | Minutes of the Walcha Council Aboriginal Advisory Committee Meeting held at Council Chambers on Wednesday 1 May 2024.  | WO/2024/00768 |
| 10.2 | Minutes of the Walcha Motorcycle Rally Advisory Committee Meeting held at the Walcha Library on Tuesday 14 May 2024.   | WO/2024/00881 |
| 10.3 | Minutes of the Walcha Council Arts Advisory Committee Meeting held at Walcha Council Chambers on Tuesday 14 May 2024.  | WO/2024/00888 |
| 10.4 | Minutes of the Walcha Council Preschool Advisory Committee Meeting held at the Walcha Preschool on Monday 20 May 2024. | WO/2024/00892 |

11. Delegates Reports

- |      |   |               |
|------|---|---------------|
| 11.1 | Minutes of the Country Mayors Association of NSW Inc General Meeting held at the York Club, Sydney on Friday 10 May 2024. | WI/2024/05603 |
|------|---|---------------|

12. Questions on Notice

- 12.1 Nil.

13. Closed Council

- |      |   |               |
|------|---|---------------|
| 13.1 | Referral to Closed Council:   | WO/2024/00915 |
|      | 1. Tender REGPRO042425 – Supply & Delivery of Bulk Water Treatment Chemicals; |               |
|      | 2. Tender W24/20 – Derby Street Construction ONLY (Late Report)               |               |

Submitted to Council:

29 May 2024

..... General Manager

..... Mayor



- 13.2 Referral to Closed Council: WO/2024/00924
- 1. Audit Risk & Improvement Committee Meeting Minutes held on Monday 4 March 2024; and
  - 2. Riverview 10 Year Business Plan.

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

Resolution to move into Open Council.

Resolution to adopt Closed Council Report and Recommendations.

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Submitted to Council: 29 May 2024

..... General Manager

..... Mayor



# Item 2: Previous Minutes



## ORDINARY MEETING OF COUNCIL

held on

Wednesday, 24 April 2024

at

3:25pm

at

Walcha Council Chambers

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

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

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

**1. LEAVE OF ABSENCE:**

171 **RESOLVED** on the Motion of Councillors Ferrier and Berry that Leave of Absence received from Clr Kermode, due to being on family holiday, and Clr Hicks, due to family obligations, be **ACCEPTED**.

MINUTES



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**2. CONFIRMATION OF THE ORDINARY MEETING MINUTES HELD ON WEDNESDAY 27 MARCH 2024:**

172 **RESOLVED** on the Motion of Councillors Berry and Pointing that the Minutes of the Ordinary Meeting held on Wednesday 27 March 2024, 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**

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

**6.1 Draft 2024-2025 Operational Plan for Public Exhibition**

**WO/2024/00678**

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

1. **PLACE** the proposed Draft 2024-2025 Operational Plan inclusive of the budget, fees & charges and revenue policy, on public exhibition for a period of 28 days in accordance with Section 404 & 405 of the *Local Government Act, 1993*; and
2. **REQUEST** a further report to be submitted at the completion of the public exhibition period detailing any submissions received during exhibition or any minor changes are proposed for Council's consideration and final adoption.

**6.2 Renewable Energy Community Benefit Policy**

**WO/2024/00608**

This report was deferred.

**6.3 Regional Meetings 2024**

**WO/2024/00604**

175 **RESOLVED** on the Motion of Councillors Reilly and Berry that Council **APPROVE** the Regional Meetings Schedule for 2024 as follows:





**Monday 13 May 2024:**

11:30am            Moona / Winterbourne – Europambela Shearers Quarters  
02:30pm            Ingleba Hall  
05:00pm            Woolbrook AIF Memorial Hall

**Wednesday 15 May 2024:**

09:00am            Yarrowitch Hall  
11:30am            "Brockley Park" Shed  
02:30pm            Nowendoc Hall  
06:00pm            Walcha Bowling Club

**6.4 Local Roads & Community Infrastructure Priority ListWO/2024/00681**

176 **RESOLVED** on the Motion of Councillors Reilly and Ferrier that Council:

1. Obtain community feedback in regards to the allocation of Local Roads & Community Infrastructure (LRCI) funding Phase 4;
2. Consider feedback and endorse LRCI Phase 4 Works Schedule for submission to the Commonwealth Government; and
3. Update the 2024-2025 Operational Plan for adoption accordingly

**6.5 Walcha Gym Membership Minimum Age Review – Update from ARIC  
WO/2024/00617**

177 **RESOLVED** on the Motion of Councillors Pointing and Berry that Council **RETAIN** the minimum age for Walcha Council's Community Gym membership at 16 years old.

**7. NOTICES OF MOTION**

Nil.

**8. MATTERS OF URGENCY**

Nil.

**9. MANAGEMENT REVIEW REPORTS**

**9.1 Office of the General Manager WO/2024/00672**

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





## 9.2 Infrastructure & Development

WO/2024/00677

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

## 9.3 Corporate & Community

WO/2024/00569

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

## 10. COMMITTEE REPORTS

Nil.

## 11. DELEGATE REPORTS

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

### 11.1 Draft Minutes of the District Liaison Committee – New England Rural Fire Service Meeting held on Thursday 29 February 2024 at the New England Fire Control Centre

## 12. QUESTIONS ON NOTICE

### 12.1 Solid Waste – Woolbrook & Nowendoc Waste Transfer Operational Costs

WO/2024/00682

182 **RESOLVED** on the Motion of Councillors Berry and Pointing that Council **NOTE** the current operating performance of the Waste Transfer Facilities.

## 13. CLOSED COUNCIL

### 13A Referral to Closed Council – Quote Evaluation / Loan Approval – Smooth Drum Roller Purchase

WO/2024/00702

183 **RESOLVED** on the Motion of Councillors Ferrier and Pointing that, in accordance with the provisions of Section 10A (2)(c) of the *Local Government Act, 1993*:

1. the matter of Quote Evaluation / Loan Approval Smooth Drum Roller Purchase 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.



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

The Council moved into Closed Council at 4:17pm

184 The Meeting resumed in **OPEN** Council on the Motion of Councillors Ferrier and Reilly at 4:28pm.

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

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

### **3.1 Quote Evaluation / Loan Approval – Smooth Drum Roller Purchase WO/2024/00695**

CC045/20232024 **RESOLVED** on the Motion of Councillors Ferrier and Berry that Council:

1. *AUTHORISE the purchase of a Bomag BW219D-5 Smooth Drum Roller from Tutt Bryant Equipment;*
2. *AUTHORISE the execution of a Chattel Mortgage / Equipment Finance for the purchase of a smooth drum roller (Bomag BW219D-5); and*
3. *APPROVE the affixing of the Common Seal to all documentation relating to the establishment of a loan to finance the purchase of a smooth drum roller (Bomag BW219D-5) **FURTHER THAT** the affixing of the Common Seal be attested to by the Mayor and the General Manager.*

**THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 4:30PM.**



## EXTRA ORDINARY MEETING OF COUNCIL

held on

Monday, 06 May 2024

4:03pm at

Walcha Council Chambers

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

**PRESENT:** Clr EH Noakes (Chairman) Mayor together with Councillors MA Berry, KW Ferrier (Audio Visual) NF Hicks (Audio Visual), 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 and Mrs EL Hobbs – Executive Assistant.

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

Nil.

#### **2. DECLARATIONS OF INTEREST & REQUESTS FOR ATTENDANCE VIA AUDIO VISUAL LINK**

##### **2.1 Request by Clr Hicks and Clr Ferrier to Attend Meeting by Audio Visual Link**

185 **RESOLVED** on the Motion of Councillors Reilly and Kermode that Council **APPROVE** the request by Clr Nena Hicks, due to her being medically unfit to travel **AND** Clr Kevin Ferrier due to having a medical appointment today, to attend Council's Extra Ordinary Meeting being held today, 06 May 2024, via audio visual link.

**MINUTES**



**3. SENIOR OFFICERS’ REPORT**

186 **RESOLVED** on the Motion of Councillors Pointing and Berry that the Senior Officers’ Reports be **RECEIVED** for further consideration.

**3.1 Renewable Energy Community Benefit Policy WO/2024/00765**

187 **RESOLVED** on the Motion of Councillors Kermode and Pointing that Council:

- 1. **ENDORSE** the Draft Renewable Energy Community Benefit Policy and **PLACE** on public exhibition for 28 days;
- 2. **ADOPT** the Draft Renewable Energy Community Benefit Policy as presented subject to no submissions received during the public exhibition period;
- 3. **DEVELOP** the Terms of Reference and Constitution for the proposed Renewable Energy Community Advisory Committee.

**3.2 Voluntary Planning Agreement – WinterbourneWind Pty Ltd  
WO/2024/00766**

188 **RESOLVED** on the Motion of Councillors Hicks and Berry that Council:

- 1. **PLACE** the proposed Draft Voluntary Planning Agreement between Walcha Council and WinterbourneWind Pty Ltd prepared in accordance with Subdivision 2 of Division 7.1 of Part 7 of the *Environmental Planning & Assessment Act, 1979* (EP&A Act) on public exhibition for a period of no less than 28 days; and
- 2. **REQUEST** a further report to be submitted at the completion of the public exhibition period detailing any submissions received during exhibition or any minor changes proposed for Council’s consideration and final adoption.

**THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 4:40PM.**



# **Item 3:**

# **Business**

# **Arising from**

# **Previous**

# **Minutes**



# **Item 4:**

# **Declarations of Interest & Requests for Attendance via Audio Visual link**



# Item 5: Mayoral Minute





There was no Mayoral Minute submitted for  
May 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/2024/00920  
**Title:** Quarterly Review of Operational Plan & Budget as at March 2024  
**Author:** Director Corporate & Community  
**Previous Items:** Not Applicable  
**Attachment:** Quarterly Budget Review Statements – under separate cover

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**Community Strategic Plan Reference:**

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

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**RECOMMENDATION:** That Council:

- 1. ADOPT the March 2024 Quarterly Budget Review Statements; and**
  - 2. APPROVE the variations in Income and Expenditure votes as detailed in this report.**
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**Introduction**

The purpose of this report is to present to Council the Quarterly Budget Review Statements for Walcha Council for the period ended 31 March 2024 in accordance with Clause 203 of the *Local Government (General) Regulation 2021*.

**Report**

The Quarterly Budget Review Statements provide a summary of budget movements since the adopted original budget along with revised budget forecasts for the 2023/2024 financial year and comparisons to actual transactions year to date. Each statement includes a review of the main budget variances for the quarter.

Budget variances that require Council approval have been detailed in this report.

The following tables provide a summary and commentary of the budget variations for the quarter and the projected year end results for the General, Water and Sewer Funds

Details of the operating expenses and income are shown in the attached statements.

**General Fund**

The original 2023-2024 budget predicted an Operating Surplus of \$36,863 and an overall Cash Deficit of \$111,466. After adjustments the result is now predicted to be an Operating Surplus of \$2,757,646 (Excluding Capital Funding) and an overall Cash surplus of \$714,270. The operating surplus is due to prepayment of funding for which projects have not been finalised. The funds have been put into External Restrictions until projects are finalised so the working cash position is not impacted.



	Approved Changes				Projected Year End Result	Year To Date Actual
	Original Budget	September Review	December Review	Budget Adjustments March		
<b>Income from Continuing Operations</b>						
Rates & Annual Charges	6,086,525	0	0	0	6,086,525	6,105,158
User Charges & Fees	4,375,945	(2,000)	115,378	(781,600)	3,707,723	2,034,784
Other Revenues	260,205	70,746	110,000	(84,746)	356,205	400,752
Grants & Contributions- Operating	5,418,998	0	3,684,405	(767,354)	8,336,049	3,336,895
Grants & Contributions - Capital	19,938,155	1,232,009	81,699	(8,909,500)	12,342,363	8,326,957
Interest & Revenue	353,338	0	0	0	353,338	286,510
Other Income	86,608	0	(18,136)	0	68,472	35,983
Net gains from disposal of assets	0	0	0	0	0	0
<b>Total Income from Continuing Operations</b>	<b>36,519,774</b>	<b>1,300,755</b>	<b>3,973,346</b>	<b>(10,543,200)</b>	<b>31,250,675</b>	<b>20,527,039</b>
<b>Expenses from Continuing Operations</b>						
Employee Benefits & Oncosts	5,916,911	8,000	174,617	0	6,099,528	4,536,242
Materials & Contracts	5,831,329	574,066	(36,461)	(758,100)	5,610,834	4,304,803
Borrowing Costs	68,000	0	0	0	68,000	23,942
Depreciation & Impairment	4,283,447	0	(355,599)	0	3,927,848	2,711,414
Other Expenses	445,069	0	(613)	0	444,456	133,465
Net loss from disposal of assets	0	0	0	0	0	563,353
<b>Total Expenses from Continuing Operations</b>	<b>16,544,756</b>	<b>582,066</b>	<b>(218,056)</b>	<b>(758,100)</b>	<b>16,150,666</b>	<b>12,273,217</b>
<b>Net Operating Result from Continuing Operations</b>	<b>19,975,018</b>	<b>718,689</b>	<b>4,191,402</b>	<b>(9,785,100)</b>	<b>15,100,009</b>	<b>8,253,822</b>
<b>Net Operating Result before Grants &amp; Contributions for Capital Purposes</b>	<b>36,863</b>	<b>(513,320)</b>	<b>4,109,703</b>	<b>(875,600)</b>	<b>2,757,646</b>	<b>(73,136)</b>

Detailed commentary on the March adjustments are contained in the attached Quarterly Budget Review Statement.

### General Fund Major Budget Variation Items - Quarter Ending March 2024

Income Item	Amount	Reason
NSW Severe Weather Funding	(1,000,000)	Rollover – external restriction
NSW Severe Weather Funding	140,000	Stormwater works completed
Youth Funding	21,900	Additional income for holiday youth programs
Traineeship subsidy	(14,000)	No trainee programs running therefore no income
Gym fees	18,400	Higher than originally budgeted
State Road ordered works	(800,000)	Less RMCC works than originally budgeted
NSW Severe Weather Funding	260,000	Reallocate funding to Capital programs for Stormwater
BLER Funding – Skatepark	(480,000)	Carryover 2025
Fixing Country Bridges	(997,500)	Carryover Winterbourne Road Bridge and Mooraback Road Bridge to 2025
NSW Severe Weather Funding – Bridges	600,000	Reallocate Severe Weather Funding
Get Active NSW	(2,292,000)	Carryover pathway project to 2025
Derby Street Upgrade	(6,000,000)	Carryover to 2025
	<b>(10,543,200)</b>	



Operating Expenditure Item	Amount	Reason
Ranges services	20,000	Original budget too low
School Holiday Program	21,900	Funding provided for this increase in expenditure
RMCC Costs	(800,000)	Reduce budget for RMCC ordered works due to re prioritisation
	<b>(758,100)</b>	

Capital Expenditure Item	Amount	Reason
Preschool Projects	136,363	Soft Fall, Sandpit, toilet, pathways – Funded via external restricted funds.
BLER Funding – Skate Park	(480,000)	Carryover to 2025. Insufficient funds to complete project.
Fixing Country Bridges	(1,050,000)	Carryover to 2025. Winterbourne Road Bridge and Mooraback Road Bridge
Get Active NSW	(2,292,000)	Carryover connected pathways projects
Derby Street Upgrade	(6,000,000)	Carryover 2025.
Depot works	(105,000)	Carryover 2025.
	<b>(9,790,637)</b>	

### Internal Restricted Assets

Below is a summary of Council's internally restricted assets at 31 March and project balance at 30 June 2024 after budget adjustments are applied. Please see Walcha Council – Restrictions Summary for further detail.

Internal Reserve	Balance 31 March 2024	Balance 30 June 2024
Plant Replacement	529,477	558,350
Infrastructure Replacement	2,044,280	2,994,280
Employee Leave Entitlement	647,000	692,000
Tip Site Remediation	295,926	325,926
Quarries Remediation	301,431	401,809
Project Development	60,000	60,000
FAG - General		2,073,410
FAG – Roads		1,270,800
<b>Total</b>	<b>3,878,114</b>	<b>8,376,574</b>



## Water Fund

The original 2023-2024 budget predicted an Operating Surplus of \$3,458. Expected investment interest of \$75,000 was not budgeted. Depreciation is forecast to be less than budgeted. The fund is now expected to realise a cash surplus of \$92,670

	Original Budget	Approved Changes		Budget Adjustments March	Projected Year End Result	Year To Date Actual
		September Review	December Review			
<b>Income from Continuing Operations</b>						
Rates & Annual Charges	523,832	-	-	-	523,832	391,638
User Charges & Fees	587,175	-	-	-	587,175	551,634
Other Revenues	-	-	-	-	-	-
Grants & Contributions- Operating	-	-	-	-	-	-
Grants & Contributions - Capital	3,545,000	1,264,257	-	-	4,809,257	3,614,599
Interest & Revenue	4,000	-	75,000	-	79,000	94,347
Other Income	-	-	-	-	-	-
Net gains from disposal of assets	-	-	-	-	-	-
<b>Total Income from Continuing Operations</b>	<b>4,660,007</b>	<b>1,264,257</b>	<b>75,000</b>	<b>-</b>	<b>5,999,264</b>	<b>4,652,218</b>
<b>Expenses from Continuing Operations</b>						
Employee Benefits & Oncosts	204,000	-	-	-	204,000	187,066
Materials & Contracts	443,678	-	-	-	443,678	361,633
Borrowing Costs	9,000	-	-	-	9,000	1,636
Depreciation & Impairment	454,871	-	(54,037)	-	400,834	300,625
Other Expenses	-	-	-	-	-	-
Net loss from disposal of assets	-	-	-	-	-	-
<b>Total Expenses from Continuing Operations</b>	<b>1,111,549</b>	<b>-</b>	<b>(54,037)</b>	<b>-</b>	<b>1,057,512</b>	<b>850,960</b>
<b>Net Operating Result from Continuing Operations</b>	<b>3,548,458</b>	<b>1,264,257</b>	<b>129,037</b>	<b>-</b>	<b>4,941,752</b>	<b>3,801,258</b>
<b>Net Operating Result before Grants &amp; Contributions for Capital Purposes</b>	<b>3,458</b>	<b>-</b>	<b>129,037</b>	<b>-</b>	<b>132,495</b>	<b>186,659</b>

Income Item	Amount	Reason
Nil adjustments		

Expenditure Item	Amount	Reason
Nil adjustments		



## Sewer Fund

The original 2023-2024 budget predicted an Operating Surplus of \$24,886 which was unchanged in the first quarter review. However, the original budgeted cash surplus of \$8,595 was amended to a deficit of \$31,304. There are no adjustments to the Fund's budget in this budget review.

	Original Budget	Approved Changes		Budget Adjustments March	Projected Year End Result	Year To Date Actual
		September Review	December Review			
<b>Income from Continuing Operations</b>						
Rates & Annual Charges	401,490	-	-	-	401,490	301,372
User Charges & Fees	173,557	-	-	-	173,557	160,336
Other Revenues	-	-	-	-	-	-
Grants & Contributions- Operating	-	-	-	-	-	-
Grants & Contributions - Capital	-	39,899	-	-	39,899	39,927
Interest & Revenue	1,900	-	-	-	1,900	12,645
Other Income	-	-	-	-	-	-
Net gains from disposal of assets	-	-	-	-	-	-
<b>Total Income from Continuing Operations</b>	<b>576,947</b>	<b>39,899</b>	<b>-</b>	<b>-</b>	<b>616,846</b>	<b>514,280</b>
<b>Expenses from Continuing Operations</b>						
Employee Benefits & Oncosts	129,000	-	-	-	129,000	100,739
Materials & Contracts	269,352	-	-	-	269,352	199,223
Borrowing Costs	-	-	-	-	-	-
Depreciation & Impairment	153,709	-	-	-	153,709	116,096
Other Expenses	-	-	-	-	-	-
Net loss from disposal of assets	-	-	-	-	-	-
<b>Total Expenses from Continuing Operations</b>	<b>552,061</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>552,061</b>	<b>416,057</b>
<b>Net Operating Result from Continuing Operations</b>	<b>24,886</b>	<b>39,899</b>	<b>-</b>	<b>-</b>	<b>64,785</b>	<b>98,223</b>
<b>Net Operating Result before Grants &amp; Contributions for Capital Purposes</b>	<b>24,886</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>24,886</b>	<b>58,296</b>

Income Item	Amount	Reason
Nil adjustments		

Expenditure Item	Amount	Reason
Nil adjustments		





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**Item:** 6.2 **Ref:** WO/2024/00860  
**Title:** Preschool Playground Upgrade  
**Author:** Director Corporate and Community  
**Previous Items:** Not Applicable  
**Attachment:** No.

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**Community Strategic Plan Reference:**

4.1.1 *Provide quality and accessible preschool and early intervention facilities for children in a safe and supportive environment.*

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**RECOMMENDATION:** That Council APPROVE the following Preschool playground upgrades:

- Replace sandpit
  - Install footpaths
  - Replace rubber softfall
  - Install outdoor toilet
- 

**Introduction:**

The Preschool was approached by Kimberley Lisle who was representing a local group who were making anonymous donations to the local schools. They were looking for projects to support, so a letter was sent indicating the Preschool wish list. From this list an amount of \$40,000 (inc GST) was donated for the replacement of the rubber softfall under the main play structure.

Other items on the letter were a sandpit rebuild and the installation of a footpath that links the eating area to the sandpit and playground. An outdoor toilet has been on the staff wish list for over 12 months.

The Preschool has significant unspent funds that will need to be used. These projects will enhance the experience and safety for staff and children at the preschool.

**Report**

**Benefits and Objectives**

**Replacement - Rubber softfall – quotes required**

The existing rubber softfall is 12 years old and has become very hard and brittle. The expected life of this product is 10 years. A quote will need to be obtained for this project. Replacing the softfall now will ensure another 10 years of safe use of the play structure. The play structure itself is still in good condition and not expected to need replacement in the medium term.

**Replacement – Sandpit – quote \$26,735**

The existing sandpit is made up of retaining wall blocks on the slope of the hill. The sandpit does not have an edge, so the size keeps expanding, and this makes it difficult to cover and keep it clean (cat & possum excrement). It is proposed to remove the sandpit and replace it



with one made of sandstone blocks and crazy paving edging, the same as have been used in the yarning circle. This replication of materials keeps a cohesive feel in the playground.

### New – Footpath – quote \$31,279

During autumn and winter the walkway down to the playground from the eating area becomes slippery and dangerous due to leaves and frost. There is no existing footpath. We propose to have a sandstone crazy paving footpath installed at the same time as the sandpit is installed. Once again consistency of materials and installation methods will create a cohesive welcoming feeling to the playground.

### New - Outdoor toilet - \$19,100 (supply and delivery only – installation additional)

The staff at the preschool have requested an outdoor toilet be installed in the playground to ensure better supervision for children using the toilet. Currently the children go up to the preschool building to use the toilet facilities, however depending on staffing levels, they are sometimes going up unsupervised. The installation of a small outdoor toilet block would alleviate this concern. The unit quoted includes one disabled size “pod” with toilet, change table, indoor hand basin, outside handbasin, and delivery to Walcha.

This toilet will require a DA to be approved.

### Alternatives Considered

Council staff were considered for this project; however, they have a very full works program. Using experienced playground landscaping companies ensures we have a professional finished product that is compliant with Australian playground construction standards Council staff may be required for the toilet installation.

### Risk Implications:

Unforeseen costs - for example rock in excavation site. If this occurs, the Preschool is in a position to fund any cost overrun.

These projects will **reduce** the risks to the staff and children at the Preschool:

#### *WHS improvements:*

- the footpath will reduce the likelihood of slips and fall
- the new sandpit will allow for better contamination management
- The new toilet will allow for improved supervision
- The new softfall will reduce grazes, and extend the life of the playstructure

#### *Disability Access and inclusion*

- The footpath will allow for all abilities access into the playground and the sandpit surrounds
- The new toilet will be built to the disability standards

### Financial Implications:

Money is available to complete these works.

Financial Evaluation – it is recommended to use Pavewell Constructions for the footpath and sandpit work. This company completed our yarning circle and their workmanship is very high.



Using the same materials and construction techniques will enhance the welcoming feeling at the Preschool and create a more cohesive space. Only one quote has been received for this work. Three quotes have been received for the toilet pod, with ColyBuilt being the cheapest and preferred option.

The softfall will need to be quoted.

Proposed Project Configuration

Description	\$ Amount
<b>Rubber softfall</b>	<b>41,363</b>
<b>Sandpit &amp; footpath</b>	<b>65,000</b>
<b>Toilet</b>	<b>30,000</b>

Procurement requirements

Procurement Item/Service	Likely Amount	Procurement Method	Likely lead time for procurement process
<b>Softfall replacement</b>	41,363	Quote (three)	2 months
<b>Sandpit &amp; Footpath</b>	65,000	Quote (single)	completed
<b>Toilet block &amp; installation</b>	30,000	Quote (three & Council staff)	completed

Funding request

Funding Source	\$ Amount	Comment
<b>Preschool Operational Funding</b>	<b>Up to \$ 100,000</b>	<b>Capital improvement to preschool playground – restricted funds available from previous years unspent funds</b>
<b>Preschool Donation</b>	<b>\$36,363</b>	<b>Donation was received for preschool playground improvement</b>
	<b>\$136,363</b>	<b>Ex GST</b>

**Environmental Implications:**

There are no environmental implications identified.

**Social Implications:**

Improvements to the preschool playground will lead to a safer play environment.

**Policy Implications:**

There are no policy implications identified.



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**Item:** 6.3 **Ref:** WO/2024/00911  
**Title:** Walcha to Bendemeer Sculpture Track  
**Author:** General Manager  
**Previous Items:** Not Applicable  
**Attachment:** No

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**Community Strategic Plan Reference:**

**Strategy Number 2.1.2:** *Develop and market tourism products targeting identified markets.*

**Strategy Number 5.3.3:** *Support the activities of cultural organisations.*

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**RECOMMENDATION:** **That Council SUPPORT IN PRINCIPLE the initiative of Walcha to Bendemeer Sculpture Track.**

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**Introduction:**

At a recent meeting of the Walcha Council Arts Advisory Committee held on 14 May 2024, it was agreed to ask the Council at its next meeting on 29 May for in principle support for a Walcha to Bendemeer Sculpture Track. Committee member Stephen King has had discussions with Jamie Hook, President of the Bendemeer Arts Council, about this exciting initiative.

There is a level of urgency because a number of sculptures that could form part of the Walcha to Bendemeer Sculpture Track are currently located at Hillview Sculpture Park in the Southern Highlands (see <https://www.hillviewsculpture.com/>). Hillview is closing and has asked all owners to remove their sculptures by the end of July 2024. Stephen has spoken to four sculptors who have expressed interest in their work being re-located to the New England and the proposed Walcha to Bendemeer Sculpture Track.

**Report:**

*From Arts North West:*

The communities of Uralla, Tamworth and Walcha have been identified as communities in the New England North West of great cultural and creative significance. This shared creative identity and geographic location poses an opportunity to host a collective sculpture trail throughout the three shires. The Hillview Sculpture Park has offered up to 60 sculptures from their collection to be relocated to the New England North West.

The artists who are currently part of this collection are of national and international acclaim. The artworks included on the trail would be owned by the artists and will also be for sale. This enables campaigns for new artworks submissions and a fresh and changing trail for to continue to generate cultural tourism outcomes for the identified communities. Arts North West is working with renown local sculpture artist Stephen King, of Walcha, to negotiate the legitimacy of this project, the logistical and operational outcomes and costs



to each party. These discussions are in their infancy and require in principle support from council's to accurately scope and ultimately proceed with this project.

Arts North West is willing to be the axis for these negotiations to bring this project to fruition, offering ongoing project management, garnering financial and in-kind contributions, contractual management as well as quality control and ongoing marketing. Arts North West knows that this project will require a large amount of artist, stakeholder and community consultation, as well as a collaborative approach from all council's involved as well as a high level curation to ensure the delivery of this project remains high quality for our region.

Request from Arts North West to the nominated council's to provide in principle support for this project with further information to be provided regarding anticipated costings. Below is an example of some of the sculptures that are currently housed at Hillview Sculpture Park and could possibly be included in the 'Galvanising the Granite' Project.



Tony's Tower  
RON ROBERTSON-SWANN

01



Chopin's Loop  
PETER LUNDBERG

03

Sculptures that embrace and shape as much as create shape and form.

Like in music and maths, art binds all life in its universal language.





Nascentia Blades of Glass  
SALLIE PORTNOY

15



Sea Garden  
SALLIE PORTNOY

16

The costs of transport for the sculptures and their installation will be covered by the Bendemeer Arts Council. Destination NSW has pledged support for the Walcha to Bendemeer Sculpture Track and the Tamworth Regional Art Gallery will assist with promotion. Further support from local Arts and Tourism bodies is expected.

More information will be forthcoming but it is vital that we receive support from the Walcha Council now to pursue this initiative due to the imminent closure of Hillview Sculpture Park

Legal Implications:

There are no legal implications arising from this report.

Financial Implications:

There are minimal financial implications up front, further reports will be tabled to Council should any investment of money from Walcha Council be required.

Environmental Implications:

There are no environmental implications arising from this report.

Social Implications:

This is a great initiative to continue to establish Walcha as a sculptural arts 'hubs' and increase tourism.

Policy Implications:

There are no policy implications arising from this report.



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<b>Item:</b>	6.4	<b>Ref:</b> WO/2024/00925
<b>Title:</b>	Draft Risk Management Framework and Draft Risk Management Policy	
<b>Author:</b>	General Manager	
<b>Previous Items:</b>	Not Applicable	
<b>Attachment:</b>	Under Separate Cover	
	1. Draft Risk Management Framework – WINT/2024/02472	
	2. Draft Risk Management Policy – WINT/2024/02476	

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**Community Strategic Plan Reference:**

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

**Strategy Number 8.1.5:** *Walcha Council will ensure systems and processes are implemented that facilitate the delivery of the Community Strategic Plan*

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**RECOMMENDATION:**

**That Council:**

- 1. ADOPT the Draft Risk Management Framework; and**
  - 2. PUBLICLY exhibit the Draft Risk Management Policy for a period of 28 days;**
  - 3. ADOPT the Draft Risk Management Policy as presented, should no submissions be received as a result of the public exhibition.**
- 

**Introduction:**

Amendments have been made to the Local Government (General) Regulation 2021 to require all councils and joint organisations to have a risk management framework and an internal audit function and to prescribe membership requirements for audit risk and improvement committees. Councils and joint organisations are required to comply with these requirements from 1 July 2024 and, commencing with the 2024-2025 Annual Report, to attest to their compliance with the requirements in their annual reports.

The Office of Local Government has issued comprehensive Guidelines for Risk Management and Internal Audit for Local Government in NSW to assist councils and joint organisations to implement these requirements.

**Report:**

The Draft Risk Management Framework and Draft Risk Management Policy are presented here for Council to review. The Draft Framework was presented to Walcha Council ARIC on 4 March 2024 and accepted.

In compliance with the Local Government (General) Regulation 2021 (as amended) Council has prepared this Framework and Policy. These documents will guide Council and ensure that we are able to meet our Community Strategic Plan goals of providing efficient and effective administration of Council with the development of systems and processes.





With the implementation of the Risk Management Framework and Risk Management Policy, Council will be compliant with ISO3100:2018

Legal Implications:

Council is required under the Regulation to have the Risk Management Framework in place by 1 July 2024.

Financial Implications:

By better management of Risk Council reduces the potential for negative financial impacts.

Environmental Implications:

By better management of Risk Council reduces the potential for negative environmental impacts.

Social Implications:

By better management of Risk Council reduces the potential for negative social impacts.

Policy Implications:

By better management of Risk Council reduces the potential for negative impacts from Governance and policy considerations.



# Item 7:

# Notice of Motions



## There are no Notice of Motions for May 2024



# 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/2024/00918

**Responsible Executive:** General Manager

**Attachment:** Action List May 2024 – WO/2024/00909

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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	<p><b>6.6 On-site Sewage Management Strategy Implementation WO/2018/02306</b></p> <p>that Council postpone the implementation of the On-site Sewage Management Strategy until the next financial year.</p>	<p><del>DED</del> <b>DID</b></p>	<p>Review <del>30062022</del> 31032023 <del>Sept-2023</del> Dec 2024</p>	<p>Review Strategy when suitable resources secured (current vacancy for a Health &amp; Building Surveyor)</p>	<p>Council resolved to put this on hold until the drought conditions subside and suitable resources secured.</p> <p>New Planning Manager recruited, this task will now be able to progress.</p> <p>May 24. Planning Manager has outlined a proposed risk-based strategy to be briefed at the next Council briefing.</p>
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## Extra Ordinary – 22 May 2019

167/1819	<p><b>2.2 Planning Proposal 2 Annual Review WO/2019/01107</b></p> <p>that Council:</p> <ol style="list-style-type: none"> <li>1. Prepare a planning proposal to include the following:                             <ol style="list-style-type: none"> <li>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.</li> <li>b. Rezone the portion of the land described as Lots 1, 2 &amp; 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.</li> <li>c. Insert attached dwellings, hostels, multi dwelling housings, residential flat buildings,</li> </ol> </li> </ol>	<p><del>DED</del> <b>DID</b></p>	<p><del>31012023</del> <del>June 2023</del> Aug 2023 April 2024 Aug 2024</p>	<p>As per resolution.</p>	<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. New Planning Manager start date 22 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:
	<p>seniors housing as prohibited uses in the RU5 Village Zone Land Use Table</p> <p>d. Increase the current height restriction from 8.0 metres to 8.5 metres on the Height of Buildings Map.</p> <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>				MAY24. Planning Manager is prioritising the outstanding strategic tasks to be able to progress these through to conclusion.
168/1819 22 May 2019	<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.</p> <p>A <b>FORESHADOWED</b> Motion Clr Lyon that the portion of Lot 8 currently zoned Industrial be rezoned 'public recreation'.</p> <p>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> Aug 2023 April 2024 Aug 2024	As per resolution.	<p>Focus on current planning backlog then prioritise delivery for completion. New Planning Manager start date 22 April 2024</p> <p>MAY24. Planning Manager is prioritising the outstanding strategic tasks to be able to progress these through to conclusion.</p>

## Ordinary – 31 July 2019

6/20192020	<b>6.3 Crown Land Management Plan Preparation</b> that Council:	<b>WO/2019/01134</b>	<b>DED</b> <b>DID</b>	30062023 30062024 Aug 2024	As per resolution.	Underway. Extension granted for 12 months.
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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>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></li> <li>2. Request ministerial consent from NSW Department of Industry—Lands &amp; Water to manage land known as:               <ol style="list-style-type: none"> <li>a. Woolbrook Rubbish Tip - 104 Campfire Road, Woolbrook - Lot 238 DP 753846 being Reserve 82854</li> <li>b. Walcha General Cemetery - 169-179 Darjeeling Road, Walcha - Lot 1 DP 1088076 and Lot 7042 DP 1122396 being Reserve 1018788, Lot 7027 DP 1075451 and Lot 1 DP 117825 being Reserve 1018768</li> <li>c. Old Rubbish Depot - Oxley Highway, Walcha Road - Lot 132 DP 753846 and Lot 7300 DP 1136219 being Reserve 89912</li> <li>d. Waste Transfer Station - 49 Aerodrome Road, Walcha - Lot 532 DP 756502 being Reserve 51457, Lot 7007 DP 1057278 being Reserve 63519 and Lot 7017 DP 1057279 being Reserve 70192.</li> <li>e. Woolbrook Cemetery - 119 Campfire Road, Woolbrook - Lot 7011 DP 94017 being Reserve 1018428</li> <li>f. Walcha Catholic Cemetery - 219E Oxley Drive, Walcha - Lot 7002 DP 94214 being</li> </ol> </li> </ol>				<p>MAY24. Planning Manager is prioritising the outstanding strategic tasks to be able to progress these through to conclusion.</p>

# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
	<p>Reserve 43749 and Lot 7004 DP 94215 being Reserve 63559</p> <p>g. Nowendoc Waste Transfer Station - 47 Tops Road, Nowendoc – Lot 171 DP 753691 being Reserve 83987</p> <p>h. Yarrowitch Showground - 92 Upper Yarrowitch River Road, Yarrowitch - Part Lot 125 DP 756475 being Reserve 94641</p> <p>i. Nowendoc Cemetery - 7817 Thunderbolts Way, Nowendoc - Lot 7301 DP 1134898 being Reserve 1016508</p> <p>j. Old Oxley RFS Shed - 6432 Brackendale Road, Nowendoc - Lot 157 DP 753691 being Reserve 95794</p> <p>land as "operational" as per Section 3.22 of the <i>Crown Land Management Act 2016</i>.</p> <p>3 Delegate the General Manager authority to:</p> <p>a) Assign the relevant categories to each parcel of Crown Land considered to have a classification of "community" land as per Section 3.23 of the <i>Crown Land Management Act 2016</i>,</p> <p>b) Obtain native title manager advice as per the provisions of Part 8 of the <i>Crown Land Management Act 2016</i>,</p> <p>c) Consult the NSW Dept of Industry Lands &amp; Water on the content of the draft Walcha Crown Land Management Plan for Council consideration prior to Public Exhibition.</p>				

# Walcha Council's Meeting Action List



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

194/20202021	<p><b>10.2 Minutes of the Walcha Tourism Advisory Committee Meeting held at Council Chambers on Friday, 12 February 2021</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><del>30122022</del>  <del>31032023</del>  <del>Dec-2023</del>  Apr-2024  Aug 2024</p>	<p>DI to investigate options for caravan access to water and present back to Council.</p>	<p>Initial assessment is that business case for compliant, fee-for-service fill location may struggle to stack up due to low use. Issues regarding safety and compliance can be introduced by designating a fill point for specific purpose.  Grant money being sought  Currently no funding available under ongoing review.</p>
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## Ordinary – 29 September 2021

36/20212022	<p><b>6.3 Heritage Listing Removal from Walcha LEP Request – 2N Middle Street Walcha – Mrs L Green</b></p> <p>that Council:</p> <ol style="list-style-type: none"> <li>1. Remove heritage listing (I017 – being Lot A DP 159627 known as 2N Middle Street Walcha) from Schedule 5 of the <i>Walcha Local Environmental Planning Plan 2012</i>, and</li> <li>2. Advise the land owner that: <ol style="list-style-type: none"> <li>a. The removal of the heritage listing will be included within the next House Keeping Planning Proposal as prepared by Council when there are enough matters to warrant the expense of a Planning Proposal, alternatively</li> <li>b. They are welcome to submit their own Planning Proposal for Council consideration along with \$4,500 deposit towards the cost of processing the</li> </ol> </li> </ol>	<p><del>DED</del>  <b>DID</b></p>	<p><del>31032021</del>  Aug-2023  Apr-2024  Aug 2024</p>	<p>Organise the removal of heritage listing of property from LEP 2012 Schedule 5.  Advise owner of resolution options.</p>	<p>Complete by mid Aug 2023</p> <p>Focus on current planning backlog then prioritise delivery for completion. New Planning Manager start date 22 April 2024</p> <p>MAY24. Planning Manager is prioritising the outstanding strategic tasks to be able to progress these through to conclusion.</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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	Planning Proposal, as this will expediate the processing time.				
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## Ordinary – 27 October 2021

59/20212022 <b>27 Oct 2021</b>	<p><b>6.2 Draft Amendment to Walcha Development Control Plan WINT/2021/08887</b></p> <p>that Council:</p> <ol style="list-style-type: none"> <li>1. Adopt the <i>Draft Amended Walcha Development Control Plan 2019</i> which includes the following amendments: <ol style="list-style-type: none"> <li>a. Minimal editing and word changes to correct grammar, identification of development controls and to ensure state agency referencing is correct</li> <li>b. Clause 14.6 – Visual Amenity Impacts– Replace the reference to the Australian Wind Energy Association and Australian Council of National Trust’s <i>Wind Farms and Landscape Values: Stage 1 Report – Identifying Issues, March 2005, Appendix B: Wind Farms and Landscape Values: Final Issues Paper</i> has been changed to the current guideline being NSW Planning, Industry &amp; Environment <i>Wind Energy Visual Assessment Bulletin For State significant wind energy development December 2016</i>.</li> <li>c. Clause 41.6(1) - Replace the reference of axis with sector.</li> <li>d. Clause 14.4 - Inclusion of a stated position for State Significant Development in the</li> </ol> </li> </ol>	<p><del>DED</del> <del>DID</del></p>	<p>30062022 <del>Oct 2023</del> Apr 2024 Aug 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. New Planning Manager start date 22 April 2024</p> <p>MAY24. Planning Manager is prioritising the outstanding strategic tasks to be able to progress these through to conclusion.</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>objectives.</p> <p>e. Clause 14.6(b)(iii) – Extend the wording to include damage, degradation or disruption to groundwater.</p> <p>f. Clause 14.6(u) – Extend the wording to state that Decommissioning Bonds will be considered based on the individual merits of the development.</p> <p>g. Inclusion of Clause 14.5(n) regarding cumulative impact assessment including power line construction.</p> <p>2. Prepare a further amendment to the <i>Amended Walcha Development Control Plan 2019</i> in regards to all renewable energy development.</p> <p>3. Include provision in any future Section 7.11 Development Contribution Plan for a contribution for renewable energy development.</p> <p>4. Amend the Walcha Local Environmental Plan 2012 by ensuring all Land Use Tables reflect the provisions of all relevant State Environmental Planning Policies</p>				
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## Ordinary – 16 February 2022

127/20212022	<p><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.</p>	<p><del>DI</del> <b>DID</b></p>	<p><del>30062022</del> <del>31032023</del> July 2023 <del>Dec 23</del> Feb 2024 Apr 2024</p>	<p>As per resolution</p>	<p>Engineering team is working on improving all end-of-project functions, including contractor performance and capitalisation. Project Management Framework being developed to include</p> <ul style="list-style-type: none"> <li>Inception –Initiation – Project Charter</li> </ul>
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# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
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			Aug 2024		<ul style="list-style-type: none"> <li>• Project Planning – Project Plan</li> <li>• Project Implementation</li> <li>• Project Control</li> <li>• Project Close</li> </ul> <p>Project evaluation tool development underway Oct/Nov 2023. Key project management framework packages to be scoped out and delivered early 2024</p> <p>Advanced Evaluation Tool in VendorPanel rolled out and under test for current closed tenders.</p>
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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</b> <b>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></p>	<b>DID / GM</b>	<p><del>DEC2023</del> DEC2024</p>	As per resolution	<p>CoREM have formed a Board of which Mayor Noakes is a member. A Charter is being developed and a Statement of Expectations of which will inform Council's Strategic Business Plan.</p> <p>With the funding agreement with EnergyCo now signed, Council will progress the undertaking of impact analysis and further strategic planning work to guide us through the renewable energy transition. It is likely that Strategic Plan will follow completion of a cumulative impact study.</p> <p>May 24: Council have started regular meetings with EnergyCo and the regional 'SteerCo' meetings will begin shortly.</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>An <b>Amendment</b> was <b>MOVED</b> Councillor Hicks <b>Seconded</b> Councillor Reilly that Council <b>DEVELOP</b> a Strategic Business Plan for all proposed Developments of Renewable Energy Projects informed by the work of the Coalition of Renewable Energy Mayors (CoREM).</p> <p><b>Division of Voting:</b>                  For: Hicks Pointing and Reilly                  Against: Berry Noakes and Kermode.                  90 The <b>Original Motion</b> became the <b>Substantive Motion</b> and was put to the <b>VOTE</b> and <b>CARRIED</b>.</p>				<p>Council's Community Benefit Policy is also currently on display. Council will begin recruitment for an Asset &amp; Renewables Engineer (to be funded by EnergyCo) imminently. Council's new Planning Manager is reviewing current land use strategies and DCP.</p>
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## Ordinary – 14 December 2022

111/20222023	<p><b>4.2.1 South Street Pedestrian Crossing</b> that Council <b>APPROVE</b> the South Street Pedestrian Project pending availability of grant funding.</p>	<b>DID</b>	June 2024	Search for funding for project	<p>LRCI Funding Round 4 Review June 2024. Availability of own source funds to complete this project before June 2024. Design work underway. Feb 2023 Initial design options complete – review and consultation underway.</p> <p>MAY24. RFQ to be advertised for the construction of the crossing.</p>
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## Ordinary – 22 February 2023

CC12/20222023	<p><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></p>	<b>GM</b>	<p><del>14042023</del> 31072024</p>	As per resolution	<p>Review July 2024                  MAY24: NEWA currently under administration. Council have yet to liaise with the administrator – no progress in this space until after the administrator</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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					reviews and delivers their report on NEWA.
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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>	<del>12042023</del> Sep-2023 Feb-2024 Dec 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. Process to be reviewed by new Planning Manager, start date 22 April 2024
	<ul style="list-style-type: none"> <li>4.2.3 Electrical upgrade of 6W Hamilton Street Walcha – Carlec Auto Electrician</li> </ul> <p>That an additional quote be obtained for this work and a report be prepared for Council.</p>	<b>DCC / MCT</b>	19042023	Prepare as per resolution – April Ordinary Meeting	Currently awaiting quotations. Likely to occur in the 2025 FY  Electrician attended on 21/5/2024 – awaiting quote

## ExtraOrdinary – 19 April 2023

CC17/20222023	<b>3.2 Tender W22/224 Walcha Skatepark Precinct Renewal Construction only – Update WINT/2023/01898</b> <i>that Council:</i> 1. <b>SELECT</b> Convic Pty Ltd as the preferred tenderer for Tender No. W22/224 Walcha Skatepark Precinct Renewal – Construction;	<b>DID</b>	July 2023 Aug-23 Oct-23 Dec-2023 TBD	As per resolution	Waiting response from our additional Growing Regions Funding Application before being able to proceed.  May24: Growing Regions funding unsuccessful, option to use LRCI funding to complete project subject to community support. Otherwise could be a significantly reduced scope, or reallocation of BLER funding
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# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
	<p>2. <b>UNDERTAKE</b> post-tender negotiations with Convic in regards to scope and schedule;</p> <p>3. <b>SUBMIT</b> variation request to funding body in regards to price and schedule;</p> <p>4. <b>CONSIDER</b> tender award at future Council meeting with additional funding sources identified and confirmed.</p>				to another project – BLER deadline is June 2025.
CC19/20222023	<p><b>3.4 Planning Agreements for Renewable Energy Developments</b> <b>WO/2023/00585</b></p> <p>that Council:</p> <p>1. <b>AUTHORISE</b> the Mayor and General Manager to negotiate Planning Agreements under the provisions of Section 7.4 of the Environmental Planning &amp; Assessment Act 1979, for developer contributions for renewable energy developments affecting Walcha Council Local Government Area whereby:</p> <p>a) The developer contribution over the estimated life of the project is circa 1.5% of the Capital Investment Value (CIV) of the renewable energy development and;</p> <p>b) The developer contribution is allocated via the General Fund to infrastructure, services or other</p>	GM	<p><del>300823</del> Oct 23 May 24</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> <p>Completion of final draft VPA is imminent, and will be available for public exhibition and comment during <del>March</del> May 2024.</p> <p>May24: VPA currently on display.</p>

# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
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	<p><i>public amenities in accordance with the Operational Plan;</i></p> <p>2. <b>SEEK</b> legal review of each draft Planning Agreement before presentation to Council for endorsement to proceed to public exhibition prior to finalisation;</p> <p>3. <b>AUTHORISE</b> the Mayor and General Manager to seek a Planning Agreement with Winterbourne Wind consistent with the above to replace their current community contribution scheme.</p>				
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## Extra Ordinary – 16 August 2023

21/20232024	<p><b>4.1 Adopt Draft Waste Strategy 2023-2027 WO/2023/01537</b> that Council <b>ADOPT</b> the Waste Strategy 2023-2027 as presented.</p>	<b>DID</b>	May 24	Implement elements within the Strategy: eg: vouchers, recycling, contractors out of hours induction	MAY24. Manager Urban & Utilities is currently working towards the implementation of phase 1 deliverables, vouchers & local contractor agreements to be implemented for July 2024.
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## Ordinary – 27 September 2023

58/20232024	<p><b>7. NOTICES OF MOTION</b> <b>7.1 Notice of Motion Number 29: Pedestrian Crossings WO/2023/01809</b> that Council:</p> <p>1. approach Transport for NSW to investigate and implement a traffic calming device to slow traffic approaching the pedestrian crossing in Fitzroy Street.</p>	<b>GM / DID</b>	Mar-2023 Aug 2024	As per resolution	Requests sent to TfNSW currently planning traffic committee meeting for Mar 2024. Feb 2024 - RSA complete late Dec 23, workshop to be programmed to identify control measures. MAY24. Ongoing
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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. investigate and implement a traffic calming device to slow traffic approaching the pedestrian crossing in Derby Street.				
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## Ordinary – January 2024

117/20232024	<p><b>6.1 Apsley Riverview Community Consultation WO/2024/00074</b></p> <p>that Council <b>AUTHORISE</b> the General Manager to:</p> <ol style="list-style-type: none"> <li><b>ENTER</b> into negotiations with Presbyterian Aged Care for Walcha Council to become the operator of Riverview Aged Care; and</li> <li><b>ENGAGE</b> appropriate legal advice using existing budgeted funds.</li> </ol>	<b>DCC</b>	022022024	As per resolution	Negotiations underway with PAC, appropriate legal firms being canvased and will be engaged by end of Feb. Aged Care accreditation process should also be completed by end of Feb.
118/20232024	<p><b>6.2 Commonwealth Home Support Program – Presbyterian Aged Care Relinquishment of Funding WO/2023/02452</b></p> <p>that Council <b>APPROVE</b> the acceptance of additional Commonwealth Home Support Program Funding if offered by Presbyterian Aged Care or the Department of Health.</p>	<b>DCC</b>	-	No specific time line however, if the funding is offered to Council then a complete report to Council with full budget.	
123/20232024	<p><b>7.1 Notice of Motion # 30 – Temporary Worker Accommodation in Walcha WO/2024/00124</b></p> <p>that Council seek consultant services to develop an issues paper and response strategy in relation to Temporary</p>	<b>GM</b>	May 2024		Worker accommodation to be considered in Cumulative Impact Study. Council to seek consultant service quotations and engagement over coming months.

# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
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	Workforce Accommodation in the Walcha Local Government Area.				May24: Council in discussions with EnergyCo currently, considering workers accommodation in addition to other impacts.
CC30/20232024	<p><b>1.2 Requests to Waive or Reimburse Waste Depot Fees WINT/2024/00274</b> that Council:</p> <ol style="list-style-type: none"> <li><b>WAIVE</b> the Waste Disposal Fee for one trailer load of mixed waste for the Walcha &amp; District Historical Society;</li> <li><b>WAIVE</b> Green Waste Fees incurred by the Lions Club for maintenance of the Lions Park; and</li> <li><b>DO NOT</b> reimburse the resident as per the Third Request, but investigate the ongoing impacts that the plants are having on road safety.</li> </ol>	<b>DID</b>	08022024	<p>Advise each applicant the resolution outcome for them.</p> <p>Engineer to assess the road safety aspect of keeping the hedge plants</p>	<p>Emailed Anna &amp; Rob and advised of the resolutions. Emailed WDHS to advise of their resolution for one trailer load. – EA 0102204-</p> <p><b>COMPLETED</b></p>

## Ordinary – February 2024

137/20232024	<p><b>5. MAYORAL MINUTE</b> <b>5.1 Dissolution of Namoi Joint Organisation</b> that in relation to the Mayoral Minute "Dissolution of the Namoi Joint Organisation", Council support the Board in writing to the Minister for Local Government seeking to <b>DISSOLVE</b> the Namoi Joint Organisation on 30 June 2024.</p>	<b>GM / Mayor</b>	30062024	As per resolution	Action sitting with Acting CEO of the JO, function taken on by TRC.
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# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
140/20232024	<p><b>6.2 Agreement between Walcha Council and Energy Corporation of NSW (EnergyCo) WO/2024/00288</b></p> <p>that Council:</p> <ol style="list-style-type: none"> <li><b>NOTE</b> the terms of the Agreement now in place between Walcha Council and the Energy Corporation of NSW (EnergyCo); and</li> <li><b>ENDORSE</b> the immediate scoping of a Cumulative Impact Study to be delivered using funds provided by EnergyCo via this Agreement.</li> </ol>	<b>GM</b>	May 24	As per resolution	May24: Agreement signed, regular meetings with EnergyCo have begun which will help inform the scope of any works Council undertakes using the EnergyCo funding. EnergyCo would need to endorse the scope of any engagement.
150/20232024	<p><b>10.2 Minutes of the Walcha Council Arts Advisory Committee Meeting held on Tuesday 6 February 2024 at Council Chambers, Hamilton Street Walcha. WO/2024/00277</b></p> <p>that Council consider leaving the town entry signs as they currently are <b>FURTHER THAT</b> install an appropriately sized "Dunghutti Country" sign on these existing town entry signs.</p>	<b>DID</b>	??	As per resolution	<b>NOTED – COMPLETED</b>
151/20232024	that Council allocate \$50,000 for the Shirley Davison Bridge totem pole sculpture and \$15,000 for the Hospital Wall Mural works in the Local Roads Community Infrastructure (LRCI) Phase 4 Project list.	<b>DID / DCC</b>	Apr24	As per resolution – needs to be placed in the draft budget for review	<b>IN DRAFT CAPITAL WORKS BUDGET</b>





# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
	<p><i>the coming financial year, relative to the total member contributions of all four (4) constituent Councils: Glen Innes Severn, Armidale Regional, Uralla Shire and Walcha Councils;</i></p> <p>3. <i>That the Mayor and the General Manager are authorised to execute the loan security documents provided by the Commonwealth Bank.</i></p> <p>4. <i>That authorisation is provisional on receipt of written notice of resignation of all current members of the New England Weeds Authority County Council.</i></p>				

## Ordinary – April 2024

172/20232024	<p><b>2. CONFIRMATION OF THE ORDINARY MEETING MINUTES HELD ON WEDNESDAY 27 MARCH 2024:</b></p> <p>that the Minutes of the Ordinary Meeting held on Wednesday 27 March 2024, copies of which have been distributed to all members, be taken as read and confirmed a <b>TRUE</b> record.</p>	EA	04052024	Update Resolutions Register Endorse with GM & Mayor signatures and place on website	<b>COMPLETED 04052024</b>
174/20232024	<p><b>6.1 Draft 2024-2025 Operational Plan for Public Exhibition</b> <b>WO/2024/00678</b></p> <p>that Council:</p> <p>1. <b>PLACE</b> the proposed Draft 2024-2025 Operational Plan inclusive of the budget,</p>	EA	29042024	Advertise in Advocate Place on website	Advocate 01052024 On website 08052024

# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
	<p>fees &amp; charges and revenue policy, on public exhibition for a period of 28 days in accordance with Section 404 &amp; 405 of the <i>Local Government Act, 1993</i>; and</p> <p>2. <b>REQUEST</b> a further report to be submitted at the completion of the public exhibition period detailing any submissions received during exhibition or any minor changes are proposed for Council's consideration and final adoption.</p>	<b>DCC</b>	19062024		<p>Advertised with Regional Meetings as well.</p> <p><b>COMPLETED item 1 20052024</b></p>
176/20232024	<p><b>6.3 Regional Meetings 2024</b> <b>WO/2024/00604</b></p> <p>that Council <b>APPROVE</b> the Regional Meetings Schedule for 2024 as follows:</p> <p><b>Monday 13 May 2024:</b> 11:30am Moona / Winterbourne – Europambela Shearers Quarters 02:30pm Ingleba Hall 05:00pm Woolbrook AIF Memorial Hall</p> <p><b>Wednesday 15 May 2024:</b> 09:00am Yarrowitch Hall 11:30am "Brockley Park" Shed 02:30pm Nowendoc Hall 06:00pm Walcha Bowling Club</p>	<b>EA/GM</b>	13052024	<p>Organise Venue confirmations</p> <p>Advertise in Advocate – stating venues and times; agenda items. FB Posts and website</p>	<p>Venues confirmed – COMPLETED 30042024</p> <p>08052024 – advertisement in Advocate, on website and completed 5 FB posts</p> <p><b>Completed.</b></p>

# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
177/20232024	<p><b>6.4 Local Roads &amp; Community Infrastructure Priority List</b>  <b>WO/2024/00681</b></p> <p>that Council:</p> <ol style="list-style-type: none"> <li>1. Obtain community feedback in regards to the allocation of Local Roads &amp; Community Infrastructure (LRCI) funding Phase 4;</li> <li>2. Consider feedback and endorse LRCI Phase 4 Works Schedule for submission to the Commonwealth Government; and</li> <li>3. Update the 2024-2025 Operational Plan for adoption accordingly</li> </ol>	<b>GM</b>	07062024	<p>Actively request feedback at Regional Meetings – advertised as part of agenda.</p> <p>Feedback considered at June Meeting and updated in 2024-2025 OP</p>	<p>Advertised in Advocate and on website from 09052024</p> <p>All submissions close on 07062024</p>
178/20232024	<p><b>6.5 Walcha Gym Membership Minimum Age Review – Update from ARIC</b>  <b>WO/2024/00617</b></p> <p>that Council <b>RETAIN</b> the minimum age for Walcha Council's Community Gym membership at 16 years old.</p>	<b>GM/DCC</b>	10052024	Advise resident who requested change to minimum age.	<b>Completed.</b>
CC45/20232024	<p><b>3.1 Quote Evaluation / Loan Approval – Smooth Drum Roller Purchase</b>  <b>WO/2024/00695</b></p> <p>that Council:</p> <ol style="list-style-type: none"> <li>1. <i>AUTHORISE</i> the purchase of a Bomag BW219D-5 Smooth Drum Roller from Tutt Bryant Equipment;</li> <li>2. <i>AUTHORISE</i> the execution of a Chattel Mortgage / Equipment Finance for the</li> </ol>	<b>DCC</b>	ASAP	As per resolution	

# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
	<p><i>purchase of a smooth drum roller (Bomag BW219D-5); and</i></p> <p>3. <i>APPROVE the affixing of the Common Seal to all documentation relating to the establishment of a loan to finance the purchase of a smooth drum roller (Bomag BW219D-5) FURTHER THAT the affixing of the Common Seal be attested to by the Mayor and the General Manager.</i></p>				

## Extra Ordinary – May 2024

187/20232024	<p><b>3.1 Renewable Energy Community Benefit Policy</b> <b>WO/2024/00765</b></p> <p>That Council:</p> <ol style="list-style-type: none"> <li><b>ENDORSE</b> the Draft Renewable Energy Community Benefit Policy and <b>PLACE</b> on public exhibition for 28 days;</li> <li><b>ADOPT</b> the Draft Renewable Energy Community Benefit Policy as presented subject to no submissions received during the public exhibition period;</li> <li><b>DEVELOP</b> the Terms of Reference and Constitution for the proposed Renewable Energy Community Advisory Committee.</li> </ol>	GM / EA	10052024		<p>On website 09052024</p> <p>Placed on website until 12062024 with VPA.</p> <p>Communicated with public during Regional Meetings on 13&amp;15052024</p>
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# Walcha Council's Meeting Action List



Minute No.:	Item:	Responsible Officer:	Due Date:	Action to be Taken:	Progress:
188/20232024	<p><b>3.2 Voluntary Planning Agreement – WinterbourneWind Pty Ltd</b>  <b>WO/2024/00766</b></p> <p>that Council:</p> <ol style="list-style-type: none"> <li><b>PLACE</b> the proposed Draft Voluntary Planning Agreement between Walcha Council and WinterbourneWind Pty Ltd prepared in accordance with Subdivision 2 of Division 7.1 of Part 7 of the <i>Environmental Planning &amp; Assessment Act, 1979</i> (EP&amp;A Act) on public exhibition for a period of no less than 28 days; and</li> <li><b>REQUEST</b> a further report to be submitted at the completion of the public exhibition period detailing any submissions received during exhibition or any minor changes proposed for Council's consideration and final adoption.</li> </ol>	GM/EA	10052024		<p>On website 09052024  Updated on website 13052024  Public exhibition with Explanatory note from 13052024 until 12062024  Will be presented to June 2024 Ordinary meeting</p> <p>To be presented to June 2024 Council Meeting with submissions</p>



## 9.2 INFRASTRUCTURE & DEVELOPMENT:

Ref: WO/2024/00677

**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. Planning & Development

##### Monthly Snapshot – April 2024

APPLICATION TYPE	RECEIVED	BEING ASSESSED	DETERMINED /ISSUED
Development Applications	2	5	0
Complying Development Certificates	0	0	1
Construction Certificates	0	1	0
Occupation Certificates	0	2	0
Subdivision Certificates	0	0	0
Activity Approvals (Section 68)	1	7	2
Roads Act Approvals (Section 138)	0	2	0
Planning Certificates (Section 10.7)	12	0	12

### CURRENT APPLICATIONS – as at 30/04/2024

#### DEVELOPMENT APPLICATIONS (DAs)

Status	No. of Applications
Pending Lodgement/Awaiting Fee Payment	0
On Public Exhibition	1
Under Assessment	3
Additional Information Requested	1
Waiting on State Agency Comment	0
<b>Total</b>	<b>5</b>



<b>COMPLYING DEVELOPMENT CERTIFICATES (CDCs)</b>	
<b>Status</b>	<b>No. of Applications</b>
Pending Lodgement/Awaiting Fee Payment	0
Under Assessment	0
<b>Total</b>	<b>0</b>
<b>CONSTRUCTION CERTIFICATES (CCs)</b>	
<b>Status</b>	<b>No. of Applications</b>
Pending Lodgement/Awaiting Fee Payment	0
Under Assessment	0
Additional Information Requested	1
<b>Total</b>	<b>1</b>
<b>OCCUPATION CERTIFICATES (OCs)</b>	
<b>Status</b>	<b>No. of Applications</b>
Submitted/Awaiting Fee Payment	0
Under Assessment	0
Additional Information Requested	2
<b>Total</b>	<b>2</b>
<b>SUBDIVISION CERTIFICATES (SCs)</b>	
<b>Status</b>	<b>No. of Applications</b>
Submitted/Awaiting Fee Payment	0
Under Assessment	0
Additional Information Requested	0
<b>Total</b>	<b>0</b>
<b>ACTIVITY APPROVALS (Section 68)</b>	
<b>Status</b>	<b>No. of Applications</b>
Submitted/Awaiting Fee Payment	
Under Assessment	1
Additional Information Requested	4
<b>Total</b>	<b>5</b>
<b>ROADS ACT APPROVALS (Section 138)</b>	
<b>Status</b>	<b>No. of Applications</b>
Submitted/Awaiting Fee Payment	0
Under Assessment	2
Additional Information Requested	0
<b>Total</b>	<b>2</b>
<b>PLANNING CERTIFICATES (Section 10.7)</b>	
<b>Status</b>	<b>No. of Applications</b>



Submitted/Awaiting Fee Payment	0
Issued	12
<b>Total</b>	<b>12</b>

## 2. Animal Control

### 2.1 Companion Animal Registrations 2023-2024

April 2024			
Number Registered	2022-23	2023-24	Current Period
Desexed	6	22	0
Non Desexed	2	4	0
Pensioner Desexed	4	4	0
Pound Purchased Desexed	2	1	0
Cat Desexed	2	5	1
Under 6 Months	-	-	0
Working/Recognised Breeder	21	3	0
<b>Total</b>	<b>38</b>	<b>39</b>	<b>1</b>
<b>Value</b>	<b>\$2,395</b>	<b>\$2907</b>	<b>\$32</b>

### 2.2 Companion Animal Seizures 2023-2024

April 2024			
Number	2022-23	2023-24	Current Period
Seized	53	60	10
Surrendered	24	33	8
Released	9	13	
Rehomed	21	34	8
Euthanised	21	6	
Stolen/Escaped	-	4	2
<b>Total</b>	<b>128</b>	<b>150</b>	<b>28</b>

### 2.3 Companion Animal Ranger Services 2023-2024

April 2024			
Number	2022-23	2023-24	Current Period
Dog Attack Investigation	19	13	0
Roaming Dogs	59	39	3
Roaming Cats	32	14	1
Barking Dogs	40	19	2
<b>Total</b>	<b>25</b>	<b>85</b>	<b>6</b>





## 2.4 Companion Animal Ranger Services 2023-2024

<b>April 2024</b>				
<b>Number</b>		<b>2022-23</b>	<b>2023-24</b>	<b>Current Period</b>
Cautions		63	28	3
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>28</b>	<b>3</b>

## 3. Regulatory Service

### 3.1 Regulatory Services Financial Year Comparison

<b>As at 30.04.2024</b>				
<b>Number</b>		<b>2022-23</b>	<b>2023-24</b>	<b>Current Period</b>
Overgrown Allotment		50	14	0
Accumulation of Waste		2	3	0
Keeping of Animals		146	55	4
Vehicles on Nature Strip		0	0	0
Abandoned Vehicle		11	13	1
Noise Abatement		37	25	1
Environmental Pollution		4	0	0
<b>Total</b>		<b>250</b>	<b>110</b>	<b>6</b>

### 3.2 Regulatory Action Financial Year Comparison

<b>As at 30.04.2024</b>				
<b>Number</b>		<b>2022-23</b>	<b>2023-24</b>	<b>Current Period</b>
Complaint Investigated		148	104	6
Warning Issued		100	49	0
Notice of Intention Served		2	0	0
Order Served		0	0	0
Penalty Notice Issued		0	0	0
<b>Total</b>		<b>250</b>	<b>153</b>	<b>6</b>



## Monthly Breakup of Action Taken Against Relevant Service

April 2024						
Regulatory Service	Complaint Investigated	Warning Issued	Notice of Intention Served	Order Served	Penalty Notice Issued	Total
Overgrown Allotment	0	0	0	0	0	0
Accumulation of Waste	0	0	0	0	0	0
Keeping of Animals	4	0	0	0	0	4
Vehicles on Nature Strip	0	0	0	0	0	0
Abandoned Vehicle	1	0	0	0	0	1
Noise Abatement	1	0	0	0	0	1
Environmental Pollution	0	0	0	0	0	0
<b>Total</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>

## 4. Roads

### 4.1 Inspections & Incidents

Roads	Road inspections	Incidents
Local & Urban Sealed Roads – 190km	2	0
Local & Urban Unsealed Roads – 617km	1	0
State & Regional Roads – 219km	4	0
Weather event inspections	0	0

### 4.2 Roads Capital Works

#### Thunderbolts Way Segment 4670 Rehab (5km south of Walcha) - COMPLETE

Defect free completion of the S4670 rehabilitation and Glen Gro Rest Area has been achieved. There were some construction difficulties due some rain experienced on site prior to sealing, however these areas were re-worked prior to sealing without any outstanding pavement problems.

**Progress** | 100%

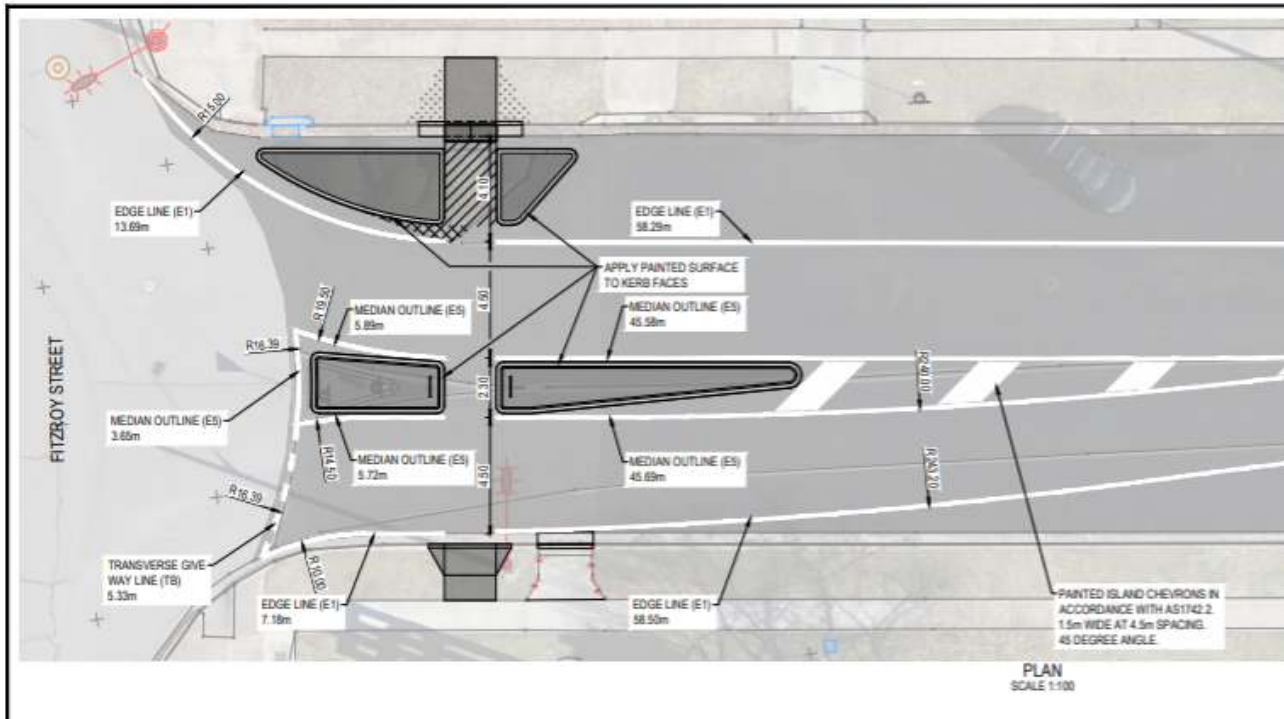






### South Street Pedestrian Crossing - Design

Council have received final designs for this project. Internal discussions will be held to organise and program delivery






Progress | 20%

Planned Completion | 31/7/2024

Budget | TBD



## 5. Water & Wastewater

Volume of water abstracted – Manual pumping offline (19 april for final completion of OCS1.	22.20 ML	
Off Creek Storage 1 Level	26.67 %	
Off Creek Storage 2 Level	90.97 %	
Combined Dam storage level	38.33 %	
Volume of Water Treated	12.20 ML	
Number of Water Quality Incidents – Water Turbidity <0.09 NTU on both filters	0	
Number of Watermain Breaks/Leaks	2	
Volume of wastewater received / treated	22.01ML	
Number of wastewater incidents	2	

## 6. Urban

### Parks & Garden:

All Parks, sporting fields, street scape gardens and cemetery gardens were maintained. Nowendoc & Woolbrook Grounds maintenance carried out, winter tree program being assessed Tree manual 98% completed

### Construction activities:

Drainage works continuing





## 7. Solid Waste

Quantity of general waste received	166t
Quantity of green waste received	128t
Quantity of waste recycled (bailed)	N/A
Number of enviro incidents	0
Landfill status – drone photo	N/A

## 8. 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.

Indicator Colour	Project Status
	<b>On Track</b> – Project will meet the target deadline and/or is expected to stay within budget.
	<b>At Risk</b> – Project may not meet the target deadline and/or is expected to exceed allocated budget. Closer monitoring or preventative action is required.
	<b>Off Track</b> – Project will not meet adopted targets for delivery and/or budget, action is required.
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	Funding Completion Date	Cost to date	Budget Status	Budget Status	Schedule Status	Schedule Status	Activities for Next Three Months
<b>LOCAL &amp; URBAN ROADS</b>												
Middle Street Rehab	PF	Fixing Local Roads R2	\$ 1,111,215	Nov-21	Jun-24		\$ 56,413	On Track		100% design		Bring the project to completion.
Walsh Street Rehab	PF	Fixing Local Roads R2		Jan-22	Jun-24		\$ 22,059	On Track		Tree removal started		
South St Crossing	JM	Pedestrian crossing investigations on South St between Fitzroy and Churchill St	\$ 50,000	Jun-24	Jul-24		\$ 10,820	Construction costs are still yet unknown and will depend on if the project can be constructed in-house or by contractor. However there is still minimal financial risk to the project at this stage.		IFC plans have come through. Internal discussions will be had to finalise delivery and programming		Design completion & construction.
Routine Maintenance	JM	Maintenance grading, veg management, drainage etc.	\$ 1,885,337	Jun-24	Jun-24		\$ 1,216,308	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				Routine actives are expected to the EOFY to catch up on back log of work.
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				Minimal works planned due to catch up maintenance work required on the road network after recent rain.
Three Causeways	PF	Rehabilitation works for 2 causeways on Old Brookmount Rd, and Hazeldean Road.	\$ 427,000	Jun-23	Jun-24	Jun-24	\$ 40,000	Increase funds allocated from OLG Grant awaiting scope approval	APPROVED	On Track - fisheries approved Final design 17.05.24 Mobilisaiton from design approval +2w		Design approval, construction.
Walcha Aerodrome	PF	Seal existing access, Elec supply improvements, regravell existing runway	\$ 1,610,000	Oct-22	Mar-25	Mar-25	\$ 1,161,321	Currently under budget pending		EOT request to be submitted by 31/01/2024 confirmation that the wider fund has been extended to 2025.		RWY: pavement review on-going - site visit last week of May - G O'Brien invested Decision pending towards having aeroclub rep onsite at this time.
<b>BRIDGES</b>												
Army Bridge	PF		\$ 2,050,850		Aug-24	Dec-24	\$ 151,319	On Track		100% Design Mob 24.05.24 to fix Approaches Tia Diggings, Start on Army Bridge right afterwards (1st week June)		Site establishment and works commencing
Winterbourne Bridge	PF		\$ 643,104		TBC		\$ 59,244		Funding BRP6 declined			Winterbourne and Mooraback funding contribution applied for via Bridge Renewal Program (BRP)
Mooraback Bridge	PF		\$ 526,680		TBC		\$ 49,157		Extra FCB funding request submitted		Works cannot proceed until funding secured	
<b>RMCC</b>												
<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	Dec-24	Jan-25	\$ 417,482	Tender Submissions Identified Budget Shortfall		Tender closes 6 May 2024 with the award to be tabled at the May Council Meeting		Tender Evaluation Tender Award Project Delivery
Routine Maintenance	JM	Annual routine maintenance	\$ 508,693	Jun-24	Jun-24		\$ 352,297	On track		On track		Routine works and guardrail repairs
Thunderbolts Way S4670 Rehab	JM	Rehab on segment 4670 5km south of Walcha	\$ 490,776	Apr-24	Apr-24		\$ 448,394	On track		On track		Project was sealed on Tuesday the 16th of April with line marking due at the end of the month
<b>WATER, WASTEWATER &amp; WASTE</b>												
Walcha Off Creek Storage	AB	Off Creek Storage	\$ 11,000,000	Dec-22	Sep-23		\$ 4,156,210	PM costs increasing due to the completion dated being extended.  PLG met to discuss increase request to Beca HH2O Upper Fee Limit. Council have discussed reducing the requirements in the resource plan with Council taking on the additional functions.		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	PF	Construction of new SPS at John Oxley Oval, and sewer connection to existing network	\$ 760,541	TBD	May-24	Jun-24	\$ 810,801	Funds to be shifted from either Sewer fund or SCCF-5 pending		On Track		pending switch board construction and connection pending final sewer connection at JO Amenities On track

Capital Works Delivery Update												
Project	Council PM	Summary Scope/deliverables	Project Value	Original Target Completion Date	Estimated Completed Date	Funding Completion Date	Cost to date	Budget Status	Budget Status	Schedule Status	Schedule Status	Activities for Next Three Months
Water Meter Replacement	RP	Smart Metering	\$ 350,000	TBD	TBD		\$ -		No current Budget		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 3. No Grant available to cover budget
<b>COMMUNITY PROJECTS</b>												
Walcha Sporting Amenity Upgrades - Walcha Pool	PF	Upgrade of amenities at John Oxley Oval and Walcha Pool	\$ 566,087		Mar-24	Jun-24	\$ 550,458		On Track		Works finished	Project close out
Walcha Swimming Pool Refurbishment	PF	Further upgrade of Walcha Swimming Pool via BLER Grant	\$ 1,100,000	Oct-22	Oct-24	Jun-24	\$ 268,572		Additional funding being sought via Growing Regions Fund (\$850k) shortfall of min \$1.6M for which BLER VRAF application on going		Rescoping on going to perform as much required works within available funds. Change of scope request to be submitted to BLERF(rescope)	Rescoping, negotiations and construction
Renew Walcha Skate Park	PF	New skate park facilities, new fence for John Oxley Oval, CCTV	\$ 966,964	Jun-23	TBD	Jun-24	\$ 381,995		Tender price is above current funding and additional funding needs to be secured in order to proceed.		Revised offer submitted, confirming the current budget status	Pending additional funds to activate construction.
Pathways Project - Town	PF	Construction of various connecting pathways in Walcha	\$ 654,465	Mar-24	Mar-24	Nov-24	\$ 115,944		Overall shortfall of approx. \$1M - drafting budget variation to be submitted to ATfNSW		Construction tender closed and evaluation on-going.	Begin construction
Pathways Project - Darjeeling	PF	Construction of pathway from Lions Park to John Oxley Oval	\$ 1,324,455	Mar-24	Mar-24	Nov-24	\$ 76,334				Construction tender closed and evaluation on-going.	Revise scope or budget extension to start construction
Pathways Project - Summervale	PF	Construction of pathway from Walcha to Summervale	\$ 1,750,254	Nov-24	Nov-24	Nov-24	\$ 77,160				Construction tender closed and evaluation on-going. Stakeholder risk (Amaroo LALC re land access)	Overall commitment to construct depending on Amaroo LALC negotiations
<b>TOTAL</b>			\$ <b>34,866,421</b>				\$ <b>10,422,288</b>					





## 9.3 CORPORATE & COMMUNITY:

Ref: WO/2024/00569

**Responsible Executive:** Director Corporate & Community

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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 Corporate & Community Management Review Report be NOTED by Council.

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### 1. 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.

#### 1.1 Financial Tracking

This section of the report seeks to provide Council with an update of the previous month financial performance and note any potential budget variations that would form part of the upcoming Quarterly budget review.

The annual budget and subsequent budget changes are approved by Council and provide the legal authority for staff to commit expenditure. Constant monitoring and updating of the budget is therefore important for sound financial management.

Readers of this report are reminded that the contents should not be viewed in isolation. Quarterly Budget Review Statements provide the Council approved budget variations where this report proposes likely changes to be noted such that Council is kept up to date on the monthly financial performance of Council.



	Approved Changes			Budget Adjustments March	Projected Year End Result	Year To Date Actual
	Original Budget	September Review	December Review			
<b>Income from Continuing Operations</b>						
Rates & Annual Charges	7,011,847	0	0	0	7,011,847	6,798,168
User Charges & Fees	5,136,677	(2,000)	115,378	(781,600)	4,468,455	2,804,175
Other Revenues	260,205	70,746	110,000	(84,746)	356,205	404,076
Grants & Contributions- Operating	5,418,998	0	3,684,405	(767,354)	8,336,049	3,534,001
Grants & Contributions - Capital	23,483,155	2,536,165	81,699	(8,909,500)	17,191,519	11,981,483
Interest & Revenue	359,238	0	75,000	0	434,238	411,587
Other Income	86,608	0	(18,136)	0	68,472	39,015
Net gains from disposal of assets	0	0	0	0	0	0
<b>Total Income from Continuing Operations</b>	<b>41,756,728</b>	<b>2,604,911</b>	<b>4,048,346</b>	<b>(10,543,200)</b>	<b>37,866,785</b>	<b>25,972,503</b>
<b>Expenses from Continuing Operations</b>						
Employee Benefits & Oncosts	6,249,911	8,000	174,617	0	6,432,528	5,316,707
Materials & Contracts	6,544,359	574,066	(36,461)	(758,100)	6,323,864	5,113,482
Borrowing Costs	77,000	0	0	0	77,000	25,578
Depreciation & Impairment	4,892,027	0	(409,636)	0	4,482,391	3,492,319
Other Expenses	445,069	0	(613)	0	444,456	133,776
Net loss from disposal of assets	0	0	0	0	0	563,353
<b>Total Expenses from Continuing Operations</b>	<b>18,208,366</b>	<b>582,066</b>	<b>(272,093)</b>	<b>(758,100)</b>	<b>17,760,239</b>	<b>14,645,215</b>
<b>Net Operating Result from Continuing Operations</b>	<b>23,548,362</b>	<b>2,022,845</b>	<b>4,320,439</b>	<b>(9,785,100)</b>	<b>20,106,546</b>	<b>11,327,289</b>
<b>Net Operating Result before Grants &amp; Contributions for Capital Purposes</b>	<b>65,207</b>	<b>(513,320)</b>	<b>4,238,740</b>	<b>(875,600)</b>	<b>2,915,027</b>	<b>(654,194)</b>

Note: The May meeting also includes the changes for the Quarterly Budget Review Statement as these adjustments are proposed considering April also. Therefore, the above table is updated to include April year to date actual data.

## COMMENTARY

### Income

**Rates & Annual Charges** are very close to original budget at \$6,798,168 vs \$7,011,847.

**User Charges & Fees** are significantly lower than the original budget due to over estimation of profit in RMCC ordered works.

**Other Revenue** is ahead of original budget and will finish higher.

**Operating Grants** are significantly lower than original budget with Financial Assistance Grants still to come being prepaid in June with 2024/25 FAGs revenue recognised in 2023/24. Estimate \$3,300,000.

**Interest Revenue** will finish higher than budget due to increase interest rates.

### Expense

**Employee Costs** are trending slightly higher than original budget estimating to be \$130,000 over original budget at 30 June 2024. Inclusive in the employee costs are one off termination payments totalling approximately \$180,000.

**Material & Contract Costs** are trending lower than original budget with a focus on completion of capital works.

**Depreciation** is forecast to be significantly lower than original budget due to an over estimation of the original budget.

**Other Expenses** are trending lower however than original budget.

Net loss from disposal of assets is not budgeted for however there are some losses due to write off and recapitalisation of asset improvement works. This will not affect the cashflow.



<b>UNRESTRICTED CASH RECONCILIATION</b>		
	<b>April 2024</b>	<b>June 2023</b>
Total Cash & Investments	14,440,334	16,275,800
External Restrictions:		
Contract Liabilities - General Fund	3,013,940	4,919,975
Contract Liabilities - Water Fund	338,168	0
Specific Purpose Grants	4,217,477	2,219,877
Water Fund (interfunding balance)	1,550,815	837,030
Sewer Fund (interfunding balance)	644,127	566,819
	9,764,528	8,543,701
Internal Allocations	3,878,115	7,539,223
<b>Unrestricted Cash</b>	<b>797,692</b>	<b>192,877</b>

Cash & Investments is made up of:

Category	\$
Term Deposits	\$10,943,157
Operating Account	\$3,497,177
Total	\$14,440,334

- 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)

### Uninvoiced works in progress

Works	\$	Claim Lodged	Comment
LRCI-1 - June 2021	76,351.00	No	21/22 & 22/23 Annual Reports are outstanding and with auditors, we are awaiting their auditor reports prior to lodgement. Last active project only recently finished, so will now progress final report docs.
LRCI-2 - June 2022	86,714.00	Yes	Claim rejected due to some incorrect information provided so have amended reports and is with auditors awaiting new auditors report.



Works	\$	Claim Lodged	Comment
BRP - Englefield & Stephen's Bridges	329,582.00	Yes	Lodged on 19/04/2024
Get Active NSW	284,130.00	No	Next possible milestone is at start of construction.
TBW C/S	104,230.37	No	Waiting construction to commence.
AGRN1034	1,297,039.41	Yes	General Ledger submitted last year however evidence photos have been rejected twice, so have sent amended ones for a 3 <sup>rd</sup> time on 10/05/2024. The issue has been the lack of before and after photos and some location data is incomplete. The current update is that photos and supporting information have been accepted as at 20/05/2024.
LRCI 3 - June 2023	578,308.98	No	22/23 Annual Report is outstanding and with auditors, awaiting their report. The final four projects of this phase have recently been completed and final report docs will now be processed, ready for lodgement.
Black Summer Bushfire - Nowendoc	8,720.65	Yes	Lodged.
FCB - Dennis Walls AM 5632	62,328.70	Yes	Lodged 24/04/2024.
FCB - Tia Diggings AM 10811	46,536.94	Yes	Lodged 24/04/2024.
BRP-HSVPP	272,881.33	No	Awaiting construction to commence.
FLR - Aberbaldie Road	301,058.00	Yes	Lodged 13/05/2024.
SCCF4 - John Oxley Amenities	76,682.91	No	To be completed by 31 <sup>st</sup> May
SCCF4 - Pool Amenities	256,553.59	No	To be completed by 31 <sup>st</sup> May
SCCF5 - John Oxley Sportsground	152,108.00	No	To be completed by 31 <sup>st</sup> May
R2R - various projects	323,426.00	No	Majors Corner on TBW recently completed. Will prepare reports for lodgement prior to June 2024. Middle St will be claimed prior to 30 <sup>th</sup> June.
<b>TOTAL:</b>	<b>4,256,651.88</b>		



## 1.2 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 29 February 2024 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 - APR 2024</b>	
Opening Balance	10,881,456
New Deposits	
Interest Reinvested	61,701
Deposits Redeemed	-
<b>Closing Balance</b>	<b>10,943,157</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 30 APRIL 2024**

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 #
	TD	4/09/2023	242	3/05/2024	5.03%	1,040,995.46	34,716.77	1,075,712.23	23,093.82		9.51%	37844807
	TD	28/03/2024	60	27/05/2024	4.60%	534,865.39	4,044.47	538,909.86	22,777.58		4.89%	488134669
	TD	1/12/2023	180	29/05/2024	5.15%	1,000,000.00	25,397.26	1,025,397.26			9.14%	DEAL 10873760
	TD	4/12/2023	182	3/08/2024	5.15%	1,016,712.33	26,108.62	1,042,820.94	31,112.33		9.29%	305170588
	TD	4/09/2023	274	4/08/2024	5.05%	1,040,995.46	39,463.71	1,080,459.17	23,093.82		9.51%	37844807
	TD	26/04/2024	60	25/06/2024	4.50%	1,043,763.11	7,720.99	1,051,484.10	43,763.11		9.54%	371151983
	TD	2/04/2024	90	1/07/2024	5.00%	571,262.04	7,042.96	578,305.00	22,909.99		5.22%	972272676
	TD	20/12/2023	210	17/07/2024	4.90%	530,054.65	14,943.18	544,997.83	15,101.53		4.84%	37844807
	TD	1/12/2023	241	29/07/2024	5.20%	1,000,000.00	34,334.25	1,034,334.25			9.14%	DEAL 10873761
	TD	4/08/2023	367	5/08/2024	5.25%	646,746.03	34,140.21	680,886.24	23,075.80		5.91%	416873585
	TD	22/12/2023	241	19/08/2024	4.87%	640,022.24	20,580.13	660,602.38	26,403.13		5.85%	37844807
	TD	30/04/2024	120	28/08/2024	5.05%	1,073,595.94	17,824.64	1,091,420.58	53,040.04		9.81%	485796165
	TD	18/09/2023	365	17/09/2024	5.20%	266,579.60	13,862.15	280,441.75	10,801.55		2.44%	444927886
	TD	4/10/2023	365	3/10/2024	5.25%	266,237.89	13,977.49	280,215.38	11,220.75		2.43%	919512554
	TD	12/01/2024	365	11/01/2025	5.05%	271,325.36	13,701.93	285,027.29	11,808.04		2.48%	919675556
	TD			17/07/2023					9,410.69	507,821.33	0.00%	37844807
	TD			24/07/2023					9,456.92	510,996.19	0.00%	37844807
	TD			3/10/2023					21,698.64	1,000,000.00	0.00%	305170588
	TD			20/11/2023					13,154.58	514,953.12	0.00%	37844807
	TD			1/01/2024					14,859.52	514,096.82	0.00%	486916667
	TD			24/01/2024					31,541.67	1,000,000.00	0.00%	371400628
	TD			19/02/2024					24,290.19	522,562.90	0.00%	37844807
	TD			20/02/2024					23,697.52	1,000,000.00	0.00%	293712086
	TD			20/02/2024					10,114.05	259,243.56	0.00%	917202309
	TD			20/02/2024					26,208.50	583,105.16	0.00%	872609622
	TD			20/02/2024					23,697.52	1,000,000.00	0.00%	293808176

Average rate	5.02%	10,943,155.50	307,858.76	11,251,014.26	526,331.29	7,412,779.08	100%
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Capital Value of Portfolio	\$	10,943,156
Redeemed Value of Portfolio	\$	7,412,779
Market Value of Portfolio 30/06/2024	\$	11,251,014
Estimated Profit/(Loss) 30/06/2024	\$	307,859

PREVIOUS FINANCIAL YEAR COMPARATIVE DATA: 30/04/2023

Interest Earned YTD	\$	192,149
Market Value of Portfolio	\$	14,697,788
Average interest rate		4.34%
Interest Earned YTD 30 June 2023	\$	276,938
Market Value of Portfolio 30 June 2023	\$	14,021,200

MONTHLY ACTIVITY				
	Number	Amount	Interest	Avg Rate
New Deposits				
TD Redeemed				
TD Reinvested	3	2,688,621.09	\$ 32,589	4.85%

Institutional Exposure	Investment at Market Value	% of Portfolio
	3,252,068	30%
	7,691,088	70%
	10,943,156	100%

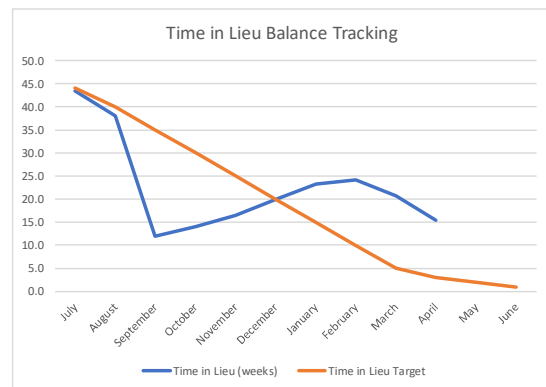
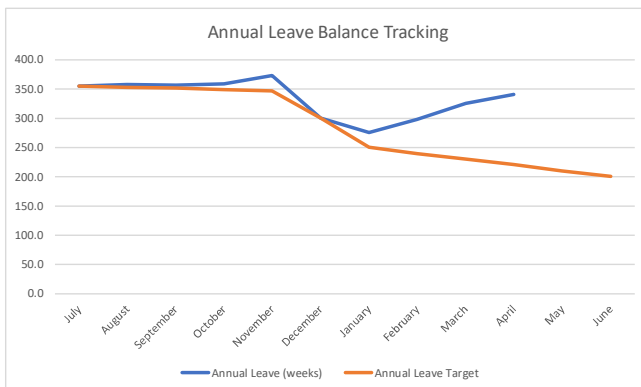
Responsible Accounting Officer's Certification Local Government (General) Regulation 2005 - Paragraph 212  
 The investments have been made in accordance with the Act, Regulations and Walcha Council's Investment Policy.

Signed Rose Strobel (Responsible Accounting Officer)



### 1.3 Leave Balances

Directorate	APRIL 2024			JUNE 2023			Comments/Reduction Strategy
	Annual Leave Weeks	RDO Days	Time in Lieu Weeks	Annual Leave Weeks	RDO Days	Time in Lieu Weeks	
Office of the General Manager	115	5	1	109	4	3	Community and tourism balances include some negative available balances for leave taken in the first year of employment where the system only applies available leave after 12 months
Infrastructure	186	8	12	198	4	46	
Planning & Development	0	0	0	18	2	0	
Community & Tourism	40	2	5	26	1	5	
<b>Totals</b>	<b>341</b>	<b>15</b>	<b>18</b>	<b>351</b>	<b>11</b>	<b>54</b>	



Leave balances increasing again due to resourcing constraints. To provide context of the total annual leave and Time In Lieu balance below is the movement by year since 2020:

- 2020: 520 weeks
- 2021: 488 weeks
- 2022: 450 weeks
- 2023: 405 weeks
- 2024: 335 weeks at Mar 2024

This supports the effective management of leave balances.

### 1.4 Walcha Council Customer Request Management (CRM)

	1 Month	1-2 Months	2-3 Months	3-6 Months to 1 Yr	6 Months +	Total CRM's
PLANNING & ENVIRONMENT	11	3	16	29	31	90
ENGINEERING	44	28	21	9	64	166
ADMINISTRATION	0	0	2	4	5	11
<b>Total OPEN CRMS</b>						<b>267</b>





April CRM = 287

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.

## 2 Community Services and Tourism

Current Grants		
<b>Library</b>	Public Library Infrastructure Grants	We have been notified that we were unsuccessful with this grant application.
<b>Youth</b>	Winter & Spring Holiday Activities	Successful
<b>WCCC</b>	Adhoc Funding Application	Successful – awaiting funding documents
	Extension of CHSP services	Preparing application
<b>WCCC</b>	Aged Care Capital Assistance Program	Investigations commenced – waiting for Round 2 to open
<b>Tourism</b>	Regional Event Funding – 2024 Motorcycle Rally	Application submitted
<b>Housing</b>		

Operational Overview	
<b>WCCC</b>	We are working on an application for additional funding for our CHSP programme. This application will be submitted by the end of May.
<b>Preschool</b>	Playgournd upgrade quotes are expected shortly.
<b>Library &amp; Youth</b>	We were successful in obtaining the Winter and Spring Holiday Break Funding. We were not so lucky with our Public Library Infrastructure application, being notified that we were unsuccessful.
<b>Early Intervention</b>	We are currently investigating if we need to be accredited as the majority of clients are “plan managed” which means their providers do not need to be registered with NDIA. There will be changes coming through to the NDIS so we will wait and see what that entails.
<b>Tourism</b>	Volunteer numbers have reduced. We may need to advertise for more volunteers if this trend continues.





<b>Building Assets</b>	<p>We are waiting on one further quote replace the guttering on the library.</p> <p>I have contacted an electrician for an additional quote to upgrade the electrical systems at Carlec.</p>
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**Priorities for April / May**

- Riverview Working Group
- Aged Care Infrastructure Grant investigations
- Aged Care Training
- Advisory Committee Meetings

**2.1 Walcha Council Community Care (WCCC)**

**April 2024**

**2.1.1 Groups**

April was the month we decided to trial a new concept for the program. During the shorter, cooler months it is challenging to plan excursions that fit within daylight hours, are inside and are warm enough for our clients. To combat this, we decided to stay closer to home but added a twist. We sent out an invite to a number of other services in surrounding areas to an event we named "Lunch with Friends". We planned a two-course meal at the Bowling Club and had guest speakers from our Community Nursing team as well as the Senior Rights Service. We had raffles and local musicians and made a day of it. We ended up with 35 people from Tamworth and attendees from both Riverview and Elizabeth Cross Wing. Along with our clients we had approximately 90 people for lunch! It was a great success and we saw people reconnect with old friends as well as make new ones. All reports have been positive and many requests for a repeat have resulted in us planning a Christmas in July event.

The week after the very successful lunch our entire team went down with COVID-19. As a result, the clients were sent home, the offices shut down and all staff were on immediate sick leave (as best as we could). While managing some fairly rough symptoms we were still able to implement our COVID-19 Emergency plan. This included notifying the GP service of a potential outbreak amongst the senior community, contact anyone we had been in contact with, notify Riverview and Elizabeth Cross (in case it had come from our Friday event) and phone or SMS all clients to notify them that the Centre was closed.

We also ensured that our Meals on Wheels volunteers were able to operate without us, our medical drivers were able to continue to provide transport services and that clients knew to contact Jess on her mobile for assistance. Everyone was very understanding and we managed to all be back in the office by Monday (even if Jess didn't get a negative test until 12:17pm- she was in by 1pm!).



For our men and women’s groups this month we stayed local and had a quiet lunch at some local venues. The art group is still thriving. We have decided to move it to a Tuesday, as we lose power to the rooms once a month while the hospital does its generator run. This means that the rooms are dark and very cold. As for staff, we have decided to use this time for a monthly staff meeting in the warmth of a local café, laptops in hand.

Friday takeaway is still a great time. During the winter months we have returned to cooking a meal once a month. This month was bangers and mash with gravy and broccoli.

### 2.1.2 Transport –

*Medical drives* – 58 trips were delivered during the month, including local trips as well as to Tamworth and Armidale.

Bus to Armidale (every Thursday) Week 1: 6 Week 2: 4 Week 3: 5 Week 4: P/H	Groups <i>Women’s morning tea- 9</i> <i>Men’s morning tea- 9</i> <i>Art- 8, 8</i> <i>Friday takeaway- 11, 8</i>
Taxi Vouchers –  31 clients used the service 188 trips being provided.	Group Activities  <i>Women’s- 5</i> <i>Men’s- 3</i> <i>Mixed- 30</i>

### 2.1.3 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: 412

Mains: 234  
 Frozen: 94  
 Desserts: 84

### 2.1.5 Feedback and Complaints

We received a ‘Thumbs Up’ in The Advocate following our Lunch with Friends:

*“To the Walcha Council Community Care team for organising a great afternoon out. ‘Lunch with Friend’s. ECW residents enjoyed their afternoon very much and have all agreed that they’d attend future events.”*



We also received a number of messages and calls of appreciation following our lunch and then many 'Get Well Soon" messages from clients when they discovered we all had COVID-19.

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

## 2.2 Library and Youth

**April 2024**

- **Loans: 476**
- **Returns: 476**
- **Reservations placed & issued: 189**
- **New members: 3**
- **Door count: 1057**
- **Wi-fi use: 45**
- **Computer use: 53**
- **Housebound: 10**

Other statistics:

- **eLibrary: Borrow Box**
  - **78 users**
  - **261 eAudiobooks**
  - **117 eBooks**

The Walcha Library has continued to be a busy place again this month, especially given the Council's school holiday program included library based activities. The number of loans and returns increased again after last months drop, as did reservations placed and issued. The new member registrations slipped back, as did the door count as public access to computer, internet and wifi remained high. The eLibrary stats showed that despite the total number of users slightly dropping from last report, the number of borrowed items increased. Our members are using eLibrary app Borrow Box more often.

### 2.2.1 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
- The library held an interactive display at the Walcha Council's Youth Week Festival this month. This was thanks to a loan of the State Library of NSW's Pop up Drug Info display and resources. There were also approx. 50 showbags distributed at this event with library-based flyers and information for each family, along with the Drug Info information.





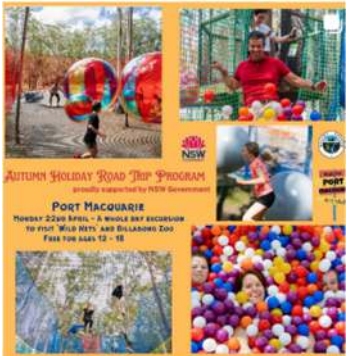
## 2.2.2 Social Media

The popularity of the Walcha Library Facebook now has 370 followers. Staff have continued to use the systematic approach to ensure the content was engaging, useful and an effective use of staff time. The library shared a higher than usual 16 posts on the Facebook page, reaching 879 people, this is a 41% increase to last month. With 5 Instagram posts shared throughout April, the content received 59 'likes'. 269 people following the library and youth events and information shared through this social media platform.

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

Engagement content: fun and interactive posts shared to engage with the library community and/or acknowledge events/themes being celebrated in wider community	# people reached on Facebook	People engaging on Instagram	
Total 4 engagement posts	305	0	
Connecting with Bricks	89 105		
Writing competition (SSEC)	56		
ABC Haywire – youth storytelling competition	55		



Service content: informative posts about the library services, facilities and programs	# people reached on Facebook	People engaging on Instagram	
Total 17 service posts	2719	59	
School holiday program launch and promotional posts	155 120 181	8	
Youth Week Festival promotion	116 167	7	
Autumn Holiday Road Trip Program promotion <ul style="list-style-type: none"> <li>- Reel</li> <li>- Photos</li> </ul>	546 396	14	



<p>Lego</p>	<p>229 181</p>	<p>15</p>	
<p>Port Trip</p>	<p>213</p>	<p>15</p>	
<p>Storytime &amp; Baby Booktime promotion (as part of school holiday program)</p>	<p>161 254</p>		

### 2.2.3 Collection

The puzzle library loans quietened this month with only 10 loans issued in April. Donations were received again this month, and some puzzles with damage were weeded from the collection. The Walcha Library now holds 125 jigsaw puzzles in its collection. The main display at the library entrance again including puzzles this month, reminded members of the growing collection and encouraging enquiries about the collection.





This month the Seed Library collection continued to be accessed by the community, and tended to by our volunteers and staff.

This month the Kids Corner display included books, and colouring in worksheets on the theme of the ANZACs.

DrugInfo for public libraries is a partnership between NSW Ministry of Health, State Library of NSW and NSW public libraries. As public libraries are safe spaces, accessible and open to all, they become a place to access quality, up to date information about alcohol and other drugs. As part of NSW Youth Week events planned in Walcha the library set up the DrugInfo pop-up display and interactive information loaned from the State Library of NSW. Providing awareness and starting to have conversations with young Walcha people about alcohol, drug and vaping, in a non-threatening way. The kit included Standard Drink examples, 'Know your Limits' beer goggles, and an online quiz (which young people were given extra 'lucky door prize' tickets for completing. It wasn't their score that was important to completing the quiz, however the conversations, and information provided interactively that was of most benefit. There was also 50 'show bags' which included information in simple easy to follow flyers, and an opportunity to include library and local youth services promotional material, along with some lollies and a few fun party bag toys.

#### 2.2.4 Programs

Lego Club was included in the Autumn School Holiday Program, and as usual overfilled with bookings due to its popularity with the younger primary students. The booking for this event allowed for the activity to be run three times. A younger group, an older group and a group with siblings young and old, as parents often prefer their children come together to save multiple trips to town etc. The focus of this lego workshop was to challenge the participants to 3 different build stations, for them to complete at their own leisure. Some chose to focus on one task for the whole session, and others chose to do everything. There was then a 'share' opportunity at the end for those who wanted to tell the group about their build, and others could ask them questions. With most children keen to speak, this 'share' session was a successful addition to Library Lego.



Library staff and CNRL staff from headquarters in Tamworth Library have spent some time weeding Walcha's collection this month. This process hasn't been thoroughly done in the non-fiction section of the library for many years (mostly due to COVID and backlogs in years after). Walcha staff were involved in the selection of weeded items in order to feel confident moving stock on, and navigating the catalogue to ensure the job is done efficiently.



Storytime and Baby Booktime was included in the school holiday program for April, and held in the Lions Park to make good use of the mild Autumn weather. With low numbers at Walcha



Library Storytime sessions so far this year, staff are exploring different ways to provide this integral library offering and encourage young families to make use of the library. Having the session an all age event, a number of different books were read, and songs sung to ensure maximum interaction among the group of families who attended. With 19 children and 11 parents in attendance, the group was also able to play a animal hand puppet game, and complete a few different craft activities.

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. Staff of the Elizabeth Cross Wing are again working with their patients to source movies and television series' of interest, and library staff are using the entire CNRL collection to help keep the residents entertained.

Library Volunteer, local school student Matilda has helped maintain the collection after school each Thursday of this month, even coming in during the school holidays when she could.

The Walcha Library, 'Taphouse' and Penny King's Bookclubs held their April meetings this month with average numbers.

The number of members and visitors using the library facilities for study and work related purposes remained steady this month. The free wifi and study areas have been utilised this month by a wide range of members.

Drop in IT support and assistance this month has continued, with regular visits from members who need 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 1.5 hours this month.

Staff have received Safetyhub training this month via Council's new subscription to Safetycare. Staff have completed this training on fire extinguisher operation and safe lifting and carrying.

### **2.2.5 Youth activities**

The NSW Youth Week and Autumn Break programs came to life in April, which both received funding from the NSW Government.

Staff have continued to work with local young people on Thursday afternoons to plan and deliver the Youth Week event, and they were involved on the day in setting up and assisting their peers to make the most out of the day. Approximately 80 young people registered beforehand, and a





handful of extras turned up on the day without booking, but having details beforehand helped to make the groups age appropriate. There was also an opportunity to let younger siblings have a turn on the circus equipment and activities, as not all the workshop places filled with over 12's.

Council's youth services team have recently shifted focus towards intentionally supporting relationships between young people, adults and community with programming. This came to life with the 2024 Walcha Council Youth Week Festival. Invitations were sent to a variety of family and youth support services in the region, including them in the festival planning and working on their capacity to join in, help out or attend. With some carnival style games and craft activities set up in the 'side show alley', each gave an adult from these services an opportunity to engage with the young people and some parents in the community in a fun, informal way. The net was cast widely, and those who attended included Walcha Neighbourhood Centre, Healthwise, Amaroo Land Council, HeadSpace Armidale, and YOW – the local youth group run by the Presbyterian and Anglican Churches. The youth involved in the planning working group also wanted to approach local businesses to see if they could donate prizes for participation in this event, and a series of 'trucker caps' were donated. The teens were adamant that local company trucker caps would be highly prized by their peers, and they weren't wrong. Thanks to the Betts Transport, Transwest Fuels, Nutrien Boultons, Elders Walcha for their donations.

Staff also rolled out the Autumn Road Trip Program to Port Macquarie Wild Nets and Zoo, and Armidale SportUNE & cinema. These activities were funded under the NSW Governments Office of Regional Youth Autumn Break Program. The ideas for these activities gathered from discussions, consultation meetings and surveys over the past few years, and were an extension on previous Port Macquarie and Armidale trips to suit the large amount of grant money available to apply for in a short period of time.

Port Macquarie – 20 young people were escorted by Walcha Council staff Cassie and Bec to visit the 'Wild Nets' adventure centre, and Billabong Zoo on the western side of Port Macquarie. Each of the young people were able to spend up to 2 hours at each of these venues, which was more than enough for the aerobic 'Wild nets' obstacle course and barely long enough to spend time watching and interacting with the wildlife and koala talks. With some prior preparation, the group were able to avoid any serious travel sickness, which is always a win with these trips down the mountain.



Armidale - 31 Walcha youth were able to catch a coach to Armidale where 14 visited the Belgrave Cinema to watch the new Ghostbusters movie, and 17 participated in indoor rock climbing, obstacle courses & pickle ball at SportUNE. Walcha Council staff Cassie and Robbie supervised a group each, with volunteer parent Karen Barnes and two Sport UNE trainers also supporting the rotation of activities at the University facility. The groups both enjoyed this afternoon of activities with their friends, in the final week of the holidays.





The activities that were supported by the Walcha Council Youth and Library budget included:

- Lego Club – 3 sessions with 29 total participants
- Storytime at the Park – 30 in attendance at Lions Park; 19 children and 11 parents/carers
- CNRL Sphero Chariots – 7 attended this STEM robotics based activity. With space for 10, unfortunately one family became ill and was unable to come. This activity, provided by the Tamworth library staff aptly nicknamed ‘Cool Guys’ by Walcha library children as they always bring something new to the holiday program.
- Kids Paint A Bowl Pottery – 30 children booked in online for a pottery painting workshop with a Glen Innes company that was visiting Walcha for the weekend to deliver an adults workshop. With our modest youth budget we were able to subsidise the cost of the workshop, making it more affordable for local families. The children painted ice cream bowls, so it was great that we could make it affordable for families to take all their children (saving a lot of sibling arguments in the future!)



Youth Week Festival Photos:

- Walcha Neighbourhood Centre staff chat with young people in the “Chill & craft corner” while beading some friendship bracelets. YOW Youth Group leader Karen chats to young people over a game of table tennis!



- Selfie station and photo booth frame were set up at the ‘Expression Station’ which has been an informative ‘passive consultation device’ in recent years at youth week events. It was another way to capture young peoples views on a range of questions such as:
  - What do you think young people in Walcha need?

- Food, more activities like this, animals, nice people
- What do you think young people in Walcha want?
  - Money, food, more activities, rugby, more sport, more footy experiences, skating comps, gymnastics, drawing competition,
- If we had a Walcha Youth Week March or protest, what would we all chant? "What do we want? ..... When do we want it? NOW!"
  - More sport in walcha, half court basketball, movie cinema,
- What are Walcha youth good at?
  - Footy, sport, hockey, horses, scootering, sport, painting



- Circus Drop Zone, run by the trio of performers from Laughter House who taught the youth in a series of 1 hour sessions throughout the day. They worked on the trapeze, unicycle, hula hoops & juggling etc. with music pumping and 'side show alley' games and activities off to the side for before and after their session.







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

### 2.3. Preschool

**April 2024**

Preschool had two weeks holidays from the 15-26 April 2024.

The Kangaroo class have been focusing on their fine motor skills in preparation for hand writing. We use activities just as plasticine or playdough, small Lego, threading, painting with small and fine brushes, painting with different objects and cutting, these experiences encourage children to grasp with two or three fingers, the precise movements are used to strengthen the small muscles in our hands.

When providing these experiences for children we are meeting the National Quality Standards QA1 Educational Program and Practice and the Early Years Learning Framework, Learning Outcome 3 Children have a strong sense of wellbeing, with evidence of children being able to manipulate equipment and manage tools with increasing competence and skill.





The Koalas class have been doing 'Show and Tell' in their room about experiences they have shared at home with their families.

When Children share their experiences it allows them to feel a sense of belonging in the Preschool environment and gives them the opportunity to engage in conversations with their peers. When children share their interests with one another it gives them the opportunity to develop and extend their communication and expressive language skills.

When providing these experiences for children we are meeting the National Quality Standards QA1 Educational Program and Practice and the Early Years Learning Framework Learning Outcome 1: Children have a strong sense of identity, Children can share information about their family, culture, languages and aspects that make them unique, they are able to share and celebrate their contributions and achievements.







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

## 2.4 Tourism

**April 2024**

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

APRIL	2024	2023	2022	2021
Walk in's	388	420	499	505 (post lockdown)
Phone enquiries	34	22	25	27
Email enquiries	2	2	7	0

WEBSITE STATISTICS	Apr	Mar	Feb	Jan
<a href="http://www.walchansw.com.au">www.walchansw.com.au</a>				
Total Visits	103,186	283,833	305,100	93,772
Total Pages	3,914,270	3,212,740	2,403,702	444,031
Total Hits	4,270,333	3,516,272	2,633,358	702,240

### 2.4.1 Notes on statistics

The most viewed pages on the tourism website include Where to stay, Where to Eat, local business directory and the Open Air Gallery/Arts.

### 2.4.2 Autumn Colour promotion

Some great quality images are being submitted for the Autumn Colours of Walcha Photography Competition. These will provide us with a variety of quality Autumn images of Walcha that can be used in future marketing. The best of the competition entries are being shared on our tourism social media pages with excellent engagement.

### 2.4.3 Walcha Motorcycle Rally

We are already receiving a great deal of interest in this year's Motorcycle Rally, with several messages and emails coming in from keen attendees wanting to know when tickets go on sale.



We are finalising the program of events, then tickets will go on sale shortly as we steadily ramp up promotion.

#### 2.4.4 Visitor Information Centre – Visitor book comments

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

*Beautiful town (Raymond Terrace), Lovely town (QLD), Thank you very much for the information – most helpful, Very helpful – thank you (QLD), Thank you (Walgett), Wonderful (Bourke), Very pretty town (Grafton), Thank you (Germany), Fantastic service – thank you (QLD), Nice clean town (Maclean).*

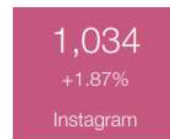
#### 2.4.5 Walcha Visitor Questionnaire

We now have a questionnaire available for visitors to fill out on their experience visiting Walcha. A couple of very good responses this month congratulating our local tourism businesses and Information Centre staff (see attached).

#### 2.4.6 Social Medi Insights – Walcha Tourism

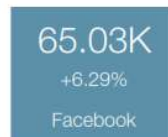
##### Followers

Walcha Tourism



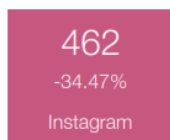
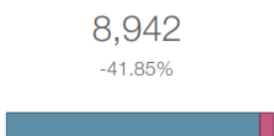
##### Impressions

Walcha Tourism



##### Post interactions

Walcha Tourism







### 2.4.7 Social Media Posting for April







The most shared post this month was a visitor post about Apsley Falls lower falls “My favourite waterfall in the Northern NSW hands down...” which we gained permission to share. I then boosted it during April and it reached 39K people with over 2,200 interactions. This is an easy and inexpensive way of reaching a wide audience to promote our natural assets and attractions.

Other popular posts undertaken by tourism this month including social media posts on Langford House, cycling experiences in Walcha and April events (Walcha Swap Meet, Sand Green Championships, campdraft and polocrosse).

## Ranking of posts

### Walcha Tourism

Showing 15 posts sorted by Impressions

Date	Text	Network	Impressions	Interactions
Apr 07, 2024 10:00 AM	"My favourite waterfall in the Northern NSW han...	Go	39.86K	2,257
Apr 19, 2024 04:47 AM	 Members of the Northern Rivers Bushwalkers' Clu...	Go	17.93K	363
Apr 27, 2024 10:00 PM	 Touring William Fletcher's 'Langford' Edward...	Go	16.61K	1,855
Apr 09, 2024 07:47 AM	 A great day of play today with the Pro-Am follo...	Go	7,904	735
Apr 03, 2024 04:13 AM	 Witness Australia's top female professionals an...	Go	2,438	238
Apr 12, 2024 05:49 AM	 A big weekend planned for Walcha! Come and enjo...	Go	2,438	220
Apr 14, 2024 10:00 AM	 @aomeraki squeezed in some sightseeing at th...	Go	1,731	137



Date	Image	Text	Network	Impressions	Interactions
Apr 21, 2024 10:00 AM		*Strolling along the sculpture trail today. So ...	<a href="#">Go</a>	1,331	293
Apr 23, 2024 05:49 AM		Such beautiful vibrant autumn colour in Walc...	<a href="#">Go</a>	1,050	260
Apr 06, 2024 07:03 AM		The autumn colour is really starting to pop ...	<a href="#">Go</a>	852	160
Apr 24, 2024 01:45 PM		AUTUMN IN WALCHA NSW... Stunning colours on sho...	<a href="#">Go</a>	809	197
Apr 14, 2024 08:20 AM		Stunning time of year! Come up and explore.	<a href="#">Go</a>	780	186
Apr 09, 2024 10:21 AM		Walcha welcoming players from around the world.	<a href="#">Go</a>	777	142
Apr 10, 2024 01:28 PM		Loving Walcha..	<a href="#">Go</a>	774	106
Apr 15, 2024 11:49 PM		Autumn in full swing in Walcha NSW	<a href="#">Go</a>	732	159

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



## Visitor questionnaires

**Walcha**  
Visitor Information Centre

### Walcha Visitor Questionnaire

Where are you from? Town Coffs Harbour State / Country NSW Australia

**What is the reason for your visit to WALCHA?**

- Discovery & Exploration
- Holiday
- Visiting friends / family
- Event / Occasion / Business
- Green Gully Track
- Other .....

**How did you hear about WALCHA?**

- Social Media
- Print Media (Magazine / Newspaper)
- Word of Mouth - friends/family/other travellers
- En-route to another destination
- Return visitor
- Other .....

**What did you see/do on your visit to WALCHA?**

- Apsley Falls (Oxley Wild Rivers NP)
- Tia Falls (Oxley Wild Rivers NP)
- Open Air Gallery of Sculpture and Artworks
- Walcha Sculpture Soundtrail
- Pioneer Cottage Museum
- Other .....

**Who are you?**

- Aged 18-30
- Aged 30-55
- Aged 55+
- Family
- Couple / Pair
- Single

**How are you travelling?**

- Motorcycle (ROAD)
- Motorcycle (ADVENTURE)
- Car
- RV/Caravan
- 4WD
- Public transport

**How likely would you be to recommend WALCHA as a place to visit?**

1 —|— 2 —|— 3 —|— 4 —|— 5 —|— 6 —|— 7 —|— 8 —|— 9 —|— 10

Highly Unlikely      Unlikely      Neutral      Likely      Highly Likely

Any other comments? Thanks to Robbie for helping us  
with the bikes for their first outing.  
Very lovely ride along the river + a  
great service for tourists.  
will be back !!  
Thanks Robbie - great to  
chat 😊😊.

Walcha Visitor Information Centre  
29w Fitzroy Street, Walcha NSW 2354  
P 02 6774 2460 E tourism@walcha.nsw.gov.au  
walcha.nsw.gov.au

new  
england  
high  
country



## Walcha Visitor Questionnaire

Where are you from? Town Mona Vale NSW State / Country.....

### What is the reason for your visit to WALCHA?

- Discovery & Exploration
- Holiday
- Visiting friends / family
- Event / Occasion / Business
- Green Gully Track
- Other .....

### How did you hear about WALCHA?

- Social Media
- Print Media (Magazine / Newspaper)
- Word of Mouth - friends/family/other travellers
- En-route to another destination
- Return visitor
- Other .....

### What did you see/do on your visit to WALCHA?

- Apsley Falls (Oxley Wild Rivers NP)
- Tia Falls (Oxley Wild Rivers NP)
- Open Air Gallery of Sculpture and Artworks
- Walcha Sculpture Soundtrail
- Pioneer Cottage Museum
- Other talked to locals in shops!

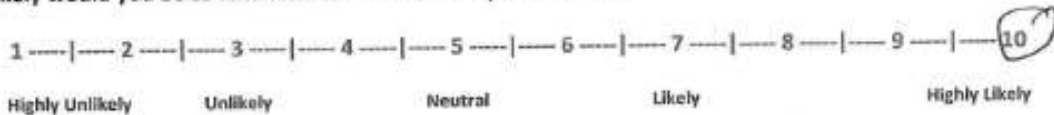
### Who are you?

- Aged 18-30
- Aged 30-55
- Aged 55+
- Family
- Couple / Pair
- Single

### How are you travelling?

- Motorcycle (ROAD)
- Motorcycle (ADVENTURE)
- Car
- RV/Caravan
- 4WD
- Public transport

### How likely would you be to recommend WALCHA as a place to visit?



Any other comments? Walcha is a magnificent town. Quiet, friendly, lovely environment, peaceful. Great food + coffee especially the Royal Cafe + Commercial Hotel. Loved the craft shop (over) + woodturner (David). Martha did a fantastic job with so many bikes turning up. She was relaxed, helpful despite being so busy (needs more pay!) Toni the stay at the Royal so lovely, really special - we will return one day 'n sure!

Thanks for having us in your beautiful space Gordon + Manly Dave

Walcha Visitor Information Centre  
 29w Fitzroy Street, Walcha NSW 2354  
 P 02 6774 2460 E tourism@walcha.nsw.gov.au  
 walchatourism.com.au

new  
 england  
 high  
 country

Mona  
 Vale  
 NSW



# Item 10:

# Committee Reports

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





# Walcha Council Aboriginal Advisory Committee

held on

**Wednesday 1 May 2024**

Commencing at

**9:45am**

at

**Walcha Council Chambers**

**PRESENT:** Clr Eric Noakes (Mayor) – Chairman, Phillip Hood – General Manager, Shannon Griffen-Green, Sue Green, Bernadine Green.

**IN ATTENDANCE:** Liz Hobbs – Executive Assistant, Harry Cutmore – Aboriginal Liaison Officer (Tamworth) and Jazmin Brown.

**1. APOLOGIES:**

Garry Towney

**Committee Minutes**



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

Not applicable – hasn't been a meeting since 2019.

## **3. BUSINESS ARISING**

Nil.

## **4. DECLARATIONS OF INTEREST**

Nil.

## **5. GENERAL BUSINESS:**

### **5.1 Advisory Committee Terms of Reference**

The Committee Members as well as the guests signed the Terms of Reference.

### **5.2 Structure of Walcha's Local Aboriginal Land Council**

The Chair asked Acting CEO of Walcha LALC what their Structure looks like.

- Acting CEO – Shannon Green-Griffen. This position looks after the day-to-day business.
- The Board 8 Members – Chairperson is Karen Bloomfield; and the Deputy Chairperson is Garry Towney. The Board is for Strategy and Policy.
- Members – currently have 115 members. The Members assist all decision making and everything including land dealings is decided by the Members.

Current CEO is indisposed and is not coming back to the role. Shannon Green-Griffen is in the term position of Acting CEO and they have just extended the term. They will eventually advertise for a new CEO when the current one has officially left.

### **5.3 LALC Land & Assets Register**

The Acting CEO of Walcha LALC advised that she is composing a register of their land and assets. Some properties that they pay rates on are hard to find and needs assistance. Mentioned a couple such as: 5S Lagoon Street, Sams Flat Road, Ohio North Road, Moona Plains Road to name a few.

**ACTION:** New Planning Manager Lachlan Sims can assist in this area. GM to arrange an appointment with him.

Walcha LALC suggested NSW Aboriginal Lands Council – NewSWALC attend a meeting. They are the body that LALC's need to liaise with regarding all land including Lands Claims. They also approve the LALC decisions to dispose of any





assets. They often place land claims on land without consulting the Walcha LALC – very frustrating as the Acting CEO says that maintaining the land is very costly and time consuming and half the time they don't want the land.

#### 5.4 Footpath to Summervale Project

Acting CEO has spoken to our Project Engineer. There is 15m x 1.5m wide path that crosses LALC land near Summervale. Discussion regarding potential purchase or creation of easement but may not be necessary as path at this location will be for the sole benefit of Summervale. Pathway should be low maintenance once it is constructed. Discussed concern regarding steepness of footpath after Sugarloaf.

**ACTION:** Project Engineer to send Acting CEO a copy of the final plans for their comment if required.

Mentioned that Council have filled in some pot holes on private road inside Summervale. Also mentioned Roads to Home Program which could be a partnership with Council – funding for old reserves and missions. LALC would like to get the school bus to drive into Summervale to pick up the children so it doesn't stop on the main road. Acting CEO mentioned that Summervale Reserve is the oldest in NSW.

#### 5.5 Renewable Energy

LALC have had no consultation with the deponent on either Wind Projects. There is no Aboriginal representation on the CCC. Concerns regarding the reports that it will be seven hours of continuous traffic during the day when they begin bringing the wind towers through.

- Concern that could be trapped for seven hours within Summervale
- medical issues – how would an Ambulance get through
- School children safety
- People walking along the road dodging traffic

Discussed that the traffic would likely not be during school pickups or drop-offs as per expected consent conditions. Understanding is that ambulances etc would always have right of way.

#### 5.6 Hospital Walk Through

Acting CEO was not aware of a recent walk through by some of Summervale residents and the Hunter New England Health representative.



Sue Green was one of the people, as well as Karen Bloomfield and Alena Stackman, that attended the walk through. Sue Green advised that:

- Seems to be a lot of damage
- The Health Dept offered to clean up the site. In the vicinity of \$1M to clean site.
- There was talk that they could save some of the rooms of the building and knock others down – Sue Green didn't believe that it would be possible.
- Some kids tried to burn the asbestos from the building.
- She was unaware that Council nor Acting CEO were not informed of the walk through.

The Chair advised he heard recently that it was up to \$2M to clean the site. Acting CEO advised she would contact Rod Carey from NewSWALC to enquire about the walk through.

### **5.7 Town Entry Signage Endorsement**

The Chair asked the correct spelling of "Dunghutti" to which the Acting CEO replied "D-u-n-g-h-u-t-t-i". The Members confirmed and endorsed the "Welcome to Dunghutti" on the town entry signs.

### **5.8 Meetings and Issues**

Due to new members on Committee, the Chair advised that LALC can consult with Council about any issues between meetings. Don't have to wait for a meeting to voice a concern.

## **6. NEXT MEETING DATE:**

Harry Cutmore requested that an Agenda Item for next meeting is Youth – Consultation & Programs.

Next Meeting in June 2024. Invite the Youth Coordinator to attend.

**THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 11:00AM.**



# Walcha Motorcycle Rally Committee Meeting

held on

Thursday, 14 May 2024

At 8:03am at

Walcha Library

## **PRESENT:**

Mayor Eric Noakes (Chairperson), Christian Martin (Director Corporate & Community), Karen Kermode (Executive Manager Community & Tourism), Lisa Kirton (Tourism and Visitor Information Services Coordinator), Patrick Dogan (Tourism Officer), Andy Burwell, Shane Carey, Fiona Barden, Kim Barnet, Jason Cox and Tracey Hoy.

## **1. APOLOGIES:**

Glen O'Brien, Councillor Mark Berry

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

It was **MOVED** on the Motion of Burwell and Barnet that the Minutes of the Walcha Motorcycle Rally Committee Meeting held at Walcha Council Chambers, 12 October 2023, copies of which have been distributed to all members, be taken as read and confirmed a **TRUE** record.

## **3. FINANCIAL REPORT**

### **3.1 2023 Final Report**

Executive Manager Community & Tourism shared report highlights. The 2023 Rally made a small profit of over \$2,000 which will not be carried over into the 2024 rally budget. Meal vouchers for volunteers were cost effective and received positive feedback from volunteers. Event outgoings can be reduced for 2024 Rally to make it more financially sustainable. Better organisation required for auction. An application has been submitted for \$20,000 Flagship Event Fund grant from DNSW.

## **4. DIRECTORS REPORT**

Nil

Committee Minutes



## **5. GENERAL BUSINESS**

### **5.1 Sponsors/Grant Funding**

- Last year's sponsors have been contacted and invited to continue their support of the Rally. Roaming Horizons are considering becoming sponsors, but have not yet confirmed.
- Tourism and Visitor Information Services Coordinator and Tourism Officer to follow up on suggestions to approach Origin Energy, Adventure Rider Magazine, and Energy Co. about becoming sponsors.

### **5.2 Budget/Ticket Pricing 2024**

2024 event fees & charges are currently on public exhibition for consideration at June Council Meeting.

### **5.3 Tickets on sale**

2023 event fees & charges are current until 30 June. These are to be advertised as early bird pricing until new pricing structure is approved.

### **5.4 Program / Micro events**

- Largely based on 2023 Program - addition of Ladies' Ride to strengthen association with Australasian Women's Ride Day, Q&A sessions with special guests, Burnout Comp scheduled on Saturday only.
- Michael Luchich from Alternation Pty Ltd who is sourcing live music for the Rally will be contacting local bands, The Axemen and Terra Firma.
- Tourism and Visitor Information Services Coordinator and Tourism Officer to investigate:
  - The possibility of including a street market on Saturday morning to encourage visitors to spend more time in the town centre.
  - If TAFE NSW would be interested in holding a small engine rebuilding session to encourage youths to consider the field as a vocation.
  - Options for Stunt Rider exhibition.

### **5.5 Special Guests/MC**

- Miles Davis is confirmed. World Record holder, Ian McPhee, made contact to enquire about selling his motorcycling book at the Rally. He was interested in the possibility of being included on the program for a Q&A/book signing session.
- Tourism and Visitor Information Services Coordinator and Tourism Officer to investigate possibility of Casey Stoner attending as a special guest.
- 2023 MC Ben has agreed to perform function for 2024.

### **5.6 Merchandise**

A long-sleeve t-shirt will be introduced for 2024 and will be included in the merchandise packs along with a calendar, ZCard map, stubby cooler and bottle opener. A new colour to be chosen for t-shirts and made available along with black.



### **5.7 Exhibitors/Food Stalls**

- All exhibitors from 2023 Rally have been contacted and Singleton Trailer, Caravan & Camping have confirmed. New exhibitor, Roaming Horizons, and food vendor, Burger Bulls have also confirmed.
- Ice making machines are available to hire from Tamworth.

### **5.8 Site Plan / Bar fence**

- Site plan confirmed, with exception of stage positioning which will need a rethink.
- Tourism and Visitor Information Services Coordinator and Tourism Officer to check with Licensing police and event security regarding use of lower fences for bar area.

### **5.9 Working with local businesses**

- Barden advised that opportunities for local businesses to leverage Rally attendance is being discussed through the Walcha Business Group, with the possibility of implementing a "Back to Walcha" promotion to help quantify long term visitation generated by the event.
- Walcha Caravan Park proprietor intends to keep park open for event and host an in-house entertainment program.
- Town Shuttle Bus was well patronised. Potential to add gold coin donation as fundraiser for Westpac Rescue Helicopter.

### **5.10 Website Updates**

- Minor updates have been made to the website to remove references to 2023 Rally pricing, etc. Photographs from 2023 have been uploaded to the image gallery.
- Tourism and Visitor Information Services Coordinator and Tourism Officer, at the suggestion of Burwell and Barnet, to update general site imagery, in particular replacing stock imagery with event images.

### **5.11 Marketing / Promotion**

- Marketing to commence once event program has been finalised and tickets are on sale.
- Tourism and Visitor Information Services Coordinator and Tourism Officer to investigate possibility of arranging a fly-over during the event.

### **5.12 Other Business Arising**

Nil

## **6. NEXT MEETING**

TBA

**THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 9.15am**



## Walcha Council Arts Advisory Committee Meeting Minutes

held on

Tuesday, 14 May 2024

at

**10.00am**

at

Walcha Council Chambers

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

**PRESENT:** Mayor Eric Noakes (Chair), Clr Nena Hicks, Phillip Hood (General Manager), Stephen King, Yvette Stanton, Michael Luchich, Katie Street, Melanie Oppenheimer, Lauren Mackley (Arts Northwest Representative), Lisa Kirton (Tourism & Visitor Information Services Coordinator), Harley Fontanella (Coordinator Urban Works).

Committee Minutes



## **RECOMMENDATIONS FROM MEETING**

### **5.1 Draft List of Priority Projects**

**RECOMMENDATION: That Council support the concept of the potential formation of a "Walcha, Bendemeer and Uralla Sculpture Track".**

**APOLOGIES:** N/A

### **1. WELCOME TO NEW MEMBERS, COMMITTEE TOR & CODE OF CONDUCT**

Melanie Oppenheimer and Katie Street introduced themselves and spoke about their reasons for joining the committee.

### **2. CONFIRMATION OF MEETING MINUTES & ACTIONS ARISING**

Previous Minutes of **6 February 2024** meeting were adopted without amendment and updates on Actions Arising were provided.

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

N/A

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

#### **4.1 Council Arts Restricted Funds**

This item was made a standing agenda item in a previous meeting; to remind members to submit a recommendation to Council, for inclusion of a budget amount for art acquisition each year, so that it isn't missed. The recommended \$5,000 has been included in the DRAFT 2024/2025 Council budget.

**ACTION: GM to ensure that the \$5,000 has been included in the DRAFT 2024/2025 Council budget.**

#### **4.2 Keep Australia Beautiful Tidy Towns Awards 2024**

General Manager spoke about the TT Awards; the Committee believes that due to the amount of entries required to be in the running for the overall award, and the time and effort required to submit each entry; Council should enter in next year's awards instead, when we have current projects completed and can meet the minimum threshold for overall award.

#### **4.3 Cultural Grants Funding – Shirley Davison Bridge Totem Pole Sculpture**

Lauren Mackley has attempted to contact the representative of the Amaroo Lands Council and will attempt again. She is investigating grant options applicable to this project.

**ACTION: Stephen and artist, Tyler Stackman, to present the Totem Pole Sculpture concept designs to the Councillor Workshop in June 2024; Secretariat to invite the Committee to this presentation.**





#### 4.4 LRCI Phase 4 Funding Project List Inclusion – Hospital Wall Mural and Shirley Davison Bridge Totem Pole Sculpture

Considered as potential capital projects for the 2024/25 budget, via the LRCI Phase 4 funding, as per previous recommendation of the Arts Advisory Committee.

#### 4.5 Town Entry Signage Endorsement – Aboriginal Advisory Committee

General Manager informed the Committee that the town entry signage was endorsed by the Walcha Council Aboriginal Advisory Committee, at the meeting held on 1 May 2024.

**ACTION: Harley to confirm if the aluminium signs (4 signs 500 x 1800) are at the depot, to be used as a backing plate for these signs.**

### 5. OTHER BUSINESS:

#### 5.1 Draft List of Priority Projects

Stephen King spoke through the list of priority projects he had drafted following the February 2024 meeting, for Lauren Mackley to source grant funding for, as it becomes available.

1. Maintenance of the *Walcha Open Air Gallery* of sculptures and artworks collection
2. Replacement of damaged sign outside of the Amaroo Lands Council.
3. Signwriting on the back of the sheep pavilion at the showground.
4. Potential formation of a “Walcha, Bendemeer and Uralla Sculpture Track”.

Jamie Hook, a member of the Tamworth Region Arts Advisory Committee; spoke with Stephen regarding the potential to introduce sculptures in Bendemeer and the idea of this sculpture track was formed. Stephen has installed sculptures in sculpture trails located in other areas of NSW and said that there is nothing similar at this end of the state. Lauren discussed the various art competitions (*Sculpture by the Sea* etc.) and the potential of extending these competitions to the area between Walcha and Bendemeer. Stephen said there may be an opportunity to take on some sculptures that are currently located at “Hillview Sculpture Park & Gallery”, and must be moved from this location by July 2024.

Stephen noted that David Handley AM, founder and board member of *Sculpture by the Sea*; has offered to provide his knowledge and advice to this Committee on the potential formation of a sculpture track.

5. Shirley Davison Bridge Totem Pole Sculpture.

**ACTION: Lauren and Stephen to investigate the potential formation of a “Walcha, Bendemeer and Uralla Sculpture Track”, and provide this information to the GM by 21 May 2024 for inclusion in the May 2024 Council Meeting; for Council support of this Committee further investigating the potential formation of this sculpture track.**

#### 5.2 Plaques for the Open Air Gallery of Sculptures and Artworks

Stephen King presented one of the 9 finished plaques to the Committee. Michael Luchich was not in attendance at the previous meeting held on 6 February 2024 and enquired why a separate QR code for each plaque isn't being used; this was discussed again by the Committee and decided that a QR code for each sculpture/artwork will be created. This will allow for future



separate web pages to be added onto the tourism website; providing more information on each sculpture/artwork and the artist.

Until the separate web pages are created; the QR codes will link to the OAG landing page on the tourism website.

**ACTION: Stephen to provide Michael with a list of the *Open Air Gallery* of sculptures and artworks, and Michael will generate the individual QR codes for each piece in the collection.**

**ACTION: Stephen and Harley to install the 9 completed plaques on the relevant sculptures/artworks.**

### 5.3 Walcha Arts Social Media Page

Lisa Kirton advised that this social media page is updated by previous Committee member; Paula Jenkins, and enquired if a current member of this Committee would be interested in taking on this task; Katie Street agreed to do this.

**ACTION: Katie to discuss the details of the Walcha Arts Social Media Page updates with Lisa and Michael.**

### 5.4 Cultural Gifts Proposals

Stephen King enquired with the GM whether the 2 sculpture donations were accepted by Council; from a recommendation made by this Committee at the 31 October 2023 meeting. He advised that an assessor should have been in contact with the artists by now, and this hasn't happened yet.

**ACTION: GM to follow up on the process of accepting these cultural gifts proposals.**

**Next Meeting: Wednesday 7 August 2024, at 10:00am and Wednesday 6 November, at 10:00am – Committee members decided to change the meeting days to a Wednesday.**

**THERE BEING NO FURTHER BUSINESS THE CHAIR DECLARED THE MEETING CLOSED AT 11:10AM.**



# Walcha Preschool Advisory Committee Meeting

held on

Monday, 20 May 2024

at

4:07 pm

at

Walcha Preschool

## **PRESENT:**

Councillor Anne-Marie Pointing (Chair), Karen Kermode (Executive Manager Community & Tourism), Melinda Bird (Nominated Supervisor) Erin Fritsch and Alyce Notley (Parent Representatives).

### **Item 1: Apologies**

Rebecca Partridge (Parent Representative)

### **Item 2: Confirmation of Meeting Minutes held on Monday 20 October 2023**

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

### **Item 3: Business Arising**

- Extended hours were reinstated following family requests. Funding continues to be strong, so this may continue until funding or low usage numbers force us to reconsider this position.
- Communication improvements – the newsletter will be going out this week.

### **Item 4: Nominated Supervisor's Report – Term 1 2024**

#### **Playground**

**Sandpit** - We have received a quote from Pavewell constructions in regards to our Sandpit revamp. This will hopefully stop the issue we are having with the neighbourhood cats visiting to do their business.

**Softfall** – The current soft fall is now hard and flaky, so Karen is in the process of getting our requires 3 quotes to have this replaced.

**Outside Toilet** – We are still in the process of getting a toile building outside, there has been a process of getting the plan to exactly what we needed and there is a



wait time for the delivery. This project has not yet been approved by Council.

### **Staff**

It has been really nice to have a full team of staff. We will see Emily return from Maternity leave in Term 2 so this will mean Lacie will return to casual as she has been fulfilling the contract position of Emily's maternity leave.

### **Bus**

During Term 1 we have only had the bus running 3 days a week Tuesday Wednesday and Thursday due to low numbers. We will increase back to 5 days in Term 2 with increased numbers over each day we have a total of 9 children spread out over the week, so still not up the 10 each day like last year.

We are looking at ways to improve the system as currently we are not being informed if children will not be on the bus. One suggestion is to ask families to text the preschool mobile if their child will not be on the bus.

### **Extended Hours**

The extended hours use has increased and we have around 8 children booked in each day in the afternoon and 4-5 in mornings.

### **Program**

We have a visit from Farmer Fiona this term performing her show, teaching the children the importance of rain and sun when we are growing fruit and vegetables, and why our weather changes due to the 4 seasons.

We celebrated Harmony week from 18 – 22 March.

On Wednesday Emma came in to teach the children a little bit about her family's culture from New Zealand. Emma read a story, taught the children to count up to 5 in Maori language. The children collaged kiwi's the native animal to New Zealand and helped Emma make a lolly cake, a favourite food from New Zealand. The children thoroughly enjoyed making and eating the lolly cake.

On Thursday Cassie, came in to share a part of her culture Torres Strait Islander. Cassie read a story which featured her family and sang songs and we all sang and learnt the actions for the song Tabá Naba. The children enjoyed looking at the beautiful blue ocean and all the sea animals as well as the different costumes worn by Cassie's elders.

On Friday Sakulsri shared a piece of her culture, cooking a Thai dish "Num- prick- Ong", the children enjoyed helping Sakulsri prepare and eat this dish. The children thought this tasted delicious and some went back for thirds. Sakulsri also brought in some costumes from Thai and explained to the children when and where these are worn. The children had a lot of fun dressing up in Thai costumes.



What a wonderful opportunity for all our preschool children to embrace cultural diversity and to share what we have in common.

Since having Cassie at preschool for story time we chatted about the possibility of having an excursion to the library for a story time as well, so hopefully we can make that work in Term 2.

Future plans in September we have been able to secure tickets to travel to Tamworth to see the Gruffalo show, this will be an excursion for both the Koala and Kangaroo rooms.

## **Enrolments**

We have had a really busy start to the year, we have seen 18 new families to Walcha Preschool, 15 of these children are in our Koala (3-4year) room, 3 Children in our Kangaroo (4-5 years) room with a total of 68 children in total. Numbers are slightly lower than last year but are still really good numbers. Some children have taken some time to settle into the new environment and other have transitioned straight in. It has been wonderful welcoming all of our new and returning families back to Walcha Preschool for another busy year.

### **Item 5: Executive Manager Report:**

**5.1** Nil

### **Item 6: General Business:**

#### **6.1 Polices for Review**

Three new policies are ready for Committee review.

- Administration of First Aid Policy
- Dealing with Medical Conditions Policy
- Child Safe Environment

Existing policies for review:

- Water Safety
- Sleep & Rest

**6.2 Defibrillator purchase** – Following on from the review of the Administration of First Aid policy, Committee members asked about purchasing a defibrillator for the preschool. Finances will allow this and it is expected to be approximately \$1500.

It was also noted that the “no smoking” signage should be updated to include “no vaping”.

**6.3 Educator Wellbeing session** – The Walcha Central P & C will be holding an educator wellbeing session in September and have invited all preschool staff and Council management to attend. It will be a free session and is designed to inform educators and the managers about the risks of not taking time to look after their wellbeing.



## **Administration of First Aid**

### **QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY**

#### **Background**

First aid can preserve life, prevent a condition worsening and promote recovery. The capacity to provide prompt basic first aid is particularly important in the context of an early childhood service where staff have a duty of care to take positive steps towards maintaining the health and safety of each child.

#### **Policy Statement**

The first aid policy, strategies and practices are designed to support educators to:

- Ensure that ill or injured persons are stable and comforted until medical help arrives.
- Monitor ill or injured persons in the recovery stage.
- Apply further first aid strategies if the condition does not improve.
- Ensure that the environment is safe and that other persons are not in danger of becoming ill or injured.
- Ensure they fulfil their duty of care in relation to sick or injured persons and children within the workplace.

#### **Strategies**

First Aid Qualifications In accordance with the National Regulations 136(1).

- The following persons attend any place where children are being educated and cared for by Walcha Preschool. Be immediately available in an emergency, at all times that children are being educated and cared for by Walcha Preschool:
  - (a) at least one staff member or one Nominated Supervisor of the service who holds a current approved first aid qualification;
  - (b) at least one staff member or one Nominated Supervisor of the service who holds a current approved CPR qualification;
  - (c) at least one staff member or one Nominated Supervisor of the service who has undertaken current approved anaphylaxis management training;
  - (d) at least one staff member or one Nominated Supervisor of the service who has undertaken current approved emergency asthma management training.
- First Aid Qualifications undertaken by staff must appear on ACECQA's list of approved first aid qualifications and be awarded by registered training organisations.
- Copies of First Aid Qualifications will be stored in Staff Records.
- Walcha Preschool will inform families, and educators of those persons who hold first aid qualifications.

#### **First Aid Action Response**

First aid is provided in response to unpredictable illness or injury.

Educators have an obligation to ensure parents and guardians are informed about first aid provided to their children.



**The Need for an Ambulance**

An ambulance will be called when the following instances (but not limited to) occur to a person or child at the service:

- unconsciousness or an altered conscious state
- experiencing difficulty breathing
- showing signs of shock
- experiencing severe bleeding, or who is vomiting blood or passing blood
- slurred speech
- injuries to the head, neck or back
- possible broken bones
- showing signs of asthma/allergic/anaphylactic reaction.

**Infection and Prevention Control**

Adequate infection and prevention control must be practiced at all times when administering first aid or cleaning up blood or body fluids. The following infection control procedures must always be adhered to:

- wash hands thoroughly before and after direct contact with injured person or blood/body fluids with warm soapy water, rinse, dry and sanitise hands using an alcohol-based rub or gel.
- cover cuts and abrasions with occlusive dressing to avoid contamination of cuts/abrasions with another person’s blood and/or body fluids
- wear protective gloves when in contact with body fluids, non-intact skin and mucous membranes
- wear a mask and eye protection where there is a risk of splashing blood or other body fluids
- remove any broken glass or sharp material with forceps or tongs and place in container

**Poisons Information Centre**

The Poisons Information Centre telephone number 131 126 is displayed

- Next to every telephone in the service.
- Where dangerous products are stored.

**Roles and Responsibilities**

ROLE:	RESPONSIBLE FOR:
<b>Approved Provider</b>	<ul style="list-style-type: none"> <li>• Ensuring that every reasonable precaution is taken to protect children at Walcha Preschool from harm and hazards that are likely to cause injury (Section 167).</li> <li>• Ensuring that at least one staff member or one Nominated Supervisor of Walcha Preschool hold a current approved first aid qualification and is in attendance and immediately available at all times (Regulation 136). This can be the same person who has CPR, anaphylaxis management training and emergency asthma</li> </ul>





	<p>management training, also required under the Regulations.</p> <ul style="list-style-type: none"> <li>• Providing and maintaining an appropriate number of up-to-date, fully-equipped first aid kits that meet Australian Standards.</li> <li>• Providing and maintaining a portable first aid kit that can be taken off-site for excursions and other activities.</li> <li>• Ensuring that first aid training details are recorded on each staff member's record.</li> <li>• Ensuring there is an induction process for all new staff, casual and relief staff, that includes providing information on the location of first aid kits and specific first aid requirements.</li> <li>• Ensuring a resuscitation flow chart is displayed in a prominent position in the indoor and outdoor environments of the service.</li> <li>• Keeping up to date with any changes in procedures for administration of first aid and ensuring that all educators are informed of these changes.</li> <li>• Must notify the regulatory authority of any serious incident meaning an incident or class of incidents prescribed by the National Regulations as a serious incident. This notice must be provided within 24 hours of the incident or the time that the person becomes aware of the incident.</li> </ul>
<p><b><i>Nominated Supervisor</i></b></p>	<ul style="list-style-type: none"> <li>• Ensuring that all staff approved first aid qualifications, CPR, anaphylaxis management training and emergency asthma management training are current, meet the requirements of the National Law (Section 169(4)) and National Regulations (Regulation 137), and are approved by ACECQA.</li> <li>• Ensuring a portable first aid kit is taken on all excursions and other off-site activities.</li> <li>• Monitoring the contents of all first aid kits and arranging with the approved provider for replacement of stock, including when the use-by date has been reached.</li> <li>• Disposing of out-of-date materials appropriately.</li> <li>• Keeping up to date with any changes in the procedures for the administration of first aid.</li> </ul>
<p><b><i>Early Childhood Educators</i></b></p>	<ul style="list-style-type: none"> <li>• Implementing appropriate first aid procedures when necessary.</li> <li>• Maintaining current approved first aid qualifications, and qualifications in CPR, anaphylaxis management and emergency asthma management, as required.</li> <li>• Ensuring that all children are adequately supervised while providing first aid and comfort for a child involved in an incident or suffering trauma</li> <li>• Ensuring that the details of any incident requiring the administration of first aid are recorded on the incident, injury,</li> </ul>



	<p>trauma and illness record.</p> <ul style="list-style-type: none"> <li>• Notifying the Nominated Supervisor prior to the expiration of their first aid, CPR and asthma or anaphylaxis accredited training.</li> <li>• Be aware of their duty of care responsibility.</li> <li>• Have knowledge of, and follow the administration of first aid policy at all times.</li> </ul>
<b>Families</b>	<ul style="list-style-type: none"> <li>• Providing the required information for the service's medication record.</li> <li>• Providing written consent (via the enrolment record) for service staff to administer first aid and call an ambulance, if required.</li> <li>• Being contactable, either directly or through emergency contacts listed on the child's enrolment record, in the event of an incident requiring the administration of first aid.</li> <li>• Paying for any costs associated with an ambulance call out.</li> </ul>

**Review**

The policy will be reviewed regularly. The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

Date of Staff Review	18/03/2024
Parent Advisory Committee	
Date Adopted by Council	



## **Dealing with Medical Conditions Policy**

### **QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY**

#### **Background**

The Education and Care Services National Regulations require approved providers to ensure their services have policies and procedures in place for dealing with medical conditions in children. To maintain the safety and wellbeing of children at all times, it requires educators to be trained to respond appropriately to conditions such as asthma, anaphylaxis and diabetes. Legislation requires that educators must know the precise response expected of them for each individual child as detailed in a current Medical Management Plan for that child provided by the child's parent(s) as per regulation 90 of the National Law and Regulations.

#### **Policy Statement**

Walcha Preschool sets out to assist families in the management of their child's medical condition so that they safely can attend preschool. These conditions include but are not limited to allergies and anaphylaxis, diabetes and asthma. It also details how educators know the precise response expected of them for each individual child as detailed by the child's doctor in a medical management plan.

#### **Who is affected by this policy?**

- Child
- Educators
- Families
- Management
- Visitors

#### **Strategies and Practices**

- On application for enrolment, families will be required to complete full details about their child's medical needs. We will assess whether educators are appropriately trained to manage the child's health considerations at that time
- The Nominated Supervisor and educators will need to be informed of these medical conditions. The family must provide a copy of a medical management plan, which will be followed by the preschool staff in the event of an incident relating to the child's specific health care need.
- Where children require medication or have specific health care needs for conditions, the child's doctor or allied health professional and parent/guardian must complete a Medical Management Plan. Such a plan will detail the child's health support needs including administration of medication and other actions required to manage the child's condition.
- The Nominated Supervisor will also consult with the child's family to develop a Risk Minimisation and Communication Plan. This plan will assess the risks relating to the child's specific health care needs, allergy or medical condition; any requirements for safe handling, preparation and consumption of food; notification procedures that inform other families about allergens that pose a risk; procedures for ensuring educators/students/ volunteers can identify the child, and their medication. This will



- also detail how families will inform educators about specific requirements for child(ren) in regards to medical conditions, and how educators will communicate to families; any intervention undertaken in relation to their child's medical condition.
- Any medication required must be prescribed by a doctor and supplied by the family. This medication must be present while the child is in attendance. Medication records are required to be completed by the preschool staff. A copy of this policy will be given to the families of a child with a medical condition.
  - Whenever a child enrolled in the service is diagnosed at risk of anaphylaxis, a notice will be displayed for educators.
  - Children with specific medical needs must be reassessed in regard to the child's needs and our service's continuing ability to manage the child's health considerations, on a regular basis, depending on the child's medical condition.
  - If a child's medical, physical, emotional or cognitive state changes the family will need to complete a new Medical Management Plan and our service will re-assess its ability to care for the child, including whether educators are appropriately trained to manage the child's ongoing specific needs.
  - Staff will help children with medical conditions feel safe while they are at the service by:
    - Talking to the child about signs and symptoms of their condition so they learn to talk about and tell staff when they are experiencing symptoms.
    - Taking the child's and their parent's/guardian's concerns seriously.
    - Making every effort to address any concerns/worries they may talk about.
  - New, relief and casual staff will be given information about the child's condition during the orientation process before the child is in their care.

### **Administration of Prescribed Medication**

- Prescribed medication, authorised medication and medical procedures can only be administered to a child:
  - with written authorisation from the parent/guardian or a person named in the child's enrolment record as authorised to consent to administration of medication (Regulation 92(3)(b))
  - with two adults in attendance, one of whom must be an educator. One adult will be responsible for the administration and the other adult will witness the procedure
  - if the prescribed medication is in its original container bearing the child's name, dose and frequency of administration.
- Prescribed medication will be placed in a location easily accessible to staff and stored at a temperature in accordance with instructions. In the case of prescribed adrenaline injectors, they will not be locked away and will be stored where they are not available to children.
- Medication, including emergency medication, and Medical Management Plans will be taken whenever the child goes to off-site activities.



- Medication will be checked at least quarterly to ensure it has not expired and does not need replacing. Staff will inform the parents/ guardians if medication needs to be replaced (if used or about to expire)

### **Medical Management Plans**

Medical Management Plans are required if a child enrolled at our service has a specific health care need, allergy or relevant medical condition. This involves:

- requiring a parent of the child to provide a Medical Management Plan for the child. The Medical Management Plan must include a current photo of the child and must clearly outline procedures to be followed by staff in the event of an incident relating to the child's specific health care needs. The plan needs to be prepared and signed by a registered medical practitioner.
- requiring the Medical Management Plan to be followed in the event of an incident relating to the child's specific health care need, allergy or relevant medical condition.
- reviewing the plan at least annually in consultation with the child's parents/guardians to make sure information is up to date and strategies to reduce risk remain age appropriate. It will also be reviewed when a child's allergies change or after exposure to a known allergen while attending the service or before any special activities (such as off-site activities) to make sure information is up to date and correct, and any new procedures for the special activity are included.

### **Risk Minimisation and Communication Plans**

Risk Minimisation and Communication Plans are required to be developed in consultation with the parents of a child:

- that the risks relating to the child's specific health care need, allergy or relevant medical condition are assessed and minimised.
- that practices and procedures in relation to the safe handling, preparation, consumption and service of food are developed and implemented.
- that practices and procedures to ensure that the parents are notified of any known allergens that pose a risk to a child and strategies for minimising the risk are developed and implemented.
- that all staff members and volunteers can identify the child, the child's Medical Management Plan and the location of the child's medication.
- that practices and procedures ensuring that the child does not attend the service without medication prescribed by the child's medical practitioner in relation to the child's specific health care need, allergy or relevant medical condition, are developed and implemented.

### **Allergies and Anaphylaxis**

To minimise the risk of exposure of children to foods that might trigger severe allergy or anaphylaxis in susceptible children, Walcha Preschool will:

- Educate children not trade or share food, food utensils or food containers.



- Be aware that allergies in children can be triggered in the following ways – contact through ingestion, inhalation of a dust or vapour, skin contact, or a bite or sting.
- Be aware that allergies are very specific to the individual and it is possible to have an allergy to any foreign substance.
- Where possible, ensure all children with food allergies only eat food and snacks that have been prepared for them at home.
- Ensure food preparation, food serving, and relief educators are informed of children and educators who have food allergies, the type of allergies they have, and Walcha Preschool's procedures for dealing with emergencies involving allergies and anaphylaxis.
- Restrict the use of foods likely to cause allergy in craft, cooking and play.

In preparing food, prevent cross-contamination between foods, food surfaces and utensils, particularly when preparing foods containing the most likely allergens such as nuts, milk and milk products, eggs and egg products, and soy.

Where a child is known to have a susceptibility to severe allergy or anaphylaxis to a particular food, Walcha Preschool will inform the families and educators and request that those foods related to that allergy are not brought to Walcha Preschool such as:

- peanuts, brazil nuts, cashew nuts, hazelnuts, almonds, pecan nuts
- any other type of tree or ground nuts, peanut oil or other nut-based oil or cooking product, peanut or any nut sauce, peanut butter, hazelnut spread, marzipan
- eggs
- any other food which contains nuts such as chocolates, sweets, lollies, nougat, ice creams, cakes, biscuits, bread, drinks, satays, pre-prepared Asian or vegetarian foods
- foods with spices and seeds such as mustard, poppy, wheat and sesame seeds
- nut and peanut material are also often in cosmetics, massage oils, body lotions, shampoos and creams such as Arachnis oil.

If displaying personal information about children's or educators' allergies in food preparation or serving areas, do so in accordance with privacy guidelines, such as displaying in an area accessible to educators and not accessible to visitors or other families. Explain to families the need to display personal information for the purpose of the child's safety and obtain signed parental consent.

Ensure children identified as allergic to specific triggers and substances do not have access to or contact with those substances.

Ensure body lotions, shampoos and creams used on allergic children have been approved by their parent.

Other common groups of substances which can trigger allergic reaction or anaphylaxis in susceptible children include:

- all types of animals, insects, spiders and reptiles
- all drugs and medications, especially antibiotics and vaccines
- many homeopathic, naturopathic and vitamin preparations





- many species of plants, especially those with thorns and stings
- latex and rubber products
- Band-Aids, Elastoplast and products containing rubber-based adhesives.

An epi-pen is available on site and stored in the locked first aid kit. All staff have been trained in its use.

### **Asthma**

Management will:

- Arrange when due, Asthma and Anaphylaxis first training to be completed by educators
- Provide an asthma management/action plan to all families of children with asthma on enrolment. A Risk Management Plan and Medical Condition form shall also need to be completed.
- Ensure all educators are informed of the children with Asthma in their care.
- Ensure that an Asthma First Aid poster is displayed in a key location.
- Encourage open communication between families & educators.
- Identify and where possible, minimise asthma triggers using appropriate techniques, policies and procedures.

Educators will:

- Maintain current Asthma First Aid Training.
- Be familiar with each child with asthma in care.
- In regular consultation with families, optimise the health and safety of each child through supervised management of the child's asthma.
- Only administer prescribed and approved medication.
- No medication prescribed for anyone other than a particular child will be given.
- All medication must be clearly marked with the child's name and be stored appropriately.
- Check that all regular prescribed asthma medication is administered in accordance with the information on child's asthma action/management plan.
- Medication is to be administered (on a non-emergency basis) and is to be recorded accurately by the parent/guardian, in relation to time and dosage, and will be signed by an educator on its administration.
- Communicate without undue delay to families, if they are concerned about a child's asthma.

Families will:

- Inform educators and Walcha Preschool, either upon enrolment of their child with Asthma or on initial diagnosis (without delay), that their child has a history of asthma.
- Provide all relevant information regarding the child's asthma via the Asthma Record as provided by the child's doctor. (Asthma Management Plan, Risk Management Plan and Medical Conditions form).



- Notify Walcha Preschool educators, in writing, of any alterations to the Asthma Record.
- Ensure that their child maintains adequate supply of appropriate medication (reliever) and spacer device clearly labelled with the child's name including expiry dates.
- Communicate all relevant information and concerns to educators as the need arises.
- Parent/guardian must give written authority for medication to be dispensed by filling in a Medication Form. If the Medication Form is not filled in, except in the case of an emergency, medication will not be administered on that day.
- Do not leave medications in your child's bag. Give it directly to an educator upon arrival.

In the event of a child having an asthma attack whilst at Walcha Preschool:

1. The child will be given reassurance, calmed and removed to a quiet area under the direct supervision of a suitably trained educator.
2. Asthma medication will be administered as outlined in the child's Asthma Record Form.
3. The parent/guardian will be contacted by phone immediately.
4. In the event of a severe attack, the Ambulance service will be contacted on 000 immediately and the 4 Step Asthma First Aid Plan will be implemented until Ambulance arrives.

### **Diabetes**

Management will:

- Provide a diabetes management/action plan to all families of children with diabetes on enrolment.
- Ensure all educators are informed of the children with diabetes in their care.
- Ensure that a Diabetes First Aid poster is displayed in a key location.
- Encourage open communication between families & educators.

Educators will:

- Be familiar with each child with diabetes in care.
- In regular consultation with families, optimise the health and safety of each child through supervised management of the child's diabetes.
- Only administer prescribed and approved medication.
- No medication prescribed for anyone other than a particular child will be given.
- All medication must be in date, clearly marked with the child's name and be stored appropriately.
- Check that all regular prescribed diabetes medication is administered in accordance with the information on child's diabetes action/management plan.
- Medication is to be administered and is to be recorded accurately by the parent/guardian, in relation to time and dosage, and will be signed by an educator on its administration.
- Communicate without undue delay to families, if they are concerned about a child's diabetes.



**Families will:**

- Inform educators and Walcha Preschool, either upon enrolment of their child with diabetes or on initial diagnosis (without delay), that their child has been diagnosed with diabetes.
- Provide all relevant information regarding the child's diabetes via the diabetes management plan as provided by the child's doctor. Complete the Risk Management Plan and Medical Conditions form.
- Notify Walcha Preschool educators, in writing, of any alterations to the diabetes management plan
- Ensure that their child maintains adequate supply of appropriate medication clearly labelled with the child's name including expiry dates.
- Communicate all relevant information and concerns to educators as the need arises
- Parent/guardian must give written authority for medication to be dispensed by filling in a Medication Form. If the Medication Form is not filled in, except in the case of an emergency, medication will not be administered on that day.
- Do not leave medications in your child's bag. Give it directly to an educator upon arrival.

In the event of a child having a hypo or hyperglycaemic event whilst at Walcha Preschool:

1. The steps as outlined on the diabetes first aid chart will be followed.
2. If the blood sugar is unable to be stabilised the family will be contacted.
3. If the child becomes unresponsive, the child will be placed in the recovery position and the Ambulance service will be contacted on 000 immediately.

**Relevant Legislation and Key Resources**

- Anaphylaxis Australia <http://www.allergy.org.au>
- Asthma Australia [www.asthmaaustralia.org.au](http://www.asthmaaustralia.org.au)
- Mastering Diabetes  
<https://www.diabetessa.com.au/images/PDF/NDSS/booklets/masteringdiabetes.pdf>
- Children (Education and Care Services National Law NSW) and Regulations 2011 and 2012
- National Quality Framework and National Quality Standards
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Australian Children's Education and Care Quality Authority (ACECQA)-  
[www.acecqa.gov.au](http://www.acecqa.gov.au)
- Staying Healthy in Child Care, 5th edition.

**Review**

The policy will be reviewed regularly. The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties



Date of Staff Review	18/03/2024
Parent Advisory Committee	
Date Adopted by Council	

## Providing a Child Safe Environment Policy

### QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

#### **Background**

The Education and Care Services National Regulations require approved providers to ensure their services have policies and procedures in place for providing a child safe environment to minimise risk of harm and hazard to children attending education and care services

#### **Policy Statement**

All children have the right to experience quality education and care in an environment that promotes opportunities to thrive with adults who safeguard and advocate for their health, safety, security and wellbeing.

Educators should be able to identify hazards in each developmental stage, and take all precautions necessary to avoid accidents. It is the responsibility of all educators to increase and encourage parent/guardian and family awareness of accident prevention, and of their child's ability to learn safety awareness at an early age.

#### **The Physical Environment**

In order to promote a safe physical environment, we will:

- Ensure all equipment and materials used at the service are age appropriate and fit for purpose.
- Conduct daily checks of the environment and equipment.
- Remove, repair or replace worn and damaged buildings, structures equipment and resources which may provide a safety risk for children in a timely manner.
- Ensure learning environments are established that provide child appropriate activities, sufficient space, and include carefully chosen and well-maintained resources and equipment.
- Organise indoor and outdoor spaces to ensure risks to the health and safety are minimised.
- Conduct a risk assessment of the service environment on a quarterly basis to determine any risks to children's health and safety.
- Analyse and evaluate the risks associated with identified hazards.
- Determine appropriate ways to eliminate or control identified hazards.
- Review risk assessments after any serious incident report is made to the Regulatory Authority.
- Ensure smoking and vaping is banned within the grounds of, and within the legislated distance for our state/territory of any entrance of an enclosed public space.
- Ensure secure storage of hazardous products including chemicals and medications.



## Digital Technologies and the Online Environment

- All stakeholders have a responsibility to ensure online safety, as their children grow up in digital contexts. Services are recommended to be following the four fundamental principles and recommended practices
  1. Young children's relationships with adults and peers' matter in digital contexts
  2. Young children's health and wellbeing is actively supported in digital contexts
  3. Young children's citizenship is upheld and fostered in digital contexts
  4. Play and pedagogy promotes young children's exploration, social interaction, collaboration and learning in digital contexts.
  5. Comply with the *National Model Code and Guidelines for early childhood education and care: Taking images or videos of children while providing early childhood education and care*

(Source: Early Childhood Australia: Statement on young children and digital technologies)

## Staff

- Ensure screening and suitability of staff, volunteers as per the legislation and policy at the time of employment and as part of an ongoing process.
- Working with children check details must be included on volunteer and staff records.
- Conduct a detailed induction processes for staff, volunteers and students that embed Child Safe Standards and practices of a child safe culture.
- Respond proactively to emerging staff performance concerns.

## Child Protection

- Ensure that all staff including educators, students and volunteers have current working with children checks or equivalent as required by state or territory specific legislation.
- Ensure that all staff are given information and/or training about child protection law and any obligations they have under that law.
- Refer to the Child Protection Policy.
- All educators and volunteers of our service are required to familiarise themselves with the NSW child protection legislation. Take appropriate measures according to NSW specific protocols if they have reasonable grounds to suspect a child or young person is at risk of significant harm and have current concern about the safety, welfare or wellbeing of a child or young person.
- Complaint handling policies include policies and procedures for managing complaints about children exhibiting harmful sexual behaviours.
- Complaint handling policies and procedures are child focussed, in accordance with the National Principles for Child Safe Organisations
- Staff will undertake training in order to effectively:
  - make appropriate responses to all disclosures of abuse and any allegation of abuse against staff members of the service;
  - understand the responsibilities and processes as a mandatory reporter (or equivalent);



- o be able to recognise the factors that increase a child's vulnerability to maltreatment;
- o be aware of the vulnerabilities which may indicate a need to assess, monitor or curtail the behaviour of individuals in relation to children and young people within organisations;
- o staff will implement procedures for releasing children only into the care of authorised persons.

### **Preventing other harms and hazards**

The service will ensure that:

- At a governance level, Approved Providers/Nominated Supervisors identify and manage risk that align with the Child Safe Standards. (see risk management tips from the Office of the Children's Guardian) see attached.
- Risk assessments are conducted regularly for excursions and transportation provided or arranged by the service in conjunction with the service's Excursions and/or Transportation of Children policies.
- Risk minimisation practices are in place for the management of medical conditions in conjunction with the service's Medical Conditions policy.
- Emergency evacuation procedure specific to the service are implemented in conjunction with the service's Emergency and Evacuation policy.
- If staff consume hot drinks, they are made in enclosed mugs and consumed away from children.

### **Relevant Legislation and Key Resources**

- Children (Education and Care Services National Law NSW) and Regulations 2011 and 2012
- National Quality Framework and National Quality Standards
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Australian Children's Education and Care Quality Authority (ACECQA)- [www.acecqa.gov.au](http://www.acecqa.gov.au)
- (NSW only) Child Safe Standards Fact Sheet
- NSW Dept of Education: Guide on the Child Safe Standards for early childhood education and outside school hours care services ([nsw.gov.au](http://nsw.gov.au))
- Australian Institute of Family Studies: Pre-employment screening: Working With Children Checks and Police Checks [aifs.gov.au/cfca/publications/preemployment-screening-working-children-checks-and-police-checks](http://aifs.gov.au/cfca/publications/preemployment-screening-working-children-checks-and-police-checks)
- Childsafety Australia – [www.childsafetyaustralia.com.au](http://www.childsafetyaustralia.com.au)
- United Nations Convention on the Rights of the Child – [www.unicef.org.au](http://www.unicef.org.au)
- The Supporting young children's rights: Statement of intent (2015-2018) – [www.earlychildhoodaustralia.org.au](http://www.earlychildhoodaustralia.org.au)
- Australian Human Rights Commission – [www.humanrights.gov.au](http://www.humanrights.gov.au)
- Australian Childhood Foundation – [www.childhood.org.au](http://www.childhood.org.au)

RELATED GUIDELINES, STANDARDS, FRAMEWORKS

Our Ref: WO/24/892





- National Quality Standard, Quality Area 2: Children’s Health and Safety – Standard 2.2
- National Quality Standard, Quality Area 3: Physical Environment – Standard 3.1, 3.2
- National Quality Standard, Quality Area 7: Governance and Leadership – Standard 7.1, 7.2
- National Principles of Child Safe organisations

**Review**

In accordance with R. 172 of the Education and Care Services National Regulations, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family’s ability to utilise the service; the fees charged or the way in which fees are collected.

The policy will be reviewed regularly.  
 The review will be conducted by:

- Management
- Employees
- Interested Parties

Date of Staff Review	13/05/2024
Parent advisory Committee review:	
Date Adopted by Council	

**Sleep & Rest Policy**

- Remove the dot point “No children are made to sleep against their wishes, although it is expected that all children be respectful to other children sleeping, and that they speak and play quietly within the rest environment”

**Water Safety Policy**

No changes

**There being no further business to discuss, the meeting was closed at 5.20pm.**



# Item 11:

# Delegate Reports

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



# Country Mayors Association of NEW SOUTH WALES Inc

**Chairperson:** Cr Jamie Chaffey  
PO Box 63 Gunnedah NSW 2380  
02 6740 2115  
e-mail [admin@nswcountrymayors.com.au](mailto:admin@nswcountrymayors.com.au)  
ABN 92 803 490 533

## MINUTES

### GENERAL MEETING – THEME “FINANCIAL SUSTAINABILITY”

FRIDAY, 10 MAY 2024 YORK CLUB, SYDNEY

The meeting opened at 8:25 a.m.

#### 1. ATTENDANCE:

Karina Ewer	CEO	Berrigan Shire Council
Julia Cornwell McKean	Mayor	Berrigan Shire Council
Cr. Rick Firman	Mayor	Temora Shire Council
Melissa Boxall		Temora Shire Council
Cr. Jamie Chaffey	Mayor	Gunnedah Shire Council
Gary Fry	Secretariat	CMA
Ryan Palmer	Mayor	Port Stephens
Cr Peter Sharp	Deputy Mayor	Lockhart Shire Council
Peter Veneris	GM	Lockhart Shire Council
Cr. Russell Webb	Mayor	Tamworth Regional Council
Paul Bennett	GM	Tamworth Regional Council
Doug Curran	Mayor	Griffith Council
Brett Stonestreet	GM	Griffith Council
Russell Fitzpatrick	Mayor	Bega Valley Shire Council
Anthony McMahon	CEO	Bega Valley Shire Council
Phyllis Miller	Mayor	Forbes Shire Council
Steve Loane	GM	Forbes Shire Council
Lisa Schiff		Forbes Shire Council
Tony Donoghue	GM	Coolamon Shire Council
Craig Milburn	GM	Kempsey Shire Council
Chris Homer	Mayor	Shellharbour Council
Roger Bailey		Warrunbungle Shire Council
Ambrose Doolan		Warrunbungle Shire Council
Cr Rob Banham	Mayor	Glen Innes Severn Council
Bernard Smith	GM	Glen Innes Severn Council
Neville Kschanka	Mayor	Narrandera Shire Council

George Cowan	GM	Narrandera Shrie Council
Patrick Bourke	Mayor	Federation Council
Doug Hawkins OAM	Mayor	Liverpool Plains Shire Council
Gary Murphy		Liverpool Plains Shire Council
Cr Doug Batten	Mayor	Gilgandra Shire Council
David Neeves	GM	Gilgandra Shire Council
Ruth McRae OAM	Mayor	Murrumbidgee Shire Council
John Scarce	GM	Murrumbidgee Shire Council
Darrell Tiemens	Mayor	Narrabri Shire Council
Aaron Johansson		Goulburn
Peter Walker		Goulburn
Doug Batten	Mayor	Gilgandra Shire Council
David Neeves		Gilgandra Shire Council
Neville Kschenka		Narrandera
Maree Statham	Mayor	Lithgow City Council
Ross Gurney	GM	Lithgow City Council
Scott Ferguson	Mayor	Blayney Shire Council
Max Eastcott	GM	Gwydir Shire Council
John Coulton	Mayor	Gwydir Shire Council
Megan Dixon	GM	Walgett Shire Council
Paul Phillips	Mayor	Lachlan Shire Council
Sue Moore	Mayor	Singleton Council
David Webb	GM	Hay Shire Council
Carol Oataway	Mayor	Hay Shire Council
Bronwyn Petrie	Mayor	Tenterfield Shire Council
Charlie Sheahan	Mayor	Cootamundra-Gundagai Regional Council
Steve McGrath	Interim GM	Cootamundra-Gundagai Regional Council
Rob Williams	GM	Narrabri Shire Council
Eoin Johnston	Deputy Mayor	Ballina Shire Council
Steve Reynolds	Mayor	Muswellbrook Shire Council
Derek Finnigan	GM	Muswellbrook Shire Council
Michael Lyon	Mayor	Byron Shire Council
Bob Callow	Mayor	Junee Shire Council
Maree Statham	Mayor	Lithgow City Council
Ross Gurney	GM	Lithgow City Council
Terry Dodds	GM	Murray River Council
Frank Crawley	Mayor	Murray River Council
Jane Redden	GM	Narromine Shire Council
Milton Quigley	Mayor	Warren Shire Council
Gary Woodman	GM	Warren Shire Council
Phillip Hood	GM	Walcha Shire Council
Eric Noakes	Mayor	Walcha Shire Council
Robyn Stevens	CEO	Shoalhaven Council
Neil Reilly	Mayor	Kiama Municipal Council
Jane Stroud	CEO	Kiama Municipal Council
Trevor Glover	Councillor	Cootamundra-Gundagai Regional Council
Jay Nankivell	GM	Broken Hill City Council

Jim Hickey	Deputy Mayor	Broken Hill City Council
Steve Krieg	Mayor	Lismore City Council
Jon Gibbons	GM	Lismore City Council
Mathew Dickerson	Mayor	Dubbo Regional Council
Mark Arnold	GM	Byron Shire Council
Leonie Brown	GM	Bourke Shire Council
Barry Hollman	Mayor	Bourke Shire Council
Robert Bell	Mayor	Uralla Shire Council
Jay Suvaal	Mayor	Cessnock Council
Ben Taylor	CEO	Wollondilly Shire Council
Tony Reneker	Mayor	Leeton Shire Council
Jackie Kruger	GM	Leeton Shire Council
Brett McInnes	GM	Inverell Shire Council
Kevin Beatty	Mayor	Cabonne Shire Council
Brad Byrnes	GM	Cabonne Shire Council
Nuatali Nelmes	Lord Mayor	City of Newcastle
Jeremy Bath	CEO	City of Newcastle
Paul Devery	GM	Cowra Council
Ruth Fagan	Mayor	Cowra Council
Rebecca Ryan	GM	Queanbeyan-Palerang Regional Council
Esma Livermore	Deputy Mayor	Queanbeyan-Palerang Regional Council
Simon Thomas		IPART
Louise Evic		IPART
Ian Chaffey	Mayor	Snowy Valleys Council
Viv May	Administrator	Wingecarribee Shire Council
David Kirby	GM	Brewarrina Shire Council
Ken Keith	Councillor and past CMA Chair	Parkes Shire Council
Brett Whitworth		Office of Local Government
Lisa Miscamble	GM	Wingecarribee Shire Council
Jason Hamling	Mayor	Orange City Council
Gary Wallace	GM	Oberon Shire Council
Mark Johnson	Mayor	Moree Plains Shire Council
Kelvin Tytherleigh	GM	Moree Plains Shire Council
Paul Harmon	Mayor	Inverell Shire Council
Sam Coupland	Mayor	Armidale Regional Council
James Roncon	GM	Armidale Regional Council
Louise Taylor		Office of Local Government
Sharne Colefax		Office of Local Government
David Reynolds		LGNSW
Darriea Turley AM	President	LGNSW
Bronwen Regan		LGNSW
Claire Pontin	Mayor	MidCoast Council
Adrian Panuccio	GM	MidCoast Council
Karen Taylor		NSW Audit Office
Greg Hill	GM	Central Darling Shire Council
Eric Groth	GM	Gunnedah Shire Council
Carmel Donnelly	Chair	IPART

Andrea Mears		Transport for NSW
Christine Boyd	Chief of Staff	Minister Aitchison
Leo Hauville	Mayor	Kempsey Shire Council
Tony Quinn	Mayor	Greater Hume Shire Council
Evelyn Arnold	GM	Greater Hume Shire Council
Gareth Curtis	GM	Dungog Shire Council
John Connors	Mayor	Dungog Shire Council
Mark Kellam	Mayor	Oberon Shire Council
James Burns	Deputy Mayor	Upper Hunter Shire Council
Greg McDonald	GM	Upper Hunter Shire Council
Dave Layzell	MP	Member for the Upper Hunter
Greg Tory	GM	Lachlan Shire Council
Peta Betts	Mayor	Edward River Shire Council
Ellie Tree	Deputy Mayor	Bellingen Shire Council
Brad Cam	GM	Mid-Western Regional Council
Grant Baker	GM	Bland Shire Council
Brian Monaghan	Mayor	Bland Shire Council
Sharon Houlihan	CEO	Canberra Region J.O.
Peter Johnstone	Mayor	Clarence Valley Council
Ashley Greenwood	A/GM	Bellingen Shire Council
Ms Alex Waldon	CEO	Upper Lachlan Shire Council
Pam Kensit	Mayor	Upper Lachlan Shire Council

**APOLOGIES:**

Darryl Jardine	Carrathool
Dallas Tout	Wagga Wagga
Mark Dicker	Blayney Shire Council
Lord Mayor Gordon Bradbery	Wollongong
Ken Ross	Wentworth Shire Council
Daniel Linklater	Wentworth Shire Council
Sharon Cadwallader	Ballina Shire Council
Craig Davies	Narromine Shire Council
Mayor Marsen	Yass Valley Council
Amanda Findley Mayor Shoalhaven	Cobar Shire Council
Adrian Butler	Federation Council
Mayor Cr Kylie King and the CEO Frank Zaknich	Albury City Council
Cr. Matt Gould	Wollondilly Shire Council
Vivian Slack-Smith	Brewarrina Shire Council
Neil Westcott	Parkes Shire Council



**CMA Chair Jamie Chaffey Welcome attendees and opened the meeting.  
And conducted the Acknowledgement to Country**

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

**Adoption of Minutes of Previous Meeting:**

RESOLVED that the minutes of the Annual General Meeting held on 22 March 2024 be accepted as a true and accurate record (unanimous).

**Matters Arising from the Minutes – Nil**

**PRESENTATIONS**

**Minister Jenny Aitchison**

The Minister began by introducing Anthony Haze, Executive Director of Community and Place.

“Through transport, I try to get around the State as much as possible. I recently drove the Armidale-Kempsey road and it has a long way to go but there has been a lot of progress. Having lived in Walcha and now the Hunter, I know how important roads are and how quickly were need to return access to people after disasters,” she said.

“With disaster recovery, we are good at getting people out but the infrastructure repairing processes are not perfect. Planning and Emergency Services are leading the reconstruction. The scale of the unprecedented recovery is staggering. I thank Jamie for the advice. We (TfNSW and Local Government) are a team. I want you to come to me. Don’t just sit there and think things are not going well, let us know when the Department officer to LGA officer level is not working well. Let’s talk about efficiency. There is a backlog of claims. We have put more resourcing in. We’re not here to knock you out, we’re here to help you out. Get work happening by going for low hanging fruit first.”

“Transport Plans must include Transport for NSW; we need to work together with Country Councils.”

“Transport options such as community transport can be so important are we welcome cost effective options.”

The State’s road toll has increased by over 30 percent to 366 deaths on our road network in a year.”

**Q&A**

Mayor of Greater Hume Council Tony Quinn: \$5.5 million was spent on country roads, then there was a reduction over five years announced for repair grants.

Minister: I fight for every dollar on roads and you've got disaster recovery funding.

Mayor Gwydir Shire John Coulton: We had to put recovery money in ourselves and go into debt (to get disaster recover works going). The money just isn't there.

Minister: Contact us and we'll work with you.

Forbes Shire Mayor Phyllis Miller: Got a problem, go to the Minister. Thank you for your commitment to work with Country Councils.

Upper Hunter Deputy Mayor James Burns: Will you include airports in your portfolio?

Minister: I want them in our portfolio but there are challenges, we are looking at it. We need the integration.

Parkes Shire former Mayor and past CMA Chairman, Cr. Ken Keith: Will be see something done with a Blackheath tunnel link to the Central West.

Minister: Hunter is our first priority, with the port, REZ etc. Then we are focused on the Central West. That tunnel would be a \$12billion project and could not happen without the Federal Government. We are working on a strategic assessment of that corridor. We are working on Blue Mountains sites.

Lithgow City Council Mayor Maree Statham: Megalong Valley people cannot commute. We've had seven natural disasters. We need an alternative route from Central West to Sydney. We need a roundabout or lights on the entrance to Lithgow.

Minister: We have disaster recovery deadlines and funds are not unlimited; we are prioritising. I take on board your comments about traffic control measures at the entrance to Lithgow.

Another question from the floor asked: Works by TfNSW have delayed the flow on of flood waters. Have you discussed this with the Water Minister?

Minister: This is not a concern I have encountered. I will discuss this with the Minister.

General Manager of Mid-Western Regional Council Brad Cam: I will be talking to you about the Golden Highway.

### **President of ALGA, Cr. Linda Scott**

Next Week is the Federal Budget. Fair funding increases have been promised and we're particularly focused on FAGS. We've asked that they pay it forward or forgive a year if they do not continue that. That is asking for billions of dollars. We do not expect but we're asking for the 1%.

The Climate Fund was oversubscribed and we want to see that fund continued. We have actually found that the state of Local Government assets has improved.

She reminded councils to put a submission into the Federal Government Inquiry. 8% nationally and 33% in NSW road toll increase and out roads funding / condition is a factor.

She recommended heat risk maps, showing where people can go if their health is threatened by extreme heat.

A metropolitan council has decided to ban a book. I recommend our councils live up to the social license and expectations we have.

A CMA member commented about the Cumberland City Council book ban: Local Government is held in higher esteem than State and Federal Government, according to a survey report released last week.

Linda Scott agreed but said that banning books makes her job harder.

### **Professor of Local Government Economics, Institute for Regional Futures Joseph Drew**

With a presentation that was rapid fire, yet laid back, Professor Drew began by stating that the NSW Government Inquiry (like others) fails to define financial sustainability in Local Government. He defined it as the ability of a council to meet its obligations without impinging on its ability to meet the needs of the future generation(s).

We need proper evidence to base our decisions on. The Government always brings commercial consultants in to look at their results and amalgamation is their solution.

When I look at sustainability, I look at 50 ratios. Horizontal fiscal equalization is the law. The FAGS are legislated, they should not need to be begged for. Bayside Council gets nearly \$5mil and far more per km than country councils. Efficiency ratio is another example of what does not fit into financial sustainability. We can measure revenue efforts properly.

Debt capacity, scale, capacity to pay can all be measured precisely. The Federal Government is broke, I don't see the increase hoped for happening but we do need to see a better allocation.

I am suggesting you get an authoritative piece of work done that shows your inconvenient facts about regional councils efficiencies, the facts on expenses, which are far higher than in Sydney.

### Q&A

How do we get them to listen to your reports?

A: Plain language videos explaining it to your communities and educate from the ground up.

Patrick Bourke, Federal Shire Mayor: What approach should we take with the Government?

A: They are doing themselves a favour if they give you a fair shake.

Greater Hume Council Mayor Tony Quinn: Where would the money come from?

A: The bucket of money is there. It will not get bigger but I want to see it allocated to where it is needed.

Blayney Shire Mayor Scott Ferguson: The current rate system?

A: I hate rate capping too but the State Government that gets rid of rate pegging will be gone for 10 years. IPART does a great job with what they have but I advocate a range of rate caps which reflects the different circumstances of different councils.

Cr Darriea Turley AM, President of LGNSW

Cr Turley reiterated the importance of submitting to the sustainability inquiries. LGNSW upcoming conferences were also promoted. With more updates in her written report to the CMA, she kept her presentation concise to enable the meeting to regain some time.

**Narabri moved and Cessnock seconded the motion that Upper Hunter Shire Council be accepted as the newest member of the CMA. It was passed unanimously. The membership total is now 89 Councils.**

#### **NSW Audit Officer Karen Taylor**

Ms. Taylor began by explaining that the NSW Government mandated auditing through the NSW Audit Office in 2016, to lift quality and consistency in financial reporting and transparency from Local Government.

All reports are published on our website. We do not comment on Council performance or provide advice. We recently conducted audits of interest such as one on the Office of Local Government. Our website has audits arranged with like bodies together.

We do financial audits, performance audits and sometimes special audits.

We recently did a deep dive into MidCoast Council looking at performance, financial management and governance.

We look at how well are councils managing funds such as those secured for water and sewer.

We also look at risk assessment, financial sustainability indicators and net financial liabilities, negative cashflows, operating performance, unrestricted cash, debt service cover, benchmarking and strategy.

Audit structures are standard. The fees have increased, based on general increases since Covid. Local Government fees are relative to expenses and assets. Our new Auditor General is looking at fees, effectiveness and efficiencies in the audit office.

She said that 54% of councils have early or progressive financial reporting, which speeds things up at the end of the financial year but acknowledged that financial resources can be more limited in regional councils.

Benefits of the current NSW Audit Office process include comparability of local government audited financials.

Q: The Audit has hit us with a 31% increase in audit fees. It has a monopoly. It's not good enough.

A JO Chair and CMA Committee member agreed regarding the increase in audit fees, given the limitations on revenue growth. Factoring in the cost of your waste management facility in 50 years time is ridiculous.

A: The Auditor General is looking into the fees and the market determines the cost based on audit providers' tenders.

Uralla Shire Council Mayor Robert Bell: Ask the audit office about why the red fleet is on our books and it will help with insomnia.

Mayor of Tenterfield Shire Bronwyn Petrie: You out-source? We could get those same auditors.

A: We oversee the work. We didn't want to take work away from regional accounting firms.

Forbes Shire Mayor Phyllis Miller: I want to assure you, we were employing those firms. What has happened is they are having a lend of you. Then you are passing on the ridiculous fees.

Q: Why is our auditor from Bendigo Victoria?

A: They were probably the lowest tenderer.

### **Carmel Donnelly Chair of IPART**

The Financial Sustainability reviews we did last year (reviews of the rate peg methodology), was enough to recommend a review into the financial model. There were 1,800 submissions into 17 SRVs. Due to demand, we included appendix in our reports, recording ratepayer concerns, such as affordability, cost of living and financial management or the history of decisions. Ratepayers often do not want their services to be cut and those people (most in need of services) cannot pay increased rates.

We put forward a model 15 years ago to not have a rate peg if Councils met certain criteria. There are non-rate peg options on the table.

The number of operating deficits has increased, operating backlogs have increased. Before 2011, the rat peg was closer to CPI.

Before 2022, the rate peg determination process did not include population growth (or decline) but it does now.

She said she knows that councils have different sets of circumstances and this has contributed to the call for the review. Historically, Councils with a low rate base can be where there is a low capacity to pay and there are services that maybe should not be funded by rates. It is important to target grants and alternative funding streams. We have recommended a review of pensioner concessions.

There is potential with the new rate peg methodology to adjust a rate peg based on local issues.

A rate pegging council reference group is to be formed.

A total of 9 current SRV decisions will be released shortly and the rationale for determinations. We are also consulting on Water NSW and the early childhood education sector.

Q: CMA Chair and Gunnedah Shire Mayor Jamie Chaffey: With determinations for the current SRVs coming soon, do you have any indication of what you expect from the next round?

A: No. I am focused on what we have on hand.

Q: The dam safety review you mentioned – we have dams that leak and the review is welcome.

A: A matter for parliament.

Q: Tamworth Regional Council Mayor Russell Webb: Government predictions are not the same as what is happening on the ground.

A: Each year we do use forecasts but we will cross-check with the census.

Q: Mayor of Goulburn Mulwaree Council Peter Walker: Will we be contacted next week for an outcome or more SRV requirements?

A: A council cannot submit an SRV until they see the rate peg. We are working on that. I am working hard to provide an outcome.

**There was an open panel discussion with key NSW Government Departmental staff: Kiersten Fishburn, Secretary of the Department of Planning, Housing and Infrastructure; Brett Whitworth, Secretary of the Department of Local Government; and Nerida Mooney, Executive Director of Digital Analytics and Insights.**

Kiersten described the restructure of the Department as in line with the Government's priorities and the way Local Government works.



Planning Portal has been a concern. Nerida Mooney discussed the technical and developmental side of the Planning Portal.

Brett Whitworth from Office of Local Government: It is critical to understand how a council is tracking against their budget. We can do our head in defining financial sustainability. Performance ratios need to be about can a council's financial position allow a council to meet its obligations.

Nerida discussed the Planning Portal. 109 websites are managed by her team. She has been working to marry the digital technology with the planning process. There were 7,000 tickets (matters to be resolved) in November and that has been reduced by 60%. We now have a concierge team to work with issues. We are committed to fixing the portal and we need Councils to help us to understand how or why it is not working for them. We've been told to fix what you've got before you build anything else, also that the system lacks flexibility. Councils are at the front line of customer frustration. We are producing digital training products, which will be important when you have staff turnover.

James: We're in the middle of the norther REZ, our tenancy rate went from 4% to 0. How do we plan for the accommodation needs of the REZ.

Kiersten Fishburn: Cumulative impacts data needs to be understood and working groups. Community reference groups needed.

Tamworth Regional Council GM Paul Bennett: Can you tells us about the AI in the planning portal.

Nerida Mooney: It may be 12 months before efficiency is improved with integrated AI.

Q: We're in the southwest REZ, not all developers are nice and want to go cheap and the Government backs the developer. We need the planning rules for the REZ to make sense.

A Kiersten Fishburn: We are happy to look at that.

A: Brett Whitworth: The Public Accounts committee needs to look at the red fleet

Q: Narrabri Shire Mayor Darrell Tiemens from– What is being done to cut the red tape? The perception is that NSW is a comparatively difficult State to do business in.

A: Kiersten Fishburn: I have heard that. We are improving systems and Minister Scully has got us doing a review about where we can cut red tape.

Wingecarribee Shire Council Administrator Viv May: The complexity of the first stages of a DA are something we would like to show you.

Nerida Mooney: I am happy to get out to regional NSW.

Q: Is there much work regarding different Departments holding up developments?

Kiersten Fishburn: This is a core concern. Agencies have been getting in the path of delivery and being told to change. Cabinet is seeing better Governance across departments.

Greater Hume Council Mayor Tony Quinn: Described how increasingly complicated the planning process has become and how it inhibits development. Rezoning of Crown Land has been a disaster.

Q: Forbes Shire Mayor Phyllis Miller: Do you work with the Department of Public Works? – our experiences have been terrible. Local Government cannot afford to use them.

A: Minister Moriarty is responsible and Steve Oor is the Secretary. I suggest making them aware of your concerns.

Q: Singleton Mayor and CMA Executive Member Sue Moore: We have 5,000 blocks ready to go but data has our population declining. This data is incorrect and impacting development. We cannot access funding. We need to update that data. Can you help at all?

Kiersten Fishburn: I want to know where infrastructure is holding you back from development. We want to be alerted to infrastructure blockages. Population figures are a contentious issue that we are always looking into.

Brett Whitworth: There's a housing accord between the State and Federal Government and you get housing through infrastructure funding.

Kempsey Shire Mayor Leo Hauville: Kempsey is neighbouring a REZ. Will you ensure working groups connect with neighbouring LGAs?

Brett Whitworth: Agreed that there is a mess right now.

Q: While a LEP change is in process no development can be approved?

Brett Whitworth: Agreed that a refusal could occur because incoming changes must be taken into account.

Kiama Mayor Neil Reilly: Asked about housing targets.

Kiersten Fishburn: Timeline is up to the Premier but we are almost ready to go.

Byron Shire Mayor Michael Lyon: We pretty much have 1400 lots ready to go. We get measured on the days a DA is in the system. Can we hit a pause when we send a DA back with requirements?

Kiersten Fishburn: The portal is a blunt instrument because it does count the number of days a DA is in your hands and we're working on improving that, she asked Nerida about that. Nerida Mooney: We do need a better data strategy, to know what data points we need for reporting more nuanced data.

Brett Whitworth: You've had that stop the clock ability since 2000 (in respect to the Land and Environment Court).

Armidale Regional Council Mayor Sam Coupland: The Coalition of Renewable Energy Mayors has been lobbying regarding the expectations for renewable energy proponents. We are concerned that there will be some watering down once the Department has consulted

with proponents. We believe a Statewide approach is needed and we will oppose robustly any watering down of agreements with proponents.

Kiersten Fishburn: Thank you for your comments.

Muswellbrook Shire Council Mayor Steve Reynolds: The data for populations does not reflect our reality. Where are we at for jobs and employment lands (mining is in the too hard basket)?

Kiersten Fishburn: We need to talk to the Department of Regional NSW.

**CMA Executive Member and Bega Valley Shire Mayor Russell Fitzpatrick delivered a report on Financial Sustainability with CMA Chair and Gunnedah Mayor Jamie Chaffey, who also went through the 2024 CMA Member survey results.**

Russell highlights the real data, including own source revenue, with ALGA stating that nationally it can be as much as 90% but in country NSW it averages 44%.

There is \$7billion held in trust by NSW Councils.

City NSW Councils have close to a billion in unrestricted cash reserves but still receive grants.

Jamie Chaffey said Russell Fitzpatrick has put a huge amount of work in, as a member of the CMA Executive Committee. Russell explained that he sourced data from individual Council websites and collated but there were several Councils whose financials were too difficult to find.

Q: Could we put the spreadsheet on the CMA website?

Jamie and Russell said that it could be dangerous and councils have not given permission for sensitive data to be published in a comparable way.

Jamie then went through the member survey. Financial Sustainability is still number one but housing has crept up to number two priority for members.

## **Correspondence**

Moree Plains Shire Council moved and Orange City Council seconded that the correspondence be accepted. Endorsed unanimously.

## **Finances**

It was announced that 10 councils are still owing fees.

## **General Business**

Greater Hume Mayor Tony Quinn: What's going to happen after disaster funding runs out?

Queanbeyan-Palerang Regional Council GM Rebecca Ryan: Can we make it an agenda item on the next meeting?

Singleton Mayor Sue Moore: I would be happy to discuss a report we have sourced from Professor Joseph Drew.

CMA Chair and Gunnedah Mayor Jamie Chaffey: The Muswellbrook Mayor asked about the cost of the CMA getting Prof. Drew to consult on report.

Forbes Shire Mayor and CMA Exec. Member Phyllis Miller: We are saving money by cutting Department of Public Works out of a project. They are charging like wounded bulls, they are not helpful, they are a hindrance.

Mayor Jamie Chaffey asked if we should invite Public Works to Kempsey. Public safety was suggested from the floor. Rebecca Ryan said she has no problem with Public Works. Oberon said they have similar issues with Public Works issues to Moree Plains.

**Kempsey Shire Mayor Leo Hauville and GM Craig Milburn concluded the meeting with a presentation about the upcoming June Transport and Roads conference, which they are hosting.**

**There being no further business, the meeting was formally closed at 12:48 pm.**

Cr Jamie Chaffey  
Chairman Country Mayor's Association of NSW



# Item 12:

# Questions with Notice



# **There are no Questions with Notice for May 2024**





# Item 13:

# Referral to Closed Council Meeting



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**Item:** 13.1 **Ref:** WO/2024/00915  
**Title:** Referral to Closed Meeting:  
1. Tender REGPRO042425 – Supply & Delivery of Bulk Water Treatment Chemicals  
2. Tender W24/20 – Derby Street Construction only (Late Report)  
**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*;

1. the matter of Tender REGPRO042425 Supply & Delivery of Bulk Water Treatment Chemicals AND Tender W24/20 – Derby Street Construction ONLY be REFERRED to be discussed in Closed Council and close the meeting to the public for the reason that the reports relate to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.
2. Council RESOLVE INTO Closed Council and the press and public be excluded.

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**Introduction:**

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

**Report:**

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

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



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**Item:** 13.2 **Ref:** WO/2024/00924  
**Title:** Referral to Closed Meeting:  
1. Minutes of the Audit Risk & Improvement Committee Meeting held on Monday 4 March 2024;  
2. Riverview 10 Year Business Plan (Late Report)  
**Author:** Executive Assistant  
**Previous Items:** Nil.  
**Attachment:** Nil.

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**RECOMMENDATION:** That, in accordance with the provisions of Section 10A (2)(d)(i) of the *Local Government Act, 1993*;

1. the matter of Audit Risk & Improvement Committee Meeting Minutes AND Riverview 10 Year Business Plan be REFERRED to be discussed in Closed Council and close the meeting to the public for the reason that the reports relate to commercial information of a confidential nature that would if disclosed prejudice the commercial position of the person who supplied it.
2. Council RESOLVE INTO Closed Council and the press and public be excluded.

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**Introduction:**

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**Report:**

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