



BUSINESS PAPER
ORDINARY MEETING OF COUNCIL

To be held on

Wednesday, 30 September 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: 30 September 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, 30 September 2020** commencing at **3:45pm**.

Yours sincerely

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

Anne Moddero
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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Submitted to Council: 30 September 2020

..... General Manager Mayor



7.8 Request for Funding Donation for Proposed Walcha Central School Drive-In
Movie Night WO/2020/03323

8. Notices of Motion

8.1 Nil.

9. Matters of Urgency

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

10. Management Review Report

- | | | |
|------|---------------------------|---------------|
| 10.1 | Office of General Manager | WO/2020/03230 |
| 10.2 | Infrastructure | WO/2020/03109 |
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11. Committee Reports

- | | | |
|------|---|---------------|
| 11.1 | Minutes of the Walcha Council Arts Advisory Committee Meeting held in the Council Chambers, Hamilton Street Walcha on Thursday, 03 September 2020. | WO/2020/03052 |
| 11.2 | Minutes of the Walcha Audit Risk & Improvement Committee Meeting held in the Council Chambers, Hamilton Street, Walcha on Tuesday, 15 September 2020. | WO/2020/03184 |
| 11.3 | Minutes of the Walcha Council Tourism Advisory Committee Meeting held in the Council Chambers, Hamilton Street Walcha on Thursday, 17 September 2020. | WO/2020/03220 |

12. Delegates Reports

- | | | |
|------|---|---------------|
| 12.1 | Minutes of the Board Meeting of Namoi Joint Organisation of Councils trading as Namoi Unlimited held at Liverpool Plains Shire Council on Monday, 31 August 2020. | WI/2020/14205 |
|------|---|---------------|

13. Questions with Notice

Nil.

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

- | | | |
|-----|--|---------------|
| 14A | Referral to Closed Council – Request to Waive Cemetery Fees and Recruitment Activities | WO/2020/03309 |
|-----|--|---------------|

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.

- | | | |
|------|---|-----------------|
| 14.1 | Request to Waive Cemetery Fees | WINT/2020/05271 |
| 14.2 | Recruitment Activities – Update for Councillors | WINT/2020/05334 |

Resolution to move into Open Council.

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

Submitted to Council: 30 September 2020

..... General Manager Mayor



Present:

Leave of Absence:

Confirmation of the Ordinary Meeting Minutes held on Wednesday, 26 August 2020:

Matters arising from the Minutes of the Ordinary Meeting held on Wednesday, 26 August 2020:

Submitted to Council: 30 September 2020

..... General Manager Mayor



Item 2: Election of Mayor & Deputy Mayor



Item:	2.1	Ref: WO/2020/03226
Title:	Returning Officer	
Author:	General Manager	
Previous Items:	Not Applicable	
Attachment:	No	

Community Strategic Plan Reference:

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

Introduction

The purpose of this report is to advise Council that the General Manager will be the Returning Officer.

Report

Schedule 7 of the Local Government (General) Regulation 2005 states that the General Manager (or a person appointed by the General Manager) will act as the Returning Officer for any election required to elect the Mayor and Deputy Mayor.

Policy Implications

There are no policy implications arising from this report.

Financial Implications

There are no financial implications arising from this report.

Legal Implications

Schedule 7 of the Local Government (General) Regulation 2005 provides that the General Manager (or a person appointed by the General Manager) is the Returning Officer. Consequently, the General Manager will conduct any election required for the position of Mayor and Deputy Mayor.

Social Implications

There are no social implications arising from this report.

Environment Implications

There are no environmental implications arising from this report.

RECOMMENDATION:

1. That the advice in relation to the role of the Returning Officer for any election required for the position of Mayor and Deputy Mayor be NOTED; and
2. That the General Manager act as the Returning Officer



Item:	2.2	Ref: WO/2020/03225
Title:	Method of Voting	
Author:	General Manager	
Previous Items:	Not Applicable	
Attachment:	No	

Community Strategic Plan Reference:

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

Introduction

The purpose of this report is to inform the Council of the provisions of Schedule 7 of the Local Government (General) Regulation 2005 for any election required to elect the Mayor and Deputy Mayor.

Report

The procedures for the election of the Mayor and the Deputy Mayor are described below.

Schedule 7 Election of mayor by councillors

Part 1 Preliminary

1. Returning Officer

The General Manager (or a person appointed by the General Manager) is the Returning Officer.

2. Nomination

(1) A Councillor may be nominated without notice for election as Mayor or Deputy Mayor.

(2) The nomination is to be made in writing by two or more Councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.

(3) The nomination is to be delivered or sent to the Returning Officer.

(4) The Returning Officer is to announce the names of the nominees at the Council Meeting at which the election is to be held.

3. Election

(1) If only one Councillor is nominated, that Councillor is elected.

(2) If more than one Councillor is nominated, Council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting.

(3) The election is to be held at the Council Meeting at which Council resolves on the method of voting.

(4) In this clause: “ballot” has its normal meaning of secret ballot. “open voting” means voting by a show of hands or similar means.

Part 2 Ordinary ballot or open voting

4. Application of Part

This Part applies if the election proceeds by ordinary ballot or by open voting.

5. Marking of ballot-papers

(1) If the election proceeds by ordinary ballot, the Returning Officer is to decide the manner in which votes are to be marked on the ballot-papers.

(2) The formality of a ballot-paper under this Part must be determined in accordance with clause 345 of this Regulation as if it were a ballot-paper referred to in that clause.

(3) An informal ballot-paper must be rejected at the count.



6. Count - 2 candidates

(1) If there are only two candidates, the candidate with the higher number of votes is elected.

(2) If there are only two candidates and they are tied, the one elected is to be chosen by lot.

7 Count—3 or more candidates

7. Count - 3 or more candidates

(1) If there are three or more candidates, the one with the lowest number of votes is to be excluded.

(2) If three or more candidates then remain, a further vote is to be taken of those candidates and the one with the lowest number of votes from that further vote is to be excluded.

(3) If, after that, three or more candidates still remain, the procedure set out in subclause (2) is to be repeated until only two candidates remain.

(4) A further vote is to be taken of the two remaining candidates.

(5) Clause 6 of this Schedule then applies to the determination of the election as if the two remaining candidates had been the only candidates.

(6) If at any stage during a count under subclause (1) or (2), two or more candidates are tied on the lowest number of votes, the one excluded is to be chosen by lot.

Part 3 Preferential ballot

8. Application of Part

This Part applies if the election proceeds by preferential ballot.

9. Ballot-papers and voting

(1) The ballot-papers are to contain the names of all the candidates. The councillors are to mark their votes by placing the numbers “1”, “2” and so on against the various names so as to indicate the order of their preference for all the candidates.

(2) The formality of a ballot-paper under this Part is to be determined in accordance with clause 345 of this Regulation as if it were a ballot-paper referred to in that clause.

(3) An informal ballot-paper must be rejected at the count.

10. Count

(1) If a candidate has an absolute majority of first preference votes, that candidate is elected.

(2) If not, the candidate with the lowest number of first preference votes is excluded and the votes on the unexhausted ballot-papers counted to him or her are transferred to the candidates with second preferences on those ballot-papers.

(3) A candidate who then has an absolute majority of votes is elected, but, if no candidate then has an absolute majority of votes, the process of excluding the candidate who has the lowest number of votes and counting each of his or her unexhausted ballot-papers to the candidates remaining in the election next in order of the voter’s preference is repeated until one candidate has received an absolute majority of votes. The latter is elected.

(4) In this clause, absolute majority, in relation to votes, means a number that is more than one-half of the number of unexhausted formal ballot-papers.

11. Tied candidates

(1) If, on any count of votes, there are two candidates in, or remaining in, the election and the numbers of votes cast for the two candidates are equal, the candidate whose name is first chosen by lot is taken to have received an absolute majority of votes and is therefore taken to be elected.

(2) If, on any count of votes, there are three or more candidates in, or remaining in, the election and the numbers of votes cast for two or more candidates are equal and those



candidates are the ones with the lowest number of votes on the count of the votes, the candidate whose name is first chosen by lot is taken to have the lowest number of votes and is therefore excluded.

Part 4 General

12. Choosing by lot

To choose a candidate by lot, the names of the candidates who have equal numbers of votes are written on similar slips of paper by the Returning Officer, the slips are folded by the Returning Officer so as to prevent the names being seen, the slips are mixed and one is drawn at random by the Returning Officer and the candidate whose name is on the drawn slip is chosen.

13 Result

The result of the election (including the name of the candidate elected as Mayor or Deputy Mayor) is:

- (a) to be declared to the Councillors at the Council Meeting at which the election is held by the Returning Officer, and*
- (b) to be delivered or sent to the Secretary and the Chief Executive Officer of Local Government NSW.*

Policy Implications

There are no policy implications arising from this report.

Financial Implications

There are no financial implications arising from this report.

Legal Implications

Schedule 7 of the Local Government (General) Regulation 2005 provides for any election required to elect the Mayor and Deputy Mayor.

Social Implications

There are no social implications arising from this report.

Environment Implications

There are no environmental implications arising from this report.

RECOMMENDATION: That the advice in relation to the methods of voting for any election required for the position of Mayor and Deputy Mayor be received and noted.



Item:	2.3	Ref: WO/2020/03234
Title:	Determine Method of Voting for Election of Mayor & Deputy Mayor	
Author:	General Manager	
Previous Items:	Not Applicable	
Attachment:	No	

Community Strategic Plan Reference:

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

Introduction

The purpose of this report is for Council to determine the voting method to be used in electing the Mayor and Deputy Mayor for the ensuing term.

Report

Schedule 7 of the Local Government (General) Regulation 2005 provides that if only one Councillor is nominated for the position of Mayor or Deputy Mayor, that Councillor is elected.

If more than one Councillor is nominated, the Council is to resolve whether the election is to proceed by preferential ballot, by Ordinary Ballot or by Open Voting.

Ordinary Ballot has its normal meaning of secret ballot and Open Voting means voting by a show of hands or similar means.

Policy Implications

There are no policy implications arising from this report.

Financial Implications

There are no financial implications arising from this report.

Legal Implications

Historically Council has elected to use the Ordinary Ballot method to conduct the Election for the position of Mayor and Deputy Mayor.

Social Implications

There are no social implications arising from this report.

Environment Implications

There are no environmental implications arising from this report.

RECOMMENDATION: That Council **ADOPT** an Ordinary Ballot method to elect the Mayor and Deputy Mayor for the ensuing term.



Item: 2.4 **Ref:** WO/2020/03226
Title: Nomination for the Position of Mayor
Author: General Manager
Previous Items: Not Applicable
Attachment: No

Community Strategic Plan Reference:

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

Introduction

The purpose of this report is to call for and announce nominations received for the position of Mayor for the ensuing period. The ensuing period will be effective from the point of election up until the 04 September 2021.

Report

Nomination Forms for the position of Mayor have been distributed and will also be available at the Ordinary Meeting.

The Returning Officer will call for final lodgement of nominations at the Meeting. After the final call for nominations, the Returning Officer will announce the names of the nominee(s).

If necessary, an election will then be conducted.

Policy Implications

There are no policy implications arising from this report.

Financial Implications

There are no financial implications arising from this report.

Legal Implications

Section 290(1)(b) of the Local Government Act requires Council to hold the election of the Mayor by the Councillors during the month of September. Section 230(1) of the Local Government Act determines a Mayor elected by the Councillors holds the Office of Mayor for two years, however if the Local Government Elections to be held in September 2021 proceed, the Mayor will only hold Office up until 04 September 2020. .

Social Implications

There are no social implications arising from this report.

Environment Implications

There are no environmental implications arising from this report.

RECOMMENDATION: That the Returning Officer calls for nominations for the position of Mayor for the ensuing term and if two or more nominations are received, an election be conducted.

Submitted to Council: 30 September 2020

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..... General Manager Mayor



Item:	2.5	Ref: WO/2020/03236
Title:	Nominations for the Position of Deputy Mayor	
Author:	General Manager	
Previous Items:	Not Applicable	
Attachment:	No	

Community Strategic Plan Reference:

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

Introduction

The purpose of this report is to call for and announce nominations received for the position of Deputy Mayor for the ensuing period. The ensuing period will be effective from the point of election up until the 04 September 2021 local government election.

Report

Nomination Forms for the position of Deputy Mayor have been distributed and will also be available at the Ordinary Meeting. The Returning Officer will call for final lodgement of nominations at the Meeting. After the final call for nominations, the Returning Officer will announce the names of the nominee(s). If necessary, an election will then be conducted.

Policy Implications

There are no policy implications arising from this report.

Financial Implications

There are no financial implications arising from this report.

Legal Implications

Section 290(1)(b) of the Local Government Act 1993, requires Council to hold the election of the Deputy Mayor by the Councillors during the month of September.

Section 231 of the Local Government Act 1993, in relation to the Deputy Mayor:

- (1) The Councillors may elect a person from among their number to be the Deputy Mayor.*
- (2) The person may be elected for the Mayoral term or a shorter term.*
- (3) The Deputy Mayor may exercise any function of the Mayor at the request of the Mayor or if the Mayor is prevented by illness, absence or otherwise from exercising the function or if there is a casual vacancy in the Office of Mayor.*
- (4) The Councillors may elect a person from among their number to act as Deputy Mayor if the Deputy Mayor is prevented by illness, absence or otherwise from exercising a function under this section, or if no Deputy Mayor has been elected.*

Social Implications

There are no social implications arising from this report.

Environment Implications

There are no environmental implications arising from this report.

RECOMMENDATION: That the Returning Officer calls for nominations for the position of Deputy Mayor for the ensuing term and if two or more nominations are received, an election be conducted.



Item: 2.6 **Ref:** WO/2020/03307
Title: Committees and Delegates Representation
Author: General Manager
Previous Items: Not Applicable
Attachment: No

Introduction:

Section 355 (b) of the Local Government Act 1993 provides that a function of Council can be exercised by a Committee of Council. This report is for Councillors to elect to be a member of each 355 Committees.

Council is also a member of certain regional organisations and committees and assigns certain Councillors and Staff to become members of these organisations and committees as a Delegate for Council.

Council also have Internal Committees to develop certain areas of Council and some of these require an elected member.

The purpose of this report is to determine the Delegates on these Committees for the September 2020 to September 2021 period.

Report:

2018-2020 Summary

The tables below provide a summary of Committee meetings and elected member attendance over the previous elected term for s355 Committees of Council (September 2018 to September 2020). This summary includes all existing Committees.

Committee	Walcha Town & District Beautification & Tidy Towns	
No. of Meetings Held	3	
Elected Member	No. Meetings Attended	No. Meetings Apology
Clr Lyon (Chair)	1	2
Clr Blomfield	3	0

Committee	Arts Advisory Committee	
No. of Meetings Held	5	
Elected Member	No. Meetings Attended	No. Meetings Apology
Clr Kealey (Chair)	5	0



Committee	Walcha Council Community Care Advisory Committee	
No. of Meetings Held	3	
Elected Member	No. Meetings Attended	No. Meetings Apology
Clr Ferrier (Chair)	3	0

Committee	Walcha Council Preschool Advisory Committee	
No. of Meetings Held	7	
Elected Member	No. Meetings Attended	No. Meetings Apology
Clr Wellings (Chair)	4	3

Committee	Walcha Council Tourism Advisory Committee	
No. of Meetings Held	6	
Elected Member	No. Meetings Attended	No. Meetings Apology
Clr Kealey (Chair)	6	0

Committee	Walcha Motorcycle Rally Committee	
No. of Meetings Held	2	
Elected Member	No. Meetings Attended	No. Meetings Apology
Clr Kealey (Chair)	2	0

Committee	Walcha Council Festival Committee	
No. of Meetings Held	6	
Elected Member	No. Meetings Attended	No. Meetings Apology
Clr Ferrier (Chair)	5	1

Committee	Audit Risk and Improvement Committee	
No. of Meetings Held	4	
Elected Member	No. Meetings Attended	No. Meetings Apology
Deputy Mayor, Clr Lyon	3	1
Clr Kermod	3	1
Mayor, Clr Noakes*	4	0

**Mayor Noakes has attended each of these scheduled meetings as a non voting member.*



Committee	Walcha Council Youth Advisory Committee	
No. of Meetings Held	6	
Elected Member	No. Meetings Attended	No. Meetings Apology
Clr Wellings (Chair)	6	0

Committee	Aboriginal Advisory Committee	
No. of Meetings Held	1	
Elected Member	No. Meetings Attended	No. Meetings Apology
Mayor, Clr Noakes	1	0
Deputy Mayor, Clr Lyon	1	0

The attached reports note the list of current Committees (2018-2020) with Councillor representation:

- a) 355 Committees of Council
- b) Delegate Committees
- c) Council Internal Committees

Proposed Changes for 2020-2021 Committees

Proposed changes for the ensuing 2020-2021 term in relation to all Committees are as follows:

- Renaming of the “Staff Committee” to be the “General Manager Performance Review Committee” to align the name with the function of the Committee.
- The previous Staff Consultative Committee (2018-2020) is dissolved and a new Staff Consultative Committee has been established in accordance with the requirement of the Local Government Award. This includes no representation from elected members or the General Manager.
- The previous Walcha Waste Services Change Committee is dissolved, and all waste strategy items being briefed to the Waste Management Committee (full Council), until the Waste Strategy is developed.
- The previous Community Consultative Committee has been dissolved by members.

The following agenda items are proposed to be considered for the first meeting of each s355 Committee meeting following the September Ordinary Meeting of Council:

- Review of the Committee name and function and development of a revised terms of reference as required; and
- Set a calendar of meeting dates for the ensuing 12 month period.

RECOMMENDED: That Council:

1. Approve the changes to Committees from the previous term as described in the report;
2. Endorse the agenda items nominated for the first meeting of each S355 Committee following the September Ordinary meeting of Council; and
3. Determine assignment of elected members to each Committee role for the 2020-2021 term



REPORT A: 355 COMMITTEES

1. Walcha Town and District Beautification and Tidy Towns Committee

Membership:

Representative – Clr CM Lyon
Representative – Clr PR Blomfield
Director – Engineering Services – Dylan Reeves
Urban Works Supervisor – Steph Sweeney
Citizen Representatives - Phyllis Hoy
Citizen Representatives - Robyn Vincent
Citizen Representatives – Jim Hallenan
Citizen Representatives – Joanne Ireland
Citizen Representatives – Caroline Street
Citizen Representatives – Beverley Betts

Purpose:

- ❖ To generally monitor the appearance of the town and district and to advise Council of areas requiring enhancement.
- ❖ To advise Council on its Tree Planting Programme particularly as to suitability of species to be planted.
- ❖ Administer the conduct of the Garden Competition.

Meetings:

The Committee is to meet quarterly, the appointed Councillor to act as Chairperson. The quorum is half the number of the Committee plus 1 = 6.

2. Walcha Council Arts Advisory Committee

Function of the Committee:

To advise Council on future public art projects.

Membership:

Representative – Clr JM Kealey - Chairperson
Alternate Representative – Clr WJ Heazlett
General Manager – Jack O’Hara
Director – Engineering Services – Dylan Reeves
Four community representatives – James Rogers, Carley McLaren, Stephen King and John Heffernan.

Meetings – The Committee is to meet six monthly or as required. The appointed Councillor to act as the Chairperson. The quorum is to be four.

3. Walcha Council Community Care Advisory Committee

Function of the Committee:

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

Membership:

Representative – Clr KW Ferrier - Chairperson
Community Services Manager – Karen Kermode
Walcha Council Community Care Coordinator – Cathy Noon
ATSI Walcha Council Community Care Coordinator – Elaine Bartholomew
Meals on Wheels Provider – Riverview Hostel Employee
Independent Community Care Service Provider – Debra Sweeney



Six Citizen Representatives (preferably consisting of a volunteer, a carer and four clients) – Ron Denham, Kate Hoy, Sue Reardon, Syreen Kitchener, Pat Laurie & Davina Young.

All 12 Committee Members to have voting rights.

Election of Members:

Six citizen representatives to be elected for a two year term with half that number changing each year. Citizen membership to be restricted to a maximum of four consecutive terms. Ie: eight years. Casual vacancies can be appointed until the review period.

Meetings:

The Committee is to meet quarterly on third Tuesday. Quorum is 7.

4. Walcha Council Preschool Advisory Committee

Membership:

Representative – Clr RL Wellings

Community Services Manager – Karen Kermode

Nominated Supervisor – Zoe Herbert

Parent/Citizen Representatives:

- ❖ Kimberley Lisle – finished term February 2019
- ❖ Melika McKinnon – finished term February 2019
- ❖ Bonnie Brown
- ❖ Meggie Davey – appointed March 2018
- ❖ Sarah Fletcher – appointed March 2019
- ❖ Jordy Young – appointed March 2019

The Early Intervention Officer, Rhonda Barnett, can attend Meetings but does not have voting rights.

Parent/citizen representatives to be elected for a 2 year term with half changing each year. They are also restricted to a maximum of 3 consecutive terms, ie 6 years.

Purpose: To advise Council on policy matters and strategic issues regarding the management of the Walcha Preschool.

Meetings: Meet quarterly (once per term) or as required on the fourth (4th) Tuesday of the term. The appointed Councillor to act as Chairman. The quorum to be 4.

5. Walcha Council Tourism Advisory Committee

Function of the Committee:

To advise Council on high level strategic tourism promotion.

Membership:

Representative – Clr JM Kealey – Chairperson

Alternate Representative – Clr WJ Heazlett

Tourism Manager – Susie Crawford

Tourist Officer – Lisa Kirton

National Parks & Wildlife Representative – Aaron Simmon

Seven community representatives on two year term with them being eligible for reappointment on expiration of each term – Louise Clarke, Neil Smith, Vanessa Arundale, Casper Ozinga, Jane Morrison.

Meetings:

The Committee is to meet three times a year or as required. The appointed Councillor to act as the Chairperson. The quorum is to be 5.



6. Walcha Council Audit & Risk Committee

Function of Committee:

To provide independent assurance and assistance to the Walcha Council on risk management, control, governance and external accountability responsibilities. The Committee has no executive powers, except those expressly provided by Council.

Membership:

Voting Members:

Clr CM Lyon

Clr SJ Kermode

Independent Representatives: Michael O'Connor, Sean Johnston and David Locke (one of these are to be elected Chairperson).

Non Voting Members:

General Manager

Chief Financial Officer

Meetings:

Meet four times per year with one of those meetings to include review and endorsement of the annual audited financial reports and external audit opinion. Additional meetings as required.

7. Walcha Council Festival Committee

Function of the Committee:

To organise an annual festival showcasing the local food, art and craft.

Membership:

One Councillor – Clr KW Ferrier – Chairperson

Tourism Manager – Susie Crawford

Tourism Officer – Lisa Kirton

Community representatives on a two year term: Cameron Greig, Ron Denham, Vicki McIvor, Chris Feltham, Leanne Natty, Adam Iuston, Barry Marshall, Kim Newling (Westpac Rescue Helicopter) and Olive Chandler (Westpac Rescue Helicopter Support Group).

Meetings:

Meet quarterly or as required. Appointed Councillor to act as a Chairperson. Quorum to be 6.

8. Walcha Council Youth Advisory Committee

Function of the Committee:

To engage with the youth of Walcha and allow for their input into the Youth Programs to be developed in the Walcha area.

Membership:

One Councillor – Clr RL Wellings – Chairperson

Community Services Manager – Karen Kermode

Youth Worker – Madison Garrad

Youth Community Members x 8: Between the ages of 11 and 18 years of age.

Adult Community Representatives x 2

Meetings:

Meet bi-monthly or as required. The appointed Councillor is to act as Chairperson. The quorum to be 7.



9. Walcha Rural Women's Gathering Committee

Function of the Committee:

The purpose of the Committee is to prepare and submit an Expression of Interest to host the Rural Women's Gathering. If successful, the Committee will also be required to organise and run the event.

Membership:

2 Councillors – Clr Kealey (Chairperson) & Clr Wellings

8 Community Members: Dale Webber, Anna Barwick, Karen Brown, Cecilia Casey, Chloe Hoy, Jane Morrison, Don Murchie and Aurora Reilly.

Meetings:

The Committee is to meet as required until the EOI is submitted and then if successful, bi-monthly. The appointed Councillor is to act as the Chairperson and the Quorum will be half the number of the members of the Committee plus one.

10. Walcha Council Aboriginal Advisory Committee

Function of the Committee:

To advise Council on aboriginal matters.

Membership:

Mayor – Clr Eric Noakes

Deputy Mayor – Clr Clint Lyon

General Manager – Jack O'Hara

Six Amaroo Members: Mark Davies, Karen Blomfield, Garry Towney, Raggae Towney, Katrina Bloomfield, Gary Bloomfield, Sue Green, Tyler Stackman.

Meetings:

The Committee is to be held six monthly or as required. The Mayor to act as the Chairperson. The quorum is six (5). All nine Committee members to have voting rights.



REPORT B: DELEGATE ORGANISATIONS

1. New England Tablelands (Noxious Plants) County Council – trading as New England Weeds Authority (NEWA)

Is a single purpose local government authority, established under the Local Government Act 1993 Section 387 as the control authority for noxious weeds in the Armidale Regional Council, Uralla Shire Council and Walcha Council areas. The New England Weeds Authority has been serving the community since 1947 and their purpose is to administer the Noxious Weeds Act and control declared noxious weeds within the New England Region.

Members: Armidale Regional Council, Uralla Shire Council and Walcha Council.

Purpose: Special Purpose County Council set up to administer the Noxious Weeds Act and control declared noxious weeds within the New England Region. They have meetings quarterly.

Delegate: Councillor SJ Kermode (4 year term – due September 2020)

2. Namoi Councils Joint Organisation

Function: To provide strong local government leadership, to work co-operatively for the benefit of the Namoi region and effectively advocate on agreed regional positions and priorities. This Organisation meets monthly.

Members: Gunnedah Shire Council, Gwydir Shire Council, Liverpool Plains Shire Council, Tamworth Regional Council and Walcha Council.

Delegate – Mayor – Clr EH Noakes

Alternate Delegate – Deputy Mayor – Clr CM Lyon

Representative – General Manager – Jack O'Hara

3. Mid North Weight of Loads Group (MNWLG)

Function: The Group was established in 1986 for the purpose of minimising pavement damage caused by overloaded trucks. The main objective is to reduce the cost of maintaining roads by preventing the damage caused by overloaded vehicles. This Group meets six monthly or as required.

Members: Armidale Regional Council, Bellingen Shire Council, Coffs Harbour City Council, Dungog Shire Council, Kempsey Shire Council, Liverpool Plains Shire Council, Mid Coast Council, Nambucca Shire Council, Port Macquarie Hastings Council, Tamworth Regional Council, Upper Hunter Council, Uralla Shire Council and Walcha Council.

Delegate – Clr CM Lyon

Alternate Delegate – Clr Heazlett

Representative – Director Engineering Services – Dylan Reeves

4. NSW Public Libraries Association – North Eastern Zone

Function: NSW Public Libraries Association (NSWPLA) is the peak body for public libraries in NSW and its purpose is to: Advocate effectively, initiate partnerships, champion the public library cause, build trust and support, provide relevant information, foster cooperation and collaboration and strengthen the public library network.

Members: The Group represents libraries from Tweed Heads to Forster across to Gunnedah and up to Tenterfield.

Delegate – Clr WJ Heazlett

Alternate Delegate – Clr PL Williams



5. Central Northern Regional Libraries Committee

Function: CNRL is a regional library formed under Section 12(1) of the Library Act. Tamworth Regional Council is the Executive Council. Its purpose is to monitor and negotiate the provision of library services through the Central Northern Regional Libraries.

Membership: Tamworth Regional Council, Uralla Shire Council, Walcha Council, Liverpool Plains Shire Council, Narrabri Shire Council and Gwydir Shire Council.

Meetings: The CNRL Committee consists of Councillor delegate from each of the six member Councils. The Annual General Meeting is held on the first Wednesday in November, a minimum of two meetings are held each year.

Delegate – Clr Heazlett

Alternate Delegate – Clr RL Wellings

6. Local Traffic Committee (LTC) and Council Advisory Committee

Function: This Committee is a technical advisory group which considers proposed traffic measures to ensure that technical criteria and local requirements are being met. Traffic measures include: regulatory road signs and line markings including parking restrictions; median and traffic islands – whether line marked or concrete; pedestrian crossings; traffic calming; temporary controls for some Special Events and construction projects.

Members:

NSW Police – Sergeant Anthony Smith

Roads & Maritime Services – Grafton Region

Nominee for the State Member of Parliament for Walcha – Nominated by the MP – Clr KW Ferrier

Walcha Council's Director – Engineering Services – Dylan Reeves

Meetings: The Walcha Local Traffic Committee meets once every three months. Quorum is 3.

7. Local Emergency Management Committee (LEMC)

Function: This Committee covers the local government areas of Walcha, Armidale Regional and Uralla.

Members: Police, State Emergency Service, Rural Fire Service, Ambulance, NSW Fire & Rescue and Hunter New England Area Health Service, local Councils.

Meetings:

Meet quarterly or as required.

New England Local Emergency Management Committee

Delegate – Clr Blomfield

Local Emergency Management Officer – Director – Engineering Services – Dylan Reeves.

8. New England Bush Fire Management Committee

Function: Each Bush Fire Management Committee must, in accordance with the State Legislation, prepare and submit to the State Bush Fire Co-ordinating Committee a draft of each of the following kinds of bush fire management plans for the rural fire district or other part of the State for which it is constituted:

- (a) A Plan of Operations; and
- (b) Bush Fire Risk Management Plan.



Members:

Unless the Bush Fire Co-ordinating Committee determines otherwise, the following persons are to be invited to become members of a Bush Fire Management Committee:

- (a) A person nominated by each local authority whose area comprises land in the Bush Fire Management Committee's area, being (in the case of a local authority that is a council) the Mayor or a councillor of the Council;
- (b) A person nominated by each of the following organisations as being in charge of its affairs in the Bush Fire Management Committee's area:
 - (1) The Roads & Maritime Services;
 - ii) The Land & Property Management Authority;
 - iii) The NSW Fire Brigades;
 - iv) The NSW Police;
 - v) Each distribution network service provider listed in Schedule 3 to the *Electricity Supply Act 1995* having a distribution district comprising land in the Bush Fire Management Committee's area;
 - vi) Each Livestock Health & Pest Authority established for any rural lands protection district comprising land in the Bush Fire Management Committee's area;
 - vii) Rail Corporation NSW
 - viii) Rail Infrastructure Corporation.
- (c) A person or persons nominated by the Director-General of the Department of Environment & Climate Change and Water NSW as being in charge of the affairs of the Department in the Bush Fire Management Committee's area;
- (d) A person or persons nominated by the Deputy-General, Primary Industries of the Industry & Investment NSW as being in charge of the affairs of the Department in the Bush Fire Management Committee's area;
- (e) A person nominated by each local authority for the Bush Fire Management Committee's area as having responsibilities for the performance of the local authority's functions respecting the environment;
- (f) A person nominated by the Nature Conservation Council of NSW;
- (g) Not more than 2 persons chosen by rural fire brigades operating in the area;
- (h) A rural land holder nominated by the NSW Farmers Association or, if the Association does not nominate a rural land holder within a reasonable time (as determined by the Bush Fire Co-ordinating Committee), by the local authority for the area;
- (i) A person nominated by each Local Aboriginal Land Council for any Local Aboriginal Land Council area comprising land located in the Bush Fire Management Committee's area;
- (j) And other person or persons approved by the Bush Fire Co-ordinating Committee.

Meetings: This Committee meets quarterly.

Delegate – Clr PR Blomfield

Alternate Delegate – Clr SJ Kermod

9. Arts North West

Function: Arts North West was established in 1996 as a Regional Arts Development Program and established as an independent Regional Arts Board in 1997. The program receives financial support from Arts NSW and twelve local governments in the New England North West region. Its main purpose is to build community capacity in the Arts North West region through supporting creative activity.

Meetings: Annual General Meeting is in March and Board meets quarterly.

Representative – Clr JM Kealey



Alternate – Clr WJ Heazlett

10. Northern Inland Regional Waste Group (NIRW)

Function: NIRW is a voluntary Local Government networking group to specifically address waste management issues on a regional level.

Members: Armidale Regional Council, Glen Innes Severn Council, Gunnedah Shire Council, Gwydir Shire Council, Inverell Shire Council, Liverpool Plains Shire Council, Moree Plains Shire Council, Narrabri Shire Council, Tamworth Regional Council, Tenterfield Shire Council, Uralla Shire Council and Walcha Council.

Representative – Senior Manager – Waste, Sewer & Water – Tess Dawson

11. Walcha Australia Day Committee

The Service Clubs currently fill this role.

Representative – General Manager – Jack O’Hara

12. Management Committee Pioneer Cottage

Representative – Clr WJ Heazlett

Alternate Representative – Not allocated.

13. Walcha Local (Liquor) Consultative Committee

Members: Representatives of all Licensed Premises’, Police and Council.

Delegate – Clr KW Ferrier

Alternate Delegate – Clr CM Lyon

14. Walcha Community Centre Management Committee (Multi – Purpose Centre)

Delegate – Clr JM Kealey

Alternate Delegate – Clr RL Wellings

15. Walcha Community Consultative Committee

Function: To discuss community wide social issues.

Members: All community organisations are invited to attend and include the Police, Service groups, Schools, Amaroo and Council.

Meetings: Quarterly

Delegate – Clr JM Kealy

Alternate Delegate – Clr WJ Heazlett

16. Walcha Local Health Committee (LHC)

Function: The purpose or key role of a Local Health Committee is to provide leadership in the local community to ensure health services meet local community needs and ensure the promotion and enhancement of the health of the community.

Members: Members of the LHC will be appointed by the Cluster General Manager on advice of the Chair and the Local Health Service Manager. Committees should seek an active membership of between 6 and 10. Appointment of members will be for a three year period and members may seek re-appointment after their term expires.

Meetings: Meetings are bi-monthly. The Chair is elected annually by vote of the Committee.



Delegate – Clr EH Noakes

17. Country Mayors Association of NSW (CMA)

Function: The CMA was established to further the interests of regional and country areas in NSW by being an effective voice and forum for country NSW Mayors.

Members: Those eligible for membership are the Mayors and General Managers of regional and country councils in NSW.

Meetings: Held quarterly in Sydney

Delegates: Mayor – Clr EH Noakes and General Manager – Jack O'Hara



REPORT C: INTERNAL COMMITTEES (WITH COUNCILLOR REPRESENTATION)

1. Plant Committee

Membership:

Representative – Clr EH Noakes
Representative – Clr CM Lyon
Representative – Clr SJ Kermod
General Manager – Jack O’Hara
Director – Engineering Services – Dylan Reeves
Plant Foreman – Stephen Bath

Purpose: to assess recommendations on replacing and reviewing plant assets of Council.

2. Staff Committee

Membership:

Representative – Mayor – Clr Noakes
Representative – Deputy Mayor – Clr CM Lyon
Representative – Clr WJ Heazlett
Representative – Clr JM Kealey
General Manager – Jack O’Hara
Other Senior Staff as appropriate

Function:

To assess applications, carry out interviews and report to Council on appointments to the General Manager position.

To carry out the General Manager’s performance appraisal and negotiate performance agreement.

3. Staff Consultative Committee

Membership:

2 Management Representatives:

- ❖ Mayor – Clr EH Noakes
- ❖ Deputy Mayor – Clr CM Lyon

1 Local Government Manager: General Manager Jack O’Hara

1 Environmental Health Professional: Environmental Services Manager – Lacey Latham

2 USU Members:

- ❖ One Outside Member – Kevin Creighton
- ❖ One Inside Member – Liz Hobbs

1 Local Organiser of the USU: Bernard Lynch

Secretary – non voting member: HR Manager – Karla Lovell

Purpose:

The Consultative Committee shall:

- ❖ Provide a forum for consultation between the employer and its employees that encourages a free and open exchange of views;
- ❖ Positively co-operate in workplace reform to enhance the efficiency and productivity of the employer and to provide employees with access to career opportunities and more fulfilling, varied and better paid work.

Function:

- ❖ The main functions of the consultative committee include:



- Award implementation
- Training
- Consultation with regard to organisation restructure
- Job redesign
- Salary systems
- Communication and education mechanisms
- Performance management systems
- Changes to variable working hours arrangements for new or vacant positions.
- Local Government reform
- Proposed variations to leaseback vehicle arrangements.
- ❖ The consultative committee shall not consider matters which are being or should be processed in accordance with Award Clause 35, Grievance and Dispute Procedures.
- ❖ The consultative committee will make recommendations based upon consensus. Where being no consensus on a particular item, the recommendations to the employer should note the dissenting views.
- ❖ The consultative committee shall meet as required.

4. Work Health & Safety Committee

Membership:

No Elected members

Purpose:

- ❖ To provide a forum that will allow consultation and discussion between management and employees at the Council to aid in achieving a safe workplace.
- ❖ To advise the Council on effective ways to ensure the health and safety of staff, visitors and contractors.
- ❖ To encourage all staff and contractors to work together to establish a safe and health working environment, and
- ❖ To enable all persons employed by the Council and persons covered by the legislation to be able to refer matters to the Committee for advice and assistance.

Meetings:

At least three meetings per year or as required.

5. Roads Management Committee

Membership:

All Councillors

Director – Engineering Services: Dylan Reeves

Function: oversee the development of the Roads Management Plan for Walcha Council area.

6. Waste Management Committee

Membership:

All Councillors

General Manager: Jack O'Hara

Director – Engineering Services: Dylan Reeves

Senior Manager Waste, Sewer & Water: Tess Dawson

Function: to discuss current and future issues relating to the Waste Transfer Station and other waste issues and to provide recommendations to Council.



7. Waste Services Change Committee

Membership: 6 members – 3 staff and 3 Councillors.

Clr Noakes

Clr Kealey

Clr Kermode

Director – Engineering Services: Dylan Reeves

Senior Manager Waste, Sewer & Water: Tess Dawson

Chief Financial Officer – Rosemary Strobel

Function: to develop a waste services communication plan.

Meetings: Meet on a regular basis over the next 18 months but not more frequently than every 2 months unless a special meeting if the Committee is called by specific resolution.

Quorum is 4



Item 3: Previous Minutes



ORDINARY MEETING OF COUNCIL

held on

Wednesday, 26 August 2020

at

3:55pm

at

Walcha Council Chambers

The Audio Recording Statement was read by Mayor Noakes.

PRESENT: Clr EH Noakes (Chairman) Mayor together with Councillors PR Blomfield, KW Ferrier, JM Kealey, SJ Kermode, CM Lyon and RL Wellings.

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

1. LEAVE OF ABSENCE:

28 **RESOLVED** on the Motion of Councillors Lyon and Kealey that the Leave of Absence submitted by Clr Heazlett, having a family commitment, be **ACCEPTED**.



2. CONFIRMATION OF THE ORDINARY MEETING MINUTES HELD ON WEDNESDAY, 29 JULY 2020:

29 **RESOLVED** on the Motion of Councillors Kealey and Lyon that the Minutes of the Ordinary Meeting held on Wednesday, 29 July 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 6.1 – Procurement Policy

Clr Kermode declared a pecuniary interest in this matter due to being a local business.

Item 6.2 – Transfer of Crown Road off Rosedale Road to Council

Clr Wellings declared a non-pecuniary non-significant interest in this matter due to being related to the Applicant's partner.

Item 8.0 – Matters of Urgency – Request for Additional Funds for Youth Hall Project

Clr Blomfield declared a non-pecuniary non-significant interest in this matter due to his daughter being a Committee Member of the Walcha Indoor Hockey Association who utilise this Hall.

Item 13.3 – Local Road & Infrastructure Program Project Nominations

Clr Lyon declared a non-pecuniary non-significant interest in this matter due to using Brackendale Road on occasion to access place of residence.

5. MAYORAL MINUTE

Nil.

6. SENIOR OFFICERS REPORT

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

6.1 Procurement Policy

WO/2020/02618

Clr Kermode left the Chambers and took no part in the debate.

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

1. Exhibit the Draft Procurement Policy for a period of 28 days;
2. Address the policy changes at the corporate event with local businesses scheduled for 28 August 2020; and



3. **ADOPT** the Draft Procurement Policy as presented subject to no submissions received during the exhibition period noting amendments discussed in Workshop with Councillors today.

Clr Kermode returned to the Chambers and was advised of the resolution.

6.2 Transfer of Crown Road off Rosedale Road to Council

WO/2020/02514

Clr Wellings left the Chambers and took no part in the debate.

32 **RESOLVED** on the Motion of Councillors Kermode and Blomfield that Council **APPROVE** the transfer of the section of Crown Reserve adjoining Lot 31 DP756481 and Lot 40 DP756481 subject to the applicant agreeing to:

- a) All costs associated with the transfer including survey, conveyancing, fees, land purchase cost, gazettal, staff time as per current Council Fees & Charges etc. are borne by the Applicant,
- b) The Applicant engaging and retaining a suitably skilled and capable legal professional to complete this task,
- c) All driveway works are subject to Council approval under Section 138 Roads Act 1993, with particular conditions regarding retaining unimpeded drainage, erosion and sedimentation control and minimising the disturbance of existing vegetation,
- d) The responsibility for the ongoing maintenance of would remain with the owner of the lots benefiting from the access,
- e) The Applicant acknowledging that any improvement greater than the construction of a dwelling on their property may require a higher standard of access to be constructed as part of the conditions of development consent.

Clr Wellings returned to the Chamber and was advised of the resolution.

7. NOTICES OF MOTION

Nil.

8. MATTERS OF URGENCY

A Matter of Urgency was raised by Clr Kealey being a request from the Showground Trust for Additional Funding for the Youth Hall Project and due to the time required to complete this project within funding agreement timelines it presents as URGENT.

Clr Blomfield indicated a non-pecuniary non-significant interest in this matter due to his daughter being a committee member of the Walcha Indoor Hockey Association who utilise the Youth Hall, and therefore he left the Chambers.



33 **RESOLVED** on the Motion of Councillors Ferrier and Wellings that this matter be discussed as a Matter of Urgency. It was ruled as a Matter of Urgency by the Chairperson.

34 **RESOLVED** on the Motion of Councillors Kealey and Lyon that Council approve the additional funding by \$4,700 budget transfer from the Levee Bank Lighting Project to the Youth Hall Roof Project, noting that:

1. Both projects are funded under Round 2 of the Stronger Country Communities Fund Program and variations between projects in the same round are possible; and
2. In the event that when scope and costs of the Levee Bank Lighting Project are confirmed and if the \$4,700 is needed by the Project, then Council will consider this funding being returned to the Project Budget, sourced from Council General Funds.

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

9. MANAGEMENT REVIEW REPORTS

35 **RESOLVED** on the Motion of Councillors Wellings and Lyon that the Management Review Reports be **RECEIVED** for further consideration.

9.1 Office of the General Manager

WINT/2020/04499

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

9.2 Infrastructure

WO/2020/02636

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

9.3 Environment & Development

WO/2020/02710

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

9.4 Community & Tourism

WO/2020/02830

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



10. COMMITTEE REPORTS

- 10.1 Minutes of the Walcha Council Tourism Advisory Committee Meeting held on Thursday, 18 June 2020 at the Council Chambers, Hamilton Street, Walcha. WO/2020/02045**
- 10.2 Minutes of the Walcha Town & District Beautification & Tidy Towns Committee Meeting held on Wednesday, 8 July 2020 at the Council Chambers, Hamilton Street, Walcha. WO/2020/02309**
- 10.3 Minutes of the Walcha Mountain Festival Committee Meeting held on Wednesday, 22 July 2020 at the Council Chambers, Hamilton Street, Walcha. WO/2020/02386**
- 10.4 Minutes of the Walcha Motorcycle Rally Committee Meeting held on Thursday, 23 July 2020 at the Council Chambers, Hamilton Street, Walcha. WO/2020/02503**
- 10.5 Minutes of the Walcha Council Preschool Advisory Committee Meeting held on Monday, 10 August 2020 at the Walcha Preschool, Derby Street, Walcha. WO/2020/02835**

40 **RESOLVED** on the Motion of Councillors Wellings and Kermode that the Preschool Policies be **ADOPTED** as presented.

11. DELEGATE REPORTS

Nil.

12. QUESTIONS ON NOTICE

12.1 Questions with Notice: Clr Wellings & Clr Lyon WO/2020/02831
The Report was NOTED by Council.

13. CLOSED COUNCIL MEETING

13A Referral to Closed Council Meeting – Tender for Provision of Road Resurfacing REGPRO162021 AND Local Road & Infrastructure Program Project Nominations WO/2020/02833

41 **RESOLVED** on the Motion of Councillors Kealey and Wellings that, in accordance with the provisions of *Section 10* of the *Local Government Act, 1993*, the matter of Tender for Provision of Road Resurfacing REGPRO162021 AND Local Road & Infrastructure Program Project Nominations 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.



13B Referral to Closed Council Meeting – Request to Improve Driveway

WO/2020/02838

42 **RESOLVED** on the Motion of Councillors Ferrier and Kermode that, in accordance with the provisions of *Section 10 of the Local Government Act, 1993*, the matter of Request to Improve Driveway be referred to be discussed in Closed Council and close the meeting to the public for the reason that the report relates to commercial information of a confidential nature that would, if disclosed, confer a commercial advantage on a competitor of the Council.

43 **RESOLVED** on the Motion of Councillors Ferrier and Blomfield that Council resolve into Closed Council Meeting and that the press and public be excluded from the entire proceedings of the Meeting of the Closed Council for the reason that the reports relate to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business AND a report relates to commercial information of a confidential nature that would, if disclosed, confer a commercial advantage on a competitor of Council.

44 The Meeting resumed in **OPEN** Council on the Motion of Councillors Wellings and Blomfield.

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

The Chairman publicly declared the **Resolutions** passed by the Council whilst in Closed Council Meeting.

13.1 Tender for Provision of Road Resurfacing REGPRO162021

WINT/2020/04492

CC: 10/202021 **RESOLVED** on the Motion of Councillors Lyon and Wellings that Council adopts the tenders representing best value to a panel contract for the provision of Road Resurfacing Services for the period 01 October 2020 until up to 30 September 2024 and the preferred tenders are:

- a) BMR Quarries Pty Ltd
- b) All Pavement Solutions Pty Ltd
- c) New South Wales Spray Seal Pty Ltd
- d) Bitupave Ltd t/as Boral Asphalt

13.2 Request to Improve Driveway

WO/2020/02504

CC: 13/202021 **RESOLVED** on the Motion of Councillors Kealey and Kermode that Council honour the agreement made to construct the new driveway for the applicant as detailed in the body of the report.



13.3 Local Road & Infrastructure Program Project Nominations

CC: 14/202021 **RESOLVED** on the Motion of Councillors Wellings and Kermode that:

1. Council Apply for Local Road & Community Infrastructure funding for the following projects as outlined below with estimate costs contained in Table 1 of this report:
 - a. Walcha Pool Fence Replacement;
 - b. Walcha Pool Storage Improvements;
 - c. Walcha Pool Solar Heating upgrade;
 - d. Walcha Pool Balance Tank Renewal;
 - e. McHattan Park works to improve access and facilities;
 - f. Improve Pedestrian Access at Walcha Hospital;
 - g. Construct Levee Bank Pedestrian Underpass; and
 - h. Improve Pedestrian Safety on Blue Hogan Bridge.
2. On approval of funding by the Federal Government, Council amend the 2020/21 Council budget at a future Quarterly Budget Review to include the projects and funding allocations included in Table 1; and
3. Council Amend the 2020/21 Council budget at the next Quarterly Budget Review to allocate the budget described in Table 2 from remaining unallocated Bushfire Recovery grant funds to improve heavy vehicle access to Brackendale Road Bridge near Lowanna Road.

Councillor Lyon recorded his vote **AGAINST** this Recommendation.

THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 6:02PM.



Item 4:
Business
Arising from
Previous
Minutes



Item 5:

Declarations of Interest



Item 6: Mayoral Minute



There is no Mayoral Minute for September 2020



Item 7:

Senior Officers' Reports



Item: 7.1 **Ref:** WO/2020/03322
Title: Policy - Section 355 Committees
Author: General Manager
Previous Items: Not Applicable
Attachment: Policy – S355 Committees – DRAFT (WO/2020/03033)

Introduction:

Section 355 (b) of the Local Government Act 1993 provides that a function of Council can be exercised by a Committee of Council. The purpose of this report is to present a revision to Walcha Council's Section 355 Committee Policy.

Report:

The revision to this policy is part of the first phase of an 18 month program to review, consolidate and revise Council's suite of policies. The S355 Committees policy was last reviewed in March 2012.

Summary of changes in this version are included below:

1. Information regarding the committee purpose and functions added;
2. Scope expanded to include both types of Committees – functional and advisory;
3. Inclusion of responsible officer, review timeframe and updated legislation and policy references; and
4. Referrals to specific terms of reference documents for each committee for specific details relating to each committee.
5. Agenda items revised to reflect current best practice.

RECOMMENDED: That Council:

1. Note that this new policy supersedes the previous policy last amended by Council in March 2012 (Minute No. 215/1112);
2. Exhibit the Draft S355 Committees Policy for a period of 28 days; and
3. ADOPT the Draft S355 Committees Policy as presented subject to no submissions received during the exhibition period.



WALCHA COUNCIL

ADMINISTRATION POLICY

Section 355 Committees

Applicability

All Councillors and Council Staff

Publication Requirement

Internal and External

Assigned Responsible Officer

General Manager

Document Status

Version	Date Reviewed	Prepared by	Endorsed	Approved and Adopted
1.0	02 Sep 2020	General Manager		

Amendment Record

Amendment Version #	Date Reviewed	Description of Amendment



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1. POLICY OBJECTIVE

The objective of this policy is to recognise and define the establishment and function of Section 355 Committees with Walcha Council.

2. POLICY SCOPE

This policy will apply to any committee formed under Section 355 or 377 of the NSW Local Government Act 1993 ("The Act"), any associated regulations and best practice.

3. POLICY STATEMENT

In accordance with The Act, Regulation and guidance material offered by the Office of Local Government, this policy aims provide a clear, transparent and effective framework for the operation and activities of Council Committees formed under Sections 355 or 377 of The Act.

4. POLICY COMMITMENT

Walcha Council is committed to ensuring fair, transparent and accountable processes in relation to section 355 Committee formation, operation and activity.

5. WHAT IS A SECTION 355 COMMITTEE?

Under the Local Government Act 1993, Section 355, Council is able to delegate some of its functions to a Committee of Council. Council uses this delegation and appoints community people to manage its facilities or functions through a committee to assist Council.

There are two types of Section 355 Committees. Firstly, there are S355 Committees that have also been established to advise Council on the community needs in specific areas, such as future enhancement or upgrade of facilities, supporting strategic vision in sectors such as arts and tourism, and working collaboratively on region-wide issues such as Aboriginal affairs and waste recovery.

Secondly, a S355 Committee may manage community facilities on behalf of the Council. They aim to maximise the use of the facilities and are responsible for day-to-day management, including the organisation of maintenance and minor repairs.

6. COUNCILLOR AND COUNCIL STAFF PARTICIPATION

Each S355 Committee has an elected Councillor representative (or representatives) that attend each meeting. Staff may attend either as a nominated member of the Committee, or at their discretion or by invitation, to enable them to gauge the areas of concern of the community. They can assist in prioritising any proposals for projects, improvement, growth and development plans of the area of responsibility of the Committee.

7. COMMUNITY PARTICIPATION

Council encourages community participation in a number of its functions. One way in which community members can become involved is by becoming a member or volunteer of a community Committee. Council will advise for nominations as vacancies become available.



8. ADVISORY COMMITTEES

8.1. Formation

- a) The appointment of Advisory Committees is entirely at the discretion of the Council. The Committees are appointed and reappointed in accordance with the provisions of Section 355 and 377 of the Local Government Act 1993.
- b) Committees are formally appointed by the Councillors in office, therefore after the election, all Advisory Committees will be reviewed by the newly appointed Council.
- c) Council aims to appoint representatives of the local community or interest group to the Committee.
- d) To hold office all community members must be appointed by Council.
- e) Council must also appoint new members before being able to take part in the Committee meetings.
- f) All nominations for Advisory Committees are formally submitted in writing to Council for appointment.

8.2. Committee Membership

- a) An Advisory Committee will comprise those people appointed to it by Council. Committee membership is on a bi-annual term and reviewed by Council. Committee membership numbers will be determined by Council when establishing the Committee. If more eligible nominations are received than the vacancies that exist, a secret ballot must be held to determine Committee members.
- b) No particular qualifications are necessary, though a commitment to the activities of the Committee and a willingness to be actively involved in Committee issues are essential.
- c) It is expected that a community volunteer member would serve a minimum of 1 year, however this may vary depending on the specific needs of the Committee.
- d) Members of Advisory Committees of Council are volunteers, therefore do not receive payment for services.
- e) Council reserves the right to appoint relevant staff member(s) to the Committee. Staff members are ineligible to nominate as a community representative.

8.3. Election of Office Bearers

- a) The Chairperson is always the elected member.
- b) The Committee may, from its own members, elect an executive of the Committee comprising of roles including Deputy Chairperson, Secretary and/or Treasurer depending on the Committee's needs.
- c) Executive positions may be held by an individual for a maximum of two years, unless otherwise approved by Council.
- d) Executive positions must be held by individuals 18 years or over.
- e) Volunteers over 90 years and under 10 years of age are not covered under Council's volunteer insurance.

8.4. Committee Dissolution

- a) Council may also dissolve an Advisory Committee if that Committee is not complying with the



roles and responsibilities set out in this policy and accompanying documentation.

- b) The Committee can recommend to Council that the Committee be dissolved
- c) Council may dissolve an Advisory Committee if it fails to follow the delegations outlined by Council.

8.5. Vacation of Office

- a) A person will cease to be a member of an Advisory Committee if the:
 - i. Member is absent for more than six (6) months without leave from meetings of the Committee;
 - ii. Council passes a resolution to remove the member from the Committee;
 - iii. Member fails to disclose any pecuniary interest in any matter with which the Committee is concerned and takes part in the consideration, discussion or votes on any question relating to the matter and for the purposes of this provision “pecuniary interest” has the same meaning given to that term in Section 442 of the Local Government Act 1993:
- b) Council has the right to remove any members of the Advisory Committee after consultation with the Committee.
- c) A member can resign at any time by presenting a written resignation to Council. Upon receipt of the resignation the Council will advertise in the Local media calling for expressions of interest from community members. Any nominations will be submitted to Council for approval

9. DUTIES AND RESPONSIBILITIES OF ADVISORY COMMITTEES

9.1. Responsibility

The exercise of the Committee of its powers and functions will be subject to such limitations and conditions as may from time to time be imposed by law, specified by resolution of the Council or in writing by the General Manager to the Committee. The Committee will observe any rules and regulations made by Council.

If at any time the Committee is deemed to be functioning outside the limits of its powers as described herein, all powers may be revoked by written notice to the Committee signed by the General Manager or their representative.

9.2. Pecuniary and Non Pecuniary Conflicts of Interests

A Pecuniary Conflict of Interest involves a financial gain or loss (by yourself or a close friend or relative). Non Pecuniary Conflicts of Interest are private or personal interests resulting from relationships or associations with sporting or social clubs. Depending on how close the relationship is would determine whether it is a Significant or Non-Significant Non Pecuniary Conflict or Interest.

Pecuniary Interest may be defined as an interest that a Committee member has in a matter, as a member or employee of an organisation, company or other body, because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person, or another person with whom the person is associated. Such other persons include the spouse or de-factor partner or relative of the Committee person.

It is the responsibility of members of committees:

- a) To disclose to the meeting any pecuniary interest in a matter before the meeting;



- b) Not to participate in the discussion of the matter before the committee in which the member has a pecuniary interest; and
- c) Not to vote on the matter before the Advisory Committee meeting in which the member has a pecuniary interest.

A pecuniary interest does not exist where the interest is so remote or insignificant that it could reasonably be regarded as highly unlikely to influence any decision. The obligation to disclose is a strict duty, and the person's motives for participation are irrelevant if an interest is said to exist.

Committee members can refer to the Code of Conduct for further advice relating to pecuniary and non pecuniary conflicts of interest.

9.3. Committee Member/Volunteer Conduct

Committee Members hold an advisory role only. No Committee Members are to undertake any actions on behalf of the Committee without a resolution being approved by Council. Committee Members are required to adhere to Council's Code of Conduct. The Code is available upon request.

9.4. Attendance at Committee Meetings

Attendance of Committee Members is required at Committee Meetings. In the instance that Committee Members fail to attend 3 consecutive meetings without an apology, a letter requesting explanation and clarification of Committee Membership may be sent by the Committee.

10. CORRESPONDENCE

10.1. General

Correspondence from the Committee is effectively correspondence from the Council because the Committee acts on behalf of Council. Therefore stringent conditions are required to ensure the appropriate use of Council's name.

10.2. Use of Council's Letterhead

There are some occasions when the Committee needs to send a letter. In these instances the member of staff on the Committee, usually a Director or the General Manager, will type the letter on Council letterhead. Council does not allow the use of a Committee letterhead.

10.3. Signatures

All correspondence from Council on letterhead is signed by the General Manager or the Assistant General Manager in the General Manager's absence. The Mayor can only sign on Mayoral Letterhead.

11. MEETINGS

11.1. General

The Committee will meet on a regular basis to discuss relevant business. An Agenda is to be sent out to all Committee members, including Councillor/s and staff members on the Committee, at least one week prior to the meeting.

Minutes of the meeting discussed will be recorded in Council's Document Management System and a copy forwarded to all Committee members as well as submitted to Council's next Ordinary Meeting of Council. Any items requiring action by Council are to be recommended to Council for resolution and then they are acted upon by the designated Director or the General Manager.



11.2. Ordinary Meetings

Each Committee has a role or purpose to it and that is what is required to be addressed at the Meetings.

A quorum will consist of half the total number of voting members plus one. Should this number of members not be in attendance at 15 minutes after the starting time, the meeting will be adjourned to the same time and place as the next scheduled meeting.

11.3. Annual General Meeting

Council's Advisory Committees do not have Annual General Meetings. The requirement for an Annual General Meeting will be specified in the terms of reference for each Committee.

11.4. Quadrennial Meeting

Committees are reviewed every four years to identify if Committees are still relevant and or suggestions for new Committees to be established. All Committees will be notified of Council's decision.

11.5. Extraordinary Meeting

An Extraordinary Meeting may be called to discuss urgent business and matters outside the scope of an ordinary meeting requested by two members of the Committee.

11.6. Agenda/Minute Format

The agenda of a meeting will be forwarded to all members giving the notice of the proposed meeting. Minutes will be kept by Council for all meetings of the Committee.

The items will include the following:

1. Apologies
2. Minutes of previous meeting
3. Business arising from previous meeting
4. Financial Report
5. Directors Report
6. General Business
7. Date of Next Meeting

12. RELATED LEGISLATION AND POLICIES

The following are relative to this policy:

- 1) Local Government Act 1993 NSW;
- 2) Local Government (General) Regulations 2005;
- 3) Work Health and Safety Act (NSW);
- 4) Work Health and Safety Regulation (NSW) 2011;
- 5) Walcha Council's Code of Conduct;
- 6) Code of Meeting Practice; and
- 7) Equal Employment Opportunity Policy.



12.1. Review

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

DRAFT



Item: 7.2 **Ref:** WO/2020/03282
Title: NEW Draft Procurement Policy
Author: General Manager
Previous Items: Not Applicable
Attachment: Draft Policy - Procurement WINT/2020/01170
 Draft Procedure– Formal Quotation and Tendering WINT/2020/03663

Community Strategic Plan Reference:

*Strategy – 8.1.2 – Provide a framework for the efficient and effective administration of Council.
 Strategy – 8.2.1 – Maintain a stable and secure financial structure for Council.*

Introduction:

Council last adopted its Purchasing Policy in July 2019. Considering recent activities relating to procurement, introduction of new Council preferred system to manage quotes (VendorPanel), and discussions regarding how Council fairly supports local businesses, a review of this policy has been undertaken.

Council resolved to commence public exhibition of the new Draft Procurement Policy in the August 2020 Ordinary Meeting. Council launched the policy as part of a corporate event held in conjunction with the launch of the Walcha Business Resilience Program on 28 August 2020.

Report:

As at the 22 September 2020 there have been no formal submissions received. The closing date and time for submissions is 5pm, Friday 25 September 2020.

The General Manager has spoken directly with a number of local suppliers regarding the new policy who were overall supportive of the changes and the policy objective. Through this consultation, two themes emerged. These are described below.

1. Scope to increase the value of the Price Preference for Local Suppliers

Draft Policy

The calculated price preference given to Local Suppliers applies to goods and services where the estimated purchase value of \$250,000 or less and where there is a 100% cost assessment. Local Suppliers are those based in or operating predominately within the boundaries of Walcha Council Local Government Area. The preference will be calculated using the scale contained in Table 2. This has been expanded to the \$75,001 to \$250,000 category.

Table 2: Application of Price Preference for Local Suppliers

Purchase Value (excl. GST)	Available Price Preference for Local Suppliers	
	NEW POLICY (August 2020)	PREVIOUS POLICY (July 2019)
<\$1,000	No price preference	No price preference
\$1,000 - \$7,500	5% price preference	5% price preference
\$7,501 - \$75,000	2% price preference	2% price preference
\$75,001 - \$250,000	1% price preference	No price preference



Consultation Completed

The potential to increase these percentage preferences was discussed at length during the September meeting of the Audit Risk and Improvement Committee (ARIC). Members discussed the impact of any increases, and the balance between value for money for rate payers and directly supporting local businesses.

All members present agreed not to support any further increases to this price preference, and noted that the changes are better of overall from the perspectives of local suppliers with the expansion into the higher category.

Amendment to Draft Policy

No amendments proposed.

2. Clear policy guidelines ensuring local suppliers are prioritised to be involved in the procurement process.

Draft Policy

Whilst the changes reflect support to prioritise local suppliers, it is not explicit in the current policy or procedure.

Consultation Completed

This was discussed with ARIC in September and all members noted and supported the proposed changes.

Amendment to Draft Policy

Policy and supporting procedure amended to include clear instructions to ensure quotes are sourced based on a geographical location priority in the first instance. This prioritises local suppliers first and will use the supplier proximity search function in VendorPanel.

Inclusion to Policy at section 6.2 (bottom of page 5) and Procedure at section 2.1 (page 4):

“VendorPanel is Council’s preferred e-Tendering provider. All requests for quote sent using the VendorPanel platform must prioritise the use of proximity location to Walcha as the method to identify potential suppliers.”

Report Implications

Policy Implications

Once adopted by Council, this Procurement Policy will supersede the current Purchasing Policy.

The new policy is supported by a new procedure for formal quotation and tendering activities. The policy, procedure and full suite of supporting documents was presented to the Audit Risk and Improvement Committee (ARIC) this month. The ARIC acknowledged the high quality of the work completed to date, especially the supporting documents to ensure that the policy is supported by procedures, systems, forms and templates to support staff procurement activities be completed in accordance with the new policy.

Financial Implications

There are no specific financial implications of this policy. It is designed to ensure that value for money is measured and achieved when reviewing tenders, and to ensure that benefit attributed to any local economic stimulus is effectively considered.



Legal Implications

The NSW Office of Local Government procurement and tendering guidelines recommend that Council's are to seek independent legal advice to review any local supplier preference described in the policy to ensure that it does not contravene either the Trade Practices Act or Fair Trading Act. This advice has been sought and Council has been advised that there is no conflict. The legal advice offered some feedback regarding the description of the preference, local suppliers and the frequency of policy review. All of which have been addressed in the current policy.

Social Implications

The social and community impacts of this report provide a framework to fairly assess the local economic contribution attributed to Council projects in a fair and value adding way.

Environmental Implications

There are no environmental implications arising from this report.

RECOMMENDATION:

That Council ADOPT the Procurement Policy as amended and attached, in the event that no submissions are received in the remaining days of the exhibition period.



WALCHA COUNCIL

ADMINISTRATION POLICY

Procurement

Applicability

All Councillors and Council Staff

Publication Requirement

Internal and External

Assigned Responsible Officer

General Manager

Document Status

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

Amendment Record

Amendment Version #	Date Reviewed	Description of Amendment



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1. POLICY OBJECTIVE

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

2. POLICY SCOPE

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

3. POLICY STATEMENT

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

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

4. POLICY COMMITMENT

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

5. ETHICS IN PROCUREMENT

5.1. Ethics in Procurement

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

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

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



appear to influence purchasing decisions;

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

5.2. Conflict of Interest

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

5.3. Receiving of Gifts or Benefits

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

5.4. Responsible financial management

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

5.5. Value for money

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

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

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

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



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

5.6. Sustainability

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

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

6. PROCUREMENT METHODS

6.1. Selecting a Procurement Process

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

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

Table 1: Procurement Requirements

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

6.2. Written and Formal Quotations

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

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

VendorPanel is Council's preferred e-Tendering provider. All requests for quote sent using the VendorPanel platform must prioritise the use of proximity location to Walcha as the method to identify potential suppliers.



6.3. Formal Tendering

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

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

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

6.4. Calculating the Procurement Price Estimate

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

7. EXEMPTION TO DEVIATE FROM PROCUREMENT POLICY

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

The following situations may require some flexibility and exemption:

- a) the required goods or services are only available from one source;
- b) the item is a component of equipment in service and obtainable only from the manufacturer of the original equipment;
- c) the item must be compatible with existing equipment for reasons of satisfactory operation; staff training already carried out; prior investment in spares and maintenance facilities; or documentation;
- d) only one supplier has the necessary expertise or facilities for supply of the equipment with backup support and warranty;
- e) a limited increase in quantity is required to an item already being supplied or manufactured;
- f) time and cost of preparing a specification is impractical;
- g) urgency of the requirement precludes normal purchasing action;
- h) banking, financial or legal services;
- i) short term (up to 3 months) consulting projects of a nature that do not lend themselves to obtaining quotations due to access to specialised suppliers with skills and knowledge; and
- j) an existing supply contract cannot be used for a specific purchase.

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



8. LOCAL ECONOMIC FOCUS

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

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

8.1. Price Preference - Calculated Price Assessment

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

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

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

Table 2: Application of Price Preference for Local Suppliers

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

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

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

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

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



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

Table 3: Assessment Scoping Criteria for Strengthening Local Economic Capacity

Number of Criteria Met	Score
0-1 Criteria	0
2 Criteria	2
3 Criteria	3
4 Criteria	5

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

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

9. RECORDS

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

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

10. OUR RESPONSIBILITIES

10.1. All Council Staff

Council staff are responsible for:

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

10.2. All Managers and Leaders

All managers and leaders are responsible for:

- a) Setting an example for staff by complying with this policy and associated procedures in relation to all procurement activities; and
- b) Communicating and enforcing the principles of the policy and associated procedures to staff.



10.3. General Manager

The General Manager is responsible for:

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

10.4. Mayor

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

10.5. Suppliers

All Suppliers are responsible for:

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

11. RELATED LEGISLATION, POLICIES AND REVIEW

11.1. Related Legislation and Policies

The following are relative to this policy:

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

11.2. Review

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



WALCHA COUNCIL

PROCEDURE

Formal Quotation and Tendering

Applicability

All Council Staff

Publication Requirement

Internal

Assigned Responsible Officer

General Manager

Document Status

Version	Date Reviewed	Prepared by	Endorsed	Approved and Adopted
1.0	31 July 2020	General Manager		

Amendment Record

Amendment Version #	Date Reviewed	Description of Amendment



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1. INTRODUCTION

The procedure defines the framework for completing formal quotation and tendering activities undertaken by Walcha Council.

2. PROCUREMENT METHODS

2.1. Selecting a Procurement Process

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

The General Manager has discretion to vary the process in writing as provided for by Clause 7 of the Procurement Policy.

VendorPanel is Council's preferred e-Tendering provider. All requests for quote sent using the VendorPanel platform must prioritise the use of proximity location to Walcha as the method to identify potential suppliers.

Table 1: Procurement Requirements

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

3. FORMAL WRITTEN QUOTE {\$2,000 to \$7,500 GST Exclusive}

For this level of expenditure it is mandatory to seek a minimum of one formal written quotation against a defined scope and/or drawings. This process can be undertaken via e-mails to identified suppliers or through an e-Tendering provider.

4. FORMAL WRITTEN QUOTES {\$7,501 to \$75,000 GST Exclusive}

For this level of expenditure it is mandatory to seek a minimum of three formal written quotations against written specifications and/or drawings. This process can be undertaken via e-mails to identified suppliers or through an e-Tendering provider. If undertaken via e-mails and not using the e-Tendering provider, the Project Manger must save a file note documenting why the e-Tendering provider was not used.

5. FORMAL REQUEST FOR QUOTATION {\$75,001 to \$250,000 GST Exclusive}

For this level of expenditure it is mandatory to seek a minimum of three formal written quotations against written specifications and/or drawings. Whilst the formal quotation process is less prescriptive than a tender process, formal quotations for this value range must still be processed through an e-Tendering system.



A Quotation Assessment Panel may be considered for inclusion in the process in circumstances where the goods or services that are being sought could involve complex commercial or financial aspects. An RFQ Assessment Plan must be prepared and approved prior to issuing the RFQ to market. The RFQ Assessment Plan must nominate the criteria to be applied in the assessment of formal quotes received. This can include both price and non-price criteria. The Tender Assessment Plan template can be applied to create the RFQ Assessment Plan.

Whenever a non price criteria is being applied, the mandatory 5% criteria for Strengthening Local Economic Capacity (defined in section 8.2) **must** be included (refer section 6.9.2).

After the RFQ Assessment Plan is approved, the following documents must be prepared for the Formal RFQ prior to it being released:

- (a) RFQ Specification;
- (b) Form of Quotation (Schedule to be completed by the supplier);
- (c) Relevant Draft Contract comprising specifications and conditions; and
- (d) Other documents as required.

All documentation relating to the submission and assessment of formal quotations will be saved on the project file in Trim. Engagements are reviewed and approved by the delegated authority prior to advising suppliers the process outcome and executing contracts.

6. APPLICATION OF LOCAL SUPPLIER PRICE PREFERENCE {value <\$250,000 GST Exclusive}

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

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

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

Table 2: Application of Price Preference for Local Suppliers

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

7. FORMAL TENDERS {value exceeding \$250,000 GST Exclusive}

For this level of expenditure it is mandatory to conduct a formal tender process as defined by the NSW Local Government Act (1993) and (General) Regulation (2005). If the total amount which is to be paid or received by Council under a contract (in one or more instalments) is estimated to exceed \$250,000 (excluding GST), section 55 of the Local Government Act 1993 requires Council to invite tenders for the award of that contract.



Council's procurement activities are often subject to public scrutiny, especially those involving the invitation and evaluation of tenders. It is therefore important that there is a consistent approach to tendering activities.

The following tender methods may be used:

- (a) Selective tender; or
- (b) Open tender.

7.1. Selective Tender

Selective tenders can be undertaken by advertising an "Expression of Interest" (EOI) and then inviting tenders from all, or selected respondents, or by inviting tenders from an existing panel of suppliers. Council's panel suppliers must have been listed through an expression of interest process, or may be adopted from a list prepared by another public authority, provided the authority prepared its list following a similar public advertisement process.

The choice of the most appropriate tendering method should be made after considering probity, fairness, and effective competition issues. The decision should involve consideration of the advantages and disadvantages of each approach and the capabilities of the market.

Expressions of interest must be invited by public advertisement for a minimum of 21 days. Applications will be assessed against advertised criteria relevant to the supply.

7.2. Open Tender

Where a panel of contractors has not been compiled following an EOI process the open tendering method must be followed. This requires public advertising of an Invitation to Tender through e-Tendering and compliance with the procedures set out in this policy. Formal tenders using the open tender method must be invited for a minimum of 21 days.

7.3. Establishing a Tender Assessment Panel

Once the requirement for a formal tender has been established, the Project Manager will establish a Tender Assessment Panel. Elected Councillors are prohibited from serving as members of Tender Assessment Panels. A Tender Assessment Panel must consist of at least three (3) Council officers who are competent to apply the tender process and collectively have the ability to:

- (a) Understand the requirements of the contract;
- (b) Prepare specifications for the works or services required;
- (c) Establish and weight the assessment criteria;
- (d) Assess the tenders to be received in accordance with the assessment criteria; and
- (e) Complete the reporting and approval process for tenders.

The Project Manager has responsibility for:

- (f) Preparing clear and concise draft documentation for the tender assessment panel containing contract details and specifications for incorporation in the standard contract documentation outlining what is to be done and how it is to be performed;
- (g) The membership of the Tender Assessment Panel to be confirmed as appropriate in order for assessment criteria to be established and to be properly assessed.

When the specification has been prepared and incorporated within a draft contract, the Project Manager must arrange meetings of the Tender Assessment Panel to agree on the content of the documentation to be issued to applicants.



To ensure that contract details and specifications are as accurate and comprehensive as possible, the Project Manager should consider the engagement of an independent and qualified officer to review tender specifications prior to being issued, in instances where they deem appropriate (i.e. where tender specifications are particularly complex or technical).

7.4. Tender Assessment Panel responsibilities

Meetings of the tender assessment panel are chaired by the Project Manager who must:

- (a) Explain the purpose and scope of the proposed contract;
- (b) Explain the specification;
- (c) Answer any questions of the panel members;
- (d) Secure panel agreement that the tender should proceed in accordance with the specification or amend the specification to suit the requirements of the panel;
- (e) Ensure that the panel agrees that it has sufficient and appropriate participants to permit the assessment criteria to be established;
- (f) Finalise the panel membership and have each member sign a Confidentiality and Conflict of Interest Declaration, and save the record on the project Trim file;
- (g) Develop an agreed set of assessment criteria and weightings for the assessment of responses to Council's invitation in accordance with Council's tender assessment method and sections 7.9 and 8.4 of this procedure;
- (h) Prepare a Tender Assessment Plan for endorsement by the relevant delegated authority prior to releasing the tender.
- (i) Arrange for a confidential record file in Trim to be established;
- (j) Arrange for all documentation for the contract and tender process to be placed onto the relevant Trim file for the contract;
- (k) Arrange meetings of the panel as may be required; and
- (l) Administer all contact with tenderers through the e-Tendering forum process and the provision of answers to questions raised by tenderers.

7.5. Tender Documentation

Documents for public tenders must be finalised by the Tender Assessment Panel.

The following documents must be prepared and reviewed by the delegated authority prior to being published:

- (a) Invitation to Tender letter;
- (b) Form of Tender;
- (c) Relevant Draft Contract; and
- (d) Specification providing specific details and functional requirements of the goods or services, relevant plans and scope of works etc., for which tenders are to be sought.

The proposed form of contract (relevant draft contract) must be provided to prospective contractors with the formal tender documents.

7.6. Tender Assessment Plan

A formal Tender Assessment Plan must be prepared for all tenders and is a management document for



the conduct of the tender process that is for internal use and is not released to tenderers. The Tender Assessment Plan must be approved by the delegated authority prior to the release of the tender documentation.

The Tender Assessment Plan sets out:

- (a) Details of the authority to invite tenders;
- (b) A description of the tender;
- (c) Estimated contract value;
- (d) The composition of the tender assessment panel;
- (e) The method of tendering;
- (f) A timetable for the tender process;
- (g) Tender assessment criteria and weightings;
- (h) Any probity considerations peculiar to the procurement, such as the need for a probity plan and/or probity adviser; and
- (i) The methodology to be followed when assessing tender responses.

7.7. Contract WHS Requirements and Specifications

Prior to entering into any contract with another party or organisation, the Project Manager must determine the WHS system requirements based upon the nature of the contract and ensure these requirements are documented in the specification.

7.8. Environmental Considerations

Environmental considerations can be part of an overall assessment of the best total value solution in all procurement decisions if they are included as criteria. The weighting of the environmental consideration will vary based on the goods or service and the significance of their environmental impact. Appropriate environmental sustainability criteria are to be considered for inclusion in all specifications, quotations and tender documents.

When undertaking procurement activities the Project Owner may give consideration to recycled materials, energy and water efficient options, minimising the use of hazardous substances and carbon emissions, and previous environmental management performance and improvement ideas of suppliers.

7.9. Assessment Criteria and Weightings

7.9.1. Assessment Criteria

The primary objective of all Council procurement is to obtain value for money. Value for money is about achieving the best possible outcome by comparing the relevant benefits and costs on a whole of life basis.

Assessment criteria are used to assist in making an objective procurement decision. Assessment of tenders should not be a complicated process and officers should be able to make a value for money judgement on a selection of one or more of the following criteria:

- (a) Cost to Council;
- (b) Demonstrated experience in the satisfactory undertaking of projects of similar size and scope, including the use of Contractor Performance Reports (where applicable) and reference checks;
- (c) Proposed Construction Program/Schedule;



- (d) Proposed Construction Methodology;
- (e) WHS management system;
- (f) Quality Management system;
- (g) Environmental considerations;
- (h) Risk management policies and procedures;
- (i) Compliance with delivery needs; and
- (j) Demonstrated Strengthening Local Economic Capacity (compulsory 5% weighting).

7.9.2. Strengthening Local Economic Capacity (5%)

The Walcha Council local area is defined as within the Walcha LGA boundary. Council areas within the Namoi JO may also be considered, however these would attract a lower score. The following four (4) criteria must be considered in all tenders:

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

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

Table 3: Assessment Scoping Criteria for Strengthening Local Economic Capacity

Number of Criteria Met	Score
0-1 Criteria	0
2 Criteria	2
3 Criteria	3
4 Criteria	5

Generally, as the value, risk and complexity of a procurement increases, the greater the number of assessment criteria required taking into account factors which are not as significant for low value, simple purchases. Great care must be taken in the choice of assessment criteria as results can be affected if these are not designed correctly. Different assessment criteria may be required depending upon the procurement methodology adopted, the project risk profile and Council's motivating factors.

To assist in the selection of the best tender, assessment criteria should be measurable, clear and transparent. Typical assessment criteria for complex and strategic procurements include:

- (a) The tenderer's degree of overall compliance with the conditions of tender and specification;
- (b) The extent to which the tendered solution is assessed as meeting the function and performance requirements stated in the specification;
- (c) The tenderer's demonstrated technical and managerial capability to provide the requirement; and



- (d) Other criteria specific to the procurement.

7.9.3. Weighting of Assessment Criteria

Assessment criteria must be listed in the Invitation to Tender document.

8. TENDER ASSESSMENT

8.1. Opening of Tenders

The opening of tenders is undertaken by a minimum of two (2) officers to whom the General Manager's delegation of authority has been given. These representatives open the Tender Boxes and download Tenders through the e-Tendering system after the advertised time of closing in the presence of any members of the public who wish to attend.

A member of the public who attends the tender opening is only entitled to be made aware of the names of the tenderers. The tender opening group records the names of the tenderers and the amounts that appear to have been tendered.

They then prepare a Tender List specifying the names of all tenderers in alphabetical order and display the List on council's website so that it can readily be seen by members of the public.

8.2. Late Tenders

Late tenders are to be dealt with in accordance with the Local Government (General) Regulation 2005 and the Office of Local Government Guidelines applicable at the time.

8.3. Tender Assessment Process

The assessment process aims to provide a structured approach to the assessment of tenders and to provide a strong, defensible basis for selection decisions. For particularly high risk or commercially sensitive assessments, consideration should be given to the engagement of an independent probity advisor and probity auditor. The General Manager will consider the need for an independent probity advisor and direct the engagement if it is considered necessary.

8.3.1. Tender Assessment Objectives and Principles

The assessment of tenders must be conducted in a fair, unbiased and competent manner while maintaining confidentiality and probity.

The objective of an assessment is to select the best offer in terms of compliance with:

- (1) The invitation documentation;
- (2) The specification;
- (3) The terms and conditions of the draft contract;
- (4) Policy requirements; and
- (5) Relative overall value for money in comparison with other offers.

The fundamental principles to be adhered to during an assessment process are:

- (6) Value for money;
- (7) Probity;
- (8) Confidentiality;



- (9) Ethics and fair dealing; and
- (10) Accountability.

8.3.2. Tender Assessment Conduct:

The Tender Assessment must be conducted by:

- (1) Applying only the assessment criteria notified to tenderers in the invitation documentation in accordance with the approved Tender Assessment Plan;
- (2) Comparing offers on the basis of the value for money offered by each;
- (3) Assessing the level of risk associated with each tender;
- (4) Documenting points of clarification raised with tenderers;
- (5) Using, when appropriate, a professional financial adviser to assess the financial viability of each tenderer;
- (6) Where necessary engaging the Chief Financial Officer to assess complex pricing structures and options in tenders to ensure the accuracy of price comparisons; and
- (7) Having team members who have technical or subject matter skills to assess the viability of the tendered solutions.

Assessment of tenders for a simple procurement from reputable and established suppliers may not normally require a formal assessment of capabilities. A detailed assessment is likely to be required when buying from unknown suppliers or suppliers of complex and high cost goods or services involving a higher level of risk.

Assessment of tenders should:

- (a) Determine the capability of the tenderer to meet the specified requirement including technical competence, available capacity, relevant experience, availability of key personnel, financial stability and management competence;
- (b) Identify potential risks to the achievement of the primary procurement objectives;
- (c) Acquire satisfactory evidence of overall performance and reliability of the tenderer in undertaking similar projects in either the private or public sector;
- (d) Assess the relative strengths and weaknesses of different tenderers;
- (e) Identify areas requiring special attention in managing the project; and
- (f) Identify for individual tenderers key issues and priorities which must be addressed when clarifying their tenders.

8.3.3. Assessment of the Technical Aspects and the Whole-of-Life Costs and Benefits

Assessment of the goods or services offered by a tenderer should also involve an assessment of the technical aspects and the whole-of-life costs and benefits of each offer. A technical assessment might address:

- (1) Ability to meet mandatory performance or functional requirements;
- (2) Ability to meet quality standards and accreditations required of the goods or services;
- (3) Ability to pass testing and installation requirements;
- (4) Compatibility with existing equipment and systems;
- (5) Safety features;



- (6) WHS systems;
- (7) Qualifications and skills of the individuals providing the services;
- (8) Compatibility and staff ease of implementation;
- (9) Other relevant costs and benefits associated with the goods or services; and
- (10) Environment considerations.

8.3.4. Mandatory Criteria

The Tender Assessment Panel has the ability to nominate certain criteria as mandatory. This will be documented in the Tender Assessment Plan. If a tenderer fails to meet a mandatory assessment criterion, its tender must be put aside and not considered any further. If all tenderers fail to meet mandatory requirements a new tender process may need to be undertaken in accordance with clause 178 of the Local Government (General) Regulation 2005.

8.3.5. Information that May be Used in Tender Assessments

Only information specified in the request documentation can be used to assess tenders. However, in addition to information provided in the tenders, the following information may also be used to assess tenders:

- (1) Clarifications or corrections to tenders provided by a tenderer that are assessed by the Tender Assessment Panel as admissible to the assessment in accordance with the provisions of the Local Government (General) Regulation 2005;
- (2) Information in the possession of Council that is relevant to making assessments of risk associated with a tenderer's offer;
- (3) Information sourced from a tenderer in the course of site visits where that information is assessed as admissible; and
- (4) Publicly available information.

During assessment it is essential to maintain probity, ethics and accountability in the process. Therefore, any follow-up communication between Council and a tenderer must be for clarification of the issues that would assist in the assessment process only. Clarifications and corrections must be sought and received in writing.

All communications between Council and tenderers during the period tenders are open must be through the e-Tendering system using the forum process to ensure probity, ethics, fairness and accountability of the assessment process.

It is essential that the integrity of the process is maintained by not allowing clarification to be used as an opportunity for tenderers or Council to revise, modify the scope of, or change a tender.

A substantial change to a tender submission is not permitted. This does not include amendments that are corrections to computations within the pricing schedule that are obvious as errors e.g. unit prices not correctly multiplied against volume, or totals that do not reflect the numerical data being summed.

The clarification process applies in circumstances where Council requires further information from tenderers in order to properly assess their tenders. If Council considers that there is a mistake or inaccurate information in a tender, it may seek to verify or clarify this with a tenderer through the clarification process. Any additional information submitted by a tenderer must be assessed to determine whether it is truly a clarification of tendered information, or whether it effectively amounts to the submission of late material that seeks to vary the existing tender.

Tenderers may seek to submit material after the tender closing time to correct mistakes or anomalies in



their tenders. This could be material to replace incorrect information in their tender, or material that has been accidentally omitted from their tender.

In making assessments of additional material received from tenderers by the Tender Assessment Panel the primary test to be applied is whether the acceptance of the further information would give that tenderer an unfair advantage over the other tenderers.

8.4. Assessment Methodologies

In some instances a highly quantitative, systematic approach to the assessment of tenders may be used. However, in many situations, qualitative assessments will be appropriate. Whichever methodology is chosen it is important to remember that it is a tool to assist in assessment, since the final decision must be made on the basis of value for money.

Proper experience, training and professional judgement of the assessment panel members is a fundamental requirement of the assessment process.

The Tender Assessment Plan must define the descriptors to be used during the comparative assessment. In particular, specific guidance should be provided in the interpretations that are to apply in the rating of tenders and on any other aspects to be considered in the determination of value for money.

Quantitative assessments involve the assignment of numerical values to the level of compliance and risk for each assessment criterion. The Tender Assessment Plan sets out the values that should be applied for the different levels of compliance and risk. The numerical values are then aggregated to produce a final numerical value for each tender.

Advantages of using quantitative assessment include:

- (1) Degrees of difference between tenders are easy to demonstrate;
- (2) Rigour is added to arguments for source selection;
- (3) Subjectivity in the assessment may be reduced; and
- (4) Ranking of tenderers is easier.

8.5. Conducting the Assessment

Tender responses may be distributed for assessment to individual tender assessment panel members subject to strict confidentiality requirements. The Project Manager must track all movements of any hardcopies using a register. The documents are reviewed by the Tender Assessment Panel members and individual scores determined by each member from their review of each tender response. Tender documents are kept securely, recorded when distributed and remain completely confidential with no sharing of information with non-tender assessment panel members.

8.6. Council's Standard Assessment Method

Council's standard assessment method is the numerical scoring method as set out in the template Tender Assessment Plan.

8.7. Direct Negotiations with Suppliers – Requires Formal Council approval by Resolution

Direct negotiations with suppliers may only occur when Council approval has been formally obtained by a specific council resolution.

(a) What are Direct Negotiations?

Direct negotiations refer to exclusive negotiations between Council and a supplier or contractor without first undergoing a genuine competitive process. Direct negotiations are sometimes referred to as



directly sourced, single invited or non-competed contracts. Because of risks that accompany the process direct negotiations as a general rule should be avoided unless absolutely necessary.

However, there are scenarios where it may be impossible to test the market or to use a competitive process. In other cases, a competitive process may be possible but for various reasons may be so impractical or expensive that direct negotiations are the most acceptable way to fulfil a contract. In these cases, direct negotiations can be justified.

(b) When and Where Might Direct Negotiations Arise?

These circumstances may vary widely. Council may find it appropriate to initiate direct negotiations itself, or the idea may come via an unsolicited proposal from the private sector or a third party. Sometimes Council may be forced into direct negotiations because of a lack of viable alternatives, but on other occasions it may consider that direct negotiations can be justified despite the presence of alternatives.

Some of the areas involving some form of transaction between Council and the private sector where direct negotiations could arise include disposal of surplus goods, property or assets (such as leases, management rights, advertising space, rights to use natural resources, some licences), specialist experts with limited competition, sponsorships, administration of grants, and for joint ventures.

(c) Managing Probity and Risk in Direct Negotiations Either Arising from a Tender, or Where no Tenders Have Been Invited

After the tendering process is complete and none are accepted, then under clause 178 of the Regulation, Council may decide by resolution to enter into direct negotiations with any person or persons with the intention to enter a contract. In most cases this would be the assessed preferred tenderer. The resolution of Council must state the reasons for declining to advertise and invite fresh tenders. Council should not use such tender negotiations as an opportunity to trade-off one tenderer's prices against other tenderers' prices in order to obtain lower prices.

When the decision to undertake direct negotiation with one supplier, buyer or tenderer has been made, Council should demonstrate commitment to a fair and accountable process by ensuring the following:

- (1) Council officers conducting the negotiations have high level skills, training and experience in commercial negotiations;
- (2) A team approach is taken to the negotiations, led by a suitably qualified experienced senior person and consideration is given to including an independent observer or probity auditor;
- (3) The negotiation process is adequately resourced;
- (4) Council officers conducting the negotiations do not have any Conflict of Interests;
- (5) All communications and discussions are documented;
- (6) Expert technical and legal advisers are involved at the appropriate times;
- (7) Council's General Manager is informed of progress and involved as appropriate;
- (8) Appropriate confidentiality is maintained;
- (9) Following completion of the negotiations, an evaluation is conducted to assess whether the aims of the negotiations were achieved; and
- (10) The process and outcome is comprehensively documented and recorded.

8.8. Confirmation of the Successful Tenderer

Following the assessment and preliminary selection of the successful tenderer by the Tender Assessment Panel, further detail checks or confirmation may be required to be undertaken by the



Project Manager. Once these are successfully completed, a final meeting of the Tender Assessment Panel will be arranged for all members to confirm the selection of the successful tenderer and for all members to confirm their agreement in writing.

The Project Manager will then ensure:

- (1) Record all documentation relating to the tender into the Trim records system;
- (2) Prepare a report to Council for approval to accept the recommended tender using the Tender Report template;
- (3) Once approved by Council, create an active purchase order (but not issue it to the successful tenderer);
- (4) Send notification to the successful tenderer using the available template;
- (5) Review and issue the Draft Contract to the successful tenderer, quoting the purchase order number in the correspondence;
- (6) Arrange for the signing of contracts by the contractor and on behalf of Council by an officer with appropriate delegation; and
- (7) Ensure that the contract is administered accordingly.

8.9. Advising Unsuccessful Tenderers

Unsuccessful tenderers must be notified in writing as soon as possible after the Council meeting using the available template.

8.10. Retention of Procurement Documentation

All procurement documentation must be filed in the relevant Trim file.

9. RELATED LEGISLATION, POLICIES AND REVIEW

9.1. Related Legislation and Policies

The following are relative to this procedure:

- 1) Walcha Council Procurement Policy (WO/2020/01170);
- 2) Local Government Act 1993 NSW;
- 3) Local Government (General) Regulations 2005;
- 4) Privacy and Personal Information Protection Act 1998;
- 5) State Records Act 1998;
- 6) Fair Trading Act 1987 (NSW); and
- 7) Competition and Consumer Act 2010.

9.2. Review

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



10. FORMS AND TEMPLATES

10.1. Schedule of Forms and Templates

The following forms and templates support the application of this procedure:

- 1) Confidentiality and Conflict of Interest Declaration (WINT/2020/04005)
- 2) Tender Assessment Plan (WINT/2020/04009)
- 3) Tender Assessment Record (WINT/2020/04010)
- 4) Tender Report for Council (WINT/2020/04014)
- 5) Letter to Unsuccessful Tenderers (WINT/2020/4015)
- 6) Letter to Successful Tenderer (WINT/2020/04016)
- 7) Construction Contract Template (WINT/2020/02351)

DRAFT



Item: 7.3 **Ref:** WO/2020/03310
Title: Request to Waive Development Application Fees and Costs for Picnic Shelter at Ohio North Road – Rotary Club of Walcha Inc
Author: General Manager
Previous Items: Not Applicable
Attachment: No

Community Strategic Plan Reference:

Goal: 2.1.1 – Maintain and improve the appearance of the Walcha Local Government Area to increase tourist and commercial activity.

Goal: 6.6.4 – Enhance the Walcha Local Government Area so that it continues to be an attractive place to live, work and visit.

Introduction:

Council have been approached by the Rotary Club of Walcha to waive the development application fees and any other relevant costs associated with the development application they have lodged with Council to build a Picnic Shelter at Ohio North Road entrance from Thunderbolts Way.

Report:

The proposed Picnic Shelter would be built on Council land and as the owner Council will own the completed asset. The asset will directly benefit both the Walcha community and tourists.

Policy Implications:

In accordance with policy requirements, Council have delegation to resolve to waive fees and charges.

Financial Implications:

The financial cost to waive the development application and associated fees is estimated to be \$539.00.

Legal Implications:

There are no legal implications arising from this report.

Social Implications:

All local Service Clubs and not for profit organisations in Walcha area are responsible for a range of great activities and projects for the Walcha Community. The open and transparent support of these clubs for projects by Council has a broad range of positive community and social benefits.

Environmental Implications:

There are no environmental implications arising from this report.

RECOMMENDATION: That Council waive associated Development Application Fees and Charges for the Rotary Club of Walcha's project to build a Picnic Shelter at Ohio North Road entrance from Thunderbolts Way.



Item:	7.4	Ref: WO/2020/03237
Title:	Ordinary Meetings of Council	
Author:	General Manager	
Previous Items:	Not Applicable	
Attachment:	No	

Community Strategic Plan Reference:

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

Introduction

The purpose of this report is to:

- 1) note that Council is required under section 365 of the Local Government Act 1993 to meet at least 10 times each year, each time in a different month;
- 2) review the effectiveness and continued relevance of the current Meeting structure; and
- 3) review the time and date of Council Ordinary Meetings.

Report

Ordinary Meetings of the Council are held on the last Wednesday of each month of February through November, commencing 3:45pm, with the December Ordinary Meeting on the third Wednesday, and no scheduled meeting for January.

Matters determined by Ordinary meetings includes all those non-delegable functions identified in Section 377 of the Local Government Act 1993. This includes:

- (a) the appointment of a general manager;
- (b) the making of a rate;
- (c) a determination under section 549 as to the levying of a rate;
- (d) the making of a charge;
- (e) the fixing of a fee;
- (f) the borrowing of money;
- (g) the voting of money for expenditure on its works, services or operations;
- (h) the compulsory acquisition, purchase, sale, exchange or surrender of any land or other property (but not including the sale of items of plant or equipment);
- (i) the acceptance of tenders to provide services currently provided by members of staff of the Council;
- (j) the adoption of an operational plan under Section 405;
- (k) the adoption of a financial statement included in an annual financial report;
- (l) a decision to classify or reclassify public land under Division 1 of Part 2 of Chapter 6;
- (m) the fixing of an amount or rate for the carrying out by the Council of work on private land;
- (n) the decision to carry out work on private land for an amount that is less than the amount or rate fixed by the Council for the carrying out of any such work;
- (o) the review of a determination made by the Council, and not by a delegate of the Council, of an application for approval or an application that may be reviewed under section 82A of the Environmental Planning and Assessment Act 1979;
- (p) the power of the Council to authorise the use of reasonable force for the purpose of gaining entry to premises under section 194;



- (q) a decision under section 356 to contribute money or otherwise grant financial assistance to persons;
- (r) a decision under section 234 to grant leave of absence to the holder of a civic office;
- (s) the making of an application, or the giving of a notice, to the Governor or Minister;
- (t) this power of delegation; and
- (u) any function under this or any other Act that is expressly required to be exercised by resolution of the Council.

Other matters and functions determined by Ordinary Council Meetings include however are not limited to:

- 1) Mayor and Councillors Annual Fees;
- 2) Payment of Expenses and Provision of Facilities to Mayor and Councillors;
- 3) Delegation of Functions to General Manager and Principal Committees;
- 4) Code of Conduct;
- 5) Code of Meeting Practice;
- 6) Annual Financial Reports, Auditors Reports, Annual Reports and Statement of the Environment Reports;
- 7) Performance of the General Manager; and
- 8) Acceptance of Council Tenders.

Policy Implications

In accordance with Council's code of meeting practice, Council and Committee Meetings should be:

- Transparent:* Decisions are made in a way that is open and accountable.
- Informed:* Decisions are made based on relevant, quality information.
- Inclusive:* Decisions respect the diverse needs and interests of the local community.
- Principled:* Decisions are informed by the principles prescribed under Chapter 3 of the Act.
- Trusted:* The community has confidence that councillors and staff act ethically and make decisions in the interests of the whole community.
- Respectful:* Councillors, staff and meeting attendees treat each other with respect.
- Effective:* Meetings are well organised, effectively run and skilfully chaired.
- Orderly:* Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.

The meeting structure must support the above requirements. Council has a role to ensure that the meeting structure continues to be relevant, and serve as an effective decision making platform for Local Government within the Walcha Council local government area.

This review is an opportunity to ensure that the structure continues to meet these requirements and also provides opportunity to consider alternatives.

Financial Implications

There are no financial implications arising from this report.

Legal Implications

The current Council structure satisfies all of the legal requirements of the Local Government Act 1993 and the Local Government (General) Regulation 2005.



Social Implications

Business Papers for Council Meetings are available by 3:00pm on the Friday prior to the Council Meeting.

Environment Implications

There are no environmental implications arising from this report.

RECOMMENDATION: That Council maintain the current Governance Structure for the ensuing term of:

1. One Ordinary Council Meeting held on the last Wednesday of the month for months between February and November inclusive;
2. December Ordinary Meetings of Council be held on the third Wednesday of the month;
3. No Ordinary Meeting of Council held during the month of January; and
4. All Ordinary Meetings of Council to commence at 3:45pm.



Item:	7.5	Ref: WO/2020/03241
Title:	Local Government NSW Annual Conference	
Author:	General Manager	
Previous Items:	Not Applicable	
Attachment:	No	

Community Strategic Plan Reference:

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

Introduction

Local Government NSW (LGNSW) holds an annual conference each year. This year the conference will be held as an online event due to COVID-19 impacts.

Report

LGNSW has announced that their Annual Conference will be an online format this year, to allow members to come together, submit motions, vote and discuss key issues while still meeting COVID-19 health and safety requirements. The conference will be held online on Monday 23 November, 2020 commencing at 08:45am.

As a result, LGNSW has updated the Annual Conference program to suit an online format and has reduced the ticket price to reflect the revamped, shorter program.

LGNSW notes that Council participation is vital to ensure LGNSW can hold a valid, quorate conference. The conference will include voting, so it is essential that Council still register our nominated voting delegate.

Policy Implications

There are no policy implications arising from this report.

Financial Implications

Councillors are allocated a combined sum \$20,000 annually to specifically provide for training activities and attendance at Local Government sector conferences. Current forecast committed expenditure to date is approximately \$8,000.

The cost to attend the online event is \$66.00 (including GST) per delegate, which reflects the change in program to an online event. The non-member price is \$132.00 (including GST).

Legal Implications

Council's formal resolution for the attendance of any delegate is required for insurance purposes whilst the representatives are performing Council duties.

Social Implications

There are no social implications arising from this report.

Environment Implications

There are no environmental implications arising from this report.

RECOMMENDATION: That Council nominate Councillor representatives to attend the LG NSW Annual Conference Online event on 23 November 2020 as appropriate.

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Item: 7.6 **Ref:** WO/2020/03240
Title: Australian Water Association NSW State Conference
Author: General Manager
Previous Items: Not Applicable
Attachment: No

Community Strategic Plan Reference:

Goal – 6.3 – Water supply and sewerage services will be physically and environmentally sensitive.

Introduction

The Australian Water Association (AWA) holds an annual NSW State Conference. The theme of this year's conference is "Planning and Building a Resilient Water Future for NSW". This conference is being held in Tamworth on 12-13 November 2020.

Report

The AWA convenes its NSW State Water Conference annually, with the 2020 Conference to be held in Tamworth on 12-13 November 2020 (refer link to the event website for the program [LINK](#)).

The conference theme is "Planning and Building a Resilient Water Future for NSW". NSW is facing unprecedented challenges for vital water resources that sustain our communities in regional and urban areas. Some of the key topics that will be included in the conference are issues such as the impact of the drought on regional communities and the environment, workforce resilience and asset management. All of these themes are relevant to Walcha Council operations and current work horizon.

Registrations are now open with COVID-Safe protocols in place. If the event is cancelled a full refund will be provided. Our Namoi Unlimited partner Tamworth Regional Council is a Joint Conference Partner, along with Hunter H2O and Principal Partner, Water NSW.

Policy Implications

There are no policy implications arising from this report.

Financial Implications

Councillors are allocated a combined sum \$20,000 annually to specifically provide for training activities and attendance at local government sector conferences. Current forecast committed expenditure to date is approximately \$8,000. The cost for the two day event including travel, accommodation registration and meals will be approximately \$800 per person. Estimated cost excluding accommodation is approximately \$600 per person.

Legal Implications

Council's formal resolution for the attendance of any delegate is required for insurance purposes whilst the representatives are performing council duties.

Social Implications

There are no social implications arising from this report.



Environment Implications

There are no environmental implications arising from this report.

RECOMMENDATION: That Council nominate Councillor representatives to attend the Australian Water Association Conference to be held in Tamworth on 12-13 November 2020 as appropriate.



Item:	7.7	Ref: WO/2020/03339
Title:	Grants for Junior Sporting / Coaching Clinics	
Author:	General Manager	
Previous Items:	Not Applicable	
Attachment:	Yes	

Community Strategic Plan Reference:

Goal: 5.2.1 – Support service, sporting and other community groups.

Introduction:

Each year Council invite, by advertisement, the sporting groups of Walcha to apply for Junior Coaching Clinic grants.

Report:

The main objective for these grants is to provide children with coaching opportunities in Walcha that they would not normally be able to access. The aim of this program is to:

- financially assist Walcha sporting bodies provide coaching clinics in Walcha.
- maximise the range of sporting groups offering coaching opportunities.
- encourage sporting groups to conduct clinics that would otherwise not run a clinic.
- maximise the number of children benefiting from the coaching opportunities.

Council's policy states:

“The provision of an annual allocation of funds is not guaranteed. Grant funds will only be made available to defray the cost of providing coaches and/or instructors. Preference shall be given to coaching clinics where the participants contribute to the cost. Grant funds shall not be provided for ongoing programs and must be spent within 12 months. Grant funds shall not be provided for clinics that are already completed. Funds will be made available for coaching clinics held for the benefit of the children of Walcha ratepayers.”

Council have advertised for applications for Junior Coaching Clinic grants and have received the following application:

1. Walcha Flippers Swimming Club – 45 participants requesting \$1,800.
2. Walcha Pony Club Inc – 30-50 participants requesting \$1,500.
3. Walcha & District Tennis Association – 15-30 participants requesting \$800.
4. St Patricks School Walcha – 63 participants requesting \$945.

Policy Implications:

This is the first time a school has applied for a Junior Coaching Clinic grant. St Patrick's School Walcha is not registered as an official sporting body or group. As stated in their application they are aiming to engage a swim coach to provide lessons to the students.

If approved, this would contravene the existing policy and provide a precedent for applications from other local schools in future programs.

Financial Implications:

The total amount requested is \$5,045. Copies of applications are attached to the report. Council's 2020-2021 Budget allocation is \$5,000.



Legal Implications:

There are no legal implications arising from this report.

Social Implications:

The program provides social benefits to community sporting groups by facilitating clinics and activities for members.

Environmental Implications:

There are no environmental implications arising from this report.

RECOMMENDATION: That Council allocate the following funds to each applicant:

1. **Walcha Flippers Swimming Club – \$1,800.**
2. **Walcha & District Tennis Association – \$800.**
3. **Walcha Pony Club Inc - \$1,500.**



Grants for Junior Coaching Clinics

ADMINISTRATION PROCEDURES

Objective:

To provide children with coaching opportunities in Walcha that they would not normally be able to access.

Aims:

- To financially assist Walcha sporting bodies provide coaching clinics in Walcha.
- To maximize the range of sporting groups offering coaching opportunities.
- To encourage sporting groups to conduct clinics that would otherwise not run a clinic.
- To maximize the number of children benefiting from the coaching opportunities.

Policy:

The Walcha Council shall be responsible for administering any funding for junior coaching clinics. The provision of an annual allocation of funds is not guaranteed.

Grant funds will only be made available to defray the cost of providing coaches and/or instructors. Preference shall be given to coaching clinics where the participants contribute to the cost.

Grant funds shall not be provided for ongoing programs and must be spent within 12 months. Grant funds shall not be provided for clinics that are already completed.

Funds will be made available for coaching clinics held for the benefit of the children of Walcha ratepayers. Clinics must be held within the Walcha Shire and in a way or at a time that ensures all children have access to the clinic.

When funds are made available they shall be administered by the Walcha Council in accordance with the following procedure.

Procedure

1. Applications shall be submitted on the prescribed Application Form and must be received by Council before the end of September. Incomplete applications may not be considered.
2. The decision made by the Walcha Council shall be final.
3. Funds shall be made available to sporting groups from 1 October and must be spent within 12 months. Walcha Council shall make all payments directly to coaching staff or instructors. Payment may also be made to sporting groups provided evidence of their commitment to expenditure is provided to Walcha Council.
4. Sporting groups that receive grants shall present a written report to Walcha Council detailing the outcomes of the coaching clinic and accounting for the grant funds.

Walcha Council



APPLICATION FOR JUNIOR COACHING CLINIC GRANTS

NOTE: The Walcha Council Procedure on Grants for Junior Coaching Clinics should be read prior to completing this application. All applications will be considered by the Walcha Council in accordance with their Procedure.

Name of organisation: WALCHA FLIPPERS SWIMMING CLUB

Postal address: PO BOX 34

WALCHA NSW 2354

Details of clinic (Please include the estimated number of participants, ages and ability, what you hope to achieve).

WE WOULD ARRANGE FOR HARWOOD SWIMMING INSTRUCTORS
TO COME DOWN. THEY HAVE GENERALLY SENT 8-10
INSTRUCTORS. IT WOULD BE HELD ON THE LAST SUNDAY
BEFORE THE START OF SCHOOL TERM. 2021. THE CLINIC
ADDRESSES STROKE CORRECTION; STROKE DEVELOPMENT; FITNESS;
RACE PREPARATION; RACE TECHNIQUES; DIET; RACE
STRATEGY. THE TIMING IS GOOD AS IT IS JUST
BEFORE THE LOCAL SCHOOL CARNIVALS. IT WOULD
BE OPEN TO ALL SWIMMING CLUB MEMBERS. THE
SWIM CLINIC HAS BEEN A GREAT SUCCESS. LAST YEAR
OVER 45 PEOPLE PARTICIPATED FOR THE THREE HOUR
SESSION - AGES RANGED FROM 6 - 17 YEARS.

Date of clinic: LAST SUNDAY OF SUMMER HOLIDAYS

Venue: WALCHA

Cost of coaches and/or instructors: \$1800.00

Expected cost per participant (if grant funds are not available):

\$1,800.00 or \$40 per swimmer

Amount of grant requested: \$1,800.00

Without grant assistance will this clinic proceed? Please provide details

YES IT WILL. IT IS LIKELY THAT A LOT OF CHILDREN
WOULD NOT BE ABLE TO ATTEND DUE TO COST. THIS WOULD BE A SHAME
SWIMMING CLUB WOULD BE UNABLE TO SUPPORT
THE CLINIC ON ITS OWN. THE CLUB HAS
OVER 100 MEMBERS AND IF WE WERE TO FUND IT
WOULD RESULT IN SUBS HAVING TO DOUBLE. WE AS A
COMMITTEE HAS BEEN VERY SUCCESSFUL IN KEEPING THE COST
OF SWIMMING CLUB SUBS DOWN & BELIEVE IT IS A REASON FOR
THE STRONG NUMBERS. 2013 WE HAD 25 MEMBERS.

Contact person

Position:

Phone number

Signed:

Date:

Grants for Junior Coaching Clinics



APPLICATION FOR JUNIOR COACHING CLINIC GRANTS

NOTE: The Walcha Council Procedure on Grants for Junior Coaching Clinics should be read prior to completing this application. All applications will be considered by the Walcha Council in accordance with their Procedure.

Name of organisation: Walcha District Tennis Assoc.

Postal address: P.O. Box 193

Walcha

Details of clinic (Please include the estimated number of participants, ages and ability, what you hope to achieve).

The Walcha Tennis Assoc. would like to conduct a junior tennis clinic during the January School holidays. We anticipate that between 15 and 30 children of school age would attend the clinic. (5 years to 13 years) We cater for all abilities, grouping the children in age and ability. They are instructed in the skills of the game of tennis, taught the rules of the game and encouraged to show respect for other players. Games and stroke coaching are conducted over the 2 half day sessions.

WALCHA COUNCIL	
RECEIVED	
DATE	17/1/20
GDA REF	
TRIM FILE	
DOC NO	
FILE	

Grants for Junior Coaching Clinics



Date of clinic: Late January 2021
Venue: Waltham Tennis Assoc. Courts
Cost of coaches and/or instructors: \$ 800

Expected cost per participant (if grant funds are not available):

\$ 30

Amount of grant requested: \$ 800

Without grant assistance will this clinic proceed? Please provide details

Yes. We are hopeful that the clinic will go ahead with or without the grant.
The club will help subsidise the clinic and less coaches will be employed - meaning larger groups

Contact person:

Position:

Phone number:

Signed:

Date:

Grants for Junior Coaching Clinics



APPLICATION FOR JUNIOR COACHING CLINIC GRANTS

NOTE: The Walcha Council Procedure on Grants for Junior Coaching Clinics should be read prior to completing this application. All applications will be considered by the Walcha Council in accordance with their Procedure.

Name of organisation: Walcha Pony Club Inc

Postal address: PO Box 121

WALCHA NSW 2354

Details of clinic (Please include the estimated number of participants, ages and ability, what you hope to achieve).

Each year in the September/October school holidays, the Walcha Pony Club conducts a pony camp which normally is a week of instruction in horsemanship and various aspects of horse riding. This year in line with Covid restrictions, our club is going to hold 3 days of instruction, with a final competition day on the 4th day.

Our clinic will operate from 3rd - 6th October and will include children from the Walcha district, aged between 3-19 years of age.

We are expecting to accommodate 30-50 members of varying ages and abilities. We will be providing instruction in aspects of horse riding and horsemanship including - jumping, dressage, campdrafting, polo cross, sporting and flat work and will provide experienced coaches in each discipline, in a safe environment.

In operating our Clinic, we, as a Committee hope to improve the confidence of all members in attendance. We also aim to improve the abilities and/or technique of all riders, in all disciplines at an affordable price. Importantly we hope that all those attending have fun and enjoy caring for and riding their horses.

Grants for Junior Coaching Clinics



Date of clinic: 3rd - 6th October 2020

Venue: Walcha Showground

Cost of coaches and/or
instructors: \$1500 -

Expected cost per participant (if grant funds are not available):
\$30 - \$50

Amount of grant requested: \$1500 -

Without grant assistance will this clinic proceed? Please provide details

Without the grant funding, our clinic would in
all likelihood still proceed. The club would however
need to consider the fee charged per child for
the clinic and maybe increase this, to cover costs.

Contact person:

Position:

Phone number:

Signed:

Date:

Grants for Junior Coaching Clinics



APPLICATION FOR JUNIOR COACHING CLINIC GRANTS

NOTE: The Walcha Council Procedure on Grants for Junior Coaching Clinics should be read prior to completing this application. All applications will be considered by the Walcha Council in accordance with their Procedure.

Name of organisation:

ST PATRICK'S SCHOOL, WALCHA

Postal address:

Po Box 165, Walcha 2354

Details of clinic (Please include the estimated number of participants, ages and ability, what you hope to achieve).

Participants: Whole school 63 students

Aged from 5-12 years

Abilities: From Learn to Swim through to squad training level.

As part of the PDHPE syllabus the students are

- required to:
- Demonstrate an understanding of movement skills, concepts and strategies to respond confidently, competently and creatively in a variety of physical activity contexts.
 - understand factors that influence health, safety, wellbeing and participation in physical activity.
 - enact and strengthen health, safety, wellbeing and participation in physical activity
 - Move with confidence, competence and creativity within and across various physical activity contexts.

To achieve these outcomes we would like to engage swim coach James Harwood to provide tailored lessons over 4 Thursdays at Walcha pool for all students.

Grants for Junior Coaching Clinics



Date of clinic: 4 weeks from mid November to mid December 2020

Venue: Walcha pool

Cost of coaches and/or instructors: James Harwood - Harwood Swimming

Expected cost per participant (if grant funds are not available):
\$31 for 4 sessions

Amount of grant requested: \$945

Without grant assistance will this clinic proceed? Please provide details

Grant assistance requested is half the cost of the program to assist families. It has been difficult economic times in our district and this would save families \$15 per child if we are assisted through this Coaching Clinic Grant.

Contact person: _____

Position: _____

Phone number: _____

Signed: _____

Date: _____



Item: 7.8 **Ref:** WO/2020/03323
Title: Request for Funding Donation for proposed Walcha Central School Drive-in Movie Night
Author: General Manager
Previous Items: Not Applicable
Attachment: Yes

Community Strategic Plan Reference:

Strategy 2.1.2 – Support activities that provide meaningful engagement and social interaction..

Introduction:

Council has received a request for funding to support a COVID-Safe fundraising event hosted by Walcha Central School P&C. The proposed event is a drive in movie at John Oxley Oval scheduled for 06 November 2020.

Report:

Refer to attached letter of request for all details.

Policy Implications

There are no policy implications arising from this report.

Financial Implications

The financial impact of this submission ranges up to \$3,500. The applicant suggests the Australian Government's Bushfire Recovery Funding as a potential source of funding to be explored. The remaining unallocated balance of this fund is \$53,500.

Legal Implications

There are no legal implications arising from this report.

Social Implications

The event provides for a range of positive social benefits for the community as a proposed inclusive and COVID-safe event.

Environment Implications

There are no environmental implications arising from this report.

RECOMMENDATION: For Council's consideration



Walcha Central School Parents and Citizens Association
c/o Olivia Nivison
"Yalgoo"
1142 Thunderbolts Way
Walcha NSW 2354
onivison@gmail.com
0418446615

24th September 2020

Walcha Council General Manager
Mrs AD Modderno
2W Hamilton Street,
Walcha, NSW 2354

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

Dear Walcha Councillors,

We would like to approach Walcha Council firstly, for support to utilise the outdoor movie projector and the use of John Oxley Oval and amenities for the night of the 6th of November for a drive-in movie night as a fundraiser for the Walcha Central School P&C. We believe there is an appetite for a community activity and in light of COVID restrictions, we thought a drive-in movie night was a good fit.

Secondly we would like you to consider funding the direct costs to the P&C to run the event out of the Bushfire Resilience Funding or other appropriate funds. We feel our community has been through so much in the past few years and in 2020 especially, that a lighthearted, fun and socially distanced event would be really beneficial for our residents.

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

- A. For Walcha Council to use grant funding or other appropriate funds to cover all costs associated with running the event and it be a FREE event for community members. Each ticketed car would receive an entry ticket, bingo cards and a movie snack box for each person - Cost to council \$3,500
- B. For Walcha Council to subsidise the event by giving a set amount of funding to reduce the ticket prices for community members. - Cost to council to be set by yourselves.
- C. For Walcha Council to sponsor the event without refreshments - Cost to council - \$2,300 (Walcha Central School P&C would charge for them as part of the ticket cost).
- D. For Walcha Council to offer in kind support , use of the venue and projector.

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

In light of a short time frame to organise the event we would like to approach the council for sponsorship that the P&C committee can confirm to use at our next meeting if it is required.

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

Promotion	\$500
Truck hire (as movie screen)	\$300
FM radio transmitter	\$400
Back up sound equipment	\$200
Ticketing system	\$100
Movie Licence	\$1000
Refreshments	\$1200
Total	\$3500

Thank you for considering our application.

I look forward to hearing from you.



Item 8:

Notice of Motions



There are no Notice of Motions for September
2020



Item 9:

Matters of Urgency



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Item 10: Management Review Reports



10.1 OFFICE OF THE GENERAL MANAGER

Ref: WO/2020/03220

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 has introduced COVID-Safe protective measures at the Visitor Information Centre (VIC), enabling it to open from Monday 17 August 2020. Clear Perspex screens have been installed at the Visitor Information Centre, and Service NSW, with screens still to arrive for the Library and Council head office.

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>.



2. FINANCE AND ADMINISTRATION

2.1 Listing of Bank Balances for the Month of August 2020

This information has not been collated this month due to resourcing issues and workload attributed to the preparation of the Draft Financial Statements 2019-2020.

This information will be provided next month for status at 30 September 2020.

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



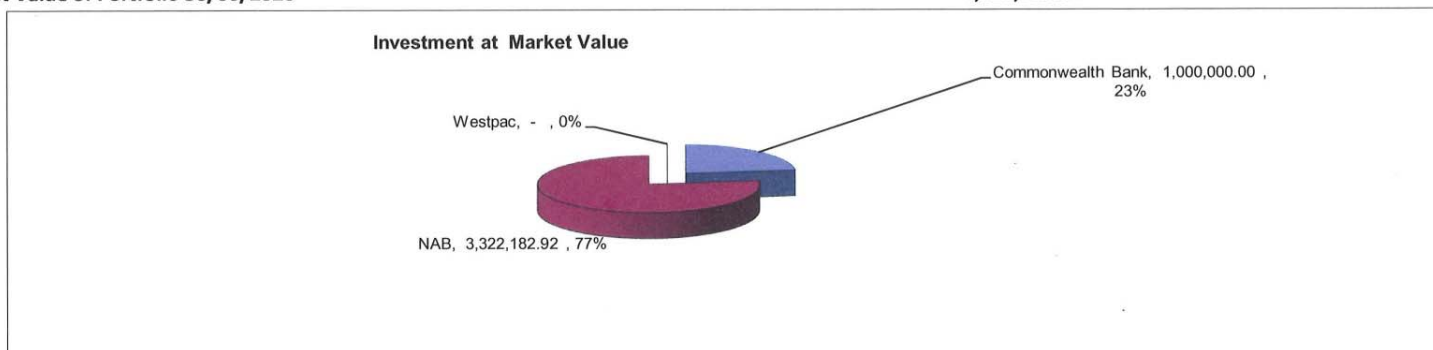
REGISTER OF INVESTMENTS TO 31/07/2020

Institution	Type	Placement Date	Term (Days)	Maturity Date	Rate	Est. Interest	YTD Interest	Amount Invested	YTD Redemption	Est. Market Value At 31/07/2020	MV % of Portfolio
National Australia Bank	Term Deposit	18/05/2020	301	15/03/2021	1.00%	4334.99	0.00	525,671.34	-	525,671.34	12.16%
National Australia Bank	Term Deposit	23/04/2020	330	19/03/2021	1.11%	5492.61	0.00	547,311.59	-	547,311.59	12.66%
National Australia Bank	Term Deposit	29/05/2020	300	25/03/2021	1.00%	2065.33	0.00	251,282.20	-	251,282.20	5.81%
National Australia Bank	Term Deposit	22/04/2020	365	22/04/2021	1.15%	2887.22	0.00	251,063.02	-	251,063.02	5.81%
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	0.00	251,293.15	-	251,293.15	5.81%
National Australia Bank	Term Deposit	27/07/2020	30	26/08/2020	0.45%	231.79	239.43	626,694.97	-	626,694.97	14.50%
National Australia Bank	Term Deposit	10/07/2020	90	8/10/2020	0.85%	1295.01	228.45	617,880.34	-	617,880.34	14.30%
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%
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%
						21,114.62	467.88	4,322,182.92	-	4,322,182.92	100.00%

Capital Value of Portfolio	4,322,182.92
Redeemed Value of Portfolio	-
Market Value of Portfolio 31/07/2020	4,322,182.92
Estimated Profit/(Loss) 31/07/2020	4,322,182.92

PREVIOUS FINANCIAL YEAR COMPARATIVE DATA:

Interest Earned YTD 31/07/2019	10,305.27
Market Value of Portfolio 31/07/2019	4,733,879.37
Interest Earned YTD 30/06/2020	131,153.35
Market Value of Portfolio 30/06/2020	4,321,715.04

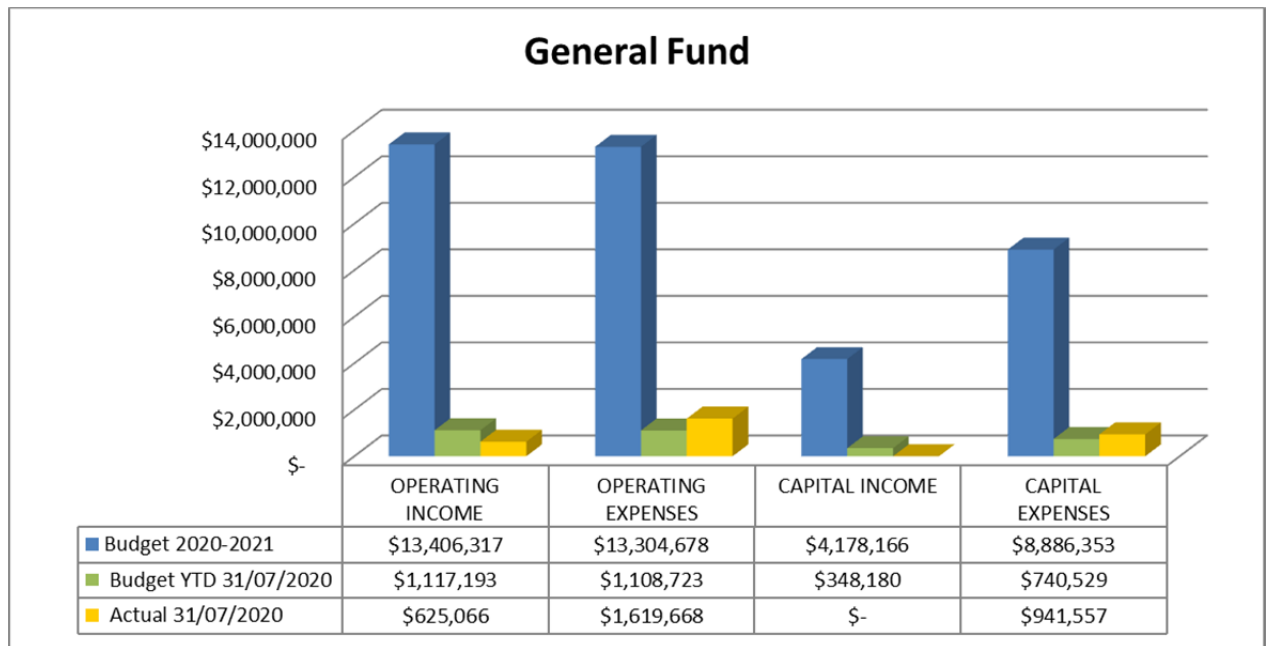


Responsible accounting Officers Certification Local Government (General) Regulation 2005- Paragraph 212
 The investments have been made in accordance with the Act, Regulations and Walcha Council's Investment Policy.

Signed Rosemary Strobel (Responsible Accounting Officer)



2.3 Finance Results Year to Date
General Fund



General Fund highlights:

- 1) Capital grants milestone claims are lodged as work is completed so capital funding is ‘lumpy’ in nature.
- 2) Actual operating expenses as at end July slightly exceeds year to date budget, however this is due to payments made regarding annual insurances, subscriptions etc. Forecast expenses for remainder of 2020/2021 is aligned with current budget.

Detailed summaries for each fund will be incorporated into future Quarterly Budget Reviews throughout the year.



3. GRANT INFORMATION

3.1 Applications

Name of Grant	Purpose of Grant	Amount Requested	Council Contribution	Date Outcome Announced / Expected	Outcome
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 Project Meeting completed 20/08/2020
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



Name of Grant	Purpose of Grant	Amount Requested	Council Contribution	Date Outcome Announced / Expected	Outcome
<p>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.</p>	<p>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)</p>	<p>\$230,680</p>	<p>In kind</p>	<p>TBC</p>	<p>Successful Notification received 07 July 2020</p>
<p>Federal Government Local Roads and Community Infrastructure Program</p>	<p>Proposed program workshopped and adopted by Council at Ordinary Meeting 26 August 2020 and submitted for approval.</p>	<p>\$591,000</p>	<p>Nil</p>	<p>May 2020</p>	<p>Successful Awaiting approval from funding body before commencing works.</p>
<p>State Government Fixing Country Bridges</p>	<p>100% grant funding for the replacement of timber bridges. Our current program of priority bridge replacements are Winterbourne, Mooraback, Niangala, Tia Diggings 1 & 2 and Army.</p>	<p>\$4.549M</p>	<p>Nil</p>	<p>TBA</p>	<p>Submitted</p>

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



10.2 INFRASTRUCTURE:

Ref: WO/2020/3109

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.



1. Local Road Projects

Funding Source: Bushfire Recovery Grant – Grant agreement requires all works to be completed by 1 June 2021				
Project	Project Start	Planned Completion Date	Tracking Status	Comments
Kangaroo Flat Road – Sealing gravel road, 1.1km from “Kylie” stockyard to homestead	August 2020	November 2020	95%	Road strengthened and sealed. Only minor drainage works now to complete.
Brackendale Road – sealing gravel road, 1.5km near Eastern Hills	September 2020	November 2020	80%	Gravel overlay and stabilisation works have been completed. However wet weather has damaged the works and delayed bitumen sealing until early October. Guideposting, signage and drainage works to be completed in November.
Brackendale Road – sealing gravel road between MacLeod Creek to Salway	August 2020	November 2020	95%	Road strengthened and sealed. Only minor drainage works now to be completed.
				
Chinnocks Road – widen formation over 500m	November 2020	December 2020	10%	Scope of works completed and quotations received. Expect works to commence in November
Nuggety Gully – widen formation over 1km	January 2021	February 2021	5%	Work to be completed in early 2021



Replace Old Brookmount Road Bridge located over Emu Creek	February 2021	March 2021	10%	Survey and design completed. Precast box culverts ordered. Works to be completed in early 2021
Heavy Vehicle Access Improvement to Brackendale Road Bridge near Lowanna Road	February 2021	February 2021	5%	Scope of works completed. Works to be completed in early 2021

Funding Source: 95% Fixing Local Roads and 5% Council General Revenue – Grant agreement requires all works to be completed by June 2022

Project	Project Start	Planned Completion Date	Tracking Status	Comments
Geraldine Road – Improve curve and seal section 2.4 to 2.82km from Niangala Road	May 2021	June 2021	0%	Work scheduled for mid 2021
Glen Morrison Road – Rehabilitate and widen existing sealed road to ease curve	March 2021	May 2021	0%	Work scheduled for mid 2021
Kangaroo Flat Road – Seal section from “Claremont” cattle grid towards Claremont	August 2020	November 2020	90%	Road strengthened and sealed. Only minor drainage works now to be completed.
Moona Plains Road – rehabilitation of existing sealed road from “Romavilla” towards Rowleys Creek Road	October 2020	November 2020	5%	Scoping completed. Work scheduled for late 2020 as part of the Local Roads heavy patching program to save establishment costs.




Funding Source: 50% Federal Bridge Renewal Program & 50% Council General Revenue – All works to be completed by June 2022				
Project	Project Start	Planned Completion Date	Tracking Status	Comments
Moona Plains Road (Moona Plains Station)	Jan 2020	March 2021	7%	Tender for construction of the 3 replacement bridges was advertised in late September 2020.
Englefield Road Bridge Replacement				
Glen Morrison Road Bridge Replacement (Stephens)				

Funding Source: Fixing Country Roads – Grant agreement requires all work to be completed by December 2020				
Project	Project Start	Planned Completion Date	Tracking Status	Comments
Old Brookmount Bridge Replacement at Dog Trap Creek	Oct 2019	Dec 2020	20%	Manufacture of the new concrete decking units deferred due to delays in finalising structural design. Whilst Council is working closely with the consultant bridge engineer to resolve this matter, the grant completion due date is rapidly approaching. However, once the decking is delivered, installation will only involve two weeks work in suitable weather.
Nowendoc, Tops & Brackendale Road Intersection Upgrade	Oct 2019	Dec 2020	5%	Geotechnical investigation completed and contractor scheduled to complete road works in October 2020.



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

Project	Project Start	Planned Completion Date	Tracking Status	Comments
Lakes Road Bridge Replacement	August 2019	September 2020	95%	<p>Ancillary drainage works now completed along with the removal of the existing bypass track. Minor road works remain and will be completed when next maintenance grading in the area.</p> 



2. State Roads

Funding Source: Transport for NSW – Road Maintenance Council Contract (RMCC) - Annual				
Project	Project Start	Planned Completion	Tracking Status	Comments
Oxley Highway – 2020/2021 Routine Maintenance	1 July 2020	30 June 2021	16%	Routine road maintenance works underway.
Oxley Highway - Pavement Strengthening work at Bundagara	Feb 2020	31 August 2020	99%	Practically completed.
Oxley Highway – Road Rehabilitation of Segment 2670 near Hartford Road	July 2020	May 2021	10%	Survey and design completed and being reviewed by the client, Transport for NSW. Road works scheduled for March 2021.

3. Regional Roads


Funding Source: Transport for NSW – Regional Roads Block, Traffic facilities, REPAIR & Supplementary Grants - Annual				
Project	Project Start	Planned Completion	Tracking Status	Comments
Thunderbolts Way and Topdale Road	1 July 2020	30 June 2021	16%	Routine road maintenance works underway. Planning for specific resealing works and heavy pavement patching commenced.



Funding Source: Roads & Maritime Services – Heavy Vehicle Safety & Productivity Program Grant – Grant agreement requires all work to be completed June 2021				
Project	Project Start	Planned Completion	Tracking Status	Comments
Yalgoo Rest Area – Construct Heavy Vehicle Rest Area.	1 July 2020	30 June 2021	6%	Further investigation and discussion with a local transport operator has determined current site to be unsuitable for B Doubles. Other alternative sites nearby will be investigated. This delay is not expected to adversely effect the delivery of this project within funding grant requirements

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	100%	Works now completed.
Smiths Creek - Widening of Road to Bridge Approaches	Jan 2020	August 2020	100%	Works now completed.



Funding Source: Thunderbolts Way Strategy Grant – Grant agreement requires all work completed by May 2022				
Project	Project Start	Planned Completion	Tracking Status	Comments
Rehabilitation of 1 km section near Glen Morrison Road (Segment 4600)	1 July 2019	September 2020	90%	<p>Pavement works delayed by need to replace sections of existing pavement layers due to soft underlying subgrades. Work now expected to be completed in October 2020. This additional works has incurred time delays and additional costs.</p> <p>However, it is anticipated that this will not materially effect the overall delivery of the Thunderbolts Way Strategy as there are opportunities to adjust scoping and resourcing over the remainder of the works program.</p> 
Rehabilitation of Remaining 5.2 km section near of Glen Morrison Road.	July 2019	December 2020	20%	Preconstruction activities such as geotechnical investigation, survey and design are completed. Project team meeting has identified changes in pavement design and construction methods that will reduce construction time and costs. Pavement works scheduled to commence at end of September.
Rehabilitation of Derby Street – South of Millhole	July 2018	April 2021	5%	Rehabilitation of Segment 4710. Preconstruction activities such as geotechnical investigation, survey and design is 90% completed. Work will also include the provision of carparking at the Millhole. Construction scheduled to commence in early 2021.



Funding Source: Thunderbolts Way Strategy Grant – Grant agreement requires all work completed by May 2022				
Rehabilitation of Derby Street – 2.1km Section North of Council Chambers through to the Showground	July 2018	June 2021	2%	Rehabilitation of Segment 4720. Preconstruction activities are 50% completed. Construction scheduled to commence in early 2021
Rehabilitation of 1km Section at Box Hill	July 2020	June 2021	5%	Rehabilitation of Segments 4760. Preconstruction activities are 80% complete, Construction scheduled to commence in mid 2021.
Rehabilitation of 1km Section at Bergen	July 2020	June 2021	5%	Rehabilitation of Segment 4810. Preconstruction activities are 80% complete, Construction scheduled to commence in mid 2021
Resealing and edge lining – Various Segments	July 2020	May 2022	5%	Currently seeking specific quotations from Road Resurfacing panel tender for the works. First phase of works scheduled to commence in November 2020.



4. Water, Sewer & Waste

Funding Source: Restart NSW Grant																		
Project	Project Start	Planned Completion	Tracking Status	Comments														
Walcha Sewerage Treatment Plant Upgrade	2019	June 2021	85%	New channel screw sieve scheduled to be installed in early 2021.														
Walcha Water Security – Off Creek Storage Design	March 2020	June 2021	47%	<p>\$1.1M allocated to the Off Creek Storage investigation, concept and detailed design from a total grant Water security grant of \$1.5M.</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>• Initial Concept Cost Estimate:</td> <td>Completed</td> </tr> <tr> <td>• Draft Concept Design</td> <td>Completed</td> </tr> <tr> <td>• Business Case to support funding advocacy</td> <td>Preliminary Draft Completed</td> </tr> <tr> <td>• 90% Detailed Design:</td> <td>Revised to July 2021</td> </tr> <tr> <td>• Design and Tender Documents completed:</td> <td>Revised to early Aug 2021</td> </tr> </tbody> </table> <p>Completion time of design and tender documents has been extended due to expectation that an Extension of Time will be sought by the contractor due to the need to complete addition unplanned work related to survey verification, water quality instrumentation and improvements, flood study and design aeration and modifications to the existing pier. The purpose of these additional investigations is to eliminate the risk of expensive contract variations in the construction phase.</p> <p>Delays due to Covid 19 have been largely mitigated by rescheduling achievable work around the travel restrictions that is affecting our Tasmanian based dam consultant. However this mitigation is now largely exhausted and unless travel restrictions are lifted in November 2020, further restrictions will delay the completion of the detailed dam design and certification.</p> <p>Active advocacy for construction funding has commenced. However if a condition of construction funding requires an earlier than August 2021 start, the preconstruction works can be accelerated at additional cost.</p>	• Design Parameters Finalised	Completed	• Geotechnical Investigation	Completed	• Initial Concept Cost Estimate:	Completed	• Draft Concept Design	Completed	• Business Case to support funding advocacy	Preliminary Draft Completed	• 90% Detailed Design:	Revised to July 2021	• Design and Tender Documents completed:	Revised to early Aug 2021
• Design Parameters Finalised	Completed																	
• Geotechnical Investigation	Completed																	
• Initial Concept Cost Estimate:	Completed																	
• Draft Concept Design	Completed																	
• Business Case to support funding advocacy	Preliminary Draft Completed																	
• 90% Detailed Design:	Revised to July 2021																	
• Design and Tender Documents completed:	Revised to early Aug 2021																	




Funding Source: Restart NSW Grant				
Project	Project Start	Planned Completion	Tracking Status	Comments
Walcha Waste Strategy 2025	August 2020	April 2021	15%	Project and Community Consultation Plans finalised, analysis and investigation of alternative waste management underway. Presentation to Councilors scheduled for late September Workshop with EPA representatives to identify specific compliance issues completed.

Funding Source: Restart NSW Grant				
Project	Project Start	Planned Completion	Tracking Status	Comments
Walcha Truck Wash Bay Upgrade	Early 2019	Dec 2020	32%	Project scope review submitted to Restart NSW. Electrical and revised civil design completed. Tender for final construction will be advertised in early October 2020 after consultation with local transport representative completed.



5. Community Projects


Funding Source: Stronger Country Communities				
Project	Project Start	Planned Completion	Tracking Status	Comments
Walcha Community Gym Upgrade – SCCF2	2019	March 2021	25%	<p>Construction in progress. Completion on track for March 2021.</p>  




Funding Source: Stronger Country Communities				
Project	Project Start	Planned Completion	Tracking Status	Comments
Walcha Pool Upgrade – SCCF2	2019	Oct 2020	95%	Electrical works completed in August. Commissioning of installed infrastructure to be performed in late October 2020, following the filling of the pool.
Levee Bank Walk Lighting – SCCF3	2020	Dec 2021	5%	Procurement and investigation in progress. Report to be workshopped with Council in the near future to finalise scope details before procurement finalised and physical works proceed.
Youth Hall Renovations – roof and flooring	June 2020	Dec 2021	40%	Project managed in-kind by Council. Contract signed and construction commenced. Works scheduled to be completed October 2020.
Walcha Men's Shed Relocation	2020	Aug 2021	5%	Community managed project. Walcha Men's Shed management team are finalising design and preparing a Development Application for the proposed works.

Funding Source: Drought Communities Program				
Project	Project Start	Planned Completion	Tracking Status	Comments
Walcha Water – Chlorine Mixers	March 2020	Dec 2020	25%	Contractor scheduled to complete necessary electrical upgrade work in October 2020.




Funding Source: Drought Communities Program				
Project	Project Start	Planned Completion	Tracking Status	Comments
Walcha Water – Back up Power Supply for Treatment Plant	March 2020	Dec 2020	95%	<p>Works scheduled to be completed in September 2020.</p> 




Funding Source: Drought Communities Program				
Project	Project Start	Planned Completion	Tracking Status	Comments
Ingleba Hall upgrade	March 2020	Dec 2020	65%	<p>Community led and owned project. Works commenced and scheduled to be completed in November 2020</p>  <p>New windows installed and wall lining being completed</p>
Nowendoc Rest Stop	May 2020	Dec 2020	20%	Works scheduled to commence in October 2020 and be completed in November.




Funding Source: Drought Communities Program				
Project	Project Start	Planned Completion	Tracking Status	Comments
Stampede Ground Woolbrook.	March 2020	Nov 2020	80%	<p>Community led and owned project. Works commenced and progressing well.</p> 
Yarrowitch Hall Upgrades	May 2020	Dec 2020	20%	<p>Project managed by Council in support of community group. Specifications being finalised with community representatives. Works are schedule to commence September 2020.</p>
Lions Park Upgrades	March 2020	Dec 2020	10%	<p>Project managed by directly by Council. Scoping completed and work tendered. Works are schedule programmed to commence November 2020.</p>



Funding Source: Drought Communities Program				
Project	Project Start	Planned Completion	Tracking Status	Comments
Public Infrastructure – Bin Surrounds	March 2020	Oct 2020	60%	<p>Project managed by directly by Council. Installation scheduled to be completed in September 2020.</p> 
Public Infrastructure – Water Fountains	March 2020	Oct 2020	70%	Project managed directly by Council. Scoping and design completed and units sourced. Finalising programming for installation.
McHattan Park – Picnic shelter	March 2020	Dec 2020	15%	Project managed directly by Council. Scoping complete and work tendered No risk identified to planned completion date.
Walcha Showground - Event Centre Disabled Access	March 2020	Sept 2020	100%	Project completed.



Funding Source: Drought Communities Program				
Project	Project Start	Planned Completion	Tracking Status	Comments
Walcha Showground – Youth Hall toilets	March 2020	Oct 2020	65%	<p>Project managed directly by Council. Works scheduled to be completed October 2020.</p>  <p>Male shower tiling in progress</p>



6. Proposed Works for the Coming Period

6.1 Rural Roads:

Recent wet weather has caused some delays to the grading program. However it is expected that two maintenance grading crews will be available throughout October:

Forest Way –Forest Way maintenance grading was completed. However, following wet weather this road deteriorated. Rectifications works will involve select gravel re-sheeting and grading.

Tia Diggings – Maintenance grading works are scheduled for this road – This will include ripping and compaction of heavily potholed areas.

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



10.3 ENVIRONMENT & DEVELOPMENT:

Ref: WO/2020/03172

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
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 2020-2021. This report is presented for the month of August 2020 for information and comparative purposes only.

1. Development & Construction

Development Statistics 2020/2021	DAs	CCs	CDCs
Total Number Approved	4	3	1
Approved under Delegated Authority	3		
Approved as a Registered Certifier		3	0
Approved by Council	1		
Approved by Private Certifier		0	1
Value	\$924,000	\$899,000	\$0
Number Withdrawn / Cancelled	1	0	0
Number Rejected	0	0	0
Number Refused	0	0	0

1.1 Determinations Issued

Consents are available for public inspection, free of charge, during ordinary office hours at Council’s Hamilton Street office.

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.

The *Environmental Planning and Assessment Act 1979* (the Act), as amended, precludes a challenge to the validity of consent more than three (3) months after the date of public notification of the consent within a local newspaper. In accordance with the Section 4.59 of the Act and Clause 124 and 137 of the *Environmental Planning and Assessment Regulation 2000*, the following determinations will be publicly notified:

August 2020		
Development Application Consents		
Number	Description	Address
10.2020.15	Concrete patio with roof over	161 Oxley Drive, Walcha
Construction Certificates Issued		
Number	Description	Address
11.2020.29	Peter Fenwicke Oval – Electronic Scoreboard	10S Pakington Street, Walcha
Privately Certified Construction Certificates Issued		
Number	Description	Address
Nil		
Complying Development Certificates Issued		
Number	Description	Address
Nil		
Privately Certified Complying Development Certificates Issued		
Number	Description	Address
Nil		

1.2 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.

August 2020		
Occupation Certificates Issued		
Number	Description	Address
Nil		



1.3 Subdivision Certificates

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

August 2020		
Subdivision Certificates Issued		
Number	Description	Address
15.2020.7	Easement survey for electricity line	16-25 Saleyards Road, Walcha
15.2020.8	Easement survey for water & sewer	16-25 Saleyards Road, Walcha

1.4 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	2019/2020	2020/2021	This Period
Number Issued	92	28	9

1.5 Building Information Certificates

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

- 1) A building information certificate operates to prevent the council:
 - a) from making an order (or taking proceedings for the making of an order or injunction) under this Act or the *Local Government Act 1993* requiring the building to be repaired, demolished, altered, added to or rebuilt, and
 - 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	2019/2020	2020/2021	This Period
Number Issued	1	-	-



1.6 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	2019/2020	2020/2021	This Period
Number Issued	7	4	2

1.7 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	2020/2021	This Period
Site inspections	35	9	1
Footings & slab inspections	13	4	2
Framework inspections	6	3	-
Waterproofing inspections	2	1	1
Stormwater inspections	2	-	-
Final inspections	8	2	1
Food premises fitout inspections	2	-	-
Complaints	-	-	-

1.8 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	2019/2020	2020/2021	This Period
Number received	12	2	1
Number of relevant premises	26		



1.9 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	2019/2020	2020/2021	This Period
Number Issued		-	-
Number Not Issued	1	-	-

1.10 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	2019/2020	2020/2021	This Period
Number Issued	6	4	1

1.11 Bushfire Recovery Grant Funding – Regulatory & Associated Fees Waiver

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

Fee Type	No.	\$ each	Total
Dwelling Entitlement Advice	3	\$110.00	\$330.00
		TOTAL	\$330.30

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			
	2019/2020	2020/2021	This Period
Number Issued	9	3	1

S68 Compliance Inspections	2020/2021	This Period
Site inspections	3	1
Internal drainage inspections	2	-
External drainage inspections	4	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			
	2019/2020	2020/2021	This Period
Number Issued	3	-	-

OSSM Compliance inspections	2020/2021	This Period
Site inspections	-	-

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 2020/2021						
	Fixed premises High Risk Fixed*	Fixed Premises Medium Risk Fixed*	Fixed Premises Low Risk Fixed*	Mobile*	Temporary*	TOTAL
Total No.	21	4	6	2	4	37
No. Primary Inspections	-	-	-	-	-	-
No. Re-inspections	-	-	-	-	-	-
No. additional Re-inspections	-	-	-	-	-	-
No. FSS Required	21					21
No. FSS Current	19					19

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	2019/2020	2020/2021	This Period
Number Issued	-	-	--

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

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- 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	2019/2020	2020/2021	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
- *Impounding Act 1993* e.g. abandoned vehicles and roaming stock

Regulatory Service	Action	2020/2021	This Period
Overgrown allotment	Warning	1	-
	Intention	-	-
	Order	-	-
	Penalty Notice	-	-
Accumulation of waste	Warning	1	-
	Intention	-	-
	Order	-	-
	Penalty Notice	-	-
Keeping of animals	Warning	7	4
	Intention	-	-
	Order	-	-
	Penalty Notice	-	-
Vehicles and traffic on nature strip	Warning	-	-
	Intention	-	-
	Order	-	-
	Penalty Notice	-	-
Abandoned vehicle	Warning	-	1
	Intention	-	-
	Order	-	-
	Penalty Notice	-	-
Noise abatement	Warning	-	-
	Intention	-	-
	Order	-	-
	Penalty Notice	-	-
Environmental pollution	Warning	-	-
	Intention	-	-
	Order	-	-
	Penalty Notice	-	-



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 2020/2021								
	Desexed	Non desexed	Pensioner (desexed)	Pound Purchase (desexed)	Cat Desexed	Under 6 Months	Working	Value \$
Jul*								
Aug	2	1		1	2			

Companion Animal Seizures 2020/2021						
	Seized	Surrendered	Released	Rehomed	Euthanised	Stolen/Escaped
Jul*						
Aug		1			1	

Companion Animal Ranger Services 2020/2021				
	Dog attack investigation	Roaming dogs	Roaming cats	Barking dogs
Jul*				
Aug	1	5	1	

	Caution	Dangerous Dog		Nuisance Dog		Menacing Dog		Penalty Notice
		Notice	Order	Notice	Order	Notice	Order	
Jul*	-	-	-	-	-	-	-	-
Aug	1							

RECOMMENDATION: That items included in the Environment & Development Management Report be **NOTED** by Council.



10.4 COMMUNITY AND TOURISM

Ref: WO/2020/03254

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

August 2020

1.1 Groups

Social group activities recommenced this month. Group numbers are restricted to a maximum of 23 to operate within the NSW Government guidelines for community halls.

Women's Group and Wanderer's Group

5 August - 12

19 August – 12

26 August – 3 (*Wanderer's*)

Craft Group

12 August – 8

Men's Group

11 August – 15

25 August – 12

Card Group

4 August - 5

11 August - 4

18 August - 4

25 August - 4

1.2 Transport – August 2020

Medical drives - 22 trips were delivered during the month.

Bus services resumed mid July with a reduced number allowed on the bus.

Walcha Access bus (every Thursday)

6 August – 3

13 August – 2

20 August – 4

27 August – 3

Bus to Tamworth (monthly)

28 August - 1

Bus to Armidale (every Tuesday)

4 August – 5

11 August – 2

18 August – 5

25 August - 6

Uralla Food Pantry (fortnightly)

24 August – 2



Taxi Vouchers – 26 clients used the Taxi Vouchers via Walcha Taxi Service with a total of 237 Taxi trips used for the month.

1.3 Meals on Wheels

Meals on wheels is still being delivered by staff and one volunteer 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:

- 250 Hot meals,
- 56 frozen meals and
- 128 desserts.

1.5 Feedback and Complaints

No complaints were received during August.

2. LIBRARY

Stats:

- Loans: 726
- Returns: 696
- Reservations placed & issued: 241
- New members: 3
- Door count: 282
- Wi-fi use: not available
- Computer use: 21

August 2020

- Housebound: 13

Other statistics:

- Eaudio: 35 users, 185 downloads
- Ebooks: 23 users, 64 downloads
- Downloads have slightly risen
- 97% BorrowBox & 3% RBDigital

All usage statistics for the Walcha Library have fallen slightly this month, except for the reservations placed and issued, which has shown a steady increase. There haven't been any significant changes in the opening hours, however the lower door count could be attributed to the temporary relocation of our returns box to the footpath, while we wait for a new after hours box to be built. eLibrary downloads have also slightly risen this month.

The library has maintained its limited opening hours for August, as sneeze screens are yet to be installed. Most members have been able to visit on the designated days, and where they haven't, staff have made the library available to them by appointment or prior arrangement. Click & collect, pick & collect, and deliveries to elderly & self-isolated have continued, where needed. The library CovidSAFE plan has continued as mentioned in the July report.

This month Walcha Library was fitted with the new front entrance - including an automated sliding front door. This has instantly made the library services and programs more accessible for library members & the wider community. Members with walking aides, wheelchairs, mobility issues and young children in strollers/prams have all made positive & appreciative comments to library staff since its installation. As the old door included an after hours chute for the returning of items when the library was closed, a new after hours box will be built and secured at the front of the new door. With the new entrance, a door count sensor has been purchased, to aide collection of statistical data

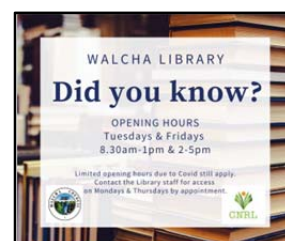




which is required for Council, CNRL & the NSW State Library. We have also identified the need for a handrail to accompany the new doorway, similar to the previous doorway due to the sloping pathway up to the door.

This month has seen the commencement of two new avenues for library promotion. A 'What's New' front window display/noticeboard and a dedicated Walcha Library Facebook page.

- The front windows at the Walcha Library now display new programs & activities under the eye-catching heading 'What's New'. The aim is to catch the attention of footpath traffic, especially when the library is not open. Up to date posters and information about programs are placed in the window, relevant to the library and youth programs of Walcha. These will be changed and updated as new information & programs are introduced or require promotion.
- The Walcha Library dedicated Facebook page allows us to promote library and youth specific programs, share information, educate the wider community about the functions and resources available at the library, while also encouraging exploration of the literature we hold in our collection. The page has been engaged with well so far, and we have posters at the library encouraging users to 'like' our social media pages so they can feel included and follow along.
 - The new page quickly gathered 130 followers.
 - The initial post announcing the separation from the Walcha Council general page reached 419 people as it was shared 4 times (once by Walcha Council page)
 - A new 'Did you know?' series has been shared each week, with Walcha Library service information. These posts have been reached by an average of 65 people per post.
 - Weekly posts showcasing the latest items to our collection have continued from the Council general page, maintaining its reach of 60-80 people per post.
 - A 'What are you reading?' post, encouraging the community to talk about reading, was reached by over 150 people. Several community members (some library borrowers & some not) shared their recommendations in the comments, generating some good discussions.
 - Promotional posts about Sewing Corner (reached 260 people), CNRL Author talks (reaching 40+), National Science Week (reaching 84 people) & shared external competitions & celebrations relevant to our target audience.
 - The library team also used the page to 'creatively' post information about the temporary after-hours returns process (while the new box is being built). This post included a light-hearted photo of Library staff, generated likes, comments and shares and was reached by 571 people. Delivering information in a fun, yet informative way is allowing library staff to be creative in attracting virtual traffic at the library.



Book Club remains a popular monthly event, and in August, despite the front entrance construction at the library falling on the same day as their meeting, Book Club members met at almost full capacity.



Housebound services have remained a valuable asset throughout August, despite numbers being down from last month. We continue to select, reserve and deliver items for those who are less mobile, elderly or self-isolating due to vulnerability. With the offer of additional deliveries from the Quota volunteers, library staff are working on developing a new and more efficient procedure. We have sought information from other CNRL libraries to model a new formal program. Investing time into this program over coming months will be helpful if Covid19 restrictions or closures occur again, but also to ensure the housebound service continues to service our most vulnerable members.

The 'Baby's First Library Bag' program is finally ready to be officially launched as Child Health Nurse Pam Clare has collected the first year's instalment: 40 packages with library bag, book, member application & resources. Once she has quarantined the items in the hospital for 2 weeks she will commence delivery of the packages when she does in-home check ups of newborns in the area. She expects to be delivering mid-late September. Media release to be issued in September.



National Science Week has been celebrated this month with a display of items available for families to borrow and a suite of science based, hands on activities. It is estimated that almost 20 children, of all ages, have been able to play with the 'floating & sinking' game, density shakers, colouring in & postcard activities. The celebration of STEM extended for the month to give local children an opportunity to visit and participate.

At the Central Northern Regional Libraries branch meeting this month, it was announced that Sewing Machines were going to be purchased for branches who were interested. The CNRL technology team sent Walcha Library a sewing machine, along with some booking sheets, and safety materials. They also developed a series of videos with instructions for mask making, that we shared online. We advertised the 'Sewing Corner' on Facebook & Instagram, and have included promotional signage on our 'What's new' window display. It hasn't been taken up by the wider community yet, however we have plans to include a sewing activity in the school holiday program, and further advertise this great resource within the community in coming months.



The IT support desk has been delayed while the library waits for their sneeze screen to be installed. For the time being, we have used the desk purchased for the IT support desk as a Covid sign in and sanitising station in order to provide distance between staff and general public, and maintain a working area on the counter. Staff are still planning to create the IT support desk and have collected flyers and materials to support that work, once the sneeze screen is put in.

Since the library renovation during the Covid closure, staff have continued to make changes to the physical space to suit the needs of its users. Further (CovidSafe) adjustments have been made this month to suit an increase in private tutoring & small group meetings. These spaces were needed for locals & community groups due to Covid restrictions limiting their use of school & café facilities to meet.

This month Walcha Library have increased their capacity to support local families engaged in home school curriculums. Library staff have provided support to 3 local families by



sourcing prescribed readings, locating dyslexia support and encouraging general reading for enjoyment with the different age groups during their visits to the library.

Library staff have continued their professional development this month. The CNRL branch meeting involved a sharing of information and ideas amongst the branches and the monthly fun-fact training, which focussed on Database training. There was also time this month to complete a module on “How to deal with problem behaviours related to Covid” which is part of the “Librarians Guide to Homelessness” package that CNRL assigned to branches earlier this year. Staff look forward to taking on more of this flexible training when time and workloads permit.

3. Preschool

August 2020

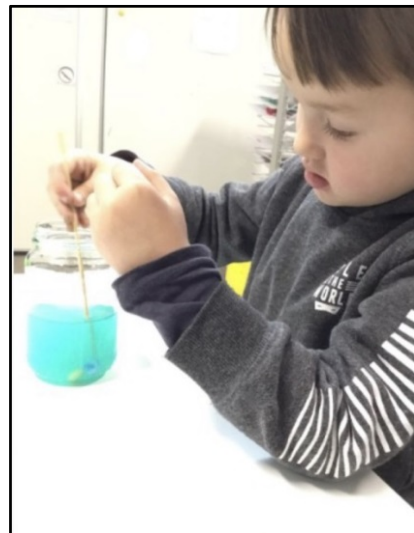
Book Week

August is always the month when Book Week is held, this year however things were done a little differently. In past years the families were invited to attend a morning tea, peruse the books on offer to purchase and join in the planned activities. This year however there were no activities and there was no morning tea to enjoy. The families were invited to come in and look at the books on offer and make a purchase if desired and the children also had a great time dressing up. The money raised from the purchase of the books each year goes back into buying more books for the preschool library. It is also an opportunity for families to buy books which are cheaper than in store. Literacy is a big part of the educational program at Walcha Preschool and Book Week is a great way to promote this.



Colour Mixing

The Penguin room have been exploring colour mixing, learning what the primary colours are and which colours make which secondary colours. This has been done in a variety of ways including using the primary coloured skittles and making a paper towel rainbow using coloured water. The children also experimented with what happens when colours other than the primary colours are mixed together, often resulting in brown.



Sheep Project

The Polar Bear class have been working on a project where they are learning about sheep, one child bought in some wool which the children used to glue onto a large cardboard sheep. To aide their learning the class have been reading books and researching sheep. This follows on from the cow project they did last term.





4. Tourism

August 2020

Number of visitors to VIC - closed VIC 19 March 2020 - Reopened 16 August 2020 (Closed for 5 months)

AUGUST	2020	2019	2018	2017
Walk in's	205	316	270	322
Phone enquiries	3	56	30	11
Email enquiries	0	3	10	2
WEBSITE 2020	August	July	June	May
Unique Visits	8,526	7,996	6,890	8,785
Visits	18,059	15,209	14,698	14,848
No of Hits	660,425	672,862	569,749	525,057
WEBSITE 2019	August	July	June	May
Unique Visits	3,046	3,223	2,967	4,128
Visits	4,186	4,790	4,555	5,146
No of Hits	192,008	129,464	161,405	168,108

Statistics Table

Website interaction has increased substantially in comparison to 2019. (Covid)

Visitor Information Centre (VIC) Re-opens

The VIC reopened on August 16. The traffic has steadily increased daily, with a massive 64 people through the doors on the Sunday 23 August due to snowfalls in the district. Well done to Faye Lawler, our volunteer rostered on that day, it was a big day.

Most visitors have hailed from NSW due to interstate border restrictions. It's encouraging to see visitors exploring their own backyards and loving it. The team have found that the nature of visitors is a little different. Often they have a quick look around enroute to somewhere or as part of a migrant pilgrimage on a big trip traversing several states. The travellers, now confined to NSW, are slowing down and exploring more intimately. We have observed it has been common for people to be making the most of their time off work with many of our close neighbours (Hunter & coastal) utilising that time to get out and travel or do daytrips rather than staying at home on their days off.

Soundtrails Launch & New Project

Quota hosted the Walcha Sculpture Soundtrail launch on Tuesday 08 September. Two groups walked the Soundtrail, followed by a presentation and lunch at the Walcha Motel. Federal Member for New England Mr Barnaby Joyce MP was present and officially opened the launch, along with Mayor Noakes and Clr Kealey, many of the contributing artists and community members were also in attendance.

It is difficult to know anecdotally how the Soundtrails have gone as the Visitor Information Centre was closed for the five (5) months (COVID) that it has been live. The Soundtrails metrics show that there have been 100 downloads of the App in Walcha and it has been listened to 400 times during this period.

Apsley Falls Soundtrail Project

This project is in early stages, within an initial meeting held on 07 September 2020 with two National Parks Rangers to start identifying options for potential speakers and stories for the project.

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



Item 11:

Committee Reports



Walcha Council Arts Advisory Committee Meeting

held on

Thursday, 03 September 2020

at

9:00am

at the

Walcha Council Chambers

PRESENT:

Clr Jennifer Kealey – Chairperson, Anne Moddero – General Manager, Peter Murray – Director Infrastructure, Carley McLaren and James Rogers.

IN ATTENDANCE:

Nil.

1. APOLOGIES:

John Heffernan & Stephen King

2. CONFIRMATION OF THE ORDINARY MEETING MINUTES HELD ON TUESDAY, 02 JULY 2020:

The Committee **RESOLVED** that the Minutes from Thursday, 02 July 2020, were circulated and agreed that with the following amendment are a true record of the meeting.

Committee Minutes



3. BUSINESS ARISING:

3.1 Indigenous Artwork for Shirley Davison Bridge – investigate sources of funding. The Committee agreed that there was a number of potential grants available from NSW Regional Arts Fund, Country Arts Support Program, Arts Northwest or Create NSW are potential sources to fund this project subject to Council first adopting a Public Art Submission application for the proposed work.

ACTION: Stephen King and Tyler Sackman to draft a Public Art Submission application for a Rainbow Serpent piece.

3.2 Crocodile Bridge – decision on options to improve safety.

ACTION: James Roberts and Peter Murray to scope up 4 suitable barriers located at the bridge abutments and the forks in the pathways.

4. GENERAL BUSINESS:

4.1 Review of Public Art Submission Forms – new installation scoping documents. The committee reviewed the draft Forms for “A Wing and A Prayer”, “Faith” and “The Mother” and discussed details regarding locations.

ACTION: Peter Murray to schedule an inspection of the “A Wing and A Prayer” and “Faith” pieces and the proposed locations for “A Wing and A Prayer”, “Faith” and “The Mother” by the Councillors and the Arts Advisory Committee during a future Councillor Workshop prior to finalising the Public Art Submission Forms for these pieces.

4.2 Beautification & Tidy Towns 355 Committee Projects requiring feedback from Arts Advisory Committee:

- Shirley Davison Bridge – Path Seating. Matter resolved through discussion between Stephen King and Works Supervisor Steph Sweeney. No further action required.
- Hospital Wall Upgrade - Arts Committee look forward to working with the Beautification & Tidy Towns Committee to further enhance this location. Peter Murray advised that further Committee works would be deferred until after the proposed steps and the footpath extension is first completed.
- Rose Garden – The Committee are enthusiastic supporters of this project.
- Mill Hole Landscaping near Former Trout Hatchery – The Committee were supportive of this proposal

ACTION: Peter Murray to schedule further discussions between committees to finalise the Project Scope for Hospital Wall Upgrade.



4.3 Walcha Sculpture Sound Trails Launch:

The Committee confirmed a successful launch.

4.4 Maintenance Issues:

Peter Murray confirmed that he was confident of securing funding to renovate the “Weather Sign” in McHattan Park

4.5 Levee Bank Walk Lighting Project:

The General Manager advised that project was in the process of being scoped and the proposed work would be discussed with the Committee in the coming months.

THERE BEING NO FURTHER BUSINESS THE CHAIR DECLARED THE MEETING CLOSED AT 11:37AM.



Walcha Council Audit, Risk & Improvement Committee Meeting

held on

Tuesday 15 September 2020

at

9:27am

at

Walcha Council Chambers

PRESENT:

Mr Michael O'Connor - Independent External Member (Chair)
Mrs Deborah Creed - Independent External Member
Mr Andrew Locke – Independent External Member
Clr Scott Kermode

IN ATTENDANCE

Mrs Anne Moddero - General Manager
Mrs Rose Strobel - Chief Financial Officer
Clr Eric Noakes – Mayor

1. APOLOGIES:

Clr Lyon

RESOLVED on the Motion of O'Connor and Creed that the apology be accepted.

MINUTES



2. MINUTES OF THE PREVIOUS MEETING:

RESOLVED on the Motion of O'Connor and Creed that minutes of the meeting held on 10 March 2020 be accepted.

3. BUSINESS ARISING:

3.1 Policy Register

Report and forward program NOTED by ARIC. Moved that ARIC are pleased with progress and forward plan. ARIC members commended Staff on the hard work completed to date and noted that the program to review and update policies was professional and organised.

4.4.4 Cash Handling Policy – DRAFT

Not yet updated as per ARIC comments, however on program for completion by December 2020.

4.5 Insurance

Chief Financial Officer to confirm arrangements and send email confirmation to all ARIC members.

DECLARATIONS OF INTEREST

Clr Kermode declared a pecuniary interest in item 4.4 due to being a supplier of Council.

4. GENERAL BUSINESS

4.1 Business Continuity Plans and Sub Plans

4.1.1 Business Continuity Plan

Comments noted. General Manager to progress plan to complete suite of documents as per the nominated program completion (March 2021). Moved O'Connor and Seconded Creed.

4.1.2 Pandemic Sub Plan

Comments noted. General Manager to progress plan to complete suite of documents as per the nominated program completion (March 2021). Moved O'Connor and Seconded Creed.

4.1.3 IT Security Data and Administration Sub Plan

Comments noted. General Manager to progress plan to complete suite of documents as per the nominated program completion (March 2021). Moved O'Connor and Seconded Creed.



4.1.4 Water & Sewer Sub Plan

Comments noted. General Manager to progress plan to complete suite of documents as per the nominated program completion (March 2021). Moved O'Connor and Seconded Creed.

4.1.5 Validation and Testing Sub Plan

Trigger for ARIC to review reports on Business Continuity Plan scenarios testing in January of each year commencing 2022.

Comments noted. General Manager to progress plan to complete suite of documents as per the nominated program completion (March 2021). Moved O'Connor and Seconded Creed.

4.2 **COVID-19 Operational Response**

Mr Locke noted that the impression of Walcha Council's response to the emergence of COVID-19 from a community member's point of view was experienced to be calm, professional and was coordinated with local medical practitioners. Moved O'Connor and Seconded Locke.

4.3 **Remote and Isolated Work Procedure and Supporting forms:**

Moved O'Connor and Seconded Creed. No comments.

4.5 **Interim Audit Management Letter – not received as at 10092020**

Item brought forward.

Draft Interim Audit Management Letter and Management Response noted and there are not considered to be any major risks identified at this time, and that issue 2 appeared to be a low risk category rather than moderate. General Manager to follow up with the Audit Office NSW directly to provide feedback. Moved O'Connor and Seconded Creed.

4.4 **Procurement Policy, Procedure and Supporting forms:**

Clr Kermode reiterated the declared conflict – pecuniary interest and left the Meeting.

Policy and supporting documents noted. Recommendation to progress with plan to return policy to Council at the conclusion of the 28 day public exhibition. Committee members noted the volume of work completed as part of this item and acknowledged the quality of the work completed by staff.

4.6 **Other Business**

No other business.

The Chair commented on the presentation of the Business Paper and commended staff on a job well done.



5. NEXT MEETING

The next meeting will be held Tuesday 10 November 9:30am. Agenda to include full suite of Audited Financial Statements.

THERE BEING NO FURTHER BUSINESS THE CHAIR DECLARED THE MEETING CLOSED AT 12.18PM.



Walcha Council Tourism Advisory Committee Meeting

held on

Thursday, 17 September 2020

at

9:00am

at

Walcha Council Chambers

PRESENT:

Clr Jennifer Kealey (Chairperson), Lisa Kirton (Tourism Officer), Susie Crawford (Tourism Manager), Aaron Simmon (NPWS), Neil Smith, Jane Morrison, Louise Clarke, Vanessa Arundale, Chris Feltham (guest).

1. APOLOGIES:

Matt Makeham (NPWS), Casper Ozinga, Peter Murray (guest).

2. MINUTES OF THE MEETING HELD ON 18 JUNE 2020:

The Committee **RESOLVED** on the motion of Morrison and Smith that the minutes of the meeting of the Walcha Council Tourism Advisory Committee held at Walcha Council Chambers, Thursday 18 June 2020, copies of which were distributed to all members, be taken as read and confirmed a **TRUE** record.

Committee Minutes



3. BUSINESS ARISING:

3.1 Update on selling NEHC Motorcycle Touring Maps

Royal Café and Walcha Newsagency are selling maps on our behalf. A full version is also on display at the Visitor Information Centre.

3.2 Update on development of questionnaire for visitors

Discussion was had around the purpose of questionnaire and some suggested changes.

ACTION: Tourism staff to do some research on what other AVICs and NEHC are doing in this space already.

3.3 Apsley Falls Entrance upgrade

No action to date. However, NPWS have recently had their high risk structures assessed by a Geotech and Engineer. Apsley Falls stairs have some geotechnical instability. Therefore, stairs off the platform will be removed permanently as they are deemed too risky. NPWS are seeking funding to have them removed and also to put something back. To retain some of that historical significance of the site they are looking into using some of the material that comes out of staircase and the possibility of incorporating that into new sculpture/s and integrate it with Apsley Falls Soundtrail.

Online bookings with Apsley campground have meant a loss of some capacity. NPWS are looking at extending campground to bring sites back up to maximum level.

There are two components of project at Apsley. Firstly, to pull out stairs. Second, provide a new installation (sculpture) and upgrade at campground.

Moving forward, NPWS are looking for community support and consultation. They have sought funding for landscape design. It was noted that Apsley Landcare Group are still keen and committed to assist with that project.

ACTION: NPWS to meet with Director Infrastructure. Following this Clr Kealey and NPWS to talk to LALC. NPWS then to then meet with Tourism Advisory, Beautification, Arts Committee, LALC and Apsley Landcare to get concepts together to put on the table for community consultation.

3.4 Mooraback Hut update

NPWS have a business plan. Key part of that business plan is mountain biking at Mooraback, near start of Green Gully Track. Not a lot of money involved to make this happen. It is in the pool of state wide applications. Looking at internal marketing between Mooraback and Green Gully Track. Domestic market is very strong. NPWS would also like Green Gully Track added to Questionnaire.

3.5 Cells River signage update

Signage has been ordered.

3.6 Mobile Billboard update

Using funding allocated to Rally. Imagery to go on both sides of truck. One truck with Betts Transport and one with Rob Dale. Clr Kealey would like design to come to Council before final approval.



4. GENERAL BUSINESS

4.1 Electric Care Charge Point

NRMA put out EOI to country service centre's who would like an electric charge point on site. These are branded NRMA and paid by NRMA. NRMA have been to Walcha to look at sights and flagged the Bowling Club, Mountain Motors and the back of McHattan Park as potential sites. Needs to be in main street location where people can park and shop. EV users have different needs – 3 phase for some, normal power for others. Different peoples attitudes on how fast they want it. NRMA will be install with 2 options (3 phase and normal). Fast charge only takes 1 hour. There is a website called Plug Share that EV users use to find out charging locations.

ACTION: Tourism staff to follow up with Council on any further correspondence regarding EV charge point installation.

4.2 Mountain Bike Track Signage – Chris Feltham

For Walcha Mountain Bike track to be promoted more widely it first needs to have the appropriate signage. Walcha MTN Bike Track is Common on either side (with a narrow TSR that runs through the middle of it). To make it a viable tourism option it requires the following: A gate that bike and pedestrians can only get through (it stops horses and motorbikes), a Trail Head with somewhere to unload, would promote it as a walking track and bike track. Signage needs to include a Welcome to WMB Track sign (including basic trail rules, map of trail, trail grading) There is an App called Trail Forks – this track is on it with mixed reviews, only due to the fact people have difficulty finding it. Grant opportunities (community involvement, health and tourism). Gates need to be locked to keep bikes out (3 accesses into MTB Track). Trails should end up being maintenance free. NEMTB Club have a permit to utilise track. Members of Mtn Bike Aust have cover but you ride at your own risk for all tracks. Bike tourism is massive and would be great to get this up and going.

ACTION: Set up meeting for Chris Feltham with Director Infrastructure to discuss all the needs for this to progress.

4.3 Soundtrail at Apsley Falls update

Crawford met with NPWS last week to work out the appropriate people for Hamish from Soundtrails to talk to. NPWS thought a narrative of flora, fauna and geology would be good. Also needs to include a Welcome to Country from Indigenous person. Discussed the importance of indigenous perspective in shaping this Soundtrail. Ensure this is communicated to Hamish.

4.4 Walcha Tourism Instagram and Facebook pages

These pages are going really well and reaching a wide audience. Kirton mentioned one particular post about Apsley Falls has reached 15,000 people and been shared over 1,000 times on Facebook. Arundale suggested that Tourism staff look into seeding.

5. NEXT MEETING

Thursday, 12 November 2020 – 9:00am at Walcha Council Chambers

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

September 2020 Council Meeting Business Paper Page 153 of 164



Item 12:

Delegate Reports

MINUTES

Minutes of the meeting of the BOARD OF NAMOI JOINT ORGANISATION OF COUNCILS TRADING AS NAMOI UNLIMITED held MONDAY 31 AUGUST 2020 from 10am to 11am in the Council Chambers at Liverpool Plains Shire Council and via video conference.

1. WELCOME, ACKNOWLEDGEMENT AND/OR PRAYER

Cr Chaffey the Chairperson of Namoi Unlimited welcomed members and acknowledged that this would be the last meeting for Cr Andrew Hope, Mayor Liverpool Plains Shire Council ahead of his retirement from Local Government at the end of September 2020. Cr Hope has been an active member of the organisation and a former Chairperson during the formative years of the organisation, and his contribution will be missed.

Cr Andrew Hope, Mayor Liverpool Plains Shire Council thanked Cr Chaffey and members, and then welcomed members to Quirindi for the meeting in the Liverpool Plains Shire Council. Cr Hope acknowledged that the members were meeting on the lands of the Kamilaroi people, and paid respect to the Elders past, present and future.

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 Moddero	Walcha Council	✓	
Rebel Thomson	Namoi Unlimited	✓	
BY INVITATION			
Jodie Healy	NSW Office of Local Government	✓	

2. APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE

MOTION: THAT, applications for a leave of absence and apologies for the 31 August

2020 meeting are accepted.

ENDORSED

MOVED: Liverpool Plains Shire Council

SECONDED: Walcha Council

CARRIED

ADDITIONAL COMMENTARY: Apologies for this meeting have been received from:

- Eric Groth, Gunnedah Shire Council
- Max Eastcott, Gwydir Shire Council

3. PUBLIC FORUM AND/OR PRESENTATIONS

Nil

4. CONFIRMATION OF MINUTES

MOTION: THAT, the minutes of the Board meeting held Tuesday 7 July 2020 are endorsed.

ENDORSED

MOVED: Gwydir Shire Council

SECONDED: Liverpool Plains Shire Council

CARRIED

5. DISCLOSURES OF INTERESTS

Nil

6. CHAIRPERSON MINUTES

6.1 Notice of Motion – Local Government Conference

MOTION: That, the template to make a motion for the Local Government NSW conference in November is submitted to Seek advocacy from LG NSW for;

- A membership contribution to Joint Organisations of Councils from the NSW Government;
- The NSW Office of Local Government provide a strategy, including a program of activity and subsequent reporting to;
- Negotiate dedicated allocations within NSW Government programs for Joint Organisations.

ENDORSED

MOVED: Gunnedah Shire Council

SECONDED: Liverpool Plains Shire Council

CARRIED

ADDITIONAL COMMENTARY: Liverpool Plains Shire Council asked members to talk to their metropolitan sister cities, to garner support for the motion at conference.

Gwydir Shire Council suggested that the NSW Joint Organisation group should consider making a similar motion to demonstrate support.

7. NOTICES OF MOTIONS

Nil

8. NOTICE OF MOTION OF RESCISSION

Nil

9. STRATEGIC REGIONAL PRIORITIES

9.1 Namoi Supply Chain Project – RLE Project

MOTION: That, progress is NOTED.

ENDORSED

MOVED: Tamworth Regional Council

SECONDED: Walcha Council

CARRIED

9.2 Namoi Supply Chain Project – Partnership with Future Foods CRC

MOTION: That, progress is NOTED.

ENDORSED

MOVED: Liverpool Plains Shire Council

SECONDED: Gwydir Shire Council

CARRIED

ADDITIONAL COMMENTARY: Further to the report a meeting was held on Friday with Acting Director Darren Keegan and Deputy Director Pam Welsh regarding the request for funding from the NSW Government for the project.

It was confirmed that the next steps will be the development of a business case template and work on the business case has commenced.

Darren Keegan reported that no program funding source had been identified as yet, and that the Councils needed to deliver a strong business case.

The Chair thanked Darren Keegan for his work to date and the commitment to further investigations noting that every Council in this Joint Organisation is committed to the project.

9.3 VendorPanel Implementation

MOTION: That the report is NOTED.

ENDORSED

MOVED: Liverpool Plains Shire Council

SECONDED: Tamworth Regional Council

CARRIED

ADDITIONAL COMMENTARY: JOLT has requested regular updates on buyer and supplier engagement for this project. Engagement with buyers and suppliers is the next part of this project.

Liverpool Plains Shire Council offered to become an Ambassador for this project in the future as it's so important to business development in the region.

Tamworth Regional Council asked the executive officer to liaise with Water NSW and to discuss their local and regional business engagement strategies for the building of the new Dungowan Dam.

All Council Economic Development Officers and their procurement

representatives should be providing support for this project.

9.4 Financial Sustainability Report

MOTION: That the report is NOTED.

ENDORSED

MOVED: Tamworth Regional Council

SECONDED: Gwydir Shire Council

CARRIED

ADDITIONAL COMMENTARY: Tamworth Regional Council suggested that a project fee be negotiated with Regional NSW for the Namoi Supply Chain Project.
Gwydir Shire Council suggested that VendorPanel should be the corner stone of the financial sustainability.

10. ADVOCACY AND LEADERSHIP

10.1 ADVOCACY – Inquiry into the integrity, efficacy and value for money of NSW Government grant programs

MOTION: That the submissions submitted 23 August 2020 are NOTED.

ENDORSED

MOVED: Liverpool Plains Shire Council

SECONDED: Tamworth Regional Council

CARRIED

10.2 Additional Briefing Papers – Namoi Supply Chain Project

MOTION: THAT, the Board agrees that the highest project priority for the Executive Officer and the Joint Organisation is the Namoi Supply Chain Project.

ENDORSED

MOVED: Tamworth Regional Council

SECONDED: Walcha Council

CARRIED

ADDITIONAL COMMENTARY: Tamworth Regional Council noted the significance of the opportunity to work with the Future Foods CRC, and that JOLT has spoken about the need to shift focus to take advantage of priorities, the Namoi Supply Chain project was one of those opportunities and that the allocation of time to this project should reflect that priority.
The Mayors and General Managers should also acknowledge and respond in the same way, noting that this is the project that can deliver the maximum benefit to the economies and communities of the Namoi.
Liverpool Plains Shire Council and Gwydir Shire Council asked JOLT to consider the impacts on other projects and provide a report.

MOTION: THAT, to consider additional items not presented in this report the Board should enter into Committee of the Whole.

ENDORSED

MOVED: Tamworth Regional Council

SECONDED: Liverpool Plains Shire Council

CARRIED

MOTION: THAT, the meeting returns to standing business.

ENDORSED

MOVED: Liverpool Plains Shire Council

SECONDED: Walcha Council

CARRIED

11. EXECUTIVE OFFICER REPORTS

11.1 Action List

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

ENDORSED

MOVED: Liverpool Plains Shire Council

SECONDED: Walcha Council

CARRIED

11.2 Calendar of Planned Activities

MOTION: THAT the calendar of activities is noted.

ENDORSED

MOVED: Gwydir Shire Council

SECONDED: Liverpool Plains Shire Council

CARRIED

12. ADDITIONAL REPORTS PERTAINING TO THE PRINCIPAL FUNCTIONS

12.1 Correspondence

MOTION: THAT, correspondence from

- The Hon John Barilaro to The Hon Barnaby Joyce
- The Hon Mark Coulton, and
- The Hon Keith Pitt

is NOTED.

ENDORSED

MOVED: Walcha Council

SECONDED: Tamworth Regional Council

CARRIED

12.2 Statement of Revenues

MOTION: THAT, the amended Statement of Revenues is endorsed.

ENDORSED

MOVED: Liverpool Plains Shire Council

SECONDED: Tamworth Regional Council

CARRIED

12.3 2019-2020 DRAFT End of Year Financial Statements

MOTION:	THAT, the draft financial reports for the 2019-2020 are referred to the Auditors for review.
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ENDORSED

MOVED: Walcha Council

SECONDED: Liverpool Plains Shire Council

CARRIED

13. REPORTS FROM DELEGATES

13.1 NSW Joint Organisations Chair's Meeting

MOTION:	THAT, this report is NOTED.
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ENDORSED

MOVED: Gunnedah Shire Council

SECONDED: Liverpool Plains Shire Council

CARRIED

14. QUESTIONS WITH NOTICE

Nil provided at time of distribution of this Notice of Meeting.

15. CLOSED REPORTS

Nil provided at time of distribution of this Notice of Meeting.

16. CONCLUSION OF THE MEETING

Meeting closed at 11.15am.



Item 13:

Questions with Notice



There are no Questions with Notice items for
September 2020



Item 14:

Referral to Closed Council Meeting



Item: 14A **Ref:** WO/2020/03309
Title: Referral to Closed Council – Request to Waive Cemetery Fees AND Recruitment Activities
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 report relates 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 to Waive Cemetery Fees and Recruitment Activities be referred to be discussed in Closed Council and close the meeting to the public for the reason that the reports relate to personnel matters concerning particular individuals (other than Councillors).