



BUSINESS PAPER  
ORDINARY MEETING OF COUNCIL

To be held on

Wednesday, 19 February 2020

Commencing at

**3:45pm**

at

Walcha Council Chambers

Members:

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

Quorum – 5 Members to be Present

AGENDA

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Submitted to Council: 19 February 2020

..... General Manager ..... Mayor



Dear Mayor & Councillors

You are requested to attend the Ordinary Meeting of the Walcha Council to be held at Walcha Council Chambers, 2W Hamilton Street, Walcha on **Wednesday, 19 February 2020 commencing at 3:45pm.**

Yours sincerely

A handwritten signature in black ink, appearing to read 'Anne Moddero'.

Anne Moddero  
GENERAL MANAGER

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  - 6.4 Pathway to Abolish Wards in Walcha LGA  
WINT/2020/00529
  - 6.5 Delivery Program Six Monthly Review as at December 2019  
WO/2020/00361
7. Reports to be Considered in Closed Council
  - 7 Referral to Closed Council – NRMA Electric Vehicle Charging Station AND Installation of Solar Power at Walcha Preschool  
WO/2020/00384

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

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Submitted to Council: 19 February 2020

..... General Manager ..... Mayor



- 7.1 NRMA Electric Vehicle Fast Charging Station WO/20/145
- 7.2 Installation of Solar Power at Walcha Preschool WINT/2020/00807

Resolution to move into Open Council.

Resolution to adopt Closed Council Report and Recommendations.

8. Notices of Motion

Nil.

9. Matters of Urgency

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

10. Management Review Report

WO/2020/00332

11. Committee Reports

- 11.1 Minutes of the Walcha Council Community Care Meeting held at the Walcha Royal Café on Monday, 16 December 2019 WO/2020/00308

12. Delegate Reports

- 12.1 Minutes of the Walcha & District Historical Society Inc Meeting held at the Caretakers Cottage, Derby Street, Walcha on Saturday, 23 November 2019 WI/2020/02097
- 12.2 Minutes of the Walcha Community Consultative Committee Meeting held on Tuesday, 11 February 2020 at Council Chambers, Hamilton Street, Walcha. WI/2020/02106

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Submitted to Council: 19 February 2020

..... General Manager ..... Mayor



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**Present:**

**Apologies:**

**Confirmation of the Ordinary Meeting Minutes held on Wednesday,  
18 December 2019:**

**Matters arising from the Minutes of the Ordinary Meeting held on Wednesday,  
18 December 2019:**

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Submitted to Council: 19 February 2020

..... General Manager ..... Mayor



## ORDINARY MEETING OF COUNCIL

held on

Wednesday, 18 December 2019

at

4:02pm

at

Walcha Council Chambers

**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:** Mrs AD Moddero – General Manager, Mrs LJ Latham – Environmental Services Manager, Mr DJM Reeves – Director - Engineering Services, Mrs RA Strobel – Chief Financial Officer and Mrs EL Hobbs – Executive Assistant.

**1. APOLOGIES:**

Nil.

MINUTES



**2. CONFIRMATION OF THE ORDINARY MEETING MINUTES HELD ON WEDNESDAY, 27 NOVEMBER 2019:**

90 **RESOLVED** on the Motion of Councillors Kealey and Lyon that the Minutes of the Ordinary Meeting held on Wednesday, 27 November 2019, 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 7.2: Program to Transition to Solar Power for Council Premises**

WINT/2019/06915

**Item 7.3: Proposed Truck Wash Facility Operating Model** WINT/2019/06968

The General Manager declared a conflict of interest and potential pecuniary interest as her spouse has an interest in a new company being formed with the owners of Australian Water Machines, where Australian Water Machines may potentially be a Supplier to Walcha Council.

**5. MAYORAL MINUTE**

Nil.

**CHANGE OF ORDER**

91 **RESOLVED** on the Motion of Councillors Kealey and Ferrier that the Order of Business be altered so that the Closed Council is discussed before Senior Officers' Reports.

**7. CLOSED COUNCIL**

**7A Referral to Closed Council – Tender for the Supply and Delivery of Hardware REGPRO791920** **WO/2019/03102**

92 **RESOLVED** on the Motion of Councillors Kealey and Heazlett that, in accordance with the provisions of Section 10 of the Local Government Act, 1993, the matter of Tender for the Supply and Delivery of Hardware REGPRO791920 be referred to be discussed in a Closed Council and close the meeting to the public for the reasons 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.

**7B Referral to Closed Council – Program to Transition to Solar Power for Council Premises** **WO/2019/03105**

93 **RESOLVED** on the Motion of Councillors Kealey and Heazlett that, in accordance with the provisions of Section 10 of the Local Government Act, 1993, the matter of Program to Transition to Solar Power for Council Premises be referred





to be discussed in Closed Council and close the meeting to the public for the reasons 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.

**7C Referral to Closed Council – Proposed Truck Wash Facility Operating Model WO/2019/03106**

94 **RESOLVED** on the Motion of Councillors Kealey and Heazlett that, in accordance with the provisions of Section 10 of the Local Government Act, 1993, the matter of Proposed Truck Wash Facility Operating Model be referred to be discussed in Closed Council and close the meeting to the public for the reasons 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.

**7D Referral to Closed Council – Access Walcha Baths & Purchase of Equipment for the Summer of 2019-2020 WO/2019/03126**

95 **RESOLVED** on the Motion of Councillors Kealey and Heazlett that, in accordance with the provisions of Section 10 of the Local Government Act, 1993, the matter of Access Walcha Baths & Purchase of Equipment for the Summer of 2019-2020 be referred to be discussed in Closed Council and close the meeting to the public for the reasons 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.

**LATE REPORT Referral to Closed Council – Tender Review for tier 4 compliant Engines**

96 **RESOLVED** on the Motion of Councillors Kealey and Heazlett that, in accordance with the provisions of Section 10 of the Local Government Act, 1993, the matter of Tender Review for Tier 4 Compliant Engines be referred to be discussed in Closed Council and close the meeting to the public for the reasons 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.

IN: 4:05pm

97 **RESOLVED** on the Motion of Councillors Heazlett and Wellings 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 they 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.

OUT: 5:45



98 The Meeting resumed in **OPEN** Council on the Motion of Councillors Lyon and Wellings.

The Mayor reported whilst in Closed Council the following matters were discussed.

**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.

**7.1 Tender for the Supply and Delivery of Hardware REGPRO791920**

**WINT/2019/06915**

The Committee **RECOMMENDED** on the Motion of Councillors Lyon and Kermode that Council:

1. **ACCEPT** the Tenders submitted by Bunnings Group Ltd, J Blackwood & Son Pty Ltd and Specialty Fasteners commencing 1 January 2020 through December 2022; and
2. **ACCEPT** that a provision will be allowed for a 12 month extension be awarded based on satisfactory performance, concluding 31 December 2023.

**7.2 Program to Transition to Solar Power for Council Premises**

**WINT/2019/06493**

The General Manager declared an interest in this matter and item 7.3 and left the Meeting.

The Committee **RECOMMENDED** on the Motion of Councillor Kealey and Wellings that the Preschool Transition to Solar Project with three quotes be presented at the February 2020 Council Meeting.

**7.3 Proposed Truck Wash Facility Operation Model WINT/2019/06968**

The Committee **RECOMMENDED** on the Motion of Councillors Kealey and Lyon that Council request the Environmental Services Manager seek independent legal advice on the implications of the declared Conflict of Interest of the General Manager in relation to this matter.

Clr Heazlett recorded his **VOTE AGAINST** this **Recommendation**.

The Committee **RECOMMENDED** on the Motion of Councillors Lyon and Kealey that Council compile a report to come back to Council outlining the lease agreement and ownership of neighbouring land potentially impacted by the project.

The General Manager returned to the Chambers and was informed of the Recommendations.





**7.4 Access to Baths and Purchase of Equipment during Summer Season 2019 – 2020** **WO/2019/03086**

The Committee **RECOMMENDED** on the Motion of Councillors Lyon and Ferrier that Council reimburse season ticket holders 50% of their season ticket in Walcha dollars and that the Walcha Pool is FREE for the rest of the Season.

The Committee **RECOMMENDED** on the Motion of Councillors Kealey and Wellings that Council apply for the \$10,000 grant to purchase the water inflatable and if unsuccessful, Council will cover the costs from the General Fund.

**LATE REPORT – Tender Review for Tier 4 Compliant Engines**

The Committee **RECOMMENDED** on the Motion of Councillors Heazlett and Blomfield that Council **ACCEPT** the Tender for the Motor Grader John Deere with a Tier 3 engine.

The Committee **RECOMMENDED** on the Motion of Councillors Kermode and Lyon that Council **ACCEPT** the Tender for the CJD Volvo Excavator Tier 3 engine.

**ADOPTION OF CLOSED COUNCIL**

99 **RESOLVED** on the Motion of Councillors Lyon and Kermode that the Report and Recommendations of the Meeting of the Walcha Council Closed Council held on Wednesday, 18 December 2019 be **ADOPTED** by Council.

**6. SENIOR OFFICERS REPORT**

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

**6.1 Development Application 10.2019.66 161 Oxley Drive, Walcha – Convert Shed to a Detached Dual Occupancy** **WO/2019/03046**

101 **RESOLVED** on the Motion of Councillors Lyon and Ferrier That Council approve Development Application 10.2019.66 to convert a shed to a detached dual occupancy dwelling at 161 Oxley Drive, 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 and Wellings.

**Against:** Nil.

**Absent:** Nil.

**Declared Interest:** Nil.



**6.2 Walcha Development Control Plan Dual Occupancy Provisions**

**WO/2019/03052**

102 **RESOLVED** on the Motion of Councillors Lyon and Kermode that Council amend the Walcha Development Control Plan 2019 by changing the minimum site area per dwelling control for R5 zoned to be:

- a) Dwellings – 1 dwelling/Minimum Lot Size
- b) Dual Occupancies – 1 dwelling/Minimum Lot Size

**6.3 Draft Fraud and Corruption Prevention Policy**

**WO/2019/02990**

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

- 1. Endorse the public exhibition of the Draft Fraud and Corruption Prevention Policy for a period of 28 days; and
- 2. **ADOPT** the Draft Fraud and Corruption Prevention Policy as presented subject to no submissions received during the exhibition period.

**6.4 Draft Walcha Community Participation Plan**

**WO/2019/02884**

104 **RESOLVED** on the Motion of Councillors Kermode and Heazlett that Council:

- 1. Endorse the public exhibition of the Draft Walcha Community Participation Plan for a period of 28 days; and
- 2. Send the Draft Plan to NSW Department of Planning, Industry and Environment for comment during the public exhibition period; and
- 3. Following the public exhibition period, if feedback is received, request a further report on the feedback and any amendments to the Draft Plan for consideration and adoption by Council; and
- 4. Following the public exhibition period, if no feedback is received, **ADOPT** the Draft Plan as presented.

**6.5 Draft Councillor Induction & Professional Development Policy**

**WO/2019/03085**

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

- 1. Exhibit the Draft Councillor Induction and Professional Development Policy for a period of 28 days; and
- 2. **ADOPT** the Draft Councillor Induction and Professional Development Policy as presented subject to no submissions received during the exhibition period.

**6.6 Pathway to Abolish Wards within Walcha Local Government Area**

**WO/2019/03072**

106 **RESOLVED** on the Motion of Councillors Lyon and Kermode that this item be **WITHDRAWN** due to additional information required.

**6.7 Adoption of Preschool Fees for 2020**

**WO/2019/03079**

106 **RESOLVED** on the Motion of Councillors Ferrier and Lyon that Council **ADOPT** the 2020 Preschool Fees below, as advertised.



*Transition (Penguin) Room – 4 year olds*

Full Fee	\$15.00
ATSI	\$ 5.00
HCC	\$ 5.00

*Preschool (Polar Bear) Room – (3 year olds – turning 4 after 31<sup>st</sup> July)*

Full Fee	\$23.00
ATSI	\$ 5.00
HCC	\$ 5.00

3 <sup>rd</sup> or 4 <sup>th</sup> day	\$32.00 per day
Extended hours	\$6.00 per half hour
Late Fee	\$25.00 per occurrence
Enrolment Fee	\$30.00 per year

**6.8 Namoi Unlimited 2018 – 2019 Reports** **WO/2019/03083**

- 107 **RESOLVED** on the Motion of Councillors Wellings and Ferrier that Council:
- NOTE the 2018-2019 Annual Performance Report from Namoi Unlimited.
  - NOTE the 2019-2019 Namoi Unlimited – Advocacy and Leadership Register\_v2.2.

**8. NOTICE OF MOTION**

**8.1 Notice of Motion 13: Christmas Decoration Program** **WO/2019/03088**

It was **MOVED** Councillor Wellings that Council support the proposed budget of \$25,000 from the General Fund to go towards a customised Christmas Decoration Program for 2020.

The Motion **FAILED** to get a **Secunder** and therefore **LAPSED**

108 **RESOLVED** on the Motion of Councillors Lyon and Wellings that Council consider a report to February 2020 Council Meeting with a design, concept and scope of the Christmas Decoration Program and if endorsed by Council then the Proposal is to be considered for a budget in the 2020 – 2021 Budget.

**9. MATTERS OF URGENCY**

Nil.

**10. MANAGEMENT REVIEW REPORT** **WO/2019/03023**

109 **RESOLVED** on the Motion of Councillors Lyon and Ferrier that items included in the Management Review Report, numbered 10.1 to 10.17 inclusive, be **NOTED** by Council.



**11. COMMITTEE REPORTS**

**11.1 Minutes of the Preschool Advisory Committee Meeting held at the Walcha Preschool on Monday, 25 November 2019. WO/2019/03012**

5.1 Polices for Review

110 **RESOLVED** on the Motion of Councillors Lyon and Wellings that the Preschool Policies are **ADOPTED** as presented.

1.1 Preschool Bus Service

111 **RESOLVED** on the Motion of Councillors Wellings and Kermode that Council approve a new fee for the bus service in 2020 of \$3.00 per trip (\$6.00 per day).

**11.2 Minutes of the Youth Advisory Committee Meeting held at the Walcha Central School Library on Tuesday, 3 December 2019. WO/2019/03033**

**12. DELEGATE REPORTS**

**12.1 Delegates Report from Clr WJ Heazlett from the NSW Public Libraries Association 2019 Conference held at Penrith on Tuesday – Thursday, 19 – 21 November 2019. WO/2019/03092**

**THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 6:18PM**




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**Item:** 5.0 **Ref:** WO/2020/00371  
**Title:** Mayoral Minute – Governance Arrangements whenever the General Manager has a Conflict of Interest  
**Author:** Mayor of Walcha – Clr Eric Noakes  
**Previous Items:** Not Applicable  
**Attachment:** No

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**Report:**

Our General Manager, Anne Modderno, and her family have moved to Walcha and her partner, Luke, is evaluating opportunities to enter into a business relationship with others. That business relationship may involve an approach to the Council by those others to provide services or facilities. In that situation the General Manager will need to declare a Conflict of Interest under our Code of Conduct and exclude herself from any dealings or negotiations. It is also appropriate that the responsibility of those dealings or negotiations not be handled under delegation from the General Manager to her staff.

I propose that the Council put in place a regime for handling any future issues which may involve a conflict of interest by the General Manager and consequently her Staff.

There is a current issue that may require such a regime that involves a company by the name of Australian Water Machines.

**RECOMMENDATION:**

1. That in relation to the declaration of a potential Conflict of Interest by the General Manager, Anne Modderno, under Part 4 of the Council’s Code of Conduct adopted by the Council in February 2019 and relating to Ms Modderno’s family association with the company Australia Water Machines and its Directors, Stephen Shelley and David Wilkins, all dealings by Walcha Council with this company and its Directors be submitted to Council for approval to remove any decision making by the General Manager or under Delegation to the Deputy General Manager.
2. That under Section 377 of the *Local Government Act, 1993*, the Council delegate to the Mayor the authority to engage legal or consult advice as required whenever the General Manager is unable to do so because of a potential or actual Conflict of Interest in a matter.

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Submitted to Council: 19 February 2020

..... General Manager ..... Mayor



Item 6:

Senior Officers'  
Reports

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Submitted to Council: 19 February 2020

..... General Manager ..... Mayor





**Item:** 6.1 **Ref:** WO/2020/00333  
**Title:** Quarterly Review of Operational Plan & Budget as at December 2019  
**Author:** Chief Financial Officer  
**Previous Items:** Not Applicable  
**Attachment:** Quarterly Budget Review Statements – under separate cover

*CSP Ref: 8.2.1 – Maintain a stable and secure financial structure for Council.*

**December Quarter Budget Review**

The December Quarter Budget Review is attached for adoption by Council.

**General Fund**

The varied 2019–2020 budget predicted an Operating Surplus of \$10,190,289. The forecast budget is now an Operating Surplus of \$10,380,530. After Capital Grants & Contributions are taken out, this is a deficit of \$92,490. This position has improved by \$16,000 since the last quarterly review.

Propose budget amendments that impact the operating result are as follows:

**General Fund Budget Variation Items - Quarter Ending December 2019**

**Table 6.1(a)**

Item	Income Item	Varied Budget	Forecast	Variance	Reason
1	Landfill Gate Fees	95,227	35,227	-60,000	Gate fees were introduced later than expected and income is lower
2	Landfill other income	34,000	37,724	3,724	Slight increase in other income
3	Capital Grant – Bridges	876,078	1,050,319	174,241	Fixing Country Roads project brought forward from 2021/22
4	Private Works	255,150	1,090,150	835,000	Recovery of costs for bushfire & storm clean up
5	Tourism Development	70,000	101,787	31,787	Funding received for Motorcycle Festival \$22,787 & ParkRun \$9,000
				<b>984,752</b>	

Submitted to Council: 19 February 2020

..... General Manager ..... Mayor



**Table 6.1(b)**

Item	Expenditure Item	Varied Budget	Forecast	Variance	Unfunded Amounts	Reason
1	Administration Expense	1,499,925	1,502,556	11,640	11,640	Free entry to Rugby Grand Final
2				-18,993		Reduce IT budget to fund Audio Recording Equipment (capital)
3	Human Resources Operating Expense	191,910	211,721	19,811	19,811	GM Recruitment costs
4	Landfill Operating Expenses	1,014,951	930,217	-84,734		Cost savings to landfill operations, C&D waste processing
5	Private Works	203,750	1,038,750	835,000		Bushfire & Storm clean up costs – to be recouped
6	Tourism Development	152,623	184,470	31,787		Motorcycle Festival & ParkRun establishment
				<b>794,511</b>	<b>31,451</b>	

**Table 6.1(c)**

Item	Capital Item	Varied Budget	Forecast	Variance	Unfunded Amounts	Reason
1	Council Chambers Audio Recording Equipment	0	18,993	18,993		Funded from Council IT budget
2	Landfill Boom Gate & Clear View Weighting System	0	28,457	28,457		Funded from cost savings at Landfill
3	Lakes Road Timber Bridge replacement, AM 5258	0	190,569	190,569	16,328	\$174,241 Fixing Country Roads + \$16,328 Council Contribution
4	Brackendale & Nowendoc Roads intersection rehabilitation	173,051	203,051	30,000	30,000	Council contribution to project
5	Truck Wash Bay Upgrade	546,496	696,976	150,480		Funded from Infrastructure Reserve (June 2019 Council Meeting)
				<b>418,499</b>	<b>46,328</b>	

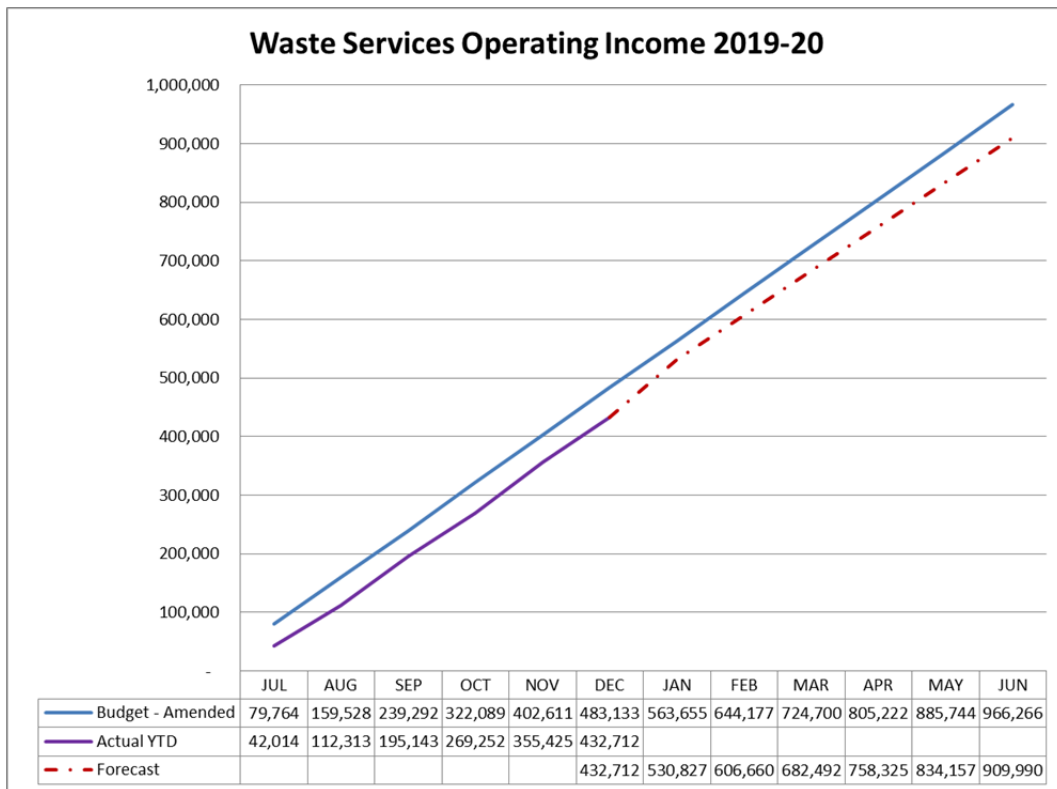
Submitted to Council: 19 February 2020

..... General Manager ..... Mayor



1. Income received YTD is below the budget mark due to the lumpy nature of funding received. In addition, 50% of FAGs funding (\$1.2m) was received in the last financial year and are including in the working funds. It is expected that 50% of the 2021/22 FAGs allocation will be prepaid in the current year;
2. Roads to Recovery projects have not yet commenced, hence no funding has been received;
3. Depreciation expense for roads & bridges is higher than anticipated due to the 2019 revaluation of assets which removed residual values, as well as the addition of minor culverts. The impact of this is currently under review, hence no adjustment for this is shown in this quarterly review.
4. Internal Plant operating loss is \$140,149 for 6 months. The budget is to break even. Plant hire rates are under review but will not be implemented in the current year.
5. Bushfire related direct costs as at December 2019 are \$835,000 but this is expected to increase in the next budget review.

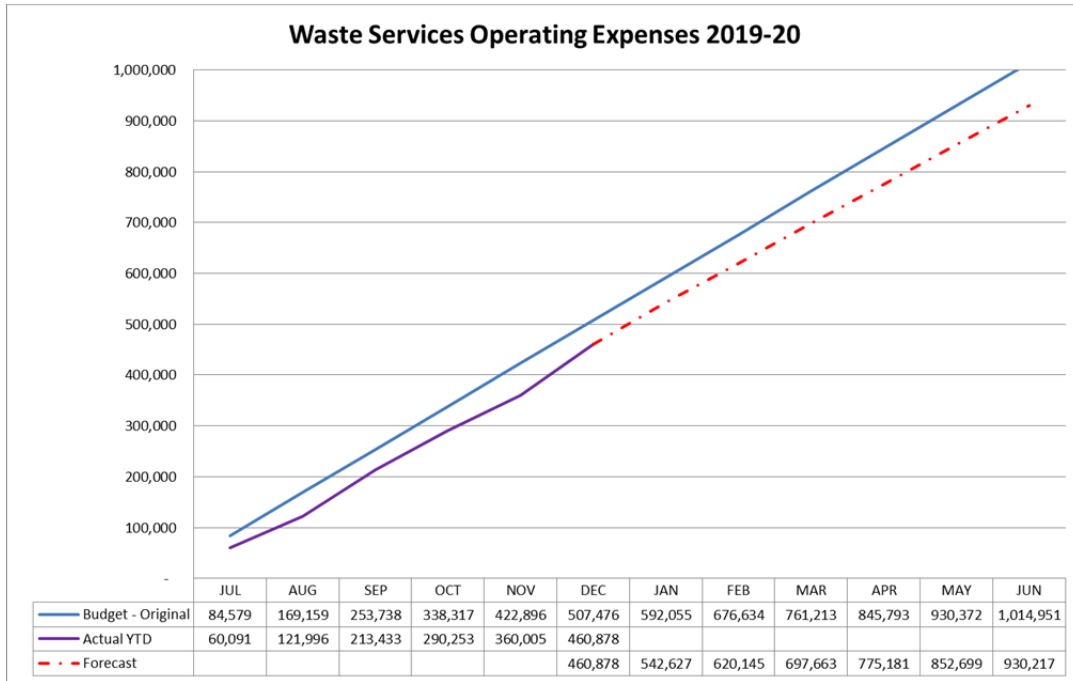
**Waste Management Services (included in GF)**



1. Gate fees came into effect in October 2019. The budget of \$95,227 gate fees income was set for the full year. Based on 3 months of data, it is expected that gate fees will generate \$35,227. The result is a \$60,000 **reduction** in projected income.

Submitted to Council: 19 February 2020

..... General Manager ..... Mayor



1. Walcha tip operating costs have reduced due to changes in operating hours as well as staff diverting to the gate operations, delivering a projected **saving** of \$43,000;
2. Construction & Demolition processing costs were budgeted at \$60,600. The revised estimate for remaining work projects a budget **saving** of \$37,300;
3. Waste Management Consultancy costs are lower than expected, projecting a budget **saving** of \$22,500;
4. Chem Collect will not go ahead this year, resulting in a budget **saving** of \$6,500;
5. Engineering and supervision costs are higher than expected and the projected budget has **increased** by \$24,259;
6. The projected operating expense savings have been used to fund the capital cost of installing the new boom gate and software.

**Internal Restricted Assets**

Below is a summary of Council’s internally restricted assets at 31 December 2019 after budget adjustments are applied.

	Balance Q1	Balance Q2	Change	Comments
Plant Replacement	456,174	456,174		
Infrastructure Replacement	1,843,180	1,692,700	-150,480	Truck Wash Bay Upgrade (Council resolution June 2019)
Employee Leave Entitlement	757,000	757,000		
Preschool	59,883	59,883		
Tip Site Remediation	220,202	220,202		
Quarries Remediation	352,922	352,922		
Project Development	100,000	100,000		
<b>Total</b>	<b>3,789,361</b>	<b>3,638,881</b>	<b>-150,480</b>	

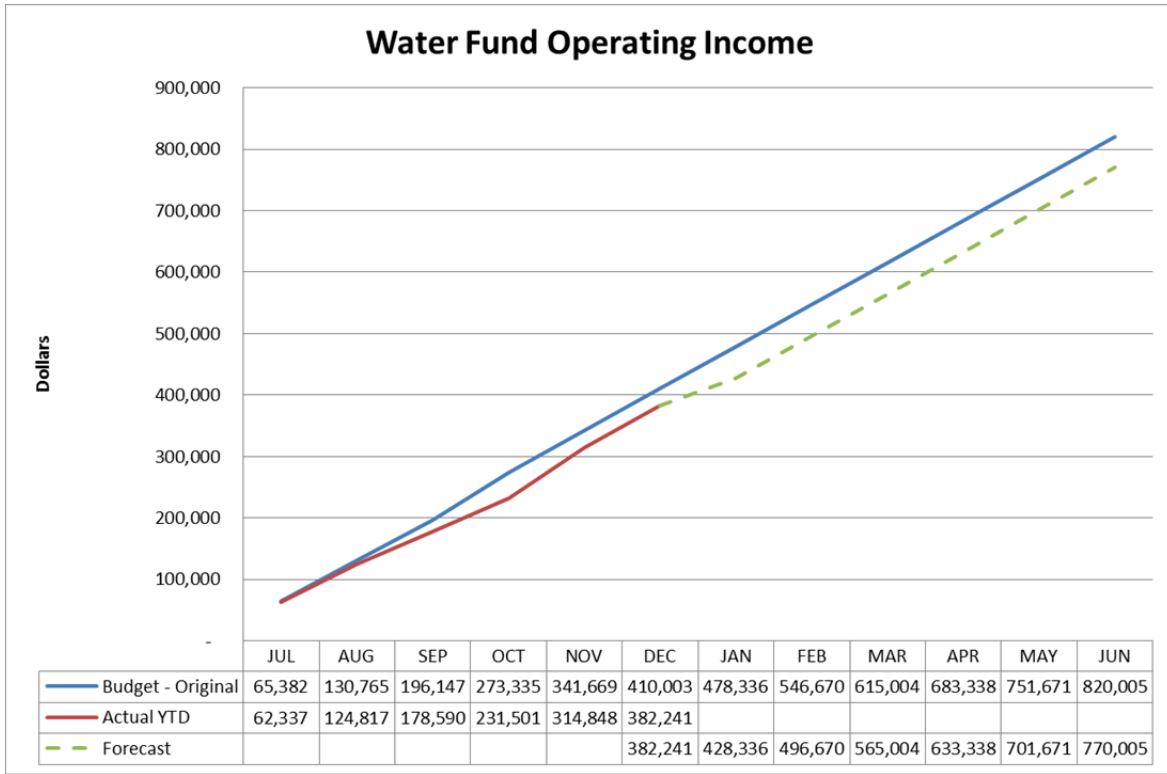
Submitted to Council: 19 February 2020

..... General Manager ..... Mayor



**Water Fund**

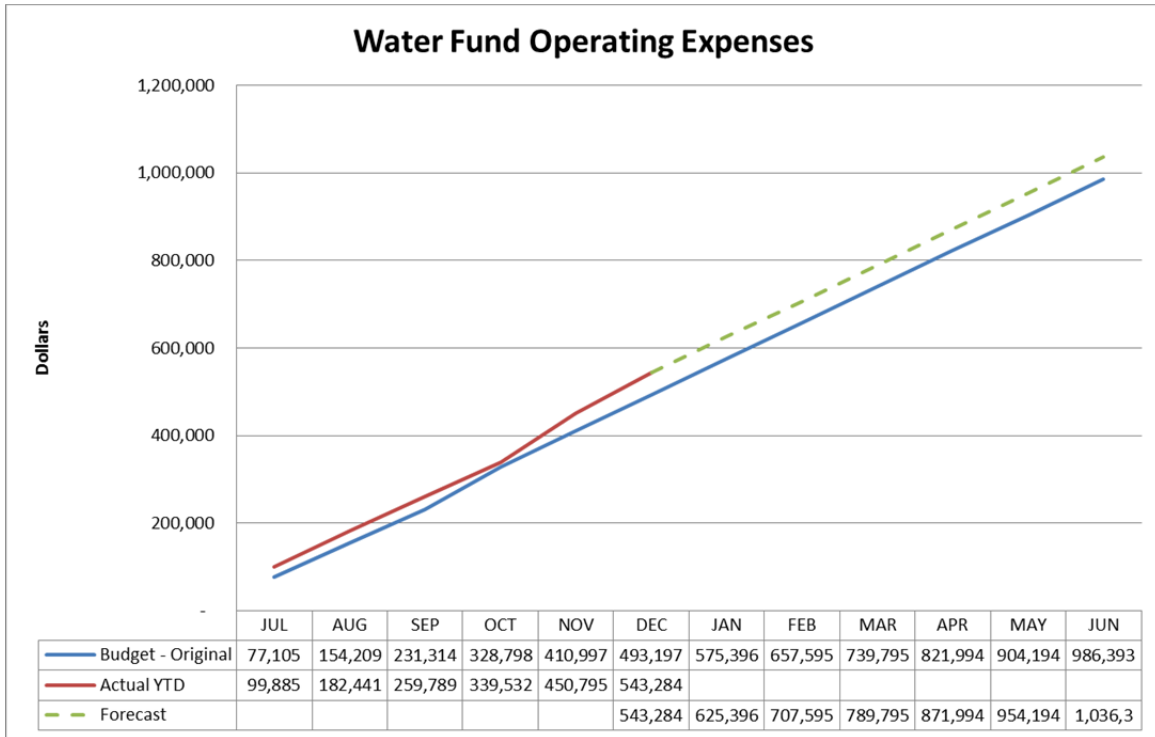
There is no change to the Water Fund budget at this time. Council has received funding of \$1.5m from NSW Department of Planning Industry & Environment (DPIE) for Short Term Emergency Works. The Funding Deed was signed and submitted in February 2020 and is not included in the current budget review.



Water Income is approximately \$50,000 below budget at the six month mark due to the ongoing drought. No budget adjustment has been made in this review.

Submitted to Council: 19 February 2020

..... General Manager ..... Mayor



Operational expenditure is over budget due to higher maintenance costs, increased electricity due to pumping and increased treatment and testing costs to maintain the quality of the water. No budget adjustment has been made in this review.

The final net operating projection for the water fund is approximately \$100,000. This position and ongoing costs and income will be reviewed prior to the Q3 budget review. This position will also include the impact of the \$1.5m grant funding.

Submitted to Council: 19 February 2020

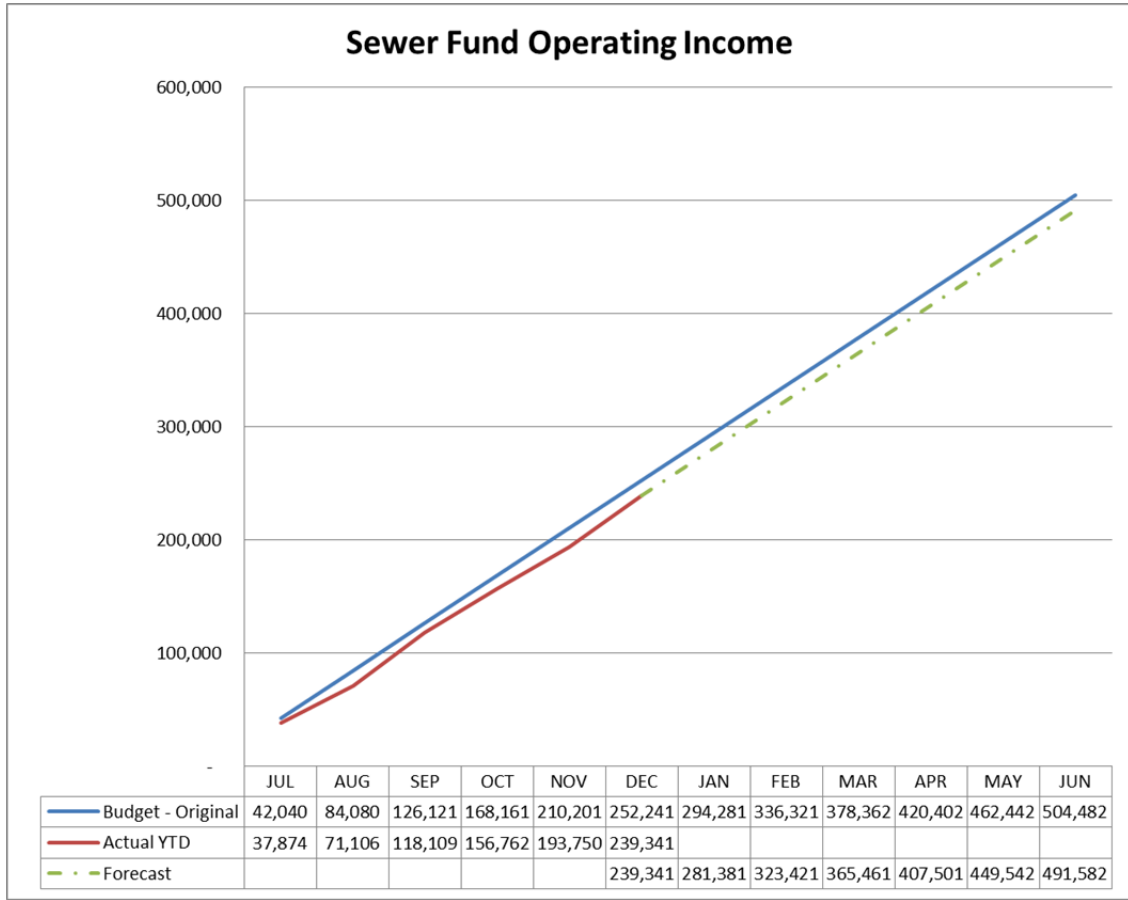
..... General Manager ..... Mayor





**Sewer Fund**

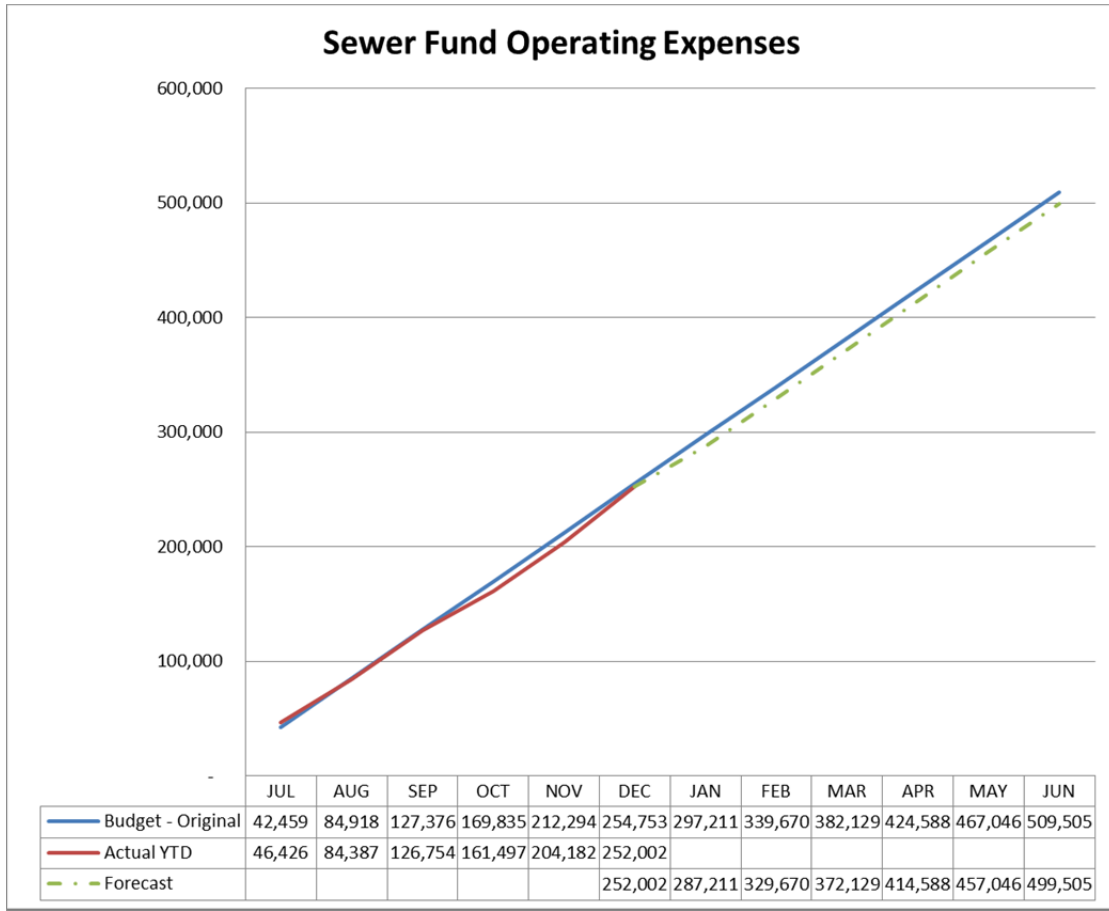
There is no change to the Sewer Fund budget in the December review.



1. Operating Income is slightly lower than budget due to Trade Waste charges being calculated on non residential water usage. No adjustment needed in this review.
2. \$180,893 capital funding will be payable when the STP upgrade is complete.

Submitted to Council: 19 February 2020

..... General Manager ..... Mayor



Operating expenses are as per the budget. No budget adjustment required.

**RECOMMENDATION: That Council**

- 1. ADOPT the December 2019 Quarterly Budget Review Statements; and**
- 2. APPROVE the variations in Income and Expenditure votes as detailed.**

Submitted to Council: 19 February 2020

..... General Manager ..... Mayor



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**Item:** 6.2 **Ref:** WO/2020/00341  
**Title:** Final Audit Management Letter Year Ending June 2019  
**Author:** Chief Financial Officer  
**Previous Items:**  
**Attachment:** WI/2020/01685 – Audit Management Letter Year Ending June 2019

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**CSP Ref:** 8.2.1 – *Maintain a stable and secure financial structure for Council.*

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**Report**

The Audit Office NSW has issued the Management Letter from the Financial Audit for the year ending June 2019. Copy attached.

**RECOMMENDATION:**

**That the report be NOTED by Council.**

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Submitted to Council: 19 February 2020

..... General Manager ..... Mayor

Walcha Council  
Ordinary Council Meeting  
19 February 2020



Ms Anne Modderno  
General Manager  
Walcha Council  
PO BOX 2  
WALCHA NSW 2354

Contact: Chris Harper  
Phone no: 02 9275 7374  
Our ref: D1929742/1800

30 January 2020

Dear Ms Modderno

**Management Letter on the Final Phase of the Audit  
for the Year Ended 30 June 2019**

The final phase of our audit for the year ended 30 June 2019 is complete. This letter outlines:

- matters of governance interest we identified during the current audit
- unresolved matters identified during previous audits
- matters we are required to communicate under Australian Auditing Standards.

We planned and carried out our audit to obtain reasonable assurance the financial statements are free from material misstatement. Because our audit is not designed to identify all matters that may be of governance interest to you, there may be other matters that did not come to our attention.

For each matter in this letter, we have included our observations, risk assessment and recommendations. The risk assessment is based on our understanding of your business. Management should make its own assessment of the risks to the organisation.

As soon as practicable, we recommend you:

- assign responsibility for implementing the recommendations
- develop an action plan, including a timetable, to implement the recommendations
- nominate an individual or establish a committee to monitor and report on progress.

The Auditor-General may include items listed in this letter in the Report to Parliament.

Submitted to Council: 19 February 2020

..... General Manager ..... Mayor

Walcha Council  
Ordinary Council Meeting  
19 February 2020



If you would like to discuss any of the matters raised in this letter, please contact me on 02 9275 7374 or Paul Cornall on 02 6773 8400.

Yours sincerely

A handwritten signature in black ink, appearing to read "C Harper".

Chris Harper  
Director, Financial Audit Services

cc: Cr Eric Noakes, Mayor  
Mr Michael O'Connor, Chair of the Audit, Risk and Improvement Committee  
Ms Rosemary Strobel, Chief Financial Officer  
Mr Paul Cornall, Principal, Forsyths

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Submitted to Council: 19 February 2020

..... General Manager ..... Mayor







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We have rated the risk of each issue as 'Extreme', 'High', 'Moderate' or 'Low' based on the likelihood of the risk occurring and the consequences if the risk does occur.

The risk assessment matrix used is consistent with the risk management framework in [TPP12-03](#) 'Risk Management Toolkit for the NSW Public Sector'.

This framework may be used as better practice for councils.

		CONSEQUENCE			
		Low	Medium	High	Very high
LIKELIHOOD	Almost certain	M	M	H	E
	Likely	L	M	H	H
	Possible	L	M	M	H
	Rare	L	L	M	M

The risk level is a combination of the consequences and likelihood. The position within the matrix corresponds to the risk levels below.

RISK LEVELS	MATRIX REFERENCE
Extreme:	E
High:	H
Moderate:	M
Low:	L

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For each issue identified, we have used the consequence and likelihood tables from [TPP12-03](#) to guide our assessment.

**Consequence levels and descriptors**

Consequence level	Consequence level description
Very high	<ul style="list-style-type: none"> <li>Affects the ability of your entire entity to achieve its objectives and may require third party intervention;</li> <li>Arises from a fundamental systemic failure of governance practices and/or internal controls across the entity; or</li> <li>May result in an inability for the auditor to issue an audit opinion or issue an unqualified audit opinion.</li> </ul>
High	<ul style="list-style-type: none"> <li>Affects the ability of your entire entity to achieve its objectives and requires significant coordinated management effort at the executive level;</li> <li>Arises from a widespread failure of governance practices and/or internal controls affecting most parts of the entity; or</li> <li>May result in an inability for the auditor to issue an unqualified audit opinion.</li> </ul>
Medium	<ul style="list-style-type: none"> <li>Affects the ability of a single business unit in your entity to achieve its objectives but requires management effort from areas outside the business unit; or</li> <li>Arises from ineffective governance practices and/or internal controls affecting several parts of the entity.</li> </ul>
Low	<ul style="list-style-type: none"> <li>Affects the ability of a single business unit in your entity to achieve its objectives and can be managed within normal management practices; or</li> <li>Arises from isolated ineffective governance practices and/or internal controls affecting a small part of the entity.</li> </ul>

**Likelihood levels and descriptors**

Likelihood level	Frequency	Probability
Almost certain	The event is expected to occur in most circumstances, and frequently during the year	More than 99 per cent
Likely	The event will probably occur once during the year	More than 20 per cent and up to 99 per cent
Possible	The event might occur at some time in the next five years	More than 1 per cent and up to 20 per cent
Rare	The event could occur in exceptional circumstances	Less than 1 per cent

Submitted to Council: 19 February 2020

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## Summary of issues

Issue	Detail	Likelihood	Consequence	Risk assessment
1	<a href="#">Provision for Rehabilitation of Landfill Sites</a>	Possible	Medium	— Moderate
2	<a href="#">Legislative compliance framework (repeat issue)</a>	Possible	High	— Moderate

## Appendix

[Review of Matters Raised Previously](#)

Submitted to Council: 19 February 2020

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**Issue 1: Provision for the rehabilitation of landfill sites**

Likelihood	Consequence	Systemic issue	Category	Risk assessment
Possible	Medium	No	Governance	Moderate

**Observation**

Council recognised an additional provision of \$1.1 million at 30 June 2018 for its rehabilitation obligation for the landfill sites.

In 2018–19, Council engaged consultants to assist with revising the landfill management master plan and compliance with EPA license conditions, including extending the lifespan of the landfill. This plan will result in an improved understanding of the estimated costs to rehabilitate and when this is required to occur.

**Implications**

Rehabilitation cost estimates are subject to significant estimations and the assumptions used in making these estimates can change over time with technology, markets, legislation, and environmental factors.

Without a periodic comprehensive review and recalculation of estimates and the ensuing provision Council may materially misstate the financial statements.

**Recommendation**

Council should complete the assessment as soon as possible to ensure the accuracy of the rehabilitation provision is improved.

**Management response**

Agree

An updated assessment has been received from the consultants and is currently under review. Amendments to the provision will be made in the 2019–2020 accounts.

Person responsible:	Date (to be) actioned:
Dylan Reeves, Director of Engineering Services	30 June 2020

Submitted to Council: 19 February 2020

..... General Manager ..... Mayor



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**Issue 2: Legislative compliance framework (repeat issue)**

Likelihood	Consequence	Systemic issue	Category	Risk assessment
Possible	High	No	Compliance	Moderate

**Observation**

Council has not implemented a formal register for it to be able to achieve legislative and regulatory compliance. There is also no documented legislative compliance policy.

**Implications**

There may be increased risk of non-compliance with key legislative requirements. There may be insufficient clarity and accountability around legislative compliance.

Non-compliance with laws and regulations may attract penalties and/or result in reputational damages.

**Recommendation**

Management should establish a legislative compliance policy and implement a formal register in line with better practice guidelines to strengthen the Council's legislative compliance framework.

**Management response**

Agree

There are a number of interim measures in place currently controlling this risk. Council has subscribed to Local Government Legal, has access to the Legislative Compliance Database, and uses the Office of Local Government Calendar of Compliance and Reporting in addition to periodic reminders issued by the various reporting bodies and government agencies. Council will progress policy and procedural development in this space.

**Person responsible:**

Rose Strobel, Chief Financial Officer

**Date (to be) actioned:**

30 June 2021

Submitted to Council: 19 February 2020

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## Appendix

### Review of matters raised in previous management letters

The issues in this appendix were raised in previous management letters. For each of these issues, we have determined:

- how management has addressed the issue in the current year
- what management still needs to do to address unresolved issues.

Prior issues raised	Risk assessment	Assessment of action taken	Recommendation
<b>2019 Interim Management Letter Issues</b>			
Assessment of the impact of the Accounting Standards issued but not yet effective	⚠ Moderate	Management provided assessment during final audit	Nil as matter addressed
Cyber Security	⚠ Moderate	Management is implementing actions	Review as part of the 2020 audit process
Fraud Controls	⚠ Moderate	Management is implementing actions	Review as part of the 2020 audit process
Code of Conduct	⚠ Moderate	Management is implementing actions	Review as part of the 2020 audit process
Absence of Public Interest Disclosure Policy	⚠ Moderate	Management is implementing actions	Review as part of the 2020 audit process
<b>Prior Year Management Letter Issues</b>			
Legislative Compliance Framework	⚠ Moderate	Issue remains unresolved	Refer to <a href="#">Issue 2</a> above
Contract Management Policy	✔ Low	Agreed completion date is 31 December 2019	Review as part of the 2020 audit process
Project Costing Methodology	✔ Low	Agreed completion date is 31 December 2019	Review as part of the 2020 audit process
Recognition of Crown Land	✔ Low	Matter addressed.	Nil as matter addressed

Submitted to Council: 19 February 2020

..... General Manager ..... Mayor



<b>Item:</b>	6.3	<b>Ref:</b> WO/2020/00309
<b>Title:</b>	Public Art Policy	
<b>Author:</b>	General Manager	
<b>Previous Items:</b>	Not applicable	
<b>Attachment:</b>	WINT/2020/00118 – Draft Public Art Policy	

**Introduction:**

Council’s Open Air Gallery is compiled of at least 60 pieces of art. This Policy is to provide guidelines to determine decisions relating to acquisition, management and deaccession of Public Art.

**Report:**

This Policy has been developed with the assistance of Arts North West, who conducted a workshop with the Arts Advisory Committee Members late 2019.

The primary objective of this policy is to promote and facilitate quality and diverse Public Art initiatives in Walcha by providing guidelines. This policy applies to Council as a whole, Councillors, Staff and Committees in dealing with the management of Public Art. It applies to any external or internally generated applications to undertake urban and Public Art works, commissions, grants and major capital works.

**RECOMMENDATION:**

**That Council:**

- 1. ENDORSE the public exhibition of the Draft Public Art Policy for a period of 28 days; and**
- 2. ADOPT the Draft Public Art Policy as presented subject to no submissions received during the exhibition period.**

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Submitted to Council: 19 February 2020

..... General Manager ..... Mayor





# WALCHA COUNCIL

## POLICY

### Public Art

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**Applicability**

All Councillors and Council Staff

**Publication Requirement**

Internal and External

**Assigned Responsible Officer**

General Manager

**Document Status**

Version	Date Reviewed	Prepared by	Endorsed	Approved and Adopted
1.0	23/01/2020	Consultant	General Manager	

**Amendment Record**

Amendment Version #	Date Reviewed	Description of Amendment



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## 1. PURPOSE

Walcha Council aims to create a national profile as a creative and vibrant community that is known as an exciting place to visit and a culturally sophisticated region. Walcha Council values inclusivity, cultural diversity and First Nations representation and promotes the social and cultural diversity of its whole community.

Public Art can revitalise urban spaces and engage with communities. It provides interest and increases a town's attractiveness as a place to visit, live and work. Public Art can make a significant contribution to social health and well-being of the local community. It also has the ability to contribute to ideas and contemporary issues.

## 2. POLICY SCOPE

The primary objective of this policy is to promote and facilitate quality and diverse Public Art initiatives in Walcha by providing guidelines to determine decisions relating to acquisition, management and deaccession of Public Art.

This policy applies to Council as a whole, Councillors, staff and Committees in dealing with the management of Public Art. It applies to any external or internally generated applications to undertake urban and Public Art works, commissions, grants and major capital works.

## 3. POLICY STATEMENT

This policy provides a framework for implementation of Public Art into the public domain. Specifically the framework is designed to:

- a) Ensure Public Art is integrated into the infrastructure and natural environments of Walcha in order to enhance public spaces;
- b) Support discovery of innovative options to resource and implement Public Art;
- c) Ensure proposals are suitable and sustainable;
- d) Ensure proposals articulate a sense of place or community identity which celebrates cultural and creative diversity; and
- e) Encourage a stronger sense of community belonging, and community ownership of public spaces within Walcha Council.

## 4. POLICY COMMITMENT

Walcha Council is committed implementing a fair and transparent Public Art acquisition, management and deaccession processes.

## 5. DEFINITIONS

### 5.1. Public Art

Public Art is defined as artistic works or activities in spaces open to the public. Public Art is mostly located in public places and spaces but may also be incorporated into private areas open to the public such as in a shopping centre, school, park, CBD, streetscape or building.

Public Art can include a sculpture, a painting, a wall mosaic or a mural. It can be incorporated into a functional object, including paving, water features, seating and lighting. It can also be a temporary work such as an art performance in an outdoor public space.

Public Art artworks may be:

- a) **Site specific:** designed specifically for, and responsive to, a particular site through scale,



material, form and concept.

- b) **Iconic:** a stand-alone or significant work, where the artists' approach is largely independent of other considerations. Examples include sculpture, water features, lighting or multimedia.
- c) **Integrated/functional:** works that are fully incorporated within the design of the built or natural environment. Integrated works may include floor and window design, paving, lighting, landscaping and associated elements. Artwork is inclusive of street furniture, seating, gateways, shelters, bollards. Commissioned as Public Art functional requirements will be unique and have the potential to celebrate local distinctiveness.
- d) **Temporary:** where the work is not intended to be permanent. A piece or event may be momentary or remain for a fixed time.

## 6. KEY PRINCIPLES

The development and implementation of Public Art projects and initiatives is governed by the following principles:

- a) Increase understanding and enjoyment of Public Art by citizens by integrating art into the structure, fabric and daily life within the urban built environment and associated public open spaces in a planned and strategic manner;
- b) Encourage Public Art by building partnerships with artists, arts organisations and communities through sponsorship and support of innovative arts and projects in the public domain where it is established that such activity will give added value to public open spaces;
- c) All proposed Public Art projects will be considered including acquisitions, donations or commissions; and
- d) All Public Art projects and programs are carried out in a fair and transparent manner, and in accordance with industry and local government best practice.

## 7. MANAGEMENT

### 7.1. Role of the Arts Advisory Committee

In 2009 Council resolved to establish a 355 Arts Advisory Committee (AAC) to advise Council on its Public Art initiatives. Membership comprises one Councillor, the General Manager, the Director of Engineering and four representatives of the arts community.

The AAC operates on a consensus basis and meets a minimum of three times a year and has a quorum of four members.

The Committee's role is to advise Council on future Public Art Projects. This advice can include:

- a) Providing art industry experience to assist and advise Council's decision-making process relating to the acquisition, placement and maintenance of Council's Public Art projects;
- b) Advising Council in the development of art policy and project development matters brought before the Committee, including subsequent reviews of existing policies and programs;
- c) Assisting in identifying any gaps in Public Art provision and suitable sites within Walcha LGA;
- d) Creating appropriate partnerships with the private sector for Public Art and investigating funding opportunities for Public Art; and
- e) Providing creative direction for integrated functional design.



## 7.2. Register of Public Artworks

All Public Artworks will be identified on the Council's asset register (refer Appendix 1).

## 8. ACQUISITION AND MAINTENANCE

### 8.1. Acquisition of Artworks

There are four different processes for the acquisition of Public Art. These are:

- 1) Donations;
- 2) Community participation;
- 3) Commission; or
- 4) Purchase.

For all cases, a Public Art Submission Form must be completed (refer Appendix 2). The AAC may assist and facilitate this process with the impacted parties. This form will be reviewed and assessed by the AAC.

The AAC's assessment of Public Art will be guided by the following principles and criteria:

- a) Clear artistic vision and a standard of excellence where the artwork complements the built and natural environment in which it is located;
- b) Experience of proposed artist;
- c) WHS and public safety obligations;
- d) Consideration of sustainability and longevity;
- e) Achievable timeframe and a realistic and viable budget; and
- f) The artwork should not portray or depict material in a way which discriminates against or vilifies a person or section of the community on account of race, ethnicity, nationality, gender, age, sexual preference, religion, disability, mental illness or political belief.

If the submission is endorsed by the AAC, then the AAC will submit a recommendation for the Public Art for Council's review and approval.

The form details all criteria that will be considered in the assessment by the AAC, thereby providing a clear and transparent process to select acquisitions which is based on specific assessment criteria and informed by professional expertise. Artworks will not be excluded on personal opinion or aesthetic grounds alone, nor will they be included on these grounds alone.

### 8.2. Contract Arrangements

A commissioning contract between the artist (or donor) and the Council will be prepared and ratified prior to work commencing. The contract will be administered by the Council's appointed Project Manager and must address, although is not limited to, the following:

- a) The terms and conditions relating to the delivery, presentation and installation timelines.
- b) The intended life of the work.
- c) The amount, and how and when it is to be paid for the work.
- d) The required maintenance schedule upon completion of the work which will inform the maintenance to be undertaken by the Council.
- e) All insurances including Public Liability and Professional Indemnity with certificate of



currency.

- f) If an aboriginal or Torres Strait Islander community or creator is involved with a public art project, consideration needs to be given to including special provisions in the contract which safeguard the Indigenous cultural and intellectual property concerns of that community or individual.
- g) Acknowledges that Artists' Moral Rights (as defined in the Moral Rights Amendment to the Commonwealth Copyright Act 1972) over all works will be respected by the Council.
- h) Compliance WHS statutory obligations.
- i) The responsibilities of the parties in relation to confidential information.
- j) The terms and conditions, consistent with the Council's obligations under the Copyright Act if the Council intends to remove, relocate or dispose of the work.

### 8.3. Restoration and Maintenance of Artworks

Artworks in the public domain are subject to wear and tear and degradation over time. In addition, they are occasionally vandalised, graffitied or broken. As part of the acquisition of any new artwork, the artist must provide a maintenance schedule upon completion of the work. The schedule should outline requirements for regular cleaning, maintenance or servicing, specifically what is required, who should do it and how often. For example any specific cleaning agents for surface treatments and materials needed. Details of any spare parts that have been lodged must also be provided.

## 9. DECOMMISSIONING

### 9.1. Decision to decommission

Artwork may be considered for removal when:

- a) Its condition has deteriorated to such an extent that it can no longer be considered to be the original work of art;
- b) Its condition has deteriorated beyond restoration, or where the cost of restoration is excessive in relation to the original cost of the work or the current value of the work;
- c) The cost of ongoing maintenance is prohibitive;
- d) The work has deteriorated to a point where it is unsafe or presents a danger to the public; or
- e) The artwork has reached its endurance or attribute limits and that the space which it occupies is required for a preferred and Council-approved purpose (and there is no other suitable site).

### 9.2. Decommission Process

Disposal of Public Art must be completed in consultation with the artist or donor, whichever is applicable. The following steps need to be followed, with all decisions and actions fully documented in the Deaccessioning Form (refer Appendix 3).

1. A **condition assessment** of the artwork must be completed by a suitably qualified professional.
2. If the work is deemed to have **deteriorated beyond repair**, then the AAC must:
  - a) Make all reasonable enquiries to identify and locate the artist or artist's representative;
  - b) Make all reasonable enquiries to identify and locate the donor (if applicable);





- c) Consult and inform artist or donor of the deaccessioning process;
  - d) Notify artist or donor of the condition of the work;
  - e) Offer the artist or donor the artwork or, if the artist or donor does not wish to have it returned, then
  - f) Dispose of the artwork in a responsible manner.
3. If the work remains in **good condition**:
- a) The work remains in situ until the deaccessioning process is complete.
  - b) Make all reasonable enquiries to identify and locate the artist or artist's representative.
  - c) Make all reasonable enquiries to identify and locate the donor (if applicable).
  - d) Consult and inform artist and donor of the deaccessioning process.
  - e) The work must have been gifted or bequeathed with no conditions or trusts attached that prohibit its deaccession.
  - f) Undertake an independent valuation of the work by a professional arts valuer to determine the price.
  - g) Council to decide whether the work is to be on-sold, or donated, which can be dependent on how the work was originally acquired.
  - h) The work is offered (either for sale or donated) in the following order:
    - i. Donor
    - ii. Artist
    - iii. Not-for-profit organisation or public institution
  - i) Funds from any decommissioned Public Art will be reused for new or upgraded Public Art within the LGA.

## 10. RELATED LEGISLATION, POLICIES AND REVIEW

### 10.1. Related Legislation and Policies

The following are relative to this policy:

- 1) Local Government Act 1993 NSW
- 2) Walcha Council Code of Conduct (WO/19/336)
- 3) Copyright Act 1968

### 10.2. Review

Council reserves the right to vary, replace or terminate this policy at any time. This policy will be reviewed every 4 years or following an ordinary election of Council, or earlier if there are relevant statutory or State Government policy changes.





## APPENDIX 1: List of Artworks

AAC to provide

DRAFT



## APPENDIX 2: Public Art Submission Form

Project Coordinator Information	
Contact Name	
Phone	
Email	
Address	
Proposed Art Work Information	
Project Title	
Proposed artist	
Medium & dimensions	
Proposed Timeframes	
Final date for art work concept	
Date(s) of completion of art work:	
Date of installation:	
Official opening:	
Concept of the work	
<i>Include a summary of the artwork concept. This includes the concept/intent, a description of the specific artform, approximate size and the relative community theme or issue it addresses (if applicable). <b>Please also include up to 2 images of the project concept.</b></i>	
DRAFT	



**Preferred materials, fabrication and installation requirements**

*Include details covering the materials, fabrication and any installation requirements. i.e. use of cranes, transport limitations etc.*

**Proposed Artist**

*Include a brief biography of the proposed artist. This should cover details of any previous experience in successfully managing and delivering a Public Art project of similar nature and scale. **Please also include up to 2 images of examples of previous work***



**Sustainability, maintenance and public safety issues**

*Include an outline of how the project will address sustainability, maintenance and public safety issues. Will there be any projected maintenance cost or specific maintenance requirements? Will council staff require training in the use of equipment or materials to maintain the artwork? Etc.*

**Budget and Funding Information**

*Please provide a budget breakdown for the project addressing items in the table below*

Administration/project coordination fees	\$
Preparation and design Fees	\$
Artist Fees	\$
Insurance	\$
Purchase of materials and fabrication costs	\$
Cost of installation	\$
Freight/transportation of artwork	\$
Other (please specify)	\$
<b>Subtotal (exclusive of GST)</b>	<b>\$</b>
GST (if applicable)	\$
<b>TOTAL (GST inclusive)</b>	<b>\$</b>

**Declaration and Form Submission**

*By signing and submitting this document I declare that:*

- a) *All of the information submitted in this application is true and correct;*
- b) *I (the artist ) can make myself available (with reasonable notice) to discuss my artwork and installation with the Walcha Council 355 Arts Advisory Committee;*
- c) *If successful I can provide confirmation regarding the following items before signing the final contract to form part of the final agreement:*
  - i. *Proposed project delivery schedule;*
  - ii. *Installation method;*
  - iii. *Maintenance requirements; and*
  - iv. *Public Liability Insurance.*

**Declaration made by:**

Full Name	
Signature	
Date	



### APPENDIX 3: Deaccessioning Form

Artwork Catalogue Details	
Artist	
Title	
Medium & dimensions	
Date of installation	
Acquisition Source	Artist / Donor (Select one)
Artwork Condition Assessment	
<i>Note that a condition assessment <b>must</b> be completed prior to consent being granted to remove any artwork.</i>	
Condition assessment report completed by	
Artwork Condition Assessment Report attached	
Criteria for Deaccession	
Has work been gifted or bequeathed with conditions or trusts attached prohibiting deaccession?	Yes / No
The work is in poor physical condition	Yes / No
Cost of ongoing maintenance is prohibitive	Yes / No
The work is unsafe or presents a danger to the public	Yes / No
The work has reached its endurance attributes / limits and that the space which it occupies is required for a preferred and Council-approved purpose	Yes / No
<i>Insert any additional comments regarding the proposed deaccession here.</i>	
Recommended means of Disposal	
<i>Describe the details regarding the recommended means of disposal. Consider all relevant items including safety, resources, transportation and access.</i>	



**Cost Estimate for Disposal**

Provide a cost estimate for all disposal activities, including names of companies / suppliers that will be involved in the work. This includes site based activities, storage, transportation etc.

--

**Artist Consultation and Declaration**

By signing this form I declare that:

- a) I have been consulted concerning the deaccessioning of the artwork specified in this form; and
- b) I HAVE / HAVE NOT accepted its return (select one option).

**Declaration made by:**

<b>Full Name</b>	
<b>Signature</b>	
<b>Date</b>	

**Donor Consultation and Declaration (if applicable)**

By signing this form I declare that:

- a) I have been consulted concerning the deaccessioning of the artwork specified in this form; and
- b) I HAVE / HAVE NOT accepted its return (select one option).

**Declaration made by:**

<b>Full Name</b>	
<b>Signature</b>	
<b>Date</b>	



**Item:** 6.4 **Ref:** WINT/2020/00529  
**Title:** Pathway to abolish Wards within Walcha LGA  
**Author:** General Manager  
**Previous Items:** Not Applicable  
**Attachment:** Not Applicable

***Community Strategic Plan Reference:***

*Strategy 8.1.2 – Provide a framework for the efficient and effective administration of Council.  
 Goal 8.3 – The boundaries of the Walcha Local Government Area will be modified to reflect existing and developing communities of interest.*

**Introduction**

Council has previously considered the option to remove ward boundaries from the Walcha LGA. This has not yet been pursued.

**Report**

The General Manager has consulted with both the Office of Local Government and the NSW Electoral Commission to confirm the available pathway to abolish wards in accordance with the Local Government Act and Regulation.

In accordance with legislative requirements, the pathway to abolish wards in the LGA is summarised in the table below. This includes responsible parties for each item and an overall timeline.

Ref	TASK	Responsible Party	Program
1	Council consider this report and pass a resolution to commence steps outlined below, and hold a referendum at the Sept 2020 election	Council	FEB 20
2	Walcha Council notify the NSW Electoral Commission of council's resolution and proposed question	GM	FEB 20
3	Walcha Council review and design the referendum question and community consultation strategy. This information is workshopped with councillors prior to being finalised and implemented.	GM + Council	APR 20
4	Office of Local Government and NSW Electoral Commission informed of referendum question design	GM	JUN 20
5	Referendum question included in the 2020 local government election	NSW EC	SEP 20
6	Result received from the NSW Electoral Commission as to the result of the referendum	NSW EC	SEP 20

Submitted to Council: 19 February 2020

..... General Manager ..... Mayor





Ref	TASK	Responsible Party	Program
7	Council to inform community of the result of the referendum	GM	OCT 20
8	Any changes approved at a referendum will come into effect at the September 2024 local government elections.	NSW EC	SEP 24

Cost implications

Walcha Council engage the NSW Electoral Commission to manage and administer our elections. Two cost options for the referendum are available and both are summarised below. Option 2 is the preferred option and has already been incorporated into the proposed pathway defined above.

*Option 1 – Referendum held outside a local government election.* The cost of holding a referendum on its own is similar to the costs associated with a general election. These are estimated to be approximately \$23k for Walcha (GST exclusive).

*Option 2 - Referendum held in conjunction with a local government election.* The additional costs of printing and counting the additional ballot paper for the referendum with the normal election workload increases the total election costs by approximately 10%. This would result in the cost for the September 2020 local government election being approximately \$26k. Note that the current value of the contract with NSW Electoral Commission for our 2020 election is currently \$23,481 excluding GST.

Communication Strategy

A draft community consultation strategy will be developed and then workshopped by Council. The workshop will include question design, material development, fact sheet development, communication strategies and overall plan. This work is tentatively scheduled to be covered in the workshop scheduled for Monday 06 April 2020.

Question design

The final question design must be submitted to the NSW Electoral Commission by August 2020. The proposed program schedules this for completion in June 2020. The design of the question must be clear, easy to understand and have a YES or NO answer.

A draft question design is included below. It is proposed that this be workshopped with Council with all other supporting documentation and the communication program in April 2020.

*Walcha currently has 4 wards, with 2 councillors elected from each ward. Under this arrangement, electors can only vote for candidates listed in their ward. If Walcha had no wards, then all electors can vote for all 8 Councillors that represent Walcha Council. Would you like to see the current ward system removed?*

**RECOMMENDATION:** That Council commence proceedings as defined in this report to hold a referendum at the September 2020 elections proposing to abolish wards within the Walcha LGA.

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Submitted to Council: 19 February 2020

..... General Manager ..... Mayor



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**Item:** 6.5 **Ref:** WO/2020/00361  
**Title:** Delivery Program Six Monthly Review 2017/2018 – 2020/2021 as at December 2019  
**Author:** General Manager  
**Previous Items:** Not Applicable  
**Attachment:** Yes – Under Separate Cover – Delivery Program Six Monthly Review – December 2019

---

**CSP Ref:** 8.1.2 – *Provide a framework for the efficient and effective administration of Council.*

---

**Report:**

In accordance with the provisions of the Local Government Act 1993, and under the Integrated Planning & Reporting legislation, Council is to report six monthly on the progress of the Delivery Program. This report is to formally adopt the Delivery Program December 2019 review.

**RECOMMENDATION:**

**In accordance with the provisions of the Local Government Act, 1993, and the Integrated Planning & Reporting legislation, Council ADOPT the Delivery Program 2017/2018 – 2020/2021 December 2019 six monthly review.**

---

Submitted to Council: 19 February 2020

..... General Manager ..... Mayor



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**Item:** 7.0 **Ref:** WO/2020/00384  
**Title:** Referral to Closed Meeting – NRMA Electric Vehicle Fast Charging Station AND Installation of Solar Power at Walcha Preschool  
**Author:** General Manager  
**Previous Items:** Nil.  
**Attachment:** Nil.

---

**Introduction:**

Council approval is sought for matters to be discussed in Committee of the Whole.

**Report:**

Council approval is requested to refer matters for discussion in Committee of the Whole and close the Meeting to the public in accordance with the provisions of Section 10 of the Local Government Act, 1993.

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

**RECOMMENDATION:** That, in accordance with the provisions of Section 10 of the Local Government Act, 1993, the matters of NRMA Electric Vehicle Fast Charging Station AND Installation of Solar Power at Walcha Preschool be referred to be discussed in Closed Council and close the meeting to the public for the reasons 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.

---

Submitted to Council: 19 February 2020

..... General Manager ..... Mayor



Ref: WO/2020/00332

**Title:** Management Review Report  
**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.*

Item 10:  
  
Management  
Review Reports

Submitted to Council: 19 February 2020

..... General Manager ..... Mayor



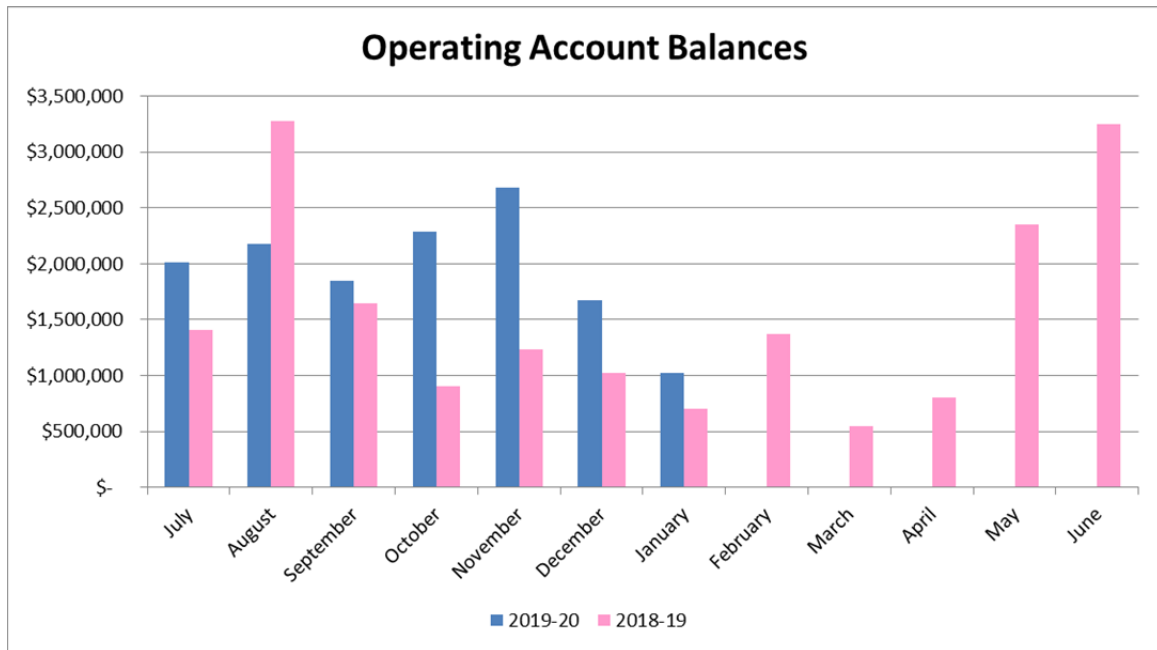
## 10.1 FINANCE AND ADMINISTRATION

### 10.1.1 Listing of Bank Balances for the Month of January 2020

Council’s General Fund bank account has been reconciled to the bank statements as at 31 January 2020.

Bank Balance at 30 November 2019	\$2,677,647
Add Deposits	\$2,675,996
Less Payments	-\$4,327,307
<b>Balance at 31 January 2020</b>	<b>\$1,026,336</b>

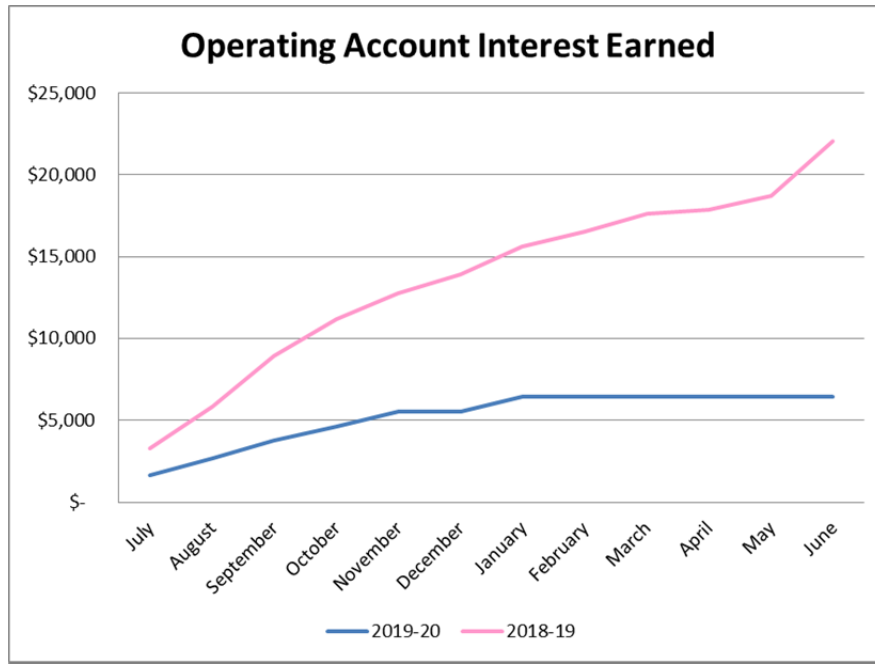
The graph below shows comparative balances for last financial year.



The current Interest Rate on the General Fund held with the National Australia Bank is 0.5%.

	<u><b>2019</b></u>	<u><b>2018</b></u>
Interest Earned (YTD)	\$5,551	\$7,230

The following chart shows comparative interest earnings for last financial year.



**10.1.2 Investments Local Government (Financial Management)**  
**Regulation 1993, Clause 19 (3) (A) for December 2019 & January 2020**

Council has created 5 new term deposits of \$250,000 each taking the total investments to \$5,116,297 earning an average interest rate of 1.94%. With recent interest rate cuts new investments are earning less than 2%.

As previously noted Council has funds invested with Elders Rural Bank that are in breach of our investment policy. Under our current policy, Council must invest in AAA and AA rated institutions. Elders Rural Bank have been downgraded to BBB+ rating. The breach will be resolved when both term deposits mature February and March this year. The investments will be redeemed and reinvested with banks with appropriate ratings.

Report for the investments placed in December 2019 & January 2020 are 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.

Submitted to Council: 19 February 2020

..... General Manager ..... Mayor



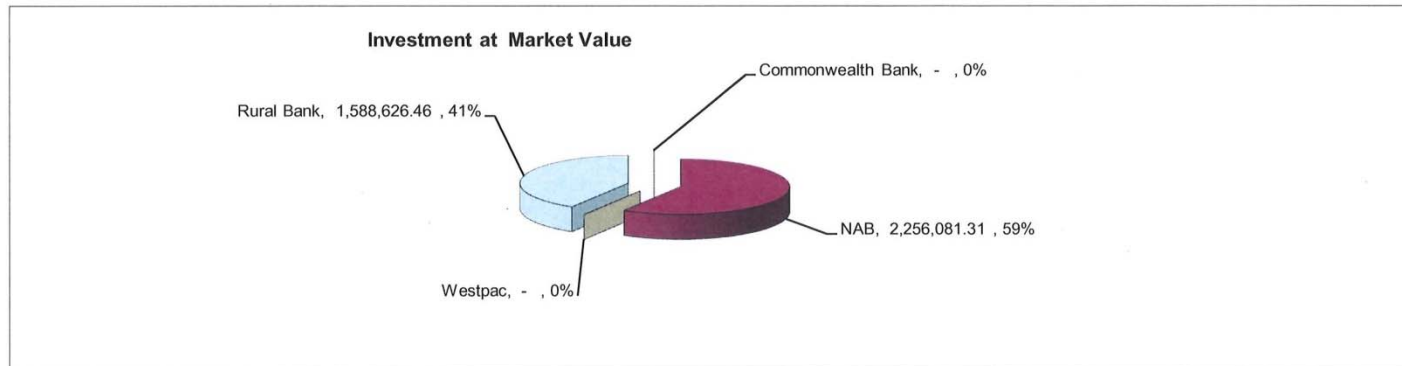
**REGISTER OF INVESTMENTS TO 31/12/2019**

Institution	Type	Placement Date	Term (Days)	Maturity Date	Rate	Est. Interest	YTD Interest	Amount Invested	YTD Redemption	Est. Market Value At 31/12/2019	MV % of Portfolio
National Australia Bank	Term Deposit	24/07/2019	180	24-Jan-20	1.85%	4928.69	10305.27	540,232.10	-	540,232.10	14.05%
National Australia Bank	Term Deposit	28/01/2019	365	28-Jan-20	2.75%	16660.33	0.00	605,830.03	-	605,830.03	15.76%
Elders Rural Bank	Term Deposit	15/11/2019	90	15-Feb-20	1.65%	2547.46	2671.53	626,142.42	-	626,142.42	16.29%
National Australia Bank	Term Deposit	15/02/2019	367	17-Feb-20	2.65%	13589.57	0.00	510,019.18	-	510,019.18	13.27%
National Australia Bank	Term Deposit	11/03/2019	365	10-Mar-20	2.58%	15480.00	0.00	600,000.00	-	600,000.00	15.61%
Elders Rural Bank	Term Deposit	28/03/2019	366	28-Mar-20	2.55%	24610.59	0.00	962,484.04	-	962,484.04	25.03%
Commonwealth Bank	Term Deposit	22/10/2018	365	22-Oct-19	2.71%	0.00	24503.40	-	904,184.60	-	0.00%
						<b>77,816.63</b>	<b>37,480.20</b>	<b>3,844,707.77</b>	<b>904,184.60</b>	<b>3,844,707.77</b>	<b>100.00%</b>

Capital Value of Portfolio	3,844,707.77
Redeemed Value of Portfolio	904,184.60
Market Value of Portfolio 31/12/2019	3,844,707.77
Estimated Profit/(Loss) 31/12/2019	3,844,707.77

PREVIOUS FINANCIAL YEAR COMPARATIVE DATA:

Interest Earned YTD 31/12/2018	89,981.09
Market Value of Portfolio 31/12/2018	7,934,931.94
Interest Earned YTD 30/06/2019	160,833.04
Market Value of Portfolio 30/06/2019	4,723,574.10



**Responsible accounting Officers 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 Rosemary Strobel (Responsible Accounting Officer)

Submitted to Council: 19 February 2020

..... General Manager ..... Mayor





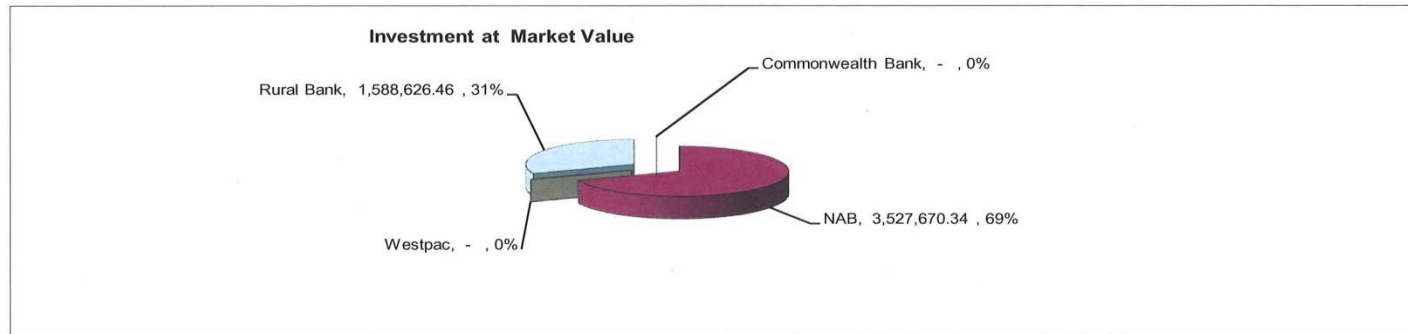
REGISTER OF INVESTMENTS TO 31/01/2020

Institution	Type	Placement Date	Term (Days)	Maturity Date	Rate	Est. Interest	YTD Interest	Amount Invested	YTD Redemption	Est. Market Value At 31/01/2020	MV % of Portfolio
Elders Rural Bank	Term Deposit	15/11/2019	90	15/02/2020	1.65%	2547.46	2671.53	626,142.42	-	626,142.42	12.24%
National Australia Bank	Term Deposit	15/02/2019	367	17/02/2020	2.65%	13589.57	0.00	510,019.18	-	510,019.18	9.97%
National Australia Bank	Term Deposit	11/03/2019	365	10/03/2020	2.58%	15480.00	0.00	600,000.00	-	600,000.00	11.73%
Elders Rural Bank	Term Deposit	28/03/2019	366	28/03/2020	2.55%	24610.59	0.00	962,484.04	-	962,484.04	18.81%
National Australia Bank	Term Deposit	16/01/2020	90	15/04/2020	1.60%	986.30	0.00	250,000.00	-	250,000.00	4.89%
National Australia Bank	Term Deposit	16/01/2020	97	22/04/2020	1.60%	1063.01	0.00	250,000.00	-	250,000.00	4.89%
National Australia Bank	Term Deposit	24/01/2020	180	23/04/2020	1.60%	4301.54	15233.97	545,160.80	-	545,160.80	10.66%
National Australia Bank	Term Deposit	16/01/2020	118	13/05/2020	1.60%	1293.15	0.00	250,000.00	-	250,000.00	4.89%
National Australia Bank	Term Deposit	31/01/2020	120	29/05/2020	1.56%	1282.19	0.00	250,000.00	-	250,000.00	4.89%
National Australia Bank	Term Deposit	16/01/2020	146	10/06/2020	1.60%	1600.00	0.00	250,000.00	-	250,000.00	4.89%
National Australia Bank	Term Deposit	28/01/2020	150	26/06/2020	1.55%	3965.18	16660.33	622,490.36	-	622,490.36	12.17%
Commonwealth Bank	Term Deposit	22/10/2018	365	22/10/2019	2.71%	0.00	24503.40	-	904,184.60	-	0.00%
						<b>70,718.99</b>	<b>59,069.23</b>	<b>5,116,296.80</b>	<b>904,184.60</b>	<b>5,116,296.80</b>	<b>100.00%</b>

Capital Value of Portfolio	5,116,296.80
Redeemed Value of Portfolio	904,184.60
Market Value of Portfolio 31/01/2020	5,116,296.80
Estimated Profit/(Loss) 31/01/2020	5,116,296.80

PREVIOUS FINANCIAL YEAR COMPARATIVE DATA:

Interest Earned YTD 31/01/2019	108,610.22
Market Value of Portfolio 31/01/2019	7,282,703.75
Interest Earned YTD 30/06/2019	160,833.04
Market Value of Portfolio 30/06/2019	4,723,574.10



Responsible accounting Officers 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 Rosemary Strobel (Responsible Accounting Officer)

Submitted to Council: 19 February 2020

..... General Manager ..... Mayor



**10.1.3 Wages & Overtime Summary**

<b>Pay Period</b>	<b>Week Ending</b>	<b>Overtime Hours</b>	<b>Amount (\$)</b>
22	24/11/2019	381.75	20,801.90
23	01/12/2019	288.50	15,870.49
24	08/12/2019	383.50	21,263.85
25&27	15/12/2019	213.00	10,759.35
26	29/12/2019	13.00	504.54
28	05/01/2020	324.25	17,522.64
29	12/01/2020	69.00	4,080.86
30	19/01/2020	93.00	5,367.10
31	20/01/2020	141.50	8,428.20
32	02/02/2020	93.00	4,600.24
<b>TOTAL</b>		<b>2,000.50</b>	<b>\$109,199.17</b>

This figure is higher than normal due to Council's assistance with the 2019 fire emergency.

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## 10.2 GRANT INFORMATION

### 10.2.1 Applications

Name of Grant	Purpose of Grant	Amount Requested	Council Contribution	Date Outcome Announced / Expected	Outcome
Stronger Country Communities Fund Round 3	Levee Bank Walk Lighting	\$270,438	\$9,473	Jan 2020	TBA
Stronger Country Communities Fund Round 3	Community Hall Renovations	\$63,560	Nil	Jan 2020	TBA
Stronger Country Communities Fund Round 3	Walcha Mens Shed Relocation	\$429,700	Nil. Mens Shed: \$34,700	Jan 2020	TBA
Library Infrastructure Grant	To replace the front door to an automatic sliding door and associated building and electrical works.	\$23,000	In kind	March 2020	TBA
\$10,000 Drought Stimulus - Regional School Holiday Activities (NSW Gov)	To procure a 15 metre inflatable for use at the pool	\$10,000	-	December 2019	Successful
Community Grants Hub – Communities Combating Pest & Weed Impacts during Drought Program	Moon-Winterbourne linear barrier fence – erect 44km of predator proof fence linking existing fences providing a 107km barrier to protect 110,000Ha of livestock production in Walcha region.	\$986,800	Nil	May 2020	TBA

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**10.2.2 Grants Currently Being Investigated**

Name of Grant:	Purpose of Grant:	Closing Date:
Arts Projects – Organisations Community Building Partnership Youth Opportunities Funding Regional Arts NSW website		Various times
Transport for NSW Walking and Cycling Program 2020-2021	Connect existing pathways in Walcha township to Walcha Central School, Walcha Preschool and John Oxley Oval. Project includes shared pathways, road crossings, Middle Street Bridge guard rail, and bridge underpasses on the levy bank.	21 February 2020
Drought Communities Funding – Round 4 (\$1million)	Council to complete one submission for all 10 council supported projects – Drought relief and local economic stimulus	Council to submit application by March 2020.
Bushfire Relief (\$1million)	Council to prepare a program of work within three months after receipt of grant funding guidelines	TBC for Council to submit application
Bushfire Relief – Tourism (Up to \$1million per application)	Entice tourism and visitors to our region.	Workshop to be scheduled in late Feb early March with 355 Arts Advisory and 355 Tourism Committees to develop our program of events and submit an application.

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### 10.2.3 Status of Grant Projects

Progress completion percentage scale used for all projects is noted below.

% Complete	Delivery Phase
0% - 30%	Design Phase
31% - 90%	Construction Phase
91% - 100%	Acquittal and Completion Phase

Project Name	Project Start	% Complete	Original Completion	Current Completion	Tracking Status	Comments
<b>RESTART NSW</b>						
Walcha Sewerage Treatment Plant Augmentation	2019	75%	-	June 2020	On Track	Walcha Council have received additional funds for the additional scope for this project and are currently assessing scope impacts. Work currently on track to be completed by the end of FY20.
Walcha Truck Wash Bay Upgrade	Early 2019	50%	31 Jan 2020	31 March 2020	At Risk	Project At risk due to construction contract delayed. Council is currently assessing all viable delivery options to ensure the project is delivered on time.
Thunderbolts Way Corridor Strategy (2018-23)	2019	10%	June 2023	June 2023	On Track	Works within town are progressing as are the rural works. Future reporting on the progress of this grant will cover segments and work packages within the total work program. Also refer to Engineering Report

Submitted to Council: 19 February 2020

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Project Name	Project Start	% Complete	Original Completion	Current Completion	Tracking Status	Comments
Niangala Road Bridge Replacement	Aug 2019	75%	Dec 2019	April 2020	On Track	Concrete decks have been installed and are currently being fastened to the abutments. Original completion date for late 2019 impacted by fire emergency, team on track to complete by revised date.
Walcha Water Security – Emergency Drought Funding	Nov 2019	5%	Dec 2020	Dec 2020	On Track	Council was recently awarded \$1,500,000 in emergency drought funding, enabling Council to continue with the Walcha Off River Storage Project. The grant funding deeds have been completed, however will be reviewed following receipt of the design tender.
Lakes Road Bridge Replacement	Aug 2019	35%	-	June 2020	On Track	Structure being replaced with precast box culverts, which have been designed and ordered. Delivery expected to site next month. Completion on track for June 2020. Environmental risk has been identified regarding water way and depending on flows may increase completion date may increase construction costs.
Old Brookmount Bridge Replacement	Oct 2019	20%	-	June 2020	On Track	Survey complete and designer engaged to complete design package for abutments. RFQ for bridge decks has commenced. Current bypass track at the site is of concern to council and community and work has been fast tracked for construction as a result. Design due for completion March.
Nowendoc, Tops & Brackendale Road Intersection Upgrade	Oct 2019	10%	-	June 2020	At Risk	The RFQ for the initial geotechnical assessment has been compiled and will be released using vendor panel this month. Design and construction engagement will follow this work. Project at risk until geotechnical conditions can be confirmed and assessed accurately. Review of completion date will be assessed at this time.

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..... General Manager ..... Mayor



Project Name	Project Start	% Complete	Original Completion	Current Completion	Tracking Status	Comments
<b>BRIDGE RENEWAL PROGRAM</b>						
Wollun Road Bridge Replacement (50%)	July 2019	90%	-	April 2020	On Track	Council was awarded three bridges under the Bridge Renewal Program (BRP). All significant construction work has been completed and the bridge was opened in October 2019. Remaining work includes line marking and grant acquittal.
Moona Plains Road (Moona Plains Station)	Jan 2020	5%	-	March 2021	On Track	Moona Plains, Englefield and Glen Morrison road bridges have been bundled as one delivery package. The RFQ for the survey has been awarded, and RFQ for geotechnical assessments closes this month. Projects will remain bundled for construction. Construction tender to be at market April 2020 with a contract expected to be awarded at the May 2020 Council Meeting.
Englefield Road Bridge Replacement	Jan 2020	5%	-	January 2021	On Track	
Glen Morrison Road Bridge Replacement (Stephens)	Jan 2020	5%	-	October 2020	On Track	Projects are currently 50% grant funded, and a separate application submitted to secure the additional 50% funding.
<b>BLACK SPOT PROGRAM</b>						
Baringa Road Intersection Upgrade	Aug 2019	90%	-	April 2020	On Track	All construction work completed February 2020 with line marking still required. Line marking scheduled for completion in March 2020, following this the project acquittal to be completed.

Submitted to Council: 19 February 2020

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Project Name	Project Start	% Complete	Original Completion	Current Completion	Tracking Status	Comments
Topdale Road Intersection Upgrade	Aug 2019	90%	-	April 2020	On Track	All construction work completed February 2020 with line marking still required. Line marking scheduled for completion in March 2020, following this the project acquittal to be completed.
Cobrabald River Rest Area Bridge approach widening	Jan 2020	25%	-	June 2020	On Track	Scope includes shoulder widening works requiring external contractors to complete. RFQ for required machinery closes Feb 2020 with work programmed to commence April 2020. Work completion subject to weather conditions. Delivery program to be reassessed following commencement of construction.
Smiths Creek Upgrade	Jan 2020	25%	-	June 2020	On Track	Scope includes shoulder widening works requiring external contractors to complete. RFQ for required machinery closes Feb 2020 with work programmed to commence April 2020. Work completion subject to weather conditions. Delivery program to be reassessed following commencement of construction.
<b>STRONGER COUNTRY COMMUNITIES</b>						
Walcha Community Gym Upgrade	2019	25%	April 2020	Sept 2020	On Track	The design and specification is currently being finalised and tender RFQ expected to be released to market March 2020. Construction estimated for completion Sept 2020 however this will be reassessed following receipt of the construction tender. On track for revised completion date.
Walcha Pool Upgrade	2019	20%	November 2019	Sept 2020	On Track	The Walcha Pool Upgrade has a completed Expression of Interest. One organisation has been successful in being invited to provide a detailed tender based on the approved scope of works. The final tender phase closes on the 21 <sup>st</sup> of February, with works to be completed during the upcoming off season.

Submitted to Council: 19 February 2020

..... General Manager ..... Mayor



Project Name	Project Start	% Complete	Original Completion	Current Completion	Tracking Status	Comments
Walcha Preschool	-	100%	June 2019	Jan 2020	Complete	Project Complete and Closed. Project close out completed January 2020.
Walcha Community Storage	Early 2019	30%	Dec 2019	May 2020	On Track	Design Complete, DA submitted to Council Feb 2020. On track for revised completion date of May 2020 weather permitting.
<b>ROADS AND MARITIME SERVICES</b>						
Yalgoo Rest Area – Heavy Vehicle Rest Area.	July 2020	0%	Early 2021	Early 2021	On Track	The Yalgoo Rest area is planned for construction during the financial year 2020-2021. The grant funds were awarded in FY19, however this was applied for in advance.
<b>MULIT PURPOSE CENTRE</b>						
New kitchen	May 2019	99%	Oct 2019	Feb 2020	Delayed	Project has been completed with one defect relating to the exhaust fan ducting yet to be rectified. This is expected to be before 29 February, along with final media release and project acquittal.
<b>NSW - MY COMMUNITY PROJECT</b>						
Replacement of Walcha Bowling Club Synthetic Bowling Green	Oct 2019	30%	May 2020	May 2020	On Track	Council is the sponsor of this grant. Onsite works scheduled to commence week beginning 10 February weather permitting. Project scheduled to be completed by 31 May 2020.

Submitted to Council: 19 February 2020

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**10.2.4 Status of Public Infrastructure Projects**

Project Name	Project Start	% Complete	Original Completion	Current Completion	Tracking Status	Comments
Rubbish Bin Surrounds	-	35%	-	June 2020	On Track	Arts Advisory Committee representatives have been engaged regarding concept designs for this project. Final designs have been issued to suppliers and pricing received. Costs are currently being assessed regarding FY20 scope and (# of bins) will be finalised and installed. Estimated completion June 2020.
Cemetery Toilet	-	35%	-	May 2020	On Track	Toilet location and design has been finalised. Unit will be located at the northern end of the front cemetery fence. Supply and installation estimates are within allocated budget.
Dog Off-lead Area and Bags	-	35%	-	March 2020	On Track	Dispenser units for bags ordered. Sign for “off-lead” area at John Oxley ordered. All work programmed to be complete March 2020.
Bubbler for McHattan Park	-	25%	-	June 2020	On Track	Arts Advisory Committee representative engaged to source and coordinate a bespoke design for the water fountain. Structure still to be in accordance with Australian stds. Estimated completion June 2020.

Submitted to Council: 19 February 2020

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## 10.3 ENGINEERING SERVICES

### 10.3.1 Roads Maintenance

#### Local Roads Maintenance:

##### *Local Fire Response Work:*



Council staff have responded to the fire emergency that has been occurring in the Walcha LGA. The fires have had a large impact on our essential public assets, of which will need to be restored. Our team has addressed all defects that pose a current threat to the travelling public.

A detailed scope of works is now complete and has been submitted to Transport for NSW.

Council staff have until early April to finalise this work.

##### *Local Storm Response:*



Council staff have been faced with another challenge in the recent storm events. Some areas of heavy rainfall have been experienced throughout January, which has continued into February.

Submitted to Council: 19 February 2020

..... General Manager ..... Mayor





Staff have been prioritised to roads and associated assets that are damaged to the extent that accessibility is reduced. Crews have been busily working through the damage, doing a fantastic job.

**State and Regional Roads Maintenance:**

*Thunderbolts Way Corridor Strategy Update:*



Council has been successful in gaining funding through Fixing Country Roads for the Thunderbolts Way Corridor Strategy.

Work has commenced on the following projects:

- Legge Street to Aberaldie Road Reconstruction
- Hamilton Street to Jamieson Street Reconstruction
- Segment 4600 (Glen Morrison Rd Intersection)
- Segment 4590 (Walcha Dairy)
- Segment 4580 (Walcha Dairy)
- Segment 4570 (Lakes Road Intersection)

The work within town has a finalised design. A large asphalt tender has now closed and is currently under review. Segment 4570, 4580, 4590 and 4600 have completed pavement designs and detailed designs. Segments 4600 and 4590 are scheduled to commence shortly, now water has become available.



*SH11 Fire Response Works:*

Council Staff have completed the emergency works requested by RMS in response to the emergency declaration for the fires that burnt adjacent to the Oxley Highway.



Following the initial emergency works, further signage, guidepost and associated infrastructure repairs where required.

The RMCC team have been actively inspecting and replacing defective guideposts and signage. Further signage works are required, however all guideposts have now been replaced to ensure the Oxley Highway is safe for night travel.

**Urban Works:**

*Disabled Park Installations:*

The two disabled car parks within Derby Street have now been made permanent, by the installation of a shared zone, bollard and kerb access ramp. The installation of the shared zone allows for greater manouverability and space.



Submitted to Council: 19 February 2020

..... General Manager ..... Mayor





*Footpath Extension & New Disabled Access – Near Nivison Fountain:*

Further footpath works are now completed near the Nivison fountain. The new footpath circumnavigates the fountain, and links to existing footpaths. Staff installed a further footpath to allow access to the disabled toilets within the Peter Fenwicke oval amenities block.



*Walcha Pool Inflatable:*



The Walcha pool inflatable has arrived. The team at the Walcha pool have had many great days of operation, it has proved to be a popular addition.

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Submitted to Council: 19 February 2020

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**Walcha Truck Wash Bay:**

The Walcha Truck Wash Bay progress to date is a concern for Council. While there have been impacts resulting from the local fire and following rain events, the progress to date is behind schedule. Council staff are actively managing this, to ensure a positive outcome is achieved.



**Completed Maintenance Snapshot:**

<b>Local Roads</b>	
Pothole Patching	Roads:
	Saleyards
	Bergen
	Wollun
	Aberbaldie
	Brackendale
	Winterbourne
Culvert Replacements	Roads:
	Tia Diggings
	Sam's Flat
	Brackendale
Culvert / Drainage Works	Roads:
	Tia Falls
	Scrubby Gully
	Niangala
Vegetation Control	Roads:
	Glen Morrison
Storm Response Works	Moona Road
	Roads:
	Ohio North
	Brackendale
	Bark Hut
	Old Brookmount
Winterbourne	

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	Chinooks
	Echo Point
Maintenance Grading	Roads:
	Blue Mountain
	Gills
	Hazeldene
	Ohio North
	Uruga
	Riverside
	Winterbourne
	Brooklyn
	Table Top
<b>State &amp; Regional Roads</b>	
Oxley Highway Maintenance:	Tasks:
	Drainage Cleaning
	Servicing Rest Areas
	Fire & Storm Response Works
	Signage and Guidepost Replacements
Regional Roads:	Tasks:
	“Ezy Street” Pothole Patching
	Service Rest Areas
	Guidepost & Signage Maintenance
	Fire & Storm Response Works
<b>Urban Roads</b>	
Urban Maintenance:	Tasks:
	Town Street Cleaning
	Street Tree Maintenance
	Parks and Garden Maintenance
	Pool Operation
	Mowing

**Proposed Works for the Coming Period:**

Shire Roads:

- Gravel re-sheeting on St Leonards Creek and Tia Falls Roads
- Maintenance Grading on Scrubby Gully, Willow Tree, Ruby Hills, St Leonards, Lakes, Tallara and Cleveland Roads.
- Clean culverts on Baringa, Wauchs and St Leonards Creek Roads.

State & Regional Roads:

- Maintenance:
  - Pothole Patching.
  - Drainage Works.
- Continue to prepare Thunderbolts Way Upgrade.

Works In Town:

- Streetscape maintenance.
- Sporting grounds maintenance.

Submitted to Council: 19 February 2020

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- Town Mowing - parks, gardens and cemeteries.
- Town garden maintenance.
- Pool operations

### 10.3.2 Water

#### Town Water Supply

Council has been closely monitoring weekly usage of our town water supply for considerable time, and has also been holding weekly drought meetings since Level 5 water restrictions were implemented November last year. An outcome of the drought meetings has been the development of a weekly water tracker which has recently been published in the local media. These statistics will be published every week for the benefit of the community.



#### Macdonald River Feasibility Study

Council is in the process of re-tendering the design of the new dam; closing date is 14 February 2020. At the time of writing a preliminary draft Emergency Cartage Plan was presented by Hunter h2o. A review of the Plan will be undertaken and final draft available early March 2020.

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**10.3.3 Sewer**

**Sewer Treatment Plant (STP) Upgrade**

Council received Infrastructure NSW's approval for the scope variation early in the New Year. Works have commenced to implement the upgrades as approved by the Minister.

The immediate upgrade works include:-

1. Refurbishment of the existing sludge lagoons
2. Construction of permanent drying beds for the sludge
3. Replacement of the existing boiler and burner for the digester
4. Power upgrades.

**10.3.4 Waste**

**Walcha Waste Depot**

The new opening hours commenced 6 January 2020. Some anecdotal feedback has been received by Council for the closing of the facility on Saturdays to be reviewed. Council cannot be confident that this represents the sentiments of the wider community and has requested the community to get in touch directly with any feedback.



## 10.4 ENVIRONMENTAL SERVICES

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

1. Development
2. Town Planning & Strategic Planning
3. Construction compliance
4. Environmental management
5. Regulatory services
6. Animal control
7. Building and amenity maintenance•

The statistical information contained within this report demonstrates the work carried out to achieve the strategic objectives and delivery actions as outlined in Council’s Community Strategic Plan 2027, Delivery Program 2017-2021 and Operational Plan 2019-2020. This report is presented for the month’s of December 2019 and January 2020 for information and comparative purposes only.

### 10.4.1 Development & Construction

Development Data 2019/2020 YTD	DAs	CDCs
<b>Total Number Determined</b>	20	3
<b>Number Outstanding</b>	6	0
<b>Average Determination Time (days) (excludes stop the clock days)</b>	35	9
<b>Value</b>	\$2,866,230.00	\$140,000.00
<b>Number of Single New Dwellings</b>	3	0
<b>Residential</b>	2	-
<b>Village / Large Lot Residential</b>	-	-
<b>Rural</b>	1	-
<b>Number of Multi Unit Dwellings</b>	0	0
<b>Number of Commercial Developments</b>	3	0
<b>Number of Industrial Developments</b>	1	0
<b>Withdrawn / Cancelled</b>	5	0
<b>Refused</b>	0	0

#### **DA and CDC Determinations Issued**

Consents are available for public inspection, free of charge, during ordinary office hours at Council’s Hamilton Street office. The *Environmental Planning and Assessment Act 1979* (the Act), as amended, precludes a challenge to the validity of consent more than three (3) months after the date of public notification of the consent within a local newspaper. In accordance with the Section 4.59 of the Act and Clause 124 and 137 of the *Environmental Planning and Assessment Regulation 2000*, the following determinations will be publicly notified:

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<b>December 2019 &amp; January 2020</b>		
<b>DA Number</b>	<b>Description</b>	<b>Address</b>
10.2019.68	Subdivision of land	469 Tops Rd, Nowendoc
10.2018.35.2	Subdivision of land	183W Croudace St, Walcha
10.2019.66	Conversion of shed to detached dual occupancy dwelling	161 Oxley Dr, Walcha
10.2017.25.2	New single dwelling	1211 Wollun Rd, Walcha
10.2019.54	Shed	8S South St, Walcha

<b>Complying Development Certificates</b>	<b>2018/2019</b>	<b>2019/2020 YTD</b>	<b>This Period</b>
<b>Number Issued (Private Certifier)</b>	3	1	-

**Register of disclosure statements of reportable political donations and gifts in relation to planning applications or submissions**

Under section 10.4 of the *Environmental Planning and Assessment Act 1979* a person who makes a planning application to council is required to disclose the following reportable political donations and gifts (if any) made by any person with a financial interest in the application within the period commencing 2 years before the application is made and ending when the application is determined:

- a) all reportable political donations made to any local councillor of that council
- b) all gifts made to any local councillor or employee of that council.
- c) The legislation also imposes similar disclosure obligations on persons who make written submissions objecting to or supporting relevant planning applications.

Disclosures of reportable political donations and gifts are to be made available to the public on, or in accordance with arrangements notified on a website maintained by Council. The disclosures are to be made available within 14 days after the disclosures are made.

<b>Nature of Interest</b>	<b>Number Received 2018/2019</b>	<b>Number Received 2019/2020YTD</b>	<b>Number Received this period</b>
Political Gifts and Donations	-	-	-
Applicant or owner is an employee of Walcha Council or a Councillor	-	-	-
Applicant with any relationship to staff or Councillor	-	-	-

**Construction Certificates**

Section 6.3 of the *Environmental Planning and Assessment Act 1979* requires that a person must not carry out building work without a certificate. Section 6.7 of the *Environmental Planning and Assessment Act 1979* states that a construction certificate is required for the erection of a building in accordance with development consent. The construction certificate is a certificate to the effect that building work completed in accordance with specified plans and specifications or standards will comply with the requirements of the regulations.

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Construction Certificates	2018/2019	2019/2020 YTD	This Period
Number Issued Council	11	8	2
Number Issued (Private Certifier)	3	3	0

**Occupation Certificates**

Section 6.3 of the *Environmental Planning and Assessment Act 1979* requires that a person must not commence the occupation or use of a building (including a change of use) without a certificate. Section 6.9 of the *Environmental Planning and Assessment Act 1979* states that an occupation certificate is required for the commencement of the occupation or use of the whole or any part of a new building, or the commencement of a change of building use for the whole or any part of an existing building. The occupation certificate is a certificate that authorises the occupation and use of a new building in accordance with development consent, or a change of building use for an existing building in accordance with development consent.

Occupation Certificates	2018/2019	2019/2020 YTD	This Period
Number Issued (Council)	9	4	1
Number Issued (Private Certifier)	3	3	-

**Subdivision Certificates**

Section 6.3 of the *Environmental Planning and Assessment Act 1979* requires that a person must not carry out the subdivision of land without a certificate. The subdivision certificate authorises the registration of a plan of subdivision under Part 23 of the *Conveyancing Act 1919*.

Subdivision Certificates	2018/2019	2019/2020 YTD	This Period
Number Issued	7	2	1

**Planning Certificates**

Section 10.7 Certificates are issued under the provisions of the *Environmental Planning and Assessment Act 1979*; it provides information on the relevant planning regulations which apply to any particular piece of land. It is compulsory for every property sold to be accompanied by a s10.7 Planning Certificate.

Planning Certificates	2018/2019	2019/2020 YTD	This Period
Number Issued	90	41	5

**Building Information Certificates**

Sections 6.24 – 6.26 Building Information Certificates are issued under the provisions of the *Environmental Planning and Assessment Act 1979*, it is a certificate that states that the Council will not make an order or take proceedings referred to below:

- 1) A building information certificate operates to prevent the council:
  - a) from making an order (or taking proceedings for the making of an order or injunction) under this Act or the *Local Government Act 1993* requiring the building to be repaired, demolished, altered, added to or rebuilt, and

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- b) from taking civil proceedings in relation to any encroachment by the building onto land vested in or under the control of the council, in relation to matters existing or occurring before the date of issue of the certificate.
- 2) A building information certificate operates to prevent the council, for a period of 7 years from the date of issue of the certificate:
  - a) from making an order (or taking proceedings for the making of an order or injunction) under this Act or the *Local Government Act 1993* requiring the building to be repaired, demolished, altered, added to or rebuilt, and
  - b) from taking civil proceedings in relation to any encroachment by the building onto land vested in or under the control of the council, in relation to matters arising only from the deterioration of the building as a result solely of fair wear and tear.

Building Information Certificates	2018/2019	2019/2020 YTD	This Period
Number Issued	1	1	-

**Outstanding Notices and Orders Certificates**

Certificates as to whether there are any outstanding notices issued by the Council under the *Local Government Act 1993*, or any outstanding notices or orders in force under Schedule 5 of the *Environmental Planning and Assessment Act 1979*.

Outstanding Notices & Orders Certificates	2018/2019	2019/2020 YTD	This Period
Number Issued	10	3	-

**Critical Stage Inspections for DAs, CCs and CDCs**

Section 6.5 of the *Environmental Planning and Assessment Act 1979* requires the carrying out of inspections of building work for certifiers appointed as the principal certifying authority. Cl.143B and Cl.162A of the *Environmental Planning and Assessment Regulation 2000* denotes the critical stage inspections (the occasions on which building work must be inspected), specified below:

Compliance Inspections	2019/2020 YTD	This Period
Site inspections	16	4
Footings & slab inspections	8	1
Framework inspections	-	-
Waterproofing inspections	-	-
Stormwater inspections	-	-
Final inspections	4	1
Food premises fitout inspections	1	-
Complaints	-	-

**Annual Fire Safety Statements**

Clause 177 of the *Environmental Planning and Assessment Regulation 2000* requires the owner of a building to which an essential (statutory) fire safety measure is applicable to provide Council with an annual fire safety statement for the building within 12 months after the date on which an annual fire safety statement was previously given. As described in clause 175 of

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the *Environmental Planning and Assessment Regulation 2000*, an annual fire safety statement is a statement to the effect that:

- 1) each essential fire safety measure specified in the statement has been assessed by a competent fire safety practitioner and was found, when it was assessed, to be capable of performing:
  - a) in the case of an essential fire safety measure applicable by virtue of a fire safety schedule, to a standard no less than that specified in the schedule, or
  - b) in the case of an essential fire safety measure applicable otherwise than by virtue of a fire safety schedule, to a standard no less than that to which the measure was originally designed and implemented, and
- 2) the building has been inspected by a competent fire safety practitioner and was found, when it was inspected, to be in a condition that did not disclose any grounds for a prosecution under Division 7.

Annual Fire Safety Statements	2018/2019	2019/2020 YTD	This Period
Number received	14	4	1
Number of relevant premises		26	

**Bushfire Attack Level Certificates**

Clause 130A of the *Environmental Planning and Assessment Regulation 2000* requires a bushfire attack level assessment and determination to be issued for complying development on bushfire prone land.

BAL Certificates	2018/2019	2019/2020 YTD	This Period
Number Issued	1	-	-

**Dwelling Entitlement Information Advice**

Information to applicants under clause 4.2A of the *Walcha Local Environmental Plan 2012* as to whether a dwelling may be permitted to be erected with development consent on subject land.

Dwelling Entitlement Advice	2018/2019	2019/2020 YTD	This Period
Number Issued	-	2	-

**10.4.2 Environment & Regulatory**

**Section 68 Activities**

Section 68 of the Local Government Act requires the approval from Council for undertaking certain activities.

Section 68 Activity Data			
	2018/2019	2019/2020 YTD	This Period
Number Issued	12	4	2

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S68 Compliance Inspections	2019/2020 YTD	This Period
Site inspections	2	-
Internal drainage inspections	-	-
External drainage inspections	1	1
Water supply work inspections	1	1
Final inspections	-	-

**Food Premises Surveillance**

Under the Food Regulation Partnership Council is appointed as an enforcement agency under the *Food Act 2003*. As an enforcement agency Council is responsible for food surveillance within the Walcha LGA and Council is required to report our food surveillance activity to the NSW Food Authority annually.

Food Premises Surveillance 2019/2020						
	Fixed premises High Risk Fixed*	Fixed Premises Medium Risk Fixed*	Fixed Premises Low Risk Fixed*	Mobile*	Temporary*	TOTAL
Total No.	21	4	6	2	4	37
No. Primary Inspections	-	-	-	-	-	-
No. Re-inspections	-	-	-	-	-	-
No. additional Re-inspections	-	-	-	-	-	-
No. FSS Required	21					21
No. FSS Current	19					19

**Footpath Usage Applications**

Section 125 and 126 of the *Roads Act 1993*, and section 46 of the *Local Government Act 1993* requires approval from Council for carrying out an activity or placing an item within the road reserve.

Footpath Usage Approvals	2018/2019	2019/2020 YTD	This Period
Number Issued	1	-	-

**Swimming Pool Inspection and Compliance**

Section 22 of the *Swimming Pools Act 1992* requires Council to develop and adopt a mandatory pool inspection program; Council must then inspect the swimming pools in accordance with the program and check the pool barriers comply with the requirements of the *Swimming Pools Act 1992*.

Properties to be sold with a pool must have:

- a) A certificate of compliance, or
- b) A relevant occupation certificate and a certificate of registration, or
- c) A certificate of non-compliance

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Properties to be leased with a pool must have:

- a) A certificate of compliance, or
- b) A relevant occupation certificate and a certificate of registration

Swimming Pool Compliance	2018/2019	2019/2020 YTD	This Period
Certificates of Compliance Issued	-	-	-
Certificates of Non-Compliance Issues	-	-	-
Inspections Conducted	-	-	-

**Regulatory Control**

Council performs a number of regulatory functions to control and manage matters of public health and environmental concern to the community, some of these include:

- *Local Government Act 1993* e.g. overgrown land and accumulation of waste
- *Protection of the Environment Operations Act 1997* e.g. environmental pollution and noise abatement
- *NSW Road Rules 2014* e.g. vehicles and traffic on nature strip
- *Road Transport (Vehicle and Driver Management) Act 2005* e.g. abandoned vehicles
- *Impounding Act 1993* e.g. abandoned vehicles and roaming stock

Regulatory Service	Action	2019/2020 YTD	This Period
Overgrown allotment	Warning	4	1
	Intention	-	-
	Order	-	-
	Penalty Notice	-	-
Accumulation of waste	Warning	5	1
	Intention	-	-
	Order	-	-
	Penalty Notice	-	-
Keeping of animals	Warning	20	4
	Intention	-	-
	Order	-	-
	Penalty Notice	-	-
Vehicles and traffic on nature strip	Warning	3	-
	Intention	-	-
	Order	-	-
	Penalty Notice	-	-
Abandoned vehicle	Warning	6	-
	Intention	-	-
	Order	-	-
	Penalty Notice	-	-
Noise abatement	Warning	-	-
	Intention	-	-
	Order	-	-
	Penalty Notice	-	-
Environmental pollution	Warning	1	-
	Intention	-	-
	Order	-	-
	Penalty Notice	-	-

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**10.4.3 Animal Control**

Council encourages responsible pet ownership in the community, as well as at home. Pet owners should make sure their animals don't disturb their neighbourhood and threaten or harm any other person, pets or wildlife.

Council is required to enforce the registration laws, and the other areas of pet ownership covered by the *Companion Animals Act 1998*.

Companion Animal Registrations 2019/2020								
	Desexed	Non desexed	Pensioner (desexed)	Pound Purchase (desexed)	Recognised breeder	Under 6 Months	Working	Value \$
Jul	5	3	-	-	2	-	-	\$1,036.00
Aug	1	-	1	-	-	-	1	\$83.00
Sep	-	-	1	-	-	-	-	\$25.00
Oct	1	2	-	-	-	-	-	\$271.00
Nov	-	1	2	-	-	-	-	\$260.00
Dec	-	1	-	-	-	-	-	\$210.00
Jan	1	-	1	-	-	-	-	\$83.00

Companion Animal Seizures 2019/2020						
	Seized	Surrendered	Released	Rehomed	Euthanased	Stolen/Escaped
Jul	6	1	4	-	3	-
Aug	1	-	-	-	1	-
Sep	1	-	-	-	-	1
Oct	3	2	1	1	2	1
Nov	-	2	-	-	2	-
Dec	2	-	-	-	-	-
Jan	-	-	-	2	-	-

Companion Animal Ranger Services 2019/2020				
	Dog attack investigation	Roaming dogs	Roaming cats	Barking dogs
Jul	1	2	1	4
Aug	-	2	2	2
Sep	1	3	3	3
Oct	1	7	1	0
Nov	1	-	2	-
Dec	-	2	1	1
Jan	-	2	-	2

	Caution	Dangerous Dog		Nuisance Dog		Menacing Dog		Penalty Notice
		Notice	Order	Notice	Order	Notice	Order	
Jul	-	-	-	-	-	-	-	-
Aug	-	-	-	-	-	-	-	-

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<b>Sep</b>	1	-	-	-	-	-	-	-
<b>Oct</b>	1	-	-	-	-	-	-	-
<b>Nov</b>	-	-	-	-	-	-	-	-
<b>Dec</b>	-	-	-	-	-	-	-	-
<b>Jan</b>	-	-	-	-	-	-	-	-

**10.4.4 Building and Amenity Maintenance**

<b>Routine cleaning hours at Council facilities</b>	
<b>Building / Amenity</b>	<b>Hours (per fortnight)</b>
Council Chambers	20
Library	5
Visitor Information Centre	5
Amenities	21
Streets	12
Depot	10
Preschool (incl. Early Intervention)	32
Landfill	3
Water Treatment Plant	2
Sewerage Treatment Plant	1.25
Aerodrome (incl. Lions Park)	2
John Oxley Sportsground	1.75
Walcha Oval	2
Squash Courts	2.5
Van	0.5
Swimming Pool (during season)	7

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## 10.5 TOURISM

### Number of visitors to VIC

DECEMBER	2019	2018	2017	2016
Walk in's	195	296	443	505
Phone enquiries	36	32	11	18
Email enquiries	0	1	0	0

WEBSITE	January	December	November	October
Unique Visits	4,848	4,052	5,901	8,973
Visits	9,078	6,536	9,672	12,109
No of Hits	184,045	167,060	357,862	461,862

JANUARY	2020	2019	2018	2017
Walk in's	290	523	640	673
Phone enquiries	28	23	35	36
Email enquiries	3	0	1	1

### Drought & Fire

The chart below was completed by all of the New England High Country LGA's. The data shows a significant drop in numbers since September last year compared to the same time in 2018. Potentially demonstrating the impact of both drought and fires are having on our region. Please see below the data for Walcha.

WALCHA Walk in Numbers	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	*Nov	Dec	Total
2018	640	315	514	712	369	292	355	270	484	526	334	296	5134
2019	523	278	379	590	418	234	271	316 snow	331	345	*175 22general /153 m'cycle w'kend)	195	4055
2018 v 2019 variant - %	-18%	-12%	-26%	-17%	+6%	-20%	-24%	+17%	-32%	-34%	-48% -93%	-34%	-21%

The 'walk-in' numbers to the Visitor Information centre were down 21% overall in 2019 with the impact of fires and subsequent road closures obvious during September – December with numbers down 32 - 48%.

**\*2019 November** statistics: – 175 is counting the motorcycle weekend where we had 700 odd people in town and 153 were recorded to have dropped into the VIC – so had the motorcycle weekend not occurred the walk in numbers for November would have only been 22 for that month – down 93%

While the Visitor Information Centre only captures a fraction of the numbers coming though town this data is useful and interesting when used in comparison to other years.





**Comments from the Visitors Book – DECEMBER/JANUARY**

Nice town / very informative / thank you for the information / lovely place / beautiful place / nice town for sure! / Nice Town / Good / very helpful / blessed to be back in Walcha / Apsley Falls Fantastic.

**Where they came from this month:**

Jasper, Alberta, Canada / Hounville TAS / Buccan QLD / Tenterfield / Perth WA / Melbourne VIC / BC Canada / Poland / Melbourne VIC / Lake Macquarie NSW / Warwick QLD / NSW; Clarence Town, Thornton, Armidale.

**Soundtrails Project**

The Walcha Sculpture Soundtrail is complete and will be launched on Friday 20<sup>th</sup> March 2020. We were a part of the trial with the Quota ladies and Hamish Sewell (Soundtrails producer) in December and it really is a fabulous asset for the town, enriching both the Open Air Gallery and the community of Walcha through the stories told. The stories told are not merely about the sculptures, there are stories about Cyril Green and the Jimmy Little band, Indigenous stories on both Dreamtime legends and personal accounts of growing up at Summervale. Stories about AS Nivison and the first aerial spreading of superphosphate and stories about a near drowning in the Apsley River.

People can download the Soundtrails App on their smartphones to listen to the stories as you walk around. Quota have purchased two Bluetooth speakers to accompany groups wanting to do the Soundtrail.



## 10.6 COMMUNITY SERVICES

### 10.6.1 Walcha Council Community Care

December & January

#### Groups

##### *Womens Group & Wanderers Group*

- 11 December 2019 – 26 ladies attended the final morning tea for the year and enjoyed the Christmas themed activities and food.
- 1 and 15 January 2020 - The Women's and Wanderer's Groups were in recess during the month of January.

##### *Men's Group*

- 10 December 2019 – 12 people attended lunch at the Apsley Hotel. This meeting was the final one for the year until the groups return early February.
- 14 and 28 January 2020 - The Men's Group was in recess during the month of January.

##### *Mixed Group*

4 December 2019 – 60 clients attended the Walcha Council Community Care Christmas Party held at the new Walcha Show Ground Function Centre. Lunch was served and the entertainment for the day was provided by Cyril Green and friends.

##### *Craft Group*

18 December 2019 – The Craft Group met for the final get together for 2019.

##### *Exercise Group*

As part of the wellness and reablement program WCCC now offer our clients the opportunity to come along to a weekly exercise class. The program is designed to keep people active and improve their balance and mobility, physical fitness, cognitive capacity and overall general health and wellbeing. Kellie Makeham has been the instructor and clients have enjoyed the program.

##### *Card Group*

A small group of card players have been meeting in the Community Day Centre Rooms each Tuesday to play 500. The group enjoy the social get together as well as playing cards.

#### **Transport:**

Medical drives – 11 clients with 26 trips during December 2019.

Medical drives – 11 clients with 22 trips during January 2020.

Access bus – 8 clients making 36 trips during December 2019.

Access bus – 10 clients making 51 trips during January 2020.

Bus to Tamworth – 4 clients on 20 December 2019

Bus to Tamworth – 4 clients on 31 January 2020

Bus to Armidale numbers for December were as follows:

- 3 December 2019 – 6 clients
- 10 December 2018 – 8 clients
- 17 December 2018 – 10 clients
- 24 December 2018 – 9 clients

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Bus to Armidale numbers for January were as follows:

- 7 January 2020 – 6 clients
- 14 January 2020 – 4 clients
- 21 January 2020 – 7 clients
- 23 January 2020 – 7 clients
- 28 January 2020 – 10 clients

Taxi Vouchers – 24 clients used the Taxi Vouchers with Walcha Taxi Service and Walcha Community Transport in December 2019 with a total of 221 Taxi trips returned.

Taxi Vouchers – 22 clients used the Taxi Vouchers with Walcha Taxi Service and Walcha Community Transport in January 2020 with a total of 207 Taxi trips returned.

Uralla Food Pantry – A fortnightly trip to transport disadvantaged people in the community to access low cost pantry food, bread, fruit and vegetables made available from Foodbank NSW. People must pass the eligibility criteria for the transport and the Food Pantry.

**Meals on Wheels:**

For the period of December there were 10 clients who received hot main meals with 3 of those clients also receiving frozen meals for the weekend. There were 2 clients who received frozen meals. The total number of meals for the month of December was:

- 218 Hot meals,
- 137 frozen meals and
- 156 desserts.



For the period of January there were 12 clients who received hot main meals with 3 of those clients also receiving frozen meals for the weekend. There was 1 clients who received frozen meals. The total number of meals for the month of January was:

- 225 Hot meals,
- 80 frozen meals and
- 141 desserts.

**Feedback and Complaints**

Nil feedback to report for December 2019 and January 2020

**Meetings and Training**

- 4 December 2019 - 2 December 2019 – Cathy attended “Eastgate Village” in Walcha to deliver information about services we provide to the new residents who have recently moved to Walcha to live.
- 3 December 2019 - Commonwealth Bank Walcha branch employees donated \$500 to Walcha Council Community Care Meals on Wheels as a part of a nationwide community donation program.
- 4 December 2019 – Joblink Plus hosted 2 different driver safety courses. One for learner drivers and the other for older drivers in our community.
- 12 December 2019 – Dementia Support Group meeting held at the Community Day Centre Rooms.

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- 13 December 2019 - Debby Maddox from the Rural Assistance Authority in Armidale has been very well utilised, assisting with paper work for those applying for the subsidies. People have attended the Friday afternoon get togethers with the aim of supporting others emotionally and socially that are affected by the ongoing drought and recent bush fires.
- 16 December 2019 – Walcha Council Community Care Advisory Committee meeting and Christmas party was held at the Royal Café.
- 19 December 2019 – Hospital Auxiliary meeting held in the Community Day Centre Rooms.
- 28 November 2019 – Walcha Support Group meeting held in the Community Day Centre Rooms

**10.6.2 Library**

**December 2019**

Stats:

- |                           |                    |
|---------------------------|--------------------|
| ■ Loans: 633              | ■ Door count: 425  |
| ■ Returns: 553            | ■ Wi-fi use: 24    |
| ■ Reservations placed: 54 | ■ Computer use: 65 |
| ■ New members: 5          |                    |

Other statistics:

- Eaudio: 136
- Ebooks: 61

We were invited to the Central Northern Regional Library Training Day at Tamworth Library on 5 December. Madison and I both attended, giving her the opportunity to introduce me to the training day format and the staff at other branches in the CNRL. The day involved presentations from a selection of CNRL staff, and included a ‘question time’ session where we could raise concerns, make suggestions for the upcoming year and form discussions about our work. The presentations were interesting and included:

- CNRL Innovation Studio: Julian and Jonathan have a room set up at the Tamworth library to display the technologies and resources CNRL own. The equipment is used when they travel to branches for workshops, like the 3D printer, coding robots and virtual reality head sets. This display is open to the public 2 days per week, and occasionally on weekends. Perhaps the next time library staff are in Tamworth for a training day we can factor in a visit to this room to see what’s new in the technology studio. Excursions to this room could also be included in school holiday activities.
- Makerspace kits: the Makerspace staff demonstrated the kits they are preparing for distribution to branches. They include the materials and relevant instructions to present our own STEM activities. We participated in the ‘upcycle t-shirt bags’ activity, and were shown the ‘Codepillar’ kit. The ‘Codepillar’



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was a simple coding ‘toy’ that can be set up in libraries and managed by branch staff without the CNRL Makerspace staff having to come out. We will be keeping an eye on news about these kits and integrate them into the library programming for 2020.

- Summary of the Switch library conference: staff from CNRL who attended the conference in Penrith last month provided a summary of the speakers and events.
- Amy from the children’s services unit of Tamworth Library introduced a new language learning program they have purchased and will offer early childhood educators in the region. Some of the staff had been sent to training, and asked branch staff to help recruit early childhood educators in our home towns for them to pass the program on to free of charge. I gave the information to the Armidale Family Day care providers in Walcha so they could contact Amy directly if it was of interest to them. Amy also gave an update on the Storytime kits and asked they all be sent into head quarters to be prepared for 2020.

Quota made their \$200 donation to the library again this year. Each year they aim to target a specific group of locals who use our library and this year they asked the Riverview activities coordinator for suggestions. She suggested a range of movies on DVD that could be enjoyed as a whole group activity at Riverview. Madison organised the purchase of them and they are currently being accessioned in Tamworth. Once they are labelled and tagged we will be able to send them to Riverview and then offer them to all of our Walcha borrowers.

Quota has continued to deliver our bulk loan to Riverview readers this month. Usually we spend some time selecting books from a variety of genres, collecting enough books to give them some choice over the month. This month a new Riverview volunteer Veronica came down and introduced herself, as she will now be responsible for the library up at Riverview, including management of our library books (distribution and collection at the Riverview end). She has spoken to some of the residents about their specific interests and is going to continue to keep in touch with us as the residents and their interests change. This means we can provide more specific books in the bulk loan, and we can now order in copies of books and DVD’s from the wider CNRL catalogue to meet their needs.

This month we have continued to take reservations and purchase requests from our borrowers when the books in our little library don’t meet their needs. We have spent time this month, since learning of our new CNRL app at the Conference, promoting the online functions available to all borrowers. Many regular borrowers and readers log into the CNRL website or App to look at the wider CNRL catalogue, and order in authors they enjoy, new books in their favourite genre and items to meet their needs outside of the Walcha Library doors. We have noticed an increase in the number of people reserving books in each Friday’s delivery, and notice that many of which have been self reserved. This reservation process online also allows borrowers to request resources not in our CNRL catalogue. These requests are taken via the website or our staff, and are sent to CNRL staff in Tamworth who organise Interlibrary loans with other libraries such as the State Library or purchasing copies of items not otherwise available to loan. The message we are trying to spread is ‘If we don’t have what you are looking for, ask us!’ We will continue to promote this message over coming months.

Once the school holidays kicked off in mid-December, we were kept on our toes coordinating a range of activities:

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..... General Manager ..... Mayor





■ Basketball Competition: Youth Advisory Committee students inspired the organisation of a basketball competition afternoon. This activity involved the help of our local Basketball club committee members, who provided age appropriate skill development activities and drills, as well as holding a game of basketball for each age group between Kindy and Year 12. Despite the day being extremely smokey and it being difficult to breathe, due to the bushfires in the area, almost 30 children attended. There were 11 for the K-Grade 2 group, 9 for the Grade 3-6 and 9 high schoolers. Rotary decided it was too smokey for the jumping castle, but the lawn games people from Armidale set up some other games for those who came along, and their siblings. She set up games such as giant connect 4 and giant jenga in the foyer of the MPC, and we provided a drink and sausage sizzle for all who attended. The lucky door prizes were well received, and there was some positive feedback from those who attended. We are pretty sure numbers would have been a lot higher if the weather wasn't so miserably smokey.



■ Christmas Craft at the Walcha Farmers Markets: This activity was an outreach program and school holiday craft activity rolled into one. Due to the continuing drought, Walcha's monthly Farmers Market has become harder and harder to provide quality produce and stalls, however it has become a great community event bringing together locals in a regular casual Saturday morning get-together.



Community organisations or local small businesses occasionally 'sponsor' the 'Kids activities corner' by providing a display, activities and information about their organisation relevant to children and families (eg home daycare provider, Northern Inland Regional Waste). We took up this opportunity in December by providing Christmas craft in the park as part of our school holiday program – it was basically messy glitter craft that would otherwise not be possible in the library (as Walcha library doesn't have a wet space for such

messy craft). I volunteered to organise and supervise the craft activity, while handing out flyers about the library and upcoming library events. This was a great opportunity to talk to children and parents about the upcoming Storytime and Baby Book Time sessions and seek input into the planning of these sessions for the new year. Approximately 50 flyers were distributed, and some great feedback was gained, proving to be a productive way to inform our community about the library, seek input and encourage new membership.

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..... General Manager ..... Mayor





■ Christmas Storytime was a great inclusion to our school holiday program, as the regular Storytime and Baby Book Time has been held 10am weekdays, and hasn't been available for school aged children. We read a selection of Aussie Christmas stories, sang some Christmas songs along with the regular songs, and created a chain Christmas decoration for the library. The children were asked to draw or write on their link describing their favourite thing about Christmas. We were also lucky enough to be visited by Santa, and despite the ridiculous heat and his glasses fogging up, he stayed and read a book to the children and delivered some candy canes. We would like to thank Mayor Eric Noakes for his special help tracking down Santa for us.



■ December also saw us wrapping up the 'I love my library' campaign at the Walcha Library with the drawing of the raffle. As mentioned in last months report, we gave visitors free tickets to the raffle throughout the campaign. We ended up with over 50 entries, and Anna Barwick was the lucky winner drawn. She is a regular borrower and was excited to receive some brand new holiday reading material!



In line with the Council closure, we informed our regular members of the library closure over the Christmas period so they were prepared for us to be closed from Christmas Eve through to 2 January 2020.

### January 2020

Stats:

- Loans: 841
- Returns: 825
- Reservations placed: 57
- New members: 7
- Door count: 525
- Wi-fi use: 17
- Computer use: 75

Other statistics:

- Eaudio: not available
- Ebooks: not available

Submitted to Council: 19 February 2020

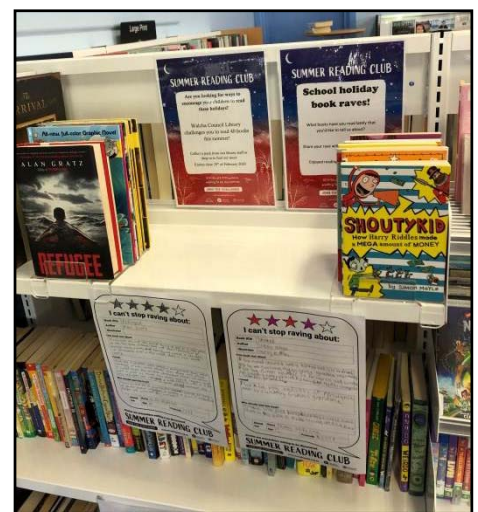
..... General Manager ..... Mayor



Summer Reading Club

Before Christmas we were in contact with Tamworth staff to see if the CNRL were going to send the annual Summer Reading Club resources they usually share with the branches. Upon return from the Christmas break, I decided to organise our own SRC rather than waiting. Accessing the online templates, I organised, personalised and promoted a SRC pack for children to collect from the Walcha library. We challenged the children of Walcha of all ages to read 40 books (or 40 times) in 40 ways, over the next 40 days of summer. They were given a bookmark to keep track of their reading, a handout with a number of inspiring reading challenges (for example, read outside or

read something from the non-fiction section) and a template for them to share (or 'rave' about) a book they enjoyed. We've kept a few completed 'book raves' on a display with the books they were 'raving' about, and a few more have come in towards the end of the month. We will continue this challenge until 29 February (end of summer). Those who drop in their completed (or at least attempted) book marks will enter a draw for some prizes. We have some children's books ready to give away as prizes for those who participate. These books were donated by a publishing company we met at the Library Conference last year. We have received comments from parents thanking us for organising something that will encourage their children to read, in a fun way, over the break.



Summer school holiday activities continued into the New Year, and January was full of exciting workshops and an excursion to Tamworth:

- Secret Agent Mission – 10 Jan: Tamworth CNRL staff from the Innovation Studio visited the Walcha Library to present a STEM workshop again these holidays. This activity was a spy-themed technology workshop where 10 Walcha kids played with lasers, secret passwords, and robots to retrieve 'stolen jewels'.
- Walcha Handmade provided two workshops these holidays:
  - Resin Coaster Making Workshop – 11 January: for 7 high school students. It was great to see the older children mix with the adults in the workshop and feel confident to extend their artistic skills. We don't usually have such mature options for our teens but they were appreciative of the opportunity.
  - Aussie Animal Cupcake Decorating Workshop – 22 January: was offered to 2 groups of 8, and then extended to 3 groups due to popular demand. Audi Dunn offered some great cake decorating lessons for children aged 4-7 yrs and 8 yrs and up and they enjoyed eating and sharing the fruits of their labour.
- We took 35 Walcha children aged 8 – 16 to Tamworth for Ten Pin Bowling and to the cinema to watch 'Jumanji: The next level' on 15 January. It was a great group of kids who split up into 6 lanes of ten pin bowling, enjoyed pizza and chips for lunch and then some popcorn while they watched the latest Jumanji movie. We filled the bus early in the holidays, but after confirming places we found the bus only half empty as many families had a change of plans over the Christmas period. We then





went to the 'waiting list' of children who couldn't originally fit on and managed to fill the bus.



Another important event happened this month... it rained! As happy as we are to see our drought ravaged town finally get some numbers in the rain gauge, we had to make the tough call to postpone the annual Summer holiday pool party and dive in movie from the 17 January to 14 February. We helped with the communication of this via posters and the Council Facebook page. The Family Movie Night at the Anglican Church was also cancelled due to a forecasted afternoon storm. Both were a good call as the forecasted rain events occurred after each cancellation and most people are happy to miss out if the trade off is some much needed rain.

Submitted to Council: 19 February 2020

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Another new display that we have been working on is the ‘New to our library’ display. Based on some borrowing trends I have noticed, I have set up this display to first stock the Thriller and Mystery genre. We can change it monthly, or bimonthly depending on the interests of our borrowers. Many of our regular readers commonly walk into the library and ask for, or go directly to the newest books on the shelves in this genre. The books are getting loaned out each day, and I have found that this shelf needs regular maintenance – which is a good sign!



Often members will ask ‘Have you heard of any good books lately?’ and being a librarian for 3 years, and a prolific reader, this is a very difficult question to answer simply. Most people just want to try something different and it helps to know that someone else has enjoyed it. This month I have been working on this concept and started gathering recommendations of books in our library, in order to share them amongst our borrowers. I have developed a ‘bookmark’ template where members can write about a book they have enjoyed, to be displayed on the shelf at the library with the ‘recommended’ book mark in it. If we gather enough



recommendations, there can always be a recommendation or two on the shelf. I aim to continue to promote, organise and build on this idea in order to encourage reading and sharing amongst our community of library users... and beyond, with some tactical promotion.

I would like to thank the Walcha Council for my appointment to Library Services Coordinator and Youth Worker which commenced on 20 January 2020. It is an honour to take on this role after working so hard as the Library Assistant for the past 3 years. I have many ideas that I have been implementing in the past year, and I hope to continue to trial and coordinate library improvements and changes as they are needed and welcomed by our community.

**10.6.3 Preschool**

No report included for January 2020.

**RECOMMENDATION:** That items included in the Management Review Report, numbered 10.1 to 10.17 inclusive, be NOTED by Council.

Submitted to Council: 19 February 2020

..... General Manager ..... Mayor



Item 11:  
  
Committee  
Reports

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Submitted to Council: 19 February 2020

..... General Manager ..... Mayor





# Walcha Council Community Care Advisory Committee



## Committee Minutes

Minutes of meeting held on

Monday, 16 December 2019

Commencing 12.05pm

Walcha Royal Cafe  
26E Fitzroy St, Walcha

Members:

Clr Kevin Ferrier

Manager Community Services – Karen Kermode

Community Care Coordinator – Cathy Noon

ATSI Community Care Coordinator – Elaine Bartholomew

Meals on Wheels Provider – Richard Williams (Apsley Riverview)

Independent Community Care Service Provider – Debra Sweeney

Community Representatives – Ron Denham, Sue Reardon, Syreene Kitchener,  
Pat Laurie and Davina Young.

Quorum – 6 Members to be Present

Function of the Committee:

To advise Council on policy matters and strategic issues regarding the management of Walcha Council Community Care.

The Committee is to function under the relevant provisions of the *Local Government Act 1993* and Council's Section 355 Committees Policy.



16 December 2019

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**PRESENT:**

Kevin Ferrier (Chair), Ron Denham, Sue Reardon, Davina Young, Cathy Noon (Community Care Coordinator), and Karen Kermode (Community Services Manager).

**1. APOLOGIES:**

Syreene Kitchener, Pat Laurie, Debra Sweeney, Richard Williams and Elaine Bartholomew.

**2. CONFIRMATION OF MEETING MINUTES HELD ON MONDAY 10 OCTOBER 2019**

**RESOLVED:** On the motion of Denham and Reardon that the Minutes of the Walcha Council Community Care Advisory Committee Meeting held on 10 October 2019 copies of which have been distributed to all members, be taken as read and confirmed a true record.

**3. Business Arising**

3.1 Nil

**4. Community Care Coordinator Report – September, October, November 2019**

The Community Care Coordinator reports from September, October and November 2019 were presented to the Committee. (Attachment 4.1)

The Coordinator mentioned to the Committee that they held the Christmas party at the new showground building. She was very disappointed with the venue as it is extremely noisy and echo-y. The kitchen is very small and open to the main dining space, and there was no kitchen equipment, cups or dessert bowls. The disabled access is very limited and she feels that it is not suitable to be used for any future activities. The hire fee is very high, and the venue was dirty and needed to be cleaned before they could use it. She will complete a feedback form to advise the showground committee of these issues.

**5. ATSI Community Care Officer Report – September, October, November 2019**

The Wanderer's group details for September, October and November 2019 were included in the Community Care Coordinator's report.

The Wanderer's group numbers are very low. They have been having one outing per month and are encouraged to attend (and do attend) our other social groups.

**6. Feedback and Complaints**

Feedback and complaints received has been included in the Community Care Coordinator's report.



**7. General Business**

**7.1 Walcha Council Community Care and Walcha Council Early Intervention Policy Manual Review**

The Community Services Manager and the Community Care Coordinator have updated the Policy Manual. This has been made necessary due to the changed Aged Care Common Standards that govern our operations. A copy was provided to all members for their review in October 2019. Due to the size of the document the Committee asked for additional time to review it. It was brought back to the December 2019 meeting. It is attached under separate cover.

**The Committee RECOMMENDED the policy manual be ADOPTED by Council.**

**7.2 Review of changes to group activities in 2019**

At the beginning of 2019 some changes were made to the way we deliver the group trips. Due to the cost of hiring buses, the monthly group day trips were stopped and overnight trips were introduced.

Three overnight trips were held – two to Port Macquarie and one to Coffs Harbour. This was a trial to see what the popularity of this type of trip would be. Occasional day trips were held for special events that were being held in neighbouring towns.

The Community Care Coordinator discussed the issues with organising the trips. The main concern is people cancelling at the last minute and knowing if a refund should be given, as costs to the service are not generally refunded (accommodation etc).

Moved by Denham, seconded by Reardon, the Committee recommended:

*Cancellation refunds for booked trips*

5 or more days notice – 100% refund

2 to 4 days notice – 50% refund

0 to 1 days notice – \$0 refund

No opinions were given by the Committee for the continuation or cancellation of the overnight trips.

**8. Next Meeting**

The next meeting date was not set. There being no further business the Chair declared the meeting closed at 1.30pm.

**CONFIRMED** \_\_\_\_\_ **(Signed)**

**Date:** \_\_\_ / \_\_\_ / \_\_\_ **Chairperson**



## **Attachment 4.1**

### **Item 4 – Community Care Coordinator Report December 2019**

September/October/November 2019

#### **Groups**

##### *Women's Group and Wanderer's Group*

4 September 2019 – 22 clients from the Women's Group and the Wanderer's Group attended morning tea at the Community Day Centre Rooms. The guest speaker for the morning was Sue Law who spoke to the group about her passionate hobbies of weaving. The group enjoyed the demonstration and presentation Sue provided and some were even brave enough to give the weaving a go.

##### *Wanderer's Group*

18 September 2019 – The Wanderer's Group was cancelled due to clients being unavailable to attend.

23 October 2019 – The Wanderers group outing was to Armidale to visit The Aboriginal Keeping Place to see an exhibition of Walcha artist Tyler Stackman's works of art called Thunghutti Dreaming. The exhibition was very interesting and the group enjoyed the social outing together with lunch at the Armidale Bowling Club.

27 November 2019 – The Wanderers group outing was to Tamworth where the group visited the Tamworth Botanical Gardens for morning tea and then the Marsupial Park. The group then had lunch at the Ex Services Club and filled in the afternoon looking around the Tamworth area before returning home to Walcha.

##### *Men's Group*

10 September 2019 – 10 gentlemen attended morning tea held in the Community Day Centre Rooms.

27 September 2019 – 7 gentlemen attended the trip to Tamworth in the Walcha Community Bus. The numbers allowed the group to utilize the Walcha Community Bus to Tamworth, to attend the 2019 Agility Dog Association Australian Grand Prix, held at the AELEC. Morning tea was enjoyed at the park in Kable Avenue with lunch at the Tamworth Longyard. The group were amazed at the skill and agility that the dogs were competing against, with the little poodles being the highlight of the day for us.

12 November 2019 – 13 gentlemen attended morning tea held in the Community Day Centre Rooms.

26 November 2019 – 18 gentlemen attended the day held at "Eastgate Village". The communal barbeque area once again was a fabulous venue that Neil and Glenys Smith, owners of Eastgate offered to share with our groups. Many of the new residents also joined the men for the day and the group really enjoyed meeting the residents.



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*Mixed Group –*

4, 5 and 6 November 2019– 22 clients attended the trip to Coffs Harbour. The group left the Community Day Centre car park at 8.00am with the first stop for morning tea at Ebor Falls picnic area. The group later arrived at the Coffs Harbour Jetty where a fish and chips lunch was eaten in the park along side the jetty. After lunch we arrived at Carobana Confectionery for a factory tour and tasting. The factory is a tiny production line with a very antiquated set of machines, however still creating yummy confectionary.

After arriving at Opal Cove Resort later in the afternoon, the group enjoyed some free time to walk along the beach, swim in the pool or just relax in their rooms. Dinner was held at the Horizons Restaurant in the Resort.

The following morning after a leisurely continental breakfast and some free time we arrived at the Solitary Islands Aquarium where we enjoyed an educational guided tour of the Aquarium. The next stop was at the Butterfly House where lunch and another guided tour was enjoyed by the group.

After arriving back at the Resort we all met at the resort bar to watch the Melbourne Cup Race and enjoy some more free time before dinner in the restaurant.

The following morning after another lovely breakfast the group set off to the Dolphin Marine Conservation Park. The seals, fairy penguins and dolphins were fantastic to watch and the group were thrilled to be able to feed and interact with the animals.

Lunch was held at the café at the Dolphin Marine Conservation Park before heading back to Walcha.

*Combined Group – Mini Aged Quip Expo*

20 November 2019 – 30 people attended the Mini Aged Quip Expo held at the Walcha Bowling Club. Due to the constant changes in the Aged Care sector, there is a lot of confusion around how services can be obtained now and into the near future. Block funding to provide a range of entry level aged care services through the Commonwealth Home Support Program (CHSP) such as Meals on Wheels, Individual and Group Social Support and Transport will be decreasing as more individualized Home Care Packages are offered to people who are eligible.

Information about Home Care Packages was provided through guest speakers Debra Sweeney, Australian Unity and Jaqueline Nash, Presbyterian Aged Care – Willow Wing. Both of these organisations are Home Care Package providers in Walcha.

Richard Williams, Presbyterian Aged Care Manager – Riverview, informed those people attending the Expo about the process of entering into Residential Aged Care, particularly Apsley Riverview situated in Walcha. Richard also spoke about the financial and My Aged Care requirements when entering residential care.

Richard Briley, from the Regional Assessment Service (RAS), attended the day to speak about the RAS's role that they have once you have contacted My Aged Care. The RAS team conducts face-to-face assessments for eligible clients. The information Richard provided was very interesting with many questions asked about the future of the Commonwealth Home Support Program and how the services under CHSP look without future block funding.

Acacia Medical Supplies attended the Expo with a display of equipment such as scooters, walkers, shower chairs and many other useful items to assist with mobility and tasks of daily living. It was a great opportunity for people to see the display on the day without having to





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travel to larger centres to purchase as well as gaining advice and knowledge from Steve on various aids and equipment.

I also provided information about services the Walcha Council Community Care provides under CHSP. The mini Aged Quip Expo was very informative, and those that attended enjoyed the day with morning tea and lunch provided.

### **Craft Group**

11 September 2019 – Craft Group held in the Community Day Centre Rooms. The group bought along projects that they are working on individually as well as continuing with the quilt that is the ongoing group project.

9 October 2019 – The Craft Group was cancelled.

13 November 2019 – The Craft Group was cancelled for November.

### **Exercise Group**

As part of the wellness and reablement program WCCC now offer our clients the opportunity to come along to a weekly exercise class. The program is designed to keep people active and improve their balance and mobility, physical fitness, cognitive capacity and overall general health and wellbeing. Kellie Makeham is the instructor and clients are enjoying the program.

### **Creative Art Class**

16 September 2019 – 5 clients attended the morning art class with the guest workshop artist Susan Douds.

The Art class was cancelled during October due to Susan, the facilitator being unavailable.

22 November 2019 – 5 clients attended the morning art class with the guest workshop artist Susan Douds.

### **Card Group**

A small group of card players have been meeting in the Community Day Centre Rooms each Tuesday to play 500's. The group enjoys the social get together as well as playing cards.

### **Transport**

Medical drives – 26 trips during September 2019.

Medical drives – 36 trips during October 2019.

Medical drives – 31 trips during November 2019.

Access bus – 9 clients used the service making 46 trips during September 2019.

Access bus – 5 clients used the service making 34 trips during October 2019.

Access bus – 10 clients used the service making 46 trips during November 2019.

Bus to Tamworth

27 September 2019 – 3 client and 7 men from the Men's Group used the service.

25 October 2019 – 6 clients used the service.

Bus to Tamworth – 6 clients used the service on 29 November 2019.

Buses to Armidale numbers for September were as follows:





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- ◆ 3 September 2019 – 5 clients
- ◆ 10 September 2019 – 8 clients
- ◆ 17 September 2019 – 4 clients
- ◆ 24 September 2019 – 5 clients

Buses to Armidale numbers for October were as follows:

- ◆ 1 October 2019 – 5 clients
- ◆ 8 October 2019 – 11 clients
- ◆ 15 October 2019 – 5 clients
- ◆ 22 October 2019 – 8 clients
- ◆ 29 October 2019 – 7 clients

Bus to Armidale numbers for November was as follows:

- ◆ 5 November 2019 – 6 clients
- ◆ 10 November 2019 – 11 clients
- ◆ 19 November 2019 – 5 clients
- ◆ 26 November 2019 – 10 clients

Taxi Vouchers – 25 clients used the Taxi Vouchers with Walcha Taxi Service and Walcha Community Transport in September with a total of 203 Taxi Vouchers returned.

Taxi Vouchers – 24 clients used the Taxi Vouchers with Walcha Taxi Service and Walcha Community Transport in October with a total of 187 Taxi Vouchers returned. Taxi Vouchers – 28 clients used the Taxi Vouchers with Walcha Taxi Service and Walcha Community Transport in November with a total of 228 Taxi Vouchers returned.

Uralla Food Pantry – A fortnightly trip to transport disadvantaged people in the community to access low cost pantry food, bread, fruit and vegetables made available from Foodbank NSW. People must pass the eligibility criteria for the transport and the Food Pantry.

### **Meals on Wheels**

For September there were 12 clients who received hot main meals with 3 of those clients also receiving frozen meals for the weekend. There were 3 clients who received frozen meals. The total number of meals for the month was:

- ◆ 228 Hot meals,
- ◆ 124 frozen meals and
- ◆ 138 desserts

For October there were 12 clients who received hot main meals with 3 of those clients also receiving frozen meals for the weekend. There were 3 clients who received frozen meals. The total number of meals for the month was:

- ◆ 255 Hot meals,
- ◆ 120 frozen meals and
- ◆ 140 desserts

For November there were 15 clients who received hot main meals with 3 of those clients also receiving frozen meals for the weekend. There were 3 clients who received frozen meals. The total number of meals for the month of November was:

- ◆ 218 Hot meals,
- ◆ 74 frozen meals and



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- ◆ 116 desserts

### **Feedback, Suggestions and Complaints**

- ◆ Nil feedback to report for September 2019
- ◆ Nil feedback to report for October 2019
- ◆ Feedback was provided verbally by a Women's Group client on 6/11/2019. The client commented "You all do a wonderful job and I don't know how you organize everything and keep people happy, you do it so well".

### **Meetings and Training / Community Rooms**

12 September 2019 – Dementia Support Group meeting held at the Community Day Centre Rooms.

19 September 2019 – Walcha Hospital Auxiliary meeting held in the Community Day Centre Rooms

25 July 2019 – Walcha Support Group meeting held in the Community Day Centre Rooms

10 October 2019 – Dementia Support Group meeting held at the Community Day Centre Rooms.

17 October 2019 – Walcha Hospital Auxiliary meeting held in the Community Day Centre Rooms

18 October 2019 – "Cuppa on Council" afternoon tea held in the Community Day Centre Rooms. People have attended the Friday afternoon get together with the aim of supporting others emotional and socially that are affected by the ongoing drought. Debby Maddox from the Rural Assistance Authority in Armidale has been very well utilised assisting with paper work for those applying for the subsidies.

23 / 24 October 2019 – Walcha Council power line training

31 October 2019 – Walcha Support Group meeting held in the Community Day Centre Rooms

7 November 2019 – Walcha Council First Aid training

14 November 2019 – Dementia Support Group meeting held at the Community Day Centre Rooms.

15 November 2019 - "Cuppa on Council" afternoon tea held in the Community Day Centre Rooms. People have attended the Friday afternoon get together with the aim of supporting others emotional and socially that are affected by the ongoing drought. Debby Maddox from the Rural Assistance Authority in Armidale has been very well utilised assisting with paper work for those applying for the subsidies.

21 November 2019 – Walcha Council First Aid training

21 November 2019 – Walcha Hospital Auxiliary meeting held in the Community Day Centre Rooms

28 November 2019 – Walcha Support Group meeting held in the Community Day Centre Rooms



Item 12:  
  
Delegate  
Reports

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Submitted to Council: 19 February 2020

..... General Manager ..... Mayor

## **Minutes of the WALCHA & DISTRICT HISTORICAL SOCIETY Inc**

**Held in Caretakers Cottage on 23<sup>rd</sup> November 2019**

Meeting opened 1.00 pm

**Welcome** – Kate welcomed all and thanked those who helped with the High Tea.

**PRESENT** – Kerry Dickson, Kate Hoy, Jane & Ron Morrison, Lloyd Levingston, Truda Newman, Pam Dorrington, Sandra and Vic Galvin, Denis Cook, Coll King, Lyn & Bob Burnell, Don Murchie, Jan Cross, Carolyn & David Salter, Lyn Dorrington

**APOLOGIES** –Emma McLaren, Nerida & Bevis Hoy, Vicki & Peter Mclvor, Bob & Pam Walsh, Ruth Inall, Julia & Robert Preston, Peter Sendal, Bill Heazlett. Moved Jane seconded Pam D that the apologies be accepted. C/d

**MINUTES** – of the October meeting, having been previously circulated, were taken as read.

Moved Jane, 2<sup>nd</sup> Coll King that the minutes of 26<sup>th</sup> October were a true and correct record. c/d

### **BUSINESS ARISING:**

1. The Lathe has not been collected and we have not heard from them.
2. The Council drainage works were due to commence. Not started maybe due to fires.
3. The school group of 74 children, years 3 & 4 very interested, years 5 & 6 not so much

### **CORRESPONDENCE:**

1. Letter sent to Owen Presnell saying no to his request for access to water draining from roof
2. Letter from Truda on the Bath reunion and a donation of \$200.
3. Email from Ruth with apology and best wishes for every one for the season.

Moved Jane & 2<sup>nd</sup> Jan Cross that the correspondence be dealt with as read. C/d

### **FINANCE –**

Income:		\$1776.00
Expenditure		\$1608.46
Bank Balance as at 23 November 2019		\$5,501.90
Term Deposit Balances -	Ella's Garden	\$3,860.20
	Insurance	\$2,607.25
	General Term Deposit	\$13,800.01
	Drainage Loan Account	\$3,027.12

Moved Kerry and 2<sup>nd</sup> Don Murchie that the financial statement presented be accepted c/d

### **REPORTS:**

**Museum** – Visitors are up a bit on weekends, The Rural Women's Gathering Partners tour was 4 men. Jane and Kerry did morning tea. Pam and Lyn also had several visitors.

**History Centre**

List from Vic – Nov 2019

- Julie Preston, Tamworth – Usback Family
- Paul Massie, Brisbane – Usback Family

**Past Perfect** – Working on getting the Tool shed ready for visitors to inspect. Still a few odds and sods but those can be ongoing.

**High Tea** – The high tea was a great success and there were many favourable comments. Total takings \$1406.00.

**General Business:**

1. Australia Day, Sunday 26<sup>th</sup> Jan – Kerry and Jane to organise the display.
2. The School Presentation day was a lovely day. Our book was presented to Charlotte Mooney.
3. A request from Anne Kermode, that we accept her offer of children's clothing and other items or she will donate them through her will. Sandra Galvin moved we accept the garments and Carolyn Salter 2nd. The motion was unanimously accepted.
4. Don Kermode came over to the museum to have a look at our bottle collection. He was told we would accept any that were different from our current exhibit.
5. Vaun Geiger donated a quilt, hand stitched in the US by her great grandmother. We need a deed of gift signed.
6. Mary Gill bed jacket was donated by Liz Elder. We need a deed of gift.
7. Kerry has sent in submissions for 3 grants and is waiting on some quotes from Josh.
8. We need someone to dig the stump out of the bush that is dead in the back yard.

Before the meeting finished Kate requested Vic Galvin to stand. She then presented him with a small gift and a certificate making him a Life Member of the Historical Society. (He was left speechless. A first from all reports.) We are also inducting Peter Sendall as a Life Member, however, due to his 90<sup>th</sup> Birthday celebrations, he was not able to come so Kate, Jane and Kerry will visit him and make the presentation

The meeting closed at 1.45pm the next meeting is 22<sup>nd</sup> February 2020 in the Caretakers Cottage at the Museum –

**The Christmas Party followed and we all moved to the table behind the cottage and had a lovely afternoon.**

## Minutes - Walcha Community Consultative Committee Meeting

Held in the Council Chambers on Tuesday 11th February, 2020 commencing at 5 past 12.

Present: 10 people as per the attendance sheet. Brock Freeman welcomed and introduced.

Apologies: Bob Burnell, Susan Manttan, Jo Fletcher, Ben Ussher

### ANNUAL GENERAL MEETING

Moved Peter Sec. Ron that Vicki McIvor for President. No other nominations - elected.

Moved Ron Sec. Peter that Bill continue as secretary - accepted. No minutes or reports.

### ORDINARY GENERAL MEETING

Minutes: of the meeting in August 2019 read out. Arising from this was fraud calls over the telephone. The Sergeant asked that all calls be reported to the Police.

BUSINESS ARISING: No reply from the traffic committee, as it has not met.

SES REPORT : by Peter McNeill: Attended 2 car accidents - Moona Rd & Port Macquarie, no fatalities; Recruitment stalled, Walcha has 10 members and 6 fully trained for accidents, training is 1 night every 2 weeks. There was a tractor roll over at Niangala attended by the Westpac Helicopter.

POLICE REPORT : by Brock Freeman: 2 car accidents, one South of Carson's lookout (lucky, as no guard railing & hit a tree - inform Manning Valley Council?) the other at Congi Bridge; 2 people were charged for drug possession; domestic assaults are still occurring some incurring charges being laid; No troubles at the races but beforehand there was an assault at the New England; there have been 2 PCA charges laid in the last month; there some people asked to move on, and 2 excluded from premises. Court resumes in a few weeks with 8 cases pending.

### GENERAL BUSINESS:

Sue Green reported some were coming out from town and riding motor bikes and horses at Summervale. Police will follow up. Riding East of town has not occurred for a few months. It was suggested a safety talk be given at School. (by whom?).

Ron Denham expressed concerns about speeding down Fitzroy St. from Tamworth. Could another sign be erected to calm traffic. All agreed that the radar speed signs were the most effective to slow traffic. Any car exceeding the speed limit by more than 20kls/hr will incur major penalties.



Moved Ron Sec Lloyd that signage down Fitzroy St. be considered by the traffic committee AND can Council expedite a meeting of this committee to deal with the request by this committee to change the speed signs along Darjeeling Rd from 100 to 80 Kms/hr that was requested last May.

Discussion took place about CCTV. This matter was raised by the Sergeant from his experience in Tamworth where the Police monitor most of the Cameras around the town. This has been used to catch drivers of stolen cars, vandalism and loitering. The cameras were installed by TRC Council but the Police have live access. In Walcha it was considered that 4 cameras would be adequate (1. Caltex-Aspley motors, 2. Skate park, 3. McHattan Park, 4. Aspley Arms Hotel. The comment was also made that surveillance was almost everywhere these days.

Moved Lloyd Sec Ron that " Council investigate the costs and efficacy of this proposal to erect 4 surveillance cameras to determine whether implementation is appropriate".

Meeting closed at 1 o'clock.

Next meeting: Will be held on Tuesday 12th May at 12 noon in the Council Chambers. The Police intimated that there would be Police in attendance.

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