



AGENDA FOR ORDINARY COUNCIL MEETING

Tuesday 26th July 2022

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 **26 July 2022** 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.*

## Table of Contents

|                                                                                                                                        |     |
|----------------------------------------------------------------------------------------------------------------------------------------|-----|
| PUBLIC FORUM PRESENTATIONS .....                                                                                                       | 6   |
| 1. OPENING OF MEETING .....                                                                                                            | 8   |
| 2. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS.....                                                                                          | 8   |
| 3. LEAVE OF ABSENCE .....                                                                                                              | 8   |
| 4. DECLARATION OF PECUNIARY/NON PECUNIARY INTERESTS .....                                                                              | 8   |
| 5. CONFIRMATION OF MINUTES/MATTERS ARISING .....                                                                                       | 9   |
| 5.1 MINUTES OF ORDINARY COUNCIL MEETING HELD 28 JUNE 2022 .....                                                                        | 9   |
| 6. REPORTS OF COMMITTEES/DELEGATES .....                                                                                               | 26  |
| 7. MAYORAL MONTHLY REPORT .....                                                                                                        | 27  |
| 8. CORRESPONDENCE AND PETITIONS .....                                                                                                  | 29  |
| 8.1 LETTER RECEIVED FROM COUNTRY WOMEN'S ASSOCIATION OF NSW –<br>BARWON GROUP – RECEIVED 9 JULY 2022 .....                             | 29  |
| 9. MOTIONS OF WHICH NOTICE HAS BEEN GIVEN .....                                                                                        | 30  |
| 10. REPORTS FROM OFFICERS .....                                                                                                        | 31  |
| 10.1 GENERAL MANAGER .....                                                                                                             | 31  |
| 10.1.1 COUNCIL'S DECISION ACTION REPORT – JUNE 2022.....                                                                               | 31  |
| 10.1.2 CIRCULARS RECEIVED FROM NSW OFFICE OF LOCAL GOVERNMENT ...                                                                      | 38  |
| 10.1.3 IMPORTANT DATES – UPCOMING MEETINGS AND EVENTS.....                                                                             | 48  |
| 10.1.4 SECTION 355 PROGRESS AND DEVELOPMENT COMMITTEES.....                                                                            | 50  |
| 10.1.5 MULTI-SPORT COMMUNITY FACILITY FUND – “CONVERSION OF NETALL<br>COURTS TO A MULTI-SPORT COMPLEX” (JENNY WRIGHT NETBALL COURTS) . | 69  |
| 10.1.6 2022 SERVICE NSW RENEWAL OF AGREEMENT.....                                                                                      | 72  |
| 10.1.7 2022 COUNCIL POLICY AND PROCEDURE REVIEW .....                                                                                  | 74  |
| 10.1.8 2022 FOURTH QUARTER OPERATIONAL PLAN & YEARLY DELIVERY<br>PROGRAM FOR 2021/2022 .....                                           | 126 |
| 10.1.9 SECTION 356 COMMUNITY ASSISTANCE SCHEME 2022/2023 – ROUND 1<br>APPLICATIONS.....                                                | 139 |
| 10.1.10 LGNSW ANNUAL CONFERENCE 2022 .....                                                                                             | 142 |
| 10.2 CHIEF FINANCIAL OFFICER .....                                                                                                     | 149 |
| 10.2.1 MONTHLY OUTSTANDING RATES AS AT 30 JUNE 2022.....                                                                               | 149 |
| 10.2.2 CASH & INVESTMENTS AS AT 30 JUNE 2022 .....                                                                                     | 152 |
| 10.3 DIRECTOR ENGINEERING / TECHNICAL SERVICES.....                                                                                    | 154 |
| 10.3.1 MONTHLY MAINTENANCE GRADING REPORT AS AT 30 JUNE 2022.....                                                                      | 154 |
| 10.3.2 SERVICE PROGRESS REPORT AS AT 30 JUNE 2022 .....                                                                                | 159 |
| 10.4 DIRECTOR ENVIRONMENTAL SERVICES .....                                                                                             | 161 |
| 10.4.1 DEVELOPMENT APPROVALS JUNE 2022 .....                                                                                           | 161 |

|                                                                                                                         |                                         |
|-------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| 11. MOVE INTO CLOSED SESSION.....                                                                                       | 166                                     |
| 12. CONFIDENTIAL REPORTS/CLOSED COUNCIL MEETING .....                                                                   | 166                                     |
| 12.1 GENERAL MANAGER.....                                                                                               | <b>Error! Bookmark not defined.</b>     |
| 12.1.1 PURCHASE OF PROPERTY AT CARINDA .....                                                                            | <b>Error! Bookmark not defined.</b>     |
| 12.2 CHIEF FINANCIAL OFFICER .....                                                                                      | <b>Error! Bookmark not defined.</b>     |
| 12.2.1 TENDERS FOR THE MANAGEMENT AND OPERATION OF WALGETT<br>MEMORIAL AND COLLARENEBRI SWIMMING POOLS – RFT22/007..... | <b>Error!<br/>Bookmark not defined.</b> |
| 13. RETURN TO OPEN SESSION .....                                                                                        | 167                                     |
| 14. ADOPTION OF CLOSED SESSION REPORTS .....                                                                            | 167                                     |
| 15. CLOSE OF MEETING.....                                                                                               | 167                                     |

## 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      |
|------------|------------|
| <b>Nil</b> | <b>nil</b> |

## 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

#### Recommendation:

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

**Moved:**

**Seconded:**

## 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 28 JUNE 2022**

| <b>Minutes of Ordinary Council Meeting – 28 June 2022</b>                                                                                                                                                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <p>That the minutes of the Ordinary Council meeting held 28 June 2022, 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 28 June 2022



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

**Tuesday 28<sup>th</sup> June 2022**

Michael Urquhart  
GENERAL MANAGER

|                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>MINUTES OF THE ORDINARY MEETING OF THE WALGETT SHIRE COUNCIL HELD AT THE<br/>WALGETT SHIRE CHAMBERS ON TUESDAY 28<sup>TH</sup> JUNE 2022 AT 11:00AM</b> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|

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

Nil

*The Mayor declared the meeting open at 11:35AM***PRESENT**

Mayor Jane Keir

Deputy Mayor Greg Rummery

Clr Alf Seaton

Clr Colin Hundy

Clr Daniel Walford

Clr Ian Woodcock

Clr Jasen Ramien

Clr Michael Cooke

Clr Sue Currey

Michael Urquhart (General Manager)

Tony Hughes (Chief Financial Officer)

Ramesh Selliah (Acting Director Engineering/Technical Services)

Kimley Talbert (Director Environmental Services)

Belinda Petersons (Minute Secretary)

**Leave of Absence:**

Nil

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

| Councillor | Item No. | Report title/ Subject matter                           | Pecuniary/Non-Pecuniary | Reason                            |
|------------|----------|--------------------------------------------------------|-------------------------|-----------------------------------|
| Mayor Keir | 10.3.1   | Monthly Maintenance Grading Report – as at 31 May 2022 | Pecuniary               | Family Business interest          |
| Clr Ramien | 10.3.1   | Monthly Maintenance Grading Report – as at 31 May 2022 | Pecuniary               | Family Business interest          |
| Mayor Keir | 12.1.1   | Transfer of Kookaburra Court to Walgett Shire Council  | Non-Pecuniary           | Member of the Aged Care Committee |

*Clr Ramien entered meeting at 11:37am***7/2022/1 Minutes of Ordinary Council Meeting – 30 May 2022****Resolved:**

That the minutes of the Ordinary Council meeting held 30 May 2022, having been circulated, be taken as read and confirmed as a true and accurate record of the proceedings on the meeting.

**Moved:** Clr Cooke**Seconded:** Clr Walford**CARRIED**

**7/2022/2 Monthly Mayoral Report**

**Resolved:**

That the Mayoral report for June 2022 be received and noted.

**Moved:** Clr Currey  
**Seconded:** Clr Walford  
**CARRIED**

**7/2022/3 Correspondence and Petitions: letter received from Country Women's Association of NSW – Barwon Group**

**Resolved:**

That the Council budget for the donation towards the CWA Barwon Group Medical Scholarship Scheme be amended from \$3,500 to \$5,000 in the 2021/2022 financial year.

**Moved:** Clr Ramien  
**Seconded:** Clr Rummery  
**CARRIED**

**7/2022/4 Council's Decision Action Report – May 2022**

**Resolved:**

That the Resolution Register as at May 2022 be received and noted.

**Moved:** Clr Woodcock  
**Seconded:** Clr Cooke  
**CARRIED**

**7/2022/5 Circulars Received From the NSW Office of Local Government**

**Resolved:**

That the information contained in the following Department circular 22-16 through to 22-18 from the Local Government Division Department of Premier and Cabinet be received and noted.

**Moved:** Clr Rummery  
**Seconded:** Clr Walford  
**CARRIED**

| 7/2022/6 Important Dates For Councillors – Upcoming Meetings & Events                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Resolved:</b></p> <p>That Council receive and note the list of upcoming meetings and events.</p> <p><b>Moved:</b> Cllr Woodcock<br/> <b>Seconded:</b> Cllr Currey<br/> <b>CARRIED</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 7/2022/7 Councillor Fees, Local Government Remuneration Tribunal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <p><b>Resolved:</b></p> <p>That the Councillor fees be set at the maximum level set by the Local Government Remuneration Tribunal for a Rural Category:</p> <ul style="list-style-type: none"> <li>(a) The Councillor Fee for 2022/2023 be \$12,650,</li> <li>(b) The Mayoral Fee for 2022/2023 be set at \$27,600;</li> <li>(c) Makes a superannuation contribution payment to its Councillors in accordance with section 254B of the Local Government Act 1993;</li> <li>(d) 25% of the Mayoral fee be allocated to the Councillor occupying the position of Deputy Mayor</li> </ul> <p><b>Moved:</b> Cllr Seaton<br/> <b>Seconded:</b> Cllr Cooke<br/> <b>CARRIED</b></p> <p>The following Councillors wanted their votes against the motion recorded<br/> Cllr Ramien, Cllr Walford and Cllr Hundy</p> |

**7/2022/8 Audit, Risk and Improvement Committee****Resolved:****That:**

1. Council join with the Far North West Joint Organisation and all member Councils in establishing a Shared Audit, Risk and Improvement Committee in accordance with section 428B of the Local Government Act 1993.
2. Council Delegate authority to the Far North West Joint Organisation to appoint the chair and two (2) independent members to form the Shared Audit, Risk and Improvement Committee to serve the Far North West Joint Organisation and all three (3) member Councils.
3. Council appoint a Councillor to serve as the non-voting board member on the ARIC for this Council only.
4. Council adopt the Draft Terms of Reference developed for the operation of the Audit, Risk and Improvement noting the initial revised term to cater for the shorter period to be served by the current Council and the fact that there is no current need for the Chair to be pre-qualified at this stage.
5. Council note the Expression of Interest document developed by the Far North West Joint Organisation for distribution to potential applicants for persons to serve as the Chair or one of the two (2) independent Committee Members including the fees payable to the Chair and Committee members.
6. Application as detailed in the Expression of Interest document be called for by the placement of advertisements in the local papers circulating in each of the towns within the FNWJO area together with the websites of each of the member Councils to provide local residents the opportunity to apply to become a member of the Shared Committee if they are suitably qualified and wish to apply.

**Moved: Cllr Rummery****Seconded: Cllr Cooke****CARRIED**

*Cllr Woodcock nominated Deputy Mayor Rummery to serve as the non-voting board member on the ARIC for Walgett Shire Council.*

*Deputy Mayor Rummery accepted the nomination*

**7/2022/9 Audit, Risk and Improvement Committee – Non-Voting Board Member for Walgett Shire Council****Resolved:**

That Deputy Mayor Greg Rummery be appointed the Non-Voting Board Member on the ARIC Committee for Walgett Shire Council only.

**Moved: Cllr Rummery****Seconded: Cllr Cooke****CARRIED**

**7/2022/10 Dick Colless Memorial Scholarship Awards****Resolved:**

That Council adopt the following recommendations for the awarding of the 2022 Dick Colless Memorial Scholarships

|                  |                                                   |        |
|------------------|---------------------------------------------------|--------|
| Benjamin Morriss | Certificate III Engineering – Fabric Trade        | \$2000 |
| Alex Ziesemer    | Bachelor of Business (Honours)                    | \$2000 |
| Bridget Yeomans  | Bachelor of Nursing                               | \$1500 |
| Phoebe Lamph     | Bachelor of Education – Early Childhood & Primary | \$1500 |
| Georgia Hiscox   | Bachelor of Education – (K-6)                     | \$1500 |
| Heidi Powell     | Bachelor of Social Work                           | \$1500 |

And an appropriate presentation ceremony be arranged to coincide with university vacations.

**Moved:** Clr Walford

**Seconded:** Clr Currey

**CARRIED**

**7/2022/11 Monthly Outstanding Rates Report as at 31 May 2022****Resolved:**

The 31 May 2022 outstanding rates report be received and noted.

**Moved:** Clr Hundy

**Seconded:** Clr Walford

**CARRIED**

**7/2022/12 Cash and Investment Report as at 31 May 2022****Resolved:**

That the Investment report be received and noted.

**Moved:** Clr Ramien

**Seconded:** Clr Currey

**CARRIED**

**7/2022/13 Adoption Operational Plan 22/23, Delivery Program 22/23 to 24/25, Long-Term Financial Plan 22/23 to 31/32, Workforce Plan 22/23 to 24/25 and Asset Management Plan**
**Resolved:**

That Council, after having considered submissions received by the 27<sup>th</sup> June 2022:

1. Adopts the 2022/2023 Operational Plan and Budget, and Long-Term Ten (10) Year Financial Plan.
2. Adopts the Fees and Charges for 2022/2023, as listed in the Schedule of Fees and Charges 2022/2023, with Council reserving the right to vary fees and charges of a commercial nature as circumstances require.
3. Adopts the Waste Management, Water and Sewer Pricing Structure as set out in the Schedule of Fees and Charges 2022/2023.
4. Adopts the Delivery Program 2022/2023 to 2024/2025.
5. Adopts the Workforce Plan 2022/2023 to 2024/2025.
6. Adopts the Asset Management Plan.
7. That determination of the three (3) submissions received include;
  - (a) Council's budget for the donation towards the CWA Barwon Group Medical Scholarship Scheme be amended from \$3,500 to \$10,000 in the budget document;
  - (b) Realignment of the Kamilaroi Highway, at Burren Junction, be referred to Transport for NSW for consideration; and
  - (c) All three (3) submissions be acknowledged with a letter of thanks from Council.
8. Standpipe Water Fees be deferred for 12 months, whilst further investigations are made regarding the cost per kilolitre.

**Moved:** Cllr Hundy  
**Seconded:** Cllr Ramien  
**CARRIED**

**7/2022/14 Making of the Ordinary Rates for the 2022/2023 Year**
**Resolved:**

That Council:

1. Resolves in accordance with sections 534 and 535 of the NSW Local Government Act 1993, to make the Ordinary Rates for the 2022/2023 rating year commencing 1<sup>st</sup> July 2022 as set out in Table 1 below on the land value for all rateable land within each category and sub-category at the amount in the dollar specified and the applicable base amounts for each category and sub-category applied in accordance with section 500 of the NSW Local Government Act 1993.

**Continued**



TABLE 1

| Rates                                                                                                                       |                  |                                 |             |               |                   |                      |                       |                   |                                    |                  |                                        |                    |
|-----------------------------------------------------------------------------------------------------------------------------|------------------|---------------------------------|-------------|---------------|-------------------|----------------------|-----------------------|-------------------|------------------------------------|------------------|----------------------------------------|--------------------|
| Walgett Shire Council - General Income - Ordinary Rates Forecast - 2022/2023 - Additional Special Variation (ASV)           |                  |                                 |             |               |                   |                      |                       |                   |                                    |                  | SCENARIO 4 (ASV = 2.00% (0.7% + 1.3%)) |                    |
| Ordinary Rates - Depicting 2.0% (0.7%+1.3%) Rates Pegging Increase (Valuations as per VG Supplementary List as at 5.6.2022) |                  |                                 |             |               |                   |                      |                       |                   |                                    |                  |                                        |                    |
| Description                                                                                                                 | Number of Assets | Ad Valorem Amount in the Dollar | Base Amount | Land Value    | 2022/2023 Minimum | 2022/2023 Ad Valorem | 2022/2023 Base Amount | 2022/2023 Minimum | 2022/2023 Above Minimum Ad Valorem | 2022/2023 Totals | 2022/2023 Base Amount %                | Avg Per Assessment |
| Walgett Residential                                                                                                         | 632              | 0.02045725                      | 230.00      | 10,408,140    | 0                 | 212,922              | 145,360.00            |                   |                                    | 358,282          | 41%                                    | 566.90             |
| Lightning Ridge Residential                                                                                                 | 640              | 0.01107170                      | 230.00      | 19,801,950    | 0                 | 219,241              | 148,350.00            |                   |                                    | 367,591          | 40%                                    | 569.91             |
| Collarenebri Residential                                                                                                    | 210              | 0.13662500                      | 230.00      | 455,540       | 0                 | 62,341               | 44,100.00             |                   |                                    | 106,341          | 41%                                    | 506.39             |
| Burren Junction Residential                                                                                                 | 92               | 0.06991100                      | 165.00      | 405,140       | 0                 | 28,324               | 15,180.00             |                   |                                    | 43,504           | 35%                                    | 472.87             |
| Carinda Residential                                                                                                         | 66               | 0.06809000                      | 100.00      | 122,570       | 0                 | 8,346                | 6,600.00              |                   |                                    | 14,946           | 44%                                    | 226.45             |
| Cumbarrah Residential                                                                                                       | 57               | 0.00942500                      | 100.00      | 671,500       | 0                 | 6,348                | 5,700.00              |                   |                                    | 12,048           | 47%                                    | 211.36             |
| Rowena/Come-By-Chance Residential                                                                                           | 37               | 0.01350000                      | 100.00      | 117,700       | 0                 | 3,943                | 3,700.00              |                   |                                    | 7,643            | 48%                                    | 206.57             |
| Residential - Preserved Opal Fields                                                                                         | 1750             | 0.10936660                      | 130.00      | 3,573,100     | 0                 | 390,778              | 227,500.00            |                   |                                    | 618,278          | 37%                                    | 353.30             |
| Residential - Mineral Claim                                                                                                 | 0                | 0.10936660                      | 130.00      |               |                   |                      | 0.00                  |                   |                                    | -                |                                        |                    |
| Residential                                                                                                                 | 82               | 0.00574300                      | 180.00      | 4,157,950     | 0                 | 23,871               | 14,760.00             |                   |                                    | 38,631           | 38%                                    | 471.11             |
| Walgett Business                                                                                                            | 124              | 0.02966920                      | 330.00      | 3,319,720     | 0                 | 98,493               | 40,920.00             |                   |                                    | 139,413          | 29%                                    | 1,124.30           |
| Lightning Ridge Business                                                                                                    | 121              | 0.01133950                      | 330.00      | 8,166,860     | 0                 | 92,608               | 39,930.00             |                   |                                    | 132,538          | 30%                                    | 1,095.36           |
| Collarenebri Business                                                                                                       | 31               | 0.11300000                      | 330.00      | 115,870       | 0                 | 15,411               | 10,230.00             |                   |                                    | 25,641           | 40%                                    | 827.12             |
| Burren Junction Business                                                                                                    | 21               | 0.04443500                      | 280.00      | 184,640       | 0                 | 8,304                | 5,880.00              |                   |                                    | 14,084           | 42%                                    | 670.69             |
| Carinda Business                                                                                                            | 14               | 0.01546000                      | 145.00      | 153,150       | 0                 | 2,368                | 2,030.00              |                   |                                    | 4,398            | 46%                                    | 314.12             |
| Cumbarrah Business                                                                                                          | 1                | 0.12000000                      | 125.00      | 1,150         |                   | 138                  | 125.00                |                   |                                    | 263              | 48%                                    | 263.00             |
| Rowena/Come-By-Chance Business                                                                                              | 8                | 0.02175000                      | 150.00      | 75,800        | 0                 | 1,649                | 1,200.00              |                   |                                    | 2,849            | 47%                                    | 356.08             |
| Business - Preserved Opal Fields                                                                                            | 40               | 0.06058000                      | 260.00      | 275,050       | 0                 | 16,663               | 11,700.00             |                   |                                    | 28,363           | 41%                                    | 630.28             |
| Business - Mineral Claim                                                                                                    | 0                | 0.06058000                      | 260.00      |               |                   |                      | 0.00                  |                   |                                    | -                |                                        |                    |
| Business                                                                                                                    | 98               | 0.00898000                      | 180.00      | 3,257,840     | 0                 | 29,314               | 17,640.00             |                   |                                    | 46,954           | 38%                                    | 479.12             |
| Rural (Farmland)                                                                                                            | 827              | 0.00232009                      | 160.00      | 1,711,255,560 | 0.00              | 3,970,267            | 132,320.00            |                   |                                    | 4,102,587        | 3%                                     | 4,960.81           |
| Rural Irrigable (Farmland)                                                                                                  | 0                | 0.00232009                      | 160.00      |               |                   |                      | 0.00                  |                   |                                    | -                |                                        |                    |
| Totals                                                                                                                      | 4861             |                                 |             | 1,766,521,250 |                   | 5,191,127            | 873,225               |                   |                                    | 6,064,352        |                                        |                    |
| National General Income Yield for 2021-2022 (Estimate)                                                                      |                  |                                 |             |               |                   |                      |                       |                   |                                    | 5,933,262        |                                        |                    |
| Increase 0.7%                                                                                                               |                  |                                 |             |               |                   |                      |                       |                   |                                    | 41,533           |                                        |                    |
| Additional Special Variation of 1.3%                                                                                        |                  |                                 |             |               |                   |                      |                       |                   |                                    | 77,133           |                                        |                    |
| Sub-Total                                                                                                                   |                  |                                 |             |               |                   |                      |                       |                   |                                    | 6,051,948        |                                        |                    |
| Add Catch-up Allowance (as advised)                                                                                         |                  |                                 |             |               |                   |                      |                       |                   |                                    | 12,404           |                                        |                    |
| Allowable Yield for 2022/2023                                                                                               |                  |                                 |             |               |                   |                      |                       |                   |                                    | 6,064,352        |                                        |                    |

**1. Walgett Residential Rate**

A Walgett Residential Ordinary Ad Valorem Amount of 0.02045725 cents in the dollar levied on the land value of all rateable land sub-categorised as Walgett Residential within Walgett Shire in accordance with section 529(2) (b) of the NSW Local Government Act 1993 and having a Base Amount per assessment of \$230.00 representing 41% of the total yield in accordance with section 500 of the NSW Local Government Act 1993.

**2. Lightning Ridge Residential Rate**

A Lightning Ridge Residential Ordinary Ad Valorem Amount of 0.01107170 cents in the dollar levied on the land value of all rateable land sub-categorised as Lightning Ridge Residential within Walgett Shire in accordance with section 529(2) (b) of the NSW Local Government Act 1993 and having a Base Amount per assessment of \$230.00 representing 40% of the total yield in accordance with section 500 of the NSW Local Government Act 1993.

**3. Collarenebri Residential Rate**

A Collarenebri Residential Ordinary Ad Valorem Amount of 0.13662500 cents in the dollar levied on the land value of all rateable land sub-categorised as Collarenebri Residential within Walgett Shire in accordance with section 529(2) (b) of the NSW Local Government Act 1993 and having a Base Amount per assessment of \$210.00 representing 41% of the total yield in accordance with section 500 of the NSW Local Government Act 1993.

**4. Burren Junction Residential Rate**

A Burren Junction Residential Ordinary Ad Valorem Amount of 0.06991100 cents in the dollar levied on the land value of all rateable land sub-categorised as Burren Junction Residential within Walgett Shire in accordance with section 529(2) (b) of the NSW Local Government Act 1993 and having a Base Amount per assessment of \$165.00 representing 35% of the total yield in accordance with section 500 of the NSW Local Government Act 1993.

**5. Carinda Residential Rate**

A Carinda Residential Ordinary Ad Valorem Amount of 0.06809000 cents in the dollar levied on the land value of all rateable land sub-categorised as Carinda Residential within Walgett Shire in accordance with section 529(2) (b) of the NSW Local Government Act 1993 and having a Base Amount per assessment of \$100.00 representing 44% of the total yield in accordance with section 500 of the NSW Local Government Act 1993.

**6. Cumborah Residential Rate**

A Cumborah Residential Ordinary Ad Valorem Amount of 0.00942500 cents in the dollar levied on the land value of all rateable land sub-categorised as Cumborah Residential within Walgett Shire in accordance with section 529(2) (b) of the NSW Local Government Act 1993 and having a Base Amount per assessment of \$100.00 representing 47% of the total yield in accordance with section 500 of the NSW Local Government Act 1993.

**7. Rowena/Come-By-Chance Residential Rate**

A Rowena/Come-By-Chance Residential Ordinary Ad Valorem Amount of 0.03350000 cents in the dollar levied on the land value of all rateable land sub-categorised as Rowena/Come-By-Chance Residential within Walgett Shire in accordance with section 529(2) (b) of the NSW Local Government Act 1993 and having a Base Amount per assessment of \$100.00 representing 48% of the total yield in accordance with section 500 of the NSW Local Government Act 1993.

**8. Residential – Preserved Opal Fields Rate**

A Residential – Preserved Opal Fields Ordinary Ad Valorem Amount of 0.10936660 cents in the dollar levied on the land value of all rateable land sub-categorised as Residential – Preserved Opal Fields within Walgett Shire in accordance with section 529(2) (b) of the NSW Local Government Act 1993 and having a Base Amount per assessment of \$130.00 representing 37% of the total yield in accordance with section 500 of the NSW Local Government Act 1993.

**9. Residential – Mineral Claim Rate**

A Residential – Mineral Claim Ordinary Ad Valorem Amount of 0.10936660 cents in the dollar levied on the land value of all rateable land sub-categorised as Residential – Mineral Claim within Walgett Shire in accordance with section 529(2) (b) of the NSW Local Government Act 1993 and having a Base Amount per assessment of \$130.00 representing 0% of the total yield in accordance with section 500 of the NSW Local Government Act 1993.

**10. Residential Rate**

A Residential Ordinary Ad Valorem Amount of 0.00574100 cents in the dollar levied on the land value of all rateable land within Walgett Shire categorised as residential in accordance with section 516 of the NSW Local Government Act 1993 and having a Base Amount per assessment of \$180.00 representing 38% of the total yield in accordance with section 500 of the NSW Local Government Act 1993.

**11. Walgett Business Rate**

A Walgett Business Ordinary Ad Valorem Amount of 0.02966920 cents in the dollar levied on the land value of all rateable land sub-categorised as Walgett Business within Walgett Shire in accordance with section 529(2) (d) of the NSW Local Government Act 1993 and having a Base Amount per assessment of \$330.00 representing 29% of the total yield in accordance with section 500 of the NSW Local Government Act 1993.

**12. Lightning Ridge Business Rate**

A Lightning Ridge Business Ordinary Ad Valorem Amount of 0.01133950 cents in the dollar levied on the land value of all rateable land sub-categorised as Lightning Ridge Business within Walgett Shire in accordance with section 529(2) (d) of the NSW Local Government Act 1993 and having a Base Amount per assessment of \$330.00 representing 30% of the total yield in accordance with section 500 of the NSW Local Government Act 1993.

**13. Collarenebri Business Rate**

A Collarenebri Business Ordinary Ad Valorem Amount of 0.13300000 cents in the dollar levied on the land value of all rateable land sub-categorised as Collarenebri Business within Walgett Shire in accordance with section 529(2) (d) of the NSW Local Government Act 1993 and having a Base Amount per assessment of \$330.00 representing 40% of the total yield in accordance with section 500 of the NSW Local Government Act 1993.

**14. Burren Junction Business Rate**

A Burren Junction Business Ordinary Ad Valorem Amount of 0.04443500 cents in the dollar levied on the land value of all rateable land sub-categorised as Burren Junction Business within Walgett Shire in accordance with section 529(2) (d) of the NSW Local Government Act 1993 and having a Base Amount per assessment of \$280.00 representing 42% of the total yield in accordance with section 500 of the NSW Local Government Act 1993.

**15. Carinda Business Rate**

A Carinda Business Ordinary Ad Valorem Amount of 0.01546000 cents in the dollar levied on the land value of all rateable land sub-categorised as Carinda Business within Walgett Shire in accordance with section 529(2) (d) of the NSW Local Government Act 1993 and having a Base Amount per assessment of \$145.00 representing 46% of the total yield in accordance with section 500 of the NSW Local Government Act 1993.

**16. Cumborah Business Rate**

A Cumborah Business Ordinary Ad Valorem Amount of 0.12000000 cents in the dollar levied on the land value of all rateable land sub-categorised as Carinda Business within Walgett Shire in accordance with section 529(2) (d) of the NSW Local Government Act 1993 and having a Base Amount per assessment of \$125.00 representing 48% of the total yield in accordance with section 500 of the NSW Local Government Act 1993

**17. Rowena/Come-By-Chance Business Rate**

A Rowena/Come-By-Chance Business Ordinary Ad Valorem Amount of 0.02175000 cents in the dollar levied on the land value of all rateable land sub-categorised as Business within Walgett Shire in accordance with section 529(2) (d) of the NSW Local Government Act 1993 and having a Base Amount per assessment of \$150.00 representing 42% of the total yield in accordance with section 500 of the NSW Local Government Act 1993.

**18. Business – Preserved Opal Fields Rate**

A Business – Preserved Opal Fields Ordinary Ad Valorem Amount of 0.06058000 cents in the dollar levied on the land value of all rateable land sub-categorised as Business – Preserved Opal Fields within Walgett Shire in accordance with section 529(2) (d) of the NSW Local Government Act 1993 and having a Base Amount per assessment of \$260.00 representing 41% of the total yield in accordance with section 500 of the NSW Local Government Act 1993.

**19. Business – Mineral Claim Rate**

A Business – Mineral Claim Ordinary Ad Valorem Amount of 0.06058000 cents in the dollar levied on the land value of all rateable land sub-categorised as Business – Mineral Claim within Walgett Shire in accordance with section 529(2) (d) of the NSW Local Government Act 1993 and having a Base Amount per assessment of \$260.00 representing 0% of the total yield in accordance with section 500 of the NSW Local Government Act 1993.

**20. Business Rate**

A Business Ordinary Ad Valorem Amount of 0.00899800 cents in the dollar levied on the land value of all rateable land within Walgett Shire categorised as Business in accordance with section 518 of the NSW Local Government Act 1993 and having a Base Amount per assessment of \$180.00 representing 38% of the total yield in accordance with section 500 of the NSW Local Government Act 1993.

**22. Rural (Farmland)**

A Rural (Farmland) Ordinary Ad Valorem Amount of 0.00232009 cents in the dollar levied on the land value of all rateable land within Walgett Shire categorised as Rural (Farmland) in accordance with section 515 of the NSW Local Government Act 1993, and having a Base Amount per assessment of \$160.00 representing 3% of the total yield in accordance with section 500 of the NSW Local Government Act 1993.

**23. Rural Irrigable (Farmland)**

A Rural Irrigable Ordinary Ad Valorem Amount of 0.00232009 cents in the dollar levied on the land value of all rateable land sub-categorised as Rural Irrigable (Farmland) within Walgett Shire in accordance with section 529(2) (a) of the NSW Local Government Act 1993, and having a Base Amount per assessment of \$160.00 representing 0% of the total yield in accordance with section 500 of the NSW Local Government Act 1993.

**24.** Resolves in accordance with section 496 (1) of the NSW Local Government Act 1993, Council make an annual charge of \$551.00 per service for the provision of domestic waste management services for each parcel of rateable land for which the service is available for the 2022/2023 rating year commencing on 1st July 2022.

**25.** Resolves in accordance with section 496 (2) of the NSW Local Government Act 1993, Council make an annual charge of \$551.00 per service to non-rateable residential properties for the 2022/2023 rating year commencing on 1st July 2022.

**26.** Resolves in accordance with section 501 of the NSW Local Government Act 1993, Council make the annual charges for Water Supply, Sewerage Services and Waste Management Services for the 2022/2023 rating year commencing on 1st July 2022. These charges are set out in Council's Operational Plan – Statement of Revenue Policy and Schedule of Fees and Charges 2022/2023 under the headings Waste Management, Commercial Waste Management, Water Supply and Sewerage and are included in **Table 2**.

**TABLE 2***Waste Management Charges*

| SERVICE PROVIDED                                       | DOMESTIC WASTE MANAGEMENT | 2022/2023 |
|--------------------------------------------------------|---------------------------|-----------|
| Domestic Waste Collection Charge (\$496) per occupancy | per bin per annum         | \$551.00  |

| SERVICE PROVIDED                              | COMMERCIAL WASTE MANAGEMENT | 2022/2023  |
|-----------------------------------------------|-----------------------------|------------|
| 240L MGB Collection – weekly collection       | per bin per annum           | \$588.00   |
| 360L MGB Collection – twice weekly collection | per bin per annum           | \$1,680.00 |
| 360L MGB – weekly service                     | per bin per annum           | \$840.00   |

| SERVICE PROVIDED                | WASTE MANAGEMENT | 2022/2023 |
|---------------------------------|------------------|-----------|
| Waste Management Charge (\$501) | per annum        | \$69.00   |

*Water Supply Charges*

All properties either, connected to or within 225 metres of a Council water main and able to be connected are charged.

| ACCESS CHARGES                                   |                 |                        |
|--------------------------------------------------|-----------------|------------------------|
| Bore Water – Lightning Ridge, Carinda and Rowena |                 | 2022/2023              |
| 20mm Connection                                  | Residential     | \$421.00               |
| 20mm Connection                                  | Non Residential | \$421.00               |
| 25mm Connection                                  | Residential     | \$421.00               |
| 25mm Connection                                  | Non Residential | \$626.00               |
| 32mm Connection                                  | Residential     | \$421.00               |
| 32mm Connection                                  | Non Residential | \$994.00               |
| 40mm Connection                                  | Residential     | \$421.00               |
| 40mm Connection                                  | Non Residential | \$1,539.00             |
| 50mm Connection                                  | Residential     | \$421.00               |
| 50mm Connection                                  | Non Residential | \$2,405.00             |
| 75mm Connection                                  | Residential     | \$421.00               |
| 75mm Connection                                  | Non Residential | \$5,253.00             |
| 100mm Connection                                 | Residential     | \$421.00               |
| 100mm Connection                                 | Non Residential | \$9,333.00             |
| Unmetered                                        | Residential     | As per applicable size |
| Unmetered                                        | Non Residential | As per applicable size |

| CONSUMPTION CHARGES                              |                      |           |
|--------------------------------------------------|----------------------|-----------|
| Bore Water – Lightning Ridge, Carinda and Rowena |                      | 2022/2023 |
| Usage Charge                                     | per kilolitre <600kl | \$0.37    |
| Usage Charge                                     | per kilolitre >600kl | \$0.54    |



| <b>ACCESS CHARGES</b>                         |                        |                               |
|-----------------------------------------------|------------------------|-------------------------------|
| <b>River Water – Walgett and Collarenebri</b> |                        | <b>2022/2023</b>              |
| 20mm Connection                               | <i>Residential</i>     | \$584.00                      |
| 20mm Connection                               | <i>Non Residential</i> | \$584.00                      |
| 25mm Connection                               | <i>Residential</i>     | \$584.00                      |
| 25mm Connection                               | <i>Non Residential</i> | \$912.00                      |
| 32mm Connection                               | <i>Residential</i>     | \$584.00                      |
| 32mm Connection                               | <i>Non Residential</i> | \$1,494.00                    |
| 40mm Connection                               | <i>Residential</i>     | \$584.00                      |
| 40mm Connection                               | <i>Non Residential</i> | \$2,334.00                    |
| 50mm Connection                               | <i>Residential</i>     | \$584.00                      |
| 50mm Connection                               | <i>Non Residential</i> | \$3,648.00                    |
| 75mm Connection                               | <i>Residential</i>     | \$584.00                      |
| 75mm Connection                               | <i>Non Residential</i> | \$8,005.00                    |
| 100mm Connection                              | <i>Residential</i>     | \$584.00                      |
| 100mm Connection                              | <i>Non Residential</i> | \$14,232.00                   |
| Unmetered                                     | <i>Residential</i>     | <i>As per applicable size</i> |
| Unmetered                                     | <i>Non Residential</i> | <i>As per applicable size</i> |

| <b>CONSUMPTION CHARGES</b>                    |                                |                  |
|-----------------------------------------------|--------------------------------|------------------|
| <b>River Water – Walgett and Collarenebri</b> |                                | <b>2022/2023</b> |
| Filtered Usage Charge                         | <i>per kilolitre &lt;600kl</i> | \$1.08           |
| Filtered Usage Charge                         | <i>per kilolitre &gt;600kl</i> | \$1.65           |
| Raw Usage Charge                              | <i>per kilolitre &lt;600kl</i> | \$0.37           |
| Raw Usage Charge                              | <i>per kilolitre &gt;600kl</i> | \$0.54           |

#### Sewerage Charges

All properties either, connected to or within 75 metres of a Council sewer main and able to be connected are charged.

| <b>SERVICE PROVIDED</b>                                                               | <b>SEWERAGE</b>  | <b>2022/2023</b> |
|---------------------------------------------------------------------------------------|------------------|------------------|
| Walgett                                                                               | <i>per annum</i> | \$546.00         |
| Lightning Ridge                                                                       | <i>per annum</i> | \$472.00         |
| Collarenebri                                                                          | <i>per annum</i> | \$454.00         |
| <b>Additional Sewer Connections (<i>per connection</i>)</b>                           |                  |                  |
| Walgett                                                                               | <i>per annum</i> | \$546.00         |
| Lightning Ridge                                                                       | <i>per annum</i> | \$472.00         |
| Collarenebri                                                                          | <i>per annum</i> | \$454.00         |
| <b>Cistern Charges – Applicable to Business Categories (<i>per toilet/urinal</i>)</b> |                  |                  |
| Walgett                                                                               | <i>per annum</i> | \$85.00          |
| Lightning Ridge                                                                       | <i>per annum</i> | \$73.00          |
| Collarenebri                                                                          | <i>per annum</i> | \$66.00          |

2. Resolves in accordance with Section 566 of the NSW Local Government Act 1993, to adopt an interest rate on overdue rates and charges for the 2022/2023 rating year commencing on 1st July 2022 for the period 1 July 2022 to 30 June 2023 (inclusive) of 6.0%, being the maximum rates set by the NSW Office of Local Government.

**Moved:** Cllr Woodcock  
**Seconded:** Cllr Rummary  
**CARRIED**

*At 12:28pm Mayor Keir and Cllr Ramien declared a pecuniary interest and exited the Chamber. Deputy Mayor Rummery then presided over the meeting.*

#### **7/2022/15 Monthly Maintenance Grading Report – May 2022**

**Resolved:**

That Council receive and note the monthly maintenance grading works report for May 2022.

**Moved:** Cllr Seaton  
**Seconded:** Cllr Walford  
**CARRIED**

*At 12:30pm Mayor Keir returned and Cllr Ramien returned to the Chamber. Mayor Keir resumed the chair.*

#### **7/2022/16 Service Progress Report as at 31 May 2022**

**Resolved:**

That Council receive and note the Engineering Services monthly works progress report for May 2022

**Moved:** Cllr Rummery  
**Seconded:** Cllr Hundy  
**CARRIED**

#### **7/2022/17 Adoption of Policies: Partnering and Relationship Management, Environmental and Quality Control**

**Resolved:**

That Council, after having received no submissions by the 21<sup>st</sup> June 2022:

1. Adopt the Partnering and Relationship Management Policy.
2. Adopt the Environmental Policy.
3. Adopt the Quality Control Policy.

**Moved:** Cllr Woodcock  
**Seconded:** Cllr Walford  
**CARRIED**

#### **7/2022/18 Development Approvals May 2022**

**Resolved:**

That Council receive and note the Development Approvals Report for May 2022.

**Moved:** Cllr Currey  
**Seconded:** Cllr Cooke  
**CARRIED**

**7/2022/19 Move into Closed Session****Time: 12:40pm**

That the public be excluded from the meeting pursuant to Sections 10A 92) (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 Woodcock****Seconded: Cllr Walford****CARRIED****7/2022/20 Transfer of Kookaburra Court to Walgett Shire Council****Resolved:**

1. The General Manager's report be received.
2. Council approves the transfer of the property described as 146-148 Fox Street, Walgett, being Lot 3 DP803866, from Whiddon Group to Walgett Shire Council.
3. The General Manager and Mayor be authorised to execute the necessary documents to finalise the transfer.
4. Council pay for all legal costs associated with the transfer of the abovementioned property.
5. The property be classified as operational.
6. The Council Seal be affixed to these documents as required.

**Moved: Cllr Cooke****Seconded: Cllr Woodcock****CARRIED***Emergency Item considered by Mayor.***7/2022/21 Lightning Ridge Mega Park – Everyone Can Play****Resolved:**

1. That the Everyone Can Play Park be located on Council land in Pandora Street, Lightning Ridge, being Lot 7 & 8 DP846336.
2. Funding be allocated for a new toilet facility at the Pandora St Anyone Can Play Park.

**Moved: Cllr Cooke****Seconded: Cllr Ramien****CARRIED**



| 7/2022/22 Return to open session                                                                                                                          | Time: 12:47pm |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <p><b>Resolved:</b></p> <p>That Council return to open session.</p> <p><b>Moved:</b> Cllr Ramien<br/> <b>Seconded:</b> Cllr Hundy<br/> <b>CARRIED</b></p> |               |

| 6/2022/20 Adoption of closed session reports                                                                                                                                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Resolved:</b></p> <p>That Council adopt the recommendations of the Closed Committee Reports</p> <p><b>Moved:</b> Cllr Hundy<br/> <b>Seconded:</b> Cllr Cooke<br/> <b>CARRIED</b></p> |

**Close of Meeting**

The meeting closed at 12:50pm

To be confirmed at the next meeting of Council.

\_\_\_\_\_  
 Mayor

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

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

## 7. MAYORAL MONTHLY REPORT

**REPORTING SECTION:** Office of Mayor  
**AUTHOR:** Jane Keir OAM  
**FILE NUMBER:** 22/10/0096

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### Summary:

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

### Background:

- Attended the Alliance of Western Councils meeting in Nyngan on 1.7.22 with GM Mike Urquhart. It was great to meet with Mayors & GM's from the Shires across our part of NSW – Bogan, Brewarrina, Cobar, Coonamble, Dubbo, Gilgandra, Mid-Western, Narromine, Warren, Warrumbungle & Central Darling. The Hon. Dugald Saunders MP, Minister for Agriculture & Western NSW also attended. The hot topics of meeting were lack of housing across all our Shires, the current state of telecommunications, education & health.  
(We also noted on the drive from Walgett to Nyngan via Carinda the vast expanses of water from the Macquarie River & the marshes.)
- Met with The Hon. Dugald Saunders MP at the Jenny Wright Netball Courts, Walgett, on 11.7.22, along with GM Mike Urquhart, Councillor Daniel Walford & George McCormick, Manager Community Development & other members of the Netball community for the announcement of funding to renovate the courts & amenities. Minister Saunders & I also visited the Walgett IGA as he had not seen the new store.
- Attended & spoke at the NAIDOC Community Day at Gray Park Walgett on 13.7.22. Spoke to various members of the indigenous community. We were all out braving the cold and Ducky Dennis certainly hasn't lost his touch belting out some great music.
- Attended a Zoom consultation meeting 13.7.22, chaired by Michelle Maxwell, Regional Health Division NSW Health, with GM Mike Urquhart to discuss the Regional Health Plan. We have a long way to go to improve our health services in the bush, there was productive discussion with good ideas & insights.
- Attended a Teams meeting 14.7.22 with GM Mike Urquhart for the Barwon Darling Customer Advisory Group. This was my first meeting with this group and I certainly now partially understand the complexity of our river systems & the allocation of water fairly to all members of the community. Water reform is happening slowly across the board.
- Meetings with GM Mike Urquhart to be held 20.7.22 with Domenica Kekic, Senior Advisor Customer Service NSW Telco Authority and The Hon. Mark Coulton MP, Federal Member for Parkes. I will further update these meetings in next month's report.
- Unfortunately, due to prior commitments in Sydney, I will be unable to attend the Lightning Ridge Opal Festival this year. Deputy Mayor Greg Rummery will attend on my behalf and meet with Her Excellency the Honourable Margaret Beazley AC QC, Governor of NSW, on 28.7.22 at Lightning Ridge and at Council on 29.7.22. I do hope as many Councillors as possible can attend these functions with the Governor.

|                               |
|-------------------------------|
| <b>Monthly Mayoral Report</b> |
|-------------------------------|

**Recommendation:**

That the Mayoral report for July 2022 be received and noted.

**Moved:**

**Seconded:**

## 8. CORRESPONDENCE AND PETITIONS

### 8.1 LETTER RECEIVED FROM COUNTRY WOMEN'S ASSOCIATION OF NSW – BARWON GROUP – RECEIVED 9 JULY 2022



COUNTRY WOMEN'S ASSOCIATION OF NSW

ABN: 82 318 909 926

Group: Barwon

"Rugby"  
P O Box 230  
Lightning Ridge, NSW, 2834  
Email:  
[scolesrugby@bigpond.com](mailto:scolesrugby@bigpond.com)

Michael Urquhart  
General Manager Walgett Shire Council,  
Dear Mr Urquhart , Mayor Keir and Councillors,

On behalf of the Barwon Group Medical Grant committee, we would like thank the Walgett Shire Council for resolving to contribute \$5000 towards our 2022 Medical Grant. And your pledge for \$10000 on going funding for 10years. Absolutely fantastic!

Walgett Shire Council is our most generous donor to the BGMG, so we would like to invite a representative from the council to sit on the interview panel and meet the applicants if you so please. The interview's will be held by skype/Zoom on Sunday 25<sup>th</sup> September.

Your contribution helps so many of our young country students pursuing a career in the medical field, and hopefully bring their skills back to the bush.

Kind regards

**Sue Scoles** - Co-ordinator – Barwon Group Medical Grant

Mob: 0428 511 102

Email: [scolesrugby@bigpond.com](mailto:scolesrugby@bigpond.com)

## **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 – JUNE 2022**

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

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**Summary:**

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

**Background:**

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

**Current Position:**

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

In these circumstances the register become3s 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 Resolution 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 – June 2022</b>                                                                                             |
| <p><b>Recommendation:</b></p> <p>That the Resolution Register June 2022 be received and noted.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p> |

**Attachment:**

Action Resolution Register.



|          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                    |
|----------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| 14.02.17 | 1/2017/15 | <p>Loan to Lightning Ridge Opal &amp; Fossil Centre Inc.</p> <p>(a) That the Chief Financial Officers report be received.</p> <p>(b) That the Council provide a zero interest loan of \$48,000 to the Lightning Ridge Opal and Fossil Centre Inc. for the purpose of completing a procurement plan, project management plan, risk management plan and asset management plan.</p> <p>(c) The loan be repaid over five (5) years as follows; 9/01/18 - \$10,000, 9/1/2019 - \$10,000, 9/1/20 - \$10000, 9/1/21 - \$10,000, 9/1/22 - \$8,000.</p> <p>(d) That Walgett Shire Council and the Lightning Ridge Opal and Fossil Centre Inc. enter into a formal loan agreement and the General Manager be authorised to execute the loan agreement and the Council Seal be affixed to the loan document.</p> <p>(e) That a Council officer nominated by the General Manager (Chief Financial Officer) becomes a Board Member of the Lightning Ridge Opal and Fossil Centre to oversee Council's financial interests.</p> | GM   | 30/05/22 Items (a) to (d) have been completed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | GM to report to Council                                            |
| 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</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>14/02/2022 GM to follow up as current status</p>                                                                                       | This is still in progress delay due to change of ownership of land |
| 26.09.17 | 9/2017/26 | <ol style="list-style-type: none"> <li>1. That Council resolves to authorise acquisition by compulsory process, of the Walgett Levee corridor through Lot 7024 DP1021106, Lot 7012 DP1021112, Lot 7301 DP1155276, Lot 7013 DP1030416, Lot 7300 DP1155957, Lot 702 DP1051575, Lot 7001 DP1051908, Lot 3 DP1123824, Lot 703 DP1056310, Lot 7031 DP1055946 and Lot 7009 DP1055947.</li> <li>2. That Council resolves to make an application to the Minister to approve the compulsory acquisition process.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | DETS | <p>5.11.17 Quote received for cadastral survey</p> <p>10.1.18 Quote accepted</p> <p>16.08.18 Survey ongoing</p> <p>16.06.19 Work in progress</p> <p>9.09.2019 work in progress</p> <p>22.10.019 Work in progress</p> <p>14.02.2020 Work in progress</p> <p>17.03.2020 Received survey plan</p> <p>20.04.2020 Registration is in progress</p> <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>                                                                                                                                                                      | Waiting on approval from crown lands                               |

WALGETT SHIRE COUNCIL AGENDA – 26 JULY 2022 – ORDINARY COUNCIL MEETING

|          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                             |
|----------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| 8.02.18  | 1/2018/2  | <p>That Council:</p> <p>6. Investigate the re-establishment of precinct committees.</p> <p>7. Lobby the State Government to open Opal Prospecting Area (OPA) 4.</p>                                                                                                                                                                                                                                                                                                        | GM   | <p>19.03.18 ongoing</p> <p>17.06.2019 Crown Lands Commissioner visited LR in early June 2019 to complete report on various matters including road network management and future land zoning.</p> <p>23.10.19 – 5.community satisfaction survey agreed with Council within next 12months ie.by Oct 2020</p> <p>6.Work in progress – Collarenebri established under Economic Development</p> <p>7. No progress to date</p> <p>15/4/20 ratepayer survey to be undertaken July 2020</p> <p>16.09.20 Survey complete. Report to Oct 2020 meeting</p> <p>15.11.2021 The General Manager is participating in Minerals Environment and Geoscience community consultation process for opening up of OPA4.</p> <p>15.11.2021 The General Manager in the forthcoming year to investigate precinct committees.</p> <p>15.03.2022 Precinct committee to be established for Walgett &amp; Burren Junction, at request of community. GM attended Walgett meeting.</p> <p>20.06.2022 Committee for Walgett in progress</p> | Partly completed            |
| 03.04.19 | 2/2019/23 | <p>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".</p>                                                                                                                                     | DES  | <p>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.</p> <p>Cityplan's name has changed to "Gyde"</p> <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> <p>09/02/2022 – TEAMS meeting with Gyde Planning and DPIE representatives on Friday</p> <p>4/02/2022 to discuss recommendations of Bridging Report.</p> <p>15/02/2022 – Further technical analysis required by Gyde Planning.</p>                                                                                                | In progress                 |
| 17.12.19 | 12/2019/4 | <p>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</p>                                                                                                                                                                                                                                                                             | GM   | <p>GM investigating tourist possibilities</p> <p>Rural Aid project</p> <p>11.07.2022 Signage wording underway</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | In Progress                 |
| 25.02.20 | 1/2020/12 | <p>1. Council participate in the Museums &amp; Galleries of NSW – Museum Advisors Program.</p> <p>2. The Chief Financial Officer arrange to engage a suitably qualified and highly recommended advisor for the program.</p> <p>3. Other organisations in the shire having heritage/cultural and museum collections and facilities be invited to participate in the program</p> <p>4. Funding of \$10,000 be allocated annually and indexed for the next six (6) years.</p> | GM   | <p>15.11.2021 Awaiting information for advisors</p> <p>18.05.2022 GM has again contacted Museum &amp; Galleries requesting a list of advisors for engagement.</p> <p>20.06.2022 Waiting on contact from Museum and Galleries NSW</p> <p>11.07.2022 General Manager has advised M&amp;G NSW of preferred advisor</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | In progress                 |
| 28.04.20 | 3/2020/15 | <p>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.</p>                                                                                                                               | DES  | <p>Delayed pending appointment of new DES.</p> <p>15.11.2021 To be followed up by DES in early 2022.</p> <p>15.02.2022 – Consultation with business owners to commence in March '22.</p> <p>19.04.2022 Acting Director Environmental Services to investigate</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Ongoing                     |
| 25/08/20 | 9/2020/19 | <p>That Council note and accept the proposal to implement the 40 km/h speed zone in Walgett CBD in following sections of the roads:</p> <p>i. Fox street between Eureka Street and Warrena Street</p> <p>ii. Wee Waa Street between Peel Street and Pit Street</p>                                                                                                                                                                                                         | DETS | <p>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.</p> <p>21.10.2020 Engineering department in process for community consultation</p> <p>16.11.2020 Community consultation is progress</p> <p>18.03.21 Funding being sought for signage</p> <p>20.06.2022 Submitting grant application July 2022 – Collarenebri, Lightning Ridge &amp; Walgett</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Waiting on funds from TfNSW |

WALGETT SHIRE COUNCIL AGENDA – 26 JULY 2022 – ORDINARY COUNCIL MEETING

|          |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |             |                                                                                                                                                                                                                                                                                                                                                                                       |                                                               |
|----------|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| 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.<br>15.02.2022 – No change                                                                                                                                                                                                                                                             | Planning consultant to progress actions for planning proposal |
| 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 Sheeppark.<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.<br>19.04.2022 Acting Director Environmental Services to investigate<br>18.05.2022 Acting Director Environmental Services to investigating relevant licenses for land at Glengarry and Grawin                                                                                                                                            | Ongoing                                                       |
| 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.<br>19.04.2022 Belle to follow draft policies and report to GM<br>18.05.2022 Policies are being placed on Public Exhibition from 25/05/22 to 21/06/22. A report will be prepared for Council by Bob Stephens once submissions have been received.<br>20.06.2022 Report for adoption to be tabled at June 2022 Ordinary Meeting              | 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<br>20.06.22 Gletan Group submitted a claim for extras which has been referred to the project manager at Barnson's<br>11.07.22 Gletan Group are continuing to drill holes for foundations and are anticipating a completion date of 12 August 2022 | In progress                                                   |
| 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.<br>19.04.2022 GM to report to May 2022 meeting re tender option for provision of fuelling station.<br>20.06.2022 Airport Manager preparing scope of works                                                                                                                     | In progress                                                   |
| 22.02.22 | 3/2022/22  | b) That Council agree to sell both Lot 156 and Lot 157 DP 882747 Duff Street Walgett to Michael Hughes Transport for \$85,000 (GST exclusive).<br>c) A condition of sale being, the blocks are land locked and Council is not obligated to provide access via Duff Street, with connection to water/septic services, power, and Council's half share of fencing, and removal of soiled fill, and relocation of the septic main to allow development be at the expense of Michael Hughes Transport.<br>d) The General Manager and Mayor be authorised to execute the sale of documents and the Council's Seal be affixed accordingly.                                                                                                                                                                 | GM          | 19.04.22 GM wrote to interested parties and has, so far, not received a response.                                                                                                                                                                                                                                                                                                     | Waiting on response from prospective purchasers               |
| 29.03.22 | 4/2022/13  | That Council make submission to Whiddon Group for the acquisition of the property at 146-148 Fox Street, Walgett – being Lot 3 DP803866                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | GM          | 18.05.2022 – Submission lodged – awaiting outcome of assessment by Whiddon Group<br>20.06.2022 Submission successful and a report to be tabled at the June 2022 Ordinary Meeting for approval of transfer                                                                                                                                                                             | In progress                                                   |
| 29.03.22 | 4/2022/14  | Reconstruction and Sealing of 54.96kms of Come by Chance Road<br>2. Council accept Batterline Earthmoving Pty Ltd's submission for the reconstruction and sealing of 54.96kms of Come by Chance Road.<br>3. That the General Manager be authorised to sign the contract.<br>4. A dedicated project officer be assigned to the project and report to Council on a monthly basis.                                                                                                                                                                                                                                                                                                                                                                                                                      | DETS/<br>GM | 05.04.2022 – Letter of Award for Batterline, signed and returned to ArcBlue<br>18.05.2022 – Contract signed – work to commence June 2022                                                                                                                                                                                                                                              | In progress                                                   |

WALGETT SHIRE COUNCIL AGENDA – 26 JULY 2022 – ORDINARY COUNCIL MEETING

|          |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                      |                                                                                                                                                                                                                                                                                                                                                                                                                              |             |
|----------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 29.03.22 | 4/2022/15 | Burrnbaa Road Reconstruction and Sealing of 10.6 kms<br>2. Council accept accept Batterline Earthmoving Pty Ltd's submission for the reconstruction and sealing of 10.6kms of the Burrnbaa Road between Collarenebri and Lightning Ridge.<br>3. That the General Manager be authorised to sign the contract.<br>4. A dedicated project officer be assigned to the project and report to Council on a monthly basis.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | DETS/<br>GM          | 05.04.2022 – Letter of Award for Batterline, signed and returned to ArcBlue<br>18.05.2022 – Contract signed – work to commence June 2022                                                                                                                                                                                                                                                                                     | In progress |
| 26.04.22 | 5/2022/10 | That Council apply to the Independent Pricing and Regulatory Tribunal for a permanent Additional Special Rate Variation of 1.3% (representing income of approximately \$77,000 per year) under section 508 (2) of the Local Government Act 1993 (in addition to the approved rate pegging increase of 0.7%) for the 2022/23 financial year.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | CFO                  | 18.05.2022 – Special Rate Variation lodged – awaiting IPART decision<br>21.06.2022 advice received from IPART that the additional special rate variation has been approved. Report to be tabled at June 2022 Ordinary Meeting                                                                                                                                                                                                | COMPLETE    |
| 30.05.22 | 6/2022/6  | Reconnecting Regional NSW – Community Events Program<br>(a) Participate in the Community Events Program and submit a grant application for \$301,807<br>(b) Engage a part-time Community Events Co-ordinator for a fixed term nine (9) month contract, which is funded from the grant.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | GM                   | 20.06.2022 Program underway with events<br>11.07.2022 PD to be assessed by Council's Consultative Committee July 22 with recruitment to also commence July 22                                                                                                                                                                                                                                                                | In progress |
| 30.05.22 | 6/2022/7  | Walgett Showground Road and Carpark<br>(b) Make provision of \$126,000 in the 22/23 Operational Plan for sealing of the Showground road and carpark                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | CFO                  | 20.06.2022 Included in advertised Operational Plan 2022/2023 (Page 47 of 133)                                                                                                                                                                                                                                                                                                                                                | COMPLETE    |
| 30.05.22 | 6/2022/11 | Operational Plan 22/23, Delivery Program 22/23 to 24/25, Long-Term Financial Plan 22/23 to 31/32, Workforce Plan 22/23 to 24/25 and Asset Management Plan.<br>That the Draft Operational Plan 22/23, Delivery Program 22/23 to 24/25, Long-Term Financial Plan 22/23 to 31/32, Workforce Plan 22/23 to 24/25 and Asset Management Plan be placed on Public Exhibition for a period of 28 days from the 31 <sup>st</sup> May 2022 until 4:30pm on the 27 <sup>th</sup> June 2022, inciting submissions from the public during this time.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | GM                   | 31.05.2022 – Draft documents placed on public exhibition on website and hard copies available in Shire offices at Walgett, Lightning Ridge & Collarenebri and also at the Post Office/Service Station in Carinda. Advertisements placed on facebook to Council and a number of community pages and also in the Spectator Newspaper.<br>20.06.2022 Received submissions and report to be tabled at June 2022 Ordinary Meeting | In progress |
| 30.05.22 | 6/2022/17 | Construction Collarenebri Artesian Hot Spring<br>(b) Enter into a contract with Lukas Building and Excavation for the construction of a 15m circular pool, associated amenities, park furniture, BBQ with shelter and seating, concrete paths, concourse and stormwater drainage, as per Quotation No. 264, at a price of \$1,127,400 (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.<br>(d) Allocate \$170,000 for the piping and pumping of water to and from the artesian hot spring pool.<br>(e) Allocate \$205,876 additional funding for the construction of the pool and amenities.                                                                                                                                                                                                                                                                                                                                                                                                                  | GM/<br>Mayor/<br>CFO | 20.06.2022 Design in progress                                                                                                                                                                                                                                                                                                                                                                                                | In progress |
| 28.06.22 | 7/2022/8  | Audit, Risk and Improvement Committee<br>1. Council join with the Far North West Joint Organisation (FNWJO) and all member Councils in establishing a Shared Audit, Risk and Improvement Committee (ARIC) in accordance with section 428B of the Local Government Act 19333<br>2. Council delegate authority to the FNWJO to appoint the chair and 2 independent members to form the ARIC to serve the FNWJO and all 3 member Councils.<br>4. Council adopt the Draft Terms of Reference developed for the operation of the ARIC, noting the initial revised term to cater for the shorter period to be served by the current Council and the fact that there is no current need for the Chair to be pre-qualified at this stage.<br>6. Applications, as detailed in the Expression of Interest document, be called for by the placement of advertisements in the local papers circulating in each of the towns within the FNWJO area, together with the websites of each of the member Councils, to provide local residents the opportunity to apply to become a member of the shared committee, if they are suitably qualified and wish to apply. | GM                   | 11/07/2022 Deputy Mayor is Council delegate to ARIC. FNWJO recruiting the chair and independent members.                                                                                                                                                                                                                                                                                                                     | In progress |

WALGETT SHIRE COUNCIL AGENDA – 26 JULY 2022 – ORDINARY COUNCIL MEETING

|          |           |                                                                                                                                                                                                                                                                                         |              |                                                                                                                               |             |
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| 28.06.22 | 7/2022/13 | Adoption of Delivery Program 2022/2023 to 2024/2025 – Strategic Planning<br>7 That determination of the submissions received include; (b) Realignment of the Kamilaroi Highway, at Burren Junction, be referred to Transport for NSW for consideration.                                 | DETS         | 11/07/2022 Response sent to all three individuals making submissions<br>11/07/2022 Kamilaroi highway submission sent to TfNSW | Complete    |
| 28.06.22 | 7/2022/20 | Transfer of Kookaburra Court to Walgett Shire Council<br>3. The General Manager and Mayor be authorised to execute the necessary documents to finalise the transfer.<br>5. The property be classified as operational.<br>6. The Council Seal be affixed to these documents as required. | GM/<br>Mayor | 11/07/2022 Council solicitor working on transfer from Whiddon to Walgett Shire Council                                        | In progress |
| 28.06.22 | 7/2022/21 | Lightning Ridge Mega Park – Everyone Can Play<br>1. That the Everyone Can Play Park be located on Council land in Pandora St, Lightning Ridge, being Lot 7 & 8 DP846336.<br>2. Funding be allocated for a new toilet facility at the Pandora St Anyone Can Play Park.                   | GM/<br>CFO   | 11/07/2022 General Manager has advised DPIE of change of location. Awaiting on approval of variation.                         | 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:

- 22-19 / Consultation on regulatory proposals for a new Public Spaces (Unattended Property) (PSUP) Regulation 2022 and to commence the PSUP Act
- 22-20 / Annual Reporting of Labour Statistics By Councils
- 22-21 / 21-26 New risk management and internal audit framework for councils and joint organisations

### 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 Department circulars 22-19 through to 22-21, from the Local Government Division Department of Premier and Cabinet, be received and noted.</p> <p><b>Moved:</b><br/><b>Seconded:</b></p> |

### Attachments:

Circulars



Office of  
Local Government

## Circular to Councils

|                             |                                                                                                                                                                  |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Circular Details</b>     | Circular Number 22-19 / 13 July 2022 / A825856                                                                                                                   |
| <b>Previous Circulars</b>   | 21-39 The NSW Government's <i>Public Spaces (Unattended Property) Act 2021</i><br>19-30 Review of the <i>Impounding Act 1993</i> and Release of Discussion Paper |
| <b>Who should read this</b> | Councillors/General Managers/All council staff                                                                                                                   |
| <b>Contact</b>              | Policy Team / 02 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>                                                                          |
| <b>Action required</b>      | Feedback on regulatory proposals                                                                                                                                 |

### Consultation on regulatory proposals for a new *Public Spaces (Unattended Property) (PSUP) Regulation 2022* and to commence the PSUP Act

#### What's new or changing

- The *Public Spaces (Unattended Property) (PSUP) Act 2021* passed Parliament on 29 November 2021.
- A Regulatory Impact Statement (RIS) has been released for consultation for 21 days on preferred options for regulations to support the new PSUP Act. An analysis of costs and benefits of the preferred option is included.

#### What this will mean for your council

- The Office of Local Government (OLG) invites comment over the next 21 days on regulatory proposals in the RIS, including Penalty Infringement Notice amounts, notice periods, monetary caps under which items may be quickly disposed of, and risk-based timeframes within which those responsible for unattended property in public must collect their property or potentially face strong enforcement action.
- OLG will continue to consult with councils and others over the coming weeks to develop training, guidance and communication materials to support successful implementation of the PSUP laws.

#### Key points

- The new PSUP laws will provide councils with stronger powers and penalties to rid footpaths, streets, parks and other public spaces of unattended property (including personal items, shopping trolleys, share bikes, vehicles and stock animals) by making those responsible for unattended property attend to it or face strong enforcement action.
- Following consultation on the RIS, it is anticipated that the new PSUP laws and regulations will be commenced later this year on a date determined by the Minister for Local Government, the Hon. Wendy Tuckerman MP.
- The RIS includes a detailed cost benefit analysis of the NSW Government's preferred option, which shows a net benefit to the community of \$10.1m per year or \$71 million over 10 years.
- Feedback received from councils and other key stakeholders during the extensive consultation process over the past 2.5 years was instrumental in shaping the

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regulatory proposals, as flagged in the [Second Reading Speech](#) to Parliament at the time the Bill was debated.

- The proposals also incorporate feedback provided at consultation workshops held in April and May 2022 with councils, industry, community advocacy groups, peak bodies, animal welfare organisations and others on important regulatory proposals needed to commence the PSUP Act.
- The PSUP laws will replace and repeal the Impounding Act 1993 and regulations, including special provisions for declaring a 'boat trailer impounding area'.

**Where to go for further information**

- A copy of the RIS, details about how to provide feedback by the closing date of 5pm **Wednesday 3 August 2022** and further information about the *Public Spaces (Unattended Property) Act 2021* is available on the OLG website [here](#).
- The *Public Spaces (Unattended Property) Act 2021* is available on the Legislation Register [here](#).
- Further information about the review of the Impounding Act and development of the PSUP Act is available on the OLG website [here](#).

**Liz Moore**

**Acting Deputy Secretary, Crown Lands and Local Government**

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## Circular to Councils

|                             |                                                         |
|-----------------------------|---------------------------------------------------------|
| <b>Circular Details</b>     | Circular No 22-20 / 13 July 2022 / A827540              |
| <b>Previous Circular</b>    | 21-41 Annual Reporting of Labour Statistics by Councils |
| <b>Who should read this</b> | Councillors / General Managers / Human Resources        |
| <b>Contact</b>              | Council Governance Team/02 4428 4100/olg@olg.nsw.gov.au |
| <b>Action required</b>      | Information / Council to Implement                      |

### Annual Reporting of Labour Statistics

#### What's new or changing

- **Wednesday 25 May 2022** has been chosen as the "relevant day" for councils to report on their labour statistics in their annual reports under section 217 of the *Local Government (General) Regulation 2021*.

#### What this will mean for your council

- In their 2021/22 annual reports, councils must publish a statement of the total number of persons who performed paid work for them on **Wednesday 25 May 2022** including, in separate statements, the total number of the following:
  - the number of persons directly employed by the council:
    - on a permanent full-time basis
    - on a permanent part-time basis
    - on a casual basis, and
    - under a fixed-term contract
  - the number of persons employed by the council who are "senior staff" for the purposes of the *Local Government Act 1993*
  - the number of persons engaged by the council, under a contract or other arrangement with the person's employer, that is wholly or principally for the labour of the person, and
  - the number of persons supplied to the council, under a contract or other arrangement with the person's employer, as an apprentice or trainee.

#### Key points

- The "relevant day" for the purpose of reporting labour statistics under section 217 is required to be fixed by the Secretary of the Department of Planning and Environment after the end of each financial year. This date is to be a different day to the one fixed by the Secretary for the previous year.

#### Where to go for further information

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

**Liz Moore**

**A/Deputy Secretary, Crown Lands and Local Government**

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Office of  
Local Government

## Circular to Councils

|                             |                                                                                                                                        |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| <b>Circular Details</b>     | Circular No 22-21 / Date 20 July 2022 / A824754                                                                                        |
| <b>Previous Circular</b>    | 21-26 <i>New risk management and internal audit framework for councils and joint organisations</i>                                     |
| <b>Who should read this</b> | General Managers / Councillors / Council governance staff / Audit, risk and improvement committee members and internal audit personnel |
| <b>Contact</b>              | Council Governance Team / (02) 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>                                  |
| <b>Action required</b>      | Information                                                                                                                            |

### Update on membership requirements for audit, risk and improvement committees

#### What's new or changing

- Following recent discussions, the Office of Local Government (OLG) and NSW Treasury have agreed that the NSW Government's Prequalification Scheme for Audit and Risk Committee Chairs and Members will not be suitable for use by councils and joint organisations.
- OLG's draft *Guidelines for Risk Management and Internal Audit for Local Councils in NSW*, issued for consultation last year, contemplated that from June 2027 councils and joint organisations would be required to appoint Audit, Risk and Improvement Committee (ARIC) chairs and a prescribed number of ARIC members from the NSW Government prequalification scheme. Following discussions with NSW Treasury, OLG has taken the opportunity to revisit this requirement, delaying the finalisation of the Guidelines.
- While OLG anticipates that this delay will not be significant, it recognises the need to give councils and joint organisations certainty, particularly given that some are currently in the process of establishing an ARIC for the first time and appointing chairs and members. The proposed new requirements for ARIC membership have therefore been set out in the attachment to this circular.

#### What this will mean for your council

- Under the new requirements, all councils (including county councils) and joint organisations will be required, at a minimum, to have an ARIC that comprises of the following:
  - one independent chair who meets the independence and eligibility criteria for an ARIC chair, and
  - at least two independent members who meet the independence and eligibility criteria for ARIC members – councils may appoint additional independent members should they choose to do so.
- Councils will also have the option of appointing one non-voting councillor member to their ARIC who meets the eligibility criteria for councillor members.
- The proposed independence and eligibility criteria for ARIC chairs and independent members and the proposed eligibility criteria for councillor members of ARICs are set out in the attachment to this circular.
- The above requirements will apply to all councils and joint organisations. The removal of the requirement for ARIC chairs and a prescribed number of ARIC

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members to be appointed from the NSW Government prequalification scheme based on which tier a council is in, means that it is no longer necessary to place councils in tiers and these arrangements will no longer apply.

- Given that councils and joint organisations will no longer be required to appoint ARIC chairs and members from the NSW Government prequalification scheme, the timeframe for compliance with the ARIC membership requirements in the Guidelines will be brought forward to **1 July 2024**. As of that date all councils and joint organisations will be required to ensure ARIC chairs and members meet the eligibility and independence requirements set out in the Guidelines and have a risk management framework and internal audit function that complies with the Guidelines.

#### Key points

- Under the *Local Government Act 1993*, all councils (including county councils) and joint organisations are required to have an ARIC or to have entered into an arrangement with another council or joint organisation to share an ARIC from **4 June 2022**.
- OLG recognises that some councils and joint organisations may have faced challenges in establishing an ARIC or shared arrangements for an ARIC ahead of the 4 June deadline and is prepared to accommodate some flexibility in implementation timeframes provided they can demonstrate that they are actively taking steps to appoint or share an ARIC.
- The Guidelines will be finalised soon. Full compliance with the requirements in the Guidelines will be required from **1 July 2024**.

#### Where to go for further information

- The proposed independence and eligibility criteria for ARIC chairs and independent members and the proposed eligibility criteria for councillor members are set out in the attachment to this circular.
- The draft [\*Guidelines for Risk Management and Internal Audit for Local Councils in NSW\*](#) provides further guidance on the proposed requirements for ARICs, the risk management framework and internal audit function. As noted above, the proposed requirement in the draft Guidelines to use the NSW Government prequalification scheme and the tiering arrangements will no longer apply.
- 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).
- If councils or joint organisations require assistance in establishing an ARIC or shared arrangements for an ARIC, they should contact their Council Engagement Manager at OLG.

**Liz Moore**

**A/Deputy Secretary, Crown Lands and Local Government**

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## Attachment

The following requirements will apply to ARIC chairs and members from **1 July 2024**.

### **1. Independence requirements for ARIC chairs and independent members**

All ARIC chairs and independent members must be independent to ensure they have no real or perceived bias or conflicts of interest that may interfere with their ability to act independently and can provide the council with robust, objective, and unbiased advice about how the council is functioning.

ARIC chairs and independent members cannot:

- currently be a councillor of any NSW council
- be a non-voting representative of the board of a joint organisation
- be a candidate at the last election of the council
- be a person who has held office in the council during its previous term
- be currently employed by the council or joint organisation, or been employed during the last 12 months
- conduct audits of the council on behalf of the Audit Office of NSW
- have a close personal or business relationship with a councillor or a person who has a senior role in the council that may lead to a real or perceived conflict of interest
- currently, or within the last three years, provided any material goods or services (including consultancy, legal, internal audit, and advisory services) to the council which directly affect subjects or issues considered by the ARIC
- be (or have a close family member who is) a substantial shareholder, owner, officer, or employee of a company that has a material business, contractual relationship, direct financial interest or material indirect financial interest with the council or a related entity which could be considered a real or perceived conflict of interest, or
- currently or have previously acted as an advocate of a material interest on behalf of the council or a related entity which could be considered a real or perceived conflict of interest.

Current staff of councils cannot serve as the chair of an ARIC but may serve as an independent member of another council's ARIC provided they meet the independence and eligibility criteria for membership of the council's ARIC and their employer is not participating in a shared arrangement with the other council in relation to the ARIC or the internal audit function.

### **2. Eligibility requirements for ARIC chairs and members**

The persons appointed as a chair or a member of an ARIC must possess the skills, knowledge, and experience necessary to undertake their roles on the ARIC effectively and to ensure the ARIC is able to operate appropriately and effectively to support the council.

The following eligibility criteria for ARIC chairs and members reflects the minimum standards persons must meet to be appointed as the chair or member of a council's ARIC. Councils may require ARIC chairs and members to satisfy more onerous eligibility criteria if they choose to do so.

#### **Eligibility requirements for ARIC Chairs**

In addition to meeting the independence requirements set out above, the following eligibility criteria apply to the chair of an ARIC.

**Essential criteria**

ARIC chairs must demonstrate the following:

- leadership qualities and the ability to promote effective working relationships in complex organisations
- an ability to communicate complex and sensitive assessments in a tactful manner to the head of the council's internal audit function, senior management and the mayor and councillors
- a sound understanding of:
  - the principles of good organisational governance and capacity to understand local government accountability, including financial reporting
  - the business of the council or the environment in which it operates
  - internal audit operations, including selection and review of the head of the council's internal audit function, and
  - risk management principles
- extensive senior level experience in governance and management of complex organisations, an ability to read and understand financial statements and a capacity to understand the ethical requirements of government (including potential conflicts of interest)
- functional knowledge in areas such as risk management, performance management, human resources management, internal and external auditing, financial reporting, accounting, management control frameworks, internal financial controls, governance (including planning, reporting and oversight), or business operations
- a capacity to form independent judgements and a willingness to constructively challenge/question management practices and information, and
- a professional, ethical approach to the exercise of their duties and the capacity to devote the necessary time and effort to the responsibilities of the chair of an ARIC.

**Desirable criteria**

- possession of a relevant professional qualification or membership (e.g., Institute of Internal Auditors (IIA), CPA Australia (CPA) and Chartered Accountants Australia and New Zealand (CA)) is desirable.

**Eligibility requirements for ARIC independent members**

In addition to meeting the independence requirements set out above, the following eligibility criteria apply to ARIC independent members:

**Essential criteria**

ARIC independent members must demonstrate the following:

- an ability to read and understand financial statements and a capacity to understand the ethical requirements of government (including potential conflicts of interest)
- functional knowledge in areas such as risk management, performance management, human resources management, internal and external auditing, financial reporting, accounting, management control frameworks, internal financial controls, governance (including planning, reporting and oversight), or business operations
- a capacity to form independent judgements and willingness to constructively challenge/question management practices and information
- a professional, ethical approach to the exercise of their duties and the capacity to devote the necessary time and effort to the responsibilities of an independent member of an ARIC, and





- preparedness to undertake any training on the operation of ARICs recommended by the chair based on their assessment of the skills, knowledge and experience of the independent member.

***Desirable criteria***

Ideally, independent members of ARICs should also meet the following criteria, but these are not essential:

- extensive senior level experience in governance and management of complex organisations, and
- possession of a relevant professional qualification or membership (e.g., Institute of Internal Auditors (IIA), CPA Australia (CPA) and Chartered Accountants Australia and New Zealand (CA)).

**Eligibility requirements for non-voting councillor members of ARICs**

A councillor must demonstrate the following to be appointed as a non-voting ARIC member:

- an ability to read and understand financial statements and a capacity to understand the ethical requirements of government (including potential conflicts of interest)
- a good understanding of one or more of the following: risk management, performance management, human resources management, internal and external auditing, financial reporting, accounting, management control frameworks, internal financial controls, governance (including planning, reporting and oversight), or business operations
- a capacity to form independent judgements and willingness to constructively challenge/question management practices and information
- a professional, ethical approach to the exercise of their duties and the capacity to devote the necessary time and effort to the responsibilities of a councillor member of an ARIC, and
- preparedness to undertake any training on the operation of ARICs recommended by the chair based on their assessment of the skills, knowledge and experience of the councillor member.

**Note: The mayor cannot be appointed as a councillor member on a council's ARIC.**

**3. Appointment of ARICs**

When selecting ARIC members, councils should ensure the ARIC has an appropriate mix of skills, knowledge and experience to successfully implement its terms of reference and add value. An ARIC should have:

- at least one member with financial expertise (for example, a qualified accountant or auditor or other financial professional with experience of financial and accounting matters), and
- a mix of skills and experience in:
  - business
  - financial and legal compliance
  - risk management
  - internal audit, and
  - any specialised business operations of the council, where the ARIC would benefit from having a member with skills or experience in this area.

All ARIC members should have sufficient understanding of the council's financial reporting responsibilities to be able to contribute to the ARIC's consideration of the annual financial statements.



Each ARIC member should also have sufficient time to devote to their responsibilities.

Where possible, councils should ensure that at least one other ARIC member is also qualified to act as the chair if this is ever required.

**Note: Councils must undertake a criminal record and financial status (bankruptcy) check of ARIC chairs and members before their appointment.**

### 10.1.3 IMPORTANT DATES – UPCOMING MEETINGS AND EVENTS

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

---

**Summary:**

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

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

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

**Current Position:**

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

**Governance Issues:**

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

**Environmental Issues:**

Not applicable.

**Stakeholders:**

Councillors and Walgett Shire Council staff.

**Alternative Solutions/Options:**

Not applicable.

**Conclusion:**

Provided there are no changes it is appropriate to receive and not 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> |

**Attachments:**

Upcoming meetings and events schedule.



**IMPORTANT DATES – Upcoming Meetings and Events**

| DATE                                       | MEETING/FUNCTION                                                                          | LOCATION                         | NOTES                                         |
|--------------------------------------------|-------------------------------------------------------------------------------------------|----------------------------------|-----------------------------------------------|
| 1 July 2022                                | Alliance of Western Councils Meeting                                                      | Nyngan                           | Mayor, Deputy Mayor and General Manager       |
| 14 July 2022                               | Barwon-Darling Customer Advisory Group Meeting                                            | Video Conference                 | Mayor, Deputy Mayor and General Manager       |
| 26 July 2022                               | Council Meeting                                                                           | Walgett Chambers                 | Councillors, GM and Executive Staff to attend |
| 29 July 2022                               | Her Excellency the Hon. Margaret Beazley AC QC, Governor of New South Wales Council Visit | Walgett Chambers                 | GM and Councillors who wish to attend         |
| 10 August 2022                             | LEMC Meeting                                                                              | Walgett Police Station           | General Manager                               |
| 12 August 2022                             | BROC General Meeting                                                                      | Thargomindah                     | Mayor, Deputy Mayor and General Manager       |
| 16 August 2022                             | Dick Colless Memorial Scholarship Award Ceremony                                          | Walgett Chambers                 | Councillors, GM and Executive Staff           |
| <del>23 August 2022-30 August 2022</del>   | Council Meeting                                                                           | Walgett Chambers                 | Councillors, GM and Executive Staff to attend |
| 29 August 2022                             | Castlereagh Macquarie County Council Meeting                                              | Coonamble Shire Council Chambers | Clr Woodcock, Clr Cooke and General Manager   |
| 27 September 2022                          | Council Meeting                                                                           | Walgett Chambers                 | Councillors, GM and Executive Staff to attend |
| 23 – 25 October 2022                       | LGNSW Annual Conference                                                                   | Crowne Plaza Hunter Valley       | Mayor, GM and Councillors who wish to attend  |
| 24 October 2022                            | Castlereagh Macquarie County Council Meeting                                              | Coonamble Shire Council Chambers | Clr Woodcock, Clr Cooke and General Manager   |
| <del>25 October 2022-27 October 2022</del> | Council Meeting                                                                           | Walgett Chambers                 | Councillors, GM and Executive Staff to attend |
| 2 November 2022                            | Cross Border Disaster Management Conference                                               | Goondiwindi /Zoom                | Mayor, Deputy Mayor and General Manager       |
| 9 November 2022                            | LEMC Meeting                                                                              | Walgett Police Station           | General Manager                               |
| 22 November 2022                           | Council Meeting                                                                           | Walgett Chambers                 | Councillors, GM and Executive Staff to attend |
| 19 December 2022                           | Castlereagh Macquarie County Council Meeting                                              | Coonamble Shire Council Chambers | Clr Woodcock, Clr Cooke and General Manager   |
| 20 December 2022                           | Council Meeting                                                                           | Walgett Chambers                 | Councillors, GM and Executive Staff to attend |

## 10.1.4 SECTION 355 PROGRESS AND DEVELOPMENT COMMITTEES

**REPORTING SECTION:** Executive  
**AUTHOR:** Michael Urquhart - General Manager  
**FILE NUMBER:** 22/10/0089

---

### Summary:

In the past six (6) months two (2) communities (Burren Junction and Walgett) have expressed interest in forming development/progress committees. This report is presented to Council for consideration to formally adopt the following Section 355 Committees of Council.

### Background:

Section 355 of the Local Government Act 1993 allows Council to delegate authority to individuals or committees to carry out functions on its behalf, or to take the care, control and management of various facilities.

### **355 How a council may exercise functions**

*A function of a council may, subject to this Chapter, be exercised—*

- (a) by the council by means of the councillors or employees, by its agents or contractors, by financial provision, by the provision of goods, equipment, services, amenities or facilities or by any other means, or*
- (b) by a committee of the council, or*
- (c) partly or jointly by the council and another person or persons, or*
- (d) jointly by the council and another council or councils (including by means of a joint organisation or a Voluntary Regional Organisation of Councils of which the councils concerned are members), or*
- (e) by a delegate of the council (which may, for example, be a joint organisation or a Voluntary Regional Organisation of Councils of which the council is a member).*

In 2017 the Burren Junction community rallied together to form the Burren Junction Hall Committee to assist with a successful hall refurbishment grant, raise funds to purchase much needed refrigeration equipment for the hall, fencing and to assist with the general maintenance of the hall. The Committee has operated successfully for the past four (4) years.

In June 2021 as part of its Ten Towns makeover initiative Rural Aid produced a Community Development Plan along with a visit from many volunteers all of whom contributed to the makeover of many community assets in Walgett with a total of \$100,000 allocated for upgrade of facilities.

One of the actions originating from the plan was to convene a steering committee from interested groups and passionate residents to formulate a process and Plan to establish the Walgett Community Development Association (WCDA) to:

- Inform the community of Walgett about issues that may impact on the town of Walgett.

- Facilitate discussion on issues and communicate the collective view of members to all levels of government and other stakeholders of issues that may impact on the town of Walgett.
- Promote, support or coordinate community activities and events that encourage active community engagement and volunteerism and promote a sense of community amongst the residents of Walgett.
- Oversee the implementation of the Walgett Community Development Plan.
- Facilitate networking and collaboration between community organisations.
- Actively promote initiatives and events that enhance enterprise and tourism development opportunities for local Walgett businesses.

**Current position:**

The Burren Hall Committee now wish to expand their objectives and rebrand the existing Hall Committee to include community activities, engagement, events and promotion.

In March 2022 the writer met with 13 members of the Walgett community interested in forming a committee and explained the process of both a 355 Committee of Council and the creation of an Incorporated Association. The attendees were unanimous that a Section 355 Committee of Council was the preferred option for the interest group.

**Relevant Reference Documents/Policies:**

Local Government Act 1993

Local Government (General) regulation 2021

WSC Section 355 Committee Guidelines

**Stakeholders:**

Walgett Shire Council

Burren Junction Community

Walgett Community

**Governance issues:**

Council has the authority to delegate management of the hall under section 355 of the Local Government Act 1993 and other functions.

**Financial Implications:**

The 355 Committee operates under the control of Council and will provide a monthly financial report, end of year financials are also lodged with Council for auditing and inclusion in Council's financial statements. When volunteers work for the Committee they also complete a volunteers register of attendance.

Creating a 355 Committee reduces unnecessary expenditure for a community group aiming to assist Council in the management of its functions and maintenance of assets. The Committee members are covered by Council's public liability insurance, accident and volunteer's insurance cover.

**Alternative Solutions/Options:**

Council not approve the formation of a new Burren Junction Progress Committee and Walgett Community Development Committee.

**Conclusion**

Section 355 Committees can play an important role in the Council decision making process having different delegations depending on their roles and duties. The writer recommends Council adopt the attached objectives for the Burren Junction Progress and Walgett Development Committees.

**Section 355 Progress and Development Committees****Recommendation:**

That:

1. The General Manager's report be received.
2. Council formally adopts the objectives of the Burren Junction Progress Committee.
3. Council formally adopts the objectives of the Walgett Community Development Committee.
4. Council advertise, requesting interested community members nominate for membership to the abovementioned 355 committees of Council

**Moved:**

**Seconded:**

**Attachments:**

Section 355 Committee Guidelines – Walgett Shire Council

Objectives of the Burren Junction Progress Committee

Objectives of the Walgett Community Development Committee

## **Section 355 Committee Guidelines**

### **WALGETT SHIRE COUNCIL**



## **CONTENTS**

|                                                            |              |
|------------------------------------------------------------|--------------|
| <b>1. INTRODUCTION .....</b>                               | <b>PG 3</b>  |
| <b>2. COMMITTEE MEMBERSHIP .....</b>                       | <b>PG 4</b>  |
| <b>3. COMMITTEE MEETINGS .....</b>                         | <b>PG 5</b>  |
| <b>4. MANAGEMENT OF FACILITIES .....</b>                   | <b>PG 11</b> |
| <b>5. INSURANCE .....</b>                                  | <b>PG11</b>  |
| <b>6. RESPONSIBLE COUNCIL OFFICER .....</b>                | <b>PG12</b>  |
| <b>SECTION A: MODEL AGENDA .....</b>                       | <b>PG12</b>  |
| <b>SECTION B: COUNCIL'S CODE OF CONDUCT .....</b>          | <b>PG 13</b> |
| <b>SECTION C: COUNCIL'S CODE OF MEETING PRACTICE .....</b> | <b>PG 13</b> |
| <b>SECTION C: COUNCIL'S VOLUNTEER POLICY .....</b>         | <b>PG 13</b> |

|

## 1. Introduction

Walgett Shire Council appreciates the priceless contribution made by the many volunteers serving across the shire and supporting the 355 Committees. This manual has been developed to support those volunteers who contribute to the communities of the Walgett Shire.

These 355 Committees assist Council to ensure mechanisms are in place to secure appropriate community participation at all levels of the consultation process and to ensure that community needs are recognised in all aspects of service planning and delivery

In recent times the role and responsibility of 355 Committees has changed because of risk management and changes in legislation such as Workplace Health & Safety. These changes may have increased the administrative workload, however, the community is much better off for these changes.

The 355 Committee is also an Advisory Committee to Council, and as such, the members are responsible for providing advice and recommendations to Council. The Committee and its members and volunteers must act in accordance with Council's Code of Conduct and Code of Meeting Practice. It must also keep Council advised of what it is doing. These guidelines are there to ensure that Council is aware of your Committee's activities.

From a legal perspective, it is important for members to be aware that the Committee is acting on behalf of Council. The Committee should act within the bounds of its Terms of Reference. If it does not then its members may be personally liable for their actions and they may not be covered by Council's insurance.

Council values each and every individual's contribution as a member of the Committee. Should you have any questions either about these Guidelines or the way in which your Committee is operating, or should operate, please contact Council's Chief Financial Officer 68286152.

## **2. Committee Membership**

### **2.1 Initial Appointment of a S.355 Community Committee**

The normal procedure is as follows:

1. Council resolves at a Council meeting that a community committee will be appointed.
2. Council will either:
  - (a) call for expressions of interest from people who are interested in being members of that Committee and then select people for the Committee from those expressions of interest; or
  - (b) invite interested organisations to nominate representatives and also call for expressions of interest from people who are interested in being members of that Committee and then select people for the Committee from those expressions of interest.
3. At a Council meeting, Council formally appoints the members who were nominated or selected for the Committee.
4. Council may appoint one or more Councillor delegate(s) to the Committee.
5. The Mayor is an ex-officio member of all Committees.

Following each General Local Government election, the new Council must re-appoint all members of Community Committees. This may involve the confirmation of existing membership or it may involve the re-advertising of all positions, depending upon Council's wishes.

### **2.2 Committee Membership**

1. Membership is either:
  - (a) open to all interested citizens from the local community, or
  - (b) in the case of some specialist committees, by invitation.
2. Council's Personal Accident Insurance does not apply to persons under 10 or over 90 years of age and this should be borne in mind when nominating people for membership of a community committee.



3. Committee membership size will depend upon the number set out in the Committee Terms of reference. The size of committees may vary according to the purpose of the committee.
4. Members are selected/appointed either until the next Council election or for the lifespan of the Committee, whichever is the earlier event or unless they:
  - (a) fail to attend three consecutive meetings without leave of absence;
  - (b) advise, either in person or in writing, a meeting of Committee of their resignation; or
  - (c) receive written notification from Council that their membership of the Committee has been terminated.
5. Committees which involve working with children must have all members pass a Working with Children Check. Forms are available from Council.
6. Members must abide by Council's Volunteer Policy
7. Individuals who have applied for Committee membership can participate as observers but cannot vote until such time as their appointment is confirmed in writing by Council.

### **3. Committee Meetings**

#### **3.1 Frequency of Meetings**

1. The frequency of meetings is set out in the Committee's Terms of Reference, however, generally Committees should hold at least two meetings per year.

#### **3.2 Quorum**

1. No formal meeting can be held unless a quorum of members is present. A quorum is 50% plus 1 of the total number of members on your Committee.
2. If there is no quorum present at the start time of your meeting, you should wait. If a quorum is still not present 15 minutes after the scheduled start time for the meeting, then the meeting will have to be abandoned. You can then either reschedule that meeting for another date, or cancel it and not meet again until the date for the next scheduled meeting.

In any event, minutes should be kept of the cancelled meeting and these should be forwarded to Council, as with any other minutes. These minutes would only list those present and the fact that no quorum was present at the time it was decided to abandon the meeting.

3. In the absence of a quorum, discussion may proceed with those Committee members present however no decisions are binding.

### 3.3 Office Bearers

1. At the first meeting following the appointment of members to your Committee, your Committee should appoint a Chairperson and, if required, a Secretary. Once elected, the Chairperson presides at all meetings of your Committee. However, if he/she is not in attendance at any particular meeting, the members present at that meeting should elect a Chair for that meeting.
2. Guidelines on the responsibilities of the Chairperson and Secretary are as follows:

#### **Chairperson**

The Chairperson generally has the following duties:

##### **Before a Meeting**

1. Prepare the agenda (in consultation with the nominated Council Officer) setting out the items of business to be considered.
2. Ensure the meeting is properly convened in accordance with these guidelines. eg, a quorum is present.

##### **During a Meeting**

1. Chair the meeting, open the meeting, welcome and introduce members and guests.
2. Keep members at the meeting focused on the topics being discussed and encourage all members to participate. Give all members an opportunity to speak on each topic.
3. Ensure correct meeting procedures are followed and that control of the meeting is maintained, keeping track of time.
4. Make sure that recommendations are relevant and understood by members. Ensure that the minute taker has recorded all recommendations that the Committee wishes to forward on to Council.
5. Close the meeting.

#### **Secretary**

The secretary of a Committee may be a member of the Committee, or (in some cases) a Council Officer, depending on the Committee Terms of reference.

### **Treasurer**

The treasurer has responsibility for keeping the financial records of the Committee.

Duties include:

- Responsible for the receipt of all monies payable to the Committee and give receipts for the same.
- To keep a set of books showing the financial affairs of the committee either in paper format or electronic form.
- Bank all monies received to the credit of the Council or Committee.
- To submit monthly income and expenditure reports to Council within seven (7) days of months end.
- Make available monthly financial reports to the Committee for each meeting.
- Submit to the Committee, confirmation of accounts for payment.
- Close the Committees financial records as at 30<sup>th</sup> June each year and submit the required documentation to Council for audit purposes by 31<sup>st</sup> July
- Send a copy of the annual financial report to Council by the 31<sup>st</sup> January each year, and submit a copy of the financials to the annual general meeting which is to be held prior to 31<sup>st</sup> October
- Prepare and submit GST summary returns each quarter (September, December, March and June) to Councils Management Accountant even if there is no income or expenditure recorded. A nil return is required by the ATO reporting requirements.

### **Training of Committee Members**

Under the Workplace Health and Safety legislation Council is required to make sure the Committee members have the skills and training necessary to carry out their activities in a safe manner. A copy of the WH&S Safety Policy is available on Councils website [www.walgett.nsw.gov.au](http://www.walgett.nsw.gov.au)

Training to advise Committee members and office bearers of the requirements of their positions in relation to the Code of Conduct, Pecuniary Interest or other matters will be arranged by the Chief Financial Officer 68286152.

### **Volunteers**

Members of the Committees may undertake voluntary work such as cleaning, maintenance, gardening in respect of Council facilities. Members may also be required to set up and take down equipment used to conduct an event. All volunteers should refer to Council's Volunteer Policy and handbook for further information.

The Committee must ensure the volunteer obligations are followed and these include:

1. Keeping of a volunteer register
2. Maintenance of a volunteer work record book, sign on and off.
3. Maintenance of a safe working environment (WH&S) site induction, risk assessments, safe work method statements and tool box talks.

### **Workplace Health and Safety (WH&S)**

A comprehensive list of Council and Committee obligations in relation to WH&S will be made available to the Committee and its members.

**Before a Meeting**

1. Prepare the agenda (in consultation with the Chairperson).
2. Make copies of the agenda if required and distribute to all members.

**During the Meeting**

1. Take the minutes
2. Record all recommendations that are to be forwarded to Council.

**After the Meeting**

1. Draw up the minutes for distribution with the next agenda.
2. Ensure that accurate minutes are kept.
3. Complete any actions as decided at the meeting.

**Outside the Meeting**

1. Forward all correspondence to Council once it has been tabled at the meeting.  
Inform members of any urgent correspondence that is received

**3.4 Meeting Agenda**

1. An agenda should be prepared for each meeting and circulated to all members of the Committee a minimum of three business days prior to the meeting. A model agenda is set out in section A.

**3.5 Conflicts of Interest**

1. Any member of your Committee who has a personal interest in any matter before the Committee must declare that interest when the matter comes up for discussion. You have a number of options for dealing with such a conflict :
  - (a) take no action where the potential for conflict is minimal,

- (b) limit your involvement if practical (e.g. participate in the discussion but not in decision-making),
- (c) remove the source of the conflict (e.g. relinquishing or divesting the personal interest that creates the conflict), or
- (d) have no involvement by absenting yourself from and not taking part in any debate or voting on the issue (particularly if you have a significant conflict of interest)

If you have a conflict of interest in a matter to be discussed at a meeting, then you should declare your interest as soon as possible – preferably at the beginning of the meeting by stating:

- (a) what your interest is, and
- (b) what action you will be taking when that matter comes up for discussion at the meeting.

In some circumstances, the conflict between your Committee obligations and your personal obligations or your duty to another organisation or club may be such that they cannot be reconciled and you may need to consider resigning from the Committee.

### **3.6 Attendance by Members of the Public**

1. Every Committee meeting is a public meeting and members of the public may attend. As such, it should be held in a public place. Members of the public cannot participate in the meeting unless invited to do so by the Chair.

### **3.7 Correspondence**

1. All correspondence either received or sent by your Committee shall be tabled at the next meeting of the Committee and recorded in the minutes. Members should have the opportunity at each Committee meeting to discuss the correspondence and, if appropriate, determine how the Committee is going to respond to correspondence.
2. Following any meeting, any correspondence tabled should be forwarded to Council for appropriate retention.

### **3.8 Meeting Procedure**

1. Committees should abide by Council's Code of Meeting Practice.
2. Meetings should follow the published Agenda. Matters not listed on the Agenda can be raised in General Business (which should be included as an Agenda item). In

General Business, some discussion may be permitted but this should be limited to matters relevant to the Committee.

### **3.9 Recommendations to Council**

1. The role of your Committee is to make recommendations to Council on those issues that your Committee is tasked to consider.
2. All proposed recommendations to Council that are considered by the meeting should be discussed and if considered appropriate, referred on to Council.
3. The recommendations from your Committee will be reported to Council through the relevant Director or Manager. All Committee minutes must be reported to Council for adoption.

### **3.10 Minutes**

1. Minutes will be taken by a nominated Committee Member or Council Officer.
2. In general, the minutes should contain the following:
  - (a) the time, date and place of meeting;
  - (b) a list of those members in attendance;
  - (c) a list of apologies received from members unable to attend;
  - (d) the adoption of the minutes of the previous meeting;
  - (e) any business arising from those minutes;
  - (f) a list of correspondence tabled at the meeting;
  - (g) a record of all recommendations of the Committee, including the names of movers and seconders;
  - (h) the date, time and place of the next meeting.
3. Any conflicts of interest that are declared by a member during the course of the meeting should be recorded in the minutes against the item of business to which it relates.
4. Minutes should not contain any element of debate, discussion, questions or statements made by any person. The minutes should reflect the recommendations and process of the meeting only.

5. Once the minutes of a meeting have been adopted at the next meeting, they should be signed by the Chairperson (of the meeting to which the minutes relate) and kept by the Secretary.

#### 4. Management of Facilities

- (a) Where management of a facility is vested in the Committee by the Council, the Committee has sole control but it must be borne in mind that Council has an overriding authority and may, at any time, revoke the powers of the Committee.
- (b) There are some functions which Council is unable to delegate to other persons. In relation to Committees, the Council is unable to divest itself of the power to make charges. All charges must be fixed by Council and, in doing so, Council will take into consideration any representations of the committee.
- (c) The Committee is unable to enter into legal action. All matters of a legal or contractual nature must be referred to Council.
- (d) Where Management Committees are appointed by Council to have the care, control and management of Council facilities and it is the intention of such Management Committees to engage persons for any reason whatsoever, Council must be consulted prior to such action being taken.
- (e) Committees are unable to loan or donate moneys from Committee funds or to borrow moneys on the Committee's behalf without the prior authority of the Council.
- (f) All property of whatever kind belonging to the Committee shall be vested in the Council and it shall have the custody of all deeds and documents of title relating to the property of the Committee and shall be responsible for the same.
- (g) All press releases or letters to Members of Parliament and government agencies regarding the operations of the committee must first be approved by the General Manager of Council.

#### 5. Insurance

1. As a member of one of Council's Committees, you are covered by:
  - (a) Council's Public Liability Insurance, and
  - (b) Council's Personal Accident Insurancewhile you are acting in your capacity as a member of that Committee and your actions are within the scope of the Committee.
2. Council's Public Liability Insurance covers you for any claim that may be made against you by a third party, where it is claimed that your negligence has caused personal injury or damage to property.



3. Council's Personal Accident Insurance may provide you with certain benefits should you be accidentally injured while on Committee business. The policy provides certain capped benefits in the case of an injury occurring.
4. Volunteer or s355 Committee members are **not** entitled to claim against Council's Workers Compensation Insurance as there is no employer/ employee relationship or contractual agreement entered into.
6. The Responsible Council Officer

All Committees have a senior member of Council Staff to be their formal liaison point with the administration of Council. The Responsible Council Officer is required to:

- Ensure that the Committee members are aware of their responsibilities in accordance with the Terms of Reference and these guidelines and assist the Committee Chairperson with matters of meeting conduct
- Refer all Committee recommendations to Council for formal decision by way of a formal report to the next Council meeting where relevant.
- Report all Committee minutes to the first Council meeting held after the subject Committee meeting for formal adoption where relevant.

## **Section A – Model Agenda**

1. Apologies
2. Confirmation of Minutes
3. Declarations of Interest
4. Correspondence
5. Reports
6. General Business
7. Confidential Reports
8. Next meeting



## **Section B – Code of Conduct**

The Code of Conduct can be found on Council's website at:

[www.wsc.nsw.gov.au](http://www.wsc.nsw.gov.au)

then click on "Your Council" then click on "Policies" and scroll down to Code of Conduct

## **Section C – Code of Meeting Practice**

The Code of Meeting practice can be found on Council's website at:

[www.wsc.nsw.gov.au](http://www.wsc.nsw.gov.au)

then click on "Your Council" then click on "Policies" and scroll down to Code of Meeting Practice

## **Section C – Volunteer Policy**

The Volunteer Policy can be found on Council's website at:

[www.wsc.nsw.gov.au](http://www.wsc.nsw.gov.au)

then click on "Your Council" then click on "Policies" and scroll down to Volunteer Policy



***Walgett Shire Council***

***BURREN JUNCTION PROGRESS COMMITTEE***

***OBJECTIVES***

Representatives of the Burren Junction Progress Committee are to:

- Facilitate discussion on issues and communicate the collective view of committee members to Walgett Shire Council on issues that may impact on the village of Burren Junction.
- Promote, support or coordinate community activities and events that encourage active community engagement and volunteerism and promote a sense of community amongst the residents of Burren Junction.
- Work in partnership with Walgett Shire Council Economic Development and Tourism Committee's and other stakeholders to achieve maximum growth potential for the Walgett shire.
- Facilitate networking and collaboration between community organisations.
- Actively promote initiatives and events that enhance enterprise and tourism development opportunities for local Burren Junction businesses.
- Provide Walgett Shire Council with information and advice on the ongoing needs of specialist interest groups/agencies and demographic groups.
- To be a conduit between the Burren Junction community and Walgett Shire Council.
- Assist Walgett Shire Council in the creation of a long term sustainable strategy for the ongoing operation of the Burren Junction Hall through the development of a business plan.
- Assist in the operation of the hall through participation in organizing events, competitions, displays and exhibitions. Volunteers from the community may be sought by the Committee to assist in this regard.

- Provide advice on stimulating demand for increased use of the facility to ensure it is accessible to all residents of Burren Junction and the greater Walgett shire community.
- Assist Council in the ongoing maintenance of the facility to minimise costs. The Committee can keep the hall clean and make minor maintenance repairs. As the Hall is Heritage listed all major repairs, maintenance or improvements must be approved by Council.
- Seek out opportunities for fund raising to ensure the facility remains financially viable and structurally intact.
- Assist in the identification of Community groups and organisations that may have an interest in hiring the facility.



***Walgett Shire Council***

**WALGETT COMMUNITY DEVELOPMENT COMMITTEE**

**OBJECTIVES**

Representatives of the Walgett Community Development Committee are to:

- Facilitate discussion on issues and communicate the collective view of committee members to Walgett Shire Council on issues that may impact on the town of Walgett.
- Promote, support or coordinate community activities and events that encourage active community engagement and volunteerism and promote a sense of community amongst the residents of Walgett.
- Work in partnership with Walgett Shire Council Economic Development and Tourism Committee's and other stakeholders to achieve maximum growth potential for the Walgett shire.
- Facilitate networking and collaboration between community organisations.
- Actively promote initiatives and events that enhance enterprise and tourism development opportunities for local Walgett businesses.
- Provide Walgett Shire Council with information and advice on the ongoing needs of specialist interest groups/agencies and demographic groups.
- To be a conduit between Walgett community and Walgett Shire Council.

### **10.1.5 MULTI-SPORT COMMUNITY FACILITY FUND – “CONVERSION OF NETBALL COURTS TO A MULTI-SPORT COMPLEX” (JENNY WRIGHT NETBALL COURTS)**

**REPORTING SECTION:** Executive  
**AUTHOR:** Michael Urquhart  
**FILE NUMBER:** 22/10/0090

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#### **Summary:**

This report is presented to Council advising of the successful grant application under the NSW State Governments Multi-sport Community Facility Fund for the upgrade of the “Jenny Wright” netball courts in Walgett.

#### **Background:**

The “Jenny Wright” netball courts in Walgett have been on Council’s asset replacement/refurbishment radar now for a number of years. In 2019 a token refurbishment was carried out to two (2) of the four (4) courts, however a lack of initial site preparation and inferior surface material has resulted in the failure of the works.

The sub-standard bitumen surface is exceptionally rough and hard on the body with the potential for serious injury to players should they fall on the surface. The regional league and netball association decided not to include Walgett home games in its competition because of the netball surface issue and potential injury to players.

The grant application included conversion of the four (4) existing dirt and bitumen netball courts to a multi sports complex with a rubberised surface for different sports including netball, basketball, tennis and futsal. The plan also incorporates lightning of the complex, storage shed, seating, small amenities block and landscaping.

#### **Current Position:**

The Hon. Stuart Ayres MP Minister for Tourism and Sport has advised Councils grant application was successful (See attached) with a grant of \$1,000,000 being approved with project commencement in 2022.

Conditions of the grant included, a minimum grant of \$1 million and an applicant contribution of one third of the total project cost. Council’s contribution to the project totals \$500,000.

When complete, Walgett will have a first class, top quality sporting facility, one of the best in the north and north-west with the new multi-sports project complementing the existing football/cricket, little athletics grounds and new PCYC, all located at the oval precinct.

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

Local Government Act 1993  
Local Government (General) Regulation 2021  
Walgett Shire Council Procurement & Asset disposal Policy.  
Walgett Shire Council Local Preference Purchasing Policy.

#### **Governance issues:**

Council is to execute the program grant agreement  
Compliance with the abovementioned policies and legislation

#### **Environmental issues:**

NIL

**Stakeholders:**

Walgett Shire Council community  
Walgett Shire Council  
New South Wales State Government

**Financial Implications:**

The project attracts grant funding totalling \$1,000,000 with Council making a contribution of \$500,000 from its accumulated working capital.

**Alternative Solutions/Options:**

Council not accept the grant.

**Conclusion:**

A project of this nature is not just about sport infrastructure, it incorporates asset renewal and increasing the liveability of our shire. This infrastructure is a positive driver that will deliver economic, social and health benefits to the community, an investment in the future, one that increases community inclusivity and development of human capital through physical activity.

The writer recommends Council endorse the actions of the General Manager in applying for the grant, approve execution of the funding deed and make contribution toward the project.

**Multi-Sport Community Facility Fund – “Conversion of Netball Courts to a Multi-Sport Complex” (Jenny Wright Netball Courts)**

**Recommendation**

That:

1. Council endorse the action of the General Manager in submitting the grant application.
2. The General Manager be authorised to execute the grant funding agreement with the Office of Sport.
3. Council approve a contribution of \$500,000.00 toward the cost of the project and this be included in the September 2022 Quarterly Budget Review.

**Moved:**

**Seconded:**

**Attachments:**

Letter from Minister Ayres



**The Hon. Stuart Ayres MP**

Minister for Enterprise, Investment and Trade  
Minister for Tourism and Sport  
Minister for Western Sydney

CDGS22/256

Mr Michael Urquhart  
General Manager  
Walgett Shire Council  
77 Fox St  
Walgett NSW 2832

Dear Mr Urquhart,

I am pleased to inform you that Walgett Shire Council's application for funding under the 2021/22 Multi-Sport Community Facility Fund has been successful.

I have approved a grant of \$1,000,000.00 to Walgett Shire Council for the project titled, 'Conversion of Netball Courts to a Multi-Sport Complex' (MSCFF-21/22-0161).

The terms and conditions of the grant, including eligible and ineligible project costs, will be provided to you by the Office of Sport. As you are aware, projects must commence construction in 2022, and project construction is expected to be completed by 30 June 2025. Projects must be delivered substantially in line with the scope, budget and timeframes indicated in the application that has been approved for funding.

Your project will support the NSW Government's commitment to ensuring that NSW has a network of spaces and places that enable quality sport and active recreation participation and performance at all levels.

In order to progress the funding arrangements, the Office of Sport will be in contact with you shortly to prepare a funding agreement. If you have any immediate questions, please email [infrastructuregrants@sport.nsw.gov.au](mailto:infrastructuregrants@sport.nsw.gov.au) or phone the Infrastructure Grants Team on 13 13 02.

Thank you for spending the time and effort on your application. I look forward to the successful implementation of your project and hearing of its progress throughout the delivery and completion of the project.

Yours sincerely

The Hon. Stuart Ayres MP  
**Minister for Enterprise, Investment and Trade**  
**Minister for Tourism and Sport**  
**Minister for Western Sydney**

27 June 2022

### 10.1.6 2022 SERVICE NSW RENEWAL OF AGREEMENT

**REPORTING SECTION:** Executive  
**AUTHOR:** Michael Urquhart  
**FILE NUMBER:** 22/10/0099

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**Summary:**

The purpose of this report is to provide background information and seek approval to renew the agreement with Service NSW and to consider future business improvement initiatives.

**Background:**

Council currently has an agreement in place with Service NSW to promote and provide access to NSW Government information and services to better assist business owners and to support the local economy. The support provided by Council to individuals and businesses to access these services has been invaluable, particularly during the Pandemic.

**Current position:**

Service NSW for Business provides free, personalised support to small business owners, to help them understand industry regulations, to guide them through transactions, and to access support.

The services provided to business owners include:

- Business Concierges offering over-the-phone, email and face-to-face support and case management.
- An online Business Profile to make it faster and easier for business owners to transact with NSW Government.
- Guidance and support for small business owners impacted by natural disasters or emerging issues to access a range of Government stimulus, support and information.
- Online business information hubs including how-to guides to help business owners understand key tasks and the support available when starting and running a business in NSW.

A new Partnership Agreement has been developed to provide consistency across all councils, reflect the broader focus of Service NSW for Business and provide the opportunity for Walgett Shire Council to engage with all services across Service NSW now and into the future.

The new Partnership Agreement includes further detail and clarity about the roles and responsibilities of all agencies in relation to the collection, storage and security of personal information. The intention of the Partnership Agreement is to build awareness of specialist advice services available, ensure Council staff can direct enquiries to these services and provide applicants with the skills to be better informed and researched prior to lodging any applications.

**Relevant Reference Documents/Policies:**

Local Government Act 1993  
Local Government (General) regulation 2021  
WSC Section 355 Committee Guidelines

**Stakeholders:**

Walgett Shire Council  
Service NSW  
Walgett Shire community

**Governance issues:**

Council has to comply with relevant legislation as detailed above.



**Financial Implications:**

This program is at no cost to Walgett Shire Council to participate. Support material, training and advice is provided by Service NSW for Business at no cost. Implementation of the program should lead to reduced processing times and costs relating to applications to Council.

**Alternative Solutions/Options:**

Council not approve the arrangements and not enter into an agreement with Service NSW.

**Conclusion**

In supporting this initiative, the local business community and potential business investors can have some confidence that Walgett Shire Council is supportive of small business and is actively trying to reduce the costs associated with small business startup. A partnership with Service NSW is important and will support the creation of new businesses within the shire.

| <b>Service NSW Renewal of Agreement</b>                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <p>That:</p> <ol style="list-style-type: none"><li>1. The General Managers report be received;</li><li>2. Council authorise the General Manager to execute the agreement between Service NSW and Walgett Shire Council; and</li><li>3. The Common Seal of Council be affixed to the necessary documents.</li></ol> <p><b>Moved:</b><br/><b>Seconded:</b></p> |



**Attachments:**

Nil.

## 10.1.7 2022 COUNCIL POLICY AND PROCEDURE REVIEW

**REPORTING SECTION:** Executive  
**AUTHOR:** Michael Urquhart  
**FILE NUMBER:** 22/10/0100

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**Summary:**

The attached policies are presented to Council for consideration and adoption.

1. Smoke Free Workplace
2. Sharps Collection & Disposal
3. Emergency Management
4. Asbestos
5. First Aid

**Background:**

Council from time to time Council must regularly review its various policies and procedures to ensure compliance with current legislation and relevant procedures applying at the time.

**Current Position:**

The following policies have been reviewed by senior management and a number of cosmetic changes have been made to the documents.

**Governance issues:**

As per the various policies  
Local Government Act 1993  
Local Government (General) Regulation 2005

**Environmental issues:**

N/A

**Stakeholders:**

Walgett Shire Council  
Walgett Community  
Walgett Shire Council Staff

**Financial Implications:**

The revised policies do not present any financial issues for Council.

**Alternative Solutions/Options:**

N/A

**Conclusion:**

There writer is recommending Council adopts the revised policies as presented.

|                                            |
|--------------------------------------------|
| <b>Council Policy and Procedure Review</b> |
|                                            |

**Recommendation:**

That:

1. The General Managers report be received;
2. Council adopts the revised policies and procedures as presented:
  - i) Smoke Free Workplace
  - ii) Sharps Collection & Disposal
  - iii) Emergency Management
  - iv) Asbestos
  - v) First Aid

**Moved:**

**Seconded:**

**Attachments:**

The abovementioned policies and procedures.



## **SMOKE FREE WORKPLACE POLICY AND PROCEDURE**

Adoption Date:

Review Date: 15 July 2022

Responsible Officer: Human Resources Manager

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### **POLICY STATEMENT**

Walgett Shire Council is committed to protecting the health and safety of those who work, or visit work sites of Walgett Shire Council, including providing a smoke free workplace.

#### **OBJECTIVES:**

- To ensure that Council recognises its legal obligations regarding the health and safety of those who work and visit Council work sites and the Occupational Health and Safety Act 2011.
- To provide clear guidelines stating that smoking within the confines of all buildings and vehicles is prohibited and providing details of outdoor areas designated as smoking areas, if any.
- To provide professional assistance to staff that may have difficulty adapting to this policy, including quit smoking advice and information.
- To ensure that this policy is strictly adhered to and provide disciplinary procedures if any employee or Council official is in breach of this policy.

#### **Statutory Requirements**

NSW Local Government Act 1993

Work Health and Safety Act 2011

Work Health and Safety Regulation 2017

NSW Workers Compensation Act 1987

NSW Smoke-Free Environment Act 2000

#### **Related Policy/Procedure**

Work Health & Safety

Conditions of Employment

Counselling and Disciplinary

#### **Government References**

Smoke-free Outdoor Areas – A Resource Kit for Local Government

The Cancer Council NSW Information Fact Sheets

Butts Out Information Fact Sheet

## **Walgett Shire Council is a Smoke Free Workplace**

### Places where Smoking is not Permitted

The NSW Local Government Act 1993 provides that all Council buildings must be maintained as a smoke free environment. This includes Council offices, depots, libraries, halls, community centres, Council vehicles, storage areas, rest rooms and toilets, lifts, workshops and lunch rooms.

To prevent the drift of smoke into smoke free environments, no smoking is permitted within five (5) metres of Council premises.

The NSW Smoke-Free Environment Act 2000 indicates that there should not be smoking in thoroughfares or access paths to ensure that no person should have to inhale smoke walking in or out of a building or on paths between buildings. Care must be taken to ensure that smoke does not drift into the workplace.

### Quit Smoking Programs

Walgett Shire Council will provide assistance, where possible, to any member of staff who wishes to stop smoking by providing a Quit Kit (free booklet containing information on how to quit) and by considering allowing the staff member to take approved leave to attend a smoking cessation course during working hours.

Staff who require assistance should contact Human Resources.

### Promote Smoke Free Workplace during Recruitment

All recruitment material, including the Council webpage, will contain the following statement:

*Council is an Equal Opportunity Employer and has a smoke free work environment.*

All new employees will be informed of the Smoke Free Workplace Policy and Procedures at the commencement of employment and as part of the Induction process.

### "No Smoking" signs

No Smoking signs will be prominently displayed near entrances to Council buildings and amenities. The WHS Officer is responsible for ensuring signs are in place.

### Non Compliance Penalty

Staff adherence to the Smoke Free Workplace Policy and Procedures is a condition of employment and any breach of this policy will lead to normal disciplinary procedures being applied. Staff who fail to consider the safety of others at work by not complying with the Smoke Free Workplace Policy and Procedures may be subject to disciplinary action as per Clause 36. of the Local Government (State) Award 2020.

Please note that employees cannot be disciplined because they smoke away from their workplace, during their own time.

### Public Perception Awareness

All staff must be cognisant of the public's perception in regards to when and where they smoke. All staff are representing Council when in the public arena.

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**Procedure Review History**

| Date          | Changes Made          | Approved By                        |
|---------------|-----------------------|------------------------------------|
|               | Complete Review       | Ray Kent - General Manager         |
| February 2019 | Complete Review       | Greg Ingham – General Manager      |
| December 2020 | Complete Review       | Michael Urquhart – General Manager |
| 15 July 2022  | Reviewed for adoption | Michael Urquhart – General Manager |



## **SHARPS COLLECTION AND DISPOSAL POLICY AND PROCEDURE**

Adoption Date:

Review Date: 15 July 2022

Responsible Officer: WHS Officer Rehabilitation Coordinator

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### **POLICY STATEMENT**

Walgett Shire Council is committed to providing a safe place of work for its employees, contractors and visitors through the provision of guidance for all in the handling and disposal of sharps found in the workplace, in accordance with the Work Health and Safety Act 2011.

Walgett Shire Council recognises that the best way to manage the safe collection and disposal of sharps is through management and staff working together to identify, document and report the problem and associated problem areas. Walgett Shire Council is committed to providing necessary training to those staff that are exposed to or likely to be exposed to the dangers of a needle stick injury.

### **OBJECTIVES:**

Walgett Shire Council will provide:

- Training to all staff
- Appropriate Personal Protective Equipment (PPE) as identified in training
- Tools and equipment designed for the picking up and disposal of sharps, as identified in training
- Access to immunisations – Hepatitis B, Tetanus, if required
- Medical support if required
- Information, monitoring and health surveillance
- Workers Compensation availability
- Confidentiality in the event of a needle stick injury
- Access to Employee Assistance Program (EAP), if required

### **Statutory Requirements**

NSW Local Government Act 1993  
WorkHealth and Safety Act 2000  
Work Health and Safety Regulation 2017  
NSW Workers Compensation Act 1987



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**Related Policy/Procedure**  
**Work Health & Safety**

**SCOPE:**

This procedure applies to all staff employed as cleaners, parks and gardens staff, maintenance staff, water & sewerage staff and any staff that interrelate with the general public; i.e. tourism, library, child minding/daycare staff.

**General**

Staff having completed Community Sharps Management & Disposal Training recognize that sharps, including needles, syringes and finger prick lancets are which not generated by hospitals or other clinical settings, have sharp points or edges capable of cutting, piercing or penetrating the skin and have the potential to cause infection or injury.

**Awareness**

Staff should be aware of possible locations of sharps.

- Cleaners – tight spaces in toilets, behind toilets, on top of window sills, on top of dividing walls e.g. toilet cubicles, and in waste bins.
- Parks and Gardens staff – in bushes, in trees, under leaves, buried in sandpits, mulch garden beds, under seating and under children's play equipment.
- Maintenance staff – roof tops, guttering, garbage bins, sewerage systems, sand pits, public toilets and show grounds.
- Water & Sewerage staff – public toilets, drains, gutters and buried in sand/dirt.
- Staff should learn to recognise the tell-tale signs that sharps could be close by. These include:

|                  |               |                |                   |
|------------------|---------------|----------------|-------------------|
| Syringe wrappers | Alcohol wipes | Tourniquets    | Drink can bottoms |
| Water ampoules   | Spoons        | Fit-pack boxes | Local knowledge   |

**Handling**

- Do not touch the needle / syringe with your bare hands.
- Only trained staff – having completed the Sharps Collection & Disposal Training Course, should be called upon to remove any located sharps.
- Keep your hands where you can see them.
- Be aware of overhead items falling.
- Persons responsible for the removal of sharps must wear the proper PPE, which includes;
  - a. Puncture resistant gloves
  - b. Needle nosed pliers
  - c. Pick up reachers
  - d. An Australian Standard sharps container



## Method

1. Gather all equipment required for the picking up of located sharps.
2. Open the twist lid of the sharps container and place the container on solid, flat ground, nearby to where the sharp is located.
3. Ensure area immediately around the operator is clear of persons.
4. Using the reachers or pliers (whichever is most suited to the location), carefully pick up the sharp.
5. Place the sharp, dangerous end first, into the open sharps container. Do not lift or hold the sharps container in your hands when inserting a sharp object.
6. Do not force the sharp into the container.
7. Do not attempt to bend, break or recap the points of needles.
8. Screw the lid of the sharps container back on.
9. Return equipment to storage area/vehicle.
10. Complete the paperwork – register where and when of sharps location.
11. The Sharps Report Form is to be returned to the WHS Officer fortnightly.
12. Full containers should be handed in to the WHS Officer for safe destruction.

NB: Sharps containers MUST be transported in the external vehicle rack supplied. DO NOT transport a sharps container inside a vehicle.

## Needle Stick Injury

When a needle stick injury occurs:

1. Stay calm
2. Do not squeeze the wound. If it bleeds, allow it to bleed while you wash it.
3. Wash the wound with liquid soap and water.
4. Pat dry the wound and apply a sterile dressing, such as an adhesive plaster.
5. Contact your GP or go to the Emergency Department of the nearest hospital.
6. The syringe/needle should be placed in an approved sharps container with a screw top lid.
7. Report the incident to your Supervisor and document the incident on Council's Incident Report Form – available from the WHS Officer.

## Immunisation

It is important to consult your GP as soon as possible after receiving a needle stick injury. A Post Exposure Prophylactic treatment may be required. This could include a Hepatitis B and Tetanus immunisation or booster shot if already immunised.

Blood tests are usually carried out over a period of six (6) months.

## Counselling

Walgett Shire Council employees will be offered counselling and support.

## Investigation

It is important that any/all incidents involving a needle stick injury are reported immediately to enable a full investigation to be carried out. The purpose of the investigation is primarily, but not limited to, to ascertain if there is a fault with the procedures, any usage patterns and how to prevent a further injury occurring.

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**Additional Information**

The HIV information hotline is 1800 451 600 and offers support and information on needle stick injuries and any other concerns about Human Immunodeficiency Virus (HIV).

**Procedure Review History**

| Date         | Changes Made          | Approved By                        |
|--------------|-----------------------|------------------------------------|
|              | Complete Review       | Ray Kent - General Manager         |
| 15 July 2022 | Reviewed for adoption | Michael Urquhart – General Manager |
|              |                       |                                    |



## EMERGENCY MANAGEMENT POLICY AND PROCEDURE

Adoption Date: 26 July 2016

Review Date: 26 July 2017

Responsible Officer: WHS Officer Rehabilitation Coordinator

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### POLICY STATEMENT

Walgett Shire Council is committed to protecting the health and safety of employees, contractors, visitors and others from real, or potential, hazards present in council buildings in an emergency situation.

#### OBJECTIVES:

Walgett Shire Council will ensure that:

- Emergency procedures shall be developed and displayed for all Council owned and operated buildings and sites;
- Emergency procedures shall be communicated to Workers, Visitors, Contractors and any other building users;
- Workers, Visitors, Contractors, Service Providers and any other building users must comply with emergency procedures via Walgett Shire Council's Induction Process;
- Fire Wardens and those persons designated to assist in an emergency have the necessary authority to manage emergencies and emergency drills in accordance with this policy and procedure and all associated evacuation procedures;
- Where co-tenancy exists with another organization all reasonable attempts shall be made to integrate emergency procedures; and
- Emergency procedures shall be tested at least twice per year.

#### SCOPE:

This policy will apply to all Management, Workers, Contractors, Visitors and Volunteers of Walgett Shire Council and requires the full cooperation and assistance of all personnel. This policy will apply to all sites where Walgett Shire Council performs work.

Any work that is carried out by, or for, Walgett Shire Council must comply with the relevant sections of the Work Health and Safety Act 2011 & Work Health and Safety Regulations 2017 and relevant Codes of Practice.

#### Statutory Requirements

NSW Local Government Act 1993

WorkHealth and Safety Act 2011

Work Health and Safety Regulation 2017

Local Government (State) Award 2020

#### Related Policy/Procedure

Work Health & Safe

Conditions of Employment

Counselling and Disciplinary

## **TABLE OF CONTENTS**

|                                                     |              |
|-----------------------------------------------------|--------------|
| <i>Policy Statement</i> .....                       | <i>1</i>     |
| <i>Objectives</i> .....                             | <i>1</i>     |
| <i>Scope</i> .....                                  | <i>1</i>     |
| <i>Statutory Requirements</i> .....                 | <i>1</i>     |
| <i>Related Policy/Procedure</i> .....               | <i>1</i>     |
| <i>Definitions</i> .....                            | <i>3</i>     |
| <i>Compliance</i> .....                             | <i>3</i>     |
| <i>Council's Responsibilities</i> .....             | <i>3</i>     |
| <i>Media</i> .....                                  | <i>3</i>     |
| <i>Worker and Contractor Responsibilities</i> ..... | <i>3</i>     |
| <i>Actions</i> .....                                | <i>4</i>     |
| <i>-Emergency Planning</i> .....                    | <i>4</i>     |
| <i>-Emergency Control Personnel</i> .....           | <i>4</i>     |
| <i>-Emergency Floor Plans</i> .....                 | <i>4</i>     |
| <i>Emergency Instructions</i> .....                 | <i>4</i>     |
| <i>-General Emergency Instructions</i> .....        | <i>4</i>     |
| <i>-Building Evacuation Instructions</i> .....      | <i>5</i>     |
| <i>-All Fire Wardens Must</i> .....                 | <i>5</i>     |
| <i>-Bomb Threat Instructions</i> .....              | <i>5</i>     |
| <i>Emergency Instructions Template</i> .....        | <i>6</i>     |
| <i>Standard Fire Orders</i> .....                   | <i>7</i>     |
| <i>Fire Extinguishers</i> .....                     | <i>8</i>     |
| <i>Bomb Threat Instruction sheet</i> .....          | <i>9</i>     |
| <i>Bomb Threat Checklist</i> .....                  | <i>10-11</i> |
| <i>Personal Threat</i> .....                        | <i>12</i>    |
| <i>Medical Emergency</i> .....                      | <i>13</i>    |
| <i>Emergency Telephone Numbers</i> .....            | <i>14</i>    |
| <i>Evacuation Instruction</i> .....                 | <i>15</i>    |
| <i>External Emergency</i> .....                     | <i>16</i>    |
| <i>Internal Emergency</i> .....                     | <i>17</i>    |
| <i>Training</i> .....                               | <i>18</i>    |
| <i>Revision Register</i> .....                      | <i>18</i>    |

## Definitions

### Emergency

Means any sudden danger that requires immediate action to prevent severe injury, illness, damage or distress. Examples include:

- Fire
- Bomb threat
- Personal threat
- Medical emergency
- Evacuation

### Emergency Control Personnel

Means any worker of Walgett Shire Council who has been appointed under this procedure to the function of Chief Warden, Deputy Chief Warden or Warden.

During emergencies, evacuations and practices, the Chief Warden must wear a white helmet, the Deputy Chief Warden and other wardens wear a red helmet.

In the event of an emergency, the Chief Warden has full authority and all Wardens and must be obeyed when giving direction for the duration of the emergency.

### Emergency Services

Means New South Wales Fire and Rescue, New South Wales Police, New South Wales Ambulance, and the New South Wales State Emergency Service (SES).

## Compliance

Failure to comply with this policy and procedure or any procedure produced in accordance with this policy or procedure may result in disciplinary action in accordance with Walgett Shire Council's current Counselling and Disciplinary Policy and Procedure.

## Council's Responsibilities

Council is under a statutory obligation to make provision for the evacuation of persons in the event of an emergency at a place of work, as well as arrangement for emergency communication and appropriate medical treatment of injured persons.

## Media

In the event of an emergency the only person to provide information to the media is Walgett Shire Council General Manager. If any worker is approached by the media, they are to state politely that in this situation they are required to contact the General Manager to obtain information.

## Worker and Contractor Responsibilities

During an emergency, the Chief Warden will assume control and all workers, contractors, visitors and others shall:

- Follow the Wardens directions;
- Move in an orderly manner to the nearest clear emergency exit and proceed to the designated assembly area;
- Advise the Wardens of anyone that you are aware of who requires assistance to evacuate;



- Advise the Wardens of the whereabouts of any person known to be absent from the building at the time of the emergency;
- Remain in the assembly area until advised by the Wardens to leave; and
- Not re-enter the building until given the all clear from the Chief Warden

## **Actions**

### **Emergency Planning**

The WHS Officer Rehabilitation Coordinator will develop, document and issue a set of Emergency Instructions for each building, area or activity. Emergency Instructions must:

- Address the risks of fire and serious injury;
- Identify any other emergency situations relevant to the particular area or building;
- List the steps to be followed in each case, including the method to be used to initiate an evacuation of the building. This may include verbally instructing people to evacuate, operating an evacuation siren etc.; and
- Make special provision for people with disabilities.

### **Emergency Control Personnel**

A Fire Warden will be appointed to each area or building by the WHS Officer Rehabilitation Coordinator. Each Fire Warden will identify suitable designated assembly points for evacuations in consultation with the WHS Officer Rehabilitation Coordinator. Each Fire Warden will be selected based on personal characteristics and availability rather than by considerations related to organizational and/or reporting structure.

### **Emergency Floor Plans**

A minimum of one (1) Emergency Floor Plan must be prominently displayed on each floor of each building/area. The Council administration building must display a minimum of five (5) floor plans on each floor. Each floor plan must clearly illustrate:

- The name of the building and the floor level;
- The location of the plan itself ("You Are Here") on the floor;
- The emergency exists for that floor
- The location of fire-fighting equipment;
- The location of any break glass alarm; and
- The location of the First Aid kit.

Immediately next to the floor plan, a one page summary of the Emergency Instructions must be displayed.

## **Emergency Instructions**

### **General Emergency Instructions**

If you are the first person at the scene of an emergency – Assess, Alert and Assist by doing the following:

- Assess the situation for immediate dangers to your own safety and take the appropriate steps;
- Alert persons around you, the relevant emergency services (000) and the Fire Warden (where possible);
- Assist any persons around you if it is safe to do so;
- Contain or combat the emergency only if it is safe to do so;
- Evacuate to a safe location; and
- Notify the immediate supervisor or relevant director of the incident. They should also be notified of any incidents that are likely to cause distress to the person/s involved.

### **Building Evacuation Instructions**

**All staff, contractors, consultants and visitors must do the following if instructed to evacuate a building or area by means of an automatic or manual alarm:**

- Make all equipment safe;
- Evacuate promptly from the building, closing doors behind you if practicable;
- Assemble at the designated assembly point for that building or area;
- Report to the Fire Warden assigned to that area and await further instructions; and
- Follow instructions from Fire Warden or emergency services personnel

### **All Fire Wardens must:**

Initiate an immediate evacuation if there is an automatic evacuation alarm or instruction to evacuate by emergency services personnel.

Investigate an emergency and decide if an evacuation is necessary, if there has been a report of an emergency by others or there is an indication of an incident or problem.

In the case of an evacuation the Fire Warden must:

- Follow the Emergency Instructions to initiate evacuation;
- Ensure that the appropriate emergency services have been contacted by phone (000 for an emergency);
- Put on the Fire Warden helmet;
- Conduct a thorough search of the area, if it is safe to do so, advising people to evacuate to the designated assembly point;
- Proceed to the designated assembly point, once they are satisfied the search has been completed or it is no longer safe to continue the search;
- Determine whether the assembly point is safe and take appropriate action if it is not;
- Determine if anyone may be missing;
- Report to the Emergency Services personnel and advise the result of the area search and the head count; and
- Take steps to prevent unauthorized persons from re-entering the building until the emergency is over.

### **Bomb Threats**

**Written Threat** – any Councillor or employee receiving a written bomb threat must:

- Avoid unnecessary handling of the letter, envelope, parcel etc.;
- Preserve the evidence by placing it into an envelope or sleeve (preferably clear); and
- Immediately report the matter to the Manager/Supervisor who must contact emergency services (call 000) and the Fire Warden.

**Telephone Threat** – The Manager/Supervisor must contact emergency services (call 000) and the Fire Warden.

**Suspect Object or Mail Item** – any Councillor or employee who discovers a suspect object or receives a suspect item of mail must:

- Avoid handling the object or item;
- Alert nearby people and retreat from the immediate area;
- Immediately report the matter to the Manager/ Supervisor who must contact emergency services (call 000) and the Fire Warden.

Walgett Shire Council Emergency Instructions

Name of Area:  
(Specific area/building)

Phone Number:

Location:  
(Walgett, Lightning Ridge)

Phone Number:

Fire Warden:

Phone Number:

Designated Assembly Point:  
(Give exact location of assembly point and attach a map if possible)

General Emergency Instructions:  
(Remember Assess, Alert and Assist, Evacuate and notify your Supervisor)

Building Evacuation Instructions:  
(In case you are required to evacuate a building or area by means of automatic alarm or verbal order)



## STANDARD FIRE ORDERS

IF YOU SEE FIRE OR SMOKE DO NOT PANIC OR SHOUT  
REMAIN CALM – REMEMBER R.A.C.E





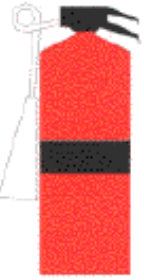
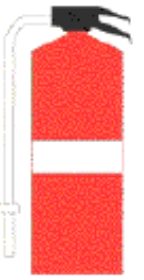

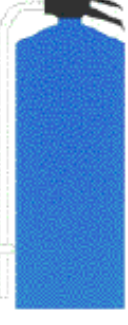
- RESCUE PEOPLE:** - From Immediate Danger (If safe to do so)
- ALARM:** - Call Fire Brigade – **Dial 000**  
Provide Name , Address,  
Nearest Cross Street,  
Nature of Incident
- CONTAIN FIRE  
& SMOKE:** - If practical, close all doors  
and windows (If safe to do so)
- EXTINGUISH:** - Only attempt to extinguish the  
Fire using the appropriate fire  
Fighting equipment (If trained and safe to do so)

- Prepare to evacuate if necessary.
- Leave lights on.
- Save records if possible.

The order in which these actions are performed will depend upon the particular fire situation.

## Fire Extinguishers

- The appropriate fire extinguishers should be provided in the workplace.
- They should be clearly identified.
- No stock or equipment should impede access to the extinguisher.
- The extinguisher should be serviced every 6 months.
- Records should be kept of all maintenance of fire equipment.
- Extinguishers should only be used for emergency purposes only.
- Workers should be trained in the correct use of fire extinguishers.

|                       |                                                                                    |                                                                                    |                                                                                     |                                                                                      |
|-----------------------|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| Type of Sign:         |   |   |   |   |
| Type of Extinguisher: |  |  |  |  |
| For Use on:           | For flammable liquid, electrical, oil, grease, all other                           | For chemical, flammable liquid, electrical, gases. Not for electronics.            | For paper, wood and solids Extinguished by cooling. Not for flammable liquids.      | For flammable liquid, oil and grease. Not for electrical.                            |

## **BOMB THREAT**

### **IF YOU RECEIVE A BOMB THREAT**

|                                                          |                                                                                                                           |
|----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <b>REMAIN CALM:</b>                                      | Treat call as genuine, record exact information, prolong the conversation and do not hang up.                             |
| <b>ATTRACT THE<br/>ATTENTION OF A<br/>SECOND PERSON:</b> | <b>DO NOT ALERT CALLER TO YOUR ACTIONS</b><br><br>Get a second person to call 000 – Police, and report the call           |
| <b>BE ATTENTIVE:</b>                                     | Note distinguishing background noises, music, traffic etc. Note voice characteristics. Does the caller know the building? |
| <b>RECORD:</b>                                           | <b>DETAILS IMMEDIATELY</b><br>(Refer to Bomb Threat Checklist)                                                            |
| <b>NOTIFY:</b>                                           | Supervisor or Director                                                                                                    |
| <b>PREPARE:</b>                                          | To follow instructions of Supervisor or Director. Evacuate if necessary. Assist in search if required.                    |
| <b>IF OBJECT FOUND:</b>                                  | <b>DO NOT TOUCH</b><br>Report Find. Open doors and windows where possible and evacuate area.                              |

## **BOMB THREAT CHECKLIST**

**Exact wording of threat:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **Questions to ask:**

When is the bomb going to explode? \_\_\_\_\_

Where did you put the bomb? \_\_\_\_\_

When did you put it there? \_\_\_\_\_

What does the bomb look like? \_\_\_\_\_

What kind of bomb is it? \_\_\_\_\_

What will make the bomb explode? \_\_\_\_\_

Why did you place the bomb? \_\_\_\_\_

What is your name? \_\_\_\_\_

### **Callers Voice**

Sex of caller: Male / Female

Callers voice: Asian American English Australian European Other \_\_\_\_\_

Voice: Loud / Soft / Other \_\_\_\_\_ Speech: Loud / Soft / Other \_\_\_\_\_

Impediment: Lisp / Stutter Other \_\_\_\_\_ Manner: Calm Emotional / Other \_\_\_\_\_

Did you recognize the voice? Yes / No

Was the caller familiar with the area? Yes / No

### **Threat Language**

Well-spoken Yes / No Incoherent Yes / No Taped Yes / No

Message read by caller Yes / No Abusive Yes / No

Other \_\_\_\_\_

### **Background Noises:**

Local call \_\_\_\_\_ STD \_\_\_\_\_ Music \_\_\_\_\_

Voices \_\_\_\_\_ Street noise \_\_\_\_\_ Aircraft \_\_\_\_\_

House noise \_\_\_\_\_ Machinery \_\_\_\_\_ Other \_\_\_\_\_

**Call Taken:**

Time \_\_\_\_\_ Date \_\_\_\_\_

Duration of call \_\_\_\_\_

**Additional Information:**

Number called \_\_\_\_\_

Call taken by \_\_\_\_\_

Signature \_\_\_\_\_

## **PERSONAL THREAT**

**PERSONAL THREATS INCLUDE ASSAULTS, CONFRONTATIONS WITH ARMED AND UNARMED PERSONS, ARMED HOLD UPS, HOSTAGE AND KIDNAP SITUATIONS AND ROBBERY.**

|                                   |                                                                                                            |
|-----------------------------------|------------------------------------------------------------------------------------------------------------|
| <b>REMAIN CALM:</b>               | Do not panic or shout, avoid eye contact, do not make any sudden movements                                 |
| <b>DO NOT TAKE RISKS:</b>         | Hand over whatever is requested<br>Do not do anything which may antagonise the assailant.                  |
| <b>DO ONLY WHAT YOU ARE TOLD:</b> | Do not volunteer other information                                                                         |
| <b>OBSERVE OFFENDER'S</b>         | Face, height, voice, clothing, tattoos, jewellery, items touched                                           |
| <b>CHARACTER:</b>                 | <u>Also Note:</u> Type of vehicle used for escape, registration number if possible and direction of escape |
| <b>ALERT:</b>                     | Other staff members if safe to do so                                                                       |
| <b>TELEPHONE:</b>                 | Police, Dial "000" from the nearest extension. Give your location, name and request urgent assistance      |
| <b>RECORD:</b>                    | Immediately after assailant has departed, write down all details which may be relevant                     |

## **MEDICAL EMERGENCY**

### **IN THE EVENT OF A CARDIAC ARREST OR THE NEED FOR URGENT MEDICAL ASSISTANCE.**

|                               |                                                                                                                                             |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| <b>REMAIN CALM:</b>           | Do not panic                                                                                                                                |
| <b>ASSESS PATIENT:</b>        | Danger<br>Response<br>Airway<br>Breathing<br>Circulation                                                                                    |
| <b>RAISE ALARM:</b>           | Call for Help<br>Do not leave the patient<br>Call an ambulance “000”<br>Provide Name, address, nearest cross street, nature of the incident |
| <b>COMMENCE:</b>              | CPR (Cardiopulmonary Resuscitation)<br>or<br>First Aid as required, if trained                                                              |
| <b>FIRST AID KIT LOCATED:</b> | On wall in the kitchen                                                                                                                      |

### **EMERGENCY TELEPHONE NUMBERS**

|                            |                  |
|----------------------------|------------------|
| Fire Brigade               | 000              |
| Police                     | 000              |
| Ambulance                  | 000              |
| R.F.S                      | 000              |
| S.E.S.                     | 132 500          |
| Walgett Hospital           | 6828 6000        |
| Lightning Ridge Hospital   | 6829 1022        |
| Collarenebri Hospital      | 6756 4888        |
| Aboriginal Medical Service | 6828 1611        |
| Country Energy             | 132356 or 132080 |
| Council On-Call            | 0428 420 588     |

**When giving an address to an Emergency Services Operator state the following:**

|                             |                        |
|-----------------------------|------------------------|
| <b>Name of Business</b>     | Walgett Shire Council  |
| <b>Street Address</b>       | 77 Fox Street          |
| <b>Town</b>                 | Walgett                |
| <b>Nearest Cross Street</b> | Euroka Street          |
| <b>Nature of Incident</b>   | Fire, Medical etc      |
| <b>Number of Persons</b>    | Trapped or injured etc |



## **EVACUATION**

**EVACUATION IS THE RAPID REMOVAL OF PEOPLE FROM IMMEDIATE OR THREATENED DANGER IN A SAFE AND ORDERLY MANNER.**

|                     |                                                                                                                                                                                                |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>REMAIN CALM:</b> | <b>DO NOT PANIC</b>                                                                                                                                                                            |
| <b>ALERT:</b>       | Fellow Employees<br>Ensure Emergency Services has been alerted                                                                                                                                 |
| <b>ASSEMBLY:</b>    | If evacuated from the <b>FRONT OF BUILDING</b><br>Assembly area is on <b>LAWN AT LIBRARY</b><br>If evacuated from the <b>REAR OF BUILDING</b><br>Assembly area is at <b>GRAY PARK</b>          |
| <b>EVACUATE:</b>    | 1. People in immediate danger<br>2. People out of immediate danger<br>3. Out of Section of Building<br>4. Total Evacuation of Building                                                         |
| <b>CHECK:</b>       | All rooms, especially toilets and storage areas, behind doors, upstairs, all offices etc                                                                                                       |
| <b>RECORDS:</b>     | If safe to do so, save as many records as possible                                                                                                                                             |
| <b>HEAD COUNT:</b>  | Wardens will conduct a head count<br><b>DO NOT</b> leave the assembly area until told to do so by the Warden<br><b>DO NOT</b> re-enter the building until cleared and told by the Fire Brigade |
| <b>REPORT:</b>      | To the Chief Warden<br>Notify Emergency Service of any persons unaccounted for                                                                                                                 |

## **EXTERNAL EMERGENCY**

**AN EXTERNAL EMERGENCY COULD BE CAUSED BY NATURAL DISASTERS, BUSHFIRE, EARTHQUAKE, FLOODING, MAJOR ROAD ACCIDENTS, AIRCRAFT CRASH, CIVIL DISTURBANCES ETC.**

|                     |                                                                                                                          |
|---------------------|--------------------------------------------------------------------------------------------------------------------------|
| <b>CONTACT:</b>     | The person receiving notification of a disaster should contact the relevant emergency service if assistance is required. |
| <b>PREPARE FOR:</b> | Evacuation if considered necessary.<br>Isolate services such as electricity, gas and water.                              |
| <b>ADVISE:</b>      | Fellow workers of the situation.<br>Calmly explain the situation and how it will affect them.                            |
| <b>RECOVERY:</b>    | Plan how you will recover from the disaster. Have continuity plans.                                                      |

**DO NOT USE TELEPHONES – WAIT TO BE CALLED.**

## **INTERNAL EMERGENCY**

OTHER THAN FIRE / SMOKE, AN INTERNAL EMERGENCY COULD BE CAUSED BY  
EXPLOSION, ELECTRICAL POWER FAILURE, WATER SUPPLY FAILURE, SPILLAGE OR  
LEAK OF HAZARDOUS SUBSTANCES, ILLEGAL OCCUPANCY

**REMAIN CALM:**

**DO NOT PANIC**

**ALERT:**

Call “000” (If appropriate)  
State exact location and nature of the emergency  
Give your name.

**RESTRICT ACCESS:**

To affected Area

**DO NOT ATTEMPT ANY ACTION WHICH PUTS YOUR LIFE IN DANGER**

Follow instructions of the warden  
Prepare to evacuate if necessary

## Essential Services Faults:

Essential Services faults include faults in electricity water, gas, telephones, plumbing, security services or computers.

Procedure:

- When an essential service is faulty or fails, the warden is to be notified.
- After assessment of failure, a decision is made on the urgency of the matter.
- If the situation or the likely consequences are considered urgent, appropriate action should be taken immediately.
- If the situation is non-urgent, appropriate action should be taken as soon as possible.

## Training

- All Wardens shall be trained in emergency procedures and the use of firefighting equipment.
- All new workers will be instructed during the initial induction, evacuation procedures, location of fire extinguishers, location of exits and location of the assembly areas.
- An emergency evacuation drill will be practiced at least twice a year.

### Procedure Review History

| Date          | Changes Made          | Approved By                        |
|---------------|-----------------------|------------------------------------|
| March 2016    | Complete Review       | Don Ramsland – General Manager     |
| August 2018   | Complete Review       | Don Ramsland – General Manager     |
| December 2020 | Complete Review       | Michael Urquhart – General Manager |
| June 2022     | Reviewed for adoption | Michael Urquhart – General Manager |



## ASBESTOS PROCEDURE

Approval Date:

Review Date: July 2022

Responsible Officer: WHS Officer Rehabilitation Coordinator

### POLICY STATEMENT

Walgett Shire Council has a duty of care to protect its employees, contractors and the community from real or potential hazards when dealing or working with materials containing asbestos.

### OBJECTIVES:

- To ensure that Council complies with Work Health and Safety Act 2011, Work Health and Safety Regulation 2017, Code of Practice for the Safe Removal of Asbestos [NOHSC: 2002 (1998)].
- To protect the health and safety of workers involved in asbestos removal as well as residents in adjoining properties, by ensuring the detection of asbestos prior to commencement of any development works and compliance with the National Work Health and Safety Commission.
- To ensure that asbestos is correctly removed to prevent contamination of land and ultimately costly remediation works.
- To ensure that compliance will be achieved through strict conditions of consent and enforcement where necessary.
- Provide training to employees in correct removal of bonded asbestos.
- Provide Supervisor training to employees involved in the supervision of the removal of bonded asbestos.

### Statutory Requirements

Local Government Act 1993

Work Health and Safety Act 2011

Work Health and Safety Regulation 2017

Protection of the Environment Operations Act (1997)

Code of Practice How to Safely Remove Asbestos

Code of Practice How to Manage and Control Asbestos in the Workplace

Workers Compensation (Dust Diseases) Act 1942-67

Workers Compensation Act 1987

Injury Management and Workers Compensation Workplace Act 1998

Protection of the Environment Operations (Waste) Regulation 2014

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**Related Policy/Procedure**

Work Health and Safety  
Staff Training  
Waste Management

**Government References**

NSW Government Fibro and Asbestos – Frequently asked Questions for Renovators and Homeowners  
SafeWork NSW – Working with Asbestos Guide  
StateCover – Asbestos Management – Guidance Resource for NSW Local Authorities

## 1. Asbestos

There are two major groups of asbestos, the serpentine and amphibole group. The serpentine group contains chrysotile, commonly known as white asbestos. The amphibole group contains amosite (brown asbestos), crocidolite (blue asbestos) and other less common types.

The presence of asbestos only poses a risk if it is:

- Broken
- In poor deteriorated condition; or
- Disturbed during activities that produce dust containing asbestos fibres.

## 2. Types of Asbestos

### *Bonded Asbestos*

Bonded asbestos material is any material that contains asbestos in a bonded matrix. It may consist of Portland cement or various resin/binders and cannot be crushed by hand when dry.

Asbestos cement products that may be found around the workplace include:

- Flat (fibro) or corrugated sheeting
- Water or flue pipes
- Roof shingles
- Imitation brick cladding

### *Friable Asbestos*

Friable asbestos material is any material that contains asbestos and is in the form of a powder or can be crumbled, pulverized or reduced to powder by hand pressure when dry.

Examples of friable products are:

- Sprayed limpet
- Millboard, pipe and boiler lagging
- Commercial ceiling insulation
- Insulation of domestic heaters, hot water systems and stoves

Asbestos inappropriately buried (not in accordance with environmental legislation) is considered friable asbestos material. Any asbestos cement product, which has been subject to weathering, damaged by heat/fire, hail or other mechanical action or illegal water blasting is friable asbestos and an Asbestos Removal Contractor with an AS1 Licence for friable asbestos is required for its removal.

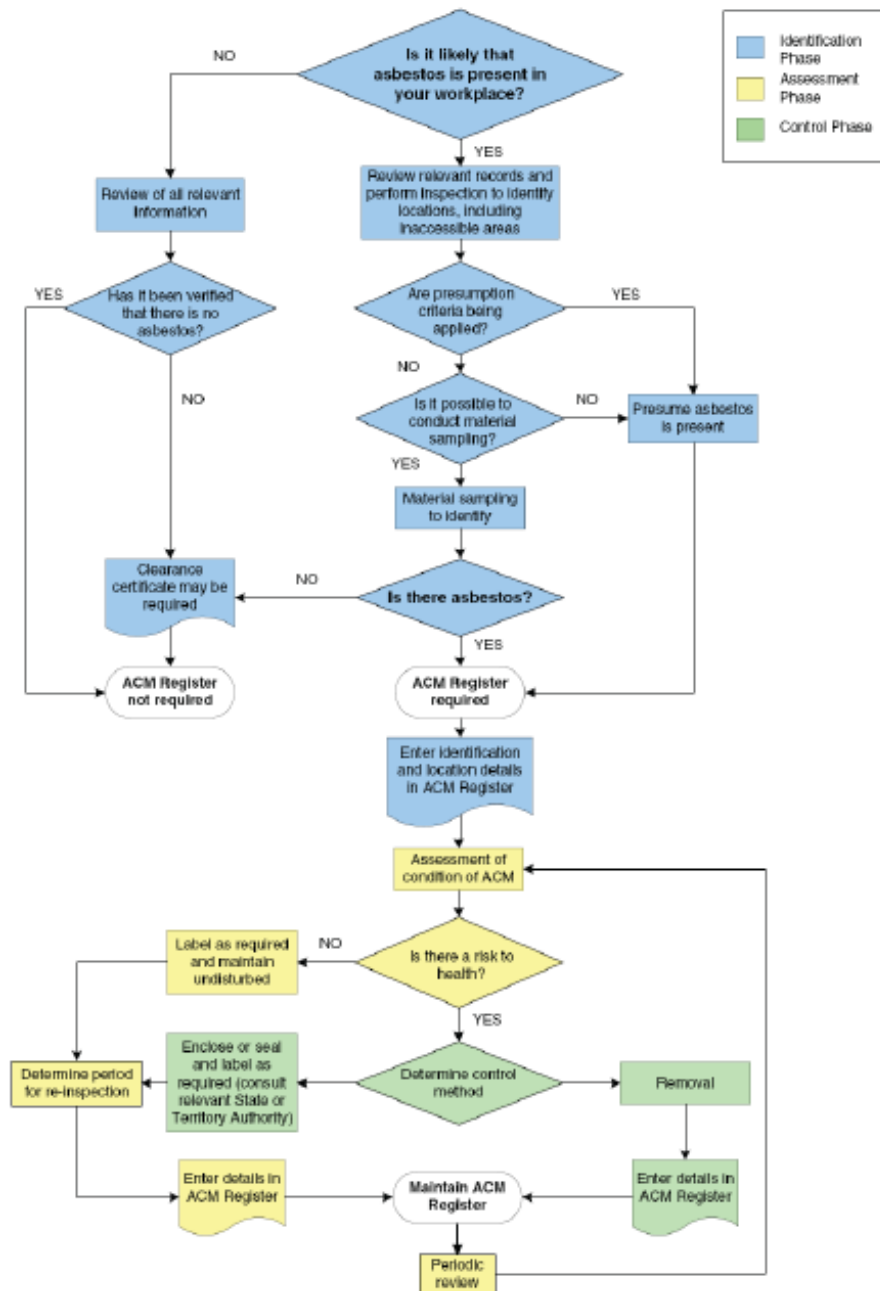
## 3. Identifying Asbestos

If there is any doubt about a possible asbestos product a sample should be analysed by a NATA laboratory that is accredited to identify asbestos. This must be carried out before any renovation, maintenance or demolition works proceed. If in doubt, assume asbestos is present and take the necessary precautions.

It is a legal requirement for the controller of a premise to identify all asbestos containing material (ACM) and these must be recorded in an Asbestos Register (See Appendix A).

Table 1 below is a graphical representation for identifying asbestos and the processes involved in maintaining an ACM Register

**Table 1: Identifying Asbestos**



Reference Code of Practice for the Control and Management of Asbestos in Workplaces (NOHSC 2018 [2005])



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#### 4. Removing Asbestos

A licensed asbestos contractor must be engaged if the area of bonded asbestos sheeting (fibro) is over 10 square metres. If there is any doubt in the area of fibro containing asbestos then a licensed asbestos contractor *must* be engaged. A licensed professional can only remove friable asbestos.

#### 5. Handling Asbestos

When handling bonded asbestos material there are a number of precautions that must be taken including:

- Comply with Occupational Health and Safety Act 2011 and refer to Code of Practice – How to Safely Remove Asbestos.
- Use barriers to restrict entry of unauthorised personnel to the work area and to control contamination.
- Place asbestos removal caution signs at the barriers, which comply with AS 1319 *Safety Signs for Occupational Environment*.
- Do not use power tools.
- Wear personal protective equipment (PPE), including coveralls and a respirator (e.g. a half-face P1/P2 respirator) – coveralls should preferably be disposable and coveralls with Velcro-type fasteners are not suitable. Only Australian Standards (AS/NZS ISO 45001:2018) certified masks should be worn where asbestos is present.
- Wet sheets down to reduce dust generation and movement.
- Take the sheets off whole (again, do not use power tools as this may create dust movement).
- Seal sheets in construction grade plastic. (This should be a minimum of 200 microns thick.)
- Only use a suitable vacuum cleaner that complies with the Australian Standards (AS/NZ 60335.1:2020) and is fitted with an appropriate attachment to reduce the release of dust – ensuring it is only used for this purpose and not the household.
- Work in well-ventilated areas, where possible.
- For external work, close all windows and doors to prevent dust entering the building.
- Clean-up using wet methods, or a suitable vacuum cleaner – do not use a household vacuum cleaner.
- Avoid any abrading or scrubbing of the material's surface.
- Recycled plastic is not to be used as it may contain flaws.
- Plastic used in asbestos removal is not to be reused.
- Remove from site as soon as practicable.
- It is illegal to water blast asbestos cement material (ACM) as it increases the risk of asbestos fibres being released into the atmosphere and being inhaled.

Should the asbestos be in powder form or can be crumbled, pulverized or reduced to powder by hand pressure when dry, then an asbestos removal contractor with an AS1 Licence is required for its removal.

## 6. Collection and Storage

All bonded asbestos waste must be:

- kept damp (prevent runoff water)
- collected, labelled and sealed using appropriate plastic or leak proof containers
- stored in labelled, plastic-lined bins that are covered, or leak-proof containers that are covered
- placed in bins or trucks that are large enough to contain full sheets without breaking them
- stored in a secure area at all times
- removed from the site as soon as practicable

All friable asbestos material must be:

- kept damp or sealed with PVA glue
- collected and sealed in 200-micron thick, appropriately labelled, plastic bags
- double wrapped in 200-micron thick plastic bags
- in bags that weigh not more than 25 kilograms, and are less than half full
- stored in a secure area, awaiting removal
- removed from the site as soon as practicable

The Department of Environment and Climate Change (DECC) allows transport of asbestos contaminated soil in unlined bulk trucks, provided the soil is kept damp, the load is securely locked, transported in a covered, leak proof vehicle and covered with plastic and a fully protective tarp, and the truck is decontaminated before it leaves the waste facility.

## 7. Transportation and Disposal of Asbestos

All asbestos waste must be transported in a covered leak proof vehicle or in a manner approved by the DECC. The asbestos must not be mixed with general building waste or taken to the waste depot for recycling.

Asbestos must be disposed of at a site approved by the DECC or an appropriate disposal authority. Small amounts of asbestos can be disposed at any Council waste disposal point provided that:

- The Waste Depot Operator is contacted two (2) days prior to allow the excavation of a hole to dispose of the asbestos fibro (Walgett and Lightning Ridge)
- A hole is excavated prior to the disposal of the asbestos fibro (other Council waste depots)
- Dispose of waste and collected dust in 200-micron thick plastic bags that are sealed and clearly labelled as containing asbestos waste
- The waste is dumped into the hole and the hole is capped on the same day with a minimum of one (1) metre of clean fill.

For the transportation and disposal of large amounts of asbestos, the Director Planning and Regulatory Services must be contacted so that the appropriate planning and consultation can be provided.

WorkCover recommends that all bonded asbestos be removed from a building before it is relocated as moving buildings clad with asbestos cement can cause the material to come loose and fall off, causing a hazard in transit or when the building is being reconstructed.

## 8. Enforcement

The Protection of the Environment Operations Act (1997) empowers Council to issue environment protection notices. *Clean-up notices* may direct an occupier of premises at or from which Council reasonably suspects that a pollution incident has occurred, or a person reasonably suspected of causing or having caused pollution, to take clean-up action specified in the notice. This would include the unsatisfactory storage and or disposal of asbestos.

*Prevention notices* can be issued if Council reasonably suspects that any activity has been or is being carried out in an environmentally unsatisfactory manner at any premises or by any person. Prevention notices require that action specified in the notice is taken. There is a right of appeal to the Land and Environment Court.

Council may also issue a notice directing the owner of a property to remove any damaged and broken asbestos for example, a damaged asbestos fence.

## 9. Certificates of Analysis

If the property was built prior to 1985 and the proposed works require development consent from Council the following must be submitted with the development application:

- An asbestos survey prepared by a qualified occupational hygienist or Council approved provider.

Should asbestos be present:

- An asbestos clearance certificate prepared by a qualified occupational hygienist or Council approved provider must be provided at the completion of works.

## 10. Demolitions or Renovations involving Asbestos

This section covers the conditions of consent required for the demolition or renovation of buildings containing asbestos materials or dwellings built prior to 1985. These have been implemented due to the danger posed when asbestos is broken or damaged. The aim of these conditions is to ensure the correct handling of asbestos laden materials during and after demolition or renovation.

*Conditions of Consent:*

1. All asbestos removal shall be undertaken in accordance with the occupational hygienists or Council approved provider report submitted with the development application and in compliance with the requirements of SafeWork's Code of Practice How to Safely Remove Asbestos and all applicable legislative and legal requirements.

Should asbestos be present:

2. Written notice must be provided to Walgett Shire Council five (5) working days (excluding public holidays) prior to commencement of any works.

Written notice is to include the following details:

- Date the demolition will commence
- Name, address, contact details (including after hours) and licence number of the demolisher and asbestos removalist (if different)

Work must not commence prior to the nominated demolition date. It is the responsibility of the persons undertaking demolition work to obtain the relevant WorkCover licences and permits.



3. The applicant is to notify all owners and occupiers of premises on either side, opposite and at the rear of the development site five (5) working days prior to demolition. Such notification is to be clearly written on A4 size paper stating the date the demolition will commence and is to be placed in the letterbox of every premise (including every residential flat or unit, if any). The demolition must not commence prior to the date and time stated in the notification.

4. Demolition of buildings where asbestos is determined to be present should only occur 9am – 5pm Monday to Friday, and must not occur on Saturdays, Sundays or Public Holidays, to ensure that the persons carrying out the work have access to WorkCover professionals if required.

5. A WorkCover licensed contractor must undertake removal where there is more than 10 square metres of bonded asbestos. Removal of friable asbestos material must only be undertaken by contractor that holds a current friable asbestos removal licence.

6. Demolition sites that involve the removal of asbestos must display a standard commercially manufactured sign containing the words 'DANGER ASBESTOS REMOVAL IN PROGRESS' measuring not less than 400mm x 300mm is to be erected in a prominent visible position on the site to the satisfaction of Council's officers. The sign is to be erected prior to demolition work commencing and is to remain in place until such time as all asbestos has been removed from the site to an approved waste facility. This ensures compliance with Clause 259(2)c of the Occupational Health and Safety Regulation 2001.

7. All asbestos waste must be stored, transported and disposed of in compliance with the Protection of the Environment Operations (Waste) Regulation 2005. All receipts detailing method and location of disposal must be submitted to Council as evidence of correct disposal.

8. An asbestos clearance certificate prepared by a qualified occupational hygienist or Council approved provider, must be provided to Council at the completion of works.

These conditions, as well as 2-6 of above, are required for:

- I. All approvals to brick veneer any existing buildings; and
- II. All approvals to carry out alterations and additions on any building.

This is to ensure safety in situations where asbestos cement sheeting may not be observable due to it being covered or re-cladded with other materials.

#### **11. Council Employees – Workers Compensation**

- a) When an employee has or may have been exposed to asbestos, they must immediately complete an incident report and notify the OH&S and Risk Management Officer.
- b) The requirement to be referred for a medical screening by the Dust Diseases Board (DDB) will be determined jointly by the OH&S Safety and Risk Management Officer and the employee jointly.
- c) Where there are no symptoms, the incident report once completed should be sent to Council's Workers Compensation Insurer. The incident report will remain a record indefinitely. Where there is no specific incident noted but the inherent nature of the employees duties indicates that exposure may have occurred, the Workers Compensation Insurer at the time may be notified.
- d) Where an employee or ex-employee has symptoms of an asbestos related disease the Dust Diseases Board (DDB) claim form should be completed and sent directly to the DDB. Administration of the claim will be between the DDB and the claimant.

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## **12. Training**

Training for certain employees in asbestos demolition will be provided to ensure that any such illegally dumped material can be managed safely. This training will be offered to employees identified by the OH&S and Risk Management Officer and included in the annual Training Plan as essential training. The Asbestos Training Schedule (see Appendix B) is to be maintained by the OHS and Risk Management Officer

## **13. Asbestos Register**

Under the provisions of Work Health and Safety Regulation 2017, Council must keep a register recording the type, location and condition of all asbestos and asbestos containing material which exists in the workplace. The purpose of this register is to identify all known sources of asbestos in buildings or other sites under Council control together with the risk assessment and proposed control method. The register is then used as a diary system to monitor the condition of the asbestos for possible deterioration and/or change in the control method.

The asbestos register must be placed in every building where asbestos has been identified and brought to the attention of any tenant, contractor or tradesman who may be engaged.

When asbestos work is carried out in a Council owned, occupied or controlled site an entry must be made in the maintenance schedule of the asbestos register for that site. The maintenance schedule is required to establish a record of work done and provide the necessary evidence that Council has taken appropriate steps to reduce the possibility of exposure to asbestos by any employee or contractor.

A master asbestos register will be maintained by WHS Officer Rehabilitation Coordinator which contains all information on Council controlled sites and will be updated annually or when conditions change (whichever is less).

The Asbestos Register templates are tabled at Appendix A and Appendix B.

Appendix A

Table 1: Asbestos Register Summary (Location, Condition and Management)

| Ref No | Inspection/ Assessment Date | Location, Description, Condition, Photo Ref | Friable | Nonfriable/ Bonded | Presumed ACM | Inaccessible area, asbestos possible | Test Required Yes/No | ACM test Results | Risk Rating (Initial) | Controls | Risk Rating (Residual) | Labelled Yes/No | Responsible for Action | Review Date |
|--------|-----------------------------|---------------------------------------------|---------|--------------------|--------------|--------------------------------------|----------------------|------------------|-----------------------|----------|------------------------|-----------------|------------------------|-------------|
|        |                             |                                             |         |                    |              |                                      |                      |                  |                       |          |                        |                 |                        |             |
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WSC Procedures WR – Asbestos  
Asbestos Register Templates

### Asbestos Risk Assessment

Table 2: Exposure Rating

| Type/Condition | Likelihood/Frequency of Exposure |           |        |        |        |
|----------------|----------------------------------|-----------|--------|--------|--------|
|                |                                  | Very High | High   | Medium | Low    |
|                | Friable/unstable                 | High      | High   | High   | High   |
|                | Fiable stable/<br>bonded, poor   | High      | High   | Medium | Medium |
|                | bonded,<br>reasonable            | Medium    | Medium | Medium | Low    |
|                | bonded, good                     | Medium    | Medium | Low    | Low    |

|          |  |      |  |
|----------|--|------|--|
| Assessor |  | Date |  |
| Location |  |      |  |
|          |  |      |  |

Table 3: Priority Table

| Risk   | Control                                      | Time               |
|--------|----------------------------------------------|--------------------|
| High   | Eliminate, Isolate                           | Immediate Priority |
| Medium | Isolate, Enclose, Seal, Engineer, Administer | Medium Priority    |
| Low    | Administer, Training, SOP, PPE               | Low Priority       |

| Ref No | Risk Rating | Controls | Register Updated Yes/No | Complete Date | Review Date | Actioned By |
|--------|-------------|----------|-------------------------|---------------|-------------|-------------|
|        |             |          |                         |               |             |             |
|        |             |          |                         |               |             |             |
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WSC Procedures WR – Asbestos  
Asbestos Register Templates

**Table 4: Asbestos Maintenance Schedule**

**Site Address/Location:**

| Ref No | Date | Type of asbestos<br>Work to be done | Work<br>Completed<br>By | Date<br>Completed | Review<br>Date | Date<br>Register<br>Updated |
|--------|------|-------------------------------------|-------------------------|-------------------|----------------|-----------------------------|
|        |      |                                     |                         |                   |                |                             |
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|        |      |                                     |                         |                   |                |                             |



WSC Procedures WR – Asbestos  
Asbestos Register Templates

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**Appendix B**  
**Asbestos Training Schedule**

| Name | Training Course Description | Training Date | Course Results | Revision Training Date |
|------|-----------------------------|---------------|----------------|------------------------|
|      |                             |               |                |                        |
|      |                             |               |                |                        |
|      |                             |               |                |                        |
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**Procedure Review History**

| Date          | Changes Made           | Approved By                        |
|---------------|------------------------|------------------------------------|
|               | Procedure Developed    | Ray Kent - General Manager         |
| February 2018 | Full Procedural Review | Don Ramsland – General Manager     |
| December 2020 | Full Review            | Michael Urquhart – General Manager |
| July 2022     | Full Review            | Michael Urquhart – General Manager |



## FIRST AID POLICY & PRECEDURES

Adoption Date:

Review Date: 15 July 2022

Responsible Officer: WHS Officer Rehabilitation Coordinator

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### POLICY STATEMENT

Walgett Shire Council is committed to the provision of an effective First Aid service in the event that any worker, contractor, visitor or others may be affected by accidents, incidents, and/or injuries arising from the work carried out at Walgett Shire Council.

### OBJECTIVES:

Walgett Shire Council will ensure that:

- The legislative requirements for First Aid are complied with;
- The workplace hazards relative to council's operations have been considered when equipping and staffing the First Aid service;
- Adequate equipment, facilities, supplies and staffing have been provided;
- First Aid personnel have been trained and are deemed suitable for their position;
- First Aid treatment is recorded;
- The First Aid treatment records will be examined and reviewed with the view to developing strategies for the prevention / reduction of workplace injuries, incidents and illnesses; and
- Where required, injured personnel will be transported by ambulance to hospital.

### Statutory Requirements

NSW Local Government Act 1993  
WorkHealth and Safety Act 2011  
Work Health and Safety Regulation 2017  
NSW Workers Compensation Act 1987  
Local Government (State) Award 2020  
Code of Practice – First Aid in the Workplace

### Related Policy/Procedure

Work Health & Safety  
Conditions of Employment  
Counselling and Disciplinary  
Staff Training  
Sharps Collection and Disposal

## ***TABLE OF CONTENTS***

|                                                          |             |
|----------------------------------------------------------|-------------|
| <i>Policy Statement</i> .....                            | <i>1</i>    |
| <i>Objectives</i> .....                                  | <i>1</i>    |
| <i>Statutory Requirements</i> .....                      | <i>1</i>    |
| <i>Related Policy/Procedure</i> .....                    | <i>1</i>    |
| <i>Scope</i> .....                                       | <i>3</i>    |
| <i>Definitions</i> .....                                 | <i>3</i>    |
| <i>Compliance</i> .....                                  | <i>3</i>    |
| <i>Council's Responsibilities</i> .....                  | <i>3</i>    |
| <i>Managers and Supervisors Responsibilities</i> .....   | <i>4</i>    |
| <i>Worker and Contractor Responsibilities</i> .....      | <i>4</i>    |
| <i>First Aid Officer and Safety Considerations</i> ..... | <i>4</i>    |
| <i>Reporting Accidents and Incidents</i> .....           | <i>5</i>    |
| <i>Reporting Flow Chart</i> .....                        | <i>6</i>    |
| <i>First Aid Officer Training</i> .....                  | <i>7</i>    |
| <i>First Aid Kit Contents</i> .....                      | <i>8-10</i> |
| <i>Syringes</i> .....                                    | <i>11</i>   |
| <i>Revision Register</i> .....                           | <i>11</i>   |

## **SCOPE**

This policy will apply to all Management, Workers, Contractors, Visitors and Volunteers of Walgett Shire Council and requires the full cooperation and assistance of all personnel. This policy will apply to all sites where Walgett Shire Council performs work.

Any work that is carried out by Walgett Shire Councillor or for Walgett Shire Council must comply with the relevant sections of the Work Health and Safety Act 2011 & Work Health and Safety Regulations 2011 and relevant Codes of Practice.

## **DEFINITIONS**

### **First Aid**

Is the initial and immediate treatment required to save the life of an injured or ill person until such time as professional medical assistance can be rendered. First Aid can also relate to the comfort of a sick or injured person.

First Aid aims to:

- Preserve life;
- Protect the Unconscious;
- Prevent further injury; and/or
- Promote recovery.

### **First Aid Officer**

Means a worker who holds a current accredited First Aid qualification and who has been appointed as a First Aid Officer as per the Local Government (State) Award 2014 at Walgett Shire Council.

## **COMPLIANCE**

Failure to comply with this policy and procedure or any procedure produced in accordance with this policy or procedure may result in disciplinary action in accordance with Walgett Shire Council's current discipline policy.

## **COUNCIL'S RESPONSIBILITIES**

Walgett Shire Council has a responsibility to ensure there is adequate first aid provided at each site.

This includes:

- Adequate and appropriate first aid kits at each work site
- All workers have access to first aid facilities
- An adequate number of workers are trained to administer first aid
- Every first aider has a current certificate
- Every first aid treatment is recorded
- Ensure there are first aid kits in all company vehicles including trucks etc

## **MANAGERS AND SUPERVISORS RESPONSIBILITIES**

Managers and Supervisors are responsible for ensuring that:

- The objectives of this policy are implemented into work practices, and
- The first Aid service continues to meet Walgett Shire Council's needs.
- Ensure that the first aid facilities in each area are assessed every year to ensure that they are appropriate to Council's needs. The assessment will include consultation with the First Aid Officers and workers. A copy of the assessment shall be kept as a record. The assessment will have regard to:
  - (a) The nature of the work being carried out at the workplace,
  - (b) The nature of the hazards at the workplace,
  - (c) The size and location of the workplace,
  - (d) The number and composition of the workers and other persons at the workplace.

## **WORKER AND CONTRACTOR RESPONSIBILITIES**

In any situation where first aid is required or an incident resulting in an injury has occurred, a qualified First Aid Officer must be notified immediately. To enable this to occur, the following steps should be taken:

- Ensure that you know the name and the telephone / mobile contact number for the nominated First Aid Officer in your area,
- Notify the First Aid Officer and state the location and situation
- Make the incident area as safe as possible,
- If conscious, try to keep the person calm,
- Stay with the injured person until the First Aid Officer arrives,
- Assist with the care of the injured person as directed by the First Aid Officer

## **FIRST AID OFFICER AND SAFETY CONSIDERATIONS**

Walgett Shire Council First Aid Officers shall:

- Ensure that their first aid qualifications are current. Note: Walgett Shire Council First Aid Officers will be trained to undertake Workplace First Aid by completing the necessary First Aid training as per the national requirements. Certificates are to be renewed every three years to remain current. The costs of approved First Aid Certificate Courses will be met by Walgett Shire Council.
- Provide first aid treatment only to their level of qualifications and experience
- Recommend further treatment or actions as required (i.e) call an ambulance
- Keep up-to-date emergency contact information
- Have a detailed knowledge of Council's First Aid policy and procedures.
- Participate as requested in any review of the First Aid Policy and Procedures
- Record accurate details of each person treated for first aid using council's current Incident Report Form

- Ensure that a current list of contents is maintained in every First Aid kit under their responsibility
- Restock and maintain allocated kits including checking the contents (ie) Expiry dates etc.
- Have a knowledge of the hazardous substances used in their designated First Aid areas and know where the SDS sheets are located, and have a general knowledge of the treatments recommended in the SDS for those areas.
- It is the responsibility of the First Aid Officer to ensure that their first aid qualifications are maintained.
- Senior First Aid Courses and re-fresher courses will be coordinated through Human Resources. Copies of certificates will be kept on an employee's staff file.

First Aid Officers are at all times responsible for protecting themselves from infection and injury.

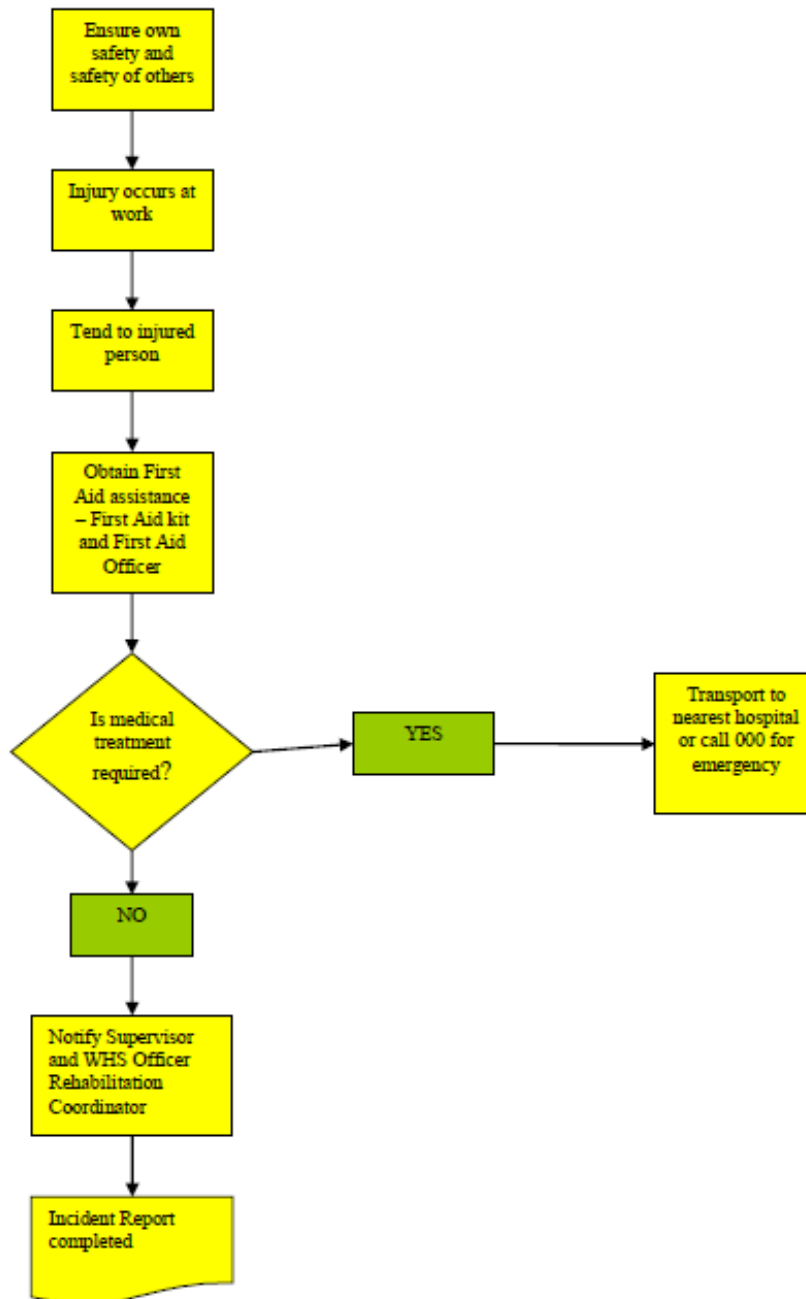
Things to remember:

- Treat all people as being potentially infectious
- Always wash your hands immediately after treatment of an injured or ill person
- Cover any cuts you may have with waterproof dressings
- Always wear disposable gloves when treating Workers or customers
- Always wear a one-way mask when providing mouth-to-mouth resuscitation.

## **REPORTING ACCIDENTS AND INCIDENTS**

- Every work illness or injury, regardless of its severity, must be reported to the immediate supervisor.
- All incidents must be reported on Walgett Shire Council's Incident Report Form and lodged with Council's WHS Officer Rehabilitation Coordinator within 24hrs of an incident occurring to enable an investigation to be undertaken.

## REPORTING FLOW CHART





## First Aid Officer Training

The appointment of designated First Aid Officers is to be undertaken by the Work Health and Safety Officer Rehabilitation Coordinator every twelve months in consultation with employees and Human Resources. As a general guide the following workplaces should have a designated First Aid Officer appointed:

- Administration Buildings
- Libraries
- Visitor Information Centre
- Council Depots
- Council Workshop - Walgett
- Work Crews with three or more workers
- Regulatory Officer

Employees appointed as First Aid Officers should:

- Show evidence of a capacity to deal with injury and illness and be able to relate well to other staff;
- Be in reasonable health;
- Be present in the designated workplace for a majority of normal working hours, Monday to Friday and be able to be called away from their ordinary work at short notice;
- Be able to act calmly in an emergency; and
- Be able to competently record all injuries and treatment given on an Incident Report Form.

First Aid Officers shall be paid an allowance in addition to their weekly rate accordance with Clause 15 (xiii)(b) Local Government (State) Award 2020.

A First Aid Officer may request in writing at any time to cease responsibilities as a First Aid Officer. Consequently appointment of a new First Aid Officer for the particular area will be undertaken as soon as possible after the position becomes vacant and once organisational requirements are assessed.

A list of all first aid trained employees shall be held by the Human Resources department.

Emergency evacuation arrangements and site kits must identify First Aid Officers and other first aid trained employees.

Council will continue to promote first aid training to all interested employees. However only appointed First Aid Officers will receive a first aid allowance in accordance with Local Government (State) Award 2020.

Orders to replace stock shall be raised by the First Aid Officer and forwarded to stores as appropriate. This should be done soon after a stock item is used or noticed missing during an inspection.

**Requirements for First Aid (Code of Practice –First Aid in the Workplace)**

| <b>Item</b>                                                                                          | <b>Kit contents</b> |
|------------------------------------------------------------------------------------------------------|---------------------|
|                                                                                                      | <b>Quantity</b>     |
| Instructions for providing first aid – including Cardio-Pulmonary Resuscitation (CPR) flow chart     | 1                   |
| Note book and pen                                                                                    | 1                   |
| Resuscitation face mask or face shield                                                               | 1                   |
| Disposable nitrile examination gloves                                                                | 5 pairs             |
| Gauze pieces 7.5 x 7.5 cm, sterile (3 per pack)                                                      | 5 packs             |
| Saline (15 ml)                                                                                       | 8                   |
| Wound cleaning wipe (single 1% Cetrimide BP)                                                         | 10                  |
| Adhesive dressing strips – plastic or fabric (packet of 50)                                          | 1                   |
| Splinter probes (single use, disposable)                                                             | 10                  |
| Tweezers/forceps                                                                                     | 1                   |
| Antiseptic liquid/spray (50 ml)                                                                      | 1                   |
| Non-adherent wound dressing/pad 5 x 5 cm (small)                                                     | 6                   |
| Non-adherent wound dressing/pad 7.5 x 10 cm (medium)                                                 | 3                   |
| Non-adherent wound dressing/pad 10 x 10 cm (large)                                                   | 1                   |
| Conforming cotton bandage, 5 cm width                                                                | 3                   |
| Conforming cotton bandage, 7.5 cm width                                                              | 3                   |
| Crepe bandage 10 cm (for serious bleeding and pressure application)                                  | 1                   |
| Scissors                                                                                             | 1                   |
| Non-stretch, hypoallergenic adhesive tape – 2.5 cm wide roll                                         | 1                   |
| Safety pins (packet of 6)                                                                            | 1                   |
| BPC wound dressings No. 14, medium                                                                   | 1                   |
| BPC wound dressings No. 15, large                                                                    | 1                   |
| Dressing – Combine Pad 9 x 20 cm                                                                     | 1                   |
| Plastic bags - clip seal                                                                             | 1                   |
| Triangular bandage (calico or cotton minimum width 90 cm)                                            | 2                   |
| Emergency rescue blanket (for shock or hypothermia)                                                  | 1                   |
| Eye pad (single use)                                                                                 | 4                   |
| Access to 20 minutes of clean running water or (if this is not available) hydro gel (3.5 gm sachets) | 5                   |
| Instant ice pack (e.g. for treatment of soft tissue injuries and some stings).                       | 1                   |

Medication, including analgesics such as paracetamol and aspirin, should not be included in first aid kits because of their potential to cause adverse health effects in some people including asthmatics, pregnant women and people with medical conditions. The supply of these medications may also be controlled by drugs and poisons laws. Workers requiring prescribed and over-the-counter medications should carry their own medication for their personal use as necessary.

## First Aid Equipment – First Aid Cabinet Contents

The following is a description of items that must be in the first aid cabinet.

| QTY | Description                                                 |
|-----|-------------------------------------------------------------|
| 1   | Adhesive dressing strip – 7.5cm width x 1 metre             |
| 50  | Adhesive strips – detectable (blue)                         |
| 1   | Adhesive tape – Hype allergenic, 1.25cm                     |
| 1   | Adhesive tape – elastic, 2.5cm                              |
| 1   | Bactisidal antiseptic wipes – packet of 10                  |
| 1   | Bandage – 10cm cotton crepe                                 |
| 1   | Bandage – 7.5cm cotton crepe bandage                        |
| 1   | Bandage – 5cm cotton crepe bandage                          |
| 1   | Betadine lotion – 50ml                                      |
| 1   | Burn Dressing – large                                       |
| 1   | Burn Dressing – Medium                                      |
| 1   | Chemical Cold Pack (strike and use)                         |
| 1   | Combine wound dressing – Large                              |
| 1   | Combine wound dressing – Medium                             |
| 1   | Combine wound dressing – Small                              |
| 1   | Cotton tipped applicators – packet of 50                    |
| 1   | CPR instruction card – laminated                            |
| 10  | Dressings – 7.5cm x 7.5cm, non-adherent                     |
| 3   | Drinking tumblers – disposable                              |
| 2   | Eye pads – sterile                                          |
| 1   | First aid kit contents list – laminated                     |
| 1   | Gauze Swab 10cm x 10cm – sterile                            |
| 1   | Kidney dish – small plastic                                 |
| 10  | Latex gloves – disposable                                   |
| 1   | Plastic bag with seal for amputated parts – medium          |
| 1   | Rescue blanket – silver space                               |
| 1   | Resuscitation mask with no returnable valve                 |
| 1   | Safety pin – large                                          |
| 1   | Saline for eye washing – 30ml sterile                       |
| 1   | Scissors – 12.5cm                                           |
| 1   | Splinter forceps                                            |
| 1   | St John Ambulance book “Simple First Aid” – pocket size     |
| 1   | Triangular bandages – large                                 |
| 1   | Wound closure strips – large                                |
|     | <b>Additional items not stored in kits</b>                  |
| 2   | Large reusable cold packs to be stored in staff room fridge |

## First Aid Kits

**First Aid Kit A:** Construction sites at which 25 or more persons work or other places of work at which 100 or more persons work.

**First Aid Kit B:** Construction sites at which fewer than 25 persons work or other places of work at which fewer than 100 and more than 10 persons work (worksites and workshop).

**First Aid Kit C:** Places of work other than construction sites which 10 or fewer persons work (company vehicles).

## First Aid Kit Contents & Quantities

| Item Description                                            | First Aid Kit Type |   |   |
|-------------------------------------------------------------|--------------------|---|---|
|                                                             | A                  | B | C |
| Item Description                                            | Quantity           |   |   |
| Adhesive dressing tape – 2.5cm x 5.0cm                      | 1                  | 1 |   |
| Adhesive plastic dressing strips – sterile – packets of 50  | 2                  | 1 | 1 |
| Bandage – 5cm - cotton crepe                                | 3                  | 1 | 1 |
| Bandage – 10cm - cotton crepe                               | 3                  | 1 |   |
| Swabs pre-packed antiseptic – packets of 10                 | 1                  | 1 |   |
| Triangular Bandages – minimum 90cm                          | 8                  | 4 | 1 |
| Wound dressing – sterile large non medicated                | 10                 | 3 | 1 |
| Dressings – 7.5cm x 7.5cm – non adherent                    | 5                  | 2 |   |
| Gauze swab – pre-packed 10cm x 10cm sterile – packets of 10 | 1                  | 1 |   |
| Plastic bag with seal for amputated parts:                  |                    |   |   |
| SMALL                                                       | 2                  | 1 | 1 |
| MEDIUM                                                      | 2                  | 1 | 1 |
| LARGE                                                       | 2                  | 1 | 1 |
| Scissors – blunt short-nosed 12.5cm                         | 1                  | 1 |   |
| Safety Pins – packets                                       | 1                  | 1 | 1 |
| Eye pads – sterile                                          | 5                  | 2 |   |
| Gloves – Disposable                                         | 10                 | 4 | 2 |
| Rescue Blanket Silver Space                                 | 1                  | 1 |   |
| Splinter Probes (disposable)                                | 1                  | 1 | 1 |
| Sterile eye wash solution 10 ml single use ampules          | 12                 | 6 |   |
| First Aid pamphlet as approved by WorkCover                 | 1                  | 1 | 1 |

## SYRINGES

If a Worker discovers a needle or syringe it should be brought to the attention of a First Aid Officer. The First Aid Officer should dispose of the syringe in the following method:

- Obtain puncture resistant gloves;
- Disposable tongs, puncture proof container;
- Wear the gloves while picking up the syringe with the disposable tongs; and
- Place the syringe in the puncture proof container and dispose of the container correctly at a chemist or hospital.

If a Worker suffers a needle-stick injury the procedures detailed in council's SHARPS AND NEEDLE-STICK INJURY policy must be followed:

- First aid
- Detailed report
- Baseline testing
- Counselling
- Follow-up
- Complete Documentation

### Procedure Review History

| Date          | Changes Made                        | Approved By                        |
|---------------|-------------------------------------|------------------------------------|
| July 2016     | Adopted by Council                  | Don Ramsland – General Manager     |
| March 2017    | Complete Review                     | Don Ramsland - General Manager     |
| August 2017   | Complete Review                     | Don Ramsland – General Manager     |
| December 2020 | Complete Review                     | Michael Urquhart – General Manager |
| July 2022     | Reviewed for adoption of amendments | Michael Urquhart – General Manager |

### **10.1.8 2022 FOURTH QUARTER OPERATIONAL PLAN & YEARLY DELIVERY PROGRAM FOR 2021/2022**

**REPORTING SECTION:** Executive  
**AUTHOR:** Michael Urquhart  
**FILE NUMBER:** 22/10/0101

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**Summary:**

This report provides Council with the status of the fourth quarter Operational Plan and yearly Delivery Program targets for 2021/2022.

**Background:**

Section 405 of the Local Government Act 1993 requires Council to adopt an Operational Plan and Section 404 requires Council to adopt a Delivery Program. This report comments on the status of the Operational Plan and Delivery Program as at 30<sup>th</sup> June 2022 and the extent to which the performance targets have been achieved.

**Current Position:**

The fourth quarter Operational Plan & Delivery Program Status Report is attached for Council's information.

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

**Governance issues:**

Local Government Act 1993  
Local Government regulation (2005)

**Environmental issues:**

N/A

**Stakeholders:**

Walgett Shire Council  
Walgett Shire Community

**Financial Implications:**

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

**Alternative Solutions/Options:**

NIL

**Conclusion:**

Council should note the progress made during the fourth quarter of the Operational Plan 2021/2022 and yearly Delivery Program.

|                                                                                  |
|----------------------------------------------------------------------------------|
| <b>Fourth Quarter Operational Plan and Yearly Delivery Program for 2021/2022</b> |
|----------------------------------------------------------------------------------|

**Recommendation:**

That Council accept the progress made on the 2021/2022 Operational Plan and Delivery Program as at 30<sup>th</sup> June 2022

**Moved:**

**Seconded:**

**Attachments:**

Fourth Quarter Operational Plan & yearly Delivery Program for 21/22 Status Report



# Community

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

| CSP REF | STRATEGY                                                                                                                                                         | ACTION                                                                                                                                                        | RESPONSIBILITY | STATUS 30 <sup>th</sup> June 2022                                                                                                                                                                                                                                                                                    |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.1.1   | Support and initiate a range of local activities and projects that build community connections for all age sectors                                               | Develop a community consultation framework<br><br>Provide Sec 356 Donations and subsidies<br><br>Develop projects in conjunction with community organisations | GM             | Ongoing Council supports for a range of community activities including but not limited to, special/sporting events, cultural initiatives. Council has a productive relationship with agencies eg: WAMS (MOU)<br><br>Funding provided by Council for various community events. Resolved 2021.<br>As and when required |
| 1.1.2   | Provide vibrant and welcoming town centres, streets and meeting places                                                                                           | Liaise with volunteers and other community groups to assist in maintenance of parks and gardens                                                               | DETS           | Flowers supplied by volunteer organisation for flower beds at Trevallion Park Walgett. Support for Community Garden Lightning Ridge. Upgrade of Walgett CBD in progress.                                                                                                                                             |
| 1.1.3   | Embellish our community with parks, paths, cycleways, facilities, and meeting places                                                                             | Implement the active transport plan<br>Progressively review and upgrade community halls and swimming pools                                                    | DETS<br>GM     | In progress with Stronger Country Communities grants, Local Roads and Community Infrastructure grants, Transport for NSW Grants and Council revenue funds                                                                                                                                                            |
| 1.1.4   | Respect the heritage of the region and highlight and enhance our unique characteristics                                                                          | Continue to implement the recommendations of Council's heritage advisor                                                                                       | DES            | Engagement of Council's new Heritage Advisor 2021. Review of Council's LEP and Local Heritage items to ensure protection of Council's Heritage Buildings and to enhance the Built Environment. Investigation of Grant opportunities. Underway                                                                        |
| 1.1.5   | Support, encourage and celebrate community participation and volunteerism                                                                                        | Creation and promotion of volunteer opportunities                                                                                                             | GM             | Volunteers used as and when required. Council governed by employment legislation, the award, & WH&S and other requirements for volunteers. In accordance with volunteer policy. Volunteers program in progress Lightning Ridge VIC.                                                                                  |
| 1.1.6   | Work with other agencies and service providers to deliver community programmes, services and facilities which complement and enhance Council's service provision | Identify gaps in service delivery                                                                                                                             | EDO            | Continuing with inter-agency group. Also CWP groups. Forming of "Community working Groups" for delivery of programs and specific events and social interaction across communities( all centers)                                                                                                                      |

## GOAL: A safe, active and healthy Shire

| CSP REF | STRATEGY                                                                                                                                                                                 | ACTION                                                                                                                                                                              | RESPONSIBILITY | STATUS 30 <sup>th</sup> June 2022                                                                                                                                                                                                                                                    |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.2.1   | Partner with health agencies and community organisations in promoting healthy lifestyles and better health outcomes                                                                      | Engage with local sporting associations and peak sporting bodies                                                                                                                    | CSM            | On-going engagement with local agencies and contribution to healthy programs- ON GOING PROGRAMS Creative Community Concepts.                                                                                                                                                         |
| 1.2.2   | Support agencies and local organisations to address the availability of emergency services, affordable housing, disability and aged services and employment for people with disabilities | Consultation process for engaging with marginalised sections of community developed<br><br>Enhanced wellbeing options provided for disadvantaged and marginalised community members | CSM            | Continuing to support agencies throughout Shire<br>Delivery of Child restraints day, Indigenous events and broader Youth Week programs across LGA – Movie Nights, Dance Parties, sporting events, community connection events.<br>Ongoing promotion of further COVID-19 information. |



WALGETT SHIRE COUNCIL AGENDA – 26 JULY 2022 – ORDINARY COUNCIL MEETING

|       |                                                                                                                                       |                                                                                                        |      |                                                                                                                                                                                                                                                                                             |
|-------|---------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.2.3 | Work with key partners and the community to lobby for adequate health services in our region                                          | Identify gaps in service delivery                                                                      | DES  | Promotion of development of health services within the shire. Communicating with community partners. Council made submission to NSW Government Rural Health Inquiry. Support given to both Ochre & RAMS.                                                                                    |
| 1.2.4 | Provide, maintain and develop children's play and recreational facilities that encourage active participation                         | Operate youth centres and vacation care programs                                                       | CSM  | Fully operational. Walgett Youth Centre relocated to PCYC. Lightning Ridge Youth Centre located at the Multi-purpose centre. Collarenebri located at Red Shed                                                                                                                               |
| 1.2.5 | Provide, maintain and develop passive recreational facilities and parklands to encourage greater utilisation and active participation | Maintain all parks and gardens including playground equipment and progressively upgrade shade shelters | DETS | Underway. New playground equipment for parks underway with grant programs. New Mega Park to commence 2022 at Lightning Ridge. Play Location now identified                                                                                                                                  |
| 1.2.6 | Partner with police, community organisations and the community to address crime, anti-social behavior and maintain community safety   | Partner with all combat emergency services and emergency support services                              | GM   | GM Chairs the LEMC with stakeholder representation from Police, SES Ambulance, Fire services & other agencies as required. Exercise are conducted to ensure readiness in emergency events including natural disasters eg; floods Council partnering with Agencies during Covid 19 pandemic. |
|       |                                                                                                                                       | Install and maintain cctv systems across the Shire                                                     | GM   | Mobile CCTV operational across the shire. Able to relocate for specific events. CCTV installed in Walgett Lightning Ridge, and Collarenebri depots. Network extended to include all bore bath facilities across the shire.                                                                  |
|       | Provide effective regulatory, compliance and enforcement services for the community                                                   | Carry out food premises inspections to ensure compliance with the Food Act                             | DES  | Food Inspections carried out annually and reported to the Food Authority as required.                                                                                                                                                                                                       |
|       |                                                                                                                                       | Target number of premises audited for fire safety compliance                                           |      | Staff working with a number of high risk premises in relation to fire safety. Providing opportunities for businesses to learn about and upgrade their fire safety services.                                                                                                                 |
|       |                                                                                                                                       | Undertake impounding of animals and registrations                                                      |      | Actively working with and caring for impounded animals as required. Thorough investigations of dog attacks and action taken as required. Construction of a new pound facility.                                                                                                              |
|       |                                                                                                                                       | Inspections of Swimming Pools for compliance                                                           |      | Orders issued as necessary and as appropriate and followed up to ensure compliance. Swimming Pool Inspections carried out as required. Swimming Pool compliance program currently under development. Educating owners of premises about compliance matters.                                 |
|       |                                                                                                                                       | Provide management and investigation of dog attacks and dangerous dog declarations                     |      |                                                                                                                                                                                                                                                                                             |
|       |                                                                                                                                       | Orders to be issued or served where necessary                                                          |      |                                                                                                                                                                                                                                                                                             |
| 1.2.8 | Provide and maintain accessible quality sport and recreation facilities that encourage participation                                  | Maintain swimming pools and bore baths facilities and the surrounds                                    | DETS | Ongoing upgrade of swimming pool facilities. Pipe work at Walgett upgrade 2021. Planning for Bore Bath at Collarenebri mid 2022. Approval received for the Walgett Splash Park in 2022                                                                                                      |

**GOAL: A diverse and creative culture**

| CSP REF | STRATEGY                                                                                                                                           | ACTION                                                                                                                                       | RESPONSIBILITY | STATUS 30 <sup>th</sup> June 2022                                                                                                                                                                                                                                                                                  |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.3.1   | Provide enhanced and innovative library services that encourage lifelong learning                                                                  | Continue yearly membership of Outback Arts<br>Support Arts Program<br>Increase use of library as a community space                           | CSM            | Complete for 21/22<br><br>Annual contribution - Complete<br><br>New programs in place with increased numbers. Regular knitters groups and book club memberships increasing                                                                                                                                         |
| 1.3.2   | Work with the community and other agencies to develop major cultural and community events                                                          | Work with agencies to encourage events for the Shire<br>Apply for grants for cultural events                                                 | EDO            | Continuing. Investigation underway for Arts & Cultural Centre at Lightning Ridge and engagement of staff.<br>Council successful with Regional NSW grant to conduct events in the shire from August 22 to March 23.<br>Investigation into transfer of Walgett Vic and creation of art/cultural centre in its place. |
| 1.3.3   | Work in collaboration with agencies and community groups to address existing and emerging issues specific to the Aboriginal and ageing communities | Implement the Aboriginal Reconciliation Plan<br>Undertake Aboriginal Projects<br><br>Develop an ageing strategy                              | CSM            | Successful delivery of Aboriginal focused programs across communities<br>Sorry Day, Reconciliation Week, NAIDOC WEEK<br>Attendance of ACDLO @ CWP meetings, Discussions around young men's and adults group and Indigenous signage programs with LRALC<br><br>Ongoing- research and forming of consultation groups |
| 1.3.4   | Support the development of programs which offer alternative education programs and opportunities that meet the needs of specific community sectors | Establish programs for cadetships/traineeships<br><br>Advocate for the improvement of secondary school educational outcomes across the Shire | GM<br><br>GM   | Council has a strategy in place to support cadetships & traineeships.<br><br>Ongoing. WSC working with DETS to improve outcomes. School to work program in place currently 8 participants involved<br><br>Large scale careers expo to take place in Walgett 31.8.2022                                              |

## Economic Development

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

| CSP REF | STRATEGY                                                                                                                                                      | ACTION                                                                                                                                                                                                                     | RESPONSIBILITY    | STATUS 30 <sup>th</sup> June 2022                                                                                                                                                   |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.1.1   | Implement tools to simplify development processes and encourage quality commercial, industrial and residential development                                    | Advocate for the development of the Australian Opal Centre<br><br>Ensure that building certification and inspections are carried out as per National Construction and the requirements of the Building Professionals Board | GM<br><br>DES     | Advocacy a success with grants made available across a wide range of activities.<br><br>Building Surveyors continually act within the conditions of their Accreditation.            |
| 2.1.2   | Develop the skills of businesses to maximize utilization of new technologies and the emerging broadband and telecommunications networks                       | Develop and implement an Economic Development Strategy<br>Lobby for improved mobile phone coverage across the shire<br>Implement an Economic Incentive Scheme                                                              | EDO<br>EDO<br>EDO | Application lodged with Black Spot program.<br><br>Incentive policy under development                                                                                               |
| 2.1.3   | Lobby the Government to address needed infrastructure and services to match business and industry development in the region (education, transport and health) | Continue to lobby the Government for funding for transport infrastructure                                                                                                                                                  | GM                | Significant transport grants received and projects undertaken. Support for regional transport study. Council delegation met with NSW Minister Transport for funding Regional Roads. |
| 2.1.4   | Promote the Walgett Shire to business and industry and increase recognition of the area's strategic advantages                                                | Develop business development prospects in collaboration with various government agencies                                                                                                                                   | EDO               | Continuing. Economic initiative for Collarenebri underway                                                                                                                           |
| 2.1.5   | Provision of caravan support facilities throughout the Shire                                                                                                  | Maintain and expand facilities of the 'RV Friendly'                                                                                                                                                                        | VIC               | Council investigating caravan park for Walgett. Meanwhile primitive camping ground to be upgraded.<br>Possible development at the rear of kookaburra court in 22/23.                |

### GOAL: Employment opportunities that supports local industries

| CSP REF | STRATEGY                                                                                                                                                                   | ACTION                                                                                                    | RESPONSIBILITY | STATUS 30 <sup>th</sup> June 2022                                                                                                                                                                                |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.2.1   | Identify partnerships and innovative funding approaches to provide for new and upgraded infrastructure for event hosting and tourism expansion                             | Continue to apply for grants for a new information centres for Lightning Ridge and Walgett                | GM             | Application lodged for Lightning Ridge centre upgrade. DA approved.                                                                                                                                              |
| 2.2.2   | Provide land use planning that facilitates employment creation                                                                                                             | Monitor and review Council's Local Environment Plan                                                       | DES            | LEP 2013 currently under review with a view to promote ease of use, simpler, more streamlined processes and promote more practices as development without consent. LSPS community plan. Housekeeping of the LEP. |
| 2.2.3   | Support and encourage existing business and industry to develop and grow                                                                                                   | Maintain a sufficient supply of residential, lifestyle, agriculture, commercial and industrial zoned land | DES            | LEP 2013 currently under review. Walgett Rural Residential Strategy adopted in principle for public participation Nov 2018.                                                                                      |
| 2.2.4   | Develop and implement an economic development strategy which identifies potential projects and/or industries that build on the Shire's attributes and/or natural resources | Provide consultation with potential new business operators and pre-development application assistance     | EDO            | Continuing.<br>Letters of support given to solar water farm proposal Walgett, solar power project discussions.                                                                                                   |
| 2.2.5   | Encourage and support youth employment initiatives                                                                                                                         | Promote the school to work programme                                                                      | EDO            | In operation with increased numbers 21/22.                                                                                                                                                                       |

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

| CSP REF | STRATEGY                                                                                                        | ACTION                                                                                                                                                                                          | RESPONSIBILITY   | STATUS 30 <sup>th</sup> June 2022                                                                                                                                                                                                                                                                                                    |
|---------|-----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.3.1   | Provide an effective road network that balances asset conditions with available resources and asset utilisation | Undertake bitumen maintenance program in line with service levels<br><br>Undertake maintenance grading program in line with service levels                                                      | DETS<br><br>DETS | Ongoing. Successful grants to extend sealed network in the shire Burranbaa and Lorne Roads.<br><br>Routine inspections of road network undertaken and road repairs undertaken on as needs basis. Maintenance grading has commenced                                                                                                   |
| 2.3.2   | Maintain, renew and replace Council bridges and culverts as required                                            | Undertake annual inspections of all bridges and culverts and update the required maintenance and repair program                                                                                 | DETS             | Regular inspections undertaken and routine maintenance undertaken as required<br>TfNSW funded culvert repair works planned this year at Burren Junction and Goangra/Beanbri stretch (incl. heavy patch work).<br>Construction of Hollywood Bridge completed.<br>Construction of Goangra Bridge ongoing due to environmental factors. |
| 2.3.3   | Ensure road network supporting assets are maintained (signs, posts, guardrails etc.)                            | Renew and maintain Council's road network supporting assets in-line with the Asset Management Plan                                                                                              | DETS             | Regular inspections undertaken and maintenance undertaken as required<br>Maintenance & replacement works around safety barriers along highways planned in year 2022.                                                                                                                                                                 |
| 2.3.4   | Maintain existing footpaths in Shire towns and villages                                                         | Undertake annual inspections of all footpath and update the required maintenance and repair program                                                                                             | DETS             | Regular inspections undertaken and maintenance undertaken as required<br>Grant funding received for the Opal St footpath construction Complete. Fox Street Walgett. Agate and Kaolin Streets Lighting Ridge.                                                                                                                         |
| 2.3.5   | Lobby the Government to provide needed funds to maintain regional networks                                      | Continue to apply for grants for the reconstruction and sealing of unsealed Regional Roads and major Local Roads network<br>Investigate using SRV(5-15%) to fund a major upgrade of Local Roads | DETS<br>GM       | On-going lobbying of State Government<br>Regional road grants received. Future road projects being developed. No works to date on SRV.                                                                                                                                                                                               |

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

| CSP REF | STRATEGY                                                                                                | ACTION                                                                                                                                         | RESPONSIBILITY | STATUS 30 <sup>th</sup> June 2022                                                                                        |
|---------|---------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------------------------------------------------------------------------------------------------------------------|
| 2.4.1   | Implement Council's strategic asset management plans and continue to develop asset systems              | Implement an electronic asset management system for all Council assets                                                                         | CFO            | Asset system 'Confirm' in place                                                                                          |
| 2.4.2   | Ensure adequate public car parking and kerb and gutter infrastructure is provided and maintained        | Inspect all kerb and gutter and undertake the required repair and replacement program                                                          | DETS           | Works in progress, at Lightning Ridge and Walgett, with further works later in year at Collarenebri and Burren Junction. |
| 2.4.3   | Provide the infrastructure to embellish public spaces and recreation areas                              | Undertake the maintenance program for Council's parks and gardens team                                                                         | DETS           | Regular inspections undertaken and maintenance undertaken as required                                                    |
| 2.4.4   | Continue to lobby Government to provide incentives to appeal to airline companies to service the region | Partner with Brewarrina and Bourke to lobby the Government to subsidise airlines and the reintroduction of RPT services for Walgett and Bourke | GM             | FNWJO has airline service for Walgett & Lightning Ridge in operation. Service reduced due to Covid lockdown.             |

## Governance and Civic Leadership

### GOAL: An accountable and representative Council

| CSP REF | STRATEGY                                                                                                                                 | ACTION                                                                                                     | RESPONSIBILITY | STATUS 30 <sup>th</sup> June 2022                                                                              |
|---------|------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|----------------|----------------------------------------------------------------------------------------------------------------|
| 3.1.1   | Provide clear direction for the community through the development of the community strategic plan, delivery program and operational plan | Implement, monitor and review the Delivery and Operational Plan                                            | CFO            | Quarterly reports submitted to Council on time.                                                                |
| 3.1.2   | Engage with the community effectively and use community input to inform decision making                                                  | Deliver a Local Government week Program to engage the community and show case services provided by Council | CFO            | No program for 2021 Due to Covid pandemic.                                                                     |
|         |                                                                                                                                          | Distribute newsletters to residents                                                                        | EDO            | Four editions issued during 21/22.<br>Greater use of facebook and web during this time.                        |
| 3.1.3   | Provide strong representation for the community at regional, state and federal levels                                                    | Participate in and make visible contributions to regional forums such as OROC and Western Division         | GM             | Continuing. Council delegation met with Minister for Transport 2021 to secure more funding for Regional Roads. |
|         |                                                                                                                                          | Advocate the needs of the Shire to State and Federal Governments                                           | GM             | On going. Mayor and GM met with Roads Minister in Cobar at Western Council Conference.                         |
| 3.1.4   | Undertake the civic duties of Council with the highest degree of professionalism and ethics                                              | Ensure annual pecuniary interest declarations are completed                                                | GM             | Tabled at the Oct 2021 Council meeting                                                                         |
|         |                                                                                                                                          | Ensure Councillors comply with the Code of Conduct                                                         | GM             | Training conducted January 2022.                                                                               |
| 3.1.5   | Councillors represent the interests of the whole of the Shire area                                                                       | Arrange seminars to ensure all Councillors appreciate their roles                                          | GM             | On-going seminar / training.                                                                                   |

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

| CSP REF | STRATEGY                                                                                               | ACTION                                                                                                     | RESPONSIBILITY | STATUS 30 <sup>th</sup> June 2022                           |
|---------|--------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|----------------|-------------------------------------------------------------|
| 3.2.1   | Develop processes that ensure that legislative and financial standards are actioned in a timely manner | Provide financial reports to management and staff to assist in budget control and decision making          | CFO            | Fortnightly reports issued                                  |
|         |                                                                                                        | Complete quarterly budget review statements in line with statutory requirements                            | CFO            | Reports tabled on time                                      |
|         |                                                                                                        | Review, revise and maintain Council's Long Term Financial Plan Oversight financial decision making process | CFO<br>GM      | Completed for adoption of 2022/23 Long Term Financial Plan. |

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

| CSP REF | STRATEGY                                                                                                              | ACTION                                                                                                                                                                                                            | RESPONSIBILITY   | STATUS 30 <sup>th</sup> June 2022                                                                             |
|---------|-----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------------------------------------------------------------------------------------------------------|
| 3.2.1   | Engage with the community through effective consultation and communication processes                                  | Facilitate the delivery of community presentations to Council Meetings<br>Conduct regular community meetings to present the annual budget<br>Promote community involvement in any emerging Government Initiatives | GM<br>GM and CFO | Ongoing. Council annual presentations to communities throughout the Shire. May 2022.<br>Conducted in May 2022 |
| 3.3.2   | Develop and implement community feedback systems that provides for community input on council projects and activities | Develop an online survey for Council's website                                                                                                                                                                    | EDO              | Not yet commenced                                                                                             |

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

| CSP REF | STRATEGY                                                                                                                                                         | ACTION                                 | RESPONSIBILITY | STATUS 30 <sup>th</sup> June 2022                                                                      |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|----------------|--------------------------------------------------------------------------------------------------------|
| 3.4.1   | Resource the organisation of Council adequately to provide the services and support functions required to deliver the goals and strategies detailed in this plan | Resources provided in a timely fashion | GM             | Resources allocated in accordance with budget. Additional variations, Council approval in QBR process. |
| 3.4.2   | Implement and maintain a performance management framework to enable clear reporting on progress in Councils strategic planning documents                         | Report to Council Meetings             | GM & Directors | Reports tabled in accordance with Legislation                                                          |

## Sustainable Living

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

| CSP REF | STRATEGY                                                                                          | ACTION                                                                                                                                                                                                                                              | RESPONSIBILITY | STATUS 30 <sup>th</sup> June 2022                                                                                                                                                                                   |
|---------|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4.1.1   | Develop and implement a Shire Wide Waste Management strategy that includes recycling services     | Develop and implement the Waste Management Strategy<br>Effectively manage the domestic waste and landfill management contracts                                                                                                                      | DES            | Waste strategy finalized and new action plan for Walgett and Lightning Ridge landfills in motion. Strategies for the unmanned landfills are in implementation phase for on-going improved site management.          |
| 4.1.2   | Implement initiatives to reduce illegal dumping and provide community education to prevent litter | Actively respond to complaints and issues identified to ensure appropriate outcomes for illegal development, dumping and other activities such as abandoned vehicles, noise pollution and odour.<br>Develop and implement a waste education program | DES<br>DES     | Council has received monies from EPA Trust for cleanup project Council has dedicated budget monies for cleanup projects and will continue to target illegal dumping through RID ONLINE education and new processes. |

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

| CSP REF | STRATEGY                                                                                                                                | ACTION                                                                                                                                                         | RESPONSIBILITY | STATUS 30 <sup>th</sup> June 2022                                                                                                                            |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4.2.1   | Improve and upgrade the water supply infrastructure through an asset management framework                                               | Complete an annual water main replacement program<br>Ensure water supply is provided and maintained in compliance with the Drinking Water Quality requirements | DETS           | Ongoing preventative maintenance program planned for in year 2022/2023<br>Regular water testing undertaken in accordance with Drinking Water Management plan |
| 4.2.2   | Maintain and renew the sewerage network infrastructure to ensure the provision of efficient and environmentally-sound sewerage services | Operate the sewer treatment plants in an efficient manner                                                                                                      | DETS           | Ongoing preventative maintenance program planned for in year 2022/2023                                                                                       |
| 4.2.3   | Ensure adequate stormwater and drainage infrastructure is provided, maintained and renewed                                              | Maintain and renew the stormwater and drainage infrastructure                                                                                                  | DETS           | Regular inspections undertaken and maintenance undertaken as required                                                                                        |

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

| CSP REF | STRATEGY                                                                                  | ACTION                                                           | RESPONSIBILITY | STATUS 30 <sup>th</sup> June 2022                                                                                                                                                                                                                                   |
|---------|-------------------------------------------------------------------------------------------|------------------------------------------------------------------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4.3.1   | Promote and raise community awareness of environmental and biodiversity issues            | Undertake waste avoidance, waste reduction and recycling program | DES            | Council actively supports and works with RFSDS return and earn. Recycling is a focus in Council waste management contracts and will be implemented in 2020.<br>\$200k grant for recycling shed at Walgett. Grant in action \$200k for recycling in Lightning Ridge. |
| 4.3.2   | Protect and maintain a healthy catchments and waterways                                   | Inspect Council's water networks and take samples when necessary | DETS           | Ongoing                                                                                                                                                                                                                                                             |
| 4.3.3   | Protect the Shire's historic buildings and sites recognising their value to the community | Implement the recommendations of Council's heritage advisor      | DES            | Development and promotion of the Council Local Heritage Fund which operates annually. Anticipate participation in the Heritage Near Me Program.                                                                                                                     |



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

| CSP REF | STRATEGY                                                                          | ACTION                                                                                           | RESPONSIBILITY | STATUS 30 <sup>th</sup> June 2022                                                                                                                                                                                     |
|---------|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4.4.1   | Retain open space that are accessible to everyone                                 | Monitor environmental protection measures for sensitive land                                     | DES            | Implement new Biodiversity Laws and Walgett LEP and DCP 2013 & 2016. New LEP changes.                                                                                                                                 |
| 4.4.2   | Ensure that Walgett Shire is sufficiently prepared to deal with natural disasters | Provide annual contribution to the RFS, SES and NSW Fire and rescue                              | GM & LEMC      | Annual contribution for 21/22 payments in progress.                                                                                                                                                                   |
| 4.4.3   | Educate the community about sustainable practices                                 | Promote and provide adequate and user friendly pre-lodgment advice on all aspects of development | DES            | Actively providing pre-lodgment services and advice. Attend on-site inspections and provide advice on all aspects of development. Making staff available for questions and queries and working actively with clients. |



## Infrastructure

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

| CSP REF | STRATEGY                                                                                                                          | ACTION                                                                                                 | RESPONSIBILITY  | STATUS 30 <sup>th</sup> June 2022                                                                                  |
|---------|-----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-----------------|--------------------------------------------------------------------------------------------------------------------|
| 5.1.1   | Manage the road network to respond to community needs, growth in the Shire, improving road safety and improving transport choices | Continually revise the works program for regional and local roads                                      | DETS            | Ongoing reconstruction and sealing of 54.9kms of Come By Chance Rd, 5.7kms of Lorne Rd and 9.6kms of Burranbaa Rd. |
| 5.1.2   | Develop a strategy that addresses transport options for the local community                                                       | Advocate for taxi services, air services and public transport                                          | GM              | Air Services see 2.4.4<br>Investigation and collaboration underway for a community bus service                     |
| 5.1.3   | An effective complaints management process that effectively responds to residents issues regarding roads                          | Maintain complaints management process<br><br>Complaints actioned within 7 days through the CAR system | DETS<br><br>CFO | Complaints lodged and processed<br><br>Complaints processed within 14 days. O/S complaints followed up.            |

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

| CSP REF | STRATEGY                                                                                                   | ACTION                                                                                             | RESPONSIBILITY | STATUS 30 <sup>th</sup> June 2022                                                                                                                                                                                                                                                                                                                                                                                    |
|---------|------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5.2.1   | Ensure that the road network is maintained to a standard that is achievable within the resources available | Continually revise the works program for regional and local roads                                  | DETS           | Regular inspections undertaken and maintenance undertaken as required                                                                                                                                                                                                                                                                                                                                                |
| 5.2.2   | Maintain an effective operational relationship with the Roads and Maritime Services                        | Submit progress reports in a timely manner                                                         | DETS           | Routine maintenance undertaken in accordance with contractual requirements<br>2 specific projects of maintenance undertaken in 2022 in addition to annual routine, scheduled and amenity maintenance program. Flood damage repairs undertaken and completed.<br>Planned road condition assessment of highway network using laser technology totally linear KMs of both prescribed and counter directions of 815.208. |
| 5.2.3   | Lobby the Government to provide needed funds to maintain regional and state road networks                  | Continue to advocate for betterment and other funding through advocacy to state/federal Government | GM             | Continuing to lobby other levels of Government for additional funding. GM to follow up with Minister for Transport.<br>GM headed delegation to Sydney in 21/22 for additional funding on regional roads. Mayor and GM met with Minister for Roads in Cobarr to discuss additional funding for existing projects.                                                                                                     |

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

| CSP REF | STRATEGY                                                           | ACTION                                                              | RESPONSIBILITY | STATUS 30 <sup>th</sup> June 2022 |
|---------|--------------------------------------------------------------------|---------------------------------------------------------------------|----------------|-----------------------------------|
| 5.3.1   | Manage properties in accordance with Council Asset Management Plan | Carry out the property works program in line with the annual budget | CFO            | Program for 21/22 underway        |

**GOAL: Provision of facilities and communication services**

| CSP REF | STRATEGY                                                                                                                                | ACTION                                                                                               | RESPONSIBILITY | STATUS 30 <sup>th</sup> June 2022                                                                                                                                                       |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5.4.1   | Provide a range of recreational and community facilities                                                                                | Maintain and upgrade Council's community halls and reserves                                          | CFO            | On going.<br>Successful grants to upgrade Rowena, Carinda and Collarenebri halls.                                                                                                       |
| 5.4.2   | Represent the community with regard to external services including energy, communication, water, waste management and resource recovery | Lobby service providers in response to identified community concerns including mobile phone services | GM             | Further applications to be lodged in new program. (Black spot program). WSC working with field solutions on improving connectivity in region and the NBN for extension in Collarenebri. |
| 5.4.3   | Advocate to utility and communication providers regarding the capacity and reliability of infrastructure across the Shire               | Lobby service providers in response to identified community concerns                                 | GM             | On-going and service providers implementing services.<br>GM has written to Telstra Countrywide with details of issues in Shire.                                                         |

## **10.1.09 SECTION 356 COMMUNITY ASSISTANCE SCHEME 2022/2023 – ROUND 1 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 2022/23. Council has received a total of 11 applications, with six (6) 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 Round One applications closing on Monday 18<sup>th</sup> July, 2022.

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 2022/23 budget, to fund eligible applications for donations under Section 356 of the Local Government Act 1993.

A total of 11 Community organisations submitted applications to be considered for funding. Of those applications one (1) is ineligible and four (4) applications were incomplete requiring additional information.

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 2022/23.

**Alternative Solutions/Options:**

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

**Conclusion:**

Provide financial assistance to six (6) organisations, with a total allocation of \$9,868, and the four (4) incomplete applications will be brought forward to a future meeting of Council when the additional information has been received. Refer to attachment 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.

| Community Assistance Scheme – 2022/23 Round 1 Applications                                                                                                                            |              |         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|---------|
| <b>Recommendation:</b>                                                                                                                                                                |              |         |
| That the following eligible applicants be granted financial assistance under Section 356 of the Local Government Act 1993 for Round One of the 2022/2023 Community Assistance Scheme. |              |         |
| Walgett Charity Bushmans Carnival                                                                                                                                                     |              | \$1,500 |
| Lightning Ridge Community Radio                                                                                                                                                       |              | \$1,368 |
| Walgett Amateur Swim Club                                                                                                                                                             |              | \$2,000 |
| Walgett District Pony Club                                                                                                                                                            |              | \$2,000 |
| SI Lightning Ridge                                                                                                                                                                    |              | \$1,000 |
| Balonne Barwon Junior Rugby League                                                                                                                                                    |              | \$2,000 |
|                                                                                                                                                                                       | <i>Total</i> | \$9,868 |
| <b>Moved:</b>                                                                                                                                                                         |              |         |
| <b>Seconded:</b>                                                                                                                                                                      |              |         |

|                                    |         |
|------------------------------------|---------|
| Walgett Charity Bushmans Carnival  | \$1,500 |
| Lightning Ridge Community Radio    | \$1,368 |
| Walgett Amateur Swim Club          | \$2,000 |
| Walgett District Pony Club         | \$2,000 |
| SI Lightning Ridge                 | \$1,000 |
| Balonne Barwon Junior Rugby League | \$2,000 |

*Total* \$9,868

**Moved:**

**Seconded:**

**Attachments:**

Applications list.

| Organisation                                       | Project                                                                                                                                                                                            | Cost of Project/Activity | Amount Requested | Recommended Amount Max. \$3000 | Previous Funding |
|----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|------------------|--------------------------------|------------------|
| Walgett Charity Bushmans Carnival                  | Seeking financial assistance with cost of headline entertainers in order to garner a larger crowd, due to the carnival having been cancelled the past 2 years as a result of the COVID-19 Pandemic | \$ 15,000.00             | \$ 7,500.00      | \$ 1,500.00                    | Yes              |
| Lightning Ridge Community Radio Inc.               | Seeking financial assistance with the cost of a new computer and printer                                                                                                                           | \$ 1,368.00              | \$ 1,368.00      | \$ 1,368.00                    | Yes              |
| Let's Dance Carinda Tribute Committee Inc.         | Seeking financial assistance with advertising costs to attract attendees to the Carinda Let's Dance Music Festival                                                                                 | \$ 3,355.00              | \$ 3,000.00      | Application incomplete         | Yes              |
| Walgett District Pony Club                         | Seeking financial assistance with purchase of 20' General Purpose (water & vermin proof) shipping container to protect club equipment                                                              | \$ 6,985.00              | \$ 3,000.00      | \$ 2,000.00                    | Yes              |
| Walgett Amateur Swimming Club                      | Seeking financial assistance with the instructor training and new learn to swim equipment                                                                                                          | \$ 5,374.00              | \$ 3,000.00      | \$ 2,000.00                    | Yes              |
| S.I. Lightning Ridge                               | Seeking financial assistance with the purchase and planting of trees at Shire Schools and Farms who have suffered loss of trees during the 7 year drought                                          | \$ 5,000.00              | \$ 3,000.00      | \$ 1,000.00                    | No               |
| Sweeney's Art & Craft Cottage                      | Seeking financial assistance to renovate coattage, toilet and external grounds in order to address safety concerns for both volunteers and visitors                                                | \$ 3,000.00              | \$ 3,000.00      | Application incomplete         | No               |
| Balonne Barwon Junior Rugby League                 | Seeking financial assistance to help 32 children and their families attend the Zone 5 Rugby League Carnival                                                                                        | \$ 25,000.00             | \$ 3,000.00      | \$ 2,000.00                    | No               |
| Lightning Ridge Redbacks Football Club             | Seeking financial assistance for equipment fro training/games, development courses, club banner and skill/development day for players & members                                                    | \$ 3,000.00              | \$ 3,000.00      | Application incomplete         | No               |
| Lightning Ridge Piranhas Swimming Club             | Seeking financial assistance for training equipment, storage containers for flippers and a development day for coashes and swimmers                                                                | \$ 3,000.00              | \$ 3,000.00      | Application incomplete         | No               |
| Police Citizens Youth Clubs NSW Ltd (PCYC Walgett) | Seeking financial assistance with the purchase of video conferencing equipment to allow for meetings, conferences & training sessions for up to 12 people                                          | \$ 3,340.80              | \$ 2,780.80      | Ineligible                     | Yes              |

## 10.1.10 LGNSW ANNUAL CONFERENCE 2022

**REPORTING SECTION:** Executive  
**AUTHOR:** Michael Urquhart  
**FILE NUMBER:** 22/10/0101

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### **Summary:**

The purpose of this report is to advise Council the LGNSW annual conference is scheduled to be held at the Crowne Plaza Hunter Valley from the 23rd to 25<sup>th</sup> October 2022, and to seek Councillor attendance for registration, nomination of voting delegate and submission motions for the conference.

### **Background:**

A copy of the draft conference program is attached for Councillors information. The conference is a forum for Council to debate issues and to make recommendation to NSW State Government.

### **Current position:**

LGNSW is requesting Councillor registration and submission of motions to the annual conference. Unfortunately this year the annual conference clashes with Council's Ordinary meeting scheduled for the 25<sup>th</sup> October 2022, Council may like to consider re-schedule the meeting to Thursday 27<sup>th</sup> October 2022 to allow Councillor attendance for the entire program.

LGNSW advise proposed motions should be strategic, affect members state wide and introduce new or emerging policy issues and actions. Before submitting motions Councils are requested to review the action reports from previous conferences and positions of LGNSW set out in the LGNSW Policy Platform.

The LGNSW Board has resolved that motions will be included in the Business Paper for the Conference only where they:

1. Are consistent with the objects of LGNSW (see Rule 4 of the Association's rules),
2. Relate to or concern local government as a sector in NSW and/or across Australia,
3. Seek to establish or change policy positions of LGNSW and/or improve governance of the Association (noting that the LGNSW Board is responsible for decisions around resourcing any campaigns or operational activities, and any necessary resource allocations will be subject to the LGNSW budgetary process),
4. Have a lawful purpose (a motion does not have a lawful purpose if its implementation would require or encourage non-compliance with prevailing laws),
5. Are clearly worded and unambiguous in nature, and
6. Do not express preference for one or several members over one or several other members.

The Council submitting the motion must provide accompanying evidence of support for the motion. Such evidence takes the form of an attachment note or extract from the minutes of the council meeting, at which the member council resolved to submit the motion for consideration by the Conference. In the absence of a council meeting, the evidence should be a letter signed by both the Mayor and General Manager.

The LGNSW Board has established a committee and delegated the function of managing incoming motions for the Conference to this committee. The Chief Executive will refer motions to the committee and the committee will assess whether the motion meets or doesn't meet the criteria, or if it is unclear whether it meets the criteria. This assessment forms the final decision on which motions are included in the Conference Business Paper.

Prior to the committee making a final decision, LGNSW may contact the council that submitted the motion to seek clarity on its intent or wording.

Incoming motions which seek to change any long-held Fundamental Principles (Part A of the Policy Platform), will be highlighted in the Business Paper for members' information at time of voting.

Motions which are consistent with existing LGNSW positions or current LGNSW actions, or that are operational and can be actioned without a Conference resolution, may still be printed in the Business Paper but will not be debated at the Conference.

**Relevant Reference Documents/Policies:**

LGNSW Conference draft program

**Stakeholders:**

Walgett Shire Council  
LGNSW  
Councillors

**Governance issues:**

Council policies provide for Councillors and General Manager to attend.

**Environmental issues:**

NIL.

**Financial Implications:**

The 2022/23 operational plan and budget make provision for the Mayor, Councillors and General Managers attendance at the conference.

**Alternative Solutions/Options:**

Council not attend the conference.

**Conclusion:**

At the time of writing this report no Council motions have been developed for consideration. However it's understood the following motions are being submitted from some member Council's:

- Recognition of RFS assets
- Annual rate increases to be maintained with CPI
- Call for more affordable housing



**LGNSW Annual Conference 2022**

**Recommendation:**

1. The General Managers report be received.
2. The Mayor and General Manager be delegated authority to submit a conference motion, should the need arise.
3. Council nominate delegates to attend the annual conference, along with the Mayor and General Manager.

**Moved:**

**Seconded:**

**Attachments:**

Draft Conference Agenda

• **23 OCTOBER**

|                     |                                                                                                                                                                                                                                                              |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12.15pm             | <b>Pre-booked bus transfers to Crowne Plaza Hunter Valley from selected hotels</b>                                                                                                                                                                           |
| 12.30pm –<br>7.45pm | <b>Galleria foyer (ground level)</b><br><b>Registration desk operational</b>                                                                                                                                                                                 |
| 1.30pm –<br>3.00pm  | <b>Semillon Room 1 (level 2)</b><br><b>Workshop #1:</b> Universal Urban Design and local government: creating welcoming, vibrant, safe and inclusive communities                                                                                             |
| 1.30pm –<br>3.00pm  | <b>Semillon Room 2 (level 2)</b><br><b>Workshop #2:</b> Creating Smart Places – How Your LGA can Benefit                                                                                                                                                     |
| 1.30pm –<br>3.00pm  | <b>Semillon Room 3 (level 2)</b><br><b>Workshop #3:</b> Managing Pests and weeds: Biosecurity and your council protecting the economy, environment and community                                                                                             |
| 1.30pm –<br>3.00pm  | <b>Verdelho Room (level 2)</b><br><b>Workshop #4:</b> Building a new, resilient LG sector – Reset, Reshape and Resilience                                                                                                                                    |
| 2.45pm              | <b>Pre-book bus transfers to Crowne Plaza Hunter Valley from selected hotels</b>                                                                                                                                                                             |
| 3.00pm –<br>3.40pm  | <b>Trade Area (Exhibition Centre, ground level)</b><br><b>Refreshment Break</b>                                                                                                                                                                              |
| 3.45pm –<br>3.50pm  | <b>Cabernet Merlot Room (ground level)</b><br><b>Keynote sponsor introduction by <a href="#">TPG Telecom</a></b>                                                                                                                                             |
| 3.50pm –<br>4.40pm  | <b>Cabernet Merlot Room (ground level)</b><br><b>Keynote address: John Brogden AM (Lifeline International)</b>                                                                                                                                               |
| 4.45pm –<br>5.00pm  | <b>Cabernet Merlot Room (ground level)</b><br><b>Presentation of the A.R. Bluett Awards by the Trustees</b>                                                                                                                                                  |
| 5.00pm –<br>5.15pm  | <b>Cabernet Merlot Room (ground level)</b><br><b>Official Opening LGNSW Conference</b>                                                                                                                                                                       |
| 5.15pm –<br>7.45pm  | <b>Poolside, Crowne Plaza Hunter Valley</b><br><b>President's Welcome Reception</b> sponsored by <a href="#">Statewide Mutual</a> (featuring Hunter Valley food and wine)<br><br>Pre-booked bus transfers from Crowne Plaza Hunter Valley to selected hotels |

• [24 October](#)

|                   |                                                                                                                                                                                                                                                                                                                                    |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| From 7.30am       | <b>Pre-booked bus transfers to Crowne Plaza Hunter Valley from selected hotels</b><br><b>Trade Area (Exhibition Centre, ground level)</b><br><b>Light refreshments</b>                                                                                                                                                             |
| 7.30am – 5.00pm   | <b>Galleria foyer (ground level)</b><br><b>Registration desk operational</b>                                                                                                                                                                                                                                                       |
| 9.05am – 9.10am   | <b>Cabernet Merlot Room (ground level)</b><br>Conference Introduction by <b>Scott Phillips</b> , Chief Executive, LGNSW                                                                                                                                                                                                            |
| 9.10am – 9.15am   | <b>Cabernet Merlot Room (ground level)</b><br><b>Welcome to Country</b> on behalf of Metropolitan Local Aboriginal Land Council                                                                                                                                                                                                    |
| 9.15am – 10.00am  | <b>Cabernet Merlot Room (ground level)</b><br><b>Opening of the Federal and State conferences, adoption of standing orders, business sessions and consideration of motions and conference business.</b><br><b>Opening Address</b> by Cr Darriea Turley AM President, LGNSW<br>Presentation of <b>financial reports</b> (Treasurer) |
| 10.00am           | <b>Cabernet Merlot Room (ground level)</b><br>Demonstration of voting procedure. Commencement of consideration of motions and conference business                                                                                                                                                                                  |
| 10.55am – 11.00am | <b>Cabernet Merlot Room (ground level)</b><br>Presentation from <b>Cr Linda Scott</b> , President Australian Local Government Association (ALGA)                                                                                                                                                                                   |
| 11.00am           | <b>Trade Area (Exhibition Centre, ground level)</b><br><b>Refreshment break</b> with distinguished partner <a href="#">Transport For NSW</a>                                                                                                                                                                                       |
| 11.30am – 11.35am | <b>Cabernet Merlot Room (ground level)</b><br><b>Address by Premier Partner</b> <a href="#">nbn</a>                                                                                                                                                                                                                                |
| 11.35am – 1.00pm  | <b>Cabernet Merlot Room (ground level)</b><br><b>Consideration of Conference Business (continued)</b>                                                                                                                                                                                                                              |
| 1.00pm – 1.05pm   | <b>Cabernet Merlot Room (ground level)</b><br><b>Address by Elite Sponsor</b> <a href="#">StateCover Mutual</a>                                                                                                                                                                                                                    |
| 1.05pm – 2.15pm   | <b>Trade Area (Exhibition Centre, ground level)</b><br><b>Lunch</b> with Elite Sponsor <a href="#">StateCover Mutual</a>                                                                                                                                                                                                           |

|                    |                                                                                                                                                                                                               |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.05pm –<br>2.20pm | <b>Semillon Ballroom (level 2)</b><br><b>StateCover Mutual Members' Lunch</b> – GMs and CEOs are invited to join StateCover Mutual for a member networking event                                              |
| 2.20pm –<br>3.30pm | <b>Cabernet Merlot Room (ground level)</b><br><b>Consideration of Conference Business (continued)</b>                                                                                                         |
| 3.30pm –<br>4.00pm | <b>Trade Area (Exhibition Centre, ground level)</b><br><b>Refreshment Break</b> with Distinguished Partner <a href="#">Landcom</a>                                                                            |
| 4.00pm –<br>5.05pm | <b>Cabernet Merlot Room (ground level)</b><br><b>Consideration of Conference Business</b>                                                                                                                     |
| 5.05pm –<br>5.35pm | <b>Trade Area (Exhibition Centre, ground level)</b><br><b>Networking</b>                                                                                                                                      |
| 5.15pm             | <b>Pre-booked bus transfers from Crowne Plaza Hunter Valley to selected hotels</b>                                                                                                                            |
| 6.30pm             | <b>Pre-booked bus Transfers to Hope Estate Vineyards from selected hotels</b>                                                                                                                                 |
| From 7.00pm        | <b>Hope Estate Vineyards</b><br>Local Government NSW <b>Conference Dinner and entertainment</b> with Elite Sponsor <a href="#">StateCover Mutual</a> . Presentation of <b>Local Government Service Awards</b> |
| 10.30pm            | <b>Pre-booked bus Transfers from Hope Estate Vineyards to selected hotels</b>                                                                                                                                 |



|                    |                                                                                                                                                                                                                                                                |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| From 7.30am        | <b>Galleria foyer (ground level)</b><br><b>Registration desk operational</b><br><br><b>Pre-booked bus transfers to Crowne Plaza Hunter Valley from selected hotels</b><br><br><b>Trade Area (Exhibition Centre, ground level)</b><br><b>Light refreshments</b> |
| 7.30am –<br>8.45am | <b>Semillon Ballroom (level 2)</b><br><b>Australian Local Government Women's Association (ALGWA NSW) Breakfast</b><br>Address by Hunter Valley entrepreneur, wine-maker and founder of <a href="#">Vamp by Lisa McGuigan</a> – Lisa McGuigan                   |

|                      |                                                                                                                                                                                                                                        |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9.00am –<br>10.00am  | <p><b>Cabernet Merlot Room (ground level)</b></p> <p><b>Housekeeping and introduction</b></p> <p><b>Keynote address followed by Q&amp;A – The Future of Local Government</b></p>                                                       |
| 10.00am –<br>10.05am | <p>Address from Distinguished partner <a href="#">Transport For NSW</a></p>                                                                                                                                                            |
| 10.05am –<br>10.40am | <p><b>Trade Area (Exhibition Centre, ground level)</b></p> <p><b>Refreshment break</b> with Distinguished Partner <a href="#">Active Super</a></p>                                                                                     |
| 10.40am –<br>10.45am | <p>Address from Distinguished partner <a href="#">Active Super</a></p>                                                                                                                                                                 |
| 10.45am –<br>11.40am | <p><b>Cabernet Merlot Room (ground level)</b></p> <p><b>Keynote address</b> – Re-imagining Our Future Workforce with Simon Kuestenmacher, followed by case studies and Q&amp;A</p>                                                     |
| 11.40am –<br>11.45am | <p>Address from Distinguished partner <a href="#">Landcom</a></p>                                                                                                                                                                      |
| 11.45am –<br>12.45pm | <p><b>Cabernet Merlot Room (ground level)</b></p> <p><b>Final Keynote Session</b> – Crime Prevention in NSW</p>                                                                                                                        |
| 12.45pm –<br>1.00pm  | <p><b>Cabernet Merlot Room (ground level)</b></p> <p>Final remarks from <b>President LGNSW</b>, including Annual Conference 2023 announcement and Conference Close</p>                                                                 |
| 1.00pm –<br>2.00pm   | <p><b>Trade Area (Exhibition Centre, ground level)</b></p> <p><b>Collect and go</b> – lunch box style. Trade Exhibition closes at 2.00pm</p> <p><b>Pre-booked bus transfers from Crowne Plaza Hunter Valley to selected hotels</b></p> |

## **10.2 CHIEF FINANCIAL OFFICER**

### **10.2.1 MONTHLY OUTSTANDING RATES AS AT 30 JUNE 2022**

**REPORTING SECTION:** Corporate Services  
**AUTHOR:** Tony Hughes – Chief Financial Officer  
**FILE NUMBER:** 22/10/0098

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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 and 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 and 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 30 June 2022 is 86.19% which is 2.94% less than the previous year collection at 30 June 2021 of 89.13% and does not meet the recommended benchmark for regional NSW of less than 10%.

#### **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.

| <b>Monthly Outstanding Rates Report as at 30 June 2022</b>                                                                                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <p>The 30 June 2022 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 30 June 2022**

|                                                         | 30 June 2022          | 30 June 2021          |
|---------------------------------------------------------|-----------------------|-----------------------|
| Arrears from previous year                              | 1,178,458.83          | 1,073,123.02          |
| Adjustment                                              |                       |                       |
| Sub Total                                               | 1,178,458.83          | 1,073,123.02          |
| <b>Current Year Activity</b>                            |                       |                       |
| Legal fees (Including write off's)                      | (11,466.80)           | (647.00)              |
| Adjusted Levy                                           | 10,147,127.53         | 9,819,560.94          |
| Interest (Including write off's)                        | 78,506.62             | 38,640.22             |
| Adjustments (Including Write Off's)                     | (15,173.74)           | (89,213.38)           |
| Sub Total                                               | 10,198,993.61         | 9,768,340.78          |
| <b>Total Arrears and Adjusted Levy</b>                  | <b>11,377,452.44</b>  | <b>10,841,463.80</b>  |
| Payments                                                | (9,605,927.17)        | (9,465,239.99)        |
| Pensioner Concessions - Govt                            | (97,637.18)           | (97,101.57)           |
| Pensioner Concessions - Council                         | (79,888.99)           | (79,450.91)           |
| Discount                                                | 0.00                  | 0.00                  |
| Special Rebate Council                                  | (22,487.25)           | (21,212.50)           |
| Sub Total                                               | (9,805,940.59)        | (9,663,004.97)        |
| <b>Total Remaining Levy</b>                             | <b>\$1,571,511.85</b> | <b>\$1,178,458.83</b> |
| Current                                                 | 832,318.20            | 666,547.85            |
| Arrears                                                 | 371,130.35            | 171,942.54            |
| Interest b/f from previous years                        | 182,321.04            | 172,665.34            |
| Current year interest                                   | 64,388.61             | 30,886.03             |
| Legals                                                  | 121,353.65            | 136,417.07            |
| <b>Total Remaining Levy</b>                             | <b>\$1,571,511.85</b> | <b>\$1,178,458.83</b> |
| <b>Variance</b>                                         | <b>\$0.00</b>         | <b>\$0.00</b>         |
| <b>Total YTD Collected</b>                              |                       |                       |
| Collected YTD % of Levy, Arrears, Interest & Legal Fees | 86.19%                | 89.13%                |
| Collected YTD % of Levy                                 | 94.19%                | 96.90%                |

Note (1) 2020-2021 Rates and Charges levied in accordance with OLG Circular 20-12/ 17 April 2020 (1st Instalment/Payment in Full - Due Date 30 September 2020)

## 10.2.2 CASH & INVESTMENTS AS AT 30 JUNE 2022

**REPORTING SECTION:** Corporate Services  
**AUTHOR:** Tony Hughes – Chief Financial Officer  
**FILE NUMBER:** 22/10/0087

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### **Summary:**

This report provides a summary and analysis of Council's cash and investments for the period ending 30<sup>th</sup> June 2022.

### **Background:**

The investment portfolio consists of on-call bank accounts and fixed rate interest bearing term 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 Walgett Shire's results from the portfolio continue to 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 \$36,072,821 in on-call and interest-bearing term 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.

Council's detailed investment portfolio and compliance information is shown in 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.

In June the RBA raised the official cash rate by 0.50% to 1.35%, flagging further rate increases over coming months and prompting markets to factor in the possibility of a recession in the 2024-2025 financial year. With markets factoring in additional rate hikes over coming months, this has seen a significant shift in longer-term deposit rates with the interest rate for bank term deposits continuing to improve in June with rates in excess of 3% being offered on deposits of 12 months or more.

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

Local Government Act (NSW), 1993  
Local Government (General) Regulation 2005  
Ministerial Investment Order 5<sup>th</sup> January 2016  
Investment Policy (Revised and adopted in 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 30<sup>th</sup> June 2022 Walgett Shire Council's total cash and invested funds totalled \$36,072,821 decreasing the portfolio by \$2,194,868 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) 5<sup>th</sup> 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 30 <sup>th</sup> June 2022                                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------|
| <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 Documents

## 10.3 DIRECTOR ENGINEERING / TECHNICAL SERVICES

### 10.3.1 MONTHLY MAINTENANCE GRADING REPORT AS AT 30 JUNE 2022

**REPORTING SECTION:** Engineering / Technical Services  
**AUTHOR:** Bob Stephen - Director Engineering / Technical Services  
**FILE NUMBER:** 22/10/0091

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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 30<sup>th</sup> June 2022.

**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 30<sup>th</sup> June 2022- \$801,054.40 has been spent.

November Flood work costs up to 30<sup>th</sup> June 2022 is \$1,955,218.32.

**Alternative Solutions/Options:**

Nil

**Conclusion:**

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

| Monthly Maintenance Grading Report – June 2022                                                                                                                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <p>That Council receive and note the monthly maintenance grading works report for June 2022.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p> |

**Attachments:**

Monthly maintenance grading works.

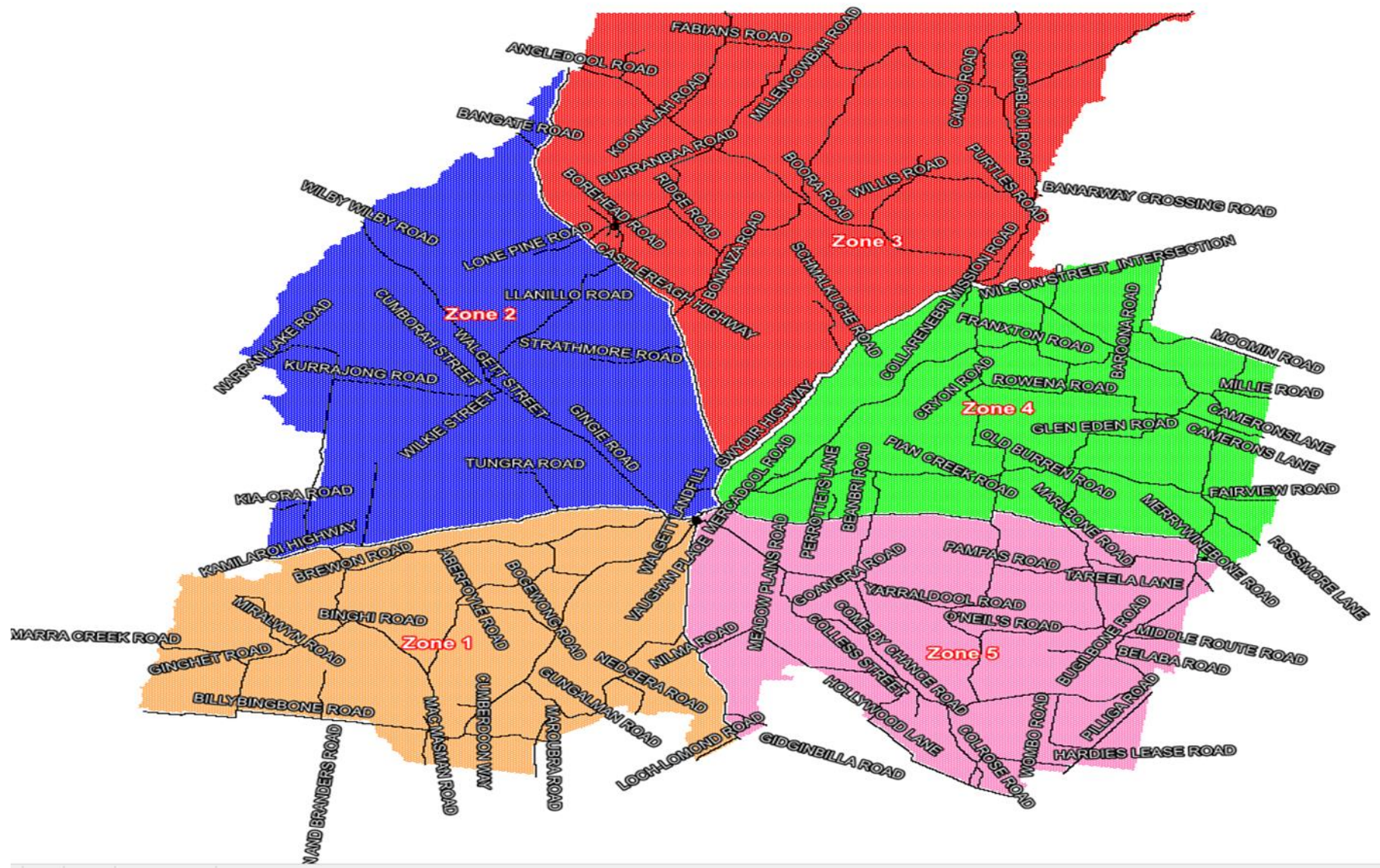
| Road Name                    | Total Length of Road | Budget Required for Entire Road | Road Category | Expenditure For July 2021 | Expenditure For August 2021 | Expenditure For Sept. 2021 | Expenditure For Oct. 2021 | Expenditure For Nov. 2021 | Expenditure For Dec. 2021 | Expenditure For Jan. 2022 | 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             |                           |                             |                            |                           |                           |                           |                           |                           |                            | \$ 6,660.00                |                          | \$ 1,800.00               | \$ 8,460.00          |
| Regans Road SR58             | 3.2                  | \$ 4,278.00                     | F             |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           |                      |
| Marra Creek Road SR60        | 17.5                 | \$ 10,850.00                    | E             |                           | \$ 6,365.00                 | \$ 6,365.00                |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ 10,876.55         |
| Lochlomond Road SR74         | 8.4                  | \$ 5,208.00                     | E             |                           |                             |                            |                           |                           |                           |                           | \$ 53.12                  |                            |                            |                          | ''                        | \$ 53.12             |
| Maroubra Road SR76           | 8.3                  | \$ 5,146.00                     | E             |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           |                      |
| Nedgara Road SR77            | 10.7                 | \$ 6,634.00                     | F             |                           |                             |                            |                           | \$ 9,691.89               | \$ 3,400.00               | \$ 1,621.33               |                           |                            |                            |                          |                           | \$ 14,713.22         |
| Mac Masman Road SR81         | 8                    | \$ 4,960.00                     | E             |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           |                      |
| Binghi Road SR113            | 20.1                 | \$ 12,462.00                    | E             |                           |                             |                            |                           |                           |                           |                           | \$ 2,800.00               |                            |                            |                          | \$ 10,880.00              | \$ 13,680.00         |
| Aberfoyle Road SR115         | 26.2                 | \$ 16,244.00                    | D             |                           | \$ 12,815.00                |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ 12,815.00         |
| Gungalman Road SR31          | 43.7                 | \$ 27,094.00                    | D             |                           |                             |                            |                           |                           |                           | \$ 6,812.34               | \$ 13,213.92              |                            |                            |                          |                           | \$ 20,026.26         |
| Gilwary Road SR32            | 7.9                  | \$ 4,898.00                     | F             |                           |                             |                            |                           |                           |                           | \$ 1,484.97               |                           |                            |                            |                          |                           | \$ 1,484.97          |
| Teranyan Road SR33           | 13.7                 | \$ 8,494.00                     | D             |                           |                             |                            |                           | \$ 6,200.00               |                           | \$ 6,759.90               |                           |                            |                            |                          | \$ 8,160.00               | \$ 21,119.90         |
| Bogewong Road SR114          | 48.7                 | \$ 30,194.00                    | D             |                           | \$ 25,310.00                |                            |                           |                           |                           |                           | \$ 266.56                 |                            |                            |                          |                           | \$ 25,671.76         |
| Ginghet Road SR40            | 47.6                 | \$ 29,512.00                    | D             |                           | \$ 10,672.33                |                            |                           |                           | \$ 2,587.06               |                           |                           |                            |                            |                          | \$ 8,000.00               | \$ 21,259.39         |
| 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               | \$ 11,218.43              | \$ 3,309.97               | \$ 2,940.00               | \$ 4,702.82               |                            |                            |                          | \$ 3,500.00               | \$ 27,600.95         |
| Billybingbone Road RR7516    | 18.67                | \$ 11,532.00                    | C             |                           | \$ 2,990.00                 | \$ 2,990.00                |                           |                           |                           |                           |                           | \$ 646.02                  | \$ 5,130.00                |                          | \$ 5,400.00               | \$ 14,166.02         |
| Merri Merri Road RR202       | 6.57                 | \$ 7,166.00                     | C             |                           | \$ 1,265.00                 | \$ 1,265.00                |                           |                           |                           |                           | \$ 1,603.87               |                            |                            |                          | \$ 1,800.00               | \$ 15,025.50         |
| <b>Sub total Zone 1</b>      | <b>392.29</b>        | <b>\$ 250,640.00</b>            |               | <b>\$ -</b>               | <b>\$ 72,786.38</b>         | <b>\$ 10,620.00</b>        | <b>\$ 1,929.73</b>        | <b>\$ 27,110.32</b>       | <b>\$ 9,297.03</b>        | <b>\$ 19,618.54</b>       | <b>\$ 22,640.29</b>       | <b>\$ 646.02</b>           | <b>\$ 11,790.00</b>        | <b>\$ -</b>              | <b>\$ 39,540.00</b>       | <b>\$ 220,321.69</b> |
| <b>Zone 2</b>                |                      |                                 |               |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           |                      |
| Boorooma Creek Road SR48     | 19.1                 | \$ 11,842.00                    | E             |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           |                      |
| Wimbledon Road SR64          | 3.4                  | \$ 4,278.00                     | E             |                           |                             |                            |                           |                           |                           | \$ 3,455.55               |                           |                            |                            |                          |                           | \$ 3,455.55          |
| 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             |                           | \$ 15,375.44                | \$ 15,375.44               |                           |                           |                           |                           |                           |                            |                            |                          | \$ 1,539.77               | \$ 38,356.65         |
| Lone Pine Road SR70          | 9.6                  | \$ 5,952.00                     | D             |                           |                             |                            | \$ 4,394.14               | \$ 413.45                 |                           |                           |                           |                            |                            |                          |                           | \$ 4,807.59          |
| Kurrajong Road SR110         | 27.8                 | \$ 17,236.00                    | D             |                           | \$ 6,717.60                 |                            |                           |                           |                           |                           |                           |                            | \$ 16,361.40               | \$ 4,808.02              | \$ 6,572.41               | \$ 34,459.43         |
| Wilby Wilby Road SR101       | 28.7                 | \$ 17,794.00                    | D             | \$ 7,526.60               | \$ 468.09                   | \$ 468.09                  | \$ 7,408.81               |                           |                           |                           |                           |                            |                            | \$ 11,614.75             |                           | \$ 27,018.25         |
| Grawin Opal Fields Road      | 0.9                  | \$ 557.00                       | C             |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            |                          | \$ 3,657.66               | \$ 3,657.66          |
| 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>\$ 22,561.13</b>         | <b>\$ 15,843.53</b>        | <b>\$ 11,802.95</b>       | <b>\$ 413.45</b>          | <b>\$ -</b>               | <b>\$ 3,455.55</b>        | <b>\$ -</b>               | <b>\$ -</b>                | <b>\$ 16,361.40</b>        | <b>\$ 16,422.77</b>      | <b>\$ 11,769.84</b>       | <b>\$ 111,755.13</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             |                           |                             |                            |                           |                           |                           |                           |                           | \$ 5,220.00                |                            | \$ 300.00                |                           | \$ 5,520.00          |
| Schmalkuche Road SR47          | 14.4                 | \$ 8,928.00                     | E             |                           | \$ 5,467.50                 | \$ 5,467.50                |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ 5,467.50          |
| Millencowbah Road SR51         | 27.7                 | \$ 17,174.00                    | E             |                           | \$ 4,117.50                 | \$ 4,117.50                |                           |                           |                           |                           |                           |                            |                            |                          |                           | \$ 6,007.50          |
| Willis Road SR52               | 14.5                 | \$ 8,990.00                     | F             |                           |                             |                            |                           |                           |                           | \$ 2,025.00               |                           |                            |                            |                          |                           | \$ 2,025.00          |
| Koomalah Road SR53             | 28.4                 | \$ 17,608.00                    | E             |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            |                          | \$ 13,040.00              | \$ 13,040.00         |
| Burranbaa Road SR55            | 18.1                 | \$ 11,222.00                    | E             |                           | \$ 1,600.00                 | \$ 1,600.00                |                           |                           |                           |                           |                           |                            |                            | \$ 11,818.47             |                           | \$ 23,481.41         |
| Cambo Road SR61                | 21.1                 | \$ 13,082.00                    | E             |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            | \$ 3,957.72              |                           | \$ 3,957.72          |
| Woolaroo Road SR69             | 1                    | \$ 4,278.00                     | E             |                           |                             |                            |                           | \$ 1,402.59               |                           |                           |                           |                            |                            |                          | \$ 1,584.42               | \$ 2,987.01          |
| 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             |                           |                             |                            |                           |                           |                           | \$ 3,780.00               |                           |                            |                            |                          |                           | \$ 3,780.00          |
| Boora Road SR127               | 63.8                 | \$ 39,556.00                    | D             |                           | \$ 6,075.00                 |                            |                           |                           |                           |                           |                           |                            | \$ 405.00                  | \$ 1,316.95              |                           | \$ 7,796.95          |
| Bore Head Road SR45            | 5.1                  | \$ 4,278.00                     | D             |                           |                             |                            |                           | \$ 1,617.73               |                           |                           |                           |                            |                            |                          | \$ 1,583.71               | \$ 3,201.44          |
| Lorne Road SR98                | 6.9                  | \$ 4,278.00                     | D             |                           |                             |                            | \$ 2,978.70               | \$ 214.38                 |                           |                           |                           |                            |                            | \$ 6,552.72              |                           | \$ 9,745.80          |
| Angledool Road SR102           | 49.3                 | \$ 30,566.00                    | C             | \$ 5,469.62               | \$ 12,100.00                | \$ 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               |                           |                           | \$ 3,105.00               | \$ 3,755.22               | \$ 2,650.47                | \$ 8,370.00                |                          | \$ 148.09                 | \$ 42,759.89         |
| 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>\$ 55,609.11</b>         | <b>\$ 23,285.00</b>        | <b>\$ 17,307.24</b>       | <b>\$ 3,234.70</b>        | <b>\$ -</b>               | <b>\$ 8,910.00</b>        | <b>\$ 3,755.22</b>        | <b>\$ 7,870.47</b>         | <b>\$ 8,775.00</b>         | <b>\$ 23,945.86</b>      | <b>\$ 16,356.22</b>       | <b>\$ 163,288.38</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                 |                            |                           |                           |                           |                           |                           |                            |                            | \$ 5,600.00              | \$ 480.00                 | \$ 9,760.00          |
| Clarkes Road SR3               | 6                    | \$ 4,278.00                     | E             |                           |                             |                            |                           | \$ 2,160.00               |                           |                           |                           |                            |                            | \$ 2,240.00              |                           | \$ 4,400.00          |
| Cryon Road SR5                 | 56.75                | \$ 35,185.00                    | C             |                           |                             |                            |                           | \$ 6,080.00               |                           |                           |                           |                            |                            |                          |                           | \$ 6,080.00          |
| Woodvale Road SR13             | 8.96                 | \$ 8,556.00                     | E             |                           | \$ 3,200.00                 |                            |                           |                           |                           |                           |                           |                            |                            |                          | \$ 3,200.00               | \$ 6,400.00          |
| 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             |                           |                             |                            |                           |                           |                           |                           |                           |                            | \$ 900.00                  |                          |                           | \$ 900.00            |
| Fairview Road SR90             | 12.6                 | \$ 7,812.00                     | F             |                           |                             |                            |                           |                           |                           |                           |                           | \$ 5,760.00                |                            |                          |                           | \$ 5,760.00          |
| Dundee Road SR124              | 13.9                 | \$ 8,618.00                     | F             |                           | \$ 8,640.00                 |                            |                           |                           |                           |                           |                           |                            |                            | \$ 4,298.59              | \$ 266.56                 | \$ 13,205.15         |
| 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                 |                            |                           | \$ 4,960.00               |                           |                           |                           |                            |                            |                          | \$ 4,560.00               | \$ 14,320.00         |
| Rossmore Road SR71             | 10.7                 | \$ 6,634.00                     | C             |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           |                      |
| Rowena Road SR123              | 34.5                 | \$ 21,390.00                    | E             |                           |                             |                            |                           | \$ 6,341.55               |                           |                           |                           |                            |                            |                          |                           | \$ 6,341.55          |
| Camerons Road SR128            | 15.2                 | \$ 9,424.00                     | D             |                           | \$ 8,320.00                 |                            |                           |                           |                           |                           | \$ 4,640.00               |                            |                            |                          |                           | \$ 12,960.00         |
| 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             |                           |                             |                            |                           |                           |                           |                           |                           | \$ 9,280.00                |                            | \$ 5,981.72              |                           | \$ 15,261.72         |
| 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>\$ 19,541.55</b>       | <b>\$ -</b>               | <b>\$ -</b>               | <b>\$ 4,640.00</b>        | <b>\$ 15,040.00</b>        | <b>\$ 900.00</b>           | <b>\$ 18,120.31</b>      | <b>\$ 8,506.56</b>        | <b>\$ 138,369.69</b> |

## WALGETT SHIRE COUNCIL AGENDA – 26 JULY 2022 – 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             |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            | \$ 6,400.00              |                           | \$ 6,400.00          |
| Wombo Road SR25            | 17.7                 | \$ 10,974.00                    | E             |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           |                      |
| Hardys Lease Road SR26     | 16                   | \$ 9,920.00                     | E             |                           |                             |                            | \$ 433.17                 | \$ 7,485.00               |                           |                           |                           |                            |                            |                          |                           | \$ 7,918.17          |
| Colrose Road SR27          | 20.6                 | \$ 12,772.00                    | E             |                           |                             |                            | \$ 7,815.00               | \$ 3,450.00               |                           |                           |                           |                            |                            |                          | \$ 1,120.00               | \$ 12,385.00         |
| Wingadee Road SR28         | 11.8                 | \$ 7,316.00                     | E             |                           |                             |                            | \$ 7,125.00               |                           |                           |                           |                           |                            | \$ 5,920.00                |                          |                           | \$ 13,045.00         |
| Epping Road SR57           | 15.4                 | \$ 9,548.00                     | E             |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            | \$ 6,320.00              |                           | \$ 6,320.00          |
| Middle Route Road SR72     | 9.6                  | \$ 5,952.00                     | E             |                           |                             |                            |                           | \$ 784.97                 |                           |                           |                           |                            |                            | \$ 5,680.00              |                           | \$ 6,464.97          |
| Gidginbilla Road SR75      | 7.4                  | \$ 4,588.00                     | E             |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            | \$ 5,175.00              |                           | \$ 5,175.00          |
| 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               | \$ 1,760.00               |                           |                           |                           |                            | \$ 720.00                  |                          |                           | \$ 11,432.50         |
| O'Niels Road SR131         | 31.1                 | \$ 19,282.00                    | D             |                           | \$ 376.29                   | \$ 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             |                           |                             |                            |                           |                           |                           |                           | \$ 918.18                 |                            |                            |                          |                           | \$ 1,441.10          |
| Nilma Road SR30            | 37.8                 | \$ 23,436.00                    | D             |                           |                             |                            |                           |                           |                           |                           |                           |                            | \$ 33,715.00               |                          |                           | \$ 33,715.00         |
| Bugilbone Road SR103       | 28.7                 | \$ 32,725.00                    | C             |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           |                      |
| Goangra Road SR116         | 16.4                 | \$ 10,168.00                    | D             |                           |                             |                            |                           |                           |                           | \$ 1,524.73               |                           |                            |                            |                          |                           | \$ 1,524.73          |
| Yarraldool Road SR118      | 41.3                 | \$ 25,606.00                    | C             |                           |                             |                            | \$ 296.49                 |                           | \$ 16.46                  |                           |                           |                            |                            |                          |                           | \$ 312.95            |
| Haynes Hut SR68            | 4.5                  | \$ 2,790.00                     | E             |                           |                             |                            |                           |                           |                           |                           |                           |                            |                            |                          |                           |                      |
| Come By Chance Road RR7716 | 60.9                 | \$ 65,450.00                    | C             |                           | \$ 786.30                   | \$ 786.30                  | \$ 14,157.50              | \$ 12,665.00              |                           |                           |                           |                            |                            |                          | \$ 13,760.00              | \$ 46,168.80         |
| <b>Sub total Zone 5</b>    | <b>457.8</b>         | <b>\$ 329,125.00</b>            |               |                           | <b>\$ 3,082.59</b>          | <b>\$ 1,162.59</b>         | <b>\$ 51,499.66</b>       | <b>\$ 26,144.97</b>       | <b>\$ 16.46</b>           | <b>\$ 1,524.73</b>        | <b>\$ 918.18</b>          | <b>\$ -</b>                | <b>\$ 40,355.00</b>        | <b>\$ 23,575.00</b>      | <b>\$ 14,880.00</b>       | <b>\$ 167,319.51</b> |
| <b>Total</b>               | <b>1,905.45</b>      | <b>1,295,183.00</b>             |               | <b>\$ 12,996.22</b>       | <b>\$204,999.21</b>         | <b>\$ 50,911.12</b>        | <b>\$103,200.85</b>       | <b>\$ 76,444.99</b>       | <b>\$ 9,313.49</b>        | <b>\$ 33,508.82</b>       | <b>\$ 31,953.69</b>       | <b>\$ 23,556.49</b>        | <b>\$ 78,181.40</b>        | <b>\$ 82,063.94</b>      | <b>\$ 91,052.62</b>       | <b>\$ 801,054.40</b> |
|                            | <b>Actual Budget</b> | <b>\$627,300.00</b>             |               |                           |                             |                            |                           | <b>Month total</b>        | <b>\$ 91,052.62</b>       |                           |                           |                            |                            |                          |                           |                      |





## 10.3.2 SERVICE PROGRESS REPORT AS AT 30 JUNE 2022

**REPORTING SECTION:** Engineering / Technical Services  
**AUTHOR:** Bob Stephen – Director Engineering/Technical Services  
**FILE NUMBER:** 22/10/0095

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### Summary:

The purpose of this report is to update Council with regards Engineering Services works progress up to 30<sup>th</sup> June 2022.

### 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 \$52,207,871.

### Breakdown of budgets:

| Items                               | Budget              | Expenditure up to 30 <sup>th</sup> June 2022 | (%)       |
|-------------------------------------|---------------------|----------------------------------------------|-----------|
| Transportation including RMCC works | \$45,771,709        | \$19,019,144                                 | 42        |
| Water works ( maintenance)          | \$2,638,352         | \$1,875,365                                  | 71        |
| Water works ( Capital)              | \$1,649,236         | \$283,528                                    | 17        |
| Sewer works ( Maintenance works)    | \$786,364           | \$468,799                                    | 60        |
| Sewer works (Capital works)         | \$1,136,210         | \$261,914                                    | 23        |
| <b>TOTAL</b>                        | <b>\$52,207,871</b> | <b>\$21,908,750</b>                          | <b>42</b> |

### Current Position:

The status of work progress is as follows;

| Items                              | Status                                                                                                     |                                                               |
|------------------------------------|------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| Flood damage repairs November 2021 | Emergency works completed, BEC will put claim together for further monies                                  | Claims submitted for reimbursement to WSC                     |
| Goangra Bridge                     | Work on hold due to wet weather                                                                            |                                                               |
| Come By Chance                     | Contract awarded to Batterline, contract has been signed work commence late June 2022 – weather permitting | Contractor in the process of mobilising for work commencement |
| Lorne Road                         | Contract awarded and signed. Work to commence early July 2022                                              |                                                               |
| Burranbaa Road                     | Contract awarded to Batterline, contract signed and work will commence work early July 2022                | Groundbreaking and construction commenced.                    |
| Hollywood Bridge                   | Construction completed, project in defects liability period                                                | Project closeout report completed with reimbursement          |

### 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  
Contractors

**Financial Implications:**

As of 30<sup>th</sup> June 2022, \$21,908,750.00 expended.

**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 – As at 30 June 2022                                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Recommendation:</b></p> <p>That Council receive and note the Engineering Services monthly works progress report for June 2022.</p> <p><b>Moved:</b><br/><b>Seconded:</b></p> |

**Attachment:**

Nil

## 10.4 DIRECTOR ENVIRONMENTAL SERVICES

### 10.4.1 DEVELOPMENT APPROVALS JUNE 2022

**REPORTING SECTION:** Planning  
**AUTHOR:** Kimley Talbert - Director Environmental Services  
**FILE NUMBER:** 22/10/0102

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**Summary:**

This report is to advise of the June 2022 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 May 2022

Complying Development Certificate

A total of one (1) complying Development Certificate for 32 Gem Street, Lightning Ridge 2384, now approved

Construction Certificate

Grey Park- 40 Pitt Street Walgett Shade Sail structures CC2022/20

Food Shop Inspections

Conducted within the following areas: Lightning Ridge, Collarenebri, Grawin, Sheepyards, Carinda and Walgett

Swimming Pool Compliance Certificates

One (1) issued

Current Building Project Under Construction

Shop/Office and five cabins at 20 Morilla Street, Lightning Ridge



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 July 2022.**

#### Development Applications

| Appl. No  | Address                                       | Title                         | Development                                          | Status                                      |
|-----------|-----------------------------------------------|-------------------------------|------------------------------------------------------|---------------------------------------------|
| DA2021/46 | 110 George Sands Way, WALGETT.                | Lot 43<br>DP 752271           | Torrens title subdivision at Namoi Reserve.          | On hold                                     |
| DA2021/54 | Kamilaroi Highway, WALGETT.                   | Lot 2 & lot 34<br>DP 752697   | Torrens title subdivision at Gingie Reserve.         | On hold                                     |
| DA022/13  | 28 Morilla Street<br>LIGHTNING RIDGE NSW 2834 | Lot 4 Section 15<br>DP 758612 | Shop change of use cake shop takeaway                | Now approved                                |
| DA2022/15 | 15 Rowena Street<br>ROWENA NSW                | Lot 1 DP 1196533              | Post Office Demountable Building Relocation          | Now approved                                |
| DA2022/16 | 2441 Pian Creek Road Walgett                  | Lot 4 DP 752268               | Rural Workers Cottage                                | Now approved                                |
| DA2022/17 | 1060 Moomin Road Rowena                       | Lot 3 DP 750467               | Rural Workers Cottage                                | Now approved                                |
| DA2022/29 | 6560 Castlereagh Highway Walgett              | Lot 28 DP 728742              | Construction of a Large Rural Shed                   | Now approved                                |
| DA2022/30 | 2422 Gingie Road Walgett                      | Lot 5 DP 752646               | Intensive 999 livestock cattle development (Feedlot) | Awaiting approval on neighbour notification |
| DA2022/32 | 3447Cryon Road Cryon                          | Lot 35<br>DP752261            | Torrens Title subdivision                            | Awaiting approval                           |
| DA2022/33 | 28 Warrena Street Walgett                     | Lots D & A DP 392928          | Nursery, Bed & Breakfast multi-unit cabins and shop  | Application withdrawn                       |
| DA2022/42 | 18 Grawin Street Cumborah                     | Lot 9 DP 837730               | Storage Shed                                         | Awaiting approval                           |
| DA2022/43 | “Bando” Koomalah Road Ligthning Ridge         | Lot 3189 DP 765394            | Extension and Operation of an Existing quarry        | Awaiting approval on neighbour notification |

|            |                                      |                             |                                                                     |                      |
|------------|--------------------------------------|-----------------------------|---------------------------------------------------------------------|----------------------|
| DA2021/9.1 | 25-29 Morilla Street Lightning Ridge | Lot 11 Section 10 DP 758612 | Lightning Ridge Bowling Club New shade structure over bowling green | Application approved |
|------------|--------------------------------------|-----------------------------|---------------------------------------------------------------------|----------------------|

*Enquiries received from a person interested in starting a mechanical business in the Lightning Ridge area, wishes to establish a mechanical workshop. Now awaiting the development application.*

*On-line meeting held with Roads to Home concerning sub-division applications for Namoi and Gingie Villages concerning planning issues with the proposed development applications*

### Planning Certificates

In June 2022 – twelve (12) 10.7 Planning Certificates were issued.

### **Other Environmental Services Activities:**

#### June 2022 Animal Impounding Records

Impounded 24 dogs with 4 dangerous dogs & 15 cats rehomed.

In the previous twelve (12) month period, a total of 306 dogs went through the animal pound and 268 were rehomed. Out of all the cats that have been through the animal pound only 63 cats have been rehomed and 235 feral cats have been euthanised.

During July 2022 the RSPCA are launching a KEEPING CATS SAFE AT HOME CAMPAIGN thus allowing 50 cats to be desexed, along with 50 dogs. The campaign extends from Tuesday 19<sup>th</sup> until Sunday 24<sup>th</sup> July 2022, which will also include PETCARE days Namoi and Gingie Villages.

### **Relevant reference documents/policies:**

Environmental Planning & Assessment Act 1979 & Regulations.

### **Governance issues:**

Nil

### **Environmental issues:**

All seven of the small village waste cells were serviced by council's contractor by cleaning the surrounding area of wastes. The compaction of wastes and appropriate clean soil cover along with expanding the cell were warranted to offer at least 12 months service for waste usage from the local community.

### **Stakeholders:**

- Walgett Shire Council
- Developer
- Residents of Walgett Shire Council

**Financial implications:**

Nil

**Alternative solutions:**

Nil

|                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Development Approvals June 2022</b>                                                                                                                          |
| <p><b>Recommendation:</b></p> <p>That Council receive and note the Development Approvals Report for June 2022.</p> <p><b>Moved:</b></p> <p><b>Seconded:</b></p> |

**Attachments:**

Nil



## **AGENDA FOR CLOSED COUNCIL MEETING**

**Tuesday 28<sup>th</sup> June 2022**

**NOTICE IS HEREBY GIVEN** pursuant to clause 7 of Council's Code of Meeting Practice that the Closed Council Meeting of Walgett Shire Council will be held at Walgett Shire Council Chambers on **28<sup>th</sup> June 2022** to discuss the items listed in the Agenda.

Michael Urquhart  
**GENERAL MANAGER**



## 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 PURCHASE OF PROPERTY AT CARINDA

### 12.2 CHIEF FINANCIAL OFFICER

#### 12.2.1 TENDERS FOR THE MANAGEMENT AND OPERATION OF WALGETT MEMORIAL AND COLLARENEBRI SWIMMING POOLS – RFT22/007

### 13. RETURN TO OPEN SESSION

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

### 14. ADOPTION OF CLOSED SESSION REPORTS

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

### 15. CLOSE OF MEETING

Time: .....