



BUSINESS PAPER
ORDINARY MEETING OF COUNCIL

To be held on

Wednesday, 01 September 2021

Commencing at

3:00pm

at

Walcha Council Chambers

Members:

Mayor – Councillor Eric Noakes
Deputy Mayor – Councillor Jennifer Kealey
Councillor Peter Blomfield
Councillor Kevin Ferrier
Councillor William Heazlett
Councillor Scott Kermode
Councillor Clinton Lyon
Councillor Rachael Wellings

Quorum – 5 Members to be Present

AGENDA

Submitted to Council: 01 September 2021

..... 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, 01 September 2021** commencing at **3:00pm**.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Barry Omundson'.

Barry Omundson
General Manager

NOTICE:

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

ACKNOWLEDGEMENT OF COUNTRY:

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

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7. Notice of Motion

7.1 Notice of Rescission Motion – Grant Project Update April 2021

WO/2021/03519

8. Matters of Urgency

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

9. Management Review Reports

9.1 Office of the General Manager

WO/2021/03526

9.2 Infrastructure

WO/2021/03426

9.3 Environment & Development

WO/2021/03209

9.4 Community & Tourism

WO/2021/03355

10. Committee Reports

Nil.

11. Delegate Reports

11.1 Minutes of the Namoi Unlimited Board Meeting held in Tamworth on
Tuesday 03 August 2021

WI/2021/12272

12. Questions with Notice

Nil.

13. Reports to be Considered in Closed Council

Nil

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

Resolution to move into Open Council.

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



Present:

Leave of Absence:

Confirmation of the Ordinary Meeting Minutes held on Wednesday, 28 July 2021:

Matters arising from the Minutes of the Ordinary Meeting held on Wednesday, 28 July 2021:



Item 2: Previous Minutes



ORDINARY MEETING OF COUNCIL

held on

Wednesday, 28 July 2021

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 PR Blomfield, KW Ferrier, WJ Heazlett, JM Kealey, SJ Kermode, CM Lyon and RL Wellings.

IN ATTENDANCE: Mr BWC Omundson – General Manager, Mrs LJ Latham – Director Environment & Development, Mr PR Murray – Director Infrastructure, Mrs EL Hobbs – Executive Assistant and Mr Christopher Weber.

1. LEAVE OF ABSENCE:

Nil.

MINUTES



2. CONFIRMATION OF THE ORDINARY MEETING MINUTES HELD ON WEDNESDAY 30 JUNE 2021:

1 **RESOLVED** on the Motion of Councillors Kealey and Ferrier that the Minutes of the Ordinary Meeting held on Wednesday, 30 June 2021, copies of which have been distributed to all members, be taken as read and confirmed a **TRUE** record.

3. BUSINESS ARISING

Nil.

4. DECLARATIONS OF INTEREST

Item 6.6 – Proposed Advocacy and Leadership Request

Clr Blomfield declared a pecuniary interest in this matter as he is involved with Winterbourne Wind Farm and the company Vestas

5. MAYORAL MINUTE

Nil.

6. SENIOR OFFICERS REPORT

2 **RESOLVED** on the Motion of Councillors Kealey and Heazlett that the Senior Officers' Reports be **RECEIVED** for further consideration.

6.1 Review of Development Application Assessment 10.2021.15 – Health Consulting Room – GR Freer WO/2021/03064

Motion:

It was **MOVED** Clr Heazlett **Seconded** Clr Blomfield that Council:

1. Note the peer review of Development Application 10.2021.15 for a change of use from a dwelling to health consulting rooms at 63W Hill Street, Walcha undertaken by Six Hills Group.
2. That the General Manager be authorised to support the applicant of the Development Application for a change of use from a dwelling to health consulting rooms at 63W Hill Street Walcha to facilitate the successful application of a development application to the State Planning Portal.
3. Does not provide any financial relief towards the development application.

Amendment:

An **Amendment** was **MOVED** Clr Kealey **Seconded** Clr Kermode that Council:

1. Note the peer review of Development Application 10.2021.15 for a change of use from a dwelling to health consulting rooms at 63W Hill Street, Walcha undertaken by Six Hills Group
2. Acknowledge that the development assessment undertaken was appropriate and supported Council's decision.



3. Advise the applicant that the development application as submitted to Council for consideration was deficient in the information required to complete a full assessment under Section 4.15 of the *Environmental Planning & Assessment Act 1979*, and
4. Provide the applicant with a copy of the review and welcome another development application that fully addresses the proposed development.

The **Amendment** was put to the **VOTE** and **CARRIED**.

3 The **Amendment** became the **Substantive Motion** and put to the **VOTE** and **CARRIED**.

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

For: Councillors: Wellings, Ferrier, Lyon, Kealey, Kermode and Noakes.

Against: Councillors: Blomfield & Heazlett

Absent: Nil.

Declared Interest: Nil

6.2 **Review of Credit Card Policy** **WO/2021/03010**

4 **RESOLVED** on the Motion of Councillors Lyon and Kealey that Council:

1. **PLACE** the Draft Credit Card Policy on public exhibition for a period of 28 days;
2. **ADOPT** the Draft Credit Card policy as presented subject to no submissions received during the exhibition period.

6.3 **Development Application 10.2021.25 – Garage – 151W Fitzroy Street Walcha** **WO/2021/03082**

5 **RESOLVED** on the Motion of Councillors Ferrier and Wellings that Council approve Development Application 10.2021.25 for the construction of a garage on Lot A DP398432 known as 151W Fitzroy Street, Walcha as per the development conditions listed within the Development Assessment Report.

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

For: Councillors Blomfield, Ferrier, Heazlett, Kealey, Kermode, Lyon, Noakes & Wellings.

Against: Nil.

Absent: Nil.

Declared Interest: Nil.

6.4 **Walcha Central School Request for Discounted Gym Membership Fees for School Program** **WO/2021/03065**

6 **RESOLVED** on the Motion of Councillors Wellings and Kealey that Council:



1. **APPROVE** the request of Walcha Central School for discounted membership rates for students participating in a school based program at \$5.00 PAYG per student (who do not have an existing membership)
2. **ADOPT** Draft Amended 2021-2022 Fees & Charges to include a Walcha Community Gym Membership Fee: School Student – School Based Program Pay as You Go (PAYG): \$5.00
3. **PUBLIC** exhibit for a period of 28 days Draft Amended 2021-2022 Fees & Charges.
4. **DELEGATE** to the General Manager to **ADOPT** the Final Amended 2021-2022 Fees & Charges should no submissions be received as a result of the public exhibition.

6.5 Local Government Remuneration Tribunal Annual Review

WO/2021/03071

7. **RESOLVED** on the Motion of Councillors Lyon and Kealey that Council:
 1. **RECEIVE** and **NOTE** the Local Government Remuneration Tribunal Annual Review report;
 2. **DETERMINE** the annual fee payable to Councillors as \$12,000 per year and the Mayoral Allowance of Walcha Council as \$27,060 for the 2021-2022 financial year.

6.6 Proposed Advocacy and Leadership Request

WO/2021/03072

Clr Blomfield declared a pecuniary interest and left the Chambers.

8. **RESOLVED** on the Motion of Councillors Kealey and Wellings that Council **SUPPORT** the proposed advocacy request for Joint Organisation Namoi Unlimited to advocate for State Government approval of recycled water in Walcha for dust suppression purposes.

Clr Blomfield returned to the Chambers and was informed of the resolution.

7. NOTICES OF MOTION

Nil.

8. MATTERS OF URGENCY

Nil.

9. MANAGEMENT REVIEW REPORTS

9.1 Office of the General Manager

WO/2021/02999

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



9.2 Infrastructure

WO/2021/02778

10 **RESOLVED** on the Motion of Councillors Kealey and Ferrier that items included in the Infrastructure Management Review Report be **NOTED** by Council.

9.3 Environment & Development

WO/2021/02610

11 **RESOLVED** on the Motion of Councillors Kermode and Kealey that items included in the Environment & Development Management Review Report be **NOTED** by Council.

9.4 Community & Tourism

WO/2021/02842

12 **RESOLVED** on the Motion of Councillors Wellings and Lyon that items included in the Community & Tourism Management Review Report be **NOTED** by Council.

10. COMMITTEE REPORTS

Nil.

11. DELEGATE REPORTS

Nil.

12. QUESTIONS ON NOTICE

Nil.

13. CLOSED COUNCIL

13A Referral to Closed Council – Acquisition of Land for Off-Creek Water Storage AND Ancillary Conditions Related to Off-Creek Water Storage

13 **RESOLVED** on the Motion of Councillors Lyon and Blomfield that, in accordance with the provisions of Section 10A (2)(c) of the Local Government Act, 1993, the matters of Acquisition of Land for Off-Creek Water Storage AND Ancillary Conditions Related to Off-Creek Water Storage 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.

Closed Council:

14 **RESOLVED** on the Motion of Councillors Lyon and Blomfield that Council resolve into Closed Council and that the press and public be excluded from the entire proceedings of the Meeting of the Closed Council for the reason that the matters 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.

15 The Meeting resumed in **OPEN** Council on the Motion of Councillors Kealey and Lyon.



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.

13.1 Acquisition of Land for Off-Creek Water Storage WO/2021/06129

CC1/20212022 **RESOLVED** on the Motion of Councillors Kealey and Kermode that Council:

- 1) **ENDORSE** the creation of proposed Lot 702 DP1273909 from the subdivision of Lots 11 and 12 DP701664 and Lots 154 and 163 DP as an exempt development under Clause 2.75(f) of State Environmental Planning Policy (Exempt & Complying Development) 2008 and associated supporting easements for power, access, pipeline and telecommunications for the purposes of the future construction of the Walcha off creek water storage facility,
- 2) **AUTHORISE** the purchase of the proposed Lot 702 DP 1273909 at the current market valuation,
- 3) Based on current market valuation obtained from a certified land valuer **ALLOCATE** an appropriate amount at the next Quarterly Budget Review for all costs associated with the subdivision, registration and purchase of proposed Lot 702 DP1273909 from a combination of Walcha Stage 1 - Short Term (Emergency) Works and Walcha Water Security Project grant funds and Council's co-contribution,
- 4) **APPROVE** the affixing of the Common Seal to the contracts associated with the creation and purchase of proposed Lot 702 DP1273909 **FURTHER THAT** the affixing of the Common Seal be attested to by the Mayor and the General Manager.

13.2 Ancillary Conditions Related to the Off-Creek Water Storage

WINT/2021/06332

CC2/20212022 **RESOLVED** on the Motion of Councillors Lyon and Kermode that Council **AUTHORISE** the General Manager to:

- 1) negotiate other conditions related to the construction and operation of the off-creek water storage facility and future access to the emergency raw water on the terms outlined in Table 2 of the report; and
- 2) negotiate early access to proposed Lot 702 DP 1273909 through a lease, Permit to Enter or other appropriate mechanism, if necessary, to avoid delaying the tendering and construction of this project.

THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 4:53PM.



Item 3:
Business
Arising from
Previous
Minutes



Item 4:

Declarations of Interest



Item 5: Mayoral Minute



Item: 5.1 **Ref:** WO/2021/03535
Title: Mayoral Minute – Vale Justin King
Author: Mayor of Walcha – Clr Eric Noakes
Previous Items: Not Applicable
Attachment: No

Report:

The Walcha community was saddened to hear last week of the passing of long time Walcha pharmacist Justin King. An iconic figure during his 53 years of service and caring to our community, the true depth of Justin’s generosity and benevolence to his community may never be fully known. Even after retiring and moving away Justin continued to support Walcha in many areas and that respect and caring for our town never waned. To Justin’s extended family Walcha Council offers our condolences and thoughts for a life well lived.

Clr Eric Noakes
Mayor of Walcha



Item 6:

Senior Officers' Reports



Item: 6.1 **Ref:** WO/2021/3202
Title: Draft Amendment to Walcha Development Control Plan 2019
Author: Contract Town Planner
Previous Items: Not Applicable
Attachment: Extract - NSW Planning & Environment *Wind Energy Guideline: For State significant energy development*, December 2016
Under Separate Cover: WI/21/11696 Draft Amended Walcha Development Control Plan 2019

Community Strategic Plan Reference:

Goal 6.1 – *Walcha’s distinct and diverse natural and built environment will be protected and enhanced.*
Goal 6.6 – *The character of Walcha and its surrounding villages will be maintained while protecting the productivity of our rural land.*

RECOMMENDATION: **That Council**

1. Place the *Draft Amended Walcha Development Control Plan 2019* on public exhibition for a period of 28 days.
2. If no submissions are received or amendments made, give the General Manager delegation to adopt the *Draft Amended Walcha Development Control Plan 2019*.

Introduction:

This report is to consider the review which has been undertaken of the *Walcha Development Control Plan 2019*. No review has been undertaken since its adoption by an Ordinary Meeting of Council on 31 July 2019.

The *Walcha Development Control Plan 2019* is intended to be a living document and should be revised on an ongoing, as-needs-basis so that the plan remains responsive, relevant and local.

The *Walcha Development Control Plan 2019* directly supports the *Walcha Local Environmental Plan 2012* and the *Walcha Local Strategic Planning Strategy 2036*. The *Walcha Local Strategic Planning Strategy 2036* sets short, medium and long-term actions to deliver our community priorities and vision as referenced in the *New England North West Regional Plan 2036* and *Community Strategic Plan Walcha – 2027*. The statement will shape how the land use zones and development standards in the *Walcha Local Environmental Plan 2012* and *Walcha Development Control Plan 2019* evolve over time to meet the community's future economic, social and environmental needs.

Report:

A development control plan (DCP) is a written document that supports a local environmental plan (LEP) and expands its principal development standards. It is a locally adopted plan and guides council staff, developers and landowners in the local requirements needed for development. A DCP may contain a range of measures such as planning principles, objectives and controls for buildings. DCPs can also have controls for single topics such as landscaping, drainage and car parking.





Council adopted the Walcha Development Control Plan 2019 in July 2019 whereby it absorbed:

- *DCP 1 – Rural Residential Subdivision Adopted 3 December 1997*
- *DCP 2 – Guidelines for the Erection of Advertisements and Advertising Structures – Adopted 28 September 2005*

with Council's Development Controls being expanded.

A copy of the *Draft Amended Walcha Development Control Plan 2019* is attached to this report. The proposed amendments requiring Council consideration have been marked in red with all housekeeping amendment not being marked in red. This is due to the housekeeping amendments being minor in nature and not requiring Council resolution for change. A summary of the proposed amendments is:

- Housekeeping alterations not marked in red.
 - ✓ All State Agency names and reference have been updated, eg Roads & Maritime Service (RMS) changed to Traffic for NSW (TfNSW)
 - ✓ All weblinks checked and updated
 - ✓ All current legislation referenced
- Acronyms table created at the front of the document
- Chapter 1 – General Provisions
The *New England North West Regional Plan 2036*, *Local Strategic Planning Statement 2036* and the *Community Strategic Plan Walcha – 2027* and its linkage to the Walcha Development Control Plan 2019 is now referenced.
- Chapter 2 – Notification Procedures
The provisions contained within this chapter have been incorporated into the *Walcha Community Participation Plan 2020* adopted 14 February 2020. This was a legislative requirement under the *Environmental Planning Assessment Act 1979*.
- Chapter 4 – Rural Development
Removal of Clause 4.4(b) – This clause contains drafting errors and does not relate to Clause 4.2D of the *Walcha Local Environmental Plan 2012* as it states.
- Chapter 5 – Ancillary Development & Shed Conversion
Removal of Clause 5.7(f) – This clause requires consideration by Council when garage/shed doors are more than 50% of the width of the front elevation. This control has been wily and hard to implement and found not to be a suitable control for the Walcha LGA.
- Chapter 14 – Wind Power Generation
Inclusion of new chapter -this chapter considers the issues relating to wind farms. Attached to this report is the assessment pathways for wind energy projects as highlighted within the NSW Planning & Environment *Wind Energy Guideline: For State significant energy development*, December 2016. This provides the current categories of wind energy projects and their planning assessment pathways.

How Development Control Plans are Amended



1. A draft amended development control plan is prepared and considered by Council.
2. Public consultation is undertaken for 28 days and submissions invited. Anyone may make a written submission during the submission period. This consultation will include notification on the NSW Planning Portal.
3. All submissions, the draft amended plan, with any amendments, is considered and adopted by Council.
4. The plan comes into force after public notice of its adoption.

Please Note: Council is not required to consult with any State Agencies including NSW Planning, Industry & Environment. Council will provide them an updated copy of the final amended *Walcha Development Control Plan 2019* to be uploaded on the NSW Planning Portal.

Alternative:

The alternative is not to revise the *Walcha Development Control Plan 2019*.

Legal Implications:

The Walcha Development Control Plan is being prepared as per the provisions of Division 3.6 of the *Environmental Planning and Assessment Act 1979*. It is a guideline however must be considered in the evaluation and assessment of development proposals pursuant to Section 4.15 of the *Environmental Planning and Assessment Act 1979*.

Consideration under the provisions of *Environmental Planning and Assessment Act 1979*, *Walcha Local Environmental Plan 2012*, and the *Walcha Development Control Plan 2019* have been undertaken throughout the preparation of the proposed draft amendment.

Consideration of the *Walcha Community Participation Plan 2020* will be undertaken throughout the public consultation process.

Financial Implications:

Cost of undertaking Community Consultation

Environmental Implications:

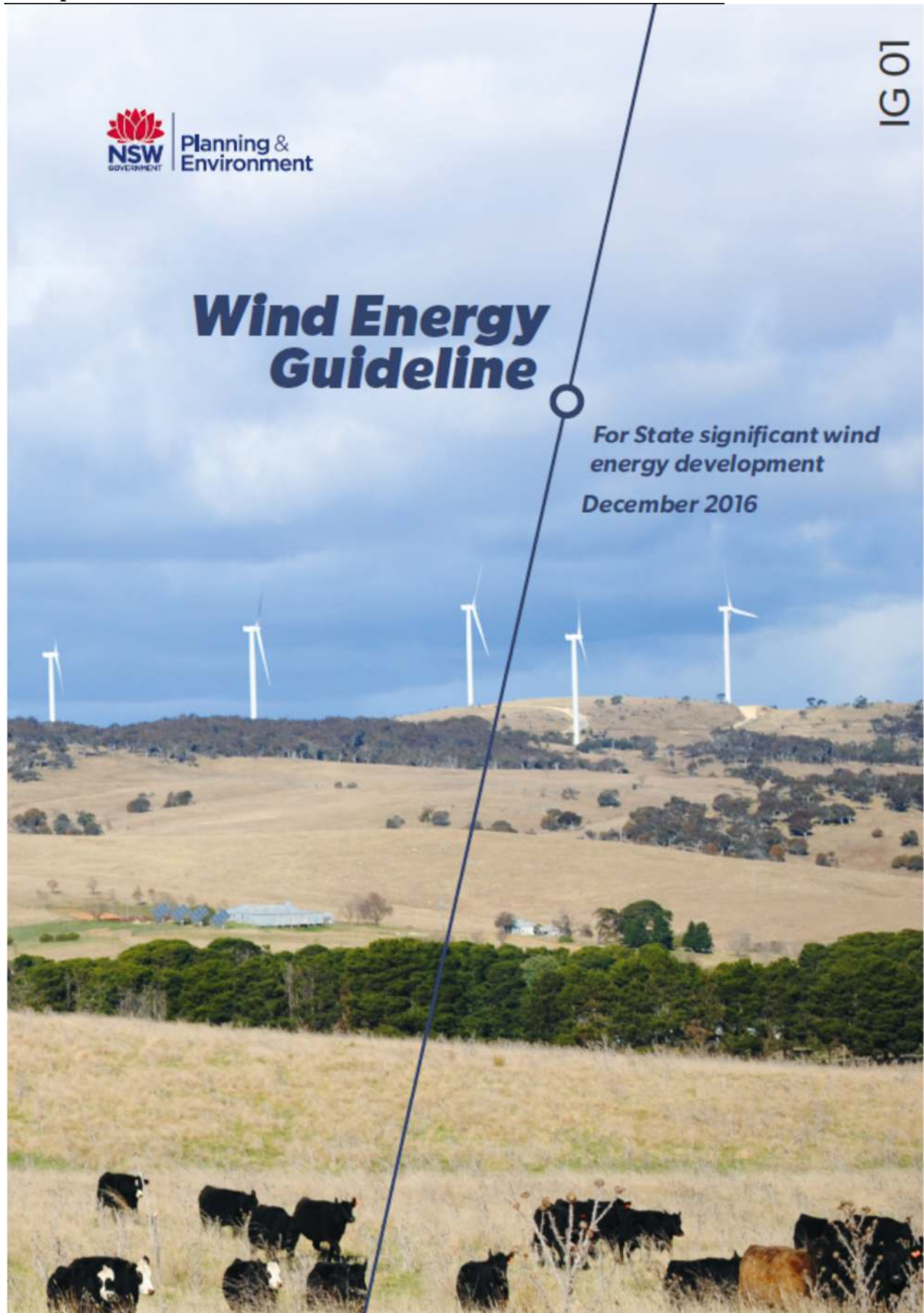
Nil

Social Implications:

Nil

Policy Implications:

Revised Development Controls contained within the *Walcha Development Control Plan 2019* which supports the *Walcha Local Strategic Planning Statement 2036*



Wind Energy Guideline

For State significant wind energy development
December 2016

IG 01



Attachment A – Assessment pathways for wind energy projects

The table below provides a general overview of wind energy project categories and planning assessment pathways. Large-scale SSD wind energy developments to which this Guideline applies are shaded in blue.

Table 2. Overview of wind energy categories and planning assessment pathways

CIV and output criteria	Environmental Planning Instrument	Development category	Consent authority
CIV less than \$5M and output less than 30 MW	Infrastructure SEPP	Local Development	Local Council
CIV \$5-30M and output less than 30 MW	Infrastructure SEPP Schedule 4A, EP&A Act	Regional Development	Joint Regional Planning Panel
CIV less than \$5M and output 30 MW +	Infrastructure SEPP Schedule 3, EP&A Reg	Local Development and Designated Development	Local Council
CIV \$5-30M and output 30 MW +	Infrastructure SEPP Schedule 4A, EP&A Act Schedule 3, EP&A Reg	Regional Development and Designated Development	Joint Regional Planning Panel
CIV \$30M or more*	SRD SEPP	SSD	Planning Minister or delegate (Planning Assessment Commission or senior departmental officer)
CIV \$30M or more* and output 30 MW +	SRD SEPP Schedule 3, EP&A Reg	SSD (with some "designated development" legal consequences)	Planning Minister or delegate (Planning Assessment Commission or senior departmental officer)

* If proposed in an environmentally sensitive area of State significance, the CIV threshold is \$10M or more.



Item: 6.2 **Ref:** WO/2021/03510
Title: Funding request for Drive-in Movie – Walcha Central School P & C
Author: Director Community & Tourism
Previous Items: Not Applicable
Attachment: WI/2021/11599 Funding Request Drive-in Movie – Walcha Central School P & C

Community Strategic Plan Reference:

Strategy 5.1.2: *Support activities that provide meaningful engagement and social interaction.*
Strategy 5.2.1: *Support and promote participation in community events.*
Strategy 5.6.2: *Strengthen organisations and groups providing cultural, recreational and sporting activities*

RECOMMENDATION: That Council:

- 1. APPROVE the request of Walcha Central School P & C for a donation of \$2,000 to their Drive-in Movie Night from the existing youth budget.**
 - 2. APPROVE the use of Council facilities and movie equipment for no cost.**
 - 3. The funding be returned to Council if the event does not go ahead.**
-

Introduction:

A letter was received on 27 July 2021 (attached) from the Walcha Central School P & C to request financial support for a Drive-in Movie Night Fundraiser. It was suggested by them that this could be funded using Bushfire Resilience Funding. Council agreed to fund a similar event last year.

Report:

An enquiry was forwarded to Resilience NSW to see if their funding (CRO program) would fund this event. The answer was as follows:

The program team agreed, that to meet the eligibility criteria there would need to be a stronger connection direct to bushfire recovery and the community i.e. a bushfire recovery event for the fire-affected community. There was also discussion around events that would normally happen, regardless of the occurrence of the disaster (i.e. annual community fetes or events), as these are not eligible expenses under the program guidelines. Sorry this proposal does not meet the program guidelines, however we wish the school success with their event.

A second round of funding for the BCRRF Council led community grants program is due to be advertised shortly. This event could be altered to comply with those guidelines. However, the event is planned for 18 September and the applications will not be closed and evaluated in time for this funding to apply.

Several differently costed support options are asked to be considered:

- 1. For Walcha Council to use grant funding or other appropriate funds to cover all costs associated with running the event and it be a FREE event for community members. Each ticketed car would receive an entry ticket, bingo cards and a movie snack box for each person - Cost to council \$3,000*
- 2. For Walcha Council to subsidise the event by giving a set amount of funding to reduce the ticket prices for community members. - Cost to council to be set by yourselves.*



3. *For Walcha Council to sponsor the event without refreshments - Cost to council - \$2,300 (Walcha Central School P&C would charge for them as part of the ticket cost).*
4. *For Walcha Council to offer in kind support, use of the venue and projector.*

As the event is not eligible for Resilience NSW funding, if Council is supportive of this event other funding options are available:

- Council could agree to fund this event from their seed event funding
- As the main focus is families with school aged children, it could be funded out of the youth budget, and remove one movie from the youth program planned movies for 2021/22. The recommended amount for this option is \$2000.
- Option 4 as listed in the letter is a no-cost support option.

The P & C are still hoping to hold the drive-in movie night in September if the current lockdown restrictions are lifted. The event will be postponed to April if needed.

Legal Implications:

There are no legal implications arising from this report.

Financial Implications:

Funding of \$2000 will be provided from the existing youth budget of \$25400, leaving \$23400 for other youth activity expenses.

Environmental Implications:

There are no environmental implications arising from this report

Social Implications:

The funding request seeks to support and promote the mental and social health of our community members.

Policy Implications:

There are no policy implications arising from this report.



Walcha Central School Parents and Citizens Association
c/o Olivia Nivison

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Walcha Council General Manager
Mr Barry Omundson
2W Hamilton Street,
Walcha, NSW 2354

Re: Support and sponsorship for drive-in movie night fundraiser.

Dear Walcha Councillors,

We would like to approach Walcha Council firstly, for support to utilise the outdoor movie projector and the use of John Oxley Oval and amenities for the night of the 18th of September 2021 for a drive-in movie night as a fundraiser for the Walcha Central School P&C. We believe there is an appetite for another community activity and in light of COVID restrictions, we thought a drive-in movie night remains a good fit.

Secondly, we would like you to consider funding the direct costs to the P&C to run the event out of the Bushfire Resilience Funding or other appropriate funds. We feel as our community continues to go through tough times, that a light-hearted, fun and socially distanced event would be really beneficial for our residents.

We would like you to consider the following options to help sponsor the event:

5. For Walcha Council to use grant funding or other appropriate funds to cover all costs associated with running the event and it be a FREE event for community members. Each ticketed car would receive an entry ticket, bingo cards and a movie snack box for each person - Cost to council \$3,000
6. For Walcha Council to subsidise the event by giving a set amount of funding to reduce the ticket prices for community members. - Cost to council to be set by yourselves.
7. For Walcha Council to sponsor the event without refreshments - Cost to council - \$2,300 (Walcha Central School P&C would charge for them as part of the ticket cost).
8. For Walcha Council to offer in kind support , use of the venue and projector.



As part of the event Walcha Central School P&C would like to have a raffle fundraiser as an opt in option for people attending the event.

Estimated costing for the event are outlined below and we would welcome confirmation from the council of their assistance for sponsorship and any requirements we are required to comply with:

Promotion	\$500
Truck hire (as movie screen)	\$0
Back up sound equipment	\$200
Ticketing system	\$100
Movie Licence	\$1000
Refreshments	\$1200
Total	\$3000

Thank you for considering our application. I look forward to hearing from you.

Kind Regards,



Olivia Nivison
On behalf of the Walcha Central School P&C Association



Item: 6.3 **Ref:** WO/2021/03516
Title: Referendum and Draft Consultation Program
Author: General Manager
Previous Items: Not Applicable
Attachment: No

Community Strategic Plan Reference:

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

RECOMMENDATION: That Council APPROVE the *Walcha With Wards and Walcha Without Wards* Poster and AUTHORISE the General Manager to Register the Poster as Electoral Material for Distribution on Election Day as well as advertised before Election Day.

Introduction

This report is submitted to enable Council to finalise arrangements for the draft Community Consultation Program on the Referendum Question at the Local Government Elections being held on 04 December 2021.

Report

Information provided to the community regarding the Referendum will be critical to support voters making an informed choice on Election Day. Council is permitted to inform community members of what the state of play is like With and Without Wards. Council is NOT permitted to advocate or campaign for a particular outcome.

In February 2021 in a Councillor Workshop it was determined that two resources would be utilised to assist the community to understand what both options mean. They are:

1. A Poster – clearly describing what it means to have and not have Wards to be developed using Attachment A
2. One Frequently Asked Questions (FAQ) Sheet – see Attachment B

The proposed program for community consultation is summarised below:

Timing:	Action:
October & November 2021	<ul style="list-style-type: none"> - Advocate article - Poster advertised - FAQ's released - Social Media Posts with material - Potential to use Street Stall Booth to talk with community
04 December 2021	Local Government Election Day with Posters and FAQ's at Polling Booths



Attachment A:

WARDS – YES or NO

Council is holding a Referendum at the Local Government Elections on 04 September 2021. All Walcha electors **MUST VOTE** in both the Councillors Elections and the Referendum. The Referendum Question is:

Question: Do you favour the removal of the current ward based system so that all voters select all eight (8) Councillors that represent the Walcha Council area?

Differences between having Wards or Not having Wards

Walcha With Wards:

- There are two (2) Councillors for each of the four (4) Wards.
- Candidates must nominate which Ward they are standing in prior to election.
- Candidates can nominate any Ward to stand in.
- Candidates do not have to live in the Ward that they are standing in.
- If only two candidates stand in any Ward then they are automatically elected as Councillors.
- Electors can only vote for candidates in their Ward.
- Candidates can initially nominate in multiple Wards and finalise their chosen Ward to stand in prior to the election.
- Changes are required to modify Ward boundaries between elections to ensure fair distribution of voters within each Ward.

Walcha without Wards:

- The eight candidates who receive the most votes will become Councillors.
- All Councillors represent all of the Walcha Local Government Area.
- Allows all electors to vote for all eight (8) candidates.
- The task to modify ward boundaries between elections is no longer required.
- Eliminates confusion for electors in determining which Ward they are in and who they are able to vote for.



Attachment B:

WARDS – Frequently Asked Questions

1. How many voters reside in Walcha?

Answer: Not available at time of print – will receive information from NSWEC before Council Meeting.

2. How many Wards does Walcha have?

Answer: 4

3. How are Ward Boundaries worked out?

Answer: Changes are required to modify Ward Boundaries between elections to ensure fair distribution of voters within each Ward. Council is required to alter the Ward Boundaries due to a difference of greater than 10% in the number of electors between Wards.

4. What changes if we do not have Wards anymore?

Answer:

- The 8 candidates who receive the most votes will become Councillors for Walcha.
- All Councillors represent all of the Walcha Local Government area.
- Allows all electors to vote for all 8 candidates.
- The task to modify Ward Boundaries between elections is no longer required.
- Eliminates confusion for electors in determining which Ward they are in and who they are able to vote for.

5. If Walcha vote to abolish Wards, when does it come into effect?

Answer: It takes effect after the September 2024 Local Government elections. At this election you would vote for 8 Councillors for the entire Walcha region.

6. Who elects the Mayor?

Answer: The elected Councillors elect the Mayor.



Item: 6.4 **Ref:** WO/2021/03455
Title: Service NSW for Business Agreement with Walcha Council
Author: General Manager
Previous Items: Not Applicable
Attachment: Service NSW Partnership Agreement – WI/2021/13082

Community Strategic Plan Reference:

Strategy 2.1.4 – Assist, support and encourage the establishment and / or expansion of local businesses.

RECOMMENDATION: That Council AUTHORISE the General Manager to enter into the Business Partnership with Service NSW by executing the Agreement.

Introduction

The purpose of this report is to provide background information and seek support to enter into an agreement with Service NSW and to consider future business improvement initiatives.

Report

Council currently has an agreement in place with Service NSW to promote and provide access to NSW Government information and services to better assist business owners and to support the local economy.

The support provided by Council to individuals and businesses to access these services has been invaluable, particularly during these challenging times.

Service NSW for Business provides free, personalised support to small business owners, to help them understand industry regulations, to guide them through transactions, and to access support.

The services provided to business owners include:

- Business Concierges offering over-the-phone, email and face-to-face support and case management.
- An online Business Profile to make it faster and easier for business owners to transact with NSW Government.
- Guidance and support for small business owners impacted by natural disasters or emerging issues to access a range of Government stimulus, support and information.
- Online business information hubs including how-to guides to help business owners understand key tasks and the support available when starting and running a business in NSW.

A new Partnership Agreement has been developed to provide consistency across all Councils, reflect the broader focus of Service NSW for Business and provide the opportunity for Walcha Council to engage with all services across Service NSW now and into the future.



The new Partnership Agreement includes further detail and clarity about the roles and responsibilities of all agencies in relation to the collection, storage and security of personal information.

The intention of the Partnership Agreement is to build awareness of specialist advice services available, ensure Council staff can direct enquiries to these services and provide applicants with the skills to be better informed and researched prior to lodging any applications.

Legal Implications:

There are no legal implications arising from this report.

Financial Implications:

This program is at no cost to Council to participate. Support material, training and advice is provided by Service NSW for Business at no cost.

Environmental Implications:

There are no environmental implications arising from this report.

Social Implications:

There are no social implications arising from this report.

Policy Implications:

There are no policy implications arising from this report.

PARTNERSHIP AGREEMENT

Between **Service NSW** (ABN 37 552 837 401) and the Walcha Council (the '**Council**)
(the '**Parties**')

Last Updated: 27 July 2021

1. Purpose

1.1. The purpose of this Agreement is to:

- A. Provide the services of Service NSW for Business, which is a division of Service NSW with a mandate of being the one front door for businesses in NSW to access government information and services.
- B. Provide the framework within which Services will be delivered;
- C. Document the responsibilities of Service NSW and the Council on the provision of Services;
- D. Provide mechanisms to manage the relationship between the Parties;
- E. Promote a collaborative approach to working together in a timely and effective manner and to act in good faith.

This Agreement is not legally binding.

2. Background

- 1) Service NSW is a Division of the Government Service established under the Service Act. The functions of Service NSW include the exercise of customer service functions, within the meaning of the Service Act; other functions conferred by statute; and other functions relating to the delivery of Government services, as directed by the Minister responsible for Service NSW.
- 2) Section 7 of the Service Act makes provision for customer service functions to be delegated by other NSW Government agencies to the Chief Executive Officer ('**CEO**').
- 3) The functions of the CEO are exercised by the staff of Service NSW.
- 4) Section 8 of the Service Act enables the CEO to enter into Agreements with local government agencies for the exercise of a non-statutory customer service function of the agency; or with respect to the exercise of a customer service function delegated to the CEO.
- 5) Subsection 8(4) of the Service Act provides that an Agreement with a council, a county council or a joint organisation within the meaning of the *Local Government Act 1993* must be approved by a resolution of the council, county council or joint organisation, must be approved before it is entered into.
- 6) Service NSW partners with the Council to promote and deliver the services of Service NSW for Business to businesses across NSW.
- 7) The purpose of this collaboration is to ensure awareness and access to Government Services to all businesses in NSW.
- 8) The Services of Service NSW for Business are free for the Council and for customers.
- 9) The PPIP Act and the HRIP Act set out information handling principles that apply to public sector agencies (as defined in Section 3 of the PPIP Act). As public sector agencies, the parties must not do anything, or engage in any practice, that contravenes a privacy principle that applies to them.
- 10) Section 14 of the Service Act makes provision for the disclosure and use of information, including personal information, for the purposes of the exercise of customer service functions by the CEO. Section 14 has effect despite the provisions of the Act, including the PPIP Act and the HRIP Act.

- 11) Section 15 of the Service Act makes provision for the collection of personal information for the purposes of the PPIP Act and the HRIP Act, by Service NSW.
- 12) Section 16 of the Service Act enables an Agreement made under the Service Act, or a delegation of a customer service function by an agency to the CEO, to provide for the exercise by Service NSW of functions relating to access to information under the Government Information (Public Access) Act 2009 and functions relating to the State Records Act 1998, in connection with the functions of the Council concerned. The responsibilities of Agencies under the State Records Act 1998 include making and keeping full and accurate records of their office.
- 13) The Parties have agreed to enter into an Agreement under Section 8 of the Service Act, incorporating the terms of this Agreement.

3. Guiding Principles

3.1. The Parties will:

- A. Work collaboratively and in good faith in a timely and effective manner, with open communication to achieve shared objectives;
- B. Facilitate a partnership relationship that promotes and achieves continuous improvement and accountability;
- C. Ensure that each of its Personnel complies with this Agreement and all applicable laws and policies relating to the Services, including the *Work Health and Safety Act 2011*;
- D. Comply with the agreed timelines for meeting obligations to ensure efficient and effective delivery of Services;
- E. Work together to identify and manage shared risks;
- F. Work together to prioritise initiatives and enhancements, particularly where there are limitations on time and resources; and
- G. Work together to respond to the media, advise Ministers, and consult each other when developing communications that impact on Services.

4. Roles and Responsibilities

4.1. Service NSW will:

- A. Provide the Services in accordance with the terms of this Agreement, subject to any Change Request;
- B. Exercise the required standard of skill, care and diligence in its performance of the Services and ensure that its Personnel have appropriate qualifications and skills to provide the Services;
- C. Take responsibility for the management of records it creates or holds as a result of the exercise of a customer service function, where required; and
- D. Take responsibility for performing necessary maintenance of its systems and data managing the impact on customers from Service NSW system outages and working in conjunction with the Council.

4.2. The Council will:

- A. Provide Service NSW with all information, inputs, resources and subject matter expertise in a timely manner as required to enable Service NSW to provide the Services as set out in the Agreement;
- B. Take responsibility for the management of records it receives or holds following the exercise of a customer service function by Service NSW.

4.3. The Parties undertake to maintain open channels of communication by:

- A. Making available Personnel, data, reports and computer systems for the purposes of resolving customer issues;

- B. Appointing a Relationship Manager with responsibility for managing the contractual and operational aspects of the Services. The Relationship Manager may be varied.

5. Services

A. Service NSW will:

- (i) provide the relevant information and contacts to Council to ensure its local businesses are aware and can access the Service NSW for Business services
- (ii) provide a single point of contact for Council to ensure it can access Service NSW for Business services.

B. the Council will:

- (i) refer eligible customers to the Program;
- (ii) provide guidance to Service NSW staff to assist in responding to inquiries;
- (iii) inform customers and Service NSW of the outcome of relevant applications in line with privacy requirements
- (iv) provide updates on changes to local government policies, guidelines or other matters which may affect the Program;
- (v) identify local opportunities to inform customers of the program;
- (vi) provide Service NSW with feedback on the effectiveness and performance of the Program.

6. Liability

- 6.1. To the full extent permitted by law, neither Council or Service NSW will be liable to the customer for the customer's actions or responsible for any liability, loss or cost suffered directly or indirectly by the business in connection with the Service NSW for Business service.

7. Data and Data Security

7.1. Each party retains ownership of its Data.

- 7.2. Except as required by law, neither party must, and must ensure that its Personnel will not:
 - A. use the Data belonging to the other party for any purpose other than the performance of its obligations under this Agreement; or
 - B. sell, commercially exploit, let for hire, assign rights in or otherwise dispose of any Data. or
 - C. Make the other party's Data available to a third party including another government agency or body, other than an approved Subcontractor, and only to the extent required under this Agreement.

7.3 Each party must establish and maintain safeguards against the destruction, loss or alteration of either party's Data in the possession or control of that party which are consistent with and no less rigorous than those maintained by either party to secure its own data; and comply with all applicable laws and policies.

7.4 In particular, the Parties will ensure the secure transmission and storage of data, at standards no less than those recommended by Cyber Security NSW.

8. Confidential Information

8.1. The Parties must, in respect of any Confidential Information:

- A. Keep the Confidential Information confidential and not disclose that information to any person without the prior written consent of the disclosing party, other than to its Personnel, professional advisors or contractors requiring access to the Confidential Information in connection with providing the Services;

- B. Use the Confidential Information solely for the purpose of carrying out its obligations;
- C. Not permit the Confidential Information to be reproduced except to the extent reasonably required to carry out its obligations;
- D. Not do anything that would cause the disclosing party or its Personnel to breach their obligations under Privacy Law; and
- E. Notify the other party as soon as possible upon becoming aware of any breach of this clause.

9. Privacy

- 9.1 Each party and its Personnel must:
- A. Comply with Privacy Laws; and
 - B. Do all that is reasonably necessary to enable the other party to comply with Privacy Laws, including the development of documentation to demonstrate compliance with Privacy Laws, as agreed between the parties;
- 9.2 In particular, Service NSW acknowledges that:
- A. The collection of personal or health information will take place in compliance with the Privacy Laws, as modified by section 15 of the Service Act; and
 - B. the use, disclosure, storage and retention of such information will be in accordance with the Privacy Laws, and in accordance with applicable policies.
- 9.3 Schedule 3 documents the respective responsibilities of Service NSW and the Council in relation to the collection, storage, use, retention and disclosure of personal information.
- 9.4 Personal and health Information collected, used, disclosed or retained between the parties will be managed and retained by the parties in accordance with the *State Records Act 1998* (NSW) and all other applicable laws, including Privacy Laws.
- 9.5 Once either of the Parties has reasonable grounds to believe there has been unauthorised access to, unauthorised disclosure of, or a loss of Personal or Health Information, dealt with in connection with this Agreement (**'Data Incident'**):
- A. The party must immediately (but in any event, no later than 72 hours of becoming aware of the Data Incident) notify the other party of that contravention together with all relevant information relating to the contravention;
 - B. Consult with the other party as to which party should have primary responsibility for investigating and dealing with the breach or possible breach;
 - C. Consider, having regard to the scope of the Data Incident and the nature of the personal or health information involved, together with any other relevant factors, whether the Data Incident is serious.
 - D. The party with primary responsibility for the breach must notify the Privacy Commissioner as soon as practicable that a serious Data Incident has occurred; and
 - E. The parties must co-operate and collaborate in relation to assessment and investigation of the Data Incident, and action required to prevent future Data Incidents.
- 9.6 If either of the Parties receives a complaint or request for an internal review of conduct in relation to a breach or alleged breach of a Privacy Law, including under section 53 of the PPIP Act, (a **'Complaint'**), the following will apply:
- A. It is the responsibility of the party that receives the Complaint to perform a preliminary investigation to determine the party responsible for the conduct;
 - B. If responsibility lies wholly with the party that received the Complaint, then that party is responsible for responding to the complaint or conducting the internal review of conduct;
 - C. If, after performing the investigation, the relevant party reasonably considers that the Complaint should be transferred to the other party, it will (after obtaining the consent of the customer) promptly transfer the Complaint and any further information obtained by the party from its preliminary investigation, to the other party, no later than 20 days after receipt of the original Complaint;
 - D. If the Complaint relates jointly to the conduct of both parties, then the party that received

the Complaint will (after obtaining the consent of the Customer) notify the other party no later than 20 days after its receipt of the original Complaint and provide any further information obtained by that party from its preliminary investigation. The parties will then work together to coordinate a joint response from the parties within 60 days of receipt of the Complaint. This response may include an internal review of conduct.

10. Intellectual Property

- 10.1 Each party will retain the Intellectual Property Rights in its Existing Material.
- 10.2 Each party agrees to grant to the other party a non-exclusive and royalty free licence to use, sublicense, adapt, or reproduce:
 - A. Their Existing Material; and
 - B. All methodologies, processes, techniques, ideas, concepts and know-how embodied in their Existing Material,
 - C. To the extent their Existing Material is required for use by the other party, solely in connection with provision of the Services.
- 10.3 Each party represents and warrants to the other party that it has all required rights and consents for its Existing Material to be used for the Services.
- 10.4 Intellectual Property Rights in all New Contract Material will vest in the Council.
- 10.5 The Council grants a perpetual, worldwide, irrevocable and royalty free licence to the Intellectual Property Rights in all New Contract Material to Service NSW for the purpose of performing the Services.
- 10.6 Subject to clauses 10.1 and 10.4, Service NSW will own all Intellectual Property Rights in the provision of the Services, including any solution and service design.

11. Performance Management and Continuous Improvement

- 11.1 Service NSW for Business does not require any provisions in relation to performance management
- 11.2 Service NSW for Business will work collaboratively with Council to ensure continuous improvement of its services to Council.
- 11.3 Any future extension of this Agreement by Service NSW with Council will specify the relevant performance management and continuous improvement provisions required.

12. Reporting

- 12.1 Service NSW for Business does not require any reporting arrangements
- 12.2 Any future arrangements that require reporting will be outlined in a Schedule to this Agreement.

13. Change Management

- 13.1 Each party will comply with the Change Management Process set out in Schedule 4.
- 13.2 The parties agree to complete a Change Request in the form set out in Schedule 4 to add to or vary the Services.

14. Governance

14.1 The parties agree to comply with the Governance Framework.

15. Business Continuity and Disaster Recovery

15.1 Each party will maintain Business Continuity and Disaster Recovery Plan arrangements to ensure that each party is able to continue to perform its obligations under this Agreement, or where performance is not possible, resume performance as soon as reasonably practicable in the event of a Disaster.

16. Dispute Resolution

- 16.1 In the event of a dispute between the parties, a party will:
- Raise the dispute with the other party's Relationship Manager and use best efforts to resolve the dispute;
 - If the dispute is not resolved within a reasonable period, the Chief Executive of the Council or their delegate will meet with the Chief Executive Officer of Service NSW (or their delegate) with a view to resolving the dispute.
 - If the dispute is not resolved under clauses 16.1(b) within a reasonable period, attempt to resolve any dispute in accordance with the Premier's Memorandum M1997-26.
- 16.2 Despite the existence of a dispute, each party must continue to perform its obligations.

17. Termination

- 17.1 Either party may terminate this Agreement in whole or in part by giving the other party 90 days written notice or as otherwise agreed.
- 17.2 On notice of termination or where Service NSW is otherwise required to cease to perform some or all of the Program, the parties will work together in good faith to finalise and agree a transition out plan to facilitate smooth and orderly transition of the relevant Program to the Council or the Council's nominated third party. Where the parties cannot agree, the dispute resolution provisions in clause 16 will apply.
- 17.3 Upon termination, each party agrees to return all Data and property belonging to the other party within 30 days of the termination date and comply with the transition out plan agreed under clause 17.2.

18. Miscellaneous

- 18.1 Entire Agreement
This Agreement supersedes all previous Agreements, understandings, negotiations, representations and warranties and embodies the entire Agreement between the Parties about its subject matter.
- 18.2 Survival
The following clauses survive termination or expiry of the Agreement: Clauses 4, 6, 7, 8, 9, 10, 14, 15, 16, 17, 18, 19 and any other clause which by its nature is intended to survive termination or expiry of the Agreement.
- 18.3 Notices
A notice under this Agreement must be in writing and delivered to the address or email address of the recipient party.
- 18.4 Variation
All variations to this Agreement and all consents, approvals and waivers made under this Agreement must be evidenced in writing and variations signed by both parties.

- 18.5 Waiver
If a party does not exercise (or delays in exercising) any of its rights, that failure or delay does not operate as a waiver of those rights.
- 18.6 Applicable law
The Agreement is governed by, and is to be construed in accordance with, the laws in force in NSW.
- 18.7 Counterparts
The Agreement may consist of a number of counterparts and if so, the counterparts taken together constitute one and the same instrument.

19. Execution

Walcha Council has reviewed and accepts this Agreement

Signed for and on behalf of Walcha Council by its authorised signatory	Signed for and on behalf of Service NSW by its authorised signatory
Name:	Name:
Title:	Title:
Date:	Date:
Signature:	Signature:
Witness:	Witness:
Signature:	Signature:

Schedules

Schedule 1 - Definitions

In these Partnership Agreement, except where a contrary intention appears:

Business Continuity and Disaster Recovery Plan means a business continuity and disaster recovery plan which documents the back-up and response actions each of the parties will take to continue its obligations if a Disaster occurs;

Change Request means the request for a change to the scope of Services in the form set out in Schedule 4;

Commencement Date means the date of start of this Agreement.

Confidential Information of a party means any written or oral information of a technical, business or financial nature disclosed to the other party, including its employees or agents, by the disclosing Party (whether orally or in writing) whether before or after the Commencement Date, that:

- A. is by its nature confidential; or
- B. is designated as confidential; or
- C. the other party knows or ought to know is confidential,
- D. but does not include information which:
 - a. is or becomes public knowledge other than by breach of this Agreement; or
 - b. is in the lawful possession of the Party without restriction in relation to disclosure before the date of receipt of the information; or
 - c. is required to be disclosed by Law, government policy or legal process.

Contact Centre has the meaning set out in Schedule 2;

Continuous Improvement Principles have the meaning set out in Schedule 2;

Continuous Improvement Process has the meaning set out in Schedule 2;

Data means the data of each party and all data and information relating to their operations, Personnel, assets, customers and systems in whatever form that may exist, including Confidential Information;

Disaster means an event that causes, or is likely to cause, a material adverse effect on the provision of the Services that cannot be managed within the context of normal operating procedures including interruption, destruction or other loss of operational capacity;

Existing Material means any material that is developed prior to entering into a Partnership Agreement, or developed independently of a Partnership Agreement, and includes any enhancements and modifications to its Existing Material created as part of a Partnership Agreement;

HRIP Act means the *Health Records and Information Privacy Act 2002* (NSW);

Instrument of Delegation means the instruments of delegation (including its terms and conditions) made by the Council in relation to the Delegated Functions.

Intellectual Property Rights includes patent, knowhow, copyright, moral right, design, semi-conductor, or circuit layout rights, trademark, trade, business or company names or other proprietary rights and any rights to registration of such rights, whether created before or after the Commencement Date, in Australia or elsewhere;

Middle Office has the meaning set out in Schedule 2;

Moral Rights means the right of integrity of authorship and the right not to have authorship falsely attributed, as confined by the *Copyright Act 1968* (Cth) and the rights of similar nature anywhere in

the world, whether in existence before or after the Commencement Date;

New Contract Material means new data created, other than the solution or service design;

Partnership Agreement means these terms and conditions and includes Schedules 1, 2, 3 and 4.

Personal Information has the meaning given to it in the Privacy Laws, as amended from time to time;

Personnel means the person or persons employed or otherwise contracted by either party under this Agreement, as the context requires;

PPIP Act means the *Privacy and Personal Information Protection Act 1998* (NSW);

Privacy Law means any law that applies to either or both of the parties which affect privacy or any personal information or any health information (including its collection, storage, use or processing) including:

- A. the PPIP Act; and
- B. the HRIP Act.

Program means the Easy to do Business program;

Quarterly Forecast has the meaning set out in Schedule 2;

Relationship Manager means the nominated relationship managers of either party, as set out in the Service Agreement, or as otherwise nominated by a party from time to time;

Service Act means the *Service NSW (One-stop Access to Government Services) Act 2013* (NSW);

Service Centre has the meaning set out in Schedule 2;

Service NSW Standard Operating Conditions means the standard operating conditions met by Service NSW in the usual course of its performance of the Services set out in Schedule 2;

Subcontractor means a third party to which Service NSW has subcontracted the performance or supply of any Services;

Schedule 2

1. Service NSW Standard Operating Conditions

In addition to the Partnership Agreement this section covers the standard omnichannel service inclusions.

1.1. Service Centre

Similar services as those available at Service Centres may be offered through Mobile Service Centres. The Mobile Service Centre timetable is published regularly on the Service NSW website.

Inclusion	Description
Concierge and digital assisted services	A Service NSW Concierge will greet and direct customers to the appropriate channel and dispense a ticket where applicable. If the transaction can be completed online, a Digital Service Representative will assist the customer to complete the transaction
Customer sentiment surveys	Before leaving the centre, customers will be offered the option of leaving feedback via a digital terminal

1.2. Contact Centre

Similar services (to that of phone-based) may be offered through a web chat feature accessible via the Service NSW website.

Inclusion	Description
Virtual hold call back system	During high volume periods, customers will be offered the option of leaving their details with an Interactive Voice Response (IVR) auto attendant. Customers can hang up while holding their place in the queue. Their call will be returned by the next available operator
Inbound number	Service NSW will answer all inbound enquiries on 13 77 88 as 'Service NSW'
Call coding	A Customer Service Representative will record the customer's reason for calls and the outcome
Customer sentiment surveys	Once the call is complete, customers will be offered the option of leaving feedback via an automated IVR system

1.3. Middle Office

Inclusion	Description
Enquiry triage	Service NSW will triage enquiries received to info@service.nsw.gov.au or via Service NSW website 'Contact Us' page and <ul style="list-style-type: none">- Resolve these enquiries or;- Refer it to the appropriate business area at the Council
Enquiry coding	A Customer Service Representative will record the customer's reason for enquiring and the outcome

1.4. Service NSW Website and Mobile App

Inclusion	Description
Scheduled maintenance and planned outages	Service NSW will conduct regularly scheduled maintenance of the website and mobile app. 10 business days of notice will be provided regarding outages from planned and scheduled maintenance Maintenance activities with negligible impact or outage, such as enhancements to optimise for cybersecurity or performance, may occur without notification to the Council

1.5. Service NSW for Business

Service NSW for Business provides a multi-channel service including digital, phone and face-to-face services for metro and regional businesses in NSW and develops relationships with councils and business associations to promote the offering to local businesses.

Inclusion	Description
Relationship management	Business Customer Service staff initiate and maintain relationships with councils and business associations to promote awareness and use of the service offering by such stakeholders and their local business community. It may include, but is not limited to, information sharing, regular liaison at events and stakeholder premises and issue of surveys.
Scheduled Maintenance and Planned Outages	Digital products controlled by Service NSW for Business will be regularly updated, upgraded and maintained without any outages.

1.6. Training

Service NSW will provide appropriately trained Personnel to deliver the Services.

1.7. Language

Service NSW will provide services in English and may arrange translation and interpreter services for customers from non-English speaking backgrounds if required.

1.8. Branding

Unless otherwise set out in the Partnership Agreement, Service NSW channels are singularly branded. Marketing communication is limited to Service NSW led or co-led campaigns and programs.

1.9. Contractors and Agents

Service NSW may use contractors and agents in connection with the delivery of Services. Such agents and contractors are approved persons under Part 2 Section 12 of the Service Act.

1.10. Out of Scope Services

Any item, service or deliverable that is not specified in a Partnership Agreement is deemed to be out of scope for Service NSW.

2. Operational Framework

Service NSW operational framework outlines how operations are managed on a day-to-day basis.

Operational Support	Description
Knowledge Management	Service NSW creates and maintains support material (knowledge articles) for serving customers. These will be sent to the Council for endorsement of content accuracy bi-annually
Complaints Management	Service NSW will record complaints and its supporting information unless resolved at the outset. Service NSW will contact the Council where assistance is required
Issues Management	Issues relating to existing products and services should be raised via partnerships@service.nsw.gov.au or directly with the Relationship Manager The Relationship Manager will assess the issue and facilitate a resolution within Service NSW, providing regular updates
Quality control framework/ compliance	Service NSW has a quality control framework that governs transactional activities in line with risk assessment at the time of onboarding The framework includes: <ul style="list-style-type: none">- Regular review of contact centre calls, including being assessed against procedure and process used by the agent during the call- Daily quality checks of transactions undertaken by the service centre- Quarterly compliance reviews and certifications provided by all service delivery channels

2.1. IT Operations & Support

Service NSW runs a 24/7, 365 days a year service desk. Unplanned interruptions or degradations in quality of service should be raised to the Service NSW Service Desk on 1300 697 679 (option 2) or servicedesk@service.nsw.gov.au

Incident response times in our production environment are prioritised based upon urgency and impact, with associated response and resolution times.

Priority Code	Service Level Target Response/Resolution Time
P1 - Critical	Response: Immediate response, action/update within 15 minutes Resolution: 2 hours
P2 - High	Response: Immediate response, action/update within 30 minutes Resolution: 4 hours
P3 - Medium	Response: 8 hours Target Resolution: 10 working days
P4 - Low	Response: Email notification of call being logged within 2 days. Response by email or phone within 2 working days Target Resolution: 20 working days

Where vendors or other government platforms are involved, Service NSW utilises a best practice vendor governance framework for service level Agreements and for priority 1 and 2 incidents.

2.2. System and Security Maintenance

Service NSW complies with the NSW Government Cyber Security Policy and operates an information security management system that is certified against ISO 27001. These engagement Terms do not extend the certification scope to the Council's specific activities.

3. Customer Payments

Service NSW will collect payments from customers for transactions set out in the Service Agreement. Cash, cheque, money order, credit or debit card may be accepted and merchant fees plus GST will be recovered.

Service NSW will provide remittances and reconciliation files to the Council which include:

- A. Credit T+2 value for cash, cheques* and bank card payments
- B. Credit T+2 value for AMEX payments
- C. Debit any cheques dishonoured
- D. Debit any card payment chargebacks
- E. Debit any refunds processed on behalf of the Council

Cheque payments received over \$50,000 will be remitted back to the Council once the funds clear the Service NSW remitting bank account.

4. Business Continuity and Disaster Recovery

Service NSW will maintain an Enterprise Risk Management Framework focused on managing risks to Service NSW, including mitigation of the likelihood and impact of an adverse event occurring. As a function of risk management, business continuity management will enable Service NSW to minimise disruptive risks and restore and recover its business-critical services within acceptable predefined timeframes should an adverse event or other major business disruption occur.

Recovery and timeframes may be impacted when events or disruptions are related to dependencies on partner Agencies. The Parties will agree on Recovery Point Objectives and Recovery Time Objectives and associated charges prior to designing the system and will periodically review these objectives.

All systems and technology provided by Service NSW internally and through third-party vendors, operate through multiple data centres to achieve high availability. Service NSW systems are architected, where practicable and possible, to ensure continuity of service in the event of a data centre disruption or outage.

Definitions

Recovery Point Objectives means the age of files that must be recovered from backup storage for normal operations to resume if a computer, system, or network goes down as a result of a hardware, program, or communications failure.

Recovery Time Objectives means the targeted duration of time and a service level within which a business process must be restored after a disaster (or disruption) in order to avoid unacceptable consequences associated with a break in business continuity.

5. Continuous Improvement

Service NSW regularly reviews improvement ideas from employees and customers. We will provide you with any ideas relevant to your agency for consideration.

'Continuous Improvement' refers to identifying a process, system or policy opportunities that will deliver a benefit for our people, our customers or the NSW government. These improvements may be delivered in house where possible or by engaging our partnering agencies where further input or decisions are required under policy or legislation. A Continuous Improvement:

- A. Puts the customer first
- B. Makes the customer service job easier
- C. Improves a step in a process
- D. Changes the way a task is completed so that it doesn't take as long
- E. Reduces handling time and is cost effective
- F. Allows others to benefit from best practices
- G. Allows us to do things better locally, regionally or organisation-wide
- H. Is a low-investment process change and not a policy change
- I. Improves accountability within the various stages of the process
- J. Removes steps that don't add any value to a process

Service NSW will consider several factors such as cost to implement, cost savings, customer experience, team member experience and operational efficiency in prioritising continuous improvements.

5.1. Continuous Improvement Process

The parties will identify new continuous improvement initiatives on an annual basis, with a 6-monthly check-in on ongoing continuous improvement initiatives.

When establishing a new continuous improvement initiative, the parties will classify the initiative based on whether it can be implemented as:

- A. part of the ongoing 'business as usual' services (cost and resourcing to be absorbed by Service NSW; or
- B. a new project initiative (cost and resourcing to be agreed by the parties).

A prioritisation process will be agreed upon between the parties to prioritise initiatives (for Service NSW, this will be performed by the Partnerships team).

The Council may be required to effect policy, system or regulatory changes to assist in delivering the service process improvement, as agreed with Service NSW. Where a review of Council policy, system or regulatory changes is requested by Service NSW from the Council, these should be conducted within timeframes agreed between the respective Relationship Managers.

Schedule 3 – Privacy and Data Security

(a) General

- (i) Service NSW may collect, use, disclose, store and retain personal information when exercising functions for the Council:
- (ii) Where Service NSW exercises functions for the Council, Service NSW can share information it obtains with the Council without separately requesting the customer's consent. Service NSW can also share the information it obtains with any person that the Council is authorised or required to disclose the information to in accordance with the Service Act.

(b) Access to Agency Systems

- (i) The Parties agree that Service NSW will not have access to the Council's information system.

(c) Collection of information

- (i) Service NSW may incidentally collect Personal Information via call recordings in the course of answering queries on behalf of Council or referring customers to Council. Personal Information collected may include: full name, address, contact number or email address.
- (ii) Service NSW will take reasonable steps to ensure that the Personal or Health Information it collects on behalf of the Council is, relevant, accurate, up-to-date and complete.
- (iii) Service NSW will provide a privacy collection notice to customers whenever it collects their information.
- (iv) If Service NSW collects personal information for its own internal purposes, when exercising functions for the Council, it will ensure that the privacy collection notice meets the requirements of section 10 of the *PIPA Act* in light of section 15(3) of the *Service Act*.
- (v) The notice will address each of the matters that a privacy collection notice is, by law, required to address. Service NSW will develop the content of the notice in consultation with Walcha Council.

(d) Internal records maintained by Service NSW

- (i) Under the *Service Act*, Service NSW is permitted to collect, maintain and use the following records for its internal administrative purposes, including for the purposes of its interactions with customers for whom functions are exercised:
 - Details of transactions between customers and Service NSW
 - The preferences of customers for transacting matters with Service NSW and Walcha Council, and
 - Other information about customers.
- (ii) Service NSW collects, maintains and uses the following information for its internal administrative purposes:
 - Details of transactions between customers and Service NSW
 - The preferences of customers for transacting matters with Service NSW and Walcha Council and
 - Other information about customers.

(e) Use of information

- (i) Service NSW can use information in accordance with the *Service Act*, *PIPA Act* and *HRIP Act*.
- (ii) Service NSW uses Personal Information for the purposes of assisting customers in directing queries to Council, training and quality purposes.

(f) Disclosure

- (i) Service NSW can disclose information in accordance with the *Service Act*, *PIPA Act* and *HRIP Act*.
- (ii) Where Service NSW performs a transaction for a customer, when exercising functions for

the Council, it will ask the customer for consent before sharing that information with a different agency,

(g) Retention

- (i). Personal Information collected via call recordings is stored in Genesys. The length of data retention will be directly related to the purpose for which it was collected and retained. Data is maintained for the minimum period required. Call recordings are available for 3 months and subsequently archived. **(h)**

(h) Data Security

- (i). Personal Information stored in Genesys follows a comprehensive User Access Matrix controlled by Government Technology Platforms Virtual Contact Centre Team. Role based access to the system is granted to users at the minimum level required to perform their duties and to protect against unauthorised access, use, modification or disclosure. Access vi SSO with dfsi.okta.com. The Genesys PureCloud environment is whitelisted and only users on the corporate network or VPN can access the platform. The User Access Matrix is reviewed monthly and a detailed review is conducted every 6 months. The User Access Matrix is a comprehensive document that shows details such as the time of last login, date the account was disabled, date of termination, date of extension, date of role review, name of the reviewer.

(i) Privacy Management plans

The parties agree to update and periodically review their privacy management plans or other relevant policy documents so that any person can ascertain whether Service NSW or the Council holds personal information relating to that person and if so, the nature of the information, the main purposes for which it is used and the person's entitlement to access the information, in relation to the services covered by this Agreement.

(j) Access to and amendment of Personal Information

- (i) Service NSW agrees that it will provide any individual who requests it with access to their own personal information without excessive delay and without any expense, in relation to information it holds as a result of exercising functions for the Council.

(k) Privacy Officer

The parties have nominated a Privacy Officer who is the point of contact for dealing with complaints, applications for internal reviews, data breaches, employee education and other privacy matters.

Privacy Officers can be contacted as follows:

Service NSW:

Privacy Officer

Service NSW

2-24 Rawson Place, Sydney NSW 2000

Phone: 13 77 88

Email: privacy@service.nsw.gov.au

[Name of Council Privacy Officer]:

Schedule 4- Change Management

1. Change Management Process

Change is defined as any alteration to services, process, technology or product. Changes may be initiated by Service NSW or the Council. Where a change to the Services is requested by a party, set out below is the following process:

- 1.1. The party requesting the change will notify the other party's Relationship Manager as soon as possible;
- 1.2. The Relationship Managers will meet within 5 days to discuss the requested change;
- 1.3. The Relationship Managers will work collaboratively to conduct a high-level change assessment of the change, and agree and draft a Change Request, considering the following factors:
 - A. Current state and desired future state outcomes;
 - B. Impacts on customers and both parties informed by end-to-end customer journey;
 - C. Additional resource effort; potential cost and timing of implementation;
 - D. Implementation and testing requirements;
 - E. Legislation/policy that may be required;
 - F. Whether variation to the Partnership Agreement will be required; and
 - G. Continuous Improvement Principles

1.4. The parties will sign the Change Request, which will be incorporated into this Agreement. Where a change relates to Service NSW's IT systems, the Council will notify Service NSW within a reasonable period to outline the proposed change and requested timeframes. Service NSW will consider the change and advise whether an increased cost to implement the change is required.

Service NSW will assess the results and implement corrective action to ensure sustainability of the change to the Services. Changes to the Services will be reported on in the monthly management meeting between Relationship Managers.

2. Change Request Template

This Change Request is created in accordance with the Partnership Agreement	
Date of Change Request	
Originator of Change Request	
Proposed Implementation Date	
Cost	<Cost>
Summary and scope:	
Service NSW responsibilities:	
Council responsibilities:	

Change plan:

Change impact (Including the effect on service levels):

Assumptions and exclusions:

List of documents forming part of this change request:

Clauses affected by this change request:



Item: 6.5 **Ref** WO/2021/03534
Title: Financial Assistance Grants (FAGS) 2022
Author: Manager Corporate & Finance
Previous Items: Not Applicable
Attachment: WI/2021/13031 – Local Government Grants Commission Letter to Council

Community Strategic Plan Reference:

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

RECOMMENDATION: **That Council:**

- 1. NOTE the Report;**
- 2. REVIEW disability factors to determine if Walcha Council can provide a submission on the financial impact of potential future reductions in the General Purpose Component (GPC) relating to 2022-2023 Grants.**

Introduction:

The Local Government Grants Commission have issued estimates of the Financial Assistance Grant (FAGS) entitlement for 2021-22.

Report:

Financial Implications:

FAGS entitlement estimate for 2021-2022 is \$2,683,448 split between General Purpose and Roads as below. The entitlement estimate is \$174,248 above our current budget which will be adjusted in the December Quarterly Budget Review.

The included letter indicates a 5.2% increase on the 2020-2021 amount.

	GL account	Budget	OLG estimate	Variance
General Purpose	1130.115.154	1,528,000	1,668,935	140,935
Roads	1270.115.155	981,200	1,014,513	33,313
TOTAL		1,528,981	2,683,448	174,248

The letter further indicates that the FAGS amount for 2022-2023 is uncertain given the current environment and that there is a possibility of a reduction. The Manager of Corporate & Finance is currently reviewing whether we are eligible to make a submission on the financial impacts of any possible reduction in 2022-2023.

Legal Implications:

There are no legal implications arising from this report.

Environmental Implications:

There are no known environmental implications arising from this report.

Social Implications:

There are no social implications arising from this report

Policy Implications:

There are no policy implications arising from this report.

NSW Local Government Grants Commission
5 O'Keefe Avenue NOWRA NSW 2541
Locked Bag 3015 NOWRA NSW 2541

OUR REFERENCE: A784605
YOUR REFERENCE:
CONTACT: Helen Pearce
(02) 4428 4131
helen.pearce@olg.nsw.gov.au

Mr Chris Weber
Acting General Manager
Walcha Council
By email: gm@walcha.nsw.gov.au
cc: council@walcha.nsw.gov.au

20 August 2021

Dear Mr Weber

In accordance with the NSW Local Government Grants Commission's (Commission) policy of providing information to councils about the way the Commission calculates financial assistance grants (FAGs), please find attached a summary of Council's 2021- 22 estimated FAGs entitlement (**Appendix A**).

The Commonwealth Treasury's estimate of the Consumer Price Index (CPI) for 2020- 21 has been adjusted up since the 2021-22 mid-year end of financial year update. When compared to the 2020-21 final adjusted amount, the total national FAGs for 2021-22 increased by 2.2%. The 2020-21 estimated entitlement comparison to the 2019-20 final adjusted amount was 1.1%, and remains the lowest percentage increase since the paused indexation period of 2014-15 to 2016-17. Accordingly, the State's FAGs allocation for 2021-22 is slightly higher than last year, however the ongoing economic impact of the pandemic is difficult to predict.

The national FAGs figure for 2021-22 is \$2.657 billion and is made up of \$1.840 billion for the general purpose component and \$0.817 billion for the local roads component. The national estimated entitlement for 2020-21 increased by \$38.9 million to account for final adjustments to the CPI and population shares for the year.

The national general purpose component was distributed across the states and territories on a population basis. NSW received 31.8% or \$584.8 million in the general purpose component, which represents a 1.7% increase on last year's final figure. The local roads component is based on an historical formula. NSW's share of the total road funding is a fixed 29% share, or \$236.9 million. The total FAGs allocation to NSW for 2021-22 is \$821.7 million.

Council's 2021-22 FAGs estimated entitlement, compared to the 2020-21 final entitlement is as follows:

Year	General Purpose \$	Local Roads \$	Total \$	Change
2020-21 final	\$1,553,575	\$996,172	\$2,549,747	
2021-22 est.	\$1,668,935	\$1,014,513	\$2,683,448	5.2%



To assist councils with budgets and bank reconciliations, a breakdown of the 2021-22 quarterly instalments is attached (**Appendix A**). The NSW Statement of Payments is also attached (**Appendix B**).

As councils will be aware, the Commission is required to adhere to the National Principles which mandate a per capita payment based on population growth/decline. It is also the policy of the NSW Government to explore opportunities to direct grants to communities with the greatest relative need. The Commission has had regard to these policies in allocating the grants.

A key challenge for the Commission continues to be the Commonwealth's request to apply the minimum per capita grant, which has a significant impact on the ability of the Commission to redirect funding. The map contained in **Appendix D** identifies the rate of population change in NSW from 2006 to 2016. **Appendix D** also lists the revised expenditure categories, disability factors, data sources used in calculating the expenditure allowance and the relative disability allowance.

Following the impacts of the global economic downturn and the pandemic, last year the Commission faced the challenge of a substantially reduced CPI estimate. NSW received an increase of just 0.9%, or \$5.1 million, on the prior year's final general purpose component figure. This was substantially lower than the 4%, or \$21.3 million, increase NSW received in 2019-20. However, at the time, the CPI had been underestimated by the Commonwealth and the adjustment increase for the 2020-21 final CPI has been welcomed by the Commission. The increase has enabled the Commission to resume the quarantining of \$5.0 million for the application to the relative disability allowance (it had to be reduced to \$4.5 million of quarantined funds in the previous year). This ensures that additional funds are still able to be directed to those councils with a greater relative need whilst ensuring that additional uncertainty is not delivered to the sector during this difficult time with the implementation of the 0% floor to the general purpose grant. However, the CPI has not been restored to higher levels of recent years and further fluctuations cannot be ruled out.

In addition to these calculations, the Commonwealth Government decided to retain the practice of forward payments of approximately half of the financial assistance grants, based on the 2020-21 estimates for payment. The Commonwealth Government decided to make this year's early payment given the ongoing cashflow challenges faced by local government across Australia and to allow councils early access to the funds to help manage the cumulative impacts of drought, bushfires and now the COVID-19 crisis. Councils received approximately 52% of their estimated 2021-22 FAGs on 8 June 2021. The remainder of the grant entitlements will be paid in quarterly instalments in August 2021, November 2021, February 2022 and May 2022.

CONSIDERATIONS FOR 2022-23 GRANTS

Councils should be mindful that, given the current economic environment, there is a real possibility that there will be an extended period of a reduced CPI going forward. Should that occur, the Commission will likely need to restore the negative floor to ensure the integrity of the FAGs allocation system is maintained. Such a decision will result in some councils receiving less in the 2022-23 GPC than they will in 2021-22.

SPECIAL SUBMISSIONS RELATING TO 2022-23 GRANTS

Special submissions from councils for 2022-23 will be considered by the Commission. The purpose of a submission is to give councils the opportunity to present information on the financial impact of inherent expenditure disabilities beyond councils' control that are not generally recognised in the current methodology. Please refer to the expenditure functions and Council's disability factors listed in **Appendix A**. This process allows the Commission to adequately consider all legitimate factors that affect councils' capacity to deliver services.

Appendix C, titled ***Guidelines for Special Submissions***, contains guidelines for preparing submissions – please read the guidelines carefully.

Submissions should be e-mailed to the Commission at olq@olq.nsw.gov.au by **15 November 2021**.

I would ask that this letter please be tabled at the next Council meeting.

If you have any questions concerning these matters, please contact me on (02) 4428 4131.

Yours sincerely



Helen Pearce
Executive Officer



Item: 6.6 **Ref:** WO/2021/03451
Title: Annual Meetings with Residents – Proposed Schedule for 2021
Author: General Manager
Previous Items: Not Applicable
Attachment: No

Community Strategic Plan Reference:

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

RECOMMENDATION: That Council APPROVE the Regional Meetings Schedule for 2021 as follows:

Monday, 11 October 2021

11.30pm Moona/Winterbourne – Europambela Shearers’ Quarters

2.30pm Ingleba Hall

6.00pm Walcha Council Chambers

Wednesday, 13 October 2021

9.00am Yarrowitch Hall

11.30am Brackendale – “Brockley Park” Woolshed

2.30pm Nowendoc Hall

6:00pm Woolbrook School Library

Introduction

This report is submitted to enable Council to finalise arrangements for this year’s series of meetings with residents around the Walcha Local Government Area.

Report

The last few years Council has held these meetings during November. Due to Local Government Elections being postponed to 04 December 2021 Council have advised their wish to hold the Regional Meetings in October. The following draft itinerary has been prepared for this year’s series of meetings with residents around the region.

Monday, 11 October 2021

11.30pm Moona/Winterbourne – Europambela Shearers’ Quarters

2.30pm Ingleba Hall

6.00pm Walcha Council Chambers

Wednesday, 13 October 2021

9.00am Yarrowitch Hall

11.30am Brackendale – “Brockley Park” Woolshed

2.30pm Nowendoc Hall

6:00pm Woolbrook School Library



Item 7:

Notice of Motions



Item: 7.1

Ref: WO/2021/03519

Title: NOTICE OF RESCISSION MOTION

RECOMMENDATION: That Minute No.: 227 passed at 28 April 2021 Council Meeting, copy below, be **RESCINDED**, particularly Part 1(i) Walcha Gym – external painting - \$25,000.:

6.4 Grant Program Update

WO/2021/01141

227 **RESOLVED** on the Motion of Councillors Wellings and Blomfield that Council:

1. Amend the budget allocations to the following Local Roads & Community Infrastructure projects at the next Quarterly Budget Review to ensure all projects are appropriately funded within the total grant of \$1,067,914:
 - a) McHattan Park works to improve access and facilities - \$58,000
 - b) Construct Levee Bank Pedestrian Underpass - \$20,000
 - c) Improve Walcha Preschool Access Road - \$6,000
 - d) Level Footpath Area at Lions Park - \$25,000
 - e) Walcha Preschool – Air Conditioning - \$15,000
 - f) Walcha Gym Security– Install CCTV- \$6,200
 - g) Walcha Gym – Improve Signage - \$6,000
 - h) Electrical Safety Upgrades – Complete High Priority Works- \$114,714 or any available under expenditure of the Local Roads & Community Infrastructure program.
 - i) Walcha Gym – external painting - \$25,000**
2. Amend the budget allocations to the following Bushfire Recovery Funded projects at the next Quarterly Budget Review to ensure all projects are appropriately funded within the total grant of \$1,275,000:
 - a) Rebuild Approval Process Subsidy for bushfire impacted properties - \$4,000
 - b) Kangaroo Flat Road – Removal of fire debris - \$7,500
 - c) Forest Way Road – Sealing works – \$275,728

At the Ordinary Meeting held 28 April 2021 Council resolved to expend funds of \$25,000 to paint the exterior of the gym.

Under Section 372(1) of the Local Government Act 1993 and Section 3.9 of Council’s Code of Meeting Practice this report seeks to rescind that specific resolution of Council.



Report:

Give a period of more than three months has passed since Council resolved to expend \$25,000 on the external painting of the gym there is no requirement to have sought the signatures of three (3) Councillors. The request to rescind the expenditure of \$25,000 on painting the gym is from the Mayor, Councillor Eric Noakes.

The Mayor has advised that the expenditure, as resolved, was for the Squash Courts and not Council's gym. Further, the Mayor advises such expenditure was not appropriate in the current financial circumstances.

RECOMMENDATION: That Council replace Minute No 227 with the following:

1. Amend the budget allocations to the following Local Roads & Community Infrastructure projects at the next Quarterly Budget Review to ensure all projects are appropriately funded within the total grant of \$1,067,914:
 - a) McHattan Park works to improve access and facilities - \$58,000
 - b) Construct Levee Bank Pedestrian Underpass - \$20,000
 - c) Improve Walcha Preschool Access Road - \$6,000
 - d) Level Footpath Area at Lions Park - \$25,000
 - e) Walcha Preschool – Air Conditioning - \$15,000
 - f) Walcha Gym Security– Install CCTV- \$6,200
 - g) Walcha Gym – Improve Signage - \$6,000
 - h) Electrical Safety Upgrades – Complete High Priority Works- \$114,714or any available under expenditure of the Local Roads & Community Infrastructure program.
2. Amend the budget allocations to the following Bushfire Recovery Funded projects at the next Quarterly Budget Review to ensure all projects are appropriately funded within the total grant of \$1,275,000:
 - a) Rebuild Approval Process Subsidy for bushfire impacted properties - \$4,000
 - b) Kangaroo Flat Road – Removal of fire debris - \$7,500
 - c) Forest Way Road – Sealing works – \$275,728



Item 8:

Matters of Urgency



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Item 9: Management Review Reports



9.1 OFFICE OF THE GENERAL MANAGER

Ref: WO/2021/03526

Responsible Executive: General Manager

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 Office of the General Manager Management Review Report be **NOTED** by Council.

1. FINANCE AND ADMINISTRATION

1.1 Investment Report Status at 31 July 2021

Report for the investments held in July 2021 is included.

Overdraft Limit

An Overdraft Limit of \$200,000 has been arranged with the National Australia Bank. When utilised an Overdraft Interest Rate of 8.62% applies.



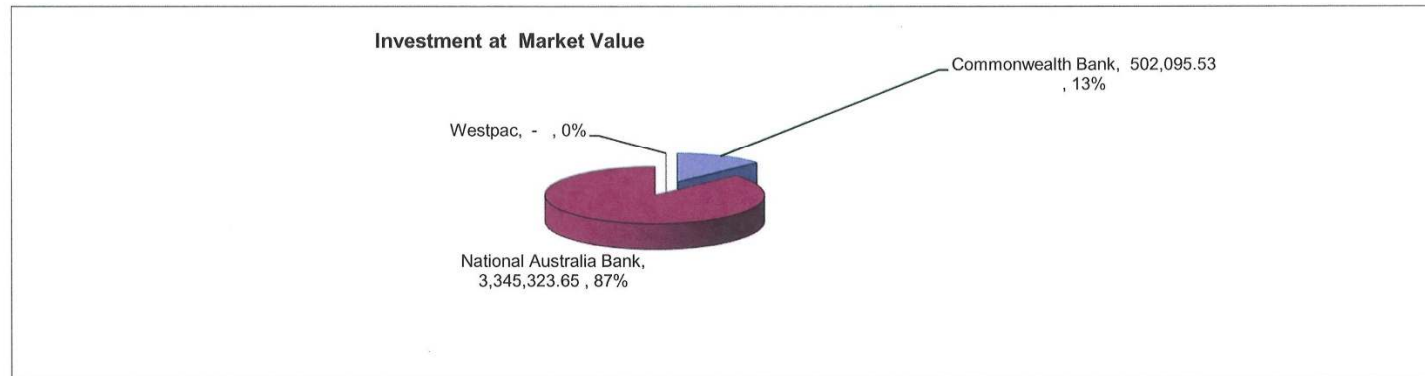
REGISTER OF INVESTMENTS TO 31/07/2021

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
Commonwealth Bank	Term Deposit	9/02/2021	180	8/08/2021	0.35%	502,095.53	866.63	502,962.16	-	-	13.05%
National Australia Bank	Term Deposit	8/03/2021	182	6/09/2021	0.30%	620,379.51	928.02	621,307.53	-	-	16.12%
National Australia Bank	Term Deposit	15/03/2021	210	11/10/2021	0.31%	530,006.33	945.30	530,951.63	-	-	13.78%
National Australia Bank	Term Deposit	22/02/2021	270	19/11/2021	0.34%	628,705.71	1,581.25	630,286.96	-	-	16.34%
National Australia Bank	Term Deposit	10/06/2021	180	7/12/2021	0.30%	252,839.04	374.06	253,213.10	-	-	6.57%
National Australia Bank	Term Deposit	19/03/2021	270	14/12/2021	0.32%	552,804.19	1,308.56	554,112.74	-	-	14.37%
National Australia Bank	Term Deposit	25/03/2021	300	19/01/2022	0.32%	253,347.53	666.34	254,013.87	-	-	6.58%
National Australia Bank	Term Deposit	9/07/2021	210	4/02/2022	0.30%	253,291.09	437.19	253,728.28	363.80	-	6.58%
National Australia Bank	Term Deposit	22/04/2021	300	16/02/2022	0.32%	253,950.25	667.93	254,618.18	-	-	6.60%
						3,847,419.18	7,775.28	3,855,194.45	363.80	-	100%

PREVIOUS FINANCIAL YEAR COMPARATIVE DATA:

31/07/2020

Interest Earned YTD	467.88
Market Value of Portfolio	4,322,182.92
Interest Earned YTD 30/06/2021	28,257.85
Market Value of Portfolio 30/06/2021	3,854,757.28



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

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

Signed Christian Martin (Responsible Accounting Officer)



9.2 INFRASTRUCTURE:

Ref: WO/2021/03426

Responsible Executive: Director Infrastructure



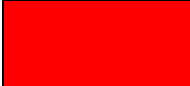
Community Strategic Plan Reference:

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 Management Review Report be **NOTED** by Council.

To improve project reporting, the reporting on all initiated and budgeted projects has been consolidated into one format.

The “Tracking Status” uses a combination of a % percentage to indicate how progressed the project is and a “traffic light” colour indicator to clearly show at a glance the health of a project:

Indicator Colour	Project Status
	On Track – Project meeting expectations with regard time, cost and quality.
	At Risk – Unforeseen issue(s) that may result in either time, cost or quality requirements not being met of a non-significant nature.
	Off Track – Project will not meet expectations with significant implications for Council. These implications and mitigation actions are detailed in the “Comments” section of the report.
100%	Completed – Project completed with no further work required



1. Local Road Projects

Funding Source: Bushfire Recovery Grant – Grant agreement requires all works to be completed by 1 June 2022				
Project	Project Start	Planned Completion Date	Tracking Status	Comments
Forest Way – Cement stabilise and bitumen seal 2.0km of existing gravel road	Oct 2020	November 2021	20%	Culvert replacements have been completed. Pavement stabilisation to be scheduled for November 2021.

Funding Source: 95% Fixing Local Roads and 5% Council General Revenue – Grant agreement requires all works to be completed by June 2022				
Project	Project Start	Planned Completion Date	Tracking Status	Comments
Geraldine Road – Improve curve and seal section 2.4 to 2.82km from Niangala Road	May 2021	June 2021	90%	Pavement works have been completed, minor drainage works still required. No implications with regard this delay as project will be completed well before grant deadline.
Glen Morrison Road – Rehabilitate and widen existing sealed road to ease curve	March 2021	December 2021	0%	Pavement works scheduled for late 2021.
Moona Plains Road – Rehabilitation of existing sealed road from “Romavilla” towards Rowleys Creek Road	October 2020	June 2022	90%	Drainage and pavement works have been completed. Resealing works will be completed in late 2021 or early 2022 when the weather is best for bitumen works.



Funding Source: 50% Federal Bridge Renewal Program & 50% Roads to Recovery – All works to be completed by June 2022

Project	Project Start	Planned Completion Date	Tracking Status	Comments
Moona Plains Road (Moona Plains Station)	January 2020	June 2022	10%	Work commenced on the Moona Plains bridge. Whilst wet weather has delayed commencement at the other bridges, all bridges are expected to be completed by early 2022. All bridges except Englefield will have bypass tracks provided during the construction works.
Englefield Road Bridge Replacement				
Glen Morrison Road Bridge Replacement (Stephens)				

Funding Source: Fixing Country Roads – Grant agreement requires all work to be completed by December 2020

Project	Project Start	Planned Completion Date	Tracking Status	Comments
Old Brookmount Bridge Replacement at Dog Trap Creek	October 2019	December 2020	100%	Works completed. However, project has significantly exceeded budget and time allocation due to inadequate original investigation and scoping. Propose shortfall is funded under Local Roads & Community Infrastructure grant program at the September Quarter Budget review

Funding Source: 100% Fixing Local Roads (Walsh Street) and 75% Fixing Local Roads & 25% Roads to Recovery (Middle Street) – Grant agreement requires all works to be completed by December 2022

Project	Project Start	Planned Completion Date	Tracking Status	Comments
Middle Street Rehabilitation	May 2021	December 2022	0%	COVID-19 travel restrictions of engineering consultancy have delayed commencement of survey and design works.
Walsh Street Rehabilitation	May 2021	December 2022	0%	COVID-19 travel restrictions of engineering consultancy have delayed commencement of survey and design works.



Funding Source: 95% Fixing Country Bridges & 5% Roads to Recovery – Grant agreement requires all work to be completed by December 2023				
Project	Project Start	Planned Completion Date	Tracking Status	Comments
Army Bridge	March 2021	December 2023	10%	Survey, geotechnical investigation and Review of Environmental Factors (REF) have been completed. Designs have commenced reached 90% completion for Winterbourne and Mooraback bridges.
Winterbourne Bridge	March 2021	December 2023	10%	
Mooraback Bridge	March 2021	December 2023	10%	
Tia Diggings Bridge 1	March 2021	December 2023	10%	Survey, geotechnical investigation and Review of Environmental Factors (REF) have been completed. Tender for design and construction is being advertised and will close in early September 2021. Expect tender to be awarded at the September Ordinary Council Meeting.
Tia Diggings Bridge 2	March 2021	December 2023	10%	
Niangala Bridge	March 2021	December 2023	10%	



2. State Roads

Funding Source: Transport for NSW – Road Maintenance Council Contract (RMCC) – Annual Program				
Project	Project Start	Planned Completion	Tracking Status	Comments
Oxley Highway – 2021/2022 Routine Maintenance	July 2021	June 2022	17%	Routine road maintenance works continue. Tree removal/trimming in Surveyors Creek to be completed in September depending on the availability of workers.
Oxley Highway – Segment 2670 near Hartford Road – Additional works	March 2021	July 2021	98%	Backfilling behind headwall delayed due to wet ground conditions. Project completion delayed beyond planned completion date but there are no implications associated with the delay.
Oxley Highway Safety Project 2602 – Segments 2700 to 2720	January 2021	August 2021	93%	Backfilling behind headwall delayed due to wet ground conditions. Project completion delayed beyond planned completion date but there are no implications associated with the delay.
Oxley Highway – Resealing Program	August 2021	March 2022	5%	Resealing 11 segments proposed. Seal design completed and submitted to Transport for NSW for approval.
Oxley Highway – Reseal Preparation	August 2021	March 2022	0%	Shoulder grading & weed spray is planned for September 2021. Heavy patching and crack sealing scope yet to be finalised.
Oxley Highway – Heavy Patching	September 2021	June 2022	0%	Scope to be finalised
Oxley Highway – Safety Barrier Upgrade Works	September 2021	June 2022	10%	Work Proposal submitted to Transport for NSW for approval.
Oxley Highway – Fatality Site Safety Upgrade Works	September 2021	June 2022	0%	Scope is to be finalised.
Oxley Highway Safety Project 2606 – Segments 2150 to 2140 – Pavement Widening	February 2022	March 2022	0%	Preliminary scope received from Transport for NSW to inform Work Proposal.



3. Regional Roads

Funding Source: REPAIR grant, part of Block grant & Thunderbolts Way Strategy - Grant agreement requires all work completed by May 2022)				
Project	Project Start	Planned Completion	Tracking Status	Comments
Rehabilitation of Walcha Township Approaches - Derby Street – (Segments 4710 and 4720)	July 2018	May 2022	10%	Expect to advertise tender in September and award contract at Ordinary Council meeting in October. Delays in finalisation of the engineering design has been a major risk in being able to award tender prior to Council entering caretaker model as part of elections
Project 5.5 Rehabilitation of Segment 4580 near Glen Morrison Road	July 2021	May 2022	60%	Shoulder grading, culvert replacement and benching of shoulder completed. Stabilisation works in progress and expected to be completed in September 2021.
Project 5.4 Rehabilitation of Segment 4570 at Lake Road intersection	August 2021	May 2022	10%	Survey and design of improvements to Lakes Road intersection commenced. Culvert replacement works completed. Stabilisation works to commence in September 2021.
Project 5.3 Rehabilitation of Segment 4560 near Lake Road	October 2021	May 2022	0%	Culvert replacement & tree removal works commenced. Rehabilitation works to commence in February 2021.
Project 5.2 Rehabilitation of Segment 4550 near Lake Road	November 2021	May 2022	0%	Works to commence in November 2021.
Project 5.1 Rehabilitation of Segment 4540 near Hicks Bridge	February 2022	March 2022	0%	Works to commence in October 2022.
Project 10 Rehabilitation of Segment 4370 near Smith Ck Bridge	October 2021	October 2021	0%	Works to commence in October 2021.
Thunderbolts Way Road –Shoulder Grading & top up	October 2021	April 2022	0%	Shoulder widening and top up gravel works to be started in October and the segments will be resealed in March/April 2022.
Thunderbolts Way – Resealing Program – 2021/22	1 October 2021	30 April 2022	0%	Scope to be finalised.



Funding Source: Transport for NSW – Regional Roads Block, Traffic Facilities & Supplementary Grant Programs - Annual				
Project	Project Start	Planned Completion	Tracking Status	Comments
Thunderbolts Way and Topdale Road – Routine works	July 2021	June 2022	17%	Routine road maintenance works underway. Pothole and sign repairs to occur this month.
Thunderbolts Way – Heavy Patching	September 2021	2022	0%	Scope yet to be finalised.

4. Water, Sewer & Waste

Funding Source: Restart NSW Grant – with supplementary funding by Local Roads & Community Infrastructure grant				
Project	Project Start	Planned Completion	Tracking Status	Comments
Walcha Truck Wash Bay Upgrade	Early 2019	June 2021	95%	Facility tested successfully in late August. Project overbudget by \$50,000 due to a number of unforeseen scope variations. Propose this project is subject to separate formal review.

Funding Source: Restart NSW Grant				
Project	Project Start	Planned Completion	Tracking Status	Comments
Walcha Sewerage Treatment Plant Upgrade	2019	September 2021	97%	Construction of bypass channel and electrical supply for mesh screen completed in July, Improved telemetry and site fencing to be completed by September, Covid restrictions and delays permitting



Funding Source: Restart NSW Grant				
Project	Project Start	Planned Completion	Tracking Status	Comments
Walcha Off Creek Storage	March 2020	Late 2022	15%	<p>Remaining Key Milestones:</p> <ul style="list-style-type: none"> • Water Licencing Amendments –Application made to the Natural Resource Access Regulator. • Tender Documentation – Draft documentation completed. • Land Acquisition – Negotiations continuing • Councillor Workshop planned for 22 September 2021 to discuss Water Licencing, Tender & Project Management • Construction Tender Awarded – Originally scheduled for October 2021 but this has to be considered at risk due to ongoing COVID-19 restrictions <p>Grant agreement for additional \$2M of Federal funding to be negotiated in September 2021. This funding is in addition to the current \$9M of State funding.</p>
Walcha Waste Strategy 2025	August 2020	Late 2021	60%	Project delayed extensively due to departure of original project team. Strategy now expected to be completed by late 2021 and implemented in 2022.
Watermain Renewals	July 2021	June 2022	0%	Program commencement subject to sourcing loan. Renewal program to be developed and tendered.
Water Meter Replacement	July 2020	June 2022	0%	Original 2020/21 program delayed due to inadequate resourcing and has been carried over.
Sewer Relining Program	July 2021	June 2022	0%	Program commencement subject to sourcing loan. Renewal program to be developed and tendered.



5. Community Projects

Funding Source: Transport for NSW Walking and Cycling Program 2020/21 Grant agreement requires all work completed by June 2021				
Project	Start Date	Planned Completion	Tracking Status	Comments
Improve Walcha Pathways	Oct 2020	Sept 2021	Completed	Original scope of works completed in July 2021. Scope of additional works to be finalised in September and completed in October

Funding Source: Stronger Country Communities – Grant agreement requires all work to be completed by March 2023				
Project	Project Start	Planned Completion	Tracking Status	Comments
Levee Bank Walk Lighting	2020	July 2022	5%	Proposed scope workshopped Councillors in August and will be subject to report at the Ordinary Council meeting in September prior to tendering
Walcha Men's Shed Relocation	2020	November 2021	45%	Construction in progress.

Funding Source: Bushfire Local Economic Recovery Fund				
Project	Project Start	Planned Completion Date	Tracking Status	Comments
Walcha Swimming Pool Refurbishment	May 2021	October 2022	5%	Aquatic engineering assessment and installation of solar heating has been deferred again due to COVID related delays. Recent increased leakage has raised concerns over the condition of the existing structure. May need to undertake temporary repairs to permit the facility to reopen in November.
Renew Walcha Skate Park	August 2021	June 2023	0%	Awaiting on funding agreement details from Department.
Upgrade Walcha Lions Park	August 2021	June 2023	0%	Awaiting on funding agreement details from Department.



Funding Source: Local Roads & Community Infrastructure Phase 3 - Grant agreement requires all work completed by June 2023				
Project	Start Date	Planned Completion	Tracking Status	Comments
To be determined	January 2022	June 2023	0%	Projects to be workshopped and included in a future Quarterly Budget Review

Funding Source: Local Roads & Community Infrastructure Phase 1 Grant agreement requires all work completed by June 2021				
Project	Start Date	Planned Completion	Tracking Status	Comments
McHattan Park Works to Improve Access and Facilities	Oct 2020	June 2021	90%	Ongoing delays with the finalisation of this project has extended completion until September 2021. However, no implications with grant funding is foreseen.
Improve Pedestrian Safety on Blue Hogan Bridge	Oct 2020	June 2021	10%	Ongoing delays with the finalisation of this project has extended completion until September 2021. However, no implications with grant funding is foreseen.

Funding Source: Local Roads & Community Infrastructure Phase 2 Grant agreement requires all work completed by June 2022				
Project	Start Date	Planned Completion	Tracking Status	Comments
Walcha Community Gym – equipment, signage, painting and security	July 2021	June 2022	2%	Procurement and works yet to commence
Electrical Assessment Upgrades	July 2021	June 2022	5%	Tender to be advertised in late August



6. Proposed Works for the Coming Period

6.1 Rural Roads:

Four maintenance grading crews are currently operating on our local road network at the following areas:

Ingleba Area – Maintenance grading works continuing in this area, with the following roads remaining: Geraldine Road, Belhaven Road, Hurricane Gully Road and Kilburnie Road.

Yarrowitch Area – Maintenance grading works continuing in this area, with the following roads remaining: Mitchell Hill Road, Kangaroo Flat Road and Upper Yarrowitch River Road

Oxley Area – Maintenance grading works continuing in this area, with the following roads remaining: Lakes Road and Cleveland Road.

Niangala Area – Maintenance grading works continuing in this area, with the following roads remaining: Cowsby Road, Flags Niangala Road and Niangala Stock Route Road.



9.3 ENVIRONMENT & DEVELOPMENT:

Ref: WO/2021/03209

Responsible Executive: Director Environment & 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 Environment & Development Management Report be **NOTED** by Council.

The purpose of this report is to provide statistical information in relation to activities of the Environment & Development Department. This Department is responsible for the following key functions:

DEVELOPMENT & CONSTRUCTION

The regulation of the way land is used and developed and certification of safe construction practices.

CSP Reference:

- 6.1.2 Promote sustainable development and protection of our natural resources through the planning system.
- 6.1.7 Manage Land Contamination through the planning and development control process.
- 6.5.1 Protect and promote farming practices using the principles of ecologically sustainable development.
- 6.6.1 Maintain the character of the Walcha Local Government Area through orderly development of the natural and built environment.
- 6.6.3 Prevent agricultural land from being developed in ways that reduce its productivity.

STRATEGIC PLANNING

Land use management through a range of state and local strategies, plans and policies

CSP Reference:

- 2.1.9 Encourage the development of additional rental accommodation in Walcha.
- 5.3.1 Promote and support Walcha as the premier agricultural area of New England.
- 5.3.4 Preserve, support and promote the history of Walcha.
- 6.1.6 Provide the framework for improvements in efficiency and liveability of a range of compatible land uses and development types.
- 6.6.2 Ensure that sufficient land is available to meet the demand for appropriate land uses.

ENVIRONMENTAL MANAGEMENT

Environmental monitoring, programs and investigations to maintain the health of our natural and built environments.



CSP Reference:

- 6.1.1 Maintain and strengthen partnerships with organisations responsible for natural resource management.
- 6.1.3 Address the impact of climate change on the community.
- 6.1.4 Protect and enhance biodiversity, native vegetation, river and soil health.
- 6.1.5 Engage and support the community to undertake sustainable natural resource management and protect Walcha's natural environment.
- 6.4.1 Establish (with partners) alternate renewable energy supplies that will exceed the energy needs of our community.

REGULATORY SERVICES

Monitoring of activities, premises and systems to protect public health.

CSP Reference:

- 3.2.3 Maintain the availability and quality of water for use in rural areas.
- 3.2.4 Ensure that the disposal of liquid waste in rural areas is carried out in a healthy manner without negative environmental impact.

ANIMAL CONTROL

Responsible pet ownership through policy and regulation of keeping of animals.

CSP Reference:

- 7.2.2 Develop and promote responsible ownership of animals.

BUILDING AND AMENITY MAINTENANCE

Building infrastructure asset management of Council facilities to continue services to the community.

CSP Reference:

- 2.1.7 Provide the services that appeal to "young" workers e.g. childcare, medical, housing, sporting facilities and parks.
- 3.2.5 Maintain cemeteries in accordance with the community's needs and expectations.
- 5.2.3 Support service, sporting and other community groups.
- 5.6.1 Maintain and improve library, sporting and recreational facilities.
- 8.2.3 Identify surplus Council owned assets for development or possible sale to be invested in infrastructure reserve.
- 8.2.4 Maintain and improve Council owned building and land assets.



1. Development & Construction

Development Statistics 2021-22	DAs	CCs	CDCs
Total Number Approved	7	5	3
Approved under Delegated Authority	6		
Approved by Council Registered Certifier		5	2
Approved by Council	1		
Approved by Private Certifier		-	1
Value	\$613,245	\$143,000	\$783,512
Number Withdrawn / Cancelled	-	-	-
Number Rejected	-	-	-
Number Refused	-	-	-

1.1 Determinations Issued

July 2021			
Development Application's			
Number	Description	Address	Determination
10.2021.30	New dwelling	172W Croudace Street Walcha	Approved under delegated authority
10.2021.27	Construct slab & shade cloth area	174W North Street Walcha	Approved under delegated authority
10.2021.26	New dwelling	319 Bukeiro Road Walcha	Approved under delegated authority
10.2021.25	Erect a garage	151W Fitzroy Street Walcha	Approved by Council
10.2021.24	Alterations & additions to dwelling	17 Berman Street Woolbrook	Approved under delegated authority
10.2021.23	Demolish existing dwelling & construct new dwelling	52 Kangaroo Street Walcha	Approved under delegated authority
10.2021.16	Erect a carport & shed	222W Hill Street Walcha	Approved under delegated authority
Construction Certificate's			
Number	Description	Address	Determination
11.2021.31	Alterations & additions to dwelling	17 Berman Street Woolbrook	Approved by Council Registered Certifier
11.2021.30	Erect a shed	122S Derby Street Walcha	Approved by Council Registered Certifier
11.2021.25	Erect a garage	3W North Street Walcha	Approved by Council Registered Certifier
11.2021.24	Erect a carport & shed	222W Hill Street Walcha	Approved by Council Registered Certifier
11.2021.22	Erect a garage	41 Church Street Woolbrook	Approved by Council Registered Certifier



Complying Development Certificate's			
Number	Description	Address	Determination
18.2021.12	Addition of deck & roof	52N South Street Walcha	Approved under delegated authority
18.2021.9	Demolition of homestead, construction of new dwelling, pool, & farm shed	734 Oxley Highway Walcha	Approved under delegated authority
18.2021.11	Demolish shed & garden shed & erect new shed	153W Fitzroy Street Walcha	Approved by Private Certifier

1.1A Development Applications Outstanding

Development Applications Outstanding as at 1/08/2021				
Number	Description	Address	Date Lodged	Status
10.2020.26	Alterations & additions to shed	238 Oxley Highway, Walcha	1/10/2020	Additional information requested
10.2020.31	Truck wash & shed extension	305 Darjeeling Road, Walcha	18/12/2020	Additional information requested
10.2021.22	Rural boundary adjustment	982 Aberbaldie Road, Walcha	4/05/2021	Integrated development - referred to RFS
10.2021.28	Residential 2 lot subdivision of land	157W Evans Street, Walcha	7/06/2021	Under assessment - referred to DI for comment, comment received 30/07/2021
10.2021.29	Construct a new farm building and detached dual occupancy dwelling	14292 Thunderbolts Way, Walcha	30/06/2021	Site inspection completed, under assessment
10.2021.31	Farm building	3820 Niangala Road, Walcha	28/07/2021	Site inspection completed, under assessment
10.2021.32	Garage	172W Croudace Street, Walcha	30/07/2021	Lodged
10.2021.33	Rural Subdivision of land - boundary adjustment	369 Brackendale Road, Walcha	28/07/2021	Lodged



Data and Trends

Despite the community facing challenges related to the prolonged drought, bushfires, floods and COVID-19; development within the LGA has increased considerably as seen in Figure 1. The 2020-21 financial year saw a substantial rise in the number of development applications determined; at 61, it was almost double that of the numbers in the previous four years. The data outlines a high number of residential developments, with 12 new dwellings (Figure 2), 8 alterations and/or additions to existing dwellings, and 12 new garages / sheds. The total yearly development values are the highest Council has seen since compiling comparative data over the last eight years.

Figure 1

Development Application Number Trends

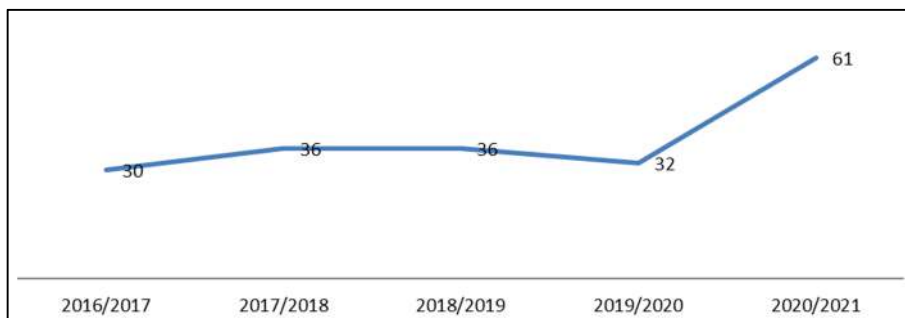


Figure 2

Development Applications – Number of new dwellings

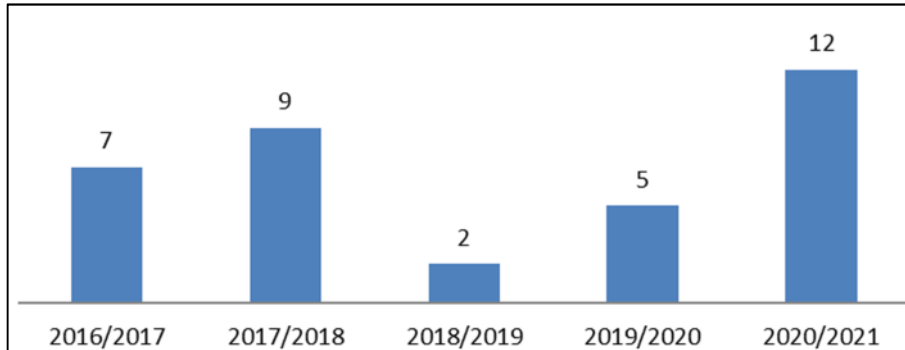
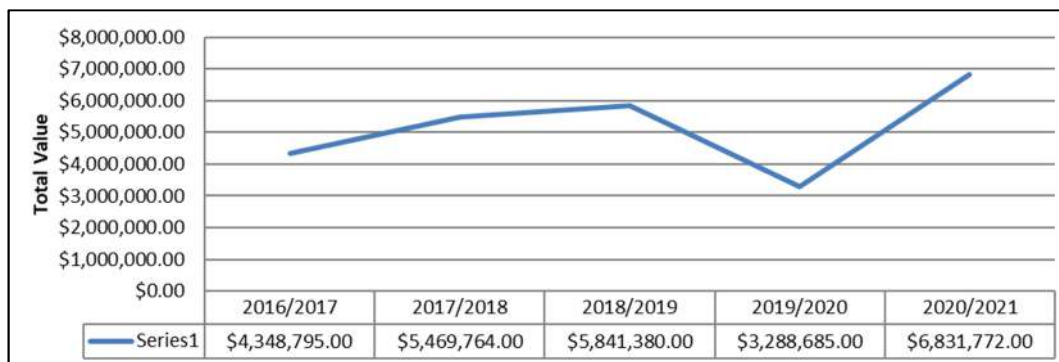


Figure 3

Development Applications Values





1.2 Occupation Certificates

July 2021				
Number	Description	Address	Part / Whole	Determining Authority
13.2021.18	Alterations & additions to single dwelling	6270 Brackendale Road Nowendoc	Whole	Approved by Private Certifier

1.3 Subdivision Certificates

July 2021		
Subdivision Certificates Issued		
Number	Description	Address
Nil		

1.4 Planning Certificates

Planning Certificates	2020-21	2021-22	Current Period
Number Issued	154	8	8

1.5 Building Information Certificates

Building Information Certificates	2020-21	2021-22	Current Period
Number Issued	1	1	1

1.6 Outstanding Notices and Orders Certificates

Outstanding Notices & Orders Certificates	2020-21	2021-22	Current Period
Number Issued	27	3	3

1.7 Critical Stage Inspections for DAs, CCs and CDCs

Compliance Inspections	2020-21	2021-22	Current period
Site inspections	37	7	7
Footings & slab inspections	14	-	-
Framework inspections	6	-	-
Waterproofing inspections	3	1	1
Stormwater inspections	-	-	-
Final inspections	7	1	1
Food premises fitout inspections	2	1	1
Complaints	-	-	-



1.8 Bushfire Attack Level Certificates

BAL Certificates	2020-21	2021-22	Current Period
Number Issued	1	-	-
Number Not Issued		-	-

1.9 Dwelling Entitlement Information Advice

Dwelling Entitlement Advice	2020-21	2021-22	Current Period
Number Issued	11	3	3

1.10 Bushfire Recovery Grant Funding – Regulatory & Associated Fees Waiver

Information on regulatory and associated fees under the Environmental Planning & Assessment Act 1979 and Local Government Act 1993 for repairing and replacing bushfire affected property waived.

Fee Type	No.	\$ each	Total
Dwelling Entitlement Advice	3	\$110.00	\$330.00
		TOTAL	\$330.00

2. Environment & Regulation

2.1 Section 68 Activities

Section 68 Activity Data	2020-21	2021-22	Current Period
Number Issued	24	5	5

S68 Compliance Inspections	2021-22	Current period
Site inspections	-	-
Internal drainage inspections	-	-
External drainage inspections	-	-
Water supply work inspections	-	-
Final inspections	-	-



2.2 Public Health Activities

Public Health Activity Data – Compliance Inspections & Reports Issued	2020-21	2021-22	Current Period
On-Site Sewage Management Systems	3	1	1
Food Premises	23	1	1
Private Swimming Pools	1	-	-
Fire Safety Schedules	-	1	1
Skin Penetration Procedure Premises	-	-	-
Advertisements / Advertising Structures (incl. sandwich boards)	1	1	1
Open Burning	-	-	-

3. Animal Control

Figure 4

Companion Animal Registrations 2020-21

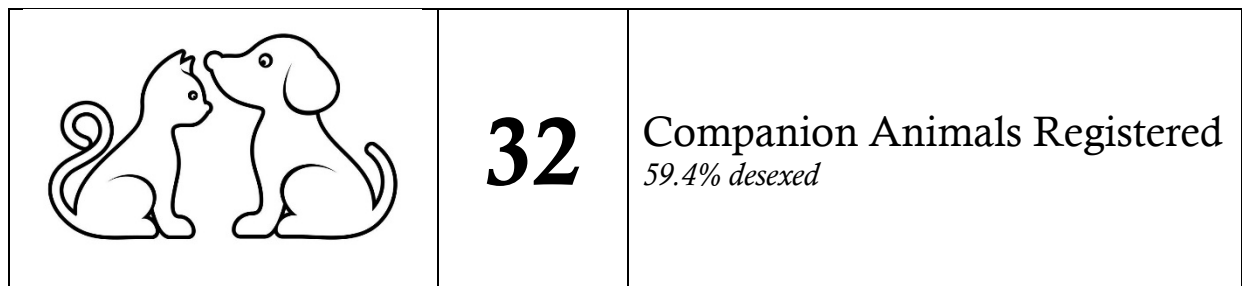
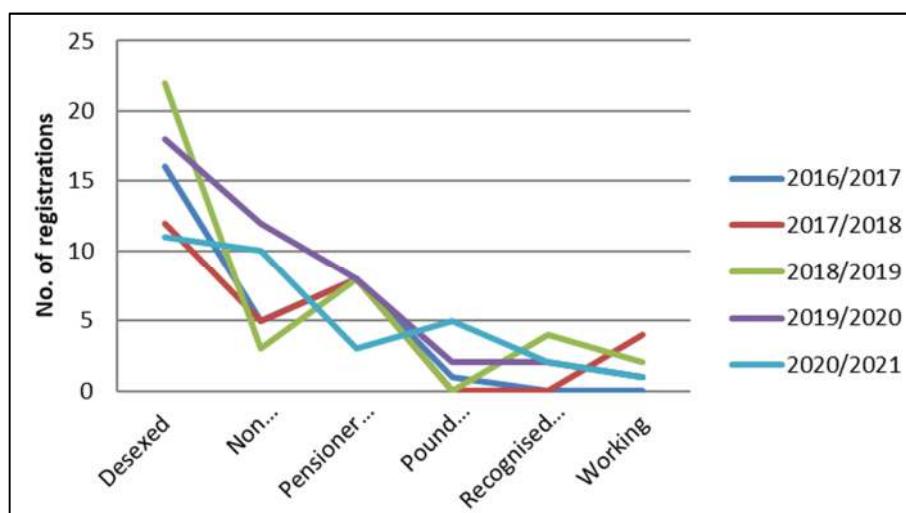


Figure 5

Companion Animal Registration Trends



Companion Animal Registrations 2021-22								
	Desexed	Non desexed	Pensioner (desexed)	Pound Purchase (desexed)	Cat Desexed	Under 6 Months	Working	Value
Jul	-	-	-	-	-	-	-	-



Council is required to report to the Office of Local Government on certain activities associated with the animal pound we operate, and dog attacks that have occurred. The collection of this data supports managing responsible pet ownership and improving animal welfare standards.

Council transfers suitable unclaimed / surrendered animals from its pound to the Animal Welfare League for rehoming.

Figure 6
 Companion Animal Pound Statistics 2020-21

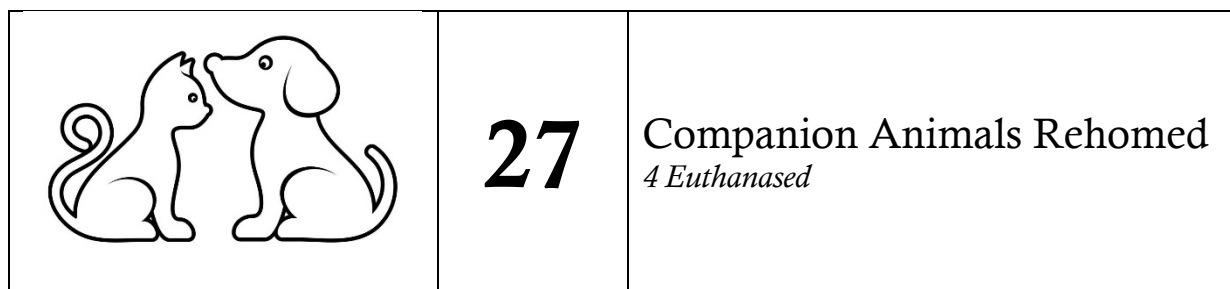
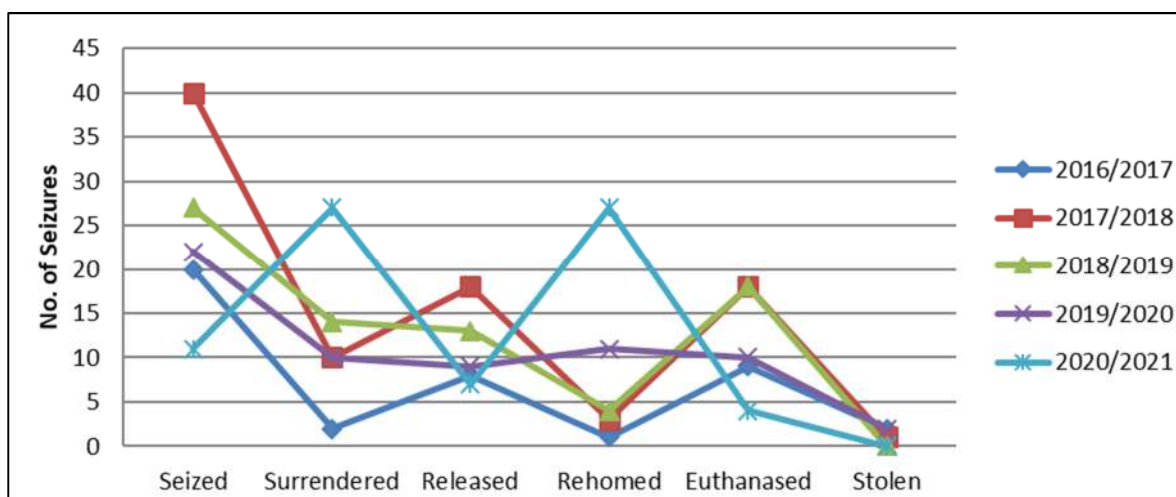


Figure 7
 Companion Animal Pound Trends



Companion Animal Seizures 2021-22						
	Seized	Surrendered	Released	Rehomed	Euthanised	Stolen/Escaped
Jul	-	2	-	2	-	-

Over the 2020-21 financial year Council received 7 reports of alleged dog attacks, with 5 attacks being on animals and 4 attacks on people. A dog attack can include any incident where a dog rushes at, attacks, bites, harasses or chases any person or animal (other than vermin), whether or not any injury is caused to the person or animal.

Companion Animal Ranger Services 2021-22				
	Dog attack investigation	Roaming dogs	Roaming cats	Barking dogs
Jul	-	2	1	4

Council provides one off-leash dog exercise area at John Oxley Sportsground, Darjeeling Road, Walcha. This off-leash area is not to be used while public events are being held.



9.4 COMMUNITY AND TOURISM

Ref: WO/2021/03355

Responsible Executive: Director Community & Tourism

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 Community & Tourism Management Report be **NOTED** by Council.

1. WALCHA COUNCIL COMMUNITY CARE July 2021

1.1 Groups

Walcha Council Community Care had a very limited capacity in the month of July. As the COVID-19 results were coming out in Sydney, our services were receiving daily updates as to what we were authorised to do in terms of social support. The initial response was bus capacity restricted to 50%, one passenger per medical drive and all non-essential services to be replaced with online/ phone contact. Meals on Wheels increased in need during this time, as a lot of our clients were no longer comfortable leaving the house. The staff worked from home for the first week, had staggered shifts the second week and then came back with full masking and social distancing requirements for the third week. By 19 July the governing bodies were starting to send out more accurate information for the rural services and we were allowed to resume full capacity on the bus (with masks). All of our drivers were allocated QR codes and we resumed the COVID-19 health questionnaire for all bus passengers. Due to the response that we received from the clients in regards to their discomfort in wearing masks in the rooms, we made the decision to hold off on formal programming until August.

The Coordinator and staff are staying well informed as to the COVID-19 guidelines throughout this time and decisions around programming will continue to be made on a daily basis.

New Clients for the month- 1

Exited Clients- 1

Total Clients- 132

Women’s Group N/A	Wanderer’s Group N/A
Men’s Group N/A	Craft Group N/A
Art Group N/A	Card Group N/A
Community Café N/A	Joint Excursion N/A



1.2 Transport – July 2021

Medical drives – 38 trips were delivered during the month, including local trips as well as to Tamworth and Armidale.

Walcha Access bus (every Monday) 05 July- 1 12 July- 3 19 July- 3 26 July- 3	Bus to Armidale (every Thursday) 01 July - CXL 08 July - 6 15 July - 6 22 July - 5 29 July- 4
Bus to Tamworth (monthly) 30 July- 2	Uralla Food Pantry (fortnightly) N/A
Taxi Vouchers – 26 clients used the service with 200 trips being provided.	

1.3 Meals on Wheels

Meals on Wheels volunteers are back in place and we now have a completed monthly roster for this. All security check ups (including police checks) are being maintained to ensure they are up to date. We had the staff deliver meals for the first week of the month until we had clarification that it was ok for volunteers to continue on.

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: 568

- 171 hot meals
- 80 frozen meals and
- 171 desserts.

1.5 Feedback and Complaints

There have been no complaints received this month. The clients (particularly those their own) have regularly articulated their gratitude at the continued contact during this period of uncertainty.



2. LIBRARY AND YOUTH

July 2021

Stats:

Loans: 807
Returns: 803
Reservations placed & issued: 274
New members: 3
Door count: 895
Wi-fi use: 28
Computer use: 69
Housebound: 7

Other statistics:

Borrow Box Eaudio: 40 users, 210 downloads
Borrow Box Ebooks: 22 users, 89 downloads
eAudiobook & eBook use slightly decreased
New eLibrary app Libby can't provide branch specific statistics yet, but for all of the CNRL libraries is has a total of 137 users (up by 16), 218 audiobooks borrowed, 44 ebooks & 425 magazines in July

The Walcha Library has been busy throughout July, with foot traffic and borrowing increasing significantly compared to June, which was below average. An average of 50 people visited the library each day, which can likely be attributed to the school holiday activities held this month. The library loans and returns have increased by almost 20% from last month, however numbers from public access computer use and WIFI use have dropped. This indicates that members were predominantly visiting to borrow and return items from the library collection this month. The reservations placed and issued increased again to just above average however, new member registrations dropped by one.

COVID-19 restrictions were changed again this month in response to increased numbers in New South Wales. Physical space restrictions were again put in place, restricting the library to 28 people at any one time. In addition, mandatory mask wearing for indoor venues outside of homes, so the library staff spent some time creating poster reminders around the library to help them enforce this new rule. Members and visitors to the library complied in general, with only one exempt person visiting the library and a small number of masks handed out to people who forgot to bring theirs in.

Library promotion and outreach projects

The 'What's New' window display has continued to provide information about library, Council and community programs, events and activities throughout the month. Due to an increase in usage of this notice board, we have overflowed to the other front window to display notices also this month to display the NAIDOC craft created at the library event and entries in the colouring in competition.

The Walcha Library Social Media pages have continued to promote the library and youth programs this month. The popularity of the Library Facebook page increased again this month and now 203 people have liked our page (increasing by a further 5 this month) and 223 followers (16 new followers). Over the month of July, there were a range of library and youth activities promoted and shared on social media. A total of 20 posts on our Facebook page reached 1604 people (over 150% increase compared with last month). The 6 Instagram posts throughout June received 54 'likes'. Library and Youth Instagram posts are followed by



171 people – this total remained the same as June, as the page lost some followers and gained some new ones this month.

The programs, activities and information shared via Instagram this month included:

- NAIDOC – series of posts to acknowledge NAIDOC week, promote library activities, take home craft kits & competitions, and share photos of library events.
- Thank you post for NSW Governments Office for Regional Youth School holiday program with photos & details of school holiday activities sponsored by this program
- Engagement posts – eg ‘What have you been reading on this chilly winter weekend in Walcha?’

Many of the social media posts overlap, and the posts mentioned above were shown on both Instagram and Facebook. The following were additional posts only shared on the Walcha Library Facebook Page this month:

- Further engagement posts – eg share of post from ‘Library page’ listing everyday sayings we use that originated from Shakespeare.
- NAIDOC colouring in competition reminder to drop in entries
- Did you know? Library information series
- ‘One Book One Region’ CNRL program launch and promotion
- July Storytime notice of cancellation due to COVID restrictions & mask wearing
- Share of CNRL FAST (school holiday workshop videos on YouTube)

This month’s main social media campaign involved a series of posts using the theme and template designed by our staff titled, “Did you know?”. Feedback and questions recently received from library users and the wider community were taken into consideration when staff prepare the themes covered in this series of posts. This month, library membership, reservations from CNRL network of libraries, printing and scanning facilities and CNRL app information were included in this series. Weekly posts were scheduled at the beginning of the month, and the 4 Facebook posts reached a total of 286 people (an average of 71 people per post).



Training

CNRL training day was held at Tamworth Youthie this month. Staff attended from each of the CNRL branches to participate in the training provided by CNRL Tamworth staff. Topics included the new children’s speech pathology services available, new event booking functions in Spydus giving branch staff access to publish event information on the CNRL website and take online bookings, new CNRL makerspace activity kits and technology available for children’s programs.

IT Support & resource update

Library staff have continued assist library visitors with their smartphones and tablets this month. Stemming from the February Tech Savvy Seniors program, these enquiries have been sporadic. March 4.5 hrs, April 1.5 hrs, May 2.5hrs and June 1 hour. As the need for this support fades, July recorded less than one hour, so staff will begin only counting people or instances rather than the time spent. Only 3 people sought assistance with their technology in July, with CNRL eLibrary programs, social media & ServiceNSW issues.



The 'Save Power' kit was uncovered amongst resources in the library and sent to Tamworth for testing. With all tools in working order, it was re-accessioned into the collection, and is now available for members to borrow. The kit includes tools and instructions to monitor home appliances and their power usage. It is on display at the library, and will be promoted in coming months at the library and through social media channels.

Programs

Walcha Bookclub continued at full capacity this month at the Library. Members discussed their latest book over a small morning tea in the Historical Society room adjacent to the library.

The 'New Bookclub' held its meeting in July at the Walcha Taphouse. This month 12 copies of the book were collected by members, and 8 members were able to physically attend the meeting. They thoroughly enjoyed the small group discussion of the book 'Educated' by Tara Westover. Members noted that there were a number of discussions at local playgrounds, children's sports, church and workplaces between members as they all enjoyed how this text was written & interesting themes.

Housebound services have continued in July, and Quota volunteers have continued to assist with the Riverview Nursing home delivery and some housebound individuals. Quota and the Walcha Library have continued to deliver reading material to a series of new at Riverview, and a small group of continuing housebound individuals.

The Walcha Library has continued to support locals who are studying this month. This month the facilities have continued to be used by several adults who are remotely studying at TAFE or University. Use of the facilities has included a space to study, a space to have a zoom/video call, use of free Wifi, printing and public access computers. Local students have also used the space for occasional tutoring, & private music lessons.

The library volunteer program has continued this month, without the registered volunteer, due to her taking up full time employment. However, this month has seen the library open its doors to a local student who volunteered to assist with the library programs and activities as part of her Duke of Edenborough community service. She assisted with library-based school holiday programs, library collection projects and designing material to promote new programs at Walcha Library. The Library coordinator is continuing to explore the availability of other volunteers within the Council, however this has been without success so far.

Baby's first library bag program has continued to be promoted this month and volunteers have dropped in more than the annual quota of hand sewn bags in a record time. Library staff are on the hunt for the most suitable baby board books to purchase and include in the kits, have commenced the search for books to include in the kit, with the September distribution date in mind.

Monthly Storytime and Baby Booktime was cancelled this month due to the increase in COVID restrictions announced at the beginning of the July. With the group of regular attendees consisting of mostly younger babies, the mask requirements wouldn't allow for library staff to model and caregivers to practice and interact with the learning activities. A post was shared on





social media to advise of the cancellation, as well as a group text message to the regular attendees.

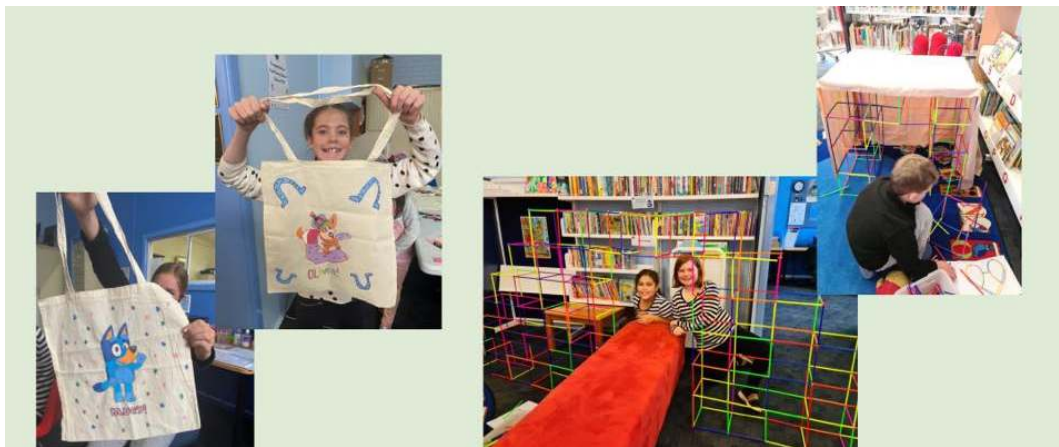
This month Central Northern Regional Library launched this years 'One Book One Region' Community Reads Initiative. CNRL select and distribute a book (usually each year) that is purchased in bulk and given out to the CNRL communities and loaned through the libraries collection. In the lead up to the launch this month, Walcha Library participated in some virtual promotion through sharing of posts on social media including:

- Guess the title clues and announcement of title by local author
- Announcing copies of book available at Walcha Library
- Sharing information about the murder mystery party available at Tamworth Library

Walcha Library will continue to promote the events, activities and sharing of this book amongst the community over coming months.

The Walcha Council Winter school holiday program commenced in June, and run throughout July. Ten activities were planned which were all fully booked and 120 local youth participated in the range of activities. Most activities were held in the Walcha Library, apart from some 'messy' workshops that required the help of Walcha Handmade, and the excursion to Tamworth. A NSW Government grant became available to fund these activities in the week leading into the holidays, allowing them to be better resourced & eliminating the fees for families, making the activities all free of charge.

- STEM Games (10): Library based session, including lego challenge, kaleidoscope making and Magnetic cars
- Messy Makers: (20) Slime and galaxy jar making with the help of Walcha Handmade
- *Craftersnoon*: (10) A longer session held over the afternoon, where a selection of craft activities were available to choose from at the library
- Construction time: (10) Building play at the library, with the giant set of construction straws loaned from CNRL Innovation Studio
- Tamworth Escape Room: (10) Excursion for older kids (12+) to Tamworth to visit the Tamworth Escape Rooms and Cinema to watch Australian film, Buckley's Chance.
- Drawing classes: planned for visiting art teacher to hold a series of drawing classes for toddlers and young children at the library, however due to COVID travel restrictions this was cancelled, and additional workshops were instead held by Walcha Handmade team at Messy Makers.
- Dreamcatcher and simple stitch workshop: (10) held at Walcha Handmade and involving a dream catcher weaving kit and simple stich lessons by volunteer Samantha Bayley.
- CNRL Building & Gaming Workshop: (10) A technology workshop provided by the Tamworth Innovation Studio team from CNRL at the Walcha Library.
- NAIDOC Storytime & craft kits: (20+20) Exploring Indigenous Australian stories, songs and art works in the library with children of all ages and craft kits available for collection from the library.



Indigenous Australian culture was on show at Walcha Library this month to celebrate NAIDOC 2021: Heal Country. A reading list was created for members to help guide their reading choices and 'Recommended Reads' selected from the collection and put on display. NAIDOC Storytime was held as part of the school holiday program for all ages and craft kits were available for collection from the library. NAIDOC Storytime was, once again, very popular. Commencing with a group acknowledgment of country, the group then shared a series of Indigenous themed and written picture books from library the collection. Children were split into small groups so that the older children could read to the younger children, due to adult mask wearing COVID requirements. Library coordinator Cassie shared some Torres Strait Islander culture through music, and dance before splitting up to do craft activities. Children coloured velvet art designs and used Aboriginal symbol cards to decorate scratch art hands which are now displayed at the library. Craft kits were prepared by Walcha Library staff and distributed amongst the community for children who couldn't attend the fully



booked Storytime event. There was also a colouring-in competition entry form distributed, that closed at the end of July and prizes will be given to participating children in August.



Walcha Library Coordinator Cassie has also been approached to help the Walcha Preschool with their NAIDOC celebrations again this year (as she has done in 2018 & 2019). She will be planning a Storytime experience to be delivered at the preschool when they are celebrating in August.

Cassie McKenna
Library Coordinator

3. Preschool

July 2021

Cubby House

After waiting a whole term, the cubby house that was ordered for the playground has finally arrived and been installed. The old cubby house suffered some damage after being moved to make way for the construction of the new building and will be unable to be moved again. The plan for this new cubby house is to organise a family working bee where it can be painted to protect it from the weather. It will also have ramps / steps installed to allow access for all children. Still to arrive for the playground will be a chicken coop from the same company which is still in the process of being built.



Preschool Photos

This year Angie has informed us that she will be unable to take the yearly individual and group photos for preschool this year. This will be the first time in many, many years that Angie will not be doing the photos for preschool. Preschool has since advertised in the Advocate for expressions of interest for a photographer who is willing to undertake the task of taking photos for us. It is preferred that an opportunity is given to a local photographer rather than employing a company to take the photos. Often a photographer who is passionate about taking great photos will have a better outcome than a company that is doing it for the money. We are hoping too that keeping it local will make it cheaper for the families.

Air Conditioning

The air conditioning units are up and running after being installed earlier this year. These units will make summer much more pleasant for both staff, children and families.



Zoe Herbert
Nominated Supervisor



4. Tourism

July 2021

JULY	2021	2020	2019	2018
	Road closures from 21 March – 12 July flood damage	closed 19 th March	VIC	
Walk in's	167	0	271	355
Phone enquiries	27	10	39	28
Email enquiries	1	10	6	3
WEBSITE 2021	July	June	May	April
Unique Visits	9,682	10,643	9,407	9,850
Visits	20,584	20,406	19,827	24,290
No of Hits	743,848	869,516	831,300	875,736
Facebook	Post Reach	Post	Total	Total
Walcha Tourism		Engagement	Likes	Followers
July 20 - Aug 16	3,757	808	990	1,073
Instagram	Accounts	Content	New	Total
@walchansw	Reached	Interactions	Followers	Followers
July 18 - Aug 16	757	460	24	484 (+5.2%)
Facebook	Post Reach	Post	Total	Total
NE High Country		Engagement	Likes	Followers
July 20 - Aug 16	20K	3,941	13,114	13,955
Instagram	Accounts	Content	New	Total
@nehighcountry	Reached	Interactions	Followers	Followers
July 18 - Aug 16	4,785	1,421	24	4,010 (+0.6%)

Soundtrail Metrics - JULY

Website Visits:		Sound Walk Data:		
		Name	Downloads	Opens
5	Aboriginal Diggers	Bingara	8	12
9	Armidale Catholic Precinct	Catholic Precinct	1	2
10	Bingara	Goonoowigall	7	21
3	Freedom Rides Moree Baths	Moree Baths	6	4
32	Goonoowigall	Moree Cemetery	4	3
52	Myall Creek	Myall Creek	15	15
29	Nambour	Nambour	9	34
5	Nanango	Nanango	4	1
19	Nimbin	Heritage	10	11
4	Scu Cubewalk	Nimbin	15	24
12	Tenterfield	Tenterfield	10	12
16	Uralla	Uralla	18	38
83	Walcha Sculpture	Walcha	3	3
1	Walgett	Sculpture	2	2
15	Warialda	Walgett		
		Warialda		
		Total	112	182



Walcha Motorcycle Rally

Print adverts are still running, organisation is still happening. Although there may be a chance of postponement again, we have to keep working as if it is on. We plan to make a final call in the last week of September.

Walcha Mountain Festival

Response of stallholders to attend for the Festival is currently fairly slow, no doubt due to the current pandemic situation. We will make a final call on this event in mid-September.

Australian Camper Trailers Group – National Meet - POSTPONED

This group has tried to have their National Meet in Walcha for the past two years. We heard from them recently and they have decided to postpone their 2021 event too. It was due to be held over the week of 17-25 September and ordinarily would attract 130-150 camper trailer couples. They would have based themselves at the Showground and been spending the whole week in town. A huge shame for our local businesses. Rob and Carol Sanderson, event organisers, have informed us they will try Walcha again next year, in the first week of the September holidays.

Cycling Tourism – Walcha

In recent months Walcha Tourism has brought a proposal to Council for a cycle touring company to draw up trails, maps and imagery for adding to the Walcha tourism website. This was refused as the guidelines were a little undefined in relation to the process of accessing funding bucket we were hoping for.

We have been able to tap into someone who is based locally to assist us with this and fund it through marketing dollars already allocated to David Waugh, Verso Design.

David is going to create a Walcha Cycling video and Jorja Creighton (keen cyclist who recently moved here) is going to map some routes for us to load and have available through our website.

Jorja Creighton is a keen cyclist, who recently moved to Niangala and a Social Media Influencer in cycling circles with around 16,400 followers. She held a gravel riding event locally earlier this year.

New England High Country

This past year our collaborative funds have gone towards several campaigns directed at; Car Clubs, Motorcycling, and Caravan-Camping.

New England High Country Soundtrails

The latest National Park Soundtrails are near completion. Apsley Falls, Walcha; Wollomombi Falls, Armidale; Washpool National Park, Glen Innes; and Bald Rock National Park, Tenterfield.

Susie Crawford
Tourism Manager



5. Community Recovery Officer

July 2021

On 21 July 2021, the CRO Program supported and organised a food safety supervisor course for hall committee members in the directly fire affected areas of Nowendoc and Yarrowitch. The course was a full day, with ten ladies attending, with morning tea and lunch provided and accredited training through TAFE NSW. Everyone had a great day and it was great to see the ladies interacting and sharing ideas on how they run their halls/hall committees and social events. The day was especially rewarding for me, as I worked very hard to arrange an interpreter via zoom for a deaf community member who was participating. There were three interpreters in the zoom call to assist the student in the course. There was lots of planning, signing and calls to get this set up for the day, although wonderful results for inclusion and learning for everyone.

Walcha chaired our first Local Emergency Management Committee (LEMC) meeting at Walcha Vet Supplies conference room this month. There had not been a local emergency committee gathering for some time (eighteen months-two years) within Walcha to address some local issues and normally Walcha falls within the Local Emergency Management area for Armidale and Uralla. Services present at this meeting included SES, Police, NSW Fire Brigade, Rural Fire Service, Transport for NSW and Local Lands Services. This meeting was a success with two purposes, one being to receive feedback from agencies partners on Councils emergency management meeting and the other to introduce the Community Resilience Network committee for Walcha. This small local committee is made up of local agencies that have participated in bushfire recovery and can assist our community with a wholistic approach to recover from future disasters.

On 22 July 2021, I met with a number of stakeholders from Health to discuss local community recovery needs in preparation for the next 6 months and beyond. This included community based promotional activities, promoting access to services for individuals and options for targeted health and mental health education, and “Get Ready” sessions. It was a very resourceful and proactive discussion on catering to the needs of the community and re-shaping the “Get Ready” themed events for the outer areas of Walcha.

Rebuilding - The Disaster Welfare Service are still sourcing quotes from alternative builders for this. This is proving frustrating for the family and the land holder who is currently residing in Sydney with family. Department of Primary Industries recovery support are in regular contact with the resident to keep them updated on the progress. The landholder and his family also are in contact with Disaster Welfare Services who have indicated that rebuilding will not start now till 2022.

Discussions have regularly occurred over the phone with our community contacts at Yarrowitch. This month we met face-to-face to discuss grant opportunities and applications. During July I assisted the Yarrowitch public land managers (community hall) with a grant application for new large water tank storage with Office of Responsible Gambling.

The first of the two chainsaw courses planned for our community resilience training program (through Bushfire Community Resilience and Recovery Fund (BCRRF)) was scheduled for early July. An unforeseen medical issue with the trainer saw only one day get completed of the first three day course. COVID restrictions and public health orders put in place by the NSW Government have hindered the courses being completed. There is a large amount of planning and contacting courses participants for date changes and venue cancellations. The community has responded well to the upcoming next First Aid course in October, which is almost full and chemical accreditation course has good participant numbers as well.



This month, the Bushfire Community Resilience and Recovery Fund financial report was due. Most of the projects have been completed, with the community training program still in progress and our community grants program projects to be completed. The reporting requirements for this funding required documentation receipts and invoices and a general ledger to be sent to the project team.

Planning has continued with the Wholesome Collective to attend our area to deliver some cooking and nutrition workshops in the Walcha and outer communities. The Wholesome Collective are booked for the 25-27 October (COVID restrictions pending) to attend Yarrowitch, Walcha Central School for a small schools gathering cooking workshop, and Walcha Community Care.

We accepted an offer to use the Disaster Dashboard software through Demonz to be linked into Councils website. This has been offered to small council's free for 12 months. This time will enable us to decide if it is a tool worth paying for and utilizing in our day to day incident notification to the community. The response from Demonz was slow, with request for some changes to content on our feed and questions. The Demonz developer made time to have a meeting to go through the "admin" user capabilities and how to individualize our site.

Brooke Jeffery
Community Recovery Officer



Item 10:

Committee Reports



There are no Committee Reports for
August 2021



Item 11:

Delegate Reports

RECOMMENDATION: That Council RECEIVE and NOTE the following Delegate Reports / Minutes.

MINUTES

Minutes of the meeting of the BOARD OF NAMOI JOINT ORGANISATION OF COUNCILS TRADING AS NAMOI UNLIMITED held on TUESDAY 3 AUGUST 2021 commencing at 12.45pm Level 4 Function Room Tamworth Regional Council.

1. WELCOME, ACKNOWLEDGEMENT AND/OR PRAYER

Councillor Col Murray, Mayor Tamworth Regional Council welcomed members and guests to the meeting. The Chairperson Cr Jamie Chaffey Mayor Gunnedah Shire Council made the acknowledgement of the traditional owners of the land, the Kamilaroi people and paid respects to leaders past, present and future.

MEMBERS		PRESENT	APOLOGY
Cr Jamie Chaffey	Gunnedah Shire Council	✓	
Cr John Coulton	Gwydir Shire Council		✓
Cr Doug Hawkins	Liverpool Plains Shire Council	✓	
Cr Col Murray	Tamworth Regional Council	✓	
Cr Eric Noakes	Walcha Council	✓	
Craig Jenkins	NSW Government	✓	
NON-VOTING REPRESENTATIVES			
Eric Groth	Gunnedah Shire Council	✓ (Online)	
Max Eastcott	Gwydir Shire Council		✓
Joanne Sangster	Liverpool Plains Shire Council	✓	
Paul Bennett	Tamworth Regional Council		✓
Barry Omundson	Walcha Council	✓	
Rebel Thomson	Namoi Unlimited	✓	
BY INVITATION			
	Cr Helen Tickle	✓	
Councillors Tamworth Regional Council	Cr Phil Betts, Cr Charles Impey, Cr Glenn Inglis, Cr Mark Rodda and Cr Juanita Wilson		✓
Jodie Healy	NSW Office of Local Government	✓	

2. APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE

MOTION THAT, applications for a leave of absence and apologies for the 3 August 2021 Board Meeting are accepted.

ENDORSED

MOVED: Tamworth Regional Council

SECONDED: Liverpool Plains Shire Council

CARRIED

ADDITIONAL COMMENTARY: Applications for a leave of absence for this meeting, have been received from:

- Cr John Coulton

Apologies for this meeting have been received from:

- Paul Bennett
- Max Eastcott
- Cr Phil Betts
- Cr Charles Impey
- Cr Glenn Inglis
- Cr Mark Rodda
- Cr Juanita Wilson

3. PUBLIC FORUM AND/OR PRESENTATIONS

Nil.

4. CONFIRMATION OF MINUTES

MOTION That, the minutes of the meeting held 6 July 2021 are a true and accurate record of the meeting.

ENDORSED

MOVED: Walcha Council

SECONDED: Liverpool Plains Shire Council

CARRIED

5. DISCLOSURES OF INTERESTS

Nil.

6. CHAIRPERSON MINUTE

Nil.

7. NOTICES OF MOTIONS

Nil.

8. NOTICE OF MOTION OF RESCISSION

8.1 Motion of Rescission - Caretaker Conventions

MOTION	That Members rescind the Motion for item 6.1 Caretaker Conventions from the meeting held 6 July 2021.
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ENDORSED

MOVED:	Tamworth Regional Council
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SECONDED:	Walcha Council
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CARRIED

9. STRATEGIC REGIONAL PRIORITIES

9.1 2021-2022 Annual Business Plan

MOTION	That the Board endorses the 2021-2022 Annual Business Plan.
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ENDORSED

MOVED:	Tamworth Regional Council
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SECONDED:	Walcha Council
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CARRIED

9.2 2021-2022 Revenue Statement

MOTION	That the Board endorses the 2021-2022 Revenue Statement.
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ENDORSED

MOVED:	Liverpool Plains Shire Council
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SECONDED:	Tamworth Regional Council
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CARRIED

9.3 2021-2022 NSW Office of Local Government – Capacity Building Fund Proposed Projects

MOTION	That the Board endorses the Project Proposal to the NSW Office of Local Government for the 2021-2022 Capacity Building Fund.
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ENDORSED

MOVED: Walcha Council

SECONDED: Tamworth Regional Council

CARRIED

9.4 Water Cooperative Research Centre Proposal

MOTION

That;

- I. Namoi Water Alliance supports the bid for a Water Cooperative Research Centre.
- II. If the Water CRC bid is successful and funding is confirmed, the terms of the agreement will be reviewed by the General Managers group JOLT.

ENDORSED

MOVED: Liverpool Plains Shire Council

SECONDED: Walcha Council

CARRIED

10. ADVOCACY AND LEADERSHIP

10.1 Additional Briefing Papers

Nil.

11. EXECUTIVE OFFICER REPORTS

11.1 Caretaker Conventions

MOTION

That;

- I. A meeting of members is to be scheduled for the 7 September 2021 (Walcha);
- II. Training activities planned for elected Councillors are postponed; and
- III. The first meeting of the new Board of Members will be scheduled for Tuesday 8 February 2021.

ENDORSED

MOVED: Tamworth Regional Council

SECONDED: Walcha Council

CARRIED

11.2 Action List

MOTION That, progress on the current action items across the business of the Joint Organisation is NOTED.

ENDORSED

MOVED: Liverpool Plains Shire Council

SECONDED: Walcha Council

CARRIED

11.3 Calendar of Planned Activities

MOTION THAT the calendar of activities is noted.

ENDORSED

MOVED: Tamworth Regional Council

SECONDED: Walcha Council

CARRIED

12. REPORTS FROM DELEGATES

Nil.

13. QUESTIONS WITH NOTICE

Nil.

14. CLOSED REPORTS

Nil.

15. CONCLUSION OF THE MEETING

Meeting closed at 1.06pm.



Item 12:

Questions with Notice



There are no Questions with Notice items for
August 2021



Item 13:

Referral to Closed Council Meeting



There are no Closed Council items for August
2021