



# **AGENDA FOR ORDINARY COUNCIL MEETING**

**Tuesday, 25<sup>th</sup> February 2020**

**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 **25<sup>th</sup> February 2020** commencing at **11:00am** to discuss the items listed in the Agenda.

**Please Note: The Council Meetings are recorded**

Michael Urquhart  
**ACTING 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. PUBLIC FORUM PRESENTATIONS**

*The Council may hold a public forum prior to each Ordinary Meeting of the Council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting (listed on the Agenda).*

*Public forums may also be held prior to Extraordinary Council Meetings and meetings of committees of the Council. Public forums are to be chaired by the mayor or their nominee.*

*The General Manager or their delegate may refuse to allow such material to be presented. A person may apply to speak on no more than 2 items of business on the agenda of the Council Meeting.*

*The General Manager or their delegate may refuse an application to speak at a public forum. No more than three (3) speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the Council Meeting. If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the General Manager or their delegate may, in consultation with the mayor or the mayor's nominated chairperson, increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the council to hear a fuller range of views on the relevant item of business.*

*Each speaker will be allowed five (5) minutes to address the Council. This time is to be strictly enforced by the Chairperson. The Chairperson of the meeting can grant one extension of up to a maximum of three (3) minutes, should further information, be considered to be important to the Council. This is solely at the discretion of the Chair.*

*Speakers at public forums must not digress from their nominated item on the agenda. If a speaker digresses to irrelevant matters, the Chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.*

*A councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at a Public Forum. Questions put to a speaker must be direct, succinct and without argument. Debate will not be permitted by the speaker, Councillors or staff. Speakers are under no obligation to answer a question. Answers by the speaker, to each question are to be limited to three (3) minutes. Speakers at public forums cannot ask questions of the Council, Councillors or Council staff.*

*The general manager or their nominee may, with the concurrence of the chairperson, address the council for up 5 minutes in response to an address to the council at a public forum after the address and any subsequent questions and answers have been finalised.*

| <b>SPEAKER</b> | <b>TOPIC</b> |
|----------------|--------------|
| <b>Nil</b>     |              |

## 2. OPENING OF MEETING

Proceedings of the meeting commenced at \_\_\_\_\_am

## 3. 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.*

## 4. LEAVE OF ABSENCE

| Leave of Absence                                                                                                                                                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <p>That the leave of absence received from Cllr Cameron is accepted and leave of absence granted.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p> |

## 5. 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 |
|------------|----------|-------------------------|--------|
|            |          |                         |        |
|            |          |                         |        |
|            |          |                         |        |
|            |          |                         |        |
|            |          |                         |        |
|            |          |                         |        |

**6. CONFIRMATION OF MINUTES/MATTERS ARISING**  
**6.1 MINUTES OF ORDINARY COUNCIL MEETING HELD 17**  
**DECEMBER 2019**

**Minutes of Ordinary Council Meeting – 17 December 2019**

**Recommendation:**

That the minutes of the ordinary Council meeting held 17 December 2019, having been circulated, be taken as read and confirmed as a true and accurate record of the proceedings on the meeting.

**Moved:**

**Seconded:**

**Attachment**

Minutes of Ordinary Meeting held 17 December 2019.



**MINUTES FOR THE  
ORDINARY COUNCIL MEETING**

**Tuesday 17<sup>th</sup> December 2019**

Michael Urquhart  
**ACTING GENERAL MANAGER**

**MINUTES OF THE ORDINARY MEETING OF THE WALGETT SHIRE COUNCIL HELD AT  
THE WALGETT SHIRE CHAMBERS ON  
TUESDAY 17 DECEMBER 2019 AT 11:21am**

**OPEN FORUM**

**Public Presentations:**

*Toby Moore; Presentation requesting Council action towards creating a community grant writer position.*

*The Mayor declared the meeting open at 11:21 am*

**PRESENT**

- Clr Manuel Martinez (Mayor)
- Clr Ian Woodcock (Deputy Mayor)
- Clr Bill Murray
- Clr Robert Turnbull
- Clr Kelly Smith
- Clr Lawrence Walford
- Clr Tanya Cameron
- Clr Jane Keir
- Clr Michael Taylor
- Michael Urquhart (Acting General Manager)
- Jessica McDonald (Director Environmental Services)
- Raju Ranjit (Director Engineering/Technical Services)
- Bronte Kerr (Minute Secretary)

**ABSENT**

Mr Greg Ingham

**Leave of Absence**

| 12/2019/1 Leave of Absence                                                                                                                                                                                             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Resolved:</b></p> <p>That the leave of absence received from Greg Ingham is accepted and leave of absence is granted.</p> <p><b>Moved:</b> Clr Woodcock<br/> <b>Seconded:</b> Clr Taylor<br/> <b>CARRIED</b></p> |

**Declaration of Pecuniary/Non-Pecuniary Interests**

| Councillor   | Item No.              | Pecuniary/Non-Pecuniary |
|--------------|-----------------------|-------------------------|
| Clr Martinez | 11.3.1                | Pecuniary               |
| Clr Turnbull | 11.3.1                | Pecuniary               |
| Clr Keir     | 11.3.3<br>(part 3. d) | Pecuniary               |

**12/2019/2 Minutes of Ordinary Council Meeting – 26 November 2019**

**Resolved:**

That the minutes of the ordinary Council meeting held 26 November 2019, having been circulated and amended, be taken as read and confirmed as a true and accurate record of the proceedings on the meeting.

**Moved: Clr Woodcock**  
**Seconded: Clr Taylor**  
**CARRIED**

**12/2019/3 Mayoral Report**

**Resolved:**

That the Council receive and note the tabled Mayoral Report.

**Moved: Clr Walford**  
**Seconded: Clr Smith**  
**CARRIED**

**12/2019/4 Notice of Motion – Clr Turnbull**

**Resolved:**

Council investigate the options of highlighting Mr Frederick York Wolseley's contribution towards the shearing industry in the form of a monument and associated historical information.

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

**12/2019/5 Council's Decision Action Report**

**Resolved:**

That the Resolution Register as at December 2019 be received and noted.

**Moved: Clr Murray**  
**Seconded: Clr Smith**  
**CARRIED**

**12/2019/6 Important Dates for Councillors - Upcoming Meetings and Events**

**Resolved:**

That Council receive and note the list of upcoming meetings and events.

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

**12/2019/7 General Manager Activities/Meetings for December 2019**

**Resolved:**

That that General Manager Activity report for December 2019 be received.

**Moved:** C/r Woodcock  
**Seconded:** C/r Walford  
**CARRIED**

**12/2019/8 Monthly Outstanding Rates Report**

**Resolved:**

The outstanding rates report be received and noted.

**Moved:** C/r Taylor  
**Seconded:** C/r Keir  
**CARRIED**

**12/2019/9 Cash and Investment Report as at 30<sup>th</sup> November 2019**

**Resolved:**

That the Investment report as at 30<sup>th</sup> November 2019 be received and noted.

**Moved:** C/r Walford  
**Seconded:** C/r Cameron  
**CARRIED**

**12/2019/10 2017-2018 Audited financial statements and audit report**

**Resolved:**

That Council receive the Audited Financial Reports together with the Auditor’s Reports for the period 1 July 2018 to 30 June 2019.

**Moved:** C/r Woodcock  
**Seconded:** C/r Cameron  
**CARRIED**

**12/2019/11 Drug and Alcohol Policy - Review**

**Resolved:**

- That the Chief Financial Officer’s report be received.
- The Walgett Shire Council Drug & Alcohol Policy as presented be adopted
- The policy be placed on display at Council work sites for a period of 28 days, and during this time staff can make submission regarding the changes.

**Moved:** C/r Keir  
**Seconded:** C/r Walford  
**CARRIED**

| 12/2019/12 Local Preference Purchasing Policy                                                                                                                                                                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Resolved:</b></p> <p>That the Chief Financial Officer's report be received and noted and the local preference purchasing policy be adopted.</p> <p><b>Moved:</b> Clr Cameron<br/> <b>Seconded:</b> Clr Murray<br/> <b>CARRIED</b></p> |

| 12/2019/13 Matters Generally for Brief Mention or Information Only – From Chief Financial Officer                                                                                                                                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Resolved:</b></p> <p>That the Matters Generally for Brief Mention or Information Only from the Chief Financial Officer in the following areas; Property Matters, Finance &amp; Administration and Community Services be received and noted.</p> <p><b>Moved:</b> Clr Keir<br/> <b>Seconded:</b> Clr Walford<br/> <b>CARRIED</b></p> |

*Mayor Martinez and Clr Turnbull declared a pecuniary interest and left the room at 11.47am. Deputy Mayor Woodcock assumed the chair.*

| 12/2019/14 Monthly Maintenance Grading Report from Director Technical / Engineering Services                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Resolved:</b></p> <p>That Council receive &amp; note the monthly maintenance grading works report for December 2019.</p> <p><b>Moved:</b> Clr Smith<br/> <b>Seconded:</b> Clr Taylor<br/> <b>CARRIED</b></p> |

*Mayor Martinez and Clr Turnbull returned to the meeting at 11.51am and Mayor Martinez resumed the chair.*

| 12/2019/15 Installation of Pipe System for the Lightning Ridge Miners Association                                                                                                                                                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Resolved:</b></p> <ol style="list-style-type: none"> <li>1. That Council receive and note the report.</li> <li>2. That Council source from the water funding for \$33,000 ex GST to complete the pipe work including a flow meter. The length of the pipe work is 1.7 km and diameter is 100mm (ID).</li> </ol> <p><b>Moved:</b> Clr Woodcock<br/> <b>Seconded:</b> Clr Smith<br/> <b>CARRIED</b></p> |

| 12/2019/12 Local Preference Purchasing Policy                                                                                                                                                                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Resolved:</b></p> <p>That the Chief Financial Officer’s report be received and noted and the local preference purchasing policy be adopted.</p> <p><b>Moved:</b> C/r Cameron<br/> <b>Seconded:</b> C/r Murray<br/> <b>CARRIED</b></p> |

| 12/2019/13 Matters Generally for Brief Mention or Information Only – From Chief Financial Officer                                                                                                                                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Resolved:</b></p> <p>That the Matters Generally for Brief Mention or Information Only from the Chief Financial Officer in the following areas; Property Matters, Finance &amp; Administration and Community Services be received and noted.</p> <p><b>Moved:</b> C/r Keir<br/> <b>Seconded:</b> C/r Walford<br/> <b>CARRIED</b></p> |

*Mayor Martinez and C/r Turnbull declared a pecuniary interest and left the room at 11.47am. Deputy Mayor Woodcock assumed the chair.*

| 12/2019/14 Monthly Maintenance Grading Report from Director Technical / Engineering Services                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Resolved:</b></p> <p>That Council receive &amp; note the monthly maintenance grading works report for December 2019.</p> <p><b>Moved:</b> C/r Smith<br/> <b>Seconded:</b> C/r Taylor<br/> <b>CARRIED</b></p> |

*Mayor Martinez and C/r Turnbull returned to the meeting at 11.51am and Mayor Martinez resumed the chair.*

| 12/2019/15 Installation of Pipe System for the Lightning Ridge Miners Association                                                                                                                                                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Resolved:</b></p> <ol style="list-style-type: none"> <li>1. That Council receive and note the report.</li> <li>2. That Council source from the water funding for \$33,000 ex GST to complete the pipe work including a flow meter. The length of the pipe work is 1.7 km and diameter is 100mm (ID).</li> </ol> <p><b>Moved:</b> C/r Woodcock<br/> <b>Seconded:</b> C/r Smith<br/> <b>CARRIED</b></p> |

**12/2019/16 Matters Generally for Brief Mention or Information Only – Director of Engineering/Technical Services****Resolved:**

That the Matters Generally for Brief mention or Information only from the Director engineering/ Technical Services be received and noted. (Excluding discussion on Part 3 section d; bridge approach on Cryon Road)

**Moved:** Clr Woodcock  
**Seconded:** Clr Smith  
**CARRIED**

*Clr Keir declared a pecuniary interest in report 11.3.3 Part 3 section d and left the room at 11.58am.*

**12/2019/17 Matters Generally for Brief Mention or Information Only – Director of Engineering/Technical Services****Resolved:**

That the Matters Generally for Brief mention or Information only from the Director engineering/ Technical Services be received and noted in regards to Part 3 section d (Bridge approach on Cryon Road).

**Moved:** Clr Murray  
**Seconded:** Clr Taylor  
**CARRIED**

*Clr Keir returned to the meeting at 11.59am.*

**12/2019/18 BBRF Application – Lightning Ridge Visitor Information Centre****Resolved:**

1. Council make an application under the Building Better Regions Fund – Infrastructure Projects Stream Round 4 – Drought Support for the new build of a Lightning Ridge Visitor Information Centre
2. Council fund its 25% contribution of \$598,228 from the unallocated loan borrowings.

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

**12/2019/19 Columbarium at the Cumborah Cemetery****Resolved:**

Walgett Shire Council allocate \$5000.00 total from the reserves for the Walgett Memorial Wall towards the construction of the Cumborah Memorial Wall.

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

**12/2019/20 Australian Opal Centre – Funding Agreement****Resolved:**

1. That the Chief Financial Officer report be received.
2. That the Mayor be authorised to execute the official "Funding Agreement" between the Walgett Shire Council and The Lightning Ridge Opal & Fossil Centre Inc which is as per the abovementioned Council resolution

**Moved: Clr Woodcock****Seconded: Clr Taylor****CARRIED**

*Note: Clr Cameron, Clr Murray and Clr Keir requested to have their vote recorded abstention the motion.*

**12/2019/21 Move into Closed Session**

*Time: 12.08pm*

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 Keir****Seconded: Clr Smith****CARRIED****12/2019/22 Resignation of the General Manager Mr Greg Ingham****Resolved:**

1. Council formally accept the resignation of Mr Greg Ingham.
2. The Mayor be authorised to seek three quotes from recruitment agencies and engage the preferred agency to undertake the recruitment process for the General Manager position.
3. The full Council (9 Councillors) be involved in the recruitment process.
4. Michael Urquhart be appointed as the Acting General Manager from the 17<sup>th</sup> January 2020 until a General Manager is appointed to the position.
5. That the current General Manager be offered an exit meeting.

**Moved: Clr Keir****Seconded: Clr Walford****CARRIED**

*Note: No report presented on the PCYC proposal.*

| <b>12/2019/23 Recycling Storage Shed – Lightning Ridge</b>                                                                                                                                                                                                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Resolved:</b></p> <p>That Council investigate the suitability of block of land near the racecourse in Lightning Ridge for the establishment of a recycling facility in Lightning Ridge.</p> <p><b>Moved: Clr Woodcock</b><br/><b>Seconded: Clr Turnbull</b><br/><b>CARRIED</b></p> |

| <b>12/2019/24 Return to Open Session</b>                                                                                                              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Resolved:</b></p> <p>That Council return to open session.</p> <p><b>Moved: Clr Keir</b><br/><b>Seconded: Clr Cameron</b><br/><b>CARRIED</b></p> |

| <b>11/2019/34 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: Clr Woodcock</b><br/><b>Seconded: Clr Walford</b><br/><b>CARRIED</b></p> |

**Close of Meeting**

The meeting closed at 12.34pm  
To be confirmed at the next meeting of Council.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Acting General Manager

## **7. REPORTS OF COMMITTEES/DELEGATES**

### **7.1 Nil**

## 8. MAYORAL MINUTES

Report to be tabled

| Mayoral Report                                                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------|
| <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> |

## **9. MOTIONS OF WHICH NOTICE HAS BEEN GIVEN**

Notice of Motion for February 2020 meeting of Council

That the full Agenda and Minutes of the Joint Organisation meetings be included in the Council Agenda papers for the meeting immediately following the quarterly JO meeting.

Councillor Tanya Cameron

## **10. REPORTS FROM OFFICERS**

### **10.1 ACTING GENERAL MANAGER**

#### **10.1.1 COUNCIL'S DECISION ACTION REPORT – FEBRUARY 2020**

**REPORTING SECTION:** Executive  
**AUTHOR:** Michael Urquhart  
**FILE NUMBER:** 12/14-03

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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 actioned after the meeting, it is not always possible to resolve issues quickly especially if other government agencies are involved or Council's own in-house resources are stretched. Council has to prioritise work commitments.

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 February 2020 be received and noted.

**Moved:**

**Seconded:**

**Attachment:**

Action Resolution Register

WALGETT SHIRE COUNCIL AGENDA – 25 FEBRUARY 2020 – ORDINARY COUNCIL MEETING

|          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 28.04.17 | 3/2017/22 | <p>That Council considers realigning the 35km section of Ridge Road from Shermans Way and Burrnanbaa Road intersection to Angeldool Road intersection - Option 4 (Realignment across Big Warrambool).</p> <p>That Council consult with affected landholders with regards to Option 4.</p> <p>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.</p> | DETS | <p>9.8.17 Surveyor engaged</p> <p>22.8.17 Report to Council to resolve for compulsory acquisition.</p> <p>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.</p> <p>21.11.17 DETS held talks with Peter Scoles. He has indicated no objection.</p> <p>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.</p> <p>12.04.18 DETS meets Lees's and all agree on Option 2.</p> <p>16.08.18 Additional survey ongoing</p> <p>16.06.19 Community Consultation has been organised on 18.06.19 by PEECE Pty Ltd</p> <p>9.09.2019 work in progress</p> <p>22.10.019 Work in progress</p> <p>14.02.2020 grant application has been lodged</p> |
| 28.04.17 | 3/2017/25 | <p>That Council using the "Open Tendering" method call Tenders for the restoration of the Colless Grandstand at the Walgett Showground.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | CFO  | <p>27.6.17 In Progress – Request for Engineers Report</p> <p>13.12.17 Engineers report required</p> <p>5.2.18 waiting on information from structural engineer</p> <p>18.4.18 Engineer inspected facility, costing and report underway</p> <p>21.8.18 Costing for refurbishment underway</p> <p>12.12.18 Report to December Council Meeting</p> <p>17.04.19 March 2019 Council approved funding, RFT underway</p> <p>20.08.19 RFT to be advertised</p> <p>15.11.2019 RFT document under external audit</p>                                                                                                                                                                                                                                                                                                                                                                                               |
| 23.5.17  | 4/2017/34 | <p>Lightning Ridge Bore Baths</p> <ol style="list-style-type: none"> <li>1. Council receive the CFO report</li> <li>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</li> <li>3. Recommendations of the structural assessment be implemented</li> <li>4. The General Manager arrange for a design and cost of the bore bath renewal and submit this to Council for consideration</li> </ol>                                                                                                                                                 | CFO  | <p>27.6.17 Quotation for design &amp; construction to be called in coming months. Work to be carried out during November 17 to March 18</p> <p>18.9.17 CFO in discussions with firm for engineers design</p> <p>18.10.17 CFO Issued purchase order for design of new tank</p> <p>22.11.17 Draft plan Received -RFQ to be issued</p> <p>13.12.17 Waiting on new specifications &amp; plan</p> <p>18.4.18 Project postponed until November 2018.</p> <p>18.4.18 RFQ to be issued and contractor engaged prior to October 2018</p> <p>17.4.19 RFT Underway for October March 19/20</p> <p>12.12.19 RFQ document under external review</p>                                                                                                                                                                                                                                                                  |
| 26.09.17 | 9/2017/25 | <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                           | DETS | <p>8.9.17 DETS hold talks with Mr Raymond Pike and his wife. They verbally agreed to the swap.</p> <p>5.11.17 Quotes received for cadastral survey</p> <p>30.03.18 Cadastral survey completed</p> <p>16.06.19 Work in Progress</p> <p>22.10.2019 Work in progress</p> <p>14.02.2020 Work in progress</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 26.09.17 | 9/2017/26 | <ol style="list-style-type: none"> <li>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.</li> <li>2. That Council resolves to make an application to the Minister to approve the compulsory acquisition process.</li> </ol>                                                                                                               | DETS | <p>5.11.17 Quote received for cadastral survey</p> <p>10.1.18 Quote accepted</p> <p>16.08.18 Survey ongoing</p> <p>16.06.19 Work in progress</p> <p>9.09.2019 work in progress</p> <p>22.10.019 Work in progress</p> <p>14.02.2020 Work in progress</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 26.09.17 | 9/2017/27 | <ol style="list-style-type: none"> <li>1. That Council engage a consultant for the investigation of the alternatives to improve pre-treatment and prepare a concept design &amp; business case for funding for the Collarenebri Water Supply.</li> <li>2. That Council proceeds with the compulsory acquisition of additional land for the construction of recommended pre-treatment.</li> <li>3. Lodge an expression of interest (EOI) for the safe and secure water programme.</li> </ol>                                                                                                                                      | DETS | <p>8.10.17 Council lodges EOI under SSWP</p> <p>9.1.18 Council invited for detailed application</p> <p>26/02/2018 Detailed application submitted.</p> <p>12.12.18 Funding received – development of RFQ for study underway</p> <p>16.06.19 Work in progress</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

WALGETT SHIRE COUNCIL AGENDA – 25 FEBRUARY 2020 – ORDINARY COUNCIL MEETING

|          |            |                                                                                                                                                                                                                                                                                                                                            |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
|----------|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|          |            |                                                                                                                                                                                                                                                                                                                                            |      | 20.08.19 RFQ for sludge study has been closed<br>9.09.2019 RFQ assessment is in process.<br>22.10.019 Contract has been awarded and study is in progress<br>14.02.2020 conducted site visit and waiting for report                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| 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<br>17.4.19 Kiosk and amenities building under construction<br>Construction of shed complete, quotations are to be sought for lining and fit out of kiosk and toilets.<br>20.08.19 Building erected and fit out to be completed in coming months                                                                                                                                                                                                                                                                                                                                                    |  |
| 8.02.18  | 1/2018/2   | That Council:<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>17.06.2019 Crown Lands Commissioner visited LR in early June 2019 to complete report on various matters including road network management and future land zoning.<br>23.10.19 – 5.community satisfaction survey agreed with Council within next 12months ie.by Oct 2020<br>6.Work in progress – Collarenebri established under Economic Development<br>7. No progress to date                                                                                                                                                                                                                                        |  |
| 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<br>22.10.019 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   | 19.03.19 Significant issues to be considered & investigated. Higher priorities at this stage.<br>17.06.2019 see 1/2018/2 Above                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| 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   | 17.06.19 Initial investigations complete. Complex issues. On the ‘to do’ list<br>25.02.20 Audit commenced December 2019                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|          | 18/2018/11 | That Council re-visit the matter of developing a council wide policy in relation to provision of seating in CBD at Walgett, Lightning Ridge and Collarenebri and a further report be submitted to the February 2019 Committee meeting.                                                                                                     | GM   | 17.06.19 Higher priorities at this stage. Policy will be developed later in 2019                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| 18.03.19 | 1/2019/11  | That Council<br>(a) name the Park in Opal Street, Lightning Ridge, “Opal Park”<br>(b) Application be made to the Geographical Names Board for registration of the parks name, “Opal Park”                                                                                                                                                  | CFO  | 17.419 Council have approved name change. Application to be submitted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| 18.03.19 | 1/2019/18  | That Council<br>(a) Receive and note the Lightning Ridge Feasibility Study<br>(b) That Council consider its options, for adoption at the March 2019 meeting                                                                                                                                                                                | DETS | 16.06.19 The PEECE Pty Ltd is holding a Community consultation on 19.06.19 in Lightning Ridge Bowling Club<br>20.08.19 Report for the other option in progress<br>9.09.2019 work in progress<br>22.09.2019 funding application is in progress<br>14.02.20 waiting for funding application results                                                                                                                                                                                                                                                                                                                                        |  |
| 18.03.19 | 1/2019/23  | That Council;<br>1. Endorse the Weir raising project in accordance with the approved Safe and Secure funding project<br>2. Continues to investigate options for providing improved water supply security for Walgett.                                                                                                                      | DETS | 19.03.2019 Tender document preparation being finalised<br>16.06.19 Tenders have been evaluated and waiting for an additional funding for \$543,000 as the bidder amount is higher than allocated budget<br>11.7.2019 negotiation for contractual qualification is in progress and will be finalised by 19 <sup>th</sup> July 2019.<br>9.09.2019 An additional funding application has been lodged.<br>22.10.019 Contract will be awarded after October 2019 Council meeting<br>12.11.2019 Contract has been awarded to a company called Pensar Pty Ltd. And waiting for work program and agreement document<br>14.02.20 work in progress |  |
| 18.03.19 | 1/2019/25  | That Council adopt the alternative solution 4, as outlined in the report.                                                                                                                                                                                                                                                                  | DETS | 19.03.2019 Further report will be submitted for council Consideration.<br>16.06.19 Report to build the bridge on an alignment just downstream from the existing bridge will be submitted on 25 June 2019 Council meeting,                                                                                                                                                                                                                                                                                                                                                                                                                |  |

WALGETT SHIRE COUNCIL AGENDA – 25 FEBRUARY 2020 – ORDINARY COUNCIL MEETING

|          |           |                                                                                                                                                                                                                                                                                                                                 |      |                                                                                                                                                                                                                                                                                                                                                                                      |  |
|----------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|          |           |                                                                                                                                                                                                                                                                                                                                 |      | 11.7.19 Council is planning to carry out second community consultation<br>20.08.19 Deed agreement is in progress<br>9.09.2019 Physical works will be commenced from Jan 2020<br>12.11.2019 Contractor has been notified about the change of bridge alignment. The bridge will be built on the existing bridge alignment.<br>14.02.20 Bridge construct starts March 2020              |  |
| 03.04.19 | 2/2019/20 | That Council note and adopt Option 2 (following the existing Burranbaa Road (SR55) from Sherman's Way to Angledool Road (SR102). Follow the Angledool Road (SR102) the Ridge Road (RR426) to Collarenebri).                                                                                                                     | DETS | 16.06.19 Community Consultation in progress<br>11.07.2019 Documentation for second community consultation is in progress<br>20.08.19 Revised report in progress<br>9.09.2019 extra ordinary council meeting regarding the road project will be held on 10/09/2019<br>14.02.20 Grant application in progress                                                                          |  |
| 03.04.19 | 2/2019/23 | That Council determines to make minor amendments to the Draft Walgett Shire Rural Residential Strategy that reflect "Lightning Ridge Candidate Area B" is the most appropriate site based on community consultation and the limited number of potential lots (4 stated in the strategy) for "Lightning Ridge Candidate Area C". | DES  | November 2019 Final DRAFT to be reviewed by DoPE. Bridging document is currently being drafted by TP consultant.                                                                                                                                                                                                                                                                     |  |
| 30.04.19 | 3/2019/26 | That Council accept the tender submitted by the Impax Group for the amount of \$545,820 (including GST) for Contract 10021781 for Cumborah Water Supply, Design and Construction of New Great Artesian Basin Water Supply Bore at Cumborah.                                                                                     | DETS | 16.06.19 Waiting on license.<br>11.07.19 works will commence from 22 <sup>nd</sup> July 2019.<br>20.08.19 Works have commenced from 1 August 2019 and will be completed by 23 August 2019<br>9.09.2019 Stage 1 as plan has been completed. Stage 2 i.e Pumping and water quality test is process.<br>22.10.019 waiting a proposal for second stage.<br>14.02.20 PWA is working on it |  |
| 25.06.19 | 5/2019/29 | RFT 18/003 Design and Construction of Goangra Bridge                                                                                                                                                                                                                                                                            | DETS | 11.07.19 Council resolution to construct the bridge upstream of the existing bridge. Site visited planned for 19 <sup>th</sup> July 2019<br>20.08.19 Waiting for deed agreement<br>9.09.2019 Construction will be started from Jan 2020.<br>11.12.2019 Contractor has confirmed that the project will be commenced from March 2020<br>14.02.20 Construction starts from March 2020   |  |
| 30.07.19 | 6/2019/17 | That Council note and approve the option of installation of 100mm outlet on the old town bore line with a double check valve pipe water to its processing tanks to supplement the flow from the bore baths at the LRMA's cost                                                                                                   | DETS | 20.08.19 Sent approval letter<br>09.09.2019 waiting for a report on completion of the work.<br>22.10.019 waiting for a report from Lightning Ridge Mining association<br>11.12.2019 Proposal for pipe line from new bore has been submitted for Council for information.                                                                                                             |  |
| 30.07.19 | 6/2019/22 | That Walgett Shire Council resolve to;<br>Approve a new budget line for \$220,000 from the Domestic Waste Management Fund (DWMF) for inclusion in the 2019/2020 budget for the purchase of recyclables storage shed in Lightning Ridge and the installation of a recycling collection area at the Lightning Ridge Landfill.     | DES  | Recycling storage facility for the RFDS has been ordered for the Landfill.                                                                                                                                                                                                                                                                                                           |  |
| 30.07.19 | 6/2019/23 | That Walgett Shire Council resolve to;<br>Endorse the actions of the DES and elect a preference of Option 3, as per the attached report by EnviroScience for further investigations by Council and set a new budget line of \$7,000 for further testing/investigations to be carried out by Council                             | DES  | Nov 19 – Request to EPA regarding this matter. Response from EPA required. It is understood a response will be received in December 2019. The building has been fenced off by Outdoor staff.                                                                                                                                                                                         |  |
| 27.08.19 | 7/2019/15 | That Council make a contribution of \$25,000 towards the installation of an automatic water system at the Walgett Showground including the pavilion, stable and arena areas of the complex.                                                                                                                                     | CFO  | 04.09.19 Underway. Council assessing quotations & scope of works.<br>12.12.19 PO Issued                                                                                                                                                                                                                                                                                              |  |
| 27.08.19 | 7/2019/23 | Write to Mr Mulder and advise that he should engage the appropriately quailed person/s to prepare a planning proposal for the rezoning of the affected land for submission to Department of Planning and Environment.                                                                                                           | DES  | Mr. Mulder has engaged a consultant and is working with DoPE on his PP.                                                                                                                                                                                                                                                                                                              |  |
| 27.08.19 | 7/2019/28 | That Council accepts the tender for Reconstruction and Sealing of 5km of RR103 Gundabloui Road RFT 19/024 from Country Wide Asphalt in the sum of \$1,166,000.00 including GST                                                                                                                                                  | DETS | 09.09.2019 Contract has been awarded. Physical works will be commenced from 16 the September 2019.<br>22.10.019 works in progress<br>11.12.2019 Project completed.                                                                                                                                                                                                                   |  |
| 24.09.19 | 9/2019/20 | That Council note and refuse the proposed road disposal by making a submissions to Department of Industry - Lands & Water.                                                                                                                                                                                                      | DETS | 09.09.2019 an additional funding application has been lodged. Contractor has been notified.                                                                                                                                                                                                                                                                                          |  |

WALGETT SHIRE COUNCIL AGENDA – 25 FEBRUARY 2020 – ORDINARY COUNCIL MEETING

|          |            |                                                                                                                                                                                                                                                                                                                                                                                                                                        |             |                                                                                                                                                                                                                                                       |  |
|----------|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|          |            |                                                                                                                                                                                                                                                                                                                                                                                                                                        |             | 22.10.019 Contract has been awarded to Batter line Earthmoving<br>12.11.2019 waiting for an agreement and works program                                                                                                                               |  |
| 29.10.19 | 10/2019/16 | 1. That Council staff contact Infrastructure NSW and request a variation to the funding deed to allow the new bore to be equipped with an electric submersible pump and associated pipework.<br>2. That Council allocate 80-90 thousand for further drilling of the Cumborah Bore.                                                                                                                                                     | DETS        | 12.11.2019 waiting for comments from Cumborah community<br>11.12.2019 meeting with Cumborah community on 9/12/2019. The community wants to use the remaining budget for infrastructure not for the further drilling.<br>14.02.20 waiting for proposal |  |
| 29.10.19 | 10/2019/21 | That the tender submitted by Pensar Civil P/L, in the tendered amount of \$7,312,908.00 (incl GST) be accepted for Walgett Weir 11A Raising and Fish Conservation.                                                                                                                                                                                                                                                                     | DETS        | 12.11.2019 Offer letter has been sent out and waiting for agreement and works program<br>11.12.2019 works will commence from January<br>14.2.20 work in progress                                                                                      |  |
| 26.11.19 | 11/2019/24 | 1. That Council receive and note the report<br>2. That Council source from the Roads to Recovery Funding (\$556,415) required to complete the project.<br>3. The General Manager investigate and provide a cost analysis between in-house and contractor work.                                                                                                                                                                         | GM/<br>DETS | 11.12.2019 the project will be completed by 16/12/2019.                                                                                                                                                                                               |  |
| 26.11.19 | 11/2019/32 | 1. That Council receive and accept the offer from GS & LM Schmetzer to purchase the lot 63 DP 650476 (8.22 hec) at the cost of \$ 60,000 to create permanent and secure access to the Walgett Weir<br>2. That once the offer has been accepted, a contacts be drawn up and exchanged<br>3. That the land is to be classified as operational land pursuant to Section 31(2) of the Local Government Act 1993 once the sale is finalised | DETS        | 11.12.2019 Acceptance letter has been sent out and legal activities in progress.<br>18.02.20 Independent reviewer to audit works                                                                                                                      |  |
| 17.12.19 | 12/2019/4  | Council investigate the options of highlighting Mr Frederick York Wolseley's contribution towards the shearing industry in the form of a monument and associated historical information                                                                                                                                                                                                                                                | CFO         |                                                                                                                                                                                                                                                       |  |
| 17.12.19 | 12/2019/15 | 1. That Council receive and note the report.<br>2. That Council source from the water funding for \$33,000 ex GST to complete the pipe work including a flow meter. The length of the pipe work is 1.7 km and diameter is 100mm (ID).                                                                                                                                                                                                  | DETS        | 14.2.20 work in progress                                                                                                                                                                                                                              |  |
| 17.12.19 | 12/2019/18 | 1. Council make an application under the Building Better Regions Fund – Infrastructure Projects Stream Round 4 – Drought Support for the new build of a Lightning Ridge Visitor Information Centre<br>2. Council fund its 25% contribution of \$598,228 from the unallocated loan borrowings.                                                                                                                                          | CFO         | 20.01.20 grant application lodged                                                                                                                                                                                                                     |  |
| 17.12.19 | 12/2019/19 | Walgett Shire Council allocate \$5000.00 total from the reserves for the Walgett Memorial Wall towards the construction of the Cumborah Memorial Wall.                                                                                                                                                                                                                                                                                 | DES         |                                                                                                                                                                                                                                                       |  |
| 17.12.19 | 12/2019/23 | That Council investigate the suitability of block of land near the racecourse in Lightning Ridge for the establishment of a recycling facility in Lightning Ridge.                                                                                                                                                                                                                                                                     | DES         | Land is being surveyed 18/02/2020 and appears like a viable option for the recycling facility. Access and other matters are investigated.                                                                                                             |  |

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

**REPORTING SECTION:** Executive  
**AUTHOR:** Michael Urquhart  
**FILE NUMBER:** 12/14-03

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### Summary:

Copies of circulars 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:

- 20-03 Amendments to the Local Government (General) Regulation 2005 to increase the tendering exemption threshold for contracts for bushfire recovery and operations
- 20-02 Exemption for activities under Part 3 of the Commonwealth Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act)
- 20-01 Recovery Information for Councils impacted by bushfires in NSW

### 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:

Obviously 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 20-01 to 20-03 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

|                             |                                                                                                                           |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <b>Circular Details</b>     | Circular No 20-01 / 6 January 2020 / A686940                                                                              |
| <b>Previous Circular</b>    | <i>Nil</i>                                                                                                                |
| <b>Who should read this</b> | Councillors / General Managers / All council staff                                                                        |
| <b>Contact</b>              | Ms Karen Purser, Acting Director Policy and Sector Development <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a> |
| <b>Action required</b>      | Council to Implement                                                                                                      |

### Recovery Information for Councils impacted by bushfires in NSW

The Office of Local Government (OLG) has agreed to be the State coordinating agency between affected local councils seeking assistance and councils who have the capacity to assist. OLG has teamed up with the City of Sydney, Sydney Resilience Office and Local Government NSW to provide a disaster recovery council resource co-ordination service to assist councils impacted by the bushfire crisis.

#### What's new or changing

- This circular contains recovery information for council areas with residents recently impacted by bushfires in NSW.

#### What this will mean for your council

- Councils may become a go-to point for people recently impacted by bushfires who are seeking assistance.
- Council staff should make themselves familiar with recovery information sources available to the public.
- Councils may be called upon to help with clean-up activities and/or to waive tip fees for the disposal of material directly related to the recent fires.
- A councils helping councils resource sharing initiative called the **Local Government Bushfire Recovery Support Group** has been established by OLG, the City of Sydney, Sydney Resilience Office and Local Government NSW to enable unaffected councils to offer assistance, resource sharing and temporary deployment of relief staff to councils in need.
- The Office of Emergency Management convenes the State Recovery Committee. Two General Managers Working Groups have been established as part of the Recovery Committee process. The General Managers Working Groups will be the central point to establish priority needs of local councils with particular regard to the needs that could be met through the assistance of other councils. The General Managers Working Groups are meeting weekly with the State Recovery Coordinators to discuss recovery issues.

#### Key points

##### General

- A disaster welfare assistance line has been established on 1800 018 444.
- A number of grants have been made available, such as grants of up to \$15,000 for business owners directly affected by bushfires and grants of up to \$15,000 for bushfire affected primary producers.

Office of Local Government  
5 O'Keefe Avenue NOWRA NSW 2541  
Locked Bag 3015 NOWRA NSW 2541  
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209  
E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) W [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) ABN 44 913 630 046

- A number of allowances are available for individuals affected by recent fires, such as a one-off payment of \$1,000 per adult and \$400 per child for people who have lost their properties or whose properties have been severely damaged.
- Housing assistance is available to support people via temporary accommodation.
- A number of disaster welfare assistance points have been established.
- Free mental health telephone support is available 24/7 via the Mental Health Line, Lifeline, Mensline, Kids Helpline and Beyond Blue.

#### **Waste disposal**

- The NSW Government is waiving waste levy fees for residents disposing of bushfire-generated waste at nominated facilities.
- Councils should check whether the fees adopted for council operated tips already include a provision allowing council to waive fees in circumstances of a bushfire emergency.
- If there is no such provision councils may choose to explore the use of their power under section 356 of the Local Government Act 1993 to grant financial assistance to fire-affected persons.
- This could occur by way of free waste disposal vouchers. Alternatively, councils may resolve to grant a "tip fee" amnesty. To adopt either option council will need a resolution. The terms of the resolution would authorise the nature and terms of the amnesty.
- Whether public notice of 28 days would be required under section 356(2) will depend on the nature of the proposed amnesty. It could apply uniformly to all persons within the council's area or it could apply to a significant group of persons within the council's area.
- Councils must keep records of the total value of any amnesty or financial assistance provided for future financial reporting requirements. Councils should later ratify the loss in revenue due to the amnesty as an expense against the revenue budget.
- In establishing an amnesty councils should be guided by their own legal advice.

#### **Where to go for further information**

- For recovery information, information fact sheets and updates please visit the following useful sites:
  - [www.emergency.nsw.gov.au](http://www.emergency.nsw.gov.au)
  - <https://www.emergency.nsw.gov.au/Pages/for-the-community/disaster-assistance/Northern-Fires-November-2019.aspx>
  - <https://www.emergency.nsw.gov.au/Documents/factsheets/community-recovery-information-november-northern-nsw-fires-2.pdf>
- **To offer resources** and/or specialist staff assistance, please contact the **Local Government Bushfire Recovery Support Group** on 02 9246 7709 or [recovery@cityofsydney.nsw.gov.au](mailto:recovery@cityofsydney.nsw.gov.au).
- **Requests for assistance** can be directed to the Office of Emergency Management State Recovery Committee - General Managers Groups, or directly to the Office of Local Government on [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au).

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|                             |                                                                                                     |
|-----------------------------|-----------------------------------------------------------------------------------------------------|
| <b>Circular Details</b>     | Circular No 20-02 / 16 January 2019 / A687470                                                       |
| <b>Previous Circular</b>    | N/A                                                                                                 |
| <b>Who should read this</b> | Councillors / General Managers / All council staff                                                  |
| <b>Contact</b>              | Council Engagement Team / 02 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a> |
| <b>Action required</b>      | Information                                                                                         |

### Exemption for activities under Part 3 of the Commonwealth Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act)

#### What's new or changing

- On 10 January 2020, the Commonwealth Minister for the Environment, the Hon Sussan Ley MP, granted an exemption for NSW State agencies and local councils from the application of all of the provisions of Part 3 of the EPBC Act (other than sections 21, 22A, 24D, 24E, 27B and 27C), in relation to the following actions:
  - “the taking of firefighting activities, fire prevention activities and fire recovery activities in New South Wales in response to any bushfires that occur or have occurred during the 2019/2020 bushfire season”.
- These activities are defined in the decision as follows:
  - **firefighting activities** means emergency actions taken to prevent bushfires damaging life, property or matters of national environmental significance.
  - **fire prevention activities** means urgent preventative actions taken to prevent the spread or reduce the severity of fires. This includes back burning, clearance of vegetation and building of fire breaks.
  - **fire recovery activities** means urgent actions taken in the recovery from damage from bushfires. This includes clearance of vegetation that has been damaged as a result of bushfires, and urgent repair or replacement of essential infrastructure damaged by bushfire.

#### What this will mean for your council

- This exemption means that councils can continue to undertake these necessary firefighting, prevention and recovery activities which would usually require approval from the Commonwealth without seeking and obtaining that approval.
- Councils are reminded that, in undertaking these activities they must continue to comply with all applicable State legislation and requirements of relevant NSW agencies (eg: obtaining a *Bush Fire Hazard Reduction certificate* from the NSW Rural Fire Service).

**Key points**

- The NSW Government recognises the critical role that local councils play in ensuring local communities are protected from the threat of bushfires and in recovering from bushfire.
- On 9 January 2020, the NSW Government made an application to Minister Ley seeking an exemption for local councils and State agencies under section 158 of the Commonwealth EPBC Act to undertake emergency works and recovery actions associated with the bushfires.
- In granting the exemption, Minister Ley determined that it was in the national interest and that the exemption will enable bushfire preparation, response and recovery activities to be undertaken by State agencies and local councils in a timely manner without needing approvals under the Commonwealth EPBC Act.

**Where to go for further information**

- Minister Ley's exemption decision and a statement of reasons can be accessed here:  
<http://epbcnotices.environment.gov.au/exemptionnotices/exemptionnotice/?id=336751c4-4533-ea11-a115-005056842ad1>



**Tim Hurst**  
**Deputy Secretary**  
**Local Government, Planning and Policy**

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|                             |                                                                                      |
|-----------------------------|--------------------------------------------------------------------------------------|
| <b>Circular Details</b>     | Circular No 20-03 / 24 January 2020 / A688241                                        |
| <b>Previous Circular</b>    | N/A                                                                                  |
| <b>Who should read this</b> | Councillors / General Managers / Staff involved in bushfire recovery and procurement |
| <b>Contact</b>              | Melissa Gibbs, Director Policy and Sector Development,<br>olg@olg.nsw.gov.au         |
| <b>Action required</b>      | Council to Implement                                                                 |

### **Amendments to the *Local Government (General) Regulation 2005* to increase the tendering exemption threshold for contracts for bushfire recovery and operations**

#### **What's new or changing**

- Section 55 of the *Local Government Act 1993* (the Act) requires councils to invite tenders before entering into a wide range of contracts. This section also specifies a number of exemptions to this requirement.
- Section 55(3)(n)(i) of the Act currently exempts from the tendering requirements a contract involving an estimated expenditure of an amount of less than \$250,000.
- The *Local Government (General) Amendment (Tendering) Regulation 2020* augments this by extending the exception where the contract is primarily for the purposes of bushfire response and recovery.
- The exception will be limited to contracts entered into during the period 17 January 2020 to 1 July 2020 where the contract involves an expenditure of an amount less than \$500,000.

#### **What this will mean for your council**

- The tendering requirements are designed to ensure probity in the letting of contracts. However, this involves the application of time and resources.
- Many councils are having to undertake urgent bushfire protection, recovery, and remediation operations to assist their communities.
- While the Act provides several exceptions to the tendering requirements, the Government has provided a specific exception targeted at the current bushfire crisis.
- This provision will provide affected councils with greater certainty as to the availability of an exception, while allowing them to undertake urgent bushfire protection, recovery and remediation operations to help their communities recover and rebuild.
- Notwithstanding these temporary arrangements, councils should still strive to achieve best value for money in the expenditure of public funds.

**Key points**

- The NSW Government is committed to helping local councils and their communities recover and rebuild in the wake of the recent bushfire emergencies including cutting red tape.
- Many councils are having to undertake urgent bushfire protection, recovery, and remediation operations to assist their communities.
- The specific exemption to tendering requirements for councils will save time and resources when undertaking bushfire-related works.

**Where to go for further information**

- Contact OLG's Council Engagement Team by phone on (02) 4428 4100 or by email at [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au).



**Tim Hurst**  
**Deputy Secretary**  
**Local Government, Planning and Policy**

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### 10.1.3 IMPORTANT DATES - UPCOMING MEETINGS AND EVENTS

**REPORTING SECTION:** Executive  
**AUTHOR:** Michael Urquhart  
**FILE NUMBER:** 12/14-03

---

**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.

| <b>Important Dates For Councillors - Upcoming Meetings &amp; Events</b>                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <p>That Council receive and note the list of upcoming meetings and events.</p> <p><b>Moved:</b><br/><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> March 2020 | Council Meeting         | Walgett Shire Chambers | Councillors, GM and Executive Staff to attend |

## **10.1.4 MONTHLY OUTSTANDING RATES REPORT – AS AT 31<sup>ST</sup> DECEMBER 2019**

**REPORTING SECTION:** Corporate Services  
**AUTHOR:** Kevin Dunshea – Rates Clerk  
**FILE NUMBER:** 12/14-03/0057

---

### **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%. The unaudited result for 18/19 is 9.12%, which is outstanding considering the prolonged drought conditions with many ratepayers choosing an alternative payment arrangement.

### **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 2019 is **56.20%** which is **1.40%** less than the previous year's collection of **57.6%**. Collections have increased in the first 12 days of December with a total of **56.92%** collected.

### **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**

**Recommendation**

The 31<sup>st</sup> December 2019 outstanding rates report be received and noted.

**Moved:**

**Seconded:**

**Attachments:**

Monthly Report - Outstanding Rates Report

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

**Report on Rates and Annual Charges - 31 December 2019**

|                                                         | 12 January 2020       | 31 December 2019      | 31 December 2018     |
|---------------------------------------------------------|-----------------------|-----------------------|----------------------|
| Arrears from previous year                              | 905,134.18            | 905,134.18            | 832,246.36           |
| Adjustment                                              |                       |                       |                      |
| Sub Total                                               | 905,134.18            | 905,134.18            | 832,246.36           |
| <b>Current Year Activity</b>                            |                       |                       |                      |
| Legal fees (Including write off's)                      | 18,785.20             | 18,785.20             | 33,727.20            |
| Adjusted Levy                                           | 9,660,208.00          | 9,660,208.00          | 9,357,777.57         |
| Interest (Including write off's)                        | 29,075.90             | 28,880.72             | 27,268.51            |
| Adjustments (Including Write Off's)                     | 1,334.00              | 1,334.00              | (890.89)             |
| Sub Total                                               | 9,709,403.10          | 9,709,207.92          | 9,417,882.39         |
| <i>Total Arrears and Adjusted Levy</i>                  | <i>10,614,537.28</i>  | <i>10,614,342.10</i>  | <i>10,250,128.75</i> |
| Payments                                                | (5,851,300.74)        | (5,774,895.17)        | (5,706,876.98)       |
| Pensioner Concessions - Govt                            | (94,572.12)           | (94,572.12)           | (98,448.28)          |
| Pensioner Concessions - Council                         | (77,381.22)           | (77,381.22)           | (80,553.16)          |
| Discount                                                | 0.00                  | 0.00                  | 0.00                 |
| Special Rebate Council                                  | (18,806.00)           | (18,806.00)           | (18,357.50)          |
| Sub Total                                               | (6,042,060.08)        | (5,965,654.51)        | (5,904,235.92)       |
| <b>Total Remaining Levy</b>                             | <b>\$4,572,477.20</b> | <b>\$4,648,687.59</b> | <b>4,345,892.83</b>  |
| Current                                                 | 3,843,781.00          | 3,907,025.05          | 3,670,454.62         |
| Arrears                                                 | 508,671.64            | 513,803.43            | 444,262.04           |
| Interest b/f from previous years                        | 34,096.50             | 41,064.75             | 40,761.18            |
| Current year interest                                   | 25,891.30             | 26,154.77             | 22,083.17            |
| Legals                                                  | 160,036.76            | 160,639.59            | 168,331.82           |
| <b>Total Remaining Levy</b>                             | <b>\$4,572,477.20</b> | <b>\$4,648,687.59</b> | <b>4,345,892.83</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 | 56.92%                | 56.20%                | 57.60%               |
| Collected YTD % of Levy                                 | 60.26%                | 59.48%                | 60.60%               |

## 10.1.5 MONTHLY OUTSTANDING RATES REPORT – AS AT 31<sup>st</sup> JANUARY 2020

**REPORTING SECTION:** Corporate Services  
**AUTHOR:** Kevin Dunshea – Rates Clerk  
**FILE NUMBER:** 12/14-03/0058

---

### **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%. The unaudited result for 18/19 is 9.12%, which is outstanding considering the prolonged drought conditions with many ratepayers choosing an alternative payment arrangement.

### **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 20 is **58.38%** which is **1.10%** less than the previous year's collection of **59.48%**. Collections have increased in the first nine days of February with a total of **59.52%** collected.

### **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</b>                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation</b></p> <p>The 31<sup>st</sup> January 2020 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 January 2020**

**Report on Rates and Annual Charges - 31 January 2020**

|                                                         | 9 February 2020       | 31 January 2020       | 31 January 2019      |
|---------------------------------------------------------|-----------------------|-----------------------|----------------------|
| Arrears from previous year                              | 905,134.18            | 905,134.18            | 832,246.36           |
| Adjustment                                              |                       |                       |                      |
| Sub Total                                               | 905,134.18            | 905,134.18            | 832,246.36           |
| <b>Current Year Activity</b>                            |                       |                       |                      |
| Legal fees (Including write off's)                      | 18,785.20             | 18,785.20             | 33,727.20            |
| Adjusted Levy                                           | 9,660,078.53          | 9,660,078.53          | 9,360,756.60         |
| Interest (Including write off's)                        | 33,052.33             | 32,948.23             | 31,945.06            |
| Adjustments (Including Write Off's)                     | 1,351.86              | 1,355.68              | (890.89)             |
| Sub Total                                               | 9,713,267.92          | 9,713,167.64          | 9,425,537.97         |
| <b>Total Arrears and Adjusted Levy</b>                  | <b>10,618,402.10</b>  | <b>10,618,301.82</b>  | <b>10,257,784.33</b> |
| Payments                                                | (6,129,514.09)        | (6,008,452.21)        | (5,904,331.79)       |
| Pensioner Concessions - Govt                            | (94,572.12)           | (94,572.12)           | (98,391.17)          |
| Pensioner Concessions - Council                         | (77,381.22)           | (77,381.22)           | (80,506.44)          |
| Discount                                                | 0.00                  | 0.00                  | 0.00                 |
| Special Rebate Council                                  | (18,806.00)           | (18,806.00)           | (18,357.50)          |
| Sub Total                                               | (6,320,273.43)        | (6,199,211.55)        | (6,101,586.90)       |
| <b>Total Remaining Levy</b>                             | <b>\$4,298,128.67</b> | <b>\$4,419,090.27</b> | <b>4,156,197.43</b>  |
| Current                                                 | 3,603,032.89          | 3,712,080.83          | 3,515,734.29         |
| Arrears                                                 | 491,209.95            | 497,239.10            | 426,013.50           |
| Interest b/f from previous years                        | 16,336.72             | 20,582.35             | 24,312.12            |
| Current year interest                                   | 29,402.60             | 29,816.34             | 25,705.09            |
| Legals                                                  | 158,146.51            | 159,371.65            | 164,432.43           |
| <b>Total Remaining Levy</b>                             | <b>\$4,298,128.67</b> | <b>\$4,419,090.27</b> | <b>4,156,197.43</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 | 59.52%                | 58.38%                | 59.48%               |
| Collected YTD % of Levy                                 | 63.10%                | 61.86%                | 62.64%               |

## 10.1.6 CASH & INVESTMENT REPORT AS AT 31ST DECEMBER 2019

**REPORTING SECTION:** Corporate Services  
**AUTHOR:** Shirley Burraston – Management Accountant  
**FILE NUMBER:** 09/1460

---

### Summary:

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

### Background:

The investment portfolio consists of on-call bank accounts, fixed rate interest bearing deposits and variable or floating 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 2019 are compliant with the Relevant Reference Documents and Policies listed later in this report.

### Current Position:

Council at 31<sup>st</sup> December 2019 held a total of \$28,454,413.65 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.

### Maturity Compliance as at 31/12/2019

| Compliant     | Term         | Invested      | Invested (%) | Min Limit (%) | Max Limit (%) | Available     |
|---------------|--------------|---------------|--------------|---------------|---------------|---------------|
| ✓             | 0 - 365 days | 15,954,413.55 | 56.07        | 40.00         | 100.00        | 12,500,000.10 |
| ✓             | 1 - 3 years  | 9,500,000.00  | 33.39        | 0.00          | 60.00         | 7,572,648.19  |
| ✓             | 3 - 5 years  | 3,000,000.10  | 10.54        | 0.00          | 40.00         | 8,381,765.36  |
| ✓             | 5 - 10 years | -             | 0.00         | 0.00          | 10.00         | 2,845,441.37  |
| ✓             | +10 years    | -             | 0.00         | 0.00          | 0.00          | -             |
| <b>TOTALS</b> |              | 28,454,413.65 | 100.00       |               |               |               |

### 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 2019)

### Governance issues:

Nil

| Attachment One                                         |                                |                       |                    |                 |                            |                                       |
|--------------------------------------------------------|--------------------------------|-----------------------|--------------------|-----------------|----------------------------|---------------------------------------|
| Cash and Investments Holdings as at 31st December 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                        | 0.15%                 | Monthly            | EOM             | 180,115                    | Pd Monthly                            |
| Commonwealth Bank                                      | On Call                        | 0.90%                 | Monthly            | EOM             | 256,347                    | Pd Monthly                            |
| Bankwest                                               | On Call                        | 1.00%                 | Monthly            | EOM             | 2,017,951                  | Pd Monthly                            |
| <b>Total On-Call Accounts</b>                          |                                |                       |                    |                 | <b>2,454,414</b>           |                                       |
| <u>Term Deposits</u>                                   |                                |                       |                    |                 |                            |                                       |
| ING Direct                                             | 14/09/2021                     | 3.12%                 | Maturity           | 14/09/2020      | 500,000                    | \$4,573.15                            |
| Bank of Queensland                                     | 16/03/2020                     | 3.30%                 | Maturity           | 16/03/2020      | 1,000,000                  | \$3,978.08                            |
| Members Equity Bank                                    | 11/05/2022                     | 3.47%                 | Maturity           | 11/05/2020      | 1,000,000                  | \$22,246.03                           |
| Bank of Queensland                                     | 14/10/2020                     | 3.15%                 | Maturity           | 12/10/2020      | 1,000,000                  | \$6,904.11                            |
| Bank of Queensland                                     | 7/07/2021                      | 3.15%                 | Maturity           | 2/07/2020       | 1,000,000                  | \$15,706.85                           |
| Bank of Queensland                                     | 6/07/2022                      | 3.50%                 | Maturity           | 2/07/2020       | 1,000,000                  | \$17,452.05                           |
| AMP Bank                                               | 7/08/2024                      | 2.00%                 | Maturity           | 7/08/2020       | 1,000,000                  | \$8,000.00                            |
| AMP Bank                                               | 26/02/2020                     | 2.00%                 | Maturity           | 26/02/2020      | 1,000,000                  | \$6,849.31                            |
| National Australia Bank                                | 22/11/2021                     | 3.00%                 | Maturity           | 23/11/2020      | 1,000,000                  | \$3,041.10                            |
| Newcastle Permanent Building Society                   | 16/02/2022                     | 3.05%                 | Maturity           | 11/02/2020      | 1,000,000                  | \$26,990.41                           |
| AMP Bank                                               | 31/01/2024                     | 3.15%                 | Maturity           | 3/02/2020       | 1,000,000                  | \$28,738.35                           |
| Westpac                                                | 19/02/2020                     | 1.70%                 | Maturity           | 19/02/2020      | 1,000,000                  | \$5,495.89                            |
| AMP Bank                                               | 11/03/2020                     | 1.90%                 | Maturity           | 11/03/2020      | 1,000,000                  | \$5,673.97                            |
| Bank of Queensland                                     | 12/06/2024                     | 2.55%                 | Maturity           | 12/06/2020      | 1,000,000                  | \$14,112.33                           |
| Newcastle Permanent Building Society                   | 13/04/2022                     | 2.70%                 | Maturity           | 10/01/2020      | 1,000,000                  | \$6,065.75                            |
| AMP Bank                                               | 13/05/2020                     | 1.80%                 | Maturity           | 13/05/2020      | 1,000,000                  | \$2,367.12                            |
| Westpac                                                | 15/04/2020                     | 1.62%                 | Maturity           | 15/04/2020      | 1,000,000                  | \$887.67                              |
| Westpac                                                | 15/04/2020                     | 1.60%                 | Maturity           | 15/04/2020      | 1,000,000                  | \$3,331.51                            |
| BankVic                                                | 21/01/2020                     | 2.10%                 | Maturity           | 21/01/2020      | 1,000,000                  | \$10,413.70                           |
| Westpac                                                | 8/01/2020                      | 1.82%                 | Maturity           | 8/01/2020       | 1,000,000                  | \$6,581.92                            |
| MyState                                                | 12/02/2020                     | 1.74%                 | Maturity           | 12/02/2020      | 1,000,000                  | \$2,621.92                            |
| MyState                                                | 8/04/2020                      | 1.80%                 | Maturity           | 8/04/2020       | 1,000,000                  | \$1,282.19                            |
| <b>Total Term Deposits</b>                             |                                |                       |                    |                 | <b>21,500,000</b>          | <b>203,313</b>                        |
| <u>Variable Rate Deposits</u>                          |                                |                       |                    |                 |                            |                                       |
| IMB Bank                                               | 24/07/2020                     | 1.63%                 | Quarterly          | 24/01/2020      | 500,000                    | \$1,518.36                            |
| IMB Bank                                               | 11/02/2021                     | 1.73%                 | Quarterly          | 14/02/2020      | 500,000                    | \$1,113.83                            |
| Commonwealth Bank                                      | 20/04/2021                     | 2.13%                 | Quarterly          | 20/01/2020      | 500,000                    | \$2,095.89                            |
| Commonwealth Bank                                      | 23/08/2021                     | 1.98%                 | Quarterly          | 24/02/2020      | 500,000                    | \$951.38                              |
| Commonwealth Bank                                      | 31/08/2021                     | 1.94%                 | Quarterly          | 28/02/2020      | 500,000                    | \$875.68                              |
| Westpac                                                | 16/11/2021                     | 2.10%                 | Quarterly          | 17/02/2020      | 1,000,000                  | \$2,533.56                            |
| Newcastle Permanent Building Society                   | 2/09/2020                      | 1.89%                 | Quarterly          | 2/03/2020       | 1,000,000                  | \$1,652.60                            |
| <b>Total Floating Rate Deposits</b>                    |                                |                       |                    |                 | <b>4,500,000</b>           | <b>\$10,741.30</b>                    |
| <b>Total Cash and Investments</b>                      |                                |                       |                    |                 | <b>28,454,414</b>          | <b>\$214,054.71</b>                   |

**Environmental issues:**

Nil

**Financial Implications:**

As per report

**Alternative Solutions/Options:**

Nil

**Stakeholders:**

Walgett Shire Council  
Residents of Walgett Shire Council  
Financial Institutions

**Conclusion:**

As at 31<sup>st</sup> December 2019, Walgett Shire Council's total available cash and invested funds totalled \$28,454,413.65. There is a decrease of \$3,501,684.78 from 30<sup>th</sup> November 2019. This decrease in the portfolio can be attributed largely to the ongoing capital expenditure during the month.

**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 Council's cash book and ledger have been reconciled to the bank statement as at 31<sup>st</sup> December 2019.

Michael J Urquhart

**Acting General Manager – Responsible Accounting Officer**

**Cash and Investment Report as at 31st December 2019**

**Recommendation:**

That the Investment report as at 31st December 2019 be received and noted.

**Moved:**

**Seconded:**

**10.1.7 CASH & INVESTMENT REPORT AS AT 31ST JANUARY 2020**

**REPORTING SECTION:** Corporate Services  
**AUTHOR:** Shirley Burraston – Management 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 2020.

**Background:**

The investment portfolio consists of on-call bank accounts, fixed rate interest bearing deposits and variable or floating 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 2020 are compliant with the Relevant Reference Documents and Policies listed later in this report.

**Current Position:**

Council at 31<sup>st</sup> January 2020 held a total of \$29,812,934.46 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.

**Maturity Compliance** as at 31/01/2020

| Compliant     | Term         | Invested      | Invested (%) | Min Limit (%) | Max Limit (%) | Available     |
|---------------|--------------|---------------|--------------|---------------|---------------|---------------|
| ✓             | 0 - 365 days | 17,312,934.36 | 58.07        | 40.00         | 100.00        | 12,500,000.10 |
| ✓             | 1 - 3 years  | 9,500,000.00  | 31.86        | 0.00          | 60.00         | 8,387,760.68  |
| ✓             | 3 - 5 years  | 3,000,000.10  | 10.06        | 0.00          | 40.00         | 8,925,173.68  |
| ✓             | 5 - 10 years | -             | 0.00         | 0.00          | 10.00         | 2,981,293.45  |
| ✓             | +10 years    | -             | 0.00         | 0.00          | 0.00          | -             |
| <b>TOTALS</b> |              | 29,812,934.46 | 100.00       |               |               |               |

**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 2019)

**Governance issues:**

Nil

| Attachment One                                        |                                |                       |                    |                 |                            |                               |                                       |
|-------------------------------------------------------|--------------------------------|-----------------------|--------------------|-----------------|----------------------------|-------------------------------|---------------------------------------|
| Cash and Investments Holdings as at 31st January 2020 |                                |                       |                    |                 |                            |                               |                                       |
| Investment                                            | Investment Final Maturity Date | Current Interest Rate | Interest Frequency | Coupon Maturity | Amount Invested Value (\$) | % of Total Funds (Face Value) | Accrued Interest to End of Month (\$) |
| <i>On-Call Accounts</i>                               |                                |                       |                    |                 |                            |                               |                                       |
| Commonwealth Bank                                     | On Call                        | 0.15%                 | Monthly            | EOM             | 805,733                    | 2.70%                         | Pd Monthly                            |
| Commonwealth Bank                                     | On Call                        | 0.90%                 | Monthly            | EOM             | 2,006,814                  | 6.73%                         | Pd Monthly                            |
| Bankwest                                              | On Call                        | 1.00%                 | Monthly            | EOM             | 387                        | 0.00%                         | Pd Monthly                            |
| <b>Total On-Call Accounts</b>                         |                                |                       |                    |                 | <b>2,812,934</b>           | <b>9.43%</b>                  |                                       |
| <i>Term Deposits</i>                                  |                                |                       |                    |                 |                            |                               |                                       |
| ING Direct                                            | 14/09/2021                     | 3.12%                 | Maturity           | 14/09/2020      | 500,000                    | 1.68%                         | \$5,898.08                            |
| Bank of Queensland                                    | 16/03/2020                     | 3.30%                 | Maturity           | 16/03/2020      | 1,000,000                  | 3.35%                         | \$6,780.83                            |
| Members Equity Bank                                   | 11/05/2022                     | 3.47%                 | Maturity           | 11/05/2020      | 1,000,000                  | 3.35%                         | \$25,193.15                           |
| Bank of Queensland                                    | 14/10/2020                     | 3.15%                 | Maturity           | 12/10/2020      | 1,000,000                  | 3.35%                         | \$9,579.45                            |
| Bank of Queensland                                    | 7/07/2021                      | 3.15%                 | Maturity           | 2/07/2020       | 1,000,000                  | 3.35%                         | \$18,382.19                           |
| Bank of Queensland                                    | 6/07/2022                      | 3.50%                 | Maturity           | 2/07/2020       | 1,000,000                  | 3.35%                         | \$20,424.66                           |
| AMP Bank                                              | 7/08/2024                      | 2.00%                 | Maturity           | 7/08/2020       | 1,000,000                  | 3.35%                         | \$9,698.63                            |
| AMP Bank                                              | 26/02/2020                     | 2.00%                 | Maturity           | 26/02/2020      | 1,000,000                  | 3.35%                         | \$8,547.94                            |
| National Australia Bank                               | 22/11/2021                     | 3.00%                 | Maturity           | 23/11/2020      | 1,000,000                  | 3.35%                         | \$5,589.04                            |
| Newcastle Permanent Building Society                  | 16/02/2022                     | 3.05%                 | Maturity           | 11/02/2020      | 1,000,000                  | 3.35%                         | \$29,580.82                           |
| AMP Bank                                              | 31/01/2024                     | 3.15%                 | Maturity           | 3/02/2020       | 1,000,000                  | 3.35%                         | \$31,413.70                           |
| Westpac                                               | 19/02/2020                     | 1.70%                 | Maturity           | 19/02/2020      | 1,000,000                  | 3.35%                         | \$6,939.73                            |
| AMP Bank                                              | 11/03/2020                     | 1.90%                 | Maturity           | 11/03/2020      | 1,000,000                  | 3.35%                         | \$7,287.67                            |
| Bank of Queensland                                    | 12/06/2024                     | 2.55%                 | Maturity           | 12/06/2020      | 1,000,000                  | 3.35%                         | \$16,278.08                           |
| Newcastle Permanent Building Society                  | 13/04/2022                     | 2.70%                 | Maturity           | 14/04/2020      | 1,000,000                  | 3.35%                         | \$1,331.51                            |
| AMP Bank                                              | 13/05/2020                     | 1.80%                 | Maturity           | 13/05/2020      | 1,000,000                  | 3.35%                         | \$3,895.89                            |
| Westpac                                               | 15/04/2020                     | 1.62%                 | Maturity           | 15/04/2020      | 1,000,000                  | 3.35%                         | \$2,263.56                            |
| Westpac                                               | 15/04/2020                     | 1.60%                 | Maturity           | 15/04/2020      | 1,000,000                  | 3.35%                         | \$4,690.41                            |
| BankVic                                               | 20/05/2020                     | 1.60%                 | Maturity           | 20/05/2020      | 1,000,000                  | 3.35%                         | \$438.36                              |
| Westpac                                               | 8/04/2020                      | 1.66%                 | Maturity           | 8/04/2020       | 1,000,000                  | 3.35%                         | \$1,046.03                            |
| MyState                                               | 12/02/2020                     | 1.74%                 | Maturity           | 12/02/2020      | 1,000,000                  | 3.35%                         | \$4,099.73                            |
| MyState                                               | 8/04/2020                      | 1.80%                 | Maturity           | 8/04/2020       | 1,000,000                  | 3.35%                         | \$2,810.96                            |
| AMP Bank                                              | 29/04/2020                     | 1.75%                 | Maturity           | 29/04/2020      | 1,000,000                  | 3.35%                         | \$479.45                              |
| <b>Total Term Deposits</b>                            |                                |                       |                    |                 | <b>22,500,000</b>          | <b>75.47%</b>                 | <b>222,650</b>                        |
| <i>Variable Rate Deposits</i>                         |                                |                       |                    |                 |                            |                               |                                       |
| IMB Bank                                              | 24/07/2020                     | 1.64%                 | Quarterly          | 24/04/2020      | 500,000                    | 1.68%                         | \$179.73                              |
| IMB Bank                                              | 11/02/2021                     | 1.73%                 | Quarterly          | 14/02/2020      | 500,000                    | 1.68%                         | \$1,848.49                            |
| Commonwealth Bank                                     | 20/04/2021                     | 2.08%                 | Quarterly          | 20/04/2020      | 500,000                    | 1.68%                         | \$341.92                              |
| Commonwealth Bank                                     | 23/08/2021                     | 1.98%                 | Quarterly          | 24/02/2020      | 500,000                    | 1.68%                         | \$1,794.03                            |
| Commonwealth Bank                                     | 31/08/2021                     | 1.94%                 | Quarterly          | 28/02/2020      | 500,000                    | 1.68%                         | \$1,698.28                            |
| Westpac                                               | 16/11/2021                     | 2.10%                 | Quarterly          | 17/02/2020      | 1,000,000                  | 3.35%                         | \$4,318.57                            |
| Newcastle Permanent Building Society                  | 2/09/2020                      | 1.89%                 | Quarterly          | 2/03/2020       | 1,000,000                  | 3.35%                         | \$3,253.56                            |
| <b>Total Floating Rate Deposits</b>                   |                                |                       |                    |                 | <b>4,500,000</b>           | <b>15.09%</b>                 | <b>\$13,434.57</b>                    |
| <b>Total Cash and Investments</b>                     |                                |                       |                    |                 | <b>29,812,934</b>          | <b>100.00%</b>                | <b>\$236,084.42</b>                   |

**Environmental issues:**

Nil

**Financial Implications:**

As per report

**Alternative Solutions/Options:**

Nil

**Stakeholders:**

Walgett Shire Council  
Residents of Walgett Shire Council  
Financial Institutions

**Conclusion:**

As at 31<sup>st</sup> January 2020, Walgett Shire Council's total available cash and invested funds totalled \$29,812,934.46. There is an increase of \$1,358,520.81 from 31<sup>st</sup> December 2019. This increase in the portfolio can be attributed largely to the receipt of grant monies during the month.

**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 Council's cash book and ledger have been reconciled to the bank statement as at 31<sup>st</sup> January 2020.

Michael J Urquhart

**Acting General Manager – Responsible Accounting Officer**

**Cash and Investment Report as at 31st January 2020**

**Recommendation:**

That the Investment report as at 31st January 2020 be received and noted.

**Moved:**

**Seconded:**

## **10.1.8 SECTION 356 COMMUNITY ASSISTANCE SCHEME ROUND TWO 2019-2020**

**REPORTING SECTION:** Corporate Services  
**AUTHOR:** Ann-Maree Ritchie – Relief Administration Services Officer  
**FILE NUMBER:** 12/14-03/0059

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### **Summary:**

This report relates to the assessment of applications for financial assistance through the Community Assistance Scheme 2019/2020. This is the second round of requests for financial assistance for the 2019/2020 financial year with six (6) organisations being recommended to receive financial assistance.

### **Background:**

Applications were invited from community organisations for financial assistance under the Community Assistance Scheme. The scheme was advertised Shire wide, with applications closing 31 January 2020.

Applicants must be non-profit organisations and based in, or affiliated with, Walgett Shire. The maximum amount per project is \$3,000 and is limited to one donation per organisation per year. The Council reserves the right to part fund applications.

The Community Assistance Scheme objectives are to:

- Support charities and community projects, events and activities which occur within the Walgett Shire area, and are a benefit to the community;
- Foster or support new services, initiatives and resources within the Shire;
- Improve awareness and use of community services and resources within the Shire;
- Encourage increased participation in local community events within the Shire.

### **Current Position:**

An amount of \$20,000 has been provided for in the 2019/2020 budget, to fund eligible applications for donations under Section 356 of the Local Government Act 1993.

A total of six (6) Community organisations submitted applications to be considered for funding in the first second of the 2019/2020 Community Assistance Scheme. The details of the applications received and recommendations for funding are provided in the attached schedule.

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

WSC Procedures – AFM – Requests for Assistance  
Section 356 Local Government Act 1993  
Local Government (General) Regulation 2005

### **Governance issues:**

Council is able to grant financial assistance to community organisations in accordance with Section 356 of the Local Government Act 1993.

### **Environmental issues:**

No environmental issues have been identified in relation to this matter.

### **Stakeholders:**

Walgett Shire Council, Community organisation applicants and Walgett Shire Community

**Financial Implications:**

A total of \$20,000 is budgeted for the Community Assistance Scheme in 2019/2020. Round 1 application funding totalled \$10,965, leaving a balance of \$9,035.00 remaining for Round 2 applications and miscellaneous donations approved by Council. During the past six (6) months a further \$4,627.27 was allocated to community groups.

**Alternative Solutions/Options:**

1. That Council resolve to approve or disapprove applications on a different basis to that recommended.
2. Council can decide to increase the annual allocation by a further \$10,000 to accommodate the community organisations requests. The Community Assistance Scheme is proving very popular with more and more organisations.

**Conclusion:**

A total of seven (7) applications for funding were received under Round 2 of the Community Assistance Scheme. The report attached suggests that the budget be increased by \$10,000 for all funding be provided to the seven (7) of the applicants as per the recommended amounts as per the table below.

**Note from CFO:** Where an approved allocation is vastly different to what has been requested, Council staff will liaise with the relevant organisation to confirm the project, or activity is viable using own source funds, as is the case with the Lightning Ridge Pistol Club.

**Community Assistance Scheme Donations – Round 2 2019/2020 Applications****Recommendation:**

That the following applicants be granted financial assistance under Section 356 of the Local Government Act 1993 for the second round of 2019/2020;

| Organisation                           | Project                                                 | Amount Requested    | Recommended Amount Current Vote \$20,000 | If vote was increased to \$30,000 |
|----------------------------------------|---------------------------------------------------------|---------------------|------------------------------------------|-----------------------------------|
| Lightning Ridge Pistol Club            | Improvements to the 6 ranges as ordered by NSW firearms | \$ 15,000.00        | 807.73                                   | 3,000.00                          |
| Lightning Ridge Community Radio        | Assistance with electricity costs                       | \$ 1,328.00         | 500.00                                   | 900.00                            |
| Carinda District Race Club             | Carinda Annual Thoroughbred Race Meeting                | \$ 3,000.00         | 900.00                                   | 3,000.00                          |
| Walgett Show Society                   | 2020 Walgett Show                                       | \$ 3,000.00         | 900.00                                   | 3,000.00                          |
| Burren Junction Rescue Squad           | Purchase first equipment and hall hire fees             | \$ 2,800.00         | 900.00                                   | 3,000.00                          |
| North West Plains Sustainability Group | Communication and Succession Planning                   | \$ 3,000.00         | 400.00                                   | 1,500.00                          |
| Lightning Ridge Race Club              | Staff and contractor payments for race day              | \$ 3,000.00         | 0.00                                     | 0.00                              |
| <b>Totals</b>                          |                                                         | <b>\$ 31,128.00</b> | <b>\$ 4,407.73</b>                       | <b>\$ 14,400.00</b>               |

**Moved:**

**Seconded:**

**Attachments:**

2019/2020 Community Assistance Scheme Schedules.

WALGETT SHIRE COUNCIL AGENDA – 25 FEBRUARY 2020 – ORDINARY COUNCIL MEETING

| Organisation                           | Project                                                          | Cost of Project/Activity | Amount Requested | Recommended Amount Current Vote \$20,000 | If vote was increased to \$30,000 | Previous Funding |
|----------------------------------------|------------------------------------------------------------------|--------------------------|------------------|------------------------------------------|-----------------------------------|------------------|
| Lightning Ridge Pistol Club            | Improvements to the 6 ranges as ordered by NSW firearms Registry | \$ 24,000.00             | \$ 15,000.00     | 807.73                                   | 3,907.73                          | Yes              |
| Lightning Ridge Community Radio        | Assistance with electricity costs                                | \$ 1,328.35              | \$ 1,328.00      | 500.00                                   | 500.00                            | Yes              |
| Carinda District Race Club             | Carinda Annual Thoroughbred Race Meeting                         | \$ 3,487.00              | \$ 3,000.00      | 900.00                                   | 2,900.00                          | Yes              |
| Walgett Show Society                   | 2020 Walgett Show                                                | \$ 5,940.00              | \$ 3,000.00      | 900.00                                   | 2,900.00                          | No               |
| Burren Junction Rescue Squad           | Purchase first equipment and hall hire fees                      | \$ 4,900.00              | \$ 2,800.00      | 900.00                                   | 2,700.00                          | No               |
| North West Plains Sustainability Group | Communication and Succession Planning Workshop                   | \$ 7,110.00              | \$ 3,000.00      | 400.00                                   | 1,500.00                          | No               |
| Lightning Ridge Race Club              | Staff and contractor payments for race day                       | \$ 13,000.00             | \$ 3,000.00      | 0.00                                     | 0.00                              | Yes              |
| <b>Totals</b>                          |                                                                  | \$ 59,765.35             | \$ 31,128.00     | \$ 4,407.73                              | \$ 14,407.73                      |                  |
| Annual Budget                          |                                                                  |                          |                  | \$ 20,000.00                             | \$ 30,000.00                      |                  |
| <b>Allocated in Round 1</b>            |                                                                  |                          |                  | \$ 10,965.00                             | \$ 10,965.00                      |                  |
| <b>Misc Donations</b>                  |                                                                  |                          |                  | \$ 4,627.27                              | \$ 4,627.27                       |                  |
| <b>Balance Available</b>               |                                                                  |                          |                  | \$ -                                     | \$ -                              |                  |

## **10.1.9 MUSEUM & GALLERIES OF NSW – MUSEUM ADVISORS PROGRAM**

**REPORTING SECTION:** Corporate Services  
**AUTHOR:** Michael Urquhart – Acting General Manager  
**FILE NUMBER:** 12/14-03/0055

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### **Summary:**

The report aims to assist Council in making a decision on its participation in the Museums & Galleries of NSW museum advisors program. The program assists local government and private museums on how to best to present their museum and collections (best practice) to realise their full potential as tourism and educational resources.

### **Background:**

Local Government plays an important role in the delivery of museum services and support of local cultural events and facilities in their communities. The engagement of specialist museum advisors is an emerging trend for many local Councils as they endeavour to increase tourism trade, by presenting a museum / cultural facilities that provide an experience for all visitors.

The scheme is modelled along similar lines to that of Heritage Advisors program which Walgett Shire Council also participates. Full details of the Museum Advisors Program are attached.

The last work known work on cultural heritage was conducted by the Australian Museum Business Services when preparing the Walgett Aboriginal Heritage Study.

### **Current Position:**

Walgett Shire has numerous museums and cultural centres operating, these include the Walgett Historical Museum / Walgett Masonic Lodge, Aboriginal cultural collection, Bottle House Museum, Chambers of the Black Hand, Australian Opal Centre and Just Rustic Museum. The Australian Opal Centre has expressed interest in participating in the program.

The writer suggests the program be offered shire wide to all museum and cultural operators. This is the first step to growing the tourism industry in Walgett Shire, and this no doubt requires change by all stakeholders, we need to think outside the square and begin developing Walgett Shire as a destination in its own right.

This program is the first of many initiatives necessary to grow the tourist trade, and museum operators will benefit from the expertise of a specialist advisor assisting with the presentation, management of their collections, and facilities to provide a unique experience to the visitor.

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

Local Government Act 1993  
Local Government Regulation 2005  
Walgett Shire Council procurement Policy

### **Governance issues:**

This program aligns with Council's much broader commitment and strategies to improve the shires tourism and cultural assets, be they private or community owned.

### **Environmental issues:**

No environmental issues have been identified in relation to this matter.

**Stakeholders:**

Walgett Shire Council.  
Walgett Shire Community.  
Walgett Shire Museum and Cultural organisations.

**Financial Implications:**

The cost to Council is in the order of \$8,000 to \$10,000 per annum for a period of six (6) years.

**Alternative Solutions/Options:**

Council not engage a museum advisor.

**Conclusion:**

The Chief Financial Officer recommends Council participate in the Museums & Galleries of NSW museum advisors program to assist those organisations in the shire having museum or cultural collections or facilities.

**Museum & Galleries of NSW – Museum Advisors Program**

**Recommendation:**

1. Council participate in the Museums & Galleries of NSW – Museum Advisors Program.
2. The Chief Financial Officer arrange to engage a suitably qualified and highly recommended advisor for the program.
3. Other organisations in the shire having heritage/cultural and museum collections and facilities be invited to participate in the program
4. Funding of \$10,000 be allocated annually and indexed for the next six (6) years.

**Moved:**

**Seconded:**

**Attachments:**

Create NSW information brochure.

# Museums & Galleries of NSW

## MUSEUM ADVISORS PROGRAM

The Museum Advisors Program is an important service co-funded by Create NSW and local government and coordinated by Museums & Galleries of NSW (M&G NSW). Local Governments are invited to participate through matching the Create NSW funding of \$7,000.

The Museum Advisors Program assists local governments and volunteer museums to develop more effectively operated and vibrant museums leading to greater cultural and tourism opportunities for the museums and their towns.

The scheme is modelled on the Heritage Advisors Network, which is coordinated by the Office of Environment and Heritage of the Department of Planning and Environment. This funds Heritage Advisors to work with councils across NSW to facilitate a better understanding of heritage and its importance in the community.

The Museum Advisors Program operates in a similar manner to place experienced museum specialists to work with local museums within a local government area.

### The aim of the Museum Advisors Program

The aim of the service is to facilitate the development of museums in regional NSW. This is undertaken in the following ways:

1. Preparing a Museum Development Plan for a museum or groups of museums in a local government area, based on analysis of collections, history and community identity of the local government area.
2. Developing connections between local government and museums in a local government area to encourage cooperation within a community.
3. Raising standards in museums through training, introducing best practice standards in conjunction with M&G NSW and assisting museums to identify gaps in skills and ways to meet needs in any definable area of museum practice.
4. Developing projects that enliven the presentation of museums, and help to realise their potential as tourism and educational resources.
5. Giving advice to the local government and museums on all aspects of museum practice in advance to ensure best practice museum development and presentation.
6. Assisting in preparation of grants including M&G NSW' Volunteer Museums grants.

## How is the Museum Advisors Program run?

Museum Advisors are appointed by a Local Government from recommendations provided by Museums & Galleries of NSW.

M&G NSW provides a shortlist of potential advisors to the participating Council who will decide on an Advisor that will work best with them. [See notes under Conflict of Interest]. Council is welcome to interview the Advisors to locate the person to suit them. M&G NSW provides a preliminary briefing, access to potential ongoing training opportunities and coordinates Advisors across the state. M&G NSW holds two meetings a year with Advisors to provide an opportunity for professional development and networking.

## The role of the Advisor

The Museum Advisor travels to their designated Local Government Area to work for 20 days per year, generally 2 days per month for 10 months of the year. However, it is possible for the Advisor to conduct fewer visits for longer periods of time to meet the needs of the museums in the local government area.

M&G NSW expect that Advisors work with all museums in the area. They work with museums on both an individual basis and collectively to develop, where appropriate a joint strategic approach for the area.

The Advisors are also available to Council staff to advise and inform on best museum practice and philosophy, and community issues relating to the presentation and interpretation of moveable heritage. Advisors are responsible to a senior officer nominated by Council, such as the General Manager.

It is envisaged that the Service operate in a local government area for a number of years to achieve ongoing development of the museums. This remains subject to continued Create NSW funding and council's satisfaction and commitment to the Service.

## What qualities should a Museums Advisor have?

The Museums Advisors are selected upon demonstration of one or more of the following skills/experience:

- adequate knowledge and suitable experience in the museum, gallery or arts administration sector
- completed or be engaged in appropriate professional studies or relevant experience in museum or related industry
- have worked in a variety of museum practices
- experience working with local government and community organisations
- understanding of issues relating to regional NSW
- highly developed communications skills.

## Reporting

M&G NSW requires a written report from the Advisor during each year (at month 11) of service with a council. Council requirements may request that regular monthly reports be prepared, and if so, these should be forwarded to M&G NSW by council when available.

M&G NSW expect that upon commencement of the Service, the Advisor prepare a strategic plan or work plan for the year, which should include an analysis of each museum including an overview of where they are up to, their needs, etc. This work plan will be an essential tool in gauging the progress of the Service at the end of each year. Projects and training plans for museum workers will be developed from the strategy and opportunities for development will be identified.

At the end of each year of service, the Advisor is required to prepare a final report to be presented to both council and M&G NSW detailing achievements and progress of the Service and any further needs or developments throughout the year.

## Benchmarks

### Year 1

- Museum Advisor to undertake an audit of the museums in the LGA, document museum needs & prepare a museum development plan which is presented to Council & provided to M&G NSW
- Each museum covered by the program has commenced work on a Strategic Plan (or has updated one within the last 3 years)

### Year 2

- Strategic Plans in place for each museum covered by the program
- Collection Policies (endorsed by the Museum Advisor) in place for each museum with a schedule to review within 3-5 years

### Year 3

- Museum budget line based on the program priorities outlined in the museum development plan established by Council
- Significance assessment undertaken and documented in reports for individual museum collections

### Subsequent 4-6 years

#### Each museum should have in place or being working towards:

- Developing or updating a disaster plan
- Preservation needs assessment (this may require a grant to cover funding for a conservator)
- Collection fully catalogued (100%)
- A Succession Plan
- Volunteer handbook in place
- Annual business plan
- Deaccession program
- Interpretation/exhibition policy and plan
- Education policy and plan

### **How to obtain the services of an Advisor**

Museums & Galleries of NSW coordinates the Service. Councils are invited to contact M&G NSW to join the Service and to receive recommendations for suitable advisors. Councils select Advisors from the consultant list provided. Other consultants may be appointed by a council upon approval of M&G NSW.

### **What are the costs of the Service?**

Total Local Government contribution for a 12 month period is \$7,000. The funds devolved from Create NSW match this contribution and provide an additional travel allowance. Advisor fees are recommended at \$700 per day to cover payment for services, accommodation and meals. No administration costs are provided.

The travel allowance is administered by M&G NSW in the first year of the program and then provided to council for management in further years.

While it is not compulsory, M&G NSW strongly recommends that council allocate an additional operations budget for use by the Advisor with the participating organisations. This is to assist Advisors and the organisations to achieve their goals and projects. M&G NSW suggest that this be an amount of at least \$1,000.

### **The role of Council**

Where needed, Council is asked to provide services such as office space for two days per month, telephone, photographic supplies and access to a vehicle if required.

In the initial stages, Councils are expected to provide contacts and introductions for the Advisor with the museums, including background information and expectations for the Service.

Local Government may negotiate extra services from Advisors, such as additional telephone or email advice, but would be required to pay any extra fees from council funds.

### **The role of M&G NSW**

M&G NSW will:

- recruit and interview potential Advisors
- provide of a shortlist of Advisors to Local Government for selection
- approve the Advisor to be appointed
- provide support for the Museum Advisors through out the year
- work with Museum Advisor/Local Government to develop a brief for the area
- administer the travel funds (unless otherwise arranged with council)
- receive an initial report including work plan and final report on the program and review progress with the local government
- Facilitate 2 Museum Advisor Network meetings per annum.

### **Conflict of interest**

Councils are encouraged to appoint Advisors from outside the local government area to minimise direct conflict of interest. This allows a greater range of skills and professional advice to be injected into an area in a variety of ways. M&G NSW will advise on any perceived conflict or practice requiring resolution.

### **Museums & Galleries of NSW (M&G NSW)**

Museums & Galleries of NSW is the key agency in NSW for the museums and galleries sector. We are an independent organisation, largely funded by Create NSW, with additional funding from the Australia Council, Office of Environment and Heritage, project grants, sponsorship and income generation.

M&G NSW works to improve standards, foster self-development and strengthen support for museums and galleries in NSW. M&G NSW facilitates the work of museums, keeping places, galleries, contemporary art spaces and artist-run galleries throughout NSW, in both regional and metropolitan areas.

### **Further information**

Further information on how to be a part of this project, can be obtained by contacting Museums & Galleries of NSW on (02) 9252 8300.

Updated February 2018.

Supported by the



This project is supported by the NSW Government through Create NSW

Level 1, The Arts Exchange, 10 Hickson Rd, The Rocks NSW 2000  
t: 61 2 9252 8300 | f: 61 2 9252 9866 | ABN: 71 085 677 041  
w: [www.mgnsw.org.au](http://www.mgnsw.org.au) | e: [info@mgnsw.org.au](mailto:info@mgnsw.org.au)

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## 10.1.10 INFORMATION FROM TOURISM/VISITOR INFORMATION SECTION

**REPORTING SECTION:** Tourism  
**AUTHOR:** Alana Copelin – Senior Visitor Information Centre  
**FILE NUMBER:** 17/21/00

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### Summary:

This report provides notes on items for brief mention, or information only, on more significant matters recently arising in the Tourism & Visitor Information Office.

### Information:

#### *WSC QUARTERLY NEWSLETTER*

The final quarterly newsletter for 2019 the Summer Edition went out in December, with a 500 copy reduction. The newsletter has retained its 8 pages but has changed formats to incorporate, past current & future projects that Council is completing to give residents an overview of what is happening across each department.

#### *WALGETT OUTDOOR COMMUNITY MARKETS*

The Walgett Christmas Markets were held in November three weeks earlier than in previous years in a bid to try and fit in with Christmas shopping. Several activities helped to draw the community in two food options, lucky door prizes, a chocolate wheel, face painting and a visit from Santa & the Rural Fire Service. Over 22 stall holders attended the Christmas Markets the most present in over 3 years. The lucky door tickets provided a great insight with over 130 tickets given out to participants.

For these markets a letter box drop was completed to try and attract members of the community who do not use social media or the internet. The majority of the Community said they knew about the markets through several different channels so marketing was a success.

2020 Dates have been set to try and maintain the momentum from the Christmas Markets:

Easter Markets: 14 March

Winter Markets: June 13

Spring Markets: September 12

Christmas Market: November 21

#### *GREAT ARTESIAN DRIVE*

In December 2019 Walgett Shire Council committed \$10,000 toward the Great Artesian Drive Marketing Campaign to revamp the tourist drive that encompasses Walgett Shire, Moree Plains & Narrabri Shire artesian bore baths.

With a \$30k budget the aim is to revamp the Great Artesian Drive campaign, which will go towards:

- Film (Approx \$15k)
- Magazine (Approx \$9)
- Website (Approx \$3k)
- Print media (Approx \$3k)

A draft marketing campaign has been compiled and the 12month campaign is expected to roll out from July 2020.

Joint Organisation: Royal Easter Show Initiative

The Joint Organisation; Walgett Shire Council, Bourke Shire Council and Cobar Shire Council have agreed to try promoting the area at the 2020 Royal Easter Show. A stand has been secured next to the popular RM Williams stand.

Tourism Officers from each Council are currently working on Branding, Marketing and Logistics to ensure this promotion is successful.

**DESTINATION COUNTRY & OUTBACK NSW (DNCO)**

Nicola Chandler Business Development Manager for Destination Network Country and Outback resigned in January 2020. No replacement has been announced as yet.

Attached Destination Country & Outback NSW Activity Update 2019 Attached.

**KAMILAROI HIGHWAY**

Newcastle Caravan and Camping Show 7 -10 February 2020

This year we had **10,355** over the two days of the Expo.

**Breakdown by Day of Attendance**

|                 | <b>2020</b>   |
|-----------------|---------------|
| <b>Friday</b>   | 3,331         |
| <b>Saturday</b> | 7,024         |
| <b>Sunday</b>   | Cancelled     |
| <b>Total</b>    | <b>10,355</b> |

The most popular and best known destination along the Highway is still Lightning Ridge.

**WSC SHOP LOCAL CHRISTMAS CAMPAIGN**

Both initiatives were offered free to any Walgett Shire Businesses. Direct marketing was used via face to face direct visits, phone and email campaigns, plus website and social media was also engaged to get the information out to as many business houses as possible.

**Shop Local Gift Guide:**

The Gift Guide was used as a vibrant and creative way to showcase exactly what businesses in the Walgett Shire have to offer. The Graphic Artist engaged Andwotnot (Kristie Murray) and myself went around to as many businesses as possible to gather product information and take photos of products for inclusion in the guide.

3000 copies were printed and distributed throughout the Shire both hard copies sent out as a letter box drop and e-versions were available via website, social media & Council's e-newsletter. The guide was received positively by Business Owners and the Community alike.

**Shop Local Lucky Draw:**

49 Participating businesses across the Shire.

Total Prize Pool of \$3000 split 10 ways.

Sponsorship was received from Walgett Show Society, Walgett Rugby Club, Walgett Charity Bushman's Carnival and Walgett Jockey Club.

Combined the Lucky Draw with the Lighting of the Walgett Christmas Tree Event on Friday 29<sup>th</sup> November 2019. Winners of the Lucky Draw: K. Fisher, Robert Hooper, Katherine Mathews, Bruce Timmins, Neil Taylor, Cath Denyer, Kathy Baker, Sandra Simpson, Scott Haverhoek, Peter Cooke.

Each winner received an envelope of “walgett shire shop local dollars” with mixed denominations of \$50, \$20, \$10, \$5 and \$1’s up to the value of \$300. They can choose to spend this in any of your businesses and it acts primarily like cash.

The total spend of all the receipts collated during the length of the campaign: \$170,000

Overall a very positive campaign, a 2020 campaign would benefit from a community based committee and earlier planning and promotion.

**LIGHTNING RIDGE VISITOR INFORMATION CENTRE**

| <b>Lightning Ridge Visitor Numbers</b>                            |      |     |      |      |      |      |      |      |      |      |      |       |        |
|-------------------------------------------------------------------|------|-----|------|------|------|------|------|------|------|------|------|-------|--------|
| 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 | 944 | 1467 | 5515 | 3394 | 5199 | 7108 | 4806 | 4515 | 3902 | 1113 | 699   | 39922  |
| Visitors numbers low due to flooding in the Lightning Ridge area  |      |     |      |      |      |      |      |      |      |      |      | TOTAL | 461054 |
| Green figures are highest visitor numbers recorded for that month |      |     |      |      |      |      |      |      |      |      |      |       |        |

**Relevant Reference Documents/Policies:**

- Local Government Act 1993
- Walgett Shire Tourism Destination Strategy 2016-2018

**Stakeholders:**

- Walgett Shire Council
- Walgett Shire Community

**Information from Tourism/Visitor Information Section**

**Recommendation:**

That Council receive and note this report; Information from Tourism/Visitor Information Section.

**Moved:**

**Seconded:**

## 10.1.11 NRMA - ELECTRIC VEHICLE FAST CHARGING STATION IN WALGETT

**REPORTING SECTION:** Executive  
**AUTHOR:** Acting General Manager - Michael Urquhart  
**FILE NUMBER:** 12/14-03/0062

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### Summary:

NRMA propose to establish an electric vehicle charging station in Walgett. NRMA have already launched 27 of its' 40 EV fast chargers across regional NSW. The vast majority of these facilities have been installed in partnership with regional Councils. The facilities that are located in the heart of towns, are allowing EV motorists to rest, recover and enjoy retail and tourism opportunities right across regional NSW while charging.

The fast charging network is also specifically designed to provide assurance to EV drivers on major transport routes across NSW that they will never be more than 150km from a fast charger, reducing 'range anxiety' or the fear of running out of charge.

The below information is provided for the information of Council.

### Background:

The NRMA has issued a 'letter of intent' to install a station at one of the following locations:

- Neilly Street car park, Neilly St, Walgett
- Walgett Shire Council Administration Office car park, 77 Fox Street Walgett Shire Council
- Council – managed road reserve on Euroka St, adjacent Walgett Shire Council Administration Office

Comment from NRMA *"With regards to the short-listed sites in Walgett, we believe the Neilly St car park, the Council administration office car park, and the council-managed road reserve on Euroka St, adjacent the Council administration office have merit to proceed to further investigation, as they best address our criteria for amenity, safety, access and power. At this stage, the NRMA is leaning towards the Neilly St car park, which is well placed and spacious"*.

Any Station will comprise a parking bay or bays (with the number to be agreed between NRMA and Walgett Shire Council) and an electric vehicle fast charger (Charger) for each bay. No construction plans have been developed for the Location.

### Current position:

The purpose of this letter – 'letter of intent' is to set out the parties' in principle agreement, at which point NRMA will commence developing an appropriate construction design and other plans for the Location.

The intention is to focus on documenting the location deal first, and for the parties to then consider other potential Station locations in and around the Site area.

- Confirm preferred Locations – 30 March 2020
- Finalise Licence to occupy for preferred Location – 31 April 2020
- Walgett Station construction – TBD

### Environmental issues:

No environmental issues have been identified in relation to this matter.

**Stakeholders:**

Walgett Shire Council  
NRMA  
Walgett Shire Community  
Visitors to Walgett Shire

**Financial Implications:**

A Licence to Occupy the chosen site will need to be issued by Council. The term for the Licence to Occupy will be 5 year minimum period with an option for a further 5 year period. NRMA will be charged a peppercorn rent for the Licence to Occupy.

NRMA will be responsible for fit out works, supply and will ultimately own the Chargers. NRMA will be responsible for maintaining the Chargers (physical maintenance and software support) at its cost, as well as upgrade costs (as deemed necessary by NRMA).

At some future stage, parties may be required to pay to use the Chargers, and NRMA will be entitled to 100% of this revenue generated from the Charger. It is likely that payment will occur via an NRMA application, which NRMA will develop

**Conclusion:**

The letter of intent is non-binding on both parties, but provides confidence for NRMA to proceed with the further due diligence necessary to validate the feasibility of our short-listed sites. These are specified in the Letter of Intent without prejudice to the final site selection; the NRMA highlights that locations preferred both by the NRMA and by Council may prove unfeasible as a result of due diligence investigations.

It is important that Council broadly understands that no decision can be made at this stage regarding the final location, but that the Letter of Intent allows locations considered desirable by both parties during preliminary scoping to be investigated and potentially progressed to final selection.

**NRMA - Electric Vehicle Fast Charging Station in Walgett**

**Recommendation:**

1. Council authorise the Acting General Manager to sign the non-binding letter of intent.
2. Council continue discussions with NRMA for the specified locations.

**Moved:**

**Seconded:**

## 10.1.12 STREET LIGHTING UPGRADE ESSENTIAL ENERGY

**REPORTING SECTION:** Executive Services  
**AUTHOR:** Michael Urquhart – Acting General Manager  
**FILE NUMBER:** 12/14-03/0063

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### **Summary:**

This report aims to seek approval from Council for the bulk upgrade of Councils aged street lighting network from aged low efficiency technology to modern high efficiency Light Emitting Diode (LED) technology.

### **Background:**

Councils existing street lighting network consists of 880 lights of the high-pressure sodium (HPS) and Compact Florescent technologies. These are aged technologies with high energy use, require high maintenance to provide an acceptable level of service and in the case of the HPS technology provide a relatively poor quality of light with poor colour rendition.

In recent years light emitting diode (LED) technology has been proven to be a preferred technology for street lighting luminaires. LED technology is low energy use with improved reliability and lower maintenance costs and provides improved lighting quality with good colour rendition.

Reduced energy use and lower maintenance costs result in savings that can fund the bulk replacement of the in-service aged technology luminaires with modern LED technology.

### **Current Position:**

Essential Energy provides Council with street lighting services connected to and supported by the Essential Energy distribution network. The charges for the service being a monopoly are regulated by the Australian Energy Regulator (AER). Consultants EMS have validated the proposed charging of the replacement works and ongoing maintenance charges and the savings have been confirmed.

As street lighting is a monopoly service Council can not engage another service provider for this work resulting in a negotiated service from Essential Energy being the only option under current legislation.

Essential Energy have conducted an initial evaluation of the existing lighting installations and lighting levels and developed a proposed replacement for each luminaire with a schedule of rates for each luminaire type. Any variance in costs that the more detailed reviews may determine is expected to be small and can be accommodated within a small contingency allowance. In general lighting levels have increased in most areas. All residential luminaires will have higher lighting levels providing an improved service and safety to the community.

The bulk replacement project will result in the following benefits:

- Improved lighting standards and improved colour rendition
- More robust luminaire diffusors less prone to external damage
- Additional lights in all three (3) towns (to be located in vandal hot spots)
- Savings of \$56,473 per annum after 10 years

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

Local Government Act 1993  
Local Government Regulation 2005  
Walgett Shire Council procurement Policy.

**Governance issues:**

There are no known governance issues.

**Environmental issues:**

No environmental issues have been identified in relation to this matter.

**Stakeholders:**

Walgett Shire Council.  
Walgett Shire Community.  
Essential Energy.

**Financial Implications:**

The project will cost an additional \$7,642 per annum for 10 years, and the long-term budget will reflect this added expense. In year 11 Council shall enjoy estimated savings of \$56,473 per annum.

**Alternative Solutions/Options:**

Council’s current financial (capital work) commitments do not permit the outlay of \$460,218 for a Council funded upgrade of the street lighting network. The Essential energy proposal is very cost effective and is the preferred option that was agreed upon. See below the explanation of options that were available at the time.

Option 1 - Bulk Replacement funded by Council – This exposes Council to the risk of premature failure where Essential Energy will replace failed luminaires and charge a higher tariff to recover capital. Essentially, having funded the bulk replacement Council’s capital is at risk rather than Essential Energy’s.

Option 2 - Bulk Replacement funded by Essential Energy – This is the preferred option. It does not expose Council to the risk of premature failure of luminaires.

**Conclusion:**

The Chief Financial Officer after analysing the Essential Energy proposal wrote to all Councillors recommending Option 2 “Bulk Replacement Funded by Essential Energy”. The Acting General Manager has signed the agreement with Essential Energy.

**Street Lighting Upgrade Essential Energy**

**Recommendation:**

1. Participate in the Essential Energy Street lighting upgrade program, “Bulk Replacement Funded by Essential Energy”.
2. Endorse the actions of the Acting General Manager in executing the program agreement.

**Moved:**

**Seconded:**

## **10.1.13 SECOND QUARTER OPERATIONAL PLAN & HALF YEARLY DELIVERY PROGRAM FOR 19/20**

**REPORTING SECTION:** Corporate Services  
**AUTHOR:** Michael Urquhart – Chief Financial Officer  
**FILE NUMBER:** 12/14-03/0060

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### **Summary:**

This report provides Council with the status of the second quarter Operational Plan and yearly Delivery Program Targets for 2019/2020

### **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 2019 and the extent to which the performance targets have been achieved.

### **Current Position:**

The second quarter Operational Plan & 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:**

Local Government Act 1993  
Local Government regulation (2005)

### **Stakeholders:**

Walgett Shire Council  
Walgett Shire Community

### **Financial Implications:**

All matters arising from the operational plan are accordingly covered by budget allocations or variation in the Quarterly Budget Reviews.

### **Conclusion:**

Council should note the progress made during the second quarter of the Operational Plan 19/20 and half yearly Delivery Program.

### **Second Quarter Operational Plan & Half Yearly Delivery Program 19/20**

#### **Recommendation:**

Council accept the progress made on the 2019/2020 Operational Plan and Delivery Program as at 31<sup>st</sup> December 2019.

#### **Moved:**

#### **Seconded:**

### **Attachments:**

Second Quarter Operational Plan & half yearly Delivery Program for 19/20 Status Report –  
*Refer to Attachment Document – Part A*

## **10.1.14 QUARTERLY BUDGET REVIEW STATEMENT – DECEMBER 2019**

**REPORTING SECTION:** Executive Services  
**AUTHOR:** Acting General Manager – Michael Urquhart  
**FILE NUMBER:** 12/14-03/0064

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### **Summary:**

The Chief Financial Officer (CFO) reports to Council on the status of the December 2019 Quarterly Budget Review (QBR) Statement. The report outlines the second quarter operations against the adopted 2019/2020 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 1 (period ending 31<sup>st</sup> December 2019) Quarterly Budget Review Statement report.

Generally the majority of income and expenditure estimates for 2019/2020 are on track, however there is a large number of major variations brought to account in the attached report because of current expenditure trends, new grant projects, rollover projects from 2019/2020 or the availability of known actual figures.

Council's General Fund operations after capital expenditure has recorded a quarterly cash deficit of \$18,415 which decreases the forecast end of year result to a cash surplus of \$27,434. The major variations for the December 2019 quarter are attached along with the budget review.

**Waste Services** has recorded a number of variations to capital works associated with the Lightning Ridge recycling Shed and landfill improvements totalling \$295,000. The fund has recorded a deficit result for the December quarter of \$304,745 before reserve movements.

**Water funds** - The consolidated water fund has recorded a deficit of \$924,208 for the second quarter of 19/20. The major variations to the budget include Council's contribution to the cooling towers for Collarenebri and Walgett.

**Sewer Services** - The December 19 result for the consolidated sewer fund is a deficit of \$20,087 which is essentially a result of increased treatment works operations.

### **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 2019/2020 fiscal year as at the quarter ending 31<sup>st</sup> December 2019.

**Alternative Solutions/Options:**

Not Applicable

**Conclusion:**

The QBRS as at 31<sup>st</sup> December 2019 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 2018/2019 budgeted capital works this financial year, has impacted upon the result, with a revised general fund cash surplus of \$27,434 expected.

**Quarterly budget review statement 2019/2020**

**Recommendation:**

That Council adopt the attached Quarterly Budget Review Statement for 31<sup>st</sup> December 2019 as tabled.

**Moved:**

**Seconded:**

**Attachments:**

Quarterly Budget Review Statement - *Refer to Attachment Document – Part B*

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

REPORTING SECTION: Corporate  
AUTHOR: Michael Urquhart – Chief Financial Officer  
FILE NUMBER: 12/14-03/0061

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### 1. Matters

- Grant applications have been submitted for **Building Better Regions** – VIC at Lightning Ridge (Submitted), **Drought Communities Program** – Turfing Collarenebri Sportsground, Footpaths in Lightning Ridge and Walgett (Submitted), and **Murray Darling Basin** – Contribution to the PCYC project (Submitted). The **Stronger Country Communities** grants submitted, and awaiting approval.
- **Insurance matters.**
  - Refurbishment of the Lightning Ridge horse stalls has been approved by the insurer and a purchase order issued to the successful contractor.
  - Apex Park Walgett repair is under way and purchase orders have been issued.
- A shire wide **ratepayer satisfaction survey** template is nearing completion. The survey to be conducted in early March 2020. A staff climate survey is also underway.
- Installation of **defibrillators** in the outlying villages is continuing.
- Quotations are being sought for the replacement of the lift in the **Walgett administration centre**.
- Council staff are investigating the construction of two (2) **additional staff dwellings** for Pitt Street Walgett.
- On the 6<sup>th</sup> and 7<sup>th</sup> February a turf consultant from “Australian Sports Turf Consultants” visited the shire and conducted an audit on all the major shire ovals and playgrounds to establish what is needed for on-going management and or re-turfing. On Friday 7<sup>th</sup> February delegates from the Walgett Rugby Club and Council met with the consultant at Ovals 2 & 3 to discuss options for the fields and their refurbishment.
- CFO has held preliminary discussions with a local artist for painting of the **Walgett Water Towers**. Artist is developing options for consideration.
- Investigation underway for painting of the **Burren Junction** gain silo’s. Permission to be sought from owners.
- Council has been successful in obtaining a grant through the Murray Darling Basin Authority for the refurbishment of the **Collarenebri Showground facilities including the Grandstand, Dining Room, Toilet Facility and Jockey’s Room**. Final plans and budgets have been lodged with the Department of Agriculture. Meeting held with users to establish scope of works.
- **Collarenebri Sportsground Amenities shed**. The shed proposal has been completed with the lining and fitout scheduled for coming months after the golf club project is completed.

- **Collarenebri Golf Club.** The new clubhouse has been erected and the kitchen fitout, electricity and water connection to be completed.
- **Lightning Ridge Multi-purpose Centre,** purchase order has been issued for the following plans, Geotechnical, Civil, Structural, Electrical, Mechanical, Hydraulic and Architectural. Property has been surveyed and Barnsons have developed the draft concept plans, and these have been approved by the Community and Council. Contractor Barnsons are preparing the DA for lodgement.
- **Walgett PCYC** - A further report will be tabled when more information is available.
- 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 request for Quotation to be issued upon completion of an external audit of Council's tender and quotation documentation.
- Refurbishment of the bathroom facilities at the **Walgett Administration Centre** is underway with the breeze way and storage area works now complete. In order to reduce disruption the works are being staged over the coming months. The scope of works has been extended to include the courtyard adjacent to the office stairwell.
- Work has commenced on the painting of the **Walgett Swimming Pool** amenities and will be completed in the off season 2020.
- Big Green tourism sign at **Burren Junction.** A purchase order has been issued and the first proof lodged for approval by Council.
- A new **Burren Junction Bore Bath toilet facility,** two quotations for similar style of toilets have been lodged with Council. An additional \$10,000 funding is being sought at the February 2020 Council meeting.
- **Colless grandstand.** Following on from the CFO's December report, a "request for Tender" will be issued upon completion of an external audit of Council's documentation and processes.

**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:**

## 10.2 ENGINEERING / TECHNICAL SERVICES

### 10.2.1 MONTHLY MAINTENANCE GRADING REPORT AS AT 31<sup>ST</sup> JANUARY 2020

**REPORTING SECTION:** Engineering Services  
**AUTHOR:** Raju Ranjit Director Engineering/Technical Services  
**FILE NUMBER:** 00/00/00

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**Summary:**

The purpose of this report is to update Council about the road maintenance programme on Shire Roads for the period ending 31<sup>st</sup> January 2020.

**Background:**

The maintenance budget has been prepared based on the available funding to maintain the unsealed Local and Regional Roads to provide acceptable level of service. The budget will be used to maintain the road as per demand and Road best practice manual.

**Current Position:**

Council is continuing to check the moisture situation on local roads and carrying out maintenance grading works on an ongoing basis.

Details of maintenance grading locations are detailed in the attached report.

**Relevant Reference Documents/Policies:**

Council's approved 2019/2020 Shire Roads Maintenance Grading Works schedule

**Stakeholders:**

Walgett Shire Council  
Walgett Residents  
Tourists

**Financial Implications:**

As of 31<sup>st</sup> January 2020, \$ 424,477.63 has been spent.

**Conclusion:**

Council has established a system to monitor progress continually to keep within the approved budget.

| Monthly Maintenance Grading Report from Director Technical / Engineering Services                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <p>That Council receive and note the monthly maintenance grading works report for February 2020.</p> <p><b>Moved:</b><br/><b>Seconded:</b></p> |

| Road Name                    | Total Length of Road | Budget Required for Entire Road | Road Category | Work carried out in December 2019 and January 2020 | Work Status up to 31st January 2020 |
|------------------------------|----------------------|---------------------------------|---------------|----------------------------------------------------|-------------------------------------|
| <b>Zone 1</b>                |                      |                                 |               |                                                    |                                     |
| Bowra Road SR34              | 3.95                 | \$ 4,278.00                     | F             |                                                    |                                     |
| Wanourie Road SR38           | 6.5                  | \$ 4,278.00                     | E             |                                                    |                                     |
| Green and Branders Road SR41 | 11.3                 | \$ 7,006.00                     | F             | done                                               | done                                |
| Regans Road SR58             | 3.2                  | \$ 4,278.00                     | F             |                                                    |                                     |
| Marra Creek Road SR60        | 17.5                 | \$ 10,850.00                    | E             |                                                    |                                     |
| Lochlomond Road SR74         | 8.4                  | \$ 5,208.00                     | E             |                                                    |                                     |
| Maroubra Road SR76           | 8.3                  | \$ 5,146.00                     | E             |                                                    |                                     |
| Nedgara Road SR77            | 10.7                 | \$ 6,634.00                     | F             |                                                    |                                     |
| Mac Masman Road SR81         | 8                    | \$ 4,960.00                     | E             |                                                    |                                     |
| Binghi Road SR113            | 20.1                 | \$ 12,462.00                    | E             |                                                    |                                     |
| Aberfoyle Road SR115         | 26.2                 | \$ 16,244.00                    | D             |                                                    | done                                |
| Gungalman Road SR31          | 43.7                 | \$ 27,094.00                    | D             | done                                               | done                                |
| Gilwaryn Road SR32           | 7.9                  | \$ 4,898.00                     | F             |                                                    | done                                |
| Teranyan Road SR33           | 13.7                 | \$ 8,494.00                     | D             |                                                    | done                                |
| Bogewong Road SR114          | 48.7                 | \$ 30,194.00                    | D             |                                                    | done                                |
| Ginghet Road SR40            | 47.6                 | \$ 29,512.00                    | D             | done                                               | done                                |
| Bushs Road SR43              | 8.7                  | \$ 5,394.00                     | D             |                                                    |                                     |
| Miralwyn Road SR73           | 17.9                 | \$ 11,098.00                    | D             |                                                    |                                     |
| Brewon Road SR112            | 54.7                 | \$ 33,914.00                    | C             | done                                               | done                                |
| Billybingbone Road RR7516    | 18.67                | \$ 11,532.00                    | C             |                                                    | done                                |
| Merri Merri Road RR202       | 6.57                 | \$ 7,166.00                     | C             |                                                    |                                     |
| <b>Subtotal Zone 1</b>       | <b>392.29</b>        | <b>\$ 250,640.00</b>            |               |                                                    |                                     |

| Road Name                | Total Length of Road | Budget Required for Entire Road | Road Category | Expenditure For Dec 19 & Jan 20 | Actual Expenditure up to 31st January 2020 |
|--------------------------|----------------------|---------------------------------|---------------|---------------------------------|--------------------------------------------|
| <b>Zone 2</b>            |                      |                                 |               |                                 |                                            |
| Boorooma Creek Road SR48 | 19.1                 | \$ 11,842.00                    | E             | done                            | done                                       |
| Wimbledon Road SR64      | 3.4                  | \$ 4,278.00                     | E             |                                 |                                            |
| Tungra Road SR85         | 12.7                 | \$ 7,874.00                     | F             |                                 |                                            |
| Strathmore Road SR92     | 16.42                | \$ 11,904.00                    | E             |                                 |                                            |
| Narran Lake Road SR111   | 61                   | \$ 37,820.00                    | D             | done                            | done                                       |
| Lone Pine Road SR70      | 9.6                  | \$ 5,952.00                     | D             |                                 |                                            |
| Kurrajong Road SR110     | 27.8                 | \$ 17,236.00                    | D             |                                 | done                                       |
| Wilby Wilby Road SR101   | 28.7                 | \$ 17,794.00                    | D             |                                 |                                            |
| Cumborah Town Roads      |                      |                                 | E             |                                 |                                            |
| <b>Subtotal Zone 2</b>   | <b>178.72</b>        | <b>\$ 114,700.00</b>            |               |                                 |                                            |

| Road Name               | Total Length of Road | Budget Required for Entire Road | Road Category | Expenditure For Dec 19 & Jan 20 | Actual Expenditure up to 31st January 2020 |
|-------------------------|----------------------|---------------------------------|---------------|---------------------------------|--------------------------------------------|
| <b>Zone 3</b>           |                      |                                 |               |                                 |                                            |
| Springs Road SR19       | 2.7                  | \$ 4,278.00                     | E             |                                 |                                            |
| Bonanza Road SR46       | 16.9                 | \$ 10,478.00                    | E             |                                 | done                                       |
| Schmalkuche Road SR47   | 14.4                 | \$ 8,928.00                     | E             |                                 |                                            |
| Millencowbah Road SR51  | 27.7                 | \$ 17,174.00                    | E             |                                 | done                                       |
| Willis Road SR52        | 14.5                 | \$ 8,990.00                     | F             |                                 |                                            |
| Koomalah Road SR53      | 28.4                 | \$ 17,608.00                    | E             |                                 |                                            |
| Burrans Road SR55       | 18.1                 | \$ 11,222.00                    | E             | done                            | done                                       |
| Cambo Road SR61         | 21.1                 | \$ 13,082.00                    | E             |                                 |                                            |
| Woolaroo Road SR69      | 1                    | \$ 4,278.00                     | E             |                                 |                                            |
| Kia-Ora Road SR86       | 6.8                  | \$ 4,278.00                     | F             |                                 |                                            |
| Fabians Road SR88       | 24.8                 | \$ 15,376.00                    | E             |                                 |                                            |
| Three Mile Road SR91    | 0.2                  | \$ 4,278.00                     | E             |                                 |                                            |
| Banarway Road SR95      | 1.2                  | \$ 4,278.00                     | D             |                                 |                                            |
| Purtle Road SR126       | 26.8                 | \$ 16,616.00                    | E             |                                 |                                            |
| Boora Road SR127        | 63.8                 | \$ 39,556.00                    | D             |                                 |                                            |
| Bore Head Road SR45     | 5.1                  | \$ 4,278.00                     | D             | done                            | done                                       |
| Lorne Road SR98         | 6.9                  | \$ 4,278.00                     | D             |                                 | done                                       |
| Angledool Road SR102    | 49.3                 | \$ 30,566.00                    | C             |                                 |                                            |
| Ridge/Sherman Way RR426 | 70.1                 | \$ 68,275.00                    | C             |                                 | done                                       |
| Gundabloui Road RR457   | 40.9                 | \$ 32,798.00                    | C             | done                            | done                                       |
| <b>Subtotal Zone 3</b>  | <b>440.7</b>         | <b>\$ 320,615.00</b>            |               |                                 |                                            |

| Road Name             | Total Length of Road | Budget Required for Entire Road | Road Category | Expenditure For Dec 19 & Jan 20 | Actual Expenditure up to 31st January 2020 |
|-----------------------|----------------------|---------------------------------|---------------|---------------------------------|--------------------------------------------|
| <b>Zone 4</b>         |                      |                                 |               |                                 |                                            |
| Franxton Road SR1     | 19                   | \$ 11,780.00                    | E             |                                 |                                            |
| Bellara Road SR2      | 21.4                 | \$ 13,268.00                    | D             |                                 |                                            |
| Clarkes Road SR3      | 6                    | \$ 4,278.00                     | E             |                                 |                                            |
| Cryon Road SR5        | 56.75                | \$ 35,185.00                    | C             | done                            | done                                       |
| Woodvale Road SR13    | 8.96                 | \$ 8,556.00                     | E             |                                 |                                            |
| Baroona Road SR14     | 11.1                 | \$ 6,882.00                     | E             |                                 |                                            |
| Pokataroo Road SR15   | 8.1                  | \$ 5,022.00                     | E             |                                 | done                                       |
| Perrottets Road SR66  | 5.9                  | \$ 3,658.00                     | F             |                                 |                                            |
| Pagan Creek Road SR79 | 1.3                  | \$ 4,278.00                     | F             |                                 |                                            |
| Fairview Road SR90    | 12.6                 | \$ 7,812.00                     | F             |                                 |                                            |
| Dundee Road SR124     | 13.9                 | \$ 8,618.00                     | F             |                                 |                                            |
| Glen Eden Road SR125  | 24.6                 | \$ 15,252.00                    | E             |                                 |                                            |
| Millie Road SR12      | 9.1                  | \$ 5,642.00                     | C             |                                 |                                            |
| Rossmore Road SR71    | 10.7                 | \$ 6,634.00                     | C             |                                 |                                            |

|                                |               |                      |   |      |      |
|--------------------------------|---------------|----------------------|---|------|------|
| Rowena Road SR123              | 34.5          | \$ 21,390.00         | E | done | done |
| Camerons Road SR128            | 15.2          | \$ 9,424.00          | D |      |      |
| Mercadool Road SR16            | 57.7          | \$ 35,774.00         | C |      | done |
| Moomin Road SR59               | 31            | \$ 19,220.00         | D |      |      |
| Beanbri Road SR117             | 4.9           | \$ 4,278.00          | C |      |      |
| Pian Creek Road SR121          | 41.7          | \$ 25,854.00         | C |      |      |
| Old Burren Road SR122          | 33.9          | \$ 21,018.00         | D |      |      |
| Collarenebri Mission Road SR67 | 4.6           | \$ 4,278.00          | C |      |      |
| Rowena Town Roads              |               | \$ 4,278.00          | D |      |      |
| <b>Subtotal Zone 4</b>         | <b>432.91</b> | <b>\$ 282,379.00</b> |   |      |      |

| Road Name                  | Total Length of Road | Budget Required for Entire Road | Road Category | Expenditure For Dec 19 & Jan 20 | Actual Expenditure up to 31st January 2020 |
|----------------------------|----------------------|---------------------------------|---------------|---------------------------------|--------------------------------------------|
| <b>Zone 5</b>              |                      |                                 |               |                                 |                                            |
| Pampas Road SR7            | 16.3                 | \$ 10,106.00                    | E             |                                 | done                                       |
| Wombo Road SR25            | 17.7                 | \$ 10,974.00                    | E             |                                 |                                            |
| Hardys Lease Road SR26     | 16                   | \$ 9,920.00                     | E             |                                 |                                            |
| Colrose Road SR27          | 20.6                 | \$ 12,772.00                    | E             |                                 |                                            |
| Wingadee Road SR28         | 11.8                 | \$ 7,316.00                     | E             |                                 |                                            |
| Epping Road SR57           | 15.4                 | \$ 9,548.00                     | E             |                                 |                                            |
| Middle Route Road SR72     | 9.6                  | \$ 5,952.00                     | E             |                                 | done                                       |
| Gidginbilla Road SR75      | 7.4                  | \$ 4,588.00                     | E             |                                 |                                            |
| Proctors Road SR82         | 4.4                  | \$ 4,278.00                     | F             |                                 |                                            |
| Drilldool Road SR83        | 5.1                  | \$ 4,278.00                     | F             |                                 | done                                       |
| Belaba Road SR89           | 11.2                 | \$ 6,944.00                     | F             |                                 |                                            |
| Hollywood Lane SR119       | 29.9                 | \$ 18,538.00                    | E             |                                 |                                            |
| O'Niels Road SR131         | 31.1                 | \$ 19,282.00                    | D             |                                 |                                            |
| Tareela Road SR17          | 19.4                 | \$ 12,028.00                    | D             |                                 | done                                       |
| Meadow Plains Road SR21    | 23.9                 | \$ 14,818.00                    | D             |                                 |                                            |
| Marlbone Road SR24         | 28.4                 | \$ 17,608.00                    | D             |                                 | done                                       |
| Nilma Road SR30            | 37.8                 | \$ 23,436.00                    | D             |                                 |                                            |
| Bugilbone Road SR103       | 28.7                 | \$ 32,725.00                    | C             |                                 |                                            |
| Goangra Road SR116         | 16.4                 | \$ 10,168.00                    | D             |                                 |                                            |
| Yarraldool Road SR118      | 41.3                 | \$ 25,606.00                    | C             |                                 |                                            |
| Haynes Hut SR68            | 4.5                  |                                 | E             |                                 |                                            |
| Come By Chance Road RR7716 | 60.9                 | \$ 65,450.00                    | C             |                                 | done                                       |
| <b>Sub total Zone 5</b>    | <b>457.8</b>         | <b>326335</b>                   |               |                                 | done                                       |
| <b>Total</b>               | <b>1,902.4<br/>2</b> | <b>1,294,669.00</b>             |               |                                 |                                            |



## 10.2.2 MONTHLY REPORT - SERVICE PROGRESS REPORT FROM DIRECTOR ENGINEERING / TECHNICAL SERVICES – FEBRUARY 2020

**REPORTING SECTION:** Engineering / Technical Services  
**AUTHOR:** Raju Ranjit – Director Engineering / Technical Services  
**FILE NUMBER:** 11/211

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**Summary:**

The purpose of this report is to update Council with regards Engineering Services works progress up to 31<sup>ST</sup> January 2020.

**Background:**

A budget of \$ 32,838,017 has been allocated to the Engineering and Technical Service Department for capital & maintenance works, Quarry management, fleet management, water works, parks & garden, Walgett weir and engineering administration for 2019/2020.

The breakdown of the budget is as follows.

**Breakdown of budgets:**

| Items                               | Budget            | Expenditure up to 31 <sup>st</sup> January 2020 | (%)          |
|-------------------------------------|-------------------|-------------------------------------------------|--------------|
| Transportation including RMCC works | 25,259,606        | 8,588,537                                       | 34.00        |
| Water works (maintenance)           | 3,257,631         | 1,220,555                                       | 37.47        |
| Water works (Capital)               | 2,735,115         | 8,965,954                                       | 327.8        |
| Sewer works (Maintenance works)     | 1,070,847         | 451,032                                         | 42.11        |
| Sewer works (Capital works)         | 514,818           | 5,818                                           | 1.14         |
| <b>TOTAL</b>                        | <b>32,838,017</b> | <b>19,231,896</b>                               | <b>58.56</b> |

**Current Position:**

The status of work progress is as follows;

| Items                       | Status                          | Remarks                                      |
|-----------------------------|---------------------------------|----------------------------------------------|
| Walgett Weir                | In Progress                     |                                              |
| Walgett Bore                | In progress                     | Contractors engaged                          |
| Drainage project in Rowena  | 1 <sup>st</sup> stage completed |                                              |
| Trevallion park upgrade     | In progress                     |                                              |
| Extension of Pandora street | In progress                     | Land acquisition is required and in progress |

**Relevant Reference Documents/Policies:**

2019/20 Operational Plan and Budget

**Governance issues:**

Due processes are followed on a routine basis i.e. procurement and tendering.

**Environmental issues:**

Various environmental issues are assessed on a project by project basis to ensure any environmental legislation is complied with.

**Stakeholders:**

Walgett Shire

Walgett Shire Residents and Rate Payers

**Financial Implications:**

As of 31<sup>st</sup> January 2020, \$ 19,231,896 million has been spent from a total amount of \$32,838,017 allocated for the 2019/2020 budget.

**Conclusion:**

Council will continue to monitor the work progress of all the activities to ensure the works are completed within the guidelines and project estimates.

**Monthly Progress Report – February 2020**

**Recommendation:**

That Council receive and note the Engineering Services monthly works progress report for February 2020.

**Moved:**

**Seconded:**

### 10.2.3 MATTERS FOR BRIEF MENTION OR INFORMATION ONLY FROM DIRECTOR ENGINEERING/TECHNICAL SERVICES

REPORTING SECTION: Engineering/Technical Services  
AUTHOR: Raju Ranjit - Director Engineering Technical Services  
FILE NUMBER: 00/00/00

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#### 1. Walgett

##### a. Bore bath

Concrete including stencil and fencing (school style) surrounding bore bath will commence from 1st week of March 2020. Footpath from bore bath to public toilet and existing swimming pool car park will commence from March 2020. Furniture installation will be completed after concrete works in the bore bath.

##### b. Cemetery

Sprinkle system installed

Searching for additional funding for pump station and pipe work from the Effluent pond is in process. In the meantime, raw water will be used for irrigation system

##### c. Fox Street Beatification

New plants (50) have been planted in Fox Street.

##### d. Walgett Weir Raising Project

Access Road completed. The road is 2 km starts from the access road to Roos work. The scope of works included in the weir access road is 6 m gravel width, 230 mm thick gravel and a pipe culvert in one location. Major work in Weir has been stopped due to major rain event and river flood.



##### e. Desalination Plant

Civil works is starting from 23/2/2020 and plant will be installed in April 2020

**f. Walgett Levee Extension project**

The project in progress and will be completed by end of Feb 2020 subject to the weather.

**g. Walgett Bore**

Due to the challenges that Walgett Shire Council is facing in terms of providing a reliable potable water supply and to meet the town water demand, Council has engaged the Impax Pty Ltd. to drill a new bore in the Council Depot near the old water treatment plant.

Council has spoken with the Department of Primary Industry regarding the grant application. The application is in progress.

In relation to the work progress, the Impax has started drilling from 29th January 2020. As of 14th February 2020, the depth of drill has been reached up to 550m. Due to the rain event, the work was on hold from 8<sup>th</sup> February 2020 and restarted from 14<sup>th</sup> February 2020.



**2. Rowena**

**a. Rowena Flood Study**

Received a draft report on 6th January 2020 and waiting comments from the Office of Environment and Heritage (OEH).

**3. Collarenebri**

**a.** Bridge approach on Cyron Rd – Completed

**b.** Sludge study - Site visit undertaken and waiting for draft report.

**c.** Desilting on Back Wash Pond (pond no.2- big) has been placed on hold due to major rain event.

**d.** Collarenebri Bore – Drilling of the bore completed. Quotation for an installation of cooling system is in progress.



Council is planning to install new six flush points on various streets in Collarenebri. Attached is one of the new flush points that was installed in George Street.



**4. Lightning Ridge**

- Received one quotation for 3 phase power system installation and waiting for another one at lease.
- Widening of sealed section in the Sunday market area near the visitor centre is in progress
- Heavy patching work in Harlequin Street is in progress
- Resealing work in Bill"O" Brian completed
- Vertical perforated pipes completed for each trees along the Pandora Street completed.
- Pandora Road extension – meeting held on 12 Feb 2020 with Lightning Ridge & Surrounding Opal Fields Reserve Land Management, land acquisition is in progress
- Water supply upgrade (Chlorination / Aeration) – in tender stage

**5. Carinda**

Received an investigation report (Level 3 Investigation (structural investigation). On Bush's bridge widening project and recommended to build a new bridge parallel to existing bridge.

**6. Burren Junction**

Road widening on Bugilbone Road (Pilliga End) is in progress. Recently road widening on 256 m section completed.

**7. RMCC**

Ordered works started from 21<sup>st</sup> January 2020 and first approved ordered works budget is \$253,774.61

Routine maintenance works started from 2<sup>nd</sup> October 2019 and the approved budget for 2019/2020 is \$748,000

**Matters Generally For Brief Mention or Information Only by Director of Engineering/Technical Services – February 2020**

**Recommendation:**

That the Matters Generally for Brief mention or Information only from the Director engineering/ Technical Services for February 2020 be received and noted.

**Moved:**

**Seconded:**

## 10.3 ENVIRONMENTAL SERVICES

### 10.3.1 BULKY WASTE COLLECTION – ALLOCATION OF MONIES

**REPORTING SECTION:** Environmental Services  
**AUTHOR:** Director Environmental Services, Jessica McDonald  
**FILE NUMBER:** 00/00/00

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**Summary:**

This report discusses a Bulky Waste Collection event in the Shire and requests the allocation of monies to carry out the project.

**Background:**

A scheduled bulky waste collection is for large unwanted household items. The transport and disposal of large household items is generally difficult for many people and many Council's hold regular bulky waste collection events to assist people in their communities. To ensure the event is run smoothly and safely, there are a number of requirements Council should consider for the event.

**Current position:**

The following items would be considered eligible for pick up:

- Broken and discarded furniture
- Toys and bicycles
- Appliances and fittings, including white goods (please remove the doors from refrigerators, freezers, stoves, washing machines, dryers and cupboards)
- Larger household items
- Rolled carpet and underlay (up to 12 square metres)
- Roof guttering (up to 2 metres long)
- Small metal items

To ensure the event is run smoothly and to ensure safety of the staff involved, the following items would not be collected:

- Garden waste including branches, shrubs, tree stumps and trunks
- General garbage and food waste
- Industrial, business, farm or trade waste
- Building, demolition or renovation materials
- Motor vehicle bodies, engines, tyres, batteries and parts
- Gas bottles and fire extinguishers
- Concrete, bricks, rocks and dirt
- Any liquids (including paints, chemicals, oils etc.)
- Sheets of glass (with or without frames)
- Anything larger than 2m in length
- Pallets

Council may consider the following rules for the collection:

- Items may be placed on the nature strip at the front of the property one day only before scheduled collection.
- The maximum volume per collection is three cubic metres.
- Make sure items can be easily lifted by two people.
- Council and its contractors has the right to refuse collection of any items.

The project could be run from March/April through to July in Lightning Ridge, Walgett & Villages and Collarenebri and potentially extended to smaller villages in the shire.

**Relevant reference documents/policies:**

Standard WHS procedures

**Environmental issues:**

Assist in the adequate disposal of unwanted household items and potentially reduce incidence of illegal dumping.

**Stakeholders:**

Walgett Shire Council, Landfill Contractors, Community, Contractors

**Financial Implications:**

\$30,000 New Budget line from Waste Management Reserves Fund

**Alternative solutions/options:**

Do Nothing: This is not recommended as this service offers members of the community the chance to dispose of unwanted large household items.

**Bulky Waste Collection – Allocation of monies**

**Recommendation:**

Approve a new budget line for \$30,000 from the Domestic Waste Management Fund (DWMF) for inclusion in the 2019/2020 budget for the bulky waste collection event in the Shire.

**Moved:**

**Seconded:**

## 10.3.2 DRAFT COMMUNITY PARTICIPATION PLAN

**REPORTING SECTION:** Environmental Services  
**AUTHOR:** Director Environmental Services, Jessica McDonald  
**FILE NUMBER:** 00/00/00

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### Summary:

This report considers the purpose and content of the Walgett Community Participation Plan. Community Participation Plans are a new requirement under the Environmental Planning & Assessment Act 1979. This requirement to give and publicly notify reasons for decisions regarding planning decisions came into effect on 1 July 2018. Final versions of community participation plans are legislated to be in place by 1 December 2019.

### Background:

The NSW Government committed to enhancing opportunities for all members of the community to participate in planning decisions to achieve better planning outcomes. The new Community Participation Plans will detail how each planning authority will engage the community in the planning decisions it makes. This will replace the notification details as approved in the Walgett Development Control Plan 2016. In preparing their plans authorities will have to take into consideration new community participation principles, which set the standard for how the community should be engaged.

The legislated community participation principles (section 2.21(2) *Environmental Planning & Assessment Act 1979*) are:

- a) The community has a right to be informed about planning matters that affect it.
- b) Planning authorities should encourage effective and on-going partnerships with the community to provide meaningful opportunities for community participation in planning.
- c) Planning information should be in plain language, easily accessible and in a form that facilitates community participation in planning.
- d) The community should be given opportunities to participate in strategic planning as early as possible to enable community views to be genuinely considered.
- e) Community participation should be inclusive and planning authorities should actively seek views that are representative of the community.
- f) Members of the community who are affected by proposed major development should be consulted by the proponent before an application for planning approval is made.
- g) Planning decisions should be made in an open and transparent way and the community should be provided with reasons for those decisions (including how community views have been taken into account).
- h) Community participation methods (and the reasons given for planning decisions) should be appropriate having regard to the significance and likely impact of the proposed development.

The minimum requirements for a Community Participation Plan must include:

- Detail how and when a planning authority will undertake community participation when exercising relevant planning functions as specified in section 2.21(2) of the *Environmental Planning & Assessment Act 1979*.
- Have regard to the community participation principles outlined in section 2.23(2) of the *Environmental Planning & Assessment Act 1979*.
- Set out the minimum mandatory public exhibition timeframes and notification requirements for the planning authorities' relevant planning functions as per Schedule 1 of the *Environmental Planning & Assessment Act 1979* and acknowledge that there

are mandatory notification requirements provided in the regulations, the *Environmental Planning & Assessment Act 1979* and potentially a Communication Participation Plan.

- Be publicly exhibited for a minimum of 28 days.
- Be published on the NSW planning portal by 1 December 2019.

Councils may also outline consultation processes for planning functions that have no mandatory requirement for public exhibition. These could include planning policy initiatives such as that included in Development Control Plans (section 2.22(2) *Environmental Planning & Assessment Act 1979*).

Section 2.24(3) of the *Environmental Planning & Assessment Act 1979* states that Community Participation Plans are to be reviewed periodically, but gives no legislated timing.

**Current Position:**

What does this mean for Council?

1. Council did not make the 1 December 2019 deadline, but neither did half the Councils in NSW.
2. The controls in Chapter 2 of the Walgett Development Control Plan 2016 will no longer be applicable and need to be transferred into the Walgett Community Participation Plan

These controls are:

**2.1. Development Notification**

**2.6.1. Development that must be notified**

Apart from the exceptions listed below, all other development applications that involve alteration to the external configuration of a building, the erection of a new building, or variation to an adopted building line will be notified to adjoining land owners in accordance with this chapter. The kinds of development that will not automatically be notified comprise:

- Single storey dwelling house;
- Manufactured home;
- Single storey additions to a house;
- Minor dwelling additions such as: open car port, pergola, fence, veranda;
- Private swimming pool;
- Detached garage or shed associated with a dwelling;
- Any building on land within RU1 Primary Production, RU3 Forestry zone;
- Subdivision creating less than 5 lots;
- Commercial or industrial development within a business or industrial zone.
- Additions to public buildings.

Despite the above exclusions, following inspection of the site, and consideration of such factors as the character of the existing development, slope of the site and local amenity, Council may determine that notification should occur and the adopted fee will apply.

Written notice to adjoining landowners shall contain the following minimum information:

- Real property description and address of the land;
- Applicant's name;
- Description of the proposal for which consent is sought;
- The period in which submissions must be made.

2.6.2. *Development that must be advertised*

The following kinds of development will be advertised:

- Demolition of a building identified as a heritage item in Schedule 5 to the Walgett Local Environmental Plan 2013;
- Use of a heritage item for a purpose prohibited within the zone, as provided for by clause 5.10(10) of the Walgett Local Environmental Plan 2013;
- Major Council projects (not including utility service infrastructure) with a value exceeding \$1,000,000, or likely to be of significant community interest;
- Non-residential uses in or adjacent to the R1 General Residential, R5 Large Lot Residential, and RU5 Village Land use Zones;
- Subdivisions creating 20 or more allotments;
- Within the R1 General Residential, R5 Large Lot Residential or, RU5 Village Land use Zones, development applications for the purposes of:
  - residential flat buildings; seniors housing; hostels; boarding houses; group homes; tourist and visitor accommodation; caravan parks;
- Any development identified by Senior Council staff that should be advertised in the public interest.

These developments will be advertised by:

- Notice of the development in a local Newspaper, containing the same information as is required to be given in the written notice;
- Written notice of the proposal to be given to all adjoining landowners;
- Period of exhibition to comprise a minimum of 14 days from the date notice is published (plus an additional 7 days of exhibition where the period of exhibition coincides with Public School Holidays, or additional day/s for a Public Holiday).

3. Chapter 2 of the Walgett Development Control Plan 2016 no longer applies as at 1 December 2019 and the requirements of Schedule 1 of the Environmental Planning & Assessment Act 1979 will apply until the Walgett Community Participation Plan comes into force. This means that all development applications for local development will require notification for a period of 14 days.

4. Amend the Walgett Development Control Plan 2016. This amendment would be undertaken at the same time as any other change identified as part of the Walgett Local Environmental Plan 2013 housekeeping review, planned to be undertaken in early 2020.

The next step is to exhibit the draft Walgett Community Participation Plan for 28 days, and bring it back to Council for consideration including submissions, at Council's Ordinary Meeting on 24 March 2020.

As the Community Participation Plan will need to integrate with council's Community Strategic Plan, a review at the same time could be scheduled to be undertaken at the same time, thus aligning the review period.

**Relevant reference documents/policies:**

Walgett Development Control Plan 2016

**Governance issues:**

Environmental Planning & Assessment Act 1979

**Stakeholders:**

Walgett Shire Council, Community, and Developers

**Financial Implications:**

This will require resourcing, by the use of staff and/or a consultant, and the cost of the media advertising as part of the public exhibition.

**Draft Community Participation Plan**

**Recommendation:**

That Walgett Shire Council resolve to:

1. Accept the Draft Walgett Community Participation Plan
2. Place the Draft Walgett Local Strategic Planning Statement on public exhibition for a period of 28 days, and
3. Send to NSW Planning & Environment for comment during the Public Exhibition period.
4. Amend the Walgett Development Control Plan 2016 by removing clauses 2.6.1 and 2.6.2.

**Moved:**

**Seconded:**

**Attachment:**

Draft Community Participation Plan – *Refer to Attachment Document - Part A*



## **AGENDA FOR CLOSED COUNCIL MEETING**

**25<sup>th</sup> February 2020**

**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 **25<sup>th</sup> February 2020** to discuss the items listed in the Agenda.

Michael Urquhart  
**ACTING GENERAL MANAGER**

## Agenda

### 11. 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:**

### 12. CONFIDENTIAL REPORTS/CLOSED COUNCIL MEETING

#### 12.1 ACTING GENERAL MANAGER

##### *12.1.1 LOTS C & D DP 30380*

### 13. 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></p> <p><b>Seconded:</b></p> |             |

### 14. 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></p> <p><b>Seconded:</b></p> |

## 15. CLOSE OF MEETING

**Time:** .....