



AGENDA FOR ORDINARY COUNCIL MEETING

Tuesday, 28th April 2020

NOTICE IS HEREBY GIVEN pursuant to clause 7 of Council's Code of Meeting Practice that the Ordinary Council Meeting of Walgett Shire Council will be held via teleconferencing on **28th April 2020** commencing at **11:00am** to discuss the items listed in the Agenda.

Please Note: The Council Meetings are recorded

Michael Urquhart
ACTING GENERAL MANAGER

CONFLICT OF INTERESTS

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

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

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

Remoteness

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

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

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

Relatives, Partners

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

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

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

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

No Interest in the Matter

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

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

Disclosure and participation in meetings

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

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

Non-Pecuniary Interest – Must be disclosed in meetings.

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

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

Disclosure to be Recorded (S453 Act)

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

~~~o0o~~~

## **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.*

## Table of Contents

|                                                                                                                     |    |
|---------------------------------------------------------------------------------------------------------------------|----|
| 1. PUBLIC FORUM PRESENTATIONS .....                                                                                 | 6  |
| 2. OPENING OF MEETING .....                                                                                         | 8  |
| 3. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS.....                                                                       | 8  |
| 4. LEAVE OF ABSENCE .....                                                                                           | 8  |
| 5. DECLARATION OF PECUNIARY/NON PECUNIARY INTERESTS .....                                                           | 9  |
| 6. CONFIRMATION OF MINUTES/MATTERS ARISING .....                                                                    | 10 |
| 6.1 MINUTES OF ORDINARY COUNCIL MEETING HELD 24 MARCH 2020 .....                                                    | 10 |
| 7. REPORTS OF COMMITTEES/DELEGATES .....                                                                            | 17 |
| 7.1 Nil .....                                                                                                       | 17 |
| 8. MAYORAL MINUTES .....                                                                                            | 18 |
| 9. MOTIONS OF WHICH NOTICE HAS BEEN GIVEN .....                                                                     | 19 |
| 10. REPORTS FROM OFFICERS .....                                                                                     | 20 |
| 10.1 ACTING GENERAL MANAGER.....                                                                                    | 20 |
| 10.1.1 COUNCIL'S DECISION ACTION REPORT – APRIL 2020.....                                                           | 20 |
| 10.1.2 CIRCULARS RECEIVED FROM NSW OFFICE OF LOCAL GOVERNMENT ...                                                   | 27 |
| 10.1.3 IMPORTANT DATES - UPCOMING MEETINGS AND EVENTS.....                                                          | 38 |
| 10.1.4 MONTHLY OUTSTANDING RATES – AS AT 31 <sup>st</sup> MARCH 2020.....                                           | 40 |
| 10.1.5 CASH & INVESTMENT REPORT AS AT 31 <sup>st</sup> MARCH 2020.....                                              | 43 |
| 10.1.6 COMMUNITY DEVELOPMENT & CAPACITY BUILDING: QUARTERLY<br>REPORT DECEMBER 2019 – MARCH 2020 .....              | 46 |
| 10.1.7 SUSPENSION OF RATE RECOVERY ACTION DUE TO COVID-19 PANDEMIC<br>.....                                         | 52 |
| 10.1.8 MATTERS GENERALLY FOR BRIEF MENTION OR INFORMATION FROM<br>CHIEF FINANCIAL OFFICER .....                     | 54 |
| 10.2 ENGINEERING / TECHNICAL SERVICES .....                                                                         | 57 |
| 10.2.1 MONTHLY MAINTENANCE GRADING REPORT AS AT 31 <sup>ST</sup> MARCH 2020 ...                                     | 57 |
| 10.2.2 MONTHLY REPORT - SERVICE PROGRESS REPORT FROM DIRECTOR<br>ENGINEERING / TECHNICAL SERVICES –APRIL 2020 ..... | 66 |
| 10.2.3 MATTERS FOR BRIEF MENTION OR INFORMATION ONLY FROM<br>DIRECTOR ENGINEERING/TECHNICAL SERVICES.....           | 68 |
| 10.3 ENVIRONMENTAL SERVICES .....                                                                                   | 71 |
| 10.3.1 ANNUAL FIRE SAFETY STATEMENTS – WALGETT SHIRE COUNCIL OWNED<br>BUILDINGS .....                               | 71 |
| 10.3.2 COUNCIL'S ROUTINE FOOD SHOP INSPECTIONS – IMPACTS OF COVID-<br>19 .....                                      | 73 |
| 10.3.3 LANDFILL OPERATIONS – COLLARENEBRI .....                                                                     | 75 |

|                                                                                          |                                     |
|------------------------------------------------------------------------------------------|-------------------------------------|
| 10.3.4 MATTERS FOR BRIEF MENTION, ENVIRONMENTAL SERVICES.....                            | 79                                  |
| <b>11. MOVE INTO CLOSED SESSION .....</b>                                                | <b>81</b>                           |
| 12. CONFIDENTIAL REPORTS/CLOSED COUNCIL MEETING .....                                    | 81                                  |
| 13. NOTICE OF MOTION .....                                                               | 81                                  |
| <b>12.1 ACTING GENERAL MANAGER.....</b>                                                  | <b>Error! Bookmark not defined.</b> |
| 12.1.1 LEASE TO PROPERTY NSW - WALGETT MOTOR REGISTRY .....                              | <b>Error! Bookmark not defined.</b> |
| 12.1.2 LOT 42 DP 751556 – CARINDA AERODROME – PERPETUAL SPECIAL<br>LEASE NO: 80340 ..... | <b>Error! Bookmark not defined.</b> |
| 12.1.3 AUSTRALIAN OPAL CENTRE UPDATE .....                                               | <b>Error! Bookmark not defined.</b> |
| <b>12.2 DIRECTOR OF ENGINEERING/TECHNICAL SERVICES .....</b>                             | <b>Error! Bookmark not defined.</b> |
| 12.2.1 GOANGRA BRIDGE LOCATION FOR CONSTRUCTION ..                                       | <b>Error! Bookmark not defined.</b> |
| <b>13. NOTICE OF MOTION – CLR SMITH.....</b>                                             | <b>Error! Bookmark not defined.</b> |
| <b>14. RETURN TO OPEN SESSION.....</b>                                                   | <b>Error! Bookmark not defined.</b> |
| <b>15. ADOPTION OF CLOSED SESSION REPORTS .....</b>                                      | <b>Error! Bookmark not defined.</b> |
| 16. CLOSE OF MEETING.....                                                                | 82                                  |

## 1. PUBLIC FORUM PRESENTATIONS

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

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

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

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

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

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

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

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

| SPEAKER | TOPIC |
|---------|-------|
| Nil     |       |

## 2. OPENING OF MEETING

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

## 3. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

## 4. LEAVE OF ABSENCE

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

## 5. DECLARATION OF PECUNIARY/NON PECUNIARY INTERESTS

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

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

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

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

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

## **6. CONFIRMATION OF MINUTES/MATTERS ARISING**

### **6.1 MINUTES OF ORDINARY COUNCIL MEETING HELD 24 MARCH 2020**

| <b>Minutes of Ordinary Council Meeting – 24 March 2020</b>                                                                                                                                                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <p>That the minutes of the ordinary Council meeting held 24 March 2020, having been circulated, be taken as read and confirmed as a true and accurate record of the proceedings on the meeting.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p> |

**Attachment**

Minutes of Ordinary Meeting held 24 March 2020.



## **MINUTES FOR THE ORDINARY COUNCIL MEETING**

**Tuesday 24 March 2020**

Michael Urquhart  
**ACTING GENERAL MANAGER**

|                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p align="center"><b>MINUTES OF THE ORDINARY MEETING OF THE WALGETT SHIRE COUNCIL HELD AT<br/>THE WALGETT SHIRE CHAMBERS ON<br/>TUESDAY 24 MARCH 2020 AT 11.08am</b></p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**OPEN FORUM****Public Presentations:**

*The Mayor declared the meeting open at 11.08 am*

**PRESENT**

Cllr Manuel Martinez (Mayor)  
 Cllr Ian Woodcock (Deputy Mayor)  
 Cllr Robert Turnbull  
 Cllr Kelly Smith  
 Cllr Michael Taylor  
 Cllr Jane Keir  
 Michael Urquhart (Acting General Manager)  
 Jessica McDonald (Director Environmental Services)  
 Raju Ranjit (Director Engineering/Technical Services)  
 Bronte Kerr (Minute Secretary)

**ABSENT**

Cllr Tanya Cameron  
 Cllr Bill Murray  
 Cllr Lawrence Walford

**Leave of Absence****2/2020/1 Leave of Absence****Resolved:**

That the leave of absence received from Councillors Murray, Cameron and Walford, are accepted and leave of absence is granted.

**Moved:** Cllr Woodcock

**Seconded:** Cllr Keir

**CARRIED**

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

| Councillor    | Item No.                     | Pecuniary/Non-Pecuniary | Reason           |
|---------------|------------------------------|-------------------------|------------------|
| Cllr Martinez | 10.2.5<br>(part 1a)          | Pecuniary               | Business related |
| Cllr Turnbull | 10.2.5<br>(part 1a)          | Pecuniary               | Family related   |
| Cllr Keir     | 10.2.1                       | Pecuniary               | Business related |
| Cllr Keir     | 10.2.2<br>10.2.5<br>(part1d) | Non-pecuniary           | Business related |

**2/2020/2 Minutes of Ordinary Council Meeting – 25 February 2020****Resolved:**

That the minutes of the ordinary Council meeting held 25 February 2020, having been circulated and amended, be taken as read and confirmed as a true and accurate record of the proceedings on the meeting.

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

**2/2020/3 Mayoral Report****Resolved:**

That Council receive and note the tabled Mayoral report.

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

**2/2020/4 Council's Decision Action Report****Resolved:**

That the Resolution Register as at March 2020 be received and noted.

**Moved:** Cllr Woodcock  
**Seconded:** Cllr Smith  
**CARRIED**

**2/2020/5 Circulars Received From the NSW Office of Local Government****Resolved:**

a. That the information contained in the following Departmental circulars 20-04 to 20-07 from the Local Government Division Department of Premier and Cabinet be received and noted.

b. Council make a submission to the Office of Local Government regarding inclusion of superannuation for Councillors.

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

|                                                                                                                                                                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>2/2020/6 Important Dates for Councillors - Upcoming Meetings and Events</b>                                                                                                                                                                                                                                                                 |
| <p><b>Resolved:</b></p> <p>That Council receive and note the list of upcoming meetings and events.</p> <p><b>Moved:</b> Cllr Keir<br/> <b>Seconded:</b> Cllr Taylor<br/> <b>CARRIED</b></p>                                                                                                                                                    |
| <b>2/2020/7 Monthly Outstanding Rates Report</b>                                                                                                                                                                                                                                                                                               |
| <p><b>Resolved:</b></p> <p>The 29<sup>th</sup> February 2020 outstanding rates report be received and noted.</p> <p><b>Moved:</b> Cllr Turnbull<br/> <b>Seconded:</b> Cllr Taylor<br/> <b>CARRIED</b></p>                                                                                                                                      |
| <b>2/2020/8 Cash and Investment Report as at 29th February 2020</b>                                                                                                                                                                                                                                                                            |
| <p><b>Resolved:</b></p> <p>That the Investment report as at 29th February 2020 be received and noted.</p> <p><b>Moved:</b> Cllr Keir<br/> <b>Seconded:</b> Cllr Turnbull<br/> <b>CARRIED</b></p>                                                                                                                                               |
| <b>2/2020/9 Matters Generally for Brief Mention or Information Only – From Chief Financial Officer</b>                                                                                                                                                                                                                                         |
| <p><b>Resolved:</b></p> <p>That the Matters Generally for Brief Mention or Information Only from the Chief Financial Officer in the following areas; Property Matters, Finance &amp; Administration and Community Services be received and noted.</p> <p><b>Moved:</b> Cllr Turnbull<br/> <b>Seconded:</b> Cllr Taylor<br/> <b>CARRIED</b></p> |

*Cllr Keir declared a pecuniary interest and left the meeting room at 11.19am*

**2/2020/10 Monthly Maintenance Grading Report from Director Technical / Engineering Services****Resolved:**

That Council receive and note the monthly maintenance grading works report for March 2020.

**Moved:** Cllr Woodcock

**Seconded:** Cllr Smith

**CARRIED**

*Cllr Keir returned to the meeting room at 11.20am*

**2/2020/10 Monthly Progress Report – March 2020****Resolved:**

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

**Moved:** Cllr Woodcock

**Seconded:** Cllr Smith

**CARRIED**

**2/2020/11 Public Road Network – Inclusion & Naming of a Road Corridor (Known as "Mission Road"-Wimbledon Road) As a Public Road****Resolved:**

- (1) Council includes the road corridor (*known as "Mission Road" – Wimbledon Road*) located between the Kamilaroi and Castlereagh Highways in its entirety within its public road network and amend its Rural Road Map accordingly
- (2) Council proposes the naming of the road corridor in its entirety as being Wimbledon Road (SR 64).
- (3) Council undertake the notification/consultation and associated processes as per applicable legislation and Geographical Names Board of NSW policy and guideline documentation
- (4) Council advise the Crown of its intentions to include the road corridor within its public road network and to seek the road corridor's inclusion within the Legal Roads Network Project with a standard 60m width

**Moved:** Cllr Woodcock

**Seconded:** Cllr Keir

**CARRIED**

**2/2020/12 Matters Generally For Brief Mention or Information Only by Director of Engineering/Technical Services – March 2020****Resolved:**

That the Matters Generally for Brief mention or Information only from the Director engineering/ Technical Services for March 2020 be received and noted excluding part 1a and d.

**Moved:** Cllr Woodcock  
**Seconded:** Cllr Smith  
**CARRIED**

#### **2/2020/13 Development Application 2020/2 – Lightning Ridge Water Supply Upgrade**

**Resolved:**

That Walgett Shire Council resolve to:

1. If no written submission of objection is received, give delegation to the General Manager to approve Development Application 2020/2 for the upgrading of the Lightning Ridge Water Supply System located on Lot 8 Section 32 DP 758612 known as 21 Butterfly Avenue, Lightning Ridge subject to the conditions of the development assessment report;
2. Alternatively, if a written submission by way of objection is received, Development Application 2020/2 is to be presented to Council for consideration of the submission.

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

#### **Planning Division**

**For**

Cllr Manuel Martinez  
 Cllr Ian Woodcock  
 Cllr Robert Turnbull  
 Cllr Kelly Smith  
 Cllr Jane Keir  
 Cllr Michael Taylor

**Against**

Nil

**Absent**

Cllr Lawrence Walford  
 Cllr Tanya Cameron  
 Cllr Bill Murray

#### **2/2020/14 Environmental Services - Matters for brief mention, or information only**

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

#### **Close of Meeting**

The meeting closed at 11.28pm  
 To be confirmed at the next meeting of Council.

\_\_\_\_\_  
 Mayor

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

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

### **7.1 Nil**

## 8. MAYORAL MINUTES

Verbal Report

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

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

Nil

## **10. REPORTS FROM OFFICERS**

### **10.1 ACTING GENERAL MANAGER**

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

|                           |                         |
|---------------------------|-------------------------|
| <b>REPORTING SECTION:</b> | <b>Executive</b>        |
| <b>AUTHOR:</b>            | <b>Michael Urquhart</b> |
| <b>FILE NUMBER:</b>       | <b>12/14-03</b>         |

---

##### **Summary:**

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

##### **Background:**

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

##### **Current Position:**

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

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

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

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

Resolution Register

##### **Governance issues:**

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

##### **Environmental issues:**

Nil

##### **Stakeholders:**

Council and Manex Team

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

Nil

##### **Conclusion:**

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

|                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Council's Decision Action Report</b>                                                                                                     |
| <b>Recommendation:</b><br><br>That the Resolution Register as at April 2020 be received and noted.<br><br><b>Moved:</b><br><b>Seconded:</b> |

**Attachment:**

Action Resolution Register

|          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
|----------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 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> <p>16.0619 Community Consultation has been organised on 18.06.19 by PEECE Pty Ltd</p> <p>9.09.2019 work in progress</p> <p>22.10.019 Work in progress</p> <p>14.02.2020 grant application has been lodged</p> <p>17.03.2020 waiting for results of grant application</p> |  |
| 28.04.17 | 3/2017/25 | <p>That Council using the "Open Tendering" method call Tenders for the restoration of the Colless Grandstand at the Walgett Showground.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | CFO  | <p>27.6.17 In Progress – Request for Engineers Report</p> <p>13.12.17 Engineers report required</p> <p>5.2.18 waiting on information from structural engineer</p> <p>18.4.18 Engineer inspected facility, costing and report underway</p> <p>21.8.18 Costing for refurbishment underway</p> <p>12.12.18 Report to December Council Meeting</p> <p>17.04.19 March 2019 Council approved funding, RFT underway</p> <p>20.08.19 RFT to be advertised</p> <p>15.11.2019 RFT document under external audit</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| 23.5.17  | 4/2017/34 | <p>Lightning Ridge Bore Baths</p> <ol style="list-style-type: none"> <li>1. Council receive the CFO report</li> <li>2. Council make provision of \$100,000 in the 2017/18 budget for renewal of the Lightning Ridge Bore Bath between Nov 17 and April 18</li> <li>3. Recommendations of the structural assessment be implemented</li> <li>4. The General Manager arrange for a design and cost of the bore bath renewal and submit this to Council for consideration</li> </ol>                                                                                                                                                | CFO  | <p>27.6.17 Quotation for design &amp; construction to be called in coming months. Work to be carried out during November 17 to March 18</p> <p>18.9.17 CFO in discussions with firm for engineers design</p> <p>18.10.17 CFO Issued purchase order for design of new tank</p> <p>22.11.17 Draft plan Received -RFQ to be issued</p> <p>13.12.17 Waiting on new specifications &amp; plan</p> <p>18.4.18 Project postponed until November 2018.</p> <p>18.4.18 RFQ to be issued and contractor engaged prior to October 2018</p> <p>17.4.19 RFT Underway for October March 19/20</p> <p>12.12.19 RFQ document under external review</p>                                                                                                                                                                                                                                                                                                                            |  |
| 26.09.17 | 9/2017/25 | <p>That Council resolve to acquire Mr.and Mrs Raymond Pike's land within which the current Council-maintained section of O'Neils Road runs, then surrender the Council-Controlled section of corridor to Mr And Mrs Raymond Pike.</p>                                                                                                                                                                                                                                                                                                                                                                                           | DETS | <p>8.9.17 DETS hold talks with Mr Raymond Pike and his wife. They verbally agreed to the swap.</p> <p>5.11.17 Quotes received for cadastral survey</p> <p>30.03.18 Cadastral survey completed</p> <p>16.06.19 Work in Progress</p> <p>22.10.2019 Work in progress</p> <p>14.02.2020 Work in progress</p> <p>17.03.2020 Work in progress</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| 26.09.17 | 9/2017/26 | <ol style="list-style-type: none"> <li>1. That Council resolves to authorise acquisition by compulsory process, of the Walgett Levee corridor through Lot 7024 DP1021106, Lot 7012 DP1021112, Lot 7301 DP1155276, Lot 7013 DP1030416, Lot 7300 DP1155957, Lot 702 DP1051575, Lot 7001 DP1051908, Lot 3 DP1123824, Lot 703 DP1056310, Lot 7031 DP1055946 and Lot 7009 DP1055947.</li> <li>2. That Council resolves to make an application to the Minister to approve the compulsory acquisition process.</li> </ol>                                                                                                              | DETS | <p>5.11.17 Quote received for cadastral survey</p> <p>10.1.18 Quote accepted</p> <p>16.08.18 Survey ongoing</p> <p>16.06.19 Work in progress</p> <p>9.09.2019 work in progress</p> <p>22.10.019 Work in progress</p> <p>14.02.2020 Work in progress</p> <p>17.03.2020 Received survey plan</p> <p>20.04.2020 Registration is in progress</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |

WALGETT SHIRE COUNCIL AGENDA – 28 APRIL 2020 – ORDINARY COUNCIL MEETING

|          |            |                                                                                                                                                                                                                                                                                                                                                                                                                                              |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
|----------|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 26.09.17 | 9/2017/27  | <p>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.</p> <p>2. That Council proceeds with the compulsory acquisition of additional land for the construction of recommended pre-treatment.</p> <p>3. Lodge an expression of interest (EOI) for the safe and secure water programme.</p> | DETS | <p>8.10.17 Council lodges EOI under SSWP</p> <p>9.1.18 Council invited for detailed application</p> <p>26/02/2018 Detailed application submitted.</p> <p>12.12.18 Funding received – development of RFQ for study underway</p> <p>16.06.19 Work in progress</p> <p>20.08.19 RFQ for sludge study has been closed</p> <p>9.09.2019 RFQ assessment is in process.</p> <p>22.10.2019 Contract has been awarded and study is in progress</p> <p>14.02.2020 conducted site visit and waiting for report</p> <p>17.03.2020 Waiting for report</p> <p>20.04.2020 Waiting for report from Consultant that is due June 2020</p> |  |
| 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  | <p>5.2.18 Proposal in the planning phase</p> <p>17.4.19 Kiosk and amenities building under construction</p> <p>Construction of shed complete, quotations are to be sought for lining and fit out of kiosk and toilets.</p> <p>20.08.19 Building erected and fit out to be completed in coming months</p>                                                                                                                                                                                                                                                                                                               |  |
| 8.02.18  | 1/2018/2   | <p>That Council:</p> <p>5. Arrange for an independent community satisfaction survey to be undertaken within the next six months.</p> <p>6. Investigate the re-establishment of precinct committees.</p> <p>7. Lobby the State Government to open Opal Prospecting Area (OPA) 4.</p>                                                                                                                                                          | GM   | <p>19.03.18 ongoing</p> <p>17.06.2019 Crown Lands Commissioner visited LR in early June 2019 to complete report on various matters including road network management and future land zoning.</p> <p>23.10.19 – 5.community satisfaction survey agreed with Council within next 12months ie.by Oct 2020</p> <p>6.Work in progress – Collarenebri established under Economic Development</p> <p>7. No progress to date</p> <p>15/4/20 ratepayer survey to be undertaken July 2020</p>                                                                                                                                    |  |
| 27.03.18 | 3/2018/25  | <p>1. That Council receives and notes the report.</p> <p>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.</p>                                                                                                                                                                          | DETS | <p>12.12.18 Not yet commenced</p> <p>22.10.2019 Not yet commenced</p> <p>17.03.2020 not yet commenced</p> <p>15/4/2020 GM has discussed matter with Dept. Mines and process underway</p>                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| 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   | <p>19.03.19 Significant issues to be considered &amp; investigated. Higher priorities at this stage.</p> <p>17.06.2019 see 1/2018/2 Above</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| 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   | <p>17.06.19 Initial investigations complete. Complex issues. On the ‘to do’ list</p> <p>25.02.20 Audit commenced December 2019 to be completed August 2020</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
|          | 18/2018/11 | That Council re-visit the matter of developing a council wide policy in relation to provision of seating in CBD at Walgett, Lightning Ridge and Collarenebri and a further report be submitted to the February 2019 Committee meeting.                                                                                                                                                                                                       | GM   | 17.06.19 Higher priorities at this stage. Policy will be developed later in 2019                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| 18.03.19 | 1/2019/11  | <p>That Council</p> <p>(a) name the Park in Opal Street, Lightning Ridge, “Opal Park”</p> <p>(b) Application be made to the Geographical Names Board for registration of the parks name, “Opal Park”</p>                                                                                                                                                                                                                                     | CFO  | 17.419 Council have approved name change. Application to be submitted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| 18.03.19 | 1/2019/18  | <p>That Council</p> <p>(a) Receive and note the Lightning Ridge Feasibility Study</p> <p>(b) That Council consider its options, for adoption at the March 2019 meeting</p>                                                                                                                                                                                                                                                                   | DETS | <p>16.06.19 The PEECE Pty Ltd is holding a Community consultation on 19.06.19 in Lightning Ridge Bowling Club</p> <p>20.08.19 Report for the other option in progress</p> <p>9.09.2019 work in progress</p> <p>22.09.2019 funding application is in progress</p> <p>14.02.20 waiting for funding application results</p> <p>17.03.2020 waiting for the funding application results</p> <p>20.04.2020 “ “ “</p>                                                                                                                                                                                                         |  |
| 18.03.19 | 1/2019/23  | <p>That Council;</p> <p>1. Endorse the Weir raising project in accordance with the approved Safe and Secure funding project</p> <p>2. Continues to investigate options for providing improved water supply security for Walgett.</p>                                                                                                                                                                                                         | DETS | <p>19.03.2019 Tender document preparation being finalised</p> <p>16.06.19 Tenders have been evaluated and waiting for an additional funding for \$543,000 as the bidder amount is higher than allocated budget</p>                                                                                                                                                                                                                                                                                                                                                                                                     |  |

|          |           |                                                                                                                                                                                                                                                                                                                                 |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
|----------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|          |           |                                                                                                                                                                                                                                                                                                                                 |      | <p>11.7.2019 negotiation for contractual qualification is in progress and will be finalised by 19<sup>th</sup> July 2019.</p> <p>9.09.2019 An additional funding application has been lodged.</p> <p>22.10.2019 Contract will be awarded after October 2019 Council meeting</p> <p>12.11.2019 Contract has been awarded to a company called Pensar Pty Ltd. And waiting for work program and agreement document</p> <p>14.02.20 work in progress</p> <p>17.03.2020 work in progress</p>                                                                                                                                                                                                                                    |  |
| 18.03.19 | 1/2019/25 | That Council adopt the alternative solution 4, as outlined in the report.                                                                                                                                                                                                                                                       | DETS | <p>19.03.2019 Further report will be submitted for council Consideration.</p> <p>16.06.19 Report to build the bridge on an alignment just downstream from the existing bridge will be submitted on 25 June 2019 Council meeting,</p> <p>11.7.19 Council is planning to carry out second community consultation</p> <p>20.08.19 Deed agreement is in progress</p> <p>9.09.2019 Physical works will be commenced from Jan 2020</p> <p>12.11.2019 Contractor has been notified about the change of bridge alignment. The bridge will be built on the existing bridge alignment.</p> <p>14.02.20 Bridge construct starts March 2020</p> <p>17.03.2020 Project is on hold due to weather</p> <p>20.04.2020 work in progress</p> |  |
| 03.04.19 | 2/2019/20 | That Council note and adopt Option 2 (following the existing Burranbaa Road (SR55) from Sherman's Way to Angledool Road (SR102). Follow the Angledool Road (SR102 the Ridge Road (RR426) to Collarenebri).                                                                                                                      | DETS | <p>16.06.19 Community Consultation in progress</p> <p>11.07.2019 Documentation for second community consultation is in progress</p> <p>20.08.19 Revised report in progress</p> <p>9.09.2019 extra ordinary council meeting regarding the road project will be held on 10/09/2019</p> <p>14.02.20 Grant application in progress</p> <p>17.03.2020 Waiting for the grant application result</p> <p>20.04.2020 Waiting for the grant application result</p>                                                                                                                                                                                                                                                                   |  |
| 03.04.19 | 2/2019/23 | That Council determines to make minor amendments to the Draft Walgett Shire Rural Residential Strategy that reflect "Lightning Ridge Candidate Area B" is the most appropriate site based on community consultation and the limited number of potential lots (4 stated in the strategy) for "Lightning Ridge Candidate Area C". | DES  | November 2019 Final DRAFT to be reviewed by DoPE. Bridging document is currently being drafted by TP consultant.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| 30.04.19 | 3/2019/26 | That Council accept the tender submitted by the Impax Group for the amount of \$545,820 (including GST) for Contract 10021781 for Cumborah Water Supply, Design and Construction of New Great Artesian Basin Water Supply Bore at Cumborah.                                                                                     | DETS | <p>16.06.19 Waiting on license.</p> <p>11.07.19 works will commence from 22<sup>nd</sup> July 2019.</p> <p>20.08.19 Works have commenced from 1 August 2019 and will be completed by 23 August 2019</p> <p>9.09.2019 Stage 1 as plan has been completed. Stage 2 i.e Pumping and water quality test is process.</p> <p>22.10.2019 waiting a proposal for second stage.</p> <p>14.02.20 PWA is working on it</p> <p>17.03.2020 work in progress</p> <p>20.04.2020 Bore installation completed. Reticulation system design in progress</p>                                                                                                                                                                                   |  |
| 25.06.19 | 5/2019/29 | RFT 18/003 Design and Construction of Goangra Bridge                                                                                                                                                                                                                                                                            | DETS | <p>11.07.19 Council resolution to construct the bridge upstream of the existing bridge. Site visited planned for 19<sup>th</sup> July 2019</p> <p>20.08.19 Waiting for deed agreement</p> <p>9.09.2019 Construction will be started from Jan 2020.</p> <p>11.12.2019 Contractor has confirmed that the project will be commenced from March 2020</p> <p>14.02.20 Construction starts from March 2020</p> <p>17.03.2020 work is on hold due to river water</p> <p>20.04.2020 work is on hold due to river water</p>                                                                                                                                                                                                         |  |

WALGETT SHIRE COUNCIL AGENDA – 28 APRIL 2020 – ORDINARY COUNCIL MEETING

|          |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                     |      |                                                                                                                                                                                                                                                                                                                                                     |           |
|----------|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 30.07.19 | 6/2019/17  | That Council note and approve the option of installation of 100mm outlet on the old town bore line with a double check valve pipe water to its processing tanks to supplement the flow from the bore baths at the LRMA's cost                                                                                                                                                                                                                       | DETS | 20.08.19 Sent approval letter<br>09.09.2019 waiting for a report on completion of the work.<br>22.10.019 waiting for a report from Lightning Ridge Mining association<br>11.12.2019 Proposal for pipe line from new bore has been submitted for Council for information.<br>17.03.2020 work in progress                                             |           |
| 30.07.19 | 6/2019/23  | That Walgett Shire Council resolve to;<br>Endorse the actions of the DES and elect a preference of Option 3, as per the attached report by EnviroScience for further investigations by Council and set a new budget line of \$7,000 for further testing/investigations to be carried out by Council                                                                                                                                                 | DES  | Nov 19 – Request to EPA regarding this matter. Response from EPA required. It is understood a response will be received in December 2019. The building has been fenced off by Outdoor staff.                                                                                                                                                        |           |
| 24.09.19 | 9/2019/20  | That Council note and refuse the proposed road disposal by making a submissions to Department of Industry - Lands & Water.                                                                                                                                                                                                                                                                                                                          | DETS | 20.04.2020 completed                                                                                                                                                                                                                                                                                                                                | Completed |
| 29.10.19 | 10/2019/16 | 1. That Council staff contact Infrastructure NSW and request a variation to the funding deed to allow the new bore to be equipped with an electric submersible pump and associated pipework.<br>2. That Council allocate 80-90 thousand for further drilling of the Cumborah Bore.                                                                                                                                                                  | DETS | 12.11.2019 waiting for comments from Cumborah community<br>11.12.2019 meeting with Cumborah community on 9/12/2019. The community wants to use the remaining budget for infrastructure not for the further drilling.<br>14.02.20 waiting for proposal<br>17.03.2020 Waiting for design for pipe work<br>20.04.2020 Pump installation is in progress |           |
| 29.10.19 | 10/2019/21 | That the tender submitted by Pensar Civil P/L, in the tendered amount of \$7,312,908.00 (incl GST) be accepted for Walgett Weir 11A Raising and Fish Conservation.                                                                                                                                                                                                                                                                                  | DETS | 12.11.2019 Offer letter has been sent out and waiting for agreement and works program<br>11.12.2019 works will commence from January<br>14.2.20 work in progress<br>17.03.2020 work in progress<br>20.04.2020 Work in progress                                                                                                                      |           |
| 26.11.19 | 11/2019/32 | 1. That Council receive and accept the offer from GS & LM Schmetzer to purchase the lot 63 DP 650476 (8.22 hec) at the cost of \$ 60,000 to create permanent and secure access to the Walgett Weir<br>2. That once the offer has been accepted, a contacts be drawn up and exchanged<br>3. That the land is to be classified as operational land pursuant to Section 31(2) of the Local Government Act 1993 once the sale is finalised              | DETS | 11.12.2019 Acceptance letter has been sent out and legal activities in progress.<br>18.02.20 Independent reviewer to audit works<br>20.04.2020 Completed                                                                                                                                                                                            | Completed |
| 17.12.19 | 12/2019/4  | Council investigate the options of highlighting Mr Frederick York Wolseley's contribution towards the shearing industry in the form of a monument and associated historical information                                                                                                                                                                                                                                                             | CFO  | CFO investigating                                                                                                                                                                                                                                                                                                                                   |           |
| 17.12.19 | 12/2019/15 | 1. That Council receive and note the report.<br>2. That Council source from the water funding for \$33,000 ex GST to complete the pipe work including a flow meter. The length of the pipe work is 1.7 km and diameter is 100mm (ID).                                                                                                                                                                                                               | DETS | 14.2.20 work in progress<br>17.03.2020 work in progress<br>20.04.2020 completed                                                                                                                                                                                                                                                                     | Completed |
| 17.12.19 | 12/2019/18 | 1. Council make an application under the Building Better Regions Fund – Infrastructure Projects Stream Round 4 – Drought Support for the new build of a Lightning Ridge Visitor Information Centre<br>2. Council fund its 25% contribution of \$598,228 from the unallocated loan borrowings.                                                                                                                                                       | CFO  | 20.01.20 grant application lodged                                                                                                                                                                                                                                                                                                                   |           |
| 17.12.19 | 12/2019/19 | Walgett Shire Council allocate \$5000.00 total from the reserves for the Walgett Memorial Wall towards the construction of the Cumborah Memorial Wall.                                                                                                                                                                                                                                                                                              | DES  |                                                                                                                                                                                                                                                                                                                                                     |           |
| 17.12.19 | 12/2019/23 | That Council investigate the suitability of block of land near the racecourse in Lightning Ridge for the establishment of a recycling facility in Lightning Ridge.                                                                                                                                                                                                                                                                                  | DES  | Land is being surveyed 18/02/2020 and appears like a viable option for the recycling facility. Access and other matters are investigated.                                                                                                                                                                                                           |           |
| 25.02.20 | 1/2020/3   | That the full Agenda and Minutes of the Joint Organisation meetings be included in the Council Agenda papers for the meeting immediately following the quarterly JO meeting.                                                                                                                                                                                                                                                                        | GM   | AGM advised Clrs of the link to the FNWJO website to access business papers.                                                                                                                                                                                                                                                                        | Complete  |
| 25.02.20 | 1/2020/12  | 1. Council participate in the Museums & Galleries of NSW – Museum Advisors Program.<br>2. The Chief Financial Officer arrange to engage a suitably qualified and highly recommended advisor for the program.<br>3. Other organisations in the shire having heritage/cultural and museum collections and facilities be invited to participate in the program<br>4. Funding of \$10,000 be allocated annually and indexed for the next six (6) years. | GM   | Awaiting information for advisors                                                                                                                                                                                                                                                                                                                   |           |
| 25.02.20 | 1/2020/20  | Approve a new budget line for \$30,000 from the Domestic Waste Management Fund (DWMF) for inclusion in the 2019/2020 budget for the bulky waste collection event in the Shire.                                                                                                                                                                                                                                                                      | DES  | Bulky Waste Collection Event will be organised.                                                                                                                                                                                                                                                                                                     |           |
| 25.02.20 | 1/2020/21  | 1. Accept the Draft Walgett Community Participation Plan<br>2. Place the Draft Walgett Community Strategic Plan on public exhibition for a period of 28 days, and<br>3. Send to NSW Planning & Environment for comment during the Public Exhibition period.<br>4. Amend the Walgett Development Control Plan 2016 by removing clauses 2.6.1 and 2.6.2.                                                                                              | DES  | Plan is currently on public exhibition for comment.                                                                                                                                                                                                                                                                                                 |           |
| 24.03.20 | 2/2020/11  | (1) Council includes the road corridor (known as "Mission Road" – Wimbledon Road) located between the Kamilaroi and Castlereagh Highways in its entirety within its public road network and amend its Rural Road Map accordingly                                                                                                                                                                                                                    | DETS | 20.04.2020 Preparation for Community Consultation is in progress                                                                                                                                                                                                                                                                                    |           |

|          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |     |  |  |
|----------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|--|--|
|          |           | (2)Council proposes the naming of the road corridor in its entirety as being Wimbledon Road (SR 64).<br>(3)Council undertake the notification/consultation and associated processes as per applicable legislation and Geographical Names Board of NSW policy and guideline documentation<br>(4)Council advise the Crown of its intentions to include the road corridor within its public road network and to seek the road corridor's inclusion within the Legal Roads Network Project with a standard 60m width                                                                  |     |  |  |
| 24.03.20 | 2/2020/13 | That Walgett Shire Council resolve to:<br>1. If no written submission of objection is received, give delegation to the General Manager to approve Development Application 2020/2 for the upgrading of the Lightning Ridge Water Supply System located on Lot 8 Section 32 DP 758612 known as 21 Butterfly Avenue, Lightning Ridge subject to the conditions of the development assessment report;<br>2. Alternatively, if a written submission by way of objection is received, Development Application 2020/2 is to be presented to Council for consideration of the submission. | DES |  |  |

## 10.1.2 CIRCULARS RECEIVED FROM NSW OFFICE OF LOCAL GOVERNMENT

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

---

**Summary:**

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

**Background:**

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

- 20-13 Managing fraud and corruption risks during the COVID-19 pandemic
- 20-12 Modification of statutory requirements in response to the COVID-19 pandemic
- 20-11 Final Code of Accounting Practice and Financial Reporting (update 28) including Joint Organisations Supplement
- 20-10 Postponement of the September 2020 Local Government Elections
- 20-09 Compliance with social distancing requirements to limit the spread of the COVID-19 virus at council and committee meetings

**Governance Issues:**

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

**Stakeholders:**

Councillors and Walgett Shire Council staff

**Financial Implications:**

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

**Conclusion:**

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

| Circulars Received From the NSW Office of Local Government                                                                                                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <p>That the information contained in the following Departmental circulars 20-09 to 20-13 from the Local Government Division Department of Premier and Cabinet be received and noted.</p> <p><b>Moved:</b><br/><b>Seconded:</b></p> |

**Attachments:**

Circulars



Office of  
Local Government

## Circular to Councils

|                             |                                                                                                       |
|-----------------------------|-------------------------------------------------------------------------------------------------------|
| <b>Circular Details</b>     | 20-13 / 22 April 2020 / A698229                                                                       |
| <b>Previous Circular</b>    | 20-06 Novel Coronavirus (COVID-19) Development Updates                                                |
| <b>Who should read this</b> | General Managers / Council governance staff                                                           |
| <b>Contact</b>              | Council Governance Team / (02) 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a> |
| <b>Action required</b>      | Information                                                                                           |

### Managing fraud and corruption risks during the COVID-19 pandemic

#### What's new or changing?

- Councils have been required to dramatically change the way they function in response to the COVID-19 pandemic. Councils are also increasingly turning to web conferencing systems to connect online and to share and transfer files and information.
- Two new resources have been issued to assist Government agencies (including councils) to manage the fraud and corruption risks associated with these changes to their operations:
  - the NSW Independent Commission Against Corruption's (ICAC) [Managing corrupt conduct during the COVID-19 outbreak](#), and
  - the Australian Cyber Security Centre's [Web Conferencing Security](#).
- Councils are encouraged to consider these resources and to make any necessary changes to their operations and internal control framework in response to the guidance provided in them.

#### Key points

- The risks of opportunistic and systemic fraud and corruption can become more prevalent during periods of significant disruption such as the current COVID-19 pandemic.
- To assist agencies to address this risk, ICAC has issued *Managing corrupt conduct during the COVID-19 outbreak*. This provides guidance on fraud and corruption risks associated with:
  - working from home
  - procurement and purchasing
  - cyber fraud and online hoaxes, and
  - stimulus funding and new programs.
- The Australian Cyber Security Centre has also issued guidance on *Web Conferencing Security*. This provides guidance on the use of online web conferencing and collaboration tools and the management of associated privacy, security and legal risks.

#### Where to go for further information

- *Managing corrupt conduct during the COVID-19 outbreak* is available [here](#).
- *Web Conferencing Security* is available [here](#).
- Councils can subscribe to the Australian Cyber Security Centre's Stay Smart Online Alert Service [here](#) for automatic updates on emerging online security threats.
- Email Mr Lewis Rangott, Executive Director, Corruption Prevention, ICAC, at [lrangott@icac.nsw.gov.au](mailto:lrangott@icac.nsw.gov.au) for more information about how to manage fraud and corruption risks in your council.
- Report any suspicion of fraud or corruption to ICAC at [icac@icac.nsw.gov.au](mailto:icac@icac.nsw.gov.au).

Tim Hurst

Deputy Secretary, Local Government, Planning and Policy

Office of Local Government  
5 O'Keefe Avenue NOWRA NSW 2541  
Locked Bag 3015 NOWRA NSW 2541  
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209  
E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) W [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) ABN 20 770 707 468



Office of  
Local Government

## Circular to Councils

|                             |                                                                                                      |
|-----------------------------|------------------------------------------------------------------------------------------------------|
| <b>Circular Details</b>     | 20-12/ 17 April 2020 / A696830                                                                       |
| <b>Previous Circular</b>    | 20-06 Novel Coronavirus (COVID-19) Development Updates                                               |
| <b>Who should read this</b> | General Managers / Finance, Governance and Integrated Planning and Reporting staff                   |
| <b>Contact</b>              | Council Performance Team / 02 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a> |
| <b>Action required</b>      | Council to Implement                                                                                 |

### Modification of statutory requirements in response to the COVID-19 pandemic

#### What's new or changing

- Regulations have been made under section 747B of the *Local Government Act 1993* to temporarily modify the application of the Act in response to the COVID-19 pandemic. The regulations made under section 747B modify the Act as follows:
- Councils have been provided with a one-month extension:
  - to adopt their 2020-21 Operational Plan (including Revenue Policy, Statement of Fees and Charges and annual budget) before 31 July 2020;
  - to submit audited financial reports by 30 November 2020; and
  - for the preparation and publishing of annual reports by 31 December 2020.
- Councils have the option to delay issuing rates notices to ratepayers until 1 September 2020, and the collection of the first quarter rates instalment until 30 September 2020.
- Councils may immediately waive or reduce fees under a new "COVID-19" category.
- The requirement for councils to make certain documents available for physical inspection at their offices has been modified to allow access to the documents to be provided remotely.
- In addition to these temporary measures, in response to the closure of some local newspapers and to assist councils to reduce their costs, the *Local Government (General) Regulation 2005* (the Regulation) has been amended to remove requirements for newspaper advertising. This amendment is not temporary and will continue to apply after the COVID-19 pandemic passes.

#### What this will mean for your council

- The COVID-19 pandemic has caused an exceptional set of circumstances with unprecedented impacts. The NSW Government is committed to supporting local councils and their communities during this period of uncertainty.
- To provide NSW councils with flexibility to adjust to the rapidly shifting circumstances and to allow them to provide appropriate financial support to their local communities, a number of statutory deadlines for 2019-20 and 2020-21 have been modified. These are set out in the table below:

| Section of LG Act                                  | Prior deadline   | New deadline            |
|----------------------------------------------------|------------------|-------------------------|
| Submission of audited Financial Reports – 416(1)   | 31 October 2020  | <b>30 November 2020</b> |
| Preparation and publish of Annual Reports – 428(1) | 30 November 2020 | <b>31 December 2020</b> |

Office of Local Government  
5 O'Keefe Avenue NOWRA NSW 2541  
Locked Bag 3015 NOWRA NSW 2541  
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209  
E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) W [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) ABN 20 770 707 468

| Section of LG Act                                            | Prior deadline                                          | New deadline                                                                             |
|--------------------------------------------------------------|---------------------------------------------------------|------------------------------------------------------------------------------------------|
| Adoption of Operational Plan - 405(1)                        | By 1 July 2020                                          | <b>By 1 August 2020</b>                                                                  |
| Making of a rate or charge - 533                             | By 1 August 2020                                        | <b>By 1 September 2020</b>                                                               |
| Date by which quarterly rates are payable - 562(3)(a)        | 31 August 2020                                          | <b>30 September 2020</b>                                                                 |
| Quarterly review statements (QBRs) - Cl 203(1) of Regulation | The third quarter 2019-20 QBRs (currently due May 2020) | Third quarter QBRs - <b>June 2020</b> .<br>All future QBRs remain due as per Regulation. |

- In exercising discretion to extend the making of a rate or charge under section 533 or the collection of rates under 562(3)(a) of the Act, each Council must consider both the financial circumstances of local ratepayers and the potential impact such actions would have on the general cashflow of Council.
- The Government recognises that there may be circumstances where adopting such extensions may not be appropriate or desirable for councils.
- Councils do not need to resolve to extend the date to adopt its Operational Plan, issue rates notices or collect the first rates instalment. A council may, however, choose to direct its General Manager to submit an Operational Plan for adoption prior to 1 July 2020 and to ensure that its rates and charges notices are served by 1 August 2020 (as is normally the case under legislation).
- Councils should also note that there are no changes to the provisions in the following table at this time. However, the Government is continuing to monitor the broader strategic and operating environment for local councils.

| Section | Ongoing requirement                                                                                  |
|---------|------------------------------------------------------------------------------------------------------|
| 405(2)  | Councils Operational Plan must include a statement of a council's revenue policy                     |
| 405(3)  | Council must give public notice of draft Operational Plan for not less than 28 days                  |
| 405(6)  | Council must post a copy of its Operational Plan on website within 28 days after the plan is adopted |

#### Extension of the ability of councils to waive or reduce fees

- The application of section 610E of the Act has been broadened to allow councils to waive or reduce fees under a newly established "COVID-19" category, which has been added to the Regulation.
- This means that councils can immediately apply the waiver or reduction without establishing a new category or going through the normal public notice requirements of section 610E(2) for adding new categories.
- Councils may choose to apply such a waiver or reduction, for example, in cases where a business has seen significantly reduced income as a result of COVID-19. The application of any such waiver or reduction of fees is voluntary and is decision for each council based on local circumstances.
- Councils do not need to resolve to waive or reduce fees under the "COVID-19" category if the existing powers delegated to the General Manager include the power to determine a new category in which a council may waive or reduce fees.

#### Modification of requirements for councils to make certain documents available for inspection

- Under the regulations, the requirements under the Act for councils to make documents physically available for inspection will be satisfied if:

Office of Local Government  
 5 O'Keefe Avenue NOWRA NSW 2541  
 Locked Bag 3015 NOWRA NSW 2541  
 T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209  
 E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) W [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) ABN 20 770 707 468

- in the case of a document that is “open access information” for the purposes of the *Government Information (Public Access) Act 2009* (the GIPA Act), the information contained in the document is published on the council’s website and is made available on request in an electronic form or in such other manner determined by the council.
- in the case of a document that is not “open access information” for the purposes of the GIPA Act, the information contained in the document is made available on request in an electronic form or in such other manner determined by the council.

**Removal of newspaper advertising requirements under the Regulation**

- To alleviate the red tape burden on councils and to reduce their costs, amendments have also been made to the Regulation to remove remaining requirements for notices to be published in newspapers.
- Councils are now instead required to publish notices on their websites and in such other manner that they consider necessary to bring it to the notice of the local community or other interested persons.

**Key points**

- Regulations may be made under section 747B to modify the application of the Act for the purposes of responding to the public health emergency caused by the COVID-19 pandemic.
- Regulations may only be made under section 747B if:
  - Parliament is not currently sitting and is not likely to sit within 2 weeks after the day the regulations are made, and
  - the arrangements made by the provisions of the regulations are in accordance with advice issued by the Minister for Health and Medical Research or the Chief Health Officer, and
  - the regulations are reasonable to protect the health, safety and welfare of persons.
- Regulations made under section 747B automatically expire after 6 months or earlier if decided by the Parliament.

**Where to go for further information**

- For further information please contact the Council Performance Team on 02 4428 4100 or by email at [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au).



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

Office of Local Government  
5 O’Keefe Avenue NOWRA NSW 2541  
Locked Bag 3015 NOWRA NSW 2541  
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209  
E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) W [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) ABN 20 770 707 468



Office of  
Local Government

## Circular to Councils

|                             |                                                                                             |
|-----------------------------|---------------------------------------------------------------------------------------------|
| <b>Circular Details</b>     | 20-11 / 30 March 2020 / A691689                                                             |
| <b>Previous Circular</b>    | Circular 19-04                                                                              |
| <b>Who should read this</b> | General Managers / Financial accounting business areas                                      |
| <b>Contact</b>              | Policy Team / (02) 4428 4100 / <a href="mailto:code@olg.nsw.gov.au">code@olg.nsw.gov.au</a> |
| <b>Action required</b>      | Council/Joint Organisations to implement                                                    |

### Final Code of Accounting Practice and Financial Reporting (update 28) including Joint Organisations Supplement

#### What's new or changing

- The final Code of Accounting Practice and Financial Reporting (Code) (update 28) is available for preparing councils' 2019-20 financial statements.
- A Joint Organisation (JO) Supplement to the Code is available for preparing JO financial statements for the period.
- Councils and JOs should note key changes.

#### What this will mean for your council/JO

- The Code must be used by councils and JOs to prepare their annual financial statements in accordance with the *Local Government Act 1993* and the *Local Government (General) Regulation 2005*.

#### Key points

- Changes highlighted in yellow are new for this year. Commentary in red relates to the Office of Local Government (OLG) requirements and commentary in blue relates to the Australian Accounting Standards.
- Key changes in this year's draft Code were highlighted in Circular 19-29.
- Extensive feedback received from the Audit Office, councils and others has resulted in a significant number of changes being made to the final Code.
- Councils should carefully review the *Summary of changes to the Code* (update 28) document in conjunction with the Code.
- The JO Supplement to the Code will support JOs preparing financial statements.
- The introduction and overview of the Code provides guidance to JOs on the application of the JO Supplement.

#### Where to go for further information

- OLG's website has the:
  - Code comprising of five documents:
    1. General Purpose Financial Statements
    2. Special Purpose Financial Statements
    3. Special Schedules
    4. Joint Organisations Supplement
    5. Appendices.
  - *Summary of changes document to the Code* (update 28)
- OLG's Accounting Practice page can be found here: <https://www.olg.nsw.gov.au/councils/council-finances/financial-reporting/local-government-code-of-accounting-practice-and-financial-reporting/>

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

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



Office of  
Local Government

## Circular to Councils

|                             |                                                                                                   |
|-----------------------------|---------------------------------------------------------------------------------------------------|
| <b>Circular Details</b>     | 20-10 / 25 March 2020 / A696536                                                                   |
| <b>Previous Circular</b>    | 20-06 Novel Coronavirus (COVID-19) Development Updates                                            |
| <b>Who should read this</b> | Councillors / General Managers / All council staff                                                |
| <b>Contact</b>              | Council Governance Team/ 02 4428 4100/ <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a> |
| <b>Action required</b>      | Information                                                                                       |

### Postponement of the September 2020 Local Government Elections

#### What's new or changing?

- The Minister for Local Government has announced that the September 2020 local government elections will be postponed to address the risks posed by the COVID-19 virus.
- The *Local Government Act 1993* (the Act) has been amended to confer on the Minister, a time-limited power to postpone council elections.
- The amendment, which operates for only a limited period of 12 months, allows the Minister by an order published in the Gazette, to postpone elections for 12 months from the date of the order. The order may be extended for an additional period to 31 December in the year after the order is made.
- The postponement of the next election will not change the future schedule of council elections, and the subsequent election will still proceed in September 2024.

#### What this will mean for your council

- Where the Minister exercises the power to postpone elections under section 318B, the election requirements of the Act are suspended for the period specified in the order and current councillors will continue to hold their civic offices.
- Popularly elected mayors will continue to hold their office until an ordinary election is held. In the case of mayors elected by councillors, mayoral elections will need to be held for mayors elected in September 2018 when their two year-terms expire. Mayors elected in September 2019 will continue to hold office until September 2021, once the election date is determined.
- The composition of joint organisation boards may need to change if mayors of member councils elected by councillors are not re-elected.
- The postponement of elections will have implications for the activities councils may be required to undertake in the current and next integrated planning and reporting (IP&R) cycles. In general, OLG will seek to extend the current IP&R cycle for 12 months, with a next cycle to be truncated to 3 years. The Office of Local Government will be providing further detailed guidance on this and other changes to statutory timeframes that may become necessary as a result of deferring elections.

#### Where to go for further information

- For further information please contact the Council Governance Team on 02 4428 4100 or by email at [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au).

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

Office of Local Government  
5 O'Keefe Avenue NOWRA NSW 2541  
Locked Bag 3015 NOWRA NSW 2541  
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209  
E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) W [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) ABN 20 770 707 468

Office of  
Local Government

## Circular to Councils

|                             |                                                                                                   |
|-----------------------------|---------------------------------------------------------------------------------------------------|
| <b>Circular Details</b>     | 20-09 / 25 March 2020 / A696524                                                                   |
| <b>Previous Circular</b>    | 20-06 <i>Novel Coronavirus (COVID-19) Development Updates</i>                                     |
| <b>Who should read this</b> | Councillors / General Managers / All council staff                                                |
| <b>Contact</b>              | Council Governance Team/ 02 4428 4100/ <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a> |
| <b>Action required</b>      | Council to Implement                                                                              |

### Compliance with social distancing requirements to limit the spread of the COVID-19 virus at council and committee meetings

#### What's new or changing?

- The Minister for Health and Medical Research, the Hon. Brad Hazzard MP, has issued the *Public Health (COVID-19 Gatherings) Order 2020* (the Public Health Order), restricting gatherings in indoor spaces exceeding 100 persons. Further information about the new Public Health Order is available [here](#).
- Meetings of councils and committees of councils are **not** exempted from the order as "essential gatherings", and councils **must** comply with the order.
- Amendments have been made to the *Local Government Act 1993* (the Act) allowing councils to meet remotely to assist them to manage the risk of transmission of the COVID-19 virus at their meetings and to ensure compliance with the Public Health Order. The amendments take effect immediately.
- The amendments will operate for a period of six months, but may be extended to 12 months by regulation if required.

#### What this will mean for your council

#### *Council and committee meetings can be held remotely, and individual councillors can participate in meetings remotely*

- An amendment has been made to the Act providing that any requirement that councillors attend a meeting is satisfied if the meeting is held remotely using audio-visual links.
- This means that councillors can now participate in meetings by an audio-visual link instead of attending in person.
- Council meetings can be held entirely remotely by audio-visual link. Alternatively, where councils continue to meet in person, individual councillors are permitted to participate in the meeting by audio-visual link.
- Where councillors participate in meetings remotely by an audio-visual link, they continue to be obliged to disclose and appropriately manage conflicts of interest they may have in matters being considered at meetings. Councillors continue to be obliged to remove themselves from the consideration of matters in which they have a pecuniary or significant non-pecuniary conflict of interest.
- Where councillors participate in meetings remotely by an audio-visual link, they continue to be obliged to protect any confidential information considered at the meeting. Where meetings are closed to the public under section 10A of the Act, councillors should ensure that they participate in the meeting in a location where it cannot be seen or heard by anyone else.

Office of Local Government  
5 O'Keefe Avenue NOWRA NSW 2541  
Locked Bag 3015 NOWRA NSW 2541  
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209  
E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) W [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) ABN 20 770 707 468

### **Attendance of members of the public at meetings**

- The amendment to the Act also provides that the requirement under section 10 of the Act that members of the public be permitted to attend meetings is satisfied if the meeting is held remotely using audio-visual links. The amendment also provides that the requirement under section 10 for meetings to be open to members of the public is satisfied if a webcast of the meeting is made public.
- This means that the requirement under section 10 of the Act for members of the public to be permitted to attend meetings can now be satisfied by livestreaming the meeting using an audio-visual link. Where meetings are livestreamed in this manner, members of the public can be excluded from the chamber.
- All councils have been required to webcast their meetings since 14 December 2019 and the Office of Local Government (OLG) has recently issued a *Guide to webcasting council and committee meetings*. The Guide is available [here](#). Among other things, the Guide provides information on how councils can livestream their meetings using audio-visual links, including technical guidance based on the experiences of councils that currently livestream their meetings using audio-visual links.
- Councils continue to be permitted to close their meetings to the public on the grounds specified under section 10A of the Act. Where councils livestream their meetings, they should ensure that the webcast is stopped while the meeting is closed to the public and resume it when the meeting is reopened to the public.
- Where councils continue to permit members of the public to physically attend meetings, the numbers of members of the public present in the chamber can and should be limited to comply with the Public Health Order and the Australian Health Protection Principal Committee's (AHPPC) recommendations on indoor gatherings (see below).
- Where the number of people seeking to physically attend a meeting exceeds the numbers permissible under the Public Health Order or would prevent compliance with the AHPPC's recommendations on indoor gatherings, councils may consider accommodating excess numbers of people wishing to attend the meeting in another indoor or outdoor space and broadcast the meeting's proceedings to that space.

### **Public forums**

- Requirements for the holding of public forums prior to or at meetings will vary from council to council depending on the provisions contained in their adopted codes of meeting practice.
- Under the provisions contained in Part 4 of the *Model Code of Meeting Practice for Local Councils in NSW* (the Model Meeting Code), public forums are discretionary.
- To ensure compliance with the Public Health Order, public forums should only be held in a manner that is consistent with the Public Health Order and the AHPPC's recommendations on indoor gatherings. Where this is not possible, public forums should not be held, or alternative arrangements should be made for the making of public submissions to councillors. For example, submissions could be made to councillors via an audio-visual link or in writing instead of in person.

Office of Local Government  
5 O'Keefe Avenue NOWRA NSW 2541  
Locked Bag 3015 NOWRA NSW 2541  
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209  
E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) W [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) ABN 20 770 707 468

### **Delegations**

- As previously advised in [Circular 20-06](#), councils should review their delegations as a matter of urgency to ensure that decisions can be made quickly in response to any developments outside of the normal council meeting cycle. Councils' functions (other than those specified in section 377 of the Act) can be delegated to the general manager, the mayor or another body such as a committee.

### **Cancellation of meetings**

- If councils consider that the holding of a meeting will pose a risk to those attending the meeting, the meeting can be cancelled.
- If adopted by councils, clause 5.14 of the Model Meeting Code provides that where it becomes apparent prior to the commencement of a meeting that the safety and welfare of councillors, council staff and members of the public may be put at risk by attending the meeting, the mayor may, in consultation with the general manager and, as far as is practicable, with each councillor, cancel the meeting.
- Where a meeting is cancelled, notice of the cancellation must, at a minimum, be published on the council's website. Councils should also take additional steps to communicate the cancellation to ensure as many people know about it as possible.
- Where a meeting is cancelled, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the council or at an extraordinary meeting.

### **Other measures**

- The amendment to the Act allows the Minister for Local Government to approve other arrangements for satisfying the requirements for councillors and members of the public to "attend" meetings, but only if audio-visual links are not reasonably available.
- If councils are not able to comply with any of the above requirements, they should advise OLG in writing so that alternative arrangements may be considered for approval. In doing so, councils should advise:
  - why they are not able to comply with any of the options outlined above
  - what alternative arrangements are being proposed
  - how the proposed arrangements will ensure any members of the public wishing to attend a meeting can view the meeting in real time
  - arrangements for ensuring that conflicts of interest are appropriately disclosed and managed
  - arrangements for ensuring that confidential information is protected.

### **Key points**

- The AHPPC has made recommendations on risk mitigation measures to be applied to indoor gatherings. The recommendations are available [here](#).
- The AHPPC recommends the following risk mitigation strategies:
  - In a given occupied space, there must be a density of no more than one person per four square metres of floor space.
  - Availability of hand hygiene products and suitable waste receptacles, with frequent cleaning and waste disposal.

Office of Local Government  
5 O'Keefe Avenue NOWRA NSW 2541  
Locked Bag 3015 NOWRA NSW 2541  
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209  
E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) W [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) ABN 20 770 707 468

- Promotion of the Department of Health recommendations for unwell individuals to isolate at home and not attend.
- For settings where there is ongoing movement and an increased number of interactions between individuals, an individual's attendance should be less than two hours in duration.
- For settings that are primarily static, an individual's attendance should be limited to four hours in duration.
- Councils should apply these measures when holding council or committee meetings and any other indoor gatherings.

**Where to go for further information**

- See OLG's *Guide to webcasting council and committee meetings* which is available [here](#).
- If councils require assistance to identify and procure technical solutions to allow councillors to participate in meetings by audio-visual link or to livestream their meetings by video, the Local Government Procurement (LGP) ICT Panel Contract (LGP115) has a variety of providers who can deliver video collaboration solutions. For more information see the LGP website [here](#) or contact Luke Kenny, Chief Executive Officer, on 0421 059 172 or at [lkenny@lqp.org.au](mailto:lkenny@lqp.org.au).
- For further information please contact the Council Governance Team on 02 4428 4100 or by email at [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au).



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

Office of Local Government  
5 O'Keefe Avenue NOWRA NSW 2541  
Locked Bag 3015 NOWRA NSW 2541  
T 02 4428 4100 F 02 4428 4199 TTY 02 4428 4209  
E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au) W [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) ABN 20 770 707 468

### 10.1.3 IMPORTANT DATES - UPCOMING MEETINGS AND EVENTS

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

---

**Summary:**

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

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

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

**Current Position:**

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

**Governance issues:**

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

**Environmental issues:**

Not applicable

**Stakeholders:**

Councillors and Walgett Shire Council staff

**Alternative Solutions/Options:**

Not applicable

**Conclusion:**

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

| Important Dates For Councillors - Upcoming Meetings & 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> May 2020 | Council Meeting  | Teleconference | Councillors, GM and Executive Staff to attend |

## 10.1.4 MONTHLY OUTSTANDING RATES – AS AT 31<sup>st</sup> MARCH 2020

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

---

### Summary:

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

In 2013 financial year the Consolidated Rates Arrears percentage was reported as 13.09%. This improved in 2014 to 9.33% and again in 2015 to 9.32%, however, in 2016 the unrecovered balance increased to 11.63%, a consequence of reduced debt recovery, due to vacancies in the rating area. The audited result of 10.37% for 2016/17 was a good outcome, with a big improvement again in 2017/18 with an audited result of 9.48%. The unaudited result for 18/19 is 9.12%, which is outstanding considering the prolonged drought conditions with many ratepayers choosing an alternative payment arrangement.

### Background:

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

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

### Current Position:

Collection of the current years levy and arrears as at 31<sup>st</sup> March 20 is 73.42% which is 1.13% less than the previous year's collection of 74.55%. Collections have increased in the first eight days of February with a total of 73.65% collected.

### Relevant Reference Documents/Policies:

Outstanding Rates Report.

### Governance issues:

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

### Environmental issues:

Nil

### Stakeholders:

Walgett Shire Council community

Walgett Shire Ratepayers  
Walgett Shire Council

**Financial Implications:**

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

**Alternative Solutions/Options:**

There are no alternative solutions or options.

**Conclusion:**

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

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

| Monthly Outstanding Rates Report                                                                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation</b></p> <p>The 31<sup>st</sup> March 2020 outstanding rates report be received and noted.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p> |

**Attachments:**

Monthly Report - Outstanding Rates Report

**Monthly Report - Outstanding Rates & Annual Charges as at 31 March 2020****Report on Rates and Annual Charges - 31 March 2020**

|                                                         | <b>5 April 2020</b>   | <b>31 March 2020</b>  | <b>31 March 2019</b> |
|---------------------------------------------------------|-----------------------|-----------------------|----------------------|
| Arrears from previous year                              | 905,134.18            | 905,134.18            | 832,246.36           |
| Adjustment                                              |                       |                       |                      |
| Sub Total                                               | 905,134.18            | 905,134.18            | 832,246.36           |
| <b>Current Year Activity</b>                            |                       |                       |                      |
| Legal fees (Including write off's)                      | 25,073.80             | 25,073.80             | 40,947.00            |
| Adjusted Levy                                           | 9,660,078.53          | 9,660,078.53          | 9,360,756.60         |
| Interest (Including write off's)                        | 44,000.98             | 43,975.08             | 40,437.03            |
| Adjustments (Including Write Off's)                     | 1,351.86              | 1,351.86              | (890.89)             |
| Sub Total                                               | 9,730,505.17          | 9,730,479.27          | 9,441,249.74         |
| <b>Total Arrears and Adjusted Levy</b>                  | <b>10,635,639.35</b>  | <b>10,635,613.45</b>  | <b>10,273,496.10</b> |
| Payments                                                | (7,641,409.18)        | (7,617,214.44)        | (7,459,766.20)       |
| Pensioner Concessions - Govt                            | (94,943.36)           | (94,943.36)           | (99,286.80)          |
| Pensioner Concessions - Council                         | (77,684.98)           | (77,684.98)           | (81,239.27)          |
| Discount                                                | 0.00                  | 0.00                  | 0.00                 |
| Special Rebate Council                                  | (18,806.00)           | (18,806.00)           | (18,357.50)          |
| Sub Total                                               | (7,832,843.52)        | (7,808,648.78)        | (7,658,649.77)       |
| <b>Total Remaining Levy</b>                             | <b>\$2,802,795.83</b> | <b>\$2,826,964.67</b> | <b>2,614,846.33</b>  |
| Current                                                 | 2,178,302.11          | 2,195,468.87          | 2,053,170.05         |
| Arrears                                                 | 462,753.66            | 463,915.72            | 393,309.83           |
| Interest b/f from previous years                        | (33,900.54)           | (28,770.22)           | (20,487.39)          |
| Current year interest                                   | 36,870.38             | 37,110.08             | 31,939.57            |
| Legals                                                  | 158,770.22            | 159,240.22            | 156,914.27           |
| <b>Total Remaining Levy</b>                             | <b>\$2,802,795.83</b> | <b>\$2,826,964.67</b> | <b>2,614,846.33</b>  |
| <b>Variance</b>                                         | <b>\$0.00</b>         | <b>\$0.00</b>         | <b>0.00</b>          |
| <b>Total YTD Collected</b>                              |                       |                       |                      |
| Collected YTD % of Levy, Arrears, Interest & Legal Fees | 73.65%                | 73.42%                | 74.55%               |
| Collected YTD % of Levy                                 | 78.53%                | 78.28%                | 79.01%               |

*Special Note: COVID-19 Pandemic Crisis*

## 10.1.5 CASH & INVESTMENT REPORT AS AT 31<sup>st</sup> MARCH 2020

**REPORTING SECTION:** Corporate Services  
**AUTHOR:** Shirley Burraston – Management Accountant  
**FILE NUMBER:** 12/14-03

---

### Summary:

This report provides a summary and analysis of Council's cash and investments for the period ending 31<sup>st</sup> March 2020.

### Background:

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

Comparisons are regularly made between existing investments with available products that are not part of Council's portfolio, but that meet Council's policy guidelines. A comparison of Council's investment portfolio results is made on a monthly basis to that of other NSW Council's. Walgett Shire's results from the portfolio investment policy continue to show a very favourable result.

All investments at 31<sup>st</sup> March 2020 are compliant with the Relevant Reference Documents and Policies listed later in this report.

### Current Position:

Council at 31<sup>st</sup> March 2020 held a total of \$28,791,018.20 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-1+/BBB or higher. Council does not have any exposure to unrated institutions.

### Maturity Compliance as at 31/03/2020

| Compliant     | Term         | Invested             | Invested (%)  | Min Limit (%) | Max Limit (%) | Available     |
|---------------|--------------|----------------------|---------------|---------------|---------------|---------------|
| ✓             | 0 - 365 days | 16,791,018.10        | 58.32         | 40.00         | 100.00        | 12,000,000.10 |
| ✓             | 1 - 3 years  | 9,000,000.00         | 31.26         | 0.00          | 60.00         | 8,274,610.92  |
| ✓             | 3 - 5 years  | 3,000,000.10         | 10.42         | 0.00          | 40.00         | 8,516,407.18  |
| ✓             | 5 - 10 years | -                    | 0.00          | 0.00          | 10.00         | 2,879,101.82  |
| ✓             | +10 years    | -                    | 0.00          | 0.00          | 0.00          | -             |
| <b>TOTALS</b> |              | <b>28,791,018.20</b> | <b>100.00</b> |               |               |               |

### Relevant Reference Documents/Policies:

Local Government Act (NSW), 1993  
 Local Government (General) Regulation 2005  
 Ministerial Investment Order 5<sup>th</sup> January 2016  
 Investment Policy (Revised and adopted in May 2019)

### Governance issues:

Nil

| Attachment One<br>Cash and Investments Holdings as at 31st March 2020 |                                         |                             |                       |                    |                               |                                        |                                                |
|-----------------------------------------------------------------------|-----------------------------------------|-----------------------------|-----------------------|--------------------|-------------------------------|----------------------------------------|------------------------------------------------|
| Investment                                                            | Investment<br>Final<br>Maturity<br>Date | Current<br>Interest<br>Rate | Interest<br>Frequency | Coupon<br>Maturity | Amount Invested<br>Value (\$) | % of Total<br>Funds<br>(Face<br>Value) | Accrued<br>Interest to<br>End of<br>Month (\$) |
| <u>On-Call Accounts</u>                                               |                                         |                             |                       |                    |                               |                                        |                                                |
| Bankwest                                                              | On Call                                 | 1.00%                       | Monthly               | EOM                | 1                             | 0.00%                                  | Pd Monthly                                     |
| Commonwealth Bank                                                     | On Call                                 | 0.15%                       | Monthly               | EOM                | 281,770                       | 0.98%                                  | Pd Monthly                                     |
| Commonwealth Bank                                                     | On Call                                 | 0.90%                       | Monthly               | EOM                | 1,509,244                     | 5.24%                                  | Pd Monthly                                     |
| <b>Total On-Call Accounts</b>                                         |                                         |                             |                       |                    | <b>1,791,015</b>              | <b>6.22%</b>                           |                                                |
| <u>Term Deposits</u>                                                  |                                         |                             |                       |                    |                               |                                        |                                                |
| AMP Bank                                                              | 9/09/2020                               | 1.55%                       | Maturity              | 9/09/2020          | 1,000,000                     | 3.47%                                  | \$849.32                                       |
| Auswide Bank                                                          | 17/06/2020                              | 1.62%                       | Maturity              | 17/06/2020         | 1,000,000                     | 3.47%                                  | \$621.37                                       |
| MyState                                                               | 8/04/2020                               | 1.80%                       | Maturity              | 8/04/2020          | 1,000,000                     | 3.47%                                  | \$5,769.86                                     |
| Westpac                                                               | 8/04/2020                               | 1.66%                       | Maturity              | 8/04/2020          | 1,000,000                     | 3.47%                                  | \$3,774.79                                     |
| Westpac                                                               | 15/04/2020                              | 1.60%                       | Maturity              | 15/04/2020         | 1,000,003                     | 3.47%                                  | \$7,320.57                                     |
| Westpac                                                               | 15/04/2020                              | 1.62%                       | Maturity              | 15/04/2020         | 1,000,000                     | 3.47%                                  | \$4,926.58                                     |
| AMP Bank                                                              | 29/04/2020                              | 1.75%                       | Maturity              | 29/04/2020         | 1,000,000                     | 3.47%                                  | \$3,356.17                                     |
| AMP Bank                                                              | 13/05/2020                              | 1.80%                       | Maturity              | 13/05/2020         | 1,000,000                     | 3.47%                                  | \$6,854.79                                     |
| Auswide Bank                                                          | 13/05/2020                              | 1.65%                       | Maturity              | 13/05/2020         | 1,000,000                     | 3.47%                                  | \$2,169.86                                     |
| BankVic                                                               | 20/05/2020                              | 1.60%                       | Maturity              | 20/05/2020         | 1,000,000                     | 3.47%                                  | \$3,068.49                                     |
| Australian Military Bank                                              | 3/06/2020                               | 1.61%                       | Maturity              | 3/06/2020          | 1,000,000                     | 3.47%                                  | \$1,808.49                                     |
| IMB Bank                                                              | 24/07/2020                              | 1.64%                       | Maturity              | 24/04/2020         | 500,000                       | 1.74%                                  | \$1,505.20                                     |
| AMP Bank                                                              | 26/08/2020                              | 1.85%                       | Maturity              | 26/08/2020         | 1,000,000                     | 3.47%                                  | \$1,723.29                                     |
| Newcastle Permanent Building Society                                  | 2/09/2020                               | 1.57%                       | Maturity              | 1/06/2020          | 1,000,000                     | 3.47%                                  | \$1,246.76                                     |
| Bank of Queensland                                                    | 14/10/2020                              | 3.15%                       | Maturity              | 12/10/2020         | 1,000,000                     | 3.47%                                  | \$14,843.83                                    |
| IMB Bank                                                              | 11/02/2021                              | 1.72%                       | Maturity              | 14/05/2020         | 500,000                       | 1.74%                                  | \$1,130.96                                     |
| Commonwealth Bank                                                     | 20/04/2021                              | 2.08%                       | Maturity              | 20/04/2020         | 500,000                       | 1.74%                                  | \$2,023.02                                     |
| Bank of Queensland                                                    | 7/07/2021                               | 3.15%                       | Maturity              | 2/07/2020          | 1,000,000                     | 3.47%                                  | \$23,560.27                                    |
| Commonwealth Bank                                                     | 23/08/2021                              | 1.98%                       | Maturity              | 25/05/2020         | 500,000                       | 1.74%                                  | \$946.92                                       |
| Commonwealth Bank                                                     | 31/08/2021                              | 1.86%                       | Maturity              | 28/05/2020         | 500,000                       | 1.74%                                  | \$815.34                                       |
| ING Direct                                                            | 14/09/2021                              | 3.12%                       | Maturity              | 14/09/2020         | 500,000                       | 1.74%                                  | \$8,462.47                                     |
| Westpac                                                               | 16/11/2021                              | 2.11%                       | Maturity              | 18/05/2020         | 1,000,000                     | 3.47%                                  | \$2,481.75                                     |
| National Australia Bank                                               | 22/11/2021                              | 3.00%                       | Maturity              | 23/11/2020         | 1,000,000                     | 3.47%                                  | \$10,520.55                                    |
| Newcastle Permanent Building Society                                  | 16/02/2022                              | 3.05%                       | Maturity              | 16/02/2021         | 1,000,000                     | 3.47%                                  | \$4,094.52                                     |
| <b>Total Term Deposits</b>                                            |                                         |                             |                       |                    | <b>21,000,003</b>             | <b>72.94%</b>                          | <b>113,875</b>                                 |
| Newcastle Permanent Building Society                                  | 13/04/2022                              | 2.70%                       | Quarterly             | 14/04/2020         | 1,000,000                     | 3.47%                                  | \$5,991.78                                     |
| Members Equity Bank                                                   | 11/05/2022                              | 3.47%                       | Quarterly             | 11/05/2020         | 1,000,000                     | 3.47%                                  | \$30,897.26                                    |
| Bank of Queensland                                                    | 6/07/2022                               | 3.50%                       | Quarterly             | 2/07/2020          | 1,000,000                     | 3.47%                                  | \$26,178.08                                    |
| AMP Bank                                                              | 31/01/2024                              | 3.15%                       | Quarterly             | 1/02/2021          | 1,000,000                     | 3.47%                                  | \$36,591.78                                    |
| Bank of Queensland                                                    | 12/06/2024                              | 2.55%                       | Quarterly             | 12/06/2020         | 1,000,000                     | 3.47%                                  | \$20,400.00                                    |
| AMP Bank                                                              | 7/08/2024                               | 2.00%                       | Quarterly             | 7/08/2020          | 1,000,000                     | 3.47%                                  | \$12,986.30                                    |
| <b>Total Floating Rate Deposits</b>                                   |                                         |                             |                       |                    | <b>6,000,000</b>              | <b>20.84%</b>                          | <b>\$133,045.21</b>                            |
| <b>Total Cash and Investments</b>                                     |                                         |                             |                       |                    | <b>28,791,018</b>             | <b>100.00%</b>                         | <b>\$246,920.38</b>                            |

**Environmental issues:**

Nil

**Financial Implications:**

As per report

**Alternative Solutions/Options:**

Nil

**Stakeholders:**

Walgett Shire Council  
Residents of Walgett Shire Council  
Financial Institutions

**Conclusion:**

As at 31<sup>st</sup> March 2020, Walgett Shire Council's total available cash and invested funds totalled \$28,791,018.20. There is a decrease of \$1,277,471.76 from 29<sup>th</sup> February, 2020. This decrease in the portfolio is because of the ongoing capital expenditure during the month.

**Certification – Responsible Accounting Officer**

1. I hereby certify that the investments listed in the attached report have been made in accordance with Section 625 of the *Local Government Act 1993*, clause 212 of the *Local Government (General) Regulation 2005*, the *Investment Order (of the Minister) 5<sup>th</sup> January 2016* and Council's Investments Policy.
2. I hereby certify that Council's cash book and ledger have been reconciled to the bank statement as at 31<sup>st</sup> March 2020.

M J Urquhart

**Acting General Manager – Responsible Accounting Officer**

| <b>Cash and Investment Report as at 31st March, 2020.</b>                                                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <p>That the Investment report as at 31st March, 2020 be received and noted.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p> |

## **10.1.6 COMMUNITY DEVELOPMENT & CAPACITY BUILDING: QUARTERLY REPORT DECEMBER 2019 – MARCH 2020**

**REPORTING SECTION:** Corporate Services  
**AUTHOR:** George McCormick – Manager Community Development  
**FILE NUMBER:** 12/14-03

---

### **Summary:**

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

**Many initiatives that are regularly rolled out during the past month and the coming months have been postponed due to the current situation with COVID 19.**

### **Background:**

This report summarises project progress and outcomes of our community and youth development teams, libraries and Aboriginal Affairs, community capacity building supported by delivery to community during the reporting period, December 2019 - March 2020

### **Current Position:**

During the reporting period Councils community development team incorporating, Youth Services, Libraries services, Aboriginal affairs, Seniors, multi-cultural affairs, disabilities and capacity building of all residents has aligned programs, initiatives and opportunities with *Council's Community Strategic Plan 2017-2027*. The community development team focused on community engagement, awareness, community capacity building, initiated and supported projects and have partnering in programs, working with service providers and community alike as outlined below.

### **Community capacity building:**

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

- Community consultation, meetings and planning sessions regarding programing and event management and delivery
- Established a Community Drug Action Team / committee in Collarenebri – secured funding, ADF in which Council will auspice.
- Lightning Ridge Community Drug Action Team and Walgett Drug Action Team with key roles in committee and auspice body.
- Facilitated community / service provider “working group” meetings throughout the Shire in pre planning of event and program delivery to communities across Walgett.
- Walgett and Lightning Ridge Interagency groups
- Delivered programs and initiatives in partnership with local services, strengthening relationships with local services and agencies.
- Regular Youth Centre programs, holiday activities up till the current COVID 19 situation.

### **Youth and Young People Affairs:**

#### **Walgett Youth Centre:**

Walgett Youth Centre after school program has been engaging youth in various outside activities including utilizing the basketball courts and skate park as well as cooling down activities at the swimming pool. Also cooling down at the Walgett Sporto with movie afternoons with WAMS. This again is a fine example of collaboration of services at its best.

During the January school holidays the Youth Centre recorded a huge increase with the number of youth that attend the Centre.

The Holiday activities were again supported by the “Beat the Heat Initiative” along with a series of Family Fun Days at both Walgett and Collarenebri pools, a partnership program with Council and Walgett Aboriginal Medical Service providing free pool entry as well as a free Healthy meals, activities and entertainment for all.

**Lightning Ridge Centre:**

Lightning Ridge continues to operate within the Aboriginal Family and Child Centre after school numbers have continued to be stable with the warmer months and staff being creative engaging the youth with inside games: Bingo, Connect 4, UNO, Arts and Crafts.

During the January school holidays and in addition to the holiday program 14 youth travelled to Narrabri with Walgett Shire Youth and Community development staff to watch a movie at the Narrabri crossing theaters all youth enjoyed the day. A comment from one said *“This was the best day of my life”*. The “Breaking Boundaries Program” sees youth from alternative youth centers visit places outside the Shire every holiday program period.

**Collarenebri:**

Activities being run at the Youth Centre include ball games, arts crafts, recycling products, Indoor activities see the youth engaging in card games, board games and arts and craft activities. During the warmer months young people requested that they go the pool, on Wednesdays which has become a weekly activity. During the January school holidays the Walgett Shire Youth center in partnership with Walgett Aboriginal Medical Service provided two free pool entry days with a free BBQ for all community. Attendance at this day was 112 participants and offered the community a time to socialize and connect. Collarenebri Youth Centre was also lucky to have an excursion to Lightning Ridge Theme Park swimming pool in partnership with ACLOS Walgett police.

**Youth Council:**

Unfortunately due to COVID-19 we have had to cancel our AGM which was planned to be held in the early weeks of February 2020. Walgett Shire Youth and Community Development teams will be working in collaboration with schools on dates to hold the highly engaging important youth related meetings that will work effectively for everyone.

**Youth Week:**

Unfortunately, due to COVID-19 we are not able to hold Youth week within the April 2020 holidays, as planned. However once restrictions have been lifted we will attempt to hold some activities.

**Beat the Heat – Wins State Award –Australian Drug Foundation**

The Council initiated program has seen outstanding participation numbers and many local services partner since its inception in 2016.

The program which is now staged annually offers youth and young people a space to recreate and have fun at the local pool during the hottest times of the year, has smashed all previous attendance numbers and grown to become a hit with locals and services keen to partner in each event.

This year the program was highlighted in a Walgett Community Drug Action Team (CDAT) submission for support and promotion of anti-drugs education and awareness in Aboriginal communities. It is supported by many local services and Walgett Interagency Group members and seeks support of the Walgett CDAT team every year.

**Walgett Shire NAIDOC Week 2020:**

**(Unknown as yet if NAIDOC WEEK programs will take place due to COVID 19)**

This year's NAIDOC theme is Always Was, Always Will Be. The theme recognises that First Nations people have occupied and cared for this continent for over 65,000 years. We are spiritually and culturally connected to this country. This country was crisscrossed by generations of brilliant Nations.

Aboriginal and Torres Strait Islander people were Australia's first explorers, first navigators, first engineers, first farmers, first botanists, first scientists, first diplomats, first astronomers and first artists. Australia has the world's oldest oral stories. The First Peoples engraved the world's first maps, made the earliest paintings of ceremony and invented unique technologies. We built and engineered structures - structures on Earth - predating well-known sites such as the Egyptian Pyramids and Stonehenge. The adaptation and intimate knowledge of Country enabled our first peoples to endure climate change, catastrophic droughts and rising sea levels.

*Always Was, Always Will Be.* Acknowledges that hundreds of Nations and our cultures covered this continent. All were managing the land - the biggest estate on earth - to sustainably provide for their future. Through ingenious land management systems like fire stick farming we transformed the harshest habitable continent into a land of bounty.

The very first footprints on this continent were those belonging to First Nations peoples.

***Libraries and services:***

**Walgett: Patrons, usage and programs**

All libraries provide vital services to their communities, but libraries that serve small, rural populations have the potential to go beyond providing information and access—they can inject the vitality that will help their communities thrive. They are an important entity in local communities, particularly in rural and disadvantaged communities and offer an ever changing range of cultural resources for the community, and have become a type of social and cultural institution.

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

We continue to post updates on our new Facebook page, to deliver better customer service and details regarding the libraries current programs and services. 'Followers' can engage with the library by liking our posts and sharing them with their friends.

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

New members for the reporting period totalled (25) boosted by (30) members re-registering giving a total of 795 current members. During this three month reporting period 877 items were borrowed from and returned to the Library and 189 computer bookings were placed.

**Preschool literacy**

Goonimoo Mobile children's service visit the Library for playgroup every Monday during the school term to participate in story time, age appropriate art and craft and borrow books.

Bulk borrowing to all preschools is encouraged each term as this enhances brain development and imagination, teaches children about language and emotions, and strengthens their relationships.

### **Library programs:**

Tuesday mornings Council host the knitting/coffee club, with 10 members engaged in the program. Currently the group are busy hand knitting CWA competition entries and baby blankets and clothes for Malabar midwives who support Aboriginal women that give birth at The Royal Hospital for Women.

The local painting group that use the Library on Thursdays for painting and art activities continues to grow. They are currently planning an exhibition in September which will be a “Retrospective Exhibition in memory of Deb Murray including work from the local Art Group”.

Technology awareness continues being promoted through Borrow Box, RB Digital, Wheelers Books, Kanopy and EBSCO Books to Library members helping them download eBooks, eMagazines, eCarmanuals, eMovies and eAudio on their own devices.

### **Afterschool and holiday groups**

Holiday group activities are programmed for visits from youth and young adults spending their afternoons in the library. The library is very popular with the teenage children after school using our collections, computers, games, art equipment, board games and Wi-Fi.

Last holidays we launched a new program called “Kids in the Library”. Using talented local people to run workshops in the Library for children during the school holidays. Unfortunately the Easter holidays programs had to be rescheduled to the June/July school holidays. These workshops will include cup cake decorating, pottery and a water colour painting.

### **Deposit stations**

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

### **Book Club**

Book club members continue to grow with 17 members that meet once a month to discuss the book of the month and enjoy morning tea. Book Club is a great way to gain new friends and get involved with the community. They are also a great addition to your social calendar, being a low key and inexpensive activity.

### **Homebound**

The library provides a free books-on-wheels delivery service to housebound members of the local community who are physically unable to visit the library. It has been tailored to individual needs for customers unable to access the library in person. To date we have 12 members in this program who reside at Kookaburra Court aged Care Home and Walgett Hospital Peg Cross ward.

### **Lightning Ridge:**

Patrons and usage

Lightning Ridge offers a range of materials that you can access free of charge including books, newspapers and magazines, DVD's and audio books as well as eBooks and eMagazines. Also available are free programs and resources ranging from early childhood, community

interest, education, literacy, and recreational programs that cover a multitude of interests and topics suitable for everyone within our local community.

New members for the reporting period totalled (11) plus (16) members re-registering giving a total of 852 members. During this reporting period 676 items were borrowed from the Library and 133 computer bookings were placed. Continuous liaison with the NSW State Library with (ILL) Inter Library Loans allows us to source a large range of Multicultural and HSC literature which is available for our members to loan.

#### **Preschool literacy**

Books and Babies is an ongoing program targeting ages 0 – 5 years, held Tuesday mornings from 10am – 11am. Using stories, songs, rhymes, dancing and music by doing these activities it helps your baby build listening, memory and vocabulary skills.

#### **School Holiday & After School Programs**

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

#### **Book Club**

Book Club is still very popular with the community. A book club can help you meet new people and make new friends, all in a relaxed atmosphere. We currently have 12 members involved in the Book club who meet every Friday from 10am – 12pm discussing various books and subjects and enjoying morning tea together

#### **The Walgett Shire Aboriginal Reconciliation Action Plan: Community Development**

The draft update of the *Walgett Shire Aboriginal Reconciliation Action Plan /Community Development* is progressing well with the final document being prepared for the May Council meeting. The consultation and development process has taken some time to complete due to vacancies within the position however the Plan is regarded as comprehensive with extensive consultations with 15 organizations/ agencies across the Shire equaling over 65 individuals offering input into the review. This will ensure that when final draft is presented to Council the plan will be reflective of what community said, what they believe needs to happen to continue to build and improve the lives of Aboriginal residents across the Shire and the significance of programs and community development initiatives delivered to achieve these outcomes.

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

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

#### **Governance issues:**

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

#### **Environmental issues:**

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

#### **Stakeholders:**

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

**Financial Implications:**

Activities conducted within applicable budgets.

**Alternative Solutions/Options:**

Not applicable

**Conclusion:**

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

| <b>Community Development Report December 2019- March 2020</b>                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <p>That the report for Community Development: December 2019 - March 2020 be received.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p> |

## **10.1.7 SUSPENSION OF RATE RECOVERY ACTION DUE TO COVID-19 PANDEMIC**

**REPORTING SECTION:** Corporate Services  
**AUTHOR:** Michael Urquhart – Acting General Manager  
**FILE NUMBER:** 12/183

---

### **Summary:**

This report seeks Council endorsement of the Acting General Managers action in response to the Covid-19 crisis in suspending rate recovery action.

### **Background:**

The Walgett Shire LGA has experienced significant business closure or partial closure as a result of the Covid-19 pandemic, and as a result unemployment in the area has risen substantially which is affecting ratepayer's ability to meet their payment obligations.

Records show, debt recovery action is generally experienced by the residential and commercial rating categories, these ratepayers typically demonstrate early signs of economic down turn with unemployment and a slowing in the commercial sector.

### **Current Position:**

Council typically undertakes a continuing debt recovery process throughout the year, with reminder letters and follow-up actions by legal firms.

A media release has been issued by the Mayor advising the community, debt recovery action will be suspended until the 31<sup>st</sup> December 2020.

This pause in the debt recovery process shall provide affected ratepayers with a moment in time to make ad hoc or instalment payments during this time without fear of legal action being taken.

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

NIL

### **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. However in this unprecedented times Council must show compassion and facilitate measures to sustain the local economy and assist ratepayers through this crisis.

### **Environmental issues:**

Nil

### **Stakeholders:**

Walgett Shire Council community  
Walgett Shire Ratepayers  
Walgett Shire Council

### **Financial Implications:**

It is envisaged the suspension of debt recovery will no doubt impact Councils cash flow, however, Council has a healthy investment portfolio that has capacity to support a slow-down in ratepayer payments until the 31<sup>st</sup> December 2020.

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

Council continue with debt recovery actions.

**Conclusion:**

The Acting General Manager recommends the debt recovery process be suspended to the 31<sup>st</sup> December 2020.

|                                                                                                                                                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Suspension of Rate Recovery Action Due To Covid-19 Pandemic</b>                                                                                                                                                                 |
| <p><b>Recommendation:</b></p> <p>Council endorse the actions of the Acting General Manager in suspending debt recovery actions and processes until 31<sup>st</sup> December 2020.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p> |

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

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

---

### 1. Matters

- A purchase order has been issued for the installation of **CCTV** to all Council depots and Walgett water treatment plant.
- Investigation is underway for the installation of a shire wide “**bundy clock system**” for all staff.
- Construction of a double carport at the **Lightning Ridge VIC** for use during the Sunday markets. Weekdays the carport shall be used by Opal FM volunteers. Purchase Order issued.
- **Grawin toilet block.** Application is underway for a crown licence to construct a toilet block near the post office in Grawin.
- Grant applications have been submitted for **Building Better Regions** – VIC at Lightning Ridge (Submitted), **Drought Communities Program** – Turfing Collarenebri Sportsground, Footpaths in Lightning Ridge and Walgett (Submitted), and **Murray Darling Basin** – Contribution to the PCYC project (Submitted). The **Stronger Country Communities** grants submitted, and awaiting approval.
- **Drought Stimulus Package.** Council has agreed for the following projects for this package, amenities Lions Park Lightning Ridge, Lightning ridge Footpaths/Cycleway, Walgett CBD Upgrade, Come By Chance Playground, Grawin Playground, Carinda Pool Upgrade, Roofing Burren Junction Hall, and refurbishment of Rowena Hall.
- **Insurance matters** - Apex Park Walgett repair is under way and purchase orders have been issued.
- A shire wide **ratepayer satisfaction survey** template is nearing completion. The survey to be conducted in early July 2020. Development of a staff climate survey is also underway.
- Installation of **defibrillators** in the outlying villages is complete.
- Council has received two (2) quotations for the replacement of the lift in the **Walgett administration centre**. Purchase order to be issued.
- Council staff are investigating the construction of two (2) **additional staff dwellings** for Pitt Street Walgett, or alternatively purchasing two (2) existing homes in Walgett.
- Turfing of around 25% of No 2 oval Walgett completed on Wednesday 18<sup>th</sup> March 2020.

- CFO has held preliminary discussions with a local artist for painting of the **Walgett Water Towers**. Artist is developing options for consideration along with local Aboriginal Artist. Council has agreed for the image of Jimmy little AO, based on a photograph by John Elliott which has been approved by the Jimmy Little Foundation.
- Council has been successful in obtaining a grant through the Murray Darling Basin Authority for the refurbishment of the **Collarenebri Showground facilities including the Grandstand, Dining Room, Toilet Facility and Jockey's Room**. Final plans and budgets have been lodged with the Department of Agriculture. Meeting held with users to establish scope of works.
- **Collarenebri Sportsground Amenities shed**. The shed proposal has been completed with the lining and fitout scheduled for coming months after the golf club project is completed.
- **Collarenebri Golf Club**. The new clubhouse has been erected and the kitchen fitout, electricity and water connection to be completed.
- **Lightning Ridge Multi-purpose Centre**, purchase order has been issued for the following plans, Geotechnical, Civil, Structural, Electrical, Mechanical, Hydraulic and Architectural. Property has been surveyed and Barnsons have developed the draft concept plans, and these have been approved by the Community and Council. Contractor Barnsons have lodged the DA for Council's approval.
- **Walgett PCYC** a further report will be tabled when more information is available. The plan is to transfer the land at the Walgett skate park to the PCYC. A survey of the land is underway.
- The consultant has provided Council with a report on the condition of the **Lightning Ridge bore bath** and the amenities building which has been reported to Council. A request for Quotation to be issued upon completion of an external audit of Council's tender and quotation documentation.
- Refurbishment of the bathroom facilities at the **Walgett Administration Centre** is underway with the breeze way and storage area works now complete. In order to reduce disruption the works are being staged over the coming months. The scope of works has been extended to include the courtyard adjacent to the office stairwell.
- Work has commenced on the painting of the **Walgett Swimming Pool** amenities and will be completed in the off season 2020.
- Big Green tourism sign at **Burren Junction**. A purchase order has been issued and the first proof lodged for approval by Council.
- A new **Burren Junction Bore Bath toilet facility**, two quotations for similar style of toilets have been lodged with Council. A purchase order has been issued for the toilet construction.
- **Colless grandstand**. Following on from the CFO's December report, a "request for Tender" will be issued upon completion of an external audit of Council's documentation and processes.
- The review of Council's quotation and **tender documents** and processes is underway.

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

**Recommendation:**

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

**Moved:**

**Seconded:**

## 10.2 ENGINEERING / TECHNICAL SERVICES

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

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

---

**Summary:**

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

**Background:**

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

**Current Position:**

Council is continuing to check the moisture situation on local roads and carrying out maintenance grading works on an ongoing basis. Details of maintenance grading locations are detailed in the attached report.

**Relevant Reference Documents/Policies:**

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

**Stakeholders:**

Walgett Shire Council  
Walgett Residents  
Tourists

**Financial Implications:**

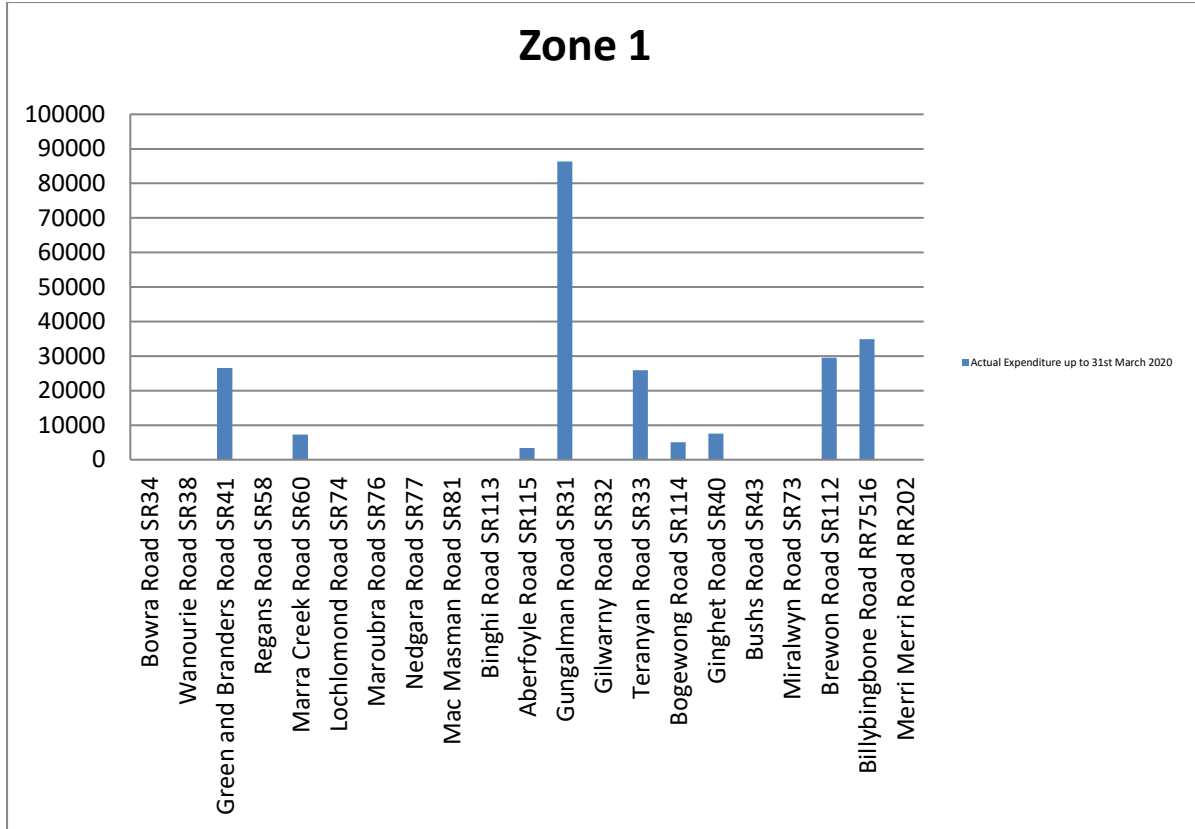
As of 31<sup>st</sup> March 2020, \$632,464.50 has been spent. The allocated revised annual budget is \$600,000.00 and this will be revised in the March QBRS process.

**Conclusion:**

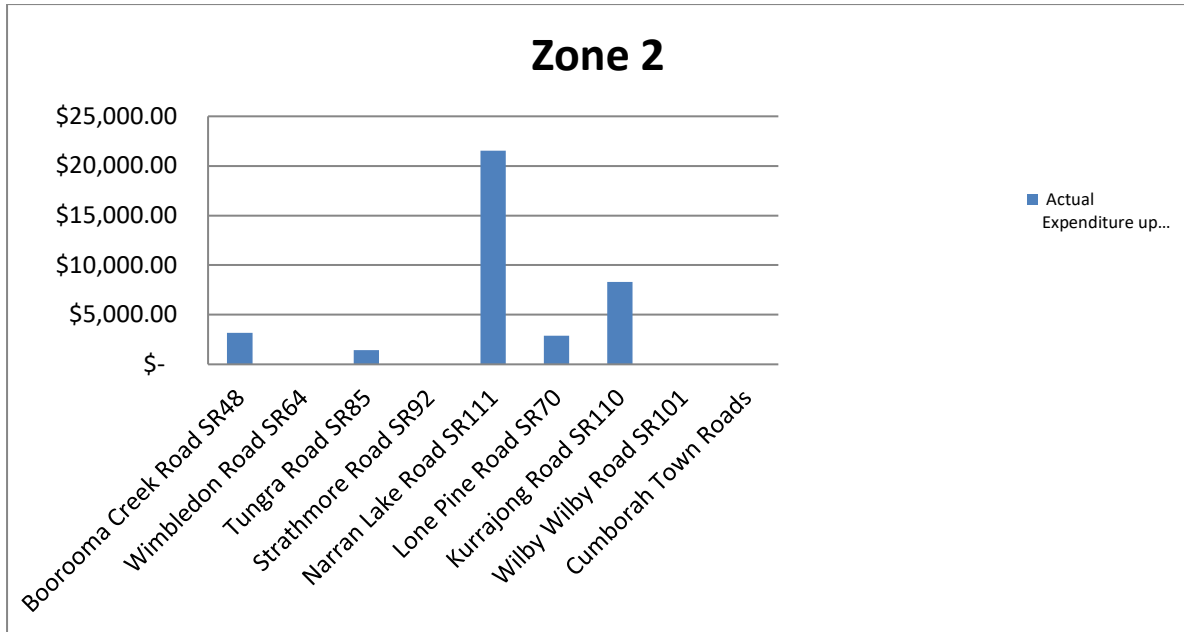
Council has established a system to monitor progress continually to keep within the approved budget.

| Monthly Maintenance Grading Report – April 2020                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <p>That Council receive and note the monthly maintenance grading works report for April 2020.</p> <p><b>Moved:</b><br/><b>Seconded:</b></p> |

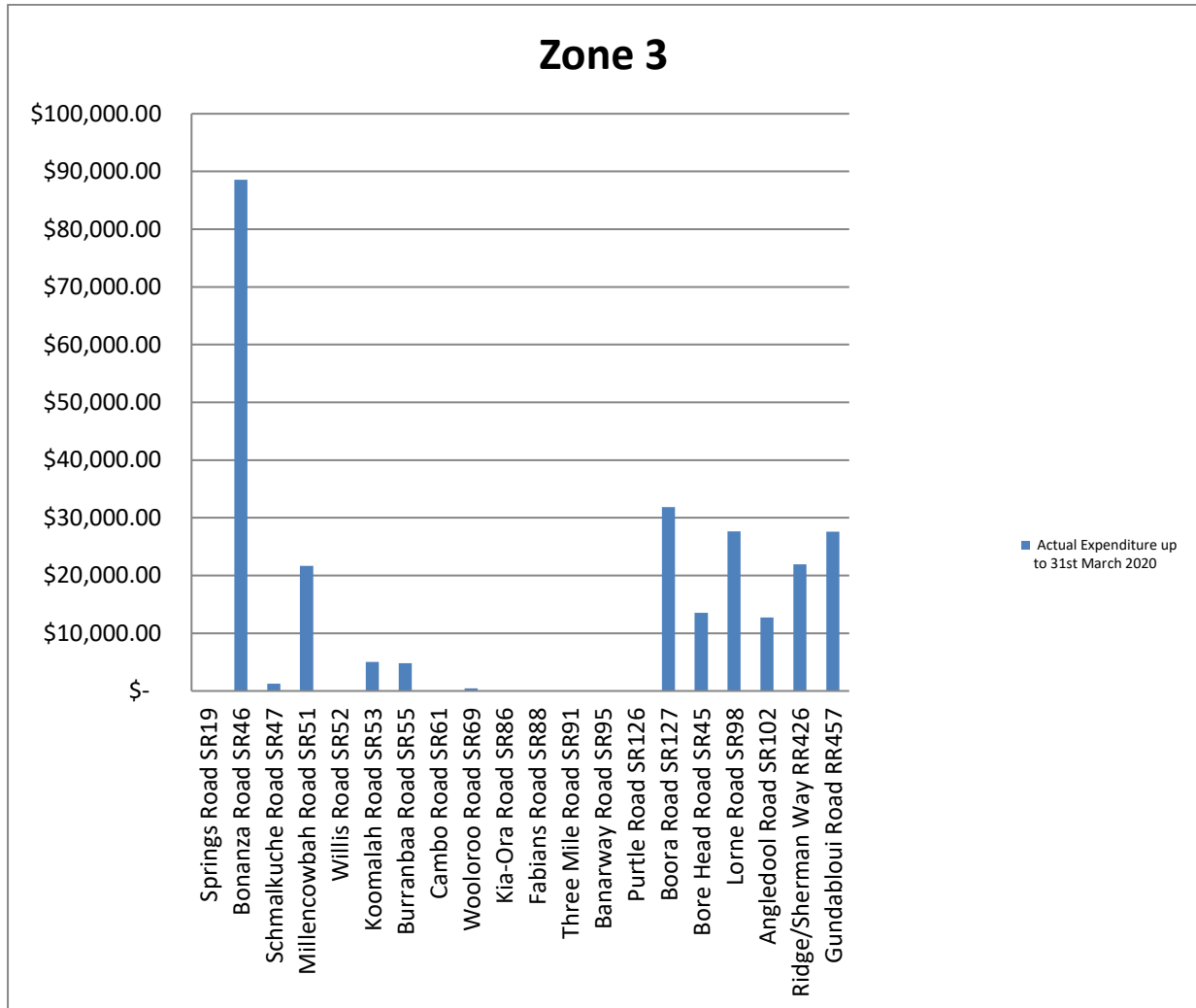
| Road Name                    | Lgth of Rd | Budget Required for Entire Road for grading only | Cat | Expenditure For March 2020 | Actual Expenditure up to 31st March 2020 | Activities carried out                |
|------------------------------|------------|--------------------------------------------------|-----|----------------------------|------------------------------------------|---------------------------------------|
| <b>Zone 1</b>                |            |                                                  |     |                            |                                          |                                       |
| Bowra Road SR34              | 3.95       | \$ 4,278.00                                      | F   |                            |                                          |                                       |
| Wanourie Road SR38           | 6.5        | \$ 4,278.00                                      | E   |                            |                                          |                                       |
| Green and Branders Road SR41 | 11.3       | \$7,006.00                                       | F   |                            | \$26,606.91                              | Formation                             |
| Regans Road SR58             | 3.2        | \$4,278.00                                       | F   |                            |                                          |                                       |
| Marra Creek Road SR60        | 17.5       | \$10,850.00                                      | E   | \$7,280.00                 | \$7,280.00                               | Grading                               |
| Lochlomond Road SR74         | 8.4        | \$5,208.00                                       | E   |                            |                                          |                                       |
| Maroubra Road SR76           | 8.3        | \$5,146.00                                       | E   |                            |                                          |                                       |
| Nedgara Road SR77            | 10.7       | \$6,634.00                                       | F   |                            |                                          |                                       |
| Mac Masman Road SR81         | 8          | \$4,960.00                                       | E   |                            |                                          |                                       |
| Binghi Road SR113            | 20.1       | \$12,462.00                                      | E   |                            |                                          |                                       |
| Aberfoyle Road SR115         | 26.2       | \$16,244.00                                      | D   | \$3,241.33                 | \$3,395.57                               | Grading                               |
| Gungalman Road SR31          | 43.7       | \$27,094.00                                      | D   |                            | \$86,331.59                              | Formation                             |
| Gilwarny Road SR32           | 7.9        | \$4,898.00                                       | F   |                            | \$63.13                                  | Inspection                            |
| Teranyan Road SR33           | 13.7       | \$8,494.00                                       | D   | \$14,190.00                | \$25,926.34                              | Formation                             |
| Bogewong Road SR114          | 48.7       | \$30,194.00                                      | D   |                            | \$5,081.69                               | Grading works in damaged section only |
| Ginghet Road SR40            | 47.6       | \$29,512.00                                      | D   |                            | \$7,534.89                               | Grading works in damaged section only |
| Bushs Road SR43              | 8.7        | \$5,394.00                                       | D   |                            |                                          |                                       |
| Miralwyn Road SR73           | 17.9       | \$11,098.00                                      | D   |                            |                                          |                                       |
| Brewon Road SR112            | 54.7       | \$33,914.00                                      | C   | \$22,187.21                | \$29,487.21                              | Formation works                       |
| Billybingbone Road RR7516    | 18.67      | \$11,532.00                                      | C   |                            | \$34,929.90                              | Formation works                       |
| Merri Merri Road RR202       | 6.57       | \$7,166.00                                       | C   |                            |                                          |                                       |
| <b>Subtotal Zone 1</b>       | <b>392</b> | <b>\$250,640</b>                                 |     | <b>\$46,898</b>            | <b>\$226,637</b>                         |                                       |



| Road Name                | Total Igth of Road | Budget Required for Entire Road | Road Category | Expenditure For March 2020 | Actual Expenditure up to 31st March 2020 |
|--------------------------|--------------------|---------------------------------|---------------|----------------------------|------------------------------------------|
| <b>Zone 2</b>            |                    |                                 |               |                            |                                          |
| Boorooma Creek Road SR48 | 19.1               | \$ 11,842.00                    | E             | \$ 3,180.48                | \$ 3,180.48                              |
| Wimbledon Road SR64      | 3.4                | \$ 4,278.00                     | E             |                            |                                          |
| Tungra Road SR85         | 12.7               | \$ 7,874.00                     | F             | \$ 1,442.61                | \$ 1,442.61                              |
| Strathmore Road SR92     | 16.42              | \$ 11,904.00                    | E             |                            |                                          |
| Narran Lake Road SR111   | 61                 | \$ 37,820.00                    | D             |                            | \$ 21,550.62                             |
| Lone Pine Road SR70      | 9.6                | \$ 5,952.00                     | D             | \$ 2,870.00                | \$ 2,870.00                              |
| Kurrajong Road SR110     | 27.8               | \$ 17,236.00                    | D             | \$ 1,895.16                | \$ 8,314.07                              |
| Wilby Wilby Road SR101   | 28.7               | \$ 17,794.00                    | D             |                            |                                          |
| Cumborah Town Roads      |                    |                                 | E             |                            |                                          |
| <b>Subtotal Zone 2</b>   | <b>178.72</b>      | <b>\$ 114,700.00</b>            |               | <b>\$ 9,388.25</b>         | <b>\$ 37,357.78</b>                      |

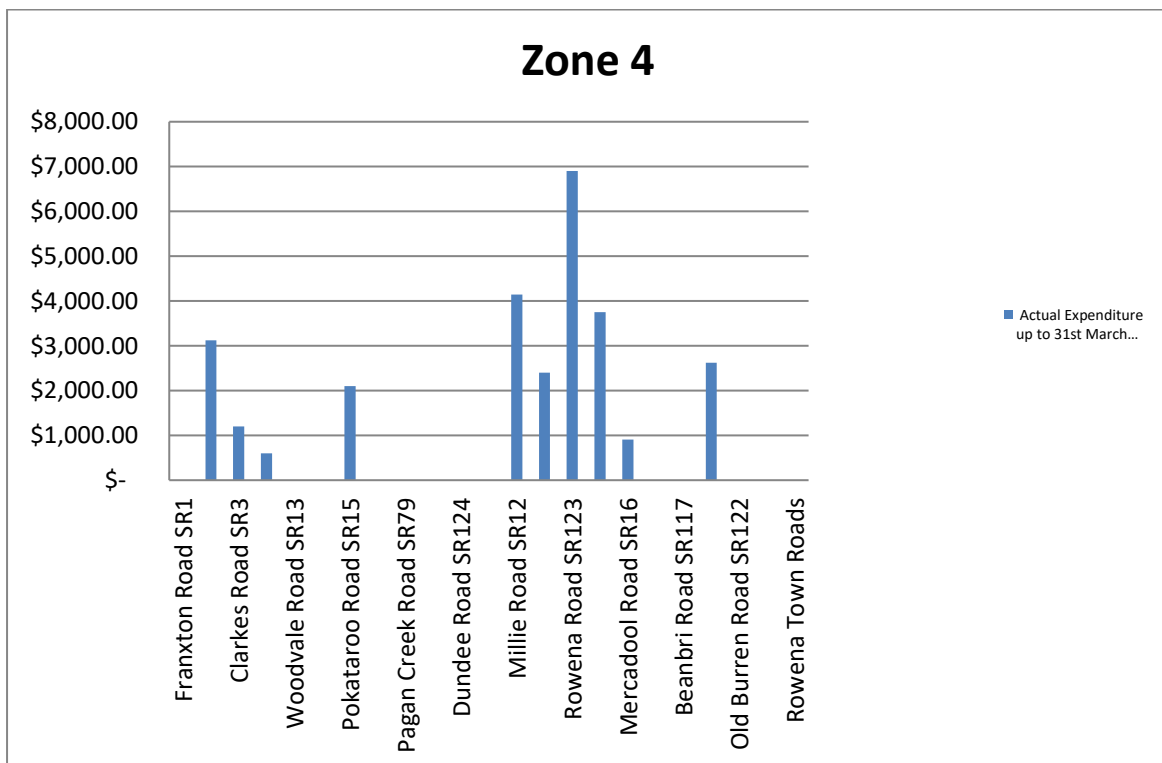


| Road Name               | Total lgth of Road | Budget Required for Entire Road | Cat | Expenditure For March 2020 | Actual Expenditure up to 31st March 2020 | Activities carried out          |
|-------------------------|--------------------|---------------------------------|-----|----------------------------|------------------------------------------|---------------------------------|
| <b>Zone 3</b>           |                    |                                 |     |                            |                                          |                                 |
| Springs Road SR19       | 2.7                | \$ 4,278.00                     | E   |                            |                                          |                                 |
| Bonanza Road SR46       | 16.9               | \$ 10,478.00                    | E   |                            | \$ 88,559.54                             | maintenance ( couple of times ) |
| Schmalkuche Road SR47   | 14.4               | \$ 8,928.00                     | E   | \$ 1,243.55                | \$ 1,243.55                              | Grading                         |
| Millencowbah Road SR51  | 27.7               | \$ 17,174.00                    | E   |                            | \$ 21,675.00                             | Grading                         |
| Willis Road SR52        | 14.5               | \$ 8,990.00                     | F   |                            |                                          |                                 |
| Koomalah Road SR53      | 28.4               | \$ 17,608.00                    | E   | \$ 5,025.00                | \$ 5,025.00                              | Grading                         |
| Burrnbaa Road SR55      | 18.1               | \$ 11,222.00                    | E   |                            | \$ 4,795.00                              | Grading                         |
| Cambo Road SR61         | 21.1               | \$ 13,082.00                    | E   |                            |                                          |                                 |
| Woolaroo Road SR69      | 1                  | \$ 4,278.00                     | E   | \$ 450.00                  | \$ 450.00                                | Inspection and minor repair     |
| Kia-Ora Road SR86       | 6.8                | \$ 4,278.00                     | F   |                            |                                          |                                 |
| Fabians Road SR88       | 24.8               | \$ 15,376.00                    | E   |                            |                                          |                                 |
| Three Mile Road SR91    | 0.2                | \$ 4,278.00                     | E   |                            |                                          |                                 |
| Banarway Road SR95      | 1.2                | \$ 4,278.00                     | D   |                            |                                          |                                 |
| Purtle Road SR126       | 26.8               | \$ 16,616.00                    | E   |                            |                                          |                                 |
| Boora Road SR127        | 63.8               | \$ 39,556.00                    | D   | \$16,265.48                | \$ 31,837.87                             | Maintenance works               |
| Bore Head Road SR45     | 5.1                | \$ 4,278.00                     | D   |                            | \$ 13,562.28                             | Maintenance works               |
| Lorne Road SR98         | 6.9                | \$ 4,278.00                     | D   | \$ 2,000.00                | \$ 27,667.50                             | Maintenance works               |
| Angledool Road SR102    | 49.3               | \$ 30,566.00                    | C   | \$1,425.00                 | \$ 12,750.00                             | Maintenance works               |
| Ridge/Sherman Way RR426 | 70.1               | \$ 68,275.00                    | C   | \$13,090.00                | \$ 21,955.78                             | Maintenance works               |
| Gundabloui Road RR457   | 40.9               | \$ 32,798.00                    | C   | \$10,019.40                | \$ 27,601.61                             | Maintenance works               |
| <b>Subtotal Zone 3</b>  | <b>440</b>         | <b>\$ 320,615</b>               |     | <b>\$ 49,518</b>           | <b>\$ 257,123</b>                        |                                 |

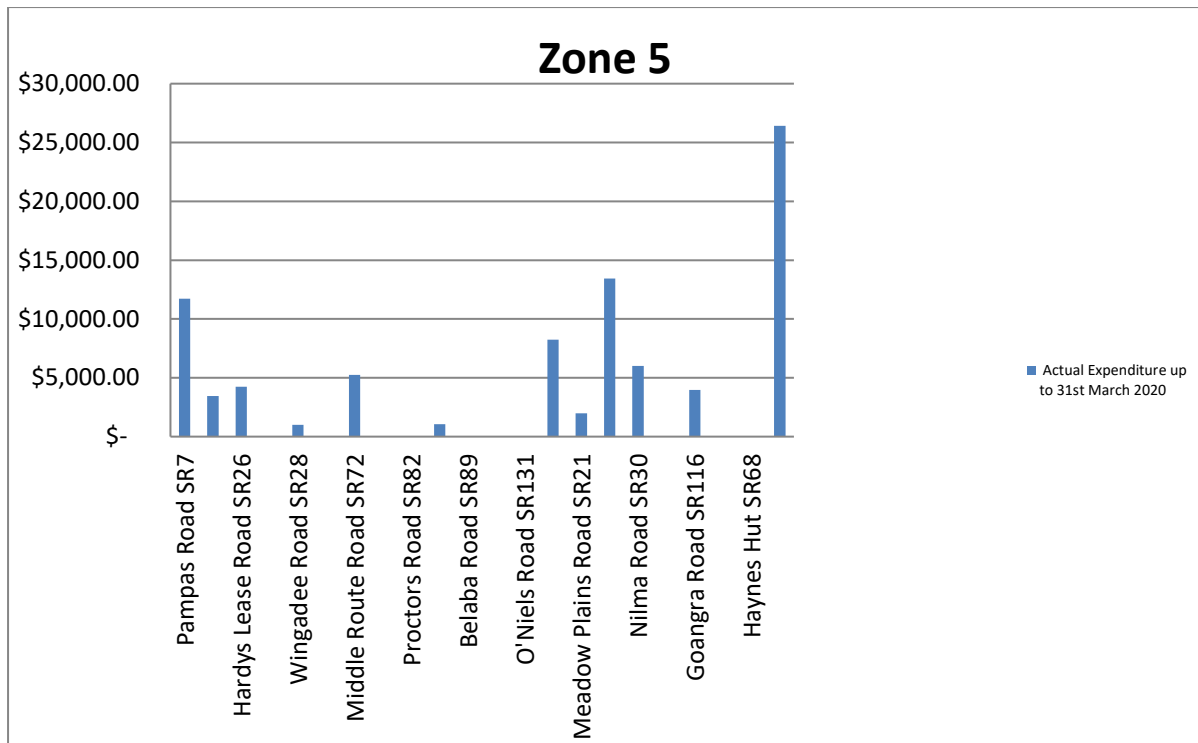


| Road Name             | Lgth of Rd | Budget Required for Entire Road | Cat | Expenditure For March 2020 | Actual Expenditure up to 31st March 2020 | Activities carried out          |
|-----------------------|------------|---------------------------------|-----|----------------------------|------------------------------------------|---------------------------------|
| <b>Zone 4</b>         |            |                                 |     |                            |                                          |                                 |
| Franxton Road SR1     | 19         | \$11,780.00                     | E   |                            |                                          |                                 |
| Bellara Road SR2      | 21.4       | \$13,268.00                     | D   |                            | \$3,120.00                               | Grading only on damaged section |
| Clarkes Road SR3      | 6          | \$4,278.00                      | E   |                            | \$1,200.00                               | Grading only on damaged section |
| Cryon Road SR5        | 56.7<br>5  | \$35,185.00                     | C   |                            | \$600.00                                 | Grading only on damaged section |
| Woodvale Road SR13    | 8.96       | \$8,556.00                      | E   |                            |                                          |                                 |
| Baroona Road SR14     | 11.1       | \$6,882.00                      | E   |                            |                                          |                                 |
| Pokataroo Road SR15   | 8.1        | \$5,022.00                      | E   |                            | \$2,100.00                               | Grading only on damaged section |
| Perrottets Road SR66  | 5.9        | \$3,658.00                      | F   |                            |                                          |                                 |
| Pagan Creek Road SR79 | 1.3        | \$4,278.00                      | F   |                            |                                          |                                 |
| Fairview Road SR90    | 12.6       | \$7,812.00                      | F   |                            |                                          |                                 |
| Dundee Road SR124     | 13.9       | \$8,618.00                      | F   |                            |                                          |                                 |

| Road Name                      | Lgth of Rd | Budget Required for Entire Road | Cat | Expenditure For March 2020 | Actual Expenditure up to 31st March 2020 | Activities carried out          |
|--------------------------------|------------|---------------------------------|-----|----------------------------|------------------------------------------|---------------------------------|
| Glen Eden Road SR125           | 24.6       | \$15,252.00                     | E   |                            |                                          |                                 |
| Millie Road SR12               | 9.1        | \$5,642.00                      | C   | \$1,439.90                 | \$4,139.90                               | Grading only on damaged section |
| Rossmore Road SR71             | 10.7       | \$6,634.00                      | C   | \$2,400.00                 | \$2,400.00                               | Grading only on damaged section |
| Rowena Road SR123              | 34.5       | \$21,390.00                     | E   |                            | \$6,902.43                               | Grading only on damaged section |
| Camerons Road SR128            | 15.2       | \$9,424.00                      | D   |                            | \$3,750.00                               | Grading only on damaged section |
| Mercadool Road SR16            | 57.7       | \$35,774.00                     | C   |                            | \$909.50                                 | Grading only on damaged section |
| Moomin Road SR59               | 31         | \$19,220.00                     | D   |                            |                                          |                                 |
| Beanbri Road SR117             | 4.9        | \$4,278.00                      | C   |                            |                                          |                                 |
| Pian Creek Road SR121          | 41.7       | \$25,854.00                     | C   | \$2,625.00                 | \$2,625.00                               | Grading only on damaged section |
| Old Burren Road SR122          | 33.9       | \$21,018.00                     | D   |                            |                                          |                                 |
| Collarenebri Mission Road SR67 | 4.6        | \$4,278.00                      | C   |                            |                                          |                                 |
| Rowena Town Roads              |            | \$4,278.00                      | D   |                            |                                          |                                 |
| <b>Subtotal Zone 4</b>         | <b>432</b> | <b>\$282,379</b>                |     | <b>\$6,464</b>             | <b>\$27,746</b>                          |                                 |



| Road Name                  | Lgth of Rd   | Budget Required for Entire Road | Cat | Expenditure For March 2020 | Actual Expenditure up to 31st March 2020 | Activities carried out          |
|----------------------------|--------------|---------------------------------|-----|----------------------------|------------------------------------------|---------------------------------|
| <b>Zone 5</b>              |              |                                 |     |                            |                                          |                                 |
| Pampas Road SR7            | 16.3         | \$10,106.00                     | E   |                            | \$11,715.91                              | Grading                         |
| Wombo Road SR25            | 17.7         | \$10,974.00                     | E   | \$3,450.00                 | \$3,450.00                               | Grading only on damaged section |
| Hardys Lease Road SR26     | 16           | \$9,920.00                      | E   | \$4,250.00                 | \$4,250.00                               | Grading only on damaged section |
| Colrose Road SR27          | 20.6         | \$12,772.00                     | E   |                            |                                          |                                 |
| Wingadee Road SR28         | 11.8         | \$7,316.00                      | E   | \$990.00                   | \$990.00                                 | Grading only on damaged section |
| Epping Road SR57           | 15.4         | \$9,548.00                      | E   |                            |                                          |                                 |
| Middle Route Road SR72     | 9.6          | \$5,952.00                      | E   | \$3,450.00                 | \$5,250.00                               | Grading                         |
| Gidginbilla Road SR75      | 7.4          | \$4,588.00                      | E   |                            |                                          |                                 |
| Proctors Road SR82         | 4.4          | \$4,278.00                      | F   |                            |                                          |                                 |
| Drilldool Road SR83        | 5.1          | \$4,278.00                      | F   |                            | \$1,050.00                               | Grading only on damaged section |
| Belaba Road SR89           | 11.2         | \$6,944.00                      | F   |                            |                                          |                                 |
| Hollywood Lane SR119       | 29.9         | \$18,538.00                     | E   |                            |                                          |                                 |
| O'Niels Road SR131         | 31.1         | \$19,282.00                     | D   |                            |                                          |                                 |
| Tareela Road SR17          | 19.4         | \$12,028.00                     | D   | \$5,250.00                 | \$8,250.00                               | Grading only on damaged section |
| Meadow Plains Road SR21    | 23.9         | \$14,818.00                     | D   | \$1,995.00                 | \$1,995.00                               | Grading only on damaged section |
| Marlbone Road SR24         | 28.4         | \$17,608.00                     | D   | \$8,325.00                 | \$13,425.00                              | Grading only on damaged section |
| Nilma Road SR30            | 37.8         | \$23,436.00                     | D   | \$6,020.00                 | \$6,020.00                               | Grading only on damaged section |
| Bugilbone Road SR103       | 28.7         | \$32,725.00                     | C   |                            |                                          |                                 |
| Goangra Road SR116         | 16.4         | \$10,168.00                     | D   |                            | \$3,975.00                               | Grading only on damaged section |
| Yarraldool Road SR118      | 41.3         | \$25,606.00                     | C   |                            |                                          |                                 |
| Haynes Hut SR68            | 4.5          |                                 | E   |                            |                                          |                                 |
| Come By Chance Road RR7716 | 60.9         | \$65,450.00                     | C   | \$9,590.00                 | \$26,409.10                              |                                 |
| <b>Subtotal Zone 5</b>     | <b>457</b>   | <b>\$326,335</b>                |     | <b>\$43,320</b>            | <b>\$86,780</b>                          |                                 |
| <b>Total</b>               | <b>1,902</b> | <b>\$ 1,294,669</b>             |     | <b>\$152,409</b>           | <b>\$632,464</b>                         |                                 |



Road Category

| Road Category |                    |
|---------------|--------------------|
| Road Category | No. of Grades/Year |
| C             | 4                  |
| D             | 2                  |
| E             | 1                  |
| F             | Occasional         |



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

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

### Summary:

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

### Background:

A budget of \$ 45,923,729 excluding Depreciations (\$ 4,988,082) has been allocated to the Engineering and Technical Service Department for capital & maintenance works, Quarry management, fleet management, water works, parks & garden, Walgett weir and engineering administration for 2019/2020.

The breakdown of the budget is as follows.

### Breakdown of budgets:

| Items                               | Budget            | Expenditure up to 31 <sup>st</sup> March 2020 | Percentage (%) |
|-------------------------------------|-------------------|-----------------------------------------------|----------------|
| Transportation including RMCC works | 29,983,776        | 16,470,020                                    | 54.93          |
| Water works ( maintenance)          | 3,503,894         | 1,576,916                                     | 45.00          |
| Water works ( Capital)              | 11,034,917        | 9,478,524                                     | 85.90          |
| Sewer works ( Maintenance works)    | 1,092,051         | 633,201                                       | 57.98          |
| Sewer works (Capital works)         | 309,091           | 5,818                                         | 1.19           |
| <b>TOTAL</b>                        | <b>45,923,729</b> | <b>28,164,479</b>                             | <b>61.33</b>   |

### Current Position:

The status of work progress is as follows;

| Items                       | Status                                                      | Remarks                                       |
|-----------------------------|-------------------------------------------------------------|-----------------------------------------------|
| Walgett Weir                | Work has stopped due to high water level                    |                                               |
| Walgett Bore                | Drilling completed and waiting for quotation for pipe works |                                               |
| Drainage project in Rowena  | 1 <sup>st</sup> stage completed                             |                                               |
| Extension of Pandora street | In progress                                                 | Land acquisition is required and in progress. |

### Relevant Reference Documents/Policies:

2019/20 Operational Plan and Budget

### Governance issues:

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

### Environmental issues:

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

### Stakeholders:

Walgett Shire, Walgett Shire Residents and Rate Payers

### Financial Implications:

As of 31<sup>st</sup> March 2020, \$ 28,164,479 million has been spent from a total amount of \$ 45,923,729 allocated for the 2019/2020 budget.

**Conclusion:**

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

| Monthly Progress Report – April 2020                                                                                                                                                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <p>That Council receive and note the Engineering Services monthly works progress report for April 2020.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p> |

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

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

---

### **1. Walgett**

#### **a. Bore bath**

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

#### **b. Cemetery**

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

#### **c. Fox Street Beatification**

- Maintenance of light attached with Monument completed.

#### **d. Walgett Weir Raising Project**

- Fixing of the access road damaged by last rain event completed.
- Installation of sheet pile is in progress.

#### **e. Desalination Plant**

- Will be tested end of 3<sup>rd</sup> week of April 2020
- Will be operational from 1st week of May 2020

#### **f. Walgett Levee Extension project**

- Physical works completed
- Joint inspection will be done as soon as the weather permits.

#### **g. Walgett Bore**

- Drilling, installation, development and pump testing completed.
- Study on the existing power board capacity is in progress.
- New production bore completed at a depth of 705 m in Great Artesian Basin aquifer. The production bore is under pressure with free flow of 3 lit/sec.
- Pump test revealed the flow rate of 19 lit/sec with the potential of pumping of 1.5 Mg/day.

### **2. Rowena**

- Rowena Flood Study - Waiting for final report that is due on end of June 2020.
- Final costing for new water tank , hydrants and pipe network is in progress

### **3. Collarenebri**

- Sludge study - Site visit undertaken and waiting for draft report.
- Desilting on Back Wash Pond (pond no.2- big) has been placed on hold due to major rain event.
- Concrete floor for cooling tower completed

- Flood damage works on Gundabloui Road is in progress. Extension of the box culvert completed (Ref. Photo 1).
- Teleconference with key stakeholders regarding raising of the road level by 500 mm (average) on the Gundablouie Road between chainage 3 km to 7 km measured from Mooni Bridge towards east completed.
- Slashing and spraying in cemetery, football oval and racing course completed.
- Slashing and spraying on Merrywinebone Road and Gundabloui completed.
- Slashing on the Effluent pond banks completed (Ref. Photo 2 & 3).
- Pipe laying for back wash water to sewer pump station is in progress
- Installation of chain fencing in Lions Park in progress.



Photo 1



Photo 2



Photo 3

#### 4. Lightning Ridge

- Received quotation for telemetry system for production bore and sewer pump.
- Received one quotation for 3 phase power system installation and waiting for another one at lease.

- Widening of sealed section in the Sunday market area near the visitor centre and heavy patching work in Harlequin Street will be done by council construction crew as soon as the big washout on the Gundabloui Road completes.
- Pandora Road extension – meeting with concerned parties is in progress
- Tender evaluating of Water supply upgrade (Chlorination / Aeration) completed and waiting for report from the Public Works Advisory (PWA) for council approval.
- Construction of new banks (west of the existing effluent pond) are in progress
- New pump for the old bore station delivered to Lightning Ridge Depot and will be installed by 1<sup>st</sup> May 2020.
- Slashing and spraying in Airport is in progress
- Race course maintenance is in progress

#### 5. Burren Junction

- Road widening on Bugilbone Road (Pilliga End) is in progress. Recently road widening on 2075 m section completed.
- Quotation evaluation for Line marking for Bugilbone Road completed.
- Pot hole repairs in town is in progress

#### 6. Cumborah

- Drinking water management plan for Cumborah new bore is in progress.
- Contract has been awarded to install a pump station and will be installed by the mid of May 2020.

#### 7. Grawin

- Drinking water management plan for Cumborah new bore is in progress.

#### 8. RMCC

- Ordered works started from 21<sup>st</sup> January 2020 and first approved ordered works budget was \$ 253,774.61. The total expenditure up-to-date is \$ 386,521.28. The annual budget for the ordered works will be varied as per works order provided by RMS.

The projects completed under this funding are:

- Castlereagh Highway – 4881 sq.m
  - Gwydir Highway – 645 sq.m in segment 235
- Routine maintenance works started from 2<sup>nd</sup> October 2019 and the approved budget for 2019/2020 is \$ 748,000. The total expenditure up to date is \$ 458,143. The projects completed under this funding are:
    - Heavy patching work( 3680 sq.m) on Kamilaroi Highway
    - Slashing on Kamilaroi Highway west ( HW 29 west )

| Matters Generally For Brief Mention or Information Only by the Director of Engineering/Technical Services                                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <p>That the Matters Generally for Brief mention or Information only from the Director engineering / Technical Services be received and noted.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p> |

## 10.3 ENVIRONMENTAL SERVICES

### 10.3.1 ANNUAL FIRE SAFETY STATEMENTS – WALGETT SHIRE COUNCIL OWNED BUILDINGS

|                           |                                                          |
|---------------------------|----------------------------------------------------------|
| <b>REPORTING SECTION:</b> | <b>Environmental Services</b>                            |
| <b>AUTHOR:</b>            | <b>Merv Prendergast – Health &amp; Building Surveyor</b> |
| <b>FILE NUMBER:</b>       | <b>TBA</b>                                               |

---

**Summary:**

Council Buildings as well as Private buildings with a Floor area greater than 300m<sup>2</sup> which are available for public access, for example; Pubs, Clubs, Motels, Shops, Offices, Manufacturing Premises, Public Meeting places and other accommodation type buildings.

All are required to submit an Annual Fire Safety Statement relating to access doors, exit signs, Emergency lighting, Exit distances, Fire Extinguishers, Hose reels, Hydrants and any other fire related issues on site.

This can be a major cost due to the location of Walgett and the nature of the businesses in the area.

**Background:**

Council owns and has control of some of these buildings and Council itself has not been submitting Annual Fire Safety Statements, Council must under the Environmental Planning and Assessment Regulation 2000 Submit these Statements annually, as must all other Business Owners.

**Current Position:**

Currently Council officers have been asking Private Owners of Buildings to comply and Submit Annual Fire Safety Statements to Council.

Currently an Annual Fire Safety certificate can be signed by the owner or an Owners agent, this can create major issues as completing the Fire Safety certificate and listing the Essential services and Standards that they were installed to or comply with is a job for a Fire Safety Practitioner to ensure accuracy.

Where an appropriately qualified fire safety practitioner is not used, we can end up with incorrect Certificates with false or misleading information on them. This certificate can and may be used if there is a death resulting from fire on a premises. This certificate is an Insurance to the property Owners that all measures have been adhered to and the Fire Safety of the Building is installed to an acceptable Standard.

It would be a Major Community effort if Walgett Council was to employ a Fire Safety Practitioner to inspect all of its Buildings and issue the Annual Fire Safety Certificates, but whilst this fire Safety Practitioner was Visiting Walgett Council, Council allowed access to this person/Company for its local Businesses, to also comply with the Legislation, thus Council would wear the majority cost of travel to and from the Walgett Council area for this service.

It would be up to the individual business owners/operators to pay for their individual inspections and certificates and any associated works as part of this project.

If Council was to pursue this idea then a list of all Council owned Buildings and a List of all private owned buildings where the legislation applies would have to be compiled. Council would then have to write to all privately owned businesses asking if they would like to be part of the process.

Council could then write a tender for its own Buildings, asking for pricing on a three year contract. Council could also provide a list of Owners of other Businesses which may wish to have the Person/Company do their Annual Fire Safety Certificates as well.

**Relevant Reference Documents/Policies:**

This is Legislative process Under the NSW Environmental Planning Regulation 2000

**Governance issues:**

Council must receive these Annual Fire Safety certificate each year and create a register for them.

**Environmental issues:**

None

**Stakeholders:**

Council and Private Businesses

**Financial Implications:**

This will impact the 2020-2021 Budget Expenditure. True cost will be subject to RFQ.

**Alternative Solutions/Options:**

There are no alternative solutions as this is a legislative requirement.

**Conclusion:**

That Council endorse Council Offices to Advertise and write to owners of Businesses that they believe require this Annual Fire Safety certificate, on the basis of the report to complete a tender for council, but offsetting travel and accommodation costs for active community Business Owners whom wish to part of the process.

*Note: Keeping in mind that if Council proceeds and Private Businesses do not action the annual fire Safety certificates then Fines and or Orders may be imposed for owners/operators who do not submit their annual certificates.*

**Annual Fire Safety Statements – Walgett Shire Council Owned Buildings**

**Recommendation:**

That Council endorse Council Offices to Advertise and write to owners of Businesses that they believe require this Annual Fire Safety certificate, on the basis of the report to complete a tender for council, but offsetting travel and accommodation costs for active community Business Owners whom wish to part of the process.

**Moved:**

**Seconded:**

### 10.3.2 COUNCIL'S ROUTINE FOOD SHOP INSPECTIONS – IMPACTS OF COVID-19

**REPORTING SECTION:** Environmental Services  
**AUTHOR:** Merv Pentergast – Health & Building Surveyor  
**FILE NUMBER:** TBA

---

**Summary:**

This Report is in relation to Councils Food Shop Inspections in Partnership with the Food Authority NSW. Due to the Corona Virus food Shop will not be inspected annually as per normal inspection procedures during the period from today until the 30/6/2020 which is when Council must report to the Food Authority regarding Inspections carried out in the Financial Year.

**Background:**

Councils are authorised under the Food Act by the Food Authority to carry out annual inspections of all food Shops within the Walgett Shire Council area barring Butcher Shops and other Food based Premises wholly registered with the Food Authority. Council Contractor Health and Building inspector has met with the Food Authority and due to the OH&S issues surrounding the current Corona Virus and Food Shop Inspections, where Social Distancing cannot be maintained, the food Authority agrees that Food Shops should only be inspected on a Complaints basis.

**Current Position:**

Councils Health and Building Department agrees with this process for the following reasons:

- Due to OH&S issues for council employees and Contractors.
- Due to the health of our Food Shop operators.

**Relevant Reference Documents/Policies:**

N/A

**Governance issues:**

This process has been agreed by NSW food Authority and will be documented in the 2019/2020 Activity report to be tabled at the July Meeting of Council.

**Environmental issues:**

None

**Stakeholders:**

All Food Shop operators in the Walgett Council and Council employees and Contractors.

**Financial Implications:**

By not carrying out Food shops on an Annual Basis this will affect Councils income to the amount of \$7,955.00 as per 2019 figures. Due to the Area coming out of drought and the Corona Virus epidemic, the result of not doing these inspections will have a flow on effect to our food operators in the area as they will not be forced to pay for the Food Shop inspections this financial year.

**Alternative Solutions/Options:**

There are no alternative solutions at the moment due to the current Corona Virus epidemic.

**Recommendation:**

That Council resolve to suspend annual food Shop Inspections for the 2019-2020 Financial Year, but will attend and complete, as well as charge where appropriate (Food Shop Inspection Completed) for Food complaints.

Council accepts that this will have financial implications to the 2019-2020 Income Budget.

**Council's Routine Food Shop Inspections – Impacts of Covid-19**

**Recommendation:**

That Council resolve to suspend annual food Shop Inspections for the 2019-2020 Financial Year, but will attend and complete, as well as charge where appropriate (Food Shop Inspection Completed) for Food complaints.

Council accepts that this will have financial implications to the 2019-2020 Income Budget.

**Moved:**

**Seconded:**

### 10.3.3 LANDFILL OPERATIONS – COLLARENEBRI

|                           |                                                          |
|---------------------------|----------------------------------------------------------|
| <b>REPORTING SECTION:</b> | <b>Environmental Services</b>                            |
| <b>AUTHOR:</b>            | <b>Director Environmental Services, Jessica McDonald</b> |
| <b>FILE NUMBER:</b>       | <b>TBA</b>                                               |

---

**Summary:**

This report discusses the Collarenebri Landfill and the need to consider manning the site and reducing opening hours to the public in order to prevent illegal dumping of wastes, improve site safety, reduce risk and improve the site long term.

As a long term plan to ensure on-going compliance, it is proposed to conduct a major site-clean up at each landfill and implement a new masterplan and site set-out to ensure compliance with EPA Regulations and expectations and to minimise risk at the site. These details are discussed below.

**Background:**

The Collarenebri Landfill has been established for some time and is historically an unmanned site. The site was previously open to the public 24/7 and in October 2019 hours were reduced to 8am to 4pm and closed Sundays.

The Collarenebri site has an area of 100,000 M SQ or 10 Ha. The sites is very large and can be subject to enormous rehabilitation and on-going maintenance costs given the ad-hoc use without any landfilling plans in place at all.

In October 2019 DES put a comprehensive report to Council outlining the issues associated with the landfill bring open 24/7 and remaining unmanned. It recommended resolving to close from 24/7 and set the site with set opening hours of two days per week. The resolution was to keep the landfill open 6 days per week 8-4pm and not to man the site.

The sites are continually subject to illegal dumping of large loads of wastes typically not accepted at the sites such as tyres and construction wastes. Fires are also common and there is no way to manage the dumping of hazardous wastes such as asbestos.

Remote 'stock' cameras are used frequently however footage can seldom be used in taking any action against those illegally dumping due to the quality of the images and also the quality of the footage and Council relies on advice from staff and the community to assist with evidence of illegal dumping. The sites are targeted due to the fact they are unmanned and unsupervised.

Council has received various complaints in regards to illegal dumping of wastes at the site, site cleanliness and other matters.

**Current Position:**

DES has developed an Action Plan for Collarenebri which will be extended to the other unmanned landfills, this involves:

- Providing supervision at the sites, through establishing decreased opening hours and adding supervision during opening times. **It is recommended the site be open to the public on Sundays & Mondays.**
- Identifying areas within the site that are not contaminated and protecting those areas from contamination and reserving those areas for clean soil to use for landfilling or protecting them against environmental harm;

- Development of a suitable landfilling plan that takes into account the constraints at the site, showing locations already landfilled and working within those areas in a tidy pattern;
- Clearly identifying areas within each site suitable for landfilling over a period of time and choosing appropriate, easy to access and maintain locations for stockpiles of green waste and other waste streams;
- Removing the existing build-up of other wastes on-site, such as landfilling of building wastes or removal of these wastes from the site;
- Installing clear indicative signage for each stage of the masterplan;
- Consistent use of cameras (easier to do if site is manned/regularly attended too) to help prevent illegal dumping and abuse at the site;
- Regular maintenance at the site;
- Regular droning of the site to collect data.

**Manning the unmanned Landfill, what are the benefits?**

- Compliance with EPA guidelines, first and foremost;
- Stop incidences of illegal dumping to the site. No more large loads of wastes that are not accepted at the site;
- Dramatically increase site safety and security. Incidence of fires will decrease dramatically;
- The site will remain clean and respectful. Waste is directed as appropriate and the attendant will notify DES of maintenance promptly;
- Whilst manning the site has costs associated, particularly with setting the site up to ensure WHS compliance, Council will not have to manage costs associated with illegal dumping and processing unacceptable waste streams;
- With the introduction of a long term waste management plan, site longevity is assured;
- Greatly reduce incidence of EPA Orders, with site compliance well in-check with constant monitoring and prompt reporting of issues.

**Budget**

The cost of one or two individual employees to open landfills on alternative days may be around \$40K per year each including on costs. This includes wages and on-costs and is subject to internal assessment upon creation of the job description.

It is considered that most communities will want a landfill that is open over the weekend, so this will need to be considered when selecting staff numbers and choosing opening hours for the landfills.

Upon creation of new partial site closure and rehabilitation plans and new landfilling plans, a new budget plan will be created and Council will take all opportunities for grant funding to assist.

On-going maintenance is expected to be minimal once the site is set up under a compliant, tidy landfilling plan. Domestic waste will be managed in a single drop off point and maintained as needed. It is expected, based on previous experience, this will cost around \$10,000 per year. Cell creation and maintenance will cost around \$20,000 per cell but this will depend on the overall landfilling plans and this budget will be created upon the final decision of the master plan with Council having opportunity to comment.

It is important to remember that when manning the sites, WHS matters must be considered. Council will need to place appropriate amenities at the sites for the staff which includes toilets as part of a small building. A toilet block will need a septic tank. This will be at a cost of approximately \$35,000 including transport and installation.

## **Masterplans**

New masterplans, filling plans and on-going site maintenance plans are being developed for the sites if they are to remain open to the public. These plans will ensure the sites comply with the Small Landfill Management Guides developed by NetWaste in accordance with EPA requirements, promote safety, reduce risk and assist in the reduction of site abuse by the public.

These plans have to recognise a number of historical issues and no 'band-aid' issues will be applied. A staging plan for the site development rehabilitation in accordance with appropriate priorities will be developed along with costs associated with all works. These documents will mean that Council has documentation and 'shovel ready' projects available when funding is made available. It is considered Council would be eligible for various future grants for site rehabilitation and closure which will assist Council greatly.

Council is also responsible for making annual reports to the EPA in relation to the figures of waste received for the financial year period. These figures are based on assumptions and do not represent any reliable data collected. In saying that, Council will focus on collection of data using drones in the future however, the accuracy of that data relies on a site that is well set up to ensure complete surveying. Once the site is properly established and on-going adequate maintenance occurs, Council can collect more accurate data on landfilling rates, waste streams and volumes and even life expectancies.

Risk to the sites can be reduced by improved monitoring at the sites. This would include a staff member or contractor in the immediate area locking gates outside of opening hours and patrolling the area regularly to identify any issues and to ensure the site is being used appropriately. This matter will be dealt with under a different report in the future and should be included as part of the masterplan implementation. Such a report should include an action plan and detailed budget for the manning of the sites.

At present landfilling at the sites is ad-hoc. Cells are both in and above ground and are dug without any consideration to an overall site plan or without considering rehabilitation consequences. Some Landfilling is shallow and spread out across the sites. There is contamination to a large portion of both sites and much of the contamination appears shallow. No records of landfilling has been kept previously and this contributes to a lengthy process developing new landfilling and closure plans.

Given the history of low maintenance operations at the site, various waste streams have built up which are difficult to process at the site. These include building wastes, steel and tyres. These wastes are generally costly for Council to process due to transport costs.

It is proposed that, due to the equipment that may be needed for the above works across Burren Junction, Collarenebri and other unmanned sites that Council continue to use local contractors for the landfilling and removal of wastes. It is proposed that each site will have an 'active area', where residents can drop off garbage in a clearly marked 'active tipping area' in a cell. Contractors can then 'push up' the garbage on a more regular basis to keep the cells tidy. Compaction of waste is difficult and not suitable for the smaller sites, due to the transport of the machines and the relatively small amounts of wastes landfilled. Smarter, well planned landfilling is preferred to preserve landfill life. Given the sites will be manned and only general waste will be disposed of, compaction is generally not necessary.

## **Alternative Options**

Prepare a closure plan for the unmanned Landfills and set up transfer stations:

Council may consider closing down some or all of the unmanned landfills as part of a progressive plan approved by Council. The more high risk sites involving higher maintenance

costs could be targeted first as part of a closure plan. Council should conduct community consultation as part of the process. This process is comprehensive and an overall action plan would be developed as part of the process.

It should be noted that Council will not escape the existing rehabilitation costs associated with a closure plan for the site.

**Do Nothing:**

This is not recommended as there are strict legislative requirements Council must adhere too.

**Relevant reference documents/policies:**

Protection of the Environment Operations Act

Small Landfill Management Guide

**Governance issues:**

Protection of the Environment Operations Act

**Environmental issues:**

Providing supervision to the site will increase the amenity to the area dramatically. Illegal dumping may cease and the pollution to the site will greatly decrease.

**Stakeholders:**

Walgett Shire Council, Landfill Contractors, Community.

**Landfill Operations – Collarenebri**

**Recommendation:**

That Walgett Shire Council resolve to:

1. Open Collarenebri Landfill to the public Sundays & Mondays 9am-5pm.
2. Provide supervision to the site throughout these hours after employment of a landfill attendant.
3. The Director of Environmental Services prepare a position description for a landfill attendant at Collarenebri which may also include supervision at other Landfills including Burren Junction, Rowena, Carinda & Come By Chance and engage a suitably qualified person to carry out role.
4. Investigations be made into the installation of appropriate amenities to the site.

**Moved:**

**Seconded:**

**10.3.4 MATTERS FOR BRIEF MENTION, ENVIRONMENTAL SERVICES**

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

---

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

**3. Waste, Environment and Compliance Officer**

On Tuesday 14<sup>th</sup> April Council's Waste, Environment and Compliance Officer, Sushant Uppal began work with the Environmental Services Division. Sushant will be heavily involved in the Unmanned Landfills Operations, all compliance matters and assisting with grants, among various other tasks related to the division.

| <b>Matters for Brief Mention or Information Only from the Environmental Services Department.</b>                                                                                                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <p>That Council receive and note the report by the Director of Environmental Services on matters for brief mention, or information only.</p> <p><b>Moved:</b><br/><b>Seconded:</b></p> |



## **AGENDA FOR CLOSED COUNCIL MEETING**

**28<sup>th</sup> April 2020**

**NOTICE IS HEREBY GIVEN** pursuant to clause 7 of Council's Code of Meeting Practice that the Closed Council Meeting of Walgett Shire Council will be held at Walgett Shire Council Chambers on **28<sup>th</sup> April 2020** to discuss the items listed in the Agenda.

*Note: Meeting held via teleconference*

Michael Urquhart  
**ACTING GENERAL MANAGER**

## Agenda

### 11. MOVE INTO CLOSED SESSION

#### MOVE INTO CLOSED SESSION

Time: .....

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

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

Moved:

Seconded:

### 12. CONFIDENTIAL REPORTS/CLOSED COUNCIL MEETING

#### 12.1 ACTING GENERAL MANAGER

***12.1.1 LEASE TO PROPERTY NSW - WALGETT MOTOR  
REGISTRY***

***12.1.2 LOT 42 DP 751556 – CARINDA AERODROME –  
PERPETUAL SPECIAL LEASE NO: 80340***

***12.1.3 AUSTRALIAN OPAL CENTRE UPDATE***

#### 12.2 DIRECTOR OF ENGINEERING/ TECHNICAL SERVICES

***12.2.1 LEASE TO PROPERTY NSW - WALGETT MOTOR  
REGISTRY***

### 13. NOTICE OF MOTION

## 16. CLOSE OF MEETING

Time: .....