



BUSINESS PAPER
ORDINARY MEETING OF COUNCIL

To be held on

Wednesday, 29 July 2020

Commencing at

3:45pm

at

Walcha Council Chambers

Members:

Mayor – Councillor Eric Noakes
Deputy Mayor – Councillor Clinton 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

Submitted to Council: 29 July 2020

..... General Manager Mayor



Dear Mayor & Councillors

You are requested to attend the Ordinary Meeting of the Walcha Council to be held in the Council Chambers, Hamilton Street, Walcha on **Wednesday, 29 July 2020** commencing at **3:45pm**.

Yours sincerely

Anne Modderno
General Manager

NOTICE:

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

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6.8	Land Use – Freight Transport Facilities	WO/2020/02282
6.9	Walcha Community Baths 2019/2020 Summer Season Report	WO/2020/02342

Submitted to Council: 29 July 2020

..... General Manager Mayor



7. Notices of Motion

7.1 Nil.

8. Matters of Urgency

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

9. Management Review Report

- 9.1 Office of General Manager WO/2020/02336
- 9.2 Infrastructure WO/2020/02329
- 9.3 Environment & Development WO/2020/02356
- 9.4 Community & Tourism WO/2020/02370

10. Committee Reports

10.1 Nil

11. Delegates Reports

- 11.1 Minutes of the Walcha Community Centre Management Committee Annual General Meeting held on Monday, 22 June 2020 at 3:30pm WI/2020/10648
- 11.2 Minutes of the Walcha Community Centre Management Committee General Meeting held on Monday, 22 June 2020 at 4:25pm WI/2020/10648
- 11.3 Draft Minutes of the Namoi Unlimited Board Meeting held at Bingara on Tuesday, 07 July 2020. WI/2020/10064

12. Questions with Notice

12.1 Nil.

13. Reports to be Considered in **Closed Council**

- 13A Referral to Closed Council – Request for Reduction of Water Charges
WO/2020/02445

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

- 13.1 Request for Reduction of Water Charges WINT/2020/03801

Resolution to move into Open Council.

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



Present:

Leave of Absence:

Confirmation of the Ordinary Meeting Minutes held on Wednesday, 24 June 2020:

Confirmation of the Extra Ordinary Meeting Minutes held on Wednesday, 15 July 2020:

Matters arising from the Minutes of the Ordinary Meeting held on Wednesday, 24 June 2020:

Matters arising from the Minutes of the Extra Ordinary Meeting held on Wednesday, 15 July 2020:

Submitted to Council: 29 July 2020

..... General Manager Mayor



Item 2:
Confirmation
of Previous
Minutes

Submitted to Council: 29 July 2020

..... General Manager Mayor



ORDINARY MEETING OF COUNCIL

held on

Wednesday, 24 June 2020

at

3:47pm

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 – Director Environment & Development and Mr PR Murray – Director Infrastructure.

1. LEAVE OF ABSENCE:

Nil.

MINUTES



2. CONFIRMATION OF THE ORDINARY MEETING MINUTES HELD ON WEDNESDAY, 27 MAY 2020:

175 **RESOLVED** on the Motion of Councillors Heazlett and Ferrier that the Minutes of the Ordinary Meeting held on Wednesday, 27 May 2020, 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 7.3 – Walcha Community Gym Construction Tender WAL-2019-009 Update WINT/2020/03178

Clr Lyon declared a non-significant and non-pecuniary interest in this matter that does not require further action due to the fact that his son works as an apprentice tradesman for one of the companies that tendered for this project.

5. MAYORAL MINUTE

Nil.

6. SENIOR OFFICERS REPORT

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

6.1 Electricity Easement Creation for Walcha Truck Wash WO/2020/01967

177 **RESOLVED** on the Motion of Councillors Kermode and Kealey that Council:

1. Resolve that Proposal 1 be accepted as the best required option for the required power supply works to the Walcha Truck Wash over Lots 7031 DP 1058953 and Lot 556 DP 756502;
2. A complimentary easement be obtained by way of acquisition over Lot 7031 DP 1058953 as per the *Local Government Act 1993* to benefit Essential Energy;
3. An application be made to NSW Crown Lands for the acquisition of the easement;
4. Consultation be undertaken as per the advice of NSW Crown Lands;
5. A Native Title Search be carried out on Lot 7031 DP 1058953;
6. If there are no objections raised during the consultation period, delegation be given to the General Manager to complete the acquisition as per the advice of the NSW Office of Local Government.

6.2 Bushfire Recovery

WO/2020/01948

Motion:

It was **MOVED** Clr Ferrier Seconded Clr Kealey that Council:



1. Note the information contained in this report.
2. Waive all regulatory and associated fees under the Environmental Planning & Assessment Act 1979 and Local Government Act 1993, for the repair and replacement of dwellings and their ancillary development affected by a natural disaster.
3. Notes the funding allocation table reserves an amount of \$40,000 from the available Bushfire Recovery Funding for the purpose of implementing recommendation No.2.
4. Advertises the above-mentioned fees for public exhibition for 28 days as required under section 705 of the Local Government Act 1993 and seeks public submissions on the proposed amendments to the fees.
5. Requests the Director Environment and Development to prepare a further report to Council after the 28 days of public exhibition in the event of Council receiving submissions objecting to the proposed amendments to the building approval and inspection fees; otherwise the proposed amendments to the fees and charges are to be incorporated into Council's 2020-2021 Fees and Charges.

Amendment:

An **Amendment** was **MOVED** Clr Lyon that Council:

1. Note the information contained in this report.
2. Waive all regulatory and associated fees under the Environmental Planning & Assessment Act 1979 and Local Government Act 1993, for the repair and replacement of dwellings and their ancillary development affected by a natural disaster to a limit of \$20,000 with the funds to be sourced from General Fund and Local Land Services unpaid fees.
3. Advertises the above-mentioned fees for public exhibition for 28 days as required under section 705 of the Local Government Act 1993 and seeks public submissions on the proposed amendments to the fees.
4. Requests the Director Environment and Development to prepare a further report to Council after the 28 days of public exhibition in the event of Council receiving submissions objecting to the proposed amendments to the building approval and inspection fees; otherwise the proposed amendments to the fees and charges are to be incorporated into Council's 2020-2021 Fees and Charges.

The **Amendment FAILED** to get a **SECONDER**.

178 The **Original Motion** was put to the **VOTE** and **CARRIED**.

6.3 Fees & Charges and Budget 2020

WO/2020/02004

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

1. **EXTEND** the adopted 2019-2020 Fees & Charges to 31 July 2020;



2. **ADOPT** a Temporary Budget for July 2020 of \$1,234,003 for Operating Expenses;
3. **ADOPT** a Temporary Budget for July 2020 of \$617,613 for Capital Expenses; and
4. **REPLACE** these Temporary Budgets with the Annual 2020 – 2021 Budget when it is **ADOPTED** in July 2020.

6.4 Namoi Unlimited Values Report 2019-2020

WO/2020/01972

180 **RESOLVED** on the Motion of Councillors Lyon and Wellings that Council **NOTE** the Report.

7. CLOSED COUNCIL

7A Referral to Closed Council – Walcha Motorcycle Rally Committee Membership and Walcha Preschool Advisory Committee Membership

WO/2020/01967

181 **RESOLVED** on the Motion of Councillors Kermode and Kealey that, in accordance with the provisions of Section 10 of the Local Government Act, 1993, the matters of Walcha Motorcycle Rally Committee Community Nomination AND Walcha Preschool Advisory Committee Parent Nominations be referred to be discussed in Closed Council and close the meeting to the public for the reasons that the reports relate to personnel matters concerning particular individuals (other than Councillors).

7B Referral to Closed Council – Bushfire Recovery Funding Tender Evaluation AND Bushfire Recovery Funding Update AND Walcha Community Gym Update

WO/2020/01977

182 **RESOLVED** on the Motion of Councillors Kermode and Kealey that, in accordance with the provisions of Section 10 of the Local Government Act, 1993, the matters of Bushfire Recovery Funding Tender Evaluation AND Bushfire Recovery Funding Update AND Walcha Community Gym Update be referred to be discussed in Closed Council and close the meeting to the public for the reason that the reports relate to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

183 **RESOLVED** on the Motion of Councillors Kealey 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 reasons that the reports relate to personnel matters concerning particular individuals (other than Councillors) AND to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.



184 The Meeting resumed in **OPEN** Council on the Motion of Kealey and Heazlett.

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

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 Bushfire Recovery Funding Tender Evaluation RFT-2020-001

WINT/2020/03077

CC: 43/201920 **RESOLVED** on the Motion of Councillors Kealey and Blomfield that Council:

1. **ADOPT** the Tender for Rehabilitation of Three Road Segments from Stabilised Pavements Australia for \$658,707.86; and
2. **ADOPT** the total budget allocation for this project nominated in Table 3 of this report, inclusive of all project management and contingency.

7.2 Bushfire Recovery Funding Program Update

WINT/2020/03206

CC: 44/201920 **RESOLVED** on the Motion of Councillors Wellings and Kermode that Council:

1. **ADOPT** the estimated expenditure noted for Projects 4 and 5 in Table 1 in the body of this report regarding priority roadworks on Chinnocks Road and Nuggety Gully Road inclusive of all project management and contingency; and
2. **NOTE** the remaining funding value that is yet to be allocated.

7.3. Walcha Community Gym Construction Tender WAL-2019-009 Update

WINT/2020/03178

Clr Lyon declared a non-significant and non-pecuniary interest in this matter that does not require further action due to the fact that his son works as an apprentice tradesman for one of the companies that tendered for this project.

CC: 45/201920 **RESOLVED** on the Motion of Councillors Lyon and Ferrier that Council:

1. **NOTE** that in accordance with the *NSW Local Government Regulation 2005* (“Regulation”), the following work is being undertaken in relation to the WAL-2019-009 Walcha Community Gym:

- a. In accordance with Regulation clause 178(3)(e), Council has entered into negotiations with the preferred supplier with a view to entering into a contract in relation to the subject matter of the tender;
- b. In accordance with Regulation clause 178(4)(a), Council has not decided to invite fresh tenders or applications as referred to in 178(3)(b)-(d) as there were a high number of quality tender submissions received (8 in total) from



the original open tender with a mix of local and regional based suppliers lodging submissions; and

- c. In accordance with Regulation clause 178(4)(b), Council considers it reasonable to enter into negotiations with the preferred tenderer noting the result of the sensitivity analysis completed as part of the tender evaluation process identified the same preferred tenderer for all scenarios modelled, with an adequate margin to the second placed tenderer in every scenario.

2. **NOTE** that a door connecting the gym to the pool grassed area will not be incorporated into the final design for the Walcha Community Gym.

7.4 355 Committee – Walcha Motorcycle Rally Committee Membership Nomination WINT/2020/03094

CC: 46/201920 **RESOLVED** on the Motion of Councillors Lyon and Ferrier that Council:

- Appoint Brad Keable as the fifth Community Member to the Walcha Motorcycle Rally Committee; and
- Amend the Membership of the Committee to: One Councillor, the Director Community & Tourism, the Tourism Manager, the Tourism Officer and 3-5 Community Members.

7.5 Walcha Preschool Advisory Committee Parent Membership Nominations WINT/2020/03185

CC: 47/201920 **RESOLVED** on the Motion of Councillors Wellings and Lyon that Council appoint Sean Pendleton to the Walcha Preschool Advisory Committee **FURTHER THAT** Council write to the other two applicants thanking them for their interest in joining the Committee.

8. NOTICES OF MOTION

8.1 Notice of Motion No.: 15: Funding Source for Walcha Waste Strategy – Clr Noakes WO/2020/01958

185 **RESOLVED** on the Motion of Councillors Noakes and Lyon that:

- 1. Council fund the Walcha Future Waste Strategy development with funding from the Waste Fund; and
- 2. The General Fund loan this amount to the Waste Fund as there are insufficient funds in the Waste Fund to cover the cost; and
- 3. The loan be shown as an Internal Restriction of negative \$45,000, to be paid back when the Waste Fund has sufficient available funding, as resolved by Council following the completion of any financial year.

8.2 Notice of Motion No.: 16: Community Infrastructure Projects & 355 Committees Projects and Procedure – Clr Lyon WO/2020/01996

186 **RESOLVED** on the Motion of Councillors Lyon and Wellings that all Community Infrastructure Projects within the budget categories “Housing and



Community Amenities” and “Recreation and Culture” and all Section 355 Committee Projects be referred to Council through a Project Scope document, for approval of design, concept and budget.

8.3 Notice of Motion No.: 18: Notification to Council on Overruns on Budget Allocations on Projects – Clr Lyon **WO/2020/02007**

Motion:

It was **MOVED** Clr Lyon Seconded Clr Wellings that Council be notified of a potential cost overrun before the budgeted allocation including any contingency is exceeded on community infrastructure projects within the categories of “Housing and Community Amenities” and “Recreation and Culture”.

On being put to the **VOTE** this Motion was **LOST**.

9. MATTERS OF URGENCY

Nil.

10. MANAGEMENT REVIEW REPORTS

10.1 Office of the General Manager **WO/2020/01988**

187 **RESOLVED** on the Motion of Councillors Kealey and Lyon that items included in the Office of General Manager Management Review Report, numbered 10.1.1 to 10.1.3 inclusive, be **NOTED** by Council.

10.2 Infrastructure **WO/2020/01993**

188 **RESOLVED** on the Motion of Councillors Lyon and Heazlett that items included in the Infrastructure Management Review Report, numbered 10.2.1 to 10.2.3 inclusive, be **NOTED** by Council.

10.3 Environment & Development **WO/2020/01992**

189 **RESOLVED** on the Motion of Councillors Kermode and Kealey that items included in the Environmental & Development Management Review Report, numbered 10.3.1 to 10.3.3 inclusive, be **NOTED** by Council.

10.4 Community & Tourism **WO/2020/01842**

190 **RESOLVED** on the Motion of Councillors Lyon and Kealey that items included in the Community & Tourism Management Review Report, numbered 10.4.1 to 10.4.4 inclusive, be **NOTED** by Council.

11. COMMITTEE REPORTS

11.1 Minutes of the Walcha Motorcycle Rally Committee Meeting held in the Council Chambers, 2W Hamilton Street, Walcha on Thursday, 11 June 2020. **WO/2020/1927**



191 **RESOLVED** on the Motion of Councillors Kealey and Heazlett that Council endorse a component of the \$70,000 grant funding (maximum of \$7,000) be used for casual or contract assistance to Council staff in Motorcycle Rally event organisation.

11.2 Minutes of the Walcha Council Arts Advisory Committee Meeting held in the Council Chambers, 2W Hamilton Street, Walcha on Thursday, 11 June 2020. WO/2020/01919

11.3 Minutes of the Walcha Child Care Working Group Meeting held in the Council Chambers, 2W Hamilton Street Walcha on Tuesday, 16 June 2020. WO/2020/02011

12. DELEGATE REPORTS

12.1 Draft Minutes of the Namoi Unlimited Board Meeting held in Walcha Council Chambers, 2W Hamilton Street Walcha on Tuesday, 02 June 2020. WI/2020/08294

13. QUESTIONS ON NOTICE

Nil.

THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 6:09PM.



EXTRA ORDINARY MEETING OF COUNCIL

held on

Wednesday, 15 July 2020

at

2:07pm

at

Walcha Council Chambers

The Audio Recording Statement was read by Mayor Noakes.

PRESENT: Clr EH Noakes (Chairman) Mayor together with Councillors PR Blomfield, WJ Heazlett, SJ Kermode and CM Lyon and RL Wellings (virtual).

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

1. LEAVE OF ABSENCE:

192 **RESOLVED** on the Motion of Councillors Ferrier and Lyon that the Leave of Absence received from Clr Kealey being away due to family circumstances, be **ACCEPTED**.

MINUTES



2. SENIOR OFFICERS REPORT

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

2.1 Development Application 10.2020.12 – Walcha Community Recreation Facility WO/2020/02301

194 **RESOLVED** on the Motion of Councillors Kermode and Lyon that Council:

1. Approve Development Application 10.2020.12 for the construction of a community recreation facility on Lot 30 DP 1077759 and Lot 13 DP 510788 known as 7N Middle Street, Walcha, as per the development conditions listed within the Development Assessment Report.
2. Rezone the land described as Lots 13,14, 15, 16 & 17 DP 510788 and Lot 30 DP 1077759 from R1 General Residential to RE1 Public Recreation, remove the land from the Minimum Lot Size map and the Height of Buildings map, by way of a Planning Proposal.
3. Undertake the required action to ensure the classification of the land is 'community' land.
4. Request Delegation under section 3.36(2) of the *Environmental Planning & Assessment Act 1979* to make the final instrument.
5. Submit the drafted Planning Proposal for a Gateway Determination.

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

For: Councillors: Blomfield, Heazlett, Kermode, Lyon, Noakes and Wellings.

Against: Nil.

Absent: Kealey.

Declared Interest: Nil.

2.2 Design Project for Walcha Community Baths Facility WO/2020/02195

Motion:

It was **MOVED** Clr Lyon that Council:

1. **NOTE** the information provided in this report; and
2. **APPROVE** the transfer of \$10,000 from the Project Development component of Internal Restricted Funds to develop an initial concept design and cost estimate for works to rehabilitate the Walcha Community Baths Facility.
3. Depending on a Report from the General Manager, set an additional \$5,000 to be allocated to consider the overall viability of the pool site, with all options considered.

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

195 **RESOLVED** on the Motion of Councillors Kermode and Ferrier that Council:

1. **NOTE** the information provided in this report; and



- 2. **APPROVE** the transfer of \$10,000 from the Project Development component of internal restricted funds to develop an initial concept design and cost estimate for works to rehabilitate the Walcha Community Baths facility.

3. REPORTS TO BE CONSIDERED IN CLOSED COUNCIL

3A Referral to Closed Council – Bushfire Recovery Funding Additional Projects for Consideration WO/2020/02287

196 **RESOLVED** on the Motion of Councillors Heazlett and Kermode that, in accordance with the provisions of Section 10 of the Local Government Act, 1993, the matter of Bushfire Recovery Funding Additional Projects for Consideration be referred to be discussed in Closed Council and close the meeting to the public for the reason that the reports relate to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

CLOSED COUNCIL MEETING:

197 **RESOLVED** on the Motion of Councillors Ferrier and Heazlett 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 Meeting for the reason that the reports relate to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

198 The Meeting resumed in **OPEN** Council on the Motion of Councillors Kermode and Ferrier.

The Mayor reported whilst in Closed Council the following matter/s were discussed with the following resolution/s.

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.

1. Bushfire Recovery Funding Additional Projects for Consideration

WINT/2020/03574

CC: 52/201920 **RESOLVED** on the Motion of Councillors Blomfield and Ferrier that Council:

- 1. Amend the Draft 2020/21 Budget to:
 - a) include the funded Fixing Local Roads grant projects,
 - b) reduce the current proposed Sealed Roads Rehabilitation allocation by \$88,100 from \$215,000 to \$126,900, noting the additional rehabilitation works being funded by the Fixing Country Roads program,
 - c) fund the required Council contribution of \$88,100 to the Fixing Local Roads from the above budget reduction.



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2. Allocate the funds nominated in the Report to replace Old Brookmount Road Bridge.
 3. Discuss the allocation of remaining unallocated funds at the Councillor Workshop to be held on 12 August 2020.

THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 3:37PM.



Item 6:

Senior Officers'
Reports

Submitted to Council: 29 July 2020

..... General Manager Mayor



Item: 6.1 **Ref:** WO/2020/02352
Title: Adoption of 2020-2021 Operational Plan including 2020-2021: Budget, Fees & Charges AND Rates & Charges
Author: General Manager
Previous Items: May 2020 – Draft 2020-2020 Operational Plan & Budget – WO/2020/01547
Attachment: 2020-2021 Draft Operational Plan under separate cover.

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 are encouraging active participation at all levels.*
- Strategy – 8.1.2 – Provide a framework for the efficient and effective administration of Council.*
- Goal – 8.2 – Council rate funding for local government projects will be supplemented by income generated from other sources.*
- Strategy – 8.2.1 – Maintain a stable and secure financial structure for Council.*

Introduction:

This report is submitted to allow Council to formally adopt the 2020-2021 Operational Plan, which includes the 2020-2021 Budget and the 2020-2021 Fees & Charges, and to make the Rates and Charges for 2020-2021.

Report:

a) ADOPTION OF DRAFT 2020-2021 OPERATIONAL PLAN

Public Exhibition of Draft Document

In accordance with the provisions of the Local Government Act 1993, the Draft 2020-2021 Operational Plan was placed on public exhibition and public comment invited. The report was published on Wednesday, 10 June 2020 and submissions closed Friday, 10 July 2020. No formal submissions were received regarding the document.

Changes to the draft Operational Plan since it was placed on public exhibition

During the exhibition period, the NSW State Government announced their assessment of Fixing Local Roads grant program. This announcement provides for an additional \$1.65million in capital funding for Walcha’s road network. This increases the total 2020-2021 general fund program value to \$17.6million. These changes and additional projects have been included in the revised Operational Plan and Budget presented with this report.

b) MAKING OF THE RATES AND CHARGES FOR 2020-2021

General Fund Rates

That whereas Council has adopted Estimates of Income and Expenditure of the General Fund for the period 1 July 2020 to 30 June 2010, it has determined pursuant to Sections 534 and 535 of the Local Government Act 1993 that the following Ordinary Rates be made for the 2020 – 2021 year:

- i. Farmland Rate of 0.231749 cents in the dollar (\$) on the land value of all rateable land included in this category subject to a minimum of \$466.83.
- ii. Residential Rate of 0.276791 cents in the dollar (\$) on the land value of all rateable land included in this category subject to a minimum of \$466.83.

Submitted to Council: 29 July 2020

..... General Manager Mayor



- iii. Residential - Walcha Rate of 0.855332 cents in the dollar (\$) on the land value of all rateable land included in this category subject to a minimum of \$466.83
- iv. Mining Rate of 1.084635 cents in the dollar (\$) on the land value of all rateable land included in this category subject to a minimum of \$466.83
- v. Business Rate of 0.542020 cents in the dollar (\$) on the land value of all rateable land included in this category subject to a minimum of \$466.83.
- vi. Business - Walcha Centre Rate of 1.220683 cents in the dollar (\$) on the land value of all rateable land included in this category subject to a minimum of \$466.83.
- vii. Business - Walcha Industrial Rate of 0.957143 cents in the dollar (\$) on the land value of all rateable land included in this category subject to a minimum of \$466.83.

Walcha Water Supply Charges

That whereas Council has adopted Estimates of Income and Expenditure for the Walcha Water Supply Local Fund for the period 1 July 2020 to 30 June 2021, it has determined pursuant to Section 540 of the Local Government Act 1993 that the following Walcha Water Supply Annual Access Charges be set:

Connection Type & Size	Access Charge
Treated Residential – 20 mm	\$307.00
Treated Residential – 25 mm	\$542.50
Treated Residential – 38 mm	\$1253.00
Treated Residential – 50 mm	\$2169.40
Treated Residential – 100 mm	\$8677.40
Residential Vacant Treated	\$307.00
Treated Non Residential – 20 mm	\$307.00
Treated Non Residential – 25 mm	\$542.40
Treated Non Residential – 38 mm	\$1253.00
Treated Non Residential – 50 mm	\$2169.40
Treated Non Residential – 100 mm	\$8677.40
Non Residential Vacant Treated	\$307.00
Untreated – 20 mm	\$307.00
Untreated – 25 mm	\$542.40
Untreated – 38 mm	\$1253.00

That whereas Council has adopted Estimates of Income and Expenditure for the Walcha Water Supply Local Fund for the period 1 July 2020 to 30 June 2021, it has determined pursuant to Section 540 of the Local Government Act 1993 that the following Walcha Water Supply Usage Charges be set:

- Treated Residential \$3.21 per kilolitre for 300 kilolitres or less
- Treated Residential \$4.68 per kilolitre for greater than 300 kilolitres
- Treated Non Residential \$3.21 per kilolitre
- Untreated \$1.61 per kilolitre

Walcha Sewerage Charges

Submitted to Council: 29 July 2020

..... General Manager Mayor



That whereas Council has adopted Estimates of Income and Expenditure of the Walcha Sewerage Local Fund for the period 1 July 2020 to 30 June 2021, it has determined pursuant to Section 540 of the Local Government Act 1993 that the following annual Walcha Sewerage charges be set:

For residential customers, the best practice guidelines have been adopted with a uniform sewerage bill for all properties based on the estimated volume of sewerage discharged from all residential customers. The annual residential sewerage bill is calculated as the Sewer Discharge Factor (SDF) times the annual non-residential sewerage access charge plus SDF times the product of the sewer usage charge (UC) and the average residential consumption. That is

$$B_R = (SDF \times AC_{20}) + (SDF \times C_R \times UC)$$

where

- BR = Annual residential sewerage bill (\$)
- SDF = Sewer Discharge Factor – the proportion of total residential water consumption that is discharged to the sewerage system. A typical value for NSW is SDF = 0.78
- SAC₂₀ = Sewer Annual Access Charge for non residential customers. Calculated to be \$459.00 for Walcha.
- C_R = Average annual residential water consumption (kL). For Walcha last year this figure was 136 kL.
- UC = Sewer usage charge (\$/kL). This has been set at \$1.01/kL which is within the recommended range.

Based on the above formula the sewerage charge for residential customers be set at \$463.00 per year. The unoccupied sewerage charge for residential customers be set at \$234.60 per year.

For non-residential customers, the sewerage bill is similar and is as follows

$$B = (SDF \times AC) + (SDF \times C \times UC)$$

where

- B = Annual non-residential sewerage bill (\$)
- SDF = Sewer Discharge Factor – the proportion of total water consumption that is discharged to the sewerage system
- AC = Customers Annual Access Charge $AC = AC_{20} \times \frac{D^2}{400}$
- C = Customer’s annual water consumption (kL).
- UC = Sewer usage charge (\$/kL). This has been set at \$1.01/kL which is within the recommended range.

The non-residential sewer access charge is set at \$459.00 per user, per annum.
The Vacant Non residential sewer access charge is set at \$224.40 per user per annum.

Trade Waste

Submitted to Council: 29 July 2020

..... General Manager Mayor



Council has adopted the best practice guidelines which recommend that Council’s responsible for sewerage must levy appropriate trade waste fees and charges as all its liquid trade waste dischargers in addition to the non-residential sewerage bills.

Council’s liquid trade waste recommended fees and charges in 2020 - 2021 are:

- ◆ Application fee – fee based on category with a minimum charge of \$172.40
- ◆ Annual Trade Waste Fee:
 - Classification A \$84.65
 - Classification B \$168.30
 - The annual fee for Classification C dischargers will be set on a case by case basis depending on the complexity of monitoring required (for charging purposes and other administrative requirements).
- ◆ Re-inspection fee - \$80.60
- ◆ Trade Waste usage charge - \$1.53/kL with appropriate pre-treatment.
- ◆ Trade Waste usage charge - \$14.15/kL without appropriate pre-treatment.
- ◆ Food waste disposal charge - \$26.95/bed.
- ◆ Portable toilet - \$15.90/kL.
- ◆ Septic Waste
 - Normal (combined effluent and sludge) - \$2.64/kL.
 - Effluent only - \$2.19/kL.
 - Sludge only - \$22.79/bed.

Dischargers requiring nil or minimal pre-treatment of their liquid trade waste will only pay an annual trade waste fee together with a re-inspection fee where required. That is

$$TW = A + I$$

where

- TW = Total annual trade waste fees and charges (\$)
- A = Annual trade waste fee (\$)
- I = Re-inspection fee (\$) (where required)

Dischargers with prescribed pre-treatment will pay a trade waste usage charge per kL plus the annual trade waste fee. That is

$$TW = A + I + (C \times UC_{TW} \times TWDF)$$

where

- TW = Total annual trade waste fees and charges (\$)
- A = Annual trade waste fee (\$)
- I = Re-inspection fee (\$) (where required)
- C = Customer’s annual water consumption (kL)
- UC_{TW} = Trade waste usage charge (\$/kL) of \$1.53/kL
- TWDF = Trade waste discharge factor

The TWDF represents the estimated proportion of a customer’s metered water consumption that is discharged to the sewerage system as liquid trade waste.



The following table represents sewerage and trade waste discharge factors.

Sewer and Trade Waste Discharge Factor

Business Description	Discharge Factor	
	Sewer	Trade Waste
Bakery	95	25
With a residence attached ¹	70	18
Bed and Breakfast/Guesthouse (max. 10 persons)	75	NA ²
Butcher	95	90
With residence attached ¹	70	65
Cakes/Patisserie	95	50
Car Detailing	95	90
Caravan Park (with commercial kitchen)	75	25
Caravan Park (no commercial kitchen)	75	NA ²
Caravan Park + Laundry (no commercial kitchen)	75	50
Club	95	30
Community Hall (minimum food only)	95	NA ²
Concrete Batching Plant	20	10
Craft/Stonemason	95	80
Day Care Centre	95	NA ²
Delicatessen, mixed business (no hot food)	95	NA ²
With residence attached	70	
Dental Surgery with X-ray	95	80
With a residence attached ¹	70	60
Hairdresser	95	NA ²
High School	95	25 ⁵
Hospital	95	60
Hotel	100	25
Joinery	95	10
Laundry	95	92 ⁵
Mechanical Workshop ³	95	70
Mechanical Workshop with car yard	85	70
Medical Centre	95	25 ⁵
Motels small (breakfast only, no hot food)	90	NA ²
Motel (other than breakfast only, no hot food)	90	20
Nursing Home	90	50
Office Building	95	NA ²
Panel Beating/Spray Painting	95	70
Primary School	95	10 ⁵
Printer	95	85
Restaurant ⁴	95	50
Self Storage	90	NA ²
Service Station	90	70
Supermarket	95	70
Swimming Pool (commercial)	85	NA ²
Take Away Food	95	50
Veterinary (no X-ray), Kennels, Animal Wash	80	NA ²

Notes:

- ¹ If a residence is attached, that has garden watering, the residential SDF should be applied.
- ² A trade waste usage charge is not applicable for this Category 1 activity.
- ³ Includes lawn mower repairers, equipment hire.
- ⁴ Includes café, canteen, bistro, etc.
- ⁵ A trade waste usage charge applies if appropriate pre-treatment has not been installed or has not been properly operated or maintained.

Submitted to Council: 29 July 2020

..... General Manager Mayor



Waste Management

The Local Government Act, 1993 Section 504, requires that Waste Management is treated as a separate function and that all monies raised for this purpose are spent on this function. There is to be no cross subsidisation. The Act also requires that a separate charge be levied for the service.

The Annual Waste Management charges for 2020 – 2021 be made and levied as follows:

Service	Rate
Domestic Waste Management (DWM)	\$655.00
DWM Additional 140L General Waste bin	\$229.40
DWM Additional 240L Recycle Waste bin	\$172.85
Commercial Waste Management (CWM)	\$675.00
CWM Green Waste bin	\$52.40
CWM Additional 240L Recycle bin	\$172.85
CWM Additional 240L General Waste bin	\$343.60
Waste Management – Rural	\$252.00
Waste Management Unoccupied Town Charge	\$201.00

Maximum Interest Rate on Overdue Rates and Charges

The Office of Local Government has determined that the maximum rate of interest payable on overdue rates and charges for the period 1 July to 31 December 2020 will be 0.0% per annum (in response to financial impacts faced by the community as a result of the COVID-19 Pandemic).

The maximum interest rate on overdue rates and charges for the period 1 January 2021 to 30 June 2021, be fixed at 7.00% per annum simple interest calculated daily in accordance with Section 566 of the Local Government Act 1993.

Report Implications:

Policy

Once adopted by Council, the Operational Plan will set the overarching policy direction for Council for the 2020-2021 financial year.

Financial

Once adopted by Council, the Budget will set the approved program of works, income and expenditure profiles for Council for the 2020-2021 financial year.

Legal

Council must ensure that it endorses its budget in accordance with various provisions in the Local Government Act (the Act) and the Local Government (General) Regulations 2005 (the Regulation).

Section 405 of the Act:

(1) A council must have a plan (its “operational plan”) that is adopted before the beginning of each year and details the activities to be engaged in by the council during the year as part of the delivery program covering that year.

Submitted to Council: 29 July 2020

..... General Manager Mayor



(2) An operational plan must include a statement of the council’s revenue policy for the year covered by the operational plan. The statement of revenue policy must include the statements and particulars required by the regulations.

(3) A council must prepare a draft operational plan and give public notice of the draft indicating that submissions may be made to the council at any time during the period) not less than 28 days) that the draft is to be on public exhibition. The council must publicly exhibit the draft operational plan in accordance with the notice.

(5) In deciding on the final operational plan to be adopted, a council must consider any submissions that have been made concerning the draft plan.

Section 494 of the Act:

(1) A council must make and levy an ordinary rate for each year on all rateable land in its area.

(2) Each category or subcategory of ordinary rate is to apply only to land of the same category or subcategory.

Section 496 of the Act:

(1) A council must make and levy an annual charge for the provision of domestic waste management services for each parcel of rateable land for which the service is available.

Section 501 of the Act:

(1) A council may make an annual charge for any of the following services provided, or proposed to be provided, on an annual basis by the council:

- i. Water supply services*
- ii. Sewerage services*
- iii. Drainage services*
- iv. Waste management services (other than domestic waste management services)*
- v. Any services prescribed by the regulations.*

Section 502 of the Act:

A council may make a charge for a service referred to in section 496 or 501 according to the actual use of the service.

Social

The Operational Plan forms part of the direction that the community communicated to Council through the Community Engagement that has taken place. This document is an integral step to achieving the strategic outcomes set out in Councils Delivery Plan and Community Strategic Plan.

Environmental

Council’s Operational Plan identifies a number of environmental strategic objectives, strategies and actions. It specifically notes the Transition to Solar Strategy as a key initiative in 2020-2021.



RECOMMENDATION: That:

1. In accordance with the provisions of Section 405 and 406 of the *Local Government Act 1993*, Council **ADOPT** the 2020-2021 Draft Operational Plan which includes the 2020–2021 Revenue Policy and 2020-2021 Fees & Charges as Final; and
2. In accordance with Section 494 of the *Local Government Act, 1993*, Council **MAKE** and **LEVY** the Rates and Charges for 2020-2021 for the General, Water and Sewerage Funds, and Waste Management Charges as detailed in the Report; and
3. Council **AUTHORISE** the General Manager to arrange for the preparation and the service of the 2020-2021 rate notices.

Submitted to Council: 29 July 2020

..... General Manager Mayor



Item: 6.2 **Ref:** WO/2020/02466
Title: Delivery Program Six Monthly Review 2017/2018 – 2020/2021 as at 30 June 2020
Author: General Manager
Previous Items: Not Applicable
Attachment: Yes – Under Separate Cover – Delivery Program Six Monthly Review – 30 June 2020 – WO/2020/02392

Community Strategic Plan Reference:

Goal: 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 June 2020 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 30 June 2020 six monthly review.**

Submitted to Council: 29 July 2020

..... General Manager Mayor



Item: 6.3 **Ref:** WO/2020/01944
Title: Application for an Alcohol-Free Zone in the Walcha Central Business District (CBD) by Walcha Police
Author: Director Environment & Development
Previous Items: WINT/08/2080 NOV08 Alcohol-Free Zone on Levee Bank
 WO/14/206 FEB14 Request for Alcohol-Free Zone in Walcha
Attachment: 1. Application for Alcohol-Free Zone (including map)
 2. Ministerial Guidelines on Alcohol-Free Zones

Community Strategic Plan Reference:
Goal 7.1.2 – Minimise Crime and antisocial behaviour

Introduction:

The principal object of an alcohol-free zone is to prevent disorderly behaviour caused by the consumption of alcohol in public areas in order to improve public safety. There is evidence that when alcohol-free zones are established in appropriate areas and operated with the required level of resources to promote and enforce the zones, they are an effective tool in assisting Police and Council manage public safety.

Council has received an application for an Alcohol-Free Zone to be established under the *Local Government Act 1993* from Sergeant Brock Freeman of The Walcha Police Station.

The area requested to be included in the Alcohol-Free Zone includes:

- a) Fitzroy Street – commencing at South Street through to Pakington Street,
- b) Derby Street – commencing at Walsh Street through to Apsley Street, and
- c) McHattan Park

Note: Road or parts of roads includes footpaths.

The reasons for Sergeant Freeman requesting the Alcohol-Free Zone is in response to the number of alcohol related incidents over the previous 12 months and due to related antisocial behaviour such as littering and Council early morning response efforts required to clean up broken glass and the like. Sergeant Freeman submitted raw data information to Council of alcohol related incidents to support his application.

Alcohol-free zones are enforced by the police and work by authorising police where any person is observed to be drinking in an alcohol-free zone to have the alcohol in their possession immediately seized and tipped out or otherwise disposed of.

This application directly links to the Walcha Community Strategic Plan through *Goal 7.1.2.1 Implement and deliver programs and actions that support Police efforts to reduce crime and antisocial behaviour* and the responding task *encourage and support the work of the Community Consultative Committee and Police activity where requested and appropriate.*

Report:

The purpose of this report is for Council to consider preparing a proposal for the establishment of an alcohol-free zone. Any proposal would need to be prepared in accordance with the *Local*

Submitted to Council: 29 July 2020

..... General Manager Mayor



Government Act 1993 (the Act) and the *Ministerial Guidelines on Alcohol-Free Zones February 2009* (the Guidelines) as in force under section 646 of the Act.

The procedures that must be followed to validly establish an alcohol-free zone are outlined below.

1. Application for an alcohol-free zone (s644 (1) and (2))
 - 1.1. Application may be made from:
 - 1.1.1. Council on its own motion
 - 1.1.2. a person who is a bona fide representative of an active community group
 - 1.1.3. a police officer
 - 1.1.4. a person who Council is satisfied lives and works in the area.
 - 1.2. Application must be in the appropriate form as prescribed in Appendix 1 of the Guidelines.
2. Proposal for the establishment of an alcohol-free zone (s644 (3), (4) and (5))
 - 2.1. Proposal to adequately address:
 - 2.1.1. Reasons to support an alcohol-free zone
 - 2.1.2. Location of an alcohol-free zone
 - 2.1.3. Duration of an alcohol-free zone
 - 2.1.4. Consultation with the relevant Police Local Area Commander
 - 2.2. The proposal may provide for an alcohol-free zone to be established for a period not exceeding 4 years and for the zone to operate for the whole of that period or just for days on which particular special events occur.
3. Council consultation with interested parties (s644A)
 - 3.1. Publish a notice of the proposal in a newspaper circulating in the area inviting submissions within 30 days
 - 3.2. Send a copy of the proposal to:
 - 3.2.1. The Police Local Area Commander and the officer in charge of the closest police station, and
 - 3.2.2. Liquor licensees and secretaries of registered clubs whose premises border, adjoin or are adjacent to the proposed zone
4. Council resolution to establish an alcohol-free zone (s644B (1) and (2))
 - 4.1. Council, by resolution, adopt a proposal to establish an alcohol-free zone. The resolution will establish the zone.
 - 4.2. Inform relevant parties (consultations / submission makers)
5. Operation of an alcohol-free zone (s644B (3) and (4))
 - 5.1. Publicly advertise the establishment of an alcohol-free zone in a newspaper circulating in the area.
 - 5.2. Signpost alcohol-free zone indicating:
 - 5.2.1. Drinking of alcohol is prohibited
 - 5.2.2. Alcohol may be seized and disposed of if alcohol is being consumed in the zone
 - 5.2.3. Starting and finishing dates for the operation of the zone
 - 5.3. An alcohol-free zone will not operate until 7 days after publication of the notice and until the zone is adequately signposted.

Submitted to Council: 29 July 2020

..... General Manager Mayor



6. Suspension or cancellation of an alcohol-free zone (s645)
 - 6.1. Council resolution
 - 6.2. Consultation
 - 6.3. Published notice

7. Re-establishment of an alcohol-free zone (s644B(4))
 - 7.1. As per above requirements having regard to previous zonings
 - 7.2. Evaluation criteria to include:
 - 7.2.1. Factors which originally supported a zoning
 - 7.2.2. Success of previous zoning in achieving a reduction in unacceptable street drinking
 - 7.2.3. Police statistics about value of re-establishing zoning
 - 7.2.4. Other measures to be considered (community education)
 - 7.2.5. Have community perceptions of safety improved

8. Recording of alcohol-free zones
 - 8.1. To document all steps for valid establishment have been undertaken
 - 8.2. To provide removal of signs at the conclusion of the zone's operation
 - 8.3. To identify suspensions or cancellations
 - 8.4. To avoid overlap
 - 8.5. To provide a reference base where re-establishment of a zone is sought

9. Enforcement (s642 and s648)
 - 9.1. The power to seize and dispose of alcohol without the need to issue a warning:
 - 9.1.1. An officer of the NSW Police Force
 - 9.1.2. An enforcement officer as authorised in writing by the Commissioner of Police to be an enforcement officer for the purpose of section 642 of the Local Government Act

10. Alcohol-free zones community education

Matters for Consideration:

1. Application
Application has been made by a police officer in the appropriate form as prescribed in Appendix 1 of the Guidelines.

2. Proposal
 - a. Reasons
As outlined in the application, the reasons for Sergeant Freeman making application is in response to a number of alcohol related incidents occurring on those roads and footpaths including assault, malicious damage and littering, further specific detail of precise numbers and locations would be recommended to be included in any proposal.
 - b. Location
The location requested has been identified as Fitzroy Street commencing at South Street through to Pakington Street, Derby Street commencing at Walsh Street through to Apsley Street, and McHattan Park. This area is adjacent to outlets that supply alcohol where drinkers tend to congregate and a known hotspot of McHattan Park and the nearby bus shelter where alcohol related incidents have previously been reported to

Submitted to Council: 29 July 2020

..... General Manager Mayor



Council and accompanied by requests for an alcohol –free zone to be established. Such proposals had been considered by Council in November 2008 and February 2014, with the resolutions at that time being:

85 **RESOLVED** on the Motion of Councillors Cross and Schmutter that Council decline the request to establish an Alcohol Free Zone on the levee banks.

This report was in response to a formal request for the levee banks to be considered but also considered informal requests for McHattan Park to be included.

135 **RESOLVED** on the Motion of Councillors Woods and Lyon that Council not agree to the request to prepare a proposal for an Alcohol Free Zone or a further Alcohol Prohibited Area in Walcha.

An alcohol-free zone may only be established to include a public road, footpath or a public place that is a carpark. Generally the zone should be as small as possible and must only extend to areas which can be supported by reasons as set out in point a. above.

The proposed Alcohol-Free Zone is set-out for an area where footpath alfresco dining areas of café’s and restaurants may fall within the zone, in these instances Council must impose conditions on the licensee to clearly delineate and control the licensed area from the Alcohol-Free Zone.

McHattan Park is not a public road, footpath or carpark so cannot be established as an alcohol-free zone. If Council wishes to prohibit the consumption of alcohol in McHattan Park then it must do so by virtue of section 632A of the Act by declaring McHattan Park to be an alcohol prohibited area. An alcohol prohibited area operates, in accordance with the terms of the declaration establishing the area, during such times or events as are specified in the declaration. An alcohol prohibited area cannot be established without the approval of the Police Area Commander or Police District Commander for the area or district in which the proposed alcohol prohibited area is situated.

c. Duration

An alcohol-free zone may be established for a maximum period of four years. Once established, it applies twenty-four hours per day.

Where a problem with irresponsible street drinking exists only in relation to a special event within the local area, an alcohol-free zone may be established only for that special event.

An alcohol prohibited area operates only so long as there are erected at the outer limits of the area, and at suitable intervals within the area, conspicuous signs stating that the drinking of alcohol is prohibited in the area, and specifying the times or events, as specified in the declaration by which the area was established, during which it is to operate



- d. Consultation with the Police
Council must consult with the relevant Police Local Area Commander about the appropriate number and location of alcohol-free zones when preparing a proposal to establish an alcohol-free zone.

Conclusion:

The object of alcohol-free zones is an early intervention measure to prevent the escalation of irresponsible street drinking to incidents involving serious crime in order to improve public safety.

The process of establishing an alcohol-free zone is quite prescriptive and rigorous, and the general tenor of the guidelines appears to indicate that its establishment is a short-term control measure to be implemented in conjunction with a range of strategies to address irresponsible alcohol consumption and associated antisocial and illegal behaviour, as used in isolation they may only move the problem from one place to another.

The Act intends that Council must satisfy itself that there is a clearly identified problem with irresponsible street drinking and that the creation of an alcohol-free zone will be an effective tool to facilitate the safe use of roads and footpaths without interference.

RECOMMENDATION: For Council’s consideration.

Submitted to Council: 29 July 2020

..... General Manager Mayor



Attachment 1:

Ministerial Guidelines on Alcohol-Free Zones

Appendix 1

APPLICATION FOR ALCOHOL-FREE ZONE

(Local Government Act 1993, section 644)

To WALCHA. (Name of Council)

1 I SERGEANT Brock Andrew Freeman
(Full Name)

2 of 611 APSLEY STREET, WALCHA 67772244.
(Address) (Telephone No.)

3 **Being** (tick appropriate box):

- (a) a representative of
(Name of Community Group in area)
- (b) a police officer stationed at Walcha
- (c) a person living in the area
- (d) a person working in the area at
(work address)

apply to the Council to establish an alcohol-free zone.

4 Roads or parts of roads ('roads' includes 'footpaths') and/ or public carparks to be included in the alcohol-free zone:

- * Fitzroy Street - Commencing South Street through to Pakington Street.
 - * Deeby Street - Commencing Walsh Street to Apsley Street.
 - * Walsh Street & South Street to include McHATTON PARK.
- (Specify exactly by referring to street numbers or other landmarks)
See attached Annexure A - highlighted Streets.

5 Reasons for requesting the alcohol-free zone:

See attached Annexure B, documents in relation to alcohol associated incidents, over the past 12 months.

(Give details of obstruction, littering, personal injury, property damage, police intervention, etc. that have occurred on those roads or in those carparks)

Signed.....
[Signature]

Date.....
6/6/2020.

Documents supporting the information on this form may be attached.

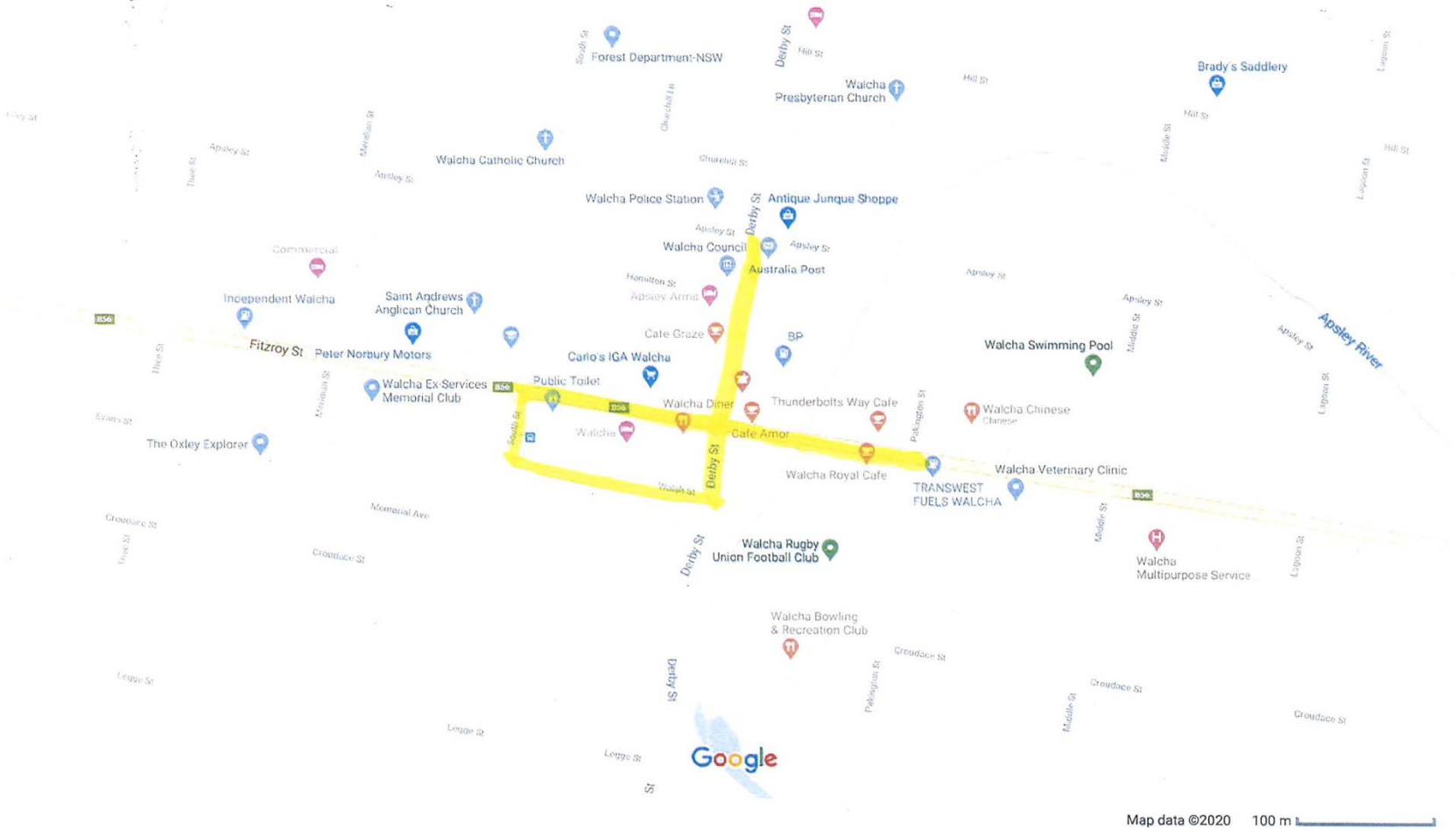
Submitted to Council: 29 July 2020

..... General Manager Mayor



5/31/2020

Google Maps



Submitted to Council:

29 July 2020

..... General Manager Mayor

**Ministerial
Guidelines
on
Alcohol - Free
Zones**

February 2009

ACCESS TO SERVICES

The Department of Local Government is located at:

Levels 1 & 2

5 O'Keefe Avenue
NOWRA NSW 2541

Locked Bag 3015
NOWRA NSW 2541

Phone 02 4428 4100
Fax 02 4428 4199
TTY 02 4428 4209

Level 9, 323 Castlereagh Street
SYDNEY NSW 2000

Locked Bag A5045
SYDNEY SOUTH NSW 1235

Phone 02 9289 4000
Fax 02 9289 4099

Email dlg@dlg.nsw.gov.au
Website www.dlg.nsw.gov.au

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FOREWORD

The NSW Government has made clear its determination to tackle the growing problem of anti-social behaviour and alcohol-related violence in our community. The Government has introduced a comprehensive package of initiatives to help address this issue, including amendments to the alcohol-free zone provisions in the *Local Government Act 1993* to give Police and local council enforcement officers more power to enforce alcohol-free zones.

These Ministerial Guidelines have been prepared under section 646(1) of the *Local Government Act*. The Guidelines take effect on 5 February 2009 replacing the previous Guidelines issued in 1995.

The principal object of an alcohol-free zone is to prevent disorderly behaviour caused by the consumption of alcohol in public areas in order to improve public safety.

Alcohol-free zones are most effective if they form part of a larger program in which the local community is actively involved directed at irresponsible alcohol consumption. Used in isolation they may only move the problem from one place to another.

The Guidelines provide councils with detailed procedures to be followed when considering the establishment of alcohol-free zones. The guidelines include details on the application process, consultation and operational requirements, as well as guidance on enforcing alcohol-free zones. Councils are encouraged to establish a good working relationship with their Police local area command to enhance the effectiveness of alcohol-free zones.

There is evidence that when alcohol-free zones are established in appropriate areas and operated with the required level of resources to promote and enforce the zones, they are an effective tool in assisting Police and councils manage public safety.

I encourage all councils to consider the appropriate use of alcohol-free zones to manage alcohol related anti-social behaviour in their community.



The Hon. Barbara Perry, MP
Minister for Local Government
5 February 2009

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INTRODUCTION

The object of alcohol-free zones is an early intervention measure to prevent the escalation of irresponsible street drinking to incidents involving serious crime.

The drinking of alcohol is prohibited in an alcohol-free zone that has been established by a council. Public places that are public roads, footpaths or public car parks may be included in a zone. Alcohol-free zones promote the use of these roads, footpaths and car parks in safety and without interference from irresponsible street drinkers.

Any person living or working within an area, the local police or a local community group may ask a council to establish an alcohol-free zone or a council itself may decide to do so. A proposal to establish an alcohol-free zone must in all cases be supported by evidence that the public's use of those roads, footpaths or public car parks has been compromised by street drinkers. For example, there could be instances of malicious damage to property, littering, offensive behaviour or other crimes.

The council must undertake a consultation process to decide if an alcohol-free zone is appropriate. Once established by council resolution, the roads, footpaths and public car parks within the zone must be signposted and notice of the zone must appear in the local press. The maximum duration of an alcohol-free zone is four years, although it may be re-established at the conclusion of the original period, following a review by council of its continuing applicability. Alcohol-free zones may also be established for special events only.

Alcohol-free zones are enforced by the police or by council enforcement officers where the Commissioner of Police gives written authorisation. Any person observed to be drinking in an alcohol-free zone may have the alcohol in their possession immediately seized and tipped out or otherwise disposed of.

Alcohol-free zones are most effective if they are part of a larger program directed at irresponsible alcohol consumption in which the local community is actively involved. Used in isolation they may only move the problem from one place to another.

These Ministerial Guidelines provide local councils with detailed procedures which must be followed in the establishment of an alcohol-free zone. They supplement the relevant provisions of the *Local Government Act 1993*.

Each of the paragraphs of these Guidelines are accompanied by the relevant section reference in the Act. As set out in section 646 of the Local Government Act, the Ministerial Guidelines must be used by councils when establishing an alcohol-free zone.

The Commissioner of Police may separately issue directions relating to the enforcement of alcohol-free zones.

GUIDELINES FOR COUNCILS

VALID ESTABLISHMENT OF AN ALCOHOL-FREE ZONE

sections 644, 644A, 644B, 644C and 646

To validly establish an alcohol-free zone a council must comply with the procedures in sections 644 to 644C of the Local Government Act as well as those set out in these Guidelines.

The Act identifies that alcohol-free zones can be established in those areas which have identified problems with regard to street drinking.

APPLICATION FOR AN ALCOHOL-FREE ZONE

section 644 (1) and (2)

One or more of the following people may make application to a local council to establish an alcohol-free zone:

- a person who is a representative of a community group active in the area,
- a police officer, or
- a person who lives or works in the area.

An application to the relevant council is to be made in the form set out at Appendix 1 to these Guidelines. A council may adapt the form, provided the same information is required as a minimum. Councils may consider making the application form available on their website.

An application fee is not appropriate.

If council receives more than one application referring to the same roads, footpaths or public carparks, they may be joined in a single alcohol-free zone proposal.

PROPOSAL FOR THE ESTABLISHMENT OF AN ALCOHOL-FREE ZONE

section 644

A council may prepare a proposal for the establishment of an alcohol-free zone. In this case, receipt of an application is not necessary as the council itself is initiating action for a zone.

A proposal must be prepared in respect of every proposed alcohol-free zone.

An alcohol-free zone is a means by which a council may limit the locations within its area where the consumption of alcohol is permitted. Because it will impose restrictions on the personal freedom of citizens, a proposal to establish a zone must adequately address the following matters:

1 Reasons to Support an Alcohol-Free Zone

The irresponsible consumption of alcohol on roads and footpaths and in public car parks can compromise their safe use by members of the public without interference. Each individual zoning is to be considered according to its particular circumstances.

Reasons for supporting alcohol-free zones must be included and must reflect the fact that irresponsible behaviour arising from the consumption of alcohol is occurring on those roads and footpaths and in those public car parks included in the proposal. This could involve instances of obstruction, littering, the actual commission of, or police intervention to avoid the commission of, more serious offences under the *Law Enforcement (Powers and Responsibilities) Act 2002*, *Summary Offences Act 1988* or the *Crimes Act 1900*, such as malicious damage, etc.

It is not appropriate to consider an alcohol-free zone for reasons that are unrelated to the irresponsible behaviour of drinkers, for example, the congregation of drinkers where irresponsible behaviour does not occur, general conduciveness to business or tourist activities or the personal beliefs of particular citizens.

2 Location of an Alcohol-Free Zone

An alcohol-free zone may only be established to include a public road, footpath or a public place that is a car park (ie car parks on public land or Crown land). Private car parks (being on private land and not under the control of the council) may not be included.

Generally, an alcohol-free zone should be as small as is possible and must only extend to areas which can be supported by reasons as set out in point 1 above. However, larger alcohol-free zones, sometimes known as 'whole-town' alcohol-free zones may be effective in some rural and remote towns where they are supported generally by all stakeholder groups in that community. There are legal issues that need to be considered by councils when such 'whole-town' zones are proposed, as some relevant areas of a town will not be public roads, footpaths or public car parks.

Large alcohol-free zones need to be established in a way which is complementary with public places signposted under section 632 of the *Local Government Act 1993*. It is not usually appropriate to establish an entire local government area, or a substantial part of that area, as an alcohol-free zone. Similarly, it would usually be inappropriate to zone the greater part of a town, suburb or urban area as alcohol-free.

Alcohol-free zones should primarily be located adjacent to outlets supplying alcohol where drinkers congregate. In the absence of such an outlet a zoning should be considered only in exceptional circumstances. For example, a known hot spot for inappropriate street drinking may be in a public car park adjacent to a beach or public reserve, but which is many kilometres from an outlet supplying alcohol.

Alcohol-free zones and alfresco dining

In some circumstances an alcohol-free zone may be proposed for an area that includes footpath alfresco dining areas for cafés and restaurants which fall within the zone. When a council issues a licence for the use of public footpaths for such dining use in an alcohol-free zone, it must impose conditions on the licensee (eg restaurant operator) about the requirements of the zone, including clear delineation and control of the licensed area from the alcohol-free zone.

3 Duration of an Alcohol-Free Zone

An alcohol-free zone may be established for a maximum period of four years. Once established, it applies twenty-four hours per day.

Where a problem with irresponsible street drinking exists only in relation to a special event within the local area, an alcohol-free zone may be established only for that special event. A “special event” is not defined in the Local Government Act. It could be applied to any event that is of significance to the local area, for example, a local show day, a cultural event such as Tamworth’s Country Music Festival, or a particular time of year such as New Year’s Eve celebrations. It is for the relevant council to decide what is a “special event” for the purposes of establishing an alcohol-free zone.

An alcohol-free zone declared for a special event also has a maximum duration of four consecutive years. The proposal and related signage needs to define the special event that the alcohol-free zone relates to.

The duration of an alcohol-free zone established prior to 3 December 2008 is not extended.

4 Consultation with the Police

In preparing a proposal to establish an alcohol-free zone a council must consult with the relevant Police Local Area Commander about the appropriate number and location of alcohol-free zones.

COUNCIL CONSULTATION WITH INTERESTED PARTIES

section 644A

After preparing a proposal to establish an alcohol-free zone a council is required to undertake a public consultation process. The process under the Act involves all of the following:

1. Publish a notice of the proposal in a newspaper circulating in the area of the proposed alcohol-free zone, allow inspection of the proposal and invite representations or objections within 30 days from the date of publication. The notice should state the exact location of the proposed alcohol-free zone, and the place and time at which the proposal may be inspected.

2. Send a copy of the proposal to:

- a) the Police Local Area Commander and the officer in charge of the police station within or nearest to the proposed zone,
- b) liquor licensees and secretaries of registered clubs whose premises border on, or adjoin or are adjacent to, the proposed zone,

and invite representations or objections within 30 days from the date of sending the copy of the proposal, AND

3. Send a copy of the proposal to the NSW Anti-Discrimination Board, if the local area is listed in Appendix 2 to these Guidelines, and invite representations or objections within 30 days from the date of sending the copy of the proposal. Other councils have the option of advising the Board if they wish to seek the Board's views on the proposed alcohol-free zone.

In addition to these statutory requirements there are other consultative avenues that may enhance the effectiveness of any alcohol-free zone that is subsequently established. Accordingly, a council is also required to:

4. Send a copy of the proposal to any known organisation representing or able to speak on behalf of an identifiable Aboriginal or culturally and linguistically diverse group within the local area and invite representations or objections within 30 days from the date of sending the copy of the proposal.

A council is to give proper consideration to any representations, submissions or objections received and as a result may amend or withdraw a proposal to establish an alcohol-free zone. However, any amendment that extends the location of the proposed alcohol-free zone must be supported by reasons (as outlined above).

COUNCIL RESOLUTION TO ESTABLISH AN ALCOHOL-FREE ZONE

section 644B (1) and (2)

After complying with the procedures a council may, by resolution, adopt a proposal to establish an alcohol-free zone. The resolution itself will establish the zone.

After resolution, a council's usual administrative processes would apply in informing interested parties including any applicant, the Anti-Discrimination Board (if applicable), the relevant police Local Area Commander and officer in charge of the local police station (if different), affected liquor licensees and club secretaries and other organisations advised of the original proposal.

OPERATION OF AN ALCOHOL-FREE ZONE

section 644B (3) and (4)

A council must publicly advise the establishment of an alcohol-free zone by notice published in a newspaper circulating in the area that includes the zone.

An alcohol-free zone will not operate until 7 days after publication of the notice AND until the roads, footpaths and public carparks affected are adequately signposted.

Signage for Alcohol-Free Zones

A council is required to consult with the police regarding the placement of signs.

As a minimum, signs are to be placed at the outer limits of the zone, at the site of specific trouble spots (as indicated by the police) and at other suitable intervals within the zone.

Signs designating an alcohol-free zone must indicate that the drinking of alcohol is prohibited in the zone. Signs should note that alcohol may be seized and disposed of if alcohol is being consumed in the zone. Starting and finishing dates for the operation of the zone should also be included.

It is recommended that signs use consistent, easily recognisable symbols and include a map of the area defining the location of the zone. Some councils may choose to complement erected notices with spray-painted no-alcohol symbols on the footpaths.

Graphic representation on signs is an option. However, Standards Australia does not have an internationally recognised symbol for alcohol and considers that depiction of a bottle, glass AND can would be ideal to avoid confusion. The International Organisation for Standardisation (ISO) provides advice on methods that can be used to create different types of prohibition signs (ISO 7010-2003 *Safety Signs used in Workplaces and Public Areas*). This can be read with ISO 3864.3-2006 (*Design Principles for Graphical Symbols for use in Safety Signs*) which is used to ensure symbols and signs have the intended meaning and can be comprehended by persons as they enter the area the sign applies to. The Standard provides sizing requirements and font sizes for letters used in symbols.

Councils are encouraged to utilise symbols on their signage which don't rely on high levels of literacy.

The local Aboriginal community may be engaged to design signs which are also appropriate for their community.

The content of the sign below is considered a minimum standard.



** Insert appropriate directional arrow or map*

On such signs the dates may be inserted in a manner that allows re-use of the sign, provided the dates cannot be removed during the period of operation.

Signs are to be removed as soon as practicable, but no longer than 30 days, after the end date of an alcohol-free zone.

SUSPENSION OR CANCELLATION OF AN ALCOHOL-FREE ZONE

section 645

The power to suspend or cancel an alcohol-free zone during its period of operation is provided so that a council may respond to more immediate situations that arise within the area of the zone.

A council must pass a valid resolution to suspend or cancel a particular alcohol-free zone. Such action may be taken as a result of a request received from any person or body, or at a council's own initiative.

Liaison with the local police, before and after the council resolution, is essential to ensure that both groups are informed and action is coordinated. Additionally, a council may undertake any other consultation that it considers necessary.

A council must publish notice of a suspension or cancellation as required under section 645 (1) and (3). In the case of cancellation of an alcohol-free zone the signs should be removed immediately.

A council is not limited in the reasons for which it may suspend or cancel an alcohol-free zone. A suspension would not usually be appropriate for any period longer than one month, and generally would be of a much shorter duration eg. to accommodate a specific community event. Alcohol-free zone signage should be removed for the duration of any suspension of the zone.

The four year operation of an alcohol-free zone is not extended by any suspension occurring within that period.

RE-ESTABLISHMENT OF AN ALCOHOL-FREE ZONE

section 644B(4)

An alcohol-free zone is essentially a short-term control measure and in many instances a zone will achieve the desired objectives within its operational period.

There is no general provision for an alcohol-free zone to be extended. However, the roads, footpaths or public car parks comprising a zone may be included in another alcohol-free zone of the same or different configuration, immediately following the cessation of the existing zone or at any future time.

All the requirements for the valid establishment of a zone apply whether or not any of the roads, footpaths or car parks concerned have previously been zoned as alcohol-free.

Where a proposal for an alcohol-free zone includes roads, footpaths or public car parks that have previously been zoned as alcohol-free, a council is to have regard to that previous zoning.

The evaluation criteria that councils use when considering the re-establishment of an alcohol free zone should include the following:

- what were the factors which originally supported a zoning in that area?
- how successful was the previous alcohol-free zone in achieving a reduction in unacceptable street drinking?
- what do police statistics indicate about the value of re-establishing an alcohol-free zone in that area?
- what other measures may need to be considered (eg a community education program) if unacceptable street drinking is still of concern in that area?
- has the community's perceptions of safety improved?

The re-establishment procedure provides a council with the opportunity to focus again on any community problems associated with irresponsible alcohol consumption and the range of strategies that may be implemented to address these problems.

RECORDING OF ALCOHOL-FREE ZONES

The maintenance of appropriate records is essential for established alcohol-free zones. As a minimum, records need to be kept in sufficient detail:

- to document that all the steps for valid establishment have been undertaken
- to provide for removal of signs at the conclusion of the zone's operation
- to identify suspensions or cancellations of alcohol-free zones
- to avoid overlap in the establishment of alcohol-free zones
- to provide a reference base where re-establishment of an alcohol-free zone is sought.

ENFORCEMENT OF ALCOHOL-FREE ZONES

sections 642 and 648

Alcohol-free zones may be enforced by any officer of the NSW Police Force or an enforcement officer. An enforcement officer means an employee of a council authorised in writing by the Commissioner of Police to be an enforcement officer for the purpose of section 642 of the Local Government Act.

The legislation applies to all persons, including minors.

The power to seize and tip out or otherwise dispose of alcohol without the need to issue a warning applies within an alcohol-free zone.

Where a council has authorised enforcement officers, the council will be required to adopt a procedure regarding the disposal of any alcohol that is seized.

A Police officer or authorised council enforcement officer may use their discretion to issue a warning to a person who is drinking in an alcohol free zone, for example, where the person may be unaware of the zone.

It should also be noted that in circumstances where a person does not co-operate with a Police officer or authorised council enforcement officer, they can be charged with obstruction under section 660 of the Local Government Act which carries a maximum penalty of \$2,200.

The Commissioner of Police has the power to authorise council officers to enforce alcohol-free zones. The Commissioner may delegate his or her authority to Police Local Area Commanders. Where councils identify benefits to their communities for their officers to enforce alcohol free zones, the general manager will need to liaise with the Local Area Commander to ensure that council officers are suitable for this enforcement role.

Only authorised employees of a council and not contractors, who may be otherwise engaged by a council to provide regulatory services, may be authorised for this purpose.

Councils are responsible for ensuring that their authorised enforcement officers have appropriate identification to support this enforcement role.

Councils with authorised council enforcement officers need to establish a system to record the number of occasions that these officers enforce the Alcohol-Free Zone legislation in their area. This should include monitoring the number of authorised council enforcement officers and how often alcohol is tipped out or otherwise disposed of. Councils may from time to time be required to report this data to the Department of Local Government to inform the evaluation of the usage of the Alcohol-Free Zone powers by councils.

It is important that the Police Local Area Commander and the officer-in-charge of the local police station (if different) are involved in the establishment procedure so that the zone operates and is enforced most effectively.

ALCOHOL-FREE ZONES AND COMMUNITY EDUCATION

As well as the requirement to publish information in the local media about the establishment of an alcohol-free zone, the community will be better educated about the intent of the alcohol-free zone if a community education campaign is run in line with the establishment of the zone.

Councils may wish to engage their local Community Drug Action Team or Drug and Alcohol Service within their Area Health Service so that responsible drinking messages can be promoted within the community to coincide with the establishment of the alcohol-free zone.

Posters and other information about the consequences of irresponsible street drinking may be displayed in local licensed premises and bottle shops. Collaboration between council, the police and stakeholders including liquor licensees may be assisted through a local Liquor Accord. Further information on Liquor Accords is available on the Office of Liquor, Gaming and Racing website at www.olgr.nsw.gov.au.

CONTACTS

Department of Local Government

Level 1, 5 O'Keefe Avenue
(Locked Bag 3015)
Nowra, 2541

Telephone: (02) 4428 4100

Website: www.dlg.nsw.gov.au

Anti-Discrimination Board

Level 4, 175 Castlereagh Street,
Sydney
(PO Box A2122, Sydney South, 1235)

Telephone:

General Enquiry Service & Employers Advisory Service (02) 9268 5544
For rural and regional New South Wales only 1800 670 812

Website: www.lawlink.nsw.gov.au/adb

NSW Police Service

1 Charles Street
(Locked Bag 5102)
Parramatta, 2150

Telephone: 1800 622 571

Website: www.police.nsw.gov.au

Appendix 1

APPLICATION FOR ALCOHOL-FREE ZONE

(Local Government Act 1993, section 644)

To(Name of Council)

I
(Full Name)

2 of
(Address) (Telephone No.)

3 **Being** (tick appropriate box):

(a) a representative of
(Name of Community Group in area)

(b) a police officer stationed at

(c) a person living in the area

(d) a person working in the area at
.....
(work address)

apply to the Council to establish an alcohol-free zone.

4 **Roads or parts of roads ('roads' includes 'footpaths') and/ or public car parks to be included in the alcohol-free zone:**

.....
.....
.....
.....

(Specify exactly by referring to street numbers or other landmarks)

5 **Reasons for requesting the alcohol-free zone:**

.....
.....
.....
.....

(Give details of obstruction, littering, personal injury, property damage, police intervention, etc. that have occurred on those roads or in those car parks)

Signed.....

Date.....

Documents supporting the information on this form may be attached.

Appendix 2

COUNCILS WHICH MUST CONSULT WITH THE ANTI-DISCRIMINATION BOARD

Sixteen councils are required to consult with the NSW Anti-Discrimination Board in their establishment of an alcohol-free zone to provide a measure of protection against the possibility of a discriminatory impact upon certain groups in the community. These councils are:

Blacktown
Bourke
Campbelltown
Dubbo
Kempsey
Lake Macquarie
Liverpool
Moree Plains
Newcastle
Penrith
Randwick
Shoalhaven
South Sydney
Tamworth
Walgett
Wollongong



Item: 6.4 **Ref:** WO/2020/02422
Title: Stores Stocktake as at 30 June 2020
Author: General Manager
Previous Items: Not Applicable
Attachment: Yes

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

Introduction:

A Stocktake was carried out on all Walcha Council store items on 30 June 2020.

Report:

The result is a write on of \$297.38. The stores requiring adjustments are detailed in the attached schedule.

The total inventory was valued at \$246,810.46 on the day of the Stocktake. The overall variation represents a 0.001% adjustment. This can be considered a very satisfactory outcome.

RECOMMENDATION:

That stock value adjustments totaling \$297.38 write on be made to inventory items detailed in the schedule.

Submitted to Council: 29 July 2020

..... General Manager Mayor



Walcha Stocktake June 2020 Required Adjustments

Stock Item	Description	Computer Record	Counted	Write on (gain)	Write Off (loss)	Total Cost
52480	20mm Crimp Elbow 90 degrees F/F	11.00	10.00		1.00	-\$7.95
52488	20mm Crimp Elbow 90 degree	18.00	17.00		1.00	-\$7.69
54808	Viega Elbow No 13 20mm	11.00	13.00	2.00		\$39.70
100009	10mm Aggregate	126.28	120.00		6.28	-\$377.65
100012	20mm Aggregate	77.20	80.00	2.80		\$139.01
100015	Crusher Dust	101.45	100.00		1.45	-\$50.96
100016	Gabion Rock	168.65	170	1.35		\$59.34
100034	Ecolog 200mm	88.00	85.00		3.00	-\$118.50
100036	W62 Reinforcing Mesh	94.00	99.00	5.00		\$247.50
1000257	Bulb Fluorescent 120cm	10.00	7.00		3.00	-\$107.42
100375	Zerex G-48 Coolant	155.00	150.00		5.00	-\$27.03
100387	Coupling AC/PVC Milne 100mm	1.00	2.00	1.00		\$24.50
100395	Coupling Compression Brass 25mm	16.00	18.00	2.00		\$34.59
100400	Coupling Galvanised Demalco 20mm	5.00	3.00		2.00	-\$26.99
100401	Coupling Galvanised Demalco 25mm	4.00	3.00		1.00	-\$10.77
100409	Coupling Storz Bushfire 25mm	8.00	9.00	1.00		\$15.47
100411	Coupling Straight 31 20mm	17.00	19.00	2.00		\$2.55
100415	Cover CI Water	1.00	0.00		1.00	-\$6.82
100452	Disc Cutting Metal	16.00	15.00		1.00	-\$15.41
100456	Distillate	5244.00	5450.00	206.00		\$204.23
100460	Blade Grader	44.00	42.00		2.00	-\$119.28
100474	Elbow 25mm #12 Copper	3.00	5.00	2.00		\$8.03
100477	Elbow Galvanised 20mm M/F	53.00	52.00		1.00	-\$0.81
100483	Emulsion	19920.00	20000.00	80.00		\$68.88
100485	Cold Mix Asphalt-Bulk	5634.00	5500.00		134.00	-\$55.97
100974	Grommet 5K1458	18.00	6.00		12.00	-\$117.91
101080	Lubricant Spray	17.00	25.00	8.00		\$61.56
101115	Nipple Galvanised	18.00	17.00		1.00	-\$0.55
101128	Oil Chainsaw Bar	8.00	10.00	2.00		\$5.95
101134	Oil Synpower MST 5W	563.00	565.00	2.00		\$15.05
101137	Diesel Extra 15W/40 Valvoline	670.00	675.00	5.00		\$17.91
101138	Valvoline Premium Mono 10W	290.00	300.00	10.00		\$30.45
101142	Ultramax 46 Valvoline	420.00	400.00		20.00	-\$56.37
101143	Ultramax 68 Valvoline	295.00	300.00	5.00		\$13.17
101169	Petrol Two Stroke	108.00	113.00	5.00		\$7.44
101261	Post Sign Galvanised	28.00	32.00	4.00		\$146.43
101300	Retainer Pin 5K1459	2.00	7.00	5.00		\$79.43
101320	Rope	90.00	100.00	10.00		\$5.63
101330	Sand Fine	7.58	8.00	0.42		\$19.58
101449	Tapping Band 100 x 20mm	3.00	6.00	3.00		\$121.24
101450	Tapping Band 100 x 25mm	2.00	4.00	2.00		\$78.98
101451	Tapping Band 150 x 20mm	6.00	5.00		1.00	\$0.00
101459	Tapping Band 75 x 20mm	1.00	4.00	3.00		\$65.85
101460	Tapping Band 75 x 25mm	3.00	0		3.00	-\$66.00
101492	Topsoil	100.25	100.00		0.25	-\$11.85
101642	HP Gear Oil HD 85W/140	180.00	185.00	5.00		\$46.76
101810	DGB20 Crushed Gravel	583.20	580.00		3.20	-\$135.19
101813	Coarse Sand - Armidale	634.22	635.00	0.78		\$27.75
101815	Farm Plus Hydratrans	530.00	540.00	10.00		\$31.52
						\$297.38

Submitted to Council:

29 July 2020

..... General Manager Mayor



Item: 6.5 **Ref:** WO/2020/02388
Title: Local Government Remuneration Tribunal Annual Review
Author: General Manager
Previous Items: Not Applicable
Attachment: Yes - Pages from the Report

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 are encouraging active participation at all levels.

Introduction:

The Tribunal is required to determine the remuneration categories of councils and mayoral offices at least once every 3 years under section 239 of the Local Government Act 1993 (the Act). The Tribunal last undertook a significant review of the categories in 2017 and has undertaken a review as part of its 2020 determination.

The Tribunal's determination was published on 10 June 2020. The NSW Office of Local Government issued a circular regarding the determination on 22 June 2020.

Report:

Legislative Requirements

Section 241 (1) of the Local Government Act 1993 requires that:

The Remuneration Tribunal must, not later than 1 May in each year, determine, in each of the categories determined under Section 239, the maximum and minimum amounts of fees to be paid during the following year to Councillors (other than Mayors) and Mayors.

The delay in determination experienced in 2020 was attributed to COVID-19.

Section 239 (1) provides that:

The Remuneration Tribunal must, at least once every 3 years:

- (a) determine categories for Councils and Mayoral offices; and*
- (b) place each Council and Mayoral office into one of the categories it has determined.*

2020 Determination

The Local Government Remuneration Tribunal (the Tribunal) has determined that there will be no increase in Mayoral and Councillor fees for the 2020/21 financial year.

For the Non-Metropolitan group, the Tribunal has determined to:

1. create two new categories - Major Strategic Area and Regional Centre
2. rename one category - Regional City to Major Regional City, and
3. revise the criteria for some of the existing categories to account for the new categories.

The full report is available to download here:

<https://www.remtribunals.nsw.gov.au/local-government/current-lgrt-determinations>

Submitted to Council: 29 July 2020

..... General Manager Mayor



The Tribunal has determined the following categories:

Metropolitan	Non-Metropolitan
Principal CBD	Major Regional City
Major CBD	Major Strategic Area
Metropolitan Large	Regional Strategic Area
Metropolitan Medium	Regional Centre
Metropolitan Small	Regional Rural
	Rural

Each council is allocated into one of these categories based on criteria identified by the Tribunal in Appendix 1 of its determination. Sections 248 and 249 of the Act require councils to fix and pay an annual fee based on the Tribunal's determination for the 2020/21 financial year.

While there is no increase in fees paid for the 2020/21 financial year, mayors and councillors in some councils may receive an increase as a result of a change to their council's categorisation. There are no changes to Walcha Council's category.

Section 248, 248A, 250 and 251 of the Act generally provide that:

- a) A Council may fix an annual fee to be paid to each Councillor and to the Mayor. The fee paid to the Mayor is additional to the Councillor fee. The fees paid must be in accordance with the determination made by the Remuneration Tribunal.
- b) The annual fee so paid must be the same for each Councillor.
- c) A Council that does not fix the annual fees (both Councillor and Mayoral) must pay the minimum fee as determined by the Remuneration Tribunal.
- d) Fees are to be paid monthly in arrears.
- e) A suspended Councillor does not receive the fee during the period of the suspension.
- f) A Council may pay a deputy mayor a fee determined by the Council for such time as the deputy mayor acts as mayor however the fee so paid must be deducted from the mayor's annual fee.
- g) The payment of these fees does not mean that Councillors are Council employees nor does the fee constitute a salary for the purposes of any Act.

Financial Implications:

The Tribunal has also determined the following annual fees for **Rural** Category Councils:

Councillors		Mayors	
Minimum	Maximum	Minimum	Maximum
\$9,190	\$12,160	\$9,780	\$26,530

The Mayoral and Councillor Fees for 2019/2020 were:

Councillor Fee	\$11,525.00
Mayoral Fee	\$26,460.00

Submitted to Council: 29 July 2020

..... General Manager Mayor



The Draft 2020/2021 Budgeted amount for Mayoral & Councillor Fees are:

Councillor Fee	\$11,762.50
Mayoral Fee	\$27,000.00

The current draft budgeted Mayoral Fee exceeds the maximum allowable fee included in the Tribunal's determination. The current draft budgeted Councillor Fee is less than the maximum allowable fee included in the Tribunal's determination.

Delegated Authority Implications:

The Report has no implications for Council's delegated authorities. Council cannot delegate the authority to set these fees.

RECOMMENDATION: For Council's consideration.

Submitted to Council: 29 July 2020

..... General Manager Mayor



Determinations of the Local Government Remuneration Tribunal effective on and from 01 July 2020.

Local Government Remuneration Tribunal

Table 2: General Purpose Councils – Non-Metropolitan

Major Regional City (2)		Major Strategic Area (1)	Regional Strategic Area (1)	
Newcastle		Central Coast	Lake Macquarie	
Wollongong				

Regional Centre (24)		Regional Rural (13)	
Albury	Mid-Coast	Bega	
Armidale	Orange	Broken Hill	
Ballina	Port Macquarie-Hastings	Byron	
Bathurst	Port Stephens	Eurobodalla	
Blue Mountains	Queanbeyan-Palerang	Goulburn Mulwaree	
Cessnock	Shellharbour	Griffith	
Clarence Valley	Shoalhaven	Kempsey	
Coffs Harbour	Tamworth	Kiama	
Dubbo	Tweed	Lithgow	
Hawkesbury	Wagga Wagga	Mid-Western	
Lismore	Wingecarribee	Richmond Valley Council	
Maitland	Wollondilly	Singleton	
		Snowy Monaro	

Rural (57)			
Balranald	Cootamundra-Gundagai	Junee	Oberon
Bellingen	Cowra	Kyogle	Parkes
Berrigan	Dungog	Lachlan	Snowy Valleys
Bland	Edward River	Leeton	Temora
Blayney	Federation	Liverpool Plains	Tenterfield
Bogan	Forbes	Lockhart	Upper Hunter
Bourke	Gilgandra	Moree Plains	Upper Lachlan
Brewarrina	Glen Innes Severn	Murray River	Uralla
Cabonne	Greater Hume	Murrumbidgee	Walcha
Carrathool	Gunnedah	Muswellbrook	Walgett
Central Darling	Gwydir	Nambucca	Warren
Cobar	Hay	Narrabri	Warrumbungle
Coolamon	Hilltops	Narrandera	Weddin
Coonamble	Inverell	Narromine	Wentworth
			Yass

Submitted to Council: 29 July 2020

..... General Manager Mayor



Local Government Remuneration Tribunal

Determination No. 2- Determination Pursuant to Section 241 of Fees for Councillors and Mayors

Pursuant to s.241 of the *Local Government Act 1993*, the annual fees to be paid in each of the categories to Councillors, Mayors, Members and Chairpersons of County Councils effective on and from 1 July 2020 are determined as follows:

Table 4: Fees for General Purpose and County Councils

Category		Councillor/Member Annual Fee		Mayor/Chairperson Additional Fee*	
		Minimum	Maximum	Minimum	Maximum
General Purpose Councils - Metropolitan	Principal CBD	27,640	40,530	169,100	222,510
	Major CBD	18,430	34,140	39,160	110,310
	Metropolitan Large	18,430	30,410	39,160	88,600
	Metropolitan Medium	13,820	25,790	29,360	68,530
	Metropolitan Small	9,190	20,280	19,580	44,230
General Purpose Councils - Non-metropolitan	Major Regional City	18,430	32,040	39,160	99,800
	Major Strategic Area	18,430	32,040	39,160	99,800
	Regional Strategic Area	18,430	30,410	39,160	88,600
	Regional Centre	13,820	24,320	28,750	60,080
	Regional Rural	9,190	20,280	19,580	44,250
County Councils	Rural	9,190	12,160	9,780	26,530
	Water	1,820	10,140	3,920	16,660
	Other	1,820	6,060	3,920	11,060

*This fee must be paid in addition to the fee paid to the Mayor/Chairperson as a Councillor/Member (s.249(2)).

The Local Government Remuneration Tribunal

Signed

Dr Robert Lang

Dated: 10 June 2020

Submitted to Council: 29 July 2020

..... General Manager Mayor



Item: 6.6 **Ref:** WO/2020/02424
Title: Entering & Sealing of Rate Book – 2019/2020 Year
Author: General Manager
Previous Items: Not Applicable
Attachment: Tabled at Council Meeting – WO/2020/02430

CSP Ref: 8.1.2 – Maintain a stable and secure financial structure for Council.

Report:

The Final Reconciliation of Rates for the 2019/2020 year has now been completed and a copy is tabled for Council’s information. Approval is now sought for the document to be signed by the Mayor and the General Manager under the Common Seal of Council.

RECOMMENDATION:

That the Common Seal be AFFIXED to the 2019/2020 Rate Book Reconciliation and be attested to by the Mayor and the General Manager.

Submitted to Council: 29 July 2020

..... General Manager Mayor



Item: 6.7 **Ref:** WO/2020/02278
Title: Arts North West Annual Report 2019-2020
Author: General Manager
Previous Items:
Attachment: Arts North West Annual Report 2019-2020

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.

Report:

Council are in partnership with Arts North West who are one of 14 Regional Arts Development Organisations (RADOs) across NSW. As per the attached letter these Organisations provide a network of unique, innovative and passionate people who champion the arts and culture in their regions by providing support, programs and projects to those who live, work and play across regional NSW.

A copy of the Arts North West Annual Report is available on their website: www.artsnw.com.au/corporate_information. They have also released a detailed introduction to their network through the launch of the RADO Case Studies e-book which is available on their website as well: www.artsnw.com.au/regional-arts-nsw. The e-book’s aim is to shed light on the work that their network does with the artists, organisations and cultures that play an integral part in shaping arts across regional NSW.

RECOMMENDATION: That Council NOTE the Report.

Submitted to Council: 29 July 2020

..... General Manager Mayor



connections
creativity
communities



Anna Moddero
General Manager
Walcha Council
PO Box 2
Walcha NSW 2354

6 July 2020

Dear Ms Moddero,

Re: Annual Contribution to Arts North West Regional Arts Development Organisation 2020-2021

While the impact of COVID-19 has been acutely felt across the arts and cultural sector in our region, Arts North West has remained open for business and continues to provide key advice and support to our stakeholders. Resources were collated and compiled to assist artists and arts organisations to navigate through public health orders, new legislative requirements, as well as funding opportunities and support.

A copy of the Arts North West Annual Report was sent to each Council in May. The Annual Report along with the audited statements are available on our website at [www.artsnw.com.au/corporate information](http://www.artsnw.com.au/corporate-information).

Arts North West is one of 14 Regional Arts Development Organisations (RADOs) across NSW – a network of unique, innovative and passionate people who champion the arts and culture in their regions by providing support, programs and projects to those who live, work and play across regional NSW.

We are delighted to share with you a detailed introduction to our network, through the launch of the [RADO Case Studies e-book](http://www.artsnw.com.au/regional-arts-nsw). The e-book provides insight into the value that the RADOs bring to their communities both as individual organisations and as a united network that advocates for the importance and success of regional artists. It demonstrates examples of the innovative practices and programs that the RADOs have undertaken and highlights the impact that this network has within each community they operate.

The projects highlighted in the e-book span from the north-eastern pocket of the Northern Rivers to the far-western edge of the Darling, along the banks of the Murray River, across the sweeping plains of the Riverina and everywhere in-between. Our aim is that this e-book will shed light on the work that our network does with the artists, organisations and cultures that play an integral part in shaping that arts across regional NSW.

Arts North West acknowledges Aboriginal people as the traditional custodians of the lands we work on; we recognise the strength, resilience and capacity of Aboriginal people and respect the Aboriginal Elders past and present. Arts North West is assisted by the NSW Government through Create NSW and the partnership of 12 local government authorities in the New England North West



PO Box 801 Glen Innes NSW 2370 • 16 East Avenue, Glen Innes 2370
t: 02 6732 4988 • m: 0428 042 622 • e: office@artsnw.com.au • artsnw.com.au • [fb.com/artsnw](https://www.facebook.com/artsnw) • @artsnorthwest • ABN 13 294 582 557

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..... General Manager Mayor



Planned activities in the next financial year include:

1. *Yinaar* - exploring Aboriginal women's business in the New England North West;
2. *Miyay Miyay* – a performance tour of the Gamilaroi version of the Seven Sisters Songline
3. *Panorama Project* – community sketchbook project touring the region's library network
4. *Under my Umbrella* – an integrated dance workshop with partner Sprung Integrated Theatre.

We will be continuing to deliver our key professional development workshops and networking events (covid safe), one-on-one professional advice, as well as projects and events under Arts North West on tour (performing arts network) and ANR Connect (cultural tourism)

The contribution for **Walcha Council** to Arts North West in 2020-2021 is **\$4944.70** (including GST). An invoice is attached. Arts North West looks forward to working with your Council in the year ahead to continue building community cultural capacity and generating creative opportunities in your Local Government Area and across our region.

Yours sincerely,

Handwritten signature of Anna Watt in blue ink.

Anna Watt
Chair
Arts North West

Handwritten signature of Caroline Downer in blue ink.

Caroline Downer, OAM
Executive Director
Arts North West
rado@artsnw.com.au



Item: 6.8 **Ref:** WO/2020/02282
Title: Land Use – Freight Transport Facilities
Author: Contract Town Planner
Previous Items: Not Applicable
Attachment: Nil

Community Strategic Plan Reference:

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

Introduction:

The purpose of this report is to correct an anomaly in the *Walcha Local Environmental Plan 2012 (WLEP)*.

Report:

The NSW Department of Planning, Industry & Environment identified an anomaly in the WLEP in that **freight transport facilities** are both permissible with consent and a prohibited land use in the IN1 General Industrial zone. As per the WLEP the definition of a **freight transport facility** is a facility used principally for the bulk handling of goods for transport by road, rail, air or sea, including any facility for the loading and unloading of vehicles, aircraft, vessels or containers used to transport those goods and for the parking, holding, servicing or repair of those vehicles, aircraft or vessels or for the engines or carriages involved.

Under the *Environmental Planning & Assessment Act 1979* (the ACT), **freight transport facilities** are mandated as permissible with consent in zone IN1, it needs to be removed from the prohibited section of the LEP.

As it is an obvious drafting error which has minimal impact, the most logical way to address the anomaly would be through section 3.22 of the Act as an expedited amendment.

3.22 Expedited amendments of environmental planning instruments (cf previous s 73A)

1. An amending environmental planning instrument may be made under this Part without compliance with the provisions of this Act relating to the conditions precedent to the making of the instrument if the instrument, if made, would amend or repeal a provision of a principal instrument in order to do any one or more of the following—
 - a) correct an obvious error in the principal instrument consisting of a misdescription, the inconsistent numbering of provisions, a wrong cross-reference, a spelling error, a grammatical mistake, the insertion of obviously missing words, the removal of obviously unnecessary words or a formatting error,
 - b) address matters in the principal instrument that are of a consequential, transitional, machinery or other minor nature,
 - c) deal with matters that the Minister considers do not warrant compliance with the conditions precedent for the making of the instrument because they will not have any significant adverse impact on the environment or adjoining land.
2. A reference in this section to an amendment of an instrument includes a reference to the amendment or replacement of a map adopted by an instrument.

The normal process for amending an LEP is by way of a Planning Proposal, NSW Department of Planning, Industry & Environment have established an expedited process for

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Section 3.22 amendments which most Council’s have delegated out to the General Manager to undertake due to the minor nature of the change. This Council has not issued such a Delegation, therefore a resolution is required and consideration to future Section 3.22 amendments.

If a Delegation **IS** issued to the General Manager, all Section 3.22 amendments can be dealt with quickly and without reference to Council, except by way of a notation report.

If a Delegation is **NOT** issued to the General Manager, all Section 3.22 amendments will take longer and will require a resolution of Council.

A Section 3.22 amendment is a lot quicker than the Planning Proposal Process. A Gateway Determination is not required and neither is public exhibition. This is because it is normally correcting a drafting error.

Legal Issues:

Environmental Planning & Assessment Act 1979

Financial Implications:

Nil

Environmental Implications:

Nil

Social Implications:

Nil

Management Plan Implications:

Nil

Policy Implications:

Walcha Local Environmental Plan 2012.

RECOMMENDATION: That Council:

1. Remove *freight transport facilities* as a prohibited land use in the IN1 General Industrial Zone under Section 3.22 of the *Environmental Planning & Assessment Act 1979*.
2. Give Delegation to the General Manager to complete:
 - a. this amendment as per the requirements of NSW Department of Planning, Industry & Environment
 - b. all future Section 3.22 amendments on behalf of Council, without referral to Council.

Submitted to Council: 29 July 2020

..... General Manager Mayor



Item: 6.9 **Ref:** WO/2020/02342
Title: Walcha Community Baths 20192020 Summer Season Report
Author: General Manager
Previous Items: Not Applicable
Attachment: Nil

Community Strategic Plan Reference:

Strategy 3.2.1 – Foster preventative health systems and activities that promote physical, mental and social health.

Strategy 5.7.2 – Support community members and activities that have the capacity to improve people’s quality of life.

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.

Purpose:

The purpose of this report is to summarise the visitation rates and activities completed over the 2019-2020 summer pool season, community feedback and to advise the estimated local economic benefit for Walcha attributed to the free pool entry initiative.

Report:

Statistics

The statistics from the 2019-2020 season include:

- 1) Approximately 17,500 people visited the Baths;
- 2) Approximately 1,400 visitors were from outside the Walcha LGA;
- 3) Entry to the pool was FREE from 20 December 2019 onwards;
- 4) Council introduced a new pool inflatable “Hurdles of Fun” which was enjoyed by young and old;
- 5) Storms impacted the operating hours of the pool over summer and also caused the 2020 Pool Party to be postponed;
- 6) The Pool Party went ahead on Friday 14 February after school and was well attended even with no dive in movie;
- 7) The BBQ facilities were regularly used throughout the season;
- 8) Aqua Aerobics Saturday sessions were well attended with patrons enjoying the classes; and
- 9) The season was cut short by two weeks due to COVID-19 impacts.

Special Initiative - Free Entry

Walcha Community Baths provides an outlet for community members, families and kids to support social engagement, physical activity and mental health every summer. From 20 December 2019, Walcha Council waived admission fees to the pool for the rest of the summer. The initiative was made possible through the kind donations from agencies including; Walcha Central School, Walcha Town and Country Club, Walcha Rotary Club, “1000km Walcha Loving Cyclists” group, the HOGs (Harley Owners Group, support over the Walcha Motorcycle Weekend), as well as many other individual donations to the cause.

The objective of the initiative was to ensure that the Walcha Baths would continue to be a fun, enjoyable and happy space for families and friends to meet and enjoy over the summer

Submitted to Council: 29 July 2020

..... General Manager Mayor



without having to worry about finances. This objective was achieved and in some areas exceeded. The initiative delivered the local benefit, as well as delivering plenty of visitors from outside Walcha. Visitors were very appreciative of the free entry that was on offer. There were also many local patrons who hadn't attended the pool during the past few seasons return to enjoy the facility.

Local Economic Benefit

Following the introduction of free entry, the admissions book was used to record the postcodes of patrons. Whilst there are some gaps in the data from the busier days, the records indicate that approximately 1,380 visitors were from outside the Walcha LGA. There was high attendance from surrounding areas such as Tamworth and Armidale, as well as further reaching locations spanning Newcastle, Dubbo, Flynn (VIC), Kambah (ACT), Ashmore (QLD), and Fullarton (WA). A summary of home states for pool visitors is shown in Figure 1. This data does not include visitors from postcode NSW 2354.

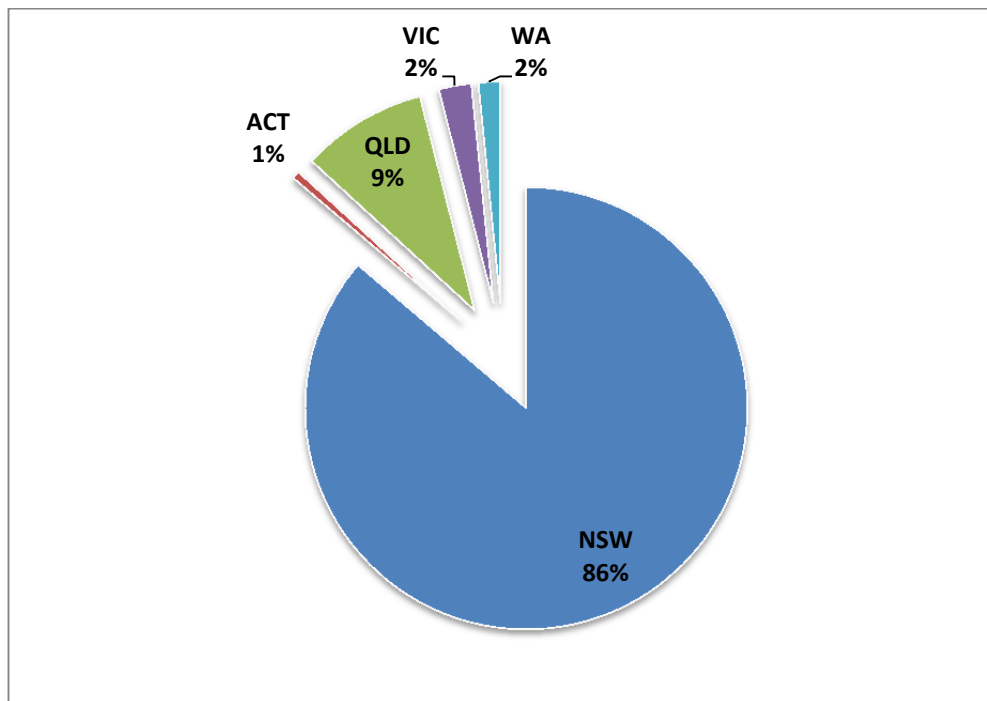


Figure 1 – Home States of pool visitors from outside NSW 2354

Destination NSW research shows this equates to economic stimulus for Day Trippers to regional NSW towns per person per day ranges from \$94.00 (lower end) and \$116.00 (average spend).

Conservatively, the local economic benefit contributions from this initiative are estimated to be in the vicinity of \$45,000 to \$54,000. This has been calculated by applying the low and average spend rate Destination NSW data after halving the number of out of town visitors (approx. 690) and assuming 70% of these (approx. 473) were day trippers to the region.

Community Feedback

Council has received a large volume of positive feedback from the community in relation to the free entry initiative. Extracts from feedback received is included below.

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..... General Manager Mayor



“Great news for Walcha residents. Well done Walcha Shire!”

“This is a wonderful gesture. Thank you to all who made this possible.”

“Thank you for the free entry to the pool. Without it I wouldn’t have visited the pool this season, but I am really enjoying swimming my few laps again.”

“What fantastic news for the whole community.”

“I felt this was an incredibly positive way to encourage the community to connect and engage, particularly during the relentless and harsh drought. I know personally, although the cost of entry to the pool is reasonable, the thought of being able to save money by not needing to purchase a season ticket or pay to get into the pool was a huge relief as money was so incredibly tight and continues to be as we try and recover from the drought. Our kids were ecstatic to be able to catch up with their friends at the pool, as the drought affected them hard as well - it was a welcome distraction from the daily feeding, loss of stock, strict water use and other tight reigns that come with drought. The water confidence they all gained by attending the pool regularly was impressive, along with the water safety tips they learned - both very important when living rurally. I know myself being able to have a social interaction with my friends in an open and comfortable environment, while our children played and swam was incredibly beneficial to my mental health and was something I really really looked forward to.”

“I do hope there is the possibility of acquiring this funding again, from others I have spoken to in the community, this was incredibly well received and if continued would add such value to the community as a whole.”

“The funding provided through council allowed for local families affected by the drought and those that may not normally use the pool facilities, to make the most of this great service. It allowed for families and kids to socially interact in a safe and well supervised area, while encouraging a ‘must have skill’ for our Australian climate- swimming.”

“Personally for our family, the subsidised funding of entry to the pool allowed us to enhance and build on our children’s swimming ability, fitness and skill. It allowed us to use the pool more frequently for training with our children which they reaped the rewards of gaining representation at the North West region at state level swimming and breaking swimming records. Obtaining this funding again to support our local rural community would be of great benefit to families and children.”

“I wanted to provide some feedback and congratulate you for the free pool initiative! It was a great opportunity to socialise during the drought and encouraged our children to learn to swim and exercise. I really hope the initiative can be extended as it benefits so many people in our community.”

The May 2020 Council Facilities and Youth strategy results identified the Walcha Community Baths as one of the top five most used and popular Council facilities. It was also the No.1 ranked facility that the community thought needed improvements including repairs, extension and redesign. Additional comments regarding support for the free entry initiative was also received through this survey.

Off Season Upgrades

This off season will see the completion of the new pump system and electrical works for the facility. Council is also currently preparing a facility report which will identify forward maintenance requirements and a program of upgrades.

Submitted to Council: 29 July 2020

..... General Manager Mayor



2020-2021 Season Plans

This season will mark the 50th anniversary of the Walcha Community Baths. Council intend to develop a plan to ensure this milestone is celebrated.

Report Implications:

Policy

There are no policy implications arising from this report.

Financial

There are no financial implications arising from this report.

Legal

There are no legal implications arising from this report.

Social

There are no social implications arising from this report.

Environmental

There are no environmental implications arising from this report.

RECOMMENDATION: That Council NOTE the Report.

Submitted to Council: 29 July 2020

..... General Manager Mayor



Item 7:

Notice of
Motions

Submitted to Council: 29 July 2020

..... General Manager Mayor



There are no Notice of Motions for July 2020

Submitted to Council: 29 July 2020

..... General Manager Mayor



Item 8:

Matters of
Urgency

Submitted to Council: 29 July 2020

..... General Manager Mayor



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Submitted to Council: 29 July 2020

..... General Manager Mayor



Item 9: Management Review Reports

Submitted to Council: 29 July 2020

..... General Manager Mayor



9.1 OFFICE OF THE GENERAL MANAGER

Ref: WO/2020/02336

Responsible Executive: General Manager

Community Strategic Plan Reference:

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

1. COVID-19 RESPONSE

1.1 Summary of Impacts

From Monday, 25 May 2020 Council relaxed some of these restrictions to the public from our main office. These were advertised through our Facebook page, website and Apsley Advocate.

Council is also currently investigation protocols and requirements that will enable our Visitor Information Centre (VIC) to open. This is expected to reopen in August 2020. In the interim, additional brochures and information is being made available for visitors to read and collect from outside the VIC.

Clear Perspex screens will be installed at the VIC, Library, Council head office and Service NSW to separate staff and visitors.

A complete and up to date list of Council services is available on Council’s website at: <https://www.walcha.nsw.gov.au/news/coronavirus-covid-19.aspx>.

1.2 Council Operations Impact

The impact of the changes to operations continues to be actively managed by the leadership team. Council currently have no staff on COVID related leave. Arrangements to continue a combination of work from home and office continue to adapt to business needs.

Submitted to Council: 29 July 2020

..... General Manager Mayor



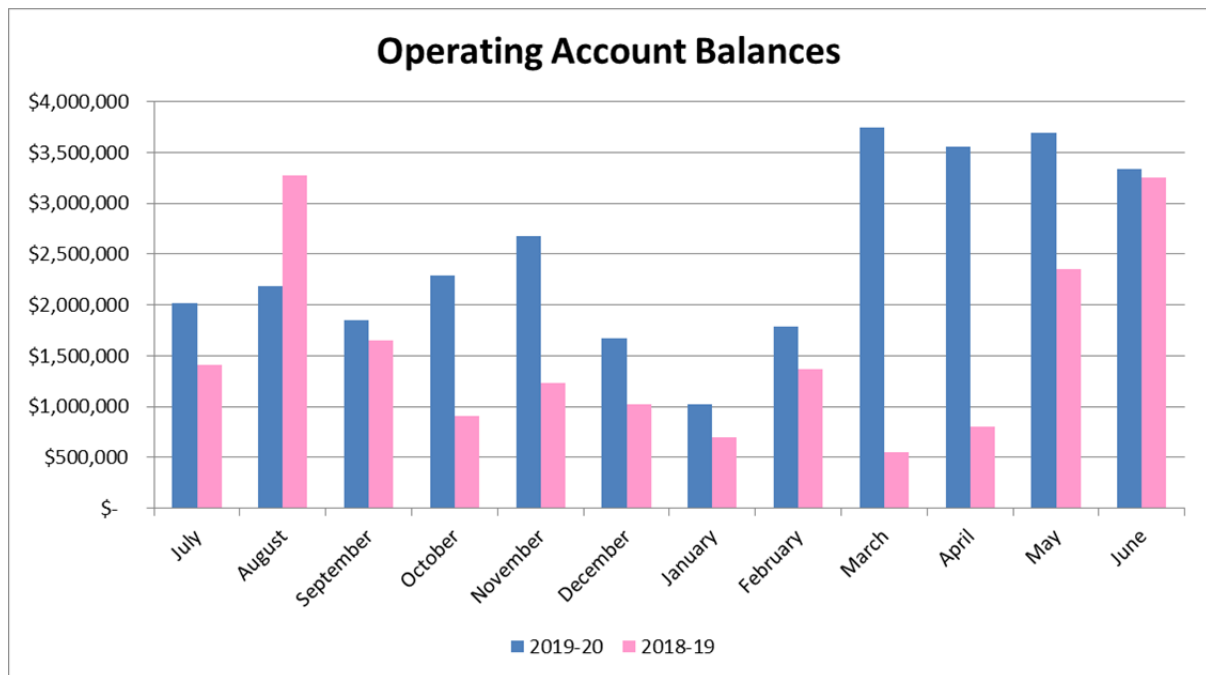
2. FINANCE AND ADMINISTRATION

2.1 Listing of Bank Balances for the Month of June 2020

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

Balance at 31 May 2020	3,694,632
Balance at 30 June 2020	3,334,204

The graph below shows comparative balances for last financial year.



	30 June 2020
Operating Account	3,334,204
Investments	4,321,715
Total Cash & Investments	7,655,919
Less:	
Water Fund	235,122
Sewer Fund	533,031
Internal Restrictions	3,462,086
External Restrictions	350,850
	4,397,189
Unrestricted Cash & Investments	3,074,830

Submitted to Council: 29 July 2020

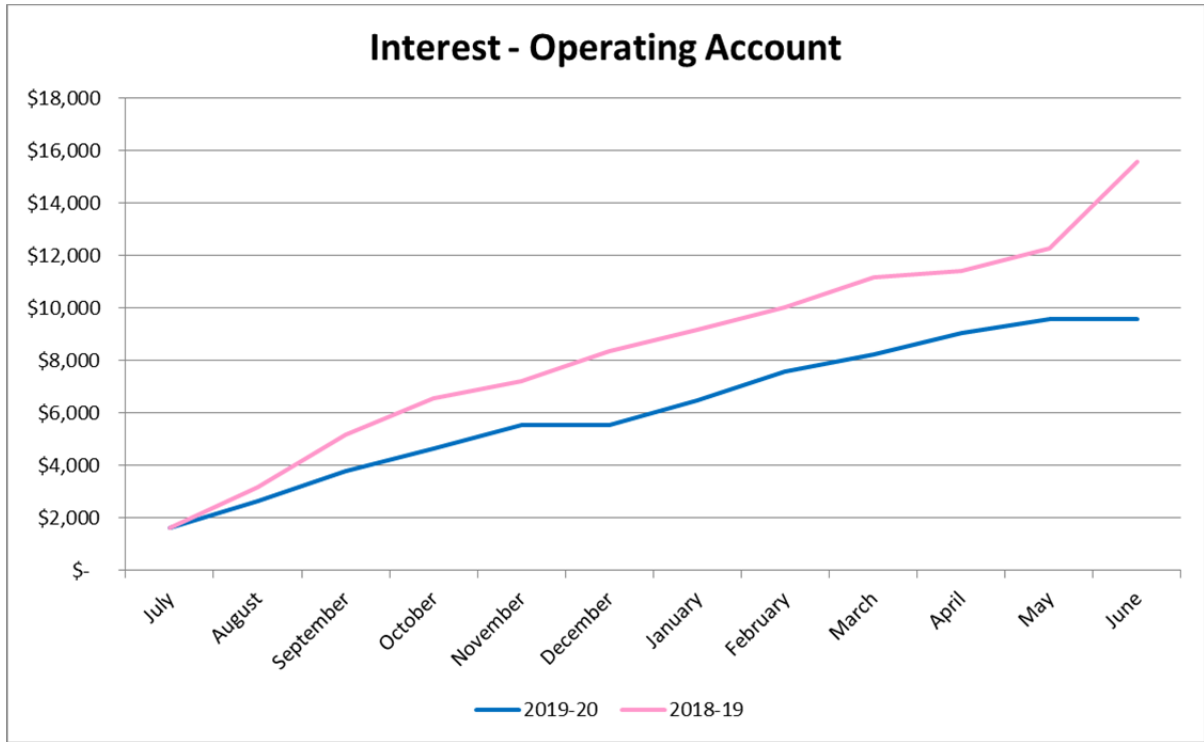
..... General Manager Mayor



Operating Account Interest

	<u>2020</u>	<u>2019</u>
Interest Earned (YTD)	\$9,582	\$15,563

The following chart shows comparative interest earnings for last financial year and reflects the very low interest rates currently in place.



2.2 Investments Local Government (Financial Management) Regulation 1993, Clause 19 (3) (A) for June 2020

Council is in the process of placing more funds in term deposits with a variety of banking institutions. Interest rates are at an all time low but the primary concern for the current situation is to spread Council’s funds across a number of banks to reduce the risk if the banking sector faces economic distress.

Report for the investments held in June 2020 is included.

Overdraft Limit

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

Submitted to Council: 29 July 2020

..... General Manager Mayor



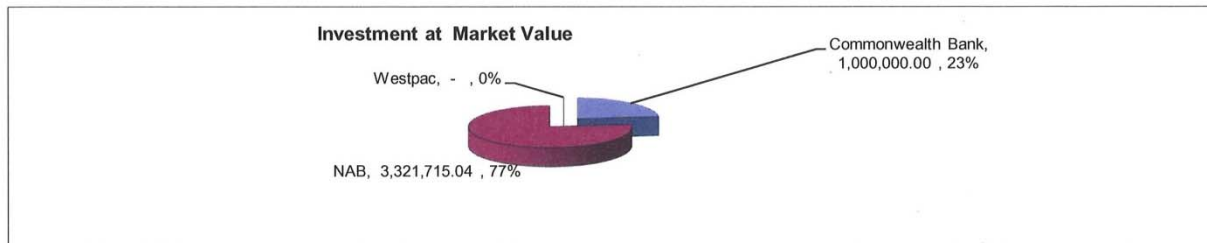
REGISTER OF INVESTMENTS TO 30/06/2020

Institution	Type	Placement Date	Term (Days)	Maturity Date	Rate	Est. Interest	YTD Interest	Amount Invested	YTD Redemption	Est. Market Value At 30/06/2020	MV % of Portfolio	
Elders Rural Bank	Term Deposit	15/11/2019	90	15/02/2020		0.00	5323.66	-	626,142.42	-	0.00%	
Commonwealth Bank	Term Deposit	22/10/2018	365	22/10/2019		0.00	24503.40	-	904,184.60	-	0.00%	
Elders Rural Bank	Term Deposit	28/03/2019	366	28/03/2020		0.00	24772.60	-	962,484.04	-	0.00%	
National Australia Bank	Term Deposit	15/04/2020	210	15/11/2020	1.15%	1660.64	0.00	250,986.31	-	250,986.31	5.81%	
National Australia Bank	Term Deposit	22/04/2020	365	22/04/2021	1.15%	2887.22	1063.02	251,063.02	-	251,063.02	5.81%	
National Australia Bank	Term Deposit	23/04/2020	330	19/03/2021	1.11%	5492.61	17384.76	547,311.59	-	547,311.59	12.66%	
National Australia Bank	Term Deposit	18/05/2020	301	15/03/2021	1.00%	4334.99	15653.16	525,671.34	-	525,671.34	12.16%	
National Australia Bank	Term Deposit	29/05/2020	300	25/03/2021	1.00%	2065.33	1282.20	251,282.20	-	251,282.20	5.81%	
National Australia Bank	Term Deposit	16/01/2020	146	10/06/2020		0.00	1600.00	-	250,000.00	-	0.00%	
National Australia Bank	Term Deposit	10/06/2020	30	10/07/2020	0.45%	228.45	17651.89	617,651.89	-	617,651.89	14.29%	
National Australia Bank	Term Deposit	26/06/2020	31	27/07/2020	0.45%	239.43	20625.50	626,455.53	-	626,455.53	14.50%	
Commonwealth Bank	Term Deposit	11/05/2020	90	6/08/2020	0.61%	752.05	0.00	500,000.00	-	500,000.00	11.57%	
National Australia Bank	Term Deposit	13/05/2020	90	11/08/2020	1.00%	619.63	1293.16	251,293.16	-	251,293.16	5.81%	
Commonwealth Bank	Term Deposit	11/05/2020	180	4/11/2020	0.72%	1775.34	0.00	500,000.00	-	500,000.00	11.57%	
							20,055.69	131,153.35	4,321,715.04	2,742,811.06	4,321,715.04	100.00%

Capital Value of Portfolio	4,321,715.04
Redeemed Value of Portfolio	2,742,811.06
Market Value of Portfolio 30/06/2020	4,321,715.04
Estimated Profit/(Loss) 30/06/2020	4,321,715.04

PREVIOUS FINANCIAL YEAR COMPARATIVE DATA:

Interest Earned YTD 30/06/2019	160,833.04
Market Value of Portfolio 30/06/2019	4,723,574.10
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.

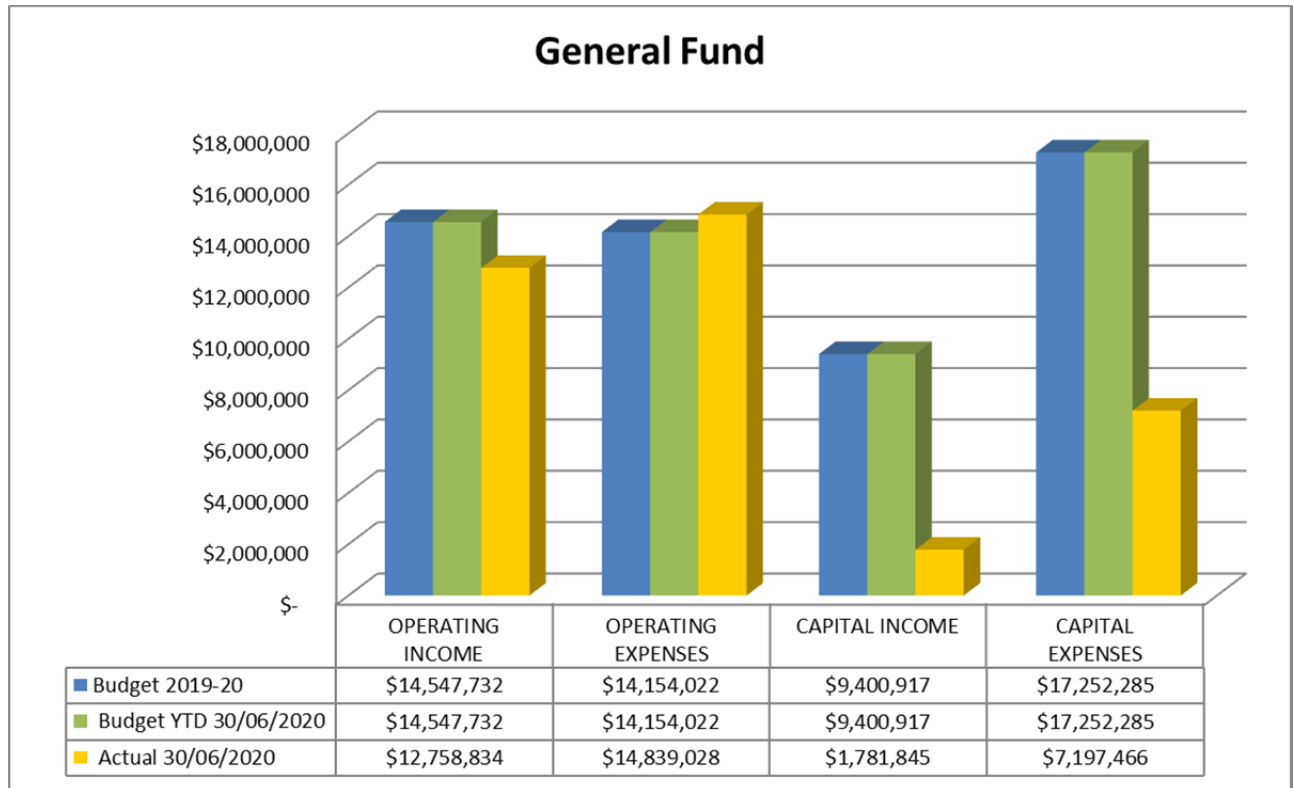
Signed Rosemary Strobel (Responsible Accounting Officer)

Submitted to Council: 29 July 2020

..... General Manager Mayor



2.3 Finance Results Year to Date
General Fund



General Fund highlights:

- 1) The Federal Government has once again prepaid 50% of next year’s estimated funding;
- 2) Capital works program suffered major set backs due, in part, to resource impacts suffered through bushfires and storms. Delays are mostly attributed to the delivery of the Thunderbolts Way Corridor Strategy, and a plan is currently begin developed to accelerate this delivery in 2020-2021. There is a summary of estimated carry over works included in this report;
- 3) Internal plant year to date deficit is \$98,900 against a breakeven budget. Internal plant rates and plant replacement program for 2020-2021 is under review and any required adjustments will be made in the first quarterly budget review statement of 2020-2021;
- 4) Year to date sick leave is \$373,987 against an annual budget of \$164,000. A number of employees are currently on extended sick leave.
- 5) Capital grants milestone claims are lodged as work is completed so capital funding is ‘lumpy’ in nature. Capital works completed but not claimed at 30 June will be accrued;
- 6) Total expenses relating to the 2018 storm and bushfires (included in this year’s operating expenses) are now \$1,218,890. Roads & Maritime Services (RMS) has reimbursed Council for repair works on the Oxley Highway

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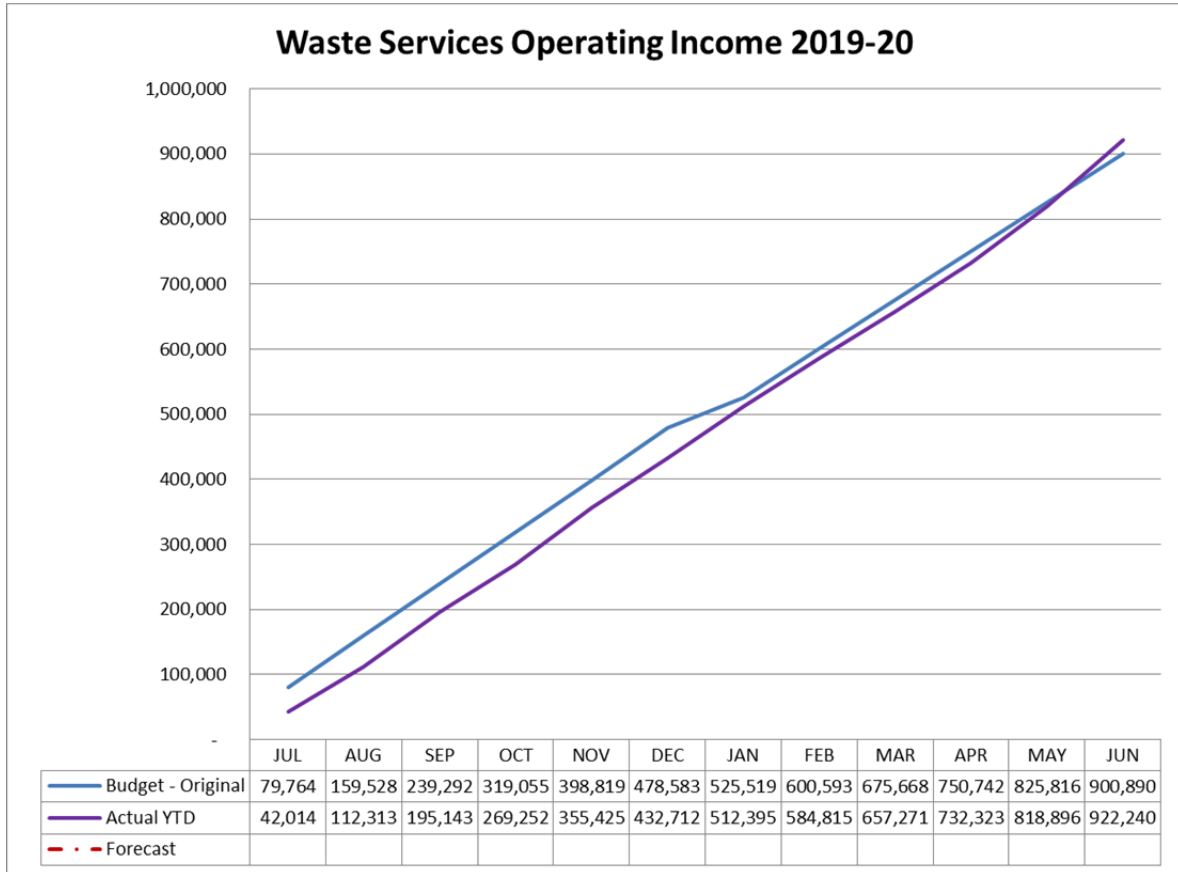
..... General Manager Mayor



(\$676,729). Other claims are in progress. Any funds not received at 30 June will be recognised as income and carried on the balance sheet as a receivable. Council is still in negotiations with Resilience NSW in regards to the amount claimed for these items. Both Resilience NSW and WALCHA Council are focused to have these matters resolved by the end of August.

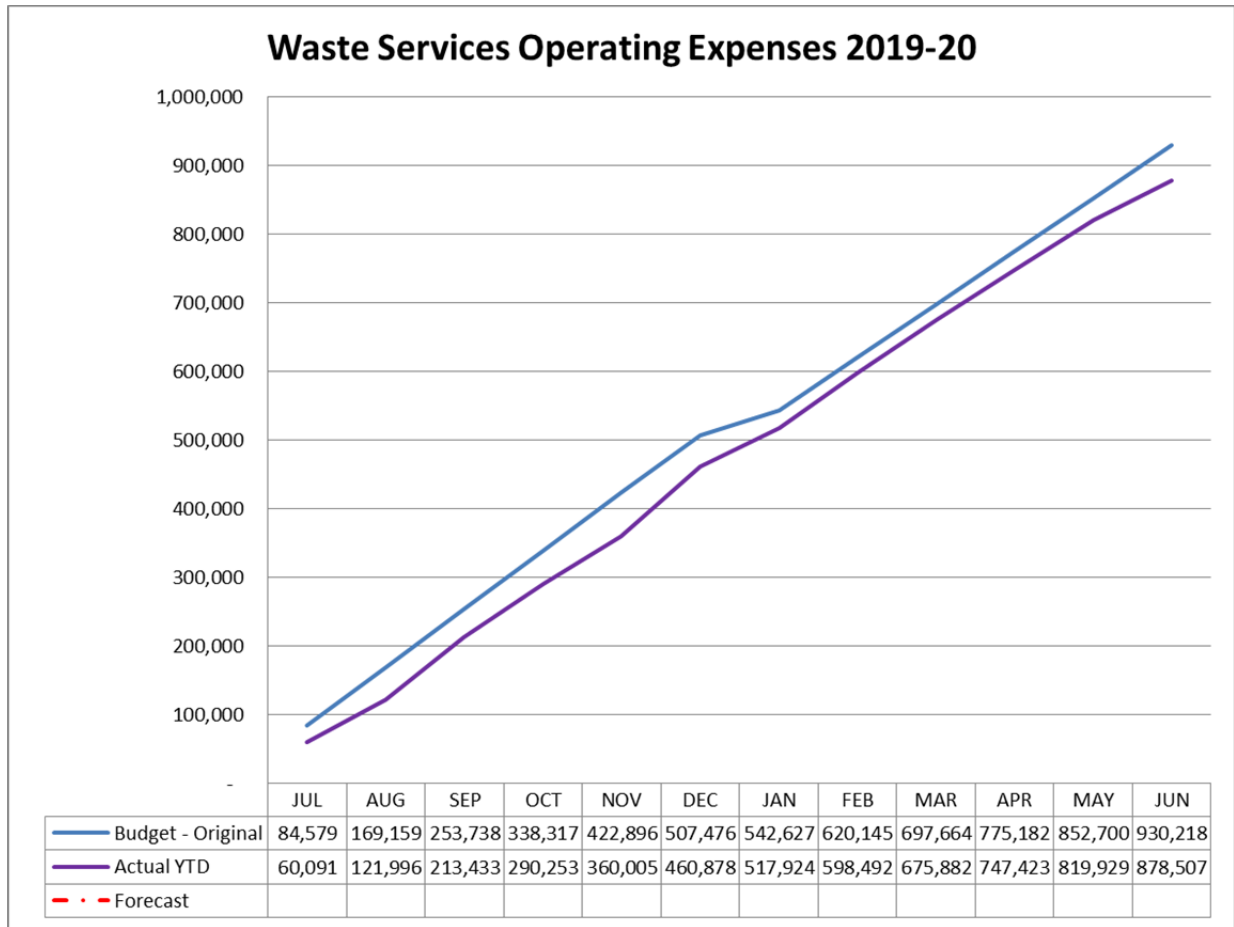
7) Year end adjustments and accruals are not yet processed.

Waste Management Services:



Submitted to Council: 29 July 2020

..... General Manager Mayor



Waste Management income and expenses budgets were revised following the December quarter review. Results are now tracking in line with the amended budget.

Unadjusted waste revenue is \$21,350 over budget at 30 June while unadjusted expenses are \$51,711 below budget.

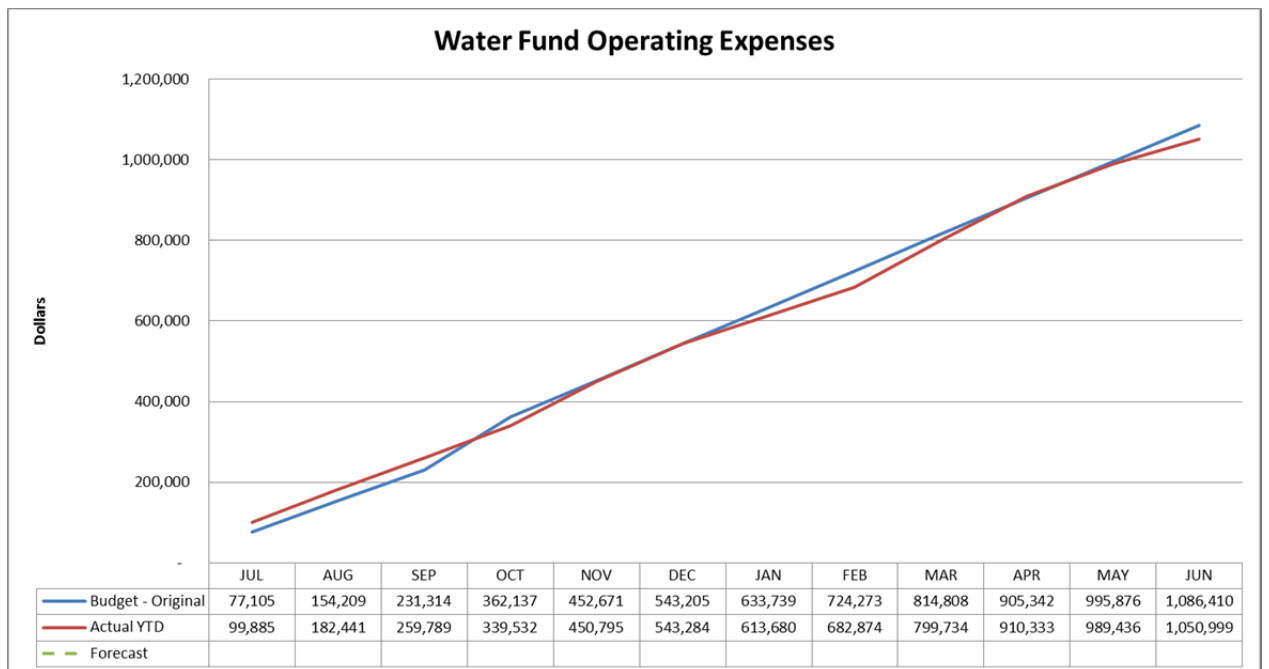
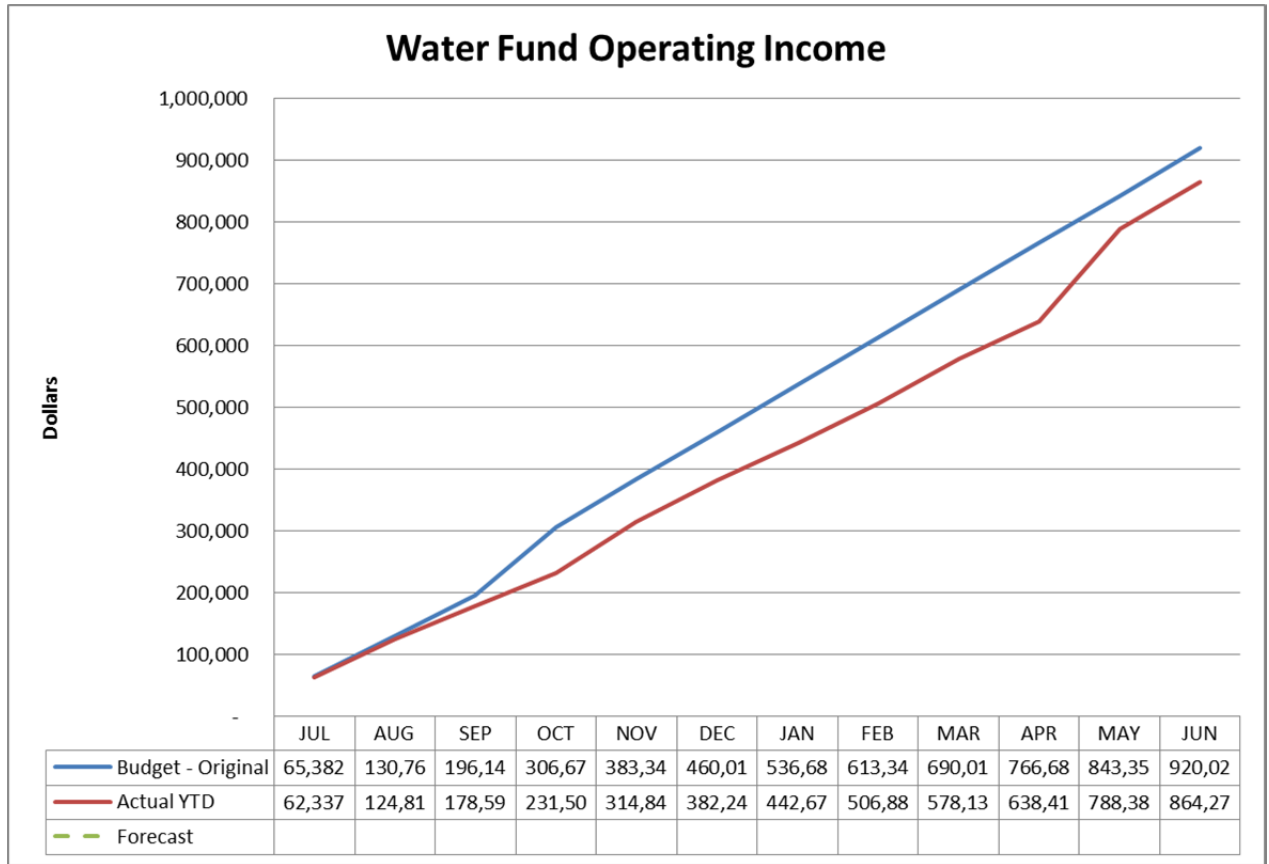
Year end adjustments and accruals are not yet processed.

Submitted to Council: 29 July 2020

..... General Manager Mayor



Water Fund:



- 1) Water usage income is \$63,766 below the budget forecast. This is likely attributed to previous water restrictions for most of the year. Between April and May we noticed an increase spike in usage which helped bridge the gap between forecast

Submitted to Council:

29 July 2020

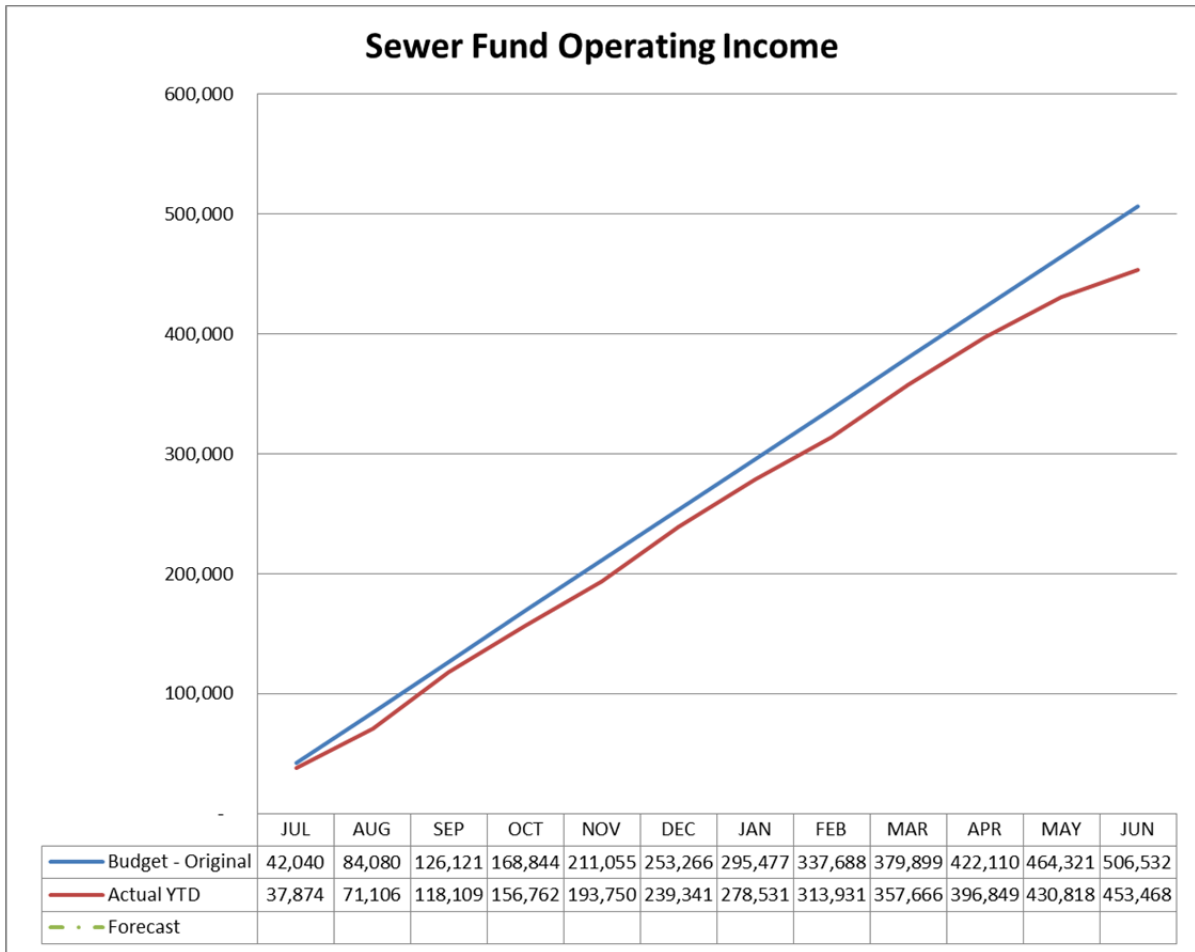
..... General Manager Mayor



and actuals, however this increase was not maintained and appeared to become steady in May and June.

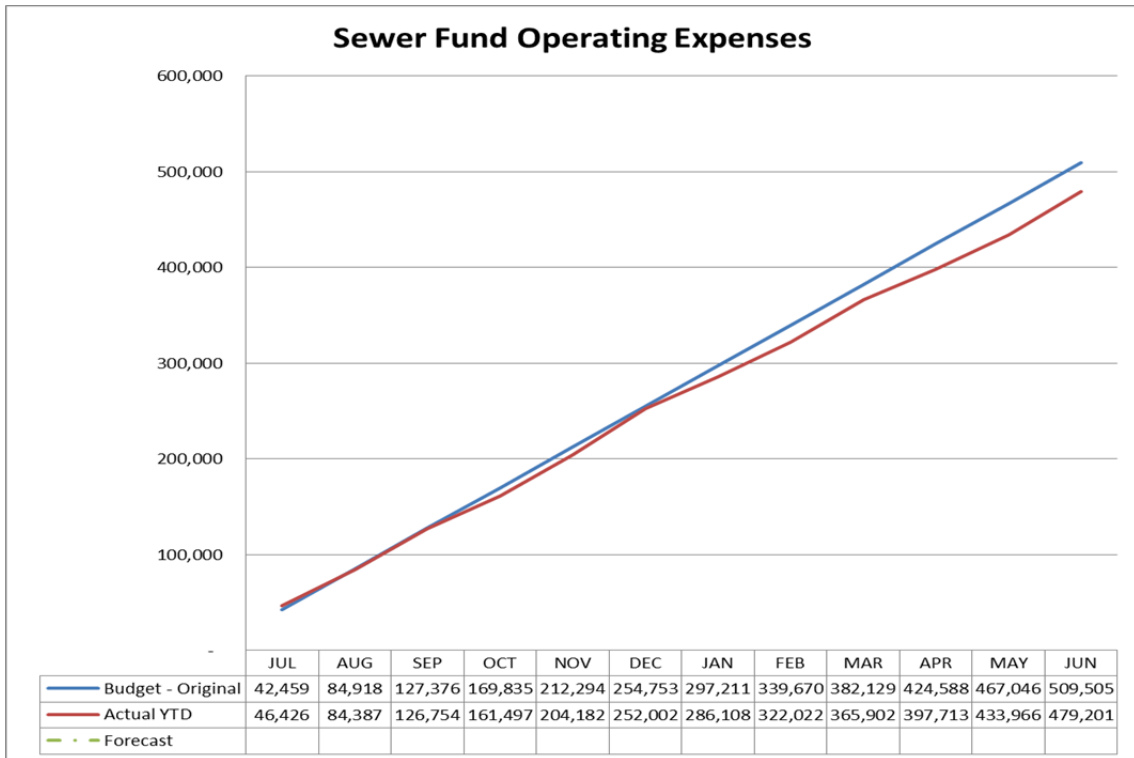
- 2) Operating expenses are aligned to budget following changes in the March quarter review.
- 3) Work has commenced to confirm calibration of water flowmeters at the Water Treatment Plant and review of our water meter replacement program for FY21, with a view to accelerate this program to minimise losses in our system.
- 4) Year end adjustments and accruals are not yet processed.

Sewer Fund:



Submitted to Council: 29 July 2020

..... General Manager Mayor



- 1) Sewer income is \$53,064 below budget as a result of lower water usage. This is due to commercial customers being charged a sewer rate based on a discharge factors applied to their total usage. Residential sewerage rates are fixed annually.
- 2) Expenses are also below budget by \$30,304.
- 3) Year end adjustments and accruals are not yet processed.

2.4 Overtime Summary

The overtime position estimated at 30 June 2020 is described in the table below.

Pay Period	Week Ending	Overtime Hours	Amount (\$)
50	07/06/2020	61.75	3330.67
51	14/06/2020	86.50	4128.79
52	21/06/2020	146.50	7729.22
1	28/06/2020	57.00	2868.12
TOTAL		351.75	18056.8

	Overtime Hours	Amount (\$)
Total for 2020	6702	372,371
Total for 2019	4736	245,666

Submitted to Council: 29 July 2020

..... General Manager Mayor



2.5 2019-2020 Capital Works Carry Over Program

The table below summarised the current expected volume of carryover projects from 2019-2020. These will be included in the first Quarterly Budget Review Statement of 2020-2021. The estimated value of carryover projects is \$12.4 million.

Although the carryover program is significant, the executive team are in the final stages of project scheduling and resource planning activities to ensure that both the carryover program and the new 2020-2021 Capital Works Program are delivered by June 2021.

Function / Activity	2019-20 Budget	2019-20 Actual	% Achieved	Estimated Carry Over Amount	Comments regarding funding source and estimated completion.
Preschool	16,500	0	0%	16,500	Bike Track project, grant funded. Works programmed for completion August 2020.
Parks & Gardens	405,500	43,450	11%	362,475	Beautification works and Federal Drought Communities Program Projects
Community Gym Upgrade	897,784	46,467	5%	851,317	SCCF. Project scheduled for completion in 2020-2021.
Walcha Pool Upgrade	508,681	309,190	61%	199,511	SCCF. Project scheduled for completion in 2020-2021.
Public Art	50,370	11,792,1	23%	38,579	Sandstone sculpture, A Wing & a Prayer installation. Sculptures programmed for installation / completion in 2020.

Submitted to Council: 29 July 2020
 General Manager Mayor



Function / Activity	2019-20 Budget	2019-20 Actual	% Achieved	Estimated Carry Over Amount	Comments regarding funding source and estimated completion.
Bridges – Unsealed Rural Roads	627,538	332,316	53%	336,681	Old Brookmount Road & Lakes Road. Scheduled for completion 2020-2021.
Urban Roads	292,636	41,386	14%	245,000	R2R Heavy Patching & Reseals / Council footpaths, K&G. Scheduled for completion 2020-2021.
Regional Roads	7,317,903	1,325,021	18%	6,251,135	TBW Corridor Strategy, reseals, Smiths Creek upgrade. Scheduled for completion 2020-2021. Accelerated program being developed and resources sourced to deliver in 2020-2021.
Sealed Rural Roads	652,768	484,367	74%	137,796	R2R Reseals & Heavy Patching. Scheduled for completion 2020-2021.
Unsealed Rural Roads	1,904,611	637,281	33%	1,252,947	Bushfire Recovery Funding. Majority of allocated funds scheduled for completion 2020-2021.
Plant Purchases	2,276,228	1,738,824	76%	534,404	Plant replacement program under review.
Depot Upgrades	179,574	102,868	59%	73,706	Works to be scheduled for completion 2020
Truck Wash Bay	696,976	293,656	42%	403,320	Works programmed for completion 2020-2021.
Water Services	1,737,598	283,332	16%	1,454,698	Short Term Emergency Drought Funding / Federal Drought Funding. Scheduled for completion Mid 2021.

Submitted to Council: 29 July 2020
 General Manager Mayor

Walcha Council
 Ordinary Council Meeting
 29 July 2020



Function / Activity	2019-20 Budget	2019-20 Actual	% Achieved	Estimated Carry Over Amount	Comments regarding funding source and estimated completion.
Sewer Treatment Plant Upgrade	360,773	110,436	31%	250,336	50% funded. Scheduled for completion 2020.
TOTAL				\$12,408,405	

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 General Manager Mayor



3. GRANT INFORMATION

3.1 Applications

Name of Grant	Purpose of Grant	Amount Requested	Council Contribution	Date Outcome Announced / Expected	Outcome
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	Successful Confirmation received June 2020
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	Successful Media Release issued 16 May 2020
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.	\$473,478	Nil	June 2020	TBA
NSW Government infrastructure grants (Responsible Gambling NSW – Sports and Recreation)	Walcha Pool Solar Heating Upgrade (submitted 20.04.20)	\$123,000	Nil	July 2020	Not Successful Notification received 01 July 2020

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 General Manager Mayor



Name of Grant	Purpose of Grant	Amount Requested	Council Contribution	Date Outcome Announced / Expected	Outcome
Bushfire Relief (\$1.275m)	Councils may spend their payments on projects and activities that they deem essential for the recovery and renewal of their communities	\$1,275,000	Nil	Jan 2020	Successful. Projects to be added to delivery table as approved.
Regional Tourism Bushfire Recovery Grant Notes here show revised submission which was submitted 16 June 2020 following advice received from the grant owner. Project 3: Apsley River Footbridge has been removed.	Entice tourism and visitors to our region. 3 separate projects in total Combined submission with other councils, Walcha leading Project 1: NEHC National Park Soundtrails Visitor Attractions (\$110,680) Project 2: NEHC Soundtrails Promotional Campaign (\$120,000)	\$230,680	In kind	TBC	Successful Notification received 07 July 2020
Federal Government Local Roads and Community Infrastructure Program	Program yet to be workshopped and determined by Council.	\$591,000	Nil	May 2020	Successful Projects to be added to delivery table when determined.

RECOMMENDATION:

That items included in the Office of the General Manager Management Review Report be **NOTED** by Council.

Submitted to Council: 29 July 2020
..... General Manager Mayor



9.2 INFRASTRUCTURE:

Ref: WO/2020/2329

Responsible Executive: Director Infrastructure

Community Strategic Plan Reference:

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

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

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

Indicator Colour	Project Status
Green	On Track – Project meeting expectations with regard time, cost and quality.
Yellow	At Risk – Unforeseen issue(s) that may result in either time, cost or quality requirement not being met. Action to mitigate risk is detailed in “Comments” section of report
Red	Off Track – Project will not meet expectations. Implications, risks and mitigation actions are detailed in the “Comments” section of the report.

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1. Local Road Projects

Funding Source: 50% Federal Bridge Renewal Program & 50% Council General Revenue				
Project	Project Start	Planned Completion Date	Tracking Status	Comments
Moona Plains Road (Moona Plains Station)	Jan 2020	March 2021	5%	These three road bridges have been bundled together as one delivery package. Whilst the project commencement has been delayed due to bushfires and COVID-19, the funding deed requires all work to be completed by June 2022. Geotechnical investigation has been completed and tender preparation has commenced.
Englefield Road Bridge Replacement				
Glen Morrison Road Bridge Replacement (Stephens)				
Funding Source: Fixing Country Roads				
Project	Project Start	Planned Completion Date	Tracking Status	Comments
Old Brookmount Bridge Replacement at Dog Trap Creek	Oct 2019	Dec 2020	20%	Design of new girders and decking completed. Request for Quotation to be advertised in August and work expected to be completed in late 2020. Revised funding agreement requires all works to be completed by December 2020.
Nowendoc, Tops & Brackendale Road Intersection Upgrade	Oct 2019	Dec 2020	5%	Geotechnical investigation completed. Request for Quotation to be advertised in August and work completed in late 2020. Revised funding agreement requires all works to be completed by December 2020.

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Funding Source: Fixing Country Roads				
Project	Project Start	Planned Completion Date	Tracking Status	Comments
Lakes Road Bridge Replacement	August 2019	September 2020	35%	<p>A Council crew has now removed the old timber bridge and will install new box culverts in late July and complete road works by September 2020.</p> 

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Funding Source: General Revenue			
Berman and Cross Streets, Woolbrook – Sealing Gravel Roads	July 2019	30 June 2020	100%
Project completed successfully.			
			

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2. State Roads

Funding Source: Transport for NSW – Road Maintenance Council Contract (RMCC)				
Project	Project Start	Planned Completion	Tracking Status	Comments
Oxley Highway – 2019/20 Routine Maintenance	1 July 2019	30 June 2020	100%	<ul style="list-style-type: none"> • Tree lopping completed in the section between Kangaroo Flat and Congi for road safety and vehicle clearance purposes, • 13 heavy pavement patches completed in the section up to 5km east of Walcha, • Completed culvert repairs near Tobins Road.
Ordered Works - Pavement Strengthening work at Bundagara	Feb 2020	30 June 2020	95%	<p>Works are now practically completed with only line-marking to be completed in mid July.</p> 

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3. Regional Roads

Funding Source: Transport for NSW – Regional Roads Block, REPAIR & Supplementary Grants				
Project	Project Start	Planned Completion	Tracking Status	Comments
Thunderbolts Way and Topdale Road – 2019/20 Routine Maintenance	1 July 2019	30 June 2020	100%	The sealing of 15 heavy patches in June 2020 has now allowed the program to achieve practical completion.

Funding Source: Black Spot Program Grant – Federal Government				
Project	Project Start	Planned Completion	Tracking Status	Comments
Cobrabald River Rest Area – Widening of Road to Bridge Approaches	Jan 2020	July 2020	90%	Off Track - Construction period has been extended by 1 month Works are now sealed and guardrail installation will be completed in July 2020. Funding body has approved Extension of Time
Smiths Creek - Widening of Road to Bridge Approaches	Jan 2020	August 2020	20%	Off Track - Construction period has been extended by 2 month Works are scheduled to commence mid -July and be completed in August 2020. Funding body has approved Extension of Time

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Funding Source: Roads & Maritime Services – Heavy Vehicle Safety & Productivity Program Grant

Project	Project Start	Planned Completion	Tracking Status	Comments
Yalgoo Rest Area – Construct Heavy Vehicle Rest Area.	1 July 2020	30 June 2021	2%	Site filling to commence in July with the expectation the pavement will be completed and sealed in early 2021.

Funding Source: Thunderbolts Way Strategy Grant

Project	Project Start	Planned Completion	Tracking Status	Comments
Three Mile Creek - 3.3km Section	1 July 2021	May 2022	100%	Works bought forward and completed in 2019 due to rapid deterioration of road.
Glen Morrison To Lakes Road Section – 8.4km	1 July 2019	June 2021	5%	Off Track – Project delayed due to drought, bushfires and COVID 19, Rehabilitation of Segment 4540 to 4600 Preconstruction activities completed. Scheduled to commence August 2020. Funding body has approved Extension of Time provided all works are completed by May 2022.
Derby Street – South of Millhole	1 July 2018	April 2020	5%	Off Track – Project delayed due to drought, bushfires and COVID 19, Rehabilitation of Segment 4710 Preconstruction activities such as geotechnical investigation, survey and design is 90% completed, Construction scheduled to commence in late 2020. Funding body has approved Extension of Time provided all works are completed by May 2022.

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Funding Source: Thunderbolts Way Strategy Grant				
Project	Project Start	Planned Completion	Tracking Status	Comments
Derby Street – 2.1km Section North of Council Chambers through to the Showground	1 July 2018	June 2021	2%	Off Track – Project delayed due to drought, bushfires and COVID 19, Rehabilitation of Segment 4720, Preconstruction activities are 50% completed. Construction scheduled to commence in early 2021, Funding body has approved Extension of Time provided all works are completed by May 2022.
Box Hill – 1km section	1 July 2020	30 June 2021	5%	Rehabilitation of Segments 4760, Preconstruction activities are 80% complete, Construction scheduled to commence in early 2021.
Bergen – 1km Section	1 July 2020	30 June 2021	5%	Rehabilitation of Segment 4810, Preconstruction activities are 80% complete, Construction scheduled to commence in early 2021.

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4. Water & Sewer

Funding Source: Restart NSW Grant														
Project	Project Start	Planned Completion	Tracking Status	Comments										
Walcha Sewerage Treatment Plant Upgrade	2019	30 June 2021	85%	<p>Completion of a maintenance management plan and standard operating procedures operator training scheduled for July.</p> <p>Planning for the installation of channel screw sieve has commenced.</p>										
Walcha Water Security – Off Creek Storage Design	March 2020	June 2021	40%	<p>\$1.1M allocated to the Off Creek Storage investigation, concept and detailed design from a total grant Water security grant of \$1.5M. Have expended \$380,000 to date on getting this project “shovel ready”.</p> <p>Milestones:</p> <table border="1"> <tbody> <tr> <td>• Design Parameters Finalised</td> <td>Completed</td> </tr> <tr> <td>• Geotechnical Investigation</td> <td>Completed</td> </tr> <tr> <td>• Concept Design and Initial Cost Estimate:</td> <td>30 July 2020</td> </tr> <tr> <td>• 90% Detailed Design:</td> <td>16 Feb 2021</td> </tr> <tr> <td>• Design and Tender Documents completed:</td> <td>June 2021</td> </tr> </tbody> </table> <p>Council will commence advocacy for construction funding once the concept design and cost estimate is completed in mid 2020.</p>	• Design Parameters Finalised	Completed	• Geotechnical Investigation	Completed	• Concept Design and Initial Cost Estimate:	30 July 2020	• 90% Detailed Design:	16 Feb 2021	• Design and Tender Documents completed:	June 2021
• Design Parameters Finalised	Completed													
• Geotechnical Investigation	Completed													
• Concept Design and Initial Cost Estimate:	30 July 2020													
• 90% Detailed Design:	16 Feb 2021													
• Design and Tender Documents completed:	June 2021													

Funding Source: Restart NSW Grant				
Project	Project Start	Planned Completion	Tracking Status	Comments
Walcha Truck Wash Bay Upgrade	Early 2019	Dec 2020	25%	<p>Delays have significantly impacted project.</p> <p>Solids trap is now completed. Electrical design commenced.</p> <p>When the electrical design is finalised the tender will be issued in early August and awarded mid September. The principal contractor expected to commence onsite works from October through to December 2020. A certified electrical service provider will be engaged in November to complete electrical works by December 2020.</p> <p>A project risk regarding remaining budget has been identified and detailed initial estimates are being undertaken prior to issuing the tender for all remaining work to effectively manage this risk.</p>

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5. Community Projects

Funding Source: Stronger Country Communities				
Project	Project Start	Planned Completion	Tracking Status	Comments
Walcha Community Gym Upgrade	2019	March 2021	25%	Delays have significantly impacted project since its funding approval date. Development Application has been now been approved. On site works to commence August 2020.
Walcha Pool Upgrade	2019	Oct 2020	60%	Delays have significantly impacted project since its approval date. Onsite works in progress, with tank and filter installation completed. Roofing over the filters to begin third week of July. Electrical works are currently in progress, expected to be completed week ending 17 July. Condition Assessment Report on the balance tank has been completed and a second report outlining remedies, costings and timeline for balance tank repair and/or replacement has been completed. The balance tank report is being reviewed and options evaluated.
Walcha Community Storage	Early 2019	July 2020	98%	Construction completed and occupation certificate inspection completed. All community groups have signed a lease for the facility and have been issued keys. Project acquittal in progress.
Levee Bank Walk Lighting	2020	Dec 2021	5%	Procurement and investigation in progress. Report to be workshopped with Council in the near future to finalise scope details before physical works proceed.
Youth Hall Renovations – roof and flooring	June 2020	Dec 2021	20%	Project managed in-kind by Council Preferred contractor identified. However funding requested in the grant application will be insufficient to meet community stakeholder's original expectations and the scoping is being revised in response. Delivery and staging/scope options will be presented to project owner for their decision in August.

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Funding Source: Stronger Country Communities				
Project	Project Start	Planned Completion	Tracking Status	Comments
Walcha Men's Shed Relocation	2020	Aug 2021	0%	Community managed project. Waiting for Scouts Australia to formalise long term lease arrangements with Walcha Men's Shed.
Cemetery Toilet		July 2020	100%	Works complete and unit commissioned.

Funding Source: Drought Communities Program				
Project	Project Start	Planned Completion	Tracking Status	Comments
Walcha Water – Chlorine Mixers	March 2020	Dec 2020	25%	Project Managed directly by Council. Scoping and procurement complete. On ground works scheduled to commence August 2020. No risk to planned completion date.
Walcha Water – Back up Power Supply for WTP	March 2020	Dec 2020	25%	Project Managed directly by Council. Scoping and procurement complete. On ground works scheduled to commence August 2020. No risk to planned completion date.
Ingleba Hall upgrade	March 2020	Dec 2020	60%	Community led and owned project. Works commenced and progressing well. No risk to planned completion date.

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Funding Source: Drought Communities Program				
Project	Project Start	Planned Completion	Tracking Status	Comments
Nowendoc Rest Stop	May 2020	Dec 2020	15%	Project managed directly by Council. Scoping complete and procurement phase is progressing. No risk to planned completion date.
Stampede Ground Woolbrook.	March 2020	Nov 2020	30%	Community led and owned project. Works commenced and progressing well. No risk to planned completion date.
Yarrowitch Hall Upgrades	May 2020	Dec 2020	20%	Project managed by Council in support of community group. Scoping complete and preferred contractor identified. No risk to planned completion date.
Lions Park Upgrades	March 2020	Dec 2020	10%	Project managed by directly by Council. Scoping complete and preferred contractor identified. Construction works programmed to commence Sept/Oct 2020. No risk to planned completion date.
Public Infrastructure – Bin Surrounds	March 2020	Oct 2020	35%	Project managed by directly by Council. Scoping and design complete. Supplier engaged and units expected to arrive in Walcha in August 2020. No risk to planned completion date.
Public Infrastructure – Water Fountains	March 2020	Sept 2020	50%	Project managed by directly by Council. Scoping and design complete and units sourced. Awaiting programming for installation. No risk to planned completion date.

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Funding Source: Drought Communities Program				
Project	Project Start	Planned Completion	Tracking Status	Comments
McHattan Park – Picnic shelter	March 2020	Dec 2020	15%	Project managed by directly by Council. Scoping complete and preferred contractor identified No risk to planned completion date.
Walcha Showground - Event Centre Disabled Access	March 2020	Sept 2020	90%	Community led and owned project. Works commenced and progressing well. No risk to planned completion date.
Walcha Showground – Youth Hall toilets	March 2020	Oct 2020	20%	Project managed by directly by Council. Scoping complete and preferred contractor engaged with contract signed. Works commenced on site July 2020. No risk to planned completion date.

6. Proposed Works for the Coming Period

6.1 Rural Roads:

Due to the high volume of work currently being completed on State and Regional roads, only one grader has been available for the gravel roads regrading. However with the completion of the State Road project in July, a second grader will be tasked to the rural roads to assist with completing the work program:

Campfire Road – Select sections of campfire road will have maintenance grading works completed. This will involve ripping and compacting of heavily rutted/potholed areas of road.

RECOMMENDATION:

That items included in the Infrastructure Management Review Report be NOTED by Council.

Submitted to Council: 29 July 2020

..... General Manager Mayor



9.3 ENVIRONMENT & DEVELOPMENT:

Ref: WO/2020/01992

Responsible Executive: Director Environment & Development

Community Strategic Plan Reference:

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

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

1. Development
2. Planning
3. Building construction
4. Environmental management
5. Regulatory services
6. Animal control
7. Building and amenity maintenance•

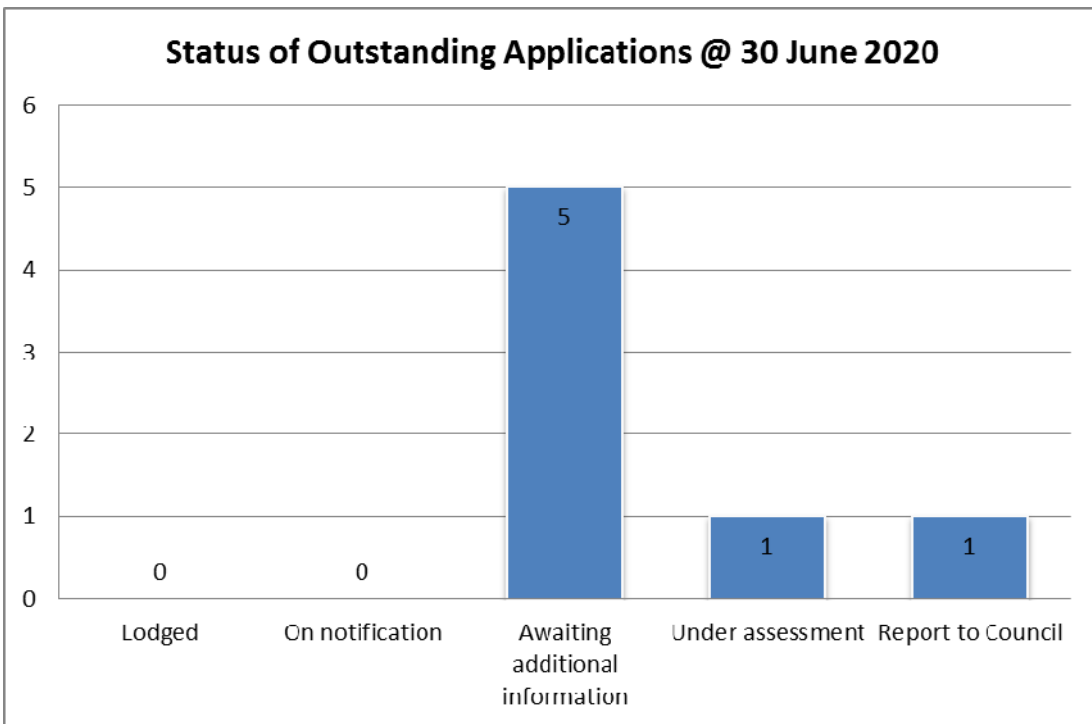
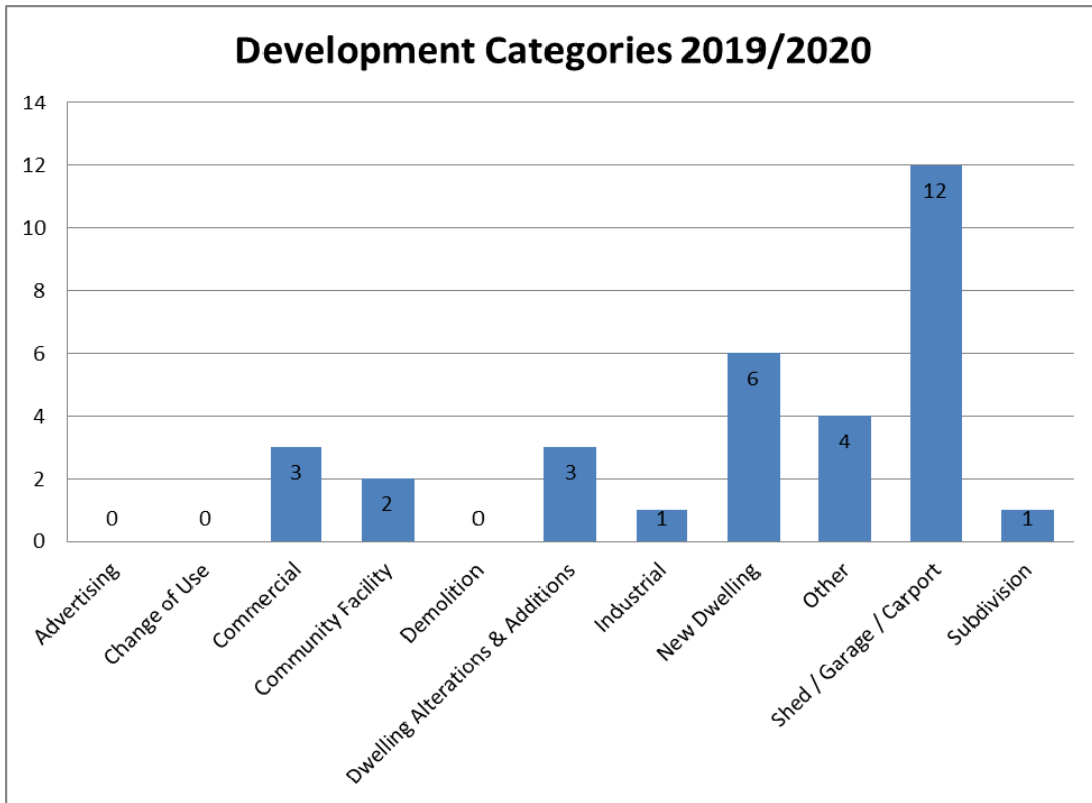
The statistical information contained within this report demonstrates the work carried out to achieve the strategic objectives and delivery actions as outlined in Council’s Community Strategic Plan 2027, Delivery Program 2017-2021 and Operational Plan 2019-2020. This report is presented for the month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

1. Development & Construction

Development Statistics 2019/2020	DAs	CDCs
Total Number Approved	30	9
Approved under Delegated Authority	25	4
Approved by Council	5	N/A
Approved by Private Certifier	N/A	5
Value	\$2,919,230	\$745,991
Number Withdrawn / Cancelled	6	-
Number Rejected	-	1
Number Refused	-	-

Submitted to Council: 29 July 2020

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1.1 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.

Submitted to Council: 29 July 2020

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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:

June 2020		
Development Application Consents		
Number	Description	Address
10.2020.6	Installation of 2 rain water tanks	106W Legge Street, Walcha
10.2020.8	Erect a new three bay garage and 22500L rainwater tank	16S Middle Street, Walcha
Complying Development Consents		
Number	Description	Address
Nil		
Privately Certified Complying Development Consents		
Number	Description	Address
Nil		

1.2 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.

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

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1.3 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.

Construction Certificates	2018/2019	2019/2020	This Period
Number Issued Council	11	12	2
Number Issued (Private Certifier)	3	4	-

1.4 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	This Period
Number Issued (Council)	9	7	1
Number Issued (Private Certifier)	3	5	-

1.5 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	This Period
Number Issued	7	6	3

1.6 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	This Period
Number Issued	90	92	5

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1.7 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
 - 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	This Period
Number Issued	1	1	-

1.8 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	This Period
Number Issued	10	7	1

1.9 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	This Period
Site inspections	35	3
Footings & slab inspections	13	1
Framework inspections	6	2
Waterproofing inspections	2	-
Stormwater inspections	2	-
Final inspections	8	1

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Compliance Inspections	2019/2020	This Period
Food premises fitout inspections	2	-
Complaints	-	-

1.10 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 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	This Period
Number received	14	12	1
Number of relevant premises	26		

1.11 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	This Period
Number Issued	1	-	-
Number Not Issued	-	1	-

1.12 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	This Period
Number Issued	-	6	2

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..... General Manager Mayor



2. Environment & Regulatory

2.1 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	This Period
Number Issued	12	9	1

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

2.2 On-site Sewage Management System

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

OSSM System Approval to Operate			
	2018/2019	2019/2020	This Period
Number Issued	2	2	-

OSSM Compliance inspections	2019/2020	This Period
Site inspections	2	-

2.3 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-	-	-	-	-	-	-

Submitted to Council: 29 July 2020

..... General Manager Mayor



Food Premises Surveillance 2019/2020						
	Fixed premises High Risk Fixed*	Fixed Premises Medium Risk Fixed*	Fixed Premises Low Risk Fixed*	Mobile*	Temporary*	TOTAL
inspections						
No. FSS Required	21					21
No. FSS Current	19					19

2.4 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	This Period
Number Issued	1	-	-

2.5 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

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	This Period
Certificates of Compliance Issued	-	-	-
Certificates of Non-Compliance Issues	-	-	-
Inspections Conducted	-	-	-

2.6 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

Submitted to Council: 29 July 2020

..... General Manager Mayor



– *Impounding Act 1993* e.g. abandoned vehicles and roaming stock

Regulatory Service	Action	2019/2020	This Period
Overgrown allotment	Warning	8	-
	Intention	-	-
	Order	-	-
	Penalty Notice	-	-
Accumulation of waste	Warning	7	-
	Intention	-	-
	Order	-	-
	Penalty Notice	-	-
Keeping of animals	Warning	35	-
	Intention	-	-
	Order	-	-
	Penalty Notice	-	-
Vehicles and traffic on nature strip	Warning	3	-
	Intention	5	5
	Order	-	-
	Penalty Notice	-	-
Abandoned vehicle	Warning	6	-
	Intention	-	-
	Order	-	-
	Penalty Notice	-	-
Noise abatement	Warning	3	-
	Intention	-	-
	Order	-	-
	Penalty Notice	-	-
Environmental pollution	Warning	1	-
	Intention	-	-
	Order	-	-
	Penalty Notice	-	-

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..... General Manager Mayor



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)	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
Feb	2							\$116.00
Mar	4	-	-	1	-	-	-	\$232.00
Apr	-	-	1	-	-	-	-	\$25.00
May	2	2			2			\$652.00
June	2	3	2	1				\$825.00

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	-	-
Feb	3			3		
Mar	2	3	-	5	-	-
Apr	1	-	1	-	-	-
May	2	2	2		2	
June	1		1			

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

Submitted to Council: 29 July 2020

..... General Manager Mayor



Companion Animal Ranger Services 2019/2020

	Dog attack investigation	Roaming dogs	Roaming cats	Barking dogs
Nov	1	-	2	-
Dec	-	2	1	1
Jan	-	2	-	2
Feb	2	6	2	2
Mar	1	8	1	4
Apr	0	4	0	0
May	3	5	0	0
June	2	7	1	2

	Caution	Dangerous Dog		Nuisance Dog		Menacing Dog		Penalty Notice
		Notice	Order	Notice	Order	Notice	Order	
Jul	-	-	-	-	-	-	-	-
Aug	-	-	-	-	-	-	-	-
Sep	1	-	-	-	-	-	-	-
Oct	1	-	-	-	-	-	-	-
Nov	-	-	-	-	-	-	-	-
Dec	-	-	-	-	-	-	-	-
Jan	-	-	-	-	-	-	-	-
Feb	2							
Mar	-	-	-	-	-	-	-	-
Apr	-	-	-	-	-	-	-	-
May	2							2
June	3							

RECOMMENDATION:

That items included in the Environment & Development Management Review Report be NOTED by Council.

Submitted to Council: 29 July 2020

..... General Manager Mayor



9.4 COMMUNITY AND TOURISM

Ref: WO/2020/02370

Responsible Executive: Director Community & Tourism

Community Strategic Plan Reference:

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

1 WALCHA COUNCIL COMMUNITY CARE

June 2020

1.1 Groups

Women’s Group and Wanderer’s Group
Groups were suspended due to COVID-19

Men’s Group
Groups were suspended due to COVID-19

Craft Group
Craft Group were suspended due to COVID-19

Card Group
Craft Group were suspended due to COVID-19

1.2 Transport – June 2020

Medical drives - 7 clients used the service with 12 trips during the month.

Bus services resumed mid June with a reduced number allowed on the bus.
Walcha Access bus/car - 6 clients used the service making 11 trips during the month.

Bus to Tamworth (monthly) - 2 clients using this service

Bus to Armidale (weekly) - 9 clients using this service.

Taxi Vouchers – 26 clients used the Taxi Vouchers via Walcha Taxi Service with a total of 252 Taxi trips used for June 2020.

Uralla Food Pantry (fortnightly) - We have 3 regular clients that use this service.

1.3 Meals on Wheels

Meals on wheels is still being delivered by staff at this time. This month 17 clients received hot main meals with 3 of those clients also receiving frozen meals for the weekend. The total number of meals this month was:

- ◆ 267 Hot meals,
- ◆ 48 frozen meals and
- ◆ 154 desserts.

Submitted to Council: 29 July 2020

..... General Manager Mayor



1.4 Client Review

Phone and face to face reassessment continued throughout June. 16 clients had their services reviewed, and emergency and contact information updated.

Due to COVID-19, the Department of Health allowed service providers to use their block funding to purchase personal alarms for those who did not have one. 12 clients took up this offer and now have personal mobile alarms that can be activated to contact family members if they need help. These personal alarms were supplied free of charge, and only cost \$40 per year to keep active.

1.5 Feedback and Complaints

Verbal feedback was received from one of our new meals on wheels clients. He is very happy with the service and enjoying the meals.

No complaints were received during June.

1.6 General Comments

COVID-19 safety plans have been produced for group services. Plans are in place to recommence group social support in July, following social distancing protocols, modified food service and numbers limited to 20.

2. LIBRARY

June 2020

- Loans: 632
- Returns: 662
- Reservations placed & issued: 208
- New members: 8
- Door count: 317
- Wi-fi use: not available
- Computer use: 17
- Housebound: 7

Other statistics:

- Eaudio: 43 users, 167 downloads
- Ebooks: 31 users, 98 downloads
- 95% BorrowBox & 5% RBDigital

This month the library re-opened its doors on 2 June to the public again, for 2 days per week (Tuesdays and Fridays). This means that library stats have significantly changed this month. Loans increased by 367, returns increased by 310, reservations increased by 45 and we signed up twice as many new members this month. The door count bounced back to 317 (usually averages around 500 per month) and use of public access computers to 17 (working its way back to the monthly average of approx. 80 per month). As our services returned to normal again, and members could visit the library to loan their own items, the housebound service has almost returned to pre-Covid numbers of 7 rather than last month's 28.

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..... General Manager Mayor



Posters at the library & on social media promoted the library reopening, clarified the new opening hours/days, explained that returns were available, click & collect services would continue and inviting people to check out the library changes.



WALCHA COUNCIL LIBRARY
RE-OPENING FROM TUES 2ND OF JUNE
2 days a week - Tuesdays and Fridays
8.30am - 1pm & 2- 5pm

RETURNING ITEMS
You may now start returning your loaned items to the library. All returns MUST be placed into the returns chute outside the library or the returns box inside the library. Remember there are no late fees, so no rush to get them all back at once. Let us know if you need help returning your items.

CLICK & COLLECT
You can visit our website to order items and contact-less collection can still be arranged from the basket at the front of the Walcha Library. Delivery is also available for those self-isolating or the elderly (within town boundaries). Visit www.cnl.nsw.gov.au or call us to arrange

NEW LOOK, SAME GREAT COLLECTION
The library staff have shuffled a few shelves around during the closure, but it still holds thousands of books, and we can access more from the affiliated libraries. Don't forget we have large print books. Audiobooks, magazines, CDs and movies available to borrow.

IF YOU HAVE ANY QUESTIONS
67742550 or email library@walcha.nsw.gov.au

Our library will look and feel different for a little while. There will be some new steps to ensure everyone's safety. The number of visitors to the library at any one time will be limited, all visitors must hand sanitise upon entry and visits must remain short for now. Try to remember your library card, so you can use the self-service machine. Printing & copying facilities and two of our public access computers will be available.

This month we opened the doors again to the public, and have received some great feedback and reactions to the library renovations. Members have commented that the Kidspace is more appropriately located, the shelf placement makes the library space look bigger, and when Covid restrictions ease there will be some comfortable sitting and reading spaces too. When shelves were moved some sections needed additional signage, so we found a company that made signs to match those we already had. We also have manipulated the space on shelves to involve more displays, so have ordered additional easel stands and single book display shelves.



The Baby's First Book and Library Bag program has taken off this month. We have 6 volunteer sewers who have been working hard to sew library bags for the program. We have used social media and Apsley Advocate to publicly thank our volunteers and promote the program. We have received 56 bags so far, which means we can now prepare the first years worth (approx. 40 babies born in Walcha each year) and take them to Child Health Nurse Pam Clare for distribution. We have purchased and received some donations of suitable baby board books, and will source flyers and library member application packages to place in the bags in the coming month. We have also posted individual thank you notes to our sewers, thanking them for their support and encouraging them to continue as we would like this project to be ongoing.

Karen and Cassie visited the newly built Bingara Library on 18 June and gathered a heap of inspiring ideas about library spaces and programs. The new building made wonderful use of light, heat and open spaces, while still maintaining a homely welcoming feeling important to a community library. Furnishings and layout were particularly interesting to make note of. Spaces like 'study rooms' (for individual or small meetings), the 'quiet room' (for elderly

Submitted to Council:

29 July 2020

..... General Manager Mayor



and mums & bubs) and a studio/wet room (for activities and a kitchen) were great examples of dual purpose, yet suitable ideas. Bingara Librarian Gail has offered to maintain a mentor-like relationship with new Library Coordinator Cassie to share her 10+ years of librarian experience.

Our library has become a drop-off location for local boy, Simon Wellings Just 4 U program. We have placed his collection bin and poster near the front door so locals can discreetly donate goods to his cause. It has been very popular and many people have donated so far.

With COVID restrictions lifted, Walcha Library Book Club were able to physically meet this month and were thankful for the opportunity to safely meet and interact again after meeting online via Zoom during closures. The library space has also continued to be used for private tutoring for a local HSC student, on a day that the library is closed to the public but still staffed.



We were overwhelmed with returns when the library opened its returns chute after 2 months of it being closed. The CNRL and ALIA recommendations for opening libraries involved quarantining all items for 72 hours, and then disinfecting them before reshelving. This meant we had to store each days returns in nominated baskets for quarantine, and then wipe each item with disinfectant. We soon found that it was important to also dry each item, so they didn't stick together. The first batch of returns processed was 317 items! Staff were very thankful for the initial limited opening hours to control this flow of additional processing in a safe and efficient way. Still being closed 2 days per week allowed staff to process this high number of items, which took weeks to slow down.

Our New to Library & Recommendations display has been rejuvenated thanks to our collection being restored as returned items are now being accepted and processed. We also received a series of notes from regular members who use the display, highlighting books they have enjoyed over the closure period and why. This means we are able to stock the display with new and recommended items again.





Outreach this month has included promotion of our DVD movie section and latest eLibrary app. In the colder months, with people staying home and indoors more, we created an Instagram post to inform people of our DVD collection, encouraging them to join and reminding them that all borrowing is free. We also promoted the new eLibrary app for teens called Indyreads.

In preparation for the July school holidays, with COVID-19 restrictions in mind, we have organised for Library mini-workshops, Walcha Handmade craft kits and a kids cooking competition. We advertised the program in late June before the holidays commenced on social media, in the Advocate, in school newsletters and via posters and flyers at the schools. We have advertised for one of each of the mini-workshops, however are prepared to duplicate them as needed, depending on interest from the community.

3. Preschool

June 2020

3.1 Fire Truck Visit

This month the local fire truck came to visit Walcha Preschool there the children were shown all of the equipment that the firemen and women use and why they use it was explained to the children. The children also learnt about fire safety including what to do if there is a fire and who they should call and when. After experiencing emergency evacuation drills the children were well versed in knowing they should call 000. The most exciting part of the visit was seeing and hearing the lights and sirens on the truck. All the children received an activity pack from the fire brigade.



Submitted to Council: 29 July 2020

..... General Manager Mayor



4. Tourism

June 2020

4.1 Number of enquiries to VIC

JUNE	2020 Closed VIC 19 March	2019	2018	2017
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Walk in's	0	234	292	386
Phone enquiries	4	28	37	30
Email enquiries	7	1	3	4

WEBSITE	June	May	April	March
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Unique Visits	6,890	8,785	5,628	9,110
Visits	14,698	14,848	6,462	15,399
No of Hits	569,749	525,057	205,273	228,877

WEBSITE for Same Month in 2019	
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Unique Visits	2,967
Visits	4,555
No of Hits	161,405

4.2 Regional Tourism Bushfire Recovery Grants

Walcha has been successful as lead applicant for New England High Country to have four Soundtrail projects in our surrounding National Parks, including one at Apsley Falls along with affiliated infrastructure and promotional campaigns.

4.3 Social Media

The @walchansw Instagram page is gaining a steady following. Visitors to town (some being professional photographers) are able to tag our Walcha Instagram page so we can then share their quality images to our page. We are using Trending hashtag movements such as LoveNSW, HolidayHereThisYear, Buyfromthebush, VisitNSW to extend the reach of our page.

4.4 Brochure Updates

The Walcha Fishing brochure is now almost complete and we are currently working on the Walcha Tree Species Guide after consulting with Steph Sweeney. These will be completed in the coming weeks and uploaded to the Tourism website.

4.5 Soundtrail Signage

Tourism staff met with Stephen King and Steph Sweeney to confirm placement of the A3 Soundtrails information signs. These have now been installed in 4 locations around the levee and in parks in town. Being mounted on timber they fit nicely into the Walcha landscape.

Submitted to Council: 29 July 2020

..... General Manager Mayor



4.6 General

School holidays and travel restrictions have meant a busier time for cafes, pubs and accommodation in Walcha. With the current travel restrictions in place many people are choosing to visit country areas for their break. Our tourism website's increased traffic is testament to this; with almost triple the amount of hits for the same time last year.

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

Submitted to Council: 29 July 2020

..... General Manager Mayor



Item 10:

Committee
Reports

Submitted to Council: 29 July 2020

..... General Manager Mayor



There are no Committee Reports for July 2020

Submitted to Council: 29 July 2020

..... General Manager Mayor



Item 11:

Delegate Reports

Submitted to Council: 29 July 2020

..... General Manager Mayor

**WALCHA COMMUNITY CENTRE MANAGEMENT COMMITTEE
ANNUAL GENERAL MEETING
Monday 22 June 2020, 3.30pm**

Meeting opened at: 4.35pm

Present: Amanda Cooper, Barry Spry, Clr Jennifer Kealey, Tony Bozza, Simon Warden,
Lisa Kirton

Apologies: Nil

Minutes of Previous AGM held 18 February 2019 were accepted as a true record of the meeting.

Moved: Jennifer Kealey Seconded: Simon Warden

Business arising: **Australian Charities and Not-for-profits Commission – Annual Information Statement** (Due August 2020)

Jennifer Kealey and Simon Warden have completed and have updated contact details.

GST Registration

Once we have completed outstanding years tax return, we will progress updating GST position.

Resolution to deregister for GST once current ATO returns are complete.

Moved: Jennifer Kealey Seconded: Simon Warden

Resolution to nominate Jennifer Kealey as the Authorised Person for Australian Taxation Office

Moved: Lisa Kirton Seconded: Barry Spry

Chairman's report: Moved, Barry Spry that the report (attached) be accepted.

Seconded: Jennifer Kealey, carried.

Treasurers Report: Presented by Jennifer Kealey (attached) audited Financial Statements for periods ended 30 June 2017, 30 June 2018, 30 June 2019

Moved: Jennifer Kealey Seconded: Tony Bozza Carried

Record of Delegates for 2019

School Principal	Mark Hall
Parent Organisation	Simon Warden, Lisa Kirton

Elected Staff Representative	Tony Bozza
Council Nominee	Jennifer Kealey
Student Representative	None nominated as yet
Local MP Nominee	Barry Spry

Election of Office Bearers

All positions were declared vacant and elections conducted by the retiring chairman

Chairman	– Barry Spry; Nominated Lisa Kirton, seconded Jennifer Kealey - accepted
Secretary	– Lisa Kirton; Nominated Jennifer Kealey, seconded Simon Warden - accepted
Treasurer	– Jennifer Kealey; Nominated Barry Spry, seconded Tony Bozza - accepted
Auditor	– Jack O’Hara; Nominated Jennifer Kealey, seconded Tony Bozza – accepted

General Business:

1. Letters

Moved Amanda, seconded Tony, that the following letters be written: -

- a. Jack O’Hara – thank you for audit
- b. Walcha Council – thank you for their annual contribution
- c. Town & Country Committee – for contribution to kitchen upgrade

2. Annual check

Resolved on the motion from Amanda, seconded Simon, that the Committee is satisfied that the annual check has been carried out by the school.

3. General Donation

Resolved on the motion from Jen, seconded Amanda, that the General Donation (soaps, towels, etc for foyer) for 2020 be set at \$250 and paid to the school.

4. Utilities Donation

Resolved on the motion from Jen, seconded Amanda, that the Utilities donation (gas, electricity etc) for 2020 be set at \$800 and paid to the school.

Meeting Closed: 4:25pm

**WALCHA COMMUNITY CENTRE MANAGEMENT COMMITTEE
GENERAL MEETING**

Monday 22 June 2020

Meeting opened: 4:25pm

Present: Barry Spry, Simon Warden, Clr Jennifer Kealey, Lisa Kirton, Anthony Bozza, Amanda Cooper. Invited guest: Adam Luston

Apologies: Nil

Minutes of previous general meeting:

RESOLVED on a motion from Clr Kealey, seconded by Simon Warden, that the minutes of the previous general meeting held 26/2/20 are a true and correct record.

Business arising:

1. Sound & Acoustic (Electroacoustic installation)

Adam presented quote (attached). Costing is for acoustic panel installation and is based on 80 inside MPC and 20 in foyer. Acoustic panels are from Australian supplier.

Sound system & acoustics for MPC \$97,283

Acoustics for Foyer \$11,250

2. Additional MPC Keys

Deferred to 2021

3. Dedicated MPC email address

Jen will proceed with this and set up a Gmail account.

4. Hirer Agreement documents

Rules and conditions for Hire of Facilities updated. Amanda will run item 8 by the school legal department.

After discussions/suggestions, Lisa to finalise Application and Agreement for Hiring venue and then email to committee for final approval.

5. Rangehood ducting

MPC Ducting is installed and Jen can confirm that it goes to the outside.

Range ceiling patching – utilising stainless-steel surrounding. Joss are going to complete this job. Quote is for \$1,955.20

6. Roller Shutter doors

Excellent solution to seal the kitchen. Final cost \$1,562.

7. Freezer purchase

School recently purchased upright freezer for \$1800. Lisa to price similar from Bing Lee after measuring space. Freezer matter to be resolved with Lisa and school staff.

Correspondence:

In: NSW Business Chamber – information matter

Out:

Treasurers Report:

As at 15 June:

Bank balance is \$12,663.62 for cheque account.

Term deposit balance is \$9,822.10 - running month to month.

Move a motion from Cllr Kealey, seconded by Tony Bozza, that the Treasurers Report be accepted and that the term deposit balance be placed in the cheque account.

General Business:

1. Safe Custody packet at NAB

Lisa and Jen to go in and find out what it contains.

2. Update signatories at NAB

Resolution for Lisa and Jen to update bank signatories - to add Amanda Cooper as a signatory and to have Nerida Mosely, Mark Hall and Simon Warden taken off as a signatories.

Moved: Barry Spry

Date of next meeting: to be advised

Meeting closed: 6pm



MINUTES

Minutes of the meeting of the BOARD OF NAMOI JOINT ORGANISATION OF COUNCILS TRADING AS NAMOI UNLIMITED held on TUESDAY 7 JULY 2020 at the Roxy Theatre Bingara and via BlueJeans.

1. WELCOME, ACKNOWLEDGEMENT AND/OR PRAYER

Councillor John Coulton, Mayor Gwydir Shire Council welcomed members to Bingara for the meeting.

MEMBERS		PRESENT	APOLOGY
Cr Jamie Chaffey	Gunnedah Shire Council	✓	
Cr John Coulton	Gwydir Shire Council	✓	
Cr Andrew Hope	Liverpool Plains Shire Council	✓	
Cr Col Murray	Tamworth Regional Council	✓	
Cr Eric Noakes	Walcha Council	✓	
Darren Keegan	NSW Government	✓	
NON-VOTING REPRESENTATIVES			
Eric Groth	Gunnedah Shire Council	✓	
Max Eastcott	Gwydir Shire Council	✓	
Joanne Sangster	Liverpool Plains Shire Council	✓	
Paul Bennett	Tamworth Regional Council	✓	
Anne Modderno	Walcha Council	✓	
Rebel Thomson	Namoi Unlimited	✓	
BY INVITATION			
Jodie Healy	NSW Office of Local Government		✓
The Hon Mark Coulton MP	Member for Parkes, NSW Minister for Regional Health, Regional Communications and Local Government		✓
The Hon Barnaby Joyce MP	Member for New England, NSW	✓	
Cr Catherine Egan Cr Francis Young Cr Tiffany Galvin	Gwydir Shire Council	✓	

2. APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE

MOTION	Not required
COMMENTARY:	Apologies for the meeting were received from Jodie Healy, OLG. All members were present, and therefore a motion was not required.

3. ELECTION OF THE CHAIRPERSON

3.1 Appointment of a Returning Officer

MOTION	THAT, I. Paul Bennett, Chair of JOLT is appointed the Returning Officer for a meeting; and II. If voting for the positions is required, a show of hands of members was determined as the method of voting.
--------	--

AMENDED

MOVED: Gwydir Shire Council

SECONDED: Tamworth Regional Council

CARRIED

3.2 Election of the Chairperson

MOTION	THAT, Cr Jamie Chaffey, Mayor Gunnedah Shire Council was elected Chairperson of Namoi Unlimited.
--------	--

AMENDED

MOVED: Liverpool Plains Shire Council

SECONDED: Walcha Council

CARRIED

ADDITIONAL COMMENTARY: Councillor Andrew Hope from Liverpool Plains Shire Council nominated Cr Chaffey for the position of Chairperson, the nomination was seconded by Cr Eric Noakes from Walcha Council. Cr Chaffey accepted the nomination.
There being no other candidates nominated, Cr Chaffey was elected, unopposed.

3.3 Election of the Deputy Chairperson

MOTION	THAT, Cr Col Murray, Mayor Tamworth Regional Council was elected Deputy Chairperson of Namoi Unlimited.
--------	---

AMENDED

MOVED: Gunnedah Shire Council

SECONDED: Liverpool Plains Shire Council

CARRIED

COMMENTARY: Councillor Jamie Chaffey from Gunnedah Shire Council nominated Cr Col Murray for the position of Deputy Chairperson, the nomination was seconded by Cr Andrew Hope from Liverpool Plains Shire Council. Cr Murray accepted the nomination.

There being no other candidates nominated, Cr Murray was elected, unopposed.

4. PUBLIC FORUM AND/OR PRESENTATIONS

Nil

5. CONFIRMATION OF MINUTES

MOTION	THAT, the minutes of the Board meeting held Tuesday 2 June 2020 are endorsed.
--------	---

ENDORSED

MOVED: Liverpool Plains Shire Council

SECONDED: Gwydir Shire Council

CARRIED

6. DISCLOSURES OF INTERESTS

Nil

7. CHAIRPERSON MINUTES

Nil

8. NOTICES OF MOTIONS

Nil

9. NOTICE OF MOTION OF RESCISSION

Nil

10. ADVOCACY AND LEADERSHIP

10.1 Establishing a new Steering Committee and Working Groups

MOTION	THAT, I. A Procurement Working Group of members is established. II. A Human Resources Working Group of members is established. III. An Economic Development Working Group of members is established.
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ENDORSED

MOVED: Tamworth Regional Council

SECONDED: Walcha Council

CARRIED

10.2 Commonwealth Water Innovation Fund

MOTION	That, no further action is currently required.
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ENDORSED

MOVED: Tamworth Regional Council

SECONDED: Walcha Council

CARRIED

10.3 Additional Briefings from the Board

MOTION	THAT, the JO writes to the Federal Minister for Decentralisation as to what areas of what departments could relocate.
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ENDORSED

MOVED: Gwydir Shire Council

SECONDED: Tamworth Regional Council

CARRIED

ADDITIONAL COMMENTARY: Gwydir Shire Council expressed a desire to promote the region to people seeking to relocate to the region.

The communications campaign concept is to be referred to JOLT to determine opportunity, directions and commitment.

11. EXECUTIVE OFFICER REPORTS

11.1 Action List

MOTION	THAT, the progress against actions identified is NOTED.
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ENDORSED

MOVED: Gwydir Shire Council

SECONDED: Walcha Council

CARRIED

11.2 Calendar of Planned Activities

MOTION	THAT the calendar of activities is noted.
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ENDORSED

MOVED: Tamworth Regional Council

SECONDED: Walcha Council

CARRIED

ADDITIONAL COMMENTARY Councillors are encouraged to talk to their business community about the VendorPanel training to be held on the 28th and 29th July 2020.

12. ADDITIONAL REPORTS PERTAINING TO THE PRINCIPAL FUNCTIONS

12.1 Correspondence

MOTION	THAT, correspondence from; I. The Hon Kevin Anderson, Member for Tamworth; II. The Hon Gladys Berejiklian, Premier of NSW; III. The Hon Shelley Hancock, Minister for Local Government; and IV. The Hon Michael McCormack, Deputy Prime Minister of Australia is NOTED.
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ENDORSED

MOVED: Gwydir Shire Council

SECONDED: Walcha Council

CARRIED

13. REPORTS FROM DELEGATES

Nil

14. QUESTIONS WITH NOTICE

Nil

15. CLOSED REPORTS

Nil

16. CONCLUSION OF THE MEETING

The meeting closed at 2.22pm.



Item 12:

Questions with
Notice

Submitted to Council: 29 July 2020

..... General Manager Mayor



There are no Questions with Notice items for
July 2020

Submitted to Council: 29 July 2020

..... General Manager Mayor



Item 13:

Closed Council Meeting

Submitted to Council: 29 July 2020

..... General Manager Mayor



Item: 13A **Ref:** WO/2020/02245
Title: Referral to Closed Council – Request for Reduction of Water Charges
Author: General Manager
Previous Items: Nil.
Attachment: Nil.

Introduction:

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

Report:

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

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

RECOMMENDATION: That, in accordance with the provisions of Section 10 of the Local Government Act, 1993, the matter of Request for Reduction of Water Charges be referred to be discussed in Closed Council and close the meeting to the public for the reasons that the report relates to personnel matters concerning particular individuals (other than Councillors).

Submitted to Council: 29 July 2020

..... General Manager Mayor