



AGENDA FOR ORDINARY COUNCIL MEETING

Tuesday 30 November 2021

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 on **30 November 2021** commencing at **11:00am** to discuss the items listed in the Agenda.

Please Note: The Council Meetings are recorded

Michael Urquhart
GENERAL MANAGER

CONFLICT OF INTERESTS

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

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

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

Remoteness

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

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

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

Relatives, Partners

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

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

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

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

No Interest in the Matter

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

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

Disclosure and participation in meetings

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

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

Non-Pecuniary Interest – Must be disclosed in meetings.

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

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

Disclosure to be Recorded (S453 Act)

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

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## **Local Government Act 1993**

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

## **GUIDING PRINCIPLES FOR COUNCILS**

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

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

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

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

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

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

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

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

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## 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                                                                                                                                                       |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Doreen Peters | Country Education Foundation of Walgett – Financial Support                                                                                                 |
| Peter Cooke   | DA2021/67 - Proposed Change Of Use Development Application From Mechanical Workshop To Miniature Golf (Putt Putt) At 14-16 Windlass Avenue, Lightning Ridge |

## 1. OPENING OF MEETING

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

## 2. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

## 3. LEAVE OF ABSENCE

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



## 4. 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 |
|------------|----------|-------------------------|--------|
|            |          |                         |        |
|            |          |                         |        |
|            |          |                         |        |
|            |          |                         |        |
|            |          |                         |        |
|            |          |                         |        |

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

### **5.1 MINUTES OF ORDINARY COUNCIL MEETING HELD 26 OCTOBER 2021**

| <b>Minutes of Ordinary Council Meeting – 26 October 2021</b>                                                                                                                                                                                                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <p>That the minutes of the ordinary Council meeting held 26 October 2021, 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><br/><b>Seconded:</b></p> |

**Attachments:**

Minutes of Ordinary Meeting held 26 October 2021.



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

**Tuesday 26 October 2021**

Michael Urquhart  
**GENERAL MANAGER**

**MINUTES OF THE ORDINARY MEETING OF THE WALGETT SHIRE COUNCIL HELD AT THE WALGETT SHIRE CHAMBERS ON TUESDAY 26 OCTOBER 2021 AT 11:08AM**

**OPEN FORUM**

**Public Presentations:**

*Nil*

*The Mayor declared the meeting open at 11:08AM*

**PRESENT**

Cllr Ian Woodcock (Mayor)  
 Cllr Manuel Martinez (Deputy Mayor)  
 Cllr Bill Murray  
 Cllr Michael Taylor  
 Cllr Jane Keir  
 Michael Urquhart (General Manager)  
 Tony Hughes (Acting Chief Financial Officer)  
 Kobus Nieuwoudt (Director Environmental Services)  
 Bob Stephen (Acting Director Engineering/Technical Services)  
 Bronte Kerr (Minute Secretary)

**ABSENT**

Cllr Kelly Smith  
 Cllr Lawrence Walford  
 Cllr Robert Turnbull

**10/2021/1 Leave of Absence**

**Resolved:**

That the leave of absence received from Cllr Kelly Smith, Cllr Lawrence Walford and Cllr Robert Turnbull is accepted and leave of absence granted.

**Moved:** Cllr Taylor  
**Seconded:** Cllr Martinez  
**CARRIED**

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

| Councillor | Item No. | Report title/ Subject matter       | Pecuniary/Non-Pecuniary | Reason                   |
|------------|----------|------------------------------------|-------------------------|--------------------------|
| Cllr Keir  | 11.3.1   | Monthly Maintenance Grading Report | Pecuniary               | Family Business interest |

**10/2021/2 Minutes of Ordinary Council Meeting – 28 September 2021**

**Resolved:**

That the minutes of the ordinary Council meeting held 28 September 2021, having been circulated, be taken as read and confirmed as a true and accurate record of the proceedings on the meeting.

**Moved:** Cllr Keir  
**Seconded:** Cllr Martinez  
**CARRIED**

**10/2021/3 Mayoral Report****Resolved:**

That the Mayor report for September/October 2021 be received and noted.

**Moved:** Cllr Woodcock

**Seconded:** Cllr Keir

**CARRIED**

**10/2021/4 Council's Decision Action Report****Resolved:**

That the Resolution Register as at October 2021 be received and noted.

**Moved:** Cllr Murray

**Seconded:** Cllr Keir

**CARRIED**

**9/2021/5 Circulars Received From the NSW Office of Local Government****Resolved:**

That the information contained in the following Departmental circular 21-27 to 21-32 from the Local Government Division Department of Premier and Cabinet be received and noted.

**Moved:** Cllr Murray

**Seconded:** Cllr Taylor

**CARRIED**

**10/2021/6 Important Dates For Councillors - Upcoming Meetings & Events****Resolved:**

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

**Moved:** Cllr Keir

**Seconded:** Cllr Murray

**CARRIED**

**10/2021/7 Closedown of Council Administration Offices over Festive Season 2021/2022****Resolved:**

1. Council operations close from 17th December 2021 to 4th January 2022 and the General Manager make satisfactory arrangements for the maintenance of essential services and provision of emergency call out services.

2. The closedown be effectively notified to residents along with details of essential service and emergency call out arrangements.

3. Note a separate shutdown period will be put in place for all Outdoor Staff only in accordance with the award.

**Moved:** Clr Martinez  
**Seconded:** Clr Taylor  
**CARRIED**

#### **10/2021/8 Monthly Outstanding Rates Report**

**Resolved:**

That 30 September 2021 outstanding rates report be received and noted.

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

#### **10/2021/9 Cash and Investment Report as at 30 September 2021**

**Resolved:**

That the Investment report be received and noted.

**Moved:** Clr Taylor  
**Seconded:** Clr Martinez  
**CARRIED**

#### **10/2021/10 Tenders for the renovation of Rowena Hall RFT21/012**

**Resolved:**

1. That council declines to accept the tender received; and
2. That fresh tenders be invited in accordance with sections 167, 168 or 169 of part 7 of the Local Government (General) Regulation 2021 [NSW]

**Moved:** Clr Taylor  
**Seconded:** Clr Keir  
**CARRIED**

*Clr Keir declared a pecuniary interest and left the meeting room at 11:21am. The Monthly Maintenance Grading Report for September 2021 will be deferred to the November Council meeting as no quorum was present in the meeting room.*

#### **10/2021/11 Monthly Progress Report as at 30 September 2021**

**Resolved:**

That Council receive and note the Engineering Services monthly works progress report as at 30 September 2021.

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



**10/2021/12 Flood Restoration Works - Update****Resolved:**

That Council receive and note the flood restoration works report as at 30 September 2021.

**Moved:** Cllr Murray  
**Seconded:** Cllr Martinez  
**CARRIED**

**10/2021/13 Development Approvals September 2021****Resolved:**

That Council note the information contained within this report.

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

**10/2021/14 Local Heritage Fund Grants – Year 2021-2022****Resolved:**

That Walgett Shire Council resolve to disperse \$13,900 from the Walgett Shire Council Local Heritage Fund 2021-2022 in accordance with the recommendations of Council's Heritage Advisor.

**Moved:** Cllr Martinez  
**Seconded:** Cllr Keir  
**CARRIED**

**10/2021/15 Move into Closed Session**

**Time: 11:26am**

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:** Cllr Taylor  
**Seconded:** Cllr Murray  
**CARRIED**

**10/2021/16 Sale of Properties****Resolved:**

- a) The General Managers report be received.
- b) The General Manager negotiate with the potential purchasers for the sale of the following vacant allotments being, and report back to Council.  
 Lot 5 DP 846336 Pandora Street Lightning Ridge.  
 Lot 156 DP 882747 Duff Street Walgett.  
 Lot 157 DP 882747 Duff Street Walgett.

**Moved:** Clr Keir  
**Seconded:** Clr Taylor  
**CARRIED**

**10/2021/17 Purchase of Financial Reporting Software****Resolved:**

That Council resolve to purchase the Magiq Performance financial reporting software for \$74,276, plus an allowance of \$10,000 for travel and accommodation if necessary, to be funded by \$60,000 from reserves and the remaining from General Revenue.

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

**10/2021/18 RFT/AB21-001 – Fixing Country Bridges - Western Group of Councils 6 Bridges Project for Warrumbungle Shire Council, Walgett Shire Council, Mid-Western Regional Council and Lithgow City Council****Resolved:**

1. That council receive and note the report.
2. Council accept Central Industries tender submission for the Hollywood Creek Bridge Project and enter into a contract with Central Industries.
3. That the General Manager and Mayor be authorised to execute the necessary documents and affix the Council seal.

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



**10/2021/19 RFT 21/010 – Replacement 6x4 Automated Rear Discharge Bitumen Patching/sealing Truck****Resolved:**

That Council accepts the tender of TRACSERVE P/L in the amount of \$411,569.60 for the supply & delivery of one (1) New Isuzu FXY 240/350-Flocon Patching /Sealing Truck

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

**10/2021/20 RFT 21/009 – Replacement 12t Front End Loader****Resolved:**

That Council accepts the tender of WESTRAC P/L in the amount of \$254,531.26 ex GST for the supply & delivery of one (1) New Caterpillar 924K Front End Loader

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

**10/2021/21 RFT 20/015 – Replacement 6x4 Heavy Rigid Truck and Crane****Recommendation:**

That Council accepts the tender of TRACSERV P/L in the amount of \$271,242.00 ex gst for the supply & delivery of one (1) New Isuzu FXY 240/350 Heavy Rigid Truck and Crane

**Moved:** Clr Taylor  
**Seconded:** Clr Martinez  
**CARRIED**

**10/2021/22 RFT 20/014 – Replacement 6x4 Heavy Rigid Tipper Truck****Resolved:**

That Council accepts the tender of TRACSERV P/L in the amount of \$220,613.00 ex GST for the supply & delivery of one (1) New Isuzu FXY 240/350 Heavy Rigid Tipper Truck

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

**10/2021/23 Goangra Bridge Claim - Murray Constructions****Resolved:**

The General Managers reported be received

The General Manager be authorised to execute the joint "Deed of Release" between Walgett Shire Council, Murray Constructions Pty Ltd, and Statewide Mutual

Council and Statewide will pay the Agreed Sum in their proportions as set out in clause 2.2 of the Deed of Release within 28 days after the receipt by Council's solicitors of the original Deed of Release, which has been duly executed.

**Moved:** Clr Martinez  
**Seconded:** Clr Murray  
**CARRIED**

#### 10/2021/24 Return to open session

**Time: 11:40am**

**Resolved:**

That Council return to open session.

**Moved:** Clr Taylor  
**Seconded:** Clr Keir  
**CARRIED**

#### 10/2021/25 Adoption of closed session reports

**Resolved:**

That Council adopt the recommendations of the Closed Committee Reports.

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

#### Close of Meeting

The meeting closed at 11:45am

To be confirmed at the next meeting of Council.

\_\_\_\_\_  
 Mayor

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

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

Nil

## 7. MAYORAL MINUTES

**REPORTING SECTION:** Office of Mayor  
**AUTHOR:** Ian Woodcock OAM

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**Summary:**

This report provides Council with information regarding the activities of the Mayor for the past month.

**Background:**

Attended the FNW JO meeting via zoom on the 15th November where the following matters were discussed;

- Presentation of 20/21 financials
  - Delegation to CEO
  - Meetings in 2022
  - Contaminated land project
  - Review in relation to Joint Organisations
  - Quarterly meeting of JO Chairpersons
  - Housing shortage in NSW
  - Air Services
  - Annual report
- 
- Councillor Walford, the General Manager and I attended the Remembrance Day service in Walgett which was held in the RSL Hall because of the inclement weather conditions.
  - Conducted a number of interviews with radio stations.
  - Attended a FNWJO meeting to discuss issues surrounding social, aboriginal and private housing shortages in the region.
  - Met with General Manager to discuss a number of matters from across the shire.

| Mayoral Report                                                                                                                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <p>That the Mayor report for October/November 2021 be received and noted.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p> |

## **8. CORRESPONDENCE AND PETITIONS**

### **8.1 CORRESPONDENCE – WALGETT COUNTRY EDUCATION FOUNDATION**

*Received 2<sup>nd</sup> November 2021.*

Dear Mayor Woodcock and Councillors,

On behalf of the Country Education Foundation of Walgett, I would like to thank you for supporting 4 x \$2500 Walgett Shire Council scholarships in 2021.

However, we were very disappointed to be informed that CEF Walgett was not in the budget for 2021/22 as we thought we had followed the correct procedure. We look forward to your consideration at the November meeting, where Doreen Peters will speak on behalf of CEF Walgett in the Open Forum.

Our 2022 applications have just closed with an astounding 41 students applying for a grant. We are determined to back the young people in the district who need their community behind them, and we are aware that the education of youth is certainly a top Council priority.

You may be interested to know that of the CEF Walgett 2022 applications, there are doctors, nurses, electricians, a plumber, criminologists, teachers, a social worker, fabricators, engineers, a nail technician, an aged care worker, a vet, mechanics, a sport scientist, a refrigeration and gas fitter and of course, future farmers.

Of this wonderful bunch of young people from all corners of the Walgett district there are 17 males and 24 females, 28 pursuing University courses and 13 TAFE/Apprenticeships, 10 Aboriginal and 31 non-Aboriginal.

We ask that Walgett Shire Council provide ongoing support to help CEF Walgett make an enormous difference to the lives of local young people, their families and the community.

Yours sincerely,  
Prue Sinclair (Powell)  
Secretary, CEF Walgett

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

Nil

## **10. REPORTS FROM OFFICERS**

### **10.1 GENERAL MANAGER**

#### **10.1.1 COUNCIL'S DECISION ACTION REPORT – OCTOBER 2021**

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

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##### **Summary:**

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

##### **Background:**

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

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

Details of actions taken/being taken are flagged for each motion. 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 November 2021 be received and noted.<br><br><b>Moved:</b><br><b>Seconded:</b> |

**Attachment:**

Action Resolution Register



WALGETT SHIRE COUNCIL AGENDA – 30 NOVEMBER 2021 – ORDINARY COUNCIL MEETING

|          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                           |
|----------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| 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> <p>18.03.21 Options being investigated</p> <p>15.11.2021 GM to call tender for new pool when additional grant funds become available in 2022 from LRCI grant.</p> | In progress                                                               |
| 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> <p>20.05.2020 work in progress</p> <p>9/6/2020 work in progress</p> <p>22/7/2020 work in progress</p> <p>16/9/2020 collected all the information required and the process in completion stage.</p> <p>21/10/2020 Council's crown land manager is working on it.</p> <p>16/11/2020 " "</p>                                                                                                                                                                    | <p>This is still in progress delay due to change of ownership of land</p> |
| 26.09.17 | 9/2017/26 | <p>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.</p> <p>2. That Council resolves to make an application to the Minister to approve the compulsory acquisition process.</p>             | 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> <p>20.05.2020 work in progress</p> <p>9/6/2020 work in progress</p> <p>22/7/2020 work in progress</p> <p>16/9/2020 work in hold at this stage as the related staff has other important other commitments</p> <p>18.03.21 Crown Lands to authorise licence</p>                                                                                                                                                                                               | <p>Waiting on approval from crown lands</p>                               |
|          | 1/2017/25 | <p>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</p>                                                                                                                                | 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> <p>16.09.20 Purchase orders issued for works.</p> <p>09.12.20 waiting on contractor to complete</p> <p>24.08.21 project complete</p>                                                                                                                                                                                                                                                                                                                                                           | Complete                                                                  |
| 8.02.18  | 1/2018/2  | <p>That Council:</p> <ol style="list-style-type: none"> <li>6. Investigate the re-establishment of precinct committees.</li> <li>7. Lobby the State Government to open Opal Prospecting Area (OPA) 4.</li> </ol>                                                                                                                                                                                                                                                                 | 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> <p>16.09.20 Survey complete. Report to Oct 2020 meeting</p>                                                                                                                                                                                                                                                          | Partly completed                                                          |

## WALGETT SHIRE COUNCIL AGENDA – 30 NOVEMBER 2021 – ORDINARY COUNCIL MEETING

|          |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                     |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                |
|----------|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
|          |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                     |      | 15.11.2021 The General Manager is participating in Minerals Environment and Geoscience community consultation process for opening up of OPA4.<br>15.11.2021 The General Manager in the forthcoming year to investigate precinct committees.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                |
| 25.9.18  | 14/2018/17 | That Council note the current investigations in relation to the Lightning ridge water supply and unmetered services and a workshop to discuss the issues involved be held in the near future                                                                                                                                                                                                                                                        | GM   | 17.06.19 Initial investigations complete. Complex issues. On the 'to do' list<br>25.02.20 Audit commenced December 2019 to be completed August 2020<br>16.09.20 Audit recommended<br>18.03.21 Underway<br>23.06.21 in progress<br>15.11.2021 Acting Director Engineering/Technical Services to arrange for letters to be sent out to ratepayers.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | In progress                                                                                                    |
| 18.03.19 | 1/2019/11  | That Council<br>(a) name the Park in Opal Street, Lightning Ridge, "Opal Park"<br>(b) Application be made to the Geographical Names Board for registration of the parks name, "Opal Park"                                                                                                                                                                                                                                                           | CFO  | 17.04.19 Council have approved name change. Application to be submitted.<br>16.09.20 Application October 2020                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | In progress                                                                                                    |
| 18.03.19 | 1/2019/25  | That Council adopt the alternative solution 4, as outlined in the report. (Goangra Bridge Project)                                                                                                                                                                                                                                                                                                                                                  | DETS | 19.03.2019 Further report will be submitted for council Consideration.<br>16.06.19 Report to build the bridge on an alignment just downstream from the existing bridge will be submitted on 25 June 2019 Council meeting,<br>11.7.19 Council is planning to carry out second community consultation<br>20.08.19 Deed agreement is in progress<br>9.09.2019 Physical works will be commenced from Jan 2020<br>12.11.2019 Contractor has been notified about the change of bridge alignment. The bridge will be built on the existing bridge alignment.<br>14.02.20 Bridge construct starts March 2020<br>17.03.2020 Project is on hold due to weather<br>20.04.2020 work in progress<br>20.05.2020 Contractor has been notified about the change of bridge alignment. The bridge will be built on the old alignment.<br>9.6.2020 Waiting for contractors' new schedule.<br>22/7/2020 Report will be tabled on July 2020 Council meeting<br>16/9/2020 awaiting a response from legal advisor<br>21/10/2020 Report will be tabled on October 2020 Council meeting for an approval to build the bridge along the existing alignment.<br>16/11/2020 Resolved to build a 80m bridge in the existing alignment<br>15/11/2021 Waiting on Contractor to execute deed of release | Awaiting for deed to be signed by contractor for additional costs, then approval of extension of time on grant |
| 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  | Council has received funding from Department of Planning Industry and Environment to undertake completion of the planning proposal. Consultants Cityplan have commenced work on the project.<br>Cityplan's name has changed to "Gyde"<br><ul style="list-style-type: none"> <li>Gyde has received a draft servicing report from SMEC and are working through it with them;</li> <li>The bridging report is under preparation with the intention of it being finalised shortly after the engineering issues are closed out; and</li> <li>The bridging report will be provided to Council's DES for review. Gyde will then amend the report as required.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | In progress                                                                                                    |
| 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                                                                                                                                                                                                                                                             | GM   | GM investigating tourist possibilities<br>Rural Aid project                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                |
| 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   | 15.11.2021 Awaiting information for advisors                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | In progress                                                                                                    |
| 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<br>(2)Council proposes the naming of the road corridor in its entirety as being Wimbledon Road (SR 64).                                                                                                             | DETS | 20.04.2020 Preparation for Community Consultation is in progress<br>20.5.2020 Due to Covid 19, it has not been done<br>9.6.2020 Work in progress<br>22.7.2020 Work in progress                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Complete                                                                                                       |

WALGETT SHIRE COUNCIL AGENDA – 30 NOVEMBER 2021 – ORDINARY COUNCIL MEETING

|          |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |      |                                                                                                                                                                                                                                                                                                                                            |                                                                              |
|----------|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
|          |            | (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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |      | 16.9/2020 Work on hold due to some other urgent commitments<br>16.11.2016 “<br>Gazetted to Council                                                                                                                                                                                                                                         |                                                                              |
| 28.04.20 | 3/2020/15  | That Council endorse Council Officers 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | DES  | Delayed pending appointment of new DES.<br>15.11.2021 To be followed up by DES in early 2022.                                                                                                                                                                                                                                              | Ongoing                                                                      |
| 25/08/20 | 9/2020/19  | That Council note and accept the proposal to implement the 40 km/h speed zone in Walgett CBD in following sections of the roads:<br>i. Fox street between Euroka Street and Warrena Street<br>ii. Wee Waa Street between Peel Street and Pit Street                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | DETS | 16.9.2020 discussed in Traffic Committee meeting held on 10 <sup>th</sup> September 2020 and advised to send council resolution to all traffic committee members.<br>21/10/2020 Engineering department in process for community consultation<br>16.11.2020 Community consultation is progress<br>18.03.21 Funding being sought for signage | Waiting on funds from TfNSW                                                  |
| 25/08/20 | 9/2020/23  | 1. Prepare a Planning Proposal to amend the Walgett Local Environmental Plan 2013 by relocating “intensive plant agriculture” from Permitted with consent to Permitted without consent in the RU1 Primary Production zone.<br>2. Forward the planning proposal to NSW planning, industry & environment with a request for a gateway determination;<br>3. Request delegation from the Minister to “make” the amendment to the Walgett Local Environmental Plan 2013;<br>4. Give delegation to the General Manager to make any minor alterations as requested by NSW Planning, Industry & Environment; and<br>5. Undertake the state agency and public consultation as per the requirements of the Gateway Determination and Schedule 1, Clause 4 of the Environmental Planning & Assessment Act 1979,                                                                                                                                                                                                                                        | DES  | Work on this project is suspended due to high number of development applications and enquiries.                                                                                                                                                                                                                                            | No change                                                                    |
| 24.11.20 | 13/2020/13 | 1. That Council receive and note the Engineering Services monthly works progress report as at 31st October 2020.<br>2. Council install three (3) fire hydrants in the town of Rowena.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | DETS | 15.11.2021 Tanks and hydrants installed and fully operational                                                                                                                                                                                                                                                                              | Complete                                                                     |
| 15.12.20 | 15/2020/17 | That Walgett Shire Council resolve to:<br>1. Conduct a trial of bin banks in the vicinity of the existing Landfills at Grawin and Sheeppyard.<br>2. Following the appointment of a casual Landfill Attendant site locations and number of bins be rolled out in a phased manner following a community consultation process.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | DES  | Negotiations with stakeholders has commenced.                                                                                                                                                                                                                                                                                              | Ongoing                                                                      |
| 23.02.21 | 2/2021/18  | That Council note the applications for the 2021/2022 Repair Program funding for the following projects on priority basis (Traffic volume):<br>1.Rehabilitation of failed geotextile pavement (outer wheel path) by removing and replacing with 200 mm thick road base with 1.5 % Lime stabilisation and sealing with two coats on Carinda Road (RR333). The proposed section is Ch. 0+900 (Bait Street) km to 37+000 km and the estimated total cost is \$ 800,000.<br>2. Rehabilitation of failed geotextile pavement (outer wheel path) by removing and replacing with 200 mm thick road base with 1.5 % lime stabilisation and sealing with two coats on Merrywinebone Road (RR329). The proposed section is between Kamilaroi Highway intersection and Rowena Road. The estimated total cost is \$ 800,000.<br>3. Reconstruction and sealing with 200 mm thick road base overlay with 1.5 % lime stabilisation for 3 km in length x 7 m seal width on Ridge Road (RR426) near Collarenebri end. The estimated total cost is \$ 900,000. | DETS | Applications submitted                                                                                                                                                                                                                                                                                                                     | RR333 approved<br><br>RR329 \$400K approved<br><br>No approval on Ridge Road |
| 23.03.21 | 3/2021/12  | •That the Council approves the proposal to remove the fourteen trees located on Euroka Street between Namoi and Pitt Street.<br>•That Council accept the proposal to replant suitable trees in the nature strip ( both sides of the Euroka Street                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | DETS | Tree removed and resealing of Euroka street completed.<br>New tree planting to be carried out in early 2022.                                                                                                                                                                                                                               | Partially complete                                                           |
| 23.03.21 | 3/2021/14  | That Council adopt the WSC draft policies on Partnering and Relationship Management, Environmental and Quality Control and they be placed on public exhibition for a period of 28 days, inviting submissions from the public during this time.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | DETS | 15.11.2021 To be followed up January 2021.                                                                                                                                                                                                                                                                                                 |                                                                              |
| 27.04.21 | 4/2021/13  | Having not received any tenders for Refurbishment of the Colless Grandstand, now, in accordance with Section 178 (3) (e) of the Local Government (General) Regulation 2005, enter into negotiations with both (a) David Payne Construction (Dubbo), and (b) GBC Building & Hardware (Walgett), with the view of entering into a contract with the contractor identified as best value.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | GM   | 23.06.21 One quotation received 22/6/2021<br>22.07.21 Negotiations underway with David Payne Constructions<br>15.11.2021 Refurbishment underway                                                                                                                                                                                            | In progress                                                                  |
| 27.04.21 | 4/2021/15  | Council accepts the tender for the refurbishment of the grandstand at the Collarenebri Race Track from GLETAN GROUP in the sum of \$360,495.11 excluding GST                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | CFO  | 22.07.21 Project underway<br>15.11.21 Bar area 95% complete, main steel supports are in place, holes for foundations being prepared                                                                                                                                                                                                        | In progress                                                                  |

**WALGETT SHIRE COUNCIL AGENDA – 30 NOVEMBER 2021 – ORDINARY COUNCIL MEETING**

|          |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |      |                                                                                                                                                                                         |             |
|----------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 29.06.21 | 6/2021/3   | A. Council authorise the General Manager to further investigate the Walgett Aero Club proposal for an Avgas fuelling station at the Lightning Ridge Airport.<br>B. The General Manager report back to Council on the outcome of investigations.                                                                                                                                                                                                                                                                                                                                                                                                                               | GM   | 15.11.2021 The General Manager has spoken to Committee members and is waiting on financial information                                                                                  | In progress |
| 29.06.21 | 6/2021/22  | That Council join the Alliance of Western Councils.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | GM   | 15.11.2021 General Manager has written advising of Councils intention to be a member of the AWC.                                                                                        | Complete    |
| 31.08.21 | 8/2021/17  | a. Accept the quotation of David Payne Constructions at a price of \$799,733 (Ex GST).<br>b. Enter into a contract with David Payne Constructions for Refurbishment of the Colless Grandstand as per the scope of works, at a price of \$799,733 (ex GST), and the General Manager and Mayor be authorised to execute the contract and other relevant documents on behalf of Council.<br>c. The Council Seal be affixed to the contract.                                                                                                                                                                                                                                      | GM   | 16.09.2021 Site establishment meeting to be held on the 23.09.2021 by contractor.<br>21.10.2021 Works commenced onsite<br>15.11.2021 Contract duly executed and refurbishment underway. | In progress |
| 28.09.21 | 9/2021/13  | 1.The Draft Annual Financial Reports for 2020/2021 be referred to Council's Auditor;<br>2.The Mayor, Deputy Mayor, General Manager and Chief Financial Officer be authorised to sign the necessary Financial Statements;<br>3.On receipt of the Audit Report, a copy be forwarded to the Office of Local Government and any other relevant statutory body;<br>4.Council delegate to the General Manager the authority to set the date at which the Auditor's report and the Financial Statements be presented to the public, additionally be reviewed/adopted by Council formally as required, subject to Section 418 of the Local Government Act 1993 and it's requirements. | CFO  | Advertised for the Auditor's Report and the financial Statements be presented to the public at the November 2021 meeting                                                                | Complete    |
| 28.09.21 | 9/2021/20  | That Council, in accordance with the relevant provisions of Section 4.55 of the Environmental Planning and Assessment Act 1979, approves modification of the Development Consent for the proposed Australian Opal Centre, public museum, souvenir shop, carpark & associated facilities (Application No. DA2008/12/3) on Lot 1 DP 1103508 WLL 14607, subject to the plans that formed the subject of Attachment 2 to the report, and subject to the conditions outlined in the Draft Determination Notice that formed the subject of Attachment 3 to the report.                                                                                                              | DES  | Development approval issued and response to proponents in progress.                                                                                                                     | In progress |
| 28.09.21 | 9/2021/22  | 1. The General Managers reported be received<br>2. Council approves the purchase of 18-24 Wilson Street Collarenebri having a purchase price of \$15,000.<br>3. The General Manager and Mayor be authorised to execute the necessary documents to finalise the purchase<br>4. The property be classified as operational                                                                                                                                                                                                                                                                                                                                                       | GM   | General Manager and Mayor have executed contracts and documents returned to Council solicitor. Settlement scheduled for coming weeks.                                                   | In progress |
| 28.09.21 | 9/2021/23  | The Wild Gully matter be referred to the Independent Commission Against Corruption (ICAC) for further investigation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | GM   | 15.11.2021 ICAC has responded and the General Manager shall report to the November Ordinary meeting.                                                                                    | Complete    |
| 26.10.21 | 10/2021/10 | Rowena Hall Renovations<br>1. That council declines to accept the tender received; and<br>2. That fresh tenders be invited in accordance with sections 167, 168 or 169 of part 7 of the Local Government (General) Regulation 2021 [NSW]                                                                                                                                                                                                                                                                                                                                                                                                                                      | CFO  | Arcblue engaged to arrange fresh tenders to be advertised from week commencing 22.11.21                                                                                                 | Complete    |
| 26.10.21 | 10/2021/16 | Sale of properties<br>a) The General Managers report be received.<br>b) The General Manager negotiate with the potential purchasers for the sale of the following vacant allotments being, and report back to Council.<br>Lot 5 DP 846336 Pandora Street Lightning Ridge.<br>Lot 156 DP 882747 Duff Street Walgett.<br>Lot 157 DP 882747 Duff Street Walgett.                                                                                                                                                                                                                                                                                                                 | GM   | 15.11.2021 The General Manager has contacted the interested parties advising of the selling price. Purchasers are considering the price.                                                | In progress |
| 26.10.21 | 10/2021/17 | That Council resolve to purchase the Magiq Performance financial reporting software for \$74,276, plus an allowance of \$10,000 for travel and accommodation if necessary, to be funded by \$60,000 from reserves and the remaining from General Revenue.                                                                                                                                                                                                                                                                                                                                                                                                                     | CFO  | 29.10.21 Agreements for supply of program signed                                                                                                                                        | Complete    |
| 26.10.21 | 10/2021/18 | RFT/AB21-001 – Fixing Country Bridges<br>1. That council receive and note the report.<br>2. Council accept Central Industries tender submission for the Hollywood Creek Bridge Project and enter into a contract with Central Industries.<br>3. That the General Manager and Mayor be authorised to execute the necessary documents and affix the Council seal.                                                                                                                                                                                                                                                                                                               | DETS | In process of awarding contract to Central Industries                                                                                                                                   | In progress |
| 26.10.21 | 10/2021/23 | The General Manager be authorised to execute the joint "Deed of Release" between Walgett Shire Council, Murray Constructions Pty Ltd, and Statewide Mutual<br>Council and Statewide will pay the Agreed Sum in their proportions as set out in clause 2.2 of the Deed of Release within 28 days after the receipt by Council's solicitors of the original Deed of Release, which has been duly executed.                                                                                                                                                                                                                                                                      | GM   | Council waiting on executed document from contractor for signing.                                                                                                                       | In progress |

## 10.1.2 CIRCULARS RECEIVED FROM NSW OFFICE OF LOCAL GOVERNMENT

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

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**Summary:**

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

**Background:**

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

- 21-33 Compliance with records management provisions and transfer of local government records to the State Archives Collection
- 21-34 Updated guidance on COVID-19 restrictions and council meetings
- 21-35 2021 Model Code of Meeting Practice for Local Councils in NSW

**Governance Issues:**

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

**Stakeholders:**

Councillors and Walgett Shire Council staff

**Financial Implications:**

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

**Conclusion:**

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

| Circulars Received From the NSW Office of Local Government                                                                                                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <p>That the information contained in the following Departmental circular 21-33 – 21-35 from the Local Government Division Department of Premier and Cabinet be received and noted.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p> |

**Attachments:**

Circulars

Office of  
Local Government

## Circular to Councils

|                             |                                                                                                    |
|-----------------------------|----------------------------------------------------------------------------------------------------|
| <b>Circular Details</b>     | 21-33 / 21 October 2021 / A786297                                                                  |
| <b>Previous Circular</b>    | N/A                                                                                                |
| <b>Who should read this</b> | Councillors / General Managers / All council staff / Governance and records management staff       |
| <b>Contact</b>              | Council Governance Team / 02 44284100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a> |
| <b>Action required</b>      | Information                                                                                        |

**Compliance with records management provisions and transfer of local government records to the State Archives Collection****What's new or changing**

- The Department of Premier and Cabinet (DPC) has issued a circular, [C2021-05 Managing Records in NSW Government](#), providing advice on the making, keeping, and safeguarding of records.
- To assist public offices, including councils, NSW State Archives and Records (SARA) has released the
  - [Records Management Assessment Tool \(RMAT\)](#) for assessing records management performance and maturity and planning for improvements, and
  - [Transfer Tool](#) to identify and forecast records required for transfer to the State Archives Collection.

**What this will mean for your council**

- Under section 12 of the *State Records Act 1998* (SR Act), a council must make and keep full and accurate records of its activities and maintain a records management program that conforms with standards and codes of best practice.
- All staff, councillors and council officials should be made aware of their responsibilities to make and keep records.
- Councils should review their records management program and systems against DPC Circular C2021-05 and the RMAT for compliance with obligations under the SR Act, with particular consideration to the increasing use of records in digital format and digitally stored records.
- Under section 11 of the SR Act, councils must ensure that records are safely stored, protected and preserved.
- Councils should undertake disposal of their records. Those records required as State archives should be transferred to the State Archives Collection once they are no longer in active use.
- Using the Transfer Tool will help councils gain better visibility of records required as State archives and assist planning for the transfer of those to SARA as part of the State Archives Collection.

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**Key points**

- Records are at the core of local government business and are valuable assets.
- Councils should review their records management program and systems against DPC Circular C2021-05 and the RMA.
- Councils should transfer records required as State archives to SARA as part of the State Archives Collection.

**Where to go for further information**

- [SARA](#) has a range of guidance, including detailed information on [transferring records](#), and other resources relating to all aspects of the DPC Circular on its website, as well as [resources specific to local government](#).
- The RMA and the Transfer Tool are available on SARA's website.
- Contact SARA's Agency Services team at [transfer@records.nsw.gov.au](mailto:transfer@records.nsw.gov.au) for further advice on transfer and other records related queries.



**William Power**

**Acting Coordinator General, Planning Delivery and Local Government**

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Office of  
Local Government

## Circular to Councils

|                             |                                                                                                |
|-----------------------------|------------------------------------------------------------------------------------------------|
| <b>Circular Details</b>     | 21-34 / 27 October 2021 / A793785                                                              |
| <b>Previous Circular</b>    | 21-14 COVID-19 restrictions and council meetings                                               |
| <b>Who should read this</b> | Councillors / General Managers / All council staff                                             |
| <b>Contact</b>              | Council Governance / 02 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a> |
| <b>Action required</b>      | Council to Implement                                                                           |

## Updated guidance on COVID-19 restrictions and council meetings

## What's new or changing

- The Minister for Health and Medical Research, the Hon. Brad Hazzard MP, has made the *Public Health (COVID-19 General) Order 2021* (the Public Health Order). The Public Health Order took effect from **Monday, 11 October 2021** and has since been amended.
- The Public Health Order relaxes previous stay at home restrictions in areas that are not "stay at home areas" (the "general area"). As of Monday **11 October 2021**, no areas have been prescribed as "stay at home" areas under the Order and all councils are in the "general area".
- The Public Health Order also contains directions that apply to "stay at home areas". The Chief Health Officer may identify an area as a "stay at home area" by notice published on the [NSW Health website](https://www.health.nsw.gov.au/Health/Pages/COVID-19.aspx). Councils should monitor this website for any change to their status.

## What this will mean for councils in the "general area"

**Resumption of in-person meetings**

- Councils in the "general area" are no longer subject to stay home restrictions and councils can resume meeting in person.
- As advised in Circular [21-02](#) issued on 1 April 2021, the *Local Government (General) Regulation 2021* has been amended to temporarily exempt councils from the requirement under clause 5.2 of the *Model Code of Meeting Practice for Local Councils in NSW* and the equivalent provision in each council's code of meeting practice for councillors to be personally present at a meeting in order to participate in it.
- This means that, regardless of the Public Health Order, it continues to be open to councils and joint organisations (but not county councils) to continue to meet by audio-visual link and to permit individual councillors to participate in meetings by audio-visual link should they choose to do so.

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

- The relaxation of stay at home restrictions means that there is nothing to prevent members of the public from attending meetings in person. Councils are required under section 10 of the *Local Government Act 1993* (the Act) to permit members of the public to attend meetings in person. Councils that continue to meet by audio-visual link must provide a physical venue that members of the public can attend to observe meetings in person.
- Councils can limit the number of members of the public attending meetings to comply with the Public Health Order and to ensure appropriate social distancing.

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- Councils are not permitted under the Public Health Order to allow more persons to attend a meeting than the number of persons equal to one person per four square metres of space at the meeting venue. Councillors and council staff are not to be counted when calculating the space available for each person at the meeting venue and the number of persons who are attending a meeting. Guidance on calculating the number of persons permitted to attend meetings is available [here](#).
- The number of persons permitted to attend meeting venues under the Public Health Order is the maximum permissible. Councils should continue to ensure appropriate social distancing is practiced at meetings and should undertake their own risk assessment of meeting venues and apply whatever COVID mitigation strategies may be necessary to ensure appropriate social distancing is practiced at meetings. Guidance on practicing social distancing is available [here](#).
- The Public Health Order restricts access to certain premises by persons who are not fully vaccinated (ie who have not had two doses of the vaccine). These restrictions do not apply to council meetings. However, it remains open to councils to restrict access to meetings by members of the public who are not fully vaccinated where they are satisfied that this is necessary to ensure the health and safety of other meeting attendees. It is also open to councils to require members of the public to demonstrate their vaccination status as a condition of attending a meeting in person to ensure the health and safety of other meeting attendees.
- Where councils are required to limit the number of members of the public attending meetings or to exclude them from attending in person because of their vaccination status, they should consider livestreaming their meetings to ensure excluded members of the public can view them in real time.

#### **Attendance by staff at meetings**

- There is nothing to prevent council staff from continuing to attend meetings by audio-visual link.
- Attendance by staff at meetings is at the discretion and direction of the general manager subject to the following requirements under the Public Health Order:
  - For councils in Greater Sydney and for Central Coast and Wollongong and Shellharbour City Councils, staff who are not fully vaccinated are not permitted to attend meetings in person for the purposes of work, unless they are required to attend the meeting and it is not reasonably practicable for them to attend by audio-visual link from their home. Staff who are fully vaccinated must be permitted to attend meetings by audio-visual link from their home if it is reasonably practicable for them to do so.
  - For regional councils, before **1 November 2021**, staff who have not been vaccinated (ie they have not received a single or both doses of the vaccine) are not permitted to attend meetings in person for the purposes of work, unless they are required to attend the meeting and it is not reasonably practicable for them to attend by audio-visual link from their home. Staff who are fully vaccinated or who have received a single dose of the vaccine must be permitted to attend meetings by audio-visual link from their home if it is reasonably practicable for them to do so. From 1 November, staff who are not fully vaccinated will not be permitted to attend meetings in person for the purposes of work unless they are required to attend the meeting and it is not reasonably practicable for them to attend by audio-visual link from their home.

#### **Attendance by unvaccinated councillors at meetings**

- As noted above, there is nothing to prevent councillors from continuing to attend meetings by audio-visual link.
- Councillors who have not been vaccinated are not prevented under the Public Health Order from attending meetings in person. However, councillors who have not been

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- However, under the Public Health Order, members of the public in stay at home areas will not be permitted to leave their places of residence for the purposes of attending council and committee meetings.
- Councils may wish to seek their own legal advice on their obligations under section 10 of the Act in circumstances where members of the public are not permitted to attend meetings under the Public Health Order.

#### Future easing of restrictions

- The Government has foreshadowed a further relaxation of restrictions over coming weeks.
- Based on current information, under the rules expected to apply from 1 December 2021:
  - meeting venues will be able to operate at a 1 person per 2 square metres of space ratio
  - masks will no longer be required to be worn at meetings
  - in-person attendance by council staff at meetings will be at the general manager's discretion.

#### Where to go for further information

- More information on the Public Health Order is available [here](#).
- 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).



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**Acting Coordinator General**  
**Planning Delivery and Local Government**

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fully vaccinated should consider attending meetings by audio-visual link from their home or other premises to ensure the health and safety of other meeting attendees until they are fully vaccinated or until the rules applying to unvaccinated persons are further relaxed (currently expected to be 1 December 2021).

***Wearing of masks at meetings***

- All persons attending meetings are required to wear face masks. It is permissible under the Public Health Order for councillors, staff and others to remove their masks for the purposes of addressing the meeting but must wear masks at all other times. Guidance on wearing face masks is available [here](#).

**What this will mean for councils in "stay at home areas"**

***Stay at home requirements in stay at home areas***

- As noted above, as of **11 October 2021**, no councils are in "stay at home areas". However, the status of a council's area may change. The Chief Health Officer may identify an area as a "stay at home area" by notice published on the [NSW Health website](#). Councils should monitor this website for any change to their status.
- Under the Public Health Order, persons in "stay at home areas" must not be away from their place of residence without a reasonable excuse as specified in Schedule 2 of the Order.
- Reasonable excuses include the following:
  - work- a person may leave their place of residence for work if it is not reasonably practicable for the person to work at their place of residence (clause 2)
  - legal obligations – a person may leave their place of residence to fulfil legal obligations (clause 13).

***Attendance by councillors at meetings in stay at home areas***

- As noted above, there is currently nothing to prevent any or all councillors from participating in meetings by audio-visual link.
- In stay at home areas, councillors who can attend meetings by audio-visual link from their place of residence, should do so to comply with the Public Health Order.
- Where councillors are not able to attend meetings by audio-visual link from their places of residence, for example because of a lack of suitable equipment or a poor internet connection, they may have a reasonable excuse for leaving their places of residence to attend meetings in person for the purposes of clauses 2 and 13 of Schedule 2 of the Public Health Order.

***Attendance by staff at meetings in stay at home areas***

- As noted above, there is nothing to prevent staff from attending meetings by audio-visual link.
- Under the Public Health Order, employers must require an employee whose place of residence or usual place of work is in a stay at home area to work at the employee's place of residence unless it is not reasonably practicable to do so.
- Affected staff should therefore not be required to attend meetings in person unless it is necessary for them to do so to support the meeting.
- The general manager should determine which staff are necessary to support the meeting.

***Attendance by members of the public at meetings in stay at home areas***

- As previously noted in [Circular 21-14](#) issued on 28 June 2021, the Public Health order does not override the requirements of section 10 of the Act for councils to permit members of the public to attend meetings in person.

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Local Government

## Circular to Councils

|                             |                                                                                                            |
|-----------------------------|------------------------------------------------------------------------------------------------------------|
| <b>Circular Details</b>     | 21-35 / 29 October 2021 / A796782                                                                          |
| <b>Previous Circular</b>    | 21-02 <i>Temporary exemption from the requirement for councillors to attend meetings in person</i>         |
| <b>Who should read this</b> | Mayors / Councillors / General Managers / Joint Organisation Executive Officers / 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>      | Council to Implement                                                                                       |

## 2021 Model Code of Meeting Practice for Local Councils in NSW

## What's new or changing

- Following extensive consultation, the new *Model Code of Meeting Practice for Local Councils in NSW* (Model Meeting Code) has been finalised.
- The new Model Meeting Code has been published in the Government Gazette and is expected to be prescribed under the *Local Government (General) Regulation 2021* (the Regulation) on or before **Friday 19 November 2021**. The new Model Meeting Code is available on the Office of Local Government's (OLG) website [here](#).
- The new Model Meeting Code contains new provisions that allow councils to permit individual councillors to attend meetings by audio-visual link and to hold meetings by audio-visual link in the event of natural disasters or public health emergencies. The provisions governing attendance at meetings by audio-visual link are non-mandatory. Councils can choose not to adopt them or to adapt them to meet their own needs.
- Amendments have also been made to the provisions governing the webcasting of meetings and disorder at meetings to reflect amendments to the Regulation since the previous iteration of the Model Meeting Code was prescribed.
- An amendment has also been made to the Model Meeting Code implementing recommendation 6 in ICAC's report in relation to its investigation of the former Canterbury City Council (Operation Dasha). ICAC recommended that the Model Meeting Code be amended to require that council business papers include a reminder to councillors of their oath or affirmation of office, and their conflict of interest disclosure obligations.
- A Word version of the new Model Meeting Code is available on OLG's website showing the amendments in track changes.
- The repeal date for section 237 of the Regulation which exempts councils from the requirement under clause 5.2 of the previous iteration of the Model Meeting Code for councillors to be personally present at meetings in order to participate in them has been extended to **30 June 2022**. This is to allow councils additional time to exhibit and adopt new codes of meeting practice containing provisions allowing attendance by audio-visual link at meetings. If councils have not adopted a new meeting code that allows councillors to attend meetings by audio-visual link, they will not be permitted to do so after that date.

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#### What this will mean for your council

- Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code within 12 months of the local government elections. A council's adopted meeting code must not contain provisions that are inconsistent with the mandatory provisions.
- A council's adopted meeting code may also incorporate the non-mandatory provisions of the Model Meeting Code and any other supplementary provisions adopted by the council.
- Councils and committees of councils of which all the members are councillors must conduct their meetings in accordance with the code of meeting practice adopted by the council.
- Under section 361 of the *Local Government Act 1993*, before adopting a new code of meeting practice, councils must first exhibit a draft of the code of meeting practice for at least 28 days and provide members of the community at least 42 days in which to comment on the draft code. This requirement does not apply to joint organisations.

#### Key points

- The Model Meeting Code has two elements:
  - mandatory provisions (indicated in black font)
  - non-mandatory provisions (indicated in red font) covering areas of meeting practice that are common to most councils but where there may be a need for some variation in practice between councils based on local circumstances. The non-mandatory provisions also operate to set a benchmark based on what OLG sees as best practice for the relevant area of practice.
- The Model Meeting Code also applies to meetings of the boards of joint organisations and county councils. The provisions that are specific to meetings of boards of joint organisations are indicated in blue font.
- In adopting the Model Meeting Code, joint organisations should adapt it to substitute the terms "board" for "council", "chairperson" for "mayor", "voting representative" for "councillor" and "executive officer" for "general manager".
- In adopting the Model Meeting Code, county councils should adapt it to substitute the term "chairperson" for "mayor" and "member" for "councillor".

#### Where to go for further information

- The new Model Meeting Code is available on OLG's website [here](#).
- For more information, contact the Council Governance Team by telephone on 02 4428 4100 or by email at [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au).



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### 10.1.3 IMPORTANT DATES - UPCOMING MEETINGS AND EVENTS

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

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**Summary:**

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

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

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

**Current Position:**

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

**Governance issues:**

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

**Environmental issues:**

Not applicable

**Stakeholders:**

Councillors and Walgett Shire Council staff

**Alternative Solutions/Options:**

Not applicable

**Conclusion:**

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

| Important Dates For Councillors - Upcoming Meetings & 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                                         |
|------------------------|-------------------------|------------------|-----------------------------------------------|
| 4 December 2021        | Election Day            |                  |                                               |
| Between 6 January 2022 | Council Meeting         | Walgett Chambers | Councillors, GM and Executive Staff to attend |
| 26 January 2022        | Australia Day           | Collarenebri     |                                               |
| 27 January 2022        | Special Council Meeting | Walgett Chambers | Councillors, GM and Executive Staff to attend |
| 22 February 2022       | Council Meeting         | Walgett Chambers | Councillors, GM and Executive Staff to attend |
| 22 March 2022          | Council Meeting         | Walgett Chambers | Councillors, GM and Executive Staff to attend |
| 26 April 2022          | Council Meeting         | Walgett Chambers | Councillors, GM and Executive Staff to attend |
| 24 May 2022            | Council Meeting         | Walgett Chambers | Councillors, GM and Executive Staff to attend |
| 28 June 2022           | Council Meeting         | Walgett Chambers | Councillors, GM and Executive Staff to attend |
| 26 July 2022           | Council Meeting         | Walgett Chambers | Councillors, GM and Executive Staff to attend |
| 23 August 2022         | Council Meeting         | Walgett Chambers | Councillors, GM and Executive Staff to attend |
| 27 September 2022      | Council Meeting         | Walgett Chambers | Councillors, GM and Executive Staff to attend |
| 25 October 2022        | Council Meeting         | Walgett Chambers | Councillors, GM and Executive Staff to attend |
| 22 November 2022       | Council Meeting         | Walgett Chambers | Councillors, GM and Executive Staff to attend |
| 13 December 2022       | Council Meeting         | Walgett Chambers | Councillors, GM and Executive Staff to attend |



## 10.1.4 SECTION 356 COMMUNITY ASSISTANCE SCHEME 2021/22 APPLICATIONS

**REPORTING SECTION:** General Manager  
**AUTHOR:** Michael Urquhart  
**FILE NUMBER:** TBA

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### Summary:

This report relates to the assessment of applications for financial assistance through the Community Assistance Scheme 2021/2022. Council has received a total of 10 applications, with 8 organisations being recommended to receive financial assistance. The Community Assistance Scheme is proving very popular with more and more organisations applying for assistance.

### Background:

Applications were invited from community organisations for financial assistance under the Community Assistance Scheme. The scheme was advertised Shire wide, with applications closing in October 2021.

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

The Community Assistance Scheme objectives are to:

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

### Current Position:

An amount of \$30,000 has been provided for in the 2021/22 budget, to fund eligible applications for donations under Section 356 of the Local Government Act 1993.

A total of 10 Community organisations submitted applications to be considered for funding. Of those applications (2) two did not meet the eligibility criteria.

The details of the applications received and recommendations for funding are provided in the attached schedule.

Due to COVID-19 the ability for many of these organisation to fundraise has been affected by the COVID restrictions.

### Relevant Reference Documents/Policies:

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

### Governance issues:

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

**Environmental issues:**

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

**Stakeholders:**

Walgett Shire Council  
Community organisation applicants  
Walgett Shire Community

**Financial Implications:**

A total of \$30,000 is budgeted for the Community Assistance Scheme in 2021/22.

**Alternative Solutions/Options:**

That Council resolve to approve or disapprove applications on a different basis to that recommended.

**Conclusion:**

Provide financial assistance to 8 organisations, with a total allocation of \$22,124. Refer to table for more information.

Council will also monitor the progress of the projects/activities through the acquittal process ensure the project objectives are met and Council is satisfied with the outcomes.

| <b>Community Assistance Scheme – 2021/2022 Applications</b>                                                                                                                         |                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| <b>Recommendation:</b>                                                                                                                                                              |                 |
| That the following eligible applicants be granted financial assistance under Section 356 of the Local Government Act 1993 for Round Two of the 2021/22 Community Assistance Scheme. |                 |
| Lightning Ridge Pony Club                                                                                                                                                           | \$3,000         |
| Lightning Ridge Touch Football Incorporated                                                                                                                                         | \$1,200         |
| Walgett Amateur Swim Club                                                                                                                                                           | \$3,000         |
| Walgett Show Society Inc                                                                                                                                                            | \$3,000         |
| Grawin Glengarry Sheeppyard Opal Fields Mens Shed                                                                                                                                   | \$3,000         |
| Carinda Diggers Hall Committee                                                                                                                                                      | \$3,000         |
| Burren Junction Hall Committee                                                                                                                                                      | \$2,924         |
| Burren Junction CWA                                                                                                                                                                 | \$3,000         |
| <i>Total</i>                                                                                                                                                                        | <i>\$22,124</i> |
| <b>Moved:</b>                                                                                                                                                                       |                 |
| <b>Seconded:</b>                                                                                                                                                                    |                 |

|                                                   |         |
|---------------------------------------------------|---------|
| Lightning Ridge Pony Club                         | \$3,000 |
| Lightning Ridge Touch Football Incorporated       | \$1,200 |
| Walgett Amateur Swim Club                         | \$3,000 |
| Walgett Show Society Inc                          | \$3,000 |
| Grawin Glengarry Sheeppyard Opal Fields Mens Shed | \$3,000 |
| Carinda Diggers Hall Committee                    | \$3,000 |
| Burren Junction Hall Committee                    | \$2,924 |
| Burren Junction CWA                               | \$3,000 |

*Total* *\$22,124*

**Moved:****Seconded:****Attachments:**

Community Assistance Scheme Schedules – All Applications.

WALGETT SHIRE COUNCIL AGENDA – 30 NOVEMBER 2021 – ORDINARY COUNCIL MEETING

| Organisation                                     | Project                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Cost of Project/Activity | Amount Requested             | Recommended Amount Max \$3000 | Previous Funding |
|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|------------------------------|-------------------------------|------------------|
| Lightning Ridge Pony Club                        | Seeking financial assistance for the community event - the Black Opal & Bronco Ride which is held every year on Good Friday as one of the major events of the Lightning Ridge Easter Festival.                                                                                                                                                                                                                                                                                                                                                      | 65,000.00                | 5,000.00                     | 3,000                         | Yes              |
| Lightning Ridge Touch Football Incorporated      | Financial assistance requested to help support the establishment of a mixed touch football competition over the summer for people aged 13 and over. Funding would be used to acquire essential equipment and pay operation expenses.                                                                                                                                                                                                                                                                                                                | 1,800.00                 | 1,200.00                     | 1,200                         | No               |
| Walgett District Sporting Club                   | To change a 25mm access point of raw water supply to a 50mm access to fill water storage tanks to ensure enough water is available to water the bowling greens and surrounds.                                                                                                                                                                                                                                                                                                                                                                       | 3,378.00                 | 3,000.00                     | N/A                           | No               |
| Walgett Amateur Swim Club                        | To provide Walgett Swim club the ability to offer twice weekly swim squad coaching and instruction by qualified AUSTSWIM instructors to small age, and/or competency-based groups of children. The grant will lessen the cost and therefore hopefully participation numbers will increase and increase the club's ability to be competitive at regional carnivals.                                                                                                                                                                                  | 3,900.00                 | 3,000.00                     | 3,000                         | Yes              |
| Walgett Show Society Inc                         | Financial assistance requested to support the 2022 Walgett Show Entertainment such as the Bendy Em, comedy contortionist, which is a show that has travelled overseas and domestically.                                                                                                                                                                                                                                                                                                                                                             | 4,000.00                 | any contribution appreciated | 3,000                         | Yes              |
| Lightning Ridge Headquarter Rural Fire Brigade   | Replace existing air conditioner (split system)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 4,000.00                 | 3,000.00                     | 0                             | No               |
| Grawin Glengarry Sheeppark Opal Fields Mens Shed | Replace the ceiling in the craft house that crashed after heavy rain earlier in the year due to termites, mice plague and water. This small room is used for storage of craft materials and will be future room for lapidary equipment.                                                                                                                                                                                                                                                                                                             | 3,000.00                 | 3,000.00                     | 3,000                         | No               |
| Carinda Diggers Hall Committee                   | To beautify the surrounding yard at the Carinda Diggers Hall so that children have a pleasant and shady place to play during playgroup sessions and for many event participants. This involves portable shade in the form of sturdy pop-up portable umbrellas and outdoor furniture. A pallet of turf placed at random to get the grass growing again. Hoses and dripper lines on the gardens to minimise time watering. Establishing and revitalising existing garden beds. Planting more trees along the fence lines to provide shade eventually. | 3,000.00                 | 3,000.00                     | 3,000                         | Yes              |
| Burren Junction Hall Committee                   | The hall committee is aiming to join with other community groups to form a precinct committee and hold a big market day (showcasing local innovators and creators). This day will be in September 2022 and we would like to request financial assistance for the purchase of pop up marquees to support this plan.                                                                                                                                                                                                                                  | Unknown                  | 2,923.08                     | 2,924                         | Yes              |
| Burren Junction CWA                              | Financial assistance towards community Carols and Market day as well as Community Mothers Day Lunch and securing a guest speaker to address the gathering.                                                                                                                                                                                                                                                                                                                                                                                          | 5,496.00                 | 3,000.00                     | 3,000                         | Yes              |
|                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 93,574.00                | 27,123.08                    |                               |                  |

## **10.1.5 POLICY REVIEW - MOTOR VEHICLE POLICY AND PROCEDURES**

**REPORTING SECTION:** General Manager  
**AUTHOR:** Michael Urquhart  
**FILE NUMBER:** TBA

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### **Summary:**

The report outlines the information in support of the attached policy and Council consideration to the necessary therein.

### **Background:**

Council should review all its various policies within twelve months of a quadrennial election. Many policies will remain unchanged; others require minor changes and some major review particularly where there has been a change in legislation.

### **Current Position:**

The Motor Vehicle Policy/Procedure has remained unchanged for a number of years and the contribution rates for private use no longer reflect value for money from a Council perspective.

In making changes to the policy/procedure the writer is mindful of the need to make employment retention and attraction a key element of the policy pricing provisions and for Council to be an employer of choice. The employment strategy needs to include a policy that is relevant to the Local Government industry, offers salary packaging and one which incentivises staff to deliver desired organisational outcomes and improves job effectiveness and efficiency.

Changes to the current policy/procedure includes removal of certain lease types, removal of flat weekly lease payments and introduction of lease fee structure for type A leases, based upon the GST exclusive price of a motor vehicle.

The standard and type of motor vehicle for each position remains as a “fit for purpose” criteria, having regard for re-sale, fuel economy, maintenance costs, and tool of trade vehicle requirements.

### **Relevant Reference Documents:**

Motor Vehicle Policy and Procedures  
FBT Legislation

### **Stakeholders:**

Walgett Shire Council  
Council staff

### **Governance Issues:**

Council should review all its various policies within twelve months of a quadrennial election or following changes in legislation or circumstances.

### **Environmental Issues:**

Nil

### **Financial Implications:**

The current changes reflect increased revenue from lease holders and this in-turn shall reduce Councils FBT liability.

**Legal Issues:**

Nil

**Alternatives/Options:**

Nil

**Conclusion:**

The revised policy is now tabled for adoption and it is recommended for adoption and should be revised more frequently to reflect market changes and leasing options.

| <b>Policy Review – Motor Vehicle Policy and Procedures</b>                                                                                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <p>That the revised Motor Vehicle Policy and Procedure document as tabled be adopted.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p> |

**Attachments:**

Motor Vehicle Policy and Procedures. Refer to attachment document – Part A

### 10.1.6 FIRST QUARTER OPERATIONAL PLAN 2020/2021

**REPORTING SECTION:** Executive Services  
**AUTHOR:** Michael Urquhart – General Manager  
**FILE NUMBER:** TBA

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**Summary:**

This report provides Council with the status of the First Quarter Operational Plan Targets for 2021/2022.

**Background:**

Section 405 of the Local Government Act 1993 requires Council to adopt an Operational Plan. This report comments on the status of the Operational Plan as at 30<sup>th</sup> September 2021 and the extent to which the performance targets have been achieved.

**Current Position:**

The First Quarter Operational Plan Status Report is attached for Council's information.

At this time a majority of the performance targets are generally incomplete while a number of projects that are on-going or in progress are expected to be completed at the 30<sup>th</sup> June 2022.

**Governance issues:**

Council must comply with the integrated planning and reporting (IP & R) provisions of the Local Government Act 1993.

**Stakeholders:**

Walgett Shire Council  
Walgett Shire Community

**Financial Implications:**

NIL to report

**Alternative Solutions/Options:**

NIL

**Conclusion:**

Council should note the progress made during the first quarter of the Operational Plan 2021/2022.

| First Quarter Operational Plan 2021/2022                                                                                                                                                                                                                                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <ol style="list-style-type: none"><li>1. That the General Managers report be received.</li><li>2. That Council accept the progress made on the 2021/2022 Operational Plan as at 30<sup>th</sup> September 2021.</li></ol> <p><b>Moved:</b><br/><b>Seconded:</b></p> |



**Attachments:**

First Quarter Operational Plan Status Report. Refer to Attachment Document. – Part A

## 10.1.7 ANNUAL REPORT 2020/2021

**REPORTING SECTION:** Executive Services  
**AUTHOR:** Michael Urquhart – General Manager  
**FILE NUMBER:** TBA

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**Summary:**

This report provides tables the Annual Report highlighting Council's achievements for 2020/2021.

**Background:**

In accordance Section 428 of the Local Government Act 1993 Council must within five (5) months after the end of year prepare a report on achievements in implementing its Delivery Program and the effectiveness of the principal activities undertaken in achieving the objectives.

**Current Position:**

The Annual Report is attached for Council's information.  
2020/2021 has been an exceptional year in terms of Council attaining its many strategic objectives.

**Governance issues:**

Local Government Act 1993  
Local Government Regulation (2021)

**Environmental issues:**

N/A

**Stakeholders:**

Walgett Shire Council  
Walgett Shire Community

**Financial Implications:**

NIL

**Alternative Solutions/Options:**

NIL

**Conclusion:**

Council should note the progress made during the 2020/2021 year.

| Annual Report 2020/2021                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <p>Council formally adopts its Annual Report for 2020/2021.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p> |

**Attachments:**

Annual Report 2020/2021. Refer to Attachment Document– Part B.



## 10.1.8 END OF TERM REPORT 2016 TO 2021

**REPORTING SECTION:** Executive Services  
**AUTHOR:** Michael Urquhart – General Manager  
**FILE NUMBER:** TBA

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**Summary:**

This report provides Council with the status of the “End of Term” report from 2016 to 2021.

**Background:**

In accordance with the NSW Government’s Integrated Planning and Reporting Legislation Council is required to produce a report on its progress in implementing the Community Strategic Plan.

**Current Position:**

The End of Term Report is attached for Council’s information.

It is pleasing to report that Council has achieved a majority of its Community Strategic objectives despite the Covid hiatus during the past two (2) years.

**Governance issues:**

Local Government Act 1993

Local Government Regulation (2021)

**Environmental issues:**

N/A

**Stakeholders:**

Walgett Shire Council

Walgett Shire Community

**Financial Implications:**

NIL

**Alternative Solutions/Options:**

NIL

**Conclusion:**

Council should note the progress over the past five (5) years.

| End of Term report 2016 to 2021                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <p>Council accept the progress made during the term 2016 to 2021.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p> |

**Attachments:**

End of Term Report. Refer to Attachment Document – Part C.

## 10.2 CHIEF FINANCIAL OFFICER

### 10.2.1 MONTHLY OUTSTANDING RATES AS AT 31 OCTOBER 2021

**REPORTING SECTION:** Corporate Services  
**AUTHOR:** Tony Hughes –Chief Financial Officer  
**FILE NUMBER:** TBA

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**Summary:**

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

**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."

Walgett Shire Council is classified as a Regional and Rural Council and the benchmark used for these councils in the Local Government Code of Accounting Practice and Financial Reporting is less than 10% for the Rates, Annual Charges, Interest & Extra Charges Outstanding Percentage as at the end of the financial year.

**Current Position:**

Collection of the current years levy and arrears as at 31 October 2021 is 37.20% which is 1.27% less than the previous year collection at 31 October 2020 of 38.47%. Collections have increased in the first week of November with a total of 38.45% 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 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.

| Monthly Outstanding Rates Report                                                                                                                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation</b></p> <p>The 31 October 2021 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 October 2021**

|                                                         | 7 November 2021       | 31 October 2021       | 31 October 2020       |
|---------------------------------------------------------|-----------------------|-----------------------|-----------------------|
| Arrears from previous year                              | 1,178,458.83          | 1,178,458.83          | 1,073,123.02          |
| Adjustment                                              |                       |                       |                       |
| Sub Total                                               | 1,178,458.83          | 1,178,458.83          | 1,073,123.02          |
| <b>Current Year Activity</b>                            |                       |                       |                       |
| Legal fees (Including write off's)                      | (10,778.00)           | (10,778.00)           | (647.00)              |
| Adjusted Levy                                           | 10,151,680.84         | 10,151,680.84         | 9,827,064.43          |
| Interest (Including write off's)                        | 25,074.09             | 25,024.57             | (284.76)              |
| Adjustments (Including Write Off's)                     | (3,180.95)            | (3,180.95)            | (1,857.31)            |
| Sub Total                                               | 10,162,795.98         | 10,162,746.46         | 9,824,275.36          |
| <b>Total Arrears and Adjusted Levy</b>                  | <b>11,341,254.81</b>  | <b>11,341,205.29</b>  | <b>10,897,398.38</b>  |
| Payments                                                | (4,162,964.56)        | (4,021,450.00)        | (3,996,050.00)        |
| Pensioner Concessions - Govt                            | (96,447.18)           | (95,959.06)           | (96,480.77)           |
| Pensioner Concessions - Council                         | (78,915.38)           | (78,515.98)           | (78,942.96)           |
| Discount                                                | 0.00                  | 0.00                  | 0.00                  |
| Special Rebate Council                                  | (22,487.25)           | (22,487.25)           | (21,212.50)           |
| Sub Total                                               | (4,360,814.37)        | (4,218,412.29)        | (4,192,686.23)        |
| <b>Total Remaining Levy</b>                             | <b>\$6,980,440.44</b> | <b>\$7,122,793.00</b> | <b>\$6,704,712.15</b> |
| Current                                                 | 5,847,932.39          | 5,972,796.52          | 5,709,840.35          |
| Arrears                                                 | 785,594.34            | 801,935.64            | 659,835.40            |
| Interest b/f from previous years                        | 198,464.05            | 199,129.27            | 190,154.87            |
| Current year interest                                   | 22,840.97             | 23,322.88             | 0.00                  |
| Legals                                                  | 125,608.69            | 125,608.69            | 144,881.53            |
| <b>Total Remaining Levy</b>                             | <b>\$6,980,440.44</b> | <b>\$7,122,793.00</b> | <b>\$6,704,712.15</b> |
| <b>Variance</b>                                         | <b>-\$0.00</b>        | <b>-\$0.00</b>        | <b>\$0.00</b>         |
| <b>Total YTD Collected</b>                              |                       |                       |                       |
| Collected YTD % of Levy, Arrears, Interest & Legal Fees | 38.45%                | 37.20%                | 38.47%                |
| Collected YTD % of Levy                                 | 40.96%                | 39.57%                | 40.68%                |

Note (1) 2020-2021 Rates and Charges were levied in accordance with OLG Circular 20-12/ 17 April 2020 (1st Instalment/Payment in Full - Due Date 30 September 2020) due to the Covid-19 Pandemic.

## 10.2.2 CASH & INVESTMENTS AS AT 31 OCTOBER 2021

**REPORTING SECTION:** Corporate Services  
**AUTHOR:** Tony Hughes – Chief Financial Officer  
**FILE NUMBER:** 09/1460

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### **Summary:**

This report provides a summary and analysis of Council's cash and investments for the period ending 31st October 2021.

### **Background:**

The investment portfolio consists of on-call bank accounts, fixed rate interest bearing term deposits and floating rate interest bearing deposits. The portfolio is regularly reviewed to maximise investment performance and minimise risk. Council's investment portfolio does not have a secondary market available for the trading of investments and is not subject to share market volatility.

Comparisons are regularly made between existing investments and other available products that meet Council policy guidelines. A comparison of Council's investment portfolio results is also made monthly to that of other NSW Councils and this council's results continue to be better than average.

The investments are compliant with the Relevant Reference Documents and Policies listed in this report.

### **Current Position:**

Council at month end held a total of \$32,173,002 in on-call and interest-bearing deposits with financial institutions in Australia. The investments are compliant with the Local Government Act (NSW), the associated Regulations and Ministerial Order and Council's Investment Policy with the exception of the investments with AMP. The compliance issue relates to Council's policy only and the following extract from the Imperium Markets report comments on this compliance issue "As at the end of October, Council had a minor overweight position to AMP (BBB) by around \$348k, largely due to the drop in the overall portfolio's balances by around \$2m. Exposures are dependent on the overall movement in the portfolio's balances which can drop during periods of high capital expenditure." This issue should be resolved when Council's cash balance increases due to the receipt of rate payments and grants, such as the financial assistance grant, due to be paid in the coming few weeks or when a number of AMP's term deposits mature early next year.

Council's detailed investment portfolio and compliance information are shown on Attachment 1 to this report. This information is represented graphically as well as digitally and shows Council's compliance to the investment policy for all key performance indicators in the policy. Interest rates continue to be low with no projected improvement to the RBA's forecasts except to say that a lift in rates could be appropriate in 2023 although the forecasts are still consistent with a 2024 rate hike timing. The market is also affected by the availability of investment opportunities with many Authorised Deposit-Taking Institutions not offering term deposits on a regular basis. Longer term investments taken out in prior years and the use of cash accounts are providing Council with a reasonable return in the current investment climate. These longer term deposits are maturing and Council is reviewing investment options each month with a view to maximising returns.

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

Local Government Act (NSW), 1993  
Local Government (General) Regulation 2005

Ministerial Investment Order 5th January 2016  
Investment Policy (Revised and adopted in June 2021)

**Governance issues:**

Nil

**Environmental issues:**

Nil

**Financial Implications:**

As per report

**Alternative Solutions/Options:**

Nil

**Stakeholders:**

Walgett Shire Council  
Residents of Walgett Shire Council  
Financial Institutions

**Conclusion:**

At month end Walgett Shire Council's total cash and invested funds totalled \$32,173,002 which is a decrease of \$1,862,660 from the previous month.

**Attachment:** Attachment 1 Walgett Shire Council's Portfolio report from Imperium Markets.

**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) 5th January 2016.
2. I hereby certify that Council's Cash Book and General Ledger have been reconciled to the bank statement as at the end of month.

**Tony Hughes**

**Chief Financial Officer – Responsible Accounting Officer**

| Cash and Investment Report as at 31 October 2021                                                                                    |
|-------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <p>That the Investment report be received and noted.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p> |

**Attachment:**

Walgett Shire Council's Portfolio report from Imperium Markets. Refer to Attachment Document – Part A.

## 10.2.3 2020-2021 AUDITED FINANCIAL STATEMENTS AND AUDIT REPORT

**REPORTING SECTION:** Corporate Services  
**AUTHOR:** Tony Hughes – Chief Financial Officer  
**FILE NUMBER:** 21/10

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### Summary:

This report is to recommend that Council formally receives the Audited Financial Reports together with the Auditor's Reports for the period 1 July 2020 to 30 June 2021.

### Background:

Council in accordance with Section 419 (1) of the Local Government Act 1993 must present its audited financial accounts together with the auditor's report at a meeting of Council.

### Current Position:

Copies of Council's Primary Audited Financial Reports and Auditor's Report are provided as attachments to this report.

### NET OPERATING RESULT

For the year ended 30<sup>th</sup> June 2021 Council's consolidated activities (including Water and Sewer Services) has recorded a net operating surplus of \$5,446,000 after capital grants and contributions. The original budget forecast (unaudited) was an operating surplus of \$18,221,000 (including capital grants).

Individual fund results for the year are as follows:

|                       |                    |                        |
|-----------------------|--------------------|------------------------|
| · General Fund        | \$6,079,000        | surplus (includes DWM) |
| · Water Services Fund | (\$87,000)         | deficit                |
| · Sewer Services Fund | <u>(\$546,000)</u> | deficit                |
|                       | <u>\$5,446,000</u> |                        |

### WORKING CAPITAL

The "Working Capital" approach is another financial indicator that identifies Council's liquidity or capacity to fund the day to day general purpose operations and delivery of services to the community in the short to medium term. It is also a measure of an organisations operational efficiency and short-term health. For the year ended 30<sup>th</sup> June 2021 Council's general purpose operations has recorded a working capital surplus of \$1,996,000 which increased the accumulation account to a year-end balance of \$9,336,000.

It is recommended the accumulated balance be reduced in time and the funds be allocated to the refurbishment of existing properties and infrastructure. A write down of the working capital should be considered as part of the annual budget process, with funds assigned and prioritised in accordance with the asset management plans.

At years end the "working capital" consisted of cash, inventories (stores & gravel) and net sundry creditors/debtors.

|                     |                           |
|---------------------|---------------------------|
| Stores & Gravel     | \$888,000                 |
| Unrestricted Cash   | \$1,747,000               |
| Net creditor/debtor | <u>\$6,701,000</u>        |
| <b>Total</b>        | <b><u>\$9,336,000</u></b> |



## CASH AND INVESTMENTS

Council's overall cash position has reduced throughout the year with a decrease of \$83,000 and a year-end closing balance of \$33,540,000. The cash and investments are held for the following purposes.

| <b>External Restrictions</b>    | <b>2021</b>         | <b>2020</b>         |
|---------------------------------|---------------------|---------------------|
| Unexpended loan funds           | 1,301,000           | 1,308,000           |
| Domestic Waste Management       | 2,332,000           | 2,458,000           |
| Unexpended Grants               | 5,100,000           | 2,508,000           |
| Water Services                  | 1,941,000           | 2,966,000           |
| Sewer Services                  | 6,792,000           | 7,014,000           |
| Other                           | 2,000               | 2,000               |
| <b>Sub Total</b>                | <b>\$17,468,000</b> | <b>\$16,256,000</b> |
| <b>Internal Restrictions</b>    |                     |                     |
| Long-term and Rollover Reserves | 14,325,000          | 14,299,000          |
| Unrestricted Cash               | 1,747,000           | 3,068,000           |
| <b>Sub Total</b>                | <b>\$16,072,000</b> | <b>\$17,367,000</b> |
| <b>Total</b>                    | <b>\$33,540,000</b> | <b>\$33,623,000</b> |

## Local Government Industry Financial Performance Indicators – Consolidated.

### 1. Operating Performance Ratio

This ratio measures Council's ability to contain operating expenditure within operating revenue.

Benchmark  $\geq 0.00\%$ . Council's result is  $-1.22\%$ . This result does not meet the benchmark and is marginally worse than in 2020 ( $-0.58$ ).

### 2. Own Source Operating revenue Ratio

This ratio measures fiscal flexibility. It is the degree of reliance on external funding sources such as operating grants and contributions.

Benchmark  $\geq 60.00\%$ . Council's result is  $44.06\%$ . This percentage has increased from last year which shows council was less reliant on grant funding in 2021.

### 3. Unrestricted Current Ratio

This ratio assesses the adequacy of working capital and its ability to satisfy obligations in the short term for the unrestricted activities of Council.

Benchmark  $\geq 1.5$ . Council's result is  $7.15$  which exceeds the OLG benchmark.

### 4. Debt Service Cover Ratio

This ratio measures the availability of operating cash to service debt including interest, principal and lease payments.

Benchmark  $\geq 2.00$ . Council's result is  $5.88$  which exceeds the OLG benchmark.

### 5. Rate, Annual Charges, Interest & Extra Charges Outstanding Percentage

This ratio assesses the impact of uncollected rates and annual charges on Council's liquidity and the adequacy of recovery efforts. The increase in the outstanding percentage in this period can be attributed to a reduction in collection activity due to the modifications of statutory requirements by the OLG in response to the COVID-19 pandemic.

Benchmark <10.00%. Council's result is 11.39% which does not meet the benchmark.

**6. Cash Expense Cover Ratio**

This ratio measures the number of months a Council can continue paying for its immediate expenses without additional cash inflow.

Benchmark  $\geq 3.00$ . Council's result is 11.94 months which exceeds the OLG benchmark.

Council is in a sound financial position having met three of the six performance indicators in 2020-2021. The "Own Source Operating Revenue Ratio" can be particularly difficult to achieve when the allocation and timing of grant and contribution receipts is out of Council's control. Most medium sized rural Councils that rely upon grants and contributions for roadworks and community service activities find it challenging to successfully meet and maintain this KPI.

The Office of Local Government is also placing particular emphasis upon asset maintenance and Council's capacity to address infrastructure maintenance and the backlog of infrastructure renewal. General fund has by far the largest asset base of all funds with roads making up 60% of Council's total carrying value of all asset categories.

Walgett Shire Council's performance for 2020-2021 is as follows:

**7. Building, Infrastructure & Other Structures Renewals Ratio**

This ratio assesses the rate at which assets are being renewed relative to the rate at which they are depreciating.

Benchmark  $\geq 100.00\%$ . Council's result is 26.88%

**8. Infrastructure Backlog Ratio**

This ratio shows what proportion the backlog is against the total value of Council's infrastructure.

Benchmark <0.02%. Council's result is 5.82%.

**9. Asset Maintenance Ratio**

Compares actual maintenance to the required annual asset maintenance. A ratio above 1.0 indicates Council is investing sufficient funds to stop the infrastructure backlog growing.

Benchmark  $> 100.00$ . Council's result is 113.84%

**10. Cost to bring assets to agreed service level**

This ratio measures the cost of asset renewal (elected service level) required against the total value of all assets (excluding tips, quarries, land and work in progress).

Council's result is 3.72%.

In 2020-2021 Council has only met the benchmark for the Asset Maintenance Ratio. A great deal of work is needed in this area with an objective linkage of asset management plans to the long-term financial plan.

**Conclusion.**

Council's overall working capital position has improved over the past four (4) years with the accumulation account at \$9,336,000. This level of working capital when considered in conjunction with the long term internal reserves is an excellent financial position.

**Relevant Reference Documents/Policies:**

Local Government Act (1993)

Financial Reports and Auditors Report to 30 June 2021

**Governance issues:**

Presentation to Council of the Annual Financial Statements is a key governance requirement and forms part of Council's reporting to the community.

**Environmental issues:**

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

**Alternative Solutions/Options:**

There are no alternative solutions / options.

**Stakeholders:**

Office of Local Government  
NSW Audit Office  
Walgett Shire Council

**Financial Implications:**

The Financial implications for Council are detailed in the auditor's report and the supporting ratios.

| 2020-2021 Audited Financial Statements and Audit Report                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <p>That Council receive the Audited Financial Reports together with the Auditor's Reports for the period 1 July 2020 to 30 June 2021.</p> <p><b>Moved:</b><br/><b>Seconded:</b></p> |

**Attachments:**

Audited Primary Financial Statements for year ended 30 June 2021.

Walgett Shire Council | Income Statement | For the year ended 30 June 2021

## Walgett Shire Council

## Income Statement

for the year ended 30 June 2021

| Original<br>unaudited<br>budget<br>2021<br>\$ '000 |                                                                                                        | Notes | Actual<br>2021<br>\$ '000 | Restated<br>Actual<br>2020<br>\$ '000 |
|----------------------------------------------------|--------------------------------------------------------------------------------------------------------|-------|---------------------------|---------------------------------------|
| <b>Income from continuing operations</b>           |                                                                                                        |       |                           |                                       |
| 9,513                                              | Rates and annual charges                                                                               | B2-1  | 9,418                     | 9,277                                 |
| 5,126                                              | User charges and fees                                                                                  | B2-2  | 6,903                     | 3,405                                 |
| 1,937                                              | Other revenue                                                                                          | B2-3  | 1,350                     | 1,156                                 |
| 12,128                                             | Grants and contributions provided for operating purposes                                               | B2-4  | 17,470                    | 17,769                                |
| 19,745                                             | Grants and contributions provided for capital purposes                                                 | B2-4  | 5,895                     | 8,338                                 |
| 637                                                | Interest and investment income                                                                         | B2-5  | 475                       | 796                                   |
| –                                                  | Other income                                                                                           | B2-6  | 256                       | 263                                   |
| –                                                  | Net share of interests in joint ventures and associates using the equity method                        | D2a   | 41                        | –                                     |
| 49,086                                             | <b>Total income from continuing operations</b>                                                         |       | <b>41,808</b>             | <b>41,004</b>                         |
| <b>Expenses from continuing operations</b>         |                                                                                                        |       |                           |                                       |
| 8,279                                              | Employee benefits and on-costs                                                                         | B3-1  | 8,906                     | 8,068                                 |
| 9,898                                              | Materials and services                                                                                 | B3-2  | 18,588                    | 15,647                                |
| 122                                                | Borrowing costs                                                                                        | B3-3  | 288                       | 150                                   |
| 7,660                                              | Depreciation, amortisation and impairment for non-financial assets                                     | B3-4  | 6,334                     | 7,163                                 |
| 4,906                                              | Other expenses                                                                                         | B3-5  | 2,195                     | 1,692                                 |
| –                                                  | Net losses from the disposal of assets                                                                 | B4-1  | 51                        | 597                                   |
| –                                                  | Net share of interests in joint ventures and associates using the equity method                        | D2a   | –                         | 3,070                                 |
| 30,865                                             | <b>Total expenses from continuing operations</b>                                                       |       | <b>36,362</b>             | <b>36,387</b>                         |
| 18,221                                             | <b>Operating result from continuing operations</b>                                                     |       | <b>5,446</b>              | <b>4,617</b>                          |
| 18,221                                             | <b>Net operating result for the year attributable to Council</b>                                       |       | <b>5,446</b>              | <b>4,617</b>                          |
| (1,524)                                            | <b>Net operating result for the year before grants and contributions provided for capital purposes</b> |       | <b>(449)</b>              | <b>(3,721)</b>                        |

The above Income Statement should be read in conjunction with the accompanying notes.

Walgett Shire Council | Statement of Comprehensive Income | For the year ended 30 June 2021

**Walgett Shire Council****Statement of Comprehensive Income**  
for the year ended 30 June 2021

|                                                                                        | Notes | 2021<br>\$ '000 | Restated<br>2020<br>\$ '000 |
|----------------------------------------------------------------------------------------|-------|-----------------|-----------------------------|
| <b>Net operating result for the year – from Income Statement</b>                       |       | <b>5,446</b>    | <b>4,617</b>                |
| <b>Other comprehensive income:</b>                                                     |       |                 |                             |
| Gain (loss) on revaluation of infrastructure, property, plant and equipment            | C1-6  | 437             | 23,821                      |
| <b>Total items which will not be reclassified subsequently to the operating result</b> |       | <b>437</b>      | <b>23,821</b>               |
| <b>Total other comprehensive income for the year</b>                                   |       | <b>437</b>      | <b>23,821</b>               |
| <b>Total comprehensive income for the year attributable to Council</b>                 |       | <b>5,883</b>    | <b>28,438</b>               |

The above Statement of Comprehensive Income should be read in conjunction with the accompanying notes.

Walgett Shire Council | Statement of Financial Position | For the year ended 30 June 2021

**Walgett Shire Council****Statement of Financial Position**

as at 30 June 2021

|                                                   | Notes | 2021<br>\$ '000 | Restated<br>2020<br>\$ '000 | Restated<br>1 July 2019 <sup>1</sup><br>\$ '000 |
|---------------------------------------------------|-------|-----------------|-----------------------------|-------------------------------------------------|
| <b>ASSETS</b>                                     |       |                 |                             |                                                 |
| <b>Current assets</b>                             |       |                 |                             |                                                 |
| Cash and cash equivalents                         | C1-1  | 11,040          | 12,623                      | 8,941                                           |
| Investments                                       | C1-2  | 16,500          | 9,500                       | 11,000                                          |
| Receivables                                       | C1-4  | 10,175          | 8,829                       | 6,014                                           |
| Inventories                                       | C1-5  | 1,020           | 995                         | 957                                             |
| Other                                             | C1-7  | 26              | 169                         | 125                                             |
| <b>Total current assets</b>                       |       | <b>38,761</b>   | <b>32,116</b>               | <b>27,037</b>                                   |
| <b>Non-current assets</b>                         |       |                 |                             |                                                 |
| Investments                                       | C1-2  | 6,000           | 11,500                      | 14,000                                          |
| Receivables                                       | C1-4  | 80              | 121                         | 153                                             |
| Infrastructure, property, plant and equipment     | C1-6  | 315,936         | 310,104                     | 281,791                                         |
| Right of use assets                               | C2-1  | 109             | 66                          | –                                               |
| Investments accounted for using the equity method | D2-1  | 704             | 663                         | 3,733                                           |
| <b>Total non-current assets</b>                   |       | <b>322,829</b>  | <b>322,454</b>              | <b>299,677</b>                                  |
| <b>Total assets</b>                               |       | <b>361,590</b>  | <b>354,570</b>              | <b>326,714</b>                                  |
| <b>LIABILITIES</b>                                |       |                 |                             |                                                 |
| <b>Current liabilities</b>                        |       |                 |                             |                                                 |
| Payables                                          | C3-1  | 2,087           | 3,991                       | 4,281                                           |
| Contract liabilities                              | C3-2  | 4,151           | 1,127                       | –                                               |
| Lease liabilities                                 | C2-1  | 78              | 62                          | –                                               |
| Borrowings                                        | C3-3  | 527             | 742                         | 707                                             |
| Employee benefit provisions                       | C3-4  | 2,221           | 2,149                       | 2,018                                           |
| <b>Total current liabilities</b>                  |       | <b>9,064</b>    | <b>8,071</b>                | <b>7,006</b>                                    |
| <b>Non-current liabilities</b>                    |       |                 |                             |                                                 |
| Lease liabilities                                 | C2-1  | 33              | 5                           | –                                               |
| Borrowings                                        | C3-3  | 1,336           | 1,864                       | 2,606                                           |
| Employee benefit provisions                       | C3-4  | 145             | 111                         | 152                                             |
| Provisions                                        | C3-5  | 5,252           | 4,642                       | 4,340                                           |
| <b>Total non-current liabilities</b>              |       | <b>6,766</b>    | <b>6,622</b>                | <b>7,098</b>                                    |
| <b>Total liabilities</b>                          |       | <b>15,830</b>   | <b>14,693</b>               | <b>14,104</b>                                   |
| <b>Net assets</b>                                 |       | <b>345,760</b>  | <b>339,877</b>              | <b>312,610</b>                                  |
| <b>EQUITY</b>                                     |       |                 |                             |                                                 |
| Accumulated surplus                               |       | 128,549         | 123,103                     | 119,657                                         |
| IPPE revaluation reserve                          | C4-1  | 217,211         | 216,774                     | 192,953                                         |
| <b>Council equity interest</b>                    |       | <b>345,760</b>  | <b>339,877</b>              | <b>312,610</b>                                  |
| <b>Total equity</b>                               |       | <b>345,760</b>  | <b>339,877</b>              | <b>312,610</b>                                  |

The above Statement of Financial Position should be read in conjunction with the accompanying notes.

## Walgett Shire Council

Statement of Changes in Equity  
for the year ended 30 June 2021

|                                                                             | Notes | as at 30/06/21                 |                                     |                         | as at 30/06/20                 |                                     |                         |
|-----------------------------------------------------------------------------|-------|--------------------------------|-------------------------------------|-------------------------|--------------------------------|-------------------------------------|-------------------------|
|                                                                             |       | Accumulated surplus<br>\$ '000 | IPPE revaluation reserve<br>\$ '000 | Total equity<br>\$ '000 | Accumulated surplus<br>\$ '000 | IPPE revaluation reserve<br>\$ '000 | Total equity<br>\$ '000 |
| Opening balance at 1 July                                                   |       | 123,103                        | 216,774                             | 339,877                 | 121,279                        | 193,837                             | 315,116                 |
| Correction of prior period errors                                           | G3-1  | –                              | –                                   | –                       | (1,622)                        | (884)                               | (2,506)                 |
| Changes due to AASB 1058 and AASB 15 adoption                               |       | –                              | –                                   | –                       | (1,171)                        | –                                   | (1,171)                 |
| <b>Restated opening balance</b>                                             |       | <b>123,103</b>                 | <b>216,774</b>                      | <b>339,877</b>          | <b>118,486</b>                 | <b>192,953</b>                      | <b>311,439</b>          |
| Net operating result for the year                                           |       | 5,446                          | –                                   | 5,446                   | 4,617                          | –                                   | 4,617                   |
| <b>Restated net operating result for the period</b>                         |       | <b>5,446</b>                   | <b>–</b>                            | <b>5,446</b>            | <b>4,617</b>                   | <b>–</b>                            | <b>4,617</b>            |
| <b>Other comprehensive income</b>                                           |       |                                |                                     |                         |                                |                                     |                         |
| Gain (loss) on revaluation of infrastructure, property, plant and equipment | C1-6  | –                              | 437                                 | 437                     | –                              | 23,821                              | 23,821                  |
| <b>Other comprehensive income</b>                                           |       | <b>–</b>                       | <b>437</b>                          | <b>437</b>              | <b>–</b>                       | <b>23,821</b>                       | <b>23,821</b>           |
| <b>Total comprehensive income</b>                                           |       | <b>5,446</b>                   | <b>437</b>                          | <b>5,883</b>            | <b>4,617</b>                   | <b>23,821</b>                       | <b>28,438</b>           |
| <b>Closing balance at 30 June</b>                                           |       | <b>128,549</b>                 | <b>217,211</b>                      | <b>345,760</b>          | <b>123,103</b>                 | <b>216,774</b>                      | <b>339,877</b>          |

The above Statement of Changes in Equity should be read in conjunction with the accompanying notes.



## Walgett Shire Council

## Statement of Cash Flows

for the year ended 30 June 2021

| Original<br>unaudited<br>budget<br>2021<br>\$ '000 |                                                           | Notes | Actual<br>2021<br>\$ '000 | Actual<br>2020<br>\$ '000 |
|----------------------------------------------------|-----------------------------------------------------------|-------|---------------------------|---------------------------|
| <b>Cash flows from operating activities</b>        |                                                           |       |                           |                           |
| <b>Receipts:</b>                                   |                                                           |       |                           |                           |
| 9,485                                              | Rates and annual charges                                  |       | 9,391                     | 9,029                     |
| 4,730                                              | User charges and fees                                     |       | 7,125                     | 2,123                     |
| 609                                                | Investment and interest revenue received                  |       | 551                       | 830                       |
| 31,274                                             | Grants and contributions                                  |       | 25,070                    | 25,175                    |
| –                                                  | Bonds, deposits and retention amounts received            |       | 6                         | 103                       |
| 1,905                                              | Other                                                     |       | 4,314                     | 3,847                     |
| <b>Payments:</b>                                   |                                                           |       |                           |                           |
| (13,420)                                           | Employee benefits and on-costs                            |       | (8,821)                   | (8,116)                   |
| (4,673)                                            | Materials and services                                    |       | (22,560)                  | (16,130)                  |
| (118)                                              | Borrowing costs                                           |       | (111)                     | (147)                     |
| –                                                  | Bonds, deposits and retention amounts refunded            |       | –                         | (15)                      |
| (4,904)                                            | Other                                                     |       | (1,451)                   | (4,044)                   |
| 24,888                                             | <b>Net cash flows from operating activities</b>           | G1-1  | <b>13,514</b>             | <b>12,655</b>             |
| <b>Cash flows from investing activities</b>        |                                                           |       |                           |                           |
| <b>Receipts:</b>                                   |                                                           |       |                           |                           |
| –                                                  | Redemption of term deposits                               |       | 34,500                    | 27,000                    |
| 1,596                                              | Sale of infrastructure, property, plant and equipment     |       | 91                        | –                         |
| –                                                  | Deferred debtors receipts                                 |       | 30                        | 30                        |
| <b>Payments:</b>                                   |                                                           |       |                           |                           |
| (1,000)                                            | Acquisition of term deposits                              |       | (36,000)                  | (23,000)                  |
| (28,041)                                           | Purchase of infrastructure, property, plant and equipment |       | (12,955)                  | (12,219)                  |
| (27,445)                                           | <b>Net cash flows from investing activities</b>           |       | <b>(14,334)</b>           | <b>(8,189)</b>            |
| <b>Cash flows from financing activities</b>        |                                                           |       |                           |                           |
| <b>Receipts:</b>                                   |                                                           |       |                           |                           |
| 1,348                                              | Proceeds from borrowings                                  |       | –                         | –                         |
| <b>Payments:</b>                                   |                                                           |       |                           |                           |
| (772)                                              | Repayment of borrowings                                   |       | (743)                     | (707)                     |
| –                                                  | Principal component of lease payments                     |       | (20)                      | (77)                      |
| 576                                                | <b>Net cash flows from financing activities</b>           |       | <b>(763)</b>              | <b>(784)</b>              |
| (1,981)                                            | <b>Net change in cash and cash equivalents</b>            |       | <b>(1,583)</b>            | <b>3,682</b>              |
| 5,300                                              | Cash and cash equivalents at beginning of year            |       | 12,623                    | 8,941                     |
| 3,319                                              | Cash and cash equivalents at end of year                  | C1-1  | 11,040                    | 12,623                    |
| 27,000                                             | plus: Investments on hand at end of year                  | C1-2  | 22,500                    | 21,000                    |
| 30,319                                             | <b>Total cash, cash equivalents and investments</b>       |       | <b>33,540</b>             | <b>33,623</b>             |

The above Statement of Cash Flows should be read in conjunction with the accompanying notes.



## INDEPENDENT AUDITOR'S REPORT

### Report on the general purpose financial statements

#### Walgett Shire Council

To the Councillors of the Walgett Shire Council

### Opinion

I have audited the accompanying financial statements of Walgett Shire Council (the Council), which comprise the Statement by Councillors and Management, the Income Statement and Statement of Comprehensive Income for the year ended 30 June 2021, the Statement of Financial Position as at 30 June 2021, the Statement of Changes in Equity and Statement of Cash Flows for the year then ended and notes comprising a summary of significant accounting policies and other explanatory information.

In my opinion:

- the Council's accounting records have been kept in accordance with the requirements of the *Local Government Act 1993*, Chapter 13, Part 3, Division 2 (the Division)
- the financial statements:
  - have been prepared, in all material respects, in accordance with the requirements of this Division
  - are consistent with the Council's accounting records
  - present fairly, in all material respects, the financial position of the Council as at 30 June 2021, and of its financial performance and its cash flows for the year then ended in accordance with Australian Accounting Standards
- all information relevant to the conduct of the audit has been obtained
- no material deficiencies in the accounting records or financial statements have come to light during the audit.

My opinion should be read in conjunction with the rest of this report.

### Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under the standards are described in the 'Auditor's Responsibilities for the Audit of the Financial Statements' section of my report.

I am independent of the Council in accordance with the requirements of the:

- Australian Auditing Standards
- Accounting Professional and Ethical Standards Board's APES 110 'Code of Ethics for Professional Accountants (including Independence Standards)' (APES 110).

I have fulfilled my other ethical responsibilities in accordance with APES 110.

Parliament promotes independence by ensuring the Auditor-General and the Audit Office of New South Wales are not compromised in their roles by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General
- mandating the Auditor-General as auditor of councils
- precluding the Auditor-General from providing non-audit services.

I believe the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

### **Other Information**

The Council's annual report for the year ended 30 June 2021 includes other information in addition to the financial statements and my Independent Auditor's Report thereon. The Councillors are responsible for the other information. At the date of this Independent Auditor's Report, the other information I have received comprise the special purpose financial statements and Special Schedules (the Schedules).

My opinion on the financial statements does not cover the other information. Accordingly, I do not express any form of assurance conclusion on the other information. However, as required by the *Local Government Act 1993*, I have separately expressed an opinion on the special purpose financial statements and Special Schedule - Permissible income for general rates.

In connection with my audit of the financial statements, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude there is a material misstatement of the other information, I must report that fact.

I have nothing to report in this regard.

### **The Councillors' Responsibilities for the Financial Statements**

The Councillors are responsible for the preparation and fair presentation of the financial statements in accordance with Australian Accounting Standards and the *Local Government Act 1993*, and for such internal control as the Councillors determine is necessary to enable the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Councillors are responsible for assessing the Council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

My objectives are to:

- obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error
- issue an Independent Auditor's Report including my opinion.

Reasonable assurance is a high level of assurance, but does not guarantee an audit conducted in accordance with Australian Auditing Standards will always detect material misstatements. Misstatements can arise from fraud or error. Misstatements are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions users take based on the financial statements.



A description of my responsibilities for the audit of the financial statements is located at the Auditing and Assurance Standards Board website at: [www.auasb.gov.au/auditors\\_responsibilities/ar4.pdf](http://www.auasb.gov.au/auditors_responsibilities/ar4.pdf). The description forms part of my auditor's report.

The scope of my audit does not include, nor provide assurance:

- that the Council carried out its activities effectively, efficiently and economically
- on the Original Budget information included in the Income Statement, Statement of Cash Flows, and Note B5-1 Material budget variations
- on the Special Schedules. A separate opinion has been provided on Special Schedule - Permissible income for general rates
- about the security and controls over the electronic publication of the audited financial statements on any website where they may be presented
- about any other information which may have been hyperlinked to/from the financial statements.



Manuel Moncada  
Delegate of the Auditor-General for New South Wales

30 October 2021  
SYDNEY



Cr Ian Woodcock  
Mayor  
Walgett Shire Council  
PO Box 31  
Walgett NSW 2330

Contact: Manuel Moncada  
Phone no: 02 9275 7333  
Our ref: D2123876/1801

30 October 2021

Dear Mayor

**Report on the Conduct of the Audit  
for the year ended 30 June 2021  
Walgett Shire Council**

I have audited the general purpose financial statements (GPFS) of the Walgett Shire Council (the Council) for the year ended 30 June 2021 as required by section 415 of the *Local Government Act 1993* (the Act).

I expressed an unmodified opinion on the Council's GPFS.

This Report on the Conduct of the Audit (the Report) for the Council for the year ended 30 June 2021 is issued in accordance with section 417 of the Act. This Report should be read in conjunction with my audit opinion on the GPFS issued under section 417(2) of the Act.

**SIGNIFICANT AUDIT ISSUES AND OBSERVATIONS**

**Rural fire-fighting equipment not recognised in the financial statements**

Council did not record rural fire-fighting equipment in the financial statements.

Rural fire fighting equipment, specifically the red fleet vehicles, is controlled by the Council and should be recognised in their financial statements. This is supported by the requirements of the *Rural Fires Act 1997* and service agreements between councils and the RFS.

The Department of Planning, Industry and Environment (inclusive of the Office of Local Government) confirmed in the 'Report on Local Government 2020' (tabled in Parliament on 27 May 2021) their view that rural firefighting equipment is not controlled by the NSW Rural Fire Service.

**INCOME STATEMENT****Operating result**

|                                                              | <b>2021</b> | <b>2020*</b> | <b>Variance</b>                                                                          |
|--------------------------------------------------------------|-------------|--------------|------------------------------------------------------------------------------------------|
|                                                              | <b>\$m</b>  | <b>\$m</b>   | <b>%</b>                                                                                 |
| Rates and annual charges revenue                             | 9.4         | 9.3          |  1.1  |
| Grants and contributions revenue                             | 23.4        | 26.1         |  10.3 |
| Operating result from continuing operations                  | 5.4         | 4.6          |  17.4 |
| Net operating result before capital grants and contributions | (0.4)       | (3.7)        |  90   |

\* The 2020 comparatives have been restated to correct a prior period error. Note G3-1 of the financial statements provides details of the prior period error.

Council's operating result (\$5.4 million including the effect of depreciation and amortisation expense of \$6.3 million) was \$0.8 million higher than the 2019–20 result. This was mainly due to increased revenue from Transport for NSW works and offset by a reduction in revenue from capital grants.

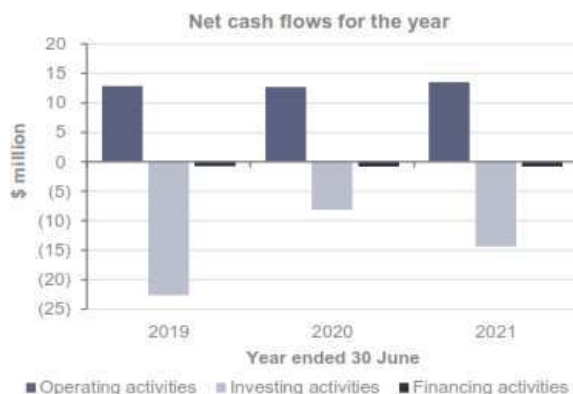
The net operating result before capital grants and contributions (deficit of \$449,000) was \$3.3 million higher than the 2019–20 result. This was mainly due to the increased revenue from Transport for NSW works noted above.

Rates and annual charges revenue (\$9.4 million) increased by \$0.1 million (1.1 per cent) in 2020–2021.

Grants and contributions revenue (\$23.4 million) decreased by \$2.7 million (10.3 per cent) in 2020–2021 due to reduced revenue recognised for grant funded capital projects.

## STATEMENT OF CASH FLOWS

- The Statement of Cash Flows illustrates the flow of cash and cash equivalents moving in and out of Council during the year and reveals that cash decreased by \$1.6 million to \$11 million at the close of the year.



## FINANCIAL POSITION

### Cash and investments

| Cash and investments                                | 2021        | 2020        | Commentary                                                                                                                                                                                                          |
|-----------------------------------------------------|-------------|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                     | \$m         | \$m         |                                                                                                                                                                                                                     |
| <b>Total cash, cash equivalents and investments</b> | <b>33.5</b> | <b>33.6</b> | <ul style="list-style-type: none"> <li>External restrictions include unspent specific purpose grants and contributions, and domestic waste management, water and sewerage charges, and unexpended loans.</li> </ul> |
| Restricted cash and investments:                    |             |             | <ul style="list-style-type: none"> <li>Balances are internally restricted due to Council policy or decisions for forward plans including works program.</li> </ul>                                                  |
| • External restrictions                             | 17.5        | 16.3        |                                                                                                                                                                                                                     |
| • Internal restrictions                             | 14.3        | 14.3        |                                                                                                                                                                                                                     |

### Debt

After repaying principal and interest of \$0.9 million during the financial year, total debt as at 30 June 2021 was \$1.9 million (2020: \$2.7 million).

## PERFORMANCE

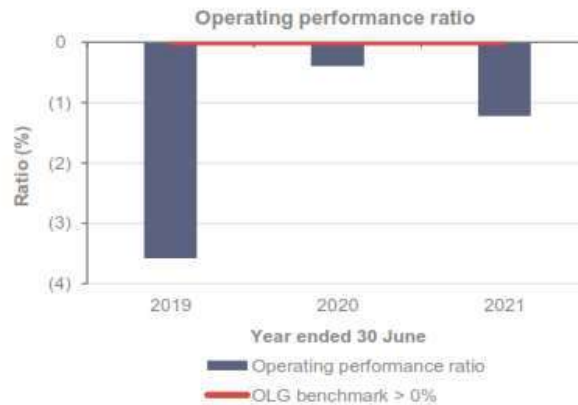
### Performance measures

The following section provides an overview of the Council's performance against the performance measures and performance benchmarks set by the Office of Local Government (OLG) within the Department of Planning, Industry and Environment.

### Operating performance ratio

The 'operating performance ratio' measures how well council contained operating expenditure within operating revenue (excluding capital grants and contributions, fair value adjustments, and reversal of revaluation decrements). The benchmark set by OLG is greater than zero per cent.

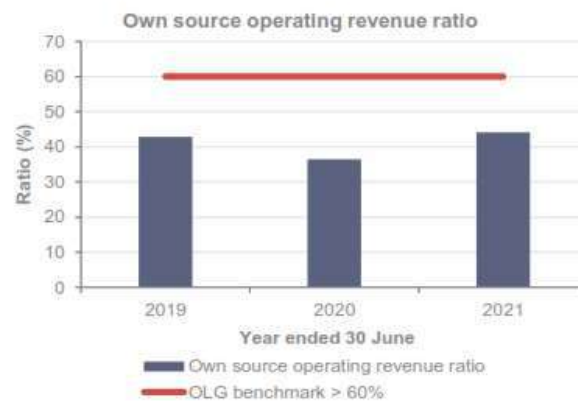
The Council did not meet the OLG benchmark for the current reporting period.



### Own source operating revenue ratio

The 'own source operating revenue ratio' measures council's fiscal flexibility and the degree to which it relies on external funding sources such as operating grants and contributions. The benchmark set by OLG is greater than 60 per cent.

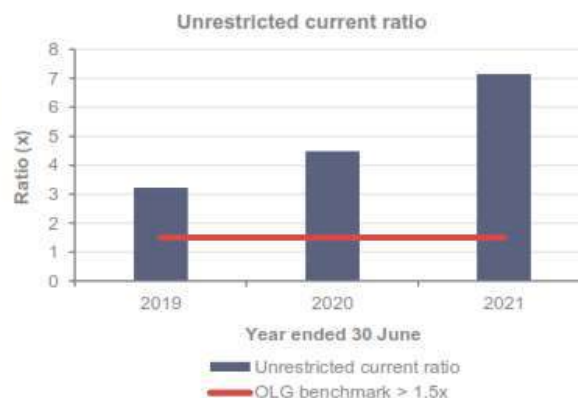
The Council did not meet the OLG benchmark for the current reporting period.



### Unrestricted current ratio

The 'unrestricted current ratio' is specific to local government and represents council's ability to meet its short-term obligations as they fall due. The benchmark set by OLG is greater than 1.5 times.

The Council exceeded the OLG benchmark for the current reporting period.

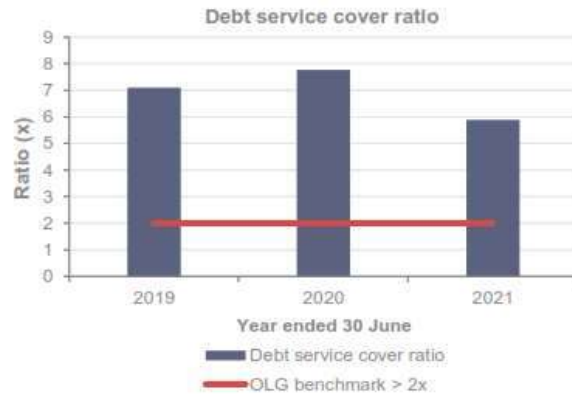




#### Debt service cover ratio

The 'debt service cover ratio' measures the operating cash to service debt including interest, principal and lease payments. The benchmark set by OLG is greater than two times.

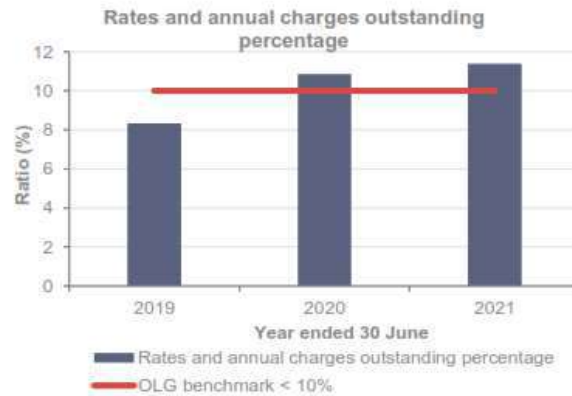
The Council exceeded the OLG benchmark for the current reporting period.



#### Rates and annual charges outstanding percentage

The 'rates and annual charges outstanding percentage' assesses the impact of uncollected rates and annual charges on council's liquidity and the adequacy of debt recovery efforts. The benchmark set by OLG is less than 10 per cent for regional and rural councils.

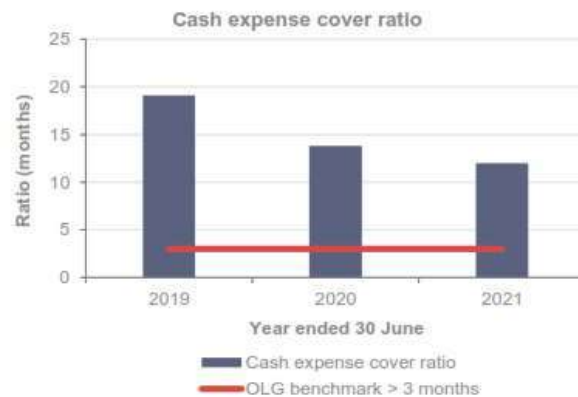
The Council did not meet the OLG benchmark for the current reporting period.



### Cash expense cover ratio

This liquidity ratio indicates the number of months the council can continue paying for its immediate expenses without additional cash inflow. The benchmark set by OLG is greater than three months.

The Council exceeded the OLG benchmark for the current reporting period.



### Infrastructure, property, plant and equipment renewals

- Council's asset renewal additions for the year were \$1.8 million compared \$2.8 million for the prior year
- The level of asset renewals during the year represented 29 percent of the total depreciation expense (\$6.3 million) for the year.

## OTHER MATTERS

### Legislative compliance

My audit procedures did not identify any instances of non-compliance with legislative requirements or a material deficiency in the Council's accounting records or financial statements. The Council's:

- accounting records were maintained in a manner and form to allow the GPFS to be prepared and effectively audited
- staff provided all accounting records and information relevant to the audit.

The Council's:

- accounting records were maintained in a manner and form that facilitated the preparation and the effective audit of the general purpose financial statements
- staff provided all accounting records and information relevant to the audit.

Manuel Moncada  
Delegate of the Auditor-General for New South Wales

cc: Michael Urquhart, General Manager  
Kiersten Fishburn, Secretary of the Department of Planning, Industry and Environment

## 10.2.4 CREDIT CARD POLICY

|                           |                                              |
|---------------------------|----------------------------------------------|
| <b>REPORTING SECTION:</b> | <b>Corporate Services</b>                    |
| <b>AUTHOR:</b>            | <b>Tony Hughes – Chief Financial Officer</b> |
| <b>FILE NUMBER:</b>       | <b>TBA</b>                                   |

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### **Summary:**

This report is provided to Council with information for the adoption of a revised Credit Card Policy and Procedure.

### **Background:**

Each year Council must review its Credit Card policy/procedure to ensure it applies to current financial management regulations, systems and legislation. It is important the policy and procedure has the proper checks and balances in place to safeguard the card holder and Council from any potential fraudulent expenditures or misuse.

In September 2021 the Minister for Local Government released a Guideline on the Use and Management of Credit Cards and all Councils must take the guideline into consideration when developing or reviewing their credit card policy.

### **Current Position:**

The revised policy/procedure is very robust, establishing clarity for staff (card holders) while maintaining accountability and transparency at all times in the purchasing cycle.

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

Local Government Act 1993  
Local Government General Regulation 2005  
Walgett Shire Council Procurement & Disposal Policy  
Walgett Shire Council Purchase Card Procedure  
Walgett Shire Council Code of Conduct

### **Governance issues:**

The revised policy/procedure makes provision to ensure the cardholder and staff associated with the process are accountable, oversight of the process is demonstrated, the process is transparent and ethical in terms of protecting users and Councils funds along with conditions that highlight any conflict of interest.

### **Environmental issues:**

NIL

### **Stakeholders:**

Walgett Shire Council  
Council Shire Council staff  
Walgett Shire Community

### **Financial Implications:**

The purchase of goods and services using Credit Cards is the same as any other expenditure purchase, whereby the cardholder ensures a value for money purchase and where expenditure has been provided for in Council's annual budget.

Adoption of the Credit Card policy has no adverse impact upon Council's budget result.

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

To withdraw delegation for the use of Council Credit cards.

**Conclusion:**

The Chief Financial Officer has reviewed the Credit Card policy and procedure, making sure it is relevant to current legislation, current workplace best practice procurement guidelines, while streamlining the accounts payable process allowing for better utilization of Council resources.

| Credit Card Policy                                                                                                                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <p>That Council adopt the revised Credit Card Policy and Procedures as presented.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p> |

**Attachments:**

Credit Card Policy/Procedure – Refer to Attachment Document – Part A.

## 10.2.5 QUARTERLY BUDGET REVIEW STATEMENT - SEPTEMBER 2021

**REPORTING SECTION:** Corporate Services  
**AUTHOR:** Chief Financial Officer – Tony Hughes  
**FILE NUMBER:** TBA

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### Summary:

The Chief Financial Officer (CFO) reports to Council on the status of the September 2021 Quarterly Budget Review (QBR) Statement. The report outlines the first quarter operations against the adopted 2020/2021 budget estimates, with income and expenditure variations made because of actual differences or known trends.

### Background:

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

### Current Position:

The current position is detailed in the attached Quarter 1 (period ending 30<sup>th</sup> September 2021) Quarterly Budget Review Statement report.

The majority of income and expenditure estimates for 2021/2022 are on track, however there are a large number of major variations brought to account in the attached report because of current expenditure trends, new grant projects and rollover projects from 2020/2021.

Council's General Fund result for the financial year including capital expenditure is projected to be a cash deficit of \$114,585 (excluding non-domestic waste shown below).

**Waste Services** a number of variations to recurrent income and expenditure have been included in order to reflect current trends. Capital expenditure for a recycling shed and environmental improvements have been brought forward from 2020/21 and are largely offset by grant funding and transfers from reserves. It is anticipated that the non-domestic waste operations will have a cash deficit of \$140,841 at 30 June 2022 and the domestic waste fund operational deficit of \$159,020 will be funded from reserves.

It should be noted here that the operational income for the total waste operation (domestic and non-domestic) is not sufficient to cover the operational expenses excluding depreciation on an annual basis. This means that unless the charges are increased or the operational costs are reduced in some way there will continue to be deficit results for this service provided by council to the community.

**Water funds** - The consolidated water fund has a number of adjustments to both operating income and expenditure to reflect current trends. Major variations to the capital budget include a cooling system at Lightning Ridge which is grant funded and infrastructure works at Collarenebri where budgets have been re-allocated between projects. A small cash operational surplus of \$189k is shown as a transfer to reserves and there is \$850k transfer from reserves to fund the capital works that were predominately in the original budget.

**Sewer Services** - The consolidated sewer fund also has adjustments made to the operational income and expenditure to reflect current trends. There has also been \$10k included for a condition assessment of some mains in Collarenebri. Capital works of \$69k in Walgett have

been included for telemetry and pump station upgrades. An estimated operational cash surplus of \$300k is shown as a transfer to reserves and there is a relatively minor increase to the transfer from reserves of \$69k for the additional capital works.

**Relevant Reference Documents/Policies:**

Local Government Act 1993

Local Government (General) Regulation 2005

Integrated Planning and Reporting Framework

**Governance issues:**

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

**Financial Implications:**

The Quarterly Budget Review details Councils current financial projections for the 2021/2022 fiscal year as at the quarter ending 30th September 2021.

**Alternative Solutions/Options:**

Not Applicable

**Conclusion:**

The QBRS as at 30<sup>th</sup> September 2021 provides council with information relating to the status of the budget after three (3) months of operation. The movement of rollover grants and their related expenditure and the requests for revotes of 2020/2021 budgeted capital works this financial year has impacted upon the result, with a revised general fund cash deficit of \$255,426 (including non-domestic waste).

**Quarterly Budget Review Statement 2020/2021**

**Recommendation:**

That Council adopt the attached Quarterly Budget Review Statement for 30<sup>th</sup> September 2021 as tabled.

**Moved:**

**Seconded:**

**Attachments:**

September 2021 Quarterly Budget Review Statement. Refer to Attachment Document – Part D.

## 10.3 ACTING ENGINEERING / TECHNICAL SERVICES

### 10.3.1 MONTHLY MAINTENANCE GRADING REPORT – 31 OCTOBER 2021

**REPORTING SECTION:** Engineering / Technical Services  
**AUTHOR:** Bob Stephen - Acting Director Engineering/Technical Services  
**FILE NUMBER:** 11/211

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**Summary:**

The purpose of this report is to update Council about the road maintenance programme on Shire Roads for the period ending 31st October 2021.

**Background:**

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

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

**Relevant Reference Documents/Policies:**

Council's approved 2021/2022 Shire Roads Maintenance Grading Works schedule.

**Stakeholders:**

Walgett Shire Council  
Walgett Residents  
Tourists

**Financial Implications:**

As of 31<sup>st</sup> October 2021- \$370,952.21 has been spent. Flood work costs up to 31<sup>st</sup> October 2021 \$2,369,660 including works in 2020/21 financial year

**Alternative Solutions/Options:**

Nil

**Conclusion:**

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

| Monthly Maintenance Grading Report – October 2021                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <p>That Council receive and note the monthly maintenance grading works report for October 2021.</p> <p><b>Moved:</b><br/><b>Seconded:</b></p> |

**Attachments:**

Monthly maintenance grading works.

WALGETT SHIRE COUNCIL AGENDA – 30 NOVEMBER 2021 – ORDINARY COUNCIL MEETING

| Road Name                    | Total Length of Road | Budget Required for Entire Road | Road Category | Expenditure For July 2021 | Expenditure For August 2021 | Expenditure For Sept. 2021 | Expenditure For Oct. 2021 | Expenditure For Nov. 2021 | Expenditure For Dec. 2021 | Expenditure For Jan. 2022 | Expenditure For Feb. 2022 | Expenditure For March 2022 | Expenditure For April 2022 | Expenditure For May 2022 | Expenditure For June 2022 | Total Cost to Date  |
|------------------------------|----------------------|---------------------------------|---------------|---------------------------|-----------------------------|----------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|----------------------------|----------------------------|--------------------------|---------------------------|---------------------|
| <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             |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ -                |
| Regans Road SR58             | 3.2                  | \$ 4,278.00                     | F             |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ -                |
| Marra Creek Road SR60        | 17.5                 | \$ 10,850.00                    | E             |                           | \$ 4,511.55                 | \$ 6,365.00                |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ 10,876.55        |
| 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             |                           | \$ 12,815.00                |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ 12,815.00        |
| Gungalman Road SR31          | 43.7                 | \$ 27,094.00                    | D             |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ -                |
| Gilwarry Road SR32           | 7.9                  | \$ 4,898.00                     | F             |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ -                |
| Teranyan Road SR33           | 13.7                 | \$ 8,494.00                     | D             |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ -                |
| Bogewong Road SR114          | 48.7                 | \$ 30,194.00                    | D             |                           | \$ 25,310.00                |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ 25,310.00        |
| Ginghet Road SR40            | 47.6                 | \$ 29,512.00                    | D             |                           | \$ 10,672.33                |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ 10,672.33        |
| Bushs Road SR43              | 8.7                  | \$ 5,394.00                     | D             |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ -                |
| Miralwyn Road SR73           | 17.9                 | \$ 11,098.00                    | D             |                           | \$ 13,369.05                |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ 13,369.05        |
| Brewon Road SR112            | 54.7                 | \$ 33,914.00                    | C             |                           |                             |                            | \$ 1,929.73               |                           |                           |                           |                           |                            |                            |                          |                           | \$ 1,929.73         |
| Billybingbone Road RR7516    | 18.67                | \$ 11,532.00                    | C             |                           |                             | \$ 2,990.00                |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ 2,990.00         |
| Merri Merri Road RR202       | 6.57                 | \$ 7,166.00                     | C             |                           | \$ 7,050.00                 | \$ 1,265.00                |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ 8,315.00         |
| <b>Sub total Zone 1</b>      | <b>392.29</b>        | <b>\$ 250,640.00</b>            |               | <b>\$ -</b>               | <b>\$ 73,727.93</b>         | <b>\$ 10,620.00</b>        | <b>\$ 1,929.73</b>        | <b>\$ -</b>               | <b>\$ -</b>               | <b>\$ -</b>               | <b>\$ -</b>               | <b>\$ -</b>                | <b>\$ -</b>                | <b>\$ -</b>              | <b>\$ -</b>               | <b>\$ 86,277.66</b> |
|                              |                      |                                 |               |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           |                     |
| Road Name                    | Total Length of Road | Budget Required for Entire Road | Road Category | Expenditure For July 2021 | Expenditure For August 2021 | Expenditure For Sept. 2021 | Expenditure For Oct. 2021 | Expenditure For Nov. 2021 | Expenditure For Dec. 2021 | Expenditure For Jan. 2022 | Expenditure For Feb. 2022 | Expenditure For March 2022 | Expenditure For April 2022 | Expenditure For May 2022 | Expenditure For June 2022 | Total Cost to Date  |
| <b>Zone 2</b>                |                      |                                 |               |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           |                     |
| Boorooma Creek Road SR48     | 19.1                 | \$ 11,842.00                    | E             |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ -                |
| Wimbledon Road SR64          | 3.4                  | \$ 4,278.00                     | E             |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ -                |
| Tungra Road SR85             | 12.7                 | \$ 7,874.00                     | F             |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ -                |
| Strathmore Road SR92         | 16.42                | \$ 11,904.00                    | E             |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ -                |
| Narran Lake Road SR111       | 61                   | \$ 37,820.00                    | D             |                           | \$ 21,441.44                | \$ 15,375.44               |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ 36,816.88        |
| Lone Pine Road SR70          | 9.6                  | \$ 5,952.00                     | D             |                           |                             |                            | \$ 4,394.14               |                           |                           |                           |                           |                            |                            |                          |                           | \$ 4,394.14         |
| Kurrajong Road SR110         | 27.8                 | \$ 17,236.00                    | D             |                           | \$ 6,717.60                 |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ 6,717.60         |
| Wilby Wilby Road SR101       | 28.7                 | \$ 17,794.00                    | D             | \$ 7,526.60               |                             | \$ 468.09                  | \$ 7,408.81               |                           |                           |                           |                           |                            |                            |                          |                           | \$ 15,403.50        |
| Grawin Opal Fields Road      | 0.9                  | \$ 557.00                       | C             |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ -                |
| Woodlands Road SR 130        | 2.33                 | \$ 1,445.00                     | D             |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ -                |
| Cumborah Town Roads          |                      |                                 | E             |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ -                |
| <b>Sub total Zone 2</b>      | <b>181.95</b>        | <b>\$ 116,702.00</b>            |               | <b>\$ 7,526.60</b>        | <b>\$ 28,159.04</b>         | <b>\$ 15,843.53</b>        | <b>\$ 11,802.95</b>       | <b>\$ -</b>               | <b>\$ -</b>               | <b>\$ -</b>               | <b>\$ -</b>               | <b>\$ -</b>                | <b>\$ -</b>                | <b>\$ -</b>              | <b>\$ -</b>               | <b>\$ 63,332.12</b> |



| Road Name                      | Total Length of Road | Budget Required for Entire Road | Road Category | Expenditure For July 2021 | Expenditure For August 2021 | Expenditure For Sept. 2021 | Expenditure For Oct. 2021 | Expenditure For Nov. 2021 | Expenditure For Dec. 2021 | Expenditure For Jan. 2022 | Expenditure For Feb. 2022 | Expenditure For March 2022 | Expenditure For April 2022 | Expenditure For May 2022 | Expenditure For June 2022 | Total Cost to Date  |
|--------------------------------|----------------------|---------------------------------|---------------|---------------------------|-----------------------------|----------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|----------------------------|----------------------------|--------------------------|---------------------------|---------------------|
| <b>Zone 3</b>                  |                      |                                 |               |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           |                     |
| Springs Road SR19              | 2.7                  | \$ 4,278.00                     | E             |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ -                |
| Bonanza Road SR46              | 16.9                 | \$ 10,478.00                    | E             |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ -                |
| Schmalkuche Road SR47          | 14.4                 | \$ 8,928.00                     | E             |                           |                             | \$ 5,467.50                |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ 5,467.50         |
| Millencowbah Road SR51         | 27.7                 | \$ 17,174.00                    | E             |                           | \$ 1,890.00                 | \$ 4,117.50                |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ 6,007.50         |
| Willis Road SR52               | 14.5                 | \$ 8,990.00                     | F             |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ -                |
| Koomalah Road SR53             | 28.4                 | \$ 17,608.00                    | E             |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ -                |
| Burranbaa Road SR55            | 18.1                 | \$ 11,222.00                    | E             |                           | \$ 10,062.94                | \$ 1,600.00                |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ 11,662.94        |
| Cambo Road SR61                | 21.1                 | \$ 13,082.00                    | E             |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ -                |
| Woolaroo Road SR69             | 1                    | \$ 4,278.00                     | E             |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ -                |
| Kia-Ora Road SR86              | 6.8                  | \$ 4,278.00                     | F             |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ -                |
| Fabians Road SR88              | 24.8                 | \$ 15,376.00                    | E             |                           | \$ 9,585.00                 |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ 9,585.00         |
| 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             |                           | \$ 6,075.00                 |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ 6,075.00         |
| Bore Head Road SR45            | 5.1                  | \$ 4,278.00                     | D             |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ -                |
| Lorne Road SR98                | 6.9                  | \$ 4,278.00                     | D             |                           |                             |                            | \$ 2,978.70               |                           |                           |                           |                           |                            |                            |                          |                           | \$ 2,978.70         |
| Angledool Road SR102           | 49.3                 | \$ 30,566.00                    | C             | \$ 5,469.62               |                             | \$ 12,100.00               | \$ 6,363.54               |                           |                           |                           |                           |                            |                            |                          |                           | \$ 23,933.16        |
| Ridge/Sherman Way RR426        | 70.1                 | \$ 68,275.00                    | C             |                           | \$ 16,664.11                |                            | \$ 7,965.00               |                           |                           |                           |                           |                            |                            |                          |                           | \$ 24,629.11        |
| Gundabloui Road RR457          | 40.9                 | \$ 32,798.00                    | C             |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ -                |
| <b>Sub total Zone 3</b>        | <b>440.5</b>         | <b>\$ 316,337.00</b>            |               | <b>\$ 5,469.62</b>        | <b>\$ 44,277.05</b>         | <b>\$ 23,285.00</b>        | <b>\$ 17,307.24</b>       | <b>\$ -</b>               | <b>\$ -</b>               | <b>\$ -</b>               | <b>\$ -</b>               | <b>\$ -</b>                | <b>\$ -</b>                | <b>\$ -</b>              | <b>\$ -</b>               | <b>\$ 90,338.91</b> |
|                                |                      |                                 |               |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           |                     |
| Road Name                      | Total Length of Road | Budget Required for Entire Road | Road Category | Expenditure For July 2021 | Expenditure For August 2021 | Expenditure For Sept. 2021 | Expenditure For Oct. 2021 | Expenditure For Nov. 2021 | Expenditure For Dec. 2021 | Expenditure For Jan. 2022 | Expenditure For Feb. 2022 | Expenditure For March 2022 | Expenditure For April 2022 | Expenditure For May 2022 | Expenditure For June 2022 | Total Cost to Date  |
| <b>Zone 4</b>                  |                      |                                 |               |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           |                     |
| Franxton Road SR1              | 19                   | \$ 11,780.00                    | E             |                           | \$ 9,040.00                 |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ 9,040.00         |
| Bellara Road SR2               | 21.4                 | \$ 13,268.00                    | D             |                           | \$ 3,680.00                 |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ 3,680.00         |
| Clarkes Road SR3               | 6                    | \$ 4,278.00                     | E             |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ -                |
| Cryon Road SR5                 | 56.75                | \$ 35,185.00                    | C             |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ -                |
| Woodvale Road SR13             | 8.96                 | \$ 8,556.00                     | E             |                           | \$ 3,200.00                 |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ 3,200.00         |
| Baroona Road SR14              | 11.1                 | \$ 6,882.00                     | E             |                           |                             |                            | \$ 4,480.00               |                           |                           |                           |                           |                            |                            |                          |                           | \$ 4,480.00         |
| Pokataroo Road SR15            | 8.1                  | \$ 5,022.00                     | E             |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ -                |
| 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             |                           | \$ 8,640.00                 |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ 8,640.00         |
| Glen Eden Road SR125           | 24.6                 | \$ 15,252.00                    | E             |                           | \$ 13,280.00                |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ 13,280.00        |
| Millie Road SR12               | 9.1                  | \$ 5,642.00                     | C             |                           | \$ 4,800.00                 |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ 4,800.00         |
| Rossmore Road SR71             | 10.7                 | \$ 6,634.00                     | C             |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ -                |
| Rowena Road SR123              | 34.5                 | \$ 21,390.00                    | E             |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ -                |
| Camerons Road SR128            | 15.2                 | \$ 9,424.00                     | D             |                           | \$ 8,320.00                 |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ 8,320.00         |
| Mercadool Road SR16            | 57.7                 | \$ 35,774.00                    | C             |                           |                             |                            | \$ 1,461.27               |                           |                           |                           |                           |                            |                            |                          |                           | \$ 1,461.27         |
| Moomin Road SR59               | 31                   | \$ 19,220.00                    | D             |                           |                             |                            | \$ 14,720.00              |                           |                           |                           |                           |                            |                            |                          |                           | \$ 14,720.00        |
| Beanbri Road SR117             | 4.9                  | \$ 4,278.00                     | C             |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ -                |
| Pian Creek Road SR121          | 41.7                 | \$ 25,854.00                    | C             |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ -                |
| Old Burren Road SR122          | 33.9                 | \$ 21,018.00                    | D             |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ -                |
| Collarenebri Mission Road SR67 | 4.6                  | \$ 4,278.00                     | C             |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ -                |
| Rowena Town Roads              |                      | \$ 4,278.00                     | D             |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ -                |
| <b>Sub total Zone 4</b>        | <b>432.91</b>        | <b>\$ 282,379.00</b>            |               | <b>\$ -</b>               | <b>\$ 50,960.00</b>         | <b>\$ -</b>                | <b>\$ 20,661.27</b>       | <b>\$ -</b>               | <b>\$ -</b>               | <b>\$ -</b>               | <b>\$ -</b>               | <b>\$ -</b>                | <b>\$ -</b>                | <b>\$ -</b>              | <b>\$ -</b>               | <b>\$ 71,621.27</b> |

WALGETT SHIRE COUNCIL AGENDA – 30 NOVEMBER 2021 – ORDINARY COUNCIL MEETING

| Road Name                  | Total Length of Road | Budget Required for Entire Road | Road Category | Expenditure For July 2021 | Expenditure For August 2021 | Expenditure For Sept. 2021 | Expenditure For Oct. 2021 | Expenditure For Nov. 2021 | Expenditure For Dec. 2021 | Expenditure For Jan. 2022 | Expenditure For Feb. 2022 | Expenditure For March 2022 | Expenditure For April 2022 | Expenditure For May 2022 | Expenditure For June 2022 | Total Cost to Date  |
|----------------------------|----------------------|---------------------------------|---------------|---------------------------|-----------------------------|----------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|----------------------------|----------------------------|--------------------------|---------------------------|---------------------|
| <b>Zone 5</b>              |                      |                                 |               |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           |                     |
| Pampas Road SR7            | 16.3                 | \$ 10,106.00                    | E             |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ -                |
| Wombo Road SR25            | 17.7                 | \$ 10,974.00                    | E             |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ -                |
| Hardys Lease Road SR26     | 16                   | \$ 9,920.00                     | E             |                           |                             |                            | \$ 433.17                 |                           |                           |                           |                           |                            |                            |                          |                           | \$ 433.17           |
| Colrose Road SR27          | 20.6                 | \$ 12,772.00                    | E             |                           |                             |                            | \$ 7,815.00               |                           |                           |                           |                           |                            |                            |                          |                           | \$ 7,815.00         |
| Wingadee Road SR28         | 11.8                 | \$ 7,316.00                     | E             |                           |                             |                            | \$ 7,125.00               |                           |                           |                           |                           |                            |                            |                          |                           | \$ 7,125.00         |
| Epping Road SR57           | 15.4                 | \$ 9,548.00                     | E             |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ -                |
| Middle Route Road SR72     | 9.6                  | \$ 5,952.00                     | E             |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ -                |
| 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             |                           | \$ 1,920.00                 |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ 1,920.00         |
| Belaba Road SR89           | 11.2                 | \$ 6,944.00                     | F             |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ -                |
| Hollywood Lane SR119       | 29.9                 | \$ 18,538.00                    | E             |                           |                             |                            | \$ 8,952.50               |                           |                           |                           |                           |                            |                            |                          |                           | \$ 8,952.50         |
| O'Niels Road SR131         | 31.1                 | \$ 19,282.00                    | D             |                           |                             | \$ 376.29                  | \$ 12,720.00              |                           |                           |                           |                           |                            |                            |                          |                           | \$ 13,096.29        |
| Tareela Road SR17          | 19.4                 | \$ 12,028.00                    | D             |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ -                |
| Meadow Plains Road SR21    | 23.9                 | \$ 14,818.00                    | D             |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ -                |
| Marlbone Road SR24         | 28.4                 | \$ 17,608.00                    | D             |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ -                |
| Nilma Road SR30            | 37.8                 | \$ 23,436.00                    | D             |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ -                |
| Bugilbone Road SR103       | 28.7                 | \$ 32,725.00                    | C             |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ -                |
| Goangra Road SR116         | 16.4                 | \$ 10,168.00                    | D             |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ -                |
| Yarraldool Road SR118      | 41.3                 | \$ 25,606.00                    | C             |                           |                             |                            | \$ 296.49                 |                           |                           |                           |                           |                            |                            |                          |                           | \$ 296.49           |
| Haynes Hut SR68            | 4.5                  | \$ 2,790.00                     | E             |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ -                |
| Come By Chance Road RR7716 | 60.9                 | \$ 65,450.00                    | C             |                           | \$ 4,800.00                 | \$ 786.30                  | \$ 14,157.50              |                           |                           |                           |                           |                            |                            |                          |                           | \$ 19,743.80        |
| <b>Sub total Zone 5</b>    | <b>457.8</b>         | <b>\$ 329,125.00</b>            |               |                           | <b>\$ 6,720.00</b>          | <b>\$ 1,162.59</b>         | <b>\$ 51,499.66</b>       |                           |                           |                           |                           |                            |                            |                          |                           | <b>\$ 59,382.25</b> |
| <b>Total</b>               | <b>1,905.45</b>      | <b>1,295,183.00</b>             |               | <b>\$ 12,996.22</b>       | <b>\$203,844.02</b>         | <b>\$ 50,911.12</b>        | <b>\$103,200.85</b>       | <b>\$ -</b>               | <b>\$ -</b>               | <b>\$ -</b>               | <b>\$ -</b>               | <b>\$ -</b>                | <b>\$ -</b>                | <b>\$ -</b>              | <b>\$ -</b>               | <b>\$370,952.21</b> |
|                            | <b>Actual Budget</b> | <b>\$627,300.00</b>             |               |                           |                             |                            | Month total               |                           |                           |                           | \$103,200.85              |                            |                            |                          |                           |                     |

| Road Category |            |
|---------------|------------|
| Road Category | # Grades   |
| C             | 3          |
| D             | 2          |
| E             | 1          |
| F             | Occasional |



**10.3.2 SERVICE PROGRESS REPORT – AS AT 31 OCTOBER 2021**

**REPORTING SECTION:** Engineering / Technical Services  
**AUTHOR:** Bob Stephen – Acting Director Engineering/Technical Services  
**FILE NUMBER:** 11/211

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**Summary:**

The purpose of this report is to update Council with regards Engineering Services works progress up to 31st October 2021.

**Background:**

The revised budget of the Engineering and Technical Service Department for capital & maintenance works, Quarry management, fleet management, water works, parks & garden, Walgett weir and engineering administration for 2021/2022 is \$36,710,491  
 The breakdown of the budget is as follows.

**Breakdown of budgets:**

| Items                               | Budget              | Expenditure up to 31 <sup>st</sup> October 2021 | Percentage (%) |
|-------------------------------------|---------------------|-------------------------------------------------|----------------|
| Transportation including RMCC works | \$30,645,480        | \$7,290,074                                     | 23.7           |
| Water works ( maintenance)          | \$3,221,516         | \$460,438                                       | 14.3           |
| Water works ( Capital)              | \$825,000           | \$334,315                                       | 40.5           |
| Sewer works ( Maintenance works)    | \$951,195           | \$225,388                                       | 23.6           |
| Sewer works (Capital works)         | \$1,067,300         | \$166,211                                       | 15.6           |
| <b>TOTAL</b>                        | <b>\$36,710,491</b> | <b>\$8,476,426</b>                              | <b>23.1</b>    |

**Current Position:**

The status of work progress is as follows;

| Items                         | Status                                        |
|-------------------------------|-----------------------------------------------|
| Flood damage repairs March 21 | Closed                                        |
| Goangra Bridge                | Waiting on approval of EOT on Grant           |
| Come By Chance                | Tender went out 2 <sup>nd</sup> November 2021 |

**Relevant Reference Documents/Policies:**

2021/22 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> October 2021, \$8,476,426.00 has been spent.

**Alternative Solutions/Options:**

Nil

**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 October 2021                                                                                                                                                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <p>That Council receive and note the Engineering Services monthly works progress report for October 2021.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p> |

**Attachment:**

Nil

### 10.3.3 VARIATION IN TENDER AMOUNT FOR THE WALGETT WEIR

**REPORTING SECTION:** Engineering Services  
**AUTHOR:** Bob Stephen – (Acting) Director Engineering Services  
**FILE NUMBER:** 11/211

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**Summary:**

This report recommends that Council note and authorise the General Manager to approve the variation recommended.

**Background:**

Council with the assistance of NSW Public Works Advisory recently completed the construction of Walgett Weir Raising and Fish Conservation Project. Contract for the construction achieved completion on 25 January 2021. Fishway is fully operational since January 2021

At the time of completion, it was recognised the need of considering following additional design enhancement works to improve site safety.

Provision for safety handrails around mid-tier grating panels at RL124.57. Mid-tier platform panels are 570 mm higher than the lower-tier panels and 790 mm higher on the left bank side walking path. Australian standards stipulate that, a handrail is required on all platforms or walkways of any type when their height above the ground is at least 300 mm. This omission in the design was picked up during the construction phase

There was also a grate missing, this will need replacing

**Current Position:**

We have had approval of the variation from Transport for New South Wales the cost are as follows

|                         |                           |
|-------------------------|---------------------------|
| Missing Grate           | \$10,403.80               |
| Handrails and Ladders   | \$49,911.68               |
| Project Management fees | \$18,000.00               |
| Total Variation         | <b><u>\$78,315.48</u></b> |

**Relevant Reference Documents/Policies:**

PWA recommendation  
 Pensar's Quotes

**Governance issues:**

Nil

**Environmental issues:**

Nil

**Stakeholders:**

Walgett Shire Council, Water NSW, Residents and other users

**Financial Implications:**

The variation will not impact to Council 2021/2022 budget as this is under Infrastructure NSW funding.

**Alternative Solutions/Options:**

Nil

**Conclusion:**

We proceed with the works.

| Variation in Tender Amount for Walgett Weir – November 2021                                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <p>That Council note and endorse the actions of the General Manager to authorise the variation of \$ 78,315.48 (Excl GST).</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p> |



## 10.4 ENVIRONMENTAL SERVICES

### 10.4.1 DEVELOPMENT APPROVALS OCTOBER 2021

**REPORTING SECTION:** Planning  
**AUTHOR:** Caitlin Mahony, Town Planner  
**FILE NUMBER:** 10/434

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**Summary:**

This report is to advise the October 2021 development approvals for the information of Council and to ensure compliance with Section 4.59 of the *Environmental Planning & Assessment Act 1979* and Section 124 of the associated Regulation.

**Background:**

To ensure the validity of a development consent in any legal proceedings, all development consents and complying development certificates are to be notified to the public within 3 months of the date of consent. The only exception is any development that may have Court proceedings commenced before the expiration of 3 months from the date on which the public notice was given.

**Current Position:**

To ensure compliance with Section 4.59 of the *Environmental Planning & Assessment Act 1979* and Section 124 of the associated Regulation, Council publishes a notice each month on/in Council's website, E-Bulletin and Facebook Page in relation to development approvals for the previous month.

For Councillor Information purposes, the following development was approved during October 2021.

Development Applications

| Applic. No | Address                                      | Title               | Development                                                                              | Determination        |
|------------|----------------------------------------------|---------------------|------------------------------------------------------------------------------------------|----------------------|
| DA2021/56  | 41 Opal Street<br>LIGHTNING<br>RIDGE.        | Lot 27<br>DP 752756 | Minor Alterations & Additions, Signage, Change of Use to public administration building. | Delegated Authority. |
| DA2021/59  | 88 Pandora Street<br>LIGHTNING<br>RIDGE.     | Lot 69<br>DP 40437  | Secondary Dwelling – Manufactured Home.                                                  | Delegated Authority. |
| DA2021/60  | 50 Nettleton Drive,<br>LIGHTNING<br>RIDGE.   | Lot 72<br>DP 830318 | Garage.                                                                                  | Delegated Authority. |
| DA2021/61  | 1 Black Prince Drive,<br>LIGHTNING<br>RIDGE. | Lot 148<br>DP 45077 | Garage & Carport.                                                                        | Delegated Authority. |

|           |                                        |                               |                                                  |                         |
|-----------|----------------------------------------|-------------------------------|--------------------------------------------------|-------------------------|
| DA2021/63 | 46 Opal Street,<br>LIGHTNING<br>RIDGE. | Lot 16<br>Sec 20<br>DP 758612 | Alterations &<br>Additions to<br>Dwelling House. | Delegated<br>Authority. |
|-----------|----------------------------------------|-------------------------------|--------------------------------------------------|-------------------------|

There was no refused development during October 2021

#### Complying Development

| Applic. No   | Address                           | Title                                      | Development                             | Determination           |
|--------------|-----------------------------------|--------------------------------------------|-----------------------------------------|-------------------------|
| CDC01/2021/5 | 121-137 Fox<br>Street,<br>WALGETT | Lot 4<br>Sec 40<br>DP 759036<br>PRL 520097 | Class 10a Carport.<br>Class 10b Antenna | Delegated<br>Authority. |

#### Estimated Development Value Comparison to Same Period Last Year

|                               | October<br>2021 | October<br>2020 | September<br>2021 | September<br>2020 | August<br>2021 | August<br>2020 |
|-------------------------------|-----------------|-----------------|-------------------|-------------------|----------------|----------------|
| Application<br>Number         | 6               | 3               | 9                 | 6                 | 4              | 4              |
| Estimated<br>Project<br>Value | \$830,079       | \$132,000       | \$1,400,781       | \$2,869,771       | \$790,000      | \$412,148      |

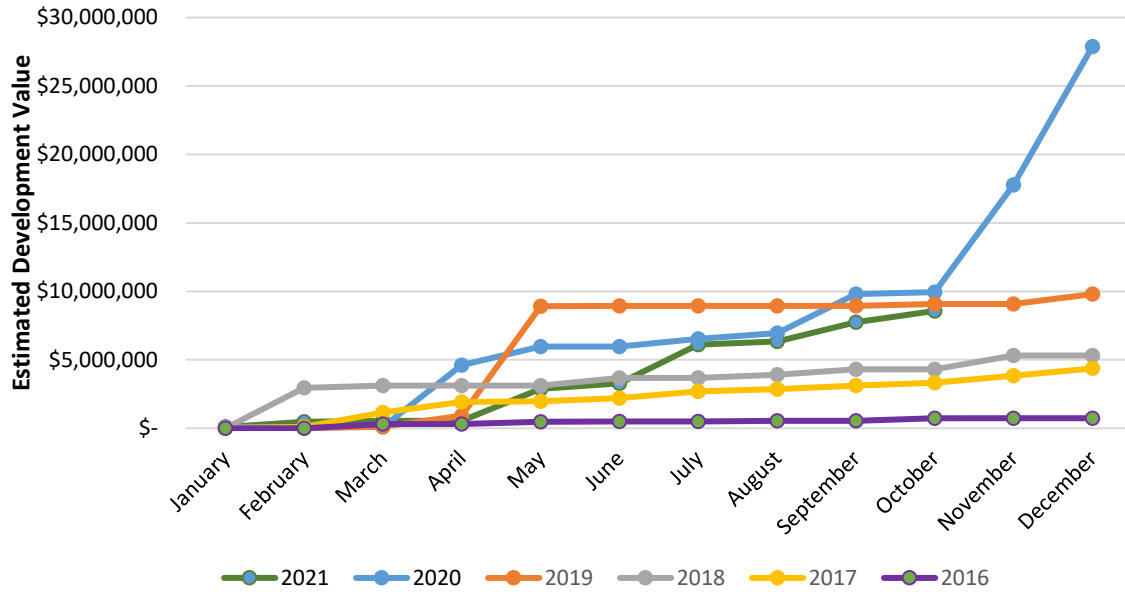
#### Estimated Development Value Comparison from 2016 until 2021

For Councillor Information purposes, the following graphs demonstrate the approved Estimated Development Value for the last calendar and financial five year period. The Estimated Development Value is made up of the value for both Development and Complying Development Applications. ***Please note, this is only current until 1 November 2021.***

#### Estimated Development Value Comparison – Calendar Year

| 2021        | 2020        | 2019        | 2018        | 2017        | 2016      |
|-------------|-------------|-------------|-------------|-------------|-----------|
| \$8,571,809 | \$9,945,039 | \$9,089,425 | \$4,303,230 | \$3,327,658 | \$725,970 |

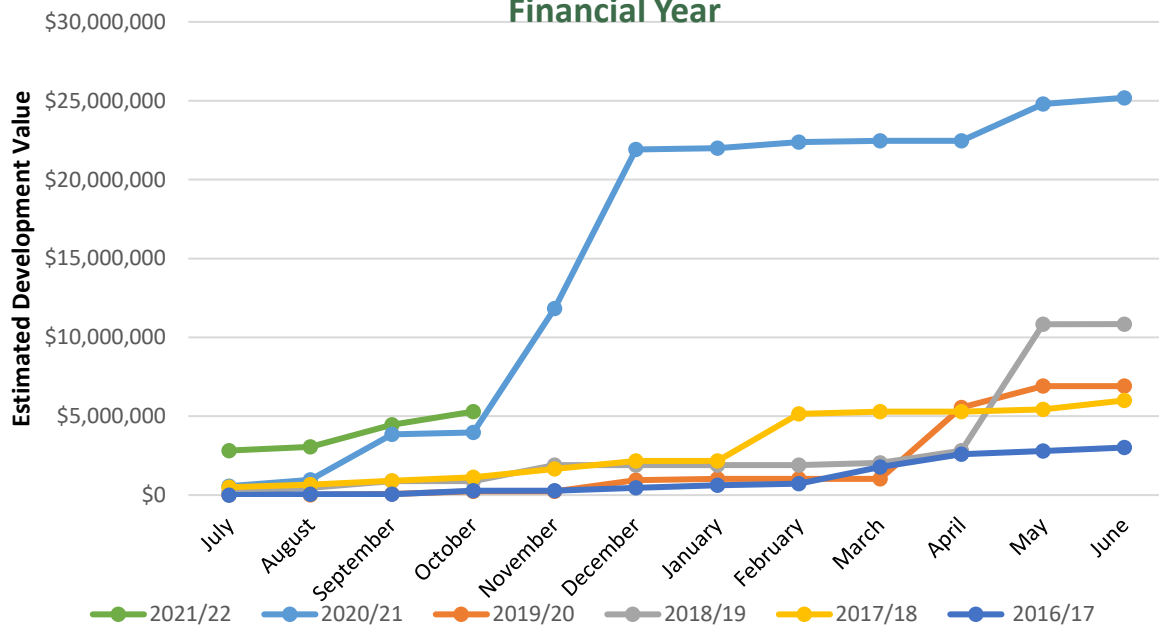
### Walgett LGA Approved Estimated Development Value Comparison Calendar Year



### Estimated Development Value Comparison – Financial Year

| 2021/22     | 2020/21     | 2019/20   | 2018/19   | 2017/18     | 2016/17   |
|-------------|-------------|-----------|-----------|-------------|-----------|
| \$5,269,010 | \$3,977,039 | \$231,457 | \$894,060 | \$1,130,960 | \$275,540 |

### Walgett LGA Approved Estimated Development Value Comparison Financial Year



For Councillor Information purposes, the following developments have been lodged and are currently waiting a determination. **Please note, this is only current as at 1 November 2021.**

#### Development Applications

| Applic. No | Address                                             | Title                                                 | Development                                                                          | Status                                                        |
|------------|-----------------------------------------------------|-------------------------------------------------------|--------------------------------------------------------------------------------------|---------------------------------------------------------------|
| DA2021/46  | 110 George Sands Way, WALGETT.                      | Lot 43<br>DP 752271                                   | Torrens title subdivision at Namoi Reserve.                                          | Under Assessment.                                             |
| DA2021/54  | Kamilaroi Highway, WALGETT.                         | Lot 2 & lot 34<br>DP 752697                           | Torrens title subdivision at Gingie Reserve.                                         | Under Assessment.                                             |
| DA2021/57  | 40 Nobby Road, LIGHTNING RIDGE.                     | Lot 11<br>DP 263351                                   | Construct 3 separate buildings with 32 mini storage sheds & 11 caravan storage sheds | Under Assessment.                                             |
| DA2021/64  | Gwydir Highway, COLLARENEBRI.                       | Lot 18<br>DP 752644                                   | Extractive Industry – Gravel Quarry                                                  | Under Assessment.                                             |
| DA2021/66  | 41745 Kamilaroi Highway, WALGETT                    | Lot 436<br>DP 761275<br>WLL 2397                      | Manufactured Dwelling                                                                | Technical Review, awaiting further information to be provided |
| DA2021/67  | 14 - 16 Windlass Avenue<br>LIGHTNING RIDGE NSW 2834 | Lot 20 & 21<br>DP 263351                              | Change of Use & Putt Putt Golf Course                                                | Under Assessment.<br><br>Neighbourhood Notification.          |
| DA2021/68  | **** NOT DEFINED ****<br>LIGHTNING RIDGE            | Lot 1234<br>DP 762753<br>WLL 3306                     | Extractive Industry – Sand Quarry                                                    | Under Assessment.                                             |
| DA2021/69  | **** NOT DEFINED ****<br>LIGHTNING RIDGE NSW 2834   | 3478//765767<br>WLL 5832,<br>4909//40372<br>WLL 12856 | Extractive Industry – Gravel Quarry                                                  | Technical Review, awaiting further information to be provided |

|           |                           |                      |        |                                                               |
|-----------|---------------------------|----------------------|--------|---------------------------------------------------------------|
| DA2021/70 | 36 Warrena Street WALGETT | Lot 41<br>DP 1134251 | Garage | Technical Review, awaiting further information to be provided |
|-----------|---------------------------|----------------------|--------|---------------------------------------------------------------|

**Relevant reference document/policies:**

Environmental Planning &amp; Assessment Act 1979 &amp; Regulations

**Governance issues:**

Nil

**Environmental issues:**

Nil

**Stakeholders:**

Walgett Shire Council

Developer

Residents of Walgett Shire Council

**Financial implications:**

Nil

**Alternative solutions:**

Nil

**Conclusion:**

The above development approval information for October 2021 has been presented for Councillor Information purposes.

| Development Approvals October 2021                                                                                                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <p>That Council note the information contained within this report.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p> |

## **10.4.2 PROPOSED CHANGE OF USE DEVELOPMENT APPLICATION FROM MECHANICAL WORKSHOP TO MINIATURE GOLF (PUTT PUTT) AT 14-16 WINDLASS AVENUE, LIGHTNING RIDGE**

|                            |                                   |
|----------------------------|-----------------------------------|
| <b>REPORTING SECTION:</b>  | Environmental Services – Planning |
| <b>AUTHOR:</b>             | Caitlin Mahony, Town Planner      |
| <b>APPLICATION NUMBER:</b> | DA2021/67                         |
| <b>ASSESSMENT NUMBER:</b>  | 19893                             |
| <b>OWNER(S):</b>           | Peter Clifford Cooke              |
| <b>APPLICANT(S):</b>       | Peter Clifford Cooke              |

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### **Executive Summary**

Council is asked to consider a Change of Use proposal from mechanical workshop (defined in Walgett Local Environmental Plan 2013 (WLEP) as 'light industry') to mini-golf course (defined in the WLEP as 'recreation facility (indoor) and recreation facility (outdoor)') at Lot 20 and Lot 21 DP 263351, 14-16 Windlass Avenue, Lightning Ridge.

The application is being referred to Council for determination as the Administration has received an objection during the public notification period it was unable to resolve.

The Reporting Officer recommends Council grants the Applicant conditional consent.

### **Background**

#### **Timeline:**

Submitted: 18/10/2021

Lodged: 25/10/2021

Notification: 25/10/2021 – 08/11/2021

Request for Further Information (Indicative Site Plan): 09/11/2021

Received the Further Information: 10/11/2021

#### **Location:**

Lot 20 DP 263351

Lot 21 DP 263351

14-16 Windlass Avenue, Lightning Ridge.

Land Zoning: IN1 – General Industrial.

### **Consultation**

Internal and External Consultation has taken place, as outlined below:

#### ***Internal Consultation***

Discussion was undertaken between Council's Town Planner and Director Environmental Services regarding an appropriate parking standard to apply to the proposed land use in the absence of a suitable land use class in the Walgett Shire Development Control Plan 2016 (WSDCP). Further research and investigation undertaken on this matter suggests that a parking requirement of two (2) parking spaces per 100m<sup>2</sup> for both indoor and outdoor mini-golf course space, would be realistic.

With the above in mind, given the total floor space for the proposed mini-golf course is 750m<sup>2</sup>, a total of fourteen (14) parking spaces will be required.

### External Consultation

- This development was advertised between the period of 25/10/2021 – 09/11/2021, in line with the *Walgett Community Participation Plan (WCCP 2020)* and the *Environmental Planning & Assessment Act 1979 (EP&A Act 1979)*. One submission objecting to the proposal was received during this time period;
- Meeting with the objector;
- Discussion around plans that have been submitted, and safety features implemented;
- Comment: Comments were made in the response from the objector, which can be viewed in Attachment Five;
- Meeting between Council's Town Planner and the Applicant on 15<sup>th</sup> November 2021 where safety concerns, parking, fencing and traffic flow was discussed.
- Comment: There is ample space for parking, this will become a condition of consent, as well as the need for a fire safety schedule, and an updated bathroom that is to be accessible. Windlass Avenue is not considered the main road, as can be seen in the image below.



Image One – Site Plan / Manoeuvrability. Source: SixMaps.

### Financial Implications

There will be direct positive financial implications for Council as a result of this application, as it will generate additional tourism to the area whilst providing an additional all weather activity not only for tourism, but for locals alike.

The proposed development is being designed to be accessible, which is a bonus for the Shire, as it creates an additional activity that does not discriminate based on age, ability, or disability.



The proposed mini golf course will be an asset to the community and the Shire of Walgett.

## **Comment**

As can be seen in Attachment Five, the issues of concern are the following:

1. Inappropriate for the zoning of IN1 – General Industrial.
2. Prohibited Land use – Amusement Centres, Entertainment Facilities.
3. Safety Concerns – Heavy traffic movement in the area, including trucks.

The planning department have addressed each of these concerns below:

### **1. Inappropriate Zoning**

There is no proposal to rezone the land. The development has been characterised as a recreation facility, which is permissible development as it is not considered to be a prohibited land use.

The following definitions have been extracted from the Dictionary in WLEP 2013:

**recreation facility (indoor)** means a building or place used predominantly for indoor recreation, whether or not operated for the purposes of gain, including a squash court, indoor swimming pool, gymnasium, table tennis centre, health studio, bowling alley, ice rink *or any other building or place of a like character used for indoor recreation*, but does not include an entertainment facility, a recreation facility (major) or a registered club.

**recreation facility (outdoor)** means a building or place (other than a recreation area) used predominantly for outdoor recreation, whether or not operated for the purposes of gain, including a golf course, golf driving range, *mini-golf centre*, tennis court, paint-ball centre, lawn bowling green, outdoor swimming pool, equestrian centre, skate board ramp, go-kart track, rifle range, water-ski centre or any other building or place of a like character used for outdoor recreation (including any ancillary buildings), but does not include an entertainment facility or a recreation facility (major).

### **2. Prohibited Land Use**

The development is not a prohibited land use. Within WLEP 2013, Recreation Facility (indoor) (outdoor) is considered a permitted with consent, as can be seen outlined in *red* in the following passage:

#### **Zone IN1 General Industrial**

##### **1. Objectives of zone**

- To provide a wide range of industrial and warehouse land uses.
- To encourage employment opportunities.
- To minimise any adverse effect of industry on other land uses.
- To support and protect industrial land for industrial uses.

##### **2. Permitted without consent**

*Environmental protection works; Roads*

##### **3. Permitted with consent**

*Depots; Freight transport facilities; Funeral homes; Garden centres; General industries; Hardware and building supplies; Health consulting rooms; Industrial training facilities; Kiosks; Landscaping material supplies; Light industries; Neighbourhood shops; Oyster aquaculture; Places of public worship; Rural supplies; Take away food and drink premises; Tank-based aquaculture; Timber yards; Vehicle sales or hire premises; Warehouse or distribution centres; Any other development not specified in item 2 or 4*

#### 4. Prohibited

*Agriculture; Air transport facilities; Airstrips; Amusement centres; Camping grounds; Caravan parks; Cemeteries; Centre-based child care facilities; Commercial premises; Eco-tourist facilities; Entertainment facilities; Exhibition homes; Exhibition villages; Farm buildings; Forestry; Function centres; Health services facilities; Home-based child care; Home businesses; Home occupations; Home occupations (sex services); Information and education facilities; Pond-based aquaculture; Public administration buildings; Registered clubs; Residential accommodation; Respite day care centres; Schools; Tourist and visitor accommodation*

Break down of the objectives of the zone:

- *To provide a wide range of industrial and warehouse land uses.*  
The development is considered permissible with consent, and has worked in other regions that have the same zoning, and hence, 'recreation facility' would fall under the umbrella term 'range of industrial and warehouse land uses'.
- *To encourage employment opportunities.*  
Additional employment opportunities will arise as a result of this development being approved. The existing mechanic shop which currently operates out of this space, will be moving to a larger premises, where they are able to expand their client base.
- *To minimise any adverse effect of industry on other land uses.*  
Surrounding industry will not be adversely impacted as a result of this development, as there is ample street frontage, space for parking and the local traffic route, as can be seen in image one above, results in a slower traffic pace.
- *To support and protect industrial land for industrial uses.*  
The proposed development is considered a permitted use, with development consent. Therefore, it is not out of character for the zoning. There are other Industrial Area's across the state, where there have successfully been recreation facilities, where public nuisance is not increased and there is public safety is maintained. An example of this is in Miranda (Greater Sydney Area) where the location of the Mini Golf is zoned IN2 – light Industrial (Lot 14 DP 70509).

### 3. Safety Concerns

- Windlass Avenue is not considered to be a main road, as can be seen in Image One, above. There generally is slower moving traffic as a result of the development.
- The site has a large street frontage – approximately 65m. Due to this, concerns with maneuverability of the neighboring properties is not considered an issue.
- As a result of the development, there will be greater sight lines, as there will not be an entourage of vehicles constantly on the site as there is at the present time.
- As can be seen in Attachment Six, officers have addressed parking through the requirement of a parking plan to be submitted to, and approved by Council before

any works can commence. As can be seen in Image One, there is sufficient space at the front of the site, and in the median where it is labelled 'Potential for Overflow'. However, these details will be confirmed in the future.

Visual interest will be provided in this development, with the applicant / developer proposing to use structures on the site and incorporating them into the design of the mini golf course. Some of the images below are examples / inspiration as to what is going to be used.



**Examples – Structures  
Incorporated in the Design.**

**Development Application 2021/67**

**Recommendation:**

That Council approves DA2021/67 for the Change of Use Application from Mechanical Workshop to Mini Golf Course at Lot 20 and Lot 21 DP 263351 (14-16 Windlass Avenue, Lightning Ridge), in accordance with the conditions outlined in the Development Assessment & Recommended Conditions Report that formed the subject of Attachment Six in the Agenda Report.

**Moved:**

**Seconded:**

**Division Decision**

**Attachments:**

- Attachment One: Change of Use.
- Attachment Two: Indicative Site Plan.
- Attachment Three: Site Plan.
- Attachment Four: Statement of Environmental Effects.
- Attachment Five: Submission Trail.
- Attachment Six: Development Assessment Report & Recommendation

Refer to attachment document – Part A.



## **AGENDA FOR CLOSED COUNCIL MEETING**

**30 November 2021**

**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 **30 November 2021** to discuss the items listed in the Agenda.

Michael Urquhart  
**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 GENERAL MANAGER

***12.1.1 LEASE TO COMMONWEALTH OF AUSTRALIA (BUREAU OF METEOROLOGY) LIGHTNING RIDGE AIRPORT***

***12.1.2 ICAC RESPONSE TO REFERRED COMPLAINT***

***12.1.3 PRICING VARIATION TO CONSTRUCTION OF LIGHTNING RIDGE MULTI\_PURPOSE CENTRE***





### 13. RETURN TO OPEN SESSION

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

### 14. ADOPTION OF CLOSED SESSION REPORTS

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

## 15. CLOSE OF MEETING

**Time:** .....