



# **AGENDA FOR ORDINARY COUNCIL MEETING**

## **19 February 2019**

**NOTICE IS HEREBY GIVEN** pursuant to clause 7 of Council's Code of Meeting Practice that the Ordinary Council Meeting of Walgett Shire Council will be held at the **Walgett Shire Council Chambers** on **19<sup>th</sup> February 2019** commencing at **10:00am** to discuss the items listed in the Agenda.

**Please note: A brief 'Meet & Greet' with representatives from Council's Sister City – Central Coast Council will commence at 9:30am.**

Greg Ingham  
**GENERAL MANAGER**

## CONFLICT OF INTERESTS

**What is a “Conflict of Interests”** – A conflict of interests can be two types:

**Pecuniary** – an interest that a person has in a matter 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.

**Non-Pecuniary** – a private or personal interest that a Council official has that does not amount to a pecuniary interest as defined in the Local Government Act (eg. A friendship, membership of an association, society or trade union or involvement or interest in an activity and may include an interest of a financial nature.)

### Remoteness

A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to a matter or if the interest is of a kind specified in Section 448 of the Local Government Act.

**Who has a Pecuniary Interest?** – A person has a pecuniary interest in a matter if the pecuniary interest is the interest of:

- The person, or
- Another person with whom the person is associated (see below)

### Relatives, Partners

A person is taken to have a pecuniary interest in a matter if:

- The person’s spouse or de facto partner or a relative of the person has a pecuniary interest in the matter, or
- The person, or a nominee, partners or employer of the person, is a member of a company or other body that has a pecuniary interest in the matter

N.B. “Relative”, in relation to a person means any of the following:

- (a) the parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descends or adopted child of the person or of the person’s spouse.
- (b) the spouse or de facto partners of the person or of a person referred to in paragraph (a)

### No Interest in the Matter

However, a person is not taken to have a pecuniary interest in a matter:

- If the person is unaware of the relevant pecuniary interest of the spouse, de facto partner, relative or company of other body, or
- Just because the person is a member of, or is employed by, the Council
- Just because the person is a member of, or a delegate of the Council to, a company or other body that has a pecuniary interest in the matter provided that the person has no beneficial interest in any shares of the company or body.

### Disclosure and participation in meetings

- A Councillor or a member of a Council Committee who has a pecuniary interest in any matter with which the Council is concerned and who is present at a meeting of the Council or Committee at which the matter is being considered must disclose the nature of the interest to the meeting as soon as practicable.
- The Councillor or member must not be present at, or in sight of, the meeting of the Council or Committee:
  - (a) At any time during which the matter is being considered or discussed by the Council or Committee, or
  - (b) At any time during which the Council or Committee is voting on any question in relation to the matter.

**No Knowledge** – A person does not breach this Clause if the person did not know and could not reasonably be expected to have known that the matter under consideration at the meeting was a matter in which he or she had a pecuniary interest.

**Non-Pecuniary Interest** – Must be disclosed in meetings.

There are a broad range of options available for managing conflicts & the option chosen will depend on an assessment of the circumstances of the matter, the nature of the interest and the significance of the issue being dealt with. Non-Pecuniary conflicts of interest must be dealt with in at least one of the following ways:

- It may be appropriate that no action be taken where the potential for conflict is minimal. However, Councillors should consider providing an explanation of why they consider a conflict does not exist.
- Limit involvement if practical (eg. Participate in discussion but not in decision making or vice versa). Care needs to be taken when exercising this option.
- Remove the source of the conflict (eg. Relinquishing or divesting the personal interest that creates the conflict)
- Have no involvement by absenting yourself from and not taking part in any debate or voting on the issue as if the provisions in S451 of the Local Government Act apply (particularly if you have a significant non-pecuniary interest)

### Disclosure to be Recorded (S453 Act)

A disclosure (and the reason/s for the disclosure) made at a meeting of the Council or Council Committee or Sub-Committee must be recorded in the minutes of the meeting.

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## Local Government Act 1993

### Chapter 3 section 8A

#### GUIDING PRINCIPLES FOR COUNCILS

##### (1) **Exercise of functions generally**

The following general principles apply to the exercise of functions by councils:

- (a) Councils should provide strong and effective representation, leadership, planning and decision-making.
- (b) Councils should carry out functions in a way that provides the best possible value for residents and ratepayers.
- (c) Councils should plan strategically, using the integrated planning and reporting framework, for the provision of effective and efficient services and regulation to meet the diverse needs of the local community.
- (d) Councils should apply the integrated planning and reporting framework in carrying out their functions so as to achieve desired outcomes and continuous improvements.
- (e) Councils should work co-operatively with other councils and the State government to achieve desired outcomes for the local community.
- (f) Councils should manage lands and other assets so that current and future local community needs can be met in an affordable way.
- (g) Councils should work with others to secure appropriate services for local community needs.
- (h) Councils should act fairly, ethically and without bias in the interests of the local community.
- (i) Councils should be responsible employers and provide a consultative and supportive working environment for staff.

##### (2) **Decision-making**

The following principles apply to decision-making by councils (subject to any other applicable law):

- (a) Councils should recognise diverse local community needs and interests.
- (b) Councils should consider social justice principles.
- (c) Councils should consider the long term and cumulative effects of actions on future generations.
- (d) Councils should consider the principles of ecologically sustainable development.
- (e) Council decision-making should be transparent and decision-makers are to be accountable for decisions and omissions.

##### (3) **Community participation**

Councils should actively engage with their local communities, through the use of the integrated planning and reporting framework and other measures

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## 1. OPENING OF MEETING

Time: \_\_\_\_\_ am

## 2. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

*I would like to acknowledge the traditional owners of the lands within the Walgett Shire and I would also like to acknowledge the Aboriginal and Torres Strait Islander people who now reside within this Shire.*

## 3. LEAVE OF ABSENCE

### Leave of Absence

#### Recommendation:

That the leave of absence received from \_\_\_\_\_ are accepted and a leave of absence granted.

**Moved:** Clr

**Seconded:** Clr

## 4. WELCOME TO VISITORS

## 5. PUBLIC FORUM PRESENTATIONS - NIL

*(Limited to five minutes presentations and must also relate to items listed within the Business Paper)*

*Mr Peter Rufford – PEECE Consulting*

- Presentation on Ridge Road Feasibility Report (refer to Lighting Ridge Feasibility Study by A/Director Ray Graham)*

## 6. DECLARATION OF PECUNIARY/NON PECUNIARY INTERESTS

*Councillors and senior staff are reminded of their obligation to declare their interest in any matters listed before them.*

*In considering your interest you are reminded to include pecuniary, non-pecuniary and conflicts of interest as well as any other interest you perceive or may be perceived of you.*

*Councillors may declare an interest at the commencement of the meeting, or alternatively at any time during the meeting should any issue progress or arise that would warrant a declaration.*

*Councillors must state their reasons in declaring any type of interest.*

| Councillor | Item No. | Pecuniary/Non-Pecuniary | Reason |
|------------|----------|-------------------------|--------|
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## 7. CONFIRMATION OF MINUTES/MATTERS ARISING

### 7.1 MINUTES OF ORDINARY COUNCIL MEETING HELD 18 DECEMBER 2019

#### Minutes of Extraordinary Council Meeting – 18 December 2019

**Recommendation:**

That the minutes of the ordinary Council meeting held 18 December 2018, having been circulated be confirmed as a true and accurate record of that meeting.

**Moved:**

**Seconded:**

**Attachment**

Minutes of Meeting held 18 December 2018



# **MINUTES FOR ORDINARY COUNCIL MEETING**

## **18 December 2018**

Greg Ingham  
GENERAL MANAGER

**MINUTES OF THE ORDINARY MEETING OF THE WALGETT SHIRE COUNCIL HELD AT WALGETT COUNCIL CHAMBERS ON TUESDAY 18 DECEMBER 2018 AT 9:58AM**

**PRESENT**

Clr Manuel Martinez (Mayor)  
 Clr Ian Woodcock (Deputy Mayor)  
 Clr Jane Keir  
 Clr Bill Murray  
 Clr Michael Taylor  
 Clr Tanya Cameron  
 Clr Lawrence Walford  
 Clr Robert Turnbull  
 Greg Ingham (General Manager)  
 Michael Urquhart (Chief Financial Officer)  
 Jessica McDonald (Director Environmental Services)  
 Raymond Graham (Acting Director Engineering/Technical Services)  
 Bronte Kerr (Minute Secretary)

**19/2018/1 Leave of absence**

**Resolved:**

That leave of absence received from Clr Smith be accepted and leave of absence be granted.

**Moved:** Clr Turnbull  
**Seconded:** Clr Woodcock  
**CARRIED**

**Declaration of Pecuniary/Non Pecuniary Interests – Nil**

**Public Presentations:**

- Minister Tory Cayzer of the Anglican Church Walgett and districts advised Walgett Shire Council of his departure from the parish and thanked the Council for all the support.
- Chris Shaw Director of Education briefed the Council on the Walgett Community College progress and matters.

**19/2018/2 Minutes of Extraordinary Council Meeting – 20 November 2018**

**Resolved:**

That the minutes of the Extraordinary Council meeting held 20 November 2018, having been circulated be confirmed as a true and accurate record of that meeting.

**Moved:** Clr Turnbull  
**Seconded:** Clr Taylor  
**CARRIED**

**19/2018/3 Minutes of Ordinary Council Meeting – 27 November 2018****Resolved:**

That the minutes of the Ordinary Council meeting held 27 November 2018, having been circulated be confirmed as a true and accurate record of that meeting.

**Moved:** Clr Woodcock  
**Seconded:** Clr Keir  
**CARRIED**

**19/2018/4 Mayoral Report****Resolved:**

1. That Council receive and note the Mayoral report.
2. The Mayor had attended the CMCC meeting in December 2018. It was reported that Porthenium weed had been found between Lightning Ridge and the Queensland border.
3. In relation to the Joint Organisation Tourism and Cultural Fund (\$1.5m) Walgett Shire Council allocate the funds to the Lightning Ridge Information Centre Project.

**Moved:** Clr Walford  
**Seconded:** Clr Murray  
**CARRIED**

**19/2018/5 Council's Decision Action Report****Resolved:**

That the Resolution Register as at December 2018 be received and noted.

**Moved:** Clr Turnbull  
**Seconded:** Clr Cameron  
**CARRIED**

**19/2018/6 Circulars Received From the NSW Office of Local Government****Resolved:**

That the information contained in the following Departmental circulars 18-36 to 18-42 from the Local Government Division Department of Premier and Cabinet be received and noted.

**Moved:** Clr Cameron  
**Seconded:** Clr Keir  
**CARRIED**

**19/2018/7 Important Dates for Councillors - Upcoming Meetings and Events****Resolved:**

That Council receive and note the list of upcoming meetings and events. Council resolved to hold the Australia Day Celebration at Collarenebri and that Councillors Martinez, Taylor &

Murray would be part of the Australia Day Committee and a Sports Award should be included in the Australia Day Awards.

Moved: Cllr Murray  
 Seconded: Cllr Keir  
 CARRIED

**19/2018/8 Ordinary Council Meetings – Time, Dates and Venues For 2019**

Resolved:

That Council endorse the below times, date and venues for the 2019 Ordinary Council Meeting. The Council agreed to swap the 26 March 2019 and 23 July 2019 meeting Lightning Ridge to Rowena and vice versa.

- 19 February – Walgett – Council Chambers
- 26 March – Rowena – Hall
- 30 April – Walgett – Council Chambers
- 21 May – Collarenebri - Hall
- 25 June – Walgett – Council Chambers
- 23 July – Lightning Ridge – Bowling Club
- 27 August – Walgett – Council Chambers
- 24 September – Carinda - Hall
- 22 October – Walgett – Council Chambers
- 26 November – Burren Junction – Hall
- 17 December – Walgett – Council Chambers

Moved: Cllr Turnbull  
 Seconded: Cllr Keir  
 CARRIED

**19/2018/9 Cash and Investment Report as at 30<sup>th</sup> November 2018**

Resolved:

That the Investment report as at 30<sup>th</sup> November 2018 be received and noted.

Moved: Cllr Turnbull  
 Seconded: Cllr Taylor  
 CARRIED

**19/2018/10 Monthly Outstanding Rates Report**

Resolved:

The October 2018 outstanding rates report be received and noted.

Moved: Cllr Turnbull  
 Seconded: Cllr Taylor  
 CARRIED

**19/2018/11 Matters Generally for Brief Mention or Information Only – From Chief Financial Officer**

**Resolved:**

That the Matters Generally for Brief Mention or Information Only from the Chief Financial Officer in the following areas; Property Matters, Finance & Administration and Community Services be received and noted.

**Moved:** Clr Keir  
**Seconded:** Clr Murray  
**CARRIED**

*The Meeting adjourned for morning tea at 11:06am  
 The Meeting resumed at 11:28am*

**19/2018/12 Compulsory Acquisition of Land at Walgett Water Filtration Site**

**Resolved:**

That Council proceed with the acquisition of Reserve R81681 by compulsory acquisition process pursuant to the provisions of the Public Works Act 1912 and the Land Acquisition (Just Terms) Compensation Act 1991 for the purpose of constructing a public infrastructure facility, being a water filtration plant for the benefit of residents of Walgett and Namoi Village.

**Moved:** Clr Turnbull  
**Seconded:** Clr Murray  
**CARRIED**

**19/2018/13 Apex Park Update**

**Resolved:**

That Council receive and note this information.

**Moved:** Clr Cameron  
**Seconded:** Clr Woodcock  
**CARRIED**

**19/2018/14 Matters Generally For Brief Mention or Information Only – Engineering/ Technical Services**

**Resolved:**

That Council receives and note the Matters Generally for Brief Mention or Information only presented by the Acting Director Engineering/ Technical Services.

**Moved:** Clr Woodcock  
**Seconded:** Clr Walford  
**CARRIED**

**19/2018/15 Walgett Shire Council Gateway Determination – Proposed Rezoning for Large Lot Residential Purpose**

**Resolved:**

**Moved:** Clr Walford  
**Seconded:** Clr Woodcock  
**CARRIED**

**19/2018/16 Matters Generally for Brief Mention or Information Only – From Director Environmental Services**

**Resolved:**

That Council receive and note this report.

**Moved:** Clr Walford  
**Seconded:** Clr Taylor  
**CARRIED**

**19/2018/17 Move into Closed Session**

**Time:** 12:25pm

That the public be excluded from the meeting pursuant to Sections 10A (2) (a) (c) & (d) of the Local Government Act 1993 on the basis that the items deal with:

- (a) Personnel matters concerning particular individuals (other than Councillors)
- (c) That information that would, if disclosed confer a commercial advantage on a person with whom the Council is conducting business (or proposed to conduct business)
- (d) That the matter and information is commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

**Moved:** Clr Cameron  
**Seconded:** Clr Keir  
**CARRIED**

**19/2018/18 RMCC Update**

**Resolved:**

1. That Council receive and note this information
2. That Council undertake the Gundabloui Project using internal resources and not go to tender

**Moved:** Clr Turnbull  
**Seconded:** Clr Walford  
**CARRIED**

|                                                                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>19/2018/19 Audit Arrangements Commencing 30<sup>th</sup> June 2019</b>                                                                                                                                          |
| <p><b>Resolved:</b></p> <p>That the Audit Arrangements commencing 30<sup>th</sup> June 2019 report be received and noted.</p> <p><b>Moved:</b> Clr Turnbull<br/> <b>Seconded:</b> Clr Keir<br/> <b>CARRIED</b></p> |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>19/2019/20 Future of Colless Grandstand at Walgett Showground</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p><b>Resolved:</b></p> <ol style="list-style-type: none"> <li>1. Council advertise the tender for the refurbishment of the Colless grandstand.</li> <li>2. Council request an extension of time from the Department of Infrastructure for the expenditure of the 'Drought Communities Program' grant.</li> </ol> <p><b>Moved:</b> Clr Woodcock<br/> <b>Seconded:</b> Clr Taylor<br/> <b>CARRIED</b><br/> <i>Clr Murray, Keir and Cameron requested their vote be recorded as having voted against the motion.</i></p> |

|                                                                                                                                                           |                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| <b>19/2018/21 Return to open session</b>                                                                                                                  | <b>Time: 1:11pm</b> |
| <p><b>Resolved:</b></p> <p>That Council return to open session.</p> <p><b>Moved:</b> Clr Taylor<br/> <b>Seconded:</b> Clr Walford<br/> <b>CARRIED</b></p> |                     |

|                                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>19/2018/22 Adoption of closed session reports</b>                                                                                                                                            |
| <p><b>Resolved:</b></p> <p>That Council adopt the recommendations of the Closed Committee Reports.</p> <p><b>Moved:</b> Clr Turnbull<br/> <b>Seconded:</b> Clr Woodcock<br/> <b>CARRIED</b></p> |

**Questions for Next Meeting**

Clr Woodcock

- Q1: Can Council arrange for no camping signs to be installed the bakery in Lightning Ridge?  
Q2: Can Council arrange for a water meter to be installed at the abattoir in Collarenebri?  
Q3. The Doctors house in Lightning Ridge, the sliding door does not work. Can this please be fixed?  
Q4. Council's webpage needs updating.

Clr Murray

- Q1: Where does the water from the bore baths in Walgett flow to?  
Q2: Why has the bakery closed in Walgett?  
Q3: Can Council publish the minutes in the local paper?

Clr Cameron

- Q1: Can Council arrange with the school for a school site visit next year?

Clr Martinez

- Q1: Is the mobile CCTV trailer operational?  
Q2: Can Council review the procurement policy in February 2019?

Clr Keir

- Q1. Can the Council column include reference to where residents can look at the Council's agenda and minutes?

**Close of Meeting**

The meeting closed at 1:35pm.  
To be confirmed at the next meeting of Council.

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Mayor

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General Manager

## **8. REPORTS OF COMMITTEES/DELEGATES - NIL**

## 9. MAYORAL MINUTES

Report to be tabled

| <b>Mayoral Report</b>                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <p>That Council receive and note the Mayoral report.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p> |

**10. MOTIONS OF WHICH NOTICE HAS BEEN GIVEN – NIL**

## 11. REPORTS FROM OFFICERS

### 11.1 GENERAL MANAGER

#### 11.1.1 COUNCIL'S DECISION ACTION REPORT – FEBRUARY 2019

**REPORTING SECTION:** General Manager  
**AUTHOR:** Greg Ingham - General Manager  
**FILE NUMBER:** 18/260

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**Summary:**

This schedule summarises the current position of action taken in respect of matters considered at the previous meetings of Council when the outcomes have not been finalised.

**Background:**

Attached is the Resolution Register which summaries outstanding action in respect of all resolutions which required action and are still outstanding. The exception is for the last meeting where items that have been completed are included. Councillors are reminded that any queries should be raised with the General Manager prior to the meeting.

**Current Position:**

Details of actions taken/being taken are flagged for each motion. Over time the register has grown in size because, whilst resolutions are always actioned after the meeting, it is not always possible to resolve issues quickly especially if other government agencies are involved or Council resources are stretched.

In these circumstances the register becomes the simple tool of keeping track of matters awaiting attention.

Again, Councillors are reminded that any queries should be raised with the General Manager prior to the meeting as this would streamline the meeting process and also resolve minor issues more expediently.

**Relevant Reference Documents/Policies:**

Resolution Register

**Governance issues:**

Standard procedure dictates that Council resolutions should be implemented as soon as practicably be achieved.

**Environmental issues:**

Nil

**Stakeholders:**

Council and Manex Team

**Alternative Solutions/Options:**

Nil

**Conclusion:**

That the resolutions register be received and noted. It is requested that any queries be raised with the General Manager prior to meeting day to facilitate proceedings at the meeting.

**Council's Decision Action Report**

**Recommendation:**

That the Resolution Register as at November 2018 be received and noted.

**Moved:**

**Seconded:**

**Attachment:**

Resolution Register

**WALGETT SHIRE COUNCIL AGENDA –19 February 2019 – ORDINARY COUNCIL MEETING**

|          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 28.04.17 | 3/2017/22 | That Council considers realigning the 35km section of Ridge Road from Shermans Way and Burranbaa Road intersection to Angeldool Road intersection - Option 4 (Realignment across Big Warrambool).<br>That Council consult with affected landholders with regards to Option 4.<br>This option includes a bridge across Big Warrambool and land acquisition. Social, environmental impacts should be assessed before this option is implemented. In addition, geotechnical, hydrologic studies must be conducted for this option. Topographical survey and designs must also be completed prior to implementation. | DETS | 9.8.17 Surveyor engaged<br>22.8.17 Report to Council to resolve for compulsory acquisition.<br>5.9.17 GM and DETS held talks with Brian Lees, Al Lees and Norman Lees of Tipperary and Ringwood regarding alignment next to their property. They will sketch their preferred alignment and send to Council.<br>21.11.17 DETS held talks with Peter Scoles. He has indicated no objection.<br>7.12.17 Consulting held with Brian, Sue and Nathan Lees of Tipperary. Three options selected. DETS to cost options and hold further consultation with Lees's.<br>12.04.18 DETS meets Lees's and all agree on Option 2.<br>16.08.18 Additional survey ongoing<br>5.2.19 Refer to DETS Report, for Council to confirm preferred alignment |
| 28.04.17 | 3/2017/25 | That Council using the "Open Tendering" method call Tenders for the restoration of the Colless Grandstand at the Walgett Showground.                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | CFO  | 27.6.17 In Progress – Request for Engineers Report<br>13.12.17 Engineers report required<br>5.2.18 waiting on information from structural engineer<br>18.4.18 Engineer inspected facility, costing and report underway<br>21.8.18 Costing for refurbishment underway<br>12.12.18 Report to December Council Meeting                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 23.5.17  | 4/2017/34 | Lightning Ridge Bore Baths<br>1. Council receive the CFO report<br>2. Council make provision of \$100,000 in the 2017/18 budget for renewal of the Lightning Ridge Bore Bath between Nov 17 and April 18<br>3. Recommendations of the structural assessment be implemented<br>4. The General Manager arrange for a design and cost of the bore bath renewal and submit this to Council for consideration                                                                                                                                                                                                         | CFO  | 27.6.17 Quotation for design & construction to be called in coming months. Work to be carried out during November 17 to March 18<br>18.9.17 CFO in discussions with firm for engineers design<br>18.10.17 CFO Issued purchase order for design of new tank<br>22.11.17 Draft plan Received -RFQ to be issued<br>13.12.17 Waiting on new specifications & plan<br>18.4.18 Project postponed until November 2018.<br>18.4.18 RFQ to be issued and contractor engaged prior to October 2018                                                                                                                                                                                                                                             |
| 26.09.17 | 9/2017/25 | That Council resolve to acquire Mr.and Mrs Raymond Pike's land within which the current Council-maintained section of O'Neils Road runs, then surrender the Council-Controlled section of corridor to Mr And Mrs Raymond Pike.                                                                                                                                                                                                                                                                                                                                                                                   | DETS | 8.9.17 DETS hold talks with Mr Raymond Pike and his wife. They verbally agreed to the swap.<br>5.11.17 Quotes received for cadastral survey<br>30.03.18 Cadastral survey completed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 26.09.17 | 9/2017/26 | 1.That Council resolves to authorise acquisition by compulsory process, of the Walgett Levee corridor through Lot 7024 DP1021106, Lot 7012 DP1021112, Lot 7301 DP1155276, Lot 7013 DP1030416, Lot 7300 DP1155957, Lot 702 DP1051575, Lot 7001 DP1051908, Lot 3 DP1123824, Lot 703 DP1056310, Lot 7031 DP1055946 and Lot 7009 DP1055947.<br>2. That Council resolves to make an application to the Minister to approve the compulsory acquisition process.                                                                                                                                                        | DETS | 5.11.17 Quote received for cadastral survey<br>10.1.18 Quote accepted<br>16.08.18 Survey ongoing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 26.09.17 | 9/2017/27 | 1. That Council engage a consultant for the investigation of the alternatives to improve pre-treatment and prepare a concept design & business case for funding for the Collarenebri Water Supply.<br>2. That Council proceeds with the compulsory acquisition of additional land for the construction of recommended pre-treatment.<br>3. Lodge an expression of interest (EOI) for the safe and secure water programme.                                                                                                                                                                                        | DETS | 8.10.17 Council lodges EOI under SSWP<br>9.1.18 Council invited for detailed application<br>26/02/2018 Detailed application submitted.<br>12.12.18 Funding received – development of RFQ for study underway                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 28.11.17 | 11/2017/3 | 1.That Council receive and note this report and<br>a. Investigate & proceed with land acquisition process for land required for installing the Wind Indicator for Runway 10.<br>And/or<br>b. Allocate additional funding in the budget for constructing an AWIB & ongoing commitment to the budget for operation & maintenance.                                                                                                                                                                                                                                                                                  | DETS | Safety case lodged with CASA<br>28/02/2018 Crownlands license received.<br>30.03.18 IWV installed<br>16.08.18 CASA coming in September 2018 to assess the runway extension<br>16.11.18 CASA inspection awaiting report                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

**WALGETT SHIRE COUNCIL AGENDA –19 February 2019 – ORDINARY COUNCIL MEETING**

|          |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |              |                                                                                                                                                                                          |
|----------|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          |            | c. Commence using Runway 28 straight in approach once windsock and safety case approved by CASA.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |              |                                                                                                                                                                                          |
| 19.12.17 | 12/2017/24 | Walgett CBD Car Park – From the GM report – action proposed of drafting a memorandum of understanding be endorsed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | GM           | MOU being drafted                                                                                                                                                                        |
| 19.12.17 | 12/2017/25 | Collarenebri Sportsgrounds amenities building – the Council endorse the actions of the CFO in advising Murdi Paaki Regional Rugby League Council that the Council accept the new amenities building asset for the Collarenebri Sports Ground as per concept proposal and the Council shall accept liability for ongoing future maintenance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | CFO          | 5.2.18 Proposal in the planning phase                                                                                                                                                    |
| 8.02.18  | 1/2018/2   | That Council:<br>1. Defer any Special Rate Variation Application to IPART to fund the upgrade of the strategic rural road network until such time as there is majority support for such a proposal.<br>2. Continue to work with the community to achieve a greater level of understanding of the cost and level of services and facilities it provides.<br>3. Lobby relevant state agencies to address an adequate level of maintenance of the road infrastructure network on the opal fields<br>4. Concentrate on providing a consistently high quality water supply to all towns within the Shire.<br>5. Arrange for an independent community satisfaction survey to be undertaken within the next six months.<br>6. Investigate the re-establishment of precinct committees.<br>7. Lobby the State Government to open Opal Prospecting Area (OPA) 4. | GM           | 19.03.18 ongoing<br>19.2.19 ongoing                                                                                                                                                      |
| 13.02.18 | 2/2018/33  | 1. That Council rejects the request for water connection to the property on Lot 100 DP 1076808 since it is located in a non-urban residential zone, and current relevant policy does not permit such connections.<br>2. The Director of Environmental Services to provide a report to the March Council meeting in relation to the illegal water connections in each town after researching previous reports presented to Council.                                                                                                                                                                                                                                                                                                                                                                                                                      | DETS/<br>DES | 15.02.18 Applicant advised of resolution<br>7.06.2018 – GIS Continuing to map illegal water connections to be provided to DETS in due course.<br>12.12.18 Refer to resolution 14/2018/17 |
| 27.03.18 | 3/2018/25  | 1. That Council receives and notes the report.<br>2. Council make approaches to Resource and Energy Department through the Member for Barwon to identify possible voids from former mining operations under key streets in the Lightning Ridge Township.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | DETS         | 12.12.18 Not yet commenced                                                                                                                                                               |
| 01.05.18 | 5/2018/28  | It would be appropriate for Council to enter into negotiations with the DoL as the agency responsible for Western Land Leases/Crown Land to undertake maintenance of the private roads on which the "car door tours" operate or alternatively take the necessary steps to dedicate them as public roads.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | GM           | 19.2.19 Negotiations with DoL will occur at a later date.                                                                                                                                |
| 01.05.18 | 5/2018/29  | That Council commence a dialog in relation to the dedication of "backbone" tracks on the opal fields as public roads by DoL under the care and control of Walgett Shire Council with funding sourced by Department of Resources and Energy through mineral claims/licences be made available to Walgett Shire Council for routine maintenance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | GM           | 19.2.19 Negotiations with DoL will occur at a later date.                                                                                                                                |
| 26.06.18 | 10/2018/22 | That Council finances the fencing project from a transfer from the Lightning Ridge toilet upgrade reserve in 18/19, and the \$20,000 be placed into the Len Cram park fence reserve at the 30th June 2018.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | GM           | 19.2.19 Complete                                                                                                                                                                         |
| 26.06.18 | 10/2018/30 | That Council (a) Conduct a broad community consultation meeting with local community and showground user groups to determine if users would like the grandstand replaced, and if community support is for a new grandstand Councils proceeds with (b) (c) and (d),<br>(b) Council call for quotations to demolish the existing Colless grandstand<br>(c) Council acquire quotations for the construction of 3 X 5 Tier X 6 m wide prefabricated grandstand system to be erected on the site of the old Colless grandstand.<br>(d) The new structure be called the "Colless Grandstand".                                                                                                                                                                                                                                                                 | CFO          | 21.8.18 A second community meeting to be arranged for late September 2018<br>12.12.18 Report to December Council Meeting                                                                 |

**WALGETT SHIRE COUNCIL AGENDA –19 February 2019 – ORDINARY COUNCIL MEETING**

|          |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |     |                                                                                                                                                                                                                                                                                                          |  |
|----------|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 25.9.18  | 14/2018/17 | That Council note the current investigations in relation to the Lightning ridge water supply and unmetered services and a workshop to discuss the issues involved be held in the near future                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | GM  | 19.2.19 ongoing and complicated                                                                                                                                                                                                                                                                          |  |
| 25.9.18  | 14/2018/34 | That in light of concerns regarding the future of the waste management in the Shire and subject to the contractor agreeing, the current contract be extended and a future report be submitted to an early meeting to allow Council to determine the future management options for both landfills; Walgett and Lightning Ridge.                                                                                                                                                                                                                                                                                                                                                 | DES | 19.2.19 Report to February 2019 meeting for resolution.                                                                                                                                                                                                                                                  |  |
| 30.10.18 |            | That Council consider and, if appropriate, endorse projects to be applied for under the Extension of Drought Communities Programme or seek nominations of projects from community for consideration at the November meeting<br>Council endorses the following projects (in no particular order) <ul style="list-style-type: none"> <li>• Fencing of the Burren Junction landfill - \$80,000</li> <li>• Extension of the Town Beautification Projects: Walgett – Wee Waa Street and Lightning Ridge – Opal Street - \$350,000 each project</li> <li>• Replacement of the boat ramp at Collarenebri - \$150,000</li> <li>• Drainage improvements at Rowena - \$60,000</li> </ul> | GM  | 12.12.18 RFQ currently being developed for Wee Waa and Opal Street<br>19.2.19 RFQ developed, advertising to commence for Burren Junction landfill<br>19.2.19 RFT processes completed, contracts yet to be awarded for town beautification projects<br>19.2.19 Funding approved. RFQ yet to be developed. |  |

## 11.1.2 CIRCULARS RECEIVED FROM THE NSW OFFICE OF LOCAL GOVERNMENT

**REPORTING SECTION:** General Manager  
**AUTHOR:** Greg Ingham - General Manager  
**FILE NUMBER:** 18/260

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### Summary:

Copies of circular received from the Local Government Office Department of Premier and Cabinet are attached for Councillors information. Circulars are emailed to Councillors when published from LGNSW.

### Background:

The General Manager has flagged the following circulars as requiring the particular attention of Councillors:

#### 12 Dec 2018

- [18-43 Council decisions on the administration of the September 2020 elections](#)

#### 18 Dec 2018

- [18-44 Commencement of the new Model Code of Conduct for Local Council's in NSW and Procedures](#)

#### 18 Dec 2018

- [18-45 Commencement of the new Model Code of Meeting Practice for Local Councils in NSW](#)

#### 18 Dec 2018

- [18-46 New Councillor Induction and Professional Development Requirements](#)

#### 19 Dec 2018

- [18-47 Amendments to the elections provisions of the Local Government \(General\) Regulation 2005](#)

#### 18 Jan 2019

- [19-01 NSW Parking Fine – Grace Period Provisions](#)

#### 08 Feb 2019

- [IPART review of the costs of conducting local government elections and extension of the deadline for Councils to make a decision on the administration of their elections](#)

### Governance Issues:

All circulars have Governance implications. Where necessary the subject of particular circulars will be raised in following reports.

### Stakeholders:

Councillors and Walgett Shire Council staff

### Financial Implications:

Some circulars will have a financial impact and where this is the case, Councillors particular attention will be drawn to them.

### Conclusion:

Council will need to comply with the various requirements set out in the circulars.

**Circulars Received From the NSW Office of Local Government**

**Recommendation:**

That the information contained in the following Departmental circulars 18-43 to 19-01 from the Local Government Division Department of Premier and Cabinet be received and noted.

**Moved:**

**Seconded:**

**Attachments:**

Circulars



Office of  
Local Government

## Circular to Councils

|                      |                                                                |
|----------------------|----------------------------------------------------------------|
| Circular Details     | Circular No 18-43 / 12 December 2018 / A624481                 |
| Previous Circular    | 15-01 Local Government Amendment (Elections) Bill 2015         |
| Who should read this | Councillors / General Managers / Council Governance staff      |
| Contact              | Council Governance Team / 02 4428 4100 /<br>olg@olg.nsw.gov.au |
| Action required      | Council to Implement                                           |

### Council decisions on the administration of the September 2020 elections

#### What's new or changing?

- Under section 296AA of the *Local Government Act 1993* (the Act), councils must make a decision on how their September 2020 ordinary elections are to be administered no later than **11 March 2019**.
- Each council must resolve either:
  - to enter into an election arrangement with the NSW Electoral Commissioner (NSWEC) to administer all the council's elections, polls and constitutional referenda or
  - that the council's elections are to be administered by the general manager of the council.
- If a council fails to resolve to engage the NSWEC to administer its elections by **11 March 2019**, it will be required to administer its own elections.

#### What this will mean for your council

- Councils should start preparing now, if they have not already done so, to make a decision by March on the administration of their next ordinary election.
- A council should only resolve to administer its own elections if it is confident that it has the capacity to do so. The attached FAQ contains information to assist councils to assess whether they have the capacity to administer their own elections.
- If a council is proposing to engage the NSWEC to administer its elections, it should resolve to do so as soon as possible and notify the NSWEC.

#### Key points

- Where councils resolve to engage the NSWEC to administer their elections, polls and referenda they should use the model resolution suggested in the attached FAQ.
- Where councils resolve to administer the elections themselves, they must specify the following information in their resolution:
  - whether the general manager intends to administer elections personally or to engage an electoral services provider,
  - if the general manager intends to administer elections personally, whether the general manager has identified any persons to be appointed as the returning officer and substitute returning officer and, if so, their names,

- o if the general manager intends to engage an electoral services provider, whether the general manager has identified an electoral services provider and, if so, the name of that provider.

**Where to go for further information**

- Further information to support councils' decision making on the administration of their September 2020 ordinary elections is contained in the FAQ attached to this circular.
- Contact OLG's Council Governance Team by telephone on 02 4428 4100 or by email at [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au).
- Contact the NSW Electoral Commission by telephone on 02 9290 5999.



**Tim Hurst**  
Chief Executive

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Office of  
Local Government

## Circular to Councils

|                             |                                                                                                                               |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| <b>Circular Details</b>     | Circular No 18-44 / 18 December 2018 / A621282                                                                                |
| <b>Previous Circular</b>    | <i>18-24 Status of the new Model Code of Conduct for Local Councils in NSW and Procedures</i>                                 |
| <b>Who should read this</b> | Mayors / Councillors / General Managers / Joint Organisation Executive Officers / Complaints Coordinators / Conduct Reviewers |
| <b>Contact</b>              | Council Governance Team – (02) 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>                         |
| <b>Action required</b>      | Council to Implement                                                                                                          |

### Commencement of the new Model Code of Conduct for Local Councils in NSW and Procedures

#### What's new or changing

- The new 2018 *Model Code of Conduct for Local Councils in NSW* (the Model Code of Conduct) and *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW* (Procedures) have now been prescribed under the *Local Government (General) Regulation 2005*. The new prescribed Model Code of Conduct and Procedures are available on OLG's website.
- Provisions governing the use of social media (clause 8.21) in the previously released version of the Model Code of Conduct issued on 5 September 2018 have been removed. However, it remains open to councils to adopt this provision as a supplementary provision of their code of conduct, should they choose to do so.

#### What this will mean for your council

- Councils have six months from the date of prescription, (**14 December 2018 – 14 June 2019**) to adopt a code of conduct and procedures based on the prescribed Model Code of Conduct and Procedures. The transitional arrangements for the new Model Code of Conduct and Procedures are set out below.
- Councils' complaints coordinators should bring this circular and the attached FAQ to the attention of their council's conduct reviewers. Complaints coordinators should also inform conduct reviewers when the council has adopted a new code of conduct and procedures and provide copies.
- Councils should review their existing panels of conduct reviewers and determine to appoint a new panel using the expression of interest process prescribed under the Procedures if they have not done so in the past four years. Councils may appoint shared panels with other councils including through a joint organisation or another regional body associated with the councils.

#### Key points

- Councils' existing adopted codes of conduct and procedures will remain in force until such time as councils adopt a new code of conduct and procedures

based on the Model Code of Conduct and Procedures prescribed under the Regulation.

- If a council fails to adopt a new code of conduct and procedures based on the new Model Code of Conduct and Procedures within six months of their prescription, the provisions of the new Model Code of Conduct and Procedures will automatically override any provisions of a council's adopted code of conduct and procedures that are inconsistent with those contained in the Model Code of Conduct and Procedures through the operation of sections 440(4) and 440AA(4) of the *Local Government Act 1993* (unless the inconsistent provisions of a council's adopted code of conduct are more onerous than those contained in the Model Code of Conduct).
- In adopting a new code of conduct and procedures, councils may include provisions that are supplementary to those contained in the Model Code of Conduct and Procedures. Councils may also impose more onerous requirements under their adopted codes of conduct than those prescribed under the Model Code of Conduct. However, councils must not dilute the standards prescribed under the Model Code of Conduct in their adopted codes of conduct.
- Some councils indicated in their feedback on the consultation draft of the Model Code of Conduct a preference for adopting separate codes of conduct for councillors, staff and delegates and committee members instead of a single code of conduct that applies to all council officials. To assist councils to do this, OLG has prepared bespoke versions of the Model Code of Conduct for councillors, staff and delegates and committee members for adoption, instead of a single code of conduct, should councils wish to do so.
- Code of conduct complaints must be assessed against the standards prescribed under the version of the council's code of conduct that was in force at the time the conduct the subject of the complaint is alleged to have occurred.
- Code of conduct complaints must be dealt with in accordance with the version of the council's procedures that were in force at the time the complaint was made.

#### Where to go for further information

- Further information is provided in the FAQ attached to this circular.
- The new Model Code of Conduct and Procedures and other associated documents are available on OLG's website at [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au).
- OLG will be providing further guidance and assistance to councils to support implementation of the new Model Code of Conduct and Procedures during the six month transitional timeframe.
- For more information, contact the Council Governance Team by telephone on 02 4428 4100 or by email at [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au).



**Tim Hurst**  
Chief Executive

## FREQUENTLY ASKED QUESTIONS

### **What is the purpose of the Model Code of Conduct?**

The *Model Code of Conduct for Local Councils in NSW* prescribes the minimum ethical and behavioural standards all council officials in NSW are required to comply with. In doing so it seeks to:

- prescribe uniform minimum ethical and behavioural standards for all councils in NSW
- provide clear guidance to council officials on the minimum ethical and behavioural standards expected of them as council officials
- provide clear guidance to local communities on the minimum ethical and behavioural standards they can expect of the council officials who serve them
- promote transparency and accountability
- promote community confidence in the integrity of the decisions councils make and the functions they exercise on behalf of their local communities, and
- promote community confidence in the institution of local government.

### **How is the Model Code of Conduct prescribed?**

The Model Code of Conduct is prescribed under section 440 of the *Local Government Act 1993* (LGA) and the *Local Government (General) Regulation 2005* (the Regulation).

Under section 440 of the LGA, each council is required to adopt a code of conduct based on the Model Code of Conduct prescribed under the Regulation. Councils may enhance or strengthen the standards prescribed under the Model Code of Conduct in their adopted codes of conduct to make them more onerous. Councils may also supplement the provisions contained in the Model Code of Conduct with additional provisions in their adopted codes of conduct.

However, councils cannot dilute or weaken the standards prescribed in the Model Code of Conduct in their adopted codes of conduct. Provisions contained in a council's adopted code of conduct that are less onerous than those prescribed under the Model Code of Conduct will be invalid and the equivalent provisions of the Model Code of Conduct will override them through the operation of section 440 of the LGA.

### **How are the Procedures prescribed?**

The *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW* are prescribed under section 440AA of the LGA and the Regulation. Under section 440AA, each council is required to adopt procedures for the administration of their adopted code of conduct based on the Model Procedures prescribed under the LGA and Regulation. Councils' adopted procedures may contain provisions that supplement the Model Procedures, but a council's adopted procedure has no effect to the extent that it is inconsistent with the Model Procedures prescribed under the Regulation.

### **Are joint organisations and county councils required to adopt the Model Code of Conduct and Procedures?**

Yes.

**Who does the Model Code of Conduct apply to?**

Section 440 of the LGA specifies the classes of council officials that a Model Code of Conduct prescribed under the Regulation may apply to. Under section 440, a Model Code of Conduct may be prescribed that applies to councillors, members of staff of councils and delegates of councils. For this reason, the Model Code of Conduct prescribed under the Regulation only applies to councillors, council staff and delegates of councils (including members of committees that are delegates of councils). These are all defined as “council officials” for the purposes of the Model Code of Conduct and the Procedures.

Section 440 also allows regulations to be made to apply the provisions of the Model Code of Conduct relating to the disclosure of pecuniary interests to members of a committee of a council (including the Audit, Risk and Improvement Committee) and advisers to councils. A regulation has been made to give effect to this and the new Model Code of Conduct contains provisions prescribing the obligations of committee members and advisers to councils in relation to the disclosure of pecuniary interests.

**What is the regulatory scope of the Model Code of Conduct?**

The Model Code of Conduct applies to any conduct by a “council official” that is connected with their role as a council official or the exercise of their functions as a council official.

It is the personal responsibility of all council officials to ensure that their conduct complies with the ethical and behavioural standards prescribed under the Model Code of Conduct. This applies to both the exercise by council officials of their functions as a council official and any conduct (including in a private capacity) that is connected with their role as a council official.

**Can councils adopt separate codes of conduct for councillors, staff and delegates and committee members?**

Yes. Some councils indicated in their feedback on the consultation draft of the Model Code of Conduct, a preference for adopting separate codes of conduct for councillors, staff and delegates and committee members instead of a single code of conduct applying to all council officials.

There is nothing to prevent councils from doing so, provided that the adopted codes of conduct, taken together as a package, reflect all the provisions contained in the prescribed Model Code of Conduct and are consistent with it. To assist councils to do this, OLG has prepared bespoke versions of the Model Code of Conduct for councillors, staff and delegates and committee members for adoption instead of a single code of conduct for councils wishing to do this.

**Can a council extend the application of its adopted code of conduct to persons other than councillors, council staff and delegates of council?**

Yes. There is nothing under the LGA to prevent a council, when adopting a code of conduct based on the Model Code of Conduct, to extend its application to persons other than councillors, council staff and delegates of council.

In adopting a code of conduct based on the Model Code of Conduct, councils may amend the provisions of the Model Code of Conduct and the associated Procedures to extend their application to contractors, community members of wholly advisory committees and/or volunteers. In doing so, to be effective, councils will also need to

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make it a condition of a contractor's engagement or volunteer's or advisory committee member's appointment that they comply with the council's adopted code of conduct.

**How many iterations of the Model Code of Conduct and Procedures have there been?**

The Model Code of Conduct has been reviewed every four years to address new and emerging issues and to reflect shifting community standards and expectations. The 2018 version of the Model Code of Conduct is the fourth iteration. The first iteration of the Model Code of Conduct was prescribed in January 2005 in support of amendments to the LGA that required the adoption of a code of conduct based on a prescribed Model Code of Conduct. Before this, councils were free to adopt their own codes of conduct with the result that ethical standards varied from council to council.

The 2018 version of the Procedures is the second iteration. The first iteration of the Procedures was prescribed in March 2013 in support of amendments to the LGA that required the adoption of procedures for the administration of council's adopted codes of conduct based on a prescribed Model Procedure.

**Why was the new Model Code of Conduct developed?**

The new 2018 version of the Model Code of Conduct gives effect to a key reform made by amendments passed by the NSW Parliament to consolidate the prescription of all ethical standards for local government into a single statutory instrument. Previously, ethical standards were prescribed from three sources, the pecuniary interest provisions of the LGA and the Regulation and the Model Code of Conduct.

Consolidating all ethical standards into a single instrument will:

- result in a better understanding of, and compliance, with ethical standards - council officials will no longer need to be familiar with their obligations prescribed from three separate statutory sources, the LGA, the Regulation and the Model Code of Conduct
- allow pecuniary interest breaches by councillors to be treated as "misconduct", meaning that minor breaches can be dealt with by the Chief Executive of OLG as an alternative to referral to the NSW Civil and Administrative Tribunal (NCAT) and suspensions for pecuniary interest breaches will be counted towards disqualification for the purposes of the "three strikes" automatic disqualification
- allow greater flexibility and efficiency in updating the standards to address emerging issues – amendments will now be able to be made by way of a Regulation amendment.

**How were the new Model Code of Conduct and Procedures developed?**

Moving the pecuniary interest provisions to the Model Code of Conduct necessitated a rewrite of the Model Code of Conduct. As part of this process, it was decided to also undertake a comprehensive review of the existing provisions of the Model Code of Conduct (as part of the regular four-year review cycle) and the Procedures.

In undertaking the review, OLG consulted extensively with councils and other stakeholders. In developing the new Model Code of Conduct and Procedures, there have been two rounds of public consultation:

- in late 2016, submissions were invited suggesting changes and improvements to the existing Model Code of Conduct and Procedures

- based on the feedback received from the first round of consultation, consultation drafts of the proposed new Model Code of Conduct and Procedures were developed and issued for comment.

The final versions of the 2018 Model Code of Conduct and Procedures have been informed by the comment received in response to the consultation drafts.

#### **What changes have been made in the 2018 version of the Model Code of Conduct?**

The most obvious change is that the pecuniary interest provisions previously contained in the LGA and Regulation have now been included in the Model Code of Conduct.

One of the recurrent themes of the feedback received in the first round of consultation on the new Model Code of Conduct was that the “principles-based” approach to prescribing ethical and behavioural standards in the previous version of the Model Code of Conduct resulted in some of the prescribed standards being too vague, meaning that the ethical and behavioural standards expected of council officials were unclear and that almost anything could potentially constitute a breach of a council’s code of conduct. In response to this, the Model Code of Conduct has been substantially redrafted to be more prescriptive and to more clearly identify the behaviours that it seeks to deter.

Other key changes include:

- new standards relating to discrimination and harassment, bullying, work health and safety, behaviour at meetings, access to information and maintenance of council records
- new rules governing the acceptance of gifts including mandatory reporting
- a new ongoing disclosure requirement for councillors and designated persons requiring disclosure of new interests in returns of interests within three months of becoming aware of them
- councillors will be required to disclose in their returns of interests whether they are a property developer or a close associate of a property developer.

#### **What changes have been made to the previously approved version of the Model Code of Conduct posted on OLG’s website on 5 September 2018?**

Provisions governing the use of social media (clause 8.21) in the previously released version of the Model Code issued on 5 September 2018 have been removed. However, it remains open to councils to adopt this provision as a supplementary provision of their code of conduct, should they choose to do so. Should councils require further assistance in relation to this, they may contact OLG’s Council Governance Team.

#### **What changes have been made in the 2018 version of the Procedures?**

In response to feedback, changes have been made to the Procedures to address the following issues:

- the role of the general manager in the receipt and initial management of code of conduct complaints about councillors
- the ability of complainants, who are unhappy with decisions of the council, to misuse councils’ codes of conduct by repackaging routine complaints as “code of conduct complaints”

7

- the lack of recourse against members of the public who inappropriately disclose information about complaints they have made under a council's code of conduct.

These changes are outlined below:

**How can councils outsource and centralise the management of complaints about councillors through regional arrangements under the new Procedures?**

The new Procedures have sought to address concerns about the role of the general manager in the receipt and initial management of code of conduct complaints about councillors by giving general managers (and mayors in the case of complaints about the general manager) the flexibility to delegate their functions under the Procedures to another member of staff or a person external to the council.

The new Procedures have also been designed to allow councils to centralise the management of code of conduct complaints through a joint organisation, a regional organisation of councils or another shared arrangement should they choose to do so. This could be done, for example, through the establishment of a broader internal ombudsman function in a joint organisation or regional organisation of councils or through another shared arrangement to service member councils.

In particular:

- councils are able to establish and maintain regional panels of conduct reviewers through a joint or regional organisation of councils or another shared arrangement
- a staff member of a joint or regional organisation of councils or another member council can (in consultation with and through the executive officer of the joint organisation or general manager of the employer council) be appointed by general managers of member councils as the complaints coordinator for all member councils
- general managers and mayors of member councils can (in consultation with and through the executive officer of the joint organisation or general manager of the employer council) delegate their complaints management functions under the Procedures to a joint organisation or regional organisation of councils or to a staff member of another member council
- councils' internal ombudsman may, with the approval of OLG, be appointed to a panel of conduct reviewers allowing them to exercise the functions of a conduct reviewer, subject to their being able to meet the qualification criteria for conduct reviewers and being able to demonstrate to OLG's satisfaction a requisite degree of independence from member councils.

This offers a number potential benefits:

- centralisation of these functions through a joint organisation, a regional organisation of councils or another shared arrangement has the potential to deliver efficiencies and economies of scale and allows the development of a body of expertise within the region in the management of code of conduct complaints
- it allows general managers and mayors to divest themselves of the sometimes onerous responsibilities associated with code of conduct complaints management, allowing them to focus on their core responsibilities
- it allows all code of conduct complaints about mayors, councillors and general managers to be managed independently of the councils they relate to.

**How do the new Procedures address misuse of councils' codes of conduct?**

The purpose of a council's code of conduct is to prescribe the ethical and behavioural standards council officials are expected to comply with. The purpose of the Procedures is to support the enforcement of those standards. Consistent with this, councils' codes of conduct should not be used to deal with routine complaints.

The definition of a "code of conduct complaint" under the new Procedures has been tightened up to address the potential for misuse of councils' codes of conduct to re-litigate council decisions a person may disagree with or to re-prosecute complaints that have previously been addressed under councils' routine complaints management processes.

To be a code of conduct complaint, a complaint must show or tend to show conduct on the part of a council official in connection with their role as a council official or the exercise of their functions as a council official that would constitute a breach of the standards of conduct prescribed under the council's code of conduct. Complaints that do not meet this definition of a "code of conduct complaint" must not be dealt with under the Procedures and are to be dealt with under councils' routine complaints management processes.

The new Procedures make it clear that the following are not code of conduct complaints:

- complaints about the standard or level of service provided by a council or a council official
- complaints that relate solely to the merits of a decision made by a council or a council official or the exercise of a discretion by a council or a council official
- complaints about the policies or procedures of a council
- complaints about the conduct of a council official arising from the exercise of their functions in good faith, whether or not involving error, that would not otherwise constitute a breach of the standards of conduct prescribed under the council's code of conduct.

**What recourse do the new Procedures provide against persons who inappropriately disclose information about code of complaints they have made?**

Allegations of breaches of a council's code of conduct must not be made publicly and information about code of conduct complaints and the consideration of code of conduct complaints is not to be publicly disclosed. This is to ensure the allegations are dealt with appropriately and fairly in accordance with the prescribed Procedures for the management of code of conduct complaints.

While council officials disclosing this information may face disciplinary action, under the previous Procedures there was no recourse against members of the public who did so. Under the new Procedures, where members of the public publicly disclose information about a code of conduct complaint they have made, general managers can determine, with OLG's consent, that the complainant is to receive no further information about their complaint and any future code of conduct complaints they make (subject to the requirements of the *Government Information (Public Access) Act 2009*).

**When must councils adopt a new code of conduct and procedures based on the new prescribed Model Code of Conduct and Procedures?**

Councils have six months from the date of prescription, (14 December 2018 – 14 June 2019) to adopt a code of conduct and procedures based on the prescribed Model Code of Conduct and Procedures.

**What are the transitional arrangements for the new Model Code of Conduct and Procedures?**

The following transitional arrangements apply to the new Model Code of Conduct and Procedures:

- Councils' existing adopted codes of conduct and procedures will remain in force until such time as councils adopt a new code of conduct and procedures based on the Model Code of Conduct and Procedures prescribed under the Regulation.
- If a council fails to adopt a new code of conduct and procedures based on the new Model Code of Conduct and Procedures within six months of their prescription, the provisions of the new Model Code of Conduct and Procedures will automatically override any provisions of a council's adopted code of conduct and procedures that are inconsistent with those contained in the Model Code of Conduct and Procedures through the operation of sections 440(4) and 440AA(4) of the LGA (unless the inconsistent provisions of a council's adopted code of conduct are more onerous than those contained in the Model Code of Conduct).
- In adopting a new code of conduct and procedures, councils may include provisions that are supplementary to those contained in the Model Code of Conduct and Procedures. Councils may also impose more onerous requirements under their adopted codes of conduct than those prescribed under the Model Code of Conduct. However, councils must not dilute the standards prescribed under the Model Code of Conduct in their adopted codes of conduct.
- Code of conduct complaints must be assessed against the standards prescribed under the version of the council's code of conduct that was in force at the time the conduct the subject of the complaint is alleged to have occurred.
- Code of conduct complaints must be dealt with in accordance with the version of the council's procedures that was in force at the time the complaint was made.

**Where can I get Word© versions of the new Model Code of Conduct and Procedures?**

If you require a Word© version of the new Model Code of Conduct or Procedures, please contact OLG's Council Governance Team.

|                             |                                                                                                     |
|-----------------------------|-----------------------------------------------------------------------------------------------------|
| <b>Circular Details</b>     | 19-02 / 8 February 2019 / A635365                                                                   |
| <b>Previous Circular</b>    | <i>18-43 Council decisions on the administration of the September 2020 elections</i>                |
| <b>Who should read this</b> | Councillors / General Managers / Council Governance Staff                                           |
| <b>Contact</b>              | Council Governance Team / 02 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a> |
| <b>Action required</b>      | Information                                                                                         |

**IPART review of the costs of conducting local government elections and extension of the deadline for councils to make a decision on the administration of their elections**

#### What's new or changing?

- The Government has approved a review by the Independent Pricing and Regulatory Tribunal (IPART) of the costs of conducting local government elections in NSW. The matters for consideration under the review's terms of reference are provided in the attachment to this circular.
- The purpose of IPART's review is to ensure a robust methodology for determining costs is applied, in order to minimise the financial burden on councils and ratepayers and to ensure local government elections are conducted efficiently and cost effectively.
- IPART has been requested to report to the Minister for Local Government recommending a costing methodology to be applied in determining the amount the NSW Electoral Commissioner (NSWEC) charges councils to administer their ordinary elections.
- In undertaking its review, IPART is expected to consult with relevant stakeholders including councils.
- IPART is to report to the Minister for Local Government by **30 August 2019**.
- As the outcomes of the IPART review may impact on the administration of the September 2020 council elections, it is proposed to introduce legislation in the first parliamentary sitting period of 2019 following the NSW State Election to amend the *Local Government Act 1993* (the LGA) to extend the deadline for councils to make a decision on the administration of their elections under sections 296AA and 296. This deadline will be extended to **1 January 2020**.

#### What this will mean for your council

- Under the proposed amendments, councils will have until **1 January 2020** to resolve to make a decision on the administration of their elections and enter into any arrangements with the NSWEC.

#### Key points

- Under section 296AA of the LGA, councils must, at least 18 months before each ordinary council election, resolve to either enter into an election arrangement with the NSWEC to administer its elections or that elections are to be administered by the council's general manager.

- Under section 296(3)(b), where a council enters into an election arrangement with the NSWEC, the arrangement must be entered into no later than 15 months before the ordinary council elections.
- Under section 296(5), councils can enter into an election arrangement for the NSWEC to administer an ordinary council election less than 15 months before the election if the council has resolved to enter into the election arrangement and the NSWEC is satisfied that there are exceptional circumstances that make it necessary or desirable for the election to be administered by the NSWEC.

**Where to go for further information**

- Contact OLG's Council Governance Team by telephone on 02 4428 4100 or by email at [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au)
- Contact the NSW Electoral Commission by telephone on 02 9290 5999.



**Tim Hurst**  
**Chief Executive**

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**Attachment**

**Matters for consideration under IPART's terms of reference**

**Matters for consideration**

IPART is requested to provide a report to the Minister for Local Government recommending a costing methodology to be applied in determining the amount the NSWEC charges councils which use the NSWEC to administer their ordinary elections.

The purpose of the IPART's review is to ensure a robust methodology for determining costs is applied, in order to minimise the financial burden on councils and ratepayers and ensure local government elections are conducted efficiently and cost effectively.

In undertaking the review, IPART is to:

- review the NSWEC's existing methodology for determining the amount to be charged to councils which use the NSWEC to conduct their elections
- consider whether it is appropriate for the amount charged to be limited to the direct and unavoidable costs of conducting the council's election
- have regard to the market for electoral services in which the NSWEC operates
- have regard to any differences in the costs involved in conducting elections in metropolitan and regional areas
- have regard to any other matters it considers relevant.

**Consultation**

IPART should consult with relevant stakeholders and NSW Government agencies as part of its review. It may also hold public hearings and publicly release a draft report.

**Reporting**

IPART is to submit its final report to the Minister for Local Government by Friday 30 August 2019.

### 11.1.3 MONTHLY CALENDAR FEBRUARY - MARCH 2019

**REPORTING SECTION:** Executive  
**AUTHOR:** Greg Ingham – General Manager  
**FILE NUMBER:** 18/260

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**Summary:**

A list of upcoming meetings and events is provided for Councillors to make notes of to avoid any clashes of commitments.

**Discussion (including issues and background):**

This report allows Councillors and senior management staff to plan their activities and spread their work load having regard to upcoming commitments. It also avoids situations where some Councillors missed meetings or are not aware of when they have been scheduled. In addition, outside organisations have been requested to send meeting notice and minutes direct to Council's various representatives. Where notification is received meeting dates will be listed on the strategic tasks, events and meetings calendar and the representative(s) names flagged.

**Current Position:**

Councillors are requested to raise any queries prior to the meetings listed.

**Governance issues:**

Good governance centres in part on good communication and forward planning. Councillors are requested to advise the General Manager's Executive Assistant of any coming community or Councillor function so as to avoid any clashes of commitments.

**Environmental issues:**

Not applicable

**Stakeholders:**

Councillors and Walgett Shire Council staff

**Alternative Solutions/Options:**

Not applicable

**Conclusion:**

Provided there are no changes it is appropriate to receive and note the information.

| Important Dates for Councillors - Upcoming Meetings and Events                                                                                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <p>That Council receive and note the list of upcoming meetings and events.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p> |

**IMPORTANT DATES - Upcoming Meetings and Events**

| <b>DATE</b>                             | <b>MEETING/FUNCTION</b>                 | <b>LOCATION</b>                      | <b>NOTES</b>                                             |
|-----------------------------------------|-----------------------------------------|--------------------------------------|----------------------------------------------------------|
| 24 <sup>th</sup> – 26 <sup>th</sup> Feb | 2019 Western Division Annual Conference | Bourke                               | Councillors & GM to attend                               |
| 27 <sup>th</sup> Feb                    | Local Area Traffic Committee Meeting    | Walgett Shire Council – Meeting Room | Councillors & Director of Engineering/Technical Services |
| 27 <sup>th</sup> Feb                    | LGNSW President Linda Scott             | Walgett Shire Council – Chambers     | Councillors & GM to attend                               |
| 26 <sup>th</sup> March                  | Council Meeting                         | Rowena Hall                          | Councillors, GM & Directors to attend                    |

### 11.1.4 TOURISM DEVELOPMNET REPORT – FEBRUARY 2019

**REPORTING SECTION:** Executive  
**AUTHOR:** Alana Copelin – Senior Visitor Information Centre Officer  
**FILE NUMBER:** 17/21

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#### **Walgett Shire Visitor Guide**

Jimijam has made great headway with the design of the new tourism brochure over the holiday period and are now utilising local artist, photographers & copy writers to edit the content. Please see the latest timeframe for completion below.

#### **Jalopy Derby - Rural Aid Car Rally**

After meeting with Dave Carpenter in December 2018 the Jalopy Derby have now confirmed they will be passing through Lightning Ridge on Sunday 25th August, 2019.

The Jalopy Derby is an annual 8 day fund raising rally for and on behalf of Rural Aid, one of Australia's largest charities supporting drought affected rural communities. For 2019 our planned route is from Sydney to Townsville, there will be over 100 cars and 230 participants taking part in this year's rally.

Dave Carpenter and his team will be back on the 12<sup>th</sup> February to discuss logistics for accommodation and catering. They are specifically looking at Lightning Ridge Showground for accommodation and have contacted local businesses and community groups for Catering.

#### **Facebook page**

The Walgett Shire Council facebook page has seen a lot of activity over the last month, this can be most directly related to the current water issues. With over 100 new followers since January 6 2019.

#### **Weekly bulletin**

Campaign engagement  
Successful deliveries 555: 99.5%  
Total opens 385  
Clicks per unique opens 20.4%  
Total clicks 323  
Open rate 36.2%  
Industry average (Government) 24.1%

#### **WSC tourism advisory committee**

At the last meeting on the Tourism Advisory Committee it was agreed that the TAC move to take over the management of the Walgett Bulldust to Bitumen Festival for August 2019 including the use of existing funds associated with Bulldust to Bitumen. With the aim of driving the event toward growing the attendee base externally and drawing more tourism dollars to the region. Currently the Bulldust to Bitumen Festival is run by individual businesses and groups who independently put on events during the week of the festival. Council's Economic Development Officer oversees the marketing and promotion of the event and conducts meetings to ensure communication and organisation between all the individual events.

The next meeting of the Tourism Advisory Committee will be Tuesday 12<sup>th</sup> February 2019.

#### **Avic network update (The Tourism Group)**

Destination NSW will continue with their agreement with Cartoscope Touring Maps for them to provide maps free of charge for our AVICs.

The Industry Advisory Group met on October 18 2018 in Lismore. Each Destination Network region has elected one AVIC member to represent them at meetings with Destination NSW and The Tourism Group twice a year to discuss the issues and concerns of the AVIC network. Content discussed at the most recent meeting included; 2019 LGNSW Tourism Conference, Caravan & Camping Show attendance, the role statistics play in valuing what AVICs do, Regional Airport accreditation, training needs and a number of other topics.

IAG Rep for Country & Outback: Penny Jobling (Narrabri AVIC) - [pennyj@narrabri.nsw.gov.au](mailto:pennyj@narrabri.nsw.gov.au)  
or 6799 6760

#### **Kamilaroi highway committee update**

The Kamilaroi Highway Committee will attend the Newcastle Caravan & Camping Show Wednesday 6<sup>th</sup> until Sunday 10<sup>th</sup> February.

New A3 Map & Promotional Material for Kamilaroi Highway arrived on Friday 1<sup>st</sup> February in time for the Camping Show and new season.

Scheduled Meeting & Industry Familiarisation of Bourke happening in April 2019.

#### **Great Artesian drive committee**

New A3 G.A.D Guides have been designed and sent to the printer. Waiting on arrival estimated early February 2019.

No new signage is required at this stage.

#### **Great Inland way committee**

Membership drive of the G.I.W to take place from Jan-April with incidental (non-staff) costs being invoiced back to Great Inland Way Promotions Group Inc.

#### **Destination Macquarie Marshes task force**

Destination Macquarie Marshes Task Force was successful in its application to the Regional Growth Environment & Tourism Fund, securing \$3.4million dollars in funding.

The project funding will be used to develop and expand infrastructure at the Macquarie marshes and improved signage in the surrounding 'gateway' LGA's of Bourke, Brewarrina, Walgett, Coonamble, Nyngan and Warren.

Specific projects will include:

Construction of a wildlife platform,

Installation of a 1.8 kilometre long boardwalk,

Improved directional and interpretive signage,

Refurbishment of the Window on the Wetlands Centre in Warren for it to operate as the Visitor Information Centre for The Macquarie Marshes.

#### **Lightning Ridge Visitor information centre report**

January has been a good month to start our new year.

Although we are still in our off season we have had a record month.

As of the end of today we have passed last year's total by 14 people, with one day to go.

As usual we had visitors making a detour to the Ridge before & after the Tamworth Country Music Festival.

The Australia Day Long Weekend had visitors coming to take advantage of our free admission to our Olympic Pool. Most purchased the reduce price ticket of \$2.50 for the Theme Park.

Please see attached Lightning Ridge Visitor Numbers from 2003-2019

#### **Signage**

Interpretive/Directional Signage for Cumborah emailed to residents of Cumborah waiting on approval to signoff.

New camping signage for Walgett Showground currently with a local designer.

**Conclusion:**

If there are no other queries, the above matters should be received and noted.

**TOURISM DEVELOPMENT REPORT – FEBRURAY 2019**

**Recommendation:**

1. That Council approve the recommendation that Walgett Shire Tourism Advisory Committee take over the management and existing funds of the Walgett Bulldust to Bitumen Festival from 2019.
2. That the maters listed for brief mention or information only be received and noted.

**Moved:**

**Seconded:**

**Attachments:**

Lightning Ridge Visitor numbers

**Lightning Ridge Visitor Numbers**

| Year | Jan  | Feb | Mar  | Apr  | May  | Jun  | Jul  | Aug  | Sep  | Oct  | Nov  | Dec  | Total |
|------|------|-----|------|------|------|------|------|------|------|------|------|------|-------|
| 2003 | na   | na  | na   | 1257 | 1535 | 1082 | 2027 | 1586 | 1442 | 1280 | 566  | 301  | 11076 |
| 2004 | 290  | 233 | 517  | 1351 | 1421 | 1709 | 2527 | 1603 | 2292 | 1570 | 762  | 849  | 15124 |
| 2005 | 969  | 534 | 1680 | 2126 | 1858 | 2311 | 2846 | 2441 | 2629 | 2058 | 907  | 680  | 21039 |
| 2006 | 970  | 465 | 1057 | 2642 | 1877 | 2422 | 3016 | 2174 | 2240 | 2206 | 811  | 714  | 20594 |
| 2007 | 840  | 476 | 782  | 2807 | 1961 | 2201 | 3146 | 2708 | 2677 | 2222 | 848  | 801  | 21469 |
| 2008 | 995  | 637 | 1640 | 2185 | 1826 | 2153 | 2959 | 2242 | 2360 | 2031 | 801  | 975  | 20804 |
| 2009 | 1058 | 486 | 1157 | 2915 | 2300 | 2175 | 3202 | 2412 | 2481 | 2763 | 919  | 817  | 22685 |
| 2010 | 926  | 565 | 981  | 2704 | 2705 | 3080 | 4060 | 3109 | 3615 | 2649 | 1317 | 699  | 26410 |
| 2011 | 552  | 364 | 1125 | 2925 | 2623 | 2551 | 3359 | 2477 | 3392 | 2629 | 1321 | 947  | 24265 |
| 2012 | 1200 | 88  | 1044 | 2681 | 2399 | 2904 | 3353 | 2777 | 3390 | 2797 | 1103 | 899  | 24635 |
| 2013 | 867  | 604 | 1773 | 2783 | 2692 | 2970 | 4043 | 3035 | 3577 | 2537 | 986  | 822  | 26689 |
| 2014 | 751  | 414 | 1156 | 3075 | 2176 | 3127 | 3855 | 3145 | 3762 | 2552 | 905  | 831  | 25749 |
| 2015 | 891  | 607 | 1323 | 3674 | 2981 | 3422 | 4237 | 3449 | 4093 | 2485 | 799  | 938  | 29387 |
| 2016 | 1069 | 556 | 2405 | 3356 | 2991 | 3613 | 5659 | 4348 | 3936 | 3012 | 1372 | 1143 | 33460 |
| 2017 | 1091 | 411 | 1598 | 7042 | 6729 | 5561 | 6315 | 7409 | 6956 | 4241 | 1581 | 1151 | 49662 |
| 2018 | 1232 | 708 | 2017 | 5364 | 5311 | 5577 | 8287 | 5216 | 5933 | 5541 | 1784 | 1878 | 48848 |
| 2019 | 1260 |     |      |      |      |      |      |      |      |      |      |      | 1260  |

Visitors numbers low due to flooding in the Lightning Ridge area

TOTAL 423160

Green figures are highest visitor numbers recorded for that month

## 11.2 CORPORATE / COMMUNITY SERVICES

### 11.2.1 CASH ON HAND & INVESTMENT AS AT 31<sup>st</sup> DECEMBER 2018

**REPORTING SECTION:** Corporate  
**AUTHOR:** Hafiz Malik – Graduate Accountant  
**FILE NUMBER:** 09/1460

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**Summary:**

This report provides a summary and analysis of Council’s cash and investments for the period ending 31<sup>st</sup> December 2018.

**Background:**

The investment portfolio consists of on-call bank accounts, fixed rate interest bearing deposits and variable rate interest bearing deposits. The portfolio is regularly reviewed in order to maximise investment performance and minimise risk. Council's investment portfolio is not subject to share market volatility.

Comparisons are regularly made between existing investments with available products that are not part of Council's portfolio, but that meet Council’s policy guidelines.

All investments at 31<sup>st</sup> December 2018 are compliant with the Relevant Reference Documents/Policies listed later in this report.

**Current Position:**

Council at 31<sup>st</sup> December 2018 held a total of \$32,561,205.98 in on-call and interest bearing deposits with financial institutions within Australia. All investments were held with approved deposit taking institutions with a short term rating A-2(A2)/BBB or higher. Council does not have any exposure to unrated institutions.

At the close of the reporting period Council had earned \$466,390.93 in interest including interest accrued to 31<sup>st</sup> December 2018. This result is in excess of the current budget of \$359,538 for the first six months of the financial year and validates Council’s current investing strategy.

Council’s investments had an average interest rate of 2.79% per annum and a weighted average interest rate of 2.91%, both of which are higher than the 3 and 6 months BBSW rates of 2.0930% and 2.2210% respectively as at 31<sup>st</sup> December 2018.

The Reserve Bank of Australia (RBA) has kept the cash rate unchanged at 1.5%.

| <b>Overall Portfolio Maturity as at 31st December 2018</b> |                              |                              |                               |                           |
|------------------------------------------------------------|------------------------------|------------------------------|-------------------------------|---------------------------|
| <i><b>Maturity Periods</b></i>                             | <i><b>Policy Minimum</b></i> | <i><b>Policy Maximum</b></i> | <i><b>% of Money held</b></i> | <i><b>Amount held</b></i> |
| Portfolio % < 1 year                                       | 40%                          | 100%                         | 66.22%                        | \$ 21,561,205.98          |
| Portfolio % > 1 year, < 3 years                            | 0%                           | 60%                          | 27.64%                        | \$ 9,000,000.00           |
| Portfolio % > 3 year, < 5 years                            | 0%                           | 40%                          | 6.14%                         | \$ 2,000,000.00           |
| Portfolio % > 5 years                                      | 0%                           | 10%                          | 0.00%                         | \$ -                      |
|                                                            |                              |                              | 100%                          | \$ 32,561,205.98          |

**Relevant Reference Documents/Policies:**

Local Government Act (NSW), 1993

Local Government (General) Regulation 2005

Ministerial Investment Order 5<sup>th</sup> January 2016

Investment Policy (Revised and adopted in May 2016)

| Attachment One                                         |                                |                       |                    |                 |                            |                                       |
|--------------------------------------------------------|--------------------------------|-----------------------|--------------------|-----------------|----------------------------|---------------------------------------|
| Cash and Investments Holdings as at 31st December 2018 |                                |                       |                    |                 |                            |                                       |
| Investment                                             | Investment Final Maturity Date | Current Interest Rate | Interest Frequency | Coupon Maturity | Amount Invested Value (\$) | Accrued Interest to End of Month (\$) |
| <i>On-Call Accounts</i>                                |                                |                       |                    |                 |                            |                                       |
| Commonwealth Bank                                      | On Call                        | 0.90%                 | Monthly            | EOM             | 535,114                    | Paid Monthly                          |
| Commonwealth Bank                                      | On Call                        | 1.00%                 | Monthly            | EOM             | 3,026,092                  | Paid Monthly                          |
| <b>Total On-Call Accounts</b>                          |                                |                       |                    |                 | <b>3,561,206</b>           |                                       |
| <i>Term Deposits</i>                                   |                                |                       |                    |                 |                            |                                       |
| Bendigo and Adelaide Bank                              | 10/07/2019                     | 3.10%                 | Maturity           | 10/07/2019      | 500,000                    | \$7,389.04                            |
| Newcastle Permanent Building Society                   | 21/08/2019                     | 3.00%                 | Maturity           | 19/02/2019      | 500,000                    | \$1,726.03                            |
| ING                                                    | 14/09/2021                     | 3.12%                 | Maturity           | 16/09/2019      | 500,000                    | \$4,530.41                            |
| Bank of Queensland                                     | 20/03/2020                     | 3.30%                 | Maturity           | 16/11/2019      | 1,000,000                  | \$4,068.49                            |
| ME Bank                                                | 11/05/2022                     | 3.47%                 | Maturity           | 10/05/2019      | 1,000,000                  | \$22,341.10                           |
| National Australia Bank                                | 16/01/2019                     | 2.62%                 | Maturity           | 16/01/2019      | 1,000,000                  | \$8,398.36                            |
| Bank of Queensland                                     | 6/03/2019                      | 2.80%                 | Maturity           | 6/03/2019       | 1,000,000                  | \$13,808.22                           |
| Westpac                                                | 13/02/2019                     | 2.65%                 | Maturity           | 13/02/2019      | 1,000,000                  | \$5,445.21                            |
| Bank of Queensland                                     | 20/10/2020                     | 3.15%                 | Maturity           | 11/10/2019      | 1,000,000                  | \$6,990.41                            |
| Westpac                                                | 7/03/2019                      | 2.59%                 | Maturity           | 7/03/2019       | 1,000,000                  | \$2,341.64                            |
| Westpac                                                | 20/02/2019                     | 2.65%                 | Maturity           | 20/02/2019      | 1,000,000                  | \$4,936.99                            |
| Westpac                                                | 27/03/2019                     | 2.67%                 | Maturity           | 27/03/2019      | 1,000,000                  | \$3,950.14                            |
| Bank of Queensland                                     | 7/07/2021                      | 3.15%                 | Maturity           | 2/07/2019       | 1,000,000                  | \$15,706.85                           |
| Bank of Queensland                                     | 6/07/2022                      | 3.50%                 | Maturity           | 2/07/2019       | 1,000,000                  | \$17,452.05                           |
| Bankwest                                               | 30/01/2019                     | 2.65%                 | Maturity           | 30/01/2019      | 1,000,000                  | \$5,953.43                            |
| Bankwest                                               | 9/01/2019                      | 2.80%                 | Maturity           | 9/01/2019       | 1,000,000                  | \$13,961.64                           |
| AMP                                                    | 6/02/2019                      | 2.85%                 | Maturity           | 6/02/2019       | 1,000,000                  | \$14,054.80                           |
| Westpac                                                | 10/04/2019                     | 2.65%                 | Maturity           | 10/04/2019      | 1,000,000                  | \$3,125.69                            |
| Westpac                                                | 10/04/2019                     | 2.60%                 | Maturity           | 10/04/2019      | 1,000,000                  | \$1,852.05                            |
| AMP                                                    | 27/02/2019                     | 2.80%                 | Maturity           | 27/02/2019      | 1,000,000                  | \$9,512.33                            |
| AMP                                                    | 18/09/2019                     | 2.80%                 | Maturity           | 18/09/2019      | 1,000,000                  | \$8,438.35                            |
| AMP                                                    | 20/03/2019                     | 2.80%                 | Maturity           | 20/03/2019      | 1,000,000                  | \$7,901.37                            |
| National Australia Bank                                | 23/01/2019                     | 2.70%                 | Maturity           | 23/01/2019      | 1,000,000                  | \$7,101.37                            |
| National Australia Bank                                | 13/03/2019                     | 2.70%                 | Maturity           | 13/03/2019      | 1,000,000                  | \$4,512.33                            |
| National Australia Bank                                | 22/11/2021                     | 3.00%                 | Maturity           | 21/11/2019      | 1,000,000                  | \$3,287.67                            |
| <b>Total Term Deposits</b>                             |                                |                       |                    |                 | <b>23,500,000</b>          | <b>\$198,785.96</b>                   |
| <i>Variable Rate Deposits</i>                          |                                |                       |                    |                 |                            |                                       |
| IMB                                                    | 29/07/2020                     | 2.67%                 | Quarterly          | 24/01/2019      | 500,000                    | \$2,487.12                            |
| IMB                                                    | 18/02/2021                     | 2.74%                 | Quarterly          | 14/02/2019      | 500,000                    | \$1,764.11                            |
| Commonwealth Bank                                      | 20/04/2021                     | 3.16%                 | Quarterly          | 21/01/2019      | 500,000                    | \$3,073.43                            |
| Commonwealth Bank                                      | 23/08/2021                     | 3.04%                 | Quarterly          | 25/02/2019      | 500,000                    | \$1,501.20                            |
| Commonwealth Bank                                      | 31/08/2021                     | 3.00%                 | Quarterly          | 28/02/2019      | 500,000                    | \$1,353.90                            |
| National Australia Bank                                | 4/11/2019                      | 2.82%                 | Quarterly          | 4/02/2019       | 1,000,000                  | \$4,326.57                            |
| Westpac                                                | 16/11/2021                     | 3.14%                 | Quarterly          | 18/02/2019      | 1,000,000                  | \$3,872.47                            |
| Newcastle Permanent Building Society                   | 2/09/2020                      | 2.95%                 | Quarterly          | 28/02/2019      | 1,000,000                  | \$2,667.12                            |
| <b>Total Floating Rate Deposits</b>                    |                                |                       |                    |                 | <b>5,500,000</b>           | <b>\$21,045.93</b>                    |
| <b>Total Cash and Investments</b>                      |                                |                       |                    |                 | <b>32,561,206</b>          | <b>\$219,831.89</b>                   |

**Governance issues:**

Nil

**Environmental issues:**

Nil

**Stakeholders:**

Walgett Shire Council  
Residents of Walgett Shire Council  
Financial Institutions

| <b>Percentage invested in each institution as at 31st December 2018</b> |                                          |                                       |                           |
|-------------------------------------------------------------------------|------------------------------------------|---------------------------------------|---------------------------|
| <b><i>Institution Name</i></b>                                          | <b><i>Instituti<br/>on<br/>Codes</i></b> | <b><i>% of<br/>Money<br/>held</i></b> | <b><i>Amount Held</i></b> |
| AMP                                                                     | AMP                                      | 12.28%                                | \$4,000,000.00            |
| Bank of Queensland                                                      | BOQ                                      | 15.36%                                | \$5,000,000.00            |
| Bendigo and Adelaide Bank                                               | BAB                                      | 1.54%                                 | \$500,000.00              |
| Commonwealth Bank                                                       | CBA                                      | 15.54%                                | \$5,061,205.98            |
| IMB                                                                     | IMB                                      | 3.07%                                 | \$1,000,000.00            |
| ING                                                                     | ING                                      | 1.54%                                 | \$500,000.00              |
| Members Equity Bank                                                     | ME                                       | 3.07%                                 | \$1,000,000.00            |
| National Australia Bank                                                 | NAB                                      | 15.36%                                | \$5,000,000.00            |
| Newcastle Permanent Building Society                                    | NPBS                                     | 4.61%                                 | \$1,500,000.00            |
| Bank West                                                               | BW                                       | 6.14%                                 | \$2,000,000.00            |
| Westpac                                                                 | W                                        | 21.50%                                | \$7,000,000.00            |
|                                                                         |                                          | 100%                                  | \$32,561,205.98           |

**Financial Implications:**

As per report

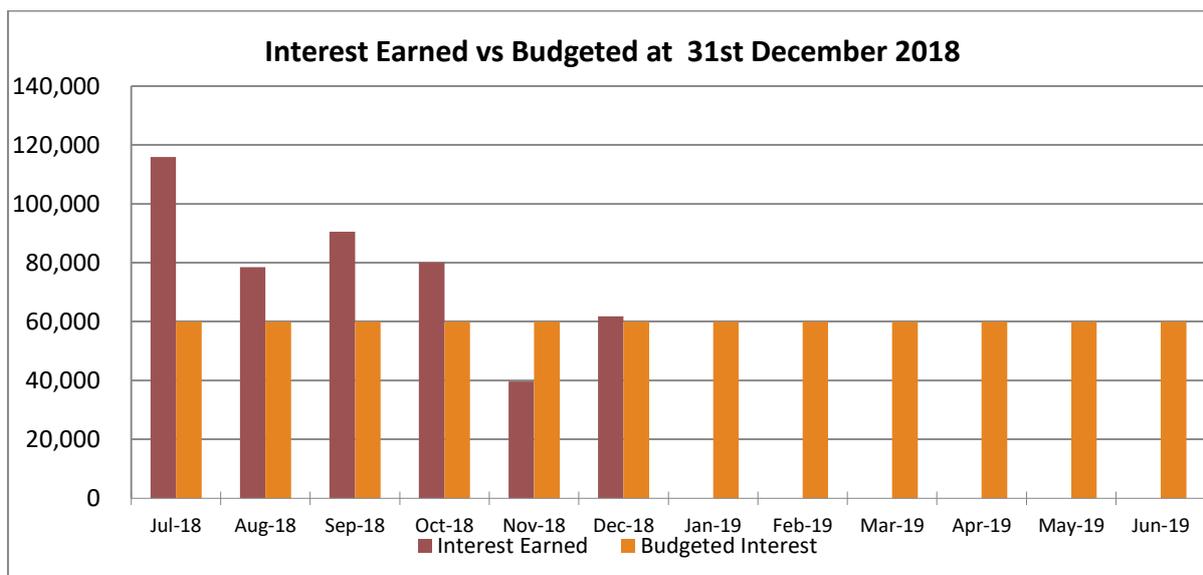
**Alternative Solutions/Options:**

Nil

**Conclusion:**

As at 31<sup>st</sup> December 2018 Walgett Shire Council's total available cash and invested funds totalled \$32,561,205.98, a decrease of \$370,167.58 from 30<sup>th</sup> November 2018. This decrease in the total portfolio can be largely attributed to the ongoing capital work projects.

Council's portfolio return for the month is above original estimates, largely due to the improved investment strategy allowing for longer term investments and variation in investment products.



**General Fund Bank Account Reconciliation as at 31<sup>st</sup> December 2018**

| <b>Walgett Shire Working Account</b>   |              |
|----------------------------------------|--------------|
| <b>Bank account Closing Balance</b>    | 535,113.94   |
| <b>Less Unpresented Withdrawals</b>    | (5,042.27)   |
| <b>Plus Unpresented Deposits</b>       | (177,884.90) |
|                                        | 352,186.77   |
| <b>General Ledger Balance (2019FY)</b> | 352,186.77   |
|                                        | 352,186.77   |

**Certification – Responsible Accounting Officer**

1. I hereby certify that the investments listed in the attached report have been made in accordance with Section 625 of the *Local Government Act 1993*, clause 212 of the *Local Government (General) Regulation 2005*, the *Investment Order (of the Minister) 5<sup>th</sup> January 2016* and Council’s Investments Policy.
2. I hereby certify that Councils cash book and ledger have been reconciled to the bank statement as at 31<sup>st</sup> December 2018.

Michael J Urquhart  
**Chief Financial Officer – Responsible Accounting Officer**

**Cash and Investment Report as at 31<sup>st</sup> December 2018**

**Recommendation:**

That the Investment report as at 31<sup>st</sup> December 2018 be received and noted.

**Moved:**

**Seconded:**

## 11.2.2 CASH ON HAND & INVESTMENT AS AT 31<sup>ST</sup> JANUARY 2019

**REPORTING SECTION:** Corporate  
**AUTHOR:** Hafiz Malik – Graduate Accountant  
**FILE NUMBER:** 09/1460

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### Summary:

This report provides a summary and analysis of Council's cash and investments for the period ending 31<sup>st</sup> January 2019.

### Background:

The investment portfolio consists of on-call bank accounts, fixed rate interest bearing deposits and variable rate interest bearing deposits. The portfolio is regularly reviewed in order to maximise investment performance and minimise risk. Council's investment portfolio is not subject to share market volatility.

Comparisons are regularly made between existing investments with available products that are not part of Council's portfolio, but that meet Council's policy guidelines.

All investments at 31<sup>st</sup> January 2019 are compliant with the Relevant Reference Documents/Policies listed later in this report.

### Current Position:

Council at 31<sup>st</sup> January 2019 held a total of \$31,018,882.78 in on-call and interest bearing deposits with financial institutions within Australia. All investments were held with approved deposit taking institutions with a short term rating A-2(A2)/BBB or higher. Council does not have any exposure to unrated institutions.

At the close of the reporting period Council had earned \$539,456.48 in interest including interest accrued to 31<sup>st</sup> January 2019. This result is in excess of the current budget of \$419,461 for the first seven months of the financial year and validates Council's current investing strategy.

Council's investments had an average interest rate of 2.80% per annum and a weighted average interest rate of 2.87%, both of which are higher than the 3 and 6 months BBSW rates of 2.0658% and 2.1872% respectively as at 31<sup>st</sup> January 2019.

The Reserve Bank of Australia (RBA) has kept the cash rate unchanged at 1.5%.

| <b>Overall Portfolio Maturity as at 31st January 2019</b> |                              |                              |                               |                           |
|-----------------------------------------------------------|------------------------------|------------------------------|-------------------------------|---------------------------|
| <i><b>Maturity Periods</b></i>                            | <i><b>Policy Minimum</b></i> | <i><b>Policy Maximum</b></i> | <i><b>% of Money held</b></i> | <i><b>Amount held</b></i> |
| Portfolio % < 1 year                                      | 40%                          | 100%                         | 64.54%                        | \$ 20,018,882.78          |
| Portfolio % > 1 year, < 3 years                           | 0%                           | 60%                          | 29.01%                        | \$ 9,000,000.00           |
| Portfolio % > 3 year, < 5 years                           | 0%                           | 40%                          | 6.45%                         | \$ 2,000,000.00           |
| Portfolio % > 5 years                                     | 0%                           | 10%                          | 0.00%                         | \$ -                      |
|                                                           |                              |                              | 100%                          | \$ 31,018,882.78          |

### Relevant Reference Documents/Policies:

Local Government Act (NSW), 1993  
 Local Government (General) Regulation 2005  
 Ministerial Investment Order 5<sup>th</sup> January 2016  
 Investment Policy (Revised and adopted in May 2016)

| Attachment One<br>Cash and Investments Holdings as at 31st January 2019 |                                |                       |                    |                 |                            |                                       |
|-------------------------------------------------------------------------|--------------------------------|-----------------------|--------------------|-----------------|----------------------------|---------------------------------------|
| Investment                                                              | Investment Final Maturity Date | Current Interest Rate | Interest Frequency | Coupon Maturity | Amount Invested Value (\$) | Accrued Interest to End of Month (\$) |
| <u>On-Call Accounts</u>                                                 |                                |                       |                    |                 |                            |                                       |
| Commonwealth Bank                                                       | On Call                        | 0.90%                 | Monthly            | EOM             | 1,990,594                  | Pd Monthly                            |
| Commonwealth Bank                                                       | On Call                        | 1.00%                 | Monthly            | EOM             | 2,028,288                  | Pd Monthly                            |
| <b>Total On-Call Accounts</b>                                           |                                |                       |                    |                 | <b>4,018,883</b>           |                                       |
| <u>Term Deposits</u>                                                    |                                |                       |                    |                 |                            |                                       |
| Bendigo and Adelaide Bank                                               | 10/07/2019                     | 3.10%                 | Maturity           | 10/07/2019      | 500,000                    | \$8,705.48                            |
| Newcastle Permanent Building Society                                    | 21/08/2019                     | 3.00%                 | Maturity           | 19/02/2019      | 500,000                    | \$3,000.00                            |
| ING                                                                     | 14/09/2021                     | 3.12%                 | Maturity           | 16/09/2019      | 500,000                    | \$5,855.34                            |
| Bank of Queensland                                                      | 20/03/2020                     | 3.30%                 | Maturity           | 16/11/2019      | 1,000,000                  | \$6,871.23                            |
| ME Bank                                                                 | 11/05/2022                     | 3.47%                 | Maturity           | 10/05/2019      | 1,000,000                  | \$25,288.22                           |
| Bank of Queensland                                                      | 6/03/2019                      | 2.80%                 | Maturity           | 6/03/2019       | 1,000,000                  | \$16,186.30                           |
| Westpac                                                                 | 13/02/2019                     | 2.65%                 | Maturity           | 13/02/2019      | 1,000,000                  | \$7,695.89                            |
| Bank of Queensland                                                      | 20/10/2020                     | 3.15%                 | Maturity           | 11/10/2019      | 1,000,000                  | \$9,665.75                            |
| Westpac                                                                 | 7/03/2019                      | 2.59%                 | Maturity           | 7/03/2019       | 1,000,000                  | \$4,541.37                            |
| Westpac                                                                 | 20/02/2019                     | 2.65%                 | Maturity           | 20/02/2019      | 1,000,000                  | \$7,187.67                            |
| Westpac                                                                 | 27/03/2019                     | 2.67%                 | Maturity           | 27/03/2019      | 1,000,000                  | \$6,217.81                            |
| Bank of Queensland                                                      | 7/07/2021                      | 3.15%                 | Maturity           | 2/07/2019       | 1,000,000                  | \$18,382.19                           |
| Bank of Queensland                                                      | 6/07/2022                      | 3.50%                 | Maturity           | 2/07/2019       | 1,000,000                  | \$20,424.66                           |
| Bankwest                                                                | 17/04/2019                     | 2.60%                 | Maturity           | 17/04/2019      | 1,000,000                  | \$1,567.12                            |
| AMP                                                                     | 6/02/2019                      | 2.85%                 | Maturity           | 6/02/2019       | 1,000,000                  | \$16,475.35                           |
| Westpac                                                                 | 10/04/2019                     | 2.65%                 | Maturity           | 10/04/2019      | 1,000,000                  | \$5,489.01                            |
| Westpac                                                                 | 10/04/2019                     | 2.60%                 | Maturity           | 10/04/2019      | 1,000,000                  | \$4,060.27                            |
| AMP                                                                     | 27/02/2019                     | 2.80%                 | Maturity           | 27/02/2019      | 1,000,000                  | \$11,890.41                           |
| AMP                                                                     | 18/09/2019                     | 2.80%                 | Maturity           | 18/09/2019      | 1,000,000                  | \$10,816.44                           |
| AMP                                                                     | 20/03/2019                     | 2.80%                 | Maturity           | 20/03/2019      | 1,000,000                  | \$10,279.45                           |
| National Australia Bank                                                 | 24/04/2019                     | 2.70%                 | Maturity           | 24/04/2019      | 1,000,000                  | \$591.78                              |
| National Australia Bank                                                 | 13/03/2019                     | 2.70%                 | Maturity           | 13/03/2019      | 1,000,000                  | \$6,805.48                            |
| National Australia Bank                                                 | 22/11/2021                     | 3.00%                 | Maturity           | 21/11/2019      | 1,000,000                  | \$5,835.62                            |
| <b>Total Term Deposits</b>                                              |                                |                       |                    |                 | <b>21,500,000</b>          | <b>\$213,832.85</b>                   |
| <u>Variable Rate Deposits</u>                                           |                                |                       |                    |                 |                            |                                       |
| IMB                                                                     | 29/07/2020                     | 2.83%                 | Quarterly          | 24/04/2019      | 500,000                    | \$349.04                              |
| IMB                                                                     | 18/02/2021                     | 2.74%                 | Quarterly          | 14/02/2019      | 500,000                    | \$2,927.67                            |
| Commonwealth Bank                                                       | 20/04/2021                     | 3.30%                 | Quarterly          | 23/04/2019      | 500,000                    | \$497.83                              |
| Commonwealth Bank                                                       | 23/08/2021                     | 3.04%                 | Quarterly          | 25/02/2019      | 500,000                    | \$2,793.90                            |
| Commonwealth Bank                                                       | 31/08/2021                     | 3.00%                 | Quarterly          | 28/02/2019      | 500,000                    | \$2,625.75                            |
| National Australia Bank                                                 | 4/11/2019                      | 2.82%                 | Quarterly          | 4/02/2019       | 1,000,000                  | \$6,721.64                            |
| Westpac                                                                 | 16/11/2021                     | 3.14%                 | Quarterly          | 18/02/2019      | 1,000,000                  | \$6,540.16                            |
| Newcastle Permanent Building Society                                    | 2/09/2020                      | 2.95%                 | Quarterly          | 28/02/2019      | 1,000,000                  | \$5,172.61                            |
| <b>Total Floating Rate Deposits</b>                                     |                                |                       |                    |                 | <b>5,500,000</b>           | <b>\$27,628.60</b>                    |
| <b>Total Cash and Investments</b>                                       |                                |                       |                    |                 | <b>31,018,883</b>          | <b>\$241,461.46</b>                   |

**Governance issues:**

Nil

**Environmental issues:**

Nil

**Stakeholders:**

Walgett Shire Council  
Residents of Walgett Shire Council  
Financial Institutions

| <b>Percentage invested in each institution as at 31st January 2019</b> |                                          |                                       |                           |
|------------------------------------------------------------------------|------------------------------------------|---------------------------------------|---------------------------|
| <b><u>Institution Name</u></b>                                         | <b><u>Instituti<br/>on<br/>Codes</u></b> | <b><u>% of<br/>Money<br/>held</u></b> | <b><u>Amount Held</u></b> |
| AMP                                                                    | AMP                                      | 12.90%                                | \$4,000,000.00            |
| Bank of Queensland                                                     | BOQ                                      | 16.12%                                | \$5,000,000.00            |
| Bendigo and Adelaide Bank                                              | BAB                                      | 1.61%                                 | \$500,000.00              |
| Commonwealth Bank                                                      | CBA                                      | 17.79%                                | \$5,518,882.78            |
| IMB                                                                    | IMB                                      | 3.22%                                 | \$1,000,000.00            |
| ING                                                                    | ING                                      | 1.61%                                 | \$500,000.00              |
| Members Equity Bank                                                    | ME                                       | 3.22%                                 | \$1,000,000.00            |
| National Australia Bank                                                | NAB                                      | 12.90%                                | \$4,000,000.00            |
| Newcastle Permanent Building Society                                   | NPBS                                     | 4.84%                                 | \$1,500,000.00            |
| Bank West                                                              | BW                                       | 3.22%                                 | \$1,000,000.00            |
| Westpac                                                                | W                                        | 22.57%                                | \$7,000,000.00            |
|                                                                        |                                          | 100%                                  | \$31,018,882.78           |

**Financial Implications:**

As per report

**Alternative Solutions/Options:**

Nil

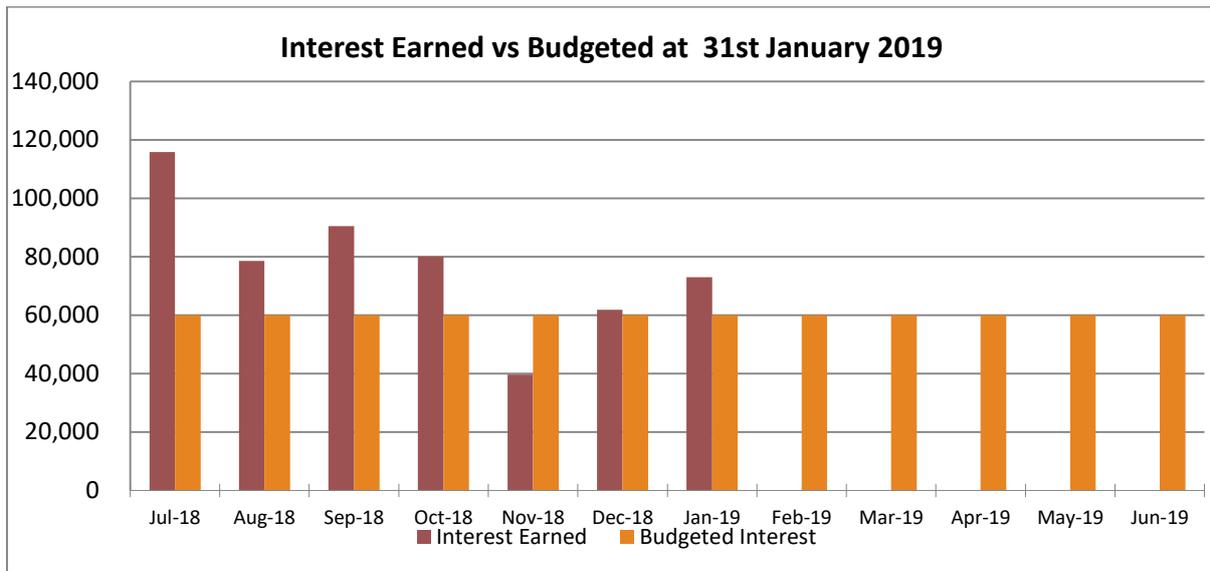
**Conclusion:**

As at 31<sup>st</sup> January 2019 Walgett Shire Council's total available cash and invested funds totalled \$31,018,882.78, a decrease of \$1,912,490.78 from 31<sup>st</sup> December 2018. This decrease in the total portfolio can be largely attributed to the ongoing capital work projects.

Council's portfolio return for the month is above original estimates, largely due to the improved investment strategy allowing for longer term investments and variation in investment products.

**Note from the Chief financial Officer:**

There are a number of economic data indicators including, low GDP growth, a flat wages growth, declining property market, declining property values (capital cities) coupled with uncertainty in international markets, that all point to cash rates being kept on hold, or a possible lowering of cash rates in 2019.



**Certification – Responsible Accounting Officer**

1. I hereby certify that the investments listed in the attached report have been made in accordance with Section 625 of the *Local Government Act 1993*, clause 212 of the *Local Government (General) Regulation 2005*, the *Investment Order (of the Minister) 5<sup>th</sup> January 2016* and Council’s Investments Policy.
2. I hereby certify that Councils cash book and ledger have been reconciled to the bank statement as at 31<sup>st</sup> January 2019.

Michael J Urquhart  
**Chief Financial Officer – Responsible Accounting Officer**

**Cash and Investment Report as at 31<sup>st</sup> January 2019**

**Recommendation:**

That the Investment report as at 31<sup>st</sup> January 2019 be received and noted.

**Moved:**

**Seconded:**

### 11.2.3 OUTSTANDING RATES REPORT AS AT DECEMBER 2018

**REPORTING SECTION:** Corporate Services  
**AUTHOR:** Kevin Dunshea – Rates Clerk  
**FILE NUMBER:** 12/183

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#### **Summary:**

Council's debt recovery policy is aimed at having outstanding rates and annual charges debts recovered in a timely manner to support Council in its objectives by providing sufficient funding to enable the continued provision of services to the local government area. The aim of this process is achieve a recovery of rates and annual charges levied in any given financial year of greater than 90%.

In 2013 financial year the Consolidated Rates Arrears percentage was reported as 13.09%. This improved in 2014 to 9.33% and again in 2015 to 9.32%, however, in 2016 the unrecovered balance increased to 11.63%, a consequence of reduced debt recovery, due to vacancies in the rating area. The audited result of 10.37% for 2016/17 was a good outcome, with a big improvement again in 2017/18 with an audited result of 9.48%.

#### **Background:**

Council is obliged to report on a number of Key Performance Indicators (KPIs) as part of their statutory reporting regime. One of these KPIs is the Rates, Annual Charges, Interest & Extra Charges Outstanding Percentage. The purpose of this KPI is "to assess the impact of uncollected rates and annual charges on Council's liquidity and the adequacy of recovery efforts."

All NSW councils are categorised into Groups. Walgett Shire Council is classified as a Group 10 Council. Each KPI is benchmarked and the benchmarks vary between Council groups. Group 10 Council's should achieve a KPI of less than 10% for the Rates, Annual Charges, interest & Extra Charges Outstanding Percentage by the end of each financial year.

#### **Current Position:**

Collection of the current years levy and arrears as at 31<sup>st</sup> December 2018 is 57.60% which is 1.36% less than the previous year's collection of 58.96%. Collections this financial year have slowed with an increasing number of ratepayers choosing to make longer term payment plans, no doubt a result of the prolonged drought conditions. Staff continue with the recovery process and communicate regularly with ratepayers not making payment or alternative arrangements. Ratepayers currently on other arrangements total 445 rates and 41 for water usage charges. The 445 assessments include alternative pay arrangements, pay deferrals, payroll deductions, exhausted debt recovery, general queries and assessments on hold.

Recovery to the 14<sup>th</sup> January 19 has picked up with 58.12% recovered.

#### **Relevant Reference Documents/Policies:**

Outstanding Rates Report.

#### **Governance issues:**

Council is obliged to act in the community's best interest and to ensure adequate service provision is upheld through measures of sustaining, maintaining and improving long term financial sustainability. A key area is to show the ongoing effective management of outstanding rates and annual charges recovery by reducing the outstanding rates percentage to an acceptable benchmarked value each year.

**Environmental issues:**

Nil

**Stakeholders:**

Walgett Shire Council community  
Walgett Shire Ratepayers  
Walgett Shire Council

**Financial Implications:**

The recovery of rates and charges is a key performance indicator that is analysed by external bodies such as Treasury Corp in conjunction with the Local Government Review Panel. Efforts to improve and lower the levels of outstanding rates and charges will strengthen Walgett Shire Council's long term financial position.

**Alternative Solutions/Options:**

There are no alternative solutions or options.

**Conclusion:**

The report recommends that Council note the outstanding rates and annual charges percentage and ongoing commitment to sustain, maintain and improve this key performance indicator.

Council revenue staff in conjunction with debt collection agencies, continue with the debt recovery program.

| <b>MONTHLY OUTSTANDING RATES REPORT DECEMBER 2018</b>                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation</b></p> <p>The outstanding rates report be received and noted.</p> <p><b>Moved:</b><br/><b>Seconded:</b></p> |

**Attachments:**

Monthly Report - Outstanding Rates Report

Monthly Report - Outstanding Rates & Annual Charges as at 31 December 2018

Report on Rates and Annual Charges - 31 December 2018

|                                                         | 14 January 2018      | 31 December 2018     | 31 December 2017    |
|---------------------------------------------------------|----------------------|----------------------|---------------------|
| Arrears from previous year                              | 832,246.36           | 832,246.36           | 729,437.40          |
| Adjustment                                              |                      |                      |                     |
| Sub Total                                               | 832,246.36           | 832,246.36           | 729,437.40          |
| <b>Current Year Activity</b>                            |                      |                      |                     |
| Legal fees (Including write offs)                       | 33,727.20            | 33,727.20            | 33,246.40           |
| Adjusted Levy                                           | 9,357,680.75         | 9,357,777.37         | 9,158,166.57        |
| Interest (Including write offs)                         | 29,588.13            | 27,268.31            | 25,087.24           |
| Adjustments (Including Write Offs)                      | (890.89)             | (890.89)             | (13,023.88)         |
| Sub Total                                               | 9,420,105.19         | 9,417,882.39         | 9,203,476.33        |
| <b>Total Arrears and Adjusted Levy</b>                  | <b>10,252,351.55</b> | <b>10,250,128.75</b> | <b>9,932,913.73</b> |
| <b>Payments</b>                                         |                      |                      |                     |
| Pensioner Concessions - Govt                            | (5,761,055.67)       | (5,706,876.98)       | (5,677,608.55)      |
| Pensioner Concessions - Council                         | (98,379.53)          | (98,448.28)          | (98,141.95)         |
| Discount                                                | (80,496.91)          | (80,553.16)          | (80,301.97)         |
| Special Rebate Council                                  | 0.00                 | 0.00                 | 15.81               |
| Sub Total                                               | (18,357.50)          | (18,357.50)          | 0.00                |
| Sub Total                                               | (5,958,289.61)       | (5,904,235.92)       | (5,856,036.66)      |
| <b>Total Remaining Levy</b>                             | <b>4,294,061.94</b>  | <b>4,345,892.83</b>  | <b>4,076,877.07</b> |
| <b>Current</b>                                          | <b>3,631,383.99</b>  | <b>3,670,454.62</b>  | <b>3,368,684.33</b> |
| <b>Arrears</b>                                          | <b>437,283.21</b>    | <b>444,262.04</b>    | <b>453,312.13</b>   |
| <b>Interest b/f from previous years</b>                 | <b>34,374.15</b>     | <b>40,761.18</b>     | <b>55,727.01</b>    |
| <b>Current year interest</b>                            | <b>24,067.37</b>     | <b>22,083.17</b>     | <b>22,543.77</b>    |
| <b>Legals</b>                                           | <b>166,953.22</b>    | <b>168,331.82</b>    | <b>176,609.83</b>   |
| <b>Total Remaining Levy</b>                             | <b>4,294,061.94</b>  | <b>4,345,892.83</b>  | <b>4,076,877.07</b> |
| <b>Variance</b>                                         | <b>0.00</b>          | <b>0.00</b>          | <b>(0.00)</b>       |
| <b>Total YTD Collected</b>                              |                      |                      |                     |
| Collected YTD % of Levy, Arrears, Interest & Legal Fees | 38.12%               | 37.60%               | 38.96%              |
| Collected YTD % of Levy                                 | 61.16%               | 60.60%               | 61.69%              |

## 11.2.4 OUTSTANDING RATES REPORT AS AT JANUARY 2019

**REPORTING SECTION:** Corporate Services  
**AUTHOR:** Kevin Dunshea – Rates Clerk  
**FILE NUMBER:** 12/183

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### **Summary:**

Council's debt recovery policy is aimed at having outstanding rates and annual charges debts recovered in a timely manner to support Council in its objectives by providing sufficient funding to enable the continued provision of services to the local government area. The aim of this process is achieve a recovery of rates and annual charges levied in any given financial year of greater than 90%.

In 2013 financial year the Consolidated Rates Arrears percentage was reported as 13.09%. This improved in 2014 to 9.33% and again in 2015 to 9.32%, however, in 2016 the unrecovered balance increased to 11.63%, a consequence of reduced debt recovery, due to vacancies in the rating area. The audited result of 10.37% for 2016/17 was a good outcome, with a big improvement again in 2017/18 with an audited result of 9.48%.

### **Background:**

Council is obliged to report on a number of Key Performance Indicators (KPIs) as part of their statutory reporting regime. One of these KPIs is the Rates, Annual Charges, Interest & Extra Charges Outstanding Percentage. The purpose of this KPI is "to assess the impact of uncollected rates and annual charges on Council's liquidity and the adequacy of recovery efforts."

All NSW councils are categorised into Groups. Walgett Shire Council is classified as a Group 10 Council. Each KPI is benchmarked and the benchmarks vary between Council groups. Group 10 Council's should achieve a KPI of less than 10% for the Rates, Annual Charges, interest & Extra Charges Outstanding Percentage by the end of each financial year.

### **Current Position:**

Collection of the current years levy and arrears as at 31<sup>st</sup> January 2019 is 59.48% which is 1.72% less than the previous year's collection of 61.20%. Collections this financial year have slowed with an increasing number of ratepayers choosing to make longer term payment plans, no doubt a result of the prolonged drought conditions. Staff continue with the recovery process and communicate regularly with ratepayers not making payment or alternative arrangements. Ratepayers currently on other arrangements total 445 rates and 41 for water usage charges. The 445 assessments include alternative pay arrangements, pay deferrals, payroll deductions, exhausted debt recovery, general queries and assessments on hold.

### **Relevant Reference Documents/Policies:**

Outstanding Rates Report.

### **Governance issues:**

Council is obliged to act in the community's best interest and to ensure adequate service provision is upheld through measures of sustaining, maintaining and improving long term financial sustainability. A key area is to show the ongoing effective management of outstanding rates and annual charges recovery by reducing the outstanding rates percentage to an acceptable benchmarked value each year.

### **Environmental issues:**

Nil

**Stakeholders:**

Walgett Shire Council community  
Walgett Shire Ratepayers  
Walgett Shire Council

**Financial Implications:**

The recovery of rates and charges is a key performance indicator that is analysed by external bodies such as Treasury Corp in conjunction with the Local Government Review Panel. Efforts to improve and lower the levels of outstanding rates and charges will strengthen Walgett Shire Council's long term financial position.

**Alternative Solutions/Options:**

There are no alternative solutions or options.

**Conclusion:**

The report recommends that Council note the outstanding rates and annual charges percentage and ongoing commitment to sustain, maintain and improve this key performance indicator.

Council revenue staff in conjunction with debt collection agencies, continue with the debt recovery program.

| Monthly Outstanding Rates Report                                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation</b></p> <p>The outstanding rates report be received and noted.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p> |

**Attachments:**

Monthly Report - Outstanding Rates Report

Monthly Report - Outstanding Rates & Annual Charges as at 31 January 2019

Report on Rates and Annual Charges - 31 January 2019

|                                                         | 3 February 2018       | 31 January 2018       | 31 January 2018       |
|---------------------------------------------------------|-----------------------|-----------------------|-----------------------|
| Arrears from previous year                              | 832,246.36            | 832,246.36            | 729,437.40            |
| Adjustment                                              |                       |                       |                       |
| Sub Total                                               | 832,246.36            | 832,246.36            | 729,437.40            |
| <b>Current Year Activity</b>                            |                       |                       |                       |
| Legal fees (including write offs)                       | 33,727.20             | 33,727.20             | 36,816.40             |
| Adjusted Levy                                           | 9,360,796.60          | 9,360,796.60          | 9,158,166.57          |
| Interest (including write offs)                         | 31,957.40             | 31,945.06             | 29,430.63             |
| Adjustments (including Write Offs)                      | (890.89)              | (890.89)              | (13,023.88)           |
| Sub Total                                               | 9,425,550.31          | 9,425,537.97          | 9,211,389.72          |
| <b>Total Arrears and Adjusted Levy</b>                  | <b>10,257,796.67</b>  | <b>10,257,784.33</b>  | <b>9,940,827.12</b>   |
| <b>Payments</b>                                         | <b>(5,946,211.21)</b> | <b>(5,904,331.79)</b> | <b>(5,905,340.33)</b> |
| Pensioner Concessions - Govt                            | (98,391.17)           | (98,391.17)           | (98,134.52)           |
| Pensioner Concessions - Council                         | (80,506.44)           | (80,506.44)           | (80,295.88)           |
| Discount                                                | 0.00                  | 0.00                  | 15.81                 |
| Special Rebate Council                                  | (18,357.50)           | (18,357.50)           | 0.00                  |
| Sub Total                                               | (6,143,466.32)        | (6,101,586.90)        | (6,083,734.92)        |
| <b>Total Remaining Levy</b>                             | <b>4,114,330.35</b>   | <b>4,156,197.43</b>   | <b>3,857,072.20</b>   |
| <b>Current</b>                                          | <b>3,482,301.07</b>   | <b>3,515,734.29</b>   | <b>3,230,051.45</b>   |
| <b>Arrears</b>                                          | <b>422,623.58</b>     | <b>426,013.50</b>     | <b>402,290.92</b>     |
| <b>Interest b/ff from previous years</b>                | <b>22,708.85</b>      | <b>24,312.12</b>      | <b>28,781.29</b>      |
| <b>Current year interest</b>                            | <b>25,672.77</b>      | <b>25,705.09</b>      | <b>24,459.42</b>      |
| <b>Legals</b>                                           | <b>161,024.08</b>     | <b>164,432.43</b>     | <b>171,489.12</b>     |
| <b>Total Remaining Levy</b>                             | <b>4,114,330.35</b>   | <b>4,156,197.43</b>   | <b>3,857,072.20</b>   |
| <b>Variance</b>                                         | <b>0.00</b>           | <b>0.00</b>           | <b>(0.00)</b>         |
| <b>Total YTD Collected</b>                              |                       |                       |                       |
| Collected YTD % of Levy, Arrears, Interest & Legal Fees | 39.89%                | 39.48%                | 61.20%                |
| Collected YTD % of Levy                                 | 63.09%                | 62.64%                | 64.11%                |

## 11.2.5 RENAMING OF LEN CRAM PARK, LIGHTNING RIDGE

**REPORTING SECTION:** Corporate Services  
**AUTHOR:** Michael Urquhart – Chief Financial Officer  
**FILE NUMBER:** 12/183

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### **Summary:**

This report is presented to Council for consideration to renaming the park in Opal Street, Lightning Ridge.

### **Background:**

Council has received a request to name a park after a person that was tragically killed. Upon checking the Geographical Names Board (GNB) place naming policy, it was found the park in Opal Street Lightning Ridge currently named “Len Cram” park, did not comply with the GNB naming principles. An extract of the policy clause is set out below.

### **7 Commemorative Names**

*Commemorative names are those that commemorate a person, event or place. Acts of bravery, community service and exceptional accomplishments are typical grounds for this recognition. The name of persons who gave their lives in service for their country are often used as commemorative names.*

*The person commemorated should have contributed significantly to the area around the geographic feature or locality.*

*When such a name is applied, it shall be given posthumously, at least one year after the decease of the person. Names of living persons are by their nature subject to partisan perception and changes in community judgement and acceptance.*

*Commemorative names shall not be used to commemorate victims of, or mark the location of, accidents or tragedies. Ownership of land is not in itself grounds for the application of an owner’s name. Names of persons holding public office shall not be used.*

*Personal names, including those of persons still living, may be used for built features e.g. pavilions and grandstands etc., however these features are not formally assigned by the GNB and are not covered by the Act.*

#### **7.1 Personal Names**

*The names of deceased persons are suitable for the naming of reserves. Such persons shall have had a long term association with the area, or have made a significant contribution to the area of the proposed park or reserve. To assist local governments in determining the suitability of a name the GNB offers the following guidelines regarding association or contribution:*

- Two or more terms of office on the governing local government council.*
- Twenty or more years association with a local community group or service club.*
- Twenty or more years of association or service with a local or state government or organisation.<sup>5</sup>*

- Action by an individual to protect, restore, enhance or maintain an area that produces substantial long term improvements for the community.
  - The death of a person within a place is not solely to be considered sufficient justification for commemoration.
  - Local residents of note.

**Justification**

Using the name of a living person is unacceptable (nationally and internationally) as it may lead to favouritism and/or inappropriate naming. There are examples where people commemorated have later proven to be of poor character or otherwise thought to be unworthy.

**Current Position:**

The park sign in Opal Street has been removed and Council staff and community members are referring to the park as “Opal Park”. Council can propose a name for the park or alternatively seek naming proposals from the community.

**Relevant Reference Documents/Policies:**

Geographical Names Board Policy

**Governance issues:**

Naming of parks, infrastructure, reserves and places must be done in accordance with the Geographical Names Board naming policy.

**Environmental issues:**

NIL

**Stakeholders:**

Walgett Shire Council community  
Walgett Shire Council

**Financial Implications:**

The cost of a new park sign can be funded from the parks operational budget.

**Alternative Solutions/Options:**

NIL.

**Conclusion:**

The writer suggests Council give consideration to the naming of the park, “Opal Park”

**RENAMING OF PARK – OPAL STREET LIGHTNING RIDGE**

**Recommendation**

- (a) That Council name the park in Opal Street Lightning Ridge, “Opal Park”.
- (b) Application be made to the Geographical Names Board for registration of the parks name “Opal Park”

**Moved:**

**Seconded:**

**Attachments:**

NIL

## **11.2.6 OPERATIONAL PLAN & DELIVERY PROGRAM**

**REPORTING SECTION:** Corporate Services  
**AUTHOR:** Michael Urquhart – Chief Financial Officer  
**FILE NUMBER:**

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### **Summary:**

This report provides Council with the status of the second quarter Operational Plan and half yearly Delivery Program Targets for 2018/2019.

### **Background:**

Section 405 of the Local Government Act 1993 requires Council to adopt an Operational Plan and Section 404 requires Council to adopt a Delivery Program. This report comments on the status of the Operational Plan and Delivery Program as at 31<sup>st</sup> December 2018 and the extent to which the performance targets have been achieved.

### **Current Position:**

The second quarter Operational Plan & half year end Delivery Program Status Report is attached for Council's information.

At this point in time, a vast majority of the performance targets have been met, while a small number of projects are on-going. Status comments explain the position and reasons for the roll-over projects have been delayed.

### **Governance issues:**

NIL

### **Environmental issues:**

N/A

### **Stakeholders:**

Walgett Shire Council  
Walgett Shire Community

### **Financial Implications:**

NIL

### **Alternative Solutions/Options:**

N/A

### **Conclusion:**

Council should note the progress made during the second quarter of the Operational Plan and the half yearly Delivery Program for 2018/2019.

**SECOND QUARTER OPERATIONAL PLAN & YEAR END DELIVERY PROGRAM 18/19**

**Recommendation:**

- That the content of the report be noted.
- Council accept the progress made on the 2018/2019 Operational Plan and Delivery Program as at 31<sup>st</sup> December 2018.

**Moved:**

**Seconded:**

**Attachments:**

Second Quarter Operational Plan & half yearly Delivery Program for 18/19 Status Report

# Community

## GOAL: Develop a connected, informed, resilient and inviting community

| CSP REF | STRATEGY                                                                                                                                                         | ACTION                                                                                                     | RESPONSIBILITY | STATUS 31 <sup>st</sup> December 2018                                                                                                                                    |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.1.1   | Support and initiate a range of local activities and projects that build community connections for all age sectors                                               | Develop a community consultation framework                                                                 | GM             | Continuing                                                                                                                                                               |
|         |                                                                                                                                                                  | Provide Sec 356 Donations and subsidies                                                                    |                | Complete                                                                                                                                                                 |
|         |                                                                                                                                                                  | Develop projects in conjunction with community organisations                                               |                | As and when required                                                                                                                                                     |
| 1.1.2   | Provide vibrant and welcoming town centres, streets and meeting places                                                                                           | Liaise with volunteers and other community groups to assist in maintenance of parks and gardens            | DETS           | TBA                                                                                                                                                                      |
| 1.1.3   | Embellish our community with parks, paths, cycleways, facilities, and meeting places                                                                             | Implement the active transport plan<br>Progressively review and upgrade community halls and swimming pools | DETS<br>GM     | Underway with Stronger Country Communities grants                                                                                                                        |
| 1.1.4   | Respect the heritage of the region and highlight and enhance our unique characteristics                                                                          | Continue to implement the recommendations of Council's heritage advisor                                    | DES            | Engagement of Council's new Heritage Advisor 2018.<br>Review of Council's LEP to ensure protection of Council's Heritage Buildings and to enhance the Built Environment. |
| 1.1.5   | Support, encourage and celebrate community participation and volunteerism                                                                                        | Creation and promotion of volunteer opportunities                                                          | GM             | On going                                                                                                                                                                 |
| 1.1.6   | Work with other agencies and service providers to deliver community programmes, services and facilities which complement and enhance Council's service provision | Identify gaps in service delivery                                                                          | EDO            | Continuing                                                                                                                                                               |

## GOAL: A safe, active and healthy Shire

| CSP REF | STRATEGY                                                                                                                                                                                 | ACTION                                                                                   | RESPONSIBILITY | STATUS 31 <sup>st</sup> December 2018                         |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|----------------|---------------------------------------------------------------|
| 1.2.1   | Partner with health agencies and community organisations in promoting healthy lifestyles and better health outcomes                                                                      | Engage with local sporting associations and peak sporting bodies                         | CSM            | On going                                                      |
| 1.2.2   | Support agencies and local organisations to address the availability of emergency services, affordable housing, disability and aged services and employment for people with disabilities | Consultation process for engaging with marginalised sections of community developed      | CSM            | Continuing                                                    |
|         |                                                                                                                                                                                          | Enhanced wellbeing options provided for disadvantaged and marginalised community members |                |                                                               |
| 1.2.3   | Work with key partners and the community to lobby for adequate health services in our region                                                                                             | Identify gaps in service delivery                                                        | DES            | Promotion of development of health services within the shire. |

**WALGETT SHIRE COUNCIL AGENDA –19 February 2019 – ORDINARY COUNCIL MEETING**

|       |                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                            |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------|---------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.2.4 | Provide, maintain and develop children’s play and recreational facilities that encourage active participation                         | Operate youth centres and vacation care programs                                                                                                                                                                                                                                                                                                                                                           | CSM      | On going                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 1.2.5 | Provide, maintain and develop passive recreational facilities and parklands to encourage greater utilisation and active participation | Maintain all parks and gardens including playground equipment and progressively upgrade shade shelters                                                                                                                                                                                                                                                                                                     | DETS     | Underway                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 1.2.6 | Partner with police, community organisations and the community to address crime, anti-social behaviour and maintain community safety  | Partner with all combat emergency services and emergency support services<br>Install and maintain cctv systems across the Shire                                                                                                                                                                                                                                                                            | GM<br>GM | Continuing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|       | Provide effective regulatory, compliance and enforcement services for the community                                                   | Carry out food premises inspections to ensure compliance with the Food Act<br><br>Target number of premises audited for fire safety compliance<br><br>Undertake impounding of animals and registrations<br><br>Inspections of Swimming Pools for compliance<br><br>Provide management and investigation of dog attacks and dangerous dog declarations<br><br>Orders to be issued or served where necessary | DES      | Food Inspections carried out annually and reported to the Food Authority as required.<br><br>Staff working with a number of high risk premises in relation to fire safety.<br><br>Actively working with and caring for impounded animals as required. Thorough investigations of dog attacks and action taken as required.<br>Orders issued as necessary and as appropriate.<br>Swimming Pool Inspections carried out as required.<br>Swimming Pool compliance program currently under development. |
| 1.2.8 | Provide and maintain accessible quality sport and recreation facilities that encourage participation                                  | Maintain swimming pools and bore baths facilities and the surrounds                                                                                                                                                                                                                                                                                                                                        | DETS     | Ongoing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

**GOAL: A diverse and creative culture**

| CSP REF | STRATEGY                                                                                                                                           | ACTION                                                                                 | RESPONIBILITY | STATUS 31 <sup>st</sup> December 2018 |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|---------------|---------------------------------------|
| 1.3.1   | Provide enhanced and innovative library services that encourage lifelong learning                                                                  | Continue yearly membership of Outback Arts                                             | CSM           | Complete for 18/19                    |
|         |                                                                                                                                                    | Support Arts Program                                                                   |               |                                       |
|         |                                                                                                                                                    | Increase use of library as a community space                                           |               |                                       |
| 1.3.2   | Work with the community and other agencies to develop major cultural and community events                                                          | Work with agencies to encourage events for the Shire                                   | EDO           | Continuing                            |
|         |                                                                                                                                                    | Apply for grants for cultural events                                                   |               |                                       |
| 1.3.3   | Work in collaboration with agencies and community groups to address existing and emerging issues specific to the Aboriginal and ageing communities | Implement the Aboriginal Reconciliation Plan                                           | CSM           | Nearing completion                    |
|         |                                                                                                                                                    | Undertake Aboriginal Projects                                                          |               | Ongoing                               |
|         |                                                                                                                                                    | Develop an ageing strategy                                                             |               | To commence in new year               |
| 1.3.4   | Support the development of programs which offer alternative education programs and opportunities that meet the needs of specific community sectors | Establish programs for cadetships/traineeships                                         | GM            | Underway                              |
|         |                                                                                                                                                    | Advocate for the improvement of secondary school educational outcomes across the Shire | GM            | Ongoing                               |

## Economic Development

### GOAL: An attractive environment for business, tourism and industry

| CSP REF | STRATEGY                                                                                                                                                      | ACTION                                                                                                                                                                                                                 | RESPONSIBILITY    | STATUS 31 <sup>st</sup> December 2018                                            |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|----------------------------------------------------------------------------------|
| 2.1.1   | Implement tools to simplify development processes and encourage quality commercial, industrial and residential development                                    | Advocate for the development of the Australian Opal Centre<br>Ensure that building certification and inspections are carried out as per National Construction and the requirements of the Building Professionals Board | GM<br>DES         | Building Surveyors continually act within the conditions of their Accreditation. |
| 2.1.2   | Develop the skills of businesses to maximize utilization of new technologies and the emerging broadband and telecommunications networks                       | Develop and implement an Economic Development Strategy<br>Lobby for improved mobile phone coverage across the shire<br>Implement an Economic Incentive Scheme                                                          | EDO<br>EDO<br>EDO | Application lodged with Black Spot program                                       |
| 2.1.3   | Lobby the Government to address needed infrastructure and services to match business and industry development in the region (education, transport and health) | Continue to lobby the Government for funding for transport infrastructure                                                                                                                                              | GM                | On going                                                                         |
| 2.1.4   | Promote the Walgett Shire to business and industry and increase recognition of the area's strategic advantages                                                | Develop business development prospects in collaboration with various government agencies                                                                                                                               | EDO               | Continuing                                                                       |
| 2.1.5   | Provision of caravan support facilities throughout the Shire                                                                                                  | Maintain and expand facilities of the 'RV Friendly'                                                                                                                                                                    | VIC               |                                                                                  |

### GOAL: Employment opportunities that supports local industries

| CSP REF | STRATEGY                                                                                                                                                                   | ACTION                                                                                                    | RESPONSIBILITY | STATUS 31 <sup>st</sup> December 2018                                                                                                                              |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.2.1   | Identify partnerships and innovative funding approaches to provide for new and upgraded infrastructure for event hosting and tourism expansion                             | Continue to apply for grants for a new information centres for Lightning Ridge and Walgett                | GM             | Application lodged                                                                                                                                                 |
| 2.2.2   | Provide land use planning that facilitates employment creation                                                                                                             | Monitor and review Council's Local Environment Plan                                                       | DES            | LEP 2013 currently under review with a view to promote ease of use, simpler, more streamlined processes and promote more practices as development without consent. |
| 2.2.3   | Support and encourage existing business and industry to develop and grow                                                                                                   | Maintain a sufficient supply of residential, lifestyle, agriculture, commercial and industrial zoned land | DES            | LEP 2013 currently under review. Walgett Rural Residential Strategy adopted in principle for public participation Nov 2018.                                        |
| 2.2.4   | Develop and implement an economic development strategy which identifies potential projects and/or industries that build on the Shire's attributes and/or natural resources | Provide consultation with potential new business operators and pre-development application assistance     | EDO            |                                                                                                                                                                    |
| 2.2.5   | Encourage and support youth employment initiatives                                                                                                                         | Promote the school to work programme                                                                      | EDO            | In operation                                                                                                                                                       |

### GOAL: An efficient network of arterial roads & supporting infrastructure; town streets & footpaths that are adequate & maintained

| CSP REF | STRATEGY | ACTION | RESPONSIBILITY | STATUS 31 <sup>st</sup> December 2018 |
|---------|----------|--------|----------------|---------------------------------------|
|---------|----------|--------|----------------|---------------------------------------|

**WALGETT SHIRE COUNCIL AGENDA –19 February 2019 – ORDINARY COUNCIL MEETING**

|       |                                                                                                                 |                                                                                                                                                                                                     |                  |                                                                                                                                                                            |
|-------|-----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.3.1 | Provide an effective road network that balances asset conditions with available resources and asset utilisation | Undertake bitumen maintenance program in line with service levels<br><br>Undertake maintenance grading program in line with service levels                                                          | DETS<br><br>DETS | Ongoing<br><br>Dry conditions have limited maintenance grading opportunities. Routine inspections of road network undertaken and road repairs undertaken on as needs basis |
| 2.3.2 | Maintain, renew and replace Council bridges and culverts as required                                            | Undertake annual inspections of all bridges and culverts and update the required maintenance and repair program                                                                                     | DETS             | Regular inspections undertaken and routine maintenance undertaken as required                                                                                              |
| 2.3.3 | Ensure road network supporting assets are maintained (signs, posts, guardrails etc.)                            | Renew and maintain Council's road network supporting assets in-line with the Asset Management Plan                                                                                                  | DETS             | Regular inspections undertaken and maintenance undertaken as required                                                                                                      |
| 2.3.4 | Maintain existing footpaths in Shire towns and villages                                                         | Undertake annual inspections of all footpath and update the required maintenance and repair program                                                                                                 | DETS             | Regular inspections undertaken and maintenance undertaken as required                                                                                                      |
| 2.3.5 | Lobby the Government to provide needed funds to maintain regional networks                                      | Continue to apply for grants for the reconstruction and sealing of unsealed Regional Roads and major Local Roads network<br><br>Investigate using SRV(5-15%) to fund a major upgrade of Local Roads | DETS<br>GM       | On going lobbying of State Government                                                                                                                                      |

**GOAL: Communities that are well serviced with essential infrastructure**

| CSP REF | STRATEGY                                                                                                | ACTION                                                                                                                                         | RESPONSIBILITY | STATUS 31 <sup>st</sup> December 2018                                 |
|---------|---------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----------------------------------------------------------------------|
| 2.4.1   | Implement Council's strategic asset management plans and continue to develop asset systems              | Implement an electronic asset management system for all Council assets                                                                         | CFO            | In place                                                              |
| 2.4.2   | Ensure adequate public car parking and kerb and gutter infrastructure is provided and maintained        | Inspect all kerb and gutter and undertake the required repair and replacement program                                                          | DETS           | Regular inspections undertaken and maintenance undertaken as required |
| 2.4.3   | Provide the infrastructure to embellish public spaces and recreation areas                              | Undertake the maintenance program for Council's parks and gardens team                                                                         | DETS           | Regular inspections undertaken and maintenance undertaken as required |
| 2.4.4   | Continue to lobby Government to provide incentives to appeal to airline companies to service the region | Partner with Brewarrina and Bourke to lobby the Government to subsidise airlines and the reintroduction of RPT services for Walgett and Bourke | GM             | Plans for RPT underway                                                |

## Governance and Civic Leadership

### GOAL: An accountable and representative Council

| CSP REF | STRATEGY                                                                                                                                 | ACTION                                                                                             | RESPONSIBILITY                                                                                             | STATUS 31 <sup>st</sup> December 2018                                                |
|---------|------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| 3.1.1   | Provide clear direction for the community through the development of the community strategic plan, delivery program and operational plan | Implement, monitor and review the Delivery and Operational Plan                                    | CFO                                                                                                        | Quarterly reports submitted to Council on time.                                      |
| 3.1.2   |                                                                                                                                          | Engage with the community effectively and use community input to inform decision making            | Deliver a Local Government week Program to engage the community and show case services provided by Council | CFO                                                                                  |
| 3.1.3   | Provide strong representation for the community at regional, state and federal levels                                                    | Distribute newsletters to residents                                                                | EDO                                                                                                        | To recommence in 2019                                                                |
|         |                                                                                                                                          | Participate in and make visible contributions to regional forums such as OROC and Western Division | GM                                                                                                         | Continuing                                                                           |
| 3.1.4   | Undertake the civic duties of Council with the highest degree of professionalism and ethics                                              | Advocate the needs of the Shire to State and Federal Governments                                   | GM                                                                                                         | On going                                                                             |
|         |                                                                                                                                          | Ensure annual pecuniary interest declarations are completed                                        | GM                                                                                                         | Lodged and reported to Council                                                       |
| 3.1.5   | Councillors represent the interests of the whole of the Shire area                                                                       | Ensure Councillors comply with the Code of Conduct                                                 | GM                                                                                                         | Compliance achieved. Refresher training scheduled for 7 <sup>th</sup> February 2019. |
|         |                                                                                                                                          | Arrange seminars to ensure all Councillors appreciate their roles                                  | GM                                                                                                         |                                                                                      |

### GOAL: Implement governance and financial management process that support the effective administration of Council

| CSP REF | STRATEGY                                                                                               | ACTION                                                                                                     | RESPONSIBILITY | STATUS 31 <sup>st</sup> December 2018 |
|---------|--------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|----------------|---------------------------------------|
| 3.2.1   | Develop processes that ensure that legislative and financial standards are actioned in a timely manner | Provide financial reports to management and staff to assist in budget control and decision making          | CFO            | Fortnightly reports                   |
|         |                                                                                                        | Complete quarterly budget review statements in line with statutory requirements                            | CFO            | Reports tabled on time                |
|         |                                                                                                        | Review, revise and maintain Council's Long Term Financial Plan Oversight financial decision making process | CFO<br>GM      | Review to commence in early 2019      |

### GOAL: Promote community involvement in Government decision making

| CSP REF | STRATEGY | ACTION | RESPONSIBILITY | STATUS 31 <sup>st</sup> December 2018 |
|---------|----------|--------|----------------|---------------------------------------|
|---------|----------|--------|----------------|---------------------------------------|

**WALGETT SHIRE COUNCIL AGENDA –19 February 2019 – ORDINARY COUNCIL MEETING**

|       |                                                                                                                       |                                                                                                                                         |            |                                  |
|-------|-----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|------------|----------------------------------|
| 3.2.1 | Engage with the community through effective consultation and communication processes                                  | Facilitate the delivery of community presentations to Council Meetings                                                                  | GM         | On going                         |
|       |                                                                                                                       | Conduct regular community meetings to present the annual budget<br>Promote community involvement in any emerging Government Initiatives | GM and CFO | To be arranged for February 2019 |
| 3.3.2 | Develop and implement community feedback systems that provides for community input on council projects and activities | Develop an online survey for Council’s website                                                                                          | EDO        | Not yet commenced                |

**GOAL: Promote community involvement in Government decision making**

| CSP REF | STRATEGY                                                                                                                                                         | ACTION                                 | RESPONSIBILITY | STATUS 31 <sup>st</sup> December 2018         |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|----------------|-----------------------------------------------|
| 3.4.1   | Resource the organisation of Council adequately to provide the services and support functions required to deliver the goals and strategies detailed in this plan | Resources provided in a timely fashion | GM             | Resources allocated in accordance with budget |
| 3.4.2   | Implement and maintain a performance management framework to enable clear reporting on progress in Councils strategic planning documents                         | Report to Council Meetings             | GM & Directors | Reports tabled in accordance with Legislation |

## Sustainable Living

### GOAL: Operate an an urban waste management system that meets the community needs and environmental standards

| CSP REF | STRATEGY                                                                                          | ACTION                                                                                                                                                                                                                                                  | RESPONSIBILITY | STATUS 31 <sup>st</sup> December 2018                                                                                                                 |
|---------|---------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4.1.1   | Develop and implement a Shire Wide Waste Management strategy that includes recycling services     | Develop and implement the Waste Management Strategy<br><br>Effectively manage the domestic waste and landfill management contracts                                                                                                                      | DES            | Walgett Waste Management Strategy 2018 has concluded public consultation November 2018.                                                               |
| 4.1.2   | Implement initiatives to reduce illegal dumping and provide community education to prevent litter | Actively respond to complaints and issues identified to ensure appropriate outcomes for illegal development, dumping and other activities such as abandoned vehicles, noise pollution and odour.<br><br>Develop and implement a waste education program | DES<br><br>DES | Baseline data for illegal dumping and RID Online established. Grant funding in 2018 applied for with EPA for clean ups. On-going clean ups occurring. |

### GOAL: Provide potable and raw water supply systems that ensures enhanced water security and meets health standards

| CSP REF | STRATEGY                                                                                                                                | ACTION                                                                                                                                                             | RESPONSIBILITY | STATUS 31 <sup>st</sup> December 2018                                                             |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------------------------------------------------------------------------------------------------|
| 4.2.1   | Improve and upgrade the water supply infrastructure through an asset management framework                                               | Complete an annual water main replacement program<br><br>Ensure water supply is provided and maintained in compliance with the Drinking Water Quality requirements | DETS           | Ongoing<br><br>Regular water testing undertaken in accordance with Drinking Water Management plan |
| 4.2.2   | Maintain and renew the sewerage network infrastructure to ensure the provision of efficient and environmentally-sound sewerage services | Operate the sewer treatment plants in an efficient manner                                                                                                          | DETS           | Ongoing                                                                                           |
| 4.2.3   | Ensure adequate stormwater and drainage infrastructure is provided, maintained and renewed                                              | Maintain and renew the stormwater and drainage infrastructure                                                                                                      | DETS           | Regular inspections undertaken and maintenance undertaken as required                             |

### GOAL: A sustainable environment that recognises our rivers, natural environment, ecological systems and biodiversity

| CSP REF | STRATEGY                                                                       | ACTION                                                           | RESPONSIBILITY | STATUS 31 <sup>st</sup> December 2018                                                                                                                                                                                       |
|---------|--------------------------------------------------------------------------------|------------------------------------------------------------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4.3.1   | Promote and raise community awareness of environmental and biodiversity issues | Undertake waste avoidance, waste reduction and recycling program | DES            | Council is currently working with two parties to carry out recycling within the shire. Council working with Lightning Ridge RFD Service Return & earn to promote recycling. Educational programs to be released early 2019. |
| 4.3.2   | Protect and maintain a healthy catchments and waterways                        | Inspect Council's water networks and take samples when necessary | DETS           | Ongoing                                                                                                                                                                                                                     |

**WALGETT SHIRE COUNCIL AGENDA –19 February 2019 – ORDINARY COUNCIL MEETING**

|       |                                                                                           |                                                             |     |                                                                                                                                                 |
|-------|-------------------------------------------------------------------------------------------|-------------------------------------------------------------|-----|-------------------------------------------------------------------------------------------------------------------------------------------------|
| 4.3.3 | Protect the Shire’s historic buildings and sites recognising their value to the community | Implement the recommendations of Council’s heritage advisor | DES | Development and promotion of the Council Local Heritage Fund which operates annually. Anticipate participation in the Heritage Near Me Program. |
|-------|-------------------------------------------------------------------------------------------|-------------------------------------------------------------|-----|-------------------------------------------------------------------------------------------------------------------------------------------------|

**GOAL: Maintain a healthy balance between development and the environment**

| CSP REF | STRATEGY                                                                          | ACTION                                                                                            | RESPONSIBILITY | STATUS 31 <sup>st</sup> December 2018                                                                                             |
|---------|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------|
| 4.4.1   | Retain open space that are accessible to everyone                                 | Monitor environmental protection measures for sensitive land                                      | DES            | Implement new Biodiversity Laws and Walgett LEP and DCP 2013 & 2016.                                                              |
| 4.4.2   | Ensure that Walgett Shire is sufficiently prepared to deal with natural disasters | Provide annual contribution to the RFS, SES and NSW Fire and rescue                               | GM & LEMC      | Annual contribution for 2018/19 paid                                                                                              |
| 4.4.3   | Educate the community about sustainable practices                                 | Promote and provide adequate and user friendly pre-lodgement advice on all aspects of development | DES            | Actively providing pre-lodgment services and advice. Attend on-site inspections and provide advice on all aspects of development. |

## Infrastructure

### GOAL: Provide and maintain an effective road network that meets the community needs and expectations

| CSP REF | STRATEGY                                                                                                                          | ACTION                                                            | RESPONSIBILITY | STATUS 31 <sup>st</sup> December 2018 |
|---------|-----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|----------------|---------------------------------------|
| 5.1.1   | Manage the road network to respond to community needs, growth in the Shire, improving road safety and improving transport choices | Continually revise the works program for regional and local roads | DOTS           | On going                              |
| 5.1.2   | Develop a strategy that addresses transport options for the local community                                                       | Advocate for taxi services, air services and public transport     | GM             | BPT plan underway                     |
| 5.1.3   | An effective complaints management process that effectively responds to residents issues regarding roads                          | Maintain complaints management process                            | DOTS           | Complaints lodged and processed       |
|         |                                                                                                                                   | Complaints actioned within 7 days through the CMA system          | CFO            | Complaints processed within 14 days.  |

### GOAL: A Regional and State Road network that is appropriately supported and resourced by the Government

| CSP REF | STRATEGY                                                                                                   | ACTION                                                                                             | RESPONSIBILITY | STATUS 31 <sup>st</sup> December 2018                                      |
|---------|------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|----------------|----------------------------------------------------------------------------|
| 5.2.1   | Ensure that the road network is maintained to a standard that is achievable within the resources available | Continually revise the works program for regional and local roads                                  | DOTS           | Regular inspections undertaken and maintenance undertaken as required      |
| 5.2.2   | Maintain an effective operational relationship with the Roads and Maritime Service                         | Submit progress reports in a timely manner                                                         | DOTS           | Routine maintenance undertaken in accordance with contractual requirements |
| 5.2.3   | Lobby the Government to provide needed funds to maintain regional and state road networks                  | Continue to advocate for betterment and other funding through advocacy to state/federal Government | GM             | Continuing to lobby other levels of Government for additional funding      |

### GOAL: Maintain and improve Council's property assets to an optimal level

| CSP REF | STRATEGY                                                           | ACTION                                                                | RESPONSIBILITY | STATUS 31 <sup>st</sup> December 2018 |
|---------|--------------------------------------------------------------------|-----------------------------------------------------------------------|----------------|---------------------------------------|
| 5.3.1   | Manage properties in accordance with Council Asset Management Plan | Carry out the property works programme in line with the annual budget | CFO            | Program for 18/19 underway            |

### GOAL: Provision of facilities and communication services

| CSP REF | STRATEGY                                                                                                                                | ACTION                                                                                               | RESPONSIBILITY | STATUS 31 <sup>st</sup> December 2018                         |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|----------------|---------------------------------------------------------------|
| 5.4.1   | Provide a range of recreational and community facilities                                                                                | Maintain and upgrade Council's community halls and reserves                                          | CFO            | On going                                                      |
| 5.4.2   | Represent the community with regard to external services including energy, communication, water, waste management and resource recovery | Lobby service providers in response to identified community concerns including mobile phone services | GM             | Council's application to Black Spot program lodged            |
|         |                                                                                                                                         | Lobby service providers in response to identified community concerns                                 | GM             | On going and service providers implementing improved services |
| 5.4.3   | Advocate to utility and communication providers regarding the capacity and reliability of infrastructure across the Shire               | Lobby service providers in response to identified community concerns                                 | GM             | On going and service providers implementing improved services |

### **11.2.7 PURCHASING POLICY REVIEW**

**REPORTING SECTION:** Corporate Services  
**AUTHOR:** Michael Urquhart – Chief Financial Officer  
**FILE NUMBER:**

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**Summary:**

In accordance with ‘Best Practice’ principles, Council should provide staff with a Procurement & Disposal policy that gives clear direction for the procurement of goods and services and disposal of assets. The attached policy and procedure is a revamp of the existing Walgett Shire Council procurement and tendering policy with a minor change to the lower purchasing limit.

**Background:**

The current “Procurement and Tendering” policy/procedure was last revised in November 17. The lower end purchasing limit has been increased from \$7,500 to \$10,000, and this shall further streamline the process of optimising best value for money purchasing.

**Current Position:**

Council’s current procurement and tendering policy/procedure was due for review.

**Governance issues:**

Local Government regulation

**Environmental issues:**

N/A

**Stakeholders:**

Walgett Shire Council  
Walgett Shire Council Staff  
Providers of goods and services

**Financial Implications:**

NIL

**Alternative Solutions/Options:**

NIL

**Conclusion:**

The revised purchasing policy and procedure provides Council staff with a means to more effectively procurement of goods and services. The improved purchasing provisions aim to reduce purchasing transaction costs (time), reduce the down time for plant and equipment and will expedite day to day operations throughout the many functional areas of Council, while achieving best value for money.

**PROCUREMENT & DISPOSAL POLICY & PROCEDURE**

**Recommendation:**

- That the Chief Financial Officer's report be received.
- The Walgett Shire Council Procurement & Disposal Policy and Procedure as presented be adopted.

**Moved:**

**Seconded:**

**Attachments:**

Procurement & Disposal Policy & Procedure

WSC Procedure AFM – Procurement and Disposal

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## Procurement and Disposal Policy and Procedure

Approval Date:

Review Date:

Responsible Officer: Finance Officer - Stores

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### Objective

To ensure the system of tendering and quotations encourages integrity and established standards of equity, transparency and value for money.

### Statutory Requirements

Local Government Act 1993  
Competition Policy Reform (NSW) Act 1995  
Independent Commission Against Corruption Act 1988  
Local Government (General) Regulation 2005

### Application

All Employees

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WSC Procedure AFM – Procurement and Disposal

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## 1. Purpose

The purpose of this Procurement and Disposal Policy is to document Council's principles and set out the standard by which Council will conduct these activities. All activities will be carried out in accordance with the associated legislation, Council Policies, processes and Office of Local Government (OLG) Guidelines and Circulars.

## 2. Scope

This Policy and procedure applies in full to all employees and details procedures to be used in all purchasing by Council employees. It is intended to ensure that competition exists in all purchasing activities and that they are carried out in an open and transparent manner in accordance with this policy and legislative requirements.

The Procurement and Tendering Policy applies to anyone who undertakes or is involved in procurement and tendering activities. This includes Councillors, staff, contractors and delegates.

## 3. Policy Statement

Council procurement practices will comply with the Local Government Act 1993, the Local Government (General) Regulation 2005, Competition Policy Reform (NSW) Act 1995, as well as other acts, regulations, codes, policies, practice notes or other documents published by either State or Federal Government Authorities relating to tenders or quotes (e.g. Competition Policy).

Any conflict of interest and pecuniary interests are to be disclosed immediately. Any person with a conflict of interest will not take part in the processes of tender specification preparation or evaluation.

Tenders and quotes will be prepared in an endeavour to maximise:

- Competition;
- Participation by local and other suppliers
- Value for money, quality goods and services to residents and ratepayers
- Accountability and cost efficiency to Council and respondents.

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## **4. Policy Principles**

### **4.1. General**

All values quoted in this policy are excluding Goods and Services Tax (GST).

The exact procurement method to be used will depend on value of goods and services to be purchased.

Contracts should be affected only with incorporated companies. Tenders or quotes which are to result in a contract must show the companies ABN, ACN and date of incorporation or make a clear statement of intention to incorporate prior to signing a contract. It is preferred that this rule be applied to all procurement. However, purchase orders, but not contracts, may be placed on unincorporated organisations provided:

- The supplier has an ABN, unless extraordinary circumstances prevail (i.e. hobby);
- The supplier is registered for GST, unless extraordinary circumstances prevail (i.e. hobby);
- The total value is less than \$50,000;
- It is a lump sum purchase or project;
- The service to be provided is not primarily labour hire;
- The particular supplier is used intermittently.

An urgent delivery component is included as part of the selection criteria and weighting table which is utilised as a guide in the tender selection process. This component includes distance to suppliers and service providers.

### **4.2. Tenders**

For works with a value exceeding that specified in Section 55 of the Local Government Act (currently \$150,000) an open or selective tendering shall be used in accordance with Local Government (General) Regulation 2005 and including:

- (a) All tenders will be reported to Council for a decision.
- (b) The report to Council will be compiled by the relevant Director utilising the services of an evaluation panel and utilising Table 1 Recommended Selection Criteria and Weighting.
- (c) A financial evaluation report must be obtained from the preferred tender.
- (d) The report to Council will be a confidential item to be considered in closed session.

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#### 4.3. Quotations

For the purpose of effective distribution and maximising opportunity, Council will maintain an up to date register of qualified suppliers/contractors for the respective trades and industry types. Council will advertise yearly to invite registration on the Preferred Supplier/Contractor Register (Pro-forma attached).

- 4.3.1 **For works exceeding \$50,000 in value but less than that specified as a Tender (\$150,000)**, a special quotation process shall be undertaken utilising the procurement and disposal procedure:
- (a) Each quote will be allocated a tender/quote number (RFT/RFQ) by the Information Services Section. The number will be entered into the tender/quote register and is to be quoted on all documentation relating to that quote.
  - (b) A minimum of two quotes shall be obtained unless circumstances do not allow (E.g. only one supplier manufactures the product)
  - (c) The officer initiating the purchase shall prepare a brief specification detailing quantity, quality and timing of the works/services/goods to be supplied, include copies of relevant insurance certificates (i.e. public liability and workers compensation). This document will not be as complex as a tender specification.
  - (d) The specification shall be sent directly to:
    - Any person requesting the information;
    - By email to all relevant Suppliers/Contractors on the Register;
  - (e) A pre special quote meeting may be arranged where the intended works, goods or services are difficult to define or it is determined that specific clarification will support an enhanced outcome;

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(f) Quotes will be received under tender box conditions and suppliers are to be advised of the following relevant procedures;

- A closing date will be specified, normally 21 days but not less than seven days after the supplier would receive the invitation to quote
- Quotes are to be sealed in an envelope marked with the tender/quote number and placed in the tender box or mailed in time to be placed in the tender box prior to the specified date. Quotes may also be received by fax.
- Where an envelope containing a quote which is not marked as required above, and is therefore opened in the normal process of mail handling, the quote and the envelope are to be sealed into another envelope by the person dealing with the mail, properly endorsed with the tender/quote number, marked 'Opened in Error', signed and dated and placed immediately in the tender box.
- In a case where a quote is submitted by fax or email, it is to be sealed in an envelope by the person dealing with the fax or email, endorse with the tender/quote number, marked 'Received by Fax/email' marked with the time and date of receipt, signed and placed in the tender box.
- Any person likely to open mail or attend to the faxes at any time is to be instructed that the contents of any such opened quotes are to remain absolutely confidential and are not to be divulged to any person whatsoever.
- All quotes received by the closing time shall be opened at or after closing time by the Information Services representative and two (2) witnesses and recorded in the tender/quote register.
- Prices will not be publicly disclosed.
- The custody of the register and the keys to the tender box are to be the responsibility of the Coordinator Information Services and the tender box is located in the public foyer for ready access.

(g) Quotes via internet

For the purposes of this procedure it is acceptable to obtain quotes via the internet. This includes using email provided:

- A copy of each quote is retained in Council's records management system
- Each quote contains at least the following information:
  - Name of Supplier
  - Internet address of supplier
  - Specification of equipment to be supplied
  - Make and model of each item of equipment
  - Price

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- (h) A written assessment will be prepared as to which quote is the most advantageous and purchase will be effected by a purchase order. The 'Recommended Selection Guide' and their respective weightings shown below are to be used as a guide.
- (i) All records will be retained and available for scrutiny but will not be available to the public as they will contain confidential information.
- (j) Suppliers shall be required to provide evidence of relevant insurances including a minimum \$20m Public Liability and Workers Compensation/Personal Accident.
- (k) As soon as practicable after selecting a supplier and placing an order the ordering officer shall also advise all unsuccessful quoter's of the decision in writing on Council Letterhead.
- (l) The following information may be disclosed:
  - The successful quoter's name,
  - Description of selected goods if applicable
  - Reasons for selection
- (m) Under no circumstances should any commercial in confidence information be disclosed.

**4.3.2. Where the value of goods is less than \$50,000 but exceeds \$10,000**

- (a) A minimum of two quotes shall be obtained and recorded in Council's Records Management System, unless circumstances do not allow (e.g. only one supplier manufactures the product)
- (b) Where two quotes cannot be obtained, the Department Director shall seek approval of exemption by the General Manager.
- (c) For services provided, quotes shall be obtained firstly from Councils Supplier/Contractor Register
- (d) For goods purchased, Local Government Procurement Schemes shall be utilised where possible.
- (e) The quote deemed to provide best value for money shall be awarded.

**4.3.3. Where the value of goods is less than \$7,500 \$10,000** best judgement shall be used by the purchasing officer to ensure best value for money is achieved. A competitive process is not required, although at least one verbal or written quote is obtained. The use of "Purchase Cards" by authorised Council staff for minor, low risk purchases may be considered within this limit range.

**4.3.4 Petty Cash shall be kept to reimburse incidental purchases up to \$100** and recorded in the petty cash register. All purchases must be provided to the Finance Officer – Accounts Payable with receipts and an attached petty cash form approved

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by a supervisor. Records are to be kept in Council's Records Management System

NOTE: In the interest of maintaining efficiency in the purchasing process there are some instances where the procedures outlined in this policy can be bypassed. Exceptions to the required process include:

- telephone accounts
- electricity accounts
- subscriptions
- credit and fuel card purchases
- monthly rentals
- insurance purchases
- legal costs
- payments to contractors
- donations/contributions
- statutory levies, fees and taxes
- payroll deduction remittances

4.3.5 Variations:

- The General Manager has authority to approve variations to contracts during progress of works in accordance within the delegated authority to the General Manager. Any variation exceeding the delegated limit shall be presented to Council for consideration.
- If a variation is made to the works after the order has been placed, an additional order shall be completed and a record of the reasons kept.

4.3.6. In all cases, goods or services purchased under a procurement scheme approved for Local Government in NSW up to \$150,000 shall be deemed to comply with these requirements (i.e. State Government contracts, Regional Procurement Initiative, OROC).

4.3.7. In no case shall procurement of works/goods/services be artificially split into smaller purchases in order to reduce procedure requirements specified above.

4.3.8. In cases of emergency the General Manager may approve purchases which are not in accordance with the above providing records are written up as soon as practicable explaining the circumstances and the action taken.

4.3.9. The lower limits specified should be considered as guidelines and where appropriate more rigorous standards may be applied. For example, if there is potential benefit in public tendering for works with less than \$150,000 in value, then this

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document does not preclude that action.

4.3.10. Table 2 summarises the protocol to be followed in all purchasing decisions based on the value of the purchase.

4.3.11 All purchases must to be made by completing a Purchase Order. Every order must contain the following information:

- Name and address of supplier
- Description of goods and services
- Costing job number
- Price quotes
- Signed and dated by Authorising Officer

#### 4.4. Workplace Health & Safety

##### **Workplace Practices**

Service providers and their employees must comply with occupational health and safety, workers compensation, compensation insurance, injury management and rehabilitation obligations under legislation, relevant industry codes of practice, safety procedures in applicable industrial awards and approved agreements, and the general law.

##### **Workplace Health & Safety Management and Workplace Injury Management**

Walgett Shire Council attaches a high priority to the continuous improvement of occupational health and safety management and workplace injury management in procurement for all construction and other industry participants.

Service providers shall have a demonstrated commitment to, acceptable performance with, and systematic approach to, occupational health and safety management and workplace injury management.

##### **Workplace Health and Safety Compliance**

Service providers and their employees must comply with their occupational health and safety obligations under the *NSW Workplace Health and Safety Act (2011)*, the *Workplace Injury Management and Workers Compensation Act (NSW)* and Regulations, workers compensation insurance premium requirements, relevant WHS industry codes of practice, and safety and dispute settlement procedures in applicable industrial awards and approved agreements.

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## **5. Accountability, roles and responsibilities**

The General Manager, Directors and Managers are to ensure policy compliance.

### **5.1. Responsible Officer**

- Chief Financial Officer
- Finance Officer Stores

### **5.1. Responsibility**

- All employees

### **5.2. Breaches of this Policy**

- Any occasion where a Council staff member is not complying with this policy, the breach should be immediately reported to the General Manager in writing.
- Where the report relates to the conduct of a Councillor, the General Manager shall immediately report the matter to the Mayor and, if considered necessary, to the next Council meeting.
- Where the report relates to the conduct of Council staff, the General Manager shall deal with the matter according to the terms of employment of the Council staff member and in accordance with the Local Government (State) Award 2014.
- Where a Councillor believes that the General Manager has failed to comply with this policy, the Councillor should immediately report to the Mayor who will then discuss the matter with the General Manager and, if considered necessary, will report the matter to Council.
- Before a report is presented to Council by the General Manager (or the Mayor), the General Manager (or Mayor) should undertake preliminary inquiries to establish the facts. The preliminary investigations may take any form the Mayor or General Manager considers appropriate but must involve discussions with the Council staff member or Councillor involved. Natural justice principles need to be satisfied in dealing with an alleged breach and the evidence must be reviewed objectively.

## **6. Disposals**

### **6.1 Disposals**

- a) All assets, surplus stock and low value scrap to be disposed of by Walgett Shire Council shall be publicly advertised for sale by:
  - A set price
  - Tender
  - Auction
- b) Any disposal of goods with a market value of more than \$150,000 should be made through an agent (e.g. real estate agent) by resolution of Council after inviting tenders, expressions of interest or at public auction.

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- c) Council may decide via resolution or delegation to the General Manager to dispose of assets via donation to community organisations where appropriate.
- d) All offers for the purchase of motor vehicles and motorised plant are to be reported to the Plant Superintendent for recommendation to Council.
- e) Any sale of land must be by way of public auction and follow the legislation in *Local Government Act 1993*, sections 55, 713 and 716.

**6.1. Delegation**

Department Directors shall be responsible for the cost benefit evaluation and disposal of selected items using the following methods:

- Trade-in where supplier offers fair value for item.
- Relocation to another project or job (redistribution of cost required).
- Relocation to another department within the organisation.
- Use as spare parts (where practical).
- Recycling (Commercially or in-house).
- Dumping (where items have no economic value or are environmentally undesirable)
- Invitation of public quotations or public auction (Registering and securing as surplus item)

**6.2. Sale Process**

- To ensure maximum net return of materials the Director will arrange for the valuation of surplus items, by either independent assessment or estimation by experienced persons.
- To ensure probity a third party shall be used to perform auction sales.

**7. Ethical Behaviour and Fair Treatment**

**7.1. Ethical Behaviour and Fair Treatment**

Council officers engaged in procurement and tendering activities will at all times undertake their duties in an ethical and impartial manner.

Council officers must ensure that policy principles are reflected throughout the procurement and tendering process including activities such as buying without prejudice, effective communication and provision of information to all suppliers, declaring any conflicts of interest and adhering to the Code of Conduct.

Canvassing of Councillors and staff during a formal tendering quotation process will automatically disqualify that supplier.

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**Table 1 – Recommended Selection Criteria and Weighting**

| CRITERIA                                             | PLANT EQUIPMENT VEHICLES | SUPPLY OF OTHER-MATERIALS CONSUMABLES | PLANT EQUIPMENT HIRE AND OTHER SERVICES | CONSULTANCIES | INFRASTRUCTURE CONSTRUCTION | SALE OF SURPLUS MATERIAL ETC |
|------------------------------------------------------|--------------------------|---------------------------------------|-----------------------------------------|---------------|-----------------------------|------------------------------|
| Capability (technical and financial)                 | 15                       | 20                                    | 15                                      | 15            | 15                          | 0                            |
| Relevant experience                                  | 10                       | 5                                     | 10                                      | 10            | 10                          | 0                            |
| Quality, safety and environmental management systems | 10                       | 5                                     | 10                                      | 10            | 10                          | 0                            |
| Urgent service delivery                              | 5                        | 10                                    | 5                                       | 5             | 5                           | 0                            |
| Price                                                | 60                       | 60                                    | 60                                      | 60            | 60                          | 0                            |
| Total                                                | 100                      | 100                                   | 100                                     | 100           | 100                         | 0                            |

Note: Scores for Price shall be calculated as (Lowest Price/Quoted Price x 60)

WSC Procedure AFM – Procurement and Disposal

**Table 2 – Summary of Purchasing Protocol**

| ESTIMATED COST OF ITEM/PROJECT | MINIMUM PROCESS                                                                                                                                                                                                                                     | AUTHORITY                                                                | COMMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Over \$150,000                 | Tender                                                                                                                                                                                                                                              | Decision by Council                                                      | Public advertising for quotations is essential. The relevant Director is responsible for the following; <u>Advertising</u> : Tenders must be advertised through TENDERLINK, Tuesdays Sydney Morning Herald, Walgett Spectator, Daily Liberal, Council's Webpage, Council's Facebook page with links to Facebook pages in Lightning Ridge, Carinda, Collarenebri and Grawin, and radio station 2WEB See Information Services for Tender Registration Number |
| \$50,000- \$150,000            | Two Quotes                                                                                                                                                                                                                                          | Decision by Director/ if within budget                                   | Public advertising for quotations is essential. The relevant Director is responsible for the following advertising: Walgett Spectator Council's Webpage, Council's Facebook page with links to Facebook pages in Lightning Ridge, Carinda Collarenebri and Grawin, and Emailed to all relevant Suppliers/Contractors on Council's register See Information Services for Registration Number                                                                |
| \$10,000 - \$50,000            | Two Quotes                                                                                                                                                                                                                                          | Decision by Purchasing Officer with delegated authority if within budget | Quotes sought from Supplier/Contractor Register                                                                                                                                                                                                                                                                                                                                                                                                            |
| Under \$10,000                 | Value for money. A competitive process is not required, although at least one verbal or written quote is obtained. The use of "Purchase Cards" by authorised Council staff for minor, low risk purchases may be considered within this limit range. |                                                                          | Ensure value for money                                                                                                                                                                                                                                                                                                                                                                                                                                     |

WSC Procedure AFM – Procurement and Disposal

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**Table 3 Summary of Disposal Protocol**

*After the above procedures in section 6 for disposal of items have been used, please follow the minimum guideline set out in the following table.*

| ESTIMATED COST OF ITEM | <u>MINIMUM</u> PROCESS | AUTHORITY                                        |
|------------------------|------------------------|--------------------------------------------------|
| Over \$150,000         | Tender/Auction         | Decision by Council or delegated authority to GM |
| \$50,000-\$150,000     | One Offer              | Decision by GM                                   |
| Up to \$50,000         | One Offer              | Decision GM or Director                          |

NOTE: Public advertising for quotations is essential. The responsible Director will assess the coverage of such public advertising.

WSC Procedure AFM – Procurement and Disposal

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## 8. Definitions

**Tenders** – works exceeding the specified amount in Section 55 of the Local Government Act (currently \$150,000).

**Quotations** – work exceeding \$10,000 in value but less than that specified as a tender

**Request for Quote Documents** – invitation to tender and guidelines, specification, recommendation selection criteria, any other relevant information.

**GST** – Goods and Services Tax.

**Council** – Walgett Shire Council.

**RFT** – Request for Quote.

**RFQ** – Request for Tender.

## 9. Acknowledgements

The following acknowledgements are made recognising organisations or documents that have provided a basis, instructive comment or templates that have been used to develop Council's Policy:

- (a) Procurement and Tendering Policy – Gunnedah Shire Council
- (b) Procurement of Goods and Services Policy – Liverpool Plains Shire Council
- (c) Procurement and Disposal Policy – Lachlan Shire Council
- (d) Tendering Guidelines for NSW Local Government, NSW Department of Premier and Cabinet Division of Local Government, October 2009

WSC Procedure AFM – Procurement and Disposal

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**10. Version control and change history**

| <b>Date</b> | <b>Version</b> | <b>Approved by &amp; resolution No</b> | <b>Amendment</b>                                        |
|-------------|----------------|----------------------------------------|---------------------------------------------------------|
| 2017        | 1              | Council meeting<br>Minutes No.         | Council meeting<br>for<br>consideration<br>and adoption |
| 2017        | 2              | Council meeting<br>Minute No.          | Council meeting<br>for review and<br>adoption           |

## 11.2.9 QUARTERLY BUDGET REVIEW STATEMENT – DECEMBER 2018

**REPORTING SECTION:** Corporate Services  
**AUTHOR:** Michael Urquhart – Chief Financial Officer  
**FILE NUMBER:**

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### Summary:

The Chief Financial Officer (CFO) reports to Council on the status of the December 2018 Quarterly Budget Review (QBR) Statement. The report outlines the second quarter operations against the adopted 2018/19 budget estimates, with income and expenditure variations made because of actual differences or known trends.

### Background:

The Quarterly Budget Review document is a statutory requirement under the Local Government (General) Regulations 2005, Part 9, Division 3, Section 203 and is an essential aspect of Council's financial management. A budget review is to be prepared and submitted to Council not later than two months after the end of each quarter.

### Current Position:

The current position is detailed in the attached Quarter 2 (period ending 31<sup>st</sup> December 2018) Quarterly Budget Review Statement report.

Generally the majority of income and expenditure estimates for 2018/19 are on track, however there is a number of major variations brought to account in the attached report because of current expenditure trends, new grant projects, rollover projects from 2017/18 or the availability of known actual figures.

Council's General Fund operations after capital expenditure has recorded a quarterly cash deficit result of \$2,973.00 which decreases the forecast end of year result to a cash surplus of \$214,329. The major variations for the December 2018 quarter are attached along with the budget review.

**Waste Services** has recorded a number of small variations adjusting the budgeted rating income accounts. The asset management plan strategy which was a roll-over project from 17/18 recognises a request for an additional \$40,000, and a variation of \$20,000 for implementation of the Domestic Waste Management Strategy.

### Water fund adjustments include:

- Walgett Water Supply Service
  - Bring to account partial grant for the Walgett weir with expenditure offset.
  - Reduction in income from water sales \$50,000.
  - Contra adjustment of \$20,000 between Filtration plant expenses and mains operation.
  - Contra adjustment of \$45,000 for expenses associated with the aboriginal communities system maintenance.
  - A contra adjustment is sought for funding of the emergency bore pump and this is transferred from Telemetry.
- Lightning Ridge Water Supply Service
  - Recommended adjustment of \$20,000 for interest on investments income.
- Collarenebri Water Supply Service

- A contra expenditure adjustment between pumping station operations of (\$30,000) and filtration operations \$25,000 and repairs \$5,000.

The consolidated water fund operations quarterly result of \$938,249 is accordingly transferred to reserve with the revised year-end deficit of \$547,646 unchanged.

### **Sewer Services**

The combined Sewer Services Fund variations for the second quarter is a net surplus of \$30,322 and this increased expenditure relates to a variation of \$30,000 for the Collarenebri treatment works.

### **Relevant Reference Documents/Policies:**

Local Government Act 1993  
Local Government (General) Regulation 2005  
Integrated Planning and Reporting Framework

### **Governance issues:**

The Quarterly Budget Review Statement is a key document for Council in monitoring the progress of the Annual Budget and more broadly its achievement of the objectives within the Community Strategic Plan.

### **Financial Implications:**

The Quarterly Budget Review details Councils current financial projections for the 2018/2019 fiscal year as at the quarter ending 31<sup>st</sup> December 2018.

### **Alternative Solutions/Options:**

Not Applicable

### **Conclusion:**

The QBRS as at 31<sup>st</sup> December 2018 provides council with information relating to the status of the budget after six (6) months of operation. The movement of rollover grants and their related expenditure and the requests for revotes of 2017/2018 budgeted capital works this financial year has impacted upon the year end result, with a revised general fund cash surplus of \$214,329.

## **QUARTERLY BUDGET REVIEW STATEMENT 2018/2019**

### **Recommendation:**

1. That Council adopt the attached Quarterly Budget Review Statement for 31<sup>st</sup> December 2018 as tabled.

### **Moved:**

### **Seconded:**

### **Attachments:**

December 2018. Quarterly Budget Review Statement

**\*Refer to Ordinary Attachment Document\***

## 11.2.9 COMMUNITY DEVELOPMENT & CAPACITY BUILDING OCTOBER 2018 – JANUARY 2019

**REPORTING SECTION:** Corporate Services  
**AUTHOR:** George McCormick – Manager Community Development  
**FILE NUMBER:** 09/1763

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### **Summary:**

During this reporting period community services and development managed projects related and targeted community engagement, cultural development and recognition, group capacity building, Aboriginal and Multicultural Affairs, Senior's events, facilitating and supporting collaborative events targeting youth & early childhood initiatives.

### **Background:**

This report summarises project progress and outcomes of our community and youth development teams, libraries and associated services, Aboriginal and Multicultural Affairs and delivery to communities across the Shire during the reporting period October – January 2018

### **Current Position:**

During the reporting period Councils community development team incorporating, Youth Services, Libraries services, Aboriginal affairs, Seniors, multi-cultural affairs, disabilities and capacity building of all residents has aligned programs, initiatives and opportunities with *Council's Community Strategic Plan 2017-2027*.

### **Community capacity building:**

Council continues to support, encourage and lobby for community groups within the Walgett Shire. During the reporting period several new initiatives and capacity building programs have begun. Council has kick started the forming of a Collarenebri Interagency Group. The inaugural meeting will take place in mid-February.

This will offer the community of Collarenebri a platform to work in a more collaborative model with services supporting each other and eliminating duplication of service delivery with the community.

Service providers have supported numerous initiatives and programs across the Shire over this reporting period and with the continued "*community working groups*" across the three larger communities of Walgett, Lightning Ridge and Collarenebri in allowing collaboration and partnerships in delivery to community continues to prove successful, impacting in positive ways.

The concept has proved invaluable and sustainable as evidenced by the outstanding participation numbers at the recent series of events delivered across the larger communities within the Walgett Shire. Partnerships with services on all levels continue to strengthen as does the quality of programs to community.

The Community Development Team has been enthused by the number of community members attending consultations and events during the last few months. Planning for the formidable series of events coming up are underway in all communities with community working groups forming to deliver programs to community.

During this reporting period our department has delivered, facilitated and supported the following:

- Community consultation, meetings and planning sessions regarding programing and event management and delivery
- Walgett Interagency/ Lightning Ridge Interagency – support of community function/ needs and program implementation
- Increased partnerships in youth affairs with Brewarrina Shire, strengthening regions capacity to deliver
- Delivered October school holiday programs : four communities
- Support and partnership with Walgett Suicide Prevention Group
- Lightning Ridge Community Drug Action Team and Walgett Drug Action Team with key roles in committee and auspice body.
- Facilitated community / service provider meetings throughout the Shire targeting events
- Delivered transport options to young people in communities to access pools for special events
- Delivered National Children’s Week Programs in three larger communities
- Implemented series of Dance Parties , Movie Events, community Christmas parties across the Shire
- Planning: Walgett specific : Walgett Youth Engagement Program- Beat the Heat
- 

**Sister City: Walgett Shire Council & Central Coast Council (formerly Gosford City Council):**  
*The Declaration of the Sister City Agreement* signed in August 2007 has demised somewhat over the last twelve years for a multitude of reasons.

Recent correspondence with management at Central Coast Council and management here at Walgett Shire indicates a desire to reignite this partnership and work with each other in a bid to enhance friendships, promote the Shire and the City, create understanding of business, culture, education, industry, sports, tourism and the many other opportunities Sister City relationships may offer.

Representatives of Central Coast Council will visit Walgett in February to meet with Council and discuss the way forward with this excellent opportunity for both organizations.  
*(Agreement attached)*

**Love where we live: Anti- Graffiti Day 2018:**

Council were again successful with a grant submission to the coordinators of the NSW **Graffiti Removal Day. The grant supplied** cleaning products, paint, personal protective equipment and other resources.

Three areas were targeted by the teams in Walgett, Lightning Ridge and Collarenebri which displayed a high level of graffiti.

The youth teams along with a total of 28 youth and young people worked with our local PCYC in Walgett and our youth development teams in Collarenebri and Lightning Ridge in eradicating the spaces of graffiti. The project was acquitted with feedback received from funders, commenting that our initiative was one of the best in NSW.

**White Ribbon Day 2018:**

Council played a key role in the successful implementation of numerous initiatives focusing on Domestic Violence, and other social issues. White Ribbon Australia is a part of a global movement focusing particularly on men and boys working to end men’s violence against

women aiming to create an Australian society where all women can live in safety, free from violence and abuse. Council staff supported events in all communities.

**Memory Van Initiative:**

During the reporting period Council partnered with **Dementia Australia** in promoting awareness around dementia Information for careers, dementia risk reduction and brain related sickness.

**The fully equipped Memory Van was positioned in accessible areas in community. These events were supported by Walgett Aboriginal; Medical Service and Council and offered BBQ's at venues in Collarenebri, Walgett and Lightning Ridge for community members who utilized the service. This initiative has become regular partnership with Dementias Australia, Council and local service and will continue over the years to come.**

**Aboriginal and Multi-Cultural Affairs:**

The Aboriginal Liaison & Community Development Officer (ACDLO) continues to play a key role within Council aiding in building and supporting relationships across community. The position sustains the support of our staff at Council as a reference point and the broader communities within the Walgett Shire.

The ACDLO regularly partners with local CDAT'S, DV Committee, Inter Agency Meetings and working groups and service providers addressing a range of needs of our residents.

Our NAIDOC celebrations this year will take place between the 7<sup>th</sup>- 14<sup>th</sup> July with this year's theme "*Voice, Treaty, and Truth*": *Let's work together for a shared future.*

**Youth Affairs**

**Walgett Shire - School 2 Work Program:**

Council's School 2 Work Initiative continues to gain interest from our Shires young people. Councils Youth Development Officer and Aboriginal Liaison Officer promote and engage young people attending school with options in relation to the School 2 Work Program.

The Ranger has expressed interest in supporting a student in 2019 which will increase our areas of work in which youth are engaged and support other areas including libraries, youth centers, finance, outdoor staff visitor information centers and community development.

Currently there are (4) four students engaged in the program in Walgett and (2) two in Collarenebri and another two students to start in 2019. Interviews of potential candidates in Lightning Ridge will be undertaken when school resumes following the holiday break

**National Quality Framework (NQF) Standards:**

A recent visit to our services by Mr. Scott Watson, Senior Investigator – Compliance and Investigations, Early Childhood Education and Care, NSW has resulted in the *NQF standards and procedure legislation* withdrawn from Councils services in Lightning Ridge, Collarenebri, Walgett and Grawin, due to no existing service catering specifically for children under the age of 5 years. Council services to youth and young people including engagement, development, diversion and leadership target school children above 5 years of age.

We have been formally advised we are not required to implement and enforce the NQF guidelines.

However Council will continue to operate under its own policies and procedures and reference the guidelines of the NQF as a best practice standard of service and delivery to young people. The changes have not affected any funding arrangements or support systems.

**Children’s Week 2018:**

The youth development team facilitated several events during a week long program seeking to acknowledge and recognise our Shires children and promote the need to connect, role model and care for them. Events staged included; Movie Nights, Dance Parties, Health and Well Being Sessions. The support from services for these events was welcomed and Council looks forward to continue to strengthen this relationship.

**After School Activities/ Youth Centre’s:**

Youth Centre participation numbers at youth centres during this period have dropped slightly due to heat factors. Programs for youth centres now including (2) two days of pool programs. Many new programs have been implemented with the new Youth Development Officer on board. Council continues to seek input into programs from the youth and young people this service is catering for, aiding in attendance and participation. Programming is a regular agenda item of youth council meetings with Council seeking input from young people in regards to opportunities and programs delivered.

**Walgett Shire Holiday Programs: October 2018**

Programs for October School Holiday period were very well attended with an average of 35 young people per day at the Walgett centre.

Lightning Ridge also recorded numbers of an average of 28 young people per day utilizing the services and engaging in programs and initiatives offered by staff. Collarenebri recorded an average of 24 young people per day for the 2 week period. All programs included excursions and initiatives planned and developed by our Youth Council.

**Youth Week 2019:**

Youth Week 2019 is gearing up to be bigger and better with several regional services expressing interest to be a part of the massive two week celebration of our youth and young people out here in our Shire. Brewarrina and Bourke Shire have expressed interest in again partnering with our youth teams to deliver a collaborative event. We also have confirmation that the Immanuel group (Koreans) will again be visiting the communities within our Shire for the 12<sup>th</sup> consecutive year. Youth Week will be staged from the 10<sup>th</sup>-18<sup>th</sup> April 2019.

**Beat the Heat 2019:**

Services from the Walgett community came together to meet and plan another series of events during the summer months in Walgett. The “*Beat the Heat Initiative*” was planned again following the resounding success of the pilot program last Christmas holiday period in Walgett aligning with youth diversionary activities and strategy and the general wellbeing of community. A series of 9 events will be offered to the community during the December 18-January 19 period.

**Walgett Shire 2018 Youth Council:**

The Walgett Shire Youth Council conducted their final Meeting in Lightning Ridge at the John Murray meeting room Bowling Club on Friday 14<sup>th</sup> December 2018 .A total of (18) eighteen young people attended with a few new faces and a few longer term youth delegates

transported to Lightning Ridge from Walgett and Collarenebri for the meeting. The Youth Council will stage their AGM early in 2019 with new executive positions called for in preparation for a big year ahead in relation to Youth Affairs.

**Grant submissions lodged:**

Council's community development team has submitted the following funding applications:

**Transport for NSW:**

- *Driving the Walgett Shire* : Developed to increase the number of LR (Light Rigid) licensed residents in the Shire to support community / increase employment prospects.: ( two year program )

**Primary Health Network:**

- Drought assistance funding: ***Bustin the Dust Initiatives 2019***

**Department Family and Community Services**

- Vacation Care/ Holiday Programs : 2019 / 2020

**Partnerships and collaboration:**

Council continues to support and build capacity through organisations and individuals across the shire and support areas of need through partnerships and delivery support. Council works with a multitude of services across the Shire too numerous to mention

**Libraries and services:**

**Walgett**

**Patrons and usage:**

Public libraries are an important entity in local communities, particularly in rural and disadvantaged communities. They are more than shelves of books. Libraries offer an ever changing range of cultural resources for the community and they have become a type of social and cultural institution.

Our shire libraries offer a range of materials that you can access free of charge including books, newspapers and magazines, DVD's and audio books as well as ebooks. Also available are free programs and resources ranging from early childhood, community interest, education, literacy, and recreational programs that cover a multitude of interests and topics suitable for everyone.

You can use our computers to access the internet and Microsoft Office, plus printing and scanning facilities. Free wifi is available at both of our branches. We provide free 24/7 access to our eResources including eBooks, eMagazines via an internet connection.

New members for the reporting period totalled (38) boosted by (21) members re-registering giving a total of 757 current members. During this reporting period 1136 items were borrowed from the Library and 255 computer bookings were placed.

*Preschool literacy:*

Goonimoo Mobile Children's Service remains a key program of engagement with our younger generation every Monday morning recording approximately 20 infants and their carer's enjoying educational toys, story and rhyme time and craft activities.

Bulk borrowing to all preschools takes place each term as this helps to encourage children's early literacy skills that help them to continue to develop listening and speaking skills.

Every term picture books are delivered to the three preschools in Walgett that are relevant to their current learning topics.

*Library programs:*

Tuesday mornings Council host the knitting/coffee club, with 10 members engaged in the program. Currently the group are busy hand knitting teddy bears for the local hospital to give to sick children when admitted into hospital.

The local painting group use the Library on Thursdays with painting and art activities. They are currently learning to paint with acrylic paints and have published a 2019 calendar of their art works to raise money for our local CWA medical scholarships.

We have also been hosting a pottery group involving adults and children in the school holidays which has been very popular involving 25 people. Next holidays we have more talented local people involved to teach cake decorating and writing techniques.

Technology awareness continues being promoted through Borrow Box to Library members helping them download eBooks, eMagazines and eAudio on their own devices.

*Outreach programs:*

Goonimoo Mobile Children's Service remains a key program of engagement with our younger generation every Monday morning recording approximately 20 infants and their carer's enjoying educational toys, story and rhyme time and craft activities.

*Afterschool and holiday groups:*

Holiday group activities are programmed for visits from youth and young adults spending their afternoons in the library. Pottery workshops have been very popular with the children during the holidays. Next holidays we are going to hold a creative writing and cake decorating workshops. The library is very popular with the teenage children after school using our collections, computers, games, art equipment and Wi-Fi. These young patrons have displayed a respect for the library and continue to appreciate alternate means of engagement and literacy support.

*Deposit stations:*

Both deposit stations at Collarenebri and Burren Junction continue to thrive and locals appreciate their collections of books, audio books and DVD's that are renewed every eight weeks. We have continued weeding books from the library and delivering them to Burren Junction Bore Baths and our libraries as free books and swapping stations for locals and visiting tourists.

*Book Club:*

Book club members continue to grow with 16 members that meet once a month to discuss the book of the month and enjoy morning tea. Which gives our members the opportunity to gain new friends and get involved with the community.

*Homebound:*

This year homebound was launched within the Walgett community. It has been tailored to individual needs for customers unable to access the library in person. To date we have 12 members in this program at Kookaburra Court and the Peg Cross ward at the Walgett Hospital.

**Lighting Ridge:**

Patrons and usage

Lightning Ridge offers a range of materials that you can access free of charge including books, newspapers and magazines, DVD's and audio books as well as ebooks. Also available are free programs and resources ranging from early childhood, community interest, education, literacy, and recreational programs that cover a multitude of interests and topics suitable for everyone within our local community.

New members for the reporting period totalled (24) plus (29) members re-registering giving a total of 800 members. During this reporting period 1135 items were borrowed from the Library and 264 computer bookings were placed.

Continuous liaison with the NSW State Library with (ILL) Inter Library Loans allows us to source a large range of Multicultural and HSC literature which is available for our members to loan.

*Preschool literacy:*

Books and Babies is an ongoing program targeting ages 0 – 5 years, held Tuesday mornings from 10am – 11am. Using stories, songs, rhymes, dancing and music which will provide you with the tools and resources to nurture your child's love of reading.

*School Holiday & After School Programs:*

Youth 10 years and over are encouraged to participate in afternoon programs in the Library to enhance their literacy skills and awareness of facilities offered at the library including board games, craft activities and computer workshops. This program is offered Wednesday and Thursday afternoons and continues to be popular during this quarter we have had over 150 youth and young people attending this program.

*Book Club:*

Book Club is still very popular with the community. Book clubs are great social forums and provide many opportunities to meet new people as well as providing an enjoyable and meaningful addition to your social calendar. We currently have 12 members involved in the Book club who meet every Friday from 10am – 12pm discussing various books and subjects and enjoying morning tea together

**Upcoming events and Programs:**

Seniors Week 2019: 15<sup>th</sup>- 23<sup>rd</sup> February  
International Women's Day 2019: 8<sup>th</sup> March  
International Harmony Day 2019: 21<sup>st</sup> March  
National Youth Week: 10<sup>th</sup> – 26<sup>th</sup> April  
Holiday Programs: 15<sup>th</sup> – 26<sup>th</sup> April.

**Relevant Reference Documents/Policies:**

Walgett Shire Council Community Strategic Plan 2017 – 2027, Walgett Shire Council Aboriginal Community Development and Reconciliation Plan 2007–2010, Walgett Shire Disability and Inclusion Plan 2017-2021 , Walgett Shire Youth Development Youth Strategy 2009 – 2014, Walgett Shire Community Safety and Crime Prevention Plan 2016-2020

**Governance issues:**

The development of programs and activities are conducted with a whole of Shire focus to enhance access and equity for Shire residents.

**Environmental issues:**

There are no identified environmental issues in relation to this report.

**Stakeholders:**

Walgett Shire community members, organisations and agencies with an interest in the social outcomes of people residing, working in, and visiting, the Walgett Shire.

**Financial Implications:**

Activities and programs conducted within applicable budgets.

**Alternative Solutions/Options:**

Not applicable

**Conclusion:**

The Community Development team have progressed projects and programs this quarter in accordance with the Walgett Shire Council Community Strategic Plan 2017 – 2027 , Walgett Shire Council Aboriginal Community Development and Reconciliation Plan 2007 – 2010, Walgett Shire Council Disability and Inclusion Plan 2017-2021, Walgett Shire Community Safety & Crime Prevention Plan 2016-2020, Youth Development Youth Strategy 2009 – 2014.

**COMMUNITY DEVELOPMENT REPORT OCTOBER 2018- JANUARY 2019**

**Recommendation:**

That the report for Community Development & Capacity Building: October 2018 - January 2019 be received.

**Moved:**

**Seconded:**

**Attachments:**

Affirmation of Declaration



Affirmation of Declaration  
Rural / Metropolitan Sister City Agreement  
Between

Walgett Shire Council

and

Gosford City Council

Walgett Shire Council and Gosford City Council declare their  
commitment to the establishment of a Rural / Metropolitan  
Sister City Agreement.

Walgett Shire Council and Gosford City Council aspire to foster  
relationships between the citizens of their shire and city to promote  
awareness and understanding of: business, culture, economic,  
education, industry, sports and tourism opportunities, as well as  
promoting excellence in local government, business and other  
fields through exchange and communication.

This relationship will enhance friendships previously established  
between Walgett and Gosford and emphasise our commitment to  
the success and growth of this relationship between  
Walgett Shire Council, Gosford City Council and their citizens.

Handwritten signature of Mr Vic Smith.

Mr Vic Smith  
Administrator of  
Walgett Shire Council

Handwritten signature of Councillor Laurie Maher.

Councillor Laurie Maher  
Mayor of Gosford City

Dated this Eighth Day of August Two Thousand and Seven

## 11.2.10 MATTERS GENERALLY FOR BRIEF MENTION OR INFORMATION FROM CHIEF FINANCIAL OFFICER

**REPORTING SECTION:** Corporate  
**AUTHOR:** Michael Urquhart – Chief Financial Officer  
**FILE NUMBER:** 17/18

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### **1. Property Matters**

- The CFO has already updated Councillors, Senior Management and the Jockey Club President on the closure of the **Collarenebri Showground grandstand**. A further report shall be tabled when more information is to hand. Funds for the replacement is sought from the Drought Communities Fund.
- **Colless grandstand**. Following on from the CFO's December report, a "request for Tender" is being developed and will be issued shortly. The proposed grant funds have been reallocated to the Walgett Showground amenities project.
- Lightning Ridge Multi-purpose Centre, discussions held with engineers regarding plans and staff from the Premier & Cabinet.
- **Walgett PCYC** The transfer of land process is progressing with discussions between Crown Lands and the PCYC.
- The consultant has provided Council with a report on the condition of the **Lightning Ridge bore bath** and the amenities building which has been reported to Council. A survey is now complete, waiting on the revised plans and costing.
- Refurbishment of the bathroom facilities at the **Administration Centre** was originally put on hold. A Request for Quotation was issued early December 18 for the works with no contractors attending the inspection day, and no quotations received. The RFQ is to be reissued with a copy posted on Tenderlink.
- Work has commenced on the painting of the **Walgett Swimming Pool** amenities. Painting of the kiosk/entry will commence after the 18/19 season.
- Painting of the **Walgett big pool**. The contractor shall return at the end of the 18/19 season to paint the big pool, repair leaks in the expansion joints and replace tiles around the gutters.
- **Burren Junction Hall** grant application approved. Work commenced on the 16<sup>th</sup> November 18.
- **Burren Junction Bore Bath** camping charges. Signs for the bore bath are underway and the EFTPOS machine has been received. All will be in readiness for the 19/20 winter season. The 355 Committee has continued to collect donations from the honesty box for the 2018 season. Pool is now closed.
- A new **Burren Junction Bore Bath toilet facility** is being investigated with drawings underway and discussions regarding the best treatment system continue.

- Painting/refurbishment and air conditioning of the **Collarenebri Town Hall**. It is recommended this project be also funded from the “Drought Communities program”. A scope of works is also under development. Completion date depends on approval of grant application. ***Project withdrawn due to changes in priority of possible program projects.***
- **Len Cram Park** disabled toilet. Complete. Landscaping of park with path and gardens to commence shortly.
- Grant application submitted for two (2) sheds for the **Collarenebri Showground**. Grant approved. Council received seven (7) quotations. Purchase order issued to successful builder. Project to commence week commencing 4<sup>th</sup> February 2019.
- The **Lightning Ridge depot** has a number of Workplace Health and Safety issues and the amenity improvements are underway.
- The **Collarenebri Golf Club** replacement is an insurance matter, a Request for Quotation to be issued February 19.

## **2. Finance & Administration**

- Water standpipe testing continuing with Info Services Co-ordinator to prepare for training of staff and issue of information brochure. Underway.
- FBT Policy to be developed. Underway.
- Email sent to OLG regarding special rates for water access by ratepayers outside reticulation system. Information received and a separate report to be tabled to Council.
- Development of WH & S Strategy.
- Council to look at Statewide Airport management system.
- CFO presentation to community forums to include Council initiative for placing defibrillators in shire villages and towns.
- School to work program underway and in place.
- Preliminary works commenced on the 19/20 budget reports.

### **Matters Generally for Brief Mention or Information Only – From Chief Financial Officer**

#### **Recommendation:**

That the Matters Generally for Brief Mention or Information Only from the Chief Financial Officer in the following areas; Property Matters, Finance & Administration and Community Services be received and noted.

**Moved:**

**Seconded:**

## 11.3 ENGINEERING / TECHNICAL SERVICES

### 11.3.1 WALGETT WATER SUPPLY INCIDENT JANUARY 2019

**REPORTING SECTION:** Engineering Services  
**AUTHOR:** Acting Director Engineering/Technical Services – Ray Graham  
**FILE NUMBER:** 14/168

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#### **Summary:**

This report is to update Council on the Walgett water supply incident on 2 January, 2019

#### **The Incident:**

On Wednesday night, 2 January 2019 at approximately 9:00pm a storm event occurred in Walgett which caused a failure of the electrical grid power supply in Walgett. This failure set off several electrical faults at the Water Treatment plant in Walgett including the circuit boards which cut out the communications from the plant. This shut the plant down so that it could not make water.

Due to the failure in the communications circuits, no alarms were sent and staff were not aware of the issues until the morning of 3 January 2019 at which stage the Filtered water supply in the Reservoir had dropped below 30%.

#### **Background:**

At the time of the incident the Namoi River at Walgett was essentially dry, with the town drinking water supply being sourced from the alternate supply being the Filtration Plant bore, being one of the two artesian bores that are connected to the plant. Noting that Council also has a part share in a third artesian bore that is not connected to the system.

Because of the extreme drought and the failure of the Namoi river supply, Council has made a connection between the treated and raw water systems so that the excess from the bores can be used to provide a partial raw water supply, to maintain emergency supply for firefighting purposes while allowing the potable supply to be maintained.

Because of the inability of the bores to meet both the drinking and raw water supplies (something that they were never intended for), the raw water system has been switched off between 9:00am and 5:00 pm each day since 20th December 2018.

To provide an

At the time of the incident the town was on Level 5 water restrictions for the Raw water system only and has been since the 14th September 2018.

#### **Response to the Incident:**

When the failure was noticed at the WTP on Thursday morning Council staff made contact with a local electrician LRE (Lightning Ridge Electrical) who attended the Walgett WTP on Thursday morning, 3rd January 2019. In conjunction with Council staff the plant was switched over to manual mode, to get the plant operational.

Without being able to produce water, the reservoirs got to very low levels. The minimum level reached was below 30% in the potable water reservoirs as these reservoirs at Walgett provide the water pressure within the system there was very little water pressure at these levels.

At no point during the incident was the treated water supply was turned off, however the town did sustain very low pressure and as such reduced flows in the system.

The raw water supply was switched off entirely on Thursday 3rd January.  
This was to allow all the treated water to go to the drinking water supply.

As the crews worked on the Thursday the potable water reservoir slowly refilled with the levels raising to 70% by Friday 4 January. With the Raw water system being switched back into operation on Monday 7 January as the filtered reservoir having filled sufficiently and secured.

Since the incident, Council staff have been working with our electrical contractor to review the system and secure the system to minimise the impacts of similar events in the future.

| <b>Walgett Water Supply Incident</b>                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------|
| <b>Recommendation:</b><br><br>1. That Council receive and note this information<br><br><b>Moved:</b><br><b>Seconded:</b> |

### 11.3.2 LIGHTNING RIDGE ROAD FEASIBILITY STUDY

**REPORTING SECTION:** Engineering Services  
**AUTHOR:** Acting Director Engineering/Technical Services – Ray Graham  
**FILE NUMBER:** 18/365

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**Summary:**

This report is to present to Council the feasibility study for the sealing of the back road between Lightning Ridge and Collarenebri.

**Background:**

The back road between Collarenebri and Lightning Ridge has been identified by Council as a constraint for access for the transport of agricultural products and services between the two communities within the Shire. The current link is an unsealed road that becomes impassable in wet weather. PEECE Pty Ltd were requested to undertake a feasibility assessment on upgrading and sealing the road. Peece have undertaken the assessment and have developed two (2) reports, being :

- Sealing the Back Road between Lightning Ridge and Collarenebri – Feasibility Study
- Business Case for Sealing the Back Road Between Lightning Ridge and Collarenebri

These documents are attached to this report

**Current Position:**

The current access arrangements to Lightning Ridge via Collarenebri is via the Gwydir and Castlereagh Highways, although this route is sealed it is 41km longer than using the local route being Ridge Road (RR426), Angledool Road, SR 102 and Burransbaa Rd (SR 55). This local route is generally unsealed which becomes impassable after rain, with road closure durations being unpredictable due to many factors. Other factors affecting this route include roughness of the unsealed surface and dust discourage use of this route.

PEECE conducted a community survey of both Lightning Ridge and Collarenebri communities to gauge support for the sealing of the route which is summarised in the feasibility study. The outcomes of this survey indicate support for the upgraded route.

In the report two (2) route options were assessed in detail with two (2) other options being discarded. The discarded options being:

- Upgrading of the existing Ridge Rd as the alignment is unsuitable for a sealed road.
- The extension of Shermans Way to connect with Angledool Rd to South of Tipperary and Rngwood Rd was also discarded as it would not attract sufficient traffic from the Northern properties and would pose a significant risk to Council in constructing a new crossing of the Big Warrambool

The two (2) options assessed are:

- Option 1: Extend Shermans Way with a new link to Angledool Road. Follow Angledool Rd (SR 102) to the Crossroads and then Ridge Road (RR 426) to Collarenebri.
- Option 2: Follow the existing Burransbaa Rd (SR 55) from Shermans Way to Angledool Rd. Follow Angledool Rd (SR 102) the Ridge Rd (RR 426) to Collarenebri.



This project will need to be considered in conjunction with a whole of shire asset management focus ie looking after the existing asset base and ensuring that adequate funding and physical resourcing is committed to these existing assets. Further expansion of the asset network will need to be considered along with the ability of this council to maintain into the future.

**Relevant Reference Documents/Policies:**

Sealing the Back Road between Lightning Ridge and Collarenebri – Feasibility Study  
Business Case for Sealing the Back Road between Lightning Ridge and Collarenebri.

**Stakeholders:**

Walgett Shire Council  
Collarenebri Community  
Lightning Ridge Community

| <b>LIGHTNING RIDGE ROAD FEASIBILITY STUDY</b>                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b><br/>That Council receive and not the Lightning Ridge Road Feasibility Study.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p> |

**Attachments:**

- A) Draft Business Case Ridge Road Walgett Revision 1
- B) Draft final Feasibility Study Report for Ridge Road Walgett Revision 1

### 11.3.3 MATTERS GENERALLY FOR BRIEF MENTION OR INFORMATION FROM DIRECTOR ENGINEERING TECHNICAL SERVICES – FEBRUARY 2019

**REPORTING SECTION:** Engineering/Technical Services  
**AUTHOR:** Ray Graham – Acting Director Engineering Technical Services  
**FILE NUMBER:** 18/358

| Project                           | Description | Update                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------------|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Walgett<br>Saleyards<br>Truckwash |             | <p>Installation 95% complete with contractor due back week commencing 4 February to complete works.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Walgett Weir                      |             | <ul style="list-style-type: none"> <li>• Ownership of the Weir and Fish passage has been finalised with both structures being fully owned by WaterNSW with WaterNSW being responsible for ongoing maintenance</li> <li>• Design and REF currently being finalised with comments being received from WaterNSW</li> <li>• Currently plan is for Tenders to be called in first week in March</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Cumborah<br>Bore                  |             | <ul style="list-style-type: none"> <li>• Contracts for purchase of land exchanged settlement early March 2019</li> <li>• Application for Water Access Licence submitted</li> <li>• Public Works Advisory was engaged in December 2018 to undertake the design, environmental assessment and tendering/ contract management for the new bore. The environmental assessment has commenced and will be completed by the 28 March 2019.</li> <li>• Tenders for the new bore should be called by the end of April 2019 and construction completed by December 2019.</li> <li>• The scheme also includes Chlorination and a pump to the existing overhead tank. It also potentially includes a reticulation system to the village. The design for these components will commence once the tenders for the bore have been received and the extent of available funds is known.</li> </ul> |

|                                        |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------------------|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                        |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Lightening Ridge Water Supply Upgrades |  | <ul style="list-style-type: none"> <li>• Discussions still ongoing with achieving Section 60 approvals for the works</li> <li>• In interim plans being reworked so that pipe work can be installed to commence works while discussions underway to achieve approvals</li> </ul>                                                                                                                                                                                     |
| Lightening Ridge Water Supply          |  | <ul style="list-style-type: none"> <li>• Bore Pump No 1 (pump station 1) seal failure – replacement seals installed. Bore 2 engaged to maintain supply. Bore 1 operational as of 31 January 2019</li> </ul>                                                                                                                                                                                                                                                         |
| Collarenebri Bore                      |  | <ul style="list-style-type: none"> <li>• Submission lodged under Safe and Secure Water Program</li> <li>• Council has been invited to progress to next stage with development of Business case for full application underway</li> </ul>                                                                                                                                                                                                                             |
| Collarenebri Water Supply              |  | <ul style="list-style-type: none"> <li>• River Levels dropping significantly, works underway to modify river inlet to access deeper water in weir pool</li> <li>• Water treatment plant continuing issues with pumps and filter blockages due to high turbidity in Barwon River. High Turbidity causes approximately 2 litres of water to be wasted to provide 1 litre of water for supply.</li> <li>• EPA Licence to discharge backwash water submitted</li> </ul> |
| Gundabloui Project                     |  | <ul style="list-style-type: none"> <li>• Designs for extension underway</li> <li>• REF extension underway</li> <li>• Management Plans under development for submission to RMS for comment</li> </ul>                                                                                                                                                                                                                                                                |
| Come – by Chance Road Sealing          |  | <ul style="list-style-type: none"> <li>• Sealed to date 7.7km</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                            |
| Bugilbone Rd                           |  | <ul style="list-style-type: none"> <li>• The Contractor has prepared 6.2km which has been sealed</li> <li>• A further 4.0km of subgrade is currently being prepared</li> </ul>                                                                                                                                                                                                                                                                                      |
| Filtered Water System                  |  | <ul style="list-style-type: none"> <li>• Bore supply to Water Plant stable</li> <li>• Spare Bore pump for Water Treatment plant bore purchased and on site</li> </ul>                                                                                                                                                                                                                                                                                               |
| Raw Water System                       |  | <ul style="list-style-type: none"> <li>• Old Water treatment plant partly recommissioned including replacement of some electrical components to operate pumps</li> <li>• Outlet pipes cut into the raw water system from the filtered water system</li> <li>• Delivering approx. 1.5 MI / day</li> <li>• Water restrictions level 3 implemented for 2 weeks</li> </ul>                                                                                              |

|           |  |                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           |  | <ul style="list-style-type: none"> <li>• Moved across to Level 4 as of 2 February due to falling water levels in Namoi Weir pool at Weir 10</li> <li>• Weir 10 estimated supply to run out approx. 6 February 2019</li> <li>• Works to undertake diversion from Bore 1 (Swimming Pool Bore) to Old Water Treatment plant underway to maintain Raw water levels beyond Namoi weir pool for emergency service use.</li> </ul> |
| Apex Park |  | <ul style="list-style-type: none"> <li>• Swing Set in depot</li> <li>• Seats in depot</li> <li>• Shade structure – waiting on engineering design</li> <li>• Installation of all components to be programmed</li> </ul>                                                                                                                                                                                                      |

**MATTERS GENERALLY FOR BRIEF MENTION OF INFORMATIONONLY-ENGINEERING/TECHNICAL SERVICES**

**Recommendation:**

That Council receive and note this report.

**Moved:**

**Seconded:**

## 11.4 ENVIRONMENTAL SERVICES

### 11.4.1 LANDFILL MANAGEMENT & OPERATIONS, TENDER PROCESS – WALGETT & LIGHTNING RIDGE

**REPORTING SECTION:** Environmental Services  
**AUTHOR:** Director Environmental Services - Jess McDonald  
**FILE NUMBER:** 13/259/0004 & 13/260/0005

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#### **Summary**

In June 2018 contracts for the Management & Operations of the Walgett & Lightning Ridge Landfills come to a practical completion. This report recommends going to tender in late February for the Management & Operations of the Lightning Ridge & Walgett Landfills. It is intended to tender separately for each landfill, with applicants able to tender for one, or both landfills.

Attached is the DRAFT tender documents for both Lightning Ridge and Walgett Landfills.

#### **Background:**

For some time, the Management & Operations of the Landfills has been under Contract, with David & Greg Lane currently under contract for this purpose.

On 1<sup>st</sup> October 2013 Council commenced two contracts with David & Greg Lane for the Management & Operations of Landfills being Walgett & Lightning Ridge, both with a practical completion date of 30<sup>th</sup> June 2018.

The Contractors are responsible for the day to day operations of the Walgett & Lightning Ridge Landfills and must ensure proper environmental management, maintenance, waste reporting and work in accordance with the license requirements for Walgett Landfill. The Council remains responsible for the overall Landfill including Insurance, working with the Environmental Protection Authority in relation to License requirements, supervising contractors, some reporting requirements, development of strategies and monitoring environmental issues.

In June 2019 contracts for the Management & Operations of the Walgett & Lightning Ridge Landfills come to a practical completion. This follows a 12 month extension as Council took time to consider the option of self-managing the Landfills.

In March 2018 Council considered a report from DES discussing the contracts and the possibility of an extension of the Landfill Management contracts to allow for the full legal review of the existing contracts, for the Tender process to occur and to allow for a cost comparison report be compiled. At the March 2018 meeting Council resolved for the DES to compile a cost comparison report only for the Management & Operations of the Landfills.

In April 2018 Council considered an indicative cost comparison report only for the Management & Operations of the Walgett & Lightning Ridge Landfills. This report outlines capital purchases and on-going costs based on current practises. No report in relation to methodologies or a management plan was requested despite being recommended. At the

April 2018 meeting, after considering the cost comparison report, Council decided that they would take over the Management & Operations of the Landfills, however, requested that the DES work with the existing contractor to discuss a potential timeline for the phase out and take over period as well as discuss the potential to purchase existing equipment and plant.

In October 2018, after considering a report from the DES in relation to the take-over of the Landfills, Council decided to extend the existing contracts for the management of both Walgett & Lightning Ridge Landfills through to June 2019, with a report to Council early 2019 to discuss the option of self-management or going to tender for the contracts.

### **Council Management of Landfills**

In 2018 Council considered self-management of the Landfills and was presented with a budget based on current practises. Any new budgets for consideration would also need to include the new landfilling plans and options for recycling as well as updated staffing costs. In October 2018 Council opted not to continue with the plan of self-management, as discussed previously in this report.

Self-management of the landfills would require additional Council resources, mainly staff and equipment such as appropriate plant and amenities. The capital set up costs of self-management in accordance with the new landfilling practises are significant. It is considered that there are benefits in contracting the Operations of the Landfills out. These benefits include that the contractor is responsible for the human resources matters on-site and the day to day Operations whilst Council can focus on introducing options for recycling, educational programs, improving landfilling and waste practises and establishing a new landfill for Lightning Ridge.

### **Landfilling Practises**

At present, utilising the current landfilling practises at both Walgett and Lightning Ridge, the landfill expectancy is significantly reduced. At present, the current estimation of landfill life for Walgett is 40 years and for Lightning Ridge, around 3 (three).

By improving landfilling practises and following an action plan created for each site and working to a carefully designed filling plan, Council can increase the current landfill life expectancies significantly, improve site safety, collect more accurate data, create a more organised site and also start preparing to begin recycling (an important priority).

Proposals from Robert Amaral are included in the tender documents and outline some options for the Lightning Ridge Landfill. Option 4 is considered the most practical option to improve landfilling within the current boundaries, as the approval processes for an extension to the landfill would be potentially very lengthy. Given that Option 4 could substantially improve the landfill life, this will allow Council time to research and set about establishing a new Greenfield Site whilst optimising the existing site and preparing for capping and rehabilitation to EPA standards. Option 4 does however depend on the availability of appropriate soil for capping and cover and the landfilling plans will outline volumes required. The requirements of winning cover for the works is included in the tender documents.

Once Council establishes a landfilling plan for each site and identifies areas that can be used for fill, a master plan for each site can then be created. This masterplan will include locations of waste, amenities and also identify areas additional facilities can be installed such as storage sheds and CRC facilities to commence recycling. The masterplan will ensure optimum use of the site, ensure maximum site organisation and increase safety, usability and tidiness.

At present, the Walgett landfill has tens of thousands of tonnes of uncrushed concrete sterilising the land. Council has developed a plan, as part of our long term landfilling plan, to slowly crush and landform the concrete, capping as progression occurs. This process will mean that the concrete does not need to be moved, which would be an expensive and labour intensive exercise, however the land forming of the concrete will contribute to the overall landfilling plan of the site. The plan is designed assuming a landfilling rate of about 8000 cubic metres of waste per year, however, the more accurate figure is closer to 3500 to 4000 cubic metres of waste, at the most. This means that the estimated landfill life is in excess of 80 years. The tender document indicates a landfilling rate of 3500 to 4000 cubic metres of waste per year. It is also important to note that this 80 plus years is relevant only to part of the licensed area, as it is intended to use part of the licensed area for cover.

Lightning Ridge's Landfilling Plan demonstrates, where complied with, a life of around 13 years which is important given the previous calculations of less than 3 years based on current practises.

The above mentioned landfilling practises will be designed to comply with EPA capping requirements as well as ensuring proper leachate and stormwater control, both during landfilling and upon completion of the capping of not only each area, but as a final landform.

The landfilling plans and masterplans are for both short and long term establishment and use of the sites, meaning that the concepts are designed to be used well into the future, even to such time as the landfills are ready for closure.

#### **Development of a Master Plan for Walgett & Lightning Ridge Landfills**

New masterplans for each site will be developed (DRADTS are included in the attached documents) which will determine the final locations of staff amenities, waste locations and other buildings, such as storage for recycling purposes. Council staff are currently speaking with several corporations in regards to kicking off recycling within the shire, which is a positive move forward. Council will require adequate storage facilities for recyclable materials in both Walgett & Lightning Ridge. It won't be possible to have adequate storage facilities on-site at Lightning Ridge however Council staff are looking into other options. The development of a masterplan will demonstrate where vital stockpiles and buildings should be located for ease of use by staff and the community and identify areas for additional buildings. The development of these plans will also greatly assist in grant funding applications.

#### **Contract Period**

Under the new proposed contract, a base contract period of 5 (five) years is proposed, with a possibility to extend a further 5 (five) years for a contractor that meets and exceeds the performance provisions of the contract and has regular excellent performance reviews.

#### **Fees & Charges**

At present the contractor gains the benefit of gate fees at the Landfill. It is proposed under the new contract that Council will gain the benefit of gate fees and payments for recyclables for use in the costs of waste management and recycling costs. It is intended that any monies made from resources sold in the buyback centre (tip shop) will be retained by the contractor.

#### **Landfill Opening Times (to the general public)**

The proposed new landfill opening times are 8.30am to 12pm, and then 1pm to 4pm. This decision was made after consulting with current landfill operations staff and monitoring vehicle movements in and out of the facility. Council also received comments in relation to the close down period from 11am to 2pm with a general theme that the three hour shut down was inconvenient for contractors and organisations such as local builders and Telstra. An

amendment under the existing contract is that, during the shut-down period from 11am to 2pm, skip bins should be placed at the front of the tip for use by the public, however, the placement of these bins caused various issues including wastes such as tyres, asbestos and hot ashes being dumped in the bins and increasing handling time for site staff.

Under the new contract, with the landfill only proposed to close over lunch, it is not intended to place any skip bins at the front of the tip. It is expected that perhaps, the contractor may experience some incidences of dumping at the gates during their phase-in period and this type of illegal dumping is dealt with under the contract conditions, however, given overall the opening hours have increased accessibility, it is expected this should cease as the community becomes aware of the new opening times.

#### **Timeline for Tender Advertisement, Evaluation, Recommendation and Commencement**

Should Council agree to the RFT for the Management & Operations of the Landfills, Advertising will commence late February/early March for completion late March/Early April. This will allow time for Staff to evaluate the tenders and prepare a report to Council for a recommendation on the 30<sup>th</sup> April 2019. The successful tenderer would be notified in May 2019 and would commence operations on the 1<sup>st</sup> July 2019. Council will conduct the tender evaluations using a panel of 3 (three) and in accordance with an appropriate Tender Evaluation Plan.

#### **Environmental issues**

The Operations & Management of the Landfills should be in accordance with the Protection of the Environment Operations Act 1997, EPA's Environmental Guidelines for Solid waste Landfills and associated regulations, guidelines, standards and policies.

#### **Stakeholders**

Walgett Shire Council, Community, Environmental Protection Authority, Contractors, Tenderers

#### **Financial Implications**

Costs associated with the legal review of the contracts and tender documents, estimated to be around \$3500.00

#### **Alternative Solutions/Options**

- Council Submit a tender for the Maintenance & Operations of Walgett & Lightning Ridge Landfills in accordance with the requirements of the Tender Documentation and Tender Guidelines;
- Council self-Manage the landfills and not go to tender.

### **LANDFILL MANAGEMENT & OPERATIONS; TENDER PROCESS – WALGETT & LIGHTNING RIDGE**

#### **Recommendation:**

That Council:

- a) Go to tender for the Management & Operations of the Walgett Landfill for a period of 4-5 weeks
- b) Go to tender for the Management & Operations of the Lightning Ridge Landfill for a period of 4-5 weeks

**Moved:**

**Seconded:**

## **11.4.2 BOUNDARY ADJUSTMENT OF KAOLIN STREET TO THE BENEFIT OF LIGHTNING RIDGE BOWLING CLUB**

**REPORTING SECTION:** Environmental Services  
**AUTHOR:** Town Planner – Glenn Petersen  
**FILE NUMBER:** 10/434/0181

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### **Summary:**

This report seeks Council's resolution to a boundary adjustment of Kaolin Street to the benefit of Lightning Ridge Bowling Club (LRBC). It is recommended that Council resolve to allow the boundary adjustment. Council shall also need to consider and make a resolution whether the land is to be donated or purchased.

### **Background:**

LRBC has approached Walgett Shire Council requesting a boundary adjustment to Kaolin Street. The stated purpose for this adjustment is to "...rectify the encroachment on the road reserve and accommodate existing infrastructure and any possible future redevelopments."

Since the request, Council has assumed authority for this road from the Department of Primary Industries - Crown Lands. In order for the boundary adjustment to be made, the LRBC requires consent from council as the road authority. The development (boundary adjustment) is considered exempt development and does not require a development application.

### **Current Position:**

The area currently contains various development such as septic tanks, air conditioning units, loading bays and a shipping container. The boundary adjustment will allow this development to be included on land owned by the LRBC instead of the road reserve which is the responsibility of Council.

Council's Engineering/Technical Services Department at the time advised that they did not oppose the request providing that there was sufficient space for a future footpath (2.5m). A proposed condition of the adjustment is that not land be included within 2.5m of the road surface.

The Environmental Services Department does not oppose the boundary adjustment. The boundary adjustment will allow the LRBC to do low-impact exempt development, such as installing air conditioning units, without obtaining consent from council. All other development that does not meet exemption criteria will still require consent.

The existing development may also have legal ramifications for council. It is unclear the level of responsibility council will have if a member of the public is injured due to the existing development. Legal advice will be needed to determine this however the issue can be avoided if the land is incorporated into the LRBC lot.

If council does resolve to allow for the boundary adjustment, it will also need to determine if the land is to be donated or purchased. If the land is to be purchased, the value of the land should be determined by an independent assessor. The shall also be classified as 'operational land' in order to facilitate the boundary adjustment.

**Relevant Reference Documents/Policies:**

- Environmental Planning and Assessment Act, 1979
- Conveyancing Act 1919
- Local Government Act, 1993
- Roads Act 1993
- State Environmental Planning Policy (Exempt and Complying Development Codes) 2008

**Governance issues:**

Council resolution is necessary to provide consent for the boundary adjustment. If consent is granted, a resolution is also required to determine if the land is to be donated or sold.

Council's charter: - Section 8 of the Local Government Act 1993 establishes Council's charter, which includes:

- \* to exercise community leadership
- \* to have regard to the long term and cumulative effects of its decisions
- \* to engage in long-term strategic planning on behalf of the local community
- \* to exercise its functions in a manner that is consistent with and promotes social justice principles of equity, access, participation and rights

**Environmental issues:**

The boundary adjustment may limit access by the public if the LRBC add development such as a fence. This is not expected to have a significant impact as it is considered there will still be sufficient area for pedestrian movement.

Potential future development may raise various environmental issues which will be assessed on a project by project basis to ensure any environmental legislation is complied with.

**Stakeholders:**

Walgett Shire Council, Local Community, Roads and Maritime Services, Lightning Ridge Bowling Club.

**Financial Implications:**

No expenses expected for the boundary adjustment as all costs will be the responsibility of LRBC.

If WSC requires the land to be purchased, financial implications may involve valuation and solicitor fees. These are expected to be offset by the purchase price.

**Alternative Solutions/Options:**

1. Refuse the boundary adjustment.
2. Request the size be adjusted.

**Conclusion:**

It is recommended that WSC consent to the boundary adjustment and determine if the land is to be sold or donated to the LRBC.

**BOUNDARY ADJUSTMENT OF KAOLIN STREET TO THE BENEFIT OF LIGHTNING RIDGE BOWLING CLUB**

**Recommendation:**

1. That Council resolves to authorise the adjustment of Kaolin Street to the benefit of Lightning Ridge Bowling Club and classify the land as 'operational land'.
2. That Council resolves to donate the land involved in the boundary adjustment to Lightning Ridge Bowling Club
3. That Council resolves to have the land independently valued and offer it for purchase to the Lightning Ridge Bowling Club.

**Moved:**

**Seconded:**

**Attachments:**

- A - Map showing the proposed boundary adjustment
- B – Original request form Lightning Ridge Bowling Club regarding boundary adjustment
- C – Advice from Previous Director of Engineering/Technical Service

Attachment A – Map showing the proposed boundary adjustment.



Attachment B – Original request by from Bowling Club regarding boundary adjustment.

**Scott Franklin**

---

**From:** Scott Franklin <scott@lrbc.com.au>  
**Sent:** Thursday, 11 May 2017 10:03 AM  
**To:** 'mclarkson@walgett.nsw.gov.au'  
**Subject:** Lightning Ridge BC  
**Attachments:** LR Bowling club.jpg

Matt Clarkson  
Town Planner  
Walgett Shire Council

This letter serves as an application for a boundary adjustment at Lightning Ridge Bowling Club to rectify the encroachment on the road reserve and accommodate existing infrastructure and any possible future redevelopments.

I have spoken to the Town Planner (Matt Clarkson) who has assured me that there are no council services within the proposed area and a 3-meter distance would remain from the road surface.

Further to this we seek permission to beatify (at our expense) the nature strips at the front of the club with either turf or gardens.

A map detailing the proposal has been attached for your information and consideration.

Kind regards

Scott Franklin  
CEO  
Lightning Ridge Bowling Club.

**From:** Sylvester Otieno  
**Sent:** Tuesday, 16 January 2018 11:25 AM  
**To:** Jess McDonald <[jmcdonald@walgett.nsw.gov.au](mailto:jmcdonald@walgett.nsw.gov.au)>  
**Cc:** Lyn Douglas <[ldouglas@walgett.nsw.gov.au](mailto:ldouglas@walgett.nsw.gov.au)>  
**Subject:** RE: Proposed boundary alteration

Hi Jess,

No objection as long as there is sufficient space for any future footpath (1.5m) and verge (1m min).

Regards,  
Sylvester

---

**From:** Jess McDonald  
**Sent:** Tuesday, 16 January 2018 9:54 AM  
**To:** Sylvester Otieno <[sotumbo@walgett.nsw.gov.au](mailto:sotumbo@walgett.nsw.gov.au)>  
**Cc:** Lyn Douglas <[ldouglas@walgett.nsw.gov.au](mailto:ldouglas@walgett.nsw.gov.au)>  
**Subject:** FW: Proposed boundary alteration

Sylvester

Please attached boundary adjustment proposal from The Lightning Ridge Bowls Club. They are wanting to absorb an extra 6m of land as shown on the attached plan.

Can you tell me if there are any issues with this from your perspective?

Kind Regards

Jess

### 11.4.3 MATTERS GENERALLY FOR BRIEF MENTION OR INFORMATION FROM DIRECTOR ENVIRONMENTAL SERVICES

**REPORTING SECTION:** Environmental Services  
**AUTHOR:** Director Environmental Services – Jess McDonald  
**FILE NUMBER:** 10/434

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This report provides notes on items for brief mention, or information only, on more significant matters recently arising in the Environmental Services Division.

- **Drought Communities Grant (Extension) – Burren Junction Landfill**  
In December 2018 Council's DES received notification that the grant application for fencing of the Burren Junction Landfill is approved. RFQ for this job will commence shortly and it is expected the completion of this project will be around early April 2019.
- **Relief Ranger Services**  
In February 2019 Council's relief Ranger Ian Chetcuti assisted Council for around 2 weeks, providing important on the job training for Council's full-time Ranger, assisting with tasks and providing active weekend patrols in the community. The community always sees a benefit from these visits and it is hoped Ian can return again sometime in 2019.
- **Rural Residential Strategy**  
In January 2019 Council's Rural Residential Strategy commenced advertising for public comment. Advertising will cease late February for comment.

| MATTERS GENERALLY FOR BRIEF MENTION OR INFORMATION FROM DIRECTOR ENVIRONMENTAL SERVICES |
|-----------------------------------------------------------------------------------------|
|-----------------------------------------------------------------------------------------|

**Recommendation:**

That the Council receive and note the report by the Director of Environmental Services on matter for brief mention or information only.

**Moved:**

**Seconded:**



## **AGENDA FOR CLOSED COUNCIL MEETING**

### **19 February 2019**

**NOTICE IS HEREBY GIVEN** pursuant to clause 7 of Council's Code of Meeting Practice that the Closed Council Meeting of Walgett Shire Council will be held at Walgett Shire Council Chambers **on 19 February 2019** to discuss the items listed in the Agenda.

Greg Ingham  
**GENERAL MANAGER**

## Agenda

### 12. MOVE INTO CLOSED SESSION

#### MOVE INTO CLOSED SESSION

**Time:** .....

That the public be excluded from the meeting pursuant to Sections 10A (2) (a) (c) & (d) of the Local Government Act 1993 on the basis that the items deal with:

(a) Personnel matters concerning particular individuals (other than Councillors)

(c) That information that would, if disclosed confer a commercial advantage on a person with whom the Council is conducting business (or proposed to conduct business)

(d) That the matter and information is commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

**Moved:**

**Seconded:**

### 13. CONFIDENTIAL REPORTS/CLOSED COUNCIL MEETING

- 13.1 RFT 18/003 Design and Construction of Goangra Bridge –  
*Report to tabled.*

### 14. RETURN TO OPEN SESSION

### 15. ADOPTION OF CLOSED SESSION REPORTS

## 14. RETURN TO OPEN SESSION

| Return to open session                                                                                              | Time: ..... |
|---------------------------------------------------------------------------------------------------------------------|-------------|
| <p><b>Recommendation:</b></p> <p>That Council return to open session.</p> <p><b>Moved:</b><br/><b>Seconded:</b></p> |             |

## 15. ADOPTION OF CLOSED SESSION REPORTS

| Adoption of closed session reports                                                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <p>That Council adopt the recommendations of the Closed Committee Reports.</p> <p><b>Moved:</b><br/><b>Seconded:</b></p> |

## 16. RESPONSE TO QUESTIONS FROM LAST MEETING

### Clr Woodcock

Q1: Can Council arrange for no camping signs to be installed the bakery in Lightning Ridge?  
Signs on order will be erected.

Q2: Can Council arrange for a water meter to be installed at the abattoir in Collarenebri?  
There is an existing meter at the abattoir site. A new meter is being placed at the commencement of the private line.

Q3. The Doctors house in Lightning Ridge, the sliding door does not work. Can this please be fixed?

Repair work carried out prior to Christmas.

Q4. Council's webpage needs updating.

Staff are currently working on updating the page. This is an ongoing process

### Clr Murray

Q1: Where does the water from the bore baths in Walgett flow to?

Runs into the catchment pond at the rear of the pool, any overflow goes back into the river.

Q2: Why has the bakery closed in Walgett?

Lessee closed the bakery for a number of reasons. Council staff are in discussion with the lessee on the future of the bakery.

Q3: Can Council publish the minutes in the local paper?

Meeting minutes are published to the Council's web page.

### Clr Cameron

Q1: Can Council arrange with the school for a school site visit next year?

Meeting to be arranged to coincide with the May 2019 Council meeting.

### Clr Martinez

Q1: Is the mobile CCTV trailer operational?

Councils CCTV trailer was vandalised and is non-operational.

Q2: Can Council review the procurement policy in February 2019?

Policy tabled at the February 2019 Council meeting.

### Clr Keir

Q1. Can the Council column include reference to where residents can look at the Council's agenda and minutes?

Weekly newspaper column to include the address to Council's web page.

## **17. QUESTIONS FOR THE NEXT MEETING**

*Please complete the form: Questions for the Next Meeting and return the forms to the Executive Assistant.*

**18. CLOSE OF MEETING**

**Time: .....**