



AGENDA FOR ORDINARY COUNCIL MEETING

18 December 2018

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 **18 December 2018** commencing at **10:00am** to discuss the items listed in the Agenda.

Greg Ingham
GENERAL MANAGER

CONFLICT OF INTERESTS

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

Pecuniary – an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person or another person with whom the person is associated.

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

Remoteness

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

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

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

Relatives, Partners

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

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

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

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

No Interest in the Matter

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

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

Disclosure and participation in meetings

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

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

Non-Pecuniary Interest – Must be disclosed in meetings.

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

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

Disclosure to be Recorded (S453 Act)

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

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## **Local Government Act 1993**

### **Chapter 3 section 8A**

#### **GUIDING PRINCIPLES FOR COUNCILS**

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

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

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

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

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

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

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

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

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## 1. OPENING OF MEETING

Time:\_\_\_\_\_am

## 2. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

## 3. LEAVE OF ABSENCE

| Leave of Absence                                                                                                                                                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <p>That the leave of absence received from _____are accepted and a leave of absence granted.</p> <p><b>Moved:</b>                      <b>Clr</b><br/><b>Seconded:</b>                  <b>Clr</b></p> |

## 4. WELCOME TO VISITORS

## 5. PUBLIC FORUM PRESENTATIONS - NIL

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

## 6. DECLARATION OF PECUNIARY/NON PECUNIARY INTERESTS

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

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

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

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

| Councillor | Item No. | Pecuniary/Non-Pecuniary | Reason |
|------------|----------|-------------------------|--------|
|            |          |                         |        |
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|            |          |                         |        |

## 7. CONFIRMATION OF MINUTES/MATTERS ARISING

### 7.1 MINUTES OF EXTRAORDINARY COUNCIL MEETING HELD 20 NOVEMBER 2018

| Minutes of Extraordinary Council Meeting – 20 November 2018                                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <p>That the minutes of the Extraordinary Council meeting held 20 November 2018, having been circulated be confirmed as a true and accurate record of that meeting.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p> |

**Attachment**

Minutes of Meeting held 20 November 2018





## **MINUTES FOR EXTRA ORDINARY COUNCIL MEETING**

**20 November 2018**

Paul Mann  
ACTING GENERAL MANAGER

**MINUTES OF THE EXTRA ORDINARY MEETING OF THE WALGETT SHIRE COUNCIL  
HELD AT THE WALGETT SHIRE COUNCIL CHAMBERS ON  
TUESDAY 20 NOVEMBER 2018 AT 2:05 PM**

**PRESENT**

Cllr Ian Woodcock (Deputy Mayor)  
 Cllr Jane Keir  
 Cllr Michael Taylor  
 Cllr Lawrence Walford  
 Cllr Robert Turnbull  
 Cllr Bill Murray  
 Paul Mann (Acting General Manager)  
 Michael Urquhart (Chief Financial Officer)  
 Jessica McDonald (Director Environmental Services)  
 Raymond Graham (Acting Director Engineering/Technical Services)

**Leave of Absence**

**17/2018/1 Leave of absence**

**Resolved:**

That leave of absence received from Cllr Tanya Cameron, Cllr Manuel Martinez and Kelly Smith are accepted and leave of absence be granted.

**Moved:** Cllr Keir  
**Seconded:** Cllr Turnbull  
**CARRIED**

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

*Council's external auditors - Lead auditor Mr Nick Bell from RSD Audit was introduced via Skype and made a presentation to Council noting the firm's role as a contractor to the NSW Audit Office. Mr Bell addressed the report of the audit prepared by NSW AO.*

*Mr Bell stressed the need for Council to actively pursue matters such as asset management across the organisation, best practice for services (e.g. water and sewer) and management of grants and contractors.*

*The Deputy Mayor, as chair thanked Mr Bell for his presentation.*

**17/2018/2**

**Resolved:**

That Council receive the audited financial reports together with the Auditor's reports for the period of 1 July 2017 to 30 June 2018.

**Moved:** Cllr Taylor  
**Seconded:** Cllr Turnbull  
**CARRIED**

**17/2018/3 Carinda Pool Emergency Repairs****Resolved:**

That Council endorse the actions of the Acting General Manager in engaging contractors to carry out emergency repairs to the Carinda Pool.

**Moved:** Cllr Murray  
**Seconded:** Cllr Keir  
**CARRIED**

*The meeting then discussed the reduced length of the swimming season for both Carinda and Burren Junction due to the major repairs required and the subsequent inconvenience to users.*

**17/2018/4 Waiving of Swimming Pool fees – Carinda and Burren Junction****Resolved:**

That in light of the extended delay in opening of both pools the entrance fee for the 18/19 season be waived.

**Moved:** Cllr Murray  
**Seconded:** Cllr Turnbull  
**CARRIED**

*It was also noted that a detailed report on preparing pools for 18/19 season would be presented to the August meeting in 2019.*

**17/2018/5 Land for PCYC Facility****Resolved:**

1. That Council in accordance with Section 356 of the Local Government Act 1993, Council advertise for a period of 28 Days its intention to make Lot 7011 available to the NSW PCYC and call for submissions from the public during this time.

2. That Council note the cost of providing services to the subject land:

- a) Legal cost and stamp duty \$6,000
- b) Sewer connection \$40,000
- c) Raw water \$19,000
- d) Filtered water \$2,000

and that this cost be met from the budget allocation – 'Matching Government Grants'.

**Moved:** Cllr Walford  
**Seconded:** Cllr Keir  
**CARRIED**

| 17/2018/6 Quarterly Budget Review Statement 2018/2019                                                                |              |
|----------------------------------------------------------------------------------------------------------------------|--------------|
| <b>Resolved:</b>                                                                                                     |              |
| That Council adopt the attached quarterly budget review statement for the 30 <sup>th</sup> September 2018 as tabled. |              |
| <b>Moved:</b>                                                                                                        | Clr Turnbull |
| <b>Seconded:</b>                                                                                                     | Clr Walford  |
| <b>CARRIED</b>                                                                                                       |              |

**Close of Meeting**

The meeting closed at 3:12pm and a workshop on the Glengarry – Cumborah Bores followed.

To be confirmed at the next meeting of Council.

\_\_\_\_\_  
Mayor

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

## 7.2 MINUTES OF ORDINARY COUNCIL MEETING HELD 27 NOVEMBER 2018

|                                                               |
|---------------------------------------------------------------|
| <b>Minutes of Ordinary Council Meeting – 27 November 2018</b> |
|---------------------------------------------------------------|

**Recommendation:**

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

**Moved:**

**Seconded:**

**Attachment**

Minutes of Meeting held 27 November 2018



## **MINUTES FOR ORDINARY COUNCIL MEETING**

**27 November 2018**

Paul Mann  
ACTING GENERAL MANAGER

27 November 2018

Ordinary Council Meeting

Council Minutes

|                                                                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>MINUTES OF THE ORDINARY MEETING OF THE WALGETT SHIRE COUNCIL HELD AT<br/>BURREN JUNCTION CWA ROOM ON TUESDAY 27 NOVEMBER 2018 AT 10:45AM</b> |
|-------------------------------------------------------------------------------------------------------------------------------------------------|

**PRESENT**

Cllr Manuel Martinez (Mayor)  
 Cllr Ian Woodcock (Deputy Mayor)  
 Cllr Jane Keir  
 Cllr Bill Murray  
 Cllr Michael Taylor  
 Cllr Tanya Cameron  
 Cllr Lawrence Walford  
 Cllr Kelly Smith  
 Cllr Robert Turnbull  
 Paul Mann (Acting General Manager)  
 Jessica McDonald (Director Environmental Services)  
 Raymond Graham (Acting Director Engineering/Technical Services)  
 Bronte Kerr (Minute Secretary)

**Leave of Absence – Nil****Declaration of Pecuniary/Non Pecuniary Interests – Nil****Public Presentations:**

- *Greg Rummery, Paul Duncan and Cameron Rowntree voiced concerns in relation to the proposed weir project in particular the height limitations and the fishway design. Suggestions were made to consider re-evaluating the plans and take into account the following; climate change, drought, unknown future and increased water security.*
- *Lucinda Stump raised concerns regarding the lack of communication between Council staff and the Burren Junction Hall 355 committee surrounding the Burren Junction Hall renovation project.*

|                                                                        |
|------------------------------------------------------------------------|
| <b>18/2018/1 Minutes of Ordinary Council Meeting – 30 October 2018</b> |
|------------------------------------------------------------------------|

**Resolved:**

That the minutes of the Ordinary Council meeting held 30 October 2018, having been circulated be confirmed as a true and accurate record of that meeting. Noting that, in reference to item 10.1.1, Senior Staff Contract of the closed meeting Council acknowledge the extent of discussions on the term of the proposed extension/renewal of the contract including options and that the Acting General Manager provided an assurance that the matter would be discussed with the incoming General Manager and options explored.

**Moved:** Cllr Walford  
**Seconded:** Cllr Taylor  
**CARRIED**

|                                 |
|---------------------------------|
| <b>18/2018/2 Mayoral Report</b> |
|---------------------------------|

**Resolved:**

That Council receive and note the Mayoral report.

**Moved:** Cllr Walford  
**Seconded:** Cllr Taylor  
**CARRIED**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>18/2018/3 Move into Closed Session at 10.20am</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <p><b>Resolved:</b></p> <p>That the public be excluded from the meeting pursuant to Sections 10A (2) (c) &amp; (d) of the Local Government Act 1993 on the basis that the items deal with:</p> <p>(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)</p> <p>(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.</p> <p><b>Moved:</b> Cllr Walford<br/> <b>Seconded:</b> Cllr Turnbull<br/> <b>CARRIED</b></p> |
| <b>18/2018/4 Walgett Levee – Update</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p><b>Resolved:</b></p> <p>1. That Council advise Public Works Advisory that it accepts the recommended option 2: accepting the cost relating to a new tender process, project management and the cost to undertake the work.</p> <p>2. Council engage a new contractor following completion of the tender process to undertake the Walgett levee stage 4 rectification works with funds to be drawn from the unexpended grant.</p> <p><b>Moved:</b> Cllr Woodcock<br/> <b>Seconded:</b> Cllr Smith<br/> <b>CARRIED</b></p>                                                                                                                                    |
| <b>18/2018/5 Return to Open Session at 11:46am</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <p><b>Resolved:</b></p> <p>That Council return to open session.</p> <p><b>Moved:</b> Cllr Cameron<br/> <b>Seconded:</b> Cllr Taylor<br/> <b>CARRIED</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>18/2018/6 Adoption of Closed Session Reports</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <p><b>Resolved:</b></p> <p>That Council adopt the recommendation of the Closed Committee Reports.</p> <p><b>Moved:</b> Cllr Walford<br/> <b>Seconded:</b> Cllr Cameron<br/> <b>CARRIED</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |



**18/2018/7 Walgett Weir****Resolved:**

That Council arrange a delegation including concerned Walgett residents to meet with Niall Blair (Minister for Primary Industries, Minister for Regional Water, Minister for Trade and Industry) and Deputy Premier John Barilaro (Minister for Regional New South Wales, Minister for Skills and Minister for Small Business) to seek their consideration of a variation to the Walgett Weir Project to increase the proposed height by a further 2 metres and if after the delegation, there is no indication of success Council proceed with the current proposal.

Moved:       Clr Keir  
 Seconded:   Clr Cameron  
 CARRIED

**18/2018/8 Council's Decision Action Report****Resolved:**

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

Moved:       Clr Turnbull  
 Seconded:   Clr Walford  
 CARRIED

**18/2018/9 Circulars Received From the NSW Office of Local Government****Resolved:**

That the information contained in the following Departmental circulars published 16/11/18, 24/10/18 & 22/10/18 from the Local Government Division Department of Premier and Cabinet be received and noted.

Moved:       Clr Taylor  
 Seconded:   Clr Keir  
 CARRIED

**18/2018/10 Important Dates for Councillors - Upcoming Meetings and Events****Resolved:**

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

Moved:       Clr Turnbull  
 Seconded:   Clr Woodcock  
 CARRIED

**18/2018/11 Seating in Collarenebri Main Street****Resolved:**

That Council re-visit the matter of developing a Council wide policy in relation to provision of seating in CBD of Walgett, Lightning Ridge and Collarenebri and a further report be submitted to the February 2019 Council meeting.

**Moved:** Cllr Taylor  
**Seconded:** Cllr Turnbull  
**CARRIED**

**18/2018/12 Macquarie Homestay – Possible Sponsorship****Resolved:**

That Council financially support Macquarie Homestay through sponsorship to the sum of \$33,000 and that such funding be sourced from the distribution of funds to be returned from OROC.

**Moved:** Cllr Keir  
**Seconded:** Cllr Smith  
**CARRIED**

**18/2018/13 Public Library Funding****Resolved:**

1. That Council endorse the NSW Public Libraries Association and Local Government NSW library funding advocacy initiative, Renew Our Libraries.
2. That Council note the announcement by the NSW Government on 24 August 2018 of its intention to provide a \$60m funding package for NSW public libraries for the quadrennial period 2019-20 to 2022-23.
3. That Council support the ongoing Renew Our Libraries initiative to secure the pledged funding, clarify the funding components and liaise with the government regarding the funding model.
4. That Council support Renew Our Libraries to work with the Government to develop a sustainable future funding model with a view guaranteeing an appropriate level of ongoing and indexed state funding.
5. That Council make representation to the local State Member(s), Kevin Humphries, in relation to the need for ongoing additional funding from the NSW State Government for the provision of public library services.
6. That Council write to the Hon. Don Harwin, Minister for the Arts and the Hon. Walt Secord, Shadow Minister for the Arts, calling for bi-partisan support for the provision of ongoing and indexed increases in state funding for NSW public libraries, supported by a sustainable future funding model.
7. That Council take a leading role in activating the campaign locally.
8. That Council endorse the distribution of the NSW Public Libraries Association and Local Government NSW library funding advocacy initiative information in Council libraries, as well as involvement in any actions arising from the initiative.
9. That Council formally advise the NSW Public Libraries Association and Local Government NSW that Council has endorsed the library funding advocacy initiative.

**Moved:** Cllr Keir

**Seconded:** Clr Smith  
**CARRIED**

**18/2018/14 Matters Generally for Brief Mention or Information Only – From General Manager**

**Resolved:**

1. That the Matters Generally for Brief mention or Information Only from the General Manager be received and noted.
2. That the Western Division Conference be requested to support a motion along the following line; That, in light of the difficulty experienced by member Councils in attracting and retaining professional staff the State Government, through OLG, consider assisting with relevant incentives such as scholarships for continuing education, assistance with rental and relocation expenses and additional assistance for staff with young families.

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

**18/2018/15 Cash and Investment Report as at 31 October 2018**

**Resolved:**

That the Investment report as at 31 October 2018 be received and noted.

**Moved:** Clr Cameron  
**Seconded:** Clr Taylor  
**CARRIED**

**18/2018/16 Monthly Outstanding Rates Report**

**Resolved:**

The October 2018 outstanding rates report be received and noted.

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

**18/2018/17 Government Information Public Access Act (GIPA) – Annual Report 17/18**

**Resolved:**

1. That the Chief Financial Officers report be received
2. Council adopt the attached GIPA Annual Report for 2017/2018.
3. The Information Commissioner be sent a link to Council's 2017/2018 Annual Report.

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

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                |               |            |                |               |                      |     |     |                   |  |  |                |  |  |                  |  |  |                     |  |  |                    |  |  |                  |  |  |                      |  |  |                       |  |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------------|------------|----------------|---------------|----------------------|-----|-----|-------------------|--|--|----------------|--|--|------------------|--|--|---------------------|--|--|--------------------|--|--|------------------|--|--|----------------------|--|--|-----------------------|--|--|
| <b>18/2018/18 PID Annual Report</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                |               |            |                |               |                      |     |     |                   |  |  |                |  |  |                  |  |  |                     |  |  |                    |  |  |                  |  |  |                      |  |  |                       |  |  |
| <p><b>Resolved:</b></p> <p>That the Chief financial Officers report be received and Council adopt the 2017/18 Public Interest Disclosures Annual Report.</p> <p><b>Moved:</b> Cllr Woodcock<br/> <b>Seconded:</b> Cllr Turnbull<br/> <b>CARRIED</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                |               |            |                |               |                      |     |     |                   |  |  |                |  |  |                  |  |  |                     |  |  |                    |  |  |                  |  |  |                      |  |  |                       |  |  |
| <b>18/2018/19 First Quarter Operational Plan</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                |               |            |                |               |                      |     |     |                   |  |  |                |  |  |                  |  |  |                     |  |  |                    |  |  |                  |  |  |                      |  |  |                       |  |  |
| <p><b>Resolved:</b></p> <p>That the Chief Financial Officers report be received and Council accept the progress made on the 2017/2018 Operational Plan as at 30th September 2018.</p> <p><b>Moved:</b> Cllr Smith<br/> <b>Seconded:</b> Cllr Turnbull<br/> <b>CARRIED</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                |               |            |                |               |                      |     |     |                   |  |  |                |  |  |                  |  |  |                     |  |  |                    |  |  |                  |  |  |                      |  |  |                       |  |  |
| <b>18/2018/20 Matters Generally for Brief Mention or Information Only – From CFO</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                |               |            |                |               |                      |     |     |                   |  |  |                |  |  |                  |  |  |                     |  |  |                    |  |  |                  |  |  |                      |  |  |                       |  |  |
| <p><b>Resolved:</b></p> <p>That the Matters Generally for Brief Mention or Information Only from the Chief Financial Officer be received and noted.</p> <p><b>Moved:</b> Cllr Taylor<br/> <b>Seconded:</b> Cllr Woodcock<br/> <b>CARRIED</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                |               |            |                |               |                      |     |     |                   |  |  |                |  |  |                  |  |  |                     |  |  |                    |  |  |                  |  |  |                      |  |  |                       |  |  |
| <b>18/2018/21 Resolution of Development Application 2018/019</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                |               |            |                |               |                      |     |     |                   |  |  |                |  |  |                  |  |  |                     |  |  |                    |  |  |                  |  |  |                      |  |  |                       |  |  |
| <p><b>Resolved:</b></p> <p>That Council resolves to approve Development Application 2018/02 for a residential dual occupancy at Lot 1 DP 513882 in Walgett.</p> <p><b>Moved:</b> Cllr Turnbull<br/> <b>Seconded:</b> Cllr Smith<br/> <b>CARRIED</b></p> <table> <tr> <td><b>For</b></td><td><b>Against</b></td><td><b>Absent</b></td></tr> <tr> <td>Cllr Manuel Martinez</td><td>Nil</td><td>Nil</td></tr> <tr> <td>Cllr Ian Woodcock</td><td></td><td></td></tr> <tr> <td>Cllr Jane Keir</td><td></td><td></td></tr> <tr> <td>Cllr Bill Murray</td><td></td><td></td></tr> <tr> <td>Cllr Michael Taylor</td><td></td><td></td></tr> <tr> <td>Cllr Tanya Cameron</td><td></td><td></td></tr> <tr> <td>Cllr Kelly Smith</td><td></td><td></td></tr> <tr> <td>Cllr Robert Turnbull</td><td></td><td></td></tr> <tr> <td>Cllr Lawrence Walford</td><td></td><td></td></tr> </table> |                |               | <b>For</b> | <b>Against</b> | <b>Absent</b> | Cllr Manuel Martinez | Nil | Nil | Cllr Ian Woodcock |  |  | Cllr Jane Keir |  |  | Cllr Bill Murray |  |  | Cllr Michael Taylor |  |  | Cllr Tanya Cameron |  |  | Cllr Kelly Smith |  |  | Cllr Robert Turnbull |  |  | Cllr Lawrence Walford |  |  |
| <b>For</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Against</b> | <b>Absent</b> |            |                |               |                      |     |     |                   |  |  |                |  |  |                  |  |  |                     |  |  |                    |  |  |                  |  |  |                      |  |  |                       |  |  |
| Cllr Manuel Martinez                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Nil            | Nil           |            |                |               |                      |     |     |                   |  |  |                |  |  |                  |  |  |                     |  |  |                    |  |  |                  |  |  |                      |  |  |                       |  |  |
| Cllr Ian Woodcock                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                |               |            |                |               |                      |     |     |                   |  |  |                |  |  |                  |  |  |                     |  |  |                    |  |  |                  |  |  |                      |  |  |                       |  |  |
| Cllr Jane Keir                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                |               |            |                |               |                      |     |     |                   |  |  |                |  |  |                  |  |  |                     |  |  |                    |  |  |                  |  |  |                      |  |  |                       |  |  |
| Cllr Bill Murray                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                |               |            |                |               |                      |     |     |                   |  |  |                |  |  |                  |  |  |                     |  |  |                    |  |  |                  |  |  |                      |  |  |                       |  |  |
| Cllr Michael Taylor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                |               |            |                |               |                      |     |     |                   |  |  |                |  |  |                  |  |  |                     |  |  |                    |  |  |                  |  |  |                      |  |  |                       |  |  |
| Cllr Tanya Cameron                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                |               |            |                |               |                      |     |     |                   |  |  |                |  |  |                  |  |  |                     |  |  |                    |  |  |                  |  |  |                      |  |  |                       |  |  |
| Cllr Kelly Smith                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                |               |            |                |               |                      |     |     |                   |  |  |                |  |  |                  |  |  |                     |  |  |                    |  |  |                  |  |  |                      |  |  |                       |  |  |
| Cllr Robert Turnbull                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                |               |            |                |               |                      |     |     |                   |  |  |                |  |  |                  |  |  |                     |  |  |                    |  |  |                  |  |  |                      |  |  |                       |  |  |
| Cllr Lawrence Walford                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                |               |            |                |               |                      |     |     |                   |  |  |                |  |  |                  |  |  |                     |  |  |                    |  |  |                  |  |  |                      |  |  |                       |  |  |

**18/2018/22 Matters Generally for Brief Mention or Information only from Director of Environmental Services****Resolved:**

That Walgett Shire Council resolve to receive and note the report by the Director of Environmental Services on matters for brief mention, or information only.

**Moved:** Cllr Taylor  
**Seconded:** Cllr Turnbull  
**CARRIED**

**18/2018/23 Council Storage Site – clean up Notice****Resolved:**

That Council Storage Site – Clean up Notice report be received and noted.

**Moved:** Cllr Turnbull  
**Seconded:** Cllr Smith  
**CARRIED**

**18/2018/24 Matters Generally For Brief Mention or Information Only – Engineering/ Technical Services****Resolved:**

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

**Moved:** Cllr Turnbull  
**Seconded:** Cllr Walford  
**CARRIED**

**Questions for Next Meeting**

*Cllr Taylor*

*Q1: Can Council investigate the drainage issues at the Police Station in Lightning Ridge*

*Q2: Can Council arrange for monthly checks on the street banners in Lightning Ridge*

*Cllr Keir*

*Q1: Can Council investigate installing a no through road sign on Warrena Street/ Pitt Street*

**Close of Meeting**

The meeting closed at 1:12pm.

To be confirmed at the next meeting of Council.

\_\_\_\_\_  
 Mayor

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

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

## 9. 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> |

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



## 11. REPORTS FROM OFFICERS

### 11.1 GENERAL MANAGER

#### 11.1.1 COUNCIL'S DECISION ACTION REPORT – NOVEMBER 2018

|                           |                                      |
|---------------------------|--------------------------------------|
| <b>REPORTING SECTION:</b> | <b>General Manager</b>               |
| <b>AUTHOR:</b>            | <b>Greg Ingham - General Manager</b> |
| <b>FILE NUMBER:</b>       | <b>18/260</b>                        |

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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. Overtime the register has grown in size because, whilst resolutions are always actioned after the meeting, it is not always possible to resolve issues quickly especially if other government agencies are involved or our own in-house resources are stretched. And we have 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.

|                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Council's Decision Action Report</b>                                                                                                                   |
| <p><b>Recommendation:</b></p> <p>That the Resolution Register as at November 2018 be received and noted.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p> |

**Attachment:**

Resolution Register

**WALGETT SHIRE COUNCIL AGENDA –18 December 2018 – ORDINARY COUNCIL MEETING**

|          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
|----------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 28.04.17 | 3/2017/22 | <p>That Council considers realigning the 35km section of Ridge Road from Shermans Way and Burranbaa Road intersection to Angeldool Road intersection - Option 4 (Realignment across Big Warrambool).</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> |  |
| 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>                                                                                                                                                                                                                                                                                                                                           |  |
| 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>                                                                                                                                                          |  |
| 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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| 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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| 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>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| 28.11.17 | 11/2017/3 | <ol style="list-style-type: none"> <li>1. That Council receive and note this report and <ol style="list-style-type: none"> <li>a. Investigate &amp; proceed with land acquisition process for land required for installing the Wind Indicator for Runway 10.</li> </ol> </li> <li>And/or</li> <li>b. Allocate additional funding in the budget for constructing an AWIB &amp; ongoing commitment to the budget for operation &amp; maintenance.</li> </ol>                                                                                                                                                                      | DETS | <p>Safety case lodged with CASA</p> <p>28/02/2018 Crownlands license received.</p> <p>30.03.18 IWI installed</p> <p>16.08.18 CASA coming in September 2018 to assess the runway extension</p> <p>16.11.18 CASA inspection awaiting report</p>                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |

**WALGETT SHIRE COUNCIL AGENDA –18 December 2018 – ORDINARY COUNCIL MEETING**

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

**WALGETT SHIRE COUNCIL AGENDA –18 December 2018 – ORDINARY COUNCIL MEETING**

|          |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |     |                                                                    |  |
|----------|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|--------------------------------------------------------------------|--|
|          |            | (d) The new structure be called the "Colless Grandstand".                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |     |                                                                    |  |
| 28.8.18  | 13/2018/18 | Not provide permanent seating to the Collarenebri Main Street (Wilson Street) and immediate CBD area and to continue investigations into alternate locations within the town, close to the CBD where new seating can be installed.                                                                                                                                                                                                                                                                                                                                                                                                                                             | DES |                                                                    |  |
| 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  |                                                                    |  |
| 25.9.18  | 14/2018/34 | That in light of concerns regarding the future of the waste management in the Shire and subject to the contractor agreeing, the current contract be extended and a future report be submitted to an early meeting to allow Council to determine the future management options for both landfills; Walgett and Lightning Ridge.                                                                                                                                                                                                                                                                                                                                                 | DES |                                                                    |  |
| 30.10.18 |            | That Council consider and, if appropriate, endorse projects to be applied for under the Extension of Drought Communities Programme or seek nominations of projects from community for consideration at the November meeting<br>Council endorses the following projects (in no particular order) <ul style="list-style-type: none"> <li>• Fencing of the Burren Junction landfill - \$80,000</li> <li>• Extension of the Town Beautification Projects: Walgett – Wee Waa Street and Lightning Ridge – Opal Street - \$350,000 each project</li> <li>• Replacement of the boat ramp at Collarenebri - \$150,000</li> <li>• Drainage improvements at Rowena - \$60,000</li> </ul> | GM  | 12.12.18 RFQ currently being developed for Wee Waa and Opal Street |  |
| 30.10.18 |            | That Council note this report and presentation made on this matter in the Public Forum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | GM  |                                                                    |  |

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

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

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### Summary:

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

### Background:

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

#### 10 Dec 2018

- [18-42 Recent amendments government information public access act 2009](#)

#### 6 Dec 2018

- [18-41 Misuse of Council Resources March-2019 State Election](#)

#### 30 Nov 2018

- [18-40 Expanded powers under the Impounding Act 1993 to manage shared bicycles](#)

#### 27 Nov 2018

- [18-39 Debt Management and Hardship Guidelines](#)

#### 22 Nov 2018

- [18-38 2018-19 draft Code of Accounting Practice and Financial Reporting \(Update No. 27\)](#)

#### 20 Nov 2018

- [18-37 Audit Office – Local Government Fraud Control Performance Audit](#)

#### 20 Nov 2018

- [18-36 Promoting Water Safety during the 2018-19 Swimming Season](#)

### 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.

|                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Circulars Received From the NSW Office of Local Government</b>                                                                                                                                                                                                   |
| <p><b>Recommendation:</b></p> <p>That the information contained in the following Departmental circulars 18-36 to 18-42 from the Local Government Division Department of Premier and Cabinet be received and noted.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p> |

**Attachments:**

Circulars

Office of  
Local Government

## Circular to Councils

|                             |                                                                                                  |
|-----------------------------|--------------------------------------------------------------------------------------------------|
| <b>Circular Details</b>     | 18 - 42 / 10 December 2018 / A630402                                                             |
| <b>Previous Circular</b>    | 18-30 Changes to GIPA – IPC Advice                                                               |
| <b>Who should read this</b> | General Managers / Council governance staff                                                      |
| <b>Contact</b>              | Council Governance / (02) 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a> |
| <b>Action required</b>      | Information / Council to Implement                                                               |

### Recent amendments to the *Government Information (Public Access) Act 2009*

#### What's new or changing

- The NSW Parliament recently passed amendments to the *Government Information (Public Access) Act 2009* (GIPA Act). These changes came into effect on 28 November 2018 and will impact on how councils fulfil their obligations under the GIPA Act.
- The NSW Information and Privacy Commission (IPC) has issued guidance on the changes which can be accessed [here](#). The IPC is also reviewing and updating its guidance material and fact sheets to reflect the amendments to the GIPA Act.
- The IPC has requested that Councils refer to the new guidance and the GIPA Act and Regulation before relying on any guidance materials published prior to December 2018.

#### What this will mean for your council

- Councils should review their practices for dealing with access applications and the exercise of other functions under the GIPA Act in light of the amendments.
- Councils should note the amendment to the definition of 'working day' in the GIPA Act. The NSW Government Christmas Closedown period is now considered as being equivalent to a public holiday for the purpose of processing applications. The closedown period applies to the official decision-making period for applications irrespective of whether or not an agency remains open for any days over the closedown period, and applies to all public sector agencies including local councils.

#### Key points

- Among other things, the amendments will impact on the following:
  - the calculation of the value of contracts for inclusion in the contract register
  - the management of access applications
  - timeframes for internal reviews
  - external reviews by the Information Commissioner
  - administrative reviews by the NSW Civil and Administrative Tribunal
  - submission of the annual GIPA report to the Information Commissioner
  - the circumstances in which there is a conclusive presumption of overriding public interest against disclosure.



**Where to go for further information**

- Contact the IPC by phone 1800 472 679 or email [ipcinfo@ipc.nsw.gov.au](mailto:ipcinfo@ipc.nsw.gov.au).
- Contact OLG's Council Governance Team by telephone on 02 4428 4100 or by email at [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au)



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## Circular to Councils

|                             |                                                                |
|-----------------------------|----------------------------------------------------------------|
| <b>Circular Details</b>     | Circular No 18-41 / 6 December 2018 / A528135                  |
| <b>Previous Circular</b>    | 15/07 <i>Misuse of Council resources – 2015 State Election</i> |
| <b>Who should read this</b> | Councillors / General Managers / All council staff             |
| <b>Contact</b>              | Council Governance Team/02 4428 4201/olg@olg.nsw.gov.au        |
| <b>Action required</b>      | Information / Council to Implement                             |

**Misuse of Council Resources – March 2019 State Election****What's new or changing?**

- In the lead up to the March 2019 State election, councillors, council staff and other council officials need to be aware of their obligations under the *Model Code of Conduct for Local Councils in NSW* (the Model Code) in relation to the use of council resources.

**What this will mean for your council**

- It is important that the community has confidence that council property and resources are only used for official purposes.
- Councils are encouraged to ensure that councillors, council staff and other council officials are aware of their obligations regarding the use of council resources.

**Key points**

- The Model Code provides that council officials must not:
  - use council resources (including council staff), property or facilities for the purpose of assisting their election campaign or the election campaign of others unless the resources, property or facilities are otherwise available for use or hire by the public and any publicly advertised fee is paid for the use of the resources, property or facility
  - use council letterhead, council crests, council email or social media or other information that could give the appearance it is official council material for the purpose of assisting their election campaign or the election campaign of others.
- These obligations apply to all election campaigns including council, State and Federal election campaigns.
- Councils should also ensure that they exercise any regulatory powers in relation to election activities such as election signage in an impartial and even-handed way and in accordance with established procedures and practices.
- Failure to comply with these requirements may result in disciplinary action under the code of conduct.

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**Where to go for further information**

- For more information, contact OLG's Council Governance Team by telephone on 4428 4100 or by email to [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au).

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 Chief Executive



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## Circular to Councils

|                      |                                                                                                 |
|----------------------|-------------------------------------------------------------------------------------------------|
| Circular Details     | Circular No 18-40 / 30 November 2018 / A621809                                                  |
| Who should read this | Councillors / General Managers / Ranger Services/ Transport Services / Land Management Services |
| Contact              | Policy Team / (02) 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>       |
| Action required      | Information                                                                                     |

### Expanded powers under the *Impounding Act 1993* to manage shared bicycles

#### What's new or changing

- The *Impounding Amendment (Shared Bicycles and Other Devices) Act 2018* was gazetted and commences on 30 November 2018.
- This follows consultation workshops in mid-2018, including with councils, and passage through Parliament in September.

#### What this will mean for your council

- Councils and other impounding authorities now have expanded powers to manage shared bicycles that cause obstructions, pose safety risks or are left unused in one place for too long based on clear, risk-based time limits.

#### Key points

- Councils are encouraged to develop and implement shared bicycle policies, based on the *Shared Bicycle Management Guidelines* released with this circular, to ensure consistent application of the new powers.
- In doing so, councils should strike a balance between building cooperative relationships with operators to encourage a responsible and innovative shared bicycle service with taking regulatory action, where necessary, to address poor operations.
- Key features of the new laws include:
  - Council impounding officers will be able to immediately impound shared bicycles causing an obstruction or safety risk in a public place, or move them to another location.
  - Operators that do not remove a shared bicycle causing an obstruction or safety risk within 3 hours of being notified of their location by an impounding officer or any other person are taken to have abandoned the shared bicycle.
  - Operators that do not remove a shared bicycle left in the same place for more than 7 consecutive days within 4 days of being notified of its location by an impounding officer or any other person are taken to have abandoned the shared bicycle.
  - Where an operator is taken to have abandoned a shared bicycle, they will now be subject to a fine of \$500 or a maximum court penalty of \$2750.
  - Council impounding officers can also issue removal notices for shared bicycles left in a public place in contravention of the new laws. Operators failing to comply with the notice are taken to have abandoned the shared bicycle.

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- The ability to create a Code of Practice with further standards for shared bicycle operations and/or to regulate other types of shared transport devices in the future.
- The Government will monitor the effectiveness of the new laws before determining whether to regulate more standards for how share bikes are operated.
- Meanwhile, councils are encouraged to work with operators of bicycle sharing services to develop agreements in relation to standards such as user education, data sharing and preferred parking zones and parking exclusion zones. Information about these can be found in the guidelines.
- Councils are able to apply for funding for cycling infrastructure under the Active Transport (Walking and Cycling) Program. Applications for funding under the 19/20 program close on 14 December 2018. Portal and application guidelines are available here: <https://www.mts.nsw.gov.au/business-industry/partners-suppliers/lgr/active-transport/index.html>

**Where to go for further information**

- Councils in metropolitan locations in which shared bicycles are operating, or likely to operate in the near future, will be invited to send a representative to attend a briefing on the new laws on the morning of Friday 7 December.
- Further information is available on the Office of Local Government website at [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) including:
  - *Shared Bicycle Management Guideline for Councils*
  - *Shared Bicycle Community Factsheet and New Rules for Share Bicycles* infographics.

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## Circular to Councils

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|----------------------|-----------------------------------------------------------------------------------------------|
| Circular Details     | Circular No 18-39 / 27 November 2018 / A620794                                                |
| Who should read this | Councillors / General Managers / Financial teams                                              |
| Contact              | OLG Policy Team / (02) 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a> |
| Action required      | Council to Implement                                                                          |

### Debt Management and Hardship Guidelines

#### What's new or changing

- The Office of Local Government has issued new Guidelines to ensure best practice debt management and hardship practices in all NSW councils.

#### What this will mean for your council

- As the Guidelines have been issued under section 23A of the *Local Government Act 1993*, councils must take them into consideration before making any decisions relating to debt management and hardship.
- All councils are encouraged to review their revenue management policies and procedures and give consideration to the best practice measures outlined in the Guidelines.

#### Key points

- The Guidelines will ensure councils are responsive to individual and community circumstances, and are open, fair and equitable, and easy to do business with.
- They provide best practice approaches that promote proactive measures to ensure prompt payment and minimise default, as well as how to follow up ratepayers and recover any debts incurred fairly and effectively.
- The Guidelines outline contemporary, flexible practices that councils can implement now to collect revenue, better manage debt and help councils to understand and proactively respond to individuals and groups within their community experiencing hardship.

#### Where to go for further information

The Guidelines are available on the OLG website at:  
<https://www.olg.nsw.gov.au/content/debt-management-hardship-guidelines>  
 Please direct all enquiries to the OLG Policy Team on (02) 4428 4100 or at [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au)

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## Circular to Councils

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|----------------------|----------------------------------------------------------------------------------------------------|
| Circular Details     | Circular No 18-38 / 22 November 2018 / A626667                                                     |
| Who should read this | General Managers / Financial accounting business areas                                             |
| Contact              | Jasmine Osborne / (02) 4428 4100 / <a href="mailto:code@olg.nsw.gov.au">code@olg.nsw.gov.au</a>    |
| Action required      | Feedback to OLG at <a href="mailto:code@olg.nsw.gov.au">code@olg.nsw.gov.au</a> by 11 January 2019 |

### 2018-19 draft Code of Accounting Practice and Financial Reporting (Update No. 27)

#### What's new or changing

- The draft 2018-19 Code of Accounting Practice and Financial Reporting has been released for comment.

#### What this will mean for your council

- Councils are invited to provide feedback on the draft Code (Update No. 27) by **Friday 11 January 2019** to: [code@olg.nsw.gov.au](mailto:code@olg.nsw.gov.au).
- The key documents are available on the Office of Local Government (OLG) website at <http://www.olg.nsw.gov.au/strengthening-local-government/supporting-and-advising-councils/accounting-practice>.

#### Key points

- OLG has prepared the draft Accounting Code (update 27) for consultation in response to sector feedback, policy changes and changes to the Australian Accounting Standards.
- Due to the number of changes proposed in this year's draft, it is recommended that councils carefully review the *Summary of proposed changes* document accompanying the draft Code.
- The draft Code has been prepared and released earlier this financial reporting cycle following sector feedback.
- New changes for this year are highlighted in yellow. Commentary in red relates to OLG requirements and commentary in blue relates to the Australian Accounting Standards.
- To support understanding of the proposed changes to the Code, a web video and a Questions and Answers material will be made available shortly via the OLG Website.
- Any questions or further clarifications relating to the draft Code and other documentation can be submitted to [code@olg.nsw.gov.au](mailto:code@olg.nsw.gov.au).
- Joint Organisations (JOs) Financial Reporting – A supplementary Accounting Code is currently being developed to assist JOs with their statutory reporting obligations.

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## Circular to Councils

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|----------------------|--------------------------------------------------------------------------------------------------|
| Circular Details     | Circular No 18-37/ 20 November 2018 / A619778                                                    |
| Who should read this | General Managers / Governance staff                                                              |
| Contact              | Council Governance Team / 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a> |
| Action required      | Information / Council to Implement                                                               |

### Audit Office – Local Government Fraud Control Performance Audit

#### What's new or changing

- The NSW Audit Office has undertaken a sector-wide performance audit of fraud controls in councils. Councils' fraud controls were assessed against the Audit Office's [Fraud Control Improvement Kit](#).
- The resulting report, [Fraud controls in local councils](#), found that there is significant variation between councils in the strength of their fraud control systems and that many councils have substantial room for improvement. Of the 83 councils that completed the Audit Office's survey:
  - five had implemented most of the controls recommended by the kit
  - a further 40 had implemented half or more of the recommended controls
  - thirty-eight had implemented less than half the recommended controls.
- Of the councils surveyed, five had not adopted an internal reporting policy as required under the *Public Interest Disclosures Act 1994*.

#### What this will mean for your council

- Councils should review their fraud controls and assess their efficacy against the Audit Office's [Fraud Control Improvement Kit](#).
- All councils must adopt an internal reporting policy for the management of public interest disclosures. A [model internal reporting policy for councils](#) is available on the NSW Ombudsman's website.

#### Key points

- The Audit Office has highlighted the following areas where councils could improve their fraud control practice:
  - tailoring fraud control plans to councils' circumstances and specific risks
  - systematically and regularly reviewing fraud risks and fraud control systems to keep plans up-to-date
  - effectively communicating fraud risks, and how staff and the community can report suspected fraud
  - ensuring that they comply with the *Public Interest Disclosures Act 1994*.

#### Where to go for further information

- For more information on fraud control, visit the Audit Office's website at [www.audit.nsw.gov.au](http://www.audit.nsw.gov.au) or contact the Audit Office at 02 9275 7100.
- For more information on the requirements of the *Public Interest Disclosures Act 1994* and resources to support compliance, visit the NSW Ombudsman's website at [www.ombo.nsw.gov.au](http://www.ombo.nsw.gov.au) or contact the NSW Ombudsman at 02 9286 1000.
- For all other enquiries contact OLG's Council Governance Team by telephone on 02 4428 4100 or by email at [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au).

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## Circular to Councils

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|----------------------|-------------------------------------------------------------------------------------------|
| Circular Details     | Circular No 18-36 / 20 November 2018 /A623828                                             |
| Previous Circular    | Circular No 17-31                                                                         |
| Who should read this | General Managers / Water Safety staff                                                     |
| Contact              | Policy Team / (02) 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a> |
| Action required      | Information                                                                               |

### Promoting Water Safety during the 2018-19 Swimming Season

#### What's new or changing

- The 2018-19 swimming season has now commenced.
- Councils play a crucial role in promoting water safety and in minimising risks associated with aquatic locations under their care and control.

#### What this will mean for your council

- Councils are encouraged to promote water safety awareness at key times during the swimming season to help reduce drowning risks in backyard swimming pools, public pools, beaches and other public waterways.

#### Key points

##### Examples of water safety initiatives that many councils successfully conduct:

- Free 'Active Family Fun Days' at public swimming pools with activities focussing on water safety and survival skills.
- Free 'Come and Try It' classes in learn to swim and lifesaving, including lessons targeted at recently arrived migrant and refugee families.
- Mail-outs to pool owners within their local government area that may include resources relevant to backyard pools.

##### General key water safety messages councils can promote:

- Actively supervise children in and around water. Teach water awareness and enrol your children in water familiarisation classes.
- Restrict access to backyard pools. Ensure pool gates and latches are in working order, and never prop open gates.
- Always swim between the flags. No flags mean no lifesavers.
- Wear a life jacket.
- Never swim alone.
- Never swim under the influence of alcohol or drugs.
- If someone is in trouble, don't jump in. Throw them a floatation device and seek help.
- Learn how to resuscitate. Enrolling in a CPR course and refreshing skills annually mean you will have the skills to act in an emergency. Effective CPR can often be the difference between life and death.

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Keep Watch partnerships councils can participate in:

- Councils may be interested in becoming a Keep Watch partner with Royal Life Saving Society NSW (Royal Life), which will provide a range of support information and campaign material (electronic and hard copy) for councils to personalise and deploy across their LGA. Contact Royal Life for further information: (02) 9634 3700 or [nsw@royalnsw.com.au](mailto:nsw@royalnsw.com.au).

Councils can participate in the 'Be Water Safe. Not Sorry' campaign:

- 'Be Water Safe. Not Sorry' is a state-wide NSW Government advertising campaign involving print, radio and social media developed in partnership with Royal Life and Surf Life Saving NSW. The second season of this campaign is due to launch in mid-November and will run throughout the 2018-19 summer period.
- Key themes are parental supervision of children around water, encouraging swimming between the flags and highlighting the dangers of swimming after taking drugs or alcohol.
- The NSW Office of Emergency Management (OEM) can provide social media tiles, personal stories and poster artwork to councils interested in promoting this campaign locally.
- For more information, or to sign up to receive further updates, please contact Jeremy Hillman, OEM Communications Manager on 0476 821 246 or [jeremy.hillman@justice.nsw.gov.au](mailto:jeremy.hillman@justice.nsw.gov.au).

Where to go for further information

- For further information and resources on water safety, visit: [www.watersafety.nsw.gov.au](http://www.watersafety.nsw.gov.au).
- Royal Life Saving Australia run the Keep Watch campaign and have a range of useful information and resources available at [www.royallifesaving.com.au/programs/keep-watch-toddler-drowning-prevention-program](http://www.royallifesaving.com.au/programs/keep-watch-toddler-drowning-prevention-program).
- OLG publishes Practice Note 15 – Water Safety to assist councils minimise risks associated with aquatic locations under their care and control and includes a section on water safety awareness activities: [www.olg.nsw.gov.au/content/water-safety-practice-note-15-update](http://www.olg.nsw.gov.au/content/water-safety-practice-note-15-update).

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### 11.1.3 MONTHLY CALENDAR JANUARY–FEBRUARY 2019

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

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**Summary:**

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

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

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

**Current Position:**

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

**Governance issues:**

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

**Environmental issues:**

Not applicable

**Stakeholders:**

Councillors and Walgett Shire Council staff

**Alternative Solutions/Options:**

Not applicable

**Conclusion:**

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

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

**IMPORTANT DATES - Upcoming Meetings and Events**

| DATE                                                   | MEETING/FUNCTION                    | LOCATION                  | NOTES                                              |
|--------------------------------------------------------|-------------------------------------|---------------------------|----------------------------------------------------|
| 26 <sup>th</sup><br>January<br>2019                    | Australia Day<br>Celebration        | Lightning Ridge           |                                                    |
| 19 <sup>th</sup><br>February<br>2019                   | Council Meeting                     | Walgett Shire<br>Chambers |                                                    |
| 24 <sup>th</sup> -26 <sup>th</sup><br>February<br>2019 | Western Regions Shire<br>Conference | Bourke                    | Mayor, Deputy Major &<br>General Manager to Attend |

### 11.1.4 ORDINARY COUNCIL MEETINGS – TIME, DATES AND VENUES FOR 2019

**REPORTING SECTION:** General Manager  
**AUTHOR:** Greg Ingham – General Manager  
**FILE NUMBER:** 16/39

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**Summary:**

Council's Code of Meeting practice Clause 5 (2) requires "that Council shall, by resolution set the Time, Date and place of Ordinary Meetings of the Council" It is desirable that Council determine its meeting schedule for the whole of 2018, to facilitate forward planning.

**Background:**

Council has previously determined that Ordinary Meetings of Council should generally be held on the fourth Tuesday of each month and that "in any calendar year one Ordinary Meeting of Council be held in each of Lightning Ridge, Collarenebri, Rowena, Burren Junction and Carinda".

**Proposed:**

The following schedule provides for Meetings in 2019 to be held on the fourth Tuesday of the month other than in February when it is proposed to be held on the third Tuesday, April on the fifth Tuesday and December, the third Tuesday. The locations are in the same sequence as for 2018. No meeting is scheduled for January. It is proposed that meetings continue to commence at 10.00am as has been the practice in the past.

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

**Relevant Reference Documents:**

Council's Code of Meeting Practice

**Stakeholders:**

Councillors, staff and public

**Financial Implications:**

Nil

| <b>Ordinary Council Meeting – Times, Date and Venues for 2019</b> |
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|-------------------------------------------------------------------|

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| <p><b>Recommendation:</b></p> |
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|-----------------------------------------------------------------------------------------------------|
| <p>That Council endorse the below times, date and venues for the 2019 Ordinary Council Meeting.</p> |
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|                                                 |
|-------------------------------------------------|
| <p>19 February – Walgett – Council Chambers</p> |
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|                                                  |
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| <p>26 March – Lightning Ridge – Bowling Club</p> |
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|                                              |
|----------------------------------------------|
| <p>30 April – Walgett – Council Chambers</p> |
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| <p>21 May – Collarenebri - Hall</p> |
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| <p>25 June – Walgett – Council Chambers</p> |
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| <p>23 July – Rowena – Hall</p> |
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| <p>27 August – Walgett – Council Chambers</p> |
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| <p>24 September – Carinda - Hall</p> |
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| <p>22 October – Walgett – Council Chambers</p> |
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| <p>26 November – Burren Junction – Hall</p> |
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| <p>17 December – Walgett – Council Chambers</p> |
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| <p><b>Moved:</b></p> |
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| <p><b>Seconded:</b></p> |
|-------------------------|

**Attachments:**

Nil

## 11.2 CORPORATE / COMMUNITY SERVICES

### 11.2.1 CASH ON HAND & INVESTMENT AS AT 30<sup>th</sup> NOVEMBER 2018

**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 30<sup>th</sup> November 2018.

**Background:**

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

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

All investments at 30<sup>th</sup> November 2018 are compliant with the Relevant Reference Documents/Policies listed later in this report.

**Current Position:**

Council at 30<sup>th</sup> November 2018 held a total of \$32,931,373.56 in on-call and interest bearing deposits with financial institutions within Australia. All investments were held with approved deposit taking institutions with a short term rating A-2(A2)/BBB or higher. Council does not have any exposure to unrated institutions.

At the close of the reporting period Council had earned \$404,580.49 in interest including interest accrued to 30<sup>th</sup> November 2018. This result is in excess of the current budget of \$299,615 for the first five months of the financial year and validates Council's current investing strategy.

Council's investments had an average interest rate of 2.78% per annum and a weighted average interest rate of 2.97%, both of which are higher than the 3 and 6 months BBSW rates of 1.9500% and 2.1244% respectively as at 30<sup>th</sup> November 2018.

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

| Overall Portfolio Maturity as at 30th November 2018 |                              |                              |                               |                           |
|-----------------------------------------------------|------------------------------|------------------------------|-------------------------------|---------------------------|
| <i><b>Maturity Periods</b></i>                      | <i><b>Policy Minimum</b></i> | <i><b>Policy Maximum</b></i> | <i><b>% of Money held</b></i> | <i><b>Amount held</b></i> |
| Portfolio % < 1 year                                | 40%                          | 100%                         | 66.60%                        | \$ 21,931,373.56          |
| Portfolio % > 1 year, < 3 years                     | 0%                           | 60%                          | 27.33%                        | \$ 9,000,000.00           |
| Portfolio % > 3 year, < 5 years                     | 0%                           | 40%                          | 6.07%                         | \$ 2,000,000.00           |
| Portfolio % > 5 years                               | 0%                           | 10%                          | 0.00%                         | \$ -                      |
|                                                     |                              |                              | 100%                          | \$ 32,931,373.56          |

**Relevant Reference Documents/Policies:**

Local Government Act (NSW), 1993

Local Government (General) Regulation 2005

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

Investment Policy (Revised and adopted in May 2016)

| <b>Attachment One</b><br><b>Cash and Investments Holdings as at 30th November 2018</b> |                                         |                             |                       |                    |                                  |                                                |
|----------------------------------------------------------------------------------------|-----------------------------------------|-----------------------------|-----------------------|--------------------|----------------------------------|------------------------------------------------|
| Investment                                                                             | Investment<br>Final<br>Maturity<br>Date | Current<br>Interest<br>Rate | Interest<br>Frequency | Coupon<br>Maturity | Amount<br>Invested<br>Value (\$) | Accrued<br>Interest to<br>End of<br>Month (\$) |
| <u><b>On-Call Accounts</b></u>                                                         |                                         |                             |                       |                    |                                  |                                                |
| Commonwealth Bank                                                                      | On Call                                 | 0.90%                       | Monthly               | EOM                | 1,156,752                        | Paid<br>Monthly                                |
| Commonwealth Bank                                                                      | On Call                                 | 1.00%                       | Monthly               | EOM                | 1,274,621                        | Paid<br>Monthly                                |
| <b>Total On-Call Accounts</b>                                                          |                                         |                             |                       |                    | <b>2,431,374</b>                 |                                                |
| <u><b>Term Deposits</b></u>                                                            |                                         |                             |                       |                    |                                  |                                                |
| Bendigo and Adelaide Bank                                                              | 10/07/2019                              | 3.10%                       | Maturity              | 10/07/2019         | 500,000                          | \$6,072.60                                     |
| Newcastle Permanent Building Society                                                   | 21/08/2019                              | 3.00%                       | Maturity              | 19/02/2019         | 500,000                          | \$452.05                                       |
| Newcastle Permanent Building Society                                                   | 12/12/2018                              | 2.50%                       | Maturity              | 12/12/2018         | 500,000                          | \$3,664.38                                     |
| ING                                                                                    | 14/09/2021                              | 3.12%                       | Maturity              | 16/09/2019         | 500,000                          | \$3,205.48                                     |
| Bank of Queensland                                                                     | 20/03/2020                              | 3.30%                       | Maturity              | 16/11/2019         | 1,000,000                        | \$1,265.75                                     |
| ME Bank                                                                                | 11/05/2022                              | 3.47%                       | Maturity              | 10/05/2019         | 1,000,000                        | \$19,393.97                                    |
| National Australia Bank                                                                | 16/01/2019                              | 2.62%                       | Maturity              | 16/01/2019         | 1,000,000                        | \$6,173.15                                     |
| Westpac                                                                                | 19/12/2018                              | 2.90%                       | Maturity              | 19/12/2018         | 1,000,000                        | \$7,945.20                                     |
| Bank of Queensland                                                                     | 6/03/2019                               | 2.80%                       | Maturity              | 6/03/2019          | 1,000,000                        | \$11,430.14                                    |
| Westpac                                                                                | 13/02/2019                              | 2.65%                       | Maturity              | 13/02/2019         | 1,000,000                        | \$3,194.52                                     |
| Bank of Queensland                                                                     | 20/10/2020                              | 3.15%                       | Maturity              | 11/10/2019         | 1,000,000                        | \$4,315.07                                     |
| Westpac                                                                                | 7/03/2019                               | 2.59%                       | Maturity              | 7/03/2019          | 1,000,000                        | \$141.92                                       |
| Westpac                                                                                | 20/02/2019                              | 2.65%                       | Maturity              | 20/02/2019         | 1,000,000                        | \$2,686.30                                     |
| Westpac                                                                                | 27/03/2019                              | 2.67%                       | Maturity              | 27/03/2019         | 1,000,000                        | \$1,682.47                                     |
| Bank of Queensland                                                                     | 7/07/2021                               | 3.15%                       | Maturity              | 2/07/2019          | 1,000,000                        | \$13,031.51                                    |
| Bank of Queensland                                                                     | 6/07/2022                               | 3.50%                       | Maturity              | 2/07/2019          | 1,000,000                        | \$14,479.45                                    |
| Bankwest                                                                               | 30/01/2019                              | 2.65%                       | Maturity              | 30/01/2019         | 1,000,000                        | \$3,702.74                                     |
| Bankwest                                                                               | 9/01/2019                               | 2.80%                       | Maturity              | 9/01/2019          | 1,000,000                        | \$11,583.56                                    |
| AMP                                                                                    | 6/02/2019                               | 2.85%                       | Maturity              | 6/02/2019          | 1,000,000                        | \$11,634.25                                    |
| Westpac                                                                                | 10/04/2019                              | 2.65%                       | Maturity              | 10/04/2019         | 1,000,000                        | \$11,476.72                                    |
| Westpac                                                                                | 5/12/2018                               | 2.62%                       | Maturity              | 5/12/2018          | 1,000,000                        | \$8,685.48                                     |
| AMP                                                                                    | 27/02/2019                              | 2.80%                       | Maturity              | 27/02/2019         | 1,000,000                        | \$7,134.24                                     |
| AMP                                                                                    | 18/09/2019                              | 2.80%                       | Maturity              | 18/09/2019         | 1,000,000                        | \$6,060.27                                     |
| AMP                                                                                    | 20/03/2019                              | 2.80%                       | Maturity              | 20/03/2019         | 1,000,000                        | \$5,523.29                                     |
| National Australia Bank                                                                | 23/01/2019                              | 2.70%                       | Maturity              | 23/01/2019         | 1,000,000                        | \$4,808.22                                     |
| National Australia Bank                                                                | 13/03/2019                              | 2.70%                       | Maturity              | 13/03/2019         | 1,000,000                        | \$2,219.18                                     |
| National Australia Bank                                                                | 22/11/2021                              | 3.00%                       | Maturity              | 21/11/2019         | 1,000,000                        | \$739.73                                       |
| <b>Total Term Deposits</b>                                                             |                                         |                             |                       |                    | <b>25,000,000</b>                | <b>\$172,701.64</b>                            |
| <u><b>Variable Rate Deposits</b></u>                                                   |                                         |                             |                       |                    |                                  |                                                |
| IMB                                                                                    | 29/07/2020                              | 2.67%                       | Quarterly             | 24/01/2019         | 500,000                          | \$1,353.29                                     |
| IMB                                                                                    | 18/02/2021                              | 2.74%                       | Quarterly             | 14/02/2019         | 500,000                          | \$600.55                                       |
| Commonwealth Bank                                                                      | 20/04/2021                              | 3.16%                       | Quarterly             | 21/01/2019         | 500,000                          | \$1,731.51                                     |
| Commonwealth Bank                                                                      | 23/08/2021                              | 3.05%                       | Quarterly             | 24/11/2018         | 500,000                          | \$4,100.16                                     |
| Commonwealth Bank                                                                      | 31/08/2021                              | 3.00%                       | Quarterly             | 28/02/2019         | 500,000                          | \$82.05                                        |
| National Australia Bank                                                                | 4/11/2019                               | 2.82%                       | Quarterly             | 4/02/2019          | 1,000,000                        | \$1,931.51                                     |
| Westpac                                                                                | 16/11/2021                              | 3.14%                       | Quarterly             | 18/02/2019         | 1,000,000                        | \$1,204.77                                     |
| Newcastle Permanent Building Society                                                   | 2/09/2020                               | 2.95%                       | Quarterly             | 28/02/2019         | 1,000,000                        | \$161.64                                       |
| <b>Total Floating Rate Deposits</b>                                                    |                                         |                             |                       |                    | <b>5,500,000</b>                 | <b>\$11,165.48</b>                             |
| <b>Total Cash and Investments</b>                                                      |                                         |                             |                       |                    | <b>32,931,374</b>                | <b>\$183,867.12</b>                            |



**Governance issues:**

Nil

**Environmental issues:**

Nil

**Stakeholders:**

Walgett Shire Council  
Residents of Walgett Shire Council  
Financial Institutions

| Percentage invested in each institution as at 30th November 2018 |                          |                        |                    |
|------------------------------------------------------------------|--------------------------|------------------------|--------------------|
| <u>Institution Name</u>                                          | <u>Institution Codes</u> | <u>% of Money held</u> | <u>Amount Held</u> |
| AMP                                                              | AMP                      | 12.15%                 | \$4,000,000.00     |
| Bank of Queensland                                               | BOQ                      | 15.18%                 | \$5,000,000.00     |
| Bendigo and Adelaide Bank                                        | BAB                      | 1.52%                  | \$500,000.00       |
| Commonwealth Bank                                                | CBA                      | 11.94%                 | \$3,931,373.56     |
| IMB                                                              | IMB                      | 3.04%                  | \$1,000,000.00     |
| ING                                                              | ING                      | 1.52%                  | \$500,000.00       |
| Members Equity Bank                                              | ME                       | 3.04%                  | \$1,000,000.00     |
| National Australia Bank                                          | NAB                      | 15.18%                 | \$5,000,000.00     |
| Newcastle Permanent Building Society                             | NPBS                     | 6.07%                  | \$2,000,000.00     |
| Bank West                                                        | BW                       | 6.07%                  | \$2,000,000.00     |
| Westpac                                                          | W                        | 24.29%                 | \$8,000,000.00     |
|                                                                  |                          | 100%                   | \$32,931,373.56    |

**Financial Implications:**

As per report

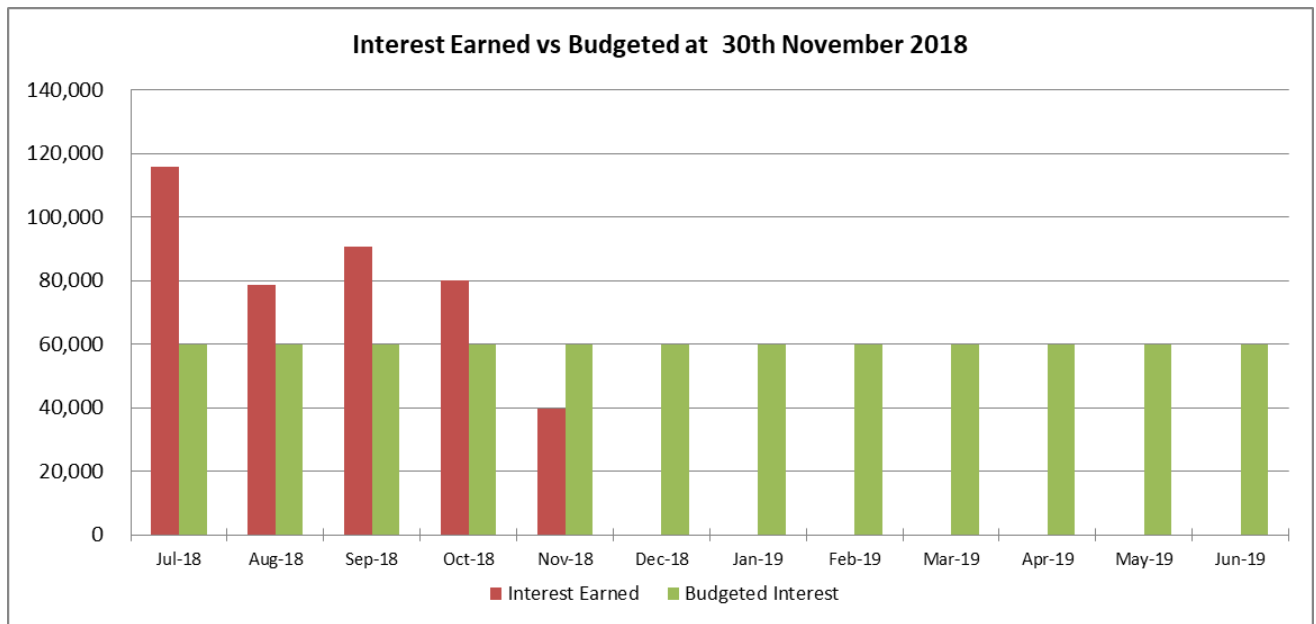
**Alternative Solutions/Options:**

Nil

**Conclusion:**

As at 30<sup>th</sup> November 2018 Walgett Shire Council's total available cash and invested funds totalled \$32,931,373.56, a decrease of \$575,482.36 from 31<sup>st</sup> October 2018. This decrease in the total portfolio can be largely attributed to the ongoing capital work projects.

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



**General Fund Bank Account Reconciliation as at 30<sup>th</sup> November 2018**

| <b>Walgett Shire Working Account</b> |                     |
|--------------------------------------|---------------------|
| <b>Bank account Closing Balance</b>  | 1,156,752.38        |
| <b>Less Unpresented Withdrawals</b>  | (4,656.90)          |
| <b>Plus Unpresented Deposits</b>     | 13,730.39           |
|                                      | <b>1,165,825.87</b> |
| <b>General Ledger Balance (2018)</b> | 3,675,403.21        |
| <b>General Ledger Balance (2019)</b> | (2,509,577.34)      |
|                                      | <b>1,165,825.87</b> |

**Certification – Responsible Accounting Officer**

1. I hereby certify that the investments listed in the attached report have been made in accordance with Section 625 of the *Local Government Act 1993*, clause 212 of the *Local Government (General) Regulation 2005*, the *Investment Order (of the Minister) 5<sup>th</sup> January 2016* and Council's Investments Policy.
2. I hereby certify that Councils cash book and ledger have been reconciled to the bank statement as at 30<sup>th</sup> November 2018.

Michael J Urquhart

**Chief Financial Officer – Responsible Accounting Officer**

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

**Recommendation:**

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

**Moved:**

**Seconded:**

## 11.2.2 MONTHLY OUTSTANDING RATES REPORT

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

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### **Summary:**

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

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

### **Background:**

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

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

### **Current Position:**

Collection of the current years levy and arrears as at 30<sup>th</sup> November 2018 is 54.41% which is 1.15% less than the previous year's collection of 55.56%. Collections this financial year have slowed with an increasing number of ratepayers choosing to make longer term payment plans, no doubt a result of the prolonged drought conditions. Staff continue with the recovery process and communicate regularly with ratepayers not making payment or alternative arrangements. Recovery has picked up slightly again in November 18 with a slight reduction of the year on year results.

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

Outstanding Rates Report.

### **Governance issues:**

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

### **Environmental issues:**

Nil

**Stakeholders:**

Walgett Shire Council community  
Walgett Shire Ratepayers  
Walgett Shire Council

**Financial Implications:**

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

**Alternative Solutions/Options:**

There are no alternative solutions or options.

**Conclusion:**

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

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

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

**Attachments:**

Monthly Report - Outstanding Rates Report as of 30<sup>th</sup> November 2018

Monthly Report - Outstanding Rates & Annual Charges as at 30 November 2018

Report on Rates and Annual Charges - 30 November 2018

|                                                         | 5 December 2018 | 30 November 2018 | 30 November 2017 |
|---------------------------------------------------------|-----------------|------------------|------------------|
| Arrears from previous year                              | 832,246.36      | 832,246.36       | 729,437.40       |
| Adjustment                                              |                 |                  |                  |
| Sub Total                                               | 832,246.36      | 832,246.36       | 729,437.40       |
| Current Year Activity                                   |                 |                  |                  |
| Legal fees (Including write off's)                      | 32,724.20       | 30,486.80        | 33,246.40        |
| Adjusted Levy                                           | 9,358,469.57    | 9,358,469.57     | 9,158,421.09     |
| Interest (Including write off's)                        | 21,888.85       | 21,834.02        | 20,015.63        |
| Adjustments (Including Write Off's)                     | (765.89)        | (765.20)         | (13,023.44)      |
| Sub Total                                               | 9,412,316.73    | 9,410,025.19     | 9,198,659.68     |
| Total Arrears and Adjusted Levy                         | 10,244,563.09   | 10,242,271.55    | 9,928,097.08     |
| Payments                                                | (5,476,996.93)  | (5,376,664.16)   | (5,337,171.09)   |
| Pensioner Concessions - Govt                            | (98,042.62)     | (97,973.87)      | (98,141.95)      |
| Pensioner Concessions - Council                         | (80,221.24)     | (80,164.99)      | (80,301.97)      |
| Discount                                                | 0.00            | 0.00             | 15.81            |
| Special Rebate Council                                  | (18,357.50)     | (18,357.50)      | 0.00             |
| Sub Total                                               | (5,673,618.29)  | (5,573,160.52)   | (5,515,599.20)   |
| Total Remaining Levy                                    | 4,570,944.80    | 4,669,111.03     | 4,412,497.88     |
| Current                                                 | 3,874,483.52    | 3,971,181.54     | 3,677,177.06     |
| Arrears                                                 | 455,012.24      | 456,657.35       | 467,476.16       |
| Interest b/f from previous years                        | 53,329.84       | 55,269.89        | 66,063.32        |
| Current year interest                                   | 17,743.27       | 17,763.72        | 18,418.88        |
| Legals                                                  | 170,375.93      | 168,238.53       | 183,362.46       |
| Total Remaining Levy                                    | 4,570,944.80    | 4,669,111.03     | 4,412,497.88     |
| Variance                                                | 0.00            | (0.00)           | (0.00)           |
| Total YTD Collected                                     |                 |                  |                  |
| Collected YTD % of Levy, Arrears, Interest & Legal Fees | 55.38%          | 54.41%           | 55.56%           |
| Collected YTD % of Levy                                 | 58.19%          | 57.14%           | 58.02%           |

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

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

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#### 1. Property Matters

- The CFO has already updated Councillors, Senior Management and the Jockey Club President on the closure of the **Collarenebri Showground grandstand**. A further report shall be tabled when more information is to hand.
- **Colless grandstand**. The CFO will be tabling a report to the December 18 meeting.
- **Walgett PCYC** The transfer of land process is progressing
- 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 surveyor is now complete and the scope of works can be advertised.
- Refurbishment of the bathroom facilities at the **Administration Centre** has been put on hold. A Request for Quotation will be issued early December 18 for the works.
- Work has commenced on the painting of the **Walgett Swimming Pool** amenities. Painting of the kiosk/entry will commence after the 18/19 season.
- Painting of the **Walgett big pool**. The contractor shall return at the end of the 18/19 season to paint the big pool, repair leaks in the expansion joints and replace tiles around the gutters.
- **Burren Junction Hall** grant application approved. Work commenced on the 16<sup>th</sup> November 18.
- **Burren Junction Bore Bath** camping charges. Signs for the bore bath are underway and the EFTPOS machine has been received. All will be in readiness for the 19/20 winter season. The 355 Committee has continued to collect donations from the honesty box for the 17/18 season. Pool is now closed.
- Purchase Order issued for the **Burren Junction toilet** facility and construction is complete.
- Painting/refurbishment and air conditioning of the **Collarenebri Town Hall**. It is recommended this project be also funded from the “Drought Communities program”. A scope of works is also under development. Completion date depends on approval of grant application. *Project withdrawn due to changes in priority of possible program projects.*
- **Len Cram Park** disabled toilet. Complete. Landscaping of park with path and gardens to commence when the playground equipment project is finalised.

- Grant application submitted for two (2) sheds for the **Collarenebri Showground**. Grant approved. Council received seven (7) quotations. Purchase order issued to successful builder.
- The **Lightning Ridge depot** has a number of Workplace Health and Safety issues and this will be the subject of a further report to Council. Council's WH & S Officer is currently investigating a number areas that require upgrade. Project upgrade approved by Acting GM and works are underway.
- Council has received a quotation for the **Collarenebri Golf Club** replacement as this is an insurance matter, A Request for Quotation to be issued November 18.
- **Burren Junction and Carinda pools.** The Carinda pool works have completed and the pool is prepared for filling, chlorinating and testing. Staff have completed the Burren Junction works, however a second super chlorination was necessary after refilling the pool. Staff are waiting on the second test results.
- Quotations are being sought for the upgrade of toilet facilities at Burren Junction Bore Baths, Carinda Pool, Walgett Showground and new kitchen and dining facilities for the Collarenebri Showground with funding from the 'Drought Communities fund'. *Project withdrawn due to changes in priority of possible program projects. Items to be included in the 19/20 budget estimates.*

## **2. Finance & Administration**

- Water standpipe testing continuing with Info Services Co-ordinator to prepare for training of staff and issue of information brochure. Underway.
- FBT Policy to be developed. Underway.
- Email sent to OLG regarding special rates for water access by ratepayers outside reticulation system. No response as yet.
- Development of WH & S Strategy.
- Council to look at Statewide Airport management system.
- CFO presentation to community forums to include Council initiative for placing defibrillators in shire villages and towns.
- School to work program underway and in place.
- Stores stocktake for November 18 complete.
- Preliminary works commenced on the 19/20 budget reports.
- The annual report was completed and advertised on Council's web.

### **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:**

**Attachments:** Nil.

## 11.2.4 COMPULSORY ACQUISITION OF LAND AT WALGETT WATER FILTRATION SITE

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

---

**Summary:**

This report is provided to Council advising of the need for a fresh resolution regarding the compulsory acquisition of the Walgett water filtration site.

**Background:**

Back in 2013 Council formally resolved to compulsory acquire the land as described below, and in 2015 made application to the Office of Local Government (OLG) for compulsory acquisition of the reserve R81681, being lots 1 – 20 DP759036.

The OLG has reviewed the application and requested additional information regarding plans, parish maps, copy of letters and also a current resolution of Council. The original request from the OLG for this information was unfortunately overlooked in the records system.

**Current Position:**

Staff are preparing a new application, providing reproduced plans of subdivision, parish maps and these will be again submitted to the OLG.

**Governance issues:**

Local Government Act 1993  
Crown Lands Management Act  
Just Terms Compensation Act 1991

**Environmental issues:**

NIL.

**Stakeholders:**

Walgett Shire Council  
Residents of Walgett and Namoi Village

**Financial Implications:**

Council will make provision in the 19/20 Operational budget (Walgett Water Supply) for acquisition of the land.

**Alternative Solutions/Options:**

NIL

**Conclusion:**

The Chief Financial Officer recommends Council lodge a fresh application with the OLG for acquisition of the Reserve R81681 for the purpose of a water treatment plant.



**Compulsory Acquisition of Land at Walgett Water Filtration Site**

**Recommendation:**

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

**Moved:**

**Seconded:**

**Attachments:** NIL

## 11.3 ENGINEERING / TECHNICAL SERVICES

### 11.3.1 APEX PARK – UPGRADE UPDATE

**REPORTING SECTION:** Engineering Department  
**AUTHOR:** Ray Graham – Acting Director Engineering/Technical Services  
**FILE NUMBER:** 18/302

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**Summary:**

This report is to update Council on the works relating to the Stronger Country Communities – Playground Enhancement Project Apex Park Upgrade.

**Background:**

As part of Round 1 of the Stronger Country Communities program, Council prepared a funding application for the upgrade of several parks within the Shire including Apex Park in Walgett. The enhancement plan submitted for Apex Park following direct community consultation contained the following:

1. Upgrade existing playground surface (softfall area)
2. Additional play equipment (specifically a swing set)
3. Installation of permanent (colorbond) shade structure
4. Upgrade of the picnic sheltered area (replace old wooden settings with aluminum ones)
5. Signage (safety)
6. Landscaping – natural shade.

The grant received was \$64,180 to undertake the above works.

Post this approval a number of items were added to this project which would need to be funded from Council's own funding sources being:

1. Remove Athol pine tree
2. Landscaping (plants, irrigation materials)
3. Painting of historical display shed
4. Installation of timber benches at display shed
5. Footpaths to historical display shed

Total expenditure to date on Apex Park is \$64,485.45.

A request for quotations (RFQ) was called for the works which however significantly expanded upon the approved scope of works, this included:

1. Install new playground equipment (Moduplay)
2. Install certified organic softfall (supplied by Council)

The cost of the new playground which has been since purchased by Council was \$42,865 with a quotation for installation being \$25,000 and no allowance made in the costs to remove the existing. The current playground equipment has been inspected and is in good condition and meets current standards.

To complete the Project utilising the New Playground Equipment would cost as follows:

|                         |          |
|-------------------------|----------|
| Expenditure to Date     | \$64,485 |
| New Playground          | \$42,865 |
| Installation Playground | \$25,000 |

|                                      |           |
|--------------------------------------|-----------|
| Removal – Old Playground + site Prep | \$10,000  |
| Total                                | \$142,350 |

In keeping within the original budget as best as possible the following actions have been taken

- The new playground equipment (Moduplay) will be installed at Collarenebri as part of the recently approved playground upgrade, and the cost (already paid) has been refunded to the Apex Park account. With the RFQ for installation being cancelled
- The Picnic setting which has been purchased previously is to be installed
- Signage which has been purchased is to be installed
- Swing Set in accordance with the original scope has been purchased to be installed at a cost of approximately \$10,000
- Repairs to rubber softfall to be arranged
- Softfall, already purchased to be installed

**Amended Budget**

|                                          |          |
|------------------------------------------|----------|
| Expenditure to Date                      | \$64,485 |
| Swing Installation                       | \$10,000 |
| Installation – seats, signs and Softfall | \$2,000  |
| Repairs to Rubber Softfall               | \$2,000  |
| Estimated Total                          | \$80,000 |

**Relevant Reference Documents/Policies:**

Local Government Act 1993

**Environmental issues:**

Nil

**Stakeholders:**

Walgett Shire Council

**Financial Implications:**

The estimated total cost of the project will be \$80,000 with the original budget being \$64,180. Approximately \$15,820 will need to be sourced from internal sources to complete the project

**Apex Park - Upgrade Update**

**Recommendation:**

1. That Council receive and note this information

**Moved:**

**Seconded:**

### **11.3.2 MATTERS GENERALLY FOR BRIEF MENTION OR INFORMATION FROM DIRECTOR ENGINEERING TECHNICAL SERVICES – DECEMBER 2018**

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

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**1. Bugilbone Road**

The contractor has completed a 3.25km length which has been sealed and is working on the base for a further 2.9km section with the sealing contractor booked for 21 December 2018.

**2. Filtered Water / Raw Water Cutover project**

The cutover project has been undertaken and tested. The installation of a Non-return valve was completed to protect the quality of the filtered water supply. A short section of Asbestos Concrete water main has since been replaced as part of the project due to its age and potential for breaking.

**3. Cumborah Bore**

Public Works Advisory (PWA) have been engaged to develop the tender documentation for the bore project, with tenders expected to be called in first week of February with the intention of works being able to commence for the bore installation in May '19. When the bore has been successfully installed and water production is confirmed the next stage will be the installation of the headworks, being reservoir and telemetry, with any potential reticulation being subject to remaining funds for the project.

**4. Collarenebri Aerodrome**

In November activ8me commenced works to install a ground station at Collarenebri aerodrome to assist Rural Flying Doctor Service aerial operations. These works include the

1. Installation for a solar powered satellite phone and wifi cabinet;
2. Installation for a weather station;
3. Installation of the camera's at both ends of the airstrip.

**5. Truckwash update**

The installation contractor have advised that they will be back on site late January 2019 to complete and commission the Truckwash at the Walgett Saleyards.

| <b>Matters Generally for Brief Mention or Information Only – From Director Engineering /Technical Services</b>         |
|------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b><br/>That Council receive and note this report.</p> <p><b>Moved:</b><br/><b>Seconded:</b></p> |

## 11.4 ENVIRONMENTAL SERVICES

### 11.4.1 WALGETT SHIRE COUNCIL GATEWAY DETERMINATION – PROPOSED REZONING FOR LARGE LOT RESIDENTIAL

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

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#### Summary:

This report discusses Council's application to the Department of Planning & Environment regarding an amendment to Walgett Shire Council's LEP for rezoning of land for large lot Residential Purposes.

#### Background:

In August 2017, Council formally submitted a Planning Proposal to the Department of Planning & Environment regarding an amendment to Walgett Shire Council's LEP for rezoning of land for large lot Residential Purposes. The land in question included a candidate area for Walgett (now obsolete under Council's most recent DRAFT Rural Residential Strategy) and a candidate area on Bill O'Brien Way, Lightning Ridge which is still current in the most recent DRAFT Strategy.

In December 2017 Council received notification that the Department of Planning & Environment that the Planning Proposal as submitted in August 2017 was successful in accordance with the following conditions:

*Conditions 1 & 2 are required to be carried out before the planning proposal progresses any further to community consultation. I've paraphrased the 2 conditions below:*

- **Condition 1** will require an amendment to the planning proposal document to outline how it is consistent with the Far West Regional Plan 2036. This is a Ministerial Direction 5.10 and needs to be addressed.
- **Condition 2** will require Council to consult with DPI Water to agree what is the suitable lot size for the Bill O'Brian Way proposal. Matt Clarkson had previously consulted with DPI Water and their response in Aug 2017 there was concern regarding the size of lots and their ability to be serviced. I have attached this letter. Once Council and DPI have reached agreement on a suitable minimum lot size, this advice is to be provided to us for review.

#### Current position:

At present, Council is proposing various lots with an estimated area of less than 1 Hectare each. However, the Planning Proposal indicates a preference for individual bore water supply for each lot.

DPI Water has given Council the following advice in relation to lot size and water supply:

*Initially the response dated 11 August 2017 (attached) provides the basis for our comments on this matter. Below are further points to address your query related to lot size. Key points include:*

- *Water policy doesn't dictate a lot size, rather key considerations to determine water security and the need to locate on-site sewage disposal systems an adequate distance from bores can lead to the requirement of a certain land area.*

- *For both areas (Walgett and Lightning Ridge) the key recommendation is the need to ensure an adequate water supply of suitable quality and quantity can be obtained and if groundwater is to be used that there is sufficient buffer distances between bores to mitigate conflict in accessing the supply, and between bores and on-site waste disposal sites to satisfy the 250m buffer distance in the "On-site Sewage Management for Single Households (1998) and Clause 36 of the WSP for the NSW Great Artesian Basin Shallow Groundwater Sources.*
- *On the basis of a 250m buffer between a bore and an on-site sewage system on each lot an approximate 5ha area results. If reticulated supplies are used then the area reduces.*
- *Due to the proposal for water supply from bores it is recommended the groundwater be tested for yield and quality and an assessment completed of its adequacy to meet the proposed demands. Consideration may need to be given to communal bores or alternative supplies, where the yield/quality is unsuitable or the cost of a bore to access the GAB at depths of over 600m for each landholder would be cost prohibitive.*
- *It is considered the demands for both potable and non-potable requirements exceed the volume sourced through roof runoff. Based on the guideline "How much water do I need for my rural property" (attached) approximately 1ML/yr is required for household requirements (4 person with a septic - 256kl and a 0.1ha garden - 800kl) in the western region. It is therefore recommended this volume be considered when determining available water sources.*

#### **Rain water tanks and water for delivery**

It is possible, given the availability of water in Lightning Ridge for delivery, dwellings could be serviced by rain water tanks with the addition of delivered loads of water. This would allow Council to maintain a larger quantity of lots at a smaller size, taking into consideration the area required for on-site sewage disposal systems.

#### **Water Supply from bores**

At present, Council's Planning Proposal indicates a preference for water supply from bores. This would require a minimum lot size of around 5 hectares, to ensure buffer distances between on-site sewage systems and bore supplies are compliant. This option will decrease supply of lots however on-site water is provided and continually available without the need for water to be delivered.

#### **Water Supply from Communal System**

A communal water supply set up independently would require large capital set-up costs and on-going maintenance costs. This option would however allow Council to maintain a smaller lot size to increase supply.

#### **Potential to supply mixed lot sizes**

Given the above, Council could consider the option of providing mixed lot sizes that comply with water supply and on-site sewage management guidelines and requirements. This would allow Council the option to supply land that has mixed options which may cater for different water supply preferences, lot size preferences and lifestyle options allowing Council to supply a larger number of lots overall without dramatically decreasing quantity of lots in relation to the original plan as per Council's Planning Proposal.

#### **Governance issues:**

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

- Environmental Planning & Assessment Act 1979.
- Environmental Planning & Assessment Regulation 2000.
- 'A Guide to Preparing Planning Proposals', NSW Department of Planning, July 2009.

- Directions for LEP preparation issued by the Minister for Planning (Section 117 directions).
- Various Department of Planning and Infrastructure circulars and guidelines regarding LEP development.
- Walgett Shire Council Rural Residential Land Use Strategy Discussion Paper.
- Walgett Shire Council Rural Residential Land Use Strategy.

Guiding principles for councils: - Section 8a of the Local Government Act 1993 establishes guiding principles for councils, which includes:

- (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.

Reportable political donations or gifts: - Sub-section 147(5) of the Environmental Planning and Assessment Act 1979 requires parties making submissions regarding the draft LEP to disclose any reportable political donations or gifts made to a Councillor or Council employee within the previous 2 years. If the donation or gift is made after the submission, a disclosure statement must be sent to the relevant consent or approval authority within 7 days after the donation or gift is made.

Conflicts of interest: - Part 2 of the Local Government Act 1993 includes requirements for Councillors and staff to disclose pecuniary and non-pecuniary interests in matters being considered by the Council.

Voting: - Section 375A of the Local Government Act 1993 requires a division to be called when a motion for a planning decision is put at a meeting of the Council, and the names of Councillors voting for and against the motion must be recorded.

#### **Environmental issues:**

Some further environmental studies may be required dependent on feedback from the Office of Environment and Heritage and other stakeholders.

#### **Stakeholders:**

The public, landholders, Walgett Shire Council, Department of Planning & Infrastructure, State government agencies.

#### **Financial Implications:**

Costs associated with the preparation of any amended Planning Proposal for presentation to Department of Planning & Environment.

**Walgett Shire Council Gateway Determination – Proposed Rezoning for Large Lot Residential Purpose**

**Recommendation:**

That Walgett Shire Council resolve to:

Amend the current Planning Proposal for presentation to the Department of Planning which indicates a preference for mixed lot sizes, ensuring compliance with Water Supply and On-Site sewage Management Guidelines and requirements. It is not expected that the new minimum lot size is required to be amended where it is resolved to consider a number of varied water supply options. Any amendments to the Planning Proposal must indicate the preferred water supply method, or indicate the types of water supply methods and the expected lot yield, as well as any changes to the proposed minimum lot size. A new proposed map will be presented as part of the amended planning proposal (not final) to demonstrate Council's proposal.

**Moved:**

**Seconded:**



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

**REPORTING SECTION:** Environmental Services  
**AUTHOR:** Jessica McDonald, Director Environmental Services  
**FILE NUMBER:** 10/434

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

- **RID Online, Illegal Dumping Clean Up Grant – Lightning Ridge**  
As part of Council's on-going commitment to combatting illegal dumping, and having successfully set up baseline data under previous grant funding, Council is now eligible to receive further grant monies for the clean-up of illegally dumped material onto public land. An application has been progressed through NetWaste for the clean-up of rubbish in Lightning Ridge near the cemetery. Final word on the progress of these monies should be received by end of 2018.
- **Installation of security cameras into Walgett & Lightning Ridge Landfills**  
The installation of on-site security camera systems are currently underway at Walgett and Lightning Ridge. The Walgett security system will be connected into the existing CCTV system for Walgett whilst the Lightning Ridge system will be a standalone system.  
Mobile cameras are also currently being used at the unmanned landfills and these will be monitored and moved on a regular basis.
- **Drone Upgrades**  
Staff are currently in the process of purchasing a GPS enhancement add on to the drone. Ground control takes up more than 70% of the time spent on site to achieve survey accurate results. This module will eliminate the need to place ground control, significantly reduce time spent on site in the hot weather, dodging snakes and improve the precision so repeat surveys produce reliable results. The improved productivity means more sites can be surveyed in a day and the production of more accurate data.

| Matters Generally for Brief Mention or Information Only – From Director Environmental Services |
|------------------------------------------------------------------------------------------------|
|------------------------------------------------------------------------------------------------|

|                                                                              |
|------------------------------------------------------------------------------|
| <p><b>Recommendation:</b><br/>That Council receive and note this report.</p> |
|------------------------------------------------------------------------------|

|                                           |
|-------------------------------------------|
| <p><b>Moved:</b><br/><b>Seconded:</b></p> |
|-------------------------------------------|



## **AGENDA FOR CLOSED COUNCIL MEETING**

**18 December 2018**

**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 18 December 2018** to discuss the items listed in the Agenda.

Greg Ingham  
**GENERAL MANAGER**

## Agenda

### 12. MOVE INTO CLOSED SESSION

#### MOVE INTO CLOSED SESSION

**Time:** .....

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

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

**Moved:**

**Seconded:**

### 13. CONFIDENTIAL REPORTS/CLOSED COUNCIL MEETING

- 13.1 RMCC UPDATE
- 13.2 AUDIT ARRANGEMENTS COMMENCING 30th JUNE 2019
- 13.3 FUTURE OF COLLESS GRANDSTAND AT WALGETT SHOWGROUNDS

### 14. RETURN TO OPEN SESSION

#### Return to open session

**Time:** .....

**Recommendation:**

That Council return to open session.

**Moved:**

**Seconded:**

## 15. ADOPTION OF CLOSED SESSION REPORTS

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

## 16. RESPONSE TO QUESTIONS FROM LAST MEETING

Clr Taylor

Q1: Can Council investigate the drainage issues at the Police Station in Lightning Ridge  
*To clear up these issues would involve the installation of underground drainage system which will need to be investigated with consideration in the 2019/2020 budget cycle*

Q2: Can Council arrange for monthly checks on the street banners in Lightning Ridge  
*Has been arranged*

Clr Keir

Q1: Can Council investigate installing a no through road sign on Warrena Street/ Pitt Street  
*Sign ordered to be installed*

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

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

## **18. CLOSE OF MEETING**

**Time: .....**